



## DEFENSE ACQUISITION WORKFORCE MANAGEMENT GROUP (WMG) CHARTER

A. PURPOSE: This charter prescribes the mission, responsibilities, organizational relationships, meetings, and membership of the Workforce Management Group (WMG), which oversees operations and management of the Defense Acquisition Workforce Education, Training and Career Development Program (the “Program”) for the Department of Defense (DoD). The WMG, chaired by the Director, Human Capital Initiatives (HCI), supports the Senior Steering Board (SSB). This charter is issued under the authority of DoD Directive 5000.52 (dated January 12, 2005), “Defense Acquisition, Technology, and Logistics Workforce Education, Training, and Career Development Program,” and DoD Instruction 5000.66 (dated December 21, 2005), “Operation of the Defense Acquisition Technology, and Logistics Acquisition Education, Training, and Career Development Program.”

B. MISSION: The mission of the WMG is to administer and guide the implementation and integration of initiatives and policy by the Under Secretary of Defense for Acquisition, Technology and Logistics (USD(AT&L)) under the Defense Acquisition Workforce Improvement Act (DAWIA), implementing policy and programs in support of the related Acquisition Workforce, and initiatives to support other DoD workforce elements in their performance of duties which are closely related to acquisition processes. The WMG provides assistance, oversight, and review of the Defense Acquisition Workforce Education, Training, and Career Development Program to ensure integration of enterprise initiatives and to advise the SSB on workforce matters. This includes but is not limited to the Defense Acquisition Workforce Education, Training and Career Development Program and all major acquisition workforce initiatives (e.g., initiatives funded by the Defense Acquisition Workforce Development Fund (DAWDF) and the DoD Civilian Acquisition Workforce Personnel Demonstration Project (AcqDemo)). The WMG will also provide recommendations on policies and issues requiring consideration and resolution by the AT&L Workforce Senior Steering Board (SSB).

C. MEMBERSHIP: The WMG shall be chaired by the Director, Human Capital Initiatives (HCI). It shall be comprised of the principal representatives of the SSB members. The WMG principals, identified at Attachment 1, include the Functional Executive Secretaries; Component Directors, Acquisition Career Management (DACMs); the Defense Acquisition University

(DAU) President; and other Government officials the Chair considers appropriate. The Director, HCI, as Chair of the WMG, may establish groups to work particular issues on an ad-hoc or standing basis. The purpose, mission, leadership, governance, membership, organizational relationships, roles, and meetings of the groups are at the discretion of the Chair of the WMG.

D. ORGANIZATIONAL RELATIONSHIPS:

1. While policy and oversight decisions regarding the Defense Acquisition Workforce Education, Training and Career Development Program ultimately reside at the SSB, the Director, HCI, will oversee the integration, management, and implementation of the Program and related activities. The SSB shall provide the Director, HCI, with strategic direction for the Program and will resolve policy and resource issues identified by the Components/Agencies, Functional Executive Secretaries, or the WMG.
2. The Director, HCI, will coordinate and collaborate with manpower, comptroller, human resources, and other Office of the Secretary of Defense (OSD) functions as appropriate on issues involving Departmental personnel regulations, policy, resourcing, and management affecting civilians or military members.

E. WMG ROLES: The WMG shall have the following roles:

1. Annually, the WMG will establish a set of priority policy and programmatic initiatives.
2. Provide oversight and management of enterprise-wide initiatives designed to achieve DoD strategic objectives.
3. Provide recommendations to the Director, HCI, and the SSB, to facilitate accomplishment of Program objectives.
4. Establish and review measures of performance periodically.
5. Assist Director, HCI, Functional Leaders, DACMs, and DAU in formulating enterprise-wide, uniform, policies and standards for the Acquisition Program; and assist the Functional Leaders in formulating policy and standards for the Acquisition Program.
6. Assist Director, HCI, Functional Executive Secretaries, DACMs, and DAU in the annual update to Congress of the acquisition workforce.
7. Provide recommendations to the SSB regarding management and use of the Defense Acquisition Workforce Development Fund (DAWDF) to include:
  - a. Ensuring alignment with strategic objective;
  - b. Developing appropriate guidance concerning the administration of the Fund;

- c. Identifying funding levels necessary to support Component, Agency, DAU, and Functional Leader initiatives to achieve strategic objectives; and
  - d. Providing recommendations on changes to initiatives and new out-of-cycle requirements.
8. Annually, review and provide recommendations for the approval of the DAWDF Program Plan. The WMG will ensure initiatives and execution plans support statutory intent and DoD strategic objectives. This review and approval process supports satisfying 10 U.S.C. 1705 Fund management requirements.
  9. Provide recommendations for approval of new DAWDF initiatives as required during the year of execution.
  10. Based upon strategic direction from the SSB, the Director, HCI, will evaluate recommendations from the WMG and prioritize functional and component initiatives that require additional resources or changes to current program policies, including training courses, certification criteria, training hours, and/or other matters that affect DAU capacity and funding. The Director, HCI, will determine if unresolved issues regarding the foregoing need to be elevated to the SSB.
  11. Resolve policy concerns and issues regarding course registration, quotas, allocations, etc.
- F. MEETINGS: At the call of the chair, the WMG shall meet at least quarterly. Whenever possible, the WMG will meet at least 2 weeks prior to the SSB in order to resolve questions and issues regarding any proposals being presented. The Director, HCI, will coordinate and publish meeting agendas one week prior to each meeting, and will ensure draft minutes and action items are provided within 10 working days of each meeting. Final minutes and action items will be disseminated within 30 working days of completing the scheduled meeting.

  
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 Under Secretary of Defense for P.D.  
 Acquisition, Technology and Logistics

7/29/11  
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 DATE

Distribution: SSB and WMG Membership

## Attachment 1

### Defense Acquisition Workforce Management Group Principals

Director, AT&L HCI (Chair)  
Director, Acquisition Career Management (Army)  
Director, Acquisition Career Management (DoN)  
Director, Acquisition Career Management (Air Force)  
Director, Acquisition Career Management (4<sup>th</sup> Estate)  
Functional Executive Secretary, Acquisition Management  
Functional Executive Secretary, Technical Management  
Functional Executive Secretary, Contracting  
Functional Executive Secretary, Business  
Functional Executive Secretary, Information Technology and Software Acquisition  
Management  
Functional Executive Secretary, Audit  
Functional Executive Secretary, Science and Technology  
Functional Executive Secretary, Life Cycle Logistics  
Functional Executive Secretary, Facilities Engineering  
Functional Executive Secretary, International Acquisition  
Functional Executive Secretary, Test and Evaluation  
President, Defense Acquisition University

#### Standing Invitations:

OSD Personnel and Readiness (Manpower & Civilian Personnel Policy)  
OSD Comptroller