10 January 2006

Subject: Issuance of the AT&L Workforce Desk Guide

To: The DoD-wide Acquisition, Technology, and Logistics Workforce:

Attached is the first edition of the AT&L Workforce Desk Guide. A team of component and functional representatives from the AT&L Workforce Management Group have diligently worked on this implementation Guide to provide you a practical, user-friendly tool for understanding and executing the DoD AT&L Education Training and Career Development Program. The intended audience is organization AT&L workforce training managers and AT&L workforce members. This guide will help answer questions about the new Key Leadership Positions, designating acquisition positions, as well as provide information about certification, qualification, and tenure requirements.

This guide complements the DoD Directive 5000.52 (Jan 12, 2005) and DoD Instruction 5000.66 (Dec 21, 2005). The guide is not policy and if there is a conflict, the Directive and Instruction take precedence.

If you have any questions or suggestions for improving the guide, please contact your component AT&L workforce (DACM) training office or the AT&L Workforce & Career Management office at (703) 805-3343. Links to your component AT&L workforce training web site, the DoD Directive, the Instruction, and the Guide can be found online at www.dau.mil/workforce. Also, you can email questions and suggestions to atlworkforce@dau.mil. Your suggestions will be considered by the AT&L Workforce Management Group.

Thank you for all your efforts to support the warfighter.

Frank J. Anderson, Jr.
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President, Defense Acquisition University
Office of the Under Secretary of Defense (Acquisition, Technology, and Logistics)

DEPARTMENT OF DEFENSE

A DESK GUIDE FOR
ACQUISITION, TECHNOLOGY, AND LOGISTICS WORKFORCE
CAREER MANAGEMENT

JANUARY 10, 2006

SIGNED/ISSUED BY
AT&L WORKFORCE MANAGEMENT GROUP CHAIRMAN

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1. INTRODUCTION

Welcome! This Desk Guide was specifically developed for:

- Members of the Department of Defense (DoD) Acquisition, Technology, and Logistics (AT&L) Workforce, i.e., DoD employee or service member assigned to a designated AT&L position;
- Individuals who would like to compete for an AT&L position;
- Supervisors of members of the AT&L Workforce; or
- Individuals who administer or exercise oversight of AT&L Workforce career management programs, e.g., recruitment, selection, career development, retention, or strategic planning.

How to Use this Guide. This Desk Guide is issued under the authority of DoD Directive 5000.52, "Defense AT&L Workforce Education, Training, and Career Development Program" and DoD Instruction 5000.66, "Operation of the Defense AT&L Workforce Education, Training, and Career Development Program." It supplements these regulations by providing more detailed guidance on key aspects of the AT&L Workforce Education, Training, and Career Development Program, such as AT&L position designation, certification, Acquisition Corps membership, continuous learning, and career development programs. The terms and acronyms used in this Desk Guide are defined in Appendix A, Glossary of Terms, and in Appendix B, Acronyms.

Key Terms Used in This Guide:

- Both "Acquisition, Technology, and Logistics (AT&L)" and "acquisition" are terms used in this Desk Guide. Within the DoD the term "acquisition workforce" has been replaced by the term "AT&L Workforce" to more accurately reflect the breadth of the types of functions and duties performed by employees currently in positions designated as acquisition (now referred to as AT&L) positions. This change in terminology does not change or expand the scope of the workforce as defined in section 1701 of title 10, United States Code. The term "acquisition" is still used when part of a title, such as in the "Acquisition Corps," when referring directly to its use in Title 10.
- The term "DoD Components" refers to all official organizations within the DoD. Included are the Military Departments (Army, Navy/Marine Corps, and the Air Force) and other Defense Agencies and organizations external to the Military Departments.
- The "AT&L Workforce" is defined as those individuals who occupy AT&L positions in the Department of Defense.

1. INTRODUCTION

- See Appendix A, Glossary of Terms, for additional terms used in this Desk Guide.

Administrative Oversight. Requests for changes to the Desk Guide may be submitted to the Director, Acquisition Workforce Career Management (AWCM) Office, Defense Acquisition University (DAU) for review by the Workforce Management Group (WMG) and approval by the WMG Chair. The AWCM Office will also document all approved changes, to include publishing the changes, as required. The online Desk Guide on the AWCM website *(link)* is the official version of the document.

Implementation. This Desk Guide provides general procedures, and instructions for use by all DoD Components that have acquisition functions. Because implementation procedures may vary across the DoD Components, you will need to refer to your DoD Component's Director, Acquisition Career Management (DACM) website(s) for additional "how to" information and guidance:

- Army: *http://asc.army.mil*
- Navy and Marine Corps:
  - *http://acquisition.navy.mil/ navyaso/content/view/full/62* (policy and guidance); and
  - *http://www.register-now.cms.navy.mil* (registration for training, certification, Acquisition Corps membership, and continuous learning)
- Air Force: *https://www.safaq.hq.af.mil/mil/career/index.cfm*

Defense Agencies and organizations: *http://www.dau.mil/doddacm*

- Where to Find Help. Each DoD Component has a DACM with support staff to manage day-to-day AT&L Workforce Education, Training, and Career Development Program operations. DoD Components' DACM websites(s) *(link)* should be used to locate the appropriate DACM Office Points of Contact for additional information and guidance. See Section 4 and Appendix C for more information on the roles and responsibilities of a DACM.

2. BACKGROUND

The AT&L Workforce Education, Training, and Career Development Program was established to enhance the professional knowledge and capabilities of DoD personnel involved in the development, acquisition, and sustainment of warfighting capabilities, systems, and services. The AT&L Workforce Education, Training, and Career Development Program implements DoD AT&L Workforce requirements established by Congress in Title 10, United States Code, Chapter 87, the DAWIA, as well as USD(AT&L) policy and initiatives. It supports the DoD Components by uniformly establishing the structure, policies, and procedures to enable the AT&L Workforce to achieve and maintain competencies required to serve successfully in AT&L positions. The AT&L Workforce Education, Training, and Career Development Program operates under a philosophy of centralized DoD policies and guidance, and decentralized execution by the DoD Components.

Summary of Defense Acquisition Workforce Improvement Act (DAWIA) History.

- November 1990: Congress enacts the Defense Acquisition Workforce Improvement Act (DAWIA, Title 10,USC, Chapter 87)
- October 2000: Fiscal Year (FY) 01 National Defense Authorization Act (NDAA) amends DAWIA, revising the education requirements for 1102s and Contracting Officers with warrants above the simplified acquisition threshold to require a baccalaureate degree and 24 semester hours in specified disciplines.
- December 2002: FY02 NDAA amends DAWIA, expands the 1102 education requirements to members of the armed forces in equivalent occupational specialties and provides for limited expectations to include exceptions for the contingency contracting force and for individuals in developmental positions. The law establishes alternative minimum education requirements for the contingency contracting force and provides authority to establish developmental programs.
- November 2003: FY04 NDAA amends DAWIA, providing a number of flexibilities to enable DoD to more effectively develop and manage the AT&L Workforce.
- October 2004: FY05 NDAA amends DAWIA, changing Acquisition Corps membership requirements and providing flexibility in the designation of Critical Acquisition Positions (CAPs).
- January 2005. OSD issues revised DoDD 5000.52.
- December 2005/January 2006. OSD issues DoDI 5000.66 and the DoD Desk Guide for AT&L Workforce Career Management, incorporating statutory changes resulting from FY04 and FY05 NDAA *(link)*.

3. WHAT'S NEW OR DIFFERENT?

Section Overview: This section highlights significant changes in the AT&L Workforce Education, Training, and Career Development Program as established in the newly revised DoD Directive 5000.52, DoD Instruction 5000.66, and this Desk Guide.

A. Single Defense Acquisition Corps

- What was once four independent Acquisition Corps – Army, Navy, Air Force, and Department of Defense (for other Defense Agencies and organizations) – is now an integrated, single Defense Acquisition Corps. The Under Secretary of Defense for Acquisition, Technology, and Logistics (USD(AT&L)), through the newly established AT&L Workforce Senior Steering Board (SSB) and the AT&L WMG, will set overarching policies and requirements for Acquisition Corps membership. The Director, AWCM, and DoD Components will be responsible for the execution of those policies and requirements. For example, eligibility criteria for the Acquisition Corps is consistent across DoD Components, while procedures to execute the criteria will be decentralized across the DoD Components.

- The eligibility criteria for Acquisition Corps membership have also changed. Previously, Acquisition Corps membership did not require the individual to be certified in an AT&L Career Field (it required that the individual meet Level II training requirements). Now, consistent across the DoD Components, Acquisition Corps membership requires that an individual be certified at Level II or above in an AT&L Career Field. See Appendix D, Acquisition Corps Eligibility Criteria, for more information on Acquisition Corps criteria.

B. Integrated Management Structure

Decisions regarding the AT&L Workforce Education, Training, and Career Development Program will be made through a newly established AT&L Workforce Integrated Management Structure, consisting of the AT&L Workforce SSB, and the AT&L WMG. These groups will oversee and guide the execution of the AT&L Workforce Education, Training, and Career Development Program. See Section 4, Responsibilities, and Appendix C, Roles, Responsibilities, and Timelines, for more information.

C. Designation of and Criteria for Critical Acquisition Positions (CAPs)

CAPs, a subset of AT&L positions, will be designated by the Component Acquisition Executive (CAE) based on the criticality of that position to the acquisition program, effort or function it supports. Changes in DAWIA in FY05 eliminate the grade requirement for civilian CAPs, thus providing the CAE with more flexibility in designating civilian CAPs in the DoD Component. The grade requirement for military positions still remains in DAWIA. AT&L positions that must be filled with officers at the 0-5 grade level or above will be designated as CAPs. Some DoD Components fill their military billets one grade above or below the actual grade of the billet. In these situations, the CAP designation is required for those senior 0-5 billets that are filled by officers whose rank is 0-5 or above. With this flexibility comes the requirement for the CAE to periodically review existing CAPs for either re-validation or re-designation to a non-CAP. See Section 5, Designation of AT&L Positions, for more information on the designation of CAPs.

Eligibility requirements to fill a CAP have also been modified. In the past, certification levels were set by the DoD Components. While DoD mapped typical certification levels to typical grade levels of positions, there was no requirement to assign a particular certification level to a position. This Desk Guide continues to identify typical levels with typical grades (See section 5.C.) with one exception: Now, consistent across DoD Components, all CAPs must be designated at Level III. See Appendix E, AT&L Position Requirements Summary, for more information on CAP requirements.

D. Key Leadership Positions (KLPs)

A subset of CAPs called KLPs has been newly established to identify very specifically those positions that require special CAE and Defense Acquisition Executive (DAE) attention with regard to qualifications, accountability, and position tenure. KLPs are designated by the CAE based on the critical nature of the acquisition program or effort involved AND the criticality of that position to the success of that program or effort. See Section 5, Designation of AT&L Positions, and Section 8, AT&L Position Requirements, for more information on the designation of and requirements for KLPs.

E. CAP and KLP Tenure Requirements/Agreements

CAPs that are not designated as KLPs. As in the past, persons selected for CAPs that are not designated as KLPs must sign an agreement to remain in the position for a minimum of three years. That requirement has not changed. Now tenure policy establishes acceptable deviations that do not require a tenure waiver when the event driving the deviation has been approved in accordance with applicable rules and regulations. These deviations are noted in a new tenure agreement form (DD Form 2888, Critical Acquisition Position Service Agreement). Acceptable deviations include promotion; reassignment to a command/command-equivalent position; separation; retirement; removal for cause; reduction-in-force; mobilization; assignment to military theater/zone of operation; elimination of position; or reassignment due to program cancellation, merger, or organizational realignment. A Position Requirements Waiver must be executed if an individual does not remain on a CAP for the three year tenure period for a reason other than these acceptable deviations (see Section 9, Position Requirements and Tenure Waivers).

KLPs. Persons selected for CAPs that have been designated as KLPs must sign an agreement to remain in the position for a period tailored to the unique requirements of the specific program or effort to be performed, such as significant milestones, events, or efforts. The new DD Form 2889, Critical Acquisition Position Service Agreement Key Leadership Position, will document this tenure requirement as established by the CAE. A Tenure Waiver must be executed if an individual does not remain on a KLP for the established tenure period. Unlike CAPs not designated as KLPs, there are no acceptable deviations for KLP tenure agreements that do not require a waiver. The DoD Components will track metrics on KLP tenure along with other metrics (see Section 12, Acquisition Data Management and Metrics).

See Section 6, AT&L Position Requirements, for more information on CAP and KLP tenure agreements.

F. AT&L Career Field Certification Timeframe

AT&L Workforce members must be certified in the AT&L Career Field and at the level required for their AT&L position. Certification should be achieved prior to assignment. In the past, an AT&L Workforce member who was not certified was given a grace period of up to 18 months from the date assigned to the position to become certified. That grace period has now been extended to 24 months. See Section 6A, AT&L Career Field Certification, and Section 8A, AT&L Career Field

Certification Process, for more information on certification timeframes and the certification process.

G. Reduction in Waiver Forms

A new Position Requirements and Tenure Waiver format has been developed so that all waivers of AT&L position requirements, as well as tenure, may be documented on a single DoD Form. See Section 9, Position Requirements and Tenure Waivers, for more information on waivers and the waiver process.

H. Continuous Learning

A new emphasis has been placed on the need for AT&L Workforce members to maintain currency in their AT&L Career Field by earning continuous learning points (CLPs) for any new competencies that are added to their AT&L Career Field after Level III certification has been achieved. See Section 6F, Continuous Learning, Section 8C, Continuous Learning Process, and Appendix F, Continuous Learning Guidelines, for more information on continuous learning, its process, and guidelines.

4. RESPONSIBILITIES

Reference: DODD 5000.52, paragraph 5. Responsibilities *(link)*

Section Overview: This section outlines responsibility for oversight and execution of the AT&L Workforce Education, Training, and Career Development Program. See Appendix C *(link)* for more information on roles and responsibilities.

The USD(AT&L), through the newly established AT&L SSB and the AT&L WMG, will set overarching policies and requirements for the AT&L Workforce Education, Training, and Career Development Program. The President, DAU will serve as the USD(AT&L) agent for all AT&L Workforce policy. The Director, AWCM and DoD Components will execute the AT&L Workforce Education, Training, and Career Development Program.

A. The SSB is chaired by the USD(AT&L) to oversee execution of the AT&L Workforce Education, Training, and Career Development Program. The SSB ensures uniform execution across DoD. Membership includes:

- CAEs of the Military Departments
- Representatives designated by the CAEs outside the Military Departments
- Functional Advisors (FAs)
- President, DAU (serving as Executive Secretary)
- Others as the USD(AT&L) considers appropriate, such as:
    - Deputy Under Secretary of Defense for Civilian Personnel Policy
    - Deputy Under Secretary of Defense for Military Personnel Policy
    - Defense Acquisition Board Advisors not otherwise represented
    - Comptroller

B. The WMG is chaired by the President of DAU to guide and support the implementation and integration of program initiatives and policies, and the daily execution of the AT&L Workforce Education, Training, and Career Development Program. In addition, the WMG provides advice and recommendations to the SSB on workforce issues and develops performance measures to facilitate program oversight. Membership includes the DACMs, FA representatives, and representatives of DAU(AWCM).

C. FAs are appointed by the USD(AT&L) to serve as senior DoD subject-matter experts for their respective AT&L functional area(s) for oversight and management of career development requirements. FAs establish, oversee, and maintain AT&L position category descriptions and education, training, and experience requirements

for their functional area(s), including AT&L Career Field competency standards, certification standards, and course content requirements To assist in carrying out these responsibilities and to ensure input from the DoD Components and DAU, the FA appoints a representative to serve as Chair of a Functional Integrated Product Team (FIPT) with membership that must include DoD Component and DAU representatives, and others as deemed appropriate.

D. DACMs. The heads of the Military Departments, acting through their CAEs, designate a single point of contact, typically called the DACM, with authority to manage the integrated execution and oversight of the AT&L Workforce Education, Training, and Career Development Program within the Component. The DACM (or equivalent) serves as the DoD Component representative to the OUSD(AT&L), DAU and other DoD Components for the AT&L Workforce Education, Training and Career Development Program.

- The AT&L Workforce Defense Agency support office (commonly referred to as DoD DACM) at DAU provides centralized AT&L career management support to CAEs in the DoD Components outside the Military Departments.

Under the authority of the CAEs, the DACMs establish workforce management structures as required to administer the program. Typically, these include functional area and/or career field managers, certification and fulfillment authorities, Acquisition Corps membership authorities, selection boards for certain AT&L senior level positions, and managers responsible for individual program elements such as acquisition training. Major acquisition commands and subordinate units may also establish their own structure. The DACM (or equivalent) serves as the DoD Component representative to the Office of the Undersecretary of Defense (OUSD) for AT&L, DAU, and other DoD Components for the AT&L Workforce Education, Training and Career Development Program, and establishes workforce management structures as required to administer the program. The DACM is the key advisor for policy, coordination, implementation, and oversight of the AT&L Workforce Education, Training and Career Development Program within the DoD Component.

For more information on the SSB, the WMG, FAs, and DACMs, see Appendix C, Roles, Responsibilities, and Timelines, or *(link).*

5. DESIGNATION AND CODING OF AT&L POSITIONS

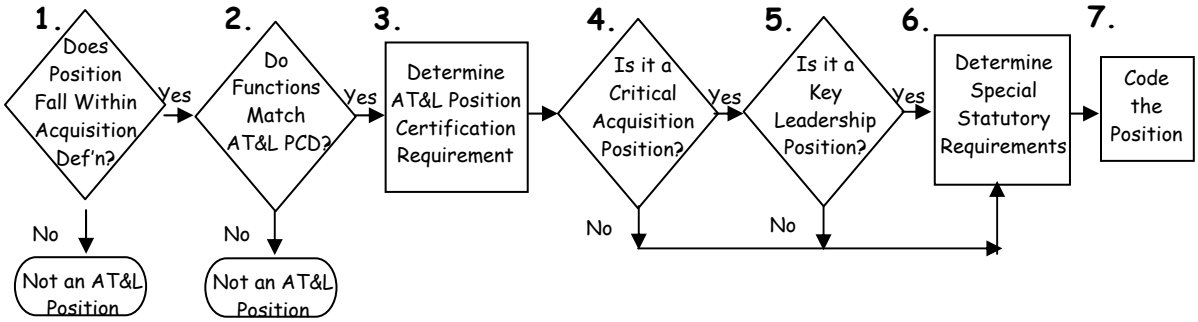
Reference: DoDI 5000.66 Enclosure 2, Paragraph E2.1.1 Designation of AT&L Positions *(link)*

Section Overview: The designation and coding of AT&L positions forms the framework for all other aspects of the Defense AT&L Workforce Education, Training and Career Development Program. AT&L positions must be properly identified and coded into appropriate official personnel data systems so that the incumbents of the positions can secure priority for training; apply for acquisition tuition assistance; become certified in one or more AT&L career fields; be selected for membership in the Acquisition Corps; participate in AT&L continuous learning events; and take part in other aspects of the AT&L Workforce Education, Training and Career Development Program. This section provides step-by-step instructions on how to identify, designate, and code AT&L positions.

AT&L positions are military (active, guard and reserve) and civilian positions that require the performance of AT&L functions as defined by the AT&L Position Category Descriptions (PCDs) referenced by this Guide. AT&L positions are subject to the requirements of the AT&L Workforce Education, Training, and Career Development Program and will be designated by the CAE (or delegated authority) (see below). They include part-time, temporary, and full-time government positions. They do not include Wage Grade, Foreign National, or Executive Level positions (normally presidential appointees; not to be confused with the Senior Executive Service (SES) positions, which are included). Most AT&L positions are located in organizations having an acquisition mission, however acquisition positions may also be located in management headquarters organizations, management support organizations and other organizations throughout the DoD.

The process for designating and coding AT&L positions has been separated into seven steps. These steps should be followed to ensure proper and consistent designation of AT&L positions across the DoD.

5. DESIGNATION AND CODING OF AT&L POSITIONS



A. Step 1: Determine if the Position falls within the Definition of Acquisition

DoD Directive 5000.52 states that the CAE shall identify AT&L positions in accordance with Section 1721 of Chapter 87 of title 10, United States Code (commonly referred to as DAWIA) and AT&L implementing regulations (in this case DoD Instruction 5000.66). Prior to applying the DAWIA criteria however, first determine that the position falls within the overall definition of "Acquisition". This will exclude positions that clearly do not fit within the parameters/intent of the DAWIA and the AT&L Workforce Education, Training, and Career Development Program.

Definition of Acquisition: Acquisition is the conceptualization, initiation, design, development, test, contracting, production, deployment, logistics support, modification, and disposal of weapons and other systems, supplies, or services (including construction) to satisfy DoD needs, intended for use in or in support of military missions. (ref: Defense Acquisition Guide Book at (*link*)

If any portion of the position being reviewed falls within this definition, move on to Step 2. If it does not, the position is not considered acquisition and should not be designated as an AT&L position.

B. Step 2: Determine if the functions of the position relate to an AT&L Position

Category Description (PCD).

All AT&L positions will fall within one of the following 15 AT&L position categories:

Category	Code
• Auditing (currently reserved for DCAA use only)	U
• Business, Cost Estimating, and Financial Management	K
• Contracting	C
• Education, Training, and Career Development	X
• Facilities Engineering	F
• Industrial/Contract Property Management	D
• Information Technology	R
• Life Cycle Logistics	L
• Production, Quality and Manufacturing	H
• Program Management	A
• Program Management Oversight (use restricted to GS-15 (or equivalent) and above and 0-6 and above positions)	V
• Purchasing	E
• Systems Planning, Research, Development, Engineering – Science and Technology Manager	I
• Systems Planning, Research, Development, and Engineering – Systems Engineering	S
• Test and Evaluation	T

A PCD has been established for each position category (see Appendix G (*link*). If the duties associated with the position clearly map to a PCD, that position category should be assigned to the position. Only one AT&L position category may be assigned to a position. If more than one seems appropriate, the position category that best describes the primary duties of the position is the one that should be selected. Continue with Step 3 only when a position category has been assigned.

If the position does not clearly map to a PCD, it is not an AT&L position.

The following provides some additional guidance for designating AT&L positions in the DoD:

- Civilian 1102 series (and comparable military) positions must always be designated as AT&L positions in the Contracting Position Category.
- Positions that require the incumbent to hold a warrant above the simplified acquisition threshold must always be designated as AT&L positions in the Contracting Position Category.

- Civilian 1103 series (and comparable military) positions must always be designated as AT&L positions. Typically, these positions are coded in the Industrial/Contract Property Management Position Category.
- Civilian 1105 series (and comparable military) positions must always be designated as AT&L positions in the Purchasing Position Category.
- Acquisition positions given the specific duties or titles of Program Manager (PM), Deputy PM (DPM), and Program Executive Officer (PEO) will be designated in either the Program Management or Program Management Oversight Position Category. In addition, other acquisition management positions that perform functions such as planning, organizing, staffing, controlling, and leading the combined efforts of participating/assigned civilian and military personnel and organizations, for the management of a specific defense acquisition program or programs, throughout the system life cycle (ref: Defense Acquisition Guide Book) should be coded in the Program Management Position Category, as appropriate.

C. Step 3: Determine the Appropriate AT&L Career Field Certification Requirement.

All AT&L positions require the incumbent to be certified in one of 13 AT&L Career Fields (*link) to list/descriptions of 13 AT&L Career Fields*) and at one of three certification levels.

AT&L Career Fields. There is a relationship between the AT&L position category and the AT&L Career Field within which the incumbent must be certified. Typically the AT&L Career Field is the same as the AT&L position category. For example, when a position is designated in "Test and Evaluation" position category, the incumbent must be certified in the "Test and Evaluation" AT&L Career Field.

There are two position categories with exceptions to this general rule: Education, Training, and Career Development; and Program Management Oversight. These two AT&L position categories do not have corresponding AT&L Career Fields, thus flexibility must be exercised when identifying in which career field the incumbent must be certified. In situations that warrant position designation to one of these exceptions, the person responsible for designating the position must identify the AT&L Career Field best suited for the specific duties and responsibilities involved for the purpose of recruitment and certification.

Certification Levels. A required certification level must be assigned to each AT&L position. There are three certification levels: Level I (Basic or Entry Level); Level

II (Intermediate Level); or Level III (Advanced Level). The level designated should correspond to the level of responsibility and expertise required by the position, and therefore typically corresponds to the grade of the position as indicated below:

For Civilian Positions:

For all positions except those positions in the Purchasing Position Category:

- GS-5 through 8 (and equivalent) typically require Level I certification.
- GS-9 through 12 (and equivalent) typically require Level II certification.
- GS-13 and above (and equivalent) typically require Level III certification.

For positions in the Purchasing Position Category:

- GS-5 (and equivalent) typically require Level I certification.
- GS-6 through 8 (and equivalent) typically require Level II certification.
- GS-9 (and equivalent) typically requires Level III certification.

Note: Once details of the National Security Personnel System pay band structure are known, a new crosswalk for civilian positions will be added to this section.

For Military Positions:

- Officers:
  - O-1 through O-2/0-3 typically require Level I certification.
  - 0-3 and/or O-4 positions typically require Level II certification.
  - O-5 positions and above typically require Level III certification.
- Enlisted: Refer to your DoD Component's DACM website(s) *(link)* for certification levels.

All CAPs, military and civilian, to include all KLPs (see Steps 4 and 5), require Level III certification, regardless of grade level.

D. Step 4: Determine if the AT&L Position is a CAP

CAPs are a subset of AT&L positions designated by the CAE based on the criticality of that position to the acquisition program, effort or function it supports. There will be a subset of CAPs that are designated as KLPs. See step 5 for guidance on designating CAPs as KLPs.

The following AT&L positions must be designated as CAPs:

- PEOs
- PMs for Major Defense Acquisition Programs (MDAPs) and Major Acquisition Information System (MAIS) programs (Acquisition Category (ACAT) I/IA Programs)

- DPMs for MDAPs and MAIS programs (ACAT I/IA Programs)
- PMs of significant non-major defense acquisition programs (ACAT II Programs)
- DPMs of significant non-major defense acquisition programs (ACAT II programs)
- Senior Contracting Officials (SCOs)
- Military AT&L positions that must be filled by officers who are graded at the O-5 level or above.
  - Some Components fill their military billets one grade above or below the actual grade of the billet. In these situations, the CAP designation is required for those senior 0-5 billets that are almost always filled by officers whose rank is 0-5 or above.
  - All 0-6 and above billets must be designated as CAPs.
- Senior civilian AT&L positions in the National Security Personnel System (NSPS), General Schedule System, or equivalent, or in the SES, that:
  - Have direct responsibility or influence on an acquisition program, effort, or function; AND
  - Have duties and responsibilities that require Acquisition Corps membership and level III AT&L career field certification.

The CAE may designate other positions as CAPs as determined appropriate.

Examples of duties and responsibilities that may warrant designation as a CAP follow:

- Define, establish, and direct organizational focus.
- Work at senior level to define, integrate, and implement strategic direction.
- Lead/guide/mentor workforce in dealing with complex problems and in achieving organizational goals.
- Establish and/or lead team to carry out complex projects or programs.
- Lead, define, manage, and integrate efforts of several groups or teams.
- Determine and communicate organizational positions on major project or policies.
- Develop, acquire, and allocate resources to accomplish mission goals and strategic objectives.

Revalidation of CAPs. The CAE will periodically review existing CAPs for either re-validation or re-designation to a non-CAP (e.g., whenever the incumbent leaves the position).

E. Step 5: Determine if the CAP is a KLP

5. DESIGNATION AND CODING OF AT&L POSITIONS

KLPs are a subset of CAPs designated by the CAE based on the critical nature of the acquisition program or effort involved AND the criticality of that position to the success of that program or effort. (For more information on KLPs, see Section 4, What's New or Different?).

Mandatory KLPs. The following positions must be designated as KLPs:

- PEOs
- PMs for MDAPs and MAISs (ACAT I/IA Programs)
- DPMs for MDAPs and MAISs (ACAT I/IA Programs)
- PMs of significant non-major defense acquisition programs(ACAT II Programs)

Guidance for Designating Other CAPs as KLPs. To determine if a position (in addition to the mandatory positions identified above) should be designated as a KLP the Component must first consider the program/effort it will support and second, consider the position itself.

- Programs/Efforts Which May Require KLPs:
  - MDAPs and MAISs, i.e., ACATs ID, IC, IAM, IAC.
  - "Pre-MDAP" and "pre-MAIS" programs.
  - Other ACAT programs that do not meet MDAP thresholds but are high visibility or special interest efforts within a Component.
  - Significant efforts that may cross many ACAT programs or DoD Components.
- Positions Supporting a Critical Program/Effort Which May Warrant KLP Designation:
  - Positions with direct responsibility for and direct influence on the success of the program, effort, or function.
  - Positions for which the span of duties and responsibilities require an Acquisition corps member with proven leadership abilities; advanced education; senior service school; and/or cross-functional/organizational experiences.
  - Positions of leadership with personal responsibility and accountability for the success or failure of the program or effort.
  - The senior functional leaders in the program office/systems command (SYSCOM)/major command (MAJCOM)(MACOM)/major subordinate command (MSC), or equivalent organizations in Defense agencies who advise the leader/program manager and who collectively serve as program business advisors.

  - Positions for which a tailored tenure requirement is a necessity for program stability.

Based on the guidance above, the following CAPs should be considered for designation as KLPs:

- In a Program Executive Office
  - Deputy PEOs
  - PEO Lead/Chief Systems Engineers
  - Senior/Chief Engineers, Senior/Chief Logisticians, Business/Financial Managers advising the PEO, Test and Evaluation Lead
- In a MDAP or MAIS Program Office
  - Senior/Chief: Contracting Officer, Engineer, Test and Evaluation, Logistician, Business/Financial Manager, positions
  - Major Integrated Product Team Leaders and Product Managers
- In a SECRETARIAT, SYSCOM, MAJCOM, MACOM, MSC, or equivalent organizations in Defense agencies
  - Senior functional positions
  - SCOs
- All AT&L workforce SES members in AT&L positions

The CAE may designate other positions as KLPs as determined appropriate.

Approval/Revalidation of Key Leadership Positions.

- An initial list of KLPs for each Component will be submitted to the SSB for USD(AT&L) approval.
- CAEs will submit any additions and/or deletions to the SSB annually for review.
  - Submission dates will be provided to the Components by AWCM.
  - Requirements for out-of-cycle KLP designation may be acted on by the Component and submitted to the SSB during the next scheduled submission. Use your DoD Component's DACM websites(s) *(link)* for additional information and guidance.
- The CAE will review existing KLPs for either re-validation or re-designation whenever the incumbent leaves the position.

F. Step 6: Determine if the Position has Special Statutory Requirements

5. DESIGNATION AND CODING OF AT&L POSITIONS

In addition to determinations that must be made using the procedures in Steps 1 through 5 above, there are some positions that must be identified because they have special statutory requirements associated with them. These positions are:

- ACAT I (and IA) PMs and Deputy PMs
- ACAT II PMs and Deputy PMs
- PEOs
- Flag, General Officer, and SES positions
- SCOs
- Contracting Officers
- Civilian Occupational Series 1102 and comparable military positions

See Appendix E, AT&L Position Requirements Summary, for more information on these requirements.

G. Step 7: Code the Position in the Appropriate Data System

Civilian AT&L Positions: Civilian AT&L positions must be coded in the Defense Civilian Personnel Data System (DCPDS). Use your DoD Component's DACM websites(s) *(link)* for additional information and guidance.

Military AT&L Positions: Military AT&L positions must be coded in the Component's official data system:

- Army: Total Army Personnel Management Information System (TOPMIS)
- Department of the Navy
  - Navy: Total Force Manpower Management System (TFMMS)
  - Marine Corps: Acquisition Workforce System of Management (AWSOM)
- Air Force: Manpower Program and Execution System (MPES)

AT&L position coding into data systems is typically done by people in your civilian or military human resources/personnel offices based on information provided to them by officials authorized to designate AT&L positions.

For military billets assigned to a Defense Agency outside the Military Departments, the AT&L designation is done by the Agency to which the billet is assigned. For example, if Defense Logistics Agency (DLA) has a billet that it fills with an Army Officer, the billet is designated as an AT&L billet by DLA. DLA would then go to Army to request that the billet be filled with an acquisition-qualified officer. The designation must match the Military Department's rules on acquisition coding of its military personnel.

5. DESIGNATION AND CODING OF AT&L POSITIONS

Keep in mind that a position is not officially designated as an AT&L position until it is coded as such in the appropriate data system.

Documenting AT&L Position Information in Civilian Position Descriptions. AT&L position information (e.g., AT&L position category, AT&L career field certification level, CAP/KLP designation and tenure period, and any special statutory requirements) should be annotated on the cover sheet of the Position Description (PD). Since PDs are available to both the incumbent and management officials, having this information on the PD cover sheet will ensure that management, Human Resources Office personnel, and the incumbent know that the position is designated as an AT&L position and subject to the AT&L position requirements annotated on the position description.

AT&L Position Designation Notification. Supervisors are responsible for notifying incumbents that their positions are designated as AT&L positions. The notification must include the AT&L position category, certification level required and AT&L career field certification requirements and, if appropriate, the CAP/KLP designation and tenure requirement, and any special statutory requirements. Supervisors are also responsible for notifying employees when the AT&L position designation changes.

AT&L Position Review and Maintenance. Officials responsible for designating AT&L positions should ensure that the positions are reviewed periodically to determine applicability of the AT&L designation. AT&L position designations should always be reviewed prior to recruitment, during reorganizations, and when the duties and responsibilities of the position change.

Notification of Position Changes. DoD Components should notify the WMG and SSB of any plans to significantly decrease/increase the total number of AT&L positions in their Component. Any significant changes in the annual AT&L Workforce count will be addressed by the SSB.

6. AT&L POSITION REQUIREMENTS

Reference: DoDI 5000.66, Enclosure 2, E2.1.3 Establishment of AT&L Position Requirements (*link*)

Section Overview: Once a position has been designated and coded as an AT&L position, the position code serves as the basis for determining the AT&L position requirements that the incumbent needs to meet. This section provides information on the following AT&L position requirements:

A. AT&L Career Field Certification (applies to all AT&L positions)
B. Acquisition Corps Membership (applies to CAPs and KLPs)
C. Tenure (applies to CAPs and KLPs)
D. Special Statutory Requirements (applies to PEOs; ACAT I, IA and II PMs and DPMs; Flag/General Officers and SESs; SCOs; Contracting Officers; and 1102s (and comparable military)
E. Assignment Specific Training (applies only to those positions that have been identified by the Component as requiring assignment specific training)
F. Continuous Learning (applies to all AT&L positions)

NOTE: The AT&L position requirements addressed in this section are based on DAWIA and should not be confused with Office of Personnel Management (OPM) qualification requirements. They are not the same. If you have questions regarding OPM requirements, you should contact your servicing civilian personnel office.

See Section 9, How to Obtain AT&L Education, Training, and Experience, and Section 10, How to Meet AT&L Position Requirements, for more information on how to meet the AT&L position requirements discussed here.

A. AT&L Career Field Certification

Reference: DODI 5000.66, Enclosure 2, Paragraph E2.2.7 Certification *(link)*

Section Overview: AT&L Career Field Certification is the process through which the DoD Components determine that an individual meets the mandatory education, training, and experience standards established for a particular AT&L Career Field. Certification is mandatory for all AT&L positions. Certification requirements and standards apply uniformly across DoD and will not be modified or augmented by the DoD Components. This section addresses how AT&L career field certification

requirements and standards are established and the timelines within which they must be met. Section 10.A. addresses the AT&L Career Field Certification Process.

NOTE: For the purposes of this section, the term "certification requirement" is used to denote the level of certification required and the specific AT&L career field associated with a given AT&L position. The term "certification standard" is used to refer to the mandatory education, training, and experience required to meet the AT&L Career Field Certification requirements associated with an AT&L position.

AT&L Career Field Certification Requirements. The certification requirements of an AT&L position are typically based on the AT&L Position Category and the certification level assigned to the position in the position designation process (see Chapter 5) with the following exception: The AT&L Position Categories of Program Management Oversight and Education, Training and Career Development do not have corresponding AT&L career fields, thus flexibility must be provided when identifying which career field the incumbent must be certified. For these two AT&L Position Categories, the person who designates the position will identify the AT&L career field best suited for the specific duties and responsibilities involved, and the level at which they should be certified.

AT&L Career Field Certification Standards. FAs determine the mandatory education, training, and experience standards required within each AT&L career field and at each certification level.

The DAU Catalog provides Certification Standard Checklists for each certification level within each AT&L career field (*link*). The online DAU Catalog is the official source for certification standards. These checklists provide a concise description of the education, training, and experience required for all levels of certification. The education, training, and experience identified as MANDATORY on the checklist (otherwise known as certification standards) are used for certification. The Catalog also includes a section on training providers that offer courses that have been deemed equivalent *(link) to specific area in DAU catalog)* to specified DAU courses and a list of predecessor courses *(link) to specific area in DAU catalog)* that may be used toward prerequisite requirements or certification.

AT&L Career Field Certification Timelines. The AT&L Career Field Certification requirement for all AT&L positions must be met within 24 months of assignment.

Individuals should normally meet certification requirements before being assigned to an AT&L position. In cases where the potential assignee does not meet the

certification requirements, the DoD Component has up to 24 months to qualify the individual to meet the certification standards and become certified or obtain a Position Requirements Waiver. Certification or a waiver of the certification requirement within 24 months of assignment is necessary for the individual to remain in the position.

THINGS TO REMEMBER:

Training requirements in Levels I, II, and III build on each other and AT&L Workforce members are encouraged to complete any lower level training requirements they might need before registering for higher level requirements. However, when individuals are assigned directly to an AT&L position designated at Level II or Level III, it is not necessary to meet the certification standards established for lower level positions in that same AT&L career field before being certified at the higher level required by the current position. However, course prerequisite requirements must be met and may require that lower level training be taken or fulfilled. As an example, a person who has not been certified at Level I or II and is assigned to a Level III position would not be required to go back and meet the Level I or II mandatory standards to be certified at Level III. That individual would, however, have to take or fulfill any training course prerequisites established for Level III certification. See "Alternate Methods to Meet Training Requirements" in Section 7, How to Obtain AT&L Education, Training, and Experience.

AT&L Workforce members must first meet the certification requirements of their encumbered position before being certified to a higher certification level in that same AT&L career field.

AT&L Workforce members must meet certification requirements within 24 months of assignment to the AT&L position. A change in certification standards does not initiate a new 24-month period.

Prior to assignment to an AT&L position, management should ensure the individual is informed of the position certification requirement. If the individual does not meet the requirement, management should ensure that the employee's individual development plan, established jointly by the supervisor and employee, addresses how the employee will meet the certification requirements of the position within 24 months. As a minimum, the plan should identify the deficiency and a timeline to obtain certification. To be certified, you must meet the certification standards in place at the time of your request for certification. Persons who do not meet their AT&L Career Field Certification requirements within 24 months require a Position

Requirements Waiver (see Appendix H or (*link*)). This waiver does not grant certification. Rather, it allows the person to occupy the position for a designated period of time without the required certification. Additionally, this waiver is position-specific and does not carry over to the person's subsequent assignments or to future incumbents of the position. There is no waiver that grants AT&L Career Field Certification.

B. Acquisition Corps Membership

Reference: DODI 5000.66, Enclosure 2, E2.3.Defense Acquisition Corps *(link)*

Membership in the Defense Acquisition Corps is required for assignment to all CAPs and KLPs. Members of the AT&L Workforce who have already been designated as members of a component acquisition corps are considered members of the Defense Acquisition Corps. Unlike certification, there is no 24-month grace period to obtain membership. Persons selected for CAPs and KLPs must be in the Acquisition Corps, be able to become a member prior to assignment, or be granted a waiver prior to being assigned to the position. See Section 8, How to Meet AT&L Position Requirements, Paragraph B, Accession to the Acquisition Corp, for information on how to obtain membership in the Acquisition Corps.

Persons who are not members of the Acquisition Corps must obtain a Position Requirements Waiver to occupy a CAP (see Section 9, Position Requirements and Tenure Waiver). A copy of the Position Requirements and Tenure Waiver format can be found at Appendix H and at (*link*). This waiver does *not* grant membership into the Acquisition Corps; rather, it allows the person to occupy a CAP for the period of time specified in the waiver. Additionally, this waiver is position-specific and does not carry over to the person's subsequent assignments or to future incumbents of the position. There is no waiver that grants Acquisition Corps membership—persons must meet all of the requirements.

C. Tenure Agreements for CAPs and KLPs

References: DODI 5000.66, Enclosure 2, E2.1.3.4.4, E2.4.2.1, E2.4.2.2, Enclosure 3 and Enclosure 4 *(link all)*

CAP (not designated as a KLP) Tenure Agreements. Persons selected for CAPs that are not KLPs are required to remain in that specific position for a minimum of three years and must sign a written tenure agreement (Appendix I or (*link*)). Acceptable deviations to the three-year CAP (not designated as a KLP) tenure requirement are

promotion; reassignment to a command/command-equivalent position; separation; retirement; removal for cause; reduction-in-force; mobilization; assignment to military theater/zone of operation; elimination of position; or reassignment due to program cancellation, merger, or organizational realignment. When the event driving the deviation has been approved in accordance with applicable rules and regulations, these acceptable deviations do not require waivers, nor should they be reported as waivers. Release from a position tenure agreement for any other reason must be documented in a Tenure Waiver.

KLP Tenure Agreements. Persons assigned to KLPs are required to remain in the position for a tenure period established by the CAE and must sign a written tenure agreement (Appendix J or *link*). The time period will be determined by the CAE based on the unique requirements of the specific program or effort to be performed, such as significant milestones, events or efforts. Generally, KLP tenure agreements should be as prescribed by DAWIA. DAWIA states that tenures should be at least three years, except for ACAT I (and IA) PM and DPMs where the time period should be the completion of the first major milestone closest to four years. However, there may be circumstances in which an appropriate major milestone, event, or effort may require a shorter time period. When the agreed upon tenure period for a KLP is less than prescribed by DAWIA for the position, the tenure agreement is deemed to constitute a waiver of that requirement.

A Tenure Waiver (Appendix H or (*link*)) must be executed if an individual does not remain on a KLP for the established tenure period. Unlike CAPs not designated as KLPs, there are no acceptable deviations for KLP position tenure agreements.

D. Special Statutory Requirements

References: DODI 5000.66, Enclosures 5 and 6 (*link*)

Section Overview: Certain positions have Special Statutory Requirements in addition to Certification, Tenure, Assignment Specific Training, and Acquisition Corps membership for CAPs.

Special statutory requirements apply to the following positions

- ACAT I (and IA) PMs
- ACAT I (and IA) DPMs
- ACAT II PMs
- ACAT II DPMs
- PEOs

- Flag/General Officer/SES
- SCOs
- Contracting Officers
- Civilian Occupational Series 1102 and comparable military

The Special Statutory Requirements for these positions can be found at Appendix E, AT&L Position Requirements Summary and at *(link)*. Position Requirement Waivers are required at the time of assignment for employees who cannot meet these statutory requirements with one exception. Acquisition Corps members may be provided up to six months to meet the statutory requirements without requiring a Position Requirements Waiver. However, if it is not feasible for the Acquisition Corps Member to meet the requirements within the six month period provided, a Position Requirements Waiver is required at the time of assignment. Use your DoD Component's DACM websites(s) *(link)* for additional information and guidance.

E. Assignment Specific Training

References: DODI 5000.66, Chapter 5.5.3, E2.2.6.2, E2.4.1.2,

Some AT&L positions have additional training requirements that are geared to the specific duties and responsibilities of the position. Assignment specific training may also be required when individuals in a particular career field require specialized training for their duties or must understand some of the processes of another career field. Assignment specific training requirements are designated by the DoD Component and are not associated with the mandatory training requirements for certification. The DAU Catalog *(link)* provides information on assignment specific training courses for certain AT&L positions. Consult with your supervisor to determine if your position has Assignment Specific training.

F. Continuous Learning Requirements

Reference: DODI 5000.66, E2.2.8

Section Overview: Continuous learning is a requirement for members of the AT&L Workforce (i.e., those people who are assigned to designated AT&L positions).

> The AT&L Workforce must operate as a continuous learning community, striving to improve their professional knowledge and performance. Accomplishing continuous learning as well as meeting AT&L Career Field Certification requirements is critical to the AT&L mission. AT&L Workforce

members must participate in meaningful continuous learning activities to stay current and proficient in functional disciplines, AT&L policy initiatives, and leadership and management skills. Continuous learning also includes career broadening assignments as well as completing initial or additional certification training.

Even if the AT&L position requires only a level II certification, AT&L Workforce members are encouraged to seek level III certification in preparation for advancement. Additionally, AT&L Workforce members should maintain currency in their career field by earning CLPs for any new competencies added to the certification standards after Level III certification is obtained.

Once AT&L Career Field certification is accomplished, AT&L Workforce members should discuss broadening activities with his/her supervisor. These activities may include, but are not limited to, certification in other career fields, leadership training, and rotational and developmental assignments. Individuals who have not yet met the degree or 12 or 24 business hours required for Acquisition Corps membership should make this a priority for their continuous learning activities.

Continuous Learning Requirement. Members of the AT&L Workforce are required to acquire 80 CLPs every two years, with a goal to attain 40 CLPs each fiscal year.

A summary chart of recommended CLPs can be found at Appendix F (*link*). The DAU Continuous Learning Center at *http://clc.dau.mil* offers a large range of learning activities. Additionally, the DoD Components sponsor various learning opportunities, so check out their websites as well. AT&L Workforce members should request quotas and register for courses through their component registration systems *(link)*.

Information on procedures to obtain and document continuous learning points (CLPs) can be found in Section 8C, The Continuous Learning Process, and in Appendix F, Continuous Learning Guidelines.

7. HOW TO OBTAIN AT&L EDUCATION, TRAINING, AND EXPERIENCE

Reference: DODI 5000.66, E2.2.6.1, AT&L Performance Learning Model

Section Overview. Previous sections of this Desk Guide address AT&L position requirements, e.g., AT&L Career Field Certification, Acquisition Corps membership, and Special Statutory Requirements for AT&L positions. This section provides guidance on various ways one can obtain the education, training, and experience required to meet these requirements.

A. Education

Statutory education requirements for membership in the Acquisition Corps include (see Appendix D for more detailed information):

- a Degree, one of the following:
  - Baccalaureate degree from an accredited educational institution, ***or***
  - Possess significant potential for advancement to levels of greater responsibility and authority

- Coursework, one of the following:
  - At least 24 semester credit hours of study at an accredited institution of higher education from among the following disciplines: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management, ***or***
  - At least 24 semester credit hours of study at an accredited institution in the individual's AT&L Career Field and either 12 semester credit hours from among the above-listed disciplines or training in these disciplines equivalent to the 12 semester credit hours. (Training courses that carry an American Council of Education (ACE) credit recommendation may be used for equivalency.) ((*link)* to Appendix E of DAU Catalog)

ACE credit recommendations may only be used to meet the 24 semester hour standard for Acquisition Corps membership if those credit recommendations have been accepted by and appear on an official transcript from an accredited institution of higher education. DAWIA provides the option to substitute equivalent training for the 12 semester credit hours applied to the 24 hours in the individual's AT&L Career Field and 12 hours in the covered disciplines. This does not apply to the option for 24 semester credit hours in the covered disciplines.

7. HOW TO OBTAIN AT&L EDUCATION, TRAINING AND EXPERIENCE

Methods for meeting the education requirements follow (*(link)* to Appendix F of DAU Catalog):

- Attendance at an accredited institution of higher education. Your component may have special education programs leading to undergraduate and graduate degrees. Check your component's website for additional information. (*link*)

- Acquisition Tuition Assistance Program. The Acquisition Tuition Assistance Program provides funding for AT&L Workforce members to meet the requirements of DAWIA by attending an accredited institution of their choice. Components have different processes for administering this program. Refer to your Component's website for details (*link*).

- American Council on Education (ACE). The ACE evaluates formal education and training programs and courses sponsored by service schools, other DoD organizations, other government agencies, business, and industry and makes college credit recommendations. The ACE itself does not grant academic credit; rather, the ACE evaluates courses offered by non-accredited organizations and recommends the amount of credit it believes a course is worthy of being granted by an accredited institution. Therefore, persons wishing to use ACE evaluated courses toward statutory requirements or for academic degree programs must have these courses documented on a transcript from an accredited college or university to receive credit.

- Defense Activity for Non-Traditional Education Support (DANTES). Employees may use credit hours earned through completion of a DANTES toward the 24 semester credit hours in the disciplines of accounting, business finance, contracting law, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management. Successful completion of each of the seven courses offered in the above disciplines earns three semester credit hours. More information may be found in Appendix E of the DAU Catalog and on the DANTES website at *http://www.voled.doded.mil/*.

Statutory requirements for contracting positions include a baccalaureate degree and 24 semester credit hours of study at an accredited institution of higher education from among the following disciplines: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management. There are limited exceptions in law to these education requirements. These exceptions include:

1) an employee of DoD or member of the armed forces who served in an 1102 (or comparable military position) on or before September 30, 2000;
2) the contingency contracting force (though they must complete the 24 semester credit hours); or
3) individuals in developmental positions as discussed in DoDI 5000.66, paragraph E2.2.10.

Methods for meeting the contracting education requirements are the same as those listed above. Note that ACE-evaluated courses must have been accepted by an accredited institution's admissions office and documented on a transcript to receive credit. The 24 credit hours in an individual's AT&L Career Field and 12 semester credit hours or equivalent training option discussed under Acquisition Corps membership education may not be used to meet the contracting education requirements.

B. Training Requirements

Whether obtaining AT&L career field certification, Acquisition Corps membership, or meeting some other training requirement associated with this program, DoD Components are responsible for assigning civilian and military employees to attend DAU courses. Components should prioritize persons registering for DAU training to meet mission needs, to ensure they meet certification requirements, are qualified to perform the duties to which they are assigned, and to provide career development opportunities in the AT&L Workforce.

DAU Training. Components prioritize and authorize attendance at DAU courses for any of the following purposes:

- Emergent situations where there is a need to qualify persons deploying to theaters of operations, e.g. Iraq and Afghanistan
- Qualifying incumbents (including selectees) of AT&L positions for which the course is mandatory by statute.
- Qualifying incumbents (including selectees) of AT&L positions for which the course has been designated as mandatory. Included are courses identified as mandatory for career field certification required for the positions and assignment specific courses identified as mandatory for performing the duties of particular positions.
- Providing training identified as "desired" for certification and for attendance at the senior acquisition course.
- Qualifying AT&L Workforce members for the next higher level in their primary career field.

- Qualifying AT&L Workforce members cross functionally for assignment in other categories for which management determines a need exists and for assignments such as to an integrated product development team.
- Providing AT&L Workforce members training in competencies added to certification standards in their AT&L career field after Level III certification has been obtained.
- Providing AT&L training to personnel outside the AT&L Workforce, such as members of the DoD IG, when such training has been identified by the USD(AT&L) or CAE as meeting a valid acquisition-related need.
- Providing AT&L training to non-members of the AT&L Workforce for the purpose of accession into the AT&L Workforce.

Course Quotas. DAU course quotas are assigned to the DoD Components for management and control purposes. Quotas will be assigned to individual students in accordance with DoD Component policies, including statutory and regulatory provisions, availability, priority, cost-effective location, and available travel and per diem resources. DoD Components are to use cost effective procedures to minimize rental cars, and maximize use of bachelor officers' quarters. Each DoD Component should have written procedures for periodic review by the DACM.

Prerequisite Training. Many DAU courses require completion of prerequisite courses prior to attendance. Students must either complete all prerequisite courses or have completed acceptable alternatives prior to attending DAU courses. Acceptable alternatives include predecessor courses still accepted as current, equivalent courses, or fulfillment (each of these alternatives is addressed below in the paragraph titled "Alternate Methods to Meet Training Requirements").

Registration. Employees request quotas for DAU courses through their component registration systems, as detailed below.

Army Civilian and Military Personnel:
https://www.atrrs.army.mil/channels/aitas

Navy/Marine Civilian and Military Personnel:
https://www.atrrs.army.mil/channels/registernow

Air Force Civilian and Military Personnel:
https://www.atrrs.army.mil/channels/acqnow

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Civilians assigned to DoD Components Outside the Military Departments:
https://www.atrrs.army.mil/channels/acqtas

Military personnel assigned to other Defense Agencies must go to website for their military department.

Non-DoD entities (Federal, Industry, and Contractors):
https://www.atrrs.army.mil/channels/nondod

Travel and Per Diem. The DAU provides travel and per diem funds to the DoD Components for attendance of DAU courses only. DoD Components have oversight responsibility and accountability to ensure travel and per diem funds are executed in accordance with DoDD 5000.57 *(link)* and their written travel procedures.

Alternate Methods to Meet Training Requirements. Instead of completing a mandatory DAU course, individuals may meet the training requirements by one of the following methods:

- The employee may complete a DAU-certified equivalent course delivered by accredited academic institutions, other DoD schools, private sector course providers, or professional organizations. A listing of approved equivalents can be found at *http://www.dau.mil/catalog/default.aspx*.
- The employee may pass the applicable DAU equivalency exam, if available. Currently the only exam that is available is PMT 250 Program Management Tools. Registration for this exam may be completed through component training registration websites.
- The employee may use the course Fulfillment process. Fulfillment enables members of the AT&L workforce to receive credit for mandatory DAU courses for which they can demonstrate that they possess the required competencies. Information regarding Fulfillment may be found at *http://www.dau.mil/career/files/fulfil99.pdf*. Keep in mind that each DoD Component has its own process for determining if the applicable competencies for a particular course have been satisfactorily addressed and for approving a fulfillment request. Members of the AT&L Workforce should refer to their DoD Component's DACM website(s) *(link)* for guidance regarding fulfillment procedures.

C. Experience

Each AT&L career field requires general and/or specialized acquisition experience at each certification level. Membership in the Acquisition Corps requires general acquisition experience. In addition, there are special statutory experience requirements for certain acquisition positions (see Section 8.D., Special Statutory Requirements).

Experience to be Credited. Experience gained while serving in a designated AT&L position counts toward achievement of certification and statutory experience requirements. Experience requirements may also be met through comparable experience gained in acquisition functions in another Government agency or in private industry.

A NOTE ON MEETING EXPERIENCE STANDARDS: To support professional currency objectives, the acquisition experience claimed for the purpose of meeting AT&L career field certification requirements should have been obtained within the past eight years of the certification request.

Alternate Experience Methods: Up to 12 months of training or education in acquisition may be counted toward the experience standards for AT&L Career Field certification, Acquisition Corps membership, or to meet the special experience requirements identified in DAWIA for certain AT&L positions, e.g., ACAT I PMs, Flag, General Officer and SES, etc. (see paragraph 6D. above for positions that have special requirements).

8. HOW TO MEET AT&L POSITION REQUIREMENTS

Reference: DODI 5000.66, E2.2.7, E2.2.8 and E2.3 *(link)*

Section Overview. Section 6 of this Desk Guide addresses AT&L position requirements. This section provides information on the processes in place for you to meet those requirements for AT&L Career Field Certification, Acquisition Corps Membership, and Continuous Learning.

A. AT&L Career Field Certification Process

The DoD Components are responsible for certifying members of the AT&L Workforce. Component AT&L Career Field Certification programs must require that: a) employees meet the mandatory education, training, and experience standards, and b) supervisors ensure that military and civilian AT&L Workforce members are provided the opportunity to meet the mandatory certification requirements of their position. Specific DoD Component procedures for AT&L Career Field Certification are provided on your Component's AT&L website *(link to Component websites)*.

Individuals are encouraged to build cross-functional competencies by becoming certified in one or more AT&L Career Fields in addition to the career field associated with their current AT&L position. Broadening experiences and multifunctional knowledge are beneficial in competing for and serving in critical acquisition and key leadership positions.

Unlike certification requirements associated with an individual's current AT&L position, there are no timeframes for meeting certification requirements in a second or third AT&L Career Field. Further, there are no waiver provisions that address certification in a second or third career field.

AT&L Career Field Certification is reciprocal among the DoD Components. This means that if you were certified at a particular level in a particular career field by the Department of the Navy, for example, that certification is recognized by all other Defense Components.

B. Accession to the Acquisition Corps

There is a single Defense Acquisition Corps in the DoD. The Acquisition Corps is composed of AT&L Workforce members with a minimum of four years of experience

who are eligible for assignment to CAPs. While the USD(AT&L) sets overarching policies and requirements for Acquisition Corps membership, the DoD Components are responsible for their execution. This section provides guidance on Acquisition Corps membership requirements and procedures.

Acquisition Corps requirements can be found at Appendix D, Acquisition Corps Requirements and at *(link)*. They include specific education, training, experience and AT&L Career Field Certification requirements as well as a requirement for the individual to be "eligible for selection to a CAP." For the purposes of the AT&L Workforce Education, Training, and Career Development Program, "eligible for selection to a CAP" typically means the following:

- Civilians: GS-13 or above (or in a comparable pay band) in any AT&L Career Field
- Military: 0-4 level or above in any AT&L Career Field

Some DoD Components require that employees sign a written civilian mobility agreement prior to being assessed into the Acquisition Corps. Others do not require mobility agreements. Regardless of whether or not a written agreement is required, mobility is encouraged. Mobility, whether positional, functional, or geographic, is an essential element in career development.

Membership in the Defense Acquisition Corps is recognized across all DoD Components. If you were granted Acquisition Corps membership by one of the DoD Components prior to the establishment of the single Defense Acquisition Corps, that membership is also recognized by all other DoD Components.

Specific DoD Component procedures for Acquisition Corps membership are provided on your DoD Component's DACM website(s) *(link)*. Application and approval procedures differ among the Components (e.g., the Navy has an automated process on their Register-Now web site), so be sure to review those specific to your DoD Component to ensure that you understand the requirements and process.

C. The Continuous Learning Process

Continuous learning goals are established for members of the AT&L Workforce. This helps us stay current in today's competitive professional environment. AT&L Career Field certification training, leadership development training, and acquisition-related professional events, short courses and degree programs count towards achievement of continuous learning points. The DAU and a wide variety of other sources offer courses suitable for continuous learning.

- Continuous learning applies to all individuals in designated AT&L positions, whether they are already certified or not.
- Certification training counts toward CLPs.
- Individuals must attain 80 CLPs every two years, with a goal to gain 40 CLPs each year. More information on CLPs can be found in Appendix F, Continuous Learning Guidelines and *(link)*.

Responsibilities.

The DAU, working with the FAs and all DoD Components, will review proposed continuous learning modules from all sources to identify duplication with existing or planned modules and will report results to all sources to maximize DoD resources. The DAU will provide continuous learning module development as requested by the USD(AT&L) or the CAEs/DACMs, within budget limitations. The DAU will consolidate and publish a listing of courses or learning modules available to members of the AT&L Workforce, including DoD Component developed or purchased courses available to all (*link*).

The DoD Components will implement procedures that provide continuous learning activities for their AT&L Workforce and ensure compliance, as well as provide funding for DoD Component-sponsored continuous learning activities. Opportunities will be provided for civilian and military personnel to meet the continuous learning standards. DoD Components will record attainment, as well as take appropriate action for non-attainment. Records and metrics to document compliance must be maintained to enable future data transfer or data entry into enterprise-wide systems such as the Modern DCPDS and Military personnel systems. Annually, the DoD Components will provide end of fiscal year compliance data to the AT&L WMG, on the number required to meet and percentage of workforce members who met the CLP requirement. Maximum use of DoD Component automated CL tracking tools is encouraged to reduce manual metric reporting. DoD Components will also provide continuous learning opportunities for their AT&L Workforce personnel assigned to other military departments or agencies.

The Director, Defense Contract Audit Agency (DCAA) will ensure that implementation of the continuous learning policy for DCAA AT&L Workforce members is in accordance with continuing education standards established for auditors by the Government Accountability Office, and consistent with existing procedures and practices for meeting the current standards of the agency.

8. HOW TO MEET AT&L POSITION REQUIREMENTS

Supervisors play a key role in continuous learning. They will ensure, within the organizational workload and funding constraints, that individuals are provided duty time planned for continuous learning activities; this includes duty time to complete computer/on line courses. They must also ensure that the annual individual development plan or comparable documents prepared for their personnel include opportunities for participating in continuous learning activities, and then document AT&L Workforce member's records for completion of continuous learning requirements. The Continuous Learning Guide (link) assists supervisors and members in helping to determine the points to be credited for continuous learning activities.

AT&L Workforce members will meet the goal of 40 CLPs each year or the mandatory requirement of 80 CLPs within two years. Each person will identify and discuss with his or her supervisor during an annual review the types of continuous learning activities to pursue. AT&L Workforce members should also verify records to ensure accomplishment of continuous learning requirements have been recorded.

Guidelines for implementing the continuous learning policy can be found at Appendix F, Continuous Learning Guidelines and *(link)*.

9. POSITION REQUIREMENTS AND TENURE WAIVERS

DoDI 5000.66, Sections E2.1.3 and E5 address AT&L position requirements and waivers of those requirements (link). The CAE may waive position requirements in exceptional circumstances. Each waiver shall be fully justified. DoD Component acquisition career management offices are responsible for tracking the numbers and types of waivers approved. The metrics will be used for DoD Component and OSD oversight purposes.

All position requirement and tenure waivers must be documented on the Position Requirements and Tenure Waiver form (DoD Format) which may be found at Appendix H, Position Requirements and Tenure Waiver and at *(link)*. The waiver must identify the specific standards or tenure that is being waived and explain the exceptional circumstances justifying the waiver. The position requirements waiver must also address the individual's ability to perform successfully in the position without meeting the standards. The Position Requirements and Tenure Waiver must be signed by a) the authorized management official requesting the waiver and b) the authorized management official approving the waiver. Any waiver of KLP position or tenure requirements must be approved by the CAE. See your DoD Component's DACM website(s) for procedures for processing waivers as they differ among the DoD Components *(link)*. However, all waivers must be prepared by an authorized management official, with employee personal information obtained from the employee's official record on file.

Position Requirements Waivers are position specific and are not carried forward with the person when that person moves from one AT&L position to another AT&L position. In other words, waivers apply to a single position. There is one exception to this rule: when waiving the requirement for a contracting officer's warrant the waiver is valid only for the particular warrant for which it is granted.

A summary of how various position or tenure requirements are waived in exceptional circumstances is provided below:

AT&L Career Field Certification. The requirement to meet AT&L Career Field certification standards at the appropriate level for a particular position may be waived. The Position Requirements Waiver should be generated when it is apparent that the individual will not meet the certification requirements of his/her position within 24 months of assignment. The waiver will permit a person who does not meet the certification standards of the position within 24 months to remain in that position without being certified. It does not confer certification.

9. POSITION REQUIREMENTS AND TENURE WAIVERS

Acquisition Corps Membership. The requirement to fill a CAP with an Acquisition Corps member may be waived. The Position Requirements Waiver allows management to assign a non-Acquisition Corps member to a particular CAP on a one-time basis. The waiver can be for the duration of the assignment or may be for a specified period of time established for the individual to obtain Acquisition Corps membership. The Position Requirements Waiver must be approved before the individual can be assigned to the position. For approved waivers that specify a timeframe shorter than the duration of the assignment, the incumbent must become a member of the Acquisition Corps within that timeframe, obtain another waiver to remain in the CAP, or be reassigned to a non-CAP.

Tenure for a CAP (not designated as a KLP). The requirement for an individual to remain in a CAP for the three-year period specified in the CAP tenure agreement (i.e., DD Form 2888) may be waived. The Tenure Waiver should be generated whenever an individual serving in a CAP leaves the position before he or she has met the three-year tenure requirement, unless the reason for leaving is one of the specified accepted deviations (see Section 6, AT&L Position Requirements).

Tenure for a Key Leadership Position (KLP). The requirement for an individual to remain in a KLP for the period established by the CAE and specified in the KLP tenure agreement (i.e., DD Form 2889) may be waived. The Tenure Waiver must be approved by the CAE and should be generated whenever an employee serving in a KLP leaves the position before he or she has met the specified tenure requirement (see Section 6, AT&L Position Requirements).

Statutory Requirements for a Flag/General Officer or a member of the SES. The requirement for an individual to meet statutory General/Flag Officer or SES additional qualification requirements for 10 years acquisition experience and four years experience in a CAP may be waived. Position Requirement Waivers are required at the time of assignment for employees who cannot meet these statutory requirements with one exception. Employees who are Acquisition Corps members may be provided up to six months to meet the statutory requirements without requiring a Position Requirements Waiver. However, if it is not feasible for the Acquisition Corps Member to meet the requirements within the six month period provided, a Position Requirements Waiver is required at the time of assignment.

Statutory Requirements for a PEO. The requirement to meet statutory PEO additional qualification requirements for completion of the Program Management course, PM or DPM experience, 10 years acquisition experience and four years

experience in a CAP may be waived. Position Requirement Waivers are required at the time of assignment for employees who cannot meet these statutory requirements with one exception. Employees who are Acquisition Corps members may be provided up to six months to meet the statutory requirements without requiring a Position Requirements Waiver. However, if it is not feasible for the Acquisition Corps Member to meet the requirements within the six month period provided, a Position Requirements Waiver is required at the time of assignment.

Statutory Requirements for ACAT I, IA and II PMs and DPMs. The requirement to meet statutory ACAT I, IA and II Program PM/DPM additional qualification requirements for completion of the Program Management course, acquisition experience, and experience in a Program Office may be waived. Position Requirement Waivers are required at the time of assignment for employees who cannot meet these statutory requirements with one exception. Employees who are Acquisition Corps members may be provided up to six months to meet the statutory requirements without requiring a Position Requirements Waiver. However, if it is not feasible for the Acquisition Corps Member to meet the requirements within the six month period provided, a Position Requirements Waiver is required at the time of assignment.

Statutory Requirements for a SCO. The requirement to meet the statutory SCO qualification requirement for four years contracting experience for assignment to an SCO position may be waived. Position Requirement Waivers are required at the time of assignment for employees who cannot meet these statutory requirements with one exception. Employees who are Acquisition Corps members may be provided up to 6 months to meet the statutory requirements without requiring a Position Requirements Waiver. However, if it is not feasible for the Acquisition Corps Member to meet the requirements within the 6 month period provided, a Position Requirements Waiver is required at the time of assignment.

Statutory Requirements for 1102 Positions. The requirement for a current DoD employee or member of the Armed Forces to meet 1102 education qualifications in order to fill a particular 1102 (or comparable military) position may be waived using the Position Requirements Waiver. Such a waiver is required at the time of assignment. (See DoDI 5000.66, Enclosure 6, for limited exceptions to the education qualifications.)

9. POSITION REQUIREMENTS AND TENURE WAIVERS

Statutory Requirements for Contracting Officers. The qualification requirements for contracting officers who will hold a warrant above the Simplified Acquisition Threshold may be waived using the Position Requirements Waiver. Such a waiver is required prior to appointment as a contracting officer. (See DoDI 5000.66, Enclosure 6, for limited exceptions to the qualification requirements.)

10. CAREER DEVELOPMENT

Career development is a key element of the AT&L Workforce Education, Training, and Career Development Program. It is the means through which management can improve the professionalism of the AT&L Workforce by developing, on a long-term basis, a highly qualified workforce capable of performing both current and future acquisition functions. Career development provides AT&L Workforce members with increased proficiency in their current AT&L positions and provides opportunities for career-broadening experiences and progression commensurate with their abilities. Finally, career development of the AT&L Workforce will provide DoD with capable replacement for senior AT&L positions on a planned, systematic basis.

Career Paths. Typical career paths for military and civilian personnel for each of the AT&L career fields are at *(link)*. They are identified by the experience, education, training, and work assignments necessary for career progression to the most senior acquisition positions. The grades used here are typical and should not imply a direct correlation with timing for completing the education, training and experience standards. The paths are necessarily generic and should be used as a guide for planning career development programs. Refer to your DoD Component's DACM website(s) *(link)* for component specific guidance as well.

Individual/Career Development Plans. Planning is essential for successful career development. AT&L Workforce members, in coordination with their supervisors, should prepare an individual/career development plan. Plans should identify both short range and long range career goals, such as membership in the Acquisition Corps or certification in an AT&L Career Field. An AT&L Workforce member's individual/career development plan should outline how they will accomplish the education, training, and developmental activities needed to achieve their career goals and objectives.

Competency Development. AT&L Workforce members are expected to improve their core acquisition, functional, and leadership competencies throughout their careers through education, training, and experience.

Performance Appraisals. DoD Components shall provide an opportunity for review and inclusion of comments on the appraisal of a person serving in an AT&L position by a person serving in an AT&L position in the same AT&L Career Field. At least the first-level evaluation of contracting officers must be performed within the contracting career chain. The only exception to the contracting officer requirement will be the performance evaluation of the senior official in charge of contracting for

the organization, when this official is not the primary contracting officer for the organization.

Additionally, in no case shall there be more than two levels of review between a PM and the milestone decision authority.

Career Development Opportunities. Many opportunities are DoD Component specific. Please see your component website *(link)* for more information.

Distance Learning. Computer/on-line courses required for AT&L career certification and continuous learning may be accomplished during dedicated duty time. Commanders and supervisors will determine whether that means during the normal duty day in the work place, through alternate work schedules or by teleworking. Individuals in AT&L designated positions should not be expected to accomplish required training during off-duty hours.

11. SELECTION AND PLACEMENT OF PERSONNEL IN AT&L POSITIONS

Section Overview: This section addresses general guidance on the selection and placement of personnel in AT&L positions.

- All AT&L Positions:
  - Individuals selected for AT&L positions must meet all AT&L position requirements associated with the specific position (see Sections 6 and 8) or have been waived from meeting the requirement through a Position Requirements Waiver (see Section 9).

- All Civilian AT&L Positions:
  - DoD Component will evaluate applicants using the OPM or approved agency qualifications standard or equivalent for the series of the position.
  - AT&L position requirements associated with the specific position must be used as quality ranking factors for all civilian selections.
  - When applying the quality ranking factors, comparable training and experience from other agencies or private sector entities and comparable certifications from non-DoD sources may be credited towards meeting position requirements at the discretion of the hiring authority.

- All Military AT&L Positions:
  - Assignment officers/detailers will strive to fill positions with members eligible to move and can meet the AT&L position requirements associated with the specific position. The assignment officer/detailer will inform the organization owning the position before the assignment is finalized if the member does not meet the AT&L position requirements associated with that position.

- CAPs:
  - DoD Component will screen for individuals who are Acquisition Corps members; Level III certified (or can meet Level III certification requirements of the CAP within 24 months of placement); and meet (or for Acquisition Corps members can meet within 6 months of placement) statutory qualification requirements for the position.
  - DoD Component will assist supervisors in obtaining a Position Requirements Waiver in the event an individual is selected who does not meet the Acquisition Corps membership requirement to be assigned to a

CAP. This waiver does not grant membership into the Acquisition Corps; rather, it allows the person to occupy the CAP for a specified period of time.

- DoD Component will ensure that individuals assigned to CAPs sign the applicable tenure agreement (See Section 6, AT&L Position Requirements).

- Civilian CAPs.
  - DoD Component will evaluate applicants for assignment to a CAP using the OPM Qualifications standard or equivalent for the occupational series of the position. Acquisition Corps membership and certification must be used as Quality Ranking Factors.
  - Individuals may be tentatively selected for a CAP pending verification of Acquisition Corps membership or accession into the Acquisition Corps. A permanent offer may not be tendered until verification or accession into the Acquisition Corps is accomplished. Individuals who do not meet one or more of the requirements for Acquisition Corps membership must be granted a Position Requirements Waiver before a permanent offer is tendered.

- KLPs.
  - DoD Component will screen for individuals who are Acquisition Corps members; Level III certified (or can meet Level III certification requirements of the CAP within 24 months of placement); and meet (or for Acquisition Corps members can meet within six months of placement) statutory qualification requirements for the position.
  - In addition to the above guidance for CAPs, the following criteria should be used to determine the best qualified applicants for KLPs. These criteria may be used by selecting officials or as quality ranking factors when advertising the position.
    - Level III certification in any AT&L Career Field.
    - Functional area competencies in an additional AT&L Career Field(s).
    - Cross-functional assignments/rotations.
    - Broadening assignments, e.g. Service Headquarters/OSD/Joint/ Industry/Operational.
    - Relevant advanced academic degree.
    - Senior Service School (or equivalent).
    - Leadership training and experience.

- Demonstrated experience integrating functional, core, and leadership competencies.

- DoD Component will ensure that individuals assigned to KLPs sign the applicable tenure agreement (See Section 6, AT&L Position Requirements).
- For KLPs that require DAE consultation prior to assignment (PEOs or PMs for a program where the DAE is the milestone decision authority) the CAE must consult in advance with the DAE. This consultation may be in writing or as agreed to by the DAE.

12. ACQUISITION DATA MANAGEMENT AND METRICS

UNDER DEVELOPMENT

13. MILITARY (GUARD AND) RESERVE POSITIONS IN THE AT&L WORKFORCE

UNDER DEVELOPMENT

14. FAILURE TO MEET REQUIREMENTS

Failure of an acquisition workforce member to appropriately contribute to meeting certification, tenure, and qualification requirements may negatively impact the workforce member's performance assessment, career opportunities and advancement.

APPENDIX A
GLOSSARY OF TERMS

Acquisition is the conceptualization, initiation, design, development, test, contracting, production, deployment, logistics support, modification, and disposal of weapons and other systems, supplies, or services (including construction) to satisfy DoD needs, intended for use in or in support of military missions. (ref: Defense Acquisition Guide Book, (*link*)

Acquisition, Technology, and Logistics (AT&L) Performance Learning Model is the foundation for meeting the career-long training and professional development needs of the AT&L Workforce and serves as a systematic approach to practitioner performance and training that is delivered through multi-media learning assets, to include classroom and on-line training, continuous learning, knowledge sharing, and performance support.

AT&L Career Field is one or more occupations that require similar functional competencies.

AT&L Position Categories are subsets of AT&L positions that are characterized by a common set of core acquisition and functional competencies.

AT&L Positions are those civilian and military positions in the Department of Defense that are designated to be acquisition positions in accordance with 10 USC Section 1721 and regulations issued by the USD(AT&L).

AT&L Workforce comprises those persons who occupy AT&L positions.

Competencies, as used in this Desk Guide, are the core acquisition, functional, and leadership skills, knowledge, and abilities required by the AT&L Workforce to perform the duties and responsibilities of the various AT&L positions.

Component Acquisition Executive (CAE) is the Service Acquisition Executive of a Military Department or the person designated to be the CAE by the Head of a DoD Component other than a Military Department. For the purpose of this Desk Guide, the Head of a DoD Component is the CAE for the DoD Components that have not designated a CAE. The USD(AT&L) performs this role for the OSD.

APPENDIX A
GLOSSARY OF TERMS

Contracting Officer is a person with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings.

Critical Acquisition Positions (CAPs) are a subset of AT&L positions specifically designated by the CAE in accordance with DAWIA, implementing regulation, and based on the criticality of that position to the acquisition program, effort, or function it supports.

Defense Acquisition Corps, hereafter referred to as the "Acquisition Corps," is a pool of highly qualified members of the AT&L Workforce to fill CAPs. It is composed of those persons who have met the standards prescribed by DAWIA and implementing regulation, and who have been granted admission to the Acquisition Corps by the USD(AT&L) or by a CAE to whom this authority has been delegated.

Defense AT&L Workforce Education, Training, and Career Development Program includes the structure, resources, policies, and procedures to enable the AT&L Workforce to achieve the competencies required to perform the duties and responsibilities as required by AT&L positions and to promote integrated AT&L Workforce management.

Functional Advisors (FAs) are senior DoD officials who serve as the subject matter expert for their respective functional area for oversight and management of career development requirements.

Key Leadership Positions (KLPs) are a subset of CAPs designated by the CAE based on the critical nature of the acquisition program or effort involved and the criticality of that position to the success of that program or effort. These positions represent a significant level of responsibility and authority and warrant special management attention to qualification and tenure requirements.

Service Acquisition Executives, referred to as CAEs of the Military Departments in this Directive, are individuals with the responsibilities and authorities described in 10 USC Section 1704.

Senior Contracting Official is a director of contracting, or a principal deputy to a director of contracting, serving in the office of the Secretary of a Military Department, the headquarters of a Military Department, the Head of a Defense Agency, a subordinate command headquarters, or in a major systems or logistics contracting activity in the Department of Defense.

APPENDIX B
ACRONYMS

ACAT - Acquisition Category
ACE - American Council on Education
AT&L - Acquisition, Technology, and Logistics
AWCM – Acquisition, Technology, and Logistics Workforce Career Management
AWSOM - Acquisition Workforce System of Management
CAE - Component Acquisition Executive
CAPs - Critical Acquisition Positions
CEUs - Continuing Education Units
CLC – Continuous Learning Center
CLPs - Continuous Learning Points
DACMs - Directors for Acquisition Career Management
DAE – Defense Acquisition Executive
DANTES - Defense Activity for Non-Traditional Education Support
DAU - Defense Acquisition University
DAWIA - Defense Acquisition Workforce Improvement Act
DCAA - Defense Contract Audit Agency
DCPDS - Defense Civilian Personnel Data System
DLA - Defense Logistics Agency
DoD - Department of Defense
DPMs - Deputy PMs
FAs - Functional Advisors
KLPs - Key Leadership Positions
MAISs - Major Acquisition Information Systems
MDAPs - Major Defense Acquisition Programs
MDS - Manpower Data System
NDAA - National Defense Authorization Act
NSPS - National Security Personnel System
OPM - Office of Personnel Management
PCDs - Position Category Descriptions
PD - Position Description
PEOs - Program Executive Officers
PMs - Program Managers
SCOs - Senior Contracting Officials
SES – Senior Executive Service
SSB - Senior Steering Board
TFMMS - Total Force Manpower Management System

APPENDIX B
ACRONYMS

TOPMIS - Total Army Personnel Management Information System

USD(AT&L) - Under Secretary of Defense for Acquisition, Technology, and Logistics

WMG - Workforce Management Group

APPENDIX C
ROLES, RESPONSIBILITIES AND TIMELINES

UNDER DEVELOPMENT

APPENDIX D
ACQUISITION CORPS ELIGIBILITY CRITERIA[1, 2]

- ☐ **EDUCATION, SATISFY BOTH THE DEGREE AND COURSEWORK REQUIREMENTS:**
  - ☐ Degree[5], one of the following:
    - O Baccalaureate degree from an accredited[3] educational institution, ***or***
    - O Possess significant potential for advancement to levels of greater responsibility and authority, based on demonstrated analytical and decision-making capabilities, job performance, and qualifying experience, as determined by the CAE in accordance with criteria approved by the AT&L Workforce Senior Steering Board.[4]

  - ☐ Coursework[5], one of the following:
    - O 24 semester credit hours[6] from among the following disciplines: *accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management;* ***or***
    - O Both of the following:
      - ☐ 24 semester credit hours[3] in the person's AT&L career field, ***and***
      - ☐ One of the following:
        - O 12 semester credit hours[3] in the disciplines listed above in italics, ***or***
        - O Training equivalent to 12 semester credit hours in the disciplines listed above in italics.[6]

- ☐ **EXPERIENCE:**
  - ☐ 4 years of service in an AT&L position either in the DoD or in a comparable position in industry or government.

- ☐ **CERTIFICATION LEVEL:**
  - O DoD civilian or military – certified at AT&L career level II or above.
  - O Individual from outside DoD selected for a critical acquisition position – qualified for certification at AT&L career level II or above.[7]

- ☐ **OTHER:**
  - ☐ Eligible for selection to a Critical Acquisition Position as addressed in the Desk Guide for AT&L Workforce Career Management.
  - ☐ Satisfy any additional requirements[8] prescribed by the Military Department or DoD Component and approved by the AT&L Senior Steering Board.

APPENDIX D
ACQUISITION CORPS ELIGIBILITY CRITERIA[1, 2]

[1] □ Mandatory criterion o Option for meeting a mandatory criterion.

[2] The CAE may establish mobility requirements to meet their workforce management and career development needs and may require Acquisition Corps members to sign mobility agreement in accordance with 10 U.S.C. 1732. [3] Degrees and credit hours must be from an institution of higher education that is accredited by a regional agency which is approved by the Secretary of Education to grant accreditation. Quarter- or trimester-hours must be converted to semester hours.

[4] Applicant must submit qualifying evidence for evaluation.

[5] The education (degree and coursework) requirements are not applicable to any DoD employee who, on October 1, 1991, has at least 10 years of experience in acquisition positions in DoD or in comparable positions in other government agencies or the private sector.

[6] Equivalency is determined by the conversions of training courses to credit hours that are recommended by the American Council on Education.

[7] Individual must submit qualifying evidence for evaluation. Certification requirements are published in the DAU Catalog

[8] See footnote 2 above. An agreement to accept geographic mobility is among the additional requirements that may be applied.

APPENDIX E
AT&L POSITION REQUIREMENTS SUMMARY

Position	Position Requirements	If Required, When is Waiver Generated?
All AT&L Positions	• AT&L career field certification at the level established for the AT&L position within 24 months of assignment to the position. • Any other requirements established by the CAE for the AT&L position. • 80 hours of continuous learning points every 2 years, with a goal to gain 40 points every year.	• When it is apparent the individual will not meet requirements within 24 months. • At time of assignment.
Civilian 1102 (and similar military) positions	• Baccalaureate degree from an accredited educational institution. • 24 semester credit hours (or the equivalent) in any of the following disciplines: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organizational management. Note: See Section 7.A. for limited exceptions to these requirements.	• At time of assignment. • At time of assignment.
CAP not designated as KLP	• Member of the Acquisition Corps. ---------- • Level III Certification in primary career field within 24 months of assignment to the position unless other period identified by CAE. ---------- • 3-year tenure period. Execute a written tenure agreement (DD Form 2888).	• At time of assignment. • When it is apparent the individual will not meet requirements within 24 months. • When the individual leaves the position before the end of the 3-year tenure period for reasons other than acceptable deviations.

APPENDIX E
AT&L POSITION REQUIREMENTS SUMMARY

CAP designated as KLP (KLP CAP)	• Member of the Acquisition Corps. ---------- • Level III Certification in primary career field within 24 months of assignment to the position unless other period identified by CAE. • Additional position requirements may apply to KLPs as determined by law or the CAE. ---------- • 3-year tenure period may be tailored by CAE based on unique program requirements. Execute a written tenure agreement (DD Form 2889).	• At time of assignment. When it is apparent the individual will not meet requirements within 24 months or other period. • At time of assignment. • When the individual leaves the position before the end of the specified tenure period.
General and Flag Officers and Civilians in equivalent positions (KLP CAP if designated by CAE)	In addition to CAP or KLP CAP requirements: • 10 years acquisition experience in an AT&L position, at least 4 years of which performed while assigned to a CAP. ---------- • 3 year tenure period (may be tailored by CAE based on unique program requirements if a KLP CAP). • Execute a written tenure agreement.	• At time of assignment, unless an Acq Corps member and can satisfy requirements within 6 months. • When the individual leaves the position before the end of the specified tenure period.
PEO (KLP CAP)	In addition to KLP CAP requirements: • 10 years acquisition experience in an AT&L position, at least 4 years of which performed while assigned to a CAP. • Served as a PM or DPM. • DSMC PM Course or Equivalent. ---------- • 3-year tenure period or as tailored by CAE based on unique program requirements. Execute a written tenure agreement.	• At time of assignment, unless an Acq Corps member and can satisfy requirements within 6 months. • At time of assignment. • At time of assignment, unless an Acq Corps member and can satisfy requirements within 6 months. • When the individual leaves the position before the end of the specified tenure period.
PM for MDAPs and MAISs (ACAT I/IA) (KLP CAP)	In addition to KLP CAP requirements: • 8 years acquisition experience in acquisition, at least 2 years in a program office or similar organization. • DSMC PM Course or Equivalent. ---------- • Tenure period: Milestone closest to 4 years or as tailored by CAE based on unique program requirements. Execute a written tenure agreement.	• At time of assignment, unless an Acq Corps member and can satisfy requirements within 6 months. • When the individual leaves the position before the end of the specified tenure period.

APPENDIX E
AT&L POSITION REQUIREMENTS SUMMARY

DPM for MDAPs and MAISs (ACAT I/IA) (KLP CAP)	In addition to KLP CAP requirements: • 6 years acquisition experience with at least 2 years in a program office or similar organization. • DSMC PM Course or Equivalent ---------- • Tenure period: Milestone closest to 4 years or as tailored by CAE based on unique program requirements. Execute a written tenure agreement.	• At time of assignment, unless an Acq Corps member and can satisfy requirements within 6 months. • When the individual leaves the position before the end of the specified tenure period.
PM for Significant Nonmajor And Other Designated Programs (ACAT II) (KLP CAP)	In addition to KLP CAP requirements: • 6 years acquisition experience. • DSMC PM Course or Equivalent. ---------- • 3-year tenure period or as tailored by CAE based on unique program requirements. Execute a written tenure agreement.	• At time of assignment, unless an Acq Corps member and can satisfy requirements within 6 months. • When the individual leaves the position before the end of the specified tenure period.
DPM for Significant Nonmajor and Other Designated Programs (ACAT II) (KLP CAP if determined by CAE)	In addition to CAP or KLP CAP requirements: • 4 years acquisition experience. • DSMC PM Course or Equivalent. ---------- • 3-year tenure period (may be tailored by CAE based on unique program requirements if a KLP CAP). Execute a written tenure agreement.	• At time of assignment, unless an Acq Corps member can satisfy requirements within 6 months. • When the individual leaves the position before the end of the specified tenure period.
Senior Contracting Official (KLP CAP if determined by CAE)	• At least 4 years of contracting experience. • See 1102 (and military equivalent) education requirements for a degree and 24 semester hours. ---------- • 3-year tenure period (may be tailored by CAE based on unique program requirements if a KLP CAP). Execute a written tenure agreement.	• At time of assignment, unless an Acq Corps member and can satisfy requirements within 6 months. • When the individual leaves the position before the end of the specified tenure period.

Other DAWIA Requirements	**Warrants above the Simplified Acquisition Threshold**	**If Required, When is Waiver Generated?**
Contracting Officers with a Warrant above the Simplified Acquisition Threshold	• Complete all contracting courses required for the grade level. • 2 years experience in a contracting position. • 1102 education requirements for a degree and 24 semester hours (see Section 7.A. for limited exceptions). • Meet any additional requirements established, based on the dollar value and complexity of the contracts awarded or administered in the position.	• At time of assignment. • At time of assignment. • At time of assignment. • At time of assignment

APPENDIX F
CONTINUOUS LEARNING GUIDELINES

The purpose of this Appendix is to provide further information to implement the continuous learning policy for the DoD AT&L Workforce.

A. Definitions.

Certification Training. Training required for certification in accordance with DAWIA.
Continuous Learning Activities. Personal and professional growth accomplishments by AT&L Workforce members resulting in improved professionalism and better contributions to the mission.
Continuous Learning Points (CLPs). CLPs awarded for successful completion of continuous learning activities.
Continuous Learning Currency (CLC). Currency achieved by meeting the continuous learning goal of 40 CLPs each year or mandatory requirement of 80 CLPs within two years.

B. Specific Guidelines.

Professional improvement is a continuing cycle. It includes certification training and the full range of continuous learning activities. The following sections describe the guidelines for determining CLPs. These are only guidelines and supervisors have flexibility in assigning CLPs. The supervisor, in conjunction with the AT&L Workforce member, should use these guidelines to determine CLPs credited for any given training or developmental activity.

1. Staying current in functional areas; acquisition, technology and logistics initiatives; and leadership and management. The majority of the workforce will participate in continuous learning activities to stay current. These activities require the most judgment by supervisors. A number of activities make up this category. Examples include, but are not limited to:

APPENDIX F
CONTINUOUS LEARNING GUIDELINES

a. Training Activities

i. Completing awareness training. Periodically DoD and the Components conduct briefing sessions to acquaint the workforce with new or changed policy. There is no testing/assessment of knowledge gained.

ii. Completing learning modules and training courses. These may be formal or informal offerings from a recognized training organization, including in-house training course/sessions or personnel demonstration projects, which include some form of testing/assessment for knowledge gained.

iii. Performing Self-Directed Study. An individual can keep current or enhance his or her capabilities through a self-directed study program agreed to by the supervisor.

iv. Teaching. AT&L Workforce members are encouraged to share their knowledge and insights with others through teaching of courses or learning modules. Teaching is also a part of the Professional Activities category.

v. Mentoring. Helping others to learn and become more productive workers or managers benefits DoD and the individuals involved. Mentoring is also a part of the Experience category.

b. Professional Activities

i. Participating in Organization Management. Membership alone in a professional organization will not be considered as fulfilling continuous learning requirements, but participation in the organization leadership will. This includes, when they meet the restrictions in DoD 5500.7-R (Joint Ethics Regulation), elected/appointed positions, committee leadership roles, or running an activity for the organization.

ii. Attending/Speaking/Presenting at Professional Seminars/ Symposia/Conferences. AT&L Workforce members can receive CLPs for attending professional seminars or conferences. However, the supervisor needs to determine that the individual learned something meaningful from the experience. Due to the effort involved in preparation and delivery, making presentations should get full credit for each hour involved in preparation and presentation.

iii. Publishing. Articles for publication normally will meet the criteria for continuous learning. CLPs will be awarded only in the year published. Compliance with DoD publication policy is required.

iv. Participating in Workshops. CLPs should be awarded for workshops with planned learning outcomes.

v. Professional Examination, License or Certificate. This includes such activities as passing the CPA exam, licensing as a Professional Engineer, or Project Manager Certification from the Project Management Institute. CLPs will be credited only in the year awarded.

c. Educational Activities

i. Formal training. Supervisor should use Continuing Education Units (CEUs) as a guide for assigning CLPs for formal training programs that award CEUs. The CEUs can be converted to CLPs at 10 CLPs per CEU.

ii. Formal academic programs. For formal academic programs offered by educational institutions, each semester/quarter hour is equal to one CEU. A three-hour credit course would be worth three CEUs and 30 CLPs, assuming that it is applicable to improving performance or increasing professional knowledge.

iii. The policy is to award CLPs for activities that increase performance capabilities. The supervisor makes these determinations at the time that the workforce member's IDP is prepared. An engineer who is taking an accounting class leading to a Masters of Business Administration degree probably would get full credit for the semester hours. On the other hand, if the engineer is taking courses not related to his/her current or future duties, the courses would not be counted as continuous learning.

APPENDIX F
CONTINUOUS LEARNING GUIDELINES

The following is a summary chart of recommended CLPs:

CREDITABLE ACTIVITIES	CLP CREDIT (see note)
Academic Courses	
Quarter Hour	10 per Quarter Hour
Semester Hour	10 per Semester Hour
Continuing Education Unit (CEU)	10 per CEU
Equivalency Exams	Same CLPs as awarded for the course
Training Courses/Modules	
DAU Courses/Modules	10 per CEU (see DAU catalog) or
• Awareness Briefing/Training – no testing/assessment associated • Continuous Learning Modules – testing/assessment associated	.5 CLP per hour of instruction 1 CLP per hour of instruction
Other Functional Training	1 CLP per hour of instruction
Leadership or Other Training	1 CLP per hour of instruction
Equivalency Exams	Same CLPs as awarded for the course
Professional Activities	
Professional Exam/License/ Certificate	10-30 CLPs
Teaching/Lecture	2 CLPs per hour; maximum of 20 CLPs per year
Symposia/Conference Presentations	2 CLPs per hour; maximum of 20 CLPs per year
Workshop Participation	1 CLP per hour; maximum of 8 CLPs per day and 20 CLPs per year
Symposia/Conference Attendance	.5 CLP per hour; maximum of 4 CLPs per day and 20 CLPs per year
Publications	10 to 40 CLPs

Note – All activities may earn CLPs only in the year accomplished, awarded or published.

2. AT&L Career Field Certification training and cross-training. AT&L Career Field Certification training is required by DAWIA and is a very important, if not the most important, facet of professional training for the AT&L Workforce member. It should be the priority for those not certified to the level of their assignment. However, there are times, such as those while waiting for a class date or fulfilling the experience time requirements after training is complete, when other continuous learning activities are appropriate. Certification training will count for continuous learning CLPs.

i. For professional growth and preparation for other opportunities, it is suggested that members of the AT&L Workforce strive to achieve Level III certification in his or her career field. However, funding for certification training above that required for the position is not normally available.

ii. It is understood that some members of the workforce may strive to achieve Level III certification in multiple career fields. Therefore, any formal training or developmental assignments that complete a requirement for certification in a different career field will be awarded CLPs. Funding for multiple certifications is normally not available. The guidelines for awarding CLPs for this kind of activity are generally the same as those used for achieving Level III certification in the career field associated with the individual's AT&L position.

3. Experience.

The Experience category includes on-the-job experiential assignments, and intra/inter-organizational rotational career broadening and developmental experiences. While supervisors and employees must use discretion in arriving at a reasonable point value to be awarded for rotational and developmental assignments, a sliding scale is recommended. Suggested CLPs for such assignments are in the table.

The assumption is that longer assignments are more beneficial than shorter assignments. The supervisor may feel that an individual may deserve more or less than the values shown. In determining the CLPs for a rotational/ developmental assignment, the supervisor should consider both the long-term benefit to DoD, and the immediate benefit to the supervisor's

organization and the workforce member. For example, a second rotational assignment of the same sort would be less valuable than a different type of rotational assignment.

When experience or other non-assessed activities are to be used to earn CLPs, certain principles should be followed. Supervisors and employees should pre-define, as closely possible, the tasks to be accomplished, expected outcomes, and the learning opportunities. If it is an assignment, the individual should be mentored during the assignment. Accomplishment of a product, such as a briefing, a project design, a report, or other work product that shows the learning attained, is desirable. Sharing the knowledge and experience gained and the product with others in the organization should be highly encouraged.

The following is a summary chart of recommended CLPs:

CREDITABLE ACTIVITIES	CLP CREDIT (see note)
Experience	Recommend CLPs
On-the-job Experiential Assignments	Maximum of 20 CLPs per year
Rotational Assignments	Maximum of 40 CLPs per year
Training With Industry	Maximum of 40 CLPs per year
IPT/Special Project Leader	Maximum of 15 CLPs per year
IPT/Special Project Member	Maximum of 10 CLPs per year
Mentor	Maximum of 5 CLPs per year
Assignment Length (Rotational Assignments/Training with Industry)	Recommended CLPs
12 Months	80
9 Months	60
6 Months	40
3 Months	15
2 Months	10
1 Month	5

C. Application of Guidelines.

It is expected that supervisors will use the Guidelines and their own professional judgment in arriving at CLPs to be awarded for any activity undertaken to meet the standards. While supervisors have the authority to establish CLPs for activities, any concerns of employees or disputes may be addressed through applicable dispute resolution procedures.

APPENDIX G
POSITION CATEGORY DESCRIPTIONS

Position Category Descriptions (PCDs) can be found at
www.dau.mil/workforce/pcds.asp

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SUBJECT INDEX

UNDER DEVELOPMENT

DEPARTMENT OF DEFENSE

A DESK GUIDE FOR
ACQUISITION, TECHNOLOGY, AND LOGISTICS WORKFORCE
CAREER MANAGEMENT

JANUARY 10, 2006

SIGNED/ISSUED BY
AT&L WORKFORCE MANAGEMENT GROUP CHAIRMAN

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Subject Index – UNDER DEVELOPMENT

1. INTRODUCTION

Welcome! This Desk Guide was specifically developed for:

- Members of the Department of Defense (DoD) Acquisition, Technology, and Logistics (AT&L) Workforce, i.e., DoD employee or service member assigned to a designated AT&L position;
- Individuals who would like to compete for an AT&L position;
- Supervisors of members of the AT&L Workforce; or
- Individuals who administer or exercise oversight of AT&L Workforce career management programs, e.g., recruitment, selection, career development, retention, or strategic planning.

How to Use this Guide. This Desk Guide is issued under the authority of DoD Directive 5000.52, "Defense AT&L Workforce Education, Training, and Career Development Program" and DoD Instruction 5000.66, "Operation of the Defense AT&L Workforce Education, Training, and Career Development Program." It supplements these regulations by providing more detailed guidance on key aspects of the AT&L Workforce Education, Training, and Career Development Program, such as AT&L position designation, certification, Acquisition Corps membership, continuous learning, and career development programs. The terms and acronyms used in this Desk Guide are defined in Appendix A, Glossary of Terms, and in Appendix B, Acronyms.

Key Terms Used in This Guide:

- Both "Acquisition, Technology, and Logistics (AT&L)" and "acquisition" are terms used in this Desk Guide. Within the DoD the term "acquisition workforce" has been replaced by the term "AT&L Workforce" to more accurately reflect the breadth of the types of functions and duties performed by employees currently in positions designated as acquisition (now referred to as AT&L) positions. This change in terminology does not change or expand the scope of the workforce as defined in section 1701 of title 10, United States Code. The term "acquisition" is still used when part of a title, such as in the "Acquisition Corps," when referring directly to its use in Title 10.
- The term "DoD Components" refers to all official organizations within the DoD. Included are the Military Departments (Army, Navy/Marine Corps, and the Air Force) and other Defense Agencies and organizations external to the Military Departments.
- The "AT&L Workforce" is defined as those individuals who occupy AT&L positions in the Department of Defense.

1. INTRODUCTION

- See Appendix A, Glossary of Terms, for additional terms used in this Desk Guide.

Administrative Oversight. Requests for changes to the Desk Guide may be submitted to the Director, Acquisition Workforce Career Management (AWCM) Office, Defense Acquisition University (DAU) for review by the Workforce Management Group (WMG) and approval by the WMG Chair. The AWCM Office will also document all approved changes, to include publishing the changes, as required. The online Desk Guide on the AWCM website *(link)* is the official version of the document.

Implementation. This Desk Guide provides general procedures, and instructions for use by all DoD Components that have acquisition functions. Because implementation procedures may vary across the DoD Components, you will need to refer to your DoD Component's Director, Acquisition Career Management (DACM) website(s) for additional "how to" information and guidance:

- Army: *http://asc.army.mil*
- Navy and Marine Corps:
  - *http://acquisition.navy.mil/ navyaso/content/view/full/62* (policy and guidance); and
  - *http://www.register-now.cms.navy.mil* (registration for training, certification, Acquisition Corps membership, and continuous learning)
- Air Force: *https://www.safaq.hq.af.mil/mil/career/index.cfm*

Defense Agencies and organizations: *http://www.dau.mil/doddacm*

- Where to Find Help. Each DoD Component has a DACM with support staff to manage day-to-day AT&L Workforce Education, Training, and Career Development Program operations. DoD Components' DACM websites(s) *(link)* should be used to locate the appropriate DACM Office Points of Contact for additional information and guidance. See Section 4 and Appendix C for more information on the roles and responsibilities of a DACM.

2. BACKGROUND

The AT&L Workforce Education, Training, and Career Development Program was established to enhance the professional knowledge and capabilities of DoD personnel involved in the development, acquisition, and sustainment of warfighting capabilities, systems, and services. The AT&L Workforce Education, Training, and Career Development Program implements DoD AT&L Workforce requirements established by Congress in Title 10, United States Code, Chapter 87, the DAWIA, as well as USD(AT&L) policy and initiatives. It supports the DoD Components by uniformly establishing the structure, policies, and procedures to enable the AT&L Workforce to achieve and maintain competencies required to serve successfully in AT&L positions. The AT&L Workforce Education, Training, and Career Development Program operates under a philosophy of centralized DoD policies and guidance, and decentralized execution by the DoD Components.

Summary of Defense Acquisition Workforce Improvement Act (DAWIA) History.

- November 1990: Congress enacts the Defense Acquisition Workforce Improvement Act (DAWIA, Title 10,USC, Chapter 87)
- October 2000: Fiscal Year (FY) 01 National Defense Authorization Act (NDAA) amends DAWIA, revising the education requirements for 1102s and Contracting Officers with warrants above the simplified acquisition threshold to require a baccalaureate degree and 24 semester hours in specified disciplines.
- December 2002: FY02 NDAA amends DAWIA, expands the 1102 education requirements to members of the armed forces in equivalent occupational specialties and provides for limited expectations to include exceptions for the contingency contracting force and for individuals in developmental positions. The law establishes alternative minimum education requirements for the contingency contracting force and provides authority to establish developmental programs.
- November 2003: FY04 NDAA amends DAWIA, providing a number of flexibilities to enable DoD to more effectively develop and manage the AT&L Workforce.
- October 2004: FY05 NDAA amends DAWIA, changing Acquisition Corps membership requirements and providing flexibility in the designation of Critical Acquisition Positions (CAPs).
- January 2005. OSD issues revised DoDD 5000.52.
- December 2005/January 2006. OSD issues DoDI 5000.66 and the DoD Desk Guide for AT&L Workforce Career Management, incorporating statutory changes resulting from FY04 and FY05 NDAA *(link)*.

3. WHAT'S NEW OR DIFFERENT?

Section Overview: This section highlights significant changes in the AT&L Workforce Education, Training, and Career Development Program as established in the newly revised DoD Directive 5000.52, DoD Instruction 5000.66, and this Desk Guide.

A. Single Defense Acquisition Corps

- What was once four independent Acquisition Corps – Army, Navy, Air Force, and Department of Defense (for other Defense Agencies and organizations) – is now an integrated, single Defense Acquisition Corps. The Under Secretary of Defense for Acquisition, Technology, and Logistics (USD(AT&L)), through the newly established AT&L Workforce Senior Steering Board (SSB) and the AT&L WMG, will set overarching policies and requirements for Acquisition Corps membership. The Director, AWCM, and DoD Components will be responsible for the execution of those policies and requirements. For example, eligibility criteria for the Acquisition Corps is consistent across DoD Components, while procedures to execute the criteria will be decentralized across the DoD Components.

- The eligibility criteria for Acquisition Corps membership have also changed. Previously, Acquisition Corps membership did not require the individual to be certified in an AT&L Career Field (it required that the individual meet Level II training requirements). Now, consistent across the DoD Components, Acquisition Corps membership requires that an individual be certified at Level II or above in an AT&L Career Field. See Appendix D, Acquisition Corps Eligibility Criteria, for more information on Acquisition Corps criteria.

B. Integrated Management Structure

Decisions regarding the AT&L Workforce Education, Training, and Career Development Program will be made through a newly established AT&L Workforce Integrated Management Structure, consisting of the AT&L Workforce SSB, and the AT&L WMG. These groups will oversee and guide the execution of the AT&L Workforce Education, Training, and Career Development Program. See Section 4, Responsibilities, and Appendix C, Roles, Responsibilities, and Timelines, for more information.

C. Designation of and Criteria for Critical Acquisition Positions (CAPs)

CAPs, a subset of AT&L positions, will be designated by the Component Acquisition Executive (CAE) based on the criticality of that position to the acquisition program, effort or function it supports. Changes in DAWIA in FY05 eliminate the grade requirement for civilian CAPs, thus providing the CAE with more flexibility in designating civilian CAPs in the DoD Component. The grade requirement for military positions still remains in DAWIA. AT&L positions that must be filled with officers at the 0-5 grade level or above will be designated as CAPs. Some DoD Components fill their military billets one grade above or below the actual grade of the billet. In these situations, the CAP designation is required for those senior 0-5 billets that are filled by officers whose rank is 0-5 or above. With this flexibility comes the requirement for the CAE to periodically review existing CAPs for either re-validation or re-designation to a non-CAP. See Section 5, Designation of AT&L Positions, for more information on the designation of CAPs.

Eligibility requirements to fill a CAP have also been modified. In the past, certification levels were set by the DoD Components. While DoD mapped typical certification levels to typical grade levels of positions, there was no requirement to assign a particular certification level to a position. This Desk Guide continues to identify typical levels with typical grades (See section 5.C.) with one exception: Now, consistent across DoD Components, all CAPs must be designated at Level III. See Appendix E, AT&L Position Requirements Summary, for more information on CAP requirements.

D. Key Leadership Positions (KLPs)

A subset of CAPs called KLPs has been newly established to identify very specifically those positions that require special CAE and Defense Acquisition Executive (DAE) attention with regard to qualifications, accountability, and position tenure. KLPs are designated by the CAE based on the critical nature of the acquisition program or effort involved AND the criticality of that position to the success of that program or effort. See Section 5, Designation of AT&L Positions, and Section 8, AT&L Position Requirements, for more information on the designation of and requirements for KLPs.

E. CAP and KLP Tenure Requirements/Agreements

CAPs that are not designated as KLPs. As in the past, persons selected for CAPs that are not designated as KLPs must sign an agreement to remain in the position for a minimum of three years. That requirement has not changed. Now tenure policy establishes acceptable deviations that do not require a tenure waiver when the event driving the deviation has been approved in accordance with applicable rules and regulations. These deviations are noted in a new tenure agreement form (DD Form 2888, Critical Acquisition Position Service Agreement). Acceptable deviations include promotion; reassignment to a command/command-equivalent position; separation; retirement; removal for cause; reduction-in-force; mobilization; assignment to military theater/zone of operation; elimination of position; or reassignment due to program cancellation, merger, or organizational realignment. A Position Requirements Waiver must be executed if an individual does not remain on a CAP for the three year tenure period for a reason other than these acceptable deviations (see Section 9, Position Requirements and Tenure Waivers).

KLPs. Persons selected for CAPs that have been designated as KLPs must sign an agreement to remain in the position for a period tailored to the unique requirements of the specific program or effort to be performed, such as significant milestones, events, or efforts. The new DD Form 2889, Critical Acquisition Position Service Agreement Key Leadership Position, will document this tenure requirement as established by the CAE. A Tenure Waiver must be executed if an individual does not remain on a KLP for the established tenure period. Unlike CAPs not designated as KLPs, there are no acceptable deviations for KLP tenure agreements that do not require a waiver. The DoD Components will track metrics on KLP tenure along with other metrics (see Section 12, Acquisition Data Management and Metrics).

See Section 6, AT&L Position Requirements, for more information on CAP and KLP tenure agreements.

F. AT&L Career Field Certification Timeframe

AT&L Workforce members must be certified in the AT&L Career Field and at the level required for their AT&L position. Certification should be achieved prior to assignment. In the past, an AT&L Workforce member who was not certified was given a grace period of up to 18 months from the date assigned to the position to become certified. That grace period has now been extended to 24 months. See Section 6A, AT&L Career Field Certification, and Section 8A, AT&L Career Field

Certification Process, for more information on certification timeframes and the certification process.

G. Reduction in Waiver Forms

A new Position Requirements and Tenure Waiver format has been developed so that all waivers of AT&L position requirements, as well as tenure, may be documented on a single DoD Form. See Section 9, Position Requirements and Tenure Waivers, for more information on waivers and the waiver process.

H. Continuous Learning

A new emphasis has been placed on the need for AT&L Workforce members to maintain currency in their AT&L Career Field by earning continuous learning points (CLPs) for any new competencies that are added to their AT&L Career Field after Level III certification has been achieved. See Section 6F, Continuous Learning, Section 8C, Continuous Learning Process, and Appendix F, Continuous Learning Guidelines, for more information on continuous learning, its process, and guidelines.

4. RESPONSIBILITIES

Reference: DODD 5000.52, paragraph 5. Responsibilities *(link)*

Section Overview: This section outlines responsibility for oversight and execution of the AT&L Workforce Education, Training, and Career Development Program. See Appendix C *(link)* for more information on roles and responsibilities.

The USD(AT&L), through the newly established AT&L SSB and the AT&L WMG, will set overarching policies and requirements for the AT&L Workforce Education, Training, and Career Development Program. The President, DAU will serve as the USD(AT&L) agent for all AT&L Workforce policy. The Director, AWCM and DoD Components will execute the AT&L Workforce Education, Training, and Career Development Program.

A. The SSB is chaired by the USD(AT&L) to oversee execution of the AT&L Workforce Education, Training, and Career Development Program. The SSB ensures uniform execution across DoD. Membership includes:

- CAEs of the Military Departments
- Representatives designated by the CAEs outside the Military Departments
- Functional Advisors (FAs)
- President, DAU (serving as Executive Secretary)
- Others as the USD(AT&L) considers appropriate, such as:
    - Deputy Under Secretary of Defense for Civilian Personnel Policy
    - Deputy Under Secretary of Defense for Military Personnel Policy
    - Defense Acquisition Board Advisors not otherwise represented
    - Comptroller

B. The WMG is chaired by the President of DAU to guide and support the implementation and integration of program initiatives and policies, and the daily execution of the AT&L Workforce Education, Training, and Career Development Program. In addition, the WMG provides advice and recommendations to the SSB on workforce issues and develops performance measures to facilitate program oversight. Membership includes the DACMs, FA representatives, and representatives of DAU(AWCM).

C. FAs are appointed by the USD(AT&L) to serve as senior DoD subject-matter experts for their respective AT&L functional area(s) for oversight and management of career development requirements. FAs establish, oversee, and maintain AT&L position category descriptions and education, training, and experience requirements

for their functional area(s), including AT&L Career Field competency standards, certification standards, and course content requirements To assist in carrying out these responsibilities and to ensure input from the DoD Components and DAU, the FA appoints a representative to serve as Chair of a Functional Integrated Product Team (FIPT) with membership that must include DoD Component and DAU representatives, and others as deemed appropriate.

D. DACMs. The heads of the Military Departments, acting through their CAEs, designate a single point of contact, typically called the DACM, with authority to manage the integrated execution and oversight of the AT&L Workforce Education, Training, and Career Development Program within the Component. The DACM (or equivalent) serves as the DoD Component representative to the OUSD(AT&L), DAU and other DoD Components for the AT&L Workforce Education, Training and Career Development Program.

- The AT&L Workforce Defense Agency support office (commonly referred to as DoD DACM) at DAU provides centralized AT&L career management support to CAEs in the DoD Components outside the Military Departments.

Under the authority of the CAEs, the DACMs establish workforce management structures as required to administer the program. Typically, these include functional area and/or career field managers, certification and fulfillment authorities, Acquisition Corps membership authorities, selection boards for certain AT&L senior level positions, and managers responsible for individual program elements such as acquisition training. Major acquisition commands and subordinate units may also establish their own structure. The DACM (or equivalent) serves as the DoD Component representative to the Office of the Undersecretary of Defense (OUSD) for AT&L, DAU, and other DoD Components for the AT&L Workforce Education, Training and Career Development Program, and establishes workforce management structures as required to administer the program. The DACM is the key advisor for policy, coordination, implementation, and oversight of the AT&L Workforce Education, Training and Career Development Program within the DoD Component.

For more information on the SSB, the WMG, FAs, and DACMs, see Appendix C, Roles, Responsibilities, and Timelines, or *(link).*

5. DESIGNATION AND CODING OF AT&L POSITIONS

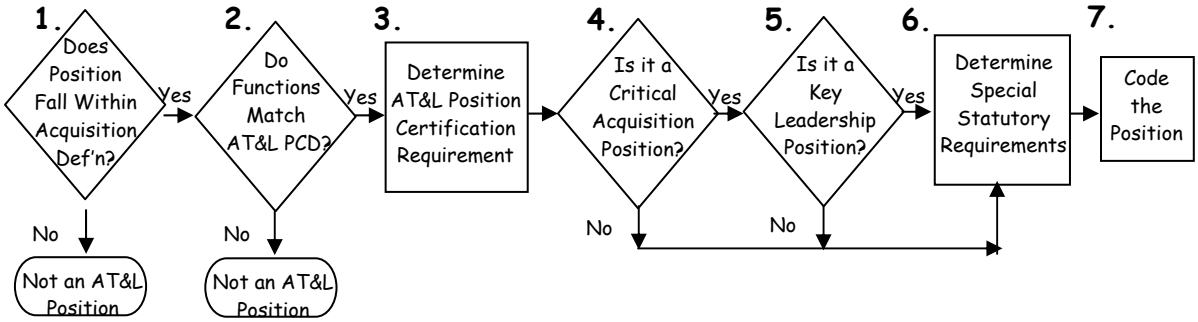
Reference: DoDI 5000.66 Enclosure 2, Paragraph E2.1.1 Designation of AT&L Positions *(link)*

Section Overview: The designation and coding of AT&L positions forms the framework for all other aspects of the Defense AT&L Workforce Education, Training and Career Development Program. AT&L positions must be properly identified and coded into appropriate official personnel data systems so that the incumbents of the positions can secure priority for training; apply for acquisition tuition assistance; become certified in one or more AT&L career fields; be selected for membership in the Acquisition Corps; participate in AT&L continuous learning events; and take part in other aspects of the AT&L Workforce Education, Training and Career Development Program. This section provides step-by-step instructions on how to identify, designate, and code AT&L positions.

AT&L positions are military (active, guard and reserve) and civilian positions that require the performance of AT&L functions as defined by the AT&L Position Category Descriptions (PCDs) referenced by this Guide. AT&L positions are subject to the requirements of the AT&L Workforce Education, Training, and Career Development Program and will be designated by the CAE (or delegated authority) (see below). They include part-time, temporary, and full-time government positions. They do not include Wage Grade, Foreign National, or Executive Level positions (normally presidential appointees; not to be confused with the Senior Executive Service (SES) positions, which are included). Most AT&L positions are located in organizations having an acquisition mission, however acquisition positions may also be located in management headquarters organizations, management support organizations and other organizations throughout the DoD.

The process for designating and coding AT&L positions has been separated into seven steps. These steps should be followed to ensure proper and consistent designation of AT&L positions across the DoD.

5. DESIGNATION AND CODING OF AT&L POSITIONS



A. Step 1: Determine if the Position falls within the Definition of Acquisition

DoD Directive 5000.52 states that the CAE shall identify AT&L positions in accordance with Section 1721 of Chapter 87 of title 10, United States Code (commonly referred to as DAWIA) and AT&L implementing regulations (in this case DoD Instruction 5000.66). Prior to applying the DAWIA criteria however, first determine that the position falls within the overall definition of "Acquisition". This will exclude positions that clearly do not fit within the parameters/intent of the DAWIA and the AT&L Workforce Education, Training, and Career Development Program.

Definition of Acquisition: Acquisition is the conceptualization, initiation, design, development, test, contracting, production, deployment, logistics support, modification, and disposal of weapons and other systems, supplies, or services (including construction) to satisfy DoD needs, intended for use in or in support of military missions. (ref: Defense Acquisition Guide Book at (*link*)

If any portion of the position being reviewed falls within this definition, move on to Step 2. If it does not, the position is not considered acquisition and should not be designated as an AT&L position.

B. Step 2: Determine if the functions of the position relate to an AT&L Position Category Description (PCD).

All AT&L positions will fall within one of the following 15 AT&L position categories:

Category	Code
• Auditing (currently reserved for DCAA use only)	U
• Business, Cost Estimating, and Financial Management	K
• Contracting	C
• Education, Training, and Career Development	X
• Facilities Engineering	F
• Industrial/Contract Property Management	D
• Information Technology	R
• Life Cycle Logistics	L
• Production, Quality and Manufacturing	H
• Program Management	A
• Program Management Oversight (use restricted to GS-15 (or equivalent) and above and 0-6 and above positions)	V
• Purchasing	E
• Systems Planning, Research, Development, Engineering – Science and Technology Manager	I
• Systems Planning, Research, Development, and Engineering – Systems Engineering	S
• Test and Evaluation	T

A PCD has been established for each position category (see Appendix G (*link*). If the duties associated with the position clearly map to a PCD, that position category should be assigned to the position. Only one AT&L position category may be assigned to a position. If more than one seems appropriate, the position category that best describes the primary duties of the position is the one that should be selected. Continue with Step 3 only when a position category has been assigned.

If the position does not clearly map to a PCD, it is not an AT&L position.

The following provides some additional guidance for designating AT&L positions in the DoD:

- Civilian 1102 series (and comparable military) positions must always be designated as AT&L positions in the Contracting Position Category.
- Positions that require the incumbent to hold a warrant above the simplified acquisition threshold must always be designated as AT&L positions in the

Contracting Position Category.

- Civilian 1103 series (and comparable military) positions must always be designated as AT&L positions. Typically, these positions are coded in the Industrial/Contract Property Management Position Category.
- Civilian 1105 series (and comparable military) positions must always be designated as AT&L positions in the Purchasing Position Category.
- Acquisition positions given the specific duties or titles of Program Manager (PM), Deputy PM (DPM), and Program Executive Officer (PEO) will be designated in either the Program Management or Program Management Oversight Position Category. In addition, other acquisition management positions that perform functions such as planning, organizing, staffing, controlling, and leading the combined efforts of participating/assigned civilian and military personnel and organizations, for the management of a specific defense acquisition program or programs, throughout the system life cycle (ref: Defense Acquisition Guide Book) should be coded in the Program Management Position Category, as appropriate.

C. Step 3: Determine the Appropriate AT&L Career Field Certification Requirement.

All AT&L positions require the incumbent to be certified in one of 13 AT&L Career Fields (*link) to list/descriptions of 13 AT&L Career Fields*) and at one of three certification levels.

AT&L Career Fields. There is a relationship between the AT&L position category and the AT&L Career Field within which the incumbent must be certified. Typically the AT&L Career Field is the same as the AT&L position category. For example, when a position is designated in "Test and Evaluation" position category, the incumbent must be certified in the "Test and Evaluation" AT&L Career Field.

There are two position categories with exceptions to this general rule: Education, Training, and Career Development; and Program Management Oversight. These two AT&L position categories do not have corresponding AT&L Career Fields, thus flexibility must be exercised when identifying in which career field the incumbent must be certified. In situations that warrant position designation to one of these exceptions, the person responsible for designating the position must identify the AT&L Career Field best suited for the specific duties and responsibilities involved for the purpose of recruitment and certification.

Certification Levels. A required certification level must be assigned to each AT&L

position. There are three certification levels: Level I (Basic or Entry Level); Level II (Intermediate Level); or Level III (Advanced Level). The level designated should correspond to the level of responsibility and expertise required by the position, and therefore typically corresponds to the grade of the position as indicated below:

For Civilian Positions:

For all positions except those positions in the Purchasing Position Category:

- GS-5 through 8 (and equivalent) typically require Level I certification.
- GS-9 through 12 (and equivalent) typically require Level II certification.
- GS-13 and above (and equivalent) typically require Level III certification.

For positions in the Purchasing Position Category:

- GS-5 (and equivalent) typically require Level I certification.
- GS-6 through 8 (and equivalent) typically require Level II certification.
- GS-9 (and equivalent) typically requires Level III certification.

Note: Once details of the National Security Personnel System pay band structure are known, a new crosswalk for civilian positions will be added to this section.

For Military Positions:

- Officers:
  - O-1 through O-2/0-3 typically require Level I certification.
  - 0-3 and/or O-4 positions typically require Level II certification.
  - O-5 positions and above typically require Level III certification.
- Enlisted: Refer to your DoD Component's DACM website(s) *(link)* for certification levels.

All CAPs, military and civilian, to include all KLPs (see Steps 4 and 5), require Level III certification, regardless of grade level.

D. Step 4: Determine if the AT&L Position is a CAP

CAPs are a subset of AT&L positions designated by the CAE based on the criticality of that position to the acquisition program, effort or function it supports. There will be a subset of CAPs that are designated as KLPs. See step 5 for guidance on designating CAPs as KLPs.

The following AT&L positions must be designated as CAPs:

- PEOs
- PMs for Major Defense Acquisition Programs (MDAPs) and Major Acquisition Information System (MAIS) programs (Acquisition Category (ACAT) I/IA

Programs)
- DPMs for MDAPs and MAIS programs (ACAT I/IA Programs)
- PMs of significant non-major defense acquisition programs (ACAT II Programs)
- DPMs of significant non-major defense acquisition programs (ACAT II programs)
- Senior Contracting Officials (SCOs)
- Military AT&L positions that must be filled by officers who are graded at the O-5 level or above.
  - Some Components fill their military billets one grade above or below the actual grade of the billet. In these situations, the CAP designation is required for those senior 0-5 billets that are almost always filled by officers whose rank is 0-5 or above.
  - All 0-6 and above billets must be designated as CAPs.
- Senior civilian AT&L positions in the National Security Personnel System (NSPS), General Schedule System, or equivalent, or in the SES, that:
  - Have direct responsibility or influence on an acquisition program, effort, or function; AND
  - Have duties and responsibilities that require Acquisition Corps membership and level III AT&L career field certification.

The CAE may designate other positions as CAPs as determined appropriate.

Examples of duties and responsibilities that may warrant designation as a CAP follow:
- Define, establish, and direct organizational focus.
- Work at senior level to define, integrate, and implement strategic direction.
- Lead/guide/mentor workforce in dealing with complex problems and in achieving organizational goals.
- Establish and/or lead team to carry out complex projects or programs.
- Lead, define, manage, and integrate efforts of several groups or teams.
- Determine and communicate organizational positions on major project or policies.
- Develop, acquire, and allocate resources to accomplish mission goals and strategic objectives.

Revalidation of CAPs. The CAE will periodically review existing CAPs for either re-validation or re-designation to a non-CAP (e.g., whenever the incumbent leaves the position).

E. Step 5: Determine if the CAP is a KLP

5. DESIGNATION AND CODING OF AT&L POSITIONS

KLPs are a subset of CAPs designated by the CAE based on the critical nature of the acquisition program or effort involved AND the criticality of that position to the success of that program or effort. (For more information on KLPs, see Section 4, What's New or Different?).

Mandatory KLPs. The following positions must be designated as KLPs:

- PEOs
- PMs for MDAPs and MAISs (ACAT I/IA Programs)
- DPMs for MDAPs and MAISs (ACAT I/IA Programs)
- PMs of significant non-major defense acquisition programs(ACAT II Programs)

Guidance for Designating Other CAPs as KLPs. To determine if a position (in addition to the mandatory positions identified above) should be designated as a KLP the Component must first consider the program/effort it will support and second, consider the position itself.

- Programs/Efforts Which May Require KLPs:
  - MDAPs and MAISs, i.e., ACATs ID, IC, IAM, IAC.
  - "Pre-MDAP" and "pre-MAIS" programs.
  - Other ACAT programs that do not meet MDAP thresholds but are high visibility or special interest efforts within a Component.
  - Significant efforts that may cross many ACAT programs or DoD Components.
- Positions Supporting a Critical Program/Effort Which May Warrant KLP Designation:
  - Positions with direct responsibility for and direct influence on the success of the program, effort, or function.
  - Positions for which the span of duties and responsibilities require an Acquisition corps member with proven leadership abilities; advanced education; senior service school; and/or cross-functional/organizational experiences.
  - Positions of leadership with personal responsibility and accountability for the success or failure of the program or effort.
  - The senior functional leaders in the program office/systems command (SYSCOM)/major command (MAJCOM)(MACOM)/major subordinate command (MSC), or equivalent organizations in Defense agencies who advise the leader/program manager and who collectively serve as program business advisors.

  - Positions for which a tailored tenure requirement is a necessity for program stability.

Based on the guidance above, the following CAPs should be considered for designation as KLPs:

- In a Program Executive Office
  - Deputy PEOs
  - PEO Lead/Chief Systems Engineers
  - Senior/Chief Engineers, Senior/Chief Logisticians, Business/Financial Managers advising the PEO, Test and Evaluation Lead
- In a MDAP or MAIS Program Office
  - Senior/Chief: Contracting Officer, Engineer, Test and Evaluation, Logistician, Business/Financial Manager, positions
  - Major Integrated Product Team Leaders and Product Managers
- In a SECRETARIAT, SYSCOM, MAJCOM, MACOM, MSC, or equivalent organizations in Defense agencies
  - Senior functional positions
  - SCOs
- All AT&L workforce SES members in AT&L positions

The CAE may designate other positions as KLPs as determined appropriate.

Approval/Revalidation of Key Leadership Positions.

- An initial list of KLPs for each Component will be submitted to the SSB for USD(AT&L) approval.
- CAEs will submit any additions and/or deletions to the SSB annually for review.
  - Submission dates will be provided to the Components by AWCM.
  - Requirements for out-of-cycle KLP designation may be acted on by the Component and submitted to the SSB during the next scheduled submission. Use your DoD Component's DACM websites(s) *(link)* for additional information and guidance.
- The CAE will review existing KLPs for either re-validation or re-designation whenever the incumbent leaves the position.

F. Step 6: Determine if the Position has Special Statutory Requirements

5. DESIGNATION AND CODING OF AT&L POSITIONS

In addition to determinations that must be made using the procedures in Steps 1 through 5 above, there are some positions that must be identified because they have special statutory requirements associated with them. These positions are:

- ACAT I (and IA) PMs and Deputy PMs
- ACAT II PMs and Deputy PMs
- PEOs
- Flag, General Officer, and SES positions
- SCOs
- Contracting Officers
- Civilian Occupational Series 1102 and comparable military positions

See Appendix E, AT&L Position Requirements Summary, for more information on these requirements.

G. Step 7: Code the Position in the Appropriate Data System

Civilian AT&L Positions: Civilian AT&L positions must be coded in the Defense Civilian Personnel Data System (DCPDS). Use your DoD Component's DACM websites(s) *(link)* for additional information and guidance.

Military AT&L Positions: Military AT&L positions must be coded in the Component's official data system:

- Army: Total Army Personnel Management Information System (TOPMIS)
- Department of the Navy
  - Navy: Total Force Manpower Management System (TFMMS)
  - Marine Corps: Acquisition Workforce System of Management (AWSOM)
- Air Force: Manpower Program and Execution System (MPES)

AT&L position coding into data systems is typically done by people in your civilian or military human resources/personnel offices based on information provided to them by officials authorized to designate AT&L positions.

For military billets assigned to a Defense Agency outside the Military Departments, the AT&L designation is done by the Agency to which the billet is assigned. For example, if Defense Logistics Agency (DLA) has a billet that it fills with an Army Officer, the billet is designated as an AT&L billet by DLA. DLA would then go to Army to request that the billet be filled with an acquisition-qualified officer. The designation must match the Military Department's rules on acquisition coding of its military personnel.

5. DESIGNATION AND CODING OF AT&L POSITIONS

Keep in mind that a position is not officially designated as an AT&L position until it is coded as such in the appropriate data system.

Documenting AT&L Position Information in Civilian Position Descriptions. AT&L position information (e.g., AT&L position category, AT&L career field certification level, CAP/KLP designation and tenure period, and any special statutory requirements) should be annotated on the cover sheet of the Position Description (PD). Since PDs are available to both the incumbent and management officials, having this information on the PD cover sheet will ensure that management, Human Resources Office personnel, and the incumbent know that the position is designated as an AT&L position and subject to the AT&L position requirements annotated on the position description.

AT&L Position Designation Notification. Supervisors are responsible for notifying incumbents that their positions are designated as AT&L positions. The notification must include the AT&L position category, certification level required and AT&L career field certification requirements and, if appropriate, the CAP/KLP designation and tenure requirement, and any special statutory requirements. Supervisors are also responsible for notifying employees when the AT&L position designation changes.

AT&L Position Review and Maintenance. Officials responsible for designating AT&L positions should ensure that the positions are reviewed periodically to determine applicability of the AT&L designation. AT&L position designations should always be reviewed prior to recruitment, during reorganizations, and when the duties and responsibilities of the position change.

Notification of Position Changes. DoD Components should notify the WMG and SSB of any plans to significantly decrease/increase the total number of AT&L positions in their Component. Any significant changes in the annual AT&L Workforce count will be addressed by the SSB.

6. AT&L POSITION REQUIREMENTS

Reference: DoDI 5000.66, Enclosure 2, E2.1.3 Establishment of AT&L Position Requirements (*link*)

Section Overview: Once a position has been designated and coded as an AT&L position, the position code serves as the basis for determining the AT&L position requirements that the incumbent needs to meet. This section provides information on the following AT&L position requirements:

A. AT&L Career Field Certification (applies to all AT&L positions)
B. Acquisition Corps Membership (applies to CAPs and KLPs)
C. Tenure (applies to CAPs and KLPs)
D. Special Statutory Requirements (applies to PEOs; ACAT I, IA and II PMs and DPMs; Flag/General Officers and SESs; SCOs; Contracting Officers; and 1102s (and comparable military)
E. Assignment Specific Training (applies only to those positions that have been identified by the Component as requiring assignment specific training)
F. Continuous Learning (applies to all AT&L positions)

NOTE: The AT&L position requirements addressed in this section are based on DAWIA and should not be confused with Office of Personnel Management (OPM) qualification requirements. They are not the same. If you have questions regarding OPM requirements, you should contact your servicing civilian personnel office.

See Section 9, How to Obtain AT&L Education, Training, and Experience, and Section 10, How to Meet AT&L Position Requirements, for more information on how to meet the AT&L position requirements discussed here.

A. AT&L Career Field Certification

Reference: DODI 5000.66, Enclosure 2, Paragraph E2.2.7 Certification *(link)*

Section Overview: AT&L Career Field Certification is the process through which the DoD Components determine that an individual meets the mandatory education, training, and experience standards established for a particular AT&L Career Field. Certification is mandatory for all AT&L positions. Certification requirements and standards apply uniformly across DoD and will not be modified or augmented by the DoD Components. This section addresses how AT&L career field certification

requirements and standards are established and the timelines within which they must be met. Section 10.A. addresses the AT&L Career Field Certification Process.

NOTE: For the purposes of this section, the term "certification requirement" is used to denote the level of certification required and the specific AT&L career field associated with a given AT&L position. The term "certification standard" is used to refer to the mandatory education, training, and experience required to meet the AT&L Career Field Certification requirements associated with an AT&L position.

AT&L Career Field Certification Requirements. The certification requirements of an AT&L position are typically based on the AT&L Position Category and the certification level assigned to the position in the position designation process (see Chapter 5) with the following exception: The AT&L Position Categories of Program Management Oversight and Education, Training and Career Development do not have corresponding AT&L career fields, thus flexibility must be provided when identifying which career field the incumbent must be certified. For these two AT&L Position Categories, the person who designates the position will identify the AT&L career field best suited for the specific duties and responsibilities involved, and the level at which they should be certified.

AT&L Career Field Certification Standards. FAs determine the mandatory education, training, and experience standards required within each AT&L career field and at each certification level.

The DAU Catalog provides Certification Standard Checklists for each certification level within each AT&L career field (*link*). The online DAU Catalog is the official source for certification standards. These checklists provide a concise description of the education, training, and experience required for all levels of certification. The education, training, and experience identified as MANDATORY on the checklist (otherwise known as certification standards) are used for certification. The Catalog also includes a section on training providers that offer courses that have been deemed equivalent *(link) to specific area in DAU catalog)* to specified DAU courses and a list of predecessor courses *(link) to specific area in DAU catalog)* that may be used toward prerequisite requirements or certification.

AT&L Career Field Certification Timelines. The AT&L Career Field Certification requirement for all AT&L positions must be met within 24 months of assignment.

Individuals should normally meet certification requirements before being assigned to an AT&L position. In cases where the potential assignee does not meet the

certification requirements, the DoD Component has up to 24 months to qualify the individual to meet the certification standards and become certified or obtain a Position Requirements Waiver. Certification or a waiver of the certification requirement within 24 months of assignment is necessary for the individual to remain in the position.

THINGS TO REMEMBER:

Training requirements in Levels I, II, and III build on each other and AT&L Workforce members are encouraged to complete any lower level training requirements they might need before registering for higher level requirements. However, when individuals are assigned directly to an AT&L position designated at Level II or Level III, it is not necessary to meet the certification standards established for lower level positions in that same AT&L career field before being certified at the higher level required by the current position. However, course prerequisite requirements must be met and may require that lower level training be taken or fulfilled. As an example, a person who has not been certified at Level I or II and is assigned to a Level III position would not be required to go back and meet the Level I or II mandatory standards to be certified at Level III. That individual would, however, have to take or fulfill any training course prerequisites established for Level III certification. See "Alternate Methods to Meet Training Requirements" in Section 7, How to Obtain AT&L Education, Training, and Experience.

AT&L Workforce members must first meet the certification requirements of their encumbered position before being certified to a higher certification level in that same AT&L career field.

AT&L Workforce members must meet certification requirements within 24 months of assignment to the AT&L position. A change in certification standards does not initiate a new 24-month period.

Prior to assignment to an AT&L position, management should ensure the individual is informed of the position certification requirement. If the individual does not meet the requirement, management should ensure that the employee's individual development plan, established jointly by the supervisor and employee, addresses how the employee will meet the certification requirements of the position within 24 months. As a minimum, the plan should identify the deficiency and a timeline to obtain certification. To be certified, you must meet the certification standards in place at the time of your request for certification. Persons who do not meet their AT&L Career Field Certification requirements within 24 months require a Position

Requirements Waiver (see Appendix H or (*link*)). This waiver does not grant certification. Rather, it allows the person to occupy the position for a designated period of time without the required certification. Additionally, this waiver is position-specific and does not carry over to the person's subsequent assignments or to future incumbents of the position. There is no waiver that grants AT&L Career Field Certification.

B. Acquisition Corps Membership

Reference: DODI 5000.66, Enclosure 2, E2.3.Defense Acquisition Corps *(link)*

Membership in the Defense Acquisition Corps is required for assignment to all CAPs and KLPs. Members of the AT&L Workforce who have already been designated as members of a component acquisition corps are considered members of the Defense Acquisition Corps. Unlike certification, there is no 24-month grace period to obtain membership. Persons selected for CAPs and KLPs must be in the Acquisition Corps, be able to become a member prior to assignment, or be granted a waiver prior to being assigned to the position. See Section 8, How to Meet AT&L Position Requirements, Paragraph B, Accession to the Acquisition Corp, for information on how to obtain membership in the Acquisition Corps.

Persons who are not members of the Acquisition Corps must obtain a Position Requirements Waiver to occupy a CAP (see Section 9, Position Requirements and Tenure Waiver). A copy of the Position Requirements and Tenure Waiver format can be found at Appendix H and at (*link*). This waiver does *not* grant membership into the Acquisition Corps; rather, it allows the person to occupy a CAP for the period of time specified in the waiver. Additionally, this waiver is position-specific and does not carry over to the person's subsequent assignments or to future incumbents of the position. There is no waiver that grants Acquisition Corps membership—persons must meet all of the requirements.

C. Tenure Agreements for CAPs and KLPs

References: DODI 5000.66, Enclosure 2, E2.1.3.4.4, E2.4.2.1, E2.4.2.2, Enclosure 3 and Enclosure 4 *(link all)*

CAP (not designated as a KLP) Tenure Agreements. Persons selected for CAPs that are not KLPs are required to remain in that specific position for a minimum of three years and must sign a written tenure agreement (Appendix I or (*link*)). Acceptable deviations to the three-year CAP (not designated as a KLP) tenure requirement are

promotion; reassignment to a command/command-equivalent position; separation; retirement; removal for cause; reduction-in-force; mobilization; assignment to military theater/zone of operation; elimination of position; or reassignment due to program cancellation, merger, or organizational realignment. When the event driving the deviation has been approved in accordance with applicable rules and regulations, these acceptable deviations do not require waivers, nor should they be reported as waivers. Release from a position tenure agreement for any other reason must be documented in a Tenure Waiver.

KLP Tenure Agreements. Persons assigned to KLPs are required to remain in the position for a tenure period established by the CAE and must sign a written tenure agreement (Appendix J or *link*). The time period will be determined by the CAE based on the unique requirements of the specific program or effort to be performed, such as significant milestones, events or efforts. Generally, KLP tenure agreements should be as prescribed by DAWIA. DAWIA states that tenures should be at least three years, except for ACAT I (and IA) PM and DPMs where the time period should be the completion of the first major milestone closest to four years. However, there may be circumstances in which an appropriate major milestone, event, or effort may require a shorter time period. When the agreed upon tenure period for a KLP is less than prescribed by DAWIA for the position, the tenure agreement is deemed to constitute a waiver of that requirement.

A Tenure Waiver (Appendix H or (*link*)) must be executed if an individual does not remain on a KLP for the established tenure period. Unlike CAPs not designated as KLPs, there are no acceptable deviations for KLP position tenure agreements.

D. Special Statutory Requirements

References: DODI 5000.66, Enclosures 5 and 6 (*link*)

Section Overview: Certain positions have Special Statutory Requirements in addition to Certification, Tenure, Assignment Specific Training, and Acquisition Corps membership for CAPs.

Special statutory requirements apply to the following positions

- ACAT I (and IA) PMs
- ACAT I (and IA) DPMs
- ACAT II PMs
- ACAT II DPMs
- PEOs

- Flag/General Officer/SES
- SCOs
- Contracting Officers
- Civilian Occupational Series 1102 and comparable military

The Special Statutory Requirements for these positions can be found at Appendix E, AT&L Position Requirements Summary and at *(link)*. Position Requirement Waivers are required at the time of assignment for employees who cannot meet these statutory requirements with one exception. Acquisition Corps members may be provided up to six months to meet the statutory requirements without requiring a Position Requirements Waiver. However, if it is not feasible for the Acquisition Corps Member to meet the requirements within the six month period provided, a Position Requirements Waiver is required at the time of assignment. Use your DoD Component's DACM websites(s) *(link)* for additional information and guidance.

E. Assignment Specific Training

References: DODI 5000.66, Chapter 5.5.3, E2.2.6.2, E2.4.1.2,

Some AT&L positions have additional training requirements that are geared to the specific duties and responsibilities of the position. Assignment specific training may also be required when individuals in a particular career field require specialized training for their duties or must understand some of the processes of another career field. Assignment specific training requirements are designated by the DoD Component and are not associated with the mandatory training requirements for certification. The DAU Catalog *(link)* provides information on assignment specific training courses for certain AT&L positions. Consult with your supervisor to determine if your position has Assignment Specific training.

F. Continuous Learning Requirements

Reference: DODI 5000.66, E2.2.8

Section Overview: Continuous learning is a requirement for members of the AT&L Workforce (i.e., those people who are assigned to designated AT&L positions).

> The AT&L Workforce must operate as a continuous learning community, striving to improve their professional knowledge and performance. Accomplishing continuous learning as well as meeting AT&L Career Field Certification requirements is critical to the AT&L mission. AT&L Workforce

members must participate in meaningful continuous learning activities to stay current and proficient in functional disciplines, AT&L policy initiatives, and leadership and management skills. Continuous learning also includes career broadening assignments as well as completing initial or additional certification training.

Even if the AT&L position requires only a level II certification, AT&L Workforce members are encouraged to seek level III certification in preparation for advancement. Additionally, AT&L Workforce members should maintain currency in their career field by earning CLPs for any new competencies added to the certification standards after Level III certification is obtained.

Once AT&L Career Field certification is accomplished, AT&L Workforce members should discuss broadening activities with his/her supervisor. These activities may include, but are not limited to, certification in other career fields, leadership training, and rotational and developmental assignments. Individuals who have not yet met the degree or 12 or 24 business hours required for Acquisition Corps membership should make this a priority for their continuous learning activities.

Continuous Learning Requirement. Members of the AT&L Workforce are required to acquire 80 CLPs every two years, with a goal to attain 40 CLPs each fiscal year.

A summary chart of recommended CLPs can be found at Appendix F (*link*). The DAU Continuous Learning Center at *http://clc.dau.mil* offers a large range of learning activities. Additionally, the DoD Components sponsor various learning opportunities, so check out their websites as well. AT&L Workforce members should request quotas and register for courses through their component registration systems *(link)*.

Information on procedures to obtain and document continuous learning points (CLPs) can be found in Section 8C, The Continuous Learning Process, and in Appendix F, Continuous Learning Guidelines.

7. HOW TO OBTAIN AT&L EDUCATION, TRAINING, AND EXPERIENCE

Reference: DODI 5000.66, E2.2.6.1, AT&L Performance Learning Model

Section Overview. Previous sections of this Desk Guide address AT&L position requirements, e.g., AT&L Career Field Certification, Acquisition Corps membership, and Special Statutory Requirements for AT&L positions. This section provides guidance on various ways one can obtain the education, training, and experience required to meet these requirements.

A. Education

Statutory education requirements for membership in the Acquisition Corps include (see Appendix D for more detailed information):

- a Degree, one of the following:
  - Baccalaureate degree from an accredited educational institution, ***or***
  - Possess significant potential for advancement to levels of greater responsibility and authority

- Coursework, one of the following:
  - At least 24 semester credit hours of study at an accredited institution of higher education from among the following disciplines: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management, ***or***
  - At least 24 semester credit hours of study at an accredited institution in the individual's AT&L Career Field and either 12 semester credit hours from among the above-listed disciplines or training in these disciplines equivalent to the 12 semester credit hours. (Training courses that carry an American Council of Education (ACE) credit recommendation may be used for equivalency.) ((*link)* to Appendix E of DAU Catalog)

ACE credit recommendations may only be used to meet the 24 semester hour standard for Acquisition Corps membership if those credit recommendations have been accepted by and appear on an official transcript from an accredited institution of higher education. DAWIA provides the option to substitute equivalent training for the 12 semester credit hours applied to the 24 hours in the individual's AT&L Career Field and 12 hours in the covered disciplines. This does not apply to the option for 24 semester credit hours in the covered disciplines.

7. HOW TO OBTAIN AT&L EDUCATION, TRAINING AND EXPERIENCE

Methods for meeting the education requirements follow (*(link)* to Appendix F of DAU Catalog):

- Attendance at an accredited institution of higher education. Your component may have special education programs leading to undergraduate and graduate degrees. Check your component's website for additional information. (*link*)

- Acquisition Tuition Assistance Program. The Acquisition Tuition Assistance Program provides funding for AT&L Workforce members to meet the requirements of DAWIA by attending an accredited institution of their choice. Components have different processes for administering this program. Refer to your Component's website for details (*link*).

- American Council on Education (ACE). The ACE evaluates formal education and training programs and courses sponsored by service schools, other DoD organizations, other government agencies, business, and industry and makes college credit recommendations. The ACE itself does not grant academic credit; rather, the ACE evaluates courses offered by non-accredited organizations and recommends the amount of credit it believes a course is worthy of being granted by an accredited institution. Therefore, persons wishing to use ACE evaluated courses toward statutory requirements or for academic degree programs must have these courses documented on a transcript from an accredited college or university to receive credit.

- Defense Activity for Non-Traditional Education Support (DANTES). Employees may use credit hours earned through completion of a DANTES toward the 24 semester credit hours in the disciplines of accounting, business finance, contracting law, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management. Successful completion of each of the seven courses offered in the above disciplines earns three semester credit hours. More information may be found in Appendix E of the DAU Catalog and on the DANTES website at *http://www.voled.doded.mil/*.

Statutory requirements for contracting positions include a baccalaureate degree and 24 semester credit hours of study at an accredited institution of higher education from among the following disciplines: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management. There are limited exceptions in law to these education requirements. These exceptions include:

1) an employee of DoD or member of the armed forces who served in an 1102 (or comparable military position) on or before September 30, 2000;
2) the contingency contracting force (though they must complete the 24 semester credit hours); or
3) individuals in developmental positions as discussed in DoDI 5000.66, paragraph E2.2.10.

Methods for meeting the contracting education requirements are the same as those listed above. Note that ACE-evaluated courses must have been accepted by an accredited institution's admissions office and documented on a transcript to receive credit. The 24 credit hours in an individual's AT&L Career Field and 12 semester credit hours or equivalent training option discussed under Acquisition Corps membership education may not be used to meet the contracting education requirements.

B. Training Requirements

Whether obtaining AT&L career field certification, Acquisition Corps membership, or meeting some other training requirement associated with this program, DoD Components are responsible for assigning civilian and military employees to attend DAU courses. Components should prioritize persons registering for DAU training to meet mission needs, to ensure they meet certification requirements, are qualified to perform the duties to which they are assigned, and to provide career development opportunities in the AT&L Workforce.

DAU Training. Components prioritize and authorize attendance at DAU courses for any of the following purposes:

- Emergent situations where there is a need to qualify persons deploying to theaters of operations, e.g. Iraq and Afghanistan
- Qualifying incumbents (including selectees) of AT&L positions for which the course is mandatory by statute.
- Qualifying incumbents (including selectees) of AT&L positions for which the course has been designated as mandatory. Included are courses identified as mandatory for career field certification required for the positions and assignment specific courses identified as mandatory for performing the duties of particular positions.
- Providing training identified as "desired" for certification and for attendance at the senior acquisition course.
- Qualifying AT&L Workforce members for the next higher level in their primary career field.

- Qualifying AT&L Workforce members cross functionally for assignment in other categories for which management determines a need exists and for assignments such as to an integrated product development team.
- Providing AT&L Workforce members training in competencies added to certification standards in their AT&L career field after Level III certification has been obtained.
- Providing AT&L training to personnel outside the AT&L Workforce, such as members of the DoD IG, when such training has been identified by the USD(AT&L) or CAE as meeting a valid acquisition-related need.
- Providing AT&L training to non-members of the AT&L Workforce for the purpose of accession into the AT&L Workforce.

Course Quotas. DAU course quotas are assigned to the DoD Components for management and control purposes. Quotas will be assigned to individual students in accordance with DoD Component policies, including statutory and regulatory provisions, availability, priority, cost-effective location, and available travel and per diem resources. DoD Components are to use cost effective procedures to minimize rental cars, and maximize use of bachelor officers' quarters. Each DoD Component should have written procedures for periodic review by the DACM.

Prerequisite Training. Many DAU courses require completion of prerequisite courses prior to attendance. Students must either complete all prerequisite courses or have completed acceptable alternatives prior to attending DAU courses. Acceptable alternatives include predecessor courses still accepted as current, equivalent courses, or fulfillment (each of these alternatives is addressed below in the paragraph titled "Alternate Methods to Meet Training Requirements").

Registration. Employees request quotas for DAU courses through their component registration systems, as detailed below.

Army Civilian and Military Personnel:
https://www.atrrs.army.mil/channels/aitas

Navy/Marine Civilian and Military Personnel:
https://www.atrrs.army.mil/channels/registernow

Air Force Civilian and Military Personnel:
https://www.atrrs.army.mil/channels/acqnow

7. HOW TO OBTAIN AT&L EDUCATION, TRAINING AND EXPERIENCE

Civilians assigned to DoD Components Outside the Military Departments:
https://www.atrrs.army.mil/channels/acqtas

Military personnel assigned to other Defense Agencies must go to website for their military department.

Non-DoD entities (Federal, Industry, and Contractors):
https://www.atrrs.army.mil/channels/nondod

Travel and Per Diem. The DAU provides travel and per diem funds to the DoD Components for attendance of DAU courses only. DoD Components have oversight responsibility and accountability to ensure travel and per diem funds are executed in accordance with DoDD 5000.57 *(link)* and their written travel procedures.

Alternate Methods to Meet Training Requirements. Instead of completing a mandatory DAU course, individuals may meet the training requirements by one of the following methods:

- The employee may complete a DAU-certified equivalent course delivered by accredited academic institutions, other DoD schools, private sector course providers, or professional organizations. A listing of approved equivalents can be found at *http://www.dau.mil/catalog/default.aspx*.
- The employee may pass the applicable DAU equivalency exam, if available. Currently the only exam that is available is PMT 250 Program Management Tools. Registration for this exam may be completed through component training registration websites.
- The employee may use the course Fulfillment process. Fulfillment enables members of the AT&L workforce to receive credit for mandatory DAU courses for which they can demonstrate that they possess the required competencies. Information regarding Fulfillment may be found at *http://www.dau.mil/career/files/fulfil99.pdf*. Keep in mind that each DoD Component has its own process for determining if the applicable competencies for a particular course have been satisfactorily addressed and for approving a fulfillment request. Members of the AT&L Workforce should refer to their DoD Component's DACM website(s) *(link)* for guidance regarding fulfillment procedures.

C. Experience

Each AT&L career field requires general and/or specialized acquisition experience at each certification level. Membership in the Acquisition Corps requires general acquisition experience. In addition, there are special statutory experience requirements for certain acquisition positions (see Section 8.D., Special Statutory Requirements).

Experience to be Credited. Experience gained while serving in a designated AT&L position counts toward achievement of certification and statutory experience requirements. Experience requirements may also be met through comparable experience gained in acquisition functions in another Government agency or in private industry.

A NOTE ON MEETING EXPERIENCE STANDARDS: To support professional currency objectives, the acquisition experience claimed for the purpose of meeting AT&L career field certification requirements should have been obtained within the past eight years of the certification request.

Alternate Experience Methods: Up to 12 months of training or education in acquisition may be counted toward the experience standards for AT&L Career Field certification, Acquisition Corps membership, or to meet the special experience requirements identified in DAWIA for certain AT&L positions, e.g., ACAT I PMs, Flag, General Officer and SES, etc. (see paragraph 6D. above for positions that have special requirements).

8. HOW TO MEET AT&L POSITION REQUIREMENTS

Reference: DODI 5000.66, E2.2.7, E2.2.8 and E2.3 *(link)*

Section Overview. Section 6 of this Desk Guide addresses AT&L position requirements. This section provides information on the processes in place for you to meet those requirements for AT&L Career Field Certification, Acquisition Corps Membership, and Continuous Learning.

A. AT&L Career Field Certification Process

The DoD Components are responsible for certifying members of the AT&L Workforce. Component AT&L Career Field Certification programs must require that: a) employees meet the mandatory education, training, and experience standards, and b) supervisors ensure that military and civilian AT&L Workforce members are provided the opportunity to meet the mandatory certification requirements of their position. Specific DoD Component procedures for AT&L Career Field Certification are provided on your Component's AT&L website *(link to Component websites)*.

Individuals are encouraged to build cross-functional competencies by becoming certified in one or more AT&L Career Fields in addition to the career field associated with their current AT&L position. Broadening experiences and multifunctional knowledge are beneficial in competing for and serving in critical acquisition and key leadership positions.

Unlike certification requirements associated with an individual's current AT&L position, there are no timeframes for meeting certification requirements in a second or third AT&L Career Field. Further, there are no waiver provisions that address certification in a second or third career field.

AT&L Career Field Certification is reciprocal among the DoD Components. This means that if you were certified at a particular level in a particular career field by the Department of the Navy, for example, that certification is recognized by all other Defense Components.

B. Accession to the Acquisition Corps

There is a single Defense Acquisition Corps in the DoD. The Acquisition Corps is composed of AT&L Workforce members with a minimum of four years of experience

who are eligible for assignment to CAPs. While the USD(AT&L) sets overarching policies and requirements for Acquisition Corps membership, the DoD Components are responsible for their execution. This section provides guidance on Acquisition Corps membership requirements and procedures.

Acquisition Corps requirements can be found at Appendix D, Acquisition Corps Requirements and at *(link)*. They include specific education, training, experience and AT&L Career Field Certification requirements as well as a requirement for the individual to be "eligible for selection to a CAP." For the purposes of the AT&L Workforce Education, Training, and Career Development Program, "eligible for selection to a CAP" typically means the following:

- Civilians: GS-13 or above (or in a comparable pay band) in any AT&L Career Field
- Military: 0-4 level or above in any AT&L Career Field

Some DoD Components require that employees sign a written civilian mobility agreement prior to being assessed into the Acquisition Corps. Others do not require mobility agreements. Regardless of whether or not a written agreement is required, mobility is encouraged. Mobility, whether positional, functional, or geographic, is an essential element in career development.

Membership in the Defense Acquisition Corps is recognized across all DoD Components. If you were granted Acquisition Corps membership by one of the DoD Components prior to the establishment of the single Defense Acquisition Corps, that membership is also recognized by all other DoD Components.

Specific DoD Component procedures for Acquisition Corps membership are provided on your DoD Component's DACM website(s) *(link)*. Application and approval procedures differ among the Components (e.g., the Navy has an automated process on their Register-Now web site), so be sure to review those specific to your DoD Component to ensure that you understand the requirements and process.

C. The Continuous Learning Process

Continuous learning goals are established for members of the AT&L Workforce. This helps us stay current in today's competitive professional environment. AT&L Career Field certification training, leadership development training, and acquisition-related professional events, short courses and degree programs count towards achievement of continuous learning points. The DAU and a wide variety of other sources offer courses suitable for continuous learning.

- Continuous learning applies to all individuals in designated AT&L positions, whether they are already certified or not.
- Certification training counts toward CLPs.
- Individuals must attain 80 CLPs every two years, with a goal to gain 40 CLPs each year. More information on CLPs can be found in Appendix F, Continuous Learning Guidelines and *(link)*.

Responsibilities.

The DAU, working with the FAs and all DoD Components, will review proposed continuous learning modules from all sources to identify duplication with existing or planned modules and will report results to all sources to maximize DoD resources. The DAU will provide continuous learning module development as requested by the USD(AT&L) or the CAEs/DACMs, within budget limitations. The DAU will consolidate and publish a listing of courses or learning modules available to members of the AT&L Workforce, including DoD Component developed or purchased courses available to all (*link*).

The DoD Components will implement procedures that provide continuous learning activities for their AT&L Workforce and ensure compliance, as well as provide funding for DoD Component-sponsored continuous learning activities. Opportunities will be provided for civilian and military personnel to meet the continuous learning standards. DoD Components will record attainment, as well as take appropriate action for non-attainment. Records and metrics to document compliance must be maintained to enable future data transfer or data entry into enterprise-wide systems such as the Modern DCPDS and Military personnel systems. Annually, the DoD Components will provide end of fiscal year compliance data to the AT&L WMG, on the number required to meet and percentage of workforce members who met the CLP requirement. Maximum use of DoD Component automated CL tracking tools is encouraged to reduce manual metric reporting. DoD Components will also provide continuous learning opportunities for their AT&L Workforce personnel assigned to other military departments or agencies.

The Director, Defense Contract Audit Agency (DCAA) will ensure that implementation of the continuous learning policy for DCAA AT&L Workforce members is in accordance with continuing education standards established for auditors by the Government Accountability Office, and consistent with existing procedures and practices for meeting the current standards of the agency.

8. HOW TO MEET AT&L POSITION REQUIREMENTS

Supervisors play a key role in continuous learning. They will ensure, within the organizational workload and funding constraints, that individuals are provided duty time planned for continuous learning activities; this includes duty time to complete computer/on line courses. They must also ensure that the annual individual development plan or comparable documents prepared for their personnel include opportunities for participating in continuous learning activities, and then document AT&L Workforce member's records for completion of continuous learning requirements. The Continuous Learning Guide (link) assists supervisors and members in helping to determine the points to be credited for continuous learning activities.

AT&L Workforce members will meet the goal of 40 CLPs each year or the mandatory requirement of 80 CLPs within two years. Each person will identify and discuss with his or her supervisor during an annual review the types of continuous learning activities to pursue. AT&L Workforce members should also verify records to ensure accomplishment of continuous learning requirements have been recorded.

Guidelines for implementing the continuous learning policy can be found at Appendix F, Continuous Learning Guidelines and *(link)*.

9. POSITION REQUIREMENTS AND TENURE WAIVERS

DoDI 5000.66, Sections E2.1.3 and E5 address AT&L position requirements and waivers of those requirements (link). The CAE may waive position requirements in exceptional circumstances. Each waiver shall be fully justified. DoD Component acquisition career management offices are responsible for tracking the numbers and types of waivers approved. The metrics will be used for DoD Component and OSD oversight purposes.

All position requirement and tenure waivers must be documented on the Position Requirements and Tenure Waiver form (DoD Format) which may be found at Appendix H, Position Requirements and Tenure Waiver and at *(link)*. The waiver must identify the specific standards or tenure that is being waived and explain the exceptional circumstances justifying the waiver. The position requirements waiver must also address the individual's ability to perform successfully in the position without meeting the standards. The Position Requirements and Tenure Waiver must be signed by a) the authorized management official requesting the waiver and b) the authorized management official approving the waiver. Any waiver of KLP position or tenure requirements must be approved by the CAE. See your DoD Component's DACM website(s) for procedures for processing waivers as they differ among the DoD Components *(link)*. However, all waivers must be prepared by an authorized management official, with employee personal information obtained from the employee's official record on file.

Position Requirements Waivers are position specific and are not carried forward with the person when that person moves from one AT&L position to another AT&L position. In other words, waivers apply to a single position. There is one exception to this rule: when waiving the requirement for a contracting officer's warrant the waiver is valid only for the particular warrant for which it is granted.

A summary of how various position or tenure requirements are waived in exceptional circumstances is provided below:

AT&L Career Field Certification. The requirement to meet AT&L Career Field certification standards at the appropriate level for a particular position may be waived. The Position Requirements Waiver should be generated when it is apparent that the individual will not meet the certification requirements of his/her position within 24 months of assignment. The waiver will permit a person who does not meet the certification standards of the position within 24 months to remain in that position without being certified. It does not confer certification.

9. POSITION REQUIREMENTS AND TENURE WAIVERS

Acquisition Corps Membership. The requirement to fill a CAP with an Acquisition Corps member may be waived. The Position Requirements Waiver allows management to assign a non-Acquisition Corps member to a particular CAP on a one-time basis. The waiver can be for the duration of the assignment or may be for a specified period of time established for the individual to obtain Acquisition Corps membership. The Position Requirements Waiver must be approved before the individual can be assigned to the position. For approved waivers that specify a timeframe shorter than the duration of the assignment, the incumbent must become a member of the Acquisition Corps within that timeframe, obtain another waiver to remain in the CAP, or be reassigned to a non-CAP.

Tenure for a CAP (not designated as a KLP). The requirement for an individual to remain in a CAP for the three-year period specified in the CAP tenure agreement (i.e., DD Form 2888) may be waived. The Tenure Waiver should be generated whenever an individual serving in a CAP leaves the position before he or she has met the three-year tenure requirement, unless the reason for leaving is one of the specified accepted deviations (see Section 6, AT&L Position Requirements).

Tenure for a Key Leadership Position (KLP). The requirement for an individual to remain in a KLP for the period established by the CAE and specified in the KLP tenure agreement (i.e., DD Form 2889) may be waived. The Tenure Waiver must be approved by the CAE and should be generated whenever an employee serving in a KLP leaves the position before he or she has met the specified tenure requirement (see Section 6, AT&L Position Requirements).

Statutory Requirements for a Flag/General Officer or a member of the SES. The requirement for an individual to meet statutory General/Flag Officer or SES additional qualification requirements for 10 years acquisition experience and four years experience in a CAP may be waived. Position Requirement Waivers are required at the time of assignment for employees who cannot meet these statutory requirements with one exception. Employees who are Acquisition Corps members may be provided up to six months to meet the statutory requirements without requiring a Position Requirements Waiver. However, if it is not feasible for the Acquisition Corps Member to meet the requirements within the six month period provided, a Position Requirements Waiver is required at the time of assignment.

Statutory Requirements for a PEO. The requirement to meet statutory PEO additional qualification requirements for completion of the Program Management course, PM or DPM experience, 10 years acquisition experience and four years

experience in a CAP may be waived. Position Requirement Waivers are required at the time of assignment for employees who cannot meet these statutory requirements with one exception. Employees who are Acquisition Corps members may be provided up to six months to meet the statutory requirements without requiring a Position Requirements Waiver. However, if it is not feasible for the Acquisition Corps Member to meet the requirements within the six month period provided, a Position Requirements Waiver is required at the time of assignment.

Statutory Requirements for ACAT I, IA and II PMs and DPMs. The requirement to meet statutory ACAT I, IA and II Program PM/DPM additional qualification requirements for completion of the Program Management course, acquisition experience, and experience in a Program Office may be waived. Position Requirement Waivers are required at the time of assignment for employees who cannot meet these statutory requirements with one exception. Employees who are Acquisition Corps members may be provided up to six months to meet the statutory requirements without requiring a Position Requirements Waiver. However, if it is not feasible for the Acquisition Corps Member to meet the requirements within the six month period provided, a Position Requirements Waiver is required at the time of assignment.

Statutory Requirements for a SCO. The requirement to meet the statutory SCO qualification requirement for four years contracting experience for assignment to an SCO position may be waived. Position Requirement Waivers are required at the time of assignment for employees who cannot meet these statutory requirements with one exception. Employees who are Acquisition Corps members may be provided up to 6 months to meet the statutory requirements without requiring a Position Requirements Waiver. However, if it is not feasible for the Acquisition Corps Member to meet the requirements within the 6 month period provided, a Position Requirements Waiver is required at the time of assignment.

Statutory Requirements for 1102 Positions. The requirement for a current DoD employee or member of the Armed Forces to meet 1102 education qualifications in order to fill a particular 1102 (or comparable military) position may be waived using the Position Requirements Waiver. Such a waiver is required at the time of assignment. (See DoDI 5000.66, Enclosure 6, for limited exceptions to the education qualifications.)

9. POSITION REQUIREMENTS AND TENURE WAIVERS

Statutory Requirements for Contracting Officers. The qualification requirements for contracting officers who will hold a warrant above the Simplified Acquisition Threshold may be waived using the Position Requirements Waiver. Such a waiver is required prior to appointment as a contracting officer. (See DoDI 5000.66, Enclosure 6, for limited exceptions to the qualification requirements.)

10. CAREER DEVELOPMENT

Career development is a key element of the AT&L Workforce Education, Training, and Career Development Program. It is the means through which management can improve the professionalism of the AT&L Workforce by developing, on a long-term basis, a highly qualified workforce capable of performing both current and future acquisition functions. Career development provides AT&L Workforce members with increased proficiency in their current AT&L positions and provides opportunities for career-broadening experiences and progression commensurate with their abilities. Finally, career development of the AT&L Workforce will provide DoD with capable replacement for senior AT&L positions on a planned, systematic basis.

Career Paths. Typical career paths for military and civilian personnel for each of the AT&L career fields are at *(link)*. They are identified by the experience, education, training, and work assignments necessary for career progression to the most senior acquisition positions. The grades used here are typical and should not imply a direct correlation with timing for completing the education, training and experience standards. The paths are necessarily generic and should be used as a guide for planning career development programs. Refer to your DoD Component's DACM website(s) *(link)* for component specific guidance as well.

Individual/Career Development Plans. Planning is essential for successful career development. AT&L Workforce members, in coordination with their supervisors, should prepare an individual/career development plan. Plans should identify both short range and long range career goals, such as membership in the Acquisition Corps or certification in an AT&L Career Field. An AT&L Workforce member's individual/career development plan should outline how they will accomplish the education, training, and developmental activities needed to achieve their career goals and objectives.

Competency Development. AT&L Workforce members are expected to improve their core acquisition, functional, and leadership competencies throughout their careers through education, training, and experience.

Performance Appraisals. DoD Components shall provide an opportunity for review and inclusion of comments on the appraisal of a person serving in an AT&L position by a person serving in an AT&L position in the same AT&L Career Field. At least the first-level evaluation of contracting officers must be performed within the contracting career chain. The only exception to the contracting officer requirement will be the performance evaluation of the senior official in charge of contracting for

the organization, when this official is not the primary contracting officer for the organization.

Additionally, in no case shall there be more than two levels of review between a PM and the milestone decision authority.

Career Development Opportunities. Many opportunities are DoD Component specific. Please see your component website *(link)* for more information.

Distance Learning. Computer/on-line courses required for AT&L career certification and continuous learning may be accomplished during dedicated duty time. Commanders and supervisors will determine whether that means during the normal duty day in the work place, through alternate work schedules or by teleworking. Individuals in AT&L designated positions should not be expected to accomplish required training during off-duty hours.

11. SELECTION AND PLACEMENT OF PERSONNEL IN AT&L POSITIONS

Section Overview: This section addresses general guidance on the selection and placement of personnel in AT&L positions.

- All AT&L Positions:
  - Individuals selected for AT&L positions must meet all AT&L position requirements associated with the specific position (see Sections 6 and 8) or have been waived from meeting the requirement through a Position Requirements Waiver (see Section 9).

- All Civilian AT&L Positions:
  - DoD Component will evaluate applicants using the OPM or approved agency qualifications standard or equivalent for the series of the position.
  - AT&L position requirements associated with the specific position must be used as quality ranking factors for all civilian selections.
  - When applying the quality ranking factors, comparable training and experience from other agencies or private sector entities and comparable certifications from non-DoD sources may be credited towards meeting position requirements at the discretion of the hiring authority.

- All Military AT&L Positions:
  - Assignment officers/detailers will strive to fill positions with members eligible to move and can meet the AT&L position requirements associated with the specific position. The assignment officer/detailer will inform the organization owning the position before the assignment is finalized if the member does not meet the AT&L position requirements associated with that position.

- CAPs:
  - DoD Component will screen for individuals who are Acquisition Corps members; Level III certified (or can meet Level III certification requirements of the CAP within 24 months of placement); and meet (or for Acquisition Corps members can meet within 6 months of placement) statutory qualification requirements for the position.
  - DoD Component will assist supervisors in obtaining a Position Requirements Waiver in the event an individual is selected who does not meet the Acquisition Corps membership requirement to be assigned to a

CAP. This waiver does not grant membership into the Acquisition Corps; rather, it allows the person to occupy the CAP for a specified period of time.

- DoD Component will ensure that individuals assigned to CAPs sign the applicable tenure agreement (See Section 6, AT&L Position Requirements).

- Civilian CAPs.
  - DoD Component will evaluate applicants for assignment to a CAP using the OPM Qualifications standard or equivalent for the occupational series of the position. Acquisition Corps membership and certification must be used as Quality Ranking Factors.
  - Individuals may be tentatively selected for a CAP pending verification of Acquisition Corps membership or accession into the Acquisition Corps. A permanent offer may not be tendered until verification or accession into the Acquisition Corps is accomplished. Individuals who do not meet one or more of the requirements for Acquisition Corps membership must be granted a Position Requirements Waiver before a permanent offer is tendered.

- KLPs.
  - DoD Component will screen for individuals who are Acquisition Corps members; Level III certified (or can meet Level III certification requirements of the CAP within 24 months of placement); and meet (or for Acquisition Corps members can meet within six months of placement) statutory qualification requirements for the position.
  - In addition to the above guidance for CAPs, the following criteria should be used to determine the best qualified applicants for KLPs. These criteria may be used by selecting officials or as quality ranking factors when advertising the position.
    - Level III certification in any AT&L Career Field.
    - Functional area competencies in an additional AT&L Career Field(s).
    - Cross-functional assignments/rotations.
    - Broadening assignments, e.g. Service Headquarters/OSD/Joint/ Industry/Operational.
    - Relevant advanced academic degree.
    - Senior Service School (or equivalent).
    - Leadership training and experience.

- Demonstrated experience integrating functional, core, and leadership competencies.

- DoD Component will ensure that individuals assigned to KLPs sign the applicable tenure agreement (See Section 6, AT&L Position Requirements).
- For KLPs that require DAE consultation prior to assignment (PEOs or PMs for a program where the DAE is the milestone decision authority) the CAE must consult in advance with the DAE. This consultation may be in writing or as agreed to by the DAE.

12. ACQUISITION DATA MANAGEMENT AND METRICS

UNDER DEVELOPMENT

13. MILITARY (GUARD AND) RESERVE POSITIONS IN THE AT&L WORKFORCE

UNDER DEVELOPMENT

14. FAILURE TO MEET REQUIREMENTS

Failure of an acquisition workforce member to appropriately contribute to meeting certification, tenure, and qualification requirements may negatively impact the workforce member's performance assessment, career opportunities and advancement.

APPENDIX A
GLOSSARY OF TERMS

Acquisition is the conceptualization, initiation, design, development, test, contracting, production, deployment, logistics support, modification, and disposal of weapons and other systems, supplies, or services (including construction) to satisfy DoD needs, intended for use in or in support of military missions. (ref: Defense Acquisition Guide Book, (*link*)

Acquisition, Technology, and Logistics (AT&L) Performance Learning Model is the foundation for meeting the career-long training and professional development needs of the AT&L Workforce and serves as a systematic approach to practitioner performance and training that is delivered through multi-media learning assets, to include classroom and on-line training, continuous learning, knowledge sharing, and performance support.

AT&L Career Field is one or more occupations that require similar functional competencies.

AT&L Position Categories are subsets of AT&L positions that are characterized by a common set of core acquisition and functional competencies.

AT&L Positions are those civilian and military positions in the Department of Defense that are designated to be acquisition positions in accordance with 10 USC Section 1721 and regulations issued by the USD(AT&L).

AT&L Workforce comprises those persons who occupy AT&L positions.

Competencies, as used in this Desk Guide, are the core acquisition, functional, and leadership skills, knowledge, and abilities required by the AT&L Workforce to perform the duties and responsibilities of the various AT&L positions.

Component Acquisition Executive (CAE) is the Service Acquisition Executive of a Military Department or the person designated to be the CAE by the Head of a DoD Component other than a Military Department. For the purpose of this Desk Guide, the Head of a DoD Component is the CAE for the DoD Components that have not designated a CAE. The USD(AT&L) performs this role for the OSD.

APPENDIX A
GLOSSARY OF TERMS

Contracting Officer is a person with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings.

Critical Acquisition Positions (CAPs) are a subset of AT&L positions specifically designated by the CAE in accordance with DAWIA, implementing regulation, and based on the criticality of that position to the acquisition program, effort, or function it supports.

Defense Acquisition Corps, hereafter referred to as the "Acquisition Corps," is a pool of highly qualified members of the AT&L Workforce to fill CAPs. It is composed of those persons who have met the standards prescribed by DAWIA and implementing regulation, and who have been granted admission to the Acquisition Corps by the USD(AT&L) or by a CAE to whom this authority has been delegated.

Defense AT&L Workforce Education, Training, and Career Development Program includes the structure, resources, policies, and procedures to enable the AT&L Workforce to achieve the competencies required to perform the duties and responsibilities as required by AT&L positions and to promote integrated AT&L Workforce management.

Functional Advisors (FAs) are senior DoD officials who serve as the subject matter expert for their respective functional area for oversight and management of career development requirements.

Key Leadership Positions (KLPs) are a subset of CAPs designated by the CAE based on the critical nature of the acquisition program or effort involved and the criticality of that position to the success of that program or effort. These positions represent a significant level of responsibility and authority and warrant special management attention to qualification and tenure requirements.

Service Acquisition Executives, referred to as CAEs of the Military Departments in this Directive, are individuals with the responsibilities and authorities described in 10 USC Section 1704.

Senior Contracting Official is a director of contracting, or a principal deputy to a director of contracting, serving in the office of the Secretary of a Military Department, the headquarters of a Military Department, the Head of a Defense Agency, a subordinate command headquarters, or in a major systems or logistics contracting activity in the Department of Defense.

APPENDIX B
ACRONYMS

ACAT - Acquisition Category
ACE - American Council on Education
AT&L - Acquisition, Technology, and Logistics
AWCM – Acquisition, Technology, and Logistics Workforce Career Management
AWSOM - Acquisition Workforce System of Management
CAE - Component Acquisition Executive
CAPs - Critical Acquisition Positions
CEUs - Continuing Education Units
CLC – Continuous Learning Center
CLPs - Continuous Learning Points
DACMs - Directors for Acquisition Career Management
DAE – Defense Acquisition Executive
DANTES - Defense Activity for Non-Traditional Education Support
DAU - Defense Acquisition University
DAWIA - Defense Acquisition Workforce Improvement Act
DCAA - Defense Contract Audit Agency
DCPDS - Defense Civilian Personnel Data System
DLA - Defense Logistics Agency
DoD - Department of Defense
DPMs - Deputy PMs
FAs - Functional Advisors
KLPs - Key Leadership Positions
MAISs - Major Acquisition Information Systems
MDAPs - Major Defense Acquisition Programs
MDS - Manpower Data System
NDAA - National Defense Authorization Act
NSPS - National Security Personnel System
OPM - Office of Personnel Management
PCDs - Position Category Descriptions
PD - Position Description
PEOs - Program Executive Officers
PMs - Program Managers
SCOs - Senior Contracting Officials
SES – Senior Executive Service
SSB - Senior Steering Board
TFMMS - Total Force Manpower Management System

APPENDIX B
ACRONYMS

TOPMIS - Total Army Personnel Management Information System

USD(AT&L) - Under Secretary of Defense for Acquisition, Technology, and Logistics

WMG - Workforce Management Group

APPENDIX C
ROLES, RESPONSIBILITIES AND TIMELINES

UNDER DEVELOPMENT

APPENDIX D
ACQUISITION CORPS ELIGIBILITY CRITERIA[1, 2]

- ☐ **EDUCATION, SATISFY BOTH THE DEGREE AND COURSEWORK REQUIREMENTS:**
  - ☐ Degree[5], one of the following:
    - O Baccalaureate degree from an accredited[3] educational institution, ***or***
    - O Possess significant potential for advancement to levels of greater responsibility and authority, based on demonstrated analytical and decision-making capabilities, job performance, and qualifying experience, as determined by the CAE in accordance with criteria approved by the AT&L Workforce Senior Steering Board.[4]

  - ☐ Coursework[5], one of the following:
    - O 24 semester credit hours[6] from among the following disciplines: *accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management;* ***or***
    - O Both of the following:
      - ☐ 24 semester credit hours[3] in the person's AT&L career field, ***and***
      - ☐ One of the following:
        - O 12 semester credit hours[3] in the disciplines listed above in italics, ***or***
        - O Training equivalent to 12 semester credit hours in the disciplines listed above in italics.[6]

- ☐ **EXPERIENCE:**
  - ☐ 4 years of service in an AT&L position either in the DoD or in a comparable position in industry or government.

- ☐ **CERTIFICATION LEVEL:**
  - O DoD civilian or military – certified at AT&L career level II or above.
  - O Individual from outside DoD selected for a critical acquisition position – qualified for certification at AT&L career level II or above.[7]

- ☐ **OTHER:**
  - ☐ Eligible for selection to a Critical Acquisition Position as addressed in the Desk Guide for AT&L Workforce Career Management.
  - ☐ Satisfy any additional requirements[8] prescribed by the Military Department or DoD Component and approved by the AT&L Senior Steering Board.

APPENDIX D
ACQUISITION CORPS ELIGIBILITY CRITERIA[1, 2]

[1] □ Mandatory criterion o Option for meeting a mandatory criterion.

[2] The CAE may establish mobility requirements to meet their workforce management and career development needs and may require Acquisition Corps members to sign mobility agreement in accordance with 10 U.S.C. 1732. [3] Degrees and credit hours must be from an institution of higher education that is accredited by a regional agency which is approved by the Secretary of Education to grant accreditation. Quarter- or trimester-hours must be converted to semester hours.

[4] Applicant must submit qualifying evidence for evaluation.

[5] The education (degree and coursework) requirements are not applicable to any DoD employee who, on October 1, 1991, has at least 10 years of experience in acquisition positions in DoD or in comparable positions in other government agencies or the private sector.

[6] Equivalency is determined by the conversions of training courses to credit hours that are recommended by the American Council on Education.

[7] Individual must submit qualifying evidence for evaluation. Certification requirements are published in the DAU Catalog

[8] See footnote 2 above. An agreement to accept geographic mobility is among the additional requirements that may be applied.

APPENDIX E
AT&L POSITION REQUIREMENTS SUMMARY

Position	Position Requirements	If Required, When is Waiver Generated?
All AT&L Positions	• AT&L career field certification at the level established for the AT&L position within 24 months of assignment to the position. • Any other requirements established by the CAE for the AT&L position. • 80 hours of continuous learning points every 2 years, with a goal to gain 40 points every year.	• When it is apparent the individual will not meet requirements within 24 months. • At time of assignment.
Civilian 1102 (and similar military) positions	• Baccalaureate degree from an accredited educational institution. • 24 semester credit hours (or the equivalent) in any of the following disciplines: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organizational management. Note: See Section 7.A. for limited exceptions to these requirements.	• At time of assignment. • At time of assignment.
CAP not designated as KLP	• Member of the Acquisition Corps. ---------- • Level III Certification in primary career field within 24 months of assignment to the position unless other period identified by CAE. ---------- • 3-year tenure period. Execute a written tenure agreement (DD Form 2888).	• At time of assignment. • When it is apparent the individual will not meet requirements within 24 months. • When the individual leaves the position before the end of the 3-year tenure period for reasons other than acceptable deviations.

APPENDIX E
AT&L POSITION REQUIREMENTS SUMMARY

CAP designated as KLP (KLP CAP)	• Member of the Acquisition Corps. ---------- • Level III Certification in primary career field within 24 months of assignment to the position unless other period identified by CAE. • Additional position requirements may apply to KLPs as determined by law or the CAE. ---------- • 3-year tenure period may be tailored by CAE based on unique program requirements. Execute a written tenure agreement (DD Form 2889).	• At time of assignment. When it is apparent the individual will not meet requirements within 24 months or other period. • At time of assignment. • When the individual leaves the position before the end of the specified tenure period.
General and Flag Officers and Civilians in equivalent positions (KLP CAP if designated by CAE)	In addition to CAP or KLP CAP requirements: • 10 years acquisition experience in an AT&L position, at least 4 years of which performed while assigned to a CAP. ---------- • 3 year tenure period (may be tailored by CAE based on unique program requirements if a KLP CAP). • Execute a written tenure agreement.	• At time of assignment, unless an Acq Corps member and can satisfy requirements within 6 months. • When the individual leaves the position before the end of the specified tenure period.
PEO (KLP CAP)	In addition to KLP CAP requirements: • 10 years acquisition experience in an AT&L position, at least 4 years of which performed while assigned to a CAP. • Served as a PM or DPM. • DSMC PM Course or Equivalent. ---------- • 3-year tenure period or as tailored by CAE based on unique program requirements. Execute a written tenure agreement.	• At time of assignment, unless an Acq Corps member and can satisfy requirements within 6 months. • At time of assignment. • At time of assignment, unless an Acq Corps member and can satisfy requirements within 6 months. • When the individual leaves the position before the end of the specified tenure period.
PM for MDAPs and MAISs (ACAT I/IA) (KLP CAP)	In addition to KLP CAP requirements: • 8 years acquisition experience in acquisition, at least 2 years in a program office or similar organization. • DSMC PM Course or Equivalent. ---------- • Tenure period: Milestone closest to 4 years or as tailored by CAE based on unique program requirements. Execute a written tenure agreement.	• At time of assignment, unless an Acq Corps member and can satisfy requirements within 6 months. • When the individual leaves the position before the end of the specified tenure period.

APPENDIX E
AT&L POSITION REQUIREMENTS SUMMARY

DPM for MDAPs and MAISs (ACAT I/IA) (KLP CAP)	In addition to KLP CAP requirements: • 6 years acquisition experience with at least 2 years in a program office or similar organization. • DSMC PM Course or Equivalent ---------- • Tenure period: Milestone closest to 4 years or as tailored by CAE based on unique program requirements. Execute a written tenure agreement.	• At time of assignment, unless an Acq Corps member and can satisfy requirements within 6 months. • When the individual leaves the position before the end of the specified tenure period.
PM for Significant Nonmajor And Other Designated Programs (ACAT II) (KLP CAP)	In addition to KLP CAP requirements: • 6 years acquisition experience. • DSMC PM Course or Equivalent. ---------- • 3-year tenure period or as tailored by CAE based on unique program requirements. Execute a written tenure agreement.	• At time of assignment, unless an Acq Corps member and can satisfy requirements within 6 months. • When the individual leaves the position before the end of the specified tenure period.
DPM for Significant Nonmajor and Other Designated Programs (ACAT II) (KLP CAP if determined by CAE)	In addition to CAP or KLP CAP requirements: • 4 years acquisition experience. • DSMC PM Course or Equivalent. ---------- • 3-year tenure period (may be tailored by CAE based on unique program requirements if a KLP CAP). Execute a written tenure agreement.	• At time of assignment, unless an Acq Corps member can satisfy requirements within 6 months. • When the individual leaves the position before the end of the specified tenure period.
Senior Contracting Official (KLP CAP if determined by CAE)	• At least 4 years of contracting experience. • See 1102 (and military equivalent) education requirements for a degree and 24 semester hours. ---------- • 3-year tenure period (may be tailored by CAE based on unique program requirements if a KLP CAP). Execute a written tenure agreement.	• At time of assignment, unless an Acq Corps member and can satisfy requirements within 6 months. • When the individual leaves the position before the end of the specified tenure period.

Other DAWIA Requirements	**Warrants above the Simplified Acquisition Threshold**	**If Required, When is Waiver Generated?**
Contracting Officers with a Warrant above the Simplified Acquisition Threshold	• Complete all contracting courses required for the grade level. • 2 years experience in a contracting position. • 1102 education requirements for a degree and 24 semester hours (see Section 7.A. for limited exceptions). • Meet any additional requirements established, based on the dollar value and complexity of the contracts awarded or administered in the position.	• At time of assignment. • At time of assignment. • At time of assignment. • At time of assignment

APPENDIX F
CONTINUOUS LEARNING GUIDELINES

The purpose of this Appendix is to provide further information to implement the continuous learning policy for the DoD AT&L Workforce.

A. Definitions.

Certification Training. Training required for certification in accordance with DAWIA.
Continuous Learning Activities. Personal and professional growth accomplishments by AT&L Workforce members resulting in improved professionalism and better contributions to the mission.
Continuous Learning Points (CLPs). CLPs awarded for successful completion of continuous learning activities.
Continuous Learning Currency (CLC). Currency achieved by meeting the continuous learning goal of 40 CLPs each year or mandatory requirement of 80 CLPs within two years.

B. Specific Guidelines.

Professional improvement is a continuing cycle. It includes certification training and the full range of continuous learning activities. The following sections describe the guidelines for determining CLPs. These are only guidelines and supervisors have flexibility in assigning CLPs. The supervisor, in conjunction with the AT&L Workforce member, should use these guidelines to determine CLPs credited for any given training or developmental activity.

1. Staying current in functional areas; acquisition, technology and logistics initiatives; and leadership and management. The majority of the workforce will participate in continuous learning activities to stay current. These activities require the most judgment by supervisors. A number of activities make up this category. Examples include, but are not limited to:

APPENDIX F
CONTINUOUS LEARNING GUIDELINES

a. Training Activities

i. Completing awareness training. Periodically DoD and the Components conduct briefing sessions to acquaint the workforce with new or changed policy. There is no testing/assessment of knowledge gained.

ii. Completing learning modules and training courses. These may be formal or informal offerings from a recognized training organization, including in-house training course/sessions or personnel demonstration projects, which include some form of testing/assessment for knowledge gained.

iii. Performing Self-Directed Study. An individual can keep current or enhance his or her capabilities through a self-directed study program agreed to by the supervisor.

iv. Teaching. AT&L Workforce members are encouraged to share their knowledge and insights with others through teaching of courses or learning modules. Teaching is also a part of the Professional Activities category.

v. Mentoring. Helping others to learn and become more productive workers or managers benefits DoD and the individuals involved. Mentoring is also a part of the Experience category.

b. Professional Activities

i. Participating in Organization Management. Membership alone in a professional organization will not be considered as fulfilling continuous learning requirements, but participation in the organization leadership will. This includes, when they meet the restrictions in DoD 5500.7-R (Joint Ethics Regulation), elected/appointed positions, committee leadership roles, or running an activity for the organization.

ii. Attending/Speaking/Presenting at Professional Seminars/ Symposia/Conferences. AT&L Workforce members can receive CLPs for attending professional seminars or conferences. However, the supervisor needs to determine that the individual learned something meaningful from the experience. Due to the effort involved in preparation and delivery, making presentations should get full credit for each hour involved in preparation and presentation.

iii. Publishing. Articles for publication normally will meet the criteria for continuous learning. CLPs will be awarded only in the year published. Compliance with DoD publication policy is required.

iv. Participating in Workshops. CLPs should be awarded for workshops with planned learning outcomes.

v. Professional Examination, License or Certificate. This includes such activities as passing the CPA exam, licensing as a Professional Engineer, or Project Manager Certification from the Project Management Institute. CLPs will be credited only in the year awarded.

c. Educational Activities

i. Formal training. Supervisor should use Continuing Education Units (CEUs) as a guide for assigning CLPs for formal training programs that award CEUs. The CEUs can be converted to CLPs at 10 CLPs per CEU.

ii. Formal academic programs. For formal academic programs offered by educational institutions, each semester/quarter hour is equal to one CEU. A three-hour credit course would be worth three CEUs and 30 CLPs, assuming that it is applicable to improving performance or increasing professional knowledge.

iii. The policy is to award CLPs for activities that increase performance capabilities. The supervisor makes these determinations at the time that the workforce member's IDP is prepared. An engineer who is taking an accounting class leading to a Masters of Business Administration degree probably would get full credit for the semester hours. On the other hand, if the engineer is taking courses not related to his/her current or future duties, the courses would not be counted as continuous learning.

APPENDIX F
CONTINUOUS LEARNING GUIDELINES

The following is a summary chart of recommended CLPs:

CREDITABLE ACTIVITIES	CLP CREDIT (see note)
Academic Courses	
Quarter Hour	10 per Quarter Hour
Semester Hour	10 per Semester Hour
Continuing Education Unit (CEU)	10 per CEU
Equivalency Exams	Same CLPs as awarded for the course
Training Courses/Modules	
DAU Courses/Modules	10 per CEU (see DAU catalog) or
• Awareness Briefing/Training – no testing/assessment associated • Continuous Learning Modules – testing/assessment associated	.5 CLP per hour of instruction 1 CLP per hour of instruction
Other Functional Training	1 CLP per hour of instruction
Leadership or Other Training	1 CLP per hour of instruction
Equivalency Exams	Same CLPs as awarded for the course
Professional Activities	
Professional Exam/License/ Certificate	10-30 CLPs
Teaching/Lecture	2 CLPs per hour; maximum of 20 CLPs per year
Symposia/Conference Presentations	2 CLPs per hour; maximum of 20 CLPs per year
Workshop Participation	1 CLP per hour; maximum of 8 CLPs per day and 20 CLPs per year
Symposia/Conference Attendance	.5 CLP per hour; maximum of 4 CLPs per day and 20 CLPs per year
Publications	10 to 40 CLPs

Note – All activities may earn CLPs only in the year accomplished, awarded or published.

2. AT&L Career Field Certification training and cross-training. AT&L Career Field Certification training is required by DAWIA and is a very important, if not the most important, facet of professional training for the AT&L Workforce member. It should be the priority for those not certified to the level of their assignment. However, there are times, such as those while waiting for a class date or fulfilling the experience time requirements after training is complete, when other continuous learning activities are appropriate. Certification training will count for continuous learning CLPs.

i. For professional growth and preparation for other opportunities, it is suggested that members of the AT&L Workforce strive to achieve Level III certification in his or her career field. However, funding for certification training above that required for the position is not normally available.

ii. It is understood that some members of the workforce may strive to achieve Level III certification in multiple career fields. Therefore, any formal training or developmental assignments that complete a requirement for certification in a different career field will be awarded CLPs. Funding for multiple certifications is normally not available. The guidelines for awarding CLPs for this kind of activity are generally the same as those used for achieving Level III certification in the career field associated with the individual's AT&L position.

3. Experience.

The Experience category includes on-the-job experiential assignments, and intra/inter-organizational rotational career broadening and developmental experiences. While supervisors and employees must use discretion in arriving at a reasonable point value to be awarded for rotational and developmental assignments, a sliding scale is recommended. Suggested CLPs for such assignments are in the table.

The assumption is that longer assignments are more beneficial than shorter assignments. The supervisor may feel that an individual may deserve more or less than the values shown. In determining the CLPs for a rotational/ developmental assignment, the supervisor should consider both the long-term benefit to DoD, and the immediate benefit to the supervisor's

organization and the workforce member. For example, a second rotational assignment of the same sort would be less valuable than a different type of rotational assignment.

When experience or other non-assessed activities are to be used to earn CLPs, certain principles should be followed. Supervisors and employees should pre-define, as closely possible, the tasks to be accomplished, expected outcomes, and the learning opportunities. If it is an assignment, the individual should be mentored during the assignment. Accomplishment of a product, such as a briefing, a project design, a report, or other work product that shows the learning attained, is desirable. Sharing the knowledge and experience gained and the product with others in the organization should be highly encouraged.

The following is a summary chart of recommended CLPs:

CREDITABLE ACTIVITIES	CLP CREDIT (see note)
Experience	Recommend CLPs
On-the-job Experiential Assignments	Maximum of 20 CLPs per year
Rotational Assignments	Maximum of 40 CLPs per year
Training With Industry	Maximum of 40 CLPs per year
IPT/Special Project Leader	Maximum of 15 CLPs per year
IPT/Special Project Member	Maximum of 10 CLPs per year
Mentor	Maximum of 5 CLPs per year
Assignment Length (Rotational Assignments/Training with Industry)	Recommended CLPs
12 Months	80
9 Months	60
6 Months	40
3 Months	15
2 Months	10
1 Month	5

C. Application of Guidelines.

It is expected that supervisors will use the Guidelines and their own professional judgment in arriving at CLPs to be awarded for any activity undertaken to meet the standards. While supervisors have the authority to establish CLPs for activities, any concerns of employees or disputes may be addressed through applicable dispute resolution procedures.

APPENDIX G
POSITION CATEGORY DESCRIPTIONS

Position Category Descriptions (PCDs) can be found at
www.dau.mil/workforce/pcds.asp

APPENDIX H
POSITION REQUIREMENTS WAIVER

ACQUISITION, TECHNOLOGY, AND LOGISTICS (AT&L) WORKFORCE
POSITION REQUIREMENTS OR TENURE WAIVER
(Refer to the DoD Desk Guide and DoD Component procedures when preparing this form.)

PART I - ROUTING/COORDINATION

1.a. FROM *(Component/Organization/Office Symbol and Address)*	b. COORDINATION/VIA *(Name, Title, Organization, Telephone)*	c. COORDINATION/VIA *(Name, Title, Organization, Telephone)*

2. TO *(Waiver Approval Authority) (Organization/Office Symbol and Address)*

PART II - POSITION DATA

3. POSITION NUMBER	4. POSITION TITLE	5. REQUIRED GRADE/RANK

6. UIC	7. OCC SERIES/SPECIALTY	8. AT&L POSITION CATEGORY	9. REQUIRED CERTIFICATION LEVEL

10. POSITION TYPE	11. SPECIAL ACQUISITION ASSIGNMENT	12. PROGRAM TYPE

PART III - IDENTIFICATION AND PERSONAL DATA

13.a. LAST NAME	b. FIRST NAME	c. MI	14. RANK/GRADE	15. SSN

PART IV - WAIVER TYPE/INFORMATION *(Complete either Item 16 OR Item 17)*

16. POSITION REQUIREMENTS WAIVER *(Enter "X", when applicable, and complete a., b., and c.; explain in Item 18.)*

a. POSITION REQUIREMENT(S) TO BE WAIVED *(Select a different requirement in each block and explain in Item 18.)*

(1)	(2)	(3)

b. DUE TO ABSENCE OF REQUIRED: *(Select all applicable and explain in Item 18.)*

(1) EDUCATION	(2) TRAINING
(3) EXPERIENCE	

c. WAIVER DURATION: ☐ DURATION OF ASSIGNMENT ☐ TARGET DATE FOR MEETING REQUIREMENT(S) *(DD-MMM-YYYY)*:

17. TENURE WAIVER *(Enter "X", when applicable, and specify current and requested release dates; explain in Item 18.)*

a. CURRENT TENURE EXPIRATION DATE *(DD-MMM-YYYY)*:	b. REQUESTED RELEASE DATE FROM TENURE *(DD-MMM-YYYY)*:

18. REASON/EXPLANATION *(Explain the exceptional circumstances justifying the waiver. For Position Requirements Waiver, also address the individual's ability to perform in the position while working to achieve the standards.) (Continue on back if necessary.)*

19. REQUESTING MANAGEMENT OFFICIAL

a. NAME, RANK/GRADE,TITLE, ORGANIZATION, AND TELEPHONE NUMBER	b. REQUESTING MANAGEMENT OFFICIAL SIGNATURE
	c. DATE *(DD-MMM-YYYY)*

20. REQUESTING OFFICIAL WAIVER POINT OF CONTACT *(Name, title, organization, and telephone number)*

PART V - DISPOSITION

21. APPROVING OFFICIAL

a. NAME, RANK/GRADE, TITLE, ORGANIZATION, AND TELEPHONE NUMBER

b. APPROVED? ☐ YES ☐ NO	c. APPROVING OFFICIAL SIGNATURE	d. DATE *(DD-MMM-YYYY)*

22. APPROVING OFFICIAL COMMENTS *(If required) (Continue on back if necessary).*

DD FORM 2905, DEC 2005 REPLACES DD FORMS 2588, 2591, 2592, 2593, 2595, 2597, 2599, AND 2601, WHICH ARE OBSOLETE. Adobe Designer 6.0

APPENDIX H
POSITION REQUIREMENTS WAIVER

18. REASON/EXPLANATION *(Continued)*

22. APPROVING OFFICIAL COMMENTS *(Continued)*

DD FORM 2905 (BACK), DEC 2005

APPENDIX I
TENURE AGREEMENT FOR CAPS NOT DESIGNATED AS A KLP

CRITICAL ACQUISITION POSITION SERVICE AGREEMENT

Required under the Defense Acquisition Workforce Improvement Act (DAWIA), Section 1201 of the National Defense Authorization Act for Fiscal Year 1991 dated November 5, 1990, Title 10 U.S.C. Chapter 87, as amended.

PRIVACY ACT STATEMENT

AUTHORITY: P.L. 101-510, Title XII, "Defense Acquisition Workforce Improvement Act"; Title 10, Sections 1701-1764; and Executive Order 9397, as amended.

PRINCIPAL PURPOSE(S): Completion of a service agreement is required for individuals assigned to or selected to fill a Critical Acquisition Position (CAP) on and after October 1, 1993.

ROUTINE USE(S): None.

DISCLOSURE: Voluntary; however, a selectee will not be eligible for appointment to, and an incumbent will not be eligible to retain employment in, a position designated as a Critical Acquisition Position if the requested information is not provided.

1. SELECTEE NAME *(Last, First, Middle Initial)*	2. AT&L CAREER FIELD
Smith, Jane A	C = Contracting
3. SERIES/DESIGNATOR	**4. GRADE/RANK**
1102	GS-14

5. WORKFORCE SERVICE AGREEMENT

POSITION TITLE: Supervisory Contract Negotiator

AT&L POSITION CATEGORY: C = Contracting

POSITION NUMBER: XXXXXXXX

COMPONENT: Army

ORGANIZATION: PEO Soldier

UNIT IDENTIFICATION CODE: XXXXXXXX

POSITION START DATE: 08/01/05

DATE TENURE PERIOD ENDS: 07/31/08

S A M P L E

In accepting this Critical Acquisition Position (CAP) that is not designated as a Key Leadership Position, I agree to the three year tenure period in accordance with the Defense Acquisition Workforce Improvement Act. I further understand that I may not be assigned to a CAP unless a written service agreement is executed to remain in Federal service in that position for a tenure period of at least three (3) years. The obligation incurred by this agreement will remain in effect unless and until waived.

The following actions are acceptable deviations from this CAP tenure agreement and do not require a waiver: Promotion; reassignment to a command/command-equivalent position; separation; retirement; removal for cause; reduction-in-force; mobilization; assignment to military theater/zone of operation; elimination of position; or reassignment due to program cancellation, merger, or organizational realignment.

6. I understand and accept the terms of this agreement.

a. SELECTEE'S SIGNATURE		b. DATE
Jane A. Smith		08/01/05
c. APPROVING OFFICIAL SIGNATURE	**d. TITLE**	**e. DATE**
Robert M. James	Component Acquisition Executive or appropriate official's title, if delegated	08/01/05

DD FORM 2888, JUL 2005

APPENDIX J
TENURE AGREEMENT FOR KLPS

CRITICAL ACQUISITION POSITION SERVICE AGREEMENT
KEY LEADERSHIP POSITION (KLP)

Required under the Defense Acquisition Workforce Improvement Act (DAWIA), Section 1201 of the National Defense Authorization Act for Fiscal Year 1991 dated November 5, 1990, Title 10 U.S.C. Chapter 87, as amended.

PRIVACY ACT STATEMENT

AUTHORITY: P.L. 101-510, Title XII, "Defense Acquisition Workforce Improvement Act"; Title 10, Sections 1701-1764; and Executive Order 9397, as amended.

PRINCIPAL PURPOSE(S): Completion of a service agreement is required for individuals assigned to or selected to fill a Critical Acquisition Position (CAP) on and after October 1, 1993.

ROUTINE USE(S): None.

DISCLOSURE: Voluntary; however, a selectee will not be eligible for appointment to, and an incumbent will not be eligible to retain employment in, a position designated as a Critical Acquisition Position if the requested information is not provided.

1. SELECTEE NAME *(Last, First, Middle Initial)*	2. AT&L CAREER FIELD
Doe, John B.	A = Program Management
3. SERIES/DESIGNATOR	**4. GRADE/RANK**
9958	0-6

5. WORKFORCE SERVICE AGREEMENT

POSITION TITLE: V-22 Program Manager

ACQUISITION PROGRAM OR ACQUISITION EFFORT: V-22 Program

AT&L POSITION CATEGORY: A = Program Management

POSITION NUMBER: XXXXXXXX

COMPONENT: Navy

SAMPLE

ORGANIZATION: V-22 Program Office

UNIT IDENTIFICATION CODE: XXXXXXXX

POSITION START DATE: 07/11/05

In accepting this Critical Acquisition Position that is designated as a Key Leadership Position (KLP), I agree to a tenure period of successful completion of Milestone C (09/15/09) *, in accordance with the Defense Acquisition Workforce Improvement Act and implementing regulations. I further understand that I may not be assigned to a KLP unless I execute a written service agreement to remain in Federal service in that position for the period designated above. The obligation incurred by this agreement will remain in effect unless and until waived.

*To be defined by CAE for this specific KLP, based on significant milestones, events, or efforts.

6. I understand and accept the terms of this agreement.

a. SELECTEE'S SIGNATURE		b. DATE
John B. Doe		07/11/05
c. APPROVING OFFICIAL SIGNATURE	**d. TITLE**	**e. DATE**
Daniel T. Dollar	Component Acquisition Executive	07/11/05

DD FORM 2889, JUL 2005

SUBJECT INDEX

UNDER DEVELOPMENT