

Department of Defense



Defense Acquisition Workforce Data Reporting Standards Guide



July 20, 2017

Signed/Issued by

Director, USD(AT&L) Human Capital Initiatives

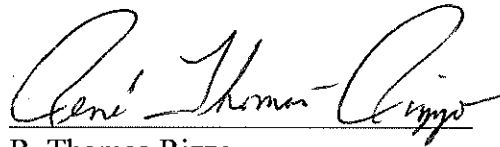
Defense Acquisition Workforce Program Data Reporting Standards Guide

USD(AT&L)

SUBJECT: Defense Acquisition Workforce Data Reporting Standards Guide

References: See References.

1. PURPOSE. To provide procedures, standards, and change control procedures for the Components' reporting of Acquisition Workforce personnel and position data into the Acquisition Technology, and Logistics data warehouse in accordance with DoDI 5000.66 (*Defense Acquisition Workforce Education, Training, Experience, and Career Development Program*).
2. RELEASABILITY. Unlimited. This desk guide is approved for public release and is available on the Internet from the Human Capital Initiatives homepage at <http://www.hci.mil/policy>.
3. EFFECTIVE DATE. This desk guide is effective July 20, 2017.



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Director, Human Capital Initiatives

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1 INTRODUCTION

1.1 PURPOSE

Workforce data is critical for the strategic and tactical management of the Defense AWF, and enables USD(AT&L) to execute department-wide acquisition workforce responsibilities to include workforce strategic planning, policy, and programs, in order to develop and maintain a high quality workforce. The Defense Acquisition Workforce Improvement Act (DAWIA, 10 U.S.C. Chapter 87) requires the Secretary of Defense establish a management information system (MIS) for the acquisition workforce (§ 1761), and DoDI 5000.66, *Defense Acquisition Workforce Education, Training, Experience, and Career Development Program*, provides policy for information reporting to such a system: the *AT&L Workforce Data Mart*, referred to in this guide as “*Data Mart*.” This guide provides information about the acquisition workforce data housed in the AT&L Data Mart for various audiences, including data providers, data analysts, and decision makers. It includes an overview of the data in the AT&L Data Mart, data reporting standards, how to access information generated from the AT&L Data Mart, and how to request changes to the data collection.

1.2 BACKGROUND

Much of this guide previously comprised the DoDI 5000.55, *Reporting Management Information on DoD Military and Civilian Acquisition Personnel and Positions*, dated November 1, 1991. In 2017, the programmatic reporting requirement was merged into the DoDI 5000.66 and the data reporting standards formed the core of this guide, now referenced by the revised DoDI 5000.66.

1.3 ROLES AND RESPONSIBILITIES

Under Secretary of Defense for Acquisition, Technology, and Logistics (USD(AT&L)), subject to the authority, direction, and control of the Secretary of Defense, oversees the policies and procedures governing the Defense AWF, in accordance with DoDI 5000.66.

Director, OUSD(AT&L) Human Capital Initiatives (HCI), under the authority, direction, and control of USD(AT&L), manages the AWF data reporting standards and formally coordinates and approves any changes to the standards via a formal change control process.

Directors, Acquisition Career Management (DACMs) (*Departments of Army, Navy, Air Force, & 4th Estate*) implement procedures contained within this document for their respective workforce.

President, Defense Acquisition University (DAU) provides information technology resources for support of *Data Mart*.

Data Mart System Administrator performs the database management, maintenance, and systems administration of *Data Mart*, and ensures protection of the data in accordance with the Federal Information Security Management Act (FISMA) and the Privacy Act of 1974.

2 REQUIREMENTS AND PROCEDURES

2.1 REPORTING REQUIREMENTS

Each Component is responsible for reporting its acquisition workforce's personnel information, position information, and Defense Acquisition Workforce Improvement Act (DAWIA) certification information using the reporting procedures described in section 2.2 and formats, definitions and codes as defined in Appendices A and B. All submitted information data files are as of the close of the quarter for loading into *Data Mart*. These data files are submitted no later than one month after the close of each fiscal year quarter. DACMs are requested to submit confirmation of data submission via email to HCI upon completion.

- For FYQ1: Data as of 31 December is due no later than 31 January.
- For FYQ2: Data as of 31 March is due no later than 30 April.
- For FYQ3: Data as of 30 June is due no later than 31 July.
- For FYQ4: Data as of 30 September is due no later than 31 October.

2.2 REPORTING PROCEDURES

Components prepare quarterly workforce snapshot data files per the schedule in section 2.1, and submit these files to *Data Mart* as follows:

1. Reporting of AWF information/data is accomplished through data files, via system interfaces as agreed upon between the OUSD(AT&L) HCI Directorate, DAU, Components, and Defense Manpower Data Center (DMDC). The files are formatted per the AWF data reporting standards contained in Appendix A and coded per Appendix B. These appendices describe each of the data elements, the valid formats and the valid code values for each data element.
2. The scope of the data provided by the Components is demographic information, position information, and DAWIA certifications information. Each individual filling an acquisition position and each member of the Acquisition Corps on the "as of" date listed in section 2.1 are separately reported in the person/position data input file. The person/position data reporting scheme is contained in Appendix A, section A-1. All certification data for these individuals is reported in the certifications data input file. The certifications data reporting schema is contained in section A-2, and reflects all DAWIA certifications achieved by current acquisition workforce members.
3. An employee's administrative Component is responsible for reporting data when the employee is assigned to another Component for duty. This most commonly occurs with military members assigned to 4th Estate agencies and civilian personnel on rotational assignments.

Each Component's quarterly data file is imported, as-is, into *Data Mart*. A "de-duplication" process is performed to ensure that workforce members who move between different Components/agencies are only loaded once into *Data Mart*. The business logic used in the process

to screen for duplicate entries ensures the most current assignments are reflected. In cases where a workforce record is superseded by another Component's submission, the reporting Component is notified of any exceptions to its original submission.

Once the Component data files are loaded and processed in *Data Mart*, the integrated data records are provided to the DMDC, via agreed upon system interfaces. DMDC provides supplemental data elements for each workforce record including demographics, education, years of service, retirement, and location information. The DMDC data reporting chart is contained in Appendix A, section A-3. Upon receipt of the DMDC data file, this additional information is loaded and integrated into *Data Mart*.

2.3 UPDATING THE AWF DATA REPORTING STANDARDS

Any changes made to the AWF data reporting standards in Appendices A and B must be formally vetted and approved by Director, OUSD(AT&L), HCI. The change control process is contained in Appendix C. All proposed changes are evaluated for both business and technical impacts. This ensures that all modifications to the AWF data reporting standards follow an orderly process for evaluation, implementation, and traceability.

OUSD(AT&L), HCI is the primary point of contact for collecting proposed changes to the data reporting standards. The origin for a change could be from a variety of sources indicating a need for a new information requirement not currently being reported. Change requests must come through HCI, via a DACM, or Functional Career Field Leader.

3 WORKING WITH WORKFORCE DATA

This section of the guide provides an overview for anyone new to workforce data analysis and perhaps useful reminders to those who have experience with workforce data.

3.1 WORKFORCE INFORMATION SECURITY

Workforce systems contain privacy act data, including individual and aggregate level protected information. Access to this information requires a “need to know.” With that in mind, this section is intended to make users aware that there are restrictions and limitations regarding the use and distribution of information products obtained from these data sources. The information referenced in this Guide contains Controlled Unclassified Information (CUI). Additionally, information contained in these systems may be subject to the Privacy Act of 1974. This data and products developed from it should be used only by authorized persons in the conduct of official business. It is DoD policy, in accordance with references contained in Appendix D, Information Security, to:

- Identify and protect national security information and CUI in accordance with national level policy issuances (DoDM 5200.01, Volume 4, DoD Information Security Program: Controlled Unclassified Information, 24 February 2012).
- Promote information sharing, facilitate judicious use of resources, and simplify management through implementation of uniform and standardized processes.
- Protect CUI from unauthorized disclosure by appropriately marking, safeguarding, disseminating, and destroying such information.

Authorized users of unclassified DoD networks shall comply with all laws, policies, regulations, and guidance concerning communication and the appropriate control of DoD information referenced throughout this Instruction regardless of the technology used.

See Appendix D for additional information on information security policies and procedures.

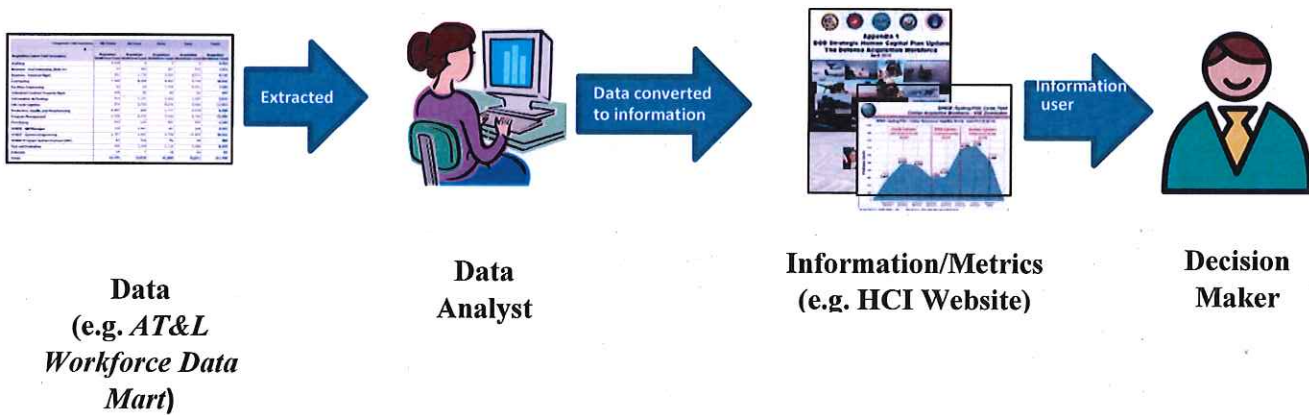
3.2 RATE OF CHANGE IN WORKFORCE DATA

Workforce data is in a constant state of flux because the positions of an organization and the personnel assigned to those positions are continuously changing. For this reason, workforce data has effective dates (or “as of dates”) associated with it, and for any organization of significant size, transactional data is separated from analytical data. For example, the collection and organization of individual data elements used to get 160,000+ people worldwide paid is computationally different than the collection and organization of individual data elements used to examine trends in certification rates. To keep the latter scenario from interfering with getting people paid, it is a common practice to take a picture (a “snapshot”) of the personnel data in the transactional environment on a regular basis and re-organize that data in an analytical environment to support investigative queries and high-level decision-making.

For the analytical systems covered by this guide, snapshots of DoD personnel data are added on a quarterly basis. The average rate of change in the overall acquisition workforce population has been .26% per quarter over the past three years and 1.6% per year over the past 10 years. Taking into account the costs of integrating data Defense-wide and the rate of change in overall acquisition workforce population, the current snapshot frequency has proven sufficient thus far.

3.3 USERS: DATA VERSUS INFORMATION

The variation of data needed is determined by a users' role. Data analysts extract data and convert the data into information for decision makers.



Data refers to raw, unorganized, unprocessed facts or measures and requires significant analysis to produce useful information. Information is processed, organized, and interpreted data that provides knowledge or intelligence in a given context and is immediately useful or actionable.

Both data and information are available for the AWF. Section 4.1, *Acquisition Workforce Data Mart*, is primarily intended to assist the data user. Section 4.2, *HCI Website*, is primarily intended to assist the information user and decision maker.

4 DATA & INFORMATION SOURCES

4.1 OUSD(AT&L)HCI WEBSITE

The OUSD(AT&L) HCI website is a repository of integrated acquisition workforce information across several categories and data sources.

4.1.1 Description/Overview

The OUSD(AT&L) HCI website (<http://www.hci.mil/metrics.html>) contains a wide variety of customized canned AWF reports and is updated quarterly. The portal provides AWF data summaries and reports downloadable in PDF format. This includes historical workforce counts, certification levels, career field data, and KLP counts. Appendix E, Examples of OUSD(AT&L) HCI Website Reports, contains sample reports, including AWF Summary Reports, and AWF Functional Career Field Reports.

4.1.2 Categories of Available Information

The following types of information may be included in these online reports:

| REPORT | AVAILABLE INFORMATION |
|---|---|
| AWF Count Matrix | Contains historical workforce count matrices (Total, Civilian, and Military workforces) |
| Overall AWF Summary | Contains count matrix and historical count matrices charts; Civilian acquisition workforce Years to Retirement Eligibility (YRE) Distribution; CAP, KLP, and non-CAP position counts and percentages; Workforce counts by Occupational Series; Certification Level “Meet/Exceed” Rates; DAWIA Certification Status with comparison to entire AWF; Certification Trends by FY; and Workforce by Race and Gender |
| Functional Career Field AWF Data Summaries | Contains Career Field count matrix and historical count matrices charts; Civilian acquisition workforce Years to Retirement Eligibility (YRE) Distribution; CAP, KLP, and non-CAP position counts and percentages; Workforce counts by Occupational Series; Certification Level “Meet/Exceed” Rates; DAWIA Certification Status with comparison to entire AWF; Certification Trends by FY; and Workforce by Race and Gender |

Information summary reports, charts, graphs, and tables (see Appendix E for examples) are developed by HCI analysts using raw data files from *Data Mart* and RAND data sources. The reports are generated on a quarterly basis upon availability of the raw data, typically 60-75 days following the end of each quarter (e.g. mid-March for Q1 reports, mid-June for Q2 reports, mid-September for Q3 reports, and mid-December for Q4 and end of fiscal year reports).

4.1.3 Access

The OUSD(AT&L) HCI website can be accessed from any computer system, including mobile devices (e.g. laptop, tablet, smartphone, etc.), and retrieving AWF reports from the portal is a straightforward process.

STEP 1: Enter the following web URL: <http://www.hci.mil/metrics.html>

STEP 2: Click on the link containing the desired report.

Defense Acquisition Workforce Metrics and Analysis

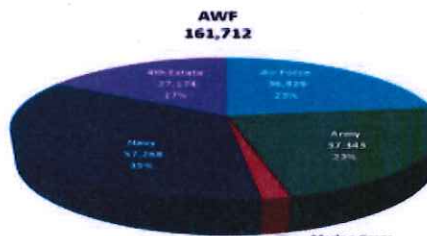
HCI compiles, reviews, and analyzes key information from each DoD Component on the Defense Acquisition Workforce quarterly. Metrics on DAWA Certification Levels, Retirement Eligibility Rates, Gains and Losses, Employee Demographics, etc. are analyzed to determine strategic and continuous improvement decisions. The FY 2016-FY2021 Acquisition Workforce Strategic Plan (Report to Congress) served to baseline key workforce information and was developed from HCI analysis in partnership with Defense Acquisition Workforce Functional Leaders and Components. Key information summaries for the entire Defense Acquisition Workforce, along with each Functional Career Field can be found below.

- FY17(Q1) OVERALL Defense Acquisition Workforce (DAW)

| FY17(Q1) FUNCTIONAL CAREER FIELD INFORMATION SUMMARIES: |
|--|
| FY17(Q1) Auditing DAW Information Summary |
| FY17(Q1) Business DAW Information Summary |
| FY17(Q1) Contracting DAW Information Summary |
| FY17(Q1) Engineering DAW Information Summary |
| FY17(Q1) Facilities Engineering DAW Information Summary |
| FY17(Q1) Information Technology DAW Information Summary |
| FY17(Q1) Life Cycle Logistics DAW Information Summary |
| FY17(Q1) Program Management DAW Information Summary |
| FY17(Q1) Production, Quality, & Manuf. DAW Information Summary |
| FY17(Q1) Property Management DAW Information Summary |
| FY17(Q1) Purchasing DAW Information Summary |
| FY17(Q1) Science & Technology Manager DAW Information Summary |
| FY17(Q1) Test & Evaluation DAW Information Summary |



Historical Workforce Size (12/31/16)



Workforce by Component as of 12/31/16
Defense Acquisition Workforce by Major Component (12/31/16)

OUSD(AT&L) HCI is the primary resource for providing customized AWF data sets and information reports to AWF data and information consumers.

While the OUSD(AT&L) HCI website (<http://www.hci.mil/metrics.html>) contains a wide variety of canned AWF reports, there may be times where new/customized data sets or reports are needed to fulfill mission goals. In these cases, consumers should contact the HCI Data Analyst at 703-805-2338 for assistance.

Additionally, consumers who need assistance accessing *Data Mart* or the OUSD(AT&L) HCI Website should contact an HCI Analyst for assistance.

4.2 ACQUISITION WORKFORCE DATA MART

The *Data Mart* is a repository of integrated acquisition workforce data across several categories and sources.

4.2.1 Overview

The *Data Mart*, was developed using preexisting commercial-off-the-shelf software owned by DAU to provide a comprehensive, data-driven acquisition workforce analysis and decision-making capability. The *Data Mart* created an integrated data repository with improved interface and data handling; the acquisition workforce data is centrally located and is populated using a standardized, recurring process that enables robust analysis.

The *Data Mart* essentially serves many purposes. The intent is to de-conflict workforce members who may be claimed by multiple components; however, it does not differentiate between AWF members with multiple functions and members claimed by multiple components. The business intelligence tools within the *Data Mart* provide stakeholders such as the military Services, 4th Estate career managers, FIPTs, and DoD human capital planners with the capability to run reports to conduct analysis and make strategic decisions regarding the workforce. The data in the *Data Mart* is populated with data defined in Appendices A through D plus additional demographic data elements sourced by the DMDC.

The ad-hoc query data mining tool in the *Data Mart* is called “the Power Center Data Analyzer”. It provides a utility for performing business analytics on acquisition workforce data. With Data Analyzer (DA), a user can extract, filter, format and analyze data.

The *Data Mart* is primarily a data repository in which reports are created by analysts for further analysis. While this tool has embedded reporting capabilities, it is most useful when the raw data is exported and analysis is done with another desktop tool such as Microsoft® Excel. See Appendix E, Examples of OUSD(AT&L) Workforce Data Mart User Reports for examples of reports that can be created from data in the *Data Mart*.

4.2.2 Description of Available Data

Below is a list of examples and description, by category, of the data available in the *Data Mart*. See Appendices A and B, *Data Mart* Data Formats and Elements for a complete list of the *Data Mart* data elements and formats.

| CATEGORY OF DATA | EXAMPLE DATA ELEMENTS |
|--|--|
| Organization elements describe where the workforce is located within the Defense acquisition organization | DoD agency or Component, Unit Identification Code (UIC), Duty Station |
| Position elements describe individual acquisition positions | Acquisition position category (career field), certification level required, key leadership or critical acquisition position designation (KLP, CAP), occupation, position title |
| Person elements describe the individual employees assigned to acquisition positions | Date of birth, creditable military service, disability, Veteran's preference, email address |
| Demographic elements are a subset of person elements that describe the composition of a population | Gender, age, race, level of education, metropolitan statistical area |
| Credential elements are a subset of person elements that describe the acquisition credentials of an individual employee | Certifications earned, certification status, Acquisition Corps membership, acquisition experience |

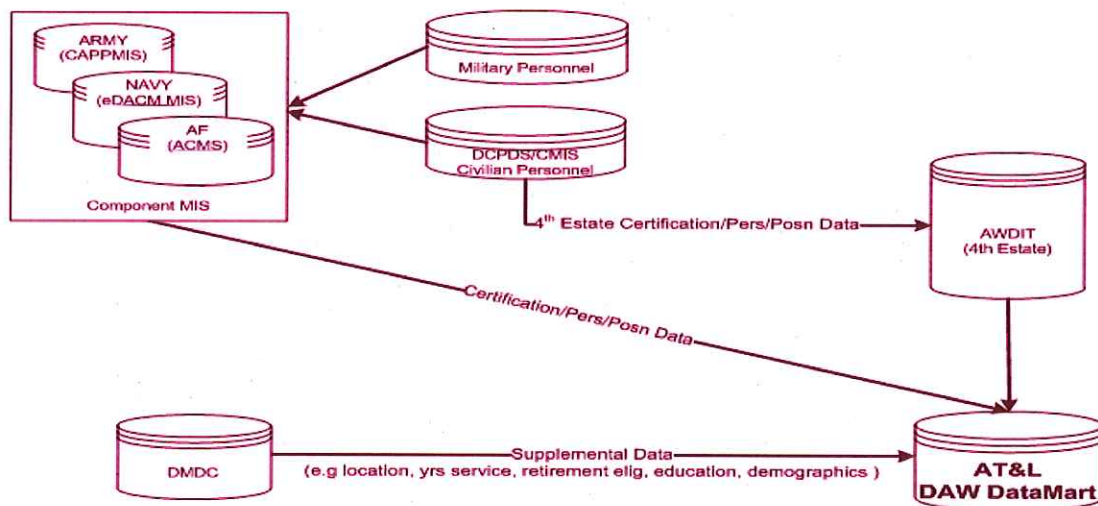
Four export formats are available with the *Data Mart*: Microsoft® Excel 2003 (.xls) Worksheet, Comma Separated Values (CSV) Document, Hyper Text Markup Language (HTML) Document, and Portable Document Format (PDF) Document.

- **Microsoft® Excel.** The following export options are available: retain DA formatting or display in pivot tables. Caution when using this format; the .xls file format is limited to **65,536** rows of export data.
- **CSV.** No additional export options are available for this format; however, this is the preferred export format for data manipulation capability.
- **HTML.** This format allows the user to choose which of the following information exports: Name, Filters, Date last updated, Owner, Description, and Comments.
- **PDF.** This format allows the user to choose which of the following information exports: Name, Filters, Date last updated, Owner, Description, and Comments. Additionally, exporting with the PDF format allows the user to choose export options such as Page Orientation (Portrait and

Landscape), Layout (fit width to page, fit to page, % of normal size and wrap tables), Header and Footer size, Pagination (insert page break after each report section), and Margin sizes.

4.2.3 Data Sources

The Defense Components provide source data to the *Data Mart*. The data received is a quarterly snapshot that is available approximately 60 days after the end of each quarter. Additional demographic data is received from DMDC.



CAPPMIS – (Army) Career Acquisition Personnel & Position MIS
 eDACM MIS – (Navy) Electronic Director Acquisition Career Management Information System
 ACMS – (Air Force) Acquisition Career Management System
 AWDIT – (4th Estate) Acquisition Workforce Data Improvement Tool
 AT&L Defense Acquisition Workforce (DAW) DataMart
 DCPDS/CMIS-Defense Civilian Personnel Data System/Corporate MIS
 DMDC-Defense Manpower Data Center

4.2.4 Primary Users

Access is limited to U.S. Government authorized users and through Common Access Card (CAC) enabled U.S. Government systems only. The *Data Mart's* URL is: <https://bizintel.dau.mil/atlw/jsp/InfAnalyzeServlet>

To request access, contact the HCI Data Analyst at 703-805-2338.

User based roles allow users access to specific features in the *Data Mart*. Most users are provided access to user functionality that allows users to view and interact with content and the ability to create reports. Further, users are assigned to groups that provide them access to data that falls under their purview. Users fall into one of the following general types of groups:

- Acquisition Career Management Groups: Army, DoN, Air Force, and 4th Estate DACMs
- Other users, as determined by Director, HCI

APPENDIX A – DATA ELEMENT FORMATS

A-1 COMPONENT PERSON/POSITION FILE DATA ELEMENTS

NOTE: One data file per Component; one record per person using the following record layout.

| Seq# | Field Name | Definition | Size Standard A=alphabetic N=numeric AN=alphanumeric | Notes |
|---------|--|--|---|---|
| PERS-1 | SSN | Social Security Number of Person | 9N | |
| PERS-2 | Organization Code | The code that identifies the DoD Agency that owns the position. | 5AN | See Appendix B (B-1) |
| PERS-3 | Position Number | Unique identifier to position occupied by the person. | 34AN | |
| PERS-4 | Civilian Pay Plan | Identifies the pay category or the schedule for monetary compensation. | 2A | |
| PERS-5 | Employee Occupational Series | Civilian occupational series code (e.g. 1102, 0346, etc) or Military occupation code. | 9AN | |
| PERS-6 | Civilian Pay Grade | Represents the sequential level within the pay scale held by the civilian incumbent of a position. | 2N | |
| PERS-7 | Civilian Step or Rate | Step or rate in the pay grade held by the person at the time of the report. | 2N | |
| PERS-8 | Position Occupied (Position Service Identifier) | Is person in Competitive, Excepted or SES Service (which determines the rules they are governed under). | 1N | See Appendix B (B-2) |
| PERS-9 | Military Pay Grade | Represents the sequential level within the pay scale held by the military incumbent of a position. | 3AN | |
| PERS-10 | Acq Corps Appointment Date YYYYMM | Date incumbent met the criteria and was appointed for the Acquisition Corps. | 6N | YYYYMM or blank for non-members |
| PERS-11 | Recent Graduate | Did the incumbent participate in this program anytime during the current fiscal year? | 1A | Y = Yes, N = No DCPDS Field Name – “Intern Program Indicator” |
| PERS-12 | Student Intern | Did the incumbent participate in this program anytime during the current fiscal year? | 1A | Y = Yes, N = No DCPDS Field Name – “Cooperative Education Program Indicator” |
| PERS-13 | Tuition Assistance or Reimbursement and Training Program Indicator | Did the incumbent participate in this program anytime during the current fiscal year? Refers to college tuition paid under pay-for-degree. | 1A | Y = Yes, N = No |
| PERS-14 | Repayment of Student Loans Program Indicator | Did the incumbent participate in this program anytime during the current fiscal year? | 1A | Y = Yes, N = No |
| PERS-15 | Acquisition Program Type | Enter the code that describes the program the individual works in support of. Applicable only to program managers and deputy program managers otherwise leave blank. | 1A | See Appendix B (B-3) |
| PERS-16 | Date Entered Present Position YYYYMMDD | The date the incumbent entered the position referenced in data element 26,27,28,29. | 8N | YYYYMMDD |
| PERS-17 | Acquisition Experience | The total number of months spent in acquisition positions. | 3N | |

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| Seq# | Field Name | Definition | Size Standard A=alphabetic N=numeric AN=alphanumeric | Notes |
|---------|--------------------------------------|--|---|-----------------------|
| PERS-18 | Special Acquisition Assignment | The type of special acquisition assignment held by the incumbent. | 1A leave blank if N/A | See Appendix B (B-4) |
| PERS-19 | ATL Workforce Member | Indicatory of whether the person and position are considered part of the acquisition workforce. | 1A | Y = Yes, N = No |
| PERS-20 | Acq Corps Member | Indicator of whether an individual is a member of the Acquisition Corps. | 1A | Y = Yes, N = No |
| PERS-21 | Certification Status | Enter the appropriate code. | 1N | See Appendix B (B-5) |
| PERS-22 | Person Type | Enter the appropriate code. | 1A | See Appendix B (B-6) |
| PERS-23 | UIC | Unit Identification Code, representing where the position is located within the DoD organization | 8AN | |
| PERS-24 | Active Guard Reserve Identifier | Active duty, Full time Guard, Full Time Reserve Identifier | 1A | |
| PERS-25 | DAWDF Funded | DAWDF funded employees (interns, journeyman, HQEs) | 1A | Y = Yes, N = No |
| PERS-26 | Acquisition Position Type | Identifies the position type (CAP, non-CAP, KLP). | 1N | See Appendix B (B-8) |
| PERS-27 | Acquisition Position Career Category | The required career field code for an acquisition position | 1A | See Appendix B (B-9) |
| PERS-28 | Civilian Target Grade | Represents the sequential level within the pay scale targeted for the civilian incumbent of a position. | 2N | |
| PERS-29 | Position Title | Name or title of the position. | 54AN | |
| PERS-30 | Acquisition Career Level Required | The code that represents the degree of an acquisition certification type required of an incumbent of a position. | 1N | See Appendix B (B-10) |
| PERS-31 | Reserved for Military Indicator | Is the position reserved for military personnel only? | 1A | Y = Yes, N = No |
| PERS-32 | Job Specialty 1 | Indicates primary orientation of the individuals job in the contracting process | 1N | See Appendix B (B-19) |
| PERS-33 | Job Specialty 2 | Indicates secondary orientation of the individuals job in the contracting process | 1N | See Appendix B (B-20) |
| PERS-34 | Date Certification Level Due | Indicates date certification level due | 8N | YYYYMMDD |

A-2 COMPONENT CERTIFICATION FILE DATA ELEMENTS

NOTE: One data file per Component; zero to multiple records per person using the following record layout. Number of records reflects number of DAWIA certifications for each person.

| Seq# | Field Name | Definition | Size Standard A=alphabetic N=numeric AN=alphanumeric | Notes |
|--------|----------------------------------|--|---|--|
| CERT-1 | SSN | Social Security Number of Person | 9N | |
| CERT-2 | Acquisition Career Category Code | Acquisition Career Category of certification achieved | 1A | See Appendix B (B-9) NOTE: Same codes used by PERS-27 |
| CERT-3 | Career Level Achieved | Certification Level Achieved | 1N | See Appendix B (B-11) |
| CERT-4 | Career Level Approval Authority | Certification Authority under which certification was achieved | 1A | See Appendix B (B-14) |
| CERT-5 | Date Career Level Achieved | Date Certification Level Achieved | 8N | YYYYMMDD |

A-3 DMDC SUPPLEMENTAL FILE DATA ELEMENTS

NOTE: One data file provided by DMDC; one record per person using the following record layout.

| DMDC Data Element# | Field Name | Definition | Size Standard A=alphabetic N=numeric AN=alphanumeric | Notes |
|--------------------|------------|---|---|---|
| SUPP-1 | SSN | Social Security Number of Person | 9N | Retrieved from Workforce Data Mart integrated data file provided to DMDC. |
| SUPP-2 | STATUS | Type of Employee | 1A | A = Active Duty, C = Civilian |
| SUPP-3 | FLAG | Indicator of personnel military and retirement status | 1A | A = Active Duty, C = Civilian, V = Reserve, R = Retired |
| SUPP-4 | ORG_CD | Organization Code | 5AN | See Appendix B (B-1) NOTE: Same codes used by PERS-2 |
| SUPP-5 | SVCDT | Component Service Begin Date | 8N | YYYYMMDD |
| SUPP-6 | DOB | Date of Birth | 8N | YYYYMMDD |
| SUPP-7 | CIVUIC | Civilian UIC | 6A | |
| SUPP-8 | MILUIC | Military UIC | 8A | |
| SUPP-9 | PAY_PLAN | Civilian Pay Plan | 2A | |
| SUPP-10 | GENDER | Person Gender | 1A | |
| SUPP-11 | AGE | Person Age | 3N | |
| SUPP-12 | EDUC | Person Level of Education | 2N | |
| SUPP-13 | COUNTRY | Duty Unit Country Code | 2A | |
| SUPP-14 | STATE | Duty Unit State Code | 2A | |
| SUPP-15 | CITY | Duty Unit City Code | 4N | |
| SUPP-16 | COUNTY | Duty Unit County Code | 3N | |
| SUPP-17 | ZIP | Duty Unit Zip Code | 5N | |
| SUPP-18 | HISP | Civilian Person Hispanic Declaration Code | 1N | 1 = Hispanic Origin, 2 = Not of Hispanic Origin, 0 = Invalid/Unknown |
| SUPP-19 | RACE | Race Code | 8A | |
| SUPP-20 | INSTRU | Instructional Program Code | 6A | |

Defense Acquisition Workforce Data Reporting Standards

20 July 2017

| DMDC Data Element# | Field Name | Definition | Size Standard A=alphabetic N=numeric AN=alphanumeric | Notes |
|--------------------|---------------|--|---|--|
| SUPP-21 | PATCO | Occupational Category Code | 1A | See Appendix B (B-12) |
| SUPP-22 | POS_TYPE | Position Type Identifier | 1A | See Appendix B (B-13) |
| SUPP-23 | POS_DATE | Conversion Position Fill Date | 8N | YYYYMMDD Date that the civilian position, created as a result of conversion from a military position, was first filled. |
| SUPP-24 | MIL_SVC | Creditable Military Service Leave Years Quantity | 2N | |
| SUPP-25 | APPT_TYPE | Type of Appointment Code | 1A | |
| SUPP-26 | SUPER | Supervisory Code | 1N | See Appendix B (B-14) |
| SUPP-27 | WORK_SCH | Work Schedule Code | 1A | |
| SUPP-28 | DISABLE | Handicap Type Code | 2A | |
| SUPP-29 | VET_PREF1 | Veterans Preference Appointment Code | 1A | See Appendix B (B-15) |
| SUPP-30 | VET_PREF2 | Veterans Preference Reduction in Force Indicator Code | 1A | Y = Yes, N = No |
| SUPP-31 | BARGAIN | Bargaining Unit Code | 4A | |
| SUPP-32 | ANNUITANT | Annuitant Status Code | 1A | See Appendix B (B-16) |
| SUPP-33 | RETIRE | Retirement Eligibility Code | 1N | See Appendix B (B-17) |
| SUPP-34 | METRO | Consolidated Metropolitan Statistical Area | 2N | See Appendix B (B-18) |
| SUPP-35 | END_DT | Active Service Projected End Calendar Date | 8N | YYYYMMDD |
| SUPP-36 | ENL_END_DT | Enlisted Active Service Obligation End Calendar Date | 8N | YYYYMMDD |
| SUPP-37 | AD_LOSS_DT | Active Duty Loss Incentive Eligibility Begin Calendar Date | 8N | YYYYMMDD |
| SUPP-38 | RET_PLAN | Retirement Plan Code | 1A | 1, 6, 7, 10, 11, or 12 = CSRS 15, 16, 17, or 19 = FERS 2, 3, 4, 5, 8, 9, 13, 14, or 18 = Other |
| SUPP-39 | RET_DT | Current Date of Retirement | 8N | YYYYMMDD |
| SUPP-40 | RET_ID | Reserve Retirement Eligibility Notification Indicator Code | 1A | Y = Yes, N = No, Z = Unknown or N/A |
| SUPP-41 | EMAIL_ADDRESS | Email address | 80A | |

APPENDIX B – DATA ELEMENT CODES

B-1 ORGANIZATION CODE

| <i>CODE</i> | <i>SHORT DESCRIPTION</i> |
|-------------|--|
| A0001 | Office of the Secretary of Defense (OSD) & OSD Staff |
| A0002 | DoD Inspector General |
| A0003 | The Joint Staff |
| A0004 | National Defense University |
| A0023 | Air Force |
| A0024 | Army |
| A0026 | Marine Corps |
| A0027 | Navy |
| A0029 | Defense Advanced Research Projects Agency |
| A0030 | Defense Commissary Agency |
| A0031 | Defense Contract Audit Agency |
| A0032 | Defense Contract Management Agency |
| A0033 | Defense Finance and Accounting Service |
| A0034 | Defense Information Systems Agency |
| A0036 | Defense Business Transformation Agency (Invalid as of 01JAN2012) |
| A0037 | Defense Logistics Agency |
| A0038 | Defense Security Cooperation Agency |
| A0039 | Defense Security Service |
| A0040 | Defense Threat Reduction Agency |
| A0043 | American Forces Information Service (Invalid as of 01JAN2009) |
| A0044 | Defense Legal Services (Invalid as of 01JAN2008) |
| A0045 | DoD Education Activity |
| A0046 | DoD Human Resources Activity |
| A0047 | Defense Prisoner of War/Missing Personnel Office |
| A0048 | Defense Health Agency |
| A0049 | Washington Headquarters Services |
| A0050 | DoD Counterintelligence Field Activity (Invalid as of 01JAN2009) |
| A0087 | Missile Defense Agency |

| <i>CODE</i> | <i>SHORT DESCRIPTION</i> |
|-------------|--|
| A0088 | Pentagon Force Protection Agency |
| A0089 | Defense Technology Security Administration |
| A0090 | Joint Program Executive Office for Chemical and Biological Defense (Joint Requirements Office Chemical, Biological, Radiological, Nuclear) (Invalid as of 01JAN2005) |
| A0091 | National Reconnaissance Office |
| A0170 | Office of Economic Adjustment-(Invalid) |
| A0215 | Department of Defense Test Resource Management Center |
| A0217 | Defense Acquisition University |
| A0219 | Defense Technical Information Center |
| A0221 | Uniformed Services University of Health Sciences |
| A0225 | Defense Media Activity |
| B00622 | DDR&E-Defense Microelectronics Activity (DMEA) |
| B01284 | USD Intelligence |
| B01285 | ASD - Networks & Information Integration |

B-2 POSITION OCCUPIED CODE

| <i>CODE</i> | <i>SHORT DESCRIPTION</i> |
|-------------|--------------------------|
| 0 | Blank |
| 1 | Competitive Service |
| 2 | Excepted Service |
| 3 | SES(general) |
| 4 | SES(career reserved) |

B-3 ACQUISITION PROGRAM INDICATOR (API) CODE

| <i>CODE</i> | <i>SHORT DESCRIPTION</i> |
|-------------|--|
| 0 | Blank |
| 1 | Major Defense Acquisition Program (ACAT I) |
| 2 | Significant Non-Major Defense Acquisition Program (ACAT II) |
| 3 | ACAT I & II Defense ACQ Program / Support Work IN Both ACAT I & II |
| 4 | ACAT III OR IV Acquisition Program / Non Major Defense ACQ Program |
| 5 | Non-Major, Non-Significant Program (Air Force Only) |
| 9 | Pending ACAT level designation |

B-4 SPECIAL ACQUISITION ASSIGNMENT CODE

| <i>CODE</i> | <i>SHORT DESCRIPTION</i> |
|-------------|--------------------------|
| 1 | Blank |
| 3 | Blank |
| 4 | Blank |

| | |
|---|---|
| 9 | Blank |
| A | Program Executive Officer (PEO) |
| B | Program Manager (PM) |
| C | Deputy Program Manager (DPM) |
| D | Senior Contracting Official |
| E | Education, Training, Experience, and Career Development (Invalid) |
| F | Contracting Officer (invalid after Oct 1 2010) |
| H | PM and Cont Officer (invalid after Oct 1 2008) |
| J | Blank |
| K | Blank |
| L | Deputy Program Executive Officer |
| M | Blank |
| N | Program Lead Systems Engineer/Chief Engineer |
| O | Blank |
| P | Program Lead Cost Estimating |
| Q | Program Lead Business Financial Manager |
| R | CAE Designees (invalid after Oct 1 2010) |
| S | Other |
| T | Program Lead Contracting Officer |
| U | Program Lead Logistician (Product Support Manager) |
| V | Program Lead Test and Evaluation |
| W | Program Lead Production, Quality, and Manufacturing |
| X | Program Lead Information Technology |
| Z | Not Listed |

B-5 CERTIFICATION COMPLIANCE

| <i>CODE</i> | <i>SHORT DESCRIPTION</i> |
|-------------|-------------------------------------|
| 0 | 24 Month |
| 1 | Does Not Meet |
| 2 | Meet/Exceeds |
| 3 | Certified Above Current Requirement |
| 4 | Uncertified, Within 24 Month Period |

B-6 PERSON TYPE CODE

| <i>CODE</i> | <i>SHORT DESCRIPTION</i> |
|-------------|--------------------------|
| C | Civilian |
| E | Enlisted |
| O | Officer |
| W | Warrant |

B-7 FLAG DESCRIPTION INDICATOR CODE

| <i>CODE</i> | <i>SHORT DESCRIPTION</i> |
|-------------|--------------------------|
| A | Active Duty |
| C | Civilian |
| R | Reserve |
| V | Retired |

B-8 CAP KLP TYPE DESCRIPTION CODE

| <i>CODE</i> | <i>SHORT DESCRIPTION</i> |
|-------------|---------------------------|
| 1 | CAP & not a division head |
| 2 | CAP & division head |
| 3 | Developmental |
| 4 | Other AWF |
| 5 | CAP & developmental |
| 6 | KLP |

B-9 ACQUISITION CAREER FIELD DESCRIPTION CODE

| <i>CODE</i> | <i>SHORT DESCRIPTION</i> |
|-------------|---|
| A | Program Management |
| C | Contracting |
| D | Industrial/Contract Property Management |
| E | Purchasing |
| F | Facilities Engineering |
| H | Production, Quality and Manufacturing |
| I | Science & Technology Manager |
| K | Business - Financial Management (BUS-FM) |
| L | Life Cycle Logistics |
| M | Small Business |
| P | Business - Cost Estimating (BUS-CE) |
| R | Information Technology |
| S | Engineering |
| T | Test and Evaluation |
| U | Auditing |
| W | Program System Engineer (Invalid as of 01OCT2013) |
| Z | Unknown |

B-10 ACQUISITION CAREER LEVEL REQUIRED CODE

| <i>CODE</i> | <i>SHORT DESCRIPTION</i> |
|-------------|--------------------------|
| 1 | Level I |
| 2 | Level II |
| 3 | Level III |

B-11 CAREER LEVEL ACHIEVED CODE

| <i>CODE</i> | <i>SHORT DESCRIPTION</i> |
|-------------|--------------------------|
| 1 | Level I |
| 2 | Level II |
| 3 | Level III |
| 0 | None (no level achieved) |

B-12 Occupational Category Code

| <i>CODE</i> | <i>SHORT DESCRIPTION</i> |
|-------------|--------------------------|
| A | Administrative |
| B | Blue-collar |
| C | Clerical |
| O | Other white-collar |
| P | Professional |
| T | Technical |

B-13 POSITION TYPE IDENTIFIER

| <i>CODE</i> | <i>SHORT DESCRIPTION</i> |
|-------------|---|
| Y | Position was military prior to conversion to civilian |
| N | Position was not formerly a military position |

B-14 SUPERVISORY CODE

| <i>CODE</i> | <i>SHORT DESCRIPTION</i> |
|-------------|----------------------------|
| 2 | Supervisor or Manager |
| 3 | Manager |
| 4 | Supervisor (CSRA) |
| 5 | Management Official (CSRA) |
| 6 | Leader |
| 7 | Team Leader |
| 8 | All other positions |

B-15 VETERANS PREFERENCE APPOINTMENT CODE

| <i>CODE</i> | <i>SHORT DESCRIPTION</i> |
|-------------|--------------------------|
| 1 | None |
| 2 | 5 point |

| | |
|---|---------------------------------|
| 3 | 10 point disability |
| 4 | 10 point compensable |
| 5 | 10 point other |
| 6 | 10 point compensable/30 percent |

B-16 ANNUITANT STATUS CODE

| <i>CODE</i> | <i>SHORT DESCRIPTION</i> |
|-------------|---|
| 0 | Invalid |
| 1 | Reemployed CSRS annuitant |
| 2 | Retired uniformed service officer |
| 3 | Retired uniformed service enlisted member |
| 4 | Retired uniformed service officer & reemployed CSRS annuitant |
| 5 | Retired uniformed service enlisted member & reemployed CSRS annuitant |
| 6 | Reemployed CSRS annuitant not subject to salary reduction |
| 7 | RUSO & reemployed CSRS annuitant not subject to salary reduction |
| 8 | RUSEM & reemployed CSRS annuitant not subject to salary reduction |
| 9 | Not applicable, not a reemployed annuitant |
| A | Reemployed FERS annuitant |
| B | Former FERS annuitant |
| C | RUSO and reemployed FERS annuitant |
| D | RUSO and former FERS annuitant |
| E | RUSEM and reemployed FERS annuitant |
| F | RUSEM and former FERS annuitant |
| G | Reemployed FERS annuitant not subject to salary reduction |
| H | RUSO & reemployed FERS annuitant not subject to salary reduction |
| J | RUSEM & reemployed FERS annuitant not subject to salary reduction |

B-17 RETIREMENT ELIGIBILITY CODE

| <i>CODE</i> | <i>SHORT DESCRIPTION</i> |
|-------------|--|
| 0 | Invalid |
| 1 | Not retirement eligible |
| 2 | Regular: 30+ yrs of service & age 55 or over |
| 3 | Regular: 20-29 yrs of service & age 60 or over |
| 4 | Regular: 5-19 yrs of service & age 62 or over |
| 5 | Early: 25+ yrs of service & age 49 or less |
| 6 | Early: 20+ yrs of service & age 50-54 years |
| 7 | Early: 20-29 yrs of service & age 55-59 years |
| 8 | Regular: 10-29 years of service & MRA to 59 OR 10-19 years of service & 60-61 FERS only |
| 9 | 9 |

B-18 CONSOLIDATED METROPOLITAN AREA

| <i>CODE</i> | <i>SHORT DESCRIPTION</i> |
|-------------|--|
| 0 | Not applicable / invalid |
| 7 | Boston-Brockton-Nashua |
| 14 | Chicago-Gary-Kenosha |
| 21 | Cincinnati-Hamilton |
| 28 | Cleveland-Akron |
| 31 | Dallas-Fort Worth |
| 34 | Denver-Boulder-Greeley |
| 35 | Detroit-Ann Arbor-Flint |
| 42 | Houston-Galveston-Brazoria |
| 49 | Los Angeles-Riverside-Orange County |
| 56 | Miami-Ft Lauderdale |
| 63 | Milwaukee-Racine |
| 70 | New York-Northern New Jersey-Long Island |
| 77 | Philadelphia-Wilmington-Atlantic City |
| 79 | Portland-Salem |
| 82 | Sacramento-Yolo |
| 84 | San Francisco-Oakland-San Jose |
| 87 | San Juan-Caguas-Arecibo |
| 91 | Seattle-Tacoma-Bremerton |
| 97 | Washington-Baltimore |

B-19 JOB SPECIALTY 1

| <i>CODE</i> | <i>SHORT DESCRIPTION</i> |
|-------------|----------------------------------|
| 1 | Primarily Pre-Award Oriented |
| 2 | Primarily Post-Award Oriented |
| 3 | Primary Orient Cost & Price Anal |
| 4 | Both Pre/Post-Award Oriented |
| 5 | Pre Post/Station/Installation |
| 6 | Contracting for Construction |
| 8 | Oth-Not Pre-Post-Awd, C&P, Inst |
| 9 | Unknown |
| B | Business and Financial Mgmt |
| C | Cost Estimating |
| I | International Acquisition (IA) |

B-20 JOB SPECIALTY 2

| <i>CODE</i> | <i>SHORT DESCRIPTION</i> |
|-------------|------------------------------|
| 1 | Acq of Info Resources |
| 2 | Maj Sys Acq |
| 3 | Acq of Info Res and Maj Sys |
| 4 | Support Services Acquisition |

| | |
|---|-----------------------------|
| 5 | Weapons Information System |
| 8 | Not Acq Info Res or Maj Sys |
| 9 | Unknown |

APPENDIX C – CHANGE CONTROL PROCESS

C-1 THE EVALUATION TEAM

The Evaluation team reviews, prioritizes, and recommends changes to the Director, HCI, the AWF data reporting standards, based on a business and technical assessment of value, costs, and risks. The Evaluation Team is made up of the following members:

- HCI Representative
- DACM Office Representatives
- Functional Leader Representatives, as required
- *Data Mart* administrator (DAU)
- Component MIS/data managers.
- Others, as directed by HCI

C-2 CHANGE CONTROL PROCESS

1. **Overview:** The change control process begins with a change request and provides orderly revision and life cycle management of the AWF Data Reporting Standards (Appendices A and B).

2. **Process Steps:**

A. A **Member of the Evaluation team** submits a change request to OUSD(AT&L)HCI.

B. The HCI Data Analyst prepares a change request package and forwards to the Evaluation Team.

C. The Evaluation Team:

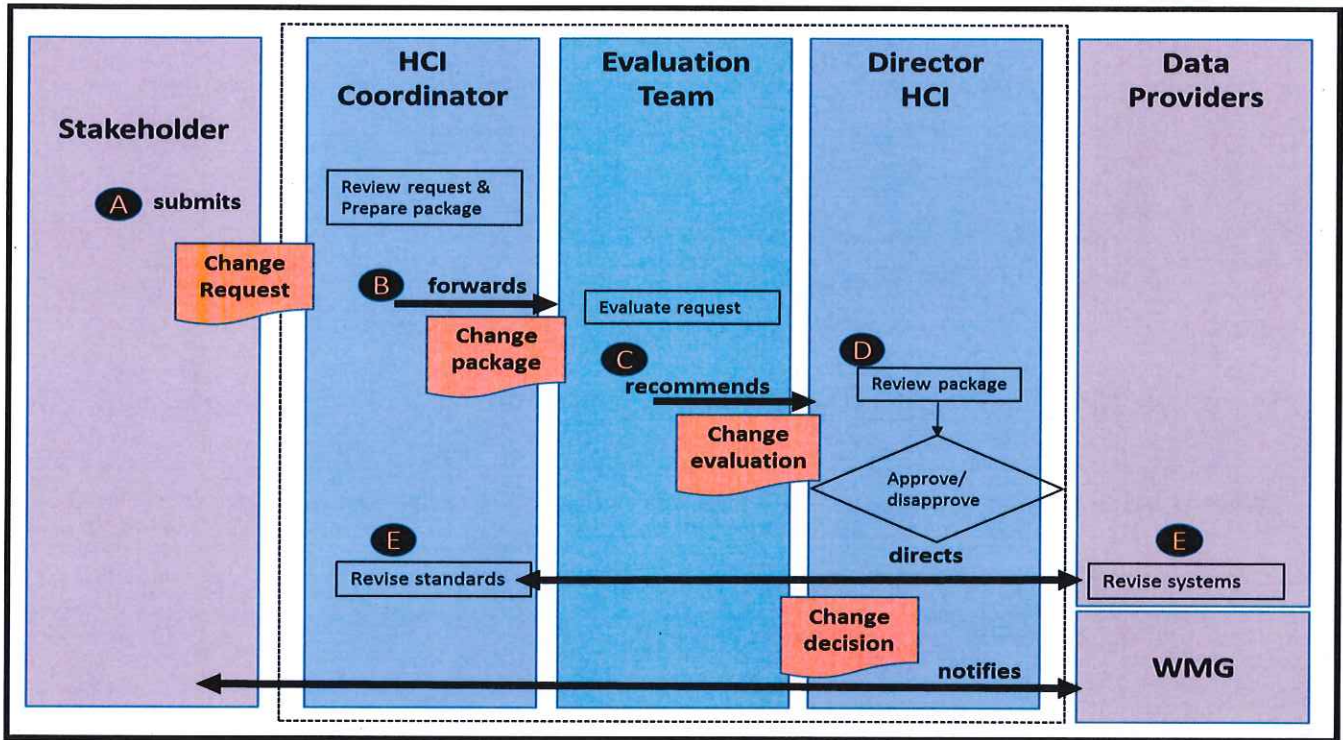
- Determines if the requirement is met by the current AWF data reporting standards.
- Evaluates the technical and business benefits of the proposed change.
- Evaluates the technical feasibility and system(s) impact of the proposed change.
- Evaluates the level of technical & business risk in making the proposed change.
- Evaluates the cost impacts of implementing the proposed change.
- Evaluates the estimated effort/duration to complete the proposed change.
- Provides its recommendation to the Director, HCI, based on the evaluation factors.

D. The Director, HCI:

- Reviews the proposed change and the Evaluation Team's recommendation, considering enterprise-wide benefits, costs, and risks.
- Approves, disapproves, or defers the proposed change.
- Directs implementation of approved changes.
- Provides periodic updates to the Workforce Management Group (WMG).

- E. HCI revises the AWF Data Reporting Standards and the data providers make system modifications to implement approved changes.

The following diagram illustrates the change control process:



APPENDIX D – INFORMATION SECURITY

INFORMATION SECURITY REFERENCES

- (a) DoD Manual 5200.01-V4, "DoD Information Security Program: Controlled Unclassified Information (CUI)," February 24, 2012
- (b) DoD Instruction 8550.01, "DoD Internet Services and Internet-Based Capabilities," September 11, 2012
- (c) DoD Issuance 8500.01 "Cybersecurity," March 14, 2014
- (d) DoD Instruction 8510.01, "Risk Management Framework (RMF) For DoD Information Technology (IT,)" March 12, 2014
- (e) DoD 8910.1-M, "Department of Defense Procedures for Management of Information Requirements," June 30, 1998 (cancelled as of 2014)
- (f) DoD Instruction 8520.02, "Public Key Infrastructure (PKI) and Public Key (PK) Enabling," May 24, 2011
- (g) DoD Directive 5400.11-R, "Department of Defense Privacy Program." October 29, 2014

All DoD information systems shall maintain an appropriate level of confidentiality, integrity, authentication, non-repudiation, and availability that reflect a balance among the importance and sensitivity of the information and information assets; documented threats and vulnerabilities; the trustworthiness of users and interconnecting systems; the impact of impairment or destruction to the DoD information system; and cost effectiveness. DoD information systems (ISs) hosting DoD Internet services shall be operated and configured to meet the requirements in, reference (c) and accredited in compliance with reference (d).

The DoD shall establish and maintain a cross certification with the Federal PKI to comply with Federal Information Processing Standards Publication 201-1. The DoD shall facilitate the issuance of any new PKI certificates necessary to comply with Federal or Office of Management and Budget issuances or mandates and be consistent with implementation plans. DoD PKI shall comply with Federal Information Processing Standards Publication 201-1 for mandatory certificates issued on the CAC per reference (f).

Personally Identifiable Information (PII) contained in this system is subject to the 5 U.S.C. 552a, as amended, the Privacy Act of 1974 and reference (g), PII contained in this system may be used only by authorized persons in the conduct of official business.

WARNING BANNERS

NETWORK LOGON TO A U.S. GOVERNMENT SYSTEM WARNING:

YOU ARE ACCESSING A U.S. GOVERNMENT (USG) INFORMATION SYSTEM (IS) THAT IS PROVIDED FOR USG-AUTHORIZED USE ONLY.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, Communications Security (COMSEC) monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.

At any time, the USG may inspect and seize data stored on this IS.

Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.

This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.

Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

NETWORK LOGON TO AN FOR OFFICIAL USE ONLY (FOUO) SYSTEM WARNING:

WARNING: This is a Government computer system. This computer system, which includes all related equipment, networks, and network devices (specifically including access to the internet), are provided only for official U.S. Government business. Government computer systems may be monitored by authorized personnel to ensure that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures. Monitoring includes "hacker" attacks to test or verify the security of this system against use by unauthorized persons. During these activities, information stored on this system may be examined, copied and used for authorized purposes, and data or programs may be placed into this system. Therefore, information you place on this system is not private. Use of this Government computer system, authorized or unauthorized, constitutes consent to official monitoring of this system. Unauthorized use of a Government computer system may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be provided to appropriate personnel for administrative, criminal, or other action.

PRIVACY ACT WARNING:

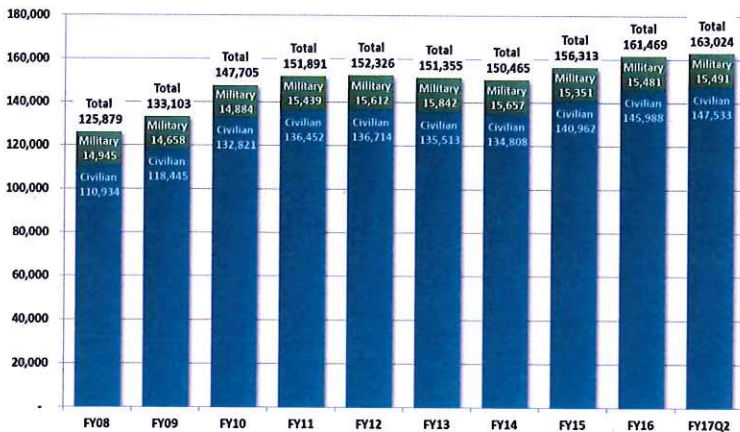
Information contained in this system is subject to the Privacy Act of 1974 (5 U.S.C.552A, as amended). Personnel information contained in this system may be used only by authorized persons in the conduct of official business. Any individual responsible for unauthorized disclosure or misuse of personnel information may be subject to fines up to \$5,000.

APPENDIX E - EXAMPLES OF OUSD(AT&L) HCI WEBSITE REPORTS

This Appendix contains examples of the various types of reports available on the OUSD(AT&L) HCI Website (<http://www.hci.mil/workforce>).

Workforce Size

AWF Overall



Workforce Shape

Overall DAW - Civilian Retirement Eligibility Distribution - End-FY08 vs End-FY15

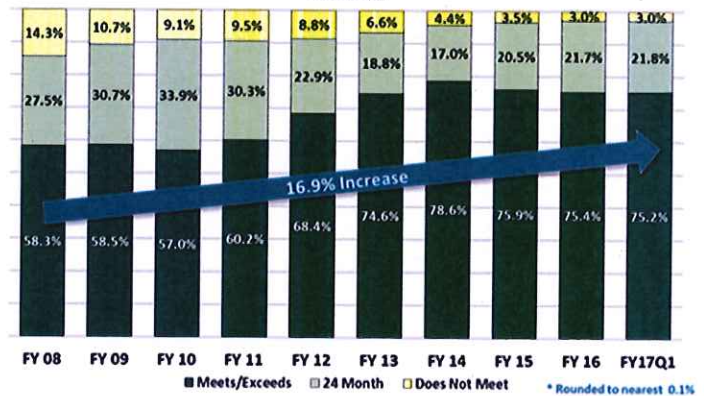


Workforce Quality Education & Certification Levels



97,370 (77%) Bachelor's Degree or Higher **135,096 (84%)**
35,878 (29%) Graduate Degree **64,003 (40%)**

Overall



APPENDIX F - ACRONYMS AND ABBREVIATIONS

| ACRONYM/ ABBREVIATIO | MEANING |
|---------------------------------|---|
| AT&L | Acquisition, Technology, and Logistics |
| AWF | Defense Acquisition Workforce |
| CAC | Common Access Card |
| CAP | Critical Acquisition Position |
| CI | Counterintelligence |
| COMSEC | Communications Security |
| CUI | Controlled Unclassified Information |
| CSV | Comma Separated Values |
| DA | Data Analyzer |
| DACM | Director, Acquisition Career Management |
| DAU | Defense Acquisition University |
| DAWIA | Defense Acquisition Workforce Improvement Act |
| DCAA | Defense Contract Audit Agency |
| DCMA | Defense Contract Management Agency |
| DIACAP | DoD Information Assurance Certification and Accreditation Process |
| DISA | Defense Information Systems Agency |
| DLA | Defense Logistics Agency |
| DMDC | Defense Manpower Data Center |
| DoD | Department of Defense |
| DoDD | Department of Defense Directive |
| DoDI | Department of Defense Instruction |
| DoN | Department of Navy |
| DTRA | Defense Threat Reduction Agency |
| FIPT | Functional Integrated Product Team |
| FOUO | For Official Use Only |
| FY | Fiscal Year |
| HCI | Human Capital Initiatives |
| HR | Human Resources |
| HTML | Hyper Text Markup Language |
| IS | Information System |
| IT | Information Technology |
| KLP | Key Leadership Position |
| LE | Law Enforcement |

| ACRONYM/ ABBREVIATIO | MEANING |
|---------------------------------|---|
| MDA | Missile Defense Agency |
| OUSD(AT&L) | Office of the Under Secretary of Defense for Acquisition, Technology, and Logistics |
| PDF | Portable Document Format |
| PII | Personally Identifiable Information |
| PK | Public Key |
| PKI | Public Key Infrastructure |
| PM | Personnel Misconduct |
| RAND | RAND Corporation |
| U.S.C. | United States Code |
| UIC | Unit Identification Code |
| URL | Uniform Resource Locator |
| USG | United States Government |
| WMG | Workforce Management Group |
| YRE | Years to Retirement Eligibility |