

# DEPARTMENT OF DEFENSE



## Defense Acquisition Workforce Program Desk Guide



July 20, 2017

Signed/Issued by  
Director, USD(AT&L) Human Capital Initiatives

# Defense Acquisition Workforce Program Desk Guide

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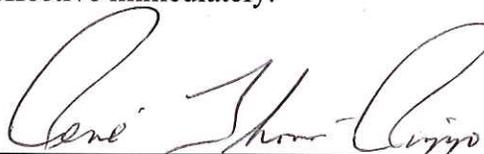
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USD(AT&L)

SUBJECT: Operation of the Defense Acquisition Workforce Program Desk Guide

References: See References.

1. PURPOSE. This desk guide provides detailed procedures for implementing policy established in Department of Defense Instruction (DoDI) 5000.66. If there is a conflict with DoDI 5000.66, the Instruction takes precedence.
2. PROCEDURES. See Sections 1 through 5.
3. 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/>.
4. EFFECTIVE DATE. This desk guide is effective immediately.



R. Thomas-Rizzo  
Director, Human Capital Initiatives

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## SECTION 1: DEFENSE ACQUISITION WORKFORCE POSITIONS

### 1. Positions to be Designated

The coding of civilian and military AWF positions forms the framework for implementing Chapter 87 of Title 10 United States Code (U.S.C.), the Defense Acquisition Workforce Improvement Act (DAWIA), and Defense acquisition workforce (AWF) programs. Identification of AWF positions in manpower and personnel systems ensures that the incumbents receive the education, training, and experience needed for acquisition certification and Acquisition Corps membership while remaining competitive for selection to positions of increased responsibility.

AWF positions shall be coded appropriately in order to identify those billets that require acquisition training, certification, and qualification requirements.

### 2. Process for Designating AWF Positions.

#### a. Identifying AWF positions.

(1) Include all positions identified in Paragraph 5.1.e. of DoDI 5000.66.

(2) Determine if remaining positions fall within the acquisition definition as specified in the DAU glossary of Defense acquisition acronyms and terms at <https://dap.dau.mil/glossary/pages/1381.aspx>. Acquisition is defined as “the conceptualization, initiation, design, development, test, contracting, production, deployment, logistics support (LS), 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.”

(3) With the exception of positions identified in paragraph 2.a.(1) which must always be designated, greater than 50 percent or more of the duties and responsibilities of the position should fall within the acquisition definition.

b. Position Category Descriptions (PCDs) and Job Specialty Descriptions: Assess duties and determine the AWF position category (career field) and, if applicable, the Job Specialty. Each AWF position must be assigned to one of the AWF position category descriptions. The Defense Acquisition University (DAU) iCatalog (the Catalog) provides greater detail for each of the Position categories. The Catalog is located at <http://icatalog.dau.mil>.

c. Determine if the position is a Critical Acquisition Position (CAP) or a Key Leadership Position (KLP) as specified in Section 5 of DoDI 5000.66.

d. Determine if the AWF position has Special Statutory Requirements. Statutory requirements are addressed in Paragraph 6 of Section 1 of this desk guide.

e. Determine if a special acquisition assignment designator should be assigned to the position (i.e., International career path).

### 3. Position Requirements.

Once a position has been designated and coded as an AWF position, the position code serves as the basis for determining the position requirements the incumbent needs to meet. Certification is mandatory for all AWF positions. Certification requirements and standards apply uniformly across DoD and will not be modified or augmented by the DoD Components. This section provides information on the following position requirements:

- a. Career field certification (applies to all AWF positions)
- b. Acquisition Corps Membership (applies to CAPs and KLPs)
- c. Tenure (applies to CAPs and KLPs)
- d. Special Statutory Requirements (applies to Program Executive Officers; ACAT I, IA Program Managers and Deputy Program Managers; and ACAT II Program Managers; Flag/General Officers and Senior Executive Service members; Senior Contracting Officers; Contracting Officers; 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 coded positions)

The defense acquisition position requirements addressed in this section are based on Chapter 87 of Title 10 U.S.C. (DAWIA) and should not be confused with Office of Personnel Management qualification requirements.

### 4. Career Field Certification.

Positions within the acquisition workforce will be designated to one of the following career fields:

- a. Auditing
- b. Business - Cost Estimating
- c. Business - Financial Management
- d. Contracting
- e. Engineering
- f. Facilities Engineering
- g. Industrial & Contract Property Management
- h. Information Technology
- i. Life Cycle Logistics

- j. Production, Quality, and Manufacturing
- k. Program Management
- l. Purchasing
- m. Science & Technology Management
- n. Small Business
- o. Test & Evaluation

For the purposes of this section, the term “certification requirement” is used to denote the level of certification required and the specific acquisition career field associated with a given defense acquisition position. The term “certification standard” is used to refer to the mandatory education, training, and experience required to meet the current career field certification requirements associated with a defense acquisition position.

The certification requirements of a defense acquisition position are based on the acquisition Position Category and the certification level assigned to the position.

Functional Leaders determine the mandatory education, training, and experience standards required within each acquisition career field and at each certification level in accordance with DoDI 5000.66, sec 3.3.f. To support and advise the Functional Leaders in developing these criteria, each Functional Leader establishes a Functionally Integrated Process Team (FIPT) to collect stakeholder input.

The online Catalog, located at <http://icatalog.dau.mil/>, is the official source for publication of certification standards. The Catalog provides a description of the education, training, and experience required for all levels of certification. The Catalog also includes a section on training providers who offer courses deemed equivalent to specified DAU courses and a list of predecessor courses that may be used toward prerequisite requirements or certification.

AWF members must meet the certification requirements of their encumbered position before being certified to a higher certification level in the same acquisition career field.

The acquisition career field certification requirement for all AWF positions must be met within a 24-month grace period<sup>1</sup>. Section 5 of this desk guide discusses waivers in detail.

Certification is the process through which the DoD Components determine an individual meets the mandatory education, training, and experience standards for an acquisition career field.

Prior to assignment to a defense acquisition position, management should ensure the individual is informed of the position certification requirement. If the individual does not meet the requirement, management should ensure the employee’s individual development plan, established jointly by the supervisor and employee, addresses how the employee will meet the

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<sup>1</sup> Personnel selected for KLPs are required to meet certification requirements upon assignment in accordance with DoDI 5000.66.

certification requirements of the position within 24 months<sup>2</sup>. At a minimum, the plan should identify the deficiency and a timeline to obtain certification. To be certified, one must meet the certification standards in place at the time of the request for certification. Those who do not meet their career field certification requirements within 24 months require a position waiver (see Section 5 of this desk guide). This waiver 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 for career field certification.

When an AWF member is assigned to a new defense acquisition position with different certification requirements, they are given a new 24-month grace period to meet position requirements<sup>3</sup>. In instances where an AWF member is reassigned to a position with the same certification requirements (i.e. same acquisition position category and same certification level required), the grace period does not reset.

If upon review or audit, it is determined that a certification was approved when the workforce member did not meet the qualification requirements, the certification shall be withdrawn by the workforce member's parent organization to correct the erroneous administrative action and provide notification to the workforce member of the change. For AWF personnel who are not properly certified as required in Chapter 87 of Title 10, U.S.C. and are not covered by a waiver as indicated in DoDI 5000.66, funding for developmental assignments and/or non-certification-related training should not be available.

##### 5. Defense Acquisition Corps Membership.

Members of the AWF who have already been designated as members of a Component Acquisition Corps are considered members of the Defense Acquisition Corps. Persons selected for CAPs and KLPs must be in the Defense Acquisition Corps, be able to become a member prior to assignment, or be granted a waiver prior to being assigned to the position. Defense Acquisition Corps eligibility criteria is outlined in DoDI 5000.66, section 5.3.

Persons who are not members of the Defense Acquisition Corps must obtain a position requirements waiver to occupy a CAP. 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 for Acquisition Corps membership—persons must meet all of the requirements.

Procedures for applying to the Acquisition Corps can be found by contacting the Agency's Acquisition Office and/or at the following websites:

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<sup>2</sup>Personnel selected for KLPs are required to meet certification requirements upon assignment in accordance with DoDI 5000.66.

<sup>3</sup> Personnel selected for KLPs are required to meet certification requirements upon assignment in accordance with DoDI 5000.66.

(1) Army Civilian and Military Personnel:  
<http://asc.army.mil/web/alt-workforce-policy-procedure/>

(2) Navy and Marine Corp Civilian and Military Personnel:  
<https://www.atrrs.army.mil/channels/navyedacm>

(3) Air Force Civilian and Military Personnel: <https://www.my.af.mil/gcss-af/USAF/content/corpsoverview>

(4) Civilians employed by DoD Components outside the Military Departments:  
<https://www.atrrs.army.mil/channels/acqtas>

6. Statutory and Other Special Requirements.

Certain positions have specific requirements as follows:

a. In addition to certification standards and continuous learning requirements applicable to all AWF positions, KLPs have additional requirements that must be met prior to assignment as specified in Table 1 below and DoDI 5000.66, section 5.2. CAPs have additional requirements that must be met prior to assignment as specified in DoDI 5000.66, section 5.2.

Table 1. Common Cross-Functional KLP Requirements

Attachment 1: Common Cross-Functional KLP Requirements								
Education	Level III Certification in respective functional area	<ul style="list-style-type: none"> <li>• Bachelor's degree (required)</li> <li>• Relevant advanced degree (preferred)</li> <li>• Senior Service School (preferred)</li> </ul>						
Training								
Experience		<ul style="list-style-type: none"> <li>• Candidate or incumbent be GS 14/15 - 05/06 or senior</li> <li>• 2 years as a functional mentor (10 hours per year)</li> <li>• Cross functional and Broadening assignments/rotations</li> <li>• Eight years of Acquisition experience, or equivalent demonstrated proficiency</li> </ul>						
Competencies	Executive Leadership	<b>Fundamental</b> Interpersonal Skills Written Communication Oral Communication Integrity/Honesty Continual Learning Public Service Motivation	<b>Leading Change</b> Creativity/Innovation Analytical Thinking External Awareness Flexibility Resilience Strategic Thinking Vision	<b>Leading People</b> Conflict Management Leveraging Diversity Developing Others Team Building	<b>Results Driven</b> Accountability Customer Service Decisiveness Entrepreneurship Technical Credibility Problem Solving	<b>Business Acumen</b> Financial Management Human Capital Management Technology Management Computer Literacy	<b>Building Coalitions</b> Partnering Political Savvy Influencing/Negotiating	<b>Enterprise-Wide Perspective</b> Joint Perspective Mission Orientation DoD Mission and Culture DoD Corporate Perspective National Defense Integration Global Perspective National Security Foundation
	Program Execution	Program Scheduling; Risk Management and Mitigation; Program Health Metrics/Assessment/Reporting/Contractor Performance Assessment; Systems Perspective/Strategic Thinking; Requirements / Acquisition Planning; Sustainment Strategy Planning & Execution; Integration of Acquisition and Life Cycle Sustainment Requirements						
	Technical Management	Systems Engineering / Design for Optimized Product Performance; Technical Acumen; Risk Identification and Management; Configuration Management; Technical Reviews and Audits (such as: SRR, SFR, PDR, CDR, SVR/FCA, PRR, PCA, and ISR) Logistics & Product Support; Support & Sustainment; Supportability Analysis; Product Support Planning; Technical or Product Data Management; Enterprise Architecture; Cyber Security; Agile IT development; Broad knowledge of IT Governing Policies and emerging technologies; T&E Strategy (TES) ; T&E Master Plan (TEMP); T&E Infrastructure; DT&E Assessments						
	Business Management	Contract Type/Structure; Intellectual Property; Source Selection; Protests; Contract Administration; E-Biz/Automated Tools; Life Cycle Sustainment Funding; Operating & Support (O&S) Cost Estimating-as Identified In contracting Input; Business Case Analysis; Budget Exhibits; Life Cycle Cost Estimating; Cost Consciousness						
	Currency	Minimum total of 80 Continuous Learning Points for DAWIA two year cycle consisting of the following components: 1) At least 30 hours of Functional Specific training (Exception: Program Management Career Field requires 50 hours of functional specific training); 2) At least 10 hours of leadership/professional training; 3) At least 10 hours of cross-functional training (career field dependent)						

b. In addition to certification standards and continuous learning requirements applicable to all AWF positions, Contracting positions, some of which may be a KLP or CAP, have additional unique requirements that must be met prior to assignment as specified in DoDI 5000.66, section 5.4.

7. Position Review and Validation.

a. AWF position designations shall be reviewed and validated periodically, specifically prior to recruitment, during reorganizations, and when the duties and responsibilities of the positions change.

b. Position validation should be included as an assessable unit and statement of assurance in management control plans.

## SECTION 2: TRAINING AND CONTINUOUS LEARNING

### 1. Assignment Specific Training.

Whether obtaining 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 the Defense Acquisition University (DAU). Components should prioritize persons registering for DAU training to meet mission needs, to ensure they meet certification requirements, to qualify for the duties to which they are assigned, and to provide career development opportunities in the AWF.

#### a. DAU Training.

(1) Components prioritize and authorize attendance at DAU courses for any of the following purposes:

(a) Emergent situations where there is a need to qualify persons deploying to theaters of operations.

(b) Qualifying incumbents (including selectees) of AWF positions for which the course is mandatory by statute.

(c) Qualifying incumbents (including selectees) of AWF 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.

(d) Providing training identified as “desired” for certification and for attendance at the senior acquisition course.

(e) Qualifying AWF members for the next higher level in their primary career field.

(f) Providing AWF members training in competencies added to certification standards in their acquisition career field after Level III certification has been obtained.

(g) Providing acquisition training to personnel outside the AWF, such as members of the DoD IG or direct-hire foreign national employees, when such training has been identified by the Undersecretary of Defense (Acquisition Technology & Logistics) (USD(AT&L) or Component Acquisition Executive as meeting a valid acquisition-related need.

b. Training priority is determined by Components assigning one of the following priority levels to each registrant for DAU courses.

(1) Priority 1 - Employees in acquisition-coded positions for which training is:

(a) Mandatory for certification at the required level for their current position certification requirements as noted in the Catalog, or

(b) A mandatory assignment-specific course required for the position.

(2) Priority 2 - Employees in acquisition-coded positions who desire certification at a higher level than required by their position in the same career field.

(3) Priority 3 - Employees in acquisition-coded positions who desire continuous learning in a career field other than that required for their current position.

(4) Priority 4 - Previously certified or repeat course.

(5) Priority 5 - Employees in non-acquisition coded positions, including Federal civilian agency and defense industry employees.

c. 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.

d. 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").

e. Registration. Employees register for DAU courses through their Component registration systems, as detailed below.

(1) Army Civilian and Military Personnel: <https://www.atrrs.army.mil/channels/aitas>

(2) Navy/Marine Civilian and Military Personnel:  
<https://www.atrrs.army.mil/channels/navyedacm/Login/Login.aspx>

(3) Air Force Civilian and Military Personnel:  
<https://www.atrrs.army.mil/channels/acqnow>

(4) Civilians employed by DoD Components Outside the Military Departments:  
<https://www.atrrs.army.mil/datms>

(5) Military personnel assigned to other Defense Agencies must go to the website for their military department.

(6) Non-DoD entities (Federal, Industry, and Contractors):

<https://www.atrrs.army.mil/channels/nondod>

f. Travel and Per Diem. DoD Components have oversight responsibility and accountability to ensure travel and per diem funds are executed in accordance with their Services written travel procedures. DoD Components are to use cost effective procedures to minimize rental cars and maximize use of government lodging. Each DoD Component should have written procedures for periodic review by the Director, Acquisition Career Management (DACM).

g. 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:

(1) The employee may complete a DAU-certified equivalent course delivered by accredited academic institutions, other DoD schools, private sector course providers, or professional organizations.

(2) The employee may use the course fulfillment process. Fulfillment enables members of the AWF to receive credit for mandatory DAU courses for which they can demonstrate that they possess the required competencies.

(a) 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.

(b) Members of the AWF should refer to their DoD Component's DACM website for guidance regarding fulfillment procedures.

(3) The employee may have completed a currently accepted predecessor of the mandatory DAU course. A list of approved predecessor courses and the expiration date of each can be found at <http://icatalog.dau.mil/>.

## 2. Continuous Learning.

Continuous learning (CL) is a requirement for members of the AWF.

AWF members must participate in meaningful continuous learning activities to stay current and proficient in functional disciplines, DAWIA policy initiatives, and leadership and management skills. Continuous learning also includes career broadening assignments as well as completing initial or additional certification training. AWF members should maintain currency in their career field by earning CL points (CLPs) for any new competencies added to the certification standards after Level III certification is achieved.

Once career field certification is accomplished, AWF 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.

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

b. DAU Continuous Learning Center. The DAU Continuous Learning Center at <http://www.dau.mil/training/clc> offers a large range of learning activities. DAU training courses are listed at <http://icatalog.dau.mil/onlinecatalog/tabnav.aspx>. Additionally, the DoD Components sponsor various learning opportunities that are listed on their respective websites. AWF members should register for courses through their Component registration systems (see section 2, para 1.e of this guide).

c. CLP Activities. Workforce members should follow Component procedures for obtaining and documenting CLPs. Suggested CLP guidelines are listed in Table 2 below.

d. Acquisition Career Field Certification Training and Cross-training. Acquisition Career Field Certification training is required by DAWIA. Additionally, for personnel fulfilling the experience requirements after training is complete, other continuous learning activities may be appropriate. Certification training in these areas will count for continuous learning CLPs.

(1) Members of the acquisition workforce who are not in Level III positions may strive to achieve higher level certification in their career field for professional growth and preparation for other opportunities.

(2) Once fully certified in their primary career field, members of the workforce may achieve certification in multiple career fields. Formal training or developmental assignments that complete a requirement for certification in a different career field will be awarded CLPs.

e. Within the 80-hr CLP requirement, all workforce members assigned to KLP positions must complete learning in specific areas as outlined in the DoDI 5000.66, section 5.2 and the currency row of Table 1 in this Guide.

f. Using Experience for CL Credit. 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. Workforce members should follow Component procedures for obtaining and documenting CLPs. CLP guidelines are listed in Table 2 below.

(1) When experience or other non-assessed activities are to be used to earn CLPs, supervisors and employees should pre-define, as closely as possible, the tasks to be accomplished, expected outcomes, and learning opportunities to the extent practicable.

(2) The workforce member should be mentored during the assignment.

(3) Accomplishment of a product, such as a briefing, a project design, a report, or other work product that shows the learning attained, is desirable.

(4) Workforce member reporting the knowledge and experience gained and/or sharing the deliverable with others in the organization should be highly encouraged.

g. Application of Guidelines. Supervisors should 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.

Table 2. Continuous Learning Point Credit Guidelines

<b>CREDITABLE ACTIVITIES</b>	<b>POINT CREDIT</b>
<b>Training Activities Courses/Modules</b>	
DAU Courses/Modules	10 per CEU (see DAU catalog) or:
• Awareness Briefing/Training — no testing or assessment associated	.5 point per hour of instruction
• Continuous Learning Modules —testing or assessment associated	1 point per hour of instruction
Other Functional Training	1 point per hour of instruction
Leadership or Other Training	1 point per hour of instruction
Equivalency Exams	Same points as awarded for the course
<b>Educational Activities</b>	
Quarter Hour	10 per Quarter Hour
Semester Hour	15 per Semester Hour
Continuing Education Unit (CEU)	10 per CEU
Equivalency Exams	Same points as awarded for the course
<b>Experience</b>	
On-the-Job Experiential Assignments	Maximum of 20 points per year
AWQI areas of proficiency	1-3 points per associated task
Rotational Assignments	Maximum of 40 points per 2-year cycle
Training With Industry	Maximum of 40 points per 2-year cycle
IPT/Special Project Leader	Maximum of 15 points per year
IPT/Special Project Member	Maximum of 10 points per year
Mentor	Maximum of 5 points per year
<b>Professional Activities</b>	
Professional Exam/License/Certificate	10-30 points
Teaching/Lecturing	2 points per hour; maximum of 20 points per year
Symposia/Conference Presentations	2 points per hour; maximum of 20 points per year
Workshop Participation	1 point per hour; maximum of 8 points per day and 20 points per year
Symposia/Conference Attendance	.5 point per hour; maximum of 4 points per day and 20 points per year
Publications	10 to 40 points

## SECTION 3: EDUCATION

### 1. Statutory Education Requirements.

Section 5.3 of DoDI 5000.66 provides full details on statutory education requirements for membership in the Acquisition Corps.

### 2. Methods for Meeting the Education Requirements.

a. Attendance at an accredited institution of higher education. Components may have special education programs leading to undergraduate and graduate degrees.

b. 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. Personnel 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. Many DAU courses have been evaluated by ACE and have received recommended semester credit hours at the undergraduate and graduate levels.

A complete listing of ACE recommended credits can be found at <http://www2.acenet.edu/credit/?fuseaction=browse.getOrganizationDetail&FICE1000319>. In addition, DAU maintains partnerships with many universities which have already agreed to grant credit for DAU courses toward their degrees. Information on partnerships can be found at <https://www.dau.mil/partnerships/p/Strategic-Partnerships>.

c. 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.

### 3. Education Requirements for Contracting Positions.

a. Section 5.4 of DoDI 5000.66 provides full details on the limited exceptions in law to these education requirements.

b. 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 acquisition 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.

## SECTION 4: EXPERIENCE

Each acquisition career field requires general and/or specialized acquisition experience. Membership in the Acquisition Corps requires general acquisition experience.

### 1. Experience to be Credited.

Experience gained while serving in a designated AWF position counts toward achievement of certification and statutory experience requirements. Experience requirements may be met by identifying and designating comparable experience gained in non-acquisition workforce coded positions, experience gained in acquisition functions within a Government agency, or in private industry.

### 2. Meeting Experience Standards.

To support professional currency objectives, the acquisition experience claimed for the purpose of meeting acquisition career field certification requirements should have been obtained within the past eight years of the certification request.

### 3. Alternate Experience Methods.

In accordance with Section 1723(c) of 10 U.S.C., not more than one year of a period of time spent pursuing a program of academic training or graduate-level education in acquisition may be counted toward fulfilling experience standards for career field certification, Acquisition Corps membership, or to meet the special experience requirements identified in DAWIA for certain AWF positions, e.g., ACAT I Program Managers, Flag, General Officer, and Senior Executive Service members, et.al. In some cases, credit is given for military tour of duty. See respective Service / Component guide for additional details.

## SECTION 5: WAIVERS

Section 5.5 of DoDI 5000.66 provides full details on position and tenure waivers. DoD Agency Acquisition Office website(s), as listed in Section 1, paragraph 5 of this Guide, contain procedures for processing waivers as they may differ among the DoD Components.

### 1. Waiver Requirements.

a. The waiver must identify the specific standards or tenure that is being waived and explain the circumstances justifying the waiver. Each waiver shall be fully justified.

b. All waivers for KLPs must be by exception only and approved in accordance with section 5.5 of DoDI 5000.66.

c. 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.

d. All waivers must be prepared by an authorized management official, with employee personal information obtained from the employee's official record on file.

e. The position requirements waiver must also address the individual's ability to perform successfully in the position without meeting the standards.

f. The position requirements and tenure waiver must be signed by:

(1) The authorized management official requesting the waiver *and*

(2) The authorized management official approving the waiver.

### 2. Tenure Waivers.

a. Tenure waivers permit the incumbent of a KLP or CAP to be reassigned or released from the position before completing the tenure obligation.

b. Section 5.5.b. of DoDI 5000.66 provides details on processing tenure waivers.

### 3. Position Waivers.

a. If it is not feasible for the workforce member to meet the requirements within the 24-month period provided, a position waiver is required at the time of assignment. The 24-month grace period does not apply to KLPs.

b. Waivers are position-specific and are not carried forward with the person when that person moves from one AWF position to another AWF position.

c. When waiving a requirement for a contracting officer's warrant, the waiver is valid only for the particular warrant for which it is granted.

d. Position waivers will be executed only when a need for one has been determined. They must be fully justified, document the shortfall, and include a plan of action to meet the requirements on the Position Requirements Waiver form (DD Form 2905) via the (USD)AT&L waiver system or comparable Component system.

- (1) Position waivers are only applicable for the specific position to which the workforce member is assigned and do not carry over to subsequent assignments. If the position's acquisition coding changes, the incumbent's qualifications must be reassessed.
- (2) Position waivers should have an end date not to exceed two years.
- (3) Position waivers are not applicable to the Continuous Learning Program. Workforce members either are or are not compliant with meeting the continuous learning requirement.

# GLOSSARY

## PART I. Abbreviations and Acronyms

ACAT	acquisition category
AWF	acquisition workforce
CAP	critical acquisition position
CL	continuous learning
DACM	Director, Acquisition Career Management
DAU	Defense Acquisition University
DoDI	DoD instruction
FIPT	Functional Integrated Product Team
KLP	key leadership position
PCD	position category description
U.S.C.	United States Code
USD(AT&L)	Under Secretary of Defense for Acquisition, Technology, and Logistics

## PART II. Definitions

Unless otherwise noted, these terms and their definitions are for the purpose of this desk guide.

**ACAT.** All defense acquisition programs are designated by an ACAT (i.e., ACAT I through III) and type (e.g., MDAP, MAIS, or Major System). Further description is provided in the DoDI 5000.02.

**CAE.** The individual within the DoD Component who is responsible for all acquisition functions. Within the Military Departments (Army, Navy, and Air Force), the CAE is called the SAE.

**CAP.** A subset of Defense AWF positions specifically designated by the CAEs in accordance with Chapter 87 of Title 10, U.S.C., and this issuance. CAPs are AWF positions that have significant supervisory, managerial, or lead acquisition responsibilities.

**career field.** One or more related occupations that are characterized by a common set of core acquisition and functional competencies. A career field is a self-sustaining designation with defined or recognized career progression and certification requirements based on experience and training.

**career path.** An area of specialization characterized by one or more distinctive competencies executed across one or more career fields. The area of specialization is of such significance to the DoD that the USD(AT&L) assigns an FL to manage the development and qualifications of those assigned to perform the associated competencies. It has a defined or recognized career progression to its most senior AWF positions.

**certification.** The professional credentialing process through which a military department or DoD Component determines that an employee meets the education, training, and experience standards required for the appropriate level (I (Basic), II (Intermediate), or III (Advanced)) in any acquisition career field.

**contracting officer.** A person with the authority to enter into, administer, and terminate contracts and make related determinations and findings.

**Defense Acquisition Corps.** A pool of highly-qualified members of the AWF from which KLPs and CAPs are filled. It is comprised of those persons who have met the standards prescribed by Chapter 87 of Title 10, U.S.C., and this issuance, and to whom the USD(AT&L) or a CAE has granted admission to the Acquisition Corps.

**Defense acquisition positions.** In accordance with Section 5 of this issuance, civilian and military positions in the DoD that are coded acquisition positions and include acquisition functions, as defined in Chapter 87 of Title 10, U.S.C., as the predominant (greater than 50 percent) duty in a specific career field. They do not include wage grade and clerical, foreign national, non-appropriated fund, or political appointee positions. Also referred to as “Defense Acquisition Positions,” “Defense AWF positions,” and “AWF positions.”

**Defense AWF.** A group comprised of those persons who occupy defense AWF positions. Also referred to as “Defense AT&L Workforce.”

**Defense AWF Education, Training, Experience, and Career Development Program.**

Includes the structure, resources, policies, and procedures that enable the AWF to achieve the competencies necessary to perform the duties and responsibilities required by defense acquisition positions and to promote integrated AWF management.

**FIPT.** An acquisition functional career field team chaired by the FL, or his or her designee, to support the FL in carrying out his or her responsibilities, and identify functional stakeholder training requirements, certification standards, position category description, human capital strategic planning initiatives, and professional development.

**Functional Leader.** A senior DoD official, designated by the USD(AT&L), who serves as the subject matter expert for his or her respective career field or career path for oversight and management of career development and training requirements.

**Job Specialty Description.** A document that describes the specific duties and functions for a career path.

**KLPs.** Defense Acquisition Positions with a significant level of responsibility and authority that are key to the success of a program or effort. These positions warrant special management attention and oversight for qualification and tenure requirements.

**Major Automated Information System (MAIS).** An acquisition program that is designated by the USD(AT&L) as a MAIS, or is estimated to require program costs in any single year in excess of \$40 million in FY 2014 constant dollars, total program costs in excess of \$165 million in FY 2014 constant dollars, or total lifecycle costs in excess of \$520 million in FY 2014 constant dollars.

**Major Defense Acquisition Program (MDAP).** An acquisition program that is designated by the USD(AT&L) as an MDAP; or is estimated to require an eventual total expenditure for research, development, test, and evaluation (ROT&E), including all planned increments, of more than \$480 million in FY 2014 constant dollars or, for procurement, including all planned increments, of more than \$2.79 billion in FY 2014 constant dollars.

**PCD.** A document that describes the typical duties, job titles, and occupational series for each AT&L position category.

**position waiver.** Documentation that permits an AWF member to remain in a specific acquisition-designed position who does not or will not meet the position requirements within the established timeframes. A position waiver does not relieve the workforce member from the requirement nor is it transferrable to another position.

**SAE.** The individual within the Military Department who is responsible for all acquisition functions. The SAEs are the Assistant Secretary of the Army, Acquisition Logistics and Technology; the Assistant Secretary of the Navy for Research, Acquisition, and Development; and the Assistant Secretary of the Air Force for Acquisition.

## REFERENCES

DoDI 5000.66, "Operation of the Defense Acquisition, Technology, and Logistics Workforce Education, Training, Experience, and Career Development Program," (TBD)

Title 10, U.S.C. Chapter 87