



# Department of Defense INSTRUCTION

NUMBER 5000.66  
December 21, 2005

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USD(AT&L)

**SUBJECT:** Operation of the Defense Acquisition, Technology, and Logistics Workforce Education, Training, and Career Development Program

- References:**
- (a) DoD Directive 5000.52, "Defense Acquisition, Technology, and Logistics Workforce Education, Training, and Career Development Program," January 12, 2005
  - (b) DoD 5000.52-M, "Acquisition Career Development Program," November 22, 1995 (hereby canceled)
  - (c) Principal Deputy Under Secretary of Defense for Acquisition, Technology, and Logistics Memorandum, "Consultation Process for Program Executive Officer and ACAT 1D Assignment," May 28, 2002 (hereby canceled)
  - (d) Under Secretary of Defense for Acquisition, Technology and Logistics Memorandum "Contracting Professional Development Program," October 25, 2002 (hereby canceled)
  - (e) through (m), see enclosure 1

## 1. PURPOSE

This Instruction:

1.1. Implements reference (a) and provides uniform guidance for managing positions and career development of the Acquisition, Technology, and Logistics (AT&L) Workforce. This includes the designation and identification of AT&L positions; specification of position requirements; attainment and maintenance of AT&L competencies through education, training and experience; AT&L Performance Learning Model; management of the Defense Acquisition Corps; selection and placement of personnel in AT&L positions; and workforce metrics.

1.2. Supersedes DoD 5000.52-M (reference (b)).

1.3. Cancels the Principal Deputy Under Secretary of Defense for Acquisition, Technology, and Logistics Memorandum dated May 28, 2002; as well as Under Secretary of Defense for Acquisition, Technology, and Logistics Memoranda dated October 25, 2002; April 10, 2003; September 13, 2003; March 9, 2004; and November 23, 2004 (references (c) through (h)).

## 2. APPLICABILITY

This Instruction applies to the Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Office of Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities in the Department of Defense (hereafter referred to collectively as the “DoD Components”).

## 3. DEFINITIONS

3.1. Acquisition, Technology, and Logistics (AT&L) Career Field. One or more occupations that require similar functional competencies.

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

3.3. Chief Learning Officer. A person responsible for integrating learning throughout the AT&L community and creating a strong career-long learning environment that supports knowledge sharing and continuous improvement.

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

3.5. Additional terms used in this Instruction are defined in reference (a).

## 4. POLICY

It is DoD policy that the primary objective of the AT&L Workforce Education, Training, and Career Development Program is to create a professional, agile and motivated workforce that consistently makes smart business decisions, acts in an ethical manner, and delivers timely and affordable capabilities to the warfighter. The AT&L Workforce Education, Training, and Career Development Program improves the capabilities and management of the AT&L Workforce by: developing a highly qualified, diverse workforce capable of performing current and future DoD acquisition, technology, and logistics functions; preparing future key leaders; providing career guidance and opportunities for broadening experiences and progression; managing Key Leadership Positions (KLPs) to enhance program stability and accountability; and ensuring effective use of training and education resources.

## 5. RESPONSIBILITIES

Authorities identified in this Instruction may be redelegated unless otherwise stated.

5.1. The Under Secretary of Defense for Acquisition, Technology, and Logistics (USD(AT&L)) shall:

5.1.1. According to section 1702 of chapter 87, title 10 U.S.C. (reference (i)) and as authorized by reference (a), carry out all powers, functions, and duties of the Secretary of Defense with respect to the Department of Defense AT&L Workforce.

5.1.2. Annually recommend funding levels be requested in the defense budget to implement the education, training, and other activities within the AT&L Workforce Education, Training, and Career Development Program. These shall be set forth separately in the budget documentation submitted to Congress.

5.1.3. Chair the AT&L Workforce Senior Steering Board (SSB).

5.1.4. Designate a Functional Advisor (FA) for each career field, or career path as necessary.

5.1.5. Approve Component Acquisition Executive (CAE) designation of positions to be KLPs.

5.1.6. Determine uniform policies and procedures for the AT&L Education, Training, and Career Development Program and publish implementing DoD issuances including a Desk Guide for AT&L Workforce Career Management.

5.1.8. Identify appropriate career paths for civilian and military personnel in the AT&L Workforce in terms of education, training, experience, and assignments necessary for career progression to the most senior AT&L positions.

5.1.9. Provide input to the DoD human capital strategic planning process as it pertains to the AT&L Workforce.

5.2. The Director, Defense Logistics Agency shall provide administrative, logistical, and financial support to the AT&L workforce support office (see section 5.6.6. of this Instruction) for support of the Office of the USD(AT&L) and the DoD Components other than a Military Department.

5.3. The Heads of DoD Components (acting through their CAEs) shall:

5.3.1. Designate AT&L positions, including Critical Acquisition Positions (CAPs), according to section 1721 of reference (i) and regulations issued by the USD(AT&L).

5.3.2. Designate positions to be KLPs for USD(AT&L) approval.

5.3.3. Approve the assignments of Acquisition Corps members to KLPs.

5.3.4. Provide opportunities for both civilian and military members of the AT&L Workforce to acquire the education, training, and experience necessary to qualify for senior positions.

5.3.5. Integrate the education, training, and experience requirements of the AT&L Workforce Education, Training, and Career Development Program with the personnel policies and procedures of their respective organizations and ensure that AT&L Workforce members meet the requirements of the AT&L Workforce Education, Training, and Career Development Program.

5.3.6. Design policies and processes to ensure that the best qualified persons are selected for AT&L positions.

5.3.7. Allocate budget resources.

5.3.8. Establish and implement career development programs in support of the AT&L Workforce Education, Training, and Career Development Program.

5.3.9. Provide data for metrics and information to the management information system as determined by USD(AT&L).

5.3.10. Implement the DoD Human Resources Strategic Plan as it pertains to the AT&L Workforce within their DoD Components.

5.3.11. Provide opportunity for review of performance appraisals by an individual in the same AT&L career field.

5.3.12. Ensure that at least first-level evaluations of contracting officers are performed within the contracting career chain. The only exception will be the performance evaluation of the senior official in charge of contracting for the organization, when this official is not the primary contracting officer for the organization.

5.3.13. Establish a workforce management structure as appropriate. This management structure shall provide for a single point of contact with Defense Acquisition University (DAU) and the other DoD Components on matters relating to the AT&L Workforce Education, Training, and Career Development Program. The CAEs of the Military Departments shall budget for resources to establish and implement career development in support of the AT&L Workforce Education, Training, and Career Development Program.

5.4. Director, Defense Contract Audit Agency, under the Under Secretary of Defense (Comptroller), shall serve as the FA for the auditing career field, and shall structure, direct, manage, resource, and execute all elements of the AT&L Workforce Education, Training, and

Career Development Program as it pertains to contract auditor positions and personnel consistent with this Instruction and references (a) and (i) including career and information management.

5.5. The Functional Advisors shall:

5.5.1. Serve as the subject matter expert for their respective functional areas.

5.5.2. Provide functional advice and recommendations to support implementation of the AT&L Workforce Education, Training, and Career Development Program.

5.5.3. Establish, oversee and maintain the education, training, and experience requirements including competencies and certification standards; position category description(s); and content of the DAU courses as current, technically accurate, and consistent with DoD acquisition policies.

5.5.4. Meet in working and/or advisory groups as required to execute responsibilities in support of role as subject matter expert for their respective functional area.

5.6. President, Defense Acquisition University, shall:

5.6.1. Serve as the Chief Learning Officer of the AT&L community.

5.6.1.1. Lead and manage those elements of the AT&L Workforce Education, Training, and Career Development Program that are Department-wide in nature.

5.6.1.2. Advise and support the USD(AT&L) in executing his/her responsibilities under this Instruction and references (a) and (i).

5.6.2. Maintain the uniform framework of certification standards applicable to AT&L position categories. This framework will support career development and describe competencies required by AT&L career fields.

5.6.3. Under the USD(AT&L), serve as the Executive Secretary of the SSB. Charter and chair an AT&L Workforce Management Group (WMG) to support the SSB, the CAEs, and the FAs in overseeing and executing the AT&L Workforce Education, Training, and Career Development Program.

5.6.4. Deliver learning assets to implement the AT&L Performance Learning Model (PLM) through certification courses, assignment specific training, performance support, rapid deployment training, knowledge sharing, continuous learning, acquisition policy research, and other means as appropriate.

5.6.5. Provide access to acquisition-specific training that is designed to support effective implementation of acquisition-related duties performed by non-AT&L Workforce Department personnel serving in fields such as financial management, science and technology, contracting officer representative, Inspector General, and support occupations.

5.6.6. Provide for, oversee, and manage the AT&L workforce support office.

5.6.6.1. Provide for department-wide execution and policy support of the AT&L Workforce Education, Training, and Career Development Program.

5.6.6.2. Provide centralized AT&L workforce career management as required by reference (a), to assist the CAEs in the DoD Components outside the Military Departments in managing their workforces, to serve as a single point of contact and coordination for these CAEs, and to issue coordinated guidelines to support uniform, effective and equitable administration of their workforce programs.

5.7. The CAEs of the Military Departments shall:

5.7.1. Carry out all powers, functions, and duties of the Secretary of the Military Department concerned with respect to the DoD AT&L Workforce within that Military Department, according to section 1704 of reference (i).

5.7.2. Ensure that the qualifications of commissioned officers selected for the Acquisition Corps are such that those officers are expected, as a group, to be promoted at a rate not less than the rate for all line (or the equivalent) officers in the same armed force (both in the zone and below the zone) in the same grade according to reference (i).

5.7.3. Provide metrics for military officer promotion rates by AT&L career field according to reference (i).

5.7.4. Assign military officers to provide a balance between career broadening experience and sufficient time in each position to ensure accountability, responsibility and stability.

## 6. INFORMATION REQUIREMENTS

The information requirements in this Instruction have been assigned Report Control Symbol DD-P&R(Q&A)1841 according to DoD 8910.1-M (reference (j)).

7. EFFECTIVE DATE

This Instruction is effective as of the date of signature. The DoD Components shall commence implementation of this Instruction within 90 days from the effective date.



Kenneth J. Krieg  
Under Secretary of Defense  
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Enclosures - 7

- E1. References, continued
- E2. Guidance for the Operation of the Defense Acquisition, Technology, and Logistics Workforce Education, Training, and Career Development Program
- E3. DD Form 2888 "Critical Acquisition Position Service Agreement"
- E4. DD Form 2889 "Critical Acquisition Position Service Agreement Key Leadership Position (KLP)"
- E5. Critical Acquisition Position Requirements and Waiver Authority
- E6. 1102 Occupational Series, Similar Military Positions and Contracting Officer Position Requirements
- E7. Acquisition Corps: Uniform Eligibility Criteria

E1. ENCLOSURE 1

REFERENCES, continued

- (e) USD(AT&L) Memorandum “Military Contingency Contracting Force Qualifications,” April 10, 2003 (hereby canceled)
- (f) USD(AT&L) Memorandum, “Continuous Learning Policy for the Department of Defense Acquisition, Technology and Logistics Workforce,” September 13, 2003 (hereby canceled)
- (g) USD(AT&L) Memorandum, “Interim Policy for Defense Acquisition Workforce Improvement Act Authorities,” March 9, 2004 (hereby canceled)
- (h) USD(AT&L) Memorandum, “Functional Independence of Contracting Officers,” November 23, 2004 (hereby canceled)
- (i) Chapter 87 of title 10, United States Code (U.S.C.)
- (j) DoD 8910.1-M, "DoD Procedures for Management of Information Requirements," June 30, 1998
- (k) Defense Acquisition University (DAU) Catalog<sup>1</sup>
- (l) Chapter 23 of title 5, United States Code (U.S.C.)
- (m) Chapter 33 of title 5, United States Code (U.S.C.)

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<sup>1</sup> Available at <http://www.dau.mil/catalog/>



## E2. ENCLOSURE 2

### GUIDANCE FOR THE OPERATION OF THE DEFENSE ACQUISITION, TECHNOLOGY, AND LOGISTICS WORKFORCE EDUCATION, TRAINING, AND CAREER DEVELOPMENT PROGRAM

#### E2.1. DESIGNATION OF AND REQUIREMENTS FOR AT&L POSITIONS

##### E2.1.1. Designation of AT&L Positions.

E2.1.1.1. The AT&L Workforce SSB shall provide guidance to ensure that AT&L positions are consistently designated across DoD Components.

E2.1.1.2. The DAU shall publish uniform AT&L position category descriptions.

E2.1.1.3. The CAEs shall designate the AT&L positions in their respective DoD Components according to references (a) and (i) and the uniform AT&L position category descriptions. AT&L positions shall be identified wherever they exist in the Department of Defense, disregarding the DoD Component or mission of an organizational element. Wage Grade, Foreign National, and Executive Level positions shall not be designated as AT&L positions.

E2.1.1.3.1. CAPs are a subset of AT&L positions and shall be designated by CAEs according to reference (i).

E2.1.1.3.2. KLPs are a subset of CAPs with a significant level of responsibility and authority and are key to the success of a program or effort, designated by the CAEs, and approved by the USD(AT&L).

E2.1.2. Statutory Limitation on Preference for Military Personnel. The Heads of the DoD Components acting through the CAEs, shall ensure that no requirement or preference for a member of the Armed Forces is used in consideration of persons for AT&L positions, unless specifically identified to that Secretary. Specification of any particular AT&L position as available only to members of the Armed Force(s) shall be according to reference (i), and shall confirm that a member of the Armed Forces is required for that position by law, is essential for performance of duties of the position, or is necessary for another compelling reason.

##### E2.1.3. Establishment of AT&L Position Requirements.

E2.1.3.1. The USD(AT&L) shall establish education, training, and experience requirements for each AT&L position category based on the level of complexity of duties carried out in that category of positions.

E2.1.3.2. The DAU shall publish the uniform framework of such requirements by position category, to include position category descriptions and certification standards. The certification standards shall be designated as either “mandatory” or “desired” and will be

uniformly applied throughout the DoD Components. For example, the publication would identify one “Program Management – Level III” certification standard for positions categorized as “Program Management – Level III.”

E2.1.3.3. The CAEs shall determine the AT&L position category and certification level required for each AT&L position in their respective DoD Components, e.g. Contracting – Level III. The CAE may specify additional position requirements in terms of assignment-specific education, training and/or experience.

E2.1.3.4. CAP Requirements.

E2.1.3.4.1. Acquisition Corps membership.

E2.1.3.4.2. Level III certification or equivalent in applicable AT&L career field within 24 months of assignment.

E2.1.3.4.3. Certain CAPs have additional statutory education, training, and experience requirements as indicated in enclosure 5. These CAPs include: Flag and General Officer and Senior Executive Service (SES); Program Executive Officer (PEO); Program Manager (PM) and Deputy PM (DPM) positions for Major Defense Acquisition Programs (MDAPs) (and Major Automated Information Systems (MAISs)); PM and DPM positions for significant nonmajor defense acquisition programs; and Senior Contracting Official positions.

E2.1.3.4.4. The CAE is responsible for establishing position requirements for KLPs. The CAE may prescribe unique additional minimum requirements above those already applicable to CAPs and may establish tenure requirements tailored to significant milestones, events or efforts.

E2.1.3.4.5. In exceptional circumstances the CAE, as specified in enclosure 5, may waive CAP position requirements.

E2.1.3.5. Specific Contracting Career Field Requirements.

E2.1.3.5.1. The 1102 occupational series, similar military positions, Contracting Officer positions, specified developmental positions, and the Contingency Contracting Force (CCF) have statutory qualification requirements which are included in enclosure 6.

E2.1.3.5.2. In exceptional circumstances the CAE may waive qualification requirements as indicated in enclosure 6.

## E2.2. AT&L WORKFORCE

E2.2.1. AT&L Workforce Career Development Programs are structured to support the continuing professional development of the AT&L Workforce throughout their careers. These programs support the attainment of acquisition competencies and continuous learning to include updates on evolving policies and procedures. Managers and supervisors are responsible for providing their employees with the opportunity to participate in these AT&L Workforce career development programs.

E2.2.2. Opportunities for Civilians to Qualify. The Heads of the DoD Components, acting through the CAEs, shall ensure that civilian personnel are provided the opportunity to acquire the education, training, and experience necessary to qualify for senior AT&L positions to include KLP.

E2.2.3. Competencies. AT&L Workforce competencies include the knowledge, skills and abilities to shape intelligent business decisions to support the Department of Defense in delivering goods and services to the warfighter. Members are expected to possess the competencies necessary to perform in their current assignment and develop their potential for career progression. Categories of competencies include: Leadership competencies that the DoD Components shall establish and communicate to their entire workforce; Core Acquisition competencies that the FAs identify for application across the AT&L Workforce; and Functional competencies that the FAs establish for their specific AT&L career fields.

E2.2.3.1. The DAU shall publish the core acquisition and functional competencies.

E2.2.3.2. The DoD Components shall provide access to opportunities for attainment of Leadership competencies.

E2.2.4. Competency Development and Management. AT&L Workforce members are expected to improve their core acquisition, functional, and leadership competencies and performance capabilities through education, training, and experience throughout their career.

E2.2.4.1. Career field FAs shall identify, define, and maintain current functional and core competencies required for certification within a career field.

E2.2.4.2. The DoD Components shall provide education, training, and experience opportunities; prioritize and register AT&L Workforce members who meet course prerequisites for DAU courses and ensure appropriate workplace experience is obtained between DAU training events. The objective of these activities is to develop a professional, agile, motivated workforce and to ensure that individuals are qualified to perform the requirements of their position.

E2.2.4.3. The DoD Components shall establish and provide other developmental opportunities for AT&L Workforce members as required.

E2.2.4.4. The DAU, in coordination with the FAs and the WMG, shall develop, maintain, and provide a competency achievement model.

E2.2.5. Mobility. The CAEs shall encourage positional, functional, and/or geographic mobility of the AT&L Workforce at all levels within the career development framework. The CAEs shall establish appropriate mobility requirements to meet their workforce management and career development needs and may require Acquisition Corps members to sign mobility agreements according to reference (i).

E2.2.6. AT&L Workforce Learning Environment and Resources. The AT&L philosophy is that career development programs and workforce competency achievement are significantly dependent on a strong learning environment. A strong learning environment is enabled through proactive leadership support; high quality, performance-enhancing learning resources; and workforce member competence in using those resources. Both AT&L and the Components provide the AT&L workforce access to a breadth of learning resources.

E2.2.6.1. The AT&L framework for addressing workforce learning environment needs and capability is the AT&L PLM. The PLM represents the support network of DAU learning resources that, along with component and workplace resources, are a large part of the workforce learning environment. The PLM includes training courses, performance support, continuous learning, knowledge sharing resources, and other learning assets as appropriate. Additional information on the PLM can be found in the DAU Catalog (reference (k)).

E2.2.6.2. Training courses include certification, assignment specific, and other courses provided to meet special competency requirements.

E2.2.6.2.1. The DAU, in coordination with the FAs, shall develop and offer acquisition certification courses that address competency requirements. The DAU Catalog lists the requirements for all AT&L career fields.

E2.2.6.2.2. The DAU, in coordination with the FAs, shall develop and provide acquisition assignment specific training required for a specific assignment, job, or position.

E2.2.6.2.3. The DAU Catalog identifies prerequisite course requirements to ensure that students possess competencies that are necessary for successful completion of certain courses. Students must either take the required prerequisite courses or demonstrate attainment of the prerequisite competencies through such processes as fulfillment, testing or successful completion of equivalent courses according to the competency achievement model.

E2.2.6.3. Performance support is tailored to the customer needs and may include consulting, coaching, and/or facilitation. Rapid Deployment Training provides the workforce information on emerging initiatives and is delivered within days of new policy implementation. Targeted training is tailored to the specific needs of an organization or integrated product team.

E2.2.6.4. The DoD Components and the DAU shall provide a variety of learning assets to support the continuous learning needs of the workforce. The DAU Continuous Learning Center provides the workforce on-line continuous learning modules for just-in-time training, professional development, and currency needs.

E2.2.6.5. Knowledge sharing capability for the workforce is supported by the AT&L Knowledge Sharing System (AKSS). The AKSS provides access to a variety of on-line tools and reference materials. The Acquisition Community Connection provides the workforce capability to participate in online communities of practice that involve discussion forums where lessons learned and best practices can be shared.

E2.2.7. Certification. Certification recognizes the level to which a member of the AT&L Workforce has achieved functional and core acquisition competencies required by a specific career field. DoD Components certify members of the AT&L Workforce using the uniform DoD certification standards.

E2.2.7.1. Certification Levels. These functional and core acquisition competencies have been divided into three levels: basic (Level I); intermediate (Level II) and advanced (Level III).

E2.2.7.1.1. Basic (Level I). Basic certification standards are designed to establish fundamental qualifications and expertise in the individual's career field. In addition to participating in education and training courses, individuals are expected to develop their required competencies through appropriate on-the-job experience, including rotational assignments.

E2.2.7.1.2. Intermediate (Level II). At the intermediate level, individuals should initially emphasize functional specialization. Individuals should also engage in career broadening experiences to provide breadth and depth. These broadening experiences should provide the competencies and skills necessary to assume positions of greater responsibility. This may involve multi-functional experience and development.

E2.2.7.1.3. Advanced (Level III). At the advanced level, individuals should attain the appropriate functional and core competencies to fill CAPs, and will comprise the pool from which individuals will be selected to fill KLPs.

E2.2.7.2. An individual cannot be certified through a waiver. Certification can only be achieved by meeting mandatory certification standards. However, as specified in subparagraph E2.4.1.2. of this Instruction, individuals do not have to be certified prior to going into a Level I, II, or III AT&L position.

E2.2.7.3. When certification standards are changed, an individual certified at a particular level remains certified at that level regardless of any new requirements made effective after certification. Individuals not currently certified at that level must meet the new certification standards.

E2.2.8. Continuous Learning. Members of the AT&L Workforce and their supervisors shall establish individually tailored plans for continuous learning in order to increase functional proficiency, maintain currency, increase leadership and cross-functional competencies, and keep pace with initiatives in the dynamic AT&L environment.

E2.2.8.1. Members shall acquire a minimum of 40 continuous learning points (CLPs) every fiscal year as a goal and 80 CLPs being mandatory within 2 years.

E2.2.8.2. Members may count certification training towards CLPs.

E2.2.8.3. Components should give priority to providing certification training over other continuous learning activities.

E2.2.8.4. Data on the number of personnel required to meet standards and the percentage of attainment shall be reported by the Components to DAU annually.

E2.2.9. Competency Development After Level III Certification. Once the individual has completed Level III certification in their primary career field, he or she is expected to continue professional development through training, education, and assignments. Continued competency development and continuous learning efforts are expected by all AT&L workforce members.

E2.2.9.1. PEOs, PMs and DPMs for MDAPs, MAIS and significant non-major programs, are required to complete the DSMC PM Courses or DAU equivalent as listed in the DAU Catalog. The CAEs may waive the course requirement as authorized in enclosure 5 and reference (i).

E2.2.9.2. Senior Acquisition Course. A senior acquisition course has been established at the Industrial College of the Armed Forces, National Defense University. Information is available in the DAU catalog.

E2.2.10. Contracting Professional Development Program. The DoD Components may establish a Contracting Professional Development Program, as authorized under Section 1724 (e) of title 10, U.S.C. (reference (i)), and accept individuals into civil service positions in the program for a probationary period of up to 3 years in order to complete the statutory educational requirements specified in subsection 1724 (a)(3) (reference (i)). See enclosure 6.

### E2.3. DEFENSE ACQUISITION CORPS

E2.3.1. General. The USD(AT&L) shall establish the criteria for the single Defense Acquisition Corps (hereafter referred to as the "Acquisition Corps"). The purpose of the Acquisition Corps is to create a pool of highly qualified AT&L personnel to fill CAPs. The AT&L WMG shall develop any common Acquisition Corps processes that may be required. Execution responsibility is delegated to the DoD Components, to include the authority to manage the selection for Acquisition Corps membership in the DoD Component.

E2.3.2. Eligibility. Membership in the Acquisition Corps can only be achieved by meeting the uniform eligibility criteria for the Acquisition Corps identified in Enclosure 7. An individual cannot become a member of the Acquisition Corps through a waiver.

E2.3.3. Mobility Agreements. The CAEs may establish mobility requirements to meet their workforce management and career development needs and may require Acquisition Corps members to sign mobility agreements according to reference (i).

#### E2.4. SELECTION AND PLACEMENT OF PERSONNEL IN AT&L POSITIONS

E2.4.1. Selection of individuals for AT&L positions shall be according to the requirements established by the CAEs, overarching DoD military and civilian personnel systems, and the AT&L Workforce Education, Training, and Career Development Program. Selections shall be made according to merit principles and adherence to rules governing prohibited personnel practices (title 5 U.S.C., Chapter 33, section 2301 and 2302 (references (I))).

E2.4.1.1. These position requirements shall be used as quality ranking factors for civilian selections to all AT&L positions. When applying the ranking factors, comparable certifications from non-DoD sources and comparable experience and training at other agencies or private sector entities may be credited according to Program guidance.

E2.4.1.2. Organizations are responsible for ensuring timely development of individuals to ensure they attain the competencies necessary to meet requisite certification requirements. When individuals are placed on an AT&L position, the DoD Component shall either document the determination that the individual has satisfied appropriate certification and assignment specific training requirements, or establish a plan for the individual to meet the requirements within 24 months of placement or other period established by the CAE. In the event an individual does not meet position requirements within established timeframes, a waiver must be obtained according to DoD Component procedures to remain in the position.

E2.4.1.3. Applicants from outside the AT&L Workforce shall be evaluated by the hiring authority for experience, education, and training comparable to required AT&L competencies/certification levels. Subparagraph E2.4.1.2. shall apply once an applicant from outside the AT&L Workforce is placed on an AT&L position.

E2.4.1.4. The DoD Components shall provide for the selection of the best qualified individual, consistent with applicable laws and regulations.

E2.4.2. CAPs must be filled only by Acquisition Corps members. In addition, Defense Acquisition Workforce Improvement Act (DAWIA) Level III certification or equivalent is highly desired for selection to a CAP. In exceptional circumstances the CAE, as specified in enclosure 5, may waive CAP requirements.

E2.4.2.1. Assignments to CAPs that have not been designated as a KLP must be for a period of at least three years according to reference (i) and shall be supported by a written tenure agreement. For CAPs not designated as KLPs, the following actions are acceptable deviations from this tenure requirement: Promotion; reassignment to a command/command-equivalent position; separation; retirement; removal for cause; reduction-in-force; mobilization; assignment to military theater/zone of operation; elimination of position; or reassignment due to program cancellation, merger, or organizational realignment (see enclosure 3 for the CAP Tenure Agreement). In exceptional circumstances not listed above, the CAE, as specified in enclosure 5, may waive CAP tenure requirements. When management initiates reassignments to another CAP not designated as a KLP within the same PEO or equivalent portfolio of programs, management-officials at the Flag, General Officer, or SES level may either require a new tenure agreement or, when appropriate, may permit existing tenure agreements to remain in force. If the reassignment is to a different portfolio, or to a KLP, a new tenure agreement is required.

E2.4.2.2. Each assignment to a KLP shall be supported by a written tenure agreement that addresses tenure requirements based on the unique requirements of the specific program or effort to be performed, such as significant milestones, events or efforts. KLP tenure agreements shall be between individuals and the CAE. Generally, KLP tenure periods should be as prescribed by reference (i) for the position; however, there may be circumstances in which an appropriate major milestone, event or effort may require a shorter time period. When the agreed upon tenure period for a KLP is less than prescribed by reference (i) for the position, the tenure agreement is deemed to constitute a waiver of that requirement. (See enclosure 4 for KLP Tenure Agreement.)

E2.4.2.3. Criteria used to determine best qualified candidates for KLPs should include, but are not limited to:

E2.4.2.3.1. Level III certification in any AT&L career field.

E2.4.2.3.2. Functional area competencies in additional AT&L career field(s).

E2.4.2.3.3. Cross functional assignments/rotations.

E2.4.2.3.4. Broadening assignments, e.g. Service Headquarters/Office of the Secretary of Defense/Joint/Industry /Operational.

E2.4.2.3.5. Relevant advanced academic degree.

E2.4.2.3.6. Senior Service School (or equivalent).

E2.4.2.3.7. Leadership training and experience.

E2.4.2.3.8. Demonstrated experience integrating functional, core, and leadership competencies.



E2.4.2.4. Before an individual is assigned to a KLP as a PEO, or PM for a program where the DAE is the milestone decision authority, the CAE shall consult in advance with the DAE. Such consultation may be in writing or as agreed to by the DAE.

## E2.5. AT&L WORKFORCE METRICS



E2.5.1. The WMG shall develop appropriate metrics on the AT&L Workforce Education, Training, and Career Development Program to ensure a sufficient pool of highly qualified individuals is being prepared to enter the Acquisition Corps and for assignment to CAPs and KLPs. Additionally, the WMG shall provide appropriate metrics so the USD(AT&L) and the SSB have appropriate oversight and accountability for management and career development of the AT&L Workforce.

E2.5.1.1. The DoD Components shall submit regular and recurring reports on performance toward established metrics for the USD(AT&L) and SSB review, in order to ensure consistent and uniform implementation.

E2.5.1.2. KLP Metrics. The USD(AT&L) shall develop and maintain appropriate metrics regarding waivers and tenure for KLPs. Metrics data shall be provided by the DoD Components to the chair of the WMG for review by the SSB.

E3. ENCLOSURE 3


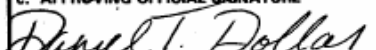
CRITICAL ACQUISITION POSITION SERVICE AGREEMENT

<b>CRITICAL ACQUISITION POSITION SERVICE AGREEMENT</b>		
<p>Required under the Defense Acquisition Workforce Improvement Act (DAWIA), Section 1201 of the National Defense Authorization Act for Fiscal Year 1991 dated November 5, 1990, Title 10 U.S.C. Chapter 87, as amended.</p>		
<b>PRIVACY ACT STATEMENT</b>		
<p><b>AUTHORITY:</b> P.L. 101-510, Title XII, "Defense Acquisition Workforce Improvement Act"; Title 10, Sections 1701-1764; and Executive Order 9397, as amended.</p> <p><b>PRINCIPAL PURPOSE(S):</b> Completion of a service agreement is required for individuals assigned to or selected to fill a Critical Acquisition Position (CAP) on and after October 1, 1993.</p> <p><b>ROUTINE USE(S):</b> None.</p> <p><b>DISCLOSURE:</b> Voluntary; however, a selectee will not be eligible for appointment to, and an incumbent will not be eligible to retain employment in, a position designated as a Critical Acquisition Position if the requested information is not provided.</p>		
1. SELECTEE NAME <i>(Last, First, Middle Initial)</i>	2. AT&L CAREER FIELD	
Smith, Jane A	C = Contracting	
3. SERIES/DESIGNATOR	4. GRADE/RANK	
1102	GS-14	
<b>5. WORKFORCE SERVICE AGREEMENT</b>		
<p>POSITION TITLE: Supervisory Contract Negotiator</p> <p>AT&amp;L POSITION CATEGORY: C = Contracting</p> <p>POSITION NUMBER: XXXXXXXXX</p> <p>COMPONENT: Army</p> <p>ORGANIZATION: PEO Soldier</p> <p>UNIT IDENTIFICATION CODE: XXXXXXXXX</p> <p>POSITION START DATE: 08/01/05</p> <p>DATE TENURE PERIOD ENDS: 07/31/08</p>		
S A M P L E		
<p>In accepting this Critical Acquisition Position (CAP) that is not designated as a Key Leadership Position, I agree to the three year tenure period in accordance with the Defense Acquisition Workforce Improvement Act. I further understand that I may not be assigned to a CAP unless a written service agreement is executed to remain in Federal service in that position for a tenure period of at least three (3) years. The obligation incurred by this agreement will remain in effect unless and until waived.</p> <p>The following actions are acceptable deviations from this CAP tenure agreement and do not require a waiver: Promotion; reassignment to a command/command-equivalent position; separation; retirement; removal for cause; reduction-in-force; mobilization; assignment to military theater/zone of operation; elimination of position; or reassignment due to program cancellation, merger, or organizational realignment.</p>		
6. I understand and accept the terms of this agreement.		
a. SELECTEE'S SIGNATURE	b. DATE	
	08/01/05	
c. APPROVING OFFICIAL SIGNATURE	d. TITLE	e. DATE
	Component Acquisition Executive or appropriate official's title, if delegated	08/01/05

DD FORM 2888, JUL 2005

E4. ENCLOSURE 4

CRITICAL ACQUISITION POSITION SERVICE AGREEMENT  
KEY LEADERSHIP POSITION (KLP)

CRITICAL ACQUISITION POSITION SERVICE AGREEMENT KEY LEADERSHIP POSITION (KLP)			
Required under the Defense Acquisition Workforce Improvement Act (DAWIA), Section 1201 of the National Defense Authorization Act for Fiscal Year 1991 dated November 5, 1990, Title 10 U.S.C. Chapter 87, as amended.			
<b>PRIVACY ACT STATEMENT</b>			
<p><b>AUTHORITY:</b> P.L. 101-510, Title XII, "Defense Acquisition Workforce Improvement Act"; Title 10, Sections 1701-1764; and Executive Order 9397, as amended.</p> <p><b>PRINCIPAL PURPOSE(S):</b> Completion of a service agreement is required for individuals assigned to or selected to fill a Critical Acquisition Position (CAP) on and after October 1, 1993.</p> <p><b>ROUTINE USE(S):</b> None.</p> <p><b>DISCLOSURE:</b> Voluntary; however, a selectee will not be eligible for appointment to, and an incumbent will not be eligible to retain employment in, a position designated as a Critical Acquisition Position if the requested information is not provided.</p>			
1. SELECTEE NAME (Last, First, Middle Initial)		2. AT&L CAREER FIELD	
Doe, John B.		A = Program Management	
3. SERIES/DESIGNATOR		4. GRADE/RANK	
9958		0-6	
5. WORKFORCE SERVICE AGREEMENT			
POSITION TITLE: V-22 Program Manager			
ACQUISITION PROGRAM OR ACQUISITION EFFORT: V-22 Program			
AT&L POSITION CATEGORY: A = Program Management			
POSITION NUMBER: XXXXXXXXX			
COMPONENT: Navy			
<b>S A M P L E</b>			
ORGANIZATION: V-22 Program Office			
UNIT IDENTIFICATION CODE: XXXXXXXXX			
POSITION START DATE: 07/11/05			
<p>In accepting this Critical Acquisition Position that is designated as a Key Leadership Position (KLP), I agree to a tenure period of <u>successful completion of Milestone C (09/15/09)</u> *, in accordance with the Defense Acquisition Workforce Improvement Act and implementing regulations. I further understand that I may not be assigned to a KLP unless I execute a written service agreement to remain in Federal service in that position for the period designated above. The obligation incurred by this agreement will remain in effect unless and until waived.</p> <p>*To be defined by CAE for this specific KLP, based on significant milestones, events, or efforts.</p>			
6. I understand and accept the terms of this agreement.			
a. SELECTEE'S SIGNATURE		b. DATE	
		07/11/05	
c. APPROVING OFFICIAL SIGNATURE		d. TITLE	
		Component Acquisition Executive	
		e. DATE	
		07/11/05	

DD FORM 2889, JUL 2005

**E5. ENCLOSURE 5**  
**CRITICAL ACQUISITION POSITION (CAP) REQUIREMENTS**  
**AND WAIVER AUTHORITY**

<b>CAPs</b>	<b>CAP Requirements</b>	<b>Position Requirements Waiver: Approval Authority<sup>1</sup></b>
All CAPs	<ul style="list-style-type: none"> <li>• Member of the Acquisition Corps. -----</li> <li>• Level III Certification in primary career field within 24 months of assignment to the position unless other period identified by CAE. -----</li> <li>• Execute a written tenure agreement.</li> </ul>	<ul style="list-style-type: none"> <li>• Acquisition Corps Membership<sup>2</sup>: CAE -----</li> <li>• Certification period: CAE</li> <li>-----</li> <li>• Tenure period: CAE</li> </ul>
CAP not designated as KLP	<ul style="list-style-type: none"> <li>• Member of the Acquisition Corps. -----</li> <li>• Level III Certification in primary career field within 24 months of assignment to the position unless other period identified by CAE. -----</li> <li>• 3-year tenure period. Execute a written tenure agreement (DD Form 2888).<sup>3</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Acquisition Corps Membership<sup>2</sup>: CAE -----</li> <li>• Certification period: CAE</li> <li>-----</li> <li>• Tenure period: CAE</li> </ul>
CAP designated as KLP (KLP CAP)	<ul style="list-style-type: none"> <li>• Member of the Acquisition Corps. -----</li> <li>• Level III Certification in primary career field within 24 months of assignment to the position unless other period identified by CAE.</li> <li>• Additional position requirements may apply to KLPs as determined by law or the CAE. -----</li> <li>• 3-year tenure period may be tailored by CAE based on unique program requirements (see E2.4.2.2). Execute a written tenure agreement (DD Form 2889).</li> </ul>	<ul style="list-style-type: none"> <li>• Acquisition Corps Membership<sup>2</sup>: CAE -----</li> <li>• Certification period: CAE</li> <li>-----</li> <li>• Tenure period: CAE</li> </ul>

<p>General and Flag Officers and Civilians in equivalent positions  (KLP CAP if designated by CAE)</p>	<p>In addition to CAP or KLP CAP requirements:</p> <ul style="list-style-type: none"> <li>• 10 years acquisition experience in an AT&amp;L position, at least 4 years of which performed while assigned to a CAP. -----</li> <li>• 3 year tenure period (may be tailored by CAE based on unique program requirements if a KLP CAP) (see E2.4.2.2). Execute a written tenure agreement.</li> </ul>	<ul style="list-style-type: none"> <li>• Statutory Requirements<sup>4</sup>: CAE  -----</li> <li>• Tenure period: CAE</li> </ul>
<p>PEO  (KLP CAP)</p>	<p>In addition to KLP CAP requirements:</p> <ul style="list-style-type: none"> <li>• 10 years acquisition experience in an AT&amp;L position, at least 4 years of which performed while assigned to a CAP.</li> <li>• Served as a PM or DPM.</li> <li>• DSMC PM Course or Equivalent. -----</li> <li>• 3-year tenure period or as tailored by CAE based on unique program requirements (see E2.4.2.2). Execute a written tenure agreement.</li> </ul>	<ul style="list-style-type: none"> <li>• Statutory Requirements<sup>4</sup>: CAE  -----</li> <li>• Tenure period: CAE</li> </ul>
<p>PM for MDAPs and MAISs (ACAT I/IA)  (KLP CAP)</p>	<p>In addition to KLP CAP requirements:</p> <ul style="list-style-type: none"> <li>• 8 years acquisition experience in acquisition, at least 2 years in a program office or similar organization.</li> <li>• DSMC PM Course or Equivalent. -----</li> <li>• Tenure period: Milestone closest to 4 years or as tailored by CAE based on unique program requirements (see E2.4.2.2). Execute a written tenure agreement.</li> </ul>	<ul style="list-style-type: none"> <li>• Statutory Requirements<sup>4</sup>: CAE  -----</li> <li>• Tenure period: CAE</li> </ul>
<p>DPM for MDAPs and MAISs (ACAT I/IA)  (KLP CAP)</p>	<p>In addition to KLP CAP requirements:</p> <ul style="list-style-type: none"> <li>• 6 years acquisition experience with at least 2 years in a program office or similar organization.</li> <li>• DSMC PM Course or Equivalent -----</li> <li>• Tenure period: Milestone closest to 4 years or as tailored by CAE based on unique program requirements (see E2.4.2.2). Execute a written tenure agreement.</li> </ul>	<ul style="list-style-type: none"> <li>• Statutory Requirements<sup>4</sup>: CAE  -----</li> <li>• Tenure period: CAE</li> </ul>
<p>PM for Significant Nonmajor And Other Designated Programs (ACAT II)  (KLP CAP)</p>	<p>In addition to KLP CAP requirements:</p> <ul style="list-style-type: none"> <li>• 6 years acquisition experience.</li> <li>• DSMC PM Course or Equivalent. -----</li> <li>• 3-year tenure period or as tailored by CAE based on unique program requirements (see E2.4.2.2). Execute a written tenure agreement.</li> </ul>	<ul style="list-style-type: none"> <li>• Statutory Requirements<sup>4</sup>: CAE  -----</li> <li>• Tenure period: CAE</li> </ul>

<p>DPM for Significant Nonmajor and Other Designated Programs (ACAT II)</p> <p>(KLP CAP if determined by CAE)</p>	<p>In addition to CAP or KLP CAP requirements:</p> <ul style="list-style-type: none"> <li>• 4 years acquisition experience.</li> <li>• DSMC PM Course or Equivalent.</li> </ul> <p>-----</p> <ul style="list-style-type: none"> <li>• 3-year tenure period (may be tailored by CAE based on unique program requirements if a KLP CAP) (see E2.4.2.2).</li> </ul> <p>Execute a written tenure agreement.</p>	<ul style="list-style-type: none"> <li>• Statutory Requirements<sup>4</sup>: CAE</li> </ul> <p>-----</p> <ul style="list-style-type: none"> <li>• Tenure period: CAE</li> </ul>
<p>Senior Contracting Official (KLP CAP if determined by CAE)</p>	<ul style="list-style-type: none"> <li>• At least 4 years of contracting experience.</li> <li>• See Enclosure 5 for education requirements.</li> </ul> <p>-----</p> <ul style="list-style-type: none"> <li>• 3-year tenure period (may be tailored by CAE based on unique program requirements if a KLP CAP) (see E2.4.2.2).</li> </ul> <p>Execute a written tenure agreement.</p>	<ul style="list-style-type: none"> <li>• Statutory Requirements<sup>4</sup>: CAE</li> </ul> <p>-----</p> <ul style="list-style-type: none"> <li>• Tenure period: CAE</li> </ul>

- 1 Waiver is limited to the assignment of an individual to a particular AT&L Position. Each waiver must be done on a case-by-case basis. Process waivers according to the Desk Guide for AT&L Workforce Career Management and DoD Component procedures.
- 2 The requirement to fill a CAP with an Acquisition Corps member may be waived. The Position Requirements Waiver allows management to assign a non-Acquisition Corps member to a particular CAP on a one-time basis. The waiver can be for the duration that the employee on whose behalf it was granted occupies the particular position for which it was granted or may be for a specified period of time established for the individual to obtain Acquisition Corps membership. The Position Requirements Waiver must be approved before the individual can be assigned to the position.
- 3 As identified on the CAP tenure agreement, additional waiver documentation is not required for CAPs not designated as KLPs when the following deviations apply: promotion; reassignment to a command/command-equivalent position; separation; retirement; removal for cause; reduction in force; mobilization; assignment to area of military operation; elimination of position; or reassignment due to program cancellation, merger or organizational realignment.
- 4 Acquisition Corps members who are assigned to these particular types of positions and who do not meet the statutory requirements may be assigned for up to 6 months without a Position Requirements Waiver. Position Requirements Waivers are required at the time of assignment for Acquisition Corps members who cannot meet the requirements within 6 months and for all non-Acquisition Corps members.

E6. ENCLOSURE 61102 OCCUPATIONAL SERIES, SIMILAR MILITARY POSITIONS AND  
CONTRACTING OFFICER POSITION REQUIREMENTS

<b>Qualifications</b>	<b>Complete all Required Contracting Courses for Grade level</b>	<b>2 Years Contracting Experience</b>	<b>Baccalaureate Degree (from an accredited Educational Institution)</b>	<b>24 Semester Credit Hours in Business Disciplines*</b>	<b>Waiver Authority</b>
<b>Contracting Officers:**</b> Employees, regardless of grade, series, or career field, and members of the Armed Forces (other than the Coast Guard) who award or administer contracts above the simplified acquisition threshold.	X	X	X	X	CAE
<b>Occupational Series 1102</b> And similar military positions			X	X	CAE

\*Business disciplines include: Accounting, Business, Finance, Law, Contracts, Purchasing, Economics, Industrial Management, Marketing, Quantitative Methods, or Organization and Management. The 24 semester credit hours (or the equivalent) must be earned from an accredited institution of higher education.

\*\* Contracting officer positions may include additional qualification requirements based on the dollar value and complexity of the contracts awarded or administered in the position.

E6.1. QUALIFICATION REQUIREMENTS FOR CONTRACTING OFFICERS AND  
CONTRACTING POSITIONS

E6.1.1. Exceptions to Education Requirements. The education requirements do not apply to a DoD employee or member of the Armed Forces who:

E6.1.1.1. Served as a contracting officer with authority to award or administer contracts in excess of the simplified acquisition threshold (SAT) on or before September 30, 2000;

E6.1.1.2. Served in an 1102 position or as a member of the Armed Forces in a similar occupational specialty on or before September 30, 2000;

E6.1.1.3. Is a member of a CCF (see section E6.2. for alternative qualification requirements for the CCF); or

E6.1.1.4. Is being considered for, or serving in, a position under an approved Professional Contracting Developmental Program (see section E6.3. for alternative qualification requirements for Developmental positions).

E6.1.2. Situations that Meet the Exceptions to Education Requirements Include:

E6.1.2.1. Is a current DoD employee not currently holding an 1102 position but who held an 1102 position within an agency outside DoD on or before September 30, 2000.

E6.1.2.2. Is a member of the Armed Forces who held an 1102/comparable position on or before September 30, 2000 and subsequently applies for an 1102 PRIOR to retirement or separation from the Armed Forces.

E6.1.3. Situations that DO NOT Meet the Exception to Education Requirements Include:

E6.1.3.1. A current Federal employee occupying an 1102 position in any agency outside the Department of Defense.

E6.1.3.2. Any member of the Armed Forces who is applying for an 1102 position AFTER retirement or separation from the Armed Forces.

E6.1.4. Waiver. In exceptional circumstances, the CAE may waive qualification requirements for current DoD employees or members of the Armed Forces if the CAE determines that the individual possesses significant potential for advancement to levels of greater responsibility and authority, based on demonstrated job performance and qualifying experience. For any current DoD employee or member of the Armed Forces who has not occupied an 1102 or similar military occupational specialty, a waiver of qualification requirements must be approved prior to appointment to an 1102 position or similar military occupational specialty. Process waivers according to the Desk Guide for AT&L Workforce Career Management and DoD Component procedures.

E6.2. QUALIFICATION REQUIREMENTS FOR THE CCF

E6.2.1. Definition of CCF. The CCF for each Military Department consists of members of the Armed Forces whose mission is to deploy for contingency operations and other operations of the Department of Defense to provide necessary contracting support.

E6.2.2. Development Criteria. To prepare for the CCF, the member must:

E6.2.2.1. Complete at least 24 semester hours or the equivalent from an accredited institution of higher education or similar educational institution in any of the business disciplines, or:

E6.2.2.2. Pass an examination that demonstrates skills, knowledge or abilities comparable to that of an individual who has completed at least 24 semester credit hours or equivalent in any of the business disciplines. The examination may be a written examination or may be an examination of the member's record for training, education and experience that demonstrates potential for business acumen and other characteristics that show promise for



success in the contracting field or Military Occupation Specialty. Military training and education that has obtained accreditation or equivalent may be considered.

E6.2.3. Accession Criteria. To enter the CCF:

E6.2.3.1. A member must complete any testing required by the Military Department concerned to determine the member's suitability for the contracting career field.

E6.2.3.2. The Military Department must complete a record review of any education from an accredited institution of higher learning accomplished by the member, for the purpose of determining the member's current level of accomplishment towards meeting the minimum 24-semester hour requirement. This review should be documented upon arrival at the member's initial duty station and a plan developed to achieve the required 24 semester hours.

E6.2.4. Deployment Requirements.

E6.2.4.1. Each of the Military Departments shall establish a minimum amount of experience and/or training required for each CCF member prior to a deployment. The minimum training should include training in Government contracting principles, simplified acquisition procedures, contingency contracting and Government purchase card, as appropriate.

E6.2.4.2. Warrants. The training and experience of the CCF member shall be considered before issuing a warrant at or below the SAT. CCF members appointed as contracting officers with authority to award or administer contracts above the SAT shall meet the qualification requirements identified in this Enclosure for contracting officers above the SAT, with the exception of a college degree.

E6.2.5. Certification. When not deployed, CCF members that are part of the AT&L workforce and assigned to AT&L positions must meet all certification requirements for that position.

E6.3. DEVELOPMENTAL POSITIONS UNDER 10 U.S.C. 1724(e) (reference (i))

E6.3.1. The Heads of the DoD Components who choose to establish a Component Contracting Professional Development Program as authorized under 10 U.S.C. 1724(e) (reference (i)) (see paragraph E2.2.10.) will provide a proposed program implementation plan to the USD(AT&L) for approval in coordination with the Under Secretary of Defense for Personnel and Readiness (USD(P&R)) prior to implementation. At a minimum, each DoD Component's proposed implementation plan shall include copies of notices provided to participants advising them of program terms and conditions; copies of program agreements to be signed by participants; and an explanation of how the DoD Component intends to remove from their positions individuals who do not attain the educational requirements of 10 U.S.C. 1724 (reference (i)) by the end of the 3-year probationary period.

E6.3.2. Each program agreement must, at a minimum, include:

E6.3.2.1. The terms of the program as implemented by the appointing DoD Component and approved by the USD(AT&L) and the USD(P&R).

E6.3.2.2. The terms of any applicable service agreement that may have been established.

E6.3.2.3. Notice of consequences if the individual fails to complete the educational requirements established in 10 U.S.C. 1724(c)(1)(C) (reference (i)).

E6.3.3. DoD Component programs shall require that participants in their programs:

E6.3.3.1. Have been awarded a baccalaureate degree, with a grade point average of at least 3.0 on a 4.0 scale (or the equivalent), from an accredited institution of higher education authorized to grant baccalaureate degrees; OR have completed at least 24 semester credit hours or the equivalent of study from an accredited institution of higher education in any of the disciplines of accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management;

E6.3.3.2. Meet the qualification requirements of the grade level of the position for which they have applied; and

E6.3.3.3. Sign an agreement with the terms and conditions of the appointment to the developmental position. Each agreement must, at a minimum, include:

E6.3.3.3.1. The terms of the program as implemented by the appointing DoD Component and approved by the USD(AT&L) and the USD(P&R).

E6.3.3.3.2. The terms of any applicable service agreement that may have been established.

E6.3.3.3.3. Notice of consequences if the individual fails to complete the educational requirements established in 10 U.S.C. 1724(e)(1)(C) (reference (i)).

E6.3.4. If a DoD Component selects for the program a current Federal employee who has successfully completed a probationary period (as defined in 5 U.S.C (reference l), or the equivalent), and the employee fails to complete education requirements established in 10 U.S.C. 1724(e)(1)(C) (reference (i)) for reasons unrelated to misconduct or suitability within the 3-year time limit provided in law, the employee shall be removed from the program and reassigned to a position of equivalent status, tenure and pay outside the 1102 series for which he or she qualifies, if such a position is available. Otherwise, the Component shall utilize applicable adverse action procedures to remove the employee from his or her position in the 1102 series.

E6.3.5. If a DoD Component selects for the program a new Federal appointee who has not previously successfully completed a probationary period (as defined in 5 U.S.C. (reference (m)), or the equivalent), the DoD Component may utilize the 3-year probationary period established under 10 U.S.C. 1724(e) (reference (i)) to separate the employee if he or she fails to complete the educational requirements established in 10 U.S.C. 1724 (e)(1)(C) (reference (i)). Otherwise, the DoD Component shall treat the employee as a probationary employee for the first 12 months of employment and, thereafter, utilize those adverse action procedures that would have applied to the employee after 1 year of employment had he or she not been appointed into the developmental program to take the appropriate adverse action (up to and including removal from federal service) against the employee.

E6.3.6. The DoD Components may establish arrangements with accredited educational institutions to enable persons selected for this program to fulfill the requirements for entry into the 1102 series. The DoD Components may use this program in addition to other DoD developmental programs already in place, and may use existing arrangements with accredited educational institutions offering courses that provide credit towards DAWIA certification as well as degree completion.

E6.3.7. The DoD Components shall maintain records on the number of participants and their progress in the program and shall evaluate the success of the program in meeting their requirements.

E7. ENCLOSURE 7

ACQUISITION CORPS ELIGIBILITY CRITERIA<sup>1,2</sup>

**EDUCATION, SATISFY BOTH THE DEGREE AND COURSEWORK REQUIREMENTS:**

- Degree, one of the following:
  - Baccalaureate degree from an accredited<sup>3</sup> educational institution, or
  - Possess significant potential for advancement to levels of greater responsibility and authority, based on demonstrated analytical and decision-making capabilities, job performance, and qualifying experience, as determined by the CAE according to criteria approved by the AT&L Workforce Senior Steering Board.<sup>4</sup>
  
- Coursework,<sup>5</sup> one of the following:
  - 24 semester credit hours<sup>6</sup> from among the following disciplines: *accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management*; or
  - Both of the following:
    - 24 semester credit hours<sup>3</sup> in the person's AT&L career field, and
    - One of the following:
      - 12 semester credit hours<sup>3</sup> in the disciplines listed above in italics, or
      - Training equivalent to 12 semester credit hours in the disciplines listed above in italics.<sup>6</sup>

**EXPERIENCE:**

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

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<sup>1</sup>  Mandatory criterion     Option for meeting a mandatory criterion.

<sup>2</sup> The CAE may establish mobility requirements to meet their workforce management and career development needs and may require Acquisition Corps members to sign mobility agreements according to reference (i).

<sup>3</sup> Degrees and credit hours must be from an institution of higher education that is accredited by a regional agency which is approved by the Secretary of Education to grant accreditation. Quarter- or trimester-hours must be converted to semester hours.

<sup>4</sup> Applicant must submit qualifying evidence for evaluation.

<sup>5</sup> The coursework requirement is not applicable to any DoD employee who, on October 1, 1991, has at least 10 years of experience in acquisition positions in DoD or in comparable positions in other government agencies or the private sector.

<sup>6</sup> Equivalency is determined by the conversions of training courses to credit hours that are recommended by the American Council on Education.

**CERTIFICATION LEVEL:**

- DoD civilian or military – certified at AT&L career level II or above.
- Individual from outside DoD selected for a critical acquisition position – qualified for certification at AT&L career level II or above.<sup>7</sup>

**OTHER:**

- Eligible for selection to a Critical Acquisition Position as addressed in the Desk Guide for AT&L Workforce Career Management.
- Satisfy any additional requirements<sup>88</sup> prescribed by the Military Department or DoD Component and approved by the AT&L Senior Steering Board.

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<sup>7</sup> Individual must submit qualifying evidence for evaluation. Certification requirements are published in the DAU Catalog.

<sup>8</sup> See footnote 2 above. An agreement to accept geographic mobility is among the additional requirements that may be applied.