

**Department of the Army Policy and Procedures for
Selection and Placement of Civilians in Acquisition, Logistics and
Technology Workforce Positions**

October 22, 2003

I REFERENCES

A. Title 10, United States Code, Chapter 87, Defense Acquisition Workforce, Sections 1701-1764, Defense Acquisition Workforce Improvement Act (DAWIA) of 1990, as amended by Section 808, Public Law (PL) No. 106-398, National Defense Authorization Act (NDAA) for Fiscal Year 2001, October 30, 2000; Section 824, PL No. 107-107, December 28, 2001; and as may be subsequently amended by future statutory changes.

B. DoD Directive 5000.52, "Defense Acquisition, Education and Training Program," October 25, 1991.

C. DoD Instruction 5000.58, "Defense Acquisition Workforce," Change 3, January 13, 1996.

D. DoD 5000.52-M, "Career Development Program for Acquisition Personnel," Change 1, March 21, 2002.

E. DoD Priority Placement Program Operations Manual, July 1998, and subsequent changes.

F. DoD Qualifications Program Operations Standard for GS-1102 Occupational Series, August 24, 2001.

G. AR 690-950, Civilian Personnel Career Management, December 31, 2001.

H. Under Secretary of Defense (Acquisition, Technology and Logistics) Memorandum, May 13, 1999, subject: Refined Packard Key Acquisition and Technology Workforce Identification Policy for the Fiscal Year 1999.

I. Memorandum SAAL-ZAC, subject: Delegation of Authority, dated March 16, 2001.

J. Memorandum, Under Secretary of Defense for Personnel and Readiness, subject: Changes in Education Requirements for the Acquisition Workforce, dated March 31, 2001.

K. Memorandum, Office of the Assistant Secretary of the Army (Civilian Personnel Policy), subject: Section 808 of the Fiscal Year 2001 National Defense Authorization Act (NDAA), Public Law 106-398, dated March 23, 2001.

L. Army Waiver Guidance and Procedures for Acquisition, Logistics and Technology Workforce Critical Acquisition Positions, May 27, 2002 (under revision).

M. Department of the Army Policy and Procedures on Selection and Placement of Civilians in Acquisition and Technology Workforce Positions, June 4, 2002 (rescinded).

II GENERAL

A. Purpose. This document implements the qualification requirements required in Title 10 United States Code, Chapter 87, Sections 1701-1764, Defense Acquisition Workforce Improvement Act (DAWIA) of 1990, as amended by reference A and as may be subsequently amended by future statutory changes. This document rescinds reference M.

B. Applicability and Scope. This document applies to the recruitment, announcement, review, selection and placement for filling permanent, temporary and term civilian positions in the Acquisition, Logistics and Technology Workforce (AL&TWF), to include Critical Acquisition Positions (CAP) that require Acquisition Corps (AC) membership. It does not apply to the Senior Executive Service or to other Army AC board-select programs, such as those for program, project, product managers.

C. Definitions. Attached.

D. Responsibility.

1. The Director for Acquisition Career Management (DACM) shall:
 - a. Maintain oversight and control of the process for assignment to acquisition positions.
 - b. Identify and maintain a list of acquisition positions.
 - c. Provide guidance, consistent with references, that clearly identifies the AC membership and position certification requirements for acquisition positions.

2. The Deputy DACM (DDACM) shall approve AC membership and assist the DACM and Army Acquisition Executive (AAE) in carrying out their responsibility under DAWIA.

3. The Assistant G-1 for Civilian Personnel Policy is responsible for overall civilian personnel policy in the Army and shall:

a. Ensure that policy and procedures for selection to AL&TWF positions are consistent and comply with applicable laws, OPM regulatory requirements, and with overarching Department of Defense (DoD) and Army personnel policies and programs.

b. Ensure dissemination of the policy and procedures and adherence to same by appropriate personnel organizations.

4. The Acquisition Management Branch (AMB), U.S. Army Human Resources Command, is responsible for verifying Acquisition Corps (AC) qualifications and processing the documents for accession into the Army AC. All CAP selections are tentative until the AMB review is complete and the DDACM has approved AC membership. AMB will follow the Army Waiver Guidance and Procedures for Acquisition and Technology Workforce Critical Acquisition Positions (reference L) when waivers of AC requirements are requested.

5. The Acquisition Career Program Board (ACPB), as delegated to the ACPB Functional Working Group (FWG), shall assist the Army Acquisition Executive in managing the accession, training, education and career development of personnel in the AL&TWF, to include the selection of individuals for the AC and waivers of AC requirements.

6. The Functional Chief Representatives (FCR) shall define criteria for acquisition positions in their career fields and assist the DACM in oversight and control of these positions.

7. Acquisition commands and organizations shall identify AL&TWF positions in accordance with the refined Packard methodology (reference H) and guidance provided by the Army Acquisition Executive, DACM, and DDACM and ensure adherence to policy.

III POLICY

This section establishes the policy for the recruitment, announcement, review, selection and placement for filling permanent, temporary, and term civilian employees for covered Army Acquisition, Logistics, and Technology Workforce (AL&TWF) positions.

A. The DACM, acting through the DDACM, shall provide consistent, Army-wide guidance to ensure that individuals are selected for acquisition positions in accordance with statutory and regulatory requirements.

B. The refined Packard (reference H) shall be the approved methodology for identification of AL&TWF positions. Only the DACM has the authority to remove CAPs identified under the definition from the acquisition workforce.

C. All GS-14 and above/Personnel Demonstration Projects equivalent converted broadband/pay-band positions identified by the refined Packard methodology are considered to be CAPs. Personnel demonstration project broadband/pay-band positions that encompass the converted equivalent grades of GS-12 through GS-14 and GS-13 and GS-14 are considered target CAPs. AC membership is required before rendering a final offer if the selectee is hired at the pay rate of a GS-14, Step 4 or greater. The individual development plan (IDP) of those hired at a lower rate of pay must clearly document the plan to meet AC membership requirements prior to reaching the pay rate of GS-14, Step 4. Management will then ensure submission of paperwork to the Acquisition Management Branch (AMB), for accession of the incumbent into the Army AC. Applicants with Corps Eligible (CE) or AC membership should be given priority.

D. Incumbents of GS-12 or GS-13 positions at the time the position was converted into a Personnel Demonstration Project broadband/payband that includes the former GS-14 grade will not require AC membership until their rate of pay equals or exceeds the rate for GS-14, Step 4. Management will then ensure submission of paperwork to the AMB for accession of the incumbent into the Army AC.

E. Individuals may be **tentatively** selected for a CAP pending verification of AC membership or accession into the AC. A **permanent** offer may not be rendered until verification is accomplished or a waiver is granted in accordance with reference L.

F. Selection for CAPs shall be made from those in, or otherwise qualified for, the AC. The DACM may waive that provision (in writing) in circumstances when it is determined that qualified AC members are not available. The DACM waiver is position specific and allows the individual waived to occupy that particular CAP without meeting one or more of the requirements for AC membership. See Reference L for guidance.

G. The Acquisition Career Program Board (ACPB), as delegated to the ACPB Functional Working Group (FWG), may waive any and all of Section 1732 (b) and DoD 5000.58 and DoD 5000.52-M eligibility requirements for entry into the AC by certifying with specificity the rationale that the individual possesses significant potential for advancement to levels of greater responsibility

and authority, based on demonstrated analytical and decision-making capabilities, job performance, and qualifying experience. The individual waived will be accessed into the AC upon approval of the ACPB-FWG waiver.

H. To the extent the implementation of this policy impacts on bargaining unit members' conditions of employment, such implementation must be accomplished in accordance with all statutory and contractual labor relations obligations.

I. All individuals, including those from inside and outside of the federal government, may be selected for AL&TWF positions if they meet the basic eligibility and qualification requirements established for a position and meet the education, training, and experience requirements, or the equivalent, for AC membership for CAPs as established by DoD Instruction 5000.58 and DoD 5000.52-M or receive a waiver.

IV PROCEDURES

This section establishes procedures for the recruitment, announcement, review, selection and placement for filling permanent, temporary and term civilian employees for covered Army Acquisition, Logistics, and Technology Workforce (AL&TWF) positions.

A. Critical Acquisition Positions (CAP) (GS-14 and GS-15 and Personnel Demonstration Projects Equivalent Converted Broadband/Pay-band Levels):

1. Validating a CAP and requesting recruitment for a CAP.

Selecting officials are responsible for the following:

a. Verification that the vacancy is a CAP.

b. Review of position description/position requirements document (PRD) to ensure incorporation of the following required acquisition statements:

“This is a Critical Acquisition Position. Unless specifically waived by the appropriate Army official, the following are statutory requirements (Reference: 10 United States Code 1732 -1737):

- Selectee must be an Acquisition Corps (AC) member at the time of permanent selection for the position or have been granted a waiver.

- Selectee must execute, as a condition of appointment, a written agreement to remain in Federal service in this position for at least 3 years. In signing such an agreement, the employee does not forfeit any employment rights, nor does such an agreement alter any other terms or conditions of employment.”

c. Inclusion of the following statement on the Request for Personnel Action (RPA): “This is a Critical Acquisition Position and requires Level III certification in Acquisition Career Field (ACF) _____.” (The ACF correlates to item #6, Career Category, of the acquisition data in Gatekeeper.)

d. Initiation of the RPA, to include the acquisition, logistics, and technology information in Gatekeeper, and submission of the RPA electronically to the designated CPOC. (NOTE: CAPs falling under the refined Packard methodology for identifying the Defense acquisition workforce (reference H) must be advertised as acquisition unless the selecting official provides an approved exemption from acquisition signed by the DACM or his designated representative. The refined Packard methodology, consisting of two categories of acquisition organizations and three categories of occupational series, may be found on the Acquisition Support Center homepage at <http://asc.rdaisa.army.mil>.)

2. Recruiting Requirements for a CAP: Recruit for the position using external (Delegated Examining) and/or internal recruitment procedures (career program referral guidelines and local merit promotion plans). OPM Qualifications Handbook provides basic qualification eligibility for all occupational series positions, except GS-1102, reference F. The DoD Qualifications Standard for GS-1102 Occupational Series is the authorized single agency standard to use in rating and ranking candidates for GS-1102 occupational series positions, in GS graded and broadband/pay-band level positions. DoD regulations and instructions (references C and D) provide supplemental mandatory certification requirements for position certification and AC membership. Specific recruitment and internal placement procedures for personnel demonstration projects are subject to an individual project’s operating procedures. Specific recruitment guidance follows:

a. Area of consideration for CAP vacancy announcements shall be at least AC wide without restriction by geographic area. DoD-wide competition is highly encouraged as well as consideration of external candidates. Announcements shall be open for a sufficient period of time and in accordance with Major Army Command (MACOM), Army career program referral procedures and local negotiated agreements to attract a reasonable number of highly-qualified candidates. NOTE: The Army Guidance and Procedures for Waiver of Acquisition, Logistics & Technology Workforce Members for Critical Acquisition Positions (reference L) requires that a position be announced for a minimum of 14 days and yield no AC candidates or candidates qualified for AC membership before a DACM position specific waiver of a candidate not meeting the requirements may be requested. If it is anticipated that there will be difficulty in recruiting solely from within the Army AC, it is incumbent upon management officials to ensure that the area of consideration and the announcement period are sufficient to preclude the need for a second announcement.

b. CAPs will be filled only at the full performance level, except for hiring into a personnel demonstration project broadband/payband that encompasses the former GS-12 through GS-14 grades and the GS-13 through GS-14 grades, as explained in paragraph III.C. of this document.

c. Temporary or term recruitment actions to fill positions for over 120 days will be subject to competitive procedures. (This does not apply to lateral or reassignment moves into the same grade or within a Personnel Demonstration Project broadband/pay-band or to rotating program, project, product management reassignments.) The employee must meet AC membership requirements and be accessed into the AC prior to the competitive promotion or placement action or receive a waiver.

d. Exceptions to competitive procedures will be in accordance with paragraph 2-13 of AR 690-950, "Exceptions to competitive procedures." The employee must meet AC membership requirements, or be granted a waiver, and be accessed into the AC prior to the non-competitive promotion or placement action.

e. Only individuals who are AC members or who meet AC membership requirements and are accessed into the AC may be temporarily promoted or detailed to a CAP.

3. Announcing a CAP. Career program referral notification letters and/or the external recruitment/internal vacancy announcements must contain the following statements:

- "Defense Acquisition Workforce Improvement Act Career Field Position.
- Army Acquisition, Logistics and Technology Workforce (AL&TWF) applicants **must** have an Acquisition Career Record Brief (ACRB) on file in the Career Acquisition Personnel and Position Management Information System (CAPPMS).
- Acquisition Corps membership is required prior to appointment to a CAP, except as noted in the paragraph below.
- Personnel demonstration project broadband/pay-band positions that encompass the converted equivalent grades of GS-12 through GS-14 and GS-13 and GS-14 are considered target CAPs. AC membership is required before rendering a final offer if the selectee is hired at the pay rate of a GS-14, Step 4, or greater. Individuals hired at a lower pay rate must qualify and be accessed into the AC prior to reaching or exceeding the pay rate of a GS-14, Step 4.

- All candidates who meet the basic qualification requirements will be considered. Subject to proof of AC membership, AC members from other services will be accepted by Army without additional review.
- Selectees must sign an AC written tenure agreement to remain in the Federal service in this position for at least three years.
- All selectees must sign an AC Mobility Agreement. (Mobility includes functional and organizational moves as well as geographic moves.)
- Completion of mandatory acquisition training requirements for this position is a condition of employment.
- The above documents and information on the ACRB, AC membership and Corps Eligible (CE) status may be found at <http://asc.rdaisa.army.mil/>. Individuals with questions may contact an Acquisition Career Manager (ACM) for assistance.
- This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determination on request for reasonable accommodation will be made on a case-by-case basis.”

4. Making a selection for a CAP:

a. The selecting official is responsible for ensuring that fully qualified candidates who meet AC qualifications are selected when available. Candidates who are not qualified for AC membership may only be selected when no candidates on the selection list meet AC membership requirements or when all who do meet the requirements decline the position. The Civilian Personnel Advisory Center (CPAC), with assistance from the Acquisition Career Manager (ACM), will make the determination of AC qualifications. Non-AC members who are tentatively selected must be accessed into the AC, or be granted a waiver, before final selection to the position.

b. The selecting official is responsible for ensuring that selectees for Personnel Demonstration Project broadbands/paybands that include the former grade of GS-14 (GS-12 to GS-14 and GS-13 to GS-14) can reasonably meet AC membership requirements prior to reaching the pay rate of GS-14, Step 4. The employee’s plan for becoming an AC member shall be clearly documented on the Individual Development Plan (IDP).

c. The selecting official is responsible for ensuring that selectees with Level-II ACF certification or training complete an IDP within 45 days of entrance on duty that details how the selectee will become certified at Level III within 18 months.

5. Processing AC membership documents upon selection of an applicant. The Civilian Personnel Operations Center (CPOC) will make a *tentative* offer to the selectee, pending verification of membership or accession into the AC and will notify the CPAC of acceptance of the offer. The CPAC will obtain the following documents from the selectee for a permanent placement, temporary promotion or detail action and submit them to the Chief, Acquisition Management Branch (AMB) for accession into the AC: (The documents may be found at <http://asc.rdaisa.army.mil>.)

- a. An Army AC Written Tenure Agreement signed by the selectee.
- b. An Army AC Mobility Statement signed by the selectee.
- c. Selectees who do not have Corps Eligible status or AC membership must submit a copy of their resume and a transcript from an accredited institution of higher learning in addition to the above listed documents. These documents will be used to verify that the selectee has a baccalaureate degree, the appropriate semester credit hours (or equivalent) in a covered discipline, training/certification, and the required years of acquisition experience. AC members from other services must provide evidence of AC membership.

6. Documenting accession into the AC. The AMB is responsible for verifying that a selectee has AC membership or is eligible for membership and for processing the accession paperwork, as follows:

- a. For a selectee claiming AC membership, AMB reviews the selectee's Acquisition Career Record Brief (ACRB) in the CAPPMS database to ensure Section III is annotated with AC membership. For selectees claiming AC membership from other services, AMB verifies the AC certificate or memorandum of accession. Upon verification, AMB immediately notifies the CPAC that a firm offer may be rendered to the selectee.

- b. For a CE selectee, AMB reviews the ACRB to ensure Section III is annotated with "CE" status. (For non-AL&TWF selectees, the CE Selection Memorandum signed by the Regional Director is acceptable.) AMB immediately takes the following steps:

- (1) Processes the Letter of Acceptance and the Certificate of Admission, DD Form 2587, and electronically provides to the ASC. The ASC obtains the signature of the DDACM and mails to the selectee. (Immediately upon signature by the DDACM, the ASC transmits by fax a copy of the Letter of Acceptance to the AMB.) AMB processes and mails the Acquisition Corps Certificate.

(2) Notifies the respective Civilian Personnel Advisory Center (CPAC) immediately upon receipt of the Letter of Acceptance from the ASC.

(3) Annotates the ACRB to indicate AC membership and establishes an ACRB for new members.

c. For selectees who are not AC members or do not have CE status, AMB reviews the resume and transcripts submitted by the CPAC to verify AC eligibility. AMB follows the steps in subparagraph IV.A.6.b.(1) through (3) for a selectee who qualifies.

d. AMB will follow Army Waiver Guidance and Procedures for AL&TWF Critical Acquisition Positions for selectees requiring a waiver (reference L). AMB will notify the CPAC of the DACM's final decision on the waiver request.

7. Processing the personnel action. Upon notification that the selectee has been accessed into the AC, the CPAC makes a firm offer to the selectee, establishes the entry on duty date, and advises the CPOC that the selection has been approved and is ready for final processing.

8. Entering data in the Defense Personnel Data System (DCPDS): The CPOC ensures that selectee's specific Acquisition certifications, warrants, training, etc., are entered in DCPDS.

B. Non-Critical Acquisition Positions (non-CAP) (GS-13 and below and Personnel Demonstration Projects Equivalent Converted Broadband/Pay-band Levels):

1. Validating and requesting recruitment and selection for a non-CAP. Selecting officials are responsible for the following:

a. Verification that the vacancy is an AL&TWF position.

b. Review of position description/PRD to ensure the following required acquisition statement is included: "The employee must meet DoD 5000.52-M requirements applicable to the duties of the position."

c. Inclusion of the following statement on the RPA: "This is an Acquisition Position and requires Level ___ certification in Acquisition Career Field _____".

d. Initiation of the RPA, to include the acquisition, logistics,

and technology information in Gatekeeper, and submission of the RPA electronically to the designated CPOC.

2. Recruiting requirements for a non-CAP. Recruit for the position using external (Delegated Examining) and/or internal recruitment procedures (career program referral guidelines and local merit promotion plans). OPM Qualifications Handbook provides basic qualification eligibility for all occupational series positions, except GS-1102. The DoD Qualifications Standard for GS-1102 Occupational Series is the authorized single agency standard to use in rating and ranking candidates for GS-1102 occupational series positions, in GS graded and broadband/pay-band level positions. DoD regulations and instructions (references C and D) provide supplemental mandatory requirements for position certification. Specific recruitment and internal placement procedures for Personnel Demonstration Projects are subject to an individual project's Operating Procedures.

3. Announcing a non-CAP. Career program referral notification letters and/or the external recruitment/internal vacancy announcements must contain the following statements:

- "Defense Acquisition Workforce Improvement Act Career Field Position.
- This is an Army Acquisition, Logistics and Technology Workforce position. Selectees must meet position requirements for certification at Level ____ in Acquisition Career Field _____ within 18 months of entrance on duty." (Certification requirements may be found in the Defense Acquisition University Catalog at <http://www.dau.mil/>.) (This correlates to Item #6, Career Category, of the acquisition data in Gatekeeper.)

4. Making a selection for a non-CAP. The selecting official is responsible for selection of an individual who has met or can meet certification requirements of the position within 18 months of entrance on the job. Within 45 working days of occupying the position, the supervisor will ensure selectees who do not meet position certification requirements develop an IDP that documents how they will meet the requirements within 18 months.

5. Entering data in the DCPDS. The CPOC ensures that the selectee's data for education and specific Acquisition certifications, warrants, training, etc., are entered in DCPDS.

C. Occupational Series GS-1102 in the Contracting Acquisition Career Field: Section 824 of Public Law 107-107 and Section 808 of Public Law 106-398 amended Title 10 United States Code, Section 1724 (reference A), to prescribe basic education requirements for new entrants into the GS-1102 occupational series and for contracting officers with authority to award or administer contracts above the simplified acquisition threshold. The basic

education requirements do not apply to individuals occupying such positions within DoD on or before September 30, 2000. The DoD Qualification Standard for GS-1102 Occupational Series, August 24, 2001 (reference F) implements the requirements in Title 10, United States Code, Sections 1723-1733, as amended. This applies to Personnel Demonstration Project positions classified in the 1102 series as well as the general schedule.

1. Selections for Occupational Series GS-1102 CAPs will be processed as outlined in paragraph IV.A. of this document, except as stated in paragraph III.C. of this document. Applicants must have received a bachelor's degree and have completed 24 semester credit hours (or the equivalent) from a covered discipline from an accredited educational institution. (This requirement can be obtained within the bachelor's degree or in addition to the degree.) The 24 semester hours is required regardless of the number of semester credit hours individuals have earned in their career field; i.e., the provision that 12 semester credit hours, rather than 24, will be accepted when an individual's degree is in an acquisition discipline does not apply.

2. Selections for Occupational Series GS-1102 non-CAPs will be processed as outlined in paragraph VI.B. of this document.

3. Determination of minimum qualifications will be made by the servicing CPOC, with assistance from the ACM (subject matter expert).

E EFFECTIVE

This document is effective immediately.

//original signed//

MARY FULLER
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