



DEPARTMENT OF THE ARMY  
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY  
ACQUISITION LOGISTICS AND TECHNOLOGY  
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SFAE-CM

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Designation of Critical Acquisition Positions (CAPs) and Key Leadership Positions (KLPs)

References:

- a. Title 10, United States Code (U.S.C.), Title 10 U.S.C. Sections 1732 and 1734, Chapter 87.
- b. Department of Defense Directive 5000.52, "The Defense Acquisition, Technology, and Logistics Workforce Education, Training, and Career Development Program," January 12, 2005.
- c. Department of Defense Instruction 5000.66, "Operation of the Defense Acquisition, Technology, and Logistics Workforce Education, Training, and Career Development Program," December 21, 2005.
- d. Department of Defense Desk Guide, "Acquisition, Technology and Logistics Workforce Career Management," January 10, 2006.

The Fiscal Years 2004-2005 (FY04-05) National Defense Authorization Acts made extensive changes to the Defense Acquisition Workforce Improvement Act and provided additional management flexibilities for the development of acquisition professionals in order to maintain a professional acquisition workforce.

One of these flexibilities is the elimination of the civilian grade requirement for CAPs. They may now be designated based on the criticality of the position to the acquisition program, effort, or function supported. Military CAP designations remain the same: all military acquisition positions at the grade of Lieutenant Colonel or above must be designated as CAPs.

Due to the elimination of the grade requirement for civilian CAPs, the Army Acquisition Executive (AAE) has reviewed the designation of all Army acquisition positions, resulting in the following mandatory CAP designations:

- a. All Army Acquisition Senior Executive Service positions.
- b. All Army Acquisition Centrally Selected List positions.

c. Deputy Project Managers, Deputy Product Managers, Project Directors, Deputy Project Directors, Product Directors, and Deputy Product Directors.

d. All officers Lieutenant Colonel and above.

e. All Supervisory Army Acquisition civilians in grades GS-14 and 15 (or Broadband/Pay band equivalents).

In addition to the mandatory positions above, organizations have the latitude to designate additional appropriate CAPs provided they are at least a GS-14 (or Broadband/Pay band equivalent). Additional guidance on the designation of additional Acquisition positions as CAPs may be found in the DoD Desk Guide, Section 5: <http://asc.army.mil/overview/dawia/default.cfm>.

Commands and organizations that identify such positions must change the Acquisition Position Type (APT) code within the Defense Civilian Personnel Data System (DCPDS) to reflect a CAP (see Enclosure 1). The new CAP designations for current Acquisition civilian positions will be applied to the Career Acquisition Personnel and Position Management Information System (CAPPMS) and top loaded to DCPDS by the United States Army Acquisition Support Center (USAASC). It is each organization's responsibility to ensure that all of these designations are properly coded and subsequently updated in the DCPDS.

Although organizations may request position designation changes via DCPDS, the AAE retains overall responsibility for the Army's designation of Acquisition, Logistics and Technology (ALT) positions.

The following CAP requirements apply to incumbents and are consistent across the Department of Defense:

a. Individual must be a member of the Acquisition Corps (AC).

b. Individual must achieve Level III certification within 24 months of placement into a CAP.

c. Individual must execute a three-year tenure agreement (DD Form 2888).

d. Individuals who are not AC members must obtain approval of a position requirements waiver to occupy a CAP (DD Form 2905). This waiver does not grant membership into the AC but allows the individual to occupy a CAP for a specific period of time. The waiver is position-specific and must be approved prior to the individual being assigned to the position. This waiver does not transfer to future assignments or to future incumbents of the position.

e. Individual must obtain 80 Continuous Learning Points within the established two-year cycle. It is recommended that the individual earn 40 points per year.

Individuals should achieve Level III acquisition certification prior to assignment to a CAP. If the individual is not Level III certified within 24 months of placement in a CAP, the individual's supervisor is responsible for submitting a position requirements waiver to their respective Regional Director for review. The waiver may or may not be granted by the Director, Acquisition Career Management. This waiver does not grant certification but allows the individual to continue to occupy the position for a maximum of twelve additional months while pursuing the necessary certification. The individual and the supervisor shall document on the Individual Development Plan how and when the certification requirements will be met. The individual's supervisor is responsible for ensuring that certification is achieved or the individual will be moved to a non-CAP.

A newly created subset of CAPs, called Key Leadership Positions (KLPs), identifies positions that require special AAE and Under Secretary of Defense for Acquisition, Technology, and Logistics (USD(AT&L)) attention regarding qualifications, accountability, mobility and tenure. KLPs are designated by the AAE and approved by the USD(AT&L). The KLP positions are listed in Enclosure 2.

The criterion used to select positions as KLPs are: all PEOs and Program Managers; all Central Select List (CSL) Positions; all Deputy Project Managers of ACAT I Programs; all Project Directors (usually former CSL positions disestablished because programs were in production or sustainment and did not require PM, but still needed an acquisition leader in charge); all positions filled by Acquisition Members of the Senior Executive Service; all Program Chief Engineers, Program Systems Engineers, lead Program Cost Estimators and lead Program Contracting Officers for all Acquisition Category (ACAT) I and IA programs; other key GS-15 or equivalent positions within the various functional communities.

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Enclosures

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## Acquisition Position Type (APT) Codes

The following Army APT Codes are to be used in the DCPDS Gatekeeper:

1. CAP, not a Division Head, non-developmental
2. CAP, Division Head
3. Developmental Acquisition Position, not a CAP. Note: Developmental positions may be designated acquisition, but may not be designated CAP
4. Acquisition Position, not a CAP, non-developmental
5. Intentionally left blank
6. CAP KLP

Enclosure 2

Listing of Army Acquisition KLP Positions