



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
ACQUISITION LOGISTICS AND TECHNOLOGY
103 ARMY PENTAGON
WASHINGTON DC 20310-0103

SFAE-CDD

SEP 1 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Designation of Critical Acquisition Positions and Key Leadership Positions

1. References:

- a. Under Secretary of Defense (Acquisition, Technology and Logistics) (USD(AT&L)), 25 August 2010, subject: Government Performance of Critical Acquisition Functions.
- b. Department of Defense Desk Guide, Acquisition, Technology and Logistics Workforce Career Management, 10 January 2006.
- c. Director, U.S. Army Acquisition Support Center, Department of the Army Continuous Learning Policy and Implementation Guidance, 6 April 2011.
- d. Department of Defense Instruction 5000.66, Operation of the Defense Acquisition, Technology, and Logistics Workforce Education, Training, and Career Development Program, 21 December 2005.
- e. Title 10 United States Code (U.S.C.) Title 10 U.S.C. Sections 1732 and 1734 Chapter 87.
- f. Army Supplement to the Department of Defense Desk Guide for "Acquisition, Technology and Logistics Workforce Career Management," 1 September 2010. http://asc.army.mil/docs/pubs/Army_Supplement_DoD_Desk_Guide_ALT.pdf.
- g. Memorandum, Assistant Secretary of the Army (Acquisition, Logistics and Technology) (ASA(ALT)), 15 June 2011, subject: Mandatory Training Requirements Directive for Deputy Project and Product Managers (DPMs).
- h. Memorandum, Under Secretary of Defense (Acquisition, Technology and Logistics) (USD (AT&L)), 14 September 2009 (under revision), subject: Mandatory Requirements for Centrally-Selected List Acquisition Key Billet Project and Product Managers.

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i. Memorandum, 5 November 2010, Assistant Secretary of the Army (Acquisition, Logistics Technology) (ASA(ALT)), subject: Government Performance of Critical Acquisition Functions.

2. Critical Acquisition Positions (CAPs) are designated based on the criticality of the position to the acquisition program, effort, or function supported.

3. The Army Acquisition Executive (AAE) has designated the following positions as mandatory CAP designations:

a. All Army Acquisition Senior Executive Service positions.

b. All Centralized Selection List positions.

c. Deputy Project Managers Acquisition Category I, II, and III, Deputy Product Managers, Project Directors, Deputy Project Directors, Product Directors, and Deputy Product Directors.

d. All military acquisition positions at the grade of Lieutenant Colonel and above.

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

4. In addition to the mandatory positions above, organizations have the latitude to designate additional CAPs provided they are at least a GS-14 (or Broadband/Pay band equivalent). Guidance on the designation and coding of additional Acquisition positions is found in reference a. as well as reference b., Section 5.

5. Commands and organizations with acquisition positions identified as CAPs must ensure the Defense Civilian Personnel Data System (DCPDS) reflects the proper Acquisition Position Type code (shown at enclosure 1).

6. The CAP designations coded in DCPDS are top loaded bi-weekly into the Career Acquisition Personnel and Position Management Information System (CAPPMS). CAPPMS is the central repository for acquisition workforce information.

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

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- a. Must be a member of the Army Acquisition Corps (AAC).
 - b. Must achieve the Level III certification required by the specific acquisition position within 24 months of placement into a CAP (reference c.).
 - c. Must obtain 80 Continuous Learning Points (CLPs) within the established two-year cycle with a goal of achieving 40 CLPs per year.
8. Non-AAC members must obtain a Position Requirements and Tenure Waiver (DD Form 2905) to occupy a CAP. This waiver does not grant membership into the AAC, but allows the individual to occupy a CAP for a designated period of time until a specific requirement is met. The waiver is position-specific and must be approved prior to the individual being assigned to the position. The waiver does not transfer to future assignments or to future incumbents of the position.
9. The AAE and USD(AT&L) identify, designate, and account for Key Leadership Positions (KLPs), a subset of CAPs. These positions require a tenure agreement, have significant responsibility and authority, and are essential to the success of a program or effort. The AAE has designated the CAPs in enclosure 2 as KLPs.
10. Organizations must ensure KLPs assigned to Major Defense Acquisition Programs and Major Automated Information System programs are performed by properly qualified members. These positions must be coded appropriately within DCPDS no later than 16 October 2011.
11. Organizations must follow the Civilian Personnel Advisory Center guidance as outlined in reference d. and as implemented in reference b., Section 5.
12. Organizations will establish guidance to ensure personnel occupying KLPs either meet current Defense Acquisition Workforce Improvement Act education, training and experience standards or obtain an approved waiver (reference e.).
13. The AAE serves as the final approval authority for all KLPs filled by General Officers (GO), Senior Executive Service (SES) Civilians or CSL Project and Product Managers. The Director, Acquisition Career Management (DACM) is the waiver authority for functional lead positions below the GO/SES level.
14. The CSL Project and Product Managers are required to sign a Tenure and Program Management Agreement specifying the length of their tour. Officers in non-CSL

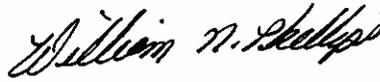
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positions are required to sign a Critical Acquisition Position Service Agreement (DD Form 2889) specifying the length of their tour (references f., g., and h.).

15. The Deputy DACM will publish additional implementation guidance as necessary to ensure full compliance with references a. and i. of this memorandum.

16. My point of contact is Mr. LuWayne Taylor, commercial (703) 805-1235, DSN 655-1235, or e-mail: luwayne.taylor.civ@mail.mil.



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Lieutenant General, GS
Director, Acquisition Career Management

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Acquisition Position Type (APT) Codes

The following Army APT Codes are to be used in the DCPDS Gatekeeper (reference a):

1. CAP, not a Division Head, non-developmental
2. CAP, Division Head
3. Developmental Acquisition Position, not a CAP. Note: Developmental position 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

List of Army Acquisition KLPs

- All General Officers (GO)/Senior Executive Service (SES)
- All Program Executive Officer (PEO)/Deputy Program Executive Officers (DPEO)
- All CSL Project and Product Managers (ACAT I, II and III)
- All CSL Acquisition Directors
- ACAT I Deputy Project Manager (DPM)
- Senior Contracting Official
- MDAP/MAIS (Acquisition Categories I and IA) when the function is required based on the phase or type of acquisition program:
 - (1) Program Lead Senior Engineer
 - (2) Program Lead Business Cost Estimating
 - (3) Program Lead Contracting Officer
 - (4) Program Lead Logistician
 - (5) ACAT I Product Support Manager
 - (6) Program Lead Business Financial Manager
 - (7) Program Lead Test and Evaluation
 - (8) Program Lead Production, Quality and Manufacturing
 - (9) Program Lead Information Technology

Note: In general, the “program lead” positions are required to be filled by military members at the Lieutenant Colonel/Colonel level or by a civilian equivalent. Program leads advise the PM/DPM and may be matrixed to the program office. These KLPs must be designated in the same position category as the lead position. For example, the “lead logistician” position must be designated as a KLP within the “Life Cycle Logistics” position category (References a., i., g., and h.).

Encl (2)