



**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

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Key Leadership Positions (KLPs) and Qualification Criteria Policy

1. References:

- a. Assistant Secretary of the Army (Acquisition, Logistics and Technology) memorandum, subject: "Government Performance of Critical Acquisition Functions," 5 November 2010.
- b. Army Deputy Director of Acquisition Career Management (DACM) memorandum, subject: "Designation of Critical Acquisition Positions and Key Leadership Positions," 1 September 2011.
- c. Under Secretary of Defense (Acquisition, Technology and Logistics) memorandum, subject: "Key Leadership Positions and Qualification Criteria," 8 November 2013.

2. This memorandum provides expanded Army guidance on Key Leadership Positions (KLPs) in compliance with Reference 1c and supersedes references 1a and 1b. Enclosed is a copy of the Common Cross-Functional KLP Requirements.

3. The Army will ensure positions identified in reference 1c are filled by properly qualified members of the military or full-time civilian employees of the Department of Defense (DoD). All positions listed below will be designated as mandatory KLPs for active Acquisition Category (ACAT) I and IA programs, and will be in the position category associated with that lead function. Active programs are defined in the Defense Acquisition Management Information Retrieval (DAMIR) System. The PM positions for ACAT II programs will also be designated as mandatory KLPs until production and fielding are complete. KLPs must be Level III Defense Acquisition Workforce Improvement Act (DAWIA) certified. With the exception of Program Executive Officers (PEOs), Deputy PEOs, and Senior Contracting Officials, the following KLPs should be dedicated to a single, active ACAT I and IA Program:

- a. PEOs/Deputy PEOs.
- b. Senior Contracting Officials.
- c. Program Manager (PM), ACAT I and ACAT II.

SFAE-CDD

SUBJECT: Army Key Leadership Positions (KLPs) and Qualification Criteria Policy

- d. Deputy PM, ACAT I.**
- e. Chief Engineer/Lead Systems Engineer.**
- f. Product Support Manager (Program Lead Logistician).**
- g. Chief Developmental Tester.**
- h. Program Lead, Business Financial Manager**

4. The following lead positions on MDAP/MAIS programs are necessary when the function is required based on the phase or type of acquisition program. The lead may be associated exclusively with a single program or be shared across multiple programs.

- a. Program Lead, Contracting Officer.**
- b. Program Lead, Cost Estimator.**
- c. Program Lead, Production, Quality, and Manufacturing (PQM).**
- d. Program Lead, Information Technology (IT).**

5. PEOs are ultimately responsible to ensure a qualified Functional Area 51 Army Acquisition Corps Officer or Department of the Army Acquisition Corps Civilian is occupying the required KLPs regardless if the incumbent is a PEO core acquisition workforce member or a matrix acquisition workforce member. Matrix organizations will be responsible to ensure the acquisition workforce member provided to support an ACAT I/IA Program meets the PEO and KLP requirements.

6. The U.S. Army Acquisition Support Center (USAASC) Army DACM Office will be responsible for tracking and reporting the required KLPs and the incumbent data in compliance with the criteria specified in Reference 1c. In addition, the USAASC Army DACM Office will administer the internal KLP qualification board specifics for those Army Acquisition personnel who wish to be considered by the USD AT&L KLP Joint Qualification Board. The Army DACM Office will coordinate with identified Army Functional Leads to finalize both internal and joint qualification board criteria in conjunction with USD AT&L Functional Lead counterparts.

7. Implementation guidance will be prepared and published by the USAASC Army DACM Office.

SFAE-CDD

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8. The USAASC Army DACM Office is assigned the lead for administration of this policy. The point of contact is Ms. Tammy L. Hughes, commercial (703) 805-2716, DSN 655-2716, or email: tammy.l.hughes12.civ@mail.mil.



Heidi Shyu
Assistant Secretary of the Army
(Acquisition, Logistics and Technology)

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Commander

- U.S. Army Forces Command
- U.S. Army Training and Doctrine Command
- U.S. Army Materiel Command
- U.S. Army Special Operations Command
- U.S. Army Space and Missile Defense Command
- U.S. Army Medical Command
- U.S. Army Intelligence and Security Command
- U.S. Army Corps of Engineers
- U.S. Army Test and Evaluation Command
- U.S. Army Research, Development and Engineering Command
- U.S. Army Reserve Command
- U.S. Army Installation Management Command

Program Executive Officer:

- Ammunition
- Assembled Chemical Weapons Alternatives
- Aviation
- Combat Support and Combat Service Support
- Command, Control and Communications (Tactical)
- Enterprise Information Systems
- Ground Combat Systems
- Intelligence, Electronic Warfare and Sensors
- Missiles and Space
- Simulation, Training and Instrumentation
- Soldier

Joint Program Executive Officer, Chemical and Biological Defense

Director:

- Army National Guard
- System of Systems Integration

Attachment 1: Common Cross-Functional KLP Requirements

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