



**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.

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- 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.

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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
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(Acquisition, Logistics and Technology)

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