



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

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Critical Acquisition Positions (CAPs) and Tenure Requirements

1. 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 Instruction 5000.66, Operation of the Defense Acquisition, Technology, and Logistics Workforce Education, Training, and Career Development Program, December 21, 2005

c. Department of Defense Desk Guide, Acquisition, Technology and Logistics Workforce Career Management, January 10, 2006

d. Memorandum, Under Secretary of Defense, November 8, 2013, Subject: Key Leadership Positions and Qualification Criteria

e. Memorandum, Assistant Secretary of the Army, Acquisition Logistics and Technology, March 21, 2014, Subject: Army Key Leadership Positions (KLPs) and Qualification Criteria Policy

f. Army Supplement to the Department of Defense Desk Guide for "Acquisition, Technology and Logistics Workforce Career Management", September 1, 2010

g. Department of the Army Policy for the Army Acquisition Corps, September 14, 2009, Subject: Mandatory Requirements for Centrally-Selected List Acquisition Key Billet Project and Product Managers

h. Memorandum, Assistant Secretary of the Army, Acquisition Logistics and Technology, September 1, 2011, Subject: Designation of Critical Acquisition Positions and Key Leadership Positions (Hereby canceled)

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

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

c. All Key Leadership Positions (KLPs) (ref 1.e.).

d. 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).

4. Any deviation from these mandatory CAP designations will be by exception to policy and require Deputy Director of Acquisition Career Management (DDACM) approval. References 1.b. and 1.c. contain guidance on the designation and coding of additional acquisition positions.

5. Commands/organizations with civilian and military acquisition positions identified as CAPs, will:

a. Ensure the Defense Civilian Personnel Data System (DCPDS) reflects the proper acquisition coding: Acquisition Position Category (APC); Acquisition Position Type (APT) code (Enclosure); and Acquisition Position Level (APL).

b. Identify all CAP and KLP positions on the organization's Table of Distribution and Allowances (TDA) using the personnel remarks code field. Use "DC" for CAP and Use "DL" for KLP.

c. Ensure all CAP requirements are met. Unless specifically waived by the appropriate Army official, (e.g., the DDACM for CAPs, or the AAE for KLPs) the following are statutorily mandated requirements of CAPs (Reference: 1.b.):

(1). Selectee must be a member of the Army Acquisition Corps (AAC) at the time of appointment;

(2). The position must be coded acquisition level III;

(3). Selectee must execute, as a condition of appointment, a written tenure agreement. Tenure length for all CAPs is three years, however CSL Project Directors of ACAT I programs will serve a four-year tour.

**Table – Tenure Agreements**

<b>Position Type</b>	<b>Tenure Forms</b>	<b>Tenure Approval Authority</b>
Centralized Selection List (CSL) Program Managers (PM)	Tenure and PM Agreement (Ref 1.g.)	AAE
KLP (other than CSL PMs)	DD Form 2889 – Critical Acquisition Position Service Agreement Key Leadership Position	AAE
CSL positions other than PM	DD Form 2888 –Critical Acquisition Position Service Agreement	AAE
Centrally selected Product Directors	DD Form 2888 –Critical Acquisition Position Service Agreement	AAE
All other CAPs	DD Form 2888–Critical Acquisition Position Service Agreement	Selection Authority/ Supervisor

**Notes:**

1. Individuals occupying CAPs and their supervisors will receive an email every 30 days that a tenure agreement is delinquent. This non-compliance will be documented monthly and reported.
2. All CSL and centrally selected Product Director tenure agreements will be loaded into the Acquisition Workbook Analysis and Readiness Evaluation system by U.S. Army Acquisition Support Center (USAASC). The Career Acquisition Personnel and Position Management Information System (CAPPMIS) will automatically pull that data into the IDP to alleviate multiple inputs of the same data.

**6. Individuals occupying a CAP:**

a. Shall ensure a copy of the signed Tenure Agreement is uploaded into their Individual Development Plan (IDP). A tab within CAPPMIS titled “Tenure Agreement Upload” will be available only to CAPs and will allow them to upload the tenure agreement, as well as enter the start and expiration dates. A tenure agreement is required each time an AAC member moves to a new CAP position.

b. Must obtain a tenure waiver, DD Form 2905, Acquisition, Technology, and Logistics (AT&L) Workforce Position Requirements or Tenure Waiver, (Ref 1.f., appendix H) above, if they wish to be released from their tenure agreement.

(1). Approval authority for all CSLs and KLPs is the AAE.

(2). Approval authority for all other CAPs that do not meet the accepted deviations, is the DDACM.

7. For questions regarding the implementation of this policy, please contact the USAASC Army DACM Office via the Career Acquisition Management Portal:

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<https://rda.altess.army.mil/camp/index.cfm?fuseaction=support.helpRequest>, or  
Commercial: (575) 678-2247.

8. My point of contact for this memorandum is Ms. Diane Murtha: (703) 805-9433, or  
email: [diane.l.murtha.civ@mail.mil](mailto:diane.l.murtha.civ@mail.mil).



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### **Acquisition Position Type (APT) Codes**

1. CAP, not a Division Head, non-developmental
2. CAP, Division Head
6. CAP KLP

### **Acquisition Position Type (APT) Codes**

Business - Financial Management	K
Business - Cost Estimating	P
Contracting	C
Engineering	S
Facilities Engineering	E
Industrial/Contract Property Management	D
Information Technology	R
Life Cycle Logistics	L
Production, Quality and Manufacturing	H
Program Management	A
Program Management – International Acquisition	1
Program Management Oversight	V
Purchasing	E
Science and Technology Manager	I
Small Business	M
Test and Evaluation	T

### **Acquisition Career Level (ACL) Codes**

- Level I (Basic or Entry Level)
- Level II (Intermediate Level)
- Level III (Advanced Level)

Encl (1)