



DEPUTY UNDER SECRETARY OF DEFENSE
3015 DEFENSE PENTAGON
WASHINGTON, DC 20301-3015

ACQUISITION AND
TECHNOLOGY

AUG 29 2008

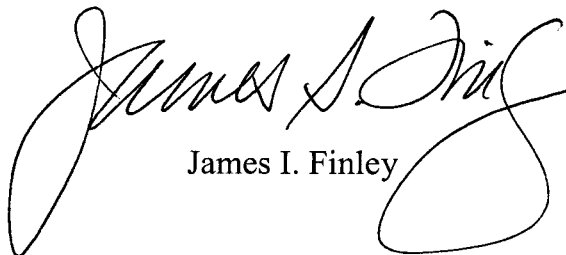
MEMORANDUM FOR: DEFENSE ACQUISITION WORKFORCE DEVELOPMENT
FUND WORKING GROUP

SUBJECT: Defense Acquisition Workforce Development Fund FY08 Execution Plan

I have completed a detailed review of the FY08 Defense Acquisition Workforce Development Fund (DAWDF) execution plan and many of the individual FY08 workforce proposals. I thank you for all the work everyone has done in getting us to this point. The fund provides us with unique opportunities to make real improvements within the acquisition workforce. I believe we are very close to a final decision on moving forward. As a result of my review, and a short update with Mr. Young on August 14, 2008, I have tasked Mr. Mark Whiteside at DAU to work with you to complete the following:

- 1) Reallocate the budget profile across the FYDP to better align our spend plans with budget plans.
- 2) Review and update all funding request documents to ensure they clearly define the request and identify what we get. We need greater detail.
- 3) Ensure appropriate alignment of funding proposals with the 11 line items structured for FY08 execution.

Request you take prompt action to address these three items, as I plan to release the FY08 funding for us to get started with a well defined and accountable baseline once they are completed. Also, thank you for your support in helping us complete the Charter. I have attached the final document for your information and action as appropriate.



James I. Finley



DEFENSE ACQUISITION WORKFORCE DEVELOPMENT FUND Charter

A. **PURPOSE:** This charter prescribes the mission, responsibilities, and membership of the Defense Acquisition Workforce Development Fund (DAWDF) management structure.

B. **MISSION:** The mission of the DAWDF Steering Board (SB), Fund Manager, and Working Group is to ensure that the statutory and policy provisions under which the DAWDF operates are adhered to, that the purposes of the fund are met, and that the fund supports the needs of the Department of Defense acquisition community. The scope includes administration and program management functions of the DAWDF, uses for which the fund may be applied, allocation of resources to specific initiatives, execution and reporting of the fund initiatives.

C. **STEERING BOARD MEMBERSHIP:** The DAWDF Steering Board is comprised of senior leaders across the Enterprise. Members include:

The Deputy Under Secretary of Defense for Acquisition and Technology, **Chair**
Assistant Secretary of the Army for Acquisition, Logistics and Technology
Assistant Secretary to the Assistant Secretary of the Navy for Research, Development and Acquisition

Assistant Secretary of the Air Force for Acquisition

The Deputy Under Secretary of Defense (Comptroller) and Chief Financial Officer.

The Deputy Under Secretary of Defense for Civilian Personnel Policy.

The Director of the Defense Contract Management Agency.

The Component Acquisition Executive of the Defense Logistics Agency.

The Component Acquisition Executive of the Defense Information Systems Agency.

The Director, Human Capital Initiatives, Office of the Under Secretary of Defense for Acquisition, Technology and Logistics, **Deputy Chair**

The Functional Leaders of the Defense Acquisition, Technology, and Logistics Workforce Education, Training, and Career Development Program.

The Fund Manager, Executive Secretary (DAU- Performance Resource Management)

Designated individuals authorized to act in the event of vacancies in the above offices.

Alternates for members who are unable to attend Steering Board meetings shall be authorized to fully represent the absent Steering Board principal.

Ad hoc members shall participate at the invitation of the Chair.

D. **DAWDF STEERING BOARD:** The Steering Board is advisory to the Under Secretary of Defense for Acquisition, Technology and Logistics and the Deputy Under Secretary of Defense for Acquisition and Technology. The Board provides strategic oversight on all aspects of the DAWDF. The Steering Board shall have the following oversight responsibilities:

1. Governance of the Fund
2. The process of crediting amounts to the Fund
3. The uses of the Fund to support strategic priorities for AT&L
4. Alignment with the DoD Civilian Human Capital Strategic Plan and the AT&L Human Capital initiatives
5. Fund allocation to the DoD Components for execution of approved initiatives, based upon recommendations from the Fund Working Group, and specifically approved by the DAWDF Chair

6. The measurable outcomes (metrics)
7. Annual review of the Fund
8. Guidance and direction to the Fund Manager

E. UNDER SECRETARY OF DEFENSE (COMPTROLLER) AND CHIEF FINANCIAL OFFICER (USD(C)) REPRESENTATIVE: This representative will perform the following role and responsibilities:

1. Establish the Fund as a transfer account for the receipt of credited funds and the expenditure or transfer of funds in accordance with statutory requirements
2. Annually determine the contributions required from the Military Departments / Defense Agencies in accordance with the statute, and based upon the AT&L data from the Federal Procurement Data System – next Generation (FPDS NG) base for service contract obligations.
3. Ensure the Military Departments/Defense Agencies credit the appropriate amounts to the DAWDF account.
4. Coordinate on the DAWDF report to Congress
5. Review the DAWDF Allocation Execution plan prior to release of funds

F. DUPUTY UNDER SECRETARY OF DEFENSE, CIVILIAN PERSONNEL POLICY (DUSD CPP) REPRESENTATIVE: The DUSD CPP representative will ensure integration of the Steering Board efforts with the Defense Acquisition Workforce Section of the DOD civilian Human Capital Strategic Plan.

G. FUND MANAGER: The Fund Manager of the DAWDF is directly responsible and accountable to the Deputy Under Secretary of Defense for Acquisition and Technology for the fund. The DAWDF Manager shall have the following responsibilities:

1. Issue annual fund administrative guidance
2. Perform the Program Manager function/duties for the fund
3. Chair DAWDF Working Group
4. Conduct DAWDF Working Group Annual Portfolio Review
5. Conduct DAWDF Working Group Quarterly Portfolio Execution Reviews
6. Conduct DAWDF Working Group Reviews of new Component initiatives as required during the execution year
7. Document and communicate decision(s) and issues of the DAWDF Working Group to SB, and communicate SB direction(s)
8. Oversee Military Departments/Defense Agencies & Defense Acquisition University's execution of allocated funds
9. Maintain fund database and records
10. Prepare report on DAWDF execution
11. Report annually to Congress in November under NDAA Section 852
12. Accountability and tracking of Fund expenditures

H. DAWDF WORKING GROUP: The DAWDF Working Group is established under this Charter to support and advise the Steering Board, and manage the execution of the Fund. Its membership shall comprise a representative of each of the members of the Steering Board, to include Military Departments and Defense wide Agencies Director, Acquisition Career

Managers (DACM). It shall be chaired by the Fund Manager. The Working Group will meet at the call of the Chair, normally bimonthly. The DAWDF Working Group shall have the following responsibilities:

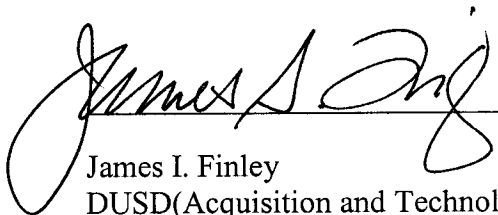
1. Review and approve Military Departments/Defense Agencies and Functional Leader DAWDF portfolio annually
2. Provide recommendations to the DAWDF Steering Board, including guidance concerning administration of the Fund
3. Ensure initiatives & expenditures support statutory intent, i.e., recruiting and hiring, training and development, and recognition and retention
4. Elevate unresolved issues through the Fund Manager to the Steering Board
5. Conduct Quarterly Portfolio Execution Reviews
6. Conduct reviews of new component initiatives as required during the year of execution

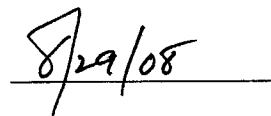
I. DIRECTOR, ACQUISITION CAREER MANAGERS: (DACM) RESPONSIBILITIES AND AUTHORITIES. The DACMs shall serve as the principal Military Departments/Defense Agencies focal points for DAWDF matters and shall have the following responsibilities:

1. Develop and submit Military Departments or Defense Agencies initiatives and priorities to the Fund Manager
2. Execute the Fund in accordance with Steering Board guidance, approval by the Working Group of the Military Departments/Defense Agencies plan, and respective priorities
3. Provide measurable objectives, track project performance (metrics) and provide reports to the DAWDF Manager on an agreed-upon intervals
4. Reallocate funding between line items, as required, after obtaining the concurrence of the DAWDF Manager
5. Propose new initiatives or line items as necessary
6. Submit information to the DAWDF Manager to support reporting requirements

J. MEETINGS: The Steering Board will meet at the call of the Chair, normally on a quarterly basis, and beginning in the 4th quarter, FY 08.

K. EFFECTIVE DATE: This Charter will commence on the date the Deputy Under Secretary of Defense for A&T affixes his signature, and will remain in effect until rescinded by the same Deputy Under Secretary or his successor.


James I. Finley
DUSD(Acquisition and Technology)


Date