Defense Acquisition Workforce Development Fund
(Section 852)

Department of the Army Operating Guide

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1.0 – The Army Acquisition Workforce

    1.1. Background. The Army Acquisition Workforce was established in 1990 to comply with the Defense Acquisition Workforce Improvement Act (DAWIA). The focus of DAWIA was to improve the quality and professionalism of the entire workforce and to establish an Acquisition Corps of professional acquisition personnel within the acquisition workforce. The Army acquisition workforce consists of 14 acquisition career fields.

    1.2 Leadership. The Army Acquisition Executive has delegated authority and responsibilities for the implementation of all initiatives affecting the acquisition workforce to the Director of Acquisition Career Management (DACM). The Army Deputy DACM (DDACM) is responsible for providing expert advice/council to the DACM through the development of acquisition workforce career policy, career management and career development programs to educate/train the Army Acquisition Workforce.

    1.3 The Secretary of Defense Acquisition Workforce Growth Initiative. On 6 April 2009, the Secretary of Defense announced an initiative to grow the defense acquisition workforce by ~20,000 positions by Fiscal Year 2015 (FY15). This growth consists of in-sourcing ~10,000 positions and hiring ~ 10,000 new acquisition workforce members Service-wide. As a result, by FY15, the Army will have in-sourced over 3,200 positions and hire 1,885 new government acquisition civilian personnel. The Defense Acquisition Workforce Development Fund (DAWDF) became the funding mechanism to "prime the pump" with regard to the new hire initiative. An Army Acquisition Workforce Growth Taskforce was established in January 2010 to capture specific organization input and ACF designation with regard to the new hires.

2.0 – The Defense Acquisition Workforce Development Fund

    2.1. Background. Section 852 of the 2008 National Defense Authorization Act (NDAA), Public Law No. 110-181, directed the establishment of the DAWDF. This fund enables the Department of Defense (DoD) to recruit and hire; develop and train, and recognize and retain its acquisition workforce.

    2.2. Purpose. This Operating Guide serves as the Department of the Army's overarching Section 852 operating guidance. Each Army Acquisition, Logistics, and Technology organization providing requirements under the auspices of the DAWDF intent and ultimately accepting funding under this program must establish guidelines for the execution of the funding within their organization to coincide with the parameters of Section 852 funding authority. These guidelines should be consistent with the intent of the legislation and the Department of Army guidelines for the Section 852 Program.

    2.3. Fund Establishment. The DAWDF (herein after referred to as the "Fund") was established as a result of the taxing of Service contracts. Each Service collects these tax dollars for incorporation into the Fund, and DoD provides a percentage back to each Service as well as 4th Estate agencies. Funding was established as base year plus two years, however it is treated as year of execution dollars.

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3.0 – Army Execution and Management of the Fund

    3.1. Funding Categories. The Fund provides the Army an unprecedented opportunity to invest in the health and growth of the Army Acquisition Workforce. There are three categories for workforce initiatives: Category 1 – Training and Development; Category 2 – Retention Programs; and Category 3 – Recruitment Programs.

        3.1.1. Category 1: Training and Development. These initiatives support training facility upgrades; acquisition basic course enhancements and new curriculum; and acquisition workforce technology.

        3.1.2. Category 2: Retention. These initiatives often utilize a Service or DoD commitment to retain civilian government employees for a certain length of time as well as support training and education programs. These types of programs are a direct investment in our acquisition workforce career development as well as retention incentives.

        3.1.3. Category 3: Recruitment. These programs allow the Army to hire in order to close the capability gap in shortage acquisition career fields by hiring at each level – Interns, Journeymen, and Highly Qualified Experts (HQE). Other recruitment initiatives include civilian incentive programs and opportunities for recruitment fairs. Approved requirements for Intern and Journeyman level funding receive two-years of salary dollars and HQE hires receive one-year of salary dollars which "primes the pump" for the Secretary of Defense Acquisition Workforce Growth initiative. Sustainment of these new hires will be addressed in an overall acquisition workforce growth concept plan.

  3.2. Fund Management

        3.2.1. Principal Agent. The DACM is the Principal Agent responsible for the Army's Section 852 DAWDF initiatives. The Army Budget Office will serve as the DACMs subject matter expert for fund distribution of the Fund.

        3.2.2. Management of the Program. The DDACM, as delegated by the DACM, provides the senior leadership focus on the Army's Section 852 initiatives.

        3.2.3. Management Cell. The DDACM has established a Section 852 Management Cell with a focus on: accepting Army acquisition organizational and acquisition career field requirements; analyzing to ensure requirements meet the program intent; and providing a recommendation to the DDACM/DACM. Individual ACFs will receive final requirements to analyze from the ACF perspective.

        3.2.4. Section 852 Tiger Team Establishment. The DDACM established a Tiger Team to monitor the execution and disbursement of Section 852 funds to commands and acquisition/organizations. This guide provides the documentation details for monitoring this Program, and this team will ensure compliance.

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3.3. Fund Availability. The Funds are available only for approved recruitment, training, and retention of designated acquisition personnel in the US Army including the provision of training and retention incentives.

3.4. Fund Limits. There are specific limitations to DAWDF explained below.

3.4.1. Salary Stipulations of the Fund. The Funds may not be used to pay the base pay salary of any individual who was a civilian employee of the DoD serving in an acquisition position as of the date of the enactment (28 January 2008) unless they have had a break in service resulting in a new appointment. The Fund will pay for salaries for new hires based on Estimated On-Board Date (EOD). Reference Section 852 NDAA FY-08 as amended by Section 832 NDAA FY-10.

3.4.2. Redirecting/Reprogramming Funds. Funding cannot be redirected or reprogrammed between line items by the receiving organization. FADs will be sent explicitly for the line item and approved initiative and those details will be annotated on the FAD. If an organization has an excess of funds for that specific FAD, the funds must be returned to the Army DDACM Office at the U.S. Army Acquisition Support Center for a reprogramming action to occur. The approval authority for reprogramming is delegated to the DDACM. Depending on the reprogramming request and the availability of funds within that line item at the time of the request, the reprogramming action may need to be processed through the DoD Funds Manager. That process can take up to 48 hours from the time of Service request. If the reprogramming involves a new requirement that has not been vetted through the appropriate original process for requesting DAWDF, it will be ranked against competing approved or emerging priorities; it will likely not receive funding, yet it can be submitted during the next FY data call. It is extremely important to determine priorities for funding each FY and develop accurate monthly spend plans.

3.4.3. Funding for Acquisition Only. An individual hired with Section 852 funds must be on a position description coded by one of the 14 ACFs in which the Army participates. (***Note:*** *ACF details are listed in Appendix B of this document).*

3.4.4. Acquisition Coding. The new hire must be properly coded as acquisition in the Defense Civilian Personnel Database System (DCPDS). The Army acquisition database of record, Career Acquisition Personnel and Position Management Information System (CAPPMIS) has a bi-weekly update from DCPDS. The acquisition details from DCPDS are reflected in CAPPMIS with an Acquisition Position Category (APC), Acquisition Position Type (APT), and Acquisition Position Level (APL*). (**Note:*** *All Section 852 funded hires are tracked by a specific code within the CAPPMIS.)*

4.0 – Acquisition Workforce/Organizational Requirements

4.1. Funding New Hire Growth. Beginning with the FY11 data call, all organizations who are the recipient of new hire acquisition workforce growth as approved by the Assistant Secretary of the Army (Acquisition, Logistics and Technology) Acquisition Workforce Growth Taskforce will automatically receive funding once a spend plan and EODs are provided.

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4.2. Spend Plan Documentation for New Hires. Organizations must submit spend plans to the Section 852 Program Office based on the allocation of new hires approved. The exact funding amount will be provided via a Funding Authorization Document (FAD) depending on the level of the personnel to be hired and the EOD.   FADs will be issued separately for salary dollars and other personnel costs to ensure tracking of these separate costs is able to be monitored accordingly.

4.2.1. Intern and Journeyman Hiring Stipulations. Section 852 Interns and Journeymen hires are currently funded for a two year period. This funding strategy coincides with existing Army Career Program Intern Programs and Section 852 funding strategies employed by our sister Services. However, the Army's Section 852 Operating Guide is herein modified to enable supplemental funding for Section 852 Interns and Journeyman to enable a third year of salary dollars, at the Journeyman level, as sustainment costs and authorizations are secured. Organizations seeking same, must submit as part of their monthly spend plans requests, to include justification for sustainment funding, beyond the initial tenure. Requests will be evaluated on a case-by-case basis, and are subject to the availability of Section 852 funds.

4.2.2. HQE Hiring. Section 852 HQEs and Student Career Experience Program (SCEP) participants are issued funding for one year. Funding distributions for salaries will be in accordance with FY spend plans and based on a valid EOD. Requests for an additional year of funding must be justified and will be evaluated on a case-by-case basis.

5.0 – Requesting Section 852 Funds

5.1. Requirements. When an acquisition organization has a requirement that meets the intent of the Section 852 DAWDF, the requirement must be submitted via a Program Request Form (PRF) to the Section 852 Program Director. There are no longer open data calls for DAWDF. Prior to each FY, a data call will be sent to all Commands/ organizations with acquisition personnel requesting requirements for funding. The Section 852 Program Director will operate the funds based on the vetted and approved requirement and according to a FY spend plan for that requirement.

5.2. Guidelines for filling out the PRF. A PRF must be provided with each request for Section 852 funds. In addition, attach a spend plan as a supplement to the PRF.   A copy of the PRF and a sample spend plan is attached to this guide at Appendix C. Appendix A lists the step by step guidelines for filling out a PRF.

5.3. Submitting a PRF.   The USAASC Section 852 Content Management System has been developed to facilitate your Army Command's (ACOM's) submission of Section 852 Program Request Forms (PRFs) for all Section 852 requirements, to include emerging requirements, also known as Unfunded Requirements (UFRs).

The PRF can be found on the USAASC's website: https://www.usaasc.info/section852_cms/

Please ensure only your ACOM's designated Section 852 representative is provided access to this system, using the secure UserId/Password that was provided to your command as same

Website: http://asc.army.mil/career/programs/852/default.cfm

constitutes Commander's endorsement of the submission. Only complete PRFs will be accepted. Resulting, certain fields will be prefilled, based on your User/ID. Other fields will require selection from a prescribed look up table (i.e. Line Item selection, Catalog selection). Other fields will require you to enter free text to include General Description, Milestones, Metrics and Funding Resources sought.

System generated emails will confirm receipt of your ACOM's completed PRF submission and any/all updates that are made.

      5.4. Requirement/PRF Approval Process. The requirement/PRF is analyzed and vetted through the DDACM to the ACF Functional lead to ensure acquisition career field or functional chief guidance is factored into the requirement. Fully analyzed and vetted PRFs are sent to the Army Budget Office for concurrence/signature and then submitted to the DACM for final signature.

          5.4.1. Coordination with Requesting Organizations. The Section 852 Resource Management (RM) personnel will coordinate with the requesting organization RM personnel for receipt of the FAD and/or receipt of the Military Interdepartmental Purchase Request (MIPR). FADs will be sent to Army organizations as a rule; MIPRs are the exception and for those non-Army organizations.

          5.4.2. Timeline for Organization to Accept Funding. If a MIPR is provided, the requesting organization will acknowledge receipt of funds by completing the MIPR Acceptance, DD Form 448-2 and returning an electronic copy to the Section 852 RM within 15 calendar days. For FADS, funding will be distributed through the Program Budget Authority System (PBAS); requesting organizations must distribute to sub-elements as required.

6.0 – Section 852 Funding Process

      6.1. Use of Funds. Funds must be used in support of the Section 852 requirements and line items/initiatives requested and approved during the PRF process.

      6.2. Organizational POCs. Funding will be sent to a single point of contact at each requesting Army Command/acquisition organization. Each command/acquisition organization will be responsible for further transferring funds to their subordinate organizations.

      6.3. Organizational Requirements to Accept Funding. A Command/acquisition organization receiving Section 852 funds must provide the following when contacted by the Section 852 RMO: Budget POC; Fiscal Station Number, and the servicing Defense Finance and Accounting Service (DFAS) site when contacted by the Section 852 RMO.

      6.4. Spend Plans. The Spend Plan attached as a supplemental to the PRF submittal will be reviewed with the requesting command/organization monthly to ensure disbursements are occurring as recorded in the spend plan. Any adjustments to the spend plan will be documented. A sample spend plan is attached at Appendix C.

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6.5. Distribution of Funds. Funding distribution will be based on the spend plan. The Section 852 Project Director in conjunction with the RM personnel will monitor command execution and will adjust funding for under execution.

7.0 – Fund Reporting & Tracking of Data

7.1. Return on Investment. Once approved for a DAWDF initiative, Commands/acquisition organizations must provide the Section 852 Program Director with details on how the funding was spent and the return on investment. Congress is closely monitoring this fund, so the details are important.

7.2. Report Templates. Template details are listed below and attached at Appendix C of this document.

7.2.1. Hiring Demographic Report Template. Information for all new employees must be reported by providing the following data:

7.2.1.1. Date job was accepted
7.2.1.2. On-Board date
7.2.1.3. Employee's name; last four digits of social security number
7.2.1.4. Series & Grade
7.2.1.5. Job Title & Salary (fully burdened)
7.2.1.6. Acquisition Position Category (APC)
7.2.1.7. Command name, code, and UIC
7.2.1.8. Indicate attrition or growth

7.2.2. Training Program Demographic Template. To ensure details can be entered into the CAPPMIS Database and the award of corresponding Continuous Learning Points (CLPs), provide the following using the prescribed Training Demographic Report Template:

7.2.2.1. Name
7.2.2.2. Last 4 of SSN
7.2.2.3. Status (Enrolled, Completed)
7.2.2.4. Course Dates
7.2.2.5. Individual Development Plan (IDP) Short Name
7.2.2.6. Corresponding CLPs
7.2.2.7. Program Lead Name, Phone and Email

7.2.3. Monthly Review of Command Initiatives. A monthly review of the details associated with each of the command/acquisition organization initiatives will be conducted. A list of proposed details (depending on the type of initiative) follow:

7.2.3.1. Who are the personnel (by name) on board?
7.2.3.2. What is the name of the initiative?

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7.2.3.3. When will the training/new hires take place for that month and follow-on months?

7.2.3.4. Where is the location of the training?

7.2.3.5. Why is the training being conducted?

7.2.3.6. Funding status, to include Allocation, Obligation and Disbursements.

<center>**APPENDIX A: Program Request Form Guidelines**</center>

<u>Instructions:</u> *Listed below are the step-by-step details for the information required in each block on the e-form PRF.*

Top of the page: Select if the funding requirement is a UFR or a FY requirement and select the year.

Block #5A: Choose the line item number and name of the line item from the drop down menu. Each line item number and detail is listed below:

- **Line Item 1:** Training Enhancements & Capacity Expansion
- **Line Item 2:** Comprehensive Acquisition Workforce & Student Information System
- **Line Item 5:** Retention & Recognition Incentives
- **Line Item 6:** Career Broadening & Academic Programs
- **Line Item 7:** Intern Programs
- **Line Item 8:** Recruiting Incentives
- **Line Item 10:** Journeyman Hiring
- **Line Item 11:** Highly Qualified Expert (HQE) Hiring

Block #5C: Identify Initiative Title

Blocks#7A-7E: Amount of funding requested for FY

Block #9: Select which Acquisition Position Category the funding will be utilized for.

Block #9B: Indicate project risks

Describe the program to be funded and reasons for request.

Block #10: Provide specific, measurable, quantifiable information

Block #11: Provide specific, measurable, quantifiable outcomes and metrics

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APPENDIX B: Acquisition Career Fields and Acquisition Position Categories

Army Acquisition Career Field (ACF). Recruitment of personnel for coded positions within the following ACFs may be funded using Section 852 funding. They include:

- Business Cost Estimating
- Business Financial Management
- Contracting
- Industrial/Contract Property Management
- Facilities Engineering
- Information Technology
- Life Cycle Logistics
- Production, Quality, and Manufacturing
- Program Management
- Purchasing
- Systems Planning, Research, Development and Engineering (SPRDE)
- SPRDE – Program Systems Engineer
- SPRDE – Science and Technology Management
- Test and Evaluation

Acquisition Position Category (APC). Any person hired with Section 852 funds must be in an ACF and properly coded in DCPDS and CAPPMIS with an APC. The APCs include:

A   Program Management
C   Contracting
D   Industrial/Contract Property Mgt
E   Purchasing
F   Facility Engineering
H   Production Quality & Manufacturing
I   SPRDE – Science and Technology Management
K   Business – Financial Management
L   Lifecycle Logistics
P   Business – Cost Estimating
R   Information Technology
S   SPRDE - Systems Engineering
T   Test and Evaluation
W   SPRDE – Program Systems Engineering

APPENDIX C: Program References

1. National Defense Authorization Act 2008

NDAA Excerpt.doc

2. National Defense Authorization Act 2010

Sec 832 NDAA
FY10.docx

3. Department of Defense Charter 2008

DoD Charter.pdf

4. Monthly Status Report

Monthly Status
Report

5. Spend Plan for Organizations Requesting 852 funds; supplement to PRF

Section 852 Spend
Plan

Website: http://asc.army.mil/career/programs/852/default.cfm