



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

S: 3 May 2011

SFAE-CDD

5 April 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Section 852 of the National Defense Authorization Act for Fiscal Year 2008, Public Law No. 110-181—Field Requirements Data call for the Department of the Army's Fiscal Year 2012 (FY12) Plan

1. References:

a. Section 852 of National Defense Authorization Act for Fiscal Year 2008, Public Law 110-181.

b. Section 832 of National Defense Authorization Act for Fiscal Year 2010.

c. Sections 5753 and 5754 of Title 5 United States Code.

2. Section 852 Detail. Section 852 of the National Defense Authorization Act for Fiscal Year 2008, Public Law No. 110-181, directed the establishment of the Defense Acquisition Workforce Development Fund (DAWDF). This fund permits the Department of Defense to recruit and hire; develop and train; and retain its Acquisition workforce. Responsibility for the submission of the FY12 Program Field Requirements rests with the designated officials found at attachment one.

3. DAWDF Categories. There are three main categories under the Section 852: Training and Development, Retention, and Recruitment. All Section 852 funded hiring efforts will continue to be centrally managed by the Army's Section 852 Program Office, in the Office of the United States Army Acquisition Support Center (USAASC), and will coincide with the Secretary of Defense Acquisition Workforce Growth Strategy.

a. **Hiring.** Your Command/Organization will receive funds commensurate with your organization's approved level of the aforementioned staffing strategy for new hires, to include attrition, while Concept Plans are developed and/or approved. My Points of Contact (POCs) for all Section 852 funded new hires are:

(1) Student Career Experience Program (SCEP) and Intern hires: Mr. Cory Foster, Commercial (703) 805-1254, or email: cory.foster2@us.army.mil.

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(2) Journeyman and Highly Qualified Experts (HQEs): Mr. Randy Ratliff, Commercial (703) 805-2663, or email: miles.ratliff @us.army.mil.

b. My Resource Management POC for all Section 852 execution is Ms. Hui Chi Kong, Commercial (703) 805-3626, or Email: Hui.C.Kong@us.army.mil.

c. All approved hiring plan transmittals will require the command/organization to:

(1) Take immediate action to obligate funds;

(2) Immediately commence recruitment actions, to ensure Entrance on Duty date within 120 days;

(3) Report hiring demographics in the prescribed format monthly;

(4) Report actual salary burn rates and plan spend rates monthly;

(5) Identify a permanent position for which these appointments will be realigned, to coincide with the following schedule:

(a) Interns, within twenty four months of 852 funding receipt;

(b) Journeymen, within twenty four months of 852 funding receipt; and

(c) HQEs, within twelve months of 852 funding receipt, or completion of program/project, whichever comes first.

4. Retention and Training. Relative to the development of the Army's FY12 Plan, as it pertains to Retention and Training, I request your assistance, as follows:

Requirements: Submit a comprehensive program plan for FY 12 identified by Section 852 Program Line Item, to include all associated start up and sustainment costs, by fiscal year for those line items which are multi-year programs. Please ensure all costs are identified and delineated.

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a. **Spend Plan:** Each command/organization will provide monthly spend plans. The USAASC will conduct quarterly execution reviews accordingly and review any requests for reprogramming/realignment actions.

b. **Funding Authorization Document (FAD) (DFAS Form 1323) Transmission:** Resources for approved requirements will be transmitted to your designated POC via a Funding Authorization Document (FAD – DFAS Form 1323). FADs will provide the ability to maintain a clean, automated audit trail. USAASC will distribute to the HQ level of each command. The command must take immediate action to commence obligation of funds upon receipt of FAD. USAASC will aggressively monitor the monthly spend plans for under execution. Unexplained under execution will result in:

- (1) decrease(s) of future funding allotment(s) or
- (2) requirement to return funds. These issues will be identified during the quarterly execution reviews, in concert with the respective Acquisition Functional Leads, and funds will be returned 5 working days after completion of this review.

5. **Reporting:** The Army is required to submit monthly demographic data on all recipients of Section 852 funding into the Power Steering system maintained at the Defense Acquisition University. This data forms the basis for the required annual report to Congress. To meet this requirement, and ensure our ALTWF members receive the corresponding Continuous Learning Points, we require Training Demographics (registered, enrolled and/or completed) for all recipients of Section 852 funds. This will enable the Army to top load our Career Acquisition Personnel and Position Management Information System (CAPPMS) database, which will update the Defense Civilian Personnel Data System (DCPDS).

6. **Assumptions:** The following should be utilized during your FY12 Program Plan development efforts:

a. All previously submitted requests for Section 852 funding that have not been approved and funded should be resubmitted for consideration. We will be unable to reconsider all previously submitted requirements, unless they are consolidated and resubmitted under your FY12 submission. Please ensure all submissions under this scenario are updated to account for escalating costs, etc.

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b. All Student Loan Repayment Program (SLRP) requests must be made via the centralized program announcement. All applications made under previous announcements will not be automatically considered for future opportunities and must be resubmitted according to the procedure in the prevailing announcement.

7. Guidance.

a. In accordance with the Army's Section 852 Operating Guide, Section 852 Plan requirements must be developed and/or constrained to ensure that all costs are severable. For example, if you have a requirement to refurbish a training facility with an aggregate cost of \$3M, you are encouraged to delineate the costs in priority order to enable program approval, should a reduced requirement be approved. Further, the program must be sustained by your organization if partial funding, via Section 852, is approved. For example, if Section 852 approves \$2M in the example above, you would be expected to assume the \$1M to ensure the program is successfully executed. If costs are not severable, you must annotate accordingly on the program request form. If you are not able to sustain the costs, please state in your original submission.

b. It is expressly forbidden, without prior approval, to request funds for retroactive activities, to include hiring actions.

c. All FY12 Program requirements will be submitted by the ACOM's designated Section 852 Program Lead, via the newly created Section 852 E-Form Website: https://www.usaasc.info/section852_cms/. User Identifications and Passwords have been supplied to each of the ACOM Leads, under separate cover. Additionally, USAASC will supply training to ensure a seamless transition from a paper-based to web-based submission process.

8. Disposition. Once program plans are received, all input will be analyzed, in coordination with the Acquisition Functional Leads, and the available funding will be distributed to each organization. Organizations cannot implement nor execute elements of their program until they receive an official approval notification and additional implementation guidance. A complete copy of the legislation, as well as a link to a synopsis version of the Army Plan, can be found at <http://asc.army.mil/career/programs/852/default.cfm>.

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9. Overall FY12 Section 852 Points of Contact for the FY12 Program Plan development are: Mr. Jack Kendall, Commercial (703) 805-1253, or email John.Kendall5@us.army.mil and Ms. Kelly Terry (571) 329-2053 or email Kelly.Terry@us.army.mil.

Encl



CRAIG A. SPISAK
Deputy Director
Acquisition Career Management

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