



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

SFAE

S: 1 Jun 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Department of the Army Fiscal Year 2016 (FY16) Field Requirements and FY17 Estimates Data Call - Section 852 of the National Defense Authorization Act for FY 2008, Public Law No. 110-181

1. References:

a. Section 852 of the National Defense Authorization Act (NDAA) for FY 2008, Public Law 110-181.

b. Section 832 of the NDAA for FY 2010.

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

d. Memorandum, SFAE-CDD, 19 Mar 13, subject: Army Acquisition Critical Skill Set Retention Guidance and the Defense Acquisition Workforce Development Fund (DAWDF).

2. Purpose. This memorandum outlines the requirements for Army commands and organizations to request FY16 funding through the DAWDF established by Section 852 of the NDAA 2008. It further outlines the development of the FY16 Plan and the responsibilities involved with receipt of DAWDF funding for FY16 requirements and estimates for FY17.

3. Section 852 Detail. Section 852 of the 2008 NDAA, Public Law No. 110-181, directed the establishment of the DAWDF. This fund permits the Department of Defense to recruit and hire; develop and train; and recognize and retain its acquisition workforce.

4. FY16 DAWDF Requests/FY17 Estimates. All Section 852 funded efforts will continue to be centrally managed by the Army's Section 852 Program Office, at the U.S. Army Acquisition Support Center (USAASC) Army Director, Acquisition Career Management (DACM) Office, and will coincide with the Secretary of Defense Acquisition Workforce Growth Strategy and the Army Acquisition Executive's (AAE) Strategic Objectives. Responsibility for the submission of the FY16 Program field requirements/FY17 estimates rests with your designated Section 852 officials; however, every request must include a command endorsement (Enclosure 1).

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5. AAE FY16 Strategic Objectives:

a. Fully implement the acquisition workforce initiatives outlined by Better Buying Power (BBP) 3.0.

(1) Establish higher standards for Key Leadership Positions (KLPs).

(2) Establish stronger professional qualification requirements for all acquisition specialties.

(3) Increase the recognition of excellence in acquisition management.

b. Design quality initiatives to recruit, develop, and retain the acquisition workforce of the future.

c. Continue the limited hiring initiative to meet critical need situations requiring intern or journeymen acquisition workforce hires.

d. Maintain professional qualification standards with a continued emphasis on Army acquisition workforce professionalism, talent recruitment, and retention.

6. FY16 DAWDF Priorities:

a. Continue to build a quality, agile and adaptive Army acquisition workforce.

(1) Develop strong and skilled acquisition professionals to meet our needs today and in the future. Target human capital initiatives to address gaps in our acquisition and leadership functional competencies.

(2) Target your limited hiring requests to fill mission critical skills gaps in the areas of Business and Financial Management/Cost Estimating, Contracting, Systems Engineering, Science and Technology, and Key Project/Product Management. (Reference 1d).

(3) Attract the best and brightest. Consider recruitment initiatives which attract the finest professionals to our workforce and develop retention incentives which ensure they remain within the Army acquisition workforce.

b. Sustain the professionalism of the acquisition workforce.

(1) Develop programs to recognize and reward excellence.

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(2) Develop innovative developmental programs. This is your opportunity to pilot programs to determine long term sustainment.

7. Hiring Requests. Your command/organization may request funding to support Intern and Journeymen hiring in support of approved concept plans and/or against needs necessitated by attrition of mission critical acquisition personnel. Approval of funds against requested hires will be allocated in accordance with the aforementioned staffing strategy.

a. Approval to hire will ensure receipt of up to 24 months of DAWDF funding for salary.

b. 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 the Entrance on Duty date is within 120 days;

(3) Report hiring demographics in the prescribed format monthly (Enclosure 2);

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

(5) Identify a permanent position for which these appointments will be realigned after 24 months.

8. Training, development, recruitment, retention, and recognition. Your command/organization may request funding to support quality initiatives in support of the AAE's strategic objectives. Consider initiatives which will improve certification rates among your Army acquisition workforce, build functional and leadership skills, increase acquisition core competencies, and recruit/retain/recognize the best talent. Approval of funds against requested initiatives will be prioritized and allocated in accordance with Army and organizational priorities.

9. Relative to the development of the Army's FY16 DAWDF Plan, please provide the following:

a. Requirements. Submit a comprehensive program plan for FY16 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. In addition, request an estimation of FY17 funding requirements for each request. All requirements are to be identified by cost, schedule and performance to ensure details of the requirement are fully understood on the Program Request Form (PRF). The PRF is

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located on the Section 852 E-Form Website: <https://usaasc852.info/cms/>. (Enclosure 3)

b. Spend Plan. Each command/organization will provide monthly spend plans. USAASC Army DACM Office will conduct quarterly execution reviews and consider requests for reprogramming/realignment actions. (Enclosure 4)

c. Funding. Resources for approved requirements will be applied directly into the General Fund Enterprise Business System (GFEBs) or transmitted to your designated budget POC via a Funding Authorization Document (FAD – DFAS Form 1323). GFEBs will provide the ability to view and analyze real time funding and execution status. FADs will provide the ability to maintain a clean, automated audit trail. USAASC Army DACM Office will distribute to the headquarters level of each command/organization or apply funding directly onto a project Work Breakdown Structure (WBS) or Military Interdepartmental Purchase Request (MIPR). Your command/organization must take immediate action to obligate funds upon receipt of a FAD or MIPR. USAASC Army DACM Office will aggressively monitor the monthly spend plans for under-execution. Unexplained under-execution may result in:

(1) Decrease in future funding allotment(s); or

(2) Requirement to return funds. These issues will be identified during Army DACM Office level quarterly execution reviews. Unexecuted funds must be returned within five working days after completion of our request.

10. Reporting. Since the enactment of Section 852/DAWDF in FY08, the Army has received over \$575 million in funding to grow, train and retain our acquisition workforce. NDAA 2013 extended DAWDF funding levels through FY18. With recent and future department-wide budget restrictions, the use of DAWDF remains an important enabler for the Army. We must protect this asset through proper use and documentation. To date, we have done a good job of reporting our Army acquisition workforce DAWDF accomplishments; however, we must ensure tighter scrutiny of each funded initiative and include more detail in our future reporting. Specifically, we must have these details to illustrate and measure a Return on Investment (ROI) as we report annually to Congress. This detail will also provide the necessary documentation as the defense acquisition workforce builds its case to Congress on our current use of DAWDF, our accomplishments, how it has helped the Department of Defense, and why it should continue. To meet this end, optimal management of these resources will be necessary and are specified below:

a. PRFs will provide the basis for the initiatives and must include cost, schedule, and performance specifics.

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b. Commands/organizations will provide monthly details on the use of this fund which include how the funding was used and what was achieved as a result of the funding.

c. Commands/organizations will provide monthly training demographics (number registered, enrolled and/or completed) for all Section 852 non-hiring funds. (Enclosure 5)

d. All end-of-month reporting will include hiring, spend plan, and training demographics and must be submitted by the 10th of the next month.

11. Assumptions. All approved requests are subject to the availability of funds. Previously submitted requests for Section 852 funding that were not approved and funded in FY15 should be resubmitted for consideration within our FY16 Program Plan. The Army DACM Office will be unable to reconsider all previously submitted requirements, unless they are consolidated and resubmitted under your FY16 submission. Ensure your submissions under this scenario are updated to account for escalating costs and any changes to an outcome.

12. Guidance. In accordance with the Army DACM Office 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 \$1M, 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 \$500,000 in the example above, you would be expected to assume the remaining \$500,000 to ensure the program is successfully executed. If costs are not severable, you must annotate accordingly on the PRF. If your organization is not able to sustain the costs, please state this fact in your original submission. Lastly, your plan should include an estimate for FY17 funding with DAWDF, and if enduring, when you plan to ensure future costs are included in a Program Objectives Memorandum (POM).

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

b. All FY16 Program requirements will be submitted on a PRF by your designated Section 852 Program Lead, via the Section 852 E-Form Website:
<https://usaasc852.info/cms/>.

13. Disposition. Once program plans are received, all inputs will be analyzed by the Army DACM Office in coordination with the Acquisition Career Field Functional Advisors and presented as a total FY16 Army Acquisition DAWDF Plan to the AAE for approval.

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FY17 estimates will be included and forwarded to the Under Secretary of Defense (AT&L) Human Capital Initiatives (HCI) Office. HCI serves as the overall DoD Manager of the DAWDF Program. When PRF requirements are approved, commands and organizations will be notified with electronic requests updated to show approval or disapproval. Approved and available funding will be distributed to each organization in accordance with monthly spend plans and specific training details. Organizations must not implement nor execute elements of their DAWDF program until they receive an official approval notification and additional implementation guidance. A detailed copy of the Army 852 program plan can be found at <http://asc.army.mil/web/career-development/852-program>.

14. DAWDF/Section 852 Team Points of Contact:

a. DAWDF Program Manager is Mr. Jason Pitts, commercial: (703) 805-1253, or email: Jason.r.pitts.civ@mail.mil.

b. DAWDF Budget Analyst is Ms. Jessica Newberry, commercial: (540) 731-5778 or email: jessica.c.newberry.civ@mail.mil.

c. DAWDF/Section 852 POC for hiring & POC for ASA(ALT), FORSCOM, PEOs and TRADOC is Mr. Randy Ratliff, commercial: (703) 805-2663, or email: miles.r.ratliff.civ@mail.mil.

d. DAWDF/Section 852 POC for AMC, ARNG, INSCOM, ITA MEDCOM, USAR and any organization not listed is Ms. Veronica Gonzalez, commercial: (703) 805-1238, or email: veronica.gonzalez1.civ@mail.mil.

e. DAWDF/Section 852 POC for ATEC and USACE is Ms. Jael Latham, commercial: (703) 805-3617, or email: jael.n.latham.civ@mail.mil.

5 Encls

1. Command Endorsement Example
2. Monthly Hiring Report
3. Monthly Spend Plan
4. Program Request Form
5. Training Demographics Survey



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