



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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S: 18 May 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Department of the Army Fiscal Year 2017 (FY17) Field Requirements and FY18 Estimates Data Call for the Defense Acquisition Workforce Development Fund (DAWDF) in Support of the Army Acquisition Workforce (AAW)

1. References:

a. Title 10, United States Code (USC), Section 1705, Department of Defense Acquisition Workforce Development Fund (DAWDF), Chapter 87.

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

c. Section 832 of the NDAA for FY 2010.

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

e. Memorandum, SFAE-CDD, 19 March 2013, subject: Army Acquisition Critical Skill Set Retention Guidance and the Defense Acquisition Workforce Development Fund (DAWDF).

f. Memorandum, Under Secretary of Defense for Acquisition, Technology and Logistics, Subject: Implementation Directive for Better Buying Power 3.0 – Achieving Dominant Capabilities through Technical Excellence and Innovation, 9 April 2015.

2. Purpose. This memorandum outlines the requirements for Army commands and organizations to request FY17 funding through the DAWDF established by Section 852 of the NDAA 2008. It further outlines the development of the FY17 Plan and the responsibilities involved with receipt of DAWDF funding for FY17 requirements and estimates for FY18.

3. 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. FY17 DAWDF Requests/FY18 Estimates. All efforts funded via the DAWDF are centrally managed by the Army's DAWDF Program Team at the U.S. Army Acquisition Support Center (USAASC) Army Director, Acquisition Career Management (DACM) Office. Requested DAWDF requirements will coincide with the Army Acquisition Executive's (AAE) Strategic Objectives and should consider the Army Acquisition

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Workforce Human Capital Strategic Plan goals to be published in March 2016. The designated DAWDF officials in your office are responsible for the submission of your FY17 requirements and your FY18 estimates for DAWDF support; however, every request for DAWDF must include a command endorsement (Enclosure 1).

5. AAE FY17 Strategic Objectives:

- a. Fully implement the acquisition workforce initiatives outlined by Better Buying Power (BBP) 3.0 (reference 1f).
- 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. FY17 DAWDF Priorities:

- a. Continue to build a quality, agile and adaptive Army Acquisition Workforce (AAW).

(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 1e).

(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 AAW.

(1) Develop programs to recognize and reward excellence.

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

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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 Defense Acquisition Workforce Improvement Act (DAWIA) certification rates, build functional and leadership skills, increase acquisition core competencies, and recruit/retain/recognize the best talent. Approval of funds for requested initiatives will be prioritized and allocated in accordance with Army and organizational priorities.

9. Relative to the development of the Army's FY17 DAWDF Plan, please provide the following:

a. Requirements. Submit a comprehensive program plan for FY17 identified by DAWDF 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 FY18 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 located on the DAWDF 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 monthly execution reviews in FY17 and

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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 funds 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) Return of Funds. These issues will be identified during Army DACM Office level monthly execution reviews. Unexecuted funds must be returned within five working days after completion of our determination of funds return and a request to your Command's/organization's DAWDF Official.

10. Reporting. Since the enactment of DAWDF in FY08, the Army has received over \$650+ million in funding to grow, train and retain our acquisition workforce. NDAA 2013 extended DAWDF funding levels through FY18. NDAA 2016 makes DAWDF permanent. 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 AAW 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 responds to Congress on our current use of DAWDF, our accomplishments, and the benefit to the Department of Defense. 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 requested and must include cost, schedule, and performance specifics.

b. Commands/organizations will provide monthly details on the use of DAWDF 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 DAWDF non-hiring funds. (Enclosure 5)

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d. All end-of-month reporting will include hiring, spend plan, and training demographics and must be submitted by the 5th of the next month.

11. Assumptions. All approved requests are subject to the availability of funds. Previously submitted requests for DAWDF that were not approved and funded in FY16 may be resubmitted for consideration within our FY17 Program Plan. The Army DACM Office will be unable to reconsider all previously submitted requirements, unless they are consolidated and resubmitted under your FY17 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 DAWDF Operating Guide, DAWDF requirements must be developed and/or constrained to ensure that all costs are severable. For example, if you have a requirement to train 100 of your personnel with an aggregate cost of \$100,000, 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 DAWDF is approved. For example, if the DAWDF Program Team approves \$50,000 in the example above, you would be expected to assume the remaining \$50,000 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 FY18 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 FY17 Program requirements will be submitted on a PRF by your designated DAWDF Program Lead, via the DAWDF E-Form Website: <https://usaasc852.info/cms/>.

13. Disposition. Once requirements are received via a PRF, all inputs will be analyzed by the Army DACM Office in coordination with the Acquisition Career Field Functional Advisors and presented as a total FY17 Army Acquisition DAWDF Plan to the AAE for approval. FY18 estimates will be included and forwarded to the Under Secretary of Defense (AT&L) Human Capital Initiatives (HCI) Office. The HCI Director 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 DAWDF program plan can be found at <http://asc.army.mil/web/career-development/852-program>.

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14. DAWDF 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 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.

d. DAWDF POC for ASA(ALT), FORSCOM, PEOs, TRADOC, ATEC, and USACE is Ms. Jael Latham, commercial: (703) 805-3617, or email: jael.n.latham.civ@mail.mil.



CRAIG A. SPISAK
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Acquisition Career Management

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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