



SECTION 1 POSITION CODING



The Defense Acquisition Workforce Improvement Act (DAWIA) (enacted by Public Law 101-510 on 05 November 1990 and as amended) mandates the establishment of training, education, and experience standards for certification, in order to develop and maintain a professional and relevant defense acquisition workforce.

SUPERVISOR RESPONSIBILITIES

As an AAW supervisor, you are responsible for ensuring subordinate AAW members meet:

Duty position DAWIA certification requirements.

Maintain currency in their primary Acquisition Career Field (ACF).

*The DACM Army Acquisition Workforce Standards Memorandum is published every fiscal year and contains additional requirements for the workforce. Find the memorandum in the policy library of the USAASC/DACM Office Website.

ACQUISITION CAREER FIELDS (ACF)

- ✓ Engineering
- ✓ Contracting
- ✓ Lifecycle Logistics
- ✓ Facilities Engineering
- ✓ Program Management
- ✓ Business-Cost Estimating
- ✓ Test & Evaluation
- ✓ Information Technology
- ✓ Business-Financial Management
- ✓ Production, Quality, & Manufacturing
- ✓ Purchasing & Industrial Contract Management
- ✓ Science & Technology Manager

As defined in Chapter 87, Title 10, US Code, Department of Defense (DoD) acquisition workforce positions include acquisition functions as the predominant duties in a specific ACF.

ACQUISITION CAREER LEVELS

Per DoD Instruction (DoDI) 5000.66, an acquisition-coded position certification level is based on its complexity, authority, and impact on defense acquisition programs, and not solely on the position's grade or rank. An acquisition position is coded at one of three levels; Basic (Level I), Intermediate (Level II) and Advanced (Level III).

(1) Level 1 (Basic)

Basic certification standards are reflective of fundamental competencies for the position. In addition to participating in education and training courses, individuals are expected to develop their required competencies through relevant on-the-job experience, including rotational assignments.

(2) Level II (Intermediate)

Competencies at the intermediate level emphasize functional specialization. Individuals at this level are expected to have and apply journeyman level acquisition-related skills. Broadening experiences provide the competencies and skills necessary to assume positions of greater responsibility. This may involve multi-functional experience and development.

(3) Level III (Advanced)

This level is typically assigned to positions with a primary acquisition mission, where the duties require a high level of acquisition knowledge and skills.

CRITICAL ACQUISITION POSITION (CAP)

CAPs are designated based on criticality of the position to the acquisition program, effort, or function supported. As a supervisor for a CAP position, you must understand DOD, Service, local policies, and guidance governing the hiring, administration and management of CAPs.

- Your Human Capital and Organization Acquisition POCs are invaluable resources to ensure you are in compliance with the various legal, regulatory and policy requirements.
- CAPs require a signed tenure agreement in order to ensure personnel stability and provide accountability for an acquisition program, effort, or function.
- Acquisition Senior Executive Service (SES) positions and Senior Level/Scientific/Professional positions that are not KLPs must be designated by the Army Acquisition Executive (AAE) as CAPs.

KEY LEADERSHIP POSITION (KLP)

KLP is a subset of a CAP.

- The AAE designates KLPs, which require special AAE attention and Office of the Under Secretary of Defense for Acquisition & Sustainment (USD (A&S)) oversight.
- Individuals in KLPs hold a significant level of authority, commensurate with their responsibilities and accountability for acquisition program success.
- KLPs are key to the success of Major Defense Acquisition programs (MDAPs) and Major Automated Information Systems (MAIS) (ACAT I and IA) and are held by personnel in the most demanding acquisition positions.
- Mandatory KLP positions are prescribed in DoDI 5000.66, Defense Acquisition Workforce Education, Training, Experience, and Career Development Program, with Change 1, August 31, 2018.

TENURE AGREEMENTS

- A tenure agreement must be completed by acquisition professionals at the lieutenant colonel (O-5) grade and above; GS-14 grade or higher (and pay-band equivalents); or 51C noncommissioned officers at the grade of E8 or higher.
Note: A Major-promotable (O-4P) encumbering an O-5 military acquisition position line must complete a tenure agreement.
- A tenure agreement is required for all CAP/KLP with duration varying by position.
- Generally, for a CAP, non-KLP, the tenure period is three years in duration and for a KLP, the tenure period is four years.
- A tenure waiver is required when a CAP is leaving a position prior to the date stipulated in the agreement for CAPs, except when promotion, reassignment to a commanding officer position, or mobilization occur.
- Completed tenure agreements are filed in the AAW professional's Career Acquisition Management Portal (CAMP) Career Acquisition Personnel and Position Management Information System (CAPPMIS) Individual Development Plan (IDP) online.



For a CAP, non-KLP, the Critical Acquisition Position Service Agreement, DD Form 2888, is used
<https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2888.pdf>



For a KLP, the CAP Service Agreement, DD Form 2889, is used
<https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2889.pdf>