



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

SAAL-ZRF

4 February 2021

MEMORANDUM FOR DIRECTOR, U.S. ARMY ACQUISITION SUPPORT CENTER

SUBJECT: Back to Basics – Business/Financial Management and Cost Estimating

1. Reference Under Secretary of Defense (Acquisition and Sustainment) initiative for Back to Basics for the acquisition workforce.
2. Effective immediately, the following rules should be applied for the designation of acquisition workforce in the business/financial management and cost estimating career field:
  - a. Series 03xx, 05xx directly assigned to a project and product management offices.
  - b. Series 03xx, 05xx directly assigned to a Program Executive Offices or Assistant Secretary of the Army (Acquisition, Logistics and Technology).
  - c. Series 1515 directly assigned to or in an embedded matrixed position to project and product management offices, Program Executive Offices, the Assistant Secretary of the Army (Acquisition, Logistics and Technology), the Deputy Secretary of the Army (Cost & Economics), or Army Materiel Command positions supporting project or product offices.

Positions that do not fall within the above rule-set should be reclassified to remove acquisition position requirement as they do not perform acquisition functions.

3. The series identified in 2a-c should be the only series used to define acquisition workforce positions in the business/financial management and cost estimating career fields. In order to assist supervisors and civilian personnel on the appropriate coding, please implement the enclosed checklist within the Army. If implementation is needed from the functional, please let me know and I will publish.
4. You are requested to provide a status of this action within 60 days of receipt.

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5. This policy has been coordinated with the Deputy Assistant Secretary of the Army (Cost and Economics).

6. My point of contact is Ms. Karen Walker, (703) 697-0306 or email karen.a.walker.civ@mail.mil.

Encl

John J. Daniels  
Deputy Assistant Secretary of the Army  
For Plans, Programs and Resources

CF:  
Deputy Assistant Secretary of the Army (Cost and Economics)