



Defense Acquisition Workforce Development Account (DAWDA)

Department of the Army Operating Guide

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Inquiries regarding this document should be addressed to:

*U.S. Army Acquisition Support Center (USAASC)
U.S. Army Director, Acquisition Career Management (DACM) Office
DAWDA Program Manager*

9900 Belvoir Road, Bldg 201, Ste. 101
Fort Belvoir, Virginia 22060-5567
Commercial: (703) 402-1545

Website: <https://asc.army.mil/web/>

Table of Contents

1.0 Army Acquisition Workforce 3

2.0 The Defense Acquisition Workforce Development Fund / Account 3

3.0 Army Execution and Management of the Fund.....4

4.0 Acquisition Workforce/Organizational Requirements..... 11

5.0 Financial Management Requirement Review Process.....12

6.0 Requesting DAWDA Funds 13

7.0 DAWDA Funding Process.....14

8.0 Fund Reporting and Tracking of Data15

Appendix A: Program Request Form Guidelines.....16

Appendix B: Acquisition Functional Area18

Appendix C: Program References.....19

1.0 – The Army Acquisition Workforce

1.1. Background. The Army Acquisition Workforce (AAW) was established in 1990 to comply with the Defense Acquisition Workforce Improvement Act (DAWIA). The focus of DAWIA was to improve the quality and professionalism of the entire workforce and to establish an Acquisition Corps of professional acquisition personnel within the acquisition workforce. The Defense Acquisition Workforce underwent a significant change in structure, size, and professional development requirements with the implementation of the Department of Defense (DoD) Back to Basics initiative in FY22. This resulted in the transition of the workforce from 14 Acquisition Career Fields to the following six (6) Acquisition Functional Areas: Business Financial Management and Cost Estimating, Contracting, Engineering and Technical Management, Life Cycle Logistics, Program Management, and Test and Evaluation. In addition, there are many changes to certification, credentialing, and skills development of the workforce IAW the Back to Basics initiative. Overall, the AAW reduced by over 11,000 personnel largely with the removal of Facilities Engineering from the workforce as well as more prescriptive definitions of Army Acquisition Life Cycle Logistics and Business Financial Management and Cost Estimating.

1.2. Leadership. The Army Acquisition Executive has delegated authority and responsibilities for the implementation of all initiatives affecting the acquisition workforce to the Director, Acquisition Career Management (DACM). The Army DACM Office Division Chiefs are responsible for providing expert advice/council to the DACM through the development of acquisition workforce career policy, career management and career development programs to educate and train the AAW. The Deputy Assistant Secretary of the Army for Plans, Programs, and Resources will provide financial management guidance given DAWDA is now an Operations and Maintenance - Army (OMA) Funded Program.

2.0 – The Defense Acquisition Workforce Development Fund / Account

2.1. Background. Section 852 of the 2008 National Defense Authorization Act (NDAA), Public Law No. 110-181, directed the establishment of the DAWDF. NDAA 2016 made DAWDF permanent (NDAA Section 841); Title 10 USC, Section 1705 – DAWDA Ch. 87. This fund enables the DoD to recruit and hire, develop and train, and recognize and retain its acquisition workforce. The name of Fund was changed to Account with the establishment of the FY2020 National Defense Authorization Act (NDAA). After the FY21 DAWDA Program Year began, Congress, through the FY21 NDAA, changed how resources would be appropriated. This now occurs through each respective Service's Operations and Maintenance Accounts.

2.2. Purpose. This Operating Guide serves as the Department of the Army's overarching DAWDA operating guidance. Each Army acquisition organization that provides requirements under the auspices of the DAWDA's intent and ultimately accepts funding under this program must establish guidelines for the execution of the funding within their organization to comply with the parameters of the DAWDA funding authority. These guidelines should be consistent with the intent of the legislation and the DoD and Department of Army guidelines for the DAWDA Program.

2.3. Fund Establishment. The DAWDF (herein after referred to as the “Account” - DAWDA) was initially established as a result of the taxing of Service contracts. Each Service collected these tax dollars for incorporation into the Fund, and DoD provided a percentage back to each Service as well as 4th Estate agencies. In FY16, legislation expanded the use of expired funds which enabled the DAWDF to be funded by expiring Operation and Maintenance (OMA) funds. Funding was established as base year plus two years, however it is treated as year of execution dollars. For a period of time through FY20, DAWDA was funded by a two-year appropriation. With the FY21 NDAA, each Service began receiving funds through their Service Comptroller into their Service Operations and Maintenance Accounts as one-year expiring funds. This practice continues at this time.

3.0 – Army Execution and Management of the Fund

3.1. Human Capital Strategic Plan (HCSP) Alignment. The HCSP serves as the business plan to guide the career development initiatives of the AAW. It is informed by a series of governance bodies that meet periodically and provide feedback on capability gaps, emerging trends, and potential solutions. It enables the Army DACM Office to focus on key goals and objectives with the collaboration and support of Army Acquisition Leaders across the Army Acquisition Enterprise. It has four goals and a series of enabling activities. The four goals are as follows:

3.1.1. **Workforce Planning:** Its purpose is to devise a comprehensive workforce plan that focuses on a strategic approach to talent acquisition and to conduct competency identification and identify skill gaps to drive alignment, recruitment, and retention of a diverse acquisition workforce.

3.1.2. **Professional Development:** Its purpose is to develop and sustain all civilian and military members of the AAW through functional, technical and professional training to ensure professional relevancy and currency.

3.1.3. **Leadership Development:** Its purpose is to develop and sustain collaborative Army acquisition leaders at all levels who encourage the importance of cohesive competent teams and are prepared to support evolving missions.

3.1.4. **Employee Engagement:** Its purpose is to develop capabilities that support the specific, actionable areas of work within further refined lines of effort.

3.1.5. **HCSP Enablers:** Communication and Collaboration, Resources, and Data Analytics.

3.1.6. Army Acquisition Senior Leader expectation is that every approved DAWDA initiative is identified and aligned to a unique HCSP goal in order to provide visibility on how the enterprise and field initiatives support the HCSP, to facilitate collaboration across organizations on similar initiatives, and to support prioritization of funding.

3.2 Funding Categories. The Account continues to provide the Army an unprecedented opportunity to invest in the capability and capacity of the AAW. There are four categories for workforce initiatives: Category 1 (formerly Line 1) – Training and Career Development; Category 2 (formerly Line 2) – Management Support, Analytics, and Tools; Category 3 (formerly Line 5) – Recruiting, Retention and Recognition; and Category 4 (formerly Line 7) – Hiring. Under each category, there are Items and Subcategories defining the uses of the Account. These Categories and sub-Categories are listed below.

3.2.1. Category 1: Training and Career Development. This category provides the mechanism for the Army to: develop a more detailed understanding of their AAW and developmental shortcomings; test innovative pilot programs; and provide the personnel development necessary to achieve the desired outcomes. Initiatives in this category will provide developmental/broadening assignments; programs at academic institutions; training to fill target gaps in acquisition functional competencies; competency management and assessment; workforce planning; training enhancements and capacity expansion; and opportunities to acquire joint and interagency experience. This category includes:

- Leadership Training - Training that focuses on leadership and executive competencies. Supervisory/Management/Leadership related.
- Functional / Technical Training - Courses/training necessary to gain knowledge, skills and abilities associated with the technical and functional aspects of one's acquisition assignment.
- Advanced Academic Education - College or University level courses
- Conference / Seminar / Symposium participation - Attendance fees, registration fees, and other associated costs of attending an acquisition-related conference, seminar, or symposium.
- Developmental / Rotational / Broadening Assignments - Temporary assignments of less than 180 days aimed at cultivating and broadening experiences and skill sets beyond one's current assignment.
- Training Facility Upgrades - Plant, property and equipment upgrades of facilities in support of Army acquisition training.
- Other Training and Development – Specialized or required training and developmental courses or assignments to support Army acquisition missions. Does not fit any other Line 1 category.

3.2.2. Category 2: Management Support, Analytics, and Tools. This category includes:

- Workforce Planning Initiatives - Initiatives to shape the acquisition workforce to achieve current and future requirements usually at enterprise level.
- Studies / Assessments - External services that provide analysis, and recommendations to improve the workforce.
- Management Support Systems - Tools, systems, applications to support the management of Army Acquisition Workforce.
- Other Human Capital Initiatives - Does not fit any other Line 2 category.

3.2.3. Category 3: Recruiting, Recognition and Retention Incentives. This category often utilizes a Service commitment to retain acquisition civilian government employees for a certain length of time as well as support training and education programs. Initiatives in this line item will retain high performers with critical acquisition skills, those in key leadership positions, and improve retention in acquisition positions that are in short supply through incentives and programs designed to make a career in Army acquisition more attractive. This category includes retention bonuses, tuition assistance, and student loan repayments. Permanent Change of Station (PCS) payments may be utilized to support the execution of service wide talent management and development programs such as the centralized selection of key leadership positions and senior level education programs. In addition, initiatives in this line item seek to attract qualified applicants in such critically needed areas such as: Contracting; Cost Estimating; Science, Technology, Engineering, and Mathematics (STEM); minority applicants; and recent college graduates. This complements other hiring initiatives by enabling the U. S. Army to more effectively hire high demand talent in an increasingly competitive labor market. Initiatives in this category will deliberately market the Army Acquisition community as an employer of choice. It is an Army goal to maintain a diverse, capable, and ready civilian and military workforce, which this category supports. These types of programs are a direct investment in our acquisition workforce career development as well as provide retention incentives. This category includes:

- Recognition Awards – Individual / Group Awards, one time, lump sum.
- Recruitment Incentives - Hiring-related monetary incentives for purposes of individual recruitment.
- Relocation Incentives -Relocation-related monetary incentives for encouraging employees to relocate for assignment purposes.
- Permanent Change of Station - Costs associated with relocating an employee to a new duty assignment. Special circumstances only.
- University / Career Fair / Outreach - Efforts associated with outreach to and recruitment of Army acquisition workforce personnel.
- Retention Incentives - Retention-related monetary incentives for retaining valuable employees.

3.2.4. Category 4: Hiring. This category provides the mechanism for organizations to request funding to support Intern, Entry level, Journeymen, Expert and Highly Qualified Expert (HQE) hiring in support of approved concept plans and / or against needs necessitated by attrition of mission critical acquisition personnel. Given the reduction in the AAW due to the Bask to Basics initiative, the Army is limiting use of this category and focusing hiring only a very small quantity of positions. This category includes:

- Entry Level Hiring - Loaded cost of hiring entry level employees, typically GS-05/07/09.
- Journeyman Level Hiring - Loaded cost of hiring experienced employees, typically GS12/13 level.
- Highly Qualified Expert Hiring - Loaded cost of hiring highly qualified expert employees at the executive level.
- Sustainment Labor Hiring - Loaded salary cost for existing onboard DAWDA hires.

3.3. Overarching Guidance for Requirements Development

3.3.1. General. There are two overall components to the program. These components are Enterprise Level Requirements and Command Level Requirements. Both components should align to the Army's Modernization Strategy and the AAW HCSP. The HCSP has four goals: 1) Workforce Planning, 2) Professional Development, 3) Leader Development, and 4) Employee Engagement supported by three Enablers: Resources, Communication and Collaboration, and Data Analytics.

3.3.2. Enterprise Level Requirements. Enterprise level requirements primarily support two of the four HCSP Goals: a) HCSP Goal 1: Workforce Planning and b) HCSP Goal 4: Workforce Engagement. However, based on leadership guidance, the other Categories, or portions thereof, or their sub-Categories may be supported as well. This is to allow the AAW to address gaps in workforce capabilities that span the entire Army Acquisition community in the most timely and efficient manner possible.

3.3.3. Command Level Requirements. Command level requirements allow each organization to focus and tailor their efforts to support unique requirements specific to the functional and technical community they support. It helps the AAW account for differences in mission set and location, and allows them to address gaps in workforce capabilities each command identifies. Accordingly, Command level requirements should consider the following as they primarily support these two goals:

3.3.3.1 HCSP Goal 2: Professional Development (Functional / Technical Training). For Goal 2: Professional Development, the PRF must clearly identify the specific functional leader or modernization priority / objective

- Focus on Continuous Learning as identified / prioritized by the Army Functional Leader Memos
- Focus on meeting the objectives of the Army Modernization Strategy. Include developmental assignments if the assignment is related to either of the functional leader of modernization priority.

3.3.3.2 HCSP Goal 3: Leader Development. For Goal 3: Leader Development, the PRF must clearly identify who is being trained and why they are receiving this training. What is the objective of the training? How does this relate to improved acquisition outcomes?

3.3.4 Prioritization Guidance. Each DAWDA program year the Army DACM Office conducts a comprehensive process to review requirements using both objective and subjective methods to determine how best to support Defense, Army, and Acquisition requirements. It then gains the approval of Army Acquisition Senior Leaders in the Assistant Secretary of the Army for Acquisition, Logistics and Technology (ASA(ALT)) confirming the prioritization. Enterprise requirements that support the entire acquisition workforce are prioritized higher than Command specific needs. Command requirements will be approved based on their alignment to the following sub-categories in priority order:

- a. Leadership Training,
- b. Developmental / Rotational / Broadening Assignments,
- c. Workforce Planning Initiatives,
- d. Functional / Technical Training,
- e. Management Support Systems,
- f. Sustainment Labor Costs,
- g. Recruitment Incentives,
- h. Studies and Assessment,
- i. Journeyman Hiring,
- j. University / Career Fair / Hiring Incentives,
- k. Permanent Change of Station Incentives,
- l. Advanced Academic Education,
- m. Relocation Incentives,
- n. Retention Incentives,
- o. HQE Hiring,
- p. Entry-level Hiring,
- q. Training Facility Upgrades,
- r. Recognition Awards,
- s. Conferences / Seminars / Symposiums.

3.3.5. Guidance Alignment. Each PRF must clearly articulate how the requirement meets one of the priorities above.

3.3.5.1 Each Command's submission must describe how their PRF submissions are nested within the appropriate organization's strategic plan, gap analysis or other relevant document and how they will enable improved acquisition outcomes. This should also include metrics on measurable objectives of performance and how they will measure the return on investment. The idea is that there should be a deliberate link between the requirement and the organization's mission, priorities, and / or identified capability shortfall.

3.3.5.2 Commands may also submit requests that are aligned to HCSP Goals 1 and 4 that support recruitment, relocation and retention of acquisition workforce members.

3.3.5.3 Commands should not submit nor will we approve requirements that:

- a. Do not align to the HCSP
- b. Have been previously disapproved
- c. Fall into one of the following categories:
 1. Courses for DAU equivalency
 2. Degree producing programs or college / university training that could be funded through a DACM program such as Acquisition Tuition Assistance Program
 3. Collective Training for military units
 4. Are or have been previously funded with other DACM office funding sources (e.g. MDEP TIND)
 5. Are not legally permissible
 6. Are more appropriately funded with other Army funding sources (e.g. organizational training funds)
 7. Are or should be funded with fees associated with reimbursable support agreements
 8. Are or should be funded IAW 10 USC § 2363
 9. Is a replacement for or a duplication of training already provided by the Army (e.g. CES)

3.4 Fund Management

3.4.1. Principal Agent. The DACM is the Principal Agent responsible for the Army's DAWDA initiatives. The Army Budget Office, the Office of the Deputy Assistant Secretary of the Army for Plans, Programs, and Resources (DASA-PPR), and the USAASC G8 will serve as the DACM Office subject matter expert for fund distribution of the Account.

3.4.2. Management of the Program. The Army DACM Division Chiefs provide the leadership focus on the Army's DAWDA initiatives.

3.4.3. Management Cell. The Army DACM Office established a DAWDA Management Cell within the USAASC Army DACM Office with a focus on: accepting Army acquisition organizational and acquisition career field requirements; analyzing to ensure requirements meet the program intent; and providing a recommendation to the Army DACM Division Chiefs and the DACM.

3.5. Fund Availability. The Funds are available only for approved DAWDA requirements and subject to Operations and Maintenance Account Army laws, regulations, and guidelines.

3.6 Fund Limits. There are specific limitations to DAWDA explained below.

3.6.1 Salary Stipulations of the Fund. The Funds may not be used to pay the base pay salary of any individual who was a civilian employee of the DoD serving in an acquisition position as of the date of the enactment (28 January 2008) unless they have had a break in service resulting in a new appointment. The Fund will pay for salaries for new hires based on Entrance on Duty Date (EOD). Reference NDAA FY-16. Overhead burden rates shall not exceed 30% of salary costs. Authorizing overtime is a Command decision and will not be funded by DAWDA. Interns and Entry level hires may be funded up to three years, subject to the availability of funding. The third year of funding must be requested in advance of the next fiscal year. Journeymen and Expert hires may be funded for up to two years.

3.6.2 Funding for Acquisition Only. An individual hired with DAWDA funds must be on a position description coded for one of the AFAs listed in paragraph 1.1 in which the Army participates. (*Note: AFA details are listed in Appendix B of this document*).

3.6.3 Acquisition Coding. The new hire must be properly coded as acquisition in the Defense Civilian Personnel Database System (DCPDS). The AAW central repository for acquisition workforce information, Career Acquisition Personnel and Position Management Information System (CAPP MIS) has a bi-weekly update from DCPDS. The acquisition details from DCPDS are reflected in CAPP MIS with an Acquisition Functional Area (APA), Acquisition Position Type (APT), and Acquisition Position Level (APL). (Note: All DAWDA funded hires are tracked by a specific code within the CAPP MIS.)

3.6.4 Enduring Initiatives. DAWDA allows senior acquisition leaders to target human capital initiatives to address gaps in our acquisition and leadership functional competencies. Initiatives that are funded with DAWDA that become an enduring event should be submitted for sustainment funding with a Program Objective Memorandum (POM). This will allow DAWDA to meet the needs of the acquisition workforce by developing innovative pilot programs to determine long term sustainment.

4.0 – Acquisition Workforce / Organizational Requirements

4.1. Obligation Plan Documentation for New Hires. Organizations must submit obligation plans to the DAWDA Program Office based on the allocation of new hires approved. The exact funding amount will be provided via a Fund Authorization Document (FAD) or General Fund Enterprise Business System (GFEB S) depending on the level of the personnel to be hired and the EOD. If applicable, FADs will be issued separately for salary dollars and other personnel costs to ensure tracking of these separate costs is able to be monitored accordingly.

4.1.1. Intern, Entry Level, Journeyman and Expert Hiring Stipulations. DAWDA Interns, Entry level and Journeymen hires are currently funded for a two year period. This funding strategy coincides with existing Army Career Program Intern Programs and DAWDA funding strategies employed by our sister Services. However, the Army's DAWDA Operating Guide is herein modified to enable supplemental funding for DAWDA Interns to enable a third year of salary dollars, as sustainment costs and authorizations are secured. Organizations seeking same, must submit as part of their monthly obligation plans requests, to include justification for sustainment funding, beyond the initial tenure. Requests will be evaluated on a case-by-case basis, and are subject to the availability of DAWDA funds.

4.1.2. HQE and Pathways Intern Hiring. DAWDA HQEs and Pathways Intern Program participants are issued funding for one year. Funding distributions for salaries will be in accordance with FY obligation plans and based on a valid EOD. Requests for an additional year of funding must be justified and will be evaluated on a case-by-case basis.

5.0 – Requesting DAWDA Funds

5.1. Requirements. When an acquisition organization has a requirement that meets the intent of the DAWDA and the guidance in this document, the requirement must be submitted via a Program Request Form (PRF) to the DAWDA Program Manager. Prior to each FY, a data call will be sent to all Commands / organizations with acquisition personnel requesting requirements for funding. All requirements will be prioritized, boarded and recommendations made prior to approval of the new FY Plan by the Director Army Acquisition Corps (DAAC). Approval occurs on or about July and all Commands/organizations will be notified prior to the start of the new FY. The DAWDA Program Manager will operate the fund based on the vetted and approved requirements and according to a FY obligation plan for that requirement.

5.2. Guidelines for filling out the PRF. A PRF must be provided with each request for DAWDA funds. In addition, attach an obligation plan as a supplement to the PRF. A link to the USAASC Army DACM Office DAWDA website to download a copy of the PRF and a sample obligation plan is attached to this guide at Appendix C. Appendix A lists the step by step guidelines for filling out a PRF.

5.3. Submitting a PRF. The Career Acquisition Management Portal (CAMP) has been updated to house DAWDA initiatives and facilitate your organization's submission of DAWDA PRFs for all DAWDA requirements, to include emerging requirements, also known as Unfunded Requirements (UFRs).

The PRF can be found on the CAMP website:

<https://rda.altess.army.mil/camp/index.cfm?fuseaction=splash.aup>

Please ensure only your organization's designated DAWDA representative is provided access to the DAWDA tab in CAMP. In addition, to ensure all DAWDA PRFs submitted in the CAMP database are valid and vetted through the appropriate Chain of Command; we require you to provide a command endorsement.

Each PRF must be reviewed by leadership within your command/organization. Their endorsement may be accomplished by any means to include providing this office an e-mail with a list of the PRFs being endorsed by the Command/organization and the priority level of each.

Only complete PRFs will be accepted. Certain fields will be prefilled, based on your User/ID. Other fields will require selection from a prescribed look up table (i.e. Category, Catalog selection). Other fields will require you to enter free text to include General Description, Milestones, Metrics and Funding Resources sought.

5.4. Coordination with Requesting Organizations. The DAWDA Resource Management (RM) personnel will coordinate with the requesting organization's ACOM's RM personnel for receipt of the funds. GFEBS will be used to distribute funds to Army organizations as a rule; FAD's are the exception for those organizations/commands not currently utilizing GFEBS.

6.0 – Financial Management Review Process –

6.1 Process. As the Army DAWDA Program is funded by Operations & Maintenance Army (OMA) one-year funding, it will follow Army Planning, Programming, Budgeting, and Execution System processes. As such the Program will submit Program Objective Memorandum (POM), Budget, and Execution documents and forms. Currently, this is done at the program level. Several changes are coming for FY23 and beyond. First, DAWDA will have its own unique Sub-Activity Group which will allow greater transparency and tracking to ensure funding is only used for and applied to DAWDA requirements. Second, commands/organizations need to transition their program planning efforts and outcomes from being primarily focused on annual requirements to capturing and submitting requirements across the POM years. For every individual submission with a multi-year requirement, the expectation is the requiring activity will submit resource funding needs for all years across the POM. . This will enable improved justification for out-year requests and better support the DAWDA Program level POM submission. It is also understood that not every emerging requirement to fill a gap in capability will require funding across the entire POM for each individual PFR. To support this change, the DAWDA Program team is exploring future changes in automation to better accommodate this change in planning focus. However, we will continue to only approve individual requirements for the year of execution and ideally, this will occur prior to the fiscal year for that requirement. With every submission, each requiring activity will submit an annual Spend Plan in accordance with Deputy Assistant Secretary of the Army for Plans, Programs and Resources ((DASA(PPR)) policy and procedures. The DAWDA Program Office in the Army DACM Office will collect and integrate all requirements to develop an annual plan under the approval of the Director, Army Acquisition Corps / Principal Military Deputy ASA(ALT). Finally, in support of this process, commands/organizations should be prepared to present and defend their submitted requirements up to the HQDA level. This includes, but is not limited to, describing the requirement and how it meets this guidance, explaining the capability gap the requirement addresses, quantifying the risk if the requirement is not funded, and detailing the expected return on the investment if funded.

6.2 Timeline. We are currently adjusting to meet the OMA timelines, yet beginning with the FY23 submission, the following timeline stands:

- Later half of Q1 prior to Fiscal Year of Execution, requiring activities will submit requirements and spend plans for requirements.
- During Q2 prior to the Fiscal Year of Execution, Army DACM Office will review submissions and prioritize the requirements.

- During Q3 prior to the Fiscal Year of Execution, Director, Acquisition Career Management will review the proposed Annual DAWDA Plan and will submit that plan for review and approval to the DAAC / Principal Military Deputy ASA(ALT).

- During Q4 prior to the Fiscal Year of Execution, the DAWDA Program Office will coordinate implementation of the Approved Plan with all requiring activities, subject to availability of funding at the start of the Fiscal Year of Execution, in order that all requiring activities can execute their approved requirements in a timely manner.

- Throughout the preceding year prior to the Fiscal Year of Execution and then during the year of Execution, the DAWDA Program office will work closely with DASA-PPR to ensure all funding is distributed, allocated, and obligated IAW approved Spend Plans.

7.0 - DAWDA Execution Process

7.1 Use of Funds. Funds must be used to support the DAWDA line items/initiatives requested and approved during the PRF process. Funds provided should not be used on any requirements that have not been approved by the DAWDA Program Manager(s).

7.2 Organizational POCs. Funding will be sent to a single point of contact at each requesting Army Command / acquisition organization. Each command/acquisition organization will be responsible for further distributing funds to their subordinate organizations.

7.3 Organizational Requirements to Accept Funding. A Command / acquisition organization receiving DAWDA funds may need to provide the following when contacted by the DAWDA Resource Management Office (RMO): Budget POC; Fiscal Station Number, DODAAC, GFEBS (General Fund Enterprise Business System) Fund Center, WBS (Work Breakdown Structure) and the servicing Defense Finance and Accounting Service (DFAS) site.

7.4 Obligation Plans. The Obligation Plan will be reviewed with the requesting command/organization monthly to ensure obligations and disbursements are occurring as recorded in the obligation plan. Any adjustments to the obligation plan will be documented.

7.5 Distribution of Funds. Funds distribution will be based on the obligation plan. The DAWDA Program Manager in conjunction with the RM personnel will monitor command execution compared to the obligation plan and will adjust funding for under execution.

8.0 – Fund Reporting & Tracking of Data

8.1. Return on Investment. Once approved for a DAWDA initiative, Commands/acquisition organizations must provide the DAWDA Program Manager with details on how the funding was spent and the return on investment. Congress is closely monitoring this fund, so details are important.

8.2. Report Templates. Template details are listed below and a link to the USAASC Army DACM Office DAWDA website is attached in Appendix C of this document.

8.2.1. Hiring Demographic Report Template. Information for all new employees must be reported by providing the following data:

- 8.2.1.1 Date job was accepted
- 8.2.1.2. On-Board date
- 8.2.1.3. Employee's name; last four digits of social security number
- 8.2.1.4. Series & Grade
- 8.2.1.5. Job Title & Salary (fully burdened)
- 8.2.1.6.Acquisition Position Category (APC)
- 8.2.1.7.Command name, code, and UIC
- 8.2.1.8 Indicate attrition or growth

APPENDIX A: Program Request Form Guidelines

Instructions: *Listed below are the step-by-step details for the information required in each block on the e-form PRF.*

Top of the page: Select from the dropdown menu whether the funding requirement is a UFR or a FY requirement and select the fiscal year.

Title: Insert an intuitive, descriptive name for the request

Line Item Name and Number: Choose the category item number and name of the category item from the drop down menu. Each category number and detail is listed below:

- **Category Item 1:** Training and Career Development
- **Category Item 2:** Management Support, System Analysis, and Tools
- **Category Item 3:** Recruiting, Recognition and Retention Incentives
- **Category Item 4:** Hiring

Category Name and Number: Depending on the Line Item Name and Number you select, there will be a list of associated Catalog Number and Names to choose from. Select the most appropriate one.

HCSP Goal: From the dropdown list, select one of the following HCSP Goals that most appropriately aligns to the requirement:

- Goal 1: Workforce Planning**
- Goal 2: Professional Development**
- Goal 3: Leadership Development**
- Goal 4: Employee Engagement**
- Goal 5: HCSP Enablers**

Priority: Enter your organizations priority ranking in order of importance to the top level organization this requirement belongs to. This field can be updated while in draft status but must be finalized prior to submitting the requirement for final review.

Mission Critical: Answer by selecting either the Yes or No radio button

Total Fiscal Year Request: Enter the amount of dollars and cents requested for the submission FY

Projected Multi-Year DAWDA Requirements: Enter the dollars and cents for every year listed that there is available cost data for this initiative starting with the First Year / Base Year.

In the Description of Program and Reason(s) for Request Section

Functional Area: Select the Acquisition Functional Area the funding will be utilized for.

Comments: Provide

A description of the program to be funded and reasons for request. PRFs should be clear and concise, and utilize who, what, when, where and why format.

Execution Action Plan / Deliverables / Milestones Using Fund: Provide a thorough cost break down to include approximate date funding is needed and clearly show how every dollar will be spent. Be prepared to provide a spend plan, receipts/invoices, etc. upon request. Provide specific, measurable, quantifiable information. This block should include the total cost of the initiative: cost breakdown of the event; cost per person; TDY expenses; tuition; books; other materials; and any additional fees.

In the Outcomes / Metrics Section

Block Comments: #11: Provide specific, measurable, quantifiable outcomes and metrics. Describe how the initiative will remedy the need/problem statement listed in block 9. Provide a convincing argument for why this initiative should be funded, how you will measure ROI, and describe the impact if funding is not approved now. After Action Reports will be required showing ROI.

In the Obligation Plan Section

By Quarter: list the amount of funding that will execute in year respective month

Cost Breakdown: Provide a thorough cost breakdown to include all startup and sustainment costs and clearly show how every dollar will be spent. Be prepared to provide a spend plan, receipts/invoices, upon request

Total Number to be Hired: If applicable, provide the total number of Full Time Equivalents (FTEs) that will be Hired

Total Number to be Trained: If applicable, provide the total number of FTE that will be Training

APPENDIX B: Acquisition Functional Areas

Army Acquisition Functional Areas. Recruitment of personnel for coded positions within the following AFAs may be funded using DAWDA funding. They include:

- Business Financial Management and Cost Estimating
- Contracting
- Engineering and Technical Management
- Life Cycle Logistics
- Program Management
- Test and Evaluation

APPENDIX C: Program References

1. National Defense Authorization Act (NDAA) 2008 Excerpt - http://asc.army.mil/docs/programs/852/NDAA_Excerpt.pdf
2. Title 10 USC Section 1705: Department of Defense Acquisition Workforce Development Fund (DAWDA) - <http://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title10-section1705&num=0&edition=prelim>
3. United States Army Acquisition Support Center (USAASC) Army Director of Acquisition Career Management (DACM) Office DAWDA website - <http://asc.army.mil/web/career-development/DAWDF-program/>
4. Office of the Under Secretary of Defense for Acquisition, Technology and Logistics (USDAT&L) Human Capital Initiatives (HCI) DAWDA website - <https://www.hci.mil/what-we-do/DAWDA.html>
5. Office of the Under Secretary of Defense for Acquisition, Technology and Logistics (USDAT&L) Human Capital Initiatives (HCI) Annual Reports to Congress archive - <http://www.hci.mil/docs/Policy/FY20DAWDAAnnualReport.pdf>
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