



# 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 Army Acquisition Workforce (AAW) supervisor, you are responsible for ensuring subordinate AAW members meet:

- Duty position DAWIA certification requirements
- Maintain currency in their primary Acquisition Functional Area (AFA)

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:

<https://asc.army.mil/web/alt-workforce-policy-procedure/>

## ACQUISITION FUNCTIONAL AREAS (AFA)

- ✓ Business: Cost Estimating & Financial Management
  - ✓ Contracting
- ✓ Engineering & Technical Management
  - ✓ Life Cycle Logistics
  - ✓ Program Management
  - ✓ Test & Evaluation

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 AFA.

## ACQUISITION CERTIFICATION LEVELS

Per DoD Instruction (DoDI) 5000.66, certification categories are based on their complexity, authority, and impact on defense acquisition programs, and not solely on a position's grade or rank. Certification levels vary by functional area and consist of: foundational/professional, practitioner, and advanced.

### ● Foundational/Professional

Foundational/professional 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.

### ● Practitioner

Competencies at the practitioner category emphasize functional specialization. Individuals at this category 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.

### ● Advanced

This category is typically assigned to positions located in DoD Components' organizations 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 Acquisition Career Management Advocates 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.

## 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), Major Automated Information Systems (MAIS), Acquisition Category (ACAT) I, II, and IA, and Business System Category (BCAT) 1, Program Manager (PM), and Deputy Program Manager (DPM) are held by personnel in the most demanding acquisition positions, per DACM KLP and CAP policy.

## TENURE AGREEMENTS

- A tenure agreement must be completed by acquisition professionals at the lieutenant colonel (O-5) rank and above; GS-14 grade or higher (and pay-band equivalents); or 51C noncommissioned officers at the rank of E8 or higher.  
Note: A major-promotable (O-4P) encumbering an O-5 military acquisition position list (MAPL) 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 normally three or four years depending on the position.
- 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>