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

MEMORANDUM FOR Engineering and Technical Management Army Acquisition Workforce Professionals

SUBJECT: Business Coding Rules for the Engineering and Technical Management Army Acquisition Workforce

1. References.

- a. Department of War Instruction (DoWI) 5000.66, *Defense Acquisition Workforce Education, Training, Experience, and Career Development*.
- b. Department of War Desk Guide for Acquisition, Technology & Logistics (AT&L) Workforce Career Management.
- c. Defense Acquisition Workforce Position Category Description (PCD) for the Engineering and Technical Management (ETM) Functional Area, 26 June 2025.

2. Purpose: This memorandum establishes the official Army policy and business rules for the identification and coding of Engineering and Technical Management (ETM) positions within the Army Acquisition Workforce (AAW). Proper coding is critical to ensure that personnel in the ETM Acquisition Functional Area (AFA) receive the appropriate training, certification, and career development opportunities necessary to manage and support the Army's acquisition programs.

3. Policy: Effective immediately, a position shall be coded as part of the ETM AFA if it meets the criteria outlined in reference 1.c. Specifically, if 51 percent or more of the duties and responsibilities of the position match the "General Acquisition-Related Duties" described in reference 1.c. AND the preponderance of those duties match the "Functional Area Specific Duties" described in reference 1.c., the position must be coded as such.

4. Business Rules: AAW positions will be designated with the ETM AFA code in accordance with the following business rules:

- a. The primary duties of the position involve developing, fielding, and sustaining defense systems and supporting IT and other infrastructure while ensuring Department of War products are delivered on time, protected, perform as expected, and are cost-effective.
- b. Positions within the following occupational series are typically used for ETM AFA coding when the duties align with the criteria in paragraph 4.a, however they are not limited to these if the criteria described in reference 1.c. are met.

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Acquisition Workforce

Typical ETM Occupational Series	
Miscellaneous Occupations Group (00xx)	0018, 0028, 0062
Social Science, Psychology, and Welfare Group (01xx)	0180
General Administrative, Clerical, and Office Services Group (03xx)	0301, 0343, 0391
Natural Resources Management Group (04xx)	0401, 0403, 0404, 0405, 0408, 0410, 0413, 0414, 0415, 0421, 0430, 0434, 0435, 0437, 0440, 0454, 0455, 0457, 0458, 0459, 0460, 0462, 0470, 0471, 0480, 0482, 0485, 0486, 0487
Medical, Hospital, Dental, and Public Health Group (06xx)	0601, 0602, 0630
Engineering and Architecture Group (08xx)	0801, 0802, 0803, 0804, 0806, 0807, 0808, 0809, 0810, 0817, 0819, 0828, 0830, 0840, 0850, 0854, 0855, 0856, 0858, 0861, 0871, 0873, 0880, 0881, 0890, 0893, 0895, 0896
Business and Industry Group (11xx)	1101, 1104, 1109, 1130, 1140, 1150, 1152, 1160
Physical Sciences Group (13xx)	1301, 1306, 1310, 1311, 1313, 1315, 1316, 1320, 1321, 1330, 1340, 1341, 1350, 1360, 1361, 1370, 1371, 1372, 1373, 1374, 1380, 1382, 1384, 1386, 1397
Mathematical Sciences Group (15xx)	1501, 1510, 1515, 1520, 1521, 1529, 1530, 1531, 1540, 1541, 1550, 1560
Education Group (17xx)	1702
Quality Assurance, Inspection, and Grading Group (19xx)	1910
Information Technology Group (22xx)	2210

d. Typical ETM position titles include, but are not limited to: Chief Engineer; Engineer (e.g., Aerospace, Systems, Mission, Mechanical, Computer/Electrical/ Electronics/Software, Data); Engineering Technician; Manager; Scientist; Computer Scientist; Software Developer; Specialist (e.g., Quality Assurance, Information Technology, Industrial); or Analyst

5. Exceptions: Any requests for exceptions to this policy for a specific position must be submitted via memorandum with detailed justification. The memorandum must be endorsed by a

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General Officer or Senior Executive Service member from the requesting organization and sent to the Point of Contact (POC) listed below for review and final determination by the ETM Army Acquisition Functional Leader.

6. POC for this memorandum is Ms. Rocio Bauer at rocio.bauer.civ@army.mil.

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Digitally signed by
BAUER,ROCIO.1250697771
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Rocio Bauer
Army Acquisition Functional Advisor
Engineering and Technical Management

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Workforce

Appendix 1: Eligible ETM Occupational Series

Code	Occupational Series
0018	Safety and Occupational Health Management Series
0028	Environmental Protection Specialist Series
0062	Clothing Design Series
0180	Psychology Series
0301	Miscellaneous Administration and Program Series
0343	Management and Program Analysis Series
0391	Telecommunications Series
0401	General Natural Resources Management and Biological Sciences Series
0403	Microbiology Series
0404	Biological Science Technician Series
0405	Pharmacology Series
0408	Ecology Series
0410	Zoology Series
0413	Physiology Series
0414	Entomology Series
0415	Toxicology Series
0421	Plant Protection Technician Series
0430	Botany Series
0434	Plant Pathology Series
0435	Plant Physiology Series
0437	Horticulture Series
0440	Genetics Series
0454	Rangeland Management Series
0455	Range Technician Series
0457	Soil Conservation Series
0458	Soil Conservation Technician Series
0459	Irrigation System Operation Series
0460	Forestry Series
0462	Forestry Technician Series
0470	Soil Science Series
0471	Agronomy Series
0480	Fish and Wildlife Administration Series
0482	Fish Biology Series
0485	Wildlife Refuge Management Series

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0486	Wildlife Biology Series
0487	Animal Science Series
0601	General Medical and Healthcare Series
0602	Physician Series
0630	Dietetics and Nutrition Series
0801	General Engineering Series
0802	Engineering Technical Series
0803	Safety Engineering Series
0804	Fire Protection Engineering Series
0806	Materials Engineering Series
0807	Landscape Architecture Series
0808	Architecture Series
0809	Construction Control Technical Series
0810	Civil Engineering Series
0817	Survey Technical Series
0819	Environmental Engineering Series
0828	Construction Analyst Series
0830	Mechanical Engineering Series
0840	Nuclear Engineering Series
0850	Electrical Engineering Series
0854	Computer Engineering Series
0855	Electronics Engineering Series
0856	Electronics Technical Series
0858	Bioengineering and Biomedical Engineering Series
0861	Aerospace Engineering Series
0871	Naval Architecture Series
0873	Marine Survey Technical Series
0880	Mining Engineering Series
0881	Petroleum Engineering Series
0890	Agricultural Engineering Series
0893	Chemical Engineering Series
0896	Industrial Engineering Series
1101	General Business and Industry Series
1104	Property Disposal Series
1109	Grants Management Series

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1130	Public Utilities Specialist Series
1140	Trade Specialist Series
1144	Commissary Management Series
1145	Agricultural Program Specialist Series
1146	Agricultural Marketing Series
1147	Agricultural Market Reporting Series
1150	Industrial Specialist Series
1152	Production Control Series
1160	Financial Analysis Series
1163	Insurance Examining Series
1165	Loan Specialist Series
1169	Internal Revenue Officer Series
1170	Realty Series
1171	Appraising Series
1173	Housing Management Series
1176	Building Management Series
1301	General Physical Science Series
1306	Health Physics Series
1310	Physics Series
1311	Physical Science Technician Series
1313	Geophysics Series
1315	Hydrology Series
1316	Hydrologic Technician Series
1320	Chemistry Series
1321	Metallurgy Series
1330	Astronomy and Space Science Series
1340	Meteorology Series
1341	Meteorological Technician Series
1350	Geology Series
1360	Oceanography Series
1361	Navigational Information Series
1370	Cartography Series
1371	Cartographic Technician Series
1372	Geodesy Series
1373	Land Surveying Series

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1374	Geodetic Technician Series
1380	Forest Products Technology Series
1382	Food Technology Series
1384	Textile Technology Series
1386	Photographic Technology Series
1397	Document Analysis Series
1399	Physical Science Student Trainee Series
1501	General Mathematics and Statistics Series
1510	Actuarial Science Series
1515	Operations Research Series
1520	Mathematics Series
1521	Mathematics Technician Series
1529	Mathematical Statistics Series
1530	Statistics Series
1531	Statistical Assistant Series
1540	Cryptography Series
1541	Cryptanalysis Series
1550	Computer Science Series
1560	Data Science Series
1910	Quality Assurance Series
2210	Information Technology Management Series