



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

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MEMORANDUM FOR ARMY ACQUISITION WORKFORCE MEMBERS OF THE TEST AND EVALUATION FUNCTIONAL AREA

SUBJECT: Business Coding Rules for the Test and Evaluation Army Acquisition Workforce

1. References:

- a. Department of Defense Instruction (DoDI) 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. Warfighting Acquisition Workforce Position Category Description (PCD) for the Test and Evaluation (T&E) Functional Area, 30 June 2026.

2. Purpose: This memorandum establishes the official Army policy and business rules for the identification and coding of Test and Evaluation (T&E) positions within the Army Acquisition Workforce (AAW). Proper coding is critical to ensure that personnel in the T&E 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 T&E 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 T&E AFA code in accordance with the following business rules:

- a. The primary duties of the position involve planning, organizing, managing, or conducting test and/or evaluation associated with concepts, emerging technologies, and experiments as well as prototypes, new, fielded, or modified systems through all acquisition pathways.

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b. Typical T&E position titles include but are not limited to: Chief Developmental Tester; Chief/Lead Test Engineer; General Engineer; Mechanical Engineer; Electronics Engineer; Test Engineer; Test Officer; Operational Test Project Officer; T&E Analyst; Operations Research Analyst; Evaluator; Senior Evaluator; Test Director/Manager; T&E Technical Director; Operational Test Director.

c. Positions within the following occupational series are typically used for T&E 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.

Typical T&E Occupational Series	
General Administrative, Clerical, and Office Services Group (03xx)	0301, 0343
Engineering and Architecture Group (08xx)	0801, 0830, 0850, 0854, 0855, 0861
Physical Sciences Group (13xx)	1301, 1320
Mathematical Sciences Group (15xx)	1515, 1550
Information Technology Group (22xx)	2210

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 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 T&E Army Acquisition Functional Leader.

6. The POCs for this memorandum are MAJ James Lunders or Mr. Brian Flaherty at james.m.lunders.mil@army.mil or brian.e.flaherty6.civ@army.mil.

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Jeffrey A. Thomas
Deputy Assistant Secretary of the Army
for Research and Technology