

DEPARTMENT OF DEFENSE

**ACQUISITION
CAREER MANAGEMENT
PROGRAM (ACMP)**

Administrative Reissuance
Incorporating Change 1, May 19, 1994

JANUARY 1993

**UNDER SECRETARY OF DEFENSE
(ACQUISITION)**



ACQUISITION

THE UNDER SECRETARY OF DEFENSE

WASHINGTON, DC 20301-3000

January 19, 1993

FOREWORD

This Regulation is issued in implementation of DoD Instruction 5000.58, "Defense Acquisition Workforce", January 14, 1992.

This Regulation prescribes policies and procedures, collectively termed the "Acquisition Career Management Program", which govern career management of the acquisition workforce within certain DoD organizations.

This Regulation applies to the Office of the Secretary of Defense, the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, the National Defense University, the Defense Acquisition University, the Defense Systems Management College, the Uniformed Services University of the Health Sciences, the U.S. Court of Military Appeals, and the Defense Support Activities (hereafter referred to collectively as "the DoD Components").

Except as otherwise specified herein, this Regulation is effective immediately. The Components shall supplement this Regulation as prescribed, or as necessary, to ensure effective implementation of the Acquisition Career Management Program.

Send recommended changes to this Regulation through channels to:

Director, Acquisition Career Management
Office of the Under Secretary of Defense (Acquisition)
Room 3E114, The Pentagon
Washington, DC 20301-3210

The DoD Components may obtain copies of this Regulation through their own publications channels. Other Federal Agencies and the public may obtain copies from the U.S. Department of Commerce, National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161.

A handwritten signature in black ink, appearing to read "Don Yockey".
Don Yockey

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REFERENCES

- (a) Public Law 101-510, "National Defense Authorization Act for Fiscal Year 1991," Title XII, Defense Acquisition Workforce Improvement Act," November 1990
- (b) [DoD Directive 5000.52](#), "Career Development Program for Acquisition Personnel," October 25, 1991
- (c) [DoD 5000.52-M](#), "Career Development Program for Acquisition Personnel," November 1991
- (d) [DoD Directive 5000.57](#), "Defense Acquisition University," October 22, 1991
- (e) [DoD Instruction 5000.58](#), "Defense Acquisition Workforce," January 14, 1992
- (f) [DoD Instruction 5000.55](#), "Reporting Management Information on DoD Military and Civilian Acquisition Personnel and Positions," November 1, 1991
- (g) Title 5, United States Code
- (h) [DoD Directive 5100.81](#), "Department of Defense Support Activities (DSAs)," December 5, 1991
- (i) [DoD Directive 1400.24](#), "Civilian Mobility Program," October 20, 1989

AL1. ABBREVIATIONS AND ACRONYMS

AL1.1.	<u>ACMP</u>	Acquisition Career Management Program
AL1.2.	<u>ACPB</u>	Acquisition Career Program Board
AL1.3.	<u>ACAT</u>	Acquisition Category
AL1.4.	<u>CIO</u>	Central Imagery Office
AL1.5.	<u>DACDC</u>	DoD Acquisition Career Development Council
AL1.6.	<u>DAU</u>	Defense Acquisition University
AL1.7.	<u>ARPA</u>	Advanced Research Projects Agency
AL1.8.	<u>DeCA</u>	Defense Commissary Agency
AL1.9.	<u>DCAA</u>	Defense Contract Audit Agency
AL1.10.	<u>DFAS</u>	Defense Finance and Accounting Service
AL1.11.	<u>DISA</u>	Defense Information Systems Agency
AL1.12.	<u>DIA</u>	Defense Intelligence Agency
AL1.13.	<u>DIS</u>	Defense Investigative Service
AL1.14.	<u>DLSA</u>	Defense Legal Services Agency
AL1.15.	<u>DLA</u>	Defense Logistics Agency
AL1.16.	<u>DMDC</u>	Defense Manpower Data Center
AL1.17.	<u>DMA</u>	Defense Mapping Agency
AL1.18.	<u>DNA</u>	Defense Nuclear Agency
AL1.19.	<u>DSAA</u>	Defense Security Assistance Agency
AL1.20.	<u>DSMC</u>	Defense Systems Management College
AL1.21.	<u>DoD</u>	Department of Defense
AL1.22.	<u>DPM</u>	Deputy Program Manager
AL1.23.	<u>DACM</u>	Director of Acquisition Career Management
AL1.24.	<u>DAETCD</u>	Director of Acquisition Education, Training, and Career Development
AL1.25.	<u>DA&M</u>	Director of Administration and Management
AL1.26.	<u>DDP</u>	Director of Defense Procurement
AL1.27.	<u>DDR&E</u>	Director of Defense Research and Engineering
AL1.28.	<u>FY</u>	Fiscal Year
AL1.29.	<u>IG, DoD</u>	Inspector General, DoD
AL1.30.	<u>NDU</u>	National Defense University
AL1.31.	<u>NSA/CSS</u>	National Security Agency/Central Security Service
AL1.32.	<u>No.</u>	Number
AL1.33.	<u>OASD(C3I)</u>	Office of the Assistant Secretary of Defense (Command, Control, Communications, and Intelligence)

AL1.34.	<u>OUSD(P&R)</u>	Under Secretary of Defense for Personnel and Readiness
AL1.35.	<u>OASD(HA)</u>	Office of the Assistant Secretary of Defense (Health Affairs)
AL1.36.	<u>OASD(SO/LIC)</u>	Office of the Assistant Secretary of Defense (Special Operations and Low-Intensity Conflict)
AL1.37.	<u>OC, DoD</u>	Office of the Comptroller, DoD
AL1.38.	<u>OPM</u>	Office of Personnel Management
AL1.39.	<u>OSD</u>	Office of the Secretary of Defense
AL1.40.	<u>OUSD(P)</u>	Office of the Under Secretary of Defense (Policy)
AL1.41.	<u>OSIA</u>	On-Site Inspection Agency
AL1.42.	<u>POC</u>	Point of Contact
AL1.43.	<u>PM</u>	Program Manager
AL1.44.	<u>Pub. L.</u>	Public Law
AL1.45.	<u>BMDO</u>	Strategic Defense Initiative Organization
AL1.46.	<u>USD(A&T)</u>	Under Secretary of Defense (Acquisition)
AL1.47.	<u>USUHS</u>	Uniformed Services University of the Health Sciences
AL1.48.	<u>U.S.C.</u>	United States Code

C1. CHAPTER 1
GENERAL POLICIES

C1.1. The ACMP

The ACMP is that system of policies and procedures that establishes a uniform approach to acquisition workforce accession, development, and retention in DoD organizations outside of the Military Departments, in accordance with references (a) through (f). All terms, conditions, and definitions established by references (a) through (f) are applicable to the ACMP except as modified herein.

C1.2. ORGANIZATIONAL COVERAGE

Figure C1.F1. is a listing of the major Department of Defense (DoD) organizations governed by this Regulation. That representative listing includes the Office of the Secretary of Defense (OSD); the Chairman of the Joint Chiefs of Staff and the Joint Staff; the Inspector General of the Department of Defense (IG, DoD); the DoD Agencies; the DoD Field Activities; certain DoD education institutions; and the Defense Support Activities (hereafter, those organizations are generally referred to as "the DoD Components"). This Regulation is applicable to any DoD organization outside the Military Departments in which an acquisition workforce position is established or an Acquisition Corps member is assigned, whether or not the organization is listed at Figure C1.F1.

C1.3. ORGANIZATIONAL EXCLUSIONS

C1.3.1. The National Security Agency/Central Security Service (NSA/CSS), the Defense Intelligence Agency (DIA), the Central Imagery Office (CIO), offices for the collection of specialized intelligence, and classified organizations and programs are excluded from coverage of this Regulation, except as indicated below.

C1.3.1.1. The NSA/CSS, DIA, and CIO shall retain membership on the ACPB under Chapter 3, **paragraph** C3.1.1.2., below.

C1.3.1.2. The delegations of authority under Chapter 3, sections C3.2. and C3.3., below, shall be applicable to NSA/CSS, DIA, and CIO.

C1.3.1.3. Reciprocity between NSA/CSS, DIA, CIO, and other Component programs shall be ensured under Chapter 4, **paragraph C4.1.3.**, below.

C1.3.1.4. Waivers of education training, and experience requirements for the positions enumerated in Chapter 2, **paragraphs C2.1.1.1.** and **C2.1.1.3.**, below, shall be processed in accordance with the procedures specified in Chapter 10, below.

C1.3.1.5. The NSA/CSS, DIA, CIO may elect to receive centrally managed course quotas and funds under Chapter 5, **paragraph C5.3.3.**, below.

C1.3.1.6. The NSA/CSS, DIA, and CIO are hereby delegated the authority to waive the assignment periods for persons assigned as Program Managers (PM) and Deputy Program Managers (DPM) of major Acquisition Category (ACAT) I acquisition programs and for persons assigned to critical acquisition positions.

C1.3.2. **Except for the U.S. Special Operations Command Headquarters, the Combatant Command Headquarters and International Military Organizations** are excluded from coverage of this Regulation. Authorities delegated to the Commanders-in-Chief of the **Combatant** Commands in DoD Directive 5000.52 (reference (b)) and DoD Instruction 5000.58 (reference (e)) shall be exercised in coordination with the Secretaries of the Military Departments.

C1.4. PERSONNEL COVERAGE

C1.4.1. This Regulation governs the actions and treatment of personnel in the acquisition workforce of the DoD Components as well as personnel in the DoD Components who are not currently assigned to acquisition workforce positions, but who possess, or seek to attain, certification for assignment to acquisition workforce positions or membership in the Acquisition Corps.

C1.4.2. This Regulation governs the actions and treatment of any person who is an applicant or candidate for an acquisition workforce position, including a critical acquisition position, and who is otherwise qualified for the position, in accordance with Office of Personnel Management (OPM) qualification standards.

C1.5. PERSONNEL EXCLUSIONS

C1.5.1. Persons covered by nonappropriated fund employment systems are excluded from coverage.

C1.5.2. Foreign national (including Third-Country National) employees who perform acquisition duties are excluded from coverage of this Regulation. Except that Chapter 5, paragraph C5.3.3., shall be applicable to Foreign Nationals.

C1.6. GENERAL RESPONSIBILITIES

C1.6.1. Effective implementation of the ACMP is the responsibility of all acquisition workforce managers and supervisors in those DoD Components in which an acquisition workforce position is established or an Acquisition Corps member or potential member is assigned.

C1.6.2. The DoD Components are responsible for:

C1.6.2.1. Continuing implementation of, and compliance with the following DoD Directives, Instructions, and Manual series:

C1.6.2.1.1. DoD Directive 5000.52 (reference (b)).

C1.6.2.1.2. DoD 5000.52-M (reference (c)).

C1.6.2.1.3. DoD Directive 5000.57 (reference (d)) (and pertinent DoD Instructions).

C1.6.2.1.4. DoD Instruction 5000.58 (reference (e)).

C1.6.2.1.5. DoD Instruction 5000.55 (reference (f)).

C1.6.2.2. The development and implementation of internal organizations, policies, and procedures needed to support the requirements of this Regulation.

C1.6.2.3. The designation of a principal point-of-contact (POC) whose responsibilities shall include continuing coordination with the Director of Acquisition Career Management (DACM), and Deputy DACM. The POC is the primary representative of the Component in day-to-day execution of the ACMP, including resolution of program policy and procedural issues.

C1.7. BALANCED WORKFORCE POLICY

The policies of the ACMP, consistent with the merit system principles in paragraphs (1) and (2) of Section 2301(b) of 5 United States Code (U.S.C.) (reference (g)), consider

the need to maintain a balanced workforce in which women and members of racial and ethnic minority groups are appropriately represented in Government service. Supplemental policies developed by the DoD Components to implement the ACMP shall be similarly consistent with that statutory requirement.

C1.8. SUPPORT ARRANGEMENTS

This Regulation neither supplants nor modifies any existing resourcing, manpower accounting, host-tenant, or personnel servicing arrangements between covered organizations and their hosts, tenants, or service providers. Modifications to arrangements, which may be necessitated by this Regulation, shall be negotiated by those parties to the arrangements.

C1.9. MANAGEMENT DISCRETION

Except as may be expressly provided for in Public Law (Pub. L.) Number (No.) 101-510, Title XII; DoD Directive 5000.52; DoD 5000.52-M; and DoD Instruction 5000.58 (references (a) through (c) and (e)), no person is entitled to a certification, waiver, exemption, fulfillment, or release from the standards and requirements prescribed for the acquisition workforce. Each decision to grant or not to grant a certification, waiver, exemption, fulfillment, release, or other dispensation shall consider the facts and merits of each case, in accordance with the policies and procedures of this Regulation. Certification, waiver, exemption, fulfillment, release, or other dispensation decisions that are in management discretion may have probative value in subsequent management decisions; e.g., placement in reduction-in-force or the quality ranking of candidates for merit promotion, but are not necessarily dispositive.

C1.10. GRIEVANCES AND COMPLAINTS

The DoD Components are encouraged to respond expeditiously to any grievances or complaints about decisions made under this Regulation, in accordance with applicable administrative or negotiated procedures for handling such matters. Within 30 days of the initial contact of a complainant with a class action Equal Employment Opportunity complaint counselor within the Component, the Component POC will inform the Deputy DACM of any informal class action discrimination complaint filed pursuant to a decision or decisions made under this Regulation or the Defense Acquisition Workforce Improvement Act (reference (a)).

C1.11. TREATMENT OF MILITARY MEMBERS

C1.11.1. In accordance with DoD Instruction 5000.58 (reference (e)), military officers are selected for and remain members of Military Department Acquisition Corps in accordance with Military Department acquisition workforce policies and procedures, even though assigned to positions outside the Military Departments. In accordance with DoD 5000.52-M (reference (c)), it is the responsibility of the Military Departments to provide for a military officer's career development plan (to include the mandatory education, training and experience required by DoD 5000.52-M (reference (c))), and to inform the receiving Component outside the Military Department of that plan during the assignment process.

C1.11.2. Normally, a military officer's career development plan will have identified any education, training or experience needed by the officer to fulfill the requirements of the acquisition position to which assigned, and the officer will have been certified for the position, prior to assignment. If so, Components covered by this Regulation need not certify or recertify the officer. In those cases where a military officer covered by an acquisition career field development plan is not certified for the acquisition position to which assigned outside the Military Departments, the receiving Component shall arrange with the appropriate Military Department to obtain the necessary certification. In exceptional cases where a military officer is not covered by an appropriate acquisition career field development plan, it is the responsibility of the Component outside the Military Departments to certify the officer for the position assigned only, in accordance with the authorities and procedures delineated in Chapters 3, 4, and 10 of this Regulation.

C1.11.3. In accordance with DoD Instruction 5000.58 (reference (e)), it is the responsibility of the Military Departments to obtain course quotas and funding for military officers assigned to positions outside their Military Departments who require mandatory training prescribed in DoD 5000.52-M (reference (c)). DoD Instruction 5000.58 (reference (e)), also specifies that it is the responsibility of the Military Departments to schedule officers to attend mandatory training in coordination with the organization of assignment in such a way as to meet the officer's career needs while not disrupting mission requirements. Components outside the Military Departments are required to release military officers for mandatory training, as scheduled by the Military Departments consistent with mission requirements, in accordance with DoD Instruction 5000.58 (reference (e)).

C1.11.4. A Military member's mandatory acquisition training requirements for the position to which assigned, which are unmet by the Military Departments, should be fulfilled insofar as practicable within the quota and funds allocations provided the DoD Components pursuant to Chapter 5, below.

C1.11.5. Any person, including any military personnel, may subscribe to the Central Referral System established in accordance with Chapter 8, below. All persons, including military personnel, must comply with the terms and conditions expressed in the vacancy announcements for critical acquisition positions announced through the Central Referral System.

Figure C1.F1. COVERED ORGANIZATIONS

The OSD

The Immediate Offices of the Secretary and the Deputy Secretary of Defense

The Office of the Under Secretary of Defense (Acquisition and Technology)(OUSD(A&T))

The Office of the Deputy Under Secretary of Defense for Logistics (ODUSD(L))

The Office of the Director, Defense Research and Engineering (DDR&E)

The Office of the Director, Acquisition Policy and Program Integration

The Office of the Director of Defense Procurement (DDP)

The Office of the Director, Small and Disadvantaged Business Utilization

The Office of the Under Secretary of Defense for Policy (OUSD(P))

The Office of the Assistant Secretary of Defense (International Security Affairs)

The Office of the Assistant Secretary of Defense (International Security Policy)

The Office of the Assistant Secretary of Defense (Special Operations and Low Intensity Conflict) (OASD(SO/LIC))

The Office of the Assistant Secretary of Defense (Command, Control, Communications, and Intelligence) (OASD(C3I))

The Office of the Under Secretary of Defense for Personnel and Readiness (OUSD(P&R))

The Office of the Assistant Secretary of Defense (Health Affairs) (OASD(HA))

The Office of the Assistant Secretary of Defense (Legislative Affairs)

The Office of the Assistant Secretary of Defense (Program Analysis and Evaluation)

The Office of the Assistant to the Secretary of Defense for Public Affairs

The Office of the Assistant Secretary of Defense (Reserve Affairs)

The Office of the Director of Administration and Management (DA&M)

The Office of the Comptroller of the Department of Defense (OC, DoD)

The Office of the General Counsel of the Department of Defense

The Chairman of the Joint Chiefs of Staff and the Joint Staff

IG, DoD

The Defense Agencies

CIO

NSA/CSS

Ballistic Missile Defense Organization (BMDO)

Defense Commissary Agency (DeCA)

Defense Logistics Agency (DLA)

Defense Nuclear Agency (DNA)

Advanced Research Projects Agency (ARPA)

On-Site Inspection Agency (OSIA)

Defense Investigative Service (DIS)

Defense Security Assistance Agency (DSAA)

Defense Information Systems Agency (DISA)

DIA

Defense Mapping Agency (DMA)

Defense Contract Audit Agency (DCAA)

Defense Finance and Accounting Service (DFAS)

Defense Legal Services Agency (DLSA)

The DoD Field Activities

Washington Headquarters Services

Defense Technology Security Administration

Department of Defense Dependent Schools

Office of Economic Adjustment

Office of Civilian Health and Medical Program of the Uniformed Services

Defense Medical Program Activity

American Forces Information Service

DoD Education Institutions

National Defense University (NDU)

Defense Acquisition University (DAU)

Defense Systems Management College (DSMC)

Uniformed Services University of the Health Sciences (USUHS)

The U.S. Court of Military Appeals

The Defense Support Activities

Defense Technology Analysis Office

Intelligence Program Support Group

Defense Productivity Program Office

Defense Manpower Data Center (DMDC)

Defense Institute for Training and Resource Analysis

DoD Civilian Personnel Systems Center

Vulnerability and Analysis Branch, Military Studies and Analysis Division, Joint Data
Systems Support Center of the Defense Information Systems Agency

Defense Installations Support Office

Defense Analysis and Studies Office

Defense Environment Support Office

Management Support Center (including the Administrative Support Office)

Defense Logistics Support Office

Defense Procurement Support Office

Defense Production Resources Support Office

Defense Systems and Programs Office

Total Quality Management Support Office

Management Systems Support Office

| **U.S. Special Operations Command Headquarters**

C2. CHAPTER 2

THE OFFICE OF THE DACM

C2.1. DELEGATED AUTHORITIES

C2.1.1. The responsibilities of the DACM, for DoD organizations outside the Military Departments, are assigned to the Director, Acquisition Education, Training, and Career Development (DAETCD). In accordance with Pub. L. No. 101-510, Title XII, and DoD Instruction 5000.58 (references (a) and (e)), the DAETCD is delegated the following authorities:

C2.1.1.1. The authority to waive education or training and experience requirements for civilian and military PMs, the DPMs, and the PEOs of major and significant non-major acquisition programs.

C2.1.1.2. The authority to waive the assignment periods for the PMs and the DPMs of major (ACATI) acquisition programs.

C2.1.1.3. The authority to waive the education, training, and experience requirements for assignment of general and flag officers, senior executives (or other civilians serving in equivalent grades), and senior contracting officials to critical acquisition positions.

C2.1.1.4. The authority to waive the 3-year assignment period for persons assigned to critical acquisition positions.

C2.1.2. The position of Deputy DACM is established in the Office of the DAETCD and/or the DACM to assist in the exercise of the foregoing authorities, and to carry out all other functions of the DACM. Those functions include the following:

C2.1.2.1. The development and issuance of procedures for the exercise of the DAETCD authorities delineated in **paragraph C2.1.2.**, above, and execution of the ACMP.

C2.1.2.2. The development and implementation of ACMP policies and procedures.

C2.1.2.3. The management of central programs and processes for the DoD Components, including reporting in accordance with DoD Instruction 5000.55 (reference (f)).

C2.1.2.4. The development and issuance of procedures for the reporting of acquisition position and workforce information by the DoD Components.

C2.1.2.5. The evaluation of ACMP implementation in the DoD Components.

C2.2. DoD COMPONENT SUPPORT RESPONSIBILITIES

C2.2.1. The DoD Components shall establish those internal procedures and processes that support DAETCD and/or DACM execution of delegated authorities and assigned functions, as necessary.

C2.2.2. The Defense Manpower Data Center (DMDC) shall provide information on acquisition workforce positions and personnel in the DoD Components sufficient to support the reporting and program management responsibilities of the DACM in Pub. L. No. 101-510, Title XII, and DoD Instruction 5000.55 (references (a) and (f)), this Regulation, and the requests of appropriate officials and organizations, including the IG, DoD, the General Accounting Office, and the Congress.

C2.2.3. The DLA shall provide all administrative, logistic, and related support for DACM operations required under the "Defense Acquisition Workforce Improvement Act," Pub. L. No. 101-510, November 5, 1990 (reference (a)).

C3. CHAPTER 3

ACQUISITION CAREER PROGRAM BOARD (ACPB) STRUCTURE

C3.1. THE ACPB

C3.1.1. The ACPB is hereby chartered to oversee implementation of Pub. L. No. 101-510, Title XII; DoD Directive 5000.52; DoD 5000.52-M; DoD Instruction 5000.58; and DoD Instruction 5000.55 (references (a) through (b), (e), and (f), and this Regulation, in all DoD organizations outside the Military Departments.

C3.1.1.1. The Chair. The Director of the DLA shall serve as the first Chair of the ACPB. The chair shall rotate on a biennial basis, as directed by the USD(A&T) normally among the Heads of the Defense Agencies with substantial numbers of acquisition workforce positions. In the absence of the Chair, the Deputy USD(A&T) shall preside.

C3.1.1.2. Membership. Figure C3.F1., below, identifies those officials designated by USD(A&T) who shall serve as members of the ACPB. Principals may designate one alternate to represent the DoD Component at any meeting of the ACPB. The Deputy DACM shall serve as an Ex Officio ACPB member.

C3.1.2. The primary responsibilities of the ACPB are, as follows:

C3.1.2.1. Formulate and transmit recommendations on DoD acquisition career management policies and procedures to the DoD Acquisition Career Development Council (DACDC).

C3.1.2.2. Recommend funding priorities to the DACDC.

C3.1.2.3. Review and recommend changes to the ACMP.

C3.1.2.4. Monitor the effectiveness and uniformity of ACMP implementation and compliance among the DoD Components.

C3.1.2.5. Approve or disapprove the proposals of the DoD Components to establish workforce certification standards that differ from those established in DoD 5000.52-M (reference (c)).

C3.1.2.6. Monitor and oversee the exercise of ACPB authorities by the DoD Components.

C3.1.3. The ACPB shall have two standing subcommittees, with membership from among the DoD Components, as determined by the Deputy DACM, who shall Chair the subcommittees. The subcommittees shall meet at the call of the Chair.

C3.1.3.1. The ACPB Subcommittee on Program Integration shall develop policies and procedures for integrated Military Department and/or DoD Component management of military members and/or military positions in the acquisition workforce.

C3.1.3.2. The ACPB Subcommittee on Program Policies and Procedures shall develop policies and procedures for the accession, development, certification, assignment, and recognition of the acquisition workforce, as well as for the selection, development, exchange, and recognition of the Acquisition Corps.

C3.2. DELEGATION OF ACPB AUTHORITIES

C3.2.1. Certain authorities of the ACPB are hereby delegated to the Principal Staff Assistants in the OSD; the Director of the Joint Staff; the IG, DoD; the Directors of the DoD Agencies; the Directors of the DoD Field Activities; the Presidents and Commandant of NDU, DAU, USUHS, and DSMC; and the Chief Judge of the U.S. Court of Military Appeals. Hereafter, in this Regulation, those officials are termed "ACPB Officials." (ACPB Officials are defined as those Heads of DoD organizations or organizational sub-components who are delegated specific acquisition workforce decision-making authorities and assigned certain programmatic responsibilities for their organizations in accordance with the ACMP.) The authorities delegated to ACPB Officials are, as follows:

C3.2.1.1. The authority to approve or disapprove requests for waiver of Acquisition Corps grade level, education, training, and/or experience requirements.

C3.2.1.2. The authority to approve or disapprove requests for waiver of contracting officer and 1102 personnel qualification requirements.

C3.2.1.3. The authority to confirm or validate the experience qualifications of a tentative non-DoD selectee for a critical acquisition position.

C3.2.1.4. The authority to confirm Acquisition Corps membership of a tentative non-DoD selectee for a critical acquisition position.

C3.2.1.5. The authority to review and approve or disapprove the rotation (i.e., reassignment) of critical acquisition position incumbents who have been assigned to the same position for 5-consecutive years or more.

C3.2.2. Except as may be provided for under section C3.4., below, the Principal Staff Assistants shall exercise the foregoing authorities for any Defense Support Activity for which they are designated the "Office of Primary Responsibility" in DoD Directive 5100.81 (reference (h)), or for any other subordinate, ancillary organization over which they exercise personnel and position management control. On an exception basis, the **DDR&E** is delegated this authority for the Defense Technology Analysis Office.

C3.3. ASSOCIATED DELEGATIONS OF AUTHORITY

C3.3.1. In consonance with DoD Instruction 5000.58 (reference (e)), the authority to select members of the Acquisition Corps is hereby delegated to the ACPB officials. The authority to select members of the Acquisition Corps, and the authority to waive membership requirements, shall be considered congruent authorities that may be further delegated by the ACPB officials, in accordance with sections C3.4. through C3.7., below.

C3.3.2. In consonance with reference (e), the authority to designate military and essential positions with the coordination/concurrence of the **USD(P&R)** is hereby delegated to ACPB officials. Designations are subject to the annual approval of the **USD(A&T)**. That authority may be further delegated by the ACPB officials, in accordance with sections C3.4. through C3.7., below.

C3.4. ACPB SUBSTRUCTURE

Except as provided for at section C3.5., below, the ACPB officials shall organize for exercise of ACPB authorities, as follows:

C3.4.1. The ACPB official may exercise the authorities personally, without further delegation;

C3.4.2. The ACPB official may delegate the authorities (in whole or in part) to those most senior officials who supervise or manage acquisition career field functions, position categories, or organizations, and no further (for this purpose, an acquisition career field function, position category, or organization is defined as an identifiable sub-component of an organization the predominate work of which is characterized by

one or more of the acquisition functions, position categories, or career fields identified in DoD Instruction 5000.58, enclosure 17 (reference (e));

C3.4.3. The ACPB official may delegate the authorities (in whole or in part) to the Chair of an Ad Hoc ACPB of senior acquisition officials convened as warranted; or

C3.4.4. The ACPB official may delegate the authorities (in whole or in part) to one or more standing ACPBs.

C3.5. MANDATORY STANDING BOARDS

Standing ACPB structures shall be established in the following DoD Components:

C3.5.1. The DLA

C3.5.2. The DCAA

C3.5.3. The DISA

C3.5.4. The DMA

C3.5.5. The DECA

C3.5.6. The DSMC

C3.6. AD HOC AND STANDING ACPB MEMBERSHIP

Ad Hoc and standing ACPBs, when established, shall have that minimum number of members sufficient to ensure representation of all acquisition career fields and position categories within which positions are established in a DoD Component. Board membership shall normally include representatives of the servicing personnel and/or manpower management organization(s) for the Component. All voting members shall be of a grade or rank at least equal to that of personnel reviewed by the board.

However, ACPB officials may approve exceptions to this requirement in unusual situations. (The need to appoint a supervisor of lesser rank than his or her subordinates is one example of a proper basis for exception. Such a situation could arise when a military member O-6 is the supervisor of one or more senior executives.)

Membership is not limited to the personnel of a single DoD Component where the foregoing requirements cannot otherwise be satisfied.

C3.7. STANDING ACPB AND/OR ACPB OFFICIAL FUNCTIONS

C3.7.1. Where established, the Standing Boards shall perform the following primary functions:

C3.7.1.1. Formulate and recommend acquisition workforce career management policies to the Head of the DoD Component.

C3.7.1.2. Monitor and evaluate career program effectiveness, uniformity and compliance in the DoD Component.

C3.7.1.3. Formulate and recommend any DoD Component-unique certification standards to the Head of the DoD Component.

C3.7.1.4. Exercise those authorities identified at paragraphs C3.2.1.1. through C3.2.1.5., above, which have been delegated by the ACPB official.

C3.7.2. The ACPB officials shall ensure that the **functions in paragraphs C3.7.1.1. through C3.7.1.4., above, are effectively performed, whether or not a Standing ACPB structure is established in the DoD Component.**

Figure C3.F1. ACPB MEMBERS

The Principal Staff Assistants

USD(A&T)

DUSD(L)

USD(P)

ASD(SO/LIC)

USD(P&R)

ASD(HA)

C, DoD

IG, DoD

Director, Joint Staff

DAETCD

Commandant, DSMC

The Heads of the Defense Agencies

Director, CIO

Director, NSA/CSS

Director, **BMDO**

Director, DeCA

Director, DLA (Chairman)

Director, DNA

Director, **ARPA**

Director, OSIA

Director, DIS

Director, DSAA

Director, DISA

Director, DIA

Director, DMA

Director, DCAA

Director, DFAS

Director, DLSA

The Heads of Certain DoD Functional Boards

DDR&E

DDP

C4. CHAPTER 4

CERTIFICATION PROGRAMS

C4.1. POLICY

C4.1.1. The mandatory education, training, and experience standards for each career field or position category, which are described in DoD 5000.52-M (reference (c)), constitute the basic career development plans for the DoD Components. The DoD Components may not impose requirements in addition to those specified in DoD 5000.52-M (reference (c)) unless approved by the ACPB established at Chapter 3, section C3.1. of this Regulation. The DoD Components may develop and provide supplementary details for each career field that provide information regarding the specific education, training, and experience competencies (i.e., knowledges, skills, and abilities) that are to be used in the DoD Component by its personnel in formulating the IDPs required by reference (c). If used, DoD Component supplements shall be summarized in documents that are readily available to all the members of the career field or position category to which they apply and that shall be made available to those personnel seeking certification in career fields or position categories other than those in which currently assigned.

C4.1.2. DoD 5000.52-M (reference (c)) and DoD Instruction 5000.58 (reference (e)) require that each DoD Component establish a certification program through which the DoD Component determines that each acquisition workforce member meets the mandatory standards (education, training, and experience) established for a career level (i.e., I, II, or III) in an acquisition career field. In so doing, each DoD Component shall establish a certification process that ensures that the fulfillment of training requirements or waivers of mandatory standards that lead to individual certification are based on attainment of competencies (i.e., the knowledges, skills, and abilities) at the applicable level in the applicable career field.

C4.1.3. Properly authenticated, individual certifications and waivers of mandatory standards shall be afforded reciprocal recognition in all DoD Components. Reciprocal recognition means that where certifications or waivers are credited per se there shall be no distinction in the credit afforded based on the DoD Component in which the certification or waiver originated or based on the authenticating official. That policy shall apply to all personnel processes, including:

C4.1.3.1. The quality ranking of candidates for acquisition workforce positions.

C4.1.3.2. Selection and development of Acquisition Corps members.

C4.1.3.3. Selection of individuals for training, development, or career-enhancing assignments.

C4.1.3.4. Reduction-in-force.

C4.1.3.5. Priority placement.

C4.1.3.6. Performance management (including appraisal).

C4.1.4. Those policies shall neither preclude nor limit the substantive review of individual qualifications in such merit-based processes such as the evaluation and consideration of eligible candidates for selection for appointment, promotion, assignment, or placement.

C4.1.5. The authority to waive the mandatory standards required for all certification levels established in DoD 5000.52-M (reference (c)) shall be as specifically delegated by the Head of the DoD Component within the delegation framework provided at Chapter 2, paragraphs C2.8.1.1. through C2.8.1.2., of reference (c). In the case of those DoD Components with insufficient organizational structure to provide for a waiver, within the DoD Component, at the management levels prescribed, the DoD Component shall consult with the Deputy DACM and process the waiver accordingly.

C4.2. CERTIFICATION PROCESSES

Each DoD Component shall establish a certification process that is integrated with existing DoD Component personnel procedures and practices to the fullest extent practicable. Certification programs shall conform to the following general requirements:

C4.2.1. The process shall provide for the applications of DoD Component personnel for certification in career fields other than those in which the individuals are currently assigned. Where there is insufficient career field or position category representation in the DoD Component to provide for an authoritative review of individual qualifications, that official in the individual's chain-of-command who would otherwise authenticate the certification (or waiver of standards, as applicable) shall obtain a recommendation from an appropriate official with requisite functional expertise in the applicable career field or position category in another DoD Component. All DoD

Component officials shall cooperate in the expeditious review of such certification applications. The Deputy DACM shall publish an annual listing of officials, designated by the DoD Components, who are available to assist with certification reviews.

C4.2.2. Unless previously certified, all personnel appointed, promoted, assigned, reassigned, or detailed (in excess of 120 days) to a position or billet covered by a certification standard shall be reviewed for certification within 30 days of the effective date of the action.

C4.2.3. Whether or not exempted from the requirement by position incumbency (i.e., the grandfathering provisions of DoD Instruction 5000.58 (reference (e))), all acquisition workforce members shall be reviewed for certification in the position or billet incumbered no later than June 30, 1993. However, the DoD Components shall make every effort to accomplish workforce certification as soon as possible after the date of this Regulation.

C4.2.4. The review of civilians at GS/GM-13, or above, for certification shall be accomplished before or concurrent with the review of the same individuals for selection for membership in the Acquisition Corps.

C4.2.5. The DoD Components may develop and utilize certification forms as needed to facilitate certification reviews and post-certification documentation and reporting minimum necessary documentation shall include the identity (name, position title, series, military occupational code, grade or rank) of the persons reviewed for certification, the career fields or position categories for which the persons were reviewed, the summary basis for the conclusions reached by reviewing officials, and the outcomes of the reviews.

C5. CHAPTER 5

MANDATORY WORKFORCE EDUCATION AND TRAINING

C5.1. POLICY

The DoD Components shall ensure that civilian and military members of the acquisition workforce receive the education and training necessary to achieve full competence to perform the duties of assigned positions. As resources permit, acquisition workforce members shall also receive individually planned development to prepare them to qualify for assignments of increased responsibility in their career fields.

C5.2. ACQUISITION WORKFORCE TUITION ASSISTANCE PROGRAM

The Defense Acquisition Workforce Improvement Act (reference (a)), requires that Contracting Officers, persons in 1162-Series positions, and (through Acquisition Corps membership) incumbents of critical acquisition positions, demonstrate the attainment of certain educational objectives. While exemptions, waivers, equivalency tests, and equivalency training are possible alternatives to the education prescribed, it is the policy of the Components to support completion of the education requirements of references (a) to the extent practicable. Accordingly, the following civilian employee tuition assistance program (to include tuition assistance leading to a degree) is established in the Components:

C5.2.1. Where alternative educational objectives are prescribed (e.g., a degree, or, a lower number of credit hours in specialized courses), it shall be the policy of the Components to fund only the minimum education necessary for an employee to meet the requirements of reference (a).

C5.2.2. Employees who are eligible for tuition assistance under any alternative Federal programs (e.g., Veterans benefits) should be required to exhaust the entitlement(s) prior to receipt of tuition assistance (including tuition assistance leading to a degree) under this program.

C5.2.3. Each fiscal year (FY), each Component shall set aside a minimum amount equal to either of the funding levels described below for acquisition workforce tuition assistance:

C5.2.3.1. Two percent (2%) of the aggregate base pay of civilian Contracting Officers, civilians in 1102-Series positions, and any additional number of civilian

employees in critical acquisition positions (calculated as of October 1 of the preceding year).

C5.2.3.2. The actual cost, if any, of identified education requirements for civilian contracting officers, civilians in 1102-Series positions, and any additional number of civilian employees in critical acquisition positions who are within the first and second priority categories defined at [paragraph C5.2.6.](#), below.

C5.2.4. A Component may sub-allocate tuition assistance funds to subordinate organizational levels within the Component in that manner deemed appropriate; however, sub-allocation will normally parallel delegations of authority to approve tuition assistance payments (including assistance payments leading to a degree) authorized by the OPM and the [USD\(P&R\)](#).

C5.2.5. Not later than 90 days following the effective date of this Regulation, each Component will establish internal procedures that provide for the identification and/or selection of employees for tuition assistance. At a minimum, the procedures will:

C5.2.5.1. Incorporate the policies at [paragraphs C5.2.1. through C5.2.3.](#), above;

C5.2.5.2. Provide for management-directed surveys, invitations, or announcements in response to which employees may seek assistance;

C5.2.5.3. Require that the selection among eligible competitive service employees for tuition assistance leading to a degree will be the result of merit competition; and

C5.2.5.4. Provide that grants of tuition assistance will be based on the spending priorities and procedures delineated at [paragraph C5.2.6.](#), below.

C5.2.6. Within each Component, priority for tuition assistance for employees and candidates for assignment in acquisition career fields and position categories shall be determined as follows:

C5.2.6.1. First priority shall be afforded acquisition workforce personnel whose assignment flexibility is restricted by the requirements of reference (a), thereby limiting management assignment and reorganization of work. Within this category, priority shall be determined as follows:

C5.2.6.1.1. Civilian Contracting Officers and civilians in 1102-Series positions who are exempted from the education requirements of reference (a) as a result of position incumbency and who lack specialized education in the subjects

delineated in reference (a). An eligible employee's choice not to undertake equivalency testing (or failure to complete testing satisfactorily) and/or inability to obtain a waiver of requirements shall not limit an employee's basic eligibility for tuition assistance.

C5.2.6.1.2. Personnel in critical acquisition positions who are exempted from the education requirements of reference (a) as a result of position incumbency, and who possess a bachelors degree, but lack the required hours of specialized education in the subjects delineated in reference (a). An employee's choice not to undertake equivalency testing (or failure to complete testing satisfactorily) if applicable, inability to demonstrate equivalency training, and/or inability to obtain a waiver of requirements shall not limit an employee's basic eligibility for tuition assistance.

C5.2.6.2. Second priority shall be afforded personnel in critical acquisition positions who are exempted from the education requirements of reference (a) as a result of position incumbency, and who lack a bachelors degree. Should funding be sufficient to support tuition assistance leading to a degree for an employee in this group, the Component will conduct one or more merit competitions among competitive service employee applicants in the same career field and/or position category in order to select the employee(s) for tuition assistance. Competition(s) will conform to Federal Uniform Guidelines for Employee Selection Procedures. Payment of tuition assistance for education leading to a degree will conform in all other respects to the requirements of the OPM and the **USD(P&R)**.

C5.2.6.3. Third priority shall be afforded acquisition workforce employees currently assigned in a career field or position category for which there are no education requirements established by reference (a).

C5.2.6.4. Fourth priority shall be afforded new hires for career level I or career level II acquisition positions to enhance recruitment efforts pursuant to pay-for-degree policies and procedures authorized by the OPM and the **USD(P&R)**.

C5.2.6.5. Fifth priority shall be afforded DoD employees who are not currently assigned to acquisition positions, but whose performance in their current positions could be enhanced by developing competencies in the acquisition-related subjects specified in reference (a).

C5.2.7. A copy of the Component's annual report of training activity prepared pursuant to OPM requirements, which shall highlight activity under this program, will be submitted to the Deputy DACM.

C5.3. MANDATORY TRAINING AND TRAINING RESOURCES

C5.3.1. Satisfactory mandatory training course completion is the preferred means of attaining the training standard prescribed for a career field, except where it can be clearly demonstrated that an individual possesses the competencies (knowledges, skills, and abilities) afforded by the training.

C5.3.2. Any failure of a student to satisfactorily complete a mandatory training course, for any reason, is a matter for supervisory disposition in accordance with DoD Component policies on training, development, conduct and/or performance management. The due process rights or entitlements of personnel require that student failures be reviewed by the DoD Component on the merits of each case in accordance with appropriate Component policies and procedures. Failure to complete a mandatory course neither obviates the possibility of nor requires an exemption or waiver of the requirement. As a general principle of optimum resource utilization, students should not be permitted to repeat a failed course more than once, and in the discretion of the DoD Component, may be required to make up a failure on the student's own time, and at the student's own expense (where opportunities for such a mode of instruction exist).

C5.3.3. The Deputy DACM shall allocate mandatory acquisition training course quotas and related student travel and per diem funds for the DoD Components. That system of allocation shall encompass quotas for all mandatory training courses for the acquisition workforce in the DoD Components and shall be managed under Directive 5000.57 (reference (d)) and the further instructions of the Defense Acquisition University (DAU). (Defense Contract Audit Institute quotas and student travel and per diem funds shall be internally managed by the DCAA in accordance with its policies and agreement(s) with the DAU.) The following precepts shall govern system operation:

C5.3.3.1. Determination of quota sub-allocations to the DoD Components shall be based on priority of need, as described in DoD 5000.52-M (reference (c)).

C5.3.3.2. All DoD Components shall be sub-allocated a pro-rata share of quotas assigned by the DAU to the Deputy DACM. The calculable factors shall normally be the number of stated Component requirements, the total requirements for all Components, and the number of quotas allocated by the DAU.

C5.3.3.3. The Deputy DACM shall coordinate with all Components, including the Principal Staff Assistants, to make minor adjustments in the sub-allocation methodology to ensure that all DoD Components obtain an adequate level of training course access.

C5.3.3.4. Certain DoD Components shall be assigned by the Deputy DACM to manage the presentation of courses delivered at nonresident sites world-wide. The DoD Components shall ensure the availability of sufficient resources to permit assigned site managers to effectively execute on-site course completions.

C5.3.3.5. The Deputy DACM shall serve as a facilitator and advocate for DAU consortium institutions among the DoD Components in their relationships with other acquisition career program officials and organizations, as mutually agreed. However, DAU consortium institutions among the DoD Components shall have full authority and responsibility for negotiating and maintaining bilateral functional and fiscal relationships with the DAU. DAU consortium institutions and/or their sponsoring DoD Components shall have the same standing as do all other DoD Components in the central management of quotas and related funds.

C5.3.3.6. The DoD Components that receive quotas and associated funding shall identify an appropriate fiduciary agent to process and authenticate the funding documentation required to execute system management. (To minimize the redundancy of administrative and/or fiduciary systems in DoD Components with few training requirements, an Executive Agent for consolidated operations may be designated by the Deputy DACM in consultation with the affected DoD Components.) Funds shall be distributed to the DoD Components by the Deputy DACM (i.e., the fiduciary agent therefore) as soon as available or authorized, using the Military Inter-Departmental Purchase Requests (MIPRs). The DoD Components may further sub-allocate quotas and funds so long as adequate fiduciary control and accountability are ensured and satisfactory resource execution is demonstrated. The Deputy DACM shall reprogram or reallocate resources as warranted in the case of DoD Component failure or delay in execution of program requirements.

C5.3.3.7. The DoD Components shall comply with quarterly reporting requirements that support centralized management of quotas and funds. The Deputy DACM shall be afforded that access to DoD Component quota and funds utilization information necessary for effective program management and oversight of all sub-allocated resources.

C5.3.3.8. Each DoD Component shall designate a single POC who is authorized to coordinate planning, quota, and funds administration, and related events throughout the FY of execution with the Deputy DACM and all other DoD Components. The person designated shall be authorized to confirm the reallocation or reprogramming of assigned quotas and funds.

C5.3.3.9. The Deputy DACM and the DoD Components shall utilize the Department of Army Training Requirements and Resources System (ATTRS) for administration of quotas and the registration of students for both resident and on-site mandatory training courses.

C5.3.3.10. The Deputy DACM, in consultation with the DoD Components, shall annually assess the availability of mandatory course quotas for all career fields and make those recommendations to the ACPB about funding priorities that appear warranted.

C5.4. PLANNING FOR MILITARY MEMBER DEVELOPMENT

C5.4.1. Planning for the career development of military personnel assigned to the DoD Components shall be conducted in parallel with the DAU planning for civilian personnel.

C5.4.2. Military member requirements for mandatory acquisition training courses shall be surveyed annually by the DoD Components, as determined necessary by the Deputy DACM. Survey results shall be aggregated by the DoD Components, according to the Military Department affiliation of the military members covered, and submitted to the Deputy DACM.

C5.4.3. The Deputy DACM shall aggregate requirements for all DoD Components and transmit them to the Military Department DACMs for integration with Military Department requirements and career planning processes.

C6. CHAPTER 6

THE ACQUISITION CORPS

C6.1. POLICY

There shall be one Acquisition Corps for the DoD Components in which membership is restricted to the civilian employees of the DoD Components. Civilian employees of the Military Departments and non-DoD personnel shall be considered for membership in the Acquisition Corps when tentatively selected for a critical acquisition position in the DoD Components. The Acquisition Corps shall constitute the primary source of candidates for critical acquisition positions in the DoD Components. (Military personnel remain members of Military Department acquisition corps while assigned to the DoD Components.)

C6.2. SELECTION FOR THE ACQUISITION CORPS

Formation of the Acquisition Corps shall be accomplished, as follows:

C6.2.1. Full reciprocity shall be afforded the members of a Military Department's acquisition corps. On selection for a civilian acquisition position at grade GS and/or GM-13, or above, in a DoD Component, a member of a Military Department acquisition corps shall be deemed a member of the Acquisition Corps.

C6.2.2. No later than 90 days following the effective date of this Regulation, each DoD Component shall institute a screening process for determining those civilians who will be granted membership in the Acquisition Corps. The DoD Components shall conduct the reviews of acquisition workforce personnel for the Acquisition Corps concurrent with or following the certification review of GS and/or GM-13 acquisition workforce personnel. Component processes will allow non-acquisition workforce civilian employees in the Component to seek Acquisition Corps membership, if desired. Prospective candidates for membership will be advised of their entitlement to decline membership if the mobility requirements of Chapter 7 of this Regulation are unacceptable. On authentication of eligibility by the appropriate official or board, the candidate shall be deemed a member of the Acquisition Corps.

C6.2.3. On and after October 1, 1992, no person shall be selected for a civilian critical acquisition position who is not eligible for the Acquisition Corps, or who has not properly attained a waiver or confirmation of eligibility from the official or board delegated waiver or confirmation authority under Chapter 3, above. On authentication

of eligibility by the appropriate official or board, the tentative selectee shall be deemed a member of the Acquisition Corps. (In accordance with DoD Directive 5000.52 (reference (b)), no person who is otherwise eligible for a critical acquisition position under OPM qualification standards may be denied consideration for the position, or admission to the Acquisition Corps.)

C6.2.4. All civilian acquisition workforce personnel GS and/or GM-13, and above, in the DoD Components shall be screened for Acquisition Corps membership. Initial screening of personnel for the Acquisition Corps shall be completed no later than June 30, 1993.

C6.3. ELIGIBILITY FOR THE ACQUISITION CORPS

C6.3.1. Normally, waivers of the GS/GM-13 (or equivalent military) grade level eligibility requirement shall not be granted to a candidate for membership in the Acquisition Corps who cannot confirm an entitlement to appointment, re-promotion, or reinstatement to a GS/GM-14 or above critical acquisition position. One example of a circumstance warranting waiver would be that represented by a GS-12 candidate for the Acquisition Corps who had previously encumbered a GS/GM-13 position and who had been changed to lower grade as a result of reduction-in-force. (The absence of quantifiable qualification criteria for Senior Executive Service positions in the acquisition workforce shall not be construed to obviate this waiver policy.)

C6.3.2. Determinations of appointment, repromotion, or reinstatement eligibility shall be rendered by the servicing civilian personnel offices for the DoD Components.

C6.4. MEMBERSHIP REVIEW

To promote uniformity in selections and waivers of eligibility requirements for the Acquisition Corps, DoD Component processes for membership screening shall adhere to the following requirements:

C6.4.1. Candidates for membership in the Acquisition Corps shall be required to declare a career field or position category, or by application for a critical acquisition position in a career field or position category, shall be deemed by the DoD Component to have declared that career field or position category. (That requirement shall not be construed to preclude a candidate from seeking certification or selection for a position in any career field or position category.) The candidate's qualifications shall be reviewed against the level II or III mandatory training requirements of the career field or position category declared. Mandatory training requirements at levels below the

candidate's current assignment, or, in the case of non-DoD candidates, below the level in which assignment is being considered, need not be reviewed.

C6.4.2. The officials or boards granted delegated authority under Chapter 3, above, shall ensure that any waivers of education, training, or experience requirements for membership in the Acquisition Corps are based on attainment of the competencies (i.e., the knowledges, skills, and abilities) otherwise to be acquired through the prescribed education, training, or experience for personnel at Level II or III in the career field declared by the candidate for membership.

C6.4.3. The review of candidates for membership in the Acquisition Corps shall be recorded on Defense Department (DD) Form 2587, "Department of Defense Acquisition Corps-Certification of Admission," and DD Form 2588, "Department of Defense Acquisition Corps-Waiver Request," provided at DoD Instruction 5000.55 (reference (f)). Those forms shall be authenticated by the official granted delegated waiver authority under Chapter 3, above.

C7. CHAPTER 7
WORKFORCE MOBILITY

C7.1. GENERAL POLICIES

C7.1.1. Each civilian employee is subject to reassignment within the commuting area of the employee's assigned duty station (functional mobility) at any time in accordance with 5 U.S.C. (reference (g)) and the implementing OPM Regulations; no conditions or agreements shall limit the authority of DoD Components to direct such reassignments. Except as provided for in section C7.2., below, reassignment of an employee outside the normal commuting area of the employee's assigned duty station, geographic mobility, is voluntary.

C7.1.2. Both functional and geographic mobility are conditions of membership in the Acquisition Corps, in accordance with DoD Instruction 5600.58 (reference (e)). Acceptance of membership means that the Acquisition Corps member is encouraged to voluntarily seek opportunities for reassignment or promotion both in and outside the commuting area of the employee's assigned duty station through participation in the Central Referral System (CRS) established by Chapter 8, below. Since geographic mobility, as a condition of Acquisition Corps membership, is voluntary, mobility agreements (statements) are not required to attain membership in the Acquisition Corps. All prospective members of the Acquisition Corps shall be informed of this condition of membership and provided an opportunity to decline membership, if desired. Declination shall have no effect whatsoever on the authority of DoD Components to functionally reassign the employee within the employee's commuting area.

C7.1.3. An employee's expressed or implied willingness to seek voluntary reassignment or promotion outside the commuting area as a condition of Acquisition Corps membership shall have no effect on the employee's eligibility for discontinued Service retirement or severance pay under 5 U.S.C. (reference (g)) in the case of reduction-in-force, transfer of function, workload and resource transfer, or similar management-directed reorganizations.

C7.2. DoD COMPONENT MOBILITY PROGRAM POLICIES

C7.2.1. Each DoD Component shall determine whether to rely on the policies provided by this Regulation or to determine DoD Component-specific policies

regarding the functional and geographic mobility of its civilian members of the Acquisition Corps.

C7.2.2. In reliance on the policies provided by this Regulation, the DoD Components shall adhere to the following requirements:

C7.2.2.1. The CRS established by Chapter 9, below, is the primary means through which the geographic mobility of members of the Acquisition Corps within the acquisition workforce of the DoD Components shall be promoted and effected.

C7.2.2.2. In accordance with DoD Instruction 5000.58 (reference (e)), decisions to functionally reassign incumbents of critical acquisition positions who are members of the Acquisition Corps shall normally be made in conjunction with the annual rotation review of persons who have been assigned to such positions for 5 years or more.

C7.2.3. DoD Component-specific programs that establish geographic mobility as a mandatory condition of employment for members of the Acquisition Corps shall conform to the requirements of DoD Directive 1400.24 (reference (i)), including the requirement to obtain mobility agreements (statements) from members of the Acquisition Corps covered by the programs.

C8. CHAPTER 8

The CRS

C8.1. GENERAL POLICIES

The continuing policy of the DoD Components shall be to select the best qualified persons for critical acquisition positions. The geographic location of the person or the position is a non-merit factor that shall have no bearing on the evaluation of candidates for a critical acquisition position. The CRS is established in affirmation of those policies to promote the availability of well-qualified candidates for critical positions without regard to the geographic location of the positions. The CRS is the primary means by which the geographic mobility of members of the Acquisition Corps is promoted and effected. The CRS shall function as the official source of information on critical acquisition position vacancies in all of the DoD Components. The CRS shall operate in addition to the normal recruitment procedures and practices of the Components. (The CRS is established pending the implementation of a mandatory DoD-wide career referral system under the direction of the **USD(P&R)**).

C8.2. SOURCE SELECTION POLICY

Nothing in this Chapter shall obviate the requirement to fill critical acquisition positions, in accordance with applicable statutes, and the OPM Regulations. Accordingly, selecting officials retain the right to select from any appropriate source of candidates for critical acquisition positions.

C8.3. APPLICABILITY AND SCOPE

C8.3.1. The CRS shall be used when filling any critical acquisition position in the DoD Components that has been established for civilian incumbency.

C8.3.2. Certain internal staffing actions; e.g., reassignments, reinstatements, re-promotions, temporary promotions (for 120 days or less), details to a higher grade (of 120 days or less) of personnel to critical acquisition positions, or to critical acquisition position duties, are noncompetitive actions that are not subject to the CRS. However, in those cases where competitive staffing procedures are used to attract, evaluate, and select personnel for such actions, the DoD Components shall advertise the vacancies through the CRS.

C8.3.3. The policies and procedures contained in this Chapter apply to all persons who wish to be notified of critical acquisition position vacancies in all of the DoD Components.

C8.3.4. No other CRS for critical acquisition positions shall be established in the DoD Components without the approval of the Deputy DACM.

C8.4. CRITICAL POSITION ADVERTISEMENTS

C8.4.1. Critical acquisition positions shall be advertised for a minimum open period of 30 calendar days.

C8.4.2. Critical acquisition position vacancy announcements shall be distributed through the CRS at least once during the open period of the announcement.

C8.4.3. The minimum area of consideration for all critical acquisition positions shall be the members of the Acquisition Corps established pursuant to this Regulation. Consideration for critical acquisition positions need not be limited to members of the Acquisition Corps but may include consideration of Military Department, other Federal and non-Federal personnel.

C8.5. EXCEPTIONS TO ADVERTISEMENT REQUIREMENTS

The requirements at paragraphs C8.4.1. through C8.4.3., above, may be waived by the Head of the DoD Component or by a subordinate to whom the authority has been delegated in writing. Waivers shall be considered case-by-case and granted in extraordinary situations only, such as the need to fill a position on an expedited basis to avoid program failure or delay that substantially increases costs or imperils mission performance. The rationale for the waiver shall be set forth in writing and a copy shall be provided to the Deputy DACM.

C8.6. SYSTEM PROCEDURES

C8.6.1. A CRS Manager in the organization of a CRS service provider shall be identified to the DoD Components by the Deputy DACM.

C8.6.2. The DoD Components shall ensure that servicing civilian personnel offices provide the CRS manager with a copy of each critical acquisition position vacancy announcement.

C8.6.3. Submission of the vacancy announcement shall be timed so as to ensure that announcements are distributed through the CRS at least once during the open period of the announcement.

C8.6.4. The CRS service provider shall provide a copy of applicable vacancy announcements to subscribers based on the subscriber's registration for positions of specified series, grade(s), and location(s). There shall be no limit on the number of critical acquisition workforce position series, grades, and locations for which a subscriber is registered.

C8.6.5. Prospective applicants for critical acquisition positions in the DoD Components may voluntarily subscribe to the CRS in accordance with instructions issued the Deputy DACM.

C8.6.6. Subscription information shall be provided every member of the Acquisition Corps, in accordance with procedures determined by the DoD Components. Subscription information shall be made available to other persons through Component servicing civilian personnel offices as a normal staffing service to any prospective applicant for a position.

C8.6.7. All persons are eligible to voluntarily subscribe to the CRS, in accordance with the instructions of the Deputy DACM.

C8.6.8. Prospective applicants for critical acquisition positions in the DoD Components shall apply for positions, in accordance with the requirements in the vacancy announcements for those positions.

C8.7. RESPONSIBILITIES

C8.7.1. To promote uniformity of central referral practices among the DoD Components, the Deputy DACM shall direct implementation and management of the CRS, advise the DoD Components on CRS policies and procedures, and evaluate DoD Component utilization of the CRS to ensure compliance with this Chapter.

C8.7.2. The DoD Components shall take those actions that ensure that critical acquisition positions are advertised as prescribed in this Chapter, that exceptions are processed as required, that complete information about participation in the CRS (including subscription information) is made available to every member of the Acquisition Corps, and that servicing civilian personnel offices maintain appropriate

documentation (e.g., a copy of the CRS listing in which a vacancy appears) in the official recruitment or staffing files for critical acquisition positions.

C8.7.3. The ACPB, through its Subcommittee on Program Policies and Procedures, shall oversee the effectiveness of the CRS to ensure that it complies with the intent of Pub. L. No. 101-510, Title XII and DoD Instruction 5000.58 (references (a) and (e)), that it enhances acquisition workforce career development opportunities, and that it is responsive to the needs of the DoD Components.

C9. CHAPTER 9
WORKFORCE SERVICE AGREEMENTS

C9.1. POLICY

Service agreements shall be used to promote stability in the assignments of certain incumbents of critical acquisition positions.

C9.2. APPLICABILITY

C9.2.1. The PMs and the DPMs of major acquisition programs must execute service agreements, as specified at DoD Instruction 5000.58 (reference (e)). That requirement was effective for the PMs and the DPMs of major acquisition programs who were assigned to their positions on, and after, October 1, 1991.

C9.2.2. Persons assigned to, or selected to fill, critical acquisition positions on and after October 1, 1993, must execute service agreements, as specified at reference (e).

C9.2.3. Except as provided at **paragraph** C9.2.1., above, persons who are assigned to critical acquisition positions on, or before, September 30, 1993, are not required to execute service agreements.

C10. CHAPTER 10
WAIVER ADMINISTRATION

C10.1. POLICY

When waivers are a prerequisite to the assignment of personnel to certain acquisition workforce positions, or, a prerequisite to the release of personnel from assigned positions, they shall be obtained before the movement of the persons affected. Where a grace period is provided for, waivers shall be requested in advance of the grace period expiration date. Exceptions to that policy may be approved in extraordinary cases by the person to whom authority to grant the waiver has been properly delegated.

C10.2. PROCEDURES FOR DAETCD WAIVERS

C10.2.1. The DoD Components shall request waivers on a timely basis from the DAETCD in the following cases:

C10.2.1.1. The waiver of education or training and experience requirements for the civilian and military PMs, DPMs, and PEOs of major and significant non-major acquisition programs.

C10.2.1.2. The waiver of assignment periods for the civilian and military PMs and DPMs of major acquisition programs.

C10.2.1.3. The waiver of education, training, and experience requirements for assignment of General and Flag officers, Senior Executives, (or other civilians serving in equivalent grades) and Senior Contracting Officials to critical acquisition positions.

C10.2.1.4. The waiver of the 3-year assignment periods for civilian and military personnel assigned to critical acquisition positions or billets.

C10.2.2. Requests for waivers in the foregoing cases shall be transmitted to the DAETCD, through the Deputy DACM, with fully documented rationale for the waiver (and, if applicable, exemption from timeliness requirements). The DoD Components should consult with the Deputy DACM in advance of all such requests to promote expeditious review. All such requests shall have the (favorable or unfavorable) endorsement of the Principal Staff Assistant, the Director of the Joint Staff, the IG,

DoD; the Director of the **Defense Agency**, the Director of the DoD Field Activity, the President or Commandant of NDU, DAU, DSMC, or USUHS, or the Chief Judge of the U.S. Court of Military Appeals, as applicable.

C10.2.3. Requests for DAETCD approval of waivers shall be documented on the DD Forms provided for those purposes in DoD Instruction 5000.55 (reference (f)).

C11. CHAPTER 11

PROGRAM REPORTING AND EVALUATION

C11.1. POLICY

Timely and accurate reporting on the status of acquisition workforce positions and personnel is an integral part of effective ACMP implementation. Evaluations of DoD Component ACMP implementation and compliance shall include the timeliness and accuracy of DoD Component reports.

C11.2. MANAGEMENT INFORMATION SYSTEM SUPPORT

The DMDC shall provide those periodic quarterly and annual reports and lists needed by the DACM to ensure compliance with Pub. L. No. 101-510, Title XII, and DoD Instruction 5000.55 (references (a) and (f)).

C11.3. PROGRAM EVALUATION

The Deputy DACM shall develop and implement a schedule of ACMP evaluations for FYs 1993 and 1994. Those evaluations shall include such matters as regulatory compliance, consistency of waiver practices, workforce awareness, execution of delegated authorities, and management information system accuracy. The findings and recommendations of those evaluations shall be made available to the Heads of the DoD Components whose organizations were subject to review. An annual summary of evaluation activity, with conclusions and recommendations shall be provided to the ACPB. The Deputy DACM shall consult with the DoD Components about the scheduling and scope of those reviews in which the designated POCs for the DoD Components shall participate. All DoD Components shall cooperate fully in the conduct of those evaluations.

C11.4. SPECIAL OVERSIGHT PROVISIONS

All reports submitted by the U.S. Special Operations Command pursuant to this Regulation shall be forwarded to the Assistant Secretary of Defense (Special Operations/Low Intensity Conflict), who will review the reports and submit them to the Deputy Director of Acquisition Career Management.