



OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

OCT 12 2016

ACQUISITION,
TECHNOLOGY,
AND LOGISTICS

MEMORANDUM FOR COMMANDER, UNITED STATES SPECIAL OPERATIONS
COMMAND (ATTN: ACQUISITION EXECUTIVE)
COMMANDER, UNITED STATES TRANSPORTATION
COMMAND (ATTN: ACQUISITION EXECUTIVE)
DEPUTY ASSISTANT SECRETARY OF THE ARMY
(PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE NAVY
(ACQUISITION AND PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING)
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Standardization of Roles and Responsibilities within the Department of Defense
Enterprise Procurement Systems

To enhance the network security of our Department of Defense (DoD) enterprise procurement systems, and reduce the administrative burden associated with managing these systems, the Procurement Business Operations Requirements Group initiated an effort to move towards a single sign-on environment. The first step in this process is to document and standardize the role descriptions associated with the authentication and authorization of our systems. The benefits of standardizing these roles and implementing a single sign-on capability for our enterprise systems include strengthening internal controls by connecting permissions to roles (i.e. linking Common Access Cards to an individual's authoritative role), providing users with role-based access across the various DoD systems (e.g. iRAPT, EDA), and reducing the number of usernames and passwords assigned to one person.

The attached draft Standardized Roles and Responsibilities List Version 1.0 is provided for your review and comment. It documents a proposed list of procurement-related roles based on authoritative sources and organized by their functional area, job series, and Defense Acquisition Workforce Improvement Act Position Category Description. All components are encouraged to use these standard roles in enterprise-wide procurement systems as we continue our effort to move towards a single sign-on environment. Every effort has been taken to document the authoritative source for each role/position listed. We welcome your suggestions for improvement.

Please provide your comments and questions to Ms. Mary Thomas at 703-693-7895 or mary.s.thomas.civ@mail.mil, no later than November 21, 2016. We will address/incorporate your comments and publish the updated Standardized Roles and Responsibilities List to the DPAP website.



Claire M. Grady
Director, Defense Procurement
and Acquisition Policy

Attachment:
As stated

ROLE	Hierarchy Position	DESCRIPTION	REFERENCE	DAWIA Position Category Description (PCD)	JOB SERIES	LEVEL	Govt/ CTR/ Support	Functional Area	Org Level	NOTES
	Parent/ Child/ None		Authoritative Source(s)	PCD Link and References within PCD	GS/OPM	Signatory? Accountable? Preparer? Non-Signatory? Reviewer?	Govt? Ctr? Support?	Operational, Procurement, Financial, Logistics, Security		
EXECUTIVE ROLES										
Agency Head	Parent	"Agency Head" means "Secretary, Attorney General, Administrator, Governor, Chairperson, or other chief official of an executive agency, unless otherwise indicated, including any deputy or assistant chief official of an executive agency."	FAR 2.101 (b) DFARS 202.1	N/A	Not Job Series Specific	Signatory/ Accountable	Govt	Operational	HQ	
Head of the Agency	Child	"Head of the agency" means "DoD, the Secretary of Defense, the Secretary of the Army, the Secretary of the Navy, and the Secretary of the Air Force. Subject to the direction of the Secretary of Defense, the Under Secretary of Defense (Acquisition, Technology, and Logistics), and the Director of Defense Procurement and Acquisition Policy, the directors of the defense agencies have been delegated authority to act as head of the agency for their respective agencies (i.e., to perform functions under the FAR or DFARS reserved to a head of agency or agency head), except for such actions that by terms of statute, or any delegation, must be exercised within the Office of the Secretary of Defense. (For emergency acquisition flexibilities, see 218.270.)"	DFARS 202.1 (b)	N/A	Not Job Series Specific	Signatory/ Accountable	Govt	Operational	Office by DoDAAC	Title is Director for: DTRA, MDA, DLA, DCMA, DoDEA, DARPA, DeCA, DFAS, DHRA, DISA, DMA, DMEA, DSCA, DSS, DHA, and WHS. Title is Commander for SOCOM and USTRANSCOM Title is President for USUHS
Head of the Contracting Activity	Child	"Head of the contracting activity" means the official who has overall responsibility for managing the contracting activity. Authority is outlined in Agency Charter. Heads of Contracting Activities (HCA) have overall responsibility and accountability for procurements initiated in support of the programs and activities of their organizations, and specifically, for the contracting decisions required to be made by them in their capacity as HCA, or by those in their organizations having delegated authority for contract decision making.	DFARS 202.1 (b)	PCD-CON	Not Job Series Specific	Signatory/ Accountable	Govt	Operational	Office by DoDAAC	

Senior Procurement Executive (SPE)	Child	"Senior procurement executive" means, for DoD—Department of Defense (including the defense agencies)--Under Secretary of Defense (Acquisition, Technology, and Logistics); Department of the Army--Assistant Secretary of the Army (Acquisition, Logistics and Technology); Department of the Navy--Assistant Secretary of the Navy (Research, Development and Acquisition); Department of the Air Force--Assistant Secretary of the Air Force (Acquisition). The directors of the defense agencies have been delegated authority to act as senior procurement executive for their respective agencies, except for such actions that by terms of statute, or any delegation, must be exercised by the Under Secretary of Defense (Acquisition, Technology, and Logistics).	DFARS 202.101 41 USC 1702	PCD-PM	1102	Signatory/ Accountable	Govt	Operational	Office by DoDAAC	From DTRA: Job Series for SPE is 0301, SPE = CAE for DTRA SPE may be supported by multiple job series
Service Acquisition Executive (SAE)	Child	"Service acquisition executive" means the civilian official within a military department who is designated as the service acquisition executive for purposes of regulations and procedures providing for a service acquisition executive for that military department.	10 US Code 101	PCD-PM	1103	Signatory/ Accountable	Govt	Acquisition	Office by DoDAAC	
Component Acquisition Executive (CAE)	Child	Secretaries of the military departments or heads of agencies with the power of redelegation. In the military departments, the officials delegated as CAEs (also called service acquisition executives (SAEs)) are respectively, the Assistant Secretary of the Army for Acquisition, Logistics, and Technology (ASA(AL&T)); the Assistant Secretary of the Navy for Research, Development, and Acquisition (ASN(RD&A)); and the Assistant Secretary of the Air Force for Acquisition (ASAF(A)). The CAEs are responsible for all acquisition functions within their components. This includes both the SAEs for the military departments and acquisition executives in other DoD components, such as the U.S. Special Operations Command (SOCOM) and Defense	DoDI 5000.02	PCD-PM	343	Signatory/ Accountable	Govt	Acquisition	Office by DoDAAC	From DTRA: Job Series for SPE is 0301
Program Executive Officer (PEO)	Child	Program executive officer has the meaning given such term in regulations prescribed by the Secretary of Defense.	10 USC 87 Section 1737	PCD-PM	303	Signatory/ Accountable	Govt	Acquisition	Office by DoDAAC	
Senior Contracting Official	Child	A director of contracting, or a principal deputy to a director of contracting, serving in the office of the Secretary of a military department, the headquarters of a military department, the head of a Defense Agency, a subordinate command headquarters, or in a major systems or logistics contracting activity in the Department of	11 USC 87 Section 1737	PCD-PM	1102	Signatory/ Accountable	Govt	Acquisition	Office by DoDAAC	
Chief of Contracting Office (COCO)		Any person who has direct managerial responsibility for the operation of a contracting office as defined in FAR 2.1. Unless specifically excepted, this term may include, at the option of the designated official, the deputy chief or acting chief of the contracting office. The term COCO includes the Contracting Squadron Commander (CONS/CC)/Director of Business Operations (DBO)/Numbered Flight Commander (SCONF/CC), Deputy or civilian equivalent, as identified by the MAJCOM/DRU/AFRCO SCO, and for AFMC and SMC, the Contracting Division Chief/Deputy.	Air Force Federal Acquisition Regulation Supplement (AFFARS) 5302.101			Signatory/ Accountable	Govt	Acquisition	Office by DoDAAC	AFFARS reads: "Chief of the Contracting Office" means any person who has direct managerial responsibility for the operation of a contracting office as defined in FAR 2.1. Unless specifically excepted, this term may include, at the option of the designated official, the deputy chief or acting chief of the contracting office. This term includes the Contracting Squadron Commander (SQ/CC)/Deputy or civilian equivalent.

PROCUREMENT ROLES										
Contracting Officer	Parent	"Contracting officer" means a person with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings. Duties include: apply statutory and policy procurement-related requirements; support attainment of government socio-economic objectives; conduct market research; acquisition planning; cost and price analysis; solicitation and selection of sources; preparation, negotiation, and award of contracts through various methods to include negotiation; and perform all phases of contract administration, and terminate or close out of contracts.	FAR 2.101 (b) DODD 5000.52 (12 Jan 2005) DoDI 5000.66 (21 Dec 2005) DoD Desk Guide for AT&L Workforce Career Management (10 Jan 2006)	PCD-CON	1102	Signatory/ Accountable	Govt	Procurement	Office by DoDAAC	
Administrative Contracting Officer (ACO)	Child	"Administrative contracting officer (ACO)" refers to a contracting officer who is administering contracts.	FAR 2.1	PCD-CON	1102	Preparer/Non-Signatory	Govt	Procurement	Office by DoDAAC	
Terminating Contracting Officer	Child	"Termination contracting officer (TCO)" refers to a contracting officer who is settling terminated contracts.	FAR 2.1	PCD-CON	1102	Preparer/Non-Signatory	Govt	Procurement	Office by DoDAAC	
Contract Administrator	Child	Performs the functions listed in FAR 42.3 Contract Administration Functions	FAR 42.3	PCD-CON	1102	Preparer	Govt	Procurement	Office by DoDAAC	
Contract Specialist	Child	Solicits, negotiates, administers, closes-out, and terminates purchase orders and contracts. Duties include developing, implementing, and reviewing contracting plans for pre-award, post-award, price/cost analysis, and other procurement-related activities.	N/A	PCD-CON	1102	Preparer/ Non-Signatory	Govt	Procurement	Office by DoDAAC	
Contracting Officer's Representative (COR)	Child	An individual designated and authorized in writing by the contracting officer to perform specific technical or administrative functions.	DFARS 201.602-2 DFARS 202.1 DoDI 5000.72		Not Job Series Specific	Preparer(status reports)/Signatory	Govt	Procurement	Office by DoDAAC	
Procurement Analyst/Policy Analyst	None	From OPM GS-1102: Person "exercising a broad knowledge of procurement policies and procedures to perform staff functions. They are distinguished from positions performing staff functions requiring as intensive knowledge of a limited functional area, such as price/cost analysis, which would be titled in accordance with the specialized knowledge requirement of contract price/cost analysis."	DODD 5000.52 (12 Jan 2005) DoDI 5000.66 (21 Dec 2005) DoD Desk Guide for AT&L Workforce Career Management (10 Jan 2006)	PCD-CON	1102	Non-Signatory	Govt	Procurement	Office by DoDAAC	

ACQUISITION ROLES										
Program Manager	Parent	Designated individual with responsibility for and authority to accomplish program objectives for development, production, and sustainment to meet the user's operational needs. Accountable for credible cost, schedule, and performance reporting to the Milestone Decision Authority (MDA). Responsible for the program, has overall responsibility for acquisition planning. Manage a defense acquisition program. Responsibilities may be broad (e.g., PM, DPM, or PEO) or focused (e.g., Assistant PM for a particular function), and may be line or staff in nature. Execute duties guided by DoDD 5000.01, DoDI 5000.02, DoD Issuances governing acquisition programs in the DoD Components, and other program management policies addressed in DoD 5000 and 8000 series. With respect to a defense acquisition program, the Program Manager is the member of the Acquisition Corps responsible for managing the	DoDI 5000.01 (20 Nov 2007) DoDD 5000.52 (12 Jan 2005) DoDI 5000.66 (21 Dec 2005) DoD Desk Guide for AT&L Workforce Career Management (10 Jan 2006)	PCD-PM	343	Signatory/ Accountable	Govt	Acquisition	Office by DoDAAC	
Program Manager Representative	Child	Acts on behalf of the Program Manager	N/A	PCD-PM	Not Job Series Specific	Non-Signatory	Govt	Acquisition	Office by DoDAAC	
Deputy Program Manager	Child	The term "deputy program manager" means the person who has authority to act on behalf of the program manager in the absence of the program manager	10 USC 87 Sections 1737 & 1764	PCD-PM	Not Job Series Specific	??	Govt	Acquisition	Office by DoDAAC	
Technical Representative	Child	A technical representative is a representative of a DoD program, project, or system office performing non-contract administration services technical duties at or near a contractor facility. A technical representative is not—(1) A representative of a contract administration or contract audit component; or (2) A contracting	DFARS 242.74	PCD-S & TM	Not Job Series Specific	Advisory to PMO only	Govt	Acquisition	Office by DoDAAC	
MULTIPLE ROLES										
Case Manager (formerly Foreign Military Sales Case Manager)	None	Representative of part of Security Assistance authorized by the Arms Export Control Act (AECA) and conducted using formal contracts or agreements between the United States Government (USG) and an authorized foreign purchaser The Case Manager is the focal point for case activities and manages all aspects of the Security Cooperation (SC) case The Case Manager integrates functional and inter and intra-organizational efforts for the successful performance of a security cooperation (SC) case including logistics, financial management, and closure. The Implementing Agency (IA) assigns a Case Manager to each Letter of Offer and Acceptance (LOA) or SC case before the case is	Security Assurance Management Manual		Not Job Series Specific	Signatory/ Accountable	Govt	Security/ Logistics/ Financial	PMO/ DCSA	

Debaring Official	None	An agency head or a designee authorized by the agency head to impose debarment.	FAR 9.403/DFARS 209.403		Not Job Series Specific	Signatory	Govt	Operational (as designated by DFARS 209.403), Legal, SPE	Agency SPE DTRA: Director delegates authority to the CAE; Agency SPE is DTRA's CAE.	For DoD, the Debaring and Suspending Official designees are— Army—Director, Soldier & Family Legal Services Navy/USMC—Assistant General Counsel (Acquisition Integrity) Air Force—Deputy General Counsel (Contractor Responsibility) DARPA—The Director DISA—General Counsel DLA—Special Assistant for Contracting Integrity DIA—Sr Procurement Executive NGA—General Counsel DTRA—The Director (delegates to CAE; CAE serves as DTRA's debarment and suspending official) NSA—Sr Acquisition Executive MDA—General Counsel Overseas installations—as designated by agency head
Suspending Official	None	An agency head; or A designee authorized by the agency head to impose suspension.	FAR 9.403/DFARS 209.403		Not Job Series Specific	Signatory	Govt	Operational (as designated by DFARS 209.403), Legal, SPE	Agency SPE DTRA: Director delegates authority to the CAE; Agency SPE is DTRA's CAE.	
FINANCIAL ROLES										
Certifying Officer	None	An individual designated to attest to the correctness of statements, facts, accounts, and amounts appearing on a voucher, or other documents. A certifying officer is pecuniary liable for payments in accordance with 31 USC 3528.	DoD 7000.14-R Financial Management Regulation Glossary dated April 2015		Not Job Series Specific	Signatory/Accountable	Govt	Financial	Office by DoDAAC	
Funds Certifying Official (formerly Payment Official)	None	An individual responsible for the proper assignment of funding on a commitment or obligation document before the obligation is incurred.	DoD 7000.14-R Financial Management Regulation Glossary dated April 2015		Not Job Series Specific	Signatory/Accountable	Govt	Financial	Office by DoDAAC	iRAPT Role: Government Payment Official https://wawf.eb.mil/xhtml/unauth/web/registration/userRolesWawfGovernment.xhtml#pay
Resource Manager	Parent	Verifies and validates that the funds cited on a commitment or obligation document are accurate and available.	DoD 7000.14-R Financial Management Regulation Glossary dated April 2015	PCD Description Business-Financial Management	501	Reviewer/Signatory/Accountable	Govt	Financial	Office by DoDAAC	
	Resource Manager (Single Role as RM)	Child	Only performs Resource Manager duties; Can perform for a variety of programs	DoD 7000.14-R Financial Management Regulation Glossary dated April 2016	PCD BUS-FM	501	Reviewer/Signatory/Accountable	Govt	Financial	Office by DoDAAC
	Resource Manager (Dual Role: RM and other role)	Child	Performs Resource Manager duties in connection with their program; Performs other roles	DoD 7000.14-R Financial Management Regulation Glossary dated April 2017	PCD BUS-FM	502	Reviewer/Signatory/Accountable	Govt	Financial	Office by DoDAAC

Authorizing Official (or Officer)	None	An individual who approves a transaction and verifies and validates the funds cited on a commitment or obligation document are accurate and available.	DoD 7000.14-R Financial Management Regulation Glossary dated April 2018		Not Job Series Specific	Signatory/ Accountable	Govt	Financial	Office by DoDAAC	
Disbursing Officer	None	An officer or employee of a Federal Department, Agency or Corporation designated to disburse moneys and render accounts according to laws and regulations governing the disbursement of public moneys.	DoD 7000.14-R Financial Management Regulation Glossary dated April 2019		501	Signatory/ Accountable	Govt	Financial	Office by DoDAAC	
Fund Holder	None	An individual holding an administrative subdivision of funds or an operating target, who is responsible for incurring obligations against the administrative subdivision or target and for managing the use of such funds.	DoD 7000.14-R Financial Management Regulation Glossary dated April 2020		Not Job Series Specific	Signatory/ Accountable	Govt	Financial	Office by DoDAAC	
Depart. Accountable Official	None	An individual responsible for providing a certifying officer with information, data, or services that the certifying officer relies upon in the certification of vouchers for payment. Provides data to certifying officer.	DoD 7000.14-R Financial Management Regulation Glossary dated April 2021	PCD-PUR	Not Job Series Specific	Signatory/ Accountable	Govt	Financial	Office by DoDAAC	
AUDIT ROLES										
Auditor Role	None	Perform auditing, provide accounting and financial advisory service to the DoD and other Government Agencies in negotiation, administration, settlement of contracts, and subcontracts. The basic nature of auditing is to plan and scope the audit bases on an assessment of risk, perform such tests and analysis as necessary to gather sufficient evidential matter, evaluate the results, and reach logical, well supported conclusions.	DoDD 5000.52 (12 Jan 2005) DoDI 5000.66 (21 Dec 2005) DoD Desk Guide for AT&L Workforce Career Management (10 Jan 2006)	PCD-AUD	511	Preparer	Govt/CTR/ Support	Financial		
	GAO Auditor (includes Congressional Auditor/Executive Auditor)	Type of Auditor	Reports to Congress/Executive Audit Requests and investigations relating to the programs and operations of the establishments listed in section 11(2). From the IG Act: to conduct and supervise audits and investigations relating to the programs and operations of the establishments listed in section 11(2).	Inspector General Act of 1978	PCD-AUD	512	Preparer	Govt/CTR/ Support	Financial	Agency
	DoD Auditor	Type of Auditor	From DoD Audit Manual: Comply with Generally Accepted Government Accounting Standard and the Enclosures set forth in the DoD Audit Manual	DoD Manual 7600.07-M (Feb 13, 2009)	PCD-AUD	511	Preparer	Govt/CTR/ Support	Financial	

Contract Auditor	Type of Auditor	<p>FAR: The auditor is responsible for—</p> <p>(1) Submitting information and advice to the requesting activity, based on the auditor's analysis of the contractor's financial and accounting records or other related data as to the acceptability of the contractor's incurred and estimated costs;</p> <p>(2) Reviewing the financial and accounting aspects of the contractor's cost control systems; and</p> <p>(3) Performing other analyses and reviews that require access to the contractor's financial and accounting records supporting proposed and incurred costs.</p> <p>The contract auditor's duties include evaluating information about contractor economic assertions, comparing those assertions to established criteria, and reporting the results to interested third parties. The types of audits performed include audits of contractor proposal submissions, incurred cost, compliance with the "Truth in Negotiations Act," 10 U.S.C. 2306a (reference (w)), compliance with Cost Accounting Standards, contract terminations, claims for abnormal conditions, contract financial condition, and contractor system/operations.</p>	<p>FAR 204.2</p> <p>PGI 242.3</p>	PCD-AUD	511	Preparer	Govt/CTR/Support	Financial	DCAA	<p>For DoD contracts, Defense Contract Audit Agency (DCAA) is the responsible Government audit agency. However, there may be instances where an agency other than DCAA desires cognizance of a particular contractor. In those instances, the two agencies shall agree on the most efficient and economical approach to meet contract audit requirements. For educational institutions and nonprofit organizations, audit cognizance will be determined according to the provisions of OMB Circular A-133, Audits of Institutions of Higher Education and Other Non-Profit Institutions. An auditor performing the contract audit function of DCAA (Auditor).</p>
Inspector General	None	<p>IG acts as the principal advisor to SecDef in matters of DoD fraud, waste, and abuse. DoD IG combats fraud, waste and abuse in the DoD by conducting audits and investigations. Other responsibilities of DoD IG include: Providing policy direction for and to conduct, supervise, and coordinate audits and investigations relating to the programs and operations of the Department; Reviewing existing and proposed legislation and regulations relating to programs and operations of the Department in regard to their impact on economy and efficiency and the prevention and detection of fraud and abuse in DoD; and Recommending policies for, and to conduct, supervise, or coordinate other activities for the purpose of promoting economy and efficiency in the administration of, or preventing and detecting fraud and abuse in DoD programs and operations.</p>	IG Act 8.i		511	Preparer	Govt	Financial	HQ/SecDef	
LEGAL ROLES										
General Counsel/Legal	None	Responsibilities set forth in DoDI 5145.01	DoDI 5145.01		905	Reviewer/Advisor	Govt	Advisory/Issuance	SecDef	

QUALITY ASSURANCE															
Quality Assurance Representative (QAR)	None	A representative of the contracting officer performing contract quality assurance functions of petroleum products at a contractor's refineries or supply points. DCMMA uses this term to apply generically to their civilian GS-1910 personnel and their assigned military counterparts worldwide <ul style="list-style-type: none"> Manages QA processes to establish essential quality standards and controls. Develops, executes and evaluates policies, procedures, plans and test provisions for QA requirements throughout the various phases of the systems acquisition cycle. Ensures QA plans are integrated into the systems engineering process. Performs process and product-oriented reviews and audits to ensure compliance with QA requirements Provides expert support and guidance on QA-related matters to other program office and in-plant functional acquisition personnel. Accepts and fields Materiel for U.S. and foreign customers. Performs Data Collection and Analysis related to quality of manufacturing and production along with executive process performance and process capability analysis. Prepare sampling plans to assure Product Quality for materiel acceptance. Assist in the identification of root cause. 	DFARS 264.4 (Government Contract Quality Assurance) FAR 46.4 (Quality Assurance) DoD 4140.25-M, Volume III, Ch. 4.3 DoDD 5000.52 (12 Jan 2005) DoDI 5000.66 (21 Dec 2005) DoD Desk Guide for AT&L Workforce Career Management (10 Jan 2006)	PCD-PQM	1910	Reviewer (Has engineering background)	Govt	Any (Based on Expertise)	Office by DoDAAC						
Inspector	None	Contractor is responsible for performing or having performed all inspections and tests necessary to substantiate that the supplies or services furnished under this contract conform to contract requirements, including any applicable technical requirements for specified manufacturers' parts. This clause takes precedence over any Government inspection and testing required in the contract's specifications, except for specialized inspections or tests specified to be performed solely by the Government.	FAR 52.246		Not Job Series Specific	Reviewer/Preparer/Signatory/Accountable	CTR (primary)/ Govt (specialized inspections only)	Any (Based on Expertise)	Office by DoDAAC						
Acceptor	None	Authorized representative of the government by which the government, for itself or as agent of another, assumes ownership of existing identified supplies tendered, or approves specific services rendered, as partial or complete performance of the contract on the part of the contractor.	FAR 46.1		Not Job Series Specific	Reviewer/Signatory/Accountable	Govt	Any (Based on Expertise)	Office by DoDAAC						

PROPERTY ROLES										
Accountable Property Officer (APO)	Parent	An individual who, based on his or her training, knowledge, and experience in property management, accountability and control procedures, is appointed by proper authority to establish and maintain an organization's accountable property records, systems, and/or financial records, in connection with Government property, irrespective of whether the property is in the individual's possession. Comparable terms include: Army -- Supply Support Accountable Officer/Property Book Officer; Navy -- Personal Property Manager; Air Force--Accountable Officer/Chief of Supply/Chief of Material Management; Marine Corps -- Accountable Officer; Joint Commands - Joint Property Book Officer; Defense Logistics Agency--Accountable Property Officer.	DoDI 5000.64 DoDD 5000.52 dtd 12 Jan 2005 DoDI 5000.66 dtd 21 Dec 2005 DoD Desk Guide for AT&L Workforce Career Management dtd 10 Jan 2006	PCD-IND	1103	Signatory/ Accountable	Govt	Property	Office by DoDAAC	iRAPT Shipper and Receiver Roles: https://wawf.eb.mil/xhtml/unauth/web/registration/userRolesWawfGovernment.xhtml#pay
Property Administrator	Child	Authorized representative of a contracting officer appointed/assigned to administer contract requirements and obligations relating to Government property	FAR 45.5 DoDI 5000.64	PCD-IND	1103	Accountable	Govt	Property	Office by DoDAAC	
Property Custodian	Child	An individual appointed by the Accountable Property Officer (APO), who accepts custodial responsibility for property, typically by signing a hand-receipt. The property custodian is directly responsible for the physical custody of accountable property under their control.	DoDI 5000.64	PCD-IND	1103	Accountable	Govt	Property	Office by DoDAAC	
ACCESS MANAGERS										
Government Access Manager/Government Group Administrator (GAM)	None	GAM is appointed from among security-type individuals in an organization, but a GAM can also have the role of Inspector, Acceptor, Certifier, Vendor, or Pay Official depending upon organizational business practices (definition from iRAPT). Abilities in iRAPT: Manage Group Structure; Administer Location Codes; Look up group names and GAM information; View and edit User Profile Information; Activate (add) and deactivate users; Use Activation Reports; Reset user passwords; and Reset certificates.	WAWF User Roles (https://wawf.eb.mil/xhtml/unauth/web/registration/userRolesWawfGovernment.xhtml#gam)		Not Job Series Specific	Reviewer/ Accountable	Govt	Procurement	Office by DoDAAC	
Contract Access Manager (CAM)	None	Same as a GAM (for contracts)	WAWF User Roles (https://wawf.eb.mil/xhtml/unauth/web/registration/userRolesWawfGovernment.xhtml#gam)		Not Job Series Specific	Reviewer/Accountable	Govt	Procurement	Office by DoDAAC	
Help Desk Manager (HAM)	None	HAM manages the help desk of a system or service. A help desk is a resource intended to provide the customer or end user with information and support related to a agency's/organization's products and services.		PCD-IT	2210	Reviewer	Govt/CTR	IT	Office by DoDAAC	

	System Administration Manager (SAM)	None	The system administrator is responsible for the overall functioning of the environment. From FISCAM: The person responsible for administering use of a multi-user computer system, communications system or both.	NSA Trusted Facility Manual FISCAM (GAO-February 2009)	PCD-IT	2210	Reviewer/Accountable	Govt	IT	Office by DoDAAC	
CONTRACTOR/ VENDOR ROLES											
	Contractor/Vendor (Materials/Services)	None	"Contractor" means any individual or other legal entity that— (1) Directly or indirectly (e.g., through an affiliate), submits offers for or is awarded, or reasonably may be expected to submit offers for or be awarded, a Government contract, including a contract for carriage under Government or commercial bills of lading, or a subcontract under a Government contract; or (2) Conducts business, or reasonably may be expected to conduct business, with the Government as an agent or representative of another contractor.	FAR 9.403	N/A	N/A	N/A	CTR	Any		
	Contractor/Vendor (Support Role)	None	Contractor performing non-inherently government functional roles under FAR 7.503 (d)	FAR 9.403; FAR 7.503(d)	N/A	N/A	N/A	CTR	Any (must comply with FAR 7.503(d))		
PURCHASING ROLES											
	Inter-Government Transactions (Govt Entity)	Parent	"Interagency acquisition" means a procedure by which an agency needing supplies or services (the requesting agency) obtains them from another agency (the servicing agency), by an assisted acquisition or a direct acquisition. The term includes—(1) Acquisitions under the Economy Act (31 U.S.C. 1535); and (2) Non-Economy Act acquisitions completed under other statutory authorities (e.g., General Services Administration Federal Supply Schedules in Subpart 8.4 and Government-wide acquisition contracts (GWACS)).	FAR 17.5 (The FAR only applies if the IGT results in an acquisition) OMB M-03-01	N/A	Not Job Series Specific		Govt	Acquisition	Acquisition	
	IGT Seller	Child	Servicing Agency		N/A	Not Job Series Specific		Govt	Procurement	Agency	
	IGT Buyer	Child	Requesting Agency		N/A	Not Job Series Specific		Govt	Procurement	Agency	

Purchasing Agent	None	Purchases, rents, or leases supplies, services, and equipment through either simplified acquisition procedures or placement of orders against pre-established contractual instruments to support operational requirements.	DoDD 5000.52 dtd 12 Jan 2005 DoDI 5000.66 dtd 21 Dec 2005 DoD Desk Guide for AT&L Workforce Career Management dtd 10 Jan 2006	PCD-PUR	1105		Govt	Procurement	Office by DoDAAC	
LOGISTICS ROLES										
Transportation Officer	None	Person(s) designated or appointed to perform traffic management functions. The official at an activity that is designated or appointed as Installation Transportation Officer, Traffic Manager, Traffic Management Officer, Passenger Transportation Officer, Personal Property Transportation Officer, or Department of State General Service Officers.	Defense Travel Regulations 4500.9-R	PCD-LCL	2101	Signatory/ Accountable	Govt	Logistics	Office by DoDAAC	
Transportation Management Specialist	None	Reference to Transportation Specialist: DFARS 247.371 The transportation specialist prepares the DD Form 1653 to accompany requirements for the acquisition of supplies. The completed form should contain recommendations for suitable f.o.b. terms and other suggested transportation provisions for inclusion in the solicitation.	DFARS 247.371 (a) DoDD 5000.52 dtd 12 Jan 2005 (b) DoDI 5000.66 dtd 21 Dec 2005 (c) DoD Desk Guide for AT&L Workforce Career Management dtd 10 Jan 2006	PCD-LCL	2101	Preparer	Govt	Logistics	Office by DoDAAC	
Customs and Border Protection/Border Clearance Authority	None	Recommendation: Change role name to "Customs and Border Protection/Border Clearance Authority" - An officer of the United States or Foreign Country Government that has authority to examine, approve, or disapprove the entry/exit of passengers and cargo to their countries' respective territories	Defense Travel Regulations 4500.9-R	PCD-LCL	1895	Reviewer/ Signatory/ Accountable	Govt	Security	Office by DoDAAC	
Material Manager	Parent	Any DoD activity or Defense Agency that has been assigned materiel management responsibilities for the DoD and participating federal agencies. The term includes responsibilities performed by either wholesale materiel managers or retail materiel managers: managing, cataloging, demand and supply planning, requirements determination and definition, procurement, distribution, overhaul and repair of reparable materiel, and disposal of materiel.	DoDM 4140 http://www.dtic.mil/whs/directives/corres/pdf/414001m/414001m_vol01.pdf	PCD-LCL	2010	Signatory/Accountable	Govt	Logistics	Office by DoDAAC	
Wholesale Material Manager	Child	Buying large quantities of goods to be retailed by others) (Also known as GAINING INVENTORY MANAGER (GIM). The inventory manager responsible for assuming wholesale materiel management functions.	DoDM 4140 http://www.dtic.mil/whs/directives/corres/pdf/414001m/414001m_vol01.pdf	PCD-LCL	2010	Signatory/Accountable	Govt	Logistics	Office by DoDAAC	

	Retail Material Manager	Child	Buying for sale of small quantities	DoDM 4140 http://www.dtic.mil/whs/directives/corres/pdf/414001m/414001m_vol01.pdf	PCD-LCL	2010	Signatory/Accountable	Govt	Logistics	Office by DoDAAC	
	Management control activity (MCA) personnel	None	DoD Component, DoD activity, or non-DoD activity, if participating by separate agreement (e.g., the Coast Guard), designated to receive, screen, and validate Military Service-initiated and contractor-initiated requisitions for direct shipment to contractors of materiel sourced from the wholesale supply system to support DoD contracts or requirements. MCA procedures are applicable to materiel requisitioned for shipment to a contractor on either a reimbursable or non-reimbursable basis as specified in the contract.	DLM 4000.25	PCD-LCL	2010	Signatory/Accountable	Govt	Logistics	Office by DoDAAC	
	Consignee/Receiving personnel	None	Recipient (unit, depot, or person) to whom cargo is addressed or consigned for final delivery. Activity that is receiving the product.	DLM 4000.25	PCD-LCL	2010	Signatory	Govt	Logistics	Office by DoDAAC	
	DoDAAD Central Service Points	None	A representative designated by each Service/Agency to update the DoD activity address directory (DoDAAD) and military assistance program address directory (MAPAD)	DLM 4000.25	PCD-LCL	2010	Reviewer	Govt	Logistics	Office by DoDAAC	
SMALL BUSINESS ROLES											
	Small Business Director	None	Establishes guidelines to ensure that at least first-level performance evaluations of small business professionals are performed by the next level small business professional in the career rating chain. Establishes guidelines to ensure that small business professionals are appointed or designated by the DoD Component Director of SBP, and that resource management for small business professionals is maintained in the small business professional career field functional	DFARS 219.201 DoDI 4205.01	PCD-CON	1102	Reviewer	Govt	SBA	Component	
	Component Directors of SBP	Parent	Advise HCA on all small business matters & brief the HCA on program status; Help PMs for major defense acquisition programs, major automated information systems, other major programs, & service acquisitions, early in the acquisition planning phase & throughout the follow-on acquisition process, to develop strategies & market research to ensure maximum participation by small businesses, to include addressing issues arising from acquisitions that involve consolidation or bundling of contract requirements; Develop & implement education & training programs for personnel whose duties & functions affect the SBP at the major subordinate element or contracting activity levels.	DoDD 4205.01	PCD-CON	1102	Reviewer	Govt	SBA	Component	Army: 10 USC 3024 Navy: 10 USC 5028 Air Force: 10 USC 8024
	Small Business Specialist	Child	Report directly and are responsible only to their appointing authority; Make sure that the contracting activity takes the necessary actions to implement small business and labor surplus area programs; Advise and assist contracting, program manager, and requirements personnel on all matters that affect small businesses and labor surplus area concerns; Aid, counsel, and	FAR 19.201 (d) DFARS 219.201 PGI 219.201 (d)	PCD-CON	1102	Reviewer	Govt	SBA	Component	