ACQUISITION AND TECHNOLOGY

OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON DC 20301 3000

EXECUTIVE SUMMARY

MEMORANDUM FOR PRINCIPAL DEPUTY UNDER SECRETARY OF DEFENSE (ACQUISITION, TECHNOLOGY & LOGISTICS)

FROM: ACTING DEPUTY UNDER SECRETARY OF DEFENSE (ACQUISITION REFORM) Dave Richbourg 02/20/01
Prepared by: Jim Kinder/AETCD/703-578-2762/02/14/2001

SUBJECT: Functional Area Charter Format - ACTION MEMORANDUM

PURPOSE: To obtain approval of the Acquisition Career Development Program Functional Area Charter.

DISCUSSION:

- In October, 1999, you approved the "Transition Strategy" for restructuring the Defense Acquisition University (DAU). These restructuring changes replaced the acquisition management functional boards with Functional Advisors and Functional Integrated Process Teams.
- All acquisition activities are grouped into eight functional areas. Each functional area has a Functional Advisor who advises and supports you in developing education, training, and experience requirements for civilian and military personnel who occupy acquisition positions within that functional area. A Functional Integrated Process Team assists the Functional Advisor in carrying out his/her responsibilities.
- The Functional Area Charter at Tab B outlines purpose, mission, organizational relationships and responsibilities of the Functional Advisors and the Functional Integrated Product Teams.

COORDINATION: Tab C

RECOMMENDATION: Request your signature on Tab A, approving the Functional Area Charter at Tab B.

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07 DEC 2000

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Functional Area Charters for the Acquisition Career Development Program

Request your final coordination on the revised draft Functional Area Charter (attached). Based on your comments, the major changes include:

a. Clarifying the membership of the Functional Integrated Product Teams (FIPTs)
b. Clarifying the membership of the Career Management Overarching Integrated Product Team (CMOAIPT)
c. Rewording and reformatting for clarity and brevity
d. Added FA responsibility to support implementation of the *Future Acquisition and Technology Workforce Report*, April 7, 2000 and the *Shaping the Civilian Acquisition Workforce Report*, October 11, 2000 by recommending changes to the acquisition career development program and policies

Request your coordination by December 21, 2000. The point of contact for this correspondence is Mr. Stephen Tkac, Office of Acquisition Career Management, (703) 578-2762, stephen.tkac@osd.mil.

KEITH CHARLES
Acting Director,
Acquisition Education, Training
and Career Development

Attachment
As stated

PRINCIPAL DEPUTY UNDER SECRETARY OF DEFENSE

3015 DEFENSE PENTAGON
WASHINGTON DC 20301-3015

FEB 26 2001

ACQUISITION AND TECHNOLOGY

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Functional Area Charters for the Acquisition Career Development Program

I have reviewed the Functional Area Charter for the Acquisition Career Development Program and am pleased to approve it. Functional Advisors play a critical role by advising and supporting the Under Secretary of Defense (Acquisition, Technology & Logistics) in developing career development policies and procedures for civilian and military personnel in the acquisition, technology and logistics workforce. The Functional Advisors serve as the subject matter experts relating to the qualifications and career development requirements for their assigned career field(s), and are the proponents for the interests of their functional community.

I appreciate the Functional Advisors' continued efforts to ensure that we implement policies that fully support both the requirements and expectations of the Defense Acquisition Workforce Improvement Act.

Dave Oliver

Attachment
As Stated

DISTRIBUTION:

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GENERAL COUNSEL, OFFICE OF THE SECRETARY OF DEFENSE
DIRECTOR, DEFENSE RESEARCH AND ENGINEERING
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DIRECTOR, DEFENSE LOGISTICS AGENCY
DIRECTOR, DEFENSE CONTRACT MANAGEMENT AGENCY
DIRECTOR, DEFENSE CONTRACT AUDIT AGENCY
DIRECTOR, BALLISTIC MISSILE DEFENSE
PRESIDENT, DEFENSE ACQUISITION UNIVERSITY

Attachment
As Stated

FUNCTIONAL AREA CHARTER

A. PURPOSE: This charter prescribes the mission and responsibilities of the Functional Advisor (FA) for each acquisition career functional area and the membership and duties of the FA's Functional Integrated Process Team(s) (FIPTs). Pending revision of DoD Directive 5105.18, DoD Directive 5000.52, DoD Instruction 5000.58, DoD 5000.52-M, and related documents, this charter is issued under the *Defense Acquisition University Transition Strategy*, approved in October 1999. The FA is designated by the Under Secretary of Defense for Acquisition, Technology and Logistics (USD(AT&L)).

B. MISSION: The mission of the FA is to advise and support the USD(AT&L). The FA shall act as the subject matter expert on the qualifications and career development requirements for the assigned career field(s) and as the proponent for the interests of the functional community.

C. ORGANIZATIONAL RELATIONSHIPS:

1. The USD(AT&L) has appointed the Director, Acquisition Education, Training, and Career Development (AET&CD) to assist him in the performance of his duties under the Defense Acquisition Workforce Improvement Act (DAWIA). The Director (AET&CD) serves as the focal point for all matters affecting the performance and proficiency of the acquisition workforce.

2. In advising the USD(AT&L), the FA shall advise the Director (AET&CD) on all matters affecting the functional area, and the FA shall participate on the Career Management Overarching Integrated Process Team (CMOAIPT). The Defense Contract Audit Agency (DCAA) will advise the Director (AET&CD) directly.

3. The CMOAIPT is an advisory body led by the Director, AET&CD and includes the FAs, DACMs, DASD(CPP), DASD(MPP), and the President, DAU. The Director, AET&CD, may identify other participants, such as DLA or DCMA representatives.

4. The FA will convene working/advisory groups, as required, to assist in carrying out his/her responsibilities, ensuring the input of field expertise.

5 FAs shall collaborate with ODASD(CPP) and ODASD(MPP) where issues might involve Departmental personnel law, regulation, policy, resourcing, and management affecting civilians or military members.

D. RESPONSIBILITIES: The FA shall:

1. Establish and oversee a FIPT(s). The FIPT Leader will be designated by the FA. FIPTs should meet at least annually.

2. Advise the Director AET&CD about education, training, and career requirements necessary to implement special reports or directives approved by USD(AT&L) such as:

   a) *The Future Acquisition and Technology Workforce,* April 7, 2000.

   b) *Shaping the Civilian Acquisition Workforce of the Future,* October 11, 2000.

3. Recommend initiatives for career development and rotational assignments between various DoD Components as well as with other Government Agencies.

4. Make recommendations to augment existing career paths to reflect the specific academic disciplines, technical functions, experiential and developmental assignments, and leadership competencies to be emphasized in the respective career field(s). Promote and enable multifunctional career paths. Identify and encourage opportunities for broadening and rotational assignments to permit crossflow of acquisition workforce members seeking multiple career path experience.

5. Establish and periodically review the DoD criteria for designating position category description(s) and career path certification standards.

6. Annually certify to the USD(AT&L), through the Director, AET&CD and DUSD(AR):

   a) Experience, education, and training standards as specified in DoD 5000.52-M.

   b) Position category description(s) as current, complete, and accurate.

   c) Content and quality of DAU courses as current, technically accurate, and consistent with DoD acquisition policies.

7. Oversee education and training requirements:

   a) Identify the competencies required by the future workforce.

   b) Periodically review requirements, allocations, quotas, student attendance, course critiques, priorities, funding, and reports under DoDI 5000.58.

   c) Make recommendations on the modifications, establishment, or disestablishment of mandatory courses.

   d) Consider continuous learning needs and resources as part of the FA's requirements review process.

   e) Assist the DAU Program Director and Course Director(s) as necessary with routine updates to the content of established courses to maintain currency.

8. Monitor and evaluate the effective implementation of DoD 5000.52M within the functional area.

E. FUNCTIONAL INTEGRATED PROCESS TEAM: The FIPT(s) will assist the FA.

1. The mission of the FIPT is to support the FA in carrying out his/her responsibilities. As appropriate, the FA will task the FIPT to perform support activities and will direct the work of the FIPT. *

2. The FIPT will include:

   a. A leader appointed by the FA

   b. A DACM representative from each Service

   c. A functional expert from each Service selected by the Service Acquisition Executive in conjunction with the Service DACM

   d. Functional experts from the DoD Components as determined by the FA

   e. The DAU Program Director for this functional area as determined by the President, DAU.

3. Advisors to the FIPT can be invited by the FIPT Leader on an ad hoc basis depending on the needs of the FIPT.

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* *Note: There is no Auditing FIPT, and the Charter for the Auditing FA will omit references to FIPTs. Since the audit career field does not follow the policies and procedures established for the other courses managed by DAU, there is no FIPT for this career field. The Defense Contract Audit Agency (DCAA) manages the DCAI curriculum.*