



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE



- 6 JUN 1994

MEMORANDUM FOR ALL MAJOR COMMANDS AND CIVILIAN PERSONNEL
FLIGHTS

FROM: HQ USAF/DPC
1040 Air Force Pentagon
Washington, DC 20330-1060

SUBJECT: Acquisition Functional Review of Performance
Appraisal

The Defense Acquisition Workforce Improvement Act (DAWIA) requires the Services to ".... provide an opportunity for review and inclusion of any comments on an appraisal of the performance of a person serving in an acquisition position by a person serving in an acquisition position in the same acquisition field." The Under Secretary of Defense (Acquisition) specified in a 2 Jun 93 Memorandum that contracting personnel must have their evaluations performed within the contracting functional chain. SAF/AQC supported this guidance and provided additional clarification on senior level positions (Atch 1).

Acquisition personnel outside of the contracting field are not required to have an acquisition functional review of their performance appraisal unless specifically requested. This special acquisition functional review is in addition to the normal review processes for AF Form 860A, Civilian Performance and Promotion Appraisal and AF Form 925, Senior Executive Appraisal. Because the majority of employees have someone within their rating chain on an acquisition position in the same career field, this acquisition functional review will only apply to a few individuals Air Force-wide.

If an individual does not have someone within his/her rating chain serving on an acquisition position in the same acquisition field and that individual desires an acquisition functional review, the individual should send the request to the Associate Director of Acquisition Career Management (AFPEO/CM, 1060 Air Force Pentagon, Washington, DC 20330-1060). The request must include a supporting statement from the requesting individual. The AF Form 860A or AF Form 925 rating and/or reviewing official(s) must be given an opportunity to provide comments on the rating, which should be included in the request for the special review. AFPEO/CM will forward the request to the appropriate headquarters' functional manager for the functional acquisition review. The functional manager or designee will evaluate the performance appraisal within the parameters of the functional area and, if

necessary, contact the AF Form 860A or AF Form 925 rating and/or reviewing official(s) for discussion of the rating. If appropriate, the acquisition functional manager will provide written comments for inclusion with the appraisal and forward copies to the requesting individual and the AF Form 860A or AF Form 925 rating and/or reviewing official(s). A copy of the comments will be included in the official appraisal file.

This optional procedure is in addition to and does not negate the individual's right to grieve the appraisal under the local negotiated grievance procedure or the local agency grievance procedure. Employees are not required to request the special acquisition review prior to initiating the grievance process.

Local Civilian Personnel Flights are reminded to complete any bargaining obligations prior to implementation of this procedure.

Questions concerning the acquisition review policy should be directed to Ms. Sara Bonilla, AFPEO/CM, DSN 224-9446.



JOHN R. GRAHAM
Director
Civilian Personnel Policy and
Personnel Plans

Attachment:
SAF/AQC Memo, 21 Jun 93