



DEPARTMENT OF THE AIR FORCE
WASHINGTON DC

OFFICE OF THE ASSISTANT SECRETARY

23 MAR 2004

MEMORANDUM FOR ALMAJCOM/FOA/DRU/CV
DISTRIBUTION C

FROM: 1060 Air Force Pentagon
Washington DC 20330-1060

SUBJECT: Program Management Credit for Acquisition Positions (AF/CV Memo, 27 Sep 01,
Assimilation of New Positions into the Redefined Acquisition and Technology
Workforce (RAWF))

Effective immediately, the referenced guidance for acquisition positions under the Acquisition Professional Development Program (APDP) is revised to permit additional Air Force Specialty Codes (AFSC) and Occupational Series to be APDP coded as Program Management. The revised guidance is attached.

We recognize that there are some positions performing acquisition management duties in career fields other than acquisition or program management. In order to ensure personnel serving in these positions receive the proper recognition and have priority access to necessary training, we have revised the AF personnel and manpower data systems coding guidance to better accommodate special circumstances.

Please remember that the integrity of our acquisition professional development certification program rests upon accurate position coding reflecting the actual duties and training requirements of the job.

My POC for this matter is Maj Gary Salmans, (703) 588-7112, DSN 425-7112,
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BLAISE J. DURANTE
Director of Acquisition Career Management
Assistant Secretary (Acquisition)

Attachments:
Updated RAWF Coding Guidance

Apr 2003 Program Management ADDENDUM TO GUIDANCE FOR ASSIMILATING NEW MEMBERS INTO THE REDEFINED ACQUISITION AND TECHNOLOGY WORKFORCE (RAWF) DATED 27 SEPT 01

Program Management Coding Guidance

The guidance below clarifies what constitutes program management duty and specifies when it may be appropriate for a position carrying a non-program management duty AFSC or occupational series to be APDP coded in the program management functional area.

Program Management Definition: (DoD 5000.58)

Program or acquisition management is defined as management of specific defense acquisition program(s), project(s), product(s), or subsets by exercising cost, schedule, and performance responsibility throughout the system life cycle. Program Management includes other positions that directly or indirectly assist the PM in fulfilling his responsibilities as called out in DoD 5000.1 and 5000.2.

Organizational Commanders, with the coordination of the MAJCOM APDP manager, shall determine if more than 50 percent of the duties associated with a position fit the definition of program management as defined above. In order to be coded in the Program Management category, the position should always carry the program management duty AFSC (63AX) or occupational series (1101) unless there is an overriding requirement driving the position to be coded with another duty AFSC or Occupational series. Civilian Occupational Series must also carry the appropriate program management skill code in accordance with the "Coding Civilian Positions" paragraph in the RAWF guidance.

Acceptable rationale for using a non-program management AFSC or Occupational Series is as follows:

- Specific technical degree and experience required
- Specific operational background and experience required which cannot be attained through normal crossflow to the project management AFSC or Occupational Series

For entry-level positions (grades below O-3/GS-12), the APDP coding and duty AFSC or Occupational Series should reflect the same functional area, i.e. program management coding and 63XX AFSC or 1101 Occupational series.

MAJCOMs will develop their own processes for recoding acquisition positions within 90 days of receiving this guidance.

Organizations must request approval from the MAJCOM program management functional office, if applicable, or SAF/AQXD with justification describing special circumstances. The losing MAJCOM functional office must concur with the proposed change. The functional offices will retain a record of all approval requests and provide a copy to SAF/AQXD.

Apr 2003 Program Management ADDENDUM TO GUIDANCE FOR ASSIMILATING NEW MEMBERS INTO THE REDEFINED ACQUISITION AND TECHNOLOGY WORKFORCE (RAWF) DATED 27 SEPT 01 (cont)

Under no circumstances shall the following key acquisition management positions be classified with a duty AFSC or Occupational series other than 63AX, 1101, 90GO, or 60C0:

- Program Manager
- Deputy Program Manager
- Program Executive Officer (PEO)

Allowable Acquisition Coding Matrix

The following duty AFSCs and/or civilian occupational series may be APDP coded program management when the majority of duties performed in the position meet the definition of program management as defined above:

Duty AFSCs:

- 11XX - Pilot
- 12XX - Navigator
- 13SX - Space/Missile Ops
- 2XXX - Logistics
- 33XX - Comm/Info
- 61SX - Scientific/Research
- 62EX - Developmental Engineering
- 63AX - Acquisition Manager
- 64PX - Contracting
- 65XX - Finance
- 90GO - General Officer

Occupational Series:

- 0334 - Computer Specialist Series (updated to 2210 - Information Technology Specialist)
- 0343 - Management and Program Analysis Series
- 0346 - Logistics Management Series
- 08XX - Engineering and Architecture Group
- 1101 - General Business and Industry Series
- 13XX - Physical Sciences Group
- 15XX - Mathematics and Statistics Group

Please note that the matrix is not inclusive of every Air Force AFSC and civilian occupation series. Therefore, it is possible for a position to be added that is not covered in the coding matrix. However, this should be a rare occurrence as the matrix is inclusive of those skills that have historically been included in the acquisition functional categories. MAJCOMs must consult SAF/AQXD before coding positions that are not specifically allowed.