



DEPARTMENT OF THE AIR FORCE
WASHINGTON DC



OFFICE OF THE ASSISTANT SECRETARY

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ASAF/Acquisition
SAF/AQ
1060 Air Force Pentagon
Washington DC 20330-1060

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Acquisition Corps Implementation - INFORMATION MEMORANDUM

In January 1993, we distributed a memorandum outlining the Air Force requirements for Acquisition Corps eligibility. Since then, OSD has sought a uniform policy among the Military Departments which has caused us to revise our Corps eligibility criteria. The criteria for selection into the Acquisition Corps for acquisition professionals are:

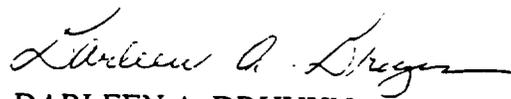
- a. Baccalaureate degree or individual certification by the Acquisition Professional Development Council that the individual possesses significant potential for advancement to levels of greater responsibility and authority, based on demonstrated analytical and decision making capabilities, job performance, and qualifying experience;
- b. Business-related education: Either 24 semester credit hours in specified business-related disciplines (accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management) or 12 semester credit hours (or the equivalent) in these disciplines along with 24 semester credit hours in the individual's career field. (Note: If an accredited institution has granted academic credit for a non-accredited course based on an American Council on Education (ACE) recommendation and reflected that credit on an official transcript, then the credit may be used to meet the 12 or 24 semester hour requirement. Since ACE does not grant academic credit, ACE recommendations may not be used to fulfill the 24 semester hour requirement.);
- c. Experience: Four years in acquisition positions;
- d. Minimum Grade: GS/M-13 or 0-4 selected for or incumbering a critical acquisition position (CAP), and all GS/M-14 and 0-5 and above in any position;
- e. Level II certification; and
- f. "Fully satisfactory" in job performance (civilians) and "meets standards" performance rating (military).

There is an exception to the education standard stated above. This requirements does not apply to any individual who, on 1 Oct 91, had at least 10 years of experience in acquisition positions, in comparable positions in other government agencies or the private sector.

Effective 1 October 1993, membership in the Acquisition Corps is a prerequisite for assignment to a CAP. Whenever an individual does not meet the requisites for Corps membership, a waiver is required before that individual can be placed in the position. Waiver provisions exist to allow an individual who does not meet standards to occupy a CAP. (Exception: an individual, including Deputy Program Manager, Program Executive Officer, and Senior Contracting Official positions, serving in a CAP on 1 Oct 92, may continue to serve in that position without being a Corps member. For Program Manager positions, the incumbency date is 1 Oct 91. For all subsequent assignments for these individuals, Corps membership will be a prerequisite for placement in a CAP.)

Eligibility for Corps membership, both military and civilian, is based on a "fully qualified" basis which is determined through an evaluation of the individual's qualifications as reflected in the Personnel Data System. Records will be systematically updated when individuals are considered eligible for Corps membership. Accordingly, I urge you to ensure that all persons who desire and are qualified for Corps membership work with their personnel office or functional manager to ensure personnel records are kept current and include all acquisition unique information.

Attachment:
Distribution List


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Deputy Assistant Secretary
(Acquisition)