



DEPARTMENT OF THE NAVY  
BUREAU OF NAVAL PERSONNEL  
5720 INTEGRITY DRIVE  
MILLINGTON, TN 38055-0000

BUPERSINST 5300.11  
BUPERS-05  
21 Sep 2017

BUPERS INSTRUCTION 5300.11

From: Chief of Naval Personnel

Subj: ACQUISITION WORKFORCE MANAGEMENT FOR THE BUREAU OF NAVAL PERSONNEL

Ref: (a) DoD Instruction 5000.66 of 21 December 2005  
(b) SECNAVINST 5300.38  
(c) DON DAWIA Operating Guide of 245 June 2014  
(d) DON Acquisition Workforce Strategic Plan (FY 16 – 22)

1. Purpose. To establish guidance for the Bureau of Naval Personnel (BUPERS) Acquisition Workforce (AWF). This instruction describes the responsibilities for stewardship of the AWF; additional guidance for roles and responsibilities are contained in references (a) through (d).

2. Scope and Applicability. For the purpose of this instruction, the AWF is defined as the military and civilian workforce occupying designated acquisition positions per references (a), (b), and (c) and are assigned to commands and or activities under the cognizance of BUPERS.

3. Background. The AWF provides the technical and professional excellence to ensure a technological edge for our military, while balancing cost, scheduling, and risk, in the context of growing legislation, regulation, and policies. Experienced, knowledgeable acquisition professionals who know how to work in the unique Defense marketplace, understand the technical dimensions, and who can navigate the regulations are central to acquisition success.

4. Policy and Authority

a. Supervisors. AWF supervisors are critical to the success of acquisition programs. In addition to their regular supervisory duties and per reference (d), supervisors are responsible for ensuring their AWF members meet Defense Acquisition Workforce Improvement Act (DAWIA) requirements and for creating an environment that provides opportunities for AWF members to develop and reach their full productive potential. This includes playing an active role in assisting and advising AWF members on career development decisions; ensuring education, training, and experience needs are included in the members' individual development plans (IDP); providing for adequate time to pursue career development activities; and encouraging cross-functional training and assignments.

b. AWF members. Each AWF member is responsible for his or her own career. It is imperative that AWF individuals understand the complete scope of development such that their

education, training, and development occur at sufficient depth to support the organization and programs.

5. Guidelines. The Department of the Navy (DON) [eDACM](http://www.secnav.navy.mil/rda/workforce/Pages/NADP/Employees/eDACM.aspx) Web site at <http://www.secnav.navy.mil/rda/workforce/Pages/NADP/Employees/eDACM.aspx> contains AWF policy documents, operating guidelines, career management updates, education and training opportunities, references (c) and (d), and more. As detailed in reference (c), basic acquisition career management guidelines for AWF members include:

a. Review the position. For civilians, acquisition position information is found in their position descriptions. For military, acquisition position information is identified in the member's orders. Questions should be directed to the supervisor of the acquisition position.

b. Know the career field and certification level. Every acquisition position in DON must have a position category/career field and level specified. These two fields drive the certification requirements, development plan, training prioritization, and continuous learning requirements. For detailed information refer to reference (c), chapter 21.

c. Review the certification requirements. The acquisition career field and level identified for the acquisition position form the basis for determining the certification requirements. For most AWF members these requirements must be met within 24 months of assignment or a waiver extending that timeframe must be granted to remain in the position. For detailed information refer to reference (c), chapter 8.

d. Create an IDP. Civilian employees are required to have an approved IDP. The IDP is a planning tool that allows the employee and supervisor to identify and track the employee's career objectives. Military personnel are not required to have an approved IDP. For detailed information refer to reference (c), chapter 18.

e. Apply for Defense Acquisition University (DAU) training. To apply for DAU training and alternate methods for meeting training requirements, refer to reference (c), chapter 13.

f. Apply for certification. Once training, education, and experience requirements are met, a member of the AWF may apply for certification. For detailed information refer to reference (c), chapter 8.

g. Meet continuous learning (CL) requirements. To maintain currency in acquisition and leadership skills, members of the AWF are required to obtain 80 CL points every 2 years. Completion of certification training counts toward CL points, along with other acquisition-related activities. For detailed information refer to reference (c), chapter 9.

h. Consider Acquisition Corps membership if career goals include acquisition management and leadership. This membership is important because it is needed at the time of assignment to critical acquisition positions and key leadership positions. Civilians may apply for Acquisition Corps membership when they are at the GS-13 (or equivalent) grade or higher and meet

21 Sep 2017

Acquisition Corps eligibility requirements. Navy officers at the O-4 level or above may apply for membership through an administrative board. For detailed information refer to reference (c), chapter 9.

6. Action. Commanders, commanding officers, officers in charge, and department heads must ensure distribution of and compliance with this instruction and reference (c). Department heads of acquisition positions are responsible for ensuring acquisition members are in compliance with DAWIA certification requirements. Department heads must take an active role in counseling and managing members of the AWF to ensure the success of acquisition programs.

7. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy (SECNAV) Manual 5210.1 of January 2012.

8. Review and Effective Date. Per OPNAVINST 5215.17A, BUPERS, Total Force Human Resources (BUPERS-05) Office will review this instruction annually on the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40. OPNAV 5215/40 may be obtained from the BUPERS Directives Manager (BUPERS-01). This instruction will automatically expire 5 years after its issuance date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.

A handwritten signature in black ink, appearing to read 'RAB', with a long horizontal flourish extending to the right.

R. A. BROWN  
Deputy Chief of Naval Personnel

**Releasability and distribution:**

This instruction is cleared for public release and is available electronically only via BUPERS Web site, <http://www.public.navy.mil/bupers-npc/reference/instructions/BUPERSinstructions/Pages/default.aspx>