



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

BUPERSINST 5300.11A  
BUPERS-05  
4 Jan 2024

BUPERS INSTRUCTION 5300.11A

From: Chief of Naval Personnel

Subj: ACQUISITION WORKFORCE MANAGEMENT FOR THE BUREAU OF NAVAL PERSONNEL

Ref: (a) DoD Instruction 5000.66 of 27 July 2017  
(b) SECNAVINST 5300.38A  
(c) ASN (RDA) DON DAWIA Operating Guide of 25 March 2019

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 (c). Major updates to this instruction include adding the requirement for Defense Acquisition Workforce Improvement Act (DAWIA) requirements to be included in the performance plan and appraisals of both AWF members and their supervisors, and updated the eDACM Web address.

2. Cancellation. BUPERSINST 5300.11

3. 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.

4. 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.

5. Policy and Authority

a. Managers and Supervisors. AWF managers and supervisors are critical to the success of acquisition programs. In addition to their regular managerial and supervisory duties, managers and supervisors are responsible for ensuring their AWF members meet DAWIA requirements and for creating an environment that provides opportunities for AWF members to develop and reach their full productive potential within allowable timeframes. 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. The completion of DAWIA

requirements is to be included in the performance plans and appraisals of both AWF members and their supervisors.

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.

6. Guidelines. The Department of the Navy (DON) Director Acquisition Workforce Management eDACM Web site: <https://www.secnav.navy.mil/rda/workforce/Pages/index.aspx> contains AWF policy documents, operating guidelines, career management updates, education and training opportunities, strategic planning, references, 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 4.

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 6.

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 6.

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 7.

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 7.

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 10.

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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 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 5.

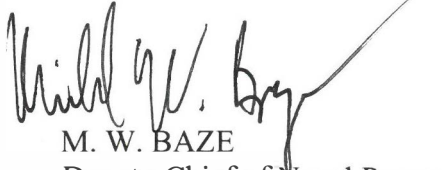
7. Action. Commanders, commanding officers, officers in charge, and department heads must ensure distribution of and compliance with this instruction and reference (c). Department heads of acquisition positions are responsible for ensuring acquisition members are in compliance with DAWIA certification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

8. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

9. Review and Effective Date. Per OPNAVINST 5215.17A, BUPERS-05 will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



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Releasability and distribution:

This instruction is cleared for public release and is available electronically only via BUPERS Web site, http: <https://www.mynavyhr.navy.mil/References/Instructions/BUPERS-Instructions/>.