

MILPERSMAN 1301-700

ACQUISITION PROFESSIONAL MEMBERSHIP (APM)

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References	(a) DoD Instruction 5000.66 of 27 July 2017 (b) ASN (RD&A) DON DAWIA Operating Guide of 7 Jul 2022 (c) NAVPERS 15839I, Manual of Navy Officer Manpower and Personnel Classifications (d) 10 U.S.C. (e) CJCSI 1331.01E
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1. **Policy.** The acquisition workforce (AWF) includes all military members who encumber acquisition-coded billets, who have acquisition additional qualification designators (AQDs), or who are acquisition professional members (APM). The junior (lieutenant commander and below) workforce billets available for assignment will serve as important experience builders for the Navy's future APMs.

a. Overall career management of the Navy's acquisition workforce, both military and civilian, is the responsibility of Director, Acquisition Talent Management (DATM) on the Assistant Secretary of the Navy Research, Development, and Acquisition (ASN (RD&A)) staff (see references (a) and (b)).

b. Certain aspects of an acquisition officer's assignment, such as waivers to leave a critical position prior to completion of tenure or to enter a critical position without being an APM member, may require DATM approval. The DATM's office administers a centralized acquisition training and education program and maintains a management information system to support the acquisition workforce.

c. The DATM Military Liaison together with the community managers (i.e., Navy Personnel Command (NAVPERSCOM) Aerospace Engineering Duty Officer (AEDO), Aviation Maintenance Duty Officer (AMDO), Limited Duty Officer, Chief Warrant Officer Distribution Branch (PERS-434) and Bureau of Naval Personnel (BUPERS) Restricted Line Officer Branch (BUPERS-314D/E)), provide guidance and assistance to the Navy's military acquisition workforce.

2. Assignment of Officers to Acquisition Billets

a. All acquisition billets are identified by either a primary or secondary billet additional qualification designator (BAQD) which starts with the letter "A**." The second letter of the BAQD denotes the acquisition functional area of the billet. The third letter indicates whether the billet is non-critical, critical, or a key leadership position. These BAQDs are defined in reference (c).

b. Assignment of officers to non-critical acquisition positions is conducted using the normal order writing process.

c. Assignment to critical acquisition positions (CAP) and key leadership positions (KLP) are closely monitored and controlled. There are statutory restrictions imposed by the Defense Acquisition Workforce Improvement Act (DAWIA) on CAP and KLP billets (see references (b) and (c)).

d. Assistant Commander, Navy Personnel Command Career Management (PERS-4) chops all orders to and from acquisition billets to ensure statutory and regulatory requirements are met.

3. Acquisition Certification and Training

a. Certification process. All acquisition billets require certification within a Department of Defense (DoD)-specified timeframe. The time required to certify depends on the functional area. Officers assigned to KLP billets must be certified in advance.

(1) The billet-rank determines the tier required and the second letter of the BAQD indicates the functional area.

(2) Certification ensures the officers meet the minimum DAWIA required training, education, and experience for the specific billet occupied.

(3) Once those requirements are met, a certification request is submitted to the eDACM Web site: (<https://www.atrrs.army.mil/Channels/navyedacm/Public/Login>) via the "Manage Career" portal.

(4) Once approved and reflected in eDACM, PERS-4 will assign the appropriate AQD in the personnel's record via periodic eDACM database reviews.

b. Training. Acquisition training course quotas are controlled by the Defense Acquisition University.

(1) Permanent change of station en route training is coordinated by the placement officer working with the gaining command.

(2) Other questions concerning acquisition training (tuition assistance, per diem, etc.) should be directed to the eDACM support team.

4. Acquisition Professional Membership (APM)

a. APM consists of officers with minimum levels of acquisition experience, education, and training selected primarily from the following:

- (1) Unrestricted line (URL)
- (2) Engineering duty officer (EDO)
- (3) AEDO and AMDO
- (4) Civil Engineer Corps
- (5) Supply Corps

b. A small number of qualified officers from other communities may also become APM members. Naval officers requesting APM must meet the following minimum criteria:

- (1) Be in pay grades O-4 and above;
- (2) DAWIA certified in any functional area;
- (3) Have a baccalaureate or graduate degree from an accredited institution with at least 12 credits in the following

business-related disciplines: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, leadership, and organizational management; and

(4) Have 48 months of documented acquisition experience.

c. APM members are assigned to a variety of senior (pay grades 0-5 and above) billets ashore dealing with the entire life cycle of the acquisition process from research and development to disposal considerations. Membership in APM is voluntary.

d. The purpose of APM is to develop a solid corps of professional officers who are well-versed in the acquisition process. This community is carefully tracked in the areas of career management, individual assignments and qualifications, and promotion rates. Data regarding these facets of the APM are regularly provided to the Office of the Secretary of Defense and Congress by the Navy's DATM.

e. The Navy military officer portion of APM is managed by PERS-4. Officers seeking membership are to apply using the APM module in eDACM. The APM AQD is the sole indicator that an officer is a member of the Acquisition Profession.

5. URL Officer Acquisition Policy

a. URL officers, excluding the aviation community, will not be selected into APM until screened and have served in commander command. Prior to being screened for commander command, an officer interested in acquisition should treat it as additional training and qualifications and should take acquisition assignments when non-community tours are possible.

b. An officer may not be appointed to the pay grade of O-7 unless the officer has completed a full tour of duty in a joint duty assignment (JDA) per reference (d); however, this requirement may be waived per section 619a of reference (d) and reference (e) in the case of an officer whose proposed selection for promotion is based primarily upon scientific and technical qualifications for which joint requirements do not exist.

6. Flag Officer Assignment. In general, flag officer acquisition positions require 10 years of acquisition experience

in an AWF position with at least 4 years performed while assigned to a CAP.

a. Additional restrictions apply to specific positions such as program executive officers.

b. References (a) and (b) delineate DoD DAWIA policy concerning reference (d) restrictions on acquisition flag officer billets.