INTELLIGENCE COMMUNITY POLICY GUIDANCE NUMBER 801.3

ACQUISITION WORKFORCE
(EFFECTIVE: 21 OCTOBER 2011)

A. AUTHORITY: The National Security Act of 1947, as amended; Executive Order 12333, as amended; and other applicable provisions of law.

B. APPLICABILITY

1. This Intelligence Community Policy Guidance (ICPG) applies to the Intelligence Community (IC), as defined by the National Security Act of 1947, as amended; and to such other elements of any other department or agency as may be designated by the President, or designated jointly by the Director of National Intelligence (DNI) and the head of the department or agency concerned, as an element of the IC.

2. This Guidance applies to all acquisitions funded in whole within the National Intelligence Program (NIP), and to all major system acquisitions (MSA) funded in majority part within the NIP that are executed within the Department of Defense (DoD) (hereafter, NIP-funded acquisitions). To the extent formally agreed to by the relevant parties, this Guidance shall also apply to other acquisitions funded jointly in the NIP and another funding program. Appendix A defines key terms used in this Guidance.

C. BACKGROUND: Intelligence Community Directive (ICD) 801, *Acquisition*, established the overarching policy relevant to the DNI's acquisition and related procurement authorities. This Guidance implements in part the requirement in ICD 801 for the establishment of education, training, and experience standards for managed acquisition positions in the IC. ICD 801 required that these standards not be inconsistent with the standards set forth in the Defense Acquisition Workforce Improvement Act (DAWIA) (Chapter 87 of Title 10, US Code) or with personnel policies and education and training requirements otherwise applicable to members of the uniformed services. This guidance shall be interpreted to achieve uniform implementation, consistent with both IC and DoD workforce acquisition policies.

D. PURPOSE

1. This Guidance, coupled with ICD 801, provides the framework to achieve IC acquisition excellence through the development of the IC acquisition workforce. This policy does not alter an employee's career service requirements for advancement or development. It is intended to ensure that positions supporting NIP-funded acquisitions are appropriately identified, and that the persons filling those positions receive requisite professional development.

2. This Guidance defines and establishes requirements for Managed Acquisition Positions (MAP) and acquisition workforce identification, planning, and reporting.

E. POLICY: It is the policy of the IC that personnel who perform acquisition functions for acquisitions funded within the NIP are appropriately trained and certified to perform those functions, and that IC elements ensure the long-term viability of the workforce needed to perform NIP acquisition functions.

F. RESPONSIBILITIES

1. The Assistant Director of National Intelligence for Acquisition, Technology, and Facilities (ADNI/AT&F) shall:

a. In coordination with the ADNI for Human Capital, publish guidance for the content of IC elements' annual acquisition workforce plans and reports;

b. Analyze and summarize IC elements' acquisition workforce plans, identify IC-wide issues and strategies, and facilitate sharing of effective workforce practices across the IC;

c. Establish and chair an Acquisition Workforce Working Group (AWWG) with designated representatives from the IC elements or their departments or agencies to focus on developing the IC acquisition workforce;

d. Ensure MAPs are identified within the IC elements for MSAs that are subject to IC acquisition policy, and monitor IC MAPs to ensure incumbents are appropriately certified;

e. Encourage tenure in MAPs to increase accountability and program stability; and

f. Approve or disapprove waivers of MAP certification requirements for MSAs where the DNI is a Milestone Decision Authority (MDA) within 30 days of receipt of the waiver request.

2. IC elements shall:

a. Issue acquisition workforce policies and procedures consistent with this Guidance and with federal or DoD policy as applicable (*see* Appendix B);

b. Identify acquisition positions and people performing acquisition functions in accordance with applicable federal or DoD criteria and IC procedural guidance (e.g., IC Position Category Descriptions (PCDs));

c. Identify MAPs and ensure incumbents of MAPs meet position requirements;

d. Approve or disapprove waivers of MAP certification requirements where MDA is delegated within 30 days of receipt of the waiver request;

e. Comply with required acquisition certification and tenure standards established by federal or DoD policy, as applicable;

f. Ensure incumbents meet acquisition position requirements within the required timeframe or obtain waivers;

g. Comply with IC acquisition workforce planning and reporting requirements;

h. Encourage and facilitate acquisition workforce mobility among IC elements;

i. Designate a representative to serve on the AWWG; and

j. Ensure that MSA Program Management Plans (PMPs) are consistent with all aspects of this document. For existing MSAs, revised PMPs that reflect and comply with the guidance identified herein shall be delivered by the next scheduled quarterly program review (QPR), as required by ICPG 801.1, *Acquisition*, or within 90 days of the effective date of this document, whichever is later.

3. The AWWG shall advise the ADNI/AT&F, the IC Acquisition Council (ICAC), and the IC Procurement Executive Council (IPEC) on acquisition workforce issues and make policy recommendations. IC element representatives are responsible for internal coordination within their organizations.

G. MANAGED ACQUISITION POSITIONS

1. Each IC element shall identify the following four positions that support MSAs as MAPs:

a. Program Manager (PM).

b. Deputy Program Manager (DPM).

c. Contracting Officer (CO).

d. Lead Systems Engineer (LSE).

2. Certification in the respective field is required for all MAP assignments as set forth below, unless a waiver for this certification requirement is granted.

a. For MAPs filled by individuals whose parent organizations are DoD, MAP certification requirements are:

(1) PMs and DPMs: DAWIA PM Level III.

(2) COs: DAWIA CON Level III.

(3) LSEs: Unless ADNI/AT&F determines that Program Systems Engineer (PSE) Level III certification is required for a LSE based on program complexity and level of community integration, the MDA will determine whether a PSE or Systems Engineer (SE) Level III DAWIA certification is required.

b. For MAPs filled by individuals whose parent organizations are non-DoD, MAP certification requirements are:

(1) PMs and DPMs: Federal Acquisition Certification Senior/Expert Level Program/Project Manager (FAC-P/PM) or comparable agency compliant certification.

(2) COs: FAC-Contracting Level III or comparable agency compliant certification.

(3) LSEs: In the absence of federal certification standards, agencies shall establish assignment criteria that ensure personnel assigned to LSE MAPs are senior systems engineers who are trained and experienced in systems architectures and end-to-end requirements definition, integration, testing, validation, and verification on programs with similar technical and programmatic risk postures.

3. Individuals in MAPs shall comply with tenure requirements established by federal or DoD policy, as applicable. The ADNI/AT&F strongly encourages appropriate tenure of individuals assigned to MAPs to increase leadership continuity and program stability.

4. In situations where an appropriately certified individual is not available to fill a MAP, or an incumbent is unable to meet the minimum certification requirements in the timeframe allotted, IC elements shall submit a request to waive certification requirements. The waiver request shall identify how the individual is uniquely qualified for the position (see Annex A for template). The waiver request shall be submitted to the ADNI/AT&F for consideration in cases where the DNI is a MDA, with joint approval required in those instances where the DNI serves as MDA jointly with the Secretary of Defense or his designee. In instances where MDA authority has been delegated by the DNI in writing, the waiver request shall be submitted to the MDA for approval. Copies of any approved waivers will be provided to the ADNI/AT&F within 30 days.

H. DISPUTE RESOLUTION: Disputes related to the implementation of this Guidance shall be resolved in a manner consistent with Executive Order 12333.

I. EFFECTIVE DATE: This Guidance becomes effective on the date of signature.

Assistant Director of National Intelligence
for Policy & Strategy

21 OCT 2011
Date

APPENDIX A -- DEFINITIONS
ICPG 801.3, *Acquisition Workforce*

Major System: As defined in ICD 801, Appendix A.

Managed Acquisition Positions: The positions of Program or Project Manager, Deputy Program or Project Manager, Contracting Officer, and Lead Systems Engineer for major system acquisitions (MSA).

Milestone Decision Authority: As defined in ICD 801, Appendix A.

MSA Contracting Officer: The MAP and warranted individual in the position who directly supports and is a business advisor to the MSA PM with the authority to enter into, administer, or terminate contracts and make related determinations and findings.

MSA Deputy Program Manager: An individual who can, at the behest of the MSA PM, assume all the responsibilities and authorities granted to the MSA PM.

MSA Lead Systems Engineer: An individual who directly supports and is accountable to the MSA PM for leading, managing, planning, and overseeing performance of analysis, research, design, development, fabrication, installation, modification, or sustainment of systems or systems components across the entire life cycle. A LSE applies most or all of the following Systems Engineering Technical Processes or Technical Management Processes integrating multiple domains (analytic or engineering specialties) at a system or system-of-systems level.

> **Technical Processes**: Requirements development, logical analysis, design solution, implementation, integration, verification, validation, transition.
>
> **Technical Management Processes**: Decision analyses, technical planning, technical assessment, requirements management, risk management, configuration management, technical data management, interface management.

MSA Program Manager: An individual accountable for cost, schedule, and performance of an MSA (including an MSA project) and typically responsible for the management of conceptualization, initiation, design, development, test, contracting, production, deployment, logistical support, modification, and disposal of weapons and other systems, supplies, or services (including construction) to satisfy IC elements' needs, intended for use in, or in support of, intelligence or intelligence-related missions. The MSA PM balances the many factors that influence cost, schedule and performance; to ensure quality, affordable, supportable, and effective products or services are delivered as quickly and cost effectively as possible within the cost, schedule, and performance parameters. The MSA PM is responsible for performing analysis and developing forecasts; managing risk; advising on actual and planned program support; overseeing the Program Budget; reviewing engineering and contractor reports; and generating requirements.

National Intelligence Program-Funded: As defined in ICD 801, Appendix A.

APPENDIX B -- REFERENCES
ICPG 801.3, *Acquisition Workforce*

1. Defense Acquisition Workforce Improvement Act of 1990, as amended, and DoD implementing policy and instructions including DoDI 5000.55, dated 1 Nov 1991, subject: *Reporting Management Information on DoD Military and Civilian Acquisition Personnel and Positions* and DoDD 5000.52, dated 12 January 2005, subject: *Defense Acquisition, Technology, and Logistics Workforce Education, Training, and Career Development Program.*

2. OMB Policy Letter 05-01, *Developing and Managing the Acquisition Workforce,* April 15, 2005.

ANNEX A
ICPG 801.3, *Acquisition Workforce*

Sample Managed Acquisition Position Requirements Waiver Request

Date

MEMORANDUM FOR: Assistant Director of National Intelligence for Acquisition, Technology, and Facilities (or Milestone Decision Authority, if delegated)

SUBJECT: Request to Waive Managed Acquisition Position Requirements

I intend to assign [insert the full name of the individual for whom a waiver is being requested] to [insert the position title, position number, position category, acquisition program, and organization] effective [insert date]. I request you waive the requirement for [insert requirement not met and plan to satisfy the requirement]. [Explain how the individual is uniquely qualified for the position despite the requirement of a waiver.]

_____ _____

(Signature of Requesting Official, normally the Acquisition Executive) (Date)

_____ _____

(Signature of ADNI/AT&F or MDA, when delegated) (Date)