

## Unique Requirements for Key Leadership Positions (KLPs) and Critical Acquisition Positions (CAPs)

[DoDI 5000.66 Section 4.2 <https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/500066p.PDF?ver=8uLQi55jR6NBmspg1dirzg%3d%3d>]

In addition to the certification standards and Continuous Learning (CL) requirements applicable to all acquisition workforce (AWF) positions, KLPs and CAPs have additional requirements that must be met before assignment, as specified in Table 1 (KLPs), Table 2 (CAPs), and the AWF Desk Guide.

**TABLE 1: Key Leadership Positions (KLPs)**

POSITION	ADDITIONAL POSITION REQUIREMENTS
All KLPs <i>Note: KLPs for ACAT I programs require 8 years of experience in addition to the functional specific requirements listed in this table.</i>	<ul style="list-style-type: none"> <li>● Highest category of certification in the applicable functional area (required upon assignment)</li> <li>● Incumbent must execute a 3-year tenure agreement, except as tailored by the CAE for KLPs or as identified below for ACAT I PMs and DPMs <i>Note: DoD Components are encouraged to assess incumbents of these positions for rotational opportunities to new assignments after completion of 5 years of service or, in the case of PM, after completion of major program milestone, whichever is longer.</i></li> </ul>
General Officer and Flag Officers and Senior Executive Service members. These may be a KLP or a CAP.	<ul style="list-style-type: none"> <li>● 10 years acquisition experience in an AWF position, at least 4 years of which was performed while assigned to a CAP</li> </ul>
Program Executive Officers (PEOs) & Deputy PEOs (DPEOs)	<ul style="list-style-type: none"> <li>● 10 years acquisition experience in an AWF position, at least 4 years of which was performed while assigned to a CAP</li> <li>● Served as PM or DPM</li> <li>● Completed DAU Program Manager's Courses*</li> <li>● Tenure period: 3 years, or as tailored</li> <li>● Written tenure agreements are required to be assigned to this position.</li> <li>● The CAE must consult with USD(A&amp;S) on PEO assignments. <b>This requirement cannot be waived.</b></li> </ul>
PM for MDAPs (ACAT I)	<ul style="list-style-type: none"> <li>● 8 years acquisition experience, with at least 2 years in a program office or similar organization.</li> <li>● Completed DAU Program Manager's Courses*</li> <li>● Tenure period: <ul style="list-style-type: none"> <li>▪ Program Manager for an ACAT I program assigned before Milestone B will be assigned at least through Milestone B approval</li> <li>▪ ACAT I Program Manager assigned immediately following Milestone B approval will be assigned until initial operational capability is achieved</li> <li>▪ Program Managers outside of these periods will be assigned for at least 4 years or until completion of the phase that occurs closest in time to 4-year tenure period</li> </ul> </li> <li>● Written tenure agreements are required to be assigned to this position</li> <li>● DoDI 5000.85 should be consulted for additional details regarding requirements for this position</li> </ul>
DPM for MDAPs (ACAT I)	<ul style="list-style-type: none"> <li>● 8-years acquisition experience, with at least 2 years in a program office or similar organization.</li> <li>● Completed DAU Program Manager's Courses*</li> <li>● Tenure period: A minimum of 4 years or closest to next major milestone</li> <li>● Written tenure agreements are required to be assigned to this position</li> </ul>
PM for Significant Non-major Programs (ACAT II)	<ul style="list-style-type: none"> <li>● 8 years acquisition experience</li> <li>● Completed DAU Program Manager's Courses*</li> <li>● Tenure period: A minimum of 3 years</li> <li>● Written tenure agreements are required to be assigned to this position</li> </ul>
DPM for Significant Non-major Programs (ACAT II)	<ul style="list-style-type: none"> <li>● 8 years acquisition experience</li> <li>● Completed DAU Program Manager's Courses*</li> <li>● Tenure period: A minimum of 3 years</li> <li>● Written tenure agreements are required to be assigned to this position</li> </ul>
<p>* PMT 4010, the Program Manager's Course, and PMT 4020, the Executive Program Manager's Course, are required to be completed within 6 months of assuming a Program Management KLP position. In advance of assuming the position would be preferred.</p>	

**TABLE 2: Critical Acquisition Positions (CAPs)**

POSITION	ADDITIONAL POSITION REQUIREMENTS
All CAPs	<ul style="list-style-type: none"> <li>● Highest category of certification in the applicable functional area, except for Program Management, which requires Practitioner or higher category certification</li> <li>● Incumbent must execute 3-year tenure agreement, except as tailored by the CAE</li> <li>● GS-14 or equivalent/O-5 level or above</li> <li>● 4 years of acquisition experience</li> </ul>
General and Flag Officers and Senior Executive Service members. (These may be a KLP or CAP.)	<ul style="list-style-type: none"> <li>● 10 years acquisition experience in an AWF position, at least 4 years of which was performed while assigned to a CAP</li> </ul>

**Unique Requirements for Contracting Positions**

[DoDI 5000.66 Section 4.3: <https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/500066p.PDF?ver=8uLQi55iR6NBmsg1dirzg%3d%3d>]

Table 3 specifies certain unique requirements that contracting positions must meet before assignment, in addition to certification standards and continuous learning (CL) requirements applicable to all AWF positions.

**TABLE 3: Contracting Position-Specific Requirements**

POSITION	UNIQUE POSITION REQUIREMENTS
Contracting professionals (civilian occupational series 1102 positions), military equivalent positions, and members of the Contingency Contracting Force (CCF)	<ul style="list-style-type: none"> <li>● A baccalaureate degree from an accredited academic institution.</li> </ul> <p>This requirement does not apply* to a DoD civilian employee or Service member who:</p> <ul style="list-style-type: none"> <li>- Served as a contracting officer with authority to award or administer contracts in excess of the Simplified Acquisition Threshold on or before September 30, 2000.</li> <li>- Served in an 1102 position or as a Service member in a similar occupational specialty on or before September 30, 2000.</li> <li>- Is an enlisted member of the CCF. This exemption only applies to CCF members in their current or future CCF positions. The baccalaureate degree exemption <b>does not</b> apply to current CCF members seeking employment within DoD as an 1102.</li> </ul> <p>*This exception does not apply to new hires into an 1102 position.</p>
Contracting professionals who award or administer contracts above the Simplified Acquisition Threshold (see Note 1)	<ul style="list-style-type: none"> <li>● Complete all contracting courses required for the contracting functional area.</li> <li>● 2 years of experience in a contracting position</li> <li>● 1102 education requirements for a degree</li> <li>● Any additional requirements established, based on the dollar value and complexity of the contracts awarded or administered in the position</li> <li>● Exceptions to education requirements: Same as those for Civilian 1102 (and equivalent military positions).</li> </ul>
Senior Contracting Official. (This is a KLP.)	<ul style="list-style-type: none"> <li>● 1102 education requirements for a degree</li> <li>● 4 years of experience in contracting</li> <li>● Tenure period: Milestone closest to 3 years, or as tailored by CAE based on unique program requirements.</li> </ul>
<p>Note 1: Each of the Military Departments will establish a minimum amount of experience or training required for each CCF member before a deployment. The minimum training should include training in Government contracting principles, simplified acquisition procedures, contingency contracting, and Government purchase card, as appropriate.</p>	