

# PENTAGON RENOVATION PROGRAM ACQUISITION PROFESSIONAL DEVELOPMENT POLICY

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## 1.0 Purpose

This document creates a source of information concerning career development and establishes Pentagon Renovation Program (PENREN) policy and procedures related to acquisition professional development and certification. It does not add to the mandatory requirements stated in the referenced documents. It is not intended to constitute implementing instructions. It applies to all personnel assigned to PENREN.

## 2.0 References

- a. Public Law 101-510, Title XII, "Defense Acquisition Workforce Improvement Act" (DAWIA), 5 November 1990, (Sections 1701-1764 of Title 10 United States Code),
- b. DoD Regulation 5000.58-R, "Acquisition Career Management Program," January 1993, <http://www.acq.osd.mil/dau/files/500058r.pdf>,
- c. DoD Manual 5000.52-M, "Acquisition Career Development Program," November 1995, <http://www.acq.osd.mil/dau/files/5000-52m.pdf>,
- d. ADS-99-03-GD, "Acquisition Career Management Mandatory Course Fulfillment Program and Competency Standards," April 1999, ( <http://www.acq.osd.mil/dau/files/fulfil99.pdf> ),
- e. DAU FY 2000 Online Catalogue, <http://www.acq.osd.mil/dau/toc.html>,
- f. USD (A&T) Memorandum, Reform Through Learning, USD (A&T) Policy on Continuous Learning for the Defense Acquisition Workforce, December 15, 1998, <http://www.acq.osd.mil/ar/doc/contlear.pdf>.

## 3.0 Policy

The goal of the 1990 Defense Acquisition Workforce Improvement Act (DAWIA) is to improve the effectiveness of the military and civilian acquisition workforce and the acquisition process. To meet this goal, PENREN will provide the maximum practical opportunity for personnel to obtain the level and quality of education, training, and experience necessary to meet the mandatory requirements of the referenced authorities.

## 4.0 Procedures

**Background:** To enhance the potential for advancement within the acquisition career fields, personnel must meet the mandatory education, training, and experience requirements established by the referenced authorities. Accomplishment of these requirements leads to DoD-wide formal certification at prescribed professional levels and enhances professional development.

Mandatory and desirable professional training requirements are established for each acquisition career field. Individuals may be certified in more than one functional area. The certification standards for each field are determined by reviewing Appendix C to the Defense Acquisition University (DAU) Catalogue (<http://www.acq.osd.mil/dau/toc.html>). Acquisition professionals must also have an Individual Development Plan (IDP). An IDP is prepared annually with the assistance of the civilian supervisor and civilian personnel office. Military personnel should discuss their comprehensive career goals and requirements with appropriate military training and career advisors.

In addition to its summary of each career field's education, training, and experience requirements, Appendix C to the DAU Catalogue also includes a checklist format for the training requirements of each field. DoD has approved the checklists. Since these requirements are subject to change, the DAU Catalogue, <http://www.acq.osd.mil/dau/toc.html>, is revised each fiscal year. Individuals may be certified at an appropriate level, in a particular career field, when all education, experience, and training requirements have been met.

It is strongly recommended that required courses be taken in the order indicated in the DAU Catalogue.

## 5.0 Meeting Mandatory Training Requirements Through Alternative Means

**Alternatives to Mandatory DAU Courses/Fulfillment Process:** DoD 5000.52R states that members of the acquisition workforce may fulfill their mandatory training requirements based on previous experience, education, and/or alternative training programs. DoD document ADS-99-03-GD, <http://www.acq.osd.mil/dau/files/fulfil99.pdf>, establishes the process for fulfillment of the mandatory training requirements through previous experience, education, and/or alternative training programs. At Chapter 2, it also provides a checklist of competencies for each mandatory course. A list of equivalent courses to satisfy training requirements and applicable date restrictions are found in Appendix F, <http://www.acq.osd.mil/dau/appf.html>, and Appendix G, <http://www.acq.osd.mil/dau/appg.html>.

Each individual must assess what experience, education, and equivalent or alternative training courses may satisfy the DoD training requirements. The course objectives for each course, as stated in Chapter 5 of the DAU catalogue, <http://www.acq.osd.mil/dau/chap5.html>, can also be helpful in this assessment.

After accomplishing a self-assessment and deciding that some prior experience, education, or training may meet a mandatory training requirement, one should complete Section I of DD Form 2518, Fulfillment of DoD Mandatory Training Requirements, <http://web1.whs.osd.mil/forms/DD2518.PDF>. A separate DD Form 2518 should be accomplished for each mandatory course requirement an individual believes has been satisfied through means other than DAU Course attendance. A copy of the checklist of the mandatory course's competencies, found in Chapter 2 of ADS-99-03-GD, <http://www.acq.osd.mil/dau/files/fulfi199.pdf>, must be attached. Documentation, such as career briefs, resumes, and transcripts should also be attached to support the request. The supporting discussion should state how the alternative education, training, or experience qualified the applicant to fulfill the mandatory course's individual competencies.

**DD Form 2518 Review:** The DD Form 2518 and its attachments are forwarded to the individual's first level supervisor for the first level review.

First-level reviewers determine whether the employee's alternative education, training, or experience appears to adequately qualify the individual to perform the listed competencies for the mandatory course. To meet the requirements, the individual must demonstrate sufficient capability in each competency to justify not attending the mandatory course.

**DD Form 2518 Approval/Approving Official:** Supervisors will then execute the supervisor's portion of the form and forward it to the Approving Official. The Approving Official on all DD Form 2518 actions will be the responsible PENREN Group Leader or the Information Management & Telecommunications Project Manager (IM&T PM) for IM&T personnel. The Approving Official will retain a copy of the DD Form 2518 and return the original to the employee. Employees are responsible to ensure the appropriate personnel training files are updated.

**Appeal of DD Form 2518 Decisions:** A first level supervisor's disapproval of a DD Form 2518 request may be appealed to the responsible Group Leader/IM&T PM. Appeals must be in writing and must substantiate the employee's claim for fulfillment. Fulfillment appeals must address the specific areas cited by the disapproving official. There is no appeal from the Group Leader/IM&T PM's final decision.

## 6.0 Obtaining Mandatory Training

**DAU Mandatory Class Registration:** The registration process for attendance at DAU courses is described in Chapter 2 of the DAU Catalogue, <http://www.acq.osd.mil/dau/chap2.html#REGISTRATION>. Supervisors of PENREN personnel needing mandatory DAU courses are responsible for coordinating the training. Army Corps of Engineers-funded employees will process their applications through Corps channels. Information, Management & Telecommunications (IM&T) Army-funded employees will process their applications through their supervisors, the prescribed IM&T channels, and the Communications Electronics Command (CECOM). Washington Headquarters Services-funded employees will process applications through their supervisors for endorsement and then to Washington Headquarters Services (WHS). WHS applications must be sent through RE&F/RMO [telephone: (703) 693-8613], to HRSC/WFD, [(703) 617-7177], [mcdanc@osd.pentagon.mil](mailto:mcdanc@osd.pentagon.mil). WHS applications should include a completed DD Form 1556, a brief course description, and, if travel is involved, a completed DD Form 1610.

## 7.0 Obtaining Acquisition Professional Level Certification

**Acquisition Professional Level Certification:** Once mandatory training has been accomplished, PENREN Group Leaders/IM&T PM are authorized to certify the completion of Level I and Level II career field requirements for their respective functional areas. See Attachment 1 for a sample certification application. Attachment 2 is a sample Certification Approval memorandum. Following Certification Approval, the certifying official will execute an Acquisition Professional Development Program Certificate. Blank certificates can be obtained from the Acquisition Integrated Product Team (IPT) Leader.

The employee will forward the application for certification to the employee's Group Leader/IM&T PM. Training certificates or other appropriate training authentication will be attached along with a detailed explanation of the DAU training requirements and how they were met. Only the PENREN Program Manager (PM) or the Deputy Program Manager (DPM) may certify the accomplishment of Level III requirements. Level III requests for certification will be processed through the Acquisition IPT Leader prior to submittal to the PM or DPM for approval.

## 8.0 Obtaining DoD Acquisition Corps Certification

**Acquisition Corps Certification:** The Deputy Program Manager (DPM) is hereby designated the certifying official for admission to the DoD Acquisition Corps for PENREN civilian and military employees who become eligible (e.g., O-4 and GS-13 or above) for Acquisition Corps status while assigned to PENREN. Employees may be certified when they become eligible without being assigned to Acquisition Positions. Employees who have become eligible must fill out DD Form 2587, Department of Defense Acquisition Corps – Certificate of Admission and forward it, together with appropriate supporting documentation, to the DPM. Following DPM signature, the package will be returned to the employee who should forward it for inclusion in the employee's personnel file [Washington Headquarters Services (WHS) civilians should forward the package to WHS, NCRHRSC].

## 9.0 Miscellaneous Training Information

**Assignment-Specific Training Requirements:** Certain assignments may require specific training. Assignment-specific training requirements are listed in the DAU Catalogue, Appendix D, (<http://www.acq.osd.mil/dau/appd.html>).

**Predecessor Courses:** Predecessor courses (i.e., discontinued courses that covered the same or similar material as a current course) that will satisfy the current requirements and equivalent courses (courses sufficiently similar to the required courses to fulfill the teaching goals) are listed in the DAU Catalogue, Appendix A, <http://www.acq.osd.mil/dau/appa.html>.

**Training Record Updates:** Employee are encouraged to ascertain if their professional education, training, and experience are properly reflected on the training records maintained by their parent organization, e.g., Corps of Engineers, CECOM, or WHS.

**Continuing Education Requirement:** Certified acquisition professionals must acquire a minimum of eighty (80) hours of training every two years in accordance with the general acquisition professional guidelines for crediting continuous learning activities,. USD (A&T) Memorandum, Reform Through Learning, USD (A&T) Policy on Continuous Learning for the Defense Acquisition Workforce, December 15, 1998, <http://www.acq.osd.mil/ar/doc/contlear.pdf>. Supervisors and individual professionals are responsible for ensuring this requirement is met.

**This PMP is effective immediately. It will remain in effect until modified or rescinded. It supercedes all previous guidance on this subject.**

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**WALKER LEE EVEY**  
**Pentagon Renovation Program Manager**

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**Date**

Attachments

1. Level I, II, or III Certification Request
2. Sample Certification Approval Letter



## CERTIFICATION APPROVAL

MEMORANDUM FOR (Insert Name of Employee)

SUBJECT: Certification Approval

You have been approved for certification at career level (insert level) and designated an (PENREN) Acquisition Professional in the (insert career field) career field, in the Pentagon Renovation Program Acquisition Professional Development Program. A Certified Acquisition Professional Certificate is attached.

I want to express my sincere congratulations for the spirit of individual accomplishment and career development you have displayed by meeting the mandatory education, training, and experience standards established in DoD 5000.52M.

I believe the success of the PENREN mission will be greatly affected by your commitment and your certification in the (insert career field) career field. I am sure you will continue to make a positive impression on the acquisition workforce and that your accomplishments will enhance your personal career goals.

Once again, I appreciate your professionalism and commitment and look forward to your continued enthusiastic participation in career development and training.

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(Insert name)  
(Insert title)  
Pentagon Renovation Program

Attachment  
a/s

Attachment 2