

# DOD ACQUISITION POSITION DESCRIPTION CODING SHEET (APDCS)

## INSTRUCTIONS

1. The completion of this CS applies only to those DoD civilian and military acquisition positions serviced by the Washington Headquarters Services, Personnel and Security Directorate.
2. This CS must be completed, signed, and attached to each civilian Position Description (OF-8) and Request for Personnel Action (SF-52-B), and to each Office of the Secretary of Defense Request for Nomination and Position Description of Military Personnel (SD Form 37) that relates to new or revised acquisition positions. Positions being deleted from the acquisition workforce require only the completion of CS questions 1 and 2, and the immediate supervisor's signature.
3. For questions answered, provide only ONE answer per question. Information on the CS is interrelated; leaving questions unanswered, that should be answered, will affect the entry of other CS data into the database. Contact your Component Acquisition Workforce Manager if you have questions related to the completion of this CS.
4. The reporting and maintenance of this CS data is required under the Defense Acquisition Workforce Improvement Act (DAWIA) and is outlined in DoD Instruction 5000.55. Related definitions can be found in DoD Instruction 5000.55, in DoD 5000.52-M, and in this Administrative Instruction (AI) No. 101. NOTE: This CS will be updated as changes occur in reporting requirements outlined in DoD Instruction 5000.55.

Please print or type all information.

### 1. INCUMBENT

|  |        |                              |
|--|--------|------------------------------|
| a. NAME <i>(Last, First, Middle Initial)</i> | b. SSN | c. POSITION DESCRIPTION NO.  |
| b.(1) POSITION VACANT <i>(X)</i>             |        | (2) POSITION DESCRIPTION NO. |

### 2. DESIGNATION OF POSITION IN THE ACQUISITION WORKFORCE *(X one)*

|   |                                    |
|---|------------------------------------|
| <input type="checkbox"/> NEW <i>(To Acquisition Workforce)</i>  |                                    |
| <input type="checkbox"/> DELETE <i>(From Acquisition Workforce)</i>   |                                    |
| <input type="checkbox"/> REVISED <i>(Redescription/restructuring of current Acquisition Workforce position requiring a new PD; attach PD to CS)</i> | REVISED POSITION DESCRIPTION NO. : |

### 3. ACQUISITION CERTIFICATION CATEGORY (TIER) REQUIRED FOR THE POSITION (JYL): *(X one)*

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | 1 - Foundational or Contracting Professional                              |
| <input type="checkbox"/> | 2 - Practitioner  |
| <input type="checkbox"/> | 3 - Advanced  |
| <input type="checkbox"/> | 4 - Advanced (Business – Financial Management or Program Management only) |

### 4. ACQUISITION POSITION CRITICALITY TYPE (JYN): *(X one)* (NOTE: If the grade is GS-14, or military O5 and above, the position is typically coded 1, 2, 4, or 5. If the grade is GS-13, or military O4 or below, the position should normally be coded 3 or 4. Since there are very few developmental or Division Head positions, the most frequently used codes will be 1 or 4.)

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | 1 - Critical Acquisition Position - not a Division Head       |
| <input type="checkbox"/> | 2 - Critical Acquisition Position - Division Head             |
| <input type="checkbox"/> | 3 - Developmental Acquisition Position - not critical         |
| <input type="checkbox"/> | 4 - Acquisition Position - neither critical nor developmental |
| <input type="checkbox"/> | 5 - Critical Acquisition Position - developmental             |
| <input type="checkbox"/> | 6 - Key Leadership Position                                   |

### 5. ACQUISITION POSITION CATEGORY (FUNCTIONAL AREA) (JYR): *(X one)* (NOTE: The Acquisition Position Categories are described in DoD 5000.52-M.)

|  |   |
|--|---|
| <input type="checkbox"/> A - Program Management  | <input type="checkbox"/> L - Life Cycle Logistics               |
| <input type="checkbox"/> C - Contracting <i>(including contracting for construction)</i> | <input type="checkbox"/> M - Inactive                           |
| <input type="checkbox"/> D - Inactive  | <input type="checkbox"/> N - Engineering & Technical Management |
| <input type="checkbox"/> E - Inactive  | <input type="checkbox"/> P - Business - Cost Estimating         |
| <input type="checkbox"/> F - Inactive  | <input type="checkbox"/> R - Inactive                           |
| <input type="checkbox"/> H - Inactive  | <input type="checkbox"/> S - Inactive                           |
| <input type="checkbox"/> I - Inactive  | <input type="checkbox"/> T - Test and Evaluation                |
| <input type="checkbox"/> K - Business - Financial Management                             | <input type="checkbox"/> U - Auditing                           |

**6. ACQUISITION SPECIAL ASSIGNMENT (JYT):** (X one) (NOTE: Applies only to those people currently performing one of the assignments listed below. Otherwise, leave blank.)

- A - Program Executive Officer (PEO)
- B - Program Manager (PM)       C - Deputy Program Manager (DPM)
- D - Senior Contracting Official (SCO) (Director/Deputy Director, etc.)
- E - Education, Training, and Career Development
- F - Contracting Officer (CO) (warranted above small purchase)
- G - PEO & CO
- H - PM & CO
- J - DPM & CO
- K - SCO & CO
- L - Deputy Program Executive Officer

**7. ACQUISITION PROGRAM INDICATOR (JYS):** (X one) (NOTE: Applies only to Program Managers and Deputy Program Managers. Otherwise, leave blank.)

- 1 - ACAT I - Major Defense Acquisition Program
- 2 - ACAT II - Significant non-major Defense Acquisition Program
- 3 - ACAT I and II Defense Acquisition Programs
- 4 - ACAT III or IV Acquisition Programs
- 5 - Non-major, non-significant Acquisition Program
- 9 - Non ACAT I, II, III, or IV

**8. ACQUISITION CONTRACTOR JOB SITE (JYM):** (X one)

- N - 50% or less time spent on contractor site
- Y - More than 50% of time spent at contractor site

**9. ACQUISITION JOB SPECIALTY - PRIMARY (JYP):** (X one) (NOTE: Items 9 and 10 apply only to the Contracting Career Field, Code C, and to Contracting Officers regardless of career field. Otherwise, leave blank. For Contracting Jobs, Job Specialty 1 should be coded 1-5; Job Specialty 2 can be coded 1-3.)

- 1 - Primarily pre-award oriented
- 2 - Primarily post-award oriented
- 3 - Primarily oriented to cost/price analysis
- 4 - Both pre/post-award oriented
- 5 - Primarily post/station/installation oriented
- 6 - Contracting for construction
- 8 - Other - not pre/post-award, cost/price, or installation

**10. ACQUISITION JOB SPECIALTY - SECONDARY (JYQ):** (X one)

- 1 - Acquisition of information resources
- 2 - Assigned to a major acquisition system
- 3 - Acquisition of information resources and a major system
- 8 - Neither acquisition information resources nor a major

**11. ACQUISITION WORKFORCE VERIFICATION**

**a. IMMEDIATE SUPERVISOR OF THE POSITION**

|               |          |
|---------------|----------|
| (1) SIGNATURE | (2) DATE |
|---------------|----------|

**b. CODING SHEET INFORMATION INPUT BY:**

|   |          |
|---|----------|
| (1) SIGNATURE OF STAFF MEMBER FROM THE HRSC, PERSONNEL INFORMATION MANAGEMENT DIRECTORATE, (PIMD), OR THE MILITARY PERSONNEL DIVISION | (2) DATE |
|---|----------|

**c. CODING SHEET INFORMATION REVIEWED BY:**

|   |          |
|---|----------|
| (1) SIGNATURE OF REVIEWING PERSONNEL SPECIALIST | (2) DATE |
|---|----------|