



DEPARTMENT OF THE NAVY  
OFFICE OF THE ASSISTANT SECRETARY  
RESEARCH, DEVELOPMENT AND ACQUISITION  
1000 NAVY PENTAGON  
WASHINGTON DC 20350-1000

December 12, 2002

MEMORANDUM FOR DISTRIBUTION

Subj: FY-04 DON ACQUISITION WORKFORCE PROGRAM (AWF) DATA CALL

Ref: (a) SECNAVINST 5300.36 of 31 May 95  
(b) DON Policy Guidance on Continuous Learning for the Acquisition Workforce memo  
memo of 14 Nov 2002

Encl: (1) FY 04-10 Acquisition Intern Program (AIP) Hiring Requirements  
(2) FY-04 Continuous Learning Requirements  
(3) FY-04 DON Continuous Learning Curriculum

The purpose of this memorandum is to request identification of your Acquisition Workforce Program (AWP) requirements in accordance with reference (a). Requirements identified in this data call will be used for budget development and as a baseline for FY-04 program execution. Addressees should ensure that all requirements forwarded in response to this memorandum consider reference (b), future attrition rates, all acquisition workforce members, including those newly assimilated, past execution rates, and other factors that impact acquisition workforce staffing and training. Please identify requirements for your field activities as well as headquarters. To ensure that identified requirements reflect Command needs, all responses must be returned under Command signature. Partial responses will not be accepted. Guidelines for completing the two enclosures follow:

ACQUISITION INTERN PROGRAM On enclosure (1), identify intern requirements for your organization for FY-04 through FY-10. Intern numbers must be broken out by career field, and should reflect input from all acquisition functional communities within your organization. Keep in mind that your identified requirements reflect a commitment that you will provide a GS-12 billet for the intern upon completion of the program.

CONTINUOUS LEARNING Reference (b) requires all acquisition workforce members to earn a minimum of 80 continuous learning points (CLPs) every two years. Enclosure (2) is to be used to identify numbers of acquisition workforce members who will attend DON's centrally managed courses in FY-04. Enclosure (3) is a listing of the courses currently in the DON Continuous Learning curriculum for FY-04. These are courses that have been requested by numerous organizations, and are considered to be of widespread interest throughout the DON. Register-Now!, the DON automated tracking and registration system, provides a full description of each course, including course objectives, course lengths, and recommended target audiences. The address for Register-Now! is [www.register-now.cms.navy.mil](http://www.register-now.cms.navy.mil).

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Courses will be delivered on-site to a minimum of 12 acquisition workforce members. If you have insufficient employees to warrant an on-site offering, we will attempt to combine your requirements with other Naval organizations in your geographical area. On site locations will be coordinated at the annual Acquisition Training Representative (ATR) meeting to be held March 25-27, 2003. Prior to identifying numbers of attendees, addressees are to ensure that local management is committed to arranging acquisition workforce member's workload to permit attendance. For planning purposes, information regarding funding of command-unique events will be forwarded in the April/May, 2003 timeframe. Should you have any questions regarding your continuous learning submission, please contact Mr. Dick Graham, our CL Project Manager, who may be reached at (757) 425-0500. His e-mail address is [rgraham@jht.hrcoxmail.com](mailto:rgraham@jht.hrcoxmail.com).

Please note that the call for Acquisition Workforce Tuition Assistance Program (AWTAP) requirements, normally included in this data call, will be conducted electronically at a later date. As part of our effort to streamline and improve the AWTAP program for FY-04, AWTAP information will be requested from individual students as part of a new, centralized application and approval process. Specific guidance for the DON AWTAP program will be provided at the Acquisition Training Representatives meeting in March 2003.

Please complete and return enclosures (1) and (2) under Command signature not later than February 28, 2003. For ease of response, electronic versions of the enclosures have been sent to your designated Acquisition Training Representative (ATR). Responses should be forwarded, preferably electronically, to Ms. Anne Alexander at [alexander.anne@hq.navy.mil](mailto:alexander.anne@hq.navy.mil). Faxed responses will also be accepted at (703) 602-8725.

  
W. H. HAUSTEIN  
Director, Acquisition  
Career Management

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## FY 2004 - 2010 Acquisition Intern Program (AIP)

### *Hiring Requirements*

**Acquisition Organization:** \_\_\_\_\_

**Preparer (Name/Code/Telephone):** \_\_\_\_\_

**Date Prepared:** \_\_\_\_\_

Career Field	Number of Intern Hires Required						
	FY04	FY05	FY06	FY07	FY08	FY09	FY10
Contracting							
B/CE/FM							
Facilities Engineering							
Logistics							
Information Technology							
SPRDE							
Manufacturing, Production & QA							
<b>TOTAL</b>							

**NOTE:** The intern hiring requirements reflected on this page reflect a commitment by the acquisition organization listed above to provide a permanent acquisition position at the target **GS-12** grade level in the year of graduation/transfer for each intern upon successful completion of the three-year intern program.





## FY 2004 Continuous Learning Curriculum

<i><b>Course Title</b></i>	<i><b>Course Length</b></i>
Alternative Dispute Resolution	2 Days
An Introduction to Leading Organizational Change	3 Days
Basic Contracting Officer's Representative Training	3 Days
Basic Negotiation Strategies	3 Days
Best Value Basics	3 Days
Configuration Management for the New Acquisition Environment	3 Days
Contracting Officer's Representative (COR) Refresher	1 Day
COTS-Based Systems for Program Managers	1 Day
Earned Value	2 Days
Engineering of Systems for Navy Interoperability	3 Days
Federal Appropriations Law	4 Days
Incentive Contracting	2 Days
Market Research	2 Days
Modeling and Simulation	3 Days
Network Centric Warfare (NCW) Overview	3 Days
Performance Based Service Acquisition	3 Days
Project Management (Basic)	3 Days
Project Management (Advanced)	3 Days
Seven Habits of Highly Effective People	3 Days
Strategic Issues in Major Systems Acquisition	3 Days
Value Chain Management	2 Days
Writing Better Performance Statements of Work	3 Days

Enclosure (3)