

## Defense Acquisition Workforce Management Group (WMG)

March 18, 2015 Meeting Minutes

Chair: Ms. René Thomas-Rizzo (Director OUSD(AT&L) (HCI))

### HCI Director Note:

The Senior Steering Board (SSB) is scheduled for Friday, 10 April 2015, 1:00 – 3:00 p.m., Pentagon, AT&L Executive Conference Facility (ECF), Room 3A921A.

### Meeting Topics:

- Introduction by the HCI Director, Ms. Rene' Thomas-Rizzo and Assistant Secretary of Defense for Acquisition, Mrs. McFarland
- HCI Update (Responsibilities, priorities, strategic plan, DODI 5000.66, DAWDF, etc.)
- Mrs. McFarland Opening Remarks
- 10 April Senior Steering Board Preparation/Discussion.
- HCI Website/Strategic Communication
- Competency Assessment
- Defense Competency Assessment Tool Discussion (DCAT)
- Acquisition Workforce Qualification Initiative Update (AWQI)
- Defense Acquisition University (DAU) Update
- Functional Career Field Updates (Small Business, Services Acquisition, International, and Cyber Security/Information Assurance)

### Introductions:

- Ms. McFarland welcomed Ms. Thomas-Rizzo as the new HCI Director. She thanked Ken Spiro and Clothilda Taylor for their role as past acting directors.
  - Ms. Thomas-Rizzo introduced each of the HCI staff members present.
- Ms. McFarland informed attendees that everyone at the meeting that the HCI Director has the lead on workforce as a direct report to Mr. Kendall.

### HCI Updates:

- Ms. Thomas-Rizzo provided an overview of the Better Buying Power “Saturday” AT&L senior leadership/SES meeting that occurred March 14, 2015.
- Ms. Thomas-Rizzo then discussed the roles and responsibilities of HCI. Highlights included:
  - HCI participation in functional community forums/FIPs.
  - She indicated that although HCI has limited resources (people/skillsets) the office will do its best to support its customers and stakeholders.
- “Talent Management (TM)” is a term now frequently used in workforce and human capital management. Everyone in this room, representing many workforce management roles, has been highly engaged in talent management efforts. I look forward to providing leadership and support to help us strengthen and strategically unite our efforts for continuous TM improvement. Ms. Thomas-Rizzo asked the WMG membership to help identify TM opportunities, challenges, and best practices as part of effort to strengthen our Department-wide talent management efforts. She said TM will be a major topic at the 10 April SSB.

- Ms. Thomas-Rizzo highlighted that Mr. Jim Irwin retired and that Mr. Darryl Burgan has replaced him as the AcqDemo Program Director. She mentioned that the AcqDemo Deputy Director job announcement is out and closes soon. The AcqDemo Federal Register Notice that will enable the AcqDemo participant expansion is expected to be issued by OPM soon and will facilitate AcqDemo expansion. [as of 3/25 OPM's latest projected FRN issuance date is 4 April.] The FY16 legislative proposal that would make AcqDemo permanent has been finalized between OPM and DOD. OMB approval is the next step.
- Mrs. McFarland discussed that the Department is trying to respond to Hill concerns that the Department can do more to properly manage the acquisition workforce. She then discussed details on a working group aimed at retaining and continuing O-6 military to help with high priority continuity and subject matter program support needs.
- Ms. Thomas-Rizzo followed on that she will be working hard to ensure a strong relationship and communications with Capitol Hill key committees and staff.
- Ms. Thomas-Rizzo informed everyone that efforts are starting to develop the new FY16 – FY20 Strategic Acquisition Workforce Plan that will be completed by the end of FY15. Prior develop efforts will be leveraged. The plan will include the latest on strategic objectives, to include Better Buying Power 3.0.
- She also provided the attendees with an update that an update of DODI 5000.66 will be completed by the end of FY15. The new 5000.66 is planned to incorporate the current DoDD 5000.66 and DoDI 5000.55. She said that HCI's Louis Tutt is the lead on this initiative.
  - Engineering's FL representative Mr. Gold asked the WMG membership how the Department assesses staffing needs to support acquisition program needs. Discussion included that components are responsible for force planning and determining acquisition staffing requirements and making changes. Discussion included potential sharing on different component approaches and what actions are available to protect people and expertise in a budget reduction, downsizing environment.
- An FY15 Workforce Guidance memo has been drafted and is in staffing for Mr. Kendall's signature. Mr. Kendall's memo will emphasize the need to responsibly sustain and continuously improve the workforce. The memo would also emphasize continuing initiatives to improve workforce quality with available resources such as the DAWDF. Discussion in WMG emphasized that even with Mr. Kendall's guidance memorandum; components may still decide to reduce their acquisition workforce.
- Better Buying Power 2.0 & 3.0:
  - Ms. Thomas-Rizzo asked Services to provide input on KLP plans and gaps – related to implementation of Mr. Kendall's Nov 2013 KLP memo.
  - Ms. Thomas-Rizzo relayed to the Functional Leaders that Mr. Kendall is providing Functional Leaders the opportunity to decide whether or not they will deploy a qualification board as recently piloted by T&E. Inputs deploying the qualification board (and if not, an alternative) are due to HCI by 30 April.
  - The BBP 3.0 implementation memo is being finalized and may be issued in April.
- Ms. Thomas-Rizzo reminded the attendees that the DAWDF FY 2014 Annual Report to Congress is out for formal coordination. The House Armed Services Committee has asked that this year's report include more details on the benefits and use. HCI has asked DAWDF users to provide highlights of use for inclusion in the report. Providing more details on the positive benefits and use is part of transparency and being accountable for the \$2.8 billion we

have thus far. A more detailed description of your excellent efforts to strengthen the workforce with DAWDF will help strengthen our case for continuing the DAWDF.

- The DAWDF Mid-year review is April 30, 2015, and those templates will go out next week.
- **Action Item 1: Functional leaders that give out awards, please provide the following details to HCI:**
  - **Award and criteria**
  - **Period covered**
  - **Time of the year award is announced and presented**
- Ms. Thomas-Rizzo informed the WMG membership that HCI will host a functional leader roundtable after the 10 April SSB.

#### Website/Strategic Communication:

- Mr. Scott Hanger (HCI) introduced and described a new Acquisition Workforce (HCI) website. Mr. Hanger discussed using the HCI website as a “hub” for acquisition workforce communications.
- Ms. Joan Sable provided an overview of the strategic communication efforts currently deployed by the Army DACM office. Ms. Sable mentioned best practices used at the Army DACM office to highlight acquisition workforce members to include “Faces of the Force.” “Faces of the Force” recognizes a high-achiever by placing their photo on the Army DACM website for up to a week. Looking ahead, a goal would be to have the HCI “Acquisition Workforce” website integrated and linked with each of the DACM offices.

#### Competency (HCI):

- Mr. Louis Tutt provided an overview of the acquisition workforce competency modeling and assessments. He highlighted the purpose of the assessments, the reports, and results. In addition, Mr. Tutt discussed a notional re-assessment POA&M.
- **Action Item 2: Functional Leaders provide to HCI input on their experience with the competency model and assessment process supported by HCI and the Center for Naval Analysis. Functional Leaders should then address whether they thought the process, effort and results were valued-added or not. Provide details on how they used the competency models, how they used the assessment results, and to provide specific changes (e.g., a new course, a changed course, etc.) made as a result of the competency gap information. In addition, provide when the last competency assessment was completed and the type of model used.**

#### Defense Competency Assessment Tool (DCAT):

- Ms. Patricia Kasold (Defense Civilian Personnel Advisory Service), Program Manager for the DoD DCAT system and civilian workforce competency management, provided an update on deploying competency management across the DoD civilian workforce by occupational series and deploying the supporting online DCAT assessment system. Discussion with the WMG included whether DCAT has the functionality to do acquisition career field assessments. Acquisition career fields represent an acquisition function and include many occupational series. OSD AT&L HCI and OSD P&R will continue to partner on potential shifting to use of DCAT if supporting functionality is deployed.

#### Acquisition Workforce Qualification Initiative (AWQI):

- Ms. Thomas-Rizzo commended Ms. Barbara Smith for her effort to design and implement AWQI.
- Ms. Smith updated the attendees on the AWQI. Implementation will be executed in two phases. Roll out planning for Phase I implementation is underway. The qualification standards tool will be available first quarter FY 2017.
- Ms. Thomas-Rizzo conveyed updated guidance from Mr. Kendall that the AWQI standards (AWQI workbooks) should be provided to the components for their use determination. This change is in lieu of an enterprise-wide OSD-led implementation of the use of the standards to complete qualification assessments. Follow-up meetings on the revised guidance are scheduled.

#### Defense Acquisition University (DAU) (President – Mr. Jim Woolsey):

- Mr. Woolsey informed attendees on new and revised courses and other training updates. He also asked that Functional Leaders provide him feedback on DAU's efforts to respond to their requirements, the quality of the changes, and impact of the changes on the workforce.
- Mr. Woolsey stated that the American Council on Education (ACE) indeed reviews and makes a college credit recommendation on DAU courses. Through DAU-College/University agreements, students are able to use some of their completed DAU courses towards degree requirements.
- Mr. Thomas-Rizzo remarked that DAU, HCI and the WMG will take a closer look at this to figure out how a workforce member can easily use DAU completed courses towards the 24 hour requirements Acquisition Corps requirements. RADM Allie Coetzee said she would like to be part of the effort.
- Need to examine what are the targeted skills and determine if DAU courses meet the intent of the requirement.
- Mr. Woolsey indicated that SIS deployment will be delayed. He said he is meeting with each of the DACMs to discuss the way ahead.

#### **Functional Career Field Updates:**

- **Services Acquisition:**
  - RADM Allie Coetzee (DPAP) updated the WMG on services acquisition training.
- **Small Business:**
  - Mr. Kenya Wesley (Office of Small Business Programs) provided an update on the small business career field curriculum and course development.
- **International Acquisition:**
  - Colonel Gary Salmans (AT&L International Acquisition) discussed new DAU courses in development for the international community. In addition, with release of Mr. Kendall's memo (September 9, 2014) expanding international acquisition as a career path, work has begun to better understand the population of this acquisition community.
  - They continue to work to get the "international flavor" into initial training early.
  - Moving forward on how to implement and integrate expansion of international acquisition across all acquisition career fields.

- **Cyber / Information Assurance**
  - Dr. Tom Hickok (Cyber/IA) thanked Mr. Woolsey for his focus and dedication to information technology. The IT career field has come a long way since 2008 to improve workforce certification rates. The community is working closely with outside organizations to evaluate courses towards ensuring the best available and current training.
  - DAU course development is fast, but the challenge is that technology changes quickly; and, this drives the need to continuously update curriculum.
- **Wrap-up:**
  - Ms. Thomas-Rizzo thanked all for their participation in this important governance forum. Thanked all for participating in the discussions during the meeting and thanked those who made presentations. She also thanked the representatives from OSD P&R for attending and participating.

The meeting was adjourned at 4:30 p.m.



René Thomas-Rizzo  
Director  
Human Capital Initiatives

Attachments (posted at <https://acc.dau.mil/wmg>):

1. WMG Action Items
2. WMG briefing (web only)

## WMG Action Items - March 18, 2015

Action	Remarks	Target Due	Lead
Action 1: HCI Director request Functional Leaders provide input on Functional Leader workforce awards	1. Name of award, time period covered, and when winners are announced and presented award	May-June 2015	HCI
Action 2: Functional Leader Experience with Competency Model Development and Assessments	Functional Leaders provide HCI Director input on their experience with the competency model and assessment process supported by HCI and the Center for Naval Analysis. Functional Leaders should address whether they believe the process, effort and results were valued-added or not. They should describe how they used the competency models, how they used the assessment results, and to provide specific changes (e.g., a new course, a changed course, etc.) made as a result of the competency gap information. In addition, information on when last competency assessment was completed and the type of model used.	4/3/2015	Functional Leads