

## Appendix H DON Civilian Acquisition Assignment Coding Sheet

Revised May 14, 2015

## Instructions:

- The completion of this Coding Sheet is required for all DON acquisition positions and assignments. Guidance for designating DON acquisition positions is in the DON DAWIA Operating Guide at <https://www.usmcu.edu/Assets/Donawia/Donawia%20Users%20Guide%20Rev%2015.pdf>.
- Commands are required to complete and sign this Coding Sheet, attach it to the Position Description (PD) and associated Requests for Personnel Action, and provide to their human resources office for coding into the Defense Civilian Personnel Data System (DCPDS).
- Commands must update Coding Sheets and provide them to their human resources office when changes occur that affect the acquisition coding.
- When processing Requests for Personnel Action, data entry personnel should ensure that the acquisition information in DCPDS reflects the information on the Coding Sheet.
- DCPDS navigation verified as of Appendix H revision May 14, 2015. Refer to DCPDS documentation in the case of any discrepancies.

PD Number/Position Description: \_\_\_\_\_ Command/AFSC: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Pay Plan-Grade-Series Title: \_\_\_\_\_

## SECTION 1. ACQUISITION POSITION CATEGORY

DCPDS Navigation: Prod Structure &gt; Position &gt; Selection &gt; Data Information &gt; Acquisition Program Information &gt; Career Category

- ☐ A – Program Management  
☐ C – Contracting\*\* (All 1100 series and Contracting/Professional Development Program positions must be “C”)  
☐ D – Industrial/Contract Property Management (All 1100 series positions must be “D”)  
☐ E – Purchasing (All 1100 series positions must be “E”)  
☐ F – Facilities Engineering  
☐ H – Production, Quality and Manufacturing  
☐ I – Science and Technology Manager\*  
☐ K – Business/Financial Management  
☐ L – Life Cycle Logistics  
☐ M – Business Cost Estimator\*\*  
☐ N – Information Technology  
☐ S – EEOC Engineering\*  
☐ T – Test and Evaluation\*\*

\* Requires baccalaureate degree.

† Requires semester hours in specific disciplines.

## SECTION 2. ACQUISITION POSITION TYPE – CRITICAL ACQUISITION POSITIONS (CAP)/KEY LEADERSHIP POSITIONS (KLP)

DCPDS Navigation: Prod Structure &gt; Position &gt; Data Information &gt; Acquisition Program Information &gt; Critical Position

- ☐ 1 – CAP – Not Division Head  
☐ 2 – CAP – Division Head\*  
☐ 3 – Not CAP – Development\*\*  
☐ 4 – Not CAP or Developmental  
☐ 5 – KLP

\* A Division Head is the official with responsibility for managing an acquisition organization or major subordinate unit, the mission of which is to support or administer acquisition functions.

\*\* Applicable to positions in the DON Contracting Professional Development Program (CPOPL), Naval Acquisition Developmental Program (NAOPL), and formal Command level developmental programs.

# Don Dawia Operating Guide

**Franciszek Sielicki**



## **Don Dawia Operating Guide:**

*Manuals Combined: NAVY SAFETY AND OCCUPATIONAL HEALTH PROGRAM MANUAL & MARINE CORPS OCCUPATIONAL SAFETY AND HEALTH (OSH) PROGRAM MANUAL* , 1 Purpose To implement policy changes recommended by the Naval Inspector General NAVINSGEN to Office of the Chief of Naval Operations Special Assistant for Safety Matters OPNAV N09F and to define and outline the conduct and reporting of the self assessment process for safety and occupational health SOH programs 1 PURPOSE The Marine Corps Occupational Safety and Health OSH Program Manual promulgates the requirements and establishes procedures to implement the reference 2 INFORMATION This Manual and all references provide the requirements and guidance for commanders and Marine Corps OSH Program professionals to identify and manage risk maintain safe and healthful operational environments and meet the Mission Essential Task List METL requirements 3 SCOPE This Manual is applicable to all Marine Corps activities including nonappropriated fund activities and operations that are under the sponsorship of the Marine Corps Community Services MCCA Director or unit MCCA officers for the purposes of morale welfare and recreation This Manual shall also apply to activities that are involved in the acquisition operation sponsorship or maintenance of all facilities activities and programs CMC SD will provide guidance upon request for program responsibilities on contractors e g public private venture etc 4 EFFECTIVE DATE This Manual is effective the date signed Prior to implementation of this Manual activities must where applicable discharge their labor relation s obligations Assistance and guidance may be obtained from CMC MPC DISTRIBUTION STATEMENT A Approved for public release distribution is unlimited

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