



DEPARTMENT OF THE NAVY  
NAVAL AIR SYSTEMS COMMAND  
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From: Commander, Naval Air Systems Command  
To: Chairman, FY-17 Naval Air Systems Command Acquisition Corps Assignment Slating Panel

Subj: CHARTER FOR THE ESTABLISHMENT AND PROCEEDINGS OF THE FISCAL YEAR 2017 NAVAL AIR SYSTEMS COMMAND ACQUISITION CORPS ASSIGNMENT SLATING PANEL

Ref: (a) NAVAIRINST 1401.1  
(b) Defense Acquisition Workforce Improvement Act Operating Guide of 24 Jun 14  
(c) OPNAVNOTE 5450

Encl: (1) Supplemental Guidance  
(2) General Guidance for Assessing Applicant Qualifications

1. The Fiscal Year 2017 (FY-17) Naval Air Systems Command (NAVAIR) Acquisition Corps (AC) Assignment Slating Panel is ordered to convene per reference (a) on or about 16 November 2016, or as soon thereafter as may be practicable, as a preparatory adjunct to the assignment process authorized in references (a) and (b). Panel membership will be provided via separate correspondence. Enclosure (1) contains supplemental guidance and oaths to be administered to panel members. Enclosure (2) provides general guidance for assessing applicant qualifications.
2. The Aerospace Engineering/Maintenance Duty Officer Head Detailer will normally act as Head Recorder for slating panels.
3. The function of the panel is to recommend U.S. Navy (USN) Unrestricted Line (URL) and Restricted Line (RL) AC officers, U.S. Marine Corps (USMC) AC officers, civilian AC members, and on occasion, U.S. Army (USA) and U.S. Air Force (USAF) AC officers, for specific Major Program Manager positions (O-6/GS-15), Major Acquisition Shore Commands (O-6), and Acquisition Shore Commands (O-5). The list of billets to be slated by the panel shall be provided via separate correspondence. The names and records of all applicants who were pre-screened and otherwise deemed eligible for consideration shall be furnished by the Head Recorder.
4. Panel members shall be sworn in using the oaths in Enclosure (1). Whenever practicable, panel members from each service should review and present records of their respective service's candidates to the other panel members, (e.g., USN panel members should review and present records of eligible USN officers, and so forth). Senior Executive Service (SES) panel members should review and present records of civilian candidates. Panel Members shall carefully consider the case presented for each candidate.

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5. Not every billet can be filled with a single, most qualified candidate. The panel shall provide recommendations regarding candidates that a majority of the members consider best qualified. Given the number and qualifications of candidates, panel members should consider an appropriate mix of assignments to ensure career progression of the nominees. In no case will an unqualified candidate be recommended. Individuals may be considered for a second command of the same rank only in those cases where there is no suitable applicant who has not had such a command. The only routine exception to this policy is Acquisition Category (ACAT) III or IV Program Managers, who may apply for ACAT I or II Program manager positions without restriction. The list of major commands is found in the latest version of reference (c).

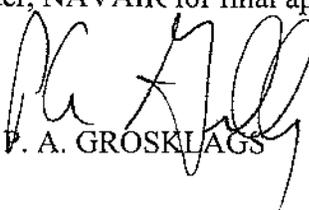
6. When assessing qualifications, the panel should consider a balance of skills and experience among screened AC members. All candidates must possess the ability to lead large, complex organizations or programs and the ability to collaboratively work across organizations, services and departments to initiate and sustain effective team performance. They must have knowledge and experience based in program management (PM), production, quality and manufacturing (PQM), engineering (ENG), test and evaluation (T&E), and fleet support commensurate with the position for which they are recommended.

a. Officers assigned to acquisition billets and who are/were augmented may receive applicable acquisition experience credit while on the Individual Augmentation (IA) per reference (b).

7. When the panel adjourns, a written report shall be forwarded to Commander, NAVAIR. The report will indicate the name, social security number (last four), and designator of the primary nominee and prioritized alternate nominees for each position. The report shall certify the panel complied with all instructions contained in this charter. Additionally, the report shall certify the panel carefully considered the record of each candidate and that, in the opinion of a majority of the members, the primary and alternate nominees are fully qualified for the recommended position(s). Except as authorized by Commander, NAVAIR, no person shall disclose proceedings of the panel.

a. For ACAT I and II programs, the panel shall recommend a primary nominee and two alternate nominees per reference (b), provided sufficient candidates exist. Nomination packages shall be submitted via Commander, NAVAIR, to the Assistant Secretary of the Navy, Research, Development and Acquisition (ASN RD&A), for final approval.

b. For all other acquisition command positions, the panel shall recommend a primary nominee and two or more fully qualified alternate nominees, provided sufficient candidates exist. Nominee names shall be submitted to Commander, NAVAIR for final approval.

  
P. A. GROSKLAGS

## SUPPLEMENTAL GUIDANCE

1. The following oath or affirmation shall be administered to the Head Recorder and Assistant Recorders by the panel chairman:

"Do you solemnly swear or affirm that you will keep a true record of the proceedings of the panel and that you will not divulge the proceedings of this panel except as authorized or required by the chairman of the panel?"

The following oath or affirmation shall then be administered by the Head Recorder to the panel members:

"Do you solemnly swear or affirm that you will perform your duties as a member of this panel without prejudice or partiality, having in view both the special fitness of officers and the efficiency of the Naval service, and that you will not divulge the proceedings of the panel except as authorized by the chairman of the panel?"

2. The Department of the Navy is dedicated to equal treatment and opportunity for all personnel without regard to race, religious preference, ethnicity, gender or national origin. The Navy strives to maintain a professional working environment in which an individual's race, religious preference, ethnicity, gender, or national origin will not limit his or her professional opportunities. Accordingly, within this board's charter to determine officers who are best and fully qualified, you must ensure that officers are not disadvantaged because of their race, religious preference, ethnicity, gender, or national origin. Your evaluation of all officers must afford them fair and equitable consideration. You should be particularly vigilant, in your evaluation of records, to take care that no officer's selection opportunity is disadvantaged by service utilization policies or practices. You should evaluate each officer's potential to assume the responsibilities with the overriding factor being performance of duties.

3. The Navy has assigned some officers outside of traditional career development patterns. For example, institutional instructors, recruiting, and equal opportunity billets. In addition, other utilization policies or practices such as those based on statutory restrictions on the assignment of women may have had an effect on career opportunities. These assignments, though, beneficial to the Navy, may have foreclosed to officers some assigned opportunities available to others. Such assignment practices should not prejudice the selection of these officers. Successful performance of assigned duties is the key in measuring an officer's potential of selection. Accordingly, in determining the qualifications for selection of any officer who has been affected by such utilization policies or practices, duty performed well in such assignments should be given weight equal to duty performed well by an officer NOT affected by such policies or practices.

4. Any panel member who believes that he or she cannot, in good conscience, perform his or her duties as a member of the panel without prejudice or partiality has a duty to request relief from the Commander, Naval Air Systems Command (NAVAIR) from such duty. Such a request will be honored. Any panel member who believes that the integrity of the panel's proceedings has been adversely affected by improper influence of superior military or civilian authority, misconduct of the panel chairman or a member, or any other reason, has a duty to request relief from his or her obligation from the Commander, NAVAIR, and upon receiving it, to report the basis for his or her belief.

**GENERAL GUIDANCE FOR ASSESSING APPLICANT QUALIFICATIONS**

1. The following are considered minimum requirements to be considered for Acquisition Command.

a. Major Program Manager:

(1) Paygrade O-6 / O-6 Select

(2) Experience and qualifications:

Program ACAT	AC	ACQ EXP (months)	PMO EXP Statutory (months)	PMO EXP NAVAIR (months)	AQD CERT	Tenure Required (yrs)
ACAT I	Yes	96 (1,4)	24 (1)	36	PM III	4
ACAT II	Yes	72 (1,4)	24 (1)	24 (1)	PM III	3
ACAT III	Yes	48 (2,4)	0	0	PM III (3)	3
ACAT IV	Yes	48 (2,4)	0	0	PM III (3)	3

NOTES:

(1) Per Department of the Navy (DoN) Defense Acquisition Workforce Improvement Act (DAWIA) Operating Guide (24 June 2014)

(2) Required for AC membership

(3) DAWIA Level III Career Field Certification in PM required within 24 months of assignment

(4) Up to 18 months acquisition experience (ACQ EXP) credit for URL CDR command

b. Major Acquisition Shore Command:

(1) Paygrade O-6 / O-6 Select

(2) AC Membership

(3) Certified to Level II in PM, PQM, or Test and Evaluation (T&E), as required

(4) 48 months (4 years) of acquisition experience

(a) Maximum of 12 months acquisition experience may be credited for acquisition-related education

(b) URL officers may receive up to 18 months acquisition experience for an operational Commanding Officer tour

c. Commander Acquisition Shore Command:

(1) Paygrade O-5 / O-5 Select

(2) AC Membership

## GENERAL GUIDANCE FOR ASSESSING APPLICANT QUALIFICATIONS

(3) Certified to Level II in PQM or PM, as required

(4) 48 months (4 years) of acquisition experience:

(a) Maximum of 12 months acquisition experience may be credited for acquisition-related education

(b) URL officers may receive up to 18 months acquisition experience for an operational Commanding Officer tour

2. Program Office equivalent time shall be granted to officers serving as NAVAIR Executive Assistant, ASN(RDA) Military Assistant or Executive Assistant (MA/EA), PMD EA, DASN AIR Chief of Staff, and/or OSD (AT&L) EA/MA. Other Office of the Chief of Naval Operations (OPNAV) and NAVAIR/PEO staff positions do not count for Program Office equivalency. Any officer may request up to 50 percent acquisition experience credit for time served in a billet not coded for acquisition if duties performed in that position were acquisition related. Credit may be requested in accordance with the DAWIA Operating Guide.

Enclosure (2)