



## DEPARTMENT OF THE NAVY

NAVAL AIR SYSTEMS COMMAND  
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NAVAIRINST 1401.1G  
AIR-7.3  
JUL 09 2018

NAVAIR INSTRUCTION 1401.1G

From: Commander, Naval Air Systems Command

Subj: AVIATION ACQUISITION CORPS ASSIGNMENT SLATING PANELS

Ref: (a) DON DAWIA Operating Guide of 7 December 2017

### 1. Purpose

a. To establish Commander, Naval Air Systems Command (NAVAIR) (COMNAVAIR) process for selecting the best and fully qualified military and civilian personnel to Acquisition Key Leadership and Critical Acquisition Positions to these acquisition areas:

- (1) Program managers (PM) of acquisition programs;
- (2) Principal deputy program managers (PDPM) of acquisition programs;
- (3) Commanding officers or commanders of acquisition shore activities performing significant acquisition missions.

b. To assign responsibilities for the execution of the Acquisition Workforce Program major assignment selection process with NAVAIR.

2. Cancellation. This instruction cancels NAVAIRINST 1401.1F.

3. Scope. This instruction applies to NAVAIR, Naval Aviation Program Executive Officers (PEO), and Defense Contract Management Agency for their commands slated by NAVAIR.

4. Background. Reference (a) establishes procedures to consider, recommend, select, and assign the best and fully qualified Department of the Navy (DON) military and civilian personnel to certain senior key leadership and critical acquisition positions as direct by the Defense Acquisition Workforce Improvement Act (DAWIA).

5. Military and Civilian Acquisition Key Leadership Position Assignment Selection Process

- a. The process for providing personnel recommendations to NAVAIR must include:

(1) Acquisition Corps (AC) Assignment Slating Panel for PMs and commanding officers or commanders of acquisition shore commands.

(a) The AC Assignment Slating Panel must be established annually by charter. The Deputy Commander, NAVAIR, and Assistant Commander for Acquisition (AIR-1.0) must be standing members to provide continuity and ensure consistency in this process. The balance of the panel members will consist of Flag, General Officers, and Senior Executive Service civilians representing officer communities and participating commands' PEOs per reference (a). Additionally, a representative from the Office of the Assistant Secretary of the Navy (Research, Development and Acquisition) (ASN(RD&A)) will be invited to participate as a voting member; the Director, Acquisition Career Management (DACM) will be invited to serve in an advisory role. The Slating Panels may reconvene periodically throughout the fiscal year to address urgent personnel assignments. The minimum membership required to convene a Slating Panel will be five members of which at least one must be a standing member. NAVAIR will appoint the chairperson, and approve the charter and panel membership.

(b) ASN(RD&A) will approve all Acquisition Categories (ACAT) I PM assignments and ACAT II PM assignments where the selected candidate is not ranked number one. All other acquisition Command positions will be submitted to NAVAIR for approval; ASN(RD&A) must be notified of all ACAT II and major program manager (MPM) equivalent selections. Unless otherwise approved by ASN(RD&A) as a position reserved for military assignment only, the AC Assignment Slating Panel will consider both military and civilian personnel for recommendation to positions of PM for ACAT I programs. If a PDPM position is to be filled with a military person, the position must be slated via the AC Assignment Slating Panel.

(c) AC Assignment Slating Panel candidates will be chosen from a pool of qualified civilian and military AC members. Civilian candidates will be solicited by AIR-1.0 and will be coordinated by Acquisition Career Development and Training Team (AIR-1.5). The AC Assignment Slating Panels will recommend a primary nominee and at least two alternates for each position, provided enough qualified applicants exist.

(d) The Aerospace Engineering/Maintenance Duty (AED/AMD) Head Detailer and Career Manager (AIR-7.3) will administer the AC Assignment Slating Panel utilizing facilities located at the Naval Air Station, Patuxent River, Maryland. The AC Assignment Slating Panel will be coordinated by the AED/AMD Community Management Team (AIR-7.3.6).

(2) PDPM Slating Panel for PDPMs.

(a) The PDPM Slating Panel will be established annually by charter. The Deputy Commander, Naval Air Systems Command, will serve as the chairperson. A flag or general officer and the respective Deputy PEO (DPEO) or Deputy Assistant Commander for Acquisition (AIR-1.0A) for the position(s) being slated must be standing members to provide continuity and

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ensure consistency in this process. The balance of the panel members will consist of flag officers and Senior Executive Service civilians representing officer communities and participating commands' PEOs per reference (a). Additionally, a representative from the office of ASN(RD&A) will be invited to participate as a voting member; the DACM will be invited to serve in an advisory role. The AC Assignment Slating Panel may reconvene periodically throughout the fiscal year to address urgent personnel assignments. The minimum membership required to convene a AC Assignment Slating Panel will be five members including the chairperson and standing members. COMNAVAIR will approve the charter and panel membership.

(b) ASN(RD&A) will approve all ACAT I PDPM assignments. All other PDPM positions must be submitted to the cognizant PEO or AIR-1.0 for approval; ASN(RD&A) will be notified of all ACAT II PDPM selections.

(c) PDPM Slating Panel candidates will be chosen from a solicited pool of qualified candidates or previous PM Talent Management Board (TMB) results. The AC Assignment Slating Panels will recommend a primary nominee and at least two alternates for each PDPM position, provided enough qualified applicants exist.

(d) AIR-1.0 will administer the PDPM Slating Panel utilizing facilities located at the Naval Air Station, Patuxent River, Maryland. The PDPM Slating Panel will be coordinated by the AIR-1.5.

(e) A combined military and civilian slate is not required. The cognizant PEO or AIR-1.0 will decide whether a military or a civilian will fill the position.

(f) For PDPM positions to be filled with a military officer, the military slating panel will be conducted following the procedures outlined for the AC Assignment Slating Panel.

(g) For PDPM positions to be filled with a civilian, see paragraphs 5a(2)(g)1 through 5a(2)(g)7 outlining the process:

1. The position will be advertised DON wide, and will be informed by the PM TMB results.

2. Each cognizant DPEO or AIR-1.0A should serve as the selecting official and will coordinate the process for filling the positions with their respective administrative officer. The administrative officer will ensure the position is staffed following Human Resources Office (HRO) procedures.

3. The selecting official will appoint at least three members of the PM TMB to serve on an advisory screening panel. The advisory screening panel will review all resumes

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forwarded via the HRO certificate of qualified applicants. At least two panel members should be from outside the hiring PEO. The panel will review all candidates and identify the top candidates based on possession of relevant experience, education, training, awards, etc., to the position being filled. The top candidates may then be invited to interview.

4. At the selecting official's discretion, the same panel members may serve as the interview panel. The interview panel will be comprised of, at a minimum, two PM TMB members with at least one from outside the hiring organization (either AIR-1.0 or another PEO), as appropriate.

5. Upon completion of the interview process, the selecting official will forward the name of the selectee and the alternates to ASN(RD&A) (ACAT I) or the cognizant PEO or AIR-1.0 for approval (ACAT II, ACAT III, ACAT IV, and non-ACAT). For PDPM selections not requiring ASN(RD&A) approval, specific information about the position and selectee will be submitted to the Director, Acquisition Career Management for DAWIA reporting purposes per reference (a).

6. Upon approval by ASN(RD&A) or the cognizant PEO or AIR-1.0, as appropriate, the selection certificate shall be forwarded to HRO for processing following HRO procedures.

7. For PDPM positions to be filled with an existing PDPM through lateral reassignment, an interview panel is not required. An interview panel should be held if the PDPM position is to be filled with an existing general schedule (GS)-15 who is not currently a PDPM.

## 6. Responsibilities

a. The slating panel chairs will execute the charters and convene the slating panels using the procedures detailed in the respective charter.

b. The Aerospace Engineering Duty Officer/Aerospace Maintenance Duty Officer Assignment Placement Branch (Personnel Command (PERS)-434) and AIR-7.3 will author the NAVAIR Slating Panel Charter, provide a head recorder and assistant recorders, schedule and coordinate slating panel membership.

c. AIR-1.0 and AIR-1.5 will author the PDPM Slating Panel Charter, provide a head recorder and assistant recorders, schedule, and coordinate slating panel membership

d. The Acquisition Workforce Management Branch (PERS-447), AED/AMD Community Management Team (PERS-314E/F), AIR-7.3.6, AIR-1.0 (for civilian candidates), and Headquarters, United States Marine Corps Personnel Management Officer Assignment Branch

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will solicit candidates and provide personnel record information as stated in the charter or a subsequent reconvening memo.

e. AIR-1.0 will ensure positions are staffed using the procedures detailed in this instruction for civilian PDPM positions.

7. Action. Components of NAVAIR must comply with the guidelines of this instruction and the slating panel charters when participating in the slating process.

8. Records Management

a. Records created as a result of this instruction [notice, change transmittal], regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000, 2000, and 4000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx> . For SSIC 3000 series dispositions, please refer to part III, chapter 3, of Secretary of the Navy Manual 5210.1 of January 2012.

b. For questions concerning the management of records related to this instruction [notice, change transmittal] or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

9. Review. Per OPNAVINST 5215.17A, AIR-7.3 will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after effective date unless reissued or cancelled prior to the 5-year anniversary date, or an extension has been granted.



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Releasability and Distribution:

This instruction is not cleared for public release. Electronic only via the NAVAIR Directives Web site at: <https://directives.navair.navy.mil>.