AFSC 63A4, Staff
AFSC 63A3, Qualified
AFSC 63A1, Entry

★**ACQUISITION MANAGER**
(Changed 31 Oct 23)

1. Specialty Summary. Manages defense acquisition programs covering every aspect of the acquisition process, including integrating engineering, program control, test and deployment, configuration management, production and manufacturing, quality assurance, and logistics support. Performs functions essential to acquisition programs involving major defense acquisition programs and other than major systems or subsystems. Performs acquisition support roles. Related DoD Occupational Group: 280400.

2. Duties and Responsibilities:

2.1. Plans and organizes acquisition management activities. Plans, organizes, and develops program management techniques, and establishes internal controls to manage acquisition programs and support functions. Determines organizational structure, personnel, training needs, and security requirements. Establishes performance standards, work schedules, and priorities. Develops, reviews, coordinates, and executes acquisition management plans to support daily operations, contingencies, and war fighting capabilities.

2.2. Directs acquisition management activities. Supervises, manages, and administers all aspects of acquisition programs. Includes direction and participation to establish military, economic, and technical bases for acquisition programs in conceptual phases and throughout the validation, engineering and manufacturing, production, and deployment phases of an acquisition life cycle. Manages cost, schedules, performance, and supportability of acquisition programs, discrete portions of programs, or support activities.

2.3. Coordinates acquisition management activities. Advises commanders and staff on status and progress of acquisition programs. Coordinates with commander, staff, and units to develop and execute acquisition program plans and schedules. Serves as project manager having cost, schedule, logistics, and engineering responsibilities for a discrete portion of a program, either hardware or software. Manages systems integration activities, including identifying and resolving subsystem, hardware and software interface, or logistics problems to support optimum system design. Performs integrated logistics support engineering and planning tasks.

2.4. Performs program management functions. Manages tasks associated with engineering, program control, configuration management, test, manufacturing and quality assurance, and integrated logistics support. Responsive to user environment, concerns, and requirements. Coordinates with users to translate operational requirements and system design into definitive subsystem and equipment acquisition programs. Manages program progress to ensure availability of operable and supportable subsystems and equipment. Makes changes to acquisition program to achieve desired outcomes.

3. ★Specialty Qualifications:

3.1. Knowledge. Knowledge is mandatory of: DoD and Air Force system, subsystem, and equipment acquisition program management philosophy, policies, and procedures applicable through several phases of an acquisition life cycle; and program management procedures pertinent to development, procurement, production, logistics support, and techniques of employment for the system being acquired.

3.2. Education. For entry education requirements see Appendix A, 63A CIP Education Matrix.

3.3. Training. Completion of Defense Acquisition university (DAU) Fundamentals of Systems Acquisition Management 9ACQ 101) is required for all ranks. The Air Force Institute of Technology (AFIT) School of Systems and Logistics Fundamentals of Acquisition Management (FAM 104) is only required for officers in the rank of O-1 to O-4. Previous attendance in AETC's Acquisition Fundamentals course (L30QR63A1), AFIT's FAM 101, FAM 102, FAM 103, or DAU's ACQ 101also qualifies members for upgrade to the fully qualified level.

3.4. Experience. For award of 63A3 AFSC, a minimum of 24 months of experience in a 63A3 position or a Defense Acquisition Workforce Improvement Act (DAWIA) Level 2 certificate in Program Management is mandatory.

3.5. ★(USSF only) For award and retention of these AFSCs, specialty requires routine access to Tier 5 (T5) information, systems or similar classified environments and completion of a current T5 Investigation IAW DoDM 5200.02_AFMAN 16-1405, Air Force Personnel security clearance has been granted according to DoDM 5200.02_AFMAN 16-1405.