



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
ACQUISITION LOGISTICS AND TECHNOLOGY
103 ARMY PENTAGON
WASHINGTON DC 20310-0103

SFAE-CM

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Inclusion of Key Performance Measures in Annual Employee and Supervisor Objectives for Army Acquisition, Logistics and Technology Workforce Members

The Defense Acquisition Workforce Improvement Act (DAWIA) of November 1990, and subsequent amendments, mandates the professional career development of military and civilian Acquisition, Logistics and Technology (ALT) workforce members. Congress intended that DAWIA would improve the effectiveness of military and civilian personnel who manage and implement defense acquisition programs. The Under Secretary of Defense (Acquisition, Technology and Logistics) confirmed his commitment to this legislative intent when he identified his first goal as the development of a "High Performing, Agile and Ethical Workforce."

I, too, am committed to the continued development of the U.S. Army's ALT workforce and have captured this objective in one of my key strategic objectives: "To Shape a Relevant and Ready Acquisition Workforce." Successful attainment of this objective requires commitment from the entire ALT military and civilian workforce to comply with education, training, and experience requirements within the allotted timeframe. Compliance with these standard requirements helps grow an agile, efficient and knowledge enabled workforce.

My Director for Acquisition Career Management reinforced the Army's commitment to these requirements in his memorandum dated October 12, 2006 entitled "Enforcement of Mandatory Certification Requirements Relating to Acquisition Workforce and Corps Members." This memorandum established incremental milestones for achievement of certification compliance for the Army ALT workforce. I will share the Army's progress in achievement of full compliance with certification requirements with the DoD Senior Steering Board.

This investment in our workforce will have long-term payoffs. It will enhance workforce efficacy and morale and help attract and retain future talent. I am now directing that specific elements be included on all of your ALT workforce members' (employees and supervisors) support forms and resultant performance evaluations to support acquisition certification requirements.

Effective the beginning of the next rating cycle (no later than second quarter, fiscal year 2007), include the required Key Performance Measures (KPMs) (Enclosure) in all ALT employee and supervisor performance evaluation plans regardless of the civilian performance evaluation systems in which you participate. For military workforce members and supervisors, the KPMs must be included and addressed in military support forms and in the resultant Officer Evaluation Report. Although each of these objectives should be weighted appropriately in relation to the individual's other objectives, it is recommended that these objectives should each be weighted at no less than 10 percent.

Employees and supervisors are encouraged to communicate openly to discuss Army and organizational needs. All ALT workforce members require an Individual Development Plan (IDP) to document individual aspirations and career opportunities. All ALT workforce members must achieve appropriate acquisition certification within 24 months of assignment to the acquisition position. The IDP will document the timeline to pursue certification. While position certification remains the highest priority, each ALT workforce member is also required to acquire the goal of a minimum of 40 Continuous Learning Points (CLPs) every fiscal year and a mandatory 80 CLPs within two years. Continuous learning activities ensure that acquisition professionals develop and stay current in leadership, disciplinary and functional skills that augment the minimum education, training, and experience standards established for certification purposes for their respective acquisition career fields. This augmentation of minimum career program standards provides for career-long learning.

I will be reviewing compliance to the above requirements as well as the inclusion of the KPMs for all ALT workforce members at both the employee and supervisory levels and will hold my acquisition leadership accountable. I also expect each Program Executive Officer and my direct reporting Program Management Offices to support and encourage acquisition workforce members to apply for the many acquisition leadership training and other learning activities available once they are appropriately certified for the position encumbered. I expect at least five percent of the ALT workforce in each organization to apply for acquisition training, education, or activities such as those found in the Army's Acquisition Education Training and Experience Catalog (<http://asc.army.mil/pubs/aete/default.cfm>). I encourage your increased support for participation in these opportunities and expect you to share with me your progress in achieving this objective.

The U.S. Army Acquisition Support Center point of contact for this policy is Ms. Mary McHale, (703) 805-1234, DSN 655-1234, or e-mail: mary.mchale@us.army.mil.

Claude M. Bolton, Jr.
Assistant Secretary of the Army
(Acquisition, Logistics and Technology)

Enclosure

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KEY PERFORMANCE MEASURES (KPMs)

The following language is to be included in the performance objectives for all supervisors assigned to Program Executive Offices and Direct Reporting Program Management Offices irrespective of the civilian performance evaluation system in which you participate. For those organizations under the National Security Personnel System (NSPS), this supervisory objective may best align with the contributing factor of Leadership; however, each addressee may make its own determination where to incorporate and the weight to be assigned. Due to space constraints in NSPS documentation, the content below may need to be compressed:

Reviews, discusses and updates the Individual Development Plan (IDP) with all assigned military and civilian Acquisition Logistics & Technology (ALT) workforce members at counseling milestones to include as a minimum: initial performance review, interim review and end of cycle review. Ensures that IDPs include the timeline for attainment of acquisition certification within 24 months of assignment to the encumbered acquisition position and at the appropriate level (I, II, or III), if applicable, and ensures completion and documents the IDP for the achievement of 80 Continuous Learning Points within the two-year cycle for all assigned ALT workforce members. These activities are accomplished for at least 65 percent of assigned ALT workforce members during the initial rating period, with improvement expected in future rating cycles.

The following language is to be included in performance objectives for all employees (supervisory and nonsupervisory) assigned to Program Executive Offices and Direct Reporting Program Management Offices. For those organizations under the NSPS, this objective may best align with the contributing factor of Technical Proficiency; however, each addressee may make its own determination where to incorporate and the weight to be assigned. Due to space constraints in NSPS documentation, the content below may need to be compressed:

Reviews, discusses and updates the Individual Development Plan (IDP) with the supervisor at counseling milestones to include as a minimum: initial performance review, interim review and end of cycle review. Ensures that IDP include the timeline for attainment of acquisition certification within 24 months of assignment to the encumbered acquisition position and at the appropriate level (I, II, or III), if applicable, and ensures completion and documents the IDP for the achievement of 80 Continuous Learning Points within the two-year cycle.