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ACQUISITION LOGISTICS AND TECHNOLOGY
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WASHINGTON DC 20310-0103

SFAE-CDD

JAN 27 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Director of Army Acquisition Corps Memorandum #7 – Acquisition Workforce Standards

1. References:

- a. Director, Acquisition Career Management Memorandum, subject: Enforcement of Mandatory Acquisition Certification Requirements, 18 August 2010.
 - b. Title 10, United States Code (U.S.C.), Title 10 U.S.C. Sections 1732 and 1734, Chapter 87.
 - c. Department of Defense Directive 5000.52, The Defense Acquisition, Technology, and Logistics Workforce Education, Training, and Career Development Program, 12 January 2005.
 - d. Department of Defense Instruction 5000.66, Operation of the Defense Acquisition, Technology, and Logistics Workforce Education, Training, and Career Development Program, 21 December 2005.
 - e. Department of Defense, "A Desk Guide for Acquisition, Technology and Logistics Workforce Career Management," 10 January 2006.
 - f. Army Supplement to the Department of Defense "A Desk Guide for Acquisition, Technology and Logistics Workforce Career Management," 1 September 2010. http://asc.army.mil/docs/pubs/Army_Supplement_DOD_Desk_Guide_ALT.pdf.
 - g. Department of the Army Acquisition Career field Certification Policy and Procedures dated 1 June 2010.
 - h. Department of the Army Continuous Learning Policy and Implementation Guidelines, 11 April 2011.
2. On 18 August 2010, I signed a memorandum enforcing mandatory acquisition certification requirements (reference a). To date, there has been much progress with regard to meeting certification rates, establishing and updating individual development plans (IDP), and satisfying continuous learning point (CLP) requirements. In October

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2007, the Army's certification rate was 41.4 percent. In August 2010, the certification rate was 55.4 percent. Today, the rate has increased to 64.6 percent.

3. To ensure continued progress is made, I am implementing new metrics. Though our ultimate goal is 100 percent compliance, the new standards give me a better understanding of those acquisition personnel who are within the required grace period and those who are outside of that window. The new standards are listed below.

a. Certification Standard. All Army Acquisition, Logistics and Technology (AL&T) workforce members are required to meet their respective career field certification requirements in accordance with references a through g. Upon assignment to their position, AL&T workforce members must meet certification requirements within the period of time specific to their acquisition career field; otherwise, a waiver must be initiated. The AL&T workforce members with approved waivers will be granted an additional 12 months to complete their certification requirements. An approved waiver extends their grace period, but does not waive the requirement that workforce members complete their certification requirements. Employees who fail to achieve their certification requirements, within their authorized grace period, shall be subject to personnel actions. Acquisition certification standards are published annually and maintained on the Defense Acquisition University (DAU) website; located at <http://icatalog.dau.mil>.

(1) For the total AL&T workforce: 90 percent certified or within the grace period.

(2) For AL&T workforce members in Key Leadership Positions (KLPs): 100 percent certified or within the grace period.

(3) For AL&T workforce members in Critical Acquisition Positions (CAPs) (not KLPs): 95 percent certified or within the grace period.

(4) For AL&T workforce members in non-CAPs: 90 percent certified or within the grace period.

b. IDP Standard. Supervisors and workforce members will ensure that their IDPs are current and updated every six months at a minimum or more frequently as needed. I expect supervisors to ensure 95 percent of subordinates' IDPs are discussed and updated every 6 months with a goal of 100 percent. Requests for an employee not to attend scheduled training for meeting certification or CLP requirements must be submitted to the Director Acquisition Career Management (DACM) for approval. Such request shall include a detailed description of why the subject employee will not be able

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to attend the scheduled training. The DACM shall consider such requests based on exigent or exceptional circumstances that prevent the employee's nonattendance.

c. *CLP Standard.* The current CLP cycle began on 1 October 2010 and runs through 30 September 2012. Each AL&T workforce member must work toward a goal of attaining 80 CLPs by 30 September 2012. The 80 CLP cycle repeats every two years. I expect supervisors to be actively engaged to ensure employees meet this requirement. CLPs must be leadership or acquisition-related.

I will track CLP progress using the following standards:

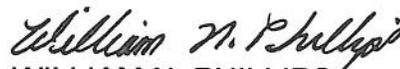
(1) 70 percent of the workforce achieving the standard (40 CLPs) by 30 September of the mid-point of the two-year cycle.

(2) 95 percent of the workforce achieving the standard (80 CLPs) by 30 September of the end of the two-year cycle.

4. I challenge organizations to achieve excellence and set 100 percent as the goal to attain in all three areas. Teamwork, communication, and direct leader involvement are essential to achieve these standards. Supervisors and employees at all levels must work together so that we can continue to grow and develop future military and civilian acquisition leaders and improve our core competencies and acquisition workforce outcomes.

5. Activities and organizations are reminded to meet all statutory labor relations obligations in the implementation of this policy.

6. My point of contact is Ms. Joan Sable, commercial (703) 805-1243, DSN 655-1243, or e-mail: joan.l.sable@us.army.mil.



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Director, Acquisition Career Management

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