



Career Development: A Quick Reference Guide

for the U.S. Army Acquisition, Logistics,
and Technology Workforce



OVERVIEW



U.S. Army Acquisition Corps

- **MISSION** — To support Soldiers by continuously improving our Army's combat capability, and by developing the critical systems and services that enable our Army to meet its nonnegotiable contract to fight and win our Nation's wars.
- **VISION** — To be the premier developer of a strategically responsive force armed with the combat capabilities necessary to dominate across the full spectrum of operations.

U.S. Army Acquisition Support Center (USAASC)

- **MISSION** — To support the Army's acquisition mission with superior personnel development systems and management support capabilities, enabling the most effective and efficient equipping of the Nation's forces while maintaining an internal culture of constant organizational improvement.
- **VISION** — To be recognized as the premier agency providing seamless support to the Army and Army acquisition community through superior leadership, professionalism, quality, competence, and commitment.

ARMY ACQUISITION, LOGISTICS, AND TECHNOLOGY (AL&T) WORKFORCE



Per the requirements set by the Defense Acquisition Workforce Improvement Act (DAWIA), each member of the AL&T Workforce must be certified in his or her position within 24 months of assignment to that position. The Department of Defense has established mandatory certification standards to guide workforce members at all levels toward achieving this goal. The USAASC is primarily responsible for providing professional development, training, and certification support to the AL&T Workforce. The Army Director, Acquisition Career Management (DACM) expects full certification compliance.

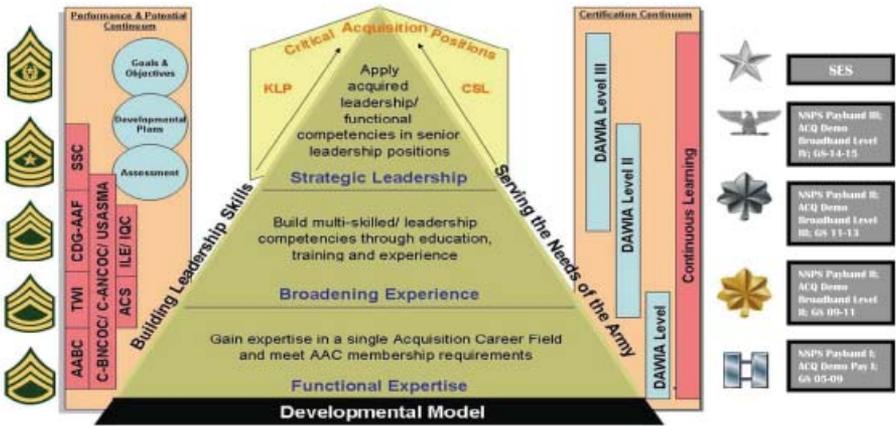
This booklet provides an overview of USAASC's available resources to help AL&T Workforce members manage their careers and work toward satisfying their professional development requirements.

USAASC CAREER DEVELOPMENT PROGRAMS



USAASC offers several programs to assist in the education, training, and certification of AL&T Workforce members. For more information, please visit <http://asc.army.mil/career/programs>.

ACQUISITION CAREER DEVELOPMENT MODEL



ACQUISITION EDUCATION, TRAINING, AND EXPERIENCE (AETE) PROGRAMS FOR CIVILIANS

Please see the 2010 AETE Catalog for a full listing of all educational, training, and experiential opportunities: <http://asc.army.mil/career/pubs/aete>.

DEFENSE ACQUISITION UNIVERSITY SENIOR SERVICE COLLEGE FELLOWSHIP (DAU-SSCF)

The DAU-SSCF develops civilian acquisition leaders through a ten-month program conducted at Huntsville, AL; Warren, MI; and Aberdeen Proving Ground, MD. The program is designed to attract participants from local commuting areas and expose them to leadership training and learning opportunities in preparation for critical senior leadership positions, such as product and project managers, program executive officers, and other key leadership jobs. The program emphasizes leadership in acquisition with core elements in leadership, research, program management, and mentoring. SSCF graduates are assigned to positions of greater responsibility after completing the program. Each command is responsible for the placement of individuals endorsed and selected to attend the fellowship. The assignment process should be conducted six months after the individual endorsement and selection for participation in the program.

This program is designed for civilian workforce members at the grades of GS-14 and GS-15 or equivalent broad/pay bands within a Demonstration Project or the National Security Personnel System who have met their position certification requirement.

Please refer to the DAU-SSCF policy for additional program details: http://asc.army.mil/docs/policy/DAU_SSCF_Policy_Procedures.pdf. For more information, please call 703-805-1251.

NAVAL POSTGRADUATE SCHOOL (NPS)-MASTER OF SCIENCE IN PROGRAM MANAGEMENT (MSPM) (836)

The MSPM degree program focuses on management skills in an acquisition environment. The program requires students to take two courses per quarter for eight consecutive quarters over a 24-month period. The program is delivered exclusively over the Internet in two three-hour sessions per week during duty time. Students who complete the program earn an MSPM and Defense Acquisition University equivalency for PMT 352, LOG 304, SAM 201, SYS 201, and CON 101.

This program is designed for civilian workforce members at the grade of GS-11 and above or equivalent broad/pay bands within a Demonstration Project or the National Security Personnel System who have met their position certification requirement.

Please refer to the NPS-MSPM policy for additional details of the program: http://asc.army.mil/docs/policy/NPS_MSPM.pdf. For more information, please call 703-805-1251.

SCHOOL OF CHOICE (SoC)

The SoC is a highly competitive 18–24 month, full-time degree program that provides civilian members of the AL&T Workforce an opportunity to keep their current acquisition position while completing a bachelor's or master's degree during duty hours. The target audience for the SoC program is high-performing workforce members whose supervisors have identified them as demonstrating the potential for positions of increased responsibility and in need of higher education for career progression.

This program is designed for civilian workforce members at the grade of GS-11 and above or equivalent broad/pay bands within a Demonstration Project or the National Security Personnel System who have met their position certification requirement.

Please refer to the SoC policy for additional details of the program: http://asc.army.mil/docs/policy/SOC_policy_03082010.pdf. For more information, please call 703-805-1238.

ACQUISITION TUITION ASSISTANCE PROGRAM (ATAP)

The ATAP is a needs-based tuition assistance program for participants to obtain required business hours toward certification and Army Acquisition Corps membership and undergraduate or graduate degrees during non-duty hours. In addition, supervisors can approve applicants to attend courses during duty hours. Annually, the USAASC announces and conducts the ATAP selection process. All colleges and universities must be nationally accredited and offer degree programs in disciplines that underpin acquisition functions. Universities and colleges are restricted to those in the applicant's local commuting area or those available through distance learning.

This program is designed for civilian workforce members looking to further their educational pursuits. Bachelor's degree funding is open to any workforce member who has met his or her position certification requirement. Master's degree funding is designated for workforce members at the grade of GS-11 and above or equivalent broad/pay bands within a Demonstration Project or the National Security Personnel System who have met their position certification requirement with a minimum Level II certification.

Please refer to the ATAP Web page for additional details of the program: <http://asc.army.mil/career/programs/atap>. For more information, please call 703-805-1241.

<http://asc.army.mil>

COMPETITIVE DEVELOPMENT GROUP/ARMY ACQUISITION FELLOWSHIP (CDG/AAF) PROGRAM

The CDG/AAF program is a three-year professional and leadership developmental education and training program, offering expanded leadership education, leadership opportunities, and developmental assignments. Once selected, these high-potential professionals receive specialized cross-functional leadership training and advanced developmental assignments in various acquisition career fields (ACF).

This program is designed for civilian AL&T Workforce members at the grade of GS-12 and above or equivalent broad/pay bands within a Demonstration Project or the National Security Personnel System who are Level III certified.

Please refer to the CDG/AAF policy for additional program prerequisites and requirements: http://asc.army.mil/career/programs/cdgaaf/cdgaaf_docs.cfm. For more information, please call 703-805-1247.

EXECUTIVE LEADERSHIP PROGRAM-TEAM LEARNING EVENT (ELP-TLE)

The ELP-TLE is a course designed to review and discuss major issues impacting the AL&T Workforce, such as life-cycle management structure, leadership challenges, and the capital working fund. The program combines facilitators, industry-leading speakers, and dialogue between Assistant Secretary of the Army for Acquisition, Logistics, and Technology (ASAALT) and U.S. Army Materiel Command (AMC) senior leaders to promote better ways of thinking and doing business across the enterprise.

This program is by invitation only and is designed for AL&T general officers, Senior Executive Service members, promotable colonels, and identified high-performing GS-15s or equivalent broad/pay bands. Participants are invited by the ASAALT and AMC.

Please refer to the USAASC Programs Web page for additional details of this program: <http://asc.army.mil/career/programs/>. For more information, please call 703-805-1238.

EXCELLENCE IN GOVERNMENT FELLOWS (EIGF) PROGRAM-ACQUISITION CONCENTRATION

The EIGF acquisition program concentrates on e-government/information technology, financial management, and acquisition. It is a one-year program that provides leadership development for project managers and acquisition professionals. This hands-on, results-based leadership development program is a transformational experience that concentrates on leadership and management challenges specific to government. The program provides a unique, interactive, results-driven, and dynamic curriculum so that the fellows' experience transfers seamlessly to the workplace. In addition, fellows spend approximately three days every six weeks for seven sessions with their coaching teams.

This program is designed for civilian AL&T Workforce members at the grade of GS-13 and above or equivalent broad/pay bands within a Demonstration Project or the National Security Personnel System and who are certified in their current acquisition position.

Please refer to the EIGF policy for additional details of the program: http://asc.army.mil/docs/policy/EIGF_Policy.pdf. For more information, please call 703-805-1251.

FEDERAL EXECUTIVE INSTITUTE (FEI)-LEADERSHIP FOR A DEMOCRATIC SOCIETY

FEI is a program that focuses on leadership effectiveness at the executive level. Leadership means thinking beyond professional, functional, and organizational boxes by seeing the world outside the organization, out into the future, and then figuring out the right things to do (in contrast to doing things right, which is the important province of the manager). Leadership means exerting influence beyond where anyone has given you formal authority, and leadership for a democratic society means knowing how to do all of this in our unique political environment. This four-week course examines these types of issues. Graduates will gain a better understanding of themselves and of the context in which they work as executives. Participants will be asked to craft a leadership challenge for their organization to work on during their time at the FEI. Since communication is a challenge and a key function of executive leadership, participants will have a chance to get expert consulting on key issues from 60–70 other executives.

This program is designed for civilian AL&T Workforce members at the grade of GS-15 and above or equivalent broad/pay bands within a Demonstration Project or the National Security Personnel System and who are certified in their current acquisition position.

Please refer to the USAASC Programs Web page for additional details of this program: <http://asc.army.mil/career/programs/>. For more information, please call 703-805-3778.

CONGRESSIONAL OPERATIONS SEMINAR

Selected individuals attend a five-day acquisition-focused seminar conducted on Capitol Hill that provides mid- to senior-level civilian AL&T Workforce members a comprehensive look at congressional processes and procedures and how Congress affects the daily operations of every department and agency in the Executive Branch. Over the course of the week, participants hear from, and can ask questions of, members of Congress, congressional committees, state and local government officials, congressional staff, lobbyists, and news media representatives.

This program is designed for civilian AL&T Workforce members at the grade of GS-11 and above or equivalent broad/pay bands within a Demonstration Project or the National Security Personnel System and who are certified in their current acquisition position.

Please refer to the USAASC Programs Web page for additional details of this program: <http://asc.army.mil/career/programs/>. For more information, please call 703-805-1238.

ACQUISITION EDUCATION, TRAINING, AND EXPERIENCE (AETE) PROGRAMS FOR MILITARY

Please see the 2010 AETE Catalog for a full listing of all educational, training, and experiential opportunities: <http://asc.army.mil/career/pubs/aete>.

ADVANCED CIVIL SCHOOLING (ACS)

The Army's ACS provides opportunities for military AL&T Workforce officers to pursue advanced degree programs at civilian universities on a full-time, fully funded basis. Military officers pursuing full-time ACS are governed by Army Regulation 621-1, *Training of Military Personnel at Civilian Institutions*.

This program is designed for military AL&T officers at the grade of captain or above.

Please refer to the USAASC Programs Web page for additional details of this program: <http://asc.army.mil/career/programs/>.

NONCOMMISSIONED OFFICER (NCO) DEGREE COMPLETION PROGRAM (51C)

The Army's NCO programs provide opportunities for military AL&T Workforce NCOs to pursue a degree on a full-time, fully funded basis. Military NCOs pursuing a degree are governed by Army Regulation 621-1, *Training of Military Personnel at Civilian Institutions*.

This program is designed for military AL&T NCOs who are on active duty and have 15 years or less of Active Federal Commissioned Service.

Please refer to the USAASC Web page for additional details of this program: <http://asc.army.mil/career/programs/>.

MILITARY PROPONENCY-FUNCTIONAL AREA 51

Army Acquisition Basic Course (AABC)

The AABC program is designed to train officers, NCOs, and civilians for entry-level acquisition workforce positions by providing DAWIA Level I training in program management and contracting. This five-week, graduate-level course is designed to provide a broad spectrum of knowledge pertaining to the materiel acquisition process. It covers the legal and regulatory policies and objectives that shape the acquisition process and the implementation of these policies and objectives by the U.S. Army. Areas of coverage include the fundamentals of system acquisition management and contracting.

Acquisition Noncommissioned Officers Leadership Course (ANLC)

This one-week, performance-oriented course is designed to prepare sergeants first class and master sergeants for positions of responsibility as unit first sergeants and to perform both tactical and garrison-related unit first sergeant duties. ANLC is designed to provide leadership training to senior acquisition NCOs with a 51C Military Occupational Specialty.

Acquisition Intermediate Contracting Course (AICC)

AICC addresses the principles of the *Federal Acquisition Regulation* and *Defense Federal Acquisition Regulation*. The course describes how these regulations govern the management, performance, and administration of contracting functions for commodities, services, and construction, using acquisition procedures, negotiation, and other approved methods of contracting. This course provides DAWIA Level II training in contracting.

Acquisition Intermediate Program Management (AIPM) Course

AIPM prepares officers, noncommissioned officers, and civilians in the Army Acquisition Workforce for entry- and mid-level acquisition positions by providing DAWIA Level II training in program management. This three-week graduate-level course is designed to provide a broad spectrum of knowledge pertaining to the materiel acquisition process. It covers legal and regulatory policies and objectives that shape the acquisition process and the implementation of these policies and objectives by the U.S. Army. Areas of coverage include: program management, science and technology management, information technology, and systems engineering.

Army Intermediate Contracting Laboratory (AICL)

The AICL trains officers, NCOs, and civilians in contingency contracting and in how to use Procurement Desktop-Defense (PD2) software. This course is applicable for Contingency Contracting Teams; Directorates of Contracting at posts, camps, and stations; Contracting Offices within the Corps of Engineers; and other organizations using PD2 software. PD2 is a tool that supports all phases of the procurement cycle, from entering the customer's requirements to closing out or terminating the contract.

Active Duty Special Work (ADSW)

ADSW is designed to activate Army National Guard teams and U.S. Army Reserve teams with four to five Soldiers. This experience will provide the Soldiers with an opportunity to gain the needed field experience, thus reducing the risk to the contracting process. The program provides developmental opportunities for AL&T Workforce members to ensure solid leadership skills and career-broadening experiences that will prepare them to develop, design, deploy, acquire, field, and maintain all of the Soldier systems that will impact success in tactical, strategic, and operational environments. Teams will be activated through ADSW and gain one year of contracting experience prior to deploying. The teams work in a Director of Contracting/Acquisition Center/United States Property and Fiscal Office for one year prior to mobilizing to current operations.

Contracting Officer's Representative (COR) Course

The COR course is designed to help students become familiar with laws and regulations that govern the contracting process, with emphasis on the *Federal Acquisition Regulation* and *Defense Federal Acquisition Regulation*. Discussions focus on services, supplies, medical, and construction contracts.

Functional Area (FA) 51 Intermediate Qualification Course (IQC)

FA 51 IQC is designed for U.S. Army Acquisition Corps officers (Year Group 94 and subsequent), in conjunction with the Army's Core Intermediate-Level Education, to obtain Military Education Level 4. IQC is a four-week course.



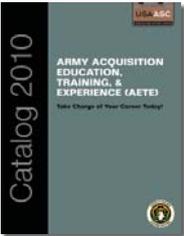
Acquisition Career Management Advocate (ACMA) Handbook

The ACMA Handbook provides ACMAs with the tools they need to communicate with and support the AL&T Workforce. It is developed especially for the interests and needs of the ACMAs and covers a variety of ACMA-specific topics, including roles and responsibilities. The handbook also describes the tools available

to ACMAs to help accomplish their mission. To download, please visit: <http://asc.army.mil/career/pubs/acma/>.

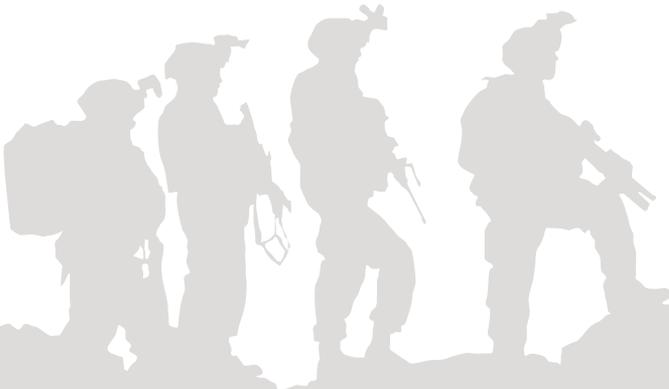
Acquisition Education, Training, and Experience (AETE) Catalog

The AETE catalog serves as an important reference for career development information. It outlines all training, education, and experience opportunities available for military and civilian personnel in, or seeking to become a part of, the ACF. To download, please visit: <http://asc.army.mil/career/pubs/aete/>.



Supervisor Outreach Program Quick Reference Guide

This guide provides general acquisition career management information that will help AL&T supervisors facilitate the career advancement of their employees and will provide the tools necessary for all employees to reach their full potential. To download, please visit: <http://asc.army.mil/career/pubs/so/>.



YOUR ACQUISITION CAREER

Military Steps to Planning Your Acquisition Career

The following outlines the steps important to acquisition career development for military personnel. While many of the steps will overlap, they are generally sequentially ordered. For more detailed information, please visit <http://asc.army.mil/career/military.cfm>.



1. Contact your Assignment Officer.
2. Attend Functional Area/Military Occupational Specialty Training.
3. Determine career objectives.
4. Evaluate Advanced Civil Schooling or degree-completing opportunities.
5. Refer to the Development Model in the Acquisition Career Development Plan.
6. Prepare an Individual Development Plan.
7. Become certified in your primary acquisition career field.
8. Commence career-broadening activities.
9. Meet U.S. Army Acquisition Corps membership requirements and apply for membership.
10. Participate in continuous learning activities.
11. Be aware of the various promotion, school, and command boards.
12. Complete Command and General Staff College.
13. Compete for acquisition command and product manager positions (LTC).
14. Compete for Senior Service College (LTC/COL).
15. Compete for centrally selected list acquisition director and project/product manager positions (LTC/COL).

Note: All officers and noncommissioned officers (NCOs) in the Army are eligible to join the AL&T Workforce. Officers support all phases of the acquisition life-cycle process. They also operate in the contingency contracting field. The primary overall objective is to provide rapid delivery of goods and services in direct support of operational requirements. NCOs typically operate in the contingency contracting field.

YOUR ACQUISITION CAREER

Civilian Steps to Planning Your Acquisition Career

The following provides an overview of the steps that are important for civilian personnel to follow in their acquisition career development. For more information, please visit <http://asc.army.mil/career/civilian.cfm>.



1. Determine if you are in an AL&T Workforce position.
2. Be aware of how your acquisition career field (ACF) fits into the workforce.
3. Contact and regularly consult with your Acquisition Career Manager.
4. Prepare an Acquisition Career Record Brief.
5. Consult the Development Model in the Acquisition Career Development Plan.
6. Prepare an Individual Development Plan.
7. Become certified in your primary ACF.
8. Pursue career-broadening activities.
9. Obtain an individual assessment of your strengths and weaknesses in terms of leadership competencies.
10. Be aware that various boards and competitive development programs will require submission of a Senior Rater Potential Evaluation for GS-13/14/15 applicants (or broad/pay band equivalents).
11. Apply for the Competitive Development Group/Army Acquisition Fellowship Program.
12. Join the U.S. Army Acquisition Corps.
13. Apply for centrally selected list acquisition director and project/product manager positions.
14. Apply for the Senior Service College (SSC) or SSC Fellowship Program.
15. Participate in continuous learning activities.



CONTACT INFORMATION

Civilian

If you are an Army acquisition civilian needing assistance, please visit the following link for a list of your servicing Acquisition Career Managers: <http://asc.army.mil/contacts/acms.cfm>.

Military

If you are active duty military personnel and would like more information on acquisition career development, please visit the following link for a list of contacts at the Human Resources Command: https://www.hrc.army.mil/site/protect/branches/officer/FS/Acquisition/Acquisition_Contact_Information.htm.

<http://asc.army.mil>

