

**Army Supplement to the Department of Defense  
Desk Guide for Acquisition, Technology, and  
Logistics Workforce Career Management**

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**Deputy Director, Acquisition Career Management**  
**01 September 2010**

# **ARMY SUPPLEMENT TO THE DOD DESK GUIDE FOR ACQUISITION, TECHNOLOGY, AND LOGISTICS WORKFORCE CAREER MANAGEMENT**

## **FORWARD**

The Defense Acquisition Workforce Improvement Act (DAWIA), enacted as part of the Fiscal Year 1991 Defense Authorization Act and modified in following years, focused heavily on a systematic approach to professionalize the Department of Defense (DoD) Acquisition Workforce. DAWIA and its implementing documents address specific position, experience, education, and training requirements. Within the Department of the Army, the Director for Acquisition Career Management (DACM) is responsible, by law, for implementation of Army Acquisition, Logistics and Technology (AL&T) Workforce education, training and career development. The DACM's implementation strategy includes high quality education, training, and other career broadening programs to enhance the AL&T Workforce member's technical competencies and leadership skills.

To that end, a major challenge for today's Army is to integrate military and civilian AL&T Workforce members' education, training, and career development into the mission of the organization. Organizations will derive great benefits from helping people achieve their potential through these means.

Commanders and managers at all levels must possess a clear understanding of their roles and responsibilities in AL&T Workforce members' education, training, and career development. These activities for AL&T Workforce members must become a part of the organization's stated mission. Organizations are expected to plan for and release AL&T Workforce members for mandatory and other training, education, and developmental opportunities which will enable them to better accomplish the Army's mission.

Military acquisition career development is addressed in DA Pamphlet 600-3, "Commissioned Officer Professional Development and Utilization." Military supervisors who manage AL&T Workforce members will have, as part of their Officer Evaluation Report (OER) Support Form, a major performance objective for Army Acquisition Corps (AAC) members' career development. Military career development initiatives will be worked in conjunction with the applicable policies established under this document.

For both military and civilians, the vehicle to achieve a systematic approach to career development is the use of the Individual Development Plan (IDP). DoD 5000.52, "Defense Acquisition, Technology and Logistics Workforce Education, Training, and Career Development Program," mandates an IDP for each civilian Acquisition, Technology & Logistics Workforce member. This Supplement establishes Army policy which requires each civilian AL&T Workforce member to have a five-year IDP, which must be updated annually. The IDP will include training and education needs to ensure each employee is certified in the current position category at their required level.

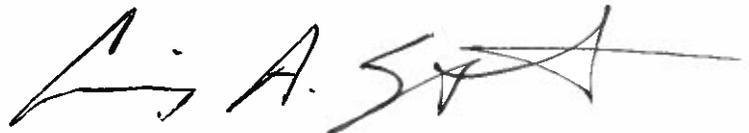
Supervisors and managers of civilian Army AL&T Workforce members will include IDP development and support to the member in accomplishing planned activities under the

overall objective of Organizational Management and Leadership in the Senior System, and Supervision and Leadership Responsibility in the Base System. Their accomplishments in this area will be assessed and the results reflected on their performance evaluation. Likewise, non-supervisory civilian AL&T Workforce members will be rated on the achievement of their AAC career development objectives.

It is vitally important that the Army culture view education, training, and career development as part of the organization's mission. A highly qualified AL&T Workforce is essential to meet the demands for personnel with highly technical skills and strong leadership abilities. The senior acquisition leadership in this Headquarters is committed to establishing a partnership to ensure that education, training, and career development as a mission is communicated and practiced throughout the Army AL&T community.

The U.S. Army Acquisition Support Center (USAASC) staff and the office of the Deputy DACM are dedicated and committed to working within the Army system to ensure that all AL&T Workforce members possess technical, leadership, and managerial skills, second to none, in the DoD. We look forward to working with you in this team effort.

Please ensure this Army Supplement to the DoD Desk Guide receives the widest dissemination to AL&T Workforce members as well as their civilian and military supervisors.

A handwritten signature in black ink, appearing to read 'Craig A. Spisak', with a stylized flourish extending to the right.

CRAIG A. SPISAK  
Deputy Director  
Acquisition Career Management

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# ARMY SUPPLEMENT TO THE DOD DESK GUIDE FOR ACQUISITION, TECHNOLOGY, AND LOGISTICS WORKFORCE CAREER MANAGEMENT

## 1.0 INTRODUCTION.

### 1.1 WELCOME.

This document serves as the Army Supplement to the “Department of Defense, A Desk Guide for the Acquisition, Technology, and Logistics Workforce Career Management,” hereinafter referred to as the DoD Desk Guide. This Supplement provides Army implementing policy, procedures and general guidance to the DoD Desk Guide. In doing so, it complements and supports the DoD Desk Guide in implementing the requirements of Title 10, United States Code, Chapter 87; the Defense Acquisition Workforce Improvement Act (DAWIA) of 1990; and its current amendments. It is topically organized similar to the DoD Desk Guide and is expected to be a living document, reflecting any changes that affect DoD Career Management topics.

This supplement applies to the following personnel:

- a) Department of the Army (DA) Acquisition, Logistics, and Technology (AL&T) Workforce members ( i.e., government civilians and military personnel assigned to designated AL&T positions).
- b) Individuals who would like to apply for AL&T positions.
- c) Managers and supervisors of AL&T Workforce members.
- d) Administrators of AL&T Workforce career management programs such as recruitment, selection, career development, retention, or strategic planning.

### 1.2 REFERENCES.

REG #	TITLE	DATE
USC Title 10, Chapter 87	Defense Acquisition Workforce Improvement Act (DAWIA), United States Code (USC), Title 10, Chapter 87	09 Jan 09
DoDD 5000.52	Defense AL&T Workforce Education, Training, and Career Development Program <a href="http://www.dtic.mil/whs/directives/corres/html/500052.htm">http://www.dtic.mil/whs/directives/corres/html/500052.htm</a>	12 Jan 05
DoDI 5000.66	Operation of the Defense AL&T Workforce Education, Training and Career Development Program <a href="http://www.dtic.mil/whs/directives/corres/html/500066.htm">http://www.dtic.mil/whs/directives/corres/html/500066.htm</a>	21 Dec 05

<b>REG #</b>	<b>TITLE</b>	<b>DATE</b>
DoD Desk Guide	Department of Defense – A Desk Guide for Acquisition, Technology, and Logistics Career Management <a href="http://www.dau.mil/workforce/Shared%20Documents/01-10-06%20ATL%20Workforce%20Desk%20Guide%20Issued%20Version%20with%20Forms.pdf">http://www.dau.mil/workforce/Shared%20Documents/01-10-06%20ATL%20Workforce%20Desk%20Guide%20Issued%20Version%20with%20Forms.pdf</a>	10 Jan 06
DFARS Subpart 201	Contracting Authority and Responsibilities <a href="http://www.acq.osd.mil/dpap/dars/dfars/pdf/r20091015/201_3.pdf">http://www.acq.osd.mil/dpap/dars/dfars/pdf/r20091015/201_3.pdf</a>	04 Oct 06
	Memorandum, Under Secretary of Defense for Personnel and Readiness, subject: Changes in Education Requirements for the Acquisition Workforce. <a href="http://akss.dau.mil/docs/Changes%20in%20Education%20Requirements%20for%20the%20Acquisition%20Workforce.doc">http://akss.dau.mil/docs/Changes%20in%20Education%20Requirements%20for%20the%20Acquisition%20Workforce.doc</a>	21 Mar 01
	Memorandum, Under Secretary Defense for Acquisition, Technology & Logistics (USD AT&L), subject: Continuous Learning Policy for the Department of Defense Acquisition, Technology, and Logistics Workforce (DoD AT&LWF) <a href="http://www.dau.mil/clc/Shared%20Documents/CL_Policy_Memo.pdf">http://www.dau.mil/clc/Shared%20Documents/CL_Policy_Memo.pdf</a>	13 Sep 02
	DoD Priority Placement Program Operations Manual <a href="http://dayton.cpms.osd.mil/public/manindex.cfm">http://dayton.cpms.osd.mil/public/manindex.cfm</a>	July 98
	DoD Qualifications Program Operations Standard for GS-1102 Occupational Series <a href="https://ww2.afpc.randolph.af.mil/resweb/docs/qualification%20standard%20for%20gs-1102.pdf">https://ww2.afpc.randolph.af.mil/resweb/docs/qualification%20standard%20for%20gs-1102.pdf</a>	24 Aug 01
AR 690-950	Civilian Personnel Career Management <a href="http://www.apd.army.mil/pdf/files/r690_950.pdf">http://www.apd.army.mil/pdf/files/r690_950.pdf</a>	31 Dec 01
Army DACM Memorandum	Enforcement of Mandatory Certification Requirements Relating to Acquisition Workforce and Corps Members <a href="http://asc.army.mil/docs/memos/DACM_certification_memo_06.pdf">http://asc.army.mil/docs/memos/DACM_certification_memo_06.pdf</a>	12 Oct 06

<b>REG #</b>	<b>TITLE</b>	<b>DATE</b>
	Memorandum, Office of the Assistant Secretary of the Army (Civilian Personnel Policy), subject: Section 808 of the Fiscal Year 2001 National Defense Authorization Act (NDAA), Public Law 106-398 <a href="http://cpol.army.mil/library/staff/stf_808_ndaa.html">http://cpol.army.mil/library/staff/stf_808_ndaa.html</a> <a href="http://cpol.army.mil/library/staff/stf_808_ndaa_att.html">http://cpol.army.mil/library/staff/stf_808_ndaa_att.html</a>	21 Mar 01
	Memorandum, Office of the Assistant Secretary of the Army for Acquisition, Logistics, and Technology (ASA(ALT)), subject: Delegation of Authority – Position and Tenure Requirements Waivers.	30 Jul 08
	Memorandum, Office of the Assistant Secretary of the Army for Acquisition, Logistics, and Technology (ASA(ALT)), subject: Delegation of Authority.	31 May 05

### **1.3 AL&T WORKFORCE RESOURCES.**

- a) USAASC Home Page: <http://asc.army.mil>
- b) Defense Acquisition University (DAU) Home Page: <http://www.dau.mil/>
- c) Career Acquisition Management Portal (CAMP): <https://rda.altess.army.mil/camp/>
- d) Acquisition Education, Training, and Experience (AETE) Catalog:  
<http://asc.army.mil/career/pubs/AET&E/default.cfm>
- e) DAU Fulfillment Program:  
<http://www.dau.mil/studentInfo/learning/DAUFulfillmentPgm.aspx>

### **1.4 KEY TERMS USED IN THIS GUIDE.** No change from DoD Desk Guide.

### **1.5 IMPLEMENTATION.**

#### **1.5.1 LABOR RELATIONS.**

Organizations are reminded to meet all statutory labor relations obligations in the implementation of this policy.

#### **1.5.2 EFFECTIVE DATE AND IMPLEMENTATION.**

This document supersedes all previous references to AL&T Workforce policies and procedures. In addition, this document is effective immediately and remains in effect until rescinded.

This supplement is published under the authority of DoD Instruction 5000.66 and the supplemental DoD Desk Guide.

**2.0 BACKGROUND - No change from DoD Desk Guide.**

**3.0 WHAT'S NEW OR DIFFERENT? - No change from DoD Desk Guide.**

#### **4.0 RESPONSIBILITIES.**

**4.1 AL&T WORKFORCE SENIOR STEERING BOARD** - No change from DoD Desk Guide.

**4.2 AL&T WORKFORCE MANAGEMENT GROUP** - No change from DoD Desk Guide.

**4.3 FUNCTIONAL ADVISORS** - No change from DoD Desk Guide.

#### **4.4 ARMY ACQUISITION EXECUTIVE (AAE).**

The AAE is responsible for the AL&T Workforce Education, Training, and Career Development Program within the DA. The AAE is also the Assistant Secretary of the Army for Acquisition, Logistics and Technology (ASA(ALT)). The AAE retains the authority to:

- a) Designate Key Leadership Positions (KLPs).
- b) Approve selections/slating for Program Executive Officers (PEO), Acquisition Senior Executive Service civilians, Centrally-Selected List Project/Product Managers (PMs)/Acquisition Commanders, and Deputy Project/Product Managers.
- c) Charter PEOs/PMs.
- d) Sign CSL PM and Tenure Agreements.
- e) Set KLP tenure requirements.
- f) Grant KLP position and tenure waivers.

#### **4.5 DIRECTOR, ACQUISITION CAREER MANAGEMENT (DACM).**

The DACM develops policy and carries out the program for the AAE. The DACM:

- a) Oversees the AL&T Workforce Career Management Program, including AL&T position accountability (e.g., position identification and validation, etc.).
- b) Maintains oversight and control of the process for assignment to acquisition positions.
- c) Provides guidance, consistent with references, that clearly identifies the AAC membership and position certification requirements for acquisition positions.
- d) Provides broad policy guidance on training matters associated with DAWIA implementation, including Defense Acquisition University (DAU) training and the Continuous Learning Program.
- e) Establishes programs to provide career development opportunities for the AL&T Workforce.

- f) In conjunction with Community Leaders, establishes forums (e.g., boards or working groups) and designates senior level representatives to provide advice on matters that affect the education, training, and career development of the AL&T Workforce.

#### **4.6 DEPUTY DIRECTOR, ACQUISITION CAREER MANAGEMENT (DDACM).**

Under the authority delegated by the DACM, the DDACM:

- a) Reports directly to the DACM.
- b) Responsible for the organization and daily management of the Army's Acquisition Career Management Program, to include the development and approval of policies and procedures.
- c) Ensures all major acquisition career management decisions are elevated to the DACM for resolution.
- d) Grants position and tenure waivers for all CAPs not specifically reserved for AAE and DACM approval.
- e) Establishes policy and procedures that provide a common foundation of knowledge necessary to ensure the validation of certification is consistent Army-wide and is in accordance with references.
- f) Signs certification certificates. Grants position and tenure waivers for all non-KLP Central Selection List (CSL) Critical Acquisition Positions (CAPs).
- g) Oversees the Acquisition Tuition Assistance Program (ATAP).
- h) Signs all AAC documentation: DD Form 2587 (Department of Defense Acquisition Corps – Certificate of Admission), AAC Certificates, and Welcome Letters.
- i) Establishes policy and procedures that provide a common foundation of knowledge necessary to ensure the validation of AAC membership and any waiver thereof is consistent Army-wide and is in accordance with references.
- j) Responsible for Acquisition Career Record Brief (ACRB) policy, procedures, instructions, and format.
- k) Approves AAC membership and assists the DACM and AAE in carrying out their responsibilities under DAWIA and is responsible for:
  - 1) Verifying AAC qualifications and processing the documents for accession into the AAC. All CAP selections are tentative until the review is complete and the DDACM has approved AAC membership.

- 2) Following the Army Waiver Guidance and Procedures for AL&T Workforce CAPs when waivers of AAC requirements are requested.

#### **4.7 FUNCTIONAL CHIEF REPRESENTATIVE (FCR) OR HIS/HER REPRESENTATIVE (FCRR).**

With assistance from the U.S. Army Acquisition Support Center (USAASC), the FCR/FCRR:

- a) Designates senior AL&T Workforce members, in their respective Acquisition Career Fields (ACFs), as Acquisition Functional Representatives (AFRs). He/she is also responsible for providing ACF-specific guidance to the Certifying Officials (COs).
- b) Defines criteria for designations of acquisition positions in their career fields and assists the DACM in oversight and control of these positions.

#### **4.8 ACQUISITION CAREER MANAGEMENT ADVOCATES (ACMAs).**

- a) Serves as the DACM's link to the AL&T Workforce in the field, and provides an opportunity for AL&T communities to express concerns affecting their workforce.
- b) Is expressly chartered by the DACM to perform specific AL&T Workforce related duties.
- c) Participates as an ACMA Executive Council member. The Council meets once a year at the AL&T Workforce Conference, or via video teleconference (VTC), with the DACM and DDACM to address any AL&T Workforce issues.
- d) Acts as a principal advisor to the DACM, acquisition leaders and the AL&T Workforce on matters related to acquisition career development policy, procedures, programs and management.
- e) Promotes and encourages acquisition career management functions in organizations in addition to the normal position responsibilities. The USAASC's Acquisition Career Managers (ACMs) are available at the Customer Support Offices (CSOs) to assist ACMAs with the execution of their roles/responsibilities.

#### **4.9 CHIEF, USAASC WORKFORCE MANAGEMENT DIVISION.**

- a) Serve as the Special Assistant for career management development to the DDACM Office.
- b) Manage the CSOs.
- c) Execute Career Field certification, Acquisition Corps Membership and waivers for DA Civilians.
- d) Interface with the U.S. Army senior leadership.

- e) Market acquisition career management training/opportunities/programs (ATAP, CDG, DAU, NPS, SSCF, and AETE).
- f) Provide career management advice and assistance to commands, PEOs, supervisors, and workforce members.
- g) Communicate acquisition career management policy and procedures from the U.S. Army Acquisition Support Center to the AL&T Workforce.

#### **4.10 ACQUISITION FUNCTIONAL REPRESENTATIVES (AFRs).**

- a) Certify all Army civilian non-acquisition individuals.
- b) Recommend approval/disapproval of questionable requests for certification, fulfillment and validation referred to them by a CO for Army civilian or military AL&T Workforce members and non-Army individuals who have been tentatively selected for a CAP.
- c) Provide the final approval/disapproval of an appeal to a denied request for certification or fulfillment referred to them by the appropriate CO.

#### **4.11 CERTIFYING OFFICIALS (COs).**

COs are responsible for validating, reviewing, and approving/disapproving requests for certification and fulfillment in all Acquisition Career Fields and levels, ensuring that requesting individual successfully meets all mandatory education, experience, training requirements.

#### **4.12 ACQUISITION CAREER MANAGERS (ACMs).**

- a) ACM contact information can be found at <http://asc.army.mil/contact/acms.cfm>
- b) ACMs support and promote USAASC policies and programs and provide assistance to the AL&T Workforce through supervisor outreach, career counseling, and assistance with certification requirements.
- c) The Acquisition Certification Manager for the U.S. Army Human Resources Command (HRC) Acquisition Management Branch (AMB) is responsible for active duty officers and non-commissioned officers (NCOs).
- d) ACMs are responsible for all civilian AL&T Workforce members.
- e) ACMs process and update ACRBs for all AL&T Workforce members.
- f) The Army National Guard (ARNG) Acquisition Management Office is responsible for ARNG officers and technicians.
- g) ACMs/Assignment Officers in U.S. Army HRC are responsible for officers in the US Army Reserves (USAR).

- h) ACMs process AAC membership requests as required by paragraphs 6.2 and 8.2 of this document.
- i) ACMs review all waivers and ensure that all documentation has been provided by the Civilian Personnel Advisory Center (CPAC) for requesting a waiver for an individual not meeting the AAC membership or acquisition position requirements, and has been tentatively selected for a CAP.
- j) Military certification managers process and update ACRBs, Officer Record Briefs (ORBs), Enlisted Record Briefs (ERBs) for active duty officers and non commissioned officers. They also sign as Certifying Official on certification requests for active duty officers and non commissioned officers.
- k) USAASC ACMs manage, process, update ACRBs for certification, board applications, and personnel actions, but only the sections that AL&T Workforce members cannot personally edit. ACMs assist supervisors and individuals in reviewing and improving their ACRBs.

**NOTE:** From this point forward, this document will collectively refer to ACMs, Assignment Officers, and the HRC Acquisition Certification Manager as ACMs or Reviewing Officials.

#### **4.13 SENIOR REGIONAL ACQUISITION OFFICERS (SRAOs).**

SRAOs are responsible for developing a professional development plan for acquisition officers within their assigned regions.

#### **4.14 NATIONAL GUARD AND ARMY RESERVE POINTS OF CONTACT (POCs).**

These POCs review AAC membership requests to ensure requirements have been met. They will provide a memorandum, a list of requestors, and a copy of the individual's acquisition documents to the NCR Customer Support Office. Once processed, the POCs will distribute official documents of record back to the individuals.

#### **4.15 ORGANIZATIONAL ACQUISITION POINT OF CONTACT (OAP).**

Each organization, defined by either UIC(s) and/or Org Code(s), will designate a POC responsible for providing status reports and compiling information required for data calls on AL&T Workforce members, as requested by their organization's leadership. (Access is restricted to the sponsoring organization's UIC(s) and/or Org Code(s) only.) In addition, the OAP is responsible for disseminating current information on programs, education, training, and competitive opportunities offered through the acquisition community, as well as provide broad acquisition career management guidance to their respective organizations. See Appendix O for more information.

#### **4.16 THE ASSISTANT ARMY G-1 FOR CIVILIAN PERSONNEL POLICY.**

The Assistant Army G-1 is responsible for overall civilian personnel policy in the Army and shall:

- a) Ensure that policy and procedures for selection to AL&T Workforce positions are consistent and comply with applicable laws, Office of Personnel Management (OPM) regulatory requirements, and overarching DoD and DA personnel policies and programs.
- b) Ensure dissemination of the policy and procedures and adherence to same by appropriate personnel organizations.
- c) Maintain the Headquarters, Department of the Army Defense Civilian Personnel Data System (DCPDS), which provides personnel documentation for inclusion into the Career Acquisition Personnel and Position Management Information System (CAPPMS).

#### **4.17 ACQUISITION COMMANDS AND ORGANIZATIONS.**

Identify AL&T Workforce positions in accordance with the DoD Desk Guide and guidance provided by the AAE, DACM, and DDACM and ensure adherence to policy.

#### **4.18 RECRUITING ORGANIZATION.**

The recruiting organization for a CAP position (when the individual does not meet Acquisition Corps (AC) membership requirements) shall submit a completed DD Form 2905 [Acquisition, Technology, and Logistics (AT&L) Workforce Position Requirement or Tenure Waiver] to the Civilian Personnel Advisory Center (CPAC), requesting a waiver to the AAC membership requirement for the tentative CAP selectee who is not currently an AAC member.

#### **4.19 CIVILIAN PERSONNEL ADVISORY CENTER (CPAC).**

The CPAC shall submit a complete and comprehensive waiver request package to the CSO for processing of any CAP selectee who is not currently an AAC member and does not meet the AAC membership requirements. The CPAC is responsible for obtaining an official signed copy of the tenure agreement from CAP/KLP selectees. They are also responsible for retaining the agreement and monitoring the obligation.

#### **4.20 FIRST LINE SUPERVISORS.**

First line supervisors have direct responsibility for ensuring their AL&T Workforce members' acquisition position requirements are met within the regulatory established timeframes ( i.e., within 24 months from the date of assignment to a position).

They are also responsible for properly identifying and coding acquisition positions and working closely with their employees to develop and maintain IDPs, ACRBs, ORBs, and ERBs. They should encourage their employees to update their IDP, ACRB (civilians), ORB (military officers), and ERB (military non-commissioned officers) at least annually and use these documents during the individual's performance review process.

#### **4.21 AL&T WORKFORCE MEMBERS.**

Individual AL&T Workforce members shall:

- a) Meet acquisition position requirements within the above established timeframes.

- b) Maintain accuracy and completeness of all acquisition records (i.e. IDP, ACRB, ORB, and ERB) when requesting certifications, AAC membership, Training with Industry (TWI)/Advanced Civil Schooling (ACS), and Military/Civilian boards. Each workforce member is responsible for his/her own career management.
- c) Update as much of the ACRB, ERB, or ORB allowed and contact a Regional ACM or Assignment Officer for further updates, according to the instructions found at <https://rda.altess.army.mil/camp/>. Any changes that a workforce member is unable to edit can be made by the appropriate ACM or Assignment Officer (ORB/ERB). Updates can be requested several ways; "pen and ink" changes on a signed ACRB or a downloaded, updated ACRB forwarded via individual's email. At a minimum, ACRBs should be updated annually as part of the annual performance review.
- d) Maintain a CAPPMS IDP. The IDP is a critical document in identifying and tracking an acquisition professional's career objectives in the areas of experience, education, and training. It is required that each Army AL&T Workforce member, whether military and civilian, shall complete an IDP regardless of grade, pay band equivalent or certification level. At a minimum, IDPs should be updated annually during performance evaluation reviews.
- e) Civilians should update their Official Personnel Files through their servicing CPAC/Civilian Personnel Operations Center (CPOC) by forwarding applicable documentation separately to their personnel file. ACRB updates do not automatically update the Official Personnel File. Military workforce members should contact their Assignment Officer or HRC-AMB ACM.

## **5.0 DESIGNATION AND CODING OF AL&T POSITIONS.**

### **5.1 STEPS FOR DESIGNATING AND CODING AL&T POSITIONS.**

**5.1.1 STEP 1: ACQUISITION DEFINITION** - No change from DoD Desk Guide.

**5.1.2 STEP 2: POSITION CATEGORY DESCRIPTIONS** - No change from DoD Desk Guide.

**5.1.3 STEP 3: AL&T CAREER FIELD CERTIFICATION REQUIREMENT** - No change from DoD Desk Guide.

#### **5.1.4 STEP 4: CRITICAL ACQUISITION POSITION (CAP).**

In addition to the DoD Desk Guide, the following Army specific guidance is given on the designation of CAP positions:

- a) All Army Acquisition SES positions.
- b) All Army Acquisition CSL positions.
- c) Deputy Project Managers, Deputy Product Managers, Project Directors, Deputy Project Directors, Product Directors, and Deputy Product Directors.
- d) All Officers in the rank of O-5 and above.
- e) All supervisory Army Acquisition civilians in grades GS-14 and 15 (or Broadband/Pay band equivalents).

In addition to the mandatory positions above, organizations have the latitude to designate additional CAPs, provided they are at least a GS-14 (or Broadband/Pay band equivalent).

Commands and organizations that identify such positions must change the Acquisition Position Type (APT) code within the Defense Civilian Personnel Data System (DCPDS) to reflect a CAP. It is each organization's responsibility to ensure that all of these designations are properly coded and subsequently updated in the DCPDS.

Although organizations may request position designation changes via DCPDS, the AAE retains overall responsibility for the Army's designation of AL&T positions.

The following CAP requirements apply to incumbents and are consistent across the DoD:

- a) Individual must be a member of the AAC.
- b) Individual must achieve Level III certification within 24 months of placement into a CAP.

- c) Individual must execute a three-year tenure agreement (see DD Form 2888 (Critical Acquisition Position Service Agreement)).
- d) Individuals who are not AAC members must obtain approval of a position requirements waiver to occupy a CAP (DD Form 2905 (Acquisition, Technology, and Logistics (AT&L) Workforce Position Requirements or Tenure Waiver)). See Appendix H. This waiver does not grant membership into the AAC but allows the individual to occupy a CAP for a specific period of time. The waiver is position-specific and must be approved prior to the individual being assigned to the position. This waiver does not transfer to future assignments or future incumbents of the position.
- e) AL&T Workforce members must obtain 80 Continuous Learning Points (CLPs) within the established two-year cycle. It is recommended that AL&T Workforce members earn 40 points per year.

Individuals should achieve Level III acquisition certification prior to assignment to a CAP. If the individual is not Level III certified within 24 months of placement in a CAP, the individual's supervisor is responsible for submitting a position requirements waiver to the NCR Customer Support Office for review. The waiver may or may not be granted. This waiver does not grant certification but allows the individual to occupy the position while pursuing the necessary certification. The AL&T Workforce member and his/her supervisor shall document on the IDP how and when the certification requirements will be met. The individual's supervisor is responsible for ensuring that certification is achieved or move the AL&T Workforce member to a non-CAP.

#### **5.1.5 STEP 5: KEY LEADERSHIP POSITION (KLPs).**

KLPs, a subset of CAPs, were established to identify positions that require special AAE and USD(AT&L) attention with regard to qualifications, accountability, mobility and tenure. The AAE designates KLPs and the USD(AT&L) approves them.

**5.1.6 STEP 6: DETERMINE SPECIAL STATUTORY REQUIREMENTS** - No change from DoD Desk Guide.

**5.1.7 STEP 7: CODE THE POSITION** - No change from DoD Desk Guide.

## **6.0 AL&T POSITION REQUIREMENTS.**

### **6.1 AL&T CAREER FIELD CERTIFICATION – No change from DoD Desk Guide.**

### **6.2 ACQUISITION CORPS MEMBERSHIP.**

In addition to the DoD Desk Guide, the following Army specific guidance is given:

The National Defense Authorization Act for FY 2004, otherwise known as the DAWIA II, established a single Defense Acquisition Corps. The AAC falls under this Defense Acquisition Corps.

The AAC is a subset of the Army AL&T Workforce, and is comprised of accessed civilian and military personnel in the grades of Major and GS-13 or Broadband/payband equivalent and above. AAC membership is mandatory for all workforce members who occupy CAPs or KLPs.

There are two ways to become an AAC member:

- a) Way#1: Request AAC membership upon meeting the following requirements:
    - 1) Training: Level II certified in any Acquisition Career Field (ACF).
    - 2) Education: A baccalaureate degree from an accredited educational institution and one of the following:<sup>1</sup>
      - (a) 24 semester credit hours from among the following disciplines: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods and organization and management.
      - (b) 24 semester credit hours in current ACF or the ACF for the position for which tentatively selected, and 12 semester credit hours in the above listed disciplines.
- or
- (c) As an exception to education requirement, possess at least ten years of experience in acquisition positions as of 1 Oct 1991.
- 3) Experience: Four years of service in an acquisition position (government or industry). For the Army Civilian AL&T Workforce and ARNG, the ACRB and resume are used to determine months of creditable acquisition experience. Active

Note: <sup>1</sup> The semester credit hour requirement can be met with equivalent credit. This is interpreted to mean that the ACE recommended credit hours an applicant receives from attending DAU courses or other appropriate courses that have been reviewed by ACE can be used to meet this requirement. The DAU transcript or other appropriate documentation can be used as sufficient evidence.

Component Officers must upload their ORB. NCOs must upload their ERB. For USAR officers, the reviewer will review their files in the Army Reserve Acquisition Career Management Information System (ARACMIS) to determine their experience.

4) Grade/Rank requirement:

- (a) NCOs must be the grade of Master Sergeant (E8) or above.
- (b) Commissioned officers must be serving in the grade of Major or above.
- (c) General Schedule (GS) civilian employees must be in grade 13 or above.
- (d) Broadband/Payband civilian employees must:

- Occupy a position that is designated as requiring Level III certification or highest certification level identified for the acquisition career field,

or

- Earn a base salary, not including locality pay, at least equivalent to that of a GS-13, Step One employee.

b) Way #2: Army reciprocity policy accepts AC membership from other DoD services with appropriate documentation.

A position waiver may be granted to temporarily waive the AAC membership requirement. Waivers are assignment specific and allow an individual to occupy the position to which AAC membership was waived, but do not authorize accessing individual into the AAC until all requirements have been met. (Note: For waiver requirements policy and procedures, see section 9 and Appendix H.)

**6.3 TENURE AGREEMENTS FOR CAPs AND KLPs - No change from DoD Desk Guide.**

**6.4 SPECIAL STATUTORY REQUIREMENT - No change from DoD Desk Guide.**

**6.5 ASSIGNMENT SPECIFIC TRAINING.**

**6.5.1 CSL PROJECT MANAGERS.**

CSL Project Manager (Colonel/GS-15 or pay/broadband equivalent) shall attend, at a minimum, the following courses prior to assuming duties and receiving a charter for this position:

- a) Executive Program Manager's Course (PMT 402) and any prerequisites to PMT 402 mandated by DAU,
- b) Branch Pre-Command Course (branch of the project to be managed), and

- c) School for Command Preparation, Fort Leavenworth, KS (Pre-Command).

### **6.5.2 DEPUTY PROJECT MANAGERS.**

Each Deputy Project Manager will attend PMT 402 and any prerequisites to PMT 402 no later than twelve months after being appointed to this position, if they have not already attended. It is desirable for Deputy Project Managers to complete training prior to assuming their duties. The PEOs will ensure their Deputy Project Managers attend these courses.

### **6.5.3 CSL PRODUCT MANAGERS.**

Officers and civilians selected as a CSL Product Manager (Lieutenant Colonel/ GS-14 or broadband/payband equivalent) will attend, at a minimum, the following courses prior to assuming their duties:

- a) Program Manager's Course (PMT 401) and any prerequisites to PMT 401 mandated by DAU,
- b) Branch Pre-Command Course (branch of the project to be managed), and
- c) School for Command Preparation, Fort Leavenworth, KS (Pre-Command).

Selectees slated for a LTC/GS-14 or equivalent Product Manager position, who completed PMT 401 more than 24 months prior to scheduled change of charter, must attend PMT 402 prior to receiving a charter as a Product Manager.

Selectees who completed PMT 301 or PMT 302 are not required to complete Program Management Tools (PMT 250), Program Management Office Course (PMT 352A and B), or PMT 401. However, they must ensure these courses have been entered on either their ORB or ACRB and they must attend PMT 402 prior to receiving a charter as a Product Manager.

### **6.5.4 SELECTEES FOR OTHER CSL ACQUISITION KEY BILLETS.**

Selectees for other CSL Acquisition Key Billets, such as Test Center Directors or Acquisition Directors, shall satisfy the mandatory position requirements and attend the following courses in order to encumber the position:

- a) Branch Pre-Command Course (most relevant branch), and
- b) School for Command Preparation, Fort Leavenworth, KS (Pre-Command)

For PMT 402 (O6/GS-15), the prerequisites are PMT 401 or the predecessor PMT 302 (no longer offered).

- a) The DDACM may grant a waiver of the policy of attendance for PMT 402 to assigned DPMS with more than 24 months, if the PEO concurs.

- b) Assigned DPMs with less than 24 months and incoming DPMs will attend PMT 402 and the required prerequisite courses.

For PMT 401 and PMT 403 (O5/GS-14), the prerequisite is PMT 352B.

- a) Assigned DPMs who have attended PMT 301 or PMT 302 are not required to attend PMT 401.
- b) Assigned DPMs and incoming DPMs who have not attended PMT 301, PMT 302, or PMT 401 must take PMT 401 and the required prerequisite courses.
- c) Incoming PMs and DPMs who have taken PMT 301, PMT 302, or PMT 401 more than 24 months prior to assuming their new position must take PMT 403.

#### **6.5.5 POSITIONS DESIGNATED AS INTERNATIONAL ACQUISITION CAREER PATH (IACP).**

Current guidelines require that the IACP be applied to acquisition personnel within the program management career field to positions supporting international acquisition programs or technology projects for which more than 50 percent of the work is international-related. Here, “international-related” means:

- a) A program that has been designated by the USD(AT&L) or the AAE as an international program, or one that has high potential for future foreign military sales or international direct commercial sales.
- b) A program with a technology development strategy or acquisition strategy that identifies a potential international system or cooperative opportunity.
- c) An existing program with an international agreement that is pending or is in force.
- d) A program associated with an international sale, lease, or logistics support of U.S. defense equipment.

#### **6.5.6 DAU IACP TRAINING.**

The new program management IACP has three levels of international training courses offered at DAU. Three online training modules are required at Level I: *International Armaments Cooperation*, Parts 1, 2, and 3. Each self-paced module is approximately 2 hours in length. Level II training requires the completion of two additional online modules and two 1-week residency courses. The 2-hour online modules are *Information Exchange Program DOD Generic for RDT&E* [Research, Development, Test, and Evaluation] and *Technology Transfer and Export Control Fundamentals*. The residency courses are the *Multinational Program Management Course* (PMT 202) and *International Security and Technology Transfer/Control Course* (PMT 203). Level III of the Program Management IACP requires the completion of a 1-week residency course, *Advanced International Management Workshop* (PMT304). (The 2009 DAU Catalog, available at [www.dau.mil](http://www.dau.mil), contains the additional course training requirements for

the program management IACP.) It is important to note that these courses for the IACP are in addition to all training requirements for the program management career field.

**6.6 CONTINUOUS LEARNING REQUIREMENT** - No change from DoD Desk Guide.

**6.7 MOBILITY AGREEMENT.**

Mobility agreements are required for Acquisition SES positions, civilians occupying CSL positions, civilians occupying KLPs, and CSL personnel. The CSL board announcements provide guidance on the mobility requirements for these positions.

## **7.0 HOW TO OBTAIN AL&T EDUCATION, TRAINING, AND EXPERIENCE.**

In addition to the DoD Desk Guide, the following Army information is provided.

### **7.1 EDUCATION – ACQUISITION EDUCATION, TRAINING, AND EXPERIENCE (AETE) AND ACQUISITION TUITION ASSISTANCE PROGRAM (ATAP).**

#### **7.1.1 ACQUISITION EDUCATION, TRAINING, AND EXPERIENCE (AETE).**

The AETE Board Application announcement provides guidance on how to apply for those competitive opportunities listed in the AETE Catalog (see <http://asc.army.mil/career/programs/aete/default.cfm>) that are funded by the AAC. It outlines exactly which documents are required, how they should be completed, and how and where to apply. Applicants for AETE programs will use the Army Acquisition Professional Development System (AAPDS) to apply: <https://rda.altess.army.mil/camp/>.

All applications must include all required information and documentation so that board members have the appropriate information upon which to conduct an evaluation. It is important that all information be complete and accurate. Assistance in developing these documents or compiling an application can be obtained by contacting the responsible ACM or Acquisition Assignment Officer or the POC referenced in the announcement.

An AETE board will meet following each announcement closing date to consider eligible Army AL&T Workforce members for the various education, training, and experience opportunities. All training opportunities will be emailed to those eligible. In addition, all AETE opportunities are listed at <http://asc.army.mil/career/programs/aete/default.cfm>.

Questions on the AETE Board, application process, or individual status information should be directed to the responsible ACM or Acquisition Assignment Officer (see <http://asc.army.mil/contacts/acms.cfm> for a list of contacts), not the POC listed for the AETE Board.

#### **7.1.2 ACQUISITION TUITION ASSISTANCE PROGRAM (ATAP).**

The ATAP is designed for civilian AL&T Workforce members who wish to complete an undergraduate degree at an accredited college or university, or fulfill the business hour requirement of the career field certification requirements or the AAC membership requirements. This program is also available for civilian Level II certified workforce members in the grade of GS-11 (broadband/payband equivalent) and above who are interested in pursuing graduate studies at an accredited college or university in a business, scientific, or technical specialty.

AL&T Workforce members must be certified in their position of record to be eligible for any ATAP program. For more information on ATAP, visit the ATAP website at <http://asc.army.mil/career/programs/atap/default.cfm>.

## **7.2 TRAINING.**

This section addresses the Army's procedures for DAU course quotas and implementing instructions and guidelines for fulfillment. In addition it provides helpful hints in completing the fulfillment package.

### **7.2.1 ARMY COURSE QUOTA PRIORITIES FOR DAU TRAINING.**

- a) Priority 1: AL&T Workforce members who need the class for certification in the primary career field and level assigned to their current position. Civilians- this information is located on the ACRB in section one, or section nine top line APC. Military service members should contact their Assignment Officer.
- b) Priority 2: AL&T Workforce members who need the class for their primary career field but the class is above the primary level (position requires level II but level III classes are requested). For civilians, this information is located in section 1 of the ACRB. Military service members should contact their Assignment Officer.
- c) Priority 3: AL&T Workforce members who are requesting a course that is not in their primary career field.
- d) Priority 4: AL&T Workforce members who are requesting a refresher course, or who are already certified at that Career Level and have not previously taken the course.
- e) Priority 5: Non-AL&T Workforce members.

### **7.2.2 FULFILLMENT POLICY.**

The purpose of the Fulfillment Program is to enable AL&T and non-AL&T Workforce members under AT&L Workforce recruiting consideration, to receive credit for completion of mandatory DAU training courses for which they are able to demonstrate they have performed the required competencies.

DoD policies forms and standards can be found at <http://www.dau.mil/workforce/pdf/Fulfillment.pdf>. DAU periodically updates the competency standards as the course material changes. Some helpful hints for filling in the application are given at Appendix K.

## **7.3 EXPERIENCE.**

Army supplementing guidance to Alternate Experience Methods: Up to 12 months of training or education in the individual's primary acquisition career field may be counted toward meeting the experience standard for certification. However, it may not be substituted for the first year of acquisition experience.

## **8.0 HOW TO MEET AL&T POSITION REQUIREMENTS.**

### **8.1 AL&T CAREER FIELD CERTIFICATION PROCESS.**

In addition to guidance in the DoD Desk Guide, the Army certification policy and procedures include the following:

The USD(AT&L) approves the training, education, and experience required to meet the standards for certification in Acquisition, Logistics, and Technology career fields. Army commands and organizations determine the level (I, II, or III) of certification required for the acquisition positions based on the complexity of duties carried out in that category of positions. All CAPs and KLPs require Level III certification. This section establishes the policy and procedures through which the Army processes Acquisition certifications and amplifies USD (AT&L) guidance contained in the DoD Desk Guide.

#### **8.1.1 APPLICABILITY AND SCOPE.**

This chapter applies to those listed below seeking certification in any ACF at any level:

- a) Army civilian AL&T Workforce members
- b) Army civilian non-AL&T certification applicants
- c) Non-Army certification applicants (including private industry guests) *tentatively selected for an Army CAP* (see 8.1.f)
- d) Active Army, Army National Guard (ARNG), and USAR AL&T Workforce members
- e) Active Army military non-AL&T Workforce member applicants
- f) Non-Army individuals will not be considered for acquisition certification unless they have been tentatively selected for an Army CAP.
- g) Foreign Local National (FLNs) will not be certified in any ACF except for special circumstances in Contracting. AL&T positions do not include FLNs, therefore FLNs are not required to be certified in any ACF at any level. For more information, see USAASC policy memorandum, Department of the Army Foreign Local Nationals Policy and Procedures for Contracting Validation and Certification, dated 09 June 2009.

#### **8.1.2 CERTIFICATION POLICY.**

- a) Position certification must be obtained within 24 months of assignment to the position or a waiver must be initiated and approved for an additional 12 months. This date is based on how long the AL&T Workforce member has been in position(s) within the same career field and level required for his/her current position. The certification deadline date is obtained from the assignment history data in Section IX of the ACRB.
- b) Acquisition certification standards are published annually and maintained on the DAU

website ([www.dau.mil](http://www.dau.mil)). The DAU website is the official source of standards and is updated as needed.

- c) Army AL&T Workforce members must become certified in the ACF in which the encumbered position is designated and to the level for their current position before requesting certification in another ACF.
- d) Under the USD(AT&L) reciprocity policy, certifications issued by other military departments of the Secretary of Defense or Defense Agency Acquisition Corps are recognized with proof of certification, following the validation procedures.
- e) An individual may not be certified through a waiver. Certification may only be achieved by meeting the training, education, and experience standards required for each designated level in an ACF.
- f) The DoD Acquisition Career Management Mandatory Course Fulfillment Program enables AL&T Workforce members to receive credit for completion of mandatory DAU courses for which they can demonstrate competency in all specified areas. While fulfillment of DAU training is an alternative, course attendance is preferable.
- g) The DAU Catalog provides a listing of courses from other training providers that have been certified equivalent to the DAU curriculum courses. Equivalent courses may be credited in lieu of the mandatory DAU courses taken only during the dates indicated in the current on-line catalog.
- h) Up to 12 months of training or education in the individual's primary acquisition career field may be counted towards meeting the experience standard for certification. However, it may not be substituted for the first year of acquisition experience. Further, the same training and education utilized to obtain certification in one ACF may not be applied to meet the standards of an additional ACF.
- i) For civilians, experience standards require that individual positions occupied by an AL&T Workforce member must be identified and coded in Career Acquisition Personnel and Position Personnel Management Information System (CAPPMS) (Section IX of the ACRB) in order to meet the specialized experience requirement of the ACF. (For example, to obtain Level II Contracting certification, the position must have been coded with an APC of "C" for contracting for a minimum of 24 months in order to meet the specialized experience requirement.) Further, the same months of experience used to obtain certification in one ACF may not be applied to meet the standards of an additional ACF. AT&L military officers should consult the respective assignment officers for position and experience coding requirements for certification.
- j) When certification standards change, an individual certified at a particular level remains certified at that level, regardless of any new requirements made effective after the date of the certification.

- k) An individual must meet the current requirements for acquisition certification *at the time of the request*.
- l) Denial of a request for certification can be appealed within 30 calendar days of denial through a formal appeal process. Appeal determination is final.
- m) If a certification is found to have been erroneously granted, the CO will seek an independent review and decision from the USAASC Proponency Officer for the ACF in question. Due to this independent review, the USAASC Proponency Officer shall not be designated as CO. If the Proponency Officer agrees with the CO's decision, the individual is notified and no further action is required. If the Proponency Officer disagrees with the CO's decision, the Proponency Officer will forward the request to the FCR designee for a final decision.
- n) The system-generated certificate is the official certification document for civilians and military. The ARACMIS is the official certification documents for the military reservists. Individuals are responsible for retaining a copy of this official document in their personal records.
- o) With the completion of the Level III required DAU course in Program Management, credit is automatically granted for Program Management Level I and Level II courses in this and all other acquisition career fields.

### **8.1.3 RESPONSIBILITIES.**

The DDACM, under the authority delegated by the DACM, shall establish policy and procedures that provide a common foundation of knowledge necessary to ensure the validation of certification is consistent Army-wide and is in accordance with references.

- a) The FCRs are responsible for providing the final approval/disapproval of an appeal to a denied request for certification, fulfillment, or validation referred to them by the appropriate acquisition Proponency Officer.
- b) Acquisition Proponency Officers are responsible for providing approval/disapproval for appeal to a denied request for certification, fulfillment, or validation referred to them by the AFRs.
- c) The AFRs are responsible for:
  - 1) Certifying all Army civilian non-acquisition individuals.
  - 2) Recommending approval/disapproval of questionable requests for certification, fulfillment and validation referred to them by a CO for Army civilian AL&T Workforce members and non-Army individuals who have been tentatively selected for a CAP.

- 3) Providing the final approval/disapproval of an appeal to a denied request for certification or fulfillment referred to them by the appropriate CO.
- d) COs are responsible for reviewing, validating/revalidating, and approving/disapproving requests for certification and fulfillment in all acquisition career fields and levels, ensuring all mandatory requirements have been successfully met. COs include the following positions and their associated responsibilities:
  - 1) Regional ACMs are responsible for all Army civilian AL&T Workforce members.
  - 2) The ACMs at HRC, AMB are responsible for active duty officers and NCOs.
  - 3) ARNG Acquisition Management Office is responsible for ARNG officers and technicians.
  - 4) ACMs/Assignment Officers at HRC in St. Louis, MO, are responsible for officers in the USAR.
- e) First line supervisors have direct responsibility for ensuring their AL&T Workforce members' acquisition position requirements are met within the regulatory established timeframes.
- f) Individual AL&T Workforce members are responsible for meeting acquisition position requirements within the above established timeframes. Individual responsibility includes maintaining accurate and complete acquisition records when requesting certification or fulfillment.

#### **8.1.4 PROCEDURES.**

- a) Requesting acquisition certification.
  - 1) Army civilian, Active, Reserve, and ARNG military AL&T Workforce members:
    - (a) Individual requests acquisition certification through the Certification Management System (CMS). Detailed instructions can be found at <https://rda.altess.camp>.
    - (b) CO processes requests through the CMS.
  - 2) Army civilian non-AL&T Workforce members:
    - (a) Individuals who have an account in Career Acquisition Management Portal (CAMP) should submit their request through the CMS.
    - (b) Individuals who do not have an account in CAMP should scan and email a

copy of a recent Standard Form 50 (SF50 (Notification of Personnel Action)) and DAU transcripts to the responsible CSO. An account will be created in CAMP and a notification e-mail will be forwarded to the individuals. Upon notification, individuals will update their ACRB and submit the certification request through the CMS.

- 3) Non-Army applicants who have been tentatively selected for a CAP: Non-Army applicants should provide a copy of their DAU transcripts, resume, and any additional documentation for certification to their CPAC. The CPAC will submit a request, to include a copy of the Tentative Offer Letter, to the respective CSO. An account will be created in CAMP, ACRB updated with certification(s), if applicable, and an e-mail will be forwarded to the individual, as well as the CPOC, with notification of completion.
  - 4) Active Army military non-AL&T certification applicants: Not eligible for certification at this time.
- b) Requesting fulfillment.
- 1) AL&T Workforce members can request fulfillment of DAU courses by providing the documents listed below to the NCR Customer Support Office (civilians) and ACM (military). The DoD specific details, policy, procedures, copy of the DD Form 2518 (Fulfillment of DoD Mandatory Training Requirement), and the self-assessment forms (listing the competencies) can be found at <http://icatalog.dau.mil/DAUFulfillmentPgm.aspx>.
  - 2) The following documents should be scanned and e-mailed:
    - (a) DD Form 2518 with self-assessment (should be based on at least 80% experience).
    - (b) Resume.
    - (c) Supporting documentation, such as ACRB, Standard Form SF50 (Notification of Personnel Action), college transcripts, Government sponsored training certificates, etc.
  - 3) When reviewing the fulfillment package, the AFR should:
    - (a) Use the DAU Online Catalog for course material.
    - (b) Concentrate on the individual's self-assessment to determine if the course competencies have been successfully met through training, education, and experience.
    - (c) Upon review, AFR signs the DD Form 2518 with an approval or disapproval. If fulfillment is disapproved, a justification will be annotated on the form.
    - (d) Disapproved requests can be appealed through the formal appeal process.
- c) Requesting validation.
- 1) For a previously awarded certification that is not reflected on the ACRB, ORB, ERB,

or ARACMIS:

- (a) The requesting individual electronically submits the documentation supporting any certifications they have received (i.e., ACRB, ORB, ERB, ARACMIS, or any other documentation signed by a CO).
  - (b) If the CO validates the certification, it is entered in the database with the original date of certification and the name of the new CO, and the appropriate document of record is updated.
  - (c) If the certification is not validated, the individual must request certification according to this policy, meeting the current ACF certification standards.
- 2) For a certification that was issued by other military departments within the Secretary of Defense or Defense Agency Acquisition Corps:
- (a) The requesting individual forwards an electronic copy of the proof of certification to the appropriate CO.
  - (b) The CO updates the appropriate database using the Air Force, Navy, or DoD DACM, as appropriate, and updates the document of record (ACRB, ORB, ERB, or ARACMIS).
- d) Requesting an appeal: Individuals can request an appeal, providing sufficient justification to counter the disapproval through the CMS. Detailed instructions can be found at <https://rda.altess.army.mil/camp>
- e) Eradication of Certification: If a certification is found to have been erroneously granted, the CO will seek an independent review and decision from the USAASC Proponency Officer for the ACF in question. Due to this independent review, the Proponency Officer shall not be designated as CO. If the Proponency Officer agrees with the CO's decision, the individual is notified and no further action is required. If the Proponency Officer disagrees with the CO's decision, the Proponency Officer will forward the request to the FCR designee for a final decision.

## **8.2 ARMY ACQUISITION CORPS MEMBERSHIP.**

### **8.2.1 THE ARMY ACQUISITION CORPS MANAGEMENT SYSTEM (AAC MS).**

The AAC MS is a computer-based application processing system, intended as a user friendly, flexible tool to support the application process. AAC MS is designed to replace the manual application process for the acquisition workforce. Using AAC MS, applicants submit their membership requests online. Reviewing officials then determine the applicants' eligibilities by weighing their education and experience against AAC membership requirements. The AAC MS is accessed from the CAPPMS website: <https://rda.altess.army.mil/camp/>.

Complete detailed user instructions for the AAC MS can be found in the *Applicant Guide for the Army Acquisition Corps Management System* in the CAPPMS website.

After being notified that an application has been approved, the individual is responsible for printing out the AAC Membership certificate, AAC Membership Acceptance Letter and

retaining the DD Form 2587 (Department of Defense Acquisition Corps – Certificate of Admission) as the official document of record. No documentation will be sent to the individual.

**8.3 CONTINUOUS LEARNING PROCESS** - No change to DoD Desk Guide. Army implementing guidance is contained in Appendix F.

## **9.0 CAP POSITION REQUIREMENTS AND TENURE WAIVERS.**

AAC membership is mandatory for all workforce members who occupy CAPs, to include KLPs. A temporary AAC membership waiver for civilians may be granted to this requirement in rare cases when it has been determined that fully qualified AAC members are not available and when accompanied by adequate written justification. This document defines the statutory and regulatory requirements for AAC membership waivers and establishes the procedures for requesting and awarding an AAC membership waiver. This policy applies to all civilian CAPs and KLPs.

### **9.1 POLICY.**

- a) An AAC membership waiver must be granted to enable selection and placement of a non-AAC member into a specified CAP/KLP. The DAWIA requires all selectees for CAP/KLPs *must* be qualified for AAC membership at time of selection and be accepted into the AAC prior to official placement in a CAP/KLP *unless* this requirement is waived.
- b) An official request for AAC membership must be submitted and a formal AAC Membership Denial Letter received before beginning the waiver process.
- c) An AAC membership waiver may be granted by the DDACM when it is determined that AAC members are not available. An AAC membership waiver may also be granted when it is determined that those available AAC members are not fully qualified. Regardless, an acceptable justification is always required.
- d) The AAC membership waiver is position-specific and must be approved prior to the individual being assigned to the position.
- e) An AAC membership waiver allows an individual to occupy the specific CAP/KLP to which AAC membership was waived, but does not authorize accessing an individual into the AAC until all requirements have been met.
- f) This AAC membership waiver does not transfer to future assignments or future incumbents of the position.
- g) The individual granted an AAC membership waiver must have a plan to meet the AAC membership requirements clearly identified in his/her IDP.
- h) Individual granted an AAC membership waiver must meet the AAC membership requirements within the established timeframe identified on the approved AAC membership waiver, or another AAC membership waiver must be requested.
- i) The supervisor of the individual who was granted an AAC membership waiver is responsible for ensuring requirements are met within the specified time period or the individual will be moved to a non-CAP.

- j) Availability of qualified applicants shall be determined by announcing the position to all U.S. citizens, without restrictions by geographic area, for a minimum of 14 calendar days.

## **9.2 RESPONSIBILITIES.**

- a) The DDACM, under the authority delegated by the DACM and the AAE, shall:
  - 1) Establish policy and procedures that provide a common foundation of knowledge necessary to ensure AAC membership waivers are processed in accordance with references above and validation of AAC membership is consistent Army-wide.
  - 2) Provide final approval of all AAC membership waivers with the exception of waivers for Program Management and PEO positions, for which approval authority has been retained by the DACM.
- b) The Chief, USAASC Workforce Management Division and the USAASC Proponency Officers shall review all AAC membership waivers and recommend approval or disapproval before forwarding to the DDACM.
- c) NCR ACMs shall:
  - 1) Ensure all documentation has been provided by the CPAC for requesting an AAC membership waiver for an individual not meeting the AAC membership requirements, tentatively selected for a CAP.
  - 2) Follow the procedures for processing requests for AAC membership waivers as identified in Appendix H.
- d) Hiring organizations shall submit a DD Form 2905 (Acquisition, Technology, and Logistics (AT&L) Workforce Position Requirements or Tenure Waiver) to the CPAC requesting an AAC membership waiver to the AAC membership requirement for a tentative CAP selectee who is currently not an AAC member. The DD Form 2905 should describe the reason for the waiver and identify whether any other qualified candidates were on the referral list. Additionally, the DD Form 2905 should indicate what the individual lacks (education, training, or experience) and why the individual selected is crucial for the particular job. It should also indicate how long the position was advertised and the scope (local/national) of the announcement.
- e) The CPAC shall submit a complete and comprehensive AAC membership waiver package to the CSO for processing.
- f) Individual AL&T Workforce members shall:
  - 1) Ensure IDP includes a plan for meeting the AAC membership requirements within the specified timeframe.
  - 2) Once an AAC membership waiver is granted, meet all requirements identified in

the approved waiver within the established timeframe.

- 3) Request AAC membership upon meeting the mandatory requirements.

**9.3 PROCEDURES - See Appendix H.**

## **10.0 CAREER DEVELOPMENT.**

### **10.1 INDIVIDUAL DEVELOPMENT PLAN (IDP).**

The IDP is a critical document in identifying and tracking an acquisition professional's career objectives in the areas of experience, education, and training. It is required that each member of the Army AL&T Workforce, military and civilian, complete an IDP regardless of grade, broadband/payband equivalent, or certification level. The IDP ensures AL&T Workforce obtain the education, training, and experience to enhance career opportunities. It is a living document and should be reviewed at a minimum during annual performance evaluation reviews, but more frequently if needed, to assist employees in meeting objectives. For military personnel, normal assignment process will continue to be followed to ensure the Army's and the AL&T Workforce's professional development requirements are met.

An automated process has been created to facilitate the development and modification of IDPs. The automated IDP may be found on the AAC Home Page at <https://rda.altess.army.mil/camp/>. An automated IDP must be approved before applicants can apply for a DAU course.

### **10.2 ACQUISITION CAREER RECORD BRIEF (ACRB).**

The ACRB is a one-page display of an employee's pertinent acquisition information. It contains personal, position, assignment, training, education, awards, and certification information. The ACRB is primarily designed for civilian members of Army AL&T Workforce. USAR and NGB workforce members use the ACRB to reflect their acquisition qualifications. It is also an essential part of the application package for Civilian Army Acquisition selection boards or processes such as Acquisition career field certification, AAC accession, ATAP, AETE, and Civilian Project/Product Manager Best Qualified Boards. ACRBs are considered "official" only when printed with the USAASC watermark. Active Army Acquisition Officers' official record is the ORB.

### **10.3 OFFICER RECORD BRIEF (ORB) / ENLISTED RECORD BRIEF (ERB).**

ORBs/ERBs are considered the official document of record for AAC membership, best-qualified/competitive selection boards, assignment information, awards/decorations, and civilian/military documented education and training.

## **10.4 DEVELOPMENT PROGRAMS.**

### **10.4.1 COMPETITIVE DEVELOPMENT GROUP (CDG) / ARMY ACQUISITION FELLOWSHIP (AAF) PROGRAM.**

The CDG/AAF Program is a three-year developmental program that offers board-selected applicants expanded training, leadership, experiential and other career development opportunities. It is designed to develop future Army acquisition leaders. For more information on the CDG/AAF Program, see the following website:  
<http://asc.army.mil/career/programs/cdgaaf/default.cfm>.

### **10.4.2 CIVILIAN OPERATIONAL EXPERIENCE PROGRAM (COEP) .**

This program is an important step in the future training of our AL&T Workforce. The COEP provides multiple opportunities for workforce members to participate in "greening" or "re-

greening” activities, including operational and formal training opportunities, courses and educational materials. For more information on the COEP, see the following website:  
<http://asc.army.mil/career/programs/coep/default.cfm>

#### **10.4.3 CONTRACTING CAREER PROGRAM (CP-14).**

The Contracting Career Program (CP-14) Office manages the Army Contracting and Acquisition Career Program which provides a comprehensive career management framework for over 5,000 contracting and acquisition professionals. It is fully outlined in the Army Civilian Training, Education and Development System (ACTEDS) Plan. For more information on the CP-14 Program, see the following website:  
<http://asc.army.mil/career/programs/cp14/default.cfm>.

#### **10.4.4 FA51 LEADER DEVELOPMENT PLAN (BASIC QUALIFICATION COURSE (BQC, FORMERLY AABC), INTERMEDIATE LEADERSHIP EDUCATION (ILE), AND INTERMEDIATE QUALIFICATION COURSE (IQC).**

The FA51 Leader Development Plan (LDP) is an end-to-end plan designed to prepare newly accessed acquisition officers for assignment to any acquisition organization, and to develop them at the ranks of Captain and Major for positions of higher responsibility. For more information on the FA51 LDP, see the following website:  
<http://asc.army.mil/career/programs/ldp/default.cfm>.

#### **10.4.5 NON-COMMISSIONED OFFICER PROGRAM.**

This program is designed to assist NCOs in enrolling in the Army enlisted acquisition program. It also serves as a career resource for these Soldiers once they have been admitted to the AL&T Workforce. For more information on the NCO Program, see the following website: <http://asc.army.mil/career/programs/nco/default.cfm>.

#### **10.4.6 SENIOR SERVICE COLLEGE (SSC) PROGRAM.**

The SSC Program offers a unique opportunity for members of the AAC to gain advanced leadership training and experience specifically designed to prepare them for senior leadership and staff positions throughout the acquisition community. An SSC education can be obtained at the National Defense University (NDU) by attending one of the professional Service War College education programs that fall under SSC: Industrial College of the Armed Forces (ICAF) located at Ft. Lesley J. McNair, Washington, DC; National War College (NWC) located at Ft. Lesley J. McNair, Washington, DC; Army War College (AWC) Resident Program located at Carlisle Barracks, PA; and the AWC Distance Education Program.

The DAU-Senior Service College Fellowship (SSCF) Program is located regionally at Huntsville, AL; Warren, MI; and Aberdeen Proving Ground, MD and develops civilian acquisition leaders for critical senior leadership roles such as Product and Project Managers, PEOs, and other acquisition leadership positions. This program is endorsed and funded by commands located in each regional area and recognizes the value of such a program to the U. S. Army.

For more information on the SSC Program, see the following website:  
<http://asc.army.mil/career/programs/ssc/default.cfm>.

#### **10.4.7 AAC TRAINING WITH INDUSTRY (TWI) PROGRAM.**

The TWI program provides the opportunity for military and civilians to gain career broadening experience while working in an industry environment. It also provides the participant's organization with the means to acquire needed skills or expertise. For more information on the TWI program, see the following website:  
<http://asc.army.mil/career/programs/twi/default.cfm>.

## **11.0 SELECTION AND PLACEMENT OF PERSONNEL IN AL&T POSITIONS.**

### **11.1 ARMY POLICY.**

This section establishes the policy for the recruitment, announcement, review, selection and placement for filling permanent, temporary, and term civilian employees for covered AL&T Workforce positions.

- a) The DACM, acting through the DDACM, shall provide consistent, Army-wide guidance to ensure that individuals are selected for acquisition positions in accordance with statutory and regulatory requirements.
- b) Chapter 5 of the DoD Desk Guide and this supplement shall be the approved methodology for identification of AL&T Workforce positions. Only the DACM has the authority to remove KLPs identified under the definition from the acquisition workforce. Only the DDACM has the authority to remove CAPs identified under the definition from the acquisition workforce.
- c) Individuals may be tentatively selected for a CAP pending verification of AAC membership or accession into the AAC. A permanent offer may not be rendered until verification is accomplished or a waiver is granted. (See Appendix H for Procedures.)
- d) Selection for CAPs shall be made from those in, or otherwise qualified for, the AAC. The DDACM may waive that provision (in writing) in circumstances when it is determined that qualified AAC members are not available, as well as when AAC members are available, with acceptable justification.
- e) To the extent the implementation of this policy impacts on bargaining unit members' conditions of employment, such implementation must be accomplished in accordance with all statutory and contractual labor relations obligations.

### **11.2 ARMY PROCEDURES.**

This section establishes procedures for the recruitment, announcement, review, selection and placement for filling permanent, temporary and term civilian employees for covered AL&T Workforce positions.

### **11.3 CRITICAL ACQUISITION POSITIONS (CAPs).**

#### **11.3.1 VALIDATING A CAP AND REQUESTING RECRUITMENT FOR A CAP.**

Selecting officials are responsible for the following actions:

- a) Verification that the vacancy is a CAP.
- b) Review of Position Description (PD)/Position Requirements Document (PRD) to ensure incorporation of the following required acquisition statements:

“This is a Critical Acquisition Position. Unless specifically waived by the appropriate Army official, the following are statutory requirements (Reference: Title 10, United States Code, 1732 -1737):

- 1) Selectee must be an Acquisition Corps (AC) member at the time of permanent selection for the position or have been granted a waiver.
  - 2) Selectee must execute, as a condition of appointment, a written agreement to remain in Federal service in this position for at least 3 years. In signing such an agreement, the employee does not forfeit any employment rights, nor does such an agreement alter any other terms or conditions of employment.”
- c) Inclusion of the following statement on the Request for Personnel Action (RPA):  
“This is a Critical Acquisition Position and requires Level III certification in Acquisition Career Field (ACF) \_\_\_\_.” (The ACF correlates to Career Category in the acquisition data in Gatekeeper.)
- d) Initiation of the RPA, to include the acquisition, logistics, and technology information in Gatekeeper, and submission of the RPA electronically to the designated Civilian Personnel Operations Center (CPOC).

NOTE: CAPs must be advertised as acquisition.

### **11.3.2 RECRUITING REQUIREMENTS FOR A CAP.**

Organizations should recruit for CAPs using external (Delegated Examining) and/or internal recruitment procedures (career program referral guidelines and local merit promotion plans). The OPM Qualifications Handbook provides basic qualification eligibility for all occupational series positions, except GS-1102. The DoD Qualifications Standard for GS-1102 Occupational Series is the authorized single agency standard to use in rating and ranking candidates for GS-1102 occupational series positions, in GS graded and broadband/pay-band level positions. DoD regulations and instructions, including DOD Directive 5000.52, provide supplemental mandatory certification requirements for position certification and AC membership. Specific recruitment and internal placement procedures for personnel demonstration projects are subject to an individual project’s operating procedures. Specific recruitment guidance is as follows:

- a) Area of consideration for CAP vacancy announcements shall be at least AC wide without restriction by geographic area. DoD-wide competition is highly encouraged as well as consideration of external candidates.
- b) Announcements shall be open for a sufficient period of time and in accordance with Major Army Command (MACOM), Army career program referral procedures, and local negotiated agreements to attract a reasonable number of highly-qualified candidates.
- c) Only individuals who are AAC members or who meet AAC membership requirements and are accessed into the AAC may be temporarily promoted or detailed to a CAP.

**NOTE:** The Army Guidance and Procedures for Waiver of AL&T Workforce members for Critical Acquisition Positions requires that a position be announced for the appropriate number of calendar days and yield no AAC applicants or candidates qualified for AAC membership before a DACM position specific waiver may be requested. If it is anticipated that there will be difficulty in recruiting solely from within the AAC, it is incumbent upon management officials to ensure that the area of consideration and the announcement period are sufficient to preclude the need for a second announcement.

### **11.3.3 ANNOUNCING A CAP.**

Career program referral notification letters and/or the external recruitment/internal vacancy announcements must contain the following seven statements:

- a) Defense Acquisition Workforce Improvement Act Career Field Position.
- b) Army Acquisition, Logistics and Technology (AL&T) Workforce applicants must have an Acquisition Career Record Brief (ACRB) on file in the Career Acquisition Personnel and Position Management Information System (CAPPMIS).
- c) AAC membership is required prior to appointment to a CAP, except as noted in the paragraph below.
- d) All candidates who meet the basic qualification requirements will be considered. Subject to proof of AAC membership, AAC members from other services will be accepted by Army without additional review.
- e) Selectees must sign an AAC written tenure agreement to remain in the Federal service in this position for at least three years.
- f) Completion of mandatory acquisition training requirements for this position is a condition of employment.
- g) Information on AAC membership may be found at <http://asc.army.mil/>. Individuals with questions may contact an ACM for assistance.

### **11.3.4 MAKING A SELECTION FOR A CAP.**

- a) The selecting official is responsible for ensuring that fully qualified candidates who meet AAC qualifications are selected when available. Candidates who are not qualified for AAC membership may only be selected when no candidates on the selection list meet AAC membership requirements or when all who do meet the requirements decline the position. The CPAC, with assistance from the ACM, will make the determination of AC qualifications. Non-AC members who are tentatively selected must be accessed into the AC, or be granted a waiver, before final selection to the position.

- b) The selecting official is responsible for ensuring that selectees with Level-II ACF certification complete an IDP within 45 days of entrance on duty that details how the selectee will become certified at Level III within 24 months.

### **11.3.5 PROCESSING ACQUISITION CORPS MEMBERSHIP DOCUMENTS UPON SELECTION OF AN APPLICANT.**

The CPAC will make a tentative offer to the selectee, pending verification of membership or accession into the AAC and will notify the ACM of acceptance of the offer. The CPAC will obtain the following documents from the selectee for a permanent placement, temporary promotion or detail action and submit them to the appropriate CSO for accession into the AAC: (The documents may be found at [http://asc.army.mil/docs/policy/aac\\_application\\_06Aug10.doc](http://asc.army.mil/docs/policy/aac_application_06Aug10.doc))

- a) An AAC Written Tenure Agreement (DD Form 2888, Critical Acquisition Position Service Agreement) signed by the selectee.
- b) Selectees who do not have AAC membership must submit a copy of their resume and a transcript from an accredited institution of higher learning in addition to the AAC Written Tenure Agreement. These documents will be used to verify that the selectee has a baccalaureate degree, the appropriate semester credit hours (or equivalent) in a covered discipline, training/certification, and the required years of acquisition experience.
- c) Selectees who are Acquisition Corps members of other DoD services must provide evidence of their Acquisition Corps membership in addition to the AAC Written Tenure Agreement.

### **11.3.6 DOCUMENTING ACCESSION INTO THE ARMY ACQUISITION CORPS.**

The NCR CSO is responsible for verifying that a selectee has AC membership or is eligible for membership, and for processing the accession paperwork as follows:

- a) For a selectee claiming AAC membership, the ACM reviews the selectee's ACRB in the CAPPMS database to ensure Section III is annotated with AAC membership.
- b) For selectees claiming Acquisition Corps membership from other services, the ACM verifies the AC certificate or memorandum of accession. Upon verification, the ACM immediately notifies the CPAC that a firm offer may be rendered to the selectee.
- c) For selectees who are not Acquisition Corps members, the NCR CSO reviews the resume and transcripts submitted by the CPAC to verify AAC eligibility.

The NCR CSO will follow Army Waiver Guidance and Procedures outlined in Appendix H for selectees requiring a waiver and will notify the CPAC of the DACM's final decision on the waiver request.

### **11.3.7 PROCESSING THE PERSONNEL ACTION.**

Upon notification that the selectee has been accessed into the AAC, the CPAC makes a firm offer to the selectee, establishes the entry on duty date, and completes final processing.

### **11.3.8 ENTERING DATA IN THE DEFENSE CIVILIAN PERSONNEL DATA SYSTEM (DCPDS).**

The CPAC ensures that selectee's specific Acquisition certifications, warrants, training, etc., are entered in DCPDS.

### **11.4 NON-CRITICAL ACQUISITION POSITIONS (NON-CAP).**

#### **11.4.1 VALIDATING AND REQUESTING RECRUITMENT AND SELECTION FOR A NON-CAP.**

Selecting officials are responsible for the following:

- a) Verification that the vacancy is an AL&T Workforce position.
- b) Review of PD/PRD to ensure the following required acquisition statement is included: "The employee must meet the requirements applicable to the duties of the position as stated in the Desk Guide for Acquisition, Technology, and Logistics Workforce Career Management (both DoD and Army supplement).
- c) Inclusion of the following statement on the RPA and PDR: "This is an Acquisition Position and requires Level \_\_\_ certification in Acquisition Career Field \_\_\_\_\_".
- d) Initiation of the RPA, to include the acquisition, logistics, and technology information in Gatekeeper, and submission of the RPA electronically to the designated CPOC.

#### **11.4.2 ANNOUNCING A NON-CAP.**

Career program referral notification letters and/or the external recruitment/internal vacancy announcements must contain the following statements:

- a) "Defense Acquisition Workforce Improvement Act Career Field Position.
- b) This is an Army Acquisition, Logistics and Technology Workforce position. Selectees must meet position requirements for certification at Level \_\_\_ in Acquisition Career Field \_\_\_\_\_ within 24 months of entrance on duty." (Certification requirements may be found in the Defense Acquisition University Catalog at <http://www.dau.mil/>.) (This correlates to Career Category in the acquisition data in Gatekeeper.)

#### **11.4.3 MAKING A SELECTION FOR A NON-CAP.**

The selecting official is responsible for selection of an individual who has met or can meet certification requirements of the position within 24 months of entrance on the job. Within 45 working days of occupying the position, the supervisor will ensure selectees who do not meet position certification requirements develop an IDP that documents how they will meet the requirements within 24 months.

**11.4.4 ENTERING DATA IN THE DCPDS.**

The CPOC ensures that the selectee's data for education and specific Acquisition certifications, warrants, training, etc., are entered in DCPDS.

**12.0 ACQUISITION DATA MANAGEMENT AND METRIC - Follow policy in DoD Desk Guide.**

**13.0 MILITARY (NATIONAL GUARD AND ARMY RESERVED) POSITIONS IN THE AL&T WORKFORCE.**

Policy for military AL&T Workforce is contained throughout this document.

Specific information for active duty military officers can be obtained through their assignment officer at the HRC-AMB at the following website:

<https://www.hrc.army.mil/site/protect/active/opfam51/ambmain.htm>

National Guard Officers should contact the National Guard ACMA.

National Guard Bureau

Acquisition Career Management Officer

ATTN: NGB-ZC-PARC-ACM

1411 Jefferson Davis Hwy

Arlington, VA 22202-3231

703-607-0163

Army Reserve Officers should contact the Army Reserve POC.

Acquisition Career Management Office (ACMO)

Army Human Resources Command-St Louis

ATTN: AHRC-OPC-QR

1 Reserve Way

St. Louis, MO 63132-5200

800-325-4972

E-Mail: [opacqtn.corps@conus.army.mil](mailto:opacqtn.corps@conus.army.mil)

#### **14.0 FAILURE TO MEET REQUIREMENTS – ARMY POLICY.**

In order to demonstrate the seriousness of meeting DAWIA requirements, the AETE Program will no longer fund developmental assignments or non-certification-related training for any AL&T Workforce member who is not properly certified as required under DAWIA in accordance with the position certification requirements recorded in the CAPPMIS database. The DDACM will make all possible efforts to ensure DAU required training is resourced to meet requirements.

Supervisors should include certification training as an objective in performance standards.

## APPENDIX A

### *Glossary of Army-Specific Terms*

1. Acquisition Career Management Advocates (ACMAs). A senior level Acquisition Corps member, chartered by the Director of Acquisition Career Management (DACM) and/or Deputy Director of Acquisition Career Management (DDACM), located throughout areas where there are large concentrations of workforce members to serve as an advocate for the Army Acquisition, Logistics, and Technology (AL&T) Workforce.
2. Acquisition Career Record Brief (ACRB). Officer Record Brief (ORB), Enlisted Record Brief (ERB), and Army Reserve Acquisition Corps Management Information System (ARACMIS): The official document of record of an individual's education, training, experience, certification and acquisition assignment history.
3. Acquisition Certification Managers (ACMs). For Army Civilians: Individuals assigned to USAASC who provide career development guidance to civilian AL&T workforce members. For active duty military officers and NCOs: An individual assigned to the Human Resources Command (HRC), Acquisition Management Branch (AMB) who perform duties as a Certifying Official, and provide updates to the ORB/ERB and ACRB reflecting the results of the certification requests. See the following websites for point of contact information:
  - a) <http://asc.army.mil/contacts/perscom.cfm>
  - b) <http://asc.army.mil/contacts/usaram.cfm>
  - c) <http://asc.army.mil/contacts/usangam.cfm>
4. Acquisition Functional Representatives. Certifying official for all non AL&T Workforce members requesting certification. Serve as the decision authority for certifications and appeals, as indicated in the DA Certification Policy and Procedures.
5. Assignment Officer. Military officers assigned to the HRC, AMB serving in a capacity to assign AAC military personnel to AL&T Workforce and AAC positions. Assignment Officers also provide assistance on updating the ORB and facilitate the implementation of the officer's Individual Development Plan (IDP).
6. Certification. Certification is the process through which it is determined that an individual meets the mandatory education, experience, and training standards established for an Acquisition Career Field (ACF) and to a specific Acquisition Career Level (ACL) I, II, or III in effect at the time of request for certification. Certification is granted when a designated ACF Certifying Official (CO) validates, by signature, on the official document of record that the mandatory ACF standards for certification have been met.
7. Certifying Officials (COs). Individuals responsible for reviewing, validating/revalidating, approving/disapproving, requests for certification in all acquisition career fields and levels, ensuring all mandatory requirements have been successfully met. These individuals are designated by the Chief, USAASC Workforce Management Division with support by the Functional Chief Representative to review, approve and disapprove certification requests in

all ACFs.

8. Fulfillment. The fulfillment program enables members of the AL&T Workforce to receive credit for mandatory Defense Acquisition University (DAU) training for which they are able to demonstrate competency through education, experience, and/or alternative training. Actual course attendance, however, remains the preferred method.
9. Functional Chief Representatives (FCRs). Representatives designated by the Functional Chief in the occupational area associated with their ACFs. The FCR is responsible for approving the list of AFRs in their ACF. FCRs are the deciding officials for all disputed certification and fulfillment requests made by a certifying official.
10. Functional Chief Representative Representatives (FCRR). Act on behalf of the FCR when appropriate and so designated by the FCR.
11. NCO Workforce Program Manager. An individual assigned to the US Army Acquisition Support Center (USAASC), serving in a capacity to assign AAC NCOs to AAC positions, provide assistance on updates to the ERB or ACRB and facilitate the implementation of the NCO's IDP.
12. Proponency Officers. Individuals assigned to USAASC who are responsible for: reviewing and developing policy and procedures for ACF initiatives; developing and maintaining the career model; and establishing a career path for each assigned ACF in conjunction with the associated DoD Functional Integrated Product Team (FIPT).
13. Requesting Individual. An individual requesting certification within an ACF.
14. Senior Regional Acquisition Officers. A senior military officer with a primary role that relates to initial counseling with IDP within the first 90 days and overall responsibilities for certification with military officers within the command.
15. System-generated certificates. The official document of record, resulting from CAPP MIS, Section X, Achievements, for all Defense Acquisition Workforce Improvement Act (DAWIA) acquisition certification achievements, can be printed at any time through CAPP MIS at: <https://rda.altess.army.mil/camp/>

## APPENDIX B

### *Acronyms – Not listed in DoD Desk Guide*

AAC – Army Acquisition Corps  
AAE- Army Acquisition Executive  
AAPL – Army’s Acquisition Position List  
AC – Acquisition Corps  
ACD Acquisition Career Development  
ACF - Acquisition Career Field  
ACM – Acquisition Career Manager  
ACRB – Acquisition Career Record Brief  
AFRs – Acquisition Functional Representatives  
AGRMIS – Active Guard Reserve Management Information System  
AL&T - Acquisition Logistics and Technology  
AMB – Acquisition Management Branch  
AOC-Area of Concentration  
APC - Acquisition Position Code  
ARACMIS – Army Reserve Acquisition Career Management Information System  
ARNG – Army National Guard  
ACS – Advance Civilian Schooling  
ATAP – Acquisition Tuition Assistance Program  
ATRRS – Army Training Requirements and Resources System  
CAMP – Career Acquisition Management Portal  
CAPPMIS – Career Acquisition Personnel and Position Management Information System\_  
CDG/AAF – Competitive Development Group / Army Acquisition Fellows  
CE – Corps Eligible  
CMIF – Career Management Information File  
CMS – Certification Management System  
CO – Certifying Official  
CSL – Centrally Selected List  
CPAC – Civilian Personnel Advisory Center  
CPOC Civilian Personnel Operations Center  
CSO – Customer Support Office  
DA- Department of the Army  
DCPDS – Defense Civilian Personnel Data System  
DDACM – Deputy Director, Acquisition Career Management  
DPM - Deputy Program/Project/Product Manager  
ERB – Enlisted Record Brief  
FCR – Functional Chief Representative  
FCRR - Functional Chief Representative’s Representative  
FIPT – Functional Integrated Product Team  
HRC – Human Resources Command (former PERSCOM)  
IDP – Individual Development Plan  
IPT – Integrated Product Team  
LOGPRO – Logistics Proponency Office

MACOM – Major Army Command  
NCR – National Capital Region  
NCOER – Noncommissioned Officer Evaluation Report  
NCO – Noncommissioned Officer  
OAP-Organizational Acquisition Point of Contact  
OGC - Office of General Counsel  
ORB – Officer Record Brief  
PERMS – Personnel Electronic Records Management System  
PO – Proponency Officer  
POC – Point Of Contact  
PRD – Position Requirements Document  
RC – Reserve Component  
RPA – Request for Personnel Action  
SP&A – Strategic Plans and Analysis  
SRAOs – Senior Regional Acquisition Officers  
UIC – Unit Identification Codes  
USAASC – US Army Acquisition Support Center  
USAR – US Army Reserve  
USC – United States Code  
XO – Executive Officer

**APPENDIX C**

***Roles, Responsibilities, and Timelines – TBD***

**APPENDIX D**  
***Acquisition Corps Eligibility Criteria***

There are two ways to become an AAC member as listed below.

a) Request AAC membership upon meeting the following requirements:

- 1) Training: Level II certified in any Acquisition career Field (ACF).
- 2) Education: a baccalaureate degree and one of the following:
  - (a) 24 semester credit hours in business related disciplines from an accredited college or university (courses must be on a transcript)
  - (b) 24 semester credit hours in current Acquisition career field or the Acquisition Career Field tentatively selected for AND 12 semester credit hours in business related disciplines

OR

- (c) Exception to education requirement – possess ten years of acquisition experience prior to 1 Oct 1991
- 3) Experience: Four years of acquisition experience (government, military or private industry).
- 4) Grade requirement:
  - (a) Military must be serving in the grade of Major or above.
  - (b) General Schedule (GS) employee must be in grade 13 or above.
  - (c) Payband employee must:
    - Occupy a position that is designated as requiring Level III certification or highest certification level identified for the acquisition career field.

OR

- Earn a base salary, not including locality pay, at least equivalent to that of a GS-13, Step One.
- b) Army reciprocity policy honors Acquisition corps membership from other DoD services.

**NOTE: All Army Acquisition personnel must apply for Acquisition Corps membership using the automated application within CAMP at <https://rda.altess.army.mil/camp/>.**

## **APPENDIX E**

***AL&T Position Requirements Summary Chart*** – Follow policy in DoD Desk Guide.

## **APPENDIX F**

### ***Continuous Learning Guidelines***

AL&T Workforce members must participate in meaningful continuous learning activities to stay current and proficient in functional disciplines, AL&T policy initiatives, and leadership and management skills. Documentation of Continuous Learning Points (CLPs) is the responsibility of the workforce members and their supervisors to manage through the Individual Development Plan (IDP) tool. The following provides AL&T Workforce members clarification on various aspects of the implementing instructions.

#### **Crediting CLPs:**

1. The Army's CLP cycle coincides with fiscal year. (For example, the current cycle began on October 1, 2008 and continues through 30 September 2010). The Army's CLP cycle also enables prorating to account for Service Computation dates and new AL&T Workforce accessions that may occur within an active cycle.
2. Coursework offered by the Defense Acquisition University (DAU), to include Continuous Learning Modules, have pre-assessed CLPs. The Army will adopt DAU's pre-assessed CLPs and post same to the Army AL&T Workforce member's CAPPMIS record (i.e. IDP and ACRB), upon successful completion of the courses, and annotation, by the course manager, in the Army Training Requirements and Resources System (ATRRS). No separate action is required by the employee, supervisor, or Acquisition Career Manager (ACM). Once the CLPs are awarded and posted, no changes may be made.
3. Other coursework, with pre-assessed CLPs and captured in the ATRRS, will also be accepted in total by the Army DACM office. As a result, once populated in ATRRs, the Army will populate the employee's CAPPMIS file with the appropriate CLPs (e.g. the Supervisory Development Course, which is by correspondence, is listed as a 40-hour course and would count as 40 CLPs.)
4. All other coursework, for which a pre-assessment has not been made, remain at the discretion of the Supervisor within the guidelines provided at Appendix F of the DoD Guide.
5. CLPs will not be granted for courses fulfilled under the provisions of the DoD Acquisition Career Management Mandatory Fulfillment Program.

#### **Incentives:**

1. Attainment of the Continuous Learning Standard shall be a factor considered in selecting workforce members for advanced acquisition development opportunities, assignments and promotions. (i.e. CDG/AAF Program and the AETE Selection Board).
2. Support of the Continuous Learning Standard and the enhanced standard for those in leadership positions shall be included as a major objective on civilian and military supervisors' performance appraisal support forms.

## **APPENDIX G**

***AT&L Position Category Descriptions – Follow policy in DoD Desk Guide.***

## APPENDIX H

### ***CAP Position Requirements and Tenure Waivers – Procedures for Army CAP Waivers***

Recruiting organizations shall provide a comprehensive DD Form 2905 [Acquisition, Technology, and Logistics (AT&L) Workforce Position Requirements or Tenure Waiver] to the CPAC, requesting waivers to the AAC membership requirement for any tentatively CAP selectees who are currently not AAC members. The DD Form 2905 must include:

1. Tentatively selected individual's name.
2. Position title, grade, series, and physical duty station.
3. Position's required acquisition career field and level.
4. Justification of why the tentative selectee was chosen.
5. What the tentative selectee lacks in requirements for AAC membership and a plan with timeframe for how those requirements will be met.
6. Verification that the individual's IDP addresses how the requirements will be met by the established timeline.
7. Statement describing how long the announcement was open for, who it was announced to, and the demographics of all referred candidates.
8. Signature of a General Officer (GO) or Senior Executive Service (SES) for the organization.

NOTE: If the referral contains applicants that are certified and Acquisition Corps members, then Block 18 of the DD Form 2905 must include the justification as to why those applicants were not selected.

CPAC will submit the waiver package to the NCR Customer Support Office, containing the following documents:

1. Completed/signed DD Form 2905
2. Tentative offer letter
3. Referral list
4. Resumes for all AAC members on the referral list
5. Job announcement
6. Position Description
7. Tentative selectee's ACRB, resume, transcripts and AAC Membership Denial Letter.

The NCR Customer Support Office will prepare a staff routing sheet (with recommendation for approval or disapproval), attach the waiver package, coordinate with Chief, USAASC Workforce Management Division and the applicable USAASC Proponency Officer, and forward to DDACM for approval or disapproval.

The DDACM will forward approved or disapproved DD Form 2905 from the waiver package to the NCR Customer Support Office.

The ACM will forward the signed (approved or disapproved) DD Form 2905 to CPAC, as well as to the hiring organization and applicant.

## **APPENDIX I**

***Tenure Agreement for CAPs not designated as a KLP – Follow policy in DoD Desk Guide.***

## **APPENDIX J**

***Tenure Agreement for KLPs – Follow policy in DoD Desk Guide.***

## APPENDIX K

### *Fulfillment Application Helpful Hints*

1. Ensure to address Education, Training, and Experience when completing the competencies.
2. Do not provide textbook answers.
3. An answer of “see resume” is not acceptable.

**Documents to include (essentially anything that you feel helps show how you meet the competencies):**

- a) DD Form 2518 (Fulfillment of DoD Mandatory Training Requirement), filled out by individual and his/her supervisor.
- b) Competencies (80% of competencies must be experience-based. Do NOT write a text book.).
- c) SF-50(civilians).
- d) ACRB (civilians) or ORB/ERB (military).
- e) Resume (civilians) or OERs/NCOERs (military).
- f) DAU transcripts.
- g) College transcripts.

Below is an example of two very well written competencies:

PMT 250	Competency	Yes	No	Work Description/Justification
1	Produce appropriately tailored program and contract WBSs based upon information provided on a defense acquisition program.	X		As a contractor task manager providing program management support to the Defense Medical Logistics Standard Support (DMLSS) Program Office, I oversee the preparation of monthly financial reports that include the detailed costs for my team’s monthly efforts allocated to the Work Breakdown Structure (WBS) for the tasks on my contract. The WBS identifies our organizational structure responsible for accomplishing the tasks in the Statement of Work for our effort. I highlight the burn-rate against

PMT 250	Competency	Yes	No	Work Description/Justification
				<p>expected hours and provide written explanation of any variances as required. While I have never produced a program or contract WBS, I have experience using them and the knowledge and skills necessary to produce them. I am familiar with the WBS guidance provided in the Defense Acquisition Guidebook and with MIL-HDBK-881 guidance as well.</p>
2	<p>Conduct risk assessments as part of the risk management process.</p>	X		<p>In my work with the DMLSS Program Office, I am responsible for the DMLSS Management Internal Control (MIC) Program, including risk assessments for sixty Acquisition Category I and Acquisition III activities. These risk assessments include: an identification of each ACAT I and ACAT III function and activity; identification of the risk(s); an evaluation of whether the risk is high, medium, or low; the objective for which the risk mitigation strategy is to achieve; and the control technique used to determine the risk. In addition, I developed risk statements, mitigation plans, and likelihood/impact assessments for senior level briefings for nine different DMLSS projects (including one ACAT I program and three ACAT III projects). I am familiar with DoD risk management guidance contained in the DoD 5000 series of document and with the Risk Management Guide for DoD Acquisition (Version 2.0).</p>

## APPENDIX L

### *Steps for Civilian Army Acquisition Career Development*

Below is general acquisition career management guidance for employees of the AL&T Workforce. For assistance with acquisition career management issues, please contact the NCR CSO. A listing of CSOs and ACMs can be found at <http://asc.army.mil/contacts/acms.cfm>

#### **What is the Acquisition, Logistics & Technology (AL&T) Workforce?**

The AL&T Workforce is composed of civilian and military professionals who support the various phases of the acquisition life cycle. The workforce population is diverse and encompasses twelve functional career fields: Program Management; Contracting; Industrial/Contract Property Management; Purchasing; Production, Quality and Manufacturing; Business, (2 tracks – Financial Management and Cost Estimating) ; Life Cycle Logistics; Information Technology; Facilities Engineering; Systems Planning, Research, Development and Engineering (3 tracks - Systems Engineering, Science & Technology Manager, and Program Systems Engineer); and Test and Evaluation. Descriptions of the acquisition career fields are at <http://www.dau.mil/workforce/pcds.asp>

#### **Employee Responsibilities**

AL&T Workforce members are responsible for understanding the requirements for becoming competitive at all levels to achieve success. They should establish short- and long-range career objectives and seek advice from their supervisor and/or a mentor on how best to achieve the objectives. They should furthermore ensure that these objectives include achieving technical competence in the primary Acquisition Career Field (ACF), academic credentials, broadening functional experience, and leadership training and experience.

In this regard, all workforce members are required to be certified in their ACF and participate in continuous learning activities throughout their careers. The Certification and Continuous Learning requirements are addressed below along with information on the process to follow, in order to meet these requirements. While many of these “steps” may overlap, they are generally in sequential order.

Keep in mind that career planning and documentation is the workforce member’s responsibility.

**Step One – Prepare an Acquisition Career Record Brief (ACRB):** The ACRB can be accessed from CAPP MIS at <https://rda.altess.army.mil/camp/>. Select CAPP MIS on the navigation bar, and then select the ACRB tab. The ACRB is an automated, authenticated record of your education, training, and acquisition assignment history. It is your official acquisition record and it is your responsibility to initiate changes and keep it updated through CAPP MIS. CAPP MIS is an integrated set of tools to help serve and manage your acquisition career. It provides access to the ACRB, IDP and the ATRRS Internet Training Application System (AITAS). All three are important to you as an AL&T Workforce member.

**Step Two – Review Certification Requirements:**

The Defense Acquisition Workforce Improvement Act (DAWIA) requires that employees meet the certification requirements (education, training and experience) associated with the position they encumber within 24 months after assignment. Certification levels are generally based on the grade (or payband equivalent) of the position as follows: Level I – GS-05 through GS-08, Level II - GS-09 through GS-12, Level III - GS-13 and above. Certification requirements can be found in the DAU Catalog at <http://icatalog.dau.mil/> (click on the “Certification & Core + Development Guides” button). Your first priority is to become certified in the ACF (Category) and level required by your current position. The career field category and level required for your position are shown on your ACRB under Section I (Current Position Data).

**Step Three – Prepare an Individual Development Plan (IDP)**

AL&T Workforce members are required to complete and maintain a five-year IDP. The IDP can be accessed from CAPP MIS at <https://rda.altess.army.mil/camp/>. Select CAPP MIS on the navigation bar, and then select the IDP tab. Preparation of the IDP is a joint venture between you and your supervisor. The IDP permits you and your supervisor to identify and track career objectives in the areas of education, training and experiential opportunities. Objectives should reflect overall broad career goals and specific developmental activities intended to accomplish them. The developmental objectives should be attainable in a reasonable time frame and do not have to be purely acquisition related. They can include items such as functional training, leadership, education, professional activities, and assignment experience that can lead toward the overall achievement of broad career goals. The IDP should be reviewed in conjunction with the normal appraisal cycles (mid-point review and final rating period).

**Step Four – Submit your IDP for Approval**

Once you have annotated all your career goals and have entered any education, training or experience that is required to achieve the certification, you may submit your IDP to your supervisor for approval. This approval process is done electronically; therefore, you must ensure your current supervisor’s name and correct email address is listed in your IDP. If your current supervisor is not listed in your IDP, please advise your supervisor to log on to the IDP site and add you to his/her employee listing (Supervisor: log in at <https://rda.altess.army.mil/camp/>, select CAPP MIS on the navigation bar, then select the IDP tab, select the SUPERVISOR MODULE, then “add employee”). Your supervisor will receive a system generated email notification when you submit your IDP for review and approval. If any DAU courses are listed on your IDP, your supervisor must approve the DAU course on the IDP before you can successfully apply for the DAU course.

**Step Five – Apply for Defense Acquisition University (DAU) Training**

After the IDP is approved, you may apply for DAU courses at <https://www.atrrs.army.mil/channels/aitas/main.asp>. The AITAS is the web based application system that provides dates, locations, and availability for all DAU training. AITAS works in conjunction with the IDP and allows AL&T Workforce members to submit their training applications electronically for both distance learning and resident courses. It is important to remember that the IDP is for planning purposes only; it is not the vehicle to register for DAU training. However, you cannot register for any DAU training unless the course is identified on your IDP and the supervisor has approved it.

### **Step Six – Apply for Certification**

Certification is not automatically granted. After completion of the appropriate training, education, and experience required by your position, you must apply for certification through the automated Certification Management System (CMS). The CMS can be accessed from CAPP MIS at <https://rda.altess.army.mil/camp/>. Select CAPP MIS on the navigation bar, and then select the CMS tab.

### **Required throughout employees' Career – Continuous Learning Points (CLPs)**

The Department of Defense (DoD) policy on continuous learning for the AL&T Workforce requires each workforce member earn 40 CLPs every year as a goal and 80 CLPs being mandatory within two years. The DoD Policy can be found at <http://www.acq.osd.mil/dpap/Docs/CL%20Policy.pdf>. The purpose of the policy is to ensure workforce members participate in continuous learning activities throughout their careers. The automated IDP is the document used to annotate activities that count towards continuous learning and can be found at the CAPP MIS site at <https://rda.altess.army.mil/camp/>. For Defense Acquisition University (DAU) courses (to include Continuous Learning Modules), your CLPs will be automatically entered into your ACRB/IDP via the training update process using the Army Training Requirements and Resources System (ATRRS) It may take up to three weeks after completion of the course before the data is transferred to the ACRB/IDP. For all other coursework, you must enter the course in your IDP, annotate completion and request corresponding CLPs be awarded by your supervisor.

### **Career-broadening Activities**

The mark of your proficiency in your acquisition career field is attainment of Level 3 certification. Even if your position requires that you be only Level 2 certified, it is highly recommended that you also attain Level 3 certification in your career field. After completion of Level 3 certification, the following information is provided to assist you with your career development plan.

1. ***Core Plus*** - The Core Plus was designed to advance the DoD AT&L competency management model by providing a “roadmap” for the development of acquisition workforce members **beyond** the minimum certification standards required for their position. The Core Plus Development Guides can be found in the DAU Catalog at <http://icatalog.dau.mil> (click on the “Certification & Core + Development Guides” button). It is intended to assist employees and their supervisors in preparing an IDP by identifying training, education, and experience above and beyond certification requirements that may be beneficial to career development or performance in a particular type of assignment.
2. ***Army Acquisition Corps (AAC)*** - All AL&T Workforce employees (regardless of grade level), should be aware of the AAC eligibility requirements. Special attention should be given to the education requirements of the AAC. Employees who do not meet the degree or business hour requirement should place special emphasis on completing those requirements. AAC requirements can be found at [http://asc.army.mil/docs/policy/aac\\_policy\\_signed.pdf](http://asc.army.mil/docs/policy/aac_policy_signed.pdf). (Please note that as of 10 Mar 09 the procedures as shown in the policy have changed and are now automated. Applicants must apply through CAMP at <https://rda.altess.army.mil/camp/>,

click on the AAC MS tab). GS-13 (or broadband equivalent) employees who meet AAC requirements should apply.

3. ***Acquisition Tuition Assistance Program (ATAP)*** – ATAP is available for civilian Army AL&T Workforce members that wish to complete an undergraduate degree, fulfill the business hour requirement or complete a graduate degree. ATAP, funded by the USAASC, provides students the opportunity to attend the institution of their choice within their local commuting area and complete courses during non-duty hours. Course attendance during duty hours must be with the approval of the student’s supervisor. The program is announced at least once per year. For further information, please contact your ACM.
4. ***Acquisition Education, Training and Experience (AETE)*** - The AETE Catalog outlines those USAASC funded opportunities that will assist AL&T Workforce members in attaining career progression. It provides basic information on available opportunities and the process by which to apply. The AETE Catalog is divided into three major categories: educational/academic and training to include functional/technical and leadership training, and experiential and developmental opportunities. Further information on AETE can be found at <http://asc.army.mil/career/pubs/AETE/default.cfm>.
5. ***Competitive Development Group/Army Acquisition Fellowship (CDG/AAF)*** - The CDG Program is a three-year developmental program that offers board-selected applicants expanded training, leadership, experiential and other career developmental opportunities. It is designed to develop future Army acquisition leaders. Further information on the Program can be found at <http://asc.army.mil/career/pubs/cdg/default.cfm>.
6. ***Product/Project Manager and Acquisition Commander (PM/AC)*** - Program/Project manager and Acquisition Commander are among the most prestigious and challenging positions in the AL&T Workforce. Individuals selected for a PM or AC position are instrumental to mission accomplishment in developing, testing, and fielding the Army’s go-to-war weapons, intelligence and communications systems and services. Their efforts enable our Soldiers to fight and win across the entire spectrum of operations anywhere in the world. Additional information can be found at <http://asc.army.mil/career/pubs/PM/default.cfm>.
7. ***Senior Service College (SSC) Program*** – The SSC Program offers a unique opportunity for members of the AAC to gain advanced leadership training and experience. The following institutions comprise the SSC Program. The Industrial College of the Armed Forces (ICAF) presents the Senior Acquisition Management Course (ACQ 401). This is the preeminent course for members of the Acquisition Corps and, as such, is an important step in your career. The University of Texas has an equivalent, called the Senior Service College Fellowship (SSCF) Program. There are also Regional SSCF Programs located at Huntsville, AL; Warren, MI; and Aberdeen Proving Ground, MD. Additional information on each course, special requirements and application instructions are at <http://asc.army.mil/career/pubs/AET&E/default.cfm>.

For additional information on other regulatory requirements, Army policies, or opportunities, please refer to USAASC's homepage at <http://asc.army.mil> or contact a NCR Customer Service Office representative.

## APPENDIX M

### *Steps for Military Army Acquisition Career Development*

Once you are in the U.S. Army Acquisition Corps, becoming a member of the Army Acquisition, Logistics, and Technology (AL&T) Workforce is a progression towards success in your Army career.

Military 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 operations requirements. Non-Commissioned Officers (NCOs) typically operate in the contingency contracting field.

The following will provide you with general information, points of contact, policies, procedures and terminology that are important to your Acquisition career development. While many of the steps will overlap, they are generally sequentially ordered.

1. Contact your Assignment Officer. Upon accession into the Army Acquisition Corps, your first step should be to contact an Assignment Officer from the Acquisition Management Branch (AMB) at the US Army Human Resources Command (HRC), who will advise and assist you in planning your career development.
2. Determine career objectives and select primary and secondary Areas of Concentration (AOCs). The Army AL&T Workforce is made up of officers, NCOs, and civilians who perform work throughout the life cycle of the system (i.e., "cradle to grave"). There are five military AOCs in the AL&T Workforce, as follows:
  - a) 51A: Systems Development (Program Management).
  - b) 51C: Contracting and Industrial Management (Contracting).
  - c) 51R: Information Technology
  - d) 51S: Research and Engineering (Systems Planning, RD&E).
  - e) 51T: Test and Evaluation.

A more detailed description of these career fields may be found in DA Pam 600-3, Chapter 47 or at: [http://www.usapa.army.mil/pdffiles/p600\\_3.pdf](http://www.usapa.army.mil/pdffiles/p600_3.pdf).

3. Evaluate Advance Civil Schooling (ACS) opportunities. There are many opportunities for Acquisition Corps officers to attend ACS. However, career timelines and type of degree sought will influence which program best fits your career. Contact the AMB's ACS point of contact for a detailed discussion of the opportunities for your specific goals. The AMB homepage provides a list of the available programs.
4. Refer to the Development Model in the Acquisition Career Development Plan (ACDP). This model provides a framework with which to conduct career planning. Contact your Assignment Officer to assist in determining where you are on the model and in planning your career progression strategy.

5. Prepare an Individual Development Plan (IDP). The IDP is a five-year plan that outlines your education, training, and experience goals. Determine and define your career goals and objectives in concrete terms (i.e., where are you in your career on the ACDP Development Model) and where do you want to be, both in the short term and the long term. Using guidance provided by your Assignment Officer, work with your supervisor and agree upon a plan that is consistent with the model and your goals. Document the desired education, training, or experience on your IDP. For detailed information on completing the IDP, go to <https://rda.altess.army.mil/camp/index.cfm>
6. Become certified in your primary AOC. The goal for proficiency in your AOC is attainment of Level III certification. The certification requirements for each acquisition career field may also be found in Appendix B of the Defense Acquisition University (DAU) Catalog (see <http://icatalog.dau.mil>). If you do not understand any of the requirements, you may contact your Assignment Officer or Acquisition Certification Manager for clarification. There are several ways to obtain the training necessary to meet the certification training standards:
  - a) Attend DAU resident/on-site courses
  - b) Take DAU Distance Learning (Web-based) courses via the internet
  - c) Obtain credit for equivalent courses, or
  - d) Obtain credit through the Fulfillment Program.

(All Level III DAU courses and those offered through distance learning may not be fulfilled.)  
For DAU course schedules, go to <http://icatalog.dau.mil/>.

7. Commence Career Broadening Activities. Once you have become proficient in your primary career field, you should commence career-broadening activities.
  - Pursue functional assignments in your secondary career field.
  - Become certified to at least at Level II in one or more other career fields.
  - Apply for learning opportunities offered in the AETE Catalog. These opportunities range from leadership development courses to degree completion/master's degree programs. For information on acquisition funding as well as other opportunities and application instructions see the AETE Catalog.
8. Meet AAC membership requirements and apply for membership. In order to become a member of the AAC, a subset of the AL&T Workforce, individuals must meet the status, experience, training and education requirements as listed in the Army Acquisition Corps Membership Requirements document. Military must be serving in the grade of major, or above. Officers interested in applying for AAC membership should contact AMB AAC membership point of contact and request AAC membership.
9. Participate in Continuous Learning (CL) activities. Throughout your career, you should participate in continuous learning activities. Once you are certified in the position you encumber, the USD (AT&L) Policy on Continuous Learning for the AL&T Workforce requires that you complete a minimum of 80 CL points every two years. Attainment of CL

points is not limited to the traditional classroom setting but may be earned in numerous ways. Work with your supervisor to ensure attainment of CL points is considered when developing your IDP and ensure points earned are captured on your IDP, which is used to document continuous learning.

10. Be aware of the various promotion, school and command boards. Monitor HRC online for updated career information and timelines. Go to the following link for detail on promotion, school, and command boards.  
<https://www.hrc.army.mil/site/protect/active/opfam51/ambmain.htm>
11. Complete Command and General Staff College (CGSC). AAC officers should attain MEL4 certification either through resident or non-resident completion of CGSC or ILE prior to primary zone consideration for selection to LTC. AAC officers compete for selection to attend resident CGSC just like the officers in all other OPMS XXI career fields.
12. Compete for Acquisition Command and Product Manager Positions (LTC). Best-Qualified Boards are held annually. Information on available positions, eligibility, and application requirements may be found at  
<https://www.hrc.army.mil/site/protect/active/opfam51/ambmain.htm>
13. Compete for Senior Service College (LTC/COL). Best-Qualified Boards are held annually. Information on available positions, eligibility, and application requirements may be found at  
<https://www.hrc.army.mil/site/protect/active/opfam51/ambmain.htm>
14. Compete for Acquisition Command and Project Manager Positions (COL). Best-Qualified Boards are held annually. Information on available positions, eligibility, and application requirements may be found at  
<https://www.hrc.army.mil/site/protect/active/opfam51/ambmain.htm>

## APPENDIX N

### *Senior Rater Potential Evaluation (SRPE)*

#### 1. INTRODUCTION

- a) This document provides policy and general guidance on the Army's Senior Rater Potential Evaluation (SRPE) for the Acquisition, Logistics and Technology (AL&T) Workforce. The SRPE is used to evaluate the potential of civilian employees in designated grades to perform in positions of increased responsibility, whereas the Total Army Personnel Evaluation System (TAPES) and the various personnel demonstration projects, to include the National Security Performance System (NSPS), evaluate the quality of performance associated with the current duties and contributions to the mission. There are three distinct Profile Ranges in the SRPE system. The SRPE is a required document for AAC Central Selection List (CSL) boards, Competitive Development Group/Army Acquisition Fellowship (CDG/AAF) boards, and Acquisition Education, Training, and Experience (AETE) boards. Although a SRPE is not required for the remaining civilian personnel it is highly recommended.
- b) The Defense Acquisition Workforce Improvement Act (DAWIA) responded to the need for increased emphasis on the development of a better-qualified and more professional AL&T Workforce. The SRPE supports this goal by helping workforce employees identify their leadership strengths and weaknesses in regard to a set of competencies needed by professionals. Employees will use this information to structure an Individual Development Plan (IDP) that, among other things, maximizes their potential for performance in positions of increased responsibility.
- c) Section 1733(a) of the DAWIA requires that the best-qualified individuals, whether military or civilian, be selected for acquisition positions. By evaluating and documenting the leadership potential of civilian employees, the SRPE provides a document that allows selection boards to more easily and equitably compare a civilian candidate's leadership potential with that of a military candidate, as documented on the senior rater section of the Officer Evaluation Report (OER). Selecting officials/boards will also use the SRPE to evaluate the leadership potential of candidates for civilian key leadership positions in the AL&T Workforce.
- d) The SRPE is an automated module within the Career Acquisition Management Portal (CAMP)/Career Acquisition Personnel & Position Management Information System (CAPP MIS). The SRPE form, SRPE User Manual, Senior Rater Comments Guide, and the software can be found on the CAPP MIS website at: <http://rda.altess.army.mil/camp/>

#### 2. ROLES AND RESPONSIBILITIES

- a) Commanders and organizational heads are responsible for ensuring career development is an integral part of the command/organization's mission, to include placing the same level

of attention and importance on the SRPE as is placed on the senior rater section of the OER.

b) Supervisors are responsible for:

- 1) Ensuring that employees requiring a SRPE know when it is needed and who their appropriate senior rater is.
- 2) Ensuring that the senior rater has an accurate list of the employees to be rated.
- 3) Initiating the SRPE process when requested by the employee and following it through to completion.
- 4) Providing the senior rater, upon request, with adequate information with which to render a senior rating. For example, in situations where the senior rater does not have direct contact with the employee, the supervisor may wish to provide the senior rater with suggested comments for the "Comments on Potential" section of the SRPE.
- 5) Supporting the employee's career development by helping to identify experience or training that will improve leadership skills and potential and approving these on the employee's IDP.

c) Senior raters are responsible for:

- 1) Ensuring that all employees who request a SRPE receive it in a timely manner and in accordance with guidance provided in this document.
- 2) Providing an objective and comprehensive evaluation of an employee's potential.
- 3) Reviewing the evaluation with the employee to identify ways to improve weaknesses.
- 4) Maintaining the senior rater profile in accordance with the instructions provided in this document.

d) Employees are responsible for using the SRPE as an aid for determining training and experience that will enhance their leadership skills and potential and documenting these on their IDP. A completed SRPE will be viewable in the SRPE employee module seven (7) calendar days after the SRPE is finalized by the senior rater.

e) Acquisition Career Managers (ACMs) provide assistance with using the SRPE module and are designated as SRPE Administrators. For a list of ACMs, refer to the ASC website at <http://asc.army.mil/contacts/acms.cfm>

### 3. POLICY.

- a) A SRPE is needed for anyone applying for a board or school, as required.
- b) It is recommended that an annual SRPE is completed by senior raters for the period January 1 through December 31. The rating must be completed and provided to the employee by January 31 of the new year following the rating cycle (e.g., for the rating cycle January through December 31, 2010 the completion date will be January 31, 2011).
- c) An employee newly assigned to a position will not require a SRPE until the first annual SRPE rating cycle following their assignment to the position.
- d) Out-of-cycle SRPEs for selection boards may be issued only under the following conditions:
  - 1) The employee has been promoted to a higher graded position and does not have a SRPE in that position.
  - 2) The employee's current SRPE is more than one year old.
  - 3) The employee is a new AL&T Workforce member and has never received a SRPE. \
- e) Senior raters may correct a SRPE by contacting a SRPE Administrator within seven (7) calendar days from the date it is finalized in the system. It is the responsibility of the senior rater to provide the employee with a signed copy of the finalized SRPE.
- f) To be rated, the employee must have served in the AL&T Workforce position for a minimum of 120 days and under the senior rater for a minimum of 90 days.
- g) The senior rater must be a supervisor and senior in grade to the rated employee. Recommendations are as follows:
  - 1) Under an acquisition workforce personnel demonstration project, as well as NSPS, the senior rater is the rater of the employee's supervisor.
  - 2) Under TAPES, the senior rater is as noted on the TAPES form.
  - 3) For employees providing collocated/dedicated matrix support to Department of Army chartered Central Select List Project Managers (PM), Program Executive Offices (PEO), and Joint PEO, the senior rater should be the PM or PEO that is supported, regardless of pay plan.
- h) Senior rater guidance:
  - 1) Senior rater profiles are maintained for each of the 3 Profile Ranges of AL&T Workforce, rated by the senior rater. The profiles are cumulative and remain with the

senior rater regardless of his or her grade or position; i.e., if a senior rater is promoted and moves to another acquisition organization, he or she retains the profile for each of the 3 Profile Ranges previously rated. Note: See Appendix A for the three newly established Senior Rater Profile ranges, and their corresponding grades/broadbands.

- 2) The senior rater's evaluation compares the rated employee's overall potential in comparison with that of all other employees in the same Profile Range that the senior rater has rated and will rate. For example, if the senior rater has previously rated 20 *Profile Range 3* employees and currently has 5 additional *Profile Range 3* employees to rate, the population will be the cumulative 25.
- 3) Leadership potential is evaluated in terms of the majority of employees in that Profile. If the employee's leadership potential is consistent with the majority of civilians in that grade, the senior rater will check the CENTER OF MASS (COM) block. If the rated employee's potential exceeds that of the majority of the employees in that grade or broadband, the senior rater will check the ABOVE CENTER OF MASS (ACOM) block. If the employee's potential is below that of the majority, the senior rater will check the BELOW CENTER OF MASS (BCOM) block.
- 4) There is an exception to the less than 50 percent rule in the SRPE module that allows the first individual in each grade/broadband to receive an ACOM at the initial establishment of the Senior Rater Profile. This exception is referred to as the "Silver Bullet". After the "Silver Bullet" is used, the system will not allow the Senior Rater (SR) to input an evaluation that would cause the SR profile in each grade/broadband to exceed 50 percent ACOM. After you have used the Silver Bullet, within that Profile Range, future SRPE's in that same Profile Range must meet the less than 50 percent rule. For example, if the SR initially only has one Profile Range 3 employee to rate in his Senior Rater profile and the Profile Range 3 employee is a ACOM employee, the SR would be able to give an ACOM range to this first Profile Range 3 employee. However, if the next Profile Range 3 employee wants to apply for a competitive board and the SR thinks this employee also deserves an ACOM, then the SR would only be able to give COM as the highest mass range.
- 5) The number of ACOM designations by a senior rater for each profile is restricted to less than 50 percent of all reports processed for that senior rater in that grade (to include the reports currently being rendered). This guards against inflated ratings and renders the SRPE a more reliable document. To maintain flexibility, senior raters should reserve the top block for their upper third in profile range.
- 6) Senior raters are responsible for managing their profiles to ensure that only the employees with the greatest potential are placed in the ACOM block. To help senior raters maintain their profiles, the automated SRPE module allows them to view their profiles by Profile range and provides a worksheet for use during the rating cycle. Additionally, the software alerts senior raters if they exceed the ACOM profile by not accepting a SRPE that increases the block to greater than 50 percent of the population concerned.

APPENDIX N: SRPE PROFILE RANGES

	<b>Profile 1</b>	<b>Profile 2</b>	<b>Profile 3</b>
General Schedule	GG-01 to GG-11	GG-12 and GG-13	GG-14 to GG-15
General Schedule	GM-01 to GM-11	GM-12 and GM-13	GM-14 and GM-15
General Schedule	GS-01 to GS-11	GS-12 and GS-13	GS-14 and GS-15
ACQ Demo Project	NH-02	NH-03	NH-04
ACQ Demo Project	NJ-01 to NJ-03	NJ-04	
ACQ Demo Project	NK-01 to NK-03		
ACQ Demo Project	DB-01 and DB-02	DB-03	DB-04 to DB-06
ACQ Demo Project	DE-01 and DE-02	DE-03 and DE-04	DE-05
ACQ Demo Project	DK-01 to DK-04		
ACQ Demo Project	DJ-01 and DJ-02	DJ-03	DJ-04 and DJ-05
NSPS	YA-01	YA-02	YA-03
NSPS	YB-01 AND YB-02	YB-03	
NSPS	YC-01	YC-02	YC-03
NSPS	YP-01		
NSPS	YD-01	YD-02	YD-03
NSPS	YE-01 and YE-02	YE-03 and YE-04	
NSPS	YF-01	YF-02	YF-03
NSPS	YK-01	YK-02	YK-03
NSPS	YL-01 and YL-02	YL-03 and YL-04	
NSPS	YM-01 and YM-02		
NSPS	YN-01	YN-02	YN-03
NSPS			YG-02 and YG-03
NSPS	YH-01	YH-02	YH-03
NSPS	YI-01 and YI-02	YI-03	
NSPS	YJ-01	YJ-02	YJ-03 and YJ-04
SES and Equivalent			Anything beginning with AD, ED, EE, EH, ES, EX, IP and ST

## APPENDIX O

### *Organizational Acquisition Point of Contact (OAP)*

1. POLICY. Each organization, defined by either Unit Identification Code(s) UICs and/or Organization Code(s), will delegate a point of contact (POC) responsible for providing status reports and compiling information required for data calls on AL&T Workforce members as requested by their organization's leadership. (Access is restricted to the sponsoring organization's Unit Identification Code(s) (UICs and/or Organization Code(s) only.) In addition, the OAP will be responsible for disseminating current information on programs, education, training and competitive opportunities offered through the acquisition community, as well as provide broad acquisition career management guidance to their respective staffs.

#### 2. RESPONSIBILITIES.

##### a) USAASC Strategic Planning and Analysis Division (USAASC SP&A).

- 1) Establishes, and revises as necessary, policy and procedures for the OAP Program.
- 2) Enables OAPs view capability to Career Acquisition Personnel and Position Management Information System (CAPP MIS).
- 3) Terminates *Delegation of Authority* upon request with at least a 30-day notice (see b (3) and b (4) below).

##### b) Customer Support Offices (CSOs).

- 1) Solicits organizations to identify OAPs.
- 2) Approves organizations' OAPs.
- 3) Obtains and retains the original OAP's *Acknowledgement of Delegation of Authority* on file (example to follow procedures).
- 4) Recommends termination of *Delegation of Authority*, if necessary.
- 5) Reviews organizations' *Delegation of Authority* on an annual basis.
- 6) Provides comprehensive and timely training upon designation of an organization's OAP on the responsibilities, limitations and procedures of running reports and compiling information for data calls as requested by leadership. In addition, provide current information concerning the acquisition programs, education, training and competitive opportunities offered through the acquisition community. Provide and post to the ASC website, updates and refresher training as needed.

##### c) Sponsoring Organization.

- 1) Identifies an organization's OAP.
  - 2) Permits and encourages OAP to attend initial training, as well as refresher training.
  - 3) Reviews *Delegation of Authority* on an annual basis.
  - 4) Removes/replaces OAP, if necessary. If this is necessary, revise *Acknowledgement of Delegation of Authority* memo as necessary and coordinate changes with the NCR CSO.
- d) OAP.
- 1) Attends mandatory training and obtain refresher training as needed.
  - 2) Runs reports and compiles information for data calls, as requested by their leadership.
  - 3) Ensures the AL&T Workforce assigned to their delegated organization routinely receives coherent, timely information on the acquisition programs, education, training and competitive opportunities generated by USAASC's initiatives.
  - 4) Provides broad acquisition career management guidance to their respective staff.
  - 5) The OAP shall:
    - (a) Maintain at least a SECRET security clearance.
    - (b) Sign an *Acknowledgement of Delegation of Authority*.
    - (c) Limit their database access to delegated organization's UIC(s) and/or Org Code(s) only.

### 3. PROCEDURES:

- a) Designation of OAPs. An organization can request an individual be designated as its OAP by obtaining the OAP's signature on an *Acknowledgement of Delegation of Authority* and forwarding it to the Regional CSO for approval.
- b) Upon approval, OAPs will:
  - 1) Attend mandatory training and occasional refresher training.
  - 2) Have access to view the CAPPMS database for their organizations' UIC(s) and/or Org Code(s) only at <https://rda.altess.army.mil/camp/>. Once logged into CAPPMS, go to the "WFM" tab to view the employees' ACRBs.
  - 3) Run reports and compile information in response to data calls as requested by their

organizations by going to <https://rda.altess.army.mil/camp/>. Once logged into CAPPMIS, go to the “REPORTS” tab and then access the “Workforce Reports” and “Acq Civ Specific Reports” link. The OAPs will have access to canned reports generated by data available in the CAPPMIS database. Please reference the Reporting Description for a list of the reports.

- 4) Develop a list of AKO e-mail addresses for all AL&T Workforce members within their delegated organization. (Available in the Civilian Workforce reports module). Disseminate information received from the Regional CSO to all those addressees as required.
- 5) Provide broad acquisition career management guidance to their delegated organization.

**EXAMPLE ONLY**  
**Letterhead of Requesting Organization**

REPLY TO

01 September 2010

MEMORANDUM FOR Employee's Organization and Address

SUBJECT: CAPP MIS Delegation of Authority for Organization Name

1. You presently occupy a position, wherein your duties include the functions of an Organizational Acquisition Point of Contact (OAP) for PEO IEW&S. This memorandum is formal notification that you are hereby delegated authority to access the U.S. Army Acquisition Support Center's (USAASC) Career Acquisition Personnel & Position Management Information System (CAPP MIS) on my behalf. This access is restricted to personnel assigned, as follows:

Command:	AE
Unit Identifying Code(s):	W-----, W-----05
Org Code:	9A**

Note: Information contained in CAPP MIS is deemed sensitive and is governed by the Privacy Act of 1974. As a result, you are required to maintain, at a minimum, a Secret Clearance.

2. In addition, you must ensure that the AL&T Workforce assigned to Organization Name routinely receives coherent, timely information on the acquisition programs, education, training and competitive opportunities generated by our initiatives.

3. Delegation of Authority on behalf of Organization Name is hereby granted to:

NAME:	Jane Doe
SSN:	XXX-XX-XXXX
Security Clearance Level/Date:	Secret 10110112009

4. This Delegation of Authority becomes effective upon the receipt of the signed original acknowledgement at our supporting USAASC Regional Customer Support Office. You will retain a copy of the Acknowledgement for your records. This Delegation of Authority will be reviewed by my office, as well as the USAASC, on an annual basis.

5. This Delegation of Authority may be terminated upon request, or by the Deputy Director Acquisition Career Management. If this Delegation of Authority is terminated, notification should be made at least 30 days in advance.

\_\_\_\_\_/original signed-  
Name and Signature Block

## ACKNOWLEDGMENT

By signature herein, I acknowledge my delegation of authority on behalf of Organization Name providing limited access to USAASC's CAPPMS data system. I have read and understand my responsibilities and accountability. I further understand that this appointment will remain in effect until revoked in writing by you or Deputy Director Acquisition Career Management.

\_\_\_\_//original signed//\_\_\_\_ Date: \_\_\_\_\_  
Jane Doe

**EXAMPLE ONLY**