

### AL&T WORKFORCE HIRING REQUIREMENTS

<http://asc.army.mil/info/policies>

This policy focuses on the recruitment, announcement, review, selection and placement of permanent, temporary and term civilian positions in the AL&T Workforce. This also includes Critical Acquisition Positions (CAPs)/Key Leadership Positions that require AAC membership. It does not apply to Senior Executive Service (SES) or other Army AAC board-select programs, such as those for PMs. It implements the qualification requirements stated in Title 10, *United States Code (USC)* of the *Defense Acquisition Workforce Improvement Act* of 1990, chapter 87, sections 1701-1764. The policy also includes responsibilities for the following individuals/groups:

- DACM
- DDACM
- ASC Director
- Assistant G-1 for Civilian Personnel Policy
- U.S. Army Human Resources Command (HRC)
- Acquisition Career Program Board
- Functional Chiefs Representatives
- Acquisition commands and organizations

### AAC MEMBERSHIP

<http://asc.army.mil/info/member>

To become an AAC member, individuals must meet the status, experience, training and education requirements (or exceptions) listed in the Acquisition Corps Membership documents on the above Web site. (The Mobility Agreement is currently under a 3-year moratorium [except for CDG and SES] and is not required from September 2004 through September 2007, with a review of the impact to take place in 2006.)

### WAIVERS

[http://asc.army.mil/docs/policy/army\\_waiverguide\\_0802.pdf](http://asc.army.mil/docs/policy/army_waiverguide_0802.pdf)

This document contained in the link above focuses on Army waiver guidance and procedures for AL&T Workforce CAPs. It defines the statutory and regulatory requirements for waivers, and provides detailed guidance on the procedures that must be followed when requesting a waiver. Specific topics include:

- AAC Membership to fill a CAP
- Assignment Period (Tenure) Waivers
- Assignment-Specific Standards for Program, Project and Product Managers (PMs), Deputy PMs (DPMs), PEOs, General Officers/SES and Senior Contracting Officials
- References

There are also sample forms for CAP waivers for AAC membership requirements, the assignment period (tenure) waiver process and assignment specific waivers.

### EMPLOYEE REQUIREMENTS AND FORMS:

#### INDIVIDUAL DEVELOPMENT PLAN (IDP)

(<https://rda.altess.army.mil/cappmis>)

An IDP is a critical document used 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, payband equivalent, military rank or certification level. At a minimum, the IDP should be updated on an annual basis during annual performance evaluation reviews.

#### ACQUISITION CAREER RECORD BRIEF (ACRB) POLICY

([http://asc.army.mil/docs/policy/acrb\\_policy.pdf](http://asc.army.mil/docs/policy/acrb_policy.pdf) )

This policy is for the development, maintenance and usage of ACRBs. ACRBs are used for certification, AAC membership, Best Qualified Boards, documentation of continuous learning accomplishments, position management, competitive/needs-based boards (i.e., ATAP) and verification of job qualifications. ACRBs are considered "official" only when printed with a watermark. The ACRB policy applies to Army National Guard and U.S. Army Reserve personnel assigned to acquisition and technology organizations, individuals who possess acquisition experience and Department of the Army civilians who are AL&T Workforce members.

#### CERTIFICATION

(<http://asc.army.mil/info/policies>)

These documents establish policy and procedures for an individual seeking Army certification in an acquisition career field (ACF). Achievement of certification is accomplished when an individual meets all the education, training and experience standards established for an ACF. Certification standards for all acquisition career fields can be found in the DAU catalog at appendix B ([http://www.dau.mil/catalog/Appendix\\_B.pdf](http://www.dau.mil/catalog/Appendix_B.pdf)). The policy document also contains responsibilities for the following individuals/groups:

- DACM
- DDACM
- HRC
- ACMAs and Career Management Support Specialists
- Functional Chief Representatives (FCRs)
- Certifying Officials
- Reviewing Officials
- Individuals requesting certification

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### CONTINUOUS LEARNING POLICY

(<http://asc.army.mil/info/policies>)

This policy illustrates how the DoD AT&L Workforce must operate as a dynamic learning community, continually striving to improve its professional knowledge and performance. It also reviews the minimum and mandatory amount of continuous learning points that an AT&L Workforce member must earn. The policy, which applies to all civilian and military DoD personnel designated as acquisition workforce members, augments the *DAWIA* education and training certification process. Responsibilities are mentioned for the following individuals/groups:

- Director, Acquisition Education, Training and Career Development, Office of the Director, Acquisition Initiatives
- DAU President
- Components
- Defense Contract Audit Agency Director
- Supervisors

### SENIOR RATER POTENTIAL EVALUATION (SRPE)

(<http://asc.army.mil/info/policies>)

This document provides detailed instructions for rating the leadership potential of acquisition personnel. Accurately evaluating the potential of civilian AL&T Workforce members requires diligence and thoughtful assessment of each individual's potential to assume positions of leadership. Senior raters need to keep in mind that the overarching purpose of the SRPE process is to identify future civilian leaders for the AAC. The SRPE process has been completely automated and may be accessed via the CAPPMS Web page (<https://rda.altess.army.mil/cappmis/index.cfm>).

### SPECIAL PROGRAMS:

#### EXPANDED COMPETITIVE DEVELOPMENT GROUP (CDG) PROGRAM

(<http://asc.army.mil/programs/cdg/default.cfm>)

The CDG Program is a 3-year developmental program that offers board-selected applicants expanded training, leadership, experiential and other career development opportunities. It is designed to develop future civilian Army acquisition leaders. An orientation and graduation ceremony is held annually to welcome new CDG selectees and bid farewell to the graduating class. ACMAs with graduating students are invited to attend.

The link provided above accesses the documents that govern AAC CDG implementation and administration. These documents establish the general requirements for selection into and participation in the program, and also features a list of definitions of terms that are used in the policy. The requirements apply to those individuals applying to and selected for the AAC's CDG program beginning with year group 2003. This link also covers the responsibilities of the following individuals/groups:

- DDACM
- ASC
- Assistant G-1 for Civilian Personnel Policy
- Gaining Organization

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- HRC
- FCRs
- ACMAs
- CDG Program Members
- Installations

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### **AETE**

(<http://asc.army.mil/docs/policy/AETEpolicy.pdf> )

This document establishes the policy and procedures regarding the application for and selection of AAC-funded learning opportunities found in the AETE/ATAP Catalog. It applies to military and civilian personnel assigned to positions designated as AL&T Workforce who apply for AETE opportunities. It includes responsibilities for the following individuals/groups:

- DDACM
- ASC
- HRC
- ACMAs
- ASC RDs
- ACMs
- Supervisors/Organizations
- Senior Raters
- Applicants

### **ATAP**

(<http://asc.army.mil/programs/atap/docs.cfm> )

Located on this Web page are the ATAP Policy and Procedures documents. They apply to all civilian AL&T Workforce members who wish to complete an undergraduate degree or fulfill the business hour requirements that are referenced in the documents. The ATAP application process has been fully automated and may be accessed via the Army Acquisition Professional Development System (AAPDS). To access AAPDS, please log in at <https://rda.altess.army.mil/cappmis>. Specific topics cover application eligibility and process, program requirements and financial management. It also includes responsibilities for the following individuals/groups:

- DDACM
- ASC
- National Capital Region CSO
- ACMs
- ATAP participants
- Organizations

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### **CIVILIAN-ROTATIONAL DEVELOPMENTAL ASSIGNMENT PROGRAM (C-RDAP) POLICY**

([http://asc.army.mil/docs/programs/rda/crda\\_policy.pdf](http://asc.army.mil/docs/programs/rda/crda_policy.pdf) )

C-RDAP is designed to provide the experience needed to develop and enhance AL&T Workforce members' required acquisition and leadership skills. This program enhances individual professional development by providing opportunities for civilians to gain the experience to develop and strengthen needed functional and leadership competencies. The C-RDAP policy document outlines C-RDAP implementation, operation and administration, and establishes general requirements for selection to and participation in the program. It also features an overall program description, objectives, resources and responsibilities for the following individuals or groups:

- DDACM
- ASC RDs/CSOs
- Commanders
- PEOs and PMs
- ASC RDs

### **C-RDAP PROCEDURES**

([http://asc.army.mil/docs/programs/rda/crda\\_procedures.pdf](http://asc.army.mil/docs/programs/rda/crda_procedures.pdf) )

The C-RDAP procedures document is designed to give a detailed description of all actions and interrelationships required to ensure that C-RDAP is a success. It also covers the program's objectives and instructions on how to evaluate the program. Each region has its own procedures document. Please consult your ACM (<http://asc.army.mil/contact/acms.cfm> ) for a copy.