

# THE AAC/AL&TWF TEAM

## Organizations

**Acquisition Support Center (ASC).** The ASC assists the DACM and the AAE by acting as the Army's single point of contact on all matters pertaining to the implementation of the Defense Acquisition Workforce Improvement Act (DAWIA) and serves as the MACOM for the AAE.

In carrying out the responsibility of assisting the DACM and the AAE, the Acquisition Career Management Plans, Programs and Policy Division establishes Army policies and procedures regarding all aspects of DAWIA and ensures these are implemented throughout the acquisition & technology workforce. This encompasses the following responsibilities: establishing Army policies and procedures for the implementation of DAWIA; overseeing accession; developing high-quality education, training, and experience opportunities; establishing career paths; providing for the overall career development of military and civilian workforce members; identifying funding requirements; providing oversight for the attendance of workforce members at the Defense Acquisition University; publishing the *Army AL&T* magazine; representing the Army on cognizant DOD functional boards and workgroups; and developing and implementing programs and processes as directed by the DACM. Additionally, the ASC has placed Regional Directors and Acquisition Career Managers in areas throughout the United States that have a high concentration of workforce members. These individuals provide hands-on career assistance to the workforce and ensure that the ASC remains in touch with regional requirements.

In serving as the MACOM for the AAE, the ASC provides resource, personnel, program, and force structure guidance to the PEO structure, direct reporting PMs, and other acquisition elements on the ASC Table of Distribution and Allowances, and acts as the proponent for acquisition in Army wide programs such as Total Army Analysis (TAA). The Structure Division has overall management responsibility for the General Officer Steering Committee; leads the research, analysis, and coordination of all Senior Executive Service actions under the purview of the ASA(AL&T); and prepares charters for Program Executive Officers and board-select PMs. The Personnel Division oversees civilian and military personnel management, designs and executes all ASC personnel management programs and provides staff-level personnel policy advice and guidance to the AAE, HQDA, PEOs, and other senior leaders. The Personnel Division works closely with AMB to ensure civilian PMs are brought on board throughout the Army in a timely fashion. The Resource Management Division is responsible for oversight of manpower for the PEO structure. The division prepares permanent change of station orders, certifies training and travel requests for AETE, and certifies funding requests for CDGs in support of the ASC. The division manages and distributes operations and maintenance funds. It is responsible for the Army Materiel Systems Analysis Activity manpower study, which will aid in the development of the Predictive Staffing Model for all Army PMs.

***U.S. Total Army Personnel Command (PERSCOM) Acquisition Management Branch (AMB).*** AMB is responsible for career counseling of individual Army acquisition officers and civilian AAC members and members of the Competitive Development Group (CDG) program. The military ACMs (assignment officers) provide centralized management for officers including assignments, career counseling, selection board preparation, and slating for command and service school selections. In addition, AMB schedules the advance program management course, command courses, ACS and TWI. All other acquisition training is scheduled directly through the IDP. The civilian ACMs at AMB provide similar services to civilian AAC and CDG members. The ACMs provide available position vacancy information to AAC members following key developmental or PMO assignments. The ACMs cannot “assign” the individual to these positions; the individual must apply and compete for positions via the normal personnel process. The career managers assist individuals in preparing their files for competitive, best-qualified selection boards such as the Project/Product Manager and Acquisition Command Selection Board and the CDG Board.

***U.S. Army Acquisition Logistics and Technology Enterprise Systems and Servies (ALTESS).*** ALTESS provides information management policy, guidance, and services to the AAE and the Office of the Assistant Secretary of the Army for Acquisition, Logistics and Technology (OSAALT) in support of the development and acquisition of weapons and materiel. It also provides specialized information management services to the acquisition community in support of the AAE’s mission. Additionally, ALTESS provides DAU execution support by screening and processing DAU applications.

## Workforce Members

AL&TWF members are responsible for managing their careers in order to become competitive at all levels—and thus achieve success. Workforce members should establish short- and long-range career objectives and seek advice from their Acquisition Career Manager, supervisor, or a mentor on how best to achieve the objectives. These objectives include achieving technical competence in the primary ACF, earning academic credentials, broadening functional experience, leadership training and experience. Workforce members must document these objectives on the IDP and update as necessary. Career planning and documentation in the acquisition career files are the workforce member’s responsibilities.

## Supervisors

Supervisors are responsible for creating an environment that enables their employees to reach their full leadership potential and goals. This includes playing an active role in assisting and advising the employee on career development decisions; ensuring education and training needs are included on the IDP; providing for adequate time to pursue career development activities; encouraging cross-functional training/assignments; and providing meaningful Senior Rater Potential Evaluations (SRPE), as required. See the page 47 of the handbook for a memorandum signed by the ASA(AL&T) and ASA(M&RA) directing that career management become an integral part of an organization’s mission.

## Acquisition Career Managers (ACMs)

Each member of the AL&TWF has an ACM. It is the ACM's responsibility to facilitate the career management process and to serve as an objective source for assisting workforce members.

- CDG members and civilian members of the AAC are served by an ACM in the AMB at PERSCOM.
- All other civilian members of the AL&TWF are served by regionally located ACMs.
- Officers are served by a military ACM (Assignment Officer) in the AMB at PERSCOM.
- Army Reserve Officers are served by an ACM, at Army Reserve-PERSCOM, St. Louis, MO.
- Army National Guard personnel are served by the Army National Guard Career Management Branch, Arlington, VA.
- AMEDD is supported by HQ, USAMRMC.

When assigned to an acquisition position, a workforce member's first step should be to contact his/her ACM. The ACM will assist the workforce member with career planning and development and with preparation of the acquisition documents discussed throughout this handbook. Click on the Organization/POC button on the ASC home page for contact information: <http://asc.rdaisa.army.mil/>.

## Regional Directors

Regional Directors, located in three regions (National Capital & Central; Northeastern & Central; and Southern & Western), are responsible for overall regional requirements. The Regional Directors serve as the primary source of guidance for the regional AL&TWF members and senior leadership on issues relevant to career development and management. They are responsible for overseeing the career development of the region's AL&TWF; assisting in the development of policy, procedures, and programs for the management of the AL&TWF; and ensuring that regional requirements are identified.

## Acquisition Career Management Advocates (ACMA)

ACMAs are senior-level civilian AAC members located throughout Army acquisition organizations. They are responsible for command-specific issues. ACMAs serve to enhance the communication of information routinely routed through the functional and command channels and the Regional Directors/ACMs. As a link to the DACM from the field, ACMAs offer commands an opportunity to express concerns and to register issues.

## Functional Chiefs (FCs)/Functional Chief Representatives (FCRs)

The FC for each Acquisition Career Field (ACF) selects a senior official holding a top-level position to be the FCR. Each of the ACFs has an FCR. The FCR is responsible for all aspects of functional development for the career field, whereas the acquisition community is focused on leadership development and cross-functional issues. The acquisition community works closely with the FCRs.

Contact information for all of the above may be found at the end of this section.

**A frequently updated roster is also maintained on the ASC home page,**

**<http://asc.rdaisa.army.mil/>.**

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## Career Development as a Mission Memo



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April 1, 1996

SARD-ZAC

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum No. 96-01, Career Development as a Mission

The Defense Acquisition Workforce Improvement Act (DAWIA), enacted as part of the FY91 Defense Authorization Act, focused heavily on a systematic approach to professionalize the Army Acquisition Workforce (AAW). DAWIA addresses specific requirements for work assignments, experience, education and training. Within the Army, the Director of Acquisition Career Management (DACM) is responsible, by law, for implementation of AAW education, training and career development. The DACM's implementation strategy includes high quality education, training and other career broadening programs to enhance the AAW's technical competencies and leadership skills.

Toward that end, a major challenge for today's Army is to focus on integrating military and civilian AAW employee education, training and career development into the mission of the organization. Organizations will derive great benefit from helping people achieve their potential through these means, particularly as the Army downsizes the force.

Commanders and managers at all levels must possess a clear understanding of their roles and responsibilities in AAW education, training and career development. These activities for acquisition workforce personnel must become a part of the organization's stated mission. Organizations are expected to plan for and release AAW personnel 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 covered under DA Pamphlet 600-3, Commissioned Officer Professional Development and Utilization. Military supervisors who manage AAW members will have, as part of their Officer Evaluation Report (OER) Support Form, a major performance objective for members' career development. Military career development initiatives will be worked in conjunction with the applicable policies established under this memorandum.

For civilians, the vehicle to achieve a systematic approach to career development is the Individual Development Plan (IDP). DoD 5000.52-M, Acquisition Career Development Program, mandates an IDP for each civilian AAW member, as a minimum, through certification at Level III. This memorandum establishes Army policy which requires each civilian AAW member to have a five-year IDP, which must be updated annually. A suggested IDP format and guidance for completing the form will be forthcoming.

Upon publication of the IDP format and guidance, supervisors and managers of civilian AAW 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 Total Army Performance Evaluation System evaluation report. Likewise, non-supervisory civilian AAW members will be rated on their professional development objectives.

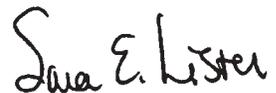
It is vitally important that the Army culture view education, training, and career development as part of the organization's mission. As the 21st century swiftly approaches, a highly qualified AAW is essential to meet the demands for personnel with highly technical skills and strong leadership abilities. The senior acquisition and personnel leadership in this Headquarters are committed to establishing a partnership to ensure that education, training, and career development as a mission is communicated and practiced throughout the Army for the AAW.

We are dedicated and committed to working within the Army system to ensure that our AAW members possess technical, leadership, and managerial skills, second to none, in the Department of Defense. We look forward to working with you in this team effort. Please give this memorandum widest dissemination to AAW members and their civilian and military supervisors.



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