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## Supervisor Responsibilities

Supervisors are responsible for creating an environment that enables their employees to reach their full leadership potential. 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 Individual Development Plan (IDP); providing for adequate time to pursue career development activities; and encouraging cross-functional training/assignments.

One tool that is extremely beneficial to the AL&T Workforce is the ASC Web site at <http://asc.army.mil>. This site is designed to assist AL&T Workforce employees and supervisors in obtaining information related to acquisition professional development. It contains career development guidelines, career management updates, professional publications, educational and training opportunities and more.

Both the supervisor and employee have distinct and critical roles in the acquisition career management process. While many of the following steps may overlap, they are generally in sequential order.

### Step One — Ensure Acquisition Position Information is Properly Coded

Ensure all acquisition position information is correctly documented in the Defense Civilian Personnel Database System (DCPDS). Supervisors, in coordination with their respective G-1 and G-8 support staff, should ensure that all personnel actions affecting AL&T Workforce members are properly coded. This may be accomplished utilizing the Gatekeeper fields in DCPDS. At a minimum, each Request for Personnel Action submitted for processing must include the APC and the Acquisition Position Level. The functional and core acquisition competencies have been divided into three levels: Basic Level I; Intermediate Level II; and Advanced Level III. This will ensure that all employees who are coded acquisition will be included in the Career Acquisition Personnel & Position Management Information System (CAPPMIS) database. Please refer to the AT&L Workforce Desk Guide for more information at [http://www.dau.mil/workforce/ATL\\_Workforce\\_Desk\\_Guide\\_01-10-06.pdf](http://www.dau.mil/workforce/ATL_Workforce_Desk_Guide_01-10-06.pdf).

### Step Two — Identify Employees in CAPPMIS (Supervisor)

AL&T Workforce employees must first be identified by adding them to the “Supervisor Module” of the automated IDP. Employees can be added by using their Social Security Numbers. To access the IDP, go to <https://rda.altess.army.mil/cappmis/>.

### Step Three — Review Acquisition Career Record Brief (ACRB) (Supervisor/Employee)

The ACRB is an automated, official record of the employee’s education, training and acquisition assignment history. Supervisors are to review the ACRB with the employee. The ACRB can be accessed by the employee from <https://rda.altess.army.mil/cappmis/>.

#### **Step Four — Discuss Certification Requirements (Supervisor/Employee)**

The *Defense Acquisition Workforce Improvement Act II (DAWIA II)* 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 of the position as follows: Level I – GS-05 through GS-08, Level II – GS-09 through GS-12 and Level III – GS-13 and above. Acquisition Career Field position certification requirements are detailed in the current Defense Acquisition University (DAU) Catalog, which may be accessed at <http://www.dau.mil/>.

#### **Step Five — Discuss IDP (Supervisor/Employee)**

AL&T Workforce members are required to complete and maintain an automated 5-year IDP. Preparation of the IDP is a joint venture between the employee and the supervisor. The IDP permits the employee and supervisor to identify and track career objectives in the areas of education, training and experiential opportunities. Objectives should reflect overall broad career goals and the specific developmental activities intended to accomplish them. The developmental objectives should be attainable in a reasonable timeframe and include functional training, leadership, education, professional activities and assignment experience that can lead toward the overall achievement of broad career goals. It is recommended that the IDP, along with the ACRB, be reviewed in conjunction with the normal appraisal cycles (initial, mid-point review and final rating period). You may access the IDP as well as the ACRB via the CAPPMS homepage located at <https://rda.altess.army.mil/cappmis/>.

#### **Step Six — Update ACRB and IDP (Employee)**

It is the responsibility of the employee to initiate changes and ensure that their ACRB and IDP are kept updated. The IDP can be updated electronically and the employee has limited ability to edit the ACRB. All other ACRB corrections should be sent to the employee's ACM for update.

#### **Step Seven — Review/Approve IDP (Supervisor)**

You will receive a system generated e-mail notification when the employee submits his/her IDP for your review. At a minimum, you should ensure that any education, training or experience that is required for certification is identified on the employee's IDP. If DAU courses are listed on the IDP, the supervisor must approve the DAU courses before the employee can successfully apply for the course in the Army Training Requirements and Resources System (ATRRS) Internet Training Application System (AITAS). The IDP can be found at <https://rda.altess.army.mil/cappmis/>.

#### **Step Eight — Apply for DAU Training (Employee)**

After the IDP is approved, the employee may apply for DAU courses at <https://www.atrrs.army.mil/channels/aitas>. AITAS is the Web-based application system that provides dates, locations and availability for all DAU training courses. AITAS works in conjunction with the IDP and allows AL&T

Workforce members to submit their training applications electronically for both online and onsite/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, the employee cannot register for any DAU training unless the course is identified on his/her IDP and the supervisor has approved it in the system.

#### **Step Nine — Review/Approve DAU Training Application (Supervisor)**

When the employee submits an application for DAU training, you will receive a system generated e-mail notification. Within the message you will be given a six-digit application review code. You must use this code to review/approve the online application. Further, it is imperative that you honor this commitment to mandatory training by releasing your employee in accordance with the approved AITAS application.

#### **Step Ten — Apply for Certification (Employee)**

Once the employee has completed the appropriate training, education and experience required by his/her position, he/she must submit a Certification Request Package to his/her supporting RCSO. The Certification Request Package consists of an updated ACRB signed by the employee and initialed by the supervisor, a resume and copies of any DAU training completion certificates not already listed on the ACRB. The employee may contact their RCSO for further guidance on certification procedures.

#### **Step Eleven — Continuous Learning Points (CLPs) (Supervisor/Employee)**

The Under Secretary of Defense for Acquisition, Technology and Logistics policy requires AL&T Workforce members to obtain 80 CLPs every two years, with a goal of 40 CLPs each fiscal year. The the policy's purpose 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 <https://rda.altess.army.mil/cappmis/>. There are two steps to obtain credit for continuous learning activities.

- (1) The employee enters completed continuous learning activities on his/her automated IDP and then submits the IDP electronically requesting that the supervisor review and award the CL points for DAU courses.
- (2) The supervisor reviews, approves and types in the actual CLPs awarded for non-DAU items.

#### **Step Twelve — Develop and Mentor Employees for Future Leadership Positions (Supervisor)**

ASC offers several programs that facilitate the career development/career management process for the acquisition workforce. Several of the programs are listed on the last page of this Guide.