

Supervisors' **Quick Reference Guide** **to Acquisition Career Management**

This handbook provides general acquisition career management information to SUPERVISORS of Acquisition Logistics & Technology (AL&T) Workforce employees. As the employee progresses in his/her career beyond the basic mandatory requirements, additional guidance may be obtained from the Army Acquisition Career Management Handbook at <http://asc.army.mil/pubs/aac/default.cfm>.

For assistance with any acquisition career management issues, please contact your Regional Acquisition Support Center (ASC) Customer Support Office (RCSO). A complete list of Regional Customer Support Offices and Acquisition Career Managers (ACMs) contact information can be found at <http://asc.army.mil/regional/default.cfm>.

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

The AL&T Workforce is composed of civilian and military professionals who support the acquisition life cycle phases. The Army acquisition workforce encompasses twelve functional career fields. These career fields and their associated Acquisition Position Category (APC) codes are as follows: Program Management (A); Contracting (C); Life Cycle Logistics (L); Business, Cost Estimating, and Financial Management (K); Facilities Engineering (F); Industrial/Contract Property Management (D); Information Technology (R); Production, Quality and Manufacturing (H); Purchasing (E); Systems Planning, Research, Development and Engineering - Science and Technology Manager (I); Systems Planning, Research, Development and Engineering - Systems Engineering (S); and Test and Evaluation (T).

Supervisory 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; providing for adequate time to pursue career development activities; and encouraging cross-functional training/assignments.

Please refer to the United States Army Acquisition Support Center (USAASC) Homepage at <http://asc.army.mil>. [This website 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, education 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. The steps for career management are identified below.

Steps to Acquisition Career Management

Step One – Ensure Acquisition Position Information is Properly Coded

Ensure all Acquisition Position information is correctly documented in the Defense Civilian Personnel Database (DCPDS) system. 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 (RPA) submitted for processing must include the Acquisition Position Category (APC). This will ensure that all employees who are coded acquisition will be included in the Career Acquisition Personnel & Position Management Information System (CAPPMIS) database.

http://asc.army.mil/docs/pubs/cm/cm_handbook.pdf

Step Two – Identify Employees in CAPPMIS (Supervisor)

You must first identify (“claim”) your AL&T Workforce employees in the “Supervisor Module” of the automated Individual Development Plan (IDP). You can access the IDP from <https://rda.altess.army.mil/cappmis/>.

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

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

Step Four – Discuss Certification Requirements (Supervisor/Employee)

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 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. Acquisition Career Field (ACF) position certification requirements are detailed in DoD 5000.66. The most updated certification requirements are documented in the Defense Acquisition University (DAU) Catalog annually, 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 specific developmental activities intended to accomplish them. The developmental objectives should be attainable in a reasonable time frame 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 CAPPMIS 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; however, neither the supervisor nor the employee can update the ACRB. ACRB corrections should be sent to the employees’ ACM for update.

Step Seven – Review/Approve IDP (Supervisor)

You will receive a system generated email 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 employees’ 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 is located 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 distance learning/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.

Step Nine – Review/Approve DAU Training Application (Supervisor)

When the employee submits an application for DAU training, you will receive a system generated email 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 Acquisition employees have completed the appropriate training, education, and experience required by their positions, they must submit a Certification application through the Certification Management System (CMS): <https://rda.altess.army.mil/camp/>. Once logged into CAMP, click CAPPMS and then CMS. The CMS system will provide a checklist of necessary documents needed for successful certification approval. The employee may contact their regional CSO for further guidance on certification procedures.

Step Eleven – Continuous Learning Points (CLPs) (Supervisor/Employee)

The USD(AT&L) policy requires AL&T Workforce members to obtain 80 CLPs every two years, with a goal of 40 CLPs each fiscal year. 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 <https://rda.altess.army.mil/cappmis/>. Basically there are two phases to obtain credit for continuous learning activities. First, the employee enters completed continuous learning activities on his/her automated IDP and then submits an automated message requesting that the supervisor review and award the points. Second, the supervisor reviews, approves, and types in the actual CLPs awarded.

Step Twelve – Develop and Mentor Employees for Future Leadership Positions (Supervisor)

The (AAC) offers several programs that facilitate the career development/career management process for the acquisition workforce. Several are listed on the following page.

WEBSITES:

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| USAASC Home Page: | http://asc.army.mil |
| Def Acq University: | http://www.dau.mil/ |
| Travel Info for Acq Training: | http://www.rdaisa.army.mil/rdaisa/atrrs/dau/tinfo.htm |
| IDP/ACRB/ATRRS: | https://rda.altess.army.mil/cappmis/ . |
| ATRRS: (Apply for DAU courses): | https://www.atrrs.army.mil/channels/aitas/ |
| Data-On-Demand: (Check course Vacancies) | https://www.atrrs.army.mil/channels/dataondemand/ |
| Fulfillment: | http://www.dau.mil/learning/career/fulfil99.pdf |
| Certification Requirements: | http://www.dau.mil/catalog/cat20057 |
| ACM Contact Information | http://asc.army.mil/contact/acms.cfm |

USAASC Programs/Opportunities

Acquisition Education, Training, and Experience (AETE)

The AETE Catalog outlines those ASC 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, 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/programs/aete/default.cfm>.

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. The ATAP, funded by ASC, 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. In 2005, the ATAP application process became automated via the Army Acquisition Professional Development System (AAPDS). Further information on ATAP can be found at <http://asc.army.mil/programs/atap/default.cfm>. The AAPDS system may be accessed at <https://apps.altess.army.mil/aapds>

Competitive Development Group (CDG)

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 CDG Program can be found at <http://asc.army.mil/programs/cdg/default.cfm>.

Regional Training

Regional Training consists of leadership and career broadening training unique to the needs of the workforce within each region. ASC funds all regional training opportunities. Opportunities are advertised by your regional CSO.

Senior Rater Potential Evaluation (SRPE)

The SRPE was developed to provide management with a tool to accurately evaluate the potential of civilian members of the acquisition workforce and to assess each employee's potential to assume leadership positions. SRPEs are required for individuals applying for Army competitive boards. In 2005, the SRPE was automated to facilitate the completion as well as tracking of Senior Rater Profiles. Supervisors and Senior Raters may access the automated tool via the Supervisor Module of the automated IDP system.

For additional information on other regulatory requirements/Army policies/opportunities (e.g., Corps Membership, Tuition Assistance, Senior Rater Potential Evaluation, etc.)

please refer to the Army Acquisition Homepage at

<http://asc.army.mil>

or contact a member of your RCSO