

**Organizational Acquisition Point of Contact (OAP)  
Policy and Procedures  
7 May 2007**

1. PURPOSE. This document establishes the policy for the designation of an Organization Acquisition Point of Contact (OAP) and outlines the procedures, duties and responsibilities of the United States Army Acquisition Support Center (USAASC), Regional Customer Support Offices (CSO), sponsoring organizations, and OAPs.

2. REFERENCES.

a. Title 10, United States Code, Chapter 87, Defense Acquisition Workforce, Section 1701-1764, Defense Acquisition Workforce Improvement Act (DAWIA) of 1990, as amended by Section 808, Public Law (PL) No. 106-398, National Defense Authorization Act (NDAA) for Fiscal Year (FY) 2001, October 30, 2000; Section 824, PL No. 107-107, December 28, 2001; NDAA for FY04, PL 108-136, November 24, 2003; NDAA FY05, and as may be subsequently amended by future statutory changes.

b. Department of Defense (DoD) Directive 5000.52, Defense Acquisition, Technology, and Logistics Workforce Education, Training, and Career Development Program, January 12, 2005.

c. DoD Instruction 5000.66, Operation of the Defense Acquisition, Technology Logistics Workforce Education, Training, and Career Development Program, December 21, 2005.

d. Title 5, Chapter 41, United States Code.

e. Part 410 of Title 5, Code of Federal Regulations.

f. Defense Acquisition University Catalog, <http://www.dau.mil/catalog/>.

g. AT&L Workforce Desk Guide, January 10, 2006

3. POLICY: Each organization, defined by either UIC(s) or Org 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 confined to sponsoring organization's UIC(s) and/or Org 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.

#### 4. RESPONSIBILITIES:

##### a. USAASC-SPA.

- (1) Establish, and revise as necessary, policy and procedures for the OAP Program.
- (2) Enable OAPs view capability to Career Acquisition Personnel and Position Management Information System (CAPPMIS).
- (3) Terminate *Delegation of Authority* upon request, or with cause with at least a 30-day notice, when available (see b(3) and b(4) below).

##### b. Regional CSO.

- (1) Solicit organizations to identify OAPs.
- (2) Approve organizations' OAPs.
- (3) Obtain and retain the original OAP's *Acknowledgement of Delegation of Authority* on file (example at Appendix A).
- (4) Recommend termination of *Delegation of Authority*, if necessary.
- (5) Review organizations' *Delegation of Authority* on an annual basis.
- (6) Provide 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 USAASC website, updates and refresher training as needed.

##### c. Sponsoring organization.

- (1) Identify an organization's OAP.
- (2) Allow and encourage OAP to attend initial training, as well as refresher training.
- (3) Review *Delegation of Authority* on an annual basis.
- (4) Remove/replace OAP, if necessary. If this is necessary, revise *Acknowledgement of Delegation of Authority* memo as necessary and coordinate changes with Regional CSO.

d. OAP.

- (1) Attend mandatory training and obtain refresher training as needed.
- (2) Run reports and compile information for data calls, as requested by their leadership.
- (3) Ensure the acquisition 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) Provide broad acquisition career management guidance to their respective staff.
- (5) The OAP must:
  - (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.

5. 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 CAPPMMIS database for their organizations' UIC(s) and/or Org Code(s) only at <https://rda.altess.army.mil/cappmmis/index.cfm?fuseaction=cSplash.doSplash> . Once logged into CAPPMMIS, 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/cappmmis/index.cfm?fuseaction=cSplash.doSplash> . Once logged into CAPPMMIS, 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 CAPPMMIS 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.

6. IMPLEMENTATION: This policy is effective immediately upon signature.

Appendix



Craig Spisak  
Director  
US Army Acquisition Support Center

**MAY 17 2007**

# EXAMPLE ONLY



## DEPARTMENT OF THE ARMY

PROGRAM EXECUTIVE OFFICE  
INTELLIGENCE, ELECTRONIC WARFARE AND SENSORS  
FORT MONMOUTH, NEW JERSEY 07703-5301

REPLY TO

01 March 2006

MEMORANDUM FOR Program Executive Office, Intelligence, Electronic Warfare and Sensors, (Ms -----), SFAE-IEW-HR, Fort Monmouth, NJ 07703-5301

SUBJECT: CAPPMS Field Delegation of Authority for Program Executive Office Intelligence, Electronics, Warfare and Sensors (PEO IEW&S)

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 (CAPPMS) 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 CAPPMS 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 acquisition workforce assigned to PEO IEW&S 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 PEO IEWS is hereby granted to:

NAME: Jane Doe  
SSN: XXX-XX-XXXX  
Security Clearance Level/Date: Secret /01/01/2006

## APPENDIX A

RE: CAPP MIS Field Delegation of Authority on behalf of – Program Executive Office Intelligence, Electronics, Warfare and Sensors (PEO IEW&S)

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\_\_\_\_\_  
EDWARD T. BAIR  
Program Executive Officer  
Intelligence, Electronic  
Warfare & Sensors

### ACKNOWLEDGMENT

By signature herein, I acknowledge my delegation of authority on behalf of PEO IEW&S providing limited access to USAASC's CAPP MIS 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//\_\_\_\_\_  
Jane Doe

Date: \_\_\_\_\_

**EXAMPLE ONLY**