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# **SUPERVISOR QUICK REFERENCE GUIDE**

## **Acquisition Career Management**

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This brochure 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 acquisition career management issues, please contact your Acquisition Support Center (ASC) Regional Customer Support Office (RCSO). A complete list of RCSOs 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).

### **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.

Please refer to the Acquisition Support Center (ASC) 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 begin on the next page.

### **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.

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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) and the Acquisition Position Level (APL). 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. [http://asc.army.mil/docs/pubs/cm/cm\\_handbook.pdf](http://asc.army.mil/docs/pubs/cm/cm_handbook.pdf)

### **Step Two – Identify Employees in CAPPMIS (Supervisor)**

You must first identify your AL&T Workforce employees by adding them to your “Supervisor Module” of the automated IDP. You add your employees by using their SSNs. You can access the IDP from <https://rda.altess.army.mil/cappmis/>.

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

Review the 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 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 (ACF) 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 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 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 and the employee has limited ability to edit the ACRB. All other 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

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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 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 the employee has completed the appropriate training, education, and experience required by their position, they must submit a Certification Request Package to their 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 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/>. 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.

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**WEBSITES:**

AAC/ASC Home Page:	<a href="http://asc.army.mil">http://asc.army.mil</a>
Defense Acquisition University:	<a href="http://www.dau.mil/">http://www.dau.mil/</a>
Travel Information for Acq Training:	<a href="http://www.rdaisa.army.mil/rdaisa/atrrs/dau/tinfo.htm">http://www.rdaisa.army.mil/rdaisa/atrrs/dau/tinfo.htm</a>
IDP/ACRB/ATRRS:	<a href="https://rda.altess.army.mil/cappmis/">https://rda.altess.army.mil/cappmis/</a>
ATRRS: (Apply for DAU courses):	<a href="https://www.atrrs.army.mil/channels/aitas/">https://www.atrrs.army.mil/channels/aitas/</a>
Data-On-Demand: (Check course Vacancies)	<a href="https://www.atrrs.army.mil/channels/dataondemand/">https://www.atrrs.army.mil/channels/dataondemand/</a>
Fulfillment:	<a href="http://www.dau.mil/learning/career/fulfil99.pdf">http://www.dau.mil/learning/career/fulfil99.pdf</a>
Certification Standards:	<a href="http://www.dau.mil/catalog/cat2006">http://www.dau.mil/catalog/cat2006</a>
ACM Contact Information	<a href="http://asc.army.mil/contact/acms.cfm">http://asc.army.mil/contact/acms.cfm</a>
Southern Region Home Page	<a href="http://southernregion.redstone.army.mil">http://southernregion.redstone.army.mil</a>

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## **Army Acquisition Corps (AAC) Programs**

### **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> or at <https://rda.altess.army.mil/cappmis/>.

### **Civilian Rotational Developmental Assignment Program (C-RDAP)**

C-RDAP is a voluntary competitive program developed as an aid for AL&T Workforce members to develop the desired functional and leadership competencies, provide opportunities for increased levels of responsibility, and gain required experience for certification and enhance skills through specialized on-the-job training. Additional information on the C-RDAP can be found at <http://asc.army.mil/programs/rda/default.cfm>.

### **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 RCSO.

*For additional information on other regulatory requirements/Army policies/opportunities (e.g., Acquisition Corps Membership, Acquisition Tuition Assistance Program, etc.) please refer to the Acquisition Support Center Homepage at <http://asc.army.mil> or contact a member of your Regional Customer Support Office*



# Understanding the Tools

## Individual Development Plan

Training

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

## ATRRS Internet Training Application System (AITAS)

**Notice to First Time Users**

The ATRRS Internet Training Application System (AITAS) is to be used by Army personnel (Civilian and Military) to submit training applications for Defense Acquisition University Training. This includes classroom and Internet/Distance Learning classes. No action will be taken on applications submitted by Non-Army personnel.

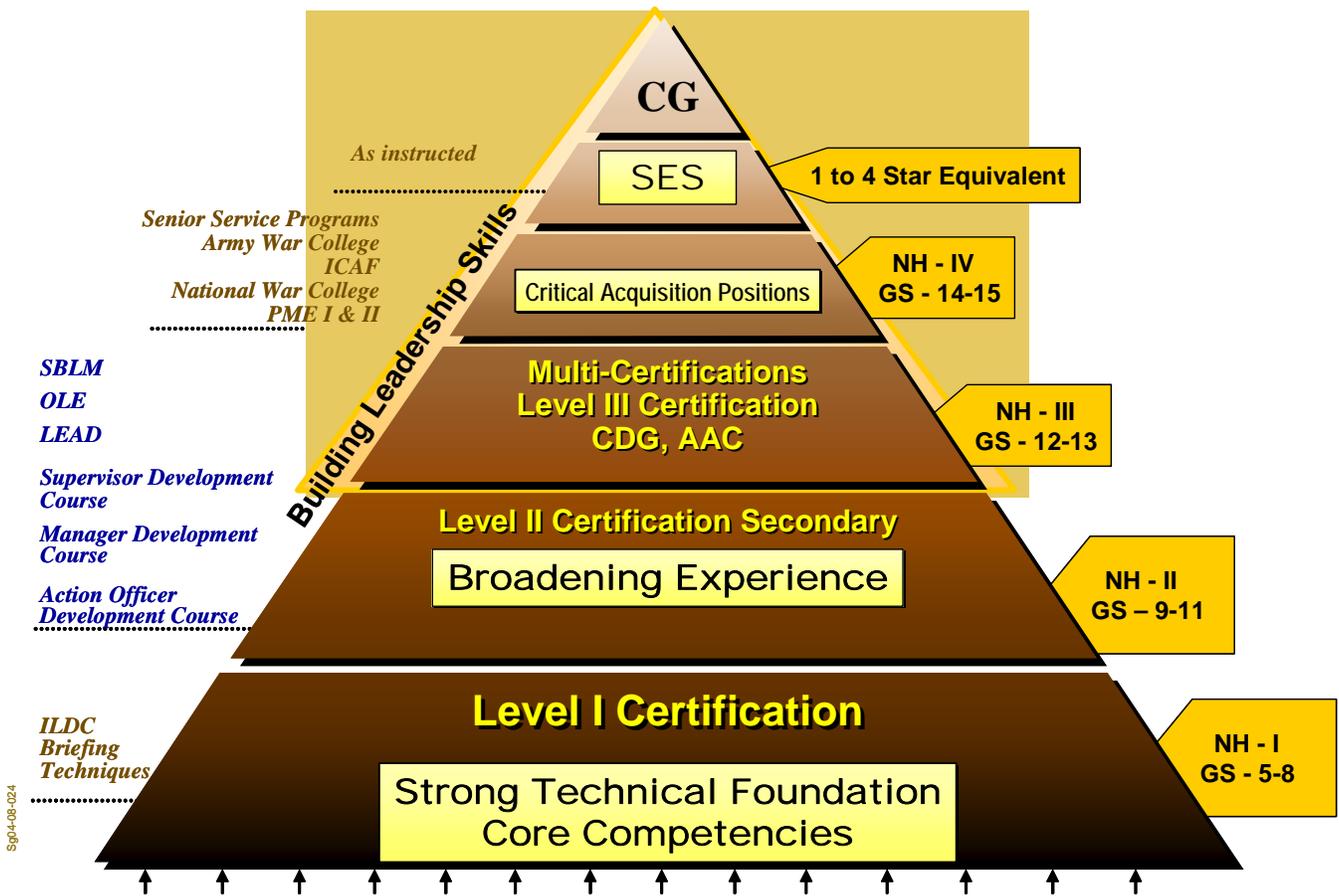
**Warning & Usage Statement**

This is a Department of Defense Computer System. This computer system, including all related equipment, networks, and network devices (specifically including Internet access) are provided only for authorized U.S. Government use. DoD computer systems may be monitored for all lawful purposes, including to ensure that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability, and operational security. Monitoring includes active attacks by authorized DoD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed or sent over this system may be monitored.

<https://www.atrrs.army.mil/channels/aitas>

# Acquisition Career Development Plan

## Civilian Career Progression





# Southern/Western Region Acquisition Support Center



<http://asc.army.mil>

<http://southernregion.redstone.army.mil>