



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
ACQUISITION LOGISTICS AND TECHNOLOGY
103 ARMY PENTAGON
WASHINGTON, DC 20310-0103

MAR 15 2013

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Amendment - Director, Acquisition Career Management (DACM)
Memorandum #7 - Annual Acquisition Workforce Standards

1. References:

- a. Memorandum #7, DACM, 27 January 2012, subject: Acquisition Workforce Standards.
- b. Memorandum #8, DACM, 30 January 2012, subject: Enforcement of Department of the Army Defense Acquisition Workforce Improvement Act (DAWIA) Certification Compliance Policy.
- c. Title 10 United States Code (U.S.C.), Sections 1732 and 1734, Chapter 87, Defense Acquisition Workforce Improvement Act (DAWIA).
- d. Department of Defense Directive 5000.52, the Defense Acquisition, Technology, and Logistics Workforce Education, Training, and Career Development Program, 12 January 2005.
- e. Department of Defense Instruction 5000.66, Operation of the Defense Acquisition, Technology, and Logistics Workforce Education, Training, and Career Development Program, 21 December 2005.
- f. Department of Defense, "Desk Guide for Acquisition, Technology and Logistics Workforce Career Management", 10 January 2006.
- g. Army Supplement for the Department of Defense "A Desk Guide for Acquisition, Technology and Logistics Workforce Career management", 1 September 2010.
- h. Department of the Army Acquisition Career Field Certification Policy and Procedures, 1 June 2012.
- i. Department of the Army Continuous Learning Policy and Implementation Guidelines, 11 April 2011.

2. The Army Acquisition Workforce has made immense progress increasing overall certification rates over the past three years. Today, our certification

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and within grace period rate stands at 91.9 percent; whereas in January 2011, we stood at 89.5 percent. The surge (over 90 percent) is a direct reflection of devoted acquisition professionals and their supervisors committed to meeting DAWIA standards and supporting current and future Army needs.

3. To ensure continued progress is made, we will enforce new annual standards. Though our ultimate goal is 100 percent compliance, the new standards give us a better understanding of those acquisition personnel who are within the required grace period and those who are outside of that window. The new standards are listed below:

a. **Certification Rate Standard.** Upon assignment to their acquisition position, Acquisition Workforce members are required to meet their respective acquisition career field (ACF) certification requirements within an allotted grace period in accordance with references in Paragraph 1, otherwise, a waiver must be initiated by the command/organization. An approved waiver extends the grace period for these employees, but it does not waive the certification requirements. Employees who fail to achieve their certification requirements, within their authorized grace period, shall be subject to personnel actions as outlined in reference 1b. The Fiscal Year 2013 (FY13) Certification Rate Standards are as follows:

(1) For the total acquisition workforce: 94 percent certified or within the grace period.

(2) For acquisition workforce members in Key Leadership Positions (KLPs): 100 percent certified or within the grace period.

(3) For acquisition workforce members in Critical Acquisition Positions (CAPs) (not KLPs): 98 percent certified or within the grace period.

(4) For acquisition workforce members in non-CAPs: 94 percent certified or within the grace period.

b. **Individual Development Plan (IDP) Standard.** Supervisors and workforce members will ensure that their IDPs are current and updated at least every six months or more frequently as needed. Supervisors shall ensure 95 percent of subordinate IDPs are discussed and updated every 6 months with a goal of 100 percent.

c. **Continuous Learning Points (CLP) Standard.** The Army's current CLP cycle began on 1 October 2012 and runs through 30 September 2014. The intent of attaining 80 Acquisition CLPs every two years is to ensure acquisition professionals remain current, relevant and proficient in acquisition. The FY13 standard for CLP attainment is at least 95 percent of all acquisition workforce members attain 40 CLPs by 30 September 2013, which is one-year into the two-year cycle. The CLP glide path for FY13 is as follows: 1QFY13 = 5 CLPs; 2QFY13 = 10 CLPs; 3QFY13 = 20 CLPs; and

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4QFY13 = 40 CLPs. Supervisors must be actively engaged to ensure acquisition employees meet this standard.

4. Organizations should seek to achieve excellence and set 100% as the internal goal to attain in all three above areas. Teamwork, communication and direct leader involvement are essential to achieve these standards. Supervisors and acquisition employees at all levels must work together so we may continue to grow and develop future military and civilian acquisition leaders and improve our core competencies and acquisition workforce outcomes. This is Commanders' Business!

5. Activities and organizations are reminded to meet all statutory labor relations obligations in the implementation of this policy.

6. Point of contact is Ms. Joan L. Sable, (703) 805-1243, or e-mail: joan.l.sable.civ@mail.mil.

We greatly appreciate your continued support for this critically important mission! v.r. Bill

William N. Phillips
WILLIAM N. PHILLIPS
Lieutenant General, GS
Director, Acquisition Career Management

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