

**DEPARTMENT OF THE ARMY
DETAILS AND PROCEDURES FOR NOMINATING AND
DESIGNATING COMMAND/ORGANIZATION
ACQUISITION CAREER MANAGEMENT ADVOCATE(S) (ACMAS)**

JAN 06 2014

1. REFERENCES:

a. Department of the Army, Office of the Assistant Secretary for Research Development and Acquisition, Subject: Appointment of Acquisition Career Management Advocates (ACMAS), 22 July 1996.

b. Department of the Army, Office of the Assistant Secretary for Research Development and Acquisition, Subject Acquisition Career Management Advocates (ACMA), 4 November 1996.

2. APPLICABILITY: This guidance applies to all members of the Army Acquisition community.

3. PURPOSE: The purpose of this document is to provide the Director/Deputy Director Acquisition Career Management (DACM/DDACM) guidance on the nomination, designation, and succession planning of Acquisition Career Management Advocates (ACMAS) at the Command/organization level relative to the Army acquisition workforce.

4. DETAILS: In September 1995, measures were put in place to improve the way the Army managed its acquisition workforce and implemented the intent of the Defense Acquisition Workforce Improvement Act. In an effort to better communicate the Army Acquisition Corps (AAC) vision, ACMAs are designated by a signed charter as advisors/implementers to ensure the AAC routinely receives coherent, timely information on the acquisition programs, Defense Acquisition University (DAU) education and training, and proposed and approved acquisition policies, programs, and legislation. ACMAs play a key role in shaping and implementing the strategic vision of the Army Acquisition community.

5. PROCEDURES: The ACMA management and nomination process is as follows:

a. Commanders/Organization Directors (General Officer/Senior Executive Service (GO/SES)) shall:

(1) Nominate an acquisition professional in the grade of GS15 or higher to serve as an ACMA at the Army Command/Organization level.

(2) Ensure ACMA succession planning; Interim/Acting ACMAs will not be Chartered.

b. DDACM shall:

(1) Serve as approval/disapproval authority for ACMA nominations and provide written notice of nomination disapprovals.

(2) Ensure ACMA Charters are signed by the DACM and presented at the discretion of the originating Command/organization.

c. Individual ACMA(s) shall:

(1) Serve as a chartered ACMA/Acquisition Subject Matter Expert for a Command/organization to keep the Command/organization abreast of policy implementations that impact the Army Acquisition workforce.

(2) Encourage Army Acquisition workforce member participation in acquisition, education, and training experiences (AETE).

(3) Provide the Command/organization (senior leaders and acquisition workforce members) professional advice and guidance concerning acquisition programs, education, training, and competitive opportunities.

(4) Collaborate and dialogue with designated Organizational acquisition Points of Contact (OAP) to periodically monitor command/organization compliance with DACM certification goals and ensure individual development plans (IDP) are updated in accordance with DACM guidance.

(5) Engage DACM/DDACM and designated representatives as applicable and help enforce certification training attendance to eliminate DAU "No Shows" and minimize the number of course waiver request for work related issues.

(6) Regularly attend and actively participate in DACM/DDACM and U.S. Army Acquisition Support Center (USAASC)/Army DACM Office quarterly acquisition workforce leader forums.

d. USAASC Workforce Management Division (WMD) shall:

(1) Receive, review and staff Command/organization ACMA nomination requests for approval.

(2) Coordinate ACMA Charter completion and distribute to Command/organization upon approval. Update the Career Acquisition Personnel and Position Management Information System (CAPP MIS) to include ACMA designation for selected ACMA incumbent.

(3) Notify Command/organization of approval/disapproval, as applicable.

6. GUIDANCE: An ACMA nomination packet should include the following:

Command/organization nomination letter

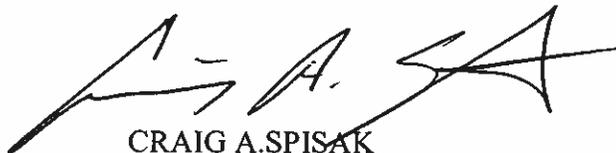
Resume or Biography

Acquisition Career Record brief (ACRB)

The nomination information should be submitted electronically via email or using the automated CAPPMS HELP REQUEST. Completed ACMA Charters will be mailed to the originating Command/organization point of contact. Presentations of ACMA Charters are at the discretion of the originating Command/organization. See sample ACMA Nomination at enclosure.

7. **EFFECTIVE DATE AND IMPLEMENTATION:** This document is effective immediately and supersedes all previously approved Army ACMA instructions.

8. My point of contact for this document is the U.S. Army Acquisition Support Center, Proponency and Policy Branch ATTN: Ms. Cevilla Randle, Commercial: (703) 805-1235, DSN: 655-1235, or email: cevilla.r.randle.civ@mail.mil.

A handwritten signature in black ink, appearing to read 'C.A. Spisak', with a long horizontal stroke extending to the right.

CRAIG A. SPISAK
Deputy Director
Acquisition Career Management

Encl as

**SAMPLE ACMA NOMINATION
ORGANIZATION LETTERHEAD**

OFFICE SYMBOL

MEMORANDUM THRU U.S. Army Acquisition Support Center, Workforce Management Division (WMD), 9900 Belvoir Road, Building 201, Suite 101, Fort Belvoir, VA 22060-5567

FOR Deputy Director Acquisition Career Management, Mr. Craig Spisak, Director, 9900 Belvoir Road, Building 201, Suite 101, Fort Belvoir, VA 22060-5567

SUBJECT: Nomination of the Acquisition Career Management Advocate (ACMA) for the (COMMAND/ORGANIZATION).

1. The (COMMAND), nominates (INDIVIDUAL) to serve as its Acquisition Career Management Advocate (ACMA), for (UNIT). Mr/Ms. (INDIVIDUAL's) resume and/or biography and Acquisition Career Record Brief (ACRB) are at Enclosures (1) and (2) respectively.
2. (INDIVIDUAL) will be responsible for formulation and implementation of command acquisition and technical workforce policy for assuring the appropriate degree of consistency across all activities within the (COMMAND). It is intended he/she would/would not provide oversight responsibilities of ACMAs located within the (COMMAND).
3. Mr./Ms. (INDIVIDUAL) is currently a POSITION/GRADE and an Army Acquisition Corps member; he/she and is certified as Level III in (CAREER FIELD). He/She holds a (DISCIPLINE) degree. This combination of experience and education makes him/her eligible for this position within (COMMAND).
4. The Point of contact for this action is (FName LName) at (000) 000-0000 or via email: xxxxx@.mil

SIGNED
Command Level SES/GO

Encls
Resume or Biography
ACRB

Enclosure