



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

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SFAE-AC

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Director, Army Acquisition Corps (AAC) Guidance Memorandum #3

As of September 30, 2007, the U.S. Army's certification rate (41.4 percent) for the Acquisition, Logistics and Technology (ALT) Workforce is the lowest in the Department of Defense (DoD). This is unacceptable! I need your help in improving our certification rates as quickly as possible. On December 22, 2006, I issued Director, AAC Guidance Memorandum #1, outlining my objectives relating to certification and Individual Development Plan (IDP) accountability throughout the ALT Workforce.

Meeting these goals must be explicit objectives in every leader's performance objectives. I challenge all leaders to aggressively support these overarching certification goals by directing supervisors to review, discuss, and update their subordinates' IDPs, approve training requests for certification-related training, and to make attainment of certification requirements a criterion in each employee's performance evaluation.

Since results are far less than acceptable, we all must take a more active role to ensure that guidance is understood and necessary assistance provided to improve the skills and certification of our workforce. Enclosed is a format for a Get-Well Plan that outlines the steps you plan to take to:

a. Increase certification rates in your organization to a minimum objective of 75 percent. I realize that the goal may not be achievable in the short-term, so I am requiring an annual increase of 15 percent in overall certifications until we reach that level and subsequently revise the objective.

b. Ensure compliance with Continuous Learning Points (CLP) policy. The current CLP cycle began October 1, 2006, and runs through September 30, 2008. The Army Acquisition Executive's goal was to have a minimum of 50 percent of the ALT workforce achieve 40 points by September 30, 2007. The mandate for all ALT workforce employees is to attain 80 points by September 30, 2008. Leaders must be actively engaged to make that happen. Your plans should reflect aggressive but realistic objectives for the September 30, 2008 cycle end date.

c. Ensure 100 percent of subordinates' IDPs are discussed and updated during each rating cycle.

To ensure that we are actively managing career and professional development for our people, I am specifically targeting those organizations that do not meet the objectives outlined above (organizational level statistics are at enclosure 2). I cannot accomplish this goal without your direct involvement and continued support of this critical workforce initiative. The Acquisition Support Center will review your plans on November 30, 2007 and help to eliminate systemic issues.


In instances where certification requirements cannot be met within the established timeframes due to extenuating circumstances that are carefully documented, a certification waiver must be requested using DD Form 2905, "Acquisition, Technology and Logistics Workforce Position Requirements or Tenure Waiver." Additional guidance on the Position Requirements Waiver may be found in *DoD Desk Guide*, Chapter 9, as well as *Department of Defense Instruction 5000.66*, Sections E2.1.3 and E5.

With your help, we can ensure that we are developing a military and civilian acquisition workforce that is expert, relevant, and ready to support the U.S. Army's acquisition mission. I solicit your input on systemic issues we need to address to help you meet these goals; e.g., adequate training seats. However, you should also be using the resources you already have: development plans, performance objectives, periodic counseling, evaluations and the expertise at the United States Army Acquisition Support Center (USAASC).

The AAC must continue to adapt to better address the challenges that continue to emerge in an uncertain and often chaotic global security environment. To ensure that we maintain our technological advantage across the full spectrum of conflict, we must grow and professionally develop future military and civilian acquisition leaders who possess diverse and multifunctional backgrounds. We cannot do this if our workforce is not meeting its annual training and certification requirements. Certification and continuous learning will enable them to execute all life cycle management approaches and help us use best business practices to continually improve our core competencies.

This is leadership business, plain and simple!

If you need assistance, the USAASC is available. We will update the status shown at enclosure 2 every quarter and show the trends. The USAASC points of contact are located on the USAASC web page: <http://asc.army.mil/contacts/regional.cfm>.


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Lieutenant General, GS
Director
Acquisition Career Management

Enclosures

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Get Well Plan Template							
Organization							
No. of ALT Workforce							
xx% of performance plans contain acquisition workforce requirements objective							
xx% supervisors' counsel employees							
Certifications							
	Required		Achieved		%		
Level 1							
Level 2							
Level 3							
Total							
Steps to reach overall 75% certification rate							
Individual Development Plan Updates							
	No.		%				
<6 Months							
<1 Year							
No IDP							
Steps to reach overall 100% of IDPs updated by employee and reviewed by supervisor							
Continuous Learning Points							
	No.		%				
<=20							
>20<=40							
>40<=60							
>60<80							
>=80							
Total							
Steps to reach overall 100% of employees with 80 CLPs by 30 Sep 2008							
Issues/Concerns:							

Enclosure 2
Status of Certification, Continuous Learning Points and IDP Updates by Organization

Organization	Population	Certified for Position	Not Certified for Position	% Certified for Position	No. with 0 CLPs	No. with >40 CLPs	% with No CLP	No. with Updated IDP < 6 mo	% IDP Updated < 6 Months	No. with No IDP	% With No IDP
PEO Soldier	144	77	67	53.5%	63	51	43.8%	74	51.4%	2	1.4%
PEO Ammo	181	144	37	79.6%	74	68	40.9%	102	56.4%	0	0.0%
PEO Aviation	411	296	115	72.0%	140	189	34.1%	225	54.7%	10	2.4%
PEO C3T	431	268	163	62.2%	159	186	36.9%	250	58.0%	15	3.5%
PEO CBD	84	54	30	64.3%	22	55	26.2%	65	77.4%	2	2.4%
PEO CS&CSS	298	217	81	72.8%	12	197	4.0%	282	94.6%	4	1.3%
PEO EIS	522	244	278	46.7%	204	210	39.1%	278	53.3%	18	3.4%
PEO GCS	157	97	60	61.8%	26	42	16.6%	131	83.4%	5	3.2%
PEO IEWS	176	109	67	61.9%	70	70	39.8%	98	55.7%	9	5.1%
PEO M&S	368	250	118	67.9%	96	186	26.1%	278	75.5%	6	1.6%
PEO STRI	554	407	147	73.5%	22	435	4.0%	517	93.3%	15	2.7%
PM FCS	222	139	83	62.6%	86	52	38.7%	131	59.0%	11	5.0%
MRMC	710	325	385	45.8%	289	261	40.7%	326	45.9%	179	25.2%
ACA	1648	1180	468	71.6%	205	932	12.4%	1246	75.6%	95	5.8%
ATEC	2180	1109	1071	50.9%	856	1006	39.3%	1241	56.9%	248	11.4%
AMC	23123	10951	12172	47.4%	8335	9161	36.0%	12927	55.9%	3052	13.2%
COE	9071	995	8076	11.0%	7000	687	98.1%	1143	12.6%	6606	72.8%
SMDC	586	360	226	61.4%	335	140	72.3%	192	32.8%	87	14.8%
Other*	2662	814	1848	30.6%	1350	897	65.9%	1104	41.5%	697	26.2%
Total AL&T	43528	18036	25492	41.4%	19344	14825	44.4%	20610	47.3%	11061	25.4%

*Includes organizations with low density populations

Source: Career Acquisition Position and Personnel Management Information System, Oct 2007, reflects all active ALT Workforce