DEPARTMENT OF THE ARMY
POLICY, PROCEDURES, AND DESIGNATION FOR
ORGANIZATIONAL ACQUISITION POINT OF CONTACT (OAP)

FEB 10 2014

1. **PURPOSE:** This document establishes the policy for the designation of an Organizational Acquisition Point of Contact (OAP) and outlines the procedures, duties and responsibilities of the United States Army Acquisition Support Center (USAASC), sponsoring Army commands/organizations, designated OAPs, and acquisition workforce members.

2. **REFERENCES:**

   a. Department of Defense – Desk Guide for Acquisition, Technology, and Logistics (AT&L) Workforce Career Management, January 10, 2006

   b. Army Supplement to the DOD Desk Guide for AT&L Workforce Career Management, September 1, 2010

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

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

   e. Title 5, United States Code, Chapter 41

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

   g. Defense Acquisition University Catalog, http:/icatalog.dau.mil/

   h. 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

3. **APPLICABILITY:** This policy and these procedures apply to all Army commands/organizations servicing military and civilian Army acquisition workforce members.

4. **POLICY:** Each command or organization defined by a Unit Identification Code (UIC) may designate an OAP and submit a USAASC OAP Form – "Request for Career Acquisition Personnel and Position Management System (CAPPMIS) access for Organization Acquisition Point of Contact (OAP)" (see enclosure). CAPPMIS access is limited to the sponsoring organizations' UICs and/or organization codes (Org Code(s)) only. Due to the sensitivity of Personally Identifiable Information (PII) contained in the CAPPMIS database, organizations will limit the number of individuals that have access to this information. Designated OAPs must maintain at least a SECRET security clearance and have a *.mil* email address. The USAASC OAP Form must be completed and routed through the appropriate command/organization

headquarters for accountability. The form must be signed by the designated OAP and one of the following individuals: Program Executive Officer; Deputy Program Executive Officer; Project Manager/Deputy Project Manager; Acquisition Career Management Advocate; Commander/Director; or Deputy Commander/Deputy Director. Designated OAPs must be able to receive and distribute 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 commands/organizations.

5. **RESPONSIBILITIES**:

a. USAASC Operations, Plans, Strategy & Analysis (OPS&A) shall enable designated contractors and Non-Department of Army personnel, with OAP view capability within Career Acquisition Personnel and Position Management Information System (CAPPMIS).

b. USAASC Workforce Management (WM) shall:

(1) Serve as the validation authority for the USAASC OAP Form and solicit organizations to designate OAPs. Note: The WM Chief may terminate an OAP's designation and access to CAPPMIS for cause, for example, the misuse of PII. If terminated for cause by the WM Chief, the command/organization will receive written notice and may appeal within 30 calendar days from notification of termination.

(2) Provide management oversight for the OAP program – retain OAP listings and copies of signed USAASC OAP forms on file; review forms annually; revalidate OAP active status every three years and terminate OAP designations upon command/organization request.

(3) Conduct comprehensive and timely OAP training to address OAP responsibilities, limitations and procedures for extracting CAPPMIS reports, compiling information for data calls, and information dissemination. NOTE: As applicable, automated training tools and remote training will be used.

(4) Provide designated OAPs current information pertaining to acquisition programs, education, training and competitive opportunities offered throughout the acquisition community.

(5) Collaborate with USAASC web managers to post organization OAP listings.

c. Commands/Organizations shall:

(1) Establish a lead OAP at the command/organization level, i.e. Army Commands (ACOMs), Army Service Component Commands (ASCCs), Direct Reporting Units (DRUs), Major Subordinate Commands (MSCs), Life Cycle Management Commands (LCMCs), and Program Executive Offices (PEOs).

(2) Designate additional OAPs to support specified organization's acquisition workforce members according to the command/organization population and UIC structure.

(3) Coordinate changes, removals, and replacement of OAPs and/or designated UICs, or organization of assignment, as necessary and submit revised USAASC OAP Form to USAASC WM.

(4) Support OAP remote attendance for initial and refresher training.

(5) Conduct annual review and three-year validation of designated OAPs within the command/organization and submit updated USAASC OAP form to USAASC WM.

d. Organizational Acquisition Point of Contact (OAP) shall:

(1) Maintain at least a secret security clearance, have a *.mil* email address, and acquire limited CAPPMIS access to delegated organizations' UICs and/or Org Code(s).

(2) Attend initial OAP remote training and refresher training as needed to gain knowledge on using CAPPMIS data to extract information and prepare reports in response to data calls as requested by the sponsoring organization.

(3) Access CAPPMIS database for reports and data calls as requested by the sponsoring organization.

(4) Collaborate with command/organization Acquisition Career Management Advocate (ACMA) and share acquisition workforce report data, as applicable.

(5) Notify USAASC WM immediately upon removal of OAP responsibilities or departure from command/organization and coordinate with command/organization for official termination and OAP replacement.

(6) Provide broad acquisition career management guidance to respective commands/organizations.

(7) Ensure acquisition workforce members routinely receive timely information reference Army Acquisition, Education and Training (AET) programs and opportunities; the importance of updating individual work phone number and email address in section IV of the ACRB, and ensuring their Army Training Requirements and Resources System (ATRRS) student profile reflects the most up-to-date information, i.e. current organization, supervisor's name and email.

6. **PROCEDURES**: The OAP designation process is as follows:

a. Commanders/Organization Directors shall nominate OAPs by completing the USAASC Form and submitting signed form to USAASC WM.

b. Designated OAP(s) shall:

(1) Access CAPPMIS at https://rda.altess.army.mil/camp.

(2) Click the "Acquisition Career Record Brief (ACRB)" tab and review Section IV of his/her ACRB and ensure the work phone number and email address are correct.

(3) Click the "Individual Development Plan (IDP)" tab and then the OAP view link to view employees' IDPs.

(4) Click the "Reports" tab and then click on the "Standard Reports" link to access the "Workforce Reports" and/or "Acq Civ Specific Reports" and reference the reporting description for a list of the reports.

7. **EFFECTIVE DATE AND IMPLEMENTATION:** This policy and these procedures are effective immediately, and rescind the Organizational Acquisition Point of Contact (OAP) policy and procedures dated 7 May 2007.

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.
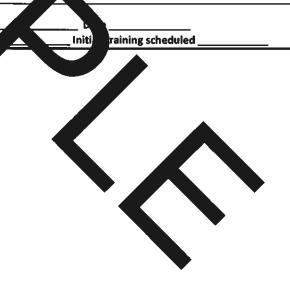
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CRAIG A. SPISAK
Deputy Director
Acquisition Career Management

~~REQUEST~~ FOR CAREER ACQUISITION AND POSITION MANAGEMENT INFORMATION SYSTEM (CAPPMIS) ACCESS FOR ORGANIZATION POINT OF CONTACT (OAP)

PART I - ROUTING/COORDINATION

1a. From (Command/Operating Organization/Office Symbol and Address)	1b. THRU Organization (MACOM)/ Telephone
1c. To (Organization granting	

PART II - OAP/ENCUMBENT DATA

2. Last Name First Name MI.	3. Last 4 of SSN		4. Date of Birth mm/dd/yyyy
5. Email address (use only AKO or .mil)		6. Telephone (comm/DSN)	7. Security Clearance Level/ Date
8. OAP Status (select one) New or Replacement	9. If replacement, name of Previous OAP		
10. Effective Date mm/dd/yyyy	11. Annual Revalidation Date (12 month increments) mm/dd/yyyy		

PART III - RESPONSIBILITY DATA

12. OAP duties and responsibilities are outlined below. Upon approval OAPs will have access to view the the U.S. Army Acquisition Support Center's (USAASC) Career Acquisition Personnel and Position Management Information System (CAPPMIS) database at https://rda.altess.army.mil/camp/.

a. I agree to access the below Command (Cmd) , unit identification (UIC), and organization codes (Org) assigned to your command and relevant to your OAP functions. NOTE: Placing an * asterix beside the code indicates a request for all codes within that coded series. i.e. X7*, W6G1*, 9A . NOTE: Access to CAPPMIS files on matrixed employees is handled on a case by case basis with approved written authorization.

b. I presently occupy a position wherein your duties include the functions of an OAP for your organization.

c. I agree to maintain, at a minimum, a Secret Clearance. (Information contained in CAPPMIS is deemed sensitive and is governed by the Privacy Act of 1974).

d. I agree to ensure Army's Acquisition, Logistics, and Technology (AL&T) workforce members assigned your area of responsibility routinely receive coherent, timely information on acquisition programs, education, training and competitive opportunities.

e. I agree to ensure timely information on acquisition programs, education, training and competitive opportunities are disseminated to AT&L workforce employees.

f. I agree to run reports and compile information for data calls, as requested by your component/organization leadership.

g. I agree to attend OAP Validation training (monthly/quarterly)and obtain refresher training as needed.

h. I acknowledge that my name and contact information will be placed on the AKO OAP Contact Roster for use by Army AL&T workforce members and their supervisors.

i. I understand that this appointment will remain in effect until revoked in writing by your organization or Deputy Director Acquisition Career Management (DDACM).

j. List Command codes, Unit Identification Codes, & Organization Codes. Attach a separate sheet if UIC/Org Codes exceeds space provided.

Cmd Code	UIC	Org Code	Cmd Code	UIC	Org Code	Cmd Code	UIC	Org Code

REQUEST FOR CAREER ACQUISITION AND POSITION MANAGEMENT INFORMATION SYSTEM (CAPPMIS)
ACCESS FOR ORGANIZATION POINT OF CONTACT (OAP)

13. Organization and Approval Authority is defined as (Cdr/Director or higher at the Organization Headquarter level with direct responsibility for the population of employees viewed by the OAP)

a. Approval Authority Name, Rank/Grade/Title, Organization, and Telephone Number

b. Approval Authority Signatured/Date (mm/dd/yyyy)

14. OAP Acknowledgement

a. I acknowledge my OAP designation and have read and understand my OAP responsibilities and personnel information accountability with regard to the CAPPMIS data access.

b. OAP Signatured/Date (mm/dd/yyyy)

15. FOR OFFICIAL USE ONLY

a. CAPPMIS Access granted by _____ Date _____

Notified on_____ Added to Distro list on _____ Initial Training scheduled _____

INSTRUCTIONS

Block 1	ROUTING AND COORDINATION (internal staff organization)
Block 1a.	Enter internal OAP approval authority (ACMA desired/GS15 or above with Command/Directorate authority)
Block 1b.	Enter Organization/MACOM that has aaproval authority
Block 1c.	Enter organization which is granting access
Block 2.	Enter ENCUMBENT full name
Block 3.	Enter Last 4 of social security number. Non Acquisition and non Army personnel should submit entire social security number
Block 4.	Enter date of birth (dd/mm/yy)
Block 5.	Enter email address (.mil email is required) NOTE: Group email not acceptable.
Block 6.	Enter telephone (commercial/DSN work number)
Block 7.	Enter security clearance verification /date granted
Block 8.	Indicate OAP status i.e newly assigned OAP for organization or replacement OAP for previous OAP
Block 9.	If applicable, enter name of the previous OAP
Block 10.	Enter effective date of OAP designation (must be with 10 business days of signature
Block 11.	Enter Date of annual validation/review by USAASC
Block 12.	Acknowledge OAP responsibility data, concurrence/non concurrence is required. Enter Command code, unit identification code, and org code for employees assigned to your command/organization. MATRIXED employee access is limited and subject to command/organization hierarchy/authority. Enter Command/Organization management Official name, grade, title, organization and telephone numbers.
Block 13a.	Enter OAP Approval Authority Name/Rank Grade Title, Organization and Telephone number
Block 13b.	OAP Approval Authority Signature
Block 14a.	OAP Acknowledgement
Block 14b.	OAP Signature
Block 15.	For Official Use Only