



# DACM NEWS

DIRECTOR, ACQUISITION CAREER MANAGEMENT OFFICE

*The Office of the Army Director for Acquisition Career Management (DACM) is responsible for the career development and the certification (training, education and experience) of the Army Acquisition Workforce.*

## Tenure Agreements Mandatory for Personnel in Critical Acquisition Positions

All critical acquisition positions (CAPs) are designated based on the criticality of the position to the acquisition program, effort or function it supports. Chapter 87 of U.S. Code, Title 10, Sections 1732 and 1734, requires that all those in CAPs execute a written tenure agreement as a condition of appointment. In order to be appointed to a CAP, the individual must agree to remain in the position for three to four years. The intent is to provide leadership stability to acquisition programs by obligating the employee to remain in the position for a minimum period of time. The CAP tenure agreement is **DD Form 2888 - Critical Acquisition Position Service Agreement** or **DD Form 2889 - Critical Acquisition Position Service Agreement Key Leadership Position (KLP)**, for those in KLPs.

The hiring official, supervisor or Civilian Personnel Advisory Center normally provides assistance on the agreements at the time someone is hired into a CAP; therefore, many personnel occupying CAPs should already have a copy of their tenure agreement as a result of a hiring action into a CAP.

The Department of the Army CAPs and **Tenure Requirements Policy**, dated Dec. 8, 2014, restated the statutory requirement and consolidated information about all CAPs into one policy document. The policy memo

also informed the workforce of the new tenure agreement upload feature, available only to CAPs within the Career Acquisition Personnel and Position Management Information System (CAPP MIS), which allows users to upload a copy of the signed tenure agreement into their individual development plans (IDPs). This upload ensures that the Army DACM Office, which is responsible for reporting statute requirements to the undersecretary of defense for acquisition, technology and logistics, has the documentation within CAPP MIS, the central repository for all Army Acquisition Workforce information.

Those in CAPs are urged to follow the guidance provided in the policy memo; however, the Army DACM Office received a number of responses indicating many CAPs either could not find their signed DD Form 2888/2889 or did not fill one out. In response, we sent an email on Dec. 16, 2014, with guidance for a work-around to help those who cannot find their forms. This work-around is only for the initial uploading of tenure agreement documents in CAPP MIS through the IDP module. Details are included in the table below. All future tenure agreements must be loaded in CAPP MIS in accordance with the Dec. 8, 2014, policy. If you still have questions about Tenure Agreements, please see our **Helpdesk** site for contact information.

### Tenure Agreement Submission in CAPP MIS

Position	Tenure Obligation is Met	Tenure Obligation is NOT Met
<b>CAP</b>	<ol style="list-style-type: none"> <li>Employee loads original completed DD Form 2888 into CAPMISS.</li> <li>Employee drafts a memorandum on official letterhead indicating the individual has met tenure obligations (include period). Your memo should be signed by the selection authority/supervisor.*</li> </ol> <p>*When drafting the memo, open with, "To whom it may concern:"</p>	<ol style="list-style-type: none"> <li>Employee loads original completed DD Form 2888 into CAPMISS.</li> <li>Complete DD Form 2888 (include the original date assigned to position), sign and date it. Be sure to use the signature of the selection authority/supervisor.</li> </ol>
<b>KLP</b>	<ol style="list-style-type: none"> <li>Employee loads original completed DD Form 2889 or written agreement into CAPMISS.</li> <li>Employee drafts a memorandum on official letterhead stating that you have met tenure obligations (include period), and that the original document could not be found. Memo should be signed by selection authority/supervisor.*</li> </ol> <p>*When drafting the memo, open with, "To whom it may concern:"</p>	<ol style="list-style-type: none"> <li>Employee loads original completed DD Form 2889 or written tenure agreement.</li> <li>Complete DD Form 2889 (include the original date assigned to position), and sign and date it. Leave approval authority section blank.</li> </ol>
<b>CSL</b>	Completed written tenure agreement will be uploaded by USAASC based on information in AWARE.	
<b>PMs</b>	Completed written tenure agreement will be uploaded by USAASC based on information in AWARE.	

## An Inside Look at a Centralized Selection Panel

Have you ever wondered what goes on inside a centralized selection panel or selection board? Do you know what is truly important in making you a competitive candidate for a product/project manager or product director position?

Two such groups—the FY16 COL/GS-15 Project Manager (PM) Centralized Selection List Board and the FY15 Product Director (PD) Centralized Selection Board—adjourned in December 2014. The following are a few things to consider when preparing for a centralized board, based on lessons learned inside the board room during those recent meetings:

- Overall, more is not necessarily better. Keep your application concise, yet make sure you adequately and accurately describe your experiences. Highlight your program management and cross-functional experiences. Specifically, indicate that you have held PM- or PD-like jobs and how well you have done them. You want each board member to quickly get a good idea of your performance and potential while reading your file.

Concentrate on the following items:

- **Army Career Record Brief (ACRB)** – Duty titles should be clear and accurate. Ensure that duty titles match your resume and evaluations.
- **Resumes** – Should be succinct. Be sure to highlight the scope of your responsibility in relationship to the people and budget related to each position. Include your supervisor's name for each position. Remember, board members first need to understand your experiences and accomplishments before they move on to your performance and potential, so be concise. Previous board members have suggested the use of bullets for job experiences instead of lengthy paragraphs detailing job functions.
- **Evaluations** – This is the board's opportunity to assess your performance in tough jobs. If your evaluation is under the Contribution Based Compensation and Appraisal System, make sure you include the first page, which shows overall scores. Most importantly, be sure that the evaluations clearly show your performance, as you are being evaluated as a potential leader.
- **SRPE** – Your Senior Rater Potential Evaluation is the board's only opportunity to assess potential. Leadership is a key part of this assessment. Make sure your senior rater quantifies and qualifies your potential in relation to others within your grade and organization.
- **Awards** – You may submit awards that are not on your ACRB for consideration, but that is not necessary as doing so may take time away from more important aspects of your board file.

Lastly, keep in mind that each board member has a limited amount of time to paint a mental picture about your performance and potential. Throughout the process, always consider what type of picture you want to give of your potential as a future acquisition leader.

## FY15: Product Director Board Results

Lt. Gen. Michael Williamson, the Army DACM, adjourned the FY15 Product Director (PD) Centralized Selection Board (CSB) on Dec. 4, 2014. The same board members presided on the FY16 COL/GS-15 Project Manager (PM) Centralized Selection List Board. The board considered 47 civilian applications and the results are expected to be released in February/March timeframe.

An Acquisition Talent Management Board of Directors (BOD) consisting of the program executive officers (PEOs), the DACM, and the deputy DACM will meet on Feb. 6, 2015, to consider and approve the FY15 PD slate. The BOD may also consider slating a small number of FY16 PDs early if there are sufficient skill and experience matches within the FY15 PD Board select population. Principal and alternate selectees will have the opportunity to provide their preferences for available PD positions by location, which will be considered during final slating.

PD slating results will be published shortly after the Feb. 6 meeting, with any requisite training commencing soon after that. The standard tenure for these acquisition PDs is three years. The Army DACM Office, in coordination with the PEOs, will centrally manage PD selectees.

This year's PD CSB is the Army DACM's first attempt to provide additional development and growth opportunities for high-performing civilians while building a larger talent pool for future senior leader requirements. Review the PD policy on the [Army DACM website](#) for further information.

## Relocation not Mandatory for Civilian PMs

If you want to apply to centralized selection list (CSL) boards, but are concerned about relocation, the Army DACM Office wants you to know about the Civilian Regionalization Form, provided to all civilian CSL applicants. This mandatory form allows civilians to select a region, state or even a specific location within a region for CSL assignment preference. (Applicants may also indicate if they have no preference.) Included in the form is a disclaimer that advises applicants that you may be deemed best qualified and therefore slated to a position outside of your stated preference. If this occurs, you may decline that position without prejudice, which will remove you from the CSL but allow you to reapply for consideration by future project or product manager boards. Please note: Declining a position in your preferred location will be with prejudice, which will prevent you from future opportunities for project or product manager positions. The point of contact for this is Kelly Terry at (571) 329-2053 or [kelly.l.terry2.civ@mail.mil](mailto:kelly.l.terry2.civ@mail.mil).

## COMING SOON: NPS Systems Engineering Master's Centralized Announcement

The Army DACM Office will centrally offer funding for the Naval Postgraduate School's Systems Engineering (NPS-SE) non-resident degree program, beginning in FY16. The NPS-SE is an eight-quarter, part-time degree program conducted via distributed learning. The course is delivered exclusively over the Internet using two three-hour sessions a week: Tuesday and Thursday, from 8 a.m. to 11 a.m. PST. The program is scheduled to begin **September 2015** and will conclude with graduation in **September 2017**.

The Army DACM Office is the sponsor of the NPS-SE Program and will fund the cost of books and tuition. Because of limited funding, this program is offered only to Army acquisition applicants who do not currently have a master's degree. Because of this centralized approach, individual command requests for Defense Acquisition Workforce Development Fund funding of NPS-SE participants will not be approved in FY16. As a result of this new direction, all Army acquisition workforce professionals must apply for the NPS-SE Program via the centralized process.

To be considered for this board-selected opportunity, you must be an engineer and complete a two-step process of meeting both the

NPS-SE eligibility requirements and the Army DACM Office eligibility requirements.

**STEP 1:** Apply directly to NPS, meet NPS admission requirements and receive a conditional letter of acceptance from NPS. Applicants must have an undergraduate engineering degree accredited by the Accreditation Board for Engineering and Technology or equivalent, a GPA of 2.2 or better, and demonstrate successful completion of a calculus course. Note: Acceptance by NPS does not guarantee funding approval by the Army DACM Office.

**STEP 2:** To meet Army DACM Office eligibility requirements, you must be a permanent civilian member of the Army acquisition workforce (GS-11 through GS-15 or broadband equivalent) and be certified in your current acquisition position at the required level by the date your application is submitted.

Look for the FY16 Announcement to be posted in spring 2015 on the [Army DACM Office Website](#). For more information about the NPS-SE Program, visit the [NPS website](#).

## FY16 DAWDF Data Call to Commands

The Army DACM Office will announce the opening of the FY16 Section 852 Defense Acquisition Workforce Development Fund (DAWDF) data call in February 2015, two months earlier than last year's announcement. The earlier start will extend commands' planning time to design initiatives consistent with Better Buying Power 3.0, which focuses on building a quality, agile and adaptive acquisition workforce.

Your command or organization may request funding to design initiatives in support of the Army acquisition executive's strategic objectives. Consider efforts that will improve certification rates among your acquisition workforce, develop functional and leadership skills, increase acquisition core competencies and recruit, retain and recognize acquisition workforce talent. Funding approval will be prioritized and allocated according to Army acquisition and organizational priorities.

Since the enactment of Section 852 DAWDF in 2008, the Army has received more than \$580 million in funding to grow, train and retain our acquisition workforce. Numerous Army programs have used DAWDF to achieve great results, including the hiring of 2,050 acquisition interns and journeymen, upgrades to training facilities, world class partnerships with universities, and training that filled critical gaps in acquisition and leadership competencies.

Commands and organizations are encouraged to contact their Section 852 DAWDF points of contact and look for creative ways to develop and retain their acquisition workforce. Our program managers can give advice on submitting requests or highlighting best practice initiatives that previously benefited other organizations. The deadline for FY16 DAWDF requirements is tentatively scheduled for May 30, 2015.

## New DOD Instruction Implements BBP 3.0 Initiatives

On Jan. 7, 2015, the Hon. Frank Kendall, undersecretary of defense for acquisition, technology and logistics, announced the publication of DOD Instruction (**DODI**) 5000.02, one of the most important foundations of how we do business. This new version implements many of the Better Buying Power (BBP) 3.0 initiatives, including continuous process improvements and affecting positive acquisition change. The Army DACM Office works within Army acquisition and with the assistant secretary of defense for acquisition on BBP and 5000.02 initiatives as they relate to the acquisition workforce. Expect to see more from our office on these initiatives soon.

### The DACM Wants You!

For an acquisition workforce advisory board, that is. The DACM is looking to form a representative group from the acquisition workforce with whom he can openly and honestly discuss acquisition career development initiatives. **Interested?** Look for the DACM Office to send out a solicitation to the acquisition workforce sometime in late January or early February of this year.

## Earn a Master's Degree in Program Management without Leaving Your Desk!

Thanks to the online tool used by the Naval Postgraduate School (NPS) in their distributed learning program, you can earn a master's degree in program management without ever leaving your desk.

The NPS master of science in program management (NPS-MSPM) is an eight-quarter, part-time degree program conducted via distributed learning. All classes are conducted with Collaborate, which uses Voice over Internet Protocol technology to send video and audio to any computer logged into the course site.

Collaborate not only “allows students to attend distributed learning courses using various methods, but you can also form a bond with your classmates and instructor that does not happen in a traditional classroom,” says Teresa Lambrecht, a current NPS-MSPM participant. According to Timothy Tharp, another current NPS-MSPM participant, “the program is a great opportunity in a learning environment that is flexible and allows students throughout the acquisition community to share their experiences.”

Internet delivery of the NPS-MSPM program allows for a manageable work-life balance: its two three-hour sessions are held every Tuesday and Thursday from 8 a.m. to 11 a.m. PST during duty hours. And if that wasn't enough, the cost of tuition and books is centrally funded.

Dawn Folck, a current enrollee, is excited about the program. “The experience has been very rewarding, and not as intimidating as I once thought going back to school would be,” she said. “No matter where you are, you are able to access class and all of the resources. The instructors make you feel as though you are not wasting their time.”

Consider taking advantage of the NPS-MSPM program to achieve your goal of obtaining a master's degree in program management while enjoying the flexibility and convenience of online learning!

**Applications for funding are being accepted online from Feb. 3, 2015 through March 17, 2015.** To obtain additional information on NPS-MSPM please click [here](#).

## Student Loan Repayment Program (SLRP) Update

The Army DACM Office is pleased to announce that the SLRP will begin processing payments for the 809 recipients of the Army's premier retention incentive in January 2015. If you are one of the recipients, check your January LES document for details of your SLRP payment.

## Senior Service College Fellowship (DAU-SSCF) Program Announcement Opens on Jan. 29

Are you a current Army Acquisition Corps GS-14/15 or broadband equivalent, certified at Level III in your current acquisition position, who has completed the Civilian Education System (CES) Advanced Course? Then consider applying for the Defense Acquisition University – Senior Service College focused on Army acquisition—the DAU-SSCF. The 10-month leadership and educational program is conducted under the auspices of the DAU and offered regionally at Huntsville, Alabama; Aberdeen Proving Ground, Maryland; and Warren, Michigan.

The purpose of the DAU-SSCF is to provide leadership and acquisition training to prepare senior-level civilians to serve as product and project managers, program executive officers and in other key acquisition leadership positions. It also helps posture participants for positions in the Senior Executive Service. The intensive leadership and acquisition training is combined with

a senior speakers series and visits to important Army sites and industry partners.

### What will the fellows gain from the program?

The DAU-SSCF is very beneficial for acquisition professionals who excel in their current positions and have the potential for a future leadership role because it prepares them to succeed in leadership through rigorous courses, a mentoring program and extensive research. This program was introduced in 2007, and to date, 165 fellows have completed it. Those who complete the program are awarded Military Education Level-1 Senior Service College equivalency as well as equivalency for PMT 401.

If you are ready to be challenged, please apply. Applicants must submit their application online using the Army Acquisition Professional Development System within the [Career Acquisition Management Portal](#). The 2015-2016 DAU-SSCF Announcement is scheduled to **open Jan. 29, 2015** and **close on April 1, 2015**.

Please note that there are **two changes** to this year's application package:

1. The Command Endorsement has been

replaced by the Senior Rater Potential Evaluation form.

2. Completion of the CES Advanced course (or documented Army equivalency) is required.

*“The Senior Service College Fellowship truly exceeded my expectations. There were two aspects of the program I found to be most noteworthy: the guest speakers and networking opportunities. Guest speakers from industry, Department of Defense, Army, Navy and Air Force who were affiliated with the acquisition community were all extraordinary. I was grateful for the opportunity to have heard firsthand the many accomplishments and challenges from these leaders. The opportunity to network with a diverse group resulted in lasting friendships with classmates with like aspirations. Many of us continue to call upon each other for advice, guidance and support.”*

— Paula Taylor, 2014 DAU-SSCF Graduate (Huntsville, Alabama)



# Where Do You Stand with Continuous Learning?

A relevant, professional and expert workforce is the backbone of Army acquisition. Paramount to this is the relevance that continuous learning provides. On Oct. 1, 2014, a new two-year continuous learning points (CLP) cycle began. Acquisition workforce personnel are required to attain 80 CLPs by the end of the cycle, which is Sept. 30, 2016. CLP progress is tracked on a quarterly glide path (see below), and at the end of Q1 FY15, each workforce member should ideally have attained at least 5 CLPs. Unfortunately, only 38 percent of us have met that goal!

Stay in front of your CLP requirement and don't get stuck at the end of the cycle, fran-

tically taking any training just to meet the 80 points. Plan now to take training that is meaningful to you and your job to ensure you remain relevant. There is a wealth of training programs available to fulfill this requirement, many of which are available at no cost through the [Defense Acquisition University](#). Remember that activities such as teaching a course, giving a presentation, participating in a workshop and publishing a paper also may count toward CLPs.

Be sure to review the [Continuous Learning Policy](#) for guidance on what counts toward fulfilling CLPs, and record these opportunities on your Individual Development Plan within the

[Career Acquisition Personnel and Position Management Information System](#) to receive credit.

**80 CLPs required in 24 month period. Current period is between Oct. 1, 2014 and Sept. 30, 2016.**

CLP Quarterly Objectives are:

FY15	FY16
Q1 - 5 Points	Q1 - 45 Points
Q2 - 10 Points	Q2 - 50 Points
Q3 - 20 Points	Q3 - 60 Points
Q4 - 40 Points	Q4 - 80 Points

## Don't Struggle with Career Decisions on Your Own— Seek a Mentor!

The Army DACM Office believes mentoring should be a top priority for the acquisition workforce. Our initial DACM pilot mentoring program, including 32 mentee-mentor pairs, formally finished in early December 2014. We now are pursuing several mentoring projects, all of which support the theme of supporting other organizations in developing and deploying their own mentor programs.

Supporting programs across the Army acquisition enterprise is important for two main

reasons: Resource constraints support dispersed programs, and mentoring programs are actually organizational change initiatives that gain more support if they are implemented locally. To achieve these ends, the Army DACM Office is working in two main areas: developing a mentoring resource portal and evaluating an online service for mentor-mentee matching. We have made significant progress in each area. An initial set of mentoring forms and templates have been developed, and a web site for hosting them has been established.

The forms and the website are going through quality control review before being released to the acquisition community at large. Once

finalized, you can find them in the mentoring section on the [Army DACM Office website](#).

The DACM Office has also made progress in developing an online service for mentor-mentee matching. Of all mentoring program administrative tasks, pair matching is often the most difficult and time consuming. The Naval Air Systems Command hosts the best matching portal we have evaluated, iMentor. We are working with the iMentor program manager to identify a number of slots that Army acquisition workforce organizations could use in setting up and supporting their own mentoring programs. The DACM Office will continue to keep you informed as tools are developed and deployed.

## Army DACM Website Highlights

- ▶ January Army DACM Office Hot Topics
- ▶ Mentoring Pilot Program Concludes First Phase
- ▶ USAASC Announces MOS 51C Reclassification Board Results
- ▶ December Army DACM Office Hot Topics

### Contact Information:

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Please **email** us any questions or suggestions.

