

Career Model FAQs

As of April 22, 2015

Q1: Why were Career Models created?

A: The intent was to provide a career management template outlining various position, education, training, and competencies by designated acquisition career field, so professionals such as yourself have a tool to map out your individual career. They were developed to closely mirror the existing military career models Army Officers currently use with the caveat that there is not a single road to travel in one's career. These maps are meant to serve as tools--they are not prescriptive and just like the path to earning your college degree, everyone's path will be a little different. There is no right or wrong way to get there, but for the first time, all the content is on one page!

<http://asc.army.mil/web/career-development/civilian/career-planning-steps/>.

Q2: Do I need to complete every item in my career model to progress?

A: No. We recognize Army civilians must manage their careers from a holistic approach, which may include the Civilian Education System, and the Defense Acquisition Workforce Improvement Act. Resulting, the career models are not intended to give you a dedicated career path. Each individual person will experience a different route and timeline to accomplish their goals. This is simply a framework through which leaders, supervisors, and employees improve the professionalism of the acquisition workforce.

Q3: Does my supervisor need to approve my use of this career model?

A: You are encouraged to engage with your supervisor and mentor to identify which opportunities work best for your career. The career models can help you understand opportunities available for professional development, education, self-development, and experience to improve the professionalism of Army Acquisition Civilians so you may reach your full potential.

Q4: How do I find out additional information about the courses identified on my career model?

A: Throughout the career model, we have embedded hyperlinks so you can research each opportunity. For example, if you are interested in one of the Army DACM Office's acquisition education and training opportunities, simply click the box to activate the hyperlink and you will be redirected to USAASC website to research it further.

Q5: Do I have to have experience in each of the assignments on this career model in order to advance in my career?

A: No. The model shows typical assignments you may be interested in at each grade level, the competencies associated with them, the education and DAWIA professional development requirements, and leader development training to guide you through the functional experience, broadening, and strategic leadership portion of your career. It is not intended to be used as a checklist because everyone's path will be a little different.

Q6: Is there a career model for all acquisition positions?

A: Yes. The Army DACM office created a career model for each of the 13 acquisition career fields. So they are career field specific, not position specific. You may click on your acquisition career field to explore all the opportunities available in your career, or explore other acquisition career fields. A full list is provided here: <http://asc.army.mil/web/career-development/civilian/career-planning-steps/>.

Q7: How do I interpret the career models?

A. There are certain elements of the Career Model that will apply to every acquisition career field. For example: All Top Blocks that are Green and/or Blue 2. Each has a hyperlink that provides you with program information. For example, the hyperlink for the Leadership Foundation Course which applies to all acquisition career fields is <http://cpol.army.mil/library/train/catalog/ch01-ces1fc.html>. Completion of these courses, would appear in Section VI of the ACRB.

The career models have 6 sections of information: leader development, acquisition program opportunities, typical assignments, CAP/KLP, Competencies, and Civilian Professional Education Development. Each section is also divided into three nominal “buckets” based on years of experience and grade level. The programs, assignments, and competencies in each “bucket” identifies areas you can work on at your current grade level as well as training, jobs, and new competencies you’ll want to pursue to make yourself competitive for more senior positions.

Q8: What is a CAP, and how do I find out if I am one?

A. CAP stands for Critical Acquisition Position Status. To learn if you are sitting in a CAP, you would check your Acquisition Career Record Brief (ACRB), Section I. To learn whether you have met CAP requirements (i.e. a member of the Army Acquisition Corps) can be found in Section III of your ACRB at: <https://rda.altess.army.mil/camp/>. New information is provided here under Critical Acquisition Positions: <http://asc.army.mil/web/alt-workforce-policy-procedure/>.

Q9: What is meant by DAWIA Cert Level?

A. The Defense Acquisition Workforce Improvement Act (DAWIA) requires that employees meet the acquisition certification requirements (education, training and experience) associated with the acquisition position they encumber within 24 months after assignment. Certification levels are generally based on the grade (or pay band

equivalent) of the position as follows: Level I – GS-05 through GS-08; Level II – GS-09 through GS-12; Level III – GS-13 and above. Certification requirements can be found in the [DAU icatalog](#) (click on the “Certification & Core + Development Guides” button). Your first priority is to become certified in the ACF and level required by your current acquisition position. The ACF and level required for your acquisition position are shown on your ACRB under Section I (Current Position Data).

Q10: What is meant by DAWIA Secondary Certification?

A: A secondary certification is a certification in a career field other than your primary. Once you have achieved certification at the highest level of your career field, you may wish to seek certification in other acquisition career fields.

Q11: Do I really need to get a Bachelor’s degree and Master’s degree in order to progress?

A: Not necessarily; however, to remain competitive, we strongly suggest individuals not only having a bachelor’s degree but also a Master’s. The education requirements for your job series, dictates whether a degree is required. The only instance where a degree is mandated, or when credits in a certain discipline are required, is when you apply for Army Acquisition Corps (AAC) status—our **AAC members** have earned more than 7,000 advanced degrees and nearly 400 doctoral degrees!! And, AAC membership is required of all Army Critical Acquisition Positions (CAPs). More on AAC membership can be found on our FAQ page: <http://asc.army.mil/web/all-faqs/>.

Q12: What is meant by competencies?

A: Competencies are the measurable patterns of knowledge, skills, abilities, behaviors, and other characteristics that an individual needs to successfully perform work roles or occupational functions. The competencies found on the career models, are elements for which you are suggested to acquire experience and/or knowledge, and are related to the specific acquisition career field you are assigned.