

MANAGING YOUR ACQUISITION CAREER

A quick reference guide for the Army Acquisition Workforce (AAW)



HELPFUL TIPS FOR MANAGING YOUR ACQUISITION CAREER

Congratulations! The Army Director, Acquisition Career Management (DACM) Office is excited to welcome you as part of a highly educated and skilled professional Army Acquisition Workforce (AAW), a dedicated team of approximately 40,000 acquisition civilians, officers, and noncommissioned officers, who provide the equipment and services that ensure Army Readiness, now and in the future.

The Defense Acquisition Workforce Improvement Act (DAWIA) (enacted by Public Law 101-510 on 05 November 1990) mandated the establishment of training, education, and experience standards for certification, in order to develop and maintain a professional and relevant defense acquisition workforce. As an AAW professional, you are responsible for meeting the DAWIA certification requirements of your assigned position at the assigned level and maintaining currency in your primary Acquisition Career Field (ACF). You are strongly encouraged to take an active role in managing your acquisition career, working and communicating regularly with your supervisor to develop, schedule, and implement a professional Individual Development Plan (IDP) that will allow you to enhance and broaden your leadership and functional skills.

This quick reference guide provides you with basic tips on how to be certified in your current position, create an IDP, apply for Army Acquisition Corps (AAC) Membership, request Continuous Learning Points (CLPs), take advantage of acquisition training, education, and leader development opportunities, and complete other important requirements. See a full range of career planning information at the Army DACM Office website: <https://asc.army.mil/web/dacm-office/>.

1. KNOW YOUR ACF AND CERTIFICATION LEVEL.

The Army Acquisition population is diverse and crosses 13 ACFs. Every acquisition position has a designated ACF and certification level. These are important because they drive the training, experience, and education you will need to attain DAWIA certification and identify your priority level for enrolling in Defense Acquisition University (DAU) training courses. As an example, if your position requires you achieve Level 2 DAWIA Certification in Program Management, you will be a priority one for all DAU courses up to Level 2.

- Civilians: Acquisition position information can be found in the Civilian Personnel On-line (CPOL) website <https://www.milsuite.mil/book/community/spaces/Civ-HR> under “My Position Description” link.
- Officers: ACF designation can be found in Section IX (Assignment Information) of your Officer Record Brief under the DMOS column.
- NCOs: See Section I (PMOS) or Section IX (Assignment Information) of your Enlisted Record Brief.
- You can check your achieved certifications in the Career Acquisition Personnel and Position Management Information System (CAPPNIS) (<https://rda.altess.army.mil/camp/>), under the Certification Management System (CMS) or Acquisition Career Record Brief (ACRB) tab (Section X).
- Certification levels are generally based on the rank/grade (or pay band equivalent) of the position as follows:
 - Level 1: GS-05 through GS-08; CPT/O-3; SGT/E-5 through SSG/E-6.
 - Level 2: GS-09 through GS-13; MAJ/O-4; SFC/E-7.
 - Level 3: GS-13 and above; LTC/O-5 and above; MSG/E-8 and above.
- Questions should be directed to your supervisor.

2. REVIEW YOUR ACF CERTIFICATION REQUIREMENTS.

Upon assignment to an acquisition-coded position, all AAW professionals are required to meet their ACF certification level requirements within a 24-month grace period. Certification requirements are periodically updated and can be found in the DAU iCatalog (<http://icatalog.dau.mil/>). Review the certification requirements for your acquisition position with your supervisor to determine what training, experience, and education you need. The Army DACM Office has already pre-populated your IDP with these details to enable this discussion with your supervisor. You can find AAW policies regarding certification on the DACM Office Policy Library at <https://asc.army.mil/web/alt-workforce-policy-procedure>.

3. KNOW IF YOU ARE OCCUPYING A KEY LEADERSHIP POSITION (KLP) OR CRITICAL ACQUISITION POSITION (CAP)

- CAPs are designated based on criticality of the position to the acquisition program, effort, or function supported. The Army Acquisition Executive has mandated that the following Army acquisition positions be designated as CAPs:
 - All Army acquisition Senior Executive Service positions
 - All Army acquisition Centralized Selection List positions
 - Deputy Project Manager, Deputy Product Manager, Project Director, Deputy Project Director, Product Director, and Deputy Product Director positions
 - All Army acquisition officer positions in the grade of LTC and above
 - All supervisory Army acquisition civilian positions in grades GS-14 and 15 (or broadband/pay band equivalents)
 - All Enlisted MOS 51C MSG, SGM, and CSM positions
- Individuals encumbering CAPs must have AAC Membership at the time of appointment/assignment or have an approved waiver signed by the DACM. All CAPs are coded acquisition certification Level 3.
- KLPs are a special subset of CAPs, with more stringent experience requirements upon entry into the position.
- Tenure agreements are required for individuals occupying CAPs and KLPs. DD Form 2888 is the tenure agreement used for CAPs, and DD Form 2889 is the tenure agreement used for KLPs.
- For more information, see the DACM Office Policy Library at <https://asc.army.mil/web/alt-workforce-policy-procedure/>

4. CREATE AN INDIVIDUAL DEVELOPMENT PLAN (IDP).

You are required to have an approved IDP. The IDP is a planning tool that allows individuals to discuss, plan, and manage their continuing education, training, or special experience needed to meet the certification requirements of their position.

- Go the IDP tab in CAPPMS (<https://rda.altess.army.mil/camp/>) to create career objectives, plan DAU training, submit course requests for supervisor approval, download/print IDP history, and view mandatory training requirements.
- The IDP approval process is done electronically, so it is important to ensure that your supervisor's name and correct email address are listed in your IDP. If your current supervisor is not listed in your IDP, please advise him/her to log on to the IDP site and add your name to his/her employee listing.
- AAW professionals should review and update their IDPs at least once every six months with their supervisors.

5. ACF CAREER MODELS.

ACF Career Models are designed to provide AAW professionals with the requisite skillsets for success in current and future missions by identifying current and emerging technical areas within each ACF, as well as specific Continuous Learning opportunities. The models also have information on potential developmental assignments, key positions, training opportunities, ACF competency details, civilian educational levels, and leadership development courses that you can include in your IDP, based on your rank/grade and years of service.

- **Civilian AAW professionals** and their supervisors should check these ACF models (<https://asc.army.mil/web/career-development/civilian/career-models/>) regularly for updates.
- **Officers:** Consult Department of the Army Pamphlet 600-3 (Officer Professional Development and Career Management)
- **NCOs:** See the NCO Career Development Timeline located on the Army DACM website at <https://asc.army.mil/web/wp-content/uploads/2015/08/NCO-Career-Map.pdf>.

6. APPLY FOR DAU TRAINING.

- To plan DAU training, log into CAPPMS (<https://rda.altess.army.mil/camp/>), go to the IDP tab, and select "Planning" link. You will be taken to a screen "Planned DAU Training" that lists the courses needed for certification.

- For online DAU training, select the icon “DAU Virtual Campus” (<https://dau.csod.com>) which will take you to the DAU’s Cornerstone on Demand (CSOD) website where you can apply for classes.
- For resident (DAU instructor-led) training, select “Army” as your DOD Organization which will take you to the ATRRS Internet Training Application System (<https://dau.atrrs.army.mil/Channels/nondod/main.asp>).
- Alternative methods for meeting DAU training requirements may be accomplished by completing DAU-certified equivalent courses or applying for course fulfillment. For more information, see DAU Equivalency Program website (<http://icatalog.dau.mil/appg.aspx>) or DAU Fulfillment Program website (<http://icatalog.dau.mil/DAUFulfillmentPgm.aspx>).

7. APPLY FOR ACF CERTIFICATION.

DAWIA certification is not automatically granted. After completion of the appropriate training, education, and experience required by your acquisition position, you must apply for certification through the automated CMS and must meet the certification requirements at the time of application. The CMS can be accessed through CAPPMS (<https://rda.altess.army.mil/camp/>). Select the CMS tab and click the “Apply for Certifications” link.

- After you have achieved the certification level required for your current position, you are encouraged to pursue higher level certifications in your current ACF as well as certifications in other ACFs. FA51 acquisition officers may only pursue certification in Program Management, Contracting, and Test and Evaluation, while 51C acquisition NCOs may only pursue Contracting.
- Civilians: The resume is used by the Certifying Official to determine your experience eligibility and qualifications to award the requested certification. The resume must contain a start and end date for each work experience. It must also provide a description of the work/duties performed while occupying these positions. Please ensure that your ACRB Section IX (Assignment History) fields mirror your resume.
- If, upon entry into an acquisition coded position, you determine that you have already met the higher level certification requirements for that position, you can apply directly for this higher level certification; you do not need to apply for the lower level certification first. Example: you meet the certification requirements for Level 3 Facilities Engineering but you have not yet applied for Levels 1 or 2. You should apply directly for Level 3 and not apply for Levels 1 or 2.

8. MEET CONTINUOUS LEARNING POINT (CLP) REQUIREMENTS.

To maintain currency in acquisition and leadership skills, each AAW professional is required to attain at least 80 CLPs by the end of the two-year cycle. The current cycle runs from 01 October 2018 through 30 September 2020. Completion of certification training counts as CLPs, along with other acquisition-related activities.

The automated IDP is the document used to annotate activities that count towards Continuous Learning and can be found in CAPPMS:

- Log onto CAPPMS (<https://rda.altess.army.mil/camp/>) and click the IDP tab.
- Select “Planning” link to plan DAU and/or non-DAU training, and submit request for your supervisor’s approval.
- Once you have completed the training, select “Planning” link to annotate completion date and request CLPs for your supervisor’s approval.
- Select “Home” to see the number of CLPs that you have earned during the current cycle.
- For DAU courses (including Continuous Learning Modules), your CLPs will be automatically entered into your ACRB/IDP via the training update process using the Army Training Requirements and Resources Systems (ATRRS). It may take up to two weeks after completion of the course before the data is transferred to the ACRB/IDP.
- For all other coursework/acquisition-related activities, you must enter the course/activity in your IDP, annotate completion, and request corresponding CLPs be awarded by your supervisor.
- Each Army Acquisition Career Field Functional Leader drafted “CLP Recommendation Memorandums” which provide guidance on CLP focus areas and recommendations on specific training or activities that will enhance the knowledge and skills of workforce professionals within his/her designated ACF. See the DACM Office Policy Library for a copy of these memorandums.

- See the AAW Continuous Learning Policy and AAFL CLP Recommendation Memorandums in the DACM Office Policy Library: <https://asc.army.mil/web/alt-workforce-policy-procedure/>.

9. BECOME ARMY ACQUISITION CORPS (AAC) MEMBER.

If your career goals include positions of increased responsibility, AAC Membership is important because it is a requirement at the time of appointment to CAPs and KLPs. Log into CAPPMS (<https://rda.altess.army.mil/camp/>) and select the “AAC MS” tab for application instructions.

- **Civilians:** Current AAW professionals can apply for AAC Membership at the GS-13 (or equivalent) grade or higher and must meet AAC eligibility requirements.
- **FA-51 Officers** can apply for AAC Membership upon promotion to MAJ and attainment of Level 2 certification and must meet AAC eligibility requirements.
- **MOS-51C NCOs** can apply for AAC Membership upon promotion to SFC and attainment of Level 2 in Contracting and must meet AAC eligibility requirements.

Specific requirements for AAC Membership eligibility can be found in DOD Instruction 5000.66, Section 5.3, dated 01 August 2018: <https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/500066.pdf?ver=2018-11-13-152340-037>.

10. CIVILIAN SENIOR RATER POTENTIAL EVALUATION (SRPE).

Preparing for a centralized selection board is of utmost importance in an acquisition professional's career development. Selection boards evaluate a civilian candidate's entire body of work, including the ACRB – highlighting assignment history, certifications, acquisition and leader training, education, and awards – resume, performance appraisals, and the SRPE. Based on feedback, after action reports and lessons learned, a common theme among board members is that the SRPE is the most critical document in a civilian's board file. It is the primary tool used to document and communicate a civilian candidate's potential and readiness to assume positions of increased responsibility.

- See more information about the SRPE here: <https://asc.army.mil/web/senior-rater-potential-evaluation/>.
- Effective 01 October 2018, all AAW professionals in the grade of GS-12 through GS-15 (and broadband/pay band equivalents) will receive annual SRPEs.
- To start, log onto CAMP (<https://rda.altess.army.mil/camp/>), go to CAPPMS, and select the SRPE tab.

11. WHAT IS THE DIFFERENCE BETWEEN AN ACQUISITION CAREER FIELD VS. CAREER PROGRAM (CP)?

ACFs and CPs are two very closely related training models, but they can be confusing concepts. They both provide a basic blueprint for civilians through career maps, leader development programs, and training for professional development but there are some key differences:

	ACFs	CAREER PROGRAMS
COMPOSITION	40,000 AAW professionals	330,000 Army civilians
TYPES	13	31
GOVERNANCE	DAWIA, Chapter 87, Title 10 US Code	AR 690-50
REQUIREMENTS	Office of the Secretary of Defense (OSD) Functional Integrated Product Team	Army Functional Chief Representative

- **ACFs:** ACFs are governed by DAWIA which requires DoD to establish education and training standards across the 13 ACFs. These standards include mandatory ACF certification through DAU training (see paragraph 2) and a Continuous Learning requirement (see paragraph 8). Additional training and development opportunities for ACFs are offered and funded by the Army DACM Office. For more information on these centralized programs, visit <https://asc.army.mil/web/career-development/programs/>.
- **CPs:** The objective of CP management, according to Army Regulation 690-50, is to build and sustain an Army Civilian Corps ready for the current and future mission. There are 31 CPs across the Army and each is

designed to standardize CP career maps to facilitate career planning and training through the Army Civilian Training, Education and Development System (ACTEDS); some have a mandatory certification requirement while some do not. CP training and development opportunities are funded by the Army G-3/5/7. For more information on CPs, visit <http://www.asamra.army.mil/cwt/career.html>. Questions regarding CPs should be directed to the ACT NOW help desk: <https://actnow.army.mil/>.

- As an Army Civilian acquisition professional, you are in an acquisition position which identifies both your CP affiliation and your ACF designation. There is a strategic initiative within the Army DACM Office to partner with CPs to ensure there is an understanding of acquisition and vice-versa. For clarification, the Army DACM Office is your one-stop for everything acquisition career-related.

12. WHO YOU CAN ASK FOR FURTHER ASSISTANCE?

- **Your supervisor!** Supervisors are responsible for creating a positive, conducive work environment that provides opportunities for their subordinates to develop, learn, and reach their full potential. This responsibility also includes playing an active role in assisting and advising subordinates on career development decisions; discussing education, training, and experience needs; working with their subordinates to draft an IDP to schedule and attain these goals; providing adequate time to pursue career development activities; and encouraging cross-functional training and assignments.
- **Your Organizational Acquisition Point of Contact (OAP)** is your on-site resource for acquisition information. They are trained to respond to questions from their organizational acquisition personnel and the AAW. A list of organizational OAPs can be seen here <https://www.us.army.mil/suite/files/39843103>.
- **The Army DACM Office** is here to support you with career development opportunities and initiatives. Our website (<https://www.asc.army.mil/>) is an invaluable resource for AAW policies, career management updates, training opportunities, and other important information.

Ask an AAW question by submitting a ticket to the Army DACM Office's help desk, located in the Career Acquisition Management Portal (CAMP), at <https://rda.altess.army.mil/camp/index.cfm?fuseaction=support.helpRequest>.



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DIRECTOR, ACQUISITION CAREER MANAGEMENT OFFICE