MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Acquisition Career Management Advocate Policy

1. References:
   a. Department of the Army Details and Procedures for Nominating and Designating Command/Organization Acquisition Career Management Advocate(s) (ACMAs), 6 January 2014 – hereby superseded.
   c. Memorandum, SFAE, Office of the Assistant Secretary of Defense (Acquisition, Logistics, and Technology), 1 October 2018, subject: Director Acquisition Career Management (DACM) Memorandum – Fiscal Year 2019 Army Acquisition Workforce Standards.

2. Purpose. To outline responsibilities and provide guidance on the designation and tenure of Army Acquisition Career Management Advocates (ACMAs). This policy redefines the role of the ACMA (with support from the Organizational Acquisition Points of Contact (OAPs)) to provide the senior level strategic vision, advice and support necessary to develop and sustain a highly capable, professional and qualified Army Acquisition Workforce (AAW) from an organizational perspective. It supersedes Reference 1a.

3. Applicability. This policy applies to the Army Director, Acquisition Career Management (DACM)-chartered ACMAs.

4. Background:
   a. In September 1995, the Army Acquisition Corps (AAC) ensured measures to improve the way it managed the AAW and implemented the intent of the Defense Acquisition Workforce Improvement Act (DAWIA). In an effort to better communicate the AAC vision, command/organization-nominated ACMAs were designated by a signed charter as advisors/implementers to ensure the AAW routinely received coherent and timely information on acquisition programs; Defense Acquisition University (DAU) education and training; and proposed and approved acquisition workforce policies, programs and legislation.
b. Since its inception, the ACMA role has evolved to a higher level of strategic advocacy for AAW professionals. In 2017, the Army DACM Office implemented the AAW Human Capital Strategic Plan (HCSP) to sustain the AAW in addressing the special challenges of the 21st Century. Our human capital goals focus on five critical areas for strengthening our capabilities: workforce planning, professional development, leadership development, employee engagement, and communication and collaboration. Our AAW HCSP is a blueprint for working together across organizations to sustain our work environment and our workforce as the best. ACMAs represent the organizations of the AAW and play a key role as a stakeholder and partner with the Army DACM Office in achieving the goals of the HCSP.

5. Roles and Responsibilities.

a. Director/Commander/Program Executive Officer (PEO):

1) Exercise proactive succession planning to ensure a seamless overlap and transition between ACMAs and consistent support to the AAW professionals in their organization.

2) Nominate ACMAs who meet the criteria outlined in this policy.

3) Submit a signed ACMA nomination (see Enclosure) to the Army DACM for review and approval.

4) Support the ACMA in conducting duties and enforcing DACM standards.

b. Army DACM Office:

1) Assign a DACM Office ACMA Program Manager to work directly with the ACMAs on a regular and sustained basis.

2) Receive and staff organization’s ACMA Nomination Forms (Enclosure) for DACM review and approval.

3) Provide newly-designated ACMAs with an orientation of roles and responsibilities.

4) Update the Career Acquisition Personnel and Position Management Information System to annotate the appointed ACMA’s Acquisition Career Record Brief with the ACMA designation.

5) Facilitate ACMA succession planning with the Directorate/Command/PEO.
6) Develop, distribute, and maintain roster of ACMA designees as part of the Army DACM Office Stakeholder Network.

7) Conduct and facilitate ACMA engagements and communicate outcomes. Schedule, plan, and conduct an ACMA Summit annually and additional meetings as required.

8) Support ACMA organizational engagements by providing acquisition career briefing information as necessary.

9) Provide timely acquisition career information in a monthly ACMA email format.

10) Assist with AAW data analysis to support health of the AAW within a specific Directorate/Command/PEO.

11) Complete ACMA charters and deliver to the originating Directorate/Command/PEO point of contact. Presentations of ACMA charters are at the discretion of the originating organization.

c. ACMA:

1) Serve as an advisor to senior leadership and relevant acquisition stakeholders in a command/organization for matters related to the execution and management of acquisition career/leader development, policy, procedures and programs to include requirements identified by the organization for funding via the Defense Acquisition Workforce Development Fund.

2) Act as a principal advisor and provide strategic vision, advice, and necessary support to the Army DACM Office regarding acquisition career development, policies, procedures and programs toward building and sustaining a highly capable, professional, and qualified AAW from an overall health of the organization perspective.

3) Serve as the liaison between the DACM and the Director/Commander/PEO of the organization and advocate on behalf of the AAW with a strategic focus on education, training, leader development and overall talent management ensuring efforts align with the AAW HCSP (Reference 1b).

4) Inform the Directorate/Command/PEO on the status of acquisition personnel meeting mandatory DAWIA certification requirements within the organization, as well as requirements outlined in the annual DACM Army Acquisition Workforce Standards Memorandum (Reference 1c).
5) Attend and actively participate in Army DACM Office efforts, such as annual ACMA Summits and Army Acquisition selection and award boards.

6) Ensure that organizational briefings, such as town halls, include an AAW component. Work with the Army DACM Office to obtain current and relevant supporting information.

7) Coordinate with their Directorate/Command/PEO to designate a Lead OAP to serve as the on-site acquisition representative supporting supervisors and AAW personnel.

8) Keep senior leaders informed regarding Army DACM guidance as well as help the senior leader ensure the AAW is trained and ready. ACMAs advocate on behalf of the AAW within their organizations.

6. Designation and Tenure:

   a. An ACMA is a command/organization-nominated and DACM-chartered Senior Executive Service (SES) or Colonel/General Schedule (GS)-15 (or band equivalent) senior leader but typically not higher than the Deputy of the organization. ACMAs serve as the Army DACM link to the Director/Commander/PEO of an organization where AAW professionals reside.

   b. ACMAs should be assigned to an acquisition coded position, be a member of the AAC, and be DAWIA Level III certified in his/her acquisition career field. If a nominated ACMA is occupying a non-acquisition coded position, the command/organization must provide sound justification within their nomination as to why they are the appropriate individual to serve.

   c. The Army DACM will approve or disapprove ACMA nominations and charter approved ACMAs to serve in the role a period of up to four years. ACMAs who change positions or organizations do not retain the ACMA designation and the organization must nominate another individual.

   d. At the end of an ACMA’s four-year term, the Army DACM Office and the ACMA’s command/organization will mutually determine if the incumbent will remain in the ACMA role for another term, or if the command/organization will nominate a new ACMA.

   e. The DACM has the ultimate authority to remove designated individuals from the ACMA position.

7. Nomination Guidance. Nomination information should be submitted electronically to the Army DACM Office’s ACMA Program Manager. An ACMA nomination packet should include the following:
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a. Organization’s ACMA nomination letter (Enclosure)

b. Resume or biography

c. Command justification

8. The point of contact for this policy is the Army DACM Office’s AAW Communications Branch Chief at email: usarmy.belvoir.usaasc.mbx.dacm-policies@mail.mil.

Encl
CRAIG A. SPISAK
Director
Acquisition Career Management

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MEMORANDUM FOR   Director, Acquisition Career Management, 9900 Belvoir Road, Building 201, Suite 101, Fort Belvoir, VA 22060-5567

SUBJECT: Nomination of the Acquisition Career Management Advocate (ACMA) for the (COMMAND/ORGANIZATION).

1. The (COMMAND) nominates (INDIVIDUAL) to serve as the ACMA for (UNIT). Mr./Ms. (INDIVIDUAL's) resume and/or biography and my justification are at Enclosures (1) and (2) respectively.

2. (INDIVIDUAL) will be responsible for serving as the Director, Acquisition Career Management link to (COMMAND) and advocate on behalf of the Army Acquisition Workforce (AAW) ensuring the overall health from an organization perspective with a strategic focus on education, training, leader development and overall talent management that aligns with the AAW Human Capital Strategic Plan (HCSP).

3. Mr./Ms. (INDIVIDUAL) is currently a POSITION/GRADE and an Army Acquisition Corps member; he/she and is certified as Level III in (CAREER FIELD). He/She holds a (DISCIPLINE) degree. This combination of experience and education as well as my justification makes him/her eligible for this position within (COMMAND).

4. The Point of contact for this nomination is {FName LName} at (000) 000-0000 or via email: xxxxx@.mil
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Encls
Resume
Biography
Command Justification

SIGNED
Command Level SES/GO