SUPERVISOR GUIDE
for Army Acquisition Workforce
Career Management

UNITED STATES ARMY

DACM

DIRECTOR, ACQUISITION CAREER MANAGEMENT OFFICE

Note: While the information contained herein is current as of its publication, it is understood the DoD-level Back-to-Basics (BtB) initiative will bring about changes yet to be fully known. This document will be updated as changes are released and implemented.

9 June 2021

SUPERVISOR GUIDE FOR ARMY ACQUISITION WORKFORCE CAREER MANAGEMENT

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SUPERVISOR GUIDE

This guide provides supervisors of Army Acquisition Workforce (AAW) professionals with information to manage and develop their subordinate AAW professionals.

General. The Defense Acquisition Workforce Improvement Act (DAWIA) (enacted by Public Law 101-510 on 05 November 1990 and as amended) mandates the establishment of training, education, and experience standards for certification, in order to develop and maintain a professional and relevant defense acquisition workforce.

As a supervisor of AAW professionals, you are responsible to ensure your subordinates meet the requirements for their acquisition-coded position and maintain currency in their primary Acquisition Career Field (ACF). Be aware of the Army Director Acquisition Career Manager (DACM) AAW standards, found in the Army DACM Policy Library (see Section 13e., below), published fiscal year, and incorporate them into your AAW professional's performance objectives.

> **PREFACE TO BELOW INFORMATION IN SECTION 1**: The September 2, 2020 Undersecretary of Defense for Acquisition and Sustainment memorandum subject*: "Back-to-Basics" for the Defense Acquisition Workforce*, establishes a new acquisition workforce functional area framework that will streamline the functional areas, number to be determined. Restructured certification requirements are envisioned. Phased implementation of the new framework began on or about October 1, 2020 with full deployment planned for October 1, 2021. See the memorandum here: https://asc.army.mil/web/usdas-back-to-basics-memo/

1. **Ensuring a Position is Coded Acquisition (Career Fields, Levels and CAPs/KLPs)**. (TOC) As defined in Chapter 87, Title 10, US Code, Department of Defense (DoD) acquisition workforce positions are positions that include acquisition functions as the predominant (that is, greater than 50 percent) duty in a specific ACF. They do not include wage grade and clerical, indirect hire foreign national, non-appropriated fund, or political appointee positions.

Identifying Acquisition Workforce Positions → Determine and Assess Position Category Descriptions → Determine if Critical Acquisition Position (CAP) or Key Leadership Position → Career Field Certification → Determine Special Statutory Requirements → Determine if a Special Assignment Designator Should Be Assigned to the Position

   a. The current Army ACFs and their corresponding [Career Category Code] are:

      (1) Business – Cost Estimating [P]
      (2) Business – Financial Management [K]
      (3) Contracting [C]
      (4) Engineering [S]
      (5) Facilities Engineering [F]
      (6) Industrial/Contract Management [D]
      (7) Information Management [R]
      (8) Life Cycle Logistics [L]
      (9) Production, Quality, and Manufacturing [H]
      (10) Program Management [A]

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(11) Purchasing [E]
(12) Science and Technology Manager [I]
(13) Test and Evaluation [T]

b. Per DoD Instruction (DoDI) 5000.66 (see Section 13x., below), an acquisition-coded position certification level is based on its complexity, authority, and impact on defense acquisition programs, and not solely on the position's grade or rank. An acquisition position is coded at one of three levels; Level I (Basic), Level II (Intermediate) and Level III (Advanced).

(1) Level I (Basic): Basic certification standards are reflective of fundamental competencies for the position. In addition to participating in education and training courses, individuals are expected to develop their required competencies through relevant on-the-job experience, including developmental/rotational assignments.

(2) Level II (Intermediate): Competencies at the intermediate level emphasize functional specialization. Individuals at this level are expected to have and apply journeyman level acquisition-related skills. Broadening experiences provide the competencies and skills necessary to assume positions of greater responsibility. This level may involve multi-functional experience and development.

(3) Level III (Advanced): This level is typically assigned to positions with a primary acquisition mission, where the duties require a high level of acquisition knowledge and skills.

c. Critical Acquisition Position (CAP)/Key Leadership Position (KLP) and Tenure Agreements. As a supervisor for a CAP position, you must understand DoD, Service, local policies and guidance governing the hiring, administration and management of CAPs. Your Human Capital and Organization Acquisition Point of Contacts (OAPs) are invaluable resources to ensure you are in compliance with the various legal, regulatory and policy requirements.

(1) CAPs are designated based on the criticality of the position to the acquisition program effort of function supported. CAPs require a signed tenure agreement in order to ensure personnel stability and provide accountability for an acquisition program, effort, or function. Acquisition Senior Executive Service (SES) positions and Senior Level/Scientific/Professional positions that are not KLPs must be designated by the Army Acquisition Executive (AAE) as CAPs.

(2) KLPs are a subset of CAPs. The Army Acquisition Executive (AAE) is responsible for designating KLPs so these positions require special AAE attention and Office of the Under Secretary of Defense for Acquisition & Sustainment (USD (A&S)) oversight. Individuals occupying KLPs hold a significant level of authority, commensurate with their responsibilities and accountability for acquisition program success. They are key to the success of Major Defense Acquisition Programs (MDAPs) and the Major Automated Information System (MAIS) (ACAT I and IA) in management and key functional roles of their respective Acquisition Category (ACAT) program. Mandatory KLP positions are prescribed in DoDI 5000.66.

(3) Tenure Agreements. A tenure agreement must be completed by acquisition professionals at the lieutenant colonel (O-5) grade and above; GS-14 grade or higher (and pay-band equivalents); or 51C noncommissioned officers at the grade of E8 or higher. Note: A Major-promotable (O-4P) encumbering an O-5 military acquisition position line must complete a tenure agreement. A tenure agreement is required for all CAP/KLP with duration varying by

position. Generally, for a CAP, non-KLP, the tenure period is three years in duration and for a KLP, the tenure period is four years. A tenure waiver is required when a CAP is leaving a position prior to the date stipulated in the agreement for CAPs, except when promotion, reassignment to a commanding officer position, or mobilization occur. Completed tenure agreements are filed in the AAW professional's Career Acquisition Management Portal (CAMP) Career Acquisition Personnel and Position Management Information System (CAPPMIS) Individual Development Plan (IDP) online.

(a) For a CAP, non-KLP, the Critical Acquisition Position Service Agreement, DD Form 2888, is used (see Section 13w., below).

(b) For a KLP, the CAP Service Agreement, DD Form 2889, is used (see Section 13w., below).

(c) See Section 12, Waivers, below discussing the process to be followed when a non-acquisition employee is selected to encumber an acquisition position and a CAP waiver is required prior to being permanently hired.

2. **Individual Development Plan (IDP)** (TOC). An IDP provides a written record of commitment and engagement necessary for functional and skill competency development today and into the future. A supervisor uses the IDP to discuss, plan, and manage continuing education, training, or special experience AAW professionals need to meet the certification requirements of the position and to sustain continued learning and development over a five-year period.

As a supervisor, you must ensure your AAW professional has an approved IDP in CAMP/ CAPPMIS. When a new AAW professional joins your organization, you must add him/her under your hierarchy by using the supervisor's IDP tab, Supervisor link.

a. Supervisors must approve their AAW professional's short- and long-term objectives in order for them to have full use of the IDP functionality. Once the AAW professional has a CAPPMIS account, which can take up to 30 days after the effective start date of their position, he/she logs into CAPPMIS. Under the IDP tab, objectives are created, DAU training is planned, course requests are submitted for supervisor approval and continuous learning point (CLP) award for non-DAU training is performed. In addition, an AAW professional can download/print IDP history and view mandatory training requirements. During IDP counseling, supervisors need to ensure subordinates understand the benefits of meeting Army acquisition goals (training, education, and experience) related to professional development, training and education opportunities available to them and conversely, as needed, the local command's/agency's sanction(s) possible for failing to meet them.

b. Additionally, a supervisor's personal IDP that is not updated may impact his/her ability to complete actions (impacting training planning, counseling and Senior Rater Potential Evaluations (SRPE) system push actions to name but a few) required by subordinate employees. A supervisor must ensure his/her own IDP remains current.

It is critically important, and mandated in the Annual DACM Standards, that supervisors remain engaged with your subordinate AAW professionals, regardless if they are military or civilians, and review their IDPs every 180 days. You should communicate, coach, and work with AAW members - plan, schedule acquisition training and developmental opportunities, and be

adaptable to changing conditions. For the good of the workforce professional, organization, and the Army, assist your subordinate(s) in realizing their full potential.

3. **Acquisition Career Models** (TOC). The Army DACM Office developed Acquisition Career Models for each ACF which AAW Civilians are intended to serve as notional guides for professional growth and developing a well-rounded AAW professional. Supervisors are encouraged to use the acquisition career models to support IDP, official records, and SRPE activities. These models identify potential developmental assignments, key positions, training opportunities, ACF competency details, civilian educational levels, and Army DACM Office leader development program opportunities. The models are based on rank/grade and years of service. See the Acquisition Career Model for ACFs posted on the Army DACM Office website:

   a. Civilians: Civilian Career Models webpage (see Section 13b., below).

   b. Officers (see Section 13c., below) and noncommissioned officers (NCOs) Career Planning (see Section 13d., below).

4. **Supervisor Role in AAW Professional DAU Training Application Process** (TOC). Effective 10 May 2021, DAU instituted a process change for instructor-led (ILT) or virtual instructor-led training (VILT) applications are worked via the Army Training Requirements and Resources System (ATRRS) Internet Training Application System (AITAS). Supervisors are required to have an active AITAS account in order to review and approve DAU ILT or VILT course applications in AITAS. A similar kind of review and discussion with AAW members documented in CAPPMIS via the IDP module is required for non-DAU training when CLPs will be requested for award in accordance with the DACM CLP policy found on the Policies Library (see Section 13.e., below).

   a. An AAW professional's primary DAU ACF training is automatically populated in his/her CAPPMIS IDP Planning section. To approve other types of training (non-DAU courses), you should log into CAMP/CAPPMIS (see Section 13j., below), go to the IDP tab, and select "Supervisors" link. A supervisor can access an AAW professional's planned training list to approve/disapprove training requests.

   b. Supervisors will inform AAW members to apply for DAU training in AITAS.

      (1) Supervisors do not need to approve DAU online training (OLT) in order for an employee to register and complete the training. An employee selects the icon "DAU Virtual Campus" (see Section 13v., below), which takes him/her to the DAU's Virtual Campus website to apply for online courses. Employees must have an OKTA account established first before they can access the DAU Virtual Campus.

      (2) For DAU ILT or VILT, which supervisors must approve, the employee registers for ILT and VILT via AITAS (see Section 13i., below).

   c. The supervisor will receive an AITAS system generated email notification with a hyperlink to the AAW professional's course application, to approve/disapprove requested training after an AAW professional submits the resident course application in AITAS. The application process ends if training is disapproved by a supervisor. The Army DACM office is responsible for reviewing/processing the approved resident and VILT training.

d. Prerequisite/Pre-course Work and Predecessor Courses Role in the ACF Certification Process (see the iCatalog link, Section 13m., below):

(1) Supervisors should be aware of DAU Directive 704, Attachment 5 (see Section 13s., below), addressing the pre-course, course prerequisite and course requirements students must meet for registration. Individual course prerequisites are found within the course concept card and can be accessed from the Training Courses page. DAU maintains a consolidated listing of prerequisites, (see Section 13t., below), available for download. Pre-course work requirements will be articulated to the student either upon enrollment or when the student logs onto DAU Blackboard per instruction in the enrollment notice. Students are expected to complete all pre-course requirements 30 days prior to attending the ILT/VILT course, which may account for a significant portion of overall course grade or required to successfully complete the course. Failure to complete course prerequisite(s) jeopardize course reservation status.

(2) Supervisors understand the DAU iCatalog lists predecessor courses (see Section 13u., below). AAW professionals may use those courses that have not expired as substitutes to meet current certification training standards.

e. Supervisors understand attendance and training results are tracked by the Army DACM Office.

(1) No-Show and Attrition Tracking: No-Shows and Academic Failures (Attrition) are tracked and a monthly report is provided to the command's/organization's Acquisition Career Management Advocate (ACMA) or senior acquisition representative. For a No-Show, the Army loses a seat. For each academic failure, not only does the Army lose a seat for the recent course but the member takes a future seat from another AAW professional in order to pass it in subsequent course(s). Supervisors should ensure AAW members are prepared and ready for a resident course to the maximum extent possible the first time.

(2) No-Show: If a student cannot attend a DAU class for which they have a reservation, they must officially cancel their application at least 30 days prior to the course start date (or 30 days prior to reservation cut-off date on classes that have pre-work) to avoid being recorded as a No-Show. Note: Supervisors must be aware of their acquisition command/organization internal policies as course cancellation guidance could be even more restrictive than what is stated above. An AAW professional must submit their cancellation request through AITAS at via the link found at 13.i., below and the DACM Office must approve the request. If an AAW professional is recorded as a No-Show, an email notification will be sent to the AAW professional and the supervisor requesting a justification. An AAW professional and supervisor justification must be received within 28 days of the notification. If a valid reason exists substantiating missing the DAU course, No-Show sanctions will not be imposed against the student. (NOTE: Mission, unless extremely exceptional in nature, is not a valid justification for a No-Show). If, however, a No-Show status is imposed, the student will be denied registration for future offerings of the course for a period of three months following the occurrence.

(3) Attrition: Course failure has numerous impacts for the command/organization and AAW member. An AAW professional's re-enrollment for training priority is downgraded one priority level; the student's organization must fund member travel to retake the course academically failed; and for AAW members, they will temporarily not be eligible to participate in any training or incentive programs offered by the DACM Office until they meet certification requirements.

(4) Please review the policy on Consequences of No-Show or Attrition of DAU resident courses in the Army DACM Policies Library, Defense Acquisition University Training Policies and Procedures.

5. **Equivalency and Fulfillment** (TOC). Equivalency refers to DAU-approved course providers offering courses, programs, or certifications DAU accepts as equivalent to one or more courses if, upon evaluation of the materials and standards, the course/program/certification adequately addresses the entire DAU course learning outcomes. Fulfillment permits the assessment of a workforce member's demonstrated competencies (capabilities acquired through previous training, education, and/or experience) against DAU course learning outcomes/objectives.

a. Equivalency (see Section 13o., below): The DAU provides an opportunity for other organizations (colleges/universities, DoD schools, other federal agencies, commercial vendors, and professional societies) to offer courses, programs or certifications. DAU will accept as equivalent, programs that adequately address DAU course learning outcomes. At the equivalency link in DAU's iCatalog, you and your AAW employee can review a list of agencies providing equivalent course training. Organizations can send AAW professional(s) to DAU equivalent training at their command's/organization's expense. After successful completion of a DAU-approved equivalent course, an AAW professional uploads the completion certificate into his/her CAMP/CAPPMIS IDP Planning tool for supervisor's CLP award approval processing. A supervisor should know a DACM Office Acquisition Career Manager (ACM) uses a DAU-approved equivalent course certificate, submitted by a subordinate AAW professional in .pdf format via a Help Request (see Section 13k., below), to update the AAW professional's ACRB, Section VI, Acquisition/Leader Training.

b. Fulfillment (see Section 13p., below): The Army DACM's policies pertaining to Fulfillment can be accessed through the Army DACM Office Policies Library. The supervisor should be aware of the DAU iCatalog site, (see Section 13p.), providing a detailed explanation of the procedures for AAW professionals to request fulfillment with their supervisor's concurrence. A DD Form 2518 (see Section 13w., below), a copy of an AAW professional's official record (Acquisition Career Record Brief (ACRB), Officer or Enlisted Record Brief (ERB), Soldier Record Brief (SRB)), current resume (civilians only), written responses explaining where training, education and experiences have met course competencies, as if learned in the actual DAU-attended course, and any other supporting documents deemed helpful to a senior acquisition reviewer in making a fulfillment determination decision, are submitted through the CAMP/CAPPMIS Help Request (see Section 13k., below). There is no fulfillment for continuous learning modules; the courses must be completed as required.

6. **Supervisor Role in AAW professional Continuous Learning Point (CLP) Accumulation** (TOC). 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. A cycle begins 1 October of an even year and ends 30 September of the following even year. A glide path is published by the Army DACM Office to guide supervisors on a course of action to follow for AAW professionals to meet CLP requirements. Supervisors should be aware and coach AAW professionals to follow the Army Acquisition Functional Leader-drafted "CLP Recommendation Memorandums" providing focus areas and specific training or activities recommendations enhancing AAW knowledge and skills within the designated ACF. This guidance is found on the Army DACM Office Policy Library for a copy of these memorandums.

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a. Completion of DAU certification training counts as CLPs updated by ATRRS into CAMP/ CAPPMIS. A supervisor does not approve the DAU CLP award as it is system-generated and recorded to an AAW professional's IDP and/or ACRB.

(1) Supervisors advise AAW professionals of required and recommended DAU courses (including Continuous Learning Modules), as necessary. The transfer of CLP credits from DAU to CAPPMIS is automated but may take up to three weeks after the course graduation date to be reflected on the AAW professional's record. Please note when Acquisition Career Managers are requested to update an AAW professional's official record, the unofficial DAU transcript is considered to be the official record of DAU course completion, not individual course certificates.

(2) For all other non-DAU coursework/acquisition-related activities, AAW professionals must enter the course/activity in their IDP Planning module, annotate completion, and request corresponding CLPs be awarded by their supervisor.

b. Supervisors approve CLPs for AAW professionals requesting credit based upon successful completion of non-standard acquisition courses and participation in or attendance at acquisition-related professional activities. The Army DACM Office Policies Library provides supervisors CLP award and implementation guidelines for the AAW.

c. Supervisors can pro-rate CLPs in CAMP/CAPPMIS for newly assessed or hired AAW professionals who join their organizations in the middle of a CLP cycle. An AAW professional, moving from a Department of Defense acquisition organization and position, does not receive pro-rated CLPs.

d. The CAMP/CAPPMIS IDP is used to process and manage CLPs. A supervisor can coach an AAW professional to:

(a) Log into CAPPMIS and select the IDP tab.

(b) Select "Planning" link to plan DAU and/or non-DAU training, and submit request for supervisor approval.

(c) Annotate the successful completion date and request supervisor CLP approval and

(d) Check the "Home" tab to see CLPs approved and earned.

7. **Training and Education Opportunities, Army Acquisition Professional Development System (AAPDS) and the Acquisition Workforce Qualification Initiative (AWQI) Tool** (TOC). Supervisors coach and support AAW members to develop technical, functional and leadership competencies. The DACM Office provides numerous resources and tools to assist in AAW professional development.

a. Acquisition career development and education program information can be found on the Army ASC/DACM web page (see Section 13f., below). This site provides program opportunity announcements and details with points of contact information. It also provides a timeline view to support supervisor/AAW professional counseling or professional development discussion sessions.

b. The CAMP/CAPPMIS AAPDS is the site where AAW professionals submit application requests. This functionality is accessed by logging into CAMP/CAPPMIS, selecting the AAPDS tab and selecting the "Apply" link to submit an application for the program in which an AAW professional is eligible.

c. AWQI (see Section 13l., below), is a DoD employee development tool used by supervisors and acquisition professionals, alike, to identify job specific gaps in experience, allow for identification of on-the-job developmental opportunities, and capture demonstrated acquisition experience. Supervisors and employees are encouraged to use the AWQI e-workbook to guide individual career development plans addressing individual needs of Army Acquisition Workforce members.

8. **Supervisor Role for an AAW Professional Applying for ACF Certification** (TOC). DAWIA certification is not automatically granted, AAW professionals must apply for ACF certification prior to the end of their 24-month grace or waiver-approved extension period. This requires all ACF and level training, education and experience requirements to be met. Certification should be applied for as soon as employees have met the ACF position and level criteria. Encourage your AAW professionals to apply for certification in a timely manner.

a. Certification Request Process: An AAW professional applies for certification through the automated CAPPMIS Certification Management System (CMS) and must meet all certification requirements at the time of application. Navigate to and select the CMS tab and click the "Apply for Certifications" link. Select the Apply link next to the appropriate ACF level. The AAW professional updates the application ensuring all required training, education and experience categories show a green check mark. Any section with an exclamation point in a yellow-filled triangle must include relevant entries. AAW professionals must ensure all the information is correct, including supervisor details; civilians must validate their resume entries mirror ACRB information elements; and military must submit their Officer Record Brief (ORB) or Enlisted Record Brief along with evaluation report(s) vice an ACRB. When all information is accurate, the Submit tab is selected.

(1) Supervisors are encouraged to coach civilian AAW professionals on the importance of resumes. The resume is used by a Certifying Official to determine experience eligibility and qualifications to award the requested certification. The resume entries should be in chronological order with a start and end date for each work experience and fully describe the acquisition competencies obtained from duties performed.

(2) For supervisors of Military AAW professionals, an Officer Record Brief (ORB) or Enlisted Record Brief (ERB) along with the officer or noncommissioned officer evaluation report is used to determine experience eligibility and qualifications to award the requested certification.

(a) For active component acquisition professionals, upload Officer or Enlisted Evaluation Reports, where required.

(b) For U.S. Army Reserve and Army National Guard reserve components, a supervisor of an acquisition professional must complete the Army National Guard (ARNG), M-DAY/US and Army Reserve (USAR), Troop Program Unit (TPU) certification application form.

b. After checking the iCatalog Certification and Core Plus Development Guides site (see Section 13q., below), supervisors should advise AAW professionals whether there is a need to

stair-step certification submissions. In those ACFs where an AAW professional believes he/she has already met the higher level certification training, education and experience requirements for their position, he/she may be able to apply directly for the higher level certification. There may be no need to apply for the lower level certification first. Example: an AAW professional meets certification requirements for Level III, Business-Financial Management but has not yet applied for Levels I or II. The AAW professional can apply directly for Level III and not apply for Levels I or II.

c. The Army DACM Office tracks AAW professionals who have failed to meet DAWIA certification requirements and reports these certification delinquencies to command/agency Acquisition Career Management Advocates (ACMA) or your senior acquisition leadership. It falls on the supervisor, not the individual AAW professional, to submit a position requirement waiver package. This waiver is executed at supervisor's/management's discretion and is not guaranteed. Contact a supporting OAP or submit a CAMP/CAPPMIS Help Request to receive answers to specific position waiver package requirements questions. See paragraph 12 below for position waiver discussion.

d. Supervisors should encourage AAW professionals to pursue higher level certifications in the current ACF as well as certifications in other ACFs after successfully earning the required duty position certification.

9. **Supervisor Role for Army Acquisition Corps (AAC) Membership** (TOC). AAC Membership is important because it is a requirement at the time of appointment for CAPs and KLPs. Supervisors should coach their AAW professionals reinforcing the importance of obtaining AAC membership should they aspire to more senior-level positions. Specific requirements for Defense Acquisition Corps membership eligibility can be found in DoD Instruction 5000.66:

    a. The requirements for AAC membership are as follows:
      (1) Civilians: GS-13, or broadband equivalent, and above.
         Military – Officers: Major and above
         Noncommissioned Officers: Sergeant First Class and above
      (2) Level II certified in any Army Acquisition Career Field
      (3) Four years of acquisition experience
      (4) Bachelor Degree
      (5) 24 semester hours across varied business-related subjects (exception Contracting) or 24 semester hours in technical/scientific career field/12 semester hours across varied business-related subjects

    b. Attaining AAC membership is not automatic. Supervisors should advise AAW professionals to submit an AAC Membership System (AAC MS) submission request:
      (1) AAW professional logs into CAMP/CAPPMIS (https://rda.altess.army.mil/camp/),
      (2) selects the AAC MS tab,
      (3) selects the Apply link and
      (4) reads the Instructions and applies, if the system permits.

10. **Senior Rater Potential Evaluation (SRPE)** (TOC)**.** A supervisor plays a critical role in the SRPE process (see Section 13h., below) by assessing AAW professional potential and must plan accordingly. SRPEs are used for civilian AAW professionals in Army and DACM Office

boards selecting competitive leadership position placement and acquisition training and education opportunities. SRPEs shall be used only for those purposes stated above and no other purposes (for example, job selection, performance evaluations or awards). Supervisors are encouraged to use IDP and Career Models information for an AAW professional's SRPE inputs. In addition, supervisors must be aware of any local command/agency policies governing SRPE execution and the where the IDP supervisory chain may not be the same as the SRPE assessment hierarchy. Supervisors are encouraged to backward plan from applicable fiscal year 30 September SRPE period end date ensuring employees, raters and senior raters meet the policy timelines necessary to complete a SRPE for their civilian AAW professionals. This can mean SRPEs may need to be completed before the end of the applicable fiscal year.

11. **Supervisor Role in Coaching and Guiding AAW Members** (TOC). Supervisors are responsible for creating a positive work environment providing opportunities conducive for AAW professionals to develop and reach their full potential. This responsibility also includes playing an active role in providing timely assistance and advice to subordinate AAW professionals. There are multiple tools and resources available to assist a supervisor in guiding their employees and rapidly closing information gaps.

   a. Army DACM Resources:

   (1) Frequently Asked Questions Tool: Supervisors are encouraged to use and have their AAW professionals use the Frequently Asked Questions (see Section 13g., below) tool found on the DACM website. It is a powerful tool using subject area filters and search function to quickly provide answers to career-related topic areas of immediate interest. Checking this tool first may provide an immediate answer to a question verses submitting a CAMP/CAPPMIS Help Request.

   (2) One Stop Shop Web Products/Capabilities: The Army DACM Office provides career development opportunities, community of interest-related and a host of other topical information supporting Army acquisition operations and its workforce members. This website (https://www.asc.army.mil/web/dacm-office/) is an invaluable resource for accessing policies, career management updates, and education and training opportunities all accessible at the click of a mouse.

   (3) ACM and Program Managers (PM) Support: ACMs and PMs perform a wide range of daily tasks in support of the AAW and its stakeholders, including but not limited to responding to employee Help Request submissions; providing general support to OAPs facilitating a multitude of AAW professional career-related or information response matters; supporting SRPE issues; processing DAU training seat scheduling; processing certification membership and waiver requests; and conducting outreach and information presentations

   b. Command/Agency Resources:

   (1) Acquisition Career Management Advocate (ACMA): A senior level acquisition leader, generally at the Senior Executive Service or General Officer level, providing a critical, strategic-level acquisition community, organizational perspective and information conduit so necessary to the Army DACM. ACMAs provide invaluable AAW insights and advocacy on their organization's behalf that may otherwise go unacknowledged.

   (2) Organization Acquisition POC (OAP): OAPs communicate acquisition information to their organization's AAW professionals. They perform an essential role in answering broad

acquisition policy questions as well as serving as an information bridge between the ACMAs, supervisors, and AAW professionals. Due to their role, they have more robust CAPPMIS access privileges, Army DACM Office reporting tools, and ACM/PM support capabilities than individual AAW professionals not performing these functions.

12. **Waivers** (TOC).

   a. Waivers: There are three types of waivers: position waivers, CAP/KLP waivers, and tenure agreement waivers. Supervisors are encouraged to leverage applicable DoD, Service (Army DACM Policies Library) and local command/agency-level resources to understand legal, regulatory and/or policy requirements as well as the expertise of supporting OAPs and Human Resources/G1/S1 staff, as available, for advising management, creating, monitoring and processing waiver packages.

      (1) Position Waiver: If an AAW professional cannot attain ACF certification within their 24-month grace period, his/her supervisor must submit a waiver, using DD Form 2905 (Acquisition, Logistics and Technology (AL&T) Workforce Position Requirements or Tenure Waiver) with supporting documents package, for the Army DACM's approval. The Army DACM may grant a waiver for up to 12 months, in order to allow the employee to stay in the position and provide additional time to meet certification requirements. This waiver does not relieve an employee of the requirement to achieve certification. Reassigning an AAW professional to an acquisition-coded position with the same certification requirements (that is, the same ACF and certification level), the grace period does not reset.

      (2) CAP or KLP Waiver: A CAP/KLP waiver is required for a potential tentative selectee who has yet to achieve Army Acquisition Corps membership and is in the process of being hired to fill a CAP/KLP position. The waiver may be needed for DAU training completion, ACF experience or education, to include the 24 business-related semester hours or 24 technical/scientific and 12 business-related semester hours. The waiver process guidance is found in the Army DACM Office Policies Library. The Army DACM is the approval authority for a CAP waiver, while the AAE is the approval authority for a KLP waiver.

      (3) Tenure Agreement Waiver: A waiver for a CAP or KLP not going to fulfill their position's tenure agreement in order to provide the requisite program leadership and continuity.

13. **Summary of Helpful Links** (TOC).

   a. Army DACM Office Website: https://asc.army.mil/web/dacm-office/
   b. Civilian Career Models: https://asc.army.mil/web/career-development/civilian/career-models/
   c. Officer Career Planning: https://asc.army.mil/web/career-development/military-officer/
   d. Noncommissioned Officer Career Planning (51C): https://asc.army.mil/web/career-development/military-nco/
   e. Army DACM Policy Library: https://asc.army.mil/web/alt-workforce-policy-procedure/
   f. Education and Training Opportunities: https://asc.army.mil/web/career-development/programs/
   g. Army Support Center Frequently Asked Questions site: https://asc.army.mil/web/all-faqs/
   h. Army DACM Office SRPE Guides: https://asc.army.mil/web/senior-rater-potential-evaluation/

i. ATRRS Internet Training Application System (AITAS): https://www.atrrs.army.mil/aitas

j. Career Acquisition Management Portal (CAMP): https://apps.asc.army.mil/camp/

k. CAMP Help Request: https://apps.asc.army.mil/camp/index.cfm?fuseaction=support.helpRequest

l. DAU Acquisition Workforce Qualification Initiative (AWQI): https://www.dau.edu/tools/awqi

m. DAU iCatalog: http://icatalog.dau.edu/

n. DAU iCatalog Training Courses and Schedules: https://icatalog.dau.edu/onlinecatalog/tabnav.aspx

o. DAU Equivalency Program: http://icatalog.dau.edu/appg.aspx

p. DAU Fulfillment Program: http://icatalog.dau.edu/DAUFulfillmentPgm.aspx

q. DAU iCatalog DAWIA Certification and Core Plus Development Guides: http://icatalog.dau.edu/onlinecatalog/CareerLvl.aspx

r. DAU iCatalog, Meeting Education Standard for certification and Army Corps Membership, http://icatalog.dau.edu/learning/appi.aspx

s. DAU Student Policies and Info: https://www.dau.edu/training/P/student-policies-info

t. DAU iCatalog Predecessors: https://icatalog.dau.edu/onlinecatalog/AllPredecessor.aspx

u. DAU Virtual Campus (self-paced DAU online training (OLT): https://id.dau.edu

v. Request DAU Platform Access: https://saar.dau.edu/

w. Forms:

(1) DD Form 2518 https://icatalog.dau.edu/learning/DevDocs/Fulfillment/DD%20Form%202518%20-%20fillable.pdf

(2) DD Form 2905: https://asc.army.mil/web/wp-content/uploads/2019/03/dd2905.pdf

(3) DD Form 2888: https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2888.pdf

(4) DD Form 2889: https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2889.pdf

x. Department of Defense Instructions 5000.66, Defense Acquisition Workforce Education, Training, Experience, and Career Development Program: https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/500066.PDF?ver=2019-09-13-063647-267

y. Department of Defense, Human Capital Initiative Office, Defense Acquisition Workforce Program Desk Guide, https://www.hci.mil/docs/Policy/Guidance%20Memoranda/DoDI_5000_66_Desk_Guide_Signed_20_July_2017.pdf

z. 10 U.S. Code Chapter 87 - Defense Acquisition Workforce, https://www.law.cornell.edu/uscode/text/10/subtitle-A/part-II/chapter-87