

## Army Acquisition Career Management Advocate Policy

### SUMMARY OF CHANGES

PARA	SIGNIFICANT CHANGES FROM THE PREVIOUS POLICY
1	References: Updated to reflect current dates and add the DACM Office's "Organization Acquisition Point of Contact Policy" as a reference.
4.b	Background: Revised language in this sub-paragraph to reflect the four critical areas identified in the Army Acquisition Workforce Human Capital Strategic Plan (AAW HCSP), dated 02 October 2020.
5.c(4)	Responsibilities (ACMA): Revised this sub-paragraph to include two new sentences "The DACM signs and issues this memorandum at the start of each fiscal year (FY), outlining the Certification, Continuous Learning Point, Individual Development Plan, Senior Rater Potential Evaluation, and other standards for AAW professionals to achieve, in order to comply with DAWIA statutory requirements and DACM policies. A copy of the current FY's AAW Standards Memorandum is posted to the U.S. Army Acquisition Support Center (USAASC) Policy Library at <a href="https://asc.army.mil/web/alt-workforce-policy-procedure">https://asc.army.mil/web/alt-workforce-policy-procedure</a> ."
6.a	Qualifications: Revised this sub-paragraph to state "Be assigned to an acquisition-coded position, preferably a Critical Acquisition Position."
6.b	Qualifications: Revised this sub-paragraph to state the ACMA must meet the DAWIA certification requirement for their current position.
6.c	Qualifications: Revised this sub-paragraph to change the designation requirement so that it aligns with the Back to Basics framework. This section now reads: "Has at least four years of acquisition experience."
Enclosure Para 3	Sample ACMA Nomination Form: Revised Paragraph 3 so that it aligns with the Back to Basics framework with respect to DAWIA certification levels. Modified the paragraph to include the following language "He/she is Defense Acquisition Workforce Improvement Act (DAWIA) certified at the (Foundational/Practitioner/Advanced) Level in (Functional Area) and meets the DAWIA certification requirement for his/her current position. He/she has at least four years of acquisition experience."



**DEPARTMENT OF THE ARMY**  
**OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY**  
**ACQUISITION LOGISTICS AND TECHNOLOGY**  
103 ARMY PENTAGON  
WASHINGTON, DC 20310-0103

SFAE-ASC

2 February 2022

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Acquisition Career Management Advocate Policy

1. References:

a. Assistant Secretary of the Army (Acquisition, Logistics, and Technology), SFAE memorandum (Army Acquisition Career Management Advocate Policy), 16 August 2019 – hereby superseded.

b. Assistant Secretary of the Army (Acquisition, Logistics, and Technology), SFAE memorandum (Organization Acquisition Point of Contact Policy), 02 February 2022.

c. Army Acquisition Workforce (AAW) Human Capital Strategic Plan (HCSP), 02 October 2020.

2. Purpose. To outline responsibilities and provide guidance on the designation and tenure of Army ACMAs. This policy defines 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 1.a.

3. Applicability. This policy applies to the Army DACM-chartered ACMAs.

4. Background:

a. In September 1995, the Army Acquisition Corps implemented measures to improve the ways that it managed AAW career development and implemented the intent of the Defense Acquisition Workforce Improvement Act (DAWIA). In an effort to better communicate and achieve these goals, Program Executive Offices (PEOs) and Commands nominated ACMAs, who were officially designated by a signed charter, to serve as senior workforce advisors and champions, with the mission of ensuring 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. The Army Director, Acquisition Career Management (DACM) Office drafted and implemented the AAW Human Capital Strategic Plan

(HCSP) (Reference 1.c) to sustain the AAW in addressing the special challenges of the 21<sup>st</sup> Century. Our human capital goals focus on four critical areas for strengthening our capabilities: workforce planning, professional development, leadership development, and employee engagement. The AAW HCSP is a blueprint for working together across organizations to improve our work environment and develop our workforce as the most capable, agile, adaptive and professional. ACMAs represent the key organizations of the AAW and play a critical role as stakeholders and partners with the Army DACM Office in achieving the goals of the AAW HCSP.

5. Roles and Responsibilities.

a. PEOs and Commanders

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

2) Nominate ACMA(s) 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) Enforce DACM standards and support the ACMA(s) in conducting their duties.

b. Army DACM Office.

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

2) Receive and staff ACMA Nomination Forms (see 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 PEOs and Commands.

6) Develop, distribute, and maintain roster of ACMA designees as part of the Army DACM Office Stakeholder Network.

SFAE-ASC

SUBJECT: Army Acquisition Career Management Advocate Policy

7) Conduct and facilitate ACMA engagements and communicate outcomes. At a minimum each fiscal year, schedule, plan, and hold one in-person and one virtual ACMA Summit.

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 PEO/Command.

11) Complete ACMA charters and deliver to the originating PEO/Command 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 Account.

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 PEO/Commander 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 1.c).

4) Inform the PEO/Command on the status of acquisition personnel meeting mandatory DAWIA certification requirements within the organization, as well as the standards set in the annual DACM AAW Standards Memorandum. The DACM signs and issues this memorandum at the start of each fiscal year (FY), outlining the Certification, Continuous Learning Points, Individual Development Plan, Senior Rater Potential Evaluation, and other standards for AAW professionals to achieve, in order to comply with DAWIA statutory requirements and DACM policies. A copy of the current FY's AAW Standards Memorandum is posted to the U.S. Army Acquisition Support Center (USAASC) Army DACM Policy Library at <https://asc.army.mil/web/alt-workforce-policy-procedure>.

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 PEO/Command to designate a Lead OAP to serve as the on-site acquisition representative supporting supervisors and AAW personnel, in accordance with Reference 1.b.

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. Qualifications. An ACMA is a command/organization-nominated and DACM-chartered General Officer (GO), member of the Senior Executive Service (SES), or General Schedule (GS)-15/Colonel (or broadband equivalent) senior leader. An ACMA should meet the following qualifications to serve in this position:

a. Be assigned to an acquisition-coded position, preferably a Critical Acquisition Position. If a nominated ACMA is occupying a non-acquisition coded position, the command/organization must provide justification within their nomination as to why they are not nominating an acquisition professional and why a non-acquisition should serve as an ACMA.

b. Meet the DAWIA certification requirement for their current position.

c. Have at least four years of acquisition experience.

7. Designation and Tenure.

a. The Army DACM will approve or disapprove ACMA nominations and signs a charter for approved ACMAs, designating them to serve in the role for up to four years.

b. 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 PEO/command will nominate a new ACMA.

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

8. Nomination Guidance. Nomination information should be submitted electronically to the Army DACM Office's ACMA Program Manager. An ACMA nomination packet

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SUBJECT: Army Acquisition Career Management Advocate Policy

should include the following:

- a. Organization's ACMA nomination (Enclosure)
- b. Resume or biography
- c. Command justification

9. 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@army.mil](mailto:usarmy.belvoir.usaasc.mbx.dacm-policies@army.mil).

Encl

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D.ROBERT.JR.109078RICHARDSON.RONALD.ROBERT.  
JR.1090780073  
0073Date: 2022.02.02 14:54:30 -05'00'  
RONALD R. RICHARDSON, JR.  
Director  
Acquisition Career Management

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Commander

U.S. Army Forces Command  
U.S. Army Training and Doctrine Command  
U.S. Army Materiel Command  
U.S. Army Futures Command  
U.S. Special Operations Command  
U.S. Army Space and Missile Defense Command/Army Strategic Command  
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# Army Acquisition Career Management Advocate Policy

## ENCLOSURE SAMPLE ACMA NOMINATION

ORGANIZATION LETTERHEAD

OFFICE SYMBOL

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). (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 Office's link to (COMMAND) and advocate on behalf of the Army Acquisition Workforce (AAW). He/she will work to ensure the overall health from an organizational perspective, with a strategic focus on education, training, leader development and overall talent management in support of the AAW Human Capital Strategic Plan.
3. (INDIVIDUAL) is currently serving as a (POSITION) in the grade of (GRADE/RANK). He/she is Defense Acquisition Workforce Improvement Act (DAWIA) certified at the (Foundational/Practitioner/Advanced) Level in (Functional Area) and meets the DAWIA certification requirement for his/her current position. He/she has at least four years of acquisition experience. This combination of acquisition experience, training, and technical competency, as well as my justification, makes him/her eligible for this position within (COMMAND).
4. The Point of contact for this nomination is John Smith at (000) 000-0000 or via email: xxxxx@army.mil

Encls

SIGNED  
Position Title, SES/GO

Resume  
Biography  
Command Justification