ORGANIZATION ACQUISITION POINT OF CONTACT (OAP) POLICY
DATE: 02 FEBRUARY 2022

SUMMARY OF CHANGES

PARA	SIGNIFICANT CHANGES FROM THE PREVIOUS POLICY
1	References: Updated to reflect current associated references
5.a(3)	Roles and Responsibilities. Removed the "Army Acquisition Corps Membership" from the list of training.

Coversheet

SFAE-ASC   2 February 2022

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Organization Acquisition Point of Contact Policy

1. References.

    a. Department of the Army Policy, Procedures, and Designation for Organizational Acquisition Point of Contact, 19 September 2020 - hereby superseded.

    b. Assistant Secretary of the Army (Acquisition, Logistics and Technology), SFAE memorandum (Appointment as the Director, Acquisition Career Management), 31 August 2021.

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

    d. Army Acquisition Workforce Human Capital Strategic Plan, 02 October 2020.

2. Purpose. To outline roles and responsibilities and provide policy on the designation and tenure of Organization Acquisition Points of Contact (OAPs). This policy further delineates Lead and subordinate OAP's roles and responsibilities to provide organizational-level advice and support necessary to develop and sustain a highly capable, professional and qualified Army Acquisition Workforce (AAW). It supersedes Reference 1.a.

3. Applicability. This policy applies to all OAPs.

4. Background.

    a. The Army Director, Acquisition Career Management (DACM) Office sustains an outreach effort with training, information and direct personnel-related, administrative operational support of the OAP Program. This program is designed to better communicate Army DACM goals, training and activities, as well as keep AAW professionals informed about Department of Defense and Department of the Army policies and other acquisition-related career development information.

    b. Currently, OAPs have administrative access in the Career Acquisition Personnel and Position Management Information System (CAPPMIS), located within the Career Acquisition Management Portal (https://apps.asc.army.mil/camp), to view Acquisition Career Record Briefs (ACRBs) and download reports on certification and workforce statistics for their assigned population. These reports allow OAPs to create metrics and

SFAE-ASC
SUBJECT: Organization Acquisition Point of Contact Policy

provide timely, relevant information to their Directorates, Commands or Program Executive Offices (PEOs) so that senior leaders can more effectively lead and manage their organization's AAW professionals.

    c. The intent of designating a Lead OAP is to have a seasoned staff professional who has in-depth knowledge of acquisition matters to assist senior leaders in managing their organization's AAW. The Lead OAP should be capable of managing complex and enterprise-wide organizational programs and possess the confidence of acquisition managerial and executive leadership. Lead OAPs should advise and provide recommendations to support Directorate/Command/PEO compliance with Army Acquisition standards, objectives and goals; coach and train subordinate OAPs on broad policy matters; provide the analytical capabilities necessary to monitor and report AAW compliance; and foster teamwork essential to obtaining and maintaining the requisite support.

5. Roles and Responsibilities.

    a. Army DACM Office.

        (1) Assign Acquisition Career Managers (ACMs) to work directly with the Lead OAPs on a continual basis.

        (2) Serve as the validation authority for the OAP Designation Form (see Enclosure) and provide staff oversight of organizations' OAP designations.

        (3) Conduct comprehensive training covering OAP responsibilities associated with the ACRB, Individual Development Plan, Continuous Learning Points, Certifications, Credentials, Critical Acquisition Positions, Waivers, Senior Rater Potential Evaluations, AAW education and training opportunities, procedures for extracting CAPPMIS reports, compiling information for data calls and information dissemination.

        (4) Provide OAPs with current information on DACM-sponsored programs as well as education, training, and competitive opportunities offered throughout the Army acquisition community.

        (5) Maintain an approved and current OAP Roster that is housed on MilSuite.

        (6) Ensure contractors and non-Department of the Army personnel who have been designated as OAPs, have access to CAPPMIS.

    b. Director/Commander/PEO.

        (1) Authorizes the appointed Army Acquisition Career Management Advocate (ACMA) to designate a Lead OAP to serve as the on-site acquisition representative supporting AAW professionals and their supervisors.

        (2) Designates subordinate official(s) to request additional OAPs to support AAW professionals as needed, based on the command/organization population, Unit Identification Code (UIC) and organization code level structure.

        (3) Terminates an OAP's designation as necessary and notifies the Army DACM to revoke the individual's OAP-level access within CAPPMIS.

        (4) Notifies the Army DACM Office's OAP Program Manager prior to any status change of their designated OAP (such as retirement, reassignment, permanent change of station move, etc.).

        (5) Requires, to the extent mission allows, and resources OAP participation, support, and attendance at Army DACM Office OAP training opportunities.

        (6) Fully supports and encourages supervisor and employee participation during internal acquisition-related training facilitated by Lead OAPs and/or OAPs.

    c. Lead OAP.

        (1) Collaborates with the supported command/organization ACMA. Acts in a role of acquisition-specific action-officer and staff advisor, providing timely and relevant acquisition workforce data and supporting senior level leader management of the organization's AAW, as applicable.

        (2) Participates in and supports Army DACM OAP training events/opportunities. Recommends acquisition training to the AAW and works with organizational points of contact in requesting annual Defense Acquisition Workforce Development Account (DAWDA) funds to meet training needs, if required.

        (3) Reviews and validates Organization's OAP Designation Form (see Enclosure) every two years. This form, signed by the ACMA or senior acquisition professional identified in paragraph 6.b, is required for each OAP. Failure to provide the validation will jeopardize continued OAP permissions in CAPPMIS and may lead to account deactivation until remedied. The Lead OAP will be accountable for this lapse and remediation.

SFAE-ASC
SUBJECT: Organization Acquisition Point of Contact Policy

(4) Coaches and mentors OAPs within the organization. Priority should be given to OAPs who have been unable to attend one of the Army DACM Office's OAP training sessions.

(5) Coordinates changes, removals and replacement of OAPs and/or designated UICs, or organization of assignment, as necessary and submits revised OAP Designation Forms to the Army DACM Office.

d. OAP.

(1) Attends Army DACM Office's OAP training session to gain and maintain knowledge on CAPPMIS enhancements and new/updated acquisition information impacting the AAW.

(2) Accesses the CAPPMIS, as needed or requested, to obtain reports and data calls and also to maintain familiarity with CAMP, in support of the OAP's Directorate/Command/PEO.

(3) Uses CAPPMIS to provide acquisition leadership relevant information to appropriately manage the organization's AAW over time and ensure compliance with Defense Acquisition Workforce Improvement Act standards and Army DACM acquisition-related goals and policies.

(4) Uses the DACM Office Policy Library (https://asc.army.mil/web/alt-workforce-policy-procedure/), Frequently Asked Questions (https://asc.army.mil/web/all-faqs/) and other important webpages on the USAASC, Army DACM Office website (https://asc.army.mil/web/dacm-office/) to provide broad AAW management guidance to their Directorate/Command/Organization.

(5) Ensures AAW professionals receive timely information on Army acquisition education and training programs and opportunities.

6. OAP Designation and Tenure.

a. Each Directorate/Command/Organization defined by a UIC may designate an OAP. Requests are made to the Army DACM Office by completing the OAP Designation Form. For visibility, nominations will be routed through the Lead OAPs and submitted electronically to the Army DACM Office's OAP Program Manager via the CAPPMIS Help Request link (https://apps.asc.army.mil/camp/.)

b. The OAP Designation Form must be signed by the OAP and one of the following senior leaders: PEO, Deputy PEO, ACMA, Commander or Director.

SFAE-ASC
SUBJECT: Organization Acquisition Point of Contact Policy

    c. At the time of their appointment, all OAPs must maintain at least a Secret security clearance and have a .mil email address.

    d. OAPs requesting access to AAW professionals not assigned to their Command Codes will require approval from the parent organization (i.e., Department of the Army Interns and matrixed personnel). If approved, the OAP Designation Form must specify the correct command codes, UICs, and/or organizational codes of the AAW professionals.

    e. Due to the sensitivity of Personally Identifiable Information contained in the CAPPMIS database, organizations should limit the number of individuals who have access to this information. The Army DACM will approve or deny, based on sufficient distribution.

    f. Directorates/Commands/PEOs may remove or replace OAPs to better support organizational mission requirements, in coordination with the Army DACM Office.

7. For questions about this policy, please contact the Army DACM Office at usarmy.belvoir.usaasc.mbx.dacm-policies@army.mil.

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Date: 2022.02.02 10:21:48 -05'00'

Encl

Ronald R. Richardson, JR.
Director
Acquisition Career Management

DISTRIBUTION:
Secretary of the Army
Assistant Secretary of the Army (Acquisition, Logistics, and Technology)
Deputy Chief of Staff, G-1
Deputy Chief of Staff, G-2
Deputy Chief of Staff, G-3/5/7
Deputy Chief of Staff, G-4
Deputy Chief of Staff, G-8

Commander
   U.S. Army Forces Command
   U.S. Army Training and Doctrine Command
   U.S. Army Materiel Command
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SFAE-ASC
SUBJECT: Organization Acquisition Point of Contact Policy

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   U.S. Army Intelligence and Security Command
   U.S. Army Corps of Engineers
   U.S. Army Test and Evaluation Command
   U.S. Army Installation Management Command
   U.S. Army Human Resources Command

Superintendent, United States Military Academy
Executive Director, Arlington National Cemetery
Executive Director, Office of the Chief Systems Engineer

Program Executive Officer
   Assembled Chemical Weapons Alternatives
   Aviation
   Combat Support and Combat Service Support
   Command, Control, and Communications (Tactical)
   Enterprise Information Systems
   Ground Combat Systems
   Intelligence, Electronic Warfare, and Sensors
   Missiles and Space
   Simulation, Training, and Instrumentation
   Soldier

Joint Program Executive Office
   Armaments and Ammunition
   Chemical, Biological, Radiological and Nuclear Defense

Director, Army National Guard
Director, Rapid Capabilities and Critical Technologies Office
Commander, Eighth Army

ORGANIZATION ACQUISITION POINT OF CONTACT (OAP) POLICY

ENCLOSURE - OAP DESIGNATION FORM

REQUEST FOR CAREER ACQUISITION AND POSITION MANAGEMENT INFORMATION SYSTEM (CAPPMIS) ACCESS FOR ORGANIZATION POINT OF CONTACT (OAP) AND DESIGNATION FORM

PART I - ROUTING/COORDINATION

Controlled by: U.S. Army Controlled by: DACM Office/AAW D&E/Engagement Branch CUI Category: PRVCY Limited Dissemination Control: FEDCON POC: OAP Program Manager, Mr. Brian K. Cole, brian.k.cole2.civ@mail.mil	**1a. From (Command/Originating Organization/Office Symbol and Address)**
1b. THRU Organization (ACOM)/ Telephone	**1c. To (Organization granting access)** Director Acquisition Career Management Office ATTN: AAW D&E Division; Chief, Engagement Branch Fort Belvoir, Virginia 22060

PART II - OAP/ENCUMBENT DATA

2. Last Name Suffix First Name MI.	**3. Role - Lead OAP/OAP (Identify, as applicable)**

4. Email address (use only AKO or .mil)	**5. Telephone (CMLS/DSN)**	**6. Security Clearance Level/ Date**

7. OAP Status (indicate one) New, Replacement, Existing or Termination	**8. If replacement, name of Previous OAP**

9. Effective Date mm/dd/yyyy	**10. For Internal Use Only**

PART III - RESPONSIBILITY DATA

11. Prior to signing this form, I read and understand the Department of the Army, Director Acquisition Career Management Organizational Acquisition Point of Contact Policy in order to obtain access privileges to the U.S. Army Acquisition Support Center's (USAASC) Career Acquisition Personnel and Position Management Information System (CAPPMIS) and database at https://apps.asc.army.mil/camp/.

a. I agree I can only access the below Command (Cmd), unit identification codes (UIC), and organization codes (Org) assigned to your command/organization and have the need to know in order to perform OAP duties. NOTE: Placing an * asterisk beside the code indicates a request for all codes within that coded series, i.e. X7*, W6G1*, 9A. NOTE: Access to CAPPMIS files on matrixed employees is handled on a case by case basis with approved written authorization required from the parent organization approval authority. See your Lead OAP for the approval authority.

b. I agree to follow and maintain the Army/organization's system access requirements necessary for access to CAPPMIS. Notify the command/organization Lead OAP and Army DACM Office's WD&E Division, Engagement Branch OAP Program Manager immediately if systems access is in anyway impacted (suspended, revoked, or limiting OAP access permissions).

c. I acknowledge my name and official contact information will be placed on the OAP Listing Roster accessible to personnel possessing a common access card and having milSuite access.

d. I understand this appointment will remain in effect until revoked in writing by your organization or Director Acquisition Career Management (DACM). See block 15.

e. List Command Code(s), Unit Identification Code(s), & Organization Code(s) supporting access privileges for OAPs having the need to know and work. Attach a separate sheet if UIC/Org Codes exceeds space provided. Failure to identify the appropriate codes may delay access privileges.

Cmd Code	UIC	Org Code	Cmd Code	UIC	Org Code	Cmd Code	UIC	Org Code

12. OAP request acknowledge and validation by the Lead OAP. In case of termination, only Lead and Approval Authority signatures required.

a. OAP Designation Acknowledgement - Signature and Date (mm/dd/yyyy)

b. Lead OAP Name, Rank/Grade, Title, Organization, Date (mm/dd/yyyy), Telephone Number, Validation & Signature/Date

13. OAP Approval Authority Name, Rank/Grade, Title, Organization, Date (mm/dd/yyyy), Telephone Number, Approval & Signature

14. CAPPMIS Access granted by _____ Date _____ Notified on_____ Added to Distro list on _____ Initial Training scheduled _____

15. PRIVACY ACT STATEMENT: The information herein is FOR OFFICIAL USE ONLY (FOUO) information which must be protected under the Freedom of Information Act (5 U.S.C 552) and/or the Privacy Act of 1974 (5 U.S.C. 552a). Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in disciplinary action, criminal and/or civil penalties.

INSTRUCTIONS

Block 1.   **CUI Control Marking Information**

Part I: ROUTING/COORDINATION

Block 1a .   **Enter Internal OAP approval authority (ACMA desired/GS15 or above with Command/Directorate authority)**

Block 1b.   **Enter Organization/ACOM that has approval authority**

Block 1c.   **Enter Organization in which is granting access**

PART II - OAP/ENCUMBENT DATA

Block 2.   **Last Name Suffix First Name MI.**

Block 3.   **Role: Identify the Applicant is designated as Lead OAP, OAP, Other.**

Block 4.   **Enter email address (.mil email is required) & Group email is not acceptable**

Block 5.   **Enter telephone (commercial/DSN work number)**

Block 6.   **Enter security clearance verification /date granted**

Block 7.   **Indicate OAP status: Newly-assigned, Replacement, Existing, or OAP Termination**

Block 8.   **If applicable, enter name of the previous OAP**

Block 9.   **Enter requested effective date of OAP designation**

Block 10.   **For Internal Use Only**

PART III - RESPONSIBILITY DATA

Block 11.   **Blocks a. through e. – acknowledges User responsibilities and User Command Code(s), Unit Identification Code(s) and Organization Code(s) access**

Block 12.   **Acknowledgements and Validations**

Block 12a.   **OAP Acknowledgement and Signature**

Block 12b.   **Lead OAP Acknowledgement and Signature**

Block 13.   **OAP approval authority (ACMA desired/GS15 or above with Command/ Directorate authority)**

Block 14. AAW D&E ACM Account Processing, Recording and Training Information

Block 15. Privacy Act Statement