

Army Acquisition Functional Leader and Army Acquisition Functional Advisor Policy

Summary of Changes

PARA	SIGNIFICANT CHANGES FROM THE PREVIOUS POLICY
General	Removed the term “Acquisition Career Field” throughout the document and replaced it with “Functional Area” to align with the implementation of the Under Secretary of Defense for Acquisition and Sustainment (USD(A&S))’s Back to Basics (BtB) framework.
4	Responsibilities: Deleted Paragraph 5 (Procedures) in the previous policy and distributed these actions, as appropriate, in Paragraph 4 (Responsibilities) of the new policy.
4.a	Responsibilities: Added a responsibility for the Director, Army Acquisition Corps (DAAC) to designate an Army Acquisition Functional Leader (AAFL) for each Functional Area. This authority previously resided with the Army Director, Acquisition Career Management (DACM).
4.a	Responsibilities: Changed the eligibility criteria for AAFLs to require a minimum of four years of acquisition experience and removed the requirement for Army Acquisition Corps (AAC) membership.
4.e(6)	Responsibilities: Added a responsibility for the AAFLs to designate an Army Acquisition Functional Advisor (AAFA) to support their Functional Area. This authority previously resided with the Army DACM.
4.e(6)	Responsibilities: Changed the eligibility criteria for AAFAFs to require a minimum of four years of acquisition experience and removed the requirement for AAC membership.
4.e(7)	Responsibilities: Added a responsibility for the AAFLs to designate Army Functional Representatives (AFRs) to support their Functional Area.
4.e(8)	Responsibilities: Added AAFL role to actively support annual acquisition awards programs, including review of relevant awards criteria, solicitation of nominations, and serving on selection and award boards.
5	Tenure: New paragraph.
6	Updated the email address for the Army DACM Office.



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

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17 August 2022

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1. References.

a. Department of Defense Instruction 5000.66 (Defense Acquisition Workforce Education, Training, Experience, and Career Development Program).

b. Assistant Secretary of the Army (Acquisition, Logistics, and Technology), SFAE memorandum (Army Acquisition Functional Advisor (AAFA) Designation, Policy, and Procedures), 28 August 2015 – hereby superseded.

c. Assistant Secretary of the Army (Acquisition, Logistics, and Technology), SFAE memorandum (Army Acquisition Functional Advisor and Army Acquisition Functional Advisor Policy), 04 September 2018 – hereby superseded.

d. Army Acquisition Workforce (AAW) Human Capital Strategic Plan (HSCP), October 2020.

2. Purpose: To establish policy for Army Acquisition Functional Leaders (AAFLs) and Army Acquisition Functional Advisors (AAFAs), and outline the responsibilities for individuals who have been appointed to serve in these positions. The AAFLs and AAFAs play an important role in providing strategic vision, advice and support necessary to develop and sustain a highly capable, professional, agile, adaptive, and qualified Army Acquisition Workforce (AAW).

3. Background.

a. Starting in 2015, the Army Director, Acquisition Career Management (DACM) Office spearheaded an initiative to identify and appoint an AAFA for each Functional Area. As Subject Matter Experts (SMEs) in their Functional Areas, AAFAs attend Office of the Secretary of Defense (OSD) Functional Integration Team (FIT) meetings, in order to ensure appropriate Army acquisition representation and advocacy regarding Defense Acquisition Workforce Improvement Act (DAWIA) certification requirements, workforce competencies, continuous learning, career development, and other important matters.

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b. Three years later, the Army DACM Office drafted the AAW HCSP (Reference 1.c) which outlined a strategy for the AAW to strengthen its capabilities in five key areas, including workforce shaping, professional and leader development, AAW engagement, communication, and collaboration. As part of this strategy, the Army DACM Office established the role of the AAFLs, who will work with their designated AAFA's to support and provide advocacy for their Functional Areas.

c. Within the Army DACM Office, there are designated Functional Area Proponency Officers who also attend the OSD FIT meetings and partner with the AAFA's to ensure full representation from an Army acquisition advocacy perspective.

4. Responsibilities.

a. Director, Army Acquisition Corps (DAAC). Designates, in writing, an AAFL for each Functional Area based on their position. The AAFL must be currently serving in an acquisition-coded position, have a minimum of four years of acquisition experience, hold the highest level DAWIA certification in the designated Functional Area, and be a member of the Senior Executive Service (or equivalent) or be at the senior-most grade level.

b. Army DACM.

1) Oversees the Army DACM Office in the administration of this policy and engages the AAFLs directly, as needed.

2) Reviews AAFL nominations and provides selection recommendations to the DAAC.

c. Army DACM Office.

1) Coordinates the selection and designation of AAFLs for DAAC approval.

2) Develops, distributes, and maintains roster of AAFL and AAFA designees. Manages AAFL and AAFA succession planning.

3) Ensures OSD FIT agendas are discussed with the AAFA in advance of any scheduled FIT meetings.

4) Attends FIT meetings as scheduled. Prepares an Executive Summary after FIT meetings, in order to communicate actions, notes, and/or results from the FIT

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meeting to the Army DACM, AAFL, and AAFA, as required. Communicates final FIT decisions affecting Functional Area changes to certification requirements to the appropriate Army DACM Office representatives.

5) Collaborates with the AAFA in communicating and executing FIT decisions for the benefit of the AAW and the designated Functional Area.

6) Updates the Army DACM Office's AAFL and AAFA Policy as needed.

7) Provides support and insight to both AAFA's and AAFL's regarding designated Functional Area career development expertise and any other pertinent Functional Area details.

8) Analyzes Army DACM Office-generated Functional Area workforce data on a regular basis.

9) Designates Functional Area Proponency Officers who will work with the AAFA's to ensure synchronization of Army advocacy at OSD-level FIT meetings.

e. AAFL.

1) Advises and supports the Army DACM Office by providing strategic vision in shaping, developing and retaining the AAW within their designated Functional Area.

2) Focuses on achieving current and future acquisition requirements for the AAW in the designated Acquisition Functional Area through human capital planning and talent management initiatives, in support of the AAW HCSP and the Army Acquisition Executive strategic goals.

3) Develops and sustains a professional, agile, adaptive AAW within the designated Functional Area by identifying and addressing functional area mission critical skill set gaps and other human capital challenges with focused strategic initiatives. This may include assisting the Army DACM Office in the prioritization of Army Defense Acquisition Workforce Development Account labor and non-labor initiatives.

4) Supports the implementation of DAWIA for the designated Functional Area, in partnership with the Army DACM Office, to include the planning and execution of position coding updates and the position requirements descriptions within their purview.

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5) Provides executive-level insight and guidance to the AAW for their Functional Area.

6) Designates an AAFA in writing and, in partnership with the Army DACM Office, works collectively to understand the impacts and path forward regarding the USD(A&S)'s FIT decisions on the designated Functional Area. The AAFA must be currently serving in an acquisition-coded position, have four years of acquisition experience, hold the highest level of DAWIA certification in the represented Functional Area, and be in the grade of GS-15 (or broadband equivalent) or higher.

7) Designates Acquisition Functional Representatives (AFRs), in coordination with the Army DACM Office, who are experienced senior leaders within their assigned Functional Area and occupational series. AFRs are responsible for reviewing and providing approval/disapproval of certification request appeals or fulfillment requests from AAW professionals, as referred to them by a Certifying Official from the Army DACM Office.

8) Attends Army DACM Office meetings in support of the Functional Area and the AAW, as required.

9) Actively support the annual acquisition awards programs, including review of relevant awards criteria, solicitation of nominations, and serving on selection and awards boards.

f. AAFA.

1) Serves as a SME and represents the AAFL and designated Functional Area at OSD FIT meetings, in coordination with the Army DACM Office Functional Area Proponency Officers. Collaborates with the designated AAFL.

2) Provides acquisition functional advice and recommendations regarding the designated Functional Area's education, training, and experience requirements; DAWIA certification; workforce competencies; acquisition career management; and career development.

3) Coordinates with the Army DACM Office's Functional Area Proponent representative on a routine basis or as needed, on matters concerning AAW strategic planning. Shared successful Army acquisition practices and lessons learned to ensure full acquisition career development mission synchronization, and insights of functional advisory groups or initiatives to ensure coordinated Functional Area insight.

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4) Attends Army DACM Office meetings in support of the Functional Area, as required.

5. Tenure: The AAFL designation memorandums, signed by the DAAC, will remain valid unless the position is no longer coded as an acquisition position in the assigned Functional Area or is revoked in writing.

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

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T.JR.1090780073
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RONALD R. RICHARDSON, JR.
Director,
Acquisition Career Management

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