SUPERVISOR GUIDE
for Army Acquisition Workforce
Career Management

UNITED STATES ARMY

DACM

DIRECTOR, ACQUISITION CAREER MANAGEMENT OFFICE

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SUPERVISOR GUIDE FOR ARMY ACQUISITION WORKFORCE CAREER MANAGEMENT

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This guide provides supervisors with relevant acquisition-related information to manage and develop their subordinate Army Acquisition Workforce (AAW) professionals, both military and Civilian.

Discussion. The Defense Acquisition Workforce Improvement Act (DAWIA), enacted by Public Law 101-510 on November 5, 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. The September 2, 2020 Undersecretary of Defense for Acquisition and Sustainment memorandum subject*: "Back-to-Basics" for the Defense Acquisition Workforce*, established a new acquisition workforce functional area framework that streamlines education requirements and promotes "just-in-time" learning for the acquisition community. While adding greater flexibility and agility in the professional development of AAW professionals, this initiative also places greater responsibility on the supervisor of military and Civilian acquisition workforce professionals. Supervisors have an even greater responsibility developing our most valuable resource, people, and preparing them to meet the 21st century challenges supporting our warfighters in the battlespace of today and tomorrow that only a professional acquisition workforce can achieve.

As a supervisor of AAW professionals, you are responsible for ensuring your subordinates meet the various requirements for their acquisition-coded position and maintain currency in their primary Functional Area (FA). Be informed of the Army Director, Acquisition Career Management (DACM) AAW standards, found in the Army DACM Policy Library published each fiscal year, and incorporate them into your AAW professional's performance objectives.

1. **ENSURING A POSITION IS CODED ACQUISITION (FAS, LEVELS AND CAPS/KLPS AND OTHER CONSIDERATIONS)**.

    As defined in Title 10 U.S. Code, Chapter 87 - Defense Acquisition Workforce, 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 functional area. They do not include wage grade and clerical, indirect hire foreign national, non-appropriated fund, or political appointee positions. (See *Figure 1*)
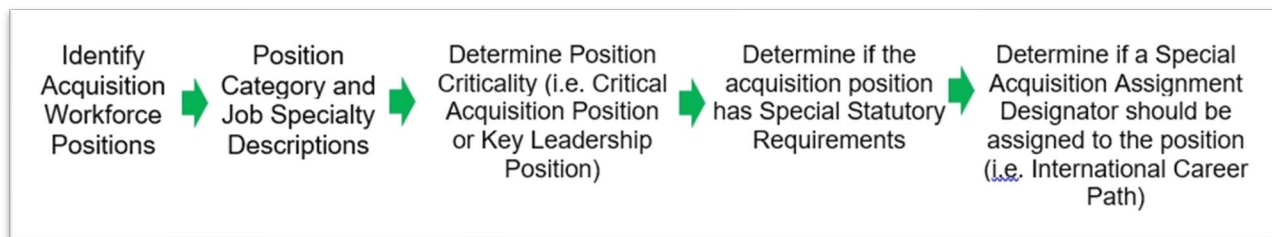
Figure 1

   a. The six Army FAs (see *Figure 2*) and their corresponding codes as seen in the AFA column in Section IX-Assignment History of the Acquisition Career Record Brief (ACRB) are:

    (1) Business – Cost Estimating [P] and Business – Financial Management [K]

    (2) Contracting [C], which may include including Purchasing and Industrial Contract Property Management functions

    (3) Engineering and Technical Management [N] including Engineering / Production, Quality, and Manufacturing / Science and Technology Manager / Information Technology (depending on job duties)

    (4) Life Cycle Logistics [L]

(5) Program Management [A] including Information Technology

(6) Test and Evaluation [T]

b. Per Department of Defense Instruction (DoDI) 5000.66, Defense Acquisition Workforce Education, Training, Experience, and Career Development Program, 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 various levels depending on the position's FA as illustrated below.

Functional Area	Certification Level	Experience Requirement	Education Requirement	Grace Period
BUS-FM BUS-CE	Practitioner	Four (4) years	No education requirement for certification	Five (5) years
	Advanced	Six (6) yrs. relevant acquisition experience in an advanced acquisition financial management position within an ACAT I/II program office or Business System Category I, PEO, or Service/Component/Headquarters/ equivalent level according to Services processes.		Four (4) years
	Practitioner	At least four (4) years of acquisition experience in cost estimating supporting a program office, PEO, Service/Defense agencies, or supporting program(s) that report to a Service Acquisition Executive (SAE)/Component Acquisition Executive (CAE)	Ops Research degree required or 24 semester hours in specified curricula	Five (5) years
	Advanced	At least six (6) years of acquisition experience in Cost Estimating and serving a program office, PEO, Service/Defense agency levels, or supporting program that reports to a Service Acquisition Executive (SAE)/Component Acquisition Executive (CAE)		Four (4) years
CON	Professional	12 months full time experience applying a representative sample of the Contracting Common Competencies	No education requirement for certification	Three (3) years

ETM	Foundational	One (1) year relevant acquisition experience with evidence of demonstrated proficiency (awareness) in ETM competencies	No education requirement for certification	Three (3) years
	Practitioner	Four (4) years relevant acquisition experience with evidence of demonstrated proficiency (intermediate) in ETM competencies		Five (5) years
LCL	Foundational	Two (2) years of acquisition experience in Life Cycle Logistics	No education requirement for certification	Three (3) years
	Advanced	Five (5) years of acquisition experience in Life Cycle Logistics		Four (4) years
PM	Practitioner	At least four (4) years of relevant acquisition experience in program management	No education requirement for certification; technical degree preferred	Five (5) years
	Advanced	Eight (8) or more years relevant PM experience, with at least two (2) years with cost, schedule, and performance responsibilities in a PM Office or similar organization (dedicated matrix support to a PM, PEO, DCMA program integrator, or supervisor of shipbuilding)		Four (4) years
T&E	Foundational	One (1) year acquisition experience in test and evaluation	No education requirement for certification	Three (3) years
	Practitioner	Four (4) years acquisition experience in test and evaluation		Five (5) years

Figure 2
Certification Framework Summary Chart

c. Critical Acquisition Position (CAP)/Key Leadership Position (KLP) and Tenure Agreements. In addition to the certification standards and continuous learning requirements applicable to all AAW positions, KLPs and CAPs have additional requirements that must be met before assignment. 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 Resources Office and Organizational Acquisition Points of Contact (OAPs) are invaluable resources to ensure you are compliant with the various legal, regulatory and policy requirements. DACM Memorandum – CAP/KLP Policy

(1) CAPs are designated based on the criticality of the position to the acquisition program and have significant supervisory, managerial, or lead acquisition responsibilities. CAPs are 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. CAPs require a signed tenure agreement in order to ensure personnel stability and provide accountability for an acquisition program, effort, or function. Note: A Major-promotable (O-4P) encumbering an O-5 military acquisition position line must complete a tenure agreement.

(2) KLPs are a subset of CAPs. The Army Acquisition Executive (AAE) designates KLPs, which 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), including management of Acquisition Category (ACAT) requirements and key functional roles of their respective ACAT program. Mandatory KLP positions are prescribed in DoDI 5000.66.

(3) Tenure Agreements. A tenure agreement must be completed by all CAPs. A tenure agreement is required to be assigned to a CAP/KLP with duration varying by position. Refer to DoDI 5000.66, Section 4, Types of Defense Acquisition Positions, Position Requirements, and Waivers, for tenure length guidance. 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.

(b) For a KLP, the CAP Service Agreement, DD Form 2889, is used.

2. INDIVIDUAL DEVELOPMENT PLAN (IDP).

The DoDI 5000.66 requires supervisors to "Provide the link between DoD Component strategic business goals, aligned subordinate goals, and work assigned to employees. Performance planning will include documented communication with workforce members, so they understand how performance objectives relate to organizational goals. [Acquisition workforce] supervisors will use written or automated individual development plans to plan acquisition workforce development, review certification requirements, and determine how to meet [continuous learning] requirements, per DoD Component guidance."

An IDP is used to provide a written record of commitment and engagement necessary for functional and skill competency professional career development today and into the future, aligned to the organization, the Army Enterprise and the DoD. 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 continuous learning and development over a five-year period.

a. As a supervisor, you must ensure your AAW professional has an approved and relevant IDP in CAMP/CAPPMIS. When a new AAW professional joins your element, you must add them under your hierarchy by logging into CAPPMIS, selecting the IDP tab, Supervisor link, submit the last name, first name or SSN to locate the AAW professional and add to your Supervisor module.

b. Supervisors must engage in a professional development discussion with their AAW professionals to facilitate IDP creation. During IDP counseling, supervisors must 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. **For the professional to have full use of the IDP module, a supervisor must review and approve an AAW professional's short- and long-term objectives, which are, ideally, based upon a previously held professional development discussion.**

c. Once the AAW professional has a CAPPMIS account, they should log into CAPPMIS. Under the IDP tab, with supervisor-approved IDP Objectives, DAU training is planned, credential(s) and course requests submitted for supervisor approval and continuous learning points (CLPs) awarded for non-DAU training, education and professional activities earned during the current CLP cycle window. An AAW professional can download/print IDP History and view mandatory training requirements. Note: A new CAPPMIS account can take up to 30 days to be created after the effective start date of their position or when the supervisor has determined the position is performing acquisition functions as the predominant (greater than 50 percent of the time) duty in a specific functional area and submitted updates to the organization's HR/G1 to update personnel system records.

d. Additionally, as a supervisor, you must ensure your personal IDP remains current. If your IDP is not updated, that may impact your ability to complete actions (impacting training planning, counseling and Senior Rater Potential Evaluation (SRPE) to name but a few) required to support AAW professionals.

e. It is mandated in the Annual DACM Standards for supervisors to review IDPs every 180 days, regardless of military or Civilian status. Supervisors should enable a supportive environment for their AAW professionals to achieve FA certification within the appropriate grace period. Once certified, supervisors should partner with their AAW professional to plan, schedule and participate in acquisition training and developmental opportunities. For the good of the AAW professional, organization, and the Army, assist your subordinates in realizing their full potential. Use Civilian acquisition career models and military career timelines as well as SRPE documents to aide in meaningful IDP counseling discussions.

3. **DOD ACQUISITION CREDENTIAL PROGRAM**.

The Defense Acquisition Credential Program can be an integral component of an IDP professional development discussion. Available credentials are located on the DAU iCatalog landing page. While separate and distinct from certification (see *Figure 3)*, credentials complement FA certification, providing responsive and timely training flexibilities and expanding the level of acquisition knowledge essential to an AAW professional's acquisition position. The supervisor can direct and assign credentials, and an employee can recommend credentials to be taken on an IDP. Credentials offer learning in smaller, more job-specific areas with the intent for the AAW professional to develop acquisition skills in a more targeted manner beyond FA certification.

Multiple learning platform mediums may be used across credential packages; refer to the DAU iCatalog for details. DAU develops, deploys and issues the Defense Acquisition Credentials at the direction of the DoD Functional Area Leaders. Successfully completed credentials are automatically uploaded to the IDP History and Acquisition Career Record Brief (ACRB), as applicable.
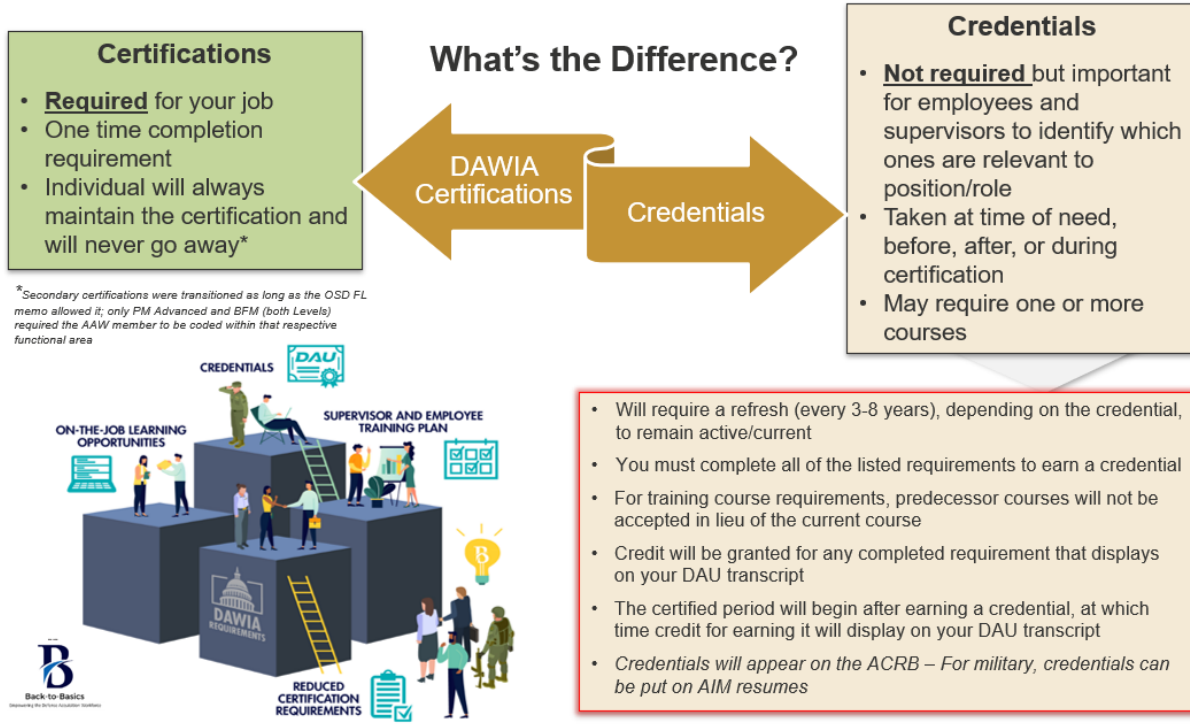
Figure 3
Certifications versus Credentials

4. CIVILIAN ACQUISITION CAREER MODELS AND MILITARY CAREER TIMELINES.

a. The Army DACM Office developed Acquisition Civilian Career Models for each FA, which are intended to serve as notional guides for AAW Civilians and their supervisors, to use in planning professional growth and development. Supervisors are encouraged to use the acquisition career models to support IDP, official records, and SRPE activities. These models identify possible developmental assignments, key positions, training opportunities, civilian FA competency details, civilian educational levels, and Army DACM Office leader development program opportunities. The notional models are based on grade and years of service.

b. Acquisition Military Officers and Noncommissioned Officers have a similar notional career map useful in planning an Army acquisition career over time: Officer Career Timeline and NCO Career Map.

5. SUPERVISOR ROLE IN AAW PROFESSIONAL TRAINING APPLICATION PROCESS.

DAU uses the Army Internet Training Application System (AITAS) to register for instructor-led training (ILT) and virtual instructor-led training (VILT). 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 professional development discussion with AAW professionals documented in the CAPPMIS IDP module is required for non-DAU training when CLPs will be requested for award in accordance with the DACM CLP policy.

a. An AAW professional's primary FA DAU training is automatically populated in their CAPPMIS IDP Planning section. To approve other types of training (non-DAU courses), a supervisor logs into CAMP/CAPPMIS, navigates to the IDP tab, and selects the Supervisor link. A supervisor can access an AAW professional's planned training list to approve/disapprove training requests.

b. Supervisors will inform AAW professionals to apply for DAU ILT/VILT training in AITAS, as required, for certification and credentialing opportunities.

(1) For DAU ILT or VILT, which supervisors must approve, the employee registers for ILT and VILT via AITAS.

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 ILT/VILT course application in AITAS. The application process ends if training is disapproved by a supervisor. The Army DACM Office is responsible for reviewing and processing applications for ILT/VILT training.

(1) Unlike ILT and VILT courses, supervisors do not need to approve DAU online training (OLT) for an employee to register and complete training. They do have a role in determining how to resource the requisite duty time and other support requirements ensuring, to the extent possible, successful course completion. An employee accesses "DAU Virtual Campus," which is where they can apply for online courses. Employees must have an established account before they can access the DAU Virtual Campus.

d. Prerequisite/Pre-course Work and Predecessor Courses Role in the FA Certification Process (see the DAU iCatalog):

(1) Supervisors should be aware of the DAU Student Academic and Administrative Policies and Procedures Handbook addressing the course prerequisite/pre-work and training 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 available for download. In some cases, the Army DACM requirements will differ from what is reflected on DAU's course concept card; these requirements will be noted in the Course Notification section that appears at the top of an application. 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. To be approved to take ILT or VILT, students must have successfully completed all required OLT prerequisites. Students may apply for ILT or VILT courses that require an ILT or VILT prerequisite as long as they have a confirmed reservation that shows they will complete the ILT or VILT prerequisite prior to the start date of the follow-on course. Failure to complete the prerequisite course as scheduled will result in removal from the follow-on course.

(2) Supervisors understand the DAU iCatalog lists predecessor courses. 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 AAW professional takes a future seat from another AAW professional while attempting to pass the course again. Supervisors should ensure AAW professionals are prepared for an ILT/VILT 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, 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. (The 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: Failure to successfully complete ILT/VILT has numerous impacts for the command/organization and AAW professional. 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 they will not be eligible to participate in any DACM Office-sponsored training or incentive programs until they meet certification requirements.

 (4) Please review the Defense Acquisition University Training Policies and Procedures document in the Army DACM Policies Library.

6. EQUIVALENCY AND FULFILLMENT.

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 an AAW professional's demonstrated competencies (capabilities acquired through previous training, education, and/or experience) against DAU course learning outcomes/objectives.

 a. Equivalency: 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 professionals to DAU equivalent training at their command's/organization's expense. After successful completion of a DAU-approved equivalent course, the AAW professional uploads the completion certificate into their CAMP/CAPPMIS IDP Planning tool for supervisor's CLP award approval processing. A supervisor, not a Certifying Official, awards CLPs. Please note that Certifying Officials use a DAU-approved equivalent course certificate, submitted by the individual seeking Equivalency credit in .pdf format via a CAMP Help Request, where a request is made to update the AAW professional's CAPPMIS record.

 b. Fulfillment: 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, providing a detailed explanation of the procedures for AAW professionals to request fulfillment with their supervisor's concurrence. A DD Form 2518, a copy of an AAW professional's official record (ACRB for AAW Civilian; Officer Record Brief (ORB) or Soldier Record Brief (SRB)), current resume (AAW 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.

The completed fulfillment packet must be submitted through the CAMP Help Request. The fulfillment packet will be forwarded to an Acquisition Functional Representative (AFR) for review and final determination. The decision rendered by the AFR is final and not eligible for appeal. There is no fulfillment for continuous learning modules; the courses must be completed as required.

7. **SUPERVISOR ROLE IN AAW PROFESSIONAL CONTINUOUS LEARNING POINT (CLP) ACCUMULATION**.

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 October 1 of an even year and ends September 30 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 FA. This guidance is found in the [Army DACM Office Policy Library](#).

a. Completion of DAU certification training counts as CLPs updated by ATRRS into CAMP/ CAPPMIS. A supervisor does not approve the DAU course CLP update, as it is system-generated and recorded to an AAW professional's IDP and/or ACRB. Do not place successful DAU course completions in the Total Employee Development System [(TEDS)](#). When synchronized with CAMP/CAPPMIS, CLPs are double-counted and AAW professionals will need to back the CLPs out of their IDP History module. If an AAW professional's DAU course(s) and CLPs are not being added to an IDP or IDP/ACRB, a [Help Request](#) is submitted by the employee for an ACM manual update. However, if later on, there is a system update, the AAW professional will need to remove the duplicate CLPs from the IDP History module.

(1) Supervisors advise AAW professionals of required and recommended DAU courses (including Continuous Learning Modules and Credentials), 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 ACMs are requested to update an AAW professional's official record, the DAU Transcript Management System unofficial DAU transcript is considered to be the official record of successful course completion, not individual DAU 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 acquisition-related or leadership courses and participation in or attendance at acquisition-related professional activities. The [Army DACM Office Policies Library](#) provides supervisors CLP award and implementation guidelines.

c. A supervisor can pro-rate CLPs in CAMP/CAPPMIS for newly assessed or hired AAW professionals joining their organizations, from a non-acquisition status, in the midst of a CLP cycle. An AAW professional, moving immediately from one DoD acquisition organization and position to another, 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:

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

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

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

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

8. **SUPERVISOR ROLE FOR AN AAW PROFESSIONAL APPLYING FOR FA CERTIFICATION**.

DAWIA certification is not automatically granted. Therefore, AAW professionals must apply for FA certification prior to the end of their grace or waiver-approved extension period. This requires all FA and level training, education and experience requirements to be met. Certification should be applied for as soon as employees have met the FA position and level standards. Encourage your AAW professionals to apply for certification in a timely manner. Certification guidance may be found in the DACM Certification Policy in the Policies Library.

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. This can be done by navigating to and selecting the CMS tab and click the "Apply for Certifications" link. Select the Apply link next to the appropriate FA and level. The AAW professional updates the application ensuring all required training, education and experience items show a green check mark. Any section with an exclamation point within a yellow triangle must include relevant entries, as applicable. AAW professionals must ensure all the information is correct, including supervisor details; Civilians must validate their resume entries mirror ACRB data; and AAW Military professionals must submit their ORB or SRB along with evaluation report(s).

It is recommended the AAW professional save the electronic application as it is being worked and after all information is correct, submit the electronic application. Within CAPPMIS, an active CMS application can be saved up to 30 days before submission. If the AAW professional cannot submit a CMS application, a saved application can be reviewed by a Certifying Official. Supervisors are encouraged to provide support to their employees when applying for certification. The DAU iCatalog is a good reference in reviewing representative duty position types and activities for each functional area.
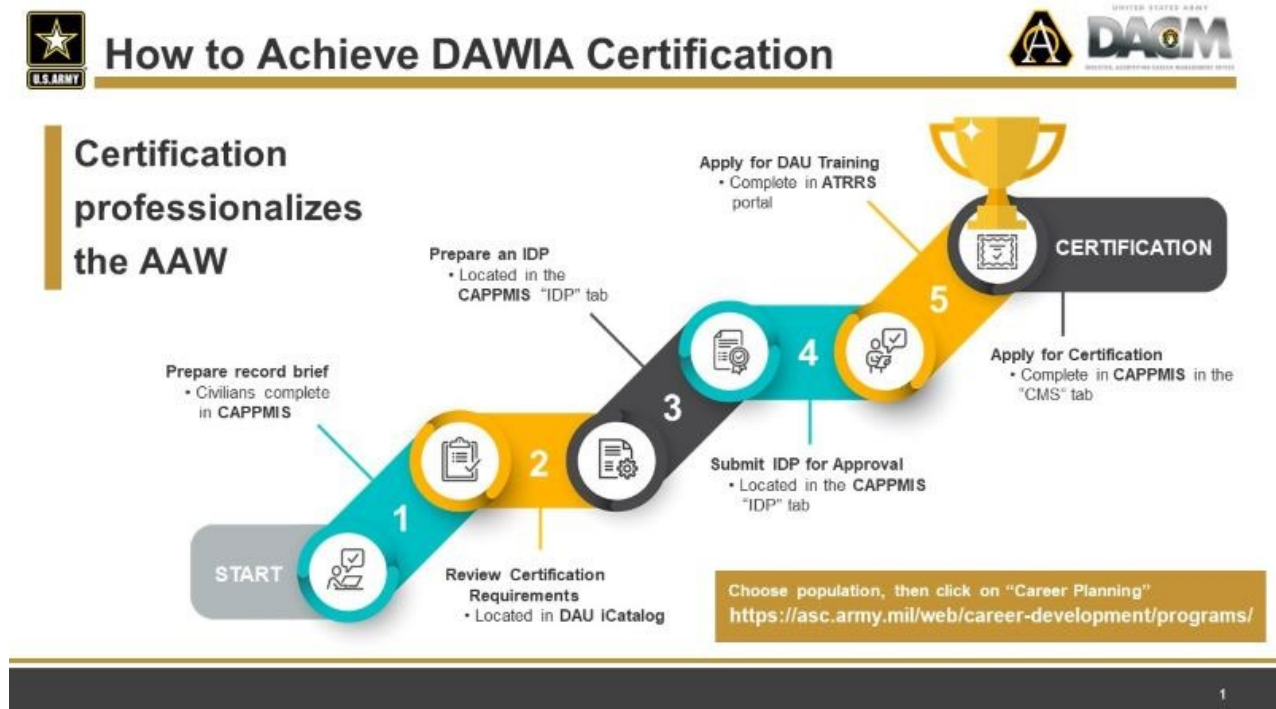
(1) Supervisors are encouraged to coach Civilian AAW professionals on the importance of resumes. The CMS-inserted resume is used by a Certifying Official to determine experience eligibility and qualifications to award the requested certification. The resume entries should be in chronological order with a start and end date for each work experience and fully describe the acquisition competencies obtained from duties performed. The CMS-inserted resume may differ from an AAW professional's resume used for the job application process because Certifying Officials are not considering non-acquisition related resume entries.

(2) For supervisors of military AAW professionals, an ORB or SRB, along with their evaluation report, are used to determine experience, eligibility, and qualifications to award the requested certification.

    i.   For active component acquisition professionals, upload evaluation reports, where required.

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

b.   The Army DACM Office tracks AAW professionals who have failed to meet DAWIA certification requirements in CAMP/CAPPMIS Standard Reports that Organizational Acquisition Points of Contact (OAP) can run for Acquisition Career Management Advocates (ACMA) or senior acquisition leadership. Participation in DACM Office education and development programs is predicated on AAW professionals achieving DAWIA certification. It is the supervisor's responsibility, 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 requirement waiver package questions. See paragraph 12 below for position requirement waiver discussion.

c.   Supervisors should encourage AAW professionals to pursue credentials beyond certification to provide the knowledge and associated skills to perform job-centric, niche, and/or emerging functions in the acquisition environment.

d.   Supervisor Checklist:

FY22 DAWIA Certification Update Checklist for **Supervisors**

Review DAWIA Certification Changes

- [ ] Familiarize yourself with updates to the DAWIA certification requirements and all Back-to-Basics resources, including career field to functional areas, potentially extended 3-5-4 year grace period, level-to-tier updates, exams and their policies, new course predecessors and prerequisites, transition rules, etc.

Explore Credentials

- [ ] Familiarize yourself with the Defense Acquisition Credential Program. Credentials complement certification training by providing relevant, job-specific training when needed.

Check Position Recoding Progress

- [ ] Confirm with HR and/or DAWIA manager that current acquisition-coded billets are being or have been reviewed within the last six months.
- [ ] Confirm timeline for billet/position coding updates based on proposed Back-to-Basics full implementation date of February 1, 2022.
- [ ] Coordinate with HR and/or DAWIA manager to ensure all processes are followed for anticipated changes to conditions of employment.
- [ ] Coordinate with HR and/or DAWIA manager to ensure job aids/training opportunities are available for employees.
- [ ] Work with your HR professionals to update position descriptions (also known as position requirement documents or standard core documents) with all appropriate changes, including new functional area designations and conditions of employment.

Talk with Your Employees

Schedule time with your employees to review the following elements:
- [ ] IDPs, including short- and long-term goals
- [ ] Current certification position status
- [ ] Functional Area and Tier changes
- [ ] Transition eligibility status

Review Training Application System Changes

- [ ] Familiarize yourself with all proposed system changes.
- [ ] Participate in testing, if possible.

Online Resources

- [ ] Updated DAWIA Certification Webpages
- [ ] Certification Eligibility Tool
- [ ] Functional Area Gateways
- [ ] Equivalency process
- [ ] Fulfillment process
- [ ] Defense Acquisition Credential Program

- [ ] **Service/Component Resources**
  Air Force | Army | Navy | 4th Estate
- [ ] iCatalog
- [ ] Online Event Information

dau.edu/back-to-basics

DAU

9. **TRAINING AND EDUCATION OPPORTUNITIES, ARMY ACQUISITION PROFESSIONAL DEVELOPMENT SYSTEM (AAPDS) AND THE ACQUISITION WORKFORCE QUALIFICATION INITIATIVE (AWQI) TOOL.**

Supervisors coach and support AAW professionals to develop technical, functional and leadership competencies. The DACM Office provides numerous resources and tools to assist in AAW professional development.

a. The DACM Office offers a multitude of career development and education programs for all stages of an AAW professional's career, from GS-7 through GS-15, and SES, as well as programs for acquisition officers and NCOs. Supervisors should also understand and promote DACM Office recruitment and retention programs such as the Student Loan Repayment Program (SLRP) and the Acquisition Tuition Assistance Program

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(ATAP). All DACM program information can be found on the U.S Army Acquisition Support Center DACM web page. This site provides program descriptions, eligibility information and applicant announcements with points of contact information.

    b. The CAMP/CAPPMIS AAPDS is the site where AAW professionals apply for DACM Office development programs. 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 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 professionals.

10. SENIOR RATER POTENTIAL EVALUATION (SRPE).

The SPRE is used to evaluate the potential of acquisition civilian employees (at the GS-12 through GS-15/broadband equivalent level) to perform in positions of increased responsibility. It is used as a talent management tool to assist leaders of AAW Civilians to measure leadership potential and assist in identifying the best and brightest Civilians for leadership programs and positions. Other than the SRPE, there are no other talent management tools available to assess a Civilian AAW professional's leadership potential.

The SRPE serves as a useful tool in the competitive selection board process. It allows selecting officials to more easily and equitably compare a Civilian candidate's leadership potential with not only their Civilian peers, but also their military acquisition officer counterparts as documented in the Senior Rater (SR) section of the Officer Evaluation Record (OER). A supervisor plays a critical role in the SRPE process and must plan accordingly. SRPEs shall not be used for purposes outside the evaluation of potential for talent management purposes such as job selection, performance evaluations or awards.

Supervisors are encouraged to use IDP and Career Model information for an AAW professional's SRPE inputs. In addition, supervisors must be aware of any local command/agency policies governing SRPE execution. Supervisors are encouraged to backward plan from the applicable fiscal year SRPE period end date (September 30) ensuring employees, raters and senior raters meet the policy timelines necessary to complete a SRPE for their AAW Civilian. This can mean SRPEs may need to be completed before the end of the applicable fiscal year (e.g. Out of Cycle or Close-Out SRPE)

11. SUPERVISOR ROLE IN COACHING AND GUIDING AAW PROFESSIONALS.

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, military and Civilians, equitably. There are multiple tools and resources available to assist a supervisor in guiding their AAW professionals to rapidly close any existing information gaps.

    a. Army DACM Resources:

(1) Frequently Asked Questions: Supervisors are encouraged to use and have their AAW professionals visit the DACM Office Frequently Asked Questions web page. This page is a powerful tool using subject area filters and a 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, versus 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 publications, and a host of other topical information supporting Army acquisition operations and its AAW professionals. This DACM Office website is an invaluable resource for accessing policies, career management updates, and education and training opportunities all accessible at the click of a mouse.

(3) Acquisition Career Manager (ACM) and Program Managers (PM) Support: ACMs and PMs perform a wide range of customer service 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 locally; supporting resolution of SRPE issues; processing DAU training 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 (General Officer, Senior Executive Service or designated senior acquisition organization professional), providing a critical, strategic-level acquisition community, organizational perspective and information conduit to the Army DACM. ACMAs provide invaluable AAW insights and advocacy on their organization's behalf that may otherwise go unrecognized.

(2) Organizational Acquisition Point of Contact (OAP): OAPs communicate acquisition information to their organization's acquisition workforce. They perform an essential role in answering questions to broad acquisition policy and Army acquisition business practices locally as well as serving as an information bridge between the ACMAs, supervisors, and AAW. 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 duties. Supervisors should know who their OAP is (OAP listing – CAC login required).

12. WAIVERS.

a. Waivers: There are three types of waivers: position, Critical Acquisition Position (CAP) and tenure agreement. 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. Waiver guidance may be found in the DACM CAP/KLP Policy.

(1) Position Waiver: A position waiver permits the incumbent of a coded acquisition position who has not met the qualification requirements of the FA and level position within the prescribed timeframe. The supervisor, not the employee, submits the 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, providing additional time in the acquisition position, allowing the member to continue working toward meeting 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 FA and certification level), does not reset the grace period.

All position waivers for KLPs must be by exception only. The AAE will consider and approve all position waivers on a case-by-case basis.

The statutory education requirements may be waived for contracting positions for current DoD employees or members of the Armed Forces if the AAE determines that the individual possesses significant potential for advancement to levels of greater responsibility and authority, based on demonstrated job performance and qualifying experience. For any current DoD employee or service member who has not occupied an 1102 or similar military occupational specialty, a waiver of qualification requirements must be approved prior to appointment to an 1102 position or similar military occupational specialty.

(2) Tenure Agreement Waiver: Tenure waivers permit the incumbent of a CAP or KLP to be reassigned or released from the position before completing the tenure obligation.

(a) CAPs (not in a KLP). The AAE will approve tenure waivers or delegate this authority to the appropriate senior-level official. A tenure waiver is required for CAPs except when promotion, reassignment to a commanding officer position, or mobilization occur.

(b) KLPs. The AAE will approve tenure waivers for the following KLP positions and may delegate this authority to the appropriate senior-level official for all other KLP positions:
(1) PEOs and DPEOs.
(2) PMs of ACAT I and II programs.
(3) DPMs of ACAT I.

(3) Critical Acquisition Position (CAP) Waiver: CAP waivers permit an individual (Acquisition or Non-Acquisition) who have been tentatively selected to fill a CAP, but doesn't meet the CAP requirements, to move ahead with the hiring process provided a waiver is granted prior to placement into the CAP. A CAP waiver is submitted via Help Request in CAPPMIS by the Civilian Personnel Advisory Center (CPAC) or the Selecting Organization's POC with the required supporting documents to complete the two-phase CAP waiver process, for the Army DACM's approval. The CAP waiver will not exceed 24 months. If the individual does not achieve the CAP requirements within 24 months the Selecting Organization, not the individual, must submit a position requirements waiver. Failure to meet the CAP requirements may result in the individual to be removed from the CAP.