



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

13 October 2023

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fiscal Year 2024 Army Acquisition Workforce Standards

1. References: See Enclosure 1.
2. This memorandum is published at the start of every Fiscal Year (FY) and outlines the standards that the Army Acquisition Executive (AAE) has set for Army Acquisition Workforce (AAW) professionals and their parent organizations to achieve, in order to comply with Defense Acquisition Workforce Improvement Act (DAWIA) statutory requirements and Director, Acquisition Career Management (DACM) policies.
3. Enclosure 2 provides workforce data, extracted from the Career Acquisition Management Portal on 30 September 2023, showing how the acquisition community as a whole and each Program Executive Office (PEO)/Command measured against the FY23 AAW standards. I ask senior leaders and first line supervisors of AAW professionals to review the data and general observations in Enclosure 2; see the areas where their command/organization exceeded, met, or fell short of the standards; and develop strategies for improvement.
4. The below sub-paragraphs outline the FY24 AAW standards. The AAE and I expect AAW professionals to maintain the same high standards this fiscal year and focus their efforts, as needed, on achieving the required DAWIA certification for their current position.
 - a. Certification: 100 percent. The 3-, 5-, and 4-year grace periods are still in effect for all acquisition-coded positions and certification levels, so we will achieve 100 percent in this category by the end of the fiscal year. Every AAW professional should either be certified for their current position requirement or be within their grace period. I urge AAW professionals who are still within their grace period to use this time wisely, appropriately plan and pace their training, and focus on achieving the certification level required for their current position by the mandated timeline.
 - b. Individual Development Plan (IDP): 100 percent. Supervisors must ensure their subordinate IDPs are discussed and updated every six months or more frequently, as needed. The development and approval of an employee's annual contribution plan in the Contribution-based Compensation and Appraisal System (or equivalent employee performance management system) at the start of each new fiscal year, and the subsequent midpoint assessment, are excellent opportunities when supervisors and employees could have this meaningful IDP discussion.

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c. Continuous Learning Points (CLPs): 100 percent. Each AAW professional is required to attain at least 80 CLPs by 30 September 2024, the end date of the current two-year cycle. Per reference 1.i, failure to meet this CLP standard may be a factor in selecting, or not selecting, AAW professionals for advanced acquisition development/retention opportunities, assignments, and promotions.

d. Senior Rater Potential Evaluation (SRPE): 100 percent. All AAW professionals in the grades of GS-12 through GS-15 (and broadband/pay band equivalents), unless exempted by the Director, Army Acquisition Corps, are required to receive an annual SRPE. The Senior Rater should be the rating supervisor's next level or higher supervisor. Senior Raters must treat their matrixed and core employees equitably with respect to SRPE ratings. Ratings should be a fair and accurate assessment of an employee's leadership potential strengths, with no special consideration or weight given based on his/her parent organization. Please see Reference 1.h and the DACM Office's SRPE webpage (<https://asc.army.mil/web/senior-rater-potential-evaluation/>) for additional resources and information on SRPEs.

e. Acquisition Ethics Training: 100 percent. All AAW professionals are required to complete annual ethics training by the end of each fiscal year. Please see Reference 1.f for more information about the annual ethics training requirement.

5. The successful attainment of these standards is a team effort, which requires dedication, communications, and planning from AAW professionals, supervisors, and senior leaders across the entire acquisition community. I am confident that with sufficient command emphasis, supervisory involvement, and employee determination, we can increase the percentages and meet the standards.

6. Activities and organizations are reminded to meet all statutory labor relations obligations in the implementation of this policy.

7. Relevant AAW policies and DACM memoranda can be found on the Army DACM Office website at <https://asc.army.mil/web/alt-workforce-policy-procedure/>.

8. For questions about this memorandum, please email the Army DACM Office Policy Mailbox at usarmy.belvoir.usaasc.mbx.dacm-policies@army.mil.

Encls



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ENCLOSURE 1 REFERENCES

- a. Title 10, United States Code, Chapter 87, Sections 1723 and 1732-1734 (Defense Acquisition Workforce Improvement Act), 5 November 1990, and as subsequently updated.
- b. Department of Defense Instruction 5000.66 (Defense Acquisition Workforce Education, Training, Experience, and Career Development Program).
- c. Under Secretary of Defense (Acquisition and Sustainment) memorandum (Back to Basics Implementation for the Defense Acquisition Workforce), 04 February 2021.
- d. Under Secretary of Defense (Acquisition and Sustainment) memorandum ("Back-to-Basics" for the Defense Acquisition Workforce), 02 September 2020.
- e. Assistant Secretary of the Army (Acquisition, Logistics, and Technology), SFAE-ASC memorandum (Defense Acquisition Workforce Improvement Act Certification Policy for the Army Acquisition Workforce), 26 August 2022.
- f. Assistant Secretary of the Army (Acquisition, Logistics, and Technology), SFAE-ASC memorandum (Mandatory Annual Ethics Training for the Army Acquisition Workforce), 02 October 2023.
- g. Assistant Secretary of the Army (Acquisition, Logistics, and Technology), SFAE-ASC memorandum (Fiscal Year 2023 Army Acquisition Workforce Standards), 11 October 2022 - hereby superseded.
- h. Assistant Secretary of the Army (Acquisition, Logistics, and Technology), SFAE memorandum (Senior Rater Potential Evaluation Policy), 01 July 2020.
- i. Assistant Secretary of the Army (Acquisition, Logistics, and Technology), SFAE memorandum (Continuous Learning Point Policy and Implementation Guidelines for the Army Acquisition Workforce), 11 January 2019.

**ENCLOSURE 2
FISCAL YEAR 2023 AAW DATA**

**Table 1: FY23 Certification, IDP and CLP Data
(as of 30 September 2023)**

COMMANDS AND PEOS	CERTIFICATION			IDP UPDATE WITHIN LAST 6 MONTHS	ATTAINED AT LEAST 40 CLPs
	AAW (NON-CAP)	KLP	CAP		
FY23 STANDARD	98%	100%	100%	100%	N/A
AMC	100.00%	100.00%	100.00%	98.04%	79.53%
ASAALT	100.00%	100.00%	100.00%	83.02%	61.89%
ATEC	100.00%	N/A	100.00%	96.52%	84.38%
HQ USAASC	100.00%	N/A	100.00%	92.78%	64.95%
JPEO A&A	100.00%	100.00%	100.00%	92.96%	85.92%
JPEO CBRN DEF	100.00%	100.00%	100.00%	97.90%	86.01%
MEDCOM	100.00%	N/A	100.00%	98.19%	97.29%
OCSE	100.00%	N/A	100.00%	79.31%	34.48%
OTHER (see note)	100.00%	100.00%	100.00%	82.44%	59.63%
PEO ACWA	100.00%	N/A	100.00%	96.43%	75.00%
PEO AVN	100.00%	100.00%	100.00%	99.71%	85.98%
PEO C3T	100.00%	100.00%	100.00%	98.32%	85.32%
PEO CS&CSS	100.00%	100.00%	100.00%	100.00%	99.78%
PEO EIS	100.00%	100.00%	100.00%	98.65%	96.13%
PEO GCS	100.00%	100.00%	100.00%	99.77%	98.63%
PEO IEW&S	100.00%	100.00%	100.00%	94.03%	81.64%
PEO MSL & SPACE	100.00%	100.00%	100.00%	99.53%	93.66%
PEO SOLDIER	100.00%	100.00%	100.00%	99.21%	84.58%
PEO STRI	100.00%	100.00%	100.00%	99.37%	97.49%
RCCTO	100.00%	N/A	100.00%	98.53%	63.24%
SMDC	100.00%	N/A	100.00%	99.58%	93.31%
USACE	100.00%	N/A	100.00%	89.30%	72.50%
USAFC	100.00%	100.00%	100.00%	98.50%	67.09%
TOTAL	100.00%	100.00%	100.00%	96.64%	76.37%

Source: CAPP MIS

Notes:

- (1) KLP, CAP, and AAW (non-CAP/KLP) certification data shows AAW professionals who were certified or within grace period.
- (2) Those commands/organizations that do not have a KLP population, are marked "NA" or not applicable for certification.
- (3) "Other" refers to low density AAW commands/organizations.

**ENCLOSURE 2
FISCAL YEAR 2023 AAW DATA**

**Table 2: FY23 SRPE and Acquisition Ethics Training Data
(as of 30 September 2023)**

COMMANDS AND PEOS	TOTAL REQUIRED SRPE	TOTAL COMPLETED SRPE	PERCENT COMPLETED SRPE	PERCENT ETHICS TRAINING COMPLETE
FY23 STANDARD			100%	100%
AMC	5248	4323	82.37%	79.79%
ASAALT	162	99	61.11%	19.25%
ATEC	1378	1313	95.28%	31.67%
HQ USAASC	44	44	100.00%	31.96%
JPEO A&A	235	233	99.15%	15.54%
JPEO CBRN DEF	213	213	100.00%	13.29%
MEDCOM	35	32	91.43%	97.74%
OCSE	23	3	13.04%	13.79%
OTHER (see note)	278	66	23.74%	31.72%
PEO ACWA	23	22	95.65%	96.43%
PEO AVN	476	429	90.13%	17.34%
PEO C3T	341	334	97.95%	90.57%
PEO CS&CSS	334	334	100.00%	96.94%
PEO EIS	372	372	100.00%	59.38%
PEO GCS	310	310	100.00%	98.63%
PEO IEW&S	293	286	97.61%	18.36%
PEO MSL & SPACE	276	276	100.00%	74.18%
PEO SOLDIER	172	172	100.00%	71.15%
PEO STRI	344	339	98.55%	93.31%
RCCTO	30	30	100.00%	19.12%
SMDC	169	169	100.00%	92.47%
USACE	347	210	60.52%	65.04%
USAFC	7541	7082	93.91%	87.86%
TOTAL	18644	16691	89.51%	72.63%

Source: CAPP MIS

Notes:

- 1) The above SRPE data reflects AAW professionals who were required to have a SRPE report on 30 September 2022 and received the automated notification from CAPP MIS on 1 October 2022.
- 2) The SRPE data does not reflect AAW professionals who received close out/early-annual SRPEs between 01 January 2023 and 30 September 2023.
- (3) "Other" refers to low density AAW commands/organizations.

**ENCLOSURE 2
FISCAL YEAR 2023 AAW DATA**

OBSERVATIONS

Below are some general observations on the performance of the Army acquisition community, comparing the FY23 Army Acquisition Workforce (AAW) standards against the data shown in Tables 1 and 2 of this Enclosure.

DAWIA CERTIFICATION OR WITHIN GRACE PERIOD	FY23 STANDARD	FY23 SCORE	FY22 SCORE
Key Leadership Positions (KLP)	100 %	100 %	100 %
Critical Acquisition Positions (CAP) (non-KLP)	100 %	100 %	100 %
AAW (non-CAP)	100 %	100 %	100 %

These results are exemplary, but unsurprising. The DAWIA certification grace periods were reset on 01 February 2022, giving all defense acquisition employees 3, 5, or 4 years (depending on the Functional Area and certification level required for their position) to achieve certification.

INDIVIDUAL DEVELOPMENT PLAN (IDP)	FY23 STANDARD	FY23 SCORE	FY22 SCORE
Updated IDP within the last six months	100 %	96.6 %	95.7 %

This IDP score has stayed in the mid 90 percentile over the past few years, but it has never reached the 100 percent standard.

CONTINUOUS LEARNING POINTS (CLP)	FY23 STANDARD	FY23 SCORE
Earned at least 40 CLPs by the end of FY23	N/A	76.37 %

Attaining at least 40 CLPs by the midpoint of the two-year cycle is a recommendation, not a requirement, for all AAW professionals. The DACM Office has published a CLP glide path (<https://asc.army.mil/web/clp-glidepath/>) for AAW professionals to use as a planning tool throughout the two-year cycle. Following the quarterly thresholds set in this glide path allows AAW professionals to accumulate CLPs in a steady, gradual basis. We ask supervisors to include a CLP metric in their AAW professionals' annual performance objectives and evaluations. Supervisors should have a discussion with any AAW professional who failed to achieve the minimum 80 CLP requirement by the end of the two-year cycle. This failure not only violates the Department of Defense Instruction 5000.66 and DACM policy, but it could also preclude AAW professionals from applying or participating in DACM-sponsored training, education, or career development programs.

**ENCLOSURE 2
FISCAL YEAR 2023 AAW DATA**

SENIOR RATER POTENTIAL EVALUATION (SRPE)	FY23 STANDARD	FY23 SCORE	FY22 SCORE
Completed SRPE	100 %	89.5 %	87.4 %

While still below the FY23 standard of 100 percent, the score of 89.53 percent shows a slight improvement from the previous year when we only hit 87.4 percent. It is our second year of positive performance which can be directly attributed to continued senior leader, supervisor, and employee involvement and teamwork. The start of each new fiscal year is an important part of the SRPE timeline, when senior raters must start to prepare their evaluations and complete them by 31 December.

ANNUAL ACQUISITION ETHICS TRAINING	FY23 STANDARD	FY23 SCORE	FY22 SCORE
Completed annual acquisition ethics training	100 %	72.6 %	N/A

This is the first time that the DACM Office has included annual ethics training completion data as part of the FY AAW Standards memorandum. The FY23 score (72.63 percent) is well below standard. While more analysis is required, we suspect there are three scenarios that may be responsible for the low score: AAW professionals are completing the annual ethics training as mandated by policy, but they

- Report training completion in a different system (outside of CAPP MIS or the Total Employee Development (TED)) and forget to ensure the completion is also recorded on their CAPP MIS IDP.
- Use a different course title than the mandated one (ETH23-2023) that the DACM Office prescribed in the FY23 Ethics Training policy. The DACM Office only uses the ETH23-2023 course title when pulling completion data in CAPP MIS and tracking compliance. As a result, if an AAW professional does one or both of the above actions, he/she will not show up as completed for ethics training in the DACM Office report.
- Complete their ethics training course on or about the last day of the fiscal year. The record of this training completion sometimes does not transfer to CAPP MIS until several days later, after the DACM Office has already pulled the end-of-fiscal-year data.