

Acquisition Leadership Challenge Program (ALCP) Policy and Procedures

Summary of Changes

PARA	SIGNIFICANT CHANGES FROM THE PREVIOUS POLICY
5.a Note 1	Program Information: Applied a mandatory waiting period of at least twelve months between ALCP Level I and ALCP Level II, and twelve months between ALCP Level II and ALCP Level III.
8.a	Student Withdrawal and No-Shows: Clarified that for all student withdrawal requests past the required deadline must be reviewed and endorsed in writing by the first General Officer or Senior Executive Service in the student's chain of command.
8.a	Student Withdrawal and No-Shows: Clarified the procedure to route the student withdrawal memorandum to the Director, Acquisition Career Management (DACM) for approval/disapproval.
8.b Table 2	Student Withdrawal and No-Shows: Updated the table



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24 April 2024

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Acquisition Leadership Challenge Program Policy and Procedures

1. References: See Enclosure.
2. Purpose: This policy governs the implementation and administration of the Army Acquisition Workforce (AAW) Acquisition Leadership Challenge Program (ALCP), establishing roles and responsibilities of interested parties, and outlining the general requirements for selection to and participation in the program. It supersedes reference 1.a.
3. Applicability: This policy applies to all civilian AAW professionals, Functional Area 51 (FA51) officers, and Military Occupational Specialty (MOS) 51C Contracting non-commissioned officers (NCOs).
4. Responsibility.
 - a. Army Director, Acquisition Career Management (DACM).
 - 1) Provides overall oversight for the ALCP.
 - 2) Serves as the final approval authority for the selection of ALCP nominees.
 - 3) Approves U.S. Army Acquisition Support Center (USAASC) funds for the cost of program training.
 - b. Army DACM Office ALCP Program Manager (PM).
 - 1) Assists in promoting the program to AAW professionals across the Army, leveraging the DACM Office's stakeholder network as well as relevant publications, digital media, and other communications channels.
 - 2) Disseminates the ALCP quarterly announcement to the Organizational Acquisition Points of Contact (OAPs).
 - 3) Responsible for program interface with the Army DACM and providing recommendations on ALCP policy management.

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4) Establishes, maintains, and executes the ALCP budget and requests modifications as unplanned budgetary requirements become known. This responsibility includes preparation and analysis of requirements for biennial Program Objective Memorandum (POM) process.

5) Plans ALCP quota allocations for organizations/commands in accordance with the percentage of AAW members per location and updates the allocations as appropriate.

6) Prepares and coordinates the release of the quarterly ALCP announcement in compliance with all applicable civilian personnel policies and directives, as well as AAW policies and directives. Ensures the ALCP announcement is posted to the USAASC Army DACM Office website.

7) Plans class rosters with the submitted primary and alternate ALCP selectees to ensure there is an appropriate allocation of alternate selectees across the organizations.

8) Provides course enrollment notification and general guidance to selectees regarding timeline of withdrawal from the course and completion of pre-course assessments.

9) Coordinates with course vendor regarding any changes on the class rosters to ensure the maximum quota of each class is fulfilled.

10) Activates nominees from the alternate list to attend local or virtual offerings so that the maximum quota of each offering can be met if the quota fill is equal or less than two-thirds.

11) Obtains course evaluations from the course vendor after the programs for each quarter are concluded. Takes appropriate steps to resolve issues from the course evaluations and improve the overall program.

12) Obtains the final class rosters from the course vendor upon program completion to determine if there are any AAW professionals who failed to show up for or complete the course. Communicates the rosters to the commands/organizations and takes appropriate procedure for course reimbursement for no-shows.

c. USAASC G-8.

1) Provides resource support for the ALCP and the execution of funding actions associated with the ALCP contract.

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- 2) Processes course reimbursements from student withdrawals and no-shows.
- d. Acquisition Career Management Advocates (ACMAs)
- 1) Promote ALCP throughout the Command/organization.
 - 2) Nominates eligible AAW professionals each quarter to participate in the ALCP based on the program requirements and quota allocations.
- e. OAPs.
- 1) Sends out ALCP quarterly announcements to AAW professionals.
 - 2) Prioritizes and submits course quota allocation worksheet to the Army DACM Office by the required deadline.
 - 3) Coordinates with the DACM Office ALCP PM on student withdrawals that are outside the withdrawal deadline.
- f. AAW Selectees and Students.
- 1) Ensures their schedule is locked-in for the assigned course dates. In situations where there are schedule conflicts, selectees must withdraw from the course by the required date indicated in the program announcement. For specifics on student withdrawals, please refer to Paragraph 8 (Student Withdrawal and No-Shows) of this policy.
 - 2) Completes the pre-course assessments by the required deadline.
 - 3) Maintains a professional attitude and demeanor while completing the training activities.
 - 4) Updates their course completion status in the Career Acquisition Personnel and Position Management Information System (CAPPMIS).

5. Program Information.

a. The ALCP is a 1.5 to 2.5-day leadership development program offered to AAW professionals. It uses effective tools to increase awareness of leadership preferences and provide an understanding of the dynamics of leadership style across a spectrum of challenges. The program provides direct feedback to participants based on pre-course assessments. Pre-course assessment feedback is woven in between expertly facilitated dialogue and lessons through interactive and practical experiences. The program strengthens the leadership skills desired of AAW professionals and provides the Army with acquisition leaders who exhibit higher levels of self-awareness. There are four levels of training in ALCP (B, I, II and III) which are described in more detail in Table 1 below:

ALCP COURSE	DURATION	TARGET AUDIENCE	FOCUS
ALCP Level B	1.5 days	Civilians: GS-07 through GS-11 (and broad band equivalents)	Builds a solid foundation for effective and efficient workforce acclimation by introducing participants to their behavioral preferences and leadership tendencies.
ALCP Level I	2.5 days	Civilians: GS-12 and GS-13 (and broad band equivalents) Officers: O-3 and O-4 NCOs: E-6 and E-7	Focuses on the individual with emphasis on who they are and what their behavioral preferences and leadership tendencies are. It provides insight on whether those preferences work for them now and how they might work for the long term. During this course, instructors present a model for understanding the dynamics of leadership resulting in participant understanding of how the results from a variety of psychological assessments indicate how individuals approach leadership challenges in a variety of scenarios. The course addresses the specific challenges of change, decision-making and conflict resolution. See Note 1 below.

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ALCP COURSE	DURATION	TARGET AUDIENCE	FOCUS
ALCP Level II	2.5 days	Civilian Supervisors: GS-13, GS-14, and GS-15 (and broad band equivalents) Officers: O-5 and O-6 NCOs: E-7 and E-8	Focuses on the major challenge for new organizational leaders (supervisors) to incorporate individual talents into a cohesive workforce. The goal is to bring each student to a heightened self-awareness for better understanding and appreciation of different cultures and to promote a willingness to build intrinsic and extrinsic value in their organization. See Note 1 below.
ALCP Level III	2.5 days	Civilian Supervisors: GS-14, GS-15, and SES (and broad band equivalents) Officers: O-5 and above NCOs: E-8 and E-9	This course is an opportunity for further sequential development of supervisors' leadership skills in areas not included in ALCP Level I or II. It focuses on mentoring, coaching, and feedback skill development, as well as to measure and assess influence style and work engagement profiles.

Table 1 (Program Information)

Note 1: To give AAW professionals an opportunity to apply what they have learned in the ALCP Level I, there is a waiting period of at least twelve months between attending the ALCP Level I and ALCP Level II, and twelve months between attending ALCP Level II and ALCP Level III. The pre-course assessments are different between these courses and focus on different aspects of self-awareness. ALCP Level I is geared to the individual and ALCP Level II is geared to leading teams.

b. Location. ALCP courses may be offered virtually via an online platform or in-person. Temporary Duty Travel (TDY) is not centrally funded so personnel who elect to attend an in-person offering should ensure it is local to their geographic region or that their organization will fund TDY.

c. Course sizes and quota allocations. ALCP Level B, I and II courses have a maximum of 30 seats, while the ALCP Level III course has a maximum of 26 seats. The Army DACM Office allocates quota to organizations/commands according to their AAW representation.

d. Funding. The Army DACM Office funds all ALCP tuition costs. The Army DACM Office will not cover TDY expenses for ALCP students to travel to an in-person offering. The ALCP PM may also cancel a course if an ALCP course enrollment rate is less than two-thirds of the maximum. If this were to occur, the selectees in the cancelled course would be automatically enrolled in the course at the same location during the following quarter. Cancellation of a virtual course would result in selectees being placed in the next available virtual offering.

6. Procedures.

a. Announcement.

1) The Army DACM Office plans, manages, and announces the ALCP every quarter each fiscal year. The announcement is advertised approximately the second month of each quarter for the following quarter.

2) The ALCP PM will send the announcement to each ACMA and OAP, as well as post it to the USAASC Army DACM Office website (<http://asc.army.mil/web/career-development/programs/acquisition-leadership-challenge-program/>).

3) The announcement will be open for approximately 30 days. Organizations/commands must submit their nomination list before the closing date identified in the ALCP announcement or they may risk losing their allocated seats for that quarter.

b. Eligibility. An ALCP nominee must be a FA51 officer, MOS 51C Contracting NCO, or a current member of the Department of the Army in an acquisition-coded position and in a Career or Career Conditional status. Nominees must be Defense Acquisition Workforce Improvement Act certified, or within their certification grace period, at the Functional Area and level required for their position of record at the time of program nomination.

c. Nomination.

1) An AAW professional must be nominated by his/her supervisor through an internal process established by each command/organization for the ALCP.

2) The Army DACM Office ALCP PM provides the quotas for each course and nomination submission requests to the ACMAs and OAPs via an Excel template. Each command/organization prioritizes their nominees and fills out the Excel template with each nominee's information (note: the nominee's name must be filled out on the

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template in the exact way that CAPP MIS displays it). They submit the list to the Army DACM Office ALCP PM no later than the closing date identified in the announcement. The list should include the primary nominees to fill the quotas as well as alternative nominees if there were more nominees than the allocated seats.

3) Once the Army DACM Office ALCP PM confirms attendance for a nominee, the individual will be automatically registered in the program. The ALCP PM will send a confirmation notification to the registered students.

4) The alternate nominees are activated if there is availability in a class after registration of all primary nominees or if there is a withdrawal by a primary nominee.

d. Pre-Course Requirements. Completion of the pre-course assessment is a requirement to participate in any ALCP course. The course vendor provides the assessment after the course registration. Students need to complete the assessment on time. It is critical that students lock in their plans to attend and perform their pre-course work so all pre-course materials may be prepared and processed for application during the course.

8. Student Withdrawal and No-Shows.

a. All student withdrawals that are past the required withdrawal deadline, as identified in the announcement, must be reviewed and endorsed in writing by the student's first General Officer or Senior Executive Service (SES) in their chain of command. The student must then forward the signed memorandum to their OAP. The OAP is responsible to inform the DACM Office ALCP PM of the withdrawal and provide a copy of the signed memorandum. The ALCP PM will forward the memorandum to the DACM for approval/disapproval. If the DACM disapproves the withdrawal, the DACM Office will determine the appropriate course of action (penalty or no penalty), based on the timeframe and justification for the withdrawal. For students who are from organizations without OAPs, they must forward the signed memorandum directly to ALCP PM.

b. Table 2 below outlines the consequences for withdrawing from the ALCP course, based on timeframe and justification for the withdrawal.

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	JUSTIFICATION FOR THE WITHDRAWAL		
SITUATION	DUE TO MISSION REQUIREMENTS, WITH AN APPROVED WITHDRAWAL MEMORANDUM	DUE TO A MEDICAL EMERGENCY OR EMERGENCY LEAVE, WITH A NOTE FROM A PHYSICIAN OR OFFICIAL EMERGENCY LEAVE DOCUMENTATION	VOLUNTARY DROP FROM THE COURSE, WITH AN APPROVED WITHDRAWAL MEMORANDUM
WITHDRAWAL BEFORE THE DEADLINE LISTED ON THE ALCP ANNOUCEMENT	Individual must inform the OAP who will communicate the change to the DACM Office ALCP PM. The ALCP PM will activate a selectee from the alternate list.	Individual must inform the OAP who will communicate the change to the DACM Office ALCP PM. The ALCP PM will activate a selectee from the alternate list.	Individual must inform the OAP who will communicate the change to the DACM Office ALCP PM. The ALCP PM will activate a selectee from the alternate list.
WITHDRAWAL WITHIN 20 DAYS OF ALCP COURSE START DATE	(1) Command must find an appropriate alternate who meets course qualifications to fill seat, or (2) Command will be required to reimburse the Army DACM Office for course materials and tuition costs (approximately \$1,000 per student)	Command should find an appropriate alternate who meets course qualifications to fill seat. If the command cannot find an appropriate alternate to fill the seat, there is no penalty.	(1) Command must find an appropriate alternate who meets course qualifications to fill seat, or (2) Individual will be required to reimburse the DACM Office for course materials and tuition costs (approximately \$1,000 per student).
WITHDRAWAL WITHIN 7 DAYS OF ALCP COURSE START DATE	Command will be required to reimburse the Army DACM Office for course materials and tuition costs (approximately \$1,000 per student)	No penalty	Individual will be required to reimburse the DACM Office for course materials and tuition costs (approximately \$1,000 per student)

Table 2 (Consequences of Student Withdrawals)

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c. Table 3 below outlines the consequences for students who are counted as a “no-show” for their assigned ALCP course:

JUSTIFICATION FOR NO-SHOW		
DUE TO MISSION REQUIREMENTS, WITH AN APPROVED WITHDRAWAL MEMORANDUM	DUE TO A MEDICAL EMERGENCY OR EMERGENCY LEAVE, WITH A NOTE FROM A PHYSICIAN OR OFFICIAL EMERGENCY LEAVE DOCUMENTATION	VOLUNTARY NO-SHOW (FAILING TO COMPLETE THE PRE-COURSE ASSESSMENT OR DROPPING FROM THE COURSE) FOR REASONS OTHER THAN A MISSION REQUIREMENT OR MEDICAL EMERGENCY AND THERE IS NO APPROVED WITHDRAWAL MEMORANDUM FROM THE DACM OFFICE
<p>(1) Command will be required to reimburse the Army DACM Office for course materials and tuition costs (approximately \$1,000 per student) and</p> <p>(2) Commands may lose future quotas, if one or more of their employees is a no-show.</p>	<p>No penalty</p>	<p>(1) Individuals are required to reimburse the DACM Office for course materials and tuition costs (approximately \$1,000 per student),</p> <p>(2) Individual will remain ineligible to apply for ALCP for a period of three years, starting on the last day of the scheduled resident course for which they failed to appear, and</p> <p>(3) Commands may lose future quotas, if one or more of their employees is a no-show.</p>

Table 3 (Student No-Show Consequences)

d. Commands must reimburse the Army DACM Office for course withdrawals or no-shows via a Military Interdepartmental Purchase Request. Reimbursements from individual AAW members must be made by money order or certified check and payable to the U.S. Treasury.

9. Effective date and implementation. This policy is effective immediately. The DACM Office will publish additional guidance as necessary to implement this directive.

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10. For questions about this policy, please contact the Army DACM Office's Policy Mailbox at: usarmy.belvoir.usaasc.mbx.dacm-policies@army.mil.

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Encl

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Enclosure - References

- a. Assistant Secretary of the Army for Acquisition, Logistics and Technology (ASA(ALT)) memorandum, SFAE (Acquisition Leadership Challenge Program Policy and Procedures), 30 January 2018 – hereby superseded.
- b. Title 10, United States Code, Chapter 87, Defense Acquisition Workforce, Section 1701- 1764, Defense Acquisition Workforce Improvement Act (DAWIA) of 1990 (as amended).
- c. Department of Defense Instruction 5000.66 (Defense Acquisition Workforce Education, Training, Experience, and Career Development Program).
- d. The Joint Travel Regulations (JTR).
- e. Army Regulation 690-950 (Career Program Management).
- f. Assistant Secretary of the Army for Acquisition, Logistics and Technology (ASA(ALT)) memorandum, SFAE-ASC (Defense Acquisition University Training Policy), 16 June 2022.