MANAGING YOUR ACQUISITION CAREER

A quick reference guide for the
Army Acquisition Workforce (AAW)

QUICK REFERENCE GUIDE FOR THE ARMY ACQUISITION WORKFORCE

This quick reference guide provides you with helpful tips as you plan and navigate your acquisition career: how to look up the Defense Acquisition Workforce Improvement Act (DAWIA) certification requirements for your primary Acquisition Functional Area (AFA) and current position; request DAWIA certification; create an Individual Development Plan (IDP); request and earn Continuous Learning Points (CLPs); explore acquisition training, education, and career development opportunities; and complete other important steps. The Army DACM Office website (https://asc.army.mil/web/dacm-office/) is a one-stop-shop for all your acquisition career development needs and a great resource for this information.

HELPFUL TIPS FOR MANAGING YOUR ACQUISITION CAREER

1. KNOW YOUR FUNCTIONAL AREA AND CERTIFICATION LEVEL.
The AAW is diverse, spread across six Functional Areas with seven certification tracks. Every acquisition position has a designated AFA and certification level. The AFA and certification level are important because they drive the training, education, and experience standards that are required to attain DAWIA certification. They also determine your priority for enrolling in Defense Acquisition University (DAU) training courses. As an example, if your position requires you to have DAWIA certification at the Practitioner level in Program Management (PM), you will be given Priority 1 (highest) to enroll in all DAU courses required to achieve this level of certification.

The table below shows the DAWIA certification levels for each AFA and the corresponding grace period.

ACQUISITION FUNCTIONAL AREA	DAWIA CERTIFICATION LEVEL		
	Foundational / Professional [2]	**Practitioner**	**Advanced**
GRACE PERIODS	3 years	5 years	4 years
Business - Cost Estimating (BUS-CE) [1] [Code: P]		X	X
and **Business - Financial Management (BUS-FM)** [1] [Code: K]		X	X
Contracting (CON) [2] [Code: C]	X		
Engineering and Technical Management (ETM) [Code: N]	X	X	
Life Cycle Logistics (LCL) [Code: L]	X		X
Program Management (PM) [Code: A]		X	X
Test and Evaluation (T&E) [Code: T]	X	X	

Notes
1 Business – Cost Estimating and Business – Financial Management are considered to be one overall AFA; however, each has its own separate certification coding and certification requirements.

2 The Contracting AFA uses the term "Professional'" for this certification level while the other Functional Areas use "Foundational."

Where to find your AFA and required DAWIA certification level:
- Functional Area 51 officers serving in Program Management or Contracting positions can look in Section IX (Assignment Information) of their Soldier Talent Profile (STP) under the DMOS column
- NCOs can check Section I (PMOS) or Section IX (Assignment Information) of their Soldier Record Brief.

Civilians may check their position certification requirements and certification achievement(s) in the Career Acquisition Personnel and Position Management Information System (CAPPMIS) (https://apps.asc.army.mil/camp/). The position certification requirement is displayed in Section I and III of the Acquisition Career Record Brief (ACRB). Achieved DAWIA certification can be found through the Certification Management System (CMS). Section X of the ACRB displays current DAWIA certifications achieved since the Back-to-Basics transition in February 2022. By clicking on the "Print Certifications" command, the system will also display legacy DAWIA certifications that were achieved before 19 February 2022.

There are no specified grades/ranks associated with each certification level, except for Key Leadership Positions (KLPs) and Centralized Selection List (CSL) positions. Commands/organizations are responsible for determining if a position is acquisition and, if so, then the appropriate AFA, certification level, and grade/rank for their acquisition-coded positions. AAW professionals should direct questions about their assigned AFA and certification level to their supervisor.

Additional resources: You can find AAW policies regarding certification on the DACM Office Policy Library at https://asc.army.mil/web/alt-workforce-policy-procedure.

2. REVIEW YOUR ACQUISITION FUNCTIONAL AREA CERTIFICATION REQUIREMENTS.

Upon assignment to an acquisition-coded position, all AAW professionals are required to meet their AFA certification requirements within the applicable grace period based on the position's certification level. The grace periods are three (3) years for Foundational/Professional, five (5) years for Practitioner, and four (4) years for Advanced level coded positions. Certification requirements are periodically updated and can be found in the DAU iCatalog (http://icatalog.dau.edu/). You should review the certification requirements for your acquisition position with your supervisor to determine what training, education and experience you need. The Army DACM Office has already pre-populated your CAPPMIS IDP with these details in order to enable this discussion with your supervisor. You can find AAW policies regarding certification on the DACM Office Policy Library at https://asc.army.mil/web/alt-workforce-policy-procedure.

3. KNOW IF YOU ARE OCCUPYING A CRITICAL ACQUISITION POSITION (CAP) OR A KEY LEADERSHIP POSITION (KLP).

CAPs are a subset of AAW positions, designated based on criticality of the position to the acquisition program, effort, or function supported. The Army Acquisition Executive (AAE) has mandated that the following Army acquisition positions be designated as CAPs:
- All Army acquisition officer positions in the rank of Lieutenant Colonel and above

- All supervisory Army acquisition civilian positions in grades GS-14 or higher (or broadband equivalents)
- All KLPs
- All Enlisted Military Occupational Specialty (MOS) 51C Master Sergeant, Sergeant Major, and Command Sergeant Major positions (including CSL)

In additional to the above mandatory positions, organizations have the latitude to designate additional civilian positions as CAPs, provided they are at least in the grade of GS-14 (or broadband equivalents).

Individuals encumbering CAPs must meet the following minimum qualifications at the time of hire or have an approved waiver signed by the DACM before the final job offer is made:

- Have at least four years of acquisition experience;
- Be DAWIA certified at the required level for the AFA of the position or be within the specified grace period; and
- Sign a three-year tenure agreement.

KLPs are a special subset of CAPs, with more stringent requirements. KLP selectees must meet these position requirements before the final job offer is made (civilians) or prior to assignment (military). KLP selectees who do not meet the position requirements at the time of final job offer or assignment, must obtain a waiver signed by the AAE before encumbering the position.

Additional information on CAPs and KLP requirements, including waivers, may be found in the following documents, located on the USAASC DACM Policy Library website (https://asc.army.mil/web/alt-workforce-policy-procedure):

- Department of Defense Instruction (DoDI) 5000.66 (Defense Acquisition Workforce Education, Training, Experience, and Career Development Program)
- DoDI 5000.66 Program Desk Guide
- DACM Office's CAP/KLP Policy

4. ACQUISITION FUNCTIONAL AREA CAREER MODELS. AFA Career Models are designed to provide AAW professionals with guidance for developing the requisite skillsets for success in current and future missions within each AFA. The models have information on potential assignments, key positions, training opportunities, Functional Area competency details, civilian educational levels, and leadership development courses that you can include in your IDP, based on your rank/grade and years of service.

- Civilian AAW professionals and their supervisors should check the "Civilian Career Model" for their AFA located here: https://asc.army.mil/web/career-development/civilian/career-models/

- Officers: See Department of the Army Pamphlet 600-3 (Officer Professional Development and Career Management) which can be found on the DACM Policy Library at https://asc.army.mil/web/alt-workforce-policy-procedure

- NCOs: See the "NCO Career Development Timeline" at https://asc.army.mil/web/career-development/military-nco/career-planning/

5. MEET CONTINUOUS LEARNING POINT (CLP) REQUIREMENTS. 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, with the goal of completing 40 hours annually. The cycle starts on 01 October of every even numbered calendar year and ends two years later on 30 September (for example, 01 October 2024 through 30 September 2026). Completion of certification training counts as CLPs, along with other acquisition-related activities.

The DACM Office developed a glide path for AAW professionals that identifies a minimum goal of 10 CLPs to be attained by the end of each quarter within the cycle. The glide path can be found at https://asc.army.mil/web/alt-workforce-policy-procedure.

Credentials are an important element of continuous learning and help to provide the knowledge and associated skills to perform job-centric, niche, and/or emerging functions in the defense acquisition environment. They are intended to enhance specific skills and improve performance in your workplace. Whether the AAW member manages capability requirements, acquires services/systems, or sustains capabilities, earning credentials can build competence, confidence, and value to the organization. For more information, please visit to the Defense Acquisition Credential Program, located on the DAU website at https://www.dau.edu/training/pages/credentials.aspx.

The automated IDP is the document used to annotate activities that count towards Continuous Learning and can be found in CAPPMIS:

- Log onto CAPPMIS (https://apps.asc.army.mil/camp) and click the IDP tab. Select "Planning" link to plan DAU and/or non-DAU training and submit request for your supervisor's approval.
- Once you have completed the training, select "Planning" link to annotate completion date and request CLPs for your supervisor's approval.
- Select "Home" to see the number of CLPs that you have earned during the current cycle.
- For DAU courses (including Continuous Learning Modules), your CLPs will be automatically entered into your ACRB/IDP via the training update process using the Army Training Requirements and Resources Systems (ATTRS). It may take up to two weeks after completion of the course before the data is transferred to the ACRB/IDP.

- For all other coursework/acquisition-related activities, you must enter the course/activity in your IDP, annotate completion, and request corresponding CLPs be awarded by your supervisor.
- Each Army Acquisition Functional Leader (AAFL) has issued a "CLP Recommendation Memorandum" which provides guidance on technical areas, DAU credentials, relevant courses (DAU and non-DAU), and other activities that will enhance the knowledge and skills of AAW professionals within their designated Functional Area.
- See the AAW Continuous Learning Policy and AAFL CLP Recommendation Memorandums in the DACM Office Policy Library: https://asc.army.mil/web/alt-workforce-policy-procedure/

6. CREATE AN INDIVIDUAL DEVELOPMENT PLAN (IDP). You are required to have an approved and current IDP. The IDP is a planning tool that allows individuals to discuss, plan, and manage their continuing education, training, or special experience needed to meet the certification requirements of their position.

- Go the IDP tab in CAPPMIS (https://apps.asc.army.mil/camp/) to create career objectives, plan DAU training, submit course requests for supervisor approval, download/print IDP history, and view mandatory training requirements.
- The IDP approval process is done electronically, so it is important to ensure that your supervisor's name and correct email address are listed in your IDP. If your current supervisor is not listed in your IDP, please advise him/her to log into CAPPMIS, go to the IDP tab, and add your name to his/her list of employees.
- AAW professionals must review and update their IDPs at least once every six months with their supervisors per the DACM's annual guidance.

7. APPLY FOR DAU TRAINING.
- Plan DAU training with your supervisor by logging into CAPPMIS (https://apps.asc.army.mil/camp), go to the IDP tab, and select "Planning" link. You will be taken to a screen "Planned DAU Training" that lists the courses needed for certification. Please note that you are not required to plan or list DAU courses on your IDP in order to apply for them.
- For DAU online training (OLT), go to DAU's Virtual Campus website, Cornerstone on Demand (CSOD), at https://dau.csod.com and apply for classes.
- For DAU classroom (CLRM) training or virtual instructor-led training (VILT), log into the Army Internet Training Application System (AITAS) at https://www.atrrs.army.mil/Aitas/ to search and apply for classes.
- Alternative methods for meeting DAU training requirements may be accomplished by completing DAU-certified equivalent courses or applying for course fulfillment. For more information, see DAU Equivalency Program website (http://icatalog.dau.edu/appg.aspx) or DAU Fulfillment Program website (http://icatalog.dau.edu/DAUFulfillmentPgm.aspx).

8. APPLY FOR DAWIA CERTIFICATION.
DAWIA certification is not automatically granted. After completing the training, education, and experience standards required by your acquisition position, you must apply for certification through the Certification Management System (CMS), which can be accessed through CAPPMIS (https://apps.asc.army.mil/camp). In CAPPMIS, select the CMS tab and click the "Apply for Certifications" link.

- You must meet the DAWIA certification standards in place at the time of application in order to be approved. Certification standards are periodically updated so please check the DAU iCatalog (http://icatalog.dau.edu/) for the latest training, education, and experience requirements for your Functional Area and certification level. The DAU iCatalog is the official source for this information.
- Achieving the required DAWIA certification for the position within the prescribed grace period is a condition of employment for civilian AAW members. If an individual will not achieve certification within the prescribed grace period, a waiver must be executed. The DACM Office's Certification Policy (https://asc.army.mil/web/document/defense-acquisition-workforce-improvement-act-certification-policy-for-the-army-acquisition-workforce/) provides more information on waivers.
- To determine experience eligibility and qualifications to award the requested certification, Certifying Officials use resumes and ACRBs for civilians, OERs and STPs for officers, and NCOERs and STPs for NCOs, to determine experience eligibility and qualifications to award the requested certification. The resume must contain a start and end date for each work experience. It must also provide a description of the work/duties performed while occupying these positions. For civilians, please ensure that the data in your ACRB Section IX (Assignment History) mirrors your resume.

9. CIVILIAN SENIOR RATER POTENTIAL EVALUATION (SRPE). Preparing for a centralized selection board is of utmost importance in an acquisition professional's career development. Selection boards evaluate a civilian candidate's entire body of work, including the ACRB – highlighting assignment history, certifications, acquisition and leader training, education, and awards – resume, performance appraisals, and the SRPE. Based on feedback, after action reports and lessons learned, a common theme among board members is that the SRPE is one of the most critical documents, if not the most, in a civilian's board file. SRPEs are the primary tool used to document and communicate a civilian AAW candidate's potential and readiness to the selection board to assume positions of increased responsibility. In addition, SRPEs can also be a useful talent management tool within commands/organizations to identify and build the bench of future leaders. Many DACM-sponsored leader development programs require AAW professionals to submit a SRPE as part of the application.

- See the SRPE page on the DACM website for more information:
  https://asc.army.mil/web/senior-rater-potential-evaluation/
- All AAW professionals in the grade of GS-12 through GS-15 (and broadband
  equivalents) will receive annual SRPEs, unless exempted by the DACM or Director,
  Army Acquisition Corps (DAAC).
- To start, the employee's rater should log onto CAMP
  (https://apps.asc.army.mil/camp), go to CAPPMIS, and select the SRPE tab.

**10. WHAT IS THE DIFFERENCE BETWEEN AN ARMY ACQUISITION FUNCTIONAL
AREA VERSUS A CIVILIAN CAREER FIELD?** An AFA and a civilian Career Field
(formerly called Career Program (CP)) are two very closely related career development
constructs, but they can be confusing concepts. They both provide a basic blueprint for
civilians through career maps, leader development programs, and training for
professional development but there are some key differences between the acquisition-
focused (Functional Areas) and Army-focused (Career Fields) terminology:

	ACQUISITION FUNCTIONAL AREAS	**ARMY CIVILIAN CAREER FIELDS**
TOTAL POPULATION	32,000 AAW professionals	330,000 Army civilians
NUMBER	6	11
AUTHORITY	DAWIA, Chapter 87, Title 10 US Code	AR 690-950
GOVERNANCE	Office of the Secretary of Defense (OSD) Functional Area Leaders	Army Functional Chief Representative

- Acquisition Functional Areas: DAWIA requires the Department of Defense to
  establish training, education and experience standards across the six AFAs and
  seven certification tracks. These standards include mandatory AFA certification
  through DAU training (see paragraphs 1 and 2) and a Continuous Learning
  requirement (see paragraph 8). The DACM Office offers and funds additional
  education, training, and career development opportunities for AAW professionals. For
  more information on these centralized programs, visit
  https://asc.army.mil/web/career-development/programs/. All AAW Civilians are
  assigned an AFA by virtue of their position description.
- Army Civilian Career Fields: The objective of Career Field management is to build
  and sustain an Army Civilian Corps ready for the current and future missions. The
  Army Civilian Career Management Activity (ACCMA) oversees 11 Career Fields
  across the Army. Each Career Field is designed to standardize career maps to
  facilitate planning and training through the Army Civilian Training, Education and
  Development System (ACTEDS); some have a mandatory certification requirement,
  while some do not. All Army Civilians are mapped or assigned to one of the 11
  Career Fields by virtue of their position description.

11. WHO YOU CAN ASK FOR FURTHER ASSISTANCE?

- Your supervisor! Supervisors are responsible for creating a positive, conducive work environment that provides opportunities for their subordinates to develop, learn, and reach their full potential. This responsibility also includes playing an active role in assisting and advising subordinates on career development decisions; discussing education, training, and experience needs; working with their subordinates to draft, and keep current, an IDP to schedule and attain these goals; providing adequate time to pursue career development activities; and encouraging cross-functional training and assignments.
- Your Organizational Acquisition Point of Contact (OAP) is your on-site resource for acquisition information. They are trained to respond to questions from their organizational acquisition personnel and the AAW. A list of organizational OAPs can be seen here: https://www.milsuite.mil/book/docs/DOC-640236 (CAC log-in required).
- Your military career manager (FA51 officers and MOS51C NCOs only) at the US Army Human Resources Command.
- The Army DACM Office has a team of Acquisition Career Managers (ACM) who are ready to support. Please submit a help desk ticket through the Army DACM Office's "Ask an ACM" weblink, located in the Career Acquisition Management Portal (CAMP), at https://apps.asc.army.mil/camp/index.cfm?fuseaction=support.helpRequest.
- The Army DACM Office website (https://asc.army.mil/web/dacm-office/) is an invaluable resource for AAW policies, career management updates, training opportunities, and other important information. You may also review the DACM Office's Frequently Asked Questions (FAQ) webpage at https://asc.army.mil/web/all-faqs/.