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OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
ACQUISITION LOGISTICS AND TECHNOLOGY
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SFAE

6 December 2024

MEMORANDUM FOR ARMY ACQUISITION WORKFORCE PROFESSIONALS

SUBJECT: Fiscal Year 2025 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 I have set for Army Acquisition Workforce (AAW) professionals and their parent organizations to achieve, in order to ensure compliance with Defense Acquisition Workforce Improvement Act (DAWIA) statutory requirements and Army Director, Acquisition Career Management (DACM) policies.
3. Enclosure 2 provides AAW data which shows the percentages that the acquisition community and each Program Executive Office (PEO)/organization achieved at the end of FY24 and how these scores measured against the FY24 AAW standards. I ask senior leaders and first line supervisors of AAW professionals to review the data and general observations in Enclosure 2; note the areas where their PEO/organization exceeded, met, or fell short of the standards; and develop strategies for improvement.
4. FY25 AAW standards:
 - a. DAWIA Certification: 100 percent.

1) The DAWIA certification grace periods were reset in the Career Acquisition Personnel and Position Management Information System (CAPPMS) on 19 February 2022 when the Back-to-Basics framework was implemented, giving defense acquisition employees 3, 5, or 4 years (depending on the Acquisition Functional Area (AFA) and certification level required for their position) to achieve certification. These grace periods remain in effect for all acquisition-coded positions and certification levels. I expect all AAW professionals who are still within their grace period to use the remaining time wisely, plan and pace their training, and focus on achieving the certification level required for their current position by the prescribed deadline.

2) DAWIA certification is a condition of employment for all AAW professionals. Starting in February 2025, some AAW professionals who require Foundational or Professional level certification for their current position will reach the end of their 3-year grace period. These individuals and their first-line supervisors should be working together to ensure that they meet the education, training, and experience standards and apply for certification before their grace period expires. The DACM Office will continue

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to closely monitor this situation. Below are two system enhancements and overarching efforts that the DACM Office has conducted to aid certification compliance and support AAW professionals:

(a) CAPPMIS sends automated email messages at the 18-, 12-, 6-, and 3-month marks, prior to an AAW professional's grace period expiration date, to the individual and his/her supervisor to remind them about the grace period expiration date. The automated reminder now also notes which Defense Acquisition University (DAU) training courses must be completed for their position certification requirement.

(b) Developed and fielded an enhanced certification compliance report in the CAPPMIS that is available for Organization Acquisition Points of Contact (OAPs) to download and view. This report provides the latest data on AAW professionals within the OAP's PEO/organization, showing when their grace period expires, the certification level required for their position, and the DAU training courses that they must complete to achieve certification.

b. Individual Development Plan (IDP): 100 percent. Supervisors must ensure their AAW professionals' IDPs are 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 FY, and the subsequent midpoint assessment, are excellent opportunities when supervisors and employees could have this meaningful IDP discussion.

c. Continuous Learning Points (CLPs): 100 percent. Each AAW professional is required to attain at least 80 CLPs by 30 September 2026, the end date of the current two-year Continuous Learning (CL) cycle. Per reference 1.a, 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. The DACM Office has developed a glide path that identifies a recommended minimum CLP threshold to be attained by the end of each quarter within the two-year CL cycle. We strongly encourage AAW professionals and their supervisors to follow this glide path, setting a goal to achieve 40 CLPs by the end of FY25.

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.b and the DACM Office's

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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.c 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 leader 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.

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Director
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ENCLOSURE 1 REFERENCES

- a. Assistant Secretary of the Army (Acquisition, Logistics, and Technology), SFAE-ASC memorandum (Continuous Learning Point Policy and Implementation Guidelines for the Army Acquisition Workforce), 31 October 2022.
- b. Assistant Secretary of the Army (Acquisition, Logistics, and Technology), SFAE memorandum (Senior Rater Potential Evaluation Policy), 01 July 2020.
- c. Assistant Secretary of the Army (Acquisition, Logistics, and Technology), SFAE-ASC memorandum (Mandatory Annual Ethics Training for the Army Acquisition Workforce), 01 October 2024.
- d. Department of Defense Instruction 5000.66 (Defense Acquisition Workforce Education, Training, Experience, and Career Development Program).
- e. Title 10, United States Code, Chapter 87, Sections 1723 and 1732-1734 (Defense Acquisition Workforce Improvement Act), 5 November 1990, and as subsequently updated.
- f. Assistant Secretary of the Army (Acquisition, Logistics, and Technology), SFAE-ASC memorandum (Defense Acquisition Workforce Improvement Act Certification Policy for the Army Acquisition Workforce), 07 July 2024.
- g. Assistant Secretary of the Army (Acquisition, Logistics, and Technology), SFAE-ASC memorandum (Fiscal Year 2024 Army Acquisition Workforce Standards), 13 October 2023 - hereby superseded.

**ENCLOSURE 2
FISCAL YEAR 2024 AAW DATA**

**Table 1: FY24 Certification, IDP and CLP Data
(Source: CAPPMS as of 30 September 2024)**

COMMAND	CERTIFICATION			IDP UPDATE WITHIN LAST 6 MONTHS	ATTAINED AT LEAST 80 CLPs
	AAW (NON-CAP)	KLP	CAP		
FY24 STANDARD	98%	100%	100%	100%	100%
AMC	100%	100%	100%	92.9 %	94.9 %
AFC	100%	100%	100%	95.7 %	96.9 %
ASAALT	100%	100%	100%	80.5 %	76.9 %
ATEC	100%	N/A	100%	95.0 %	97.7 %
HQ USAASC	100%	100%	100%	71.2 %	84.4 %
JPEO A&A	100%	100%	100%	89.6 %	98.0 %
JPEO CBRN DEF	100%	100%	100%	99.3 %	98.6 %
MEDCOM	100%	N/A	100%	94.0 %	96.8 %
OTHER (Note 3)	100%	100%	100%	76.9 %	66.6 %
PEO ACWA	100%	100%	100%	100.0 %	100.0 %
PEO AVN	100%	100%	100%	90.0 %	94.8 %
PEO C3T	100%	100%	100%	92.9 %	98.6 %
PEO CS&CSS	100%	100%	100%	100.0%	99.6 %
PEO EIS	100%	100%	100%	90.6 %	97.1 %
PEO GCS	100%	100%	100%	96.1 %	98.3 %
PEO IEW&S	100%	100%	100%	89.9 %	98.4 %
PEO M&S	100%	100%	100%	96.2 %	98.7 %
PEO SOLDIER	100%	100%	100%	82.9 %	98.2 %
PEO STRI	100%	100%	100%	89.1 %	97.8 %
RCCTO	100%	100%	100%	87.5 %	83.6 %
SMDC	100%	N/A	100%	96.3 %	97.1 %
USACE	100%	100%	100%	97.1 %	95.2 %
TOTAL	100%	100%	100%	91.5%	94.8 %

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 "N/A" or not applicable for certification.
- (3) "Other" refers to low density AAW commands/organizations.

**ENCLOSURE 2
FISCAL YEAR 2024 AAW DATA**

**Table 2: FY23 SRPE and FY24 Acquisition Ethics Training Data
(Source: CAPP MIS as of 30 September 2024)**

COMMAND	PERCENT COMPLETED SRPE	PERCENT ETHICS TRAINING COMPLETE
STANDARD	100%	100%
AMC	81.3%	82.0%
AFC	93.3%	90.2%
ASAALT	67.6%	21.8%
A TEC	98.3%	83.1%
HQ USAASC	100.0%	43.1%
JPEO A&A	100.0%	100.0%
JPEO CBRN DEF	100.0%	79.2%
MEDCOM	66.7%	93.6%
OTHER (Note 3)	42.7%	34.0%
PEO ACWA	85.7%	100.0%
PEO AVN	56.8%	19.6%
PEO C3T	100.0%	70.1%
PEO CS&CSS	100.0%	95.4%
PEO EIS	100.0%	69.3%
PEO GCS	98.4%	96.1%
PEO IEW&S	94.3%	22.9%
PEO M&S	96.6%	89.5%
PEO SOLDIER	99.5%	97.4%
PEO STRI	97.9%	94.9%
RCCTO	91.4%	83.6%
SMDC	100.0%	85.1%
USACE	51.4%	94.7%
TOTAL	90.3%	80.0%

Notes:

- 1) The above SRPE data reflects AAW professionals who were required to have a SRPE report on 30 September 2023 and received the automated notification from CAPP MIS on 1 October 2023.
- 2) The SRPE data does not reflect AAW professionals who received close out/early-annual SRPEs between 01 January 2024 and 30 September 2024.
- (3) "Other" refers to low density AAW commands/organizations.

**ENCLOSURE 2
FISCAL YEAR 2024 AAW DATA**

OBSERVATIONS AND METHODOLOGY

Below are some general observations on the performance of the Army acquisition community, comparing the FY24 Army Acquisition Workforce (AAW) standards against the data shown in Tables 1 and 2 of this Enclosure. At the end of this enclosure, the DACM Office outlined the methodology used to extract this data from the Career Acquisition Personnel and Position Management Information System (CAPP MIS).

DAWIA CERTIFICATION OR WITHIN GRACE PERIOD	FY24 STANDARD	FY24 SCORE	FY23 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. For the entirety of FY24, all AAW professionals were either certified or covered under a grace period. This will not be the case starting in 2QFY25, when the three-year grace period will expire for some AAW professionals.

INDIVIDUAL DEVELOPMENT PLAN (IDP)	FY24 STANDARD	FY24 SCORE	FY23 SCORE
Updated IDP within the last six months	100 %	91.5 %	96.6 %

The IDP score dropped by five percent from the previous year, which is a concerning downward trend.

CONTINUOUS LEARNING POINTS (CLP)	FY24 STANDARD	FY24 SCORE	FY22 SCORE
Earned at least 80 CLPs by the end of FY24	100%	94.8 %	94.7 %

Attaining at least 80 CLPs by the end of the two-year Continuous Learning cycle is a requirement for all AAW professionals. Failure to achieve this standard not only violates the Department of Defense Instruction 5000.66 (reference 1.d) 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 2024 AAW DATA**

SENIOR RATER POTENTIAL EVALUATION (SRPE)	FY24 STANDARD	FY24 SCORE	FY23 SCORE
Completed SRPE	100 %	90.3 %	89.5 %

Most of the commands/organizations achieved scores in the 90-98 percent range which is commendable and contributed towards the higher community average. Concerningly, there were a few commands/organizations with SRPE completion percentages in the 40-60 percent range. As an acquisition community, we can only make SRPE completion improvements if we have continued senior leader, supervisor, and employee involvement and teamwork.

ANNUAL ACQUISITION ETHICS TRAINING	FY24 STANDARD	FY24 SCORE	FY23 SCORE
Completed annual acquisition ethics training	100 %	80.0 %	72.6%

This is the second year that the DACM Office has reported annual ethics training completion data as part of the FY AAW Standards memorandum. While the FY24 score (80.0 percent) shows a good improvement from the previous year, it is still well below standard. We firmly believe AAW professionals are completing the annual acquisition ethics training, as mandated by DACM policy, but we suspect there are issues that cause the data not to be recorded properly. These issues include, but are not limited to:

- AAW professionals record training completion in a different system than CAPPMS or the Total Employee Development (TED), but they forget to complete an additional step: they must mark “Ethics 2024” as complete on their CAPPMS IDP under non-standard Defense Acquisition University (DAU) training and submit it for supervisor approval. If they fail to do this step, the training completion will not be recorded in CAPPMS.
- TED administrators set up or TED users entered a different course title than “ETH24-2024” which the DACM Office prescribed in the FY24 Ethics Training policy. The DACM Office uses the “ETH24-2024” course title when pulling completion data in CAPPMS and tracking compliance. To mitigate this issue and cast a wider net for FY24, the DACM Office pulled training completion data using the keywords “ETH24-2024” and “Ethics”.
- TED users forget to check the box that shows they are AAW professionals, so their data does not flow into CAPPMS.
- Some AAW professionals are not aware that completion of annual acquisition ethics training is required by the end of the fiscal year. Instead, they are under the correct assumption that ethics training completion is required by the end of the calendar year or 365 days after they first entered their current acquisition position.

These issues may cause AAW professionals to not show up as completed for ethics training in the DACM Office report.

ENCLOSURE 2
FISCAL YEAR 2024 AAW DATA

METHODOLOGY

1. IDP: The DACM Office pulled the IDP update data from CAPP MIS at 1100 (Eastern Standard Time) on 01 October 2024 to account for different time zones. We did not want to disadvantage an AAW professional in one of the Western time zones, such as Hawaii, who updates their IDP in the evening of 30 September (local time), when it may be 01 October on the East Coast.

2. CLP

a. In accordance with DACM Office's "Continuous Learning Policy and Implementation Guidelines for the Army Acquisition Workforce," AAW professionals will only be awarded CLPs during the two-year cycle in which the course or activity was completed or published.

b. To calculate the CLP percentages, the DACM Office pulled data from CAPP MIS on 08 October 2024. We waited this additional week to allow data for courses completed at the end of FY24 to automatically transfer from an external training database, such as Udemy or DAU, into CAPP MIS. For example, if an AAW professional completes an online course through DAU on 30 September, it may take up to a week for this completion data to flow into CAPP MIS and record the CLPs on their Acquisition Career Record Brief. We wanted to ensure these AAW professionals received credit for any continuous learning completed at the end of the CLP cycle and not be penalized for the system lag.

c. This extra week also allowed us to account for other situations that may be outside of an AAW professional's control. As an example, an AAW professional completes a non-standard course or activity on 30 September (where there is no automated transfer of data into CAPP MIS) and immediately requests CLPs from their supervisor through CAPP MIS. Their supervisor might not approve the request for several days, after the CLP cycle closes. As long as the supervisor approved the CLP request between 01-05 October, the DACM Office gave credit for these CLPs and reflected them in the command/organization's percentage. Please note: If the supervisor did not approve the training until the 06-08 October timeframe, it is possible that the employee did not receive credit.

d. Data from TEDS flows into CAPP MIS hourly. However, if the "Army Acquisition Workforce" box is not checked in TEDS, CAPP MIS will not pick up the data, even if the AAW professional is occupying in an acquisition-coded position. CAMP administrators noticed this particular scenario affecting several PEOs/organizations.

ENCLOSURE 2
FISCAL YEAR 2024 AAW DATA

3. ETHICS

a. To calculate the acquisition ethics training percentages, the DACM Office pulled data from CAPPMIS on 10 October 2024. Similar to how we collected the CLP data, we waited this additional week after the end of the fiscal year to allow data for any course completed by or before the end of the fiscal year to automatically transfer from an external training system into CAPPMIS. There can be a short lag time between the two systems. Below are two situations where AAW professionals would benefit from this delayed collection:

(1) If an AAW professional completed an online acquisition ethics training course through Udemy or DAU on 30 September, it may take a week for this completion data to flow into CAPPMIS and record the CLPs on their Acquisition Career Record Brief.

(2) If an AAW professional took a non-standard acquisition ethics training (for example, they completed a non-DAU acquisition ethics training course, attended a command-mandated acquisition ethics training session, or watched the DAU video) on 30 September, they may not have received a completion certificate. To receive credit, they were required to annotate completion on their IDP in CAPPMIS in accordance with the FY24 Ethics Policy and then submit it for supervisor approval. The supervisor did not approve the request until several days later. As long as the supervisor approved the training completion request in CAPPMIS between 01-05 October, the DACM Office gave credit for ethics training completion and included this number in the command/organization's percentage. Please note: If the supervisor approved the training between 06-08 October, it is possible that their employee did not receive credit.

b. Data from TEDS flows into CAPPMIS hourly. However, if the "Army Acquisition Workforce" box is not checked in TEDS, CAPPMIS will not pick up the data, even if the employee is sitting in an acquisition-coded position. CAMP administrators noticed this particular scenario affecting a handful of PEOs/organizations.