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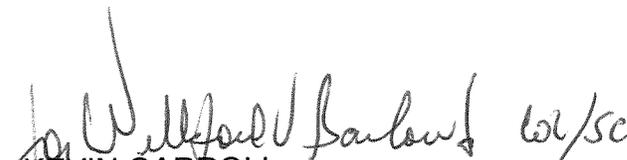
3 September 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: PEO EIS Standard Operating Procedures for Personnel Management

1. The enclosed PEO EIS Standard Operating Procedures (SOP) for Personnel Management applies to both civilian and military personnel assigned to PEO EIS.
2. Point of contact for this action is Business Management Directorate, Debra Lee, (703) 806-3195 or e-mail: Debra.Lee@eis.army.mil.

Enclosure


KEVIN CARROLL
Program Executive Officer

DISTRIBUTION:

All Staff elements of PEO EIS
All PM/POs

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Standard Operating Procedures

Preface

Purpose: This document prescribes responsibilities and procedures for performing Personnel Management functions within the Program Executive Office, Enterprise Information Systems (PEO EIS).

Applicability: The procedures herein apply to all personnel assigned, attached or on special duty with PEO EIS elements.

General: The operating procedures do not change Army Personnel Management Directives. The procedures are designed to augment Army guidance and provide guidance on personnel matters unique to PEO EIS.

Reference: Required and related publications are listed in Appendix A.

Chapter 1 - Civilian Personnel

Section 1 - Personnel Actions.

a. All organizations will coordinate with the PEO Business Management Directorate (BMD) prior to initiating any personnel action to inform the Director, BMD of their intent and to obtain approval. Actions that require BMD approval are: recruitments, reassignments, promotions, position classification actions, and realignments. In unique cases, the Director, BMD may seek approval from the PEO. Organizations' requests for approval must identify the position and provide justification for the action. BMD should be notified concerning retirements, transfers (out of PEO EIS), name changes and resignations.

b. After coordination and approval from PEO/BMD, the respective office will electronically prepare the personnel action within their organization and send to the servicing Civilian Personnel Advisory Center (CPAC) and Civilian Personnel Operations Center (CPOC). Fort Monmouth and OCONUS organizations will coordinate with HQ BMD POC at Ft. Monmouth before submission to the appropriate CPAC/CPOC. The package must include any documentation to support the requested action, such as: Announcement & Referral Processing Request Forms, Position Review Document, etc. Each office must keep copies of all submitted personnel actions for management control review and audit.

Section 2 - Performance/Contribution Standards.

a. Employees and supervisors are partners in the Performance Management Process. Both are responsible for creating and maintaining the open dialogue necessary for effective working relations and achieving top-level Performance/Contribution.

b. IAW Army Regulation 690-400 (Total Army Performance Evaluation System, TAPES) and the Army Operating Procedures (AOP) for Acquisition Workforce Personnel Demonstration (AWPD).

c. All employees in the AWPD will develop a Contribution-based Compensation and Appraisal System (CCAS) Part IV - Employee Support Form. All employees under TAPES will utilize Support Form (DA Form 7222-1) for Senior System employees and Counseling Checklist (DA Form 7223-1) for Base System employees. All Support Forms are to be completed within 30 days upon entering a position or within 30 days of a new annual cycle, unless other timeframes are established by union Collective Bargaining Agreements (CBA). The supervisor, senior rater (senior rater used in TAPES only) and employee must initial and date the form at the time of the initial counseling session.

Supervisors should ensure that they are in compliance with the regulation that governs the system under which their employees are evaluated. Support Forms in both systems are living/working documents that can be updated or modified throughout the evaluation period.

d. Senior managers (Directors and PMs/POs) are required to include an explicit statement of responsibility for management controls on the Support Form in accordance with Army Regulation 11-2, Management Control. The following statement will be included in all senior managers Support Forms: “This individual should comply with paragraph 1-14 of AR 11-2.” Supervisors will include comments on management control responsibilities and accomplishments in the TAPES or CCAS appraisal process, as appropriate. Supervisory positions will also include statement emphasizing Equal Employment Opportunities, affirmative action and avoidance of discrimination with regard to race, sex, religion, national origin, age and physical or mental practices.

e. As a minimum, employees under both the TAPES and CCAS systems are required to have mid-point reviews, halfway through the appraisal cycle. Both supervisor and employee will initial and date the form to document the mid-point review.

Section 3 - Performance/Contribution Evaluation.

a. Acquisition Workforce Personnel Demonstration (AWPD) Employees:

Evaluation cycle is 1 Oct – 30 Sept for all employees.

At the end of the evaluation period, all employees must develop an Employee Self-Assessment Form, Part III, to be given to the supervisor. The supervisor uses Part III to prepare the Supervisor Assessment Form, Part II, and makes draft comments and draft scores for each of the (6) factors using the appropriate career path and broadband level Descriptors and Discriminators in Appendix C, DoD Operating Procedures (May 2003) and the Army’s supplementation (Nov 11, 2003) of the DoD Procedures, commonly referred to as the Army’s Operating Procedures (AOP).

The PEO EIS Pay Pool Panel (which consists of the Deputy PEOs, Project Managers, Directors, and direct reporting Product Managers/Project Offices) will meet to review all employees' CCAS packages. The Panel will make recommendations to the PEO EIS Pay Pool Manager (the PEO), who will officially approve all contribution scores and salary adjustments. The CCAS salary adjustments will be effective the first full pay period in January. Payouts will consist of three general sections: General Pay Increase (GPI), Contribution Rating Increase (CRI) and Contribution Award (CA).

b. Total Army Performance Evaluation System (TAPES) Employees:

Evaluation period varies, based upon employee GS level. Senior System (GS 13-15) rating cycle 1 July - 30 June; Senior System (GS 09-12) rating cycle 1 November - 31 October; Base System (GS 1 – 8) 1 March – 28/29 February.

At the end of the evaluation period, all Senior System employees must provide significant accomplishments/contributions on TAPES Support Form, (DA 7222-1, Part IVc) to the supervisor within 15 days of the end of the rating period.

Supervisors will prepare the DA 7222, developing comments under sections Part V (Values) and Part VI (Performance Evaluation), to include establishing a rating for the evaluation cycle. The supervisor signs and gives the rating package to the Senior Rater, who will complete Part VIII (Senior Rater Comments), to include establishing an Overall Performance Rating. The Senior Rater signs and returns the evaluation to the Rater for discussion with the employee and signature.

For Base System employees, at the end of the rating period, the rater will prepare the DA 7223, completing Part Va (Values) and Part Vb (specific factor ratings). After signing, the Rater gives the evaluation package to the Senior Rater who establishes the Overall Performance rating in Part VIa and provides comments on Performance/Potential in Part VIb. The Senior Rater returns the evaluation to the Rater for discussion with the employee and signature.

Total Army Personnel Evaluation System (TAPES) Employees: All employees rated at Successful Level 3 or higher are eligible for consideration for Performance Awards. Awards can be given in one of three (3) categories: Percentage of Salary, Quality Step Increase (QSI) or stated dollar amount. PEO Directors and PMs have the authority to approve Performance Awards up to 3% of salary or \$1,500.00. The PEO must approve any percentage or dollar amount over this authority. Award amounts and type are indicated on the Form 7222 for Senior System employees and Form 7223 for Base System employees. (Reference AR 672-20, Incentive Awards and AR 690-400, Total Army Performance Evaluation System (TAPES).)

Section 4 - Awards.

The PEO Business Management Directorate will maintain a PEO EIS Award database and must receive copies of all awards (Special Act, OTS, Time off, Performance, non-monetary, Honorary, etc.). All awards that required PEO or DPEOs signature must be reviewed by the PEO Business Management Directorate.

a. Special Act or Service Awards:

A Special Act or Service Award is a cash award given to recognize a meritorious personal effort, act, service, scientific or other achievement accomplished within or outside assigned job responsibilities. The act, service or achievement must result in either tangible or intangible benefit to the Department of the Defense, Army, or PEO EIS. DA Form 1256 is used to submit requests. Employees under AWPD and TAPES are eligible for Special Act or Service Awards.

The justification and citation must focus on a particular accomplishment. PEO Directors and PMs have the authority to approve Special Act or Service Awards up to \$1,500.00. Any amount over this authority route through BMD to PEO for approval. (Reference Army Regulation 672-20, Incentive Awards.)

b. Time Off (TO) Awards:

Employees may be granted up to 80 hours of time off during a leave year without charge to leave or loss of pay as a reward for achievements or performance contribution to the Army or PEO

mission. The Time Off Award may be granted in amounts up to 40 hours for a single contribution using DA Form 1256 to document the action. The supporting justification and citation must focus on a particular accomplishment.

c. On-the-Spot (OTS) Awards:

The OTS cash award is a small Special Act or Service Award (\$50.00 - \$500.00), which may be approved by a supervisor for day-to-day accomplishments by subordinate employees. Use DA Form 1256 to document this award. Justification should only be three to four lines and citations are not given for this award.

d. Specific Honorary Achievement Awards.

Specific honorary (non-monetary) Achievement Awards can be initiated anytime at the discretion of the PEO, PM, or Director to recognize individual or team performance. Awards do not require competition and are designed for recognition of outstanding performance. Possible awards include: Decoration for Exceptional Civilian Service (Sec Army approval); Meritorious Civilian Service Award (Sec Army approval); Superior Civilian Service Award (PEO approval); Commander's Award for Civilian Service, Army Achievement Medal for Civilian Service, Army Certificate of Achievement, Army Certificate of Appreciation (all by DPEO/Director/Project Manager approval); PEO EIS Certificates of Achievement or Appreciation (PEO approval); and Letter of Achievement or Appreciation from supervisor. Unless otherwise noted, a DPEO, PMs, and Directors can approve the award, but the PEO signs all associated certificates.

All EIS civilian and matrix personnel are eligible for specific honorary Achievement Awards. Nominations for matrix employees must be coordinated with the parent organization. Contractors are only eligible for PEO EIS Certificate of Achievement or Appreciation.

e. Employee of the Year Award:

Employee of the Year Award is awarded annually by the PEO for outstanding contributions to the organization's mission for the past 12 months. The award is issued in three (3) categories: senior staff (NH/GS-9 thru 15); administrative (NK/NJ/GS-1 thru 8); and military. An order of merit list is determined by a PEO EIS Awards Committee, and is forwarded to the PEO for selection of the employees of the year. All EIS civilian, military, and matrix personnel are eligible for the Employee of the Year Award. Contractors are not eligible.

Each Directorate and/or PM may nominate one individual for this award. The PEO is the final approval authority for the Employee of the Year.

Section 5 - Leave.

A. Procedures:

A leave request should be submitted to and approved by the position of record supervisor. As an exception, if an employee is on a special assignment or detail, the leave request should be approved by the supervisor of the special assignment/detail.

Proper leave request procedures are as follows:

1. Leave request should be approved prior to departure from duty station.
2. Annual leave will be requested by submitting a SF 71 prior to the leave period or, if an emergency, by verbal communication with the supervisor and followed up with a SF71 upon return.
3. Sick leave will be requested by submitting a SF 71 prior to the leave period or verbal communication with the supervisor within 2 hours after the tour of duty has begun (if calling in for emergency). The supervisor may request acceptable evidence that the employee is incapacitated for the performance of duties due to illness or injury.
4. If an employee does not have sufficient annual or sick leave, then a written (SF 71) or verbal (if calling in for emergency) request for Leave Without Pay (LWOP) must be made to the supervisor. Advanced leave must be requested in writing to supervisor and supervisor must approve in writing prior to the requested timeframe.

B. Definitions:

Annual – Annual leave is absence with pay for personal and emergency purposes. An absence that is otherwise chargeable to sick leave may be charged to annual leave if requested by the employee and approved by the supervisor. The amount of annual leave earned depends on the length of service. Full-time employees with less than 3 years of service earn 4 hours of annual leave per biweekly pay period. Full-time employees with 3 years, but less than 15 years of service, earn 6 hours per biweekly pay period. In the last full pay period of the calendar year, they earn 4 additional hours. Full-time employees with 15 or more years of service earn 8 hours per biweekly pay period. Employees must be employed for the full biweekly pay period to be entitled to accrue annual leave for that period. Annual leave may be changed to sick leave, if the employee becomes ill during a period of annual leave.

Sick - Sick leave is provided for an employee's use when sick, injured, confined by pregnancy, required to give care to a member of his or her immediate family who is afflicted with a contagious disease, or for medical, dental, or optical appointments. Full-time employees earn 4 hours of sick leave for each full biweekly pay period. They may not earn more than 4 hours of sick leave for 80 hours in a pay status.

Advance Leave - In cases of serious disability or illness, employees, except those serving under a limited appointment or with a specified termination date, may be advanced up to 30 days sick leave, or equivalent for uncommon tours of duty. Employees should submit requests in writing for advance sick leave to the leave-approving official. Advance sick leave should not be granted if it appears likely that the employee will not return to duty long enough to accrue sufficient leave to pay back the advance. Employee separating from federal service must repay any advanced sick leave unless the separation is caused by death, disability retirement, or a disability which prevents the employee from returning to duty.

Overtime - Regular overtime work means overtime work that is scheduled and approved (by supervisor) prior to the beginning of an employee's regularly scheduled administrative workweek. Regular overtime is authorized for full-time, part-time and intermittent employees (an intermittent work schedule is appropriate when work is unpredictable and sporadic). Instances of repetitive regularly scheduled overtime should seldomly occur, and should be used to meet emergency/critical conditions. Supervisors and/or timekeepers must monitor and document all overtime, scheduled and approved, by using DA form 5172-R (Request Authorization and Record of Overtime).

Compensatory time - Compensatory time off in lieu of overtime pay derives from entitlement to pay for overtime work. (i.e. work in excess of 8 hours in a day or 40 hours in a week, requested in advance by supervisor). At the request of an employee, the head of an agency may grant an eligible employee compensatory time off from the employee's scheduled tour of duty instead of payment for an equal amount of time spent in irregular or occasional overtime work. Supervisors and/or timekeepers must monitor and document all Compensatory time, scheduled and approved, by using DA form 5172-R (Request Authorization and Record of Overtime).

Court Leave - Employees are authorized court leave with pay when summoned in connection to serve as a juror; or as a witness in a nonofficial capacity on behalf of any party in connection with any judicial proceeding to which the United States, the District of Columbia or a state or local government is a party. A certificate of attendance from the clerk of the court must also be submitted with the time and attendance report before it can be certified in the DCSP Payroll System.

Leave Without Pay (LWOP) - LWOP is a temporary non-pay status and absence from duty granted by the supervisor at the employee's request. Employee requests for paid leave absence, such as annual or sick leave, when such absence converts to LWOP because of insufficient leave available, are considered to be requests for LWOP. LWOP should not be confused with AWOL. LWOP is a temporary non-pay status and absence from duty that is approved by the agency or supervisor upon the employee's request. Approved LWOP is a matter of discretion of the agency or supervisor and employees are not entitled to it as a matter of right.

Absent Without Leave (AWOL) - An absence from duty which is not authorized or approved or for which a leave request has been denied, (including leave that is not approved pending submission of required documentation) is properly charged as AWOL. (Disciplinary action may

be taken on the basis of AWOL; see below). A charge of AWOL does not necessarily mean that the employee has insufficient reason for requesting leave but that the employee's presence was required and the reason for requesting leave was one for which approval is not mandatory; or the employee is on a leave restriction letter that identifies specific conditions for leave approval, and the employee's request does not conform to the conditions. AWOL shall be charged on the time and attendance report and leave record for the exact amount of time the employee is AWOL. Recording an absence as AWOL is not itself a disciplinary action; however, a pattern of absences without prior approval or an extended AWOL can be the basis for initiating a disciplinary/adverse action.

The Family Friendly Leave Act - A full-time federal employee may use up to 104 hours (13 days) of sick leave in a leave year for family care or bereavement. The full-time employee may use 40 hours (5 days) of sick leave without regard to his or her current sick leave balance. An additional 64 hour (8 days) may be use if the employee maintains a balance of at least 80 hours of sick leave in his or her sick leave account. "Family member" is defined as: Spouse and parents thereof; children, including adopted children and spouses thereof; parents; brothers and sisters and spouses thereof; and any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

Family and Medical Leave Act of 1993 (FMLA) - Under the Family and Medical Leave Act of 1993 (FMLA), most Federal employees are entitled to a total of up to 12 workweeks of unpaid leave during any 12-month period for the following purposes: the birth of a son or daughter of the employee and the care of such son or daughter; the placement of a son or daughter with the employee for adoption or foster care; the care of spouse, son, daughter, or parent of the employee who has a serious health condition; or, a serious health condition of the employee that makes the employee unable to perform the essential functions of his or her position.

1. Under certain conditions, an employee may use the 12 weeks of FMLA leave intermittently. An employee may elect to substitute annual leave and/or sick leave, consistent with current laws and OPM's regulations for using annual and sick leave, for any unpaid leave under the FMLA.

2. Advance Notice: An employee must provide notice of his or her intent to take family and medical leave not less than 30 days before leave is to begin or, in emergencies, as soon as practicable.

3. Medical Certification: An agency may request medical certification for FMLA leave taken to care for an employee's spouse, son, daughter, or parent who has a serious health condition or for the serious health condition of the employee.

C. Alternative Work Schedule (AWS) Program

1. Definition:

The objective of an Alternative Work Schedule (AWS) program within PEO EIS is to fully support mission accomplishment while improving the efficiency and productivity of operations, enhancing personnel recruitment and retention, reducing absenteeism, decreasing overtime

expenses, fostering energy conservation through reduction of commuter traffic and furthering employee job satisfaction and morale by improving the quality of work life. Use of the AWS program must not disrupt the operations nor impede successful accomplishment of the PEO EIS mission i.e. the working hours of each employee must meet the needs of the mission of the organization. If the Program Executive Officer (PEO) finds that a particular AWS program has an adverse agency impact, the PEO may discontinue the particular AWS program.

Core Time - The designated hours during which all personnel must be present for duty. Core hours for PEO EIS are 0900-1500 hours with a 30-60 minute lunch period.

Lunch Period - All employees will be provided a lunch period of at least 30 minutes but no more than 60 minutes during the work day between 1100-1300. The lunch period will not be taken at the beginning or end of the workday to permit an employee to arrive late or leave early without charging leave. Employees are not permitted to work through lunch for purposes of overtime or early departures.

2. Types of Work Schedules:

a. **Flexible Work Schedule** - Includes core hours and days when an employee must be present for work and designated hours during which an employee may elect to work to complete the basic (non-overtime) work requirement. The Flextime workweek in PEO EIS consists of 5 workdays, 8 hours a day, with arrival hours between 0600-0900 and departure hours between 1500-1800. Variations to the FWS will be requested in advance and approved by the employee's supervisor.

b. **Compressed Worked Schedule (CWS)** - Is a fixed work schedule which fulfills the basic 80 hr work requirement within 9 workdays. The CWS in PEO EIS has fixed arrival hours between 0600-0900 and fixed departure hours between 1530-1830. No day-to-day variation of arrival or departure time is authorized under the CWS program.

It may be necessary, because of the nature of the work performed, to require certain individuals of organizational elements to remain on the basic work week i.e. 8 hours a day, 5 days a week. This determination is made by the employee's supervisor.

3. Procedures:

Timekeepers/Alternates - Timekeepers or Alternates will maintain a schedule of work for each employee. For employees participating in the CWS Program, a Work Schedule Change Request form will be prepared and submitted to the CSR whenever there is a change in an employee's schedule of duty hours. The request must be submitted week prior to when the change is to occur.

Annual and Sick Leave - The policies and procedures for requesting annual and sick leave will remain the same except the amount of leave taken for the entire day will be recorded as 8 hours for the 8 hour day and 9 hours for the 9 hour day.

Holiday Pay - The policy and procedures for work required on a designated holiday will remain the same. The employee, if required to work a full shift on a holiday, is entitled to 8 hours holiday pay if the holiday falls on a scheduled 8-hour workday and 9 hours pay if the holiday falls on a scheduled 9-hour workday.

Holiday - When a designated holiday falls on a full-time employee's scheduled non-workday, the following rules apply when determining "in lieu of" holidays unless the supervisor and employee make other arrangements to reschedule the employee's day off: (1) Non-workdays other than Monday. If a holiday falls on a scheduled non-workday of the employee, the employee's preceding workday will be designated "in lieu of" holiday. (2) Monday non-workday. If a holiday falls on the Monday non-workday of an employee, the subsequent workdays will be the employee's designated "in lieu of" holiday.

Excused Absence - Excused absence from duty may be administratively authorized without loss of pay and without charge to leave, e.g., the installation is closed or employees are released early because of inclement weather. If such absence is authorized during an employee's regularly scheduled day off on a CWS, employees will not be given equivalent time off at a later date.

Court Leave - Supervisors will determine on a case-by-case basis whether an employee will remain on CWS or convert to the basic workweek while on court leave. If an employee is a member of a bargaining unit and the CBA provides specific rules on making this determination, the CBA rules will be used.

Travel and Training - If working a CWS is not feasible during training or TDY, employees should revert to a traditional 5-day, 8-hour schedule for that period(s). Supervisors will determine on a case-by-case basis whether an employee will remain on CWS or convert to the basic work week while in TDY or training status.

Chapter 2 Military Personnel Management

Section 1 - Personnel Requisitions.

Military Personnel Requisitions must be submitted as soon as a loss is known (PCS or retirement). A DA Form 872, Requisition for Individual Officer Personnel, will be used for officers. Noncommissioned officers will be requisitioned using a memorandum. Both types of requisitions are forwarded to the PEO EIS, Administrative NCO, for review and processing.

Section 2 - Leave.

Completed DA Form 31 must be submitted to the PEO EIS Administrative NCO for submission to Battalion at least 5 days prior to the start of the desired leave time. This lead-time will permit proper processing and unit manning reporting. (Not applicable at Ft. Monmouth, NJ.) Approving authority for all leaves and passes is the Military DPEO.

Section 3 - Evaluations.

OER/NCOER – Reports that are evaluated by the PEO and/or Deputy PEO must be submitted to the Administrative NCO at the end of the rating period. OERs must be accompanied with the Officer Support Form. Reports will be submitted with suggested Senior Rater bullets and comments. OERs that are Senior Rated by the PEO will be processed as follows:

(1) A completed OER will be prepared on a disk.

(2) Disk and Support Forms will be turned in to the PEO Administrative NCO for processing. 5 copies of the front page only, signed by the applicable rater and the ratee, must accompany the disk.

Section 4 - Awards.

a. The processing times and approving authorities for each type of military award are listed below. Processing time begins upon receipt by the Administrative NCO.

(1) Army Achievement Medal (AAM) – 30 days from the desired presentation date.
Approving Authority: PM, DPEO, PEO.

(2) Army Commendation Medal (ARCOM) - 45 days from desired presentation date.
Approving Authority: DPEO, PEO.

(3) Meritorious Service Medal (MSM) – 60 days from desired presentation date.
Approving Authority: PEO.

(4) Legion of Merit (LOM) – 90 days from desired presentation date. Approving Authority is the Administrative Assistant to the Secretary of the Army. However, it is recommended that block #24-26 (Approving Authority) on the award recommendation be left blank.

b. Specific Achievement Awards. PEO EIS Certificates of Achievement or Appreciation (PEO Approval and signature).

c. Employee of the Year Award. (Refer to Chap 1, Section 4, Para. f.)

Chapter 3 Workforce Development

Section 1 - Acquisition Career Record Brief (ACRB).

The ACRB is a "paper" display of personal and position acquisition data for all Army Acquisition, Technology & Logistics (AT&L) Workforce members. Most PEO EIS positions, except Administrative/Clerical, are AT&L Workforce positions.

All civilian AL&T Workforce employees are required to have a current ACRB in the DACM database. To meet this requirement:

(a) New employees refer to website: <https://rda.rdaisa.army.mil/cappmis>. Print blank ACRB, fill in to the best of your knowledge (include copies of supporting documentation, provide a resume or SF 612 to describe job responsibilities for each position entered in Section IX, Assignment History), employee signs, dates and supervisor initials next to employee signature. ACRB is forwarded to your appropriate PEO EIS, Business Management Directorate Point of Contact for processing.

(b) To update ACRBs, current employees refer to website: <https://rda.rdaisa.army.mil/cappmis>. Print current ACRB, update by hand writing changes on ACRB (include copies of supporting documentation for each change. If you are making a correction to Section IX, Assignment History, a resume or SF 612 must be included describing job responsibilities and length of time), employee signs, dates and supervisor initials next to employee signature. ACRB is forwarded to your appropriate PEO EIS, Business Management Directorate Point of Contact for processing.

Section 2 - Individual Development Plan (IDP).

The IDP is a critical document in identifying and tracking an acquisition professional's career objectives in the areas of experience, education and training. The Plan records short-range (2 year) and long-range (5 year) education and training objectives. All military and civilian employees are required to have an IDP. The IDP shall be updated annually or more frequently as developmental or educational needs change.

(a) All AL&T Workforce employees: An automated process has been created to facilitate the development and modification of IDPs. The automated IDP may be found on the website: <https://rda.rdaisa.army.mil/cappmis>. New employees must be added to the supervisor module by their supervisor or organization POC before submitting an IDP for approval.

(b) Non-Acquisition employees: Employees should use the format in Appendix C to establish an IDP. Complete the IDP and submit to your supervisor for review and approval. IDPs are retained in hard copy by the supervisor and employee.

Section 3 - Training.

DAU courses must be listed on the IDP and approved by the supervisor before registering for a course. After the IDP is approved by the supervisor, the employee registers for DAU courses

using the ATRRS Internet Training Application System (AITAS) at:
<https://rda.rdaisa.army.mil/cappmis>.

For training other than DAU/acquisition certification, employees must submit DA 1556 (Request Authorization, Agreement, Certification of Training and Reimbursement) through the chain of command to the Training Officer, Business Management Directorate or appropriate Training Officer. If travel is involved, a completed DD 1610 (Request and Authorization for TDY Travel of DoD Personnel) should also be submitted. All travel funding must be provided by the parent organization/office. The commitment of training funds will be based upon organizational mission requirements and operational priorities.

Section 4 – Canceling Acquisition (DAU) Training.

If an employee cannot attend a DAU class for which they have a reservation, the employee must cancel the reservation with the Army Registrar at least five working days prior to the class start date. Last minute cancellations should only occur for valid emergencies. Cancellation due to mission (unless extremely exceptional in nature) is not a valid reason for canceling less than five working days prior to the start date.

The Army Registrar must receive the request to officially cancel the student's reservation through the Army Training Requirements and Resources Internet Application System (AITAS) to prevent a no-show from being recorded.

Supervisors are responsible for ensuring employees request cancellation of DAU training in a timely manner. Supervisors must approve all cancellation requests via AITAS. Verbal notification to the supervisor or Acquisition Career Manager does not constitute a cancellation.

When a student is recorded as a no-show, notification will be sent to the student and supervisor requesting a justification. Justifications must be received within 14 days of the notification. If it is determined that a valid reason existed for the student no-show, sanctions will not be imposed against the student. A confirmed no-show with no valid reason will be denied registration in future offerings of the course for a period of six months following the occurrence. (Ref: DACM Memorandum, dated 30 March 2004, subject: Procedures of Canceling Defense Acquisition University (DAU) Training).

Section 5 – Acquisition Certification.

All Acquisition Workforce employees are required to meet certification requirements based on the designated certification level of the encumbered position. Employees assigned to a new position and not certified have 18 months from the date of assignment to obtain the correct certification level. Certification is achieved by meeting experience requirements, education levels, and completing DAU courses for the specific career field and level of certification required for the position. Certification requirements are located in the DAU catalog, Appendix B. <http://www.dau.mil/catalog>.

Section 6 - Continuous Learning Points (CLPs).

Acquisition, Logistics & Technology (AL&T) Workforce members (military and civilian) shall acquire a minimum of 40 continuous learning points (CLPs) annually as a goal and a mandatory 80 CLPs every two years. Members who are not certified for their position of record must still comply with the CLP requirement. Members may count acquisition certification training towards continuous learning points. The CLP cycle date is recorded on the IDP and ACRB. New personnel accessed into the workforce will have a CLP cycle date effective on the date they enter the workforce and will be for a two-year period.

Continuous Learning Points are documented on the IDP. Supervisors must verify that activities have been completed, then approve and assign points based upon the guidelines in Appendix D. Points can only be awarded in the year accomplished. The approved Continuous Learning Point total will be automatically updated on the ACRB from the IDP on a weekly basis. Once 80 CLPs are approved on the IDP, the ACRB will be automatically updated to indicate achievement of Continuous Learning Standard.

Supervisor comments on the employee achievement or non-compliance with CLP may be made in the CCAS Leadership/Supervisor contribution factor on annual evaluations or in Part VI of the TAPES Form 7222.

Section 7 - Rotational/Development Assignment Program (RDAP).

The RDAP is a voluntary internal PEO EIS program designed to support critical organizational mission requirements and the AAW objective of developing a highly skilled multi-functional workforce with strong leadership and managerial skills. The Program Executive Officer, with input from the staff directorates and/or PM offices, will identify developmental opportunities. After approval of opportunities by the PEO, an announcement will be made to the workforce requesting interested employees submit a resume, ACRB, and a statement of career field interest.

A Selection Board will be convened to review applications and develop a recommended assignment list. The PEO is the approval authority for RDAP assignments. After notification of selection, a Developmental Assignment Agreement will be completed by the gaining supervisor and the RDAP employee to identify the developmental duties and objectives for the position. The gaining and losing supervisors and RDAP employee will sign the agreement within 14 days of the assignment start date and update the IDP as required. Agreement format is at Appendix E.

Assignments will be for 120 days to 12 months and will not incur PCS expenses. The gaining organization will pay any TDY or training expenses and the losing organization will continue to pay salary. Backfill for the losing organization will only be authorized through another rotational assignment or, as required, the detail/temporary promotion of an employee currently assigned to the organization. Requests for such backfill must be submitted to the PEO EIS Director BMD for approval.

Section 8 - Sabbatical Program.

Under the provisions of the Acquisition Workforce Personnel Demonstration, employees have the opportunity to participate in a Sabbatical Program. The employee-selected program must be in a study or work experience that will contribute to the individual's development and the organization's effectiveness. Eligible employees will identify an appropriate sabbatical opportunity and apply through the supervisory chain. A PEO EIS Selection Board then reviews the application. The Board forwards a recommendation to the PEO, who makes the final decision. Possible sabbaticals include training with industry; on-the-job work experience with public, private or nonprofit organizations; participating in academic or industrial positions; and full-time technical or managerial research. Sabbaticals must be at least three but no longer than twelve months in duration.

Appendix A - References.

Acquisition Workforce Personnel Demonstration (AWPD) Army Operating Procedures (AOP)

AR 690-400, Total Army Performance Evaluation System (TAPES)

AR 672-20, Incentive Awards

ACRB website: <https://rda.rdaisa.army.mil/cappmis>

IDP website: <https://rda.rdaisa.army.mil/cappmis>

Non-acquisition employees sample of an IDP (Appendix C)

OPMs Federal Leave System

DoD 7000.14-R, Volume 8, Civilian Pay Policy & Procedures, Aug 99

Defense Acquisition University Course Catalog: <http://www.dau.mil>

Appendix B - Forms

AWPD Employee Support Form (Part IV)

AWPD Employee Self-Assessment Form (Part III)

AWPD Supervisor Assessment Form (Part II)

DA Form 7221-1, Senior System Support Form

DA Form 7222, Senior System Civilian Evaluation Report

DA Form 7223-1, Base System Civilian Performance Counseling Checklist

DA Form 7223, Base System Civilian Evaluation Report

DA Form 872, Requisition for Individual Officer Personnel

DA Form 31, Military Leave Request

Standard Form 71, Leave Request

Appendix C

**NON – ACQUISITION WORKFORCE
INDIVIDUAL DEVELOPMENT PLAN**

Name: _____ **Career Path/Broadband Level:** _____

Title: _____ **Series:** _____

Training Completed with the last 12 months:

Training to be scheduled/or scheduled:

Long term Training Plan (5 years):

Short term Training Plan (1-3 years):

Supervisor Signature/Date

Employee Signature/Date

Appendix D Guidelines for Granting Continuous Learning Points

CREDITABLE ACTIVITIES	POINT CREDIT (see note)
Academic Courses	
Quarter Hour	10 per Quarter Hour
Semester Hour	10 per Semester Hour
Continuing Education Unit (CEU)	10 per CEU
Equivalency Exams	Same points as awarded for the course
Training Courses/Modules	
DAU Courses/Modules	10 per CEU (see DAU catalog) or:
<ul style="list-style-type: none"> • Awareness Briefing/Training—no testing/assessment associated • Continuous Learning Modules—testing/assessment associated 	.5 point per hour of instruction
Other Functional Training	1 point per hour of instruction
Leadership or Other Training	1 point per hour of instruction
Equivalency Exams	Same points as awarded for the course
Professional Activities	
Professional Exam/License/Certificate	10-30 points
Teaching/Lecturing	2 points per hour; maximum of 20 points per year
Symposia/Conference Presentations	2 points per hour; maximum of 20 points per year
Workshop Participation	1 point per hour; maximum of 8 points per day and 20 points per year
Symposia/Conference Attendance	.5 point per hour; maximum of 4 points per day and 20 points per year
Publications	10 to 40 points

Note - All activities may earn points only in the year accomplished, awarded or published.

Appendix D Guidelines for Granting Continuous Learning Points (continued)

CREDITABLE ACTIVITIES	POINT CREDIT (see note)
Experience	
On-the-Job Experiential Assignments	Maximum of 20 points per year
Rotational Assignments	Maximum of 40 points per year
Training With Industry	Maximum of 40 points per year
IPT/Special Project Leader	Maximum of 15 points per year
IPT/Special Project Member	Maximum of 10 points per years
Mentor	Maximum of 5 points per year
Assignment Length (Rotational Assignments or Training with Industry)	Recommended Points
12 Months	80
9 Months	60
6 Months	40
3 Months	15
2 Months	10
1 Month	5

Appendix E

Developmental Assignment Agreement

Name:

Current Duty Title:

Phone:

Current Organization:

Current Supervisor:

New Assignment Title:

Gaining Organization:

Gaining Supervisor:

Length of Assignment:

Developmental Assignment duties:

Participant objectives for this assignment:

Areas to consider when developing your objectives:

1. Broaden and enhance management and/or leadership skills in any Acquisition Career Field.

2. Develop multi-functional acquisition skills and competencies.
3. Provide opportunities for increased levels of responsibility.
4. Gain required experience necessary to become certified in another acquisition career field.
5. Enhance skills through specialized acquisition/leadership on-the-job training.

Note:

Definition of success: Successful completion of a developmental assignment entails achievement of the participant's objectives over the specified developmental assignment period.

Participants should update their IDP to include the objectives of this assignment.

Complete, sign and return to Debbie Lee, Business Management Directorate within 14 days of assignment start date.

Participant signature

Date

Gaining Supervisor signature

Date

Position of Record Supervisor

Date