

POLICY AND PROCEDURES FOR ARMY ACQUISITION CORPS ELIGIBLE STATUS

- I. **PURPOSE:** To establish policy and procedures for obtaining Army Acquisition Corps Eligible (CE) status. This document supersedes all previous documents and correspondence related to CE status.
- II. **EFFECTIVE DATE:** The effective date of this policy is June 5, 2001.
- III. **REFERENCES:**
 - A. Title 10, United States Code, Chapter 87 Defense Acquisition Workforce, Section 1701-1764, Defense Acquisition Workforce Improvement Act (DAWIA) of 1990.
 - B. DOD 5000-52-M, November 1995, Acquisition Career Development Program.
 - C. DODD 5000.52 Directive, October 25, 1991, Defense Acquisition Education, Training, and Career Development Program.
 - D. Memorandum, SAAL-ZAC, dated June 5, 2001, Subject: Army Acquisition Corps Membership Policy Change.
- IV. **EQUAL EMPLOYMENT OPPORTUNITY (EEO):** The Department of the Army (DA) is an EEO Employer. All qualified applicants are considered for all programs and positions without regard to race, color, sex, national origin, age, religion, physical or mental handicap.
- V. **OBJECTIVE:** To identify the upcoming population of acquisition professionals; determine their eligibility for Army Acquisition Corps (AAC) membership; provide opportunities for career enhancement in preparation for assuming senior leadership positions; streamline the AAC accession process; and identify an applicant pool for specific AAC position announcements and centralized boards.
- VI. **ELIGIBILITY:** CE membership is not restricted by grade or status. Membership is open to members of the Army Acquisition and Technology Workforce (A&TWF), other government agencies, and the private sector

who meet the Acquisition Corps statutory requirements and who are Level II certified or have level II training in an acquisition career field.
(Application form attached.)

VII. **DESCRIPTION:** References dictate specific requirements for AAC membership; i.e., 4 years acquisition experience; a baccalaureate degree; 12/24 semester credit hours in business; level II certification or level II training in an acquisition career field. Requirements for CE membership are identical to those for AAC membership. (NOTE: Level III certification is required within 18 months of occupying a CAP.)

VIII. **OPPORTUNITIES/BENEFITS:**

A. CE status verifies that the minimum qualification for AAC membership have been met and expedites accession into the AAC if selected for a CAP.

B. Army A&TWF members at the GS-13/equivalent personnel demonstration project broadband with CE status ***and level III certification*** are offered a number of career-enhancing opportunities. The most prestigious of these is the opportunity to join the AAC. They are also afforded competitive and non-competitive education, training, and experience opportunities, to include high-level leadership courses and graduate degree programs as described in the Acquisition, Education, Training and Experience Catalog. Qualified CEs may also apply for Project and Product Manager selection boards, and the Competitive Development Group (CDG) program.

IX. **PROCESS:**

A. CE membership is an open announcement in which applications are accepted continuously.

B. All personnel who apply and are awarded CE status will receive a letter of acceptance. Once the letter of acceptance is signed, CE status will be annotated on the Acquisition Career Record Brief (ACRB), the authenticated record of an individual's acquisition training, experience and education.

C. Applicants who are not accepted will be informed by a letter that specifies the requirement(s) determined not to have been met. Once the requirement(s) is met, applicants may reapply. If reapplication is made within 30 days from the date of the letter of notification, documentation verifying that the requirement(s) in question has been met is all that is

required. Verifying documentation should be attached to a copy of the letter that notified the applicant of the unmet requirement(s). If applicants reapply after the 30-day period, the entire package must be resubmitted.

D. To be reviewed, applications must be completed and accompanied by the appropriate documentation as stated on the attached CE Application form. It is the responsibility of applicants to obtain an ACRB or to ensure that their ACRB is current.

//original signed//

FRANK C. DAVIS
Colonel, GS
Acting Deputy Director
Acquisition Career Management

Attachment