

ACQUISITION DATA UPDATE TOOL IN CPOL

Steps to Use the Tool

The tool was created to assist organizations to manage their acquisition workforce. With the centralization of the CPAC/CPOC offices, many organizations are not collocated with the personnelists. Also, unless organizations are located in areas where there are a large number of acquisition workforce members, the CPAC/CPOCs may or may not be aware of the special requirements to code and recruit for these positions or it was a low priority task. Therefore, there were a lot of errors in the coding of acquisition positions. This tool allows organizations to make the corrections in a timely manner so they can be accurately captured in the Civilian Acquisition personnel Management Information System (CAPP MIS) during our bi-monthly build. The proper coding affects acquisition workforce members' priority for certification classes as well as for special acquisition training opportunities. It also cuts down on the frustration of the acquisition workforce supervisors and employees. Before using the tool, you should establish a procedure internally that addresses who will have access to the tool; document why the change is being made; and most importantly, apply the rules consistently to anyone who occupies the Position Description associated with the information being changed.

1. Go to CPOL Portal and login. <http://cpol.army.mil/>
2. Click on the "Manager" Tab at the top of the screen. If you only see "Home" and "Employee", you do not have access to the tool. Since this tab gives you access to all data within DCPDS for all assigned employees, access is limited by organizations. To gain access, your organization must work with your local CPAC.
3. Click on "Go!" in the Employee Data box.
4. At the bottom left of the screen, you will see a list of your employees. Click on an employee name that is coded acquisition. Those who are coded acquisition will have Acquisition Data Update as the third item under the employee's name.
5. You can update the following fields using the tool: Acquisition Career Level Required (No Change, Level I, Level II, Level III); Acquisition Position Category/Career Category (No change, all career position categories are listed, select one). Other fields that can be changed are: Acquisition Position Indicator; Special Acquisition Assignment; Acquisition Warrant Type; Acquisition Warrant Type To Date; Contracting Officer Obligor Limit; Contracting Officer Primary Warrant Type; Acquisition Job Specialty 1; Acquisition Job Specialty 2; Intern Program Indicator.
6. Once you make the changes, click "Submit" at the bottom of the screen.

Note 1 applies to DCPDS: After changes have been made, the phrase (Pending) will appear behind the value until the update has been processed (approx 1 to 2 business days) and the nightly database refresh has occurred.

Note 2 applies to CAMP/CAPP MIS: Once changes are made in the Acquisition Data Update Tool, they will not show up in CAMP/CAPP MIS until after the next build. Builds are done bi-monthly. See screen shots below:

ACPOL/CPOL Homepage: Army Civilian Personnel On-Line - Windows Internet Explorer

http://www.cpol.army.mil

File Edit View Favorites Tools Help

ACPOL/CPOL Homepage: Army Civilian Personnel On-Line

Cpol
DUAL PERSONNEL ONLINE

The U.S. Army has employed civilians since 1776 in support of men and women in uniform. The Department of Defense is America's oldest, largest, busiest, and most successful "company". Today, with over 250,000 civilian employees, the Army is the Department of Defense's largest federal employer.

Employment Opportunities Around the World

Top Army Initiatives:

- Army Civilian Corps
Established:
[Home](#) | [Closed](#)
- [Quick Guide - CAC](#)
- [Enables DCPDS, My Biz & My Workplace](#)
- [NSPS](#)
Army National Security Personnel System
- Current BRAC Information
- \$2,000 Bonus Expanded to Army Civilians
- No Fear Act Notice

Maintenance Events & System Announcements:

Monthly Maintenance Event - Mar 20 - 22
(Click for downtime information)

Privacy & Security Notice | Website Accessibility Info | Contact Us

Updated Mon, Feb 23, 2009

Done, but with errors on page. Microsoft Outlook Web... https://wa3.army.mil/... https://wa3.army.mil/... ACPO/CPOL Home... 100%

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CPOL Portal 8.1 Desktop - Windows Internet Explorer

https://cpol.army.mil/cpolman/

File Edit View Favorites Tools Help

CPOL Portal 8.1 Desktop

Thursday, March 12, 2009

CPOL > HOME

Library Help Helpdesk

shirley.hornaday

Welcome, shirley.hornaday to the new CPOL Portal! You have successfully logged in.

The CPOL PORTAL is a one-stop site that provides access to all the information you may need as a Civilian Personnel employee. The Portal provides you with access to applications, information, news, benefits and much more. If you are a first time user please access the Portal Help for information on how to browse the Portal.

Library Welcome to the CPOL Library, your resource for knowledge and information.

- Benefits
- Civilian Plans & Strategies
- DCPDS INITIATOR and GHOSTVIEW software
- Emergency HR Guidance
- General Information
- Labor Relations
- Management - Employee Relations
- Mobilization
- NAF - Nonappropriated Fund
- Non-Army Guidance (DoD, OPM)
- PERMISS
- Portal Library Homepage
- Position Classification
- Recruitment & Staffing
- SES - Senior Executive Service
- Training & Leadership Development

Links Welcome to the CPOL Links.

- AKO
- Account Request Information
- Career Management
- Civilian News
- Deputy Chief of Staff, G-1 & Entitlements
- US Army Homepage
- What's New?

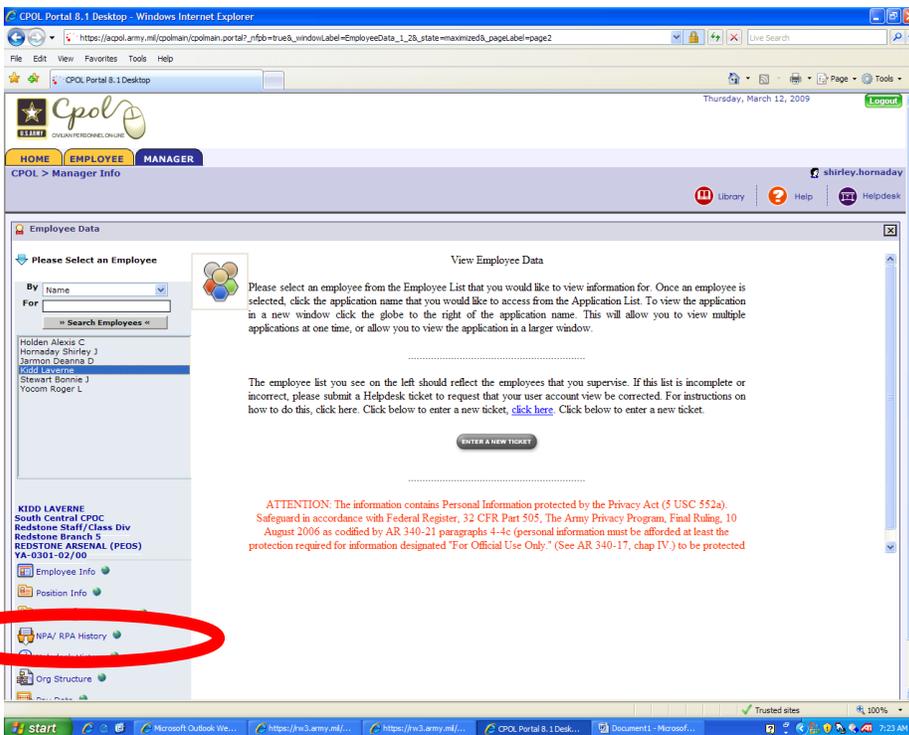
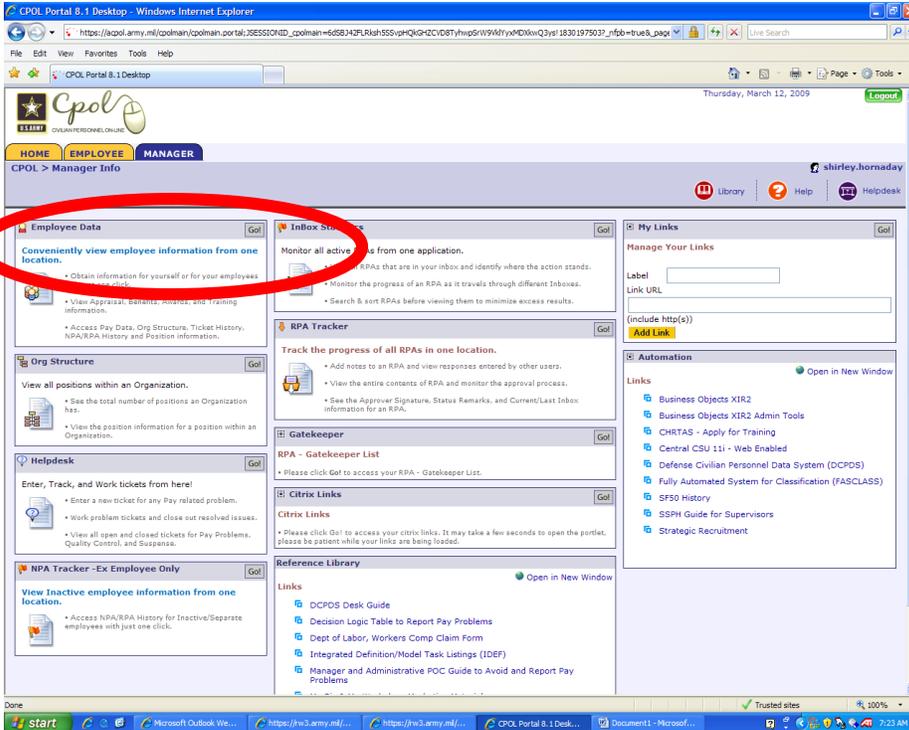
NSPS
National Security Personnel System

RSS Read

Military and Government Computer News Feed

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CPOL Portal 8.1 Desktop - Windows Internet Explorer

https://cpol.army.mil/polman/polman.portal?_rfpb=true&_windowLabel=EmployeeData_1_2&state=maximized&pageLabel=page2

CPOL > Manager Info

shirley.hornaday

Employee Data

Please Select an Employee

Acquisition Data Update

By Name

For

Search Employees

Holden Alexis C
Hornaday Shirley J
Jarmon Deanna D
KIDD LAVERNE
Stewart Bonnie J
Yocom Roger L

KIDD LAVERNE
South Central CPDC
Redstone Staff/Class Div
Redstone Branch 5
REDSTONE ARSENAL (PEOS)
YA-0301-02/00

Employee Info
Position Info
Acquisition Data Update
NPA/ RPA History
Helpdesk History
Org Structure

Name: KIDD, LAVERNE PS-Occ Code- PB: YA-0301-02/00
Target Band: 02
Title: CAREER MGT SPEC (ACQUISITION)
Position Description Number: 200273.1155222

Acquisition Data Update

Title of Data Field	Current Data	Update Data To	Status
Acquisition Career Level Required	(2) Intermediate Level II	-- No Change --	
Acquisition Career Field	(A) Program Management	MODIFIED BY ACQUISITION POSITION CATEGORY DROPDOWN	
Acquisition Position Category/Career Category	(A) Program Management	-- No Change --	
Acquisition Program Indicator	(9) Non ACAT I, ACAT II, ACAT III, ACAT IV / None of the Above	-- No Change --	
Special Acquisition Assignment	(--)	-- No Change --	
Acquisition Warrant Type From Date		Clear	
Acquisition Warrant Type		Clear	

Thursday, March 12, 2009

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CPOL Portal 8.1 Desktop - Windows Internet Explorer

https://cpol.army.mil/polman/polman.portal?_rfpb=true&_windowLabel=EmployeeData_1_2&state=maximized&pageLabel=page2

CPOL > Manager Info

shirley.hornaday

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Please Select an Employee

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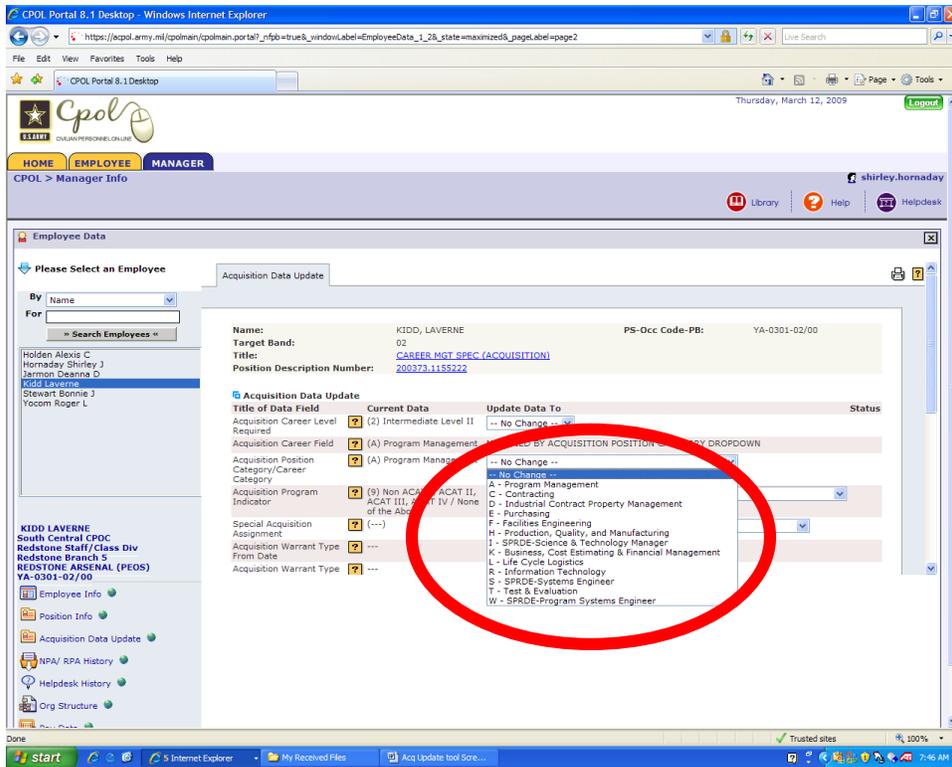
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Acquisition Warrant Type		Clear	

Thursday, March 12, 2009

start Internet Explorer My Received Files Jco Update tool Scre...



After you change the data, scroll to the bottom of the screen and you will see the "Submit" key. After changes have been made, the phrase (Pending) will appear behind the value until the update has been processed (approx 1 to 2 business days) and the nightly database refresh has occurred. Click on Submit.

CPOL Portal 8.1 Desktop - Windows Internet Explorer

https://cpol.army.mil/polman/polman.portal?_rfpb=true&_window_label=EmployeeData_1_28_state=maximized&_page_label=page2

CPOL > Manager Info

shirley.hornaday

Employee Data

Please Select an Employee

By Name

For

Search Employees

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Yocom Roger L

KIDD LAVERNE
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Redstone Staff/Class Div
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REDSTONE ARSENAL (PEOS)
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Acquisition Warrant Type To Date

Contracting Officer Obligating Limit

Contracting Officer Primary Warrant Type

Acquisition Job Specialty 1

Acquisition Job Specialty 2

Intern Program Indicator

Acquisition Position Type/Acquisition Critical Position ID

Acquisition Career Level Achieved

Acquisition Certificate Career Field

Acquisition Authority

Submit

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Acquisition Warrant Type To Date	(---)	Clear	