

6 simple steps to determine your acquisition status and prepare an accurate acquisition profile, electronically

1. Know your Acquisition, Logistics and Technology (AL&T) Workforce status.
 - a. Section I of your Acquisition Career Record Brief (ACRB) identifies your AL&T Workforce status and requirements.
 - b. Section X of your ACRB identifies your AL&T Workforce certification and Continuous Learning Policy (CLP) accomplishments. Ensure your requirements “MATCH” your accomplishments as soon as possible! The Defense Acquisition Workforce Improvement Act (DAWIA) requires your achievement of primary certification within 24 months of placement into an acquisition position. Furthermore, on October 12, 2006, the DACM signed a memorandum establishing a goal for the Acquisition Workforce to achieve 75% certification within 36 months of the memorandum. Your commitment and dedication to reviewing, discussing, and updating your Individual Development Plan (IDP), as well as requesting certification-related training will help us achieve this endeavor. You can read the previous DACM, LTG Yakovac’s, memorandum at http://asc.army.mil/docs/memos/DACM_certification_memo_06.pdf. You should also read the current DACM, LTG Thompson’s AAC Guidance memorandum #1 at http://asc.army.mil/docs/transformation/Director_AAC_Guidance_Memo_1.pdf.
 - f. For certification standards check the DAU catalog: <http://www.dau.mil/catalog/default.aspx>.
2. Ensure your ACRB is up to date and accurate.
 - a. Many items on your ACRB can be updated online using the ACRB edit feature. Check out the “*How To Movie*” which demonstrates how the ACRB edit feature works.
 - b. Ensure all of your completed DAU courses are listed in your training section (ACRB - Section VI).
3. Ensure you have the proper supervisor listed in your IDP, individual module. Please contact your 1st line supervisor to have him or her add you as an employee on their IDP, supervisor module - all they need is your Social Security Number (SSN). Remember – together we can increase certification and become compliant with DAWIA, while achieving the DACM’s goal of 75% certification.
4. Ensure all collegiate accomplishments (i.e. Associate’s, Bachelor’s, and Master’s degrees) are identified on your ACRB, Section VII (Note: USAASC requires student copies of transcripts and/or diplomas in order to update this field on your ACRB). We strongly encourage you to ensure same is reflected in your Civilian Official Personnel File (OPF).
5. Maintain a current and relevant resume; ensure it matches the assignment history of your ACRB.

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6. Know who your Organization's Acquisition Point of Contact (OAP) is, as they can help you with ACRB, IDP and DAU course registration. If you are uncertain, check with your designated Acquisition Career Manager (ACM). You may access a listing of ACMs at <http://asc.army.mil/contact/acms.cfm>.