

Your skills and talents as a civilian acquisition professional are greatly needed.

The Army's Acquisition, Logistics & Technology Workforce is made up of thousands of talented and motivated individuals like you who desire to help the Army reach its mission-critical goals through effective acquisition life cycle management of weapons, information systems, products, facilities and services. If you have a background in budget, engineering, science, business, program management, or information technology, we offer exciting, innovative careers with rapid advancement, world-class training opportunities, and outstanding benefits. Army acquisition professionals are hard at work in almost all of the 50 states, as well as in many overseas locations. We are proud of our trained and ready professionals who operate judiciously in thousands of cutting-edge careers in all of the acquisition career fields.

Civilian Steps to Planning Your Army Acquisition Career

The following will provide you with general information, points of contact, programs, policies, procedures and terminology that are important to your entry into the exciting world of Army acquisition and your continued acquisition career development. This section is broken down into two paths:

Path 1 explains how someone who is not currently employed by the Department of the Army qualifies and applies for the many different types of Army acquisition positions at all levels. (Link to Path 1 Text and associated links)

Path 2 explains to current Army employees and those who are already in Army Acquisition, Logistics and Technology positions- how to continue their career development so they are best equipped to fill future acquisition leadership positions within the Army, Department of Defense (DoD) and other military services. While many of the steps overlap, they are generally sequentially ordered. (See detailed discussion of these steps and Web links in the Career Management Handbook.) (Link to Path 2 Text and associated links)

Path 1 "Acquisition" defined and to how to learn more about jobs in Army acquisition:

1. The Army's Acquisition workforce can best be described as a group of talented professionals charged with ensuring that our Soldiers are equipped with the supplies, services, equipment, weapons and facilities that they need in order to maintain our nation's military superiority. Civilian employees provide most of this support and, unlike their military counterparts, may freely move in and out of these positions (with a few exceptions) as personal decisions and opportunities dictate. These acquisition positions are located both within (CONUS) and outside (OCONUS) the Continental United States.
2. Army acquisition job vacancies are advertised in the same manner as other Federal job vacancies. The Office of Personnel Management USA Jobs' website (<http://www.usajobs.opm.gov/>) is a great first step in this process. A second source is to search for only U.S. Army civilian job vacancies at <http://acpol.army.mil/employment/>. Both of these sites will allow you to

search for jobs by location, job series and/or grade/salary. To find acquisition jobs, you can do a job search specifying the keywords "Army Acquisition" however; this may not yield full results. To further define your search, we have identified certain civilian job series below that are frequently considered acquisition in nature. Although job descriptions vary from organization to organization, there are some job series that are frequently considered as acquisition positions within the Army. These are clustered under general specialty topical areas to give you an idea of the functional role they might play in Army Acquisition. Please read each vacancy announcement carefully to discern full position qualifications as well as any acquisition specific requirements. Click on the Discipline title below for a brief description of the duties performed by these individuals in acquisition positions.

| Civilian Job Series | Likely Associated Acquisition Discipline |
|---|---|
| 0110, 0301, 0343, 0501, 0505, 0510, 0560, 08XX, 1101, 1515, 1520, 1530 | Business, Cost Estimating & Financial Mgmt * |

*** Business, Cost Estimating & Financial Management.** Financial planning, formulating financial programs, administering budgets, accounting for obligation and expenditure of funds, cost performance management of contractors, cost estimating, and advising or assisting commanders, PMs and other officials in discharging all aspects of their responsibilities for business management, in direct support of the Defense acquisition process.

| | |
|------|---------------------|
| 1102 | Contracting* |
|------|---------------------|

*** Contracting.** Creates effective, efficient, and proper business arrangements; has a strategic focus on acquisition; and leverages DoD spending to use taxpayers' money prudently based upon customers' needs. Develops, manages, supervises, or performs procedures involving the procurement of supplies and services; construction, research, and development; acquisition planning; cost and price analysis; solicitation and selection of sources; preparation, negotiation, and award of contracts through sealed bidding or negotiation procedures; and all phases of contract administration; and termination or close out of contracts. Requires knowledge of the legislation, policies, regulations, and methods used in contracting, and knowledge of business and industry practices, sources of supply, cost factors, cost and price analysis techniques and general requirements characteristics.

| | |
|---|--------------------------------|
| 0018,0020, 0028, 0193, 04XX, 0690, 08XX. 1008, 0301, 0340, 1170/1, 13XX | Facilities Engineering* |
|---|--------------------------------|

*** Facilities Engineering.** Life cycle management of DoD installations, facilities infrastructure, civil works projects, airfields, roadways, and ocean facilities. Duties include all facets of facilities engineering from planning through disposal, including design, construction, environmental management, base operations and support,

housing, real estate, and real property management. Duties may require identification, establishment, organization, or implementation of defense acquisition engineering objectives and policies, or establishing specifications. Additional duties may include advising or assisting Commanders, and acting as or advising program managers and other officials as necessary in executing all aspects of their responsibilities for facility management and the mitigation/elimination of environmental impact in direct support of the defense acquisition process. Engineers, scientists, and other professionals usually accomplish these duties. Duties also include oversight and quality management duties that technicians/construction representatives perform.

1103 **Industrial/Contract Property Management***

*** Industrial/Contract Property Management.** Perform Government contract property oversight and surveillance of life-cycle processes and their commensurate outcomes for Government-owned property in the possession of contractors and, in some instances, Government-owned contractor-operated plants. This includes developing policies and procedures for contract property; providing guidance, counsel, and direction to Government and contractor managers and technicians relating to regulatory and contractual requirements for managing contract property; participating in pre-award surveys and post-award reviews; reviewing contracts assigned for property administration; evaluating a contractor's property management system; performing plant clearance functions; and developing and applying property systems analysis programs to assess the effectiveness of contractors' Government property management systems.

0301, 0343, 0391, 0392 **Information Technology***
0392, 0801, 0855, 1101,
1515, 1550, 2210

*** Information Technology.** Individuals in this career path apply laws, policies, directives, and guidance to acquisitions throughout the total life-cycle. They conduct or support requirements analysis, design, development, performance measurement, procurement, lease, outsourcing, verification and validation, certification and accreditation, installation, transition, operations, support, and, where applicable, disposal by applying technical as well as program/project management skills. Technical skills include systems engineering, component engineering, software engineering, computer engineering, and electronics engineering. They support development and application of proven acquisition strategies and procurement planning, solicitation, award, and monitoring.

0301, 0340, 343, 0346, **Life Cycle Logistics***
0801, 1101, 1515, 1670,
2001, 2003, 2010, 2032,
2101, 2130

*** Life Cycle Logistics.** Individuals in this field plan, develop, implement and manage effective and affordable weapons, materiel, or information systems support strategies. Perform a principal joint and/or Component logistics role during the acquisition and operational phases of the system life cycle.

0301, 08XX, 1150, 1151/ **Production, Quality and Manufacturing***

2018, 0028, 0334, 0414,
0660, 08XX, 13XX,
15XX,1910

*** Production, Quality and Manufacturing.** Duties nearly always involve program management or monitoring the manufacturing and production efforts at private sector contractor or Government industrial facilities. Manages QA processes to establish essential quality standards and controls. Develops and executes plans that focus on quality of design, quality of conformance, and fitness for use. Participates from the onset in the integrated product and process development of the weapon system to ensure QA plan(s) are integrated into the system engineering process. Develops policies, procedures and test provisions, and quality requirements in specifications, standards, and solicitations. Evaluates QA during the acquisition process such as in design reviews, functional and physical configuration audits, production readiness reviews, and the milestone reviews supporting the Milestone Decision Authority. Performs process and product oriented reviews and audits. Issues and manages continuous improvement opportunities, corrective action requests, and product quality deficiency reports

0340, 0343, 06XX, 08XX **Program Management***
1101, 13XX, 1515

*** Program Management.** Program Managers (PMs) manage a defense acquisition program. Responsibilities may be broad (e.g., PM, DPM, or PEO) or focused (e.g., Assistant PM for a particular function), and may be line or staff in nature. The execution of the duties of those positions is guided by various DoD publications, i.e. DoD Directive 5000.1, DoD Instruction 5000.2, etc.

1105 **Purchasing***

*** Purchasing.** These individuals purchase, rent, or lease supplies, services, and equipment through either simplified acquisition procedures or placement of orders against pre-established contractual instruments, with the primary objective of the work being the rapid delivery of goods and services in direct support of operational requirements. Requires knowledge of applicable laws, policies and regulations. Requires knowledge of commercial supply sources and of common business practices for roles, prices, discounts, deliveries, stocks, and shipments

0180, 04XX, 08XX, 13XX **Systems Planning Research Development &
15XX Engineering (Science and Technology Manager)**

***Systems Planning, Research, Development and Engineering- Science & Technology Manager.** S&T Managers are typically scientists and engineers involved in the Concept and Technology Development Phase and/or the System Development and Demonstration Phase of the Defense Acquisition Process. They develop overall program goals using S&T funds, acquire the services of scientists, engineers and technical support personnel, experts in their fields, to perform science and technology research for DoD and interface with the technology customer(s) to expedite the transition of technology to the user

0180, 04XX, 08XX, 13XX **Systems Planning Research Development & Engineering- Systems Engineering**
15XX

***Systems Planning Research, Development and Engineering- Systems Engineering.** Plan, organize, monitor, manage, oversee or perform research, engineering, or analyses or systems engineering (any of the 8 technical or 8 technical management processes¹⁾, in the design, development, fabrication, installation, modification, sustainment, and support of components and systems across the entire system life cycle. Systems Engineers and Lead Systems Engineers supporting science and technology and acquisition programs, projects, or activities usually accomplish these duties.

08XX, 13XX, 15XX, 2210 **Test and Evaluation**

*** Test and Evaluation.** Individuals involved in T&E are responsible for performing developmental testing, and supporting both operational OT&E and in-service engineering which are typically located at Service and Defense Agencies test centers and Major Range and Test Facility Bases. Individuals responsible for T&E support of systems acquisition are located at program offices, PEO offices; systems command HQs, warfare centers, Service staffs, Defense Agencies and the OSD staff. Individuals who work in the T&E Career Field are predominantly managers, engineers, scientists, operations research analysts, system analysts, computer scientists, and other degree-holding technical personnel who plan, perform and manage T&E tasks in support of acquisition. They are the subject matter experts for planning, resourcing, monitoring, conducting, analyzing, evaluating and reporting on tests of concepts; technology; experiments; on new, fielded, or modified platform/weapon/C4I/automated information systems; equipment; and materiel.

Path 2 Current Army Acquisition, Logistics and Technology Employees:

1. **Determine if you are presently in an Army Acquisition, Logistics & Technology (AL&T) Workforce position.** If you are uncertain if you are in an acquisition position, your supervisor should be able to tell you whether your position is “coded” acquisition. Recruitment announcements, Position Descriptions (PDs) and Position Requirements Documents (PRDs) will also indicate when a position is considered acquisition. These documents will also identify any acquisition specific position requirements, such as education and/or training. Army Commands identify acquisition positions using the guidance found in the January 2006 Department of Defense (DoD) Desk Guide for Acquisition, Technology and Logistics Workforce Career Management.
http://asc.army.mil/docs/dawia/ATL_Workforce_Desk_Guide.pdf
2. **Be aware of how your Acquisition Career Field fits into the workforce.** The AL&T Workforce is made up of talented individuals who perform work throughout the life cycle of a weapon/information system. Additionally, acquisition support is rendered in many areas to Army installations and

depots located worldwide. The Army participates in the following 12 functional career paths/acquisition career fields, each of which have various requirements prior to/after assuming the positions. Please click on the Functional area to see a summary of the duties of this type of position and the credentials required before and/or after entering the position:

(Note: The functional descriptions below will also link to Path One APCs)

- **Business, Cost Estimating & Financial Management.** Financial planning, formulating financial programs, administering budgets, accounting for obligation and expenditure of funds, cost performance management of contractors, cost estimating, and advising or assisting commanders, PMs and other officials in discharging all aspects of their responsibilities for business management, in direct support of the Defense acquisition process.
- **Contracting.** Creates effective, efficient, and proper business arrangements; has a strategic focus on acquisition; and leverages DoD spending to use taxpayers' money prudently based upon customers' needs. Develops, manages, supervises, or performs procedures involving the procurement of supplies and services; construction, research, and development; acquisition planning; cost and price analysis; solicitation and selection of sources; preparation, negotiation, and award of contracts through sealed bidding or negotiation procedures; and all phases of contract administration; and termination or close out of contracts. Requires knowledge of the legislation, policies, regulations, and methods used in contracting, and knowledge of business and industry practices, sources of supply, cost factors, cost and price analysis techniques and general requirements characteristics.
- **Facilities Engineering.** Life cycle management of DoD installations, facilities infrastructure, civil works projects, airfields, roadways, and ocean facilities. Duties include all facets of facilities engineering from planning through disposal, including design, construction, environmental management, base operations and support, housing, real estate, and real property management. Duties may require identification, establishment, organization, or implementation of defense acquisition engineering objectives and policies, or establishing specifications. Additional duties may include advising or assisting Commanders, and acting as or advising program managers and other officials as necessary in executing all aspects of their responsibilities for facility management and the mitigation/elimination of environmental impact in direct support of the defense acquisition process. Engineers, scientists, and other professionals usually accomplish these duties. Duties also include oversight and quality management duties that technicians/ construction representatives perform.
- **Industrial/Contract Property Management.** Perform Government contract property oversight and surveillance of life-cycle processes and their commensurate outcomes for Government-owned property in the possession of contractors and, in some instances, Government-owned contractor-operated plants. This includes developing policies and

procedures for contract property; providing guidance, counsel, and direction to Government and contractor managers and technicians relating to regulatory and contractual requirements for managing contract property; participating in pre-award surveys and post-award reviews; reviewing contracts assigned for property administration; evaluating a contractor's property management system; performing plant clearance functions; and developing and applying property systems analysis programs to assess the effectiveness of contractors' Government property management systems.

- **Information Technology.** Individuals in this career path apply laws, policies, directives, and guidance to acquisitions throughout the total life-cycle. They conduct or support requirements analysis, design, development, performance measurement, procurement, lease, outsourcing, verification and validation, certification and accreditation, installation, transition, operations, support, and, where applicable, disposal by applying technical as well as program/project management skills. Technical skills include systems engineering, component engineering, software engineering, computer engineering, and electronics engineering. They support development and application of proven acquisition strategies and procurement planning, solicitation, award, and monitoring.
- **Life Cycle Logistics .** Individuals in this field plan, develop, implement and manage effective and affordable weapons, materiel, or information systems support strategies. Perform a principal joint and/or Component logistics role during the acquisition and operational phases of the system life cycle.
- **Production, Quality and Manufacturing.** Duties nearly always involve program management or monitoring the manufacturing and production efforts at private sector contractor or Government industrial facilities Manages QA processes to establish essential quality standards and controls. Develops and executes plans that focus on quality of design, quality of conformance, and fitness for use. Participates from the onset in the integrated product and process development of the weapon system to ensure QA plan(s) are integrated into the system engineering process. Develops policies, procedures and test provisions, and quality requirements in specifications, standards, and solicitations. Evaluates QA during the acquisition process such as in design reviews, functional and physical configuration audits, production readiness reviews, and the milestone reviews supporting the Milestone Decision Authority. Performs process and product oriented reviews and audits. Issues and manages continuous improvement opportunities, corrective action requests, and product quality deficiency reports.
- **Program Management.** Program Managers (PMs) manage a defense acquisition program. Responsibilities may be broad (e.g., PM, DPM, or PEO) or focused (e.g., Assistant PM for a particular function), and may be line or staff in nature. The execution of the duties of those positions is guided by various DoD publications, i.e. DoD Directive 5000.1, DoD Instruction 5000.2, etc.
- **Purchasing.** These individuals Purchase, rent, or lease supplies,

services, and equipment through either simplified acquisition procedures or placement of orders against pre-established contractual instruments, with the primary objective of the work being the rapid delivery of goods and services in direct support of operational requirements. Requires knowledge of applicable laws, policies and regulations. Requires knowledge of commercial supply sources and of common business practices for roles, prices, discounts, deliveries, stocks, and shipments

- Systems Planning, Research, Development and Engineering-Science & Technology Manager.** S&T Managers are typically scientists and engineers involved in the Concept and Technology Development Phase and/or the System Development and Demonstration Phase of the Defense Acquisition Process. They develop overall program goals using S&T funds, acquire the services of scientists, engineers and technical support personnel, experts in their fields, to perform science and technology research for DoD and interface with the technology customer(s) to expedite the transition of technology to the user.
- Systems Planning, Research, Development and Engineering-Systems Engineering.** Plan, organize, monitor, manage, oversee or perform research, engineering, or analyses or systems engineering (any of the 8 technical or 8 technical management processes¹⁾, in the design, development, fabrication, installation, modification, sustainment, and support of components and systems across the entire system life cycle. Systems Engineers and Lead Systems Engineers supporting science and technology and acquisition programs, projects, or activities usually accomplish these duties.
- Test and Evaluation.** Individuals involved in T&E are responsible for performing developmental testing, and supporting both operational OT&E and in-service engineering which are typically located at Service and Defense Agencies test centers and Major Range and Test Facility Bases. Individuals responsible for T&E support of systems acquisition are located at program offices, PEO offices; systems command HQs, warfare centers, Service staffs, Defense Agencies and the OSD staff. Individuals who work in the T&E Career Field are predominantly managers, engineers, scientists, operations research analysts, system analysts, computer scientists, and other degree-holding technical personnel who plan, perform and manage T&E tasks in support of acquisition. They are the subject matter experts for planning, resourcing, monitoring, conducting, analyzing, evaluating and reporting on tests of concepts; technology; experiments; on new, fielded, or modified platform/weapon/C4I/automated information systems; equipment; and materiel.
- A list of Acquisition Career Field Representatives for the career fields may be found at <http://asc.army.mil/divisions/cm/pocs.cfm>. ➡👤

Field Representatives POCs

| Location | Phone | Fax | DSN |
|----------|-------|-----|-----|
|----------|-------|-----|-----|

| | | |
|---|--------------|----------|
| Business, Cost Estimating, and Financial Management (BCEFM) | 703-692-7413 | 222-7413 |
| Contracting | 703-805-1246 | 655-1246 |
| Facilities Engineering | 202-761-7169 | * |
| Information Technology | 703-604-2075 | 664-2075 |
| Life Cycle Logistics | 804-765-0018 | 539-0018 |
| Program Management | 703-805-1240 | 655-1248 |
| Quality Assurance, Production and Manufacturing | 256-842-8577 | 788-8577 |
| Systems Planning, Research, Development & Engineering (SPRDE) / Science & Technology Management / Systems Engineering | 703-806-0893 | 893-0893 |
| Test & Evaluation | 703-695-7389 | 225-7389 |

* information not available

The acquisition career field assigned to your position can be found in Section I of your Acquisition Career Record Brief [ACRB], under the "Category" block. See paragraph 4 below for information on building and maintaining your ACRB.)

- 3. Contact your Acquisition Career Manager (ACM):** Upon assignment to an acquisition position, your first step should be to discuss your position requirements with your supervisor so that you understand the technical aspects of the job as well as both your own and your supervisor's performance expectations. You should also discuss the acquisition position requirements of education, training and experience to ensure that you are ready to achieve required acquisition certification requirements within twenty four (24) months of assignment. The results of this discussion should be documented on your five year Individual Development Plan and updated throughout your position tenure. If you or your supervisor have acquisition –related questions, please contact your regional Acquisition Career Manager (ACM) who will be able to provide some tools to assist you in planning your acquisition career development. Your geographic location will determine which ACM you should contact. The list of ACMs and contact information may be found [here](#) (link to ACM contacts) Please note that the Acquisition Management Branch within the U.S. Army Human Resources Command (HRC), supports military Army Acquisition Corps members. HRC ACMs may also be found at <https://www.perscomonline.army.mil/opfam51/ambmain.htm>.  Regional ACMs support all other acquisition workforce members.
- 4. Prepare an Acquisition Career Record Brief (ACRB):** The first thing your

ACM will have you do is establish an ACRB in the DACM database. The ACRB is an automated, authenticated record of your education, training, and acquisition assignment history. It is your official acquisition record and it is your responsibility to initiate changes and keep it updated.

5. **Refer to the Development Model in the Acquisition Career Development Plan (ACDP).** This model provides a framework with which to conduct career planning. Request that your supervisor assist you in determining where you are on the model and in planning your career progression strategy. You may also wish to obtain advice from your Acquisition Career Management Advocate (ACMA). ACMAs are senior civilian AAC members located within organizations with a high concentration of AL&T Workforce employees.
6. **Prepare an Individual Development Plan (IDP).** The IDP is a required document for all members of the AL&T Workforce. It is a 5-year plan that outlines your education, training, and experience goals. Determine and define your career goals and objectives in concrete terms; i.e., where you are in your career (on the ACDP Development Model) and where you want to be both in the short term and the long term. Using guidance provided by your ACM, work with your supervisor and agree on a plan that is consistent with the model and your goals. Document the desired education, training or experience on your IDP and have your supervisor approve.

Become Certified in your Acquisition Career Field. (Acquisition workforce members are expected to possess competencies needed to excel in their current assignment and to develop their potential for career progression. These competencies include: Leadership competencies; Core Acquisition competencies (those that apply to all acquisition positions); and Occupational competencies specific to a career field or specialty. [APDP certification](#) provides a means of gauging acquisition competencies. But it doesn't stop there. Because the acquisition environment is dynamic, challenging, and rapidly changing, [Continuous Learning](#) encourages maintaining professional currency.

7. Level one of the ACDP Development Model.) Your first priority is to become certified in your position. (See certification levels under the ACF Position Certification Requirements of the handbook. The certification level required for your position is listed on your ACRB under Section I, the "AAC Certification Level Required" block.) The mark of proficiency in your acquisition career field is attainment of Level III certification in your ACF. The requirements by acquisition career field may be found in the Defense Acquisition University (DAU) Catalog, www.dau.mil. If you do not understand any of the requirements, you may contact your ACM for clarification. There are a number of ways to obtain the training necessary to meet the certification training standards:
 - Attend DAU resident/on-site courses
 - Take DAU Distance Learning (Web-based) courses via the Internet
 - Obtain credit for substitute courses

- Obtain credit through the DOD Fulfillment Program
8. **Commence Career-Broadening Activities:** (Level two of the ACDP Development Model.) Once you have become Certified Level III in your career field, you should commence career-broadening activities: (Priority should be given to meeting the education requirement for the AAC membership.)
 - Apply for learning opportunities offered in the AETE/ATAP Catalog.  These opportunities range from leadership development courses to degree completion/master's degree programs. Opportunities are found in the AETE/ATAP Catalog. Ask your ACM about courses coming to your area through the Regional Acquisition, Education, Training and Experience Program.
 - Become certified at least Level II in one or more other career fields.
 - Seek out developmental/on-the-job training opportunities that will provide broadening/cross-training experience.
 - Look into the availability of rotational/developmental assignments in other organizations, such as those offered by the Regional Developmental Acquisition Program.
 9. **Obtain an individual assessment of your strengths and weaknesses in terms of leadership competencies.** An assessment instrument, the Acquisition Leadership Effectiveness Inventory (ALEI), may be found at <http://alei.doddacm.com>.  The ALEI will assist you in planning your leadership development needs, particularly as you become proficient in your acquisition career field (Level I, II, III) and start your broadening experience.
 10. **Be aware that various boards and competitive development programs will require submission of a Senior Rater Potential Evaluation (SRPE) for GS-13, -14, and -15 applicants.** The SRPE and its Senior Rater Profile Report complement your annual performance appraisals by providing an assessment of your leadership competencies and potential for advancement to higher levels of responsibility. Along with the ALEI above, the ratings will also assist you with identifying your development needs. This should be taken into consideration when planning your IDP.
 11. **Apply for the Competitive Development Group (CDG) Program.** Level III certified AL&T Workforce members with CE status who are GS-12 or -13/equivalent DOD Civilian Acquisition Workforce Personnel Demonstration Project broad band may apply for the CDG Program. It is a three-year developmental training program that offers high potential, board-selected personnel expanded training, leadership and other career development opportunities.
 12. **Join the Army Acquisition Corps (AAC).** (Level three of the ACDP

Development Model.) The AAC is a subset of the Army AL&T Workforce. There are a number of ways an individual may become a member of the AAC. (See "Policy/Procedures" in the General Info section for AAC requirements for qualification.)

- Meet all the qualifications for AAC membership
 - Complete the CDG Program. Individuals become members of the AAC upon completion of the program, if not already members.
 - Be appropriately certified through another form such as the U.S. Army Reserves.
 - Transfer certification to the Army from another DOD component.
13. **Apply for Acquisition Director and Project Manager positions.** (COL/GS-15 or equivalent broad band) and Acquisition Director and Product Manager positions (LTC/GS-14 or equivalent DOD Civilian Acquisition Workforce Personnel Demonstration Project broad band). Best-Qualified Boards are held annually. These are announced on the HRC  homepage.
14. **Apply for the Senior Service College Program.** The Industrial College of the Armed Forces presents the Senior Acquisition Management Course (ACQ 401). This is the preeminent course for members of the Acquisition Corps and, as such, is an important step in your career. The University of Texas presents its equivalent, the Senior Service College Fellowship. Additional information on each course, special requirements and application instructions may be found [here](#). See the "Senior Service College" section under Part III, Educational/Academic in the AETE/ATAP Catalog section.
15. **Participate in Continuous Learning (CL) activities.** Throughout your career you should participate in continuous learning activities. Once you are certified in the position you encumber, the USD(AT&L) Policy on Continuous Learning for the Acquisition Workforce requires that you complete a minimum of 80 Continuous Learning points every two years. Attainment of CL points is not limited to the traditional classroom setting but may be earned in numerous ways. Work with your supervisor to ensure attainment of CL points is considered when developing your IDP and ensure points earned are captured on your IDP, which is used to document continuous learning. The CL Policy and Army Implementing Instructions may be found under the General Info section.
16. **Apply for the Defense Leadership Management Program (DLAMP).** Although DLAMP is not acquisition career specific, the program provides an opportunity for senior Acquisition Corps members to broaden their acquisition career training and gain valuable experience. Information on DLAMP may be found at <http://www.cpms.osd.mil/dlamp/>. 

Location

Phone

| | |
|---|--------------|
| Business, Cost Estimating, and Financial Management (BCEFM) | 703-692-4780 |
| Contracting | 703-805-1246 |
| Facilities Engineering | 202-761-7169 |
| Information Technology | 703-604-2110 |
| Life Cycle Logistics | 804-765-0018 |
| Program Management | 703-805-1240 |
| Quality Assurance, Production and Manufacturing | 256-746-2848 |
| Systems Planning, Research, Development & Engineering (SPRDE) / Science & Technology Management / Systems Engineering | 703-806-0887 |
| Test & Evaluation | 703-695-7389 |

* information not available