



ARMY ACQUISITION CORPS APPLICATION

- AL&T Workforce Member:** In order to become a member of the Army Acquisition Corps (AAC), a subset of the Army Acquisition, Logistics & Technology (AL&T) Workforce, the applicant must be a member of the Army AL&T Workforce and *occupy* a designated Department of the Army (DA) AT&L position at the GS-13 grade level or above (or comparable pay band) or *be tentatively selected* for a DA Critical Acquisition Position. **Note:** Individuals **MUST** be a member of the Acquisition Corps in order to be selected/placed into a DA Critical Acquisition Position. Additionally, the applicant must meet the **REQUIREMENTS** as stated below.

Please complete the following personal information in print or type:

Name: (Last, First, Middle): _____

SSN¹: _____

Title/Grade/Broadband Level²/Series: _____

Phone (COM/DSN): _____

Email: _____

AKO required for all Army AL&T Workforce applicants.

DOCUMENTS REQUIRED along with AAC Application (You must submit all required documents)

*Resume

*Undergraduate and/or Graduate transcripts that document the required Business Hours and the conference of degree (not required if individual is already Corps Eligible)

*ACRB (unless non-acquisition workforce tentatively selected for a CAP position)

*SF-50 (if in a broadband)

*Tentative Job offer letter (if not currently in a GS-13/equivalent Acquisition position)

REQUIREMENTS: Annotate achievement of each requirement, by checking the appropriate boxes.

Reference: DAWIA, Chapter 87, Title 10 of U.S. Code, Section 1732(b), Eligibility Criteria, Version 2.0, March 2005

- Education³:** Must satisfy both the degree and coursework requirements as documented on a transcript/application for acceptance, and submitted as part of this application.

- Degree, one of the following:

- Baccalaureate degree at an accredited⁴ educational institution authorized to grant baccalaureate degrees, **or**
- On October 1, 1991, had at least 10 years of experience in acquisition positions in DoD or in comparable positions in other government agencies or the private sector, **or**
- (NOT PRESENTLY AVAILABLE TO DA) Possess significant potential for advancement to levels of greater responsibility and authority, based on demonstrated analytical and decision-making capabilities, job performance, and qualifying experience as determined by the Component Acquisition Executive in accordance with criteria approved by the AT&L Workforce Senior Steering Board (SSB).

- Coursework, one of the following:



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- At least 24 semester credit hours⁴ from among the following disciplines: *accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management*; **or**
 - Both of the following:
 - 24 semester credit hours⁴ in the person's career field, **and**
 - One of the following:
 - 12 semester credit hours⁴ in the disciplines listed above in italics, **or**
 - Training equivalent⁴ to 12 semester credit hours⁵ in the disciplines listed above in italics.
- Experience:** Four years of service in an AT&L position either in the DoD or in a comparable position in industry or government as evidenced on the ACRB and/or resume supplied as part of this application.
- Certification Level:**
- Applicant must be certified at DoD AT&L Level II or above. Attainment must be documented on the Acquisition Career Record Brief (ACRB) submitted with this application. (ACRB must be signed by the applicant.) Current Certification requirements can be accessed through the following link: http://www.dau.mil/catalog/Appendix_B.pdf.
 - Individuals from outside DoD selected for a critical acquisition position must provide documentation indicating DoD AT&L career Level II or higher (i.e. Certificate).
- Acquisition Corps Mobility Agreement:** Effective May 8, 2006, the mobility agreement is only required by those Competitive Development Group (CDG) participants, Acquisition Senior Executive Service positions, Central Select List (CSL) positions, Key Leadership Positions (KLPs), and other selected acquisition positions that have been designated as having a mandatory mobility requirement. http://asc.army.mil/docs/policy/updated_mobility_agreement.pdf
- Tenure Agreement:** Only required for those incumbents and/or selectees for Critical Acquisition Positions (CAPs) and/or Key Leadership Positions (KLPs) and supplied as part of this application when required. http://asc.army.mil/docs/policy/aac_tenure_agrment.doc

Applicant Signature and Date



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Email, Fax, or Mail this form and supporting documents identified above to the appropriate Regional Customer Support Office:

Eastern Region:

U.S. Army Acquisition Support Center
ATTN: SFAE-NCR (AAC Membership)
9900 Belvoir Road, Bldg 201, Suite 101
Fort Belvoir, VA 22060-5567
Fax: 703-805-1530/DSN 655-1530
Email: asc.ncr.region@asc.belvoir.army.mil

Includes personnel from the following states: AK, DC, DE, FL, GA, NC, HI, MD, PR, SC, VA, WV, and OCONUS.

Northern Region:

U.S. Army Acquisition Support Center
ATTN: SFAE-AC-CEC (AAC Membership)
Bldg. 1208E, Room G-35, Rittko Avenue
Fort Monmouth, NJ 07703-5008
Fax: 732-532-2825/DSN 992-2825
Email: ascnereion@mail1.monmouth.army.mil

Includes personnel from the following states: CT, IA, IL, IN, KS, KY, MA, ME, MI, MN, MO, OH, ND, NE, NH, NJ, NY, PA, RI, SD, and WI.

Southern Region:

U.S. Army Acquisition Support Center
ATTN: SFAE-AC-RED-S (AAC Membership)
106 Wynn Drive
Huntsville, AL 35805
Fax: 256-955-2758 /DSN 645-2758

Includes personnel from the following states: AR, AL, AZ, CA, CO, ID, LA, MS, MT, NM, NV, OK, OR, TN, TX, UT, WA, and WY.

¹ **Privacy Act Statement:** In Accordance with the Privacy Act of 1974 (Public Law No. 93-579, 5 U.S.C. 552a), you are hereby notified that: Collection of your Social Security Number and using it as an employee identification number is authorized by Executive Order 9397. The furnishing of this information is voluntary; it will be used to update your ACPERS record and may be provided to the Functional Chief Representatives for career management purposes.

² Individuals applying for AAC membership in Broadband III need to provide a current SF50 as part of their application to reflect a grade level of GS-13, Step 1 or higher.

³ The education (degree and coursework) requirements are not applicable to any DoD employee who, on October 1, 1991, has at least 10 years of experience in acquisition positions in DoD or in comparable positions in other government agencies or the private sector.

⁴ Degrees and credit hours must be from an institution of higher education that is accredited by a regional agency, which is approved by the Secretary of Education to grant accreditation. Quarter- or trimester-hours must be converted to semester hours.

⁵ Equivalency is determined by the conversions of training courses to credit hours that are recommended by the American Council on Education.