

April, 2002

U.S. DEPARTMENT OF THE ARMY ACQUISITION CAREER RECORD BRIEF POLICY

I. Purpose: This document establishes the policy for the development, maintenance and usage of the U.S. Army Acquisition Career Record Brief (ACRB).

II: References:

1. Under Secretary of Defense (Acquisition, Technology and Logistics) Memorandum of May 13, 1999, Subject: Refined Packard Key Acquisition and Technology Workforce Identification Policy for the Fiscal Year 1999.
2. DoD 5000.52-M, "Career Development Program for Acquisition Personnel," November 1995
3. DoD Instruction 5000.58, "Defense Acquisition Workforce," January 14, 1992
4. Memorandum, Subject: Army Acquisition Corps Membership Policy Change, June 5, 2001
5. Memorandum, Subject: Revised Policy/Procedures for Acquisition Corps Eligible Status, June 5, 2001
6. Memorandum, Subject: Army Acquisition Career Field Certification Policy
7. Acquisition Career Record Brief Instructions, Updated September 21, 2001

III. Usage: ACRBs are used for certification, Army Acquisition Corps (AAC) membership, Corps Eligibility (CE), Best Qualified Boards, documentation of Continuous Learning (CL) accomplishments, position management, competitive/needs-based boards (i.e., Acquisition Tuition Assistance Program (ATAP)), and verification of job qualifications. ACRBs are considered "official" only when printed with a watermark by an Acquisition Career Manager (ACM).

IV. Applicability: This policy applies to 1) Title 32 Army National Guard (ARNG) and U.S. Army Reserve (USAR) personnel who are assigned to acquisition and technology organizations, 2) individuals who possess acquisition experience IAW DoD 5000.52-M, or 3) Department of the Army civilians who are Acquisition and Technology Workforce (A&TWF) members as defined in the Refined Packard Definition.

V. Responsibilities:

1. Office of the Assistant Secretary of the Army for Acquisition, Logistics and Technology (ASA(ALT)) Acquisition Support Center (ASC) – The ASC shall be responsible for ACRB policy, procedures, instructions, format, and data maintenance.
2. Office of the Assistant G-1 for Civilian Personnel Policy (CPP) – The Office of the Assistant G-1 for CPP shall maintain the HQ Army Civilian Personnel System (HQACPERS) database, which provides personnel documentation for inclusion into the Career Acquisition Personnel and Position Management Information System (CAPPMIS).
3. Certifying Officials (COs) – COs approve requests for certification in their respective Acquisition Career Fields (ACFs). Upon review, COs shall provide final approval/disapproval of individual requests for ACF certification. Once an ACRB is signed by a CO, it becomes the official certification document of record.
4. Acquisition Career Managers (ACMs) – ACMs shall manage, process and update ACRBs¹, provide feedback to ASC, sign as reviewing officials as required, and assist individuals in reviewing and improving their ACRBs. ACMs are defined as follows:
 - a. The ACMs located at the U.S. Total Army Personnel Command (PERSCOM) Acquisition Management Branch (AMB) are responsible for Acquisition Corps members and members of the Competitive Development Group (CDG).
 - b. The ARNG ACMs located at the ARNG Readiness Center are responsible for all ARNG Military and Title 32 A&TWF personnel.
 - c. The USAR Acquisition Career Management Branch located at ARPERSCOM is responsible for all USAR A&TWF personnel.
 - d. The ACMs located in the Regional Customer Support Offices (CSOs) are responsible for all other A&TWF members.

5. Supervisors – Supervisors are responsible for encouraging employees to maintain a current ACRB.
6. Individuals – Individuals are responsible for maintaining a current ACRB, applying the ACRB Policy and Update Instructions, and providing verification and supporting documents for certification, Corps eligibility, or Corps membership when required. An individual's signature is required for all updates.

VI. Verification Process: When applying for CE and AAC membership, individuals are required to provide a transcript from an accredited educational institution authorized to grant baccalaureate and master degrees and semester credit hours as applicable to verify compliance with the statutory educational requirements imposed by 10 United States Code 1732(b)(2). A resume may also be requested for individuals applying for certification. Certifying Officials and ACMs may request additional documentation of acquisition experience, education and training when certifying individuals. In all other instances, individuals are permitted to validate information themselves by signing their ACRB. Alternative training, education and experience methods can be found in DoD 5000.52-M.

Notes: 1) Documentation submitted for verification will not be forwarded to an individual's official personnel file (OPF). Individuals are responsible for forwarding this documentation separately to their personnel office. 2) A transcript from an accredited educational institution of higher education is not required for AAC membership if it has previously been validated for CE.

VII. ACRB Access: Individuals can view and print their own unofficial ACRB. Proponency Officers and ASC-identified personnel can view and print an unofficial ACRB for all individuals. Only ACMs¹ shall update ACRBs and print official ACRBs. Only "pen and ink" changes on a signed ACRB will be accepted by ACMs for updates. Supervisors and other personnel may request an ACRB from the individual. Selecting Officials may request an individual's ACRB through the Regional Directors (RDs).



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Acquisition Career Management

1. ACMs may use contractor or other government support when managing, processing and updating ACRBs.