



ACQUISITION SUPPORT CENTER

PERSONNEL MANAGEMENT DIVISION

Carolyn D. Creamer
Human Relations Specialist



September 2002



TOPICS

Servicing Personnel Offices

Timekeeper/Customer Service Representative

Position Requirements Document

Locator Cards

Awards





Personnel Support

Civilian Personnel Advisory Center (CPAC)

Fort Belvoir, Virginia

Civilian Personnel Operations Center (CPOC)

North Central, Rock Island, IL





Administrative Support (Personnel Actions)

Request for Personnel Action (RPA):

Ms Barbara Wright, Administrative Officer, ASC

Telephone:

CML (703) 805-2923; DSN 655-2923

FAX:

CML (703) 805-2209; DSN 655-2209





Time and Attendance

Timekeeper:

Ms Elaine Schalow (temp)

(703) 805-2918, DSN 655-2918

Fax: (703) 805-2209, DSN 655-2209

Customer Service Representative:

Ms Elaine Schalow

(703) 805-2918, DSN 655-2918

Fax: (703) 805-2209, DSN 805-2209





WHAT SERIES AM I?

GENERIC POSITION REQUIREMENTS DOCUMENT
Acquisition Management Specialist
NH-0301-III

EXCEPTION TO PPP

Details to Other Occupational Series





LOCATOR CARDS (PERSCOM - AMB)



ASC Personnel Management Division:

Is POC for Civilian Acquisition Workforce Personnel
Demonstration Project

Emails information to CDG's and supervisors

Mails final Compensation-based Contribution and
Appraisal System results to supervisor





AWARDS (non-Demo) (Army Regulation 672-20)

PERFORMANCE AWARDS

Superior Work - Quality Step Increases - No longer exist under the Civilian Acquisition Workforce Demonstration Project

SUPERIOR ACCOMPLISHMENT AWARDS

Special Act or Service Award/ On-the-Spot/Time Off Organization approves/pays
Must be coordinated with AAESA Resource Management Division

