

Handbook

2006



SEIZE YOUR OPPORTUNITIES

Acquisition
Career Management
Advocates (ACMA)

ASC

ACQUISITION SUPPORT CENTER

TABLE OF CONTENTS

3	U.S. Army Acquisition Support Center Mission
4	Working as One
5	About This Handbook
6	ACMA Roles and Responsibilities
7	Supporting ASC Initiatives
8	ACMA Tool Kit
10	ASC Policies and Procedures
15	Events/Board Meetings
17	Charter for New ACMAs
17	ACMA of the Year Plaque
18	Conclusion
19	Contacts

U.S. ARMY ACQUISITION SUPPORT CENTER MISSION

Support the readiness of the Army's warfighters by developing a world-class professional acquisition workforce, effectively acquiring and stewarding resources and providing our customers with the best possible products and services.

Since the Army's Acquisition Career Management Office and the Army Acquisition Executive Support Agency merged and joined with Career Program (CP) -14 (Contracting) to become the U.S. Army Acquisition Support Center (ASC), we have made significant strides in developing initiatives for the Army Acquisition, Logistics and Technology (AL&T) Workforce that supports the U.S. Army's *Defense Acquisition Workforce Improvement Act (DAWIA)* goals. We have developed a strategic plan that involves:

- Developing career programs and opportunities.
- Providing career management support.
- Providing resources, personnel and force structure for the AL&T Workforce to execute missions.
- Managing acquisition positions.
- Supporting the Army's Transformation through its implementation and execution.

The Army's Director of Acquisition Career Management (DACM) has the responsibility for ensuring that the AL&T Workforce receives appropriate education and training in accordance with the requirements of *DAWIA*. To effectively do this, we must work together as one team committed to the same goals and initiatives. With your assistance, and this handbook, we can ensure that the Nation's defensive forces have the tools necessary to support the Army's Transformation and successfully defend American security interests at home and abroad.

An Acquisition Career Management Advocate (ACMA) is an elite, highly trained professional that ASC relies on to help carry out ASC's initiatives among the AL&T Workforce. The ACMA serves as a conduit to communicate the workforce's issues and concerns to ASC so that the organization can make sure it is doing all it can to nurture a trained, highly capable and experienced workforce that is a resource to the U.S. Army. Although ACMAs and ASC staff are scattered across the country carrying out various responsibilities and missions, it is integral that everyone understands there is a virtual "open door" to use in communicating with one another.



CRAIG A. SPISAK
Director
U.S. Army Acquisition Support Center

ABOUT THIS HANDBOOK

This handbook provides the necessary tools to help you communicate with and support the AL&T Workforce and ASC. This is the first tool of its kind to be developed especially for the ACMA's interests and needs. It covers a variety of ACMA-specific topics, including roles and responsibilities and the tools available to the ACMA. It is designed to be a desktop reference which can be quickly modified to accommodate changes in *DAWIA*, Army and ASC policy. The handbook is only available on the ASC Web site (<http://asc.army.mil/pubs>). Suggested changes/questions with regard to this handbook should be submitted to Diane Nyren of the Northeast & Central East Regions at diane.nyren@us.army.mil. ACMA-specific questions can also be addressed by calling or e-mailing any of the regional directors (RDs) below:

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ACMA ROLES AND RESPONSIBILITIES

An ACMA is a senior acquisition leader appointed to be a lead resource to AL&T Workforce members as well as Army organizations and commands in many regions that have a large acquisition workforce population. ACMAs are chartered by the Director of Acquisition Career Management (DACM), who is also the Military Deputy (MILDEP) to the Assistant Secretary of the Army for Acquisition, Logistics and Technology (ASAALT). These individuals are responsible for command-specific issues and also serve as the communication links between the AL&T Workforce and ASC.

ROLES

- Serve as the DACM's link to the AL&T Workforce in the field, and provide an opportunity for Program Executive Officers (PEOs)/Acquisition Commanders to express concerns affecting their workforce.
- Participate as an ACMA Executive Council member. The Council meets once a year at the AL&T Workforce Conference, or via video teleconference (VTC), with the DACM and Deputy Director of Acquisition Career Management (DDACM) to address any AL&T Workforce issues.
- Act as a principal advisor to the DACM, acquisition leaders and the AL&T Workforce on matters related to acquisition career development policy, procedures, programs and management.
- Promote and encourage acquisition career management functions in organizations in addition to the normal position responsibilities. ASC Acquisition Career Managers (ACMs) are available at regional customer support offices (CSOs) to assist ACMAs with the execution of their roles/responsibilities. Regional CSOs are located in the National Capital, Northeast & Central East and Southern & Western Regions. The ACM's primary function is to support and promote ASC policies and programs and provide assistance to the AL&T Workforce through supervisor outreach, career counseling and assistance with certification requirements.

RESPONSIBILITIES

- Ensure that members of the AL&T Workforce, Army Acquisition Corps (AAC), organizations and commands routinely receive consistent and timely information on available acquisition career management programs (i.e., education, training and competitive opportunities) and initiatives.
- Encourage and support the AL&T Workforce to pursue and meet mandatory *DAWIA* requirements for certification and continuous learning.
- Meet regularly (quarterly) via ACMA executive VTC to communicate/field updates, concerns, questions and suggestions for program improvements.
- Attend the AL&T Workforce Conference or annual Acquisition, Logistics and Technology Senior Leaders Conference.
- Provide mentoring and career advice to the AL&T Workforce.
- Participate in local and Army-wide career development activities.
- Serve as an advocate and positive role model for acquisition career management programs and initiatives.
- Participate in and/or provide nominees for career management and project management and acquisition command selection boards.

SUPPORTING ASC INITIATIVES

In addition to their specific roles and responsibilities, ACMAs are valuable resources to the DACM, DDACM and ASC and as such:

- Serve as a two-way communication link for the DACM where ASC's initiatives are communicated to the AAC and AL&T Workforce, and likewise, communicate the AL&T Workforce's and AAC's issues to the DACM and DDACM.
- Provide timely feedback to ASC CSO RDs to keep them abreast of AL&T Workforce issues and concerns.

The following links/tools are available to provide you with information on ASC initiatives, policies, programs and procedures.

CATALOGS/HANDBOOKS/PUBLICATIONS

ASC Web Site

(<http://asc.army.mil/portal.cfm>)

The ASC Web site is an extremely valuable resource that provides you with up-to-date information regarding staff changes; ASC divisions and programs; events, policies and procedures; useful publications; and acquisition-related links. It is also a good reference tool for your AL&T Workforce, AAC, organization and command communities. For comments or suggestions regarding improvements to the Web site, click on the link at the bottom of the Web site and fill out the appropriate form.

Army AL&T Magazine

(<http://asc.army.mil/pubs/alt/default.cfm>)

This quarterly publication is produced by ASAALT. It contains current articles focusing on a variety of topics that are pertinent to AL&T Workforce members' professional development. Subject areas include Acquisition Workforce Professional Development Information, Education and Training Opportunities; State-of-the-Art Technology and Techniques; Acquisition, Logistics and Technology Processes and Procedures; and Acquisition Policy and Guidance. ASC encourages ACMAs to submit articles or updates regarding training and other educational opportunities to *Army AL&T Magazine* for publication. To submit an article, e-mail: army.alt.magazine@asc.belvoir.army.mil or send it via mail to:

Army AL&T Magazine
U.S. Army Acquisition Support Center
9900 Belvoir Rd., Building 201, Suite 101
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ACQUISITION EDUCATION, TRAINING & EXPERIENCE/ACQUISITION TUITION ASSISTANCE PROGRAM (AETE/ATAP) CATALOG

(<http://asc.army.mil/pubs/aete>)

The AETE/ATAP Catalog is intended to provide basic information on available opportunities for the AL&T Workforce and the process by which to apply. This publication is only available online at ASC's Web site. The catalog is divided into three major categories:

1. Educational/Academic: Features degree-producing programs at institutions of higher education.
2. Training: Includes the subcategories of Functional/Technical Training and Leadership Training.
3. Experiential and Developmental: Provides AL&T Workforce members with career-broadening opportunities through developmental assignments and operational experience. This category also addresses the Expanded Competitive Development Group (CDG) Program.

Questions and inquiries about this publication can be directed to Herman Gaines, Jr. at (703) 805-1252 or e-mail: herman.gainesjr@us.army.mil.

CAREER MANAGEMENT HANDBOOK

(http://asc.army.mil/docs/pubs/cm/cm_handbook.pdf)

This handbook is designed to be a resource for new AL&T Workforce members, and acts as a reference guide for more seasoned members. It focuses on the numerous career development programs developed by ASC to build a competent and qualified workforce with a broad acquisition perspective that can handle a wide range of responsibilities. Questions about this handbook can be directed to the Acquisition Career Development Division (ACDD) at (703) 805-1239.

DEFENSE ACQUISITION UNIVERSITY (DAU)

(<http://www.dau.mil>)

DAU provides mandatory, assignment-specific and continuing education courses for military and civilian acquisition personnel within the DoD. AL&T Workforce civilian and military personnel desiring DAU training (including online courses) must have those courses annotated and approved on their automated Individual Development Plans (IDPs). The DAU catalog has complete information on courses, certification requirements for each career field and alternative training that may be equivalent to some mandatory DAU courses.

FULFILLMENT PROGRAM

(<http://asc.army.mil/info/policies>)

This focuses on the policies, procedures and course competencies for the Fulfillment Program. The program enables AL&T Workforce members to receive credit for some mandatory DAU courses for which they are able to demonstrate achieved competency through experience, education and/or alternative training. Specific topics in this document include an overview of the Fulfillment Program and Competency Standards.

AL&T WORKFORCE HIRING REQUIREMENTS

<http://asc.army.mil/info/policies>

This policy focuses on the recruitment, announcement, review, selection and placement of permanent, temporary and term civilian positions in the AL&T Workforce. This also includes Critical Acquisition Positions (CAPs)/Key Leadership Positions that require AAC membership. It does not apply to Senior Executive Service (SES) or other Army AAC board-select programs, such as those for PMs. It implements the qualification requirements stated in Title 10, *United States Code (USC)* of the *Defense Acquisition Workforce Improvement Act* of 1990, chapter 87, sections 1701-1764. The policy also includes responsibilities for the following individuals/groups:

- DACM
- DDACM
- ASC Director
- Assistant G-1 for Civilian Personnel Policy
- U.S. Army Human Resources Command (HRC)
- Acquisition Career Program Board
- Functional Chiefs Representatives
- Acquisition commands and organizations

AAC MEMBERSHIP

<http://asc.army.mil/info/member>

To become an AAC member, individuals must meet the status, experience, training and education requirements (or exceptions) listed in the Acquisition Corps Membership documents on the above Web site. (The Mobility Agreement is currently under a 3-year moratorium [except for CDG and SES] and is not required from September 2004 through September 2007, with a review of the impact to take place in 2006.)

WAIVERS

http://asc.army.mil/docs/policy/army_waiverguide_0802.pdf

This document contained in the link above focuses on Army waiver guidance and procedures for AL&T Workforce CAPs. It defines the statutory and regulatory requirements for waivers, and provides detailed guidance on the procedures that must be followed when requesting a waiver. Specific topics include:

- AAC Membership to fill a CAP
- Assignment Period (Tenure) Waivers
- Assignment-Specific Standards for Program, Project and Product Managers (PMs), Deputy PMs (DPMs), PEOs, General Officers/SES and Senior Contracting Officials
- References

There are also sample forms for CAP waivers for AAC membership requirements, the assignment period (tenure) waiver process and assignment specific waivers.

EMPLOYEE REQUIREMENTS AND FORMS:

INDIVIDUAL DEVELOPMENT PLAN (IDP)

(<https://rda.altess.army.mil/cappmis>)

An IDP is a critical document used in identifying and tracking an acquisition professional's career objectives in the areas of experience, education and training. It is required that each member of the Army AL&T Workforce, military and civilian, complete an IDP regardless of grade, payband equivalent, military rank or certification level. At a minimum, the IDP should be updated on an annual basis during annual performance evaluation reviews.

ACQUISITION CAREER RECORD BRIEF (ACRB) POLICY

(http://asc.army.mil/docs/policy/acrb_policy.pdf)

This policy is for the development, maintenance and usage of ACRBs. ACRBs are used for certification, AAC membership, Best Qualified Boards, documentation of continuous learning accomplishments, position management, competitive/needs-based boards (i.e., ATAP) and verification of job qualifications. ACRBs are considered "official" only when printed with a watermark. The ACRB policy applies to Army National Guard and U.S. Army Reserve personnel assigned to acquisition and technology organizations, individuals who possess acquisition experience and Department of the Army civilians who are AL&T Workforce members.

CERTIFICATION

(<http://asc.army.mil/info/policies>)

These documents establish policy and procedures for an individual seeking Army certification in an acquisition career field (ACF). Achievement of certification is accomplished when an individual meets all the education, training and experience standards established for an ACF. Certification standards for all acquisition career fields can be found in the DAU catalog at appendix B (http://www.dau.mil/catalog/Appendix_B.pdf). The policy document also contains responsibilities for the following individuals/groups:

- DACM
- DDACM
- HRC
- ACMAs and Career Management Support Specialists
- Functional Chief Representatives (FCRs)
- Certifying Officials
- Reviewing Officials
- Individuals requesting certification

ASC POLICIES AND PROCEDURES

CONTINUOUS LEARNING POLICY

(<http://asc.army.mil/info/policies>)

This policy illustrates how the DoD AT&L Workforce must operate as a dynamic learning community, continually striving to improve its professional knowledge and performance. It also reviews the minimum and mandatory amount of continuous learning points that an AT&L Workforce member must earn. The policy, which applies to all civilian and military DoD personnel designated as acquisition workforce members, augments the *DAWIA* education and training certification process. Responsibilities are mentioned for the following individuals/groups:

- Director, Acquisition Education, Training and Career Development, Office of the Director, Acquisition Initiatives
- DAU President
- Components
- Defense Contract Audit Agency Director
- Supervisors

SENIOR RATER POTENTIAL EVALUATION (SRPE)

(<http://asc.army.mil/info/policies>)

This document provides detailed instructions for rating the leadership potential of acquisition personnel. Accurately evaluating the potential of civilian AL&T Workforce members requires diligence and thoughtful assessment of each individual's potential to assume positions of leadership. Senior raters need to keep in mind that the overarching purpose of the SRPE process is to identify future civilian leaders for the AAC. The SRPE process has been completely automated and may be accessed via the CAPPMS Web page (<https://rda.altess.army.mil/cappmis/index.cfm>).

SPECIAL PROGRAMS:

EXPANDED COMPETITIVE DEVELOPMENT GROUP (CDG) PROGRAM

(<http://asc.army.mil/programs/cdg/default.cfm>)

The CDG Program is a 3-year developmental program that offers board-selected applicants expanded training, leadership, experiential and other career development opportunities. It is designed to develop future civilian Army acquisition leaders. An orientation and graduation ceremony is held annually to welcome new CDG selectees and bid farewell to the graduating class. ACMAs with graduating students are invited to attend.

The link provided above accesses the documents that govern AAC CDG implementation and administration. These documents establish the general requirements for selection into and participation in the program, and also features a list of definitions of terms that are used in the policy. The requirements apply to those individuals applying to and selected for the AAC's CDG program beginning with year group 2003. This link also covers the responsibilities of the following individuals/groups:

- DDACM
- ASC
- Assistant G-1 for Civilian Personnel Policy
- Gaining Organization

ASC POLICIES AND PROCEDURES

- HRC
- FCRs
- ACMAs
- CDG Program Members
- Installations

Contact information: Ancel Hodges, (703) 805-1234, ancel.hodges@us.army.mil.

AETE

(<http://asc.army.mil/docs/policy/AETEpolicy.pdf>)

This document establishes the policy and procedures regarding the application for and selection of AAC-funded learning opportunities found in the AETE/ATAP Catalog. It applies to military and civilian personnel assigned to positions designated as AL&T Workforce who apply for AETE opportunities. It includes responsibilities for the following individuals/groups:

- DDACM
- ASC
- HRC
- ACMAs
- ASC RDs
- ACMs
- Supervisors/Organizations
- Senior Raters
- Applicants

ATAP

(<http://asc.army.mil/programs/atap/docs.cfm>)

Located on this Web page are the ATAP Policy and Procedures documents. They apply to all civilian AL&T Workforce members who wish to complete an undergraduate degree or fulfill the business hour requirements that are referenced in the documents. The ATAP application process has been fully automated and may be accessed via the Army Acquisition Professional Development System (AAPDS). To access AAPDS, please log in at <https://rda.altess.army.mil/cappmis>. Specific topics cover application eligibility and process, program requirements and financial management. It also includes responsibilities for the following individuals/groups:

- DDACM
- ASC
- National Capital Region CSO
- ACMs
- ATAP participants
- Organizations

ASC POLICIES AND PROCEDURES

CIVILIAN-ROTATIONAL DEVELOPMENTAL ASSIGNMENT PROGRAM (C-RDAP) POLICY

(http://asc.army.mil/docs/programs/rda/crda_policy.pdf)

C-RDAP is designed to provide the experience needed to develop and enhance AL&T Workforce members' required acquisition and leadership skills. This program enhances individual professional development by providing opportunities for civilians to gain the experience to develop and strengthen needed functional and leadership competencies. The C-RDAP policy document outlines C-RDAP implementation, operation and administration, and establishes general requirements for selection to and participation in the program. It also features an overall program description, objectives, resources and responsibilities for the following individuals or groups:

- DDACM
- ASC RDs/CSOs
- Commanders
- PEOs and PMs
- ASC RDs

C-RDAP PROCEDURES

(http://asc.army.mil/docs/programs/rda/crda_procedures.pdf)

The C-RDAP procedures document is designed to give a detailed description of all actions and interrelationships required to ensure that C-RDAP is a success. It also covers the program's objectives and instructions on how to evaluate the program. Each region has its own procedures document. Please consult your ACM (<http://asc.army.mil/contact/acms.cfm>) for a copy.

EVENTS / BOARD MEETINGS

ASC employs numerous events to communicate updates, new programs and initiatives to the AL&T Workforce and ASC staff. These events are excellent opportunities to network with colleagues and voice concerns or issues with senior leaders.

Also, a diverse group of selection boards meet periodically to focus on specific ASC initiatives or programs.

Below is a list of ASC events and board meetings, with a description of their focus and purpose. Contact information for each event and board is also listed.

EVENTS:

AL&T Workforce Conference

This ASC conference is an opportunity for ASC staff and AL&T Workforce members to meet with and hear from senior acquisition leaders and ASC headquarters staff about current initiatives and programs. The event usually takes place near one of the three ASC Regional CSOs and involves guest speakers, workshops, working luncheons and interactive sessions. The ACMA of the Year Award and charters for new ACMAs are usually presented at this event.

Contact information: ASC RDs (<http://asc.army.mil/contact/regional.cfm>).

Army Acquisition, Logistics and Technology (AL&T) Senior Leaders Conference (SLC)

The annual Army AL&T SLC is coordinated by the ASC Strategic Communications Division, in partnership with Army Materiel Command. It focuses on acquisition commanders, PEOs, PMs and other senior acquisition staff communities, as well as the Life Cycle Management Commands. Senior acquisition leaders and ASC staff brief this unique group of professionals about current initiatives and programs. This is a great opportunity for acquisition commanders, PMs, PEOs and senior staff to voice their concerns or issues to senior leaders.

Contact information: Betisa Brown, (703) 805-2441, betisa.brown@us.army.mil.

BOARD MEETINGS:

ATAP Board

The ATAP Selection Board is conducted virtually to select ATAP recipients. ATAP is open only to civilian AL&T Workforce members pursuing business hours, undergraduate or graduate degrees. Information about this program and meeting dates for the board can be found on the ASC Web site.

Contact information: ASC ACMs (<http://asc.army.mil/contact/acms.cfm>).

AETE Board

AETE opportunities are open to all military and civilian AL&T Workforce members. It is the primary means for all military and civilian requests for acquisition education, training and experience opportunities funded by the AAC. Information about application windows can be found on the ASC Web site (<http://asc.army.mil/programs/aete/boardapp.cfm>).

Contact information: Herman Gaines, Jr., (703) 805-1252, herman.gainesjr@us.army.mil.

Acquisition Commander and PM Selection Boards

The PM Boards are held annually to centrally select AAC members, both military and civilian, to serve in command-designated type positions. Military and civilians compete “head-to-head” for these positions, with the best qualified being selected to serve.

These boards are comprised of military and civilian members. At the LTC/GS-14, Commander/Product Manager level, the board members are COLs and GS-15s. At the COL/GS-15, Commander/PM level, members are at the Brigadier General (BG)/SES level. The president of the board is always military at the BG/Major General level.

Contact information: Cathy Johnston, (703) 325-2764 or cathy.johnston@us.army.mil.

Industrial College of the Armed Forces (ICAF) Board

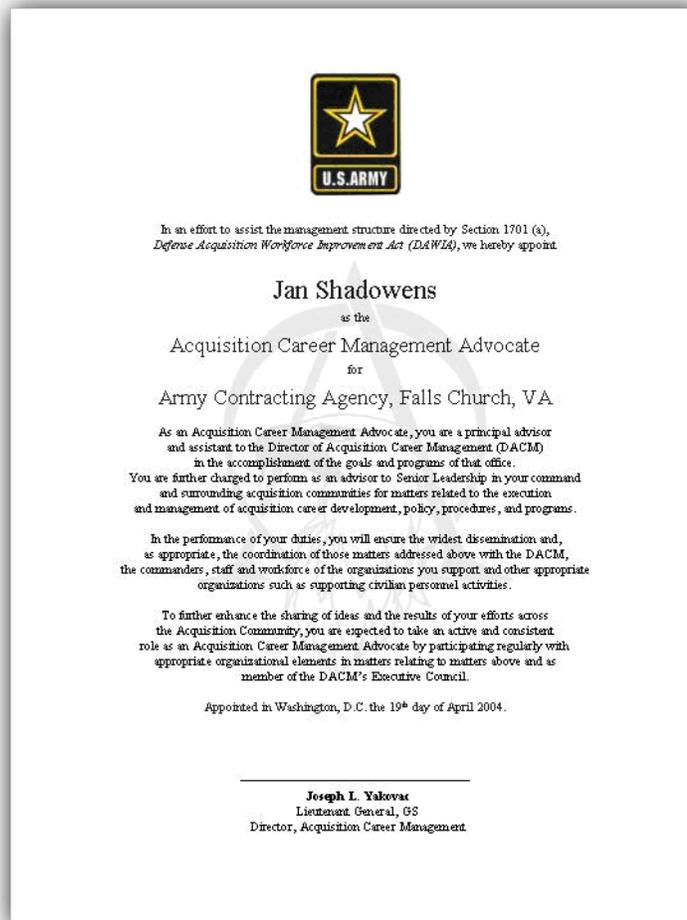
ICAF is one of the Senior Service College (SSC) Programs that prepares selected individuals for key leadership positions. All candidates for SSC are board selected by the HQDA G-1, with SSCs reserving final acceptance authority.

Eligibility requirements for ICAF are as follows: Department of Army civilians at the GS/GM-14/15 levels who have career status and are serving in permanent competitive appointments; Schedule A, excepted appointments without time limitation; or are serving under an Excepted Service appointment in the Defense Civilian Intelligence Personnel System (Title 10 *USC* 1601) and have a minimum of three years of consecutive service under one or more permanent appointments. There are 10 allocations for ICAF, seven of which are specifically geared to the Senior Acquisition Course. The length of the program is 10 months.

Contact Information: Cherri Wright, (703) 805-1016, cherri.wright@us.army.mil.

CHARTER FOR NEW ACMA S

The ACMA charter is a certificate that is presented to new ACMAs by the ASC Director and Deputy Director. It signifies the honor of being appointed an ACMA. New ACMAs are chartered by the DACM and appointed by the DDACM. Sample below.



Sample ACMA Charter

ACMA OF THE YEAR PLAQUE

The ACMA of the Year Award plaque, presented annually, recognizes senior acquisition leaders who have made significant contributions to the acquisition field. These contributions have also resulted in the advancement of the AL&T Workforce's programs and initiatives. To be considered for this highly respected award, ACMAs must be nominated by their peers or by a Program, Project or Product Manager. A notice for deadlines and nomination requirements are posted on the ASC Web site (<http://asc.army.mil/info/awards/acma.cfm>).

CONCLUSION

We hope you have found the information you need in this handbook to assist your organization in facilitating ASC's initiatives for the AL&T Workforce. Moreover, we hope this document becomes a well-read resource on which you rely for your day-to-day activities as we prepare for the future. Please note that because this is an online publication, it is updated whenever there are changes to be made. We welcome your suggestions to improve this handbook.

Please contact diane.nyren@us.army.mil with any additional information/suggestions or changes.

Thanks for your continued support of the U.S. Army, AAC, AL&T Workforce and ASC goals and objectives. Your efforts ensure that the AAC and AL&T Workforce are relevant and ready to support America's Army, now and in the future.

CONTACTS

DACM

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REGIONAL DIRECTORS

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CONTACTS

REGIONAL CSOs and ACMs

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CONTACTS

Northeast & Central East Regions

Fort Monmouth, NJ; Picatinny Arsenal, NJ; Natick, MA; Detroit, MI

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