

The Six Most Important Steps to Managing Your AL&T Career Progression

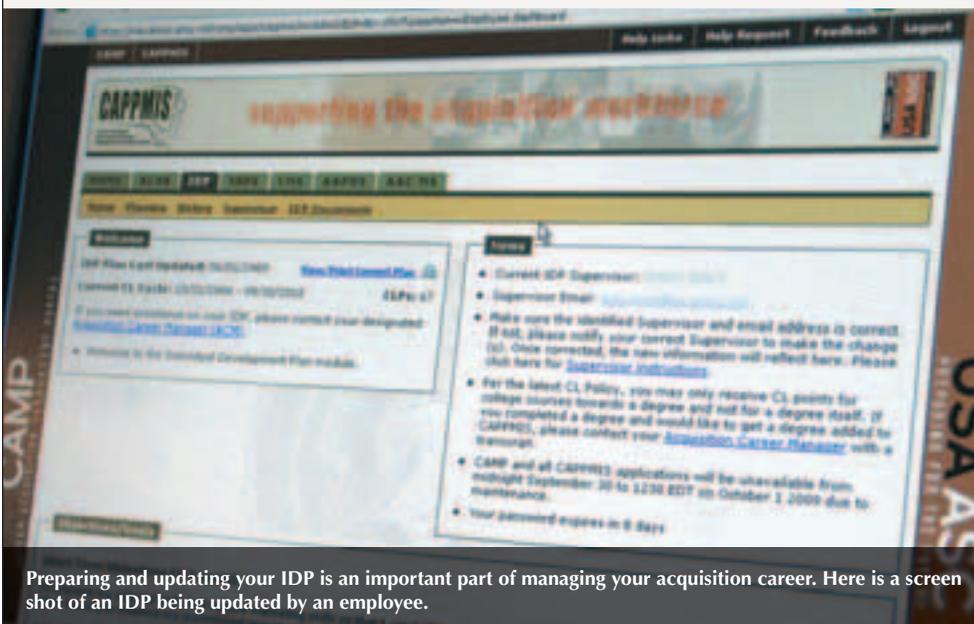
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As a civilian Acquisition, Logistics, and Technology (AL&T) Workforce member, it's essential to know your position's certification mandates and how to find the resources and automated tools to help you achieve certification.

Whether you are a new or seasoned AL&T Workforce member, knowing how to meet your certification requirements is crucial to a successful acquisition career. Verify with your supervisor that your job is a designated AL&T Workforce position and, if so, find its Acquisition Position Category and Acquisition Position Level. Once you know the answer to these questions, you can follow the six steps to managing your acquisition career:

- **Step 1:** Review certification requirements.
- **Step 2:** Prepare/update your Individual Development Plan (IDP).
- **Step 3:** Submit your IDP for approval.
- **Step 4:** Apply for Defense Acquisition University training.
- **Step 5:** Prepare an Acquisition Career Record Brief.
- **Step 6:** Apply for position certification.

A 6-Step Guide to Acquisition Career Management can be found on the U.S. Army Acquisition Support Center's (USAASC's) Web site at <http://asc.army.mil/organization/western/outreach.cfm>. For more information on acquisition career management, contact your command/organization-assigned Acquisition Career Manager (ACM). For a complete ACM listing, visit <http://asc.army.mil/contacts/acms.cfm>.



Preparing and updating your IDP is an important part of managing your acquisition career. Here is a screen shot of an IDP being updated by an employee.

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