

AAC STATUTORY/REGULATORY REQUIREMENTS/ARMY POLICIES

Acquisition Career Field (ACF) Position Certification Requirements

DAWIA requires that the Secretary of Defense establish education, training, and experience requirements for all acquisition positions based on the level of complexity of the duties carried out in the position. The ACF Functional Boards have established position requirements for each acquisition career field and have divided the requirements into three levels. Each organization determines the certification level and the Acquisition Position Code category required by a position. The career levels are described below. (NOTE: The grades associated with each level should be used as a guide.)

Level I (Basic Level). This level is for individuals generally in grades GS-5 through GS-8/ personnel demonstration project broadband and Captain. Basic level training standards are designed to establish fundamental qualifications and expertise in the individual's job series, functional area, or career field. Development at the basic level lays the foundation for career progression and is designed to prepare qualified, motivated personnel for positions of increasing responsibility.

Level II (Intermediate Level). This level is for individuals generally in the grades of GS-9 through GS-12/ personnel demonstration project broadband and majors. At the beginning of the intermediate level, specialization is emphasized. Individuals should later begin to broaden their backgrounds toward a more general expertise in the overall processes of their career field. A lateral movement (reassignment) to a related specialty should optimally follow development of the expertise in the individual's primary career field.

Level III (Senior Level). This level is for individuals generally in the grades of GS-13/ personnel demonstration project equivalent and Lieutenant Colonel and above. By the time individuals reach Level III, they should have completed all the mandatory training and education requirements (or equivalents) up to that level and should have advanced through a career path that has given them in-depth knowledge in their career field and a breadth of knowledge across the entire acquisition process.

ACF Position Certification requirements are detailed in DOD 5000.52-M. The most updated requirements are documented in the DAU Catalog, which may be accessed at <http://www.dau.mil/> (For more information on DAU, see the "Career Opportunities" section of this handbook.) Certification in the position occupied is a condition of employment. Once in an acquisition position, you have up to 18 months to meet the level of certification required of the position. It is your responsibility to work with your supervisor to include the mandatory certification training and/or education requirements on your IDP. Note: Level II certification or training is required for AAC membership. Therefore, individuals selected for a CAP must have Level II certification or training at the time of selection; they then have 18 months to become Level III certified, as required for all CAPs.

Certification Process. Once position certification requirements or the requirements for a higher level in the position career field or in another career field have been met, an employee should work with the appropriate ACM to obtain certification.

- The first step for civilian workforce members is to ensure the ACRB is updated. Once updated, print a copy, annotate Section X to indicate the ACF and level of certification requested, sign and obtain the supervisor's initials. Provide the ACRB to the appropriate ACM. The ACM may require a resume or other form of work history to verify experience.
- Military officers will request certification through the completion of the certification package on the PERSCOM Web site, <https://www.perscomonline.army.mil>, and provide the package to their ACM at AMB.
- Army Reserve members not working in a civilian position should sign an ACF certification checklist obtained from their reserve ACM or submit a request by mail, e-mail or fax to their ACM.
- Army National Guard workforce members provide an updated ACRB to the ACM assigned to their region (Western, Central, Eastern, and four territories).

The ACM will handle the process from there by reviewing and forwarding the certification documents to the appropriate certifying official. Once a certifying official has approved the certification, the ACM will disseminate the certification documents to include providing the applicant with the original, signed ACRB/ORB/ARACMIS and certificate. ACMs will update records with the new certification data in the DACM database or the Total Army Personnel Database, as appropriate. The ACRB/ORB/ARACMIS signed by the certifying official is the official record of certification—not the certificate.

For detailed information on Army certification policy and procedures, visit <http://asc.rdaisa.army.mil/>. Click on the “Policy & Procedures” button and scroll to “Certification Policy and Procedures.”

The DOD Acquisition Career Management Mandatory Course Fulfillment Program

On April 8, 1999, the USD(AL&T) reinstated the DOD Acquisition Career Management Mandatory Course Fulfillment Program and Competency Standards. The program enables members of the Acquisition Workforce to receive credit for mandatory DAU courses by demonstrating competency through experience, education, and/or alternative training. The Army does not allow fulfillment for courses that are offered online. (Hybrid courses may be fulfilled.) While fulfillment is an option, course participation remains the preferred method. See <http://asc.rdaisa.army.mil/> for DOD guidance and the Army Implementing Instructions for Fulfillment. The process for requesting approval of a fulfillment package is the same as for certification; i.e., once the package is complete, provide it to your ACM who will process it through the appropriate certifying official.

Continuous Learning Activities

USD(AT&L) policy on continuous learning for the AL&TWF requires that all military and civilian acquisition personnel earn 40 continuous learning points (CLP) a year or 80 CLPs every two years. The purpose of the policy is to ensure workforce members participate in continuous learning activities throughout their careers. In today's rapidly changing environment, it is critical that acquisition professionals remain current with reforms and trends and are flexible and willing to learn new skills.

Your first and most important responsibility is to meet your position certification requirements. CLPs are earned for courses taken toward and certification. (It is the dual responsibility of supervisors and employees to ensure position certification requirements are met within 18 months of assignment to the position.) Once these are met, you should begin broadening activities. These may include certifications at higher levels or in other career fields, leadership training, developmental assignments, seeking a degree, participating in career professional activities, etc., all of which may be counted toward earning CLPs. Work with your supervisor to ensure attainment of CLPs is considered when developing your IDP and ensure points earned are captured on your IDP and approved by your supervisor.

The USD(AT&L) policy on continuous learning for the DOD Acquisition Workforce may be accessed at <http://asc.rdaisa.army.mil/>. The end of this section includes guidelines for annotating and awarding CLPs and supervisor's steps for approving CLPs.

Army Acquisition Corps AAC Membership

The AAC is a subset of the AL&TWF. All acquisition GS-14/equivalent DOD Civilian Acquisition Workforce Personnel Demonstration Project broadband and LTC and above positions are CAPs and require AAC membership. There are a number of ways to become a member of the AAC:

- For civilians, meet all the qualifications for AAC membership and be selected for a Critical Acquisition Position (CAP) (GS-14 /equivalent DOD Civilian Acquisition Workforce Personnel Demonstration Project broadband) OR apply at

the GS-13 level with CE status and Level III certification and be accepted for accession into the corps.

- Complete the CDG Program.
- Be accessed through another form such as the U.S. Army Reserve, i.e., military certifications transfer when seeking civilian positions.
- Transfer AAC membership to the Army from another DOD component. (Army will honor membership from other components regardless of grade or qualifications.)
- For military majors whose control branch is acquisition, meet all the qualifications for AAC membership and be accessed into the corps.

Following are DAWIA, DOD, and Army requirements for AAC membership. Individuals must meet these requirements and be accessed into the AAC before being placed in a CAP position.

Army Acquisition Corps Membership Requirements/Information

- I. **REQUIREMENTS:** To become a member of the Army Acquisition Corps (AAC), a subset of the AL&TWF, individuals must meet the status, experience, training, and education requirements listed under paragraphs 1 through 4.
 1. **STATUS:** Civilian employees occupying GS-14/demonstration project equivalency, or above, positions are required to be in the AAC. (All GS 14/demonstration project equivalency and LTC and above are Critical Acquisition Positions.) AL&TWF GS-13s with Corps Eligible status and Level III certification may request accession into the AAC. Military must be serving in the grade of major, or above, to be accessed into the corps.
 2. **EXPERIENCE:** Have four years of acquisition experience in the DOD or in a comparable position in industry or government.
 3. **TRAINING:** Have completed Level II or Level III certification or the mandatory training requirements for Level II in an acquisition career field. (Note: Individuals selected for a CAP with Level II certification have up to 18 months to achieve Level III certification in the career field designated by the position or may obtain a waiver.
 4. **EDUCATION:** (must have both a and b)
 - a) Possess a bachelor's degree from an accredited educational institution.

b) Possess at least:

- 24 semester credit hours (or equivalent) from an accredited institution of higher education, from among the following business disciplines: accounting, business, finance, contracts, economics, industrial management, law, marketing, organization management, purchasing, and quantitative methods.

OR

- 24 semester credit hours (or equivalent) in the individual's acquisition career field, from an accredited institution of higher learning, and 12 semester credit hours (or equivalent) from among the business disciplines listed above.

c) There are two exceptions to the education requirement (i.e., the college degree and the 24/12 semester hours of a business discipline, as stated in paragraph 4. a and b, above.

1) If an individual had at least 10 years of acquisition experience as of October 1, 1991, the above education requirements do not apply.

2) If the individual meets both of the following conditions, the above education requirements do not apply:

- was serving in an acquisition position on October 1, 1991, but had less than 10 years of acquisition experience.
- has 24 semester hours in the above listed business disciplines. (A combination of college courses and approved equivalency examinations totaling 24 semester hours may be used.)

(Note: At the end of this section, you will find examples of business courses that are acceptable toward the 12/24 semester hours in a business discipline and additional information on obtaining the hours.)

II. GENERAL INFORMATION:

1. Upon acceptance into the AAC, civilian members are required to sign the following documents:

a) AAC Written Tenure Agreement.

b) AAC Mobility Statement. There are three types of mobility:

- Functional Mobility consists of a new assignment within the same commuting area but to a position in one of the following:

(a) another acquisition career field

- (b) another functional area within an acquisition career field
 - (c) a sub-specialty within a functional area or acquisition career field
 - Organizational Mobility refers to a new assignment within the same commuting area to a different office or command level.
 - Geographic Mobility refers to relocation outside the commuting area.
2. Upon accession into the AAC, members will receive a letter and a certificate of documentation from the Deputy Director, Acquisition Career Management.
 3. The PERSCOM AMB Personnel Assistant will update the Acquisition Career Records Brief to indicate AAC status.
 4. AAC members retain their corps membership even when assigned to a non-acquisition position.

Civilians must meet the requirements for AAC membership and be accepted for membership to be accessed into the AAC. AMB reviews the individual's record to ascertain AAC membership requirements have been met and submits a memorandum of accession to the DACM for approval. Once approved, the individual becomes a member of the AAC.

Officers who believe they have met all the requirements for AAC membership should contact their ACM at AMB to initiate the AAC membership process. The ACM will review the officer's records and complete the process.

ARNG military and civilian personnel who apply for AAC membership should submit their request through the ARNG ACMB in Arlington, VA. The ACMB will review the request and submit the memorandum of accession to the DACM for approval.

Army Reserve Officers who believe they meet the AAC membership requirement should complete an Acquisition Data Call packet and send it to the ACM at Army Reserve, PERSCOM, St. Louis, MO. The packet may be found at the following Web address: <http://www.2Xcitizen.usar.army.mil>.

Army Waiver Guidance and Procedures for Acquisition & Technology Workforce Positions

Army Waiver Guidance and Procedures for AL&TWF Positions, signed May 24, 2002, outlines the statutory and OSD requirements for various acquisition positions, clarifies the circumstances under which a waiver may be considered, and establishes waiver approval authority and procedures. There are three sets of assignment qualification standards for CAPs:

- a. AAC membership requirements: These are the grade, experience, and education requirements specified at 10 USC 1732: grade; four years acquisition experience; bachelor's degree; and 12/24 business hours.

- b. Certification requirements: These are the position certification/training requirements established by the functional career fields for each career level (entry, journeyman, senior) in an acquisition career field, DOD 5000.52-M. DOD requires completion of all mandatory training requirements for Level II in an acquisition career field for Acquisition Corps membership. (The Army requires Level III training for GS-13s.)
- c. Position requirements: These are the assignment qualifications for Program Manager, Deputy Program Manager, Program Executive Officer, General Officer/Senior Executive Service, and contracting officers over and above the AAC and certification requirements in subparagraphs a. and b., above. The requirements are detailed in Appendix M of 5000.52-M.

All waivers are processed by the AMB PERSCOM.

Army Waiver Guidance for the AL&TWF may be found <http://asc.rdaisa.army.mil/> under “Policy & Procedures” button.

Corps Eligible Status

Obtaining Corps Eligible (CE) status greatly reduces the time needed to determine AAC eligibility for those who are selected for a CAP. CE status indicates that the individual’s credentials have been reviewed and that he/she meets the requirement for AAC membership. CEs with Level III certification are afforded a number of competitive and noncompetitive career-enhancing opportunities. The most prestigious of these are the opportunity at the GS-13 level to apply for AAC membership and at the GS-12/13 level/ equivalent demonstration project broadband to apply for the CDG Program. Many of the opportunities offered in the AETE Catalog are restricted to AL&TWF members with AAC or CE status and Level III certification.

Applicants for CE status should work with their ACM to be sure ACRBs are updated prior to submitting the CE package for approval. Updated ACRBs and appropriate documentation will expedite the process. Detailed information on obtaining CE status and a copy of the application form may be found at <http://asc.rdaisa.army.mil/> under the “Policy/Procedures” button. A copy of the CE application form may also be found at the end of this section.

Send CE packages to the following address:

Commander
U.S. Total Army Personnel Command
ATTN: TAPC-OPB-E (R. Ford)
200 Stovall Street
Alexandria, VA 22331-0411

GS-13 AAC Membership

GS-13 Army AL&TWF members who have CE status and are Level III certified in an ACF may apply for AAC membership. Eligible members who wish to apply for AAC membership may do so by providing the following documents to the Acquisition Management Branch (AMB) at PERSCOM. (The AAC Membership Application and

the Mobility Agreement may be found on the DACM homepage under the forms button. A copy of the application form may also be found at the end of this section.

- a. Documentation of conversion to GS-13 for those in a personnel demonstration broadband that includes the former grades below GS-13. (Include documentation, such as an SF 50, that the applicant held the grade of GS-13 going into the demonstration project or currently earns the equivalent salary of a GS-13, Step 4 or higher. Use the current year's General Schedule Salary Table and do not include locality pay in the conversion.)
- b. A completed AAC Membership Application.
- c. A signed (by applicant only) copy of an updated ACRB that documents CE Status and demonstrates that the applicant currently occupies an AL&TWF position.
- d. A signed Acquisition Corps Mobility Agreement. (Note: The term "mobility" includes functional and organizational moves as well as geographic. Due to fiscal constraints, geographic moves are the least desirable of the three.) Submit applications to AMB at the following address:

Commander
U.S. Total Army Personnel Command
ATTN: TAPC-OPB-E
200 Stovall Street, Room 7N35
Alexandria, VA 22332-0411

Applicants who are accepted for membership will receive a Letter of Acceptance, a Certification of Admission, and an Acquisition Corps Certificate. Applicants who are not accepted will be notified in writing by AMB.

Section 808, FY 2001 National Defense Authorization Act

Section 808 amended Section 1724 of Title 10, United States Code. Specifically, the amendment states that for purposes of qualifying to serve as a Contracting Officer with authority to award or administer contracts for amounts above the simplified acquisition threshold, or to serve in a GS-1102 position or similar occupational specialty if the position is military, the individual must possess a bachelor's degree and 24 semester hours (or equivalent) in business from an accredited institution of higher learning. The amendment further states that the new requirement does not apply to a person for the purpose of qualifying to serve in a position in which the person is serving on September 30, 2000.

Additionally, guidance issued by OSD in a memo, subject: Changes in Education Requirements for the Acquisition Workforce, dated March 21, 2001, declared that the education requirements mandated by Section 808 apply only to civilian employees and military members entering contracting positions after September 30, 2000. Therefore, civilian personnel within DOD and military personnel who occupied GS-1102 or equivalent military positions, respectively, and those personnel in contracting officer positions with authority to award or administer contracts above the simplified acquisition threshold at any time prior to October 1, 2000, are excluded from the new requirements.

You may access the memorandum outlining the exclusion on the Acquisition Career Management Web site at <http://www.acq.osd.mil/yourfuture>. DAWIA, Section 1724, as written prior to Section 808 amendment, continues to apply to personnel exempt from Section 808. However, all personnel, including those excluded from the new requirements, are highly encouraged to earn a bachelor's degree and 24 semester credit hours (or the equivalent) in business-related disciplines for professional and personal development. EXAMPLES for clarification:

1. An individual who has a bachelor's degree that includes no business hours would be required to have an additional 24 semester hours in business to meet the requirement.
2. An individual who has a bachelor's degree that includes 9 semester hours of business would need an additional 15 semester hours of business to meet the requirement.
3. An individual who has a bachelor's degree that includes 24 hours of business would need no additional business hours to meet the requirement.
4. An employee who is currently holding a GS-301 position within DOD but held a GS-1102 position within DOD in 1999 is exempt from the new educational requirements of 10 U.S.C 1724 as amended by Section 808, pursuant to the OSD memo, dated March 21, 2001.
5. A DOD employee holding a GS-301 position, without ever having held a GS-1102 position, must meet the new educational requirements of 10 U.S.C. § 1724 as amended by Section 808, in order to be qualified and considered for a GS-1102 position, unless granted a waiver.
6. A currently retired or separated military member, who occupied a DOD position with an occupational specialty similar to the GS-1102 series on or before September 30, 2000, must meet the new educational requirements of 10 U.S.C. § 1724 as amended by Section 808 when applying for a GS-1102 position within DOD.

Annotating and Awarding Continuous Learning Points on Automated Individual Development Plan (IDP)

The automated IDP is the document AL&TWF members shall use to annotate activities that count towards continuous learning. There are two phases to obtaining credit for Continuous Learning activities. First, the individual enters Continuous Learning activities on his/her automated IDP. Second, the individual's supervisor reviews, approves, and types in "Actual CL Points" for the Continuous Learning activities the employee has listed. More detailed instructions follow.

The Individual's Steps to Annotating Continuous Learning

Step 1. Log into automated IDP.

- <https://asc.rdaisa.army.mil/cappmis/idp/idpprod/login.cfm>

- Enter/create login and password
- Select “Individual Module”

Step 2. Review information on first page of IDP to determine your Continuous Learning Cycle period.

- The block on Continuous Learning will show you the start date and end date of your Continuous Learning Cycle. This is the two-year period of time in which you need to meet your 80 Continuous Learning Points (CLPs).
- This section will also keep a running total of your CLPs approved to date. The computer will automatically tally these points as your supervisor approves your continuous learning.

Step 3. Annotate the activities you have participated in during your two-year Continuous Learning Cycle. To determine in which sections of the IDP to add your activities, listed below are the various sections of the IDP and the types of activities available under the “Add Courses” button within each section.

Educational/Academic

- *AETE Programs.* The button “Add Courses” contains an existing menu of courses that can be added by clicking on the circle/box in front of the course, then clicking on save at the bottom of the screen. The menu includes the war colleges, some master’s degree programs, and the senior service college.
- *College Degree.* Allows you to annotate a degree program you are currently working on, or one you have completed during the Continuous Learning Cycle.
- *Individual College Courses.* Allows you to annotate individual courses you will be taking and those you have completed during the Continuous Learning Cycle.

Training

- *DAU.* Based on the Career Field Names you choose in this section, corresponding DAU courses will be available by clicking on the “Add DAU Course” button. Courses can be added by clicking on the circle/box in front of the course, then clicking on save at the bottom of the screen.
- *Functional/Technical.* Currently the only course available on the pull down menu.
- *Leadership.* Contains a pull down menu consisting of various leadership courses (i.e., Supv Devel Crs, LEAD, PME I & II, etc.) and regional (local) training. Courses can be added by clicking on the circle/box in front of the course, then clicking on save at the bottom of the screen.
- *Other Training.* If the training you need to add is not contained in the pull down menus in the training sections mentioned above, you may enter your training in this section. Click on “Add Course.” Click on the “Activity” pull down menu. Pick an appropriate category: OJT; IPTs/PATs/Tiger Teams; rotational/broadening

assignments; association memberships; teaching/lecturing; symposia/conference/workshop attendance; symposia/conference/workshop presentations; and publications/patents. Fill in the blanks. List the CLPs you think you have earned in the objectives block along with the objective. Then click on “Save.”

Experiential/Developmental

The “Add Experiential” pull-down menu in this section allows you to annotate projected/actual assignments such as: Participation in the Competitive Development Group (CDG); experience with industry; and operational experience in the field with the soldier.

Professional Activities

The “Add Activities” pull down menu allows you to annotate activities such as professional development programs and professional certificates (i.e., NCMA, CPA, etc.).

Step 4. Annotate CLPs for each entry on your IDP for which the status is “Completed.” For the DAU courses and some of the other activities listed in the pull down menus, projected CLPs will show up automatically. If none show up automatically, then in the “CL Points Requested” or “Objectives” block you should type in the number of CLPs that you think you should be granted for the activity using the Army Implementing Procedures for CL as guidance.

Step 5. Once you have finished adding your continuous learning activities to your IDP, click on the button to submit your IDP to your supervisor. The screen will let you tailor your email message to your supervisor to let him/her know what kind of changes you made and in which sections you made the changes. In addition, it will allow you to type in a short message if necessary. When you have finished filling out this page, click on “Submit.” An email message will be sent to the supervisor on file for you. A copy of the email will be sent to you as well. Although you have annotated the number of CLPs you think you should be awarded for your activities, you are not granted any CLPs until your supervisor reviews, approves, and types a number in the “Actual CL Points” block.

Step 6. Wrong or no supervisor name. When you “Submit” your IDP to your supervisor, the system will show you who it sent the message to. If the name that comes up is not your correct supervisor, you need to tell your current supervisor that he/she needs to add your SSN to their IDP supervisory file. You cannot change the name of your supervisor on your IDP. Only your current supervisor can do this.

Step 7. Exit IDP program. When you have finished making changes to your IDP, click on “Close Browser—Done with IDP.”

The Supervisor’s Steps to Approving Continuous Learning Points

The employee will not be granted continuous learning credit for an activity until you, as supervisor, annotate “Actual Continuous Learning Points” and approval for the activity in the employee’s automated IDP.

Step 1. Log into the automated IDP program.

- Go to <https://asc.rdausa.army.mil/cappmis/idp/idpprod/login.cfm>

- Enter/create login and password
- Select “Supervisor Module”

Step 2. Setting up supervisor profile.

- If you are not in our database, the IDP system will provide further instructions to add you to the database. Once added the system will allow you to create a login and password.
- Once in supervisor module, you need to add the employees that you supervise. Click on “Add Employees.” Enter the SSNs of your employees.

Step 3. Find employee under “Subordinate List.”

Step 4. Review/approve/annotate CLPs for employee’s activities. You must approve each activity/item separately. To do this, you need to click on “Complete Events” for the individual. All activities/items will be displayed requiring your review and awarding points if appropriate.

- Within this section, review each entry separately by clicking on the “Review/Approve” button for each entry.
- Once in the file for that entry, type in the CLPs in the block called “Actual CL Points.” To help you to know how many points to consider awarding, you should be able to find the suggested CLPs in one of two places. If it’s a DAU or other standard course, the CLPs will be shown in a block called “Projected CL Points.” If the “Projected CL Points” show “0” or nothing, look in the “CL Points Requested” or “objectives” block to see if the employee has provided any points. If there is no help provided, you and the employee need to agree on the number of points using the guidelines found in the Army Implementing Procedures for Continuous Learning.
- Close out of the file by clicking on yes or no for “Approve Course.”
- When finished reviewing all files within a section, scroll to the bottom of the screen and click on “DONE.”
- CLPs will be totaled on the individual’s IDP. Activities/items reviewed and awarded CLPs will be removed from the individual’s IDP and archived within the IDP. To review activities/items that have been awarded CLPs, individuals can click on “Review Continuous Learn Activities” button under “IDP Summary” heading.

Step 5. Close Supervisor Module. When finished reviewing all employees’ files, scroll to the bottom of the screen and click on “Close Browser—Done with IDP.”

12/24 Semester Credit Hours for Acquisition Corps Membership (See DAU Catalog for DAU equivalency courses.)

- IAW 10 U.S.C. 1732, membership in the Acquisition Corps requires:
- 24 semester credit hours (or equivalent) from an accredited institution of higher education, from among the following business disciplines: accounting, business, finance, contracts, economics, industrial management, law, marketing, organization management, purchasing, and quantitative methods.

Or

- 24 semester credit hours (or equivalent) in the individual's acquisition career field, from an accredited institution of higher learning, and either 12 semester credit hours (or equivalent) from among the business disciplines listed above or training in the disciplines listed above equivalent to the 12 semester credit hours.
- ACE recommended credits may be used for the 12-credit requirement but not for the 24-hour.
- The option to substitute equivalent training for the twelve semester credit hours in the disciplines specified was provided by Sec. 812(e) of Pub. L. No. 102-484, The National Defense Authorization Act for FY93.
- The amendment was implemented via DOD Instruction 5000.58, establishing DOD's policy that "Training equivalencies shall be based on credit-hour and discipline recommendations published by the American Council on Education."
- The standard of 12 semester credit hours in the disciplines specified by the statute may, therefore, be met by successful completion of comparable training courses that carry an American Council on Education (ACE) credit recommendation.
- To be credited with 24 semester credit hours in the disciplines specified by the statute, or in the acquisition career fields, individuals may:
 - Submit a transcript from an accredited institution displaying the courses taken in the disciplines or career field, and the amount of credit granted by the institution issuing the transcript.
 - Components are asked to accept any credit in the disciplines or career field specified by the statute that is granted by a regionally accredited institution.
 - Includes credit reflected on the transcript for courses taken at other institutions that the institution providing the transcript recognizes.
 - Includes any academic credits granted by the accredited institution for any acquisition training in one of the specified disciplines, as long as that credit is reflected on the transcript.

- ACE credit recommendations, however, may not be used to fulfill the 24 semester hour requirement.
- Pass examinations offered through the Defense Activity for Non-Traditional Education Support (DANTES).
- Use any combination of the above.
- To be credited with 12 semester credit hours in the disciplines listed in the statute, the individual may:
 - Submit a transcript from an accredited institution displaying the courses taken in the disciplines or career field, and the amount of credit granted.
 - Pass DANTES examinations.
 - Successfully complete business and management-related training courses, offered by the DAU consortium schools and other sources, that bear American Council on Education (ACE) credit hour recommendations in the specified disciplines.
 - Use any combination of the above.

Examples of Business Disciplines

12/24 HOUR COURSES

BUSINESS/MANAGEMENT AMERICAN COUNCIL ON EDUCATION

	DISCIPLINE SUBJECT AREA
Accounting	Cost Accounting Standards
Business Finance	Business Communications Business and Personnel Business Statistics Cost Analysis Financial Cost Management Financial Planning and Analysis Inventory Management Resource Planning Risk Analysis
Contracts	Acquisition Contracting Acquisition Management Business Contract Law Contract Administration Contract Law Contract Pricing and Negotiation Contract Management Cost and Price Analysis Government Contracting Government Contract Law Procurement Procurement and Contracting Procurement Management
Economics	Cost and Price Analysis Cost Analysis Economic Analysis Economic Principles and Decision Making Economics and Financial Management Economics
Industrial Management	Automated Systems in Logistics Management Civil Engineering Management Environmental Management and Analysis Logistics Management Logistics and Materiel Management Manufacturing Management Materiel Acquisition Process and Support Systems Property Disposal Management

Supply Management
Systems Engineering Technology
Warehousing Operations

Law

Commercial or Business Contracts
Contract Law

Organization and Management

Business Administration
Advanced Management (Math)
Business
Business Management
Organization and Management
Business and Personnel Management
Computer Programming
Computer Programming and Systems
Development
Computer Sciences, Data Processing
Data Entry and Automated Systems Input
General Management
Human Resource Development
Leadership and Group Decision Process
Management Science
Management and Leadership
Managerial Analysis
Manpower Management
Materiel Management
Methods of Adult Education
Organizational Behavior
Personnel Administration
Principles of Management
Quality and Reliability Assurance
Research and Development Management
Strategic Management
Survey of Program Operations

Purchasing

Basic Purchasing

Quantitative Methods

Business Statistics
Computer Science
Decision Risk Analysis
Operations Research
Probability Statistics
Quantitative Analysis
Statistics

Army Acquisition Corps Eligible Application

Application open to Army AL&TWF members, other government agencies, and the private sector.

CURRENT STATUS: Please type or print.

Name (Last, First, Middle)

SSN

Army/Other Organization

Position Title (Series/Grade, if applicable)

Acquisition Career Field (if applicable)

Work Phone (Comm) (DSN)

FAX Number

Email

MINIMUM ELIGIBILITY REQUIREMENTS (must meet all to qualify):

- 1. EXPERIENCE:** _____ Four years acquisition experience in a DOD acquisition position, or in a comparable position outside DOD. Attach ACRB and resume or other form of work history that clearly documents the experience requirement.
- 2. TRAINING:** _____ Certification at Level II or Level II training in an acquisition career field. Attach ACRB with Section X indicating certification at Level II or III or attach verification of training.
- 3. EDUCATION:** (must have a and b OR c) Attach updated ACRB with Section VII indicating the discipline and education level achieved. Include academic transcripts as verification of achieving the 12/24 business hour requirement.
 - a. _____ Possess a bachelor's degree from an accredited educational institution and

b. Possess one of the following:

_____ 24 semester credit hours among the following business disciplines: accounting, business, finance, contracts, economics, industrial management, law, marketing, organization management, purchasing, and quantitative methods. (Must attach transcripts.)

_____ 24 semester credit hours (or equivalent) in individual's acquisition career field from an accredited institution of higher learning and 12 semester credit hours from among the business disciplines listed above. (Equivalency examinations may be substituted for 12 semester hours in the 24 and 12 combination.) (Must attach transcripts.)

c. There are two exceptions to the education requirement. (i.e., the baccalaureate degree and the 24/12 hours of business semester hours, as stated in paragraph 3.a. and b.) (Applicants who do not meet the requirements of 3 a. and b. and claim either exemption should check the appropriate box.)

(1) _____ If applicant had at least ten years of acquisition experience in DOD or in a comparable positions in other government agencies or in the private sector as of October 1, 1991, the education requirements do not apply. Attach one of the following to verify ten years of acquisition experience prior to October 1, 1991.

- ACRB and resume to verify ten years of experience
- Resume or other experience document that verifies ten years of acquisition experience prior to October 1, 1991

(2) _____ If applicant was serving in an acquisition position on October 1, 1991, but had less than ten years acquisition experience and has at least 24 semester hours in the above listed business disciplines, the education requirements do not apply. The applicant may use any non-duplicating combination of academic credit and examination credit to equal the required number of semester hours. Attach the following.

- Resume and ACRB updated to verify service in an acquisition position on October 1, 1991.
- Academic transcript required to verify semester hours.

Applicant's Signature

Date

ACRBs must be signed by the individual.

Northeastern & Central Regions/Warren, MI applicants only, mail to:

Commander
U.S. Total Army Personnel Command
ATTN: TAPC-OPB-E (R. Ford)
200 Stovall Street
Alexandria, VA 22331-0411

ENSURE ALL REQUIRED DOCUMENTS, AS STATED ABOVE, ARE ATTACHED. APPLICATIONS WITHOUT REQUIRED DOCUMENTATION CANNOT BE PROCESSED.

NOTE: GS-13/personnel demonstration project broadband equivalent AL&TWF members approved for CE status AND who are certified level III in an acquisition career field may request membership in the AAC. If you meet these requirements and wish to be considered, attached the Army Acquisition Corps Application for GS-13s (found on the DACM home page) and other required documents to the application for CE status and it will be processed.

*** 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.

Army Acquisition Corps Application For GS-13/Equivalent Personnel Demonstration Project

1. AL&TWF Member _____ (Applicant must be a member of the Army Acquisition and Technology Workforce.) Complete the following in print or type.

Name (Last, First, Middle)

SSN

Title/Grad:

Organization Address

2. Acquisition Career Record Brief: _____ (Applicant must have already obtained Corps Eligible status and level III certification in an acquisition career field. Attainment of both must be documented on the ACRB that is submitted with this application.)
3. Acquisition Corps Mobility Agreement: _____ Signed by the Applicant
4. Documentation of Conversion to GS-13 _____ This is required only for those in a broadband that includes the former grades of GS-12 and GS-13. Documentation, such as an SF 50, should verify that the applicant was a GS-13 going into the demonstration project or currently earns the equivalent salary of a GS-13 Step 4. Use the current year's General Schedule Salary Table and do not include locality pay in the conversion.

Mail the above documents to the Acquisition Management Branch, PERSCOM, at the following address:

Commander
U.S. Total Army Personnel Command
ATTN: TAPC-OPB-E
200 Stovall Street, Room 7N35
Alexandria, VA 22331-0411

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