

## DOCUMENTS REQUIRED FOR AL&TWF MEMBERS

### Acquisition Career Record Brief (ACRB)

Civilian, Army National Guard, and enlisted workforce members use the ACRB as their official document of record for training, work experience, education, awards, acquisition status, current position information, and acquisition career field certification. The ACRB is the equivalent of the officer's ORB. It is mandatory and is the most important document for an acquisition professional. This automated historical document is required for all competitive boards. The ACRB is augmented by a detailed work history document such as a resume. Workforce members are responsible for keeping their ACRBs updated.

All updates to the ACRB must be made by the ACM; official copies must come from the CAPPMS database with a watermark seal. Exceptions are the e-mail address, which may be changed using the IDP and the CL dates, and points which may be modified by the supervisor. You may view your ACRB by going to <https://asc.rdaisa.army.mil/cappmis/>.



## Acquisition Career Record Brief—Explanation of Sections/Fields

### ACRB Sections:

The ACRB consists of a top line, a main body with ten sections, and a bottom verification section.

#### Top Line

Section I: Current Position. Section II: Security. Section III: Acq Corps Data. Section IV: Personal. Section V: Preference. Section VI: Acq/Leader Training. Section VII: Education. Section VIII: Awards. Section IX: Assignment History. Section X: Certifications/Licenses

#### Bottom Verification Section

##### Top Line

**(URL)**: The first block indicates the Internet address of update Instructions.

**BRIEF DATE**: The system date when ACRB was printed and source of ACRB. <data source: system generated>

**PAY PLAN/GRADE**: Indicates your current pay plan and your grade. Verify with your most recent SF Form 50. <data source: CPO>

**SERIES**: Indicates your current occupational series. Verify with your most recent SF Form 50. <data source: CPO>

**SSN**: The system will not print your Social Security Number for privacy reasons. However when you submit an ACRB update request, you must provide your SSN to prove the authenticity along with your signature at the bottom of the form. <data source: CPO>

**NAME**: Your name is printed as currently recorded in your personnel system. <data source: CPO>

#### Section I – Current Position

The Acquisition Position Number (APL#) controls the source of data in this section. If you are not an incumbent of an acquisition position, the APL NUMBER block is left blank and SECTION 1 of your ACRB is based on data from the Defense Civilian Personnel Data System (DCPDS).

If you have an APL number printed in APL NUMBER block, your CURRENT POSITION information is populated from the Acquisition Position List (APL) file. The Acquisition Position List and the subsequent change requests are submitted through the Chain of Command to the Organization's APL Point of Contact and approved by the Director Acquisition Career Management (DACM).

**TITLE:** If no APL #, Position Title is the one that appears on your most recent SF Form 50 (Block 15). To update, contact your personnel office. <data source: CPO> If APL #, Position Title comes from the approved APL. To update, contact your APL POC.<data source: APL file>

**CATEGORY:** If you are an incumbent of an APL position, this field will be populated from the APL file. If no APL#, normally this field will be left blank. To change, contact your APL POC. Refer to Acquisition Position Category Table in the APPLICATION TABLE. The APC code will not be changed unless it is validated against the DACM approved APL file. <data source: APL file>

**AAC CERT LVL REQ:** If you are an incumbent of an APL position, this field will be populated from the APL file. Otherwise, it will be left blank. This field indicates the certification level required for your position. Section X reflects the level achieved. <data source: APL file>

**COMMAND:** Indicates the current Major Command, Major Subordinate Command, or the Major Activity to which the position is assigned. <data source: CPO >

**PERSONNEL OFFICE:** This is the supporting CPOC responsible for this position. <data source: CPO >

**ACQ POS TYPE:** If APL #, this field will be populated from the APL file. Otherwise, it will be left blank. Acquisition Position Type (APT) identifies whether or not the position is a Critical Acquisition Position (CAP), a workforce position, or a developmental position, etc. <data source: APL file>

**APL NUMBER:** This position number identifies the Acquisition position. The Acquisition Position List (APL) input is submitted by your Command Headquarters and approved by the Director, Acquisition Career Management. Contact your Acquisition Career Manager for further information. <data source: APL file>

## Section II – Security

**SECURITY:** The data in this section is updated through your local CPO/CPOC and represents your current clearance type and date. The DCPDS must be updated to correct this data. <data source: CPO>

## Section III – ACQ Corps Data

**SVC COMP D:** The Service Computation Date is in MM/DD/YYYY format from which your Federal service time is derived. <data source: CPO>

**AAC MEMBER:** Indicates the AAC membership status. Before posting the change for this field, the DACM office will review your update request. <data verification: Acquisition Career Manager>

**AAC ACCESSION DATE:** Date on which accession into the Army Acquisition Corps Membership occurred. If you are not an AAC member, this field will be blank. For further information on AAC Membership Qualification Requirements, visit Army Acquisition home page. <data verification: Acquisition Career Manager>

**CDG:** Indicates the year group in which you were selected in the Competitive Development Group program, if applicable. <data verification: Acquisition Career Manager>

**AAC CAREER FIELD:** Acquisition Career Field (ACF) code represents your primary ACF. It is not necessarily the ACF in which you have the highest level of certification. <data verification: Acquisition Career Manager>

**MONTHS OF ACQ EXP:** This field is automatically calculated based on the Section IX Assignment History. It is the total of the “MO” column for every acquisition-related work experience, where an APC code is assigned in the “APC” column. <data source: ADRS system generated>

**CAP:** Indicates whether or not your current position is classified as a Critical Acquisition Position (CAP). The field indicates “YES” or “NO.” GS-14 and above/ personnel demonstration broadband equivalent are CAPs. <data source: APL file>

**AAC CERT LEV REQ:** The certification level required by the current position. If you are an incumbent of an APL position, this field will be populated from the APL file. Otherwise, it will be left blank. This field indicates the level your position requires and not the level you have achieved. Section X reflects level achieved. <data source: APL file>

**AAC RESERVE STATUS:** This code identifies the reserve category for employees subject to military recall. Any data provided by you will be automatically overlaid when official data becomes available through DCPDS; therefore, the data source must be corrected. <data source: CPO>

**DATE ENTERED PRESENT POSITION:** The date you were assigned to your current position. Should match the first line in Section IX. <data source: APL file if APL incumbent or CPO for all others>

**5-YEAR REVIEW DATE:** This is only applicable to individuals with a CAP indicator, “YES”. It is computed by adding five years to the “Date Entered Present Position.” The date indicates when an individual occupying a CAP is to be reviewed for possible position rotation. <data source: ADRS system generated>

#### Section IV – Personal

**COMPONENT CODE:** COMPONENT CODE indicates the status of your record in CAPPMS database. <Data source: CPO, and monthly files from ANGB and ARS>

**MAILING ADDRESS:** These fields are used to identify your home mailing address. It is the same as the address used to mail your Leave and Earnings Statement.

**STREET:** Any data provided by you will be automatically overlaid when official data becomes available through your personnel office. <data source: CPO>

**CITY:** Any data provided by you will be automatically overlaid when official data becomes available through your personnel office. <data source: CPO>

**STATE:** Any data provided by you will be automatically overlaid when official data becomes available through your personnel office. <data source: CPO>

**ZIP:** Any data provided by you will be automatically overlaid when official data becomes available through your personnel office. <data source: CPO>

**WORK PHONE #:** Submit updates as necessary.

**FAX #:** Submit updates as necessary.

**HOME PHONE #:** Submit updates as necessary.

**E-MAIL ADDRESS:** Update through Web-based IDP application using CHANGE E-MAIL ADDRESS button. <data source: IDP>

#### Section V – Preference

**GEOGRAPHICAL, FUNCTIONAL, and COMMAND:** each captures up to three preferred assignments. Make your selections from the hypertext respectively GEOGRAPHICAL, FUNCTIONAL, and COMMAND application tables.

#### Section VI – ACQ/Leader Training

This section lists ACQUISITION and LEADERSHIP training courses you have completed. Any other courses, such as EEO, Windows 3.0, HIV Training, etc., will not be posted on your ACRB. Please review this section for duplicate entries.

**COURSE:** For ACQUISITION training, the course title is shown just as in the Defense Acquisition University Training Course Table. Refer to the most recent Defense Acquisition University Catalog. For LEADER training refer to the leadership training table. <data verification: Acquisition Career Manager>

**DATE:** Indicate the course completion date in this format: (MM/DD/YYYY).

#### Section VII – Education

This section captures your last three College/Universities degree(s). Only accredited institutions nationally recognized by the U.S. Secretary of Education can be posted. <data verification: Acquisition Career Manager>

**INSTITUTION:** This is the name of the academic institution (College/University) from which you received a degree that must correspond to your official transcript. For foreign institutions, you must provide an equivalency certificate (to U.S. standards) from any U.S. State Board of Education or any organization member of the U.S. National Association of Credential Evaluation Services. <data verification: Acquisition Career Manager>

**DEGREE:** Enter the type of degree you received such as associate, bachelor, master, Ph.D.; this must correspond with the official transcript.

**DISCIPLINE:** Enter the academic discipline from your transcript.

**YEAR:** The year you graduated (YYYY).

**HIGHEST DEGREE:** The highest degree attained from the above entries. Only fully completed degrees will be considered and posted. <data source: system generated>

**Acquisition Corps Qualification—Credit Hours:** This field is used for the 12/24 semester hours of business hours for AAC membership and CE status. This field should be blank unless you are an AAC or CE member. For more information on AAC Membership Qualification Requirements, visit Army Acquisition home page. <data verification: Acquisition Career Manager>

### Section VIII – Awards

The most recent TEN awards from the source data (CPO) can be displayed. You may designate a significant award that you have received earlier to be posted on the 11<sup>th</sup> line. All Award entries must be from the CAPPMS Award lookup table. <data source: CPO>

**AWARD:** The title and/or type of award you have received and its corresponding date in MM/DD/YYYY format. <data verification: Acquisition Career Manager>

### Section IX – Assignment History

The first entry in this section depicts your current position. Only the start date and location can be changed by the Acquisition Career Manager. Refer to SECTION I for more information. <data source: APL file if APL incumbent or CPO for all others>

The remaining entries list all positions/assignments in Government service. In addition, you may also enter any previous private sector experience if it is acquisition related. <data verification: Acquisition Career Manager>

**FROM:** This column captures the start date of the assignment to the position, MM/DD/YYYY. <data verification: Acquisition Career Manager>

**MO:** This column should depict the number of months served in each assignment listed. Each entry with a code in the APC column will be added to calculate the “MONTHS OF ACQ EXP” in Section III above. <data verification: Acquisition Career Manager>

**ORGANIZATION:** This is the clear text name of the organization in which you served in the described position. <data verification: Acquisition Career Manager>

**LOCATION:** The city/ post/ camp/station and state that identifies the location of the organization. <data verification: Acquisition Career Manager>

**CMD:** The Command Code column is a two position alpha-numeric code that indicates the command to which you were assigned for this entry. <data verification: Acquisition Career Manager>

**DUTY TITLE:** This column indicates your job title in the position you held; it should correspond to the position title of your evaluation report. <data verification: Acquisition Career Manager>

**SERIES:** For the current assignment, the series code is the same as the series code on the top line of the ACRB. For previous entries, it should correspond to the series you held for that assignment. For non-government jobs in the private industry, leave it blank. <data verification: Acquisition Career Manager>

**GRADE:** This column captures the various grades you have held in past assignments. The current assignment corresponds to the grade on the top line of the ACRB. For assignments in which you were promoted, list the highest grade held. <data verification: Acquisition Career Manager>

**APC:** This column depicts the Acquisition Position Category (APC) that describes an acquisition position. A blank in this column depicts a non-acquisition position. Detailed definitions for the APCs and ACFs are available in the DOD Instruction 5000.52-M. <data verification: Acquisition Career Manager>

**SUPVR STAT:** List the position as supervisory or non-supervisory. <data verification: Acquisition Career Manager>

### Section X – Certifications/Licenses

This section lists your multiple Certifications, Professional Licenses, and Continuous Learning Points achieved.

**CERTIFICATIONS:** This section reflects the certification(s) achieved. Visit Army Acquisition home page for the certification policy and procedures. The Certification Standards Checklist is available at the Defense Acquisition home page. <data verification: Acquisition Career Manager>

**CAREER FIELD:** The Acquisition Career Field(s) (ACF) in which you are certified. <data verification: Acquisition Career Manager>

**CAREER LEVEL:** This section indicates the highest level in which you are certified for a particular acquisition career field. <data verification: Acquisition Career Manager>

**DATE CERT:** This section indicates the date of the certification. <data verification: Acquisition Career Manager>

### PROFESSIONAL LICENSE

**PROFESSIONAL LICENSE:** The Professional License you hold. Only licenses from the above lookup table may be added. <data verification: Acquisition Career Manager>

**DATE:** The date you obtained the license. You are responsible for the removal of any expired license. <data verification: Acquisition Career Manager>

### CONTINUOUS LEARNING (CL)

**END DATE:** This is the end date of your current CL cycle as displayed in your IDP. Visit Army Acquisition home page for the continuous learning policy and procedures. <data source: IDP system generated>

**POINTS:** The running tally of the CL points awarded for the current CL cycle. This data is derived from your IDP and can only be changed through your IDP. Your supervisor must approve all your CL activities and award CL points in the IDP application. <data source: IDP system generated>

**!! NOTE:** 80 points are required for each 2-year cycle. All CL points must be posted on your IDP and submitted to your supervisor for the approval.

### Bottom Verification Section

Signed ACRBs are required for updates of data made by an acquisition career manager and when an ACRB is required by a board. Reviewing official and certification official's signature blocks are only used for the certification process.

#### How to access my ACRB?

The ACRB is available for Civilian AL&TWF at <https://asc.rdaisa.army.mil/>. The first time you access your ACRB on the Web site, you will be prompted to establish a login name and password. In case of forgotten password, follow the directions on ACRB home page for "Forgot password." If you cannot access your ACRB and have reasons to believe that you may not be included in the Army DACM database, print and complete a blank ACRB form, and contact your Acquisition Career Manager.

Ensure you read the instructions for printing your ACRB from the Web.

#### How to update my ACRB?

Carefully review each section of your ACRB. To make a correction, line through the data in error and WRITE in the correct information. You may attach a separate piece of paper if you prefer typing. Use the date format of mm/dd/yyyy and refer to the lookup tables for valid data values, if applicable. After you have read and understand the "false statement" clause, sign in the lower left block of the ACRB. You are thus certifying the accuracy of the data and all its markups. For SECTION X-CERTIFICATION update, your supervisor's initial next to your signature is required. Visit Army Acquisition home page for the certification policy and procedures. Provide the signed copy to your Acquisition Career Manager. Please note that only signed ACRBs will be processed. The detailed ACRB UPDATE INSTRUCTIONS are available at: [https://asc.rdaisa.army.mil/cappmis/acrb\\_ins/](https://asc.rdaisa.army.mil/cappmis/acrb_ins/). An updated copy of your ACRB will be available for your review and print from the CAPPMS Web site within two weeks of the receipt.

#### Who can update my ACRB?

Your Acquisition Career Manager, listed below by their servicing population, can update your ACRB.

### Data Source/Verification and the Corrective Action

<data source: CPO> The data is coming from the Defense Civilian Personnel Data System (DCPDS) for civilians. Some of you may already be serviced by a Civilian Personnel Advisory Center (CPAC) along with the regional Civilian Personnel Operations Center (CPOC). Contact your personnel office to initiate the corrective

action. Once it's corrected in your official personnel system, your ACRB data will get corrected automatically through the monthly data refresh process. Contact your Acquisition Career Manager for further information.

**<data source: APL file>** The data is coming from the Acquisition Position File that is submitted by your command then approved by the Director, Acquisition Career Management. Contact your Acquisition Career Manager for further information.

**<data source: monthly files from NGB and AR>** If you are National Guard or Army Reserve personnel, the data is coming from the monthly extract file sent by your command. Contact your Acquisition Career Manager for further information.

**<data source: IDP>** The data is coming from the Web-based IDP. Update your IDP accordingly. Contact your Acquisition Career Manager for further information.

**<data verification: Acquisition Career Manager>** Some of the data entry options are restricted by the application lookup tables. Ensure that your requested update item is within the table. Your Acquisition Career Manager will verify your request at the time of posting.

**<data source: system generated>** The data is coming from either the automatic calculation based on certain data elements or system clock. Contact your Acquisition Career Manager for further information.

### Lookup Tables

Application Tables may be accessed by double clicking the hypertext (highlighted and underlined text) located throughout these instructions. For your update request you only need to indicate the proper code from the table.

- Acquisition Position Category (APC)
- Acquisition Position Type (APT)
- Acquisition Program Indicator (API)
- Acquisition Corps Qualified
- Acquisition Career Fields (ACF)
- Certification Levels
- Geographical Preference
- Functional Preference
- Command Preference
- Acq/Leader Training
- Education
- Awards
- Command
- Professional License
- Component Code
- Acquisition Corps Qualification

## Officer Record Brief (ORB)

The ORB is an officer's resume. In one page, it presents to acquisition managers, supervisors, and board members the distinctive qualifications of officers to include where they have been and what they have done. Acquisition officers have some unique items on their ORB that reflect their control branch (Acquisition Corps for all acquisition officers), skill identifiers, and acquisition experience. The ORB is the official document of record for Acquisition Career Field certification for active duty officers. It is important for officers to know what is on their ORB and what it means. Officers may contact their local personnel office to make changes to their ORB. Other helpful information may be found at <https://www.perscomonline.army.mil/>. (See the following additional information on the ORB.)

## The Officer Record Brief—Explanation of Sections/Fields

### Related Directives

- a. AR 640-2-1, Personnel Qualification Records.
- b. DA Pamphlet 640-1, Officers' Guide to the Officer Record Brief.

### Definitions of Terminology and Acronyms

- a. ORB. Officer Record Brief.
- b. PSC. Personnel Service Company/Center.
- c. TAPDB. Total Army Personnel Database.

### Process/Procedures

- a. The ORB is a one-page Army form designed to provide a summary of the officer's qualifications and career history. The ORB is produced from data stored on the Total Army Personnel Data Base/Active Officer (TAPDB/AO) at PERSCOM in Alexandria, VA and is a snapshot of the data as it exists at the time the ORB was produced. Each ORB reflects essential personnel data: both civilian and military education, promotion history, career and professional specialties, awards and decorations and up to nineteen previous assignments.
- b. The board ORB does not include Family Data, Troop Command Data, Preference Data, Acquisition Corps Status Data, Assignment Considerations and Date of Availability.
- c. Updates to the ORB should be handled in the following sequence:
  - (1) PSC
  - (2) Appropriate assignment officer (ACM)
- d. Central Clearing Facility (CCF) at Fort Meade updates all security information. See <http://www/perscom.army.mil>.

## Army Reserve Acquisition Corps Management Information System (ARACMIS)

Military members of the Army Reserve use the ARACMIS. The ARACMIS basically documents the same information as the ORB with the exception of work history. Changes may be made to the ARACMIS by mail, phone, fax, or e-mail to the following:

AR-PERSCOM  
ATTN: ARPC-ARO-S  
1 Reserve Way  
St. Louis, MO 63132-5200

Phone:1-800-325-4972, Option 1  
Comm:314-592-0608  
DSN: 892-0608  
FAX: Comm:314-592-0650  
DSN:892-0650

E-mail: [opacqtn.corps@arp.stl.army.mil](mailto:opacqtn.corps@arp.stl.army.mil)  
Web site: <http://www.2xcitizen.usar.army.mil>

## Army Reserve Acquisition Corps Management Information System Form

NAME:	Last	First	Middle		
	CURORG	RANK NAME		CERT-LVLA	
	DORRES	SSN	SEX	DOB	CERT-LVLB
	DTMREM	ADSTR			CERT-LVLC
	BABR	ADCTYM	ADSTM		CERT-LVLD
	AACAOC	ADZIPM			CERT-PEND
	ASICO	EMAIL			DAU1
	ACO(W/C)	PNCVEM	TELNHM		DAU2
	AD TOUR	FAXB	FAXH		DAU3
	DEGREE(S)		CREDIT HRS		ACQ YRS EX

Reviewed By	Date	Certified By	Date
DIANA M. SCHENK Military Personnel Management Specialist Acquisition Personnel Management Division		FRANCISCO A. ESPAILLAT MAJ, QM Chief, Acquisition Personnel Management Division	

The above named individual is certified  
in the Career Field:

Level: \_\_\_\_\_

PRINT Certifying Official Grade/Name	Signature	Date
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## Army Reserve Acquisition Corps Management Information System—Fields

### (ARACMIS) Data Element Guide

<b>AACAOC</b>	Army Acquisition Corps Area of Concentration (51A=Systems Development, 51C=Contracting and Industrial Management, 51R=Systems Automation Engineering and Acquisition, 51S=Research and Engineering, 51T=Test and Evaluation, 51Z=Acquisition). Note: 51A, C, R, S&T are used only with the rank of CPT & MAJ. 51Z is used only with the ranks of LTC & COL.
<b>ACQ W/C</b>	W=member of the Army Acquisition Workforce. C=certified member of the Army Acquisition Corps (a subset of the Workforce). “Corps” membership requires officer to be in the grade of major or higher, have four years acquisition experience, have obtained at least Level II certification in a career field, and have a bachelor’s degree to include 24 semester hours in business-related courses at the undergraduate or above level IAW DOD 5000.52-M.
<b>ADCTYM</b>	Mailing City Address
<b>ADSTM</b>	Mailing State Address
<b>ADSTRM</b>	Mailing Street Address
<b>AD TOUR</b>	Days soldier would be interested in possible Active Duty Tour Lengths. N = Not Interested in Additional Tours. Y12 = No more than 12 days. Y30 = No more than 30 days. Y60 = No more than 60 days. Y90 or Y90+ = 90 days or 90 days plus.
<b>ADZIPM</b>	Mailing Zip Address
<b>ASICO</b>	Acquisition Additional Skill Identifier (4M = Acquisition Corps Candidate, i.e., ‘acquisition workforce’; 4Z = Certified Army Acquisition Corps Officer).
<b>BABR</b>	Basic Branch
<b>CERT LVL B, C, D</b>	Certification level in second, third and fourth career field (if applicable)
<b>CERT-LVL A</b>	Certification level (1, 2, or 3) in primary career field. Career field codes: LOG = Acquisition Logistics; AUD = Auditing; BCF = Business, cost estimating and financial management; IRM = Communications-computer systems; CON = Contracting; IND = Industrial/contract property management; PQM = Management, production and quality assurance; PMT = Program Management; SYS = Systems planning, research,

development and engineering; and TST = Test and evaluation. (Note: Development, as an Army Officer, can only be in career fields LOG, CON, IRM, PQM, PMT, SYS, and TST).

<b>CERT-PND</b>	Career field and level of certification officer is being submitted for Certification. Certification is granted by Career Field Functional Chief Representatives designated by the Office of the Assistant Secretary of the Army, Acquisition, Logistics and Technology (ASAALT).
<b>CURORG</b>	Current organization (“I” = IMA, “L” = IRR or IRR AUG, “H” = TPU or JRU, “J” = AGR).
<b>DAU1</b>	Next Defense Acquisition University (DAU) course the officer should take in order to progress in career field that supports the needs of the service (an “S” after the course designation = already scheduled). DAU 1, 2, and 3 constitutes your Individual Development Plan (IDP).
<b>DAU2</b>	Second DAU course officer should take to meet the needs of the service.
<b>DAU3</b>	Third DAU course officer should take to meet the needs of the service.
<b>DOB</b>	Date of Birth
<b>DORRES</b>	Date of Rank Reserve
<b>DTMREM</b>	Date of Mandatory Removal
<b>FAXB</b>	Fax Number for Business
<b>FAXH</b>	Fax Number for Home
<b>NAME</b>	Name
<b>PNCVEM</b>	Phone Number Civilian Employer (Work Phone)
<b>SEX</b>	Gender
<b>SSN</b>	Social Security Number
<b>TELNHM</b>	Home Telephone Number
<b>DEGREE(S)</b>	Highest Civilian Education Degree
<b>CREDIT HRS</b>	A = 24 Semester Hours Required Disciplines; B = Semester Hours in Career Field and 12 in Disciplines; and C = Neither A or B.
<b>ACQ YRS EX</b>	Number of years acquisition experience

## Individual Development Plan (IDP)

The IDP is a required document for both military and civilian workforce members. It is a 5-year plan agreed to by workforce members and their supervisors to meet career goals through education, training, and experience opportunities.

The IDP is a critical document for identifying and tracking career objectives. When preparing the automated IDP, keep in mind the AAC philosophy of maintaining a balance among education, training, and experience opportunities throughout the career. The automated IDP is located at <https://rda.rdaisa.army.mil/cappmis/idp/idpprod/login.cfm>.

## Frequently Asked Questions on IDP

Where do I start working on my IDP?

Start from the OBJECTIVES. For further information, check out the HELP button on the IDP ENTRY PAGE.

Is the Defense Acquisition University (DAU) course registration done automatically when I get the course approved on my IDP?

No. The ATRRS Internet Training Application System (AITAS) is interfaced with the IDP system, but it is a separate system. The DAU course(s) you are applying for must have APPROVED status on your IDP at the time you start the AITAS application process. For further assistance with AITAS, contact your ACM.

How do I submit an application for a DAU course?

Below your name within the DAU section, there is a link (Submit/Review/Cancel Application) in blue that will send you to the AITAS. This system will allow you to apply for and reserve a seat in the DAU courses you desire. The DAU course has to be on your IDP with APPROVED status at the time you submit an application through AITAS.

My supervisor is not in the database. What does he/she do?

Access the IDP/Continuous Learning Web site and click on "New User." At the next screen, the supervisor will be prompted to enter his/her SSN. If the supervisor's SSN is not recognized in the CAPPMS database, the next screen will provide instructions on how to add him/her to the IDP database. Once added, your supervisor can then proceed and perform supervisory functions within the "Supervisor Module" of the IDP.

I've got a new supervisor. How do I change my supervisor?

Please advise your new supervisor to log on to the IDP site, <https://asc.rdaisa.army.mil/cappmis/idp/idpprod/login.cfm>, click on the SUPERVISOR MODULE, then add your SSN to his/her employee list. Old supervisor doesn't need to initiate any actions.

How do I update my supervisor's e-mail address?

Only your supervisor can update the supervisor e-mail address using the CHANGE E-MAIL ADDRESS button located in the SUPERVISOR MODULE.

How do I update my grade, job title, or any assignment-related information on the IDP ENTRY PAGE?

The IDP displays the information based on your ACRB data. Please follow the update instructions for ACRB provided at <https://asc.rdaisa.army.mil/cappmis/idp/idpprod/login.cfm?app=acrb>

The system-generated e-mail to my supervisor was sent to me.

Advise your supervisor to log on to the IDP/CL site, <https://rda.rdaisa.army.mil/cappmis/idp/idpprod/login.cfm>, complete the Supervisor Profile if necessary, add your SSN in his/her employee list, and verify his/her email address. Forwarding the e-mail you received from the IDP system directly to your supervisor can do this.

Why aren't actual Continuous Learning Points (CLPs) posted in my IDP for the completed courses?

Posting the actual CLPs is NOT an automatic process that happens as you update the status as "completed." You have to submit your IDP to your supervisor with an indication that you want him/her to post your CLPs. Your supervisor is the only one who can award CLPs, and then only if the Continuous Learning policy applies to you.

I have received an e-mail from my supervisor that my IDP was reviewed and approved, but the items/courses still have APPROVAL PENDING status.

The supervisor took no action on that item or did not follow the steps to approve the item. Please contact your supervisor and if necessary recommend reviewing STEP 5 of IDP/CL GUIDANCE FOR THE SUPERVISORS posted under READ ME FIRST button. If the problem persists, contact your ACM.

## Career Management Information File (CMIF)

The officer's CMIF contains, at a minimum, an ORB, all Officer Evaluation Reports, and an official photograph. The civilian workforce member's CMIF contains an ACRB, an IDP, a resume or other form of work history, performance appraisals, and the SRPE. For civilians, CMIFs are currently maintained only on AAC members and CDG members. Future plans are to maintain CMIFs on all civilian workforce members. For civilians, documents must be provided to the ACMs by the individual. The CMIF is maintained for AAC members and officers by the ACM in AMB.

## Senior Rater Potential Evaluation (SRPE)

Civilian AL&TWF members are evaluated using an annual performance appraisal. In the near-future, the SRPE will be required for all GS-13 equivalent Personnel Demonstration Project and above with each annual performance appraisal. It will complement the annual performance appraisal by providing an assessment of the workforce member's

leadership competencies and potential for advancement. Consequently, the SRPE is an important document in board selection. The SRPE is now required for all GS-13 and above workforce members who are applying for the CDG Program, PM boards, and any education and training selection board. (The SRPE is the civilian equivalent of Part VII, Senior Rater Potential Evaluation of the OER.) Frequently asked questions may be found at the end of this section of this handbook on page 88.

**The SRPE forms and instructions found at the end of this section are under revision; however, these will continue to be used until the revision is in place. Watch for implementation of the revised SRPE on the ASC home page on or around summer FY/04.**

# Blank SRPE

SENIOR RATER POTENTIAL Evaluation			
Privacy Act Statement: Section 6311 of Title 5 to the U.S. Code authorizes collection of this information. Information collected on this form will be used for statistical and impact analysis of this form as an evaluation instrument. Application criteria for some Army Acquisition Corps training and programs may require the completion and submission of this form.			
A. EMPLOYEE'S NAME: (Last, First, Middle Initial)	B. SSN:	C. POSITION TITLE, SERIES, AND ACQUISITION CARRER FIELD	D. GRADE:
E. MACOM/IRA			
F. PERIOD COVERED FROM:                      THROUGH:		G. EMPLOYEE'S COPY: (Check on and date) <input type="checkbox"/> Given to Employee <input type="checkbox"/> Fowarded to Employee	
H. NAME OF SENIOR RATER: (Last, First, M.I.)	I. SSN:	J. SIGNATURE	K. DATE: (yymmdd)
L. GRADE / RANK, SERIES / MOS-FA / ACF:		M. MACOM / IRA	N. Telephone: Commercial: DSN:
O. RATES: I understand my signiture does not constitute agreement or disagreement with the evaluation of the Senior Rater.		P. SIGNATURE OF RATEE:	Q. DATE: (yymmdd)
R.	OVERALL POTENTIAL RATING	SENIOR RATER PROFILE	S. BULLET COMMENTS (Potential)
	1		
	2		
	3		
	4		
	5		
E. Employee's Comments			

## Blank SRPE Factors Form

SENIOR RATER POTENTIAL RATING FACTORS FORM			
Date:	Ratee:	SSN:	
Privacy Act Statement: Section 6311 of Title 5 to the U.S. Code authorizes collection of this information. Information collected on this form will be used for statistical and impact analysis of this form as an evaluation instrument. Application criteria for some Army Acquisition Corps training and programs may require the completion and submission of this form.			
Scoring: 1=Maximum 2=Higher 3=Average 4=Marginal 5=Minimum			
	LEADERSHIP EFFECTIVENESS COMPETENCIES	LEADERSHIP EFFECTIVENESS COMPETENCY DEFINITIONS	SCORE
1	Oral Communication	Listens to others. Makes clear and effective oral presentations to individuals and groups. (Note: Use of a sign language interpreter may be appropriate for people who are deaf or hard-of-hearing.)	
2	Written Communication	Communicates effectively in writing. Reviews and critiques others writings.	
3	Problem Solving	Recognizes and defines problems, analyzes relevant information and encourages alternative solutions and plans to solve problems.	
4	Leadership	Demonstrates and encourages high standards of behavior. Adapts leadership style to situations and people. Empowers, motivates, and guides others.	
5	Interpersonal Skills	Considers and appropriately responds to the needs, feelings, capabilities, and interests of others. Provides feedback and treats others equitably.	
6	Self-Direction	Realistically assesses own strengths, weaknesses, and impact on others. Seeks feedback from others. Works persistently toward a goal. Demonstrates self-confidence, invests in self-development, and manages own time efficiently.	
7	Flexibility	Adapts to changes in the work environment. Effectively copes with stress.	
8	Decisiveness	Takes action and risks when needed. Makes difficult decisions when necessary.	
9	Technical Competence	Demonstrates technical proficiency and understanding of its impact in areas of responsibility.	
TOTAL POINTS =			
TOTAL POINTS DIVIDED BY NUMBER OF COMPETENCIES RATED =			

## SRPE Example

The potential of the applicant is evaluated against nine factors (AAC Form 1A (Test)) (Figure 1).

Use this guide when determining level of potential.

Enter numeric score in each box. Fractions are not allowed. Remember that you are evaluating potential; not performance

SENIOR RATER POTENTIAL RATING FACTORS FORM		
Date:	Ratee:	SSN:
Privacy Act Statement: Section 6311 of Title 5 to the U.S. Code authorizes collection of this information. Information collected on this form will be used for statistical and impact analysis of this form as an evaluation instrument. Application criteria for some Army Acquisition Corps training and programs may require the completion and submission of this form.		
Scoring: 1=Maximum 2=Higher 3=Average 4=Marginal 5=Minimum		
LEADERSHIP EFFECTIVENESS COMPETENCIES	LEADERSHIP EFFECTIVENESS COMPETENCY DEFINITIONS	SCORE
1 Oral Communication	Listens to others. Makes clear and effective oral presentations to individuals and groups. (Note: Use of a sign language interpreter may be appropriate for people who are deaf or hard-of-hearing.)	2
2 Written Communication	Communicates effectively in writing. Reviews and critiques others writings.	1
3 Problem Solving	Recognizes and defines problems, analyzes relevant information and encourages alternative solutions and plans to solve problems.	2
4 Leadership	Demonstrates and encourages high standards of behavior. Adapts leadership style to situations and people. Empowers, motivates, and guides others.	1
5 Interpersonal Skills	Considers and appropriately responds to the needs, feelings, capabilities, and interests of others. Provides feedback and treats others equitably.	1
6 Self-Direction	Realistically assesses own strengths, weaknesses, and impact on others. Seeks feedback from others. Works persistently toward a goal. Demonstrates self-confidence, invests in self-development, and manages own time efficiently.	2
7 Flexibility	Adapts to changes in the work environment. Effectively copes with stress.	1
8 Decisiveness	Takes action and risks when needed. Makes difficult decisions when necessary.	2
9 Technical Competence	Demonstrates technical proficiency and understanding of its impact in areas of responsibility.	1
TOTAL POINTS =		13
TOTAL POINTS DIVIDED BY NUMBER OF COMPETENCIES RATED =		1.4

Although allowed, try not to issue a score of N/A. Remember, you are rating potential; not performance.

Enter the sum of all scores here.

**Step 3** Once the senior rater has calculated the ratee's average score and entered it on the Senior Rater Potential Rating Factors Form (15 divided by 9 = 1.7 from the above example rounding up to one decimal place), the senior rater then finds the range with which the employee's score falls from the chart below. Next, the senior rater obtains the value in the Overall Potential Rating column from the chart below which corresponds to the scoring range.

Enter the Total Points divided by the number of items rated; round. This number is transferred to "Block R" of AAC Form 1 (Test).

Figure1

Once all factors have been evaluated, the total score is obtained and averaged, resulting in the overall score using the following conversion chart (Figure 2); i.e., 1.4 converts to an overall rating of 1. This number is brought forward to the evaluation itself, block R, Overall Potential Rating (AAC Form 1(Test)).

Overall Potential Rating	Ratee's score is at least	but not more than
1	1	1.5
2	1.6	2.5
3	2.6	3.5
4	3.6	4.5
5	4.6	5.0

Figure 2

### What the Profile Says

The Senior Rater Profile is a critical element of the rating. This information tells the board where, among all the employees evaluated by the senior rater at the same grade, the rated individual fits. A common problem is a Senior Rater Profile (Figure 3) where all employees are rated in the “1 Block.” This indicates to the board the rated individual is one of many, all with potential at the same level. It says there is nothing extraordinary about this specific individual; he/she is just one of the crowd. With a profile like the one in Figure 3, the Senior rater has lost the ability to make his/her evaluation count.

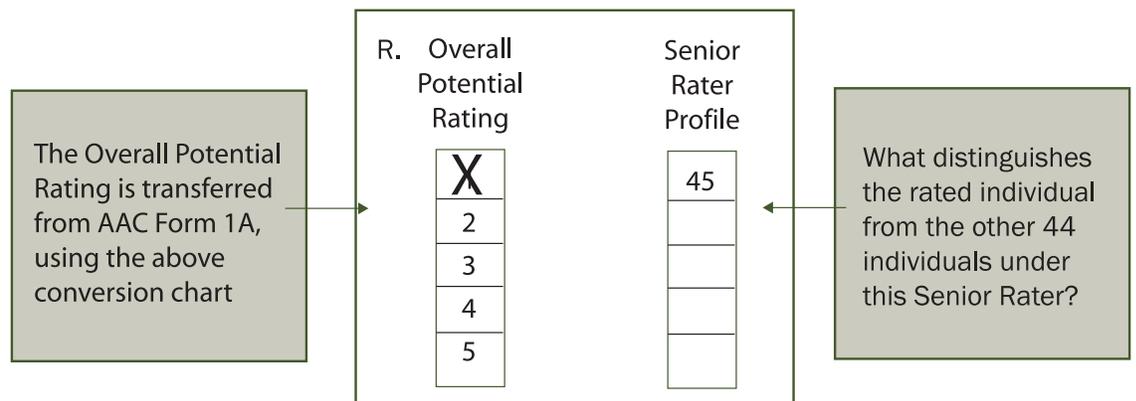


Figure 3

However, a Senior Rater Profile with 3 individuals in the “1 Block” (one of them being the applicant), 10 in the “2 Block” and 17 in the “3 Block” and 15 in the 4 block (Figure 4), shows the rated individual is one of the three individuals who shows the most potential. This rating provides the board with critical information about the applicant’s potential for positions of increasing responsibility.

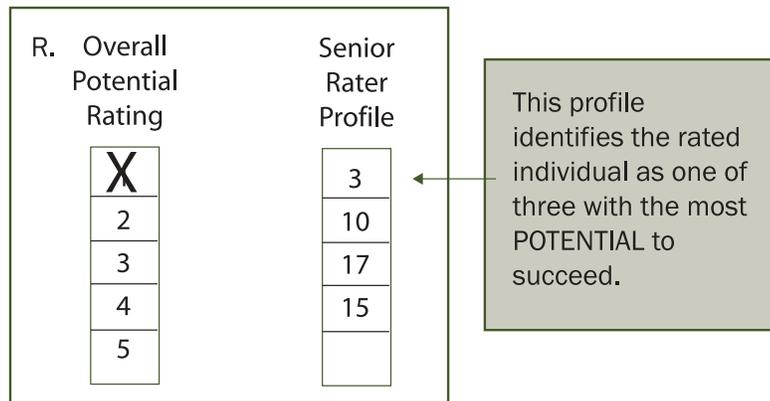


Figure 4

### Bullet Comments

The Bullet Comments (Block S) section is the senior rater's opportunity to support the overall potential rating with verbiage that gives credibility to the "overall potential rating" and substantiates the Senior rater's evaluation (Figure 5).

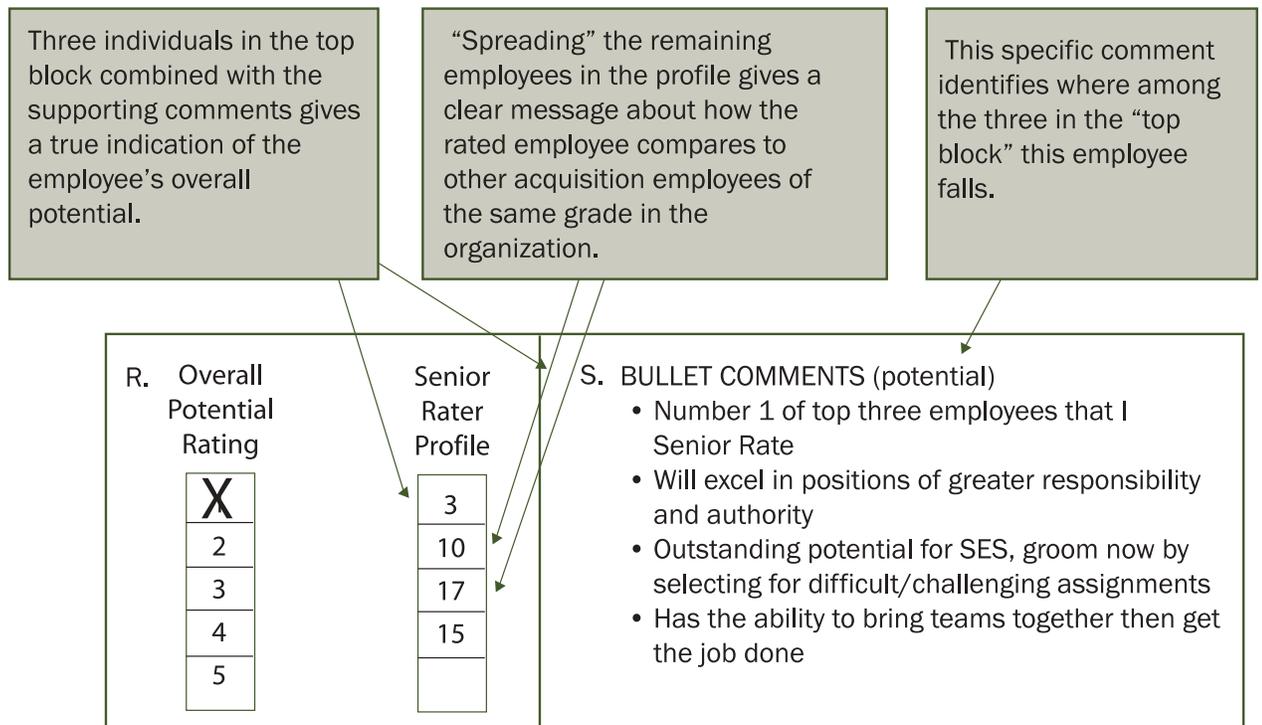


Figure 5

## Sending Mixed Signals

Senior raters who fail to provide a clear message on an individual's potential for increased responsibilities force board members to interpret the senior rater's intent. Several examples follow.

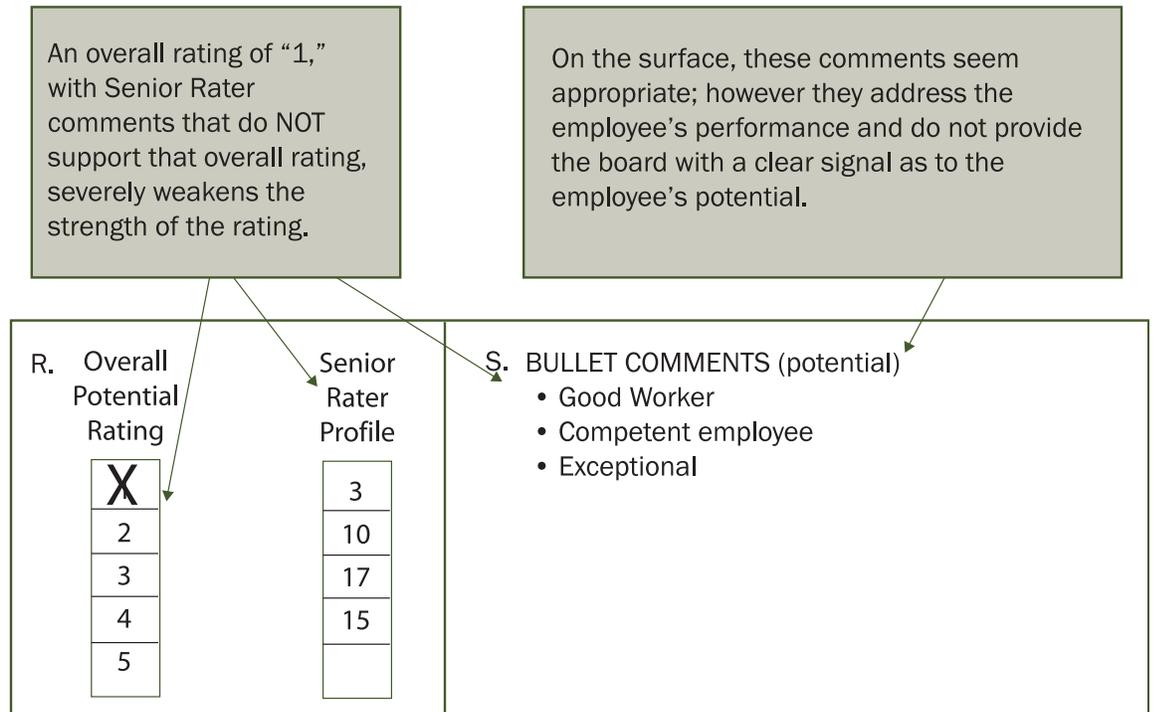


Figure 6

**While specific comments are at the discretion of the senior rater, senior raters at a minimum should quantify where the individual ranks in the organization and address their potential for selection to the next board selected schooling, promotion and product/project manager or acquisition command.**

A rating of “2” to “5” (Figure 6), with outstanding comments, causes the board to question the senior rater’s objective. Lack of clear intent by the senior rater leaves the board the opportunity to interpret the senior rater’s meaning. It is imperative the senior rater clearly address the applicant’s potential in the bullet comments. Although senior raters will take performance issues into consideration, it is important to note it is potential they are addressing.

## Frequently Asked Questions on the Senior Rater Potential Evaluation

### What is the purpose of the SRPE?

The purpose of the SRPE is to rate an individual's demonstrated leadership competencies and potential for advancement to higher levels of responsibility. It is not intended to rate functional expertise. (Example: An individual may be an excellent, highly competent engineer but demonstrate no potential for higher levels of responsibility and competencies required for leadership.) Additionally, since the Officer Evaluation Report includes a Senior Rater Evaluation, the SRPE provides equity for civilians by allowing them to demonstrate leadership potential.

### Who is required to have a SRPE?

In the near-future, GS-13/equivalent DOD Civilian Acquisition Workforce Personnel Demonstration Project broadband and above civilians.

### When is a SRPE required?

A SRPE completed within the past year is currently required for applicants to the PM Boards and the CDG Program Board. When it is fully implemented, the SRPE will be required for each rating period and all AAC competitive boards.

### Who is the Senior Rater?

The Senior Rater, under all the performance assessment systems (TAPES, CCAS, Demo Project), is the rater of the individual's rater.

### What are common problems in completing the SRPE form (AAC Form 1)?

A number of common problems follow:

- No senior rater profile in Block R of the form. Senior raters must account for all the AL&TWF employees he/she rates in the same grade as the ratee. For example, if the individual rated is a GS-14, the senior rater must account for all GS-14 AL&TWF employees he/she senior rates in this section. (When the SRPE is fully implemented, it will be automated in the DACM database and a cumulative senior rater profile will be provided for each senior rater.)
- No discrimination in the senior rater profile. Senior raters must determine where all individuals in the ratee's grade would fall on the profile; i.e., from maximum (Block 1) to minimum (Block 5). It is highly unlikely that all will fall into the same block as the ratee.
- Poorly articulated forms; i.e., handwritten and illegible; misspelled words; and poor grammar.
- No senior rater comments in Block S of the form. Not including comments is highly detrimental to the ratee. Comments should be strong, address leadership competencies, and support the "overall potential rating" score assigned as well as the rating on the latest performance evaluations.

- Senior Rater comments that address functional performance rather than demonstrated leadership competencies and potential for higher levels of responsibility. Examples of good comments follow:
  - Best or top performer
  - Future PM
  - Groom for leadership
  - A visionary—sets sights on the big picture
  - Great communicator—excellent verbal and written skills
  - Superior leader—a team leader with unique capability to gain consensus on complex and controversial issues
  - Unlimited potential