

ORGANIZATIONAL ACQUISITION POINT OF CONTACT (OAP) Training

OAP Responsibilities

- Attend mandatory and refresher training
- Participate in Bimonthly OAP Roundtable discussions (starting in July 07)
- Run reports and compile information for data calls
- Ensure acquisition workforce assigned to their delegated organization routinely receives coherent, timely information on acquisition programs, education, training and competitive opportunities generated by USAASC's initiatives
- Provide broad acquisition career management guidance to respective staff
- Maintain at least a SECRET security clearance
- Sign an *Acknowledgement of Delegation of Authority*.
- Limit their database access to delegated organization's UIC(s) and/or Org Code(s) only

OVERVIEW

Regional Customer Support Office (RCSO)



Primary DACM Representative in Regions
 Senior Leadership Interface
 Oversee AL&T Workforce Career Management
 Promote Awareness of Army Acquisition Corps (AAC) Initiatives
 Develop/Implement AAC Policies and Programs
 Provide Education and Training Opportunities
 Manage Rotational Development Assignment Program
 Process Certifications

Enhance Communications to the Workforce
 Provide Customer Support
 Oversee AAC and CAP Issues
 Conduct Site Visits
 Receive Feedback From the workforce
 Develop Future Leaders
 Support CDG-AAF Program
 Regional AETE Training

Eastern Region POCs

NCR REGIONAL DIRECTOR

Mr. Tom Evans

(703) 805-1526; DSN 655-1526

E-mail: Thomas.Evans1@us.army.mil

TEAM 1

(ASC (PEO Soldier/PEO Stri), ATEC, COE, MEDCOM)

Ms. Tammy Hughes, ACM

(703) 805-9432; DSN 655-9432

E-mail: Tammy.Hughes@us.army.mil

Mr. Roosevelt Ingram, ACM

(703) 805-9434; DSN 655-9434

E-mail: Roosevelt.Ingram@us.army.mil

TEAM 2

(ACA, AMCHQ, AMCOM, AMCSTAFFSPTACTS, AMCTNGACTS, ARL, ASC (Except PEO Soldier), ATCOM, CECOM, CIC, CSA, FOARSTAFFOA22, FOASECARMY, FORSCOM, INSCOM, JOINTSECARMY, JT ACTVTY, JT SOC, MATAQACT, MATAQCPMS, MATREADACT, MDW, MEPCOM, NGB, OSA, OSC, RDECOM, SBCCOM, SDDC, SECASSTCOM, SMDC, SOCOM, SOUTHERN CMD, STAFFCOS, TACOM, TRADOC, USA HRC, USAIMA, USARC, USARPAC, USASOC)

Mr. Scott Greene, ACM

(703) 805-9433; DSN 655-9433

E-mail: Scott.Greene4@us.army.mil

Ms. Eileen Reichler, ACM

(703) 805-9430; DSN 655-9430

E-mail: Eileen.Reichler@us.army.mil

Ms. Chong Kilroy, ACM

(703) 805-9435; DSN 655-9435

E-mail: chong.kilroy@us.army.mil

The Acquisition, Logistics and Technology (AL&T)

The Acquisition, Logistics and Technology (AL&T) Workforce are the civilian and military personnel components of the acquisition system.

The AL&T Workforce includes permanent civilian employees and military members who occupy acquisition positions and are members of the U.S. Army Acquisition Corps (AAC) or who are in acquisition career development programs.

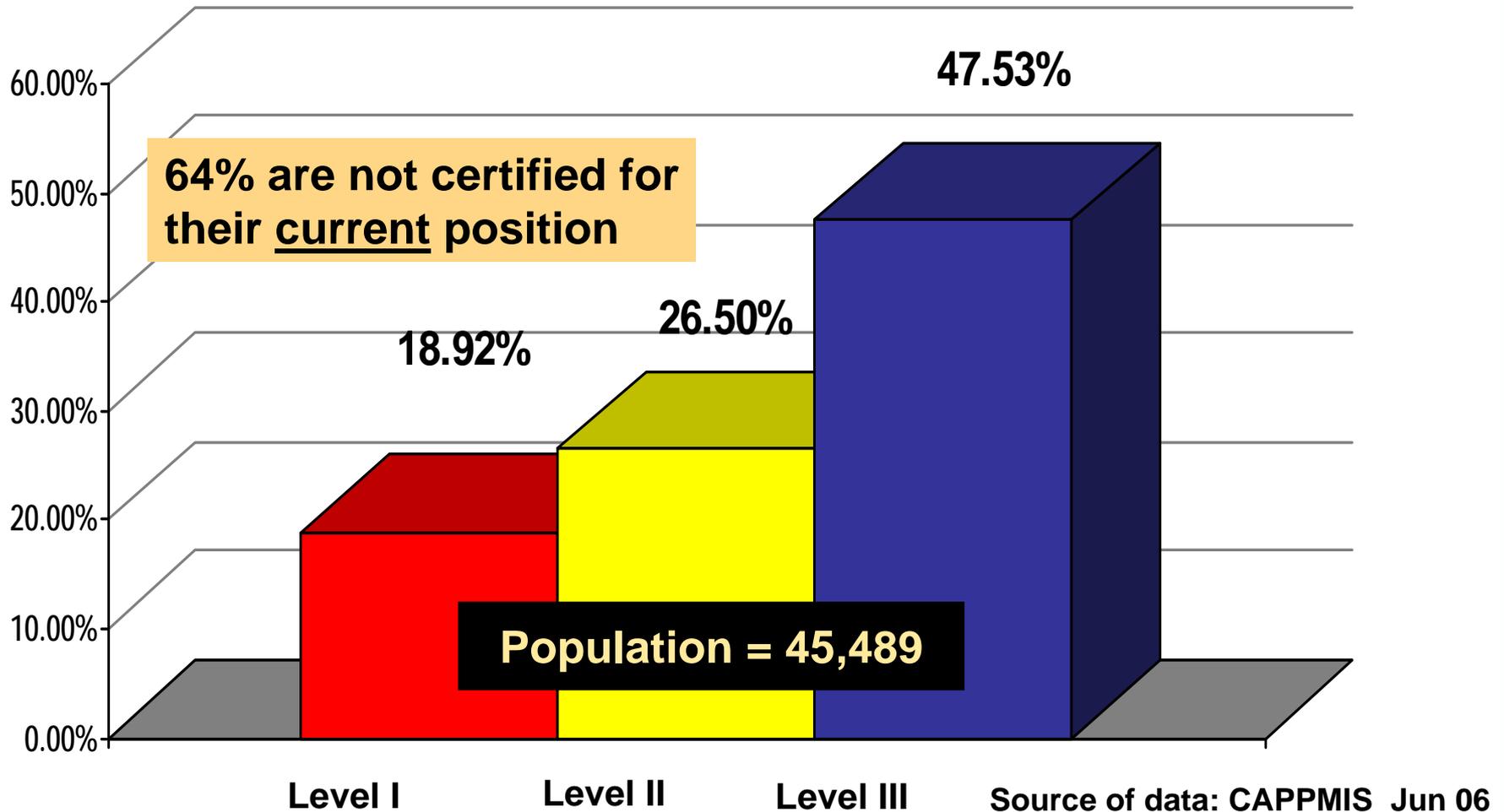
CERTIFICATION

CERTIFICATION

- Training + Education + Experience = Certification
 - Employee must meet position certification within 24 months after being assigned to an acquisition position
 - Requirements found at www.dau.mil, DAU Catalog, Appendix B
 - Certification level guidelines:
 - Level I (Basic Level) – Grades 5-8
 - Level II (Intermediate Level) – Grades 9-12
 - Level III (Senior Level) – Grades 13 and above
- **Note: To change this, process a Request for Personnel Action (RPA) through CPAC**

www.dau.mil (DAU Catalog, Appendix B)

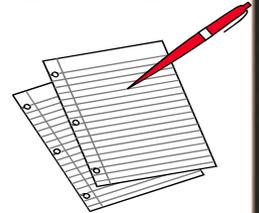
CERTIFICATION STATUS OF ACQUISITION WORKFORCE



NON-COMPLIANCE OF CERTIFICATION REQUIREMENTS

- **Memorandum signed by DACM, 12 Oct 06**
- - **Senior Acquisition leadership wants 100% of the workforce to be certified in accordance with the position requirements**
 - **Education, training, and position certification will be included on all Acquisition Workforce support forms and evaluations**
 - **Establishing metrics to track progress**

INTERIM CERTIFICATION POLICY AND PROCEDURES CHANGES



- **AL&T Workforce members must become certified in their primary career field and level for their current position before requesting certification in another career field.**
- **Up to one year spent pursuing a program of academic training or education in the individual's primary acquisition career field may be counted toward meeting the experience standard for certification. However, it may not be substituted for the first year of acquisition experience.**
- **The same months of experience utilized to obtain certification in one career field, may not be applied to meet the standards of an additional career field.**
- **The system-generated certificate is the document of record for certification for the civilian Army Acquisition and Non-Acquisition Workforce. Non-Army applicant's official document of record will be a non-system generated.**

DAU FULFILLMENT PROGRAM

- ❖ **Enables AL&TWF members to receive credit for mandatory DAU courses without actually taking the courses**

PROCESS

Individual submits Fulfillment Package to ACM

ACM forwards package for approval by Certifying Official

Approved/signed package returned to ACM

Approved/signed package e-mailed to employee

<http://www.dau.mil/workforce/pdf/Fulfillment.pdf>

EQUIVALENCY

- **The Defense Acquisition University (DAU) partners with training providers that offer courses across all career fields involved in defense acquisition**

- **Training providers offer courses that have been certified equivalent to DAU curriculum**

- **Must be exact course within specified dates**
 - **College/University**
 - **DOD School/Federal Agencies**
 - **Contractor**

Equivalencies are located on the DAU Website at http://www.dau.mil/catalog/Appendix_C.pdf

Request for Certification

- 1 Update ACRB.
- 2 Print out a copy of updated ACRB; write the requested certification and level in Section X; sign and date the bottom.
- 3 Scan a copy of signed ACRB.
- 4 Attach a copy of resume and transcripts (if required).
- 5 E-mail documents to **asc.ncr.region@asc.belvoir.army.mil** (most preferred method) or fax to (703) 805-1530.

Web link for Career Level Certification:

[http:// http://asc.army.mil/regional/ncr/documents.cfm](http://asc.army.mil/regional/ncr/documents.cfm)

NOTE: A separate package must be prepared for each request for certification.

Certification Process

- 1 Employee e-mails or faxes request for certification package to ACM.
- 2 ACM reviews for completeness and eligibility and forwards to CO.
- 3 CO approves/disapproves, signs ACRB and certification and returns to ACM. For non-Army individuals, a hard-copy certificate will be signed.
- 4 ACM updates ACRB and scans documents for e-file.
- 5 Individual prints out their official certificate.

NOTE: System-generated certificate (if available) is the acquisition and non-acquisition workforce member's official document of record. Hard-copy certificate is the non-Army individual's official document of record.

AAC MEMBERSHIP

THE ARMY ACQUISITION CORPS (AAC)

- Subset of the Army Acquisition, Logistics & Technology Workforce
- Civilian (GS-13/Broadband equivalent and above)
- Military personnel (Major and above)
- Mandatory for all GS-14's/Broadband equivalent and above who occupy Critical Acquisition Positions (CAPS) or Key Leadership Positions (KLPs)

There are Several of Ways to Become an AAC Member:

- **Request AAC Membership**
- **Transfer AAC Membership from another DOD Component**

AAC Membership Requirements

- **TRAINING:** Completed Level II mandatory DAU training and received certification in any Acquisition Career Field
- **EDUCATION:**
 - A baccalaureate degree and one of the following:
 - 24 semester credit hours in business related disciplines
 - 24 semester credit hours in Career Field AND 12 semester credit hours in business related disciplines
 - Exceptions to education requirement - possess ten year of acquisition experience prior to Oct 1991
- **EXPERIENCE:** Four years of acquisition experience
- **NOTE:** Selectee **MUST** be qualified for AAC Membership at time of selection and be accessed into the AAC prior to official placement in a CAP

AAC Membership applications are located on the ASC homepage at <http://asc.army.mil>

REQUEST AAC MEMBERSHIP/PROCESS

1

Employee e-mails or faxes request for Corps Membership to ACM and includes:

Army Acquisition Corps Application

Updated, signed ACRB

Resume

Transcripts

Signed Tenure Agreement (if applicable)

2

ACM reviews for completeness and determines eligibility

3

DDACM approves and signs DD2587 and Welcome Letter

4

ACM updates ACRB; scans documents for e-file; e-mails copy of DD2587 and Welcome Letter to AAC Member along with instructions on how to print out official certificate.

OPPORTUNITIES

Acquisition Education, Training and Experience (AETE)

■ Education

- Acquisition Tuition Assistance Program (ATAP)
- University of Texas Senior Service Fellowship Program
- Naval Post Graduate School (NPS)
- Industrial College of the Armed Forces (ICAF)

■ Training

- Defense Acquisition University (DAU)
- Federal Executive Institute (FEI)
- The Wharton School, University of Pennsylvania
- Darden Executive Education, University of VA
- Office of Personnel Management (OPM) Management Development Center

*Announcements will be posted on the ASC Home Page at: <http://asc.army.mil>

ACQUISITION TUITION ASSISTANCE PROGRAM (ATAP)

- Needs-Based program during off-duty hours
- Automated application process - reviewed through a board process
- Must meet certification requirement for your position of record **(NEW)**
- Funding limits are in place
 - Graduate - \$8,750 yearly, \$1,750 per course (Must meet GS12 Step 1 pay to apply at graduate level)
 - Undergraduate - \$6,250 yearly, \$1,250 per course
 - \$150 for books per course
- Grades will be tracked
 - Must be provided within 60 days of course completion or future funding may be withheld
 - Graduate – grade of B required
 - Undergraduate – grade of C required
- Curriculum and funding changes must be coordinated thru ATAP Coordinator

For additional information on ATAP, please review the policies and procedures located on the ASC homepage at <http://asc.army.mil>

Competitive Development Group/ Army Acquisition Fellowship Program (CDG/AAF)

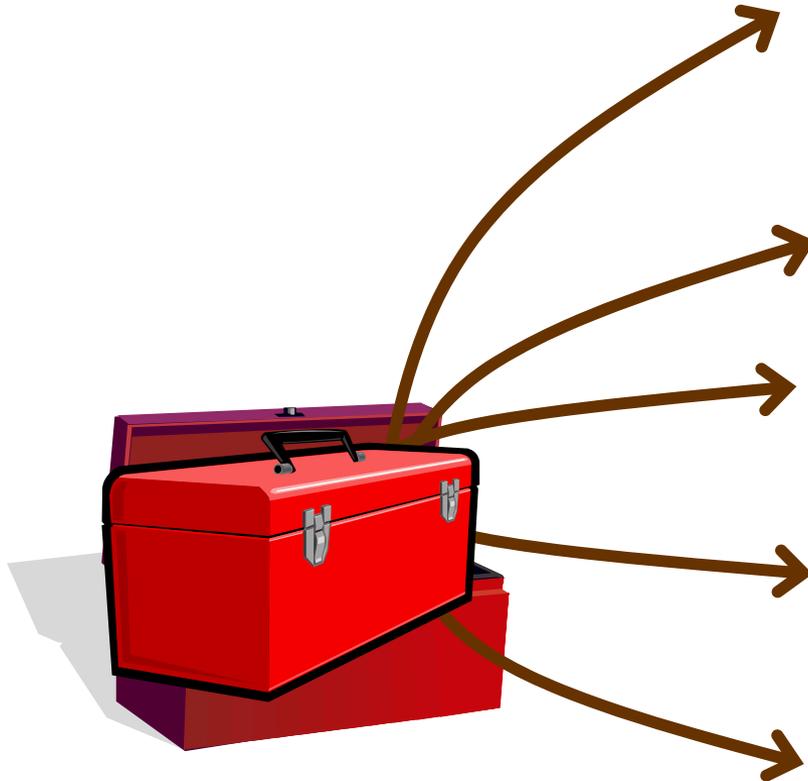
- **Three year developmental assignment program designed to develop our future acquisition leaders**
- **Selectees will be assigned to centrally funded position on the Acquisition Support Center TDA**
- **During years 2 and 3, participants will be required to apply to the Army's Project Manager and Acquisition Command Selection Boards. Failure to apply shall result in removal from the program.**
- **Graduation requires successful completion of all requirements identified in each member's Individual Development Plan (IDP).**
- **Promotion is not guaranteed; however, approximately 80 percent of all CDGs have been promoted.**

Additional information on this career development program can be found on the ASC homepage at <http://asc.army.mil>.

ACQUISITION TOOLKIT

- CAPP MIS
- ACRB
- AAPDS
- IDP
- AITAS
- WORKFORCE REPORTS
- WEBSITES

Acquisition Career Management Toolkit



Regional Customer Support Offices

- Regional Directors
- Regional ACMs
- Acquisition Career Management Advocates

▪ Career Management Tools

- Individual Development Plan (IDP)
- Acquisition Career Record Brief (ACRB)
- Senior Rater Potential Evaluation (SRPE)

▪ Career Management Publications

- Army AL&T Magazine
- Career Management Handbook
- AET&E Catalog

▪ Career Development Programs

- AETE/ATAP
- CDG
- Intern Career Programs

▪ On-Line Department

- Acquisition Support Center Website
- CAPP MIS Website
- Regional Websites
- DAU Website

CAREER ACQUISITION PERSONNEL AND POSITION MANAGEMENT INFORMATION SYSTEM (CAPPMIS)



ONE STOP SHOP

CAPPMIS WEB PAGE



supporting the acquisition workforce

CAREER ACQUISITION PERSONNEL & POSITION MANAGEMENT INFORMATION SYSTEM

Site Notice

SCHEDULED SYSTEM DOWNTIME: In order to respond to DOD mandated requirements, CAPPMIS will be unavailable beginning at approximately 1700 hours (Eastern) on Friday, 30 March 2007 in order to complete system upgrades and maintenance. All efforts will be made to bring the system back online as soon as possible. We anticipate returning to service Sunday, 1 April 2007 on or before 0700 (Eastern).

CAPPMIS Login

User Name:
Password:

CAPPMIS AKO/CAC Login

To login to CAPPMIS with your AKO or CAC Account please click the appropriate button above.

For assistance with AKO or CAC Login to

New Users:

News

Effective March 6, 2007: AL&T workforce military can now print their own achieved certification certificates. To access this feature, log into CAPPMIS, click on the "CERTS" tab and then click the "Print" button for each specific career field/level achieved. If you should encounter difficulty printing your certificates, please contact us at <https://www.hrc.army.mil/site/protect/active/opfam51/staff.htm>

Effective February 21, 2007: UPDATED Army Certification Policy (some significant

Welcome

This is a Department of Defense (DoD) web site. The security accreditation level of this site is Unclassified FOUO and below. Do not process, store, or transmit information classified above the accreditation level of this system. DoD web sites may be monitored for all lawful purposes, including to ensure their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability, and operational security.

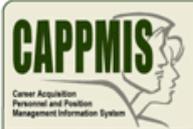
Type your User Name

Then Type your Password

Then press Login

If this is your first time logging in, click here to Create a New Account.

Click here if you forgot your User Name/Password.



supporting the acquisition workforce



- HOME
- IDP
- ACRB
- SRPE
- AAPDS
- Logout

EDIT PROFILE

Profile

Name: AA BLANK 4

Position Title: COMPUTER SPECIALIST

Organization: ASC FORT BELVOIR

Email: SCOTT.GREENE4@US.ARMY.MIL

Date of Birth: 12/30/1977

News

- Click on Edit Profile to change your email address, password, security question, security hint, and security answer.
- Please see your Acquisition Career Manager (ACM) for other changes to your profile.
- Your last login was on 05/16/2006
- Your password expires on 10/13/2006

CAPPMIS Options

Useful Links

Welcome

This is the CAPPMIS home screen. You may access any of the above applications by clicking on the tabs.

[Blank ACRB](#) [ACRB Instructions](#) [Acquisition Support Center](#) [AITAS](#) [MAPL](#)

	Security/Privacy	System Requirements	DOD Computer User	Text Links	CAPPMIS Help	
--	----------------------------------	-------------------------------------	-----------------------------------	----------------------------	------------------------------	--

CAPPMIS HOME PAGE

ACQUISITION CAREER RECORD BRIEF

(ACRB)

ACRB

- **Snapshot of your acquisition history**
- **Changed via the individual, ACM, DCPDS, and MYPAY (ACRB Instructions!)**
- **Data accuracy is IMPORTANT – used for:**
 - Certification
 - AAC Accession
 - DAU Training
 - Reports to Congress
 - Verifying Corps Status

INDIVIDUAL DEVELOPMENT PLAN (IDP)

IDP

- **Five Year Plan**
- **Required for Each AL&T WF Member**
- **Automated Process**
- **Two Modules**
 - **Individual Module**
 - **Supervisor Module**
- **Agreement Between Individual and Supervisor**

WORKFORCE REPORTS



supporting the acquisition workforce



- HOME
- IDP
- ACRB
- SRPE
- WFM
- REPORTS**
- AAPDS
- Logout

EDIT PROFILE

Site Notice
SCHEDULED SYSTEM DOWNTIME: In order to respond to DOD mandated requirements, CAPP MIS will be unavailable beginning at approximately 1700 hours (Eastern) on Friday, 30 March 2007 in order to complete system upgrades and maintenance. All efforts will be made to bring the system back online as soon as possible. We anticipate returning to service Sunday, 1 April 2007 on or before 0700 (Eastern).

Profile

Name: A.A. BLANK 2
Position Title: COMPUTER SPECIALIST
Organization: USA ACQ SPT CTR
Email: SCOTT.GREENE4@US.ARMY.MIL
Date of Birth: 12/30/1977

News

- Effective February 21, 2007 - **UPDATED Army Certification Policy** (some significant changes)...To access all USAASC Policy documents, please visit the USAASC Policy page at <http://asc.army.mil/policies>
- Click on **Edit Profile** to change your email address, password, security question, security hint, and security answer.
- Please see your **Acquisition Career Manager (ACM)** for other changes to your profile.

Welcome

This website was designed as a resource for United States Army Acquisition Workforce Members, Acquisition Career Managers (ACM) and the United States Army Acquisition Support Center (USAASC). Our purpose is to provide an integrated suite of tools and up-to-date information to our customers to better manage and serve the Army Acquisition Workforce.

You may access any of the above applications by clicking on the tabs.

[Blank ACRB](#) [ACRB Instructions](#) [US Army Acquisition Support Center USAASC](#) [MAPL](#) [AITAS](#) [ATTRS/AITAS Video Tutorial](#)

	Security/Privacy	System Requirements	DOD Computer User	Text Links	CAPP MIS Help	ATTRS/AITAS Video Help	
--	----------------------------------	-------------------------------------	-----------------------------------	----------------------------	-------------------------------	--	--



supporting the acquisition workforce



- HOME
- REPORTS
- ACRB
- SRPE
- WFM
- REPORTS
- AAPDS
- Logout

[Workforce Reports](#) [Acq Civ Specific Reports](#) [Reporting Instructions](#) [Reporting Descriptions](#)

Site Notice
 SCHEDULED SYSTEM DOWNTIME: In order to respond to DOD mandated requirements, CAPP MIS will be unavailable beginning at approximately 1700 hours (Eastern) on Friday, 30 March 2007 in order to complete system upgrades and maintenance. All efforts will be made to bring the system back online as soon as possible. We anticipate returning to service Sunday, 1 April 2007 on or before 0700 (Eastern).

Reports System Down
 The CAPP MIS system is down for maintenance. System access should be restored by 1100 hours

- Security/Privacy
- System Requirements
- DOD Computer User
- Text Links
- CAPP MIS Help
- ATRRS/AITAS Video Help

Either select Workforce Reports or Acq Civ Specific Reports

Site Notice
SCHEDULED SYSTEM DOWNTIME: In order to respond to DOD mandated requirements, CAPPMS will be unavailable beginning at approximately 1700 hours (Eastern) on Friday, 30 March 2007 in order to complete system upgrades and maintenance. All efforts will be made to bring the system back online as soon as possible. We anticipate returning to service Sunday, 1 April 2007 on or before 0700 (Eastern).

Select which reports you wish to run

Reports

Workforce		
Select All	Report Title	Report Description
<input type="checkbox"/>	Current Assignments	<ul style="list-style-type: none"> This report provides current assignment information for all active personnel in CAPPMS, regardless of their workforce status. Only those with a WF Status code of (A, C, W & G) are acquisition workforce members. This report will result in a single row per person. It lists some generic personal and position information. The highest achieved degree (bachelors, masters, and doctorate) is listed under the Hi Degree and Degree Type column. The highest education achieved is listed under the Lvl Desc and Edu Level column.
<input type="checkbox"/>	Certification Review	<ul style="list-style-type: none"> Report provides all active personnel in CAPPMS, regardless of their workforce status. Only those with a WF Status code of (A, C, W, & G) are acquisition workforce members. This report includes people with and without an achieved certification. Since a person can have more than one achieved certification, this report will result in multiple rows per person for those with more than one certification.
<input type="checkbox"/>	Education Review	<ul style="list-style-type: none"> Report provides all active personnel in CAPPMS, regardless of their workforce status. Only those with a WF Status code of (A, C, W, & G) are acquisition workforce members. This report will result in multiple rows per person. If an individual has more than one degree type or more than one major achieved then it will result in multiple rows of data for that person. Displays the highest degree(s) achieved (i.e., doctorate, masters, bachelors degree) under the Hi Degree column. For example an individual that only has one year of college will not have a high degree type because that person does not have a degree. It will provide the level of education an individual has, regardless of one year of college or high school graduate. This will be displayed under Lvl Desc and Ed Level column. Lists the completed achieved major and the institution the person received their degree. The Source column represents where the Education was populated. For those w
<input type="checkbox"/>	Workforce Review	<ul style="list-style-type: none"> Report provides all active personnel in CAPPMS, regardless of their workforce status. Only those with a WF Status code of (A, C, W, & G) are acquisition workforce members. This report will result in a single row per person. This report will contain some personal data, highest certification, highest education achieved, and total achieved continuous learning points within the current continuous learning cycle. The highest degree achieved is listed under the Hi Degree and Degree Type column. The highest education achieved is listed under the Lvl Desc and Edu Level column.

<input type="checkbox"/>	Education Review	<ul style="list-style-type: none"> Since a person can have more than one achieved certification, this report will result in multiple rows per person for those with more than one certification. Report provides all active personnel in CAPPMS, regardless of their workforce status. Only those with a WF Status code of (A, C, W, & G) are acquisition workforce members. This report will result in multiple rows per person. If an individual has more than one degree type or more than one major achieved then it will result in multiple rows of data for that person. Displays the highest degree(s) achieved (i.e., doctorate, masters, bachelors degree) under the Hi Degree column. For example an individual that only has one year of college will not have a high degree type because that person does not have a degree. It will provide the level of education an individual has, regardless of one year of college or high school graduate. This will be displayed under Lvl Desc and Ed Level column. Lists the completed achieved major and the institution the person received their degree. The Source column represents where the Education was populated. For those w
<input checked="" type="checkbox"/>	Workforce Review	<ul style="list-style-type: none"> Report provides all active personnel in CAPPMS, regardless of their workforce status. Only those with a WF Status code of (A, C, W, & G) are acquisition workforce members. This report will result in a single row per person. This report will contain some personal data, highest certification, highest education achieved, and total achieved continuous learning points within the current continuous learning cycle. The highest degree achieved is listed under the Hi Degree and Degree Type column. The highest education achieved is listed under the Lvl Desc and Edu Level column.
<input type="checkbox"/>	Certification Delinquency	<ul style="list-style-type: none"> Report provides all active personnel in CAPPMS, regardless of their workforce status. Only those with a WF Status code of (A, C, W, & G) are acquisition workforce members. This report will result in one single row per person. This report will match the highest certification achieved versus the required certification. For those that do not meet their minimum required career field/level then they will appear on this report. For example, if the APC is populated with C, and ACL is 2 and the person only achieved Contracting, Level 1 then this individual will fall on this report as not achieving their required certification and level for their current position. However, this report does not take into account the 24 months window allocated for a workforce member to be certified in their current position.
<input type="checkbox"/>	Corps Membership Discrepancy	<ul style="list-style-type: none"> This report will only include active workforce members that are, Acquisition but not an Acquisition Corps Members. This report contains the highest degree and highest certification per career field so you may have multiple rows per person. The highest degree achieved is listed under the Hi Degree and Degree Type column. The highest education achieved is listed under the Lvl Desc and Edu Level column.



Select 'Next' when finished



Security/ Privacy System Requirements DOD Computer User Text Links CAPPMS Help ATRRS/AITAS Video Help





supporting the acquisition workforce



- HOME
- IDP
- ACRB
- SRPE
- WFM
- REPORTS**
- AAPDS
- Logout

[Workforce Reports](#) [Acq Civ Specific Reports](#) [Reporting Instructions](#) [Reporting Descriptions](#)

Site Notice
 SCHEDULED SYSTEM DOWNTIME: In order to respond to DOD mandated requirements, CAPP MIS will be unavailable beginning at approximately 1700 hours (Eastern) on Friday, 30 March 2007 in order to complete system upgrades and maintenance. All efforts will be made to bring the system back online as soon as possible. We anticipate returning to service Sunday, 1 April 2007 on or before 0700 (Eastern).

Reports - Please select Command filter(s)

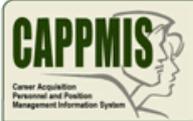
Report Title	Command Filter(s)	UIC Filter(s)
Workforce Review	98 - USAF - USAF COMMAND	
	99 - USN - USN COMMAND	
	AC - ACA - US ARMY CONTRACTING AGENCY	
	AE - USAASC - US ARMY ACQUISITION SUPPORT CENTER	
	AJ - USA SOC - US ARMY SPECIAL OPERATIONS COMMAND	
	AR - USARC - US ARMY RESERVE COMMAND	
	AS - INSCOM - US Army Intelligence and Security Command	
	AT - ATEC - US Army Test & Evaluation CMD	
	AU - AAA - US Army Audit Agency	
	B9 - USAIMA-E - US ARMY INSTALLATION MGT AGY - EUROP	

Select which command you want to run (you will only be able to select multiple commands if you have been approved to view multiple command records)

Back Next Finish
 Start Over



[Security/Privacy](#)
[System Requirements](#)
[DOD Computer User](#)
[Text Links](#)
[CAPP MIS Help](#)
[ATRRS/AITAS Video Help](#)

supporting the acquisition workforce



- HOME
- IDP
- ACRB
- SRPE
- WFM
- REPORTS**
- AAPDS
- Logout

[Workforce Reports](#) [Acq Civ Specific Reports](#) [Reporting Instructions](#) [Reporting Descriptions](#)

Site Notice

SCHEDULED SYSTEM DOWNTIME: In order to respond to DOD mandated requirements, CAPP MIS will be unavailable beginning at approximately 0700 (Eastern) on or before 0700 (Eastern).

Reports - Please select UIC filter(s)

Report Title	Command Filter(s)	UIC Filter(s)
Workforce Review	<ul style="list-style-type: none"> AC - ACA - US ARMY CONTRACTING AGENCY 	<ul style="list-style-type: none"> W6BA39 - ACA WEST COAST CONT REG S W6BAAA - USA CONTRACT REGIN NOR W6BB01 - ACA SOUTH REG CONT CTR W6BB02 - ACA FORT BENNING W6BB03 - ACA FORT BLISS W6BB04 - ACA FORT BRAGG W6BB05 - ACA FORT CAMPBELL W6BB06 - ACA FORT GORDON W6BB07 - ACA HOOD W6BB09 - ACA IRWIN

Select which UICs you wish to see. If you feel there are missing UICs, please contact your ACM.

- Back
- Next**
- Finish
- Start Over



- Security/Privacy
- System Requirements
- DOD Computer User
- Text Links
- CAPP MIS Help
- ATRRS/AITAS Video Help





- HOME
- IDP
- ACRB
- SRPE
- WFM
- REPORTS
- AAPDS
- Logout

Workforce Reports Acq Civ Specific Reports Reporting Instructions Reporting Descriptions

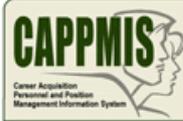
Site Notice
 SCHEDULED SYSTEM DOWNTIME: In order to respond to a security vulnerability, the system will be down for maintenance on or before 0700 (Eastern). The system will be back online at approximately 1700 hours (Eastern) on Friday, 30 March 2007. We anticipate returning to service Sunday, 1 April 2007.

Finally, select which Org Structure Codes you wish to display

Reports - Please select Org filter(s)

Report Title	Command Filter(s)	Unit Filter(s)	Org Structure Code Filter(s)
Workforce Review	<ul style="list-style-type: none"> AC - ACA - US ARMY CONTRACTING AGENCY 	<ul style="list-style-type: none"> W6BB04 - ACA FORT BRAGG 	<ul style="list-style-type: none"> AA AAA AAB

Back Finish Start Over



supporting the acquisition workforce



- HOME
- IDP
- ACRB
- SRPE
- WFM
- REPORTS**
- AAPDS
- Logout

[Workforce Reports](#) [Acq Civ Specific Reports](#) [Reporting Instructions](#) [Reporting Descriptions](#)

Site Notice

SCHEDULED SYSTEM DOWNTIME: In order to respond to DOD mandated requirements, CAPP MIS will be unavailable beginning at approximately 1700 hours (Eastern) on Friday, 30 March 2007 in order to complete system upgrades and maintenance. All efforts will be made to bring the system back online as soon as possible. We anticipate returning to service Sunday, 1 April 2007 on or before 0700 (Eastern).

Reports - Summary of Reports

Report Title	Command Filter	UIC Filter	Org Structure Filter	Records	File Size	
Workforce Review	<ul style="list-style-type: none"> AC - ACA - US ARMY CONTRACTING AGENCY 	<ul style="list-style-type: none"> W6BB04 - ACA FORT BRAGG 	<ul style="list-style-type: none"> AA AAA AAB 	36	7.60 KB	Save Report

Zipped Reports			Total Files	File Size
no zip file created				
Start Over				



- [Security/Privacy](#)
- [System Requirements](#)
- [DOD Computer User](#)
- [Text Links](#)
- [CAPP MIS Help](#)
- [ATRRS/AITAS Video Help](#)



A1	PERSON ID																	
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	
1	PERSON	COMMANI	UIC	ORG STR	ORG DES	POI	COMPO	PERSON	WF STAT	OCC SER	GRADE	APC	ACL	APT	AGE	SEX	MAPL	
2	92479	AC	W6BB04	AAA	ACA FOR	DN	CO	COLANTU	W	1102	GS/11	C		2	4	43	M	NULL
3	22644	AC	W6BB04	AAA	ACA FOR	DN	CO	CARR GL	C	1102	GS/13	C		2	4	48	F	NULL
4	92356	AC	W6BB04	AAA	ACA FOR	DN	CO	CARTER	SW	1102	GS/11	C		2	4	39	F	NULL
5	91698	AC	W6BB04	AAA	ACA FOR	DN	CO	MCGARR	C	1102	GS/11	C		2	4	47	M	NULL
6	91371	AC	W6BB04	AAA	ACA FOR	DN	CO	ROBINSO	W	1102	GS/09	C		1	4	50	F	NULL
7	89310	AC	W6BB04	AAA	ACA FOR	DN	CO	FENTZKE	W	1102	GS/11	C		2	4	34	F	NULL
8	31942	AC	W6BB04	AAB	ACA FOR	DN	CO	SMITH DI	W	1105	GS/07	E		1	4	58	F	NULL
9	31550	AC	W6BB04	AAB	ACA FOR	DN	CO	DELANEY	W	1102	GS/07	C		1	4	61	M	NULL
10	22948	AC	W6BB04	AAA	ACA FT	BIDN	CO	PIERCE Y	W	1102	GS/12	C		2	4	57	F	NULL
11	18487	AC	W6BB04	AAB	ACA FOR	DN	CO	NANCE LU	W	1102	GS/11	C		2	4	46	F	NULL
12	102937	AC	W6BB04	AAB	ACA FOR	DN	CO	ABLOLA	SW	1102	GS/07	C		1	4	38	F	NULL
13	21591	AC	W6BB04	AAB	ACA FOR	DN	CO	EGGER R	X	1106	GS/05	E		1	4	49	M	NULL
14	23329	AC	W6BB04	AAB	ACA FT	BIDN	CO	COX MAR	W	1102	GS/07	C		1	4	52	F	NULL
15	103293	AC	W6BB04	AAA	ACA FOR	DN	CO	LOPEZ M	W	1102	GS/13	C		2	4	44	M	NULL
16	86800	AC	W6BB04	AAA	ACA FOR	DN	CO	KEARNEY	C	1102	GS/12	C		2	4	38	F	NULL
17	41297	AC	W6BB04	AAA	ACA FT	BIDN	CO	PARKER	FW	1102	GS/11	C		2	4	51	F	NULL
18	23111	AC	W6BB04	AAB	ACA FT	BIDN	CO	MILLER C	W	1102	GS/11	C		2	4	58	F	NULL
19	23109	AC	W6BB04	AAA	ACA FOR	DN	CO	WORD DE	W	1102	GS/12	C		2	4	57	F	NULL

Zipped Reports

	Total Files	File Size
no zip file created		

[Start Over](#)



[Security/Privacy](#)
[System Requirements](#)
[DOD Computer User](#)
[Text Links](#)
[CAPP MIS Help](#)
[ATRRS/AITAS Video Help](#)



Acquisition Specific Reports



supporting the acquisition workforce



- HOME
- IDP
- ACRD
- SRPE
- WFM
- REPORTS
- AAPDS
- Logout

[Workforce Reports](#)
[Acq Civ Specific Reports](#)
[Reporting Instructions](#)
[Reporting Descriptions](#)

Site Notice
 SCHEDULED SYSTEM DOWNTIME: In order to respond to DOD mandated requirements, CAPPMIS will be unavailable beginning at approximately 1700 hours (Eastern) on Friday, 30 March 2007 in order to complete system upgrades and maintenance. All efforts will be made to bring the system back online as soon as possible. We anticipate returning to service Sunday, 1 April 2007 on or before 0700 (Eastern).

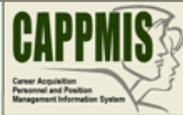
Reports System Down
 The CAPPMIS system is down for maintenance. System access should be restored by 1100 hours

- Security/Privacy
- System Requirements
- DOD Computer User
- Text Links
- CAPPMIS Help
- ATRRS/AITAS Video Help

Either select Workforce Reports or Acq Civ Specific Reports

Site Notice
SCHEDULED SYSTEM DOWNTIME: In order to respond to DOD mandated requirements, CAPP MIS will be unavailable beginning at approximately 1700 hours (Eastern) on Friday, 30 March 2007 in order to complete system upgrades on or before 0700 (Eastern).
Select which reports you wish to run

Acquisition Civilian Specific Reports		
Select All	Report Title	Report Description
<input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>	Met Certification	<ul style="list-style-type: none"> This report will only include active Acquisition civilian workforce members (with a "WF Status" code of A, C, W, & G) that have met their required acquisition position category (APC) and acquisition career level (ACL) certification for their current position. The report contains the highest certifications achieved by the individual for each career field on a single row of data. The career field code will be displayed across the top columns and the highest level achieved will be filled in under the career field codes. Displays the last date the individual made a submission to their supervisor on their IDP. The highest education achieved is listed under the "Level Edu Achieved".
<input checked="" type="checkbox"/>	Not Met Certification	<ul style="list-style-type: none"> This report will only include active Acquisition civilian workforce members (with a "WF Status" code of A, C, W, & G) that have not met their required acquisition position category (APC) and acquisition career level (ACL) certification for their current position. The report contains the highest certifications achieved by the individual for each career field on a single row of data thus far. The career field code will be displayed across the top columns and the highest level achieved will be filled in under the career field codes. Displays the last date the individual made a submission to their supervisor on their IDP. The highest education achieved is listed under the "Level Edu Achieved".
<input checked="" type="checkbox"/>	Completed Acquisition Training	<ul style="list-style-type: none"> This report will only include active Acquisition civilian workforce members (with a "WF Status" code of A, C, W, & G) with Acquisition training thus far completed. Only completed Acquisition training with an Official End Date will appear on this report. If the no Official End Date for a course item then that course will not appear on this report. Training listed on the "Other Training" of the civilian member's ACRB will not be displayed on this report. If you desire to capture training for a particular fiscal year then do a custom sort of date ranges under the "Course Official End Date" column. The highest education achieved is listed under the "Level Edu Achieved".
<input checked="" type="checkbox"/>	ATAP Applications	<ul style="list-style-type: none"> This report provides a detailed report of Workforce members who have applied for ATAP since 2005. It includes when they applied, if they were approved, and their current status. If the individual was not approved, it will list 'NOT ACCEPTED.'
Next		



supporting the acquisition workforce



- HOME
- IDP
- ACRB
- SRPE
- WFM
- REPORTS
- AAPDS
- Logout

Workforce Reports Acq Civ Specific Reports Reporting Instructions Reporting Descriptions

Site Notice

SCHEDULED SYSTEM DOWNTIME: In order to respond to DOD mandated requirements, CAPPMIS will be unavailable beginning at approximately 1700 hours (Eastern) on Friday, 30 March 2007 in order to complete system upgrades and maintenance. All efforts will be made to bring the system back online as soon as possible. We anticipate returning to service Sunday, 1 April 2007 on or before 0700 (Eastern).

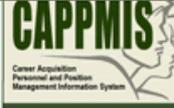
Reports - Please select Command filter(s)

Report Title	Command Filter(s)	UIC Filter(s)
Met Certification	98 - USAF - USAF COMMAND	
	99 - USN - USN COMMAND	
	AC - ACA - US ARMY CONTRACTING AGENCY	
	AE - USAASC - US ARMY ACQUISITION SUPPORT CENTER	
	AJ - USASOC - US ARMY SPECIAL OPERATIONS COMMAND	
	AR - USARC - US ARMY RESERVE COMMAND	
	AS - INSCOM - US Army Intelligence and Security Command	
	AT - ATEC - US Army Test & Evaluation CMD	
	AU - AAA - US Army Audit Agency	
	B9 - USAIMA-E - US ARMY INSTALLATION MGT AGY - EUROP	

Select which command you want to run (you will only be able to select multiple commands if you have been approved to view multiple command records)

Report Title	Command Filter(s)	UIC Filter(s)	Org Structure Code Filter(s)
Not Met Certification	98 - USAF - USAF COMMAND		
	99 - USN - USN COMMAND		
	AC - ACA - US ARMY CONTRACTING AGENCY		
	AE - USAASC - US ARMY ACQUISITION SUPPORT CENTER		
	AJ - USASOC - US ARMY SPECIAL OPERATIONS COMMAND		
	AR - USARC - US ARMY RESERVE COMMAND		
	AS - INSCOM - US Army Intelligence and Security Command		
	AT - ATEC - US Army Test & Evaluation CMD		
	AU - AAA - US Army Audit Agency		
	B9 - USAIMA-E - US ARMY INSTALLATION MGT AGY - EUROP		

Back Next Finish



supporting the acquisition workforce



- HOME
- IDP
- ACRB
- SRPE
- WFM
- REPORTS
- AAPDS
- Logout

[Workforce Reports](#) [Acq Civ Specific Reports](#) [Reporting Instructions](#) [Reporting Descriptions](#)

Site Notice
 SCHEDULED SYSTEM DOWNTIME: In order to respond to DOD mandated requirements, CAPP MIS will be unavailable beginning at approximately 1700 hours (Eastern) on Friday, 30 March 2007 in order to complete system upgrades and maintenance. All efforts will be made to bring the system back online as soon as possible on or before 0700 (Eastern).

Reports - Please select UIC filter(s)

Report Title	Command Filter(s)	UIC Filter(s)
Met Certification	<ul style="list-style-type: none"> AC - ACA - US ARMY CONTRACTING AGENCY 	<ul style="list-style-type: none"> W6BB07 - ACA HOOD W6BB09 - ACA IRWIN W6BB11 - ACA FORT JACKSON W6BB12 - ACA FORT KNOX W6BB13 - ACA FORT POLK W6BB14 - ACA FORT RUCKER W6BB15 - ACA FORT SAM HOUSTON W6BB16 - ACA FORT SILL W6BB17 - ACA FORT STEWART W6BB18 - ACA PRESIDIO OF MONTEREY

Select which UICs you wish to see. If you feel there are missing UICs, please contact your ACM.



Report Title	Command Filter(s)	UIC Filter(s)	Org Structure Code Filter(s)
Not Met Certification	<ul style="list-style-type: none"> AC - ACA - US ARMY CONTRACTING AGENCY 	<ul style="list-style-type: none"> W6BB18 - ACA PRESIDIO OF MONTEREY W6BB21 - ACA WHITE SANDS MSL RANGE W6BB22 - ACA YUMA PROVING GROUND W6BBAA - USA CONTRACT REGIN SOU W6BP01 - ACA EUROPE WIESBADEN W6BP02 - ACA RCO BENELUX W6BP03 - ACA RCO GRAFENWOEHR W6BP04 - ACA RCO SECKENHEIM W6BP05 - ACA RCO VICENZA W6BP06 - ACA RCO WUERZBURG 	

[Back](#) [Next](#) [Finish](#)



- HOME
- IDP
- ACRB
- SRPE
- WFM
- REPORTS
- AAPDS
- Logout

[Workforce Reports](#) [Acq Civ Specific Reports](#) [Reporting Instructions](#) [Reporting Descriptions](#)

Site Notice
 SCHEDULED SYSTEM DOWNTIME: In order to respond in order to complete system upgrades and maintenance on or before 0700 (Eastern).
 Finally, select which Org Structure Codes you wish to display
 it approximately 1700 hours (Eastern) on Friday, 30 March 2007 possible. We anticipate returning to service Sunday, 1 April 2007

Reports - Please select Org filter(s)

Report Title	Command Filter(s)	UIC Filter(s)	Org Structure Code Filter(s)
Met Certification	<ul style="list-style-type: none"> AC - ACA - US ARMY CONTRACTING AGENCY 	<ul style="list-style-type: none"> W6BB17 - ACA FORT STEWART 	<ul style="list-style-type: none"> AS ASA ASB
Not Met Certification	<ul style="list-style-type: none"> AC - ACA - US ARMY CONTRACTING AGENCY 	<ul style="list-style-type: none"> W6BP01 - ACA EUROPE WIESBADEN 	<ul style="list-style-type: none"> AA AB AC AD MISSING ORG CODE

Back Finish
 Start Over



Site Notice
SCHEDULED SYSTEM DOWNTIME: In order to respond to DOD mandated requirements, CAPPMIS will be unavailable beginning at approximately 1700 hours (Eastern) on Friday, 30 March 2007 in order to complete system upgrades and maintenance. All efforts will be made to bring the system back online as soon as possible. We anticipate returning to service Sunday, 1 April 2007 on or before 0700 (Eastern).

Reports - Summary of Reports

Table with 7 columns: Report Title, Command Filter, UIC Filter, Org Structure Filter, Records, File Size, and Save Report. Rows include 'Met Certification' and 'Not Met Certification'.

You may either Save each Report individually, or you may save to a Zip file together

Zipped Reports table with columns: Total Files, File Size, and Save Zip File. Shows 2 total files and 2.76 MB file size.

Start Over

File Download

Do you want to open or save this file?

 Name: Met_Certification_032907_145541.csv
Type: Microsoft Excel Worksheet, 7.33 KB
From: rda.altess.army.mil

Open Save Cancel

Always ask before opening this type of file

 While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

Start downloading from site: https://rda.altess.army.mil/cappmis/temp/reports/WF_032907_145541/Met_Certification_032907_145541.csv Unknown Zone

Not Met Certification	AGENCY	<ul style="list-style-type: none">• AC• AD• MISSING ORG CODE	1	0.59 KB	Save Report
-----------------------	--------	--	---	---------	--------------------

Zipped Reports

	Total Files	File Size	
	2	2.76 KB	Save Zip File

Start Over

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	
1	PERSON	COMPO	PERSON	ACF	COMMAN	UIC	ORG STR	WF STAT	ORG DES	LOCATION	PERSON	IMTHS AC	POSITION	SERIES	APC	ACL	APT	GF
2	22421	CO	AUSTIN DIC	AC	W6BB17	ASB	W	ACA STEV	FT STEW	9/10/2003	42	6	1102 C			2	4	GS
3	14655	CO	BARNETT C	AC	W6BB17	ASB	W	ACA FOR	FORT STE	6/8/2005	21	8	1102 C			2	4	GS
4	60244	CO	BARRON IC	AC	W6BB17	ASA	W	ACA FOR	FORT STE	8/24/2005	19	8	1102 C			2	4	GS
5	21785	CO	BAXTER HC	AC	W6BB17	ASB	W	ACA FOR	FORT STE	7/7/2005	20	NULL	1102 C			2	4	GS
6	11371	CO	BRAND RC	AC	W6BB17	ASB	W	ACA FOR	FORT STE	1/4/2005	26	8	1102 C			2	4	GS
7	22090	CO	COX JERR C	AC	W6BB17	ASB	W	ACA FOR	FT STEW	11/1/2004	28	8	1102 C			2	4	GS
8	21233	CO	FALGOUT C	AC	W6BB17	ASA	W	ACA FOR	FORT STE	5/28/2006	10	8	1102 C			1	4	GS
9	92377	CO	GULLE JE C	AC	W6BB17	ASB	A	ACA FOR	FORT STE	#####	27	2	1102 C			3	4	GS
10	22408	CO	HARPER IC	AC	W6BB17	ASB	W	ACA STEV	FT STEW	9/10/2003	42	8	1102 C			2	4	GS
11	22397	CO	HAZEL MC	AC	W6BB17	ASB	W	ACA FOR	FORT STE	7/7/2005	20	8	1102 C			2	4	GS
12	11802	CO	HIGHTOW C	AC	W6BB17	ASB	W	ACA FOR	FT STEW	11/1/2004	28	8	1102 C			2	4	GS
13	58351	CO	HOLMAN IC	AC	W6BB17	ASA	W	ACA FOR	FORT STE	7/10/2005	20	8	1102 C			2	4	GS
14	21707	CO	HUGHES IC	AC	W6BB17	ASA	W	ACA STEV	FT STEW	9/10/2003	42	8	1102 C			2	4	GS
15	21945	CO	KANDUL EC	AC	W6BB17	ASA	A	ACA STEV	FT STEW	8/12/2003	43	2	1102 C			3	2	GS
16	94651	CO	KELLEY TC	AC	W6BB17	ASA	W	ACA FOR	FORT STE	2/21/2007	1	8	00A	C		2	4	GS
17	21810	CO	LANIER LC	AC	W6BB17	ASB	C	ACA STEV	FT STEW	9/10/2003	42	8	1102 C			2	4	GS
18	22274	CO	NIKSCH BC	AC	W6BB17	ASA	W	ACA FOR	FORT STE	6/29/2005	21	NULL	1102 C			2	4	GS
19	22337	CO	POWELL IC	AC	W6BB17	ASA	W	ACA STEV	FT STEW	9/10/2003	42	8	1102 C			2	4	GS
20	13109	CO	RIGGENS E	AC	W6BB17	ASB	W	ACA FOR	FORT STE	1/4/2005	26	8	1105 E			1	4	GS
21	22719	CO	SANDERSE	AC	W6BB17	ASA	W	ACA FOR	FORT STE	1/6/2004	38	8	1105 E			1	4	GS
22	100420	CO	STOUFFE C	AC	W6BB17	ASB	W	ACA FOR	FORT STE	#####	4	8	1102 C			1	4	GS
23	21538	CO	SWINDELIC	AC	W6BB17	ASA	W	ACA FOR	FORT STE	2/21/2007	1	2	1102 C			2	4	GS
24	5049	CO	THOMAS IC	AC	W6BB17	ASA	A	ACA STEV	FT STEW	9/10/2003	42	2	1102 C			3	4	GS
25	24927	CO	WAMPLEFE	AC	W6BB17	ASB	W	ACA FOR	FORT STE	1/4/2005	26	8	1105 E			1	4	GS
26	22326	CO	WILLIAMS C	AC	W6BB17	ASA	W	ACA FOR	FORT STE	2/21/2007	1	NULL	1102 C			2	4	GS
27																		
28																		
29																		
30																		
31																		
32																		
33																		
34																		
35																		
36																		

WEBSITES

USEFUL WEB SITES

- <https://rda.altess.army.mil/cappmis>:  CAPP MIS Website (includes ACRB, IDP, AITAS (ATTRS), AAPDS, ASC Home Page)
- <http://asc.army.mil>: AAC/ASC Home Page (includes news, publications, career development, workforce, policy, organization, contacts, links)
- http://asc.army.mil/organization/eastern/eastern_docs.cfm: NCR Home Page
- <http://www.dau.mil>: Defense Acquisition University
- <https://www.atrrs.army.mil/channels/aitas>: ATRRS
- <http://www.dau.mil/workforce/pdf/Fulfillment.pdf>: Course Fulfillment Program
- <http://cpol.army.mil>: Civilian Personnel Training

 One-Stop Shop

Back-up Slides



HOME **IDP** **ACRB**

EDIT PROFILE

Profile

Name: AA BLANK 4
Position Title: COMPUTER SPECIAL
Organization: ASC FORT BELVOIR
Email: SCOTT.GREENE4@
Date of Birth: 12/30/1977

Welcome

This is the CAPP MIS home screen.

Address <https://rda.altess.army.mil/cappmis/index.cfm?fuseaction=cHelp.doHelp&page=ACRBInstructions>

CAPP MIS Help

Acquisition Career Record Brief (ACRB)

ACRB Instructions - Video Tutorial

- [ACRB Instructions : Video Tutorial](#)

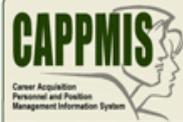
ACRB Main Menu

- [Color Coded ACRB Example](#)
- [What is an ACRB?](#)
- [Why is the ACRB important?](#)
- [Source of the ACRB data](#)

[Blank ACRB](#) [ACRB Instructions](#) [Acquisition Support Center](#) [AITAS](#) [MAPL](#)

Click on ACRB Instructions to read about the ACRB and/or view the Video Tutorial

ACRB INSTRUCTIONS



supporting the acquisition workforce



- HOME
- IDP
- ACRB**
- SRPE
- AAPDS
- Logout

EDIT PROFILE

Profile

Name: AA BLANK 4
Position Title: COMPUTER SPECIALIST
Organization: ASC FORT BELVOIR
Email: SCOTT.GREENE4@US.ARMY.MIL
Date of Birth: 12/30/1977

Click on the ACRB Tab to access your ACRB

Edit Profile to change your email address, password, security question, security answer.
 See your Acquisition Career Manager (ACM) for other changes to your profile.

- Your last login was on 05/16/2006
- Your password expires on 10/13/2006

Welcome

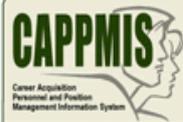
This is the CAPP MIS home screen. You may access any of the above applications by clicking on the tabs.

- [Blank ACRB](#)
- [ACRB Instructions](#)
- [Acquisition Support Center](#)
- [AITAS](#)
- [MAPL](#)



- Security/Privacy
- System Requirements
- DOD Computer User
- Text Links
- CAPP MIS Help





supporting the acquisition workforce



HOME IDP **ACRB** SRPE AAPDS Logout

[VIEW ACRB](#) [PRINT ACRB](#) [EDIT ACRB](#) [ACRB INSTRUCTIONS](#) [ACRB VIDEO TUTORIAL](#)

Disclaimer

A false statement on any part of this document may be grounds for not hiring you, disqualifying you from eligibility to participate in acquisition career development programs or terminating you after you are hired or selected for one of the acquisition career development programs. Also you may be administratively disciplined or punished by fine or imprisonment. - U.S. Code title 5 section 552a: title 18 section 1001; Art 107 MCM 1984 (1995 ed); AR 690-751.

I have read the above statement and certify that to the best of my knowledge and belief all of my statements are true, correct, complete and made in good faith.

Click Agree to edit your ACRB or Disagree to view your ACRB.

After reading the disclaimer, click on Agree

[System Requirements](#) [DOD Computer User](#) [Text Links](#) [CAPPMIS Help](#)



ACRB Navigation

Section VI - ACQ/Leader Training [Go]

ACRB Section VI

Please note, the purpose of this section is to allow you to select the courses you wish to have appear on your ACRB. Courses not approved as complete will not be available in this section. To add or modify training please check the box next to each course you wish to appear on your ACRB, and uncheck the box next to each course you wish not to appear on your ACRB.

Special Note DAU Training: Only DAU courses are eligible to display on your ACRB.

Only 26 courses can display on your ACRB. Courses will be filtered by the course's end date.

If there are DAU courses that you do not want displayed on your ACRB or if there are duplicates, you can control what is displayed here.

Please note, the purpose of this section is to allow you to select the courses you wish to have appear on your ACRB. Courses not approved as complete will not be available in this section. To add or modify training please check the box next to each course you wish to appear on your ACRB, and uncheck the box next to each course you wish not to appear on your ACRB.

Special Note DAU Training: Only DAU courses are eligible to display on your ACRB.

Only 26 courses can display on your ACRB. Courses will be filtered by the course's end date.

Total Number of Courses Selected to Display on ACRB: 3

DAU Training

Display on ACRB	Course ID	Course	Course Type	Actual Start Date	Actual End Date	Official End Date	CLP	Delivery Method	Record Source	Activity
<input checked="" type="checkbox"/>	447933	ACQ 101-FUN			06/10/2006	06/10/2006	25		idp/cl	DAU CERTIFICATION COURSES
<input checked="" type="checkbox"/>	447934	ACQ 201A-IN (WEB)			06/10/2006	06/12/2006	37		idp/cl	DAU CERTIFICATION COURSES
<input checked="" type="checkbox"/>	447935	IRM 101-BAS			04/10/2006	04/10/2006	25		idp/cl	DAU CERTIFICATION COURSES

Total Number of Courses Selected to Display on ACRB: 3

If you would like to have your non-DAU training appear on your ACRB, check the box next to each course.

When you are done, click Submit

Other Training

Display on ACRB	Course ID	Course	Course Type	Course Provider	Actual Start Date	Actual/Official End Date	CLP	Activity
<input type="checkbox"/>	766832	ASC Supervisor Outreach Program	OTHER	ASC	06/02/2006	06/02/2006	2	OTHER CONTINUING ACQ TNG
<input type="checkbox"/>	766833	Seven Habits of Highly Effective Leaders	OTHER	TBI	05/20/2006	05/20/2006	8	OTHER CONTINUING ACQ TNG

Total Number of Courses Selected to Display on ACRB: 3

Submit Back

Please note that you can navigate through the ACRB using this toolbar.



Logout
VIEW ACRB PRINT ACRB EDIT ACRB ACRB INSTRUCTIONS ACRB VIDEO TUTORIAL

ACRB Navigation
Section IX - Assignment History

ACRB Section IX

COMPUTER SPECIALIST (ASC FORT BELVOIR - FORT BELVOIR VA - ASC) [From: 01/20/2005 To: Present]

Months Experience	Occupational Series	Pay Scale	Supervisor	CPCN	CPAC	CPOC	APC	APL	ACL	APT	API
16	2210	GS-12					INFORMATION TECHNOLOGY		1	Acquisition Position, not a CAP, non-developmental	None of the above

For assistance in updating your current position please contact your ACM.

- Depicts current position
 - Depicts previous position
- for assistance with this section*

Click on Add to add a previous job assignment that does not already appear on your ACRB.

Logouts DOD Computer User Text Links CAPPMIS Help

HOW TO EDIT YOUR ACRB

ACRB Navigation

 Go

ACRB Section IX

♦ Start Date *start date must be entered in mm/dd/yyyy format*
 ♦ End Date *end date must be entered in mm/dd/yyyy format*
 Unit Identification Code
 Organization
 Location
 Command
 ♦ Title
 Occupational Series
 Pay Scale
 Acquisition Position
 Acquisition Certification Level
 Acquisition Position Type
 Acquisition Position Indicator
 Supervisor
 Position Description

Information you should enter for each position

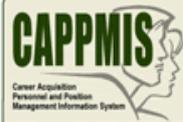
After you have updated all necessary/required assignment information, click Submit

Submit Back

Requesting All Other ACRB Updates

- To request those updates you are unable to make to your ACRB:
 - Read ACRB instructions and/or view tutorial
 - Download ACRB into a word file
 - Type your updates in bold red print
 - E-mail ACRB to asc.ncr.region@asc.belvoir.army.mil for updating
 - You will receive an e-mail upon completion of update

IDP Demo – Individual Module



How to View Your IDP



- HOME
- IDP**
- ACRB
- SRPE
- AAPDS
- Logout

EDIT PROFILE

Profile

Name: AA BLANK 4
Position Title: COMPUTER SPECIALIST
Organization: ASC FORT BELVOIR
Email: SCOTT.GREENE4@army.mil
Date of Birth: 12/30/1977

Click on the IDP tab to access your IDP.

News

- Click on Edit Profile to change your email address, password, security question, security hint, and security answer.
- Please see your Acquisition Career Manager (ACM) for other changes to your profile.
- Your last login was on 05/16/2006
- Your password expires on 10/13/2006

Welcome

This is the CAPP MIS home screen. You may access any of the above applications by clicking on the tabs.

- [Blank ACRB](#)
- [ACRB Instructions](#)
- [Acquisition Support Center](#)
- [AITAS](#)
- [MAPL](#)



- Security/Privacy
- System Requirements
- DOD Computer User
- Text Links
- CAPP MIS Help



Career Acquisition Information System

Return to CAPP)MIS

Logout

How to View Your IDP



INDIVIDUAL DEVELOPMENT PLAN / CONTINUOUS LEARNING



Use of this DoD Computer System, Authorized or Unauthorized, Constitutes Consent to Monitoring of this System. Unauthorized Use May Subject you to Criminal Prosecution. Evidence of Unauthorized Use Collected During Monitoring May be Used for Administrative, Criminal, or Other Adverse Action. Use of this System Constitutes Consent to Monitoring for These Purposes.

Continue to Main IDP/CL Modules

Individual Module

Supervisor Module

SYSTEM REQUIREMENTS: This software was designed for the use of Netscape 4.x and higher, but may require the installation of "Plug-ins" to make certain features available. This software may require the use of "Cookies" and be capable of 128 bit encryption.

Click on the Individual Module to access your IDP.

compatible with Netscape 4.x and higher, but may require the use of "Cookies" and be capable of 128 bit encryption.

Career Acquisition Information System

How to View Your IDP

Return to CAPP MIS Logout

Overview (PPT Slide Show)

Points of Contact

Continue to IDP

IDP Instructions

After you read the IDP Instructions below, then you will click on the Continue to IDP tab.

The Individual Development Plan / Continuous Learning (IDP/CL) is a critical document in which the employee and supervisor discuss and agree on objectives in the areas of Education, Training and Experiential opportunities. Objectives should reflect overall broad career goals and should be attainable in reasonable time frames and do not have to be purely acquisition related. They can include items such as functional training, leadership education, professional activities and assignment experience that can lead toward the overall achievement of the broad career goals. The IDP is also the vehicle used to annotate, award, and track Continuous Learning Points (CLPs) in accordance with DOD [Continuous Learning Policy](#) and in accordance with the [Standard CL Cycle and Prorated CLPs Guidance](#).

Getting Started

STEP ONE. Verify Position Information. (especially Email address)

PLEASE NOTE: The data displayed for "Position Information" is extracted from your Acquisition Career Record Brief (ACRB)-civilians or Officer Record Brief (ORB)-military.

- Army Acquisition Corps Officers should ensure your ORB is current or contact your Personnel Service Center (PAC) at Human Resources Command (HRC) for updates. Please allow 6-8 weeks for the automatic data refresh from ORB to CAPP MIS IDP/CL.
- For Army Civilians, this section reflects the information on your ACRB. If you need more information, please review the [detailed ACRB update instructions](#). For further guidance, please contact your [Acquisition Career Manager \(ACM\)](#)



IDP Main Page

Check Info for Accuracy

Ensure Supervisor is Correct

Ensure Your E-mail is Correct

POSITION INFORMATION			
This position data reflects what is on your ACRB/ORB.			
Name	AA BLANK		
Title			
Pay Plan / Grade Rank			
Series / AOC			
Command			
Personnel Office			
Organization			
Acquisition Position Number			
Supervisor Name	OODHART CELESTE K		
E-mail Address:	mimi.jones@asalt.emy.mil		Change E-MAIL Address
CURRENT POSITION / CERTIFICATION REQUIREMENT			
Current Career Field			
Cert Level Required			
CERTIFICATIONS ACHIEVED			
Career Field Code	Career Field	Cert Level	Cert Date
C	Contracting	2	01/01/2002
CONTINUOUS LEARNING			
Continuous Learning Cycle			Policy
Start Date: 01/01/2001	End Date: 01/01/2003	Total CL Points: 100	Grace Period: No
SUPERVISOR REVIEW STATUS		SUPERVISORY REVIEW REQUIRED	
FAQs	HELP	INSTRUCTIONS	FEEDBACK
DEVELOPMENTAL OBJECTIVES			
OBJECTIVES			
EDUCATIONAL/ACADEMIC			
AETE Programs	College Degree	College Courses	
TRAINING			
DAU	Functional/Technical	Leadership	Other Training
EXPERIENTIAL/DEVELOPMENTAL			
Experiential/Developmental			
PROFESSIONAL ACTIVITIES			
Professional Activities			
TRAINING SOURCES			
Links to Other Education/Training/Experience Sources			
IDP SUMMARY			
View Continuous Learning Summary			
View All Completed Items			
VIEW/SUBMIT IDP			
View / Print IDP			
Submit IDP for Supervisor Approval			
Your Acquisition Career Manager			
Close Browser ... Done with IDP			

Continuous Learning

Continuous Learning Points

View your continuous learning cycle and the number of points you have earned here.

Click on the CL policy for more information.

This position data reflects what is on your ACRB/ORB. Your ACRB

Name: AA BLANK
 Title:
 Pay Plan / Grade Rank:
 Series / AOC:
 Command:
 Personnel Office:
 Organization:
 Acquisition Position Number:
 Supervisor Name: OGDHART CELESTE K
 E-Mail Address: mini.jones@asalt.army.mil

CURRENT POSITION / CERTIFICATION REQUIREMENTS

Career Field Code	Career Field	Cert Level	Cert Date
C	Contracting	2	01/01/2002

CERTIFICATIONS ACHIEVED

Career Field Code	Career Field	Cert Level	Cert Date
C	Contracting	2	01/01/2002

CONTINUOUS LEARNING

Continuous Learning Cycle	Total CL Points	Policy	Grace Period
Start Date: 01/01/2001 End Date: 01/01/2003	100	Policy	No

SUPERVISOR REVIEW STATUS SUPERVISORY REVIEW REQUIRED

[FAQs](#) [HELP](#) [INSTRUCTIONS](#) [FEEDBACK](#)

DEVELOPMENTAL OBJECTIVES [OBJECTIVES](#)

EDUCATIONAL/ACADEMIC [AETE Programs](#) [College Degree](#) [College Courses](#)

TRAINING [DAU](#) [Functional/Technical](#) [Leadership](#) [Other Training](#)

EXPERIENTIAL/DEVELOPMENTAL [Experiential/Developmental](#)

PROFESSIONAL ACTIVITIES [Professional Activities](#)

TRAINING SOURCES [Links to Other Education/Training/Experience Sources](#)

IDP SUMMARY [View Continuous Learning Summary](#) [View All Completed Items](#)

VIEW/SUBMIT IDP [View / Print IDP](#) [Submit IDP for Supervisor Approval](#)

[Your Acquisition Career Manager](#)

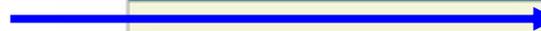
[Close Browser ... Done with IDP](#)

HOW TO VIEW ACQ OBJECTIVES

AS
ACQUISITION SUPP

POSITION INFORMATION			
What is on your ACRB/ORB.			Your ACRB
AA BLANK			
Title			
Pay Plan / Grade Rank			
Series / AOC			
Command			
Personnel Office			
Organization			
Acquisition Position Number			
Supervisor Name	OODHART CELESTE K		
E-Mail Address:	mini.james@usdt.army.mil		Change E-MAIL Address
CURRENT POSITION / CERTIFICATION REQUIREMENT			
Current Career Field			
Cert Level Required			
CERTIFICATIONS ACHIEVED			
Career Field Code	Career Field	Cert Level	Cert Date
C	Contracting	2	01/01/2002
CONTINUOUS LEARNING			
Continuous Learning Cycle			Policy
Start Date: 01/01/2001	End Date: 01/01/2003	Total CL Points: 188	Grace Period: No
SUPERVISOR REVIEW STATUS		SUPERVISORY REVIEW REQUIRED	
FAQs	HELP	INSTRUCTIONS	FEEDBACK
DEVELOPMENTAL OBJECTIVES			
OBJECTIVES			
EDUCATIONAL/ACADEMIC			
AETE Programs	College Degree	College Courses	
TRAINING			
DAJ	Functional/Technical	Leadership	Other Training
EXPERIENTIAL/DEVELOPMENTAL			
Experiential/Developmental			
PROFESSIONAL ACTIVITIES			
Professional Activities			
TRAINING SOURCES			
Links to Other Education/Training/Experience Sources			
IDP SUMMARY			
View Continuous Learning Summary			
View All Completed Items			
VIEW/SUBMIT IDP			
View / Print IDP			
Submit IDP for Supervisor Approval			
Your Acquisition Career Manager			
Close Browser ... Done with IDP			

Acquisition Objectives



Click on Acquisition Objectives. This is where you will line out your short and long-term goals.

Developmental Objectives

AA BLANK 4

Objectives should reflect overall broad career goals and specific development activities intended to accomplish them. The career goals should identify types of future positions desired, experience and training in other career fields, other education goals such as advanced degrees or a combination of all these. The developmental objectives should be attainable in reasonable time frames and do not have to be purely acquisition related. They can include items such as functional training, leadership education, professional activities and assignment experience that can lead toward the overall achievement of the broad career goals.

From Date: mm/dd/ccyy

08/30/2005

To Date: mm/dd/ccyy

08/30/2010

Last Updated: mm/dd/ccyy

05/24/2006

Short Term Objectives: (1 - 3 Years)

To complete the Contracting and Acquisition Management Development Program.
To become Level II Certified in Contracting and begin working towards a Master's Degree.

Long Term Objectives: (3 - 5 Years)

To become level III certified and obtain a Master's Degree.

This section details what you should be entering for your objectives.

After you enter your timeframes and your objectives, click on Save.

Click the back button to leave this page. You should always review your objectives and then click on Save.

Save Undo

HOW TO VIEW DAU OBJECTIVES

POSITION INFORMATION			
reflects what is on your ACRB/ORB.			Your ACRB
AA BLANK			
Pay Plan / Grade Blank			
Series / AOC			
Command			
Personnel Office			
Organization			
Acquisition Position Number			
Supervisor Name	OODHART CELESTE K		
E-Mail Address:	mini.jones@usdt.army.mil		Change E-MAIL Address
CURRENT POSITION / CERTIFICATION REQUIREMENT			
Current Career Field			
Cert Level Required			
CERTIFICATIONS ACHIEVED			
Career Field Code	Career Field	Cert Level	Cert Date
C	Contracting	2	01/01/2002
CONTINUOUS LEARNING			Policy
Continuous Learning Cycle		Total CL Points	Grace Period
Start Date: 01/01/2001	End Date: 01/01/2003	188	No
SUPERVISOR REVIEW STATUS		SUPERVISORY REVIEW REQUIRED	
FAQs	HELP	INSTRUCTIONS	FEEDBACK
DEVELOPMENTAL OBJECTIVES			
OBJECTIVES			
EDUCATIONAL/ACADEMIC			
AETE Programs	College Degree	College Courses	
TRAINING			
DAU	Functional/Technical	Leadership	Other Training
EXPERIENTIAL/DEVELOPMENTAL			
Experiential/Developmental			
PROFESSIONAL ACTIVITIES			
Professional Activities			
TRAINING SOURCES			
Links to Other Education/Training/Experience Sources			
IDP SUMMARY			
View Continuous Learning Summary			
View All Completed Items			
VIEW/SUBMIT IDP			
View / Print IDP			
Submit IDP for Supervisor Approval			
Your Acquisition Career Manager			
Close Browser ... Done with IDP			

DAU Objectives

Click on DAU Objectives. This is where you will fill out your Career Field and Certification goals and plan your DAU training.

HOW TO ADD DAU OBJECTIVES

Enter your Primary Career Field and Certification Level. You are also welcome to fill in any additional Career Fields and Certification Levels you would like to work toward.

Individual Development Plan DAU Courses

[Training Travel Orders](#) [DAU Career Field Curriculum\(s\)](#)
[DAU Course Schedule](#)

Career fields and levels chosen here will determine which DAU courses you will be able to add to your IDP.

Career Field Name(s)	Certification Level
INFORMATION TECHNOLOGY	2

Make sure to Save your Career Field Objectives when you are finished.

Save Career Field Objectives Certification Checklist

course AA BLANK 4 Delete DAU Courses

SUBMIT/REVIEW/CANCEL APPLICATION

Course	Course Title	Course Info	SAID Code	Projected Start	Projected Finish	Projected CL Points	Approval Status
Total number of courses: 0							

DONE

HOW TO ADD DAU COURSES

CAPPMIS

Logout

[HELP](#)

Individual Development Plan DAU Courses

[DAU Training Travel Orders](#) [DAU Career Field Curriculum\(s\)](#)
[DAU Course Schedule](#)

CAREER OBJECTIVES Note: The career fields and levels chosen here will determine which DAU courses you will be able to add to your IDP.

Career Field Name(s)	Certification Level
INFORMATION TECHNOLOGY	2

Save Career Field Objectives

Certification Checklist

Add DAU Course

AA BLANK 4

Delete DAU Courses

SUBMIT/REVIEW/CANCEL APPLICATION

Course	Course Title	Course Info	SAID Code	Projected Start	Projected Finish	Projected CL Points	Approval Status
Total number of courses: 0							

DONE

Next you will want to add the DAU courses you plan to take to your IDP.

HOW TO ADD DAU COURSES

Add DAU Courses

AA BLANK 4

IDP Acquisition Course selections for YOUR Career Field(s):

R : INFORMATION TECHNOLOGY

Assignment Specific M=Mandatory D=Desired O=Optional

View Only DAU Courses Specific to your Career Objectives

Check the button next to the course you wish to take.

DAU Course ID	Info Link	Course Title	Reqd*	Career Field Code / (Level)	Note
<input checked="" type="radio"/> ACQ 101	Info	ACQ 101-FUND SYS ACQ MGT	M	R / (1)	
<input type="radio"/> IRM 101	Info	IRM 101- BASIC INFO SYS ACQ	M	R / (1)	PREREQUISITE: ACQ 101
<input type="radio"/> SAM 101	Info	SAM 101- BASIC SOFTWARE ACQUISITION MANAGEMEN	M	R / (1)	PREREQUISITE: ACQ 101
<input type="radio"/> ACQ 201A	Info	ACQ 201A-INTERMEDIATE SYSTEMS ACQUISITION (WEB)	M	R / (2)	PREREQUISITE: ACQ 101
<input type="radio"/> ACQ 201B	Info	ACQ 201B-INT...	M	R / (2)	
<input type="radio"/> IRM 201	Info	IRM 201-INTR...	M	R / (2)	PREREQUISITE: IRM 101, ACQ 201
<input type="radio"/> SAM 201	Info	SAM 201- INT...	M	R / (2)	Prerequisite SAM 101
<input type="radio"/> IRM 303	Info	IRM 303 -ADV...	M	R / (3)	PREREQUISITE: IRM 201
<input type="radio"/> SAM 301	Info	SAM 301- ADV...	M	R / (3)	Prerequisite SAM 201
<input type="radio"/> CAR 805	Info	CAR 805-CON...	O	R / (3)	LVL III CERT DESIRED BEFORE ATTENDING

Make sure to click on Save after you have selected the course.

End of Selection List

HELP

HOW TO ADD DAU COURSES

Individual Development Plan fy DAU Courses

AA BLANK 4

Course ID:	ACQ 101
Course Title:	ACQ 101-FUND SYS ACQ MGT
Projected Start:	<input type="text"/> (mm/dd/ccyy)
Projected Finish:	<input type="text"/> (mm/dd/ccyy)
Status:	PLANNED <input type="button" value="v"/>
SAID Course ID:	41BU5
Projected CL Points:	25
CEU:	2.0
Provider:	
Objective:	<input type="text"/>
POC / Location:	
Estimated TDY Cost:	\$ <input type="text"/> Whole Dollars only, no commas, decimal points or \$.
Estimated Tuition Cost:	\$ <input type="text"/> Whole Dollars only, no commas, decimal points or \$.

Enter Projected Start and Finish Date.

Save Undo

IMPORTANT: After completion of planned event, change status from PLANNED to COMPLETED and submit to supervisor for approval.

HOW TO ADD DAU COURSES

HELP

Individual Development Plan DAU Courses

[DAU Training Travel Orders](#) [DAU Career Field Curriculum\(s\)](#)
[DAU Course Schedule](#)

ACQUISITION CAREER OBJECTIVES Note: The career fields and levels chosen here will determine which DAU courses you will be able to add to your IDP.

Career Field Name(s)	Certification Level
INFORMATION TECHNOLOGY	

Save Career Field Objectives Certification Checklist

The approval status of the course now has changed to 'New.' Once your Supervisor approves the course, the status will be 'Approved.'

Click 'Done' unless you wish to add another DAU course.

Course	SAID Code	Projected Start	Projected Finish	Projected CL Points	Approval Status
ACQ 101	41BU5	06/10/2006	06/10/2006	25	New

Total number of courses: 1

DONE

HOW TO ADD NON-DAU TRAINING TO IDP

POSITION INFORMATION

Your ACRB

Pay Plan / Grade Rank

Section / AOC

Command

Personnel Office

Organization

Acquisition Position Number

Supervisor Name: OODHART CELESTE K

E-Mail Address: mini.james@usdt.army.mil [Change E-MAIL Address](#)

CURRENT POSITION / CERTIFICATION REQUIREMENT

Current Career Field

Cert Level Required

CERTIFICATIONS ACHIEVED

Career Field Code	Career Field	Cert Level
C	Contracting	2

Start Date: 01/01/2001

SUPERVISOR REVIEW STATEMENT

[FAQs](#)

OBJECTIVES

EDUCATIONAL/ACADEMIC

[AETE Programs](#) [College Degree](#) [College Courses](#)

TRAINING

[DAU](#) [Functional/Technical](#) [Leadership](#) [Other Training](#)

EXPERIENTIAL/DEVELOPMENTAL

[Experiential/Developmental](#)

PROFESSIONAL ACTIVITIES

[Professional](#)

TRAINING

[Links to Other Education/T](#)

IDP SUMMARY

[View Continuous](#)

[View All Con](#)

VIEW/SUMMARY

[View /](#)

[Submit IDP for St](#)

Your Acquisition Career Manager

Close Browser ... Done with IDP

Click here to add any Functional or Technical Training you plan to take.

Click here to add Leadership training.

Click here to add any College Courses you are taking.

Click here to add any training that does not fit into the other categories (this is a freetext field).

HOW TO SUBMIT IDP FOR APPROVAL



POSITION INFORMATION			
			Your ACRB
Pay Plan / Grade Rank			
Code / AGC			
Command			
Personnel Office			
Organization			
Acquisition Position Number			
Supervisor Name	OODHART CELESTE K		
E-Mail Address:	mimi.james@usdt.army.mil		Change E-MAIL Address
CURRENT POSITION / CERTIFICATION REQUIREMENT			
Current Career Field			
Cert Level Required			
CERTIFICATIONS ACHIEVED			
Career Field Code	Career Field	Cert Level	Cert Date
C	Contracting	2	01/01/2002
CONTINUOUS LEARNING			
			Policy
Continuous Learning Cycle		Total CL Points	Grace Period
Start Date: 01/01/2001	End Date: 01/01/2003	188	No
SUPERVISOR REVIEW STATUS		SUPERVISORY REVIEW REQUIRED	
FAQs	HELP	INSTRUCTIONS	FEEDBACK
DEVELOPMENTAL OBJECTIVES			
OBJECTIVES			
EDUCATIONAL/ACADEMIC			
AETE Programs	College Degree	College Courses	
TRAINING			
DAJ	Functional/Technical	Leadership	Other Training
EXPERIENTIAL/DEVELOPMENTAL			
Experiential/Developmental			
PROFESSIONAL ACTIVITIES			
Professional Activities			
TRAINING SOURCES			
Links to Other Education/Training/Experience Sources			
IDP SUMMARY			
View Continuous Learning Summary			
View All Completed Items			
VIEW/SUBMIT IDP			
View / Print IDP			
Submit IDP for Supervisor Approval			
Your Acquisition Career Manager			
Close Browser ... Done with IDP			

View and Print your IDP
Last Thing You Do



HOW TO SUBMIT IDP FOR APPROVAL



Return to CAPP MIS

Logout

[HELP](#)

Supervisor Notification of IDP Completion

AA BLANK 4

Check All reasons that apply

- Submit for Training Review and Approval
- Submit for Review of changes
- Submit for CL Points Review and Posting
- Submit to re-establish Approval Status

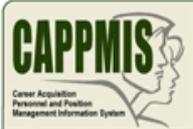
Comments to your Supervisor about the reason(s) for this Submission:

Text area for supervisor comments with scrollbars.

Check all reasons that apply, provide any comments to your supervisor, and then click Send E-mail.

ATTRRS INTERNET TRAINING APPLICATION SYSTEM (AITAS)

HOW TO APPLY FOR DAU COURSES



supporting the acquisition workforce



- HOME
- IDP
- ACRB
- SRPE
- AAPDS
- Logout

EDIT PROFILE

Profile

Name: AA BLANK 4
Position Title: COMPUTER SPECIALIST
Organization: ASC FORT BELVOIR
Email: SCOTT.GREENE4@US.ARMY.MIL
Date of Birth: 12/30/1977

News

- Click on Edit Profile to change your email address, password, security question, security hint, and security answer.

Click on the AITAS link off of the CAPPMIS homepage to apply for DAU Courses or visit AITAS:
<https://www.atrrs.army.mil/channels/aitas/>

Welcome

This is the CAPPMIS home screen. You may access any of the above applications...

- [Blank ACRB](#)
- [ACRB Instructions](#)
- [Acquisition Support Center](#)
- [AITAS](#)
- [MAPL](#)



- Security/Privacy
- System Requirements
- DOD Computer User
- Text Links
- CAPPMIS Help



HOW TO APPLY FOR DAU COURSES

Address <https://www.atrrs.army.mil/channels/aitas/>

ATRRS Internet Training Application System

Main Menu

- Student
 - Apply for Training
 - Apply for Ethics CL
 - Review Application(s)
 - Cancel Reservation/Wait
 - Delete Application
 - Search for Continuous Learning Modules
 - Ethics Tng for AT&L Wkforce
 - Update Profile
 - Resend Supervisor Email(s)
 - Course Lookup
 - Create/Edit Travel Worksheet
 - Logoff

Click here to Apply for DAU Training.

Click here to Review courses you have Applied for.

Click here to Update your Profile.

Click here for instructions on requesting CLMs.

Click here to access FAQ!!!!

For DAU Continuous Learning Modules - Click Here

- Help!
 - FAQ
 - How To's
 - Links
 - Pre Course Material
 - PMT 352 Overview
 - On-Site Information
 - Contact Information

The ATRRS Internet Training Application System (AIT Defense Acquisition University Training. This include

Warning & Usage Statement

This is a Department of Defense Computer System. This computer system, including all related equipment, networks, and network devices or systems may be monitored for litigation protection against unauthorized access. This system includes active attacks by authorized DoD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed or sent over this system may be monitored.

Use of this DoD computer system, authorized or unauthorized, constitutes consent to monitoring of this system. Unauthorized use may

Privacy And Security Notice!

- Announcements
 - 2 May 2006
 - [CON Level II Notice](#)
 - 2 May 2006
 - [PREREQUISITE CHANGE FOR SYS 201B/SYS 301](#)
 - Apr 2006
 - [REVISED RENTAL CAR POLICY](#)
 - 5 Apr 2006
 - [ARMY Funding Shortage FY 06](#)
 - 6 Mar 2006
 - [CLC 106 Update](#)
 - 1 Feb 2005
 - [Students Who Don't Acknowledge Their Web-Based Courses](#)

HOW TO APPLY FOR DAU COURSES

- Student**
- Apply for Training
 - Apply for Ethics CL
 - Review Application(s)
 - Cancel Reservation/Wait
 - Delete Application
 - Search for Continuous Learning Modules
 - Continuous Learning Training
 - Update Profile
 - Resend Supervisor Email(s)
 - Course Lookup
 - Create/Edit Travel Worksheet
 - Logoff

In order to apply for a course, first click on Apply for Training.



Announcements



Next, you must select your appropriate Category.

Please sign in below.

[PREREQUISITE CHANGE FOR SYS 201B/SYS 301](#)

25 Apr 2006

- Help!**
- FAQ
 - Travel Worksheet Guidance
 - How To's
 - Links

If you have any non-acquisition workforce employees working for you, here is how they sign up for DAU courses.

Please select a Category

- Please select a Category
- Continuous Learning Modules
- Civilian Army Acquisition Workforce
- Military Army Acquisition Workforce
- Army Reserves Military Acquisition Workforce
- Army National Guard Military Acquisition Workforce
- Foreign Local National
- Non-Acquisition Workforce (Command Funding Required)
- Acquisition Workforce Intern
- Non-Acquisition Workforce Intern (Command Funding Required)

Here is where you sign up for any Continuous Learning Modules.

Here is where you select your category- Acq Workforce.

ATRRS Internet Training Application System

Select an FY and Course from the lists below. If you have an approved IDP, only courses listed in your IDP will be displayed.

Find A Course

Perform the steps below to find a course.

Step One

The first step is to select a fiscal year by first clicking on the down-arrow and then clicking on one of the listed years.

FY: 2007

Step Two

Training Category: DAU Classroom/Web Con

First, select the correct FY for your training

Step Three

In order to select a course, first click on the down-arrow. You can then click on the scroll-bar to find the appropriate course.

Course: ACQ 201B - INTERMEDIATE SYSTEMS ACQUISITION

Step Four

- ACQ 201A - INTERMEDIATE SYSTEMS ACQUISITION
- ACQ 201B - INTERMEDIATE SYSTEMS ACQUISITION
- IRM 101 - BASIC INFORMATION SYSTEMS ACQUISITION
- LOG 102 - SYSTEMS SUSTAINMENT MANAGEMENT FUNDAMENTALS
- PMT 250 - PROGRAM MANAGEMENT TOOLS

Next, select the course. (For this demo, we have selected ACQ 201B)

[Questions? Problems?](#)

THIS WEB SITE IS FOR OFFICIAL USE ONLY

HOW TO APPLY FOR DAU COURSES

Note the FY, Course, and Course Title



FY	Course	Course Title
2007	ACQ 201B	INTERMEDIATE SYSTEMS ACQUISITION

	Location	State	School	Classes	Available	Waits
	ABERDEEN PROVING (501)	MD	DAU CAPITAL & NORTHEAST REGION CAMPUS	3	48	5
	ANNAPOLIS JUNCTIO (501)	MD	DAU CAPITAL & NORTHEAST REGION CAMPUS	4	6	0
	ATLANTA (506)	GA	DAU SOUTH REGION CAMPUS	1	2	0
	BROOKS AFB (506)	TX	DAU SOUTH REGION CAMPUS	2	4	0
	CALIFORNIA (507)	MD	DAU Mid-Atlantic Region Campus	7	188	0
	CAMP PENDLETON (505)	CA	DAU WEST REGION CAMPUS	1	2	0
	CHARLESTON (507)	SC	DAU Mid-Atlantic Region Campus	2	5	0
	CHINA LAKE (505)	CA	DAU WEST REGION CAMPUS	4	10	0
	COLUMBUS (504)	OH	DAU MIDWEST REGION CAMPUS	2	2	0
	CRANE (504)	IN	DAU MIDWEST REGION CAMPUS	2	6	0
	DAEGU (505)	AP	DAU WEST REGION CAMPUS	1	12	0
	DAHLGREN (507)	VA	DAU Mid-Atlantic Region Campus	11	28	0
	DALLAS (506)			1	3	0
	EDWARDS AFB (505)			4	12	0
	EGLIN AFB (506A)			8	275	0
	EL SEGUNDO (505B)			7	195	0
	FRIEDRICHSFELD (507)			3	90	0
C	FT BELVOIR (501)			16	433	2
	FT HUACHUCA (505)			2	49	0
	FT LEE (507A)			5	165	0
	FT MONMOUTH (501B)			13	264	4
	GUNTER ANNEX (506)	AL	DAU SOUTH REGION CAMPUS	1	3	0
	HANSCOM AFB (501D)	MA	DAU TRAINING CENTER, HANSCOM AFB, MA	5	161	0
	HILL AFB (505)	UT	DAU WEST REGION CAMPUS	1	1	0
	HUNTSVILLE (506)	AL	DAU SOUTH REGION CAMPUS	21	698	0
C	INDIAN HEAD (501)	MD	DAU CAPITAL & NORTHEAST REGION CAMPUS	2	2	0

Apply for the most cost effective location. Note the [C]. Here the most cost effective location is Fort Belvoir.



HOW TO APPLY FOR DAU COURSES



6/22/2006

ATRRS Internet Training Application System

Click on the **CLASS NUMBER** to select the class you wish to attend. Select only one. This selection will be added to your registration request. You will then be required to create or update your student profile before submitting the request for approval.

The Reservation Cut-Off Date, reflected below, is the last date that applications can be submitted and/or approved for that class. The start date is the date on which the class starts. The exception is rolling admission web course classes, which have their class dates spread across the entire fiscal year. The web course start date will be provided in email instructions you receive upon approval of your training request.

FY	Location	Course	Course Title
2007	FT BELVOIR (501)	ACQ 201B	INTERMEDIATE SYSTEMS ACQUISITION

Class	Class Type	Reserv Cut-Off	Start	End	Avail	Waits
001	Classroom		10/16/2006	10/16/2006	10/20/2006	0
011	Classroom		10/30/2006	10/30/2006	11/3/2006	13
019	Classroom		11/27/2006	11/27/2006	12/1/2006	1
036	Classroom				1/26/2007	28
043	Classroom				2/16/2007	32
052	Classroom				3/9/2007	32
063	Classroom				3/30/2007	32
075	Classroom				4/27/2007	32
077	Classroom				5/4/2007	32
089	Classroom				6/8/2007	33
101	Classroom				6/29/2007	33
106	Classroom				7/13/2007	32
115	Classroom				8/3/2007	33
125	Classroom				8/17/2007	34
126	Classroom		8/20/2007	8/20/2007	8/24/2007	33
141	Classroom		9/24/2007	9/24/2007	9/28/2007	33

Select the Class you want. Make sure to note the available slots and/or the number of people on the wait list. Red does not have any spaces. Black has available slots.

[Questions? Problems? Suggestions? Please email us now.](#)

THIS WEB SITE IS FOR OFFICIAL USE ONLY

HOW TO APPLY FOR DAU COURSES



5/26/2006

ATRRS Internet Training Application System

Please fill out the application below. Be sure to be as accurate as possible, misinformation may prevent your application from being processed.

Please review your profile below and update if necessary.

When complete, please submit by clicking the "Submit Application" button that appears on the right, or at the bottom of this page.

Submit Application

Verify/Enter Student Information

Course Info:

FY: 2006 **School:** 506 **Course:** ACQ 201B **Phase:** **Class:** 055

Course Title: INTERMEDIATE SYSTEMS ACQUISITION

School Name: DAU SOUTH REGION CAMPUS

Class Location: HUNTSVILLE, AL

Report Date: 8/21/2006 **Start Date:** 8/21/2006 **End Date:** 8/25/2006

Delivery Method: Resident **Remarks:** None

After you have verified/updated your Student Information, click Submit Application

Application Info:

Alternate date range you are available to begin training:

From: 26 May 2006 **To:** 30 Sep 2006

Student Info: (Note: Do not enter your Home of Record; please enter your current address.)

Last Name: **First Name:** **MI:** **Gender:** Male

Street: **City:** SPRINGFIELD **State:** VA **ZIP:** 22152 -

Home Country: UNITED STATES

Security Clearance: SECRET

Disabilities: No **Special Requirements:** Please select a Special Requirement if Disabled

Pay Plan: NH - BUSINESS & TECHNICAL MGMT PROF(DOD ACQ-DOD/ARM/NAVY/AF) **Pay Grade:** 3

Note: After selecting a Pay Plan and Pay Grade, fill in the fields below marked with a

Civilian Job Series: 0301 **Enlisted MOS with Skill Level / Warrant MOS:** **Intern:** No

Officer Branch:

Functional Area: AA - PROGRAM MANAGEMENT

Career Program Code: 31 - EDUCATION SERVICES

NOTE: Make sure that you enter your Supervisor's email address correctly

HOW TO APPLY FOR DAU COURSES



5/26/2006

ATRRS Internet Training Application System

Training application confirmation.

Note the confirmation after you have applied

GREENE SCOTT M has applied for the class listed below: Application Date: 5/26/2006

FY: 2006 **School:** 506 **Course:** ACQ 201B **Phase:** **Class:** 055
Course Title: INTERMEDIATE SYSTEMS ACQUISITION
School Name: DAU SOUTH REGION CAMPUS
Class Location: HUNTSVILLE, AL
Report Date: 8/21/2006 **Start Date:** 8/21/2006 **End Date:** 8/25/2006
Delivery Method: Resident **Remarks:** None

[Questions? Problems? Suggestions? Please email us now.](#)

THIS WEB SITE IS FOR OFFICIAL USE ONLY

HOW TO VIEW DAU COURSE STATUS

- Student
 - Apply for Training
 - Apply for Ethics CL
 - Review Application(s)
 - Cancel Reservation/Wait
 - Delete Application
 - Search for Continuous Learning Modules
 - Ethics Tng for AT&L Wkforce
 - Update Profile
 - Resend Supervisor Email(s)
 - Course Lookup
 - Create/Edit Travel Worksheet
 - Logoff

Click on Review Application(s) to review the DAU courses you have already applied for



Notice to First Time Users

The ATRRS Internet Training Application System (AITAS) is to be used by Army personnel (Civilian and Military) to submit training applications for Defense Acquisition University Training. This includes classroom and Internet/Distance Learning classes. No action will be taken on applications submitted by Non-Army personnel.

Warning & Usage Statement

This is a Department of Defense Computer System. This computer system, including all related equipment, networks, and network devices (specifically including Internet access) are provided only for authorized U.S. Government use. DoD computer systems may be monitored for all lawful purposes, including to ensure that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability, and operational security. Monitoring includes active attacks by authorized DoD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed or sent over this system may be monitored.

Use of this DoD computer system, authorized or unauthorized, constitutes consent to monitoring of this system. Unauthorized use may

Privacy And Security Notice!



Announcements

- 2 May 2006
 - [CON Level II Notice](#)
- 2 May 2006
 - [PREREQUISITE CHANGE FOR SYS 201B/SYS 301](#)
- 25 Apr 2006
 - [REVISED RENTAL CAR POLICY](#)
- 5 Apr 2006
 - [ARMY Funding Shortage FY 06](#)
- 6 Mar 2006
 - [CLC 106 Update](#)
- 1 Feb 2005
 - [Students Who Don't Acknowledge Their Web-Based Courses](#)

- Help!
 - FAQ
 - How To's
 - Links
 - Pre Course Material
 - PMT 352 Overview
 - On-Site Information
 - Contact Information

Data On Demand

HOW TO VIEW DAU COURSE STATUS



5/26/2006

ATRRS Internet Training Application System

Click on the class number to review/edit your application. You may cancel an application at any time by clicking the 'C' button next to the application. If you click on the "C", applications which are in the "Pending Applications" list will be automatically cancelled. ALTESS is the final approval application. You will only be able to request an excusal from the No Show penalty by clicking on the 'N'. If there is a "Y" in the column than you have been approved by the supervisor's AND approval authority's approval before the class can be resubmitted.

Your request is now pending your Supervisor's approval and then the DAU Course manager

Click on the priority number to view

Cancel Application Resubmit Application

Pending Applications										
	FY	Sch	Crs	Cls	Supervisor Approval	Approval Authority	Application Date	Approval Date	Report Date	Start Date
	2006	506	ACQ 201B	<u>055</u>	Pending	Pending	5/26/2006		8/21/2006	8/21/2006

There are no Previous applications at this time

Note: Applications will not be displayed for previous FY's.

[Questions? Problems? Suggestions? Please email us now.](#)

THIS WEB SITE IS FOR OFFICIAL USE ONLY

Questions on AITAS???

First stop – FAQ!!!!!!