

# ACQUISITION LOGISTICS & TECHNOLOGY WORKFORCE

## OAP Manual



JANUARY 2011

**U.S. ARMY ACQUISITION SUPPORT CENTER**

Ask an ACM Help Desks

EMAIL: [DAMI\\_AskAnACM@conus.army.mil](mailto:DAMI_AskAnACM@conus.army.mil)

TELEPHONE: 575-678-2247 or DSN 258-2247

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# 1. Organization Acquisition POC (OAP) Responsibilities

- a. Generate CAPP MIS reports quarterly to inform your organization of your progress towards meeting DACM goals for certification, CLPs and IDP reviews.
- b. Disseminating USAASC information on programs, education, training and competitive opportunities offered to the command acquisition workforce.
- c. Train supervisors and acquisition workforce members on how to utilize acquisition career management automated tools, i.e. CAPP MIS Acquisition Career Record Briefs (ACRBs), Individual Development Plans (IDPs), ATRRS Internet Training Application System (AITAS); etc.
- d. Coordinating Critical Acquisition Position (CAP) waiver requests within the command for submission to the USAASC.
- e. Preparing annual Defense Acquisition University (DAU) training projections for your organization and initiating any out-of-cycle DAU requests.
- f. Providing general acquisition career management guidance and advice to your organization's acquisition workforce.

Delegations must be signed by the head of your organization. DA policy on OAP delegations is posted at <[http://asc.army.mil/docs/regions/eastern\\_oapebr.pdf](http://asc.army.mil/docs/regions/eastern_oapebr.pdf)>

OAPs are delegated access to the following CAPP MIS modules:

**Reports** – Access to CAPP MIS reports and custom query capabilities

**WFM** – Allows OAPs to view ACRBs for careerists in your organization

<http://asc.army.mil>

## 2a. CAREER CERTIFICATION REQUIREMENTS

- ✓ **Public Law – Defense Acquisition Workforce Improvement Act (DAWIA):**  
 The Secretary of Defense establishes training, education, and experience requirements for each acquisition career field.
- ✓ Procedures for determining if a position falls within definition of an acquisition position are published in Chapter 5 of DoD Desk Guide  
[http://asc.army.mil/docs/dawia/ATL\\_Workforce\\_Desk\\_Guide.pdf](http://asc.army.mil/docs/dawia/ATL_Workforce_Desk_Guide.pdf) and the Army Supplement to the DoD Guide  
[http://asc.army.mil/docs/pubs/Army\\_Supplement\\_DOD\\_Desk\\_Guide\\_ALT.pdf](http://asc.army.mil/docs/pubs/Army_Supplement_DOD_Desk_Guide_ALT.pdf)
  - Mandatory AL&T workforce positions – 1102, 1103, 1105, Contracting officers, PM, DPM, PEO, etc.
  - Other positions are to be coded as AL&T positions if duties fit DOD position categories published at <http://www.dau.mil/workforce/pages/pcds.aspx>
- ✓ Acquisition Logistics & Technology (AL&T) workforce employees must obtain certification for their designated position and certification level within 24 months after being assigned to the position.
- ✓ Certification level guidelines (from DoD Desk Guide):
  - **Level I (Basic) – Grades 5-8**
  - **Level II (Intermediate) – Grades 9-12**
  - **Level III (Senior) – Grades 13 and above**



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# 2a. Defense Acquisition Workforce Improvement Act (DAWIA)

## Background:

- The Defense Acquisition Workforce Improvement Act (DAWIA) was initially enacted by Public Law 101-510 on Nov. 5, 1990. Most of the Act was codified in Title 10, Chapter 87 of the U.S. Code (currently 10 U.S.C. § 1701-1764). It has been amended a few times since enactment. (Extensive changes were made in 2003 – so extensive in fact that some have called the 2003 changes “DAWIA II”.)
- Congress intended that DAWIA would "improve the effectiveness of the personnel who manage and implement defense acquisition programs. As part of the fiscal year 1991 Defense Authorization Act, it called for establishing an Acquisition Corps and professionalizing the acquisition workforce through education, training, and work experience. While the Act applied to both civilian and military personnel, it emphasized the need to offer civilians greater opportunities for professional development and advancement.”

## Definition of Acquisition:

Acquisition is the conceptualization, initiation, design, development, test, contracting, production, deployment, logistics support, modification, and disposal of weapons and other systems, supplies, or services (including construction) to satisfy DoD needs, intended for use in or in support of military missions. (ref: DoD Desk Guide)

## Definition of Acquisition Position:

If a position involves the acquisition functions listed above more than 50% of the time, that position is considered to be an acquisition position. This includes military (active, guard and reserve) and civilian positions.

For the remainder of these slides, we will refer to persons assigned to an acquisition position as an “acquisition careerist.”

## 2a. Defense Acquisition Workforce Improvement Act (DAWIA) History

- **November 1990:** Congress enacts the Defense Acquisition Workforce Improvement Act (DAWIA, Title 10, USC, Chapter 87)
- **October 2000:** Fiscal Year (FY) 01 National Defense Authorization Act (NDAA) amends DAWIA, revising the education requirements for 1102s and Contracting Officers with warrants above the simplified acquisition threshold to require a baccalaureate degree and 24 semester hours in specified disciplines.
- **December 2002:** FY02 NDAA amends DAWIA, expands the 1102 education requirements to members of the armed forces in equivalent occupational specialties and provides for limited expectations to include exceptions for the contingency contracting force and for individuals in developmental positions. The law establishes alternative minimum education requirements for the contingency contracting force and provides authority to establish developmental programs.
- **November 2003:** FY04 NDAA amends DAWIA, providing a number of flexibilities to enable DoD to more effectively develop and manage the AT&L Workforce.
- **October 2004:** FY05 NDAA amends DAWIA, changing Acquisition Corps membership requirements and providing flexibility in the designation of Critical Acquisition Positions (CAPs).
- **January 2005:** OSD issues revised DoDD 5000.52.
- **December 2005/January 2006:** OSD issues DoDI 5000.66 and the DoD Desk Guide for AT&L Workforce Career Management, incorporating statutory changes resulting from FY04 and FY05 NDAA
- **FY10:** NDAA Amendments to DoD Acquisition Workforce Development fund “Sec 852 Program.”
- **Sept 2010** - Army Supplement to DoD AT&L Workforce Desk Guide published, 1 Sep 10

### Data Sources:

- **DoD AT&L Workforce Desk Guide, 10 Jan 06:** <[http://asc.army.mil/docs/dawia/ATL\\_Workforce\\_Desk\\_Guide.pdf](http://asc.army.mil/docs/dawia/ATL_Workforce_Desk_Guide.pdf)>
- **Army Supplement to DOD Desk Guide, 1 Sep 10:** <[http://asc.army.mil/docs/pubs/Army\\_Supplement\\_DOD\\_Desk\\_Guide\\_ALT.pdf](http://asc.army.mil/docs/pubs/Army_Supplement_DOD_Desk_Guide_ALT.pdf)>.
- **DoDD 5000.52, 12 Jan 05:** <<http://www.dtic.mil/whs/directives/corres/pdf/500052p.pdf>>
- **DoDI 5000.66, 21 Dec 05:** <<http://www.dtic.mil/whs/directives/corres/pdf/500066p.pdf>>
- **US Code, Title 10, Chapter 87, DAWIA Act:** <[http://www.library.dau.mil/DAWIA\\_internet.htm](http://www.library.dau.mil/DAWIA_internet.htm)>

## 2b. Army Policy

### Army Supplement to the DoD Desk Guide for Acquisition, Technology and Logistics Workforce Career Management, 1 Sep 10,

<[http://asc.army.mil/docs/pubs/Army Supplement DOD Desk Guide ALT.pdf](http://asc.army.mil/docs/pubs/Army_Supplement_DOD_Desk_Guide_ALT.pdf)>.

is the most complete and up-to-date source of Army policy and instructions related to acquisition workforce. Other specific policy documents are outlined below:

#### ■ Acquisition Corps membership:

- The most current DA policy and procedures related to Acquisition Corps membership requirements is the Army Supplement to DoD Desk Guide , 1 Sep 10.

#### ■ Certifications

- DA policy on career field certifications is posted at <[http://asc.army.mil/docs/policy/acq\\_career\\_field\\_cert.pdf](http://asc.army.mil/docs/policy/acq_career_field_cert.pdf)>
- Paragraph 4h. "Up to 12 months of training or education in the individual's primary ACF [Acquisition Career Field] may be counted towards meeting the experience standard for certification. However, it may not be substituted for the first year of acquisition experience..."
- Paragraph 4i 1) "The same months of specialized experience used to obtain certification in one ACF [Acquisition Career Field] may not be applied to meet the specialized experience standards in an additional ACF."

#### ■ Goals for certification, IDPs and CLPs, commonly referred to as the "Get Well" stats.

- DA Memorandum, dated 31 Oct 07, posted at: <[http://asc.army.mil/docs/policy/DACM Guidance Memo 03.pdf](http://asc.army.mil/docs/policy/DACM_Guidance_Memo_03.pdf)> and DA Memorandum, 18 Aug 10, Enforcement of Mandatory Acquisition Certification Requirements (not yet published on ASC website) See the next slides for a summary of DA metric goals.

#### ■ Individual Development Plans (IDPs).

- AR 70-1, Chapter 9, contains requirements for certification, IDP reviews, CAP positions, Acquisition Corps membership, etc.
- "Military and civilian members of the AL&TWF, regardless of rank or grade, must maintain an individual development plan (IDP). The IDP is to be updated annually and is used to identify an acquisition professional's career objectives in the areas of experience, education, and training."

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## 2c. Army MILDEP GOALS for Acquisition Workforce



|   |      |
|---|------|
| Certified for Current Position                                      | 75%  |
| 80 CLPs within 2 year cycle<br>(Current cycle 1 Oct 10 - 30 Sep 12) | 95%  |
| CAPPMIS IDPs Updated within past 6 months                           | 100% |
| 100%  |      |

Status of each major Army command and PEO is reported to the Army MILDEP, LTG Phillips, during quarterly MILDEP/ACMA meeting.

<http://asc.army.mil>

## 2d. Continuous Learning Points (CLPs)

- USD(AT&L) policy on continuous learning requires each acquisition careerist member earn 80 Continuous Learning Points (CLPs) every two years.
- The purpose of the policy is to ensure workforce members participate in continuous learning activities throughout their careers.
- All acquisition careerists have a standard two year Continuous Learning cycle date that begins (e.g. 1 Oct 2010 through 30 Sep 2012).
  - Continuous Learning points earned will be reset to “zero” every two years.
  - Supervisors of workforce employees entering a workforce position during the standard CL cycle may pro-rate CLPs based on the date the employee entered the position. For detailed instructions, see “Standard CL Cycle and Prorated CLPs Guidance” under the IDP tab within CAPPMMIS.
- **DA policy on Continuous Learning Points (CLPs):** Army Policy related to Continuous Learning Points (CLPs) for various creditable activities, including IPT participation, rotational assignments, mentoring, etc. Posted at: <[http://asc.army.mil/docs/policy/army\\_cl\\_proc.pdf](http://asc.army.mil/docs/policy/army_cl_proc.pdf)>
- Documenting Continuous Learning Points on CAPPMMIS IDP:
  - DAU courses (including Continuous Learning Modules) – CLPs automatically post when DAU completions post to ACRB. It may take up to three weeks after completion of the course before the data is transferred.
  - Non-DAU training and experiential CLPs:
    - TED users – all CLPs post to CAPPMMIS IDP / History when the class is updated in TED history.
    - Non-TED users – acquisition careerists manually enter the course(s) in their IDP.
      - Annotate completion, and request corresponding CLPs be awarded by their supervisor.
      - CLPs are not officially documented until the supervisor awards the points.
      - In lieu of individually entering each course, careerists may simply list activities performed and CLPs; discuss with supervisor; then add one entry "CLP Activities Completed and Approved for Period xx to xx" in CAPPMMIS IDP."
      - Please refer to the “IDP How to Guide for Employees” under the IDP tab within CAPPMMIS.

<http://asc.army.mil>

## 2d. Crediting Continuous Learning Points (CLPs)

**Optional: Make a list of activities performed and CLPs; discuss with supervisor; then add one entry "CLP Activities Completed and Approved for Period xx to xx" in CAPP MIS IDP.**

Summary Chart of Recommended Continuous Learning Points

| CREDITABLE ACTIVITIES                                 | POINT CREDIT (see note)  |
|---|--|
| <b>Academic Courses</b>                               |  |
| Quarter Hour  | 10 per Quarter Hour  |
| Semester Hour   | 10 per Semester Hour   |
| Continuing Education Unit (CEU)                       | 10 per CEU   |
| Equivalency Exams                                     | Same points as awarded for the course                                  |
| <b>Training Courses/Modules</b>                       |  |
| DAU Courses/Module                                    | 10 per CEU (see DAU catalog) or:                                       |
| Awareness Briefing – No Testing/Assessment Associated | 0.5 points per hour of instruction                                     |
| Continuous Learning Modules – Testing/Assessment      | 1 point per hour of instruction  |
| Other Functional Training                             | 1 point per hour of instruction  |
| Leadership or Other Training                          | 1 point per hour of instruction  |
| Equivalency Exams                                     | Same points as awarded for the course                                  |
| <b>Professional Activities</b>                        |  |
| Professional Exam/License/Certificate                 | 10-30 points   |
| Teaching/Lecturing                                    | 2 points per hour; maximum of 20 points per year                       |
| Symposia/Conference Presentations                     | 2 points per hour; maximum of 20 points per year                       |
| Workshop Participation                                | 1 points per hour; maximum of 8 points per day and 20 points per year  |
| Symposia/Conference Attendance                        | 0.5 point per hour; maximum of 4 points per day and 20 points per year |
| Publications  | 10 to 40 points  |

Note - All activities may earn points only in the year accomplished, awarded or published.

### Experiential/Developmental Learning Activities

| CREDITABLE ACTIVITIES   | POINT CREDIT (see note)       |
|---|-------------------------------|
| <b>Experience</b>   |                               |
| On-the-job Experiential Assignment  | Maximum of 20 points per year |
| Rotational Assignment   | Maximum of 40 points per year |
| Training with industry  | Maximum of 40 points per year |
| IPT/Special Project Leader  | Maximum of 15 points per year |
| IPT/Special Project Member  | Maximum of 10 points per year |
| Mentor  | Maximum of 5 points per year  |
| <b>Assignment Length (Rotational Assignments or Training with Industry)</b> |                               |
| 12 months   | 80                            |
| 9 months  | 60                            |
| 6 months  | 40                            |
| 3 months  | 15                            |
| 2 months  | 10                            |
| 1 months  | 5                             |

Note - All activities may earn points only in the year accomplished, awarded or published.

### CAPP MIS Add Method (non-DAU CLPs only)

1. Go to CAPP MIS / IDP / Planning
2. Scroll to Training Section: Other Training Plan
3. Click on ADD Other Training (Free Text)
4. Complete Boxes on the Free Text Screen; Title, Projected Start Date, Projected End Date, Status Block: COMPLETED, add number of CLPs requested, and ensure other required blocks are completed.
5. Click on SAVE and FINISH
6. Scroll down to Other Training Plan
7. Check the Box by the course (s) you have identified
8. Click "SUBMIT FOR SUPVR APPROVAL"
9. Once supervisor approves in CAPP MIS, the course and CLPs will post to the IDP history.

### TED Add Method (for experiential CLPs only):

1. Login to TED at [https://ted.ria.army.mil/TED\\_Main.cfm](https://ted.ria.army.mil/TED_Main.cfm)
2. Click on "History" on TED menu bar
3. Click on "Add History" button on top right of screen
4. Describe CLP experience in Course Title, Vendor Name, Start Date, End Date, CLPs
5. Click on "Add History" button.
6. Once supervisor approved CLPs in TED, they will automatically post to your CAPP MIS IDP History

Contact your TED administrator if you have further questions or if TED history items haven't posted to CAPP MIS.

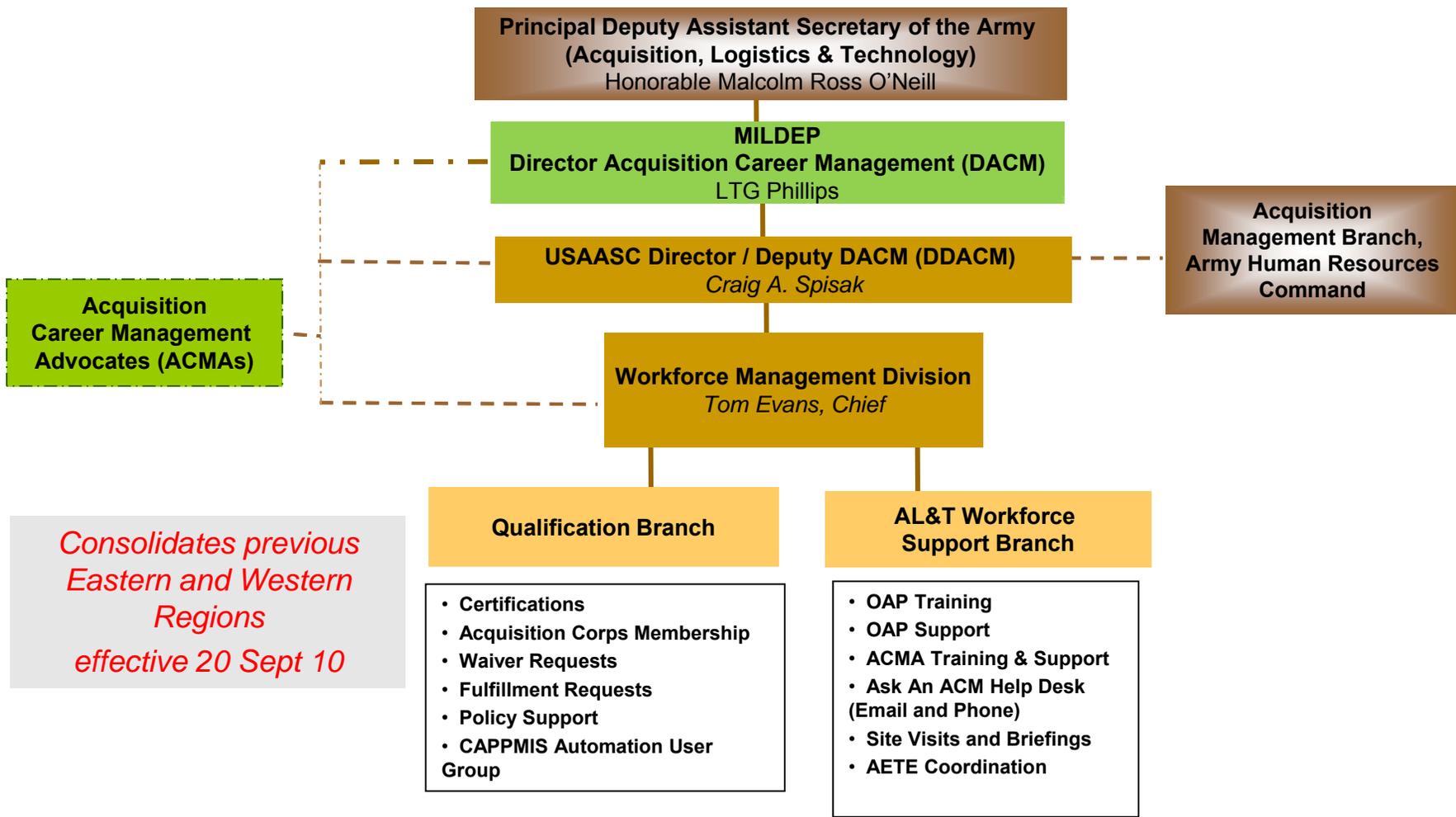
<http://asc.army.mil>

## 3. Roles and Responsibilities

- **USAASC – DACM and DDACM**
- **ACMA**
- **AFRs**
- **ACMs**
- **OAPs**
- **Supervisors and Careerists**

<http://asc.army.mil>

# 3a. USA Acquisition Support Center (USAASC) DACM, DDACM and Workforce Management Div



*Consolidates previous Eastern and Western Regions effective 20 Sept 10*

- Qualification Branch**
- Certifications
  - Acquisition Corps Membership
  - Waiver Requests
  - Fulfillment Requests
  - Policy Support
  - CAPPMS Automation User Group

- AL&T Workforce Support Branch**
- OAP Training
  - OAP Support
  - ACMA Training & Support
  - Ask An ACM Help Desk (Email and Phone)
  - Site Visits and Briefings
  - AETE Coordination

## 3b. Chief, USAASC Workforce Management Division Responsibilities

- **Special assistant for career management development to the Deputy Director of Acquisition Career Management Office (DDACM).**
- **Manage the USAASC Customer Support Offices (CSOs)**
- **Executes career field certification, Acquisition Corps membership and waivers for DA civilians**
- **Interface with the U.S. Army senior leadership.**
- **Market acquisition career management training/opportunities/programs (ATAP, CDG/AAF, DAU, NPS, SSCF, and other AETE programs)**
- **Provides career management advice and assistance to commands, PEOs, organization acquisition POCs (OAPs), supervisors and civilian workforce members.**
- **Communicates acquisition career management policy and procedures from USAASC to the AL&T workforce.**

**Data Source:** Army Supplement to the Department of Defense Desk Guide for Acquisition, Technology and Logistics Workforce Career Management, dated 1 Sep 10

## 3C. Acquisition Career Management Advocate (ACMA) Responsibilities

- Serves as the DACM's link to the AL&T Workforce in the field, and provides an opportunity for AL&T communities to express concerns affecting the workforce.
- Is expressly chartered by the DACM to perform specific AL&T workforce related duties.
- Participates as an ACMA Executive Council member. The Council meets once a year at the AL&T Workforce Conference, or via VTC, with the DACM and DDACM to address any AL&T Workforce issues.
- Acts as a principle advisor to the DACM, acquisition leaders and the AL&T Workforce on matters related to acquisition career development policy, procedures, programs and management
- Promotes and encourages acquisition career management functions in organizations in addition to the normal position responsibilities. The USAASC ACMs are available at the Customer Support Offices (CSOs) to assist ACMAs with the execution of their roles/responsibilities.
- List of ACMAs is located on the ASC Homepage at <<http://asc.army.mil>> under "Contacts".

**Data Source:** Army Supplement to the Department of Defense Desk Guide for Acquisition, Technology and Logistics Workforce Career Management, dated 1 Sep 10

## 3d. Acquisition Functional Representative (AFR) Responsibilities

- **Certify Army civilian non-acquisition individuals**
- **Recommend approval/disapproval of questionable requests for certification, fulfillment and validation referred to them by a certifying official (CO) for Army civilian or military AL&T workforce members**
- **Recommend approval/disapproval of non-Army individuals who have been tentatively selected for a CAP**
- **Provide the final approval/disapproval of an appeal to a denied request for certification or fulfillment referred to them by a certifying official.**
- **Process to nominate an Acquisition Functional Representative (AFR)**
  - Submit a current resume and ACRB of prospective AFR
  - Obtain concurrence of Acquisition Proponent for the career field(s) for which the AFR would be responsible. A list of career proponent contacts is located at <http://asc.army.mil/contacts/divisions/default.cfm>
  - Forward resume and documentation to [DAMI\\_AskAnACM@conus.army.mil](mailto:DAMI_AskAnACM@conus.army.mil)

**Data Source:** Army Supplement to the Department of Defense Desk Guide for Acquisition, Technology and Logistics Workforce Career Management, dated 1 Sep 10

## 3e. USAASC Workforce Management Division, Acquisition Career Manager (ACM) Responsibilities

- **Support and promote USAASC policies and programs**
- **Provide assistance to the AL&T workforce through supervisor outreach, career counseling, and assistance with certification requirements.**
- **Manage, process, and update ACRBs for certifications, board applications and personnel actions, but only the sections that AL&T workforce members cannot personally edit.**
- **Assist supervisors and individuals in reviewing and improving their ACRBs.**
- **Train and support delegated Organization Acquisition POCs (OAPs).**
  
- **Contact your Acquisition Career Manager through Ask an ACM Help Desks**

**EMAIL:** DAMI\_AskAnACM@conus.army.mil

**TELEPHONE:** 575-678-2247 or DSN 258-2247

**Data Source:** Army Supplement to the Department of Defense Desk Guide for Acquisition, Technology and Logistics Workforce Career Management, dated 1 Sep 10

<http://asc.army.mil>

## 3f. AL&T WORKFORCE MEMBER Responsibilities

### Rating Supervisor Responsibilities

- Assess employee's strengths & developmental Needs
- Develop & execute IDPs in partnership with employee
- Ensure employees meet certification & CLP Requirements
- Identify and properly code acquisition positions
- Provide quality evaluations
- Develop & mentor employees for future leadership positions



### Employee Responsibilities

- Understand & meet certification & CLP requirements
- Maintain CAPP MIS ACRB & IDP
- Understand AAC requirements & apply when eligible
- Take advantage of special opportunities for AL&T Workforce Members
- Develop leadership skills & apply for leadership positions
- Seek out mentors

<http://asc.army.mil>

## 4. CAPPMIS

<https://rda.altess.army.mil/camp>

**CAPPMIS is the official Army database of record for career field certifications, CLPs and Acquisition Corps membership.**

**CAMP**  
 CAREER ACQUISITION MANAGEMENT PORTAL

- **Acquisition Career Record Brief (ACRB)** – view print and edit ACRB
- **Individual Development Plan (IDP)** – careerists - view, print and edit IDP; supervisors – view, print and approve employee IDPs, initiate SRPEs
- **IDP Admin – IDP Mirror and SRPE Mirror** (*available only to ACMs*)
- **Senior Rater Potential Evaluation (SRPE)** – Senior Rater and Employee views
- **Certification Management System (CMS)** – apply for certification
- **Reports** (*available to ACMs and OAPs only*) – CAPPMIS queries
- **Army Acquisition Professional Development System (AAPDS)** – careerists apply for AETE opportunities; supervisors approve (when required); ACMs can view applications in process
- **Workforce Management Module** – view ACRBs (*ACMs and OAPs*) and edit ACRBs (*ACMs*)
- **Army Acquisition Corps Management System (AACMS)** – apply for Acquisition Corps membership, print certificates

<http://asc.army.mil>

# 4. CAMP- Access to CAPPMMIS

**It takes 2-3 weeks before a new workforce member's DCPDS record will be added to CAPPMMIS (bi-weekly data transfer). Careerists will not be able to create their account until this happens.**

## CAREER ACQUISITION MANAGEMENT PORTAL

**NOTICE:**

All Career Acquisition Personnel and Position Management Information System (CAPPMMIS) applications with the Career Acquisition Management Portal (CAMP) to include the Acquisition Career Record Brief (ACRB), Workforce Management (WFM), Army Acquisition Professional Development System (AAPDS), Individual Development Plan (IDP), Senior Rater Potential Evaluation (SRPE), Reports and Certification Management System (CMS) modules will be unavailable on Tuesday, December 18 from 0800-1200 EST.

**LOGIN**

Login using AKO

Login using CAC

Login using CAPPMMIS

[Forgot Username or Password?](#)

[Create New Account](#)

[Help Request](#)

Welcome to the new Career Acquisition Management Portal (CAMP)

Once you login, you will have access to all of your USAASC applications, including CAPPMMIS. If you need assistance, or need to apply for a CAMP account, please use the links to the right.

AKO  
 CAC  
 CAPPMMIS

First-time users log in to "Create New Account" to register CAC card.

**TED accounts are linked to CAPPMMIS in TED user properties by the TED administrator.**

**TED Admin: check "AAW" box and hit submit to populate the "IDP Master Key" field.**

<https://rda.altess.army.mil/camp>

<http://asc.army.mil>

## 4. Logging in to CAPPMMIS

The screenshot shows the Career Acquisition Management Portal (CAMP) website. The navigation bar at the top includes 'CAMP', 'CAPPMMIS', 'Help Links', 'Help Request', 'Feedback', and 'Logout'. A red arrow points to the 'CAPPMMIS' link. The main content area is titled 'CAREER ACQUISITION MANAGEMENT PORTAL' and contains several sections:

- NOTICE:** A red box highlights the text: "Choose CAPPMMIS for ACRB, IDP, Certification Applications, etc." Below this, a notice states: "The CAMP System will be unavailable due to ALTSS scheduled infrastructure upgrades from 0600 hrs EST Saturday, March 8, 2008 to 1800 hrs EDT Sunday, March 9, 2008."
- NEWS:** A section with a bullet point: "Your password expires on 04/12/2008".
- PROFILE:** A section displaying user information: Name: JOHN T KELLY, Position Title: ACQUISITION CAREER M, Organization: USA ACQ SPT CTR, Date of Birth: May 21, 1979, E-Mail: john.t.kelly@us.army.mil. A red box labeled "USAASC Web Site" points to the profile section.
- Account Access:** Links for "Change Email Address" and "Change Password".
- Customer Support:** Contact information: 1.800.981.3234, Email: [Customer Support Center](#), and [Online Service Center](#).
- Useful Links:** A list of links including "USAASC Homepage", "Download Blank ACRB", "ACRB Instructions", "AITAS", "ATRIS/AITAS Video Tutorial", "Current MAPL List", and "Find Your ACM". A red box labeled "ACRB INSTRUCTIONS" points to the "ACRB Instructions" link, and another red box labeled "AITAS (DAU classes)" points to the "AITAS" link.
- Camp Applications:** A section with a "CAPPMMIS" logo.

Vertical text on the left side reads "CAMP CAREER ACQUISITION MANAGEMENT PORTAL" and on the right side "USAASC PREPARING FOR THE FUTURE".

A yellow box at the bottom of the page contains the URL: <https://rda.altess.army.mil/camp>

The Windows taskbar at the bottom shows the Start button, several open applications (Microsoft Office, USAASC - Micros..., CAMP :: Career A..., Microsoft PowerP...), and the system tray with the time 9:20 AM.

# 4a. Acquisition Career Record Brief (ACRB)

- Snapshot of your acquisition history
- Used for verifying certification criteria and Acquisition Corps status
- Used as a document of record for competitive boards

| ACQUISITION CAREER RECORD BRIEF  |  |            |  |                         |  |   |  |                      |  | UNCLASSIFIED/PRIVACY ACT PROTECTED INFO |  |  |  |                               |  |                 |  |       |  |            |  |
|--|--|------------|--|-------------------------|--|---|--|----------------------|--|---|--|--|--|-------------------------------|--|-----------------|--|-------|--|------------|--|
| BRIEF DATE<br>12/17/2007   |  | WEB        |  | PAY PLAN GRADE<br>T A02 |  | SERIES/AC<br>0301                           |  | SSN                  |  | NAME<br>1                               |  |  |  |                               |  |                 |  |       |  |            |  |
| <b>SECTION I - CURRENT POSITION DATA</b>                                 |  |            | <b>SECTION II - SECURITY</b>           |                         |  | <b>SECTION III - ACO CORPS DATA</b>         |  |                      | <b>SECTION IV - PERSONAL</b>           |   |  |  |  |                               |  |                 |  |       |  |            |  |
| TITLE<br>ACQUISITION CAREER MGR  |  |            | CLASSIFICATION<br>Secret               |                         |  | SVC COMP D<br>05/24/1999                    |  |                      | W/F STATUS<br>ACD WORKFORCE            |   |  | AAC ACCESSION DATE                         |  | ARMY CIVILIAN                 |  |                 |  |       |  |            |  |
| CATEGORY<br>PROGRAM MANAGEMENT   |  |            | INVESTIGATION TYPE<br>Section 8(D), Ex |                         |  | CDC GRAD YR<br>No                           |  |                      | AAC CAREER FIELD<br>PPG03AB            |   |  | MONTHS OF ACQ EXP<br>103                   |  | MAILING ADDRESS               |  |                 |  |       |  |            |  |
| AAC CERT LEVEL REQ<br>Level 6 (Minimum/Maximum)                          |  |            | <b>SECTION V - PREFERENCE</b>          |                         |  | CAP<br>No                                   |  |                      | AAC CERT LEV REQ<br>Level 11 (Minimum) |   |  | AAC RESERVE STATUS<br>NOT APPLICABLE       |  | STREET                        |  |                 |  |       |  |            |  |
| PERSONNEL OFFICE<br>US ARMY ACQUISITION SUPPORT CENTER<br>FT BELVOIR, VA |  |            | GEOGRAPHICAL                           |                         |  | DATE ENTERED PRESENT POSITION<br>11/20/2007 |  |                      | 3-YR REVIEW DATE                       |   |  | FAX #                                      |  | CITY SFRM                     |  |                 |  |       |  |            |  |
| ACO POSITION TYPE<br>ACQ/2016 P/2016, S/21 C/21, Int-development         |  |            | COMMAND                                |                         |  | <b>SECTION VII - EDUCATION</b>              |  |                      | INSTITUTION<br>UNIT OF PROB#           |   |  | DEGREE<br>Master Degree                    |  | E-MAIL<br>phs.1146@usarmy.mil |  |                 |  |       |  |            |  |
| <b>SECTION VI - ACO LEADER TRAINING</b>                                  |  |            | <b>SECTION VIII - AWARDS</b>           |                         |  | DISCIPLINE<br>BUSINESS ADMIN/LECT           |  |                      | YEAR<br>2005                           |   |  | <b>SECTION X - CERTIFICATIONS/LICENSES</b> |  |                               |  |                 |  |       |  |            |  |
| COURSE   |  | DATE       |  | PERFORMANCE AWD         |  | ON THE SPOT CASH AWD                        |  | ON THE SPOT CASH AWD |  | ON THE SPOT CASH AWD                    |  | ON THE SPOT CASH AWD                       |  | ON THE SPOT CASH AWD          |  | CAREER FIELD    |  | LEVEL |  | DATE       |  |
| CLE INT LEAD SEC SIGMA   |  | 11/13/2007 |  | PERFORMANCE AWD         |  | ON THE SPOT CASH AWD                        |  | ON THE SPOT CASH AWD |  | ON THE SPOT CASH AWD                    |  | ON THE SPOT CASH AWD                       |  | ON THE SPOT CASH AWD          |  | PROF/AMMAGEMENT |  | 1     |  | 12/11/2006 |  |
| SMT 289 PROGRAM MGT TOOLS  |  | 10/25/2006 |  | ON THE SPOT CASH AWD    |  | ON THE SPOT CASH AWD                        |  | ON THE SPOT CASH AWD |  | ON THE SPOT CASH AWD                    |  | ON THE SPOT CASH AWD                       |  | ON THE SPOT CASH AWD          |  |                 |  |       |  |            |  |
| SUMMER ETHICS TRAINING FOR   |  | 09/29/2006 |  | ON THE SPOT CASH AWD    |  | ON THE SPOT CASH AWD                        |  | ON THE SPOT CASH AWD |  | ON THE SPOT CASH AWD                    |  | ON THE SPOT CASH AWD                       |  | ON THE SPOT CASH AWD          |  |                 |  |       |  |            |  |
| ACQUISITION SYSTEMS ACQ  |  | 08/25/2006 |  | ON THE SPOT CASH AWD    |  | ON THE SPOT CASH AWD                        |  | ON THE SPOT CASH AWD |  | ON THE SPOT CASH AWD                    |  | ON THE SPOT CASH AWD                       |  | ON THE SPOT CASH AWD          |  |                 |  |       |  |            |  |
| ACQUISITION IMMEDIATE SYSTEM   |  | 07/13/2006 |  | ON THE SPOT CASH AWD    |  | ON THE SPOT CASH AWD                        |  | ON THE SPOT CASH AWD |  | ON THE SPOT CASH AWD                    |  | ON THE SPOT CASH AWD                       |  | ON THE SPOT CASH AWD          |  |                 |  |       |  |            |  |
| ACQ/111 FUND SYS ACQ/MGT   |  | 05/25/2006 |  | ON THE SPOT CASH AWD    |  | ON THE SPOT CASH AWD                        |  | ON THE SPOT CASH AWD |  | ON THE SPOT CASH AWD                    |  | ON THE SPOT CASH AWD                       |  | ON THE SPOT CASH AWD          |  |                 |  |       |  |            |  |
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# 4a. Acquisition Career Record Brief (ACRB)

HOME ACRB IDP IDP ADMIN SRPE CMS REPORTS AAPDS WFM AAC MS

View ACRB Edit ACRB Print ACRB Print Certifications ACRB Instructions ACRB Video Tutorial

Acquisition Career Record Brief

🔗 = section is editable  
 🔒 = section is not editable; section is

**Print** **Print Certificates** **Instructions**

For update instructions access at <http://rda.altess.army.mil/camp>

|                               |                         |               |                           |            |      |
|-------------------------------|-------------------------|---------------|---------------------------|------------|------|
| TITLE                         | BRIEF DATE              | ACQ CORPS     | SERIES/AOC                | SSN        | NAME |
| ACQ CORPS                     | 03/31/2005              | 0301          |                           |            |      |
| SECTION III<br>ACQ CORPS DATA |                         |               | SECTION IV<br>PERSONAL    |            |      |
| ACQ STATUS                    | AAC DATE                | ARMY CIVILIAN |                           |            |      |
| ACQ CORPS                     | 09/05/2008              |               |                           |            |      |
| SECTION V<br>PREFERENCE       |                         |               | MAILING ADDRESS           |            |      |
| ACF                           | MT ACQ EXP              | STREET        |                           |            |      |
| PROGRAM MA                    | 356                     |               |                           |            |      |
| AAC CERT LEVEL REQ            | DATE INVEST             | CAP           | ACF REQ                   | AAC RES    |      |
| Level II (Intermedia)         | 03/31/2005              | No            | Level II (                | NOT APPLIC |      |
| COMMAND                       | SECTION V<br>PREFERENCE |               | SECTION VII<br>EDUCATION  |            |      |
| US ARMY ACQUISITION           |                         |               |                           |            |      |
| PERSONNEL OFFICE              | GEOGRAPHICAL            |               | INSTITUTION               |            |      |
| Rock Island Arsenal,          | MICHIGAN, MI            |               | UNIV OF MICHIGAN ANN ARBO |            |      |
| ACQ POSITION TYPE             |                         |               | DEGREE                    |            |      |
| Acquisition Position          |                         |               | Bachelors Degree          |            |      |
|                               | FUNCTIONAL              |               |                           |            |      |

1. Click on "Edit ACRB."
2. Click on the green title bar of section you want to edit.
3. Agree to tell the truth.
4. Edit screens to add/edit/delete fields.

<https://rda.altess.army.mil/camp>

<http://asc.army.mil>



## 4a. Acquisition Career Record Brief (ACRB) – Data Fields

| ACRB Section | Title                   | Data Source                         | Process to Add/Edit/Delete  | Notes  |
|--------------|-------------------------|-------------------------------------|---|--|
| I            | Current Position Data   | DCPDS                               | Careerist notifies Supervisor. Supervisor contacts civilian personnel representative or local CPOL Manager to correct errors  | Errors in position coding and certification level can negatively impact careerists in obtaining DAU priority for resident courses.   |
| II           | Security                | DCPDS                               | Contact CPAC/CPOC   |  |
| III          | Acq Corps Data          | CAPPMIS                             | Incorrect AAW status - see Section I. Otherwise, Email DAMI_AskanACM@conus.army.mil for assistance.   | Lists AAW status, CDG status, months of Acq experience, etc.   |
| IV           | Personal                | Mailing Address: MyPay              | Go to the Defense Finance and Accounting System website at < <a href="https://mypay.dfas.mil/mypay.aspx">https://mypay.dfas.mil/mypay.aspx</a> > and follow the instructions. The myPay module is located on the CPOL site, under the "Employee" tab. | Corrections posted to myPay will be reflected on the ACRB in 30-45 days.   |
|              |                         | Phone and Email: Manual Edits       | ACRB Module/ Edit ACRB. Careerist enters corrections and hits "Save."   |  |
| V            | Preference              | Manual Entry                        | ACRB tab / Edit ACRB. Careerist can enter preferences from drop down menu.  | Not a required field.  |
| VI           | Acq/Leader Training     | DAU courses - DAU                   | Courses taken within past 30 days: No action required   | DAU courses normally take 2 weeks to post to the ACRB. TED users should notify TED administrator of DAU course completions so that their TED/CAPPMIS IDP history is updated. |
|              |                         |                                     | Courses taken longer than 30 days ago, scan completion certification and email to DAMI_AskAnACM@conus.army.mil  | New acquisition workforce members who have taken previous DAU courses - past DAU records take about 2 weeks to post.   |
|              |                         | Non-DAU Courses - Manual Edits      | ACRB Module/ Edit ACRB. Careerist checks the "Display on ACRB" box and hits "Save."   | The course must be on your CAPPMIS IDP History first.  |
| VII          | Education               | DCPDS                               | CPOL / My Biz Help Desk Ticket  | Once MyBiz changes are posted to DCPDS, it can take 3-4 weeks before CAPPMIS ACRB is updated.  |
| VIII         | Awards                  | DCPDS & Manual Edits                | Awards with an SF50 will post automatically. To add special awards, scan documentation with name, title of awards and date presented and email to DAMI_AskAnACM@conus.army.mil  |  |
| IX           | Assignment History      | DCPDS & Manual Edits                | Line 1 is your current position data in DCPDS. See Section I for instructions on corrections.   | The careerist can manually edit the start date.  |
|              |                         |                                     | After line 1, Manual edits by careerist using ACRB tab / Edit ACRB. Previous lines of experience can be added/edited/deleted by the careerist   | Previous military and private industry experience related to an acquisition career field should be added to your ACRB.   |
| X            | Certifications/Licenses | Certifications - CAPPMIS            | To add certifications from other DoD agencies, scan and email to DAMI_AskanACM@conus.army.mil   | Army will not accept certifications from non-DoD agencies.   |
|              |                         | Licenses -Manual Edits              | Workforce can manually add certifications.  | Only items on the picklist can be added  |
|              |                         | Continuous Learning - CAPPMIS / TED | Non-TED users - correct on CAPPMIS IDP history<br>TED users - contact your TED administrator to correct errors  | TED course completions may need to be deleted and re-added   |

## 4c. Individual Development Plan (IDP)

- Required for each acquisition careerist (AR 70-1)
- Permits employee and supervisor to discuss and document career objectives and track achievement of training plan goals
  - Identifies short & long-term (5 year) career objectives
  - Defines development needs in terms of training, education and experience
- Should be discussed in conjunction with the normal appraisal cycles (mid-point review and final rating period).
  - Prepared by employee with input and guidance from supervisor
  - After employee updates IDP, print and submit to supervisor for discussion/approval.



### CAPPMIS IDP

- CAPPMIS IDP Tab contains both the individual module and supervisor module
- Supervisors populate their Supervisor module by adding employees
- TED feeds CAPPMIS IDP – course requests, goals, TED history, CLPs, etc.
- **Important:** All DAU training required for certification must be identified on the employee's IDP and approved by the supervisor before the employee may apply for DAU training in AITAS.

<http://asc.army.mil>

# 4c. Individual Development Plan (IDP)

Upcoming Classes

Completed classes

Supervisor Module

Instructions

HOME CRB IDP IDP ADMIN SRPE REPORTS AAPDS  
Home Planning History Supervisor IDP Documents

If your supervisor is not correct, notify your current supervisor

### Welcome

IDP Plan Last Updated: 03/03/2009 [View/Print Current Plan](#)  
Current CL Cycle: 10/01/2008 - 09/30/2010  
Certification Status: Due 04/13/2010 [Print](#) **CLPs: 92**

If you need assistance on your IDP, please contact your designated [Acquisition Career Manager \(ACM\)](#).

- Welcome to the Individual Development Plan module.

### News

- Current IDP Supervisor: HORNADAY SHIRLEY J
- Supervisor Email: [shirley.hornaday@us.army.mil](mailto:shirley.hornaday@us.army.mil)
- Make sure the identified Supervisor and email address is correct. If not, please notify your correct Supervisor to make the change (s). Once corrected, the new information will reflect here. Please click here for [Supervisor instructions](#).
- Per the latest CL Policy, you may only receive CL points for college courses towards a degree and not for a degree itself. If you completed a degree and would like to get a degree added to CAPPMS, please contact your [Acquisition Career Manager](#) with a transcript.
- Your password expires on 07/01/2009

Note: TED users can add your short term and long term goals in TED Goals/IDP section

### Objectives/Goals

#### Short Term Objectives (1-3 years):

Completion of a Black Belt project and obtaining Lean Six Sigma Black Belt certification. Attend a leadership development course or Dale Carnegie course. Completion of 24 business credit hours and membership in Acquisition Corps.

#### Long Term Objectives (3-5 years):

Coaching and mentoring green and black belt teams. Attain black belt certification.

[Edit Objectives/Goals](#)

<http://asc.army.mil>

# 4d. CAPPMMIS - IDP Supervisor Module How to Add Employees

HOME ACRB **IDP** IDP ADMIN SRPE  
 Home Planning History **Supervisor** IDP Documents

**Supervisor Module**  
 (click employee name to view civilian ACRB, for military please see ACRB Mirror)

**Your Employees**

|                          | Name       | IDP Status | Last IDP Updated | Last IDP Review | Total CLPs | Completed Items            | Access SRPE                  |
|--------------------------|------------|------------|------------------|-----------------|------------|----------------------------|------------------------------|
| <input type="checkbox"/> | [Redacted] | REVIEW     | 06/17/2010       | -               | 476        | <a href="#">View Items</a> | <a href="#">Not Required</a> |
| <input type="checkbox"/> | [Redacted] | REVIEW     | 06/17/2010       | 07/24/2007      | 25         | <a href="#">View Items</a> | <a href="#">Request SRPE</a> |
| <input type="checkbox"/> | [Redacted] | CURRENT    | 06/11/2010       | 03/29/2006      | 31         | <a href="#">View Items</a> | <a href="#">Not Required</a> |
| <input type="checkbox"/> | [Redacted] | CURRENT    | 05/27/2010       | 01/26/2009      | 256        | <a href="#">View Items</a> | <a href="#">Not Required</a> |

Total Employees: 4

[Download All Employees to Excel](#)

= Click to Email Employee  
REVIEW = Items Pending Supervisor Review

- Gaining supervisors add their employees.
- New employees take 3-4 weeks before records are available in CAPPMMIS
- Only acquisition workforce members are in CAPPMMIS – non-AAW can be added upon request – contact AskAnACM phone help desk at DSN 258.2247 (will need SSN)

**Search Employees**

Search by Employee SSN (no dashes)

Search by Employee Name (lastname firstname)

<https://rda.altess.army.mil/camp>

<http://asc.army.mil>

## 4d. CAPPMMIS IDP, Supervisor Module Useful Features

1. To view employee's ACRB, Click on the employee name

2. Click on Link to review the employee's IDP (example on next slide)

3. Hit "View items" to see completed classes and to edit CLPs

**Supervisor Module**

(click employee name to view civilian ACRB, for military please refer to their ORB) Current CL Cycle: 0/01/2008 - 09/30/2010

| Your Employees                      |                                  |            |                  |                 |            |                            |                              |
|-------------------------------------|----------------------------------|------------|------------------|-----------------|------------|----------------------------|------------------------------|
| <input type="checkbox"/>            | Name                             | IDP Status | Last IDP Updated | Last IDP Review | Total CLPs | Completed Items            | Access SRPE                  |
| <input checked="" type="checkbox"/> | <a href="#">EDWARD J MAGUIRE</a> | CURRENT    | 05/26/2009       | 06/10/2009      | 24         | <a href="#">View Items</a> | <a href="#">Not Required</a> |
| <input checked="" type="checkbox"/> | <a href="#">JOAN M MOSES</a>     | CURRENT    | 06/10/2009       | 06/10/2009      | 71         | <a href="#">View Items</a> | <a href="#">Request SRPE</a> |

Total Employees: 2

[Download All Employees to Excel](#)

= Click to Email Employee  
REVIEW = Items Pending Supervisor Review

4. To print IDPs for mid-year and annual appraisals:  
 a. Click on the checkboxes to select employees  
 b. View/Print Employee Plan(s)

5. Use to initiate Senior Rater Potential Evaluation for employees applying to competitive selection board programs

# 4d. CAPPMMIS IDP/ Supervisor Module - IDP Status

**IDP Status**

**CURRENT**

**CURRENT**

Click on "Back to Supervisor Main Page" to "Refresh" the "Last IDP Review" date

1. Perform CAPPMMIS approvals/disapprovals. TED users: Supervisor approval/disapprovals are posted here.

**Review Employee Plan for JOAN M MOSES**

[Back to Supervisor Main Page](#)  
(click header to sort)

| Review Planned Items  |           |            |            |                        |
|---|-----------|------------|------------|------------------------|
| Item Name   | Item Type | Start Date | End Date   | Item Status            |
| <a href="#">EXCEL PIVOT TABLE COURSE - WAIT LIST</a>                      | OTHER     | 01/01/2008 | 01/31/2008 | APPROVED<br>- Select - |
| <a href="#">FOUNDATIONS OF LEADERSHIP(CENTER FOR CREATIVE LEADERSHIP)</a> |           | 03/01/2002 |            | REJECTED<br>- Select - |
| <a href="#">MAKING THE TRANSITION FROM STAFF MEMBER TO SUPERVI</a>        | OTHER     | 01/01/2008 | 01/31/2008 | APPROVED<br>- Select - |
| <a href="#">PMT 250 PRGRM MGT TOOLS</a>                                   | DAU       | 09/01/2008 |            | APPROVED<br>- Select - |

[Submit Review](#)  
(click header to sort)

| Item Name                         | Item Type | End Date   | Requested CLPs       | Award CLPs?              |
|-----------------------------------|-----------|------------|----------------------|--------------------------|
| <a href="#">CDG/AAF BROWN BAG</a> | OTHER     | 09/02/2009 | <input type="text"/> | <input type="checkbox"/> |

[Post CLPs](#)

2. "Review Completed Items" for items which have not yet moved to the IDP History. Supervisors can move these to CAPPMMIS history by filling in Number of CLPs, checking "Award CLPs" box and "Post CLPs"

**CAMP**  
 CAREER ACQUISITION MANAGEMENT PORTAL

# 4d. CAPPMMIS IDP/ Supervisor Module – Completed Items

Completed Items  
[View Items](#)  
[View Items](#)

CAMP CAPPMMIS Help Links Help R

**NOTICE:**  
 CAMP and all CAPPMMIS applications will be unavailable from 0800 to 1130 EST on Thursday, 05 November 2009 refresh.

**CAPPMMIS** supporting the acquisition workforce  
 Career Acquisition Personnel and Position Management Information System

HOME ACRB IDP IDP ADMIN SRPE CMS REPORTS AAPDS WFM AAC MS  
 Home Planning History Supervisor IDP Documents

**JOAN M MOSES's Continuous Learning Cycles**

| Continuous Learning Period | Prorated CLP | Total CLPs |
|----------------------------|--------------|------------|
| 10/01/2008 - 09/30/2010    | 0            | 76         |
| 10/01/2006 - 09/30/2008    | 0            | 331        |
| 10/01/2004 - 09/30/2006    | 0            | 191        |
| 12/16/2002 - 09/30/2004    | 0            | 117        |
| 12/16/2000 - 12/15/2002    | 0            | 44         |
| 12/15/1998 - 12/15/2000    | 0            |            |

Save Prorated CLPs Cancel

**JOAN M MOSES's Completed Items**  
 (click column header to sort | click course title to edit the course item)

| Item Title  | Type  | CLPs | Actual Start | Actual End | Official End | Record Src | Funding Src |
|---|-------|------|--------------|------------|--------------|------------|-------------|
| <a href="#">TACOM-Warren Annual SAEDA, OPSEC, AT/FP, informat</a> | Other | 0    | 11/04/2005   | 11/04/2005 |              | WEB TED    |             |
| <a href="#">05 CSRS RETIREMENT CLASS</a>                          | Other | 0    | 08/23/2005   | 08/23/2005 |              | WEB TED    |             |
| <a href="#">14TH TACOM/INDUSTRY LOGISTICS SYMPOSIUM</a>           | Other | 18   | 03/15/2005   | 03/15/2005 |              | WEB TED    |             |
| <a href="#">15TH TACOM/INDUSTRY LOGISTICS SYMPOSIUM</a>           |       |      |              |            |              |            |             |
| <a href="#">2004 ANNUAL ETHICS TRAINING (AC ONLY)</a>             |       |      |              |            |              |            |             |
| <a href="#">2005 Annual Ethics Training</a>                       |       |      |              |            |              |            |             |
| <a href="#">2009 COMBATING TRAFFICKING IN P</a>                   |       |      |              |            |              |            |             |
| <a href="#">ABC REPORTING AND ANALYSIS HIST</a>                   |       |      |              |            |              |            |             |

1. Supervisors can pro-rate CLPs for employees who start in the middle of a 2-year CLP cycle. For example, you could input “40” for employees who start 12 months into the cycle.

2. CLP totals posted for previous CLP cycles are “frozen” and cannot be edited or updated.

3. Supervisors can open up a completed class and make corrections to the CLPs recorded. Note: Only changes to **current** CLP cycle History will adjust in Continuous Learning Cycle area.

## 4d. CAPPMMIS IDP, Supervisor Module – Diagnosing and Fixing Problems

Home Planning History **Supervisor** IDP Documents

**Supervisor Module**

(click employee name to view ACRB) Current CL Cycle: 10/01/2004 - 09/30/2006

| Your Employees           |                             |                                     |            |                 |                 |            |                            |                              |
|--------------------------|-----------------------------|-------------------------------------|------------|-----------------|-----------------|------------|----------------------------|------------------------------|
| <input type="checkbox"/> | Name                        | <input type="checkbox"/>            | IDP Status | Last IDP Submit | Last IDP Review | Total CLPs | Completed Items            | Access SRPE                  |
| <input type="checkbox"/> | <a href="#">AA BLANK 1</a>  | <input checked="" type="checkbox"/> | CURRENT    | 02/12/2008      | 02/12/2008      | -          | <a href="#">View Items</a> | <a href="#">Not Required</a> |
| <input type="checkbox"/> | <a href="#">AA BLANK 10</a> | <input checked="" type="checkbox"/> | CURRENT    | 03/08/2005      | 03/08/2005      | -          | <a href="#">View Items</a> | <a href="#">Request SRPE</a> |
| <input type="checkbox"/> | <a href="#">AA BLANK 2</a>  | <input checked="" type="checkbox"/> | CURRENT    | -               | 07/25/2006      | -          | <a href="#">View Items</a> | <a href="#">Not Required</a> |
| <input type="checkbox"/> | <a href="#">AA BLANK 3</a>  | <input checked="" type="checkbox"/> | REVIEW     | -               | 01/07/2008      | -          | <a href="#">View Items</a> | <a href="#">Not Required</a> |
| <input type="checkbox"/> | <a href="#">AA BLANK 6</a>  | <input checked="" type="checkbox"/> | CURRENT    | 12/01/2000      | 02/12/2008      | -          | <a href="#">View Items</a> | <a href="#">Request SRPE</a> |

[Download All Employees to Excel](#)  = Click to Email Employee

**REVIEW** = Items Pending Supervisor Review

**Problem:** Red Review.

**Fix:** 1. Open “Review” and check to see if classes need to be reviewed or if CLPs need to be assigned for completed classes.

2. If there are no other review actions to complete, report the problem to [CustomerSupportCenter@conus.army.mil](mailto:CustomerSupportCenter@conus.army.mil)

**Problem:** No IDP date.

**Fix:** Ask employee to enter short term and long term goals in TED / CAPPMMIS

<http://asc.army.mil>

## 4e. IDP Admin

- **IDP Mirror –**
  - USAASC ACMs and AskAnACM Help Desk can view and edit IDPs for employees and supervisors – need SSN of employee.
  - The AMC TED team also has access to IDP Mirror – to use when troubleshooting TED-CAPPMIS interface problems.
- **SRPE Mirror –** USAASC ACMs and AskAnACM Help Desk can view SRPEs – need SSN of employee or senior rater

Email [DAMI\\_AskAnACM@conus.army.mil](mailto:DAMI_AskAnACM@conus.army.mil) if you need an ACM to view IDPs or SRPEs.



# 4f. AAPDS - Apply for AETE Opportunities

HOME ACRB IDP IDP ADMIN SRPE CMS REPORTS **AAPDS** WFM AAC MS

Home **Apply** Supervisor Review Read Only Applications

**Apply - Active Events**

| Event Title   | Program Info  | Opening Date | Closing Date | Final Review Date | Status                |
|---|---|--------------|--------------|-------------------|-----------------------|
| AAP, 28 March - 2 Apr 2010, Darden: Advance Acquisition                     | <a href="#">Announcement</a>                                      | Dec 08, 2009 | Jan 26, 2010 | Jan 28, 2010      | Closed                |
| 2010 Defense Acquisition University Senior Service College                  | <a href="#">2010 DAU-SSCF Announcement</a>                        | Jan 21, 2010 | May 14, 2010 | May 19, 2010      | Closed                |
| 2010-2012 Naval Postgraduate School Master of Science in Program Management | <a href="#">NPS PM Announcement</a>                               | Mar 17, 2010 | May 18, 2010 | Jun 28, 2010      | Closed                |
| CBE, 11-23 July 10, Commercial Business Environment, Darden                 | <a href="#">Announcement located at USAASC, CPD Opportunities</a> | Apr 12, 2010 | Jun 01, 2010 | Jun 09, 2010      | Closed                |
| AAP, 25-30 July 2010, Darden, Advanced Acquisition Program                  | <a href="#">Announcement, USAASC, CPD opportunities</a>           | Apr 12, 2010 | Jun 29, 2010 | Jun 30, 2010      | <a href="#">Apply</a> |
|   |   |              | May 28, 2010 | Jul 01, 2010      | Closed                |
|   |   |              | Aug 02, 2010 | Aug 06, 2010      | <a href="#">Apply</a> |
|   |   |              | Aug 13, 2010 | Aug 23, 2010      | Opening Soon          |

- **Apply** – careerist can view open applications and apply. If careerist doesn't meet basic prerequisites (e.g. grade or certification level), they may not be able to Apply.
- **Supervisor Review** – supervisors review and approve applications (when required)
- **Read Only Applications** – ACMs and AskAnACM Help Desk can review applications in process and submitted

## 4f. ACQUISITION EDUCATION, TRAINING & EXPERIENCE (AETE)



### Training

- Defense Acquisition University (DAU)
- Darden Executive Education, University of Virginia

### Education

- Acquisition Tuition Assistance Program (ATAP) – Bachelors or Masters
- School of Choice (SOC) – Full-time attendance at college
- Student Loan Repayment Program (SLRP)
- Senior Service College Fellowship Program (SSCF) - Warren, Huntsville & Aberdeen
- Naval Post Graduate School (NPS) – Masters degree programs
- Industrial College of the Armed Forces (ICAF)

### Experience & Training

- Competitive Development Group/Army Acquisition Fellows (CDG/AAF)

Announcements on CAPPMS/ AAPDS and ASC homepage  
2010 Catalog posted at:  
[http://asc.army.mil/docs/pubs/aete/AETE\\_catalog\\_2010.pdf](http://asc.army.mil/docs/pubs/aete/AETE_catalog_2010.pdf)

<http://asc.army.mil>

## 4f. AETE (cont'd)

- **Programs are announced and open for applications at various times throughout the year and will be posted on the ASC Homepage. OAPs will be notified as announcements are posted and are responsible for disseminating the information to workforce members.**
- **Applicants should follow the current guidance and application requirements as posted in individual announcements.**
- **The U.S. Army Human Resources Command releases announcements and applications for the Senior Service College Fellow (SSCF) Program and the Product/Program Manager for Critical Acquisition Positions.**

<http://asc.army.mil>

## 4f. Competitive Development Group / Army Acquisition Fellowship (CDG/AAF) Program

**Target: High Potential GS12-13 / payband equivalent**

- **Leadership Training**

- Congressional Operations on Capitol Hill (1 week)
- Intermediate Qualifications Course – 4 weeks, Huntsville, AL
- Darden Business Executive Education – two 1-week courses – University of Virginia, Charlottesville
- #1 priority in all DAU courses for secondary career field certification, including PMT 352B for PM Leader track
- Training scheduled between developmental assignments

- **Career-broadening developmental assignments**

- First Year Assignment in secondary career field (e.g. PM, BCF, etc.)
- Six month assignment - National Capital Region or HQ AMC – Huntsville, AL
- Final Year assignment determined by career track goal (PM Leader or Acquisition Leader)

- **Building Future Leaders for your Organization**

- SES/GO mentors plans the career path with the CDG/AAF fellow and USAASC
- USAASC pays the salary of CDG/AAF fellow until graduation or promotion, whichever is first
- USAASC pays tuition and TDY for ALL leadership training during the 3 years (even for fellows promoted prior to completion of their 3<sup>rd</sup> year)
- Organization retention rights upon graduation

**NEW!**

- Open to GS12/payband
- No Mobility Agreement
- PM Leader or Acquisition Leader Tracks

**Applications: Aug-Oct**

**Program Start: March**

<http://asc.army.mil>

## 4f. Senior Service College Fellowship (SSCF) Program – Aberdeen, Huntsville, Warren

### Target: GS 14 - 15 / payband equivalents

- **Develops civilian acquisition leaders for PM, PEO, SES and key leadership positions**
  - **10 month program in local area**
  - **Advanced DAU courses – PMT 401, ACQ 450, ACQ 451 and ACQ 452**
  - **National security module**
  - **Independent research study in acquisition issues and processes**
  - **Mentoring with government and industry senior leaders**
  - **Tours of industry and government (TDY)**
- **Career-broadening developmental assignment upon graduation**
- **Aberdeen and Huntsville programs – classes towards Masters degree, optional completion of Masters degree**
- **Warren program - Masters Degree in Global Leadership & Management from Lawrence Technological University**



**Applications: Jan – March**

**Program Start: JULY**

<http://asc.army.mil>

# 4g. How to Apply for Certification – CMS Tab

The screenshot shows the USAASC CMS web portal. At the top, there is a navigation bar with tabs: HOME, ACRB, IDP, IDP ADMIN, SRPE, **CMS** (highlighted with a red box), REPORTS, AAPDS, WFM, AAC MS. Below this is a secondary navigation bar with links: Main, Apply for Certifications, Print Certifications, CMS Documents, and Certifying Official Module. The main content area is divided into sections. The 'Certification Management System' section contains a list of instructions and three red arrows pointing to the 'Apply for Certifications', 'Print', and 'Instructions' links. The 'News' section contains a notice about secondary certification. The 'Certification Status' section contains a table with columns for Primary Career Field, Level 1, Level 2, and Level 3. The table shows 'PROGRAM MANAGEMENT' as a Primary Career Field with a Level 1 completion date of 09/29/2005 and a Level 2 deadline of 04/13/2010. 'CONTRACTING' is listed as a Secondary Career Field with a completion date of 04/17/2001.

**Click on "Apply for Certifications" and follow step-by-step instructions to apply for certification. You will need to cut and paste your current resume during the application process.**

CAMP  
ACQUISITION PORTAL  
CAREER ACQU

PREPARING FOR THE FUTURE

<http://asc.army.mil>

# 4g. CMS – Supervisor Module

HOME   ACRB   IDP   IDP ADMIN   SRPE   **CMS**   REPORTS   AAPDS   WFM   AAC MS

Main   [Apply for Certifications](#)   [Print Certifications](#)   [CMS Documents](#)   [CMS Supervisor Module](#)   [Certifying Official Module](#)

## CMS Supervisor Module - Employee's Position Certification Status

[View All Certification Applications](#)

| Employee | WF Status  | Start Date of 24 Mth Cert Deadline | Position Certification Requirement | Position Certification Status | Applications In Progress | ACRB                 |
|----------|------------|------------------------------------|------------------------------------|-------------------------------|--------------------------|----------------------|
|          | Acq WF-Civ | 02/08/2004                         | PROGRAM MANAGEMENT - Level 2       | Completed - 06/29/2006        |                          | <a href="#">View</a> |
|          | Acq WF-Civ | 04/13/2008                         | PROGRAM MANAGEMENT - Level 2       | Deadline - 04/13/2010         |                          | <a href="#">View</a> |

**NOTE:**

**Military** employees will not have the "Start Date of 24 Mths Cert Deadline" column populated and will only have the "Position Certification Status" column populated with a yellow status bar if they have not achieved their current position requirements and a green status bar if they have fulfilled their position certification.

**Non-Acquisition** employees will not have the "Start Date of 24 Mths Cert Deadline" or the "Position Certification Status" columns populated.

[Deadline Explanation](#)

[Employee's Primary Certification Timelines](#)

\* Not eligible for certification per policy

<https://rda.altess.army.mil/camp>

- CMS / Supervisor Module
- View all employee certification status
  - View ACRB for DAU course completions

<http://asc.army.mil>

# 4h. Reports in CAPPMMIS

**REPORTS**

Standard Reports Personalized Reports DAWIA Certificate Printing Reporting Instructions Reports Descriptions

**Standard Reports**

This section lists all of the standard report types that you have access to generate. You can click on a report title to see the detail description of the report. You can select multiple reports within the same category. If your network connection speed is slow, it is recommended that you only run one report at a time. Please select a report from the list and click next to begin.

| Report Category      | Reports  |
|----------------------|--|
| Workforce Reports    | <input type="checkbox"/> Aca NGB & Reserve Mil Review                  |
|                      | <input type="checkbox"/> Certification Delinquency                     |
|                      | <input type="checkbox"/> Certification Review                          |
|                      | <input type="checkbox"/> Corps Membership Discrepancy                  |
|                      | <input type="checkbox"/> Current Assignments                           |
|                      | <input type="checkbox"/> Education Review                              |
| Acq Specific Reports | <input type="checkbox"/> IDP CL-Cycles                                 |
|                      | <input type="checkbox"/> Met Certification                             |
|                      | <input type="checkbox"/> Not Met Certification                         |
|                      | <input type="checkbox"/> Workforce Review                              |
|                      | <input type="checkbox"/> Aca Corps Membership Discrepancy              |
|                      | <input type="checkbox"/> Acquisition Tuition Assistance Program (ATAP) |
| CMS Reports          | <input type="checkbox"/> Civilian CAP-KLP                              |
|                      | <input type="checkbox"/> Civilian Certification Delinquency            |
|                      | <input type="checkbox"/> Civilian IDP CL-Cycles                        |
|                      | <input type="checkbox"/> Civilian Workforce Education Review           |
|                      | <input type="checkbox"/> Completed Acquisition Training                |
|                      | <input type="checkbox"/> Completed Other Training                      |
| CMS Metrics          | <input type="checkbox"/> Current Cycle And Annual CLPs                 |
|                      | <input type="checkbox"/> Met Certification                             |
|                      | <input type="checkbox"/> Not Met Certification                         |
|                      | <input type="checkbox"/> Outstanding Reqmts for Certification          |
|                      | <input checked="" type="checkbox"/> Regional Mil and Civ Review        |
|                      | <input type="checkbox"/> Submitted or Approved Certifications          |

Full description of all reports

"Get Well" Metrics report

# 4h. Reports in CAPPMMIS

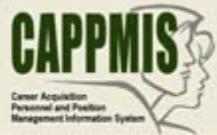
The screenshot shows the CAPPMMIS web application interface. At the top, there are navigation tabs for 'CAMP' and 'CAPPMMIS', along with links for 'Help Links', 'Help Request', 'Feedback', and 'Logout'. Below this is a banner for 'CAPPMMIS supporting the acquisition workforce'. A secondary navigation bar includes 'HOME', 'ACRB', 'IDP', 'IDP ADMIN', 'SRPE', 'CMS', 'REPORTS', 'AAPDS', 'WFM', and 'AAC MS'. Underneath, there are links for 'Standard Reports', 'Personalized Reports', 'DAWIA Certificate Printing', 'Reporting Instructions', and 'Reports Descriptions'.

The main content area is titled 'Filters' and contains the instruction: 'Select the filters you would like to use to limit your report data. If you do not select any filters for a given field the filters you have access to will be used by default.' A status box on the right indicates 'You are on step 1/3'.

The filter section is organized into four columns: 'Report', 'Command Filter', 'Uic Filter', and 'Org Filter'. The 'Report' column shows 'Regional Mil and Civ Review'. The 'Command Filter' column has a dropdown menu with options like 'X3 - US Army Headquarter', 'X4 - US Army Training Act', 'X6 - US Army Aviation & M', 'X7 - US Army Tank-autom', 'X8 - US Army Communical', 'XA - US ARMY SOLDIER & E', 'XB - US Army Chemicals M', 'XC - US Army Sustainmen', and 'XD - U.S. Army Contractin'. The 'Uic Filter' column has an 'All' checkbox and a list of UIC codes such as 'W6QK52 - ACC-TACOM CO', 'W6QK53 - ACC-TACOM CO', 'W6QK54 - ANNISTON AR D', 'W6QK55 - RED RIVER AR C', 'W6QK56 - ROCK ISLAND AI', 'W6QK57 - SIERRA AR DEP', 'W6QK58 - CONTRACT OFFI', 'W6QK5A - ACC-TACOM CO', and 'W6QK6A - ACC-JM&L CONT'. The 'Org Filter' column has an 'All' checkbox and an empty selection area.

At the bottom of the filter section are buttons for '<< Back', 'Reset', 'Generate', and 'Next >>'. The 'Next >>' button is circled in red. On the left side of the screenshot, there is a vertical label 'AMP' and 'CON MANAGEMENT PORTAL'. On the right side, there is a vertical label 'PREPARING FOR THE FUTURE'. At the bottom right, there is a link for 'ATRRS/AITAS Video Help' and a logo.

Select your command code and UICs.  
 If you want to capture military, DO NOT use the Org filter.



supporting the acquisition workforce



Columns

Here you can customize which columns you would like to see on the report as well as the order in which they are displayed. You can use the up, down, left, and right arrows to move a selected column name.

You are on step 2/3

| Report                      | Available Columns   |                              | Selected Columns  |
|-----------------------------|---|------------------------------|---|
| Regional Mil and Civ Review | <input type="checkbox"/> All<br>SUPV_REVIEW_DATE<br>SUPV_NAME<br>SUPV_EMAIL<br>CERT_LVL_ACHIEVED_IN_APC<br>LAST_IDP_UPDATED_MTHS<br>MTHS_EXP_IN_CURRENT_APC_ACL<br>CERT_IN_POSITION<br>CERT_BELOW_POSITION<br>NOT_CERTIFIED | >><br><<                     | PERSON_ID<br>CERT_LVL_ACHIEVED_IN_APC<br>LAST_IDP_UPDATED_MTHS<br>MTHS_EXP_IN_CURRENT_APC_ACL<br>CERT_IN_POSITION<br>CERT_BELOW_POSITION<br>NOT_CERTIFIED |
|                             |   | << Back   Generate   Next >> |   |

Recommended order:

- Person\_ID
- Person\_Name
- APC
- ACL
- Cert\_Lvl\_Achieved\_In\_APC
- Cert\_In\_Position
- Cert\_Below\_Position
- Not\_Certified
- Mths\_Exp\_in\_Current\_APC\_ACL
- CLP
- Last\_IDP\_Updated\_Mths
- Last\_IDP\_Update
- Other fields

Select the columns/fields you want on the report, and the order you want them in.

CAMP ON MANAGEMENT PORTAL

CAREER

PREPARING FOR THE FUTURE

# 4h. Reports in CAPPMMIS

CAMP CAPPMMIS Help Links Help Request Feedback Logout

**CAPPMMIS** supporting the acquisition workforce

HOME ACRB IDP IDP ADMIN SRPE CMS **REPORTS** AAPDS WFM AAC MS

[Standard Reports](#) [Personalized Reports](#) [DAWIA Certificate Printing](#) [Reporting Instructions](#) [Reports Descriptions](#)

**Sorting**

Below you can choose which columns to sort your report by. The report will be sorted by the first selection, then by the next, and so on. You do not have to populate all drop-down boxes. You are on step 3/3

| Report                      | Column Name         | Sort Order  |
|-----------------------------|---------------------|---|
| Regional Mil and Civ Review | PERSON_NAME         | <input checked="" type="radio"/> Ascending <input type="radio"/> Descending |
|                             | - Select a Column - | <input checked="" type="radio"/> Ascending <input type="radio"/> Descending |
|                             | - Select a Column - | <input checked="" type="radio"/> Ascending <input type="radio"/> Descending |
|                             | - Select a Column - | <input checked="" type="radio"/> Ascending <input type="radio"/> Descending |
|                             | - Select a Column - | <input checked="" type="radio"/> Ascending <input type="radio"/> Descending |

<< Back **Generate**

Select the columns to sort your report by (optional).

# 4h. Reports in CAPPMMIS

**Note: CAPPMMIS report data is always a “day old.” (e.g. Certifications granted “today” won’t show on reports until tomorrow.)**

The screenshot shows the CAPPMMIS web interface. At the top, there are navigation tabs for 'CAMP' and 'CAPPMMIS', and utility links for 'Help Links', 'Help Request', 'Feedback', and 'Logout'. Below this is a banner for 'acquisition workforce'. A secondary navigation bar includes 'HOME', 'ACRB', 'IDP', 'IDP ADMIN', 'SRPE', 'CMS', 'REPORTS', 'AAPDS', 'WFM', and 'AAC MS'. Under 'REPORTS', there are sub-links for 'Standard Reports', 'Personalized Reports', 'DAWIA Certificate Printing', and 'Reporting Instructions'. The 'Personalized Reports' link is circled in red. Below this is a 'Reports' section with a 'Download' button circled in red. A table lists reports with columns for 'File', 'Records', 'File Size', and 'Download'. The 'Regional Mil and Civ Review' report is listed with 717 records and a file size of 166 KB. Below the table is a 'Save Personalized Reports' section with a 'Save' button circled in red.

| File                        | Records | File Size | Download |
|-----------------------------|---------|-----------|----------|
| Regional Mil and Civ Review | 717     | 166 KB    | Download |

**If your query returns 0 records, notify CAPPMMIS help desk at [CustomerSupportCenter@conus.army.mil](mailto:CustomerSupportCenter@conus.army.mil)**

**To run the report now (query will not be saved).**

**To save your query as a Personalized Report. After you save it, go to “Personalized Report” to download the query results.**  
 Highly recommend using this feature – it allows you to easily run your “custom queries” again in the future.  
**Caution:** Clearly NAME your personalized reports so that you can easily locate it the next time you run it.

## 4i. Army Acquisition Corps Membership Requirements

**TRAINING:** Certified Level II in any Acquisition Career Field

**EDUCATION:** A baccalaureate degree **AND** one of the following:

- 24 semester credit hours in business related disciplines, **or**
- 24 semester credit hours in career field **AND** 12 semester credit hours in business related disciplines

**Only Exception** to Education Requirement: “Grandfather” exception - possess ten years of acquisition experience prior to Oct 1991 – must be documented on ACRB and resume

**EXPERIENCE:** Four years of acquisition experience

**GRADE:** GS13 OR payband equivalent\*

\*Equivalent payband employee must either occupy a position that is designated as requiring Level III certification (or highest certification level identified for the acquisition career field) **-OR-** earn a base salary, not including locality pay, at least equivalent to that of a GS-13, Step One.

**NOTE:** For official placement into a Critical Acquisition Position (CAP), selectee **MUST** be an Acquisition Corps member, or qualified for AAC Membership at time of selection

### ***On-line application process***

CAPPMIS “AAC MS” tab. Resume required. Transcripts may be required to verify 24 business credit hours achieved.

<http://asc.army.mil>

# 4i. How to apply for Acquisition Corps membership

**CAMP** | CAPP MIS | Help Links | Help Request | Feedback | Logout

**CAPP MIS** supporting the acquisition workforce

HOME | ACRB | IDP | IDP ADMIN | SRPE | CMS | REPORTS | AAPDS | WFM | **AAC MS**

Main | **Apply** | AAC MS Documents | Regional Reviewer

Welcome to the Acquisition Management System.

**Instructions**

News: Your application for AAC Membership was approved by the Regional Reviewer. You can view and print your approval documents by visiting the [Print Certificate module](#).

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

Click on "Apply" and follow step-by-step instructions to apply for Acquisition Corps membership. You will need to copy and paste your current resume. You may also need to upload college transcripts to verify that you have 24 business-related credit hours.

<https://rda.altess.army.mil/camp>

AAC MS – Apply for Acquisition Corp membership, print certificates

## 4i. AAC Membership

- **The Army Acquisition Corps (AAC) is a subset of the Army AL&T workforce (GS-13 or Broadband/NSPS equivalent and above). Army Acquisition Corps members are automatically members of the Defense Acquisition Corps.**
- **AAC Membership is mandatory for all workforce members who occupy Critical Acquisition Positions (CAPS) or Key Leadership Positions (KLPs). NOTE: For definition of CAP and KLP, please refer to Step #4 under the Position Identification/Information section of this Guide.**
- **AAC membership is NOT automatically granted. Workforce members must meet specific statutory requirements and must apply and be accepted into the Corps.**
- **Army Acquisition Corps Membership policy and procedures is documented in the Army Supplement to the DoD Desk Guide for Acquisition, Technology and Logistics Workforce Career Management, dated 1 Sep 10.**
- **Automated Army Acquisition Corps Application is at <https://rda.altess.army.mil/camp/>. Select CAPPMS on the navigation bar, and then select the AAC MS tab.**

# 4h. SENIOR RATER POTENTIAL EVALUATION (SRPE) Module

**SRPE Info**

- [SRPE Points of Contact](#)
- [OVERVIEW](#)
- [SRPE Policy and Guidance](#)
- [Supervisor Instructions](#)
- [Senior Rater Instructions](#)
- [Comments to Assist Senior Rater](#)
- [SRPE Q&A from Workforce](#)
- [User Manual](#)

**Introduction**

The Defense Acquisition Workforce Improvement Act (DAWIA) responded to the need for increased emphasis on the development of a better-qualified and more professional Acquisition, Logistic and Technology Workforce (AL&T). Toward this end, the SRPE is first and foremost a tool to help civilian workforce employees identify their leadership strengths and weaknesses in regard to a set of competencies needed by professionals in leadership positions. Employees will use this information to structure an Individual Development Plan / Continuous Learning (IDP/CL) that, among other things, maximizes their potential for performance in positions of increased responsibility.

Secondly, Section 1733(a) of the DAWIA requires that the best-qualified individuals, whether military or civilian, be selected for acquisition positions. By evaluating and documenting the leadership potential of civilian employees; the SRPE provides a document that allows selection boards to more easily and equitably compare a civilian candidate's leadership potential with that of a military candidate, as documented on the Senior Rater section of the Officer Evaluation Report (OER). Additionally, and just as important, selecting officials/boards will use the SRPE to...

...positions of increased responsibility, whereas...  
 ...jects evaluate the quality of performance  
[Guidance](#) memo for more details on

...ervisor module of the IDP/CL, a supervisor

...e Supervisor on their employees. Using the  
 ...cludes a tool called the Senior Rater  
 ...bey the less than 50% Above Center of Mass  
 ...o ensure Senior Raters layout how they want  
 ...

The employee module is used by rated individuals to view their completed SRPE(s). The rated employee will be able to view the completed SRPE seven (7) calendar days after the Senior Rater completes the SRPE.

- **SRPE Info** contains links to SRPE instructions for senior raters
- **Rater** – Senior rater performs ratings and accesses forms and reports
- **Employees** – employees can view and print out SRPE seven days after senior rater has completed review
- **Important Note for Supervisors:** First-line Supervisors **INITIATE** the SRPE request in **CAPPMIS / IDP / Supervisor** module

<http://asc.army.mil>

# 4j. SRPE blank sample

➤ Senior Rater will complete this form in CAPP MIS

➤ Important areas for candidate success:

➤ Above Center of Mass or Center of Mass ranking

➤ Senior Rater should comment on:

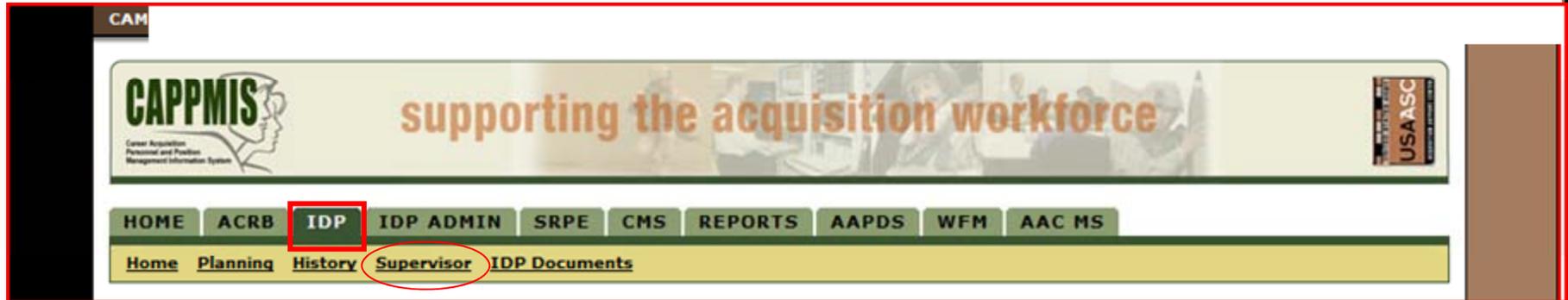
- Enumeration: Ranking among peers (top 5%, top 25%, etc.)
- Promotion: Potential for future promotions to next higher-level position (Promote now, select now, groom for future leadership, etc.)
- Schooling: Potential for SSCF, ICAF, CDG/AAF program, etc.
- KLP/PM: potential to serve in a key leadership / PM position

➤ Recommended reading for Senior Raters:

[https://rda.altess.army.mil/camp/apps/cappmis/modules/srpe/assets/documents/2007\\_Final\\_SRPE\\_Sr\\_Rater\\_Instructions.doc](https://rda.altess.army.mil/camp/apps/cappmis/modules/srpe/assets/documents/2007_Final_SRPE_Sr_Rater_Instructions.doc)

| ARMY ACQUISITION CORPS<br>SENIOR RATER POTENTIAL EVALUATION FOR CIVILIANS  |   |      |                           |  |                        |                             |                           |           |   |   |   |
|--|---|------|---------------------------|--|------------------------|-----------------------------|---------------------------|-----------|---|---|---|
| PART I: ADMINISTRATIVE DATA  |   |      |                           |  |                        |                             |                           |           |   |   |   |
| EMPLOYEE NAME  |   |      | EMPLOYEE SSN              |  | EMPLOYEE PAY PLAN      |                             | EMPLOYEE SERIES AND GRADE |           |   |   |   |
| ORGANIZATION   |   |      |                           |  | DUTY TITLE             |                             |                           |           |   |   |   |
| PERIOD COVERED   |   |      |                           | RATEE COPY (Check one and date)  |                        |                             | REASON FOR SUBMISSION     |           |   |   |   |
| FROM   |   | THRU |                           |  |                        |                             |                           |           |   |   |   |
| Year   | Month   | Day  | Year                      | Month  | Day                    | 1. Given to Employee        |                           | 1. Annual |   |   |   |
|  |   |      |                           |  |                        | 2. Forwarded to Employee    |                           | 2. Board  |   |   |   |
| NAME OF SENIOR RATER (Last, First, MI)   |   |      | SSN                       |  | GRADE                  | SENIOR RATER TITLE/POSITION |                           |           |   |   |   |
| SENIOR RATER ORGANIZATION  |   |      | SENIOR RATER PHONE NUMBER |  |                        | SENIOR RATER E-MAIL ADDRESS |                           |           |   |   |   |
| EMPLOYEE SIGNATURE   |   |      | DATE                      |  | SENIOR RATER SIGNATURE |                             |                           | DATE      |   |   |   |
| PART II: LEADERSHIP ACTIONS  |   |      |                           |  |                        |                             |                           |           |   |   |   |
| (First, mark "YES" or "NO" for each action. Second, choose a total of three actions that best describe the rated employee.)                                      |   |      |                           |  |                        |                             |                           |           |   |   |   |
| BUILDING COALITIONS<br><small>Method of reaching goals while operating / improving</small>   | POLITICAL SAVVY<br><small>Approaches problem situations with clear perception of organizational and political reality.</small>  |      |                           |  |                        |                             |                           |           | Y | E | N |
|  | INTERPERSONAL SKILLS<br><small>Considers differences and capabilities of people; is tactful, cooperative and sensitive; treats others with respect.</small>               |      |                           |  |                        |                             |                           |           |   |   |   |
| RESULTS DRIVEN<br><small>Short-term mission accomplishment</small>   | INFLUENCING/NEGOTIATING<br><small>Persuades others; builds consensus through give and take; gains cooperation from others to obtain information/accomplish goals.</small> |      |                           |  |                        |                             |                           |           |   |   |   |
|  | ACCOUNTABILITY<br><small>Holds self and others accountable; ensures projects completed in a timely manner with a focus on results and outcomes.</small>                   |      |                           |  |                        |                             |                           |           |   |   |   |
| LEADING<br><small>Long-term improvement in the Army its people and organizations</small>   | DECISIVENESS<br><small>Makes sound, well informed decisions; perceives the important implications of decisions; is proactive and achievement oriented.</small>            |      |                           |  |                        |                             |                           |           |   |   |   |
|  | PROBLEM SOLVING<br><small>Diagnoses a situation; collects and interprets information to make logical decisions (individual, organizational and problems).</small>         |      |                           |  |                        |                             |                           |           |   |   |   |
| CONFLICT MANAGEMENT<br><small>Manages/resolves conflict in a positive constructive manner; minimizes negative impact on mission/organization.</small>            |   |      |                           |  |                        |                             |                           |           |   |   |   |
| TEAM BUILDING<br><small>Inspires/motivates/guides others toward goal accomplishment; develops cooperative relations with groups/organizational elements.</small> |   |      |                           |  |                        |                             |                           |           |   |   |   |
| CONTINUAL LEARNING<br><small>Pursues self-development; seeks feedback from others and opportunities to maintain knowledge.</small>                               |   |      |                           |  |                        |                             |                           |           |   |   |   |
| PART III: POTENTIAL EVALUATION   |   |      |                           |  |                        |                             |                           |           |   |   |   |
| I currently senior rate employees in this grade/position:  |   |      |                           | NOTE: Under the demo project, the senior rater is the rated employee supervisor's rater. Under TRPES, the senior rater is as rated on the TRPES form. For employees providing collateral/external main support to DA Chatterbox (Command Sales Unit) P/As or PEOs, the senior rater is the P/As or PEO's suggested reporter of pay plan. |                        |                             |                           |           |   |   |   |
| POTENTIAL COMPARED WITH THE CIVILIANS SENIOR RATED IN SAME GRADE (OVERPRINTED BY DA)   |   |      |                           | COMMENT ON POTENTIAL   |                        |                             |                           |           |   |   |   |
| <input type="checkbox"/> ABOVE CENTER OF MASS (less than 50% in top box; Center of Mass if 50% or more in top box)   |   |      |                           | List up to 3 future assignments for which this employee is best suited; this should include education/training opportunities.  |                        |                             |                           |           |   |   |   |
| <input type="checkbox"/> CENTER OF MASS  |   |      |                           |  |                        |                             |                           |           |   |   |   |
| <input type="checkbox"/> BELOW CENTER OF MASS  |   |      |                           |  |                        |                             |                           |           |   |   |   |
| AMC Form 1 (October 2004)  |   |      |                           |  |                        |                             |                           |           |   |   |   |

## 4j. Supervisors – Initiating a SRPE in IDP/Supervisor module



**Supervisor Module**

(click employee name to view civilian ACRB, for military please refer to their ORB) Current CL Cycle: 10/01/2008 - 09/30/2010

| Your Employees                      |   |            |                  |                 |            |                            |                              |
|-------------------------------------|---|------------|------------------|-----------------|------------|----------------------------|------------------------------|
| <input checked="" type="checkbox"/> | Name  | IDP Status | Last IDP Updated | Last IDP Review | Total CLPs | Completed Items            | Access SRPE                  |
| <input checked="" type="checkbox"/> | <a href="#">EDWARD J MAGUIRE</a> <input type="checkbox"/> | CURRENT    | 05/26/2009       | 06/10/2009      | 24         | <a href="#">View Items</a> | <a href="#">Not Required</a> |
| <input checked="" type="checkbox"/> | <a href="#">JOAN M MOSES</a> <input type="checkbox"/>     | CURRENT    | 06/10/2009       | 06/10/2009      | 71         | <a href="#">View Items</a> | <a href="#">Request SRPE</a> |

Total Employees: 2

[Download All Employees to Excel](#)

 = Click to Email Employee  
 = Items Pending Supervisor Review

A Senior Rater Potential Evaluation (SRPE) is required for employees applying to Army competitive selection board programs. The first-line supervisor does not prepare the SRPE. The supervisor **requests** the SRPE from the Senior Rater and provides supervisor comments. The Senior Rater will prepare the SRPE, ranking the employee with all the employees in their appropriate SRPE rating profile. Be sure to allow plenty of time for this process.

To initiate the SRPE for an employee, hit the “**Request SRPE**” link or “**Not Required**” link and follow the instructions in the slides which follow.

# 4j. SRPE – Step 1. Select the Senior Rater

CAMP CAPPMS Help Links Help Request Feedback Logout



HOME ACRB IDP IDP ADMIN SRPE CMS REPORTS AAPDS WFM AAC MS

Home Planning History Supervisor IDP Documents

**Employee JOAN M MOSES's Information**

**Name:** JOAN M MOSES  
**Title:** ACQUISITION CAREER MANAGER  
**Pay Grade:** YA-02  
**Phone:** (586) 574-6196  
**DSN:** 786-6196  
**E-mail:** joan.moses@us.army.mil  
**Organization:** USAASC WARREN

**Employee JOAN M MOSES's Senior Rater**

**Name:** KAREN S SPARBEL  
**Title:** ACQUISITION CAREER MANAGER  
**Phone:** (309) 782-7157  
**DSN:**  
**E-mail:** karen.sparbel@us.army.mil  
**Organization:** TACOM ROCK ISLAND

[\(Select a different Senior Rater\)](#)

**Employee JOAN M MOSES's Evaluations**

| Status | Potential Mass Range |
|--------|----------------------|
|        |                      |
|        |                      |

Step 1. **“Select a different Senior Rater”** to designate the senior rater who will be preparing the SRPE.  
 SES or General Officer is recommended – check with your organization for their policy on senior raters.

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

http://asc.army.mil

## 4j. SRPE – Step 1. Selecting the Senior Rater

CAMP

CAREER ACQUISITION MANAGEMENT PORTAL

HOME ACRB IDP IDP ADMIN SRPE CMS REPORTS AAPDS WFM AAC MS

Home Planning History Supervisor IDP Documents

**Search Senior Rater**

Search by Senior Rater SSN (no dashes)

Search by Senior Rater Name (lastname firstname)

**Search Senior Rater Results**

(click column headers to sort)

| Select Senior Rater Below |                   |
|---------------------------|-------------------|
| SSN                       | Name              |
| XXX-XX-XXXX               | VIGGATO MICHAEL D |
| <input type="radio"/>     |                   |

✔ = current senior rater

Step 1 (continued).

- a. Search for the Senior Rater Name by typing in LASTNAME FIRSTNAME and hitting "Search"
- b. Hit Radio Button and "Select Senior Rater"

## 4j. SRPE – Step 2. Request SRPE

**CAMP**  
 CAREER ACQUISITION MANAGEMENT PORTAL

HOME | ACRB | IDP | IDP ADMIN | SRPE | CMS | REPORTS | AAPDS | WFM | AAC MS

Home | Planning | History | Supervisor | IDP Documents

**ALERT:**

- MICHAEL D VIGGATO has been added as the Senior Rater for this employee

**Employee JOAN M MOSES's Information**

**Name:** JOAN M MOSES  
**Title:** ACQUISITION CAREER MANAGER  
**Pay Grade:** YA-02  
**Phone:** (586) 574-6196  
**DSN:** 786-6196  
**E-mail:** joan.moses@us.army.mil  
**Organization:** USAASC WARREN

**Employee JOAN M MOSES's Senior Rater**

**Name:** MICHAEL D VIGGATO  
**Title:** ACQUISITION CAREER MANAGER  
**Phone:** (810) 574-6958  
**DSN:**  
**E-mail:** michael.viggato@us.army.mil  
**Organization:** USA TANK AUTOMOTIVE AND ARMAMENTS COMMAND  
[\(Select a different Senior Rater\)](#)

**Employee JOAN M MOSES's Evaluations**

| JOAN M MOSES's Evaluations                |   |                 |        |                      |
|---|---|-----------------|--------|----------------------|
| Actions                                   | Period Start Date                       | Period End Date | Status | Potential Mass Range |
| JOAN M MOSES currently has no Evaluations |   |                 |        |                      |
| <a href="#">Request SRPE</a>              | <a href="#">Return to Employee List</a> |                 |        |                      |

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

**USAASC**  
 PREPARING FOR THE FUTURE

Step 2. Once the Senior Rater has been selected, "Request SRPE" to access the supervisor comment screen and complete the request.

## 4j. SRPE – Step 3. Supervisor Comments

Request Evaluation for JOAN M MOSES

Ratee: JOAN M MOSES  
 Date of Request: 09/03/2009

\* Evaluation Start: 01/01/2008 mm/dd/yyyy [Rules for SRPE Evaluation Periods](#)  
 \* Evaluation End: 12/31/2008 mm/dd/yyyy

Senior Rater Name: MICHAEL D VIGGATO  
 Senior Rater Email: [michael.viggato@us.army.mil](mailto:michael.viggato@us.army.mil)

Comments  
 (The comments will only be seen by the Senior Rater; the Employee will not see these comments.)

\* Evaluation period defaulted to previous calendar year  
 \* = required

Submit Request Cancel

- Input **start and end date of evaluation period**. SRPE evaluation period must be greater than 90 days and no greater than one year. **Annual** SRPEs are always dated from January through December. **Board** SRPEs can be from January to the month of the application request, or for the year prior to the application deadline (e.g. Aug 30, 2009 to Sep 1, 2010).
- Supervisor comments should address the **ranking** of the employee among similarly graded careerists in your organization (e.g. # top 5%, 10%, 25%, etc.), their **potential** for future leadership responsibilities, and their **suitability** for the program for which they are applying (Promote now, select now, groom for future leadership positions, etc.). Supervisor comments will only be viewed by the senior rater – employee will not see your comments on the final SRPE.
- Validate senior rater email address (**is it correct?**)
- Hit “**Submit Request**” button when complete.

# 4k. Workforce Management Module (WFM)

- OAPs can view and print ACRBs for workforce members only for their delegated command codes, UICs and org codes.
- ACMs and AskAnACM Help desk can view, edit and print ACRBs for all Army workforce.
- ACMs and AskanACM Help Desk can add non-acquisition workforce who plan to apply for certification to CAPP MIS – need SSNs to do this.

The screenshot shows the WFM CAPP MIS interface. At the top, it says 'WELCOME, MOSES JOAN M, TO THE CAPP MIS WORKFORCE MANAGEMENT MODULE. YOU HAVE BEEN LOGGED INTO THE SYSTEM AS OF 10:23 AM (05-Aug-10)'. There is a 'NOTE: Do not use the Back button in this application. Please use navigation tools provided.' and buttons for 'Return to CAPP MIS', 'LOGOUT', and 'Add Person'. Below this is a search form with fields for 'SSN:', 'Name: moses', and 'Duty Title:'. A 'Search for Person' button is present. A message box says: 'To begin, please enter either of the following into the Search function: 1. The EXACT Social Security Number of the person you wish to find (without dashes) 2. Any portion of the name of the person you wish to search for and then press the "SEARCH FOR PERSON" button'. Below that is a 'PLEASE NOTE: Entering an SSN will take you directly to the record. PLEASE BE PATIENT, it will take a few moments to load.' At the bottom of the search area are links for '[ Security/Privacy ]', '[ Cookies ]', and '[ Comments ]'. The search results section shows 'NOTE: 28 records were returned by the search on "moses". You may wish to further refine your query.' followed by a list of names: MOSES ALAN I, MOSES BELINDA J, MOSES CHARLES D \*, MOSES CURTIS L \*, MOSES CYNTHIA J \*, MOSES DARRYL L, MOSES DEBORAH A \*, MOSES DONALD D, MOSES FRANKLIN L \*, MOSES GREGORY A, MOSES JOAN M, MOSES JOHN PAUL \*, MOSES KATHALEEN DORIS, MOSES KEITH D, MOSES MARGARET C, MOSES MARK TIMOTHY \*, MOSES NICHOLAS CODIS, MOSES PAUL D, MOSES RALPH T \*, MOSES ROBERT E \*. There are asterisks next to several names. A legend indicates '\* Denotes Inactive Status.' and '# Denotes ACM Note Available.'. A 'Go to Record' button is at the bottom right. A final 'NOTE' says: 'Please be patient after pressing "Go To Record". The Record will take a few moments to load and display.'

http://asc.army.mil

## 4I. Non-Acquisition Workforce and CAPPMIS

Non-acquisition workforce members do not receive a CAPPMIS account unless they request one. Non-acquisition workforce members can call our AskAnACM helpdesk at 575.678.2247 or DSN 258.2247 and ask them to build a CAPPMIS account. They will need your SSN to build it.

- Note for TED users: When a non-AAW member has a CAPPMIS account, the TED administrator must link their TED and CAPPMIS accounts. Process: TED administrator updates the Personnel record - click on "AAW" and "update" to insert the "IDP Master Key".
- Non-acquisition workforce members can apply for DAU training, but they receive the lowest priority (5). They can get a space in most on-line classes, but probably would not get a space in a DAU resident course because of their low priority status.
- Non-acquisition workforce members CAN apply for certification IF they have previous civilian, military or private industry experience in an acquisition career field.
  - Non-acquisition workforce experience normally DOES NOT count towards acquisition experience.
  - Student trainee experience (\*99 series, co-op experience, etc.) also does not count towards acquisition experience.
  - Certification applications for non-acquisition workforce members are automatically sent to an Acquisition Functional Representative (AFR) for review. The **resume** needs to be very well documented to explain when and where the non-acquisition workforce member obtained the acquisition career field experience.

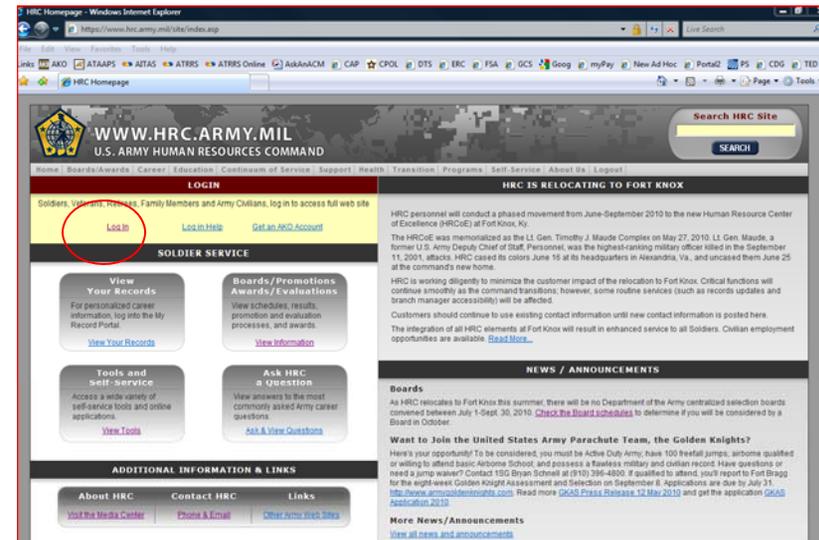
<http://asc.army.mil>

# 4m. Military - Human Resources Command (HRC)

**Military (officers and non-commissioned officers, National Guard and U.S. Army Reserve) also apply for certification and Acquisition Corps membership in CAPPMS CMS and AACMS.**

**Military can not view their ACRB in CAPPMS. Their certification records are contained on their Officer Record Brief (ORB).**

**USAASC ACMS are not authorized to assist military.**



**The Acquisition Management Branch, Human Resources Command (HRC) assists military with their acquisition questions.**

**HRC website:**

**<<https://www.hrc.army.mil/site/index.asp>>**

**After logging in, search for Acquisition Management Branch Contact Information.**

**<[https://www.hrc.army.mil/site/protect/branchs/officer/fs/acquisition/acquistion contact information.htm](https://www.hrc.army.mil/site/protect/branchs/officer/fs/acquisition/acquistion%20contact%20information.htm)>**

**OFFICER ACQUISITION BRANCH MENU**

- Acquisition Home
- Acquisition Contacts
- Branch Chief
- COLs
- LTCs
- MAJs & CPTs
- Education & Training
- Certification & Corps Membership

**AKO ARMY ONLINE**

**Mail Address:**  
HRC-Fort Knox  
HRC-OPC-Q  
1600 Spearhead Div Ave  
Fort Knox, KY 40122

**Acquisition Management Branch Contact Information**

**Points of Contact (Starting 2 AUG 2010)**

| Position  | Name                 | Email Address  | Phone Number   | DSN Number |
|---|----------------------|--|----------------|------------|
| Branch Chief  | LTC Terrence Howard  | <a href="mailto:terrence-howard@conus.army.mil">terrence-howard@conus.army.mil</a>                     | (502) 613-6202 | 983-6202   |
| COL Assignments   | MAJ Shane Sullivan   | <a href="mailto:shane.sullivan@conus.army.mil">shane.sullivan@conus.army.mil</a>                       | (502) 613-6203 | 983-6203   |
| LTC Assignments (Last Names A-K)                                | MAJ Loyd Beal        | <a href="mailto:loyd.beal@conus.army.mil">loyd.beal@conus.army.mil</a>                                 | (502) 613-6204 | 983-6204   |
| LTC Assignments (Last Names L-Z)                                | MAJ Will McDonough   | <a href="mailto:william.p.mcdonough@conus.army.mil">william.p.mcdonough@conus.army.mil</a>             | (502) 613-6201 | 983-6201   |
| MAJ Assignments (YG 95-98, Last Names A-K)                      | MAJ R.J. Mikesch     | <a href="mailto:r.mikesch@conus.army.mil">r.mikesch@conus.army.mil</a>                                 | (502) 613-6200 | 983-6200   |
| MAJ Assignments (YG 95-98, Last Names L-Z)                      | MAJ Ginger Whitehead | <a href="mailto:ginger.whitehead@conus.army.mil">ginger.whitehead@conus.army.mil</a>                   | (502) 613-6205 | 983-6205   |
| CPT/MAJ Assignments (YG 99-03, Last Names A-K)                  | MAJ Elliott Caggins  | <a href="mailto:elliott.caggins@conus.army.mil">elliott.caggins@conus.army.mil</a>                     | (502) 613-6206 | 983-6206   |
| CPT/MAJ Assignments (YG 99-03, Last Names L-Z)                  | MAJ Ryan Zachry      | <a href="mailto:ryan.zachry@conus.army.mil">ryan.zachry@conus.army.mil</a>                             | (502) 613-6199 | 983-6199   |
| Reserve Component Assignment Officer                            | MAJ Patricia Brown   | <a href="mailto:patricia.brown2@conus.army.mil">patricia.brown2@conus.army.mil</a>                     | (502) 613-6215 | 983-6215   |
| Distribution Manager/ Human Resource Specialist                 | Jessica Herrera      | <a href="mailto:jessica.p.herrera@conus.army.mil">jessica.p.herrera@conus.army.mil</a>                 | (502) 613-6208 | 983-6208   |
| ACS / TWI / Fellowships   | Cece Bridges         | <a href="mailto:cecella.l.flatmer-bridges@conus.army.mil">cecella.l.flatmer-bridges@conus.army.mil</a> | (703) 805-9696 | 655-9696   |
| Human Resources Specialist                                      | Cathy Johnston       | <a href="mailto:cathvjohnston@conus.army.mil">cathvjohnston@conus.army.mil</a>                         | (502) 613-6210 | 983-6210   |
| Human Resources Specialist / Certification and Corps Membership | Crystal Rodgers      | <a href="mailto:crystal.thompson@conus.army.mil">crystal.thompson@conus.army.mil</a>                   | (502) 613-6207 | 983-6207   |
| Human Resource Specialist                                       | Linda Smith          | <a href="mailto:linda.a.smith1@conus.army.mil">linda.a.smith1@conus.army.mil</a>                       | (502) 613-6209 | 983-6209   |
| Human Resources Specialist                                      | Tommy Tabor          | <a href="mailto:tommy.tabor@conus.army.mil">tommy.tabor@conus.army.mil</a>                             | (703) 325-2758 | 221-2758   |

<http://asc.army.mil>

## 5. DAU Training - General

- The Defense Acquisition University (DAU) provides courses needed to meet the mandatory and desired training standards established in DoD 5000.52. Certification Standards, to include training, can be found at <http://icatalog.dau.mil/>.
- DAU training courses must be listed as approved on CAPPMS IDP (except Continuous Learning Modules) before registering for classes in Army Training Resources and Requirements System (ATRRS) Internet Training Application System (AITAS).  
 Note: TED users request DAU courses in TED in order to populate their CAPPMS IDP.
- AITAS link: <https://www.atrrs.army.mil/channels/aitas/>.
- Applications are processed through AITAS by Army Quota Managers (USAASC Reservations). USAASC Reservations determines whether applicant meets prerequisites, assigns priority number, and places careerist in reservation or wait status.
- There is no tuition cost to the organization for DAU Courses for civilian employees or military members.
  - TDY costs will be funded for all Priority 1 and 2 acquisition workforce employees who select a cost effective location.
    - Depending upon course and funding availability, non-cost-effective locations may be funded by DAU.
    - If DAU will not fund, the careerist's organization may fund TDY costs
  - If DAU-funded TDY is approved, employee must complete and submit a Travel Worksheet at <https://www.atrrs.army.mil/channels/aitas/>. Once the travel worksheet has been submitted and processed, travel orders (DD-1610) will be sent to the student.
- If unable to attend a DAU course, must cancel reservation thru AITAS at least five working days prior to the start date of the class (refer to "No-Show" policy)

## 5a. How to Apply for DAU classes

### CAPPMIS Method

1. Request the DAU class in your CAPPMIS IDP planning module and send the request to your supervisor.
2. AFTER your supervisor approves in CAPPMIS, you will receive an email.
3. Go to AITAS  
<https://www.atrrs.army.mil/channels/aitas/>  
 and register for the class.

### TED Method

1. Request the DAU class in TED. **Hint:** Search under course number (e.g. CON 100, LOG 350, etc.).
2. AFTER your supervisor approves in TED, the approval will automatically populate to your CAPPMIS IDP Planning module.
3. Follow the AITAS link in the TED email and register for the class.

### Important Notes:

1. Before registering in AITAS for a DAU course, you must have already met the course prerequisite(s) OR have a confirmed reservation in the prerequisite(s). Otherwise, your application will be disapproved by the Army quota manager.
2. If you are an intern and are applying for a class which will require TDY funding, identify in the comments block if you are an ACTEDS intern, 852 intern, or local intern.
3. ALWAYS register as an “acquisition workforce” member (if you are one).

# Step 3 - AITAS Application Process - DAU courses

The screenshot shows the AITAS web portal interface. The browser address bar displays <https://www.atrrs.army.mil/channels/aitas/>. The page title is "ATRRS Internet Training". The left sidebar contains a "Student" menu with items: Apply for Training, 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, and Logoff. Below this is a "Help!" section with items: AITAS Help Desk, FAQ, Travel Worksheet Guidance, How To's, Links, Pre Course Material, Privacy Act Statement, Contact Information, and Contact Your ACM. The main content area features a "Continuous Learning Courses - Click Here" button, an "Announcements" section with dates and links, and a "Data On Demand" section. Five callout boxes with red arrows point to specific menu items: "Apply for DAU training" points to "Apply for Training"; "Review status of courses applications, obtain travel worksheets, view priority status, etc." points to "Review Application(s)"; "Update your profile and supervisor email address" points to "Update Profile" and "Resend Supervisor Email(s)"; "Resend supervisor email" points to "Resend Supervisor Email(s)"; and "AITAS Help Desk. Questions on DAU reservations, applications, priority status, travel vouchers, etc. Note: Please log in first ('Apply for training' or 'Review Applications')" points to "AITAS Help Desk".

**Apply for DAU training**

**Review status of courses applications, obtain travel worksheets, view priority status, etc.**

**Update your profile and supervisor email address**

**Resend supervisor email**

**AITAS Help Desk.**  
**Questions on DAU reservations, applications, priority status, travel vouchers, etc.**  
**Note: Please log in first ("Apply for training" or "Review Applications")**

**AITAS:** [<https://www.atrrs.army.mil/channels/aitas/>](https://www.atrrs.army.mil/channels/aitas/)

<http://asc.army.mil>

# 5a1. AITAS – Identify your workforce status

**Student**

- Apply for Training
- 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

**Help!**

- FAQ
- Travel Worksheet Guidance
- How To's
- Links
- Pre Course Material
- Privacy Act Statement
- Contact Information
- Contact Your ACM

**Data On Demand**

**Apply for DAU training**



Please sign in below.

Please select a Category

- Please select a Category
- Civilian Army Acquisition Workforce
- Military Army Acquisition Workforce
- Army Reserves Military Acquisition Workforce
- Army National Guard Military Acquisition Workforce
- Foreign Local National
- Non-Acquisition Civilian & Military Workforce
- Acquisition Workforce Intern
- Non-Acquisition Workforce Intern

**Note- Commands are responsible for travel and per diem funding for Non-Acquisition Workforce personnel.**

**Acquisition workforce members:** Always select one of the “...Acquisition Workforce...” options. **DO NOT** select “Non-Acquisition Workforce”

If you are an **intern**, select “Acquisition Workforce Intern” and identify in the comments block of the application whether you are an ACTEDs intern, 852-funded intern, or a local intern. Your intern training coordinator can tell you which category you fit under.

**Non-Acquisition Workforce** members get lowest priority for DAU classes.

**For Continuous Learning Courses - Click Here**

**Announcements**

11 Jul 2008  
[STM 201 and STM 302 Conversion](#)

11 Jul 2008  
[Upcoming Student Pilot Class EE 301 Advanced Facilities Engineering](#)

4 Jun 2008  
[BCF 101 Converts to BCF 106 and BCF 107 Effective In FY09](#)

3 Jun 2008  
[LOG 304 is LOG 350 in FY09](#)

29 May 2008  
[URGENT - Funding for Priority 2 Students](#)

2 May 2008  
[Defense Acquisition University FY 09 Course Offerings](#)

[View All Messages](#)

Trusted sites 100%

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

<http://asc.army.mil>

## 5a2. Select the Training Category

The screenshot shows the ATRRS Internet Training Application System interface. The browser address bar displays <https://www.atrrs.army.mil/channels/aitas/>. The page title is "ATRRS Internet Training Application System" and the date is 7/13/2010. The main heading is "ATRRS Internet Training Application System" with a sub-heading "Select Training Category". Below this, there is a section titled "Select Training Category" with the instruction: "To apply for training, click in the circle to the left of the Training Category." The "Training Category:" section contains three radio button options: "Classroom Courses", "Web Courses", and "Continuous Learning Modules". A green oval labeled "Web-based courses" has a red arrow pointing to the "Web Courses" radio button. Another green oval labeled "Resident Courses" has a red arrow pointing to the "Classroom Courses" radio button. A third green oval labeled "Continuous Learning (CL) and Harvard Business Modules (HBS)" has a red arrow pointing to the "Continuous Learning Modules" radio button. Red lines connect these ovals to the corresponding radio buttons.

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## 5a3. Resident Courses – select course

**ATRRS Internet Training Application System**  
10/25/2010

**ATRRS Internet Training Application System**

Select a Course from the list below. If you have an approved IDP, only Supervisor approved courses listed in your IDP will be displayed.  
If you select the wrong Training Category, please select "Main Menu" from the upper-right corner and then select "Apply for Training" from the main menu.

**Find A Course**  
Perform the steps below to find a course.

**Step One**  
**Training Category:** Classroom Courses

**Step Two**  
In order to select a course, first click on the down-arrow. You can then click on the scroll-bar to select the appropriate course.  
**Course:** ACQ 201B - INTERMEDIATE SYSTEMS ACQUISITION

**Step Three**  
The last step is to press the Search button.

**If you identified yourself as an "acquisition workforce" member, in step 1 you will only see the classes "approved" on your CAPPMS IDP in this picklist. If the RESIDENT course that you need isn't on this list, go back to step 1 of "How to Apply for DAU classes."**

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

## 5a4. Resident Courses - select date

### Important Notes:

1. To view all the available dates and times, click on the under-lined location.
2. The Avail spaces are for ALL services – not all will be available for Army students.
3. Cost-effective locations. In most cases, DAU will only pay for your TDY costs for cost-effective locations (indicated with a “C” on the list of locations).
4. If there are NO available spaces in cost-effective locations, request the next lowest-cost location (see Estimated Cost column). Justify your reason in the comments block.

Click on the Location to list available classes.  
Click on the (Course Catalog) button below to go to the DAU Course Catalog and review the Course Descriptions.

**Course** ACQ 201B **Course Title** INTERMEDIATE SYSTEMS ACQUISITION

| Location                        | State | School                                       | Classes | Available | Waits | Next Class Start Date | Estimated Cost |
|---------------------------------|-------|--|---------|-----------|-------|-----------------------|----------------|
| <u>KAISERSLAUTERN (507C)</u>    | AE    | DAU TRAINING CENTER, KAISERSLAUTERN, GERMANY | 3       | 19        | 11    | 11/15/2010            | \$3582         |
| <u>QUINCY ANNEX (506)</u>       | AL    | DAU SOUTH REGION CAMPUS                      | 1       | 0         | 3     | 1/31/2011             | \$1884         |
| <u>HUNTSVILLE (506)</u>         | AL    | DAU SOUTH REGION CAMPUS                      | 20      | 110       | 238   | 11/15/2010            | \$1956         |
| <u>PINE BLUFF ARSENAL (506)</u> | AR    | DAU SOUTH REGION CAMPUS                      | 1       | 0         | 2     | 3/21/2011             | \$1760         |
| <u>FT HUACHUCA (505)</u>        | AZ    | DAU WEST REGION CAMPUS                       | 2       | 20        | 18    | 12/6/2010             | \$1210         |
| <u>PHOENIX (505)</u>            | AZ    | DAU WEST REGION CAMPUS                       | 1       | 0         | 0     | 5/2/2011              | \$1970         |
| <u>TUCSON (505)</u>             | AZ    | DAU WEST REGION CAMPUS                       | 1       | 0         | 7     | 1/10/2011             | \$1325         |
| <u>CHINA LAKE (505)</u>         | CA    | DAU WEST REGION CAMPUS                       | 4       | 2         | 6     | 11/1/2010             | \$1488         |
| <u>EDWARDS AFB (505)</u>        | CA    | DAU WEST REGION CAMPUS                       | 4       | 8         | 0     | 2/7/2011              | \$2204         |
| <u>EL SEQUINDO (505B)</u>       | CA    | DAU TRAINING CENTER                          | 7       | 136       | 10    | 11/15/2010            | \$2204         |
| <u>PORT HUENEME NAV (505A)</u>  | CA    | DAU TRAINING CENTER, PORT HUENEME CA         | 7       | 137       | 11    | 11/29/2010            | \$2204         |
| <u>SAN DIEGO (505)</u>          | CA    | DAU WEST REGION CAMPUS                       | 22      | 433       | 51    | 11/1/2010             | \$1920         |
| <u>PETERSON AFB (505)</u>       | CO    | DAU WEST REGION CAMPUS                       | 1       | 0         | 2     | 2/7/2011              | \$1497         |
| <u>EGLIN AFB (505)</u>          | FL    | DAU TRAINING CENTER, EGLIN AFB, FL           | 11      | 184       | 45    | 11/1/2010             | \$1668         |
| <u>DAU WEST REGION CAMPUS</u>   | FL    | DAU WEST REGION CAMPUS                       | 3       | 0         | 23    | 11/15/2010            | \$1986         |
| <u>DAU WEST REGION CAMPUS</u>   | FL    | DAU WEST REGION CAMPUS                       | 3       | 76        | 0     | 4/4/2011              | \$1312         |
| <u>DAU WEST REGION CAMPUS</u>   | FL    | DAU WEST REGION CAMPUS                       | 2       | 27        | 1     | 2/28/2011             | \$1312         |
| <u>DAU WEST REGION CAMPUS</u>   | FL    | DAU WEST REGION CAMPUS                       | 1       | 0         | 26    | 11/29/2010            | \$1664         |
| <u>DAU WEST REGION CAMPUS</u>   | FL    | DAU WEST REGION CAMPUS                       | 1       | 0         | 0     | 8/29/2011             | \$1330         |
| <u>DAU WEST REGION CAMPUS</u>   | FL    | DAU WEST REGION CAMPUS                       | 9       | 126       | 34    | 12/13/2010            | \$1106         |
| <u>DAU WEST REGION CAMPUS</u>   | IL    | DAU WEST REGION CAMPUS                       | 2       | 24        | 0     | 6/13/2011             | \$3344         |
| <u>DAU WEST REGION CAMPUS</u>   | IL    | DAU WEST REGION CAMPUS                       | 7       | 48        | 29    | 11/1/2010             | \$1712         |
| <u>DAU WEST REGION CAMPUS</u>   | IL    | DAU WEST REGION CAMPUS                       | 2       | 0         | 4     | 3/14/2011             | \$1364         |
| <u>DAU WEST REGION CAMPUS</u>   | MA    | DAU WEST REGION CAMPUS                       | 7       | 32        | 34    | 11/1/2010             | \$2194         |

| Class      | Class Type | Reserv Cut-Off | Start      | End        | Avail     | Waits |
|------------|------------|----------------|------------|------------|-----------|-------|
| <u>018</u> | Classroom  |                | 11/1/2010  | 11/1/2010  | 11/5/2010 | 0     |
| <u>029</u> | Classroom  |                | 11/29/2010 | 11/29/2010 | 12/3/2010 | 0     |
| <u>058</u> | Classroom  |                | 2/7/2011   | 2/7/2011   | 2/11/2011 | 0     |
| <u>068</u> | Classroom  |                | 2/28/2011  | 2/28/2011  | 3/4/2011  | 0     |
| <u>077</u> | Classroom  |                | 3/14/2011  | 3/14/2011  | 3/18/2011 | 0     |
| <u>114</u> | Classroom  |                | 5/23/2011  | 5/23/2011  | 5/27/2011 | 0     |
| <u>128</u> | Classroom  |                | 6/20/2011  | 6/20/2011  | 6/24/2011 | 30    |
| <u>149</u> | Classroom  |                | 8/1/2011   | 8/1/2011   | 8/5/2011  | 34    |
| <u>156</u> | Classroom  |                | 8/15/2011  | 8/15/2011  | 8/19/2011 | 35    |
| <u>169</u> | Classroom  |                | 9/12/2011  | 9/12/2011  | 9/16/2011 | 34    |
| <u>187</u> | Classroom  |                | 9/26/2011  | 9/26/2011  | 9/30/2011 | 34    |

## 5a5. Update Student Information and Submit Application

Class Location: STERLING HEIGHTS, MI  
 Report Date: 6/20/2011 Start Date: 6/20/2011 End Date: 6/24/2011  
 Delivery Method: Resident Remarks: None

**Application Info:**  
 Alternate date range you are available to begin training:  
 From: 25 Oct 2010 To: 30 Sep 2011

**Student Info:** (Note: Do not enter your Home of Record; please enter your current address.)  
 Last Name: [Redacted] First Name: [Redacted]  
 Street: [Redacted]  
 Home Country: UNITED STATES  
 Disabilities: No Special Requirements: Please select a Special Requirement if Disabled  
 Pay Plan: [Redacted]  
 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: [Redacted]  
 ▶ Functional Area: AA - PROGRAM MANAGEMENT  
 ▶ Career Program Code: 00 - NO CAREER PROGRAM

**Student's Contact Info:**  
 Organization: ARMY [Redacted]  
 Phone: [Redacted] Ext: [Redacted] DSIS: [Redacted]  
 Fax: [Redacted]  
 Street: 6501 E 11 MILE RD, MS 333 City: WARREN State: MI ZIP: 48397 - 5000

**Important!** ATTAS uses email to notify students, ensure you enter your correct email address. If it is not entered correctly, you will not be informed about your enrollment.  
 Email: joan.moses@us.army.mil

**Supervisor's Contact Info:**  
 Name: [Redacted] Ext: [Redacted]  
 Important! Please ensure you enter your supervisor's correct email address. If the address is entered incorrectly, your application will not be processed.  
 Email: [Redacted]@us.army.mil

**Personal Request:**  
 Type: TDY and Return Mode: Commercial Auto  
 Origin Airport Code: DTW [Click here to search for an airport code](#)

**Comments:**  
 Include any comments that will assist the Army quota manager in processing your request.

- Important Notes:**
1. Be sure that YOUR email address is correct.
  2. Be sure that your supervisor name and email address is correct – errors WILL result in delays in supervisor approvals.
  3. Comments Block. Be sure to include information that will assist the quota manager, for example:
    - I am an ACTED intern, OR an 852 Intern OR a local intern.
    - My organization is willing to fund my TDY for this class.
    - All spaces in the cost-effective location this FY are filled. Request TDY funding for this next-lowest cost location.
    - I am cancelling this class in order to register for class #XXX on such and such date.

Press the "Submit Application" button to continue **Submit Application**

<http://asc.army.mil>

## 5a6. Helpful Hints for AITAS and DAU classes

- Apply early for classes. New fiscal year class reservations open up each May. As soon as the new schedule opens up, we get flooded with applications. High demand courses fill up quickly.
- Once a class fills up, USAASC currently places EVERY PERSON that meets the prerequisites for a class into a WAIT. This policy may change.
- Students should only apply for classes **when** they have already met the prerequisites, OR
  - They are currently enrolled in the prerequisite class (annotate this in the comments block) OR
  - They have a future reservation in the prerequisite class (annotate this in the comments block) OR
  - They have an approved fulfillment for the prerequisite class (annotate this in the comments block).
- Those deploying or about to assume PM jobs should annotate this in the comment section of their application – USAASC Reservations will do what we can to get them into the class.
- Interns should identify in the comments block whether they are ACTEDs, 852, or local interns.
- Applicants who cancel a class in order to apply for a different class date and location should annotate this in the comments block.
- USAASC does not fund CONUS students to go OCONUS for DAU Travel
- Students on a wait list should answer their phone the week before class – quota managers often fill last minute cancellations with the first person who answers the phone.
- Walk-in process varies by the DAU campus site. Check with your local site for guidance. (e.g. Rock Island DOES NOT allow walk-in registrations. Sterling Heights campus will allow “walk-ins,” but gives priority to students on the wait list.)

<http://asc.army.mil>

# 5b. PRIORITY LEVELS FOR DAU TRAINING

Established by Section I of ACRB

| Priority Code | Priority Title                | Priority Description  |
|---------------|-------------------------------|---|
| 1             | POSITION/PROGRAM REQUIREMENTS | Training required to meet Position Certification or Program requirements  |
| 2             | CAREER DEVELOPMENT            | Training to become eligible for the next higher Certification Level above the Certification Level required for their position. Individuals should meet position certification requirements before requesting training at the next higher level.   |
| 3             | CROSS FUNCTIONAL TRAINING     | Personnel who occupy an Acquisition Position in one Acquisition Career Field, but desire training in a different Acquisition Career Field. Individuals should complete all Mandatory Training required for their position before attending any Cross Functional Training                          |
| 4             | PREVIOUSLY TAKEN OR CERTIFIED | <ul style="list-style-type: none"> <li>Individuals who previously completed the DAU Course <b>or</b></li> <li>Individuals who have received Equivalency <b>or</b></li> <li>Individuals who are already certified at the Career Level and have not previously taken the course</li> </ul>          |
| 5             | NON-ACQUISITION WORKFORCE     | Individuals who are not in a designated Acquisition Workforce Position. Individuals will be on a <b>space available basis</b> . If selected, Individual's command will be required to fund the Travel and Per Diem. The instructional training (classroom/web) will be at no cost to the student. |

Only priorities 1 & 2 will have TDY costs funded by DAU

Registering as a **Non-Acquisition Workforce** member **automatically** gives you lowest priority

## 5c. DAU CLASS CANCELLATION PROCEDURES

If employee has a reservation for a course, but is not able to attend, a cancellation must be processed through AITAS at

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

- On-Line DAU Class
    - Employee has received reservation – Notify the instructor to request cancellation.
    - Employee has not received reservation – Request Cancellation via AITAS
  - Classroom (Resident )Class
    - Started the class – Instructor controls cancellation
    - Has not started – Request cancellation via AITAS.
- IMPORTANT NOTE:** Supervisors must approve cancellations in AITAS
- LATE cancellations (supervisor AITAS approval less than 5 working days prior to class start) are NO-SHOWS - a penalty may be applied.

**Do not contact DAU to cancel classes – use AITAS or contact instructor**

No-Show

- “No-Shows” must be justified by supervisor – mission is not an acceptable reason
- Careerist can be denied registration for Four (4) Months
- Other Applications/Reservations may be affected

## 5d. DAU Class Completions – Posting to CAPPMMIS

DAU class completion dates will **AUTOMATICALLY** post to your ACRB Section VI within 2-3 weeks after completing the class.

**DO NOT** request manual ACRB updates to add recently-completed DAU classes.\*

✓ **For TED users– Always update TED to show DAU completion using these steps:**

1. Email or hand-carry your DAU completion certificate to your TED administrator.
2. When the TED Administrator updates your TED History to show the DAU class completion, your CAPPMMIS IDP History module will instantly record the completion.
3. BONUS: This TED update method gives you your “✓ **green check mark**” in CAPPMMIS CMS, and you can apply for certification (even if the ACRB doesn’t yet record the completion).

## 5e. DAU Interactive Catalog

The screenshot shows the DAU iCatalog Home Page. At the top, the DAU logo and tagline "Learn. Perform. Succeed." are visible. Below the logo is a navigation menu with links: Home, About DAU, Student Information, Publications, Locations, Careers at DAU, iCatalog, and Defense Acquisition Portal. The main heading is "iCatalog Home Page". Below this, a paragraph states: "The iCatalog (iCatalog) provides information regarding the following: (1) on and assignment specific) training courses; (2) continuous learning courses; (3) acquisition career field certification & Core Plus Development Guides; and (4) alternate means to meet training requirements etc." The page features several interactive buttons and icons:

- Course Information**: A blue circle with a white 'i' icon.
- Training Courses**: A button with a list of course titles and numbers (e.g., ACQ 151(On line), Fundamentals of...
- Continuous Learning**: A button.
- Targeted Training**: A button.
- Schedules**: A button with a table of course schedules.
- Predecessors**: A button with an icon of a stack of coins.
- Alternate Means for Course Credit**: A button with a circular arrow icon.
- Equivalent Products**: A button.
- Fulfillment**: A button.
- Equivalent Provider Resources**: A button.
- Student Policies and Information**: A button with a "member policy statement govern" icon.
- DAU Campus Information**: A button with the DAU logo.
- Certification & Core Development Guides**: A button with a scroll icon.
- Changes / Archives**: A button.
- Printable Guides**: A button.
- Meeting Educational Standards**: A button with a document icon.

Four callout boxes with red arrows point to specific features:

- Look up course information, prerequisites, etc.**: Points to the Course Information button.
- DAU Equivalency and Fulfillment**: Points to the Alternate Means for Course Credit button.
- Career Field Certification Requirements**: Points to the Certification & Core Development Guides button.
- DAU Predecessors**: Points to the Predecessors button.
- DAU Transcripts**: Points to the Meeting Educational Standards button.

**SAVE THIS LINK: <http://icatalog.dau.mil/>**

# 5f. Core Plus

- Core Plus was designed to advance the DoD AT&L competency management model by providing a “roadmap” for the development of acquisition workforce members **beyond** the minimum certification standards required for their position.
- The Core Plus Development Guides can be found in the DAU Catalog at <http://icatalog.dau.mil/onlinecatalog/CareerLvl.aspx>.
- The Core Plus Development Guide is intended to assist employees and their supervisors in preparing an IDP by identifying training, education, and experience beyond certification requirements that may be beneficial to career development or performance in a particular type of assignment.

**CERTIFICATION STANDARDS & CORE PLUS DEVELOPMENT GUIDE**  
 LIFE CYCLE LOGISTICS LEVEL 2

| Type of Assignment    | Representative Activities   |
|-----------------------|---|
| Acquisition Logistics | <ul style="list-style-type: none"> <li>● Plans/develops effective and affordable weapons, materiel, or information systems support strategies.</li> <li>● Ensures product support strategies meet program goals for operational effectiveness and readiness.</li> <li>● Ensures supportability requirements consistent with cost, schedule, and performance are addressed.</li> <li>● Plans and develops performance-based logistics as preferred DoD product support approach.</li> <li>● Ensures integration of all support elements to maximize system deployability, supportability, and mobility.</li> </ul> |
| Sustainment           | <ul style="list-style-type: none"> <li>● Implements effective and affordable weapons, materiel, or information systems support of fielded and/or out-of-production systems, including obsolescence, modernization/ modification, sustaining engineering, workload allocation, public-private partnerships, supply chain management (SCM), and/or system retirement.</li> <li>● Executes and manages system performance-based logistics support strategy, ensuring system performance requirements are met.</li> </ul>   |

**Core Certification Standards (Required for DAWIA certification.)**

|                      |   |
|----------------------|---|
| Acquisition Training | <ul style="list-style-type: none"> <li>● <b>ACQ 201A</b> Intermediate Systems Acquisition, Part A</li> <li>● <b>ACQ 201B</b> Intermediate Systems Acquisition, Part B (R)</li> </ul>  |
| Functional Training  | <ul style="list-style-type: none"> <li>● <b>LOG 200</b> Intermediate Acquisition Logistics, Part A</li> <li>● <b>LOG 201</b> Intermediate Acquisition Logistics, Part B (R)</li> <li>● <b>LOG 235</b> Performance-Based Logistics, Part A</li> <li>● <b>LOG 236</b> Performance-Based Logistics, Part B (R)</li> <li>● Two additional supervisor-employee agreed-upon courses or continuous learning (CL) modules from Core Plus list below.</li> </ul> |
| Education            | <ul style="list-style-type: none"> <li>● Effective 1 October 2010, the following course is required:</li> <li>● <b>LOG 208</b> Intermediate Systems Sustainment Management</li> </ul>   |
| Experience           | <ul style="list-style-type: none"> <li>● 2 years of life cycle logistics experience in an acquisition and/or sustainment organization</li> </ul>  |

| Core Plus Development Guide (Desired training, education, and experience) | Type of Assignment    |             |
|---|-----------------------|-------------|
|   | Acquisition Logistics | Sustainment |
| <b>Training</b>   |                       |             |
| BCF 211 Acquisition Business Management (R)                               | ✓                     |             |
| CLC 004 Market Research   | ✓                     |             |
| CLE 001 Value Engineering   | ✓                     |             |
| CLE 004 Introduction to Lean Enterprise Concepts                          |                       | ✓           |
| CLE 007 Lean Six Sigma for Manufacturing                                  | ✓                     | ✓           |
| CLE 040 IUID Marking  | ✓                     | ✓           |
| CLL 015 Business Case Analysis  | ✓                     | ✓           |
| CLL 019 Technology Refreshment Planning                                   |                       | ✓           |
| CLL 020 Independent Logistics Assessments                                 | ✓                     |             |
| CLL 023 Title 10 U.S.C. 2454 Core Statute Implementation                  |                       | ✓           |

**Some career fields require completion of electives from the Core Plus List (Logistics, Program Systems Engineering, etc.) The electives taken towards certification MUST be from the current Core Plus List for that level.**

## 5g. DAU Predecessor Courses or Equivalencies

- **Predecessor Courses:** Some courses no longer offered by DAU can also be counted toward meeting certification requirements. Only the predecessor courses listed in the current DAU interactive catalog are accepted by USAASC towards certification.
- **Equivalencies:** Many training providers offer courses that have been certified equivalent to DAU curriculum courses, and can be used to meet the requirements of certification.
  - Equivalent courses, providers, and effective dates are listed in the DAU interactive catalog.
  - To record equivalencies on ACRB, scan proof of course completion and email to [DAMI\\_AskAnACM@conus.army.mil](mailto:DAMI_AskAnACM@conus.army.mil)
- **Fulfillment** allows the workforce member to receive DAU course credit based on their previous training, education and experience.
  - Army Implementing Instructions: [http://asc.army.mil/docs/policy/Fulfillment\\_Document.pdf](http://asc.army.mil/docs/policy/Fulfillment_Document.pdf)
  - Fulfillment request must be submitted through employee's supervisor to [DAMI\\_AskAnACM@conus.army.mil](mailto:DAMI_AskAnACM@conus.army.mil).
  - Package must include the following:
    - Completed and signed DD Form 2518 – form available at <http://www.dau.mil/learning/DevDocs/Fulfillment/DD%20Form%202518%20-%20fillable.pdf>
    - A self-assessment of the competency standards for the course. b. Competencies Self-Assessment filled out for the specific course(s) for which you are requesting fulfillment. The competency self-assessment forms are available on the DAU Blackboard. Steps to access:
      - 1) Click the icon, then select the course number link.
      - 2) On the left side of the screen, select the blue rectangle "Fulfillment Guide."
      - 3) On the bottom of screen, again select the underlined phrase, "Fulfillment Guide."
      - 4) If prompted for a password, select the option "Cancel"
      - 5) The "employee self-assessment guide" will open. Save this document to your computer. When completing this assessment, every competency must be addressed.

## 5g. DAU Fulfillment – Army Process

- **Fulfillment** allows the workforce member to receive DAU course credit based on their previous training, education and experience. Army only allows fulfillment for resident courses (not on-line courses)
  - Army Implementing Instructions: Army Supplement to the DoD Desk Guide (Appendix K) at [http://asc.army.mil/docs/pubs/Army\\_Supplement\\_DOD\\_Desk\\_Guide\\_ALT.pdf](http://asc.army.mil/docs/pubs/Army_Supplement_DOD_Desk_Guide_ALT.pdf)
  - Some career field proponents (e.g. Logistics) have established restrictions on fulfillment.
  - Fulfillment request must be submitted through employee's supervisor to [DAMI\\_AskAnACM@conus.army.mil](mailto:DAMI_AskAnACM@conus.army.mil).
  - Package must include the following:
    - 1) Completed and signed DD Form 2518 – form available at <http://www.dau.mil/learning/DevDocs/Fulfillment/DD%20Form%202518%20-%20fillable.pdf>
    - 2) A self-assessment of the competency standards for the course.
      - a. Competencies Self-Assessment filled out for the specific course(s) for which you are requesting fulfillment. The competency self-assessment forms are available on the DAU Blackboard. Steps to access:
        - 1) Click the icon, then select the course number link.
        - 2) On the left side of the screen, select the blue rectangle "Fulfillment Guide."
        - 3) On the bottom of screen, again select the underlined phrase, "Fulfillment Guide."
        - 4) If prompted for a password, select the option "Cancel"
        - 5) The "employee self-assessment guide" will open. Save this document to your computer. When completing this assessment, every competency must be addressed.
    - 3) Current resume.
    - 4) Any other documentation to establish that careerist meets the course competencies (college transcripts, course descriptions, etc.).

## 5h. DAU Annual Forecasting Process

- **USAASC Acquisition Career Development Division, Acquisition Education, Training & Experience (AETE) Branch, works for the Army DACM.**
- **The AETE branch** prepares annual forecasts for DAU classes needed in the upcoming fiscal year(s).
- **Forecasting Process:**
  - USAASC conducts a CAPPMS query to estimate how many DAU classes are needed for certification. Determines the cost-effective locations to meet forecasted needs.
  - Organizations/Commands are provided the first USAASC estimate. Organizations/commands are asked to supplement USAASC estimate with other variables, such as projected new hires and intern training needs.
  - USAASC revises its forecast to include new information provided by organizations/commands.
- **Army DACM** and other services submit their DAU class requests to DAU headquarters.
- **DAU** makes the final decision on what courses they will fund, taking into account instructor availability, location availability and funding constraints.

## 5i. Requesting an Out-of-Cycle (OFC) DAU class

- After the final DAU schedule is released in May, OAPs can request the addition of an out-of-cycle DAU class(es) in your local area.
- **FY11 Out-of-Cycle (OFC) Training Request Process:**
  - Complete an Out-of-Cycle Training Request form and email it to **Army POC: Wen Lin, USAASC, Comm – (703) 805-1240, DSN – 655-1240, E-Mail; [wen.lin1@us.army.mil](mailto:wen.lin1@us.army.mil)**
  - Ensure the individuals for whom you are requesting the class are priority 1 students who have met the DAU prerequisite(s) for the requested OFC. Please review the DAU Interactive Catalog (<http://icatalog.dau.mil/>) for listing of the required pre-requisites.
  - If your OFC course is approved, the primary and alternate POC will receive 48 hours advanced notice of the approval from USAASC. It is your responsibility to inform your workforce to apply for the approved OFC class via AITAS (<https://www.atrrs.army.mil/channels/aitas/>) as soon as you are notified.
  - Army quota managers will process the applications based on the earliest supervisory approval date and highest priority status (1 to 5). The employee's supervisor must approve the training in AITAS prior to quota managers' ability to give the person a reservation in the course.
  - OFC classes cannot be blocked. They will be visible by all individuals with AITAS access. This is why you need to have your workforce apply as soon as you are notified.
  - This does not apply to fee-for-service courses; fee for service will follow a separate process.
  - The following courses **are not available** for on-sites: ACQ 101; ACQ 201A, ACQ 401; ACQ 404; ACQ 405; ACQ 453; BCF 102; BCF 103; BCF 106; BCF 301; BCF 302; CON 090; CON 100; CON 110; CON 111; CON 112; CON 214; CON 216; CON 236; CON 237; CON 260A; FE 201; IND 103; IRM 101; LOG 101; LOG 102; LOG 103; LOG 200; LOG 204; LOG 206; PMT 251; PMT 256; PMT 352A; PMT 401; PMT 402; PMT 403; PQM 101; PQM 201A; PQM 203; PQM 301; RQM 101; RQM 310; RQM 403; SAM 101; SYS 101; SYS 202; and TST 101.

<http://asc.army.mil>

## 5j. Waivers of DAU Pre-requisites or Out-of-sequence Class Registration

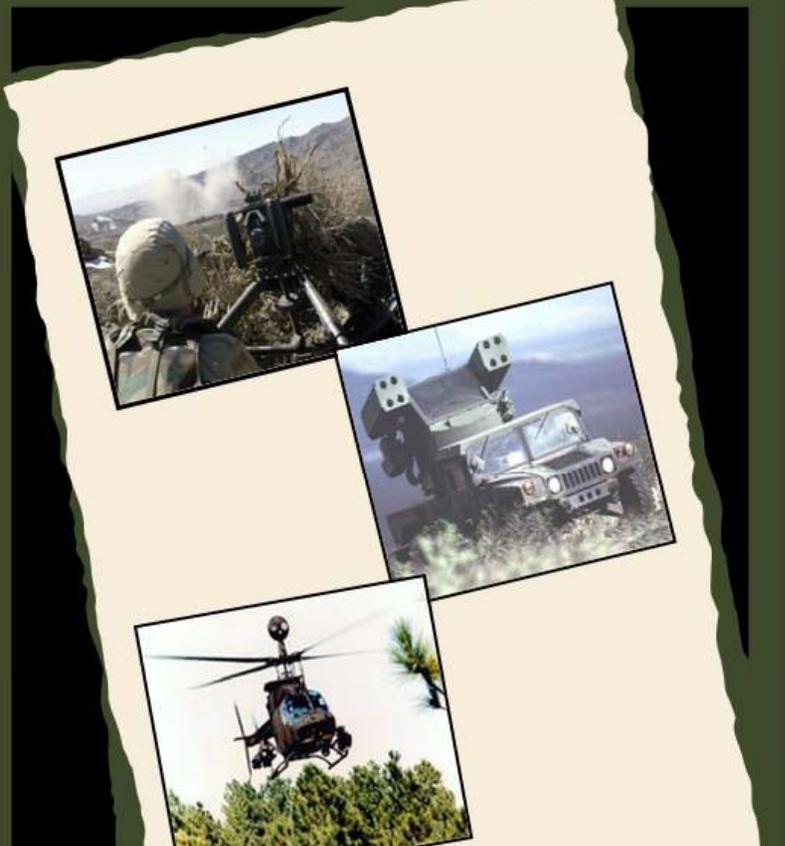
- **USAASC Workforce Development Branch has the authority to issue the following waivers for DAU classes:**
  - **Waivers of pre-requisite 100-level or 200-level prerequisites in order to take a 200-level or 300-level course.**
    - Waiver requests are submitted via email. The email must provide detailed justification , attach a current resume **AND** be approved by the employee's first line supervisor or OAP.
    - Pre-requisite waivers are usually based on the experience of the careerist and repetition of subject material in the higher level course (e.g. waiving ACQ 101 so that careerist can take ACQ 201A)
    - Submit waiver requests via email to [DAMI\\_AskAnACM@conus.army.mil](mailto:DAMI_AskAnACM@conus.army.mil)
  - **Out-of-sequence waivers.**
    - Out-of-sequence waivers request approval to take a course out of sequence, that is, before taking the usual prerequisite course.
    - In this case, the employee must still take the prerequisite course for certification at a later date.
    - Waiver requests are submitted via email. The email must provide detailed justification, attach a current resume **AND** be approved by either the employee's first line supervisor or an OAP.
    - LARs (Logistics Assistance Representatives) have a special exemption to take some of the Logistics courses out of order, but they must place this statement in their student comments. *"I am a Logistics Assistance Representative and subject to frequent deployment. The FCR has approved this enrollment."* This exemption allows them to take LOG 200 without having a reservation/ completion in ACQ 201B. (However, they **MUST** complete the remaining Level 2 resident classes in order – ACQ 201B; LOG 201; LOG 206, LOG 236).
    - Submit waiver requests via email to [DAMI\\_AskAnACM@conus.army.mil](mailto:DAMI_AskAnACM@conus.army.mil)

## 6. ACQUISITION POSITION IDENTIFICATION

<http://asc.army.mil>

6a. ACQUISITION CAREER FIELDS  
 (Acquisition Position Codes)

*Acquisition Career Fields ... Your Support to the Soldier!*



**Auditing (U)**

**Business - Financial Mgt (K)**  
**- Cost Estimating (P)**

**Contracting (C)**

**Facilities Engineering (F)**

**Industrial/ Contract Property Management (D)**

**Information Technology (R)**

**Life Cycle Logistics (L)**

**Production, Quality and Manufacturing (H)**

**Program Mgt – Program Management (A)**  
**- International Acquisition (1)**

**Purchasing (E)**

**Systems Planning, Research, Dev and Engr (SPRDE)**

- Science and Technology Mgr (I)
- Systems Engineering (S)
- Program Systems (W)

**Test and Evaluation (T)**

**Position Category Descriptions:**

<http://www.dau.mil/workforce/pages/pcds.aspx>

## 6b. Position Identification

The designation and coding of AT&L positions forms the framework for all other aspects of the Defense AT&L Workforce Education, Training and Career Development Program. AT&L positions must be properly identified and coded into DCPDS so that the incumbents of the positions can secure priority for training; become certified in one or more AT&L career fields; be selected for membership in the Acquisition Corps; participate in AT&L continuous learning events; and take part in other aspects of the AT&L Workforce Education, Training and Career Development Program. Below are steps to assist with identification, designation, and coding of AT&L positions. Additional information can be found in Chapter 5 of the DoD Desk Guide at [http://asc.army.mil/docs/dawia/ATL\\_Workforce\\_Desk\\_Guide.pdf](http://asc.army.mil/docs/dawia/ATL_Workforce_Desk_Guide.pdf) and the Army Supplement to the DoD Desk Guide, dated 1 Sep 10

**Step 1: Determine if the Position falls within the Definition of Acquisition**

**Step 2: Determine if the functions of the position relate to an AT&L Position Category Description**

**Step 3: Determine the Appropriate AT&L Career Level**

**Step 4: Determine if the AT&L Position is a CAP/KLP**

**Step 5: Code the Position in the Defense Civilian Personnel Data System (DCPDS)**

## 6b. Steps

### Step 1 – Determine if position falls within definition of Acquisition

**Definition of Acquisition:** The planning, design, development, testing, contracting, production, introduction, logistics support, and disposal of systems, equipment, facilities, supplies, or services that are intended for use in, or support of, military missions.”

If a position involves the activities mentioned above **more than 50%** of the time, that position is an Acquisition, Logistics & Technology Workforce (acquisition careerist) position.

### STEP 2 – Determine Acquisition Career Field

- The acquisition careerist includes personnel performing or supporting acquisition in the following Functional Career Fields. Each Career Field is designated by an Acquisition Position Category (APC). Specific information regarding 1102, 1103, 1105, PM, DPM, PEO, and contracting warranted positions is in chapter 5 of the DoD Desk Guide at [http://asc.army.mil/docs/dawia/ATL\\_Workforce\\_Desk\\_Guide.pdf](http://asc.army.mil/docs/dawia/ATL_Workforce_Desk_Guide.pdf) and the Army Supplement to the DoD Deskguide, 1 Sep 10
- Position Category Descriptions (PCDs) can be found Position Category Descriptions: <http://www.dau.mil/workforce/pages/pcds.aspx>
- Typical Occupational Series found within each career field are shown on the next chart

<http://asc.army.mil>



## 6b. Determine Acquisition Career Level – Step 3

**A required certification level must be assigned to each AT&L position. There are three certification levels: Level I (Basic or Entry Level); Level II (Intermediate Level); or Level III (Advanced Level). The level designated should correspond to the level of responsibility and expertise required by the position, and therefore typically corresponds to the grade of the position as indicated below:**

- **General rule:**
  - Level I            **GS 5 – 8 (and payband equivalent)**
  - Level II          **GS 9 – 12 (and payband equivalent)**
  - Level III         **GS-13 and above (and payband equivalent)**
  
- **Purchasing**
  - Level 1            **GS-5 (and payband equivalent)**
  - Level 2            **GS-6 and Above (and payband equivalent)**

## 6b. Determine CAP/KLP Designation – Step 4

- The Army Acquisition Executive (AAE) has designated the following Civilian positions:

### Critical Acquisition Positions (CAPs):

- All Army Acquisition Senior Executive Service (SES) positions
- All Army Acquisition Centrally Selected List (CSL) positions
- Deputy Project Managers, Deputy Product Managers, Project directors, Deputy Project Directors, Product Directors, and Deputy Product Directors
- All Officers in the rank of O-5 and above
- All supervisor Army Acquisition civilians in grades GS14-15/payband equivalents.

### Key Leadership Positions (KLPs):

KLPs are a subset of CAPs designated by the AAE and approved by the Under Secretary of Defense (AT&L) based on the critical nature of the acquisition program or effort involved AND the criticality of that position to the success of that program or effort. Contact your ACM for additional information.

- Memorandum for Designation of CAPs and KLPs can be found at:  
[http://asc.army.mil/docs/CAP\\_KLP\\_Memo.pdf](http://asc.army.mil/docs/CAP_KLP_Memo.pdf).

## 6b. Code Position in DCPDS – Step 5

- **When filling a vacant acquisition position, the acquisition coding as discussed in the previous slides must be included in the “Gatekeeper Checklist” attached to the Request for Personnel Action (RPA). These codes are then entered into the Defense Civilian Personnel Data System (DCPDS) by the Civilian Personnel Specialists.**
  
- **For positions coded as acquisition in DCPDS, both the position data and the selectee’s data will be loaded into CAPPMS during the bi-weekly transfer between the two databases. The position information as coded in DCPDS will be reflected in Section I of the ACRB and on the top line of Section IX (Assignment History) of the ACRB.**
  
- **If a position is already coded in DCPDS and corrections need to be made, a CPOL manager can make corrections – see 6c for instructions. Note: Deletions or additions to acquisition workforce cannot be made in CPOL manager screen.**

## 6b. Position Coding in DCPDS

All acquisition position coding changes/additions/deletions must be made through the Civilian Personnel Database (DCPDS). Supervisor must contact CPAC to make changes shown below:

### Add:

If supervisor/command determines position is acquisition, the Acquisition Data Fields of “Career Level”, “Critical Position”, and “Career Category” must be populated in the DCPDS Position Build located under “Acquisition Program Information.”

### Delete:

If supervisor/command determines position is NOT acquisition, the CPAC must REMOVE any information currently populated in the acquisition data fields in DCPDS. All acquisition data fields in DCPDS under “Acquisition Program Information” must be left blank.

### To Correct Career Level and/or Category:

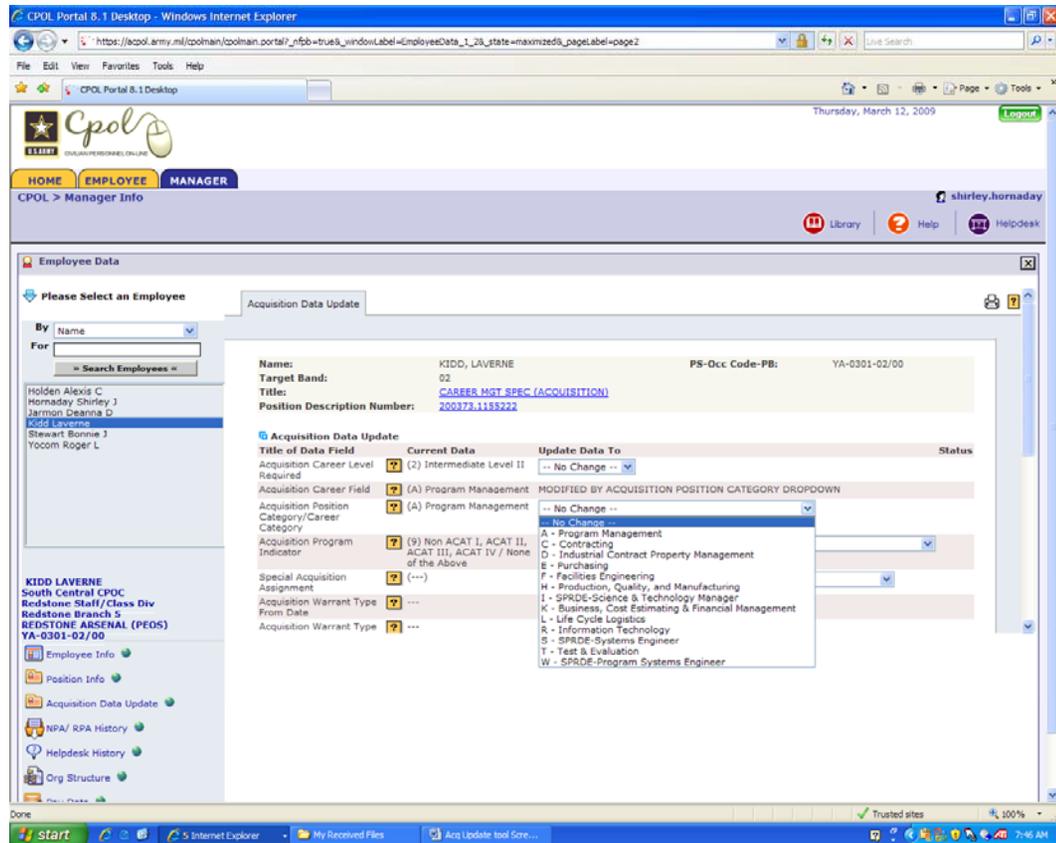
If supervisor determines that the acquisition category for a position is incorrect based upon the duties, the “Career Level” and/or “Career Category” data fields must be corrected in the DCPDS Position Build or CPOL Manager screen (see 6C). Fields are located in the DCPDS Position Build under “Acquisition Program Information”.

**NOTE:** Once the change is made in DCPDS, the information will be updated in CAPPMS during the bi-weekly data transfer between DCPDS and CAPPMS.

## 6c. Acquisition Update Tool – Correcting Position Coding in DCPDS

### Instructions:

1. Access the tool through CPOL. You must have a manager tab to use the tool.
2. Click on your manager tab.
3. Click on Go in the Employee Portal section.
4. Click on the Name of one of your Acquisition Workforce employees. *You will not see the tool until this step.*
5. Click on Acquisition Update Tool and a screen will open up. The fields that you can edit will have drop down menus to use to make changes.
6. Make the changes and submit. You will see Pending in the status column beside the field you changed.
7. It will take 24-48 hours before the change becomes effective in DCPDS. Updates to CAPPMS will take another 2-3 weeks (twice a month data builds).



**IMPORTANT:** Similar positions should be coded the same throughout the organization – Check with your organization human resource specialist for additional guidance

<http://asc.army.mil>

## 6d. CAP Waivers

1. An Army Acquisition Corps (AAC)/Department of Defense (DoD) “Acquisition, Technology, and Logistics (AT&L) Workforce Position Requirements or Tenure Waiver” Request (DD Form 2905) is submitted by the Civilian Personnel Office, or organization in cases of assimilation of an individual in a Critical Acquisition Position without approval.
  - a) The nominee must first apply for Acquisition Corps membership (contact [roosevelt.ingram@us.army.mil](mailto:roosevelt.ingram@us.army.mil) for instructions). If denied membership, they must provide a copy of the denial letter to their civilian personnel representative or organization POC.
  - b) The civilian personnel representative will work with the recruiting organization to complete the CAP Waiver documentation. Forward CAP Waiver requests to [roosevelt.ingram@us.army.mil](mailto:roosevelt.ingram@us.army.mil).
  - c) The USAASC ACM will review the package. If package is incomplete, the ACM will work with the originating organization POC to complete the package.
  - d) A complete CAP Waiver package must contain the following documents:
    - 1) DD Form 2905 (prepared by CPAC/submitting organization). Should include the following:
      - a. Block 16. Check Position Waiver. Block “16a, fill out “(1) Certification” and “(2) Acquisition Corps membership.” Block 16b, identify whether Education, Training or Experience is lacking. Provide a target date in field 16c.
      - b. Block 18 - Describe why the individual selected is crucial for the particular job. Identify whether any other qualified Acquisition Corps members were on the referral list. Describe in detail what the non-selected Acquisition Corps members lacked in education, training, or experience. State how the position was advertised, the scope (local /nationally), and for how long the ad ran. Describe how the selected individual will achieve the lacking Acquisition Corps membership criteria within 24 months.
      - c. Block 19 – contains signature of most senior leader of the requesting organization
      - d. Block 21 – CRAIG A. SPISAK, Deputy Director Army Acquisition Management (DDACM), USAASC, 703.805.3011
    - 2) AAC Denial Letter
    - 3) Referral list
    - 4) Selection matrix
    - 5) Interview questions
    - 6) Resumes, ACRBs and transcripts for all interviewed (ACM will provide ACRB copies)
    - 7) Resumes and ACRBs for anyone not interviewed who is certified for the position *AND* an AAC member (ACM will review list to determine, and provide ACRBs)
    - 8) Form 5 (prepared by ACM for internal review by DDACM)
2. Once approval/disapproval is determined by the DDACM, the ACM will scan the DD Form 2905 and email the originating POC the complete package.

<http://asc.army.mil>

# 6d. Sample DD Form 2905

| ACQUISITION, TECHNOLOGY, AND LOGISTICS (AT&L) WORKFORCE<br>POSITION REQUIREMENTS OR TENURE WAIVER<br>(Refer to the DoD Desk Guide and DoD Component procedures when preparing this form.)   |  |   |                                 |
|---|--|---|---------------------------------|
| <b>PART I - ROUTING/COORDINATION</b>  |  |   |                                 |
| 1. a. FROM (Component/Organization/Office Symbol and Address)   |  | b. COORDINATION/VIA (Name, Title, Organization, Telephone)                                |                                 |
| ENTER ADDRESS OF REQUESTING ORGANIZATION  |  | ORGANIZATION POC  |                                 |
| 2. TO (Waiver Approval Authority) (Organization/Office Symbol and Address)<br>DDACM & Director, USAASC, 9900 Belvoir Road, Bldg 201, Suite 101, MS 5567, Ft. Belvoir, VA 22060-5567   |  |   |                                 |
| <b>PART II - POSITION DATA</b>  |  |   |                                 |
| 3. POSITION NUMBER  | 4. POSITION TITLE                                    | 5. REQUIRED GRADE/RANK  |                                 |
| 6. UIC  | 7. OCC SERIES/SPECIALTY                              | 8. AT&L POSITION CATEGORY   | 9. REQUIRED CERTIFICATION LEVEL |
| 10. POSITION TYPE   | 11. SPECIAL ACQUISITION ASSIGNMENT                   |   | 12. PROGRAM TYPE                |
| <b>PART III - IDENTIFICATION AND PERSONAL DATA</b>  |  |   |                                 |
| 13. a. LAST NAME  | b. FIRST NAME  | c. MI   | 14. RANK/GRADE                  |
| 15. SSN   |  |   |                                 |
| <b>PART IV - WAIVER TYPE/INFORMATION (Complete either Item 16 OR Item 17)</b>   |  |   |                                 |
| <input checked="" type="checkbox"/> 16. POSITION REQUIREMENTS WAIVER (Enter "X", when applicable, and complete a., b., and c.; explain in Item 18.)   |  |   |                                 |
| a. POSITION REQUIREMENT(S) TO BE WAIVED (Select a different requirement in each block and explain in Item 18.)  |  |   |                                 |
| (1) CERTIFICATION   | (2) ACQUISITION CORPS MEMBERSHIP                     | (3)   |                                 |
| b. DUE TO ABSENCE OF REQUIRED: (Select all applicable and explain in Item 18.)  |  |   |                                 |
| (1) EDUCATION   | (2) TRAINING DAU CERTIFICATION COURSES               |   |                                 |
| (3) EXPERIENCE  |  |   |                                 |
| c. WAIVER DURATION:   | DURATION OF ASSIGNMENT                               | <input checked="" type="checkbox"/> TARGET DATE FOR MEETING REQUIREMENT(S) (DD-MMM-YYYY): | ENTER DATE                      |
| <b>17. TENURE WAIVER (Enter "X", when applicable, and specify current and requested release dates; explain in Item 18.)</b>   |  |   |                                 |
| a. CURRENT TENURE EXPIRATION DATE (DD-MMM-YYYY):  | d. REQUESTED RELEASE DATE FROM TENURE (DD-MMM-YYYY): |   |                                 |
| <b>18. REASON/EXPLANATION (Explain the exceptional circumstances justifying the waiver. For Position Requirements Waiver, also address the individual's ability to perform in the position while working to achieve the standards.) (Continue on back if necessary.)</b>  |  |   |                                 |
| Indicate why the individual selected is crucial for the particular job. Describe the reason for the waiver and identify whether any other qualified candidates or Corps members were on the referral list and what qualities make the selectee excel over Corps members on the referral list. Recommend also listing each Corps member on the list and identifying the qualities lacking by each based on the selection matrix. Add the required statement that the position was advertised, the scope (local/nationally), and for how long the ad ran. |  |   |                                 |
| <b>19. REQUESTING MANAGEMENT OFFICIAL</b>   |  |   |                                 |
| a. NAME, RANK/GRADE, TITLE, ORGANIZATION, AND TELEPHONE NUMBER  |  | b. REQUESTING MANAGEMENT OFFICIAL SIGNATURE   |                                 |
| MOST SENIOR LEVEL OF THE REQUESTING ORGANIZATION  |  | c. DATE (DD-MMM-YYYY)   |                                 |
| <b>20. REQUESTING OFFICIAL WAIVER POINT OF CONTACT (Name, title, organization, and telephone number)</b>  |  |   |                                 |
| ORGANIZATION POC  |  |   |                                 |
| <b>PART V - DISPOSITION</b>   |  |   |                                 |
| <b>21. APPROVING OFFICIAL</b>   |  |   |                                 |
| a. NAME, RANK/GRADE, TITLE, ORGANIZATION, AND TELEPHONE NUMBER<br>CRAIG A. SPISAK, DEPUTY DIRECTOR ARMY ACQUISITION MANAGEMENT (DDACM), USAASC, 703-805-3011  |  |   |                                 |
| b. APPROVED?<br><input type="checkbox"/> YES <input type="checkbox"/> NO  | c. APPROVING OFFICIAL SIGNATURE<br>LEAVE BLANK       |   | d. DATE (DD-MMM-YYYY)           |
| <b>22. APPROVING OFFICIAL COMMENTS (If required) (Continue on back if necessary).</b>   |  |   |                                 |

- 1) DD Form 2905 (prepared by CPAC/submitting organization). Should include the following:
  - Block 16. Check Position Waiver.
    - A. Position Requirements to be Waived: "(1) Certification" and "(2) Acquisition Corps membership."
    - B. Identify what is lacking in Education, Training or Experience for Acquisition Corps membership (obtain from denial letter).
    - C. Provide a target date (normally 24 months from approval).
  - Block 18 - Describe why the individual selected is crucial for the particular job. Identify whether any other qualified Acquisition Corps members were on the referral list. Describe in detail what the non-selected Acquisition Corps members lacked in education, training, or experience. State how the position was advertised, the scope (local /nationally), and for how long the ad ran. Describe how the selected individual will achieve the lacking Acquisition Corps membership criteria within 24 months. Continue on next page if necessary.
  - Block 19 – contains signature of most senior leader of the requesting organization
  - Block 21 – CRAIG A. SPISAK, Deputy Director Army Acquisition Management (DDACM), USAASC, 703.805.3011

DD FORM 2905, DEC 2005

REPLACES DD FORMS 2588, 2591, 2592, 2593, 2595, 2597, 2599, AND 2601, WHICH ARE OBSOLETE.

Reset

Adobe Designer 7.0

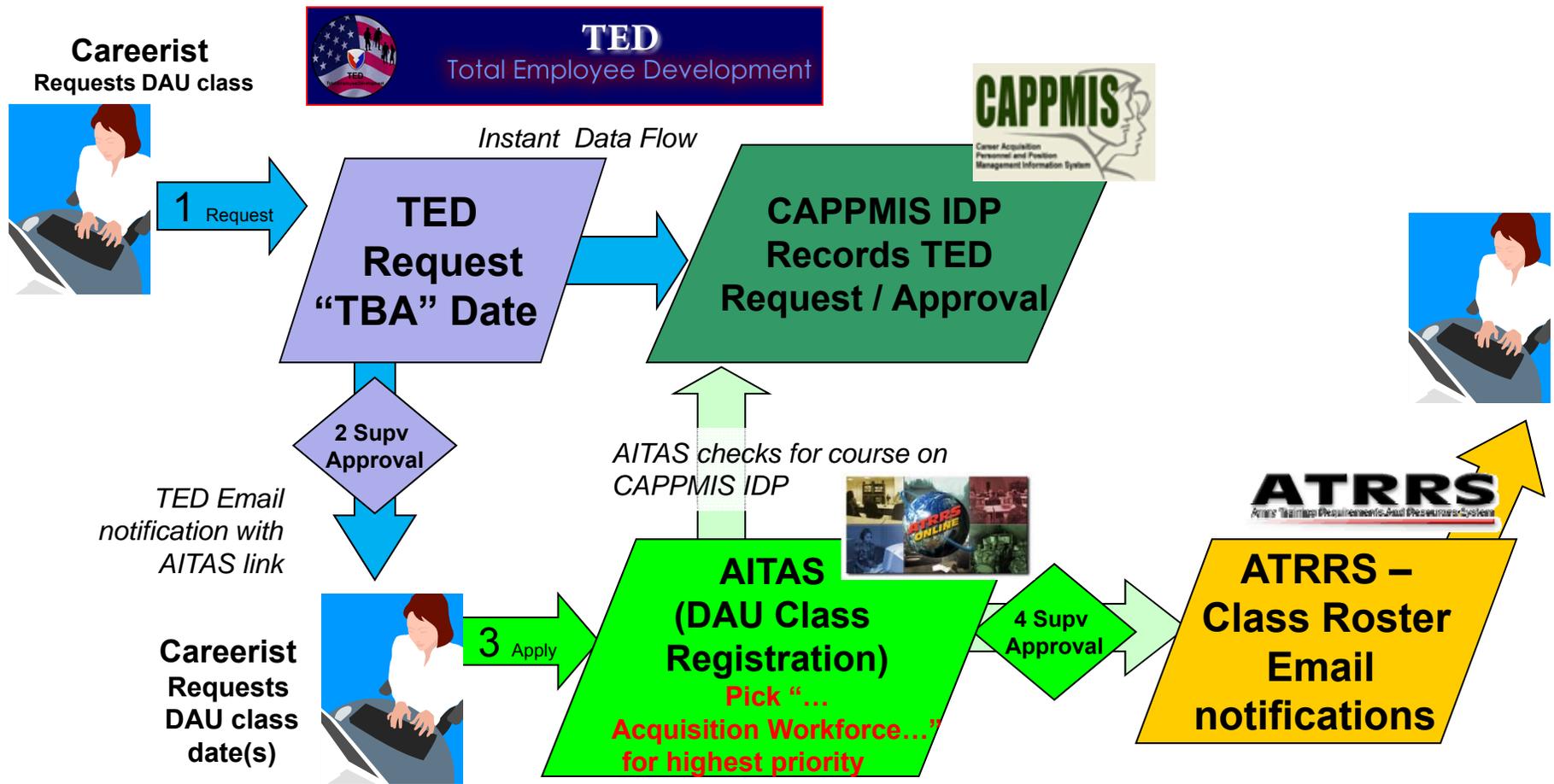
<http://asc.army.mil>

## 7. TED-specific instructions

- **The Total Employee Development (TED) System** is an AMC-wide training and IDP management system
- **How TED and CAPPMIS interact**
  - TED is a one-way feed to CAPPMIS. CAPPMIS does not “talk” to TED.
  - All TED class requests and supervisor approvals (including CLPs) normally feed to CAPPMIS *instantly*
    - If a TED class request/approval does not post properly to the CAPPMIS IDP, a TED / CAPPMIS systems outage probably caused the problem. In these cases, request the assistance of a TED administrator or TED Help desk to correct.
  - TED class completion records feeds CAPPMIS IDP history *instantly*
    - Careerists who complete a DAU class must provide their TED administrator with a copy of the completion certificate, so that they can update TED records.
    - When DAU classes are updated to “history,” CAPPMIS CMS will recognize completion and give the careerist a “green check mark” in CMS for the course (even before the DAU posting to the ACRB).
  - TED organizations can use either the TED IDP report or the CAPPMIS IDP report to document their bi-annual IDP reviews. Follow your organization’s procedures.
  - CLPs – CAPPMIS is the official Army database of record for CLPs.
    - If TED and CAPPMIS CLPs totals do not match, contact your TED administrator or AMC TED Team to resolve the problem.
- **Report TED and CAPPMIS interface problems to the AMC TED Team**  
 <[DAMI\\_TED@conus.army.mil](mailto:DAMI_TED@conus.army.mil)> .

<http://asc.army.mil>

# 7. How to Apply for a DAU course – TED / CAPPMIS Process



1. Employee requests DAU class in TED (CAPPMIS updated instantly) .
2. Supervisor approves class in TED (CAPPMIS updated instantly) TED sends email with AITAS link.
3. Careerist registers in AITAS and requests primary and alternate dates.
4. Supervisor approves class dates in AITAS.

**Acquisition workforce members** get highest priority for DAU courses. DAU classes must be approved on CAPPMIS IDP before AITAS will allow you to register.

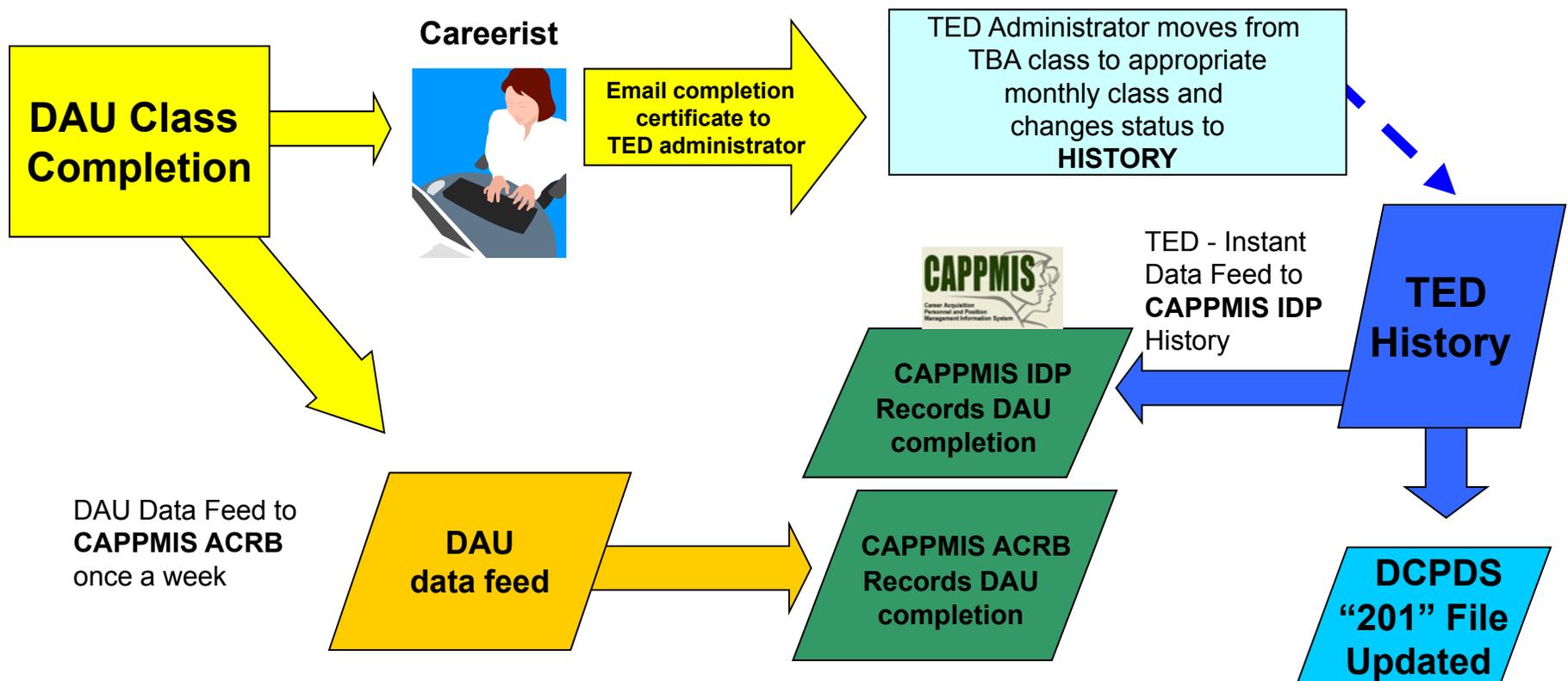
**Non-acquisition workforce** applications automatically get lowest priority (5) . No CAPPMIS IDP required.

## 7. DAU Course Completion - TED / CAPPMIS process

### After DAU course completion:

- A. Provide a copy of your class completion certificate to your TED Administrator.
- B. TED history updates are posted instantly to your CAPPMIS IDP history. This will allow you to apply for certification prior to the ACRB update, by giving you a “green check mark” in CMS for course completion.

Note: DAU class completions post automatically to the ACRB about 2 weeks after course completion.  
DO NOT ask for a manual ACRB update until at least 3 weeks past the course completion date.



# 7. TED and CAPPMIS CLP Troubleshooting

CAPPMIS is the official Army database of record for Continuous Learning Points (CLPs). Occasionally, not all the TED CLPs flow properly into CAPPMIS. TED Administrators can correct CLP problems using this guide.

## Common Causes for TED and CAPPMIS CLP discrepancies:

1. TED “User Properties” does not have an “IDP Master Key” link to CAPPMIS (in this case, none of the TED CLPs or class records will flow to the CAPPMIS IDP).
2. TED Employee may have taken classes before the “IDP Master Key” link was established (in this case, only the classes after the IDP Master Key was established will post).
3. CAPPMIS may have been down on the day that TED moved the class into history.
4. Training completion date falls into the PREVIOUS or NEXT 2-year CLP cycle (e.g., Mandatory training classes with an end date of “12/31/2010” will NOT be counted UNTIL the next 2-year cycle beginning 10/1/2010).
5. Duplicate TED course titles – CAPPMIS will only count CLPs for courses with the exact same title ONCE per 2-year cycle
6. Employee did not complete their TED survey, so the class(es) didn’t go to their TED/CAPPMIS IDP history.
7. DAU “TBA” class record was not moved to a class with a completion date or wasn’t updated to “history” status (in this case, CAPPMIS may have more CLPs than TED).

## Troubleshooting and Fixing Errors for TED Administrators:

1. View “User Properties” to see if the “IDP Master Key” is populated. To establish, click on “Army Acquisition Workforce” checkbox and hit “Update User” – the “IDP Master Key” will instantly populate, if the user has a CAPPMIS account.
2. Ask employee to export their CAPPMIS IDP history to Excel (see next slide for instructions). Compare their CAPPMIS IDP history with the TED history. Identify which TED records didn’t flow to CAPPMIS. Resend the TED records by either:
  - a. Deleting the TED history items that didn’t flow to CAPPMIS and re-adding them to TED history (with CLPs). After their TED supervisor approves the CLPs, the TED CLPs will flow to the CAPPMIS IDP history.
  - b. Alternate method for adding a large number of TED history items – ask the AMC TED team to do a “history push” for the employee. Email requests to: <[DAMI\\_TED@conus.army.mil](mailto:DAMI_TED@conus.army.mil)>.
3. If none of the corrective actions outlined above fix the problem, contact the AMC TED team at <[DAMI\\_TED@conus.army.mil](mailto:DAMI_TED@conus.army.mil)> for assistance.

**IMPORTANT NOTE:** If the associate already has 80 or more CLPs in CAPPMIS, DO NOT initiate corrective actions. There is no benefit to the employee to document greater than 80 CLPs during a 2-year cycle.

# 7. CLP Troubleshooting – How Employees can Export CAPPMMIS IDP History to Excel

1. CAPPMMIS IDP Tab History

The screenshot shows the CAPPMMIS web application interface. At the top, there are navigation tabs: CAMP, CAPPMMIS, Help Links, Help Request, Feedback, and Logout. Below this is a banner with the CAPPMMIS logo and the text "supporting the acquisition workforce". A secondary navigation bar contains tabs: HOME, ACR, IDP, IDP ADMIN, SRPE, CMS, REPORTS, AAPDS, WFM, AAC MS. The "IDP" tab is circled in red. Below this is a sub-navigation bar with links: Home, Planning, History, Supervisor, IDP Documents. The "History" link is circled in red. The main content area is divided into two sections: "Continuous Learning Cycles" and "History". The "Continuous Learning Cycles" section contains a table with columns: Continuous Learning Period, Prorated CLPs, and Total CLPs. The "History" section contains a table with columns: Item Title, Type, CLPs, Actual Start, Actual End, Official End, Record Src, and Funding Src. Below the "History" table is a "Download/Print IDP History" button, which is circled in red. A red arrow points from the "Download/Print IDP History" button to the "2. Export History to an Excel file" text box.

| Continuous Learning Period | Prorated CLPs | Total CLPs |
|----------------------------|---------------|------------|
| 10/01/2008 - 09/30/2010    | 0             | 164        |
| 10/01/2008 - 09/30/2008    | 0             | 001        |
| 10/01/2004 - 09/30/2006    | 0             | 191        |
| 12/16/2002 - 09/30/2004    | 0             | 117        |
| 12/16/2000 - 12/15/2002    | 0             | 44         |
| 12/15/1998 - 12/15/2000    | 0             | 243        |

| Item Title   | Type  | CLPs | Actual Start | Actual End | Official End | Record Src | Funding Src |
|--|-------|------|--------------|------------|--------------|------------|-------------|
| <input type="checkbox"/> TACOM-Warren Annual SAEDA, OPSEC, AT/FP, informat | Other | 0    | 11/04/2005   | 11/04/2005 |              | WEB TED    | N/A         |
| <input type="checkbox"/> 05 CSRS RETIREMENT CLASS                          | Other | 0    | 08/23/2005   | 08/23/2005 |              | WEB TED    | N/A         |
| <input type="checkbox"/> 14TH TACOM/INDUSTRY LOGISTICS SYMPOSIUM           | Other | 18   | 03/15/2005   | 03/15/2005 |              | WEB TED    | N/A         |
| <input type="checkbox"/> 15TH TACOM/INDUSTRY LOGISTICS SYMPOSIUM           | Other | 18   | 03/14/2006   | 03/16/2006 |              | WEB TED    | N/A         |
| <input type="checkbox"/> 2004 ANNUAL ETHICS TRAINING (ACQ ONLY)            | Other | 1    | 11/18/2004   | 11/18/2004 |              | WEB TED    | N/A         |
| <input type="checkbox"/> 2005 Annual Ethics Training                       | Other | 0    | 09/13/2005   | 09/13/2005 |              | WEB TED    | N/A         |
| <input type="checkbox"/> 2009 COMBATING TRAFFICKING IN PERSON              | Other | 1    | 10/17/2008   | 02/10/2009 |              | WEB TED    | N/A         |
| <input type="checkbox"/> ABC REPORTING AND ANALYSIS USING EXCEL (AND OROS) | Other | 8    | 10/14/2002   | 10/13/2002 |              | WEB TED    | N/A         |

2. Export History to an Excel file

<https://rda.altess.army.mil/camp>

## 7. Troubleshooting Tips – TED to CAPPMMIS Interface Problems

If careerist class requests are not flowing to CAPPMMIS, the most common reasons:

- 1 Employee TED User Properties - AAW check box is not checked **OR** no IDP Master Key code.
- 2 Employee has not requested class in TED **OR** Employee supervisor has not approved in TED
- 3 TED to CAPPMMIS disconnect (CAPPMMIS may have been down during TED update)
- 4 Employee CAPPMMIS IDP problems (no supervisor in CAPPMMIS)
- 5 Employee is not an acquisition workforce member.

## 7. Troubleshooting Tips for TED administrators

**Edit User Properties**

Last Name: MAGUIRE  
 First Name: EDWARD  
 Middle Initial: J  
 Comm Phone: 586-282-6276  
 AKO E-mail: edward.maguire@us.army.mil  
 Supervisor: MOSES, JOAN - WA  
 Training Center: WAQXT TACOM CONTRACTING CENTER  
 Required Cert Level: 2  
 Active Cert Level:  
 Acq Career Field: NONE  
 Employee Type: Government  
 Major Command: ASA(ALT)  
 UIC: W27P12  
 Specialty Position: None

Position / Title: ACM  
 Career Program: CP-00 Not in a Career Program  
 Pay Plan: GS  
 Grade: 12  
 DSN Phone:  
 Series: 0301  
 Office Symbol: SFAC-AC  
 Business Center: STF - STAFF  
 Primary Role: Administrator  
 Secondary Role: None  
 Third Role:  
 Training Group: None  
 Concentration: None  
 MSC: HQ  
 CMD Code: AE

Army Acquisition Workforce:  Intern:  Total CLP: 60 Inactive User:

Comments:  
 Userid: MAGUIREE8066  
 IDP Master Key: 49038  
 Last Updated by: MOSES, JOAN M  
 Last Access Date: Oct 16 2009 8:40AM  
 Inactive Date:

Grade Level: 2  
 Site: WARREN  
 Last Updated: Nov 19 2009 9:14AM  
 Date Created: Jul 1 2008 2:40PM

\* Required fields

 WA

**Step 1.** TED administrator to check Employee User Properties.

a. **Army Acquisition Workforce** box should be checked and IDP Master Key populated.

b. If **Army Acquisition Workforce** is checked, but **IDP Master Key** is blank, hit "Update User" button to refresh record.

c. Once the **IDP Master Key** is populated, go to step 3 and refresh all their DAU class requests.

## 7. Troubleshooting Tips – TED Administrators

Army Training Library

Name: JOAN MOSES Grade: O2 Series: 0301 Position Title: ACQUISITION CAREER MGR Supervisor: ARTHUR SIIRILA

**Class Criteria**

Course Title: Course Number: con 100 Start Date From: Start Date To: Last Name: First Name: Training Center: Vendor:

Search

our Search Found 42 Classes.

DEFENSE ACQUISITION UNIVERSITY (DAU)

SHAPING SMART BUSINESS ARRANGEMENT

TBA

12/03/2002

03/17/2003

04/07/2003

05/01/2003

06/09/2003

06/16/2003

06/23/2003

08/18/2003

11/17/2003

01/12/2004

04/19/2004

05/12/2004

SHAPING SMART BUSINESS ARRANGEMENTS (CON 100) - TBA - Class Roster Count - 149

Copy Class Delete Class Cancel Class Class Properties Bulk Email Add Employee to Class

| Name               | Office    | Status    | Submitted  | PR Number | SJON |        |      |
|--------------------|-----------|-----------|------------|-----------|------|--------|------|
| ADOLPHI, NANCY     | AMSAS-ACS | APPROVED  | 06/04/2006 |           |      |        |      |
| ALLEY, DOROTHY     | AQ-AT     | APPROVED  | 03/19/2008 | Edit      | Edit | Delete | Move |
| ALMBLADE, JOANNE D | AMSAS-ACS | APPROVED  | 03/07/2007 |           |      |        |      |
| ANDERSON, ARDELLA  | AQ-AR     | APPROVED  | 10/02/2006 |           |      |        |      |
| ANGUAY, DEBRA A    | 3X000     | WITHDRAWN | 11/01/2006 |           |      |        |      |
| APPLING, KEITH H   | TAR       | APPROVED  | 03/30/2008 | Edit      | Edit | Delete | Move |
| ASH, NATHAN J      | AMSJM-QAP | APPROVED  | 09/08/2004 |           |      |        |      |

**Step 2.** Check to see if supervisor has approved the DAU “TBA” course request.

**Step 3.** If TED supervisor has approved, TED administrator can “refresh” the record by using the “**Move**” button to “**Move**” the employee record to the same “TBA” class. That action will re-send the request to CAPPMS.

<http://asc.army.mil>

## 7. Troubleshooting Tips – TED to CAPPMMIS Interface Problems

**CAPPMMIS**  
 Career Acquisition  
 Personnel and Position  
 Management Information System

supporting the acquisition workforce

USA ASC

HOME ACRB IDP IDP ADMIN SRPE CMS REPORTS AAPDS WFM

Home Planning History Supervisor IDP Documents

**Welcome**

**IDP Plan Last Updated:** 08/07/2008 [View/Print Current Plan](#)

**Current CL Cycle:** 10/01/2006 - 09/30/2008 **CLPs:** 331

**Certification Status:** Due 04/13/2010

If you need assistance on your IDP, please contact your designated [Acquisition Career Manager \(ACM\)](#).

- Welcome to the Individual Development Plan module.

**News**

- Current IDP Supervisor: HORNADAY SHIRLEY J
- Supervisor Email: [shirley.hornaday@us.army.mil](mailto:shirley.hornaday@us.army.mil)
- Make sure the identified Supervisor and email address is correct. If not, please notify your correct Supervisor to make the change (s). Once corrected, the new information will reflect here. Please click here for [Supervisor instructions](#).
- Per the latest CL Policy, you may only receive CL points for college courses towards a degree and not for a degree itself. If you completed a degree and would like to get a degree added to CAPPMMIS, please contact your [Acquisition Career Manager](#) with a transcript.

**Step 4.** If steps 1-3 are completed and problem persists, ask the employee to look at their CAPPMMIS IDP to see if their current supervisor is correct. If supervisor is wrong, ask their current supervisor to add them to the IDP/ Supervisor module in CAPPMMIS.

**Step 5.** If steps 1-4 don't solve the problem, contact the AMC TED team at [<DAMI\\_TED@conus.army.mil>](mailto:DAMI_TED@conus.army.mil) for assistance..

<http://asc.army.mil>

## 8. USAASC OAP SharePointe Site

<<https://portal2.tacom.army.mil/sites/usaasc/usaascwarrencustomersupportoffice/default.aspx>>

- Designed for OAP reference – not available to general workforce at this time
- First stop for FAQs and copies of briefing slides
- Contact DAMI\_AskAnACM@conus.army.mil to request access or to receive training on the site

The screenshot displays the USAASC Warren Customer Support Office SharePoint site. The page layout includes a top navigation bar with links for Home, CDG - AAF Program Site, USAASC Warren Customer Support Office, and USAASC Acquisition Career Manager Site. A left-hand navigation pane is organized into sections: Documents (Shared Documents, USAASC Document Library, Web Pages), Lists (Calendar, Tasks, Instructor Information, Announcements, Point of Contacts, Course Information, DAU Course Schedule, Events Calendar), Discussions (Team Discussion), and Sites (Recycle Bin). The main content area is titled 'TACOM Acquisition Support Center > USAASC Warren Customer Support Office' and contains an 'OAP Reference Guide' with a list of subject headings for information, including Acquisition Corps, ACRB, AETE, APC - Acquisition Position Coding, Briefings, CAPPMS, Certification, CLPs, DAU - Defense Acquisition University, FAQs - Frequently Asked Questions, Fulfillment, Help Desks and POCs, IDP, Metrics, Military, Non-AAW, OAPs, Policy, Guidance and Procedures, SRPE, Supervisors, TED, USAASC, and Waivers. To the right of the reference guide are two sections: 'Events Calendar' and 'Current AAPDS Announcements'. The 'Events Calendar' section shows a table with columns for Title, Location, Start Time, and End Time, listing an 'ACMA Meeting with DACM' on 10/19/2010. The 'Current AAPDS Announcements' section shows a table with columns for Title, Description, and End Time, listing several announcements for various programs like CDG-AAF Program, FY-11 Naval Post Grad, and FY-11 Federal Exec Institute Leadership.

<http://asc.army.mil>

## 8. Where to Find Copies of CURRENT Briefings

Our current briefing slide package is posted on the USAASC SHAREPOINT SITE under “Briefings.”

<<https://portal2.tacom.army.mil/sites/usaasc/usaascwarrencustomersupportoffice/default.aspx>>

The screenshot shows the USAASC Document Library SharePoint site. The page title is "USAASC Document Library" and it displays a list of documents. The table below summarizes the visible entries:

| Type     | Title  | Description   | Modified          | Modified By                   | Subject Classification |
|----------|--|---|-------------------|-------------------------------|------------------------|
| Document | Briefing, Acquisition Workforce General Info | This acquisition workforce briefing answers commonly-asked questions about DAWIA, CAPPIMIS and certifications.  | 9/27/2010 3:18 PM | Moses, Joan M Mrs CIV USA AMC | Briefings              |
| Document | Briefing, Supervisor CAPPIMIS                | Briefing package provided to Supervisors in Supervisor CAPPIMIS workshops. Contains screen prints and instructions for all the supervisor functions in CAPPIMIS.  | 9/30/2010 7:26 AM | Folden, Liesel CIV US USA     | Briefings; Supervisors |
| Document | OAP Manual                                   | Link to PDF version on USAASC web site<br>The OAP Manual was developed by USAASC for daily use and includes detailed instructions on CAPPIMIS, DAU, DAWIA, FAQs, etc.<br>USAASC publishes a .pdf version on the USAASC web site at < <a href="http://asc.army.mil/docs/regions/OAP_Training_Manual.pdf">http://asc.army.mil/docs/regions/OAP_Training_Manual.pdf</a> ><br>However, the version on SharePoint is always the most current version of the OAP manual. < <a href="https://portal2.tacom.army.mil/sites/usaasc/usaascwarrencustomersupportoffice/default.aspx">https://portal2.tacom.army.mil/sites/usaasc/usaascwarrencustomersupportoffice/default.aspx</a> > and search under the subject "Briefings."<br>An advantage of using the SharePoint version is that you can print in multiple formats (handouts vs slides) and you can also copy/paste slides to supplement your own organization briefings. | 10/1/2010 9:22 AM | Moses, Joan M Mrs CIV USA AMC | Briefings; OAPs        |

<http://asc.army.mil>

## 9. Help Desks - Acquisition Career Mgt

### ■ DAU Applications/Reservations – AITAS Help Desk

- All questions related to DAU applications (whether pending, reservation, wait or disapproved)
- Questions related to the priority designation of reservation or wait.
- DAU budget or travel voucher questions

#### Steps to initiate an AITAS help desk ticket:

1. Go to AITAS at <https://www.atrrs.army.mil/CHANNELS/AITAS/>
2. Click on the “**AITAS Help Desk**” link on the bottom left-hand side, under the “**Help!**” menu.
3. If prompted by system, “Agree” and log-in by selecting a category and sign in option.
4. Click once again on the “**AITAS Help Desk**” link.
5. Select “**Create Help Desk Ticket**”
6. Select your Subject from the drop down list that most likely describes the issue
7. Describe your issue/question with as much detail as possible.
8. Submit. You will receive a reply within 2 business days.

### ■ DAU On-Line Class Problems

- Problems with on-line DAU class logons or accessing modules
- **NOTE:** Contact instructor (s) listed on the “welcome letter” if you do not pass any test within 2 tries or if you need to cancel an on-line class.

**Email:** [dauhelp@dau.mil](mailto:dauhelp@dau.mil)

**Call:** 866.568.6924 (DSN 655.3459)

### ■ Acquisition Career Manager (ACM)

- ACMs answer questions on certification, acquisition corps membership, or CAPPMIS processes - ACRB, AAPDS, CLPs, IDP, Reports, SRPE, etc.
- AskAnACM helpdesk can also perform ACRB edits for Sections VI or VIII.
- However, first read CAPPMIS instruction guides at <https://rda.altess.army.mil/camp/>, OR
- Contact your first line supervisor, organization training coordinators, or TED administrators for advice before contacting an ACM.

**Email:** [DAMI\\_AskAnACM@conus.army.mil](mailto:DAMI_AskAnACM@conus.army.mil)

**Call:** 575-678-2247 or DSN 258-2247

### ■ CAPPMIS System Issues - CAPPMIS password problems or CAPPMIS report/query issues

**Email:** [CustomerSupportCenter@conus.army.mil](mailto:CustomerSupportCenter@conus.army.mil)

**Call:** 800.981.3234

### ■ Education Corrections to ACRB (Section VII)

ACRB Section VII data comes from CPOL / My Biz, Web link:

<http://cpol.army.mil> Steps to correct:

1. View MyBiz education records.
2. If MyBiz records need correction, click on **Helpdesk icon** on upper right corner of <http://cpol.army.mil> site to generate a helpdesk ticket.

### ■ TED Help Desk, **Email:** [DAMI\\_ted@conus.mil](mailto:DAMI_ted@conus.mil)

- Your TED administrator should report TED and CAPPMIS interface issues (e.g. CLPs or TED classes not posting) to TED Help Desk.

<http://asc.army.mil>

## 9. Useful Web Sites

- **USAASC Home Page (includes news, publications, policies and procedures, FAQs, career development, contacts, etc):**

<http://asc.army.mil>

<http://asc.army.mil/policies/default.cfm>

- **AITAS, for registering for DAU classes, to view current course schedule and generate help desk tickets with questions on reservations, waits, pending applications, travel vouchers, etc.**

<https://www.atrrs.army.mil/channel/aitas>

- **CAPPMIS/CAMP Website (includes ACRB, IDP, CMS, AAPDS, AAC MS, SRPE)**

<https://rda.altess.army.mil/camp>

- **Civilian Personnel On-Line, for Education Updates to CPOL/My Biz:**

<http://cpol.army.mil>

- **Defense Acquisition University Interactive Catalog:**

<http://icatalog.dau.mil/>

- **Certification requirements**
- **DAU courses and prerequisites**
- **Equivalent courses**
- **Fulfillment process**
- **Transcripts (under Student Services)**

<http://asc.army.mil>

## 10. When to contact your Acquisition Career Manager (ACM) for assistance ([DAMI\\_AskAnACM@conus.army.mil](mailto:DAMI_AskAnACM@conus.army.mil))

- The instructions published in the USAASC Warren Customer Support Office SharePoint site, CAPP MIS, or ASC website do not answer your questions.
- To schedule CAPP MIS training for supervisors.
- To schedule new or refresher training for Organization Acquisition POCs (OAPs).
- To nominate a new Organization Acquisition POC (OAP).
- To nominate a new Acquisition Functional Representative (AFR) or Acquisition Career Management Advocate (ACMA).
- Need assistance related to an employee's IDP or SRPE (ACMs can view with IDP Mirror or SRPE Mirror)
- To submit requests for DAU fulfillment credit.
- To request an ACRB update for sections not editable by the careerist
- To update ACRB to document DAU equivalency, or to post a DAU class which has not posted to the ACRB within 30 days after completion
- To request a DAU pre-requisite waiver or out-of-sequence course waiver.
- To request a CAP waiver.
- To add a non-acquisition employee to CAPP MIS for certification purposes

<http://asc.army.mil>

# 10. Frequently Asked Questions

## Q1: CAPP MIS doesn't recognize the employee's SSN.

**A:** There are four reasons why CAPP MIS may not have an employee's SSN.

1. **Brand –new acquisition workforce members.** It takes about 2-3 weeks before their CAPP MIS accounts are built. CAPP MIS receives DCPDS builds (updates) twice a month on Thursday mornings. Ask your employee to check on Thursday afternoons until they see that their account is built.
2. **Army civilians assigned to non-acquisition positions.** CAPP MIS accounts are not automatically built for civilians who are assigned to non-acquisition positions. USAASC can manually build a CAPP MIS account for non-AAW civilians who are applying for certification. Ask the careerists to call the "Ask An ACM" helpdesk at **575-678-2247** or **DSN 258-2247** to request a CAPP MIS account build. We will need their SSN to build their CAPP MIS accounts.
3. **Non-Army civilians** (e.g. Air Force, DLA, etc.) who need a CAPP MIS account because they are a supervisor or senior rater of an Army acquisition workforce member can request a "Non-DACM" CAPP MIS account at <https://rda.altess.army.mil/camp/index.cfm?fuseaction=gateway.nonDacmForm> .
4. **Active-duty Army military on a non-acquisition assignment** who need CAPP MIS access because they are a supervisor or senior rater of an Army acquisition workforce member can request a "Non-DACM" CAPP MIS account at <https://rda.altess.army.mil/camp/index.cfm?fuseaction=gateway.nonDacmForm> .
5. **Contractors and non-federal-government** employees cannot obtain a CAPP MIS account.

NOTE: AFTER the CAPP MIS account is built, civilian Army careerists should notify both their supervisor and their TED Administrator (if in a TED organization).

- a) Supervisors will add the employee to their CAPP MIS IDP Supervisor module.
- b) TED administrators must update TED personnel records to link their TED and CAPP MIS accounts. Process: Check the "AAW" box and hit "Update" to insert the "IDP Master Key". Their TED records won't be linked to CAPP MIS until they have a "IDP Master Key" in TED. Note: Previous TED requests will need to be resent to CAPP MIS by using the "move" feature.

<http://asc.army.mil>

# 10. Frequently Asked Questions

## Q2: ACRB – How to Edit Section IX – Assignment History

**A:** Employees can edit their ACRB Section IX.

How to Edit Your ACRB Section IX, Assignment History:

1. Go to CAPPMS <<https://rda.altess.army.mil/camp/>>
2. ACRB tab
3. Edit ACRB
4. Click on title bar of the section you want to edit (e.g. Section IX, Assignment History)
5. Agree to tell the truth.
6. Use the edit screen to add, edit or delete history. Have your ACRB and resume match as closely as possible. You may code private industry and military experience with the acquisition codes you feel are appropriate for the work that you did.

If you are not sure if your work would be considered acquisition-related or not, here is a link to DoD guidance on this topic. <<http://www.dau.mil/workforce/pages/pcds.aspx>>

Note: The system is very picky about start and end dates - it won't let them overlap. You may have to do some back and forth editing of start and end dates of assignments, in order to get them in line with their resume.

The ACRB will automatically sort your career experience in date order.

# 10. Frequently Asked Questions

## Q3: ACRB – How to Update/Correct ACRB Section VII – Education

**A:** There are two ways to get new degree(s) corrected or added to your ACRB Section VII. The best way is to update your civilian personnel records (DCPDS) in CPOL/ My Biz, as your CAPP/ACRB education data come from your DCPDS records.

1. Preferred update method – My Biz. <<http://cpol.army.mil>> See the next two slides for a picture illustration of the screens.
  - a. Go to My Biz/ Update My Information/ Education Information to view what is in My Biz. You can add new degrees which are not already recorded. If your My Biz entries are not correct, initiate a CPOL help desk ticket to correct the entries.
  - b. The complete CPOL instructions for adding degrees or correcting My Biz entries are posted at: <[http://cpol.army.mil/library/news/docs/QG-My Biz Education short.pdf](http://cpol.army.mil/library/news/docs/QG-My_Biz_Education_short.pdf)>
  - c. If you experience difficulty accessing your My Biz records, initiate a “Help Desk” ticket from CPOL main page or contact your CPAC/CPOC representative for assistance.
  - d. It usually takes about 4 weeks before your MyBiz changes will post to your ACRB. If your MY BIZ education records are CORRECT and it has been at least one month since updated and your ACRB still is not correct, see step 2 below.
2. Urgent ACRB updates. If you have an URGENT need to get your degree posted to your ACRB (e.g. applying for certification, Acquisition Corps membership, Army board-select program, etc.), or your MY BIZ education updates do not post after a month:
  - a. Scan your college transcript (unofficial copy is fine) and email it to <[DAMI\\_AskAnACM@conus.army.mil](mailto:DAMI_AskAnACM@conus.army.mil)>
  - b. IMPORTANT NOTES:
    - 1) Manual ACRB updates by USAASC **DO NOT** update DCPDS or My Biz.
    - 2) When USAASC does a manual update to your ACRB and it doesn't exactly match the data that is My Biz, you may end up with multiple degree entries posting to your ACRB.
    - 3) We will only enter degrees obtained from accredited institutions. The accreditation website that we used to verify colleges is: <<http://www.ope.ed.gov/accreditation/Search.aspx>>

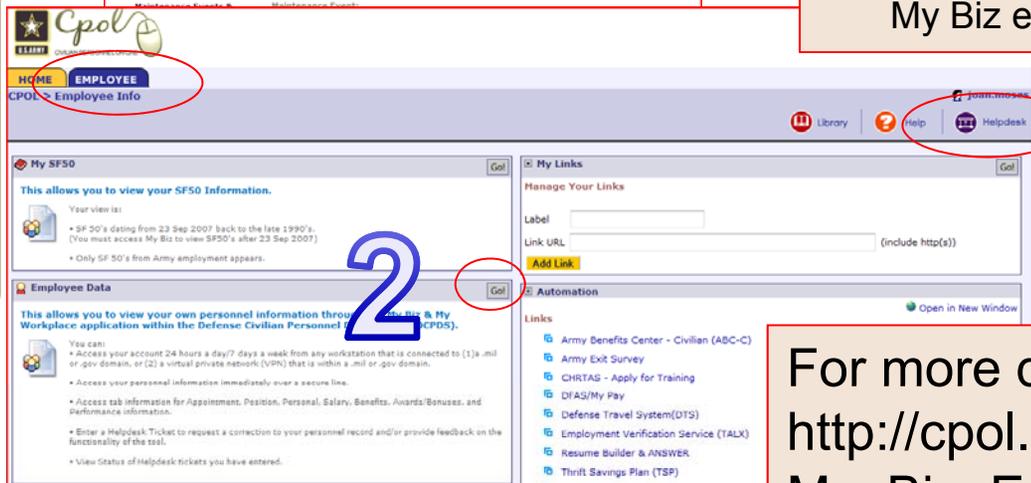
<http://asc.army.mil>

# FAQ 3 - Education Updates – Correcting Education Entries in “My Biz”



<http://cpol.army.mil>

1. Use CAC log-in option
2. On employee tab, view your employee data.
  - a. Go to My Biz/ Update My Information/ Education Information to view current information stored in My Biz.
  - b. If you want to add a new degree, follow the instructions on the next page to add to My Biz.
  - c. If the My Biz information is not correct, logout of all session windows until you return to CPOL Employee Page (see below).
3. Initiate a Helpdesk ticket to request corrections to your My Biz education fields.



For more detailed instructions, go to:  
[http://cpol.army.mil/library/news/docs/QG-My\\_Biz\\_Education\\_short.pdf](http://cpol.army.mil/library/news/docs/QG-My_Biz_Education_short.pdf)

# FAQ 3 - My Biz Education Updates – How to Add a **NEW** Degree to My Biz

**Education Information**  
\* Indicates required field

**Employee**  
Employee Number [REDACTED]  
Work Email Address [REDACTED]

This section displays your education. By updating this information, you are self-

**'Add'** is for a new entry that is not yet documented in your Education Info (two years of college. You would add two years of college).

Updates are only needed upon obtaining an additional [degree or vocational certifi](#)

**TIP** You will not be able to remove or update education information of Terminal than a Bachelor's degree from your education record. Once this education

To search for your specific education information, select the flashlight icon located next to the data field you are updating.

- http://cpol.army.mil**
- a. Go to My Biz/ Update My Information/ Education Information.
  - b. If there is **NO** degree information in My Biz, select the "Add" button.
  - c. If there is already **SOME** degree information in My Biz, select the "Update" button to add your new Degree.
  - d. After adding your NEW degree, if you want to correct other education information in My Biz, generate a help desk ticket.

**Education Information**

\* Education Level  **Bachelors, Masters, etc.**

Instructional Program  **Major Field of Study**

Year Degree / Cert Attained   
(example: 1972)

Credit Hours   
(example: 1510)

Credit Type  **Semester or Quarter**

Type Of School  **University or Vocational School**

College-Major-Minor

Academic Institution Name  **Name of Institution**

**Major or Minor Field of Study**

[ICE MyBiz](#) | [ICE PAA V3](#) | [Home](#) | [Logout](#) | [Preferences](#)

For more detailed instructions, go to:  
[http://cpol.army.mil/library/news/docs/QG-My\\_Biz\\_Education\\_short.pdf](http://cpol.army.mil/library/news/docs/QG-My_Biz_Education_short.pdf)