

DETAIL DESCRIPTION OF THE WORKFORCE, ACQ CIV SPECIFIC REPORTS & CODE LEGEND

As of March 16 2007

The [Workforce Reports](#) you generate are real-time. It only reflects the data at the time you run the report. The [Acquisition Civilian Specific Reports](#) is not that case in that they will be pre-queried from CAPPMS database early morning, between 4 and 5 am. We designed these reports in this manner to accommodate the large report size and wanted to reduce the download time for you. Any place you see a “null” value under the column represents a blank value in CAPPMS. Please see the [legend](#) at the end of the document for code definitions. [*The items underlined above are active bookmark links.*]

WORKFORCE REPORTS (1 to 6)

1. Current Assignment

- ✓ This report provides current assignment information for all active personnel in CAPPMS, regardless of their workforce status. Only those with a “WF Status” code of (A, C, W & G) are acquisition workforce members.
- ✓ This report will result in a single row per person.
- ✓ It lists some generic personal and position information.
- ✓ The highest achieved degree (bachelors, masters, and doctorate) is listed under the “**Hi_Degree**” and “**Degree_Type**” column.
- ✓ The highest education achieved is listed under the “**Lvl_Desc**” and “**Edu_Level**” column.

2. Certification Review

- ✓ Report provides all active personnel in CAPPMS, regardless of their workforce status. Only those with a “WF Status” code of (A, C, W, & G) are acquisition workforce members.
- ✓ This report includes people with and without an achieved certification.
- ✓ Since a person can have more than one achieved certification, this report will result in multiple rows per person for those with more than one certification.

3. Education Review

- ✓ Report provides all active personnel in CAPPMS, regardless of their workforce status. Only those with a “WF Status” code of (A, C, W, & G) are acquisition workforce members.
- ✓ This report will result in multiple rows per person. If an individual has more than one degree type or more than one major achieved then it will result in multiple rows of data for that person.
- ✓ Displays the highest degree(s) achieved (i.e., doctorate, masters, bachelors degree) under the “**Hi_Degree**” column. For example an individual that only has one year of college will not have a high degree type because that person does not have a degree.
- ✓ It will provide the level of education an individual has, regardless of one year of college or high school graduate. This will be displayed under “**Lvl_Desc**” and “**Ed_Level**” column.

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- ✓ Lists the completed achieved major and the institution the person received their degree.
- ✓ The “Source” column represents where the Education was populated. For those with “Null” listed, they were added through DCPDS or an ACM. Those with “idp/cl” are added by the employee via the IDP, Employee module.

4. Workforce Review

- ✓ Report provides all active personnel in CAPPMIS, regardless of their workforce status. Only those with a “**WF Status**” code of (A, C, W, & G) are acquisition workforce members.
- ✓ This report will result in a single row per person.
- ✓ Some personal, highest certification, highest education achieved and total achieved continuous learning points within the current continuous learning cycle.
- ✓ The highest degree achieved is listed under the “**Hi_Degree**” and “**Degree_Type**” column.
- ✓ The highest education achieved is listed under the “**Lvl_Desc**” and “**Edu_Level**” column.

5. Certification Delinquency

- ✓ Report provides all active personnel in CAPPMIS, regardless of their workforce status. Only those with a “**WF Status**” code of (A, C, W, & G) are acquisition workforce members.
- ✓ This report will result in one single row per person.
- ✓ This report will match the highest certification achieved versus the required certification. For those that do not meet their minimum required career field/level then they will appear on this report.
- ✓ For example, if the APC is populated with “C”, and ACL is 2 and the person only achieved Contracting, Level 1 then this individual will fall on this report as not achieving their required certification and level for their current position.
- ✓ However, this report does not take into account the 24 months window allocated for a workforce member to be certified in their current position.

6. CORPS Membership Discrepancy

- ✓ This report will only include active workforce members that are, Acquisition but not an Acquisition Corps Members.
- ✓ This report contains the highest degree and highest certification per career field so you may have multiple rows per person.
- ✓ The highest degree achieved is listed under the “**Hi_Degree**” and “**Degree_Type**” column.
- ✓ The highest education achieved is listed under the “**Lvl_Desc**” and “**Edu_Level**” column.

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ACQUISITION CIVILIAN SPECIFIC REPORT (7 to 9)

These report you generate will be queried from CAPPMS database early morning, between 4 and 5 am. We designed these reports in this manner due to the large report size and wanted to reduce the download time for you. Any place you see a “null” value under the column represents a blank value in CAPPMS.

7. Met Certifications

- ✓ This report will only include active Acquisition civilian workforce members (with a “**WF Status**” code of A, C, W, & G) that have met their required acquisition position category (APC) and acquisition career level (ACL) certification for their current position. .
- ✓ The report contains the highest certifications achieved by the individual for each career field on a single row of data. The career field code will be displayed across the top columns and the highest level achieved will be filled in under the career field codes.
- ✓ Displays the last date the individual made a submission to their supervisor on their IDP.
- ✓ The highest education achieved is listed under the “**Level Edu Achieved**”.

8. Not Met Certifications

- ✓ This report will only include active Acquisition civilian workforce members (with a “**WF Status**” code of A, C, W, & G) that have not met their required acquisition position category (APC) and acquisition career level (ACL) certification for their current position.
- ✓ The report contains the highest certifications achieved by the individual for each career field on a single row of data thus far. The career field code will be displayed across the top columns and the highest level achieved will be filled in under the career field codes.
- ✓ Displays the last date the individual made a submission to their supervisor on their IDP.
- ✓ The highest education achieved is listed under the “**Level Edu Achieved**”

9. Completed Acquisition Training

- ✓ This report will only include active Acquisition civilian workforce members (with a “**WF Status**” code of A, C, W, & G) with Acquisition training thus far completed.
- ✓ Only completed Acquisition training with an Official End Date will appear on this report. If the no Official End Date for a course item then that course will not appear on this report.
- ✓ Training listed on the “Other Training” of the civilian member’s ACRB will not be displayed on this report.
- ✓ If you desire to capture training for a particular fiscal year then do a custom sort of date ranges under the “**Course Official End Date**” column.
- ✓ The highest education achieved is listed under the “**Level Edu Achieved**”

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10. ATAP Applications

- ✓ This report provides a detailed listing of workforce members who have applied for ATAP since 2005
- ✓ This report includes when they applied, if they were approved, and their current ATAP status
- ✓ If the individual was not approved, it will list their status as '**Not Accepted**'

Legend:

MASTERKEY	This code is randomly generated when a record was first created in CAPPMS. It is used internally by the database team to uniquely identify a person in CAPPMS.
COMMAND [Populates section 9 of the ACRB]	Command Code. Two-digit identifier to indicate a command (example: AE is AAESA).
UIC	Unit Identification Code. Taken from unit's authorization document TOE or TDA (example: W4GGAA for TACOM, W27P11 for PEO STAMIS). This is a six-digit field.
POI [Section I of ACRB]	Personnel Office Identifier. This is a four-digit number indicating the supporting Civilian Personnel Office that is authorized to appoint or separate an employee
COMPO [Populates under Section 4 of ACRB, right above the mailing address]	2 digit code identifies the type of population in CAPPMS: <ul style="list-style-type: none"> • A0 = ARMY ACQ MILITARY OFFICER (NON-AMEDD) • M0 = ARMY AMEDD OFFICER • C0 = ARMY CIVILIAN • C1 = ARMY CIVILIAN NAF • C2 = ARMY CIVILIAN PICATINNY • E0 = ARMY MIL ENLISTED • RD = ARMY RESERVE OFFICER (DUAL) • R0 = ARMY RESERVE OFFICER (NON-DUAL) • D0 = DOD CIVILIAN (NON-ARMY) • S0 = DOD MILITARY (NON-ARMY) • G0 = GENERAL OFFICER (ARMY) • IN = IDP NON-DACM SUPERVISOR • A9 = USA CORPS MBR, NON-ATWF • C9 = USA CORPS MBR, NON-ATWF • I0 = INDUSTRY GUEST • L0 = LOCAL NATIONAL • T0 = NATIONAL GUARD CIVILIAN • N0 = NATIONAL GUARD MILITARY • W0 = ARMY MIL WARRANT
WF STATUS code [Populates Section 3 of the ACRB]	One-digit alpha character, represents the status of the Person being generated, this code tells you if a person is Acquisition or non-Acquisition.

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	<ul style="list-style-type: none"> • A = ACQUISITION CORPS MEMBER • C = CORPS ELIGIBLE • G = GRANDFATHERED 1 OCT 1993 • F = NON ACQUISITION FACILITIES ENGINEERING • N = NON ACQUISITION • W = ACQUISITION WORKFORCE • X = NON ACQUISITION DUE TO ORGANIZATIONS' REQUEST
TDA PARA	Position paragraph from the current authorization document.
TDA LINE	Position line Number from the current authorization document.
TDA VERSION	The version of the authorization document used for the review (e.g. 0199).
OCC SERIES [Populates Section 9 of the ACRB]	Four-digit number indicating a specialized line of work to include level of difficulty and responsibility (e.g. 1102 for contracting).
CAREER PROGRAM	Two-digit number indicating career program for the position (example: 13 for Supply Management or 14 for Contracting)
ACF [Populates Section 3 of the ACRB]	<p>Acquisition Career Field or the AAC Career Field is a single digit that is derived from DCPDS. This code may be different from the APC code.</p> <ul style="list-style-type: none"> • A = PROGRAM MANAGEMENT • C = CONTRACTING • D = INDUSTRIAL PROPERTY MANAGEMENT • E = PURCHASING • F = FACILITIES ENGINEERING • H = PRODUCTION, QUALITY AND MANUFACTURING • I = SCIENCE & TECHNOLOGY MGR • K = BUSINESS, COST ESTIMATES, FINANCIAL MANAGEMENT • L = LIFE CYCLE LOGISTICS • R = INFORMATION TECHNOLOGY • S = SYSTEMS PLANNING RESEARCH, DEVELOPMENT AND ENGINEERING • T = TEST & EVALUATION • U = AUDITING • V = PROGRAM MANAGEMENT OVERSIGHT • Z = UNKNOWN
APC [Populates Section 1 & 9 of ACRB]	<p>Acquisition Position Category: This single digit letter identifies functional subsets of different acquisition positions. Your current position requirement is derived from this code.</p> <ul style="list-style-type: none"> • A = PROGRAM MANAGEMENT • C = CONTRACTING • D = INDUSTRIAL PROPERTY MANAGEMENT • E = PURCHASING • F = FACILITIES ENGINEERING • H = PRODUCTION, QUALITY AND MANUFACTURING • I = SCIENCE & TECHNOLOGY MGR • K = BUSINESS, COST ESTIMATES, FINANCIAL MANAGEMENT • L = LIFE CYCLE LOGISTICS • R = INFORMATION TECHNOLOGY

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	<ul style="list-style-type: none"> • S = SYSTEMS PLANNING RESEARCH, DEVELOPMENT AND ENGINEERING • T = TEST & EVALUATION • U = AUDITING • V = PROGRAM MANAGEMENT OVERSIGHT • X = EDUCATION, TRAINING, AND CAREER DEVELOPMENT (CIV) • Z = UNKNOWN
APT [Populates Sect 3 CAP – Yes/No Code 1, 2, 5, 6 is ‘Yes’ and Code 3, 4 is ‘No’]	Acquisition Position Type. Select the number corresponding to the proper description of the position from the information below. A required field. <ul style="list-style-type: none"> • 1= Critical Acquisition Position - but not a PM, DPM, Commander, Director, or Division Chief. • 2= Critical Acquisition Position - a PM, DPM, Commander, Director, or Division Chief. • 3= Developmental Acquisition Position • 4= Acquisition position neither developmental nor critical. • 5= Critical Acquisition Position – Developmental (This code is no longer used by the Army) • 6= Critical Acquisition Position – Key Leadership Position (KLP)
ACL [Populates Section 1]	Acquisition Career Level Required. The level at which the incumbent should be certified to fully perform the duties of the position. <ul style="list-style-type: none"> • 1 - Career Level I (Basic) • 2 - Career Level II (Intermediate) • 3 - Career Level III (Senior)
API	Acquisition Program Indicator. This code applies only for PM and Deputy PM positions. This will be left blank for all other positions. <ul style="list-style-type: none"> • Blank = Not Applicable • 1 = Major defense acquisition program (ACAT I) • 2 = Significant, non-major defense acquisition program (ACAT II) • 3 = ACAT I & II defense acquisition program • 4 = ACAT III or IV acquisition programs (non-major) • 9 = None of the above
ACF [Populates Section 3 of the ACRB]	Acquisition Career Field or the AAC Career Field is a single digit that is derived from DCPDS. This code may be different from the APC code. <ul style="list-style-type: none"> • A = PROGRAM MANAGEMENT • C = CONTRACTING • D = INDUSTRIAL PROPERTY MANAGEMENT • E = PURCHASING • F = FACILITIES ENGINEERING • H = PRODUCTION, QUALITY AND MANUFACTURING • I = SCIENCE & TECHNOLOGY MGR • K = BUSINESS, COST ESTIMATES, FINANCIAL MANAGEMENT • L = LIFE CYCLE LOGISTICS • R = INFORMATION TECHNOLOGY • S = SYSTEMS PLANNING RESEARCH, DEVELOPMENT AND ENGINEERING • T = TEST & EVALUATION

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	<ul style="list-style-type: none"> • U = AUDITING • V = PROGRAM MANAGEMENT OVERSIGHT • X = EDUCATION, TRAINING, AND CAREER DEVELOPMENT (CIV) • Z = UNKNOWN
CLPS [Populated in Section 10 of ACRB]	The total continuous learning points achieved for the individual's current continuous learning cycle.
EDU LEVEL Code	<ul style="list-style-type: none"> • 1 = Some Elementary School • 2 = Elementary School (No High School) • 3 = Some High School (Did Not Graduate) • 4 = High School Graduate or Equivalency • 5 = Terminal Occupational Program (Did Not Complete) • 6 = Terminal Occupational Program (Completed) • 7 = Some College (Less Than One Year) • 8 = 1 Year of College • 9 = 2 Years of College • 10 = Associate Degree • 11 = 3 Years of College • 12 = 4 Years of College • 13 = Bachelors Degree • 14 = Post Bachelors Degree • 15 = First Professional Degree • 16 = Post First Professional Degree • 17 = Masters Degree • 18 = Post Masters Degree • 19 = Sixth Year Degree • 20 = Post Sixth Year Degree • 21 = Doctorate Degree • 22 = Post Doctorate Degree
ORG STRUCTURE CODE	Alpha and numeric codes unique to each Organization. There is no lookup that identifies what Organization should go with what Org Structure code. The organization level Human Resources should know the Org code for each Organization.
SAA	<p>Special Acquisition Assignment. Indicate the appropriate code if the position carries with it the following special assignments.</p> <ul style="list-style-type: none"> • A = Program Executive Officer • B = Program Manager • C = Deputy Program Manager • D = Senior Contracting Official. The Director and Deputy Directors of Contracting within: the office of the Secretary of a Military Department, Office of the Secretary of Defense, headquarters of a Military Department, headquarters of Defense Agencies, major command headquarters and subordinate headquarters, or in a major systems or logistics contracting activity • E = Education, training, and career development position • F = Contracting Officer. Warranted contracting officers above the small

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	<p>purchase threshold.</p> <ul style="list-style-type: none">• G = A and F, above.• H = B and F, above.• J = C and F, above.• K = D and F, above.• L = Deputy PEO
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