

# SUPERVISORY OUTREACH PROGRAM



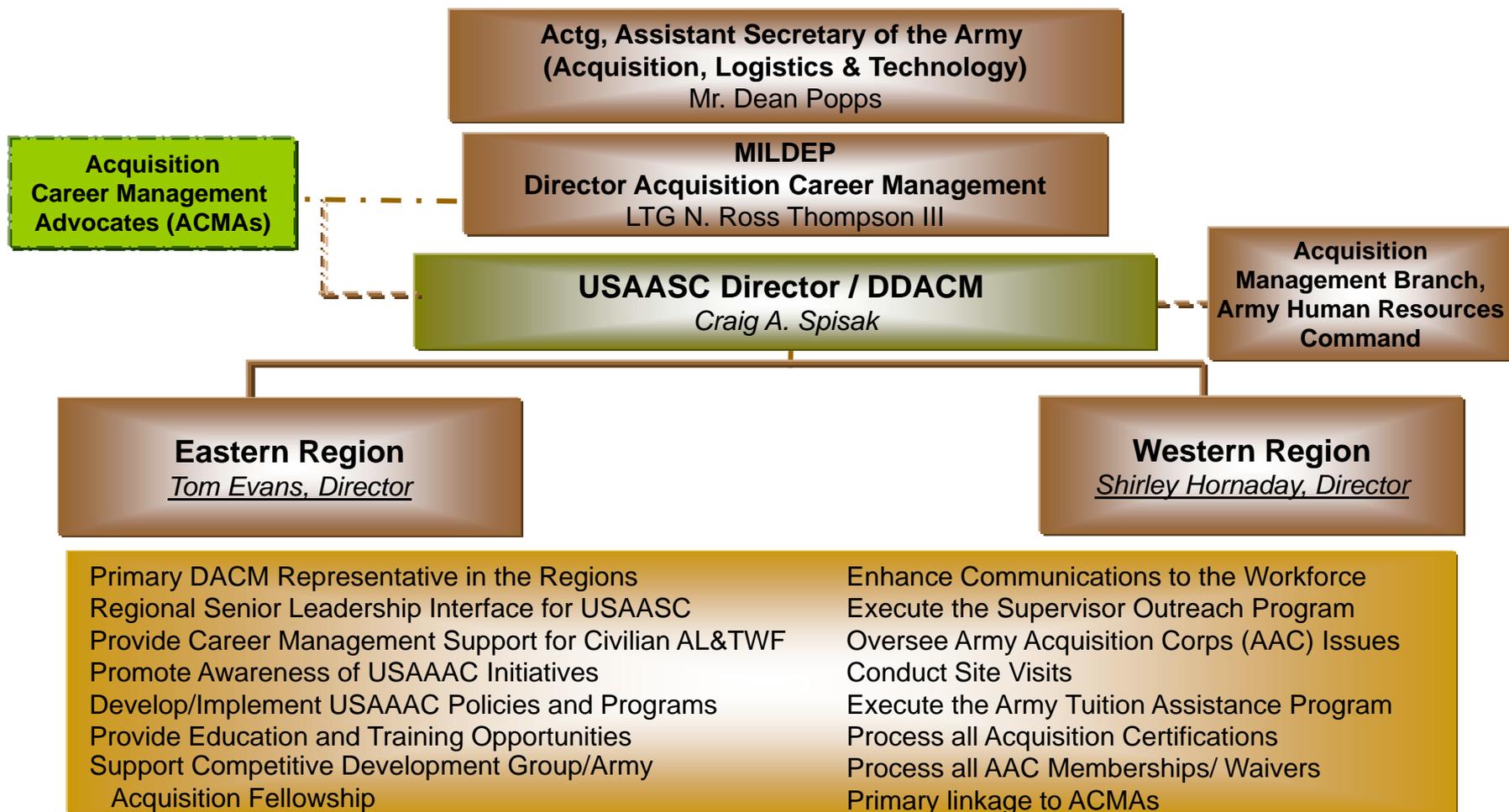
**U.S. ARMY ACQUISITION SUPPORT CENTER**

Eastern Region Customer Support Office  
Kim Gibbons and Yves Jackson, Acquisition  
Career Managers

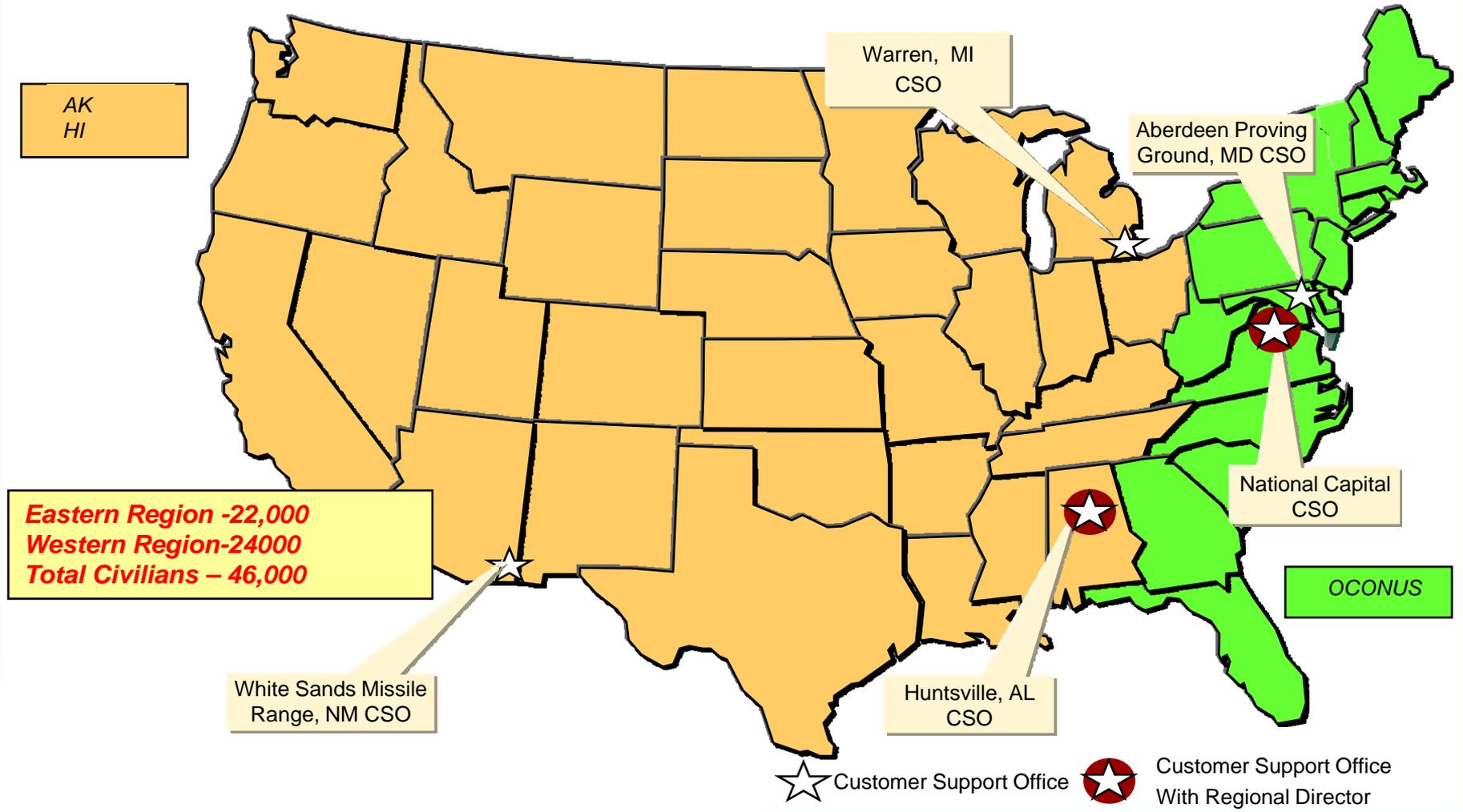
## Discussion Topics

- Background
- Purpose of Supervisor Outreach Program
- Supervisor and employee responsibilities
- Acquisition career management

# Regional Offices



# USAASC Regions



## Supervisory Outreach Program - Purpose

- Provide information and resources to supervisors to assist in managing your workforce
- To provide Supervisor Quick Reference Guide
- Build a stronger link between the ACM and the supervisor
- Identify an organization's Organizational Acquisition Point of Contact (OAP) and Acquisition Career Management Advocate (ACMA)

# Defense Acquisition Workforce Improvement Act (DAWIA/DAWIA II)

Title 10, *United States Code*, Chapter 87 (National Defense Authorization Act for 1991)

- **Mandates our requirements**
- **Establishes single Acquisition Workforce**
- **Identifies required training, education and experience for all career fields and levels**
- **Provide opportunities to acquire the education, training and experience necessary to qualify for senior acquisition positions**

# AL&T Workforce Member What Does That Mean??

## Rating Supervisor Responsibilities

- Assess employee's acquisition requirements
- Develop & execute IDPs in partnership with employee
- Ensure employee meets certification & CLP requirements
- Provide quality evaluations and SRPEs
- Develop & mentor employees for future leadership positions



## Employee Responsibilities

- Understand & meet certification & CLP requirements
- Prepare & maintain 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



# Help Within Your Organization

## **Acquisition Career Management Advocates (ACMAs)**

- Elite, highly-trained acquisition professionals
- Serve as two-way communicator link:
  - Communicates USAASC's initiatives to the AL&T Workforce Members for Director and Deputy Director, Acquisition Career Management (DACM and DDACM)
  - Communicates the AL&T Workforce Members' concerns and issues to the DACM and DDACM

## **Organizational Acquisition Points of Contact (OAPs)**

- Provide broad acquisition career management guidance to their staff
- Provide status reports and compile information on AL&T Workforce Members for their organization's leadership
- Disseminate current information on programs, education, training, and competitive opportunities
- Provide a direct link to the Acquisition Career Managers
- List of all Eastern Region OAPs can be found at <http://asc.army.mil/organization/eastern/default.cfm>

CAREER ACQUISITION  
MANAGEMENT PORTAL (CAMP)

CAREER ACQUISITION  
PERSONNEL AND POSITION  
MANAGEMENT INFORMATION  
SYSTEM (CAPPMIS)

# CAMP / CAPPMMIS

**The following application modules are located within CAPPMMIS:**

- **ACRB**
- **IDP**
- **CLP**
- **AAPDS**
- **CMS**
- **SRPE**
- **AAC MS**

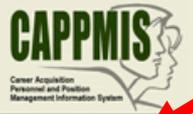
# Acquisition Career Record Brief (ACRB)

## Acquisition Career Record Brief

- Snapshot of your acquisition history
- Used for verifying certification criteria and Corps status
- Used as a document of record for competitive boards
- Received via the web
- Updates/changes made by:
  - Individual AL&T Workforce members
  - ACMs
  - IDP/CL System
  - DCPDS (for US citizens and Local Nationals)
  - TOPMIS (Military), NGB and AR Personnel

**NOTICE:**  
 The CAMP System and applications will be unavailable Wednesday, 12 March, from 0800 - 1130 hours due to the monthly data refresh.  
 The CAMP System will be unavailable from 0600 hrs EST Saturday, March 8, 2008 to 1800 hrs EDT Sunday, March 9, 2008.

# ACRB Options



## supporting the acquisition workforce



### Acquisition Career Record Brief

For update instructions access at		<b>BRIEF DATE</b> 03/05/2008	<b>PAY-PLAN/GRADE</b> YA-02	<b>SERIES/AOC</b> 0301	<b>SSN</b>	<b>NAME</b> KELLY JOHN T			
<b>SECTION I CURRENT POSITION DATA</b>		<b>SECTION II SECURITY</b>		<b>SECTION III ACQ CORPS DATA</b>			<b>SECTION IV PERSONAL</b>		
<b>TITLE</b> ACQUISITION CAREER M	<b>CLEAR TYPE</b> Secret	<b>S C D</b> 05/24/1999	<b>WF STATUS</b> ACQ WORKFO	<b>AAC DATE</b>	<b>ARMY CIVILIAN</b>				
<b>CATEGORY</b> PROGRAM MANAGEMENT	<b>INVEST TYPE</b> Section 8(D), Ex	<b>CDG YR</b> No	<b>A C F</b> PROGRAM MA	<b>MT ACQ EXP</b> 106	<b>MAILING ADDRESS</b>				
<b>AAC CERT LEVEL REQ</b> Level II (Intermedia)	<b>DATE INVEST</b> 11/03/2004	<b>CAP</b> No	<b>ACF REQ</b> Level II (	<b>AAC RES</b> NOT APPLIC	765 REXFORD CT APT 1				
<b>COMMAND</b> US ARMY ACQUISITION	<b>SECTION V PREFERENCE</b>		<b>CURRENT PRES POS</b> 1/20/2007	<b>5 YR DT</b>	<b>CITY</b> SPRINGFIE	<b>STATE</b> VA	<b>ZIP</b> 22152-1059		
<b>ACQ POSITION TYPE</b> Acquisition Position				<b>DEGREE</b> Masters Degree	<b>WORK PHONE</b> DSN 6559430				
<b>FUNCTIONAL</b>	UNIV OF PHOENIX		<b>YEAR</b> 2005	<b>HOME PHONE</b> (703) 624-6339					
<b>DISCIPLINE</b> BUSINESS, ADMIN & MGT,			<b>E-MAIL</b> john.t.kelly@us.army.mil			<b>SECTION X CERTIFICATIONS/LICENSES</b>			

[View](#) [Edit](#) [Print](#) [Print Certificates](#) [Instructions](#) [Tutorial](#)

# Editable Fields

## ACQUISITION CAREER RECORD BRIEF

UNCLASSIFIED/PRIVACY ACT PROTECTED INFO

For update instructions access the WEB at		BRIEF DATE 12/17/2007	WEB	PAY-PLAN/GRADE YA-02	SERIES/AOC 0301	SSII	NAME KELLY JOHN T		
<b>SECTION I - CURRENT POSITION DATA</b>		<b>SECTION II - SECURITY</b>		<b>SECTION III - ACQ CORPS DATA</b>		<b>SECTION IV - PERSONAL</b>			
TITLE ACQUISITION CAREER MGR		CLEARANCETYPE Secret	SVC COMP D 05/24/1999	WF STATUS ACQ WORKFORCE	AAC ACCESSION DATE		ARMY CIVLIAN		
CATEGORY		INVESTIGATION TYPE Section 8(D), Ex	CDG GRAD YR No	AAC CAREER FIELD PROGRAM	MONTHS OF ACQ EXP 103		MAILING ADDRESS		
PROG AAC Level COM US AF		DATE INVESTIGATED 11/03/2004	<b>SECTION V - PREFERENCE</b>		AAC CERT LEV REQ Level II (Intermed)		STRE CITY WOR		
PERSONNEL OFFICE FT BELVOIR, VA		GEOGRAPHICAL		CAP No	AAC RESERVE STATUS NOT APPLICABLE		FAX #		
ACQ POSITION TYPE Acquisition Position, not a CAP, non-development		FUNCTIONAL		DATE ENTERED PRESENT POSITION 11/20/2007		3-YR REVIEW DATE			
ACQ POSITION TYPE		COMMAND		<b>SECTION VII - EDUCATION</b>		HOME PH (703)624-6339			
SECTION VI - ACQ/LEADER TRAINING		SECTION VIII - AWARDS		INSTITUTION UNIV OF HOBK		DEGREE Masters Degree			
COURSE	DATE	PERFORMANCE AWD	01/07/2007	DISCIPLINE	YEAR		CAREER FIELD		
CLE 007-LEAN-SIX SIGMA	11/13/2007	ON THE SPOT CASH AWD	02/2005	INSTITUTION	PROGRAMMING		LEVEL		
PMT 250-PCBPMGT TOOLS	10/26/2006	ON THE SPOT CASH AWD	02/2005	DISCIPLINE	ACM		DATE		
		ON THE SPOT CASH AWD	02/2005	INSTITUTION	ACM, Workforce		12/11/2006		
		ON THE SPOT CASH AWD	01/09/2005	DISCIPLINE	ACM, DAU, Workforce				
		ON THE SPOT CASH AWD	11/03/2004	HIGHEST DEGREE	ACQ. CORPS QUAL - CREDIT		PROFESSIONAL LICEISE		
		ON THE SPOT CASH AWD	09/29/2004	Masters Degree			DATE		
		ON THE SPOT CASH AWD	09/29/2004				Workforce		
		ON THE SPOT CASH AWD	09/29/2004				END DATE: 09/30/2008		
							POINTS: 86		
<b>SECTION IX - ASSIGNMENT HISTORY</b>									
FROM	MO	ORGANIZATION	LOCATION	COMMAND	DUTY TITLE	SERIES	GRADE	APL	SUPVR
11/20/2007	1	USA ACQ SPT CTR				0301	YA-02	A	N
03/20/2007	3	JPEO CHEM BIO DEF				0343	YA-02	A	N
03/22/2006	12	JPEO CHEM BIO DEF				0343	NH-03	A	N
11/23/2005	4	ASC FORT BELVOIR				0343	NH-03	A	N
01/04/2005	10	ASC FORT BELVOIR				0343	NH-02	A	N
10/15/2004	3	ASC	FT BELVOIR	USAAASC	PROGRAM ANALYST	0343	NH-02	A	N
05/03/2001	4	ASC	FT BELVOIR VA	USAAASC	PEO-PM SPT SPEC	0301	NH-02	A	N
05/24/1999	24	AAESA	FT BELVOIR VA	USAAASC	STUDENT TRAINEE/CLERK	0301	GS-03	A	N

DCPDS

Workforce

ACM

ACM, Workforce

ACM

ACM, DAU, Workforce

Workforce

DCPDS, Workforce

## Requesting All Other ACRB Updates

- To request those updates you are unable to make to your ACRB:
  - Read ACRB instructions and/or view tutorial
  - Download ACRB into a word file
  - Type your updates in bold red print
  - E-mail ACRB to [usaasceasternregion@conus.army.mil](mailto:usaasceasternregion@conus.army.mil) for updating to include supporting documentation
  - You will receive an e-mail upon completion of update

# Individual Development Plan (IDP)

## What is an IDP?

- Five Year Plan
- Required for Each AL&T Workforce Member
- Automated Process
- Two Modules
  - Individual Module
  - Supervisor Module
- Agreement Between Individual and Supervisor
- The IDP Must Be Approved by the Supervisor and Courses Submitted in Order to Apply For DAU Certification Courses



supporting the acquisition workforce



Logged in as: THOMAS R. EVANS  
[Exit IDP Mirror](#)

Welcome

**IDP Plan Last Updated:** 02/19/2009 [View/Print Current Plan](#)

**Current CL Cycle:** 10/01/2008 - 09/30/2010 **CLPs:** 0

**Certification Status:** Career Field Requirement Met

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: WINTERS BRIAN CHRISTOPHER
- Supervisor Email: [brian.c.winters@us.army.mil](mailto:brian.c.winters@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 CAPPMIS, please contact your [Acquisition Career Manager](#) with a transcript.
- Your password expires on 05/08/2009

Objectives/Goals

**Short Term Objectives (1-3 years):**  
 Achieve level 2 in information management within 2 years

**Long Term Objectives (3-5 years):**  
 Selected for PM and attend SSC within 5 years

[Edit Objectives/Goals](#)



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



CAMP  
 CAREER ACQUISITION MANAGEMENT PORTAL

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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 type="checkbox"/>	Name	IDP Status	Last IDP Updated	Last IDP Review	Total CLPs	Completed Items	Access SRPE
<input type="checkbox"/>	<a href="#">GINETTE A BRAZIEL</a>	CURRENT	09/09/2008	11/17/2008	163	<a href="#">View Items</a>	<a href="#">Request SRPE</a>
<input type="checkbox"/>	<a href="#">KIM S. GIBBONS-WARMACK</a>	CURRENT	03/10/2009	01/07/2009	71	<a href="#">View Items</a>	<a href="#">Not Required</a>
<input type="checkbox"/>	<a href="#">ROOSEVELT INGRAM JR.</a>	CURRENT	02/18/2009	09/22/2008	0	<a href="#">View Items</a>	<a href="#">Request SRPE</a>
<input type="checkbox"/>	<a href="#">YVES B JACKSON</a>	CURRENT	11/05/2008	10/20/2008	68	<a href="#">View Items</a>	<a href="#">Not Required</a>
<input type="checkbox"/>	<a href="#">SABRINA JACOBS</a>	CURRENT	12/04/2008	09/16/2008	35	<a href="#">View Items</a>	<a href="#">Not Required</a>
<input type="checkbox"/>	<a href="#">RYAN S JOHNSON</a>	CURRENT	02/25/2009	02/24/2009	0	<a href="#">View Items</a>	<a href="#">Request SRPE</a>
<input type="checkbox"/>	<a href="#">JOHN T KELLY</a>	CURRENT	03/10/2009	10/20/2008	35	<a href="#">View Items</a>	<a href="#">Not Required</a>
<input type="checkbox"/>	<a href="#">POLLY A MERLO</a>	CURRENT	03/09/2009	10/01/2008	0	<a href="#">View Items</a>	<a href="#">Request SRPE</a>
<input type="checkbox"/>	<a href="#">PERCY G PARKER</a>	CURRENT	08/20/2008	09/04/2008	2	<a href="#">View Items</a>	<a href="#">Request SRPE</a>
<input type="checkbox"/>	<a href="#">JOSEPH M PELLEGRINO</a>	CURRENT	01/20/2009	10/20/2008	2	<a href="#">View Items</a>	<a href="#">Request SRPE</a>
<input type="checkbox"/>	<a href="#">TODD P PESICEK</a>	CURRENT	02/26/2009	02/10/2009	81	<a href="#">View Items</a>	<a href="#">Request SRPE</a>

**Add Employee(s)** **Remove Employee(s)** **View/Print Employee Plan(s)** **Total Employees: 11**

[Download All Employees to Excel](#)

= Click to Email Employee

**REVIEW** = Items Pending Supervisor Review



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



CAMP CAREER ACQUISITION MANAGEMENT PORTAL

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# Continuous Learning Points (CLPs)

## Continuous Learning Points (CLPs)

- ❖ Requirement of 80 CL points every two year cycle
- ❖ Goal of 40 CL points each year
- ❖ All AL&T Workforce members have the same CL cycle
- ❖ Guidelines for earning/awarding CL points, click on Continuous Learning Policy at <http://asc.army.mil>
- ❖ Discuss the option of prorating CLPs with your supervisor

# Army Acquisition Professional Development Systems

(AAPDS)

# Army Acquisition Professional Development System (AAPDS)

- Fully automated application and approval process
- Used to apply for USAASC training/educational opportunities
- Ease of initial application, processing SF-182's, and vouchers
- Located here: <https://rda.altess.army.mil/camp/>



Home Help Logout Return to CAPPMS

Please select the module that you would like to access:

- [Application Module](#) View AAPDS Events. Create/Edit/Review your applica
- [Student Module](#) View tuition, course history, and funding information.
- [Read Only View of Applications](#) Read only view of applications.

Click on Application Module to review announcements and apply for AAPDS Events

Click on Student Module to review your information

## Opportunities

- **Acquisition Education, Training and Experience (AETE)**
- **Acquisition Tuition Assistance Program (ATAP)**
- **Competitive Development Group/Army Acquisition Fellowship (CDG/AAF) Program**

# Acquisition Education, Training and Experience (AETE)

- **The Under SECDEF (AT&L) directed civilian acquisition professionals to participate in learning activities**
- **Additional requirements in addition to acquisition certification**
- **The AETE program provides programs to promote advanced education**
- **Additional information available at**  
<http://asc.army.mil/career/programs/default.cfm>

# Acquisition Education, Training and Experience (AETE) Opportunities

## ■ Educational

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

## ■ Training

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

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

## School Of Choice Program

- Provides civilians an opportunity to complete a degree during duty hours
- Automated application process - reviewed through a board process
- Must meet position certification requirement in order to apply
- Must have letter of acceptance from the school prior to application
- Grades will be tracked and a B is required
- Full time attendance is mandatory
  - 15 credit hours for Bachelors' Degree
  - 9 credit hours for Masters' Degree
- Degree must be completed within 18-24 months.

For additional information on School of Choice, review the policies and procedures located on the ASC homepage at <http://asc.army.mil/policies/PoliciesProcedures.cfm>

# Acquisition Tuition Assistance Program (ATAP)

- **Needs-Based program during off-duty hours**
- **Automated application process - reviewed through a board process**
- **Must meet position certification requirement in order to apply**
- **Funding limits are in place**
  - **Graduate - \$9,000 yearly, \$1,800 per course**
  - **Undergraduate - \$6,500 yearly, \$1,300 per course**
  - **\$150 for books per course**
- **Grades will be tracked**
  - **Graduate – grade of B required**
  - **Undergraduate – grade of C required**

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

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

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

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

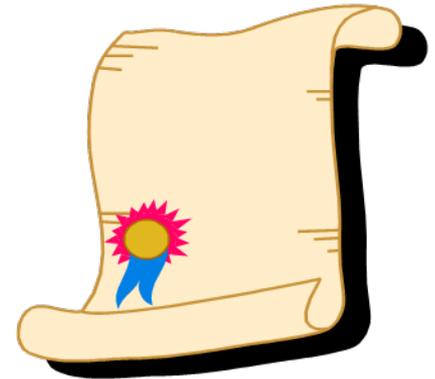
# Acquisition Certification and Certification Management System (CMS)

## Certification/AAC Membership

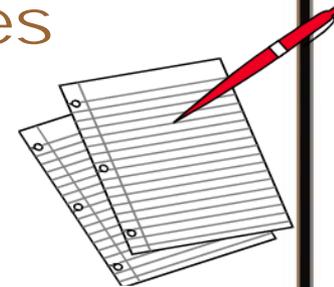
- **Basic three requirements:**
  - ✓ **Training**
  - ✓ **Education**
  - ✓ **Experience**

# Certification Requirements

- **Certification based on three criteria – training, education and experience**
- **Certification level guidelines:**
  - **Level I (Basic Level) – Grades 5-8**
  - **Level II (Intermediate Level) – Grades 9-12**
  - **Level III (Senior Level) – Grades 13 and above**
  - **Broadband Equivalents for GS ratings**
- **Employee must meet position certification within 24 months after being assigned to an acquisition position**
- **Online Application Process**

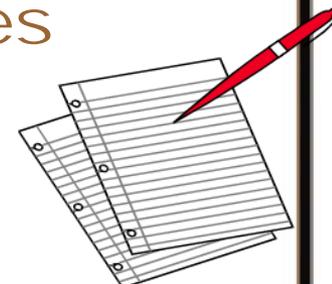


# Certification Policy and Procedures



- AL&T Workforce members must become certified in their primary career field and level for their current position before requesting certification in another career field.
- Up to one year of academic training or education in the individual's primary 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.
- AL&T workforce members Acquisition positions must be identified and coded in CAPPMS (Section IX) in order to meet the specialized experience required for each Acquisition Career Field.
- The system-generated certificate is the document of record for certification for the civilian Army Acquisition and Non-Acquisition Workforce.

# Certification Policy and Procedures



- Procedures for requesting certification is automated through Certification Management System (CMS)
- Appeal process is automated through CMS
- Non-Army Civilian Employees and Foreign Nationals are no longer allowed to request certification unless they have been tentatively offered a Critical Acquisition Position (CAP)
- Reciprocity from other DoD Services (Documentation must be submitted)

# Training Alternatives

## Fulfillment

- Enables AL&T Workforce Members to receive credit for mandatory DAU courses without actually taking the courses
- Prepare package addressing how competencies have been met (training, education, experience)
- E-mail or fax package to [usaasceasternregion@conus.army.mil](mailto:usaasceasternregion@conus.army.mil)
- Additional information <http://asc.army.mil/policies/PoliciesProcedures.cfm>

## Equivalency

- DAU partners with training providers that offer courses across all career fields involved in defense acquisition
- <http://www.dau.mil/learning/appg.aspx>

## Predecessor Courses

- DAU gives credit for predecessor courses listed in the Catalog
- <http://www.dau.mil/catalog/cat2009/chapter3.pdf>

# Certification Management System

- **Automated process for application and approval of Acquisition certification**
- **Located within CAMP (with ACRB, IDP, AAPDS)**
- **Benefits:**
  - Ease of submission
  - Applications are processed within 1-2 days
  - Supervisors will have one place to look to view all employee's position certification requirements and completion status
  - All DAU requirements built into the system
- **What to do to prepare:**
  - Ensure ACRB is up to date (Training, Education, and Experience)
  - Ensure resume is up to date and experience matches Section IX of ACRB

NOTICE:

All Career Acquisition Personnel and Position Management Information System (CAPP MIS) applications with the Career Acquisition Management Portal (CAMP) to include the Acquisition Career Record Brief (ACRB), Workforce Management (WFM), Army Acquisition...

CMS Options



Certification Management System

- Welcome to the Certification Management System (CMS)
Check your "Certification Status" below for information on your current certifications
To apply for a certification, click "Apply for Certifications" in the menu at the top, and follow the instructions to submit an application.

Apply

Print Certificates

Instructions

News

- Your password expires on 04/12/2008

Certification Status

Table with columns: Primary Career Field, Level 1, Level 2, Level 3. Row: PROGRAM MANAGEMENT, Completed: 05/28/2002, Completed: 12/11/2006, Career Field Requirement Met

CAMP CAREER ACQUISITION MANAGEMENT PORTAL

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# CMS Application Screen

## NOTICE:

Due to IAVA 2008-A-0035, TNOSC will be updating to a newer IOS version on all ASR's. CAMP Downtime has been scheduled for 21 June 2008, 2200-2300 in order to meet the IAVA suspense date of June 26, 2008. Please address all concerns and questions to our Customer Support Center/Service Desk, 540-731-3480 or toll free 800-981-3234.



### supporting the acquisition workforce



- HOME
- ACRB
- IDP
- IDP ADMIN
- SRPE
- CMS**
- REPORTS
- AAPDS
- WFM

- Main
- Apply for Certifications
- Print Certifications
- CMS Documents
- Certifying Official Module

### Available Certifications

- Select a Career Field -

- Select a Career Field -
- BUSINESS COST ESTIMATING AND FINANCIAL MGT CONTRACTING
- FACILITIES ENGINEERING
- INDUSTRIAL/CONTRACT PROPERTY MGT
- INFORMATION TECHNOLOGY
- LIFE CYCLE LOGISTICS
- PRODUCTION QUALITY AND MANUFACTURING
- PROGRAM MANAGEMENT
- PURCHASING
- SPRDE - PROGRAM SYSTEMS ENGINEER
- SPRDE - SCIENCE AND TECHNOLOGY MGR
- SPRDE - SYSTEMS ENGINEERING
- TEST AND EVALUATION

### Instructions

- To continue a saved application, click on the corresponding certification.
- To delete a saved application, click on the "Delete" link next to the corresponding certification.
- To apply for a new certification, select the desired certification from the drop down menus at the left and then click "Begin Application".

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

CAMP CAREER ACQUISITION MANAGEMENT PORTAL

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## 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
GINETTE A BRAZIEL	Acq WF-Civ	11/23/2005	LIFE CYCLE LOGISTICS - Level 3	Completed - 02/12/2005		<a href="#">View</a>
CARLTON E BROWN	Acq WF-Civ	01/04/2005	PROGRAM MANAGEMENT - Level 3	Completed - 02/21/2006		<a href="#">View</a>
JOHN A DAVIS	Acq WF-Civ	01/24/2005	PROGRAM MANAGEMENT - Level 3	Completed - 06/25/2007		<a href="#">View</a>
CECEILA R. DESHAZOR	Acq WF-Civ	10/01/2007	PROGRAM MANAGEMENT - Level 2	Deadline - 10/01/2009		<a href="#">View</a>
SCOTT M GREENE	Acq WF-Civ	12/27/2005	PROGRAM MANAGEMENT - Level 2	Completed - 02/22/2007		<a href="#">View</a>
ROOSEVELT INGRAM JR.	Acq WF-Civ	07/25/1997	PROGRAM MANAGEMENT - Level 2	Completed - 11/15/2004		<a href="#">View</a>
YVES B JACKSON	Acq WF-Civ	11/16/2006	PROGRAM MANAGEMENT - Level 2	Deadline - 11/16/2008		<a href="#">View</a>
SABRINA JACOBS	Acq WF-Civ	09/17/2007	PROGRAM MANAGEMENT - Level 2	Deadline - 09/17/2009		<a href="#">View</a>
CHRISTINE A JOLLEY	Acq WF-Civ	01/14/2001	PROGRAM MANAGEMENT - Level 2	Completed - 08/04/2006		<a href="#">View</a>
WILLIAM R JONES	Acq WF-Civ	10/01/2003	PROGRAM MANAGEMENT - Level 3	Completed - 02/27/2008		<a href="#">View</a>
JOHN T KELLY	Acq WF-Civ	05/03/2001	PROGRAM MANAGEMENT - Level 2	Completed - 12/11/2006		<a href="#">View</a>
VICTOR A KREPACKI	Acq WF-Civ	08/01/1999	PROGRAM MANAGEMENT - Level 3	Completed - 12/31/1994		<a href="#">View</a>
NORMA J MCKAYHAN	Acq WF-Civ	04/02/2007	PROGRAM MANAGEMENT - Level 3	Completed - 09/11/2002		<a href="#">View</a>
POLLY A MERLO	Acq WF-Civ	03/30/1997	PROGRAM MANAGEMENT - Level 2	Completed - 05/27/1998		<a href="#">View</a>
PERCY G PARKER	Acq WF-Civ	07/16/2007	LIFE CYCLE LOGISTICS - Level 3	Completed - 12/14/2007		<a href="#">View</a>
JOSEPH M PELLEGRINO	Acq WF-Civ	02/22/2006	PROGRAM MANAGEMENT - Level 3	Completed - 04/27/2007		<a href="#">View</a>
TODD P PESICEK	Acq WF-Civ	03/12/2008	BUSINESS COST ESTIMATING AND FINANCIAL MGT - Level 2	Completed - 04/11/2001		<a href="#">View</a>
HERMAN J ROBINSON	Acq WF-Civ	04/24/2007	PROGRAM MANAGEMENT - Level 3	Deadline - 04/24/2009		<a href="#">View</a>

**NOTE:**

# Senior Rater Potential Evaluation (SRPE)

# SRPE

- **Automated module within CAMP/CAPPMIS**
- **Required for GS-13's (and equivalent) and above applying for AAC Central Selection Boards, CDG/AAF, and AETE**
- **Used to evaluate potential for acquisition civilian employees**
- **Allows selection boards to equitably compare civilian potential with military potential (potential addressed on OER)**

# Army Acquisition Corps Membership

## The U.S. Army Acquisition Corps (AAC)

- **Subset of the Army Acquisition, Logistics & Technology Workforce**
- **Composed of civilian (GS-13/equivalent) and military (Major and above)**
- **Mandatory for all GS-14's/equivalent and above occupying CAPs/KLPs**
- **By law and regulation, specific requirements must be met to become a member of the AAC**
- **Two ways to become a member:**
  - **Submit application through Army Acquisition Corps Management System (AAC MS)**
  - **Transfer Corps Membership from another DoD component**

<http://asc.army.mil/career/membership.cfm>

## AAC Membership Requirements

- **TRAINING:** Level II certification in any Acquisition Career Field
- **EDUCATION:**
  - A baccalaureate degree and one of the following:
    - 24 semester credit hours in business related disciplines
    - 24 semester credit hours in Career field AND 12 semester credit hours in business related disciplines
  - Exceptions to education requirement – possess ten years of acquisition experience prior to Oct 1991
- **EXPERIENCE:** Four years of acquisition experience
- **SALARY:** Equivalent of a GS-13, Step 1 or current position requires Level III certification

NOTE: Selectee **MUST** be qualified for AAC Membership at time of selection and be accessed into the ACC prior to official placement in a CAP

# AAC MS Application Screen



supporting the acquisition workforce



### Welcome

- Welcome to the Army Acquisition Corps Management System.

### News

- Your password expires in 17 days



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



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# How to Apply for AAC Membership

CAMP CAPP MIS Feedback Logout



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

Main **Apply** AAC MS Documents Regional Reviewer

### Welcome

- Welcome to the Army Acquisition Corps Management System.

### News

- Your password expires in 17 days

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

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Click here to apply for AAC Membership

# How to Apply for AAC Membership

## Applicant Information

**Name:** INGRAM JR ROOSEVE  
**SSN:** XXX-XX-4312  
**Duty Title/Grade/Series:** ACQUISITION CAREER MANAGER, YA-02, 0301  
**Required APC/ACL:** PROGRAM MANAGEMENT Level 2  
**Work Phone:** 703-805-9434  
**Email:** [ROOSEVELT.INGRAM@US.ARMY.MIL](mailto:ROOSEVELT.INGRAM@US.ARMY.MIL)

## AAC Membership Application

### Required Education

One of the following is required:

- \* Baccalaureate degree at an accredited educational institution authorized to grant baccalaureate degrees, or
- \* On October 1, 1991, had at least 10 years of experience in acquisition positions in DoD or in comparable positions in other government agencies or the private sector

#### Achieved Degrees

High School Graduate or Equivalency

Status



[More Info](#)

#### Semester Hour Requirement

24 Semester Hours are required

You have not met this education requirement, please provide explanation below:

- 24 semester credit hours in business related disciplines from an accredited college or university (courses must be on transcript).
- 24 semester credit hours in current AAC Career Field AND 12 semester credit hours in business related disciplines. [More Info](#)
- Exception to education requirement - possess ten years of acquisition experience prior to 1 October 1991.
- I do not meet any of these options for the required 24 hours.

Status



[More Info](#)

Please upload your transcript in the space provided below: (required)

Please enter details of how you meet the 24 business hours requirement in the space provided below: (required)

### Required Experience

48 Months of Acquisition Experience are required

#### Achieved Experience

From	Organization	Location	Command	Duty Title	Series	Grade	APC	Sup	MO Exp	Status
02/18/2007	USA ACQ SPT CTR	FT BELVOIR	USAASC	ACQUISITION CAREER MANAGER	0301	YA-02	A	N	24	
09/10/2001	AAESA	ALEXANDRIA VA	USAASC	ACQUISITION CAREER MANAGER	0301	NH-03	A	N	65	
07/25/1997	CAMBER CORPS	FT BELVOIR VA		PROGRAM MANAGEMENT			A	N	49	
<b>Total Months of Acquisition Experience</b>										<b>138</b>

### Resume (required)

**B** *I* U

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# How to Apply for AAC Membership

One of the following is required:

- \* Baccalaureate degree at an accredited educational institution authorized to grant baccalaureate degrees, or
- \* On October 1, 1991, had at least 10 years of experience in acquisition positions in DoD or in comparable positions in other government agencies or the private sector

### Achieved Degrees

High School Graduate or Equivalency

### Semester Hour Requirement

24 Semester Hours are required

You have not met this educational requirement, please provide one of the following options:

- 24 semester credit hours in business related disciplines.
- 24 semester credit hours in current AAC Career Field AND 12 semester credit hours in business related disciplines. [More Info](#)
- Exception to education requirement - possess ten years of acquisition experience prior to 1 October 1991.
- I do not meet any of these options for the required 24 hours.

Please upload your transcript in the space provided below: (optional)

Browse...

[More Info](#)

Please enter details of how you meet the 24 business hours requirement in the space provided below: (optional)

I have 10 years of Acquisition experience prior to 1 October 1991. Resume attached.

### Required Experience

48 Months of Acquisition Experience are required

### Achieved Experience

From	Organization	Location	Command	Duty Title	Series	Grade	APC	Sup	MO Exp	Status
02/18/2007	USA ACQ SPT CTR	FT BELVOIR	USAASC	ACQUISITION CAREER MANAGER	0301	YA-02	A	N	24	
09/10/2001	AAESA	ALEXANDRIA VA	USAASC	ACQUISITION CAREER MANAGER	0301	NH-03	A	N	65	
07/25/1997	CAMBER CORPS	FT BELVOIR VA		PROGRAM MANAGEMENT			A	N	49	
<b>Total Months of Acquisition Experience</b>									<b>138</b>	

### Resume (required)

**B I U** [List Bullets] [Align Left] [Align Center] [Align Right] [Indent] [Outdent] [Undo] [Redo] [Print] [Save]

[Empty text area for resume content]

Select the exception to education option if you do not have a degree and possess 10 years of Acquisition experience prior to 1 October 1991.

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# How to Apply for AAC Membership

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One of the following is required  
\* Baccalaureate degree at an accredited educational institution authorized to grant baccalaureate degrees, or  
\* On October 1, 1991, had at least 10 years of experience in acquisition positions in DoD or in comparable positions in other government agencies or the private sector

### Achieved Degrees Status

High School Graduate or Equivalency ⚠ [More Info](#)

### Semester Hour Requirement Status

24 Semester Hours are required

You have not met this education requirement, please provide explanation below:

- 24 semester credit hours in business related disciplines from an accredited college or university (courses must be on transcript).
- 24 semester credit hours in current AAC Career Field AND 12 semester credit hours in business related disciplines. [More Info](#)
- Exception to education requirement - possess ten years of acquisition experience prior to 1 October 1991.
- I do not meet any of these options for the required 24 hours.

Please upload your transcript in the space provided below: (required)

⚠ [More Info](#)

Please enter details of how you meet the 24 business hours requirement in the space provided below: (required)

List Business Courses/Hours |

### Required Experience ✔

48 Months of Acquisition Experience are required

### Achieved Experience

From	To	Location	Employer	Duty Title	Total Hrs
				ACQUISITION CAREER MANA	
				ACQUISITION CAREER MANA	
				PROGRAM MANAGEMENT	
					Total Hrs

Click on 24 credit hrs or 24/12 credit hrs for semester hour requirements

Upload your transcripts and list completed business courses/hours need to apply AAC membership

### Resume (required)

**B I U** [List of icons]

# How to Apply for AAC Membership

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**Semester hour requirements**

24 Semester Hours are required. You have not met this education requirement.

- 24 semester credit hours in business related disciplines from an accredited college or university (courses must be on transcript).
- 24 semester credit hours in current AAC Career Field AND 12 semester credit hours in business related disciplines. [More Info](#)
- Exception to education requirement - possess ten years of acquisition experience prior to 1 October 1991.
- I do not meet any of these options for the required 24 hours.

Please upload your transcript in the space provided below: (optional)

Please enter details of how you meet the 24 business hours requirement in the space provided below: (optional)

status

 [More Info](#)

**Required Experience** ✓

48 Months of Acquisition Experience are required

Achieved Experience										Status
From	Organization	Location	Command	Duty Title	Series	Grade	APC	Sup	MO Exp	
02/18/2007	USA ACQ SPT CTR	FT BELVOIR	USAASC	ACQUISITION CAREER MANAGER	0301	YA-02	A	N	24	✓
09/10/2001	AESA	ALEXANDRIA VA	USAASC	ACQUISITION CAREER MANAGER	0301	NH-03	A	N	65	
07/25/1997	CAMBER CORPS	FT BELVOIR VA		PROGRAM MANAGEMENT			A	N	49	
<b>Total Months of Acquisition Experience</b>										138

**Resume (required)**

**B I U** [List Icon] [Text Icon] [Link Icon] [Cut Icon] [Copy Icon] [Paste Icon]

Attach resume and update Section IX of the ACRB to reflect all previous acquisition experience

Attach your resume here, it is required to apply for AAC Membership

**Validate ACRB**

[View ACRB](#)  I validate that my ACRB is up to date

**Validate Supervisor Information**

- EVANS THOMAS R, 703-805-1526, [THOMAS.EVANS1@US.ARMY.MIL](mailto:THOMAS.EVANS1@US.ARMY.MIL)
- Supervisor Information listed is incorrect

# How to Apply for AAC Membership

## Semester Hour Requirement

24 Semester Hours are required. You have not met this requirement.

- 24 semester credit hours in business related disciplines from an accredited college or university (courses must be on transcript).
- 24 semester credit hours in current AAC Career Field AND 12 semester credit hours in business related disciplines. [More Info](#)
- Exception to education requirement - possess ten years of acquisition experience prior to 1 October 1991.
- I do not meet any of these options for the required 24 hours.

Please upload your transcript in the space provided below: (optional)

Please enter details of how you meet the 24 business hours requirement in the space provided below: (optional)

Status

[More Info](#)

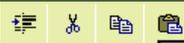
## Required Experience

48 Months of Acquisition Experience are required

### Achieved Experience

From	Organization	Location	Command	Duty Title	Series	Grade	APC	Sup	MO Exp	Status
02/18/2007	USA ACQ SPT CTR	FT BELVOIR	USAASC	ACQUISITION CAREER MANAGER	0301	YA-02	A	N	24	✓
09/10/2001	AAESA	ALEXANDRIA VA	USAASC	ACQUISITION CAREER MANAGER	0301	NH-03	A	N	65	
07/25/1997	CAMBER CORPS	FT BELVOIR VA		PROGRAM MANAGEMENT			A	N	49	
<b>Total Months of Acquisition Experience</b>									<b>138</b>	

## Resume (required)



Click to validate that the information listed on your ACRB is correct and up to date

Click to validate your supervisor's information

Click to submit your AAC membership Application

**Validate ACRB**

[View ACRB](#)  I validate that my ACRB is up to date

**Validate Supervisor Information**

EVANS THOMAS R, 703-805-1526, [THOMAS.EVANS1@US.ARMY.MIL](mailto:THOMAS.EVANS1@US.ARMY.MIL)

Supervisor Information listed is incorrect

# Print AAC Membership Documents

CAMP CAPP MIS Feedback Logout



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

Main Print Certificate AAC MS Documents Regional Reviewer

### Welcome

- Welcome to the Army Acquisition Corps Management System.

### News

- There is [1 unassigned application for the Eastern region](#) in the Regional Reviewer module.
- Your password expires on 05/08/2009

Click to print your AAC membership documents

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Computer User Text Links ATRRS/AITAS Video Help

# Print AAC Membership Documents



### AAC Member Certificates

- [Print your AAC Membership Acceptance Letter](#)
- [Print your AAC Membership Form 2587](#)  
Please retain this file as the official document of record.
- [Print your AAC Membership Certificate](#)

### Instructions

- NOTICE:** You must have Adobe Acrobat Reader version 7.0 or higher to properly download your AAC Membership certificate and approval letter. Please see your local helpdesk for assistance.

Security/Privacy System Requirements DOD Co

Click to print your AAC Membership Acceptance Letter

Click to print your AAC membership Certificate

Click to print your AAC Membership Form 2587

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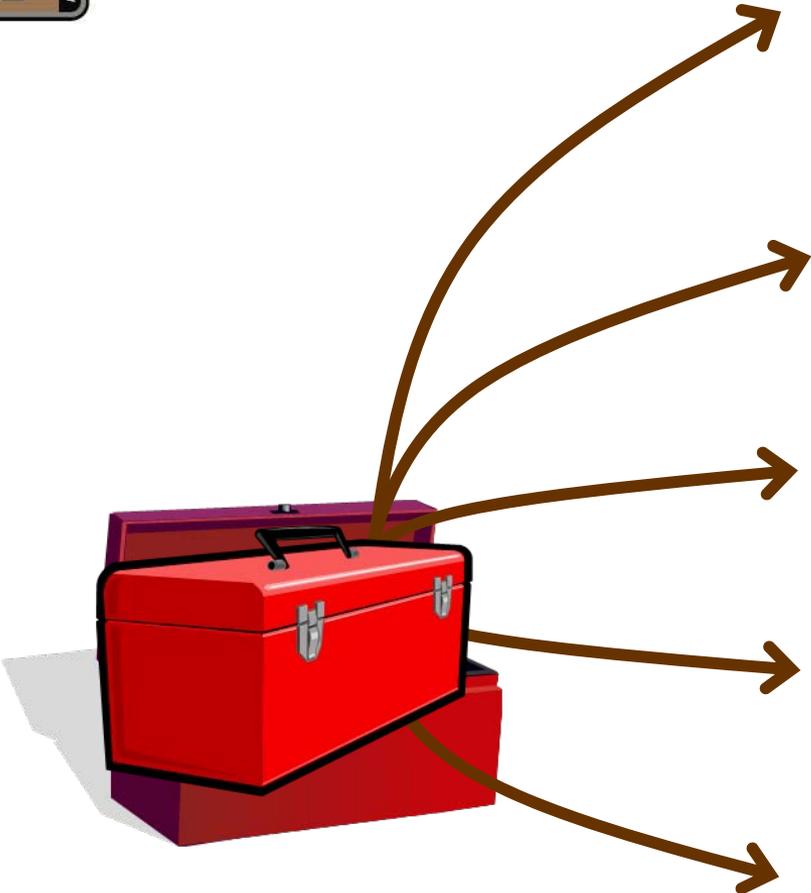
Internet Training Application  
System  
(AITAS)  
(Army Training Requirements  
& Resource System (ATRRS))

# ATRRS Internet Training Application System (AITAS)

## **Use to:**

- **Apply for DAU Courses**
- **Apply for Continuous Learning Modules**
- **Review status of application**
- **Create TDY Worksheet**
- **Answer questions using FAQ**

# Acquisition Career Management Toolkit



## Regional Customer Support Offices

- Regional Directors
- Regional Acquisition Career Managers (ACMs)
- Acquisition Career Management Advocates (ACMAs)
- Organizational Acquisition POCs (OAPs)

## Career Management Tools

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

## Career Management Publications

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

## Career Development Programs

- AETE/ATAP
- CDG
- Intern Career Programs CP-14
- Training With Industry

## On-Line Department

- Acquisition Support Center Website
- CAMP Website
- Regional Websites
- DAU Website

## Eastern Region Contact Information

- **Kim Gibbons - 703-805-1529; [kim.gibbons@us.army.mil](mailto:kim.gibbons@us.army.mil)**
- **Roosevelt Ingram - 703-805-9434; [roosevelt.ingram@us.army.mil](mailto:roosevelt.ingram@us.army.mil)**
- **Yves Jackson - 703-805-9432; [yves.jackson@us.army.mil](mailto:yves.jackson@us.army.mil)**
- **John Kelly - 703-805-9430; [john.t.kelly@us.army.mil](mailto:john.t.kelly@us.army.mil)**
- **Polly Merlo (APG) - 410-436-5531; [polly.merlo@us.army.mil](mailto:polly.merlo@us.army.mil)**
- **Regional Director – 703-805-1526; [thomas.evans1@us.army.mil](mailto:thomas.evans1@us.army.mil)**
- **DSN: 655 (Fort Belvoir); 584 (APG)**
- **Fax: 703-805-1530 (Fort Belvoir); 410-436-3884 (APG)**
- **E-mail: [usaasceasternregion@conus.army.mil](mailto:usaasceasternregion@conus.army.mil)**

## Useful Web Sites

- <http://asc.army.mil/default.cfm>: AAC/USAASC Home Page (includes news, publications, career development, workforce policy, organization information, contacts, links)
- <http://asc.army.mil/organization/eastern/default.cfm>: Eastern Region Home Page
- <https://rda.altess.army.mil/camp/>: CAPP/MIS/CAMP Website (includes ACRB, IDP, AITAS (ATTRS), AAPDS)
- <http://www.dau.mil>: Defense Acquisition University
- <http://asc.army.mil/policies/PoliciesProcedures.cfm>: Course Fulfillment Program information
- <http://cpol.army.mil>: Civilian Personnel Training

Questions?????