



# supporting the acquisition workforce



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After logging into CAPPMMIS, click  
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### ACRB (Acquisition Career Record Brief)

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ACRB is a one-page display of pertinent acquisition information. The ACRB is primarily designed for civilian members of Army Acquisition, Logistics and Technology (AL&T) Workforce. It contains your personal, position, assignment, training, education, awards and certification information. The ACRB Edits module allows Army civilians the ability to edit certain sections of their ACRB. Army Acquisition Reserve (AR) and National Guard Bureau (NGB) workforce members utilize the ACRB to reflect their acquisition qualification. Active Army Acquisition Officers official record is the Officer Record Brief (ORB).

### IDP (Individual Development Plan)

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The acquisition workforce member's vehicle to plan, coordinate and manage their continuing education and training over a five-year period. It serves as the primary communication method to allow employees to discuss, plan and gain approval from supervisors for their continuing training and education plans.

### IDP ADMIN (Individual Development Plan Administrator)

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Permits ACMs to access the employee and supervisor IDP screens to assist the workforce with using the IDP.

### SRPE (Senior Rater Potential Evaluation)

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SRPE system allows Senior Raters for the acquisition civilians to rate their leadership potential. Defense Acquisition Workforce Improvement Act (DAWIA) requires the best-qualified individuals, whether military or civilian to be selected for acquisition positions. By evaluating the potential of civilian employees, the SRPE provides a document that allows selection boards to more equitably compare a civilian candidate's leadership potential with that of a military candidate as documented on the senior rater section of their Officer Evaluation Report (OER).

### CMS (Certification Management System)

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Automated certification management system to replace the manual certification process for the acquisition workforce. Provides the capability to allow Workforce member to apply for a Defense Acquisition Workforce Improvement Act (DAWIA) certification and permit the designated certifying officials the ability to review applications online. It also provides Supervisors the ability to better manage their employee's certification compliance.

### REPORTS (Reports)

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Canned reports generated for ACMs and Organization Point of Contacts (OAPs). The reports encompass reviews of the current workforce and their achieved certifications, education standing and provide the status continuous learning points. The output format for the reports is Microsoft Excel.

### SYS ADMIN (System Administration)

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System Administration



supporting the acquisition workforce



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Home Planning History Supervisor IDP Documents **Tenure Agreement**

Logged in as:

Welcome

IDP Plan Last Updated: 01/27/

Current CL Cycle: 10/01/2014 - 09/30/2016 CLPs: 64

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

- Welcome to the Individual Development Plan module.

Then click on the Tenure Agreement link

Supervisor:

- Supervisor Email: [moniq](#)
- 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 CAPP MIS, please contact your [Acquisition Career Manager](#) with a transcript.

Objectives/Goals

Short Term Objectives (1-3 years):

Get Level Three certification in Program Management Get Level 2 certification in Contracting

Long Term Objectives (3-5 years):

Be selected for a weapon system Program Management position Be selected for an O-6 PM Position

Edit Objectives/Goals

Logged in as

Current Position Information

Name:	
Email Address:	
Phone:	
Command:	AE
UIC:	W27PAA
Organization:	HQ USAASC
Date Entered Current Position:	07/15/2014
Position Type:	5 - CAP, developmental position
Supervisor Name:	
Supervisor Email Address:	

Find the agreement to upload by clicking Browse

Tenure Agreement

➤ Tenure Agreement:  **Browse...** PDF, DOC, DOCX, TXT files only

Please upload a DD Form 2888 or DD Form 2889. Any other forms will be rejected.

Effective Date:

➤ Expiration Date:

➤ = required

File Explorer window showing Desktop contents. The file "DD Form 2888 - CAP Tenure Agreement" is selected and circled in red. The "Open" button at the bottom is also circled in red.

Name	Size	Item
DA ACF Certification Policy_20Aug2014	366 KB	Ad
<b>DD Form 2888 - CAP Tenure Agreement</b>	59 KB	Ad
DD Form 2889 - KLP Tenure Agreement	77 KB	Ad
FAQ Final 2013	77 KB	Mi
FSAFEDS_HC_Claim	181 KB	Ad
HELPDESK - Help Desk Request Form dotx	48 KB	Mi
Microsoft Office Access 2007	3 KB	Sh
Microsoft Office Excel 2007	3 KB	Sh
Microsoft Office Outlook 2007	3 KB	Sh
Microsoft Office PowerPoint 2007	3 KB	Sh

Web browser window showing a login page for ATRRS Internet Training. A red box contains the text: "Select the correct file, then click Open".

ATRRS Internet Training A...

Logged in as:

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**Tenure Agreement**

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### Current Position Information

Name:	
Email Address:	
Phone:	
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Organization:	HQ USAASC
Date Entered Current Position:	07/15/2014
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Supervisor Name:	
Supervisor Email Address:	

The file will appear in the box below.

### Tenure Agreement

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Please upload a DD Form 2888 or DD Form 2889. Any other forms will be rejected.

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Ensure the effective and expiration dates are correct.

➤ = required

Then click Submit Tenure Agreement

