ASC

ACQUISITION SUPPORT CENTER

ARMY ACQUISITION CORPS CAREER MANAGEMENT

HANDBOOK

2003

The Honorable E.C. "Pete" Aldridge, Jr., Under Secretary of Defense for Acquisition, Technology and Logistics, established five goals to guide the acquisition community in achieving excellence. Among these is the goal to revitalize the quality and morale of the DOD Acquisition, Technology and Logistics workforce.

An important mission for this organization is to actively support the Under Secretary's goal by ensuring the acquisition workforce receives the highest quality education and leadership training. Over the years, we have developed numerous career development programs to build a pool of competent and qualified acquisition leaders who have a broad acquisition perspective and can handle a wide range of responsibilities. We have continued to revise and add to our career development programs as you will see as you review the many opportunities addressed in the "Career Development Opportunities" section of the Handbook.

In addition to providing opportunities for developing a quality workforce, it is important for morale that we clearly outline the unique requirements for members of the workforce and provide information that will allow them to plan their careers and meet their goals. This Handbook is designed to inform new workforce members and to act as a reference guide for the more seasoned.

The Acquisition community makes a significant investment in our Nation's security by developing the systems and equipment that enable transformation and homeland security. A highly competent workforce is essential to the continued support of our soldiers' needs now and throughout the 21st Century.

MARY FULLER
Colonel, SC
Director
Acquisition Support Center

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ARMY ACQUISITION CORPS OVERVIEW

Background/Mission/Vision

On October 13, 1989, the Army Chief of Staff approved creation of the Army Acquisition Corps (AAC). At that time, the Secretary of the Army emphasized that the Army would intensively manage acquisition specialists to create a dedicated corps of both military and civilian acquisition leaders. The AAC received legitimacy in law with the November 1990 passage of the Defense Acquisition Workforce Improvement Act (DAWIA). This law mandated the establishment of an Acquisition Corps in each of the Services and at least one corps for DOD agencies. DAWIA was enacted to improve the management, quality, and professionalism of the Acquisition, Logistics & Technology Workforce (AL&TWF). DAWIA can be accessed through the Web site of the Office of the Under Secretary of Defense for Acquisition, Technology and Logistics (USD[AT&L]) at http://www.acq.osd.mil.

The Army Acquisition Executive (AAE) has responsibility and authority for the career development of all Army acquisition professionals. The Director for Acquisition Career Management (DACM) and the Deputy Director for Acquisition Career Management (DDACM) assist the AAE in carrying out his responsibilities. The DACM and DDACM are responsible for providing professional development opportunities for the Acquisition workforce. They are responsible for establishing the policies and procedures that train, educate, and develop the workforce member.

The Army Acquisition Corps Mission:

Support Soldiers by continually improving our Army's combat capability and by developing the critical systems and services that enable our Army to meet its non-negotiable contract to fight and win our Nation's wars.

The Army Acquisition Corps Vision:

The premier developer of a strategically responsive force armed with the combat capabilities to dominate across the full spectrum of operations.

This vision is the AAC's commitment to the warfighter. The AAC will provide these vital services to soldiers by developing innovative leaders who can provide the best solutions for an agile, versatile, and lethal Army in the field. Our success depends on the whole team—our soldiers, both active and reserve, civilians, and contractor support.

To further define how the AAC will achieve this vision, two key objectives have been established:

- To develop a highly competent Acquisition & Technology Workforce responsive to current and future needs of the Army.

A highly competent workforce supports the warfighter's materiel needs through customer-focused development, integration, acquisition, fielding, and sustainment now and in the future. This involves building an AL&TWF that influences the acquisition process through innovative and broad-spectrum planning and programming, and ensures that the products of that process meet customer needs.

- To provide a clearly-defined environment that supports and encourages career progression and leader development at all levels.

An environment that supports and encourages career progression and leader development is essential to ensure that the acquisition community has access to a steady state of military and civilian leaders. This involves the establishment of a clearly defined culture that recognizes and rewards performance, excellence, and commitment—an environment in which the most capable are challenged with the toughest jobs.

U.S. Army Acquisition Workforce Campaign Plan

The DACM's strategic initiatives for supporting the Army's Transformation are found in the U.S. Army Acquisition Workforce Campaign Plan on the ASC homepage, http://asc.rdaisa.army.mil/. The initiatives outlined in this plan will ensure that our workforce is sized and trained properly and equipped with the right tools to support Transformation.

Composition

Military and Civilian. The AL&TWF is made up of civilian and military professionals who work throughout the life cycle of a system; i.e., "cradle to grave." Civilian members of the AL&TWF participate in 11 of 12 Acquisition Career Fields (ACFs). Military officers are managed by Areas Of Concentration (AOC) that directly correspond to five of these career fields. This includes the Army Reserve (AR) and Army National Guard (ARNG) workforce members.

Acquisition Career Field (ACF)	ACF Code	Army Participation	Areas of Concentration	
			Description	Code
Life cycle Logistics	L	X		
Business Cost Estimating and Financial Management	K	X		
Information Technology	R	X	Information Technology	51R
Contracting (Including Construction)	C	X	Contracting and Industrial Management	51C
Industrial/Contract Property Management	D	X		
Production, Quality and Manufacturing	H	X		
Program Management	A	X	Systems Development	51A
Purchasing and Procurement Technology	E	X		
Systems Planning, Research Development, and Engineering – Science and Technology Managers	S/I	X	Research and Engineering	51S
Test and Evalution	T	X	Test and Evalution	51T
Facilities Engineering	F			

The following paragraphs provide additional information on enlisted, AR and ARNG workforce membership.

Enlisted AL&TWF Members. In 1998, the AAC took on the initiative to access enlisted soldiers into the AL&TWF to supplement the contracting field. At this time, their primary support is in contingency contracting. Enlisted soldiers in the rank of staff sergeant through sergeant major assigned to operational units as supply specialists, technicians, or operations sergeants are often detailed as purchasing agents during the planning and execution of contingency operations. In some cases, the Additional Skill Identifier (ASI) of G1 (contracting agent) may be awarded to qualified individuals.

Enlisted soldier duties include assisting in the planning and execution of purchasing/contracting activities for post, camp, station, and contingency missions. Other duties may include purchasing, renting, or leasing supplies and equipment through either formal open market or competitive bid procedures. The primary objective is providing the rapid delivery of goods and services in direct support of operational requirements. These individuals possess the knowledge and understanding of commercial supply sources, as well as common business practices for roles, prices, discounts, deliveries, stocks, and shipments.

All service members desiring information on how to enroll enlisted soldiers in the Acquisition program should forward correspondence to:

Acquisition Support Center
Attention: Army Acquisition Enlisted Proponent Officer
9900 Belvoir Road, Bldg. 201, Suite 101, Mail Stop 5567
Fort Belvoir, VA 22060-5567

See the Organization/POC section of the ASC homepage for the name and contact information of the current Enlisted Proponency Officer.

Frequently asked questions and answers on enlisted acquisition workforce membership may be found at the end of this section.

The Army National Guard (ARNG) AL&TWF. The ARNG participates in selected Acquisition activities and career fields, both in support of ARNG functions and as a component of the Army. Generally, ARNG Acquisition activities have been conducted at the state level, usually under the auspices of the senior federal property and fiscal comptroller for that state, the U.S. Property Fiscal Office (USPFO). These personnel perform contracting and purchasing duties. Over time, however, the ARNG has become more involved with Acquisition across the full spectrum of its career fields and is now a full player that provides applicants for PM selection.

Formalizing this arrangement in June 1996, the Director of the Army National Guard (DARNG) signed a formal agreement with the ASA (AL&T) to "participate fully" in the AL&TWF. The ARNG Acquisition Workforce thus created consists of two categories of workforce members.

The first is federally controlled and is composed of military (Title 10 AGR program) and civilian workers. These generally are assigned at the National Guard Bureau (NGB) or at the Army National Guard Readiness Center (ARNGRC) both located in Arlington, VA. Others are assigned to field agencies, including Department of the Army Staff, Army MACOM, and various PEO and PM offices.

The second is state controlled, and is composed of military (T32 AGR program and M-Day), civilian, and dual-status federally excepted technicians. These workforce members are generally assigned at state area command (STARC) headquarters or USPFO agencies such as, but not limited to, Purchasing and Contracting staffs, DOIM, or Facility Management divisions. Others are assigned to TDA or MTOE units, generally as Contingency Contracting officers. For Acquisition-specific issues, the ARNG Acquisition Career Management Branch (ACMB) in Arlington, VA, serves all these categories of personnel.

ARNG military, civilian and federal technician personnel are served by:

ARNG Acquisition Career Management Branch
ARNGRC, ATTN: NGB-ARL-Q
111 South George Mason Drive
Arlington, VA 22204

Activities desiring to enroll ARNG NCOs in the AL&TWF should forward their correspondence through the Military Personnel Office (MILPO) of the individual's state, with a copy furnished to the ARNG ACMB.

Army Reserve (AR). In December 1999, the Chief, Army Reserve approved establishment of the Army Reserve Acquisition Corps to support the Army's need for trained and motivated USAR soldiers to work in key acquisition positions throughout the Army. The Army Reserve's entry into the Army Acquisition Corps emphasizes the continued integration of the Reserve with the Active Army.

The Acquisition Personnel Management Division (APMD), located at the U.S. Army Reserve Personnel Command (AR-PERSCOM) in St. Louis, MO, supports the career management, personnel management, training coordination, and certification for all AR members and serves as a central point of contact for all AR Acquisition Corps personnel management issues. The APMD is responsible for the Human Resource management of all AR AL&TWF members and the grooming and movement of reserve officers in other related functional areas into the AR AL&TWF. Reserve Officers can dual track; therefore, they are still eligible for basic branch or other functional area assignments. ACMs located in APMD serve as the reservist's centralized point of contact for all acquisition schooling, position assignments, ACF certifications and Project/Product Manager and Acquisition Command Selection Board issues. Click on the Organization/POC button on the ASC homepage for contact information: http://asc.rdaisa.army.mil/.

The Acquisition and Technology Workforce Identification Methodology

The refined Packard methodology for identifying the Acquisition, Logistics, and Technology Workforce (AL&TWF) was approved by the Under Secretary of Defense for Acquisition, Technology, and Logistics (USD(AT&L)) on May 13, 1999.

Army guidance is that the refined Packard has no impact on the current Army policy for identifying military acquisition positions and accessing military workforce members into the AL&TWF. The military acquisition corps has a maximum accession apportioned with each respective year group based on the overall strength of that respective year group. Each year group is further broken down to component branch level; each branch's requirement is based on that respective branch strength compared to the overall Army's strength for that year group. The acquisition corps is a voluntary board action from the time an officer is functionally area designated to career field designation.

The refined Packard methodology for identifying the civilian workforce using organizational and occupational data follows.

- All occupations listed in Category I are counted across all DOD organizations. These occupations are presumed to be acquisition-related regardless of where they are located in the Department.

Series

0246 Contractor Industrial Relations
0340 Program Management
1102 Contracting
1103 Industrial Property
1105 Purchasing
1150 Industrial Specialist

- All occupations listed in Category IIA are counted whenever they are located in one of the following acquisition-related organizations:

  Corps of Engineers
  Space and Missile Defense Command
  Acquisition Support Center
  Army Materiel Command
  Office, Assistant Secretary of the Army (Acquisition, Logistics & Technology)
  Medical Research & Materiel Command
  U.S. Army Cost & Economic Analysis Center

Series

0150	Geography
0180	Psychology
0301	Misc Admin/Mgmt
0343	Mgmt/Program Analysis
0346	Logistics Mgmt
0391	Telecommunications
0392	Communications Spec
0413	Physiology
0501	Financial Administration
0505	Financial Management
0510	Accounting
0510	Budget Analyst
0801	General Engineer
0803	Safety Engineering
0804	Fire Prevention
0806	Materials Engineering
0808	Architecture
0810	Civil Engineering
0818	Engineering Drafting
0819	Environmental Engineering
0830	Mechanical Engineering
0840	Nuclear Engineering
0850	Electrical Engineering
0854	Computer Engineering
0855	Electronics Engineering
0858	Biomedical Engineering
0861	Aerospace Engineering
0873	Ship Surveying
0893	Chemical Engineering
0896	Industrial Engineering
1101	Gen Business and Industry
1104	Property Disposal
1130	Public Utilities Series
1152	Production Control Series
1301	General Physical Science
1310	Physics Series
1313	Geophysics Series

1315 Hydrology Series
1320 Chemist
1321 Metallurgy Series
1350 Geology Series
1360 Oceanography
1370 Cartography
1515 Operations Research
1520 Mathematics
1529 Mathematical Statistician
1530 Statistician
1550 Computer Science
1910 Quality Assurance
2003 Supply Program Management
2150 Transportation Operations
2210 Information Technology

- All occupations listed in Category IIB, such as biological science and microbiology, are counted when they are located in one of the following science and technology related organizations:

  Army Research Institute
  Army Research Lab
  Army Research Office

Series

0180 Psychology
0401 General Biological Science
0403 Microbiology
0413 Physiology Series
0801 General Engineering
0803 Safety Engineering
0806 Materials Engineering
0810 Civil Engineering
0819 Environmental Engineering
0830 Mechanical Engineering
0850 Electrical Engineering
0854 Computer Engineering
0855 Electronic Engineering
0861 Aerospace Engineering
0892 Ceramic Engineering
0893 Chemical Engineering
0896 Industrial Engineering
1301 General Physical Science
1310 Physics
1313 Geophysics
1321 Metallurgy
1330 Space Science
1340 Meteorology
1515 Operations Research
1520 Mathematics

1529 Mathematical Statistician
1530 Statistician
1550 Computer Science

The following are additional occupations counted when located in one of the above Category IIB Science and Technology Organizations.

0301 Misc Admin and Program
0343 Mgmt/Prog Analysis
0346 Logistics Management
0391 Telecommunication
0501 Financial Management
0510 Accounting
0560 Budget Analysis
05xx Other financial management
1101 General Business & Industry
1152 Production Control
1910 Quality Assurance
2003 Supply Program Management
2210 Information Technology

Category III adds flexibility to the model by allowing components to add or delete personnel to improve the accuracy of the count. For example, DAWIA positions not counted under Category I or II can be added under this category. Conversely, positions falling in Category II that are determined not to be acquisition may be deleted.

Acquisition Career Field (ACF) Descriptions

The following is a brief description of the types of positions and acquisition duties for each ACF. A listing of the occupational series codes (job series) that frequently include these acquisition duties follows each description. The military areas of concentration are also included. See Chapter 47, DA PAM 600-3, for additional information on military career fields.

- *Life Cycle Logistics (L).* Life cycle logisticians are responsible for the planning, development, implementation, and management of a comprehensive, affordable, and effective systems support strategy. Under Total Life Cycle System Management (TLCSM), life cycle logisticians have a principal role during the acquisition and operational phases of the weapon or materiel system life cycle. They assemble and lead a cross functional team of subject matter experts to ensure that supportability requirements are addressed comprehensively and consistently with cost, performance, and schedule during the life cycle. They plan and develop affordable, effective support strategies to meet goals for operational effectiveness, optimum readiness, and to facilitate iterative technology enhancements during the weapon system life cycle. Life cycle logisticians plan, develop and implement Performance-Based Logistics initiatives as the preferred approach to systems support. Examples of these initiatives include: managing performance agreements, integrating support strategies, and employing diagnostics, prognostics, and logistics chain management approaches to achieve operational effectiveness and system affordability. They perform an integral role in the system engineering process, advising and consulting with a broad spectrum of acquisition personnel to ensure that supportability

considerations are implemented during the design and sustainment of a weapon system. Life cycle logisticians support the Program Manager (PM) in negotiating performance agreements and ensure the integration of all support elements to achieve affordability, deployability, supportability, and mobility of the weapon system throughout the program life cycle. They can work directly in a PM Office, in support of the PM, or in other supporting logistics activity offices. Life cycle logisticians' responsibilities include: supportability requirement generation; supportability planning, analyses and tradeoffs; fielding of logistics support elements; and performance of supply, maintenance, transportation, sustaining engineering, data management, interoperability, configuration management, manpower, training, safety, health, security, environmental, and disposal functions in support of life cycle management. These processes are addressed in the DOD 5000-series of regulations. Civilian occupational series include 0346 (logistics management), 08XX, 1515 (operations research analyst), and others.

- *Business, Cost Estimating and Financial Management (K).* Individuals in this ACF are responsible for financial planning, formulating financial programs, and administering budgets. They are also responsible for the expenditure, obligations, and accountability of funds; cost and schedule performance management of contractors; and cost estimating. Additional duties include advising or assisting commanders and program managers and providing other direct support of the defense acquisition process. This career field includes various disciplines that are divided into two tracks for career planning purposes: Business Financial Management and Cost Estimating. Civilian occupational series include 0110, 0301, 0343 (program analyst), 0501, 0510 (accountant), 0560 (budget analyst), 08XX, 1101, 1515 (operations research), 1520 (mathematics), and 1530 (statistician).

- *Information Technology (R).* This career field includes Computer Systems Analysts, Information Management Specialists, Telecommunications Managers, Software/Automation Specialists, and Computer Engineers. All directly support the acquisition of automated information systems and interconnecting components (to include hardware, software, and firmware products) used to create, record, produce, store, retrieve, process, transmit, disseminate, present, or display data or information. This includes computer ancillary equipment, software, telecommunications, and other related services. Individuals in this ACF identify requirements, write and/or review specifications, identify costs, obtain resources (manpower, funding, and training), test, evaluate, plan, obtain, and manage life cycle support (operations, maintenance, and replacement). An acquisition position is defined by those duties accomplished under the authority of the DOD 5000 series. Individuals in this ACF provide primary support for major automated information systems (AISs), new or existing AIS modifications, or provide primary support for an Army Major Automated Information System Review Council. Civilian occupational series include 0301 (miscellaneous administration/management), 2210 (information technology), 0343 (program analyst), 0391 (telecommunications), 0801 (general engineer), 0854 (computer engineer), 0855 (electronics engineer), 1101, 1515 (operations research), and 1550 (computer science). The military AOC code is 51R.

- *Contracting (C).* This career field includes the positions of Contract Negotiator, Contract Specialist, Contract Termination Specialist, Contract Administrator, Procurement Analyst, Administrative Contracting Officer, Contract Price and/or Cost Analyst, Contracting Officer, and Termination Contracting Officer.

Individuals in this career field develop, manage, supervise, and oversee policies and procedures involving the procurement of supplies and services; construction, research, and development; acquisition planning; cost and price analysis; selection and solicitation of sources; and preparation, negotiation, and award of contracts through sealed bidding or negotiation contracts. This career field requires knowledge of the legislation, policies, regulations, and methods used in contracting; as well as knowledge of business and industry practices; sources of supply; cost factors; cost and price analysis techniques; and general requirements characteristics. Series include: 1101, 1102, 1103, and 1150. The military AOC code is 51C.

- *Industrial/Contract Property Management (D).* This career field includes Industrial Property Management Specialists, Property Administrators, Industrial Plant Clearance Specialists, Plant Clearance Officers, and Contract and Industrial Specialists (if assigned property management responsibilities). Individuals in this career field include personnel who perform, manage, supervise, or develop policies and procedures for professional work. It may involve the acquisition, control, management, use, and disposition of government-owned property used by contractors to support future contractual requirements. Responsibilities include providing guidance, counsel, and direction to government and contractor managers and technicians relating to regulatory and contractual requirements for managing government property; participating in pre-award surveys and post-award reviews; reviewing contracts assigned for property administration; evaluating a contractor's property management system and approving the system or recommending disapproval; and developing and applying property systems analysis programs to assess the effectiveness of contractors' government property management systems. These functions are normally performed by property administrators as part of the contract administration office team and as required by Parts 42.3, 45, and 245 of the Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation (DFAR). Plant Clearance Officers are responsible for performing the duties necessary to dispose of excess and surplus contractor inventory in accordance with Part 45.6 of the FAR and Part 245.6 of the DFAR. Civilian occupational series 1103 (Property Administration and Plant Clearance) is always included in the Industrial Property Management career field regardless of organization. The GS-1102 and GS-1150 series, and others that are performing industrial and/or contract property management as a primary job function, must meet the education and training standards for that ACF in addition to their own career field.

- *Production, Quality and Manufacturing (H).* Acquisition-related manufacturing and production career field duties vary greatly in managerial, administrative, and technical content. Acquisition-related contractor and manufacturing and production duties usually involve program management or monitoring the manufacturing and production efforts of private sector contractors. Civilian occupational series include 0301, 08XX, and 1150. The Quality Assurance Specialist manages quality assurance activities to establish quality standards and controls; develops and executes plans that focus on quality of design, quality of performance, and fitness for use; integrates quality plans into the system engineering process; develops policies, procedures, test provisions, and quality requirements in specifications, standards, and solicitations; and evaluates quality assurance during acquisition processes as design reviews, functional and configuration audits, production readiness reviews, and milestone reviews. Civilian occupational series include 0018, 0028, 0414, 0660, 08XX, 13XX, 15XX, and 1910.

- *Program Management (A).* This career field includes, but is not limited to, Program Managers, Deputy Program Managers, or Program Executive Officer (PEO) positions. Other examples include staff positions such as Program Analyst or Program Integrator. Responsibilities may be broad or focused and may be line or staff in nature. This career field does not cover positions associated with other programs such as communications, computer, or basic research programs. Civilian occupational series include 0301, 0340, 0343, 0391, 0560, 08XX, 1101, 13XX, and 1515. The military AOC code is 51A.

- *Purchasing and Procurement Technician (E).* Individuals in this career field are typically Purchasing Agents or Supervisory Purchasing Agents who work at the GS-05 to GS-09 level. This career field requires the individual to purchase, rent, or lease supplies, services, and equipment through either formal open-market methods or competitive bid procedure. The primary objective of the work is the rapid delivery of goods and services in direct support of common business practices for discounts, deliveries, stocks, and shipments. This career field has a lower grade structure and does not include AAC positions. Civilian occupational series includes 1105.

- *Systems Planning, Research, Development and Engineering – Systems Engineering (S).* Personnel in this career field are usually engineers and scientists with experience in performing systems planning, research, and development; and/or others with degrees in engineering, chemistry, physics, operations research, mathematics, or computer science fields who directly support acquisition programs, projects, or activities. These positions require the individual to plan, organize, monitor, oversee, and/or perform engineering activities that relate to the design, development, fabrication, installation, modification, or analysis of systems or system components. Duties may require identification, establishment, and organization or implementation of acquisition engineering objectives and policies or establishment of specifications. Job titles include Systems Engineer, Project Officer, Project Engineer, Scientist, Program Management Engineer, Supervising Project Engineer, Computer Specialist, Operations Research Analyst, Software Engineer, Technical Director, Systems Integration Engineer, Engineering Research Psychologist, and Project Leader. Civilian occupational series include 0180, 04XX, 08XX, 13XX, and 15XX. The military AOC code is 51S.

- *Systems Planning, Reserach and Development and Engineering – Science and Technology Manager (S&T)(I).* S&T Managers is a track under SPRDE. S&T Managers are typically scientists and engineers involved in the Concept and Technology Development Phase and/or the System Development and Demonstration Phase of the Defense Acquisition Process. Primary Duties: 1) Develop overall program goals for S&T funds; 2) Acquire the services of scientists, engineers and technical support personnel, experts in their fields, to perform science and technology research for DOD; 3) Provide funds and oversee S&T performers including universities, industry, and federal government organizations; and 4) Interface with the technology customer(s) to expedite the transition of technology to the user.

- *Test and Evaluation (T).* Individuals who work in this field are usually engineers, scientists, operations researchers, computer scientists and other degree-holding technical personnel who perform test and evaluation tasks in support of acquisition. It includes managers and technical specialists in engineering, physics, operations research, mathematics, and computer science fields who are responsible for

planning, monitoring, conducting, and evaluating tests of prototype, new or modified weapon systems equipment or materiel. These individuals also analyze, assess, and evaluate test data and results; prepare assessments of test data and results; and write reports of findings. Civilian occupational series include 08XX, 13XX, and 15XX. The military AOC code is 51T.

- *Facilities Engineering (F).* Life cycle management of DOD installations, facilities, civil works projects, airfields, roadways, and ocean facilities. Duties include all facets of facilities engineering from planning through disposal, including design, construction, environmental management, base operations and support, housing, real estate, and real property maintenance. Duties may require identification, establishment, organization, or implementation of defense acquisition engineering objectives and policies, or establishing of specifications. Additional duties include advising or assisting Commanders, and acting as or advising program managers and other officials as necessary in executing all aspects of their responsibilities for facility management and the mitigation/elimination of environmental impact in direct support of the defense acquisition process. Engineers, scientists, and other professionals usually accomplish these duties. Duties also include oversight and quality management duties that technicians perform.

Differentiating Between the AL&TWF and the AAC

AL&TWF. Everyone assigned to an Army acquisition position is considered part of the AL&TWF. While civilians may compete for assignment to an acquisition position, military officers must apply and be selected for accession into the AAC prior to being placed into an acquisition position.

AAC. The AAC is a subset of the AL&TWF. AAC status is required for all individuals who occupy a critical acquisition position. To be an AAC member, you must meet established DAWIA, DOD, and Army requirements. Once selected for the AAC, members are considered part of the AAC regardless of whether they are currently assigned to an acquisition position. Policy dictates that military officers, once accessed, are assigned only to acquisition positions.

Critical Acquisition Positions

Critical Acquisition Positions (CAPs) are senior-level acquisition positions at the grade of GS-14/equivalent DOD Civilian Acquisition Workforce Personnel Demonstration Project broadband and LTC and above. These positions may only be filled by a member of the AAC. (All GS-14/equivalent DOD Civilian Acquisition Workforce Personnel Demonstration Project broadband positions meeting the refined Packard definition are CAPs. Only the DACM has the authority to remove the position from acquisition.) The DOD Civilian Acquisition Workforce Personnel Demonstration Project broadband equivalencies are found at the end of this section on page 22.

Frequently Asked Questions on NCOs in the AL&TWF

Who is the Proponent for NCOs in the Acquisition Workforce ?

CW2 Cevilla Mosby (current proponent): cevilla.mosby@us.army.mil

Who is the asssignment manager?

MSG Terry Graves: terry.graves@us.army.mil

What field of Acquisition is open to NCOs?

Contracting field (with specifics in contingency contracting).

What responsibilities are given to NCOs in contracting?

They are given the same responsibilities as our Contracting Officers and civilians.

Does the Army have a separate MOS for NCOs in the Acquisition Workforce?

No, currently the NCOs are awarded an additional skill identifier (ASI).

What is the identifier called?

ASI G1 Contract Agent.

Who is eligible to receive the ASI G1?

Individuals in the Quarter Master (QM) career field with a primary or secondary MOS of 92A Logistician or 92Y Supply Sergeants.

How do I get an assignment in the contracting field?

Contact your branch manager and forward a DA Form 4187 stating request for favorable consideration for contracting duties with the Acquisition Corps. See an additional example of how to apply by visiting the NCO Program on the ASC Web site at http://asc.rdaisa.army.mil. Click on Application.

How many career fields are in the Acquisition Corps?

There are 12, but ASI G1 only participates in one.

What courses are required to obtain the ASI?

CON 101 Basics of Contracting
CON 104 Principles of Contract Pricing
CON 234 Contingency Contracting.

What is the warrant authority for NCOs?

Supporting Exercises-100K
Supporting Contingency Operations-200K

What other courses are available in the contracting field?

CON 100 Shaping Smart Business Arrangements
CON 202 Intermediate Contracting
CON 204 Intermediate Contract Pricing
CON 210 Government Contract Law
CON 237 Simplified Acquisition Procedures
CON 301 Executive Contracting
CON 333 Management for Contracting Supervisors.
(Note these courses are available to NCOs depending on availability and on an as needed basis; See DAU catalog for course prerequisites.)

Where are these courses taught?

They are taught at various military sites throughout the world. However, the primary locations for NCOs are:

- Huntsville, AL
- Wright Patterson AFB Ohio
- Ft Lee, VA
- Kaiserslauten Germany

Are these courses available on the Web?

ACQ 101 and CON 101 are available on the Web and are highly recommended.
CON 104 is hybrid. All other courses are resident.

Can the courses be fulfilled through other means?

Yes, DAU has acknowledged acceptance of equivalent courses and personal experience (see DAU catalog).

Does the Acquisition Corps provide the funding for the residence courses?

Yes, provided the individual has been identified for contracting duties by the Acquisition Corps proponent office.

How do I get enrolled to take the residence courses?

Once you have been notified of your identification as a candidate for contracting duties, contact MSG Graves via email (terry. graves@us.army.mil) and provide the following:
Name
Rank
Grade
MOS
Unit phone
Unit address
Unit fax
Home phone
Home address
Email
Supervisor name/phone/email
This personal data will be used to add individual personal you to the Acquisition Corps Database.

How do NCOs get the ASI?

The ASI is awarded on completion of the above listed residence courses. The individual should submit a DA Form 4187 with copies of course completion certificates to:

Director
Acquisition Support Center
9900 Belvoir Road
Building 201, Sutie 101, Mail Stop 5567
Fort Belvoir, VA 22060-5567

Faxed requests are acceptable at (703) 325-6636.

Does the PAC/PSB do a SIDPERS transaction?

No, the ASI is top loaded on EDAS after approval by the, DDACM.

How long does it take to get the ASI awarded?

Current processing time 5 to 10 business days.

How long can I work in the contracting field?

Coordination has been made for NCOs being awarded the ASI G1 to work in the contracting field for a minimum of 36 months. (This is an interim approval contingent upon establishment of a separate MOS.)

Do NCOs have to meet the civilian education requirements outlined in Defense Acquisition Workforce Improvement Act (DAWIA)?

Yes. Some exceptions concerning simplified acquisitions have been approved concerning the requirement to obtain a BA/BS degree. (All NCOs interested in pursuing duties in contracting are strongly encouraged to complete a 4-year degree in either accounting, law, business finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization and management.)

What is an Individual Development Plan (IDP)?

This is a developmental tool used by the Acqusition Corps to assist individuals and supervisors in documenting and planning long-range and short-range training objectives. (It is a plan, notification of IDP approval does not mean you have been approved for a seat in a residence course. Course seating is requested through Army Training (AITAS/ATRRS). IDP/AITAS Web site is https://rda.rdaisa.army.mil/cappmis.

Who processes certifications and warrants for enlisted soldiers?

Completed certification packets pertaining to contracting should be forwarded through the Acquisition Assignment Managers Office (MSG Graves) for review and forwarding through approval channels:

Director
Acquisition Support Center
9900 Belvoir Road
Building 201, Sutie 101, Mail Stop 5567
Fort Belvoir, VA 22060-5567

The DOD Civilian Acquisition Workforce Personnel Demonstration Project Broadband Equivalency Chart

Army Demonstration Projects	Career Paths	Broadband Levels					
		Current GS Rating					
		I	II	III	IV	V	VI
U.S. Army Missile RDEC Federal Register Notice	Engineers/Scientists (DB)	1-4	5-11	12-13	14-15	Above 15	
Approved June 27, 1997 Implemented September 1997	Technical/Business Support (DE)	1-4	5-9	10-12	13-14	15	
Project duration 5 years	General Support (DK)	1-4	5-6	7-8	9-10		
U.S. Army Aviation RDEC Federal Register Notice	Engineers/Scientists (DB)	1-4	5-11	12-13	14-15	Above 15	
Approved June 27, 1997 Implemented September 1997	Technical/Business Support (DE)	1-4	5-9	10-12	13-14	15	
Implemented September 1997	General Support (DK)	1-4	5-6	7-8	9-10		
U.S. Army Research Laboratory Federal Register Notice	Engineers/Scientists (DB)	1-4	5-11	12-13	14-15	Above 15	
Approved March 4, 1998	E/S Technicians (DE)	1-8	9-11	12-13			
Implemented June 3, 1998	Administrative (DJ)	1-4	5-10	11-13	14-15		
Project duration 5 years	General Support (DK)	1-4	5-7	8-10			
U.S. Army Medical Research and Material Command Federal Register Notice	Engineers/Scientists (DB)	1-4	5-12	13-14	15	Above 15	
Approved March 3, 1998	E/S Technicians (DE)	1-4	5-8	9-11	12-13		
Implemented June 3, 1998	Administrative (DJ)	1-4	5-10	11-12	13-14	15	
Project duration 5 years	General Support (DK)	1-4	5-8	9-10			
U.S. Army Engineer Waterways Experiment Station, Vicksburg, MS Federal Register Notice	Engineers/Scientist (DB)	1-4	5-11	11-12	13-14	15	Above 15
Approved March 25, 1998	E/S Technicians (DE)	1-4	5-7	8-10	11-12		
Implemented September 13, 1998	Administrative (DJ)	1-4	5-10	11-12	13-14	15	
Project duration 5 years	General Support (DK)	1-3	4-5	6-7	8-9		
DOD Civilian Acquisition Workforce Personnel Demonstration Project Federal Register Notice	Business Mgt/Technical Mgt Professional (NH)	1-4	5-11	12-13	14-15		
January 8, 1999	Technical Management Support (NJ)	1-4	5-8	9-11	12-13		
Implemented February 9, 1999 Project Duration 5 years	Administrative Support (NK)	1-4	5-7	8-10			

THE AAC/AL&TWF TEAM

Organizations

Acquisition Support Center (ASC). The ASC assists the DACM and the AAE by acting as the Army's single point of contact on all matters pertaining to the implementation of the Defense Acquisition Workforce Improvement Act (DAWIA) and serves as the MACOM for the AAE.

In carrying out the responsibility of assisting the DACM and the AAE, the Acquisition Career Management Plans, Programs and Policy Division establishes Army policies and procedures regarding all aspects of DAWIA and ensures these are implemented throughout the acquisition & technology workforce. This encompasses the following responsibilities: establishing Army policies and procedures for the implementation of DAWIA; overseeing accession; developing high-quality education, training, and experience opportunities; establishing career paths; providing for the overall career development of military and civilian workforce members; identifying funding requirements; providing oversight for the attendance of workforce members at the Defense Acquisition University; publishing the *Army AL&T* magazine; representing the Army on cognizant DOD functional boards and workgroups; and developing and implementing programs and processes as directed by the DACM. Additionally, the ASC has placed Regional Directors and Acquisition Career Managers in areas throughout the United States that have a high concentration of workforce members. These individuals provide hands-on career assistance to the workforce and ensure that the ASC remains in touch with regional requirements.

In serving as the MACOM for the AAE, the ASC provides resource, personnel, program, and force structure guidance to the PEO structure, direct reporting PMs, and other acquisition elements on the ASC Table of Distribution and Allowances, and acts as the proponent for acquisition in Army wide programs such as Total Army Analysis (TAA). The Structure Division has overall management responsibility for the General Officer Steering Committee; leads the research, analysis, and coordination of all Senior Executive Service actions under the purview of the ASA(AL&T); and prepares charters for Program Executive Officers and board-select PMs. The Personnel Division oversees civilian and military personnel management, designs and executes all ASC personnel management programs and provides staff-level personnel policy advice and guidance to the AAE, HQDA, PEOs, and other senior leaders. The Personnel Division works closely with AMB to ensure civilian PMs are brought on board throughout the Army in a timely fashion. The Resource Management Division is responsible for oversight of manpower for the PEO structure. The division prepares permanent change of station orders, certifies training and travel requests for AETE, and certifies funding requests for CDGs in support of the ASC. The division manages and distributes operations and maintenance funds. It is responsible for the Army Materiel Systems Analysis Activity manpower study, which will aid in the development of the Predictive Staffing Model for all Army PMs.

U.S. Total Army Personnel Command (PERSCOM) Acquisition Management Branch (AMB). AMB is responsible for career counseling of individual Army acquisition officers and civilian AAC members and members of the Competitive Development Group (CDG) program. The military ACMs (assignment officers) provide centralized management for officers including assignments, career counseling, selection board preparation, and slating for command and service school selections. In addition, AMB schedules the advance program management course, command courses, ACS and TWI. All other acquisition training is scheduled directly through the IDP. The civilian ACMs at AMB provide similar services to civilian AAC and CDG members. The ACMs provide available position vacancy information to AAC members following key developmental or PMO assignments. The ACMs cannot "assign" the individual to these positions; the individual must apply and compete for positions via the normal personnel process. The career managers assist individuals in preparing their files for competitive, best-qualified selection boards such as the Project/Product Manager and Acquisition Command Selection Board and the CDG Board.

U.S. Army Acquisition Logistics and Technology Enterprise Systems and Serviecs (ALTESS). ALTESS provides information management policy, guidance, and services to the AAE and the Office of the Assistant Secretary of the Army for Acquisition, Logistics and Technology (OSAALT) in support of the development and acquisition of weapons and materiel. It also provides specialized information management services to the acquisition community in support of the AAE's mission. Additionally, ALTESS provides DAU execution support by screening and processing DAU applications.

Workforce Members

AL&TWF members are responsible for managing their careers in order to become competitive at all levels—and thus achieve success. Workforce members should establish short- and long-range career objectives and seek advice from their Acquisition Career Manager, supervisor, or a mentor on how best to achieve the objectives. These objectives include achieving technical competence in the primary ACF, earning academic credentials, broadening functional experience, leadership training and experience. Workforce members must document these objectives on the IDP and update as necessary. Career planning and documentation in the acquisition career files are the workforce member's responsibilities.

Supervisors

Supervisors are responsible for creating an environment that enables their employees to reach their full leadership potential and goals. This includes playing an active role in assisting and advising the employee on career development decisions; ensuring education and training needs are included on the IDP; providing for adequate time to pursue career development activities; encouraging cross-functional training/assignments; and providing meaningful Senior Rater Potential Evaluations (SRPE), as required. See the page 47 of the handbook for a memorandum signed by the ASA(AL&T) and ASA(M&RA) directing that career management become an integral part of an organization's mission.

Acquisition Career Managers (ACMs)

Each member of the AL&TWF has an ACM. It is the ACM's responsibility to facilitate the career management process and to serve as an objective source for assisting workforce members.

- CDG members and civilian members of the AAC are served by an ACM in the AMB at PERSCOM.
- All other civilian members of the AL&TWF are served by regionally located ACMs.
- Officers are served by a military ACM (Assignment Officer) in the AMB at PERSCOM.
- Army Reserve Officers are served by an ACM, at Army Reserve-PERSCOM, St. Louis, MO.
- Army National Guard personnel are served by the Army National Guard Career Management Branch, Arlington, VA.
- AMEDD is supported by HQ, USAMRMC.

When assigned to an acquisition position, a workforce member's first step should be to contact his/her ACM. The ACM will assist the workforce member with career planning and development and with preparation of the acquisition documents discussed throughout this handbook. Click on the Organization/POC button on the ASC home page for contact information: http://asc.rdaisa.army.mil/.

Regional Directors

Regional Directors, located in three regions (National Capital & Central; Northeastern & Central; and Southern & Western), are responsible for overall regional requirements. The Regional Directors serve as the primary source of guidance for the regional AL&TWF members and senior leadership on issues relevant to career development and management. They are responsible for overseeing the career development of the region's AL&TWF; assisting in the development of policy, procedures, and programs for the management of the AL&TWF; and ensuring that regional requirements are identified.

Acquisition Career Management Advocates (ACMA)

ACMAs are senior-level civilian AAC members located throughout Army acquisition organizations. They are responsible for command-specific issues. ACMAs serve to enhance the communication of information routinely routed through the functional and command channels and the Regional Directors/ACMs. As a link to the DACM from the field, ACMAs offer commands an opportunity to express concerns and to register issues.

Functional Chiefs (FCs)/Functional Chief Representatives (FCRs)

The FC for each Acquisition Career Field (ACF) selects a senior official holding a top-level position to be the FCR. Each of the ACFs has an FCR. The FCR is responsible for all aspects of functional development for the career field, whereas the acquisition community is focused on leadership development and cross-functional issues. The acquisition community works closely with the FCRs.

Contact information for all of the above may be found at the end of this section. **A frequently updated roster is also maintained on the ASC home page,** http://asc.rdaisa.army.mil/**.**

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REPLY TO
ATTENTION OF

April 1, 1996

SARD-ZAC

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum No. 96-01, Career Development as a Mission

The Defense Acquisition Workforce Improvement Act (DAWIA), enacted as part of the FY91 Defense Authorization Act, focused heavily on a systematic approach to professionalize the Army Acquisition Workforce (AAW). DAWIA addresses specific requirements for work assignments, experience, education and training. Within the Army, the Director of Acquisition Career Management (DACM) is responsible, by law, for implementation of AAW education, training and career development. The DACM's implementation strategy includes high quality education, training and other career broadening programs to enhance the AAW's technical competencies and leadership skills.

Toward that end, a major challenge for today's Army is to focus on integrating military and civilian AAW employee education, training and career development into the mission of the organization. Organizations will derive great benefit from helping people achieve their potential through these means, particularly as the Army downsizes the force.

Commanders and managers at all levels must possess a clear understanding of their roles and responsibilities in AAW education, training and career development. These activities for acquisition workforce personnel must become a part of the organization's stated mission. Organizations are expected to plan for and release AAW personnel for mandatory and other training, education, and developmental opportunities which will enable them to better accomplish the Army's mission.

Military acquisition career development is covered under DA Pamphlet 600-3, Commissioned Officer Professional Development and Utilization. Military supervisors who manage AAW members will have, as part of their Officer Evaluation Report (OER) Support Form, a major performance objective for members' career development. Military career development initiatives will be worked in conjunction with the applicable policies established under this memorandum.

For civilians, the vehicle to achieve a systematic approach to career development is the Individual Development Plan (IDP). DoD 5000.52-M, Acquisition Career Development Program, mandates an IDP for each civilian AAW member, as a minimum, through certification at Level III. This memorandum establishes Army policy which requires each civilian AAW member to have a five-year IDP, which must be updated annually. A suggested IDP format and guidance for completing the form will be forthcoming.

Upon publication of the IDP format and guidance, supervisors and managers of civilian AAW members will include IDP development and support to the member in accomplishing planned activities under the overall objective of Organizational Management and Leadership in the Senior System, and Supervision and Leadership Responsibility in the Base System. Their accomplishments in this area will be assessed and the results reflected on their Total Army Performance Evaluation System evaluation report. Likewise, non-supervisory civilian AAW members will be rated on their professional development objectives.

It is vitally important that the Army culture view education, training, and career development as part of the organization's mission. As the 21st century swiftly approaches, a highly qualified AAW is essential to meet the demands for personnel with highly technical skills and strong leadership abilities. The senior acquisition and personnel leadership in this Headquarters are committed to establishing a partnership to ensure that education, training, and career development as a mission is communicated and practiced throughout the Army for the AAW.

We are dedicated and committed to working within the Army system to ensure that our AAW members possess technical, leadership, and managerial skills, second to none, in the Department of Defense. We look forward to working with you in this team effort. Please give this memorandum widest dissemination to AAW members and their civilian and military supervisors.

Gilbert F. Decker
Assistant Secretary of the Army
(Research, Development & Acquisition)

Sara E. Lister
Assistant Secretary of the Army
(Manpower and Reserve Affairs)

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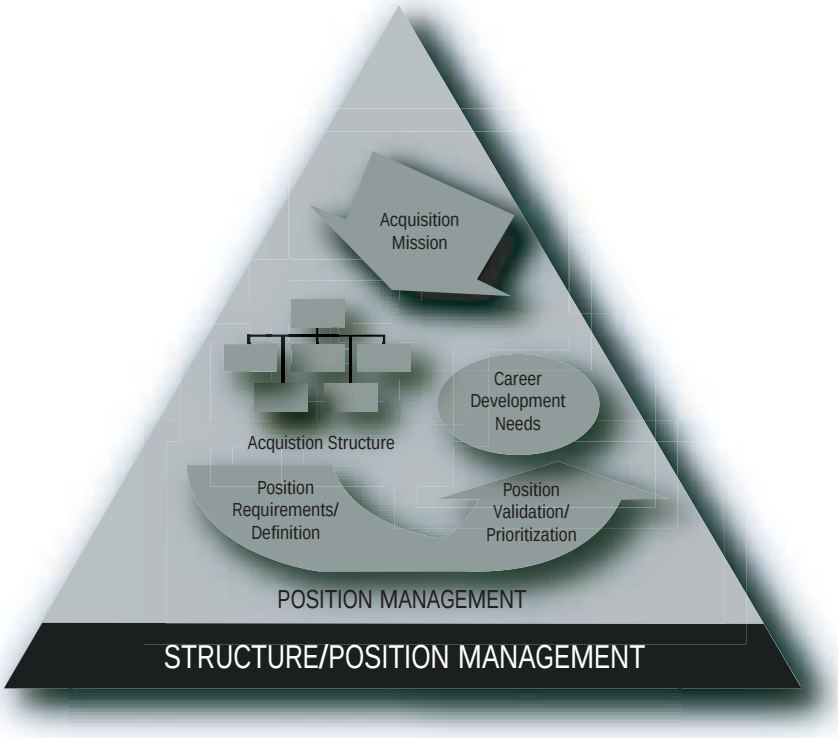
ACQUISITION CAREER DEVELOPMENT PLAN

The Acquisition Career Development Plan (ACDP) has been developed to assist AL&TWF members with focusing on the skills, knowledge, and competencies needed to be competitive. The plan is composed of four processes: Structure/Position Management, the Development Model, Career Management Model, and the Competency Model.

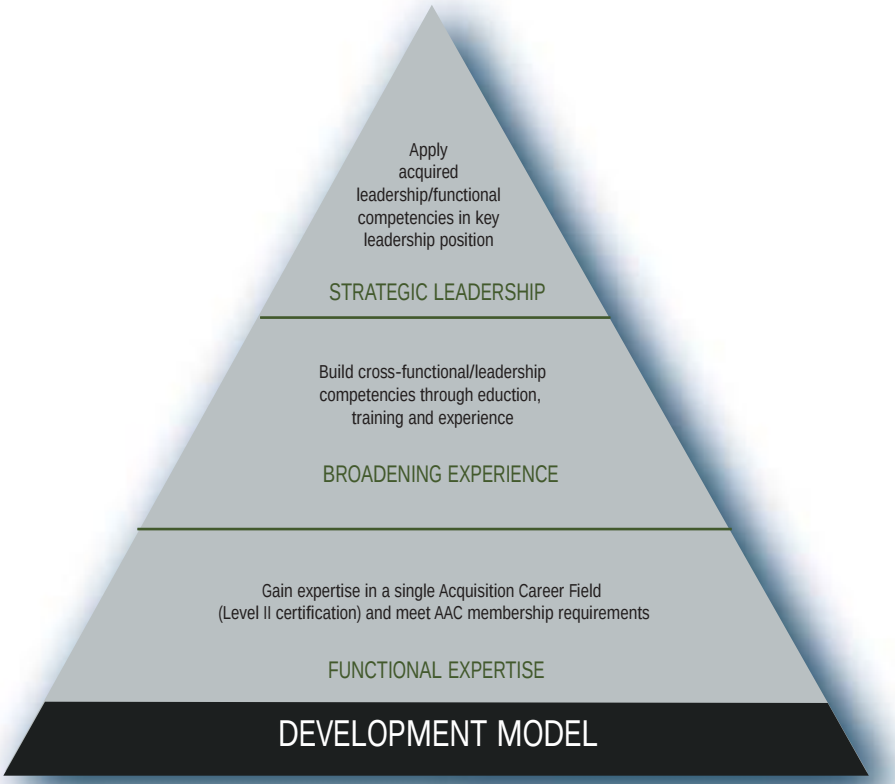
Structure/Position Management

This process ensures that every position or billet that is identified as acquisition will be tracked and defined. The acquisition mission shapes the organizational structure and positions that drive the education, training, and experience needs of the workforce. Ultimately, all career development requirements are based on the organization's need to support the acquisition mission. The process begins with the organization's mission and structure, is carried through the position management process, and culminates in the identification of position requirements that drive competency-based individual development needs.



The Development Model

The model describes three progressive developmental levels that enable you to move forward throughout your career. It has been designed to meet the developmental needs of the acquisition community by identifying the broad qualification requirements that will enhance your ability to be competitive at various stages of your career. It also forms the basis of a path that you should follow to develop these qualifications as well as your functional and leadership competencies. It is important to note that leadership development takes place at all levels of the model. The three career levels in the Development Model are Functional Expertise, Broadening Experience, and Strategic Leadership. Due to the difference in accession timelines for military and civilian workforce members, steps involved in career progress may vary.



- Functional Expertise (Base of Development Model). As an acquisition professional, you must first master the foundation and complexity of your primary ACF. This is accomplished by achieving Level III certification and acquiring a thorough understanding of the technical aspects of your career field. (Additional information on certification is found under the "AAC Statutory/Regulatory Requirements" section of this handbook.) You should then work to acquire the minimum requirements for AAC membership.

- Broadening Experience (Middle of Development Model). At this intermediate level, you should develop multifunctional knowledge and awareness and, at a minimum, strive to obtain Level II certification in an additional ACF. Additionally, you should seek assignments in a variety of positions of increased responsibility. This experience will build the functional and leadership competencies required for success in future leadership positions.

- Strategic Leadership (Peak of the Development Model). Once assigned to a position at the senior leadership level, success will be dependent on the acquired leadership skills and multifunctional knowledge that you bring to the position. Building career progression around the successful mastering of each level ensures all CAPs will be filled by the best-qualified acquisition personnel.

The Career Management Model

This model illustrates the process that allows you to take control of the "what, when, and how" of your career development. Career management is accomplished by providing you with education, training, and experience opportunities and by making the best possible match between you and your acquisition position throughout your career. The Career Management process consists of four steps you should use continuously throughout your career:

1. Define your career goals and objectives. This requires knowledge of the acquisition community's mission and how it drives the requirements of the positions to which you aspire.

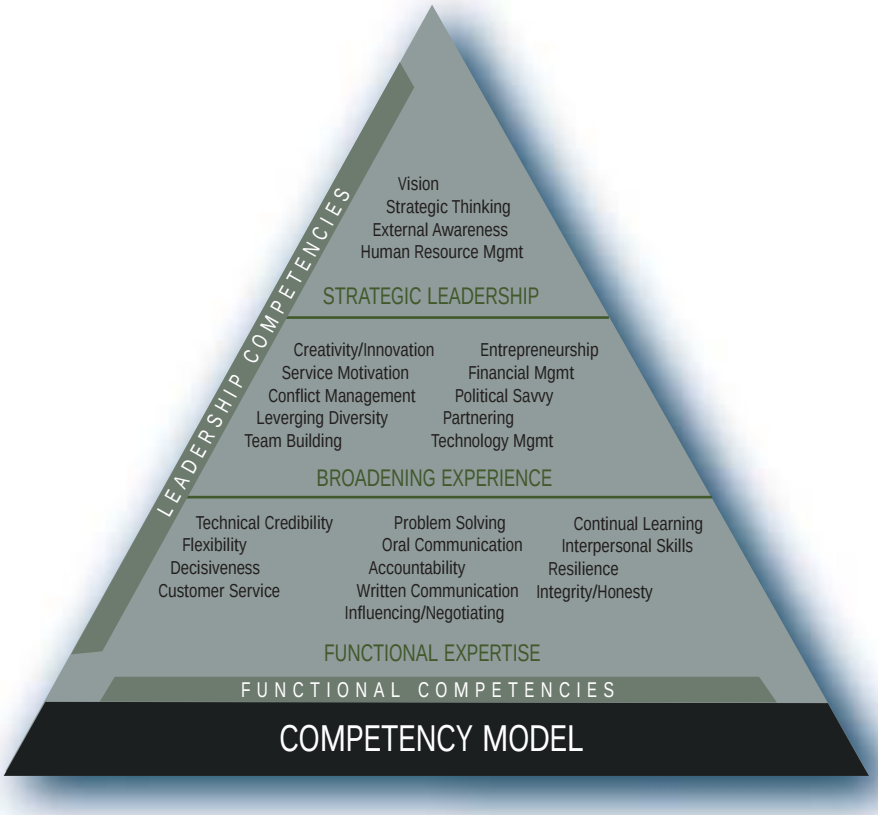
2. Obtain an individual assessment of your strengths and weaknesses (self-assessment, peer assessment, supervisor assessment, etc.) in terms of both functional and leadership competencies. This assessment will allow you to identify competencies in which you are strong and those that need improvement through education, training, and experience. You may then seek positions and/or education and training that give you the opportunity to capitalize on your strengths while working to improve the areas in which you are not as strong.

3. Work with your supervisor to document your education, training, and experience needs on your Individual Development Plan (IDP). Additional information on the IDP may be found under the "Document Requirements for the AL&TWF" section of this handbook.

4. Communicate your results. While proceeding through the acquisition career management process, you must document each and every step in your Career Management Information File (CMIF). Files for military and civilian workforce members are discussed in detail under the "Document Requirements for the AL&TWF" section of this handbook.

The Competency Model

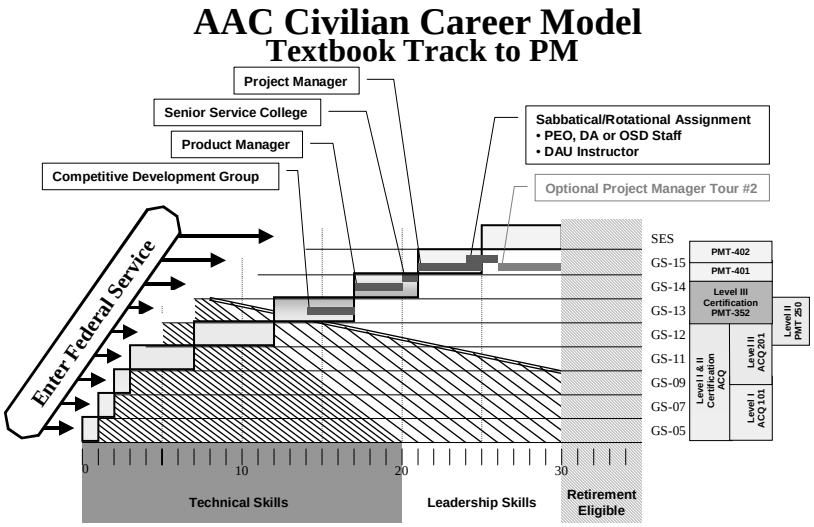
A key component in integrating all of the processes that make up the ACDP are the 27 leadership competencies and the ACF functional competencies necessary for success in acquisition positions. Leadership competencies coupled with functional competencies comprise the common language of the ACDP. They communicate standard career development information across all ACFs and organizations. The Competency Model uses the 27 leadership competencies developed by the Office of Personnel Management (OPM), essential for successful performance of federal sector leaders, including Acquisition Workforce leaders. These competencies are based on extensive research of the attributes of successful executives in both the private and public sectors. By applying the ACDP, you can identify your strengths and weaknesses and determine where improvement is needed for career progression. See the list of Executive Core Qualifications and Corresponding Competencies at the end of this section, page 60.



The AAC Civilian Career Model Textbook Track to PM

This "textbook" model should be used by AL&TWF members wishing to pursue a PM track. The PM model may be found below. This model depicts a notional ideal textbook progression for an Army Acquisition Corps civilian leader. While it is unlikely that any applicant's career will perfectly match this chart, many elements of this progression should be exhibited in the career progresssion of the successful PM applicant.

The small dark green/black and gray bars indicate centrally selected career events such as the Competitive Development Group, Product and Project Manager, and Senior Service College. The absence of one or more of the centrally selected events is never construed as a negative in a civilian's career. However, their presence is considered a plus for selection to additional centrally selected positions because the presence of centrally selected events in a career indicates that the individual has been formally identified as having recognized potential for success.



- Shaded bars denote notional a typical career path (colors match acquisition training requirements)
- Individual careers will vary based on personal circumstances and decisions
- Individuals may plateau and remain in same grade for any period of time at any point in the career
- Green and gray bars indicate typical career points for various centrally selected assignments.
- There is no prerequisite relationship between the centrally selected assignments illustrated.

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Steps To Planning Your Civilian Acquisition Career

The following will provide you with general information, points of contact, policies, procedures, and terminology that are important to your acquisition career development. While many of the steps overlap, they are generally sequentially ordered. (See detailed discussion of these steps and Web links in the handbook.)

1. **Determine if you are in an Army Acquisition, Logistics & Technology Workforce (AL&TWF) position.** If you are uncertain, your supervisor should be able to tell you if your position is acquisition. Recruitment announcements, position descriptions and position requirements documents should also indicate that a position is acquisition. Commands identify acquisition positions using the USD (ALT) approved refined Packard definition for identifying the AL&TWF.

2. **Be aware of how your Acquisition Career Field fits into the workforce.** The AL&TWF is made up of individuals who perform work throughout the life cycle of a weapon/information system; i.e., cradle to grave. The Army participates in 11 functional career fields in the AL&TWF: Program Management; Contracting; Industrial/Contract Property Management; Purchasing and Procurement Technician; Production, Quality and Manufacturing; Business, Cost Estimating and Financial Management; Life Cycle Logistics; Information Technology; Systems Planning, Research, Development and Engineering; Science and Technology Manager (S & T Manager); Test and Evaluation; and Facilities Engineering. A list of Acquisition Career Field Representatives for each career field may be found at http://asc.rdaisa.army.mil/. Click on the Organization/POC button. The career field assigned to your position can be found in Section I of your Acquisition Career Record Brief [ACRB], under the "Category" block. See paragraph 4 below for information on ACRBs.

3. **Contact your Acquisition Career Manager (ACM).** Once placed in an acquisition position, your first step should be to contact your ACM who will be able to advise and assist you in planning your career development. Your status and location determine which ACM you should contact. The list of ACMs and contact information may be found at http://asc.rdaisa.army.mil/. Click on "Your Organization/POC" button. Note: PERSCOM ACMs support military Army Acquisition Corps members; AAC members; and members of the Competitive Development Group. PERSCOM ACMs may also be found at https://www.perscomonline.army.mil/opfam51/ambmain.htm. Regional ACMs support GS-13s and below who are not AAC members.

4. **Prepare an Acquisition Career Record Brief (ACRB).** The first thing your ACM will have you do is establish an ACRB in the CAPPMIS database. The ACRB is an automated, authenticated record of your education, training, and acquisition assignment history. It is your official acquisition record and your responsibility to initiate changes and keep it updated.

5. **Refer to the Development Model in the Acquisition Career Development Plan (ACDP).** This model provides the framework with which to conduct career planning. Request that your ACM and/or supervisor assist you in determining where you are on the model and in planning your career progression strategy. You may also wish to obtain advice from your Acquisition Career Management Advocate (ACMA). ACMAs are senior civilian AAC members located within organizations with a high concentration of AL&TWF employees. (A list of ACMAs may be found at http://asc.rdaisa.army.mil/ under the Organization/POC button.)

6. **Prepare an Individual Development Plan (IDP).** The IDP is a required document for all members of the AL&TWF. It is a 5-year plan that outlines your education, training, and experience goals. Determine and define your career goals and objectives in concrete terms; i.e., where you are in your career and where you want to be both in the short-term and the long-term. Work with your supervisor and agree on a plan that is consistent with your goals. Document the desired education, training or experience on your IDP and have your supervisor approve. Subsequent modifications must also be coordinated with and approved by your supervisor.

7. **Become Certified in your Acquisition Career Field.** (Lower tier of the ACDP Development Model.) Your first priority is to become certified in your position. (See certification levels under the ACF Position Certification Requirements of this Handbook. The certification level required for your position is listed on your ACRB under Section I, the "AAC Certification Level Required" block.) The mark of proficiency in your acquisition career field is attainment of Level III certification in your ACF. The requirements by acquisition career field may be found in the Defense Acquisition University (DAU) Catalog, http://www.dau.mil. If you do not understand any of the requirements, you may contact your ACM for clarification.

   There are a number of ways to obtain the training necessary to meet the certification training standards:

   - Attend DAU resident/on-site courses.
   - Take DAU distance learning (Web-based) courses via the Internet.
   - Obtain credit for equivalency courses.
   - Obtain credit through the DOD Fulfillment Program

8. **Commence Career-Broadening Activities.** (Middle tier of the ACDP Development Model.) Once you have become Level III certified in your career field, you should commence career-broadening activities. (Priority should be given to meeting the education requirement for AAC membership.)

   - Apply for learning opportunities offered in the AETE Catalog. These opportunities range from leadership development courses to degree completion/master's degree programs.
   - Ask your ACM about courses coming to your area through the Regional Acquisition, Education, Training, and Experience Program.
   - Become certified at least Level II in one or more other career fields.
   - Seek out developmental/on-the-job training opportunities that will provide broadening/cross-training experience.
   - Look into the availability of rotational/developmental assignments in other organizations, such as those offered by the Training with Industry-Regional Developmental Acquisition Program.

9. **Obtain an individual assessment of your strengths and weaknesses in terms of leadership competencies.** An assessment instrument, the Acquisition Leadership Effectiveness Inventory (ALEI), may be found at http://alei.doddacm.com. The ALEI will assist you in planning your leadership development needs, particularly as you become proficient in your acquisition career field (Level I, II, III) and start your broadening experience.

10. **Be aware that various boards and competitive development programs will require submission of a Senior Rater Potential Evaluation (SRPE) for GS-13, GS-14, and GS-15 applicants.** The SRPE and its Senior Rater Profile Report complement your annual performance appraisals by providing an assessment of your leadership competencies and potential for advancement to higher levels of responsibility. Along with the ALEI assessment, the ratings will assist you with identifying your development needs. This should be taken into consideration when planning your IDP.

11. **Become an Acquisition Corps Eligible (CE) Member.** CE membership provides opportunities to prepare for Critical Acquisition Positions (CAP). CAPs are GS-14/equivalent DOD Civilian Acquisition Workforce Personnel Demonstration Project broadband and LTC and above positions. CEs with Level III certification in an ACF are afforded competitive and non-competitive career-enhancing opportunities. These include the opportunity to compete for the CDG program and, for GS-13 CEs with Level III certification in an ACF, the opportunity to apply for AAC membership. CE membership is open to all civilians who are not in CAP positions yet meet the qualifications.

12. **Apply for the Competitive Development Group (CDG) Program.** Level III certified AL&TWF members with CE/AAC status who are GS-12 or GS-13/equivalent DOD Civilian Acquisition Workforce Personnel Demonstration Project broadband may apply for the CDG Program. It is a three-year developmental training program that offers expanded training, leadership and other career development opportunities to high potential, board-selected personnel.

13. **Join the Army Acquisition Corps (AAC).** (Top tier of the ACDP Development Model.) The AAC is a subset of the Army AL&TWF. There are a number of ways an individual may become a member of the AAC. (See http://asc.rdaisa.army.mil/, and scroll down to the "Policy & Procedures" button for AAC qualifications.)
    - Meet all the qualifications for AAC membership and be selected for a CAP position (GS-14 or Pay Band IV).
    - Apply for membership at the GS-13 level with CE status and Level III certification in an ACF.
    - Complete the CDG Program. Individuals become members of the AAC once they complete the program.
    - Be certified through another form such as the U.S. Army Reserves.
    - Transfer certification to the Army from another DOD component.

14. **Apply for Acquisition Command and Project Manager positions** (COL/GS-15 or equivalent broadband) and Acquisition Command and Product Manager positions (LTC/GS-14 or equivalent DOD Civilian Acquisition Workforce Personnel Demonstration Project broadband). Best-Qualified Boards are held annually. These are announced on the PERSCOM and ASC Homepage. The PERSCOM homepage contains information on qualifications and the description of the PMs.

15. **Apply for the Senior Service College Program.** The Industrial College of the Armed Forces presents the Senior Acquisition Management Course (ACQ 401). This is the preeminent course for members of the Acquisition Corps and, as such, is an important step in your career. The University of Texas presents its equivalent, the Senior Service College Fellowship. Additional information on each course, special requirements and application instructions may be found at http://asc.rdaisa.army.mil/. See the "Senior Service College" in the AETE Catalog section.

16. **Participate in Continuous Learning (CL) activities.** Throughout your career you should participate in continuous learning activities. The USD(AT&L) Policy on Continuous Learning for the Acquisition Workforce requires that you complete a minimum of 40 Continuous Learning points a year or a total of 80 over a two-year period. Attainment of CL points is not limited to the traditional classroom setting but may be earned in numerous ways. Work with your supervisor to ensure attainment of CL points is considered when developing your IDP and ensure points earned are captured on your IDP, which is used to document continuous learning.

Steps To Planning Your Military Acquisition Career

The following will provide you with general information, points of contact, policies, procedures, and terminology that are important to your acquisition career development. While many of the steps will overlap, they are generally sequentially ordered.

1. **Contact your Acquisition Career Manager (ACM).** After joining the Army Acquisition Corps, your first step should be to contact your ACM, an Assignments Officer from the Acquisition Management Branch at PERSCOM, who will be able to advise and assist you in planning your career development. The list of ACMs and contact information may be found at https://www.perscomonline.army.mil/opfam51/ambmain.htm.
2. **Work with ACM to schedule Army Acquisition Qualification Course (AAQC).** Newly accessed officers should attempt to attend the mandatory AAQC before their first assignment. The AAQC will provide the foundation for newly accessed officers to perform their duties in the AL&TWF. Information can be found at http://www.almc.army.mil/AMD/ALMC-QA/Index.asp.

3. **Determine career objectives and select primary and secondary Areas of Concentration (AOC).** The AL&TWF is made up of officers and civilians who perform work throughout the life cycle of the system; i.e., "cradle to grave." There are five military AOCs in the AL&TWF, as follows:

   - 51A: Systems Development (Program Management)
   - 51C: Contracting and Industrial Management (Contracting)
   - 51R: Information Technology
   - 51S: Research and Engineering (Systems Planning, RD&E)
   - 51T: Test and Evaluation

   A more detailed description of these career fields maybe found in DA Pam 600-3, Chapter 47, http://books.usapa.belvoir.army.mil/cgi-bin/bookmgr/BOOKS/P600_3/47.0.

4. **Evaluate education and long-term training opportunities.** There are many opportunities for the Acquisition Corps officer to attend ACS. However, career timelines and type of degree sought will influence which program fits your career. Contact your ACM for a detailed discussion of the opportunities for your specific goals. The AMB home page outlines the programs that are available.

5. **Refer to the Development Model in the Acquisition Career Development Plan (ACDP).** This model provides a framework with which to conduct career planning. Request that your ACM assist you in determining where you are on the model and in planning your career progression strategy.

6. **Prepare an Individual Development Plan (IDP).** The IDP is a five-year plan that outlines your education, training and experience goals. Determine and define your career goals and objectives in concrete terms; i.e., where are you in your career (on the ACDP Development Model) and where do you want to be in the short-term and the long-term. Using guidance provided by your ACM, work with your supervisor and agree upon a plan that is consistent with the model and your goals. Document the desired education, training or experience on your IDP. For detailed information on completing the IDP, go to https://asc.rdaisa.army.mil/cappmis/idp/idpprod/login.cfm.

7. **Become certified in your primary Area of Concentration.** The goal for proficiency in your AOC is attainment of Level III certification. The certification requirements, by acquisition career field, may also be found in Appendix C of the Defense AcquisitionUniversity (DAU) Catalog, http://www.dau.mil. If you do not understand any of the requirements, you may contact your ACM for clarification. There are a number of ways to obtain the training necessary to meet the certification training standards, as follows:
   - Attend DAU resident/on-site courses
   - Take DAU Distance Learning (Web-based) courses via the Internet
   - Obtain credit for equivalent courses
   - Obtain credit through the Fulfillment Program. Go to http://asc.rdaisa.army.mil/ under Policy/Procedures for DOD Fulfillment policy and the Army Implementing Instructions for Fulfillment. (All Level III DAU courses and those offered through distance learning may not be fulfilled.) For DAU course schedules, go to https://www.atrrs.army.mil/channels/dataondemand/

8. **Commence Career Broadening Activities.** Once you have become proficient in your primary career field, you should commence career-broadening activities.

   - Pursue functional assignments in your secondary career field
   - Become certified at least at Level II in one or more other career fields
   - Apply for learning opportunities offered in the AETE Catalog. For information on acquisition funded courses as well as other opportunities and application instructions, go to http://asc.rdaisa.army.mil/catalog/aete_catalog.pdf

9. **Meet AAC Corps membership requirements and apply for membership.** The AAC is a subset of the Army Acquisition Workforce. Officers should formally request AAC membership once they have met the requirements.

10. **Participate in Continuous Learning (CL) activities.** Throughout your career, you should participate in continuous learning activities. The USD(AT&L) Policy on Continuous Learning for the Acquisition Workforce requires that you complete a minimum of 40 CL points every year or a total of 80 over a two-year period. Attainment of CL points is not limited to the traditional classroom setting but may be earned in numerous ways. Work with your supervisor to ensure attainment of CL points is considered when developing your IDP and ensure points earned are captured on your IDP, which is used to document continuous learning.

11. **Be aware of the various promotion, school and command boards.** Monitor PERSCOM on the Web for updated career information and timelines. Go to the following link for details on promotion, school, and command boards. https://www.perscomonline.army.mil/OPfam51/ambmain.htm.

12. **Complete Command and General Staff College.** AAC officers should attain MEL4 certification either through resident or non-resident completion of CGSC prior to primary zone consideration for selection to LTC. AAC officers compete for selection to attend resident CGSC just like the officers in all other OPMS XXI career fields.

13. **Compete for Acquisition Command and Product Manager positions (LTC).** Best-Qualified Boards are held annually. Information on available positions, eligibility, and application requirements may be found at the PERSCOM Web site, https://www.perscomonline.army.mil/.

14. **Compete for Senior Service College (LTC/COL).** Best-Qualified Boards are held annually. Information on available positions, eligibility, and application requirements may be found at the PERSCOM Web site: https://www.perscomonline.army.mil/.

15. **Compete for Acquisition Command and Project Manager positions (COL).** Best-Qualified Boards are held annually. Information on available positions, eligibility, and application requirements may be found at the PERSCOM Web site: https://www.perscomonline.army.mil/.

Executive Core Qualifications and Corresponding Competencies

These qualifications and competencies were developed by OPM as essential qualities for members of the Senior Executive Service**.** Development of these qualities should be of primary consideration in career planning.

Leading Change

Continual Learning. Grasps the essence of new information. Masters new technical and business knowledge. Recognizes own strengths and weaknesses. Pursues self-development. Seeks feedback from others and opportunities to master new knowledge.

Creativity and Innovation. Develops new insights into situations and applies innovative solutions to make organizational improvements. Creates a work environment that encourages creative thinking and innovation. Designs and implements new or cutting edge programs/processes.

External Awareness. Identifies and keeps up to date on key national and international policies and economic, political, and social trends that affect the organization. Understands short-term and long-term plans and determines how best to be positioned to achieve a competitive business advantage in a global economy.

Flexibility. Is open to change and new information. Adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Adjusts rapidly to new situations warranting attention and resolution.

Resilience. Deals effectively with pressure; maintains focus and intensity and remains optimistic and persistent, even under adversity. Recovers quickly from setbacks. Effectively balances personal life and work.

Service Motivation. Creates and sustains an organizational culture which encourages others to provide the quality of service essential to high performance. Enables others to acquire the tools and support they need to perform well. Shows a commitment to public service. Influences others toward a spirit of service and meaningful contributions to mission accomplishment.

Strategic Thinking. Formulates effective strategies consistent with the business and competitive strategy of the organization in a global economy. Examines policy issues and strategic planning with a long-term perspective. Determines objectives and sets priorities; anticipates potential threats or opportunities.

Vision. Takes a long-term view and acts as a catalyst for organizational change. Builds a shared vision with others. Influences others to translate vision into action.

Leading People

Conflict Management. Identifies and takes steps to prevent potential situations that could result in unpleasant confrontations. Manages and resolves conflicts and disagreements in a positive and constructive manner to minimize negative impact.

Leveraging Diversity. Recruits, develops, and retains a diverse high quality workforce in an equitable manner. Leads and manages an inclusive workplace that maximizes the talents of each person to achieve sound business results. Respects, understands, values and seeks out individual differences to achieve the vision and mission of the organization. Develops and uses measures and rewards to hold self and others accountable for achieving results that embody the principles of diversity.

Integrity/Honesty. Instills mutual trust and confidence; creates a culture that fosters high standards of ethics. Behaves in a fair and ethical manner toward others, and demonstrates a sense of responsibility and commitment to public service.

Team Building. Inspires, motivates, and guides others toward goal accomplishments. Consistently develops and sustains cooperative working relationships. Encourages and facilitates cooperation within the organization and with customer groups; fosters commitment, team spirit, pride, and trust. Develops leadership in others through coaching, mentoring, rewarding, and guiding employees.

Results Driven

Accountability. Assures that effective controls are developed and maintained to ensure the integrity of the organization. Holds self and others accountable for rules and responsibilities. Can be relied on to ensure that projects within areas of specific responsibility are completed in a timely manner and within budget. Monitors and evaluates plans; focuses on results and measuring attainment of outcomes.

Customer Service. Balancing interests of a variety of clients; readily readjusts priorities to respond to pressing and changing client demands. Anticipates and meets the need of clients; achieves quality end-products. Is committed to continuous improvement of services.

Decisiveness. Exercises good judgment by making sound and well-informed decisions. Perceives the impact and implications of decisions. Makes effective and timely decisions, even when data is limited or solutions produce unpleasant consequences. Is proactive and achievement oriented.

Entrepreneurship. Identifies opportunities to develop and market new products and services within or outside of the organization. Is willing to take risks. Initiates actions that involve a deliberate risk to achieve a recognized benefit or advantage.

Problem Solving. Identifies and analyzes problems. Distinguishes between relevant and irrelevant information to make logical decisions. Provides solutions to individual and organizational problems.

Technical Credibility. Understands and appropriately applies procedures, requirements, regulations, and policies related to specialized expertise. Is able to make sound hiring and capital resource decisions and to address training and development needs. Understands linkages between administrative competencies and mission needs.

Business Acumen

Financial Management. Demonstrates broad understanding of principles of financial management and marketing expertise necessary to ensure appropriate funding levels. Prepares, justifies, and/or administers the budget for the program area. Uses cost-benefit thinking to set priorities. Monitors expenditures in support of programs and policies. Identifies cost-effective approaches. Manages procurement and contracting.

Human Resources. Assesses current and future staffing needs based on organizational goals and budget realities. Using merit principles, ensures staff is appropriately selected, developed, utilized, appraised, and rewarded. Takes corrective action.

Technology Management. Uses efficient and cost-effective approaches to integrate technology into the workplace and improve program effectiveness. Develops strategies using new technology to enhance decision-making. Understands the impact of technological changes on the organization.

Building Coalitions/Communications

Influencing/Negotiating. Persuades others. Builds consensus through give and take. Gains cooperation from others to obtain information and accomplish goals. Facilitates "win-win" situations.

Interpersonal Skills. Considers and responds appropriately to the needs, feelings, and capabilities of different people in different situations. Is tactful, compassionate and sensitive, and treats others with respect.

Oral Communication. Makes clear and convincing oral presentations to individuals or groups. Listens effectively and clarifies information as needed. Facilitates an open exchange of ideas and fosters an atmosphere of open communication.

Partnering. Develops networks and builds alliances, engages in cross-functional activities. Collaborates across boundaries, and finds common ground with a widening range of stakeholders. Utilizes contacts to build and strengthen internal support bases.

Political Savvy. Identifies the internal and external politics that impact the work of the organization. Approaches each problem situation with a clear perception of organizational and political reality. Recognizes the impact of alternative courses of action.

Written Communication. Expresses facts and ideas in writing in a clear, convincing and organized manner.

DOCUMENTS REQUIRED FOR AL&TWF MEMBERS

Acquisition Career Record Brief (ACRB)

Civilian, Army National Guard, and enlisted workforce members use the ACRB as their official document of record for training, work experience, education, awards, acquisition status, current position information, and acquisition career field certification. The ACRB is the equivalent of the officer's ORB. It is mandatory and is the most important document for an acquisition professional. This automated historical document is required for all competitive boards. The ACRB is augmented by a detailed work history document such as a resume. Workforce members are responsible for keeping their ACRBs updated.

All updates to the ACRB must be made by the ACM; official copies must come from the CAPPMIS database with a watermark seal. Exceptions are the e-mail address, which may be changed using the IDP and the CL dates, and points which may be modified by the supervisor. You may view your ACRB by going to https://asc.rdaisa.army.mil/cappmis/.

ACQUISITION CAREER RECORD BRIEF

UNCLASSIFIED/PRIVACY ACT PROTECTED INFO

For update instructions access to Web at: https://rda.rdaisa.army.mil/cappmis/acrb_ins/

BRIEF DATE | PAY-PLAN/GRADE | SERIES/ACHO | SSN | NAME

SECTION I - CURRENT POSITION DATA

TITLE

CATEGORY

ACC CERT LEVEL REQ

COMMAND

PERSONNEL OFFICE

ASQ POSITION TYPE

APL NUMBER

SECTION II - SECURITY

CLEARANCE TYPE

INVESTIGATION TYPE

DATE INVESTIGATED

SECTION III ACQ CORPS DATA

SVC COMP D	AAC MEMBER	AAC ACCESSION DATE
CDG YEAR	AAC CAREER FIELD	MONTHS OF ACQ EXP
CAP	AAC CERT LEV REQ	AAC RESERVE STATUS
DATE ENTERED PRESENT POSITION		5-YR REVIEW DATE

SECTION IV PERSONAL

MAILING ADDRESS

STREET

CITY STATE ZIP

WORK PHONE # DSN

FAX #

HOME PHONE #

E-Mail:

SECTION V PREFERENCE

GEOGRAPHICAL

FUNCTIONAL

COMMAND

SECTION VI ACQ/LEADER TRAINING

COURSE	DATE

SECTION VII EDUCATION

INSTITUTION	DEGREE
DISCIPLINE	YEAR
INSTITUTION	DEGREE
DISCIPLINE	YEAR
INSTITUTION	DEGREE
DISCIPLINE	YEAR

Highest Degree | Acq Corps Qual - Credit Hrs.

SECTION VIII AWARDS

SECTION X CERTIFICATIONS/LICENSES

Career Field	Career Level	Date Cert

Professional License	Date

Continuous Learning

End Date: | Points:

SECTION IX ASSIGNMENT HISTORY

FROM	MO	ORGANIZATION	LOCATION	COMMAND	DUTY TITLE	FSF	GRADE	APC	SUPVR

A false statement on any part of this document may be grounds for not hiring you, disqualifying you from eligibility to participate in acquisition career development programs or firing you after you are hired or selected for one of the acquisition career development programs. Also, you may be administratively disciplined punished by fine or imprisonment. (U.S. Code, title 5, section 552a, title 18, section 1001, Art 107, MCM 1984 (1995 ed.); AR690 751)

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

Signed. Date.

Receiving Official's Signature Date.

The above named individual is Certified in the Career Field as annotated in Section X.

PRINT Certifying Official Grade/Name.

Signature Date.

Acquisition Career Record Brief—Explanation of Sections/Fields

ACRB Sections:

The ACRB consists of a top line, a main body with ten sections, and a bottom verification section.

Top Line
Section I: Current Position. Section II: Security. Section III: Acq Corps Data. Section IV: Personal. Section V: Preference. Section VI: Acq/Leader Training. Section VII: Education. Section VIII: Awards. Section IX: Assignment History. Section X: Certifications/Licenses

Bottom Verification Section

Top Line

(URL): The first block indicates the Internet address of update Instructions.

BRIEF DATE: The system date when ACRB was printed and source of ACRB. <data source: system generated>

PAY PLAN/GRADE: Indicates your current pay plan and your grade. Verify with your most recent SF Form 50. <data source: CPO>

SERIES: Indicates your current occupational series. Verify with your most recent SF Form 50. <data source: CPO>

SSN: The system will not print your Social Security Number for privacy reasons. However when you submit an ACRB update request, you must provide your SSN to prove the authenticity along with your signature at the bottom of the form. <data source: CPO>

NAME: Your name is printed as currently recorded in your personnel system. <data source: CPO>

Section I – Current Position

The Acquisition Position Number (APL#) controls the source of data in this section. If you are not an incumbent of an acquisition position, the APL NUMBER block is left blank and SECTION 1 of your ACRB is based on data from the Defense Civilian Personnel Data System (DCPDS).

If you have an APL number printed in APL NUMBER block, your CURRENT POSITION information is populated from the Acquisition Position List (APL) file. The Acquisition Position List and the subsequent change requests are submitted through the Chain of Command to the Organization's APL Point of Contact and approved by the Director Acquisition Career Management (DACM).

TITLE: If no APL #, Position Title is the one that appears on your most recent SF Form 50 (Block 15). To update, contact your personnel office. <data source: CPO> If APL #, Position Title comes from the approved APL. To update, contact your APL POC.<data source: APL file>

CATEGORY: If you are an incumbent of an APL position, this field will be populated from the APL file. If no APL#, normally this field will be left blank. To change, contact your APL POC. Refer to Acquisition Position Category Table in the APPLICATION TABLE. The APC code will not be changed unless it is validated against the DACM approved APL file. <data source: APL file>

AAC CERT LVL REQ: If you are an incumbent of an APL position, this field will be populated from the APL file. Otherwise, it will be left blank. This field indicates the certification level required for your position. Section X reflects the level achieved. <data source: APL file>

COMMAND: Indicates the current Major Command, Major Subordinate Command, or the Major Activity to which the position is assigned. <data source: CPO >

PERSONNEL OFFICE: This is the supporting CPOC responsible for this position. <data source: CPO >

ACQ POS TYPE: If APL #, this field will be populated from the APL file. Otherwise, it will be left blank. Acquisition Position Type (APT) identifies whether or not the position is a Critical Acquisition Position (CAP), a workforce position, or a developmental position, etc. <data source: APL file>

APL NUMBER: This position number identifies the Acquisition position. The Acquisition Position List (APL) input is submitted by your Command Headquarters and approved by the Director, Acquisition Career Management. Contact your Acquisition Career Manager for further information. <data source: APL file>

Section II – Security

SECURITY: The data in this section is updated through your local CPO/CPOC and represents your current clearance type and date. The DCPDS must be updated to correct this data. <data source: CPO>

Section III – ACQ Corps Data

SVC COMP D: The Service Computation Date is in MM/DD/YYYY format from which your Federal service time is derived. <data source: CPO>

AAC MEMBER: Indicates the AAC membership status. Before posting the change for this field, the DACM office will review your update request. <data verification: Acquisition Career Manager>

AAC ACCESSION DATE: Date on which accession into the Army Acquisition Corps Membership occurred. If you are not an AAC member, this field will be blank. For further information on AAC Membership Qualification Requirements, visit Army Acquisition home page. <data verification: Acquisition Career Manager>

CDG: Indicates the year group in which you were selected in the Competitive Development Group program, if applicable. <data verification: Acquisition Career Manager>

AAC CAREER FIELD: Acquisition Career Field (ACF) code represents your primary ACF. It is not necessarily the ACF in which you have the highest level of certification. <data verification: Acquisition Career Manager>

MONTHS OF ACQ EXP: This field is automatically calculated based on the Section IX Assignment History. It is the total of the "MO" column for every acquisition-related work experience, where an APC code is assigned in the "APC" column. <data source: ADRS system generated>

CAP: Indicates whether or not your current position is classified as a Critical Acquisition Position (CAP). The field indicates "YES" or "NO." GS-14 and above/ personnel demonstration broadband equivalent are CAPs. <data source: APL file>

AAC CERT LEV REQ: The certification level required by the current position. If you are an incumbent of an APL position, this field will be populated from the APL file. Otherwise, it will be left blank. This field indicates the level your position requires and not the level you have achieved. Section X reflects level achieved. <data source: APL file>

AAC RESERVE STATUS: This code identifies the reserve category for employees subject to military recall. Any data provided by you will be automatically overlaid when official data becomes available through DCPDS; therefore, the data source must be corrected. <data source: CPO>

DATE ENTERED PRESENT POSITION: The date you were assigned to your current position. Should match the first line in Section IX. <data source: APL file if APL incumbent or CPO for all others>

5-YEAR REVIEW DATE: This is only applicable to individuals with a CAP indicator, "YES". It is computed by adding five years to the "Date Entered Present Position." The date indicates when an individual occupying a CAP is to be reviewed for possible position rotation. <data source: ADRS system generated>

Section IV – Personal

COMPONENT CODE: COMPONENT CODE indicates the status of your record in CAPPMIS database. <Data source: CPO, and monthly files from ANGB and ARS>

MAILING ADDRESS: These fields are used to identify your home mailing address. It is the same as the address used to mail your Leave and Earnings Statement.

> **STREET:** Any data provided by you will be automatically overlaid when official data becomes available through your personnel office. <data source: CPO>
>
> **CITY**: Any data provided by you will be automatically overlaid when official data becomes available through your personnel office. <data source: CPO>

STATE: Any data provided by you will be automatically overlaid when official data becomes available through your personnel office. <data source: CPO>

ZIP: Any data provided by you will be automatically overlaid when official data becomes available through your personnel office. <data source: CPO>

WORK PHONE #: Submit updates as necessary.

FAX #: Submit updates as necessary.

HOME PHONE #: Submit updates as necessary.

E-MAIL ADDRESS: Update through Web-based IDP application using CHANGE E-MAIL ADDRESS button. <data source: IDP>

Section V – Preference

GEOGRAPHICAL, FUNCTIONAL, and COMMAND: each captures up to three preferred assignments. Make your selections from the hypertext respectively GEOGRAPHICAL, FUNCTIONAL, and COMMAND application tables.

Section VI – ACQ/Leader Training

This section lists ACQUISITION and LEADERSHIP training courses you have completed. Any other courses, such as EEO, Windows 3.0, HIV Training, etc., will not be posted on your ACRB. Please review this section for duplicate entries.

COURSE: For ACQUISITION training, the course title is shown just as in the Defense Acquisition University Training Course Table. Refer to the most recent Defense Acquisition University Catalog. For LEADER training refer to the leadership training table. <data verification: Acquisition Career Manager>

DATE: Indicate the course completion date in this format: (MM/DD/YYYY).

Section VII – Education

This section captures your last three College/Universities degree(s). Only accredited institutions nationally recognized by the U.S. Secretary of Education can be posted. <data verification: Acquisition Career Manager>

INSTITUTION: This is the name of the academic institution (College/University) from which you received a degree that must correspond to your official transcript. For foreign institutions, you must provide an equivalency certificate (to U.S. standards) from any U.S. State Board of Education or any organization member of the U.S. National Association of Credential Evaluation Services. <data verification: Acquisition Career Manager>

DEGREE: Enter the type of degree you received such as associate, bachelor, master, Ph.D.; this must correspond with the official transcript.

DISCIPLINE: Enter the academic discipline from your transcript.

YEAR: The year you graduated (YYYY).

HIGHEST DEGREE: The highest degree attained from the above entries. Only fully completed degrees will be considered and posted. <data source: system generated>

Acquisition Corps Qualification—Credit Hours: This field is used for the 12/24 semester hours of business hours for AAC membership and CE status. This field should be blank unless you are an AAC or CE member. For more information on AAC Membership Qualification Requirements, visit Army Acquisition home page. <data verification: Acquisition Career Manager>

Section VIII – Awards

The most recent TEN awards from the source data (CPO) can be displayed. You may designate a significant award that you have received earlier to be posted on the 11th line. All Award entries must be from the CAPPMIS Award lookup table. <data source: CPO>

AWARD: The title and/or type of award you have received and its corresponding date in MM/DD/YYYY format. <data verification: Acquisition Career Manager>

Section IX – Assignment History

The first entry in this section depicts your current position. Only the start date and location can be changed by the Acquisition Career Manager. Refer to SECTION I for more information. <data source: APL file if APL incumbent or CPO for all others>

The remaining entries list all positions/assignments in Government service. In addition, you may also enter any previous private sector experience if it is acquisition related. <data verification: Acquisition Career Manager>

FROM: This column captures the start date of the assignment to the position, MM/DD/YYYY. <data verification: Acquisition Career Manager>

MO: This column should depict the number of months served in each assignment listed. Each entry with a code in the APC column will be added to calculate the "MONTHS OF ACQ EXP" in Section III above. <data verification: Acquisition Career Manager>

ORGANIZATION: This is the clear text name of the organization in which you served in the described position. <data verification: Acquisition Career Manager>

LOCATION: The city/ post/ camp/station and state that identifies the location of the organization. <data verification: Acquisition Career Manager>

CMD: The Command Code column is a two position alpha-numeric code that indicates the command to which you were assigned for this entry. <data verification: Acquisition Career Manager>

DUTY TITLE: This column indicates your job title in the position you held; it should correspond to the position title of your evaluation report. <data verification: Acquisition Career Manager>

SERIES: For the current assignment, the series code is the same as the series code on the top line of the ACRB. For previous entries, it should correspond to the series you held for that assignment. For non-government jobs in the private industry, leave it blank. <data verification: Acquisition Career Manager>

GRADE: This column captures the various grades you have held in past assignments. The current assignment corresponds to the grade on the top line of the ACRB. For assignments in which you were promoted, list the highest grade held. <data verification: Acquisition Career Manager>

APC: This column depicts the Acquisition Position Category (APC) that describes an acquisition position. A blank in this column depicts a non-acquisition position. Detailed definitions for the APCs and ACFs are available in the DOD Instruction 5000.52-M. <data verification: Acquisition Career Manager>

SUPVR STAT: List the position as supervisory or non-supervisory. <data verification: Acquisition Career Manager>

Section X – Certifications/Licenses

This section lists your multiple Certifications, Professional Licenses, and Continuous Learning Points achieved.

CERTIFICATIONS: This section reflects the certification(s) achieved. Visit Army Acquisition home page for the certification policy and procedures. The Certification Standards Checklist is available at the Defense Acquisition home page. <data verification: Acquisition Career Manager>

CAREER FIELD: The Acquisition Career Field(s) (ACF) in which you are certified. <data verification: Acquisition Career Manager>

CAREER LEVEL: This section indicates the highest level in which you are certified for a particular acquisition career field. <data verification: Acquisition Career Manager>

DATE CERT: This section indicates the date of the certification. <data verification: Acquisition Career Manager>

PROFESSIONAL LICENSE

PROFESSIONAL LICENSE: The Professional License you hold. Only licenses from the above lookup table may be added. <data verification: Acquisition Career Manager>

DATE: The date you obtained the license. You are responsible for the removal of any expired license. <data verification: Acquisition Career Manager>

CONTINUOUS LEARNING (CL)

END DATE: This is the end date of your current CL cycle as displayed in your IDP. Visit Army Acquisition home page for the continuous learning policy and procedures. <data source: IDP system generated>

POINTS: The running tally of the CL points awarded for the current CL cycle. This data is derived from your IDP and can only be changed through your IDP. Your supervisor must approve all your CL activities and award CL points in the IDP application. <data source: IDP system generated>

!! NOTE: 80 points are required for each 2-year cycle. All CL points must be posted on your IDP and submitted to your supervisor for the approval.

Bottom Verification Section

Signed ACRBs are required for updates of data made by an acquisition career manager and when an ACRB is required by a board. Reviewing official and certification official's signature blocks are only used for the certification process.

How to access my ACRB?

The ACRB is available for Civilian AL&TWF at https://asc.rdaisa.army.mil/. The first time you access your ACRB on the Web site, you will be prompted to establish a login name and password. In case of forgotten password, follow the directions on ACRB home page for "Forgot password." If you cannot access your ACRB and have reasons to believe that you may not be included in the Army DACM database, print and complete a blank ACRB form, and contact your Acquisition Career Manager.

Ensure you read the instructions for printing your ACRB from the Web.

How to update my ACRB?

Carefully review each section of your ACRB. To make a correction, line through the data in error and WRITE in the correct information. You may attach a separate piece of paper if you prefer typing. Use the date format of mm/dd/yyyy and refer to the lookup tables for valid data values, if applicable. After you have read and understand the "false statement" clause, sign in the lower left block of the ACRB. You are thus certifying the accuracy of the data and all its markups. For SECTION X-CERTIFICATION update, your supervisor's initial next to your signature is required. Visit Army Acquisition home page for the certification policy and procedures. Provide the signed copy to your Acquisition Career Manager. Please note that only signed ACRBs will be processed. The detailed ACRB UPDATE INSTRUCTIONs are available at: https://asc.rdaisa.army.mil/cappmis/acrb_ins/ An updated copy of your ACRB will be available for your review and print from the CAPPMIS Web site within two weeks of the receipt.

Who can update my ACRB?

Your Acquisition Career Manager, listed below by their servicing population, can update your ACRB.

Data Source/Verification and the Corrective Action

<data source: CPO> The data is coming from the Defense Civilian Personnel Data System (DCPDS) for civilians. Some of you may already be serviced by a Civilian Personnel Advisory Center (CPAC) along with the regional Civilian Personnel Operations Center (CPOC). Contact your personnel office to initiate the corrective

action. Once it's corrected in your official personnel system, your ACRB data will get corrected automatically through the monthly data refresh process. Contact your Acquisition Career Manager for further information.

<data source: APL file> The data is coming from the Acquisition Position File that is submitted by your command then approved by the Director, Acquisition Career Management. Contact your Acquisition Career Manager for further information.

<data source: monthly files from NGB and AR> If you are National Guard or Army Reserve personnel, the data is coming from the monthly extract file sent by your command. Contact your Acquisition Career Manager for further information.

<data source: IDP> The data is coming from the Web-based IDP. Update your IDP accordingly. Contact your Acquisition Career Manager for further information.

<data verification: Acquisition Career Manager> Some of the data entry options are restricted by the application lookup tables. Ensure that your requested update item is within the table. Your Acquisition Career Manger will verify your request at the time of posting.

<data source: system generated> The data is coming from either the automatic calculation based on certain data elements or system clock. Contact your Acquisition Career Manager for further information.

Lookup Tables

Application Tables may be accessed by double clicking the hypertext (highlighted and underlined text) located throughout these instructions. For your update request you only need to indicate the proper code from the table.

- Acquisition Position Category (APC)
- Acquisition Position Type (APT)
- Acquisition Program Indicator (API)
- Acquisition Corps Qualified
- Acquisition Career Fields (ACF)
- Certification Levels
- Geographical Preference
- Functional Preference
- Command Preference
- Acq/Leader Training
- Education
- Awards
- Command
- Professional License
- Component Code
- Acquisition Corps Qualification

Officer Record Brief (ORB)

The ORB is an officer's resume. In one page, it presents to acquisition managers, supervisors, and board members the distinctive qualifications of officers to include where they have been and what they have done. Acquisition officers have some unique items on their ORB that reflect their control branch (Acquisition Corps for all acquisition officers), skill identifiers, and acquisition experience. The ORB is the official document of record for Acquisition Career Field certification for active duty officers. It is important for officers to know what is on their ORB and what it means. Officers may contact their local personnel office to make changes to their ORB. Other helpful information may be found at https://www.perscomonline.army.mil/. (See the following additional information on the ORB.)

The Officer Record Brief—Explanation of Sections/Fields

Related Directives

a. AR 640-2-1, Personnel Qualification Records.

b. DA Pamphlet 640-1, Officers' Guide to the Officer Record Brief.

Definitions of Terminology and Acronyms

a. ORB. Officer Record Brief.

b. PSC. Personnel Service Company/Center.

c. TAPDB. Total Army Personnel Database.

Process/Procedures

a. The ORB is a one-page Army form designed to provide a summary of the officer's qualifications and career history. The ORB is produced from data stored on the Total Army Personnel Data Base/Active Officer (TAPDB/AO) at PERSCOM in Alexandria, VA and is a snapshot of the data as it exists at the time the ORB was produced. Each ORB reflects essential personnel data: both civilian and military education, promotion history, career and professional specialties, awards and decorations and up to nineteen previous assignments.

b. The board ORB does not include Family Data, Troop Command Data, Preference Data, Acquisition Corps Status Data, Assignment Considerations and Date of Availability.

c. Updates to the ORB should be handled in the following sequence:

(1) PSC

(2) Appropriate assignment officer (ACM)

d. Central Clearing Facility (CCF) at Fort Meade updates all security information. See http://www/perscom.army.mil.

Army Reserve Acquisition Corps Management Information System (ARACMIS)

Military members of the Army Reserve use the ARACMIS. The ARACMIS basically documents the same information as the ORB with the exception of work history. Changes may be made to the ARACMIS by mail, phone, fax, or e-mail to the following:

AR-PERSCOM
ATTN: ARPC-ARO-S
1 Reserve Way
St. Louis, MO 63132-5200

Phone:1-800-325-4972, Option 1
Comm:314-592-0608
DSN: 892-0608
FAX: Comm:314-592-0650
DSN:892-0650

E-mail: opacqtn.corps@arp.stl.army.mil
Web site: http://www.2xcitizen.usar.army.mil

Army Reserve Acquisition Corps Management Information System Form

NAME: Last First Middle

CURORG	RANK NAME		CERT-LVLA
DORRES	SSN SEX	DOB	CERT-LVLB
DTMREM	ADSTR		CERT-LVLC
BABR	ADCTYM	ADSTM	CERT-LVLD
AACAOC	ADZIPM		CERT-PEND
ASICO	EMAIL		DAU1
ACO(W/C)	PNCVEM	TELNHM	DAU2
AD TOUR	FAXB	FAXH	DAU3
DEGREE(S)	CREDIT HRS		ACQ YRS EX

Reviewed By Date Certified By Date

DIANA M. SCHENK
Military Personnel Management Specialist
Acquisition Personnel Management Division

FRANCISCO A. ESPAILLAT
MAJ, QM
Chief, Acquisition Personnel Management Division

The above named individual is certified _____
in the Career Field:

Level: _____

PRINT Certifying Official Grade/Name Signature Date

Army Reserve Acquisition Corps Management Information System—Fields

(ARACMIS) Data Element Guide

AACAOC	Army Acquisition Corps Area of Concentration (51A=Systems Development, 51C=Contracting and Industrial Management, 51R=Systems Automation Engineering and Acquisition, 51S=Research and Engineering, 51T=Test and Evaluation, 51Z=Acquisition). Note: 51A, C, R, S&T are used only with the rank of CPT & MAJ. 51Z is used only with the ranks of LTC & COL.
ACQ W/C	W=member of the Army Acquisition Workforce. C=certified member of the Army Acquisition Corps (a subset of the Workforce). "Corps" membership requires officer to be in the grade of major or higher, have four years acquisition experience, have obtained at least Level II certification in a career field, and have a bachelor's degree to include 24 semester hours in business-related courses at the undergraduate or above level IAW DOD 5000.52-M.
ADCTYM	Mailing City Address
ADSTM	Mailing State Address
ADSTRM	Mailing Street Address
AD TOUR	Days soldier would be interested in possible Active Duty Tour Lengths. N = Not Interested in Additional Tours. Y12 = No more than 12 days. Y30 = No more than 30 days. Y60 = No more than 60 days. Y90 or Y90+ = 90 days or 90 days plus.
ADZIPM	Mailing Zip Address
ASICO	Acquisition Additional Skill Identifier (4M = Acquisition Corps Candidate, i.e., 'acquisition workforce'; 4Z = Certified Army Acquisition Corps Officer).
BABR	Basic Branch
CERT LVL B, C, D	Certification level in second, third and fourth career field (if applicable)
CERT-LVL A	Certification level (1, 2, or 3) in primary career field. Career field codes: LOG = Acquisition Logistics; AUD = Auditing; BCF = Business, cost estimating and financial management; IRM = Communications-computer systems; CON = Contracting; IND = Industrial/contract property management; PQM = Management, production and quality assurance; PMT = Program Management; SYS = Systems planning, research,

development and engineering; and TST = Test and evaluation. (Note: Development, as an Army Officer, can only be in career fields LOG, CON, IRM, PQM, PMT, SYS, and TST).

CERT-PND	Career field and level of certification officer is being submitted for Certification. Certification is granted by Career Field Functional Chief Representatives designated by the Office of the Assistant Secretary of the Army, Acquisition, Logistics and Technology (ASAALT).
CURORG	Current organization ("I" = IMA, "L" = IRR or IRR AUG, "H" = TPU or JRU, "J" = AGR).
DAU1	Next Defense Acquisition University (DAU) course the officer should take in order to progress in career field that supports the needs of the service (an "S" after the course designation = already scheduled). DAU 1, 2, and 3 constitutes your Individual Development Plan (IDP).
DAU2	Second DAU course officer should take to meet the needs of the service.
DAU3	Third DAU course officer should take to meet the needs of the service.
DOB	Date of Birth
DORRES	Date of Rank Reserve
DTMREM	Date of Mandatory Removal
FAXB	Fax Number for Business
FAXH	Fax Number for Home
NAME	Name
PNCVEM	Phone Number Civilian Employer (Work Phone)
SEX	Gender
SSN	Social Security Number
TELNHM	Home Telephone Number
DEGREE(S)	Highest Civilian Education Degree
CREDIT HRS	A = 24 Semester Hours Required Disciplines; B = Semester Hours in Career Field and 12 in Disciplines; and C = Neither A or B.
ACQ YRS EX	Number of years acquisition experience

Individual Development Plan (IDP)

The IDP is a required document for both military and civilian workforce members. It is a 5-year plan agreed to by workforce members and their supervisors to meet career goals through education, training, and experience opportunities.

The IDP is a critical document for identifying and tracking career objectives. When preparing the automated IDP, keep in mind the AAC philosophy of maintaining a balance among education, training, and experience opportunities throughout the career. The automated IDP is located at https://rda.rdaisa.army.mil/cappmis/idp/idpprod/login.cfm.

Frequently Asked Questions on IDP

Where do I start working on my IDP?

Start from the OBJECTIVES. For further information, check out the HELP button on the IDP ENTRY PAGE.

Is the Defense Acquisition University (DAU) course registration done automatically when I get the course approved on my IDP?

No. The ATRRS Internet Training Application System (AITAS) is interfaced with the IDP system, but it is a separate system. The DAU course(s) you are applying for must have APPROVED status on your IDP at the time you start the AITAS application process. For further assistance with AITAS, contact your ACM.

How do I submit an application for a DAU course?

Below your name within the DAU section, there is a link (Submit/Review/Cancel Application) in blue that will send you to the AITAS. This system will allow you to apply for and reserve a seat in the DAU courses you desire. The DAU course has to be on your IDP with APPROVED status at the time you submit an application through AITAS.

My supervisor is not in the database. What does he/she do?

Access the IDP/Continuous Learning Web site and click on "New User." At the next screen, the supervisor will be prompted to enter his/her SSN. If the supervisor's SSN is not recognized in the CAPPMIS database, the next screen will provide instructions on how to add him/her to the IDP database. Once added, your supervisor can then proceed and perform supervisory functions within the "Supervisor Module" of the IDP.

I've got a new supervisor. How do I change my supervisor?

Please advise your new supervisor to log on to the IDP site, https://asc.rdaisa.army.mil/cappmis/idp/idpprod/login.cfm, click on the SUPERVISOR MODULE, then add your SSN to his/her employee list. Old supervisor doesn't need to initiate any actions.

How do I update my supervisor's e-mail address?

Only your supervisor can update the supervisor e-mail address using the CHANGE E-MAIL ADDRESS button located in the SUPERVISOR MODULE.

How do I update my grade, job title, or any assignment-related information on the IDP ENTRY PAGE?

The IDP displays the information based on your ACRB data. Please follow the update instructions for ACRB provided at https://asc.rdaisa.army.mil/cappmis/idp/idpprod/login.cfm?app=acrb

The system-generated e-mail to my supervisor was sent to me.

Advise your supervisor to log on to the IDP/CL site, https://rda.rdaisa.army.mil/cappmis/idp/idpprod/login.cfm, complete the Supervisor Profile if necessary, add your SSN in his/her employee list, and verify his/her email address. Forwarding the e-mail you received from the IDP system directly to your supervisor can do this.

Why aren't actual Continuous Learning Points (CLPs) posted in my IDP for the completed courses?

Posting the actual CLPs is NOT an automatic process that happens as you update the status as "completed." You have to submit your IDP to your supervisor with an indication that you want him/her to post your CLPs. Your supervisor is the only one who can award CLPs, and then only if the Continuous Learning policy applies to you.

I have received an e-mail from my supervisor that my IDP was reviewed and approved, but the items/courses still have APPROVAL PENDING status.

The supervisor took no action on that item or did not follow the steps to approve the item. Please contact your supervisor and if necessary recommend reviewing STEP 5 of IDP/CL GUIDANCE FOR THE SUPERVISORS posted under READ ME FIRST button. If the problem persists, contact your ACM.

Career Management Information File (CMIF)

The officer's CMIF contains, at a minimum, an ORB, all Officer Evaluation Reports, and an official photograph. The civilian workforce member's CMIF contains an ACRB, an IDP, a resume or other form of work history, performance appraisals, and the SRPE. For civilians, CMIFs are currently maintained only on AAC members and CDG members. Future plans are to maintain CMIFs on all civilian workforce members. For civilians, documents must be provided to the ACMs by the individual. The CMIF is maintained for AAC members and officers by the ACM in AMB.

Senior Rater Potential Evaluation (SRPE)

Civilian AL&TWF members are evaluated using an annual performance appraisal. In the near-future, the SRPE will be required for all GS-13 equivalent Personnel Demonstration Project and above with each annual performance appraisal. It will complement the annual performance appraisal by providing an assessment of the workforce member's

leadership competencies and potential for advancement. Consequently, the SRPE is an important document in board selection. The SRPE is now required for all GS-13 and above workforce members who are applying for the CDG Program, PM boards, and any education and training selection board. (The SRPE is the civilian equivalent of Part VII, Senior Rater Potential Evaluation of the OER.) Frequently asked questions may be found at the end of this section of this handbook on page 88.

The SRPE forms and instructions found at the end of this section are under revision; however, these will continue to be used until the revision is in place. Watch for implementation of the revised SRPE on the ASC home page on or around summer FY/04.

SENIOR RATER POTENTIAL Evaluation

Privacy Act Statement: Section 6311 of Title 5 to the U.S. Code authorizes collection of this information. Information collected on this form will be used for statistical and impact analysis of this form as an evaluation instrument. Application criteria for some Army Acquisition Corps training and programs may require the completion and submission of this form.

A. EMPLOYEE'S NAME: (Last, First, Middle Initial)	B. SSN:	C. POSITION TITLE, SERIES, AND ACQUISITION CARRER FIELD	D. GRADE:
E. MACOM/IRA			
F. PERIOD COVERED FROM: THROUGH:		G. EMPLOYEE'S COPY: (Check on and date) ☐ Given to Employee ☐ Fowarded to Employee	
H. NAME OF SENIOR RATER: (Last, First, M.I.)	I. SSN:	J. SIGNATURE	K. DATE: (yymmdd)
L. GRADE / RANK, SERIES / MOS-FA / ACF:	M. MACOM / IRA	N. Telephone: Commercial: DSN:	
O. RATES: I understand my signiture does not constitute agreement or disagreement with the evaluation of the Senior Rater.	P. SIGNATURE OF RATEE:		Q. DATE: (yymmdd)

R.

OVERALL POTENTIAL RATING	SENIOR RATER PROFILE
1	
2	
3	
4	
5	

S. BULLET COMMENTS (Potential)

E. Employee's Comments

Blank SRPE Factors Form

SENIOR RATER POTENTIAL RATING FACTORS FORM		
Date:	Ratee:	SSN:

Privacy Act Statement: Section 6311 of Title 5 to the U.S. Code authorizes collection of this information. Information collected on this form will be used for statistical and impact analysis of this form as an evaluation instrument. Application criteria for some Army Acquisition Corps training and programs may require the completion and submission of this form.

Scoring: 1=Maximum 2=Higher 3=Average 4=Marginal 5=Minimum

	LEADERSHIP EFFECTIVENESS COMPETENCIES	LEADERSHIP EFFECTIVENESS COMPETENCY DEFINITIONS	SCORE
1	Oral Communication	Listens to others. Makes clear and effective oral presentations to individuals and groups. (Note: Use of a sign language interpreter may be appropriate for people who are deaf or hard-of-hearing.)	
2	Written Communication	Communicates effectively in writing. Reviews and critiques others writings.	
3	Problem Solving	Recognizes and defines problems, analyzes relevant information and encouages alternative solutions and plans to solve problems.	
4	Leadership	Demonstrates and encourages high standards of behavior. Adapts leadership style to situations and people. Empowers, motivates, and guides others.	
5	Interpersonal Skills	Considers and appropriately responds to the needs, feelings, capabilities, and interests of others. Provides feedback and treats others equitably.	
6	Self-Direction	Realistically assesses own strengths, weaknesses, and impact on others. Seeks feedback from others. Works persistently toward a goal. Demonstrates self-confidence, invests in self-development, and manages own time efficiently.	
7	Flexibility	Adapts to changes in the work environment. Effectively copes with stress.	
8	Decisiveness	Takes action and risks when needed. Makes difficult decisions when necessary.	
9	Technical Competence	Demonstrates technical proficiency and understanding of its impact in areas of responsibility.	
		TOTAL POINTS =	
		TOTAL POINTS DIVIDED BY NUMBER OF COMPENTENCIES RATED =	

SRPE Example

The potential of the applicant is evaluated against nine factors (AAC Form 1A (Test)) (Figure 1).

Use this guide when determining level of potential.

Enter numeric score in each box. Fractions are not allowed. Remember that you are evaluating potential; not performance

Although allowed, try not to issue a score of N/A. Remember, you are rating potential; not performance.

SENIOR RATER POTENTIAL RATING FACTORS FORM

Date:	Ratee:	SSN:

Privacy Act Statement: Section 6311 of Title 5 to the U.S. Code authorizes collection of this information. Information collected on this form will be used for statistical and impact analysis of this form as an evaluation instrument. Application criteria for some Army Acquisition Corps training and programs may require the completion and submission of this form.

Scoring: 1=Maximum 2=Higher 3=Average 4=Marginal 5=Minimum

	LEADERSHIP EFFECTIVENESS COMPETENCIES	LEADERSHIP EFFECTIVENESS COMPETENCY DEFINITIONS	SCORE
1	Oral Communication	Listens to others. Makes clear and effective oral presentations to individuals and groups. (Note: Use of a sign language interpreter may be appropriate for people who are deaf or hard-of-hearing.)	2
2	Written Communication	Communicates effectively in writing. Reviews and critiques others writings.	1
3	Problem Solving	Recognizes and defines problems, analyzes relevant information and encouages alternative solutions and plans to solve problems.	2
4	Leadership	Demonstrates and encourages high standards of behavior. Adapts leadership style to situations and people. Empowers, motivates, and guides others.	1
5	Interpersonal Skills	Considers and appropriately responds to the needs, feelings, capabilities, and interests of others. Provides feedback and treats others equitably.	1
6	Self-Direction	Realistically assesses own strengths, weaknesses, and impact on others. Seeks feedback from others. Works persistently toward a goal. Demonstrates self-confidence, invests in self-development, and manages own time efficiently.	2
7	Flexibility	Adapts to changes in the work environment. Effectively copes with stress.	1
8	Decisiveness	Takes action and risks when needed. Makes difficult decisions when necessary.	2
9	Technical Competence	Demonstrates technical proficiency and understanding of its impact in areas of responsibility.	1
		TOTAL POINTS =	13
		TOTAL POINTS DIVIDED BY NUMBER OF COMPENTENCIES RATED =	1.4

Enter the sum of all scores here.

Step 3 Once the senior rater has calculated the ratee's average score and entered it on the Senior Rater Potential Rating Factors Form (15 divided by 9 = 1.7 from the above example rounding up to one decimal place), the senior rater then finds the range with which the employee's score falls from the chart below. Next, the senior rater obtains the value in the Overall Potential Rating column from the chart below which corresponds to the scoring range.

Enter the Total Points divided by the number of items rated; round. This number is transferred to "Block R" of AAC Form 1 (Test).

Figure1

Once all factors have been evaluated, the total score is obtained and averaged, resulting in the overall score using the following conversion chart (Figure 2); i.e., 1.4 converts to an overall rating of 1. This number is brought forward to the evaluation itself, block R, Overall Potential Rating (AAC Form 1(Test)).

Overall Potential Rating	Ratee s score is at least	but not more than
1	1	1.5
2	1.6	2.5
3	2.6	3.5
4	3.6	4.5
5	4.6	5.0

Figure 2

What the Profile Says

The Senior Rater Profile is a critical element of the rating. This information tells the board where, among all the employees evaluated by the senior rater at the same grade, the rated individual fits. A common problem is a Senior Rater Profile (Figure 3) where all employees are rated in the "1 Block." This indicates to the board the rated individual is one of many, all with potential at the same level. It says there is nothing extraordinary about this specific individual; he/she is just one of the crowd. With a profile like the one in Figure 3, the Senior rater has lost the ability to make his/her evaluation count.

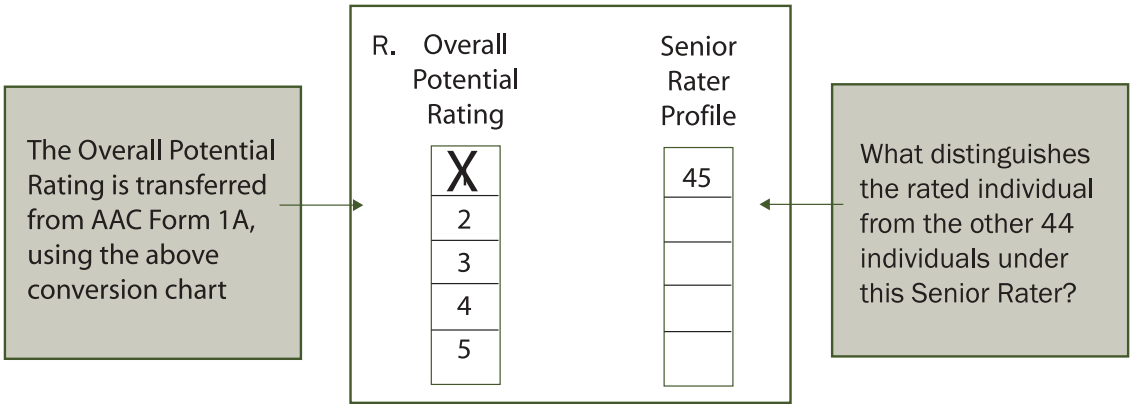

Figure 3

However, a Senior Rater Profile with 3 individuals in the "1 Block" (one of them being the applicant), 10 in the "2 Block" and 17 in the "3 Block" and 15 in the 4 block (Figure 4), shows the rated individual is one of the three individuals who shows the most potential. This rating provides the board with critical information about the applicant's potential for positions of increasing responsibility.

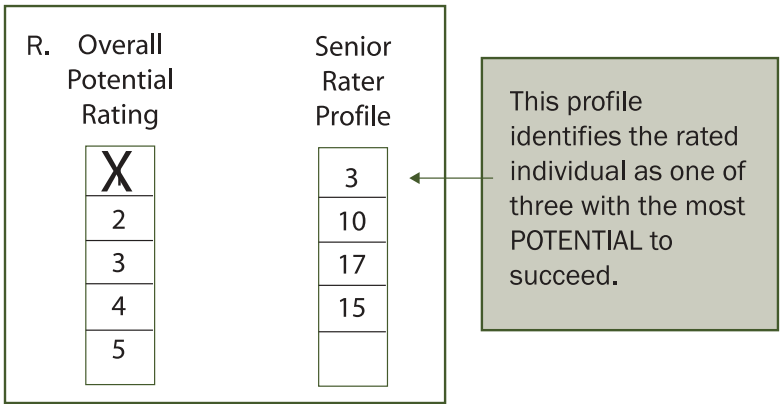

Figure 4

Bullet Comments

The Bullet Comments (Block S) section is the senior rater's opportunity to support the overall potential rating with verbiage that gives credibility to the "overall potentail rating" and substantiates the Senior rater's evaluation (Figure 5).

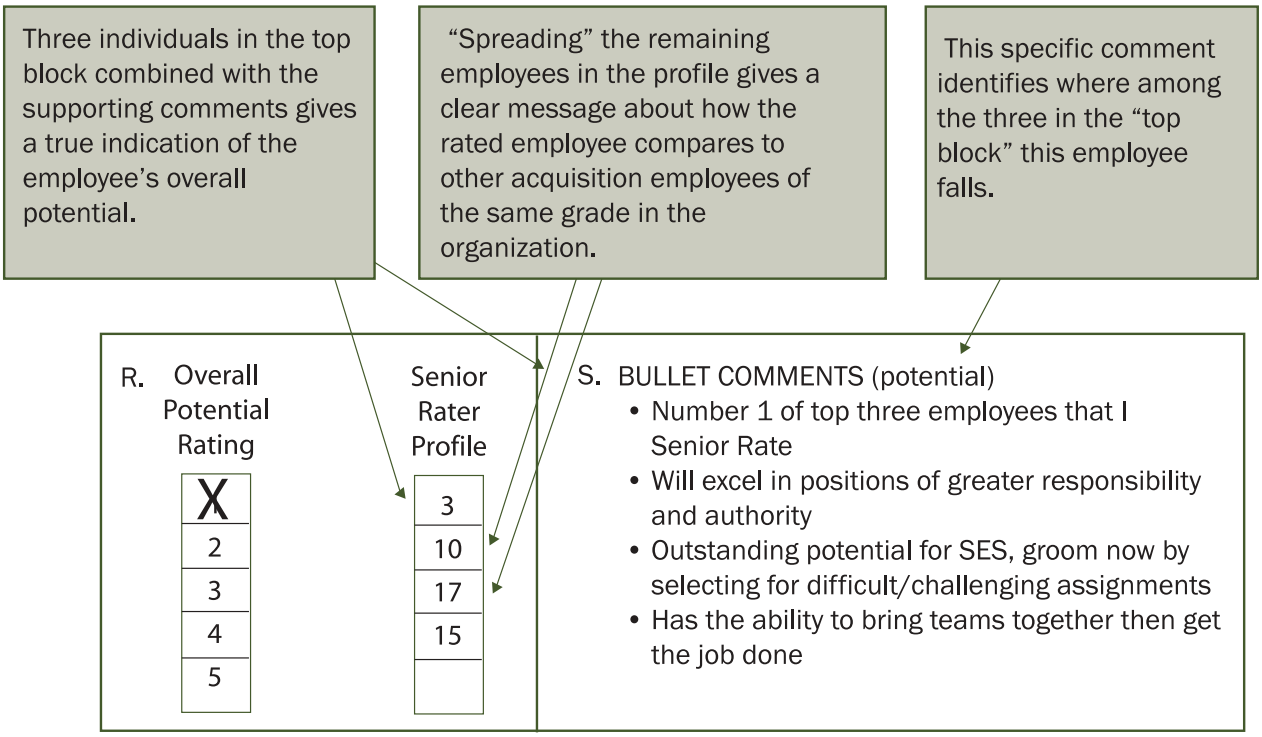

Figure 5

Sending Mixed Signals

Senior raters who fail to provide a clear message on an individual's potential for increased responsibilities force board members to interpret the senior rater's intent. Several examples follow.

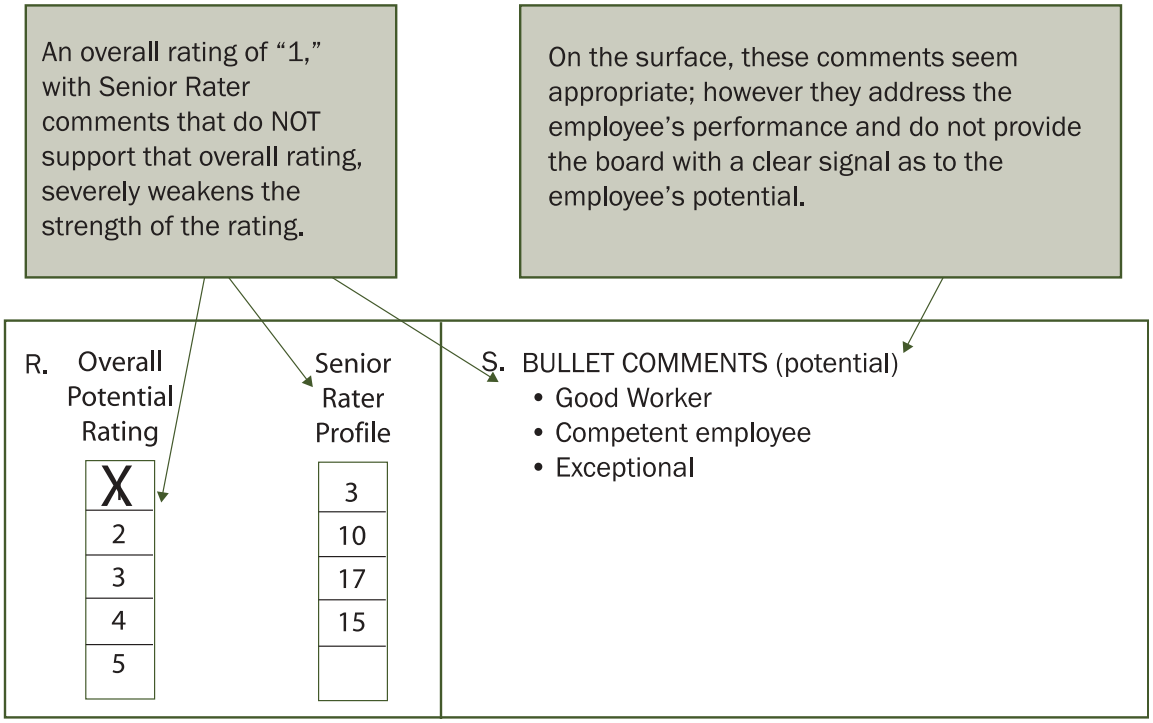

Figure 6

While specific comments are at the discretion of the senior rater, senior raters at a minimum should quantify where the individual ranks in the organization and address their potential for selection to the next board selected schooling, promotion and product/project manager or acquisition command.

A rating of "2" to "5" (Figure 6), with outstanding comments, causes the board to question the senior rater's objective. Lack of clear intent by the senior rater leaves the board the opportunity to interpret the senior rater's meaning. It is imperative the senior rater clearly address the applicant's potential in the bullet comments. Although senior raters will take performance issues into consideration, it is important to note it is potential they are addressing.

Frequently Asked Questions on the Senior Rater Potential Evaluation

What is the purpose of the SRPE?

The purpose of the SRPE is to rate an individual's demonstrated leadership competencies and potential for advancement to higher levels of responsibility. It is not intended to rate functional expertise. (Example: An individual may be an excellent, highly competent engineer but demonstrate no potential for higher levels of responsibility and competencies required for leadership.) Additionally, since the Officer Evaluation Report includes a Senior Rater Evaluation, the SRPE provides equity for civilians by allowing them to demonstrate leadership potential.

Who is required to have a SRPE?

In the near-future, GS-13/equivalent DOD Civilian Acquisition Workforce Personnel Demonstration Project broadband and above civilians.

When is a SRPE required?

A SRPE completed within the past year is currently required for applicants to the PM Boards and the CDG Program Board. When it is fully implemented, the SRPE will be required for each rating period and all AAC competitive boards.

Who is the Senior Rater?

The Senior Rater, under all the performance assessment systems (TAPES, CCAS, Demo Project), is the rater of the individual's rater.

What are common problems in completing the SRPE form (AAC Form 1)?

A number of common problems follow:

- No senior rater profile in Block R of the form. Senior raters must account for all the AL&TWF employees he/she rates in the same grade as the ratee. For example, if the individual rated is a GS-14, the senior rater must account for all GS-14 AL&TWF employees he/she senior rates in this section. (When the SRPE is fully implemented, it will be automated in the DACM database and a cumulative senior rater profile will be provided for each senior rater.)

- No discrimination in the senior rater profile. Senior raters must determine where all individuals in the ratee's grade would fall on the profile; i.e., from maximum (Block 1) to minimum (Block 5). It is highly unlikely that all will fall into the same block as the ratee.

- Poorly articulated forms; i.e., handwritten and illegible; misspelled words; and poor grammar.

- No senior rater comments in Block S of the form. Not including comments is highly detrimental to the ratee. Comments should be strong, address leadership competencies, and support the "overall potential rating" score assigned as well as the rating on the latest performance evaluations.

- Senior Rater comments that address functional performance rather than demonstrated leadership competencies and potential for higher levels of responsibility. Examples of good comments follow:

  - Best or top performer
  - Future PM
  - Groom for leadership
  - A visionary—sets sights on the big picture
  - Great communicator—excellent verbal and written skills
  - Superior leader—a team leader with unique capability to gain consensus on complex and controversial issues
  - Unlimited potential

AAC STATUTORY/REGULATORY REQUIREMENTS/ARMY POLICIES

Acquisition Career Field (ACF) Position Certification Requirements

DAWIA requires that the Secretary of Defense establish education, training, and experience requirements for all acquisition positions based on the level of complexity of the duties carried out in the position. The ACF Functional Boards have established position requirements for each acquisition career field and have divided the requirements into three levels. Each organization determines the certification level and the Acquisition Position Code category required by a position. The career levels are described below. (NOTE: The grades associated with each level should be used as a guide.)

Level I (Basic Level). This level is for individuals generally in grades GS-5 through GS-8/personnel demonstration project broadband and Captain. Basic level training standards are designed to establish fundamental qualifications and expertise in the individual's job series, functional area, or career field. Development at the basic level lays the foundation for career progression and is designed to prepare qualified, motivated personnel for positions of increasing responsibility.

Level II (Intermediate Level). This level is for individuals generally in the grades of GS-9 through GS-12/personnel demonstration project broadband and majors. At the beginning of the intermediate level, specialization is emphasized. Individuals should later begin to broaden their backgrounds toward a more general expertise in the overall processes of their career field. A lateral movement (reassignment) to a related specialty should optimally follow development of the expertise in the individual's primary career field.

Level III (Senior Level). This level is for individuals generally in the grades of GS-13/personnel demonstration project equivalent and Lieutenant Colonel and above. By the time individuals reach Level III, they should have completed all the mandatory training and education requirements (or equivalents) up to that level and should have advanced through a career path that has given them in-depth knowledge in their career field and a breadth of knowledge across the entire acquisition process.

ACF Position Certification requirements are detailed in DOD 5000.52-M. The most updated requirements are documented in the DAU Catalog, which may be accessed at http://www.dau.mil/ (For more information on DAU, see the "Career Opportunities" section of this handbook.) Certification in the position occupied is a condition of employment. Once in an acquisition position, you have up to 18 months to meet the level of certification required of the position. It is your responsibility to work with your supervisor to include the mandatory certification training and/or education requirements on your IDP. Note: Level II certification or training is required for AAC membership. Therefore, individuals selected for a CAP must have Level II certification or training at the time of selection; they then have 18 months to become Level III certified, as required for all CAPs.

Certification Process. Once position certification requirements or the requirements for a higher level in the position career field or in another career field have been met, an employee should work with the appropriate ACM to obtain certification.

- The first step for civilian workforce members is to ensure the ACRB is updated. Once updated, print a copy, annotate Section X to indicate the ACF and level of certification requested, sign and obtain the supervisor's initials. Provide the ACRB to the appropriate ACM. The ACM may require a resume or other form of work history to verify experience.

- Military officers will request certification through the completion of the certification package on the PERSCOM Web site, https://www.perscomonline.army.mil, and provide the package to their ACM at AMB.

- Army Reserve members not working in a civilian position should sign an ACF certification checklist obtained from their reserve ACM or submit a request by mail, e-mail or fax to their ACM.

- Army National Guard workforce members provide an updated ACRB to the ACM assigned to their region (Western, Central, Eastern, and four territories).

The ACM will handle the process from there by reviewing and forwarding the certification documents to the appropriate certifying official. Once a certifying official has approved the certification, the ACM will disseminate the certification documents to include providing the applicant with the original, signed ACRB/ORB/ARACMIS and certificate. ACMs will update records with the new certification data in the DACM database or the Total Army Personnel Database, as appropriate. The ACRB/ORB/ARACMIS signed by the certifying official is the official record of certification—not the certificate.

For detailed information on Army certification policy and procedures, visit http://asc.rdaisa.army.mil/. Click on the "Policy & Procedures" button and scroll to "Certification Policy and Procedures."

The DOD Acquisition Career Management Mandatory Course Fulfillment Program

On April 8, 1999, the USD(AL&T) reinstated the DOD Acquisition Career Management Mandatory Course Fulfillment Program and Competency Standards. The program enables members of the Acquisition Workforce to receive credit for mandatory DAU courses by demonstrating competency through experience, education, and/or alternative training. The Army does not allow fulfillment for courses that are offered online. (Hybrid courses may be fulfilled.) While fulfillment is an option, course participation remains the preferred method. See http://asc.rdaisa.army.mil/ for DOD guidance and the Army Implementing Instructions for Fulfillment. The process for requesting approval of a fulfillment package is the same as for certification; i.e., once the package is complete, provide it to your ACM who will process it through the appropriate certifying official.

Continuous Learning Activities

USD(AT&L) policy on continuous learning for the AL&TWF requires that all military and civilian acquisition personnel earn 40 continuous learning points (CLP) a year or 80 CLPs every two years. The purpose of the policy is to ensure workforce members participate in continuous learning activities throughout their careers. In today's rapidly changing environment, it is critical that acquisition professionals remain current with reforms and trends and are flexible and willing to learn new skills.

Your first and most important responsibility is to meet your position certification requirements. CLPs are earned for courses taken toward and certification. (It is the dual responsibility of supervisors and employees to ensure position certification requirements are met within 18 months of assignment to the position.) Once these are met, you should begin broadening activities. These may include certifications at higher levels or in other career fields, leadership training, developmental assignments, seeking a degree, participating in career professional activities, etc., all of which may be counted toward earning CLPs. Work with your supervisor to ensure attainment of CLPs is considered when developing your IDP and ensure points earned are captured on your IDP and approved by your supervisor.

The USD(AT&L) policy on continuous learning for the DOD Acquisition Workforce may be accessed at http://asc.rdaisa.army.mil/. The end of this section includes guidelines for annotating and awarding CLPs and supervisor's steps for approving CLPs.

Army Acquisition Corps AAC Membership

The AAC is a subset of the AL&TWF. All acquisition GS-14/equivalent DOD Civilian Acquisition Workforce Personnel Demonstration Project broadband and LTC and above positions are CAPs and require AAC membership. There are a number of ways to become a member of the AAC:

- For civilians, meet all the qualifications for AAC membership and be selected for a Critical Acquisition Position (CAP) (GS-14 /equivalent DOD Civilian Acquisition Workforce Personnel Demonstration Project broadband) OR apply at

the GS-13 level with CE status and Level III certification and be accepted for accession into the corps.

- Complete the CDG Program.

- Be accessed through another form such as the U.S. Army Reserve, i.e., military certifications transfer when seeking civilian positions.

- Transfer AAC membership to the Army from another DOD component. (Army will honor membership from other components regardless of grade or qualifications.)

- For military majors whose control branch is acquisition, meet all the qualifications for AAC membership and be accessed into the corps.

Following are DAWIA, DOD, and Army requirements for AAC membership. Individuals must meet these requirements and be accessed into the AAC before being placed in a CAP position.

Army Acquisition Corps Membership Requirements/Information

I. **REQUIREMENTS:** To become a member of the Army Acquisition Corps (AAC), a subset of the AL&TWF, individuals must meet the status, experience, training, and education requirements listed under paragraphs 1 through 4.

1. **STATUS:** Civilian employees occupying GS-14/demonstration project equivalency, or above, positions are required to be in the AAC. (All GS 14/demonstration project equivalency and LTC and above are Critical Acquisition Positions.) AL&TWF GS-13s with Corps Eligible status and Level III certification may request accession into the AAC. Military must be serving in the grade of major, or above, to be accessed into the corps.

2. **EXPERIENCE:** Have four years of acquisition experience in the DOD or in a comparable position in industry or government.

3. **TRAINING:** Have completed Level II or Level III certification or the mandatory training requirements for Level II in an acquisition career field. (Note: Individuals selected for a CAP with Level II certification have up to18 months to achieve Level III certification in the career field designated by the position or may obtain a waiver.

4. **EDUCATION:** (must have both a and b)

   a) Possess a bachlor's degree from an accredited educational institution.

b) Possess at least:

- 24 semester credit hours (or equivalent) from an accredited institution of higher education, from among the following business disciplines: accounting, business, finance, contracts, economics, industrial management, law, marketing, organization management, purchasing, and quantitative methods.

OR

- 24 semester credit hours (or equivalent) in the individual's acquisition career field, from an accredited institution of higher learning, and 12 semester credit hours (or equivalent) from among the business disciplines listed above.

c) There are two exceptions to the education requirement (i.e., the college degree and the 24/12 semester hours of a business discipline, as stated in paragraph 4. a and b, above.

1) If an individual had at least 10 years of acquisition experience as of October 1, 1991, the above education requirements do not apply.

2) If the individual meets both of the following conditions, the above education requirements do not apply:

- was serving in an acquisition position on October 1, 1991, but had less than 10 years of acquisition experience.

- has 24 semester hours in the above listed business disciplines. (A combination of college courses and approved equivalency examinations totaling 24 semester hours may be used.)

(Note: At the end of this section, you will find examples of business courses that are acceptable toward the 12/24 semester hours in a business discipline and additional information on obtaining the hours.)

II. GENERAL INFORMATION:

1. Upon acceptance into the AAC, civilian members are required to sign the following documents:

a) AAC Written Tenure Agreement.

b) AAC Mobility Statement. There are three types of mobility:

- Functional Mobility consists of a new assignment within the same commuting area but to a position in one of the following:

(a) another acquisition career field

(b) another functional area within an acquisition career field

(c) a sub-specialty within a functional area or acquisition career field

- Organizational Mobility refers to a new assignment within the same commuting area to a different office or command level.

- Geographic Mobility refers to relocation outside the commuting area.

2. Upon accession into the AAC, members will receive a letter and a certificate of documentation from the Deputy Director, Acquisition Career Management.

3. The PERSCOM AMB Personnel Assistant will update the Acquisition Career Records Brief to indicate AAC status.

4. AAC members retain their corps membership even when assigned to a non-acquisition position.

Civilians must meet the requirements for AAC membership and be accepted for membership to be accessed into the AAC. AMB reviews the individual's record to ascertain AAC membership requirements have been met and submits a memorandum of accession to the DACM for approval. Once approved, the individual becomes a member of the AAC.

Officers who believe they have met all the requirements for AAC membership should contact their ACM at AMB to initiate the AAC membership process. The ACM will review the officer's records and complete the process.

ARNG military and civilian personnel who apply for AAC membership should submit their request through the ARNG ACMB in Arlington, VA. The ACMB will review the request and submit the memorandum of accession to the DACM for approval.

Army Reserve Officers who believe they meet the AAC membership requirement should complete an Acquisition Data Call packet and send it to the ACM at Army Reserve, PERSCOM, St. Louis, MO. The packet may be found at the following Web address: http://www.2Xcitizen.usar.army.mil.

Army Waiver Guidance and Procedures for Acquisition & Technology Workforce Positions

Army Waiver Guidance and Procedures for AL&TWF Positions, signed May 24, 2002, outlines the statutory and OSD requirements for various acquisition positions, clarifies the circumstances under which a waiver may be considered, and establishes waiver approval authority and procedures. There are three sets of assignment qualification standards for CAPs:

a. AAC membership requirements: These are the grade, experience, and education requirements specified at 10 USC 1732: grade; four years acquisition experience; bachelor's degree; and 12/24 business hours.

b. Certification requirements: These are the position certification/training requirements established by the functional career fields for each career level (entry, journeyman, senior) in an acquisition career field, DOD 5000.52-M. DOD requires completion of all mandatory training requirements for Level II in an acquisition career field for Acquisition Corps membership. (The Army requires Level III training for GS-13s.)

c. Position requirements: These are the assignment qualifications for Program Manager, Deputy Program Manager, Program Executive Officer, General Officer/ Senior Executive Service, and contracting officers over and above the AAC and certification requirements in subparagraphs a. and b., above. The requirements are detailed in Appendix M of 5000.52-M.

All waivers are processed by the AMB PERSCOM.

Army Waiver Guidance for the AL&TWF may be found http://asc.rdaisa.army.mil/ under "Policy & Procedures" button.

Corps Eligible Status

Obtaining Corps Eligible (CE) status greatly reduces the time needed to determine AAC eligibility for those who are selected for a CAP. CE status indicates that the individual's credentials have been reviewed and that he/she meets the requirement for AAC membership. CEs with Level III certification are afforded a number of competitive and noncompetitive career-enhancing opportunities. The most prestigious of these are the opportunity at the GS-13 level to apply for AAC membership and at the GS-12/13 level/ equivalent demonstration project broadband to apply for the CDG Program. Many of the opportunities offered in the AETE Catalog are restricted to AL&TWF members with AAC or CE status and Level III certification.

Applicants for CE status should work with their ACM to be sure ACRBs are updated prior to submitting the CE package for approval. Updated ACRBs and appropriate documentation will expedite the process. Detailed information on obtaining CE status and a copy of the application form may be found at http://asc.rdaisa.army.mil/ under the "Policy/Procedures" button. A copy of the CE application form may also be found at the end of this section.

Send CE packages to the following address:

Commander
U.S. Total Army Personnel Command
ATTN: TAPC-OPB-E (R. Ford)
200 Stovall Street
Alexandria, VA 22331-0411

GS-13 AAC Membership

GS-13 Army AL&TWF members who have CE status and are Level III certified in an ACF may apply for AAC membership. Eligible members who wish to apply for AAC membership may do so by providing the following documents to the Acquisition Management Branch (AMB) at PERSCOM. (The AAC Membership Application and

the Mobility Agreement may be found on the DACM homepage under the forms button. A copy of the application form may also be found at the end of this section.

a. Documentation of conversion to GS-13 for those in a personnel demonstration broadband that includes the former grades below GS-13. (Include documentation, such as an SF 50, that the applicant held the grade of GS-13 going into the demonstration project or currently earns the equivalent salary of a GS-13, Step 4 or higher. Use the current year's General Schedule Salary Table and do not include locality pay in the conversion.)

b. A completed AAC Membership Application.

c. A signed (by applicant only) copy of an updated ACRB that documents CE Status and demonstrates that the applicant currently occupies an AL&TWF position.

d. A signed Acquisition Corps Mobility Agreement. (Note: The term "mobility" includes functional and organizational moves as well as geographic. Due to fiscal constraints, geographic moves are the least desirable of the three.) Submit applications to AMB at the following address:

   Commander
   U.S. Total Army Personnel Command
   ATTN: TAPC-OPB-E
   200 Stovall Street, Room 7N35
   Alexandria, VA 22332-0411

Applicants who are accepted for membership will receive a Letter of Acceptance, a Certification of Admission, and an Acquisition Corps Certificate. Applicants who are not accepted will be notified in writing by AMB.

Section 808, FY 2001 National Defense Authorization Act

Section 808 amended Section 1724 of Title 10, United States Code. Specifically, the amendment states that for purposes of qualifying to serve as a Contracting Officer with authority to award or administer contracts for amounts above the simplified acquisition threshold, or to serve in a GS-1102 position or similar occupational specialty if the position is military, the individual must possess a bachelor's degree and 24 semester hours (or equivalent) in business from an accredited institution of higher learning. The amendment further states that the new requirement does not apply to a person for the purpose of qualifying to serve in a position in which the person is serving on September 30, 2000.

Additionally, guidance issued by OSD in a memo, subject: Changes in Education Requirements for the Acquisition Workforce, dated March 21, 2001, declared that the education requirements mandated by Section 808 apply only to civilian employees and military members entering contracting positions after September 30, 2000. Therefore, civilian personnel within DOD and military personnel who occupied GS-1102 or equivalent military positions, respectively, and those personnel in contracting officer positions with authority to award or administer contracts above the simplified acquisition threshold at any time prior to October 1, 2000, are excluded from the new requirements.

You may access the memorandum outlining the exclusion on the Acquisition Career Management Web site at http://www.acq.osd.mil/yourfuture. DAWIA, Section 1724, as written prior to Section 808 amendment, continues to apply to personnel exempt from Section 808. However, all personnel, including those excluded from the new requirements, are highly encouraged to earn a bachlor's degree and 24 semester credit hours (or the equivalent) in business-related disciplines for professional and personal development. EXAMPLES for clarification:

1. An individual who has a bachelor's degree that includes no business hours would be required to have an additional 24 semester hours in business to meet the requirement.

2. An individual who has a bachelor's degree that includes 9 semester hours of business would need an additional 15 semester hours of business to meet the requirement.

3. An individual who has a bachelor's degree that includes 24 hours of business would need no additional business hours to meet the requirement.

4. An employee who is currently holding a GS-301 position within DOD but held a GS-1102 position within DOD in 1999 is exempt from the new educational requirements of 10 U.S.C 1724 as amended by Section 808, pursuant to the OSD memo, dated March 21, 2001.

5. A DOD employee holding a GS-301 position, without ever having held a GS-1102 position, must meet the new educational requirements of 10 U.S.C. § 1724 as amended by Section 808, in order to be qualified and considered for a GS-1102 position, unless granted a waiver.

6. A currently retired or separated military member, who occupied a DOD position with an occupational specialty similar to the GS-1102 series on or before September 30, 2000, must meet the new educational requirements of 10 U.S.C. § 1724 as amended by Section 808 when applying for a GS-1102 position within DOD.

Annotating and Awarding Continuous Learning Points on Automated Individual Development Plan (IDP)

The automated IDP is the document AL&TWF members shall use to annotate activities that count towards continuous learning. There are two phases to obtaining credit for Continuous Learning activities. First, the individual enters Continuous Learning activities on his/her automated IDP. Second, the individual's supervisor reviews, approves, and types in "Actual CL Points" for the Continuous Learning activities the employee has listed. More detailed instructions follow.

The Individual's Steps to Annotating Continuous Learning

Step 1. Log into automated IDP.

- https://asc.rdaisa.army.mil/cappmis/idp/idpprod/login.cfm

- Enter/create login and password

- Select "Individual Module"

Step 2. Review information on first page of IDP to determine your Continuous Learning Cycle period.

- The block on Continuous Learning will show you the start date and end date of your Continuous Learning Cycle. This is the two-year period of time in which you need to meet your 80 Continuous Learning Points (CLPs).

- This section will also keep a running total of your CLPs approved to date. The computer will automatically tally these points as your supervisor approves your continuous learning.

Step 3. Annotate the activities you have participated in during your two-year Continuous Learning Cycle. To determine in which sections of the IDP to add your activities, listed below are the various sections of the IDP and the types of activities available under the "Add Courses" button within each section.

Educational/Academic

- *AETE Programs.* The button "Add Courses" contains an existing menu of courses that can be added by clicking on the circle/box in front of the course, then clicking on save at the bottom of the screen. The menu includes the war colleges, some master's degree programs, and the senior service college.

- *College Degree.* Allows you to annotate a degree program you are currently working on, or one you have completed during the Continuous Learning Cycle.

- *Individual College Courses.* Allows you to annotate individual courses you will be taking and those you have completed during the Continuous Learning Cycle.

Training

- *DAU.* Based on the Career Field Names you choose in this section, corresponding DAU courses will be available by clicking on the "Add DAU Course" button. Courses can be added by clicking on the circle/box in front of the course, then clicking on save at the bottom of the screen.

- *Functional/Technical.* Currently the only course available on the pull down menu.

- *Leadership.* Contains a pull down menu consisting of various leadership courses (i.e., Supv Devel Crs, LEAD, PME I & II, etc.) and regional (local) training. Courses can be added by clicking on the circle/box in front of the course, then clicking on save at the bottom of the screen.

- *Other Training.* If the training you need to add is not contained in the pull down menus in the training sections mentioned above, you may enter your training in this section. Click on "Add Course." Click on the "Activity" pull down menu. Pick an appropriate category: OJT; IPTs/PATs/Tiger Teams; rotational/broadening

assignments; association memberships; teaching/lecturing; symposia/conference/workshop attendance; symposia/conference/workshop presentations; and publications/patents. Fill in the blanks. List the CLPs you think you have earned in the objectives block along with the objective. Then click on "Save."

Experiential/Developmental

The "Add Experiential" pull-down menu in this section allows you to annotate projected/actual assignments such as: Participation in the Competitive Development Group (CDG); experience with industry; and operational experience in the field with the soldier.

Professional Activities

The "Add Activities" pull down menu allows you to annotate activities such as professional development programs and professional certificates (i.e., NCMA, CPA, etc.).

Step 4. Annotate CLPs for each entry on your IDP for which the status is "Completed." For the DAU courses and some of the other activities listed in the pull down menus, projected CLPs will show up automatically. If none show up automatically, then in the "CL Points Requested" or "Objectives" block you should type in the number of CLPs that you think you should be granted for the activity using the Army Implementing Procedures for CL as guidance.

Step 5. Once you have finished adding your continuous learning activities to your IDP, click on the button to submit your IDP to your supervisor. The screen will let you tailor your email message to your supervisor to let him/her know what kind of changes you made and in which sections you made the changes. In addition, it will allow you to type in a short message if necessary. When you have finished filling out this page, click on "Submit." An email message will be sent to the supervisor on file for you. A copy of the email will be sent to you as well. Although you have annotated the number of CLPs you think you should be awarded for your activities, you are not granted any CLPs until your supervisor reviews, approves, and types a number in the "Actual CL Points" block.

Step 6. Wrong or no supervisor name. When you "Submit" your IDP to your supervisor, the system will show you who it sent the message to. If the name that comes up is not your correct supervisor, you need to tell your current supervisor that he/she needs to add your SSN to their IDP supervisory file. You cannot change the name of your supervisor on your IDP. Only your current supervisor can do this.

Step 7. Exit IDP program. When you have finished making changes to your IDP, click on "Close Browser—Done with IDP."

The Supervisor's Steps to Approving Continuous Learning Points

The employee will not be granted continuous learning credit for an activity until you, as supervisor, annotate "Actual Continuous Learning Points" and approval for the activity in the employee's automated IDP.

Step 1. Log into the automated IDP program.

- Go to https://asc.rdaisa.army.mil/cappmis/idp/idpprod/login.cfm

- Enter/create login and password

- Select "Supervisor Module"

Step 2. Setting up supervisor profile.

- If you are not in our database, the IDP system will provide further instructions to add you to the database. Once added the system will allow you to create a login and password.

- Once in supervisor module, you need to add the employees that you supervise. Click on "Add Employees." Enter the SSNs of your employees.

Step 3. Find employee under "Subordinate List."

Step 4. Review/approve/annotate CLPs for employee's activities. You must approve each activity/item separately. To do this, you need to click on "Complete Events" for the individual. All activities/items will be displayed requiring your review and awarding points if appropriate.

- Within this section, review each entry separately by clicking on the "Review/Approve" button for each entry.

- Once in the file for that entry, type in the CLPs in the block called "Actual CL Points." To help you to know how many points to consider awarding, you should be able to find the suggested CLPs in one of two places. If it's a DAU or other standard course, the CLPs will be shown in a block called "Projected CL Points." If the "Projected CL Points" show "0" or nothing, look in the "CL Points Requested" or "objectives" block to see if the employee has provided any points. If there is no help provided, you and the employee need to agree on the number of points using the guidelines found in the Army Implementing Procedures for Continuous Learning.

- Close out of the file by clicking on yes or no for "Approve Course."

- When finished reviewing all files within a section, scroll to the bottom of the screen and click on "DONE."

- CLPs will be totaled on the individual's IDP. Activities/items reviewed and awarded CLPs will be removed from the individual's IDP and archived within the IDP. To review activities/items that have been awarded CLPs, individuals can click on "Review Continuous Learn Activities" button under "IDP Summary" heading.

Step 5. Close Supervisor Module. When finished reviewing all employees' files, scroll to the bottom of the screen and click on "Close Browser—Done with IDP."

12/24 Semester Credit Hours for Acquisition Corps Membership (See DAU Catalog for DAU equivalency courses.)

- IAW 10 U.S.C. 1732, membership in the Acquisition Corps requires:

- 24 semester credit hours (or equivalent) from an accredited institution of higher education, from among the following business disciplines: accounting, business, finance, contracts, economics, industrial management, law, marketing, organization management, purchasing, and quantitative methods.

Or

- 24 semester credit hours (or equivalent) in the individual's acquisition career field, from an accredited institution of higher learning, and either 12 semester credit hours (or equivalent) from among the business disciplines listed above or training in the disciplines listed above equivalent to the 12 semester credit hours.

- ACE recommended credits may be used for the 12-credit requirement but not for the 24-hour.

- The option to substitute equivalent training for the twelve semester credit hours in the disciplines specified was provided by Sec. 812(e) of Pub. L. No. 102-484, The National Defense Authorization Act for FY93.

- The amendment was implemented via DOD Instruction 5000.58, establishing DOD's policy that "Training equivalencies shall be based on credit-hour and discipline recommendations published by the American Council on Education."

- The standard of 12 semester credit hours in the disciplines specified by the statute may, therefore, be met by successful completion of comparable training courses that carry an American Council on Education (ACE) credit recommendation.

- To be credited with 24 semester credit hours in the disciplines specified by the statute, or in the acquisition career fields, individuals may:

  - Submit a transcript from an accredited institution displaying the courses taken in the disciplines or career field, and the amount of credit granted by the institution issuing the transcript.

  - Components are asked to accept any credit in the disciplines or career field specified by the statute that is granted by a regionally accredited institution.

  - Includes credit reflected on the transcript for courses taken at other institutions that the institution providing the transcript recognizes.

  - Includes any academic credits granted by the accredited institution for any acquisition training in one of the specified disciplines, as long as that credit is reflected on the transcript.

- ACE credit recommendations, however, may not be used to fulfill the 24 semester hour requirement.
- Pass examinations offered through the Defense Activity for Non-Traditional Education Support (DANTES).
- Use any combination of the above.
- To be credited with 12 semester credit hours in the disciplines listed in the statute, the individual may:
  - Submit a transcript from an accredited institution displaying the courses taken in the disciplines or career field, and the amount of credit granted.
  - Pass DANTES examinations.
  - Successfully complete business and management-related training courses, offered by the DAU consortium schools and other sources, that bear American Council on Education (ACE) credit hour recommendations in the specified disciplines.
  - Use any combination of the above.

Examples of Business Disciplines

12/24 HOUR COURSES

BUSINESS/MANAGEMENT AMERICAN COUNCIL ON EDUCATION

	DISCIPLINE SUBJECT AREA
Accounting	Cost Accounting Standards
Business Finance	Business Communications Business and Personnel Business Statistics Cost Analysis Financial Cost Management Financial Planning and Analysis Inventory Management Resource Planning Risk Analysis
Contracts	Acquisition Contracting Acquisition Management Business Contract Law Contract Administration Contract Law Contract Pricing and Negotiation Contract Management Cost and Price Analysis Government Contracting Government Contract Law Procurement Procurement and Contracting Procurement Management
Economics	Cost and Price Analysis Cost Analysis Economic Analysis Economic Principles and Decision Making Economics and Financial Management Economics
Industrial Management	Automated Systems in Logistics Management Civil Engineering Management Environmental Management and Analysis Logistics Management Logistics and Materiel Management Manufacturing Management Materiel Acquisition Process and Support Systems Property Disposal Management

	Supply Management Systems Engineering Technology Warehousing Operations
Law	Commercial or Business Contracts Contract Law
Organization and Management	Business Administration Advanced Management (Math) Business Business Management Organization and Management Business and Personnel Management Computer Programming Computer Programming and Systems Development Computer Sciences, Data Processing Data Entry and Automated Systems Input General Management Human Resource Development Leadership and Group Decision Process Management Science Management and Leadership Managerial Analysis Manpower Management Materiel Management Methods of Adult Education Organizational Behavior Personnel Administration Principles of Management Quality and Reliability Assurance Research and Development Management Strategic Management Survey of Program Operations
Purchasing	Basic Purchasing
Quantitative Methods	Business Statistics Computer Science Decision Risk Analysis Operations Research Probability Statistics Quantitative Analysis Statistics

Army Acquisition Corps Eligible Application

Application open to Army AL&TWF members, other government agencies, and the private sector.

CURRENT STATUS: Please type or print.

_____
Name (Last, First, Middle)

_____
SSN

_____
Army/Other Organization

_____
Position Title (Series/Grade, if applicable)

_____
Acquisition Career Field (if applicable)

_____
Work Phone (Comm) (DSN)

_____
FAX Number

_____
Email

MINIMUM ELIGIBILITY REQUIREMENTS (must meet all to qualify):

1. **EXPERIENCE:** _____ Four years acquisition experience in a DOD acquisition position, or in a comparable position outside DOD. Attach ACRB and resume or other form of work history that clearly documents the experience requirement.

2. **TRAINING:** _____ Certification at Level II or Level II training in an acquisition career field. Attach ACRB with Section X indicating certification at Level II or III or attach verification of training.

3. **EDUCATION:** (must have a and b OR c) Attach updated ACRB with Section VII indicating the discipline and education level achieved. Include academic transcripts as verification of achieving the 12/24 business hour requirement.

   a. _____ Possess a bachlor's degree from an accredited educational institution and

b. Possess one of the following:

_____ 24 semester credit hours among the following business disciplines: accounting, business, finance, contracts, economics, industrial management, law, marketing, organization management, purchasing, and quantitative methods. (Must attach transcripts.)

_____ 24 semester credit hours (or equivalent) in individual's acquisition career field from an accredited institution of higher learning and 12 semester credit hours from among the business disciplines listed above. (Equivalency examinations may be substituted for 12 semester hours in the 24 and 12 combination.) (Must attach transcripts.)

c. There are two exceptions to the education requirement. (i.e., the baccalaureate degree and the 24/12 hours of business semester hours, as stated in paragraph 3.a. and b.) (Applicants who do not meet the requirements of 3 a. and b. and claim either exemption should check the appropriate box.)

(1) _____ If applicant had at least ten years of acquisition experience in DOD or in a comparable positions in other government agencies or in the private sector as of October 1, 1991, the education requirements do not apply. Attach one of the following to verify ten years of acquisition experience prior to October 1, 1991.

- ACRB and resume to verify ten years of experience

- Resume or other experience document that verifies ten years of acquisition experience prior to October 1, 1991

(2) _____ If applicant was serving in an acquisition position on October 1, 1991, but had less than ten years acquisition experience and has at least 24 semester hours in the above listed business disciplines, the education requirements do not apply. The applicant may use any non-duplicating combination of academic credit and examination credit to equal the required number of semester hours. Attach the following.

- Resume and ACRB updated to verify service in an acquisition position on October 1, 1991.

- Academic transcript required to verify semester hours.

_____

Applicant's Signature Date

ACRBs must be signed by the individual.

Northeastern & Central Regions/Warren, MI applicants only, mail to:

Commander
U.S. Total Army Personnel Command
ATTN: TAPC-OPB-E (R. Ford)
200 Stovall Street
Alexandria, VA 22331-0411

ENSURE ALL REQUIRED DOCUMENTS, AS STATED ABOVE, ARE ATTACHED. APPLICATIONS WITHOUT REQUIRED DOCUMENTATION CANNOT BE PROCESSED.

NOTE: GS-13/personnel demonstration project broadband equivalent AL&TWF members approved for CE status AND who are certified level III in an acquisition career field may request membership in the AAC. If you meet these requirements and wish to be considered, attached the Army Acquisition Corps Application for GS-13s (found on the DACM home page) and other required documents to the application for CE status and it will be processed.

* **Privacy Act Statement**

In accordance with the Privacy Act of 1974 (Public Law No. 93-579, 5 U.S.C. 552a), you are hereby notified that: Collection of your Social Security Number and using it as an employee identification number is authorized by Executive Order 9397. The furnishing of this information is voluntary; it will be used to update your ACPERS record and may be provided to the Functional Chief Representatives for career management purposes.

Army Acquisition Corps Application For GS-13/Equivalent Personnel Demonstration Project

1. AL&TWF Member _____ (Applicant must be a member of the Army Acquisition and Technology Workforce.) Complete the following in print or type.

_____
Name (Last, First, Middle)

_____
SSN

_____
Title/Grad:

_____
Organization Address

2. Acquisition Career Record Brief: _____ (Applicant must have already obtained Corps Eligible status and level III certification in an acquisition career field. Attainment of both must be documented on the ACRB that is submitted with this application.)

3. Acquisition Corps Mobility Agreement: _____ Signed by the Applicant

4. Documentation of Conversion to GS-13 _____ This is required only for those in a broadband that includes the former grades of GS-12 and GS-13. Documentation, such as an SF 50, should verify that the applicant was a GS-13 going into the demonstration project or currently earns the equivalent salary of a GS-13 Step 4. Use the current year's General Schedule Salary Table and do not include locality pay in the conversion.

Mail the above documents to the Acquisition Management Branch, PERSCOM, at the following address:

Commander
U.S. Total Army Personnel Command
ATTN: TAPC-OPB-E
200 Stovall Street, Room 7N35
Alexandria, VA 22331-0411

* **Privacy Act Statement**

In accordance with the Privacy Act of 1974 (Public Law No. 93-579, 5 U.S.C. 552a), you are hereby notified that: Collection of your Social Security Number and using it as an employee identification number is authorized by Executive Order 9397. The furnishing of this information is voluntary; it will be used to update your ACPERS record and may be provided to the Functional Chief Representatives for career management purposes.

CAREER DEVELOPMENT OPPORTUNITIES

The Competitive Development Group (CDG) Program

The CDG Program is a three-year professional and developmental training program that offers high-potential Army civilians expanded training, leadership, and other career development opportunities. It is designed to develop acquisition leaders for the Army of the 21st century. Civilian selectees will be assigned to a centrally funded position on the ASC TDA. Selectees will then be placed in a developmental assignment within the acquisition community based on career objectives outlined in an IDP developed for and in conjunction with each CDG member. Application is open to Army GS-12s and GS-13s/personnel demonstration project broadband equivalent who have CE status and are Level III certified in an acquisition career field.

Members of the CDG Program will receive priority access to cross-functional training, experience opportunities, and advanced leadership and management courses. Graduation from the program will entail successful completion of the requirements identified in each member's IDP. During years two and three of the program, CDG members are required to apply to the Army's PM and Acquisition Command Selection Boards. Failure to apply shall result in removal from the CDG program.

Applications for the CDG Program are reviewed annually through a board process. Application instructions are posted annually to the PERSCOM home page, https://www.perscomonline.army.mil/Opfam51.ambmain.htm. Information may also be found on the ASC home page, http://asc.rdaisa.army.mil/.

The Acquisition Education, Training and Experience (AETE)

The AETE Catalog serves as an important reference for career development information and outlines all training, education, and experience opportunities available for military and civilian personnel. It also provides information on how to compete for board selection. The catalog may be found at http://asc.rdaisa.army.mil/. Each opportunity identifies any special requirements and who may apply. Opportunities are divided into four categories. Examples of each category follow: (Note: For purposes of the AETE selection board, the Web-based electronic catalog is the official catalog for determining opportunities.)

1. *Educational/Academic.* Opportunities offered under this section enable civilian AL&TWF members to complete a bachelor's or master's degree, obtain the 12 or 24 semester hours in a business discipline for AAC membership, or meet the qualification requirements for the contracting career field.

    - The University of Texas Senior Service Fellowship Program is a structured program with a trilateral focus on the relationships among national security policy and process, emerging critical technology, and the industrial base.

    - The Naval Postgraduate School (NPS) offers resident and distance learning courses in acquisition-related fields. Those attending the NPS for their resident master's degree receive DAU equivalency credit for these courses completed in conjunction with their degree program.

- School of Choice provides civilian members of the AAC or CE Program with Level III certification an opportunity to obtain or complete a graduate degree by attending a college or university that is within the individual's local commuting area. Members of the AL&TWF may also apply for undergraduate degree completion. Funding limits are established for School of Choice.

(Military officers pursue fulltime master's or doctoral degrees through the Army's Advanced Civil Schooling (ACS) Program. Processing and selection guidelines are stated on the AMB Web site at https://www.perscomonline.army.mil/Opfam51/ambmain.htm. AAC officers are selected for ACS through an internal competitive board-select process and all tuition costs and fees are fully funded.)

2. *Training.* Training opportunities enable AL&TWF members to have continuous exposure to leadership skills at appropriate stages throughout their careers. Examples of institutions that offer leadership courses funded by the AAC follow:

   - Federal Executive Institute
   - The Wharton School, University of Pennsylvania
   - Darden Executive Education, University of Virginia
   - OPM Management Development Center

3. *Experiential and Developmental.* This section includes developmental opportunities offered to AAC/CE members.

   - Military Training with Industry (Applicants apply to a board held by the AMB, PERSCOM.)
   - Operational experience assignments. (Contact your Regional Director for more information.)

4. *Professional Activities.* Although the AAC does not pay for professional certifications within professional associations, this section lists certifications that will enhance the AL&TWF member's skills and competencies.

Participation in opportunities outlined in the AETE Catalog and funded by the AAC (designated by the "eagle" emblem) is through a competitive selection process. Detailed information on all the opportunities offered, directions on how to apply, when to apply, and what documents are required are included in the "Application Instructions" section of the AETE Catalog.

The AETE Program Policy/Procedures provide guidance on the selection process and information needed to apply. The AETE Program Policy/Procedures may be found at http://asc.rdaisa.army.mil/, scroll down to "Policy & Procedures."

The Army Acquisition Corps Qualification Course (Q-Course)

The AABC is a graduate-level course designed to provide a broad spectrum of knowledge pertaining to the materiel acquisition process. It covers legal and regulatory policies and objectives that shape the acquisition process and the implementation of these policies and objectives by the U.S. Army. Areas of coverage include acquisition concepts and policies; research, development, test, and evaluation; financial and cost management; acquisition logistics; software acquisition; force modernization; production management; and contract management. More information can be found at their Web site http://www.almc.army.mil/AMD/Huntsville/aaqc_homepage.htm

Acquisition Tuition Assistance Program (ATAP)

ATAP is a competitive program that provides funding to enable civilian AL&TWF employees to meet the requirements of DAWIA. Individuals may attend an accredited institution of their choice. ATAP funding covers tuition, lab fees, and textbooks, within established funding limits. The ATAP Policy/Procedures, along with the application, may be found at http://asc.rdaisa.army.mil/ under the "Policy/Procedures" button. ATAP boards are held periodically throughout the year by AMB, PERSCOM.

A comparable program for military personnel is the Army tuition assistance (TA) program for personnel voluntarily pursuing a degree during off-duty hours. The program is non-competitive and applications are considered on an individual basis. Currently, the program pays 100 percent of the tuition charges. Officers interested in tuition assistance should contact their local Army Education Center for application information.

ARNG applications for training other than through AITAS must be routed through the ARNG ACMB. This includes ATAP and AETE programs. This allows the ACMB to monitor, track and assist ARNG personnel in these processes.

AETE Regional Training Program

The AETE Regional Training Program allows Regional Directors the chance to offer onsite training and experience opportunities that are geared specifically to the needs of their AL&TWF community. Watch for advertisements of these local opportunities via e-mails from your ACMs and on the regional Web page of the ASC home page.

Regional Rotational Development Assignment Program (RDAP)

RDAP is a locally managed program with central oversight by the DDACM and the ASC. It is a program established to support the Army Acquisition Corps' objective of having a highly skilled and multi-functional civilian workforce. It is structured to allow AL&TWF members to gain experience in another career field, another organization and/or another commodity while being maintained on the parent organization's TDA. The ASC home page posts TWI-RDAP board announcements.

The Industrial College of the Armed Forces (ICAF)

ICAF was an initiative by the USD(AT&L) to present the Senior Acquisition Course as part of DAU. Not only is this the preeminent course for AAC members, but it also

fulfills the OPM educational requirements for Senior Executive Status. For civilians, see the Army Civilian Training, Education and Development Catalog for application dates and further information.

Acquisition Career Experience (ACE) Program

The ACE Program is intended to recruit high-potential, full-time undergraduate sophomore and junior college students into the Army's civilian acquisition and technology workforce. It is a two-year academic/government summer employment program. The student's discipline of study must be one that underpins one of the acquisition career fields. The goal is to give students a realistic job preview, develop their skills through meaningful and challenging work, and encourage them to consider a career as a civilian employee working for the Department of the Army. The ACE Program was developed in response to the Army Acquisition Corps' need to augment the workforce and its mission to develop future leaders. Additional information may be found on the ASC home page: http://asc.rdaisa.army.mil/.

Defense Acquisition University (DAU) Courses

DAU is a consortium of DOD education and training institutions and organizations that administers various courses that provide mandatory training for Level I, II, and III certification in all acquisition career fields to include assignment-specific and continuous learning courses. The DAU Web site is located at http://www.dau.mil.

Anyone may apply for DAU courses; however, priority is given to members of the AL&TWF currently serving in an acquisition position. Individuals are placed in DAU courses according to the following priorities:

Priority 1: *Position/Program Requirements.* Training required by position or program.

Priority 2: *Next Level Certification.* Training through Level III certification in primary career field.

Priority 3: *Cross-Functional Training.* Training in another career field after Level III certification in primary career field.

Priority 4: *Previously Taken or Certified.* Individuals who previously completed a DAU course or received equivalency. Individuals already certified at the career level and did not previously take a course.

Priority 5: *Non-Acquisition Workforce.* Individuals who are not in a designated Acquisition Workforce position. Individuals will be on a space-available basis. If selected, the individual's command will fund the travel and per diem. No cost for the training.

DAU courses or any courses offered in the AETE Catalog and paid for by the AAC must be annotated and approved on the IDP before applying. Individuals applying for DAU courses will submit their application via the ATRRS Internet Training Application System (AITAS) found at https://www.atrrs.army.mil/channels/aitas. Please direct any questions on completing the IDP to your ACM.

Non-Acquisition Workforce personnel can apply using the Web site and are not required to have an automated IDP. Non-acquisition workforce personnel will be placed on a space-available basis—priority 5. If a reservation is made, the individual's command is responsible for funding the travel and per diem.

An example of non-acquisition personnel who benefits from and may apply for DAU training are ARNG United States Property and Fiscal Officers (USPFOs). USPFOs who apply for DAU courses, as non-acquisition workforce members, should coordinate their requests with the ARNG ACMB in Arlington, VA.

Student cancellations or substitutions should be limited to extreme emergencies. To cancel a confirmed class registration, students must request a cancellation by going to https://www.atrrs.army.mil/channels/aitas and clicking on "Cancel Reservation/Wait." After completing the request, it is forwarded to the supervisor for concurrence or non-concurrence. If the supervisor recommends approval, it is then forwarded to the approval authority for final approval. Students are not canceled until they receive notification from the approval authority.

The DAU Catalog contains information on meeting the 12/24 semester hours in business requirement for AAC membership and the 1102 Series, and military AOC 51C in the contracting ACF through equivalency.

DAU class vacancies may be found on the ATRRS Data-on-Demand at http://www.atrrs.army.mil/channels/dataondemand/.

Frequently Asked Questions on Acquisition Education, Training and Experience (AETE) Board

Training:

Who is responsible for providing TDY orders?

The individual traveling prepares the TDY orders with only Sections 1 through 15 completed. The orders are included in the application package. Once selected, the orders are provided to ASC, Resource Management Division, where the fund site is placed on the orders and then returned to the individual.

Who does the registration process with the school?

It is the responsibility of the individual receiving training to contact the supplier of the training and complete the registration process. Each training course description offered in the AETE Catalog contains a phone number and an e-mail address.

Who makes hotel and travel arrangements for movement to the training site?

It is the responsibility of the individual receiving training to make his/her own travel arrangements. TDY orders usually provide funding for one day before and one day after the scheduled training course for travel to and from the course.

How do I pay for my training course?

The DD Form 1556 must be provided to the training supplier as payment for the course. The training supplier will bill the address provided on the DD Form 1556.

What if the course on the date for which I have applied is full?

If the course is already full, select another course date and notify the ASC of the new date, and new TDY orders and a revised DD Form 1556 will be provided. The start date must be within the Fiscal Year on the AETE announcement.

What if there is an error on my travel orders or they need to be changed?

Contact the AMB POC who notified you of your selection and indicate the change and the reason for the change.

Who do I contact with questions about the process, changes, issues or concerns?

Contact the AMB POC who notified you of your selection.

Education:

School of Choice (civilian):

Who provides the funds for the School of Choice costs?

The funds are provided by the Army Acquisition Corps and dispersed by the ASC.

What is funded under the School of Choice?

School of Choice provides funding for lab fees, registration, and up to $1,000 per undergraduate course and $1,700 per graduate course. Up to $100 per course for books is allowed.

When must I apply to the school for acceptance?

A letter of acceptance from the school must be provided along with your application package to the AETE Board.

If a GMAT or GRE test is required, will the AAC provide funding for the test?

The cost and the scheduling of a GMAT or GRE are the responsibility of the selected individual.

What if I am not able to complete my degree in the prescribed time?

Under the School of Choice program the AAC will only pay for 18 months of full-time school and you are expected to complete your degree in that timeframe. Application to the school should ensure the program can be completed in the 18-month timeframe. If you are unable to uphold your commitment, you may be asked to repay the entire cost of your schooling.

What if I fail a course or fail to meet the minimum grade required by the college/university?

You will be expected to repay the entire cost of that class. The minimum grade for graduate and under-graduate courses is a “B.”

Who is responsible for my time and attendance while I am away at school?

Your home organization is to continue tracking your time and attendance.

What about my work schedule?

The School of Choice program is a full-time (unless designated part-time) program and you are not required to work while classes are in session.

What do I do when the school is on semester break, Spring Break or Christmas Break?

Your time and attendance is the responsibility of your home organization. If you wish to take leave during that time, this should be reported to and approved by your organization. If you do not wish to take leave, the organization will require you to report to the organization during breaks from class.

Does my rating chain change while I am at extended training?

No, you retain the same rating chain, but your supervisor may wish to ask for input from the course facilitator.

Can my organization backfill my position while I am gone and will the AAC pay for the backfill?

Your organization may backfill your position on a temporary basis only. The AAC will not pay for backfill.

Do I return to my position after completion of the program or will I be placed in another job?

You are expected to return to your current position after completion of the program.

What happens if a RIF occurs in my organization while I am away at school?

You are subject to the same RIF procedures as you would be if you were not at school.

Will I be paid for local commuting costs?

Local commuting costs are not covered under this program. Local commuting costs are the responsibility of the selected individual.

Does it matter if I take the courses in the evening or the daytime?

It does not matter when you take the required courses as long as the degree can be achieved within the specified timeframe.

What if I complete my degree sooner than the allotted time?

If you complete your program earlier than the time allotted for the degree, you are expected to return to work.

Will my class attendance during this program count as credit towards my requirement for Continuous Learning Points (CLPs)?

Your attendance at college may count towards your CLP requirement as outlined in the DOD CL policy.

What if the college/university raises its tuition once I have started the program?

Notify the ASC office immediately and the funding line of the DD Form 1556 can be adjusted appropriately.

How do I pay for my tuition and lab fees?

The DD Form 1556 is used as a "contract" with the college/university and they will bill the address provided at the bottom of the DD Form 1556.

Senior Service College (SSC)/Naval Postgraduate School (NPS) (civilian):

From where do I get my TDY orders (if required)?

The individual traveling prepares the TDY orders and submits with the application package.

Do I need a DD Form 1556 and if so, where does it come from?

A DD Form 1556 is required for billing purposes. Section 1 through 15 only of the DD Form 1556 are completed by the individual and his/her organization. The orders are included in the application package. Once selected, the submitted 1556 will be completed by ASC Resource Management Division and returned to the individual. The individual must also sign the payback agreement on the back of the form.

How do I get paid while in school?

You remain on the rolls of your home organization. Your home organization provides salary and is responsible for your time and attendance accountability.

Do I have to move from my current organization?

You can remain in your current organization, but you should not remain in your current position. You should return to a position that offers additional duties, new challenges and additional functions. The new position should have been outlined in your Individual Development Plan that was provided with your application package.

How do I find a new position if I cannot return to my current organization?

The AAC will identify various possible positions to you at your same grade. Because SSC students have exemption to the Priority Placement Process (PPP), you can be placed into lateral positions without having to compete for the position. You are also encouraged to apply for positions that offer promotions or to compete for the Product/Project Managers boards.

Who do I talk with to identify my preferences for a new position?

You should be talking to the Acquisition Career Manager in AMB. A list of ACMs can be found on the ASC homepage, http://asc.rdaisa.army.mil/ under "Organization/POC" or on the PERSCOM Web site at www.perscom.army.mil/opfam51/ambmain.htm.

When will I be notified of my new position?

As positions become available, they will be identified to you for review. Once the organization has agreed to accept you and you have agreed to accept the position, the appropriate CPACs will be notified and the necessary paperwork processed.

If a PCS move is required, who pays the cost?

If a PCS move is required, the AAC will pay the PCS expenses.

How do I obtain PCS orders?

The gaining organization provides the orders, with an estimated cost, to ASC. ASC will provide a fund site on the orders and return them to the gaining organization.

What else is required prior to my acceptance of a new position?

Each student is required to sign a Memorandum of Agreement (MOA) that includes a Mobility Agreement and a Tenure Statement. The MOA indicates your agreement to accept the offered position and the gaining organization's agreement to accept you.

The above questions and answers apply primarily to the civilian workforce. The military workforce should address their questions to the appropriate point of contact at the AMB.

Participation Agreement

The following agreement is a condition for participants enrolled in the Acquisition Tuition Assistance Program:

I, _____ (printed name), agree to pay back to the government the cost of tuition for a class if I fail to successfully complete the course or fail to maintain grade requirements.

_____

Printed Name Signature Date

_____

Applicant Signature Date

Agreement to Continue In Service

This agreement applies to all non-government training that exceeds 80 hours (or such other designated periods, 80 hours or less, as prescribed by the agency) and for which the Government approves payment of training costs prior to the commencement of such training. Nothing contained in this section shall be construed as limiting the authority of an agency to waive, in whole or in part, an obligation of an employee to pay expenses incurred by the Government in connection with the training.

a. I agree that after completion of the Government sponsored training described in this request, I will serve in the Department of Defense (DOD) three times the length of the training period; except that if I receive no salary for the time spent in training the period of obligated service will be either one month or a period equal to the amount of time spent in training, whichever is greater. (The length of part-time training is the number of hours spent in class or with the instructor. The length of full-time training is eight hours for each day of training, up to a maximum of 40 hours a week.)

b. If I voluntarily leave the DOD and Federal service before completing the period of service agreed to in item (a) above, I AGREE to reimburse the DOD for the tuition and related fees (excluding salary) paid in connection with my training. However, the amount of the reimbursement will be reduced on a pro-rata basis for the completion of the obligated service.

c. If I voluntarily leave the DOD to enter the service of another Federal agency or other organization in any branch of the Government before completing the period of service agreed to in item (a) above, I will give my Training Office and NCR CSO advance notice, during which time, in accordance with Federal regulations, a determination concerning reimbursement or transfer of the remaining service obligation to the gaining agency will be made.

d. I understand that any amounts which may be due the employing agency as a result of any failure on my part to meet the terms of this agreement may be withheld from any monies owed me by the Government, or may be recovered by such other methods as are approved by law.

Privacy Act Statement

Authority: The Government Employees Training Act of 1958 (USC, Title 5, 4101 to 4118), EO 9397, November 1943.

Purpose and Use: The information on this form is used in the administration of the Federal Training Program. The purpose of this form is to document the application of employees utilizing the Acquisition Tuition Assistance Program; it also serves as the principal repository of personal, fiscal, and administrative information about applicants and the course of study in which they participate. The form becomes a part of the permanent employment record of participants in education programs and is included in the Government's Central Personnel Data File.

Disclosure: Personal information provided on this form is given on a voluntary basis. Failure to provide this information, however, may result in ineligibility for participation in education programs.

ATAP Application Form - Rev. 11/09/01

CENTRAL SELECTION BOARDS

Central selection boards play a key role in the career management process. Discussion of the types of boards follows.

Acquisition Boards Based on Need of the AL&TWF Member.

AETE Board. The AETE Boards are convened to review applications and select applicants for acquisition-funded opportunities in the AETE Catalog. Candidates are primarily evaluated based on their need for and the appropriateness of the requested opportunity and established program eligibility and criteria. Applicants should apply for opportunities that ensure a balance among education, training, and experience. For application instructions and more information, visit the following Web site: http://asc.rdaisa.army.mil/. The AETE board announcement will be on the PERSCOM Web page at https://www.perscomonline.army.mil/opfam51/ambmain.htm. Please note that the Web-based electronic catalog is the official catalog for determining available opportunities.

Acquisition Tuition Assistance Program (ATAP) Selection Board. The ATAP Selection Board is established to select civilian candidates based on need for the education to meet DAWIA requirements or higher education. It is not a "best-qualified" board. Selectees may attend the institution of their choice within their local commuting area and complete courses during non-duty hours. The AMB, PERSCOM, holds the Board periodically throughout the year. Board announcements may be found on the AMB and ASC home page.

Civilian Training with Industry-Regional Rotational Development Assignment Program (TWI-RDAP). Each Region holds its own TWI-RDAP selection board. The boards are currently held annually. Board announcements and detailed information may be found under the National Capital, Northeast/Central or Southern Region button on the DACM home page.

Best-Qualified Selection Boards

Project/Product Manager and Acquisition Command Boards. These boards are held annually for Best-Qualified COL/GS-15/broadband equivalent Acquisition Command and Project Manager positions and LTC/GS-14/broadband equivalent Acquisition Command and Product Manager positions. For all competitive selection boards, information on available opportunities or positions, including the eligibility application requirements and assessment factors can be found at http://asc.rdaisa.army.mil/ or on the PERSCOM home page at https://www.perscomonline.army.mil/OPfam51/ambmain.htm.

Information on the PM/Command Selection Board process is contained at the end of this chapter.

Competitive Development Group (CDG) Selection Board. The CDG board is held annually and is a "best-qualified" board open to GS-12s and GS-13s/equivalent broadband who have CE/AAC status and Level III certification in an acquisition career field. Additional information on this program may be found under the "Career

Development Opportunities" section of this Handbook. Information on application and announcements may be found at http://asc.rdaisa.army.mil/ or the PERSCOM home page.

Industrial College of the Armed Forces (ICAF) Selection Board. This Headquarters, Department of the Army Board, is held annually and allots a number of slots to members of the AAC. It is open to grades GS-14 and -15/personnel demonstration project equivalent who currently occupy a CAP and are in the AAC. ICAF was designed by the USD(AL&T) to present the Senior Acquisition Course as part of the Defense Acquisition University. Completion of the course fulfills the Office of Personnel Management educational requirements for Senior Executive Service status. Information on board announcements may be found at http://cpol.army.mil/train. Additional information on ICAF may also be found at http://asc.rdaisa.army.mil/ in the AETE Catalog.

Acquisition Career Experience (ACE) Board. The ACE Board is held annually to select college sophomores for the two-year summer employment program. See the ASC Web site for more information, http://asc.rdaisa.army.mil/.

PM/Command Selection Board Process

The selection of best-qualified individuals to fill command positions is based on statutory requirements stipulated in the Defense Acquisition Workforce Improvement Act (DAWIA). Because of the scope of responsibilities and importance of these positions, the Army Chief of Staff Command Selection List (CSL) board process is used to select the best-qualified individuals. The Secretary of the Army is the convening authority for acquisition command selection boards.

The process begins with the General Officer Steering Committee (GOSC). The GOSC, whose members represent a broad range of diverse acquisition commands, determines which command positions are to be filled via the CSL board process. Potential command positions are submitted by acquisition major Army Commands (MACOMs) and are projected for up to three years in the future. The committee also designates "military-only" positions and those positions that are "best-qualified" (i.e., open to either military or civilian applicants). Positions will be established as "best-qualified" unless the MACOM can justify that the duties of the position require the unique skills of a military officer. The Army Acquisition Executive approves GOSC recommendations.

The next step in the process is establishing the list of individuals who will compete for the available command positions. The initial phase of this process differs slightly for military and civilian applicants. Military officers eligible to compete are automatically considered unless they formally decline. Declining consideration before a board convenes is done "without prejudice." The officer is allowed to compete on next year's board assuming he still meets the eligibility criteria. Eligible civilians interested in competing for these positions must submit an application in accordance with announcement instructions posted on the U.S. Total Army Personnel Command's (PERSCOM) Web site. Once civilian applications are received and military officers choosing to compete are identified, a common process for both military officers and civilians is implemented.

Board Members

The selection board is comprised of Army Acquisition Corps members who have demonstrated outstanding performance in challenging assignments and who represent various functional area specialties and major commands. By statute, the board must have five or more members and all must be a higher grade or rank than those being considered. Additionally, members must not have served on the previous Acquisition Command Selection Board. Policy requires members to possess a variety of acquisition skills and to be currently serving, or previously served, as CSL commanders. Policy also requires ethnic and female representation and that military members be graduates of the Command and General Staff College (LTC/GS-14 level boards) and/or Senior Staff College (COL/GS-15 level boards). Potential board members are nominated by AMB but are selected by the Department of the Army Secretariat, the organization that conducts central selection boards on behalf of the Secretary of the Army.

Guidance and Regulations

The Secretary of the Army provides guidance to the board by means of a Memorandum of Instruction (MOI). The MOI is the only written guidance provided to board members and includes directions regarding equal opportunity, the minimum and maximum number of individuals to be selected, and any special requirements needed for the positions being filled. The actual MOI is published with the board results. Communication with the board is limited to written correspondence from the individual under consideration and is governed by Army Regulation (AR) 600-8-29, paragraph 1-33.C.3. The AR states that no one may appear before the board in person and that no one may criticize or reflect on the character, conduct, or motives of any applicant under consideration. Letters by third parties may not be forwarded to the board unless endorsed by the applicant. Additionally, sending a letter to a selection board is an individual decision and should be made only after careful consideration and advice from an applicant's ACM.

Conduct of the Board

Board members use the MOI, the person's board file, and their own experience and judgment to paint a word picture of the applicant. The word picture is then converted to a numerical score or vote. The vote of each board member is recorded on a "blind vote" card. This blind-vote card protects the privacy of each vote by ensuring that board members cannot see the votes of others. Based on the votes of all members, Relative Standing Lists (RSL) are produced. There is one RSL for principals selected and one for alternates.

Slating Process

When the board adjourns, AMB receives the RSL and prepares the slate. ACMs in AMB identify the requirements for each position to be filled, analyze the qualifications of selected individuals, and put "the right person in the right position" to best meet the needs of the Army, while addressing the needs of the individual.

The ACMs take several factors into consideration when preparing the slate. No single factor takes precedence over the others and developing a slate is analogous to putting together a complicated jigsaw puzzle. The final slate is a delicate balance between guidance, requirements, experience, and personal preference/issues. Factors considered by ACMs include but are not limited to:

- Chief of Staff's (CSA) Guidance
- Director, Army Career Management Guidance

  (Both the CSA and DACM guidance are very high-level, overarching guidance. Neither provides specific slating guidance for specific individuals.)

- Position on the Relative Standings List (RSL)
- Individual's background and experience
- Individual's position preference (by policy, regional preferences are not considered during slating)
- Personal issues such as joint domicile and exceptional family members.

Once the slate is completed, it is briefed through the chain of command at PERSCOM. It is also briefed to the Military Deputy to the Assistant Secretary of the Army for Acquisition, Logistics and Technology; the Army Deputy Chief of Staff for Personnel; the Army Vice Chief of Staff; and the Army Chief of Staff. When the slate is approved by the Army Chief of Staff, it is released to the MACOMs for review. The MACOMs have approximately 2 weeks to review the slate and, if desired, submit proposed changes (within their command only).

Slate Notification

After the MACOMs have reviewed the slate and the CG, PERSCOM has acted on any internal MACOM reslate requests, the slate is released to MACOM commanders for notification. MACOM commanders are given approximately 20 calendar days to notify their incoming PMs/Commanders to which PM/Command they have been slated. At the end of the twenty-day period or after command notification (whichever comes first), ACMs in AMB can discuss the slate openly and it is published worldwide.

Declining without Prejudice

Officers (whether principals or alternates) may decline without prejudice if the request is received within 30 calendar days from the official DA Board command selection list release date. This means the officer will remain eligible to compete for command in future eligible years. If received after that date, officers may only decline with prejudice. Declining with prejudice eliminates the officer from consideration for all future command selection in that grade level.

Unscheduled Vacancies

There are several reasons for an unscheduled vacancy to occur; e.g., an individual may decline command, leave command early, or the AAE may approve an "out of cycle" new start. Usually these circumstances require the activation of an individual from an alternate list. When there is a single vacancy, the first available and qualified alternate is activated for command. If any alternate is not available (e.g., attending Senior Service College) or not qualified (e.g., individual is not an aviator and the program requires a rated aviation officer) that individual is skipped and his status remains unchanged; he will be considered for the next vacancy. In those cases where there are multiple simultaneous

vacancies, the slating and alternate procedures described above are used to develop a "mini-slate" of all the qualified, available alternates being activated. All alternate activations are briefed to the DACM for concurrence and approved by the Director of Officer Personnel Management, PERSCOM. If a qualified, available alternate is activated and declines command his declination is handled as described above.

Components of Best Qualified File

Military	**Civilian**
Officer Record Brief	Acquisition Career Record Brief
Official Photo	No Photo
Microfiche	Assignment History/Resume
Officer Evaluation Reports Microfiche	SRPE plus Performance Evaluations

COMMUNICATION METHODS

Detailed below are the various methods we use to provide you with information on policy, career development opportunities, and acquisition career management initiatives.

ASC Home Page:

The ASC home page can be accessed at http://asc.rdaisa.army.mil/. It is designed to keep AL&TWF members informed of upcoming events and initiatives as well as provide updates on career development, training, and education opportunities. The home page is also a link for AAC policy memorandums, Army AL&T magazine articles, and lists of both military and civilian acquisition positions. It also contains information regarding contact information for ASC personnel, SES opportunities, GOSC information, the Acquisition Commander/Senior Manager Directory and various other items of interest.

AMB, PERSCOM Home Page

This site may be accessed at https://www.perscomonline.army.mil/opfam5/ambmain.htm.

Army AL&T Magazine

Army AL&T magazine is published bimonthly by the Office of the Assistant Secretary of the Army for Acquisition, Logistics and Technology. The purpose of this publication is to provide AL&TWF members with information on the latest processes, procedures, techniques, and management philosophy and to disseminate other information pertinent to the professional development of the acquisition community. The magazine is distributed to all AAC and CE members.

SAALT Bulletin

The SAALT Bulletin, a monthly publication reporting on various acquisition topics, is available by e-mail.

ACM

Your ACM is available to answer questions or provide you with career advice.

Site Visits

ACMs make periodic workforce visits to provide information briefings and one-on-one career counseling to the AL&TWF. If you are interested in a site visit for your area, please contact your ACM.

ASC/PERSCOM personnel make periodic workforce visits.

Annual Training Conference. Watch for conference announcement on the ASC home page.

AL&TWF Newsletter. The Army Acquisition, Logistics & Technology Workforce newsletter is an online publication developed quarterly by the Army Acquisition Support Center (ASC) for the U.S. Army Acquisition, Logistics & Technology Workforce. It is only available online on the ASC Web site (http://asc.rdaisa.mil.)

STATUTORY/REGULATORY GUIDANCE

- Public Law 101-510, Title XIII, 10 U.S.C. 1701-1764, National Defense Authorization Act for 1991
- DOD Instruction 5000.58, Defense Acquisition Workforce
- DOD Directive 5000.52, Career Development Program for Acquisition Personnel
- DOD 5000.52-M, Defense Acquisition Education, Training and Career Development Program
- DOD Instruction 5000.55, Report Management Information
- AR 70-1, Army Acquisition Policy
- PAM 70-3, Army Acquisition Procedures

These documents may be accessed at http://www.deskbook.osd.mil/.

APPENDIX A

ACRONYM LIST

AAC	Army Acquisition Corps
AAE	Army Acquisition Executive
AAW	Army Acquisition Workforce
ACDP	Acquisition Career Development Plan
ACF	Acquisition Career Field
ACM	Acquisition Career Manager
ACMA	Acquisition Career Management Advocate
ACRB	Acquisition Career Record Brief
AETE	Acquisition Education, Training and Experience
AIS	Automated Information System
AITAS	ATRRS Internet Training Application System
ALTESS	Acquisition Logistics Technology Enterprise System and Services
AMB	Acquisition Management Branch
AOC	Area of Concentration
APC	Acquisition Position Code
APL	Acquisition Position List
AR	Army Reserve
ARACMIS	Army Reserve Acquisition Corps Management Information System
ASA(AL&T)	Assistant Secretary of the Army for Acquisition, Logistics and Technology
ASC	Acquisition Support Center
ATAP	Acquisition Tuition Assistance Program
ATRRS	Army Training Requirements and Resources System

AL&TWF	Acquisition, Logistics & Technology Workforce
CAP	Critical Acquisition Position
CAPL	Civilian Acquisition Position List
CAPPMIS	Civilian Acquisition Personnel and Position Management Information System
CDG	Competitive Development Group
CE	Corps Eligible
CL	Continuous Learning
CLP	Continuous Learning Point
CMIF	Central Management Information File
CPAC	Civilian Personnel Advisory Center
CPOC	Civilian Personnel Operations Center
DACM	Director for Acquisition Career Management
DAU	Defense Acquisition University
DAWIA	Defense Acquisition Workforce Improvement Act
DCPDS	Defense Civilian Personnel Data System
DDACM	Deputy Director Acquisition Career Management
DFAR	Defense Federal Acquisition Regulation
FAR	Federal Acquisition Regulation
FC	Functional Chief
FCR	Functional Chief Representative
ICAF	Industrial College of the Armed Forces
IDP	Individual Development Plan
MACOM	Major Command
MAPL	Military Acquisition Position List
MTOE	Modified Table of Organization and Equipment

NCO	Noncommissioned Officer
OER	Officer Evaluation Report
OPM	Office of Personnel Management
OPMD	Officer Personnel Management Directorate
ORB	Officer Record Brief
PEO	Program Executive Officer
PERSCOM	U.S. Total Army Personnel Command
PM	Program/Project/Product Manager
RSL	Relative Standings List
SRPE	Senior Rater Potential Evaluation
TAA	Total Army Analysis
TDA	Table of Distribution and Allowances
USD(AT&L)	Under Secretary of Defense Acquisition, Technology, and Logistics