

ACQUISITION LOGISTICS & TECHNOLOGY WORKFORCE

OAP Manual



U.S. ARMY ACQUISITION SUPPORT CENTER

Ask an ACM Help Desks

EMAIL: DAMI_AskAnACM@conus.army.mil

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

<http://asc.army.mil>

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1. Organization Acquisition POC (OAP) Responsibilities

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

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

OAPs are delegated access to the following CAPP MIS modules:

Reports – Access to CAPP MIS reports and custom query capabilities

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

2a. CAREER CERTIFICATION REQUIREMENTS

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



2a. Defense Acquisition Workforce Improvement Act (DAWIA)

Background:

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

Definition of Acquisition:

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

Definition of Acquisition Position:

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

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

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

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

Data Sources:

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

2b. Army Policy

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

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

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

■ Acquisition Corps membership:

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

■ Certifications

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

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

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

■ Individual Development Plans (IDPs).

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

<http://asc.army.mil>



2c. Army MILDEP GOALS for Acquisition Workforce

Certified for Current Position	90%
KLP Certified for Current Position	100%
80 CLPs within 2 year cycle (Current cycle 1 Oct 10 – 30 Sep 12)	95%
CAPPMIS IDPs Updated within past 6 months	100%

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

2d. Continuous Learning Points (CLPs)

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

2d. Crediting Continuous Learning Points (CLPs)

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

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

Experiential Developmental	
On-the-Job Experiential Assignments	Maximum of 20 points per year
Functional Assignments	Maximum of 40 points per year
Training Within Industry	Maximum of 40 points per year
IPT/Special Project Leader	Maximum of 15 points per year
IPT/Special Project Member	Maximum of 10 points per year
Mentor	Maximum of 5 points per year
Assignment Length - Rotational Or Training with Industry	
12 Months	80
9 Months	60
6 Months	40
3 Months	15
2 Months	10
1 Month	5

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

CAPP MIS Add Method (non-DAU CLPs only)

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

TED Add Method (for experiential CLPs only):

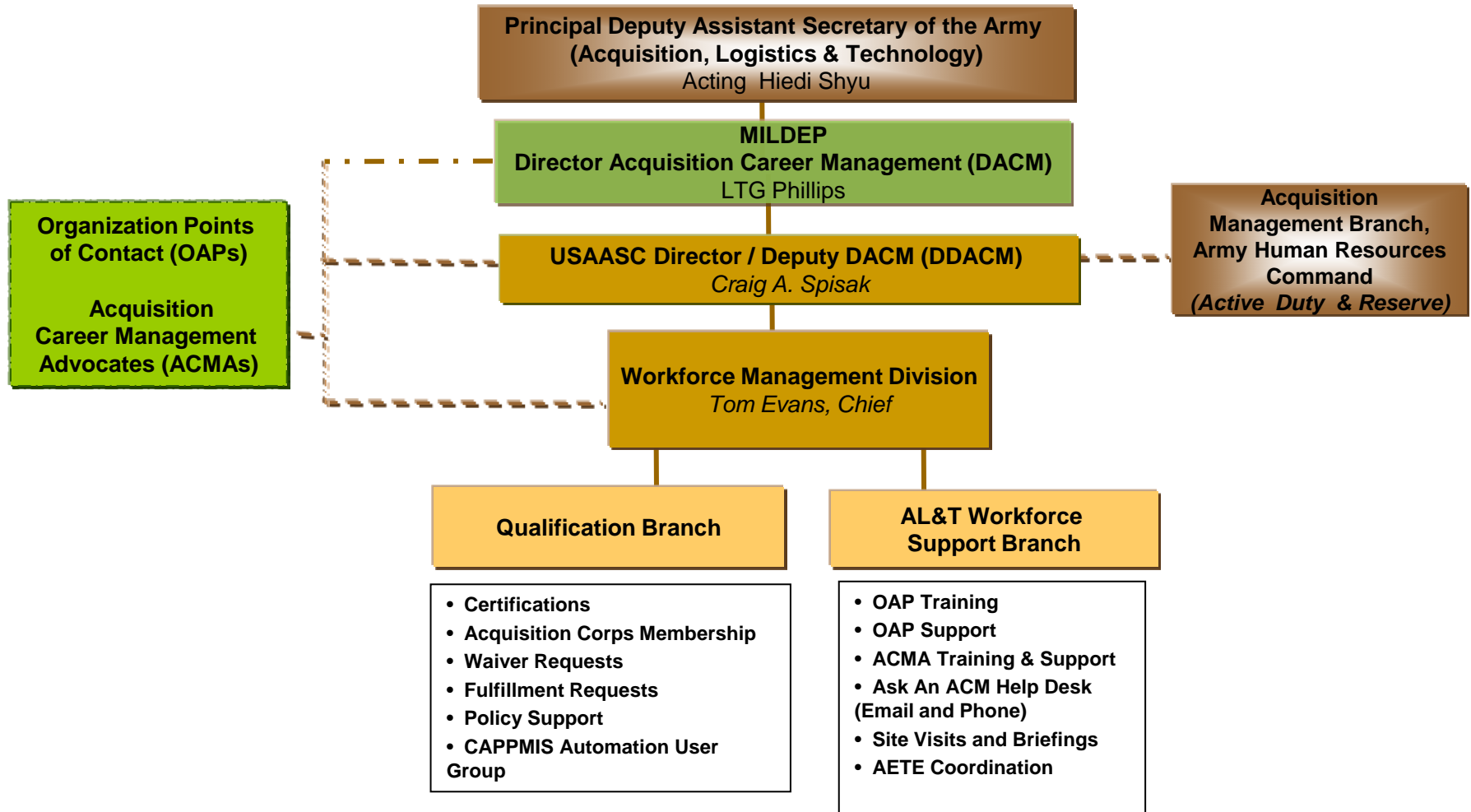
1. Login to TED at https://ted.ria.army.mil/TED_Main.cfm
2. Click on "History" on TED menu bar
3. Click on "Add History" button on top right of screen
4. Describe CLP experience in Course Title, Vendor Name, Start Date, End Date, CLPs
5. Click on "Add History" button.
6. Once supervisor approved CLPs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

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

3. Roles and Responsibilities

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

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



3b. Chief, USAASC Workforce Management Division Responsibilities

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

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

3C. Acquisition Career Management Advocate (ACMA) Responsibilities

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

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

3d. Acquisition Functional Representative (AFR) Responsibilities

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

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

<http://asc.army.mil>

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

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

- **Contact your Acquisition Career Manager through Ask an ACM Help Desks**

EMAIL: DAMI_AskAnACM@conus.army.mil

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

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

<http://asc.army.mil>

3f. AL&T WORKFORCE MEMBER Responsibilities

Rating Supervisor Responsibilities

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

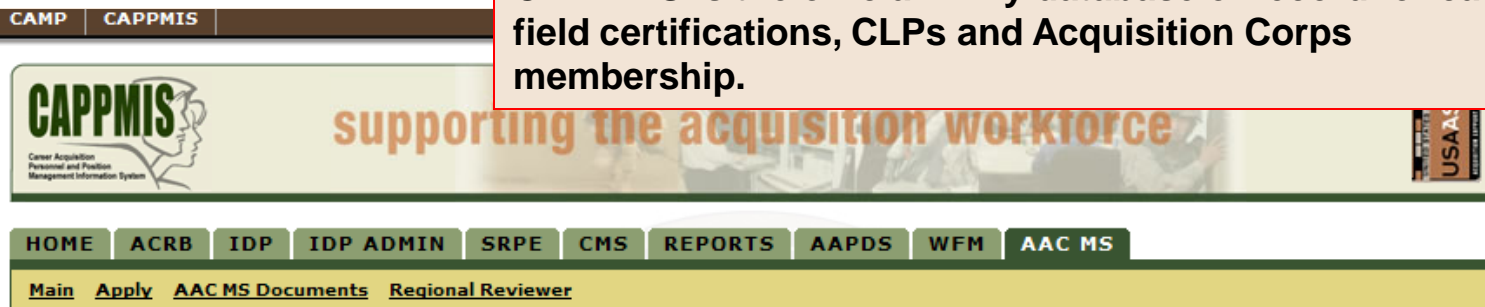


Employee Responsibilities

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

4. CAPPMIS

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



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

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

<http://asc.army.mil>

4. CAMP- Access to CAPPMMIS

NEW

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

CAREER ACQUISITION MANAGEMENT PORTAL

NOTICE:

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

LOGIN

Login using AKO

Login using CAC

Login using CAPPMMIS

[Forgot Username or Password?](#)[Create New Account](#)[Help Request](#)

Welcome to the new Career Acquisition Management Portal (CAMP)

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

AKO

CAC

CAPPMMIS

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

SYNC WITH:AKO
CAC

TED accounts are linked to CAPPMMIS in TED user properties by the TED administrator.
TED Admin: check "AAW" box and hit submit to populate the "IDP Master Key" field.

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

4. Logging in to CAPPMIS

CAMP
CAREER ACQUISITION MANAGEMENT PORTAL

CAMP
CAPPMMIS

Help Links Help Request Feedback Logout

CAREER ACQUISITION MANAGEMENT PORTAL

NOTICE:
The CAMP System and applications will be unavailable Wednesday, 12 March, from 0800 - 1130 hours due to the monthly data refresh.

Choose CAPPMMIS for ACRB, IDP, Certification Applications, etc.

NEWS

• Your password expires on 04/12/2008

PROFILE

Name: JOHN T KELLY

Position Title: ACQUISITION CAREER MANAGER

Organization: USA ACQ SPT CTR

Date of Birth: May 21, 1979

E-Mail: john.t.kelly@us.army.mil

FAQS

What is CAMP?

CAMP is the new Career Acquisition Management Portal, housing all of the USAASC Applications in one convenient

Why switch to CAMP?

The transition to CAMP allows USAASC members to quickly and seamlessly navigate between their USAASC applications, using a single login, and utilizing a centralized customer support center. This includes all current CAPPMMIS applications, as well as newer USAASC applications.

Where is CAPPMMIS?

CAPPMMIS

CAPPMMIS is one of the main application login. You can access CAPPMMIS from this page.

Where are the AAPDS, ACRB, IDP and SRPE applications?

Located under CAPPMMIS. Please access CAPPMMIS from the navigation bar.

Account Access

[Change Email Address](#)
[Change Password](#)

Customer Support

1.800.981.3234
Email: [Customer Support Center](#)
[Online Service Center](#)

Useful Links

[USAASC Homepage](#)
[Download Blank ACRB](#)
[ACRB Instructions](#)
[AITAS](#)
[ATRRS/AITAS Video Tutorial](#)
[Current MAPL List](#)
[Find Your ACM](#)

Camp Applications

CAPPMMIS

USAASC Web Site

ACRB INSTRUCTIONS

AITAS (DAU classes)

USAASC

PREPARING FOR THE FUTURE

Done

start

Microsoft Offi... USAASC - Micros... CAMP :: Career A... Microsoft PowerP...

Internet

9:20 AM

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

http://asc.army.mil

4a. Acquisition Career Record Brief (ACRB)

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

Acquisition Career Record Brief - 2002 Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address https://rda.altess.army.mil/camp/apps/cappmis/modules/acrb/index.cfm?fuseaction=acrb.processPrint

ACQUISITION CAREER RECORD BRIEF

For update instructions access the WEB at

BRIEF DATE

12/17/2007

WEB

PAY-PLAN/GRADE

YA-02

SERIES/AOC

0301

NAME

KELLY JOHN T

SECTION II - CURRENT POSITION DATA

TITLE

ACQUISITION CAREER MGR

CATEGORY

PROGRAM MANAGEMENT

AAC CERT LEVEL REQ

Level II (Intermediate) Certification

COMMAND

US ARMY ACQUISITION SUPPORT CENTER

PERSONNEL OFFICE

FT BELVOIR, VA

ACQ POSITION TYPE

Acquisition Position, not a CAP, non-developmental

SECTION II - SECURITY

CLEARANCE TYPE

Secret

INVESTIGATION TYPE

Section 8(D), Ex

DATE INVESTIGATED

11/03/2004

SECTION V - PREFERENCE

GEOGRAPHICAL

FUNCTIONAL

SECTION III - ACQ CORPS DATA

SVC COMP D

05/24/1999

WF STATUS

ACQ WORKFORCE

CDG GRAD YR

No

CAP

No

DATE ENTERED

11/20/2007

AAC ACCESSION DATE

AAC CAREER FIELD

PROGRAM

MONTH

103

AAC CERT LEV REQ

Level II (Intermediate)

AAC RE

NOT AP

3-YR R

SECTION IV - PERSONAL

ARMY CIVILIAN

MAILING ADDRESS

5765 REXFORD CT, APT 1

RINGFIELD

STATE

VA

ZIP

22162-1059

H

(703) 805-9430

DSN

6559430

SECTION VII - EDUCATION

INSTITUTION

UNIV OF PHOENIX

DEGREE

Bachelors Degree

DISCIPLINE

DISCIPLINE

INSTITUTION

GEORGE MASON UNIV

DEGREE

Bachelors Degree

DISCIPLINE

ENGLISH COMPOSITION

INSTITUTION

DEGREE

DISCIPLINE

SECTION VIII - AWARDS

PERFORMANCE AWD

01/07/2007

PERFORMANCE AWD

01/08/2006

ON THE SPOT CASH AWD

03/02/2006

SPECIAL ACT OF SERVICE AWARD

03/02/2006

ON THE SPOT CASH AWD

02/03/2006

PERFORMANCE AWD

01/09/2005

TIME OFF AWD

11/03/2004

ON THE SPOT CASH AWD

03/23/2004

ON THE SPOT CASH AWD

03/23/2004

ON THE SPOT CASH AWD

03/23/2004

HIGHEST DEGREE

Masters Degree

ACQ. CORPS QUAL - CREDIT

SECTION IX - ASSIGNMENT HISTORY

FROM	MO	ORGANIZATION	LOCATION	COMMAND	DUTY TITLE	SERIES	GRADE	APC	SUPVR
11/20/2007	1	USA ACQ SPT CTR	FT BELVOIR, VA	USASAC	ACQUISITION CAREER MGR	0301	YA-02	A	N
03/20/2007	8	JPEO CHEM BIO DEF	FALLS CHURCH	USASAC	MGT ANALYST	0343	YA-02	A	N
03/22/2006	12	JPEO CHEM BIO DEF	FALLS CHURCH	USASAC	MANAGEMENT ANALYST	0343	NH-03	A	N
11/23/2006	4	ASC FORT BELVOIR	FT BELVOIR, VA	USASAC	MANAGEMENT ANALYST	0343	NH-03	A	N
01/04/2006	10	ASC FORT BELVOIR	FT BELVOIR, VA	USASAC	PROGRAM ANALYST	0343	NH-02	A	N
10/15/2004	3	ASC	FT BELVOIR, VA	USASAC	PROGRAM ANALYST	0343	NH-02	A	N
06/03/2004	31	ASC	FT BELVOIR, VA	USASAC	PROGRAM SET SPEC	0301	NH-02	A	N
05/20/2003	24	AVESA	FT BELVOIR, VA	USASAC	STUDENT TRAINER/CLERK	0301	GS-03	A	N

SECTION VI - ACQ LEADER TRAINING

COURSE	DATE
CLE 0074EAS-SIX SIGMA	11/15/2007
PMT 200 PROGRAM MGT TOOLS	10/25/2006
CLM 003-ETHICS TRAINING FOR	03/03/2005
ACQ 201B-INTFRMD SYSTEMS ACQ	06/23/2002
ACQ 201A-INTERMEDIATE SYSTEM	07/05/2002
ACQ 101 FUND SYS ACQ MGT	06/10/2002

SECTION X - CERTIFICATIONS/LICENSES

CAREER FIELD	LEVEL	DATE
PROGRAM MANAGEMENT	2	12/11/2006

PROFESSIONAL LICENSE

DATE

CONTINUOUS LEARNING

END DATE: 03/03/2008

POINTS: 86

Done

start

Inbox - Microsoft Out...

Internet Explorer

Acquisition Workforce...

Supervisor Outreach ...

Internet

4:53 PM

4a. Acquisition Career Record Brief (ACRB)

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

[View ACRB](#) [Edit ACRB](#) [Print ACRB](#) [Print Certifications](#) [ACRB Instructions](#) [ACRB Video Tutorial](#)

Acquisition Career Record Brief

= section is editable
 = section is not editable; section is locked

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

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

BRIEF DATE 03/31/2005 **PAT PLAN/GRADE** 0301 **SERIES/AOC** 0301 **SSN** NAME

SECTION III ACQ CORPS DATA				SECTION IV PERSONAL	
WF STATUS ACQ CORPS		AAC DATE 09/05/2008		ARMY CIVILIAN	
ACF PROGRAM MA		MT ACQ EXP 356		MAILING ADDRESS	
AAC CERT LEVEL REQ Level II (Intermedia)		DATE INVEST 03/31/2005		STREET	
COMMAND US ARMY ACQUISITION		CAP No			
PERSONNEL OFFICE Rock Island Arsenal,		ACF REQ Level II (
ACQ POSITION TYPE Acquisition Position		DT ENT PRES POS 04/13/2008			
FUNCTIONAL		5 YR DT			
SECTION V PREFERENCE		SECTION VII EDUCATION			
GEOGRAPHICAL MICHIGAN, MI		INSTITUTION UNIV OF MICHIGAN ANN ARBO		DEGREE Bachelors Degree	

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

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

<http://asc.army.mil>

4a. Acquisition Career Record Brief (ACRB) Editable Fields

LEGEND: **ACM, DAU, ATRRS & CAPP MIS** (USAASC Admin can edit via CAPP MIS after 30 days)
DCPDS, CPO & Organization HR can Edit via Civilian Personnel File
AL&T Workforce & NON-Workforce can edit via CAPP MIS

ACQUISITION CAREER RECORD BRIEF				UNCLASSIFIED/PRIVACY ACT PROTECTED INFO	
For update instructions access the WEB at		BRIEF DATE 12/17/2007	PAY-PLAN/GRADE YA-02	SERIES/AOC 0301	SSN
NAME KELLY JOHN T					
SECTION I - CURRENT POSITION DATA		SECTION II - SECURITY		SECTION III - ACQ CORPS DATA	
Section I Supervisor request to CPOL Manager/ HR Specialist to load current position data		CLEARANCE TYPE Secret INVESTIGATION TYPE Section 8(D), Ex DATE INVESTIGATED 11/03/2004 SECTION V - PREFERENCE GEOGRAPHICAL FUNCTIONAL COMMAND		SVC COMP D 05/24/1999 WF STATUS ACQ WORKFORCE AAC ACCESSION DATE CDG GRAD YR No AAC CAREER FIELD PROGRAM MONTHS OF ACQ EXP 103 CAP No AAC CERT LEV REQ Level II (Intermed) AAC RESERVE STATUS NOT APPLICABLE DATE ENTERED PRESENT POSITION 11/20/2007 3-YR REVIEW DATE	
SECTION VI - ACQ/LEADER TRAINING		SECTION VII - EDUCATION		SECTION IV - PERSONAL	
Section VI - Workforce populates with focus on DAU and leadership training Populated via CAPP MIS - ACM can edit with source documents		Section VII Workforce see (CPOL/My Biz) and FAQ #3 ACM can edit with source documents		Section IV Address populated from MyPay Workforce edits Phone & email FAX # HOME PH (703) 624-6339 E-Mail john.t.kelly@us.army.mil SECTION X - CERTIFICATIONS/LICENSES	
SECTION VIII - AWARDS		SECTION IX - ASSIGNMENT HISTORY		SECTION X - CERTIFICATIONS/LICENSES	
Section VIII ACM can edit as reflected on SF50 TIME OFF AWD 11/03/2004 ON THE SPOT CASH AWD 09/29/2004 ON THE SPOT CASH AWD 09/29/2004 ON THE SPOT CASH AWD 09/29/2004		HIGHEST DEGREE Masters Degree ACQ. CORPS QUAL - CREDIT		Section X DAWIA certifications Workforce edits license CLP loaded via CAPP MIS/TED CONTINUOUS LEARNING END DATE: 09/30/2008 POINTS: 86	
Section X Workforce has limited edit capability for line 1 and full edits for assignment history MANDATORY fields = dates & duty title System will not allow non sequential dates - CAPP MIS use these data to calculate Months of Acquisition Experience in Section III					

- **Section VII, Education.** Recommend updating through CPOL/My Biz. My Biz updates take 5-6 weeks to post to ACRB.
- **To request Section VI or VIII updates to your ACRB:** Scan and e-mail your supporting documentation to:
DAMI_AskAnACM@conus.army.mil

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

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

4b. Individual Development Plan (IDP)

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



CAPPMIS IDP

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

<http://asc.army.mil>

4b. Individual Development Plan (IDP)

Upcoming
Classes

Completed
classes

Supervisor
Module

Instructions

If your supervisor is not correct,
notify your current supervisor

HOME ACRB IDP IDP ADMIN SRPE CTS REPORTS AAPDS

Home Planning History Supervisor IDP Documents


Welcome

IDP Plan Last Updated: 03/03/2009

[View/Print Current Plan](#) 

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

CLPs: 92

Certification Status: Due 04/13/2010 

Print

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

- Welcome to the Individual Development Plan module.

News

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

Objectives/Goals

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

Short Term Objectives (1-3 years):

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

Long Term Objectives (3-5 years):

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

Edit Objectives/Goals

<http://asc.army.mil>

4c. CAPPMMIS – IDP Supervisor Module

How to Add Employees

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

HOME ACRB **IDP** IDP ADMIN SRPE

Home Planning History **Supervisor** IDP Document

Supervisor Module

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

Your Employees

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

Add Employee(s) Remove Employee(s) View/Print Employee Plan(s) Total Employees: 4

[Download All Employees to Excel](#)

☒ = Click to Email Employee
REVIEW = Items Pending Supervisor Review

Search Employees

Search by Employee SSN (no dashes)

Search by Employee Name (lastname firstname)

MOSES JOAN

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

<http://asc.army.mil>

4c. CAPPMMIS IDP, Supervisor Module Useful Features

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

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

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

Supervisor Module

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

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

Total Employees: 2

[Download All Employees to Excel](#)

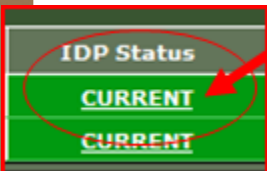
☒ = Click to Email Employee
REVIEW = Items Pending Supervisor Review

4. To print IDPs for mid-year and annual appraisals:

- a. Click on the checkboxes to select employees
- b. View/Print Employee Plan(s)

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

4c. CAPPMMIS IDP/ Supervisor Module – IDP Status



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

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

CAMP
CAREER ACQUISITION MANAGEMENT PORTAL

HOME ACRB IDP IDP ADMINISTRATION

Home Planning History Supervisor

Review Employee Plan for JOAN M MOSES

Back to Supervisor Main Page
(click header to sort)

Item Name	Item Type	Start Date	End Date	Item Status
EXCEL PIVOT TABLE COURSE - WAIT LIST	OTHER	01/01/2008	01/31/2008	APPROVED - Select -
FOUNDATIONS OF LEADERSHIP(CENTER FOR CREATIVE LEADERSHIP)		03/01/2002		REJECTED - Select -
MAKING THE TRANSITION FROM STAFF MEMBER TO SUPERVISOR	OTHER	01/01/2008	01/31/2008	APPROVED - Select -
PMT 250 PRGRM MGT TOOLS	DAU	09/01/2008		APPROVED - Select -

Submit Review
(click header to sort)

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

Post CLPs

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

http://asc.army.mil

4c. CAPPMMIS IDP/ Supervisor Module – Completed Items



CAMP **CAPPMMIS** [Help Links](#) [Help](#)

NOTICE:
CAMP and all CAPPMMIS applications will be unavailable from 0800 to 1130 EST on Thursday, 05 November 2010 for system refresh.

CAPPMMIS
Career Acquisition
Personnel and Product
Management Information System

supporting the acquisition workforce

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

[Home](#) [Planning](#) [History](#) [Supervisor](#) [IDP Documents](#)

JOAN M MOSES's Continuous Learning Cycles

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

[Save Prorated CLPs](#) [Cancel](#)

JOAN M MOSES's Completed Items

(click column header to sort | click course title to edit the course item)

Item Title	Type	CLPs	Actual Start	Actual End	Official End	Record Src	Funding Src
TACOM-Warren Annual SAEDA, OPSEC, AT/FP, informat	Other	0	11/04/2005	11/04/2005		WEB TED	
05 CSRS RETIREMENT CLASS	Other	0	08/23/2005	08/23/2005		WEB TED	
14TH TACOM/INDUSTRY LOGISTICS SYMPOSIUM	Other	18	03/15/2005	03/15/2005		WEB TED	
15TH TACOM/INDUSTRY LOGISTICS SYMPOSIUM							
2004 ANNUAL ETHICS TRAINING ONLY							
2005 Annual Ethics Training							
2009 COMBATING TRAFFIC							
ABC REPORTING AND ANALYSIS							

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

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

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

<http://asc.army.mil>

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

Home Planning History **Supervisor** IDP Documents

Supervisor Module

(click employee name to view ACRB) 09/30/2006

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

[Download All Employees to Excel](#)

☒ = Click to Email Employee
REVIEW = Items Pending Supervisor Review

Problem: Red Review.

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

2. If there are no other review actions to complete, report the problem to

CustomerSupportCenter@conus.army.mil

Problem: No IDP date.

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

<http://asc.army.mil>

4d. IDP Admin

• IDP Mirror –

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

OAPs are not given access to IDP Mirror because IDP Mirror does not Currently have a filtered by organization feature

- **SRPE Mirror** – USAASC ACMs and AskAnACM Help Desk can view SRPEs – need SSN of employee or senior rater

Email DAMI_AskAnACM@conus.army.mil if you need an ACM to view IDPs or SRPEs.



4e. AAPDS – Apply for AETE Opportunities

[HOME](#)
[ACRB](#)
[IDP](#)
[IDP ADMIN](#)
[SRPE](#)
[CMS](#)
[REPORTS](#)
[AAPDS](#)
[WFM](#)
[AAC MS](#)

[Home](#)
[Apply](#)
[Supervisor Review](#)
[Read Only Applications](#)

Apply - Active Events

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

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

4e. ACQUISITION EDUCATION, TRAINING & EXPERIENCE (AETE)



Training

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

Education

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

Experience & Training

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

Announcements on CAPPMS/ AAPDS and ASC homepage
2011 Catalog posted at:
http://asc.army.mil/docs/pubs/aete/AETE_catalog_2011.pdf

<http://asc.army.mil>

4e. AETE (cont'd)

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

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

Target: High Potential GS12-13 / payband equivalent

- **Leadership Training**

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

- **Career-broadening developmental assignments**

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

- **Building Future Leaders for your Organization**

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

NEW!

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

Applications: Aug-Oct Program Start: March

<http://asc.army.mil>

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

Target: GS 14 - 15 / payband equivalents

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



Applications: Jan – March Program Start: JULY

<http://asc.army.mil>

4f. How to Apply for Certification – CMS Tab

The screenshot shows the USAASC CMS (Certification Management System) interface. The top navigation bar includes links: HOME, ACRB, IDP, IDP ADMIN, SRPE, **CMS** (highlighted with a red box), REPORTS, AAPDS, WFM, and AAC MS. Below this is a secondary menu with links: Main, Apply for Certifications, Print Certifications, CMS Documents, and Certifying Official Module. The main content area is divided into two sections: 'Certification Management System' and 'News'. The 'Certification Management System' section contains a list of instructions for applying for certification. A red box highlights the 'Apply for Certifications' link in the secondary menu, with a red arrow pointing to it. Another red box highlights the 'Print' link, with a red arrow pointing to it. A third red box highlights the 'Instructions' link, with a red arrow pointing to it. A large red text box with a black border contains the following text: 'Click on "Apply for Certifications" and follow step-by-step instructions to apply for certification. You will need to cut and paste your current resume during the application process.' The 'News' section contains two bullet points: 'You cannot apply for a Secondary Certification until you have completed your required Primary Career Field certification' and 'If you already have a certification from another service within DoD, the Army accepts it through reciprocity. Please provide your certification certificate to your ACM to add to your ACRB. You do not need to reapply through CMS.' Below the main content area is a 'Certification Status' section. It contains a table with columns for 'Primary Career Field', 'Level 1', 'Level 2', and 'Level 3'. The 'Primary Career Field' is 'PROGRAM MANAGEMENT'. The 'Level 1' status is 'Completed: 09/29/2005'. The 'Level 2' status is 'Level 2 Deadline: 04/13/2010'. The 'Level 3' status is 'Completed: 04/17/2001'. The 'Secondary Career Field' is 'CONTRACTING'.

Certification Management System

- Welcome to the Certification Management System
- Check your "Certification Status" below for information on your current certifications
- To apply for a certification, click "Apply for Certifications" on the menu at the top and follow the instructions to submit an application
- Please make sure your ACRB is current

News

- You cannot apply for a Secondary Certification until you have completed your required Primary Career Field certification**
- If you already have a certification from another service within DoD, the Army accepts it through reciprocity. Please provide your certification certificate to your ACM to add to your ACRB. You do not need to reapply through CMS.

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

Certification Status

Primary Career Field:	Level 1	Level 2	Level 3
PROGRAM MANAGEMENT More Info	Completed: 09/29/2005	Level 2 Deadline: 04/13/2010	
Secondary Career Field: CONTRACTING			Completed: 04/17/2001

<http://asc.army.mil>

4f. CMS – Supervisor Module

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

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

CMS Supervisor Module - Employee's Position Certification Status

[View All Certification Applications](#)

	WF Status	Start Date of 24 Mth Cert Deadline	Position Certification Requirement	Position Certification Status	Applications In Progress	ACRB
EDWARD J MAGUIRE	Acq WF-Civ	02/08/2004	PROGRAM MANAGEMENT - Level 2	Completed - 06/29/2006		View
JOAN M MOSES	Acq WF-Civ	04/13/2008	PROGRAM MANAGEMENT - Level 2	Deadline - 04/13/2010		View

NOTE:

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

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

[Deadline Explanation](#)

[Employee's Primary Certification Timelines](#)

* Not eligible for certification per policy

CMS / Supervisor Module

- View all employee certification status
- View ACRB for DAU course completions

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

<http://asc.army.mil>

4g Reports in CAPPMIS

CAMP **CAPPMIS** **SAAEC** **Help Links** **Help Request** **Feedback** **Logout**

CAPPMIS supporting the acquisition workforce

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

Admin **Standard Reports** **Personalized Reports** **DAWIA Certificate Printing** **Reporting Instructions** **Reports Descriptions**

Standard Reports

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

Report Category	Reports
Workforce Reports	<input type="checkbox"/> Acq NGB & Reserve Mil Review
	<input type="checkbox"/> Certification Delinquency
	<input type="checkbox"/> Certification Review
	<input type="checkbox"/> Completed Other Training - All
	<input type="checkbox"/> Corps Membership Discrepancy
	<input type="checkbox"/> Current Assignments
	<input type="checkbox"/> Education Review
Acq Specific Reports	<input type="checkbox"/> IDP CL-Cycles
	<input type="checkbox"/> Met Certification
	<input type="checkbox"/> Not Met Certification
	<input type="checkbox"/> Workforce Review
	<input type="checkbox"/> Waiver Status
	<input type="checkbox"/> Acq Corps Membership Discrepancy
	<input type="checkbox"/> Certification OAP Report
CMS Reports	<input type="checkbox"/> Civilian Certification Delinquency
	<input type="checkbox"/> Civilian CAP-KLP
	<input type="checkbox"/> Civilian IDP CL-Cycles
	<input type="checkbox"/> Civilian Workforce Education Review
	<input type="checkbox"/> Civilian Workforce Review
	<input type="checkbox"/> Completed Acquisition Training
	<input type="checkbox"/> Completed Other Training
CMS Reports	<input type="checkbox"/> Current Cycle And Annual CLPs
	<input type="checkbox"/> Met Certification
	<input type="checkbox"/> Not Met Certification
	<input type="checkbox"/> Outstanding Reqmts for Certification
	<input type="checkbox"/> Regional Mil and Civ Review
	<input type="checkbox"/> SRPE Status
	<input type="checkbox"/> Submitted or Approved Certifications
CMS Reports	<input type="checkbox"/> Acquisition Workforce Certifications Processed
	<input type="checkbox"/> Applications Pending Review
	<input type="checkbox"/> CMS Roles
CMS Reports	<input type="checkbox"/> Other Workforce Certifications Processed
	<input type="checkbox"/> ACM Forward to AFR
	<input type="checkbox"/> AFR Appeal Approvals versus Denials
CMS Reports	<input type="checkbox"/> Approved vs Denied Applications
	<input type="checkbox"/> Certification Denials versus Appeals

Full description of all reports

<http://asc.army.mil>

4g. Reports in CAPPMMIS

CAMP


CAPPMMIS

Help Links


Help Request

Feedback

Logout



supporting the acquisition workforce



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[Standard Reports](#)
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[Reporting Instructions](#)
[Reports Descriptions](#)

Filters

Select the filters you would like to use to limit your report data. If you do not select any filters for a given field the filters you have access to will be used by default.

You are on step 1/3

Report	Command Filter	Uic Filter	Org Filter
Regional Mil and Civ Review	<div>select up to 3</div> <div> <div>X3 - US Army Headquarters</div> <div>X4 - US Army Training Act</div> <div>X6 - US Army Aviation & M</div> <div>X7 - US Army Tank-autom</div> <div>X8 - US Army Communicat</div> <div>XA - US ARMY SOLDIER & E</div> <div>XB - US Army Chemicals M</div> <div>XC - US Army Sustainment</div> <div>XD - U.S. Army Contractin</div> </div>	<div><input type="checkbox"/> All</div> <div> <div>W6QK52 - ACC-TACOM COM</div> <div>W6QK53 - ACC-TACOM COM</div> <div>W6QK54 - ANNISTON AR D</div> <div>W6QK55 - RED RIVER AR C</div> <div>W6QK56 - ROCK ISLAND AI</div> <div>W6QK57 - SIERRA AR DEPT</div> <div>W6QK58 - CONTRACT OFFI</div> <div>W6QK5A - ACC-TACOM COM</div> <div>W6QK6A - ACC-JM&L CONT</div> </div>	<div><input type="checkbox"/> All</div> <div></div>

<< Back

Reset


Generate

Next >>

Select your command code and UICs.

If you want to capture military, DO NOT use the Org filter.

RRS/AITAS Video Help



http://asc.army.mil



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[Standard Reports](#)

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[DAWIA Certificate Printing](#)

[Reporting Instructions](#)

[Reports Descriptions](#)

Columns

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

You are on step 2/3

Report	Available Columns		Selected
Regional Mil and Civ Review	<input type="checkbox"/> All SUPV_REVIEW_DATE SUPV_NAME SUPV_EMAIL CERT_LVL_ACHIEVED_IN_APC LAST_IDP_UPDATED_MTHS MTHS_EXP_IN_CURRENT_APC_ACL CERT_IN_POSITION CERT_BELOW_POSITION NOT_CERTIFIED	>> <<	<input type="checkbox"/> PERSON_ID CERT_LVL_ACHIEVED_I LAST_IDP_UPDATED_M MTHS_EXP_IN_CURREN CERT_IN_POSITION CERT_BELOW_POSITION NOT_CERTIFIED
	<< Back <input type="button" value="Generate"/> <input type="button" value="Next >>"/>		

Suggested order:

- Person_ID
- Person_Name
- APC
- ACL
- Cert_Lvl_Achieved In_APC
- Cert_In_Position
- Cert_Below_Position
- Not_Certified
- Mths_Exp_in_Current_APC_ACL
- CLP
- Last_IDP_Updated Mths
- Last_IDP_Update
- Other fields

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



[Security/Privacy](#)

[System Requirements](#)

[DOD Computer User](#)

[Text Links](#)

[ATRRS/A](#)

http://asc.army.mil

4g. Reports in CAPPMMIS

CAMP


CAPPMMIS

Help Links

Help Request


Feedback

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CAPPMMIS
Center Acquisition Personnel and Position Management Information System

supporting the acquisition workforce



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AAC MS

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

Sorting

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

You are on step 3/3

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

<< Back

Generate

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

http://asc.army.mil

4g. Reports in CAPPMMIS

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

The screenshot shows the CAPPMMIS Reports page. The top navigation bar includes links for CAMP, CAPPMMIS, Help Links, Help Request, Feedback, and Logout. Below this is a banner for the acquisition workforce. The main navigation bar includes links for HOME, ACRB, IDP, IDP ADMIN, SRPE, CMS, REPORTS, AAPDS, WFM, and AAC MS. The REPORTS section is active, showing links for Standard Reports, Personalized Reports (circled in red), DAWIA Certificate Printing, and Reporting Instructions. The Reports section has a sub-header 'Reports' and a message: 'Click on the download button below to view or save the report to your computer.' Below this is a table with columns: File, Records, File Size, and Download. The table lists 'Regional Mil and Civ Review' with 717 records and a file size of 166 KB. The Download button is circled in red. A red arrow points from a text box to the Download button. Below the table are '<< Back' and 'Start Over' buttons. The 'Save Personalized Reports' section has a message: 'The personalized reports feature allows you to save all of the options you selected to re-generate the report(s) above (filters, col the wizard. To save this report in your "Personalized Reports", select the check-box next to the report you want to save and enter a name, description and then click on the save button. This will save the report to the Personalized Reports link where you can access it at anytime to generate the same report.' Below this is a table with columns: Report, Name, and Description. The table lists 'Regional Mil and Civ Review' with a checked checkbox. The Name field contains 'Regional Mil and Civ Review - TCC' (circled in red). The Description field contains 'This report is for the quarterly "Get Well" stats for the TACOM Contracting Center.' Below the table is a 'Save' button (circled in red). A red arrow points from a text box to the Save button.

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

Report	Name	Description
<input checked="" type="checkbox"/> Regional Mil and Civ Review	Regional Mil and Civ Review - TCC	This report is for the quarterly "Get Well" stats for the TACOM Contracting Center.

If your query returns 0 records, notify CAPPMMIS help desk at CustomerSupportCenter@conus.army.mil

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

To save your query as a Personalized Report. After you save it, go to “Personalized Report” to download the query results.

Highly recommend using this feature – it allows you to easily run your “custom queries” again in the future.

Caution: Clearly NAME your personalized reports so that you can easily locate it the next time you run it.

<http://asc.army.mil>

4h. Army Acquisition Corps Membership Requirements

TRAINING: Certified Level II in any Acquisition Career Field

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

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

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

EXPERIENCE: Four years of acquisition experience

GRADE: GS13 OR payband equivalent*

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

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

On-line application process

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

<http://asc.army.mil>

4h. How to apply for Acquisition Corps membership

CAMP **CAPPMIS** **Help Links** **Help Request** **Feedback** **Logout**

CAPPMIS supporting the acquisition workforce **USAASC**

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

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

Welcome

- Welcome to the Career Acquisition Personnel and Position Management System.

Instructions

News

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

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

AAC MS – Apply for Acquisition Corp membership, print certificates

CAMP **CAREER ACQUISITION MANAGEMENT PORTAL**

USAASC **PREPARING FOR THE FUTURE**

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

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

<http://asc.army.mil>

4h. AAC Membership

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

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

<http://asc.army.mil>

4h. SENIOR RATER POTENTIAL EVALUATION (SRPE) Module

SRPE Info

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

Introduction

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

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

...ry or civilian, be selected for acquisition provides a document that allows selection a military candidate, as documented on the ecting officials/boards will use the SRPE to kforce.

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

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

...e Supervisor on their employees. Using the includes a tool called the Senior Rater

...Evaluation worksheet. The system will not allow a Senior Rater to enter evaluation(s) that will disobey the less than 50% Above Center of Mass (ACOM) rule. This worksheet is used as preliminary tool before performing the actual evaluations to ensure Senior Raters layout how they want to evaluate their employees in a given pay grade/plan profile before they do the actual evaluations.

... (s). The rated employee will be able to view the completed SRPE

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

<http://asc.army.mil>

4i. SRPE blank sample

➤ Senior Rater will complete this form in CAPPMS

➤ Important areas for candidate success:

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

➤ Recommended reading for Senior Raters:

https://rda.altess.army.mil/camp/app/s/cappmis/modules/srpe/assets/documents/2007_Final_SRPE_Sr_Rater_Instructions.doc

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

DA Form 1 (October 2004)

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

<http://asc.army.mil>

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

CAM

CAPPMIS supporting the acquisition workforce

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

Home Planning History **Supervisor** IDP Documents

Supervisor Module

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

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

Add Employee(s) Remove Employee(s) View/Print Employee Plan(s) Total Employees: 2

[Download All Employees to Excel](#)

☒ = Click to Email Employee
REVIEW = Items Pending Supervisor Review

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

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

4i. SRPE – Step 1. Select the Senior Rater

CAMP CAPPMS Help Links Help Request Feedback Logout

CAPPMS supporting the acquisition workforce

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

[Home](#) [Planning](#) [History](#) [Supervisor](#) [IDP Documents](#)

Employee JOAN M MOSES's Information

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

Employee JOAN M MOSES's Senior Rater

Name: KAREN S SPARBEL
Title: ACQUISITION CAREER MANAGER
Phone: (309) 782-7157
DSN:
E-mail: karen.sparbel@us.army.mil
Organization: TACOM ROCK ISLAND
[\(Select a different Senior Rater\)](#)

Employee JOAN M MOSES's Evaluations

Status	Potential Mass Range

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

Step 1. **“Select a different Senior Rater”** to designate the senior rater who will be preparing the SRPE.

SES or General Officer is recommended – check with your organization for their policy on senior raters.

<http://asc.army.mil>

4i. SRPE – Step 1. Selecting the Senior Rater

CAMP
CAREER ACQUISITION MANAGEMENT PORTAL

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

Home Planning History Supervisor IDP Documents

Search Senior Rater

Search by Senior Rater SSN (no dashes)

Search by Senior Rater Name (lastname firstname)

Search Senior Rater Results

(click column header to sort)

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

✓ = current senior rater

Step 1 (continued).

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

4i. SRPE – Step 2. Request SRPE

CAMP
CAREER ACQUISITION MANAGEMENT PORTAL

Management Information System

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

Home Planning History Supervisor IDP Documents

ALERT:

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

Employee JOAN M MOSES's Information

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

Employee JOAN M MOSES's Senior Rater

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

Employee JOAN M MOSES's Evaluations

JOAN M MOSES's Evaluations				
Actions	Period Start Date	Period End Date	Status	Potential Mass Range
JOAN M MOSES currently has no Evaluations				
Request SRPE	Return to Employee List			

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

USAASC
PREPARING FOR THE FUTURE

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

4i. SRPE – Step 3. Supervisor Comments

Supporting the acquisition workforce

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

Home Planning History Supervisor IDP Documents

Request Evaluation for JOAN M MOSES

Ratee JOAN M MOSES

Date of Request 09/03/2009

* Evaluation Start 01/01/2008 mm/dd/yyyy [Rules for SRPE Evaluation Periods](#)

Evaluation End 12/31/2008 mm/dd/yyyy

Senior Rater Name MICHAEL D VIGGATO

Senior Rater Email michael.viggato@us.army.mil

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

* Evaluation period defaulted to previous calendar year
= required

Submit Request Cancel

Step 3

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

4j. Workforce Management Module (WFM)

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

WFM CAPP MIS
Workforce Mgmt Module

WELCOME, **MOSES JOAN M**, TO THE CAPP MIS WORKFORCE MANAGEMENT MODULE. YOU HAVE BEEN LOGGED INTO THE SYSTEM AS OF 10:23 AM (05-Aug-10)

NOTE: Do not use the Back button in this application. Please use navigation tools provided.

Return to CAPP MIS
LOGOUT
Add Person

SSN:
Name: moses
Duty Title:
Search for Person

To begin, please enter either of the following into the Search function:

1. The EXACT Social Security Number of the person you wish to find (without dashes)
2. Any portion of the name of the person you wish to search for

and then press the "SEARCH FOR PERSON" button

PLEASE NOTE: Entering an SSN will take you directly to the record. PLEASE BE PATIENT, it will take a few moments to load.

[Security/Privacy] [Cookies] [Comments]

Duty Title:
Search for Person

NOTE: 28 records were returned by the search on "moses". You may wish to further refine your query.

MOSES ALAN I
MOSES BELINDA J
MOSES CHARLES D *
MOSES CURTIS L *
MOSES CYNTHIA J *
MOSES DARRYL L
MOSES DEBORAH A *
MOSES DONALD D
MOSES FRANKLIN L *
MOSES GREGORY A
MOSES JOAN M
MOSES JOHN PAUL *
MOSES KATHALEEN DORIS
MOSES KEITH D
MOSES MARGARET C
MOSES MARK TIMOTHY *
MOSES NICHOLAS CODIS
MOSES PAUL D
MOSES RALPH T *
MOSES ROBERT E *

* Denotes Inactive Status.
Denotes ACM Note Available.

Go to Record

NOTE: Please be patient after pressing "Go To Record". The Record will take a few moments to load and display.

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

<http://asc.army.mil>

4k. Non-Acquisition Workforce and CAPPMMIS

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

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

4I. Military - Human Resources Command (HRC)

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

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

USAASC ACMs are not authorized to assist military.

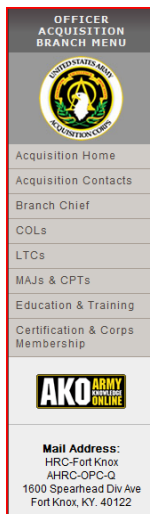
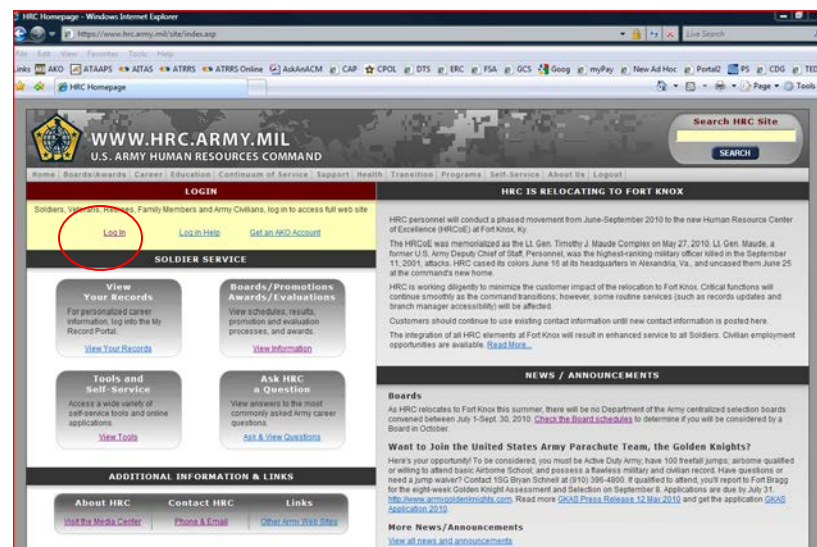
The Acquisition Management Branch, Human Resources Command (HRC) assists military with their acquisition questions.

HRC website:

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

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

<https://www.hrc.army.mil/site/protect/branchs/officer/fs/acquisition/acquisition_contact_information.htm>



Acquisition Management Branch Contact Information

Points of Contact (Starting 2 AUG 2010)

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

Mail Address:
HRC-Fort Knox
HRC-OPC-O
1600 Spearhead Dr Ave
Fort Knox, KY 40122

<http://asc.army.mil>

5. DAU Training - General

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

5a. How to Apply for DAU classes

CAPPMIS Method

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

TED Method

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

Important Notes:

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

<http://asc.army.mil>

Step 3 - AITAS Application Process – DAU courses

The screenshot shows the AITAS website interface. On the left, a navigation menu lists options under 'Student' and 'Help!'. Red arrows point from callout boxes to specific menu items. The main content area includes a 'Notice to First Time Users' and a list of recent announcements with dates and links.

Apply for DAU training

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

Update your profile and supervisor email address

Resend supervisor email

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

Announcements:

- 7 Oct 2010: [IRM 202 Prerequisites for FY11](#)
- 6 Oct 2010: [NEW Army DAU Helpdesk Procedures](#)
- 28 Sep 2010: [FA51 Military Officers Application for Training in Different Career Field](#)
- 24 Sep 2010: [Fulfillment of BCF 206 for Certification](#)
- 30 Aug 2010: [Equivalent Training to Meet DAU Prerequisite](#)

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

<http://asc.army.mil>

5a1. AITAS – Identify your workforce status

Student

- Apply for Training
- Review Application(s)
- Cancel Reservation/Wait
- Delete Application
- Search for Continuous Learning Modules
- Continuous Learning Training
- Update Profile
- Resend Supervisor Email(s)
- Course Lookup
- Create/Edit Travel Worksheet
- Logoff

Help!

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

Data On Demand

Apply for DAU training

Please sign in below.

Please select a Category

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

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

For Continuous Learning Courses - Click Here

Announcements

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

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

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

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

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

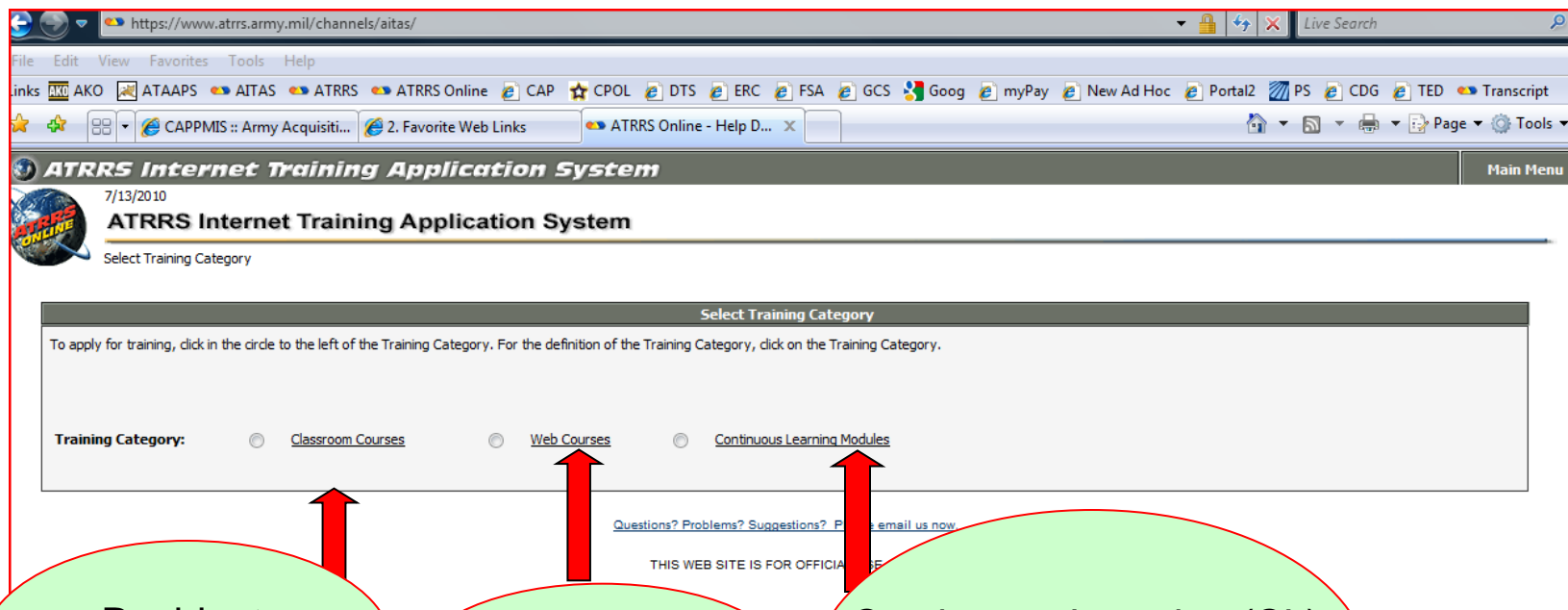
If you are an **intern**, select "Acquisition Workforce Intern" and identify in the comments block of the application whether you are an ACTEDs intern, 852-funded intern, or a local intern. Your intern training coordinator can tell you which category you fit under.

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

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

<http://asc.army.mil>

5a2. Select the Training Category



Resident
Courses

Web-based
courses

Continuous Learning (CL)
and Harvard Business
Modules (HBS)

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

<http://asc.army.mil>

5a3. Resident Courses – select course

ATRRS Internet Training Application System
10/25/2010

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

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

Step One
Training Category: Classroom Courses

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

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

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

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

<http://asc.army.mil>

5a4. Resident Courses – select date

Important Notes:

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

ATRRS Online - Help Desk DSN 225-2353/2060 - Windows Internet Explorer

https://www.atrrs.army.mil/channels/aitas/

ATRRS Internet Training Application System

10/25/2010

ATRRS Internet Training Application System

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

[View Course Catalog](#)

Course	Course Title	Location	State	School	Classes	Available	Waits	Next Class Start Date	Estimated Cost
ACQ 201B	INTERMEDIATE SYSTEMS ACQUISITION	KAISERSLAUTERN (507C)	AE	DAU TRAINING CENTER, KAISERSLAUTERN, GERMANY	3	19	11	11/15/2010	\$3582
		GUNTER ANNEX (506)	AL	DAU SOUTH REGION CAMPUS	1	0	3	1/31/2011	\$1884
		HUNTSVILLE (506)	AL	DAU SOUTH REGION CAMPUS	20	110	238	11/15/2010	\$1956
		PINE BLUFF ARSENAL (506)	AR	DAU SOUTH REGION CAMPUS	1	0	2	3/21/2011	\$1760
		FT HUACHUCA (505)	AZ	DAU WEST REGION CAMPUS	2	20	18	12/8/2010	\$1210
		PHOENIX (505)	AZ	DAU WEST REGION CAMPUS	1	0	0	5/2/2011	\$1970
		TULACSON (505)	AZ	DAU WEST REGION CAMPUS	1	0	7	1/10/2011	\$1325
		CHINA LAKE (505)	CA	DAU WEST REGION CAMPUS	4	2	6	11/1/2010	\$1488
		EDWARDS AFB (505)	CA	DAU WEST REGION CAMPUS	4	8	0	2/7/2011	\$2204
		EL SEGUNDO (505B)	CA	DAU TRAINING CENTER	7	136	10	11/15/2010	\$2204
		PORT HUENEME NAV (505A)	CA	DAU TRAINING CENTER, PORT HUENEME CA	7	137	11	11/29/2010	\$2204
		SAN DIEGO (505)	CA	DAU WEST REGION CAMPUS	22	433	51	11/1/2010	\$1920
		PETERSON AFB (505)	CO	DAU WEST REGION CAMPUS	1	0	2	2/7/2011	\$1497
		EGLIN AFB (505)	FL	DAU WEST REGION CAMPUS	11	184	45	11/1/2010	\$1668
		DAU TRAINING CENTER, EGLIN AFB, FL			3	0	23	11/15/2010	\$1986
		DAU WEST REGION CAMPUS			3	76	0	4/4/2011	\$1312
		DAU WEST REGION CAMPUS			2	27	1	2/28/2011	\$1312
		DAU WEST REGION CAMPUS			1	0	26	11/29/2010	\$1664
		DAU WEST REGION CAMPUS			1	0	0	8/29/2011	\$1330
		DAU WEST REGION CAMPUS			9	126	34	12/13/2010	\$1106
		DAU WEST REGION CAMPUS			2	24	0	6/13/2011	\$3344
		DAU WEST REGION CAMPUS			7	48	29	11/1/2010	\$1712
		DAU WEST REGION CAMPUS			2	0	4	3/14/2011	\$1364
		DAU WEST REGION CAMPUS			7	32	34	11/1/2010	\$2194

Click on location to see all dates

Course	Course Title	Class	Class Type	Reserv Cut-Off	Start	End	Avail	Waits
ACQ 201B	INTERMEDIATE SYSTEMS ACQUISITION	018	Classroom		11/1/2010	11/1/2010	0	24
		029	Classroom		11/29/2010	11/29/2010	0	22
		058	Classroom		2/7/2011	2/7/2011	0	10
		068	Classroom		2/28/2011	2/28/2011	0	7
		077	Classroom		3/14/2011	3/14/2011	0	5
		114	Classroom		5/23/2011	5/23/2011	0	2
		128	Classroom		6/20/2011	6/24/2011	30	0
		149	Classroom		8/1/2011	8/1/2011	34	0
		156	Classroom		8/15/2011	8/19/2011	35	0
		169	Classroom		9/12/2011	9/12/2011	34	0
		187	Classroom		9/26/2011	9/30/2011	34	0

Select the Class number to apply

Questions? Problems? Suggestions? Please email us now.

THIS WEB SITE IS FOR OFFICIAL USE ONLY

http://asc.army.mil

5a5. Update Student Information and Submit Application

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

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

Student Info: (Note: Do not enter your Home of Record; please enter your current address.)
Last Name: First Name:
Street:
Home Country: UNITED STATES
Disabilities: No Special Requirements: Please select a Special Requirement if Disabled
Pay Plan:
Note: After selecting a Pay Plan and Pay Grade, fill in the fields below marked with a ▶
▶ Civilian Job Series: 0301 Enlisted MOS with Skill Level / Warrant MOS Intern: No
Officer Branch:
▶ Functional Area: AA - PROGRAM MANAGEMENT
▶ Career Program Code: 00 - NO CAREER PROGRAM

Student's Contact Info:
Organization: ARMY
Phone: Ext: DSI:
Fax:
Street: 6301 E 11 MILE RD, ME 333 City: WARREN State: MI ZIP: 48397 - 5000
Important! Since email is used to notify students, ensure you enter your correct email address. If it is not entered correctly, you will not be informed about your enrollment.
Email: joan.moses@us.army.mil

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

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

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

Important Notes:

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

Press the "Submit Application" button to continue

Submit Application

<http://asc.army.mil>

5a6. Helpful Hints for AITAS and DAU classes

Apply early for classes. New fiscal year class reservations open up each May. As soon as the new schedule opens up, we get flooded with applications. High demand courses fill up quickly.

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

<http://asc.army.mil>

5b. PRIORITY LEVELS FOR DAU TRAINING

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

Established by
Section I of
ACRB

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

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

<http://asc.army.mil>

5c. DAU CLASS CANCELLATION PROCEDURES

If employee has a reservation for a course, but is not able to attend, a cancellation must be processed through AITAS at <https://www.atrrs.army.mil/channels/aitas/main.asp>.



- **On-Line DAU Class**
 - Employee has received reservation –
 - *Notify the instructor to request cancellation.*
 - Employee has not received reservation – Request Cancellation via AITAS
 - **Classroom (Resident)Class**
 - Started the class – Instructor controls cancellation
 - Has not started – Request cancellation via AITAS.
- IMPORTANT NOTE:** SES/GO must approve cancellations
- LATE cancellations (supervisor AITAS approval less than 45 working days prior to class start) are NO-SHOWS - a penalty may be applied.

Many organizations have
Implemented internal
Suspenses/process for DAU
Course cancellation

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

No-Show

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

<http://asc.army.mil>

5d. DAU Class Completions – Posting to CAPPMIS

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

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

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

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

5e. DAU Interactive Catalog

DEFENSE ACQUISITION UNIVERSITY
Learn. Perform. Succeed.

Home About DAU Student Information Publications Locations Careers at DAU **iCatalog** Defense Acquisition Portal

Enhanced by Google

iCatalog Home Page

DAU's Interactive Catalog (iCatalog) provides information regarding the University's:

- * Regular (certification and assignment specific) training courses
- * Continuous learning courses
- * The various acquisition career field certification & Core Plus Development Guides
- * Alternate means to meet training requirements etc.

Look up course information, prerequisites, etc. → **Course Information**

DAU Equivalency and Fulfillment → **Alternate Means for Course Credit**

Career Field Certification Requirements → **Certification & Core Development Guides**

DAU Predecessors → **Predecessors**

DAU Transcripts → **Meeting Educational Standards**

Training Courses
Continuous Learning
Targeted Training

Schedules

Equivalent Products
Fulfillment
Equivalent Provider Resources

Student Policies and Information

DAU Camp Information

Changes / Archives
Printable Guides

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

<http://asc.army.mil>

5f. Core Plus

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

CERTIFICATION STANDARDS & CORE PLUS DEVELOPMENT GUIDE LIFE CYCLE LOGISTICS LEVEL2

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

Core Certification Standards (Required for DAWIA certification.)

Acquisition Training	<ul style="list-style-type: none"> ● ACQ 201A Intermediate Systems Acquisition, Part A ● ACQ 201B Intermediate Systems Acquisition, Part B (R) ● LOG 200 Intermediate Acquisition Logistics, Part A ● LOG 201 Intermediate Acquisition Logistics, Part B (R) ● LOG 235 Performance-Based Logistics, Part A ● LOG 236 Performance-Based Logistics, Part B (R)
Functional Training	<ul style="list-style-type: none"> ● Two additional supervisor-employee agreed-upon courses or continuous learning (CL) modules from Core Plus list below. ● Effective 1 October 2010, the following course is required: ● LOG 206 Intermediate Systems Sustainment Management
Education	● Formal education not required for certification
Experience	● 2 years of life cycle logistics experience in an acquisition and/or sustainment organization

Core Plus Development Guide (Desired training, education, and experience)

Training	Type of Assignment	
	Acquisition Logistics	Sustainment
BCF 211 Acquisition Business Management (R)	✓	
CLC 004 Market Research	✓	
CLE 001 Value Engineering	✓	
CLE 004 Introduction to Lean Enterprise Concepts		✓
CLE 007 Lean Six Sigma for Manufacturing	✓	✓
CLE 040 IUID Marking	✓	✓
CLL 015 Business Case Analysis	✓	✓
CLL 019 Technology Refreshment Planning		✓
CLL 020 Independent Logistics Assessments	✓	
CLL 023 Title 10 U.S.C. 2464 Core Statute Implementation		✓

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

5g. DAU Predecessor Courses or Equivalencies

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

5g. DAU Fulfillment – Army Process

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

5h. DAU Annual Forecasting Process

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

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

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

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

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

6. ACQUISITION POSITION IDENTIFICATION

<http://asc.army.mil>

6a. ACQUISITION CAREER FIELDS (Acquisition Position Codes)

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



Position Category Descriptions:

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

Auditing (U)

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

Contracting (C)

Facilities Engineering (F)

Industrial/ Contract Property Management (D)

Information Technology (R)

Life Cycle Logistics (L)

Production, Quality and Manufacturing (H)

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

Purchasing (E)

Systems Planning, Research, Dev and Engr (SPRDE)

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

Test and Evaluation (T)

6b. Position Identification

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

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

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

Step 3: Determine the Appropriate AT&L Career Level

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

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

6b. Steps

Step 1 – Determine if position falls within definition of Acquisition

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

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

STEP 2 – Determine Acquisition Career Field

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

6b. Guide for Coding Army Acquisition, Logistics and Technology (ALT) Workforce Positions

[illegible]

6b. Determine Acquisition Career Level – Step 3

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

- **General rule:**

- **Level I** **GS 5 – 8 (and payband equivalent)**
- **Level II** **GS 9 – 12 (and payband equivalent)**
- **Level III** **GS-13 and above (and payband equivalent)**

- **Purchasing**

- **Level 1** **GS-5 (and payband equivalent)**
- **Level 2** **GS-6 and Above (and payband equivalent)**

6b. Determine CAP/KLP Designation – Step 4

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

Critical Acquisition Positions (CAPs):

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

Key Leadership Positions (KLPs):

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

- Memorandum for Designation of CAPs and KLPs can be found at:
http://asc.army.mil/docs/CAP_KLP_Memo.pdf.

6b. Code Position in DCPDS – Step 5

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

6b. Position Coding in DCPDS

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

Add:

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

Delete:

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

To Correct Career Level and/or Category:

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

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

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

Instructions:

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

The screenshot shows the CPOL Portal 8.1 Desktop interface in a Windows Internet Explorer browser. The page title is "CPOL Portal 8.1 Desktop - Windows Internet Explorer". The URL is "https://acpol.army.mil/cpolmain/cpolmain_portal?_rfpb=true&_windowLabel=EmployeeData_1_2&_state=maximized&_pageLabel=page2". The page has a navigation bar with "HOME", "EMPLOYEE", and "MANAGER" tabs. The "MANAGER" tab is selected, and the page is titled "CPOL > Manager Info". The user is logged in as "shirley.hornaday" on Thursday, March 12, 2009. The main content area is titled "Employee Data" and contains a section for "Acquisition Data Update". On the left, there is a list of employees: Holden Alexis C, Hornaday Shirley J, Jarmon Deanna D, KIDD LAVERNE (selected), Stewart Bonnie J, and Yocom Roger L. The selected employee's details are shown: Name: KIDD, LAVERNE, PS-Occ Code-PB: YA-0301-02/00, Target Band: 02, Title: CAREER MGT SPEC (ACQUISITION), and Position Description Number: 200373.1155222. The "Acquisition Data Update" section has a table with columns: Title of Data Field, Current Data, Update Data To, and Status. The table contains several rows of data, including Acquisition Career Level Required, Acquisition Career Field, Acquisition Position Category/Career Category, Acquisition Program Indicator, Special Acquisition, Acquisition Warrant Type From Date, and Acquisition Warrant Type. A dropdown menu is open for the "Acquisition Position Category/Career Category" field, showing a list of options: A - Program Management, C - Contracting, D - Industrial Contract Property Management, E - Purchasing, F - Facilities Engineering, H - Production, Quality, and Manufacturing, I - SPRDE-Science & Technology Manager, K - Business, Cost Estimating & Financial Management, L - Life Cycle Logistics, R - Information Technology, S - SPRDE-Systems Engineer, T - Test & Evaluation, and W - SPRDE-Program Systems Engineer.

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

<http://asc.army.mil>

6d. CAP Waivers (Tentative Select)

1. "Acquisition, Logistics and Technology (AT&L) Workforce Position Requirements or Tenure Waiver" Request (DD Form 2905) is submitted by the Civilian Personnel Office, or organizations with an individual tentative selected to occupy a Critical Acquisition Position without Army Acquisition Corps Membership.
 - a) If the nominee is an acquisition workforce employee they must first apply for Acquisition Corps membership in the CAPPMS database. If denied membership, they must provide a copy of the denial letter to their civilian personnel representative or organization POC.
 - b) If the tentative selectee is a non-acquisition workforce employee or a contractor, the civilian personnel representative must submit an Army Acquisition Corps Membership request via email (email address provided below) to the Workforce Management Division (WMD) Office. If denied membership, the organization will make the determination whether they want to submit a waiver request. If so, the civilian personnel representative will work with the recruiting organization to complete a CAP Waiver request. Forward CAP Waiver requests via email (email address provided below) to the WMD Office.
 - c) The WMD office will review the package. If package is incomplete, the WMD Office will work with the originating POC to complete the package.
 - d) A complete CAP Waiver package must contain the following documents:
 - 1) DD Form 2905 (prepared by CPAC/submitting organization). Complete the form with special interest on the following:
 - a. Block 16. Check Position Waiver. Block "16a, fill out "(1) Certification" and "(2) Acquisition Corps membership." Block 16b, identify whether Education, Training or Experience is lacking. Provide a target date in field 16c (Not to exceed 24 months).
 - b. Block 18 - Describe why the individual selected is crucial for the particular job. Provide the number of Acquisition Corps members that were on the referral list and identify the serious candidates for the position. Describe in detail what the non-selected Acquisition Corps members lacked to be qualified for the position. Describe how the selected individual will achieve the Acquisition Corps membership requirements within 24 months and who will monitor them to ensure standards are met in the prescribed time frame.
 - c. Block 19 – contains signature of most senior leader of the requesting organization
 - d. Block 21 – CRAIG A. SPISAK, YC-03, Deputy Director Army Acquisition Management (DDACM), USAASC, 703.805.1013
 - 2) AAC Denial Letter, Tentative Selection Letter, and Critical Acquisition Position Service Agreement (DD Form 2888)
 - 3) Tentative selectee resume, college transcripts, ACRB, and DAU transcripts or completed courses for certification
 - 4) Position Description, Job Announcement, and Referral list
 - 5) Selection matrix (if applicable)
 - 6) Resumes and ACRBs of AAC members who were considered as serious candidates for position but were not selected. (ACM will review list to identify all AAC members prior to submission of waiver and provide ACRBs)
 - 7) Any additional information to support justification, if applicable (i.e. Letter from college, expedited hire criteria)
2. Once approval/disapproval is determined by the DDACM, the ACM will scan the DD Form 2905 and email the originating POC the complete package.

6d. CAP Waivers (Tentative Select)

Sample DD Form 2905

ACQUISITION, TECHNOLOGY, AND LOGISTICS (AT&L) WORKFORCE POSITION REQUIREMENTS OR TENURE WAIVER (Refer to the DoD Desk Guide and DoD Component procedures when preparing this form.)			
PART I - ROUTING/COORDINATION			
1.a. FROM (Component/Office Symbol and Address)	2. COORDINATION/VIA (Name, Title, Organization Telephone)	3. COORDINATION/VIA (Name, Title, Organization Telephone)	
REQUESTING ORGANIZATION ADDRESS		IF APPLICABLE	
2. TO (Waiver Approval Authority) (Organization/Office Symbol and Address) DDACM, USAASC, 9900 Belvoir Road, Bldg. 201, Suite 101, Ft. Belvoir, VA 22060-5567			
PART II - POSITION DATA			
3. POSITION NUMBER	4. POSITION TITLE	5. REQUIRED GRADE/RANK	
6. UIC	7. OCC SERIES/SPECIALTY	8. AT&L POSITION CATEGORY	9. REQUIRED CERTIFICATION LEVEL
10. POSITION TYPE	11. SPECIAL ACQUISITION ASSIGNMENT		12. PROGRAM TYPE
PART III - IDENTIFICATION AND PERSONAL DATA			
13.a. LAST NAME	b. FIRST NAME	c. MI	14. RANK/GRADE
15. SSN			
PART IV - WAIVER TYPE/INFORMATION (Complete either item 16 OR item 17)			
<input checked="" type="checkbox"/> 16. POSITION REQUIREMENTS WAIVER (Enter "X", when applicable, and complete a., b., and c.; explain in item 18.)			
a. POSITION REQUIREMENT(S) TO BE WAIVED (Select a different requirement in each block and explain in item 18.)			
(1) Certification	(2) Acquisition Corps Membership	(3)	
b. DUE TO ABSENCE OF REQUIRED: (Select all applicable and explain in item 18.)			
(1) EDUCATION	(2) TRAINING	DAU Certification Course(s)	
(3) EXPERIENCE			
c. WAIVER DURATION: <input type="checkbox"/> DURATION OF ASSIGNMENT <input checked="" type="checkbox"/> TARGET DATE FOR MEETING REQUIREMENT(S) (DD-MMM-YYYY): ENTER DATE			
17. TENURE WAIVER (Enter "X", when applicable, and specify current and requested release dates; explain in item 18.)			
a. CURRENT TENURE EXPIRATION DATE (DD-MMM-YYYY)		b. REQUESTED RELEASE DATE FROM TENURE (DD-MMM-YYYY)	
18. REASON/EXPLANATION (Explain the exceptional circumstances justifying the waiver. For Position Requirements Waiver, also address the individual's ability to perform in the position while working to achieve the standards.) (Continue on back if necessary.) Describe why the individual selected is crucial for the particular job. Provide the number of Acquisition Corps members were on the referral list and identify the serious candidates for the position. Describe in detail what the non-selected Acquisition Corps members lacked to be qualified for the position. Describe how the selected individual will achieve the Acquisition Corps membership requirements within 24 months and who will monitor them to ensure standards are met in the prescribed time frame. Continue on next page if necessary.			
19. REQUESTING MANAGEMENT OFFICIAL			
a. NAME, RANK/GRADE, TITLE, ORGANIZATION, AND TELEPHONE NUMBER		b. REQUESTING MANAGEMENT OFFICIAL SIGNATURE	
MOST SENIOR LEVEL OF THE REQUESTING ORGANIZATION		c. DATE (DD-MMM-YYYY)	
20. REQUESTING OFFICIAL WAIVER POINT OF CONTACT (Name, title, organization, and telephone number) ORGANIZATION POC			
PART V - DISPOSITION			
21. APPROVING OFFICIAL			
a. NAME, RANK/GRADE, TITLE, ORGANIZATION, AND TELEPHONE NUMBER Craig A. Spisak, YC-03, DDACM, USAASC, 7103-805-1013			
b. APPROVED? <input type="checkbox"/> YES <input type="checkbox"/> NO	c. APPROVING OFFICIAL SIGNATURE		d. DATE (DD-MMM-YYYY)
22. APPROVING OFFICIAL COMMENTS (If required) (Continue on back if necessary.)			

DD FORM 2905, DEC 2005

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

Reset

Adobe Designer 7.0

- DD Form 2905 (prepared by CPAC/submitting organization). Complete the form with special interest on the following:

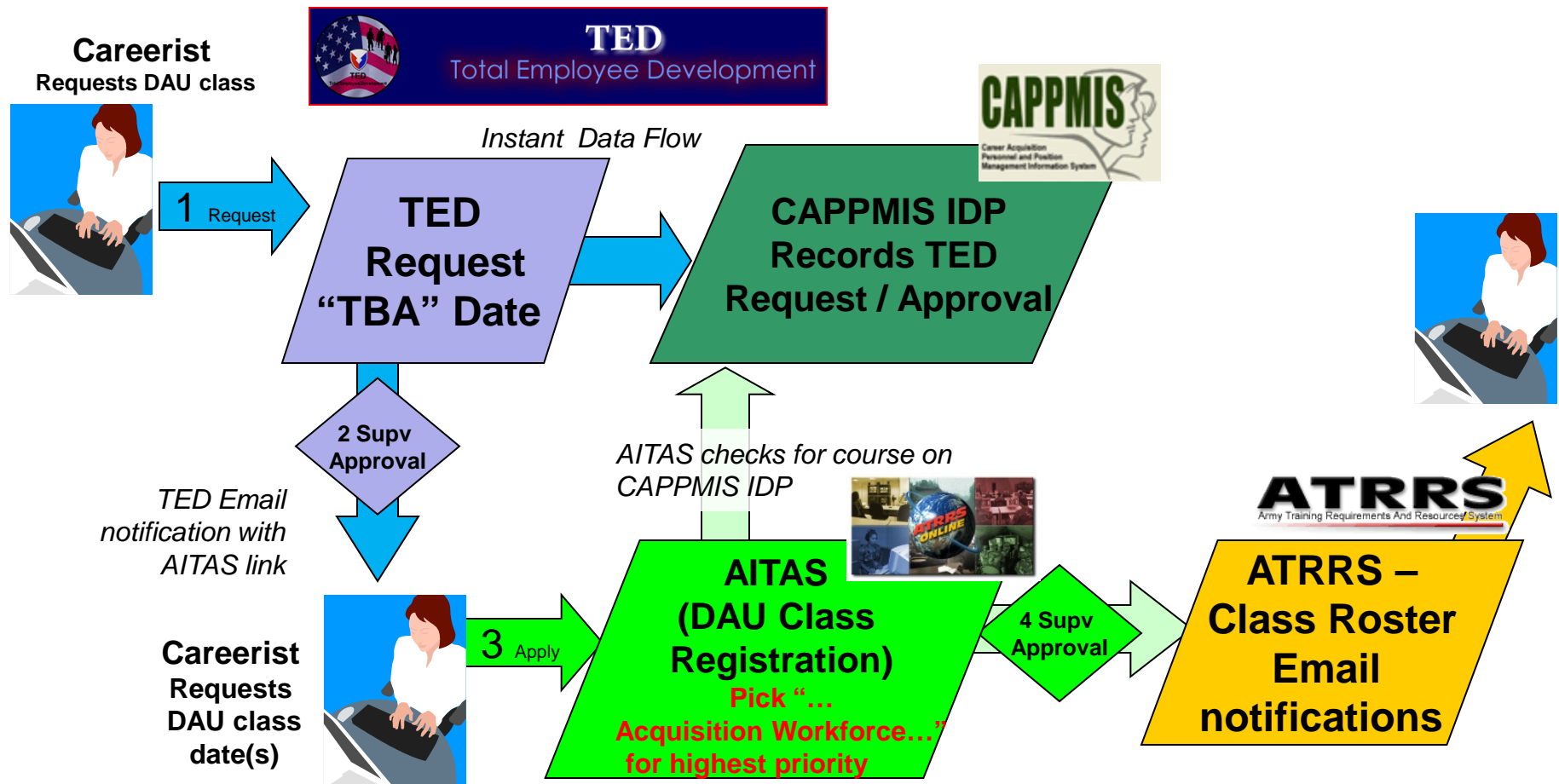
- ☐ Block 16. Check Position Waiver.
 - ☐ A. Position Requirements to be Waived: "(1) Certification" and "(2) Acquisition Corps membership."
 - ☐ B. Identify what is lacking in Education, Training or Experience for Acquisition Corps membership (obtain from denial letter).
 - ☐ C. Provide a target date to meet requirement (not to exceed 24 months).
- ☐ Block 18 - Describe why the individual selected is crucial for the particular job. Provide the number of Acquisition Corps members were on the referral list and identify the serious candidates for the position. Describe in detail what the non-selected Acquisition Corps members lacked to be qualified for the position. Describe how the selected individual will achieve the Acquisition Corps membership requirements within 24 months and who will monitor them to ensure standards are met in the prescribed time frame. Continue on next page if necessary.
- ☐ Block 19 – contains signature of most senior leader of the requesting organization
- ☐ Block 21 – CRAIG A. SPISAK, YC-03, Deputy Director Army Acquisition Management (DDACM), USAASC, 703.805.1013

<http://asc.army.mil>

7. TED-specific instructions

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

7. DAU Course Completion -TED / CAPPMMIS Process



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

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

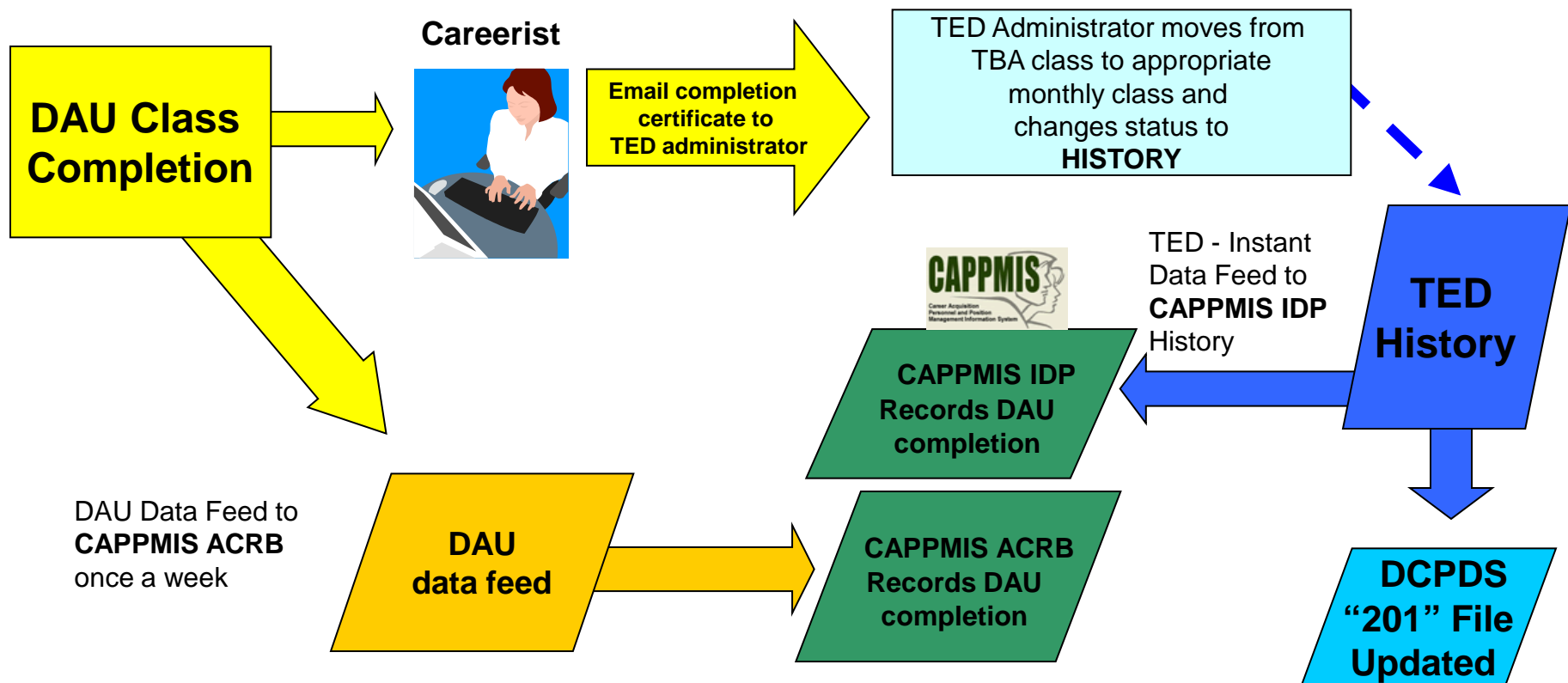
Non-acquisition workforce applications automatically get lowest priority (5) . No CAPPMMIS IDP required.

7. DAU Course Completion -TED / CAPPMIS Process

After DAU course completion:

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

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



7. TED and CAPPISM CLP Troubleshooting

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

Common Causes for TED and CAPPISM CLP discrepancies:

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

Troubleshooting and Fixing Errors for TED Administrators:

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

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

7. CLP Troubleshooting

How Employees can Export CAPPMIS IDP History to Excel

1. CAPPMIS
IDP Tab
History

2. Export
History to an
Excel file

CAMP CAREER ACQUISITION MANAGEMENT PORTAL

CAPPMIS supporting the acquisition workforce

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

History Supervisor IDP Documents

Continuous Learning Cycles

Continuous Learning Period	Prorated CLPs	Total CLPs
10/01/2008 - 09/30/2010	0	164
10/01/2006 - 09/30/2008	0	331
10/01/2004 - 09/30/2006	0	191
12/16/2002 - 09/30/2004	0	117
12/16/2000 - 12/15/2002	0	44
12/15/1998 - 12/15/2000	0	243

History

(click column header to sort)

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

Remove Item(s)

Download Print IDP History

USAASC PREPARING FOR THE FUTURE

7. Troubleshooting Tips – TED to CAPP MIS Interface Problems

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

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

7. Troubleshooting Tips for TED Administrators

Edit User Properties

Last Name: MAGUIRE
First Name: EDWARD
Middle Initial: J
Comm Phone: 586-282-6276
AKO E-mail: edward.maguire@us.army.mil
Supervisor: MOSES, JOAN - WA
Training Center: WAQXT TACOM CONTRACTING CENTER
Required Cert Level: 2
Active Cert Level: ☐
Acq Career Field: NONE
Employee Type: Government
Major Command: ASA(ALT)
UIC: W27P12
Specialty Position: None
Position / Title: ACM
Career Program: CP-00 Not in a Career Program
Pay Plan: GS
Grade: 12
DSN Phone:
Series: 0301
Office Symbol: SFAC-AC
Business Center: STF - STAFF
Primary Role: Administrator
Secondary Role: ☐ None ☐ Finance ☐ Supervisor
Third Role: ☐
Training Group: None
Concentration: None
MSC: HQ
CMD Code: AE
Army Acquisition Workforce: ☒ Intern: ☐ Total CLP: 60 Inactive User: ☐
Comments:
Userid: MAGUIREE8066
IDP Master Key: 49038
Last Updated by: MOSES, JOAN M
Last Access Date: Oct 16 2009 8:40AM
Inactive Date:
Grade Level: 2
Site: WARREN
Last Updated: Nov 19 2009 9:14AM
Date Created: Jul 1 2008 2:40PM
* Required fields
Update User Reset Password Cancel
WA

Step 1. TED administrator to check Employee User Properties.

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

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

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

7. Troubleshooting Tips – TED Administrators

Army Training Library

Name: **JOAN MOSES** Grade: **02** Series: **0301** Position Title: **ACQUISITION CAREER MGR** Supervisor: **ARTHUR SIIRILA**

Class Criteria

Course Title: Course Number: Start Date From: Start Date To:

Last Name: First Name: Training Center: Vendor:

Search

our Search Found 42 Classes.

DEFENSE ACQUISITION UNIVERSITY (DAU)

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

[Copy Class](#) [Delete Class](#) [Cancel Class](#) [Class Properties](#) [Bulk Email](#) [Add Employee to Class](#)

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

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

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

7. Troubleshooting Tips TED to CAPPMMIS Interface Problems

CAPPMMIS
Career Acquisition
Personal and Position
Management Information System

supporting the acquisition workforce

USAASC
ACQUISITION SUPPORT CENTER

HOME ACRB IDP IDP ADMIN SRPE CMS REPORTS AAPDS WFM

Home Planning History Supervisor IDP Documents

Welcome

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

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

Certification Status: Due 04/13/2010

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

- Welcome to the Individual Development Plan module.

News

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

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

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

<http://asc.army.mil>

8. USAASC OAP SharePoint Site

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

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

ACOM LCMC Intranet Portal Home > TACOM Acquisition Support Center

Welcome Moses, Joan M Mrs CIV USA AMC | My Site | My Links |

USAASC Warren Customer Support Office

Home | CDG - AAF Program Site | **USAASC Warren Customer Support Office** | USAASC Acquisition Career Manager Site

This Site: USAASC Warren Cus | Site Actions

View All Site Content

Documents

- Shared Documents
- 3. Shared Documents
- USAASC Document Library
- Web Pages

Lists

- Calendar
- Tasks
- * Instructor Information
- 1. Announcements
- 4. Point of Contacts
- * Course Information
- 5. DAU Course Schedule
- Events Calendar

Discussions

- Team Discussion

Sites

People and Groups

- Recycle Bin

TACOM Acquisition Support Center > USAASC Warren Customer Support Office

TACOM Warren Acquisition Career Manager's Collaboration site

OAP Reference Guide - Click on the Subject Headings for Info

Name
Acquisition Corps
ACRB
AETE
APC - Acquisition Position Coding
Briefings
CAPPMIS
Certification
CLPs
DAU - Defense Acquisition University
FAQs - Frequently Asked Questions
Fulfillment
Help Desks and POCs
IDP
Metrics
Military
Non-AAW
OAPs
Policy, Guidance and Procedures
SRPE
Supervisors
TED
USAASC
Waivers

Add new document

Events Calendar

Title	Location	Start Time	End Time
ACMA Meeting with DACM	VTC	10/19/2010 3:00 PM	10/19/2010 4:00 PM

Previous Next

Add new event

Current AAPDS Announcements

Title	Description	End Time
CDG-AAF Program	USAASC POC: Chandra Evans-Mitchell For GS 12-13/payband equivalents http://asc.army.mil/career/programs/cdgaaf/cdgaaf_2011.cfm Apply in AAPDS	10/29/2010 11:59 PM
FY-11, Naval Post Grad, Masters in Contract Mgmt	USAASC POC: Mary Souviney, mary.souviney@us.army.mil ; 703.805.1246 GS11 and above, CP14 only (1101, 1102, 1103, 1150) Apply using ACTEDS process - see Announcement Details below.	11/8/2010 11:59 PM
FY-11, Federal Exec Institute (FEI) Leadership for Democratic Society	USAASC POC: Mary Souviney, mary.souviney@us.army.mil , DSN 655.1246 For GS15/SES - CP14 ONLY (1101, 1102, 1103, 1150) https://www.leadership.opm.gov/programs/Executive-Leadership-Development/LDS/Index.aspx Apply in AAPDS	11/8/2010 11:59 PM

Previous Next

Add new event

AAPDS Announcement Details

DAU Course Schedule - Check AITAS for most up-to-date schedule

<http://asc.army.mil>

8. Where to Find Copies of CURRENT Briefings

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

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

ACOM LCMC Intranet Portal Home > TACOM Acquisition Support Center

Welcome Moses, Joan M Mrs CIV USA AMC | My Site | My Links

USAASC Warren Customer Support Office

Home | CDG - AAF Program Site | **USAASC Warren Customer Support Office** | USAASC Acquisition Career Manager Site

This List: USAASC Document Li

Site Actions

TACOM Acquisition Support Center > USAASC Warren Customer Support Office > USAASC Document Library

USAASC Document Library

All of our PowerPoint, Word, Excel, etc. documents

New | Upload | Actions | Settings

View: **Briefings**

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

View All Site Content

Documents

- Shared Documents
- 3. Shared Documents
- USAASC Document Library
- Web Pages

Lists

- Calendar
- Tasks
- * Instructor Information
- 1. Announcements
- 4. Point of Contacts
- * Course Information
- 5. DAU Course Schedule
- Events Calendar

Discussions

- Team Discussion

Sites

People and Groups

Recycle Bin

<http://asc.army.mil>

9. Help Desks - Acquisition Career Mgt

■ DAU Applications/Reservations – AITAS Help Desk

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

Steps to initiate an AITAS help desk ticket:

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

■ DAU On-Line Class Problems

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

Email: dauhelp@dau.mil

Call: 866.568.6924 (DSN 655.3459)

■ Acquisition Career Manager (ACM)

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

Email: DAMI_AskAnACM@conus.army.mil

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

■ CAPPMS System Issues - CAPPMS password problems or CAPPMS report/query issues

Email: CustomerSupportCenter@conus.army.mil

Call: 800.981.3234

■ Education Corrections to ACRB (Section VII)

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

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

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

■ TED Help Desk, Email: DAMI_ted@conus.mil

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

<http://asc.army.mil>

9. Useful Web Sites

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

<http://asc.army.mil>

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

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

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

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

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

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

<http://cpol.army.mil>

- **Defense Acquisition University Interactive Catalog:**

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

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

<http://asc.army.mil>

10. When to contact your Acquisition Career Manager (ACM) for assistance

(DAMI_AskAnACM@conus.army.mil)

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

<http://asc.army.mil>

11. Frequently Asked Questions

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

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

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

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

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

<http://asc.army.mil>

10. Frequently Asked Questions

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

A: Employees can edit their ACRB Section IX.

How to Edit Your ACRB Section IX, Assignment History:

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

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

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

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

10. Frequently Asked Questions

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

A: There are two ways to get new degree(s) corrected or added to your ACRB Section VII.

The best way is to update your civilian personnel records (DCPDS) in CPOL/ My Biz, as your CAPPMIS/ACRB education data come from your DCPDS records.

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

<http://asc.army.mil>

11. FAQ 3 - Education Updates

Correcting Education Entries in "My Biz"

<http://cpol.army.mil>

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

The top screenshot shows the CPOL homepage. A large blue number '1' is overlaid on the page. A red circle highlights the 'Employee Portal' link in the 'References & Tools' section. The bottom screenshot shows the 'My Biz' portal. A large blue number '2' is overlaid on the page. A red circle highlights the 'Go!' button next to the 'Employee Data' link in the 'My Links' section.

<http://cpol.army.mil/>

For more detailed instructions, go to:
http://cpol.army.mil/library/news/docs/QG-My_Biz_Education_short.pdf

<http://asc.army.mil>

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

Education Information

* Indicates required field

Employee

Employee Number

Work Email Address

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

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

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

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

To search for your specific education information, select the flashlig

<http://cpol.army.mil>

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

Education Information

* Education Level

Instructional Program

Year Degree / Cert Attained

(example: 1972)

Credit Hours

(example: 1510)

Credit Type

Type Of School

College-Major-Minor

Academic Institution Name

Bachelors, Masters, etc.

Major Field of Study

Semester or Quarter

**University or
Vocational School**

Name of Institution

Major or Minor Field of Study

http://cpol.army.mil/library/news/docs/QG-My_Biz_Education_short.pdf

<http://asc.army.mil>