US Army Acquisition Support Center (USAASC) Certification Management System (CMS)

Applicant User Guide For

**Army Acquisition Military Officers
Non-Commissioned Officers and
Army Acquisition Medical and Materiel Command Officers**

**Version 1.3
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Section 1.0 Application Overview

The US Army Acquisition Support Center's (USAASC) Certification Management System (CMS) is a virtual application portal for processing the Army's Defense Acquisition Workforce Improvement Act (DAWIA) certification requests. The process includes an online application, which relies heavily on the data contained in each individual applicant's Officer Record Brief (ORB) or Enlisted Record Brief (ERB). An individual applying for certification will not be permitted to submit an application until all the certification requirements are met for the current position they encumber.

The Defense Acquisition Workforce Improvement Act (DAWIA) charges the Defense Acquisition University (DAU) with publishing annual requirements for Acquisition, Technology, and Logistics (AT&L) Workforce Certification Requirements. Workforce members must meet the Training, Education, and Experience requirements in order to be approved for certification. The USAASC CMS pulls in data from the Defense Civilian Personnel Data System (DCPDS), Total Officer Personnel Management Information System (TOPMIS), National Guard personnel system and the Career Acquisition Personnel and Position Management Information System (CAPPMIS).

Section 2.0 Who Should Use This Guide
- ➢ Army Acquisition Military Officers
- ➢ Army Acquisition Non-Commissioned Officers
- ➢ Army Acquisition Medical and Materiel Command Officers

Section 3.0 What You Need To Do Before Applying

Before you start the application process, please note the following:
- ➢ Update your Officer Evaluation Report (OER)/ Non Commission Officer Evaluation Report (NCOER) and Officer Record Brief (ORB)/ Enlisted Record Brief (ERB) and have an electronic copy readily accessible to you.
- ➢ DAU classes are automatically entered into your Individual Development Plan (IDP) within 2-3 weeks after completion. If you just completed course(s) towards certification, wait until the course(s) are displayed on your IDP prior to applying for certification. You also have the option to have your IDP Supervisor approve the classes.
- ➢ Update your resume and have an electronic copy readily accessible to you.

Section 4.0 How to Apply For Certification

1. Click on https://rda.altess.army.mil/camp/ to access the USAASC Career Acquisition Management Portal (CAMP) with your Internet Explorer web browser.

Figure #1

2. Login using your AKO, CAC or CAPPMIS, AKO or CAC login. Scroll to the top of the page and click on "CAPPMIS" button.
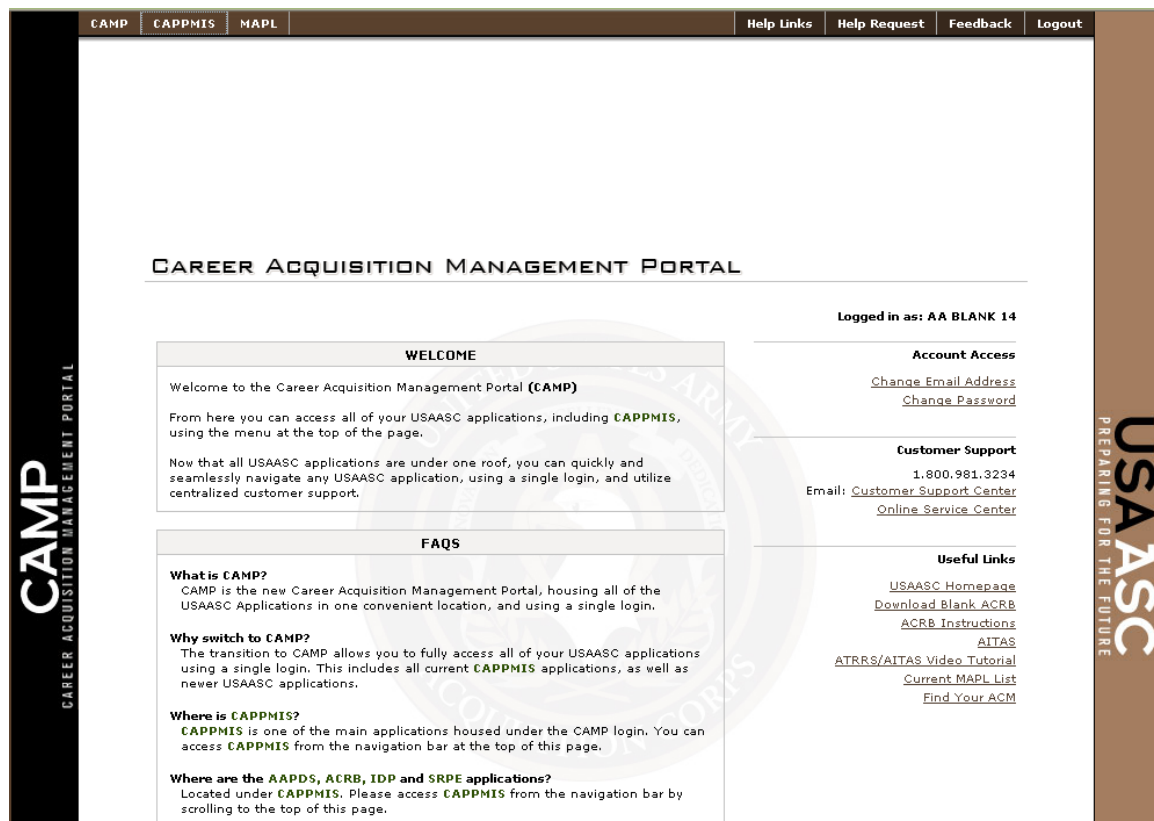

Figure #2

3. Click on the "CMS" tab to access the Certification Management System. It is imperative your email address is correct as CMS routes automatically generated emails to the one you see listed. If it is not correct, please click on the "Change E-mail" link to change it.
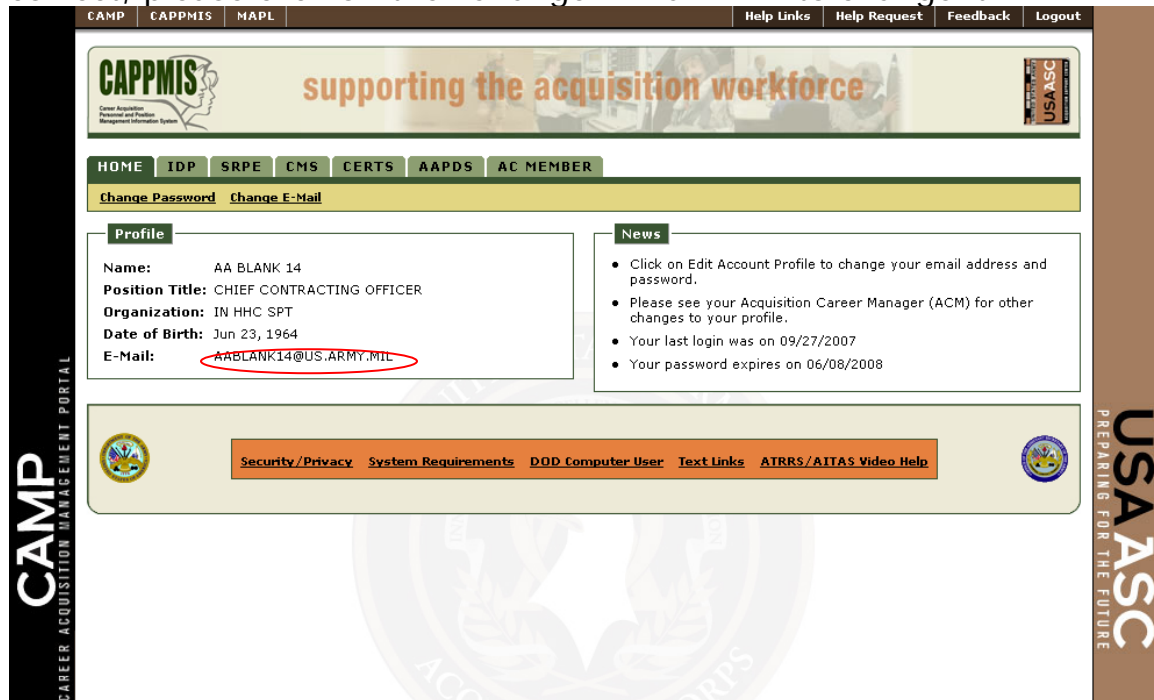
Figure #3

4. Please click on the "CMS Documents" link for updated CMS instructions, certification policy information, the latest certification requirements and old certification standards dating back to Fiscal Year 94.

Figure #4

5. The Main screen, also called the certification dashboard will display your current certification status. Depending on your certification status, you will get one of the 2 screens below, listed from 5a to 5b. All other certifications achieved will be listed under the "Secondary Career Field", along with the date of the specific certifications achieved.

   a) If you have completed your primary career field requirement, a green status bar will be displayed with the certification completion date.

Figure #5

b) If you have not met your primary career field requirement, a yellow status bar will be displayed listing your requirement.

Figure #6

6. If scenario 5b is applicable to you, then you will need to apply for your primary career field certification first prior to any secondary certifications, per the Certification policy. Click on the "Apply for Certifications" link in the navigation bar.

Figure #7

7. Select the career field and level of the career field for which you wish to apply and click on the "Begin Application" button. Reminder: You should apply for the career field and level of your primary certification first unless already achieved.

Figure #8

8. The action described above takes you to the application screen. At the top of the screen are the applicant instructions. The remaining portion of the applicant screen specifies the required Training, Education, and Experience required for certification in the career field and level that you have selected. Please note the "More Info" link to the right of each requirement. The "More Info" link is tailored to the career field and level for which you are applying. It is available to give you more information on the actions required on your part to submit your application successfully.

  a) The first portion of the screen displays brief instructions to the applicant. If you have a question during this time, you may click on the "Click here if I have a question" link. The link will automatically open a new email for you to compose within Outlook. The "To" block will be populated with the email

address(es) of the CMS Point of Contact who may assist you with any questions you may have in the application process.

Applicant Instructions

Career field certification requirements are published annually by the Defense Acquisition University (DAU). Workforce members must meet the Training, Education, and Experience requirements in order to be approved for certification.

You will receive a green check mark in the status column next to each requirement. If records indicate you do not meet the requirement, you will be prompted to enter additional information (if applicable). If you are prompted to enter more information, please see the 'More Info' button to the right of the requirement for further explanation.

Please see the Certification Documents link above for detailed CMS Instructions, DAU Career Field Certification Requirements, and the Army Certification Policy.

After you submit your application, it will route to your Acquisition Individual Development Plan (IDP) Supervisor for review and then onto a Certifying Official for final determination.

Reminders:
- Your ACRB/ORB must be up to date and accurate prior to using CMS. If your information is not accurate, the system will not work.
- DAU classes are automatically entered into your ACRB/ORB within 2-3 weeks after completion. If you just completed course(s) towards certification, wait until the course is displayed on your ACRB/IDP prior to applying for certification.
- You must have the experience required for your certification request. Per the policy, you may not double count your experience for multiple certifications and you must have enough total acquisition experience to justify your current certifications as well as the certification for which you are applying.

Click here if I have a question

Figure #9

b) The 2nd portion of the applicant screen displays the **required training** for the certification in the career field and level that you have selected. The training requirements are cross-referenced with the requirements listed in the DAU catalog. Courses you completed will be displayed with a green checkmark (✔) as indicated in the status column. Courses that have not been completed will be displayed with a yellow caution alert (⚠).

If you have met the training requirements, then no additional action is required on your part. Move to step 8c.

If you have not met the training requirement, then you will need to select an explanation from the drop-down list, highlighted in yellow. A "More Info" link is provided with certification requirements specific to the career field/level you selected.

The only selections for not meeting a requirement are: 1. Have met course training requirement through equivalency and course is listed on my IDP/ACRB. 2. Have met course training requirement but is not listed on my IDP/ACRB, or 3. None of the above. *Please note:* If you select options 2 or 3, then you will not be allowed to submit your application for review. If you select option 1, an additional drop-down select will appear and you must select a course equivalency that meets the training requirement. The list of course(s) is populated from your IDP.

It lists all your completed training.   Please see the DAU catalog for valid equivalent course (http://www.dau.mil/catalog/default.aspx).

If **electives** are required for the career field and level you are applying for then select an elective that meets the training requirement. If you need additional information on each selection, please click on the "More Info" link.

Certification Application: CONTRACTING LEVEL 3

Required Training ⚠	Status
Course	
In Addition To ACQ 201A And CON 353, Applicants Are Also Required To Complete One Additional Course From The Harvard Business Management Modules.	
ACQ 201A-INTERMEDIATE SYSTEMS ACQUISITION (WEB) - Completion Date:01/11/1999 - **CLPs:**0 / **Completed Predecessor(s):**ACQ 201 - ACQ 201-INTRMD SYSTEMS ACQ	✔
CON 353-ADVANCED BUSINESS SOLUTIONS FOR MISSION SUPPORT You have not met this training requirement, please provide explanation below: - Select Explanation - ▾	⚠ More Info
HBS 001-AT LEAST 1 HBS COURSE FOR C-3 You have not met this training requirement, please provide explanation below: - Select Explanation - ▾	⚠ More Info

Figure #10

c) The 3rd portion of the application screen displays the **required education** for certification in the career field and level that you have selected. The education requirements are cross-referenced with the education requirements listed in the DAU catalog. Education requirements met or completed will be displayed with a green check mark (✔). Education requirements that have not been met will be displayed with a yellow alert (⚠).

Depending on the career field and level that you have selected, there may be an educational requirement. CMS will display any achieved degrees as listed in CAPPMIS regardless if a specific degree is required.

For instances where you have not met the education requirement, you must select a justification from the drop-down list available. Please click on "More Info" to read more about the requirement specific to each career field/level you selected.

Contracting and Test & Evaluation certification require a **24 semester hour mandate**. If you do not have a green check mark next to this area, you must type in all of your courses that meet the required 24 semester hours. You are required in 1) to list the Course ID, Course name, and the number of business hours attained. The certifying official will validate each hour. In

2), you are required to upload your transcript(s). You are only allowed to upload one document, so if multiple pages are necessary, scan and then upload the transcripts as one document.

Please note: You may only upload files with one of these file extensions .pdf, .jpg, .gif, .png or .tif.

Required Education ⚠		Status
Required Degree		**Status**
Baccalaureate Degree You have not achieved the required level of education, please provide explanation below: - Select Justification - ▼		⚠ More Info
Achieved Degree(s)		
Associate Degree - GENERAL STUDIES		
24 Semester Hour Mandate		
At Least 24 Semester Hours Among Accounting, Law, Business, Finance, Contracts, Purchasing, Economics, Industrial Management, Marketing, Quantitative Methods, And Organization And Management		
1) Enter details below for 24 required semester hours. In addition to uploading transcripts, applicants must list all courses (Course ID, Course Title, and Credit Hours), for each of the 24 required hours.		⚠ More Info
2) Upload Transcript [＿＿＿＿＿] [Browse...]		

Figure #11

d) The 4th portion of the application screen displays the **required experience** for the career field and level you selected. The experience requirements are cross-referenced with the requirements listed in the DAU catalog.

You must have the specialized experience in the career field for which you are requesting certification. Per the USAASC Certification policy, you may not double count your experience for multiple certifications and you must have enough total acquisition experience to justify your current certifications as well as the certification for which you are applying.

Experience
Required Experience:
4 Years Of Contracting Experience

Figure #12

e) A resume is optional. If you wish to provide your resume, you may must paste or type your resume in the resume section. No specific format is required.

Required Experience
1. Resume (optional): Please copy and paste your resume below (no required format):

B *I* <u>U</u> ☰ ⇤ ⇥ ✂ 📋 📋

```
AA Blank14
97 FORSYTH WAY
HAMPTON, Virginia 23651
United States
Home: (757) - 303-2044
Work: (757) - 788-5130
DSN: (680) - 5130
SSN: xxx-xx-4444

E-mail: aablank14@us.army.mil
WORK EXPERIENCE:
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Figure #13

f) You are required to upload an OER and ORB if you are an active Acquisition Officer and NCOER and ERB if you are an active Acquisition Enlisted service member. The two files will be used to validate your experience. *Please note*: You may only upload files with one of these file extensions .pdf, .jpg, .gif, .png or .tif.

2. Upload OER or NC OER (5mb max)	3. Upload ORB or ERB (5mb max)
Upload OER or NC OER [ ] Browse...	Upload ORB or ERB [ ] Browse...

Figure #14

g) CMS will automatically populate the Supervisor information with the individual listed on your IDP. If you do not have a Supervisor on file, the system will tell you there is no Supervisor on file. Instructions will be provided to you on how to get your Supervisor added onto your IDP. You cannot submit an application without a Supervisor listed.

It is imperative that you have the correct supervisor on file and their email address is correct. The information must be correct for your Supervisor to be in the loop and receive the auto email notifications from CMS. Your application will be routed directly to the Certifying Official.

Validate Supervisor Information
○ DOE JOHN J, (111) 111-1111, JOHN.DOE@US.ARMY.MIL
○ Supervisor information listed incorrect

[Print] [Cancel] [Save] [Submit]

Figure #15

h) The "Click here if I have a question" is displayed again if you have a question about the certification process. An e-mail will pop-up with the CMS POC(s) e-mail addresses already entered

and displayed. The applicant can type his/her question and send the e-mail directly to CMS Regional POC(s) for review.

Click here if I have a question

Figure #16

i) Once all the necessary fields have been entered, you have several options to choose, they are detail as follows:

Print : Allows you to print the current state of your certification application. The application will open in a new window in .pdf format. You may also save the .pdf application to your local computer.

Cancel : Takes you out of the current screen and back to the "Apply for Certifications" screen. Any changes you made will be lost if you select "Cancel".

Save : Saves any work performed so far and takes you back to the "Apply for Certifications" screen.

Submit : Click on "Submit" when you have completed your application. A series of checks will be performed to ensure that you have entered all the necessary data. If there is an error, the system will come back with an alert message stating the problem and what needs corrected at the very top of the application screen. Please correct the errors and resubmit your application.

j.) Upon successfully submission, the application will be forwarded to your supervisor for review. An e-mail notification will be sent to the supervisor informing them to review your application and recommend approval/disapproval of your certification to the Certifying Official. You will receive a courtesy copy of this e-mail.

9) Your current "Applications in Progress" will display upon application submission. This screen provides any application(s) saved or submitted for review. **Please Note**: Saved application(s), not submitted for review will automatically be purged from CMS after 30 days from the date you started the application. You may modify or delete any saved applications that are in-progress. However, once an application has been submitted for review it can no longer be modified or deleted. To modify a saved application, click on the "Modify" link

and if you want to delete an existing application, click on the "Delete" link. Once you delete an application, it is permanently deleted in the system.

Figure #17

10. At any time you may view your application status by clicking on "Main" link. The "News" section of this page is dynamic. It will provide you real time status updates (Certifying Official review, approval/disapproval of your certification and deadline to complete) of any outstanding applications.

Figure #18

11. Please look under the "CMS Documents" for the latest updates to the instructions or policy pertaining to Certification.