

**Department of the Army
Army Acquisition Corps Membership
Policy and Procedures
June 11, 2007**

1. PURPOSE. This document establishes the policy and procedures through which the Army processes Army Acquisition Corps (AAC) memberships and amplifies the guidance from the Under Secretary of Defense for Acquisition Technology and Logistics USD(AT&L) contained in the Department of Defense (DoD) Desk Guide for Acquisition Technology and Logistics (AT&L) Workforce Career Management.

2. REFERENCES.

- a. Title 10, United States Code, Chapter 87, Defense Acquisition Workforce, Section 1701-1764, Defense Acquisition Workforce Improvement Act of 1990, as amended.
- b. DoDD 5000.52, "Defense Acquisition, Technology and Logistics Workforce Education, Training, and Career Development Program," January 12, 2005.
- c. DODI 5000.66, "Operation of the Defense Acquisition Technology, and Logistics Workforce Education, Training and Career Development Program," December 21, 2005.
- d. DoD Desk Guide for, "Acquisition, Technology, and Logistics Workforce Career Management," January 10, 2006.
- e. Defense Acquisition University (DAU) Catalog, www.dau.mil/catalog.

3. APPLICABILITY AND SCOPE. This document applies to all Army civilian and Active-Duty, National Guard, and Reserve Component military Acquisition, Logistics & Technology (AL&T) Workforce members.

4. BACKGROUND.

- a. The National Defense Authorization Act for FY 2004, otherwise known as Department of Army Workforce Improvement Act (DAWIA) II, established a single Defense Acquisition Corps. The AAC falls under this Defense Acquisition Corps.
- b. The AAC is a subset of the Army AL&T Workforce, and is comprised of accessed civilian and military personnel in the grades of Major and GS-13 or Broadband/NSPS equivalent and above. AAC Membership is mandatory for all workforce members who occupy Critical Acquisition Positions (CAPs) or Key Leadership Positions (KLPs).

5. POLICY.

- a. There are two ways to become an AAC Member as listed below.

**Department of the Army
Army Acquisition Corps Membership
Policy and Procedures**
June 11, 2007

- 1) Request AAC Membership upon meeting the following requirements:
 - a) Training: Level II certified in any Acquisition Career Field (ACF)
 - b) Education: A baccalaureate degree and one of the following:
 - 24 semester credit hours in business related disciplines from an accredited college (courses must be on a transcript)
 - 24 semester credit hours in current Acquisition Career Field or the Acquisition Career Field tentatively selected for AND 12 semester credit hours in business related disciplines
- 2) Army reciprocity policy honors Acquisition Corps Membership from other DoD services
- b. A Position Waiver may be granted to temporarily waive the AAC membership requirement. Waivers are assignment specific and allow an individual to occupy the position to which AAC Membership was waived, but does not authorize accessing individual into the AAC until all requirements have been met. (NOTE: Waiver Policy and Procedures are under development and will be available soon at <http://asc.army.mil>).

6. RESPONSIBILITIES.

- a. The Deputy Director, Acquisition Career Management (DDACM), under the authority delegated by the Director, Acquisition Career Management (DPCM) and the Army Acquisition Executive (AAE), shall:
 - 1) Establish policy and procedures that provide a common foundation of knowledge necessary to ensure the validation of AAC Membership is consistent Army-wide and is in accordance with references

**Department of the Army
Army Acquisition Corps Membership
Policy and Procedures
June 11, 2007**

- 2) Provide final approval of all AAC Membership requests
- 3) Sign all documentation:
 - a) DD Form 2587
 - b) AAC Certificates
 - c) Welcome Letter
- b. Regional Directors (RDs) shall make final determination on approval recommendation.
- c. National Guard and Army Reserve Points of Contact (POCs) shall review AAC Membership requests to ensure requirements have been met. The POCs will provide a memorandum, along with a list of requestors, and a copy of the individual's acquisition document to the Eastern Region Customer Support Office (CSO). Once processed, the POCs will distribute official documents of record back to the individuals.
- d. Regional Acquisition Career Managers (ACMs) and the Human Resources Command (HRC) Acquisition Management Branch (AMB) Acquisition Corps Membership POC shall:
 - 1) Ensure all documentation has been provided for requesting AAC Membership
 - 2) Ensure requestor meets all mandatory requirements for AAC Membership
 - 3) Follow the procedures for processing requests for AAC Membership as identified in paragraph 7 below

7. PROCEDURES.

- a. Civilian requests:
 - 1) To request AAC Membership, civilians are required to furnish the documentation listed below to their Regional CSO ACM (a list of ACMs can be found at <http://asc.army.mil>).
 - a) AAC Membership Application Form (Appendix A)
 - b) Résumé

Department of the Army
Army Acquisition Corps Membership
Policy and Procedures
June 11, 2007

- c) Current, signed and dated ACRB
- d) College Transcripts (unofficial copies are acceptable)
- e) SF50 (if in an NSPS/broadband position in order to verify grade eligibility)
- f) Tenure Agreement (required for individuals occupying or tentatively selected for a CAP/SLP) (Appendix B). Note: Civilian Personnel Advisory Center (CPAC) is responsible for retaining official signed copy, as well as monitoring the obligation).

2) An ACM will review the request package ensure all documentation has been provided and requestor meets the mandatory requirements.

3) The ACM will initiate a DD Form 2587 and Welcome Letter for the DDACM's signature. Once signed, the ACM will update the individual's ACRB and forward the signed documents to the individual.

4) The individual is responsible for printing out the AAC Membership system-generated certificate and retaining the DD Form 2587 as the official document of record.

b. Military officer requests:

- 1) To request AAC Membership, military officers are required to submit a written request to the HRC AMB Acquisition Corps Membership POC (listed on https://www.hrc.army.mil/site/protect/active/opfam51/military_Corps_Membership.htm). The request may be sent via fax, e-mail, or U.S. Postal Service.
- 2) The ORB will be reviewed to ensure officers meet the mandatory requirements. College transcripts may be requested to verify business hours.
- 3) The HRC AMB Acquisition Corps Membership POC will initiate a DD Form 2587 and Welcome Letter for the DDACM's signature. Once signed, the POC will update the officer's ORB, file a copy of the DD Form 2587 in the officer's Official Military Personnel File (OMPF), and forward the signed documents to the officer.
- 4) The officer is responsible for printing out the AAC Membership system-generated certificate and retaining the signed DD Form 2587 as the official document of record.

**Department of the Army
Army Acquisition Corps Membership
Policy and Procedures**
June 11, 2007

c. National Guard Bureau requests:

- 1) To request AAC Membership, the National Guard are required to submit a written request, along with an updated ACRB, to the National Guard Acquisition Career Management Advocate (ACMA). That ACMA submits a request memorandum, with an attached list of names of the individuals requesting AAC Membership, as well as updated ACRBs, to an Eastern Region CSO ACM.
- 2) The ACRB will be reviewed by an ACM to ensure all documentation has been provided and requestor meets the mandatory requirements.
- 3) The ACM will initiate a DD Form 2587 and Welcome Letter for the DDACM's signature. Once signed, the ACM will update the individual's ACRB and forward the signed documents to the National Guard POC for distribution.
- 4) The individual is responsible for printing out the AAC Membership system-generated certificate and retaining the DD Form 2587 as the official document of record.

d. Army Reservist requests:

- 1) To request AAC Membership, the Army Reserve POC reviews the Army Reserve Acquisition Corps Management Information System (ARACMIS) and identifies the Reservists who meet the requirements for AAC membership. That POC submits a request memorandum, with an attached list of names of the individuals eligible for AAC Membership, as well as an ARACMIS Printout for each individual, signed and dated by the ACMO Chief and POC, to an Eastern Region CSO ACM.
- 2) The ARACMIS Printout will be reviewed by an ACM to ensure all information has been provided and requestor meets the mandatory requirements.
- 3) The ACM will initiate a DD Form 2587 and Welcome Letter for the DDACM's signature. Once signed, the ACM will update the individual's ACRB (if available) and forward the signed documents to the Army Reservist POC for distribution.
- 4) The individual is responsible for printing out the AAC Membership system-generated certificate and retaining the DD Form 2587 as the official document of record.

Department of the Army
Army Acquisition Corps Membership
Policy and Procedures
June 11, 2007

8. LABOR RELATIONS. Activities are reminded to meet all statutory labor relations obligations in the implementation of this policy.

9. EFFECTIVE DATE AND IMPLEMENTATION. This document is effective immediately and remains in effect until rescinded.



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