



Army DACM Office Program Application Helpful Hints



- [AAPDS](#) houses our Army DACM Office applications
 - User specific – tells you if you are eligible or not

- Typical Required Documents:

- ACRB
- Resume
- SRPE
- Command Endorsement
- Statement of Interest
- Preference Statement (PM and PD Boards)

This information system is approved for data up to Unclassified//FOUO

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UNITED STATES ARMY
DACM supporting the acquisition workforce
DIRECTOR, ACQUISITION CAREER MANAGEMENT OFFICE

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

Home Apply Supervisor Review Student Module Review Board Module Event Setup Event Review Student Manager Module
Resource Manager Module Admin Module Read Only Applications

Apply - Active Events

Event Title and Program Info	Opening Date	Closing Date	Final Review Date	Status
NCO Degree Completion Program-Spring 2017 NCO Degree Completion Program (DCP)	Jun 27, 2016	Sep 12, 2016	Sep 27, 2016	You do not qualify for this event because you do not meet the following requirements: COMPO
NCO Degree Completion Program-Fall 2017 NCO Degree Completion Program (DCP)	Jun 27, 2016	May 01, 2017	May 16, 2017	You do not qualify for this event because you do not meet the following requirements: COMPO
Competitive Development Group/Army Acquisition Fellows YG16 SGS/AFY YG 16 Announcement	Jun 28, 2016	Sep 28, 2016	Oct 13, 2016	Not Qualified: Your pay grade must be GS-12 or GS-13. Click here for more information
NCO Advanced Civil Schooling (ACS)-FY 17 NCO Advanced Civil Schooling (ACS)	Jul 06, 2016	Apr 10, 2017	Apr 25, 2017	You do not qualify for this event because you do not meet the following requirements: COMPO
FY18 LTC/OS14 CSL Product Manager or Acq Director Key Billet Army DACM Office CSL Page	Aug 01, 2016	Oct 07, 2016	Nov 28, 2016	Apply
2016 Chief Developmental Tester KLP Joint Qualification Bd Army KLP Website	Aug 01, 2016	Sep 29, 2016	Dec 06, 2016	Apply
FY18 COL/OS15 CSL Project Manager or Acq Director Key Billet Army DACM Office CSL Page	Aug 15, 2016	Oct 21, 2016	Dec 12, 2016	Apply
UT ADMBA Program UT ADMBA Program Announcement	Aug 26, 2016	Sep 23, 2016	Oct 13, 2016	Event Closed
FY17 Product Director Board FY17 Product Director Board Info	Sep 19, 2016	Nov 10, 2016	Nov 30, 2016	Apply
2016 Student Loan Repayment USAASC Army DACM Office SRP Website	Oct 03, 2016	Oct 31, 2016	Nov 30, 2016	Event Opening Soon
2017-2018 DAU-Senior Service College Fellowship Program USAASC DAU-Senior Service College Fellowship Program Info	Jan 23, 2017	Mar 23, 2017	Apr 18, 2017	Event Opening Soon
NPS-MSPM Education Opportunity NPS-MSPM Education Opportunity Announcement	Feb 22, 2017	Apr 11, 2017	May 16, 2017	Event Opening Soon
NPS-MISE Education Opportunity				

- Prepare early - do NOT wait until the last 2-3 days to apply
- Seek a coworker's second eyes on your application package before submitting





ACRB Highlights



Focus on the following sections:

- ✓ Training (VI) – Uncheck “display on ACRB” any mandatory Army training and any continuous learning modules from DAU. Make this section stand out with your most relevant and important DAU and leadership training
- ✓ Education (VII) – Ensure that any undergraduate or graduate degree is listed
- ✓ Awards (VIII) – if you have this list fully populated, ensure your most important awards (Civilian Service, Meritorious Service, etc.) are displayed

- ✓ Assignment History (IX) – Duty titles should be clear and accurate. Ensure duty titles match your resume and any evaluations
- ✓ Certifications (X) – When able and applicable, multiple certifications is stronger than those who have a single career field. Shows broadening

Do not print this screen for an ACRB copy. Use the "Print Official ACRB" button for printing.

BRIEF 09/27/2016 01:46:13 PM WebWFM

PAY-PLAN/GRADSERIES/AOC STA SSN NAME AA BLANK 7

SECTION I - CURRENT POSITION DATA		SECTION II - SECURITY		SECTION III - ACQ CORPS DATA		SECTION IV - PERSONAL						
TITLE AA LBS Div	CLEARANCE TYPE SCI DENIED	SVC COMP D NON ACQ	WF STATUS NON ACQ	ACQ ACCESSION DATE	ARMY CIVILIAN							
CATEGORY PROGRAM MANAGEMENT	INVESTIGATION TYPE Background Inves	CUG YEAR	ARC CAREER FIELD ENGINEERING	MONTHS OF ACQ EXP 150	MAILING ADDRESS STREET 123 TREE ROCK STREET							
AA CERT LEVEL REQ LEVEL III (SENIOR) CERTIFICATION	DATE INVESTIGATED 01/15/2005	CAP Yes	AA CERT LEVEL REQ Level III (Senior)	ARC RESERVE STATUS	CITY EATONTOWN	STATE NE	ZIP 07645					
PERSONNEL US ARMY TEST & EVALUATION CMD	TYPE CSL	CSL	KLP	ACMA/OAP	WORK PH# (202) 222-2221	DSN 222222						
PERSONNEL OFFICE	DATE GRANTED	DATE ENTERED PRESENT POSITION 09/19/2010	5 YR REVIEW DATE 09/19/2015	HOME PH# (303) 333-3333	FAX # (303) 333-3333	E-MAIL david.a.kener@o7mail.mil						
ACQ POSITION TYPE CAP, NOT A DIVISION HEAD, NON-LEVEL	DATE EXPIRED	SECTION VII - EDUCATION		SECTION X - CERTIFICATIONS/LICENSES								
SECTION VI - ACQ/LEADER TRAINING		FACE AWARD 09/15/2005	DISCIPLINE YEAR	CAREER FIELD PROGRAM MANAGEMENT								
COURSE	DATE	PERFORMANCE AWD 02/15/2005	DISCIPLINE YEAR	LEVEL 2								
CON 115 - CONTRACTING FUNDAM	03/10/2012	DNA SPEC ACCOMPLISH AWD 01/15/2005	DISCIPLINE YEAR	DATE 05/15/2008								
PLMT 255-PROGRAM MANAGEMENT	11/22/2011		DISCIPLINE YEAR	PROFESSIONAL LICENSE								
CON 237 - SIMPLIFIED ACQUIS	09/29/2011		DISCIPLINE YEAR	DATE								
ES 30-ADVANCED FACILITIES E	08/11/2011		DISCIPLINE YEAR	CERT IN MANAGEMENT SCIENCE (SOLEALMC)								
CLS 901 - DOD GOVERNMENTWIDE	09/08/2011		DISCIPLINE YEAR	DATE 05/18/2008								
BCF 30-1-BUSN COST EST FM MG	08/15/2011		HIGHEST DEGREE N/A	ACQ CORPS QUAL - CREDIT HOURS	CONTINUOUS LEARNING							
PLMT 255 - PROGRAM MANAGEMENT	07/14/2011				END DATE: 05/30/2016 POINTS: 9							
ACQ 201A-INTERMEDIATE SYSTEMS	07/06/2011		SECTION IX - ASSIGNMENT HISTORY									
CLIC 901-CONTRACT SOURCE SELE	06/17/2011		FROM	MO	ORGANIZATION	LOCATION	COMMAND	DUTY TITLE	SERIES	GRADE	APC	SUPVR
ACQ 101-FUND SYS ACQ MST	03/31/2011		09/19/2010	12	US ARMY & EVALUATION GEN	ALEXANDRIA VA	ATAC	IC/CSS DIV	51A	A		Y
CON 110-MISSION SUPPORT PLAN	03/07/2011		06/11/2006	27	US ARMY AVIATION BATTLE	BOSTON ARSENAL AL	AWC - SDECOM	TESTER		AD-08	S	N
BPS 101 - BPS & FEDERAL PROC	03/07/2011		09/01/2000	12	ASC FORT BELVOIR	FORT BELVOIR VA	USAASC	PROGRAM ANALYST	0301	GS-13	C	N
CON 050 - FEDERAL ACQUISITIO	02/11/2011		02/01/2002	12	ASC	FORT BELVOIR VA	USAASC	PROGRAM ANALYST	0301	GS-14	C	N
CON 110-MISSION FOCUSED CONT	02/11/2011		01/05/1999	47	USAF US AIR CMD PDC	RADPOD	IT ACTIVITY	PROGRAM ANALYST	GS-09	C		Y
CON 111-MISSION STRATEGY EXE	02/11/2011		01/01/2002	12	NULL	FT LEWIS	AWC - TCOM	TEST				
CLIC 108-CONTRACTING OFFICER	01/04/2011		11/15/2010	12								
PLMT 255 - PROGRAM MANAGEMENT	01/04/2011		11/02/2010									
LOG 300 - PRODUCT SUPPORT ST	12/29/2010		10/31/2010									
TST 102- THE FUNDAMENTALS OF	11/15/2010		10/31/2010									
IRM 101- BASIC INFO SYS ACQ	11/02/2010		10/31/2010									
SYS 101-FUNDAMENTALS OF SYS	10/31/2010		06/29/2010									
SAW 101- BASIC SOFTWARE ACQ	10/31/2010		06/29/2010									
CLL 20-DIMINISHING MANUFACT	06/29/2010		07/18/2009									
ACTION OFFICER DEVELOPMENT C	06/29/2010		03/05/2009									
ADVANCED MANAGEMENT	07/18/2009											
ACHIEVING SERVICE EXCELLENCE	03/05/2009											





Resume Highlights



- Keep it succinct; bullets are recommended
- Don't make the board members hunt for info – let it stand out
- Highlight the scope of your responsibility
 - List any leadership roles
 - Focus on cost, schedule and performance, where applicable
- Include supervisor's name for current position
- Submit as a .pdf, not a .doc
- Use the template we developed located [here](#)





SRPE Highlights



- Most important document in your package – only opportunity for the Board to assess your potential
- All completed SRPEs will be displayed in your board file
- SR comments need to be quantified (John is my #3 GS-14 I Senior Rate) and qualified (select now for SSC, select now for LEAD)
- Ensure an annual SRPE is completed every FY (1 Oct – 30 Sept). Out of cycles are discouraged
- Consistent Exceptional Potential SRPEs from multiple SRs carry a LOT of weight; High Potential SRPEs that are quantified are good
- BEST ARTICLE ON SRPE: [April 2018 DACM Newsletter](#)

Potential Mass Range	
<input checked="" type="checkbox"/>	EXCEPTIONAL POTENTIAL
<input type="checkbox"/>	HIGH POTENTIAL
<input type="checkbox"/>	POTENTIAL
<input type="checkbox"/>	MINIMAL POTENTIAL

POTENTIAL COMPARED WITH
AAW CIVILIANS SENIOR RATED
IN THIS GRADE/PAYBAND





Command Endorsement Highlights



- If this document is required, it should not be a cookie cutter memo
- Each command endorsement should focus on that particular individual and the program to which they are applying
- As with a SRPE, the Command Endorsement should provide a quantifiable rating of the individual in comparison to his/her peers





Statement of Interest Highlights



- This is your own vision
- Focus on where you want to be and how the program will help you get there
- Ensure proper grammar, punctuation & spelling!
- Highlight experiences or education not already in your resume or on your ACRB!





Performance Evaluation Highlights



- Typically only required for Centralized Selection List applications
- Submit the signed versions; ones not signed are not official
- Must include past three completed ones
 - Include contractor or military evals if within past three years
 - If missing a year, justify it in the optional Letter to the Board





DACM Office Opportunities



All announcements listed in CAPPMIS* & Website

CAPPMIS supporting the acquisition workforce

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

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Resource Manager Module Admin Module Read Only Applications

Apply - Active Events

Event Title and Program Info	Opening Date	Closing Date	Final Review Date	Status
NCO Advanced Civil Schooling (ACS)-FY 16 NCO Advanced Civil Schooling (ACS)	Aug 10, 2015	Feb 01, 2016	Feb 09, 2016	You do not qualify for this event because you do not meet the following requirements: COI/PO
2016-2017 DAU-Senior Service College Fellowship Program 2016-2017 DAU-SSCF	Dec 16, 2015	Mar 23, 2016	Apr 19, 2016	Apply
NCO Degree Completion Program- Fall 2016 NCO Degree Completion Program- Fall 2016	Feb 09, 2016	Apr 01, 2016	Apr 20, 2016	You do not qualify for this event because you do not meet the following requirements: COI/PO
NPS-MSSE Program (311-171G) NPS-MSSE Program Announcement	Feb 22, 2016	Apr 11, 2016	May 09, 2016	You do not qualify for this event because you do not meet the following requirements: Primary Career Field
NPS-MSPM (836-171) Program Announcement NPS-MSPM (836-171) Program Announcement	Feb 22, 2016	Apr 11, 2016	May 09, 2016	Apply
Army Acquisition Tuition Assistance Program Announcement ATAP Announcement	May 09, 2016	Jun 13, 2016	Jul 15, 2016	Event Opening Soon
2017 Defense Civilian Emerging Leader Program (DCELP) USAASC Army DACM Office DCELP Website	May 16, 2016	Jun 16, 2016	Oct 03, 2016	You do not qualify for this event because you do not meet the following requirements: Bank or Pay Grade
CDG/AAF YG 16 CDG/AAF YG 16 Announcement	Jun 28, 2016	Aug 31, 2016	Oct 04, 2016	Not Qualified: Your pay grade must be GS-12 or GS-13. Click here for more information
UT ADMBA Program UT ADMBA Program Announcement	Aug 15, 2016	Sep 19, 2016	Sep 30, 2016	Event Opening Soon

USAASC
PREPARING FOR THE FUTURE

*ALCP will be announced outside of AAPDS

WINNER BEST WEBSITE MG Keith L. Ware Public Affairs Competition

ASC.ARMY.MIL
UNITED STATES ARMY ACQUISITION SUPPORT CENTER

USAASC
ACQUISITION SUPPORT CENTER

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Programs: Education & Training Opportunities

Home | Career Development | Programs: Education & Training Opportunities

The USAASC Army DACM Office offers several programs to assist in the education and training of the Army Acquisition, Logistics and Technology Workforce. To find out more about each one, please click on one of the programs for a detailed description and point of contact information.

View a complete list of the FY16 programs, including opening and closing dates, and populate your Outlook calendar with important dates from the online calendar.

Civilian

- Acquisition Leadership Challenge Program (ALCP):
- Acquisition Tuition Assistance Program (ATAP):
- The University of Tennessee (UT) Aerospace and Defense MBA (ADMBA) Program:
- Competitive Development Group/ Army Acquisition Fellowship (CDG/AAF):



For additional information: <http://asc.army.mil/web/career-development/programs/>





Contact Information



CAREER ACQUISITION MANAGEMENT PORTAL

ASK AN ACM

We will contact you using information from your user account (below) unless otherwise specified: EAQ
Email Address: SCOTT.M.GREENE14.CIV@MAIL.MIL
Phone: 7038051229

• **Validate Contact Information**

Valid Contact Information
 Update Contact Information (email and phone)
 TDY/One Time Use

• **Problem Area**
Please Choose One:

• **Problem Description** (Max 500 characters)

B / **I** / **U** / **ABC** |

0 characters, including hidden HTML formatting

• **Notify Supervisor**
 Yes No

Upload Attachment (DOC, DOCX, PDF, and TXT) Max upload size allowed: 0MB

• Designates Required Field

Workforce Management Inquiry (WMI) System

- For assistance with the ACRB, certifications, corps membership, waivers and any other career development concerns, please login to [CAPPMS](#) and generate a Help Request in the WMI System.