

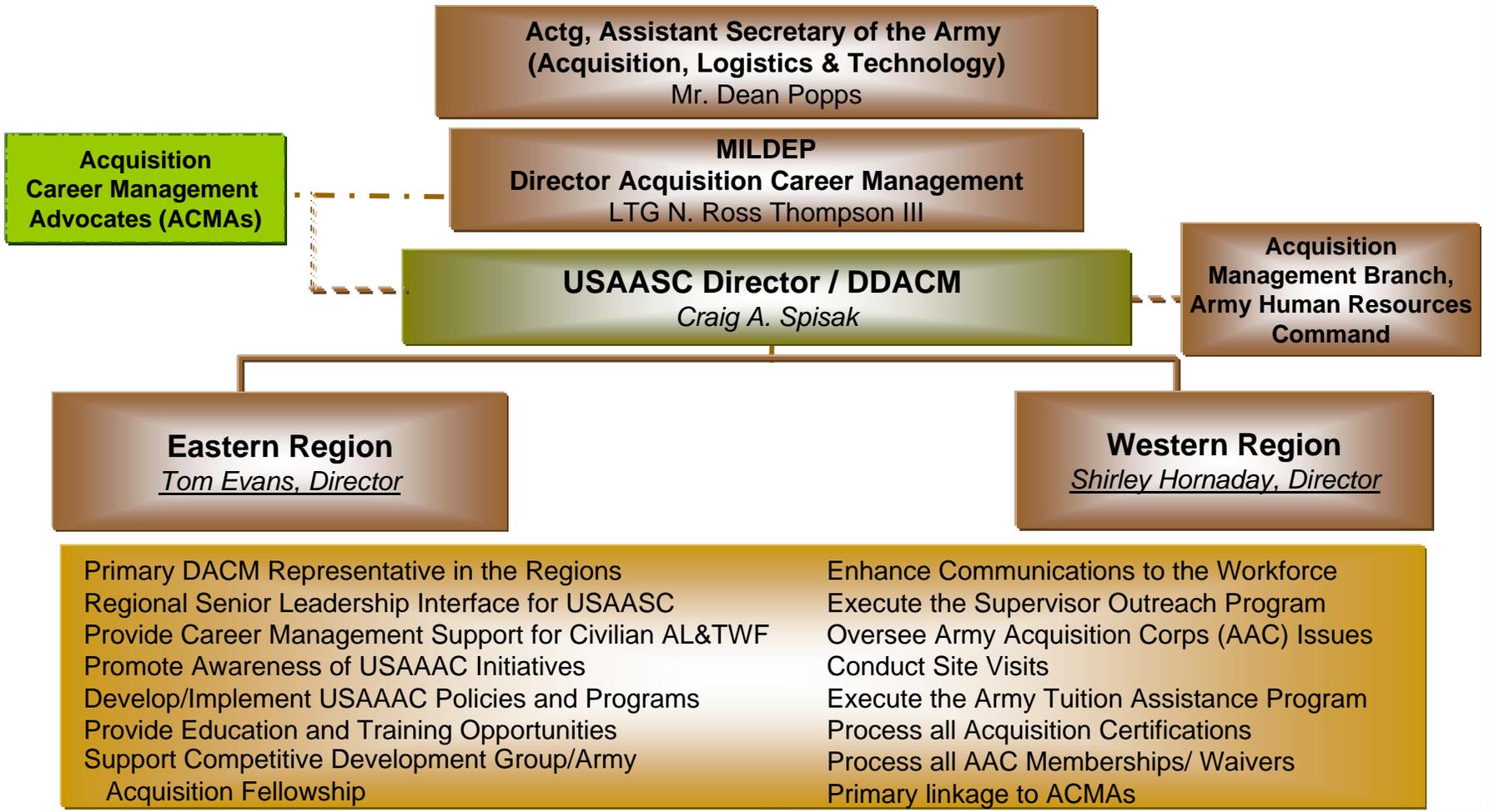
# Acquisition Career Management Workforce Brief



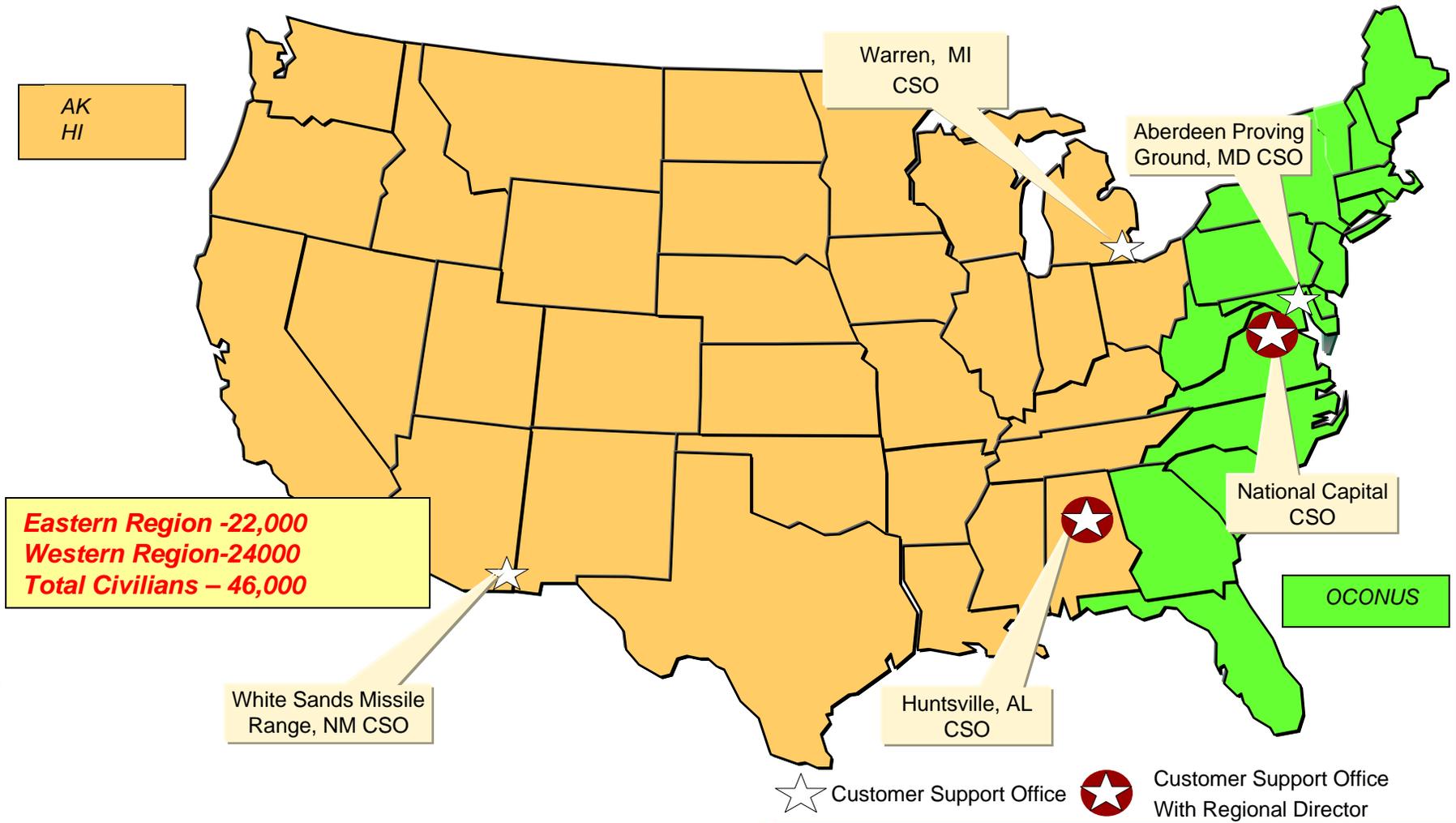
**U.S. ARMY ACQUISITION SUPPORT CENTER**

Thomas R Evans  
Eastern Regional Director

# Regional Offices



# USAASC Regions



# Defense Acquisition Workforce Improvement Act (DAWIA/DAWIA II)

Title 10, *United States Code*, Chapter 87 (National Defense Authorization Act for 1991)

## **DAWIA**

- **Identifies required training, education and experience for all career fields and levels**
- **Provide opportunities to acquire the education, training and experience necessary to qualify for senior acquisition positions**

## **DAWIA II**

- **Establishes single Acquisition Workforce**
- **Streamlined procedures**

## AL&T Workforce Member What Does That Mean??

### Rating Supervisor Responsibilities

- Assess employee's strengths and developmental needs
- Develop and execute Individual Development Plans (IDP) in partnership with employee
- Ensure employee meets certification and Continuous Learning Point (CLP) requirements
- Provide quality evaluations
- Develop and mentor employees for future leadership positions



### Employee Responsibilities

- Understand and meet certification and CLP requirements
- Prepare and maintain Acquisition Career Record Brief (ACRB) and IDP
- Apply for certification when criteria standards are met
- Understand Army Acquisition Corps requirements and apply when eligible
- Take advantage of special opportunities for AL&T Workforce Members
- Develop leadership skills and apply for leadership positions
- Seek out mentors



## Help Within Your Organization

### **Acquisition Career Management Advocates (ACMAs)**

- Elite, highly-trained acquisition professionals
- Serve as two-way communicator link:
  - Communicates USAASC's initiatives to the AL&T Workforce Members for Director and Deputy Director, Acquisition Career Management (DACM and DDACM)
  - Communicates the AL&T Workforce Members' concerns and issues to the DACM and DDACM

### **Organizational Acquisition Points of Contact (OAPs)**

- Provide broad acquisition career management guidance to their staff
- Provide status reports and compile information on AL&T Workforce Members for their organization's leadership
- Disseminate current information on programs, education, training, and competitive opportunities
- Provide a direct link to the Acquisition Career Managers
- List of all Eastern Region OAPs can be found at  
<http://asc.army.mil/organization/eastern/default.cfm>

CAREER ACQUISITION  
MANAGEMENT PORTAL (CAMP)

CAREER ACQUISITION  
PERSONNEL AND POSITION  
MANAGEMENT INFORMATION  
SYSTEM (CAPPMIS)

**NEW**

## CAREER ACQUISITION MANAGEMENT PORTAL

**NOTICE:**

All Career Acquisition Personnel and Position Management Information System (CAPPMIS) 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 CAPPMIS

[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 CAPPMIS. If you need assistance, or need to apply for a CAMP account, please use the links to the right.

**AKO  
CAC  
CAPPMIS**

**SYNC WITH:  
AKO  
CAC**

**CAMP**

CAREER ACQUISITION MANAGEMENT PORTAL

**USAASC**  
PREPARING FOR THE FUTURE

# CAREER ACQUISITION MANAGEMENT PORTAL

## NOTICE:

**CAPP MIS**

Applications will be unavailable Wednesday, 12 March, from 0800 - 1130 hours due to the

The CAMP System will be unavailable due to ALTSS scheduled infrastructure upgrades from 0600 hrs EST Saturday, March 8, 2008 to 1800 hrs EDT Sunday, March 9, 2008.

### NEWS

- Your password expires on 04/12/2008

### Account Access

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

### PROFILE

**Name:** JOHN T KELLY  
**Position Title:** ACQUISITION CAREER MA  
**Organization:** USA ACQ SPT CTR  
**Date of Birth:** May 21, 1979  
**E-Mail:** john.t.kelly@us.army.mil

**USAASC HOMEPAGE**

### Customer Support

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

### Useful Links

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

**ACRB INSTRUCTIONS**

**AITAS**

### Camp Applications



CAMP CAREER ACQUISITION MANAGEMENT PORTAL

USAASC PREPARING FOR THE FUTURE

### What is CAMP?

CAMP is the new Career Acquisition Management Portal, housing all of the USAASC Applications in one convenient location, and using a single login.

### Why switch to CAMP?

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

### Where is CAPP MIS?

**CAPP MIS** is one of the main applications housed under the CAMP login. You can access **CAPP MIS** from the navigation bar at the top of this page.

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

Hosted under CAPP MIS. Please access CAPP MIS from the navigation bar.

**NOTICE:**  
The CAMP System and applications will be unavailable Wednesday, 12 March, from 0800 - 1130 hours due to the monthly data refresh.  
The CAMP System will be unavailable due to ALTESS scheduled infrastructure upgrades from 0600 hrs EST Saturday, March 8, 2008 to 1800 hrs EDT Sunday, March 9, 2008.



[Change Password](#) [Change E-Mail](#)

**CAPPMIS**

**CAPPMIS** (Career Acquisition Personnel and Position Mangement Information System)

Please click the application acronym below for a full description:  
[ACRB](#) [IDP](#) [IDP ADMIN](#) [SRPE](#) [CMS](#) [REPORTS](#) [AAPDS](#) [WFM](#)

**ACRB (Acquisition Career Record Brief)** [Return to Top](#)

ACRB is a one-page display of pertinent acquisition information. The ACRB is primarily designed for civilian members of Army Acquisition, Logistics and Technology (AL&T) Workforce. It contains your personal, position, assignment, training, education, awards and certification information. The ACRB Edits module allows Army civilians the ability to edit certain sections of their ACRB. Army Acquisition Reserve (AR) and National Guard Bureau (NGB) workforce members utilize the ACRB to reflect their acquisition qualification. Active Army Acquisition Officers official record is the Officer Record Brief (ORB).

**IDP (Individual Development Plan)** [Return to Top](#)

The acquisition workforce member's vehicle to plan, coordinate and manage their continuing education and training over a five-year period. It serves as the primary communication method to allow employees to discuss, plan and gain approval from supervisors for their continuing training and education plans.

**IDP ADMIN (Individual Development Plan Administrator)** [Return to Top](#)

Permits ACMs to access the employee and supervisor IDP screens to assist the workforce with using the IDP.

**SRPE (Senior Rator Potential Evaluation)** [Return to Top](#)

SRPE system allows Senior Raters for the acquisition civilians to rate their leadership potential. Defense Acquisition Workforce Improvement Act (DAWIA) requires the best-qualified individuals, whether military or civilian to be selected for acquisition positions. By evaluating the potential of civilian employees, the SRPE provides a document that allows selection boards to more equitably compare a civilian candidate's leadership potential with that of a military candidate as documented on the senior rater section of their Officer Evaluation Report (OER).

CAMP ACQUISITION MANAGEMENT PORTAL

USAASC PREPARING FOR THE FUTURE

ACQUISITION  
CAREER RECORD  
BRIEF  
(ACRB)

**NOTICE:**  
 The CAMP System and applications will be unavailable Wednesday, 12 March, from 0800 - 1130 hours due to the monthly data refresh.  
 The CAMP System will be unavailable from 0600 hrs EST Saturday, March 8, 2008 to 1800 hrs EDT Sunday, March 9, 2008.

# ACRB Options



## Acquisition Career Record Brief

For update instructions access at	<b>BRIEF DATE</b> 03/05/2008	<b>PAY-PLAN/GRADE</b> YA-02	<b>SERIES/AOC</b> 0301	<b>SSN</b>	<b>NAME</b> KELLY JOHN T
<b>SECTION I CURRENT POSITION DATA</b>		<b>SECTION II SECURITY</b>		<b>SECTION III ACQ CORPS DATA</b>	
<b>TITLE</b> ACQUISITION CAREER M	<b>CLEAR TYPE</b> Secret	<b>S C D</b> 05/24/1999	<b>WF STATUS</b> ACQ WORKFO	<b>AAC DATE</b>	<b>ARMY CIVILIAN</b>
<b>CATEGORY</b> PROGRAM MANAGEMENT	<b>INVEST TYPE</b> Section 8(D), Ex	<b>CDG YR</b> No	<b>A C F</b> PROGRAM MA	<b>MT ACQ EXP</b> 106	<b>MAILING ADDRESS</b>
<b>AAC CERT LEVEL REQ</b> Level II (Intermedia)	<b>DATE INVEST</b> 11/03/2004	<b>CAP</b> No	<b>ACF REQ</b> Level II (	<b>AAC RES</b> NOT APPLIC	<b>STREET</b> 765 REXFORD CT APT 1
<b>COMMAND</b> US ARMY ACQUISITION	<b>SECTION V PREFERENCE</b>	<b>CURRENT PRES POS</b> 1/20/2007	<b>5 YR DT</b>	<b>CITY</b> SPRINGFIE	<b>STATE</b> VA
<b>ACQ POSITION TYPE</b> Acquisition Position	<b>FUNCTIONAL</b>	<b>UNIV OF PHOENIX</b>	<b>DEGREE</b> Masters Degree	<b>ZIP</b> 22152-1059	<b>WORK PHONE</b> 6559430
		<b>DISCIPLINE</b> BUSINESS, ADMIN & MGT,	<b>YEAR</b> 2005	<b>HOME PHONE</b> (703) 624-6339	<b>DSN</b> 6559430
				<b>E-MAIL</b> john.t.kelly@us.army.mil	<b>SECTION X CERTIFICATIONS/LICENSES</b>

[View](#)

[Edit](#)

[Print](#)

[Print Certificates](#)

[Instructions](#)

[Tutorial](#)



## Requesting All Other ACRB Updates

- To request those updates you are unable to make to your ACRB:
  - Read ACRB instructions and/or view tutorial
  - Download ACRB into a word file
  - Type your updates in bold red print
  - E-mail ACRB to [usaasceasterregion@conus.army.mil](mailto:usaasceasterregion@conus.army.mil) for updating to include supporting documentation
  - You will receive an e-mail upon completion of update

INDIVIDUAL  
DEVELOPMENT  
PLAN  
(IDP)

IDP Main Page

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



CAMP CAREER ACQUISITION MANAGEMENT PORTAL

Welcome

IDP Plan Last Updated: 03/06/2008 View/Print Current Plan
Current CL Cycle: 10/01/2006 - 09/30/2008 CLPs: 86
Certification Status: Career Field Requirement Met
If you need assistance on your IDP, please contact your designated Acquisition Career Manager (ACM).

News

- Current IDP Supervisor: EVANS THOMAS R
Supervisor Email: THOMAS.EVANS1@US.ARMY.MIL
Make sure the identified Supervisor and email address is correct.
Per the latest CL Policy, you may only receive CL points for college courses towards a degree...
Your password expires on 04/12/2008

Objectives/Goals

Short Term Objectives (1-3 years): Pursuing Level 2 certification in Program Management...
Long Term Objectives (3-5 years): Obtain level 3 certification in two career fields

Edit Objectives/Goals

USAASC PREPARING FOR THE FUTURE

# ADDING DAU COURSES

**ALERT:**

- You have successfully added the following DAU courses to your training plan:  
-BCF 101-FUNDML COST ANALYS

The status of the course now has changed to 'Requires Approval' or yellow. Once your Supervisor approves the course, the status will be 'Approved' and green.

**DAU Training Plan**

(click column header to sort)

Planned DAU Training			
<input type="checkbox"/>	Title	Projected Start	Status
<input type="checkbox"/>	<a href="#">BCF 101-FUNDML COST ANALYS</a>	03/17/2008	REQUIRES APPROVAL
<input type="checkbox"/>	<a href="#">ACQ 101-FUND SYS ACQ MGT</a>	04/01/2002	APPROVED
<input type="checkbox"/>	<a href="#">ACQ 201-INTRMD SYSTEMS ACQ</a>	06/01/2002	APPROVED

Submit for Supv Approval    Edit Item(s)    Remove Item(s)

Add DAU Training    [Submit/Review/Cancel DAU Application](#)

= Click for course information

**Other Training Plan**

(click column header to sort)

Planned Non-DAU Training					
<input type="checkbox"/>	Title	Type	Projected Start	Projected Finish	Status
You currently have no Planned Non-DAU Training items in your IDP					

Submit for Supv Approval    Mark as Complete    Edit Item(s)    Remove Item(s)

Add Non-DAU Training    Add Other Training (free text)

**Education Plan**

(click column header to sort)

Planned Education					
<input type="checkbox"/>	Title	Type	Projected Start	Projected Finish	Status
You currently have no Planned Education items in your IDP					

Submit for Supv Approval    Mark as Complete    Edit Item(s)    Remove Item(s)

Add Course    Add Other Acq Education

CAMP CAREER ACQUISITION MANAGEMENT PORTAL

USAASC PREPARING FOR THE FUTURE

# IDP HISTORY

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



## History

(click column header to sort)

Completed Items								
<input type="checkbox"/>	Item Title	Type	CLPs	Actual Start Date	Actual End Date	Official End Date	Record Source	Funding Source
<input type="checkbox"/>	ACC 529/ACCOUNTING FOR MANAGERIAL DECISION MAKING	Individual College Courses	30	12/08/2003	01/26/2004		IDP	N/A
<input type="checkbox"/>	ACQ 101-FUND SYS ACQ MGT	DAU				05/15/2002	N/A	N/A
<input type="checkbox"/>	ACQ 201A-INTERMEDIATE SYSTEMS ACQUISITION (WEB)	DAU				07/18/2002	N/A	N/A
<input type="checkbox"/>	ACQ 201B-INTRMD SYSTEMS ACQ	DAU				08/23/2002	N/A	N/A
<input type="checkbox"/>	MASTERS in BUSINESS, ADMIN & MGT, OTH	DACM	30	03/31/2003	02/07/2005	1905	N/A	N/A

Remove Item(s)

Download/Print IDP History

CAMP CAREER ACQUISITION MANAGEMENT PORTAL

USAASC PREPARING FOR THE FUTURE

# APPLYING FOR DAU CLASSES

# HOW TO APPLY FOR DAU COURSES

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

Click here to Apply for DAU Training.

Click here to Review your applications.

Click here to Update your Profile.

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

Click here for Create/Edit Travel Worksheet.

Click here to access FAQ



**Announcements**

27 Feb 2009  
[Meeting Course Prerequisites](#)

8 Feb 2009  
[Acquisition Career Record Brief \(ACRB\)](#)

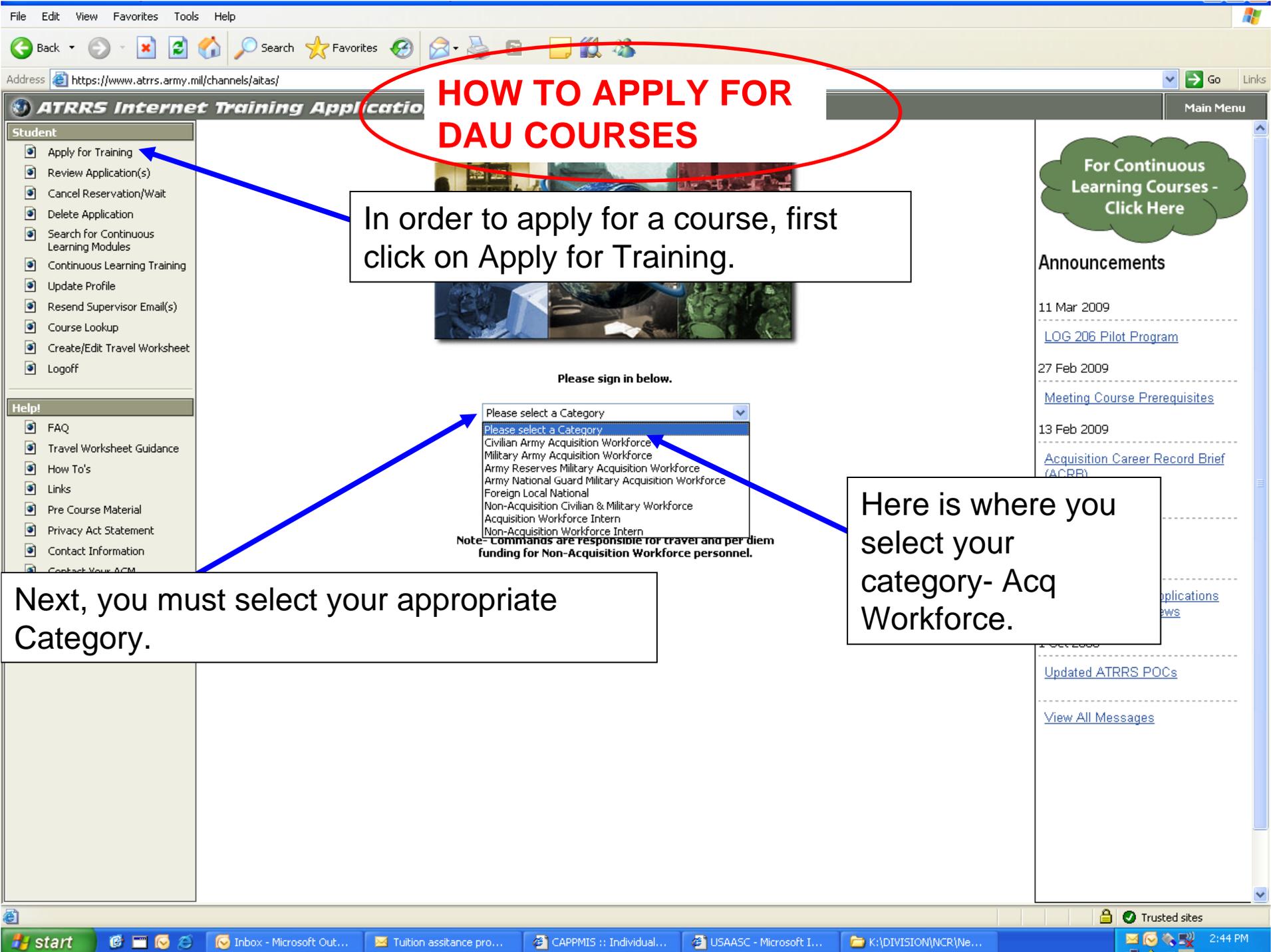
12 Feb 2009  
[CON 100 Web-based Course registration opens Feb 23, 09](#)

26 Jan 2009  
[AITAS Help Desk](#)

12 Nov 2008  
[7000 Additional Course Seats for FY09](#)

7 Oct 2008  
[USAASC ATRRS Applications and Travel Orders News](#)

[View All Messages](#)



# HOW TO APPLY FOR DAU COURSES

In order to apply for a course, first click on Apply for Training.

Next, you must select your appropriate Category.

Here is where you select your category- Acq Workforce.

- 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.

# DAU STATUS

Wait Status - Web Rolling Admission			
Course	Capacity	Waits	Aprox. Wait Time
ACQ 101	5,000	0	-
ACQ 201A	2,700	0	-
BCF 103	550	0	-
<b>CON 100</b>	<b>1,500</b>	<b>389</b>	<b>7 Days</b>
CON 110	1,500	0	-
CON 111	1,500	0	-
CON 112	800	0	-
CON 214	1,000	0	-
CON 216	600	0	-
CON 237	1,200	0	-
CON 260A	210	0	-
FE 201	200	0	-
IRM 101	800	0	-
<b>LOG 101</b>	<b>900</b>	<b>69</b>	<b>4 Days</b>
LOG 102	1,500	0	-
LOG 200	1,500	0	-
LOG 203	300	0	-
LOG 204	900	0	-
LOG 235	1,500	0	-
PMT 352A	375	0	-
<b>PQM 101</b>	<b>200</b>	<b>72</b>	<b>7 Days</b>
PQM 201A	150	0	-
RQM 110	625	0	-
SAM 101	900	0	-
<b>SYS 101</b>	<b>1,700</b>	<b>79</b>	<b>5 Days</b>
SYS 202	600	0	-
<b>TST 102</b>	<b>600</b>	<b>117</b>	<b>17 Days</b>

**Green = Acceptable**  
**Yellow = Analyze & Collect Data to Determine Reason for Wait Status**  
**Red = Action/Review**

As of 16 Mar 09 a.m. (early-morning)

# Acquisition Certification

## Certification Requirements

- **Certification based on three criteria – training, education and experience**
- **Certification level guidelines:**
  - **Level I (Basic Level) – Grades 5-8**
  - **Level II (Intermediate Level) – Grades 9-12**
  - **Level III (Senior Level) – Grades 13 and above**
  - **Broadband Equivalents for GS ratings**
- **Employee must meet position certification within 24 months after being assigned to an acquisition position**
- **Online Application Process**



## Training Alternatives

### Fulfillment

- Enables AL&T Workforce Members to receive credit for mandatory DAU courses without actually taking the courses
- Prepare package addressing how competencies have been met (training, education, experience)
- E-mail or fax package to [usaasceasterregion@conus.army.mil](mailto:usaasceasterregion@conus.army.mil)
- Additional information <http://asc.army.mil/policies/PoliciesProcedures.cfm>

### Equivalency

- DAU partners with training providers that offer courses across all career fields involved in defense acquisition
- <http://www.dau.mil/learning/appg.aspx>

### Predecessor Courses

- DAU gives credit for predecessor courses listed in the Catalog
- <http://www.dau.mil/catalog/cat2009/chapter3.pdf>

NOTICE:

All Career Acquisition Personnel and Position Management Information System (CAPPMIS) applications with the Career Acquisition Management Portal (CAMP) to include the Acquisition Career Record Brief (ACRB), Workforce Management (WFM), Army Acquisition Personnel Development System (AAPDS), Individual Development Plan (IDP), Senior Rater Potential Evaluation (SRPE), Reports and (S) modules will be unavailable on Thursday, January 10 from 0800-1200 EST.

CMS Options



supporting the acquisition workforce



Certification Management System

- Welcome to the Certification Management System (CMS)
- Check your "Certification Status" below for information on your current certifications
- To apply for a certification, click "Apply for Certifications" in the menu at the top, and follow the instructions to submit an application.
- Please refer to your AC...

Apply

Print Certificates

Instructions

News

- Your password expires on 04/12/2008

Certification Status

Primary Career Field:	Level 1	Level 2	Level 3
PROGRAM MANAGEMENT	Completed: 05/28/2002	Completed: 12/11/2006 Career Field Requirement Met	

CAMP CAREER ACQUISITION MANAGEMENT PORTAL

USAASC PREPARING FOR THE FUTURE

# CMS Application Screen

**NOTICE:**

Due to IAVA 2008-A-0035, TNOSC will be updating to a newer IOS version on all ASR's. CAMP Downtime has been scheduled for 21 June 2008, 2200-2300 in order to meet the IAVA suspense date of June 26, 2008. Please address all concerns and questions to our Customer Support Center/Service Desk, 540-731-3480 or toll free 800-981-3234.



supporting the acquisition workforce



**Available Certifications**

- Select a Career Field -
- Select a Career Field -
- BUSINESS COST ESTIMATING AND FINANCIAL MGT CONTRACTING
- FACILITIES ENGINEERING
- INDUSTRIAL/CONTRACT PROPERTY MGT
- INFORMATION TECHNOLOGY
- LIFE CYCLE LOGISTICS
- PRODUCTION QUALITY AND MANUFACTURING PROGRAM MANAGEMENT
- PURCHASING
- SPRDE - PROGRAM SYSTEMS ENGINEER
- SPRDE - SCIENCE AND TECHNOLOGY MGR
- SPRDE - SYSTEMS ENGINEERING
- TEST AND EVALUATION

**Instructions**

- To continue a saved application, click on the corresponding certification.
- To delete a saved application, click on the "Delete" link next to the corresponding certification.
- To apply for a new certification, select the desired certification from the drop down menus at the left and then click "Begin Application".

CAMP CAREER ACQUISITION MANAGEMENT PORTAL

USAASC PREPARING FOR THE FUTURE

# FY 09 CONTRACTING CERTIFICATION MATRIX

## Level I Certification

<b>CON 120</b>	+	<b>CON 100</b> <b>CON 110</b> <b>CON 111</b> <b>CON 112</b> <b>CLC 033</b>
Classroom		Distance Learning
<b>No Changes From FY08</b>		

## Level II Certification

<b>CON 215</b> <b>CON 218</b>	+	<b>ACQ 101</b> <b>CON 214</b> <b>CON 216</b> <b>CON 217</b>
Classroom		Distance Learning
<b>No Changes From FY08</b>		

## Level III Certification

<b>CON 353</b>	+	<b>ACQ 201A</b> <b>1 HBS</b> <b>Module</b>
Classroom		Distance Learning
<b>No Changes From FY08</b>		

Note: CON 100 will convert to web based course Jan/Feb 2009

- There are no changes to education or experience requirements

# FY 09 PURCHASING CERTIFICATION MATRIX

## Level I Certification

CON 100  
CON 237  
CLG 001  
CLC 030\*

Distance Learning

\*CLC 030 replaces CLC 010

## Level II Certification

CON 120

+

CON 110  
CON 111  
CON 112

Classroom

Distance Learning

**No Changes From FY08**

## Level III Certification

No Current Requirement

**No Changes From FY08**

**\*Reflects Updated Course**

- There are no changes to education or experience requirements

# Army Acquisition Professional Development Systems (AAPDS)



[Home](#) [Help](#) [Logout](#) [Return to CAPP MIS](#)

Please select the module that you would like to access:

- [Application Module](#) View AAPDS Events. Create/Edit/Review your applica
  - [Student Module](#) View tuition, course history, and funding information.
  - [Read Only View of Applications](#) Read only view of applications.
- Click on Student Module to review your information

Click on Application Module to review announcements and apply for AAPDS Events

## Acquisition Tuition Assistance Program (ATAP)

- **Needs-Based program during off-duty hours**
- **Automated application process - reviewed through a board process**
- **Must meet position certification requirement in order to apply**
- **Funding limits are in place**
  - **Graduate - \$9,000 yearly, \$1,800 per course**
  - **Undergraduate - \$6,500 yearly, \$1,300 per course**
  - **\$150 for books per course**
- **Grades will be tracked**
  - **Graduate – grade of B required**
  - **Undergraduate – grade of C required**

For additional information on ATAP please review the policies and procedures located on the ASC homepage at <http://asc.army.mil/career/programs/atap/default.cfm>

## The U.S. Army Acquisition Corps (AAC)

- **Subset of the Army Acquisition, Logistics & Technology Workforce**
- **Composed of civilian (GS-13/equivalent) and military (Major and above)**
- **Mandatory for all GS-14's/equivalent and above occupying CAPs/KLPs**
- **By law and regulation, specific requirements must be met to become a member of the AAC**
- **Two ways to become a member:**
  - **Submit application through Army Acquisition Corps Management System (AAC MS)**
  - **Transfer Corps Membership from another DoD component**

<http://asc.army.mil/career/membership.cfm>

## AAC Membership Requirements

- **TRAINING:** Level II certification in any Acquisition Career Field
- **EDUCATION:**
  - A baccalaureate degree and one of the following:
    - 24 semester credit hours in business related disciplines
    - 24 semester credit hours in Career field AND 12 semester credit hours in business related disciplines
  - Exceptions to education requirement – possess ten years of acquisition experience prior to Oct 1991
- **EXPERIENCE:** Four years of acquisition experience
- **SALARY:** Equivalent of a GS-13, Step 1 or current position requires Level III certification

NOTE: Selectee **MUST** be qualified for AAC Membership at time of selection and be accessed into the ACC prior to official placement in a CAP

**AAC MS Application Screen**



**Welcome**

- Welcome to the Army Acquisition Corps Management System.

**News**

- Your password expires in 17 days

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

CAMP  
CAREER ACQUISITION MANAGEMENT PORTAL

USAASC  
PREPARING FOR THE FUTURE



# How to Apply for AAC Membership

CAMP CAPP MIS Feedback Logout



supporting the acquisition workforce



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

Main **Apply** AAC MS Documents Regional Reviewer

Welcome

- Welcome to the Army Acquisition Corps Management System.

News

- Your password expires in 17 days



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



Click here to apply for AAC Membership

CAMP  
CAREER ACQUISITION MANAGEMENT PORTAL

USAASC  
PREPARING FOR THE FUTURE

# How to Apply for AAC Membership

CAMP  
CAREER ACQUISITION MANAGEMENT PORTAL

USAASC  
PREPARING FOR THE FUTURE

## Applicant Information

**Name:** INGRAM JR ROOSEVE  
**SSN:** XXX-XX-4312  
**Duty Title/Grade/Series:** ACQUISITION CAREER MANAGER, YA-02, 0301  
**Required APC/ACL:** PROGRAM MANAGEMENT Level 2  
**Work Phone:** 703-805-9434  
**Email:** [ROOSEVELT.INGRAM@US.ARMY.MIL](mailto:ROOSEVELT.INGRAM@US.ARMY.MIL)

## AAC Membership Application

### Required Education

One of the following is required:

- \* Baccalaureate degree at an accredited educational institution authorized to grant baccalaureate degrees, or
- \* On October 1, 1991, had at least 10 years of experience in acquisition positions in DoD or in comparable positions in other government agencies or the private sector

#### Achieved Degrees

High School Graduate or Equivalency

Status

 [More Info](#)

#### Semester Hour Requirement

24 Semester Hours are required

You have not met this education requirement, please provide explanation below:

- 24 semester credit hours in business related disciplines from an accredited college or university (courses must be on transcript).
- 24 semester credit hours in current AAC Career Field AND 12 semester credit hours in business related disciplines. [More Info](#)
- Exception to education requirement - possess ten years of acquisition experience prior to 1 October 1991.
- I do not meet any of these options for the required 24 hours.

Status

 [More Info](#)

Please upload your transcript in the space provided below: (required)

Please enter details of how you meet the 24 business hours requirement in the space provided below: (required)

### Required Experience

48 Months of Acquisition Experience are required

#### Achieved Experience

From	Organization	Location	Command	Duty Title	Series	Grade	APC	Sup	MO Exp	Status
02/18/2007	USA ACQ SPT CTR	FT BELVOIR	USAASC	ACQUISITION CAREER MANAGER	0301	YA-02	A	N	24	
09/10/2001	AAESA	ALEXANDRIA VA	USAASC	ACQUISITION CAREER MANAGER	0301	NH-03	A	N	65	
07/25/1997	CAMBER CORPS	FT BELVOIR VA		PROGRAM MANAGEMENT			A	N	49	
<b>Total Months of Acquisition Experience</b>									<b>138</b>	

### Resume (required)

**B** *I* U      

CAPPMS :: Army Acquisition Corps Management System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address <https://rda.altess.army.mil/camp/apps/cappmis/modules/aa/mer> Go Links

CAMP CAPPMS Feedback Logout

**CAPPMS** supporting the acquisition workforce USAASC

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

Main Print Certificate AAC MS Documents Regional Reviewer

**AAC Member Certificates**

- [Print your AAC Membership Acceptance Letter](#)
- [Print your AAC Membership Form 2587](#)  
Please retain this file as the official document of record.
- [Print your AAC Membership Certificate](#)

**Instructions**

- NOTICE:** You must have Adobe Acrobat Reader version 7.0 or higher to properly download your AAC Membership certificate and approval letter. Please see your local helpdesk for assistance.

Security/Privacy System Requirements DOD Co

**Click to print your AAC Membership Acceptance Letter**

**Click to print your AAC membership Certificate**

**Click to print your AAC Membership Form 2587**

USAASC PREPARING FOR THE FUTURE

start CAPPMS :: Army Acq... USAASC - Microsoft I... Inbox - Microsoft Out... Document1 - Microsof... 12:01 PM Monday

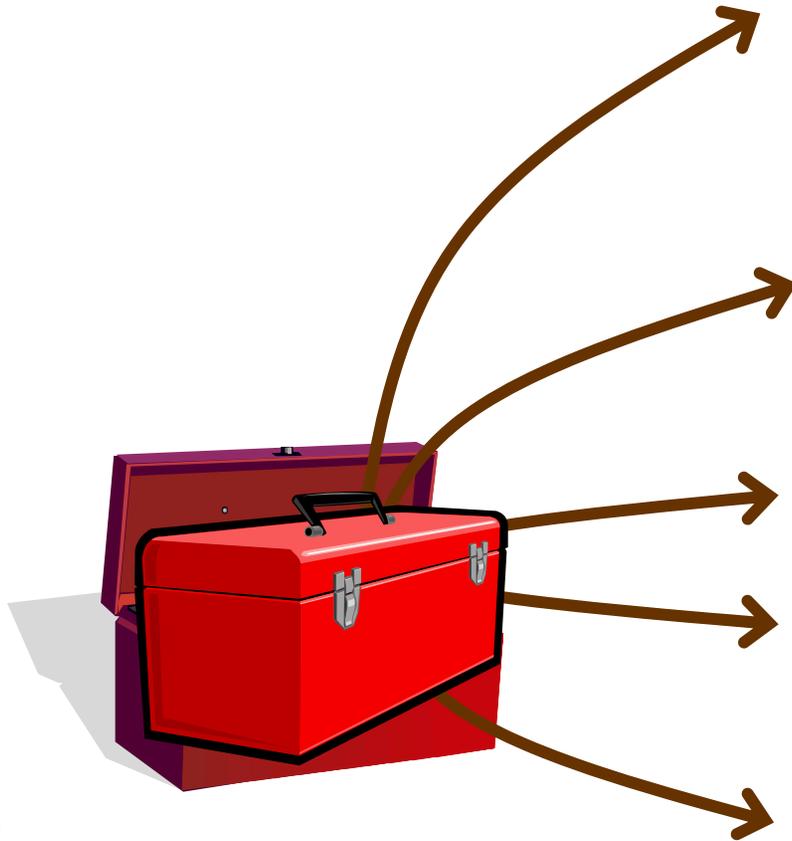
# Print AAC Membership Documents

Click to print your AAC Membership Acceptance Letter

Click to print your AAC membership Certificate

Click to print your AAC Membership Form 2587

# Acquisition Career Management Toolkit



## Regional Customer Support Offices

- Regional Directors
- Regional Acquisition Career Managers (ACMs)
- Acquisition Career Management Advocates (ACMAs)
- Organizational Acquisition POCs (OAPs)

## Career Management Tools

- Individual Development Plan (IDP)
- Acquisition Career Record Brief (ACRB)
- Senior Rater Potential Evaluation (SRPE)
- Army Acquisition Professional Development Systems (AAPDS)

## Career Management Publications

- Army AL&T Magazine
- Career Management Handbook
- AET&E Catalog
- Policies & Procedures

## Career Development Programs

- AETE/ATAP
- CDG
- Intern Career Programs
- Training With Industry

## On-Line Department

- Acquisition Support Center Website
- CAMP Website
- Regional Websites
- DAU Website

## Upcoming Events / Opportunities For CP-14

- Future Acquisition Student Training (FAST )Track Program, May 09 Start
- Secretary of the Army Awards for Excellence in Contracting, Date and Location TBD
- Senior Leadership Development Program-3 Graduation, Date and Location TBD
- Commercial Business Environment - A Primer for DoD Managers (Darden Graduate School), 12-24 Jul 09, Charlottesville, VA
- Advanced Program in Acquisition Excellence (Darden Graduate School), 26-31 Jul 09, Charlottesville, VA
- Master of Science in Contract Management Distance Learning Program (Naval Postgraduate School), Two Cohorts – Started in Sep 07 and Sep 08
- Senior Leadership Development Program-4, Date TBD

# Workforce Development Roadmap

## Contracting 1102--Roadmap Competencies Matrix



		Education & Certification (✓ = Required, ○ = Desired)									Leadership Competency Levels (■ = Develop competency)														Career Advancement (Priority order)																		
		Baccalaureate degree	Minimum 24 semester hours in business field	Graduate studies in business related fields	Master's degree	Contracting Level I Certification	Contracting Level II Certification	Contracting Level III Certification	Professional Certification	Secondary career field certifications	Army Acquisition Corp Membership	Civilian Leadership Training Core Curriculum	Interface with DA/DoD Leaders, etc.	Vision	Human Resources	Resource Management	Managerial	Performance Management	Future Focus	Employee Support	Leading	Organizational Perspective	Project Management	Creativity & Innovation	Conflict management	Decisiveness	Flexibility	Change Management	Customer Service	Technical Credibility	Problem Solving	Teaming	Communication	Interpersonal Skills	Technical Knowledge & Experience	Teaming	Interpersonal Skills	Self Development & Education	Contracting Excellence & Innovation	Leadership Capability	Management Capability		
<b>Interns</b>	(T)	✓	✓	○		✓	✓					✓																								1	2	2	3	4	5		
<b>Specialists</b>	(T)	✓	✓	○	○	✓	✓	○	○	○	○	✓*											■	■	■	■	■	■	■	■	■	■	■	■	■	1	2	2	3	4	5		
<b>Team Leaders</b>	(O)	✓	✓	○	○	✓	✓	✓	○	○	✓	✓					■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	2	1	1	4	3	1	
<b>Supervisors</b>	(O)	✓	✓	○	○	✓	✓	✓	○	○	✓	✓	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	3	1	1	4	2	1	1	
<b>Managers</b>	(S)	✓	✓	○	○	✓	✓	✓	○	○	✓	✓	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	3	1	1	4	2	1	1		
<b>Executives^</b>	(S)	✓	✓	○	○	✓	✓	✓	○	○	✓	✓	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	3	1	1	4	2	1	1			

\* Requirement under development

^ As identified, Education, Certification, Leadership Competencies, & Promotion Criteria feed Executive Core Qualifications for SES (Leading Change, Leading People, Results Driven, Business Acumen, & Building Coalitions/Communications). See [www.leadership.opm.gov/ecq.cfm](http://www.leadership.opm.gov/ecq.cfm) for specifics.

## Eastern Region Contact Information

- **Kim Gibbons - 703-805-1529; [kim.gibbons@us.army.mil](mailto:kim.gibbons@us.army.mil)**
- **Roosevelt Ingram - 703-805-9434; [roosevelt.ingram@us.army.mil](mailto:roosevelt.ingram@us.army.mil)**
- **Yves Jackson - 703-805-9432; [yves.jackson@us.army.mil](mailto:yves.jackson@us.army.mil)**
- **John Kelly - 703-805-9430; [john.t.kelly@us.army.mil](mailto:john.t.kelly@us.army.mil)**
- **Polly Merlo (APG) - 410-436-5531; [polly.merlo@us.army.mil](mailto:polly.merlo@us.army.mil)**
- **Regional Director – 703-805-1526; [thomas.evans1@us.army.mil](mailto:thomas.evans1@us.army.mil)**
- **DSN: 655 (Fort Belvoir); 584 (APG)**
- **Fax: 703-805-1530 (Fort Belvoir); 410-436-3884 (APG)**
- **E-mail: [usaasceasternregion@conus.army.mil](mailto:usaasceasternregion@conus.army.mil)**

## Useful Web Sites

- <http://asc.army.mil/>: AAC/USAASC Home Page (includes news, publications, career development, workforce policy, organization information, contacts, links)
- <http://asc.army.mil/organization/eastern/default.cfm>: Eastern Region Home Page
- <https://rda.altess.army.mil/camp/>: CAPPMS/CAMP Website (includes ACRB, IDP, AITAS (ATTRS), AAPDS)
- <http://www.dau.mil>: Defense Acquisition University
- <http://asc.army.mil/policies/PoliciesProcedures.cfm>: Course Fulfillment Program information
- <http://cpol.army.mil>: Civilian Personnel Training