Welcome

Rick Turner

Purpose

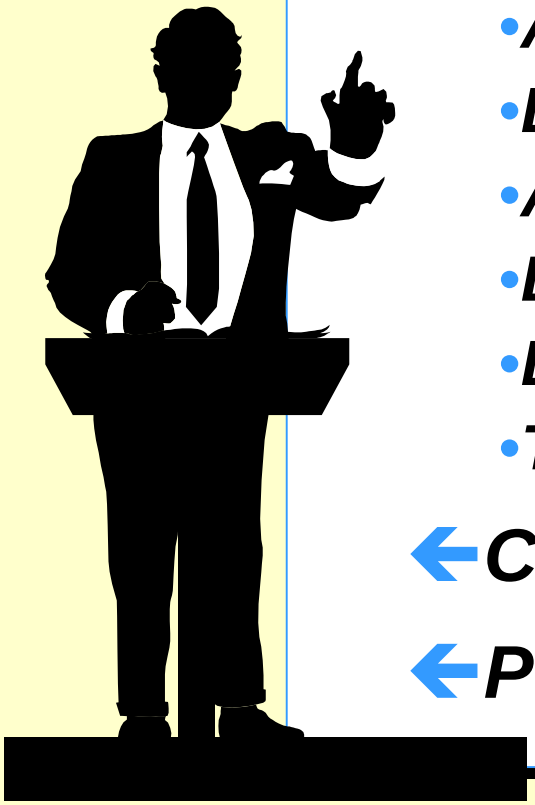
- ***Provide information to the careerist on Army Acquisition Corps/Workforce***
- ***Provide information on the available training and promotion opportunities and where to find the information***
- ***Promote communication among careerists***

Ground Rules

- ***This is an informal communications opportunity***
- ***Let's not address personal issues or concerns here***
- ***Let's not address any internal/specific organizational coordination problems. We can address off-line.***
- ***Take notes — Ask questions***
- ***Do not use examples discussed today in your career referral or training packages unless they are true for you!***

Agenda

- **AAC/AAW** — *Mr. Mike Hartwell*
- **Mentor Program** — *Mr. Tommie Cutts*
- **Training Opportunities** — *Ms. Kathy Fowler*, *Ms. Betty Lee*, *Ms. Becky Smith*
  - **AMC Fellows Program**
  - **DA Intern Program**
  - **ACTEDS**
  - **LOGPRO**
  - **LOGU**
  - **Training Tools**
- **Career Advice** — *Mr. Rick Turner*
- **POCs**



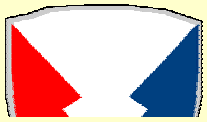
Army Acquisition Corps (AAC)

Acquisition Career Management

Mr. Mike Hartwell

Acquisition Logistics

The acquisition logistics career field includes individuals who are involved in support activities as defined in DoD Directive 5000.1 and DoD Regulation 5000.2-R. They manage logistics activities associated with procurement, integration, and fielding support systems/environment, weapons systems/equipment, or system modifications.



TRADITION OF EXCELLENCE

Duties of the Acquisition Career Program Assistant (ACPA)

- ***Support Acquisition Career Managers***
- ***Review and track IMMC AAC/AAW certification packages.***
- ***Assist individuals with AAC/DAU training.***
- ***Distribute and track information on the following:***
  - ***Army Acquisition Tuition Assistance Program (ATAP)***
  - ***Continuous Learning Points (CLPs)***
  - ***Acquisition Career Experience (ACE) Program***
  - ***Naval Postgraduate School Announcements***
  - ***Rotational/Developmental Assignment Program (RDAP)***
  - ***Competitive Development Group (CDG) Training***
  - ***AAC Regional Training Announcements***
- ***Review and track IMMC Acquisition Critical Positions (CAPs)***

POC: Becky Smith, AMSAM-MMC-BM-PS, 876-5781

AAC Positions Identified in IMMC

Series Involved: **334, 343, 346, 560, all 800 series, 1102, 1515 and 2003**

Certifications In:

L = ACQUISITION LOGISTICS (346 & 2003)

C = CONTRACTING (1102)

K = BUSINESS COST ESTIMATING (560)

S = ENGINEERING (all 800 series)

A = PROGRAM MANAGEMENT (343)

T = TEST & EVALUATION (1515)

R = INFORMATION TECHNOLOGY (334)

October 2001, the following series were nominated for inclusion into the army Acquisition workforce:

301 (GS/13s, GS/14s, & GS/15s)
1670 (GS/11s, & GS/12s)
2010 (GS/11s, & GS/12s)
1910

EXPECTED APPROVAL
3rd QTR FY03

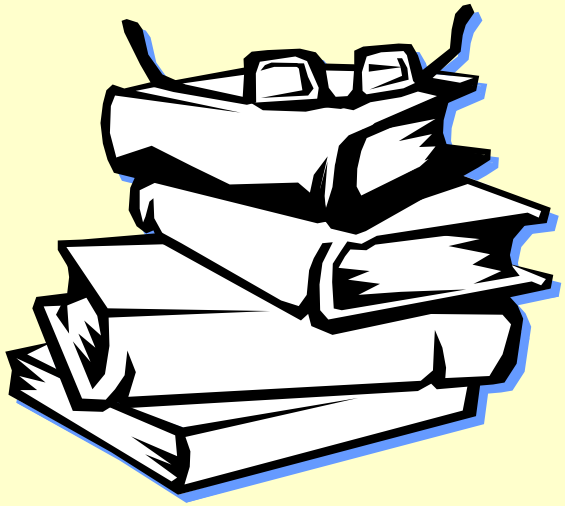
TRADITION OF EXCELLENCE

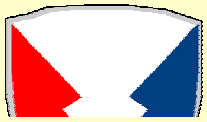
Certification Guidelines (cont'd)

Level I Grades 5-8, completion of mandatory courses, one year (12 months) of acquisition experience. A baccalaureate degree in a technical, scientific, or managerial field is DESIRED.

Level II Grades 9-12, completion of mandatory courses, two years (24 months) of acquisition experience. A baccalaureate degree in a technical, scientific, or managerial field is DESIRED.

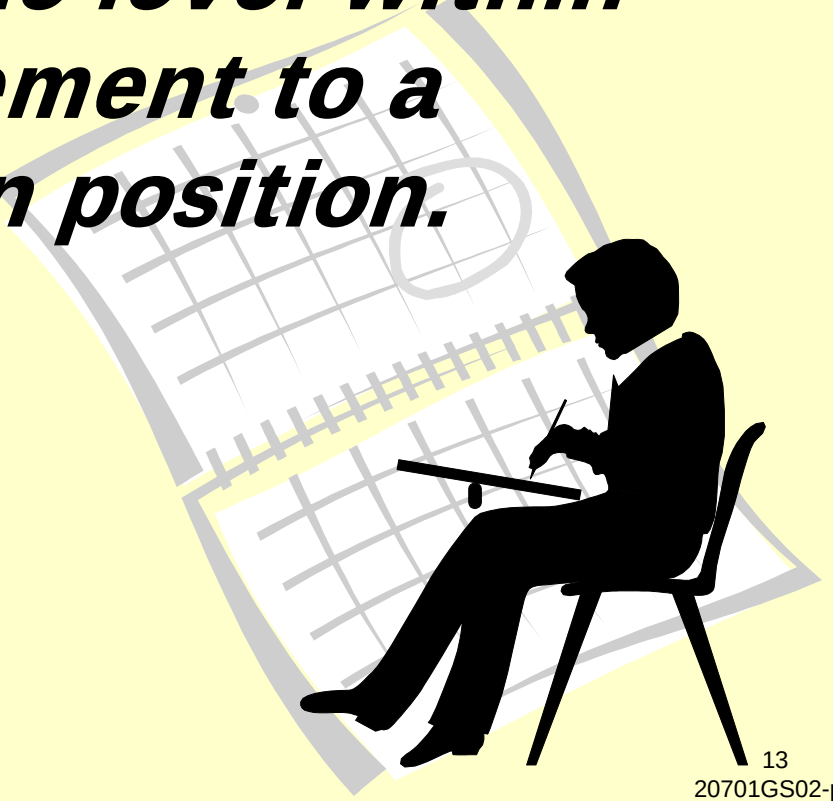
Level III Grades 13 & Above, completion of mandatory course Plus Level I and Level II requirements, four years (48 months) of acquisition experience. A Master's degree in a technical, scientific, or managerial field is DESIRED.





TRADITION OF EXCELLENCE

***<u>NOTE:</u>* Individuals must achieve the required level of certification for their appropriate grade level within 18 months after placement to a designated acquisition position.**



Qualification for AAC Corps Membership

- ***Must occupy a AAC critical position (GS/14 & above)***
- ***Have completed at a minimum Level II training in an acquisition career field***
- ***Must have four years of acquisition experience in the DoD or in a comparable position***
- ***Must have a Baccalaureate Degree***
- ***Must have 12/24 Business Hours from an accredited institution of higher learning from among the following business disciplines:***

  Accounting, Business, Finance, Contracts, Economics, Industrial, Management, Law, Marketing, Organization Management, Purchasing, and Quantitative Methods

  OR

  If an individual had at least ten years of acquisition experience as of 1 October 1991, the above education requirements do not apply

<u>NOTE</u>: "Individuals selected for CAPs must be fully qualified for AAC membership at the time of applying for the position. Tentative selection is allowed only for the approximately two-week period it takes to process the paperwork for accession into the AAC."

Army Acquisition Corps Eligible (CE) & Corps Qualified

- ***Must have completed Level II mandatory courses in an Acquisition Career Field***
- ***Effective 5 June 2001, there is no grade restriction for Corps Eligible application***
- ***Must have the mandatory 12/24 Business Hours or have had at least ten years of acquisition experience as of 1 October 1991***
- ***Also, effective 5 June 2001, GS/13s who are Level III certified in an Acquisition Career Field and is Corps Eligible can now apply for Army Acquisition Corps Membership***

<u>NOTE:</u> Why should I become Corps Eligible (CE)?

- **CE status qualifies you to fill Critical Acquisition Positions (CAPs)**
- **CE status streamlines the AAC accession process when selected for a CAP**
- **CEs are given several competitive and non-competitive career**
- **Enhancing opportunities to include seeking a Master's Degree, etc**

TRADITION OF EXCELLENCE

Continuous Learning Points (CLPS)

Workforce members are responsible for maintaining records supporting the completion of continuous learning activities.

First line supervisors are responsible for verifying that activities have been completed by annotating the "Continuous Learning Points/Actual Points" section of the AAC 5-Year IDP.

When 80 CLPs have been recorded on the IDP within the designated two-year cycle, the ACRB is automatically updated to indicate Continuous Learning Standard certification.

Hiring Policy/Procedures 5 Dec 2001

This policy applies to civilians seeking selection to permanent, temporary, or term positions in the Acquisition and Technology Workforce (A&TWF), to include Critical Acquisition Positions (CAP) that require AAC membership.

CAPs:

1) **Recruitment actions to fill positions for over 120 days will be subject to competitive procedures. The employee must meet AAC membership requirements and be accessed into the AAC prior to the competitive promotion or placement action.**

2) **Only individuals who meet AAC membership requirements and are assessed into the corps may be temporarily promoted or detailed to a CAP.**

Hiring Policy/Procedures (cont'd) 5 Dec 2001

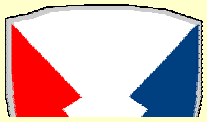
CAPs (cont'd):

3. **The selecting official is responsible for ensuring that selectees with Level II Acquisition certification or training complete an 5-Year IDP within 45 days of entrance on duty that details how the selectee will become certified at Level III within 18 months**

Announcing a Non-CAP (GS/13 and Below):

The career referral notification letter and/or the recruitment announcement must contain the following statement:

"This is an Army Acquisition and Technology Workforce position. Applicants must meet position requirements of certification at Level ____ in Acquisition Position Category ___ within 18 months of entrance on duty."



TRADITION OF EXCELLENCE

Acquisition Tuition Assistance Program (ATAP)

- ATAP is available for Civilian Army Acquisition & Technology Workforce (A&TWF) members who wish to complete an under-graduate degree or graduate degree
- ATAP may be used to complete either 24 semester credit hours (or equivalent) of business needed to apply for Corps Eligible (CE) or Corps Membership status
- ATAP is not authorized for education beyond the m
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Other AAC Training & Career Development Opportunities

- ***RDAP*** **– A program established to support the AAC objective of having a highly skilled, multi-functional workforce with strong management and leadership skills**

- ***CDG*** **– A three-year development program that offers board-selected applicants expanding training, leadership, experiential and other career development opportunities. It is designed to develop future Army Acquisition Leaders**

- ***Naval Post Graduate School*** **– A program established to improve the managerial capabilities and leadership qualities of US and international officers and government civilians through graduate education, research, and professional service. Must be on an A&TWF position and certified at least Level II in their primary career field**

- ***Other AAC Regional Training as available***

Army Acquisition Websites

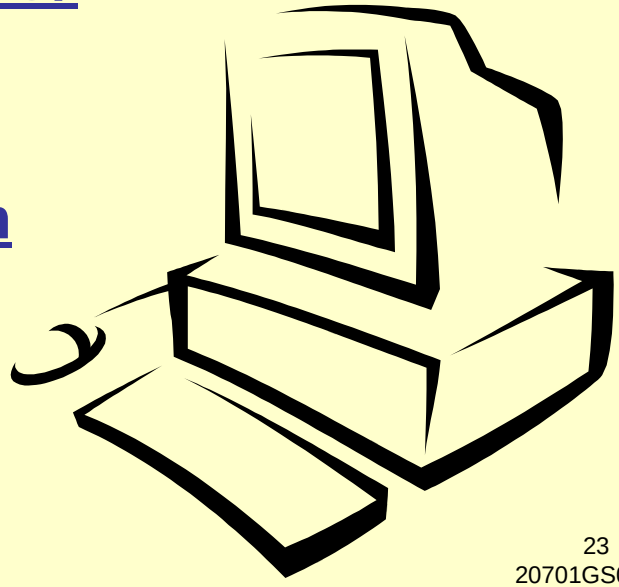
AAC Southern Region Homepage:
http://southernregion.redstone.army.mil

Website to access AAC ACRB & AAC 5-Year IDP:
https://rda.rdaisa.army.mil/cappmis

Website to prepare, review, cancel DAU training:
https://www.atrrs.army.mil/channels/aitas/

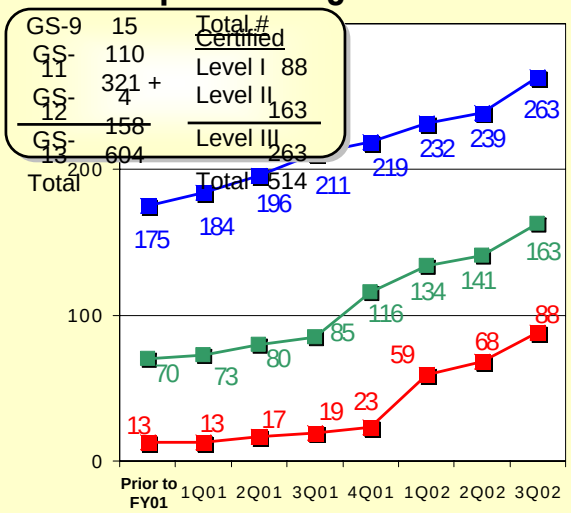
Website to DAU Virtual Campus:
https://dau5.fedworld.gov/dau/index.htm

Website to DAU Homepage:
http://dacm.rdaisa.army.mil

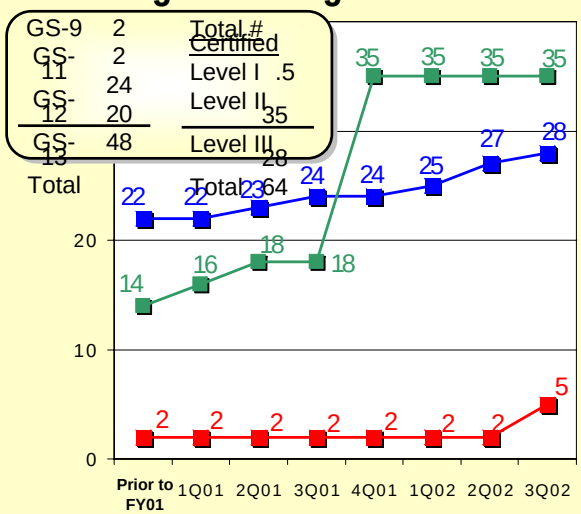


Army Acquisition Corps
Army Acquisition Work Force

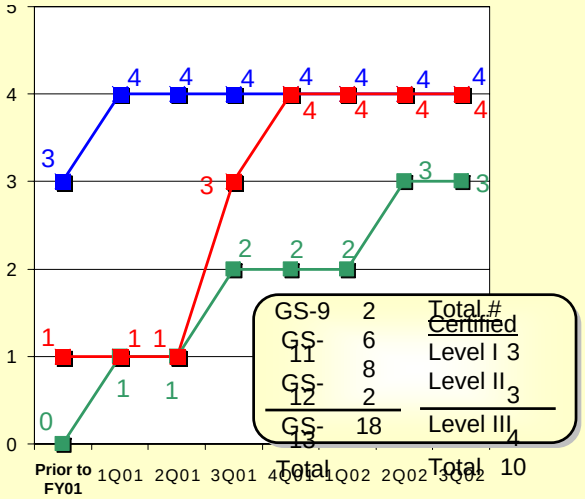
Acquisition Logisitcs - "L"



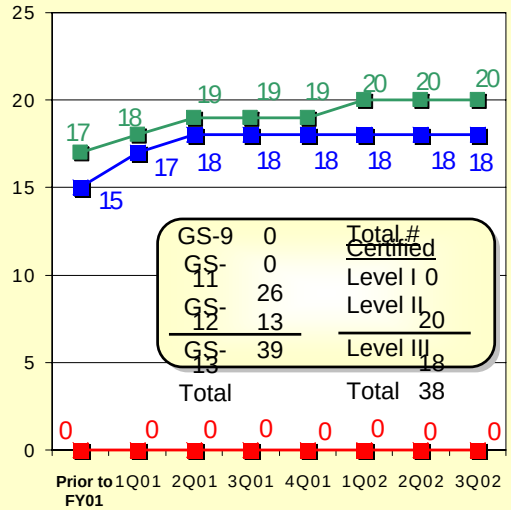
Program Management - "A"



Business Cost Estimate – "K"



System Planning R&D – "S"



Contracting – "C"

GS-9	0	Total # Certified	
GS-11	0	Level I	0
GS-12	1	Level II	0
GS-13	0	Level III	1
Total	1	Total	1

Information Technology – "R"

GS-9	0	Total # Certified	
GS-11	0	Level I	1
GS-12	1	Level II	1
GS-13	1	Level III	0
Total	2	Total	2

Test & Evaluation - "T"

GS-9	0	Total # Certified	
GS-11	6	Level I	1
GS-12	1	Level II	3
GS-13	1	Level III	1
Total	8	Total	5

Mfg Prod Quality Assurance – "H"

GS-9	0	Total # Certified	
GS-11	1	Level I	2
GS-12	2	Level II	1
GS-13	3	Level III	3
Total	6	Total	5

720 AAC/AAW Positions

Non-Acquisition Series:

- ✓301
- • 1601
- ✓1670
- ✓2010
- • 1083
- ✓1910

✓Recommended for inclusion into AAW

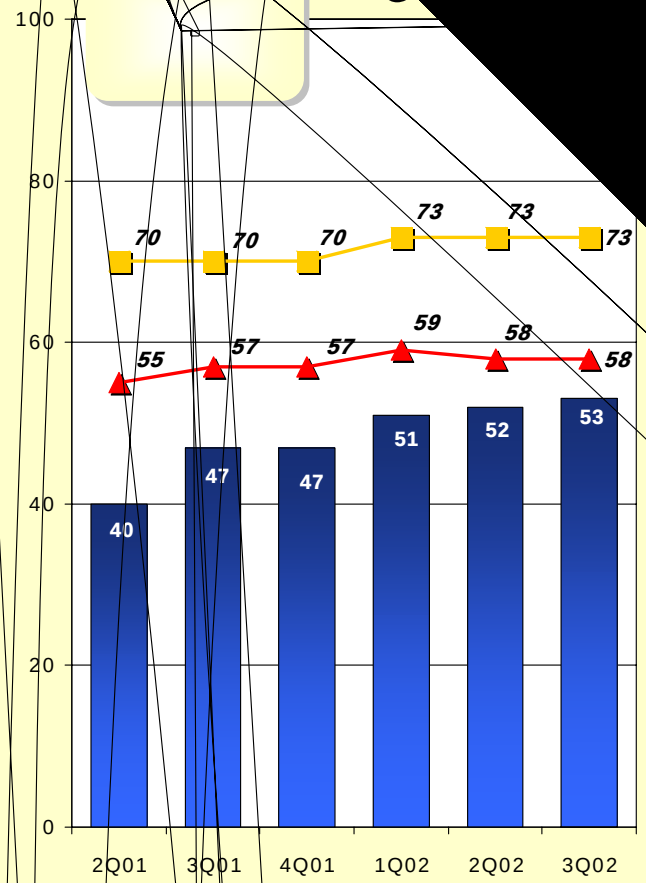
✓272 additional positions in AAW

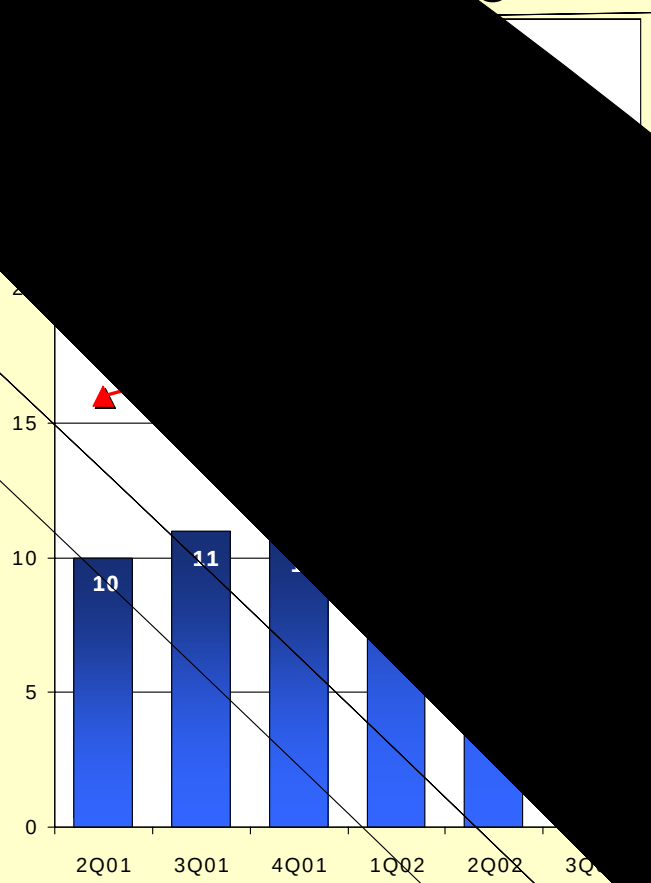
✓Approval Jun/Jul 02

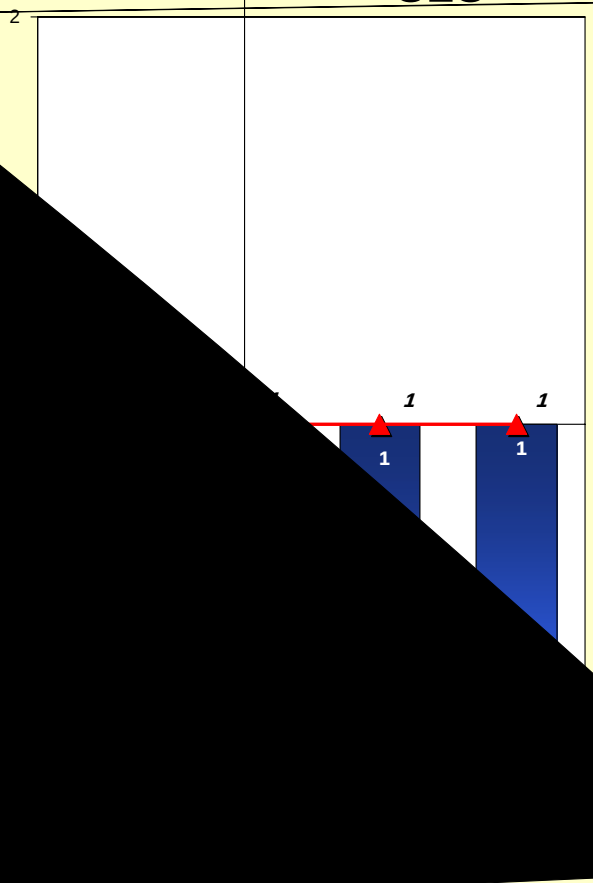
Level I | Level II | Level III

POC: Becky Smith, AMSAM-MMC-BM-PS, 876-5781

Critical Acquisition Positions (CAPs)







TRADITION OF EXCELLENCE

Why Formal Mentoring?

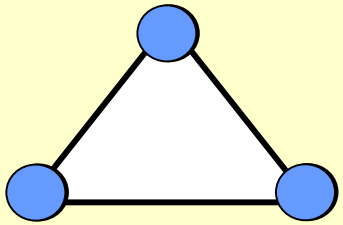
- ***Development of the 21st Century Civilian***
- ***Retain the "best & brightest"***
- ***To support diversity***
- ***Enhance organizational communication***
- ***Increase Loyalty***

Mentoring Components

Mentoring Program Organizational Goals

Mentor Functions

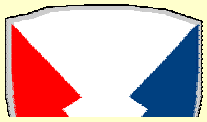
Cross-Gender



Cross-Racial

Mentoring Phases

Ongoing Development Components



TRADITION OF EXCELLENCE

- What are the “Best Practices” of formal mentoring?
- Define *measurable* organizational goals for the program
- How program goals drive Mentee and Mentor criteria
- Considering the organizational culture when developing the program
- Setting realistic program ground rules
- Defining communication and roll-out strategy
- Establishing the timeline to program launch

Preparation

Strategic Design

- **Organizational Goals**
- **Customized Process Components**
- **Program Ground-Rules**
- **Communications/Rollout Strategy**

Development

Component Development

- **Communications Vehicles**
- **Informationional Materials**
- **Interview Guides**
- **Match Considerations**
- **Monitoring/Support Components**

Implementation

Internal Team Training

- **Information/Recruiting Sessions**
- **Mentee/Mentor Interviews**
- **Partnership Matches**
- **Mentee/Mentor Training**

Monitoring/Support

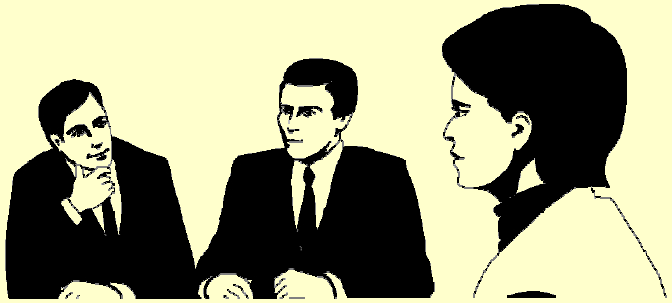
Customized Program

- **On-line Survey – 90 days**
- **Six-Month Checkpoint**
- **On-line Survey – 11 months**

Process Closeout/Evaluation

Formal Closeout Celebration

- **Written Survey Analysis**
- **Closeout Celebration**
- **Executive Presentation**



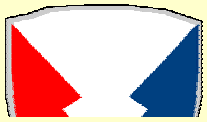
IMMC
"Path Ahead"

- Survey to identify Mentees
- Identify Mentors
- Establish Mentoring Plan

Are there any questions?

TRADITION OF EXCELLENCE

TRADITION OF EXCELLENCE



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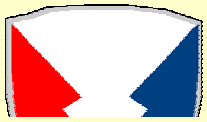

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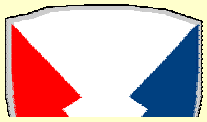


TRADITION OF EXCELLENCE

GS-346 Intern Announcements

Candidate Options:

External ***– The only option available to external candidates is the Outstanding Scholar Program or 10% in their graduating class (all Outstanding Scholars are given first priority)***

Internal ***– If the employee has a 3.45 cumulative GPA, they may apply under the Outstanding Scholar program. If their grades don't meet the requirements, they may apply under Merit Promotion***

Interns are still required to sign a mobility agreement upon enrollment. Assignment to their Permanent Duty Locations (PDLs) will occur during orientation if not before. We no longer pay Permanent Change of Station (PCS) costs; therefore, the employee is in a TDY status from entry until physically reporting to their PDL.

TRADITION OF EXCELLENCE

Training Opportunities

Army Civilian Training, Education & Development System (ACTEDS

- ***Perdiem and travel funded by PERSCOM***
- ***Salary and benefits paid by organization***
- ***Long term training (120 days or more)***
  - ***University training – GLLEAF & LEAF (Fulltime – 12 mos, Parttime – 24 mos)***
  - ***Special developmental assignments (6 or 12 months)***
  - ***Professional enhancement programs***
  - ***Senior service schools & fellowship programs (National War College, Army War College, ICAF, etc.)***

Training Opportunities

Program Offerings

Army Civilian Leadership Training Core Curriculum

Action Officer Development Course
Intern Leadership Development Course
Leadership Education & Development Course
Leadership Education & Development Course Train-the-Trainer
Manager Development Course
Organizational Leadership for Executives
Personnel Management for Executives I
Personnel management for Executives II
Supervisor Development Course
Sustaining Base Leadership & Management
Resident and Nonresident Programs

Senior Service College Programs

SSC Operational Assignments Program
Army War College
Army War College - Distance Education Course
Industrial College of the Armed Forces
National War College

Functional Chief Representative Competitive Professional

Development and Short Term Training Programs

Offerings for Career Programs 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 22, 24, 26, 27, 28, 31, 32, 33, 34, 35 and 50

Opportunities Open to all career programs:

Army Congressional Fellowship Program

Defense Civilian Intelligence Personnel System Opportunities

Logistics Executive Development Course

Secretary of the Army Research & Study Fellowship

POC: Betty Lee, AMSAM-MMC-BM-PS, 876-5044

Training Opportunities

Program Offerings (cont'd)

Government Programs

Commerce Science & Technology Fellowship Program

Defense Leadership & Management Program

DOD Executive Leadership Development Program

OPM Federal Executive Institute Leadership for a Democratic Society

Office of the Secretary of Defense Energy

Management Professional Enhancement Program

Non-Government Programs

Harvard University Program for Senior Executive Fellows

National Security Management Course

Career Field Training

Army Congressional Fellowship Program

Army Curatorial Methods Training Course (Advanced)

Army Museum Information System User Certification Course

Logistics Executive Development Course

Military Personnel Technicians Developmental Assignments

Secretary of the Army Research & Study Fellowship

US Army Museum Training Course

Long-Term Training Guide (Appendix C)

Detailed information provided to help personnel selected for LTT understand what actions need to be taken. It is intended to provide broad and general guidance. Because local procedures may vary, you should always check with your Civilian Personnel Advisory Center for clarification of local procedures, Joint Travel Regulation entitlements and other regulatory requirements.

POC: Betty Lee, AMSAM-MMC-BM-PS, 876-5044

How to Apply for ACTEDS Training Opportunities

Guidelines and detailed information are provided by the IMMC Training POC:

Ms. Betty Lee

TRADITION OF EXCELLENCE

Training Opportunities

Logistics Proponency Office (LOGPRO)

- ***Logistics cross-functional developmental training***
- ***120 days or less***
- ***Per diem and travel funded by LOGPRO (55% per diem)***
- ***Salary and benefits paid by organization***

Announcements

Training With Industry, Logistics Cross-functional Training, Training With Soldier Short-term & Long-term Training

CP 13 & 17 Opportunities: LOGPRO Announcements (22 total):
Suspenses from Sep 02 through Aug 03
Instructions provided via email from IMMC Training Coordinator, Betty Lee

1	**1 Day – 2 wk Opportunity**
15	**120 Day Opportunities**
5	**6 Month Opportunities**
1	**16 Month Opportunities**

POC: Betty Lee, AMSAM-MMC-BM-PS, 876-5044

How to Apply for LOGPRO Training Opportunities

Guidelines and detailed information are provided by the IMMC Training POC:

Ms. Betty Lee

TRADITION OF EXCELLENCE

Training Opportunities

Logistics University (LOGU)

A consortium of nationally accredited local universities that teach junior-and-senior level business and logistics oriented courses at Redstone Arsenal. LOGU offers eligible employees a unique opportunity to further their education in job related course work.

- ***Open to AMCOM community personnel who meet academic and army regulatory requirements***
- ***Tuition paid by employee's organization***
- ***Student pays textbooks and fees***
- ***Taught evenings***
- ***UNDERGRAD PROVIDERS: Athens, Alabama A&M, and UAH***
- ***Grad provider: FIT***

Training Opportunities

Logistics University (LOGU)

Application at: https://dpd17.redstone.army.mil/vidsws

Schedule for the years 2002 & 2003

The courses for each school are as follows:

A&M (Undergrad)

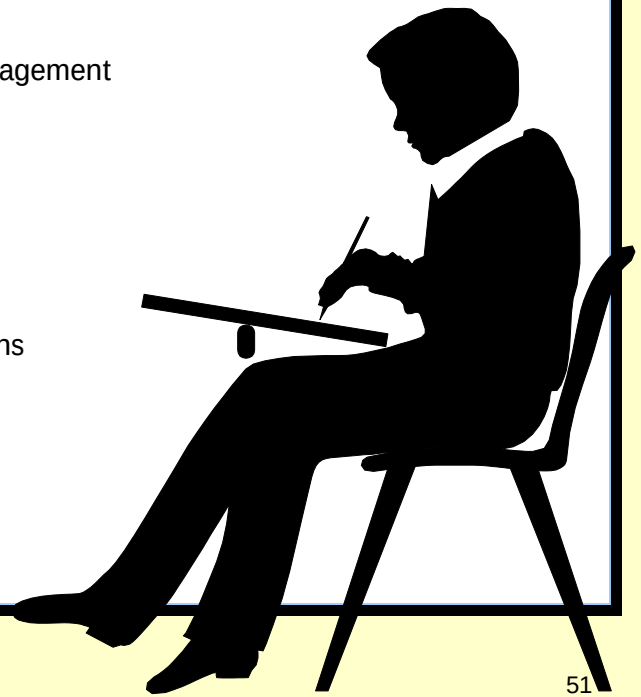
Fall 2002	Sep-Nov 02	LOG 201	Introduction to Logistics
Spring 2003	Jan-Mar 03	LOG 415	Logistics Support Analysis
Summer 2003	Apr-Jun 03	MGT 413	Production/Operations Management
Fall 2003	Sep-Nov 03	LOG 422	Negotiation Techniques

Athens 2002 (Undergrad)

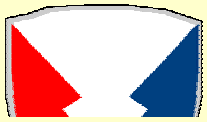
Fall 2002	Sep-Nov 02	FIN 350	Management Finance
Spring 2003	Jan-Mar 03	EC 321	Money & Banking
Summer 2003	Apr-Jun 03	MG 351	Labor/Management Relations
Fall 2003	Sep-Nov 03	MG 420	Business Policy

FIT 2002 (Grad)

Fall 2002	Sep-Nov 02	MGT 5062	Logistics Policy



POC: Betty Lee, AMSAM-MMC-BM-PS, 876-5044



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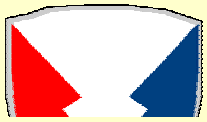


TRADITION OF EXCELLENCE

Tools Used to Find Training Opportunities

****IMMC Training & Career Management Website:**
http://immcauto.redstone.army.mil/infodesk/information/training/index.htm

Army Civilian Personnel:
http://www.cpol.army.mil

Long-Term Training & Competitive Development Plan:
http://www.cpol.army.mil

Training Information Program (TIP):
https://dpd17.redstone.army.mil/vidsws/

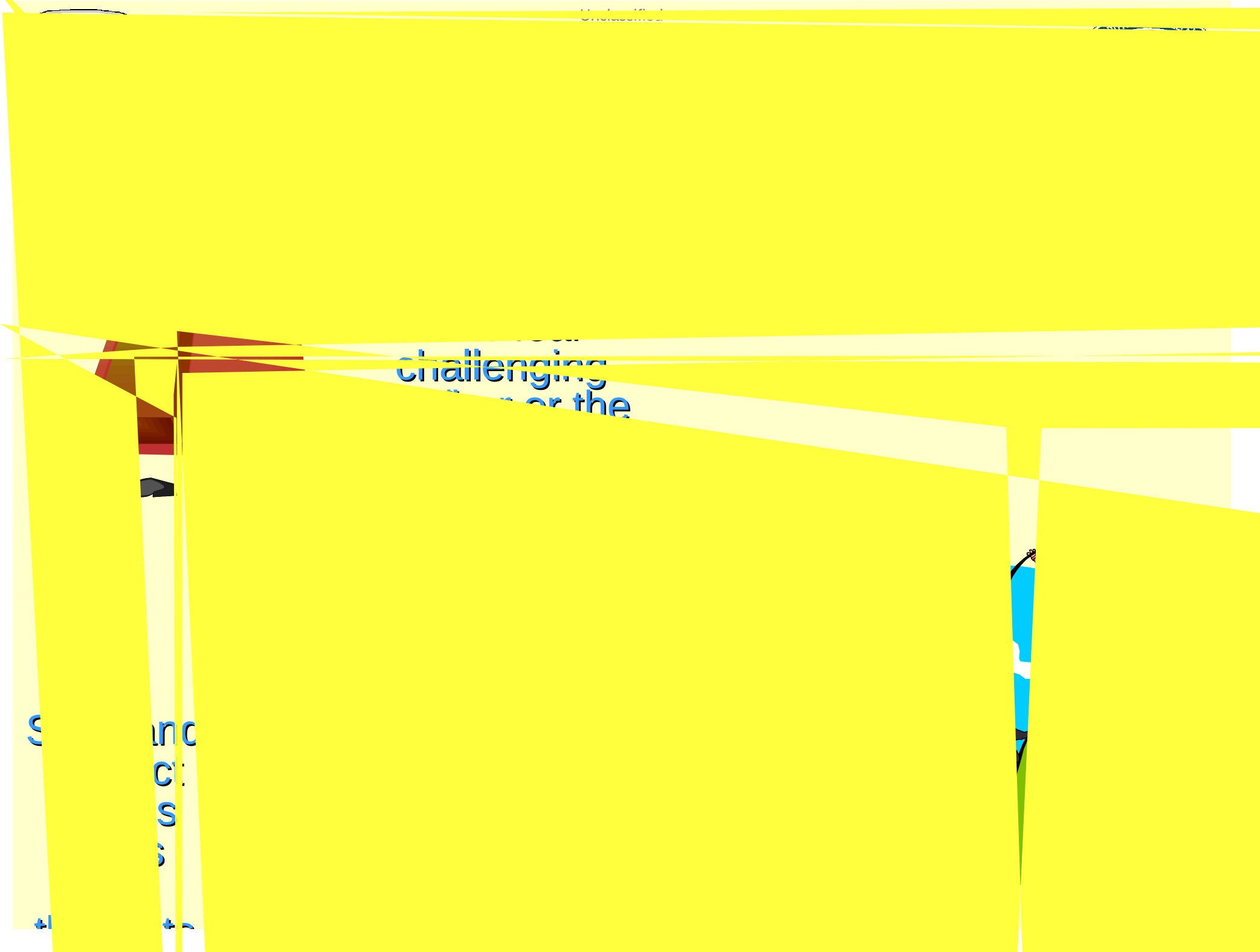
Ms. Becky Smith

TRADITION OF EXCELLENCE

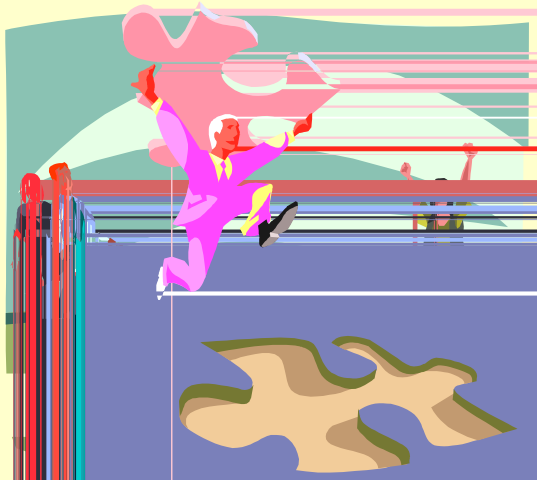
- ***These ideas worked for me***
- ***Pick and choose the ones appropriate for you***
- ***All of us come from different backgrounds, so do what is comfortable… but, some are really non-negotiable***

Don't hesitate
to volunteer!
Lead or follow
but never be
in the middle

If no c
char
someo
be


challenging

Career Advice



You are responsible and

Don't stovepipe yourself

Obtain a

Career Advice

Conduct/attend regular meetings
Keep folks informed

Know who your customers are.
Treat them as customers

The soldier is #1 – ALW

Try just one process – improve /

Be prepared.
Preparation makes an impact.
The most prepared person generally gets his/her way

If you don't understand, ask questions

Take Time

Earn taxpayer's respect – eliminate

Use the ch
comma

Unclassified

Career Advice

Go-Phe r It!!

Treat people with dignity & respect

Sense of Urgency

Sense of Humor

Happiness is defined by the Greeks: "The full use of your power along the lines of excellence" John F. Kennedy, Oct 31, 1963

Where To Apply For Promotion Opportunities

Job Announcements:

Webdesk – IMMC Canvassing System

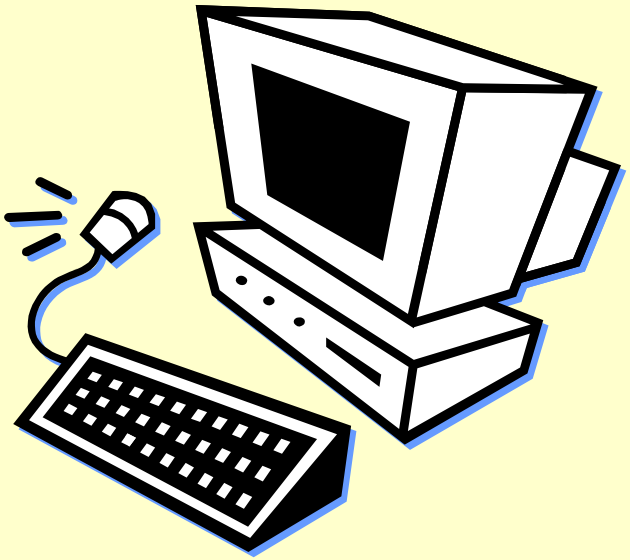
http://webdesk.redstone.army.mil/secure/default.asp

Army Vacancies – DA CPOL

http://webdesk.redstone.army.mil/secure/default.asp

Resume Tool:

Resumix – ***starting on 1 Oct 02!***



Resumix

- ***6 identical training classes were conducted by CPAC on the following dates:***

  20, 21, 22 & 28 Aug 02

- ***Make-up session scheduled for 12 Sep 02, 0830 – 1130, Bob Jones Auditorium***

- ***Registering for Resumix involves submitting a resume to the centralized Resumix website. Resumes are built using the new Army resume builder.***

  www.cpol.army.mil - under employment

Points of Contact

ACPM for SMCP-13:

Mr. Richard Turner / Mr. Watson Chaney / Mr. William Andrews, Jr.
Mr. Chaney is located in building 5301 of the Sparkman Center, (256) 876-1968, DSN 746-1968
Mr. Andrews is located in building 5309 of the Sparkman Center, (256) 313-2020, DSN 897-2020

ACPM for TMCP-24:

Mr. Charles Reeves, II, AMSAM-MMC-MM-DT. Mr. Reeves is the Chief of the Transportation Branch, Materiel Management Directorate, Integrated Materiel Management Center. Mr. Reeves is located in building 5302 of the Sparkman Center, (256) 876-8475, DSN 746-8475.

ACPA for SMCP-13 / TMCP-24:

Ms. Melba Martin / Ms. Patricia Miller, AMSAM-BM-PS. Ms. Martin/Ms. Miller are available to assist you in preparing your career packages; answer your questions/concerns about SMCP-13/TMCP-24. Ms. Martin/Ms. Miller are located at workstation 23B030, building 5302 of the Sparkman Center, (256) 876-4580, DSN 746-4580.

ACPM for MMMCP-17:

Mr. Tommie Cutts, AMSAM-MMC-MM-MS. Mr. Cutts is the Director of the Medium Range/Close Combat Directorate, Integrated Materiel Management Center. Mr. Cutts is located in room 1229, building 5301 of the Sparkman Center, (256) 876-3393, DSN 746-3393.

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Points of Contact

Deputy ACPM (within the IMMC) for PACM-34:

Ms. Teresa Harrison, AMSAM-MMC-MA-NP. Ms. Harrison is the Acting Chief of the Publication Services Branch, Maintenance Directorate, Integrated Materiel Management Center. Ms. Harrison is located in workstation 11B042, building 5301 of the Sparkman Center, (256) 842-8804, DSN 788-8804

ACPA for MMMCP-17 (AMCOM-wide)/PACM-34 (within IMMC only):

Ms. Melba Martin/Ms. Patricia Miller, AMSAM-BM-PS. Ms. Martin/Ms. Miller are available to assist you in preparing your career packages; answer your questions/concerns about MMMCP-17/PACM-34. Ms. Martin/Ms. Miller are located at workstation 23B030, building 5302 of the Sparkman Center, (256) 876-4580, DSN 746-4580

Training (within the IMMC):

Ms. Betty Lee, AMSAM-MMC-BM-PS. Ms. Lee is available to assist you in the preparation of your training packages, answer your questions/concerns about training after you have went through your directorate training point of contact. Ms. Lee is located at workstation 23B032, building 5302 at the Sparkman Center, (256) 876-5044, DSN 746-5044.