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

Applicant User Guide For
Army Civilians (Acquisition and Non-Acquisition) and Army Acquisition National Guard (Military and Civilian)

Version 1.3
August 29, 2008

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 Acquisition Career Record Brief (ACRB). 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 Civilians
- Army Civilians (non-Acquisition)
- Army Acquisition National Guard Bureau (Military and Civilian)

Section 3.0 What You Need To Do Before Applying

Before you start the application process, please note the following:
- Your ACRB must be up to date and accurate prior to using CMS. If your information is not accurate, the system will not allow you to apply successfully.
- DAU classes are automatically entered into your ACRB within 2-3 weeks after completion. If you just completed course(s) towards certification, wait until the course(s) are displayed on your Individual Development Plan (IDP)/ACRB prior to applying for certification.
- 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.
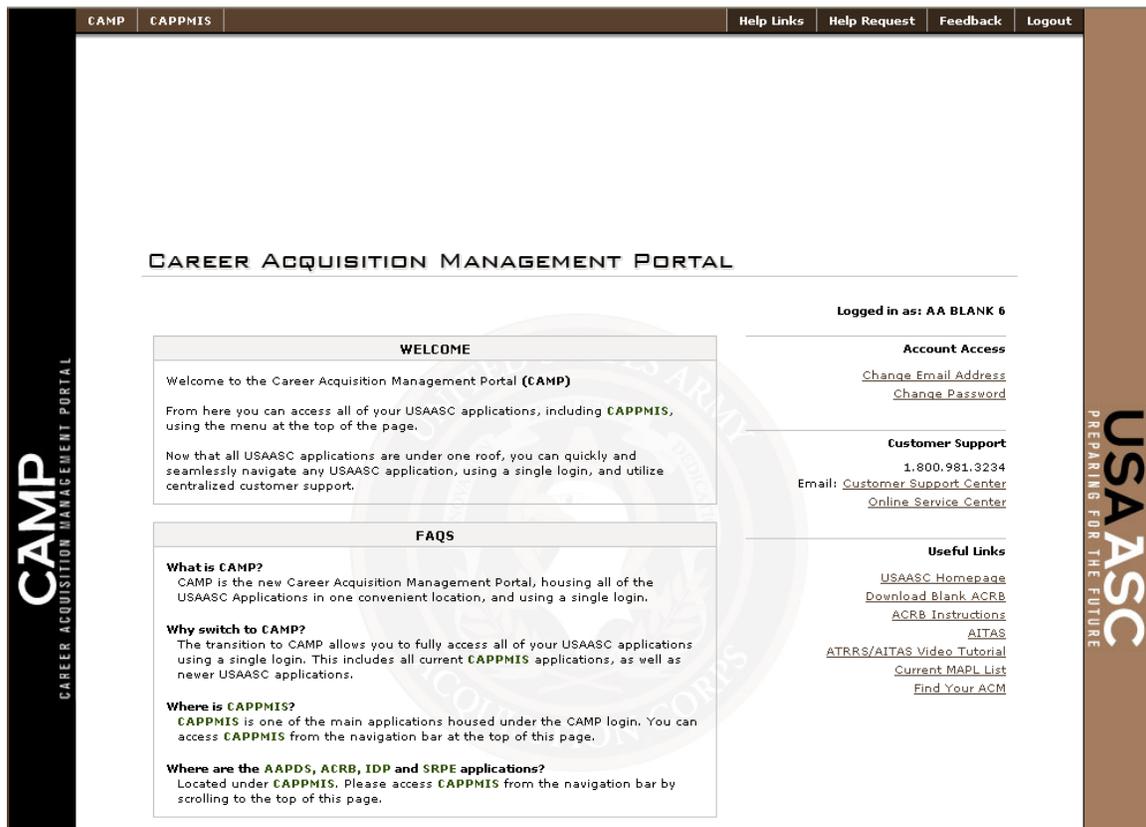

Figure #2

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.
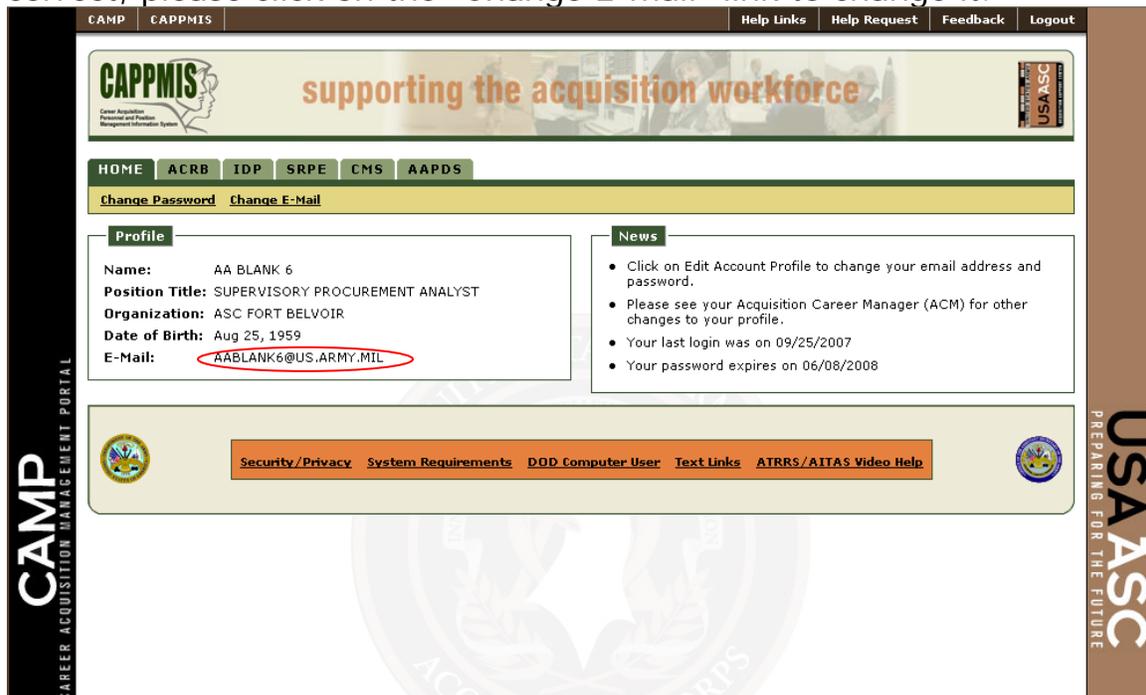

Figure #3

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 3 screens below, listed from 5a to 5c. 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.

Please note: **Non-Acquisition Civilians** will not have a primary career field requirement or a deadline to complete their current position requirement because you do not have a primary career field requirement. Your dashboard will only display the certifications you achieved under the "Certification Status".

Figure #5

b) If you have not met your primary career field requirement and still have time remaining to complete the requirement, a yellow status bar will be displayed, along with the completion deadline.

Please note: **Non-Acquisition Civilians** will not have a primary career field requirement or a deadline to complete their current position requirement because you do not have a primary career field requirement. Your dashboard will only display the certifications you achieved under the "Certification Status".

Figure #6

c) If you have not met your primary career field requirement and there is no time remaining to complete the requirement, then a red status bar will be displayed, along with the overdue date.

Please note: **Non-Acquisition Civilians** will not have a primary career field requirement or a deadline to complete their current position requirement because you do not have a primary career field requirement. Your dashboard will only display the certifications you achieved under the "Certification Status".

Figure #7

6. If you belong to scenario 5b or 5c, then you will need to apply for your primary career field certification. Click on the "Apply for Certifications" link in the navigation bar.

7.   Select the career field and level of the career field for which you wish to apply and click on the "Begin Application" button. You will only be able to apply for the career field of your primary certification.

Please note: You cannot select a career field and certification level equal to or less than you are already certified in. In addition, the system will not let you apply for a new certification unless you have already met your primary career field requirement. However, **non-Acquisition Civilians** are not restricted and may apply for any career field and level because you do not have a primary career field requirement.

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 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 concerning the application process.

HOME | ACRB | IDP | SRPE | CMS | AAPDS

Main   Apply for Certifications   Print Certifications   CMS Documents

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. Your completed courses 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 7c.

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.
3. None of the above.
Please note: If select options 2 or 3 then you will not be allowed to submit your application to your supervisor for review. If you select option 1, an additional drop-down list will appear and you must select a course equivalency that meets the training requirement. The lists of course(s) are populated from Section VI of your ACRB.

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 ⚠️	
Course	**Status**
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:09/04/1998 - CLPs:N/A / Completed Predecessor(s):ACQ 201 - ACQ 201-INTRMD SYSTEMS ACQ	✔️
CON 353-ADVANCED BUSINESS SOLUTIONS FOR MISSION SUPPORT - Completion Date:05/05/1995 - CLPs:N/A / Completed Predecessor(s):CON 311 - CON 311-EXECUTIVE PRE-AWARD CONTRACTING	✔️
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, some degrees may or may not be required. CMS will display the highest achieved degree as listed on your ACRB 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 part 1) to list the Course ID, Course name, and the number of business hours attained. The certifying official will validate each hour. In part 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.

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.

The assignment history is pulled directly from Section IX of your ACRB. Experience requirements that are 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 ( ).

If the applicant does not have the required experience, they can select the following reasons for not meeting the requirement:
1. I have met the required amount of experience for this certification, but it is not listed on my ACRB, 2. I have not met the required amount of experience for this certification, or 3. I have met the required amount of experience while in a differently coded position. Selecting option 1 or 2 will not allow the applicant to submit their application for review. Selecting option 3 will require the applicant to enter justification detailing the experience gained while in a differently coded position.

Option 4. I will use up to 1 year of my education to fulfill the education requirement, will only be available if you are short 12 months or less of experience within the career field you are applying and have achieved at least an associate degree or higher.

Experience ⚠									
Required Experience:									**Status**
4 Years Of Contracting Experience You have not achieved the required amount of experience, please provide justification below: - Select Justification - ▾									⚠ More Info
Achieved Experience:									**Status**
From	**Organization**	**Location**	**Command**	**Duty Title**	**Series**	**Grade**	**APC**	**Supvr**	**MO(s) Acq Exp**
07/07/2005	ASC FORT BELVOIR	FT BELVOIR	USAASC	SUPERVISORY CONTRACT SPECIALIST	1102	NH-04	C	Y	26
02/23/2003	MISSILE DEFENSE - GMD JPO	HUNTSVILLE	USAASC	DEPUTY PRODUCT MANAGER	0340	GS-14	A	Y	12
10/07/2001	PEO AMD LOWER TIER PROJ O	HUNTSVILLE AL	USAASC	ACQUISITION MANAGEMENT SPEC	0301	NH-03	A	N	16
04/08/2001	ASA ALT	ARLINGTON VA	USAASC	DA SYSTEMS COORDINATOR	0301	NH-03	A	N	6
10/08/2000	AAESA TRAINING GRP	ARLINGTON VA	USAASC	TRAINING WITH INDUSTRY	0301	NH-03	A	N	6
09/07/1999	SUPPORT BR DET B	BERLIN GM	JT ACTVTY	CONTRACTING CLERK	1101	NH-01	C	N	13
Total Months of Experience within Contracting Career Field:									**39**
Total Months of Acquisition Experience:									**79**

Figure #12

e) In addition, you must paste or type your resume in the resume section. No specific format is required.

Resume
Please copy and paste your resume below (no required format):
B *I* <u>U</u> ☰ ⧉ ⧉ ✂ 📋 📋
AA BLANK 6   97 FORSYTH WAY   HAMPTON, Virginia 23651   United States   Home: (757) - 303-2044   Work: (757) - 788-5130   DSN: (680) - 5130   SSN: XXX-XX-6666 E-mail: AABLANK6@us.army.mil   WORK EXPERIENCE: 07/07/05 to Present. Hrs per week: 60, Supervisor Contract Specialist

Figure #13

f) You must check the box (☑) under "Validate ACRB" in order to submit your application for review. A link next to the checkbox is displayed for easy viewing of the ACRB. If you did not validate that your ACRB is up-to-date, then you will not be able to submit your application for review. If there are incorrect items on your ACRB, save your application and come back to it after you made the necessary corrections. To make corrections to your ACRB, go to the "ACRB" tab (**ACRB**) of the CAPPMIS navigation bar and click on the "Edit ACRB" link.

Validate ACRB		Validate Supervisor Information
View ACRB	☑ I validate that my ACRB is up to date	◉ DOE JOHN J, (111) 111-1111, JOHN DOE SUPV@US.ARMY.MIL
		○ Supervisor information listed is incorrect

Click here if I have a question

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

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.

Please note: **Non-Acquisition Civilians** are not required to have supervisor on file review. Your application will also be routed directly to the Certifying Official.

Validate ACRB		Validate Supervisor Information
View ACRB	☑ I validate that my ACRB is up to date	◉ DOE JOHN J, (111) 111-1111, JOHN DOE SUPV@US.ARMY.MIL
		○ Supervisor information listed is incorrect

Click here if I have a question

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

Figure #15

h) The "Click here if I have a question" link 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.

i) Once all the necessary fields have been entered, you have several options to choose which are detailed below:

[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.

k) 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.

Please note: For **non-Acquisition Civilians**, your application will be routed directly to the Certifying Official upon successful submission of your application.

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 #16

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 (pending Certifying Official review, approval/disapproval of your certification and deadline to complete) of any outstanding applications.

Figure #17

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