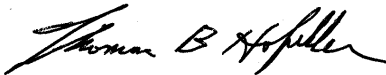


**For:** All FFAS Offices

**Acquisition Career Management Information System (ACMIS)**

**Approved by:** Associate Administrator for Operations and Management



**1 Dataload Training Into ACMIS**

**A Background**

ACMIS is a Federal system of records to track acquisition workforce training and education according to Agriculture Acquisition Regulation (AGAR) No. 85, "Acquisition Workforce Training, Delegation and Management System", which can be found at <http://www.usda.gov/procurement/policy/advisories.html>.

AGAR No. 85 establishes the interim guidance that provides procedures for the USDA Acquisition Workforce Career Management Program and is the reference guide to determine career requirements to report into ACMIS. AGAR No. 85 provides guidance for the following:

- Federal Acquisition Certification in Contracting Program (FAC-C), dated January 20, 2006
- Federal Acquisition Certification for Program and Project Managers, dated April 25, 2007
- Federal Acquisition Certification for Contracting Officer Technical Representatives (FAC-COTR), dated November 26, 2007.

The following are important ACMIS User Guide appendixes:

- Appendix A, "Qualification Standard for GS-1102 Personnel" that outlines educational requirements for contract specialists; for example, college degree, semester hours, etc.
- Appendix D/E, "Contracting Officer Warrant Authorities"
- Appendix G, "Training for COR/COTR's or Equivalent Positions"
- Appendix L, "Federal Acquisition Certification in Contracting Checklist".

Disposal Date	Distribution
December 1, 2008	FSA, RMA, and FAS Offices; State Offices relay to County Offices

## Notice AS-2155

### 1 Dataload Training Into ACMIS (Continued)

#### B Purpose

This notice:

- reminds all acquisition professionals to review and apply AGAR No. 85
- informs all acquisition professionals to dataload their training into ACMIS
- provides the web site for ACMIS User Guide.

**Note:** Acquisition workforce employees are responsible for updating and maintaining their training record in ACMIS. **All** education and training shall be documented in ACMIS, the official database for certification and training.

#### C Contact

Direct questions about this notice to Loretta D'Amico, AMD by either of the following:

- e-mail to [loretta.d'amico@wdc.usda.gov](mailto:loretta.d'amico@wdc.usda.gov)
- telephone at 202-720-5513.

#### D Action

Data **must** be entered into ACMIS **immediately**. To assist with dataloading, a copy of the ACMIS User Guide may be found at <http://www.fai.gov/acm/acmis.asp>.

After completing the requirements listed in ACMIS User Guide, Appendix L, employees may apply for a FAC-C certificate (see ACMIS User Guide, Appendix K) through their supervisor. Verification of mandatory training for the specified FAC-C request level and a copy of any previous FAC-C or Defense Acquisition Workforce Improvement Act (DAWIA) certification shall be part of the submission package. After supervisor approval, the package should be submitted to the AMD, Acquisition Career Manager (ACM). AMD, ACM will provide the final FAC-C review, verify employee documented training information in ACMIS, obtain Senior Procurement Executive approval, and forward the signed FAC-C certificate back to FSA's head of contracting activity designee.