



DEPARTMENT OF VETERANS AFFAIRS
DEPUTY ASSISTANT SECRETARY FOR ACQUISITION AND MATERIEL MANAGEMENT
WASHINGTON, DC 20420

IL 049-03-5
January 16, 2003

OFFICE OF ACQUISITION AND MATERIEL MANAGEMENT INFORMATION LETTER

TO: Under Secretaries for Health, Benefits, and Memorial Affairs; Chief Facilities Management Officer, Office of Facilities Management; Veterans Integrated Service Network Directors; Directors, VA Medical Center Activities, Domiciliary, Outpatient Clinics, Medical and Regional Office Centers, and Regional Offices; Directors, Denver Distribution Center, Austin Automation Center, Records Management Center, VBA Benefits Delivery Centers, and the VA Health Administration Center; and the Executive Director and Chief Operating Officer, VA National Acquisition Center

ATTN: Head of the Contracting Activity
All VA Contracting Officers

SUBJECT: Center for Acquisition and Materiel Management Education Online Implementation

1. The purpose of this information letter is to inform Department of Veterans Affairs (VA) acquisition work force staff that all education and acquisition-related training must be entered into the Center for Acquisition and Materiel Management Education Online (CAMEO) website at <http://www.cameo.oamm.va.gov>.
2. CAMEO is a web-based knowledge center developed to comply with statutes (laws) governing acquisition work force training and education requirements. Under the Office of Federal Procurement Policy (OFPP) Act, 41 U.S.C. 401, agencies are required to collect and maintain data on the training and education of their acquisition work force. The collection of this data is being implemented in VA by using CAMEO.
3. CAMEO is designed to be a single training and education portal of entry for VA's acquisition work force. Its major goal and objectives are:
 - a. Creation of an education and training database for VA's acquisition work force;
 - b. Automation of acquisition work force training requirements (development plans, schedules, requests, recommendations, approvals, certifications, and subsequent data collection); and

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c. E-learning through the use of web-based technology (courses, seminars, and other learning/information portals).

4. The Acquisition Training and Career Development Division (049A5E) is responsible for:

- managing the training and career development programs for VA's acquisition work force;
- scheduling courses, allocating funds, and course enrollments for VA's acquisition work force; and
- maintaining a central, VA-wide acquisition work force-training database as required by Office of Federal Procurement Policy (OFPP) Letter (reference Policy Letter 97-01, "Procurement System Education, Training and Experience Requirements for Acquisition Personnel").

5. The CAMEO database will electronically interface with the Government-wide acquisition work force management information system entitled "Acquisition Career Management Information System (ACMIS)," which is currently under development. ACMIS is being developed by OFPP in response to a statutory mandate at 41 U.S.C. 433(d) – "The Administrator shall ensure that the heads of executive agencies collect and maintain standardized information on the acquisition work force [Section 37 of the OFPP Act]." Individuals affected are defined in the Office of Federal Procurement Policy Act (41 U.S.C. 401) and include the following:

- a. All positions in the General Schedule (GS-1102) contracting series.
- b. All contracting officers, regardless of General Schedule series, with authority to obligate funds above the micropurchase threshold.
- c. All positions in GS-1105 and other purchasing series.
- d. All contracting officer representatives/contracting officer's technical representatives, or equivalent positions.

6. Effective immediately, all individuals identified in paragraph 5 above are required to enter their education (including 24-hours of business-related courses) and acquisition-related training data into the CAMEO database. Users will access the CAMEO site using a self-registration process. Prior to registration, individuals should have the following information easily accessible:

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a. VISN number, facility name and address, phone number, job series, grade, and address of employee's physical duty site if different than facility name assigned.

b. Names and e-mail addresses of Supervisors, Heads of Contracting Activity (HCA), and VHA Central Logistics Officers.

c. Current and prior warrant history to include warrant authority level, warrant amount, warrant restrictions, warrant effective date, and warrant expiration date.

d. Educational level, number of business-related credit hours, and dates core courses were successfully completed.

e. Specific acquisition training activities, such as college courses, seminars, conferences or other educational activities, which you would like to have in your student transcript.

7. All information is subject to verification by the employee's supervisor. To assist employees in the registration process, an OA&MM CAMEO Quick Reference Guide entitled "Tips for Easy Registration" is attached.

8. Please direct any questions regarding CAMEO registration to Jane Peworchik, Acquisition Training and Career Management Division (049A5E), at (202) 273-8816 or e-mail at <mailto:jane.peworchik@mail.va.gov>.

/s/ David S. Derr

Attachment

Distribution RPC: 7029



**Department of Veterans Affairs
Center for Acquisition & Materiel
Management Education Online
(CAMEO)**

**CAMEO Quick Reference Guide
OA&MM Acquisition Workforce**

TIPS for EASY Registration

prepared by
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And
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CAMEO – TIPS for EASY Registration

Welcome to CAMEO. This guide is intended for the Office of Acquisition and Materiel Management's acquisition workforce to assist them in first time registration. A more detailed user guide is available which describes detailed explanation of buildings and the functions found within those buildings and on the toolbars.

Before We Begin

Please gather the following information. You will need it to complete your education and training profile.

Facility name, address, phone number

Your job series and grade

Your Supervisor's, HCA's and CLO's name and email address

Current and past warrant authority level, amount, restrictions and effective date

Education level, business credit requirement, core course information

Specific acquisition training activity, such as core and college courses, seminars, conferences, and other educational activities you would like to have in your student transcript

Registration

Each time you access CAMEO, you are prompted to provide a login ID and password that you determine at registration on your first visit to the site. During registration, you also create your user profile, which is used for tracking your learning and knowledge sharing activities. The profile you create is used to control and adapt your experience at the site. This includes access rights as well as tracking accomplishments and community participation. Depending on your registration criteria, the registration and user profile screens may differ.

Note: *If you are a returning user and have not completed the forms listed in the following sections, you will automatically be prompted to complete the full registration process on the main login page. If you do not do so, all CAMEO functions will be inaccessible until this action has been completed. After the registration process, you may change your profile information at any point in time at the following location: Administration / Student Records / Update Profile.*

CONNECT to the CAMEO site either through Internet Explorer or Netscape:

Http://www.cameo.oamm.va.gov

TIPS for EASY Registration

To begin registration, perform the following steps:

1. Click the [register](#) link or icon on the Login Page. This link brings you to the Registration page.
2. The Registration page allows the user to create a personal Login ID and password for logging into the site.

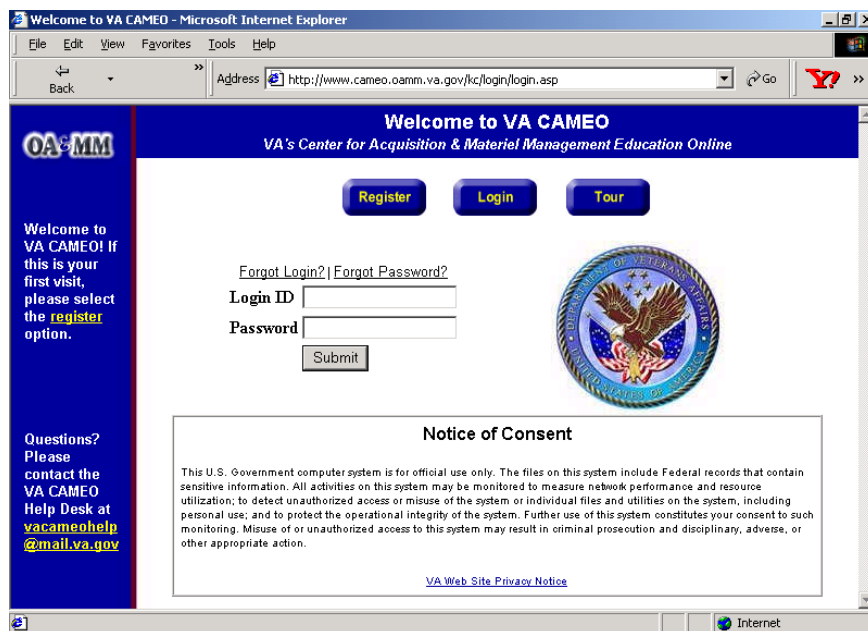


Figure 0-1 Registration Page


3. Provide the following information on the Registration page in order for the system to recognize you as a valid user (*All required fields are marked with an *asterisk.*):

*Login ID	Enter text for your Login ID. This ID is used to determine who is a valid user and which users have special permissions, such as Administrators. Your login must contain at least eight letters or numbers and Cannot contain characters such as /, @, or &.
*Password	Enter text for your Password. The password is used along with your Login ID to help keep your information and the site secure. Keep your password in a safe place, or memorize it if at all possible. Your password must contain at least eight letters or numbers and Cannot contain characters such as /, @, or &.
*Confirm Password	Enter the exact text you entered for Password for confirmation purposes.
*Alternate Password (ex.	Enter text for your alternate password. In case the site does not recognize your first password, it will use the Alternate Password. Keep your password in a safe place, or memorize it if at all

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Mother's Maiden Name)	possible. Your Password must contain at least eight letters or numbers and Cannot contain characters such as /, @, or &.
*Confirm Alternate Password	Enter the exact text you entered for your alternate password for confirmation purposes.

Note: You must use your Login ID and Password each time you enter the site.

- Click . The Select Organization page displays, which allows users to identify which organization they belong to.

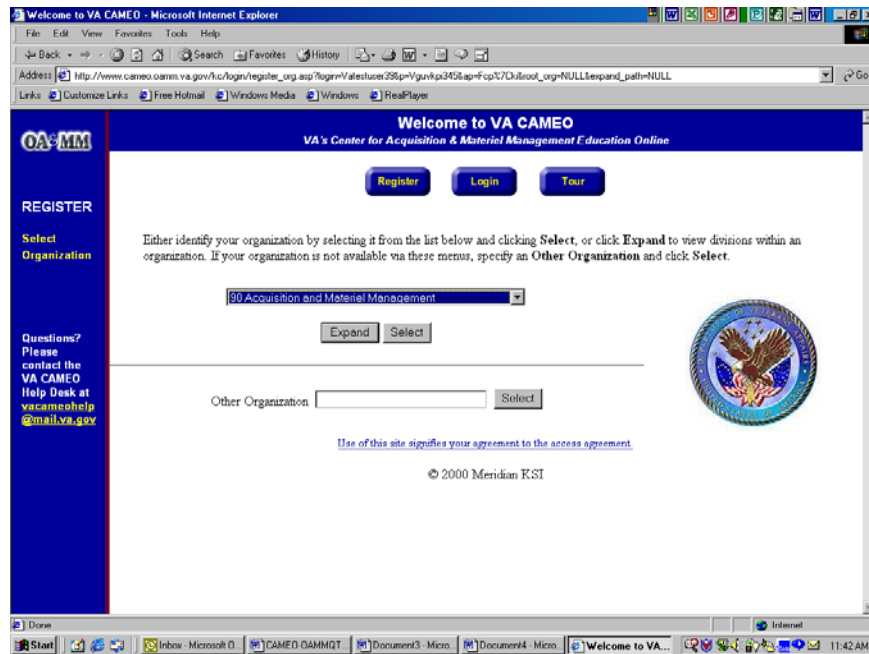
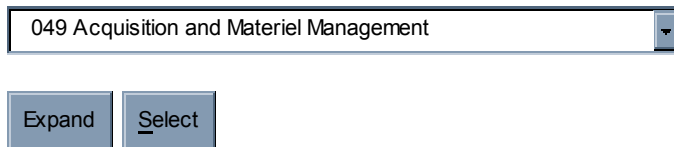


Figure 0-2 Select Organization Page

- Select the organization you belong to from the top drop-down list box.

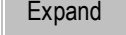
Figure 0-3 Select an Organization

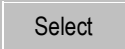


TIPS for EASY Registration

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Expand Select

Click  to view sub-organizations within the selected organization. Repeat this step until you have found your organization. The message “No sub-organizations exist within this organization” displays once you cannot expand any further

- Click  to choose the current organization. The User Profile page displays.

If your organization is not available via these menus, please notify the CAMEO Help Desk at vacameohelp@mail.va.gov:

- In the User Profile page, please provide general information about yourself and your work place. In the drop-down list, select “Acquisition”. *Based on your selection, you will be presented with different elements on the following screens. Also note that any email addresses must contain the @ symbol. If entered incorrectly, you will be prompted to choose a valid entry.*

* Please Select a Career Profile

* First Name

Middle Initial

* Last Name

* Mail Routing Symbol

* E-mail Address

Send me updates and notification of content changes at this e-mail address.

* Facility Name

* Address 1

Address 2

Address 3

* City

* State

Province/Other

Zip

Country

* Work Phone ext.

* Fax

* Last 4 Digits of your Social Security Number

* Date of Birth / / (MM/YYYY)

Figure 0-4 User Profile Form

TIPS for EASY Registration

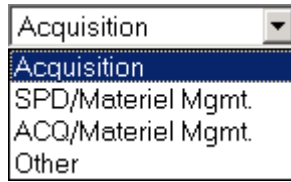

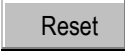


Figure 0-5 Career Profile Choices

8. Check “Send me updates and notification of content changes at this e-mail address.” if you would like to receive periodic updates of the site.

9. Click  to continue the registration process, **or** Click  to clear the form and re-enter your information.

10. If you selected Acquisition as your career profile, complete this screen by entering the job-related data in the fields as explained below. *All required fields are marked with an *asterisk.*

* Position Title

* Job Series * Grade

* Supervisor's Name

* Supervisor's Email Are you a supervisor? (check if yes)

Head of Contracting Activity's (HCA) Name

HCA's Email Are you an HCA? (check if yes)

Are you currently a COTR? Yes No

Have you received COTR training? Yes No

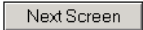



 


Figure 0-6 Acquisition and ACQ/Materiel Mgmt. Form

VISN #	Click on the drop-down box until your VISN number appears. If not applicable, choose “None”.
*Position Title	Enter the title of your job description.
*Job Series	Enter your job series.
*Grade	Enter your grade.
*Supervisor’s	Enter the name of your supervisor.

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Name	
*Supervisor's Email	Enter the email address of your supervisor. They will receive any information regarding the status of your enrollment in residential courses.
*Head of Contracting Activity's (HCA) Name	Enter the name of your HCA. In some cases, the HCA and supervisor may be the same person.
HCA's Email	Enter the email address of your HCA. If you are the HCA, enter your name and select the appropriate checkbox.
Are you currently a COTR?	Check "Yes" if you are currently a COTR, check "No" if you are not currently a COTR.
Have you received COTR training?	Check "Yes" if you received any kind of COTR training, check "No" if you have not received any kind of COTR training.

11. Click  to proceed to the Warrant Information page, or Click  to clear the form and re-enter your information.

12. The Warrant Information page displays. If you do not have a current or prior warrant, click  to advance to the Educational Information Form.

Warrant Authority Level

Warrant Number

Warrant Amount (in \$) Unlimited (check if yes)

Warrant Restrictions

Warrant Effective Date / / (MM/DD/YYYY)

Warrant Expiration Date / / (MM/DD/YYYY)

If you do not have a warrant now but did in the past, please provide the following information:

Prior Warrant Authority Level

Prior Warrant Number

Prior Warrant Amount (in \$) Unlimited (check if yes)

Prior Warrant Restrictions

Prior Warrant Effective Date / / (MM/DD/YYYY)

Prior Warrant Expiration Date / / (MM/DD/YYYY)

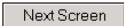

 

Figure 0-7 Warrant Information Form

13. Complete the form by entering the warrant information in the fields as explained below.

TIPS for EASY Registration

Warrant Authority Level	Enter the level of warrant authority.
Warrant Number	Enter the warrant number.
Warrant Amount (in \$)	Enter the amount of warrant authority (expressed in \$). Check "Unlimited" if that applies.
Warrant Restrictions	Enter the warrant restrictions.
Warrant Effective Date	Enter the effective date of warrant authority.
Warrant Expiration Date	Enter the expiration date of the warrant, if you have one.

If you do not have a warrant now but did in the past, please provide the following information:

Prior Warrant Authority Level	Enter the level of prior warrant authority (expressed in \$).
Prior Warrant Number	Enter the prior warrant number.
Prior Warrant Amount (in \$)	Enter the amount of prior warrant authority.
Prior Warrant Restrictions	Enter prior warrant restrictions.
Prior Warrant Effective Date	Enter the effective date of prior warrant authority.
Prior Warrant Expiration Date	Enter the expiration date of the prior warrant, if you have one.

14. Click to proceed to the Educational Information page,
or
 Click to clear the form and re-enter your information.

15. The Educational Information page displays. This page provides the system with information about your educational background. Check Yes / No, Number of Hours, Number of Years or Year Date, where appropriate.

TIPS for EASY Registration

Note: After submitting this information, you will still need expand on your acquisition training (Core Training or Continuing Education), please enter these items by selecting Update Learning Events from the Student Records portion of the Administration Building after your registration is complete.

Do you have a four-year degree from an accredited college or university?	<input type="radio"/> Yes <input type="radio"/> No	Have you completed the 24-hour business credit requirement?	<input type="radio"/> Yes <input type="radio"/> No
If not, are you enrolled in a degreed program at an accredited college or university?	<input type="radio"/> Yes <input type="radio"/> No	If no, number of completed hours toward 24-hour business credit?	<input type="text"/> Hours
If yes, in what year do you expect to complete this program?	<input type="text"/> Year	Was Core Course Requirement met by non-OA&MM Courses?	<input type="radio"/> Yes <input type="radio"/> No
Do you have a graduate degree?	<input type="radio"/> Yes <input type="radio"/> No	Total years in acquisition-related career field?	<input type="text"/> Years
What core courses have you taken? <i>(Check all that apply)</i>			
<input type="checkbox"/> Acquisition Planning I (ATP Level I)	<input type="checkbox"/> Acquisition Planning II (ATP Level I-IV)	<input type="checkbox"/> Contract Formation I (ATP Levels I, II)	<input type="checkbox"/> Contract Formation II (ATP Levels I, IV)
<input type="checkbox"/> Price Analysis (ATP Level III)	<input type="checkbox"/> Contract Admin. II (ATP Levels I, IV)	<input type="checkbox"/> Cont. Negotiation Tech. (ATP Level IV)	<input type="checkbox"/> Intermediate Cont. Pricing (ATP Levels III, V, VI)
<input type="checkbox"/> Cost Analysis (ATP Level V)	<input type="checkbox"/> Contract Law (No ATP Equivalent)	<input type="checkbox"/> Contract Administration (ATP Level VI)	

Figure 0-8 Educational Information Form

Congratulations - Registration is complete. You are now a registered user of the VA CAMEO. A verification page displays with a link to the Campus Map. You can always receive navigational help through the Help function on the top toolbar from any location within the site.

After you have successfully registered, you will need to go into Learning Events to elaborate on your core, college, continuing and supplemental courses.

Learning Events

A Learning Event is an educational activity such as a college course, seminar, or conference that occurred outside the site that you wish to have included on your student transcript. This function lets you choose (add), edit, and delete your own Learning Events.

You can add training events to your Student Transcript that took place by adding it to your Learning Event.


Locate the Administration Building (either on the left hand tool bar or on the campus map) and double Click. Proceed to the Student Records, then Update Learning Events.

TIPS for EASY Registration

To add a new Learning Event, perform the following steps:

1. Click Update New Learning Event.
2. Click [Add New Learning Event](#).
3. In the Select Education Category, Click in the drop down box and choose from
Continuing Education
Core Training
Supplemental Training
4. Type the name of the event in the Event field.

Please Note: If you have chosen “Core Training”, as an educational category, a list of core courses will be displayed for you to choose from.

5. Enter a date in the Completed field (Enter date as mm/dd/yyyy), **or**
Click  to activate the calendar control. The calendar displays in a separate window.

Click >> or << to change year

Click < or > to change the day

Click Today to select the current date





December 2001
< Today > << >>

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

[Close Window](#)

6. Enter a number in the Score field (Example: 90).
7. Click Pass or Fail from the Pass/Fail option buttons.
8. Select a Method / type of event from the drop-down list box.
CBT
College Course
Face to Face Training
Professional Course
Seminar / Conference
9. Enter the CEUs in the CEUs field.
10. Indicate if the event resulted in a Certificate by Selecting Yes or No from the Certification option buttons.
11. Type a summary of the resulting skills in the Skills text box.


TIPS for EASY Registration

12. Click  to include the Learning Event in your transcript, **or**
Click  to exit the function without adding your Learning Event.

View a Learning Event

You can view the information you entered about your Learning Events here or in your transcript.

To view details about a Learning Event, perform the following steps:

1. Click  next to the desired learning event.
2. View your existing information displayed on the right of your screen.

Student Transcript

Student Transcript is your training record: a list you have accessed and completed within CAMEO as well as information about learning events you have taken outside the site.

To view and print your Student Transcript, perform the following steps:

From the Administration Building, Student Records, Click Student Transcript.

Click in the frame that contains your transcript.

Use your browser print function to print your transcript.