



APD ALERT

Acquisition Career Management Information System (ACMIS)

What is ACMIS?

On December 14, 2007, the USDA launched its efforts to enroll all USDA acquisition workforce members into the Acquisition Career Management Information System (ACMIS) by February 25, 2008. ACMIS is the central place for acquisition workforce members to document their job history, education, training, certifications, skills, and current warrant information in order to meet Office of Federal Procurement Policy, Office of Management and Budget, and USDA requirements. In addition, ACMIS will allow Federal agencies to monitor and manage the acquisition workforce.

Who has to register in ACMIS?

The acquisition workforce consists of Contracting Officers, Contract Specialists, Purchasing Agents, Contracting Officers Technical Representatives, Contracting Officers Representatives, and Program Managers. Information that is entered in ACMIS will follow you throughout your Federal career.

How do I register in ACMIS?

Instructions for entering your data in ACMIS are available on the ARS Web site at <http://www.afm.ars.usda.gov/acquisitions/workforce.htm> or at the FAI Web site <http://www.fai.gov/acm/acmis.asp>. The ACMIS Training Manual for Employees and Program Administrators explains how to register in ACMIS, create, edit and view the data. The ACMIS Existing Users Quick Reference Guide will help those who have already registered in ACMIS to manage their data.

Before entering your data in ACMIS, please verify the accuracy of your training. All Federal Acquisition Institute (FAI) classes that you take in the future will automatically populate the database once you've created your official record.

Furthermore, FAI will reference ACMIS to verify all course prerequisites have been met prior to allowing you to register for additional FAI classes. Future training that you complete outside of the FAI prepaid classes will require manual entry in the ACMIS database.

For review purposes only, when you are prompted to enter the name of your supervisor in ACMIS, please enter your Area Procurement Assistance Officer or Branch Chief (see attached list). When you are prompted to enter the name of your Training Manager, please enter Anne Marie Rogers.

If you have any technical questions entering your data into ACMIS, please contact the FAI helpdesk at Questions@fai.gov or call 703-805-2300. If you have any USDA or ARS specific questions regarding ACMIS, please contact Angelia Fleming Loggie, REE Acquisition Career Manager on 301-504-1730.

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List of Supervisors for ACMIS

Acquisition and Property Division	Ronald Rouse
Facilities Division	Brenda Wood
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Mid South Area	Terry Krutz
Midwest Area	Rebecca Holzinger
North Atlantic Area	Eileen LeGates
Northern Plains Area	Richard Jansen
Pacific West Area	Louise Levinson-Snitz
South Atlantic Area	Gerald Brunson
Southern Plains Area	Lucinda Cose