DEPARTMENT OF THE ARMY
WASHINGTON, D.C. 20310

HQDA Ltr 690-01-1

DAMO-SSW **1 March 2001**

Expires 1 March 2003

SUBJECT: Army Civilian Career Evaluation System (ACCES) Consolidated Career Program Referral Registration

SEE DISTRIBUTION

1. Purpose. This letter provides specific information to Department of the Army (DA) employees and other eligible applicants about using the Army Civilian Career Evaluation System (ACCES) to apply for DA career program (CP) positions at the mandatory referral levels and to career program managers (CPM) who assist in the referral registration. Specific information is also provided to selecting officials and personnel specialists about using ACCES career referral procedures to fill vacancies.

2. Proponent and exception authority. The proponent of this letter is the Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA (M&RA)). The ASA (M&RA) has the authority to approve exceptions to this letter that are consistent with controlling law and regulation. The ASA (M&RA) may delegate the approval authority, in writing, to a division chief under his supervision within the proponent agency who holds the rank of colonel or civilian equivalent.

3. References.

a. AR 690-950, Career Management, is a required publication.

4. Forms and Instructions. This letter prescribes online forms and instructions for referral registration in the following career programs:

a. Civilian Human Resource Management, CP-10.

b. Comptroller, CP-11.

c. Safety & Occupational Health Management, CP-12.

d. Supply Management, CP-13.

e. Contracting and Acquisition, CP-14.

f. Materiel Maintenance Management, CP-17.

g. Public Affairs and Communications Media, CP-22.

h. Transportation Management, CP-24.

i. Manpower and Force Management, CP-26.

j. Housing Management, CP-27.

k. Equal Employment Opportunity, CP-28.

l. Education Services, CP-31.

m. Training, CP-32.

n. Information Technology Management, CP-34.

o. Military Personnel Management, CP-50.

5. Implementation of Forms, Instructions and Easy ACCES Website. This letter implements the following new online DA forms: DA Form 5470, Army Civilian Career Evaluation System (ACCES) Consolidated Career Program Referral Registration Application, DA Form 5470-1, Army Civilian Career Evaluation System (ACCES) Request for Referral, and DA Form 4338, Civilian Career Program Geographical Availability Statement. These forms are effective immediately and must be completed online on the Easy ACCES website. The Easy ACCES website may be used to initially register or to update ACCES applications. The ACCES Consolidated Career Program Guide is at Appendix A. The guide provides instructions for completing a new or updating the ACCES Consolidated Career Program Referral Registration Application, DA Form 5470. Appendix B contains instructions for submitting an Army Civilian Career Evaluation System (ACCES) Request for Referral, DA Form 5470-1. Appendix C contains instructions and information about resumes. Appendix D contains supplemental referral registration instructions for non-Army or non-Federal status applicants. Appendix E contains tables and figures that identify the various CP ability definitions, the knowledge and ability rating scales, the ACCES registrant score computation process, and the mandatory referral levels.

6. The Veteran's Employment Opportunities Act of 1998 (VEOA). VEOA allows preference eligible applicants or veterans who were honorably discharged from the armed forces after 3 or more years of active service to compete for vacancies if the hiring agency accepts applications from applicants outside the agency. Veterans eligible for appointment under VEOA can apply for referral to Army career program positions within the ACCES referral system if they meet the basic qualifications. Veterans can determine if they are eligible for VEOA by contacting the Office of Personnel Management (OPM) for more information. Applicants must submit the documents prescribed for Non-Army or Non-federal status applicants, Appendix D, and a DD Form 214, Armed Forces of the United States Report of Transfer or Discharge or other documentation supporting their eligibility status.

7. Obsolete Forms. The forms listed in table 7-1 below are obsolete and no longer acceptable.

Table 7–1
Obsolete Forms

Obsolete Forms		
DA 5169-R/5169-1-R	CP-10	Civilian Personnel Administration
DA 5470-11-R/5470-11-1-R	CP-11	Comptroller
DA Form 5470-12-R/5470-12-1-R	CP-12	Safety & Occupational Health Management
DA Form 5470-6-R/5470-6-1-R	CP-13/17/24	Logistics (Supply Management, Materiel Maintenance Management, and Transportation Management)
DA Form 5470-14-R/5470-14-1-R	CP-14	Contracting and Acquisition
DA Form 5470-22-R/5470-22-1-R	CP-22	Public Affairs and Communications Media

Table 7–1
Obsolete Forms —Continued

Obsolete Forms		
DA Form 5470-26-R/5470-26-1-R	CP-26	Manpower and Force Management
DA Form 5470-27-R/5470-27-1-R	CP-27	Housing Management
DA Form 5649-R/5649-1-R	CP-28	Equal Employment Opportunity
DA Form 5470-31-R/5470-31-1-R	CP-31	Education Services
DA Form 5470-32-R/5470-32-1-R	CP-32	Training
DA Form 5470-23-R/5470-23-1-R	CP-34	ADP (Track-02)
DA Form 5470-30-R/5470-30-1-R	CP-34	Records Management (Track-03)
DA Form 5470-25-R/5470-25-1-R	CP-34	Telecommunications (Track 04)
DA Form 5470-22-R/5470-22-1-R	CP-34	VI/Pubs/Tech Pubs, (Tracks 05, 06, 07)
DA Form 5610-R/5644-R	CP-34	Librarian Track 08
DA Form 2302-R/ DA Form 2302-1-R,		Civilian Career Program Civilian Qualification Record and Continuation Sheet

8. Applicant Data Changes. Due to changes in referral registration procedures for some career programs, the processes used by ACCES to convert some of the career program applicant data for current registrants are described in table 8-1 below.

Table 8–1
Applicant Data Changes

CP	Data Changes
ALL	DA Form 4338, Geographical Availability Record, was revised to allow only two choices for percentage of Temporary Duty Travel availability. They are: 1) 'Available to Travel Less than 25%' or 2) ''Available to Travel More than 25%.' Current registrants who previously indicated 'Unavailable to Travel' were converted to the 'Available to Travel Less than 25%' category because it includes the 'Unavailable for Travel.' Several locations were combined and the choices that had been listed previously as two separate entries are now combined into one entry. The locations combined into one entry were: Fort Benjamin Harrison, Indiana (IN) was combined with Indianapolis, IN; Fort Sam Houston, Texas (TX) was combined with San Antonio, TX; Columbus, Georgia (GA) was combined with Fort Benning, GA; and Honolulu, Hawaii (HI) was combined with Fort Shafter, HI. If an applicant previously selected Ft Sam Houston for same grade referral and San Antonio for higher grade referral, the record will now show one entry for Ft Sam Houston, TX (Includes San Antonio) for both same grade and higher grade referral. The following locations were removed: Fort Sheridan, Illinois; Fort Baker, California; USAREC DRC, USAAA NCR; and Frankford Arsenal, Pennsylvania. Several location changes were made for Germany. The following locations were removed: Aschaffenburg; Augsburg; Berlin, Bremerhaven; Fulda; Garmisch; Karlsruhe; Muchen Gladbach; Munich; Nuernberg; Ober Ramstadt; Pirmasens; Rheinberg; Worms; and Zweibruecken. The following locations were added: Hohenfels, Kitzingen; Schwetzingen; Seckenheim; and Vilseck. Applicants should review their preferences to ensure that their geographical desires are correctly reflected. Updates may be submitted online in Easy ACCES. Previous editions of DA Form 4338-R are obsolete.
ALL	A resume is required for all registrations in ACCES. The DA Forms 2302-R/2302-1-R are obsolete. The DA Forms 2302-R/2302-1-R of most ACCES registrants were scanned and converted to text resumes as of January 1997. These text versions can be reviewed in Easy ACCES as resumes and may be modified. Applicants are encouraged to use the Army Resume Builder, located at http://cpol.army.mil, to create resumes online. All applicants must have a resume to complete their referral registration.
CP-13/17/24	A new functional area has been added called Logistics Assistance Position. All current registrants should update their referral registration records by completing Part B, Referral Desires, of DA Form 5470 and indicating their preferences for this new functional area. For CP-13, a new job category has been added called Supply Administration, GS-301 and CP-13 careerists should update their referral desires as appropriate.

Table 8–1
Applicant Data Changes —Continued

CP	Data Changes
CP-14	Two (2) functional areas were added: Contracting Officer Responsibility and Small Disadvantaged Business Responsibility. There is no update required for current registrants. Current registrants who had previously registered for job category 05--Contract Officer or 08--Small Disadvantaged Business Specialist had their data converted so that the new functional areas were included as entries. Current registrants may change an entry at any time to remove the functional areas. Job category 05-Contract Officer is no longer available. To fill a Contract Specialist position with Contracting Officer duties, the functional area of Contract Officer Responsibility must be selected when requesting ACCES referral lists.
CP-22	The 'Job Category' was changed. All job categories, other than 05-Public Affairs Specialist, were moved to CP-34. All current registrants in CP-22 who previously registered for either job category 05-Public Affairs Specialist or 41-Public Affairs Specialist, regardless of current series, are now considered as current registrants in CP-22 exclusively. The only job category remaining in CP-22, 05-Public Affairs Specialist, is a combination of 05 and 41-Public Affairs Specialist. The knowledge definitions, including supervisory definitions, originally used for Public Affairs positions have been moved into the new CP-22 database. The knowledge definitions originally numbered as 33 - 55 and 213 - 222 have been renumbered as 1 - 33. The definitions and the previous ratings have not changed. New accomplishment submissions for CP-22 will continue to be entered in CP-34 if the current registrant is active in both CP-22 and CP-34 for career areas 05-Visual Information, 06-Publications, and 07-Technical Publications.
CP-31	A new ability definition, 'Decision Making Ability,' was added. There are now two separate abilities to be rated by management. The definition of 'Ability to Analyze,' listed in Part D, Employee's Statements of Accomplishments, was revised to 'Analyze/Decision Making Ability.' This increases the importance of the accomplishment ability in the overall referral score. The rating of current registrants for the previously titled 'Ability to Analyze' was duplicated in the database. No new ratings or accomplishment narrative submissions are required. However, updates or changes may be submitted at any time.
CP-32	A new special skill, 43-Simulations, was added. Current registrants should update their records to add 43-Simulations.
CP-34	The applicant information was moved to CP-34, Information Technology Management, for current registrants in the following career programs: Librarian (CP-21); Public Affairs (CP-22) for referral to job categories in occupational series 1001, 1020, 1060, 1071, 1082, 1083, 1084; ADP (CP-23); Telecommunications (CP-25) and Records Management, CP-30. The changes are listed in Table 8-2 below.

Table 8–2
CP-34 Career Area Identifier

Old Career Program Number	New CP-34 Career Area Identifier
CP-23 Automatic Data Processing	02-Automation
CP-30 Records Management	03-Records Management
CP-25 Telecommunications	04-Telecommunications
CP-22 Job Categories in Series 1001, 1020, 1060, 1071, 1084	05-Visual Information
CP-22 Job Categories in Series 1082	06-Publications
CP-22 Job Categories in Series 1083	07-Technical Publications
CP-21-Librarian	08-Librarian

9. Program Coverage. ACCES covers all full-time permanent, competitive service positions in DA career programs at the mandatory referral levels (see Table E-15). Positions below the mandatory referral levels will be filled using local merit promotion and placement procedures or through the Intern Program.

10. Table of Contents. Appendix A: Army Civilian Career Evaluation System Consolidated Career Program Guide
Appendix B: Army Civilian Career Evaluation System Request for Referral Guide
Appendix C: Instructions for Completing the Resume
Appendix D: Instructions for Referral Registration of Non-Army or Non-Federal Status Applicants

11. Central Referral Offices (CRO) Mailing Addresses. Two CROs administer the ACCES system. Most ACCES career programs are administered at ASA (M&RA), Central Program Operations Division, Career Management Operations Branch (CMOB), Attn: SFCP-COC CP-__, 200 Stovall Street, Alexandria, VA 22332-0320. The Training Career Program (CP-32) CRO is administered at HQ TRADOC, ODCST, Training Career Program Central Referral Office (CP-32), Attn: ATTG-ZC-TCP, 2 Darby Street, Fort Monroe, VA 23651-5000.

12. Points of Contact. Applicants should contact their activity CPM or civilian personnel advisory center (CPAC) for questions pertaining to the ACCES. CPACs unable to answer questions about the ACCES should contact the appropriate module within the CRO for guidance in responding to their employees. The CRO may be contacted by phone, facsimile (Fax), or email using the following module phone numbers and addresses:

a. Resources Module - ResMod@asamra.hoffman.army.mil, Phone: (703) 325-1396, Fax: (703) 325-9651/0013, DSN: 221.

(1) CP-10: Civilian Human Resource Management

(2) CP-11: Comptroller

(3) CP-26: Manpower and Force Management

b. Information Management Plus Module – IMod@asamra.hoffman.army.mil, Phone: (703) 325-8032, Fax: (703) 325-9651/0013, DSN: 221.

(1) CP-12: Safety and Occupational Health Management

(2) CP-22: Public Affairs and Communications Media

(3) CP- 27: Housing Management

(4) CP-28: Equal Employment Opportunity

(5) CP-31: Education Services

(6) CP-34: Information Technology Management

c. Acquisition Module – AcqMod@asamra.hoffman.army.mil, Phone: (703) 325-9574, Fax: (703) 325-9651/0013, DSN: 221

(1) CP-13: Supply Management

(2) CP-14: Contracting and Acquisition

(3) CP-17: Materiel Maintenance Management

(4) CP-24: Transportation Management

(5) CP-50: Military Personnel Management

d. Training Career Program – alexandt@monroe.army.mil, Phone: (804) 728-5647, Fax: (804) 728-5635, DSN: 680. CP-32: Training.

Appendix A
Army Civilian Career Evaluation System Consolidated Career Program Guide

SECTION I. Introduction

A–1. General. On June 03, 1998, the Office of the ASA (M&RA), Central Program Operations Division, Career Management Operations Branch, debuted a website called Easy ACCES. This website is used by applicants who wish to be referred for civilian career program position vacancies in Army. Army civilian career program employees and other eligibles interested in registering for promotion or referral consideration to positions filled by ACCES may do so at this website. The referral registration process is completed online.

A–2. Operating Environment. Easy ACCES operates in an encrypted environment that requires a user identification (User ID) and a personnel identification number (PIN) for applicants to view and update their ACCES information. Supervisors and reviewers are also required to obtain a User ID and a PIN in order to provide management ratings for employees that they supervise.

A–3. Website. Easy ACCES can be accessed at https://cpol.army.mil/ezacces to initially register or update all career program ACCES registration records. From this site, the applicant can apply for a User ID and PIN in order to complete an initial referral registration or review and update an existing ACCES registration. Supervisors and reviewers can also apply for a User ID and PIN at this site so that they can assign ratings to their employees' knowledges or abilities.

A–4. Requirements. Applicants must have at least a "fully successful" or equivalent performance appraisal to register in ACCES for promotion. Displaced federal employees may be entitled to receive special priority consideration under the Interagency Career Transition Assistance Plan. Contact the nearest civilian personnel advisory center (CPAC) or visit the Civilian Personnel Online (CPOL) home page at http://cpol.army.mil for additional information.

SECTION II. Referral Registration

A–5. General information.

a. ACCES should be considered an open continuous announcement with referral registration available to applicants at any time. Therefore, ACCES does not have an annual evaluation submission requirement. However, applicants should review and update their records annually and each time they are assigned a new supervisor. A new supervisor is responsible, within a reasonable period (4 to 6 months), for reviewing the applicant's ACCES knowledge and ability ratings and submitting any rating changes into ACCES. Registered applicants and management officials may enter their changes at any time. Changes become effective as soon as submitted into the ACCES database. Applicants must update their information promptly to avoid missing a desired referral opportunity. New accomplishment statements submitted by applicants are evaluated during the next rating session. Accomplishment rating panels are convened quarterly. Only the

highest rated accomplishments are retained. If an applicant submits an accomplishment statement that is rated lower than the one on file, the rating on file is retained.

b. ACCES does not automatically update applicants' records when they are promoted, are reassigned, or transfer to other agencies. Therefore, applicants must update their records whenever changes occur (for example, change in series, grade, location, home address, referral desires, geographical availability, etc.). When an applicant's record is found to be not current, the record may be inactivated pending receipt of the updated information. Inactivated records are retained for two years. After two years, the records are permanently deleted and a completely new ACCES initial submission is required in order to re-activate the referral registration.

c. Feedback from an initial referral registration is viewed on the Easy ACCES website. Electronic updates on Easy ACCES do not generate paper feedback from the CRO office because the feedback can be viewed from the Easy ACCES registration screens. Applicants are responsible for validating the accuracy of their online records.

d. The CRO sends a notification letter to the applicant each time he or she is referred. When the Easy ACCES website is fully implemented, this will be accomplished by email. The letter provides information about the vacant position such as location, duties, travel, or overtime requirements, etc. Applicants interested in referral for the position on the referral notification letter must submit the requested information on the notification by the indicated suspense date. See Career Program Unique Instructions, Appendix A, Section III, for any additional requirements.

e. GS-15 applicants interested in referral for reassignment must complete the employee statement, referral desires, geographical availability, and a resume on the DA Form 5470. Generally, the remaining sections (knowledge and abilities ratings) of the DA Form 5470 are not required because GS-15 applicants cannot use ACCES for promotion and, therefore, do not need the knowledge and ability ratings. The CRO will enter administrative ratings of "5" into the database so that the system can produce a referral list. See Career Program Unique Instructions, Appendix A, Section III, for additional requirements for CP-10, CP-11, and CP-14.

f. Non-Army applicants should contact the appropriate CRO and follow the additional instructions for DA Form 5470 in Appendix D before registering in Easy ACCES.

g. There is a requirement in ACCES for subject matter expert (SME) involvement. An SME is an individual who is/has been in or managed the resources of the career field (including a comparable military area of concentration) for which the applicant is registering. If the immediate supervisor or reviewer is not an SME, the reviewer must consult with one. This applies unless Section III, Career Program Unique Applicant Instructions, prescribes otherwise. The FCR or assigned representative will serve as the reviewer for all non-Army status applicants.

h. Based on experience with ACCES, the majority of knowledge ratings are fair and candid (that is, not inflated). However, inflated ratings from even a few applicants, supervisors, or reviewers will lower the effectiveness of the system. The CRO, in conjunction with functional SME, will periodically compare individual applicant ratings, supervisor ratings, and reviewer ratings with the experiences listed on the resume to confirm exposure to knowledges. Where no exposure can be identified, the applicant, supervisor, or reviewer will be sent notification, through command channels, requesting that

the rater either change the ratings or ensure that the resume is updated to show the relevant experience.

A–6. Initial referral registration.

a. DA Form 5470, Army Civilian Career Evaluation System (ACCES) Consolidated Career Program Referral Registration Application, Parts A through E.

b. Resume. The DA Form 2302-R, Civilian Qualification Record is now obsolete. (See Appendix C for instructions)

c. DA Form 4338, Civilian Career Program Geographical Availability statement.

d. Applicants who are eligible for repromotion must contact the appropriate CRO and submit an original of DA Form 4343-R, Civilian Career Program Repromotion Registration, along with other supporting documentation, e.g., a copy of the Standard Form (SF) 50-B (Notification of Personnel Action) effecting the downgrade action. Information about repromotion eligibility is described in AR 690-950, Career Management. The DA Form 4343-R is available at http://www.usapa.army.mil or the Army Electronic Library (AEL) CD-ROM.

A–7. Easy ACCES Registration Screens. This section is a guide to the information presented on each screen within Easy ACCES and is located under the various help buttons on the website. It explains how each screen functions and what types of information and interaction are expected on that screen.

a. Apply for a User ID. This screen allows applicants to gain access into the Easy ACCES system. Supervisors and reviewers must go through this section also to obtain a User ID and PIN so that they can access the Supervisor/Reviewer section. Information about supervisor/reviewer application can be found in paragraph A-8.

b. Work on Registration Package. This screen is used for updating or initial referral registration in a career program.

c. Supervisor/Reviewer. This screen used by supervisors and managers to rate their employees.

d. Referral List Request. This screen shows users how to request a referral list.

e. User Login. This screen is shown after the Work on Registration Package screen or the Supervisor/Reviewer screen. It is used to verify that the user has permission to enter specific portions of the Easy ACCES system. After authentication, the applicant can enter and register in ACCES for the first time (initial referral registration) or update a current ACCES registration. It also allows supervisors or reviewers to enter the Supervisor/ Reviewer section. Applicants, supervisors, or reviewers who have not requested a User ID and PIN should go to the Apply for User ID section.

f. Frequently Asked Questions (FAQ). This section lists the answers to the most FAQ from users. This section also includes frequently requested email addresses, mail addresses, and phone numbers.

g. Career Program Selection. This screen will check to see if there is a current ACCES record for the career program selected. It will notify the applicant if he or she is not currently registered in the selected career program. The screen is designed to ensure that the applicant does not create an unnecessary record in the registration area. Applicants self-certify their qualifications for the positions in the ACCES registration area for the series and grade for which registering. If the applicant cannot indicate yes for the self-certification, the applicant should stop the referral registration and verify qualifications. Information about qualifications can be obtained by contacting the nearest Army CPAC or checking the information in the OPM Qualifications Standards Handbook located in the CPOL Online Home Page Library.

h. Registration Status and Update Menu. This screen is used to access any part of the referral registration record. Everything begins and ends here when updating any part of the record. It shows the applicant's overall status or just the status of the part currently being worked. The screen is subdivided into Changeable Parts and Viewable Parts as described below.

(1) *Career Program.* The career program shown is the same as the career program selected on the previous screen. If it shows a program for which the applicant is not eligible, the applicant should end the referral registration and re-select the correct program on the previous screen.

(2) *Eligible for Referral.* This shows the referral status of the applicant. If YES is shown, the applicant's record is being considered for referral list generation. If NO is shown, the applicant's record is not being considered for referral. Click on each CP hyperlink to view deficiencies for each CP. These deficiencies must be corrected before the applicant's record will be considered for referral. The CRO must be contacted to remove a suspension.

(3) *Changeable Parts Area.* Select a radio button on the left side of the part desired. Go to the bottom of the screen and press the "submit" button to go to that part of the record. In the following parts, the applicant may choose to "update the database and return to the status menu" by pressing the "submit" button when entries are completed or choose "do not update and return to status menu" which makes no change to the record. If the applicant chooses to return to the Easy ACCES home page, this will not update the record.

(a) Part A-Employee's Statement. Enter demographic information. For addresses, enter the applicant's home and office addresses. Applicants located overseas must provide a U.S government mailing address (for example Army Post Office (APO) address), not a local foreign street address. Mail to overseas areas is sent to the APO address because delivery to a foreign street address is not possible. The email addresses of the applicant, supervisor, and reviewer must be included. The applicant's email address is important because it will become the primary method of interaction between the CRO and the applicant once Easy ACCES is fully implemented. Due to security issues, email addresses cannot be shared. Each employee must have an individual unique email address. If the supervisor or reviewer email addresses are not provided, the system will not authorize them access to the applicant's records. The applicant must ensure the information is accurate and current. Failure to keep the information accurate and current may result in loss of referral consideration or inactivation of the referral record

(b) Part B-Referral Desires. Referral grades and job categories available for consideration are located here. The applicant must mark the grade levels for which qualified and referrals are desired. Choose only the grade levels for which qualified. At least one category from the list must be chosen. Unless applying under a special appointing authority, the applicant must have accumulated at least 9 months time-in-grade at the next lower grade level to be referred as a promotion applicant. If categories are shown, the applicant must have at least one functional area, elective element, and special skill. Additional information about qualification and time-in-grade requirements can be found at the CPOL website (http://CPOL.army.mil) in the Personnel Management and Information Support System (PERMISS) section. Demonstration position applicants must make entries that agree with time-in-grade requirements.

(c) Part C-Employee's Knowledge Ratings. Using the knowledge rating scale, applicants rate themselves for each applicable knowledge statement definition. These knowledge ratings may be updated at any time. The resume submitted in Easy ACCES must reflect the level of knowledge selected.

(d) Part D-Employee Statements of Accomplishment. The drop-down list identifies the required abilities for that career program. Applicants must complete at least one narrative for each ability. However, each ability offers two opportunities to provide narrative statements of accomplishment for session ratings. Applicants with completed session results do not need to resubmit narratives to be rated. Applicants can save each narrative as partial work or send the completed versions to the rating session. Submitting one ability to a rating session does not send the remaining ability statements also. Each ability must be submitted separately to the rating session. Saving a narrative as partial work does not send it to a rating session.

(e) Part F-Suspend My Participation in ACCES. Applicants may choose to suspend their referral in ACCES because of a recent promotion, a personal situation, etc. Applicants may remain inactive in ACCES for up to 2 years from the date the suspension was initiated. Applicants must contact the CRO to reinstate their referral. After the two-year time limit, the record is completely deleted from ACCES.

(f) DA 4338-Civilian Career Program Geographical Availability Statement. This section allows applicants to choose their geographical preferences for referral consideration. Applicants must ensure that their choices for types of geographical preferences (for example, lower grade, same grade, or higher grade) correspond correctly with the grade and referral desires they have chosen in the referral desires section in Part B of their DA Form 5740. The computer will determine if the correct and corresponding job categories have been chosen. It may change eligibility for referral if this is completed incorrectly. Applicants should return to the status menu after submitting their choices to review their referral status before exiting Easy ACCES.

(g) Resume. This section will allow the applicant to maintain a resume qualification record in Easy ACCES. The resume may be a free-form document but may not exceed 17,000 characters in length. The resume should be saved as a "text" file then copied and pasted in the resume box before pressing the Update Database button. Applicants should use the Army Resume builder and then cut and paste the information into the resume text box.

(4) *View Only.* This section of the Status Menu shows viewable entries made by other processes within ACCES. Items in this section are viewable only and cannot be updated or corrected within this section. To update information, see paragraph A-7h(3) above.

(a) Part D - Most Recently Submitted Accomplishment narrative(s). This screen shows the applicant their most recent accomplishment narrative submissions for the next rating session.

(b) Part E-Supervisor Knowledge Ratings. This screen shows the ratings by the supervisor currently entered in the employee's knowledge rating area. If the section indicates that the ratings are "incomplete," the applicant should press the "notify supervisor" button at bottom of the Status Menu to request ratings from the supervisor.

(c) Part E-Reviewer Knowledge Ratings. This screen shows the ratings by the reviewer currently entered in the employee's knowledge rating area. If the section indicates that the ratings are "incomplete," the applicant should press the "notify reviewer" button at bottom of the Status Menu to request ratings from the reviewer.

(d) Part E-Supervisor Ability Ratings. This screen shows the ratings by the supervisor currently entered in the applicant's ability rating area. If the section indicates

that the ratings are “incomplete,” the applicant should press the “notify supervisor” button at the bottom of the Status Menu to request ratings from the supervisor.

(e) Part E-Reviewer Ability Ratings. This screen shows the ratings by the reviewer currently entered in the applicant’s ability rating area. If the section indicates that the ratings are “incomplete,” the applicant should press the “notify reviewer” button at the bottom of the Status Menu to request ratings from the reviewer.

(f) Part F-Reinstate My Participation OR Withdrawal from ACCES. This screen explains how to reinstate participation in or to withdraw from Easy ACCES.

(g) Resume Qualification Record. The screen shows the resume entered in the applicant’s resume file.

(h) DA 4338, Civilian Career Program Geographical Availability Statement. This screen shows the availability choices currently entered in the applicant’s geographical availability file.

(i) Repromotion Eligible. This screen shows if the applicant has submitted the required paperwork for repromotion eligibility. Applicants can get more information about obtaining repromotion eligibility by viewing this section or by consulting their servicing civilian personnel operating center (CPOC)/CPAC.

(j) Priority Consideration Eligible. This screen shows if the applicant is eligible for priority consideration in ACCES. Priority will be given if the applicant was not properly considered in a previous competitive promotion action. For example, the applicant’s name was not referred and should have been, or the selecting official did not receive accurate information from the CRO on the applicant. Applicants can get more information about ACCES priority consideration eligibility by viewing this section or consulting with the CRO.

(k) Accomplishment Rating Average (Session Results). This screen shows the overall average ratings given by the accomplishment raters. The cumulative average ratings for all of the accomplishment statements provided are shown here.

(l) Selection Screen. This button returns to the screen that allows a different career program to be chosen.

(m) Submit. This button moves the applicant to the part chosen.

(n) Incomplete. This status screen describes all of the problems with the applicant’s current ACCES registration. It lists the reasons why the referral registration is incomplete or inactive and provides courses of action to correct the deficiencies. In addition, the list will change after each update when the applicant returns to view it. Applicants will know immediately when they return to the screen if they have corrected the deficiencies within their records. This is also the button to use if the ACCES record is marked “Eligible for Referral: No.” It is the applicant’s responsibility to determine the steps involved in making the referral registration complete. If the explanation is unclear, the applicant should contact the CRO for clarification. The CRO must be contacted to remove any suspended records.

(o) Notify Supervisor and/or Reviewer to Rate. This section is used to request knowledge or ability ratings from the supervisor or reviewer. Applicants should press this button when they are sure that they have completed their resume well enough to provide to the supervisor and the reviewer. The supervisor and the reviewer can view the resume while providing knowledge and ability ratings for the applicant. Pressing the button sends a

notification email to the supervisor or reviewer. If the button is pressed more than once, multiple copies of the email are sent to the supervisor or reviewer.

A–8. Supervisor and Reviewer Ratings. The following section describes the screens that supervisors and/or reviewers use to provide ratings for their employees.

a. Apply for User ID. Supervisors or reviewers who wish to rate an applicant must go through this section to obtain a User ID and PIN so that they can access the Supervisor/ Reviewer section. If a supervisor or manager is currently registered in Easy ACCES, he or she already has an established User ID and PIN. The same User ID and PIN can be used to rate their employees. Dual User IDs and PINs are not necessary. Only one User ID and PIN is stored in Easy ACCES. The CRO should be contacted if there are difficulties in obtaining a User ID or PIN or if the system identifies the User ID or PIN as invalid. Non-Army civilian and military raters can get information about obtaining their User ID and PIN in the FAQ section on the Easy ACCES website.

b. Supervisor/Reviewer Knowledge and Ability Ratings.

(1) This section is used by the employee's supervisor and/or reviewer. It is a combined, dual use area that is not obvious to the user. This means that it is important to notice that the person listed may be listed as both a supervisor and a reviewer on this page. The program determines the role of the user (either supervisor or reviewer) when entering this area. Supervisors must rate all the employee's knowledges and abilities in Part E. However, they cannot do so unless the employee has identified the supervisor's email correctly in Part A, the employee statement, of the registration.

(2) When rating knowledges, the immediate supervisor must consider what work he or she has observed the applicant accomplish and the amount of study or training the applicant would require before being able to perform at the full performance level in a job requiring that knowledge. If the supervisor has not observed sufficient performance to rate a given knowledge, he or she will obtain information on past performance (training taken or work on the job) from the applicant, other supervisors, or other applicants. Supervisors must provide a rating for each knowledge. A "Cannot Rate" may not be used for a knowledge rating. Supervisors may use second-person information to assign ratings, but may not ask others what ratings the applicant should receive. They may only ask about the applicant's exposure to knowledges and the types of tasks carried out. Supervisors must exercise independent judgment concerning the knowledge rating level the applicant should be assigned. Supervisors must not ask the applicant what ratings he or she thinks should be given or what ratings the applicant assigned himself or herself. A goal of ACCES is to obtain independent information from several sources in order to attain a more comprehensive overall evaluation of the applicant. Do not base ratings solely on information contained in the applicant's resume.

(3) The supervisor reviews the definitions of the five-point rating scale. Using the rating scale, the supervisor enters the rating in the "S" column that best reflects the applicant's level of knowledge.

c. Supervisor/Reviewer Ability Ratings.

(1) Both the supervisor and reviewer use this section to provide ability ratings for the applicant. Only personally observed abilities should be rated. If a supervisor has not observed an employee demonstrate a particular ability, a rating of "0" must be provided which means cannot rate. The score for the applicant's accomplishment for this ability will be substituted during the referral process for all "0" (cannot rate) ratings.

(2) The immediate supervisor is not rating the applicant against an absolute standard, but is comparing the applicant's ability against that of other applicants (at the same grade and occupational field) whom the supervisor has observed during his or her career. Supervisors should not limit their comparison to only those applicants in their current

organization; rather, they should consider other applicants with whom they have been associated. The supervisor will use the ability rating scale and the appropriate ability definitions before entering a rating in the "S" column in Part E for each ability.

(3) Ratings on abilities must be based on personally observed performance that demonstrates the ability. The supervisor will select "0" if he or she has not seen the ability demonstrated personally. In this case, an applicant's accomplishment rating for the ability will be substituted for the supervisory "0" rating during the referral generation process. The supervisor may not use second-person information for ability ratings.

d. Supervisor/Reviewer Login. This section is used to enter the User ID and PIN of the supervisor or reviewer in order to provide ratings for employees they supervise.

e. Supervisor/Reviewer Employee Lists. The supervisor or reviewer chooses the applicant to rate from the drop down list. If the applicant is not on the drop down list, then the applicant must re-enter the supervisor's or reviewer's email address in Part A, the employee's statement, of the DA Form 5470. The email address must be identical to the addresses that the supervisor or reviewer used to apply for a User ID and a PIN number. The email addresses are upper and lower case sensitive.

SECTION III. Career Program Unique Applicant Instructions

A–9. Civilian Human Resource Management(CP-10).

a. The FCR will participate in the selection process of all MACOM civilian personnel directors (CPD), CPOC directors, and CP-10 vacancies at the GS-15 level. MACOM CPDs will participate in the selection process of all major subordinate command (MSC) CPDs and CPAC chiefs/directors within their command. During the recruitment process of the aforementioned positions, the selecting officials will contact and coordinate with the FCR, who will provide advice, guidance, and assistance in the definition of selection criteria and recommendation of applicants for selection. The selecting official has the ultimate authority and responsibility for the selection.

b. For lateral reassignments to GS-15 vacancies covered by the CP, the FCR will notify all permanent GS-15s within CP-10. Interested and available applicants must comply with application instructions provided in the FCR notification.

c. A self or management knowledge rating within ACCES higher than "3" should be supported by journey-level experience in that knowledge. The resume should be consistent with the ratings and reflect such experience.

A–10. Comptroller (CP-11).

a. Applicants in grade GS-15 must have knowledges and abilities rating in CP-11 ACCES. Written accomplishment statements on abilities must be submitted.

b. Current registrants in CP-26 do not need to rewrite Part D, Employee Statement of Accomplishment, of the DA Form 5470. Instead, they may request that their existing accomplishment ratings from CP-26 be used by CP-11 by indicating that they are already registered in ACCES for CP-26.

A–11. Safety and Occupational Health Management (CP-12). Certain positions in CP-12 have been designated as "Key Positions or Emergency Essential." The job descriptions of these positions will be so annotated. These positions are usually Safety Directors

located at MACOMs, MSCs, installations, USACE Division or Laboratory, an Army corps or division headquarters, medical center, or medical activity. A key or emergency essential position is also a senior safety (GS-14 or 15) position at HQDA or at the U.S. Army Safety Center. In addition, MACOM safety positions may be designated as key or emergency essential by the MACOM CPM. When filling an emergency essential or key position, special procedures will be used to help the selecting official choose the best person for the job from among the applicants referred by ACCES. A special SME panel (three to five persons), designated by the MACOM CPM, will convene and make recommendations to the selecting official. When the position is a MACOM safety director or a senior position at HQDA, the SME panel will be designated by the FCR.

A–12. Supply Management (CP-13), Materiel Maintenance Management (CP-17), and Transportation Management (CP-24).

a. Substitute Table E-5, Logistics Ability Definitions, for Table E-4, Generic Ability Definitions.

b. Substitute Table E-10, Logistics Accomplishment Statement Definitions for Table E-9, Generic Accomplishment Statement Definitions.

c. Applicants can register in all three career programs (CP-13, CP-17, and CP-24). However, accomplishment statements will be rated by the SME of the career program they are in at the time of submission.

d. The FCRs of CP-13 and CP-17 will participate in the selection process for all GS-15 positions within their respective career program. MACOM CPMs will participate in the selection process of all GS-15 positions within the command. As a minimum, participation will include contacting the selecting official to provide advice, guidance, and assistance in the definition of selection criteria and recommendation of applicants for selection. The selecting official has the ultimate authority and responsibility for the selection.

A–13. Contracting and Acquisition (CP-14). In CP-14, a self or management knowledge rating higher than “3” should be supported by journey-level experience in that knowledge. The resume should be consistent with the ratings and reflect such experience.

A–14. Public Affairs and Communications Media (PACM)(CP-22).

a. Substitute Table E-6, PACM Ability Definitions, for Table E-4, Generic Ability Definitions.

b. Substitute Table E-11, PACM Accomplishment Statement Definitions, for Table E-9, Generic Accomplishment Statement Definitions.

A–15. Transportation Management (CP-24).

a. ACCES applies to GS-346 positions only (See A-12 above). The US Army Transportation Center does centralized recruitment for GS-13-15 positions in series 301, 2101, 2130, 2150, and 2161. Applications should be sent to Office of the Chief of Transportation, ATTN: ATZF-OCT-CP, Building 705, Room 13, Fort Eustis, VA 23604-5407.

b. In CP-24, a self or management knowledge rating higher than “3” should be supported by journey-level experience in that knowledge. The resume should be consistent with the ratings and reflect such experience.

A–16. Manpower and Force Management (CP-26).

a. Current registrants in CP-11 do not need to rewrite Part D, Employee Statement of Accomplishment, of the DA Form 5470. Instead, they may request that their existing

accomplishment ratings from CP-11 be used by CP-26 by indicating that they are already registered in ACCES for CP-11.

b. In CP-26, a self or management knowledge rating higher than "3" should be supported by journey-level experience in that knowledge. The resume should be consistent with the ratings and reflect such experience.

A–17. Housing Management (CP-27). In CP-27, a self or management knowledge rating higher than "3" should be supported by journey-level experience in that knowledge. The resume should be consistent with the ratings and reflect such experience.

A–18. Education Services (CP-31).

a. Ability 2, to analyze, is defined differently for CP-31. It includes the decision-making ability. This is defined as "the ability to make sound, well-informed, and objective decisions; perceive the impact and implications of such decisions; commit to action, even in uncertain situations, to accomplish organizational goals; and cause change." This additional wording for Ability 2 should be addressed in accomplishment narratives in Part D and management ratings of abilities in Part E. Although not mandatory, current registrants are encouraged to update Ability 2.

b. In CP-31, a self or management knowledge rating higher than "3" should be supported by journey-level experience in that knowledge. The resume should be consistent with the ratings and reflect such experience.

c. Substitute Table E-7, Education Services Ability Definitions, for Table E-4, Generic Ability Definitions.

d. Substitute Table E-12, Education Services Accomplishment Statement Definitions for Table E-9, Generic Accomplishment Statement Definitions.

e. Additional information regarding the SME requirement for CP-31 is amended as follows. The SME must be a person who meets the requirement set forth in paragraph A-5g. If the SME requirement is not met:

(1) For Army applicants, the current supervisor will provide supervisory ratings, even if not an SME, and the CP-31 MACOM CPM will serve as the reviewer. Applicants must identify and include the reviewer's email address in Easy ACCES. The applicant's supervisory ratings must be completed before the MACOM CPM will complete the review.

(2) For Non-Army federal civilian applicants, the current supervisor will provide supervisory ratings, even if not an SME, and the FCR for CP-31 will serve as reviewer. Applicants requiring FCR review will contact the CP-31 FCR, L. Dian Stoskopf at: stoskopd@hoffman.army.mil to request this review. This email address must be used as reviewer's email in Easy ACCES. The applicant's supervisory ratings must be completed before the FCR will complete the review.

(3) External applicants. Reinstatement eligible and other external (outside federal government) appointment eligible applicants eligible to register in CP-31 will have ratings provided by the FCR for both the supervisory and reviewer ratings. These applicants must include the email address of the FCR in both the supervisory and reviewer email in Easy ACCES.

(4) It is critical that the applicant's resume reflects all pertinent experience in order to obtain an objective assessment by the Reviewer. Applicants may submit supplemental

documentation of knowledges and abilities by mail to US Total Army Personnel Command, ATTN: TAPC-PDE (L. Dian Stoskopf), 2461 Eisenhower Ave., Suite 922, Alexandria, VA 22331-0476.

A–19. Training (CP-32).

a. This career program requires referral registration using both job categories and specialties.

b. Either the supervisor or reviewer must be a subject matter expert in CP-32. If neither the first nor second level supervisor is in CP-32, then the activity or MACOM CPM must be the reviewer.

c. For non-Army federal civilian applicants, the current supervisor will provide supervisory ratings, even if not an SME. Contact the CRO regarding who should serve as the reviewer.

d. The CRO for CP-32 is located at HQ TRADOC, ODCST, ATTN: ATTG-ZC-TP, 2 Darby Street, Fort Monroe, VA 23651-5000.

A–20. Information Technology Management (ITM) CP-34.

a. The list of ITM knowledges is subdivided into career areas. Applicants must rate all knowledges for the career area in which they desire referral and all Supervisory/Multiple Use knowledges considered as supplemental for the career area.

b. Substitute Table E-8, ITM Ability Definitions, for Table E-4, Generic Ability Definitions (used for supervisor/reviewer ratings only).

A–21. Military Personnel Management (CP-50).

a. The GS-205 Military Personnel Management positions covered under CP-50 are grades GS-11 through GS-15, inclusively. If covered positions are to be filled on a permanent basis through competitive promotion/selection procedures, they must be filled by referral of applicants who are registered in the CP-50 ACCES applicant database unless filled as an authorized exception to central career referral.

b. On a case-by-case basis, covered positions may be engineered downward for recruitment purposes at the GS-205 07/09/11 grade levels. In such cases, requests for exceptions will be submitted to the CMOB. The CMOB will coordinate with the FCR for a decision on requests for exceptions. The FCR must agree to approve the request.

c. The FCR and his/her appointed representative will participate in the selection process of CP-50 GS-15 positions. As a minimum, participation will include contacting the selecting official to provide advice, guidance, and assistance in the definition of selection criteria and recommendation of applicants for selection. The selecting official has the ultimate authority and responsibility for the selection.

d. The CRO will provide a copy of each referral list to the CP-50 Program Management Office (PMO).

e. In CP-50, a self or management knowledge rating higher than “3” should be supported by journey-level experience in that knowledge. The resume should be consistent with the ratings and reflect such experience.

Appendix B
Army Civilian Career Evaluation System Request for Referral Guide

B–1. General requirements and procedures to request a referral list.

a. All requests for career referrals should be submitted using the automated Request for Referral form, DA Form 5470-1.

b. Certain positions in career programs have been designated as “Key Positions,” “Emergency Essential,” or “Critical Acquisition Positions.” These positions are usually located at MACOMs, MSCs, or headquarters, or may have special training and education requirements that require special handling during referral generation. When filling such positions, special procedures may also be required to help selecting officials choose the best person for the job. (See Appendix A, Section III for special requirements.)

c. The selecting official may request a list of only “promotable” applicants or both a “promotable” and one of two kinds of “lateral/change to lower grade” lists. Only one type of lateral list may be requested, as indicated below.

(1) Career referral lists for promotion are limited to the applicants with the highest “total weighted scores” who have indicated availability for the vacancy location and have indicated a willingness to travel, commensurate with the requirements of the position. In the case of a tied score, all applicants with that score are referred. Numbers of applicants referred for each career program, series, and grade are listed in Table E-14. These applicants are considered to be the “best qualified” applicants for the position.

(2) Ranked lateral referral lists are limited to a certain number of applicants with the highest weighted scores, see Table E-14. All change to lower grade applicants will be included when any type of lateral list is provided.

(3) Unranked lateral referral lists will include all lateral and all change to lower grade applicants.

(4) All applicants entitled to priority consideration or special consideration for repromotion will be referred separately and ahead of competitive referrals.

d. The selecting official, in coordination with the civilian personnel advisor, will identify the appropriate job category and/or functional area, knowledges, and abilities required; determine the importance of each knowledge and ability; and assign importance weights to them using the appropriate table. Any knowledge identified in addition to the “core” must be supported by written justification, usually the job description. The weights assigned must average “3”.

e. The mathematical procedure used to compute an applicant’s referral score is described in Figure E-4.

f. Applicants are notified at their home address (or mailing address if overseas) each time they are referred. The documents necessary to indicate interest and availability are identified on the notification letter. Usually, applicants must provide a copy of their most recent resume to the CPOC/CPAC address identified in the notification letter for use by the selecting official. When Easy ACCES is completely functional, applicant notification will be email and the resumes of all applicants who expressed interest and availability will be sent electronically to the selecting official.

g. Supervisors will normally release a selected employee within one month after official notification of the selection. The losing and gaining CPACs may negotiate a later date if

there is a permanent change of station involved. To ensure a smooth transition into a new position, the activity CPM or the gaining supervisor will appoint a sponsor. The activity CPM will meet formally with each newly placed employee within 30 days of reporting for duty and again 30 days later to follow-up on the resolution of any problems and to discuss progress in the new position.

h. Selections from DA career program mandatory referral lists are generally considered in the best interest of the government and PCS costs associated with career program selections may be paid. However, the current policies in the Joint Travel Regulation (JTR) apply. Therefore, PCS costs are authorized but management can determine, in regard to a specific vacancy, whether it is in the interest of the Government to pay PCS costs. Management has the discretion to decline to authorize PCS costs in accordance with the JTR. If management intends not to pay PCS costs, this decision will be advertised in the central referral notice. This decision will not be imposed after referral or selection. If the central referral notice is silent, there is an assumption that PCS allowances will be paid.

B–2. Information to selecting officials.

a. Selecting officials receive a referral list in which applicants' names are alphabetically listed and grouped by referral category (for example, promotable, lateral, and change to lower grade).

b. A computer printout on each applicant referred is also provided. The printout contains the self-knowledge ratings and management (supervisor/reviewer) knowledge and ability ratings used to determine the referral score and the average for accomplishment ratings.

c. A copy of each applicant's resume is provided to the selecting official by the CPOC/ CPAC handling the recruitment action. When Easy ACCES is fully functional, this may be accomplished by downloading the referral list from the website.

B–3. ACCES Request for Referral, DA Form 5470-1. Using the electronic format expedites the referral process. This section is a guide to the information presented on the screens within Easy ACCES for requesting referral lists. Most of the data requested on the individual screens are self-explanatory.

a. Mandatory items. All items marked with a red asterisk "*" are mandatory. Easy ACCES will not accept the referral request until all mandatory items are completed.

b. Multiple vacancies. If the request is for more than one vacancy, a separate PERSACTION number is required for each vacancy. Positions that are identical (same job category, grade and location, and all knowledges and abilities are weighted the same) may be handled as one request. One additional name will be added for each additional vacancy to the referral list sizes specified in Table E-14, Referral List Sizes.

c. Duty station. If the duty station of the position vacancy does not appear on the request form, enter the nearest location. The location identified will be the location screened for the referral list. If a city within a state is selected, all of the registrants who indicated the entire state are also included.

d. Incumbent. Include the full name and new duty station of the former incumbent, or indicate "new position" as applicable. The incumbent's name is assumed to be the employee who is vacating the position, and will not be included on the referral list. To prevent exclusion of an employee who may be temporarily promoted in the position, enter "encumbered position." Then employee will be considered if his/her referral registration is complete and registration criteria matches requested referral criteria. There is no guarantee that the incumbent will be referred. Applicants must be among the "best qualified" applicants to be referred for the position. Selecting officials are encouraged to contact the

CRO to verify an incumbent's referral registration status before referral lists are requested if they directly supervise the incumbent.

e. Description of position. Enter a description of duties and other information that may be helpful to applicants. This may include cost of living information, tour of duty, overtime requirements, or other items of interest about the area or the position. Do not simply enter the first few paragraphs of the position description.

f. Core knowledges and abilities. All "core" knowledges and abilities for the job category selected must be used. They are identified by a "C." Knowledges identified with a Plus sign "+" are considered important for the job category chosen. All other knowledges and abilities selected are considered supplemental and may be weighted if the position description supports the requirement for the ability or knowledge.

g. Importance weight. Enter an importance weight for each selected knowledge and ability. The importance weights assigned indicate the relative importance of each in distinguishing high quality performance from average performance by an applicant. The weights assigned do not equate to an applicant's rating. Use a weight of 5 for the most important and a weight of 1 for the least important to the successful completion of the duties of the position. Other knowledges and abilities selected will be weighted at appropriate levels after the "core" so that when completed, the total weights assigned will average "3".

h. Check request for errors. By clicking on this option, the system will conduct an automated edit to ensure that all of the required fields are filled. After the edit is complete, the system formats the information into a Referral Request format.

i. Submitting the request. The system does not save the input nor does it automatically submit the referral request to the appropriate CRO. When Easy ACCES is completely functional, the request for referral process will be online. Until then, the referral request must be printed and sent to the CRO by Fax or mail. The CRO sends copies of the Notification Letter to each applicant referred for the vacancy.

j. Points of contact. Activities may request referral lists by mail or Fax to the appropriate CRO identified in paragraph 11 and 12 of this memorandum.

B–4. Return of referral lists to the CRO

a. Annotating referral lists. Accumulating accurate referral and selection statistical data is critical to the effectiveness of the ACCES system. To assist in this area, the CPOC/CPAC must annotate the referral list with the codes listed on the computer-generated list. The effective date/entry on duty date and nature of the action for the selected applicant must be noted.

b. Unused Referral lists. When a referral list is returned unused (without a selection) to the CRO, the reason for non-use must be furnished. If the recruitment action has been canceled or the list expired before a selection could be made, specific information must be provided regarding why the action was canceled or the selection was not be made before the expiration date. If selection for the position was made from another source (for example, an OPM certificate of eligibles, a transfer, reassignment, reinstatement, or repromotion), the name of the selected applicant, his or her organization or activity, the effective date, and the source of selection must be provided.

c. Use of Priority Placement Program (PPP) and the requisition referral list expiration date. The CPOC/CPAC requesting the referral list must clear PPP when requesting an

ACCES referral list. The CPOC/CPAC requesting the referral list will set the life of a career referral list based on mutual agreement between the selecting official and the CPAC/CPOC. The duration will begin with the date that PPP is cleared. The initial expiration date of the career referral list can be extended when needed to effectively complete the selection process. Expiration dates cannot be extended retroactively; once a list expires, no selection can be made from it and a new referral request must be submitted.

d. Returning referral lists. The CPOC/CPAC will return only signed and annotated referral lists. The established expiration date must be shown on the returned lists. All other related backup materials will be managed locally and not forwarded to the CRO.

Appendix C
Instructions for Completion of Resume

C–1. General. Resumes must be submitted in the prescribed format to be considered for positions in ACCES. The DA Form 2302-R, Civilian Qualification Record, is obsolete effective the date of this letter. Applicants must include a resume for referral consideration.

C–2. Resumes may be created online at http://cpol.army.mil using Army's Resume Builder. Currently, the resume must be created and sent to the applicant's email address. The resume within the email can be saved as a document from which the information can be "cut and paste" into an Easy ACCES record. When Easy ACCES is fully implemented, applicants will be able to forward their Army Resume Builder resume automatically as their Easy ACCES resume.

C–3. Applicants using other resume formats must include a brief paragraph summarizing their experiences, education, and other qualifications for each relevant position in their resume. Applicants should begin with their most recent experience and work backwards. Dates must be shown for each experience paragraph. If applicable, civilian or military grade/rank and salary should be included. The resume may be no larger than 17,000 characters in length and must include the following items.

a. Full name, SSN, home address, email address, and home and work telephone numbers.

b. Education and training. Include the school name, city and state of school, type of degree or certificate (if any), subject of degree, month and year of degree, credit/semester hours, and type of certificate or diploma achieved.

c. For all employment, including volunteer experience, list the organization or company and its mailing address, the job title, the beginning and end dates (month and year) of employment, the number of hours per week worked if other than full time (for example, 20 hours/week), the job series and grade (if a federal employee), and specific duties and responsibilities. Do not assume that a job title is self-explanatory.

d. Any licenses or certificates that are relevant to the job, such as a driver's license, professional engineer's certification, etc., as well as the state or other authority that issued the license or certificate.

e. Any skills, including language skills, and how the skill was acquired. For example, the ability to speak Spanish may be based on sixteen semester hours of college courses.

Appendix D
Instructions for Referral Registration of Non-Army or Non-Federal Status Applicants

D–1. Introduction. This appendix provides information on registering in ACCES for federal civilian applicants employed outside of Army and for applicants with personal status (for example, prior civilian employees, who are eligible for reinstatement with the federal government). Applicants eligible for an appointment using the VEOA, Family Member Preference, Non-Appropriated Fund (NAF) to Appropriated Fund (AF) Conversion, or Veterans Readjustment Act are also included if they meet OPM qualifications for the series and grade of the position.

D–2. Requirements and procedures. A qualifications determination must be made by the CRO before the applicant completes the ACCES referral registration documents. In order to make the qualifications determination, applicants must submit all required documents that relate to the type of application being submitted to the appropriate CRO listed in paragraphs 11 and 12 of this memorandum.

a. Resume. All applicants must submit a resume, see Appendix C. Do not attach copies of awards, letters, or other documents not specifically requested.

b. Career Program and Grade Identification. A cover document must be submitted that indicates the career program and grade level qualification determination desired based on Table E-15.

c. Eligibility Documentation. In addition to qualification requirements, other documents that provide proof of personal status must be submitted. The applicant must provide the required documentation according to federal guidelines provided by the OPM. Documentation required is listed below by eligibility type.

(1) Current non-Army, federal civilian employees must meet requirements described in AR 690-950 to be eligible to register in ACCES and must verify their employment by submitting an SF 50-B. The form must show that the applicant has competitive status (for example, currently working for the Federal Government on a career or career-conditional appointment). Previously held career or career-conditional appointments must have been within the past 3 years.

(2) Reinstatement eligible applicants must include the SF 50-B showing reinstatement eligibility.

(3) Family member eligible applicants must provide all documentation required to substantiate the family member eligibility in accordance with OPM guidance.

(4) NAF conversion to AF fund eligible applicants must provide proof of eligibility for conversion by submitting documentation that shows at least one year of continuous NAF employment.

(5) VEOA eligible applicants must provide proof of veteran's status (DD Form 214 or other documentation).

D–3. An applicant should complete the ACCES referral registration forms only after the CRO has made a qualifications determination that the applicant is eligible to register in ACCES. If the applicant is determined to be ineligible, he or she may request reconsideration by resubmitting a resume, additional qualifications documentation, or other information that substantiates the requested qualifications. If qualified for ACCES registration, the CRO will provide the applicant with specific information about completing

the ACCES registration for specific career programs. Listed below are some of the differences in registration instructions from Appendix A.

a. DA Form 5470. Complete all items except for the items mentioned below.

(1) *Part A, Employee's Statement.* The CRO completes the Agency Code.

(2) *Part E, Supervisor/Reviewer Knowledge and Ability Ratings.* The immediate supervisor completes the "S" column. In ACCES, the reviewer ratings are provided by Army SMEs or, in some instances, the supervisory ratings are duplicated as the reviewer ratings. In some career programs, the reviewer is appointed by the Army FCR to evaluate non-Army applications for that career program. The CRO will identify the ratings necessary to complete the application. In addition, see Appendix A, Section III for Career Program Unique Instructions.

(3) *Part F, Request for Change.* Applicants use this section to make changes to their ACCES registrations.

(4) Applicants who are currently self-employed or unemployed (verified by the resume) may substitute the self-knowledge ratings in Part C for the management knowledge ratings in Part E. The accomplishment ratings from Part D may also be used for the management ability ratings in Part E. Applicants must contact the CRO to accomplish this type of referral registration.

(5) *Race and National Origin Identification, SF-181.* Providing this information is voluntary and is used to monitor equal employment opportunity programs. The form is available at the OPM website, http://www.opm.gov/forms/index.htm.

Appendix E
Tables and Figures

E–1. Introduction. This section contains tables and figures that identify the various career program ability definitions, the knowledge and ability rating scales, the ACCES registrant score computation process, and the mandatory referral levels.

E–2. The tables and figures are as follows:

Table E-1: Knowledge Rating Scale
Table E-2: Ability Rating Scale
Table E-3: Importance Weights
Table E-4: Generic Ability Definitions
Table E-5: Logistics (CPs 13, 17, and 24) Ability Definitions
Table E-6: Public Affairs and Communications Media (CP-22) Ability Definitions
Table E-7: Education Services (CP-31) Ability Definitions
Table E-8: Information Technology Management (CP-34) Ability Definitions
Table E-9: Generic Accomplishment Statement Definitions CP-10, 11, 12, 14, 26, 27, 28, 32, 34, and 50
Table E-10: Logistics (CP-13, 17, and 24) Accomplishment Statement Definitions
Table E-11: Public Affairs and Communications Media (CP-22) Accomplishment Statement Definitions
Table E-12: Education Services (CP-31) Accomplishment Statement Definitions
Table E-13: Core and Supplemental Knowledges and Abilities
Table E-14: Referral List Sizes
Table E-15: Career Program Occupational Series and Mandatory Referral Levels in ACCES
Figure E-1: Conversion of Generic Abilities
Figure E-2: Sample Generic Knowledge with Rating Scale Applied
Figure E-3: Sample Accomplishment
Figure E-4: Referral Score Computation
Figure E-5: Conversion of Public Affairs and Communications Media (CP-22) Abilities
Figure E-6: Conversion of Logistics (CP-13, 17, and 24) Abilities
Figure E-7: Conversion of Information Technology Management (CP-34) Abilities
Figure E-8: Conversion of Education Services (CP-31) Abilities

Table E-1
Knowledge Rating Scale

(Applicable to all career programs and used by both applicants and Supervisors/Reviewers to provide ratings in Part C & E of DA Form 5470)

NOTE to applicants for CP-10, 14, 24, 26, 27, 31, and CP-50. A knowledge rating higher than "3" should be supported by journey-level experience in that knowledge. Applicants' resumes should be consistent with their self-ratings and reflect such experiences.

Rating level	Rating level definition
1	None/Insignificant. Employee currently knows **none** or **very few** of the details of that topic. Employee would need extensive study, training, or assistance in order to perform a job requiring this knowledge. Employee would probably score an "F" (59% or less) if given a test on that knowledge today.
2	Minor. Employee currently knows **few** of the details of that topic. Employee would need substantial study, training, or assistance in order to perform a job requiring that knowledge. Employee would probably score a "D" (60%-69%) if given a test on that knowledge today.
3	Moderate. Employee currently knows **many** of the details of that topic. Employee would need some study, training, or assistance in order to perform a job requiring that knowledge. Employee would probably score a "C" (70%-79%) if given a test on that knowledge today.
4	Substantial. Employee currently knows **most** of the details of that topic. Employee would need a brief review (1-2 days) in order to perform a job requiring that knowledge. Employee would probably score a "B" (80%-89%) if given a test on that knowledge today.
5	Extensive. Employee is currently an **expert** on that topic. Employee would need no review in order to perform a job requiring that knowledge. Employee would probably score an "A" (90%-100%) if given a test on that knowledge today. Employee could teach a class on that topic.

TABLE E-1. Knowledge Rating Scale

Table E-2
Ability Rating Scale
(Applicable to all career programs and used in the completion of Part E of DA Form 5470)

CR	1	2	3	4	5
Cannot Rate	Lowest (bottom 5%)	Below Average (bottom 25%)	Average	Above Average (top 25%)	Highest (top 5%)

TABLE E-2. Ability Rating Scale

Table E-3
Importance Weights
(Applicable to all career programs and used in the completion of DA Form 5470-1, Request for Referral List Forms)

Weight	Definition
5	**Most** important in distinguishing high quality from average performance.
4	**Substantial** importance in distinguishing high quality from average performance.
3	**Moderate** importance in distinguishing high quality from average performance.
2	**Minor** importance in distinguishing high quality from average performance.
1	**Least** important in distinguishing high quality from average performance.

TABLE E-3. Importance Weights

Table E-4
Generic Ability Definitions
(Applicable to Career Programs 10, 11, 12, 14, 26, 27, 28, 32, 34, 50 and used in Part E--Supervisor/Reviewer Ratings of DA Form 5470)

1. **Ability to direct work activities**. Ability to assign or delegate work and to monitor the work of others.

2. **Ability to plan and organize**. Ability to establish objectives, requirements, priorities, and deadlines in order to determine course of action for work.

3. **Human relations ability**. Ability to interact with others in a one-to-one group situation. (It is often called "teamwork," "cooperation," "interpersonal skills, " "ability to meet and deal," and "tact and diplomacy.")

4. **Ability to analyze**. Ability to obtain information, define problems, identify relationships, evaluate quality, assess impacts, draw conclusions and make conclusions/recommendations. Includes the ability to determine quality of projects, programs, or performance by comparison against standards or objectives.

5. **Ability to communicate orally**. Ability to brief, instruct, explain, advise or persuade.

6. **Ability to write**. Ability to express ideas in writing (for example, reports, information papers, memoranda, letters, manuals).

7. **Ability to innovate**. Ability to develop new or revised policies, procedures, programs or solutions to problems.

8. **Ability to initiate action**. Ability to independently originate action. (One who demonstrates this ability is often called a "self-starter.)

TABLE E-4. Generic Ability Definitions

Table E-5
Logistics (CPs 13, 17, and 24) Ability Definitions
(Used in Part E - Supervisor/Reviewer Ratings of DA Form 5470)

1. **Leadership**. Ability to influence others to accomplish the mission of the organization; to read a situation and determine the objective to be achieved; to evaluate individual and group strengths and maximize their use toward achieving mission objectives; to stimulate superior performance through personal example; to take charge in stressful, pressured situations; to inspire others to accomplish the task at hand; to encourage teamwork; to maintain esprit de corps; to provide meaningful praise for good work and constructive guidance when needed.

2. **Plan, organize, and direct**. Ability to establish objectives, requirements, priorities, and deadlines in order to determine course of action for work; to forecast future resource needs and develop strategies for obtaining them; to develop long- and short-range plans; to use, schedule, and align resources efficiently; to coordinate programs, projects, and plans; to assign or delegate work and to monitor the work of others; to set reasonable performance standards and apply them consistently.

3. **Analyze**. Ability to evaluate information, data and ideas; to identify facts and key issues and assess their implications; to identify the consequences of an action, problem or malfunction upon a system; to identify relationships, evaluate quality, assess impacts, and make conclusions of recommendations; to define and structure a problem and take appropriate action; to solve problems; to weigh the alternatives and draw sound conclusions.

4. **Communicate orally**. Ability to articulate ideas in a well organized manner; to present information persuasively, comprehensively, and effectively; to brief, and be direct during briefings, meetings, discussions, or conflicts; to listen closely to what others say; to mediate, negotiate, and compromise.

5. **Communicate in writing**. Ability to express ideas in writing (for example, reports, information papers, memoranda, letters, manuals); to use correct grammar, spelling, and punctuation; to produce written materials that are logical and well organized; to write in a style tailored to the audience; to express technical concepts in a clear and understandable fashion.

6. **Innovate**. Ability to develop new or revised policies, procedures, programs, or solutions to problems.

7. **Initiate action**. Ability to originate action independently; to take initiative to complete assignments; to complete work accurately with little or no supervision; to follow through, persist, and keep working on a project or assignment until it is completed.

TABLE E-5. Logistics (CPs 13, 17, and 24) Ability Definitions

Table E-6
Public Affairs and Communications Media (CP-22) Ability Definitions
(Used for Part E-- Supervisor/Reviewer Ratings of DA Form 5470)

Ability Number and Definition

1. **Ability to direct work activities**. Ability to assign or delegate work and to monitor the work of others.

2. **Ability to plan and organize**. Ability to establish objectives, requirements, priorities, and deadlines in order to determine course of action for work.

3. **Human relations ability**. Ability to interact with others in a one-to-one or group situation. (Often called "teamwork," "cooperation," interpersonal skills," ability to meet and deal," and "tact and diplomacy").

4. **Ability to analyze**. Ability to obtain information, define problems, identify relationships, evaluate quality, assess impact, and make conclusions or recommendations; includes the ability to determine quality of projects, programs, or performance by comparison against standards or objectives.

5. **Ability to communicate orally**. Ability to brief, instruct, explain, advise, negotiate, or persuade.

6. **Ability to write or edit (Specialized)**. Ability to express ideas through specialized types of writing or editing. Includes features, news releases, press memoranda, scripts, speeches, doctrine and strategy, and fact sheets used in the public affairs context.

7. **Ability to write (General)**. Ability to express ideas through general types of writing. Includes information papers, inter-office memoranda, letters, work orders, and general reports such as administrative progress reports, status reports that are written for general purposes to summarize findings, to recommend strategies, to propose new initiatives, to document or describe events.

8. **Ability to innovate**. Ability to develop new or revised policies, procedures, programs, or solutions to problems.

9. **Ability to initiate action**. Ability to independently originate action. (One who demonstrates this ability is often called a "self-starter").

TABLE E-6. Public Affairs and Communications Media (CP-22) Ability Definitions

Table E-7
Education Services (CP-31) Ability Definitions
(Used for Part E -- Supervisor/Reviewer Ratings of DA Form 5470)

Ability Number and Definition

1. **Ability to direct work activities**. Ability to assign or delegate work and to monitor the work of others.

2. **Ability to plan and organize**. Ability to establish objectives, requirements, priorities, and deadlines in order to determine course of action for work.

3. **Human relations ability**. Ability to interact with others in a one-to-one or group situation. (Often called "teamwork," "cooperation," interpersonal skills," ability to meet and deal," and "tact and diplomacy").

4. **Ability to analyze**. Ability to obtain information, define problems, identify relationships, evaluate quality, assess impact, and make conclusions or recommendations. Includes the ability to determine quality of projects, programs, or performance by comparison against standards or objectives.

5. **Decision Making Ability**. Ability to make sound, well-informed, and objective decisions; perceive the impact and implications of such decisions; commit to action, even in uncertain situations, to accomplish organizational goals; and cause change.

6. **Ability to communicate orally**. Ability to brief, instruct, explain, advise, negotiate, or persuade.

7. **Ability to write**. Ability to express ideas through general types of writing. Includes information papers, inter-office memoranda, letters, work orders, and general reports such as administrative progress reports, status reports that are written for general purposes to summarize findings, to recommend strategies, to propose new initiatives, to document or describe events.

8. **Ability to innovate**. Ability to develop new or revised policies, procedures, programs, or solutions to problems.

9. **Ability to initiate action**. Ability to independently originate action. (One who demonstrates this ability is often called a "self-starter").

TABLE E-7. Education Services (CP-31) Ability Definitions

Table E-8
Information Technology Management (CP-34) Ability Definitions
(Used for Part E -- Supervisor/Reviewer Ratings of DA Form 5470)

Ability Number and Definition

1. **Ability to direct work activities**. Ability to assign or delegate work and to monitor the work of others. (Must be rated for all ITM series)

2. **Ability to plan and organize**. Ability to establish objectives, requirements, priorities, and deadlines in order to determine course of action for work. (Must be rated for all ITM series)

3. **Human relations ability**. Ability to interact with others in a one-to-one or group situation. (Often called "teamwork," "cooperation," interpersonal skills," ability to meet and deal," and "tact and diplomacy"). (Must be rated for all ITM series)

4. **Ability to analyze**. Ability to obtain information, define problems, identify relationships, evaluate quality, assess impact, and make conclusions or recommendations; includes the ability to determine quality of projects, programs, or performance by comparison against standards or objectives. (Must be rated for all ITM series)

5. **Ability to communicate orally**. Ability to brief, instruct, explain, advise, negotiate, or persuade. (Must be rated for all ITM series)

6. **Ability to write**. Ability to express ideas through general types of writing. Includes information papers, inter-office memoranda, letters, work orders, and general reports such as administrative progress reports, status reports that are written for general purposes to summarize findings, to recommend strategies, to propose new initiatives, to document or describe events. (Must be rated for all ITM series)

7. **Ability to innovate**. Ability to develop new or revised policies, procedures, programs, or solutions to problems. (Must be rated for all ITM series)

8. **Ability to initiate action**. Ability to independently originate action. (One who demonstrates this ability is often called a "self-starter"). (Must be rated for all ITM series)

9. **Ability to write or edit (Specialized)**. Ability to express ideas through specialized types of writing or editing. Includes features, news releases, press memoranda, scripts, speeches, doctrine and strategy, and fact sheets used in the public affairs context. (1001, 1071, 1082 series only)

10. **Ability to write or edit (Technical)**. Ability to express ideas through technical writing or editing. Includes how-to manuals and publications that instruct, describe, explain, or inform specific audiences on new technological developments, discoveries, assembly, disassembly, operations, repairs, and maintenance of equipment and complex machinery in various fields (for example, electronics, missiles, ordnance, aviation). (1083 series only)

TABLE E-8. Information Technology Management (CP-34) Ability Definitions

11. **Ability to draw**. Ability to make lines, shades, visual features, shapes, and so forth by hand on a surface to produce a clear, concise, visual likeness, representation or portrayal of information provided through oral, written, or visual means. (1001, 1020, 1084 series only)

12. **Ability to design**. Ability to compose by arranging, creating, or combining elements of the subject matter area (for example, camera-ready art, exhibits, displays, viewgraphs, and/or 35-mm slide presentations, arrangement of photographs and text presentation, arrangement of photographs and text on boards or the arrangement of cartoon, animated figures, and titles) to achieve the most effective communication of intended information in art form. (1001, 1020, 1084 series only)

TABLE E-8. Information Technology Management (CP-34) Ability Definitions—Continued

Table E-9
Generic Accomplishment Statement Definitions
CP-10, 11, 12, 14, 26, 27, 28, 32, 34, 50
(Used for Part D -- Employee Statements of Accomplishment of DA Form 5470)
Note: Use Table E-4, Generic Ability Definitions when requesting referral lists.

Ability 1. To Plan, Organize and Direct. Ability to establish objectives, requirements, priorities, and deadlines in order to determine course of action for work; to assign or delegate work, to monitor the work of others, provide on-the-job training; to interact with others in a one-to-one or group situation (often called "teamwork," "cooperation," "interpersonal skills," "tact," and "diplomacy"); to work with others to achieve organizational goals.

Ability 2. To Analyze. Ability to obtain information, define problems, identify relationships, evaluate quality, assess impacts, draw conclusions and make recommendations. It includes the ability to determine quality of projects, programs, or performance by comparison against standards or objectives.

Ability 3. To Communicate Orally. Ability to brief, instruct, explain, advise, negotiate, or persuade.

Ability 4. To Write. Ability to express ideas in writing (such as reports, information papers, memoranda, letters, manuals).

Ability 5. To Innovate. Ability to develop new or revised policies, procedures, programs, or solutions to problems; to independently originate action. One who demonstrates this ability is often called "a self-starter."

TABLE E-9. Generic Accomplishment Statement Definitions CP-10, 11, 12, 14, 26, 27, 28, 32, 34, 50

Table E-10
Logistics (CPs-13, 17, and 24) Accomplishment Statement Definitions

(Used for Part D - Employee Statements of Accomplishment of DA Form 5470)

Note: Use Table E-5, Logistics (CPs-13, 17 and 24) Ability Definitions when requesting referral lists.

Ability 1. Leadership. Ability to influence others to accomplish the mission of the organization; to read a situation and determine the objective to be achieved; to establish a direction and set attainable goals; to evaluate individual and group strengths and maximize their use toward achieving mission objectives; to stimulate superior performance through personal example; to take charge in stressful, pressured situations; to inspire others to accomplish the task at hand; to encourage teamwork; to maintain esprit de corps; to provide meaningful praise for good work and constructive guidance when needed.

Ability 2. Plan, Organize and Direct. Ability to establish objectives, requirements, priorities, and deadlines in order to determine course of action for work; to forecast future resource needs and develop strategies for obtaining them, to develop long- and short-range plans; to use, schedule, and align resources efficiently, to coordinate programs, projects, and plans; to assign or delegate work and to monitor the work of others; to set reasonable performance standards and apply them consistently.

Ability 3. To Analyze. Ability to evaluate information/data/ ideas; to identify facts and key issues and assess their implications; to identify the consequences of an action, problem or malfunction upon a system; to identify relationships, evaluate quality, assess impacts, and make conclusions /recommendations; to define and structure a problem and take appropriate action; problem solving ability; to weigh the alternatives and draw sound conclusions.

Ability 4. To Communicate Orally. Ability to articulate ideas in a well-organized manner; to present information persuasively, comprehensively, and effectively; to brief, instruct, explain, or advise; to focus on the issues and be direct during briefings, meetings, discussion, or conflicts; to listen closely to what others say; to mediate, negotiate, and compromise.

Ability 5. Communicate in Writing. Ability to express ideas in writing (such as reports, information papers, memoranda, letters, manuals); to use correct grammar, spelling, and punctuation; to produce written materials that are logical and well-organized, to write in a style tailored to the audience; to express technical concepts in a clear and understandable fashion.

Ability 6. To Innovate. Ability to develop new or revised policies, procedures, programs, or solutions to problems. Includes the ability to originate action independently (be a "self-starter").

TABLE E-10. Logistics (CPs-13, 17, and 24) Accomplishment Statement Definitions

Table E-11
Public Affairs and Communications Media (CP-22) Accomplishment Statement Definitions

(Used for Part D - Employee Statements of Accomplishment of DA Form 5470)

Note: Use Table E-6, Public Affairs and Communications Media (CP-22) Ability Definitions when requesting referral lists.

Ability 1. To Plan, Organize and Direct. Ability to establish objectives, requirements, priorities, and deadlines in order to determine course of action for work; to assign or delegate work, to monitor the work of others, to provide on-the-job training; to interact with others in a one-to-one or group situation (often called "teamwork," "cooperation," "interpersonal skills," "tact," and "diplomacy"); to work with others to achieve organizational goals.

Ability 2. To Analyze. Ability to obtain information, define problems, identify relationships, evaluate quality, assess impacts, draw conclusions and make recommendations. It includes the ability to determine quality of projects, programs, or performance by comparison against standards or objectives.

Ability 3. To Communicate Orally. Ability to brief, instruct, explain, advise, negotiate, or persuade.

Ability 4. To Write or Edit (Specialized). Ability to express ideas through specialized types of writing or editing. Includes features, news releases, press memoranda, scripts, speeches, doctrine and strategy, and fact sheets used in the public affairs context.

Ability 5. Ability to Write (General). Ability to express ideas through general types of writing. Includes information papers, inter-office memoranda, letters, work orders, and general reports such as administrative progress reports, status reports that are written for general purposes to summarize findings, to recommend strategies, to propose new initiatives, to document or describe events, and so forth.

Ability 6. To Innovate. Ability to develop new or revised policies, procedures, programs, or solutions to problems; to independently originate action. One who demonstrates this ability is often called "a self-starter."

TABLE E-11. Public Affairs and Communications Media (CP-22) Accomplishment Statement Definitions

Table E-12
Education Services (CP-31) Accomplishment Statement Definitions
(Used for Part D -- Employee Statements of Accomplishment of DA Form 5470)
Note: Use Table E-4, Generic Ability Definitions when requesting referral lists.

Ability 1. To Plan, Organize and Direct. Ability to establish objectives, requirements, priorities, and deadlines in order to determine course of action for work; to assign or delegate work; to monitor the work of others; to provide on-the-job training; to interact with others in a one-to-one or group situation (often called "teamwork," "cooperation," "interpersonal skills," "tact," and "diplomacy"); to work with others to achieve organizational goals.

Ability 2. To Analyze. Ability to obtain information, define problems, identify relationships, evaluate quality, assess impacts, draw conclusions and make recommendations. It includes the ability to determine quality of projects, programs, or performance by comparison against standards or objectives. Includes decision-making ability; the ability to make sound, well-informed, and objective decisions; perceive the impact and implications of such decisions; commit to action, even in uncertain situations, accomplish organizational goals; and cause change.

Ability 3. To Communicate Orally. Ability to brief, instruct, explain, advise, negotiate, or persuade.

Ability 4. To Write. Ability to express ideas in writing (such as reports, information papers, memoranda, letters, manuals).

Ability 5. To Innovate. Ability to develop new or revised policies, procedures, programs, or solutions to problems; to independently originate action. One who demonstrates this ability is often called "a self-starter."

TABLE E-12. Education Services (CP-31) Accomplishment Statement Definitions

Table E-13
Core and Supplemental Knowledges and Abilities
(Used for DA Form 5470-1)

CP-10 Civilian Human Resource Management

Job Category Series and Title	Core Knowledges	Supple-mental Knowledges	Core Abilities	Supple-mental Ability
01 201 Personnel Officer (Chief/Deputy)	1,36, 37, 38	Any other CPA knowledge	1 - 8	None
02 201 Personnel Systems Manager (PSM)	1, 41, 42, 43 44	Any other CPA knowledge	2 - 8	1
03 201 Personnel Management Specialist (PMS) (mixed)	Use the core knowledges of the appropriate specialty areas (choose no more than two specialty areas)	Any other CPA knowledge	2 - 8	1
04 201 Personnel Management Specialist (PMS)	Any (treat all knowledges as supplemental)	Any other CPA knowledge	2 - 8	1
05 212 Recruitment & Placement (R&P)	1 and 4 - 10	Any other CPA knowledge	2 - 8	1
06 221 Position Management & Classification (PM&C)	1 and 12 - 16	Any other CPA knowledge	2 - 8	1
07 230 Management Employee Relations (MER)	1 and 27 - 34	Any other CPA knowledge	2 - 8	1
08 233 Labor Relations (LR)	1 and 27 - 34	Any other CPA knowledge	2 - 8	1
09 235 Human Resource Development	1, 4, and 19 - 24	Any other CPA knowledge	2 - 8	1

TABLE E-13. Core and Supplemental Knowledge and Abilities

Table E-13
Core and Supplemental Knowledges and Abilities
(Used for DA Form 5470-1) (continued)

CP-11 Comptroller

Job Category Series and Title	Core Knowledges	Supple-mental Knowledges	Core Abilities	Supple-mental Ability
01 343 Management Analysis	4, 6-8	Any other Comptroller Knowledges	2-8	1
02 343 Program Analysis	20,22,28	Any other Comptroller Knowledges	2-8	1
03 501 Finance & Accounting	2,3,40-42,44,46,47 49,50,52,53,58	Any other Comptroller Knowledges	2-8	1
04 501 Finance/Resource Management	31-37	Any other Comptroller Knowledges	1-8	None
05 501 Program Analysis	20,22,28	Any other Comptroller Knowledges	2-8	1
06 501 Budget Analysis	101-103,107,108	Any other Comptroller Knowledges	2-8	1
07 505 Finance/Resource Management	31-37,135-138,140	1-5,38-39 139 only	1-8	None
08 510 Operating/Staff Accounting	2,3,40-42, 44,46,47,49, 50,52,53,58	Any other Comptroller Knowledges	2-8	1
09 510 Systems Accounting	2,3,40-42, 44,46,47,49, 50,52,53,58	Any other Comptroller Knowledges	2-8	1
10 511 Auditing	2-5,75-87, 89-95	Any other Comptroller Knowledges	2-8	1
11 560 Budget Analysis	101-103,107,108	Any other Comptroller knowledges	2-8	1
12 through 19 1515 Cost Analysis (any series)	1,4,5,113-115	Any other Comptroller Knowledges	2-8	1
*All Supervisory Positions	135-138,140	Any other Comptroller Knowledges	1-8	None

*Use in addition to job categories above.

TABLE E-13. Core and Supplemental Knowledge and Abilities—Continued

Table E-13
Core and Supplemental Knowledges and Abilities
(Used for DA Form 5470-1) (continued)

CP-12 Safety & Occupational Health Management

Job Category Series and Title	Core Knowledges	Supple-mental Knowledges	Core Abilities	Supple-mental Ability
01 018 Safety and Occupational Health Management	1,14,15,18 29	Any other Safety Knowledges	2-8	1
02 803 Safety Engineer	1,14,15,28	Any other Safety Knowledges	2-8	1
03 1306 Health Physics	10,55,60,65	Any other Safety Knowledges	2-8	1
04 1815 Air Safety Investigation	8,74	Any other Safety Knowledges	2-8	1
*All Supervisory Positions	75,76,77,78, 79,80	Any other Safety Knowledges	1-8	None

*Use in addition to job categories listed above.

TABLE E-13. Core and Supplemental Knowledge and Abilities—Continued

Table E-13
Core and Supplemental Knowledges and Abilities
(Used for DA Form 5470-1) (continued)

CP-13 Supply Management

Job Category Series and Title	Core Knowledges	Supple-mental Knowledges	Core Abilities	Supple-mental Ability
01 340 Program Management	None	1-69 124-129	3-7	None
02 346 Supply Management Logistics	4	1-3,5-129	3-7	None
03 2001 General Supply	55 or 56	1-69 124-129	3-7	None
04 2003 Supply Program Management	31 & either 55 or 56	1-30,32-55 56-60 124-129	3-7	None
05 2010 Inventory Management	31,65 and either 55 or 56	1-30,32-55 56-64,66-69 124-129	3-7	None
06 2030 Distribution Facilities & Storage Management	49,51 and either 55 or 56	1-48,50 55-60 124-129	3-7	None
07 2032 Packaging	50,52	1-49,51 53-69 124-129	3-7	None
08 2050 Supply Cataloging	31,40,42	1-30,32-39 41,43-69 124-129	3-7	None
09 0301 Supply Administration	4,55 or 56	3,8,9,10,13 18,21,23,24 28,30-54,55 or 56,57-69	3-7	None
All Supervisory Positions	124-129	Any other Supply Knowledges	1,2,3-7	

Use in addition to job categories above.

Functional Area 01-LAP Position

TABLE E-13. Core and Supplemental Knowledge and Abilities—Continued

Table E-13
Core and Supplemental Knowledges and Abilities
(Used for DA Form 5470-1) (continued)

CP-17 Materiel Maintenance Management (MMM)

Job Category Series and Title	Core Knowledges	Supple-mental Knowledges	Core Abilities	Supple-mental Ability
09 301 Materiel Maintenance Management Administration	74	1-46,70-73 75-100,124-129	3-7	None
10 340 Program Management	None	1-46,70-100 124-129	3-7	None
02 346 Materiel Maintenance Management Logistics	4	1-3,5-129	3-7	None
12 802 Engineering Technician	None	1-46-70-100 124-129	3-7	None
13 856 Electronics Technician	85	1-46,70-84 86-100,124-129	3-7	None
14 895 Industrial Engineering Technician	None	1-46,70-100 124-129	3-7	None
15 1101 General Business and Industry	None	1-46,70-100 124-129	3-7	None
16 1152 Production Control	36	1-35,37-46 70-100-124-129	3-7	None
17 1601 General Facilities & Equipment	74	1-46,70-73 75-500,124-129	3-7	None
18 1670 Equipment Specialist (General) 19 1670 Equipment Specialist (Aircraft) 20 1670 Equipment Specialist (Vehicles) 21 1670 Equipment Specialist (Com-Elec) 22 1670 Equipment Specialist (Missile & Or) 23 1670 Equipment Specialist (Munition Arm) 24 1670 Equipment Specialist (Weapons Arm) 25 1670 Equipment Specialist (Troop Spt) 26 1670 Equipment Specialist (Test, Mst, Dia)	74	1-46,70-73 75-100,124-129	3-7	None
*All Supervisory Positions	124-129	Any other MMM Knowledges	1,2,3-7	None

*Use in addition to job categories above.

Functional Area 01-LAP Position

TABLE E-13. Core and Supplemental Knowledge and Abilities—Continued

Table E-13
Core and Supplemental Knowledges and Abilities
(Used for DA Form 5470-1) (continued)

CP-24 Transportation Management (continued)

Job Category Series and Title	Core Knowledges	Supple-mental Knowledges	Core Abilities	Supple-mental Ability
02 346 Transportation Management Logistics	4	1-3,5-129	3-7	None
*All Supervisory Positions	124-129	Any other Supply, MMM or Transportation Management Knowledges	1,2,3-7	None

*Use in addition to job categories above.

Functional Area 01-LAP Position

TABLE E-13. Core and Supplemental Knowledge and Abilities—Continued

Table E-13
Core and Supplemental Knowledges and Abilities
(Used for DA Form 5470-1) (continued)

CP-14 Contracting and Acquisition

Job Category Series and Title	Core Knowledges	Supple-mental Knowledges	Core Abilities	Supple-mental Ability
01 1101 General Business	None	Any other C&A Knowledges	2-8	1
02 1102 Contract Specialist	1,2,7,9,33	Any other C&A Knowledges	2-8	1
03 1102 Contract Negotiator	2,4,7,9,33	Any other C&A Knowledges	2-8	1
04 1102 Contract Administrator	2,24,27,36, 37,38,39,44, 45,47,49	Any other C&A Knowledges	2-8	1
06 1102 Procurement Analyst	2,7,9,39	Any other C&A Knowledges	2-8	1
07 1102 Cost/Price Analyst	2,33	Any other C&A Knowledges	2-8	1
08 1102 Small/Disadvantaged Business Specialist	1,5	Any other C&A Knowledges	2-8	1
09 1103 Industrial Property Management Specialist	37,38,46, 47,48,49, 50,52,59,63	Any other C&A Knowledges	2-8	1
10 1103 Industrial Property Clearance Specialist	37,38,46,47, 49,50,51,55, 56,58,63	Any other C&A Knowledges	2-8	1
11 1150 Industrial Specialist	44,59,60	Any other C&A Knowledges	2-8	1
*All Supervisory Positions: Grade 12	65-69 Knowledges	Any other C&A	1-8	None
*All Supervisory Positions: Grades 13-15	65-72 Knowledges	Any other C&A	1-8	None

*Use in addition to job categories above. Job category 05 no longer in use.

Functional Area 01-Contracting Officer
02-Small/Disadvantaged Business

TABLE E-13. Core and Supplemental Knowledge and Abilities—Continued

Note: Positions requiring contracting officer duties require the following core knowledges in addition to those required for the technical area: 1, 2, 3, 4, 7, 9, 33, and 39. Positions requiring duties related to Small/Disadvantaged Business require the following core knowledges in addition to those required for the technical area: 1 and 5.

TABLE E-13. Core and Supplemental Knowledge and Abilities—Continued

Table E-13
Core and Supplemental Knowledges and Abilities
(Used for DA Form 5470-1) (continued)

CP-22 Public Affairs and Communications Media

Job Category Series and Title	Core Knowledges	Supple-mental Knowledges	Core Abilities	Supple-mental Ability
05 1035 Public Affairs Specialist	1-11	12-23	2-9	None
*All Supervisory Positions *Use in addition to job categories above.	24-29	30-33	1-9	None

TABLE E-13. Core and Supplemental Knowledge and Abilities—Continued

Table E-13
Core and Supplemental Knowledges and Abilities
(Used for DA Form 5470-1) (continued)

CP-26 Manpower and Force Management

Job Category Series and Title	Core Knowledges	Supple-mental Knowledges	Core Abilities	Supple-mental Ability
01 Management Analyst	Choose Only One Function from the List Below			
02 Program Analyst	Choose Only One Function from the List Below			
03 Industrial Engineer	Choose Only One Function from the List Below			
Functional Areas for Manpower and Force Management CP-26 (At least one, but no more than one, must be chosen)				
01 General Manpower Management	1,2,3,4,6, 7,12,13,19, 22,23,35	Any other CP-26 Knowledges	2-8	1
02 Manpower Systems/Force Management	1,4,6,26	Any other CP-26 Knowledges	2-8	1
03 Planning, Programming, Budgeting, & Execution System	1,6,7,11,12, 21,24,25,26, 28,29	Any other CP-26 Knowledges	2-8	1
04 Organization, Mission & Function	1,2,3,10	Any other CP-26 Knowledges	2-8	1
05 Manpower Allocation	1,6,7,8, 12,26	Any other CP-26 Knowledges	2-8	1
06 Force Structure	2,7,12,24,25, 27,28,29, 30, 31,32-34, 36	Any other CP-26 Knowledges	2-8	1
07 Combat Development	2,12,23,30, 31,32,36-44	Any other CP-26 Knowledges	2-8	1
08 Surveys	2,4,13,14, 19,20,22	Any other CP-26 Knowledges	2-8	1
09 Equipment Management	2,4,12,22,23, 30,32,33,34, 36,40,41,44	Any other CP-26 Knowledges	2-8	1

TABLE E-13. Core and Supplemental Knowledge and Abilities—Continued

Table E-13
Core and Supplemental Knowledges and Abilities
(Used for DA Form 5470-1) (continued)

CP-26 Manpower and Force Management (Continued)

Job Category Series and Title	Core Knowledges	Supple-mental Knowledges	Core Abilities	Supple-mental Ability
Functional Areas for Manpower and Force Management CP-26 (continued) (At least one, but no more than one, must be chosen)				
10 MS/3 Operational Improvement	2,4,13,14, 15,16,17,18	Any other CP-26 Knowledges	2-8	1
11 TAADS	1,2,6,16,22, 23,26,28,32, 33,34,35,36	Any other CP-26 Knowledges	2-8	1
*All Supervisory Positions	47,48,49,50, 51,52	Any other CP-26 Knowledges	1-8	None

*Use in addition to job categories above.

TABLE E-13. Core and Supplemental Knowledge and Abilities—Continued

Table E-13
Core and Supplemental Knowledges and Abilities
(Used for DA Form 5470-1) (continued)

CP-27 Housing Management

Job Category Series and Title	Core Knowledges	Supple-mental Knowledges	Core Abilities	Supple-mental Ability
01 Staff Housing Management	1,3,4,13,14	Any other Housing Knowledges	2-8	1
02 Installation Housing Management	1,2,13,14,15, 16,17,18,19, 20,21,22,23, 24,25,44,45	Any other Housing Knowledges	2-8	1
03 Family Housing Management	1,2,13,16, 18,22,25,27, 28,44	Any other Housing Knowledges	2-8	1
04 Unaccompanied Personnel Housing	2,14,15,19, 20,26,27,40, 41,42	Any other Housing Knowledges	2-8	1
05 Housing Referral Officer	13,28,32,34, 36,38	Any other Housing Knowledges	2-8	1
*All Supervisory Positions	46,47,48, 50,51,52	Any other Housing Knowledges	1-8	None

*Use in addition to job categories above.

TABLE E-13. Core and Supplemental Knowledge and Abilities—Continued

Table E-13
Core and Supplemental Knowledges and Abilities
(Used for DA Form 5470-1) (continued)

CP-28 Equal Employment Opportunity

Job Category Series and Title	Core Knowledges	Supple-mental Knowledges	Core Abilities	Supple-mental Ability
01 EES Generalist	1-5,7,9,12,13, 16,17,19,20, 23,24,26,27, 31,32,35,45,47	Any other EEO Knowledges	2-8	1
02 EES Federal Women's Program Manager	1-4,7,9,12, 13-15,32,36 45,47,	Any other EEO Knowledges	2-8	1
03 EES Hispanic Employment Program Manager	1-4,7,9,19, 20,21,34, 32,36,45,47	Any other EEO Knowledges	2-8	1
04 EES Affirmative Employment	1-4,9,12,13, 16,17,19,20, 23, 24,26,27, 44,45	Any other EEO Knowledges	2-8	1
05 EES Complaints	1-3,5-7,11,30 32,34,37,45	Any other EEO Knowledges	2-8	1
06 EES-EEOCCRA (Equal Employment Opportunity Compliance & Complaints Review Agency)	1-3,5-7,30,32, 34,37, 45,46	Any other EEO Knowledges	2-8	1
07 EES Black Employment Program Manager	1-4,7,9,16, 17,18,32,36 45,47	Any other EEO Knowledges	2-8	1
08 EES Asian/Pacific Islander Employment Program Manager	1-4,7,9,23, 24,25,32, 36,45,47	Any other EEO Knowledges	2-8	1
09 EES Native American Employment Program Manager	1-4,7,9,26 27,28,32, 36,45,47	Any other EEO Knowledges	2-8	1
*All Supervisory Positions	45,46,47, 48,49,50 51,52,53	Any other EEO Knowledges	1-8	None
*All Supervisors of Military Personnel	40			
*All jobs with EO Responsibilities	39,40			

*Use in addition to job categories above.

TABLE E-13. Core and Supplemental Knowledge and Abilities—Continued

Table E-13
Core and Supplemental Knowledges and Abilities
(Used for DA Form 5470-1) (continued)

CP-31 Education Services

Job Category Series and Title	Core Knowledges	Supple-mental Knowledges	Core Abilities	Supple-mental Ability
01 Director of Education	1,2,4,5,7-14, 18-24,26,28 30,31,33, 48-54	Any other Education Knowledges	1-9	None
02 Program Administrator (Army/MACOM)	1,2,4,5,7-14, 16-24, 26-33, 48,49	Any other Education Knowledges	1-9	None
03 Program Administrator (Installation)	3,4,6,7,10,12, 13,15-18, 20-23,25,26, 28,33,47	Any other Education Knowledges	1-9	None
04 Education Officer (always Supervisory)	1-13,15-26, 28, 30-33, 46-54	Any other Education Knowledges	1-9	None
05 Recruiting Programs Administrator	1,12,15, 18-20,26,29, 33-44	Any other Education Knowledges	2-9	1
06 Testing Program Administrator	7-9,12,13, 15-18,20,24, 25,27-29, 32-33,36-42, 44-45,50, 51	Any other Education Knowledges	2-9	1
07 Education Services Officer (Army Reserve)	2,3,6-9,12,13, 15,16,18-26, 28-30,32-34, 45,46, 49	Any other Education Knowledges	1-9	None
*All Supervisory Positions	50-54	Any other Education Knowledges	1-9	None

*Use in addition to job categories above.

TABLE E-13. Core and Supplemental Knowledge and Abilities—Continued

Table E-13
Core and Supplemental Knowledges and Abilities
(Used for DA Form 5470-1) (continued)

CP-32 Training

Job Category Series and Title	Core Knowledges	Supple-mental Knowledges	Core Abilities	Supple-mental Ability
01 0301 General Clerical Ad 02 1701 Gen Educ & Training 03 1750 Instructional Sys 04 1712 Training Instructor 05 1702 Education & Trng				
	Functional Areas for Training Choose one or two only			
01 Administration	2,3,16,54	Any other Training Knowledge	2-8	1
02 Evaluation	16,21,22, 23,40	Any other Training Knowledge	2-8	1
03 Instructor/Training Specialist	16,19,20,30	Any other Training Knowledge	2-8	1
04 New Equipment Training (NET)	3,16,30,31, 41-44,46	Any other Training Knowledge	2-8	1
05 Staff and Faculty	4-7,9,15, 16,19,20, 30,36	Any other Training Knowledge	2-8	1
06 Training Developer	4-9,15,16, 19,20,27, 35,36,39	Any other Training Knowledge	2-8	1
07 Training Devices	16,47,48, 49,51	Any other Training Knowledge	2-8	1
*All Supervisory Positions	53,55-61	Any other Training Knowledge	1-8	None

*Use in addition to job categories above.

TABLE E-13. Core and Supplemental Knowledge and Abilities—Continued

Table E-13
Core and Supplemental Knowledges and Abilities
(Used for DA Form 5470-1) (continued)

CP-34 Information Technology Management (ITM)

Job Category Series and Title	Core Knowledges	Supple-mental Knowledges	Core Abilities	Supple-mental Ability
Computer Career Area 02-Occupational Series 0334				
03 Computer Specialist (Operating)	Select at least one	19-51,333-334 341-343,346, 350-351,355-358,360-361, 364-365	2-8	1
04 Computer Specialist (Policy/Staff)	333	19-51,334, 341-343,346, 350-351,355-358,360-361, 364-365	2-8	1
*All Supervisory Positions	360,361	364, 365	1-8	None

*Use in addition to job categories above.

TABLE E-13. Core and Supplemental Knowledge and Abilities—Continued

Table E-13
Core and Supplemental Knowledges and Abilities
(Used for DA Form 5470-1) (continued)

CP-34 Information Technology Management (ITM) (continued)

Job Category Series and Title	Core Knowledges	Supple-mental Knowledges	Core Abilities	Supple-mental Ability
Records Management Career Area 03-Occupational Series 0343				
05 Management Analyst (Operating)	Use the functional list below			
06 Management Analyst (Policy/Staff)	Use the functional area list below			
Functional Areas for Records Management Career Area 03				
1 Mail Management	60,74,346, 348	52-59,61-73, 75-79,333,340, 346,349,351-353,358,360-361,364-365	2-8	1
2 FOIA/Privacy Act	65,67,71-73, 349,351,353	52-64,66, 68-70,74-79, 333,340,346, 348,352,357, 358,360-361, 364-365	2-8	1
3 Image Systems	53,54,56,58, 65,340	52,55,57, 59-64,66-79, 333,346,349, 351,353,357, 358,360-361, 364-365	2-8	1
4 Records Management	53,62,67, 78,340,346, 349,353,358	52,54-61,63-66,68-77,79, 333,348,351-352,357,360-361,364-365	2-8	1
5 Life Cycle Management	53,56,58,70, 75-76,333, 340	52,54-55,57, 59-69,71-74, 77-79,346,348, 349,351-353, 357,360-361 364-365	2-8	1
*All Supervisory Positions	360,361	364, 365	1-8	None

*Use in addition to job categories above.

TABLE E-13. Core and Supplemental Knowledge and Abilities—Continued

Table E-13
Core and Supplemental Knowledges and Abilities
(Used for DA Form 5470-1) (continued)

CP-34 Information Technology Management (ITM) (continued)

Job Category Series and Title	Core Knowledges	Supple-mental Knowledges	Core Abilities	Supple-mental Ability
Telecommunications Career Area 04-Occupational Series 0391				
07 Telecommunications Specialist	Use the functional list below.			
08 Telecommunications Manager	Use the functional list below			
Functional Areas for Telecommunications Career Area 04 (Choose one or two only)				
6 Combat Development	92,104,105 106	80-91,93-103, 107-154,346, 350,358,360-362,364-365	2-8	1
7 Commercial Services	84-88,113, 117	80-83,89-112, 114-116,346, 118-154,350, 358,360-362, 364-365	2-8	1
8 EMC/Frequency Management	80,98-101	81-97,102-154, 334,346,350, 358,360-362, 364-365	2-8	1
9 Equipment & Systems Application	90,96,111	80-89,91-95, 97-110,112-154,346,350, 358,360-362, 364-365	2-8	1
10 Operations	83,93,102 112,117	80-82,84-92, 94-101,103-111,113-116, 118-154,346, 350,358,360-362,364-365	2-8	1
11 Plans, Programs, & Policy	92,102,350, 362	80-91,93-101, 103-154,346, 358,360,361, 364-365	2-8	1
12 Program/Project Management	118,358	80-117,119-154,346,350, 360-362, 364,365	2-8	1

TABLE E-13. Core and Supplemental Knowledge and Abilities—Continued

Table E-13
Core and Supplemental Knowledges and Abilities
(Used for DA Form 5470-1) (continued)

CP-34 Information Technology Management (ITM) (continued)

Job Category Series and Title	Core Knowledges	Supple-mental Knowledges	Core Abilities	Supple-mental Ability
Telecommunications Career Area 04-Occupational Series 0391 (continued)				
Functional Areas for Telecommunications Career Area 04 (continued) (Choose one or two only)				
13 Test and Evaluation	94,97,107	80-93,95-96, 98-106,108-154 346,350,360-362, 364-365	2-8	1
*All Supervisory Positions *Use in addition to job categories above.	360,361	362, 364, 365	1-8	None

TABLE E-13. Core and Supplemental Knowledge and Abilities—Continued

Table E-13
Core and Supplemental Knowledges and Abilities
(Used for DA Form 5470-1) (continued)

CP-34 Information Technology Management (ITM) (continued)

Job Category Series and Title	Core Knowledges	Supple-mental Knowledges	Core Abilities	Supple-mental Ability
Visual Information Career Area 05-Occupational Series 1001,1020,1060,1071,1084				
09 General Arts & Information Series 1001	233,234	155-232,235-236,333-348 350-352, 354-358,360-361,364-365	2-9,11-12	1
*Supervisory Positions *Use in addition to job categories above.	360,361	364,365	1-9,11,12	None
Series 1020 10 Illustrator (General) 11 Illustrator (Medical) 12 Illustrator (Scientific) 13 Illustrator (Tech Equip)	157-159, 163,165,166	155-156,160-162,164,167-182, 333-334, 337-347 350-351 360-361,364-365	2-8,11	1,12
*Supervisory Positions *Use in addition to job categories above.	360,361	364,365	1-8,11	None
Series 1060 14 Photographer (Gen) 15 Photographer (Medical) 16 Photographer (Laboratory) 17 Photographer (Motion Picture) 18 Photographer (Television) 19 Photographer (Scientific & Tech) 20 Photographer (Aerial) 21 Photographer (Still) 22 Photographer (Underwater)	183-185	155-175,186-199,333-334, 337-347 350-351, 360-361,364-365	2-8	1
*Supervisory Positions *Use in addition to job categories above.	360,361	364,365	1-8	None
Series 1071 23 Audiovisual Production Officer 24 Audiovisual Production Specialist 25 Motion Picture Production Specialist 26 Television Specialist 27 Radio Production Specialist	200	155-175,201-226,333-334, 337-346, 348,350-352,360-361 364-365	2-9	1
*Supervisory Positions *Use in addition to job categories above.	360,361	364,365	1-9	None

TABLE E-13. Core and Supplemental Knowledge and Abilities—Continued

28-32 Series 1084 28 Visual Information Officer 29 Visual Info Spec (General) 30 Visual Info Spec (Printed Media) 31 Visual Info Spec (Presentations) 32 Visual Information (Exhibits)	227	155-175,228-231,337-346, 348, 350-351, 354-358, 360-361, 364-365	2-8,12	1,11
*All Supervisory Positions *Use in addition to job categories above.	360,361	364, 365	1-8,12	None

TABLE E-13. Core and Supplemental Knowledge and Abilities—Continued

Table E-13
Core and Supplemental Knowledges and Abilities
(Used for DA Form 5470-1) (continued)

CP-34 Information Technology Management (ITM) (continued)

Job Category Series and Title	Core Knowledges	Supple-mental Knowledges	Core Abilities	Supple-mental Ability
Publications Career Area 06-Occupational Series 1082				
33-38 Series 1082 33 Writer (General) 34 Editor (General) 35 Writer-Editor (General) 36 Writer (Printed Media) 37 Editor (Printed Media) 38 Writer-Editor (Printed Media)	238-240, 344	237,241-245, 340,346,350, 352,357-358, 360,361,364-365	2-9	1
*All Supervisory Positions *Use in addition to job categories above.	360,361	364, 365	1-9	None
Technical Publications Career Area 07-Occupational Series 1083				
39-41 Series 1083 39 Technical Publications Writer 40 Technical Publications Editor 41 Technical Publications Writer-Editor	266,344	246-265,267-271,334,339, 346,350, 355-359,360-361, 364-365	2-8,10	1
42-44 Series 1083 42 Technical Manuals Writer 43 Technical Manuals Editor 44 Technical Manuals Writer-Editor	247-248, 344	246,249-271, 334,339,346, 350,355-359 360-361, 364-365	2-8,10	1
*All Supervisory Positions *Use in addition to job categories above.	360,361	364-365	1-8,10	None

TABLE E-13. Core and Supplemental Knowledge and Abilities—Continued

Table E-13
Core and Supplemental Knowledges and Abilities
(Used for DA Form 5470-1) (continued)

CP-34 Information Technology Management (ITM) (continued)

Job Category Series and Title	Core Knowledges	Supple-mental Knowledges	Core Abilities	Supple-mental Ability
	Librarian Career Area 08-Occupational Series 1410			
45-54 Series 1410 45 General Librarian 46 Biological Sciences 47 Physical Sciences 48 Law 49 Engineering 50 Germanic Language 51 Slavic Language 52 Oriental Language 53 Romance Languages 54 Medical	Use the functional list below.			
	Librarian Functional Areas – Career Area 08 (Choose one or two only)			
14 General	357	272-331,340, 345,348-350, 356,360-361, 364-365	2-8	1
15 Acquisitions	277,281,286, 302,349,357	272-276,278-280,282-285 287-301, 303-331,340, 345,348-350, 352,356, 360-361,364-365	2-8	1
16 Administration	282,294,295, 299,357,364	272-281,283-293,296-298, 300-331,340, 345,348-350, 352,356, 360-363,365	2-8	1
17 Cataloging	303,304,357 must select one from 305-310	272-302,311-331,340,345, 348-350,352, 356,360-361, 364-365	2-8	1

TABLE E-13. Core and Supplemental Knowledge and Abilities—Continued

Table E-13
Core and Supplemental Knowledges and Abilities
(Used for DA Form 5470-1) (continued)

CP-34 Information Technology Management (ITM) (continued)

Job Category Series and Title	Core Knowledges	Supple-mental Knowledges	Core Abilities	Supple-mental Ability
Librarian Functional Areas – Career Area 08 (Choose one or two only)				
18 Reference	279,284,301 313,357	272-278,280-283,285-300, 302-312,314-331,340,345, 348-350,352, 356,360-361, 364-365	2-8	1
19 Systems	280,285,290-293,330,345, 357	272-279,281-284,286-289, 294-299,331, 340,348-350, 352,356,360-361,364-365	2-8	1
20 Public Services	357	272-331,340, 348-350,352, 356,360-361, 364-365	2-8	1
21 Technical Services	357	272-331,340, 348-350,352, 356,360-361, 364-365	2-8	1
22 Collection Development	357	272-331,340, 348-350,352, 356,360-361, 364-365	2-8	1
23 Closed Literature	357	272-331,340, 348-350,352, 356,360-361, 364-365	2-8	1
24 Open Literature	357	272-331,340, 348-350,352, 356,360-361, 364-365	2-8	1
All Supervisory Positions Use in addition to job categories above.	360,361	364,365	1-8	None

TABLE E-13. Core and Supplemental Knowledge and Abilities—Continued

Table E-13
Core and Supplemental Knowledges and Abilities
(Used for DA Form 5470-1) (continued)

CP-50 Military Personnel Management

Job Category Series and Title	Core Knowledges	Supple-mental Knowledges	Core Abilities	Supple-mental Ability
01 205 Military Personnel Management (Active Component Headquarters (AC HQ))	2,18,20, 29,30	Any other Military Personnel Management Knowledges	2-8	1
02 205 Military Personnel Management (Active Component Major Army Command (AC MACOM))	2,5,12, 18,29, 30,48	Any other Military Personnel Management Knowledges	2-8	1
03 205 Military Personnel Management (Active Component Installation (AC Installation))	1,2,12,13, 15,16,29, 30,36,37, 38,39,45,	Any other Military Personnel Management Knowledges	2-8	1
04 205 Military Personnel Management (Reserve Component Headquarters (RC HQ))	2,5,12, 36,41,43	Any other Military Personnel Management Knowledges	2-8	1
05 205 Military Personnel Management (Reserve Component Major Army Command (RC MACOM))	2,5,12, 19, 36, 40,43	Any other Military Personnel Management Knowledges	2-8	1
06 205 Military Personnel Management (Reserve Component Installation (RC Installation))	1,2,5,12, 13,18,30, 36,37,38, 40,43	Any other Military Personnel Management Knowledges	2-8	1
07 205 Military Personnel Management (Personnel Proponency)	12,24,30,35 41,49	Any other Military Personnel Management Knowledges	2-8	1
08 205 Military Personnel Management (Combat Development)	6,12,24,30, 35,40,49	Any other Military Personnel Management Knowledges	2-8	1
*All Supervisory Positions	50-55	Any other Military Personnel Management Knowledges	1-8	none

*Use in addition to job categories above.

TABLE E-13. Core and Supplemental Knowledge and Abilities—Continued

Table E-14
Referral Lists Sizes
(Used for DA Form 5470-1)

Career Program/Type of Candidate	Number of Candidates Referred
CP-10 Civilian Human Resource Management	
Promotion	25 candidates (35 in Europe)
Ranked Lateral	25 candidates (35 in Europe)
Unranked Lateral	All candidates
Change to Lower Grade	All candidates
CP-11 Comptroller	
Promotion	Top 75%, minimum 25 (if possible) NTE 200
Ranked Laterals	Top 75%, minimum 25 (if possible) NTE 200
Change to Lower Grade	All candidates
*CP-11 Occupational Series 1515 GS-14 and 15**	
Promotion	Top 75%, minimum 25 (if possible) NTE 200
Ranked Laterals	Top 75%, minimum 25 (if possible) NTE 200
Change to Lower Grade	All candidates
**Note: GS-1515-12 and 1515-13 are local merit promotion*	
CP-12 Safety and Occupational Health Management	
Promotion	Top 75%, minimum of 10 (if possible) NTE 50
Ranked Laterals	Top 75%, minimum of 10 (if possible) NTE 50
Change to Lower Grade	All candidates
CP-13, Supply Management (excludes series 346, see CP-24)	
Promotion	Top 75%, minimum 25 (if possible) NTE 300
Ranked Laterals	Top 75%, minimum 25 (if possible) NTE 300
Unranked Lateral	All candidates
Change to Lower Grade	All candidates
CP-14 Contracting and Acquisition	
Promotion	Top 75%, minimum 25 (if possible) NTE 100
Ranked Laterals	Top 75%, minimum 25 (if possible) NTE 100
Change to Lower Grade	All candidates
CP-17, Material Maintenance Management (excludes series GS-346, see CP-24)	
Promotion	Top 75%, minimum 25 (if possible) NTE 300
Ranked Laterals	Top 75%, minimum 25 (if possible) NTE 300
Unranked Lateral	All candidates
Change to Lower Grade	All candidates

TABLE E-14. Referral Lists Sizes

CP-22 Public Affairs and Communications Media	
Promotion	35 candidates
Ranked Laterals	35 candidates
Unranked Laterals	All candidates
Change to Lower Grade	All candidates
CP-24 Transportation Management (Series 0346 only, includes CP-13 & CP-17)	
Promotion	Top 75%, minimum 25 (if possible) NTE 300
Ranked Laterals	Top 75%, minimum 25 (if possible) NTE 300
Unranked Lateral	All candidates
Change to Lower Grade	All candidates
CP-26 Manpower and Force Management	
Promotion	Top 75%, minimum 25 (if possible) NTE 50
Ranked Laterals	Top 75%, minimum 25 (if possible) NTE 50
Unranked Laterals	All candidates
Change to Lower Grade	All candidates
CP-27 Housing Management	
Promotion	Top 75%, minimum 25 (if possible) NTE 50
Ranked Laterals	Top 75%, minimum 25 (if possible) NTE 50
Unranked Lateral	All candidates
Change to Lower Grade	All candidates
CP-28 Equal Employment Opportunity	
Promotion	Top 15 if 20 or more available -OR- Top 10 if less than 20 available
Ranked Laterals	Top 15 if 20 or more available -OR- Top 10 if less than 20 available
Unranked Laterals	All candidates
Change to Lower Grade	All candidates
CP-31 Education Services	
Promotion	25 candidates
Ranked Laterals	25 candidates
Change to Lower Grade	All candidates
CP-34 Information Technology Management *(Career Area 02, 03, 04, 05, 06, 07, & 08)*	
Promotion	Top 75%, minimum 10 (if possible) NTE 50
Ranked Laterals	Top 75%, minimum 10 (if possible) NTE 50
Unranked Laterals	All candidates
Change to Lower Grade	All candidates
CP-50 Military Personnel Management	
Promotion	Top 75%, minimum 10 (if possible) NTE 50
Ranked Laterals	Top 75%, minimum 10 (if possible) NTE 50
Change to Lower Grade	All candidates

***NOTE for all Career Programs: All tied candidates are referred.**

TABLE E-14. Referral Lists Sizes—Continued

Table E-15
Career Program Occupational Series
Mandatory Referral Levels in ACCES

Career Program	Referral Levels	Occupational Series
Civilian Human Resource Management CP-10	GS 13-15	201, 212, 221, 230, 233, 235
Comptroller CP-11	GS 12-15	110, 343, 501, 505, 510, 511, 560, 896, 1520, 1530
	GS 14-15	1515
Safety & Occupational Health Management CP-12	GS 12-15	018, 803, 1306, 1815
Supply Management CP-13	GS-13-15	301, 340, 346, 2001, 2003, 2010, 2030, 2032, 2050
Contracting and Acquisition CP-14	GS 12-15	1101, 1102, 1103,1150
Materiel Maintenance Management CP-17	GS-13-15	301, 340, 346, 802, 856, 895, 1101, 1152, 1601, 1670
Public Affairs and Communications Media CP-22	GS 11-15	1035
Transportation Management CP-24	GS 13-15	346
Manpower and Force Management CP-26	GS 12-15	301, 343, 896
Housing Management CP-27	GS-11-15	1173
Equal Employment Opportunity CP-28	GS 11-15	260
Education Services CP-31	GS 11-15	1740
Training CP-32	GS 12-15	301, 1701, 1702, 1710, 1712, 1750
Information Technology Management CP-34	GS 13-15	334
	GS 12-15	391
	GS 11-15	343, 1001, 1020, 1060, 1071, 1082, 1083, 1084, 1410
Military Personnel Management CP-50	GS 11-15	205

TABLE E-15. Career Program Occupational Series Mandatory Referral Levels in ACCES

Abilities (Rated by Supervisor/Reviewer)	**Written Accomplishments** (Rated by Accomplishment Raters)
1. Ability to Direct Work Activities.	
2. Ability to Plan And Organize.	1. Ability to Plan, Organize, and Direct.
3. Human Relations Ability.	
4. Ability to Analyze.	2. Ability to Analyze.
5. Ability to Communicate Orally.	3. Ability to Communicate Orally.
6. Ability to Write.	4. Ability to Write.
7. Ability to Innovate.	5. Ability to Innovate.
8. Ability to Initiate.	

Figure E-1. Conversion of Generic Abilities

Employee Rating Level	Deliberation Process
1	Employee currently has little or no knowledge and would need extensive training to perform a job requiring this knowledge.
2	Employee currently has some knowledge and may have knowledge of one of the functional aspects of the knowledge statement, but has very limited knowledge of the other aspects.
3	Employee possesses a basic knowledge as evidenced through limited experiences or completion of a course which includes these standards.
4	Employee possesses a sound knowledge of the knowledge statement as evidenced by completion of courses and interpretation of the knowledge in work experiences.
5	Employee has acquired extensive knowledge of the knowledge statement through completion of courses and a thorough application of the knowledge to work, can interpret the knowledge in great detail and provide policy and procedure development.

Figure E-2. Sample Generic Knowledge with Rating Scale Applied

Ability to Plan, Organize and Direct

Problem or Objective:
To provide a forum for division and district commanders to discuss major issues and exchange ideas with senior leadership.

What I did and When:
I was assigned as the action officer for the Commanders' Conference, to be held for the first time in conjunction with the troop commanders' conference. I gathered input from field on agenda items, and made recommendations to my Chief. Redesigned conference format to emphasize small group discussions to make recommendations on major issues. I developed milestones for conference preparation. I determined logistical requirements and coordinated these with the installation staff. I briefed at monthly IPR's. I recruited speakers and workshop leaders. I coordinated agenda with staff to allow personnel to move in and out of larger conference. Oversaw on-site administrative support at the event in April.

Outcome:
In post-conference survey, participants cited event as "best ever," "very useful interchange," etc. Participants received up to date briefings on major issues and senior staff members received valuable feedback from field. I received a cash award for my work in organizing the event. The conference is now an annual event.

Verifier: LTC I.M.Sample Testing, IA Supv, Admin Liaison Ofc .

Figure E-3. Sample Accomplishment

This figure assumes 2 knowledges and 2 abilities:

	Self	Sup/Rev	2 Raters	Average	Wt from Sel Off/I
Knowledge 1	5	4	N/A	N/A	1
Knowledge 2	3	3	N/A	N/A	3
Ability 1	N/A	5	5,4	(5+4)/2=4.5	5
Ability 4	N/A	4	4,2	(4+2)/2=3	3

	Step 1	Step 2	Step 3	Step 4	Step 5
Knowledge 1	5+4=9	x 1=9			
Knowledge 2	3+3=6	x 3=18	(9+18)/2=13.5 (See Note 1)	13.5	47.75 x 1.7 81.2 Referral Score
Ability 1	5+4.5=9.5	x 5=47.5			
Ability 4	4+3=7	x 3=21	(47.5+21)/2=34.25 (See Note 2)	34.25	

Notes:
1. Mean of weighted knowledges.
2. Mean of weighted abilities

(1) **Step 1.** A sum is calculated for each knowledge: self-rating plus supervisor/ reviewer rating. A sum is calculated for each ability: supervisor/reviewer rating plus average of accomplishment ratings.

(2) **Step 2.** Each of the above-calculated sums is multiplied by the importance weight for that knowledge or ability.

(3) **Step 3.** The mean of the weighted knowledges and the mean of the weighted abilities are calculated.

(4) **Step 4.** The mean of the knowledges and the mean of the abilities are summed.

(5) **Step 5.** The sum in step 4 is multiplied by a constant of 1.7 to yield the referral score. This step converts referral scores to a scale where the highest score approximates 100 points; it does not change an employee's relative ranking on a referral list.

Figure E-4. Referral Score Computation

Abilities (Rated by Supervisor/Reviewer)	**Written Accomplishments** (Rated by Accomplishment Raters)
1. Ability to Direct Work Activities.	
2. Ability to Plan And Organize.	1. Ability to Plan, Organize, and Direct.
3. Human Relations Ability.	
4. Ability to Analyze.	2. Ability to Analyze.
5. Ability to Communicate Orally.	3. Ability to Communicate Orally.
6. Ability to Write or Edit (Specialized).	4. Ability to Write or Edit (Specialized).
7. Ability to Write or Edit (General).	5. Ability to Write or Edit (General).
8. Ability to Innovate.	6. Ability to Innovate.
9. Ability to Initiate.	

Figure E-5. Conversion of Public Affairs and Communications Media Career Program (CP-22) Career Program Abilities

Abilities (Rated by Supervisor/Reviewer)	**Written Accomplishments** (Rated by Accomplishment Raters)
1. Leadership.	1. Leadership.
2. Plan, Organize, and Direct.	2. Plan, Organize, and Direct.
3. Ability to Analyze.	3. Ability to Analyze.
4. Ability to Communicate Orally.	4. Ability to Communicate Orally.
5. Ability to Communicate in Writing.	5. Ability to Communicate in Writing.
6. Ability to Innovate.	6. Ability to Innovate.
7. Ability to Initiate.	

Figure E-6. Coversion of Logistics (CP-13, 17, and 24) Abilities

Abilities (Rated by Supervisor/Reviewer)	**Written Accomplishments** (Rated by Accomplishment Raters)
1. Ability to Direct Work Activities.	
2. Ability to Plan and Organize.	1. Ability to Plan, Organize, and Direct.
3. Human Relations Ability.	
4. Ability to Analyze.	2. Ability to Analyze.
5. Ability to Communicate Orally	3. Ability to Communicate Orally.
6. Ability to Write.	4. Ability to Write.
7. Ability to Innovate.	5. Ability to Innovate.
8. Ability to Initiate.	
9. Ability to Write or Edit (Specialized).	No accomplishment write-up required. Table E-8 describes those series within ITM that must obtain management ratings.
10. Ability to Write or Edit (Technical).	
11. Ability to Draw.	
12. Ability to Design.	

Figure E-7. Conversion of Information Technology Management (CP-34) Abilities

Abilities (Rated by Supervisor/Reviewer)	**Written Accomplishments** (Rated by Accomplishment Raters)
1. Ability to Direct Work Activities.	
2. Ability to Plan and Organize.	1. Ability to Plan, Organize, and Direct.
3. Human Relations Ability.	
4. Ability to Analyze.	2. Ability to Analyze.
5. Decision Making Ability.	
6. Ability to Communicate Orally.	3. Ability to Communicate Orally.
7. Ability to Communicate in Writing.	4. Ability to Communicate in Writing.
8. Ability to Innovate.	5. Ability to Innovate.
9. Ability to Initiate.	

Figure E-8. Conversion of Education (CP-31)

By Order of the Secretary of the Army:

ERIC K. SHINSEKI
General, United States Army
Chief of Staff

Official:

JOEL B. HUDSON
Administrative Assistant to the
Secretary of the Army

Distribution:

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HQDA (DACS-ZA)
HQDA (SAUS)
HQDA (DACS-B)
HQDA (SACW)
HQDA (SAFM)
HQDA (SAILE)
HQDA (SAMR)
HQDA (SARD)
HQDA (SAGC)
HQDA (SAAA)
HQDA (DACS-D)
HQDA (SAIS-ZA)
HQDA (SAIG-ZA)
HQDA (SAAG-ZA)
HQDA (SALL)
HQDA (SAPA)
HQDA (SADBU)
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EIGHTH U.S. ARMY
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U.S. ARMY MATERIEL COMMAND
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MILITARY TRAFFIC MANAGEMENT COMMAND
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SUPERINTENDENT, U.S. MILITARY ACADEMY

CF: COMMANDERS IN CHIEF
U.S. ATLANTIC COMMAND
U.S. CENTRAL COMMAND
U.S. EUROPEAN COMMAND
U.S. PACIFIC COMMAND
U.S. SOUTHERN COMMAND
U.S. SPACE COMMAND
U.S. SPECIAL OPERATIONS COMMAND
U.S. TRANSPORTATION COMMAND

COMMANDERS
U.S. TOTAL ARMY PERSONNEL COMMAND
U.S. ARMY JAPAN
U.S. ARMY CENTRAL COMMAND
U.S. ARMY STRATEGIC DEFENSE COMMAND
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