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IN REPLY
REFER TO

DESC-CPA

DEC 19 2003

CONTRACTING INSTRUCTION (CI): 03-26

MEMORANDUM FOR CI DISTRIBUTION

SUBJECT: Procedures for Acquisition Corps Membership Application

CI 03-06 is hereby superceded in its entirety. This new CI provides updated information about the procedure for obtaining membership in the Acquisition Corps for those currently serving in GS-13 level positions or higher.

General information about the Acquisition Corps requirements is available at the following web site:

<http://www/dtc.dla.mil/wfd/acqcorp/acqcorp.htm>

The website makes available the forms that are to be used for submitting an application for membership. There are three forms to be used: Request for Membership in the Defense Acquisition Corps, Application for Defense Acquisition Corps Form Page 1, and Page 2. These are the only forms that should be used at this time.

When the forms are completed they are to be submitted to Manpower and Workforce Development, DESC-RL, Room 3937 in the Headquarters Complex. They will review the forms for completeness and forward all forms to the DLA Training Center (DTC), Columbus, OH.

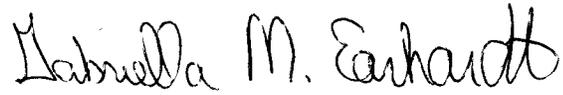
DTC has the responsibility for the review and evaluation of the application for membership in the Acquisition Corps. The DTC representative for DESC is currently Ms. Michele Mayfield (614-692-5029 or DSN 850-5029) in Columbus, OH. Her contact information is also available on the above website.

The completed Acquisition Corps Certificates will ultimately come back to DESC-RL for distribution.

Please note, in the past an Excel spread sheet listing everyone granted membership in the Acquisition Corps was available through the website. However, that information was removed from the web site following September 11, 2001.



This CI is effective immediately and expires upon dissemination. Point of
Contact is Ms. D. Baker, DESC-CPA (703) 767-8459.



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