



# SUBMIT DAC MEMBERSHIP REQUEST

April 2019

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To submit a Defense Acquisition Corps (DAC) Membership request, follow these steps:

1. Navigate to DATMS (<https://www.atrrs.army.mil/DATMS>)
2. Login with your CAC.
3. Go to **My Career | My Membership Requests** to display the DAC screen.
4. Click the **Add Membership Request** button.

5. Complete the application showing how each requirement, i.e., Education, Credit Hours, Certification, Experience, and Grade/Rank, etc., was met.
6. Attach supporting documents as needed.
7. Verify your request.
8. Submit the **Submit Request** button. You will receive system notification after your Agency's approval authorities processes your request.