



U.S. Army Acquisition Support Center (USAASC) 2010 Congressional Operations Seminar

Opening Date: April 8, 2010
Closing Date: May 7, 2010
Board Date: May 10-14, 2010
Notifications made to selectees: May 17-21, 2010
Seminar start: June 14-18, 2010

Attention Applicants

You should read and understand all requirements of the 2010 Congressional Operations Seminar prior to submission of an application

The USAASC is pleased to announce the offering of the 2010 Congressional Operations Seminar. The USAASC will fund the seminar cost for participants based on eligibility and application criteria as well as availability of funds.

GENERAL PROGRAM INFORMATION

The Congressional Operations Seminar, is sponsored by the Government Affairs Institute at Georgetown University, provides civilian members of the Acquisition, Logistics, and Technology (AL&T) workforce an opportunity to attend a five-day course conducted on Capitol Hill with a comprehensive look at Congressional processes and procedures, as well as the “culture” that is the United States Congress. Over the course of the week, participants will hear from and be afforded the opportunity to ask questions of members of Congress, Congressional committee and personal staff, political scientists, lobbyists, and news media representatives. Participants will also be given the opportunity to attend Congressional committee hearings and/or observe floor action when Congress is in session. Upon completion of the course, supervisors may award up to 40 continuous learning points. (NOTE: The organization must agree to fund travel and per diem costs prior to application submission).

GENERAL CANCELLATION POLICY

Any selected participant may cancel the seminar by contacting the USAASC Program Manager by phone or email within two weeks of the start date of the seminar without an incurred seminar cost. If the cancellation notification is received by phone or email less than two weeks from the start date of the seminar, a cancellation and/or seminar fee will be incurred by the participant’s organization. All reimbursements for this opportunity will

be made by money order or certified check and payable to the U.S. Treasury and mailed to: Department of the Army, United States Army Acquisition Support Center, ATTN: Congressional Operations Seminar, 9900 Belvoir Road, Bldg 201, Suite 101, Fort Belvoir, VA 22060-5567. Full payment must be received within two weeks of the cancellation notification or risk command notification with a restriction on reapplying for future USAASC sponsored seminars.

WHO MAY APPLY

The Congressional Operations Seminar is available to full-time career civilian AL&T workforce members, GS-12 through 15 and equivalent pay bands within a Demonstration Project or the National Security Personnel System, who have met their current position certification requirements. The target audience for the Congressional Operations Seminar is the best performing workforce members who have been identified by their supervisor as having job-related duties in understanding the appropriations and budget processes that affect the daily operations within their organization.

HOW TO APPLY

The Congressional Operations Seminar application is an automated process using the Army Acquisition Professional Development System (AAPDS). To access AAPDS, please log in to the Career Acquisition Management Portal, <https://rda.altess.army.mil/camp/>. Once you login, click Career Acquisition Personnel and Position Management Information System (CAPPMIS). Once in CAPPMIS, click the "AAPDS" tab, then select the "Apply" link and select the "2010 Congressional Operations Seminar announcement" link.

REQUIRED APPLICATION DOCUMENTS

- ACRB-Applicant must provide current and accurate data (Education, Training, Experience, applicant and supervisor contact information). If information listed on the ACRB is outdated or inaccurate, the Congressional Operations Seminar application will be deemed incomplete and will not be considered for participation. If assistance is required in non-editable areas of the ACRB, contact an Acquisition Career Manager (ACM) in your local region, <http://asc.army.mil/contacts/acms.cfm>.
- Endorsement-Applicant's supervisor must describe in 1,500 characters or less how the applicant's job-related duties will be enhanced by the Congressional Operations seminar attendance and the benefit of the completed seminar to the organization and the Army. This endorsement must be physically signed by the supervisor and uploaded into the AAPDS. (Note: This document endorses the applicant's participation, if selected).

SELECTION PROCESS

- All applications will be evaluated based on the following weighted criteria: Career status; Acquisition experience; Degree discipline; and Degree level
- If selected, applicants must respond to the USAASC Program Manager by phone or email within 5 days of the selection notification or risk not being selected for participation.

ADDITIONAL INFORMATION AND GUIDANCE

- Ensure the Congressional Operations seminar application is saved in AAPDS prior to contacting your local ACM, if application support is required.
- Submit application two weeks prior to the closing date of the announcement to allow for modifications and resubmission.
- Contact the USAASC Program Manager, Veronica Gonzalez, veronica.gonzalez1@us.army.mil, 703-805-1238 or DSN 655-1238 for additional questions regarding this training opportunity.