
**2012- 2013 Defense Acquisition University (DAU) Senior Service College
Fellowship (SSCF) Program Opportunities**

OFFERED AT

**HUNTSVILLE, AL
WARREN, MI
ABERDEEN PROVING GROUND, MD**

On-line Announcement Open November 15, 2011 to March 15, 2012
No extensions will be granted beyond this date

The US Army Acquisition Support Center (USAASC) is pleased to offer the 2012-2013 SSCF program. The SSCF program will start in July 2012 in Huntsville, AL; Warren, MI and Aberdeen Proving Ground, MD.

This announcement is directed to permanent Department of the Army Civilian (DAC), Army Acquisition Corps (AAC) Members in the Acquisition, Logistics & Technology (AL&T) workforce who currently occupy positions in grades GS-14 and 15 or broad band equivalents.

PLEASE REVIEW AND NOTE THE FOLLOWING:

- **NEW CHANGE** - USAASC will fund the cost of the program at each location for each Army acquisition civilian participant.
- Applicants must submit their application on-line using the Army Acquisition Professional Development System (AAPDS) within the Career Acquisition Management Portal (CAMP)/ Career Acquisition Personnel and Position Management Information System (CAPPMIS) at website:
<https://rda.altess.army.mil/camp/>.
- Organizations are reminded to not conduct separate evaluations/selection boards under this announcement. USAASC will conduct the board to select individuals for the SSCF program at each location.
- A Post Utilization Statement/Command Endorsement Memorandum is required in order to be selected for the SSCF program. The endorsement is for the year of nomination only. Please review the section entitled "How to Apply" for additional information on preparation of the Statement.

- The Director, Acquisition Career Management (DACM) has directed that all individuals nominated/endorsed by commands should be assigned to positions of greater responsibility. The follow-on assignment process, to include the identification of the position the individual will be placed in, should be conducted within six months following the selection for the SSCF. Identification of assignment and placement of each individual is a command responsibility. The Post Utilization Statement must address the commitment to assign the individual to a position of greater responsibility.

- All SSCF selectees will remain on their current organization's Tables of Distribution and Allowances (TDA) while attending the SSCF program.

- Temporary Duty (TDY)/Permanent Change of Station (PCS) funding are not available for this training opportunity. All individuals selected must attend SSCF at their command location. Applicants who apply for the SSCF outside of their command location must request funding of tuition, travel, per diem from their command or organization. USAASC will not fund tuition, travel or TDY/PCS for individuals who request attendance to a SSCF location outside of their command location.

Future Requirement: USAASC will continue the process to request Military Education Level 1 for SSCF program. When approved, the Civilian Education System (CES) Advanced Course (AC) will be required for all applicants. We anticipate this requirement will be executed for the 2013 -2014 SSCF class. Individuals may apply for the CES AC at following link:

<https://www.atrrs.army.mil/channels/chrtas/student/logon.aspx?caller=1>

- All the required documents must be submitted within AAPDS by the closing date. Incomplete applications will be ineligible for consideration and will not be reviewed by the board. It is strongly recommended that the resume job descriptions and dates match those in the Acquisition Career Record Brief (ACRB). Applicants should review all documents before submitting their application in AAPDS.

- Completion of the on-line applications in AAPDS must be finalized and submitted **NLT 11:59 p.m., March 15, 2012.**

1. General Program Information

The SSCF Program is a 10-month educational opportunity conducted under the auspices of the Defense Acquisition University (DAU) at Huntsville, AL, Warren, MI and Aberdeen Proving Ground, MD.

The purpose of the SSCF Program is to provide leadership and acquisition training to prepare senior level civilians for senior leadership roles such as Product and Project Managers, Program Executive Officers and other key acquisition leadership positions. The program will conduct multiple acquisition courses to meet this purpose to include:

- Credit for completion of the DAU Program Manager Course (PMT 401)
- Leadership Courses (such as, Ethics, Communications, ACQ 450 Series)
- Acquisition training in Life Cycle Management linked to Life Cycle Management Commands (LCMC)
- Studies in resource requirements and acquisition integration for senior and strategic leaders
- Studies in executive leadership
- Applications of acquisition in national defense/security study
- Research in acquisition issues and processes
- Mentoring program with government and industry senior leaders
- Senior Leadership Speaker's Program

All Individuals who complete the program will be awarded the following:

- Program Manager's Course (PMT 401) Certificate
- Master's Degree Option: Selectees have the option to obtain a Master's degree during off-duty hours

2. Eligibility Criteria

Applicant/selectee must meet **ALL** of the following requirements:

- Be a permanent DAC at the GS14/15 or equivalent grade within a Demonstration Project or NSPS.
- Be an AL&T workforce member and AAC member at the time of application. Your ACRB in Section III must show AAC membership. AL&T workforce members who do not currently possess AAC membership but who wish to participate in this opportunity must become members of the AAC prior to the time of application. AAC applications must be submitted electronically through the Army Acquisition Corps Management System (AAC MS) on the CAMP website at:
<https://rda.altess.army.mil/camp/>.

- Be serving in a Career or Career Conditional Appointment.
- Have or be able to obtain a Secret clearance before the time of application.
- Have attained a Bachelor's Degree.
- Be identified by their organization as being on the track for executive level service. This information should be addressed in the Command Endorsement Memorandum.
- At the time of application, applicant must be certified level III in their current acquisition position. Certification status must be reflected in Section X of the ACRB.

3. Who May Apply

Permanent civilian Army Acquisition Corps members of the Acquisition, Logistics and Technology workforce who currently occupy positions in grades of GS-14 and above or broad/pay band equivalent within a Demonstration Project or the National Security Personnel System. Applicants must be certified in their current acquisition position. For additional information on grade equivalency for the broad-bands and pay bands see Appendix A.

4. How to Apply

All applications must be submitted in AAPDS. Applicants who are approved for attendance and have a command endorsement memorandum should submit their application into AAPDS. To access AAPDS, first login at the CAMP using the following link: <https://rda.altess.army.mil/camp/> and click on CAPPMS. Once in CAPPMS, select "AAPDS" tab, then select the "Apply" link. Find the events entitled "2012 DAU Senior Service College Fellowship Program" and under the Status column, click "Apply" to submit the documents listed below: Note: You must upload or type the requested information in these sections.

- **DAU-SSCF Applicant Data:** Validate your supervisor information. Check the checkbox if your supervisor and email is correct. Please select the location you plan to attend if you are selected. Select the Master's program and location of the three institutions provided. At least one selection is required. If you do not plan to complete a Master's degree while in the program, please select "Do not chose to pursue Master's Degree."
- **ACRB:** Update and validate your ACRB. For assistance with updating sections that cannot be updated by the applicant, call (575) 678-2247, or send an email request to DAMI_AskAnACM.
- **Resume:** Cut and paste your resume in this section. The resume should be in the Resumix format. The resume is crucial to portraying the applicant's image as a senior leader in the AAC. Applicants should expound on and highlight their accomplishments in leading and managing human and fiscal resources, materiel acquisition and project milestones. This is the applicant's opportunity to highlight educational achievements, work experiences, skills, and accomplishments, which are key indicators to the preparation for and success as an acquisition

professional. The resume is limited to 30,000 characters. Use the format attached at Appendix B of the announcement.

- **Performance Evaluation:** Upload the Performance Evaluation. All applicants must submit their most current performance evaluation. Each evaluation submitted must also be accompanied with the corresponding support form(s). For individuals covered by NSPS, the complete evaluation must be provided. For individuals covered by the DoD Acquisition Workforce Demonstration Project, include Part I, CCAS Salary Appraisal Form, Part II, Supervisor Assessment, and Part III, Employee Self Assessment. For TAPES, include DA Form 7222, the Senior System Civilian Evaluation Report, and DA Form 7222-1, Senior System Evaluation Report Support Form. Upload your current performance evaluation and its supporting documents as one upload.
- **Post Utilization Statement/Command Endorsement Memorandum:** You must request your command to prepare this document. It is suggested that you request the memorandum at least two months prior to close of the announcement. A memorandum addressed to the Deputy Director, Acquisition Career Management, 9900 Fort Belvoir Road, Fort Belvoir, VA 22060 from the first General Officer/Senior Executive Service level in the applicant's chain-of-command is required. Do not mail the memorandum. It must be uploaded into AAPDS. The statement should address the following:
 - The leadership potential of the individual to assume positions of greater responsibility.
 - Identify the applicant as being on track for executive-level service.
 - Identify what benefits the education will provide to the AAC and how the training will be utilized in the command upon return of the selectee to the command.
 - Address applicant's experience, training or knowledge in any or all of the following areas:
 - Political Savvy
 - Interpersonal Skills
 - Influencing and Negotiating
 - Accountability
 - Decision-making
 - Problem Solving
 - Conflict Management
 - Team Building
 - Continual Learning

The statement must also include a statement that the organization will identify and place the individual in a position of greater responsibility upon graduation from the SSCF and that the student will remain on the command's TDA for the duration of the SSCF. In the case of an individual applying for attendance outside of their local commuting area, an additional statement acknowledging

that tuition, travel and per diem expenses are the sending organization's responsibility.

- **Statement of Interest:** Type your statement of interest in this section. In 4000 characters or less, please describe your reasons for attending the SSCF and the benefits the Army will gain by your acceptance.
- **Agreement to Continue in Service:** Upload your Agreement to Continue in Service in this section. A copy of the agreement is at Appendix C of the announcement. Print, complete, sign and upload it this section. It is the command's responsibility to track compliance with the service agreement.

5. Applicants should update their Individual Development Plan (IDP). Applicants should update their IDP in order to receive credit for completion of the SSCF program. The SSCF program is under the "Education Plan" of the IDP. The IDP does not need to be submitted as part of the application process.

6. Once all documents are completed, you must hit the "submit" button to submit your application in AAPDS.

7. AL&T workforce members who do not complete all of the SSCF program requirements will not graduate and may be required to reimburse USAASC for the cost of the SSCF.

8. Procedures for Deployed Applicants

Civilians who are deployed are still required to apply under this announcement to receive consideration; however, they may follow the modified application process if they do not have access to CAMP/CAPPMIS as follows:

Faxed and/or other electronically submitted applications are acceptable. The fax number is (703) 805-1256 and email address chandra.l.evansmitchell.civ@mail.mil.

- ACRB: Required as above
- RESUME: Required as noted above
- EVALUATIONS: Copies of evaluations and support forms must be submitted. If an evaluation is not available, a statement must be included that the applicant is deployed and list the dates of deployment. If military evaluations are available covering the deployed period, provide them in lieu of civilian evaluations in accordance with (IAW) the stated evaluation requirements above.
- POST UTILIZATION STATEMENT (COMMAND ENDORSEMENT STATEMENT): Must meet the requirement as noted above.
- CERTIFICATION: Must meet the requirements as noted above
- NARRATIVE: Required as noted above
- AGREEMENT TO CONTINUE IN SERVICE: Required as noted above

9. Selection and Notification

- The board will be conducted by USAASC to select the best qualified candidates from those nominated. The board will make selections based upon an assessment of the qualifications and potential of each nominee for continued outstanding service to the Army, the level and degree to which the nominee possesses the knowledge and abilities required of the program, the appropriateness of the training to the nominee's occupation, and the overall benefit to the nominee and the Army as reflected in the official record before the board. The board will review the training, education and experience of each applicant and make a recommendation to the Deputy Director, Acquisition Career Management.
- The application and board process will be conducted using AAPDS. AAPDS is an automated application and board process used to select individuals for education, training and experience opportunities.
- The board will recommend principles and may identify alternates based on the number of applicants for each location.
- Selected individuals will be notified by the USAASC Event Coordinator. Successful candidates must accept or decline attendance, in writing, within ten (10) calendar days of notification.

In accordance with AR 350-1 a selectee who declines a quota will be removed from any future consideration for SSCF. The USAASC POC should be notified telephonically of any declination. The declination must be followed up in writing by memorandum through the chain of command to USAASC. Selectee should contact is Chandra Evans-Mitchell at (703) 805-1247, email chandra.l.evansmitchell.civ@mail.mil concerning any declinations.

Privacy Act Information

The Office of Personnel Management (OPM) is authorized to rate applicants for Federal jobs under Sections 1302, 3301, and 3304 of Title 5, US Code. Section 1104, Title 5, allows OPM to authorize other Federal agencies to rate applicants for Federal jobs. Information you put on your resume and other forms is needed to see how well your education and work experience qualifies you for Federal jobs. We may also need information such as citizenship and military service to see what laws we must follow in deciding whom the Federal Government may employ. Your social security number (SSN) is required to keep your records separate from other applicants who may have the same name and date of birth. We may also use your SSN to request information

about you from schools, employers, banks, and others who know you but only as allowed by law or Presidential directives. Information you provide may also be given to Federal, State, and local agencies checking for violations of the law or other lawful purposes. Providing this information is voluntary. However, your application cannot be processed if you do not provide this information.

THE DEPARTMENT OF THE ARMY IS AN EQUAL OPPORTUNITY EMPLOYER.

Applicants will receive appropriate consideration without regard to non-merit factors such as race, color, religion, sex, national origin, marital status, and sexual orientation except where specifically authorized by law, age, politics or disability which do not relate to successful performance of the duties of this position. Otherwise qualified applicants with disabilities who need reasonable accommodation may notify the agency Point of Contact on this announcement of their need.

APPENDIX A

Broad bands and Pay bands Equivalent to GS 14 and 15 Grade Levels

NSPS Pay Bands
YA-3 YC-2 (Some grades may not be equivalent to GS-14 or 15) YC-3 YD-3 YF-2 (Some grades may not be equivalent to GS-14 or 15) YF-3 YG-All Grades (Some grades may not be equivalent to GS-14 or 15) YJ-2 (Some grades may not be equivalent to GS-14 or 15) YJ-3 YK-3 YL-4 (Some grades may not be equivalent to GS-14 or 15) YN-2 (Some grades may not be equivalent to GS-14 or 15)

Army Demonstration Project
DB-V DB-IV DB III (Some grades may not be equivalent to GS-14 or 15) DE-IV (Some grades may not be equivalent to GS-14 or 15) DJ-IV (Some grades may not be equivalent to GS-14 or 15) DJ-V NH-IV DE-IV

Acquisition Demonstration Project
NH -04

APPENDIX B

Suggested Resume Format

First Name, Middle Initial, Last Name

Mailing Street Address (Home or Work)

City, State Zip Code

Work Phone Number COMM (XXX) XXX-XXXX; DSN XXX-XXXX

Current Supervisor First Name, Last Name, Rank/Grade

Work Phone Number COMM (XXX) XXX-XXXX; DSN XXX-XX

Experience

Start - End Dates Employing Office/Organization Location

MMYY-MMYY HQ or Installation Ft. /City, State

Position Title, Pay Plan, Series, Grade/Pay or Broad Band

Major Duties -- Responsibilities -- Accomplishments. (**Recommend MAX 15 Lines!**)

Start - End Dates Employing Office/Organization Location

MMYY-MMYY HQ or Installation Ft. /City, State

Position Title, Pay Plan, Series, Grade/Pay or Broad Band

Major Duties -- Responsibilities -- Accomplishments. (**Recommend MAX 15 Lines**)

Instructions - Suggested Resume

Write the resume that portrays an image setting you apart from other candidates ~

- Focus on relevant experience, skills, and abilities.
- Write your resume to demonstrate that you can best execute and succeed in senior level assignments
- Write descriptions in the active voice, including your strengths, skills and accomplishments that would indicate success as a Product/Project Manager.
- Refer to current and previous years' performance or contribution objectives and accomplishments to identify your unique skills, knowledge, and abilities to build into your resume. Quantify results achieved.
- **Each Experience entry description should not exceed fifteen (15) lines**
- TYPE your Resume or use a word processor, ensuring it is clear and legible.
- Use a minimum margin of 1 inch on all sides of your printed Resume.
- Times New Roman font, 12 point is preferred.
- You may use boldface or all capital letters for section headings. Do not staple, fold, bind, or punch holes in your Resume.

- **Do not use:**
 - Vertical lines, graphics and boxes.
 - Two-column format or resumes that look like newspapers.
 - Fancy fonts such as italics, underlining, or shadows.
 - Acronyms or abbreviations, other than to describe type of systems used.
 - **Do not submit:**
 - Your Resume on colored paper.
 - Any documentation not specifically requested.

TIPS

Line 1: Start and End Dates (Month and Year = "MMYY"); Employing Office Name and Location (City/Military Installation, State).

Line 2: Position Title; Pay Plan, Series, Grade/Pay or Broad Band, Level and Series. Position Titles. Use position titles that relate your specific primary job responsibilities and critical skills levels to best descriptive advantage.

ENSURE THEY MATCH THE TITLES ON THE ACRB!

Example: Instead of "Electronics Engineer" (your official job description title), a more descriptive title would be, "Project Leader, Tactical Electro-Optical Program."

Position Pay Plan, Series, Grade/Pay or Broad Band, Level and Series

Examples: GS-855-14; NH III, Series 855.

If an experience entry describes Federal civilian positions at different grade levels, include month and year promoted to each grade.

Major Tasks and Accomplishments.

Provide substance and depth in areas which will be important to the board members.

- Limit the length of experience descriptions - **LESS THAN OR EQUAL TO 15 LINES per item is optimal.**
- Use numbers, quantities, and specifics to create vivid images.
- Describe:
 - Supervisory, managerial, team leader or other leadership roles and accomplishments;
 - Special programs you have managed;
Systems, projects, and programs you have worked on;
 - Explain how use of your skills benefited mission/ organizational accomplishment;
Functional and multi-functional job assignments.
 - Organizational levels of experience.

MORE TIPS:

- **DO** energize entries with contributions, accomplishments*, programs and projects currently in progress.
- **DO** show diversity of organizational levels, jobs, and types of experience.
- **DO** make descriptions clear and quantifiable.
- **DO NOT** repeat information included on ACRB (awards, education etc.)
- **DO NOT** quote job descriptions for duties, responsibilities.

(*Accomplishment: A new or unique task which is over and beyond your expected duties. The result of a project, challenge, or problem you solved and were commended for.)

APPENDIX C

Agreement to Continue in Service
<p>Department of the Army (DA) policy requires civilian employees selected for non-Government training in excess of 80 hours, or long-term training and development programs in excess of 120 calendar days (Government or non-Government) complete a service agreement before assignment to the training.</p> <ul style="list-style-type: none"> • The period of service will equal at least three times the length of the training, to begin upon the employee's return to duty following training completion. • Nothing in this agreement shall be construed as limiting the authority of an agency to waive, in whole or in part, an obligation of an employee to pay expenses incurred by the Government in connection with the training. • Approving officials will retain a copy of each signed agreement and monitor execution of the obligation period. <p>a. I AGREE that upon completion of the</p>
<p>a. I AGREE that upon completion of the training that I have requested, I will serve in the Department of Defense (DoD) three times the length of the training period; except that if I receive no salary for the time spent in training the period of obligated service will be either on month or a period equal to the amount of time spent in training, whichever is greater. The length of part time training is the number of hours spent in class or with the instructor. The length of full-time training is eight hours for each day of training, up to a maximum of 40 hours a week.</p>
<p>b. If I voluntarily leave the DoD and the Federal service before completing the period of service agreed to in item a above, I AGREE to reimburse the DoD for the registration fees, tuition and matriculation fees, library and laboratory fees, purchase or rental of books, materials, supplies, travel, per diem, and miscellaneous other related training program costs (EXCLUDING salary) paid in connection with my training. However, the amount of the reimbursement will be reduced on a pro rata basis for the percentage of completion of the obligated service. (For example, if the cost of training is \$900 and I complete two-thirds of the obligated service, I will reimburse the DoD \$300 instead of the original \$900.)</p>
<p>c. If I voluntarily leave the DoD to enter service of another Federal agency or other organization in any branch of the Government before completing the period of service agreed to in item a above, I will give my serving personnel office or training office advance notice during which time, in accordance with Federal regulations, a determination concerning reimbursement or transfer of the remaining service obligation to the gaining agency will be made. Requests to waive repayment of training dollars will be sent to Director, ASC, ATTN: Chief, ACD, 9900 Belvoir Road, Suite 101, Mail Stop 5567, Fort Belvoir, VA 22060-5567.</p>
<p>d. I understand that any amounts which may be due to the employing agency as a result of any failure on my part to meet the terms of this agreement may be withheld from any monies owed me by the government, or may be recovered by other methods as are approved by law.</p>
<p>e. I acknowledge that this agreement does not in any way commit the Government to continue my employment.</p>
Period of obligated service: FROM:
<p>I am not receiving any contributions, awards, or payments in connection with this training, from any other government agency or non-Government organization and shall not accept such without first obtaining approval from the authorizing training official. I agree that should I fail to complete the requested training successfully, due to circumstances within my control, I will reimburse the agency for all training costs excluding salary associated with my attendance.</p>
Trainee Signature Date Signed
Code of Federal Regulations: Title 5, Ch 410.309(c) Army Regulation 690-400, Ch 410, subch 1-16,5-7,5-8 and 14-2