
US Army Acquisition Support Center
Acquisition, Education, Training and Experience Opportunity
Announcement - 101

Call for Applications
2011-2012 Excellence in Government Fellows (EIGF)
Program

Opening Date: July 12, 2011

Closing Date: August 15, 2011

Board Review Date: August 23, 2011

Program Start Date: October 17, 2011

The US Army Acquisition Support Center (USAASC) is pleased to announce the offering of the Excellence in Government Fellows (EIGF) program. USAASC will sponsor individuals to participate in the program. Information about the program, the eligibility requirements and how to apply are listed below.

1. General Program Information

The EIGF program will be conducted by the Partnership for Public Service located in Washington, DC. The Partnership is a nonprofit, nonpartisan organization that works to revitalize our federal government by inspiring a new generation to serve and by transforming the way government works. The Partnership for Public Service Fellows-Acquisition Concentration program offers hands-on leadership development for project managers and acquisition professional. It is a leadership development program specifically, designed for federal and state government professionals. The program explore ways to retain the best leaders in the government acquisition concentration community (including contracting officers, program and project managers and others who success is dependent on strategic acquisition leadership) and encourage them to develop and practice new skill sets, behaviors, and assume more strategic roles in their agencies. These same leaders can serve as mentors for the next generation. The program transforms managers into leaders.

The program provides participants with hands-on, results-based leadership development and a transformational experience which concentrates on leadership and management challenges specific to government. It meets the interagency training requirements necessary for OPM approved candidate development program and is designed to complement the core qualifications for members of the Senior Executive Service.

EIG is a year-long program. Fellows will learn:

- How to achieve and measure results in complex environments
- How to build partnerships and motivate teams

- To develop skills for dealing with difficult ethical situations
- How to apply business acumen to government problems

Individuals will be required to participate at events held outside the Washington, DC area. USAASC will fund travel and per diem for all 2011 participants for the events identified in section 2 below:

2. Time Commitment and Location of Events

During the year-long program, Fellows remain in their full-time jobs, meet every six weeks and spend a **total of approximately 20 days in session**. Fellows also devote up to five hours per week to their projects. The dates and locations for the program include:

- Values, Vision, and Mission, October 17 – 20, 2011, Norfolk, VA
- Results, December 6 – 8 or 13 – 16, 2011, Washington, DC*
- Leading People, January 31 – February 2 or February 7 – 9, 2012, Washington, DC*
- Leading Change, March 26 – 29, 2012, Location TBD
- Building Partnerships and Coalitions, May 8 – 10, 2012, Chicago, IL
- Business Acumen, June 19 – 21 or 26 – 28, 2012, Washington, DC*
- Synthesis and Celebration, August 14 – 16, 2012, Washington, DC

*Participants will only be expected to attend one of the two sessions for Results, Leading People, and Business Acumen. Once selected into the program, you will be assigned to a coaching group and will receive the exact dates.

Additional information on the Partnership for Public Service can be found at the following link: www.ourpublicservice.org. Please note: Do not apply to the Partnership for Public Service. You must apply to USAASC in order to be considered for the EIGF program.

3. Who May Apply

Applicants must:

- Be a permanent civilian member of the AL&T workforce
- Be a GS-13 and above or broadband/payband equivalent within a Demonstration Project or National Security Personnel System
- Be certified in your current acquisition position
- Be based in the greater Washington, DC area or be able to travel to Washington, DC and other locations for meetings/training

4. How to Apply

The application process is located online in the Army Acquisition Professional Development System (AAPDS). To access AAPDS, please login to the Career Acquisition Management Portal at <https://rda.altess.army.mil/camp/>. Click Career Acquisition Personnel and Position Management Information System (CAPPMIS). Once in CAPPMIS, click the "AAPDS" tab, and then select the "Application Module"

link for “2011 – 2012 EIGF program.” Applicants must annotate the program on their Individual Development Plan (IDP) and obtain supervisory approval. The instructions on how to enter the course on the IDP is on page 3 under “Update Individual Development Plan.”

Applicants must submit the following documents or information in AAPDS:

The following documents and information must be submitted in AAPDS. **Please note, you must type or upload documents or information in these sections.**

- **EIGF Applicant Data:** Enter “0” for the Minimum and maximum Business Hours. Enter your current degree, major and address. This information must be entered in order to proceed to the next tab.

- **Acquisition Career Record Brief (ACRB):** Update your ACRB. If assistance is required in non-editable areas of the ACRB; contact an Acquisition Career Manager (ACM), DAMI_AskAnACM@conus@army.mil, 575-678-2247 or DSN 258-2247.

- **Statement of Interest:** In 4000 characters or less, please address the three questions below:

- What is your reason for participation in this training opportunity?
- What contributions will you bring to the program?
- What benefits to the Army do you feel is likely to result from your participation in the program?

- **Post Utilization Statement:** A post utilization statement must be prepared by the supervisor. The supervisor should complete the post utilization statement, sign it, and provide the signed document to the applicant. The applicant will upload the signed post utilization statement into AAPDS. For the post utilization statement, the supervisor’s comments should address the following:

- The reason an employee should participate in this training opportunity.
- The contributions the employee will bring to the program.
- The benefits the Army will likely receive from the employee’s’ participation in the program.

NOTE: Supervisors completion of the post utilization statement endorses the applicant’s participation in the program during duty time, if selected. Supervisors will ensure the employee is allowed the specific time to participate in the required training. No employee will be required to use leave or make-up the time devoted to completion of the program.

- **Resume:** Prepare your resume using the Resumix format. Copy and paste your resume in this section. Additional information on Resumix is available at www.cpol.army.mil.

- **Agreement to Continue in Service Agreement:** You will spend 20 actual days in training. 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 training) to complete a service agreement before assignment to the training. Please sign and upload the agreement in this section. The agreement can be accessed at: http://cpol.army.mil/library/train/catalog/acs_form.pdf. The agreement must be signed and uploaded in this section.

Update Individual Development Plan (IDP). You must include The EIGF program on your IDP. The supervisor must approve the EIGF program on your IDP. Enter the program under the “Other Training Plan”, “Add Other Training (free text)” section of the IDP. Tuition is \$9,900 and Travel and TDY Costs is estimated at \$13,300. USAASC will fund travel, per diem, tuition and cost of book for the 2011 students. The provider is the Partnership for Public Service.

Additional EIGF Program Information and Requirements

- Applicants must be certified in current acquisition position. The certification status must be reflected on the ACRB by the closing date of the announcement.
- Tuition, course materials, travel and per diem will be funded by USAASC.
- USAASC will conduct a board to select individuals for the program.
- Individuals will be notified by email of their selection for participation in program within ten days of approval of board results.
- Participants who withdraw or fail to attend two or more courses or events will be removed from the program and required to reimburse the Federal Government. If tuition is not paid in full or financial arrangements are not made within 30 days of notification of payment; the supervisor will be notified regarding the debt owed to the Federal Government. The individual will be prevented from participation in other training, education and experience programs sponsored by USAASC if debt is not resolved.

Procedures for Deployed Applicants

Civilians who are deployed in support of the contingency operations must also 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 is gloria.r.king6.civ@mail.mil.
- ACRB - Provide your name to Gloria King at gloria.r.king6.civ@mail.mil. Your ACRB will be retrieved from CAMP/MIS.
- Resume - Required as noted above
- Statement of Interest - Required as noted above
- Post Utilization Statement - Required as noted above
- Continued Service Agreement – Required as noted above

Privacy Act Information The Office of Personnel Management (OPM) is authorized to rate applicants for Federal 6 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.

For additional information, you may contact Gloria King, 703-805-1251, email gloria.r.king6.civ@mail.mil, or Christopher Wingo at the Partnership for Public Service Fellows Program, 202-464-2690.