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**Department of the Army
Policy for the Army Acquisition Corps
Competitive Development Group/
Army Acquisition Fellowship Program**

A. REFERENCES: See Appendix A.

B. PURPOSE

This policy supersedes interim policy published through and including those dated February 2005.

This policy governs the implementation and administration of the Army's Acquisition Corps (AC) Competitive Development Group/Army Acquisition Fellowship (CDG/AAF) Program, establishing roles and responsibilities of interested parties and general requirements for selection into and participation in the Program.

C. APPLICABILITY AND SCOPE

This policy applies to individuals applying to and selected for the CDG/AAF Program beginning with Year Group (YG) 07.

D. DEFINITIONS

Terms used in this policy are defined in Appendix B.

E. POLICY

1. The CDG/AAF Program is a 3-year Acquisition Program Management Senior Leader Position (PMSLP) developmental program that offers board-selected applicants expanded training, leadership, experiential, and other career development opportunities. It is designed to develop future Army acquisition leaders. For the purposes of this policy, PMSLPs include Product, Project and Program Managers (PM), (inclusive of positions designated as Assistant, Deputy and Director), and the staff professionals that support these positions.
2. A CDG/AAF Program applicant must be a current Department of the Army (DA) employee in a Career or Career Conditional status position; occupy a GS-13 or demonstration project equivalent converted broadband/pay band level position; have attained AC membership status or meet AC membership eligibility requirements; and be certified at Level III in at least one acquisition career field ***at the time of program application.***
3. Description and templates/samples of required application package documents is contained at Appendix C.
4. All CDG/AAF Program applicants are required to sign the CDG/AAF Program Mobility Agreement and obtain Command endorsement at the General Officer

(GO) or Senior Executive Service (SES) level. This endorsement will be in the form of an agreement between the applicant, the applicant's current supervisor, Commander or organization's Senior Executive, and the cognizant Human Resource Office Representative, and will identify administrative return rights afforded to the applicant.

5. CDG/AAF members are selected from eligible applicants in a two-phase process. The initial phase consists of evaluation of the written application package. The second phase constitutes a Selection Board interview process. Potential CDG/AAF members are notified of their selection by the servicing Civilian Personnel Advisory Center (CPAC) in the form of a firm offer that must be accepted or declined.
6. The Selection Board shall identify an alternate list. This alternate list will be valid for a period of 1 year. Alternate CDG/AAF Program applicants may be notified at anytime during that year of an opportunity to participate in a condensed version of the Program, in the place of a CDG/AAF member who has been promoted or otherwise left the Program. If/when an applicant on the alternate list accepts an offer to be placed in the condensed Program, (s)he will be required to meet **all** Program training requirements and participate in **no less than** two developmental assignments.
7. CDG/AAF Program selectees are assigned to a centrally-funded training position on the ASC Table of Distribution and Allowances (TDA) during participation in the Program. The ASC participates in the DoD Civilian Acquisition Workforce Personnel Demonstration Project, and CDG/AAF Program participations are therefore subject to the Project rules and plan for personnel management while on ASC's TDA. Each participant will be classified as an NH-301-III broadband level employee. The position requirements document (e.g., description of duties) contains generic training program information, tasks, and responsibilities. The current online version of the CDG/AAF Program Handbook contains specific information pertaining to the DoD Civilian Acquisition Workforce Personnel Demonstration Project.
8. CDG/AAF Program selectees who have not already been accessed into the AC will be processed for membership upon acceptance into the CDG/AAF Program.
9. CDG/AAF members shall be detailed to developmental assignment profiles within the acquisition community based on individual education, experience, and training needs, as well as the current or anticipated needs of the Army. To the maximum extent feasible, ASC will endeavor to provide each CDG/AAF member with at least one assignment into an Assistant Program/Product Manager (APM) and one assignment into a PM Staff Action Officer (AO) position. All CDG/AAF members are required to complete one assignment within the Office of the Assistant Secretary of the Army (Acquisition Logistics and Technology) [ASA(ALT)] or Army Materiel Command (AMC) for a minimum period of 179 days.

10. Priority for slating assignments will be established generally as follows. Assignment variation may occur based on member's education, training, and/or experience. There are three distinct "tracks" or programs for CDG/AAF placement:
- i. PM Staff Action Officer Track: First assignment, PMO Staff;
 - a. Second assignment, ASAALT/AMC Staff;
 - b. Final assignment, PMO/APM.
 - ii. PM Track w/Program Management Office (PMO) Experience: APM; ASAALT/AMC Staff; APM.
 - iii. PM Track w/o PMO Experience: PMO; ASAALT/AMC Staff; APM.
11. Minimum training requirements for successful completion of the CDG/AAF Program include: 1) Sustaining Base Leadership and Management (SBLM); 2) Intermediate Qualification Course (IQC); 3) National Training Center (NTC); 4) Congressional Operations; 5) two (2) executive leadership courses; and 6) Defense Acquisition University's (DAU) PMT-352. Other training and education opportunities will be provided throughout the course of the Program. Request for waiver or equivalency of any of these courses may be submitted to the Regional Director (RD) and coordinated with the CDG/AAF Manager, and will be considered on a case-by-case basis. Determination for acceptance of waivers is final and at the sole discretion of the DDACM.
12. Since CDG/AAF members are considered to be a feeder group for future leadership positions within the AC, and the PM positions are considered PMSLPs within the AC, CDG/AAF members assigned to the PM track are required to submit application(s) for consideration by the Army's LTC/GS-14 and/or COL/GS-15 Project/Product Manager and Acquisition Command selection boards in the second and third years of their CDG/AAF Program. CDG/AAF members assigned to the PM Staff AO track are encouraged to apply. The only exceptions to this policy are: 1) if the CDG/AAF member is on a central board select list for acquisition product or project manager, and is waiting to proceed to his/her position assignment; or 2) if the CDG/AAF member has an approved deferral in place as outlined in the CDG/AAF Program Mobility Agreement. Exception for reason(s) not identified here may be submitted for consideration to the RD, coordinated with the CDG/AAF Program Manager, and approved by the DDACM. **Failure to apply to the announcement for the LTC/GS-14 and/or COL/GS-15 Project/Product Manager and Acquisition Command selection boards may result in removal from the CDG/AAF Program pursuant to the Organizational Return Rights and Command Endorsement Agreement or executed CDG/AAF Program Mobility Agreement.** The LTC/GS-14 and/or COL/GS-15 Project/Product Manager and Acquisition Command selection board announcements are posted annually to the U.S. Army Human Resource Command homepage and U.S. Army Acquisition Support Center (ASC) website.

13. Graduation from the CDG/AAF Program is contingent on successful completion of all requirements identified within this Policy and as included in each CDG/AAF member's approved Individual Development Plan (IDP).
14. CDG/AAF members are encouraged to begin seeking out permanent placement positions during the third year of the Program. RDs will assist members in identifying potential positions within the graduating CDG/AAF member's desired geographical, functional and/or command preference areas. If no permanent position is achieved by graduation date, the Organizational Return Rights and Command Endorsement Agreement or Program Mobility Agreement will be invoked.
15. In the event a CDG/AAF member is unable to complete the CDG/AAF Program within 3 years due to health, extreme personal, family or financial hardship, or other exigent conditions, the CDG/AAF member may request withdrawal from the program for compassionate reasons from DDACM. Reinstatement into the Program after an approved withdrawal may only be accomplished through submission of a new application for consideration in the competitive selection process.
16. CDG/AAF members who receive promotions during the Program term will be considered to have met Program graduation requirements as long as they have completed required training courses within the original 3-year Program period, and submitted application(s) to the LTC/GS-14 and/or COL/GS-15 Project/Product Manager and Acquisition Command selection board as required above.

F. RESPONSIBILITIES

1. Deputy Director, Acquisition Career Management (DDACM).

- a. The DDACM provides overall CDG/AAF Program oversight. The DDACM is the convening authority for the CDG/AAF Program Selection Board, and, as such, has final approval authority over the board results and their release.
- b. The DDACM approves ASC funds for the cost of salaries, Contribution Rating Increases and Contribution Awards (pursuant to the DoD Civilian Acquisition Workforce Personnel Demonstration Project's CCAS rating cycle) pay and allowances, travel, training, Permanent Change of Station (PCS), personnel actions and other program costs of CDG/AAF members. The DDACM also provides travel funds for board members to participate on the CDG/AAF Program Selection Board.
- c. Based on the Selection Board findings, and available Program support resources, a CDG/AAF applicant alternate list will be created. The DDACM approves selection of and Program offer to an alternate candidate.

- d. At the recommendation of the Regional Director (RD) and in coordination with the CDG/AAF Program Manager, the DDACM accepts or declines CDG/AAF member requests for training course waivers or equivalencies and exceptions to the LTC/GS-14 and/or COL/GS-15 Project/Product Manager and Acquisition Command selection board application requirement.
- e. The DDACM has final approval on recommendations from the RD's in coordination with the CDG/AAF Manager to remove CDG/AAF members from the Program and invoke the Organizational Return Rights and Command Endorsement Agreement.

2. Acquisition Support Center (ASC).

- a. The ASC provides general CDG/AAF Program oversight through Acquisition Career Managers (ACM), RDs, and the CDG/AAF Manager who are responsible for maintaining and enforcing the CDG/AAF Program policies and procedures.
 - (1) ACMs report to RDs and have the responsibility for individual day-to-day management of CDG/AAF members, as it pertains to acquisition career management issues.
 - (2) RDs are special assistants under the authority of the DDACM, and have responsibility for providing support to the CDG/AAF Program, as it pertains to initial slating, position changes and program post placement. RDs coordinate with the CDG/AAF Manager on all decisions and recommendations affecting CDG/AAF members.
 - (3) The CDG/AAF Manager is responsible for Program interface with the DDACM, providing recommendations on CDG/AAF Program policy management, and member actions requiring DDACM decision and feedback.
- b. A team of ASC Proponency Specialists provides guidance for all policy issues and serves as subject matter experts in their respective Acquisition Career Fields (ACFs) and coordinates CDG/AAF Program policy and procedural issues with the Office of the Assistant G-1 for Civilian Personnel Policy (CPP), the RD's, Human Resource Command (HRC), Chief of Acquisition Policy, and other organizations, as appropriate.
- c. On behalf of the DDACM, the ASC prepares the Memorandum of Instruction (MOI) for the CDG/AAF Program Selection Board and provides the MOI to the HRC for the conduct of the CDG/AAF Program Selection Board.
- d. ASC Resource Management personnel provide resource support for the CDG/AAF Program. The execution of funding actions associated with the selection of CDG/AAF members are authorized by the Deputy Director, ASC, as funding permits. Actions requiring the execution of funds include, but may

- not be limited to, selection boards, orientation programs, reassignments, payroll, training, and travel in support of the CDG/AAF Program. If a CDG/AAF member is assigned to a different geographic location, the Joint Travel Regulations (JTR), Volume II, governs employee relocation entitlements and benefits. Permanent Change of Station (PCS) and Defense National Relocation Program (DNRP) relocation entitlements may be authorized and paid for using Office of the DDACM funds in accordance with Volume 2 of the JTR. ASC Resource Management Division is responsible for preparing the PCS Orders.
- e. The HRMD provides coordination for personnel actions affecting CDG/AAF members with the servicing CPAC and provides guidance as required regarding all personnel issues.
 - f. The HRMD initiates the RPAs for CDG/AAFs. The CDG/AAF Manager will provide the HRMD Human Resource Specialist with the names and phone numbers of the selected CDG/AAFs for the current year group the first week in January. ASC HRMD will assist with end-of-tour placements at the conclusion of each year group. HRMD will obtain graduating CDG/AAF members' résumés, preferences and biographical information for the purpose of developing and sending introductory letter to appropriate Acquisition Commands. The Request for Personnel Action (RPA) will be submitted with an effective date for the second pay period in February of that year. The HRMD Specialist will contact the selected CDG/AAFs for copies of a current résumé, current Notice of Personnel Action (SF50) and if applicable the latest within-grade-increase (WIGI) SF50. Upon receipt of these required documents the HRMD Specialist will then provide the names, phone numbers, résumés, NPA and WIGI SF50, of the selected CDG/AAFs to the Fort Belvoir Civilian Personnel Advisory Center Specialist who will offer the CDG/AAF a firm offer for the position which must be accepted or declined.
 - g. The ASC Administrative Office will provide overall administrative support to CDG/AAF members such as processing time cards, locator cards, security processing, Government travel cards, and Request Authorization of Training and Reimbursement forms, DD 1556.
 - h. The Strategic Plans and Analysis (SP&A) Division through the Organizational Defense Travel Administrator (ODTA) is responsible for the management and support of the Defense Travel System (DTS) for ASC. The ODTA will assist CDG/AAF candidates as appropriate in navigating the DTS system.
 - i. The Resource Management Division through the Finance Defense Travel Administrator (FDTA) is responsible for ensuring lines of accounting are properly established and executed. The FDTA will assist the CDG/AAF candidates with the fund cite coordination required between the supported agencies resource management office and the ASC resource management office.

- j. The ASC Acquisition Career Development training cell is responsible for CDG/AAF member database management and maintenance, announcing training opportunities, and member training coordination.
- k. The ASC Strategic Communications Division (STRATCOM) provides marketing, communications, event planning and execution support. Support includes development of Program branding, conference support, and marketing tools.
- l. The ASC hosts the annual orientation seminar and graduation ceremony for new and graduating CDG/AAF members.
- k. Acquisition Career Managers (ACM).
 - (1) ACMs provide support to the RD during the CDG/AAF Program application and selection process.
 - (2) The ACM provides assistance to the CDG/AAF Program applicant in developing, refining and compiling application materials in response to the CDG/AAF Program announcement. The ACM obtains information on CDG/AAF preferences, and validates each CDG/AAF Program applicant's experience, education, and training, and coordinates updates of information into the Career Acquisition Personnel & Position Management Information System (CAPPMS) with the applicant.
 - (3) At the beginning of the CDG/AAF Program term each CDG/AAF member is assigned an ACM within the member's regional Customer Support Office (CSO) who centrally manages the CDG/AAF member throughout the program.
 - (4) The ACM supports the RD and CDG/AAF member in developing IDPs and identifying potential developmental positions for CDG/AAF members.
 - (5) The ACM assists the CDG/AAF member in compiling and submitting the application package. Both the LTC/GS-14 and COL/GS-15 Project/Product Manager and Acquisition Command selection board announcements and the CDG/AAF Program announcement are prepared by HRC and posted to the HRC homepage.
 - (6) The ACM supports the RD and CDG/AAF member in identifying potential permanent positions throughout the Program and for impending graduates.
 - (7) The ACM supports the RD and CDG/AAF Program Manager in the planning and execution of the annual Orientation/Graduation and other CDG/AAF events.

I. Regional Director (RD).

- (1) The RD maintains an Outreach program to include marketing to key PEOs and ASA(ALT)/AMC and assisting the CDG/AAF Manager in conducting on-site and VTC marketing briefs.
- (2) The RD assists the ASC in identifying appropriate developmental assignment positions, including changes to slated assignments, and recommending placement of CDG/AAF members. The RD assists CDG/AAF members in transitioning into assignments during and after CDG/AAF Program completion.
- (3) The RD assists the CDG/AAF members to update and approve specific Individual Development Plans (IDPs) for the Program term. These IDPs will include both formal training and at least two (2) approved career developmental assignments.
- (4) The RD ensures CDG/AAF members submit progress reports, with copy furnished to the CDG/AAF Manager, on a monthly basis. The RD reviews reports and coordinates any issues with the CDG/AAF Manager. Copies of monthly reports shall be retained in the CDG/AAF member's file.
- (5) The RD meets with assigned CDG/AAF members at least quarterly. These meetings are intended to be a forum for discussion and an opportunity for mentoring the CDG/AAF member and, as may be necessary, to address issues, problems/concerns, progress, training, recommendations for Program improvement, assignments, or other topics of interest and relevance to the CDG/AAF member. This meeting may be conducted individually or as a group, as appropriate to the meeting agenda, geographic location of CDG/AAF members, and at the discretion of the RD. The meetings may be conducted telephonically, face-to-face or through the use of video teleconferencing facilities, as appropriate or necessary. The CDG/AAF member is responsible for coordinating meeting schedules with the RD, although the RD may extend an invitation to the Acquisition Career Management Advocate (ACMA).
- (6) The RD, with support from the HRMD, ensures that both the CDG/AAF member and their current developmental assignment supervisor comply with the CCAS rating cycle, to include initial, mid-point, and exit counseling and appropriate documentation. The RD ensures a copy of all documents are received and contained within the CDG/AAF member's CMIF.
- (7) The RD serves as the DoD Civilian Acquisition Workforce Personnel Demonstration Project sub pay pool manager and therefore represents assigned CDG/AAF members in the Project Pay Pool Panel discussions.

- (8) The RD receives assignment supervisor's Exit Survey upon CDG/AAF member departure from each assignment, providing copies and recommendations for Program change or enhancements to the CDG/AAF Manager.
- (9) The RD, in coordination with the ACMAs, identifies "target" Program Executive Offices (PEO), works closely with PEO representatives to establish a continuous and consistent pool of appropriate leadership positions (i.e., APM and staff action officer) within the PEO or subordinate Project and Product offices dedicated to CDG/AAF member assignment.
- (10) The RD provides information and recommendations to the CDG/AAF Manager on actual or potential performance problems identified by developmental assignment supervisors.
- (11) The RD, in cooperation with the CDG/AAF Manager, provides recommendations for placement of CDG/AAF members upon graduation.

m. CDG/AAF Manager.

- (1) The CDG/AAF Manager has the overarching responsibility for providing the Army Acquisition Workforce with the best technically trained, educated, experienced, and multi-functional Civilian Program Managers and Senior Functional Acquisition Leadership available in support of the soldier and the AC mission.
- (2) The CDG/AAF Manager drafts CDG/AAF Program policy and handbook for DDACM approval, maintains both policy and handbook as changes occur, and ensures appropriate distribution of both documents.
- (3) The CDG/AAF Manager establishes, maintains and executes the CDG/AAF budget and requests modifications as unplanned budgetary requirements become known. This responsibility includes preparation and analysis requirements for biennial POM process.
- (4) The CDG/AAF Manager conducts on-site & VTC marketing briefs for both key PEO and ASA(ALT)/AMC "target" positions and potential CDG/AAF applicants acquisition workforce-wide.
- (5) The CDG/AAF Manager develops CDG/AAF Selection Board Memorandum of Instruction (MOI) in coordination with HRC, staffs and obtains document approval.
- (6) The CDG/AAF Manager ensures CDG/AAF Program announcement is posted to the ASC website concurrent with HRC posting.

- (7) The CDG/AAF Manager presides over slating panels consisting of RDs, selected ACMAs, and other interested parties who may be invited to participate. The CDG/AAF Manager briefs panel results and obtains DDACM approval of recommended CDG/AAF member assignments.
- (8) The CDG/AAF Manager serves as the approval authority for long-term developmental training assignments requiring USAASC Command endorsement.
- (9) The CDG/AAF Manager develops requirements packages, plans, coordinates with appropriate support elements, prepares, and hosts for CDG/AAF Orientation/Graduation and other events. The CDG/AAF Manager briefs members on assigned developmental assignments during the Orientation.
- (10) The CDG/AAF Manager maintains Program communication plan that includes facilitating CDG/AAF member submission of articles to the AL&T Magazine, coordinating e-mail information blasts to target groups, and overseeing the publishing of a CDG/AAF Quarterly Newsletter.

n. Human Resources Command (HRC).

- (1) The HRC staff writes, coordinates and publishes the CDG/AAF Program announcement in compliance with all civilian personnel policies, directives and the directives of the convening authority.
- (2) The HRC staff receives, validates and processes CDG/AAF Program applications; notifies applicants selected for Phase II and schedules an Interview Board appearance; and notifies Phase I applicants of non-selection. The HRC staff posts list of CDG/AAF selectees to HRC Homepages.
- (3) The HRC staff is responsible for the conduct of the CDG/AAF Program Selection Board to include selecting the location and board members, appointing board members, providing the Memorandum of Instruction (MOI), and briefing board members, and ensuring timely completion of the Board Report.
- (4) The HRC submits an After Action Report to the Office of the DDACM addressing relevant information on CDG/AAF Program applicants and proposed selectees. CDG/AAF final selection list approval is coordinated by the HRC staff with the DDACM prior to publishing a selection announcement.
- (5) The HRC conducts the release of the CDG/AAF List to Selectee's Commands.

(6) The HRC staff conducts PM Board Application Prep and Lessons Learned Workshops during the annual Orientation/Graduation event.

o. Acquisition Career Management Advocate (ACMA).

- (1) The ACMA provides advice and guidance to members of their respective commands and/or geographical areas regarding the CDG/AAF Program.
- (2) The ACMA may provide input into potential CDG/AAF Program developmental assignments.
- (3) ACMAs provide feedback to the ASC on the CDG/AAF Program.
- (4) ACMAs may participate in or provide input to slating panels.
- (5) The ACMA is encouraged to participate in the quarterly CDG/AAF member meetings convened by the RD, and provide mentorship to members as appropriate.

p. Assistant G-1 for Civilian Personnel Policy (CPP).

- (1) The Assistant G-1 for CPP provides authoritative advice on the feasibility and impact of programs, plans, policies, and decisions related to and/or affecting human resources in the total workforce.
- (2) The Priority Placement Program (PPP) exception in the Department of Defense PPP Operations Manual, Chapter 4, Paragraph C.2.d. (July 1998) applies to the movement and placement of AC CDG/AAF Program participants, as listed below. The Request for Personnel Action (RPA) will document the reference citation above when processing CDG/AAF Program selectee/member personnel actions for:
 - i. Movement of the selectee onto ASC's TDA, as NH-301-III, to be effective on the date of program startup. Salary for current DoD Civilian Acquisition Personnel Demonstration Project employees will continue at current rate. CDG/AAF members entering the demonstration project will have their salary set according to the DoD Civilian Acquisition Personnel Demonstration Project Army Operating Procedures in effect at the time of selection.
 - ii. Temporary assignment within Army for formal development and training purposes as provided by 5 CFR 410, if applicable.
 - iii. Lateral placement to a permanent position upon graduation (not subject to Priority Placement Program).

- (3) Civilian personnel support is provided to CDG/AAF Program selectees/members by the Ft. Belvoir, Virginia CPAC and the North Central CPOC. Typical support includes, but may not be limited to: 1) processing RPAs for movement of new CDG/AAF Program selectees onto ASC's central funding TDA and DoD Civilian Acquisition Personnel Demonstration Project; 2) disciplinary actions; 3) benefits counseling; and 4) updates in the Modern Defense Civilian Personnel Data System (MDCPDS).; CDG/AAF members brought into the Program prior to the effective date or year group cited in this Policy will continue to be supported by the CPOC/CPAC responsible for the organization to which the CDG/AAF member is assigned.

q. Gaining Organization.

- (1) The gaining organization is responsible for the day-to-day supervision and management of the CDG/AAF member. The gaining organization, through the immediate supervisor, is responsible for ensuring that the CDG/AAF member is provided with a meaningful developmental assignment experience. This includes providing the CDG/AAF member with adequate workspace, relevant and beneficial taskings, and reasonable time and support for training and education as outlined in the approved IDP. Where the local implementation of this policy impacts on bargaining unit employees' conditions of employment, activities are reminded to comply with their statutory and contractual labor relations obligations.

(2) Supervisor.

- i. Upon reporting to the developmental assignment, the CDG/AAF member and the immediate supervisor will establish contribution objectives during an initial counseling session. The supervisor ensures that training, education, and developmental activities identified on the approved IDP are synchronized with the mission and objectives of the organization. Exclusive of CDG/AAF Program requirements for training, changes to the IDP may be requested through the ACM.
- ii. Throughout the term of a CDG/AAF member's assignment, the supervisor will evaluate and manage the CDG/AAF member's performance in accordance with the governing performance management program. The supervisor performs customary administrative actions such as the maintenance of time and attendance cards, mid-point evaluations, and annual Senior Rater Potential Evaluations (SRPE).
- iii. The supervisor is responsible for the conduct of all Contribution-based Compensation and Appraisal System (CCAS) activities relating to the CDG/AAF member(s) while assigned to their

Command. Note that supervisors whose Commands prescribe to the General Schedule evaluation and appraisal system are still responsible for CCAS activities applicable to CDG/AAF members. The supervisor is responsible for obtaining training in CCAS. Supervisor CCAS activities include:

1. Meeting with the CDG/AAF member within 30 days of the beginning of the CCAS cycle, *or within 30 days of the start of the CDG/AAF assignment*;
 2. Setting clear goals and responsibilities for the CDG/AAF member for the assignment period;
 3. Ensuring the CDG/AAF member clearly understands, and is capable of executing, the objectives;
 4. Meeting with the CDG/AAF member at least once during the CCAS cycle, at the midpoint of the cycle or assignment period, to discuss progress and any changes/problems that need to be addressed. Utilizing the required CDG/AAF member monthly report should assist the supervisor in assessing the CDG/AAF member's progress for this review. Supervisors should address any problems as soon as possible;
 5. Completing supervisory assessment, usually by mid-October;
 6. Recommending categorical and numerical scores for each factor, and relative order for each factor for the next appraisal period, to the Pay Pool Panel; and
 7. Ensuring copies of all performance evaluations, counseling memorandums, and surveys are submitted concurrently to the RD and the CDG/AAF Manager within thirty (30) days of the event.
- iv. The supervisor reports actual or anticipated performance problems to the RD as soon as such problems are detected. The RD is responsible for informing the CDG/AAF Program Manager of these anticipated performance deficiencies and providing recommendations for rectifying the problem(s) through training, counseling, suspension or removal from the CDG/AAF Program via invocation of the Organizational Return Rights and Command Endorsement Agreement.
- (3) In the event a supervisor determines that disciplinary action toward a CDG/AAF member is warranted, established personnel processes and

procedures are applicable. The supervisor notifies the RD who will coordinate with the CDG/AAF Manager immediately if such an action is being considered.

- (4) In the event a CDG/AAF member is removed from a developmental assignment as a result of a performance-related or disciplinary action, the Organizational Return Rights and Command Endorsement Agreement or Program Mobility Agreement will be invoked.
 - (5) The supervisor completes an exit evaluation of the CDG/AAF member, and a CDG/AAF Program survey following the departure of the CDG/AAF member from the developmental assignment.
- r. CDG/AAF Members. CDG/AAF members are expected to maintain a professional attitude and demeanor, and perform at the highest level achievable while completing the education, training and developmental assignment activities.
- (1) When a Permanent Change of Station (PCS) is approved, the CDG/AAF member is responsible for contacting the ASC Resource Management staff to obtain a copy of the Defense National Relocation Program (DNRP) handbook and point of contact at DNRP. The CDG/AAF member is responsible for completing DNRP requirements.
 - (2) CDG/AAF members are required to register on their organization's Defense Travel System and will be administratively supported by USAASC's Administration, Human Resources, and Resource Management Divisions.
 - (3) When TDY is required in the execution of a CDG/AAF assignment, the CDG/AAF member is responsible for initial fund cite coordination between ASC RM FDTA and the resource management office of the supported organization.
 - (4) CDG/AAF members provide locator cards at the beginning of the program, and updates as the member transitions through developmental assignments. The locator card and updates are provided concurrently to assigned ACM, RD, supporting ACMA, CDG/AAF Manager, HRMD point of contact (POC), administrative POC, and resource management POC. Contact information is contained in the CDG/AAF Program Handbook.
 - (5) Upon selection to the CDG/AAF Program, the CDG/AAF member contacts the RD to schedule an initial meeting. Thereafter, the CDG/AAF member schedules regular meetings, to occur at least quarterly. When a CDG/AAF member arrives in the NCR for long-term training, they should contact the DDACM administrative office to schedule an office call.

- (6) The CDG/AAF member develops an initial IDP in coordination with their developmental assignment supervisor and assigned ACM that reflects required training and assignment activities. Updates or changes to the IDP are approved through the supervisor in cooperation with the RD.
- (7) The CDG/AAF member prepares, with the assistance of their assigned ACM as necessary, and submits eligible applications for consideration by the annual LTC/GS-14 and/or COL/GS-15 Project/Product Manager and Acquisition Command selection board as required by this policy. Application packages are required to be submitted for each of the three Program years unless the CDG/AAF member requests exception in writing to, and is approved by, the CDG/AAF Manager prior to the application deadline.
- (8) The CDG/AAF member participates with the supervisor in developing, and amending as necessary, assignment objectives; ensures that initial, mid-point, and exit CCAS counseling is done; and ensures Senior Rater Potential Evaluations (SRPE) are completed by the current supervisor and approved by the senior rater at the appropriate times. The CDG/AAF member is responsible for ensuring these documents are submitted to the RD and CDG/AAF Manager within 30 days of the event.
- (9) The CDG/AAF member submits a monthly feedback report (format provided in the CDG/AAF Handbook) to the RD, with copies submitted concurrently to the representative ACM, CDG/AAF Manager, and current supervisor. Reports will be submitted via email no later than the close of business on the first Monday following the end of the report month. Additional information relating to report content can be found in the CDG/AAF Program Handbook.
- (10) The CDG/AAF member completes an exit survey following their departure from a developmental assignment. Surveys are submitted to the CDG/AAF Manager within thirty (30) days after departing each assignment.
- (11) Each CDG/AAF member is expected to make maximum effort to establish, develop and maintain a mentoring relationship with at least one person within the Army acquisition community, whether in the member's career field or in another Acquisition Career Field (ACF). Upon selection to the CDG/AAF Program, incoming CDG/AAF members will be provided with contact information for Year 3 and graduated CDG/AAF members. Current and former CDG/AAF members should avail themselves to newly selected CDG/AAF members in order to maximize the opportunity for mentoring. ACMAs are also an appropriate source for mentoring.

(12) The CDG/AAF member provides support to CDG/AAF Program endeavors such as submitting articles to the Army AL&T Magazine, making presentations, etc. Articles to the Army AL&T Magazine or other applicable and appropriate professional government publication are to be submitted at least once per year to the ASC STRATCOM Division, with concurrent copy to the CDG/AAF Manager. The CDG/AAF Manager will contact individuals as needed for presentations, panel attendance, etc.

(13) For CDG/AAF members who are promoted during their term in the Program.

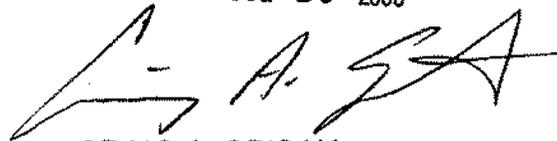
- i. CDG/AAF members are not required to complete developmental assignments, but shall complete all required training in order to graduate from the program.
- ii. Monthly feedback reports are not required.
- iii. Quarterly meetings with the RD are not required.
- iv. All other requirements are as described above.

G. INSTALLATIONS. Labor relations obligations. Installations are to meet their statutory and contractual labor relations obligations prior to local implementation.

H. EFFECTIVE DATE AND IMPLEMENTATION

This policy is effective immediately and applies to CDG/AAF Program Year Group FY07 and later members. The DDACM may publish procedures as necessary to implement this directive.

JUL 20 2006



CRAIG A. SPISAK
Deputy Director
Acquisition Career Management

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Appendix B

Glossary

AC – Army Acquisition Corps: The AC is a subset of the AL&T Workforce. It is composed of individuals who have been accepted into the AC in accordance with the DAWIA Chapter 87, 10 USC Section 1732 Eligibility Requirements and DoD 5000.52-M, Appendix M, Section L, dated November 1995.

Army Acquisition Basic Course (AABC) – Designed to provide a broad spectrum of knowledge pertaining to the materiel acquisition process. It covers national policies and objectives that shape the acquisition process and the implementation of these policies and objectives by the U.S. Army. Emphasis is placed on providing mid-level managers with a broad and comprehensive education so they can effectively manage any aspect of the materiel acquisition process.

Action Officer Development Course – A non-resident course that prepares individuals for the requirements of staff work with training similar to that offered to military who attend the Combined Arms and Services Staff School (CAS3).

AL&T Workforce – Acquisition Logistics and Technology Workforce: The personnel component of the acquisition system. The AL&T Workforce includes permanent civilian employees and military members who occupy acquisition positions, who are members of the AC, or who are in acquisition development positions.

ACF – Acquisition Career Field: One or more occupations that require similar knowledge and skills. There are 13 acquisition career fields.

ACM – Acquisition Career Manager: The individual who provides career development guidance to AL&T Workforce members throughout the regions.

ACMP3 – Acquisition Career Management Program Office (Plans, Policy and Programs)

ACRB – Acquisition Career Record Brief: Formerly the Acquisition Civilian Record Brief. The ACRB is the authenticated record of an individual’s education, training and acquisition assignment history.

ASC – Acquisition Support Center: The former Acquisition Career Management Office (ACMO) and Army Acquisition Executive Support Agency (AAESA) have been consolidated to form the Acquisition Support Center (ASC). The ASC is the acquisition, contracting and logistics personnel proponent.

CAP – Critical Acquisition Position: Those senior acquisition positions carrying significant responsibility or duties required to be filled by individuals in the grade GS/GM-14 or O-5 and above.

CDG/AAF – Competitive Development Group: The CDG/AAF is a team of high-potential acquisition professionals chosen to participate in a 3-year program of specialized cross-functional training, education and advanced developmental assignments in the various acquisition fields.

DACM – Director, Acquisition Career Management: Director of Acquisition Career Management (DACM). The official appointed to assist a Component acquisition executive in the performance of his or her duties as they relate to the training, education, and career development of the acquisition workforce of that Component.

DDACM – Deputy Director, Acquisition Career Management: The deputy to the DACM is responsible for managing the integrated execution and oversight of the AT&L Workforce Education, Training and Career Development Program within the Component.

DAWIA – Defense Acquisition Workforce Improvement Act: The DAWIA is a law enacted to improve the overall effectiveness and professionalism of military and civilian personnel charged with the management and administration of defense acquisition programs. DAWIA legislation and Desk Guide can be found on the Acquisition Support Center website.

Executive Education Certificate in Management – Awarded to executives who have completed four Darden Graduate School of Business Administration executive education program in the specialized areas of leadership or strategy.

Intermediate Qualification Course (IQC) – Develops pool of future Acquisition Leaders trained in innovative leadership & acquisition topics and capable of leading/commanding in any acquisition organization. The course is intended to develop an enhanced understanding of the customer and his support needs, industrial operations and its defense interface, and the civilian workforce by exposing students to real-world customer needs and PEO/PM Operations through a series of speakers and staff rides. The course will leverage Senior Service College Fellowship instructors, expertise, and mentorship. This course serves as a follow-on to the advanced course under development at the Army Management Staff College (see Sustaining Base Leadership and Management below).

Key Leadership Position (KLP) -- A subset of CAPs called KLPs has been newly established to identify very specifically those positions that require special CAE and Defense Acquisition Executive (DAE) attention with regard to qualifications, accountability, and position tenure. KLPs are designated by the CAE based on the critical nature of the acquisition program or effort involved AND the criticality of that position to the success of that program or effort.

Leadership Education and Development (LEAD) Course – Phase II of the SDC and teaches supervisors to assess their own effectiveness; assess employee and team effectiveness; motivate and influence employees; communicate effectively; conduct counseling; resolve conflicts; develop strategies to create fully functioning teams; make effective decisions; and explain the effect of values on individual and team effectiveness.

Manager Development Course – Provides instruction in organizational culture; time management; objectives and plans, problem solving and decision-making; planning, programming and budgeting; manpower management; communications; information technology applications; Army Environmental Program; equal employment opportunity; professional ethics; internal management control; and Army family team building.

Organizational Leadership for Executives Course (OLE) – The objective of OLE is to develop leaders with skills to conduct an organizational assessment; communicate influentially; establish an effective organizational climate; manage organizational change; develop an organization strategic plan; diagnose personal effectiveness; and build high-performing teams.

Personnel Management for Executives I (PME I) - Designed to help participants find better ways of dealing with management problems for which there can be no stereotypical solutions. It assumes maturity, creativity and resourcefulness on the part of the conferees and a willingness to put forth the effort necessary to improve their managerial abilities.

Personnel Management for Executives II (PME II) – Provides for a “live-in” environment in which the principals of PME I are practically applied.

Program Management Office Course (PMT 352) – Designed to train Level II qualified students to be effective PM Level III leaders by providing analysis, synthesis and evaluative skills needed in a program office.

Senior Rater Potential Evaluation (SRPE) – A process whereby senior raters evaluate GS-13, GS-14 and GS-15 acquisition employees on their potential to successfully perform in positions of increased responsibility.

Supervisor Development Course – Phase I of the mandatory supervisory training for all newly appointed supervisors (military and civilian) of civilian employees. New civilian supervisors of civilians must complete both Phase I and Phase II (Leadership Education and Development (LEAD)) within six months after appointment to supervisory positions.

Sustaining Base Leadership and Management Program (SBLM) – Currently being revised by the Army Management Staff College under the Civilian Education System. Up-to-date information can be found at <http://amsportal.belvoir.army.mil>

Application Documents

Résumé Format

Acquisition Career Report Brief (ACRB)

Notification of Personnel Action (SF50)

Senior Rater Potential Evaluation (SRPE) Sample

Evaluations

Self-Certification Statement

Regional/Program Preference Form

CDG/AAF Program Mobility Agreement

Organizational Return Rights and Command Endorsement Agreement (See Appendix D)

Administrative Organizational Return Rights and Command Endorsement Agreement

This document is an agreement between the (insert organization) and (insert name). It becomes effective when (insert name) leaves his/her position as (insert current position title, series, and grade) in (insert organization) to accept a 3-year, or period up to but not exceeding 36 month, Competitive Development Group (CDG/AAF) Program developmental assignment with the Acquisition Support Center (ASC) as an Acquisition Management Specialist, NH-0301-III.

Pursuant to Deputy Secretary of Defense memorandum dated 22 June 2004, I understand that I have been granted administrative return rights for an initial period not to exceed 36 months after my acceptance of an appointment with the ASC as part of my CDG/AAF Program developmental assignment as an Acquisition Management Specialist, with provision for an extension when appropriate. If an extension is not approved, and I have not accepted employment in another position, I may be directed to return to my former organization. Should my former position be unavailable, the organization will determine a position of like seniority, status and pay into which I may return without prejudice. The granting of this administrative organizational return right is not grievable. I understand that action may be initiated to remove me from the Acquisition Corps and the Federal service for failure to meet a condition of employment, as specified in the executed CDG/AAF Program Mobility Agreement, if I fail to apply for the exercise of return rights within 30 days before the date of termination of employment in the ASC. This agreement becomes void if, before completion of the CDG/AAF Program, I transfer to another Federal activity, or I am voluntarily or involuntarily separated from Federal service. It is also void should I be separated from the ASC for reasons such as misconduct, neglect of duty or malfeasance.

By signing this agreement, employee certifies that he/she fully understands the conditions and agrees to the requirements contained therein.

Employee Signature Date
(insert employee name and title)

Supervisor Signature Date
(insert supervisor name and title)

Human Resources Signature Date
(insert representative name and title)

Command Endorsement:

I hereby nominate (insert name) for application to the Competitive Development Group (CDG/AAF) Program. This individual has demonstrated the qualities, capabilities and potential to achieve and excel in an Acquisition leadership position.

Executive Signature Date
(insert Executive name and title)