

**DEPARTMENT OF ARMY  
EXCELLENCE IN GOVERNMENT FELLOWS (EIGF) PROGRAM  
POLICY/PROCEDURES**

1. **REFERENCES:** SEE APPENDIX 1.

2. **APPLICABILITY:** This policy and procedures applies to all current civilian Army Acquisition, Logistics and Technology (AL&T) workforce members.

3. **PURPOSE:** This document establishes the policy and procedures for application and selection of AL&T workforce members for the EIGF program.

4. **RESPONSIBILITIES:**

a. **The Deputy Director, Acquisition Career Management (DDACM).**

(1) Has oversight and management of the announcement and board process.

(2) Has final approval authority to select AL&T workforce members to participate in the EIGF program each year.

(3) Serves as convening authority for the EIGF program.

(4) Serves as approval authority for Relative Standing List.

(5) Approves all project topics for the EIGF program participants to complete.

b. **US Army Acquisition Support Center (USAASC).**

(1) USAASC, acting on behalf of the DDACM, has responsibility for the content of announcement, area of consideration, eligibility criteria and board selection process.

(2) Provides the Program Manager for EIGF Program a list of selectees each year no later than August 30<sup>th</sup>.

c. **Supervisor.**

(1) Endorses and recommends AL&T workforce members to participate in the EIGF program.

(2) Writes and signs the Post Utilization Plan as part of the application process.

(3) Reviews and approves/disapproves the Individual Development Plan (IDP) submitted by AL&T workforce members for the EIGF program.

(4) Ensures employees have met current position certification requirement prior

participation in the EIGF program.

(5) Approves appropriate continuous learning points earned by participating in the EIGF program.

(6) Notifies the USAASC Program Manager if an employee fails to complete the obligated service period specified on Agreement to Continue in Service. In the event the employee moves to another organization, the supervisor is responsible for notifying the gaining organization that a service obligation agreement is in effect.

(7) Reviews, approves or disapproves all program courses for the EIGF program on the IDP. This approval endorses the applicant's participation in the program during duty, if selected. Ensures the employee is allowed the specified time to participate in the required training. No employees will be required to use leave or make-up the time devoted to completion of the program.

d. AL&T Workforce Member.

(1) Must meet all eligibility requirements specified in the EIGF program announcement.

(2) Must meet their required Defense Acquisition Workforce Improvement Act (DAWIA) level of certification for their current acquisition position at the time of application submission.

(3) Must submit all the required documentation and information requested in the announcement using the on-line application system.

(4) Must complete all the course requirements and attend all events. If any course or event is not completed as scheduled, the individual may complete the next course offering if it is available. If two or more courses or events are missed, the individual will be removed from the EIGF programs. Individuals removed from the program will be required to reimburse the Federal Government the tuition cost. The estimated cost is \$9,900.00.

(5) Must notify supervisor, EIGF program instructor and USAASC Program Manager if unable to participate in any course or event.

e. EIGF Program Manager.

(1) Partners with the DDACM to offer the EIGF program.

(2) Provides information to potential Army personnel on EIGF program and administrative procedures for the orientation.

(3) Notifies the USAASC Program Manager of any student who did not participate in scheduled courses or events.

f. USAASC Program Manager.

(1) Updates the policy and procedures for the EIGF program each year.

(2) Partners with EIGF program manager in the execution of the EIGF program announcement.

(3) Prepares annual announcement and conducts board for the EIGF program.

(4) Provides assistance with submission of applications in the Army Acquisition Professional Development System (AAPDS).

(5) Plans, schedules and conducts selection board.

(6) Notifies board selectees and non-selectees.

(7) Monitors attendance and collects repayment of tuition.

g. USAASC Regional Customer Support Offices.

(1) Market EIGF program to workforce.

(2) Provide assistance with submission of applications in the Army Acquisition Professional Development System (AAPDS).

5. POLICY:

a. EIGF Program. EIGF is a one year long leader development and training program. Each fellow will devote approximately twenty contact days during the program year. EIGF participants will also devote up to five hours per week to the assigned project topic. The EIGF Program is conducted by the Partnership for Public Service located in Washington, DC. The Partnership is a nonprofit, nonpartisan organization that works to revitalize the Federal Government by inspiring a new generation to serve and by transforming the way government works.

b. EIGF Program of Study. The EIGF program offers hands-on leadership development for project managers and acquisition professionals. It is a leadership development program specifically designed for federal and state government professionals that transforms managers into leaders. The program explores ways to retain the best leaders in the government acquisition concentration community (including contracting officers, program and project managers, and others whose success is dependent on strategic acquisition leadership) and encourages 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 provides participants with hands-on, results-based leadership development and a transformational experience that concentrates on leadership and management challenges specific to government. It meets the interagency training requirements necessary for an Office of Personnel Management approved candidate

development programs and is designed to complement the core qualifications for members of the Senior Executive Service.

c. Funding.

(1) USAASC is the sponsor of the EIGF Program.

(2) Contingent upon funding and the needs of the Army, USAASC will provide funding each year for the EIGF program.

(3) The number of participants may increase or decrease each year based on funding constraints and the needs of the Army.

(4) Tuition and textbooks will be funded by USAASC.

(5) Travel and per diem will not be funded by USAASC. Participants must obtain funding for travel and per diem from home organization.

d. On-line-Submission Requirement. The application and board process used to select individuals for the EIGF program will be the AAPDS. AAPDS is an automated application system that can be accessed via the Career Acquisition Management Portal (CAMP) located at <https://rda.altess.army.mil/camp>. To access AAPDS, login at <https://rda.altess.army.mil/camp/> and click on Career Acquisition Personnel and Position Management Information System (CAPP MIS). Once in CAPP MIS, click the "AAPDS" tab, then select the "Application Module" link to view current announcement. AL&T workforce members are required to submit their application in accordance with the requirements listed in the EIGF program announcement. Individuals may contact the Program Manager identified in the announcement or their regional Acquisition Career Manager at <http://asc.army.mil/organization/regional/default.cfm> for assistance with the application.

e. Reimbursement Requirement.

(1) 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. All reimbursements for the EIGF program will be made by personal check, money order or certified check. The check or money order should be payable to US Treasury and mailed to: US Army Acquisition Support Center, ATTN: EIGF Program Manager, 9900 Belvoir Road, Building 201, Suite 101, Fort Belvoir, VA 22060-5567.

(2) Students who are unable to reimburse Federal Government in full within 30 days may request a payment plan to resolve debt. The plan must be submitted to the Program Manager for the EIGF program within 30 days of notification of the requirement to reimburse the Federal Government.

## **6. PROCEDURES.**

### **a. Announcement Process.**

(1) The USAASC will plan, manage and announce the EIGF program each year. The announcement will be advertised no later than July each year. The announcement will be posted on the USAASC web site at <http://asc.army.mil>.

(2) The announcement will be open a minimum of 30 days. Applications must be submitted before the closing date identified in the EIGF program announcement or applicant will not be eligible for consideration.

(3) AL&T workforce members must obtain approval from their supervisor to participate in the EIGF program during duty hours in order to travel to courses and events. Employees should update and submit the IDP to supervisor for approval.

(4) AL&T workforce members are required to submit their application in accordance with the requirements specified in the announcement.

(5) Applicants must complete the EIGF program Applicant Data; Acquisition Career Record Brief (ACRB); IDP; Resume; Narrative; Signed Post Utilization Statement and Agreement to Continue in Service. The requested documents must be completed and the entire application submitted in AAPDS by the closing date of the announcement or the individual will not be considered.

(6) AL&T workforce members will be notified of the EIGF program announcement through direct email if their email address is listed correctly on their ACRB.

(7) AL&T workforce members who apply with sufficient lead-time before the closing date of the announcement will be notified if their application is incomplete; they will then be allowed to resubmit the correct or requested information provided it is submitted before the closing date of the announcement.

### **b. Board Process.**

(1) USAASC will plan and conduct the review board to recommend, to the DDACM, AL&T workforce members to participate in the EIGF program.

(2) The EIGF program board is a competitive selection process. Individuals will be evaluated based on their prior work experience, education and training. The board will evaluate and rate all applications of individuals determined eligible for the EIGF program.

c. Notification. Selectees will be notified by email of their selection for participation in the program within seven days after approval of the board results. Non-selectees will be notified within ten days of approval results. Selectees should notify their supervisor of their selection and of the required participation timeframes for

completion of the program.

d. Organizational Assignment. AL&T workforce members selected for the EIGF program will remain on the rolls of current organization.

e. Salary and Leave Administration. The individual's home organization is responsible for salary, administration of leave and maintenance of leave records.

f. Deferrals, Deployments and Compassionate Requests.

(1) AL&T Workforce members who are selected for the EIGF program must attend the offering designated in the announcement. Deferrals will not be granted. Deployment and compassionate requests will be considered on a case-by-case basis. All requests must be in writing and forwarded to Branch Chief, Acquisition, Education and Training, US Army Acquisition Support Center, 9900 Fort Belvoir Road, Building 201, Fort Belvoir, VA 22060.

(2) AL&T workforce members who are deployed must provide a copy of their orders to the Program Manager for EIGF program. These individuals will be allowed to return to the EIGF program, if feasible, or will be placed in the next offering. These individuals are not required to reapply.

g. Agreement to Continue in Service. AL&T workforce members selected for non-government training in excess of 80 hours or long term training and developmental programs in excess of 120 calendar days must complete an Agreement to Continue in Service before assignment to the training. Supervisors will ensure the selectee is informed in advance of the obligation. A signed copy of the agreement must be maintained in the organization's case file. Reimbursement is also required upon departure from the Federal Government prior to completion of the service agreement. If the employee fails to complete the obligated service period, action can be taken to recover the training costs.

**7. EFFECTIVE DATE AND IMPLEMENTATION.** The policy and procedures are effective immediately and will remain in effect until superseded.



CRAIG A. SPISAK  
Deputy Director  
Acquisition Career Management

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## APPENDIX 1.

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1. Title 10, United States Code, Chapter 87, "Defense Acquisition Workforce, Section 1701-1764, Defense Acquisition Workforce Improvement Act (DAWIA) of 1990", as amended (DAWIA II) – [http://www/dau.mil/libray/2DAWIAPL108\\_375C1.pdf](http://www/dau.mil/libray/2DAWIAPL108_375C1.pdf).
2. DoDD 5000.52, "Defense Acquisition, Technology, and Logistics Workforce Education, Training, and Career Development Program", January 12, 2005 – <http://www.dtic.mil/whs/directives/corres/pdf/500066p.pdf>.
3. DoDI 5000.66, "Operation of the Defense Acquisition, Technology, and Logistics Workforce Education, Training and Career Development Program", December 21, 2005 – <http://www.dtic.mil/whs/directives/corres/pdf/500066p.pdf>.
4. DoD Desk Guide for, "Acquisition, Technology, and Logistics Workforce Career Management", January 10, 2006 – <http://www.dau.mil/workforce/01-10-06%20ATL%20Workforce%20Desk%20Guide%20Issued%20Version%20with%20Forms.pdf>.
5. Department of Army, "Acquisition Career Field Certification Policy and Procedures", October 1, 2007 - <http://asc.army.mil/policies/PoliciesProcedures.cfm>.
6. Memorandum, "Director, Army Acquisition (AAC) Guidance Memorandum #1, December 22, 2006 - <http://asc.army.mil/policies/PoliciesProcedures.cfm>.
7. Memorandum, "Director, Army Acquisition (AAC) Guidance Memorandum #3, October 31, 2007 - <http://asc.army.mil/policies/PoliciesProcedures.cfm>.
8. Current Acquisition Education, Training and Experience Catalog - <http://asc.army.mil/career/pubs/aete/default.cfm>.