

**Competitive Development Group/Army Acquisition Fellowship
(CDG/AAF) Program**

Developmental Leadership Opportunity
Managed by the U.S. Army Acquisition Support Center (USAASC)

**Year Group 10 (YG10)
Announcement Number YG10-CDGAF PROGRAM**

On-line Announcement Open August 25 – October 26, 2009

Phase I Board Dates: November 9 - November 20, 2009

Phase II Interviews: Early December 2009

Fellows will begin their first developmental assignment following the orientation session

Attention Applicants

You should read and understand all requirements of the CDG/AAF Program application prior to submission of an application.

For advice and assistance on preparation of an application package, please contact your **Acquisition Career Manager (ACM)** listed at:
<http://asc.army.mil/organization/regional/default.cfm>

The CDG Policy can be found at the following site:
http://asc.army.mil/docs/programs/cdg/program_0809.pdf

1. GENERAL INFORMATION

This announcement will be used to competitively board-select the best-qualified applicants to fill multiple CDG/AAF centrally-funded developmental leadership positions. There is also the potential to establish an alternate list.

The **CDG/AAF Program** is a three-year developmental Program that offers developmental assignments in Program Executive Offices (PEOs), and Assistant Secretary of the Army for Acquisition, Logistics and Technology Offices, AMC Headquarters and functional organizations. In addition, the Program provides expanded training, leadership, experiential and other career development opportunities.

This Program is not a promotion opportunity! CDG/AAF Program participants must seek out their own promotional opportunities while in the Program by applying for vacancies through the competitive process.

2. ELIGIBILITY REQUIREMENTS

Read all eligibility requirements carefully!

Applicants must meet ALL of the following requirements:

- Be a current Department of the Army Acquisition, Logistics, and Technology (AL&T) Workforce member.
- Be a GS-13 or an equivalent converted Personnel Demonstration Project broadband/pay-band level (pay equals that of a GS-13, step 1), or an equivalent National Security Personnel System (NSPS) pay-band. (Applicants not already participating in the DoD NSPS will be converted into it upon placement on the USAASC TDA);
- Be certified at Level III in any Acquisition Career Field (ACF).
REVISION

EXCEPTION TO LEVEL III CERTIFICATION REQUIREMENT:

- Applicant(s) that are currently Level II certified in their career field and are currently on a reservation or wait status for the remaining Level III DAU class(es) are eligible to apply for the program.
- Applicant(s) must have already met the experience and education eligibility requirement for Level III certification in that career field.

3. SELECTION PROCESS

- The selection process is in two phases.
- During phase one; all eligible applicants are reviewed by the Selection Board which will determine the "Referral List" for phase II interviews.
- During phase two, applicants on the Referral List will be required to appear before the Selection Board either in person or by VTC. Exceptions to "in person" interview will be addressed on a case by case basis. Notification of the need for such exception must be made in writing to the U.S. Army Acquisition Support Center, ATTN: Manager, CDG/AAF Program, 9900 Belvoir Road, Fort Belvoir, VA 22060-5567, at the time of notification of requirement to appear before the panel. The approval authority for such exception is the Deputy Director, Acquisition Career Management (DDACM).
- For planning purposes, the interview portion of the Selection Board is tentatively scheduled for early December 2009.
- Applicant is responsible for notifying his/her supervisor chain-of-command of the requirement to travel for the interview.
- Per Diem and Travel will be centrally-funded by the USAASC.

4. PROGRAM INFORMATION

- Two training tracks are available, the Program Management Track and the Acquisition Leader Track. (See "How to Apply" for more information).
- The Selection Board may recommend alternates to the primary list. (See CDG/AAF Policy for more information).

- IDPs will be developed and training/education/rotational assignments must be satisfactorily completed in order for participant to graduate from program.
- Fellows will be assigned to a centrally-funded generic developmental leadership position on the USAASC Table of Distribution and Allowances (TDA). See the [CDG/AAF Policy](#) for more information on reassignment after completion of the CDG/AAF Program.
- Selectees begin their program by attending an Orientation Seminar, tentatively scheduled for late February or early March 2010. By the conclusion of the Orientation Seminar, selectees will have completed and received approval of an Individual Development Plan (IDP) for the three-year developmental assignment. The IDP will be based on the needs of the Army and the selectee's experience, education and training needs. Participation in the CDG/AAF Program requires full commitment to the Program and the approved IDP.
- CDG/AAF Fellows selected for Year Group 2010 will begin their three-year assignment following the orientation session.
- CDG/AAF Fellows will receive priority access to cross-functional training, advanced leadership and management courses (subject to availability of funding).
- Extended TDY (Not to Exceed (NTE) 179 days) at a time, will be required and centrally-funded by USAASC. All Fellows are required to complete a 179-day tour in one of the Headquarters, Assistant Secretary of the Army (Acquisition, Logistics and Technology) offices. The timeframe for the required 179-day TDY will be coordinated with the individual. Permanent Change of Station expenses may be authorized if assignments are not available in the current location of the Fellow.
- CDG/AAF Fellows who select the Program Management Track are required to apply for the annual LTC/GS-14 Acquisition Key Billet Product Manager and Acquisition Director Selection Boards in the second and third years of their CDG/AAF Program. The penalty for failure to apply is contained in the CDG/AAF Policy.
- Graduation from the Program includes successful completion of the mandatory training requirements as identified in the CDG/AAF Program Policy.
- CDG/AAF Fellows will have an ACM assigned to assist them in career development and provide guidance throughout the assignment period.

5. 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 <https://rda.altess.army.mil/camp/> and click Career Acquisition Personnel and Position Management Information System (CAPPMIS). Once in CAPPMIS, click the "AAPDS" tab, then select the "Application Module" link.
- The documents identified below must be submitted to receive consideration. All required documents must be contained in the online application tool, AAPDS, as discussed above. Incomplete applications will be ineligible.
- Complete online applications must be finalized and submitted NLT October 26, 2009. Late applications will not be accepted.
- Applications are subject to verification.

Required Application Documents

- **Acquisition Career Record Brief (ACRB)**. Applicants should contact the appropriate ACM to obtain assistance on the completion and review of their ACRB before completing the online application. NOTE: Ensure that your AKO e-mail address is up-to-date.

- **Senior Rater Potential Evaluation (SRPE)**. A Senior Rater Potential Evaluation (SRPE) must be requested by your immediate supervisor to your senior rater. This form will be completed online and uploaded once completed by your senior rater into your online application package. The SRPE must be completed/finalized in CAMP NLT the closing date of this announcement. Applicants should print and retain a signed copy of the SRPE for their records. Signed copies of the SRPE are not required to be submitted with the application. Failure to have a completed/finalized SRPE in the CAMP system will result in the applicant being declared ineligible and their application will not be provided to the Selection Board for consideration. Policy guidance for the SRPE is located at http://asc.army.mil/docs/policy/SPRE_policy.pdf.

Applicants in grade GS-13 and/or equivalent converted Personnel Demonstration Project broadband/pay-band level (pay equals that of a GS-13, step 1) or NSPS pay-band positions must provide a SRPE with their application. NOTE: Any previously submitted SRPEs will be provided to the Board.

The SRPE is a critical piece of the application. SRPEs are valid for a period of one year.

- ✓ **Resume**. The resume is critical to portraying the applicant's image as a potential member of the CDG/AAF Program, a leader equipped to effectively manage human and fiscal resources, materiel and projects entrusted to him/her. It is the applicant's opportunity to highlight work experiences, training and self development, skills, and accomplishments, which are key indicators to his/her preparation and success as an acquisition professional. The resume can also highlight any previous work assignments or military experience not currently indicated on your ACRB. The resume is **limited to three pages**.

Applicants should contact the appropriate ACM for assistance in ensuring the resume and ACRB are consistent.

- ✓ **Self-Certification Form**. Review the Self-Certification Form in AAPDS and click to self-certify that all your provided information is correct. This serves as an assurance that all information contained in your application is true and correct to the best of your knowledge. You are also certifying that you have read and understand the **CDG/AAF Policy**.

- ✓ **Notification of Personnel Action (SF50)**. Upload a PDF copy of your most recent, Non-Award SF-50.

- ✓ **Regional CDG/AAF Program Preference Form**. Complete the Regional CDG/AAF Program Preference Form in AAPDS. On the form, indicate your desire for the Program Management Track or the Acquisition Leader Track and locations.

NOTE: These are DESIRES only and are in no way to be considered guarantees of any specific placement.

Program track desires will be extracted from this form and will be reviewed by the Selection Board. The Selection Board will make recommendations to the Convening Authority on placement.

Command Endorsement and Organizational Return Rights Form. The original document must be signed by a General Officer or Senior Executive Service Civilian in your

organization to endorse a nominee for this Program. Once signed, the form must be scanned and uploaded into the online application system (AAPDS). The form can be found at: http://asc.army.mil/career/programs/cdgaaf/cdgaaf_2010.cfm

DEPLOYED APPLICANTS: Civilians who are deployed in support of the Global War On Terror (GWOT) are still required to apply under this announcement to receive consideration for YG10-CDG/AAF Program; however they may follow a 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. Email: chandra.evansmitchel@us.army.mil.
- **ACRB**-A printed ACRB must be submitted with the application. Only the applicant's signature is required on the ACRB.
- **SRPE**- Applicant must provide the name/e-mail address/phone number of the appropriate Senior Rater to USAASC. USAASC will contact the Senior Rater and request the preparation of the SRPE. Original signature of the applicant will not be required. The Senior Rater will be responsible for providing a copy of the SRPE to the deployed applicant and the USAASC CDG/AAF Program Manager, at fax number (703) 805-1256.
- **Resume** -Required as noted above.
- **Regional CDG/AAF Program Preference Form** -Required as noted above.
- **Self-Certification Form** -Required as noted above.
- **Notification of Personnel Action (SF-50) – Required as noted above.**
- Alternate arrangements for interview will be arranged for candidates referred for Phase II of the selection process.

POC for administrative questions about this action is the Manager of the CDG/AAF Program, Ms. Chandra Evans-Mitchell, DSN 655-1247, Commercial (703) 805-1240, Email: chandra.evansmitchel@us.army.mil.

Posted September 23, 2009