

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

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

Year Group 08 (YG08)
Announcement Number YG08-CDG/AAF

Announcement Open 10 September 2007 – 02 November 2007

Board Date on/about 15 November 2007

Interview Date on/about week of 26 November 2007

Attention Applicants

Ensure you 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 servicing **Acquisition Career Manager** (ACM).

1. GENERAL.

Employees interested in participating in the CDG/AAF program for YG08 must respond under this announcement. This announcement will be used to competitively board-select the best-qualified applicants to fill multiple CDG/AAF centrally-funded developmental leadership positions. Applicants must have attained AAC membership status by the date of application submission. Requirements to be eligible for AAC Membership are available on the **USAASC** web page.

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 and Assistant Secretary of the Army for Acquisition, Logistics and Technology Offices. In addition, being a CDG/AAF Fellow ensures expanded training, leadership, experiential and other career development opportunities are available and required as part of the Program. The CDG/AAF Program is a critical program developed in 1997 to fulfill the AAC vision.

"The premier developer of a strategically responsive force armed with the combat capabilities to dominate across the full spectrum of operations."

Participation in the CDG/AAF Program is a career enhancing developmental opportunity. This is not a promotion opportunity! CDG/AAF Program participants must seek out their own promotional opportunities during their third year in the Program by applying for vacancies through the competitive process.

2. ELIGIBILITY

Read all eligibility requirements carefully!

Applicants must meet ALL of the following requirements:

- Be a current Department of the Army employee serving on a Career or Career Conditional appointment, Tenure Group 1 or 2;
- Be a GS-13, an equivalent converted Personnel Demonstration Project broadband/pay band level (pay equals that of a GS13, step 4), 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 an Army Acquisition Corps (AAC) member or meet AAC membership eligibility requirements NLT the closing date of this announcement; and,
- Be certified at Level III in an Acquisition Career Field (ACF). NOTE: Information on meeting AAC membership eligibility requirements may be found on the [USAASC](#) web page.

3. SPECIAL REQUIREMENTS

Program Summary

- Two training tracks will be offered, the Program Management Track and the Acquisition Leader Track. Selectees may choose either track to pursue during their tenure in the Program.
- Selectees will be assigned to a centrally-funded generic developmental leadership position on the USAASC Table of Distribution and Allowances (TDA). CDG/AAF Program graduates may not remain on USAASC's TDA in a central training position for more than six months following graduation. 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 January/early February 2008. 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 2008 will begin their three-year assignment in mid-February 2008.
- Selectees will be detailed to developmental assignments throughout the acquisition community based on the current or anticipated needs of the Army and the selectee's experience, education and training.
- CDG/AAF Fellows will receive priority access to cross-functional training, advanced leadership and management courses (subject to availability of funding).
- Individuals selected as *Alternates* may be offered a reduced training opportunity for a period of 2 years. Additional information is contained below.
- Mobility is a condition of employment for the CDG/AAF Program.
- Extended TDY (Not to Exceed (NTE) 179 days) and/or Permanent Change of Station (PCS) may be required. PCS will be coordinated with the individual. PCS expenses will be authorized if deemed necessary. 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.

- CDG/AAF Fellows who are placed on the Program Management Track will be required to apply for the annual Project/Product Manager and Acquisition Key Billet selection boards. The first required application for Year Group 2008 Fellows will be for the FY11 board(s) being held in Fall/Winter 2009. Failure to apply shall result in actions IAW the CDG/AAF Policy, meaning removal from the CDG/AAF program and placement in a permanent position by the Director, USAASC as a Management Directed Reassignment (MDR) action in accordance with the CDG/AAF Program Mobility Agreement or return to original duty assignment.
- Exceptions to the requirement to apply for PM may be granted on a case by case basis.
- Graduation from the program includes successful completion of the mandatory training requirements as identified in the CDG/AAF Program Policy and reflected in the Fellow's IDP. Graduation certificates will not be presented to individuals who fail to complete the mandatory training requirements.
- CDG/AAF Fellows will have an ACM assigned to assist them in career development and provide guidance throughout the assignment period.

Program Changes

- The selection process is in two phases. All interested individuals must submit the application package described below.
- During phase one, all eligible applicants will be reviewed by the board which will result in the "Referral List".
- During phase two, applicants on the Referral List will be required to appear before the 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 Director, U.S. Army Acquisition Support Center.
- For planning purposes, the interview portion of the board is tentatively scheduled during the week of 26 November 2007.
- Applicant is responsible for notifying his/her supervisor/chain-of-command of the requirement to travel for the interview.
- Travel and Per Diem for this travel will be centrally-funded by the USAASC.
- The board may recommend alternates to the primary list.
- In the event that a primary candidate(s) is/are promoted during the first year of the CDG/AAF Program, alternates may be offered the opportunity to participate in a condensed modified (2 year)- CDG/AAF Program. This program will commence on the one-year anniversary of the initial seating of the class.
- The modified program will consist of a lesser number of training and rotational opportunities. Graduation from this condensed program will occur at the same time as the three-year participants. Extensions will not be granted.
- Individuals participating in this modified program who are placed on the Program Management track are encouraged to apply for the FY10 Product Manager board, but will not be required to apply until the FY11 Product Manager board.
- IDPs will be developed and training/education/rotational assignments must be satisfactorily completed in order for participant to graduate from program.
- Establishment of an alternate list does not guarantee an offer of placement in the CDG/AAF program as an alternate. Activation of an alternate is at the discretion of the Director, U.S. Army Acquisition Support Center.

- All rules, regulations, policies and procedures of the CDG/AAF Program apply to participants in the modified program.

4. HOW TO APPLY

- The documents identified below must be submitted to receive consideration. All required documents must be contained in the originally submitted package. Incomplete applications will be ineligible. Applications will not be returned. ENSURE YOU KEEP A COPY OF YOUR APPLICATION.
- The Acquisition Career Record Brief (ACRB), Senior Rater Potential Evaluation (SRPE), Mobility Agreement and Self Certification Statement, Command Endorsement, and Program Preferences Form must all contain original signatures.
- APPLICATIONS SUBMITTED IN GOVERNMENT POSTAGE PAID ENVELOPES ARE INELIGIBLE FOR CONSIDERATION.
- Mail your complete application to: Director, U.S. Army Acquisition Support Center, ATTN: YG08 CDG/AAF Application, 9900 Belvoir Road, Suite 101, Fort Belvoir, VA 22060-5567.
- Complete applications must be received at the USAASC NLT 1600 EST, 02 November 2007.
- 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. Original signature required. NOTE: Ensure that your e-mail address is up-to-date. Recommend use of Army Knowledge On-line (AKO) e-mail account.

✓ **Performance Evaluations**. Submit your Last THREE evaluations. Each civilian evaluation submitted must be accompanied by the corresponding Support Form(s). Discrepancies in dates and/or missing evaluations/support forms must be thoroughly explained on a separate, signed memo submitted with the applications.

For individuals in the DoD Civilian Acquisition Workforce Personnel Demonstration Project, complete evaluations will include Part I, Contribution-Based Compensation Appraisal System Salary Appraisal, Part II, Supervisory Assessment, and Part III, Employee Self Assessment.

For individuals covered by the Total Army Personnel Evaluation System (TAPES), complete evaluations will include DA Form 7222, Senior System Civilian Evaluation Report and DA Form 7222-1, Senior System Evaluation Report Support Form.

For individuals in Lab Demo Projects, evaluations will include the Objectives, Self-Evaluation and the final Rater Evaluation forms.

For individuals rated in the National Security Personnel System (NSPS), submit your employee assessment and your supervisor assessment.

Employees who do not have the required 3 evaluations must submit a memo describing the conditions that resulted in the lack of evaluations.

New employees for which government evaluations are not available may submit evaluations from private industry, military evaluations etc.

Military evaluations submitted must be the finalized, "processed" versions.

✓ **Senior Rater Potential Evaluation (SRPE)**. Click on this link to the left and follow the directions. This form will be completed on-line and will not be submitted in your package.

Applicants in grade GS-13 and equivalent converted Personnel Demonstration Project broadband/pay band level 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**. In order to receive consideration, the resume must be submitted in the format prescribed below. It must contain all required information. Failure to submit the resume in the prescribed format will cause your application to be determined to be ineligible.

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.

✓ **CDG/AAF Mobility Agreement**. Original signature required. The CDG/AAF Mobility Agreement supersedes any/all other AAC Mobility Agreements. The execution of the AAC CDG/AAF Mobility Agreement is a condition of the CDG/AAF Program.

The mobility agreement covers three types of mobility: Functional, Organizational and Geographic. Every effort will be made to identify positions for placement of the CDG/AAF Fellow in their desired location and position; however, mobility may be necessary.

Refusal to accept any valid offer for assignment/training (temporary or permanent) or failure to relocate pursuant to this agreement or a MDR, may result in removal from membership in the AAC and/or removal from Federal service.

See the CDG/AAF Policy for complete details. The CDG/AAF Mobility agreement is part of the CDG/AAF Policy. Read the Policy then print and sign the agreement.

✓ **Self-Certification Form**. The Self-Certification Form is your 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)**. Provide a copy of your most recent, non-award SF-50.

✓ **Regional CDG/AAF Program Preference Form**. Requires original signature. Complete the Regional/Program Preference Form. On this 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 developmental assignment, whether by location, job or position.

Program desires will be extracted from this form and will be reviewed by the board. The board will make recommendations to the convening authority (Deputy Director, Acquisition Career Management (DDACM)) on placement. The DDACM is the final authority for placement on/at any location, job or position.

✓ **Command Endorsement and Organizational Return Rights Form**. Requires original signature from General Officer or Senior Executive Civilian in your organization to endorse a nominee for this Program.

NEW! 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 YG08 CDG/AAF. Application procedures for civilians who are deployed in support of the GWOT are modified as follows:

Submit the following documents:

- ACRB-A signed ACRB must be submitted with the application. Original signature not required.
- EVALUATIONS-copies of evaluations and support forms must be submitted. For previous year's applicants, only those evaluations not currently maintained at HRC must be submitted. If evaluations are not available, a statement that applicant is deployed, providing the dates of deployment, will be required. Military evaluations covering the deployed period, will be accepted in lieu of civilian evaluations.
- SRPE- Applicant must provide the name/e-mail address/phone number of the appropriate Senior Rater to AMB. 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.
- RESUME-Required as noted above.
- Regional/Program PREFERENCES FORM-Required as noted above.
- SELF CERTIFICATION-Required as noted above.
- SF50 - Not required.
- Government Postage paid envelopes are NOT authorized. Faxed and/or other electronically submitted applications ARE acceptable. The fax number is (703) 805-1256.
- Alternate arrangements for interview will be arranged for successful candidates.

5. APPLICATION MAILING INSTRUCTIONS

- Indicate clearly on the application package and the envelope, the board for which you are applying as multiple announcements may be open at any given time.

- APPLICATIONS SUBMITTED IN GOVERNMENT POSTAGE PAID ENVELOPES ARE INELIGIBLE.
- Applications received after the closing date will not be acknowledged, considered or returned.
- Applications must reach the USAASC NLT 1600 hours on the closing date, 02 November 2007. USAASC is not responsible for late, lost, or misdirected mail. Ensure that you complete and mail your application in sufficient time for it to reach USAASC by the date/time indicated. NOTE: Increased security of the mail causes delays. Recommend early mailing of applications to ensure arrival before the suspense date.

Mail application to:

**Director
U.S. Army Acquisition Support Center
9900 Belvoir Road, Suite 101
ATTN: YG08 CDG/AAF Program Application
Fort Belvoir, VA 22060-5567**

POC for administrative questions about this action is Joan L. Sable, DSN 655-1240, Commercial (703) 805-1240, Email: joan.l.sable@us.army.mil.