

**Department of the Army**  
**Interim Policy (without comment) for the Army Acquisition Corps'**  
**Competitive Development Group Program**

- References:
- (a) Title 10, United States Code, Chapter 87, Defense Acquisition Workforce, Section 1701-1764, Defense Acquisition Workforce Improvement Act (DAWIA) of 1990 (as amended).
  - (b) DoD Directive 5000.52, "Defense Acquisition Technology and Logistics Education, Training, and Career Development Program", October 25, 1991 (Under Revision).
  - (c) DoD 5000.52-M, "Acquisition Career Development Program", November 22, 1995 (Under Revision).
  - (d) DoD Instruction 5000.58, "Defense Acquisition Workforce", Change 3, January 31, 1996 (Under Revision).
  - (e) DoD Directive 1400.24, "Civilian Mobility Program", October 20, 1989.
  - (f) DoD Priority Placement Program Operations Manual, July 1998.
  - (g) DoD Civilian Acquisition Workforce Personnel Demonstration Project Army Operating Procedures (as of April 2000).
  - (h) AR 690-950, "Civilian Career Management", October 11, 1988 (Update 1).
  - (i) DA PAM 690-43, "A Supervisor's Guide to Career Development and Counseling for Career Program Employees", August 18, 1989.
  - (j) DA PAM 690-46, "Mentoring for Civilian Members of the Force", July 31, 1995.
  - (k) Memorandum, SARD-ZAC, April 1, 1996, subject: Policy Memorandum No. 96-01, Career Development as a Mission.
  - (l) Memorandum, SARD-ZAC, December 20, 1996, subject: Army Acquisition Corps/Workforce Policy Memorandum No. 96-02, Individual Development Plan (IDP) for the Army Acquisition Workforce.
  - (m) Memorandum, SARD-ZAC, July 18, 1997, subject: Amendment to Army Acquisition Corps Policy Memorandum #96-04, Army Acquisition Corps Eligible Program.

## A. PURPOSE

This interim policy (without comment) governs the implementation and administration of the Army Acquisition Corps (AAC) Competitive Development Group (CDG) Program pending completion of organizational and mission realignment of the Acquisition Support Center (ASC) to include regional roles and responsibilities. It establishes general requirements for selection into and participation in the Program.

## B. APPLICABILITY AND SCOPE

This policy applies to individuals applying to and selected for the Army Acquisition Corps' CDG Program beginning with Year Group (YG) 06.

## C. DEFINITIONS

Terms used in this policy are defined in Appendix 1.

## D. POLICY

1. The CDG Program is a three-year 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.
2. A CDG Program applicant must be a current DA employee in a Career or Career Conditional status position; occupy a GS-13 or personnel demonstration project equivalent converted broadband/pay band level position; have attained AAC membership status or meet AAC membership eligibility requirements; and be certified at Level III in at least one acquisition career field **at the time of program application**.
3. CDG Program members are selected from eligible applications 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 Program members are notified of their selection by the servicing Civilian Personnel Operations Center (CPOC) in the form of an tentative offer which must be accepted or declined.
4. The Selection Board may, at the discretion of the Deputy Director, Acquisition Career Management (DDACM), identify an alternate list. This alternate list will be valid for a period of one year. Alternate CDG 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 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. If alternate list selectees have not completed SBLM prior to being identified on the alternate list, they should consider attendance at this course.

5. CDG 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 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-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 Program Handbook contains specific information pertaining to the DoD Civilian Acquisition Workforce Personnel Demonstration Project.
6. CDG Program members shall be detailed to developmental assignment profiles within the acquisition community based on individual education, experience, and training needs, as well as current or anticipated needs of the Army. To the maximum extent feasible, ASC will endeavor to provide each Program member with at least one assignment into an Assistant Product Manager (APM) and one assignment into a Senior Staff Action Officer (AO) position. All Program members are required to complete a minimum of one 179-day assignment within the office of the Assistant Secretary of the Army, Acquisition Logistics and Technology (ASAALT).
7. Minimum training requirements for successful completion of the CDG Program include: 1) Sustaining Base Leadership and Management (SBLM); 2) National Training Center (NTC); 3) Congressional Operations; 4) two (2) executive leadership courses; and 5) 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 CDG 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. The CDG Manager will provide information on available executive leadership courses that meet the requirements of this Program.
8. Because CDG Program members are considered to be a feeder group for future leadership positions within the AAC, and the "PM" (product, project, and program manager) positions are considered key leadership positions within the AAC, **all** eligible Program members 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 first, second and third years of their CDG Program. The only exceptions to this policy are: 1) if the CDG Program

member is on a central board select list for acquisition product or project manager, and is waiting to proceed to his/her position assignment; 2) if the CDG Program member is accepted by the board within the Senior Staff track; or 3) if the CDG Program member has an approved deferral in place as outlined in the CDG Program Mobility Agreement. Exception for reason(s) not identified here may be submitted for consideration to the CDG Program Manager and approval 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 will result in removal from the CDG Program and a Management Directed Reassignment (MDR) action may be invoked pursuant to the executed CDG 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.

9. Graduation from the CDG Program is contingent on successful completion of the requirements identified within this Policy and as included in each Program member's approved Individual Development Plan (IDP).
10. Graduates who have not already been accessed into the AAC will complete this process upon the successful completion of the CDG program or **competitive selection** to a Critical Acquisition Position (CAP), whichever occurs first.
11. Graduates who have not been competitively selected for permanent placement at the close of the three (3) year Program may remain on ASC's TDA in a centrally-funded training position for **no more than** six (6) months following Program graduation. All parties shall make every effort to expeditiously identify positions in the graduating Program member's desired geographical, functional and/or command preference areas. The graduating Program member shall be offered up to two (2) permanent non-competitive reassignment position opportunities. Non-competitive reassignment opportunities will **not** result in promotion of the Program member. Declination of the first reassignment offer renders it null and void. Failure on the part of the graduating Program member to accept the second reassignment offer will automatically invoke the Program Mobility Agreement and a Management Directed Reassignment (MDR) will be made. Refusal to accept the MDR action will result in action to remove the Program member from the AAC and/or Federal Service for failure to meet a condition of employment as specified in the CDG Program Mobility Agreement.
12. All CDG Program members are required to sign the CDG Program Mobility Agreement contained at Appendix 2.
13. In the event a CDG Program member is unable to complete the CDG Program within three (3) years due to health, extreme personal, family or financial hardship, or other exigent conditions, the Program 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.

14. CDG Program 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 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.

## E. RESPONSIBILITIES

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

- a. The DDACM manages the CDG Program and has directed the ASC to develop the CDG Program and provide CDG Program oversight. The DDACM is the convening authority for the CDG 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 Program members. The DDACM also provides travel funds for board members to participate on the CDG Program Selection Board.
- c. Based on the Selection Board findings, and available Program support resources, the DDACM determines if a CDG applicant alternate list will be created. The DDACM approves selection of and Program offer to an alternate candidate.
- d. At the recommendation of the CDG Program Manager, the DDACM accepts or declines Program 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 CDG Manager and the Regional Directors to remove CDG Program members from the Program.

## 2. Acquisition Support Center (ASC).

- a. The ASC provides general CDG Program oversight through a Deputy Director of the ASC, an assigned CDG Manager, Regional Directors (RD), and Acquisition Career Managers (ACM) who are responsible for maintaining and enforcing the CDG Program policies and procedures.
  - (1) The CDG Manager reports directly to the DDACM, providing recommendations on individual CDG Program member actions requiring DDACM decision and feedback on the management of the Program overall. The CDG Manager serves as the DDACM primary focal point.
  - (2) RDs are special assistants under the authority of the DDACM and provide Program support to the CDG Manager.
  - (3) ACMs have the responsibility for individual management of CDG Program members.
- 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).
- c. ASC personnel coordinate CDG Program policy and procedural issues with the Office of the Assistant G-1 for Civilian Personnel Policy (CPP), the National Capital Region (NCR), Human Resource Command (HRC), Chief of Acquisition Policy, and other organizations, as appropriate.
- d. On behalf of the DDACM as the Selection Board convening authority, the ASC prepares the Memorandum of Instruction (MOI) for the CDG Program Selection Board and provides the MOI to the HRC for the conduct of the CDG Program Selection Board.
- e. ASC Resource Management personnel provide resource support for the CDG Program. The execution of funding actions associated with the selection of CDG Program 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 Program. If a CDG Program 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 Joint Travel Regulation. ASC is responsible for preparing the PCS Orders.

- f. The ASC Administrative Officer initiates Requests for Personnel Action (RPA) that affect the CDG Program member in accordance with local Civilian Personnel Advisory Center (CPAC) and Civilian Personnel Operations Center (CPOC) procedures. ASC Human Resource Management staff members provide coordination for personnel actions affecting CDG members with the servicing CPAC, and provide guidance on position classification and evaluation, awards, and other personnel issues.
- g. The ASC hosts the annual orientation seminar and graduation ceremony for new and graduating CDG Program members.
- h. Regional Director (RD). At the beginning of the CDG Program term, each CDG Program member is assigned an ACM who provides personal assistance to the Program member as well as development assignment supervisors.
  - (1) The RD assists the ASC in identifying appropriate development assignment positions and recommending placement of CDG Program members. The RD assists Program members in transitioning into assignments during and after CDG Program completion.
  - (2) The RD works directly with CDG Program members to develop a 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. The RD submits the initial IDP for approval through the CDG Manager to the Deputy Director of the ASC. Only those changes to the IDP that reflect a potential for funding impact will be submitted to the CDG Manager for approval.
  - (3) For long-term training that requires Command endorsement, the RD serves as the approval authority. The RD serves as the DoD Civilian Acquisition Workforce Personnel Demonstration Project sub pay pool manager and therefore represents assigned CDG Program members in the Project Pay Pool Panel discussions.
  - (4) The RD ensures that both the CDG Program member and their current development assignment supervisor comply with the CCAS rating cycle, to include initial, mid-point, and exit counseling and appropriate documentation.
  - (5) The RD meets with assigned CDG Program members not less often than quarterly. This meeting may be conducted via telephone, face-to-face or through the use of video teleconferencing facilities, as appropriate or necessary. Meeting schedules are coordinated by the Program member, however, the RD extends an invitation to each meeting to the Acquisition Career Management Advocate (ACMA).

- (6) The RD provides information and recommendations to the CDG Manager on actual or potential performance problems identified by developmental assignment supervisors.
- (7) The RD, in cooperation with the CDG Manager, identifies a transition position for placement of CDG Program members under a Management Directed Reassignment (MDR) action.

i. National Capital Region (NCR) Regional Director. While this interim policy remains in effect, the Acquisition Career Managers (ACM) assigned to the NCR provide central management of CDG Program applicants and members throughout the application process.

- (1) Acquisition Career Managers (ACM). Prior to commencing a CDG Program term, the ACMs provide support to the ASC through the application and selection process. At the beginning of the CDG Program term each CDG member is assigned an ACM who centrally manages the CDG throughout the program, and the remainder of their Army Acquisition careers.
- (2) The ACM provides assistance to the CDG Program applicant in developing, refining and compiling application materials in response to the CDG Program announcement.
- (3) The ACM validates each CDG 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. Application materials and other CDG Program working papers are retained in individual CDG Program applicant and member's Career Management Individual File (CMIF). The NCR ACM maintains the CMIF.
- (4) The ACM supports the RD and CDG Program member in developing IDPs and Program member placement into appropriate developmental assignments.
- (5) The ACM supports the ASC, and specifically the RD, in identifying potential positions for CDG Program members and graduates. This support includes coordinating with the CDG Manager to provide announcement and application information for the annual LTC/GS-14 and/or COL/GS-15 Level Acquisition Military Command and Civilian Leadership Selection Board to CDG Program members. The ACM assists the CDG Program 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 announcement and the CDG

Program announcement are prepared by HRC and posted to the HRC homepage.

3. Human Resources Command (HRC).

- a. The HRC staff writes, coordinates and publishes the CDG Program announcement in compliance with all civilian personnel policies, directives and the directives of the convening authority.
- b. The HRC staff is responsible for the conduct of the CDG Program Selection Board to include selecting the location and board members, providing the Memorandum of Instruction (MOI) to the board members, and ensuring timely completion of the Board Report.
- c. The HRC submits an After Action Report to the Office of the DDACM addressing relevant information on CDG Program applicants and proposed selectees.
- d. The HRC obtains the DDACM's approval of the Relative Standing List (RSL) prior to publishing a selection announcement.

4. Acquisition Career Management Advocates (ACMA). The ACMA provides guidance to members of their respective commands and/or geographical areas regarding the CDG Program. The ACMA may provide input into potential CDG Program developmental assignments. ACMA's provide feedback to the ASC on the CDG Program. The ACMA is encouraged to participate in the quarterly CDG Program member meetings convened by the RD.

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

- a. 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.
- b. 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 AAC CDG Program participants, as listed below. The Request for Personnel Action (RPA) will document the reference citation above when processing CDG Program selectee/member personnel actions for:
  - (1) Movement of the selectee onto ASC's TDA, as NH-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 Program 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.

(2) Temporary assignment within Army for formal development and training purposes as provided by 5 CFR 410, if applicable.

(3) Lateral placement to a permanent position upon graduation.

c. Civilian personnel support is provided to CDG Program selectees/members by the Ft. Belvoir, Virginia CPAC and the North Central CPOC. Typical support will include, but may not be limited to: 1) processing RPAs for movement of new CDG Program selectees onto ASC's central funding TDA and DoD Civilian Acquisition Personnel Demonstration Project; 2) disciplinary actions; 3) benefits counseling; 4) updates in the Modern Defense Civilian Personnel Data System (MDCPDS); and 5) and any normal tasks for PCS activity that may accompany intake or final placement. CDG Program 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 Program member is assigned.

## 6. Gaining Organization.

a. The gaining organization is responsible for the day-to-day supervision and management of the CDG Program member. The gaining organization, through the immediate supervisor, is responsible for ensuring that the Program member is provided with a meaningful developmental assignment experience. This includes providing the Program 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.

### b. Supervisor.

(1) Upon reporting to the developmental assignment, the CDG Program member and the immediate supervisor will establish performance standards 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 Program requirements for training, changes to the IDP may be requested through the ACM.

(2) Throughout the term of a CDG Program member's assignment, the supervisor will evaluate and manage the Program 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).

- (3) 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 Manager of these anticipated performance deficiencies and providing recommendations for rectifying the problem(s) through training, counseling, suspension or removal from the CDG Program and the AAC.
- (4) In the event a supervisor determines that disciplinary action toward a CDG Program member is warranted, established personnel processes and procedures are applicable. The supervisor notifies the CDG Manager immediately if such an action is being considered.
- (5) In the event a CDG Program member is removed from a developmental assignment as a result of a performance-related or disciplinary action, the supervisor will be requested to provide assistance and/or recommendation in identifying a transition position for the Program member.
- (6) The supervisor completes an exit evaluation of the CDG Program member, and a CDG Program survey following the departure of the Program member from the developmental assignment.
- (7) Copies of all performance evaluations, counseling memorandums, and surveys are submitted concurrently to the RD and the CDG Manager within thirty (30) days of the event.

7. CDG Program members. CDG Program 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.
  - a. The CDG Program selectee signs a CDG Program Mobility Agreement prior to entry into the CDG Program as a condition for participation in the CDG Program (See Appendix 1).
  - b. When a Permanent Change of Station (PCS) is approved, the CDG Program 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 Program member is responsible for completing DNRP requirements.
  - c. Upon selection to the CDG Program, the Program member contacts the DDACM to schedule an initial meeting. Thereafter, the Program member

schedules regular meetings with their assigned RD, to occur not less often than quarterly.

- d. The CDG Program member develops an IDP that reflects required training and developmental assignment activities.
- e. The CDG Program 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. Application packages are required to be submitted for each of the three Program years unless the CDG Manager approves an exception prior to the application deadline.
- f. The CDG Program member ensures that initial, mid-point, and exit CCAS and Senior Rater Potential Evaluations (SRPE) are completed by the current supervisor and approved by the senior rater at the appropriate times, and are submitted to the Regional Director and CDG Program Manager.
- g. The CDG Program member submits a monthly feedback report (format provided in the CDG Handbook) to the CDG Program Manager, with copies submitted concurrently to the representative ACM and Regional Director. 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 Handbook.
- h. The CDG Program member completes an exit survey following their departure from a developmental assignment. Surveys are submitted to the CDG Manager within thirty (30) days after departing each assignment.
- i. Each CDG Program member is expected to make maximum effort to establish, develop and maintain a mentoring relationship with at least one person with the Army acquisition community, whether in the member's career field or in another Acquisition Career Field (ACF). Upon selection to the CDG Program, incoming Program members will be provided with contact information for Year 3 CDG Program members. Year 3 CDG members should avail themselves to newly selected Program members in order to maximize the opportunity for mentoring.
- j. The CDG Program member provides support to CDG Program endeavors such as submitting articles to the AL&T magazine, making presentations, etc. Articles to the AL&T magazine or other applicable and appropriate professional Government publication are to be submitted at least once per year to the ASC Strategic Communications Division, with concurrent copy to the CDG Manager. The CDG Manager will contact individuals as needed for presentations, panel attendance, etc.

k. For CDG Program members who are promoted during their term in the Program.

(1) Program members are not required to complete developmental assignments, but shall complete all required training.

(2) Monthly feedback reports are not required.

(3) Quarterly meetings with the RD are not required.

(4) All other requirements are as described above.

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

#### F. EFFECTIVE DATE AND IMPLEMENTATION

This policy is effective immediately and applies to CDG Program Year Group FY04 and later members. The DDACM may publish procedures as necessary to implement this directive.



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