

**Department of the Army
Policy for the Army Acquisition Corps
Competitive Development Group/
Army Acquisition Fellowship (CDG/AAF) Program**

SEP 14 2011

1. **REFERENCES**: See Appendix 1.
2. **PURPOSE**: This policy governs the implementation and administration of the Army Acquisition Corps (AAC) 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.
3. **APPLICABILITY AND SCOPE**: This policy applies to individuals applying to and selected for the CDG/AAF Program (YG 2012) as well as current CDG/AAF YG 2010 and YG 2011 Fellows.
4. **DEFINITIONS**: Terms used in this policy are defined in Appendix 2.
5. **POLICY**:
 - a. The CDG/AAF Program is a three-year leadership 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.
 - b. A CDG/AAF Program applicant must be a current member of the Department of the Army Acquisition, Logistics, and Technology Workforce in a Career or Career Conditional status position; occupy a GS-12/13 or demonstration project equivalent converted broadband/pay band level position; and be certified at Level III in any Acquisition Career Field (ACF) field at the time of program application.
 - c. All CDG/AAF Program applicants are required to obtain Organizational Return Rights and a 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.
 - d. CDG/AAF Fellows are selected from eligible applicants in a two-phase process. The initial phase consists of an evaluation of the written application package. The second phase constitutes a Selection Panel interview process. Potential CDG/AAF Fellows 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.

e. The Selection Panel shall identify an alternate list. This alternate list will be valid for a period of one 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 Fellow 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.

f. CDG/AAF Program selectees are assigned to a centrally-funded training authorization on the United States Acquisition Support Center (USAASC) Table of Distribution and Allowances (TDA) during participation in the Program. The USAASC, participates in the DoD Civilian Acquisition Workforce Personnel Demonstration Project (AcqDemo), and CDG/AAF Fellows are therefore subject to the DoD AcqDemo and corresponding Army policies and issuances for personnel management while on USAASC's TDA. Each Fellow will be classified as an NH-0301-03 broadband level employee. The NH-03 broadband encompasses GS-12 and GS-13 equivalent positions. The position requirements document (e.g., description of duties) contains generic training, program information, tasks, and responsibilities.

g. 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/AAF Program participants, as listed below. The Request for Personnel Action (RPA) will document the referenced citation above when processing CDG/AAF Program selectee/member personnel actions for:

(1) Movement of the selectee onto USAASC's TDA, as an NH-301-03, 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 Fellows 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.

h. CDG/AAF Fellows 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, the CDG/AAF Fellow will select at least one developmental assignment as an Assistant Project/Product Manager (APM) and one developmental assignment into a PM Staff Action Officer (AO) position. All

CDG/AAF Fellows are required to complete one assignment in the Washington D.C. area within the Office of the Assistant Secretary of the Army (Acquisition Logistics and Technology) [ASA(ALT)] or HQ, Army Materiel Command (AMC) for a minimum period of 179 days, temporary duty (TDY) status as required.

i. There are two distinct “tracks” or programs for CDG/AAF placement:

(1) PM Leader Track: This track offers those Fellows an opportunity for developmental assignments as an APM in a PMO; as a member on the ASA(ALT)/Army Materiel Command (AMC) Staff, and then possibly as a DPM in a Product Management Office.

(2) Acquisition Leader Track: This track offers those Fellows an opportunity for developmental assignments such as an Assistant Program Manager or an Executive Officer (XO) Position; an assignment to the ASA (ALT) Staff or HQ AMC; and a developmental assignment to an acquisition position at a higher level organization. This track is for those fellows who are not interested in pursuing a PM assignment.

j. Minimum training requirements for the successful completion of the CDG/AAF Program include: 1) Intermediate Qualification Course (IQC); 2) Congressional Operations course; 3) at least one executive leadership course; 4) Consortium for Advanced Management International (CAM-I) (selectees are determined by CDG/AAF, Program Manager); 5) DAU courses required to achieve PM certification at Level III and 6) Civilian Education System (CES) leadership training. Other training and education opportunities may be provided throughout the course of the Program. Request for waiver or equivalency of any of these courses may be submitted to the Manager of the CDG/AAF Program and will be considered on a case-by-case basis. Determination for acceptance of waivers is final and at the sole discretion of the Deputy Director Acquisition Career Management (DDACM).

k. Since CDG/AAF Fellows are considered to be potential senior leaders within the AAC, and Centralized Selection List (CSL) PM positions are considered key senior leadership positions within the AAC, CDG/AAF Fellows assigned to the PM track are required to submit applications for consideration by the Army’s LTC/GS-14 Acquisition Key Billet Product Manager/Acquisition Director Centralized Selection List (CSL) board in the second and third years of their CDG/AAF Program. CDG/AAF Fellows assigned to the Acquisition Leader Track are encouraged to apply. For the Fellows in the PM Leader Track, failure to apply to the announcement for the LTC/GS-14 Acquisition Key Billet Product Manager/Acquisition Director selection boards may result in removal from the CDG/AAF Program pursuant to the Organizational Return Rights and Command Endorsement Agreement. LTC/GS-14 Acquisition Key Billet Product Manager/Acquisition Director selection board announcements are posted annually to the U.S. Army Acquisition Support Center (USAASC) website.

l. Graduation from the CDG/AAF Program is contingent upon successful completion of all requirements identified within this Policy.

m. CDG/AAF Fellows are encouraged to begin seeking permanent placement positions during the third year of the Program. If no permanent position is achieved by graduation date, the Organizational Return Rights and Command Endorsement Agreement will be invoked.

n. In the event a CDG/AAF Fellow is unable to complete the CDG/AAF Program within three years due to health, extreme personal, family or financial hardship, or other exigent conditions, the CDG/AAF Fellow may request withdrawal from the program for compassionate reasons from the 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.

o. CDG/AAF Fellows who receive promotions during the Program term are considered to have met Program graduation requirements as long as they have completed required training courses within the original three-year Program period. In addition, Fellows in the PM track must submit an application(s) to the LTC/GS-14 Acquisition Key Billet Product Manager/Acquisition Director selection boards.

p. CDG/AAF Fellows who receive promotions prior to their first development assignment will not enter into the Program.

q. CDG/AAF Fellows who accept lateral assignments will be removed from the Program.

6. RESPONSIBILITIES:

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

(1) 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.

(2) The DDACM approves USAASC funds for the cost of salaries, contributing rating increases and contribution awards (pursuant to the DoD Civilian Acquisition Workforce Personnel Demonstration Project's Contribution Compensation and Appraisal System (CCAS) rating cycle) pay and allowances, program travel, program training, Permanent Change of Station (PCS), personnel actions and other program costs of CDG/AAF Fellows. The DDACM also provides travel funds for board members to participate on the CDG/AAF Program Selection Board.

(3) Based on the Selection Board findings, a CDG/AAF applicant alternate list will be created. The DDACM approves selection and activation of Program alternates.

(4) At the recommendation of the Manager of the CDG/AAF Program, the DDACM accepts or declines CDG/AAF Fellow requests for training course waivers or equivalencies and exceptions to the LTC/GS-14 Acquisition Key Billet Product Manager/Acquisition Director CSL board application requirement.

(5) The DDACM has the authority to remove CDG/AAF Fellows from the Program and invoke the Organizational Return Rights and Command Endorsement Agreement.

b. USAASC Resource Management Division (RM).

(1) Provides resource support for the CDG/AAF Program. The execution of funding actions associated with the selection of CDG/AAF Fellows are authorized by the Deputy Director, USAASC, 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 Fellow is assigned to a different geographic location, the Joint Travel Regulations (JTR), Volume II, governs employee relocation entitlements and benefits. 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. The USAASC Resource Management Division is responsible for preparing the PCS Orders. Based on availability of funds, PCS funds will be processed each fiscal year and available in case a PCS move must occur for one or more CDG/AAF Fellows.

(2) Assist the CDG/AAF Fellows with the fund cite coordination required between the Fellow's developmental assignment resource management offices and the USAASC Resource Management Division.

c. USAASC Human Resources Management Division (HRMD)

(1) Provides coordination for personnel actions affecting CDG/AAF Fellows with the servicing CPAC and provides guidance as required regarding all personnel issues.

(2) Initiates the Requests for Personnel Actions (RPAs) for CDG/AAF Fellows. The Manager of the CDG/AAF Program will provide the HRMD Human Resource Specialist with the names and contact information of the selected CDG/AAF Fellows for the current year group during the first quarter of the fiscal year corresponding with the CDG/AAF Program Year Group. The RPA will be submitted with an effective date for the second pay period in March of the fiscal year relating to the CDG/AAF Program Year Group.

(3) Contacts the selected CDG/AAF nominees for copies of a current résumé, current Notice of Personnel Action (NPA) (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/AAF Fellows to the Fort Belvoir Civilian Personnel Advisory Center (CPAC) Specialist. The CPAC Specialist will present the CDG/AAF nominee with a firm offer for the CDG/AAF position which must be accepted or declined.

d. The USAASC Operations Office.

(1) Provides overall administrative support to CDG/AAF Fellows to include: processing time cards, locator cards, security processing, and Government travel cards.

(2) The Administrative Office, through the Organizational Defense Travel Administrator (ODTA), is also responsible for the management and support of the Defense Travel System (DTS) for USAASC. The ODTA will assist CDG/AAF Fellows as appropriate in the following areas: receiving and releasing CDG/AAF Fellows from DTS; updating CDG/AAF Fellow's profiles; maintaining a copy of Fellow's DTS Training Certificate; and ensuring Fellow's Government Travel Card information and bank account information is accurate and current. Fellows will be placed in the DTS of their developmental assignment offices except for during their six months assignment in the Washington D.C. area or HQ AMC in Huntsville, Alabama.

e. The USAASC Strategic Communications Division (STRATCOM).

Provides marketing, communications, event planning and execution support. Support includes development of Program branding, website updates, conference support, and marketing tools.

f. USAASC Acquisition Career Managers (ACM).

(1) Assist in maintaining an Outreach program to include marketing to Program Executive Offices (PEOs), the Office of the Assistant Secretary of the Army (Acquisition, Logistics and Technology (ASA(ALT))), and the AMC.

(2) Maintain CDG/AAF Monthly Reports.

(3) Schedule DDACM visit for CDG/AAF who are doing their six month developmental assignment in the Washington DC area.

(4) Assist the Workforce Management Division Chief with time cards.

g. USAASC Workforce Management Division (WMD) Chief.

(1) Acts as the special assistant under the authority of the DDACM, serves as the Supervisor of Record for CDG/AAF Fellows in their Region, and has responsibility for providing support to the CDG/AAF Program. Chief coordinates with the CDG/AAF Program Manager on all decisions and recommendations affecting CDG/AAF Fellows.

(2) Maintains an Outreach program to include marketing to Program Executive Offices (PEOs), the Office of the Assistant Secretary of the Army (Acquisition, Logistics and Technology (ASA(ALT))), and the AMC. In addition, the WFM Division Chief assists the CDG/AAF Program Manager in conducting on-site and VTC marketing briefs.

(3) The WFMD Chief along with the Manager of the CDG/AAF Program meet with assigned CDG/AAF Fellows at least quarterly. These meetings are intended to be a forum for discussion and an opportunity for mentoring the CDG/AAF Fellow and, as necessary, to address issues, problems and/or concerns, progress, training, recommendations for Program improvement, assignments, or other topics of interest and relevance to the CDG/AAF Fellow. The CDG/AAF Fellow is responsible for coordinating meeting schedules with the WFM Chief and the Manager of the CDG/AAF Program.

(4) Ensures that both CDG/AAF fellow and their current developmental assignment supervisor comply with the CCAS rating cycle, to include initial, mid-point, and exit counseling and appropriate documentation. Ensures a copy of all documents are received and contained within the CDG/AAF Fellow's Career Management Individual File (CMIF). Serves as the DoD Civilian Acquisition Workforce Personnel Demonstration Project sub pay pool manager and therefore represents assigned CDG/AAF fellows in Pay Pool Panel discussions.

(5) Receives the developmental assignment Supervisor's Exit Survey upon CDG/AAF Fellow departure from each assignment and provides copies and recommendations for Program change or enhancements to the CDG/AAF Program Manager.

(6) Provides information and recommendations to the Manager of the CDG/AAF Program on actual or potential performance problems identified by developmental assignment supervisors.

h. CDG/AAF Program Manager.

(1) Overarching responsibility for providing the Army Acquisition Corps 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 AAC mission.

(2) Responsible for Program interface with the DDACM and providing recommendations on CDG/AAF Program policy management and Fellow actions requiring DDACM decision and feedback.

(3) Establishes, maintains and executes the CDG/AAF budget and requests modifications as unplanned budgetary requirements become known. This responsibility includes preparation and analysis of requirements for the biennial POM process.

(4) Conducts on-site and VTC marketing briefs.

(5) On behalf of the DDACM, the CDG/AAF Program Manager prepares the Memorandum of Instruction (MOI) for the CDG/AAF Program Selection Board and provides the MOI to the Board President and Board Members for the conduct of the CDG/AAF Program Selection Board.

(6) Ensures CDG/AAF Program announcement is posted to the USAASC website and online in the Army Acquisition Professional Development System (APPDS).

(7) Serves as the approval authority for long-term developmental training assignments requiring USAASC Command endorsement.

(8) Develops requirements packages for venue location of annual orientation, induction and graduation event. Plans and coordinates with appropriate support elements in local area of event for specific details of the event. Prepares training event agenda and serves as host for CDG/AAF Orientation/Graduation.

(9) Maintains Program communication plan that includes facilitating CDG/AAF Fellow submission of articles to the Acquisition Logistics & Technology (AL&T) Magazine.

(10) Writes, coordinates and publishes the CDG/AAF Program announcement in compliance with all civilian personnel policies, directives and the directives of the convening authority.

(11) Reviews and validates CDG/AAF Program applications online in AAPDS; schedules board members; notifies applicants selected for Phase II interviews; and schedules interview panel appearances; and notifies Phase I applicants of non-selection.

(12) Responsible for the conduct of the CDG/AAF Program Selection Board to include selecting and appointing board members, providing the Memorandum of

Instruction (MOI), briefing board members, and ensuring timely completion of the Board Report.

(13) Submits an After Action Report (AAR) to the DDACM addressing relevant information on CDG/AAF Program applicants and proposed selectees. CDG/AAF final selection list approval is coordinated with the DDACM prior to announcement of selected Fellows.

(14) Conducts the release of the CDG/AAF list to selected offices or commands.

(15) Responsible for announcing program training opportunities to the CDG/AAF Fellows as well as coordinating the training and payment using the USAASC Government Purchase Card (GPC) set aside for training purposes.

(16) The USAASC hosts the annual training orientation seminar and graduation ceremony for new and graduating CDG/AAF Fellows. The CDG/AAF Program Manager is responsible for planning and executing the event.

I. Human Resources Command (HRC).

The Acquisition Management Branch (AMB) staff briefs CSL Acquisition Key Billet Board Application Preparation and Lessons Learned Workshops during the annual Orientation/Graduation event.

j. Acquisition Career Management Advocate (ACMA).

(1) Provides advice and guidance to members of their respective commands and/or geographical areas regarding the CDG/AAF Program.

(2) May provide input into potential CDG/AAF Program developmental assignments.

(3) Provides feedback to the USAASC on the CDG/AAF Program.

(4) Provides mentorship to Fellows as appropriate.

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

(1) 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) Civilian personnel support is provided to CDG/AAF Program selectees/Fellows by the Fort Belvoir, Virginia, CPAC. Typical support includes, but may not be limited to: 1) processing RPAs for movement of new CDG/AAF

Program selectees onto USAASC's central funding TDA; 2) disciplinary actions; 3) benefits counseling; and 4) updates in the Modern Defense Civilian Personnel Data System (MDCPDS).

I. Gaining Organization (Fellow's Developmental Assignment).

The gaining organization is responsible for the day-to-day supervision and management of the CDG/AAF Fellow as well as ensuring that the CDG/AAF Fellow is provided with a meaningful developmental assignment experience. This includes providing the CDG/AAF Fellow with adequate workspace, relevant and beneficial assignments, and reasonable time and support for training and education as outlined in the approved three year plan and on the 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.

m. Developmental Fellow's Assignment Supervisor.

(1) The CDG/AAF Fellow and the immediate developmental assignment supervisor will establish contribution objectives during an initial counseling session within 30 days of assignment. The supervisor is responsible for the conduct of all CCAS activities relating to the CDG/AAF Fellows while assigned to their Command/organization.

(2) The developmental assignment supervisor performs customary administrative actions such as the signing of time and attendance cards, mid-point evaluations and input to the annual Senior Rater Potential Evaluation (SRPE). In addition, the Developmental Assignment Supervisor ensures that training, education, and developmental activities identified on the approved three year plan as well as the IDP are synchronized with the mission and objectives of the organization.

(3) The developmental assignment supervisor reports actual or anticipated performance problems to the WFMD Chief and the Manager of the CDG/AAF Program as soon as such problems are detected. If performance deficiencies cannot be rectified through training or counseling, suspension or removal from the CDG/AAF Program via invoking the Organizational Return Rights and Command Endorsement Agreement will occur.

(4) In the event a developmental assignment supervisor determines that disciplinary action toward a CDG/AAF Fellow is warranted, established personnel processes and procedures are applicable. The supervisor notifies the WFMD who will coordinate with the Manager of the CDG/AAF Program immediately if such an action is being considered.

(5) The developmental assignment supervisor completes an exit evaluation of the CDG/AAF Fellow, and a CDG/AAF Program survey following the departure of the CDG/AAF Fellow from the developmental assignment.

n. CDG/AAF Fellows.

(1) CDG/AAF Fellows 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.

(2) When a PCS is approved, the CDG/AAF Fellow is responsible for contacting the USAASC Resource Management Division staff to obtain a copy of the Defense National Relocation Program (DNRP) handbook and a point of contact at DNRP. The CDG/AAF Fellow is responsible for completing DNRP requirements.

(3) CDG/AAF Fellows are required to register with their developmental assignment organization's Defense Travel System (DTS). When TDY is required in the execution of a CDG/AAF assignment, the CDG/AAF Fellow is responsible for initial fund cite coordination with the CDG/AAF Program Manager. In the absence of the CDG/AAF Program Manager, the CDG/AAF Fellows can contact RM FDTA for fund cite coordination.

(4) CDG/AAF Fellows must provide locator cards at the beginning of the program and updates as the Fellow transitions through developmental assignments. The locator card and updates must be sent to the CDG/AAF Program Manager and other designated USAASC POCs.

(5) Upon selection to the CDG/AAF Program, the CDG/AAF Fellow contacts the Manager of the CDG/AAF Program and the WFMD to schedule an initial meeting. Thereafter, the CDG/AAF Fellow schedules regular meetings, to occur at least quarterly. When a CDG/AAF Fellow arrives in the National Capital Region (NCR) for the 6-month ASA (ALT) TDY developmental assignment, they must contact the DDACM administrative office to schedule an office call with the DDACM.

(6) The CDG/AAF Fellow develops an initial three year plan in coordination with their mentor that reflects required program training and assignment activities. Updates or changes to the plan are approved through the CDG/AAF Program Manager.

(7) The CDG/AAF Fellow participates with the developmental assignment supervisor in developing, and amending as necessary, assignment objectives and ensures that initial, mid-point, and exit CCAS rating counseling are done within 30 days of the event.

(8) The CDG/AAF Fellow submits a monthly feedback report to the WFMD with copies submitted concurrently to the CDG/AAF Program Manager and the

current developmental assignment supervisor. Reports will be submitted via email within five days of the end of the report month.

(9) The CDG/AAF Fellow completes an exit survey following their departure from a developmental assignment. Surveys are submitted to the WFMD and the CDG/AAF Program Manager within thirty (30) days after departing each assignment.

(10) Each CDG/AAF Fellow is expected to make the maximum effort to establish, develop and maintain a mentoring relationship with at least one person within the Army acquisition community. This mentor can be in the Fellow's ACF. Current and former CDG/AAF Fellows should avail themselves to newly selected CDG/AAF Fellows in order to maximize the opportunity for mentoring. ACMA's are also an appropriate source for mentoring.

(11) CDG/AAF Fellows who are promoted during their term in the Program will graduate with their year group. USAASC funding will be provided for any remaining program training requested.

(a) Promoted CDG/AAF Fellows are not required to complete developmental assignments, but they are offered the opportunity to complete the leadership training.

(b) Monthly feedback reports are no longer required if promoted.

(c) Quarterly meetings with the WFMD Chief and the Manager of the CDG/AAF Program are no longer required. All other requirements are as described above.

7. EFFECTIVE DATE AND IMPLEMENTATION: This policy is effective immediately and will remain in effect until rescinded.



CRAIG A. SPISAK
Deputy Director
Acquisition Career Management

APPENDIX 1

1. Title 10, United States Code, Chapter 87, Defense Acquisition Workforce, Section 1701-1764, Defense Acquisition Workforce Improvement Act (DAWIA) of 1990 (as amended).
2. DoD Directive 5000.52, "Defense Acquisition Technology and Logistics Education, Training, and Career Development Program," January 12, 2005.
3. DoD Instruction 5000.66, "Operation of the Defense Acquisition Technology, and Logistics Workforce Education, Training and Career Development Program," December 21, 2005.1
4. "Department of Defense (DoD) Desk Guide for Acquisition, Technology, and Logistics Workforce, Career Management," January 10, 2006.
5. DoD Priority Placement Program Operations Manual, July 1998 and update OM-FY2006, dated 4/28/06.
6. Army Supplement to the DoD Desk Guide, November 2010.
7. DA PAM 690-43, "A Supervisor's Guide to Career Development and Counseling for Career Program Employees," August 18, 1989.
8. DA PAM 690-46, "Mentoring for Civilian Members of the Force," July 31, 1995.
9. Memorandum, Director, Army Acquisition Corps Guidance Memorandum #1,- December 22, 2006 - http://asc.army.mil/docs/policy/AAC_Policy_Memorandum_IDP_Accountability.pdf
10. Memorandum, Director, Army Acquisition Corps Guidance Memorandum #3,- October 31, 2007- http://asc.army.mil/docs/policy/DACM_Guidance_Memo_03.pdf.
11. Army Regulation (AR) 690-950, "Civilian Personnel Career Management," 31 December 2001.
12. Bryan, Joanna M., Memorandum for Mr. Gene Pollard, Deputy Chief for Operations, Civilian Assistance and Re-Employment Division, Civilian Personnel Management Service, Subject: Request for Exception to Department of Defense (DoD) Priority Placement Program (PPP) – Army Acquisition Corps (AC) Competitive Development Group (CDG), 7 March 1997.

APPENDIX 2

AAC – Army Acquisition Corps: The AAC is a subset of the AL&T Workforce. It is composed of individuals who have been accepted into the AAC 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.

AAE- Army Acquisition Executive: Provide oversight for the life cycle management and sustainment of Army weapons systems and equipment from research and development through test and evaluation, acquisition, logistics, fielding, and disposition. He or she is responsible for appointing, managing, and evaluating program executive officers and managing the Army Acquisition Corps and the Army Acquisition Workforce.

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 14 acquisition career fields.

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

ACDD – Acquisition Career Development Division: A division within the U.S. Army Acquisition Support Center (USAASC). The CDG/AAF Program Manager resides in this division located at Fort Belvoir, Virginia.

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.

APM - Assistant Project/Product Manager

AACoE- Army Acquisition Center of Excellence: An Army training campus in Austin, Texas where IQC is held.

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

DACM – Director, Acquisition

DACM - Director of Acquisition Career Management: The official appointed to assist a Component acquisition executive (CAE) 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. In the Army, the Principal Military Deputy to the Assistant Secretary of the Army for Acquisition, Logistics and Technology/Army Acquisition Executive serves as the DACM.

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. The Director, U.S. Army Acquisition Support Center (USAASC) serves as the DDACM.

DAU- Defense Acquisition University

DAWIA – Defense Acquisition Workforce Improvement Act: The DAWIA is a law enacted in November 1990 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 US Army Acquisition Support Center website.

DPM - Deputy Project/Product Manager

IQC – Intermediate Qualification Course: Four-week Resident Course in Huntsville Alabama at the Army Acquisition Center of Excellence. IQC is mandated for Army Officers and specifically for CDG/AAF Fellows aimed at developing a 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/her 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.

KLP – Key Leadership Position: A subset of CAPs called KLPs identify very specifically those positions that require special AAE 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.

PM- Program Management /Program Manager

PMT 352 A&B – Program Management Office Course: Designed to train PM Level II qualified students to be effective PM Level III leaders by providing analysis, synthesis and evaluative skills needed in a program office. Conducted by DAU, these two courses are required training requirements for PM level III certification

SRPE – Senior Rater Potential Evaluation: 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 leadership responsibility.

TDA- Table of Distribution and Allowance: A document published by the U.S. Department of Defense which prescribes the organization, staffing, and equipage of units.

USAASC – U.S. Army Acquisition Support Center: Proponent of Acquisition Career Development and Management for the entire acquisition workforce. In addition, USAASC is the expert for PEO Customer Support in the areas of program structure, human resource management, and resource management. USAASC manages the CDG/AAF Program and CDG/AAF Fellows are assigned to the USAASC TDA during the three-year program while residing in their home of record.

APPENDIX 3

All documents listed below are detailed in the CDG/AAF announcement.

Résumé

Acquisition Career Record Brief (ACRB)

Notification of Personnel Action (SF-50)

Senior Rater Potential Evaluation (SRPE)

Regional/Program Preference Form

Organizational Return Rights and Command Endorsement Agreement (See Appendix 4)

APPENDIX 4

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 months, Competitive Development Group/Army Acquisition Fellowship (CDG/AAF) Program developmental assignment with the U.S. Army Acquisition Support Center (USAASC) as a CDG/AAF Fellow, NH-301-03.

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 USAASC as part of my CDG/AAF Program developmental assignment as a CDG/AAF Fellow, 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 if I fail to apply for the exercise of return rights within 30 days before the date of termination of employment in the USAASC. 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 USAASC 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)

Endorsement:

I hereby nominate (insert name) for application to the Competitive Development Group/Army Acquisition Fellowship (CDG/AAF) Program. This individual has demonstrated the qualities, capabilities and potential to achieve and excel in an Acquisition leadership position. In addition, I will name a mentor that will work with the CDG/AAF to develop a three year plan detailing their development assignments and determining best time to attend training.

Executive Signature **Date**
(Insert Executive name and title)