

10<sup>th</sup>  
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Competitive Development Group/  
Army Acquisition Fellowship (CDG/AAF) Program

ORIENTATION, INDUCTION & GRADUATION

*Developing Our Next Generation of Leaders*



# HUMAN RESOURCES MANAGEMENT SUPPORT

**U. S. ARMY ACQUISITION SUPPORT CENTER**  
Damon Ingram Human Resources Specialist





## TOPICS

- Servicing Personnel Office
- Administrative Support (Personnel Actions)
- Position Description
- National Security Personnel System (NSPS)
- Locator Cards
- Awards





## Servicing Personnel Office

- Fort Belvoir Civilian Personnel Advisory Center (CPAC)
- [Karen.jones11@us.army.mil](mailto:Karen.jones11@us.army.mil) (phone commercial (703) 704-3016  
DSN: 655)



## Administrative Support (Personnel Actions)

- Request for Personnel Action/Notification  
Personnel Action (SF-50)
- MyBiz = <https://www.cpol.army.mil>
- [damon.ingram@us.army.mil](mailto:damon.ingram@us.army.mil) (phone commercial (703) 805-1016  
DSN:655)



## Position Descriptions

- **New Position Description**
- **PD # AS288095**
- **Title – CDG/Army Acquisition Fellow**
- **Series/Grade – YA-0301-02**





## National Security Personnel System (NSPS)

- Personnel actions will be effective 28 Feb 2010
- Credit is given for amount of time toward your Within Grade Increase (WIGI) for GS Employees
- CDGS are assigned to the HQ, USAASC Pay Pool



## Locator Cards (HRC-AMB)

Provide to:

- Ms. Roberta McMillen (DSN 655-1017;  
[roberta.mcmillen@us.army.mil](mailto:roberta.mcmillen@us.army.mil))
- Mr. Damon Ingram (DSN 655-1016; [damon.ingram@us.army.mil](mailto:damon.ingram@us.army.mil))
- Ms. Chandra Evans-Mitchell (DSN 655-1247;  
[chandra.evansmitchel@us.army.mil](mailto:chandra.evansmitchel@us.army.mil))



Your Regional Director/Acquisition Career Manager



## Awards

### Performance Awards:

Superior work – Quality Step Increase (QSI) – these do not exist under NSPS

### Superior Accomplishment Awards:

Special Act or Service Award; On-the-Spot; Time Off Awards:  
Organization approves and pays.

Developmental Assignment POC provides details of the award nomination for concurrences to the Regional Director Supervisor, the manager CDG/AAF Program, and the RM MIPR POC





## Awards (cont'd)

- Current losing organization:

Quality Step Increase (QSI) - must be processed before you become a CDG in order to set pay for the enter-on-duty.

Performance Awards – should be processed before you become a CDG. If not, will be processed as a Special Act or Service Awards. Money will be MIPR'ed from losing organization to USAAASC RM Division before the action will be processed



## Questions?

Damon Ingram – DSN 655-1016;  
damon.ingram@us.army.mil