

**CIVILIAN - ROTATIONAL DEVELOPMENTAL
ASSIGNMENT PROGRAM (C-RDAP) POLICY
6 September 2005**

1. **PURPOSE.** This policy outlines the implementation, operation, and administration of the Army Acquisition Corps' Civilian - Rotational Developmental Assignment Program (C-RDAP). It establishes general requirements for selection to and participation in the program.

2. **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 by Section 808, Public Law (PL) No. 106-398, National Defense Authorization Act (NDAA) for Fiscal Year (FY) 2001, October 30, 2000; Section 824, PL No. 107-107, December 28, 2001; NDAA for FY04, PL 108-136, November 24, 2003; NDAA FY05, and as may be subsequently amended by future statutory changes.

b. Department of Defense (DoD) Directive 5000.52, Defense Acquisition Education, Training, and Career Development Program, January 12, 2005.

c. DoD Instruction 5000.52, Operation of the Defense Acquisition, Technology and Logistics Workforce Education, Training, and Career Development Program (in draft).

d. Title 5, Chapter 41, United States Code.

e. Part 410 of Title 5, Code of Federal Regulations.

f. Career Management Handbook, Army Acquisition Corps' (AAC) Acquisition Career Development Plan (ACDP) (current issue).

g. DA Regulation 690-400, Chapter 410, Training.

h. Defense Acquisition University Catalog (current issue).

3. **PROGRAM DESCRIPTION.**

a. The C-RDAP is a program established to support the Army Acquisition Corps' (AAC) objective of having a highly skilled, multi-functional workforce with strong management and leadership skills. The C-RDAP is designed to provide the experience needed to develop and enhance the required acquisition and functional skills. This program enhances individual professional development by providing opportunities for civilians to gain the experience necessary to develop and strengthen needed functional competencies while also gaining leadership competencies. It facilitates the AAC's effective method of cross-training the Army Acquisition Logistics and Technology Workforce (AL&TWF) with technical, leadership/management, and/or multi-functional

acquisition skills. The C-RDAP will also provide opportunities for individuals to accept increased levels of responsibility and skill enhancement through on-the-job training. The C-RDAP is a locally managed, regionally implemented program with central oversight by the Deputy Director, Acquisition Career Management (DDACM), who also serves as the Director, Acquisition Support Center (ASC).

b. The C-RDAP will support the application and use of the four integrated processes described in the Army Acquisition Corps' (AAC) Acquisition Career Development Plan (ACDP). The ACDP is a methodology that provides AL&TWF members the ability to focus on developing the skills, knowledge and characteristics they will need for acquisition career enhancement. The ACDP provides the framework to help AL&TWF members create a career progression map to guide them from a level of functional expertise to the level of strategic leadership. Further information on the ACDP can be found in the AETE Catalog, Section II, at <http://asc.army.mil>.

4. **OBJECTIVES.** The objectives of the C-RDAP are to:

- a. Broaden and enhance the multi-functional acquisition skills of the AL&TWF.
- b. Develop multi-functional acquisition skills and competencies.
- c. Provide opportunities for increased levels of responsibility.
- d. Gain required experience necessary to become certified in another Acquisition Career Field (ACF) or achieve Level III certification in primary ACF that requires specialized experience not otherwise obtainable.
- e. Enhance skills through specialized acquisition on-the-job experience that also enhances leadership skills as a by-product of the assignment.
- f. Provide the organization the avenue for their employees to broaden skills while still remaining part of the parent organization. The gaining organization benefits from the temporary addition to their organization by having new ideas and a fresh approach brought to the assignment.
- g. Replace the parent organization's temporary "loss" with another qualified C-RDAP participant, whenever possible.

5. **ELIGIBILITY.** The C-RDAP will be open to AL&TWF civilian employees, GS-11 through 13 and broadband equivalents (GS-11 and broadband equivalents must have at least one year of specialized experience at the GS-11 level) with the following stipulations:

- a. AL&TWF members who are certified Level III in their position of record are eligible for developmental assignments in all ACFs. Individuals selected for C-RDAP

participation must complete the basic DAU “101” course for the applicable acquisition career field prior to placement.

b. If AL&TWF members have not met their position of record certification requirements or if position requirement is less than Level III, the individual is restricted to developmental assignments only in the same ACF as their current position, which will enable them to achieve Level III certification.

6. RESPONSIBILITIES.

a. DDACM/Director, ASC. The DDACM/Director, ASC is responsible for central oversight of the C-RDAP, which will be implemented regionally.

b. Gaining Organization:

(1) Commanders, Directors, Program Executive Officers (PEOs), Program/Project/ Product Managers (PMs), and Directors will:

(a) Identify developmental opportunities within their respective organizations with a resulting Set of Duties and associated functional and leadership competencies and work with the ASC Regional Director to support the C-RDAP.

(b) Provide for day-to-day supervision and management of the C-RDAP participant.

(c) Provide an adequate workplace/environment.

(2) The immediate supervisor will:

(a) Ensure developmental activities are synchronized to maximize training and education experiences with developmental goals.

(b) Jointly with the participant, develop an appropriate appraisal system Support Form and Individual Development Plan (IDP) within the first 30 days of assignment.

(c) Provide a “Special” evaluation/rating to be used as input for the participant’s annual performance evaluation/rating.

(d) Participate in the mid-point and exit review surveys.

c. Parent Organization. The parent organization will retain primary responsibility for the C-RDAP participant. However, other alternatives may be considered, as appropriate, and as agreed to by the parent organization, gaining organization, and participant. Generally, unless agreed to otherwise, the parent organization has the responsibility to:

(1) Maintain a Support Form for the participant's position of record and to complete the participant's annual performance evaluation/rating using the "Special" evaluation/rating as input from the gaining organization.

(2) Participate in the electronic follow-up survey conducted six months after completion of the assignment.

(3) Submit a Request for Personnel Action (RPA) to place the participant on a Set of Duties that identify the tasks and major duties the participant will be performing in the assignment. Submit extensions to the original RPA as appropriate.

(4) Release individual from any work identified in the participant's position of record.

(5) Ensure the C-RDAP participant's stature or opportunity for promotion is not threatened or diminished as a result of the developmental assignment to another position or organization.

d. ASC Regional Directors will:

(1) Provide guidance to participants of their respective region regarding the C-RDAP application information.

(2) Review electronic application packages for eligibility and establish a local panel that will slate C-RDAP participants into assignments that fit their developmental needs.

(3) Be a direct communication link between the participant and the gaining organization's supervisor in the event of a conflict.

e. C-RDAP Participants:

(1) Upon selection to the program and being placed in a developmental assignment, will build an Individual Development Plan (IDP) with the gaining organization's supervisor that, when implemented, will provide the experience and training required to fulfill specific developmental needs. The IDP will also include future acquisition and leadership goals and objectives. C-RDAP participants are expected to execute the experience and training outlined in this newly developed IDP.

(2) Are expected to perform at the highest level possible.

(3) Will have a direct communication link to the appropriate ASC Regional Director.

(4) Are responsible for coordinating with the parent and gaining supervisors, as required and when appropriate, regarding administrative matters and career development issues.

(5) Are required to participate in mid-point, exit, and follow-up surveys.

(6) Are expected to successfully perform the duties as stated in the Set of Duties.

(7) Will notify parent or gaining organization of time and attendance depending on who is responsible for participant's salary.

7. RESOURCES.

a. The participant's salary will be covered by either the gaining or parent organization as designated in the specific regional announcement.

b. Time and Attendance will be the responsibility of the organization paying the salary.

c. Unless otherwise agreed to between the gaining and parent organization, the gaining organization will be responsible for all travel expenses.

d. The gaining organization will be responsible for all training expenses, excluding centrally funded training, i.e., DAU, ASC approved Army Leadership courses, and acquisition-funded courses.

8. C-RDAP ASSIGNMENT PLACEMENT. Length of the developmental assignment will be one year from the date of placement based on organizational and the C-RDAP participant's needs, although shorter assignments may be approved. C-RDAP implementation will focus primarily within the commuting area (50-mile radius); assignments outside the commuting area will be managed by the ASC Regional Director on a case-by-case basis.

9. PROGRAM COMPLETION. Successful completion of the C-RDAP entails achievement of the goals identified in participant's IDP over the developmental assignment period. C-RDAP participants will return to their official position of record upon completion of the Program. Continuous Learning Points (CLPs) will be awarded for participation in the C-RDAP in accordance with established DoD CL Policy (maximum 40 CL points a year).

10. PROGRAM EVALUATION. Early identification of issues and challenges, as well as successes, is paramount to the success of the C-RDAP. Feedback from the participants, their immediate supervisors (parent and gaining organization), ASC Regional Directors, and all others involved in the program, is a valuable tool that can be used for program evaluation. The required feedback will be in the form of electronic

surveys. The ASC Regional Directors and DDACM/Director, ASC will use the surveys to determine the effectiveness of the C-RDAP and to make changes as necessary.

11. EFFECTIVE DATE AND IMPLEMENTATION. This policy is effective immediately. The DDACM will issue procedures as necessary to implement this policy.

A handwritten signature in black ink, appearing to read 'C. A. Spisak', with a long horizontal line extending to the right.

CRAIG A. SPISAK
Deputy Director
Acquisition Career Management