

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

1. **INTRODUCTION.** These procedures are designed to be detailed descriptions of all actions and interrelationships required to ensure the Civilian - Rotational Developmental Assignment Program (C-RDAP) is a success.

2. **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 need to enhance their acquisition career. 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>.

3. **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).
- 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 possibly a fresh approach brought to the assignment.

g. Replace the parent organization's temporary "loss" with another qualified C-RDAP participant, whenever possible.

4. 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 career field prior to placement.

b. If AL&TWF members have not met their position of record certification requirement 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.

5. BASIC PROGRAM STRUCTURE. Qualified applicants who respond to the C-RDAP announcement will be selected and placed by a local panel established by the appropriate ASC Regional Director. The panel will slate the C-RDAP participants into assignments that match the participants' developmental needs based on their applications and the needs of the gaining organization. The gaining organization will have final slating approval. Upon selection, the C-RDAP participants will be detailed to a Set of Duties by a Request for Personnel Action (RPA).

6. CIVILIAN PERSONNEL ADMINISTRATION.

a. Detail Action. The parent organization will prepare an RPA that assigns the individual to a Set of Duties in increments of 120 days, not to exceed one year. The Set of Duties will be prepared using the verbiage from the Assignment Duties Section of the Organizational Application. The RPA will specify information for the official detail (to include organization title, duties, length of assignment, and the appropriation code). The RPA is the official document of record and will be signed by the parent organization's supervisor of the C-RDAP participant. An RPA must be completed for each 120-day increment period during the developmental assignment period.

b. Security Verification: If required for the requested developmental assignment, the parent organization must furnish an official verification of security clearance.

c. Rating Chain, Support Form, Evaluation/Rating.

(1) Performance evaluation/rating periods will be in accordance with the C-RDAP participant's current rating plan (CCAS, TAPES, or Laboratory Demonstration). Both the gaining organization's immediate supervisor and the C-RDAP participant will jointly complete the appropriate appraisal system Support Form within 30 days of assignment to the Set of Duties. There must be an AAC member in the rating chain. NOTE: The parent organization must have a Support Form in place for the employee's position of record.

(2) The immediate supervisor in the gaining organization is responsible for completing a "Special" evaluation/rating to be forwarded to the parent organization by the end of employee's annual rating period. This "Special" evaluation/rating is to be used as input for the employee's annual evaluation. The parent organization is responsible for preparing the employee's annual evaluation using the "Special" as input. The C-RDAP participant's stature or evaluation should not be threatened or diminished as a result of a developmental assignment to another position or organization.

d. Commuting Area. All C-RDAP participants will remain in their current commuting area (50-mile radius). Assignments outside the commuting area will be managed on a case-by-case basis.

7. RESOURCE MANAGEMENT.

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

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. PROGRAM EXECUTION. A memorandum soliciting developmental assignments and an announcement requesting C-RDAP participants will be released simultaneously. The general process for the C-RDAP is outlined below:

a. A memorandum signed by the ASC Regional Director will be forwarded to select acquisition organizations having AL&TWF positions to solicit potential opportunities for developmental assignments. Organizations interested in participating in the C-RDAP will identify developmental assignments that meet the requirements as set forth in these procedures by electronically submitting an application (attached to the memorandum) to the e-mail address identified in the announcement. The identification process will include supervisor's name, telephone number, AKO e-mail and information pertaining to the assignment such as the duty description, acquisition career field, security classification required, the functional and leadership experience gained from performing in the assignment, and the planned length of assignment. The

organization will consider existing vacant positions, backfill of positions vacated by Long Term Training, developmental assignments, and special projects such as Integrated Process Teams and Source Selection Evaluation Boards as potential opportunities for the C-RDAP. Leadership experience should be linked to the OPM Executive Core Qualifications and the associated leadership competencies.

(1) A TDA authorization is not required for participation in this Program.

(2) Once an organization has identified the developmental opportunities and *accepted an applicant*, the organization will be committed to participating in the C-RDAP until successful completion of the program or until mutually agreeable among the participant, gaining organization, and ASC Regional Director.

b. A general C-RDAP opportunity announcement will be released to the civilian acquisition workforce by the ASC Regional Director advertising the C-RDAP opportunity. Applicants must electronically apply for developmental assignments identifying their C-RDAP expectations and desired experience/certification to be gained through the Program. The announcement will specify that C-RDAP is not a promotion opportunity. Application package will require:

(1) Application Form (attached to the announcement found on the ASC homepage), including participant's and parent organization immediate supervisor's agreement.

(2) Resume, not to exceed three pages, ensuring experience corresponds with the Acquisition Career Record Brief (ACRB) assignment history dates.

(3) ACRB updated with current information and signed by the applicant.

(4) Senior Rater Potential Evaluation (SRPE) (only *required* for GS-13s (or BBL equivalent) and above, but recommended for GS-12s and below).

(5) The last three annual Performance Evaluations to include Support Forms.

c. Selection and Slating Process: A local ASC designated panel review process will be the method of selecting and slating qualified C-RDAP participants. This local panel review process will also be the method of matching developmental assignment opportunities with the selected individual's needs and slating as appropriate. The selection and slating recommendation will be presented to the gaining organization for final approval.

(1) Convening Authority. The convening authority for the C-RDAP local panel is the appropriate ASC Regional Director. The ASC Regional Director authorizes the convening and scheduling of the local panel reviews, and delegates the selection authority and proposed slating to a local panel of AL&TWF members.

(2) ASC Regional Director Responsibility. The ASC Regional Director's office will review the C-RDAP electronic application packages for eligibility. Once the initial "scrub" to

confirm eligibility and package compliance with the announcement, takes place, the application packages will be turned over to the local ASC designated local panel for slating.

(3) Selection Process. The C-RDAP local panel will review electronic application packages and determine the appropriateness of the requests. The local panel will then provide a selection and slating recommendation to the ASC Regional Director. The gaining organization has the final slating approval. The panel and gaining organization will consider the following as part of the selection and slating process:

(a) Background experience as reflected in the ACRB and Resume;

(b) Developmental needs and expectations of the potential participant, as documented on the application package.

(c) Individual's preferred assignments in both the ACF and the organization as documented on the Participant's Application.

(d) Performance evaluations/ratings;

(e) SRPE (where required); and

(f) Prior developmental assignments.

d. Notification of C-RDAP Approved Participants. The C-RDAP approved participants will be notified by the designated ASC Regional Director upon approval of the C-RDAP local panel's recommendations. The applicant's acceptance or declination must be endorsed by the parent command/organization.

e. Placement Process. The C-RDAP local panel's recommendation will include a proposed tour of duty. The length and type of assignment may vary based on organizational and/or individual needs. Most assignments will last one year to gain experience in the identified acquisition and leadership skills, although shorter assignments may be approved. The developmental assignments are at the current grade/broadband level of the C-RDAP participant. The gaining organization will review the Set of Duties and develop an appropriate appraisal Support Form with the employee within the first thirty (30) days of the assignment. The employee will be detailed to a Set of Duties for developmental purposes and shall be rated in accordance with the normal rating procedures (as described in paragraph 6c above).

9. **PROGRAM COMPLETION**. 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. **DEFINITION OF SUCCESS**. Successful completion of the C-RDAP entails achievement of the goals identified in participant's IDP over the developmental assignment period.

11. 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 Director, and all others involved in the program, is a valuable tool that can be used for program evaluation.

a. Local Panel Execution. Lessons learned from the local panel review process will be used to identify problems and institute solutions to improve the selection and slating process.

b. The following *electronic* surveys listed below will be required:

(1) Mid-Point Survey. A survey completed by the participant and gaining organization's supervisor is required at the mid-point of assignment. The ASC Regional Director will require the supervisor to furnish information such as the developmental progress, issues, concerns, and lessons learned. The gaining supervisor will survey IDP progress and will address any impediments encountered to achieving IDP goals in the survey. In addition, the C-RDAP participant will do an assessment of the training/experience provided.

(2) Exit Survey. The gaining organization's supervisor and C-RDAP participant will complete an exit survey at the end of the assignment. The ASC Regional Director and DDACM/Director, ASC will use feedback to:

(a) Determine changes deemed necessary or helpful to improve the C- RDAP.

(b) Decide the value of the program to the participant and the overall Army, and whether it should be continued and/or revised or expanded.

(3) Follow-Up Survey. In addition to the mid-point and exit surveys used in conjunction with the C-RDAP assignment, another survey will be used to query the former C-RDAP participants and their current supervisors six months after completion of the program. 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.