

Application Process

Application packages are submitted directly to HRC no later than the date and time identified in the announcement.

HRC will perform a package review to ensure that all required documents are included, all documents are current and signed as applicable and all documents meet the submission requirements (i.e., number of pages, number of lines, etc.) as detailed in the application instructions.

Application packages received by HRC after the announcement closing date, or found to be incomplete or otherwise not responsive to the application instructions, will be automatically rejected.

Upon completion of package review, HRC will forward all packages to the CDG board.

Selection/Notification Process

The CDG Program Selection Board is conducted in two phases. Phase I consists of an evaluation of all responsive application packages, and down-select to those applicants whose packages exemplify the best candidates. The number of selected applicants may vary from year to year based on program budget allocations. Phase II consists of an interview process. Individuals identified as both primary and alternate selectees are interviewed. Individuals selected to proceed on to Phase II of the selection process will be notified and arrangements made for conducting the interviews. All interviews will be conducted in person unless an exception is granted by the Chief, Acquisition Management Branch. Once the CDG Program Selection Board has completed interviews and ranked the applications, a Relative Standing List is provided to the convening authority. The DDACM is the convening authority.

Upon approval of the List, HRC prepares the CDG notification letters. Notification letters are channeled through the Regional Directors for Acquisition Career Management to the selected CDG member's current command. It is the command's responsibility to notify the individual that they have been selected for the CDG Program. A copy of the notification letter is also sent to the CDG selectee's immediate supervisor, and HRC notifies the Personnel Management Division and the appropriate Civilian Personnel Advisory Center (CPAC) office.

The CPAC prepares and distributes the official notification letter to the CDG selectee, similar in fashion to a job offer. The CDG selectee is then asked to accept or decline their position in the CDG Program. CDG selectees who accept the position are invited to the CDG Program Orientation held in September of each year.

The selectee list is published on the HRC and ASC Web sites concurrent with selectee notification.

Assignment Process

At the orientation, each CDG member will be asked to identify their preferences for developmental assignments. ASC convenes a Slating Board to determine the developmental assignments for all three years of the program. CDG members are then aligned to centrally funded positions on ASC's Table of Distribution Allowances. CDG members are notified of their developmental assignments immediately following the Slating Board. Initial developmental assignments commence in January. Questions about or issues concerning the selection, notification and/or assignment processes should be addressed to the ASC CDG Program Manager.

Personnel Support

All CDG members are centrally serviced by the Fort Belvoir CPAC and the Army North Central Civilian Personnel Operations Center in Rock Island, IL.

No less than one month prior to the scheduled Entry on Duty (EOD) date, each CDG member must provide the ASC POC with an address for submission of Leave and Earnings Statement, Federal and State tax, Direct Deposit forms, Thrift Savings Plan, allotments, etc. See Appendix A for POC information.

All Requests for Personnel Action (RPA), regardless of the CDG member's current assignment, will be generated by ASC. SF-50s will be issued only by ASC.

Remote developmental assignments of longer than 180 days, necessitating a geographic move for the CDG member, require an RPA. Temporary Duty (less than 180 days) does not require an RPA. A change of assignment at the same duty station does not require an RPA. The CDG member is responsible for contacting his or her HRC ACM as well as the ASC Personnel Management Division when an RPA becomes necessary in order to provide the information necessary to complete the action.

Nominations for non-Civilian Acquisition Workforce Personnel Demonstration Project (Acq Demo) awards must be submitted through ASC in order to process the action in the Modern Defense Civilian Personnel Data System.

Time Cards and Attendance

The CDG member is responsible for obtaining supervisor signature and faxing bi-weekly time cards to the ASC Timekeeper no later than 10:00 a.m. on the first Monday of each pay period. Supervisors are responsible for approving any leave requested by the CDG member. Copies of signed leave requests must be submitted with the time cards.

Alternate work schedules or changes to work schedules must be approved by the CDG member's assignment supervisor. The CDG member must notify the ASC Timekeeper of work schedules and work schedule changes.

Any questions or issues concerning time cards and attendance should be addressed to the ASC Timekeeper.

Credit Cards and Security

The CDG member is responsible for completing the Acquisition Support Office (ASO) EOD form when in-processing to ASC. The information on this form will be used to transfer any credit card and security clearance responsibilities to the appropriate ASC account.

The CDG member is responsible for delivering the ASO EOD form and security memo from the member's former security office to the ASC POC. The memo must state what type of security clearance the member currently possesses and when it was last updated.

Initial transfer issues are handled by the Primary POC.

CDG members whose EOD is later than the initial year group inductees due to school commitments, temporary promotions or other reasons, or whose change in position requires an update of their clearance or a verification memorandum, are responsible for providing their ASO EOD form and security memo to the Alternate POC at least 60 days prior to the EOD date.

Administrative issues or problems occurring after the EOD date are handled by the Alternate POC.

Reporting Requirements

Upon reporting to a developmental assignment in the National Capital Region at any time during the CDG Program, CDG members are required to attend a meeting with the DDACM within the first two weeks of the assignment. The CDG member is responsible for scheduling the meeting with the DDACM secretary or executive officer, notifying the representative HRC ACM of the scheduled date and preparing a biographical sketch (see Appendix B) for presentation to the DDACM. POC information is found in Appendix A.

CDG members are required to provide a monthly feedback report (form provided in Appendix C) to the CDG Program Manager, with copies concurrently furnished to the representative HRC ACM and Regional Director. Reports are due via email no later than the close of business on the first Monday following the end of the reporting month. At a minimum, the report must identify:

- The position currently held with supervisor POC information.
- Brief description of functions currently being performed and note of any accomplishments during the reporting period.
- Training completed during the reporting period and planned training courses and dates.
- Any issues or problems experienced during the reporting period or anticipated for future reporting periods.

Registration Maintenance

CDG members are also responsible for maintaining their registration(s) in applicable civilian career programs and databases (e.g., the Army Civilian Career Evaluation System, AKO, etc.). Any changes in registration information should be included in monthly feedback reports.

CDG members are required to prepare and submit a Locator Card to the assigned HRC ACMs, and to Stacy Cribb, ASC's designated timekeeper. Locator Cards are required to be updated within two weeks of new assignments.

Travel Arrangements

All travel arrangements are coordinated with the ASC POC immediately upon receipt of confirmation for attendance at a course.

Within five days of completing CDG Program-related travel, CDG members must submit their requests for settlement to the ASC POC. In order to avoid delays in processing, requests must include the original DD Form 1351-2, original receipt for lodging regardless of cost, original receipt(s) for any other reimbursable expense claims of \$75 or more, one copy of travel orders and amendments and any other supporting documents (e.g., Government Travel Rate ticket stub, advances, partial payments, etc.).

Civilian Acquisition Workforce Personnel Demonstration Project (Acq Demo)

In-processing into the CDG Program places the CDG member in the Acq Demo Broadband Level III. The Broadband Level III encompasses the level of work that is normally assigned to the GS-12 and GS-13 grade levels. Assignment supervisors are responsible for assigning specific duties, providing any guidance and counseling during the evaluation period and preparing an initial evaluation of CDG member contributions.

Within 30 days of entering the program, CDG members must prepare a Contribution-Based Compensation Appraisal System (CCAS) support form. The CCAS support form is submitted to the assignment supervisor with a copy furnished to the CDG Program Manager and representative HRC ACM. The Demo Web site at <http://www.acq.osd.mil/acqdemo> has a tutorial that is helpful in preparing the CCAS forms and in understanding Acq Demo initiatives. CDG members are responsible for ensuring that they meet with their assignment supervisor, at a minimum, for an initial and a mid-point counseling session to allow for any adjustments that are deemed necessary to increase his or her contribution. At the end of the rating period, and after pay pool final results have been published, the CDG member should ensure that they meet once again with the assignment supervisor to discuss the results. Each CDG member is assigned to a sub-pay pool that is headed by one of the three Regional Directors (Northeast/Central East, Southern/Western, and National Capital/Central Regions (NCR). Regional Directors are a part of the overall pay pool and are responsible for discussing CDG members' evaluation when the pay pool meets.

Based on their own selection, CDG members will be placed in a career path — either Program Management or Key Acquisition Leader. Those members selecting Program Management are locked in to that choice for the duration of the program, while those selecting Key Acquisition Leader may choose to

cross-over to Program Management at any time during the program. Requests to change career paths must be submitted to the representative HRC ACM at least three months prior to the completion of a developmental assignment. Final approval of career path changes is a CDG Program Manager responsibility.

Throughout the program, CDG members are expected to perform at the highest levels achievable while proactively completing the education, training and experience activities outlined in the approved Individual Development Plans (IDP) and Permanent Placement paragraph on Page 12. There is no formula for promotion based on assignments. Success in the program is based on a willingness to work outside of your "comfort zone" in different positions, organizations and commands. Other elements of success include good communication skills, a willingness to "go the extra mile," immersing yourself in the experience and learning all you can about the organizations you are assigned to as well as others' positions, and your potential for success as reflected in the mid-point and end of cycle CCAS evaluation. Remember, you are responsible for your own career.

Leadership and Certification Training

Within the first and second program year, the CDG member is expected to complete the following:

- The NTC training experience includes a force-on-force observation tour of the Operations Center, an instrumentation orientation at the Star Wars Building, a Multiple Integrated Laser Engagement System demonstration and an opposing force mission "sandtable" field rehearsal. Additionally, NTC command briefings, opposing force briefings and foreign weapons intelligence briefings are provided.
- The Congressional Operations Course is designed to increase the CDG members' knowledge and understanding of the functions, organization and multiple activities of the Legislative Branch of the American government. In addition to exploring various facets of congressional operations, the program will examine the interrelationships between Congress and the Executive Branch. Speakers will discuss the political, economic and social factors that influence legislative actions. First-hand exposure to the Legislative Branch will provide CDG members with realistic perspectives with which to view executive-legislative relations, and will also provide a body of knowledge that will be increasingly valuable to CDG members and the programs they will serve under.
- The Sustaining Base Leadership and Management Program is the Army's only leadership, management and decision-making education institution encompassing the breadth of the Army's sustaining base, geo-political interests through strategic systems to direct Soldier support. This program's focus is a multi-functional and horizontally integrated education.
- The University of Virginia Darden Executive Education (2 courses required, 2 additional required to earn a Graduate Certificate in Management) Program is designed to develop high-potential managers, broaden their perspectives and improve their individual leadership and organizational skill sets.

A minimum of two required certification training activities is detailed in each CDG members' IDP. CDG members will continue to complete certification and leadership training requirements detailed in the IDP. Note that the capstone course for any Level III certification being accomplished during the program must be completed prior to graduation from the program.

Accordingly, training that requires two weeks or more should be scheduled between developmental assignments.

Developmental Assignments

Developmental assignments are limited to one year unless otherwise authorized by ASC. However, each CDG member is required to complete a minimum of a 6-month Headquarters, Department of the Army or Office of the Secretary of Defense developmental assignment within the first two years of the program (temporary duty only).

The CDG Program is designed to provide participants with diverse experiences based on the developmental assignments that have been approved and stated in their IDPs while simultaneously providing talented resources to various programs with valid mission needs. However, circumstances may arise that necessitate a change in assignments or duration of assignments. The CDG member is responsible for submitting requests for changes in writing to their representative HRC ACM and the CDG Program Manager citing the purpose and rationale. Additionally, there may be extenuating circumstances that would require ASC to initiate a change in assignments. All changes will be reviewed on a case-by-case basis. Agreements made between CDG members regarding changes to assignments or duration of assignments will not be honored unless and until the proper procedures have been followed.

CDG members requiring temporary quarters for the duration of a developmental assignment are responsible for making their own arrangements. Members rotating through the NCR are required to reside at Oakwood Apartments. Arrangements should be made as early as possible by calling toll free (877) 902-0832 or visiting <http://www.oakwood.com>.

Within 30 days following departure from a developmental assignment, CDG members are required to complete and submit a CDG Opportunities Evaluation Form to the CDG Program Manager (see Appendix D).

Mentoring

A formal mentorship program is being developed and will begin with the incoming year group. In the interim, each CDG member should make maximum effort to establish, develop and maintain a mentoring relationship with at least one person within the Army acquisition community, whether in the member's career field or in another acquisition ACF. Although mentoring has not yet been formally instituted, the benefits of establishing this type of relationship are crucial to becoming an effective leader. Having been selected to the CDG Program means leadership potential has been recognized. Participating in a mentoring relationship will further enhance the development of your overall communication, teamwork and leadership skills. Contact the CDG Program Manager for additional information and/or assistance in identifying a potential mentor.

Acquisition Military Command and Civilian Leadership Selection Board

Announcements soliciting applications to the Program Management (PM) Board are published during October of each year on the HRC Web site at <http://www.perscomonline.army.mil/OPfam51/ambmain.htm>. Announcements remain open for 60 days.

CDG members in the PM track must apply to the Acquisition Military Command and Civilian Leadership Selection Board (also known as the PM Board) in all three program years to gain experience and confidence in the application process unless selected by an earlier board. CDG members electing to follow the Key Acquisition Leader track are also encouraged to apply to the PM Board. Submission of PM application packages must be coordinated with the designated HRC ACM. CDG members are strongly encouraged to contact their representative HRC ACM or Regional Director early in the application process for assistance in completing the application package to avoid rejection of incomplete packages.

Failure to apply to the PM Board without approval to defer application, in writing, from the DDACM, prior to the PM announcement closing date, may result in removal from the CDG Program and the AAC.

Individual Development Plans (IDP) and Permanent Placement

Graduation from the program requires successful completion of the requirements identified in each member's approved IDP. Graduates, if not already AAC members, are accessed into the AAC upon the completion of the 3-year program, or upon selection to a Critical Acquisition Position, depending on which comes first. Graduates who have not obtained permanent placement at the close of the 3-year program will be offered their choice of two permanent position opportunities, if available. -In the event that the graduating CDG member declines both offers, the program mobility agreement will be invoked and an official offer through a Management Directed Reassignment (MDR) will be issued to the CDG member. If the CDG member also declines the MDR, action may be initiated to remove the CDG member from the AAC, and/or Federal Service for failure to meet a condition of employment, as specified in the executed CDG Program Mobility Agreement. The follow-on permanent position assignment then becomes the full responsibility of the CDG graduate.

Your Annual Responsibilities at a Glance

Program Year (PY)	Goals	Leadership Training	Developmental Assignments	Other Training	Lessons Learned Conference
PY1	Goals specified, including networking for permanent positions PM Board application	PMT 250 and 352 Congressional Operations Course National Training Center Sustaining Base Leadership and Management	Commence first assignment between Oct and Jan HQ, DA or OSD assignment	Additional Army or civilian leadership courses subject to availability of funding Program Management for Executives is not available to CDG members Other executive leadership courses are available through AETE	Scheduled usually between April and July, or six months into initial developmental assignment Purpose is to present questions, issues, concerns and solutions on topics such as IDP, training, developmental assignments, etc.
PY2	Adjust goals and IDP as necessary	Continued DAU training toward certification Level III capstone course in chosen ACF	HQ, DA or OSD assignment if not yet completed Commence second assignment*	See PY1	
PY3	Network for permanent placement or promotion Update preferences and biographies	Additional leadership training opportunities subject to availability of funds	Commence third assignment*	Complete/update biographical sketch	

* If not yet selected for promotion or PM position.