

WHO CAN APPLY AND HOW?

Application Process

A CDG/AAF Program applicant must be a current Department of the Army (DA) employee in a Career or Career Conditional status position, occupy a GS-13 or equivalent broadband/pay band level position, have attained AAC membership status or meet AAC membership eligibility requirements and be certified at Level III in at least one acquisition career field at the time of program application. (See www.dau.mil/catalog, Appendices B and F for certification and Army Acquisition Corps education standards.) Contact your Acquisition Career Manager (ACM) for information on the certification process.

Announcements soliciting applications to the program are published annually and remain open for 60 days on the U.S. Army Human Resources Command (HRC) Web site at <https://www.hrc.army.mil/site/active/index2.asp>.

In an effort to streamline the application process, USAASC has standardized the application packets, consistent with all Acquisition Key Billet selection boards. Program applicants need only submit the documents listed below. Additional information will not be considered. The application forms and instructions are located on the USAASC Web site at <http://asc.army.mil/programs/cdg>.

Interested individuals are cautioned to read the instructions carefully and to follow them exactly as indicated. Although an application for the Fellowship may have been submitted in a previous year, a complete new package is required for each year application is made.

Interested individuals are strongly encouraged to contact their representative ACM or Regional Director (RD) early in the application process for assistance in completing the application package to avoid rejection of an incomplete package. Information about POCs and Web links are found in Appendix A.

The following materials make up a complete package:

- ✦ Signed Acquisition Career Record Brief (ACRB)
- ✦ Command Endorsement
- ✦ Senior Rater Potential Evaluation (SRPE)
- ✦ Three Most Recent Performance Appraisals and Associated Support Forms
- ✦ Resumé
- ✦ Signed Mobility Statement
- ✦ Data Self-Certification Form
- ✦ Most Recent (non-award) Standard Form 50
- ✦ Career Track Preference Sheet
- ✦ Organizational Return Rights and Command Endorsement Agreement (see Appendix G)

Applicants who are not current AAC members can obtain ACRB update support by contacting their representative ACM. AAC membership must be obtained prior to submission of the CDG/AAF application.

The SRPE is a valuable tool used by the senior rater to identify the applicant's potential ability. Applicants are reminded that both the ACRB and SRPE must be current and signed to be considered as part of the CDG/AAF Program application package.

The mobility statement must be signed before entry into the CDG/AAF Program. To date, all geographical moves have been voluntary.

All CDG/AAF Program applicants are required to sign the CDG/AAF Program Mobility Agreement and obtain 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.

Assignment Process

At orientation, each Fellow will be asked to identify his or her preferences for developmental assignments. USAASC convenes a Slating Board to determine the developmental assignments for all three years of the program. Fellows are then aligned to centrally-funded positions on USAASC's TDA. Each Fellow is notified of his or her developmental assignments immediately following the Slating Board and assignments are posted on the CDG/AAF Web site at <http://asc.army.mil/programs/cdg/default.cfm>. Typically, initial developmental assignments begin in January. Questions about or issues concerning the selection, notification and/or assignment processes should be addressed to the USAASC CDG/AAF Program Manager.

Personnel Support

All Fellows are centrally serviced by the Fort Belvoir Civilian Personnel Advisory Center (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 Fellow must provide the USAASC POC with an address for submission of Leave and Earnings Statement, Federal and State tax, Direct Deposit forms, Thrift Savings Plan, allotments and other information (see Appendix A). In addition, at orientation, Fellows shall submit the following to the USAASC Personnel Management representative:

- ◆ Resumé.
- ◆ SF50 (Nature of Personnel Action), reflecting the last within grade increase.
- ◆ Verification of their first duty station for locality purposes.
- ◆ Name, phone number and e-mail address for their POC at their servicing CPAC or personnel office.

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

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

Time Cards and Attendance

Each Fellow is responsible for obtaining supervisor signature and ensuring biweekly time cards are emailed or faxed to the USAASC Timekeeper no later than COB on the first Monday of each pay period. Supervisors are responsible for approving any leave requested by the Fellow. 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 Fellow's assignment supervisor. Each Fellow must notify the USAASC Timekeeper of work schedules and work schedule changes.

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

Credit Cards and Security

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

Each Fellow is responsible for delivering the ASO EOD form and security memo from the Fellow's former security office to the USAASC 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.

Fellows 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 (NCR) at any time during the CDG/AAF Program, Fellows are required to attend a meeting with the DDACM within the first 2 weeks of the assignment. Each Fellow is responsible for scheduling the meeting with the DDACM secretary or executive officer, notifying the representative 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 and on the USAASC Web site.

Fellows are required to provide a monthly feedback report (form example provided in Appendix C) to the CDG/AAF Program Manager, with copies concurrently furnished to the representative ACM and RD. Reports are due via e-mail 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 the supervisor's contact 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

Fellows 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 the monthly feedback report.

Fellows are required to prepare and submit a Locator Card to the assigned ACMs, the RD and the designated Timekeeper. Locator Cards are required to be updated within 2 weeks of new assignments.

Travel Arrangements

All travel arrangements are to be coordinated with the USAASC POC immediately upon receipt of confirmation for attendance to a course.

All USAASC employees are required to use the Defense Travel System (DTS) to prepare travel authorizations. All travel orders and travel vouchers must be prepared in DTS. To self-register for DTS within USAASC, you will need your Common Access Card (CAC), Government Travel Card, and your bank routing information. Online training for DTS is available at <http://www.defensetravel.osd.mil/dts/site/index.jsp>.

National Security Personnel System (NSPS)

In-processing into the CDG/AAF Program places the Fellow in the NSPS Standard Career Group, Pay Schedule YA, Pay Band 2. The YA-2 pay band encompasses the level of work that is normally assigned to the GS-12 and GS-13 grade levels and equivalent demonstration pay bands. Assignment supervisors are responsible for assigning specific duties, providing any guidance and counseling during the evaluation period, and preparing an initial evaluation of the Fellow's performance based on the objectives of their NSPS performance plan.

NSPS objectives will consist of an acquisition objective, a CDG/AAF program objective and within 30 days of the assignment, each Fellow must prepare assignment specific objectives with his/her new assignment supervisor. Objectives are developed with the assignment supervisor and entered onto the NSPS Performance Appraisal Application via My Biz and My Workplace for Supervisors. . A copy of the approved performance plan will be furnished to the CDG/AAF Program Manager and representative ACM/RD.

The CDG/AAF Fellows will access My Biz via CPOL for access (<http://cpol.army.mil>) using either their AKO user ID and password or using their CAC by entering the PIN at the prompt. Supervisors will use the same access methods to enter into My Workplace to get into the NSPS Performance Appraisal Application tool. This will give them access to set up the performance plans for their CDG/AAF Fellows, document the interim review conversation, review self-assessment and enter their assessment of the CDG/AAF Fellows' performance and ratings at the end of the year. Army CPOL website (<http://cpol.army.mil>) has a tutorial that is helpful in preparing the job objectives and in understanding NSPS initiatives. (Step-by-step guides and how-to videos for instructions on the various things you will need to do within this application. The complete list is at: http://www.chra.army.mil/NSPS-training/how-to_videos.htm)

Each Fellow is responsible for ensuring that he or she meets with their assignment supervisor for an initial development of NSPS objectives and a mid-point counseling session. CDG/AAF Fellows must have been under an approved performance plan for 90 days in order to be rated. At the end of the rating period, and after final results have been published, each Fellow should ensure that they meet once again with the assignment supervisor to discuss the results. Each Fellow is assigned to an Acquisition Career Manager reporting to one of the three RDs (Northern, Southern and Western Region). RDs are responsible for discussing each Fellow's evaluation with the assignment Supervisor immediately preceding the end of the rating cycle and upon receipt of the pay pool panel final results, and represent the Fellows on the HQ USAASC Pay Pool Panel.

Throughout the program, Fellows are expected to perform at the highest level achievable while proactively completing the education, training and experience activities outlined in the approved IDP. 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 initial, interim and final. Remember, you are responsible for your own career.

Leadership and Certification Training

Minimum training requirements for successful completion of the CDG/AAF Program include:

- ◆ Civilian Education System (CES) (or equivalent).
- ◆ Intermediate Qualification Course (IQC).
- ◆ NTC.
- ◆ Congressional Operations.
- ◆ Two Executive Leadership Courses.
- ◆ Defense Acquisition University's (DAU) PMT-352. (PM Career Track)

Other training and education opportunities will be provided throughout the course of the program. Requests for waiver or equivalency of any of these courses are to be submitted to the RD and coordinated with the CDG/AAF Manager, and will be considered on a case-by-case basis. Determination for acceptance of waivers is final and at the sole discretion of the DDACM.

A minimum of two required certification training activities are to be included in each Fellow's IDP. Following that, each Fellow will continue to complete certification and leadership training requirements detailed in the IDP. Note: the capstone course for any Level III certification being achieved during the program must be completed prior to graduation from the program.

Developmental Assignments

Fellows will be placed in a career path – either Program Management or Program Manager Staff Action Officer. Fellows selecting Program Management remain in that career path for the duration of the program, while those selecting Program Manager Staff Action Officer may choose to transfer to Program Management at any time during the program. Requests to change career paths must be submitted to the representative ACM at least 3 months prior to the completion of a developmental assignment. Final approval of career path changes is the responsibility of the CDG/AAF Program Manager.

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, USAASC will endeavor to provide each Fellow with at least one assignment into an Assistant Program/Product Manager (APM) and one assignment into a PM Staff Action Officer (AO) position. All Fellows are required to complete one assignment within the office of the Assistant Secretary of the Army, Acquisition Logistics and Technology (ASAALT) or Army Materiel Command (AMC) for a minimum period of 179 days.

Priority for slating assignments will be established generally as follows. Assignment variation may occur based on member's education, training and/or experience.

PM Staff Action Officer Track:

First assignment, PMO Staff

Second assignment, ASAALT/AMC Staff

Final assignment, PMO/APM

PM Track with PMO Experience:

APM
ASAALT/AMC Staff
APM

PM Track without PMO Experience:

PMO
ASAALT/AMC Staff
APM

Developmental assignments are limited to one year unless otherwise authorized by USAASC. However, each Fellow is required to complete a minimum 6-month HQ, DA or Office of the Secretary of Defense (OSD) developmental assignment within the first two years of the program.

It is the intent of the CDG/AAF Program to provide participants with diverse experiences based on the developmental assignments that have been approved and stated in the IDP 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. Each Fellow is responsible for submitting requests for changes in writing to their representative ACM and the CDG/AAF Program Manager citing the purpose and rationale. Additionally, there may be extenuating circumstances that would require USAASC to initiate a change in assignments. All changes will be reviewed on a case-by-case basis. Agreements made between Fellows regarding changes to assignments or duration of assignments will not be honored unless and until the proper procedures have been followed.

Fellows requiring temporary quarters for the duration of a developmental assignment are responsible for making their own arrangements. Fellows rotating through the NCR will be provided with a list of suitable housing locations which will be posted on the CDG/AAF Web site or which may be obtained by contacting the CDG/AAF Program Manager (see also Appendix H).

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

Mentoring

Each Fellow 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 Fellow's career field or in another Acquisition Career Field. A list of CDG/AAF graduates who have volunteered to serve as mentors is available from the CDG/AAF Program Manager. The benefits of establishing this type of relationship are crucial to becoming an effective leader. Having been selected to the CDG/AAF 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/AAF Program Manager for additional information and/or assistance in identifying a potential mentor.

Project/Product Manager and Acquisition Key Billet Selection Boards

Since Fellows are considered to be a feeder group for future leadership positions within the AAC, and the PM positions are considered key leadership positions within the AAC, Fellows assigned to the PM track are required to submit application(s) for consideration by the Army's COL/GS-15 and/or LTC/GS-14 Project/Product Manager and Acquisition Key Billet selection boards in the second and third years of their

CDG/AAF Program. Fellows assigned to the PM Staff AO track are encouraged to apply. The only exceptions to this policy are: 1) if the Fellow is on a central board select list for acquisition Product or Project Manager and is waiting to proceed to his/her position assignment; or 2) if the Fellow has an approved deferral in place as outlined in the CDG/AAF Program Mobility Agreement. Exception for reasons not identified here may be submitted for consideration to the RD, coordinated with the CDG/AAF Program Manager and approved by the DDACM. Failure to apply to the announcement for the COL/GS-15 and/or LTC/GS-14 Project/Product Manager Acquisition Key Billet selection boards will result in removal from the CDG/AAF Program pursuant to the Organizational Return Rights and Command Endorsement Agreement or executed CDG/AAF Program Mobility Agreement. The COL/GS-15 and/or The LTC/GS-14 Project/Product Manager and Acquisition Key Billet selection board announcements are posted annually to the HRC homepage and USAASC Web site. Announcements soliciting applications to the PM Board are published during June-July of each year on the HRC Web site at <http://www.perscomonline.army.mil/OPfam51/ambmain.htm>. Announcements remain open for 60 days.

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

Graduation from the Program

Graduation from the CDG/AAF Program is contingent on successful completion of all requirements identified within this policy and as included in each Fellow's approved IDP. Fellows who receive promotions during the program term will be considered to have met program graduation requirements as long as they have completed required training courses within the original 3-year program period and submitted application(s) to the COL/GS-15 and/or LTC/GS-14 Project/Product Manager Acquisition Key Billet selection board as required above.

Fellows are encouraged to begin seeking permanent placement positions during the third year of the program. RDs will assist members in identifying potential positions within the graduating Fellow's desired geographical, functional and/or command preference areas. If no permanent position is achieved by graduation date, the Organizational Return Rights and Command Endorsement Agreement or Program Mobility Agreement will be invoked.

In the event a 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 Fellow may request withdrawal from the program for compassionate reasons from 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.

Your Annual Responsibilities at a Glance

| Program Year (PY) | Goals | Leadership Training | Developmental Assignments | Other Training | Lessons Learned Conference |
|-------------------|---|--|---|---|---|
| PY1 | <ul style="list-style-type: none"> ✓ Goals specified, including networking for permanent positions ✓ PM Board application | <ul style="list-style-type: none"> ✓ PMT 250 and 352* ✓ Congressional Operations Course ✓ National Training Center ✓ Sustaining Base Leadership and Management (or equivalent) | <ul style="list-style-type: none"> ✓ Commence first assignment between October and January ✓ HQ, DA or OSD assignment | <ul style="list-style-type: none"> ✓ Additional Army or civilian leadership courses subject to availability of funding ✓ Program Management for Executives is not available to Fellows ✓ Other executive leadership courses are available through Acquisition, Education, Training and Experience (AETE) | <ul style="list-style-type: none"> ✓ Scheduled usually between April and July, or 6 months into initial developmental assignment ✓ Purpose is to present questions, issues, concerns and solutions on topics such as IDP, training, developmental assignments, etc. |
| PY2 | <ul style="list-style-type: none"> ✓ Adjust goals and IDP as necessary | <ul style="list-style-type: none"> ✓ Continued DAU training toward certification ✓ Level III capstone course in chosen ACF | <ul style="list-style-type: none"> ✓ HQ, DA or OSD assignment if not yet completed ✓ Commence second assignment* | <ul style="list-style-type: none"> ✓ See PY1 | |
| PY3 | <ul style="list-style-type: none"> ✓ Network for permanent placement or promotion ✓ Update preferences and biographies | <ul style="list-style-type: none"> ✓ Additional leadership training opportunities subject to availability of funds | <ul style="list-style-type: none"> ✓ Commence third assignment* | <ul style="list-style-type: none"> ✓ Complete/update biographical sketch | |

* If not yet selected for promotion or PM position

* PMT 352 is a requirement for those in the PM Track