



SEIZE YOUR

OPPORTUNITIES

Handbook 2004

Competitive
Development
Group
(CDG)

ASC

ACQUISITION SUPPORT CENTER

COMPETITIVE DEVELOPMENT GROUP (CDG) PROGRAM OVERVIEW

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COMPETITIVE DEVELOPMENT GROUP (CDG) PROGRAM OVERVIEW

Background

Established in 1997, the Competitive Development Group (CDG) Program is intended to attract an elite group of acquisition professionals looking to advance their careers in the Program Management and Army Senior Staff arenas. Individuals are sought from a broad cross section of Acquisition Career Fields (ACFs), and offered an opportunity to expand their acquisition experience into one or more additional ACFs, organizations or command elements. Although a promotion is not guaranteed as part of the CDG Program, CDG members do have a competitive advantage when applying for vacant positions. Since the first Year Group (YG)97 through YG03, approximately 78 of the 119 CDG members (66%) have been promoted to GS-14 or equivalent personnel demonstration broadband-level positions. The majority of these were promoted during the first and second year of their program. What is this exceptional program all about? Let's go back to the basics.

What is the CDG Program?

The proponent for this program is the U.S. Army Acquisition Support Center (ASC) located at Fort Belvoir, VA. The CDG is a 3-year professional and developmental training program, offering expanded leadership training and experience opportunities for competitively selected GS-12/13 (or equivalent personnel demonstration broadband level) Army Acquisition Corps (AAC) or Corps Eligible (CE) members. The CDG Program's primary purpose is to develop civilian acquisition leaders for the Army of the future.

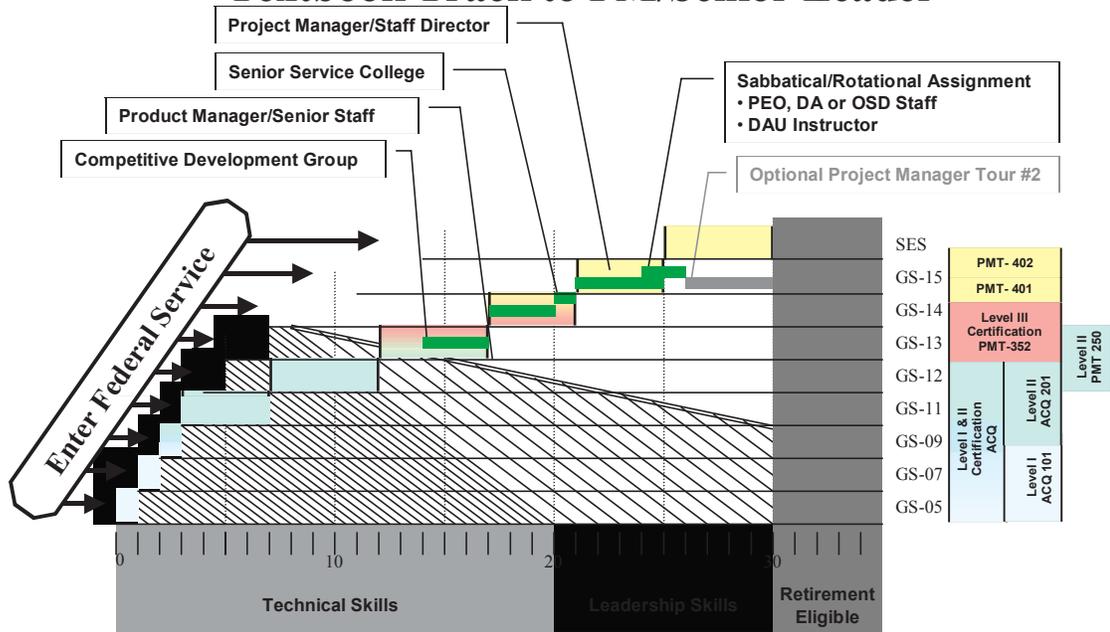
CDG Members

CDG members are "best-qualified" applicants who are selected through a competitive selection board process. They are assigned to centrally funded positions on the ASC Table of Distribution and Allowances for a 3-year period. In addition, CDG members are provided centrally managed education, experience and training opportunities designed to provide career and leadership development assignments in a structured, high-visibility program.

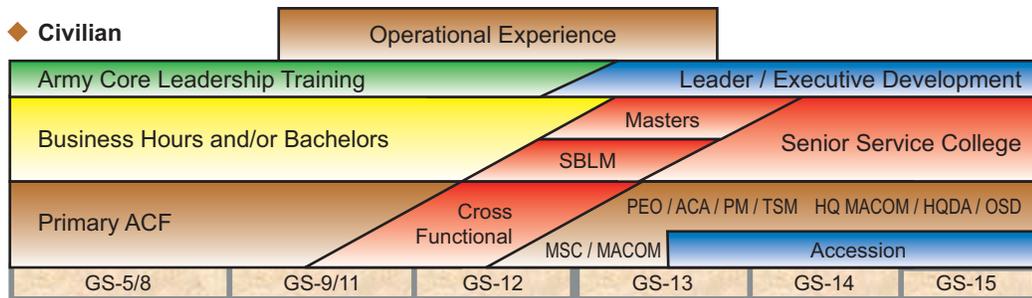
Developmental Assignments and Training

Developmental assignments are selected from the acquisition community worldwide and represent various and multiple developmental opportunities in program management offices, program executive offices, systems acquisition offices as well as senior staff offices working in headquarters and/or Department-level assignments. CDG members also have the opportunity to attend a variety of mid to senior-level leadership courses and conferences, complete the Congressional Briefing Conference on Capital Hill, and participate in Operational Experience Training at the National Training Center (NTC) at Fort Irwin, CA. Specific information on developmental assignments and training is provided later in this handbook. The chart on Page 3 depicts a typical AAC civilian career track.

AAC Civilian Career Model Textbook Track to PM/Senior Leader



- Shaded bars denote typical career paths (colors match acquisition training requirements).
- Individual careers will vary based on personal circumstances and decisions.
- Individuals may plateau and remain in same grade for any period of time at any point in the career.
- Green and gray bars indicate typical career points for various centrally selected assignments.
- There is no prerequisite relationship between the centrally selected assignments illustrated.



The Purpose of this Handbook

This handbook is designed to provide comprehensive guidance to individuals interested in applying to the CDG Program, selected program members and their supervisors. This handbook provides detailed information beginning with the application process through completion of and graduation from the program. The handbook is updated periodically to provide current point of contact (POC) and website information for maximum assistance to CDG applicants and members. Suggestions or recommendations for handbook improvement are welcomed and should be submitted to the ASC CDG Program Manager at ancel.hodges@us.army.mil.

Summary

The AAC and the Deputy Director, Acquisition Career Management (DDACM) are fully committed to the CDG Program growth and success. As such, the CDG Program is constantly evolving to ensure the continued selection of high-quality personnel. Selection to the CDG Program is a privilege afforded to the “best of the best” in the acquisition community. Supervisors and senior raters are encouraged to seek out and assist in the development of their eligible subordinates to compete and take advantage of this exceptional program. A “win-win” experience, the CDG Program benefits the future of those individuals selected, and the AAC and U.S. Army as well.



Who Can Apply and How

To be eligible to apply for the CDG Program, an applicant must be a current Department of the Army (DA) employee serving on a career or career conditional appointment, and an AAC or CE member who has attained Level III certification in his or her primary ACF. See <http://www.dau.mil/catalog>, Appendices B and F for certification and Acquisition Corps education standards. Contact your representative Acquisition Career Manager (ACM) for information on the certification process.

Announcements soliciting applications to the program are published annually during March, and remain open for 90 days on the U.S. Army Human Resources Command (HRC) Web site at <http://www.perscomonline.army.mil/opfam51/ambmain.htm>.

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

Interested individuals are cautioned to read the instructions carefully and follow them exactly as indicated. Although an application for the CDG Program 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 early in the application process for assistance in completing the application package to avoid rejection of incomplete packages. A list of POCs can be found in Appendix A.

The following materials make up a completed package:

- Signed Acquisition Career Record Brief (ACRB)
- Senior Rater Potential Evaluation (SRPE)
- Three most recent performance appraisals and associated support forms
- Resume
- Signed mobility statement
- Data Self-Certification Form
- Most recent Standard Form 50
- Career Track Preference Sheet

Non-AAC/CE members can obtain ACRB update support by contacting their representative ACM. Current AAC members obtain ACRB support by contacting their representative HRC ACM.

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 Program application package.

The mobility statement is required for accession into the AAC, which occurs at the completion of the 3-year period. To date, all geographical moves have been voluntary.

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.

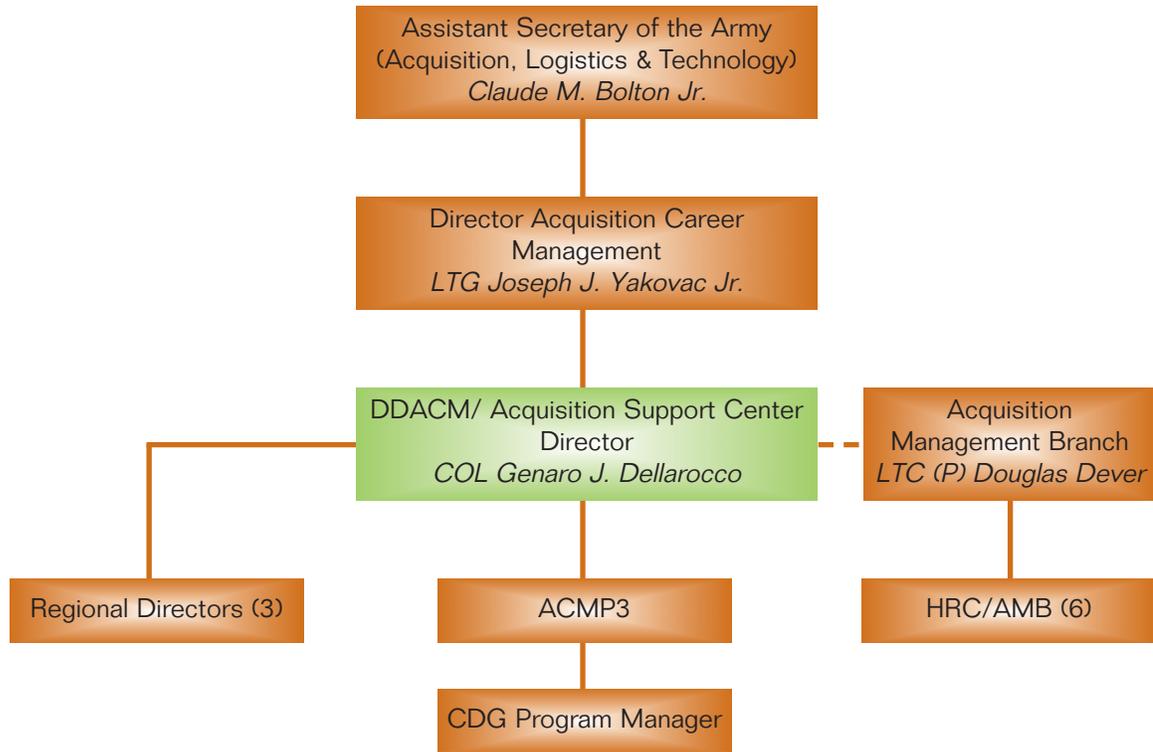
Your Annual Responsibilities at a Glance

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.

MANAGEMENT AND RESOURCE SUPPORT

CDG Program Organization



<ul style="list-style-type: none"> Primary DACM Representative in Regions Senior Leadership Interface Acquisition Career Experience Program Certification Processing Corps Eligible (CE) Program Competitive Development Group (CDG) Program AAC Career Management Policies Continuous Learning Points (CLP) Program Policy and Procedures Development Centrally managed board selections 	<ul style="list-style-type: none"> Acquisition Career Record Brief (ACRB) Management Individual Development Plan (IDP) Assistance Regional AETE Training Acquisition Tuition Assistance Program (ATAP) Five-Year Rotational Review of CAP Incumbents Professional Development Seminars/Site Visits Customer Assistance for CAPPMIS Issues Board Scrub and Preparation AAC and CAP Issues Centrally managed senior acquisition positions
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Army Acquisition Executive (AAE)

The AAE serves as the Senior Procurement Executive and Science Advisor to the Secretary of the Army, and also as the senior research and development official for the Department of the Army. Among his responsibilities as Assistant Secretary of the Army for Acquisition, Logistics and Technology (ASAALT), a few include: appointing, managing and evaluating Program Executive Officers and Program Managers; managing the AAC; and overseeing research, development, test, evaluation and acquisition programs.

Director, Acquisition Career Management (DACM)

The DACM is responsible, by law, for implementation of Army Acquisition Workforce education, training and career development. The DACM's implementation strategy includes high-quality education, training and other career broadening programs to enhance the workforce member's technical competencies and leadership skills.

Deputy Director, Acquisition Career Management (DDACM)

The DDACM serves as the Deputy to the DACM and the ASC Director. As the proponent for the CDG Program, the DDACM has directed the ASC staff to develop the program and provide program management oversight. The DDACM presides as the convening authority for the CDG Selection Board and, as such, has final approval authority over board results and the release of these results. The DDACM provides the funds for the cost of salaries, general pay increase(s), Contribution Rating Increase and Contribution Awards (pursuant to the CCAS rating cycle) pay and allowances, travel, training, Permanent Change of Station and travel associated with training (non-work-related functions) in support of the CDG Program.

Acquisition Support Center (ASC)

ASC provides general CDG Program management oversight through its assigned CDG Program Manager, and maintains CDG policies and procedures. ASC personnel coordinate CDG policy and procedural issues with the Office of the Assistant Secretary of the Army (Manpower and Reserve Affairs), the HRC AMB, resource management personnel and other organizations as appropriate, and serve as subject matter experts for the respective ACFs. On behalf of the DDACM, the CDG Program Manager prepares the Memorandum of Instruction for the CDG Selection Board and provides the Memorandum of Instruction to HRC for the conduct of the CDG Selection Board. Following the selections, ASC hosts an orientation for the new CDG members. The ASC, in coordination with the Regional Directors, works with CDG members to develop an initial IDP. Upon approval of the IDP, ASC coordinates the placement of CDG members into IDP-approved developmental assignments, taking into consideration the needs and requirements of both the Army and the CDG member, and provides oversight for CDG member achievement of IDP goals and objectives. When appropriate and possible, ASC provides members with priority placement into required education and training courses.

ASC Resource Management (RM) Division

The RM Division executes funds for actions associated with the selection and management of CDG members, including selection boards, orientation programs, reassignments, payroll, training and travel in support of the CDG Program. All funds are authorized by the ASC Director.

ASC Human Resource Management (HRM) Division

The HRC Division coordinates personnel actions affecting CDG members with the servicing CPAC and provides guidance on position classification, evaluation, awards and other personnel issues. If a CDG member is reassigned to a different geographic location, PCS and Defense National Relocation Program (DNRP) entitlements will be authorized and paid for using DDACM funds in accordance with Volume 2 of the *Joint Travel Regulation* for PCS and the *DNRP Employee Handbook* guidelines. When the CDG member accepts an assignment requiring relocation, the CDG member is responsible for contacting the RM Division for a copy of the *DNRP Employee Handbook* and identification of a point of contact at DNRP. The RM Division is responsible for preparing the PCS Orders. The CDG member is responsible for completing DNRP requirements.

Regional Directors

The CDG member's Regional Director for Acquisition Career Management (ACM) assists the CDG member and the assigned supervisor in ensuring that the IDP is fully implemented and that required employee counseling sessions are completed. The Regional Director serves as the command approval authority for long-term training. The Regional Director, as the Acq Demo sub-pay pool manager, represents regionally assigned CDG members in Acq Demo pay pool panel discussions. The Regional Director ensures that the supervisor and CDG member comply with the CCAS rating cycle, including initial and midpoint counseling sessions. The Regional Director also meets quarterly with the CDG members assigned to their respective region. CDG members are responsible for scheduling this meeting with the appropriate Regional Director. This meeting may be conducted via telephone, face-to-face or through the use of video teleconferencing facilities. Acquisition Career Management Advisors (ACMAs) will be invited to these meetings. Also, Regional Directors assist ASC in creating IDPs and placing CDG members into appropriate developmental assignments. In conjunction with ASC, Regional Directors will identify positions and recommend and assist members with placement during and after the completion of the 3-year program.

ACMs

ACMs are divided into two groups. ACMs reporting directly to the Regional Directors are responsible for career management for the acquisition community, GS-12s and below and broadband equivalent. ACMs reporting to the HRC PERSCOM are responsible for those acquisition professionals who are AAC certified, or who are CE, GS-13s and above and broadband equivalent. CDG members are the responsibility of the HRC PERSCOM ACMs.

HRC ACMs centrally manage CDG members for the duration of their program and throughout their Army acquisition careers. They are initially responsible for the integration of applicants' ACRBs and other application material into the applicants' files for board review. Upon members' selection, ACMs assist ASC in the creation of IDPs and in the placement of selected CDG members into appropriate

developmental assignments. ACMs are responsible for validating each member's experience, education and training, as well as entering the information into the Career Acquisition Personnel & Position Management Information System (CAPPMS). IDPs and any other CDG Program working papers are retained in the individual CDG member's career management file maintained by the ACMs. In conjunction with ASC, ACMs identify positions and recommend members for and provide assistance with placement after the completion of their developmental assignment(s). Although it is the responsibility of the CDG member to track announcements for potential promotion opportunities and PM Boards, ACMs will notify CDG members of potential opportunities and/or Selection Board schedules. ACMs assist, at the member's request, in the assembly of the CDG's application package for presentation to the Selection Board.

Acquisition Career Management Advocates (ACMAs)

Although not in the CDG members' direct chain of command, ACMAs are available to provide guidance to members within their respective commands and/or geographic areas regarding the CDG Program, and help in identifying potential CDG developmental assignments. ACMAs provide feedback to ASC on the CDG Program and are encouraged to participate in the quarterly CDG meetings convened by the Regional Directors. For a listing of ACMAs, visit ASC Web site's ACMA Contact page at: <http://asc.army.mil/contact/acmas.cfm>.

Assignment Organizations

The assignment organization is responsible for the day-to-day supervision and management of the CDG member. The assignment organization, through the immediate supervisor, is responsible for ensuring that the CDG member is in a meaningful developmental assignment, provided with an adequate workplace and released for training and education in accordance with the approved IDP. Where the local implementation of this policy impacts the bargaining unit employees' conditions of employment, activities are reminded to comply with statutory and contractual labor relations' obligations.

Supervisors

Once placed in a position, the CDG member and the immediate supervisor jointly discuss the approved IDP. During the first week in the position, the supervisor and CDG member jointly establish the CDG member's CCAS objectives. The immediate supervisor evaluates the CDG member's performance in accordance with the governing performance management program. Customary administrative actions, such as the maintenance of time and attendance cards and initial and mid-point counseling for CCAS, is the responsibility of the CDG member's supervisor. Disciplinary actions are handled by following routine personnel processes and procedures. The supervisor immediately notifies ASC if such actions are under consideration. The supervisor reports actual or anticipated performance problems to the Regional Director as soon as such problems are detected. The Regional Director then informs the CDG Program Manager of anticipated performance deficiencies so they may be rectified through training, counseling, suspension or removal from the CDG Program. During the last week in the position, the CDG member completes the self-assessment (CCAS FORM III) and discusses it with the supervisor following which the supervisor's assessment of the CDG member is forwarded to member's respective Regional Director. Supervisors submit an exit survey (Appendix E) within three days following the departure of the CDG member from the developmental assignment.

Detailed below are the various methods used to provide the CDG community with information on policy, career development opportunities and acquisition career management initiatives.

ASC Home Page

The ASC home page can be accessed at <http://asc.army.mil>. It is designed to keep AL&T Workforce members informed of upcoming events and initiatives, as well as provide updates on career development, training and education opportunities. The home page is also a link for AAC policy memorandums, *Army AL&T Magazine* articles, lists of both military and civilian acquisition positions, acquisition contacts and regional information.

Army AL&T Magazine

Army AL&T Magazine is published bimonthly by ASC. The publication provides AL&T Workforce members with information on the latest processes, procedures, techniques and management philosophy, and disseminates other information pertinent to the professional development of acquisition community members. The magazine is distributed to all AAC and CE members and their organizations.

ASAALT Bulletin

The ASAALT Bulletin is a monthly publication created by the Deputy Assistant Secretary of the Army for Policy and Procurement. The purpose of this electronic bulletin is to provide information on various acquisition topics.

Points of Contact

Your HRC ACM and all other points of contact important to your career development (e.g., ACMAs and ACMs) are available on the ASC Web site <http://asc.army.mil>, in the Contacts section.

Points of Contact

DDACM POCs

DDACM	DDACM Secretary	Executive Officer
COL Genaro J. Dellarocco Ph: (703) 805-1013 (DSN 665)	Ms. Lana Haskins Ph: (703) 805-1018 (DSN 665)	MAJ Jonathan Long Ph: (703) 805-5495 (DSN 665)

Regional Directors

National Capital/Central West	Northeast/Central East	Southern/Western
Eileen Reichler (Acting) NCR Customer Support Office ATTN: SFAE-AC-NCR 9900 Belvoir Road Fort Belvoir, VA 22060-5567 Ph: (703) 704-0125 DSN: 654-0125 Fax: (703) 704-0134 E-mail: eileen.reichler@us.army.mil	Kelly Terry NE Region Customer Support Office ATTN: SFAE-AC-CEC Building 1208 E, Room G-35, Rittko Ave. Fort Monmouth, NJ 07703-5008 Ph: (732) 532-1406 DSN: 992-1406 Fax: (732) 532-2825 E-mail: kelly.terry@mail1.monmouth.army.mil	Maxine Maples Southern Region Customer Support Office ATTN: SFAE-AC-RED-S, Room 1E1200 SMDC Building, 106 Wynn Drive Huntsville, AL 35806 Ph: (256) 955-2764 DSN: 645-2764 Fax: (256) 955-2758 E-mail: maxine.maples@amd.army.mil

ACMs

Go to <http://asc.army.mil>. Click on Contacts, then ACM.

ASC POCs

W-2/Federal and State Taxes	Stacy Cribb Ph: (703) 805-1078/DSN 665-1078 Fax: (703) 805-2209 stacy.cribb@us.army.mil
Direct Deposit	Stacy Cribb Ph: (703) 805-1078/DSN 665-1078 Fax: (703) 805-2209 stacy.cribb@us.army.mil

Timekeeper	Stacy Cribb Ph: (703) 805-1078/DSN 665-1078 Fax: (703) 805-2209 stacy.cribb@us.army.mil
LES	Stacy Cribb Ph: (703) 805-1078/DSN 665-1078 Fax: (703) 805-2209 stacy.cribb@us.army.mil
SF50s	Barbara Wright Ph: (502) 624-5782 Fax: (502) 624-6445 barbara.wright@us.army.mil
Security (Primary)	Stacy Cribb Ph: (703) 805-1078/DSN 665-1078 Fax: (703) 805-2209 stacy.cribb@us.army.mil
Security (Secondary)	Barbara Wright Ph: (502) 624-5782 Fax: (502) 624-6445 barbara.wright@us.army.mil
Credit Cards	Stacy Cribb Ph: (703) 805-1078/DSN 665-1078 Fax: (703) 805-2209 stacy.cribb@us.army.mil Barbara Wright Ph: (502) 624-5782 Fax: (502) 624-6445 barbara.wright@us.army.mil
Travel (General)	Dana Horner Ph: (703) 805-1044/DSN 655-1044 Fax: (703) 805-5246 dana.horner@us.army.mil
TDY/Developmental Assignments	Anita Triplett Ph: (703) 805-1031/DSN 655-1031 Fax: (703) 805-5246 anita.triplett@us.army.mil
PCS	Anita Triplett Ph: (703) 805-1031/DSN 655-1031 Fax: (703) 805-5246 anita.triplett@us.army.mil
Long-Term Lodging (NCR)	Oakwood Apartments Ph: (877) 902-0832 www.oakwood.com

Biographical Sketch

Name: _____

Informally known as or nickname: _____

Grade/Title (i.e. civ): _____

Date entry into Federal Service: _____

DOB/POB: _____

Marital Status: _____

Spouse's Name/Number of Children: _____

Civilian Schooling (Degree, School, Course of Study, Year): _____

Military Schooling: _____

Acquisition Career Field Certifications: _____

Civilian Experience: _____

Awards, Decorations and Citations: _____

Monthly Feedback Form

Current Contact Information

Ms. Sally Hardy – CDG '03
7591 Sort E'm Out Drive
Cold Steel, VA 20147
Home Phone: (703) 451-5678

Current Assignment

OASA (ALT) – Cost and Economics
Acquisition Costing Directorate
Weapons System Cost and Economic Analysis Division
ATTN: SAFM-CEA-W, Suite 9001
1421 Jefferson Davis Hwy
Arlington, VA 22202
Work Phone: (703) 609-4321; (DSN) 410-4321
Fax: (703) 609-9876
Can.Do@us.army.mil

Current Assigned Duties

- Attend various IPTs and Working Group meetings as an observer.
- Obtain necessary information to develop an electronic labor rate database for use by Division's cost analysts.
- Develop a procedure for obtaining current budget data.
- Research and provide a Standard Operating Procedure for validating Business Case Analyses.
- Assist other action officers in assignments such as cost estimates, database construction, etc.

Completed Activities for Last 30 Days

- Attended and participated in Cost Review Board Working Group for Excalibur.
- Developed detailed POC list for Weapon System/Munitions Team, fulfilling one of the Division's Balanced Scorecard requirements.
- Assisted PM Excalibur Project Office personnel with development of their required Contractor Cost Data Report Plan.
- Participated in meeting with Defense Cost and Research Center (DCARC) personnel, developing guidelines for the Excalibur CCDR.
- Completed Division training requirements in DoD 5000 revisions and new JCIDS process.
- Represented Munitions Team at the Lethality Ammunition Capabilities Review (ACR).

Planned Activities for Next 30 Days

- Continue to refine and finalize Excalibur CCDR, in conjunction with PM Office personnel.
- Begin on-line training on Cost Estimating available through DASA-CE website.
- Initiate work on databases to for use by Division's cost analysts.
- Develop an SOP for analysts to follow to obtain current budget information and provide a block of instruction on any automated systems involved in the process.

Training

Attended two professional development briefings within DASA-CE: one on the Automated Cost Database available within the Automated Cost Estimating Integrated Tools (ACEIT) estimating software; the other was a review of briefings to be delivered at the DoDCAS conference.

Nominated to attend CAIG Analyst training 22-25 Mar 05.

Trying to schedule ACEIT training; this software is the backbone of all the cost estimates performed for ACAT I and II programs.

Complete on-line application package for the SBLM course beginning in Jan 05 (required training for CDGs).

Competitive Development Group Opportunities Evaluation Form

So we may continue to offer quality education, training and experience opportunities, please provide your evaluation of the developmental assignment that you have just completed. Please be candid.

Please Provide The Following Information:

Name: _____

CDG Year Group: _____ Organization: _____

Daytime Phone: DSN _____ Commercial _____

E-mail: _____

Start Date: _____ End Date: _____

1. Why did you choose this particular assignment? (Please circle one.)
 - a. Location of assignment
 - b. Associated with job performance
 - c. Opportunity for training/professional development
 - d. Career Enhancement
 - e. Other _____

2. What is your overall rating of the assignment?

Relevant _____

Timely _____

Informative _____

3. How well did this assignment meet your learning expectations? (Please circle one.)
 - a. Very
 - b. Somewhat
 - c. Not at All

4. What aspect of this assignment was most useful to you? (Please comment below)

5. What aspect of this program/course/seminar was least useful to you?

6. To what extent will your experience in this developmental assignment improve your effectiveness? (Please circle one.)

- a. Very
- b. Somewhat
- c. Not at All

7. How strongly would you recommend this assignment to others? (Please circle one.)

- a. Absolutely not
- b. Maybe
- c. Definitely

8. Please rate the assignment on the overall effectiveness in the following categories by checking the appropriate column (if applicable).

	Poor	Average	Excellent
a. Funding Issues	_____	_____	_____
b. PCS	_____	_____	_____
c. Rotational Assignment	_____	_____	_____
d. Training Arrangements	_____	_____	_____
e. Career Management Assistance	_____	_____	_____

9. Should this developmental assignment be offered in the future? (Please circle one.)

- Yes No

Please provide any additional comments below:

This evaluation form should be returned to the CDG Program Manager within 30 days of your new assignment, along with your CDG locator card.

**Competitive Development Group Opportunities
Supervisor's Exit Survey**

So we may continue to offer quality education, training and experience opportunities, please complete this evaluation of the developmental assignment. Please be candid.

Please Provide The Following Information:

Supervisor's Name: _____

CDG Member Name: _____

Organization: _____

Daytime Phone: DSN _____ Commercial _____

E-mail: _____

Start Date: _____ End Date: _____

1. What tasks did you expect the CDG member to accomplish in your organization?

2. Did the CDG member accomplish the above tasks?

3. Do you think this assignment enhanced the CDG member's professional development?
a) If YES, why?

b) If NO, why?

4. Do you have additional developmental assignments in your organization that will strengthen the professional development of the CDG member?

5. How well did the CDG member meet the needs of the organization? (Please circle one.)
Very Well Somewhat Not at All

6. Would you recommend this CDG member to other organizations?

a) If YES, why?

b) If NO, why?

7. Would you offer this developmental assignment and/or others again in the future?

a) If YES, why?

b) If NO, why?

Please provide any additional comments below:

This exit survey should be returned to the respective Regional Director within 30 days of the departure of the CDG member from the developmental assignment.

Definitions

Army Acquisition Corps (AAC). The U.S. AAC is a specialized, trained and educated group of military and civilian Army professionals responsible for acquiring military systems for Soldiers in the field.

Acquisition Career Management Advocates (ACMAs). ACMAs are senior-level civilian AAC members located within organizations having a high concentration of Acquisition Logistics & Technology Workforce (AL&T Workforce) members. They are chartered by the Deputy Director of Acquisition Career Management (DDACM), and are responsible for command-specific issues and serve to enhance the communication of related topics to the Army's acquisition community.

Acquisition Career Managers (ACMs). ACMs are individuals located throughout the regions who provide career guidance to AL&T Workforce members.

Corps Eligible (CE) Program. The CE Program was initially developed by the Army to facilitate the placement of AL&T Workforce members into Critical Acquisition Positions (CAP) in the Army by predetermining and documenting their achievement of AAC qualifications. The CE Program is now open to GS-12/13 (or demonstration broadband converted equivalent) or GS-13 AAC members.

Critical Acquisition Position (CAP). CAPs are senior-level acquisition positions at the grade of GS-14/equivalent DOD Acquisition Workforce Personnel Demonstration Project (Acq Demo) payband and LTC and above equivalent. A CAP may only be filled by an AAC member.

Functional Chief Representative (FCR). FCRs are civilians selected by the Career Program Functional Chiefs and hold top-level positions in the occupational fields associated with acquisition career programs.

Individual Development Plan (IDP). The Individual Development Plan (IDP) is a 5-year plan that outlines an employee's education, training and experience goals. The AL&T Workforce employee prepares the IDP and electronically submits it to his/her supervisor for approval and implementation.

Proponency Specialists. Proponency Specialists are civilian AAC members assigned to the ASC and who represent the 12 ACFs. Proponency Specialists provide career management assistance to AL&T Workforce members within their career field of expertise. They develop workforce policy that is consistent with and responsive to the *Defense Acquisition Workforce Improvement Act* and the needs of the entire AL&T Workforce.

Regional Directors. Regional Directors are senior-level civilians within designated areas who are responsible for assisting the DDACM and the ASC in establishing and implementing acquisition policy in support of Army goals and objectives for a highly qualified AL&T Workforce. They are responsible for overall regional requirements and serve as the primary source of acquisition career management guidance for regional AL&T Workforce members.