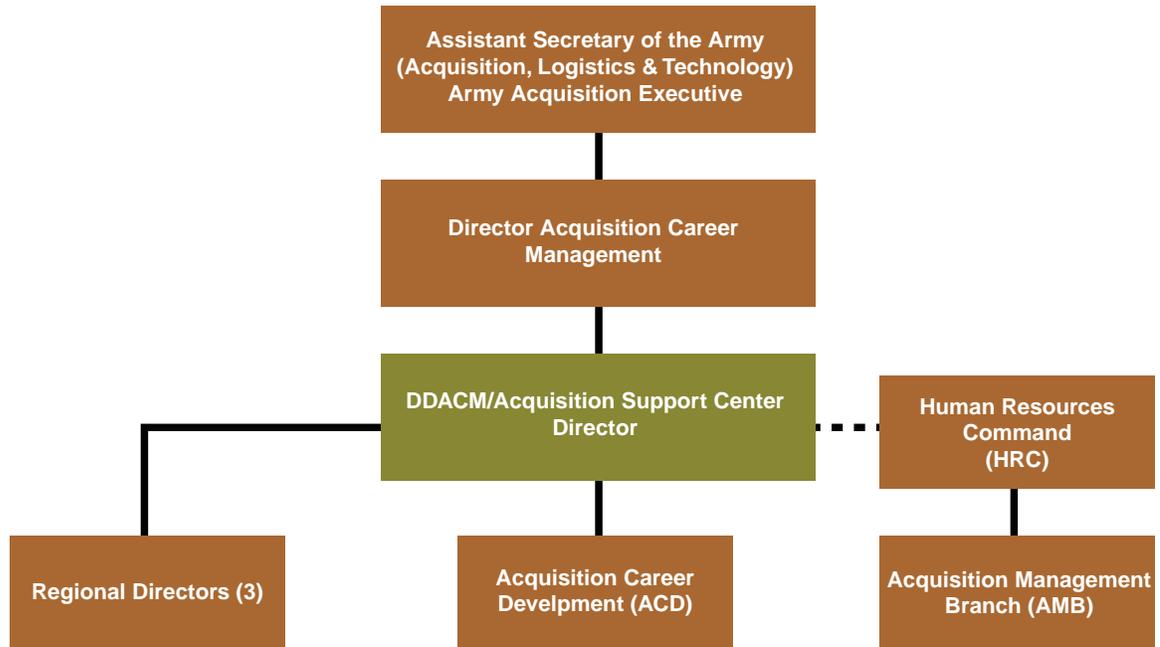


Organization Chart



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| <ul style="list-style-type: none"> Primary DACM Representative in Regions Senior Leadership Interface Acquisition Career Experience Program Certification Processing CDG/AAF Program AAC Career Management Policies Continuous Learning Points (CLP) Program Policy and Procedures Development Centrally manage board selections | <ul style="list-style-type: none"> ACRB Management IDP Assistance Regional AETE Training Acquisition Tuition Assistance Program 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 manage senior acquisition positions |
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Army Acquisition Executive (AAE)

The ASA(ALT) serves as the AAE and as such is the Senior Procurement Executive and Science Advisor to the Secretary of the Army. The AAE is also the senior research and development official for the Department of the Army. Other ASA(ALT) responsibilities include appointing, managing and evaluating PEOs and PMs; managing the Army Acquisition Corps (AAC); and overseeing research, development, test, evaluation and acquisition programs.

Director, Acquisition Career Management (DACM)

The heads of the Military Departments, acting through their Component Acquisition Executives, designate a single POC, typically called the DACM, with authority to manage the integrated execution and oversight of the Acquisition, Logistics and Technology (AL&T) 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 as the Director of the Acquisition Support Center (USAASC). As the proponent of the CDG/AAF Program, the DDACM has directed the USAASC Staff to develop the Program and provide program management oversight. The DDACM provides overall CDG/AAF program oversight. The DDACM is the convening authority for the CDG/AAF Program Selection Board, and, as such, has final approval authority over the board results and their release.

The DDACM approves USAASC funds for the cost of salaries, performance-based salary increases, performance-based bonuses, pay and allowances, travel, training, Permanent Change of Station (PCS), personnel actions and other program costs of incurred by Fellows. The DDACM also provides travel funds for board members to participate on the CDG/AAF Program Selection Board.

Based on the Selection Board findings and available Program support resources, an applicant alternate list will be created. The DDACM approves selection of and Program offer to an alternate candidate.

At the recommendation of the RD, and in coordination with the CDG/AAF Program Manager, the DDACM accepts or declines each Fellow's requests for training course waivers or equivalencies and exceptions to the LTC/GS-14 and/or COL/GS-15 Project/Product Manager and Acquisition Key Billet selection board application requirement.

The DDACM has final approval on recommendations from the RDs in coordination with the CDG/AAF Manager to remove Fellows from the Program and invoke the Organizational Return Rights and Command Endorsement Agreement.

USAASC

The USAASC provides general CDG/AAF Program oversight through ACMs, RDs and the CDG/AAF Manager, who are all responsible for maintaining and enforcing the CDG/AAF Program policies and procedures. ACMs report to RDs and have the responsibility for individual day-to-day management of each Fellow, as it pertains to acquisition career management issues. RDs are special assistants under the authority of the DDACM and have responsibility for providing support to the CDG/AAF Program, as it

pertains to initial slating, position changes and program post placement. RDs coordinate with the CDG/AAF Manager on all decisions and recommendations affecting Fellows. The CDG/AAF Manager is responsible for program interface with the DDACM, providing recommendations on CDG/AAF Program policy management and member actions requiring DDACM decision and feedback.

A team of USAASC Proponency Specialists in the Acquisition Career Development Division provides guidance for all policy issues and serves as subject matter experts in their respective ACFs and coordinates CDG/AAF Program policy and procedural issues with the Office of the Assistant G-1 for Civilian Personnel Policy (CPP), the RDs, HRC, Chief of Acquisition Policy and other organizations, as appropriate.

The USAASC Administrative Office will provide overall administrative support to Fellows such as processing time cards, locator cards, security processing, government travel cards and Request Authorization of Training and Reimbursement forms, DD 1556.

USAASC Resource Management (RM) Division

The RM Division of USAASC executes funds for actions associated with the selection and management of Fellows, including selection boards, orientation programs, reassignments, payroll, training and travel in support of the CDG/AAF Program. All funds are authorized by the Director, USAASC. When a Fellow accepts an assignment requiring relocation, he or she is responsible for contacting the RM Division for a copy of the DNRP Handbook and identification of a POC at DNRP. The RM Division is responsible for preparing the PCS orders. Each Fellow is responsible for completing DNRP requirements.

RM is responsible for ensuring lines of accounting for long-term TDY (179 days) and that training is properly established and executed. RM will assist the CDG/AAF candidates with the fund cite coordination required between the supported agencies RM office and the USAASC RM division.

(If a Fellow is reassigned to a different geographic location, Permanent Change of Stations (PCS) and Defense National Relocation Program (DNRP) entitlements will be authorized and paid for using Office of the DDACM funds in accordance with Volume 2 of the Joint Travel Regulation for PCS and the DNRP Employee Handbook guidelines.)

USAASC Human Resource Management (HRM) Division

The HRM Division coordinates personnel actions affecting Fellows with the servicing CPAC and provides guidance on position classification, evaluation, awards and other personnel issues.

Regional Directors (RD)

The RD for ACM assists each Fellow and the assigned supervisor in ensuring that the IDP is fully implemented and that required employee counseling sessions are completed. RDs serve as the command approval authority for long-term training. The RD, as the DOD Civilian Acquisition Workforce Personnel Demonstration Project Sub Pay Pool Manager, represents regionally assigned Fellows in DOD Civilian Acquisition Workforce Personnel Demonstration Project Pay Pool Panel discussions. The RD ensures that the supervisor and the Fellow comply with the NSPS evaluation cycle. The RD also meets quarterly with Fellows assigned to the region. Fellows are responsible for scheduling this meeting with the appropriate RD. This meeting may be conducted via telephone, in person, or through the use of video teleconferencing facilities. Acquisition Career Management Advisors (ACMA) will be invited to these meetings. RDs also assist USAASC in creating IDPs and placing Fellows into appropriate developmental assignments. In conjunction with USAASC, RDs will assist with the identification of positions and recommend and assist Fellows with placement during and after the completion of the 3-year program.

ACMs

ACMs are responsible for career management for the acquisition community and centrally manage Fellows 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 the Fellow's selection, ACMs assist USAASC in the creation of IDPs and in the placement of selected Fellows into appropriate developmental assignments. ACMs are responsible for validating each Fellow's experience, education and training, as well as entering the information into the Career Acquisition Personnel & Position Management Information System. IDPs and any other CDG/AAF Program working papers are retained in the individual Fellow's career management file maintained by the ACMs. In conjunction with the USAASC, ACMs identify positions and recommend Fellows for and provide assistance with placement after the completion of their developmental assignment(s). Although it is the responsibility of each Fellow to track announcements for potential promotion opportunities and Acquisition Military Command and Civilian Leadership Selection Boards, ACMs will notify Fellows of potential opportunities and/or Selection Board schedules. ACMs assist, at the Fellow's request, in the assembly of the application package for presentation to the Selection Board. Contact information for the ACMs can be found at <http://asc.army.mil/contact/acms.cfm>.

Gaining Organizations

The assignment organization is responsible for the day-to-day supervision and management of Fellows. The assignment organization, through the immediate supervisor, is responsible for ensuring that each Fellow 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 Fellow and his or her immediate Supervisor will discuss the approved IDP. During the first week in the position, the supervisor and Fellow should jointly establish the Fellow's NSPS assignment-specific objectives. The immediate supervisor evaluates the Fellow's performance in accordance with the governing performance management program. Customary administrative actions, such as the maintenance of time and attendance cards and NSPS initial, interim and final evaluation sessions, are the responsibility of the Fellow's supervisor. Disciplinary actions are handled by following routine personnel processes and procedures. The supervisor immediately notifies USAASC if such actions are under consideration. The supervisor reports actual or anticipated performance problems to the RD as soon as such problems are detected. The RD then informs the CDG/AAF manager of anticipated performance deficiencies so they may be rectified through training, counseling, suspension or removal from the CDG/AAF Program.

There are two times when a Fellow will receive an NSPS assessment, upon the completion of an assignment and at the end of the rating period. If the CDG/AAF Fellow had performed under an approved performance plan for 90 days and upon completion of an assignment and prior to rotation to a new assignment the losing supervisor will complete an NSPS evaluation. This rating consists of the Fellow's self-assessment followed by the supervisor narrative assessment of the Fellow's performance or contributions under NSPS along with a recommended rating of record, recommended share(s), and a recommended performance payout distribution. The supervisor's recommended rating, share(s) and payout will not be discussed with the Fellow. The end of year assessment rating consists of the Fellow's self-assessment followed by the supervisor's assessment of the Fellow's performance or contributions