

**DEPARTMENT OF THE ARMY
COMPETITIVE DEVELOPMENT GROUP/ARMY ACQUISITION FELLOWSHIP
(CDG/AAF) PROGRAM
POLICY**

1. **REFERENCES:** See Appendix 1.

2. **PURPOSE:** This policy supersedes policy published September 14, 2011. This policy governs the implementation and administration of the Army Acquisition Corps (AAC) Competitive Development Group/Army Acquisition Fellowship (CDG/AAF) Program, establishing roles and responsibilities of interested parties, and general requirements for selection into and participation in the Program.

3. **APPLICABILITY AND SCOPE:** This policy applies to individuals applying to and selected for the CDG/AAF Program beginning with Year Group (YG) 2013.

4. **DEFINITIONS:** Terms used in this policy are defined in Appendix 2.

5. **POLICY:**

a. The CDG/AAF Program is a 3-year leadership developmental program that offers board-selected applicants expanded training, leadership, experiential, and other career development opportunities. It is designed to develop future Army acquisition leaders.

b. A CDG/AAF Program applicant must be a current member of the Department of the Army Acquisition, Logistics, and Technology Workforce in a Career or Career Conditional status position; occupy a GS-12/13 or demonstration project equivalent converted broadband/pay band level position; and be certified in their position of record and also be certified at Level III in any career field ***at the time of program application.***

c. All CDG/AAF Program applicants are required to obtain Organizational Return Rights and a 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.

d. CDG/AAF Fellows are selected from eligible applicants in a two-phase process. The initial phase consists of an evaluation of the written application package. The second phase constitutes a Selection Board interview process. Potential CDG/AAF Fellows are notified of their selection by the servicing Civilian

Personnel Advisory Center (CPAC) in the form of a firm offer that must be accepted or declined.

e. The Selection Board shall identify an alternate list. This alternate list will be valid for a period of 1 year. Alternate CDG/AAF Program applicants may be notified at anytime during that year of an opportunity to participate in a condensed version of the Program, in the place of a CDG/AAF Fellow who has been promoted or otherwise left the Program. If/when an applicant on the alternate list accepts an offer to be placed in the condensed Program, he or she will be required to meet **all** Program training requirements and participate in **no less than** two developmental assignments.

f. CDG/AAF Program selectees are assigned to a centrally-funded training position on the U.S. Army Acquisition Support Center (USAASC) Table of Distribution and Allowances (TDA) authorization during participation in the Program. The USAASC participates in the DoD Civilian Acquisition Workforce Personnel Demonstration Project (AcqDemo), and CDG/AAF Fellows are therefore subject to the DoD AcqDemo and corresponding Army policies and issuances for personnel management while on USAASC's TDA. Each Fellow will be classified as an NH-0301-03 broadband level employee. The NH-03 broadband encompasses GS-12 and GS-13 equivalent positions. The position requirements document (e.g., description of duties) contains generic training, program information, tasks, and responsibilities.

g. The Priority Placement Program (PPP) exception in the Department of Defense PPP Handbook, Chapter 4, Paragraph C.2.d. (July 2011) applies to the movement and placement of AAC CDG/AAF Program participants, as listed below. The Request for Personnel Action (RPA) will document the reference citation above when processing CDG/AAF Program selectee/member personnel actions for:

(1) Movement of the selectee onto USAASC's TDA, as NH-III, is to be effective on the date of program startup. Salary for current DoD Civilian AcqDemo employees will continue at current rate. CDG/AAF Fellows entering AcqDemo will have their salary set according to the DoD Civilian AcqDemo Army Operating procedures in effect at the time of selection.

(2) Temporary assignment within Army for formal development and training purposes as provided by 5 CFR 410, if applicable.

h. Each CDG/AAF 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, CDG/AAF Fellows will select at least one developmental assignment as an Assistant Project/Product Manager (APM) and one developmental assignment in a PM Staff Action Officer (AO) position. All CDG/AAF Fellows are required to complete one assignment in the Washington D.C. area

within the Office of the Assistant Secretary of the Army (Acquisition Logistics and Technology) (ASA(ALT)) or HQ, Army Materiel Command (AMC), Huntsville, AL for a minimum period of 179 days, temporary duty (TDY) status as required. Any deviation must be approved by the CDG/AAF Program Manager.

i. There are two distinct “tracks” or programs for CDG/AAF placement:

(1) PM Leader Track: This track offers Fellows an opportunity for developmental assignments as an APM in a Program Management Office (PMO); as a member on the ASAALT/AMC Staff, and then possibly as a Deputy PM in a PMO.

(2) Acquisition Leader Track: This track offers Fellows an opportunity for developmental assignments such as Assistant Program Manager, or Executive Officer (XO) Position; an assignment to the ASA(ALT) Staff or HQ AMC; and a developmental assignment to an Acquisition position at a higher level organization. This track is for Fellows who do not want to be a PM.

j. Minimum training requirements for the successful completion of the CDG/AAF Program include: 1) Intermediate Qualification Course (IQC); 2) Congressional Operations course; 3) at least two leadership courses (approved by USAASC); and 4) DAU courses required to achieve Level III certification in Program Management. Other training and education opportunities may be provided throughout the course of the Program. Request for waiver or equivalency of any of these courses may be submitted to the Manager of the CDG/AAF Program, and will be considered on a case-by-case basis. Determination for acceptance of waivers is final and at the sole discretion of the Deputy Director, Acquisition Career Management (DDACM).

k. Since CDG/AAF Fellows are considered to be potential senior leaders within the AAC, and PM positions are considered senior leadership positions within the AAC, CDG/AAF Fellows assigned to the PM track are required to submit applications for consideration by the Army’s LTC/GS-14 Acquisition Key Billet Product Manager/Acquisition Director board in the second and third years of their CDG/AAF Program. CDG/AAF Fellows assigned to the Acquisition Leader Track are encouraged to apply. **For the Fellows in the PM Leader Track, failure to apply to the announcement for the LTC/GS-14 Acquisition Key Billet Product Manager/Acquisition Director selection boards may result in removal from the CDG/AAF Program pursuant to the Organizational Return Rights and Command Endorsement Agreement.** LTC/GS-14 Acquisition Key Billet Product Manager/Acquisition Director selection board announcements are posted annually to the USAASC website.

l. Graduation from the CDG/AAF Program is contingent upon successful completion of all requirements identified within this Policy.

m. CDG/AAF Fellows are encouraged to begin seeking permanent placement positions during the third year of the Program. If no permanent position is achieved by graduation date, the Organizational Return Rights and Command Endorsement Agreement will be invoked.

n. In the event a CDG/AAF Fellow is unable to complete the CDG/AAF Program within 3 years due to health, extreme personal, family or financial hardship, or other exigent conditions, the CDG/AAF 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.

o. CDG/AAF Fellows who receive promotions during the second or third year of the Program term are considered to have met Program graduation requirements as long as they have completed all required training courses within the original 3-year Program period and submitted application(s) to the LTC/GS-14 Acquisition Key Billet Product Manager/Acquisition Director selection boards as required above. CDG/AAF Fellows who receive promotions within the first year of the program, will be terminated from the program and not allowed to graduate.

p. CDG/AAF Fellows who accept lateral assignments before the beginning of the last year of their program period will be removed from the Program.

6. RESPONSIBILITIES:

a. Deputy Director, Acquisition Career Management (DDACM).

(1) 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.

(2) The DDACM approves USAASC funds for the cost of salaries, Contribution Rating Increases and Contribution Awards (pursuant to the DoD Civilian AcqDemo's Contribution-based Compensation and Appraisal System (CCAS) rating cycle) pay and allowances, program travel, program training, Permanent Change of Station (PCS), personnel actions and other Program costs of CDG/AAF Fellows. The DDACM also provides travel funds for board members to participate on the CDG/AAF Program Selection Board.

(3) Based on the Selection Board findings, a CDG/AAF applicant alternate list will be created. The DDACM approves selection and activation of Program alternates.

(4) At the recommendation of the Manager of the CDG/AAF Program, the DDACM accepts or declines CDG/AAF Fellow requests for training course waivers

or equivalencies and exceptions to the LTC/GS-14 Acquisition Key Billet Product Manager/Acquisition Director selection board application requirement.

(5) The DDACM has the authority to remove CDG/AAF Fellows from the Program and invoke the Organizational Return Rights and Command Endorsement Agreement.

(6) The DDACM, as the Director, USAASC and as the Chair of the HQ USAASC Personnel Policy Board, established a separate CCAS pay pool for the CDG/AAF Fellows Program.

(a) The Deputy Director, USAASC, is the Pay Pool Manager with the Chief, Acquisition Career Development Division and the Chief, Acquisition Education, Training & Experience Branch as the panel members. The CDG/AAF Fellows Program Manager and a representative from the Army AcqDemo Office are advisors to the CDG/AAF Fellows Program Pay Pool Panel.

(b) The CDG/AAF Fellows Program Pay Pool will follow the business rules published in the USAASC memorandum, dated March 9, 2012, subject: Civilian Acquisition Workforce Personnel Demonstration Project (AcqDemo) and Contribution-based Compensation and Appraisal System (CCAS) Notice Pay Pool and Performance Management Business Rules.

b. USAASC Resource Management Division (RMD).

(1) Provide resource support for the CDG/AAF Program. The execution of funding actions associated with the selection of CDG/AAF Fellows is authorized by the Deputy Director, USAASC, as funding permits. Actions requiring the execution of funds include, but may not be limited to, selection boards, orientation programs, reassignments, payroll, training, and travel in support of the CDG/AAF Program. If a CDG/AAF Fellow is assigned to a different geographic location, the Joint Travel Regulations (JTR), Volume II, governs employee relocation entitlements and benefits. Permanent Change of Station (PCS) and Defense National Relocation Program (DNRP) relocation entitlements **may** be authorized and paid for using Office of the DDACM funds in accordance with Volume 2 of the JTR. The RMD is responsible for preparing the PCS Orders. Based on availability of funds, PCS funds will be processed each fiscal year and available in case a PCS move must occur for one or more CDG/AAF Fellows.

(2) Assist the CDG/AAF Fellows with the fund cite coordination required between the Fellow's developmental assignment resource management offices and the RMD.

c. Human Resources Management Division (HRMD).

(1) Provide coordination for personnel actions affecting CDG/AAF Fellows with the servicing Civilian Personnel Advisory Center (CPAC) and provide guidance as required regarding all personnel issues.

(2) Initiate the Requests for Personnel Actions (RPAs) for CDG/AAF Fellows. The Manager of the CDG/AAF Program will provide the HRMD Human Resource Specialist with the names and contact information of the selected CDG/AAF Fellows for the current year group during the first quarter of the fiscal year corresponding with the CDG/AAF Program Year Group.

(3) Contact the selected CDG/AAF nominees for copies of a current résumé, current (SF50) and, if applicable, the latest within-grade-increase (WIGI) SF50. Upon receipt of these required documents, the HRMD Specialist will then provide the names, phone numbers, résumés, and SF50 of the selected CDG/AAF Fellows to the Fort Belvoir CPAC Specialist. The CPAC Specialist will present the CDG/AAF nominee with a firm offer for the CDG/AAF position which must be accepted or declined.

(4) Provide the reassignment SF50s to the CDG/AAF Fellows Program Manager.

d. USAASC Administrative Office.

(1) Provide overall administrative support to CDG/AAF Fellows to include: processing time cards, locator cards, security processing, and Government travel cards.

(2) The USAASC Administrative Office, through the Organizational Defense Travel Administrator (ODTA), is also responsible for the management and support of the Defense Travel System (DTS) for USAASC. The ODTA will assist CDG/AAF Fellows as appropriate in the following areas: receiving and releasing CDG/AAF Fellows from DTS; updating CDG/AAF Fellows' profiles; maintaining a copy of Fellows' DTS Training Certificates; and ensuring Fellows' Government Travel Card information and bank account information is accurate and current. Fellows will be placed in the DTS of their developmental assignment offices except for during their 6 month assignment in the Washington D.C. area or HQ AMC in Huntsville.

e. USAASC Strategic Communications Division (STRATCOM). Provide marketing, communications, event planning and execution support. Support includes development of program branding, website updates, conference support, and marketing tools.

f. USAASC Workforce Management Division (WMD).

(1) Assist in marketing the program to the U.S. Army acquisition workforce using Organizational Points of Contacts (OAPs). Maintain an Outreach program

to include marketing to Program Executive Offices (PEOs), ASA (ALT), and the AMC. In addition, the WMD Chief assists the CDG/AAF Program Manager in conducting on-site and VTC marketing briefs.

(2) Responsible for ensuring CDGs input time in the Automated Time and Attendance Production System (ATAAPS) by Wednesday of the second week of the pay period.

g. USAASC Acquisition Career Development Division (ACDD) - CDG/AAF Program Manager

(1) Overarching responsibility for providing the AAC with the best technically trained, educated, experienced, and multi-functional Civilian Program Managers and Senior Functional Acquisition Leadership available in support of the Soldier and the AAC mission.

(2) Responsible for Program interface with the DDACM and providing recommendations on CDG/AAF Program policy management and Fellow actions requiring DDACM decision and feedback.

(3) Establish, maintain and execute the CDG/AAF budget and request modifications as unplanned budgetary requirements become known. This responsibility includes preparation and analysis of requirements for biennial POM process.

(4) Conduct on-site and VTC marketing briefs and leverage support from the Acquisition Community Senior Leaders as additional marketing tools.

(5) On behalf of the DDACM, the CDG/AAF Program Manager prepares the Memorandum of Instruction (MOI) for the CDG/AAF Program Selection Board and provides the MOI to the Board President and Board Members for the conduct of the CDG/AAF Program Selection Board.

(6) Ensure CDG/AAF Program announcement is posted to the USAASC website and online in Army Acquisition Professional Development System (AAPDS).

(7) Serve as the approval authority for long-term developmental training assignments requiring USAASC Command endorsement.

(8) Develop requirements packages for venue location of annual orientation, induction and graduation event. Plan and coordinate with appropriate support elements in local area of event for specific details of the event. Prepare training event agenda and serves as host for CDG/AAF Orientation/Graduation.

(9) Maintain Program communication plan that includes facilitating CDG/AAF Fellow submission of articles to the Army AL&T Magazine.

(10) Write, coordinate and publish the CDG/AAF Program announcement in compliance with all civilian personnel policies, directives and the directives of the convening authority.

(11) Review and validate CDG/AAF Program applications online in AAPDS; schedule board members; notify applicants selected for Phase II and schedule interview board appearances; and notify Phase I applicants of non-selection.

(12) Responsible for the conduct of the CDG/AAF Program Selection Board to include selecting and appointing board members, providing the MOI, briefing board members, and ensuring timely completion of the Board Report.

(13) Submit an After Action Report (AAR) to the DDACM addressing relevant information on CDG/AAF Program applicants and proposed selectees. CDG/AAF final selection list approval is coordinated with the DDACM prior to announcement of selected Fellows.

(14) Conduct the release of the CDG/AAF list to selected offices or commands.

(15) The CDG/AAF Program Manager is responsible for announcing program training opportunities to the CDG/AAF Fellows as well as coordinating the training and payment using the USAASC Government Purchase Card (GPC) set aside for training purposes.

(16) The USAASC hosts the annual training orientation seminar and graduation ceremony for new and graduating CDG/AAF Fellows. The CDG/AAF Program Manager is responsible for planning and executing the event.

(17) Ensure that both CDG/AAF Fellows and their current developmental assignment supervisor comply with the CCAS rating cycle, to include initial, mid-point, and closeout/annual counseling and appraisal assessments.

(18) Responsible for the accuracy of pay pool data, i.e., all CDG/AAF Fellows and developmental assignment supervisors have CAS2Net records and rating hierarchy that is current by providing names of the CDG and supervisor to the Pay Pool Administrator for the CDG/AAF Fellows Program Pay Pool. The Army AcqDemo Program Office will be the Pay Pool Administrator for this pay pool.

(19) The Chief, Acquisition Career Development Division and Chief, Acquisition Education, Training & Experience Branch are members on the CDG/AAF Fellows Program Pay Pool Panel.

(20) The CDG/AAF, PM meets with assigned CDG/AAF Fellows on an as-needed basis. These meetings are intended to be a forum for discussion and an opportunity for mentoring the CDG/AAF Fellows and, as necessary, to address issues, problems and/or concerns, progress, training, recommendations for Program improvement, assignments, or other topics of interest and relevance to the CDG/AAF Fellow. The CDG/AAF Fellow is responsible for coordinating meeting schedules with the CDG/AAF PM.

(21) Ensure that both CDG/AAF Fellow and their current developmental assignment supervisor comply with the CCAS rating cycle, to include initial, mid-point, and exit counseling and appropriate documentation.

(22) Receive the developmental assignment Supervisor's Exit Survey upon CDG/AAF Fellow departure from each assignment; provide copies and recommendations for Program change or enhancements to the CDG/AAF Program.

(23) The CDG/AAF Fellow will provide information and recommendations to the Manager of the CDG/AAF Program on actual or potential performance problems identified by developmental assignment supervisors.

(24) Review and approve CDG/AAF Fellows Individual Development Plans (IDPs) for the Program term.

h. Human Resources Command (HRC). The HRC staff briefs PM Board Application Preparation and Lessons Learned Workshops during the annual Orientation/Graduation event.

i. Acquisition Career Management Advocate (ACMA).

(1) Provide advice and guidance to members of their respective commands and/or geographical areas regarding the CDG/AAF Program.

(2) May provide input into potential CDG/AAF Program developmental assignments.

(3) Provide feedback to the USAASC on the CDG/AAF Program.

(4) Provide mentorship to Fellows as appropriate.

j. Assistant G-1 for Civilian Personnel Policy (CPP).

(1) Provide authoritative advice on the feasibility and impact of programs, plans, policies, and decisions related to and/or affecting human resources in the total workforce.

(2) Civilian personnel support is provided to CDG/AAF Program selectees/Fellows by the Fort Belvoir, Virginia, CPAC. Typical support includes, but may not be limited to: 1) processing RPAs for movement of new CDG/AAF Program selectees onto USAASC's central funding TDA. 2) disciplinary actions; 3) benefits counseling; and 4) updates in the Modern Defense Civilian Personnel Data System (MDCPDS).

k. Gaining Organization (Fellow's Developmental Assignment). The gaining organization is responsible for the day-to-day supervision and management of the CDG/AAF Fellow as well as ensuring that the CDG/AAF Fellow is provided with a meaningful developmental assignment experience. This includes providing the CDG/AAF Fellow with adequate workspace, relevant and beneficial assignments, and reasonable time and support for training and education as outlined in the approved three year plan and the IDP. Where the local implementation of this policy impacts on bargaining unit employees' conditions of employment, activities are reminded to comply with their statutory and contractual labor relations obligations.

I. Developmental Fellow's Assignment Supervisor.

(1) The CDG/AAF Fellow and the immediate developmental assignment supervisor will establish contribution objectives during an initial counseling session within 30 days of assignment. The objectives will be documented in CAS2Net. The supervisor is responsible for the conduct of all CCAS activities relating to the CDG/AAF Fellows while assigned to their Command, i.e., initial, mid-point, and closeout/annual counseling and appraisal assessments. A closeout CCAS appraisal must be completed in CAS2Net upon the conclusion of the developmental assignment.

(2) The developmental assignment supervisor performs customary administrative actions such as the signing of time and attendance cards, initial, mid-point and annual evaluations, as well as input to the annual Senior Rater Potential Evaluation (SRPE). The SRPE is prepared by the developmental assignment supervisor's Senior Rater.

(3) The developmental assignment supervisor reports actual or anticipated performance problems to the CDG/AAF PM as soon as such problems are detected. If performance deficiencies cannot be rectified through training and counseling, suspension or removal from the CDG/AAF Program may occur via invoking the Organizational Return Rights and Command Endorsement Agreement.

(4) In the event a developmental assignment supervisor determines that disciplinary action toward a CDG/AAF Fellow is warranted, established personnel processes and procedures are applicable. The supervisor notifies the CDG/AAF PM immediately if such an action is being considered.

(5) In the event a CDG/AAF Fellow is removed from a developmental assignment as a result of a performance-related or disciplinary action, the Organizational Return Rights and Command Endorsement Agreement will be invoked.

(6) The developmental assignment supervisor completes an exit evaluation of the CDG/AAF Fellow, and a CDG/AAF Program survey, following the departure of the CDG/AAF Fellow from the developmental assignment.

m. CDG/AAF Fellows.

(1) CDG/AAF Fellows are expected to maintain a professional attitude and demeanor, and perform at the highest level achievable while completing the education, training and developmental assignment activities.

(2) When a PCS is approved, the CDG/AAF Fellow is responsible for contacting the USAASC RMD staff to obtain a copy of the Defense National Relocation Program (DNRP) handbook and point of contact at DNRP. The CDG/AAF Fellow is responsible for completing DNRP requirements.

(3) The CDG/AAF Fellow will print a copy of their concurred ATAAPS time card for the Developmental Duty Supervisor for his/her concurrence and signature. The signed time card will be sent to the WMD, ACM and CDG/AAF Program Manager, prior to the desired due date.

(4) CDG/AAF Fellows are required to register with their developmental assignment organization's Defense Travel System (DTS). When TDY is required in the execution of a CDG/AAF assignment, the CDG/AAF Fellow is responsible for initial fund cite coordination with the CDG/AAF Program Manager. In the absence of the CDG/AAF Program Manager, the CDG/AAF Fellows can contact RMD FDTA for fund cite coordination.

(5) CDG/AAF Fellows provide locator cards at the beginning of the program, and updates as the Fellow transitions through developmental assignments. The locator card and updates must be sent to the CDG/AAF Program Manager and other designated USAASC appropriate points of contact.

(6) When a CDG/AAF Fellow arrives in the National Capital Region (NCR) for the 6-month ASA(ALT) TDY developmental assignment, they must contact the DDACM administrative office to schedule an office call with the DDACM.

(7) The CDG/AAF Fellow develops an initial 3 year plan in coordination with their mentor that reflects required program training and assignment activities. Updates or changes to the plan are approved through the CDG Program Manager.

(8) The CDG/AAF Fellow in the PM Leader Track prepares and submits applications for consideration by the annual LTC/GS-14 equivalent Acquisition Key Billet Product Manager/Acquisition Director selection board as required by this policy. Application packages are required to be submitted for the final two Program years unless the CDG/AAF Fellow requests an exception in writing to the CDG/AAF Program Manager for approval by the DDACM prior to the application deadline. Failure to apply to the Acquisition Key Billet Product Manager/Acquisition Director Board in years 2 and 3 will result in removal from the program.

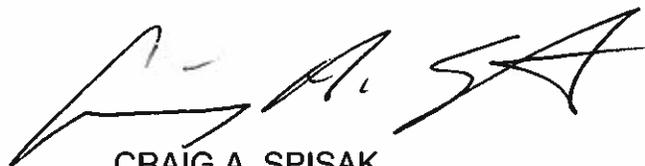
(9) The CDG/AAF Fellow participates with the developmental assignment supervisor in developing, and amending as necessary, assignment objectives and ensures that initial, mid-point, closeout/annual counseling and appraisal assessment is done within 30 days of the event. A closeout self assessment will be completed in CAS2Net upon the conclusion of every developmental assignment and exit CCAS counseling is done within 30 days of the event.

(10) The CDG/AAF Fellow submits a monthly feedback report to the CDG/AAF PM and current developmental assignment supervisor. Reports will be submitted via email within 5 days of the end of the report month.

(11) The CDG/AAF Fellow completes an exit survey following their departure from a developmental assignment. Surveys are submitted to the CDG/AAF PM within thirty (30) days after departing each assignment.

(12) Each CDG/AAF Fellow is expected to make the 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 (ACF). Current and former CDG/AAF Fellows should make themselves available to newly selected CDG/AAF Fellows in order to maximize the opportunity for mentoring. ACMAs are also an appropriate source for mentoring.

7. EFFECTIVE DATE AND IMPLEMENTATION: This policy is effective immediately and will remain in effect until rescinded.



CRAIG A. SPISAK
Deputy Director
Acquisition Career Management

SEP 6 2012

References

1. Title 10, United States Code, Chapter 87, Defense Acquisition Workforce, Section 1701-1764, Defense Acquisition Workforce Improvement Act (DAWIA) of 1990 (as amended).
2. DoD Directive 5000.52, "Defense Acquisition Technology and Logistics Education, Training, and Career Development Program," January 12, 2005.
3. DoD Instruction 5000.66, "Operation of the Defense Acquisition Technology, and Logistics Workforce Education, Training and Career Development Program," December 21, 2005.
4. "Department of Defense Desk Guide for Acquisition, Technology, and Logistics Workforce, Career Management," January 10, 2006.
5. DoD Priority Placement Program Handbook, July 2011.
6. Memorandum, HQ USAASC, March 9, 2012, subject: Acquisition Demonstration Contribution-Based Compensation and Appraisal System (CCAS) Business Rules.
7. Joint Federal Travel Regulations (JFTR)/Joint Travel Regulations (JTR)
8. DA PAM 690-43, "A Supervisor's Guide to Career Development and Counseling for Career Program Employees," August 18, 1989.
9. DA PAM 690-46, "Mentoring for Civilian Members of the Force," July 31, 1995.
10. Memorandum, SAAL-ZB, December 22, 2006, subject: Director, Army Acquisition Corps Guidance Memorandum #1.
11. Army Regulation (AR) 690-950, "Civilian Personnel Career Management," 31 December 2001.

Glossary and Acronyms

AAC – Army Acquisition Corps: The AAC is a subset of the AL&T Workforce. It is composed of individuals who have been accepted into the AAC in accordance with the DAWIA Chapter 87, 10 USC Section 1732 Eligibility Requirements and DoD 5000.52-M, Appendix M, Section L, dated November 1995.

AL&T Workforce – Acquisition Logistics and Technology Workforce: The personnel component of the acquisition system. The AL&T Workforce includes permanent civilian employees and military members who occupy acquisition positions, who are members of the AC, or who are in acquisition development positions.

ACF – Acquisition Career Field: One or more occupations that require similar knowledge and skills. There are 13 acquisition career fields.

ACM – Acquisition Career Manager: The individual who provides career development guidance to AL&T Workforce members throughout the regions.

ACDD – Acquisition Career Development Division: A division within the U.S. Army Acquisition Support Center (USAASC). The CDG/AAF Program Manager resides in this division located at Fort Belvoir, Virginia.

ACRB – Acquisition Career Record Brief: (*formerly the Acquisition Civilian Record Brief*) The ACRB is the authenticated record of an individual's education, training and acquisition assignment history.

APM - Assistant Project/Product Manager: An assistant product manager works under the leadership of a product manager, assisting

CAP – Critical Acquisition Position: Those senior acquisition positions carrying significant responsibility or duties required to be filled by individuals in the grade GS/GM-14 or O-5 and above.

CDG/AAF Program – Competitive Development Group/Army Acquisition Fellowship Program: The CDG/AAF Fellows are a team of high-potential acquisition professionals chosen to participate in a 3-year program of specialized cross-functional training, education and advanced developmental assignments in the various acquisition fields.

DACM – Director, Acquisition Career Management: Director of Acquisition Career Management (DACM). The official appointed to assist a Component acquisition executive (CAE) in the performance of his or her duties as they relate to the training, education, and career development of the acquisition workforce of that Component. In

the Army, the Principal Military Deputy to the Assistant Secretary of the Army for Acquisition, Logistics and Technology/Army Acquisition Executive serves as the DACM.

DDACM – Deputy Director, Acquisition Career Management: The deputy to the DACM is responsible for managing the integrated execution and oversight of the AT&L Workforce Education, Training and Career Development Program within the Component. The Director, U.S. Army Acquisition Support Center (USAASC) serves as the DDACM.

DAWIA – Defense Acquisition Workforce Improvement Act: The DAWIA is a law enacted to improve the overall effectiveness and professionalism of military and civilian personnel charged with the management and administration of defense acquisition programs. DAWIA legislation and Desk Guide can be found on the US Army Acquisition Support Center website.

IQC – Intermediate Qualification Course: Four-week Resident Course in Austin, Texas, for Army Officers and specifically for CDG/AAF Fellows aimed at developing a pool of future Acquisition Leaders trained in innovative leadership & acquisition topics and capable of leading/commanding in any acquisition organization. The course is intended to develop an enhanced understanding of the customer and his support needs, industrial operations and its defense interface, and the civilian workforce by exposing students to real-world customer needs and PEO/PM Operations through a series of speakers and staff rides.

KLP – Key Leadership Position: A subset of CAPs called KLPs identify very specifically those positions that require special CAE and Defense Acquisition Executive (DAE) attention with regard to qualifications, accountability, and position tenure. KLPs are designated by the CAE based on the critical nature of the acquisition program or effort involved AND the criticality of that position to the success of that program or effort.

PMT 352 A&B – Program Management Office Course: Designed to train Level II qualified students to be effective PM Level III leaders by providing analysis, synthesis and evaluative skills needed in a program office.

SRPE – Senior Rater Potential Evaluation: A process whereby senior raters evaluate GS-13, GS-14 and GS-15 acquisition employees on their potential to successfully perform in positions of increased responsibility.

USAASC – U.S. Army Acquisition Support Center: Proponent of Acquisition Career Management and PEO Customer Support in the areas of program structure, human resource management, and resource management. USAASC manages the CDG/AAF Program and CDG/AAF Fellows are assigned to the USAASC TDA during the three-year program while residing in their home of record.

Application Documents

All documents listed below are detailed in the CDG/AAF announcement.

- ✓ Résumé
- ✓ Acquisition Career Record Brief (ACRB)
- ✓ Notification of Personnel Action (SF-50)
- ✓ Senior Rater Potential Evaluation (SRPE)
- ✓ Regional/Program Preference Form
- ✓ Organizational Return Rights and Command Endorsement Agreement (See Appendix D)

Administrative Organizational Return Rights and Command Endorsement Agreement

This document is an agreement between the (insert organization) and (insert name) . It becomes effective when (insert name) leaves his/her position as (insert current position title, series, and grade) in (insert organization) to accept a 3-year, or period up to but not exceeding 36 months, Competitive Development Group/Army Acquisition Fellowship (CDG/AAF) Program developmental assignment with the U.S. Army Acquisition Support Center (USAASC) as a CDG/AAF Fellow, NH-0301-03. CDG/AAF Fellows are therefore subject to the DoD AcqDemo and corresponding Army policies and issuances for personnel management while on USAASC's TDA.

I understand that I have been granted administrative return rights for an initial period not to exceed 36 months after my acceptance of an appointment with the USAASC as part of my CDG/AAF Program developmental assignment as a CDG/AAF Fellow, with provision for an extension when appropriate. If an extension is not approved, and I have not accepted employment in another position, I may be directed to return to my former organization. Should my former position be unavailable, the organization will determine a position of like seniority, status and pay into which I may return without prejudice. The granting of this administrative organizational return right is not grievable. I understand that action may be initiated to remove me from the Acquisition Corps and the Federal service for failure to meet a condition of employment if I fail to apply for the exercise of return rights within 30 days before the date of termination of employment in the USAASC. This agreement becomes void if, before completion of the CDG/AAF Program, I transfer to another Federal activity, or I am voluntarily or involuntarily separated from Federal service. It is also void should I be separated from the USAASC for reasons such as misconduct, neglect of duty or malfeasance.

By signing this agreement, employee certifies that he/she fully understands the conditions and agrees to the requirements contained therein.

 Employee Signature Date
 (Insert employee name and title)

 Supervisor Signature Date
 (Insert supervisor name and title)

 Human Resources Signature Date
 (Insert representative name and title)
 Endorsement:

