

JAN 28 2014

DEPARTMENT OF THE ARMY
DEFENSE ACQUISITION UNIVERSITY SENIOR SERVICE COLLEGE FELLOWSHIP
(DAU-SSCF)
PROGRAM POLICY/ PROCEDURES

1. **REFERENCES:** SEE APPENDIX 1.

2. **APPLICABILITY:** This document applies to all current Army acquisition workforce civilians. Non-Army applicants will have the opportunity to apply as long as they submit their applications in accordance with the Army process. Non-Army applicants will be reviewed by the Board along with Army applicants; however, they will be considered on a space available basis.

3. **PURPOSE:** This document provides the policy and procedures for application, selection and assignment of Acquisition workforce members to the DAU-SSCF program.

4. **RESPONSIBILITIES:**

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

(1) Has oversight and management of the announcement and board process.

(2) Has final approval authority for Acquisition workforce members selected to participate in the program each year.

(3) Has control and management of Army acquisition quotas for each DAU-SSCF location at Huntsville, AL; Warren, MI and Aberdeen Proving Ground, MD. Each location class size may increase or decrease depending on funding constraints and the needs of the Army.

(4) Serves as convening authority for the DAU-SSCF program.

(5) Approve Board Members for the DAU-SSCF program

(6) Serves as approval authority for DAU-SSCF Program Relative Standing List (RSL).

(7) Serves as approval authority for Memorandum of Instruction (MOI) for selection boards.

b. **Headquarters, U.S. Army Acquisition Support Center (USAASC), Army DACM Office.**

(1) Acting on behalf of the DDACM, has responsibility for the

announcement and board selection process conducted each year.

(2) Updates the policy and procedures as needed for the DAU-SSCF program each year.

(3) Prepares annual announcement and conducts board for the DAU-SSCF program.

(4) Provides assistance with submission of applications in the Army Acquisition Professional Development System (AAPDS).

(5) Plans, schedules and conducts selection board.

(6) Notifies board selectees and non-selectees.

(7) Monitors program completion and collects repayment of tuition.

(8) Provides the Defense Acquisition University (DAU) Director, DAU-SSCF (Huntsville, AL) a list of selectees for each location no later than 1 May of the convening class year.

(9) Coordinates and reports on post utilization of DAU-SSCF graduates.

c. Commands/Organizations.

(1) Nominate workforce members each year to participate in the DAU-SSCF Program through command endorsement.

(2) Identify and assign DAU-SSCF graduates, upon program completion, to positions of greater responsibility.

(3) Conduct marketing sessions using the standard DAU marketing campaigns as well as any relevant supplemental marketing information.

d. Supervisors.

(1) Identify commands' Acquisition workforce members to participate in the DAU-SSCF program.

(2) Review and approve/disapprove Individual Development Plans (IDPs) submitted by workforce members for the SSCF program.

(3) Ensure employees meet their Defense Acquisition Workforce Improvement Act (DAWIA) Level III certification requirements for their position and are at GS 14/15 in broad band/pay band equivalent grade.

e. DAU Dean, South Region (Huntsville, AL).

(1) Has oversight over curriculum, measurement and continuous improvement for the Army Standard SSCF program at Huntsville, AL; Warren MI and Aberdeen Proving Ground, MD.

(2) Partners with the DDACM and USAASC Army DACM Office staff to develop and execute an Army Standard program.

f. DAU Director, DAU-SSCF (Huntsville, AL).

(1) Will carry out the operational oversight for all sites' activities and coordinate directly with the DDACM and staff for the implementation of this program.

(2) Responsible for the Learning Asset Portfolio for the Army Standard program.

(3) Develops marketing campaigns.

g. DAU Site Directors.

(1) Execute operational oversight and manage SSCF program at their assigned location in Huntsville, AL; Warren MI and Aberdeen Proving Ground, MD.

(2) Market program at assigned site.

(3) Assist commands and supervisors, if requested, in the facilitation of follow-on assignments of SSCF graduates.

(4) Conduct the Army Standard Leadership Development Program at assigned SSCF locations.

h. Acquisition Workforce Members.

(1) Should discuss career development needs with supervisor and obtain approval of the SSCF application through appropriate command channels.

(2) Must meet their required level of DAWIA Level III certification for their current position.

(3) Civilian Education System (CES) Advance Course: At time of application, DAU-SSCF applicants must have completed the Civilian Education System (CES) Advanced Course in one of three ways: resident CES Advanced Course completion, Equivalency Credit; or Constructive Credit. More information may be found on CES at the following link:

https://www.atrrs.army.mil/channels/chrtas/help/CES_Course_Credit.asp

For those interested applicants who have been unable to obtain a seat in the resident CES Advanced Course, DAU-SSCF applicants are eligible to submit a CES Advanced Course waiver. Those interested in submitting a CES Advanced Course waiver MUST have already completed the CES Advanced Course online portion within the last 12 months. USAASC Army DACM Office will review all waiver requests and serve as the final decision authority. NOTE: If selected for the DAU-SSCF program, those students who received a CES waiver will not receive MEL-1 SSC equivalency until the CES Advanced course is completed. USAASC Army DACM Office will monitor all graduates to ensure CES completion.

(4) Must submit all the required documentation and information requested in the announcement using the on-line system before the closing date.

(5) Must complete all DAU-SSCF program requirements for graduation.

i. Acquisition Career Management Advocates (ACMAs).

(1) Ensure acquisition information relevant to the DAU-SSCF program is made available to the commands and organizations to which they are assigned.

(2) Disseminate DAU-SSCF program information to the Acquisition workforce members.

j. USAASC Workforce Management Division

(1) Market DAU-SSCF program to Acquisition workforce members.

(2) Provide assistance with submission of applications in the Army Acquisition Professional Development System (AAPDS).

5. POLICY:

a. DAU-SSCF Program. The DAU-SSCF program is a 10-month leadership/educational program. The program is conducted under the auspices of the Defense Acquisition University (DAU) at Huntsville, AL; Warren, MI and Aberdeen Proving Ground, MD. The SSCF program provides leadership and acquisition training that prepares senior level civilians for senior leadership roles such as Product and Project Managers, Program Executive Officers and other key acquisition leadership positions. The USAASC Army DACM Office has the responsibility for release of the announcement and conduct of the Board selection process. On 28 March 2013, the GS-3/5/7 Office, IAW Army Reg 621-7 granted the DAU-SSCF program Military Education Level 1 (MEL-1) equivalency.

b. DAU-SSCF Program of Study. The program of study consists of (1) Program Managers Course (PMT 401); (2) courses in leadership and application to acquisition; (3) acquisition training in Life Cycle Management linked to Life Cycle Management Commands; (4) studies in resource requirements and acquisition integration for senior and strategic leaders; (5) studies in executive leadership; (6) applications of acquisition in national defense/security (7) research in acquisition issues and processes and (8) mentoring program with government and industry senior leaders and senior leadership speaker's program. All graduates receive equivalency for the Program Managers Course (PMT 401) and the option to obtain a Master's degree through a DAU-affiliated university.

c. Approved Education Institutions. Educational institutions for the DAU-SSCF program must be nationally or regionally accredited by the US Department of Education.

d. Funding.

(1) USAASC will fund the cost of the program at each location for each Army acquisition civilian participant. Non Army participants are responsible for tuition, travel and per diem.

(2) Individuals must attend the DAU-SSCF program at their command location. In cases where the individual applies for attendance outside of the local commuting area, commands must provide a statement in the command endorsement memorandum which acknowledges their responsibility for travel and per diem expenses. Commands are responsible for travel and any permanent change of station costs associated with selectee's attendance at the DAU-SSCF program.

(3) Master's Degree Option: All selectees have the option to obtain a Master's degree during off-duty hours. If a student does not already have a Master's degree, USAASC will centrally fund the degree. Students who already have a Master's degree are welcome to secure Command Funding in order to obtain a Master's degree while attending the DAU-SSCF.

(4) Temporary backfills are authorized and are the responsibility of the Command and organization. Commands are encouraged to identify other key staff personnel to assume the responsibilities of the individual selected to participate in the SSCF program.

e. DAU-SSCF Program Quotas/Class Size. The class size may increase or decrease at each location each year based on funding constraints and the needs of the Army. The DDACM has first priority in placement of Army students against these quotas at each DAU-SSCF location. Non-Army Students (Missile Defense Agency, other DOD services, or agencies) may be placed after Army students have been assigned if space allows. DAU-South and USAASC will ensure that any non-Army participants are held to the same admission criteria as Army participants.

f. Post utilization. All graduates of the DAU-SSCF will be assigned to a position of

greater responsibility. Identification and assignment of each graduate will be conducted by the command/organization or a Senior Leader board. It is recommended that the assignment process begin within six months after assignment to the DAU-SSCF program.

g. Acceptance of DAU-SSCF program. Principals must accept DAU-SSCF within ten days of notification. Selectees who decline a quota will be removed from future consideration of SSCF.

h. Former SSC Graduates. Acquisition workforce members who completed other SSCs are not allowed to participate in the DAU-SSCF program.

i. Additional Academic Requirements. Any changes to the curriculum for the Army Standard SSCF Program must be coordinated with the DAU Dean (Huntsville, AL) and forwarded to the DDACM for final approval. Some locations may require the DAU-SSCF student to obtain a Master's degree.

j. On-line-Submission Requirement. The application and board process used to select individuals for the DAU-SSCF program will be the Army Acquisition Professional Development System (AAPDS). AAPDS is an automated application system that can be accessed via the Career Acquisition Management Portal (CAMP). Acquisition workforce members can access CAMP at <https://rda.altess.army.mil/camp>. Acquisition workforce members are required to submit their application in accordance with the requirements listed in the SSCF program announcement. The ONLY EXCEPTION will be applicants who are deployed and do not have access to CAPPMS. Non-Army Acquisition workforce civilians must provide their names to the DAU-SSCF Program Manager in order to submit their application online using the AAPDS. .

k. Reimbursement.

(1) Army acquisition workforce members who do not complete all of the program requirements will not graduate and may be required to reimburse the Federal Government for the cost of the DAU-SSCF Program. In addition, participant may be required to reimburse their Command for any travel and per diem costs that may be incurred. Those specific details and associated costs are at the discretion of the Command.

(2) If the reimbursement amount is not paid in full or financial arrangements are not made within 30 days of notification of payment; the Command will be notified regarding the debt owed to the Federal Government. The individual will be prevented from participation in other training, education and experience programs sponsored by USAASC if debt is not resolved. All reimbursement for the DAU-SSCF program will be made payable to the U.S. Treasury via money order or certified check and mailed to: U.S. Army Acquisition Support Center, 9900 Belvoir Road, Bldg 201, Suite 101, ATTN: DAU-SSCF Program Manager, Fort Belvoir, VA 22060.

(3) Students who are unable to reimburse Federal Government in full within 30 days may request a payment plan to resolve debt. The plan must be submitted to the Program Manager for the DAU-SSCF program within 30 days of notification of the requirement to reimburse the Federal Government.

I. Continued Service Agreement (CSA).

(1) Army acquisition workforce members selected to participate in the DAU-SSCF program must complete an Agreement to Continue in Service before assignment to the training. Employees will be denied training if he/she fails to sign a CSA before the training begins. Supervisors will ensure the employee is informed in advance of the obligation. A signed copy of the agreement must be maintained in the organization's case file. The completion of the DAU-SSCF program must be achieved within the timeframe specified by the program. The period of CSA obligation begins at the completion of the program. The employee is in full pay status while participating in the NPS-MSPM.

(2) The employee is agreeing to the terms and period of obligation and is required to sign the CSA prior to the start of training. The period of continued service obligation is equal to three times the length of the training period. For example, if the training period is 24 months the obligated continued service would be 72 months or 6 years (24 months times 3 months).

(3) An employee is required to continue in service for three times the amount of time the employee participated in the program even if the employee voluntarily drops out of the program. Employees dropped from the program do not have to reimburse funds but need to continue service within the Federal Government. The determination on whether or not an employee is involuntarily removed from the program, (e.g. for performance related issues) to continue service will be decided on a case by case basis.

(4) An employee is required to reimburse the DAU-SSCF Program if he/she departs from the Federal Government prior to completion of the service agreement. Training costs include course tuition, books and materials, lab and technology fees. Salary and benefits are not included in the cost of training. If the employee fails to complete the obligated service period, action can be taken to recover training costs. USAASC has the option of recovering the cost of training by setoff against accrued pay, compensation, retirement credit, or other monies due the employee if the employee fails to serve in the Federal Government for the agreed amount of time.

(5) Supervisors at all levels are charged to protect the Federal Government's interests should an employee fail to successfully fulfill his/her signed training agreement by not completing the continued service obligation period. The supervisor, or a designated official, will review the status and circumstances of each unexpired agreement to decide whether to transfer, waive or require repayment of expenses incurred other than salary costs. Managers should contact the Civilian Personnel

Advisory Center (CPAC) immediately if it appears that an obligated service agreement may not be fulfilled.

m. Failure and No Show:

(1) Acquisition workforce members who academically fail a resident DAU course required for their Acquisition certification will not be eligible to participate in the Defense Acquisition University-Senior Service College Fellowship (DAU-SSCF) Program until they successfully meet their certification requirements.

(2) The program restrictions listed in the above paragraph will also apply to any Acquisition workforce members who are enrolled in any resident DAU course (regardless if the course is required for certification) and fail to show up for the class. The Army Director, Acquisition Career Management and the DAU consider these students "no-shows". This status can negatively impact the Army's future seat allocations for these courses. "No-show" Acquisition workforce members will remain ineligible to apply for the DAU-SSCF program for a period of one year starting on the last day of the scheduled resident course for which they failed to appear.

6. PROCEDURES:

a. Announcement.

(1) The USAASC Army DACM Office will plan, manage and announce the DAU-SSCF program each year. The announcement will be advertised in January each year. The announcement will be posted at the USAASC web site <http://asc.army.mil>.

(2) The announcement will be open a minimum of 60 days. Applicants must complete all required documentation and information requested in the announcement using the on-line system before the closing date. Applications must be submitted before the closing date identified in the DAU-SSCF program announcement or they will not be eligible for consideration.

(3) Acquisition workforce members who apply with sufficient lead-time before the closing date of the announcement will be notified if their application is incomplete; they will then be allowed to resubmit the correct or requested information provided it is submitted before the closing date of the announcement.

b. Board Process.

(1) A selection board will be convened to recommend to the DDACM the best qualified candidates from those nominated by the commands. The board will rate and evaluate all applications of individuals determined eligible for the DAU-SSCF. The board members will follow the board instructions contained in the MOI. Individuals will be evaluated against selection criteria identified in the MOI.

(2) The selection board will recommend principals and alternates for each DAU-SSCF location.

(3) The board officer will present the RSL to the DDACM for approval.

(4) The principals will be notified by e-mail of their selection for the DAU-SSCF program. Principals must accept/or decline the DAU-SSCF in writing within ten days of notification.

(5) Non-selectees will be notified within ten days.

(6) Alternates will be contacted if there is a declination in their region.

d. Other Administrative Procedures.

(1) TDA. Acquisition workforce members selected for DAU-SSCF will remain on the rolls of their nominating organization's TDA.

(2) Salary and Leave Administration. The individual's organization is responsible for salary, administration of leave and maintenance of leave records. It is the responsibility of the student to ensure the organization is aware of recess periods and leave taken while assigned to the DAU-SSCF program.

(3) Performance Appraisal for DAU-SSCF Selectees. DAU-SSCF program selectees should be provided a closeout rating. Selectee and supervisor should check with their organization for assistance on the procedures to follow for the performance evaluations and other requirements.

(4) All individuals who apply for consideration for DAU-SSCF will receive fair and equitable evaluation under the announcement and board process.

7. EFFECTIVE DATE, EXPIRATION DATE AND IMPLEMENTATION: The policy and procedures are effective immediately and will remain in effect until rescinded.



CRAIG A. SPISAK
Deputy Director
Acquisition Career Management

APPENDIX 1.

1. Title 10, United States Code, Chapter 87, Defense Acquisition Workforce, Section 1701-1764, Defense Acquisition Workforce Improvement Act of 1990, as amended (DAWIA II) - http://www.library.dau.mil/DAWIAPL108_136.pdf.
2. Department of the Army, "Acquisition Career Field Certification Policy and Procedures," June 1, 2010 – <http://asc.army.mil/web/policies-main/alt-workforce-policy-procedure/>.
3. Department of the Army, "Continuous Learning Policy and Implementation Guidelines," January 08, 2014 – <http://asc.army.mil/web/policies-main/alt-workforce-policy-procedure/>.
4. Memorandum, "Consequences for Academic Failures and No-Shows in Defense Acquisition University (DAU) Resident Courses," March 30, 2012 – <http://asc.army.mil/web/policies-main/alt-workforce-policy-procedure/>.
5. Memorandum, "Enforcement of Mandatory Acquisition Certification Requirements," August 18, 2010 – <http://asc.army.mil/web/policies-main/alt-workforce-policy-procedure/>.
6. Memorandum, "Director Acquisition Career Management Guidance – Enforcement of DAWIA Certification Compliance Policy Memorandum #8," January 30, 2012 – <http://asc.army.mil/web/policies-main/alt-workforce-policy-procedure/>.