Army Director, Acquisition Career Management (DACM) Office

UNITED STATES ARMY

DACM

DIRECTOR, ACQUISITION CAREER MANAGEMENT OFFICE

Acquisition, Education and Training (AET) Opportunity

Defense Civilian Emerging Leader Program (DCELP) for Year Group (YG) 2015

Army Acquisition Announcement Opening Date: 19 May 2014
DCELP Application Deadline: 20 June 2014
Board Review Dates: 9 – 16 July 2014
Course Dates (tentative): January – August 2015

The U.S. Army Acquisition Support Center (USAASC) Army DACM Office is pleased to announce the YG 2015 offering of the DCELP. DCELP is designed to develop the next generation of innovative leaders with the technical competence to meet the future leadership needs of the Department of Defense (DOD). All acquisition Army submissions will be collected by the USAASC.

General Program Information:

This DOD program focuses on developing emerging leaders in the Acquisition, Financial Management, and Human Resources communities. It consists of residential courses focused on: Leadership Assessment, Team Development I & II, Effective Writing in the Federal Government, Conflict Resolution and Leadership for Non-Supervisors. Pre-course work is required (readings and exercises) prior to attending each in-residence session.

Also, participants will complete an online course of instruction on the Mission and Culture of the DoD and two formal capstone writing assignments must be completed by each participant in order to receive the OPM LEAD Certificate and the DCELP Certificate of Completion. Throughout the course of the training seminars, the

participants will have the opportunity to assess their potential for future leadership responsibilities and positions within DOD.

Participants should anticipate spending approximately 29 days in resident courses throughout the program. Each member of DCELP is required to have a mentor. Additional information on the program can be reviewed at https://dodhrinfo.cpms.osd.mil/Directorates/HRSPAS/Leadership-Learning-and-Development/Pages/DCELP.aspx

You must submit your application in AAPDS by 11:59 pm on 20 June 2014. All packages will be forwarded to DOD for final review and selection.

Please note the following regarding DCELP:

- FUNDING: For Army Acquisition participants, Acquisition organizations do not have any funding obligations – Tuition and lodging will be paid by DoD and TDY will be paid by USAASC.

- An Army Acquisition workforce member must first meet their position certification requirement before they are eligible for additional centrally funded training.

- DCELP is a residency program. If you are local to Southbridge, you still must stay at the hotel.

Who May Apply?

Permanent civilian members of the Army acquisition workforce who are GS-7 through GS-11 or broadband/pay band equivalent may apply. Individuals must be certified in their current acquisition position at the required level by the date of application submission. Certification status must be reflected on the individual's Acquisition Career Record Brief (ACRB).

USAASC Army DACM Office Eligibility Requirements:

- Must be a permanent civilian member of the Army acquisition workforce
- Must be a GS-7 through GS-11 or broadband/pay band equivalent
- Must meet certification requirement level in current acquisition position

  (NOTE: If you had met your original certification requirement and were recently promoted so you now require the next level, you may still be eligible for DCELP. The Army Acquisition DCELP PM will review this on a case-to-case basis. If this situation defines where you are with your certification, please contact Ms. Marti Giella at marti.a.giella.civ@mail.mil).

How to Apply to the DCELP:

- Login at the Career Acquisition Management Portal (CAMP) using the following link: https://rda.altess.army.mil/camp/
- Click on Career Acquisition Personnel and Position Management Information System (CAPPMIS)
- Once in CAPPMIS, select the “AAPDS” tab;
- Click on “Apply” and the event entitled "YG 2015 Defense Civilian Emerging Leader Program (DCELP)."
- Follow the instructions within each section and click the “submit” button to submit your application.

The following documents must be submitted and information must be accurate in AAPDS. You must either upload or select information from the drop down menu in each section. Do not submit the documents below directly to DoD; Army Acquisition participants must go through this process.

- **DCELP Application Form:** An accurate work number and valid email address must be entered on your application. Please access the DCELP Application Form at http://asc.army.mil/web/career-development/programs/dcelp/application/. Fill in the appropriate information and upload into AAPDS. If the form is not editable, please write in information, scan the form, and upload into AAPDS.

- **Statement of Interest:** Please access the DCELP Statement of Interest at http://asc.army.mil/web/career-development/programs/dcelp/application/. Fill in the appropriate information and upload into AAPDS. If the form is not editable, please write in information, scan the form, and upload into AAPDS.

  The Statement of Interest should not repeat information in the resume, information sheet, or Narrative Statement of Achievements. Rather, it should focus on why you should be selected as a participant in DCELP. Address, in 500 words or less, the following:

  What you consider to be your major strengths and qualifications for the program?
  What contributions you will add/bring to the program?
  How will attending this program fit into your professional career development plan?
  What is your reason for requesting admission into DCELP?
  What will be the return on investment to your Component/organization and to the Department of Defense?

- **Supervisor’s Assessment – Part 1. Nominee’s Competency, Proficiencies and Leader Potential Checklist:** Please access the DCELP Supervisors Assessment - Part 1 at http://asc.army.mil/web/career-development/programs/dcelp/application/.

Fill in the appropriate information and upload into AAPDS. If the form is not editable, please write in information, scan the form, and upload into AAPDS.

Please have your immediate supervisor fill out and sign the document. In addition, you will need your 2nd Level Supervisor to sign the document as well.

Please leave the section "To be completed by the Component" blank. If you are selected for DCELP, the Army DACM Office will fill this section out for you.

Upon signature completion, upload the signed document into AAPDS.

- **Supervisor's Assessment – Part 2. Nominee's Competency, Proficiencies and Leader Potential Summary:** Please access the DCELP Supervisors Assessment - Part 2 at http://asc.army.mil/web/career-development/programs/dcelp/application/. Your supervisor should complete this summary and the applicant should upload into AAPDS. If the form is not editable, please write in information, scan the form, and upload into AAPDS.

  The Supervisor Assessment - Part 2 should focus on why your supervisor thinks you should be selected as a participant in DCELP and also discuss post-utilization.

  This must be in 500 words or less and may address the following:
  What does your supervisor consider to be your major strengths and qualifications for the program?
  How will attending this program fit into your professional career development plan?
  What will be the return on investment to your Component/organization and to the Department of Defense?

- **Resume:** Please see the resume format at http://asc.army.mil/web/career-development/programs/dcelp/application/. Use 12 Pitch New Times Roman with 1 inch margins. Maximum of 5 pages. Upload your resume in the required format.

- **Acquisition Career Record Brief (ACRB)**: Ensure your ACRB is accurate prior to submitting your application. Your assignment history, training, education, and certification must match the information on your resume. Your ACRB must reflect any degrees you have obtained and the name of the school and year your degrees were completed. Applicants may update and correct specific fields of their ACRB using the edit ACRB functions within CAPPMIS. For those areas that cannot be changed by the applicant, the applicant may request assistance in updating their ACRB using the online help request at: http://asc.army.mil/web/contact/help-desk/. **Please check the small box next to the ACRB verification link in the application to verify your ACRB is correct.** If this block is not checked, you will receive an error message when you attempt to submit your application.

- **Continued Service Agreement (CSA):** The CSA must be printed, physically or digitally signed and dated, and uploaded in AAPDS. **Enter 1 September 2015 to 31 August 2017** as the period of obligated service (the start date reflects the time you will graduate from the program).

  A copy of the CSA can be acquired at the following link: http://cpol.army.mil/library/train/catalog/acs_form.pdf. Please do not attempt to upload a document that is password-protected or that contains macros. This will cause the process to fail.

  (1) Army acquisition workforce members selected to participate in DCELP 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 and include in this application. A signed copy of the agreement must be maintained in the organization's case file.
  (2) The period of continued service obligation is equal to three times the length of the training period. For example, if the training period is one year, the obligated continued service would be three years (one year times three.)
  (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. 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) Supervisors at all levels are charged to protect the Governments interests should an employee fail to successfully fulfill his/her signed training agreement by not completing the continued service obligation. Supervisors, 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.
  (5) Reimbursement is required upon departure from the Federal Government prior to completion of the service agreement. Training costs include course tuition, per diem (meals), and travel (TDY funds). 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.

After all sections are completed and required documents are uploaded, you must hit the "submit" button to submit your completed application in AAPDS. The uploaded documents must be in .doc, .docs, .pdf, or .txt formats.

As a reminder, please do not attempt to upload a document that is password-protected or that contains macros. This will cause the process to fail.

Procedures for Deployed Applicants

Civilians who are deployed in support of the contingency operations must also apply under this announcement to receive consideration. However, deployed applicants may follow the modified application process if they do not have access to CAMP/CAPPMIS as follows:

- Electronically submitted applications are acceptable. The email address is marti.a.giella.civ@mail.mil. See required documents noted above.
- ACRB - Provide your name and encrypted SSN to Marti Giella at marti.a.giella.civ@mail.mil. Your ACRB will be retrieved from CAPPMIS.
- Documents can be found at: http://asc.army.mil/web/career-development/programs/dcelp/application/

Additional DCELP Information and Requirements

- In accordance with the USAASC Policy and Procedures, students will be required to reimburse the government for session travel costs if the student does not successfully graduate from DCELP. Students will be required to reimburse the government within 30 day of notification. If payment is not received within the specified time, the participant's supervisor will be informed of the debt their employee owes to the government.

- Applicants will be notified by email of the status of their application after final results have been approved by the DoD in the October 2015 timeframe.

- Please contact Ms. Marti Giella, Army Acquisition DCELP Program Manager, at marti.a.giella.civ@mail.mil or (703) 805-2700 for additional information.