



Acquisition, Education & Training (AET) Opportunity

**Competitive Development Group/Army Acquisition  
Fellowship  
(CDG/AAF) Program**

**Year Group (YG 15) Announcement**

Announcement Opening Date: 10 September 2014

Announcement Closing Date: 13 November 2014

Phase I Board Review Dates: Early December 2014

Phase II Interviews: Mid-January 2015

Notifications sent to applicants: Late January 2015

Fellows will begin their first developmental assignment following  
the orientation session (March 2015)

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**Attention Applicants**

You should read and understand all requirements of the CDG/AAF Program application prior to submission of an application.

The CDG/AAF Program Policy can be found at the following [link](#):

**1. GENERAL INFORMATION**

This announcement will be used to competitively board-select the best-qualified applicants to fill multiple CDG/AAF centrally-funded developmental leadership acquisition positions.

The CDG/AAF Program is a three-year Program that offers developmental acquisition assignments in Program Executive Offices (PEOs), Assistant Secretary of the Army for Acquisition, Logistics and Technology Offices (ASA(ALT)), Army Materiel Command (AMC) Headquarters and functional organizations. In addition, the Program provides expanded training, leadership, experiential and other acquisition career development opportunities.

The CDG/AAF has two training tracks available: Program Management (PM) and Acquisition Leader. The primary focus of the program is on the PM track to develop high performing and high leadership potential acquisition personnel toward a future goal of attaining Command Select List (CSL) civilian Product and Project Manager positions. Those identified high performing civilians not interested in the PM track are still welcome to apply to the Acquisition Leader track which could lead to other key leadership positions in the future.

**This Program is not a promotion opportunity!** CDG/AAF Program participants must seek out their own promotional opportunities while in the Program by applying for vacancies through the competitive process.

## **2. PROGRAM INFORMATION**

- Two training tracks are available: the Program Management Track and the Acquisition Leader Track. (See **“How to Apply”** for more information).
- The Selection Board may recommend alternates to the primary list. (See CDG/AAF Policy for more information).
- CDG/AAF Fellows, along with their Command and assistance from the CDG/AAF Program Manager, are responsible for finding mentors to assist the Fellows in career development and provide guidance throughout the assignment period. A current acquisition Key Leadership Position (KLP) incumbent will be assigned to incoming CDG/AAFs, if desired.
- All selectees are required to have a draft three-year plan completed prior to orientation. This plan will be developed with a selectee’s designated or self-selected mentor. The three-year plan will be based on the needs of the Army and the selectee’s experience, education and training needs. Participation in the CDG/AAF Program requires full commitment to the program and the approved three-year plan.
- Selectees begin their program by attending an Orientation Seminar, tentatively scheduled for mid-March 2015, followed immediately by the start of their first rotational assignment.
- Fellows will be assigned to a centrally-funded developmental leadership position on the U. S. Army Acquisition Support Center (USAASC) Table of Distribution and Allowances (TDA). Extended TDY (Not to Exceed (NTE) 179 days at a time), will be required and centrally-funded by USAASC.
- All Fellows on the PM track are required to complete a 179-day tour in one of the Headquarters, ASA(ALT) offices or Headquarters, Army Material Command. Fellows on the Acquisition Leader track have the option of doing a 179-day tour

at ASA(ALT) or in the Army Material Command Headquarters. The timeframe for the required 179-day TDY will be coordinated with the individual.

- Permanent Change of Station expenses may be authorized if assignments are not available in the current location of the selected Fellow.
- CDG/AAF Fellows who select the PM track are required to apply for the annual LTC/GS-14 Acquisition Key Billet Product Manager and Acquisition Director Selection Boards in the third year of their CDG/AAF Program.
- Graduation from the Program includes successful completion of the mandatory training requirements as identified in the CDG/AAF Program Policy.

### **3. ELIGIBILITY REQUIREMENTS**

Applicants must meet ALL of the following requirements:

- Be a current Department of the Army Acquisition workforce member serving in a Career or Career Conditional appointment.
- Be a GS-13 (or high performing GS-12) or broadband equivalent  
*NOTE: Applicants not already participating in the DoD Civilian Acquisition Workforce Demonstration will be converted to it upon placement on the USAASC TDA if selected.*
- At the time of application, applicants must have met their current acquisition certification requirement. In addition, applicants must be certified at Level III in at least one Acquisition Career Field (ACF).

### **4. FAILURE AND NO SHOWS**

In accordance with Assistant Secretary of the Army (Acquisition, Logistics and Technology) memorandum, subject: Consequences for Academic Failures and No-Shows in Defense Acquisition University (DAU) Resident Courses, 30 March 2012, the following applies:

a. Acquisition workforce members who academically fail a resident DAU course required for their acquisition certification will not be eligible to participate in any of the Army DACM Office offered training programs. These acquisition members will remain ineligible for these programs until they successfully meet their certification requirements. Additionally, the acquisition workforce members who academically fail a resident DAU course required for their certification will not be eligible to participate in any incentive programs.

b. 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 DACM and the DAU consider these students "no-shows". This status can negatively impact the Army's future seat allocations for these courses. "No-show" workforce members will remain ineligible to apply for AET training and incentive programs for a period of one year starting on the last day of the scheduled resident course for which they failed to appear.

## 5. HOW TO APPLY

- The application process is located online in the Army Acquisition Professional Development System (AAPDS). To access AAPDS, please login to the [Career Acquisition Management Portal \(CAMP\)](#) and click Career Acquisition Personnel and Position Management Information System (CAPPMIS). Once in CAPPMIS, click the “AAPDS” tab, then select the “Application Module” link.
- The documents, identified below in the Required Application Documents paragraph, must be submitted to receive consideration. All required documents must be contained in the online application tool, AAPDS, as discussed above. Incomplete applications will be ineligible.
- Complete online applications must be finalized and submitted NLT 13 November 2014. Late applications will not be accepted.
- Applications are subject to verification.

### **Required Application Documents**

- ✓ **Acquisition Career Record Brief (ACRB)**. Applicants should contact their Acquisition Career Manager for updates to the ACRB before completing the online application. Updates will be limited to fields that cannot be changed by the applicant. NOTE: Ensure that your Army Knowledge Online (AKO) e-mail address is up-to-date.
- ✓ **Senior Rater Potential Evaluation (SRPE)**. The SRPE is a critical piece of the application. SRPE must be requested by your immediate supervisor to your senior rater. This form will be completed online and uploaded once completed by your senior rater into your online application package. **Once the senior rater completes the SRPE, it is not available online for 7 days.** The SRPE must be completed/finalized in CAMP NLT the closing date of this announcement. Copies of previously submitted SPRE will be provided to the board. Policy guidance for the SRPE may be found [here](#). Applicants should print and retain a signed copy of the SRPE for their records. Signed copies of the SRPE are not required to be submitted with the application.
- ✓ **Resume**. **The resume is limited to 30,000 characters, addressing the** current position and other positions to highlight your leadership capabilities or military experience. Limit each experience entry description to no more than fifteen (15) lines. Times New Roman font, 12- point is preferred. Please refer to the resume template located within the [announcement](#).
- ✓ **Self-Certification Form**. Review the Self-Certification Form in AAPDS and click to self-certify that your provided information is correct. This serves as an assurance that all information contained in your application is true and correct to the best of your knowledge. You are also certifying that you have read and understand the [CDG/AAF policy](#).

- ✓ **Notification of Personnel Action (SF50)**. Upload a PDF copy of your most recent, Non-Award SF-50. This document will verify your GS level (or equivalent) and your career or career-conditional status.
- ✓ **Regional CDG/AAF Program Preference Form**. Complete the Regional CDG/AAF Program Preference Form in AAPDS. On the form, indicate your desire for the PM Track or the Acquisition Leader Track and locations.
- ✓ **Command Endorsement and Organizational Return Rights Form**. The original document must be signed by a **General Officer or Senior Executive Service member**. Once signed, the form must be scanned and uploaded into the online application system (AAPDS). The form is available on our [announcement page](#).
- ✓ **Statement of Interest**: Type your statement of interest in this section. **In 4000 characters or less**, please describe your reasons for applying to the CDG/AAF program and the benefits the Army will gain by your acceptance. Clearly articulate goals and career paths and how the CDG/AAF program will help you achieve your specific goals.

**6. DEPLOYED APPLICANTS:** Civilians who are deployed in support of the Overseas Contingency Operations are still required to apply under this announcement to receive consideration for YG15 CDG/AAF Program; however they may follow a modified application process if they do not have access to CAMP/CAPPMIS as follows:

- Faxed and/or other electronically submitted applications ARE acceptable. The fax number is (703) 805-1256. Email: [chandra.evansmitchel@us.army.mil](mailto:chandra.evansmitchel@us.army.mil)
- **ACRB** - A printed ACRB must be submitted with the application. Only the applicant's signature is required on the ACRB.
- **SRPE** - Applicant must provide the name/e-mail address/phone number of the appropriate Senior Rater to USAASC. USAASC will contact the Senior Rater and request the preparation of the SRPE. Original signature of the applicant will not be required. The Senior Rater will be responsible for providing a copy of the SRPE to the deployed applicant and the USAASC Army DACM Office CDG/AAF Program Manager, at fax number (703) 805-1256.
- **Resume** - Required as noted above.
- **Regional CDG/AAF Program Preference Form** - Required as noted above.
- **Statement of Interest**- Required as noted above.
- **Self-Certification Form** - Required as noted above.
- **Notification of Personnel Action (SF-50)** - Required as noted above.
- Alternate arrangements for interview will be arranged for candidates referred for Phase II of the selection process.

## 7. SELECTION PROCESS

- The selection process contains two phases.
- During phase I, all eligible applicants are reviewed by the Selection Board which will determine the "Referral List" for phase II interviews.

- During phase II, applicants on the Referral List will be required to appear before the Selection Board either in person or by VTC. Exceptions to in- person interviews will be addressed on a case-by-case basis. The approval authority for such exception is the Deputy Director, Acquisition Career Management (DDACM).
- For planning purposes, the interview portion of the Selection Board is tentatively scheduled for mid-January 2015.
- The applicant is responsible for notifying his/her supervisor chain-of-command of the requirement to travel for the interview.
- Per Diem and Travel will be centrally-funded by USAASC.

The POC for administrative questions about this action is the manager of the CDG/AAF Program, Ms. Chandra Evans-Mitchell, DSN 655-1247, Commercial (703) 805-1247, Email: [chandra.evansmitchel@us.army.mil](mailto:chandra.evansmitchel@us.army.mil)