



Acquisition, Education & Training (AET) Opportunity

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

**Year Group (YG 16) Announcement**

**KEY DATES:**

- Announcement Opening Date: 28 June 2016
- Announcement Closing Date: 28 September 2016
- Phase I Board Review Date: Mid October 2016
- Phase II Interviews: Mid November 2016
- Board Results: Late December 2016
- Orientation: Mid-March 2017
- Fellows will begin their first developmental assignment:  
Early May 2017

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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 [here](#).

**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 developmental program offering expanded training through a series of education, leader development and broadening assignments to build skills required for positions of greater responsibility. Developmental acquisition assignments include the 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.

**While this program does not guarantee a promotion, it does strengthen desired skills, providing a competitive edge for those who compete for senior acquisition leader positions.** Since the first class in 1997, 68% of participants have been promoted to at least GS-14. Program participants are encouraged to seek promotion opportunities during their tenure 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. The primary focus of the **Program Management Track** is 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 and Product Director positions. Program Management track offers fellows an opportunity for developmental assignments as an Assistant Product Manager, Department of the Army Systems Coordinator and other similar developmental assignment PM positions. In addition to the PM Track, we also offer the **Acquisition Leader track**. The Acquisition Leader track offers fellows not interested in PM, to focus their CDG experience on broadening assignments to round out any identified experiential gaps within or outside of their current acquisition career field (ex. Resource management, contracting, HQ time, etc.).
- CDG/AAF fellows, along with their Command and assistance from the CDG/AAF Program Manager, are responsible for finding mentors to assist in career development and provide guidance throughout the assignment period. A senior (GS-15 or SES) mentor is required.
- 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).
- At least one extended TDY (Not to Exceed 179 days at a time), will be required and centrally-funded by USAASC. All fellows are required to complete a 179-day tour in one of the Headquarters: ASA(ALT) offices or Army Materiel Command.
- Graduation from the Program includes successful completion of the mandatory training requirements as identified by the USAASC ARMY DACM Office.

### 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. 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 on 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 in full in order 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 28 September 2016. Late applications will not be accepted.
- Applications are subject to verification.

### 5. REQUIRED DOCUMENTS

**Acquisition Career Record Brief (ACRB)**. AAPDS pulls in the latest version of your ACRB automatically into your application. Ensure your ACRB is updated and correct prior to submission of application. Applicants may update and correct specific fields of their ACRB using the edit functions within CAPPMIS. For the areas in the ACRB that cannot be changed by the Applicant, please request assistance using our Army DACM Office online help desk request at the following link: [Workforce Management Inquiring \(WMI\) System](#). Applicants will want to pay particular attention to the training, education, and assignment history sections of the ACRB, ensuring that the information is accurate. The training section should only reflect top level relevant training completed; recommend not including any DAU continuous learning modules or annual Army required training.

**Senior Rater Potential Evaluation (SRPE).** The SRPE is a critical piece of the application. In accordance with [Director, Acquisition Career Management \(DACM\) SRPE Policy and SRPE Guidance, dated 10 July 2015](#), the applicant's Senior Rater (SR) is the rater of the employee's rater. The SR must be a supervisor and senior in grade/organizational position to the rated employee.

The SRPE must have an ending date (the "thru" date) within no later than one year of the closing date of the announcement. The SRPE must be completed and generated using CAPPMS. Of particular note, the SR should not use bullet comments; rather, narrative comments to support the overall rating are highly suggested. Senior Raters should view a SRPE as the equivalent to a "complete the record OER", and should provide supporting comments accordingly.

For additional information on the completion of the SRPE, Senior Raters should refer to the USAASC policy web page under the SRPE section. The link to the new SRPE form (AAC Form 1) and instructions are also located on the USAASC policy web page under the SRPE section. Applicants should print and retain a signed copy of the SRPE for their records.

Failure to have a completed/finalized SRPE in the CAPPMS system at the time of announcement closing, will result in the applicant being declared ineligible and their application will not be provided to the board for consideration.

Instructions are available in CAPPMS to assist the rater and Senior Rater in completing the SRPE. This form must be completed online by your supervisor and 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. Failure to have a completed/finalized SRPE in the CAPPMS system at the time of announcement closing, will result in the applicant being declared ineligible and their application will not be provided to the board for consideration.

**Resume.** Upload your resume. Use the format attached at Appendix A of this announcement. Please use Times New Roman Font and 12 point with 1 inch margin and a maximum of 3 pages. Ensure to address positions that highlight your leadership capabilities or military experience. Applicants should also highlight their qualities and strengths instead of listing responsibilities. Ensure experience descriptions and dates match those in the ACRB.

**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.

**Command Endorsement and Organizational Return Rights Form.** The original document must be signed by a **General Officer or Senior Executive Service member** within your command. 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:** 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 your goals, desired career path, and how the CDG/AAF program will help you achieve those goals.

## **6. 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 via 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-November 2016.
- 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 the USAASC DACM Office.

## **7. 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.

The POC for administrative questions about this action is the manager of the CDG/AAF Program, Mr. Scott Greene, Commercial (703) 805-1229, Email: [scott.m.greene14.civ@mail.mil](mailto:scott.m.greene14.civ@mail.mil)

# Appendix A

## RESUME FORMAT & INSTRUCTIONS

**GENERAL:** Resumes are limited to 3 pages, addressing the current position and other positions to highlight your leadership capabilities or military experience

Adhering to these instructions is crucial to providing standard and consistent civilian candidate records for Board review.

Here are suggestions to write a resume setting you apart from other candidates:

- Focus on relevant experiences, skills and abilities;
- Write your resume to demonstrate you can best execute and succeed in a developmental leadership opportunity;
- Write descriptions in the active voice;
- Refer to current and previous years' performance or contribution objectives and accomplishments to identify your unique skills, knowledge and abilities to build into your resume. Quantify the results you achieved.

**RESUME FORMAT (RULES):** Follow these rules when preparing your Resume.

- Limit each experience entry description to no more than fifteen (15) lines.
- Utilize Microsoft word or compatible format..
- Times New Roman font, 12-point is preferred.
- **Do not use the following:**
  - Vertical lines, graphics and boxes;
  - Two-column format or resumes that look like newspapers;
  - Fancy fonts such as italics, underlining, or shadows;
  - Acronyms or abbreviations, other than to describe type of systems used.
  - Any resume greater than 3 pages is not unloadable.

### TIPS

Line 1: Start and End Dates (Month and Year = "MMYY"); Employing Office Name and Location (City/Military Installation, State).

Line 2: Position Title; Pay Plan, Series, Grade/Pay or Broad Band, Level and Series. Position Titles. Use position titles that relate your specific primary job responsibilities and critical skill levels to best descriptive advantage. Ensure position titles match the titles on your ACRB. Work with your Acquisition Career Manager in advance to ensure titles are correctly listed.

*Examples: Instead of "Electronics Engineer" (your official job description title), a more descriptive title would be, "Project Leader, Tactical Electro-Optical Program."*

Position Pay Plan, Series, Grade/Pay or Broad Band/Pay Bank, Level and Series

*Examples: GS-855-14; NH III, Series 855; or YA-02, Series 855*

If an experience entry describes Federal civilian positions at different grade levels, include month and year promoted to each grade.

## MAJOR TASKS AND ACCOMPLISHMENTS.

Provide substance and depth in areas which will be important to the board members.

- Length of experience descriptions – Less than or equal to 15 lines per item.
- Use numbers, quantities, and specifics to create vivid images.
- Describe the following:
  - Supervisory, managerial, team leader or other leadership roles and accomplishments;
  - Special programs you have managed;
  - Systems, projects, and programs you have worked on;
  - Explain how use of your skills benefited mission/organizational accomplishments;
  - Functional and multi-functional job assignments; and
  - Organizational levels of experience.

### MORE TIPS:

- DO energize entries with contributions, accomplishments\*, programs and projects currently in progress.
- DO show diversity of organizational levels, jobs, and types of experience.
- DO make descriptions clear and quantifiable.
- DO NOT repeat information included on ACRB (awards, education, etc.)
- DO NOT quote job descriptions for duties, responsibilities.

(\* **Accomplishment** is defined as follows: A new or unique task which is over and beyond your expected duties. The result of a project, challenge, or problem you solved and were commended for).

### Suggested Resume Format

#### First Name, Middle Initial, Last Name

Mailing Street Address (Home or Work) City, State Zip Code  
Work Phone Number COMM (XXX) XXX-XXXX; DSN XXX-XXXX

Current Supervisor First Name, Last Name, Rank/Grade Work Phone Number COMM  
(XXX) XXX-XXXX; DSN XXX-XXX

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### Experience

Start - End Dates    Employing Office/Organization                      Location MMY-YYYY  
HQ or Installation    Ft./City, State  
Position Title, Pay Plan, Series, Grade/Pay or Broad Band  
Major Duties -- Responsibilities -- Accomplishments. (**Recommend MAX 15 Lines!**)

Start - End Dates    Employing Office/Organization                      Location MMY-YYYY  
HQ or Installation    Ft./City, State  
Position Title, Pay Plan, Series, Grade/Pay or Broad Band

Major Duties -- Responsibilities -- Accomplishments. (**Recommend MAX 15**)