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 month, Competitive Development Group (CDG/AAF) Program developmental assignment with the Acquisition Support Center (ASC) as an Acquisition Management Specialist, NH-0301-III.

Pursuant to Deputy Secretary of Defense memorandum dated 22 June 2004, 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 ASC as part of my CDG/AAF Program developmental assignment as an Acquisition Management Specialist, 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, as specified in the executed CDG/AAF Program Mobility Agreement, if I fail to apply for the exercise of return rights within 30 days before the date of termination of employment in the ASC. 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 ASC 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)

Command Endorsement:

I hereby nominate __(insert name)__ for application to the Competitive Development Group (CDG/AAF) Program. This individual has demonstrated the qualities, capabilities and potential to achieve and excel in an Acquisition leadership position.

_____
Executive Signature   Date
(insert Executive name and title)

**Department of the Army
Policy for the Army Acquisition Corps
Competitive Development Group/
Army Acquisition Fellowship Program**

A. REFERENCES: See Appendix A.

B. PURPOSE

This policy supersedes interim policy published through and including those dated February 2005.

This policy governs the implementation and administration of the Army's Acquisition Corps (AC) 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.

C. APPLICABILITY AND SCOPE

This policy applies to individuals applying to and selected for the CDG/AAF Program beginning with Year Group (YG) 07.

D. DEFINITIONS

Terms used in this policy are defined in Appendix B.

E. POLICY

1. The CDG/AAF Program is a 3-year Acquisition Program Management Senior Leader Position (PMSLP) 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. For the purposes of this policy, PMSLPs include Product, Project and Program Managers (PM), (inclusive of positions designated as Assistant, Deputy and Director), and the staff professionals that support these positions.

2. A CDG/AAF Program applicant must be a current Department of the Army (DA) employee in a Career or Career Conditional status position; occupy a GS-13 or demonstration project equivalent converted broadband/pay band level position; have attained AC membership status or meet AC membership eligibility requirements; and be certified at Level III in at least one acquisition career field **at the time of program application**.

3. Description and templates/samples of required application package documents is contained at Appendix C.

4. All CDG/AAF Program applicants are required to sign the CDG/AAF Program Mobility Agreement and obtain 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.

5. CDG/AAF members are selected from eligible applicants in a two-phase process. The initial phase consists of evaluation of the written application package. The second phase constitutes a Selection Board interview process. Potential CDG/AAF members 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.

6. 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 member 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, (s)he will be required to meet *all* Program training requirements and participate in *no less than* two developmental assignments.

7. CDG/AAF Program selectees are assigned to a centrally-funded training position on the ASC Table of Distribution and Allowances (TDA) during participation in the Program. The ASC participates in the DoD Civilian Acquisition Workforce Personnel Demonstration Project, and CDG/AAF Program participations are therefore subject to the Project rules and plan for personnel management while on ASC's TDA. Each participant will be classified as an NH-301-III broadband level employee. The position requirements document (e.g., description of duties) contains generic training program information, tasks, and responsibilities. The current online version of the CDG/AAF Program Handbook contains specific information pertaining to the DoD Civilian Acquisition Workforce Personnel Demonstration Project.

8. CDG/AAF Program selectees who have not already been accessed into the AC will be processed for membership upon acceptance into the CDG/AAF Program.

9. CDG/AAF members 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, ASC will endeavor to provide each CDG/AAF member with at least one assignment into an Assistant Program/Product Manager (APM) and one assignment into a PM Staff Action Officer (AO) position. All CDG/AAF members are required to complete one assignment within the Office of the Assistant Secretary of the Army (Acquisition Logistics and Technology) [ASA(ALT)] or Army Materiel Command (AMC) for a minimum period of 179 days.

10. Priority for slating assignments will be established generally as follows. Assignment variation may occur based on member's education, training, and/or experience. There are three distinct "tracks" or programs for CDG/AAF placement:

      i. PM Staff Action Officer Track: First assignment, PMO Staff;
            a. Second assignment, ASAALT/AMC Staff;
            b. Final assignment, PMO/APM.

      ii. PM Track w/Program Management Office (PMO) Experience: APM; ASAALT/AMC Staff; APM.

      iii. PM Track w/o PMO Experience: PMO; ASAALT/AMC Staff; APM.

11. Minimum training requirements for successful completion of the CDG/AAF Program include: 1) Sustaining Base Leadership and Management (SBLM); 2) Intermediate Qualification Course (IQC); 3) National Training Center (NTC); 4) Congressional Operations; 5) two (2) executive leadership courses; and 6) Defense Acquisition University's (DAU) PMT-352. Other training and education opportunities will be provided throughout the course of the Program. Request for waiver or equivalency of any of these courses may be submitted to the Regional Director (RD) and coordinated with the CDG/AAF Manager, and will be considered on a case-by-case basis. Determination for acceptance of waivers is final and at the sole discretion of the DDACM.

12. Since CDG/AAF members are considered to be a feeder group for future leadership positions within the AC, and the PM positions are considered PMSLPs within the AC, CDG/AAF members assigned to the PM track are required to submit application(s) for consideration by the Army's LTC/GS-14 and/or COL/GS-15 Project/Product Manager and Acquisition Command selection boards in the second and third years of their CDG/AAF Program. CDG/AAF members assigned to the PM Staff AO track are encouraged to apply. The only exceptions to this policy are: 1) if the CDG/AAF member is on a central board select list for acquisition product or project manager, and is waiting to proceed to his/her position assignment; or 2) if the CDG/AAF member has an approved deferral in place as outlined in the CDG/AAF Program Mobility Agreement. Exception for reason(s) not identified here may be submitted for consideration to the RD, coordinated with the CDG/AAF Program Manager, and approved by the DDACM. **Failure to apply to the announcement for the LTC/GS-14 and/or COL/GS-15 Project/Product Manager and Acquisition Command selection boards may result in removal from the CDG/AAF Program pursuant to the Organizational Return Rights and Command Endorsement Agreement or executed CDG/AAF Program Mobility Agreement.** The LTC/GS-14 and/or COL/GS-15 Project/Product Manager and Acquisition Command selection board announcements are posted annually to the U.S. Army Human Resource Command homepage and U.S. Army Acquisition Support Center (ASC) website.

13. Graduation from the CDG/AAF Program is contingent on successful completion of all requirements identified within this Policy and as included in each CDG/AAF member's approved Individual Development Plan (IDP).

14. CDG/AAF members are encouraged to begin seeking out permanent placement positions during the third year of the Program. RDs will assist members in identifying potential positions within the graduating CDG/AAF member's desired geographical, functional and/or command preference areas. If no permanent position is achieved by graduation date, the Organizational Return Rights and Command Endorsement Agreement or Program Mobility Agreement will be invoked.

15. In the event a CDG/AAF member 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 member 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.

16. CDG/AAF members who receive promotions during the Program term will be considered to have met Program graduation requirements as long as they have completed required training courses within the original 3-year Program period, and submitted application(s) to the LTC/GS-14 and/or COL/GS-15 Project/Product Manager and Acquisition Command selection board as required above.

F. RESPONSIBILITIES

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

a. 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.

b. The DDACM approves ASC funds for the cost of salaries, Contribution Rating Increases and Contribution Awards (pursuant to the DoD Civilian Acquisition Workforce Personnel Demonstration Project's CCAS rating cycle) pay and allowances, travel, training, Permanent Change of Station (PCS), personnel actions and other program costs of CDG/AAF members. The DDACM also provides travel funds for board members to participate on the CDG/AAF Program Selection Board.

c. Based on the Selection Board findings, and available Program support resources, a CDG/AAF applicant alternate list will be created. The DDACM approves selection of and Program offer to an alternate candidate.

d. At the recommendation of the Regional Director (RD) and in coordination with the CDG/AAF Program Manager, the DDACM accepts or declines CDG/AAF member requests for training course waivers or equivalencies and exceptions to the LTC/GS-14 and/or COL/GS-15 Project/Product Manager and Acquisition Command selection board application requirement.

e. The DDACM has final approval on recommendations from the RD's in coordination with the CDG/AAF Manager to remove CDG/AAF members from the Program and invoke the Organizational Return Rights and Command Endorsement Agreement.

2. Acquisition Support Center (ASC).

   a. The ASC provides general CDG/AAF Program oversight through Acquisition Career Managers (ACM), RDs, and the CDG/AAF Manager who are responsible for maintaining and enforcing the CDG/AAF Program policies and procedures.

      (1) ACMs report to RDs and have the responsibility for individual day-to-day management of CDG/AAF members, as it pertains to acquisition career management issues.

      (2) RDs are special assistants under the authority of the DDACM, and have responsibility for providing support to the CDG/AAF Program, as it pertains to initial slating, position changes and program post placement. RDs coordinate with the CDG/AAF Manager on all decisions and recommendations affecting CDG/AAF members.

      (3) The CDG/AAF Manager is responsible for Program interface with the DDACM, providing recommendations on CDG/AAF Program policy management, and member actions requiring DDACM decision and feedback.

   b. A team of ASC Proponency Specialists provides guidance for all policy issues and serves as subject matter experts in their respective Acquisition Career Fields (ACFs) and coordinates CDG/AAF Program policy and procedural issues with the Office of the Assistant G-1 for Civilian Personnel Policy (CPP), the RD's, Human Resource Command (HRC), Chief of Acquisition Policy, and other organizations, as appropriate.

   c. On behalf of the DDACM, the ASC prepares the Memorandum of Instruction (MOI) for the CDG/AAF Program Selection Board and provides the MOI to the HRC for the conduct of the CDG/AAF Program Selection Board.

   d. ASC Resource Management personnel provide resource support for the CDG/AAF Program. The execution of funding actions associated with the selection of CDG/AAF members are authorized by the Deputy Director, ASC, 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 member 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. ASC Resource Management Division is responsible for preparing the PCS Orders.

e. The HRMD provides coordination for personnel actions affecting CDG/AAF members with the servicing CPAC and provides guidance as required regarding all personnel issues.

f. The HRMD initiates the RPAs for CDG/AAFs. The CDG/AAF Manager will provide the HRMD Human Resource Specialist with the names and phone numbers of the selected CDG/AAFs for the current year group the first week in January. ASC HRMD will assist with end-of-tour placements at the conclusion of each year group. HRMD will obtain graduating CDG/AAF members' résumés, preferences and biographical information for the purpose of developing and sending introductory letter to appropriate Acquisition Commands. The Request for Personnel Action (RPA) will be submitted with an effective date for the second pay period in February of that year. The HRMD Specialist will contact the selected CDG/AAFs for copies of a current résumé, current Notice of Personnel Action (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, NPA and WIGI SF50, of the selected CDG/AAFs to the Fort Belvoir Civilian Personnel Advisory Center Specialist who will offer the CDG/AAF a firm offer for the position which must be accepted or declined.

g. The ASC Administrative Office will provide overall administrative support to CDG/AAF members such as processing time cards, locator cards, security processing, Government travel cards, and Request Authorization of Training and Reimbursement forms, DD 1556.

h. The Strategic Plans and Analysis (SP&A) Division through the Organizational Defense Travel Administrator (ODTA) is responsible for the management and support of the Defense Travel System (DTS) for ASC. The ODTA will assist CDG/AAF candidates as appropriate in navigating the DTS system.

i. The Resource Management Division through the Finance Defense Travel Administrator (FDTA) is responsible for ensuring lines of accounting are properly established and executed. The FDTA will assist the CDG/AAF candidates with the fund cite coordination required between the supported agencies resource management office and the ASC resource management office.

j. The ASC Acquisition Career Development training cell is responsible for CDG/AAF member database management and maintenance, announcing training opportunities, and member training coordination.

k. The ASC Strategic Communications Division (STRATCOM) provides marketing, communications, event planning and execution support. Support includes development of Program branding, conference support, and marketing tools.

l. The ASC hosts the annual orientation seminar and graduation ceremony for new and graduating CDG/AAF members.

k. Acquisition Career Managers (ACM).

   (1)   ACMs provide support to the RD during the CDG/AAF Program application and selection process.

   (2)   The ACM provides assistance to the CDG/AAF Program applicant in developing, refining and compiling application materials in response to the CDG/AAF Program announcement. The ACM obtains information on CDG/AAF preferences, and validates each CDG/AAF Program applicant's experience, education, and training, and coordinates updates of information into the Career Acquisition Personnel & Position Management Information System (CAPPMIS) with the applicant.

   (3)   At the beginning of the CDG/AAF Program term each CDG/AAF member is assigned an ACM within the member's regional Customer Support Office (CSO) who centrally manages the CDG/AAF member throughout the program.

   (4)   The ACM supports the RD and CDG/AAF member in developing IDPs and identifying potential developmental positions for CDG/AAF members.

   (5)   The ACM assists the CDG/AAF member in compiling and submitting the application package. Both the LTC/GS-14 and COL/GS-15 Project/Product Manager and Acquisition Command selection board announcements and the CDG/AAF Program announcement are prepared by HRC and posted to the HRC homepage.

   (6) The ACM supports the RD and CDG/AAF member in identifying potential permanent positions throughout the Program and for impending graduates.

   (7) The ACM supports the RD and CDG/AAF Program Manager in the planning and execution of the annual Orientation/Graduation and other CDG/AAF events.

l.   Regional Director (RD).

   (1) The RD maintains an Outreach program to include marketing to key PEOs and ASA(ALT)/AMC and assisting the CDG/AAF Manager in conducting on-site and VTC marketing briefs.

   (2) The RD assists the ASC in identifying appropriate developmental assignment positions, including changes to slated assignments, and recommending placement of CDG/AAF members. The RD assists CDG/AAF members in transitioning into assignments during and after CDG/AAF Program completion.

   (3) The RD assists the CDG/AAF members to update and approve specific Individual Development Plans (IDPs) for the Program term. These IDPs will include both formal training and at least two (2) approved career developmental assignments.

   (4) The RD ensures CDG/AAF members submit progress reports, with copy furnished to the CDG/AAF Manager, on a monthly basis. The RD reviews reports and coordinates any issues with the CDG/AAF Manager. Copies of monthly reports shall be retained in the CDG/AAF member's file.

   (5) The RD meets with assigned CDG/AAF members at least quarterly. These meetings are intended to be a forum for discussion and an opportunity for mentoring the CDG/AAF member and, as may be necessary, to address issues, problems/concerns, progress, training, recommendations for Program improvement, assignments, or other topics of interest and relevance to the CDG/AAF member. This meeting may be conducted individually or as a group, as appropriate to the meeting agenda, geographic location of CDG/AAF members, and at the discretion of the RD. The meetings may be conducted telephonically, face-to-face or through the use of video teleconferencing facilities, as appropriate or necessary. The CDG/AAF member is responsible for coordinating meeting schedules with the RD, although the RD may extend an invitation to the Acquisition Career Management Advocate (ACMA).

   (6) The RD, with support from the HRMD, ensures that both the CDG/AAF member and their current developmental assignment supervisor comply with the CCAS rating cycle, to include initial, mid-point, and exit counseling and appropriate documentation. The RD ensures a copy of all documents are received and contained within the CDG/AAF member's CMIF.

   (7) The RD serves as the DoD Civilian Acquisition Workforce Personnel Demonstration Project sub pay pool manager and therefore represents assigned CDG/AAF members in the Project Pay Pool Panel discussions.

(8) The RD receives assignment supervisor's Exit Survey upon CDG/AAF member departure from each assignment, providing copies and recommendations for Program change or enhancements to the CDG/AAF Manager.

(9) The RD, in coordination with the ACMAs, identifies "target" Program Executive Offices (PEO), works closely with PEO representatives to establish a continuous and consistent pool of appropriate leadership positions (i.e., APM and staff action officer) within the PEO or subordinate Project and Product offices dedicated to CDG/AAF member assignment.

(10) The RD provides information and recommendations to the CDG/AAF Manager on actual or potential performance problems identified by developmental assignment supervisors.

(11) The RD, in cooperation with the CDG/AAF Manager, provides recommendations for placement of CDG/AAF members upon graduation.

m. CDG/AAF Manager.

(1) The CDG/AAF Manager has the overarching responsibility for providing the Army Acquisition Workforce 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 AC mission.

(2) The CDG/AAF Manager drafts CDG/AAF Program policy and handbook for DDACM approval, maintains both policy and handbook as changes occur, and ensures appropriate distribution of both documents.

(3) The CDG/AAF Manager establishes, maintains and executes the CDG/AAF budget and requests modifications as unplanned budgetary requirements become known. This responsibility includes preparation and analysis requirements for biennial POM process.

(4) The CDG/AAF Manager conducts on-site & VTC marketing briefs for both key PEO and ASA(ALT)/AMC "target" positions and potential CDG/AAF applicants acquisition workforce-wide.

(5) The CDG/AAF Manager develops CDG/AAF Selection Board Memorandum of Instruction (MOI) in coordination with HRC, staffs and obtains document approval.

(6) The CDG/AAF Manager ensures CDG/AAF Program announcement is posted to the ASC website concurrent with HRC posting.

(7) The CDG/AAF Manager presides over slating panels consisting of RDs, selected ACMAs, and other interested parties who may be invited to participate. The CDG/AAF Manager briefs panel results and obtains DDACM approval of recommended CDG/AAF member assignments.

(8) The CDG/AAF Manager serves as the approval authority for long-term developmental training assignments requiring USAASC Command endorsement.

(9) The CDG/AAF Manager develops requirements packages, plans, coordinates with appropriate support elements, prepares, and hosts for CDG/AAF Orientation/Graduation and other events. The CDG/AAF Manager briefs members on assigned developmental assignments during the Orientation.

(10) The CDG/AAF Manager maintains Program communication plan that includes facilitating CDG/AAF member submission of articles to the AL&T Magazine, coordinating e-mail information blasts to target groups, and overseeing the publishing of a CDG/AAF Quarterly Newsletter.

n. Human Resources Command (HRC).

(1) The HRC staff writes, coordinates and publishes the CDG/AAF Program announcement in compliance with all civilian personnel policies, directives and the directives of the convening authority.

(2) The HRC staff receives, validates and processes CDG/AAF Program applications;   notifies applicants selected for Phase II and schedules an Interview Board appearance; and notifies Phase I applicants of non-selection. The HRC staff posts list of CDG/AAF selectees to HRC Homepages.

(3) The HRC staff is responsible for the conduct of the CDG/AAF Program Selection Board to include selecting the location and board members, appointing board members, providing the Memorandum of Instruction (MOI),and briefing board members, and ensuring timely completion of the Board Report.

(4) The HRC submits an After Action Report to the Office of the DDACM addressing relevant information on CDG/AAF Program applicants and proposed selectees. CDG/AAF final selection list approval is coordinated by the HRC staff with the DDACM prior to publishing a selection announcement.

(5) The HRC conducts the release of the CDG/AAF List to Selectee's Commands.

(6) The HRC staff conducts PM Board Application Prep and Lessons Learned Workshops during the annual Orientation/Graduation event.

o. Acquisition Career Management Advocate (ACMA).

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

(2) The ACMA may provide input into potential CDG/AAF Program developmental assignments.

(3) ACMAs provide feedback to the ASC on the CDG/AAF Program.

(4) ACMAs may participate in or provide input to slating panels.

(5) The ACMA is encouraged to participate in the quarterly CDG/AAF member meetings convened by the RD, and provide mentorship to members as appropriate.

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

(1) The Assistant G-1 for CPP provides 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) The Priority Placement Program (PPP) exception in the Department of Defense PPP Operations Manual, Chapter 4, Paragraph C.2.d. (July 1998) applies to the movement and placement of AC 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:

   i. Movement of the selectee onto ASC's TDA, as NH-301-III, to be effective on the date of program startup. Salary for current DoD Civilian Acquisition Personnel Demonstration Project employees will continue at current rate. CDG/AAF members entering the demonstration project will have their salary set according to the DoD Civilian Acquisition Personnel Demonstration Project Army Operating Procedures in effect at the time of selection.

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

   iii. Lateral placement to a permanent position upon graduation (not subject to Priority Placement Program).

(3) Civilian personnel support is provided to CDG/AAF Program selectees/members by the Ft. Belvoir, Virginia CPAC and the North Central CPOC. Typical support includes, but may not be limited to: 1) processing RPAs for movement of new CDG/AAF Program selectees onto ASC's central funding TDA and DoD Civilian Acquisition Personnel Demonstration Project; 2) disciplinary actions; 3) benefits counseling; and 4) updates in the Modern Defense Civilian Personnel Data System (MDCPDS).; CDG/AAF members brought into the Program prior to the effective date or year group cited in this Policy will continue to be supported by the CPOC/CPAC responsible for the organization to which the CDG/AAF member is assigned.

q. Gaining Organization.

(1) The gaining organization is responsible for the day-to-day supervision and management of the CDG/AAF member. The gaining organization, through the immediate supervisor, is responsible for ensuring that the CDG/AAF member is provided with a meaningful developmental assignment experience. This includes providing the CDG/AAF member with adequate workspace, relevant and beneficial taskings, and reasonable time and support for training and education as outlined in the approved 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.

(2) Supervisor.

i.   Upon reporting to the developmental assignment, the CDG/AAF member and the immediate supervisor will establish contribution objectives during an initial counseling session. The supervisor ensures that training, education, and developmental activities identified on the approved IDP are synchronized with the mission and objectives of the organization. Exclusive of CDG/AAF Program requirements for training, changes to the IDP may be requested through the ACM.

ii. Throughout the term of a CDG/AAF member's assignment, the supervisor will evaluate and manage the CDG/AAF member's performance in accordance with the governing performance management program. The supervisor performs customary administrative actions such as the maintenance of time and attendance cards, mid-point evaluations, and annual Senior Rater Potential Evaluations (SRPE).

iii. The supervisor is responsible for the conduct of all Contribution-based Compensation and Appraisal System (CCAS) activities relating to the CDG/AAF member(s) while assigned to their

Command. Note that supervisors whose Commands prescribe to the General Schedule evaluation and appraisal system are still responsible for CCAS activities applicable to CDG/AAF members. The supervisor is responsible for obtaining training in CCAS. Supervisor CCAS activities include:

1. Meeting with the CDG/AAF member within 30 days of the beginning of the CCAS cycle, *or within 30 days of the start of the CDG/AAF assignment;*

2. Setting clear goals and responsibilities for the CDG/AAF member for the assignment period;

3. Ensuring the CDG/AAF member clearly understands, and is capable of executing, the objectives;

4. Meeting with the CDG/AAF member at least once during the CCAS cycle, at the midpoint of the cycle or assignment period, to discuss progress and any changes/problems that need to be addressed. Utilizing the required CDG/AAF member monthly report should assist the supervisor in assessing the CDG/AAF member's progress for this review. Supervisors should address any problems as soon as possible;

5. Completing supervisory assessment, usually by mid-October;

6. Recommending categorical and numerical scores for each factor, and relative order for each factor for the next appraisal period, to the Pay Pool Panel; and

7. Ensuring copies of all performance evaluations, counseling memorandums, and surveys are submitted concurrently to the RD and the CDG/AAF Manager within thirty (30) days of the event.

iv. The supervisor reports actual or anticipated performance problems to the RD as soon as such problems are detected. The RD is responsible for informing the CDG/AAF Program Manager of these anticipated performance deficiencies and providing recommendations for rectifying the problem(s) through training, counseling, suspension or removal from the CDG/AAF Program via invocation of the Organizational Return Rights and Command Endorsement Agreement.

(3) In the event a supervisor determines that disciplinary action toward a CDG/AAF member is warranted, established personnel processes and

procedures are applicable. The supervisor notifies the RD who will coordinate with the CDG/AAF Manager immediately if such an action is being considered.

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

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

r. <u>CDG/AAF Members</u>. CDG/AAF members 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.

(1) When a Permanent Change of Station (PCS) is approved, the CDG/AAF member is responsible for contacting the ASC Resource Management staff to obtain a copy of the Defense National Relocation Program (DNRP) handbook and point of contact at DNRP. The CDG/AAF member is responsible for completing DNRP requirements.

(2) CDG/AAF members are required to register on their organization's Defense Travel System and will be administratively supported by USAASC's Administration, Human Resources, and Resource Management Divisions.

(3) When TDY is required in the execution of a CDG/AAF assignment, the CDG/AAF member is responsible for initial fund cite coordination between ASC RM FDTA and the resource management office of the supported organization.

(4) CDG/AAF members provide locator cards at the beginning of the program, and updates as the member transitions through developmental assignments. The locator card and updates are provided concurrently to assigned ACM, RD, supporting ACMA, CDG/AAF Manager, HRMD point of contact (POC), administrative POC, and resource management POC. Contact information is contained in the CDG/AAF Program Handbook.

(5) Upon selection to the CDG/AAF Program, the CDG/AAF member contacts the RD to schedule an initial meeting. Thereafter, the CDG/AAF member schedules regular meetings, to occur at least quarterly. When a CDG/AAF member arrives in the NCR for long-term training, they should contact the DDACM administrative office to schedule an office call.

(6) The CDG/AAF member develops an initial IDP in coordination with their developmental assignment supervisor and assigned ACM that reflects required training and assignment activities. Updates or changes to the IDP are approved through the supervisor in cooperation with the RD.

(7) The CDG/AAF member prepares, with the assistance of their assigned ACM as necessary, and submits eligible applications for consideration by the annual LTC/GS-14 and/or COL/GS-15 Project/Product Manager and Acquisition Command selection board as required by this policy. Application packages are required to be submitted for each of the three Program years unless the CDG/AAF member requests exception in writing to, and is approved by, the CDG/AAF Manager prior to the application deadline.

(8) The CDG/AAF member participates with the supervisor in developing, and amending as necessary, assignment objectives; ensures that initial, mid-point, and exit CCAS counseling is done; and ensures Senior Rater Potential Evaluations (SRPE) are completed by the current supervisor and approved by the senior rater at the appropriate times. The CDG/AAF member is responsible for ensuring these documents are submitted to the RD and CDG/AAF Manager within 30 days of the event.

(9) The CDG/AAF member submits a monthly feedback report (format provided in the CDG/AAF Handbook) to the RD, with copies submitted concurrently to the representative ACM, CDG/AAF Manager, and current supervisor. Reports will be submitted via email no later than the close of business on the first Monday following the end of the report month. Additional information relating to report content can be found in the CDG/AAF Program Handbook.

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

(11) Each CDG/AAF member is expected to make maximum effort to establish, develop and maintain a mentoring relationship with at least one person within the Army acquisition community, whether in the member's career field or in another Acquisition Career Field (ACF). Upon selection to the CDG/AAF Program, incoming CDG/AAF members will be provided with contact information for Year 3 and graduated CDG/AAF members. Current and former CDG/AAF members should avail themselves to newly selected CDG/AAF members in order to maximize the opportunity for mentoring. ACMAs are also an appropriate source for mentoring.

(12) The CDG/AAF member provides support to CDG/AAF Program endeavors such as submitting articles to the Army AL&T Magazine, making presentations, etc. Articles to the Army AL&T Magazine or other applicable and appropriate professional government publication are to be submitted at least once per year to the ASC STRATCOM Division, with concurrent copy to the CDG/AAF Manager. The CDG/AAF Manager will contact individuals as needed for presentations, panel attendance, etc.

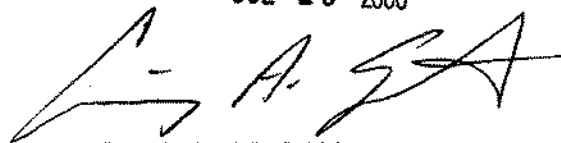(13) For CDG/AAF members who are promoted during their term in the Program.

    i.   CDG/AAF members are not required to complete developmental assignments, but shall complete all required training in order to graduate from the program.

    ii.   Monthly feedback reports are not required.

    iii.   Quarterly meetings with the RD are not required.

    iv.   All other requirements are as described above.

G. INSTALLATIONS. Labor relations obligations. Installations are to meet their statutory and contractual labor relations obligations prior to local implementation.

H. EFFECTIVE DATE AND IMPLEMENTATION

This policy is effective immediately and applies to CDG/AAF Program Year Group FY07 and later members. The DDACM may publish procedures as necessary to implement this directive.

JUL 2 0 2006

CRAIG A. SPISAK
Deputy Director
Acquisition Career Management

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Appendix B

Glossary

AC – Army Acquisition Corps: The AC is a subset of the AL&T Workforce. It is composed of individuals who have been accepted into the AC 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.

Army Acquisition Basic Course (AABC) – Designed to provide a broad spectrum of knowledge pertaining to the materiel acquisition process. It covers national policies and objectives that shape the acquisition process and the implementation of these policies and objectives by the U.S. Army. Emphasis is placed on providing mid-level managers with a broad and comprehensive education so they can effectively manage any aspect of the materiel acquisition process.

Action Officer Development Course – A non-resident course that prepares individuals for the requirements of staff work with training similar to that offered to military who attend the Combined Arms and Services Staff School (CAS3).

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.

ACMP3 – Acquisition Career Management Program Office (Plans, Policy and Programs)

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.

ASC – Acquisition Support Center: The former Acquisition Career Management Office (ACMO) and Army Acquisition Executive Support Agency (AAESA) have been consolidated to form the Acquisition Support Center (ASC). The ASC is the acquisition, contracting and logistics personnel proponent.

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 – Competitive Development Group: The CDG/AAF is 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 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.

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.

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 Acquisition Support Center website.

Executive Education Certificate in Management – Awarded to executives who have completed four Darden Graduate School of Business Administration executive education program in the specialized areas of leadership or strategy.

Intermediate Qualification Course (IQC) – Develops 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. The course will leverage Senior Service College Fellowship instructors, expertise, and mentorship. This course serves as a follow-on to the advanced course under development at the Army Management Staff College (see Sustaining Base Leadership and Management below).

Key Leadership Position (KLP) -- A subset of CAPs called KLPs has been newly established to 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.

Leadership Education and Development (LEAD) Course – Phase II of the SDC and teaches supervisors to assess their own effectiveness; assess employee and team effectiveness; motivate and influence employees; communicate effectively; conduct counseling; resolve conflicts; develop strategies to create fully functioning teams; make effective decisions; and explain the effect of values on individual and team effectiveness.

Manager Development Course – Provides instruction in organizational culture; time management; objectives and plans, problem solving and decision-making; planning, programming and budgeting; manpower management; communications; information technology applications; Army Environmental Program; equal employment opportunity; professional ethics; internal management control; and Army family team building.

Organizational Leadership for Executives Course (OLE) – The objective of OLE is to develop leaders with skills to conduct an organizational assessment; communicate influentially; establish an effective organizational climate; manage organizational change; develop an organization strategic plan; diagnose personal effectiveness; and build high-performing teams.

Personnel Management for Executives I (PME I) - Designed to help participants find better ways of dealing with management problems for which there can be no stereotypical solutions. It assumes maturity, creativity and resourcefulness on the part of the conferees and a willingness to put forth the effort necessary to improve their managerial abilities.

Personnel Management for Executives II (PME II) – Provides for a "live-in" environment in which the principals of PME I are practically applied.

Program Management Office Course (PMT 352) – 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.

Senior Rater Potential Evaluation (SRPE) – 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.

Supervisor Development Course – Phase I of the mandatory supervisory training for all newly appointed supervisors (military and civilian) of civilian employees. New civilian supervisors of civilians must complete both Phase I and Phase II (Leadership Education and Development (LEAD)) within six months after appointment to supervisory positions.

Sustaining Base Leadership and Management Program (SBLM) – Currently being revised by the Army Management Staff College under the Civilian Education System. Up-to-date information can be found at **http://amscportal.belvoir.army.mil**

Appendix C

Application Documents

Résumé Format

Acquisition Career Report Brief (ACRB)

Notification of Personnel Action (SF50)

Senior Rater Potential Evaluation (SRPE) Sample

Evaluations

Self-Certification Statement

Regional/Program Preference Form

CDG/AAF Program Mobility Agreement

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 month, Competitive Development Group (CDG/AAF) Program developmental assignment with the Acquisition Support Center (ASC) as an Acquisition Management Specialist, NH-0301-III.

Pursuant to Deputy Secretary of Defense memorandum dated 22 June 2004, 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 ASC as part of my CDG/AAF Program developmental assignment as an Acquisition Management Specialist, 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, as specified in the executed CDG/AAF Program Mobility Agreement, if I fail to apply for the exercise of return rights within 30 days before the date of termination of employment in the ASC. 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 ASC 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   Supervisor Signature   Date
(insert employee name and title)   (insert supervisor name and title)

_____
Human Resources Signature   Date
(insert representative name and title)

Command Endorsement:

I hereby nominate __(insert name)__ for application to the Competitive Development Group (CDG/AAF) Program. This individual has demonstrated the qualities, capabilities and potential to achieve and excel in an Acquisition leadership position.

_____
Executive Signature   Date
(insert Executive name and title)

Enclosure 1
DEFINITIONS

Army Acquisition Corps. The Army Acquisition Corps (AAC) is a subset of the Acquisition and Technology Workforce (A&TWF) whose admission stipulates certain status, experience, training and education requirements (Reference: Defense Acquisition Workforce Improvement Act (DAWIA) Chapter 87, 10 United States Code, Section 1732(b), Eligibility Requirements). Within the Department of the Army, GS-13 and above, and personnel demonstration project equivalent converted broadband/pay band level AT&WF members who are either encumbering a Critical Acquisition Position or are Corps Eligible and Level II certified in an Acquisition Career Field are eligible to apply for AAC membership. Military must be serving in the grade of major or above and must also meet the same DAWIA requirements.

Acquisition and Technology Workforce. The Acquisition & Technology Workforce (A&TWF) is the acquisition population that accomplishes the many efforts associated with meeting the acquisition needs of the Department of Defense (DoD) and the Department of the Army. This population is identified by occupational series that may fall under one of the following categories within the DoD: Category I positions are always considered A&TWF positions; Category II A or II B are counted when they are located in a listed acquisition-related or science and technology-related organization; and Category III is used to delete or add positions not captured in the above categories. Members of the A&TWF are required to meet specific acquisition certification standards (education, training and experience) for the acquisition position they occupy.

Acquisition Career Management Advocates. Acquisition Career Management Advocates (ACMAs) are senior- level civilian AAC members located within organizations having a high concentration of A&TWF. They are chartered by the DDACM and are responsible for command-specific issues and serve to enhance the communication of related topics to the Army's acquisition community.

Acquisition Career Managers. Acquisition Career Managers (ACMs) are individuals located throughout the regions and at the U.S. Total Army Personnel Command, Acquisition Management Branch, who provide career guidance to A&TWF members.

Acquisition Support Center. The Acquisition Support Center (ASC) is a new organization that reflects the merger of the former Acquisition Career Management Office (ACMO) and the Army Acquisition Executive Support Agency (AAESA). The functions of these organizations have been combined and integrated as a result of the realignment of the Office of the Secretary of the Army for Acquisition, Logistics and Technology.

Corps Eligible Program. The Corps Eligible (CE) program facilitates the placement of A&TWF members into Critical Acquisition Positions in the Army, by predetermining and documenting their achievement of AAC qualifications. The CE Program is now open to

employees in GS-12/13 and personnel demonstration projects equivalent converted broadband/pay band levels.

Critical Acquisition Position. Critical Acquisition Positions (CAPs) are senior level acquisition positions at the grade of GS-14 and above, personnel demonstration projects equivalent converted broadband/pay band levels, and LTC and above which meet the refined Packard definition for A&TWF. A CAP may only be filled by a member of the AAC, or by an employee granted a waiver of AAC eligibility requirements.

Functional Chief Representative (FCR). FCRs are civilians selected by the Career Program Functional Chiefs (FCs) and hold top-level positions in various occupational fields.

Individual Development Plan. The Individual Development Plan (IDP) is a five (5) year plan that outlines an employee's education, training, and experience goals. The A&TWF employee prepares the IDP and electronically submits it to his/her supervisor for approval and implementation. Once approved, the CDG Program member's activities are documented in the IDP.

Proponency Specialists. Proponency Specialists are civilian AAC members assigned to the ASC and represent the ten Acquisition Career Fields. Proponency Specialists provide career management assistance for A&TWF members within their career field of expertise. They develop workforce policy that is consistent with and responsive to DAWIA and the needs of the entire A&TWF.

Regional Directors. Regional Directors are senior level civilians within designated areas who are responsible for assisting the DDACM and the ASC in establishing and implementing acquisition policy in support of Army goals and objectives for a highly qualified A&TWF. They are responsible for overall regional requirements and serve as the primary source of acquisition career management guidance for the regional A&TWF members.

Valid Offer. A valid offer is a job or training opportunity that is offered by the CDG Manager or the CPAC representative to a CDG Program member during or at the completion of the CDG program.
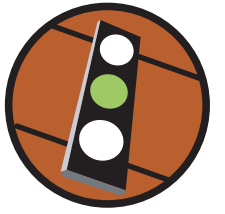
Handbook 2005

Competitive
Development Group
(CDG)

ASC
ACQUISITION SUPPORT CENTER

CONTENTS

Background

Established in 1997, the Competitive Development Group (CDG) Program is intended to attract an elite group of acquisition professionals looking to advance their careers in the Program Management and Army Senior Staff arenas.   Individuals are sought from a broad cross section of Acquisition Career Fields (ACFs), and offered an opportunity to expand their acquisition experience into one or more additional ACFs, organizations or command elements. Although a promotion is not guaranteed as part of the CDG Program, CDG members do have a competitive advantage when applying for vacant positions. Since the first Year Group (YG)97 through YG03, approximately 78 of the 119 CDG members (66%) have been promoted to GS-14 or equivalent personnel demonstration broadband-level positions. The majority of these were promoted during the first and second year of their program. What is this exceptional program all about? Let's go back to the basics.

What is the CDG Program?

The proponent for this program is the U.S. Army Acquisition Support Center (ASC) located at Fort Belvoir, VA. The CDG is a 3-year professional and developmental training program, offering expanded leadership training and experience opportunities for competitively selected GS-12/13 (or equivalent personnel demonstration broadband level) Army Acquisition Corps (AAC) or Corps Eligible (CE) members. The CDG Program's primary purpose is to develop civilian acquisition leaders for the Army of the future.

CDG Members

CDG members are "best-qualified" applicants who are selected through a competitive selection board process. They are assigned to centrally funded positions on the ASC Table of Distribution and Allowances for a 3-year period. In addition, CDG members are provided centrally managed education, experience and training opportunities designed to provide career and leadership development assignments in a structured, high-visibility program.

Developmental Assignments and Training

Developmental assignments are selected from the acquisition community worldwide and represent various and multiple developmental opportunities in program management offices, program executive offices, systems acquisition offices as well as senior staff offices working in headquarters and/or Department-level assignments. CDG members also have the opportunity to attend a variety of mid to senior-level leadership courses and conferences, complete the Congressional Briefing Conference on Capital Hill, and participate in Operational Experience Training at the National Training Center (NTC) at Fort Irwin, CA. Specific information on developmental assignments and training is provided later in this handbook. The chart on Page 3 depicts a typical AAC civilian career track.

AAC Civilian Career Model
Textbook Track to PM/Senior Leader

Project Manager/Staff Director

Senior Service College

Product Manager/Senior Staff

Competitive Development Group

Sabbatical/Rotational Assignment
• PEO, DA or OSD Staff
• DAU Instructor

Optional Project Manager Tour #2

Enter Federal Service

Grade	
SES	
GS-15	PMT- 402
GS-14	PMT- 401
GS-13	Level III Certification PMT-352
GS-12	
GS-11	Level II ACQ 201
GS-09	Level I & II Certification ACQ
GS-07	Level I ACQ 101
GS-05	

Level II PMT 250

0   10   20   30

Technical Skills | Leadership Skills | Retirement Eligible

- Shaded bars denote typical career paths (colors match acquisition training requirements).
- Individual careers will vary based on personal circumstances and decisions.
- Individuals may plateau and remain in same grade for any period of time at any point in the career.
- Green and gray bars indicate typical career points for various centrally selected assignments.
- There is no prerequisite relationship between the centrally selected assignments illustrated.

◆ **Civilian**

Operational Experience

Army Core Leadership Training | Leader / Executive Development

Business Hours and/or Bachelors | Masters | Senior Service College

SBLM

Primary ACF | Cross Functional | PEO / ACA / PM / TSM   HQ MACOM / HQDA / OSD

MSC / MACOM | Accession

| GS-5/8 | GS-9/11 | GS-12 | GS-13 | GS-14 | GS-15 |
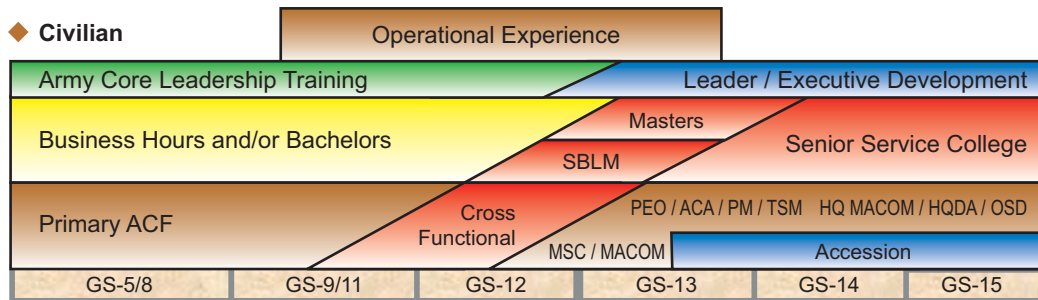
The Purpose of this Handbook

This handbook is designed to provide comprehensive guidance to individuals interested in applying to the CDG Program, selected program members and their supervisors. This handbook provides detailed information beginning with the application process through completion of and graduation from the program. The handbook is updated periodically to provide current point of contact (POC) and website information for maximum assistance to CDG applicants and members. Suggestions or recommendations for handbook improvement are welcomed and should be submitted to the ASC CDG Program Manager at ancel.hodges@us.army.mil.

Summary

The AAC and the Deputy Director, Acquisition Career Management (DDACM) are fully committed to the CDG Program growth and success. As such, the CDG Program is constantly evolving to ensure the continued selection of high-quality personnel. Selection to the CDG Program is a privilege afforded to the "best of the best" in the acquisition community. Supervisors and senior raters are encouraged to seek out and assist in the development of their eligible subordinates to compete and take advantage of this exceptional program. A "win-win" experience, the CDG Program benefits the future of those individuals selected, and the AAC and U.S. Army as well.

Who Can Apply and How

To be eligible to apply for the CDG Program, an applicant must be a current Department of the Army (DA) employee serving on a career or career conditional appointment, and an AAC or CE member who has attained Level III certification in his or her primary ACF. See http://www.dau.mil/catalog, Appendices B and F for certification and Acquisition Corps education standards. Contact your representative Acquisition Career Manager (ACM) for information on the certification process.

Announcements soliciting applications to the program are published annually during March, and remain open for 90 days on the U.S. Army Human Resources Command (HRC) Web site at http://www.perscomonline.army.mil/opfam51/ambmain.htm.

In an effort to streamline the application process, ASC has standardized the application packets, consistent with all AAC selection boards. CDG Program applicants need only submit the documents listed below. Additional information will not be considered. The application forms and instructions are located on the ASC Web site at http://asc.army.mil/programs/cdg.

Interested individuals are cautioned to read the instructions carefully and follow them exactly as indicated. Although an application for the CDG Program may have been submitted in a previous year, a complete new package is required for each year application is made.

Interested individuals are strongly encouraged to contact their representative ACM or Regional Director early in the application process for assistance in completing the application package to avoid rejection of incomplete packages. A list of POCs can be found in Appendix A.

The following materials make up a completed package:

- Signed Acquisition Career Record Brief (ACRB)
- Senior Rater Potential Evaluation (SRPE)
- Three most recent performance appraisals and associated support forms
- Resume
- Signed mobility statement
- Data Self-Certification Form
- Most recent Standard Form 50
- Career Track Preference Sheet

Non-AAC/CE members can obtain ACRB update support by contacting their representative ACM. Current AAC members obtain ACRB support by contacting their representative HRC ACM.

The SRPE is a valuable tool used by the senior rater to identify the applicant's potential ability. Applicants are reminded that both the ACRB and SRPE must be current and signed to be considered as part of the CDG Program application package.

The mobility statement is required for accession into the AAC, which occurs at the completion of the 3-year period. To date, all geographical moves have been voluntary.

Application Process

Application packages are submitted directly to HRC no later than the date and time identified in the announcement.

HRC will perform a package review to ensure that all required documents are included, all documents are current and signed as applicable and all documents meet the submission requirements (i.e., number of pages, number of lines, etc.) as detailed in the application instructions.

Application packages received by HRC after the announcement closing date, or found to be incomplete or otherwise not responsive to the application instructions, will be automatically rejected.

Upon completion of package review, HRC will forward all packages to the CDG board.

Selection/Notification Process

The CDG Program Selection Board is conducted in two phases. Phase I consists of an evaluation of all responsive application packages, and down-select to those applicants whose packages exemplify the best candidates. The number of selected applicants may vary from year to year based on program budget allocations. Phase II consists of an interview process. Individuals identified as both primary and alternate selectees are interviewed. Individuals selected to proceed on to Phase II of the selection process will be notified and arrangements made for conducting the interviews. All interviews will be conducted in person unless an exception is granted by the Chief, Acquisition Management Branch. Once the CDG Program Selection Board has completed interviews and ranked the applications, a Relative Standing List is provided to the convening authority. The DDACM is the convening authority.

Upon approval of the List, HRC prepares the CDG notification letters. Notification letters are channeled through the Regional Directors for Acquisition Career Management to the selected CDG member's current command . It is the command's responsibility to notify the individual that they have been selected for the CDG Program. A copy of the notification letter is also sent to the CDG selectee's immediate supervisor, and HRC notifies the Personnel Management Division and the appropriate Civilian Personnel Advisory Center (CPAC) office.

The CPAC prepares and distributes the official notification letter to the CDG selectee, similar in fashion to a job offer. The CDG selectee is then asked to accept or decline their position in the CDG Program. CDG selectees who accept the position are invited to the CDG Program Orientation held in September of each year.

The selectee list is published on the HRC and ASC Web sites concurrent with selectee notification.

Assignment Process

At the orientation, each CDG member will be asked to identify their preferences for developmental assignments. ASC convenes a Slating Board to determine the developmental assignments for all three years of the program. CDG members are then aligned to centrally funded positions on ASC's Table of Distribution Allowances. CDG members are notified of their developmental assignments immediately following the Slating Board. Initial developmental assignments commence in January. Questions about or issues concerning the selection, notification and/or assignment processes should be addressed to the ASC CDG Program Manager.

Personnel Support

All CDG members are centrally serviced by the Fort Belvoir CPAC and the Army North Central Civilian Personnel Operations Center in Rock Island, IL.

No less than one month prior to the scheduled Entry on Duty (EOD) date, each CDG member must provide the ASC POC with an address for submission of Leave and Earnings Statement, Federal and State tax, Direct Deposit forms, Thrift Savings Plan, allotments, etc. See Appendix A for POC information.

All Requests for Personnel Action (RPA), regardless of the CDG member's current assignment, will be generated by ASC.   SF-50s will be issued only by ASC.

Remote developmental assignments of longer than 180 days, necessitating a geographic move for the CDG member, require an RPA. Temporary Duty (less than 180 days) does not require an RPA. A change of assignment at the same duty station does not require an RPA. The CDG member is responsible for contacting his or her HRC ACM as well as the ASC Personnel Management Division when an RPA becomes necessary in order to provide the information necessary to complete the action.

Nominations for non-Civilian Acquisition Workforce Personnel Demonstration Project (Acq Demo) awards must be submitted through ASC in order to process the action in the Modern Defense Civilian Personnel Data System.

Time Cards and Attendance

The CDG member is responsible for obtaining supervisor signature and faxing bi-weekly time cards to the ASC Timekeeper no later than 10:00 a.m. on the first Monday of each pay period. Supervisors are responsible for approving any leave requested by the CDG member. Copies of signed leave requests must be submitted with the time cards.

Alternate work schedules or changes to work schedules must be approved by the CDG member's assignment supervisor. The CDG member must notify the ASC Timekeeper of work schedules and work schedule changes.

Any questions or issues concerning time cards and attendance should be addressed to the ASC Timekeeper.

Credit Cards and Security

The CDG member is responsible for completing the Acquisition Support Office (ASO) EOD form when in-processing to ASC. The information on this form will be used to transfer any credit card and security clearance responsibilities to the appropriate ASC account.

The CDG member is responsible for delivering the ASO EOD form and security memo from the member's former security office to the ASC POC. The memo must state what type of security clearance the member currently possesses and when it was last updated.

Initial transfer issues are handled by the Primary POC.

CDG members whose EOD is later than the initial year group inductees due to school commitments, temporary promotions or other reasons, or whose change in position requires an update of their clearance or a verification memorandum, are responsible for providing their ASO EOD form and security memo to the Alternate POC at least 60 days prior to the EOD date.

Administrative issues or problems occurring after the EOD date are handled by the Alternate POC.

Reporting Requirements

Upon reporting to a developmental assignment in the National Capital Region at any time during the CDG Program, CDG members are required to attend a meeting with the DDACM within the first two weeks of the assignment. The CDG member is responsible for scheduling the meeting with the DDACM secretary or executive officer, notifying the representative HRC ACM of the scheduled date and preparing a biographical sketch (see Appendix B) for presentation to the DDACM. POC information is found in Appendix A.

CDG members are required to provide a monthly feedback report (form provided in Appendix C) to the CDG Program Manager, with copies concurrently furnished to the representative HRC ACM and Regional Director. Reports are due via email no later than the close of business on the first Monday following the end of the reporting month. At a minimum, the report must identify:

■ The position currently held with supervisor POC information.

■ Brief description of functions currently being performed and note of any accomplishments during the reporting period.

■ Training completed during the reporting period and planned training courses and dates.

■ Any issues or problems experienced during the reporting period or anticipated for future reporting periods.

Registration Maintenance

CDG members are also responsible for maintaining their registration(s) in applicable civilian career programs and databases (e.g., the Army Civilian Career Evaluation System, AKO, etc.). Any changes in registration information should be included in monthly feedback reports.

CDG members are required to prepare and submit a Locator Card to the assigned HRC ACMs, and to Stacy Cribb, ASC's designated timekeeper. Locator Cards are required to be updated within two weeks of new assignments.

Travel Arrangements

All travel arrangements are coordinated with the ASC POC immediately upon receipt of confirmation for attendance at a course.

Within five days of completing CDG Program-related travel, CDG members must submit their requests for settlement to the ASC POC. In order to avoid delays in processing, requests must include the original DD Form 1351-2, original receipt for lodging regardless of cost, original receipt(s) for any other reimbursable expense claims of $75 or more, one copy of travel orders and amendments and any other supporting documents (e.g., Government Travel Rate ticket stub, advances, partial payments, etc.).

Civilian Acquisition Workforce Personnel Demonstration Project (Acq Demo)

In-processing into the CDG Program places the CDG member in the Acq Demo Broadband Level III. The Broadband Level III encompasses the level of work that is normally assigned to the GS-12 and GS-13 grade levels. Assignment supervisors are responsible for assigning specific duties, providing any guidance and counseling during the evaluation period and preparing an initial evaluation of CDG member contributions.

Within 30 days of entering the program, CDG members must prepare a Contribution-Based Compensation Appraisal System (CCAS) support form. The CCAS support form is submitted to the assignment supervisor with a copy furnished to the CDG Program Manager and representative HRC ACM. The Demo Web site at http://www.acq.osd.mil/acqdemo has a tutorial that is helpful in preparing the CCAS forms and in understanding Acq Demo initiatives. CDG members are responsible for ensuring that they meet with their assignment supervisor, at a minimum, for an initial and a mid-point counseling session to allow for any adjustments that are deemed necessary to increase his or her contribution. At the end of the rating period, and after pay pool final results have been published, the CDG member should ensure that they meet once again with the assignment supervisor to discuss the results. Each CDG member is assigned to a sub-pay pool that is headed by one of the three Regional Directors (Northeast/Central East, Southern/Western, and National Capital/Central Regions (NCR). Regional Directors are a part of the overall pay pool and are responsible for discussing CDG members' evaluation when the pay pool meets.

Based on their own selection, CDG members will be placed in a career path — either Program Management or Key Acquisition Leader. Those members selecting Program Management are locked in to that choice for the duration of the program, while those selecting Key Acquisition Leader may choose to

cross-over to Program Management at any time during the program. Requests to change career paths must be submitted to the representative HRC ACM at least three months prior to the completion of a developmental assignment. Final approval of career path changes is a CDG Program Manager responsibility.

Throughout the program, CDG members are expected to perform at the highest levels achievable while proactively completing the education, training and experience activities outlined in the approved Individual Development Plans (IDP) and Permanent Placement paragraph on Page 12. There is no formula for promotion based on assignments. Success in the program is based on a willingness to work outside of your "comfort zone" in different positions, organizations and commands. Other elements of success include good communication skills, a willingness to "go the extra mile," immersing yourself in the experience and learning all you can about the organizations you are assigned to as well as others' positions, and your potential for success as reflected in the mid-point and end of cycle CCAS evaluation. Remember, you are responsible for your own career.

Leadership and Certification Training

Within the first and second program year, the CDG member is expected to complete the following:

- The NTC training experience includes a force-on-force observation tour of the Operations Center, an instrumentation orientation at the Star Wars Building, a Multiple Integrated Laser Engagement System demonstration and an opposing force mission "sandtable" field rehearsal. Additionally, NTC command briefings, opposing force briefings and foreign weapons intelligence briefings are provided.

- The Congressional Operations Course is designed to increase the CDG members' knowledge and understanding of the functions, organization and multiple activities of the Legislative Branch of the American government. In addition to exploring various facets of congressional operations, the program will examine the interrelationships between Congress and the Executive Branch. Speakers will discuss the political, economic and social factors that influence legislative actions. First-hand exposure to the Legislative Branch will provide CDG members with realistic perspectives with which to view executive-legislative relations, and will also provide a body of knowledge that will be increasingly valuable to CDG members and the programs they will serve under.

- The Sustaining Base Leadership and Management Program is the Army's only leadership, management and decision-making education institution encompassing the breadth of the Army's sustaining base, geo-political interests through strategic systems to direct Soldier support. This program's focus is a multi-functional and horizontally integrated education.

- The University of Virginia Darden Executive Education (2 courses required, 2 additional required to earn a Graduate Certificate in Management) Program is designed to develop high-potential managers, broaden their perspectives and improve their individual leadership and organizational skill sets.

A minimum of two required certification training activities is detailed in each CDG members' IDP. CDG members will continue to complete certification and leadership training requirements detailed in the IDP. Note that the capstone course for any Level III certification being accomplished during the program must be completed prior to graduation from the program.

Accordingly, training that requires two weeks or more should be scheduled between developmental assignments.

Developmental Assignments

Developmental assignments are limited to one year unless otherwise authorized by ASC. However, each CDG member is required to complete a minimum of a 6-month Headquarters, Department of the Army or Office of the Secretary of Defense developmental assignment within the first two years of the program (temporary duty only).

The CDG Program is designed to provide participants with diverse experiences based on the developmental assignments that have been approved and stated in their IDPs while simultaneously providing talented resources to various programs with valid mission needs. However, circumstances may arise that necessitate a change in assignments or duration of assignments. The CDG member is responsible for submitting requests for changes in writing to their representative HRC ACM and the CDG Program Manager citing the purpose and rationale. Additionally, there may be extenuating circumstances that would require ASC to initiate a change in assignments. All changes will be reviewed on a case-by-case basis. Agreements made between CDG members regarding changes to assignments or duration of assignments will not be honored unless and until the proper procedures have been followed.

CDG members requiring temporary quarters for the duration of a developmental assignment are responsible for making their own arrangements. Members rotating through the NCR are required to reside at Oakwood Apartments. Arrangements should be made as early as possible by calling toll free (877) 902-0832 or visiting http://www.oakwood.com.

Within 30 days following departure from a developmental assignment, CDG members are required to complete and submit a CDG Opportunities Evaluation Form to the CDG Program Manager (see Appendix D).

Mentoring

A formal mentorship program is being developed and will begin with the incoming year group. In the interim, each CDG member should make maximum effort to establish, develop and maintain a mentoring relationship with at least one person within the Army acquisition community, whether in the member's career field or in another acquisition ACF. Although mentoring has not yet been formally instituted, the benefits of establishing this type of relationship are crucial to becoming an effective leader. Having been selected to the CDG Program means leadership potential has been recognized. Participating in a mentoring relationship will further enhance the development of your overall communication, teamwork and leadership skills. Contact the CDG Program Manager for additional information and/or assistance in identifying a potential mentor.

Acquisition Military Command and Civilian Leadership Selection Board

Announcements soliciting applications to the Program Management (PM) Board are published during October of each year on the HRC Web site at
http://www.perscomonline.army.mil/OPfam51/ambmain.htm. Announcements remain open for 60 days.

CDG members in the PM track must apply to the Acquisition Military Command and Civilian Leadership Selection Board (also known as the PM Board) in all three program years to gain experience and confidence in the application process unless selected by an earlier board. CDG members electing to follow the Key Acquisition Leader track are also encouraged to apply to the PM Board. Submission of PM application packages must be coordinated with the designated HRC ACM. CDG members are strongly encouraged to contact their representative HRC ACM or Regional Director early in the application process for assistance in completing the application package to avoid rejection of incomplete packages.

Failure to apply to the PM Board without approval to defer application, in writing, from the DDACM, prior to the PM announcement closing date, may result in removal from the CDG Program and the AAC.

Individual Development Plans (IDP) and Permanent Placement

Graduation from the program requires successful completion of the requirements identified in each member's approved IDP. Graduates, if not already AAC members, are accessed into the AAC upon the completion of the 3-year program, or upon selection to a Critical Acquisition Position, depending on which comes first. Graduates who have not obtained permanent placement at the close of the 3-year program will be offered their choice of two permanent position opportunities, if available. -In the event that the graduating CDG member declines both offers, the program mobility agreement will be invoked and an official offer through a Management Directed Reassignment (MDR) will be issued to the CDG member. If the CDG member also declines the MDR, action may be initiated to remove the CDG member from the AAC, and/or Federal Service for failure to meet a condition of employment, as specified in the executed CDG Program Mobility Agreement. The follow-on permanent position assignment then becomes the full responsibility of the CDG graduate.
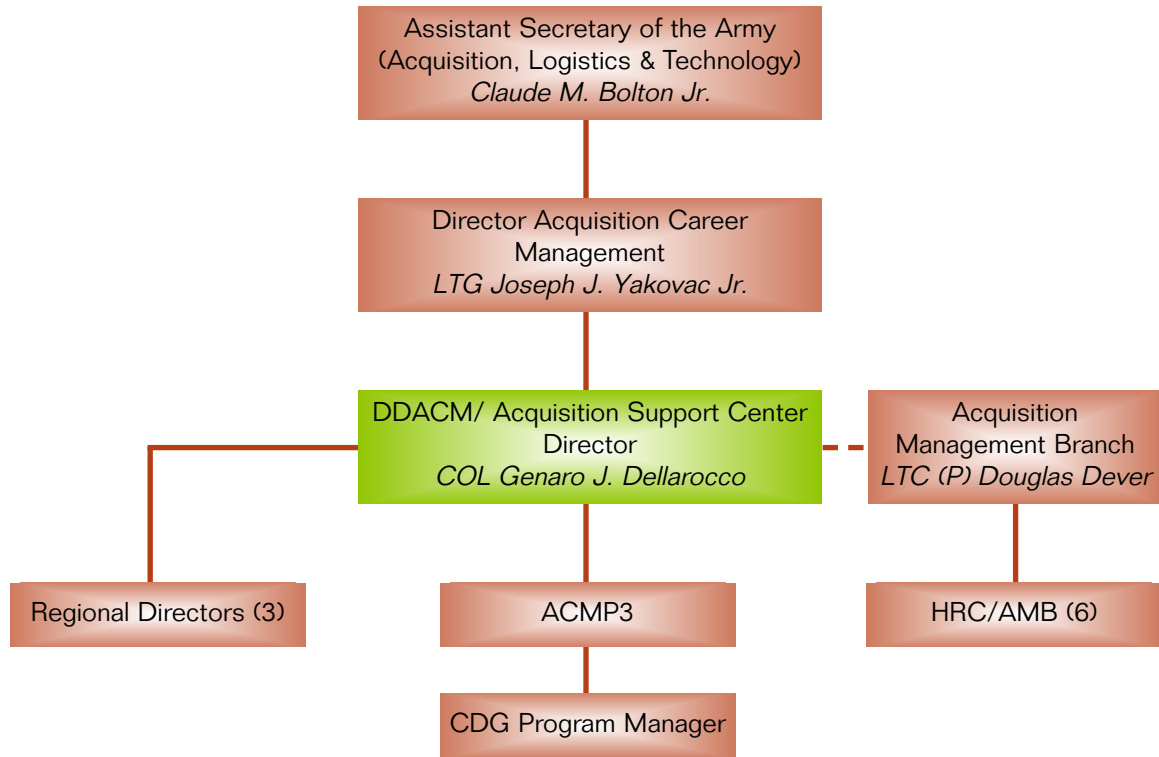
Your Annual Responsibilities at a Glance

Program Year (PY)	Goals	Leadership Training	Developmental Assignments	Other Training	Lessons Learned Conference
PY1	Goals specified, including networking for permanent positions PM Board application	PMT 250 and 352 Congressional Operations Course National Training Center Sustaining Base Leadership and Management	Commence first assignment between Oct and Jan HQ, DA or OSD assignment	Additional Army or civilian leadership courses subject to availability of funding Program Management for Executives is not available to CDG members Other executive leadership courses are available through AETE	Scheduled usually between April and July, or six months into initial developmental assignment Purpose is to present questions, issues, concerns and solutions on topics such as IDP, training, developmental assignments, etc.
PY2	Adjust goals and IDP as necessary	Continued DAU training toward certification Level III capstone course in chosen ACF	HQ, DA or OSD assignment if not yet completed Commence second assignment*	See PY1	
PY3	Network for permanent placement or promotion Update preferences and biographies	Additional leadership training opportunities subject to availability of funds	Commence third assignment*	Complete/ update biographical sketch	

* If not yet selected for promotion or PM position.

CDG Program Organization

Assistant Secretary of the Army
(Acquisition, Logistics & Technology)
Claude M. Bolton Jr.

Director Acquisition Career
Management
LTG Joseph J. Yakovac Jr.

DDACM/ Acquisition Support Center
Director
COL Genaro J. Dellarocco

Acquisition
Management Branch
LTC (P) Douglas Dever

Regional Directors (3)

ACMP3

HRC/AMB (6)

CDG Program Manager

Primary DACM Representative in Regions
Senior Leadership Interface
Acquisition Career Experience Program
Certification Processing
Corps Eligible (CE) Program
Competitive Development Group (CDG) Program
AAC Career Management Policies
Continuous Learning Points (CLP) Program
Policy and Procedures Development
Centrally managed board selections

Acquisition Career Record Brief (ACRB) Management
Individual Development Plan (IDP) Assistance
Regional AETE Training
Acquisition Tuition Assistance Program (ATAP)
Five-Year Rotational Review of CAP Incumbents
Professional Development Seminars/Site Visits
Customer Assistance for CAPPMIS Issues
Board Scrub and Preparation
AAC and CAP Issues
Centrally managed senior acquisition positions

Army Acquisition Executive (AAE)

The AAE serves as the Senior Procurement Executive and Science Advisor to the Secretary of the Army, and also as the senior research and development official for the Department of the Army. Among his responsibilities as Assistant Secretary of the Army for Acquisition, Logistics and Technology (ASAALT), a few include: appointing, managing and evaluating Program Executive Officers and Program Managers; managing the AAC; and overseeing research, development, test, evaluation and acquisition programs.

Director, Acquisition Career Management (DACM)

The DACM is responsible, by law, for implementation of Army Acquisition Workforce education, training and career development. The DACM's implementation strategy includes high-quality education, training and other career broadening programs to enhance the workforce member's technical competencies and leadership skills.

Deputy Director, Acquisition Career Management (DDACM)

The DDACM serves as the Deputy to the DACM and the ASC Director. As the proponent for the CDG Program, the DDACM has directed the ASC staff to develop the program and provide program management oversight. The DDACM presides as the convening authority for the CDG Selection Board and, as such, has final approval authority over board results and the release of these results. The DDACM provides the funds for the cost of salaries, general pay increase(s), Contribution Rating Increase and Contribution Awards (pursuant to the CCAS rating cycle) pay and allowances, travel, training, Permanent Change of Station and travel associated with training (non-work-related functions) in support of the CDG Program.

Acquisition Support Center (ASC)

ASC provides general CDG Program management oversight through its assigned CDG Program Manager, and maintains CDG policies and procedures. ASC personnel coordinate CDG policy and procedural issues with the Office of the Assistant Secretary of the Army (Manpower and Reserve Affairs), the HRC AMB, resource management personnel and other organizations as appropriate, and serve as subject matter experts for the respective ACFs. On behalf of the DDACM, the CDG Program Manager prepares the Memorandum of Instruction for the CDG Selection Board and provides the Memorandum of Instruction to HRC for the conduct of the CDG Selection Board. Following the selections, ASC hosts an orientation for the new CDG members. The ASC, in coordination with the Regional Directors, works with CDG members to develop an initial IDP. Upon approval of the IDP, ASC coordinates the placement of CDG members into IDP-approved developmental assignments, taking into consideration the needs and requirements of both the Army and the CDG member, and provides oversight for CDG member achievement of IDP goals and objectives. When appropriate and possible, ASC provides members with priority placement into required education and training courses.

ASC Resource Management (RM) Division

The RM Division executes funds for actions associated with the selection and management of CDG members, including selection boards, orientation programs, reassignments, payroll, training and travel in support of the CDG Program. All funds are authorized by the ASC Director.

ASC Human Resource Management (HRM) Division

The HRC Division coordinates personnel actions affecting CDG members with the servicing CPAC and provides guidance on position classification, evaluation, awards and other personnel issues. If a CDG member is reassigned to a different geographic location, PCS and Defense National Relocation Program (DNRP) entitlements will be authorized and paid for using DDACM funds in accordance with Volume 2 of the *Joint Travel Regulation* for PCS and the *DNRP Employee Handbook* guidelines. When the CDG member accepts an assignment requiring relocation, the CDG member is responsible for contacting the RM Division for a copy of the *DNRP Employee Handbook* and identification of a point of contact at DNRP. The RM Division is responsible for preparing the PCS Orders. The CDG member is responsible for completing DNRP requirements.

Regional Directors

The CDG member's Regional Director for Acquisition Career Management (ACM) assists the CDG member and the assigned supervisor in ensuring that the IDP is fully implemented and that required employee counseling sessions are completed. The Regional Director serves as the command approval authority for long-term training. The Regional Director, as the Acq Demo sub-pay pool manager, represents regionally assigned CDG members in Acq Demo pay pool panel discussions. The Regional Director ensures that the supervisor and CDG member comply with the CCAS rating cycle, including initial and midpoint counseling sessions. The Regional Director also meets quarterly with the CDG members assigned to their respective region. CDG members are responsible for scheduling this meeting with the appropriate Regional Director. This meeting may be conducted via telephone, face-to-face or through the use of video teleconferencing facilities. Acquisition Career Management Advisors (ACMAs) will be invited to these meetings. Also, Regional Directors assist ASC in creating IDPs and placing CDG members into appropriate developmental assignments. In conjunction with ASC, Regional Directors will identify positions and recommend and assist members with placement during and after the completion of the 3-year program.

ACMs

ACMs are divided into two groups. ACMs reporting directly to the Regional Directors are responsible for career management for the acquisition community, GS-12s and below and broadband equivalent. ACMs reporting to the HRC PERSCOM are responsible for those acquisition professionals who are AAC certified, or who are CE, GS-13s and above and broadband equivalent. CDG members are the responsibility of the HRC PERSCOM ACMs.

HRC ACMs centrally manage CDG members for the duration of their program and throughout their Army acquisition careers. They are initially responsible for the integration of applicants' ACRBs and other application material into the applicants' files for board review. Upon members' selection, ACMs assist ASC in the creation of IDPs and in the placement of selected CDG members into appropriate

developmental assignments. ACMs are responsible for validating each member's experience, education and training, as well as entering the information into the Career Acquisition Personnel & Position Management Information System (CAPPMIS). IDPs and any other CDG Program working papers are retained in the individual CDG member's career management file maintained by the ACMs. In conjunction with ASC, ACMs identify positions and recommend members for and provide assistance with placement after the completion of their developmental assignment(s). Although it is the responsibility of the CDG member to track announcements for potential promotion opportunities and PM Boards, ACMs will notify CDG members of potential opportunities and/or Selection Board schedules. ACMs assist, at the member's request, in the assembly of the CDG's application package for presentation to the Selection Board.

Acquisition Career Management Advocates (ACMAs)

Although not in the CDG members' direct chain of command, ACMAs are available to provide guidance to members within their respective commands and/or geographic areas regarding the CDG Program, and help in identifying potential CDG developmental assignments. ACMAs provide feedback to ASC on the CDG Program and are encouraged to participate in the quarterly CDG meetings convened by the Regional Directors. For a listing of ACMAs, visit ASC Web site's ACMA Contact page at: http://asc.army.mil/contact/acmas.cfm.

Assignment Organizations

The assignment organization is responsible for the day-to-day supervision and management of the CDG member. The assignment organization, through the immediate supervisor, is responsible for ensuring that the CDG member is in a meaningful developmental assignment, provided with an adequate workplace and released for training and education in accordance with the approved IDP. Where the local implementation of this policy impacts the bargaining unit employees' conditions of employment, activities are reminded to comply with statutory and contractual labor relations' obligations.

Supervisors

Once placed in a position, the CDG member and the immediate supervisor jointly discuss the approved IDP. During the first week in the position, the supervisor and CDG member jointly establish the CDG member's CCAS objectives. The immediate supervisor evaluates the CDG member's performance in accordance with the governing performance management program. Customary administrative actions, such as the maintenance of time and attendance cards and initial and mid-point counseling for CCAS, is the responsibility of the CDG member's supervisor. Disciplinary actions are handled by following routine personnel processes and procedures. The supervisor immediately notifies ASC if such actions are under consideration. The supervisor reports actual or anticipated performance problems to the Regional Director as soon as such problems are detected. The Regional Director then informs the CDG Program Manager of anticipated performance deficiencies so they may be rectified through training, counseling, suspension or removal from the CDG Program. During the last week in the position, the CDG member completes the self-assessment (CCAS FORM III) and discusses it with the supervisor following which the supervisor's assessment of the CDG member is forwarded to member's respective Regional Director. Supervisors submit an exit survey (Appendix E) within three days following the departure of the CDG member from the developmental assignment.

Detailed below are the various methods used to provide the CDG community with information on policy, career development opportunities and acquisition career management initiatives.

ASC Home Page

The ASC home page can be accessed at http://asc.army.mil. It is designed to keep AL&T Workforce members informed of upcoming events and initiatives, as well as provide updates on career development, training and education opportunities. The home page is also a link for AAC policy memorandums, *Army AL&T* Magazine articles, lists of both military and civilian acquisition positions, acquisition contacts and regional information.

Army AL&T Magazine

Army AL&T Magazine is published bimonthly by ASC. The publication provides AL&T Workforce members with information on the latest processes, procedures, techniques and management philosophy, and disseminates other information pertinent to the professional development of acquisition community members. The magazine is distributed to all AAC and CE members and their organizations.

ASAALT Bulletin

The ASAALT Bulletin is a monthly publication created by the Deputy Assistant Secretary of the Army for Policy and Procurement. The purpose of this electronic bulletin is to provide information on various acquisition topics.

Points of Contact

Your HRC ACM and all other points of contact important to your career development (e.g., ACMAs and ACMs) are available on the ASC Web site http://asc.army.mil, in the Contacts section.

Points of Contact

DDACM POCs

DDACM	DDACM Secretary	Executive Officer
COL Genaro J. Dellarocco Ph: (703) 805-1013 (DSN 665)	Ms. Lana Haskins Ph: (703) 805-1018 (DSN 665)	MAJ Jonathan Long Ph: (703) 805-5495 (DSN 665)

Regional Directors

National Capital/Central West	Northeast/Central East	Southern/Western
Eileen Reichler (Acting) NCR Customer Support Office ATTN: SFAE-AC-NCR 9900 Belvoir Road Fort Belvoir, VA 22060-5567 Ph: (703) 704-0125 DSN: 654-0125 Fax: (703) 704-0134 E-mail: eileen.reichler@us.army.mil	Kelly Terry NE Region Customer Support Office ATTN: SFAE-AC-CEC Building 1208 E, Room G-35, Rittko Ave. Fort Monmouth, NJ 07703-5008 Ph: (732) 532-1406 DSN: 992-1406 Fax: (732) 532-2825 E-mail: kelly.terry@mail1.monmouth.army.mil	Maxine Maples Southern Region Customer Support Office ATTN: SFAE-AC-RED-S, Room 1E1200 SMDC Building, 106 Wynn Drive Huntsville, AL 35806 Ph: (256) 955-2764 DSN: 645-2764 Fax: (256) 955-2758 E-mail: maxine.maples@amd.army.mil

ACMs

Go to http://asc.army.mil. Click on Contacts, then ACM.

ASC POCs

W-2/Federal and State Taxes	Stacy Cribb Ph: (703) 805-1078/DSN 665-1078 Fax: (703) 805-2209 stacy.cribb@us.army.mil
Direct Deposit	Stacy Cribb Ph: (703) 805-1078/DSN 665-1078 Fax: (703) 805-2209 stacy.cribb@us.army.mil

Timekeeper	Stacy Cribb Ph: (703) 805-1078/DSN 665-1078 Fax: (703) 805-2209 stacy.cribb@us.army.mil
LES	Stacy Cribb Ph: (703) 805-1078/DSN 665-1078 Fax: (703) 805-2209 stacy.cribb@us.army.mil
SF50s	Barbara Wright Ph: (502) 624-5782 Fax: (502) 624-6445 barbara.wright@us.army.mil
Security (Primary)	Stacy Cribb Ph: (703) 805-1078/DSN 665-1078 Fax: (703) 805-2209 stacy.cribb@us.army.mil
Security (Secondary)	Barbara Wright Ph: (502) 624-5782 Fax: (502) 624-6445 barbara.wright@us.army.mil
Credit Cards	Stacy Cribb Ph: (703) 805-1078/DSN 665-1078 Fax: (703) 805-2209 stacy.cribb@us.army.mil Barbara Wright Ph: (502) 624-5782 Fax: (502) 624-6445 barbara.wright@us.army.mil
Travel (General)	Dana Horner Ph: (703) 805-1044/DSN 655-1044 Fax: (703) 805-5246 dana.horner@us.army.mil
TDY/Developmental Assignments	Anita Triplett Ph: (703) 805-1031/DSN 655-1031 Fax: (703) 805-5246 anita.triplett@us.army.mil
PCS	Anita Triplett Ph: (703) 805-1031/DSN 655-1031 Fax: (703) 805-5246 anita.triplett@us.army.mil
Long-Term Lodging (NCR)	Oakwood Apartments Ph: (877) 902-0832 www.oakwood.com

Biographical Sketch

Name: _____

Informally known as or nickname: _____

Grade/Title (i.e. civ): _____

Date entry into Federal Service: _____

DOB/POB: _____

Marital Status: _____

Spouse's Name/Number of Children: _____

Civilian Schooling (Degree, School, Course of Study, Year): _____

_____

Military Schooling: _____

_____

Acquisition Career Field Certifications: _____

_____

Civilian Experience: _____

_____

Awards, Decorations and Citations: _____

_____

Monthly Feedback Form

Current Contact Information

Ms. Sally Hardy – CDG '03
7591 Sort E'm Out Drive
Cold Steel, VA 20147
Home Phone: (703) 451-5678

Current Assignment

OASA (ALT) – Cost and Economics
Acquisition Costing Directorate
Weapons System Cost and Economic Analysis Division
ATTN: SAFM-CEA-W, Suite 9001
1421 Jefferson Davis Hwy
Arlington, VA 22202
Work Phone: (703) 609-4321; (DSN) 410-4321
Fax: (703) 609-9876
Can.Do@us.army.mil

Current Assigned Duties

- Attend various IPTs and Working Group meetings as an observer.
- Obtain necessary information to develop an electronic labor rate database for use by Division's cost analysts.
- Develop a procedure for obtaining current budget data.
- Research and provide a Standard Operating Procedure for validating Business Case Analyses.
- Assist other action officers in assignments such as cost estimates, database construction, etc.

Completed Activities for Last 30 Days

- Attended and participated in Cost Review Board Working Group for Excalibur.
- Developed detailed POC list for Weapon System/Munitions Team, fulfilling one of the Division's Balanced Scorecard requirements.
- Assisted PM Excalibur Project Office personnel with development of their required Contractor Cost Data Report Plan.
- Participated in meeting with Defense Cost and Research Center (DCARC) personnel, developing guidelines for the Excalibur CCDR.
- Completed Division training requirements in DoD 5000 revisions and new JCIDS process.
- Represented Munitions Team at the Lethality Ammunition Capabilities Review (ACR).

Planned Activities for Next 30 Days

- Continue to refine and finalize Excalibur CCDR, in conjunction with PM Office personnel.
- Begin on-line training on Cost Estimating available through DASA-CE website.
- Initiate work on databases to for use by Division's cost analysts.
- Develop an SOP for analysts to follow to obtain current budget information and provide a block of instruction on any automated systems involved in the process.

Training

Attended two professional development briefings within DASA-CE: one on the Automated Cost Database available within the Automated Cost Estimating Integrated Tools (ACEIT) estimating software; the other was a review of briefings to be delivered at the DoDCAS conference.

Nominated to attend CAIG Analyst training 22-25 Mar 05.

Trying to schedule ACEIT training; this software is the backbone of all the cost estimates performed for ACAT I and II programs.

Complete on-line application package for the SBLM course beginning in Jan 05 (required training for CDGs).

Competitive Development Group Opportunities Evaluation Form

So we may continue to offer quality education, training and experience opportunities, please provide your evaluation of the developmental assignment that you have just completed. Please be candid.

Please Provide The Following Information:

Name: _____

CDG Year Group: _____ Organization: _____

Daytime Phone: DSN_____ Commercial _____

E-mail: _____

Start Date: _____ End Date: _____

1. Why did you choose this particular assignment? (Please circle one.)
    a. Location of assignment
    b. Associated with job performance
    c. Opportunity for training/professional development
    d. Career Enhancement
    e. Other _____

2. What is your overall rating of the assignment?
    Relevant _____
    Timely _____
    Informative _____

3. How well did this assignment meet your learning expectations? (Please circle one.)
    a. Very
    b. Somewhat
    c. Not at All

4. What aspect of this assignment was most useful to you? (Please comment below)

    _____

    _____

5. What aspect of this program/course/seminar was least useful to you?

    _____

    _____

6. To what extent will your experience in this developmental assignment improve your effectiveness? (Please circle one.)
    a. Very
    b. Somewhat
    c. Not at All

7. How strongly would you recommend this assignment to others? (Please circle one.)
    a. Absolutely not
    b. Maybe
    c. Definitely

8. Please rate the assignment on the overall effectiveness in the following categories by checking the appropriate column (if applicable).

	Poor	Average	Excellent
a. Funding Issues	_____	_____	_____
b. PCS	_____	_____	_____
c. Rotational Assignment	_____	_____	_____
d. Training Arrangements	_____	_____	_____
e. Career Management Assistance	_____	_____	_____

9. Should this developmental assignment be offered in the future? (Please circle one.)

    Yes   No

Please provide any additional comments below:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

This evaluation form should be returned to the CDG Program Manager within 30 days of your new assignment, along with your CDG locator card.

Competitive Development Group Opportunities
Supervisor's Exit Survey

So we may continue to offer quality education, training and experience opportunities, please complete this evaluation of the developmental assignment. Please be candid.

Please Provide The Following Information:

Supervisor's Name: _____

CDG Member Name: _____

Organization: _____

Daytime Phone: DSN_____ Commercial _____

E-mail: _____

Start Date: _____ End Date: _____

1. What tasks did you expect the CDG member to accomplish in your organization?
    _____
    _____
    _____

2. Did the CDG member accomplish the above tasks?
    _____
    _____

3. Do you think this assignment enhanced the CDG member's professional development?

a) If YES, why?
    _____
    _____

b) If NO, why?
    _____
    _____

4. Do you have additional developmental assignments in your organization that will strengthen the professional development of the CDG member?

5. How well did the CDG member meet the needs of the organization? (Please circle one.)

    Very Well   Somewhat   Not at All

6. Would you recommend this CDG member to other organizations?

a) If YES, why?

_____
_____

b) If NO, why?

_____
_____

7. Would you offer this developmental assignment and/or others again in the future?

a) If YES, why?

_____
_____

b) If NO, why?

_____
_____

Please provide any additional comments below:

_____
_____
_____
_____
_____
_____

This exit survey should be returned to the respective Regional Director within 30 days of the departure of the CDG member from the developmental assignment.

Definitions

Army Acquisition Corps (AAC). The U.S. AAC is a specialized, trained and educated group of military and civilian Army professionals responsible for acquiring military systems for Soldiers in the field.

Acquisition Career Management Advocates (ACMAs). ACMAs are senior-level civilian AAC members located within organizations having a high concentration of Acquisition Logistics & Technology Workforce (AL&T Workforce) members. They are chartered by the Deputy Director of Acquisition Career Management (DDACM), and are responsible for command-specific issues and serve to enhance the communication of related topics to the Army's acquisition community.

Acquisition Career Managers (ACMs). ACMs are individuals located throughout the regions who provide career guidance to AL&T Workforce members.

Corps Eligible (CE) Program. The CE Program was initially developed by the Army to facilitate the placement of AL&T Workforce members into Critical Acquisition Positions (CAP) in the Army by predetermining and documenting their achievement of AAC qualifications. The CE Program is now open to GS-12/13 (or demonstration broadband converted equivalent) or GS-13 AAC members.

Critical Acquisition Position (CAP). CAPs are senior-level acquisition positions at the grade of GS-14/equivalent DOD Acquisition Workforce Personnel Demonstration Project (Acq Demo) payband and LTC and above equivalent. A CAP may only be filled by an AAC member.

Functional Chief Representative (FCR). FCRs are civilians selected by the Career Program Functional Chiefs and hold top-level positions in the occupational fields associated with acquisition career programs.

Individual Development Plan (IDP). The Individual Development Plan (IDP) is a 5-year plan that outlines an employee's education, training and experience goals. The AL&T Workforce employee prepares the IDP and electronically submits it to his/her supervisor for approval and implementation.

Proponency Specialists. Proponency Specialists are civilian AAC members assigned to the ASC and who represent the 12 ACFs. Proponency Specialists provide career management assistance to AL&T Workforce members within their career field of expertise. They develop workforce policy that is consistent with and responsive to the *Defense Acquisition Workforce Improvement Act* and the needs of the entire AL&T Workforce.

Regional Directors. Regional Directors are senior-level civilians within designated areas who are responsible for assisting the DDACM and the ASC in establishing and implementing acquisition policy in support of Army goals and objectives for a highly qualified AL&T Workforce. They are responsible for overall regional requirements and serve as the primary source of acquisition career management guidance for regional AL&T Workforce members.

THE ARMY ACQUISITION CORPS'
COMPETITIVE DEVELOPMENT GROUP
PROGRAM MOBILITY AGREEMENT

1. **GENERAL.**   have read and understand the mobility statement attached to this agreement.

2. **MANDATORY MOBILITY.** I understand that permanent change of station (PCS) or extended temporary duty (TDY) may be required under the following conditions:

a. Functional, organizational, and/or geographic mobility may be necessary while assigned to the Competitive Development Group (CDG) Program and after graduation from the CDG Program.
b.   PCS or extended TDY may be required of a CDG Program member to become certified or to maintain their professional skills and competitive status.

3. **DEFERRALS.** I may request a deferral from the mandatory functional, organizational and/or geographical referral provisions, which may result in PCS or extended TDY, for valid reasons such as the following: impending retirement; resignation; extreme personal, family or financial hardship; or a documented medical condition that would be aggravated by the proposed assignment. If approved, I understand that such deferral will be granted for a specific period of time and will be reviewed periodically to ensure that the reason(s) remain(s) valid. The deferral decision is made by the Deputy Director, Acquisition Career Management.

4. **REFUSAL OF VALID OFFER.** Every effort will be made by the CDG Program member and the Army Acquisition Corps (AAC) to identify positions for placement of the CDG Program member in their desired position and location; however, CDG Program mobility may be necessary. Voluntary mobility of all three types (functional, organizational and geographic) is desirable, encouraged, and should be considered career enhancing. Due to fiscal constraints, geographic moves will be limited. **I understand that refusal to accept any valid offer for assignment/ training (temporary or permanent) or failure to relocate pursuant to this agreement or a Management Directed Reassignment (MDR) may result in my removal from membership in the AAC and/or removal from Federal service, unless an approved deferral is obtained.**

5. **DISCONTINUED SERVICE RETIREMENT.** I understand that under Office of Personnel Management (OPM) guidance my entry into this Mobility Agreement may render me ineligible for discontinued civil service retirement if I accept a mandatory or directed assignment under this Mobility Agreement and subsequently decline an offer of a second directed assignment outside of my then current commuting area.

Appendix A

6. **NOTICE BEFORE DIRECTED PCS.** I understand that I will normally be given at least 90 days advance notice of directed PCS, unless a move is required to meet essential mission requirements.

7. **REMOVAL FROM THE FEDERAL SERVICE.** I understand that if at the completion of the CDG Program, I do not accept one of two non-competitive reassignment job offers (not promotion), a MDR will be executed. If I decline the MDR, steps may be initiated to remove me from the AAC and/or Federal service.

8. **REMOVAL FROM THE AAC.** I agree the AAC will periodically review my status and may propose my removal from membership in the AAC for failure to abide by this agreement. I know that I have the right to formal written notice of such action and grievance or appeal rights established by law and regulation. I understand that removal from the AAC will affect future eligibility to serve in a Critical Acquisition Position within the Army.

9. **AGREEMENT MODIFICATION AND TERMINATION.** I understand this agreement may be modified or terminated by written notice to that effect from the Army Acquisition Executive for substantial reasons that are in the best interest of the CDG Program, the AAC, and the U. S. Army.

Typed Applicant's Name

SSN

Signature

Date

Authority: 5 United States Code, Section 301. **Purpose:** To be signed so that an employee understands that this Mobility Agreement is a condition for membership into the CDG Program and supersedes any previously executed AAC Mobility Agreement. **Routine Uses:** Social Security Number to be used as a personal identifier. Voluntary. Failure to complete form will prohibit entry into the CDG Program.

2

THE COMPETITIVE DEVELOPMENT GROUP PROGRAM MOBILITY STATEMENT

PURPOSE. To ensure growth beyond qualification standards established in public law and DoD policy, the development of acquisition professionals requires further specialized training and education, plus a variety of job experiences. Mobility enhances professionalism and career progression opportunities, develops members for senior Critical Acquisition Positions (CAPs), meets organizational and management needs, and improves the effectiveness of the Army acquisition processes.

AUTHORITY. The CDG Program Mobility Agreement is authorized by Chapter 87, 10 United States Code, Section 1732(e); DoD Instruction 5000.58, "Defense Acquisition Workforce," Change 3, January 31, 1996; and is in accordance with Chapter 87, 10 United States Code, Section 1734(e), and DoD Directive 1400.24, "Civilian Mobility Program," October 20, 1989.

POLICY. It is Army policy that the signing of a Mobility Agreement is a condition for membership into the CDG Program and the AAC. Execution of the CDG Program Mobility Agreement supersedes any previously executed AAC's Mobility Agreement. This policy covers three types of mobility:

Functional Mobility. Functional mobility consists of a new assignment within the same commuting area but to a position in: (a) another acquisition career field; (b) another functional area within an acquisition career field; or (c) a subspecialty within a functional area or acquisition career field.

Organizational Mobility. Organizational mobility refers to a new assignment within the same commuting area to a different office or command level.

Geographic Mobility. Geographic mobility refers to relocation outside the commuting area.

Voluntary mobility of all three types (functional, organizational and geographic) is desirable, encouraged and should be considered career enhancing. Due to fiscal constraints, geographic moves may be limited. Involuntary mobility is the least preferred alternative for the individual and the organization.

COMPETITIVE DEVELOPMENT GROUP (CDG) OPPORTUNITIES
SUPERVISOR'S EXIT SURVEY

So we may continue to offer quality education, training and experience opportunities please complete this evaluation of the developmental assignment. Please be candid.

PLEASE PROVIDE THE FOLLOWING INFORMATION:

SUPERVISOR'S NAME: _____

CDG MEMBER NAME:_____

ORGANIZATION: _____

DAYTIME PHONE: DSN_____**COMMERCIAL**_____

EMAIL: _____

START DATE: _____ **END DATE:**_____

1. **What did you expect the CDG member to accomplish in your organization?**

   _____
   _____

2. **Did the CDG member accomplish the above expectations?**

   _____
   _____

3. **Do you think this assignment enhanced the CDG member's professional development?**

a) **If YES, why?**

   _____
   _____

b) **If NO, why?**

   _____
   _____

4. **Do you have additional developmental assignments in your organization that will strengthen the professional development of the CDG member?**

   _____
   _____

5. **How well did the CDG member meet the needs of the organization?**

	Very well	Somewhat	Not at All
	_____	_____	_____

6. Would you recommend this CDG member to other organizations?

a) If YES, why?
_____
_____

b) If NO, why?
_____
_____

7. Would you offer this developmental assignment and/or others again in the future?

a) If YES, why?
_____
_____

b) If NO, why?
_____
_____

Please provide any additional comments below:
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This exit survey should be returned to the respective Regional Director *within 30 days* of the departure of the CDG member from the developmental assignment.
_____

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Email: Tom.Evans@us.army.mil

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