

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

Developmental Leadership Opportunity
Managed by the U.S. Army Acquisition Support Center (USAASC)

Year Group 12 (YG12) Announcement Number YG12 CDG/AAF PROGRAM

On-line Announcement Open September 15, 2011 – November 30, 2011

Phase I Board Dates: Early December 2011

Phase II Interviews: Mid January 2012

Fellows will begin their first developmental assignment following the orientation session
(March 2012)

Attention Applicants

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

The CDG/AAF Program Policy can be found at the following site: <http://live.usaasc.info/career-development/programs/competitive-development-group-army-acquisition-fellowship/>

1. GENERAL INFORMATION

This announcement will be used to competitively board-select the best-qualified applicants to fill multiple CDG/AAF centrally-funded developmental leadership positions. There is also the potential to establish an alternate list.

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

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

2. ELIGIBILITY REQUIREMENTS

Applicants must meet ALL of the following requirements:

- Be a current Department of the Army Acquisition, Logistics, and Technology (AL&T) Workforce member serving on a Career or Career Conditional appointment.

- Be a GS-12 or a GS-13 or an equivalent converted Personnel Demonstration Project broadband/pay-band level (base pay equals that of a GS-12, step 1 and no higher than a GS-13 step 10). Applicants not already participating in the DoD Civilian Acquisition Workforce Demonstration will be converted into it upon placement on the USAASC TDA.
- Be certified at Level III in any Acquisition Career Field (ACF).

3. SELECTION PROCESS

- The selection process is in two phases.
- During phase one, all eligible applicants are reviewed by the Selection Board which will determine the "Referral List" for phase II interviews.
- During phase two, applicants on the Referral List will be required to appear before the Selection Board either in person or by VTC. Exceptions to "in person" interview will be addressed on a case by case basis. Notification of the need for such exception must be made in writing to the U.S. Army Acquisition Support Center, ATTN: Manager, CDG/AAF Program, 9900 Belvoir Road, Fort Belvoir, VA 22060-5567, at the time of notification of requirement to appear before the panel. The approval authority for such exception is the Deputy Director, Acquisition Career Management (DDACM).
- For planning purposes, the interview portion of the Selection Board is tentatively scheduled for mid January 2012.
- Applicant is responsible for notifying his/her supervisor chain-of-command of the requirement to travel for the interview.
- Per Diem and Travel will be centrally-funded by the USAASC.

4. PROGRAM INFORMATION

- Two training tracks are available, the Program Management Track and the Acquisition Leader Track. (See "**How to Apply**" for more information).
- The Selection Board may recommend alternates to the primary list. (See CDG/AAF Policy for more information).
- CDG/AAF Fellows along with their Command are responsible for finding mentors to assist the Fellows in career development and provide guidance throughout the assignment period.
- All selectees are required to have a draft three-year plan completed prior to orientation. This plan will be developed with an applicant's designated or self-selected mentor. The three-year plan will be based on the needs of the Army and the selectee's experience, education and training needs. Participation in the CDG/AAF Program requires full commitment to the program and the approved three-year plan.
- Selectees begin their program by attending an Orientation Seminar, tentatively scheduled for mid March 2012.
- CDG/AAF Fellows selected for Year Group 2012 will begin their three-year assignment following the orientation session.
- Fellows will be assigned to a centrally-funded generic developmental leadership position on the USAASC Table of Distribution and Allowances (TDA). See policy located at: <http://live.usaasc.info/career-development/programs/competitive-development-group-army-acquisition-fellowship/> more information on reassignment after completion of the CDG/AAF Program.
- Extended TDY (Not to Exceed (NTE) 179 days at a time), will be required and centrally-funded by USAASC. All Fellows are required to complete a 179-day tour in one of the Headquarters, Assistant Secretary of the Army (Acquisition, Logistics and

Technology) offices or Headquarters, Army Material Command. The timeframe for the required 179-day TDY will be coordinated with the individual.

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

5. HOW TO APPLY

- The application process is located online in the Army Acquisition Professional Development System (AAPDS). To access AAPDS, please login to the Career Acquisition Management Portal (CAMP) <https://rda.altess.army.mil/camp/> and click Career Acquisition Personnel and Position Management Information System (CAPPMIS). Once in CAPPMIS, click the "AAPDS" tab, then select the "Application Module" link.
- The documents, identified below in the Required Application Documents paragraph, must be submitted to receive consideration. All required documents must be contained in the online application tool, AAPDS, as discussed above. Incomplete applications will be ineligible.
- Complete online applications must be finalized and submitted NLT November 30, 2011. Late applications will not be accepted.
- Applications are subject to verification.

Required Application Documents

- **Acquisition Career Record Brief (ACRB)**. Applicants should contact Acquisition Career Manager, for updates to the ACRB before completing the online application. Updates will be limited to fields that cannot be changed by the applicant. NOTE: Ensure that your AKO e-mail address is up-to-date.

Senior Rater Potential Evaluation (SRPE). The SRPE is a critical piece of the application. A Senior Rater Potential Evaluation (SRPE) must be requested by your immediate supervisor to your senior rater. This form will be completed online and uploaded once completed by your senior rater into your online application package. **Once the senior rater completes the SRPE, it is not available online for 7 days. The SRPE must be completed/finalized in CAMP NLT the closing date of this announcement.** Copies of previously submitted SPREs will be provided to the board. Policy guidance for the SRPE is located at http://asc.army.mil/docs/policy/SPRE_policy.pdf.

Applicants should print and retain a signed copy of the SRPE for their records. Signed copies of the SRPE are not required to be submitted with the application.

Resume. The resume is critical to portraying the applicant's image as a potential member of the CDG/AAF Program, a leader equipped to effectively manage human and fiscal resources, materiel and projects entrusted to him/her. It is the applicant's opportunity to highlight work experiences, training and self development, skills, and accomplishments, which are key indicators to his/her preparation and success as an acquisition professional. The resume can also highlight any previous work assignments or military experience not

currently indicated on your ACRB. The resume is **limited to three pages**. **Resume instructions are located under the announcement tab:** <http://live.usaasc.info/career-development/programs/competitive-development-group-army-acquisition-fellowship/>

✓ **Self-Certification Form**. Review the Self-Certification Form in AAPDS and click to self-certify that all your provided information is correct. This serves as an assurance that all information contained in your application is true and correct to the best of your knowledge. You are also certifying that you have read and understand the policy located at: <http://live.usaasc.info/career-development/programs/competitive-development-group-army-acquisition-fellowship/>

✓ **Notification of Personnel Action (SF50)**. Upload a PDF copy of your most recent, Non-Award SF-50. Scan and email directly to Manager, CDG/AAF Program Manager.

✓ **Regional CDG/AAF Program Preference Form**. Complete the Regional CDG/AAF Program Preference Form in AAPDS. On the form, indicate your desire for the Program Management Track or the Acquisition Leader Track and locations. (Information details available online at AAPDS for selection online.)

NOTE: These are DESIRES only and are in no way to be considered guarantees of any specific placement.

Program track desires will be extracted from this form and will be reviewed by the Selection Board. The Selection Board will make recommendations to the Convening Authority on placement.

Command Endorsement and Organizational Return Rights Form. The original document must be signed by a General Officer or Senior Executive Service Civilian in your organization to endorse a nominee for this Program. The endorser shall name a mentor that will help develop your 3 year plan. Plan shall be completed prior to orientation. Once signed, the form must be scanned and uploaded into the online application system (AAPDS). The form can be found under the announcement tab at: <http://live.usaasc.info/career-development/programs/competitive-development-group-army-acquisition-fellowship/>

DEPLOYED APPLICANTS: Civilians who are deployed in support of the Overseas Contingency Operations are still required to apply under this announcement to receive consideration for YG12-CDG/AAF Program; however they may follow a modified application process if they do not have access to CAMP/CAPPMIS as follows:

- Faxed and/or other electronically submitted applications ARE acceptable. The fax number is (703) 805-1256. Email: chandra.evansmitchel@us.army.mil.
- **ACRB**-A printed ACRB must be submitted with the application. Only the applicant's signature is required on the ACRB.
- **SRPE**- Applicant must provide the name/e-mail address/phone number of the appropriate Senior Rater to USAASC. USAASC will contact the Senior Rater and request the preparation of the SRPE. Original signature of the applicant will not be required. The Senior Rater will be responsible for providing a copy of the SRPE to the deployed applicant and the USAASC CDG/AAF Program Manager, at fax number (703) 805-1256.
- **Resume** -Required as noted above.
- **Regional CDG/AAF Program Preference Form** -Required as noted above.

- **Self-Certification Form** -Required as noted above.
- **Notification of Personnel Action (SF-50)**– Required as noted above.
- Alternate arrangements for interview will be arranged for candidates referred for Phase II of the selection process.

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