



Acquisition, Education & Training (AET) Opportunity

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

**Year Group (YG) 18 Announcement**

**KEY DATES:**

- Announcement Opening Date: 25 July 2017
- Announcement Closing Date: 14 December 2017
- Phase I Board Review Date: Early January 2018
- Phase II Interviews: Late January 2018
- Board Results: Mid February 2018
- Orientation: Mid-June 2018
- Fellows will begin their first developmental assignment:  
Late June 2018

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**Attention Applicants**

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

The CDG/AAF Program Policy can be found [here](#).

**1. GENERAL INFORMATION**

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

The CDG/AAF Program is a three-year developmental program offering expanded training through a series of education, leader development and broadening assignments to build skills required for positions of greater responsibility. Developmental acquisition assignments include the Program Executive Offices (PEOs), Assistant Secretary of the Army for Acquisition, Logistics and Technology Offices (ASA(ALT)), Army Materiel Command (AMC) Headquarters and functional organizations.

**While this program does not guarantee a promotion, it does strengthen desired skills, providing a competitive edge for those who compete for senior acquisition leader positions.** Since the first class in 1997, 70% of participants have been promoted to at least GS-14. Program participants are encouraged to seek promotion opportunities during their tenure in the program by applying for vacancies through the competitive process.

## 2. PROGRAM INFORMATION

- Two training tracks are available: The Program Management track and the Acquisition Leader track. The primary focus of the **Program Management Track** is to develop high performing and high leadership potential acquisition personnel toward a future goal of attaining Command Select List (CSL) civilian Product and Project Manager positions and Product Director positions. Program Management track offers fellows an opportunity for developmental assignments as a Product Lead, Program Officer (PO), or an Assistant Program Manager (APM) in a Program Management Office (PMO), Department of the Army Systems Coordinator and other similar developmental assignment PM positions. In addition to the PM Track, we also offer the **Acquisition Leader track**. The Acquisition Leader track offers fellows not interested in PM, to focus their CDG experience on broadening assignments to round out any identified experiential gaps within or outside of their current acquisition career field (ex. Resource management, contracting, HQ time, etc.).
  - CDG/AAF fellows, along with their Command and assistance from the CDG/AAF Program Manager, are responsible for finding mentors to assist in career development and provide guidance throughout the assignment period. A senior (GS-15 or SES) mentor is required.
  - Fellows will be assigned to a centrally-funded developmental leadership position on the U. S. Army Acquisition Support Center (USAASC) Table of Distribution and Allowances (TDA).
  - Fellows shall conduct their developmental assignments in the geographic location where they are permanently stationed. Exceptions for those who are in remote locations will be addressed on a case-by-case basis
  - One extended TDY (Not to Exceed 179 days), will be required and centrally-funded by USAASC.
- All fellows are required to complete a 179-day tour in one of the Headquarters: ASA(ALT) offices or Army Material Command.

- Graduation from the Program includes successful completion of the mandatory training requirements as identified by the USAASC ARMY DACM Office.

### 3. ELIGIBILITY REQUIREMENTS

Applicants must meet ALL of the following requirements:

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

### 4. HOW TO APPLY

The application process is located online in the Army Acquisition Professional Development System (AAPDS). To access AAPDS, please login to the [Career Acquisition Management Portal \(CAMP\)](#) and click on Career Acquisition Personnel and Position Management Information System ([CAPPMIS](#)). Once in CAPPMIS, click the “AAPDS” tab, then select the “Application Module” link.

- The documents identified below in the Required Application Documents paragraph must be submitted in full in order to receive consideration. All required documents must be contained in the online application tool, AAPDS, as discussed above. Incomplete applications will be ineligible.
- Complete online applications must be finalized and submitted NLT 14 December 2017. Late applications will not be accepted.
- Applications are subject to verification.

### 5. REQUIRED DOCUMENTS

**Regional CDG/AAF Program Preference Form.** Complete the Regional CDG/AAF Program Preference Form in AAPDS. On the form, indicate your desire for the PM Track or the Acquisition Leader Track.

**Acquisition Career Record Brief (ACRB).** AAPDS pulls in the latest version of your ACRB automatically into your application. Ensure your ACRB is updated and correct prior to submission of application. Applicants may update and correct specific fields of their ACRB using the edit functions within CAPPMIS. For the areas in the ACRB that cannot be changed by the Applicant, please request assistance using our Army DACM Office online help desk request at the following link: [Workforce Management Inquiring](#)

(WMI) System. Applicants will want to pay particular attention to the training, education, and assignment history sections of the ACRB, ensuring that the information is accurate. The training section should only reflect top level relevant training completed; recommend not including any DAU continuous learning modules or annual Army required training.

**Resume.** Upload your resume. Use the format from the link, <http://asc.army.mil/web/wp-content/uploads/2016/11/Resume-Template.pdf>. This is the applicant's opportunity to highlight educational achievements, work experiences, skills, and accomplishments, which are key indicators to the preparation for and success as an acquisition professional. Applicants should also highlight their qualities and strengths instead of listing responsibilities. Ensure experience descriptions and dates match those in the ACRB. RESUMES MAY NOT EXCEED 4 PAGES and must be submitted in a .pdf format.

**Statement of Interest:** In 4000 characters or less, please describe your reasons for applying to the CDG/AAF program and the benefits the Army will gain by your acceptance. Clearly articulate your goals, desired career path, and how the CDG/AAF program will help you achieve those goals.

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

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

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

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

Instructions are available in CAPPMS to assist the rater and Senior Rater in completing the SRPE. This form must be completed online by your supervisor and senior rater into your online application package. **Once the senior rater completes**

**the SRPE, it is not available online for 7 days.** The SRPE must be completed/finalized in CAMP NLT the closing date of this announcement. Failure to have a completed/finalized SRPE in the CAPPMS system at the time of announcement closing, will result in the applicant being declared ineligible and their application will not be provided to the board for consideration.

**Command Endorsement and Organizational Return Rights Forms.** The Command Endorsement must be prepared and signed by a **General Officer or Senior Executive Service member** within your command. The original Organizational Return Rights document must be signed by the applicants, applicants' supervisors, the Human Resources and the General Officer or Senior Executive Service member of your command. Once signed, the documents must be scanned and uploaded into the online application system (AAPDS). The forms are available on our [announcement page](#).

## **6. SELECTION PROCESS**

- The selection process contains two phases.
- During phase I, all eligible applicants are reviewed by the Selection Board which will determine the "Referral List" for phase II interviews.
- During phase II, applicants on the Referral List will be required to appear before the Selection Board either in person or via VTC. Exceptions to in- person interviews will be addressed on a case-by-case basis. The approval authority for such exception is the Deputy Director, Acquisition Career Management (DDACM).
- For planning purposes, the interview portion of the Selection Board is tentatively scheduled for late January 2018.
- The applicant is responsible for notifying his/her supervisor chain-of-command of the requirement to travel for the interview.
- Per Diem and Travel will be centrally-funded by the USAASC DACM Office.

## **7. FAILURE AND NO SHOWS**

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

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

b. The program restrictions listed in the above paragraph will also apply to any acquisition workforce members who are enrolled in any resident DAU course (regardless if the course is required for certification) and fail to show up for the class. The Army DACM and the DAU consider these students "no-shows". This status can negatively impact the Army's future seat allocations for these courses. "No-show" workforce members will remain ineligible to apply for AET training and incentive programs for a period of one year starting on the last day of the scheduled resident course for which they failed to appear.

The POC for administrative questions about this action is the manager of the CDG/AAF Program, Ms. Chenxi Dong-O'Malley, Commercial (703) 664-5708, Email: [chenxi.dong-omalley.civ@mail.mil](mailto:chenxi.dong-omalley.civ@mail.mil)