

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

1. **REFERENCES:** SEE APPENDIX 1.
2. **PURPOSE:** This policy supersedes policy published September 6, 2012.

This policy governs the implementation and administration of the Army Acquisition Corps (AAC) 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.

3. **POLICY:**

a. The CDG/AAF Program is a three-year leadership 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.

b. A CDG/AAF Program applicant must be a current civilian member of the Department of the Army Acquisition Workforce in a Career or Career Conditional status position; occupy a GS-12/13 or demonstration project equivalent converted broadband/pay band level position; and be certified in their position of record and also be certified at Level III in any acquisition career field ***at the time of program application.***

c. All CDG/AAF Program applicants are required to obtain Organizational Return Rights and a Command Endorsement at the General Officer (GO) or Senior Executive Service (SES) level. The documents 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.

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

e. The Selection Board may identify an alternate list. This alternate list will be valid for a period of one year and expire upon release of the following year's selection list. Alternate CDG/AAF Program applicants may be notified at any time during that year of an opportunity to participate in a condensed version of the Program, in the place of a CDG/AAF Fellow 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, he or she will be required to meet **all** Program training requirements and participate in **no less than** two developmental assignments.

f. CDG/AAF Program selectees are assigned to a centrally-funded training position on the United States Acquisition Support Center (USAASC) Table of Distribution and Allowances (TDA) authorization during participation in the Program. The USAASC participates in the DoD Civilian Acquisition Workforce Personnel Demonstration Project, and CDG/AAF Fellows are therefore subject to the DoD AcqDemo and corresponding Army policies and issuances for personnel management while on USAASC's TDA. Each Fellow will be classified as an NH-0301-03 broadband level employee. The NH-03 broadband encompasses GS-12 and GS-13 equivalent positions. The position requirements document (e.g., description of duties) contains generic training, program information, tasks, and responsibilities.

g. The Priority Placement Program (PPP) exception in the Department of Defense PPP Handbook, Chapter 4, Paragraph C.2.d. (July 2011) applies to the movement and placement of AAC 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:

(1) Movement of the selectee onto USAASC's TDA, as NH-03, 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 Fellows 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.

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

h. There are two distinct "tracks" or programs for CDG/AAF placement during the three year program:

(1) PM Leader Track: This track offers Fellows an opportunity for key developmental assignments such as a Product Lead, Program Officer (PO), or an Assistant Program Manager (APM) in a Program Management Office (PMO); broadening assignments such as a staff officer at the ASA (ALT) or Headquarter

Department of the Army (HQDA), and then possibly as a Deputy Product Manager or Deputy Product Director in a PMO or Product Director Office (PDO), respectively.

(2) Acquisition Leader Track: This track offers Fellows an opportunity for developmental assignments as a Lead in an ACF such as budget, contracting, etc., an APM, or an Executive Officer (XO) Position; an assignment to the ASA (ALT) or HQDA Staff; and a developmental assignment to an Acquisition position at a higher level organization. This track is for those fellows, who do not want to be a PM.

i. CDG/AAF 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, CDG/AAF Fellows identified on the PM Leader Track will select at least one developmental assignment as an Assistant Project/Product Manager (APM) and one developmental assignment in a PM Staff Action Officer (AO) position and Fellows identified on the Acquisition Leader Track, while not required, are encouraged to select one developmental assignment as an APM. All CDG/AAF Fellows are required to complete one assignment in the Washington D.C. area within the Office of the Assistant Secretary of the Army (Acquisition Logistics and Technology) [ASA(ALT)] for a minimum period of 179 days, temporary duty (TDY) status as required. Any deviation must be approved by the CDG/AAF Program Manager.

j. Minimum training requirements for the successful completion of the CDG/AAF Program include: 1) Intermediate Qualification Course (IQC); 2) Congressional Operations course; 3) at least one executive leadership course; and 4) DAU courses required to achieve PM certification at Level III for the PM Leader Track only; 5) Acquisition Leadership Challenge Program Level I; 6) Civilian Education System Advanced; 7) How the Army Runs as well as all other training listed in the training plan provided during the CDG/AAF program orientation. Additional training and education opportunities may be provided throughout the course of the Program. Request for waiver or equivalency of any of these courses may be submitted to the Manager of the CDG/AAF Program, and will be considered on a case-by-case basis. Determination for acceptance of waivers is final and at the sole discretion of the Deputy Director, Acquisition Career Management (DDACM).

k. CDG/AAF Fellows are considered to be one of several talent pools identified as high performing/high potential acquisition professionals to meet the future needs for senior leaders within the AAC. Selection and successful completion of a PM position is considered a pathway to senior leadership positions within the AAC. Thus, CDG/AAF Fellows assigned to the PM track are required to submit applications for consideration by the Army's LTC/GS-14 Acquisition Key Billet Product Manager/Acquisition Director board in the third year of their CDG/AAF Program. CDG/AAF Fellows assigned to the Acquisition Leader Track are not required but are highly encouraged to apply. **For the Fellows in the PM Leader Track, failure to apply to the announcement for the LTC/GS-14 Acquisition**

Key Billet Product Manager/Acquisition Director selection boards may result in removal from the CDG/AAF Program pursuant to the Organizational Return Rights Agreement. LTC/GS-14 Acquisition Key Billet Product Manager/Acquisition Director selection board announcements are posted annually to the U.S. Army Acquisition Support Center (USAASC) Army DACM Office website.

l. Graduation from the CDG/AAF Program is contingent upon successful completion of all requirements identified within this Policy.

m. Post-Placement/Post-Utilization - CDG/AAF Fellows are encouraged to begin seeking permanent placement positions during the third year of the Program. Utilization of the learned skills and experiences accumulated during the Fellows program is key to the success of the AAW enterprise talent management program. Fellows who have successfully completed the program and have been identified for further leader development, will work with an Acquisition Analyst within the Army DACM Office Talent Management Branch, Human Capital Initiatives Division, to find positions of equal or greater responsibility within the AAW. If no permanent position is achieved by graduation date, the Organizational Return Rights will be invoked.

n. In the event a CDG/AAF Fellow is unable to complete the CDG/AAF Program within three years due to health, extreme personal, family or financial hardship, or other exigent conditions, the CDG/AAF Fellow may request withdrawal from the program for compassionate reasons from the 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.

o. CDG/AAF Fellows who receive promotions during the Program term are considered to have met Program graduation requirements as long as they have completed required training courses within the original three-year Program period, and submitted application(s) to the LTC/GS-14 Acquisition Key Billet Product Manager/Acquisition Director selection boards as required above.

p. CDG/AAF Fellows who receive promotions prior to their first development assignment are ineligible for further training opportunities through the Program and will not continue and graduate from the Program.

q. CDG/AAF Fellows who accept lateral assignments before the beginning of the last year of their program period will be removed from the Program.

4. RESPONSIBILITIES:

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

(1) 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.

(2) The DDACM approves USAASC 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, program travel, program training, Permanent Change of Station (PCS), personnel actions and other Program costs of CDG/AAF Fellows. The DDACM also provides travel funds for board members to participate on the CDG/AAF Program Selection Board.

(3) Based on the Selection Board findings, a CDG/AAF applicant alternate list will be created. The DDACM approves selection and activation of Program alternates.

(4) At the recommendation of the Manager of the CDG/AAF Program, the DDACM accepts or declines CDG/AAF Fellow requests for training course waivers or equivalencies and exceptions to the LTC/GS-14 Acquisition Key Billet Product Manager/Acquisition Director selection board application requirement.

(5) The DDACM has the authority to remove CDG/AAF Fellows from the Program and invoke the Organizational Return Rights Agreement.

(6) The DDACM, as the Director, USAASC and as the Chair of the HQ USAASC Personnel Policy Board, establishes a separate CCAS pay pool for the CDG/AAF Fellows Program.

(a) The Deputy Director, USAASC, is the Pay Pool Manager with the Chief, Proponency and Leader Development Division and the Chief, Leader Development Branch as the panel members. The CDG/AAF Fellows Program Manager and a representative from the Army AcqDemo Office are advisors to the CDG/AAF Fellows Program Pay Pool Panel.

(b) The CDG/AAF Fellows Program Pay Pool will follow the business rules published in the USAASC memorandum, dated June 6, 2016, subject: Civilian Acquisition Workforce Personnel Demonstration Project (AcqDemo) and Contribution-based Compensation and Appraisal System (CCAS) Notice Pay Pool and Performance Management Business Rules.

b. USAASC G-8 Division .

(1) The USAASC Resource Management personnel provide resource support for the CDG/AAF Program. The execution of funding actions associated with the selection of CDG/AAF Fellows are authorized by the Chief, Leader Development Branch, 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. 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 per USAASC Director's approval **based on availability of funds**.

(2) Assist the CDG/AAF Fellows with the fund cite coordination required between the Fellow's developmental assignment resource management offices and the USAASC Resource Management Division.

c. USAASC G-1 Division .

(1) Provides coordination for personnel actions affecting CDG/AAF Fellows with the servicing CPAC and provides guidance as required regarding all personnel issues.

(2) Initiates the Requests for Personnel Actions (RPAs) for CDG/AAF Fellows. The Manager of the CDG/AAF Program will provide the G-1 Human Resource Specialist with the names and contact information of the selected CDG/AAF Fellows.

(3) Contacts the selected CDG/AAF nominees for copies of a current résumé, current (SF50) and, if applicable, the latest within-grade-increase (WIGI) SF50. Upon receipt of these required documents, the G-1 Human Resource Specialist will then provide the names, phone numbers, résumés, SF50 of the selected CDG/AAF Fellows to the Fort Belvoir Civilian Personnel Advisory Center (CPAC) Specialist. The CPAC Specialist will present the CDG/AAF nominee with a firm offer for the CDG/AAF position which must be accepted or declined.

(4) Provides the reassignment SF50s to the CDG/AAF Fellows Program Manager.

(5) Provides overall administrative support to CDG/AAF Fellows to include: processing time cards, locator cards, security processing, and Government travel cards.

(6) Provides assistance in preparing the PCS Orders if needed.

d. USAASC G 2-6 Division .

(1) Provides communications and execution support including development of Program branding, website updates, event program design, on-site photography, social media promotion, and inductee and graduation certificate production and framing.

(2) The Organizational Defense Travel Administrator (ODTA), along with CDG/AAF Program Manager, is also responsible for the management and support of the Defense Travel System (DTS) for USAASC. The ODTA will assist CDG/AAF Fellows as appropriate in the following areas: receiving and releasing CDG/AAF Fellows from DTS; updating CDG/AAF Fellows' profiles; maintaining a copy of Fellow's DTS Training Certificate; and ensuring Fellows' Government Travel Card information and bank account information is accurate and current. Fellows will be placed in the DTS of their developmental assignment offices except for during their 6 month assignment in the Washington D.C. area or HQ AMC in Huntsville.

e. USAASC Workforce Support Division (WSD).

(1) The WSD will assist in marketing the program to the Army Acquisition Workforce (AAW) using Organizational Points of Contacts (OAPs). Maintain an outreach program to include marketing to Program Executive Offices (PEOs), the Office of the Assistant Secretary of the Army (Acquisition, Logistics and Technology (ASA (ALT))), and the Army Materiel Command (AMC).

f. USAASC Human Capital Initiatives Division (HCI).

(1) HCI will assist in marketing the program through multiple means: DACM Newsletter and Army DACM Office Hot Topics via the web, and through outreach methods within the AAW.

(2) HCI will assist with post-utilization of Fellows, specifically those who have been identified for future increased positions of responsibility as a basis of an enterprise AAW talent management process.

g. Proponency and Leader Development Division (PLD) - CDG/AAF Program Manager.

(1) Overarching responsibility for providing the Army Acquisition Corps 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 AAC mission.

(2) Responsible for Program interface with the DDACM and providing recommendations on CDG/AAF Program policy management and Fellow actions requiring DDACM decision and feedback.

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

(4) On behalf of the DDACM, the CDG/AAF Program Manager prepares the Memorandum of Instruction (MOI) for the CDG/AAF Program Selection Board and provides the MOI to the Board President and Board Members for the conduct of the CDG/AAF Program Selection Board.

(5) Writes and coordinates the CDG/AAF Program announcement in compliance with all civilian personnel policies, directives and the directives of the convening authority. Ensures CDG/AAF Program announcement is posted to the USAASC website and online in Army Acquisition Professional Development System (APPDS).

(6) Serves as the approval authority for long-term developmental training assignments requiring USAASC Command endorsement.

(7) Reviews and validates CDG/AAF Program applications online in AAPDS; schedules board members; notifies applicants selected for Phase II and schedules interview board appearances; and notifies Phase I applicants of non-selection.

(8) Responsible for the conduct of the CDG/AAF Program Selection Board to include selecting and appointing board members, providing the Memorandum of Instruction (MOI), briefing board members, and ensuring timely completion of the Board Report.

(9) Conducts the release of the CDG/AAF list to selected offices or commands.

(10) Submits an After Action Report (AAR) to the DDACM addressing relevant information on CDG/AAF Program applicants and proposed selectees. CDG/AAF final selection list approval is coordinated with the DDACM prior to announcement of selected Fellows.

(11) The CDG/AAF Program Manager is responsible for announcing program training opportunities to the CDG/AAF Fellows as well as coordinating the training and payment using the USAASC Government Purchase Card (GPC) set aside for training purposes.

(12) The USAASC hosts the annual training orientation seminar and graduation ceremony for new and graduating CDG/AAF Fellows. The CDG/AAF Program Manager is responsible for planning and executing the event.

(13) Responsible for CDG/AAFs' input of time in the Automated Time and Attendance Production System (ATAAPS) by Wednesday of the second week of the pay period

(14) Maintains Program communication plan that includes facilitating CDG/AAF Fellow submission of articles to the AL&T Magazine.

(15) Ensures that both CDG/AAF Fellows and their current developmental assignment supervisor comply with the CCAS rating cycle, to include initial, mid-point, and closeout/annual counseling and appraisal assessments.

(16) Serves as the Pay Pool Administrator for the CDG/AAF Fellows Program Pay Pool. Responsible for the accuracy of pay pool data, i.e., all CDG/AAF fellows and developmental assignment supervisors have CAS2Net records and rating hierarchy is current.

(17) Ensures that both CDG/AAF Fellows and their current developmental assignment supervisors comply with the CCAS rating cycle, to include initial, mid-point, and exit counseling and appropriate documentation.

(18) The CDG/AAF PM meets with assigned CDG/AAF Fellows at least quarterly or on an as-needed basis. These meetings are intended to be a forum for discussion and an opportunity for mentoring the CDG/AAF Fellows and, as necessary, to address issues, problems and/or concerns, progress, training, recommendations for Program improvement, assignments, or other topics of interest and relevance to the CDG/AAF Fellow. The CDG/AAF Fellow is responsible for coordinating meeting schedules with the CDG/AAF PM.

(19) The CDG/AAF PM meets with CDG/AAF Fellows' developmental assignment supervisors at the start of the Fellows' assignments to ensure program policy and supervisors' roles and responsibilities are clearly explained and delivered. There are also monthly meetings between the CDG/AAF PM and development assignment supervisors to discuss CDG/AAF Fellows' performance and bridge communication between USAASC and assignment organizations.

(20) Receives the developmental assignment Supervisor's Exit Survey upon CDG/AAF Fellow departure from each assignment, provides copies and recommendations for Program change or enhancements to the CDG/AAF Program.

(21) The CDG/AAF Fellow will provide information and recommendations to the Manager of the CDG/AAF Program on actual or potential performance problems identified by developmental assignment supervisors.

h. Acquisition Career Management Advocate (ACMA).

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

(2) May provide input into potential CDG/AAF Program developmental assignments.

(3) Provides mentorship to Fellows as appropriate.

(4) Provides feedback to the USAASC on the CDG/AAF Program.

i. 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) Civilian personnel support is provided to CDG/AAF Program selectees/Fellows by the Fort Belvoir, Virginia, Civilian Personnel Advisory Center (CPAC). Typical support includes, but may not be limited to: 1) processing RPAs for movement of new CDG/AAF Program selectees onto USAASC's central funding TDA. 2) disciplinary actions; 3) benefits counseling; and 4) updates in the Defense Civilian Personnel Data System (DCPDS).

j. Gaining Organization (Fellow's Developmental Assignment).

The gaining organization is responsible for the day-to-day supervision and management of the CDG/AAF Fellow as well as, ensuring that the CDG/AAF Fellow is provided with a meaningful developmental assignment experience. This includes providing the CDG/AAF Fellow with adequate workspace, relevant and beneficial assignments, and reasonable time and support for training and education as outlined in the approved three year plan and the 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.

k. Fellow's Developmental Assignment Supervisor.

(1) The CDG/AAF Fellow and the immediate developmental assignment supervisor will establish contribution objectives during an initial counseling session within 30 days of assignment. The objectives will be documented in CAS2Net. The supervisor is responsible for the conduct of all CCAS activities relating to the CDG/AAF Fellows while assigned to their Command, i.e., initial, mid-point, and closeout/annual counseling and appraisal assessments. A closeout CCAS appraisal must be completed upon the conclusion of the developmental assignment in CAS2Net.

(2) Performs customary administrative actions such as the signing of time and attendance sheet, initial, mid-point and annual evaluations, as well as input to the annual Senior Rater Potential Evaluation (SRPE).

(3) Reports actual or anticipated performance problems to the CDG/AAF PM as soon as such problems are detected. If performance deficiencies cannot be rectified through training and counseling, suspension or removal from the CDG/AAF Program may occur via invoking the Organizational Return Rights Agreement.

(4) In the event a developmental assignment supervisor determines that disciplinary action toward a CDG/AAF Fellow is warranted, established personnel processes and procedures are applicable. The supervisor notifies the CDG/AAF PM immediately if such an action is being considered.

(5) In the event a CDG/AAF Fellow is removed from a developmental assignment as a result of a performance-related or disciplinary action, the Organizational Return Rights Agreement will be invoked.

(6) Completes an exit evaluation of the CDG/AAF Fellow, and a CDG/AAF Program survey following the departure of the CDG/AAF Fellow from the developmental assignment.

I. CDG/AAF Fellows.

(1) CDG/AAF Fellows 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.

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

(3) The CDG/AAF Fellow will submit a copy of their concurred ATAAPS time card for the Developmental Duty Supervisor for his/her concurrence and signature. The signed time card will be sent to the CDG/AAF PM prior to the completion of the pay period. The CDG/AAF Fellows may participate in the Alternate Work Schedule program during their development assignment with nine 9-hr working days only with approval from his/her development assignment supervisors.

(4) CDG/AAF Fellows are required to register with their developmental assignment organization's Defense Travel System (DTS). When TDY is required in the execution of a CDG/AAF assignment, the CDG/AAF Fellow is responsible for initial fund cite coordination with the CDG/AAF PM.

(5) CDG/AAF Fellows provide locator cards at the beginning of the program, and updates as the Fellow transitions through developmental assignments. The locator card and updates must be sent to the CDG/AAF PM and other designated USAASC appropriate POCs.

(6) When a CDG/AAF Fellow arrives in the National Capital Region (NCR) for the 6-month ASA (ALT) TDY developmental assignment, they must contact the DDACM administrative office to schedule an office call with the DDACM.

(7) The CDG/AAF Fellow develops an initial three year plan in coordination with their mentor that reflects required program training and assignment activities. Updates or changes to the plan are approved through the CDG PM.

(8) The CDG/AAF Fellow in the PM Leader Track prepares, with the assistance of an ACMA, and submits applications for consideration by the annual LTC/GS-14 equivalent Acquisition Key Billet Product Manager/Acquisition Director selection board as required by this policy. Application packages are required to be submitted for the final year unless the CDG/AAF Fellow requests an exception in writing to the CDG/AAF Program Manager for approval by the DDACM prior to the application deadline. Failure to apply to the Acquisition Key Billet Product Manager/Acquisition Director Board in year 3 may result in removal from the program.

(9) The CDG/AAF Fellow participates with the developmental assignment supervisor in developing, and amending as necessary, assignment objectives; ensures that initial, mid-point, closeout/annual counseling and appraisal assessment is done within 30 days of the event. A closeout self-assessment will be completed in CAS2Net upon the conclusion of every developmental assignment and exit CCAS counseling is done within 30 days of the event.

(10) The CDG/AAF Fellow submits a monthly feedback report to the CDG/AAF PM and current developmental assignment supervisor. Reports will be submitted via email within ten days of the end of the report month.

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

(12) Each CDG/AAF Fellow is expected to make the maximum effort to establish, develop and maintain a mentoring relationship with at least one person within the Army acquisition community, whether in the Fellow's career field or in another Acquisition Career Field (ACF). Current and former CDG/AAF Fellows should available themselves to newly selected CDG/AAF Fellows in order to maximize the opportunity for mentoring. ACMAs are also an appropriate source for mentoring.

(13) CDG/AAF Fellow is not qualified to receive individual monetary awards while in the CDG/AAF program.

j. CDG/AAF Promotions.

(1) CDG/AAF Fellows who are promoted during their second and third years in the Program will graduate with their year group if all required training has been completed. USAASC funding will be provided for any remaining program training requested.

(2) Monthly feedback reports are no longer required.

(3) Quarterly meetings with the CDG PM are no longer required. All other requirements are as described above.

5. EFFECTIVE DATE AND IMPLEMENTATION

This policy is effective immediately.

CRAIG A. SPISAK
Deputy Director
Acquisition Career Management

References

1. Title 10, United States Code, Chapter 87, Defense Acquisition Workforce, Section 1701-1764, Defense Acquisition Workforce Improvement Act (DAWIA) of 1990 (as amended).
2. DoD Instruction 5000.66, "Operation of the Defense Acquisition Technology, and Logistics Workforce Education, Training and Career Development Program," most current version is pending approval.
3. "Department of Defense Desk Guide for Acquisition, Technology, and Logistics Workforce, Career Management," January 10, 2006.
4. DoD Priority Placement Program Handbook, July 2015.
5. Memorandum, HQ USAASC, March 9, 2012, subject: Acquisition Demonstration Contribution-Based Compensation and Appraisal System (CCAS) Business Rules.
6. Joint Federal Travel Regulations (JFTR)/Joint Travel Regulations (JTR), August, 2017.
7. DA PAM 690-43, "A Supervisor's Guide to Career Development and Counseling for Career Program Employees," August 18, 1989.
8. DA PAM 690-46, "Mentoring for Civilian Members of the Force," July 31, 1995.
9. Army Regulation (AR) 690-950, "Career Program Management," 16 November 2016.
10. Snyder, David L., Assistant G-1 for Civilian Personnel Policy, Memorandum, Subject: Senior Army Workforce (SAW), dated 18 June 2004.
11. The Army Training and Leader Development Panel Report Phase IV (Civilian Study), Commanding General, U.S. Army TRADOC. 24 February 2003.

Acronyms

AAC – Army Acquisition Corps

AAW – Army Acquisition Workforce

ACF – Acquisition Career Field

ACMA – Acquisition Career Management Advocate

ACRB – Acquisition Career Record Brief

APM - Assistant Program Manager

CAP – Critical Acquisition Position

CDG/AAF Program – Competitive Development Group/Army Acquisition Fellowship Program

DACM – Director, Acquisition Career Management

DDAM – Deputy Director, Acquisition Career Management

DAWIA – Defense Acquisition Workforce Improvement Act

IQC – Intermediate Qualification Course

KLP – Key Leadership Position

Product Lead

PLD – Proponency and Leader Development Division

PMT 355 and 360 (Formerly PMT 352 A&B) – Program Management Office Course

SRPE – Senior Rater Potential Evaluation

USAASC – U.S. Army Acquisition Support Center

Application Documents

All documents listed below are detailed in the CDG/AAF announcement.

Résumé

Acquisition Career Record Brief (ACRB)

Notification of Personnel Action (SF-50)

Senior Rater Potential Evaluation (SRPE)

Regional CDG/AAF Program Preference Form

Organizational Return Rights and Command Endorsement Agreement (See Appendix D)

Statement of Interest

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 months, Competitive Development Group/Army Acquisition Fellowship (CDG/AAF) Program developmental assignment with the U.S. Army Acquisition Support Center (USAASC) as a CDG/AAF Fellow, NH-0301-03. CDG/AAF Fellows are therefore subject to the DoD AcqDemo and corresponding Army policies and issuances for personnel management while on USAASC's TDA.

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 USAASC as part of my CDG/AAF Program developmental assignment as a CDG/AAF Fellow, 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 if I fail to apply for the exercise of return rights within 30 days before the date of termination of employment in the USAASC. 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 USAASC 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)
Endorsement:

MEMORANDUM FOR Deputy Director Acquisition Career Management (DDACM), 9900 Belvoir Road, Fort Belvoir, VA 22060

SUBJECT: INSERT PROGRAM NAME Board Command Endorsement for INSERT APPLICANT'S NAME

1. This paragraph should address first who you are endorsing, the number of people you are endorsing from your command, and where this individual falls within that number. Make your strong argument up front.

2. This paragraph should address why the command is endorsing the individual and why for this specific program. Avoid making this endorsement "vanilla." Each endorsement should be personalized and geared specifically for that individual and that specific program. Avoid focusing on an individual's resume and achievements – instead focus on their potential and what how this program will help achieve that.

FULL NAME
RANK (GO/SES) and POSITION
INSERT COMMAND