

Defense Acquisition University Senior Service College Fellowship (DAU-SSCF)

Description

The DAU-SSCF program is a 10-month educational/leadership development opportunity sponsored by the Office of the Army Director, Acquisition Career Management (DACM). DAU-SSCF is conducted under the auspices of the DAU at Huntsville, AL; Aberdeen Proving Ground, MD; and Warren, MI. **Starting in 2019, the program will also be conducted at Picatinny Arsenal, NJ.** The purpose of DAU-SSCF is to provide leadership and acquisition training to prepare senior level civilians for leadership roles such as Product and Project Manager, Program Executive Officer and other key acquisition leadership positions. On 28 March 2013, IAW Army Reg 621-7, the Army approved the DAU-SSCF program as Military Education Level-1(MEL-1) Senior Service College equivalent. DAU-SSCF is the only civilian Fellowship approved by the Army.

The program conducts multiple acquisition activities to include:

- Credit for completion of the DAU Program Manager Course (PMT 401)
- Leadership Courses (such as Ethics, Communications, ACQ 450 Series)
- Studies in resource requirements and acquisition integration for senior and strategic leaders
- Studies in executive leadership
- Applications of acquisition in national defense/security study
- Acquisition training in Life Cycle Management linked to Life Cycle Management Commands (LCMC)
- Research in acquisition issues and processes
- Mentoring program with government and industry senior leaders
- Senior Leadership Speaker's Program
- Option to obtain a Master's degree during off-duty hours.
(Master's degree is centrally funded for Army participants who do not already have a master's.)

Key Dates

- Announcement Opening Date: 1 December 2017
- Announcement Closing Date: 30 March 2018
- Applicant Selection Notification: May 2018
- Class begins: late July 2018

Details

DAU-SSCF Locations

Huntsville, AL
Aberdeen Proving Ground, MD
Warren, MI
Picatinny Arsenal, NJ (starting in 2019)

Applicants not local to one of the above sites are welcome to apply, but must obtain command funding for TDY. Any command endorsing a non-local applicant must address the TDY funding requirement in the Command Endorsement Memorandum.

TDA

All SSCF selectees will remain on their current organization's Table of Distribution and Allowances (TDA) while attending the SSCF program. The command must address the TDA requirement in the Command Endorsement Memorandum.

Funding

The Army DACM Office will fund the tuition cost of the program at each location for Army acquisition civilian participants. **Non-Army participants will be responsible for the cost of tuition and any per diem and travel cost.**

Post Utilization

The DACM has directed that all Army personnel attending DAU-SSCF should be assigned to broadening positions, ideally of greater responsibility, upon completion of the program. The follow-on assignment process, to include the identification of the position the individual will be placed in, should be conducted within six months following the selection for the SSCF. Identification of position and placement of each individual upon SSCF completion is a command responsibility. Although identification and placement is a command responsibility, the Army DACM Talent Management Cell will assist in identifying potential post-fellowship opportunities. The command will address the commitment to assign the individual to a broadening position ideally of greater responsibility in the Command Endorsement Memorandum, which must be submitted as part of the application.

Eligibility

Applications are welcome from Army and non-Army Civilians. Following are the eligibility requirements for different applicant types.

Army applicant requirements:

- Be a permanent GS-14/15 (or equivalent broadband) Department of the Army Civilian
- Be in an Acquisition workforce position and credentialed as an Army Acquisition Corps (AAC) member at the time of application. AAC membership must be reflected in Section III of your Acquisition Career Record Brief (ACRB). Acquisition workforce members who do not currently possess AAC membership but who wish to participate in this opportunity must become members of the AAC prior to the time of application
- Be serving in a Career or Career Conditional Appointment
- Have or be able to obtain a Secret clearance before the class start date
- Be identified by their organization as on track for executive level service. This information should be addressed in the Senior Rater Potential Evaluation (SRPE)
- At the time of application, applicant must be DAWIA certified Level III in their current acquisition position. Certification status must be reflected in Section X of the ACRB
- Army Civilian Education System (CES) Advanced Course completion prior to the announcement closing date. Course completion can be met in one of three ways:
 - CES Advanced Course completion (both the Distance Learning and Resident portions)
 - Equivalency Credit
 - Constructive Credit

For information on the CES Advanced Course, please visit
<http://cpol.army.mil/library/train/catalog/ch01-ces4ac.html> and
<http://usacac.army.mil/organizations/cace/amsc/advanced>

For information on Equivalency Credit and Constructive Credit, please visit:
<https://www.atrrs.army.mil/channels/chrtas/Web/Help/cesfaq.aspx#credit>

DOD (other than Army) applicant requirements:

- Be a permanent GS-14/15 (or equivalent broadband) DOD Civilian
- Be in an Acquisition workforce position and credentialed as a Defense Acquisition Corps member at the time of application. Corps membership must be reflected in Section III of your ACRB. Acquisition workforce members who do not currently possess Corps membership but who wish to participate in this opportunity must become members of the Acquisition Corps prior to the time of application
- Be serving in a Career or Career Conditional Appointment
- Have or be able to obtain a Secret clearance before the class start date

- Be identified by their organization as on track for executive level service. This information should be addressed in the SRPE
- At the time of application, applicant must be DAWIA certified Level III in their current acquisition position. Certification status must be reflected in Section X of the ACRB
- Have completed advanced leadership training, comparable to that covered in the Army CES Advanced Course.
For information on the CES Advanced Course, please visit <http://cpol.army.mil/library/train/catalog/ch01-ces4ac.html> and <http://usacac.army.mil/organizations/cace/amsc/advanced>

Non-DOD applicant requirements:

Federal employee requirements

- Senior acquisition professional
- GS-14/15 or equivalent broad band
- Completed DAWIA Level III training in an Acquisition Career Field at DAU or at a provider of equivalent training
- Be serving in a Career or Career Conditional appointment
- Possess a bachelor's degree
- Be identified by their organization as on track for executive level service. This information should be addressed in the SRPE
- Have completed advanced leadership training, comparable to that covered in the Army CES Advanced Course
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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) at <https://rda.altess.army.mil/camp/> and click

on Career Acquisition Personnel and Position Management Information System (CAPP MIS). Once in CAPP MIS, click the “AAPDS” tab, then click “Apply.” The event title for this opportunity is “2018-2019 DAU-Senior Service College Fellowship Program.” Click on the word “Apply” in the rightmost column.

The documents identified below under Required Documents must be submitted in full in order to receive consideration. All required documents must be submitted through the online application tool, AAPDS, as discussed above. Incomplete applications or submissions received outside of AAPDS will be deemed ineligible.

- Complete online applications must be finalized and submitted NLT 11:59 p.m., 30 March 2018. Late applications will not be accepted
- Applications are subject to verification
- For helpful hints on preparing your application, see Application Best Practices at <http://asc.army.mil/web/career-development/programs/best-practices/>.

NOTE TO NON-ARMY APPLICANTS: Before using CAPP MIS, non-Army applicants must provide their Name and Date of Birth to the Army DACM Office DAU-SSCF Program Manager (contact info below) in order to be added to CAPP MIS to allow you to apply. In addition, DOD applicants must provide their location and position title. **Please provide information by 1 March 2018. Information received after 1 March 2018, may result in you not being able to apply.**

Required Documents

Note: You must upload or type the requested information in these sections within AAPDS:

- **Verification of Applicant/Supervisor Data:** Validate your email address and your supervisor’s information; check the boxes if your email address and supervisor’s information is correct. Please select the location you desire to attend; one selection is required. If you do not plan to complete a Master’s degree while in the program, please select “Do not Choose to Pursue MS Degree.”
- **Acquisition Career Record Brief (ACRB):** Ensure your ACRB is updated and correct prior to submission of application. **Non-Army applicants will have an ACRB shell built in CAPP MIS and must complete all sections of the ACRB.** Applicants may update and correct specific fields of their ACRB using the edit functions within CAPP MIS. For the areas in the ACRB that cannot be changed by the Applicant, please request assistance from the USAASC Help Desk by clicking “Help Request” within CAPP MIS and submitting an online request; you may also call the Help Desk at (575) 678-2247.

- **Resume:** Upload your resume in **PDF format**. Please use 12 point Times New Roman with 1 inch margin and a maximum of 3 pages. Be sure to address positions that highlight your leadership capabilities or military experience. Applicants should also highlight their qualities and strengths instead of listing responsibilities. Ensure experience descriptions and dates match those in the ACRB. For a **resume template** as well as additional **helpful hints and best practices**, visit the following website: <http://asc.army.mil/web/career-development/programs/best-practices/>.
- **Senior Rater Potential Evaluation (SRPE):** Ensure that your most recent SRPE is in the system. Your most recent SRPE must have an end date within one (1) year of this announcement closing date and must be completed by your Senior Rater by the closing date or your application will not be reviewed by the Board. To view more information on the SRPE, login to CAMP (<https://rda.altess.army.mil/camp/>), click on CAPPMS and then click on the SRPE tab. **Non-Army applicants** are encouraged to contact the Army DACM Office DAU-SSCF Program Manager (contact info below) early in the application process for information about creating the SRPE.
- **Civilian Education System (CES) Documentation:** As described above, completion of the CES Advanced Course for Army applicants is required. Please upload documentation, in PDF format, maximum 1 page, of course completion, equivalency credit, or constructive credit. Acceptable forms of documentation include
 - Graduation/completion certificate from the CES Advanced Course (**Resident** portion) or a CES Advanced legacy course. For a list of CES Advanced legacy courses, please visit https://www.atrrs.army.mil/channels/chrtas/web/Help/CES_Legacy_Courses.aspx
 - CES Eligibility and Completion Status Report indicating Advanced course completion or equivalency (visit <https://www.atrrs.army.mil/channels/chrtas/student/main.aspx> to obtain your report).
 - Army Training Requirements and Resources System (ATRRS) Transcript (visit <https://www.atrrs.army.mil/selfdevctr>). CES Advanced or a legacy course must be listed on the transcript.

Non-Army applicants must provide a statement describing how they, through training, education and experience have developed the leadership skills and competencies conveyed by the CES Advanced Course. List relevant leadership training and development courses and programs. Statement must be in PDF format and must not exceed 1 page.

- **Command Endorsement Memorandum:** *Applicants and their commands are encouraged to start work early on the Command Endorsement Memorandum.* Army applicants must ensure that an endorsement

memorandum signed by at least the first General Officer/Senior Executive Service level in the applicant's chain-of-command is submitted as part of the application. In addition to endorsing the applicant, the memorandum must state the number of people being endorsed from the command and identify where the applicant falls within that number. The memorandum must also include a statement that the applicant will remain on the command's TDA for the duration of the SSCF program. In addition, the memorandum must address how the command will assist with post placement to a broadening assignment, ideally with greater responsibility. The memorandum must be in PDF format and 2 page maximum. In the case of an individual applying for attendance outside of their local commuting area, the memorandum must indicate that the command will fund attendee's TDY. For a Command Endorsement Memorandum template, visit <http://asc.army.mil/web/career-development/programs/best-practices/>.

Non-Army applicants must submit an Endorsement Memorandum from the first General Officer/Senior Executive Service level in their chain of command or an executive level supervisor in their organization. Endorsement Memorandums for non-Army applicants must address the items required in the Command Endorsement Memorandum, as described above, with the exception of TDA and post placement requirements. Non-Army applicants must state that their organization will fund the cost of tuition and any per diem and travel cost. Memorandum must be in PDF format and 2 page maximum.

- **Statement of Interest:** Type your statement of interest in this section. In **4,000 characters or less, please** describe your reasons for attending the DAU-SSCF Program and the benefits the Army (or, for non-Army applicants, your service or organization) will gain by your participation. Clearly articulate goals and career paths and how the DAU-SSCF Program will help you achieve your specific goals.
- **Continued Service Agreement (CSA):** A CSA must be completed and uploaded. Please do not attempt to upload a document that is password-protected or that contains macros as this will cause the process to fail. The CSA can be accessed at the following link: http://cpol.army.mil/library/train/catalog/acs_form.pdf. Enter **24 May 2019 to 25 November 2021** as the period of obligated service. Be sure to sign and date the CSA. The CSA must be in PDF format, maximum 1 page.

Non-Federal applicants may submit a PDF statement indicating they are exempt from the CSA requirement.

Selection Process

- The board will be administered by the Army DACM Office to select the best-qualified candidates from those nominated. The senior-level board will make selections based upon an assessment of the qualifications and potential of each

nominee for continued outstanding service to the Army, the level and degree to which the nominee possesses the knowledge and abilities required of the program, the appropriateness of the training to the nominee's occupation, and the overall benefit to the nominee and the Army as reflected in the official record before the board. The board will review the training, education and experience of each applicant and make a recommendation to the DACM.

- The Army DACM Office DAU-SSCF Program Manager will notify all applicants of the board results. Successful candidates must accept or decline attendance, in writing, within ten (10) calendar days of notification. In accordance with AR 350-1, a selectee who declines a quota will be removed from any future consideration for the DAU-SSCF Program. The Army DACM Office DAU-SSCF Program Manager (contact info below) should be notified telephonically of any declination. The declination must be followed up in writing by memorandum through the organization's chain of command to USAASC (addressed to the Director, Acquisition Career Management, 9900 Belvoir Road, Fort Belvoir, VA 22060). Please email the memorandum to the Army DACM Office DAU-SSCF Program Manager (contact info below).

Privacy Act Information

The Office of Personnel Management (OPM) is authorized to rate applicants for Federal 6 jobs under Sections 1302, 3301, and 3304 of Title 5, US Code. Section 1104, Title 5, allows OPM to authorize other Federal agencies to rate applicants for Federal jobs. Information you put on your resume and other forms is needed to see how well your education and work experience qualifies you for Federal jobs. We may also need information such as citizenship and military service to see what laws we must follow in deciding whom the Federal Government may employ. Your social security number (SSN) is required to keep your records separate from other applicants who may have the same name and date of birth. We may also use your SSN to request information about you from schools, employers, banks, and others who know you but only as allowed by law or Presidential directives. Information you provide may also be given to Federal, State, and local agencies checking for violations of the law or other lawful purposes. Providing this information is voluntary. However, your application cannot be processed if you do not provide this information.

Statement on Equal Opportunity Employer

THE DEPARTMENT OF THE ARMY IS AN EQUAL OPPORTUNITY EMPLOYER. Applicants will receive appropriate consideration without regard to non-merit factors such as race, color, religion, sex, national origin, marital status, and sexual orientation except where specifically authorized by law, age, politics or disability which do not relate to successful performance of the duties of this position. Otherwise qualified applicants

with disabilities who need reasonable accommodation may notify the agency Point of Contact on this announcement of their need.

Contact

The point of contact for administrative questions about this action is the DAU-SSCF Program Manager:

Ms. Kristine Faria

Commercial: (703) 664-5709

Email: kristine.e.faria2.civ@mail.mil