

**DEPARTMENT OF THE ARMY, DEFENSE ACQUISITION UNIVERSITY - SENIOR
SERVICE COLLEGE FELLOWSHIP PROGRAM POLICY AND PROCEDURES
OCTOBER 2021**

SUMMARY OF CHANGES

PARA	SIGNIFICANT CHANGES FROM POLICY, DATED 11 JANUARY 2021
1.c	References: The 04 October 2021 "Department of the Army, Defense Acquisition University - Senior Service College Fellowship Program Policy and Procedures" supersedes the previous version, dated 11 January 2021.
4.b.(12)	Responsibilities: Added a new responsibility under the DACM. "Coordinates with the Centralized Selection List (CSL) PM to ensure Civilian O6-level CSL Commanders are slated to DAU SSCF, prior to assumption of command annually.
4.c.(5)	Responsibilities: Removed this section.
7.b(2)	Eligibility: Removed this section
8.b	Application: Revised sub-paragraph to read "Applicants who apply prior to seven calendar days of the closing date of the announcement, will be notified if their application is incomplete and will be allowed to resubmit the correct or requested information, provided it is submitted before the closing date of the announcement."
8.c	Application: Removed the last sentence of this sub-paragraph.
8.e	Application: New sub-paragraph.
9.e	Selection: Revised sentence to add the word "calendar."
15.a	Continued Service Agreement (CSA): Added the sentence to this sub-paragraph "The employee will submit a request to post a copy of the signed CSA to his/her electronic Official Personnel Folder (e-OPF)."
15.c	Continued Service Agreement (CSA): Changed last sentence to clarify what organization has this responsibility. The sentence now reads "The determination on whether or not an employee is involuntarily removed from the program (e.g. for performance related issues) to continue service will be decided on a case-by-case basis by the DACM Office and the employee's chain of command."



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4 October 2021

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Department of the Army Defense Acquisition University - Senior Service College Fellowship Program Policy and Procedures

1. References. See Enclosure.
2. Purpose. To provide policy and procedures for application, selection and assignment to the Defense Acquisition University - Senior Service College Fellowship (DAU-SSCF) Program.
3. Applicability. This document applies to all current Army Acquisition Workforce (AAW) civilians and non-AAW applicants (for example, Industry or Department of Defense (DoD)). Non-AAW professionals may apply as long as they submit their applications in accordance with the prevailing Army Director, Acquisition Career Management (DACM) Office's DAU-SSCF Program announcement. Non-AAW applicants will be considered on a space-available basis.
4. Responsibilities:
 - a. Army DACM.
 - 1) Has oversight and management of the announcement and board process.
 - 2) Serves as final selection approval authority for DAU-SSCF each year.
 - 3) Maintains control and management of all DAU-SSCF quotas.
 - 4) Serves as convening authority for the DAU-SSCF Program selection board.
 - 5) Approves Board Members for the DAU-SSCF Program selection board.
 - 6) Approval authority for DAU-SSCF program's Relative Standing List (RSL).
 - 7) Approval authority for Memorandum of Instruction (MOI) for selection boards.
 - b. Army DACM Office DAU-SSCF Program Manager (PM).
 - 1) Acting on behalf of the DACM, has responsibility for announcement and board selection process conducted each year.

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- 2) Updates the policy and procedures as needed.
- 3) Prepares annual announcement and conducts board for the DAU-SSCF Program.
- 4) Provides assistance with submission of applications in the Army Acquisition Professional Development System (AAPDS).
- 5) Notifies program selectees and non-selectees.
- 6) Monitors program completion and collects repayment of tuition, if applicable.
- 7) Provides the DAU-SSCF Executive Director with a list of selectees for each SSCF seminar location no later than 1 May of the convening class year.
- 8) Coordinates and reports on post-graduation utilization of DAU-SSCF graduates.
- 9) Markets DAU-SSCF Program to AAW professionals.
- 10) Ensures that non-AAW applicants are held to the same criteria as AAW applicants.
- 11) Coordinates with Civilian GS-15/O-6-level Centralized Selection List (CSL) selectees to ensure they are slated to DAU-SSCF, prior to assumption of command/key billet annually.

c. DAU-SSCF Executive Director

- 1) Carries out the operational oversight for all DAU-SSCF seminar activities and coordinates directly with the Army DACM Office for the implementation of this program.
- 2) Has oversight of curriculum, measurement, and continuous improvement for the learning asset portfolio of the Army Standard Leadership Development Program for the DAU-SSCF.
- 3) Develops marketing campaigns.
- 4) Partners with the Army DACM Office to develop and execute an Army Standard DAU-SSCF program.

d. DAU-SSCF Seminar Directors.

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- 1) Execute operational oversight and management of DAU-SSCF.
 - 2) Market the DAU-SSCF.
 - 3) Assist commands and supervisors, if requested, in the facilitation of post-graduation assignments of DAU-SSCF graduates.
 - 4) Conduct the Army Standard Leadership Development Program for the DAU-SSCF.
- e. Commands/Organizations.
- 1) Nominate workforce members each year to participate in the DAU-SSCF Program through a Command Endorsement Memorandum.
 - 2) Identify and assign DAU-SSCF graduates, upon program completion, to positions of greater responsibility.
 - 3) Conduct marketing sessions using the standard DAU marketing campaigns, as well as, any relevant supplemental marketing information.
- f. Acquisition Career Management Advocates (ACMAs).
- 1) Ensure acquisition information relevant to the DAU-SSCF program is made available to the commands and organizations, to which they are assigned.
 - 2) Disseminate DAU-SSCF Program information to AAW professionals.
- g. Supervisors.
- 1) Identify AAW professionals to participate in the DAU-SSCF Program.
 - 2) Review and approve/disapprove Individual Development Plans (IDPs) submitted by AAW professionals for the DAU-SSCF Program.
 - 3) Ensure employees meet the Defense Acquisition Workforce Improvement Act (DAWIA) certification requirements for their position and hold the grade of GS-14/15 (or equivalent band) prior to application.
- h. AAW Professionals.
- 1) Discuss career development needs with supervisor and obtain approval of the DAU-SSCF application through appropriate command channels.

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2) Submit all the required documentation and information requested in the announcement using the AAPDS before the closing date.

3) Complete all DAU-SSCF Program requirements for graduation.

5. Program Description.

a. The DAU-SSCF Program is a 10-month senior leadership development program conducted by the DAU. Its purpose is to provide leadership development and acquisition training to prepare senior Army civilians for key acquisition leadership positions, such as Product Manager, Project Manager and Program Executive Officer.

b. The DAU-SSCF Program of Study consists of (1) the Program Managers' Course (PMT 4010); (2) extensive training and experiential development in the components of senior and executive level leadership and its application to Army acquisition; (3) studies in resource requirements and acquisition integration for senior and strategic leaders; (4) the application of acquisition to national defense; (5) a research project focusing on a relevant acquisition issue the end product of which adds to the Army's body of acquisition knowledge; (6) a mentoring program with government and industry senior leaders and senior leadership speaker's program; and (7) extensive exposure to the national industrial base, the Army's organic sustainment structure, and muddy boots experience at multiple Combatant Commands and Training Centers (i.e. National Training Center, Joint Readiness Training Center, etc.).

c. On 28 March 2013, Headquarters, Department of the Army G-3/5/7 Office, in accordance with Army Regulation 621-7 (Reference 1.b), granted the DAU-SSCF Program Military Education Level 1 (MEL-1) equivalency.

6. Program Announcement. The Army DACM Office is responsible for planning, managing, and announcing the DAU-SSCF Program each year. The announcement will be advertised in January each year and posted on the USAASC website at <https://asc.army.mil/web/career-development/programs/defense-acquisition-university-senior-service-college/>.

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7. Eligibility:

a. See the DAU-SSCF Program announcement for specific information about eligibility requirements.

b. Civilian Education System (CES) Advanced Course. At the time of application, DAU-SSCF Program applicants must have completed the Civilian Education System (CES) Advanced Course in one of three ways: Resident CES Advanced Course; Equivalency Credit; or Constructive Credit. More information on CES Advanced Course may be found at the following US Army Combined Arms Center webpage: <https://usacac.army.mil/organizations/cace/amsc/advanced>.

c. AAW professionals who have completed other SSCs are not allowed to participate in the DAU-SSCF Program.

8. Application:

a. AAPDS is the Army DACM's online system used for application submissions and selection boards. Access AAPDS via the Career Acquisition Management Portal (CAMP) at <https://rda.altess.army.mil/camp>. Applicants must complete all required documentation and information requested in the announcement using AAPDS before the closing date identified in the DAU-SSCF Program announcement or they will not be eligible for consideration.

b. Applicants who apply prior to seven calendar days of the closing date of the announcement, will be notified if their application is incomplete and will be allowed to resubmit the correct or requested information, provided it is submitted before the closing date of the announcement.

c. Applicants with home and/or duty locations within 60 miles of a Senior Enterprise Talent Management (SETM) SSC (such as the Eisenhower School or Army War College) may not apply to the DAU-SSCF Program. These applicants must apply to SSC via the SETM Program announcements.

d. Applicants with home and/or duty locations within 60 miles of a resident DAU-SSCF, may not apply to the DAU-SSCF virtual cohort seminar. These applicants must apply to a DAU-SSCF resident seminar.

e. Effective 2021, civilians slated to a CSL command/key billet at the GS-15/O6 Level, will be provided priority placement at all DAU-SSCF sites.

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9. Selection:

a. The Army DACM Office will convene a DAU-SSCF Program selection board to review the applications and provide recommendations to the DACM on the best qualified candidates. Board members will evaluate and rank applications of all individuals determined eligible for the DAU-SSCF Program, using the guidance and selection criteria outlined in the DAU-SSCF Program Board MOI.

b. All individuals who apply for consideration for DAU-SSCF will receive fair and equitable evaluation under the announcement and board process.

c. The selection board will recommend principals and alternates for each DAU-SSCF location.

d. The board officer will prepare and present the RSL to the DACM for approval.

e. Principals will be notified by e-mail of their selection for the DAU-SSCF Program. They must accept/or decline the DAU-SSCF Program selection in writing within ten calendar days of notification.

f. Non-selectees will be notified within ten days after board completion.

g. Alternates will be contacted if there is a declination, in their region.

h. Principal or alternate selectees who decline selection, with prejudice, will be removed from any future consideration in the DAU-SSCF Program. Any exceptions must be documented with rationale for declination in writing by the selectee's senior leader (SES/GO) and approved by the DACM.

10. Funding:

a. The Army DACM Office will fund the DAU-SSCF Program costs at each seminar location for each AAW civilian participant.

b. Non-AAW participants are responsible for funding their tuition, travel and any applicable per diem.

11. Temporary backfills are authorized and are the responsibility of the command and organization. Commands are encouraged to identify other key staff personnel to assume the responsibilities of the individual selected to participate in the DAU-SSCF Program.

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12. Quotas/Program Class Size. The DAU-SSCF Program class size in any given program year may increase or decrease based on funding constraints and the needs of the Army. The DACM has first priority in placement of AAW Fellows against these quotas at each DAU-SSCF seminar location. Non-AAW Fellows (i.e. Missile Defense Agency, other DoD services, or agencies) may be placed after AAW Fellows have been assigned, if space allows. The Army DACM will prioritize selection, based on class size.

13. Post-graduation utilization. All graduates of the DAU-SSCF Program should be assigned to a position of greater responsibility. Identification and assignment of each graduate will be conducted by the command/organization or a Senior Leader board. It is recommended that the assignment process begin immediately after admission to the DAU-SSCF program.

14. Reimbursement:

a. AAW professionals who do not complete all of the program requirements will not graduate and may be required to reimburse the federal government for the cost of their participation in some or all of the DAU-SSCF Program. In addition, these AAW professionals may be required to reimburse their command for any travel and per diem costs that were incurred. Those specific details and associated costs are at the discretion of the command.

b. If the reimbursement amount is not paid in full or financial arrangements are not made within 30 days of notification of payment, the AAW professional's command will be notified regarding his/her debt owed to the federal government. The individual will be prevented from participation in other training, education, or experience programs sponsored by the Army DACM Office if this debt is not resolved. All reimbursement for the DAU-SSCF Program will be made payable to the United States Treasury via money order or certified check and mailed to: US Army Acquisition Support Center, 9900 Belvoir Road, Bldg 201, Suite 101, ATTN: DAU-SSCF Program Manager, Fort Belvoir, VA 22060.

c. Students who are unable to reimburse the federal government in full within 30 days of notification of payment may request a payment plan to resolve their debt. The plan must be submitted to the DAU-SSCF PM within 30 days of notification of the requirement to reimburse the federal government.

15. Continued Service Agreement (CSA):

a. All Federal employees selected to participate in the DAU-SSCF Program must complete a CSA before assignment to the training. Employees will be denied training if he/she fails to sign a CSA before the training begins. Supervisors will ensure the employee is informed in advance of the obligation. The employee will

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submit a request to post a copy of the signed CSA to his/her electronic Official Personnel Folder (e-OPF). The completion of the DAU-SSCF Program must be achieved within the timeframe specified by the program of study. The period of CSA obligation begins at the completion of the program. The employee is in full pay status while participating in the DAU-SSCF Program.

b. The employee is agreeing to the terms and period of obligation and is required to sign the CSA prior to the start of training. The period of continued service obligation is three times the length of the training period (3:1 ratio). For example, if the training period is 24 months, the obligated continued service would be 72 months (24 months x 3).

c. In accordance with the CSA, if the employee voluntarily drops out of the DAU-SSCF Program, he/she is still required to continue in federal service for a minimum period of three times the amount of time that he/she participated in the program. The determination on whether or not an employee is involuntarily removed from the program (e.g. for performance related issues) to continue service will be decided on a case-by-case basis by the DACM Office and the employee's chain of command.

d. Employees are required to reimburse the Government if they depart from the federal government prior to completion of the CSA. Training costs include course tuition, books and materials, lab and technology fees. Salary and benefits are not included in the cost of training.

e. If the employee fails to complete the obligated CSA period, any amounts which may be due to the employing agency as a result of any failure to meet the terms of the CSA may be withheld from any monies owed by the Federal Government, or may be recovered by such other methods as are approved by law.

f. Supervisors, at all levels, are charged to protect the federal government's interests, should their employee fail to successfully fulfill his/her signed training agreement by not completing the CSA obligation period. The supervisor, or a designated official, will review the status and circumstances of each unexpired CSA to decide whether to transfer, waive or require repayment of expenses incurred other than salary costs. Managers should contact the Civilian Personnel Advisory Center immediately, if it appears that a CSA may not be fulfilled.

16. Failures or No-Shows:

a. AAW professionals who academically fail a resident DAU course required for their DAWIA certification will not be eligible to apply for or participate in the DAU-SSCF Program until they successfully meet their certification requirements.

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b. The program restriction listed above will also apply to any AAW professional who is enrolled in a resident DAU course (regardless if the course is required for certification) and fails to show up for the class. The Army DACM and the DAU consider these students to be "no-shows". This status can negatively impact the Army's future seat allocations for these courses. AAW professionals who have a "no-show" status will remain ineligible to apply for the DAU-SSCF Program for a period of one year, starting on the last day of the scheduled resident course that they failed to attend.

17. Other Administrative Procedures:

a. Assigned Organization. AAW professionals selected for the DAU-SSCF Program will remain assigned to their current organization while attending the program. The command must confirm this requirement in the Command Endorsement Memorandum.

b. Salary and Leave Administration. The student's organization is responsible for his/her salary, administration of leave, and maintenance of leave records. It is the Fellow's responsibility to ensure his/her organization is aware of recess periods and leave taken while assigned to the DAU-SSCF Program.

c. Performance Appraisals. DAU-SSCF Program selectees should be provided a close-out rating prior to commencement of DAU-SSCF. Selectee and supervisor should check with their organization for assistance on the procedures to follow for the performance evaluations and other requirements.

d. Senior Rater Potential Evaluation (SRPE). DAU-SSCF Program selectees should be provided a close-out rating, prior to commencement of DAU-SSCF. Selectee and supervisor should check with their organization for assistance on the procedures to follow for the SRPE completion.

18. Effective date and implementation: This policy is effective immediately and will remain in effect until rescinded or superseded.

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ENCLOSURE 1 - REFERENCES

- a. Title 10, United States Code, Chapter 87, Defense Acquisition Workforce, Section 1701-1764, Defense Acquisition Workforce Improvement Act of 1990, as amended (DAWIA II).
- b. Army Regulation 621-7, The Army Fellowship and Scholarship Program, 12 March 2019.
https://armypubs.army.mil/epubs/DR_pubs/DR_a/pdf/web/ARN8041_R621_7_FINAL.pdf
- c. Department of the Army Defense Acquisition University Senior Service College Fellowship (DAU-SSCF) Program Policy/Procedures, 11 January 2021 – hereby superseded.
- d. Memorandum, SFAE, Assistant Secretary of the Army for Acquisition, Logistics, and Technology, 10 October 2019, subject: Acquisition Career Field Certification Policy and Procedures.
<https://asc.army.mil/web/army-dacm-acf-certification-policy-memorandum/>
- e. Memorandum, SFAE, Assistant Secretary of the Army for Acquisition, Logistics, and Technology, 11 January 2019, subject: Continuous Learning Policy and Implementation Guidelines for the Army Acquisition Workforce.
<https://asc.army.mil/web/army-dacm-office-continuous-learning-point-clp-policy-final-07jan19/>
- f. Memorandum, SFAE, Assistant Secretary of the Army for Acquisition, Logistics, and Technology, 30 March 2012, subject: Consequences for Academic Failures and No-Shows in Defense Acquisition University (DAU) Resident Course.
<https://asc.army.mil/web/consequences-for-academic-failure1/>
- g. Memorandum, Assistant Secretary of the Army for Acquisition, Logistics, and Technology, 30 January 2012, subject: Director Acquisition Career Management Guidance - Enforcement of DAWIA Certification Compliance Policy Memorandum #8.
https://asc.army.mil/web/dacm_memo_8-enforcement_of_dawia_certification_compliance_policy_with-policy/
- h. Memorandum, DAMO-TRV, Office of the Deputy Chief of Staff, G3/5/7, 28 March 2013, subject: Military Education Level 1 (MEL-1) Equivalency for the Defense Acquisition University (DAU) Senior Service Fellowship (SSCF) Program for Civilians.