

**Defense Acquisition University - Senior Service College Fellowship Program  
Policy and Procedures**

**SUMMARY OF CHANGES**

<b>PARA</b>	<b>SIGNIFICANT CHANGES FROM POLICY, DATED 15 FEBRUARY 2022</b>
3	Changed the last sentence of this paragraph to read “Non-AAW applicants will be considered on a space-available basis as long as their company or parent organization agrees to fully fund the costs of their participation.”
4.b(1)	Modified this sub-paragraph to provide more details on this DAU-SSCF Program Manager responsibility. It now reads “Acting on behalf of the DACM, has responsibility for drafting and publishing the program announcement, and planning and overseeing the board selection process each year.”
4.b(9)	Modified this sub-paragraph to provide more details on this DAU-SSCF Program Manager responsibility.
4.b(10)	Modified this sub-paragraph to provide more details on this DAU-SSCF Program Manager responsibility, adding the clause “if MEL-1 is not already complete.”
4.g (3)	Changed this sub-paragraph to include the clause “or are within the grace period”.
7.b	Changed the timeline when DAU-SSCF applicants must complete the Civilian Education System (CES) Advanced Course, so the first part of this sub-paragraph now starts with the clause “By the date listed in the DAU-SSCF Program announcement”
12	Added language to this paragraph to provide more detailed guidance on post-graduation utilization.
14.b	Changed the start of the first sentence from “Federal employees” to “All Department of Defense SSCF applicants”.
15.b	Reworded this paragraph so that it reads “AAW professionals who academically fail a resident or VILT DAU course required for DAWIA certification in their current acquisition-coded position will not be eligible to participate in any Army DACM Office training and/or incentive program until they successfully meet the certification requirements (training, education and experience) for their current position. This ineligibility determination applies to the DAU-SSCF Program.”
Encl	Updated the references as needed.



**DEPARTMENT OF THE ARMY**  
**OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY**  
**ACQUISITION LOGISTICS AND TECHNOLOGY**  
**103 ARMY PENTAS WASHINGTON, DC 20310-0103**

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31 October 2023

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 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. Non-AAW applicants may come from industry, other military services, or Department of Defense (DoD) organizations. 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 as long as their company or parent organization agrees to fully fund the costs of their participation.
4. Responsibilities.
  - a. Army DACM.
    - 1) Provides oversight and management of the program announcement and board process.
    - 2) Approves the Memorandum of Instruction (MOI) for selection boards.
    - 3) Serves as the final selection approval authority for the DAU-SSCF program each year.
    - 4) Maintains control and management of all DAU-SSCF quotas.
    - 5) Serves as convening authority for the DAU-SSCF program selection board.
    - 6) Approves Board Members for the DAU-SSCF program selection board.
    - 7) Approval authority for the DAU-SSCF program's Relative Standing List (RSL).

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b. Army DACM Office DAU-SSCF Program Manager (PM).

1) Acting on behalf of the DACM, has responsibility for drafting and publishing the program announcement, and planning and overseeing the board selection process each year.

2) Updates the policy and procedures as needed.

3) Provides assistance with submission of applications in the Army Acquisition Professional Development System (AAPDS).

4) Markets the DAU-SSCF program to AAW professionals.

5) Determines space availability for non-AAW applicants and ensures any non-AAW applicants are held to the same criteria as AAW applicants.

6) Notifies program selectees and non-selectees.

7) Monitors program completion and collects repayment of tuition, if applicable.

8) 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.

9) Coordinates and reports on post-graduation utilization requirements of DAU-SSCF graduates to the Talent Management Board of Directors.

10) Coordinates with Civilian GS-15/O-6-level Centralized Selection List (CSL) selectees to ensure they are slated to DAU-SSCF, in order to comply with the Military Education Level – 1 (MEL-1) requirement prior to GS-15/O-6 command assumption (Reference 1.e. (AAW CSL Program Policy and Procedures)) if MEL-1 is not already complete.

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.

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4) Partners with the Army DACM Office to develop and execute an Army Standard DAU-SSCF program.

d. DAU-SSCF Seminar Directors.

1) Execute operational oversight and management of the DAU-SSCF program.

2) Market the DAU-SSCF program.

3) Assist commands and supervisors 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) Promote the program using available marketing tools, techniques, and channels.

2) Nominate AAW professionals each year to participate in the DAU-SSCF program through a Command Endorsement Memorandum.

3) Identify and assign DAU-SSCF graduates, upon program completion, to positions of greater responsibility.

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 requirement, or are within the grace period, for their

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current position and hold the grade of GS-14/15 (or broadband equivalent) prior to application.

4) Ensure employees are informed about and understand, in advance of submitting their application, the DAU-SSCF program's Continued Service Agreement (CSA) terms and period of service obligation. See paragraph 14 for more information on CSAs.

h. AAW Professionals.

1) Discuss career development needs with supervisor and obtain approval of the DAU-SSCF application through appropriate command channels.

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

3) Sign and submit a CSA before assignment in the DAU-SSCF program, acknowledging and agreeing to the CSA terms and period of obligation.

4) Submit a request to post a copy of the signed CSA to their electronic Official Personnel Folder (e-OPF).

5) 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 Director/Manager, Project Director/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.).

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

6. Program Announcement. The Army DACM Office is responsible for planning, managing, and announcing the DAU-SSCF program each year. The announcement is advertised annually and posted on the US Army Acquisition Support Center (USAASC) Army DACM website at <https://asc.army.mil/web/career-development/programs/defense-acquisition-university-senior-service-college/>.

#### 7. Eligibility.

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

b. By the date listed in the DAU-SSCF program announcement, applicants must complete 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://armyuniversity.edu/amsc/courses/advanced>.

c. AAW professionals who have completed other Senior Service Colleges (SSC) are not eligible 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. It may be accessed via the Career Acquisition Management Portal (CAMP) at <https://apps.asc.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, whose official duty station is 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.

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d. Applicants, whose official duty station is 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. Civilians slated to a CSL command/key billet at the GS-15/O-6 level, who have not yet completed a SSC/SSCF, will be provided priority placement at all DAU-SSCF sites. The DACM Office will schedule these individuals into DAU-SSCF to ensure completion of the MEL-1 requirement prior to commencement of command.

#### 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 an unplanned vacancy in their region.

h. Principal or alternate selectees may decline selection without prejudice, based on a compassionate reason, such as, but not limited to an extenuating medical/health condition, personal/family issue or financial condition. Compassionate exceptions must be supported by a written statement from a medical doctor or legal professional. The request must be routed through the first General Officer or Senior Executive Service member in their chain of command for DACM approval.

i. All other principal or alternate selectee declinations are with prejudice, and the individual will be removed from any future consideration in the DAU-SSCF program.

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#### 10. Funding.

a. The Army DACM Office funds the DAU-SSCF program costs for AAW civilian participants.

b. Non-AAW participants are responsible for their travel, and any applicable per diem costs, as well as funding their tuition directly to DAU.

11. 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 may be placed after AAW Fellows have been assigned, if space allows. The Army DACM will prioritize selection based on class size.

12. Post-Graduation Utilization. All graduates of the DAU-SSCF program should be assigned to a position of greater responsibility. It is the responsibility of DAU-SSCF participants to advocate individual post-utilization opportunities or exercise their return rights, at the conclusion of the SSCF program. Active participants are encouraged to engage their current chain of command, review opportunities advertised in USAJobs as well as consider Centrally Select Board (CSB) and Centrally Select List (CSL) positions advertised in February each year. Identification and assignment of each graduate will be conducted by the command/organization or a DAU Site Director's Senior Leader Board. It is recommended that the assignment process begin immediately after admission to the DAU-SSCF Program and in accordance with the nominating Command Endorsement Memorandum.

#### 13. Reimbursement.

a. In accordance with the DAU-SSCF program's CSA, students 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. See paragraph 14 below for more information on the DAU-SSCF program CSA.

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 participating 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



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order or certified check and mailed to: US Army Acquisition Support Center, 9900 Belvoir Road, Building 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.

#### 14. Continued Service Agreement (CSA).

a. The period of CSA obligation for the DAU-SSCF program is 30 months. It begins at the completion of the program.

b. All Department of Defense SSCF applicants are required to complete and sign a CSA, with endorsement from their supervisory chain of command, at the time of application. In doing so, they must acknowledge and agree to the CSA terms and period of service obligation. Employees are deemed ineligible to apply for training if they fail to sign a CSA. Supervisors will ensure the employee is informed in advance of the obligation. The employee will submit a request to post a copy of the signed CSA to his/her e-OPF. The completion of the DAU-SSCF program must be achieved within the timeframe specified by the program of study. The employee is in full pay status while participating in the DAU-SSCF program.

c. If the employee voluntarily drops out of the DAU-SSCF program, he/she is still required to continue in federal service in accordance with his/her signed CSA. The DACM Office and the employee's chain of command will work together to address the continued service obligations.

d. If the employee is involuntarily removed from the DAU-SSCF program (for example, due to performance-related issues), the DACM Office and the employee's chain of command will work together to address the continued service obligations.

e. Employees are required to reimburse the Federal Government if they depart from the federal government prior to completion of the CSA. Reimbursement will be on a pro-rated basis, based on the amount of time served on 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.

f. 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.

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g. Supervisors, at all levels, are charged to protect the Federal Government's interests, should their employee fail to successfully fulfill his/her signed CSA by not completing the 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.

#### 15. No-Shows and Failures.

a. If an AAW professional is enrolled in a resident or virtual instructor-led training (VILT) DAU course (regardless if the course is required for certification) and fails to show up for the class, the individual is classified as a "no-show" by the DACM Office. The DACM Office takes this "no-show" status seriously, because it adversely impacts the Army's future seat allocation for these resident or VILT courses. In accordance with Reference 1.f, AAW professionals who receive a "no-show" sanction from the DACM Office and cannot provide valid and timely justification to reverse this sanction, will remain ineligible to apply for Army DACM Office training and/or incentive programs for a period of one year, starting on the last day of the scheduled resident or VILT course for which they failed to appear. This ineligibility determination applies to the DAU-SSCF program.

b. AAW professionals who academically fail a resident or VILT DAU course required for DAWIA certification in their current acquisition-coded position will not be eligible to participate in any Army DACM Office training and/or incentive program until they successfully meet the certification requirements (training, education and experience) for their current position. This ineligibility determination applies to the DAU-SSCF program.

#### 16. 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

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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.

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

18. For questions about this policy, please contact the Army DACM Office Policy Mailbox at [usarmy.belvoir.usaasc.mbx.dacm-policies@army.mil](mailto:usarmy.belvoir.usaasc.mbx.dacm-policies@army.mil).

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Encl

RONALD R. RICHARDSON, JR.  
Director  
Acquisition Career Management

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## **Enclosure – 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. Department of Defense Instruction 5000.66 (Operation of the Defense Acquisition Technology, and Logistics Workforce Education, Training and Career Development Program).
- c. Army Regulation 621-7, The Army Fellowship and Scholarship Program.
- d. Assistant Secretary of the Army for Acquisition, Logistics, and Technology, SFAE - ASC memorandum (Defense Acquisition University Senior Service College Fellowship (DAU-SSCF) Program Policy/Procedures), 15 February 2022 – hereby superseded.
- e. Assistant Secretary of the Army for Acquisition, Logistics, and Technology, SFAE - ASC memorandum (Army Acquisition Workforce (AAW) Civilian Centralized Selection List (CSL) Program Policy and Procedures), 04 March 2022.
- f. Assistant Secretary of the Army for Acquisition, Logistics, and Technology, SFAE memorandum (Defense Acquisition University Training Policy and Procedures), 16 June 2022.
- g. Assistant Secretary of the Army for Acquisition, Logistics, and Technology, SFAE-ASC memorandum (Defense Acquisition Workforce Improvement Act Certification Policy for the Army Acquisition Workforce), 26 August 2022.
- h. Assistant Secretary of the Army for Acquisition, Logistics, and Technology, SFAE memorandum (Continuous Learning Policy and Implementation Guidelines for the Army Acquisition Workforce), 07 October 2022.
- i. DAMO-TRV, Office of the Deputy Chief of Staff, G3/5/7, memorandum (Military Education Level 1 (MEL-1) Equivalency for the Defense Acquisition University (DAU) Senior Service Fellowship (SSCF) Program for Civilians), 28 March 2013.