

Table of Contents

Competitive Development Group (CDG) Handbook

An Overview of the Competitive Development Group Program	1
Still Going Strong by Maria Holmes, AL&T Magazine, July-August 2000	1
Background	1
What is the CDG Program?	1
Who Can Apply and How?	1
CDG Members	2
Developmental Assignments and Training	3
Conclusion	4
The CDG Program and You	5
Selection/Notification Process	5
Personnel Support	5
Time Cards and Attendance	5
Monthly Report and Registration Maintenance	6
Travel Arrangements	6
Civilian Acquisition Workforce Personnel Demonstration Project (Demo)	6
Leadership Training	7
Developmental Assignments	7
Mentoring	7
Acquisition Military Command and Civilian Leadership Selection Board	8
Individual Development Plans and Permanent Placement	8
Your Annual Responsibilities at a Glance	9
Management and Resource Support	10
Deputy Director, Acquisition Career Management (DDACM)	10
Acquisition Support Center (ASC)	10
ASC Resource Management	10
Acquisition Career Management Advocates (ACMAs)	11
Acquisition Career Managers (ACMs)	11
Regional Directors	12
Gaining Organizations	12
Supervisors	12
Communication Methods	14
AAC Home Page	14
Army AL&T Magazine	14
The A&TWF Newsletter	14
SAALT Bulletin	14
Points of Contact	14
Regional Directors	15
Appendices	16
A. Competitive Development Group (CDG) Opportunities Evaluation Form	16
B. Biographical Sketch	18
C. Competitive Development Group (CDG) Opportunities Supervisor's Exit Survey	19
Definitions	21

An Overview of the Competitive Development Group Program

Still Going Strong

by **Maria Holmes**
AL&T Magazine
July-August 2001

Background

Now in its fourth year, the Competitive Development Group (CDG) Program is still going strong, and the promotion rate of CDG selectees has been exceptional!

Although a promotion is not guaranteed as part of the CDG Program, a large percentage of CDG members have an edge when competing for vacant positions. Currently, 18 CDG members of year group 1997 (YG97) (75 percent), 17 members of YG98 (70 percent), four members of YG00 (44 percent), and nine members of YG01 (36 percent) have been promoted to GS-14 or equivalent personnel demonstration broadband-level positions. Two members of YG02 have already been promoted! What is this exceptional program all about? Let's go back to the basics.

What is the CDG Program?



Maria Holmes
CDG Manager

An initiative of the Army Acquisition Corps (AAC), the CDG Program was established as a 3-year professional and developmental training program. Offering expanded leadership training and experience opportunities for competitively selected GS-

12/13 (or equivalent personnel demonstration broadband level) Corps Eligible (CE) and AAC members, the CDG Program is designed to develop civilian acquisition leaders for the Army of the future.

To support the concept of "One Integrated Corps," officers were included in the CDG Program for the first time in 2001. However, the policy of including officers in the CDG Program is currently being re-evaluated. In addition to broadening and reinforcing leadership and management skills, the CDG Program seeks to develop leaders representing a broad cross section of acquisition career fields (ACFs) and to expand acquisition experience in one or more ACFs, organizations, or command elements.

Who Can Apply and How?

To be eligible for the CDG Program, an applicant must be a CE or an AAC member who is Level III certified in his or her primary ACF. The announcement soliciting applications to the program is posted on the U.S. Total Army Personnel Command (PERSCOM) web page at <https://www.perscom.army.mil>. The complete CDG Program solicitation for applications is located at <http://dacm.rdaisa.army.mil>. The following documents are required to apply:

- Signed Acquisition Career Record Brief (ACRB),
- Senior Rater Potential Evaluation (SRPE),
- Three most recent performance appraisals and associated support forms,
- Resume,
- Signed mobility statement,
- Data Self-Certification Form, and
- Most recent Standard Form 50.

Non-AAC members can obtain ACRB update support by contacting their local Acquisition Career Manager (ACM). AAC members, however, obtain ACRB support by contacting their ACM at PERSCOM. The SRPE is a valuable tool used by the senior rater to identify the applicant's potential ability. The mobility statement is required for accession into the AAC, which occurs at the completion of the 3-year period. To date, all geographical moves have been voluntary.



CDG YG02

In an effort to streamline the application process, the Army Acquisition Support Center (ASC)

has standardized application packets for all AAC selection boards. Applicants need only submit the documents listed above. Additional information will not be considered. If an application for the CDG Program was submitted the previous year, a complete new package is not necessary; only updates to the package are required.

CDG Members

CDG members are best-qualified applicants who are selected through a competitive selection board process. They are assigned to a centrally funded position on the ASC Table of Distribution and Allowances for a 3-year period. In addition, CDG members are provided centrally managed education, experience, and training opportunities designed to provide career and leadership development opportunities in a structured, highly visible program.

Following are paraphrased excerpts of CDG member comments regarding their experiences in the program:

The CDG Program provides me with the opportunity to demonstrate and hone leadership and acquisition skills necessary to become one of the Army's leaders of tomorrow. Through a 3-faceted planned program of developmental assignments, education, and training, the Army is ensuring that the diminishing supply of acquisition-experienced civilian employees and military officers will be available to provide the leadership needed to serve the warfighters of the 21st century. Opportunities for CDG members to develop their careers are only limited by each CDG's imagination.

–Bernie Gajkowski, YG01



Bernie Gajkowski

I was selected for the CDG YG00 class and placed into the office of the most exciting program -- the Future Combat Systems (FCS). The Program Manager, LTC Marion Van Fosson (the most powerful lieutenant colonel in the Army, in my opinion), was handpicked for this job, and having worked for him more than a year, it is clear why. I started as Director for Modeling and Simulation on Aug 1, 1999, and received a temporary promotion on Oct. 1, 2000, to Director of Systems Integration. The FCS Program is extremely challenging and complex. A program like FCS is a once-in-a-lifetime opportunity, and if it were not for the CDG Program, I would have been watching from the sidelines.

–Daniel Pierson, YG00, promoted 2001



Daniel Pierson



*General Paul J. Kern,
Commanding General, U.S.
Army Materiel Command,
with Rusty Weiger*

When people realize that I participated in the CDG Program, the first thing they say is that they were planning to apply but just haven't gotten around to it. Then they ask if the CDG Program is beneficial and worth the effort. I answer that it is definitely

worth the effort and, if they need it, I'll help them start their package. The bottom line is that it is your career, and you need to take control of it and take advantage of any opportunity that stretches your abilities.

—Rusty Weiger, YG97, promoted 1998

The CDG Program is awesome! During my first four weeks in the program, I enhanced my human resource management skills working with the FCS Task Force. I developed position descriptions and determined the staffing level for each position, thus ensuring civilians would have career progression opportunities within the task

force. My second assignment was Acting Executive Officer for the Military Deputy to the Assistant Secretary of the Army for Acquisition, Logistics and Technology. In this capacity, I interfaced with senior leaders on acquisition policies and coordinated acquisition-related staff actions

within the Office of the Assistant Secretary of the Army for Acquisition, Logistics and Technology. Currently, I am reviewing and comparing forms for the Council of Colonel Reviews. In addition, I am scheduled to attend two Harvard Leadership Courses, the Congressional Operations Class, the National Training Center (NTC), and the Army War College. The CDG Program has allowed me to do something different and to "think outside the box." This is an excellent program to enhance



Kenneth Wright

your managerial and leadership skills and to network with senior leaders in the Army, the Office of the Secretary of Defense, and industry.
—Kenneth Wright, YG01, selected for Army War College

As evidenced by these comments, the CDG Program benefits the Army and the individual, and the program provides a true return on investment. By educating and training future leaders today, we will have a better Army tomorrow.

Developmental Assignments and Training

The ASC solicits developmental assignments

from the acquisition community world-wide. As a result, CDG members

participate in various and multiple developmental assignments in program management offices, program executive offices, and systems acquisition offices.

CDG members also attend various leadership courses and conferences. CDG members have completed the Congressional Briefing Conference on Capitol Hill.

Operational Experience Training has also been scheduled at NTC, Fort Irwin, CA. The training includes a force-on-force observation tour of the Operations Center, an instrumentation orientation at the Star Wars Building, a Multiple Integrated Laser Engagement System demonstration, and an opposing force mission "sandtable" field rehearsal. Additionally, NTC command briefings, opposing force briefings, and foreign weapons intelligence briefings are pro-



CDG YG00

vided. Training that requires two weeks or more should be scheduled between developmental assignments.

Conclusion

The AAC and the Deputy Director, Acquisition Career Management (DDACM), are fully committed to the growth and success of the CDG Program. As such, adjustments will be made to the CDG Program to ensure the continual selection of high-quality personnel. Selection to the CDG Program is an outstanding opportunity for all CE and AAC members. Supervisors and senior raters should encourage their eligible subordinates to compete and take advantage of this exceptional program. The CDG Program is intended not only to benefit those selected, but the future AAC and the Army as well.

*MARIA HOLMES, a member of the AAC, is the Chief of Program Oversight/Sustainment; Systems Planning, Research, Development and Engineering and Test and Evaluation Proponency Officer; and the CDG Manager in the ASC. She holds a B.S. degree in engineering from the University of Missouri-Rolla, an M.S. degree in business from East Texas State University, and an M.B.A. from Webster University. Maria can be contacted at (703) 704-0131/DSN 654-0131, **Maria.Holmes@asc.belvoir.army.mil.***

The CDG Program and You

Selection/Notification Process

The DDACM approves the Relative Standing List provided by the PERSCOM Acquisition Management Branch (AMB). PERSCOM then prepares the CDG notification letter and channels it through the Regional Directors for Acquisition Career Management to the command of the selected CDG member. The command notifies the individual that they have been selected for the CDG Program. A copy of the notification letter is also sent to the immediate supervisor of the selected CDG member. PERSCOM notifies the



General Kern with Janet Fletcher, YG02

Personnel Management Division of the selected CDG members. PERSCOM then prepares an official notification letter and sends it to the selected CDG member after command notification. The ASC then assigns CDG members

to centrally funded positions on the ASC Table of Distribution Allowances. The job offer will come from the Civilian Personnel Advisory Center (CPAC).

Personnel Support

All CDG members are centrally serviced by the Fort Belvoir CPAC and the Army North Central Civilian Personnel Operations Center in Rock Island, IL. Any Request for Personnel Action (RPA) will be generated by the ASC. A RPA is necessary whenever a CDG member makes a geographic move unless the CDG member is on Temporary Duty. However, if a CDG member changes assignments but remains at the same duty location, they only need to report to the next duty station. If a RPA

becomes necessary, the CDG must contact his or her PERSCOM ACM as well as the ASC Personnel Management Division to provide the information necessary to complete the action.

If a CDG member is nominated for a non-Civilian Acquisition Workforce Personnel Demonstration Project (Demo) award, the nomination package must go through the ASC in order to process the action in the Modern Defense Civilian Personnel Data System.

Prior to in-processing, each CDG member must provide Bettee Evans, ASC Administrative Officer, with an address for submission of Leave and Earnings Statement, Federal and State tax, and Direct Deposit forms.

Bettee Evans
(703) 604-7016/DSN 664-7016
FAX: (703) 604-8118
Bette.Evans@saalt.army.mil

Time Cards and Attendance

Time cards must be signed by the supervisor and faxed to the timekeeper. Each supervisor is also responsible for approving any leave requested by the CDG member. The timekeeper is responsible for keeping the time and attendance and completing the timecard. Each pay period, the CDG member faxes his or her completed time card to the ASC timekeeper. Individuals are responsible for completing the necessary forms (Federal and State taxes, Direct Deposit, Thrift Savings Plan, allotments, etc.) and submitting them one month prior to the Entry on Duty date.

The timekeeper is:

Elaine Schalow
(703) 805-2918/DSN 664-2918
Fax: (703) 805-2209
Elaine.Schalow@asc.belvoir.army.mil

Monthly Report and Registration Maintenance

CDG members are required to provide a monthly feedback report on the program and the position they currently hold. CDG members are also responsible for maintaining their registration in applicable civilian career programs (e.g., the Army Civilian Career Evaluation System).

Travel Arrangements

Information required for processing settlements include the original 1351-2, original receipt for lodging regardless of cost, original receipt(s) for any other reimbursable expense claim of \$75 or more, one copy of orders and amendments, and any other supporting documents (e.g., Government Travel Rate ticket stub, advances, partial payments, etc.).

For more information regarding Temporary Duty Developmental Assignments or Permanent Change of Station, contact Junius Wright, ASC Resource Management:

Junius Wright
(703) 805-1028/DSN 655-1028
Fax: (703) 805-5246
Junius.Wright@aaesa.belvoir.army.mil

For more information on travel associated with training contact:

Anita Triplett
(703) 805-1031/DSN 655-1031
Fax: (703) 805-5246
Anita.Triplett@aaesa.belvoir.army.mil

Civilian Acquisition Workforce Personnel Demonstration Project (Demo)

Upon entering the Demo, the CDG member will be placed in a career path and broadband level III.

The broadband level III encompasses the level of work that is normally assigned to the GS-12 and GS-13 grade levels. The immediate supervisor is responsible for assigning duties, providing any guidance and counseling

during the evaluation period, and preparing an initial evaluation of the CDG member's contributions.

Within 30 days of entering the program, CDG members must prepare a Contribution-Based Compensation Appraisal System (CCAS) support form. The Demo web site at

<http://www.acq.osd.mil/acqdemo> has a tutorial that is helpful in preparing the CCAS forms and in understanding Demo initiatives. At a minimum, the supervisor should meet with the CDG member and have an initial and a mid-point counseling session to allow for any adjustments that are deemed necessary to increase his or her contribution. Upon receipt of the final results from the pay pool, the supervisor should meet with the CDG member to discuss the results. Each CDG member is assigned to a sub-pay pool that is headed by one of the three Regional Directors (Northeast/Central, Southern/Western, and National Capital/Central Regions). Regional Directors are a part of the overall pay pool and are responsible for discussing CDG members' evaluation when the pay pool meets.



*General Kern with
Abraham Kim, YG02*

CDG members are expected to perform at the highest level achievable while completing the education, training, and experience activities outlined in the approved IDP. There is no formula for promotion based on assignments. Success in the program is based on a willingness to work outside of your "comfort zone" in different positions, organizations, and commands. Other elements of success include good communication skills, a willingness to "go the extra mile," immersing yourself in the experience, and learning all you can about the organizations you are assigned to as well as others' positions. Remember, your career is primarily your responsibility.

Leadership Training

CDG members must attend at least two of the required training activities detailed in their IDPs in the first year of the program. Defense Acquisition University training is required to support Level III certifications. Additionally, it is required that the level III capstone course for any Level III certification be completed. Training that requires two weeks or more should be scheduled between developmental assignments.

Developmental Assignments

Developmental assignments are limited to one year unless specifically authorized by the ASC. Each CDG member is required to complete one 6-month Headquarters, Department of the Army, or Office of the Secretary of Defense developmental assignment within the first two years of the program (Temporary Duty only). Direct discussions with the participants concerning the possibility of extending or changing planned developmental assignments are discouraged.

All requests for changes must be in writing from the member and should be submitted to their respective assigned PERSCOM ACM and the CDG Program Manager citing the purpose and rationale.

It is the intent of the CDG Program to provide participants with diverse experiences based on the developmental assignments that have been approved and stated in the IDP while simultaneously providing talented resources to various programs with valid mission needs. It is understood that there may be extenuating circumstances that would require the ASC to modify some assignments. These will be reviewed on a case-by-case basis.

Within 30 days following departure from a developmental assignment, CDG members are required to complete and submit a CDG Opportunities Evaluation Form to the CDG Manager (Appendix A).

Mentoring

It is highly recommended that each CDG member establish, develop, and maintain a mentoring relationship with at least one person within the Army



*Pat Plotkowski, YG98,
with Jean Matlock, YG97*

acquisition community, whether in your career field or in another ACF. Although mentoring has not yet been formally instituted, the benefits of establishing this type of relationship is crucial to becoming an effective leader. Having been selected to the CDG Program means leadership potential has been recognized.

Participating in a mentoring relationship will further enhance the development of your overall communication, teamwork,

and leadership skills. Contact the CDG Manager for additional information and/or assistance in identifying a potential mentor.

Acquisition Military Command and Civilian Leadership Selection Board

In the second and third program years, CDG members are now required to apply to the Army's annual COL/GS-15 and/or LTC/GS-14 Level Acquisition Military Command and Civilian Leadership Selection Board. Submission of PM application packages will be coordinated with the designated PERSCOM ACM. Failure to apply to the PM board may result in removal from the CDG Program and the AAC unless advance approval to defer application is approved in writing by the DDACM prior to the PM announcement closing date.

Individual Development Plans and Permanent Placement

Graduation from the program requires successful completion of the requirements identified in each member's approved IDP.

Graduates, if not already AAC members, are accessed into the AAC upon the completion of the 3-year program or upon selection to a Critical Acquisition Position, whichever comes first. Graduates who have not obtained permanent placement at the close of the 3-year program shall be afforded two permanent position opportunities, if available. In the event that both of these options are declined by the graduating CDG member, no further position placement will be offered and the program mobility agreement will be invoked and an official offer through a Management Directed Reassignment (MDR) will be issued to the CDG member. If the CDG member declines the MDR, action may be initiated to remove the CDG member from the AAC, and/or Federal Service for failure to meet a condition of employment, as specified in the executed CDG Program Mobility Agreement. The follow-on permanent position assignment then becomes the full responsibility of the CDG graduate.

Your Annual Responsibilities at a Glance

	YEAR ONE	YEAR TWO	YEAR THREE
Goals	In your IDP, you have specified your goals which should include networking for permanent positions.	At this point in the program, there is the possibility that your goals may have changed. You will need to adjust your goals and IDP if necessary. See page 3 of the CDG Policy on board application. The COL/GS-15 and/or LTC/GS-14 Level Acquisition Military Command and/or Civilian Leadership Selection Board announcement is posted to the PERSCOM home page.	Network for permanent placement or promotion. Apply for lateral as well as promotions in your geographical area of interest. It is your responsibility to provide your ACM with updated preferences and biographies. Selecting Officials will use these important factors when matching skills and available positions with an organization or command.
Leadership Training	Required training events include: • PMT 250/352 • Congressional Operations Course • National Training Center • Sustaining Base Leadership and Management	Defense Acquisition University Training: This is the time to participate in training needed to acquire additional acquisition career field certifications. Level III capstone course *View the online catalog at http://www.dau.mil	Contingent on funding, you may apply for leadership training at this time.
Developmental Assignments	Typically, developmental assignments begin in the October timeframe. However, there are circumstances where they may begin prior to or later than this.	Start second or third assignment if you have not been selected for PM.	Seek an assignment in an organization or command that is in your geographical preference and area of interest.
Other Training	Additional short Army and/or civilian leadership courses are offered to the extent that funding is available. Program Management for Executives (PME) is not available to CDG members. If you would like to apply for the 12-week Harvard course, you can do so through the Acquisition, Experience, Training and Education Board.		Complete Biographical Sketch (Appendix B)
Lessons Learned Conference	This conference is tentatively scheduled in the April/July timeframe (six months after 1st developmental assignment begins). This is the time to present questions, issues, concerns, and solutions on topics such as IDP, training, developmental assignments, etc.		

Management and Resource Support

Deputy Director, Acquisition Career Management (DDACM)

The DDACM manages the CDG program and has directed the ASC to develop it and provide program oversight. The DDACM is the convening authority for the CDG Selection Board and, as such, has final approval authority over board results and the release of these results.

The DDACM will provide the funds for the cost of salaries, General Pay Increase(s), Contribution Rating Increase and Contribution Awards (pursuant to the CCAS rating cycle) pay and allowances, travel, training, Permanent Change of Station, and travel associated with training (not work-related functions).

Acquisition Support Center (ASC)

The ASC provides general CDG program oversight through its assigned CDG Manager and maintains CDG policies and procedures. ASC personnel coordinate CDG policy and procedural issues with the Office of the Assistant Secretary of the Army (Manpower and Reserve Affairs), the PERSCOM AMB, resource management personnel, and other organizations as appropriate. The ASC also conducts an orientation for new CDG members.

The ASC, in coordination with the Regional Directors, develops initial IDPs

for CDG selectees and manages the placement of CDG members into IDP approved developmental assignments, taking into consideration the needs and requirements of both the Army and the CDG member. When appropriate and possible, the ASC provides members with priority placement into required education and training courses. After an initial IDP is developed and approved by the Deputy Director of the PERSCOM ASC, subsequent changes and full implementation details are accomplished by the CDG member's assigned PERSCOM ACM.

ASC Proponency Specialists provide guidance for all policy issues and serve as subject matter experts for the respective ACFs. They also assist with the creation and achievement of activities contained on the approved IDPs for the CDG members.

On behalf of the DDACM, the board convening authority, the CDG Manager prepares the Memorandum of Instruction for the CDG selection board and provides the Memorandum of Instruction to PERSCOM for the conduct of the CDG selection board.

ASC Resource Management

The Resource Management (RM) Division of the ASC executes funds for actions associated with the selection of CDG members, including selection boards, orientation programs, reassignments, payroll, training, and travel in support of the CDG Program. All funds must be authorized by the Director, ASC. If a CDG member is reassigned to a different geographic location, PCS and Defense National Relocation Program (DNRP) entitlements will be authorized and paid for using Office of the DDACM funds in accordance



Peggy Mattei, Former Acquisition Career Management Office Chief of Information Technology, and Maria Holmes

with Volume 2 of the Joint Travel Regulation for PCS and the DNRP Employee Handbook guidelines. When the CDG member accepts an assignment requiring relocation, the CDG member is responsible for contacting the RM Division for a copy of the DNRP Handbook and identification of a point of contact at DNRP. The RM Division is responsible for preparing the PCS Orders. The CDG member is responsible for completing DNRP requirements.

The RM Administrative Officer will initiate any Requests for Personnel Action that affect the CDG member. The RM Personnel Management Division will coordinate personnel actions affecting CDG members with the servicing CPAC and provide guidance on position classification and evaluation, awards, and other personnel issues.

Acquisition Career Management Advocates (ACMAs)

ACMAs provide guidance to members of their respective commands and/or geographic areas regarding the CDG Program and help identify potential CDG developmental assignments. ACMAs will provide feedback to the ASC on the CDG Program and are encouraged to participate in the quarterly CDG meetings convened by the Regional Directors. For a listing of ACMAs, visit the AAC home page at <http://dacm.rdaisa.army.mil>.

PERSCOM Acquisition Career Managers (ACMs)

ACMs centrally manage CDG members for the duration of their program and throughout their Army Acquisition careers. They are responsible for the integration of applicants' ACRBs and other application material into the applicants' files for board review.

ACMs assist the ASC in the creation of IDPs and in the placement of selected CDG members into appropriate developmental assignments. ACMs are responsible for validating each member's experience, education, and training, as well as for entering the information into the Career Acquisition Personnel & Position Management Information System. IDPs and any other CDG program working papers will be retained in the individual CDG member's career management file maintained by the ACMs.

ACMs, in conjunction with the ASC, will identify positions and recommend and assist members with placement after the completion of their developmental assignment(s). In the second year of the program ACMs will notify CDG members that they will be automatically considered for the COL/GS-15 and or LTC/GS-14 Level Acquisition Military Command and Civilian Leadership Selection Board. The COL/GS-15 and/or the LTC/GS-14 Level Acquisition Military Command and Civilian Leadership Selection Board announcement is posted on the PERSCOM home page at

<https://perscom.army.mil>. ACMs will assist, as necessary, in the assembly of the CDG's

application package for presentation to the selection board. Failure to apply will result in removal from the CDG

Program and a Management Directed Reassignment action may be invoked pursuant to the executed CDG Program Mobility Agreement. While the requirement is for CDG Program members to



Craig Spisak, ASC Deputy Director, with General Kern

apply to this Department of the Army central selection board in their second and third years of the CDG Program, they may apply at any time during the PM announcement periods if they meet basic eligibility requirements.

Regional Directors

The CDG member's Regional Director for Acquisition Career Management assists the CDG member and the assigned supervisor in ensuring that the IDP is fully imple-



*Maxine Maples-Kilgore,
Southern/Western Regional
Director and Sandy Long,
National Capital/Central
Regional Director*

mented and that required employee-counseling sessions are completed. The Regional Director serves as the command approval authority for long-term training. The Regional Director, as the Department of Defense (DOD) Civilian Acquisition

Workforce Personnel Demonstration Project sub pay pool manager, represents regionally assigned CDG members in DOD Civilian Acquisition Workforce Personnel Demonstration Project Pay Pool Panel discussions. The Regional Director ensures that the supervisor and CDG member comply with the CCAS rating cycle, including initial and midpoint counseling sessions. The Regional Director also meets quarterly with the CDG members assigned to the region. CDG members are responsible for scheduling this meeting with the appropriate Regional Director. This meeting may be conducted via telephone, face-to-face, or through the use of video conferencing facilities. ACMAs will be invited to these meetings. Also, Regional Directors assist the ASC in creating IDPs and placing CDG members into appropriate developmental assignments. In

conjunction with the ASC, Regional Directors will identify positions and recommend and assist members with placement during and after the completion of the 3-year program.

Gaining Organizations

The gaining organization is responsible for the day-to-day supervision and management of the CDG member. The gaining organization, through the immediate supervisor, is responsible for ensuring that the CDG member is in a meaningful developmental assignment, provided an adequate workplace, and released for training and education in accordance with the approved IDP. Where the local implementation of this policy impacts the bargaining unit employees' conditions of employment, activities are reminded to comply with statutory and contractual labor relations obligations.

Supervisors

Once placed in a position, the CDG member and the immediate supervisor jointly discuss the approved IDP. Along with approving IDP changes, the supervisor ensures that training, education, and developmental activities are synchronized to maximize training and education experiences in conjunction with developmental assignments. The immediate supervisor will evaluate the CDG member's performance in accordance with the governing performance management program. Customary administrative actions, such as the maintenance of time and attendance cards and initial and mid-point counseling for CCAS, is the responsibility of the CDG member's supervisor. Disciplinary actions will be handled by following routine personnel processes and procedures. The supervisor must immediately notify the ASC if such actions are under consideration. The super-

visor will report actual or anticipated performance problems to the Regional Director as soon as such problems are detected. The Regional Director will inform the CDG Manager of anticipated performance deficiencies so they may be rectified through training, counseling, suspension, or removal from the CDG Program. Supervisors will submit an exit survey within three days following the departure of the CDG member from the developmental assignment.

Communication Methods

Detailed below are the various methods used to provide you with information on policy, career development opportunities, and acquisition career management initiatives.

AAC Home Page

The AAC home page can be accessed at <http://dacm.rdaisa.army.mil>. It is designed to keep A&TWF members informed of upcoming events and initiatives as well as provide updates on career development, training, and education opportunities. The home page is also a link for AAC policy memorandums, Army AL&T magazine articles, The A&TWF Newsletter, lists of both military and civilian acquisition positions, acquisition contacts, and regional information.

Army AL&T Magazine

Army AL&T magazine is published bimonthly by the Office of the Assistant Secretary of the Army for Acquisition, Logistics and Technology. The purpose of this publication is to provide A&TWF members with information on the latest processes, procedures, techniques, and management philosophy, and to disseminate other information pertinent to the professional development of the acquisition community. The magazine is distributed to all AAC and CE members.

The A&TWF Newsletter

The Army Acquisition & Technology Workforce Newsletter is a publication for the U.S. Army Acquisition and Technology Workforce issued by the Acquisition Support Center. The purpose of this newsletter is to provide timely acquisition career management information to the workforce. This newsletter is issued four times a year and is available on the AAC Home page at <http://dacm.rdaisa.army.mil>.

SAALT Bulletin

The SAALT Bulletin, a monthly publication reporting on various acquisition topics, is available by e-mail.

Points of Contact

Your PERSCOM ACM and all other points of contact important to your career development (e.g., ACMAs and ACMs) are available on the AAC home page at <http://dacm.rdaisa.army.mil>.

Regional Directors

National Capital Regional Director:

SANDY LONG

NCR Customer Support Office

ATTN: SFAE-AC-NCR

9900 Belvoir Road

Fort Belvoir, VA 22060-5567

Phone: (703) 704-0131 DSN: 654-0131

Fax: (703) 704-0134

E-mail: **Sandy.Long@aaesa.belvoir.army.mil**

Northeast Regional Director:

KELLY TERRY

NE Region Customer Support Office

ATTN: SFAE-AC-CEC

Building 1208 E, Room G-35, Rittko Ave.

Fort Monmouth, NJ 07703-5008

Phone: (732) 532-1406 DSN: 992-1406

FAX: (732) 532-2825

E-mail: **Kelly.Terry@mail1.monmouth.army.mil**

Southern/Western Regional Director:

MAXINE MAPLES

Southern Region Customer Support Office

ATTN: SFAE-AC-RED-S, Room 1E1200

SMDC Building, 106 Wynn Drive

Huntsville, AL 35806

Phone: (256) 955-2764 DSN: 645-2764

FAX: (256) 955-2758

E-mail: **Maxine.Maples@amd.army.mil**

Appendix A

Competitive Development Group (CDG) Opportunities Evaluation Form

So we may continue to offer quality education, training and experience opportunities, please provide your evaluation of the developmental assignment that you have just completed. Please be candid.

PLEASE PROVIDE THE FOLLOWING INFORMATION:

NAME: _____

CDG YEAR GROUP: _____ ORGANIZATION: _____

DAYTIME PHONE: DSN _____ COMMERCIAL: _____

EMAIL: _____

START DATE: _____

END DATE: _____

1. Why did you choose this particular assignment? (Please circle below.)

- a. Location of assignment
- b. Associated with job performance
- c. Opportunity for training/professional development
- d. Career Enhancement
- e. Other _____

2. What is your overall rating of the assignment?

	Very	Somewhat	Not at All
Relevant	_____	_____	_____
Timely	_____	_____	_____
Informative	_____	_____	_____

3. How well did this assignment meet your learning expectations?

Very	Somewhat	Not at All
_____	_____	_____

4. What aspect of this assignment was most useful to you? (Please comment below)

5. What aspect of this program/course/seminar was least useful to you?

6. To what extent will your experience in this developmental assignment improve your effectiveness?

Very	Somewhat	Not at All
_____	_____	_____

7. How strongly would you recommend this assignment to others? (Please circle below.)

- a. Absolutely not
- b. Maybe
- c. Definitely

8. Please rate the assignment on the overall effectiveness in the following categories (if applicable).

	Poor	Average	Excellent
a. Funding Issues	_____	_____	_____
b. PCS	_____	_____	_____
c. Rotational Assignment	_____	_____	_____
d. Training Arrangements	_____	_____	_____
e. Career Mgt. Assistance	_____	_____	_____

9. Should this developmental assignment be offered in the future?

Yes _____ No _____

Please provide any additional comments below:

This evaluation form should be returned to the Ms. Maria Holmes within 30 days of your new assignment along with your CDG locator card.

Appendix B

Biographical Sketch

Name: _____

Informally known as or nickname: _____

Grade: _____ Title (civ): _____

Date entry on AD/Fed Svc: _____

DOB/POB: _____

Marital Status: _____

Spouse's Name: _____ # of Children: _____

Civilian Schooling: (Degree, School, Course of Study, Year)

Military Schooling:

Acquisition Career Field Certifications:

Civilian Experience:

Awards, Decorations, and Citations

Appendix C

Competitive Development Group (CDG) Opportunities Supervisor's Exit Survey

So we may continue to offer quality education, training and experience opportunities please complete this evaluation of the developmental assignment. Please be candid.

Please Provide The Following Information:

Supervisor's Name: _____

CDG Member Name: _____

Organization: _____

Daytime Phone: DSN _____ Commercial _____

Email: _____

Start Date: _____ End Date: _____

1. What did you expect the CDG member to accomplish in your organization?

2. Did the CDG member accomplish the above expectations?

3. Do you think this assignment enhanced the CDG member's professional development?

a) If YES, why?

b) If NO, why?

4. Do you have additional developmental assignments in your organization that will strengthen the professional development of the CDG member?

5. How well did the CDG member meet the needs of the organization?

Very well

Somewhat

Not at All

6. Would you recommend this CDG member to other organizations?

a) If YES, why?

b) If NO, why?

7. Would you offer this developmental assignment and/or others again in the future?

a) If YES, why?

b) If NO, why?

Please provide any additional comments below:

This exit survey should be returned to the respective Regional Director within 30 days of the departure of the CDG member from the developmental assignment.

Definitions

Army Acquisition Corps. The U.S. Army Acquisition Corps is a specialized, trained, and educated group of military and civilian Army professionals responsible for acquiring military systems for the soldiers in the field.

Acquisition Career Management Advocates. Acquisition Career Management Advocates (ACMAs) are senior-level civilian AAC members located within organizations having a high concentration of Acquisition & Technology Workforce (A&TWF) members. They are chartered by the DDACM and are responsible for command-specific issues and serve to enhance the communication of related topics to the Army's acquisition community.

Acquisition Career Managers. Acquisition Career Managers (ACMs) are individuals located throughout the regions who provide career guidance to A&TWF members.

Corps Eligible Program. The Corps Eligible (CE) program was initially developed by the Army to facilitate the placement of A&TWF members into Critical Acquisition Positions (CAPS) in the Army by predetermining and documenting their achievement of AAC qualifications. The CE Program is now open to GS-12/13 (or demonstration broadband converted equivalent) or GS-13 members of the AAC.

Critical Acquisition Position. CAPs are senior level acquisition positions at the grade of GS-14/equivalent DOD Acquisition Workforce Personnel Demonstration Project payband and LTC and above equivalent. A CAP may only be filled by a member of the AAC.

Functional Chief Representative (FCR). FCRs are civilians selected by the Career Program Functional Chiefs and hold top-level positions in the occupational fields associated with acquisition career programs.

Individual Development Plan. The Individual Development Plan (IDP) is a 5-year plan that outlines an employee's education, training, and experience goals. The A&TWF employee prepares the IDP and electronically submits it to his/her supervisor for approval and implementation.

Proponency Specialists. Proponency Specialists are civilian AAC members assigned to the ASC and who represent the 11 ACFs. Proponency Specialists provide career management assistance to A&TWF members within their career field of expertise. They develop workforce policy that is consistent with and responsive to Defense Acquisition Workforce Improvement Act and the needs of the entire A&TWF.

Regional Directors. Regional Directors are senior level civilians within designated areas who are responsible for assisting the DDACM and the ASC in establishing and implementing acquisition policy in support of Army goals and objectives for a highly qualified A&TWF. They are responsible for overall regional requirements and serve as the primary source of acquisition career management guidance for regional A&TWF members.