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ATTENTION APPLICANTS!!!!

IT IS AN APPLICANT RESPONSIBILITY TO ENSURE THAT ALL REQUIREMENTS STATED IN THE ANNOUNCEMENT ARE COMPLIED WITH.

APPLICATIONS RECEIVED AT HRC WHICH DO NOT MEET THE STATED REQUIREMENTS, WILL BE INELIGIBLE FOR CONSIDERATION AND WILL NOT BE PRESENTED TO THE BOARD.

APPLICANTS WILL NOT BE GIVEN THE OPPORTUNITY TO ADD TO, REVISE, CORRECT OR CHANGE AN APPLICATION ONCE IT IS RECEIVED AT HRC.

APPLICANTS WILL BE ADVISED OF THE STATUS OF THEIR APPLICATION.

APPLICATIONS WILL NOT BE RETURNED TO APPLICANTS.

CIVILIAN APPLICANTS ARE ENCOURAGED TO CONTACT THEIR SERVICING **ACQUISITION CAREER MANAGER** (ACM) FOR ASSISTANCE IN COMPLETING THEIR APPLICATION. AAC MEMBERS SHOULD CONTACT THEIR SERVICING ACM AT **HRC**.

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Summer 2004 Announcement

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Acquisition Education, Training & Experience Board

Open to Military and Civilian Members of the Army Acquisition Logistics and Technology Workforce (AL&TWF)

Announcement Number: AET&E - Summer 2004

Open 1 June 2004 - 3 September 2004

Board Date: On/about 12 October 2004

Initial requested training/education/experience will not start and will not be funded for classes with a start date before 1 January 2005 or after 30 September 2005. (School of Choice applicants should include all courses for which funding is requested regardless of start date however, the initial class(es) requested must fall within the above dates.)

The application requirements stated in this announcement supersede those stated in the AET&E Catalog found on-line.

NOTICE TO ALL POTENTIAL APPLICANTS!!

The AET&E Board is the primary board for all requests for training/education and experience opportunities. There is no guarantee of additional boards for any fiscal/calendar year. If you desire attendance at any offered opportunity, it is recommended that you apply under this announcement.

GENERAL INFORMATION for APPLICANTS:

- Applicants must be a current Department of the Army employee occupying an AL&TWF position. Civilian applicants must be in a career, career conditional or permanent status. Military applicants must be Active Duty, National Guard or Reserve serving in an AL&TWF position.
- Applicant's must meet all the special requirements/prerequisites and the course requirements as described in the AET&E catalog found on the [ASC](#) home page.
- For programs open only to civilian AL&TWF members with Corps Eligible (CE) status or AAC membership, applicants must have Level III certification in an acquisition career field. Information about the CE program and AAC membership can be found on the [ASC](#) home page.
- All documents (except Performance evaluations) require original signatures and must be contained in the initial application package. (See "Required Documents" section for more information.)
- **Requested training/education/experience will not start and will not be funded for classes with a start date before 1 January 2005.**
- If selected, students are responsible for registering for desired courses/classes.
- Applicants are limited to applying for only one AET&E opportunity listed in the catalog.
- Funding for Civilians for School of Choice is limited to \$1,000 per course for undergraduate and \$1,700 per course for graduate courses. Funding for courses exceeding this amount is the responsibility of the attendee. Books are reimbursed at \$100 per course.
- **NEW! Applicants currently participating in the Acquisition Tuition Assistance Program (ATAP) are ineligible for consideration for School-of-Choice opportunities.**
- **The AET&E catalog posted at the [ASC](#) web site is the official catalog for the purposes of course selection for this announcement.**

Additional information:

- Applicants and supervisors are reminded that submission of an application to the AET&E Board is a commitment for the applicant to attend the desired training.
- In the event that a selected applicant is subsequently unable to attend the training (for any reason), they will be removed from the approved list and be required to reapply for the opportunity at a later date. Selected applicants are required to notify the Director, Acquisition Support Center (ASC) of the need to cancel requested training/education as soon as this is known.
- Only in exceptional circumstances will deferrals be approved, and then only on a case by case basis. Requests for deferral should be sent to the Director, ASC, for forwarding to the Deputy Director of Acquisition Career Management (DDACM), who is the approval authority for such requests. Approved deferrals will not cross fiscal years.

- Applications must reach the Acquisition Management Branch (AMB), Human Resources Command (HRC) NLT 1600 hours on the closing date, 3 September 2004.
- *HRC/AMB is not responsible for late, lost, or misdirected mail. Ensure that you complete and mail your application in sufficient time for it to reach HRC/AMB by the date/time indicated. Applications received in Government Postage Paid envelopes will not be considered, nor will they be returned.*
- **NOTE: Applicants for the Naval Post-Graduate Non-Resident course are advised that in the event that the minimum number of students (15) for class startup are not selected, selectees will be required to reapply for consideration. Deferrals will not be allowed.**

REQUIRED DOCUMENTS:

The following documents must be contained in the application package. Incomplete applications, or applications in the wrong format will not be acknowledged, considered or returned.

_____ **Acquisition Career Record Brief** (ACRB) (civilian) or Officer Record Brief (ORB) (military) updated with current information and **signed** by the individual. Civilians should contact their Acquisition Career Manager for assistance with updating record brief. Officers must submit a signed copy of their ORB. Officers should contact their **Assignment Officer** for assistance with updating their ORB. **Both the ACRB and ORB require original signatures.**

_____ **Resume.** All **civilian** applicants must submit a resume. **No signature required.**

The prescribed instructions and format are provided at the links below.

IN ORDER TO RECEIVE CONSIDERATION, YOU MUST SUBMIT YOUR RESUME IN THE FORMAT PRESCRIBED. IT MUST CONTAIN ALL OF THE REQUIRED INFORMATION. FAILURE TO SUBMIT THE RESUME IN ITS REQUIRED FORMAT WILL RESULT IN A RATING OF INELIGIBLE.

NOTE: These files are in Microsoft Word format. When downloading the documents, it is possible you will receive a message asking for a password. Accept the "anonymous" default, and click "OK" to begin download.

Resume, Part I: [Instructions](#).

Resume, Part II: [Template](#).

Resume, Part III: [Sample](#).

Please review each part carefully before submitting your Resume.



Print **TIPS** page for **TIPS** on writing your resume.

_____ **Performance Appraisals.** Include last 3 evaluations with support forms. **NOTE: Applicants who applied in Spring 04, need not resubmit appraisals unless a new**

appraisal has been received. For un-rated periods in excess of 3 months, include memo signed by individual explaining the circumstances. For civilians, evaluations must include the associated standards/support form for each evaluation. OFFICERS WILL SUBMIT COPIES OF ONLY THE THREE MOST RECENT EVALUATIONS, SUPPORT FORMS ARE NOT REQUIRED.

Original signatures not required.

_____ **Senior Rater Potential Evaluation (SRPE)** (Civilians only in Grade 13 and above or the equivalent broad/pay band level. However, it is strongly recommended that all applicants complete and submit a SRPE.) For the purpose of this announcement, the Senior Rater for individuals in a Demonstration Project is defined as the applicant's supervisor's rater. The Senior Rater for individuals under the Total Army Personnel Evaluation System (TAPES) is as defined on their TAPES. SRPEs for individuals providing collocated/dedicated matrix support to DA Chartered (Command Select List (CSL)) PMs or PEOs should be completed by the PM or PEO supported, regardless of pay plan.

Senior Rater Potential Evaluations must be completed on AAC Form 1 and AAC form 1A. Both forms must be submitted.

Original signatures of applicant and senior rater are required.



Print **TIPS** page for **TIPS** on completing the SRPE.

_____ **Individual Development Plan (IDP)**. Must be updated (within the previous 6 months) to include AET&E opportunity for which applying and specific course dates if applicable. Applicants for School of Choice must include complete list of courses planned for degree completion. A supervisor's approval of the IDP indicates his/her commitment to release the applicant to attend the identified training, education, experience opportunity. **SIGNATURE OF APPLICANT IS REQUIRED. Ensure you select the correct school from the drop down menu!**



Print **TIPS** page for **TIPS** on completing the IDP.

NEW!!!NEW REQUIREMENT!!! for School-of-Choice applicants. A copy of the curriculum for the chosen degree must be provided. The curriculum must clearly show the requirement for any non-acquisition related course(s) being requested.

_____ **Post Utilization Plan.** If applying for Leadership/Experiential training (**not School-of-Choice**), applicants must provide a separate memorandum which outlines how the new skills and knowledge acquired will be used upon completion of the training. The applicant and supervisor must both sign the memo.

- The Post-Utilization-Plan is extremely important. Managers at all levels should ensure effective post-utilization of the skills and knowledge which the individual gains through training and completing the schooling. The plan should be developed to clearly establish a commitment by leadership to ensure that the Army will gain a return on the training investment.

- Utilization plans should be geared toward post-training assignments at increasingly difficult levels of responsibility. The Selection Board is instructed to consider the utilization plan in addition to all other information provided when evaluating each candidate for selection.
- The first-line supervisor will develop the utilization plan jointly with the applicant. The plan must specify the type of position, levels of responsibility and assignments expected to be carried out. Assignments should be at increasing levels of responsibility and ensure best return on investment for the Army.
- If the candidate is selected, managers are expected to ensure that these plans, or amendments, are properly carried out.



Print **TIPS** page for **TIPS** on completing the Post-Utilization-Plan

_____ **DD Form 1556.** Submit **one** form for **entire** period of education/training, even when training crosses fiscal years. "Signed for" signatures on the DD Form 1556 must be by authorized personnel, e.g. XO's or Deputies etc. Complete the DD Form 1556 as follows:

- All of Section A (self-explanatory)
- All of Section B (for Item #23, project if exact dates are unknown)
- Section C - # 25 Only (obtain cost from school; estimate books)
- Section D - # 32 Only (signed and dated by supervisor)

_____ **Letter of Acceptance.** Civilian applicants for degree completion (School of Choice/NPS) must include a letter of acceptance from the school.

CONDITIONAL/PROVISIONAL ACCEPTANCES WILL NOT BE CONSIDERED. (Military applicants are not eligible for degree completion programs.)

_____ **DD Form 1610,** Request and Authorization for TDY Travel of DoD Personnel. (Complete **ONLY** Items 1 through 15 of the form.) (Not required for students who are attending School of Choice or other local training/education.)

Upon selection for training the Acquisition Support Center (ASC) Resource Management Division will complete the DD Form 1556 and DD Form 1610 and return to the applicant by fax.

ACTIONS TO BE COMPLETED BY APPLICANT.

- Identify appropriate training dates/availability.
- Apply to and receive acceptance from the training institution. Tuition funding will not be released until applicant is accepted. (Exception: degree completion programs require acceptance **PRIOR** to application). Proof of acceptance is required.
- Make reservations for accommodations and travel, however, the ASC cannot make any commitments to the provider until funding availability is confirmed and board results released.

Additional administrative information is found in the General Information section of the AET&E policy on the [ASC](#) home page.

MAIL COMPLETE AET&E APPLICATION PACKAGE TO:

Commander
US Army Human Resources Command
ATTN: AHRC-OPF-Q (Johnston) (Announcement # AET&E-Summer 04)
Room 7N43
200 Stovall St
Alexandria, VA 22332-0411

Due to increased security of the mail, applicants are advised to mail their applications in sufficient time to ensure delivery well before the closing date. The Acquisition Management Branch, HRC is not responsible for lost, misdirected, non-delivered mail.

ADDITIONAL INFORMATION:

- Faxed, scanned or any other electronic submissions will not be accepted, nor will they be considered as having met the suspense date.
- Applications submitted in Government Postage Paid envelopes will not be considered.
- Applications must be received at HRC by the suspense date to receive consideration. Applications received after the closing date will not be acknowledged, considered or returned.
- Applications must reach the AMB, HRC NLT 1600 hours on the closing date, 3 September 2004. HRC/AMB is not responsible for late, lost, misdirected mail. Ensure that you complete and mail your application in sufficient time for it to reach AMB by the date/time indicated.

POC for administrative assistance is [Cathy Johnston](#).

Privacy Act Information

The Office of Personnel Management (OPM) is authorized to rate applicants for Federal 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.

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, 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.