

AEP Frequently Asked Questions (as of 8/22/2022)

(FAQs are updated as input is received so check back often)

- 1. Will AEPs be in a telework status?** In the past, AEPs were colocated in a TDY status at a DPC location (see Q#4 for more details). In 2021 and 2022 DPC shifted to primarily telework AEP participation. In 2022 DPC sponsored teleworking AEP participants to attend a multi-day professional conference in Chicago, IL, with the Principal Director, DPC. Going forward, DPC plans to continue this type of hybrid approach. Potential in-person opportunities for 2023 include AEP orientation in the DC area, conference attendance and colocation with assigned directorate for a period of time. You will identify your telework and travel preferences on the AEP application.
- 2. Who covers TDY/Expenses?** DPC will cover any approved TDY expenses for FY23 DPC projects only. Expenses include lodging/per-diem as well as costs associated with an AEP attending a DPC sponsored event. While DPC provides funding for this program as resources permit, it is the responsibility of the AEP to discuss the rules of any extended TDY with their HR rep or Defense Travel System travel approving official.
- 3. What type of work assignments can I look forward to as part of the program?** Work assignments will vary based on the Directorate. Review the DPC website to learn more about the mission of each Directorate. The website URL is: <https://www.acq.osd.mil/asda/dpc/index.html>
- 4. Where are the project/offices located?** Currently our offices are located in two general areas, the DC Metro area (Falls Church, VA; Alexandria, VA, the Pentagon) and Dayton, OH (Wright-Patterson AFB). Further information on the locations can be provided upon request.
- 5. How long are the rotations?** We ask for a minimum of 9 months to a maximum of 12 months.
- 6. What level of Clearance is needed for this program?** You must have at least a secret clearance.
- 7. Is there a required minimum grade for application to the program?** Target grade is GS-11 and above.
- 8. Who is my Component POC?** This applies to DLA and DCMA only. Per DLA and DCMA, applicants must submit applications to their POCs and not directly to DPC. POCs are:
 - DCMA:
 - Ronda Phillips - ronda.g.phillips.civ@mail.mil
 - POC Group inbox: dcma.lee.hg.mbx.leadership-development@mail.mil
 - DLA:
 - Patricia Proctor - patricia.proctor@dla.mil
 - Carolyn Smith – carolyn.smith@dla.mil

- 9. Once accepted, what are the in-processing requirements?** We will provide a template to provide your security information as well as an in-processing checklist that will need to be completed prior to your arrival. After selection, guidance for in-processing will be provided.
- 10. What type of work schedule will be required of me?** 8 ½ hour work days/40 hours a week are the norm, prime hours are between 7AM and 5PM. Specific schedules can be worked out with the AEP assignment supervisor upon arrival.
- 11. How do I account for my time/attendance?** You should enter your time as you normally do, if your agency requires confirmation from your AEP assignment supervisor of your hours, we will work to accommodate that request.
- 12. I am currently enrolled in a DAU course that takes place during my rotation, will I be allowed to attend?** Absolutely, you will just need to notify us prior to the start of your rotation.
- 13. How do I coordinate leave/vacation during my assignment?** Any leave you are planning is scheduled with your parent organization as per your normal time and attendance process. Leave that is pre-scheduled prior to the start of your rotation should be conveyed to your AEP assignment supervisor upon arrival. Any leave planning during your rotation should be coordinated with both your parent organization and AEP assignment supervisor with proper and timely notification.
- 14. I am currently on an Alternate Work Schedule (AWS) agreement; will I be able to keep this during my rotation?** Yes, as long as your AEP assignment supervisor is in agreement.
- 15. Who will be responsible for preparing my performance appraisal during my rotation?** Your parent organization is responsible for conducting your performance appraisals and reviews. You may request feedback from your AEP assignment supervisor to provide to your parent organization.