

AEP Frequently Asked Questions

- 1. Who covers TDY/Expenses?** DPC will cover TDY expenses for FY22 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, it is the responsibility of the AEP to discuss the rules of extended TDY with their HR rep or Defense Travel System travel approving official. [Note: Due to the pandemic, applicants selected for the AEP will be in a telework status from their home location until DPC staff is authorized to return to their offices.]
- 2. 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.
- 3. How long are the rotations?** We ask for a minimum of 9 months to a maximum of 12 months.
- 4. What level of Clearance is needed for this program?** You must have at least a secret clearance.
- 5. Is there a required minimum grade for application to the program?** Target grade is GS-11 and above.
- 6. Who is my Component POC?** DLA and DCMA are the only components with designated POCs. (This is not required by DPC. POCs are:
 - DCMA POC: Ronda Phillips - ronda.g.phillips.civ@mail.mil
 - DLA POC: Patricia Proctor - patricia.proctor@dla.mil
- 7. 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. On your day of arrival in-processing should only take a couple of hours. Please ensure you bring two forms of ID to include one with your complete Social Security Number and one with a picture. In-processing takes place at the Pentagon. [Note: After selection, guidance for remote in-processing will be provided via email if DPC is still in a telework status.]
- 8. 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 assignment supervisor upon arrival.
- 9. 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.

- 10. How do I account for my time/attendance?** You should enter your time as you normally do, if your agency requires confirmation from your assignment supervisor of your hours, we will work to accommodate that request.
- 11. 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.
- 12. How do I coordinate leave/vacation during my assignment?** Any leave you are planning is scheduled with your home agency 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 assignment supervisor upon arrival. Any leave planning during your rotation should be coordinated with both your home agency and assignment supervisor with proper and timely notification.
- 13. 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 assignment supervisor is in agreement.
- 14. 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 assignment supervisor to provide to your parent organization.
- 15. If I am unable to physically relocate to the DC area may I apply for the Acquisition Exchange Program and perform my duties from a remote/telework location?** Due to current travel and funding constraints, DPC is considering a variety of options that include telework, travel and possible hybrid solutions. As the FY22 budget is solidified, details will be provided to applicants.

(as of August 20, 2021)