Acquisition Exchange Program Frequently Asked Questions

1. **Who covers TDY/Expenses?** Your home agency must cover all TDY expenses to include lodging/per-diem. If there is a DPC sponsored event in which DPC will cover costs then the AEP will be notified. Please ensure that you thoroughly discuss the rules of extended TDY with your HR rep or Defense Travel System Travel approving official. **NOTE:** DPC is piloting an approach whereby DPC will reimburse travel and temporary relocation expenses up to September 30, 2019 for ONLY the DPC Internal Project Description candidates selected from the March 11, 2019-April 8, 2019 application cycle

2. **How long are the rotations?** We ask for a minimum of 3 months to a max of 12 months.

3. **Where are the project/offices located?** Currently our offices are located within DC Metro region; Falls Church, Alexandria, and the Pentagon. Further information on the area can be provided upon request.

4. **Where have past AEPs obtained lodging?** Please see separate document titled “AEP Housing Resources”, these are only recommendations received from other AEPs. Please feel free to research alternate housing if more suitable to your travel arrangements.

5. **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.

6. **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.

7. **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.

8. **What level of Clearance is needed for this program?** We ask that you have at least a secret clearance.

9. **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 schedule can be worked out with the assignment supervisor upon arrival.
10. **What is the office attire?** Business or Business casual is acceptable; for assignments in the Pentagon it is recommended to wear comfortable shoes due to the amount of walking.

11. **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.

12. **Will my assignment supervisor provide feedback that can be used for my home agency performance assessments?** Yes, please request the “Supervisor Assessment” document from the AEP program manager that can be used for this purpose if necessary.

13. **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.

14. **Can I telework during my rotation?** We ask that if you have a telework plan from your parent agency, that you suspend it while on your DPC AEP tour. The whole reason for an AEP tour is interaction with OSD and DPC experts and senior leaders. The pace is fast and you would miss many great pop-up opportunities to learn, grow, and see senior leaders and experts in action if you were offsite.