

AEP Frequently Asked Questions

1. **Who covers TDY/Expenses?** DPC will cover TDY expenses for FY21 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.
2. **How long are the rotations?** We ask for a minimum of 9 months to a maximum of 12 months.
3. **Where are the project/offices located?** Currently our offices are located within the DC Metro region; Falls Church, VA, Alexandria, VA and the Pentagon. Further information on the area can be provided upon request.
4. **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.
5. **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.
6. **What level of Clearance is needed for this program?** You must have at least a secret clearance.
7. **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.
8. **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.
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. 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.
10. **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.

11. 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.