

**Developmental Assignment Program (DAP)**  
**Frequently Asked Questions**

**1. What is the Developmental Assignments Program (DAP)?**

The Developmental Assignment Program (DAP) is a valuable form of employee development. The DAP's primary focus is to promote and support professional development for diverse learners. Potential recipients are given experience in diverse functions through various job rotations and cross functional assignments. The DAP enables employees to gather practical knowledge, skills, and abilities outside his or her common experience. The DAP provides maximum potential for career progression.

**2. What are the locations of assignments?**

Assignments may be to a different function, command, geographic location, or organizational level.

**3. What is the length of assignments?**

Assignments vary and can range from three to six months but no more than 179 days in total, including travel time.

**4. If a developmental assignment opportunity was submitted and no one applies, can the assignment be re-announced?**

Yes, the developmental assignment can be re-announced during the next cycle of DAP. If funding is available, assignment may occur out of cycle.

**5. Do you anticipate each DAP cycle to be conducted during the same specific time frame?**

If funds allow, the DAP cycle should be conducted during the same specific time frame set by the DAP program manager each year and announced on this website.

**6. Can you provide an estimated time of when accepted DAP applicants will be notified?**

DAP applicants will be notified of their selection or non-selection once their application is reviewed by the DAP rating panel, recommendations are submitted to the Deputy Commanding General (DCG), and the DCG approves or disapproves the recommendations.

**7. Will DAP applications be accepted after the specified deadline?**

Any applications that are submitted after the specified deadline will be accepted on a case by case basis with rational explaining of valid reasons for missing suspense date. There is no guarantee that packages received after the suspense date will be accepted.

**8. If I do not meet the grade/band level and series of the developmental assignment, can I still apply?**

(1) A rating panel will review and recommend DAP participants for selection. The panel's selection recommendations will be presented to the DCG for final approval.

(2) The DAP rating panel will review the applications and provide their recommendation to the Deputy Commanding General of IMCOM. The DCG has the final approval. The panel will consider the following as part of the selection process:

- (a) Background experience of the participant
- (b) Developmental needs and expectations of the participant
- (c) Grade/band level and series of the participant
- (d) Needs of the host organization
- (e) The ability of the participant to be developed

**9. What kind of résumé should I submit: a detailed resume such as RESUMIX or a more condensed format of 2-3 pages describing work experience, education, and accomplishments?**

The preferred résumé format is RESUMIX. A maximum of four (4) pages may be submitted.

**10. Who signs the endorsement letter(s)?**

For Garrison applicants, submitted packets require 1<sup>st</sup> and 2<sup>nd</sup> line supervisor(s), Garrison and Region endorsement. For Region applicants, submitted packets require 1<sup>st</sup> and 2<sup>nd</sup> line supervisor(s) and Region endorsement. For HQ IMCOM, AEC and FMWRC applicants, submitted packets require 1<sup>st</sup> and 2<sup>nd</sup> line supervisor and Chief of Staff endorsement.

**11. Is there a preferred format for the letter of endorsement?**

The preferred format for the letter of endorsement is memo format.

**12. Is there an extension period on packets due to late notifications?**

Yes, there is an extension period on packets due to late notifications. This extension period will be determined by the DAP program manager.

**13. How do I apply for the Developmental Assignments Program (DAP)?**

To apply for the DAP, please visit the DAP site, <http://www.imcom.army.mil/site/hr/workforce.asp>. Once you identify the developmental assignment you are interested in applying for, complete the packet. Electronically submit your packet, to include the letters of endorsements and a brief statement (no more than 500 words) describing what you believe you will acquire from the developmental assignment, and how your parent organization may benefit from the developmental assignment.

**14. Is there a specific format for the 500-word statement of interest?**

A memo format is preferable.

**15. How should I submit the application packet: through postal mail, scanned, faxed, or sent electronically?**

The preferred way of submitting the application packet is an electronically scanned document sent via e-mail to the DAP Program Advisor. Please ensure that your packet does not exceed 5MG total. NOTE: One (1) packet is sent for each announcement.

**16. Should I mail a hard copy of my application packet?**

It is not necessary to mail in a hard copy of your application packet; however, it is necessary to contact the DAP program manager to ensure that your packet was received and that it is complete.

**17. Where can I find more information in relation to DAP?**

Information related to DAP can be found in a number of different sources including: the IMCOM World Newsletters, HR Newsletters, bi-weekly submissions, and the DAP website,

**18. Are developmental assignments at the same installation to which one is assigned or are they Temporary Duty (TDY) to other installations?**

Developmental assignments may be either local or to other locations outside of the participant's commuting area. You may apply for either type and for more than one assignment.

**19. I only have one, performance appraisal what do I use in lieu of that document?**

If you don't have a current appraisal, the last one that you received can be sent in with your application. Please ensure that it is noted that the appraisal is the latest appraisal that was issued.

**20. Is the Garrison POC/mentor ultimately responsible for electing the assignment participant?**

The Garrison POC is responsible for assisting the DAP participant during their assignment, and helping them to understand their performance objectives.

**21. Is there a recommended lodging situation for participants (i.e., Army lodging, apartment rental, etc)?**

Participants must use the Army Lodging Success Program located at <http://www.armymwr.com/portal/travel/lodging/lsp.asp>. It is the participant's responsibility to research and find suitable and affordable accommodations to meet their needs. The host organization often provides the participant with assistance and suggestions on suitable lodging. Selected participants will be identified to the host supervisor and it is recommended that telephone communication begin as soon as possible.

**22. I am a NAF employee, and want to apply for GS series position. Am I eligible?**

In the announcements there are grades and series eligible to apply for the developmental assignment. Some mention the GS series eligible and the NAF equivalent to the GS. If you meet the eligibility criteria and the panel recommends selection, you may apply for the developmental assignment and will be selected.

**23. Does applying for more than one assignment negatively affect chances of being accepted for one?**

No, applying for more than one assignment does not negatively affect chances of being accepted for one. However, the maximum number of developmental assignments for which one individual can apply is three. Applicants can only be selected for one assignment.

**24. Is there a way to view a listing of all developmental assignment opportunities available during a cycle?**

To view all developmental assignment opportunities available during a DAP cycle, please visit <http://www.imcom.army.mil/site/hr/workforce.asp>.

**25. Will there be an announcement to all IMCOM employees where developmental assignment opportunities are made available?**

The DAP opportunity announcements submitted will be released to IMCOM, AEC, and FMWRC civilian workforce by HQ IMCOM Workforce Development Division via the WFD website advertising the developmental assignments available through mass e-mail distribution, and other sources such as the WFD DAP website (i.e., IMCOM World Newsletter, HR Newsletter, bi-weekly submissions).

**26. Could you please expand on the concept of a competitive selection?**

Competitive selection is not the traditional type of human resources qualifications determination. Specialized experience is not used. Applications are reviewed and a panel recommends a selection based on interest, accomplishments, recommendations, and potential ability of the applicant to fulfill the requirements of the assignment.

**27. Is there a pamphlet for the DAP?**

Yes, there will be a DAP pamphlet published by the WFD Division. The pamphlet is currently being updated and will be available on the DAP website <http://www.imcom.army.mil/site/hr/workforce.asp> as soon as possible. Currently the policy and instructions were approved and published by WFD as a memorandum via the IMCOM website. An official pamphlet is currently being written.

**28. How do I submit my TDY and training requests?**

TDY arrangements must be made through the Defense Travel System (DTS). If DTS is not available, please contact the DAP Advisor.

**29. Am I eligible to use a free parking/transportation subsidy (where applicable)?**

All federal employees are eligible to utilize the Transit Pass Program. Please contact your Resource Management POC at your parent organization for further information.

**30. While on TDY, am I entitled to a rental car?**

HQ IMCOM centralized funding does not cover rental cars and local transportation in and around training site for a rental car. The host or parent organizations may use local funds to pay for these expenses if funding is available.

**31. Can I drive my own car to Developmental Assignment so that I can have it available while on assignment?**

You may drive your car; however, reimbursement is limited to the constructive cost estimated in DFAS when computing your travel estimates. Reimbursement is limited to that cost. If you do drive, the number of miles should not exceed 350 miles per day. Reimbursement depends on whether it would have been cost effective. If you do drive your own vehicle you will NOT receive any reimbursement for in and around mileage to drive versus fly to the assignment location. Reimbursement is limited to the travel to the DAP assignment and the return to your permanent duty station, if travel estimates include approval of use of POV versus air travel as the most effective utilization of government funds.

**32. If I have a family emergency and need to withdraw from the program, can I do so? If so, can I re-enter the program the next time it is offered without re-applying?**

Situations may arise that will necessitate termination of a developmental assignment early. Terminations do not result in successful completion of the assignment. To request termination, the participant must contact the host supervisor and/or home supervisor. The host supervisor or home supervisor may submit a written request to the DAP program manager and/or program advisor. The DAP program advisor will review and forward the request to HQ IMCOM Chief of Staff, who will render a decision as to whether termination may be granted. Through the Workforce Development Division Chief, the DAP program manager and/or program advisor will forward the decision to the participant, host supervisor, and home supervisor. Participants may request temporary withdrawal from the program for extenuating circumstances beyond the participant's control.

**33. What happens once I complete my developmental assignment?**

Upon successful completion of the developmental assignment, the participant will return to their official position of record prior to the developmental assignment. Successful completion of the DAP entails achievement of goals identified in the developmental assignment and appraisal form. A Certificate of Completion will be awarded to the participant upon successful completion of the assignment.

**34. May I take leave during an assignment? Who approves?**

Leave should be coordinated between you and your host organization, and reported to your home organization. While on assignment records of leave, time, and attendance are provided to the parent organization on a bi-weekly basis by the host supervisor. Therefore, you would coordinate the leave with your host organization and record the time with your parent organization.

**35. Are promotions automatic under the DAP?**

No, there are no automatic promotions under the DAP. No temporary or permanent transition is implied.

**36. Can I receive performance awards?**

According to Army Regulation 672-20 only US citizen appropriated fund and direct hire local national employees are eligible for performance awards. Nonappropriated fund and indirect hire local national employees are not eligible for performance awards. Under NSPS rules an employee is rated by their parent organization

**37. Will I be assigned a mentor?**

Yes. Every developmental assignment has a supervisor and mentor who can assist the participant with the performance objectives listed for their assignment.

**38. Who can assist me if I am having problems in the program?**

If you encounter any problems while participating in the DAP, please start with your chain of command to resolve the issue. If the problems continue, please contact the DAP Program Advisor for assistance.

**39. While on my DAP assignment, my office recommends I attend a training course or a conference. It also involves TDY costs. Will these costs be covered under my centralized DAP funding?**

The host organization is usually responsible for the costs of any training or TDY that a participant would attend while on a developmental assignment. Even if you are on temporary travel with the inspection team, you will continue to receive per diem for your developmental assignment.