VA ACQUISITION ACADEMY (VAAA)
Senior Acquisition Leadership Training (SALT)

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APPLICATION INSTRUCTIONS

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I. APPLICATION SUBMISSION CHECKLIST

Applicants for the VAAA Senior Acquisition Leadership Training (SALT) must complete and submit the following items (collectively referred to as the "application package") to VAAASALT@va.gov by 4:00 PM Eastern Time (ET) on **Friday, June 30, 2023.** The application, resume, certificate, and recommendation form(s) must be submitted as PDFs. The biography must be submitted as a Word document. The photo must be submitted as a jpeg (preferred) or png.

- ■ Application Form
- ■ Resume
- ■ Electronic Copy of FAC-C Level III Certificate or Senior Level FAC-P/PM Certificate (demonstrating **current** certification)
- ■ Supervisory Recommendation Form
- ■ Student Biography and Photo

II. APPLICATION COMPLETION INSTRUCTIONS

Application Form *(To be completed by the Applicant)*

a. The **Application Form** is composed of three sections: *Personal Information, Employment Information,* and *Certification Statements*. Applicants are to complete this form in its entirety.

b. Once the requested information has been provided, the applicant should carefully review the certification statements at the bottom of the **Application Form**. The applicant will need to check the box next to each statement acknowledging that they have read and agreed to the outlined terms.

Individual Resume *(To be completed by the Applicant)*

The applicant must provide a current **Resume** with the application package highlighting their professional history, including: work experience, certifications, awards, publications, and other notable achievements. The resume must demonstrate two years of recent, current agency experience in the 1102 series or as a P/PM in an acquisition role, with current status reflecting an official supervisory position at the GS-13 through GS-15 level or non-supervisory GS-14/15. Resumes should reflect the most pertinent information associated with this program. ***Please be sure to exclude from your resume any references to Personally Identifiable Information (PII), such as personal address or social security number.***

Electronic Copy of FAC-C Level III or Senior Level FAC-P/PM Certificate
(To be provided by the Applicant)

a. As proof of **current** FAC-C Level III or Senior Level FAC-P/PM certification, the applicant must submit an electronic copy of their **FAC-C Level III or Senior Level FAC-P/PM Certificate** demonstrating active certification status.

Recommendation Form
(To be completed by the Applicant's Immediate Supervisor)

a. After completing/compiling the **Application Form**, **Resume**, **and FAC-C Level III or Senior Level FAC-P/PM Certificate**, the applicant should submit the application package to their immediate supervisor to complete the **Recommendation Form**.

b. The applicant's immediate supervisor will complete the *Supervisor Information* and *Supervisor Recommendation* portions of the **Recommendation Form** (both sections must be completed, and the *Supervisor Recommendation* can not exceed 1,000 characters).

c. Upon completion of the *Supervisor Information* and *Supervisor Recommendation* sections, the immediate supervisor should carefully review the certification statements at the bottom of the **Recommendation Form**. They will need to check the box next to each of the statements acknowledging that they has read and agreed to the outlined terms. Future workload for your employee should take into consideration the training time with VAAA as well as commitments to outside classroom assignments and Capstone challenge (up to 50 hours).

d. After completing their sections in the **Recommendation Form**, the immediate supervisor should return the application package to the applicant. The applicant will then submit the completed package.

Application Form

Student Biography and Photograph

Applicants are required to submit a brief biography and a photograph as part of a complete application package. The bio and photo should be sent as separate attachments with your application. The bio must be submitted as a Word document and the photo must be submitted as a jpeg (preferred) or png. These materials will be printed and shared with all current SALT participants.

Student Biography
The biography should be no more than two (2) paragraphs outlining professional accomplishments, certifications, and personal hobbies. Please include:

- First Name, Last Name, Title, Team Identifier (if applicable), SAC/TAC/NAC (if applicable), OIT, RPO (if applicable), NCO (if applicable) City, State of your assigned office location
- A sentence about your main responsibilities
- A sentence or two about your previous work experiences, including other agencies or industries
- A sentence about your education and certifications
- A sentence or two about the most unique product or service you have ever acquired during your acquisition career
- A sentence or two about one hobby or interest

Note: Space is a constraint so please keep your bio to specifics listed above. We don't want to arbitrarily delete any information, but overly long bios may be returned for further modification.

Student Photo
Photos should be a professional-style headshot. The photo must be submitted as a jpeg (preferred) or png.

There is a wide array of what is considered "professional". For our purposes in SALT, we are looking for a headshot (from about the shoulders or elbows up), wearing business professional attire, with a business or neutral background. For example, some backgrounds have the U.S. flag in the back and others are just a blank wall in the back. We ask for the photo to be in full color. Also, please do not send a "selfie". Here are a few examples from previous students:

Funding Requirement

There will be no costs to organizations for the hybrid FY24 SALT program.

III. APPLICATION SUBMISSION INSTRUCTIONS AND NEXT STEPS

The deadline for final application submission will be **4:00 PM ET** on **Friday, June 30, 2023**.

a. The applicant should perform a final review of the application package to ensure that all requested information, documents, and signatures are included.

b. Applicants will need to send an e-mail to the VAAA SALT mailbox at VAAASALT@va.gov with the subject line: **Completed SALT Application Package.** All files *except for the Student Biography and Photograph* can be submitted as a single PDF file.
The contents of the submission e-mail should contain the completed application package including the following:

- Application Form
- Resume
- Electronic Copy of FAC-C Level III or Senior Level FAC-P/PM certificate demonstrating **current** certification. Students are required to maintain their certification for the duration of the program.
- Recommendation Form
- Student Biography and Photograph

c. The VAAA SALT Program Office will review applications for completeness and eligibility. All qualifying applicant packages will then be forwarded to the applicable HCA (contracting) or SES (program management) for final program selection. Each HCA/SES will then select final SALT participants to represent their organization.

d. Upon selection, successful applicants will be notified of their acceptance into the program (notification anticipated by mid-August). Please note: a limited number of participants will be accepted into the SALT program each year.