

III. APPLICATION PROCESS

A. PM/AC Announcements.

There are two centralized PM/AC boards held during the year. The PM/AC (Colonel/GS-15 and equivalent personnel demonstration broadband) is usually held in January. The PM/AC Board (Lieutenant Colonel/GS-14 and equivalent personnel demonstration broadband) is usually held in December. PM/AC positions will be selected and slated by fiscal year, in the same manner as all other Army Competitive Category command positions.

- B.** Announcements and application instructions are posted on the HRC home page, <https://www.perscomonline.army.mil/index2.asp>.

C. Establishing Applicants/Nominees.

The initial phase of the selection process differs for civilian and military applicants.

1. **Civilians.** Eligible civilians interested in competing for these positions must submit an application in accordance with announcement instructions posted on the HRC Web site. (See paragraph D, below.)
2. **Military.** Active Army officers eligible to compete are automatically considered unless they formally decline. Declining consideration before a board convenes is done "without prejudice." The officer is allowed to compete on next year's board assuming he or she still meets the eligibility criteria.
 - ARNG officers apply to boards through the ARNG Acquisition Career Management Branch. *
 - Army Reserve officers apply to boards through the U.S. Army Reserve Acquisition Management Branch. *

(* Action is underway to standardize the application process for active duty Army officers and ARNG and USAR officers.)

D. Civilian Application Package:

Civilian PM/AC applications must be received at the HRC no later than 1600 on the closing dates, or as indicated on the announcement. Faxed, e-mailed or other electronic submission will not be accepted and government postage may not be used. The ACRB, Regional Preference Form and Self-Certification Statement must all contain original signatures. Performance appraisals and SRPEs do not require an original signature. (The Regional Preference Form is used to designate regions in which the applicant is willing to serve. The Self-Certification Statement is signed to verify that the information on the form is correct.) Selectees may be offered positions outside those on the preference form but they may decline without prejudice. Always read the announcement thoroughly before putting your application package together. Be aware that instructions may change from one announcement to another. Suggestions for completing application follow:

- Do not wait until the last minute to apply. Allow time to prepare the application package and time to review and revise. Assistance from your ACMs at AMB is available if you request it early in the process.
- Follow the instructions on the announcement to the letter. Be absolutely certain all required documents are included and signed, if required. Any deviation from the HRC application instructions will automatically result in removal of your application from consideration. If you have questions on the instructions, contact a civilian ACM at AMB.
- Ensure you adequately address all acquisition experiences and training that have prepared you for a PM/AC position. Along with your technical qualifications, ensure your résumé demonstrates leadership skills and competencies and remember that this is not limited to supervisory positions you have held. Include leadership experience gained through assignments as Team Leader, IPT Leader, etc. Running a successful PM/AC requires strong leadership and organizational skills, and it is important that your résumé provide evidence of your ability in these areas. Ensure your résumé is clearly and concisely written. Write in the first person and check your spelling and grammar.
- Have a former PM/AC or a former board member, if available, review your application package and make recommendations. This will not guarantee success but it will help identify possible weaknesses in your application.
- Pay close attention to the following documents that will be required as a part of the application.
 1. **ACRB:** Ensure consistency between the ACRB and the résumé.
 2. **Résumé:** Each experience entry description cannot exceed 15 lines, and the résumé may not exceed four pages in length. You should address each job experience listed on your ACRB. Training should be included on the ACRB rather than the résumé. Only include information about awards received in the corresponding job.
 3. **Performance Evaluations:** The evaluations are checked to determine if there are any discrepancies in dates and/or missing evaluations/support forms. If evaluations or forms are missing, this must be thoroughly explained on a separate, signed memo that is submitted with the application.
 4. **SRPE:** All signatures must be original. Ideally, the Senior Rater comments will include a recommendation for selection to a PM/AC.
 5. **Regionalization Preference Statement:** Applicants are allowed to indicate a specific location where they are willing to serve. Submission of the Regionalization Preference Statement is mandatory and must be included in the original application package.

E. Officer Personnel Management File (OPMF).

You are responsible for your official files. If you are in the zone for selection for a PM/AC position, ensure your photo, fiche, and ORB are current and accurate. Check your OPMF online for your most current file status. Consider the following when reviewing your file: (Go to <https://www.perscomline.army.mil/opmd/board.htm> for an excellent checklist for preparing your file for a selection board.)

1. Photo should be no more than 2 years old. Ensure your Basic Branch (rather than Acquisition Corps) is on the photo.
2. No "Incoming Personnel" for duty descriptions.
3. Ensure your physical data is current; it should be no older than 5 years.
4. Ensure the date for the last OER is correct.
5. Ensure the number and documentation for your awards and decorations are correct.

Once civilian applications are received and military officers choosing to compete are identified, a common process for both military officers and civilians is implemented.