



DEPARTMENT OF THE ARMY  
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY  
ACQUISITION LOGISTICS AND TECHNOLOGY  
103 ARMY PENTAGON  
WASHINGTON DC 20310-0103

SFAE-PSD

JUN 11 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fiscal Year 2009 (FY09) Centrally Selected List (CSL) Review

I am hosting the FY09 CSL Review on September 12, 2007, at Fort Belvoir, Virginia. Further details of this review will be disseminated via e-mail from my point of contact at the U.S. Army Acquisition Support Center.

This review will focus on CSL positions scheduled for rotation in FY09 and any new start CSL requirements submitted. Enclosed is a Memorandum of Instruction with action required for this review.

My point of contact is Mr. Randall L. Williams, commercial (703) 805-2992, DSN 655-2992, or e-mail: randall.williams@us.army.mil.

A handwritten signature in black ink, appearing to read "N. Ross Thompson III".

N. ROSS THOMPSON III  
Lieutenant General, GS  
Director  
Acquisition Career Management

Enclosure

DISTRIBUTION:

ASSISTANT SECRETARY OF THE ARMY (ACQUISITION, LOGISTICS AND TECHNOLOGY)

ASSISTANT SECRETARY OF THE ARMY (INSTALLATIONS AND ENVIRONMENT)

DEPUTY CHIEF OF STAFF, G-1

DEPUTY CHIEF OF STAFF, G-3/5/7

DEPUTY CHIEF OF STAFF, G-4

CHIEF, INFORMATION OFFICER/G-6

DEPUTY CHIEF OF STAFF, G-8

CHIEF, ARMY RESERVE

CHIEF, NATIONAL GUARD BUREAU

DISTRIBUTION: (CONT)

COMMANDERS:

U.S. SPECIAL OPERATIONS COMMAND  
U.S. ARMY CONTRACTING AGENCY  
U.S. ARMY CORPS OF ENGINEERS  
U.S. ARMY HUMAN RESOURCES COMMAND  
U.S. ARMY MATERIEL COMMAND  
U.S. ARMY MILITARY TRAFFIC MANAGEMENT COMMAND  
U.S. ARMY SPACE AND MISSILE DEFENSE COMMAND  
U.S. ARMY SPECIAL OPERATIONS COMMAND  
U.S. ARMY TEST AND EVALUATION COMMAND  
U.S. ARMY TRAINING AND DOCTRINE COMMAND

JOINT PROGRAM EXECUTIVE OFFICER, CHEMICAL AND BIOLOGICAL  
DEFENSE

PROGRAM EXECUTIVE OFFICERS:

AMMUNITION  
AVIATION  
COMBAT SUPPORT AND COMBAT SERVICE SUPPORT  
COMMAND, CONTROL AND COMMUNICATIONS (TACTICAL)  
ENTERPRISE INFORMATION SYSTEMS  
GROUND COMBAT SYSTEMS  
INTELLIGENCE, ELECTRONIC WARFARE AND SENSORS  
MISSILES AND SPACE  
SIMULATION, TRAINING AND INSTRUMENTATION  
SOLDIER

DIRECTORS:

U.S. ARMY CONTRACTING AGENCY  
DEFENSE CONTRACT MANAGEMENT AGENCY  
MISSILE DEFENSE AGENCY/GROUND-BASED MIDCOURSE DEFENSE  
MISSILE DEFENSE AGENCY/TARGETS AND COUNTERMEASURES  
MISSILE DEFENSE AGENCY/TERMINAL HIGH ALTITUDE AREA DEFENSE

PROGRAM MANAGERS:

FUTURE COMBAT SYSTEMS (BRIGADE COMBAT TEAM)

**MEMORANDUM OF INSTRUCTION  
FOR  
FISCAL YEAR 2009  
CENTRALLY SELECTED LIST REVIEW**

All acquisition organizations with Centrally Selected List (CSL) positions rotating in Fiscal Year 2009 (FY09) or those requesting new start CSL positions for FY09 are expected to be involved throughout the entire FY09 CSL Review process. Participation is expected from the senior-most personnel during this timeframe. All FY09 CSL positions must be closely analyzed prior to the CSL Review to ensure the Army Acquisition Corps' limited resources are used in the best possible manner to support identified Acquisition Category level programs.

**FY09 Centrally Selected List (CSL) Positions:**

All FY09 Project/Product Manager (PM) and Army Acquisition **Director** revalidated positions and any new CSL requirements will be reviewed and validated by the Military Deputy (MILDEP) to the Assistant Secretary of the Army (Acquisition, Logistics and Technology at the CSL Review. Enclosure 1 highlights the list of current CSL programs with FY09-scheduled rotations. (**Note:** Recent guidance from the Secretary of the Army changed the definition of "commander," therefore, all previous Acquisition Commander CSL positions are now titled, "Acquisition Director" with the exception of the MTOE battalions and brigades in the Army Materiel Command contingency contracting structure.)

**Acquisition Workbook Analysis and Readiness Evaluation (AWARE) Application:**

This web-based software application, located within the Acquisition Information Management (AIM) website, will be used by a designated point of contact (POC) from each organization for entering that organization's program data. AWARE can be accessed on-line at <https://aim.altess.army.mil/default.cfm>. An AIM user account is required to access AWARE. The AWARE Administrator can assist with new registrations as well as with any problems concerning existing registrations, data entry, or any other aspect of the AWARE system. Each FY09 CSL program will require entry of either new or updated program data. It is the responsibility of each organization to keep this data current

The AWARE application has separate screens for PMs and Acquisition Directors. The PM tabs are: Criteria, Other, Funding, Milestone Schedule, Manpower, Org Chart, Issues, and Recommend. The Acquisition Director tabs are: Programs, Manpower, Mission, Metrics, Criteria, and Recommend. Each tab has required data fields, and each is self-explanatory. Each field allows a finite number of characters.

The establishment of New Start PMs and Acquisition Directors requires AWARE program data entry for the following: military, civilian and contractor manpower for core and matrix support. Contractor support is defined as contractor personnel who are supplementing the PM staff to carry out mission requirements. Contractor personnel executing production contracts shall not be included as contractor support for the PM Office.

**Resourcing:**

As part of this review process, all organizations should identify those CSL positions that could possibly be filled by a Reserve Component (RC) Officer, converted to a military/civilian non-CSL position, downgraded, merged with another program, or disestablished. The Army is undergoing major transformation efforts. Lean Six Sigma should also be considered to gain efficiencies among organizations allowing the Army Acquisition Corps scarce resources to be used in the most effective, efficient manner.

**Military Only and Best-Qualified (BQ) / Selection Process:**

The number of military-only requirements must be kept to a minimum. Please consider as many CSL position for BQ status as possible. If a CSL position requires a military fill, justification must be provided as to why it must be "Military" versus "BQ" by completing the DD Form 2589, Department of Defense Acquisition Position Restricted to Member of the Armed Forces. Those submissions requesting a "military only" must complete the required information in the AWARE application. Command signature is not required on the DD Form 2589; simply type in the approving official's name. (Note: The Reserve Component will review all FY09 positions submitted to determine which positions will be considered for Reserve Component Eligibility.)

**Funding (PM Positions Only):**

Each PM organization must submit funding data reflective of all programs under its management. All organizations must enter all Army funds into the AWARE system. Funds must be designated as "owned" (dollars budgeted directly to the responsible PEO) or "executed" (dollars budgeted to one PEO/PM but executed or spent by another PEO/PM). Both types of claims (owned and executed) should be made at the responsible PM level.

**CSL Review Process and Milestone Descriptors:**

**June 4 – 22, 2007.** All PM organizations and Acquisition Director organizations must enter program data into the AWARE application. The information populated in AWARE is the official documentation of all requirements used for the CSL Board process. Ensure the Additional Skill Identifiers are documented in your Table of Distribution and Authority and all required and desired criteria are supported. Also, please indicate the correct parent or UIC when requested by the system.

**July 9 – 27, 2007.** USA Acquisition Support Center (USAASC) will work with the Acquisition Management Branch of the Human Resources Command and the Reserve Component to review, analyze and make recommendations on all FY09 CSL programs and proposed New Starts. These recommendations will be provided to the MILDEP prior to the Review.

The following criteria are used for reviewing the CSL programs: **(1) Funding/Acquisition Category** (i.e., ACAT IC/ID, ACAT II, ACAT III or equivalent funding); **(2) Mission and Scope** (i.e., support of current war/future force/sustainment force mission and identification of life cycle phase); **(3) Complexity of Program** (i.e., organizational structure, span of control, impact on current war, system of systems, highly networked/integrated system spanning one life cycle phase, or a stand-alone, current force system); and **(4) Stakeholder** (i.e., congressional interest, visibility, fielding a product to another service, foreign military sales efforts, extensive interface with another Service, country, or with Office of the Secretary of Defense oversight, or interface with Army only). The four major criteria above are weighted depending on the extent of focus documented in each area. Based on the analyses, recommendations to revalidate, upgrade, downgrade, merge or disestablish CSLs are provided to the MILDEP prior to the CSL Review.

**September 12, 2007 (Fort Belvoir, Virginia).** The FY09 CSL Review will convene at Fort Belvoir, Virginia (a specific location on Fort Belvoir will be communicated at a later date) or via Video Teleconferencing Communication (VTC). A senior-level representative from each organization with one or more CSL position is invited by LTG Thompson (MILDEP) to provide a briefing and defend pertinent issues that will be identified to CSL community in late-August 2007. All details regarding this meeting will be addressed via email.

The end result of this process is the FY09 CSL as documented by the MILDEP and signed by the Army Acquisition Executive (AAE). An official memorandum signed by the AAE detailing all approved FY09 COL/YA-03/Broadband Equivalent and LTC/YA-03/Broadband Equivalent PMs and Acquisition Directors will be provided to all CSL organizations promptly following the review.

The active preparation and participation of all CSL organizations is both expected and appreciated. The POC for the CSL Review is Mr. Randall L. Williams, 703 805-2992, DSN 655-2992 or email: [randall.williams@us.army.mil](mailto:randall.williams@us.army.mil). The AWARE Administrator is Mr. Christian Fraley, 703-805-1059, DSN 655-1059 or email: [christian.fraley@us.army.mil](mailto:christian.fraley@us.army.mil).

Enclosures