

# Handbook 2010



## U.S. ARMY ACQUISITION CORPS (AAC) REGIONALIZATION



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### **THE U.S. ARMY ACQUISITION CORPS REGIONALIZATION PROGRAM OVERVIEW**

In August 2004, the Military Deputy (MILDEP) to the Assistant Secretary of the Army for Acquisition, Logistics, and Technology signed into policy a new approach to developing the U.S. Army Acquisition Corps (AAC) Officer Corps. The concept is called "regionalization assignments." Under this program, each predesignated region has a Senior Regional Acquisition Official (SRAO), appointed in writing by the MILDEP. The SRAOs are responsible for professionally developing and assigning officers.

As the MILDEP's representatives, the SRAOs coordinate and work with other acquisition leaders to ensure solid rotation plans that develop junior and field grade officers. Assigned officers rotate among several different areas of concentration, where available, to obtain the diverse experience required to become successful AAC leaders. Once assigned to a regional area, officers can expect to be stabilized for up to 48 months. Officers assigned to non-regions or non-regionalization assignments can expect approximately 24 months of stabilization, but will be provided the same opportunities for diverse experiences within their current assignments.

A copy of the regionalization policy and copies of other documents that pertain to this program can be viewed on the U.S. Army Acquisition Support Center website at [http://asc.army.mil/docs/policy/Schramm\\_Signed\\_Policy\\_18\\_DEC\\_09.pdf](http://asc.army.mil/docs/policy/Schramm_Signed_Policy_18_DEC_09.pdf).

## U.S. ARMY ACQUISITION CORPS (AAC) REGIONALIZATION POLICY

The purpose of the U.S. Army Acquisition Corps (AAC) regionalization policy is to ensure that the AAC meets the goals of the Chief of Staff of the Army and Director for Acquisition Career Management (DACM) to build and develop multifunctional acquisition future leaders. While force stabilization is a result of the Regionalization Program, the program is not, and should not be considered, a stabilization program. Regionalization is intended to expand an individual's acquisition knowledge and experience while providing opportunities for diversification. Officers identified for regionalization can expect to participate in the program up to the 48-month maximum. The regionalization policy is currently implemented in the following locations:

- Aberdeen, MD
- Picatinny Arsenal, NJ
- Warren, MI
- Rock Island, IL
- Orlando, FL
- Huntsville, AL
- National Capital Region (includes Fort Meade, MD)

These regions are reviewed annually to ensure that the program continues to meet the DACM's established intent. A diagram of the Regionalization Program is shown below in Figure 1.

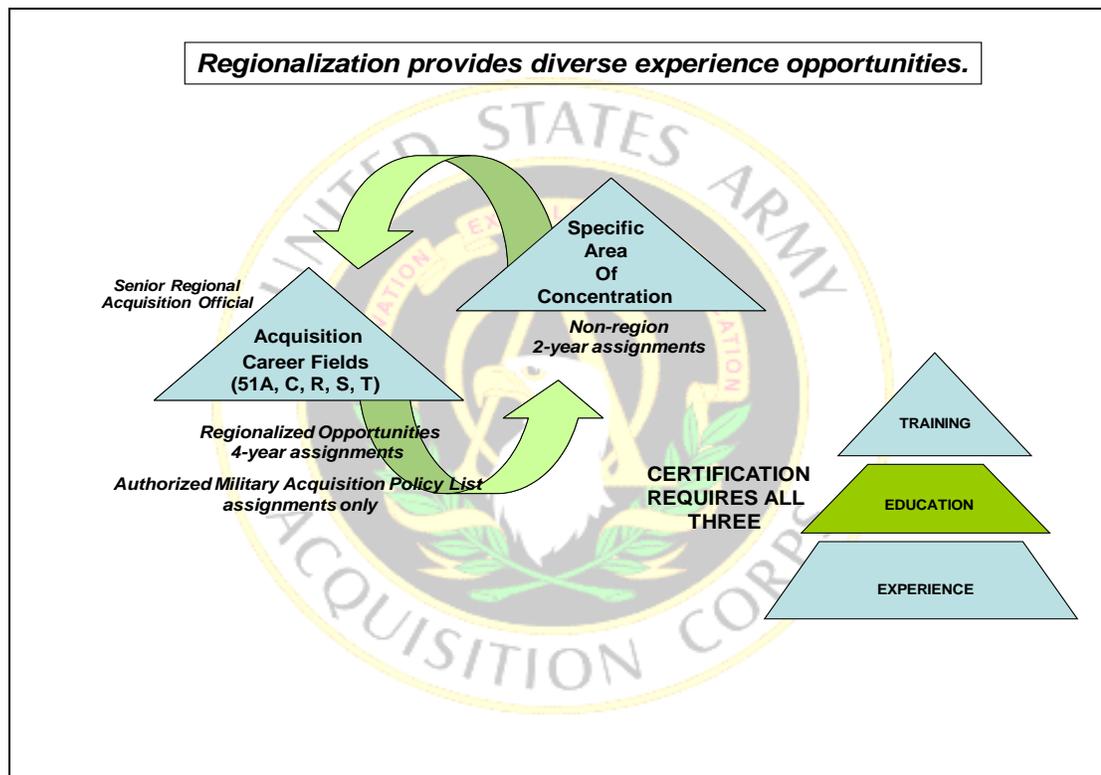


Figure 1

### KEY REGIONALIZATION PROGRAM POSITION DESCRIPTIONS

#### **The Military Deputy (MILDEP) to the Assistant Secretary of the Army for Acquisition, Logistics, and Technology (ASAALT) is also the Director for Acquisition Career Management (DACM)**

The MILDEP provides executive guidance and approval on military proponency initiatives and civilian acquisition career management initiatives for the U.S. Army Acquisition Corps (AAC), which is supported by the U.S. Army Acquisition Support Center (USAASC), Fort Belvoir, VA. The USAASC Director also serves as the Deputy DACM.

#### **Senior Regional Acquisition Official (SRAO)**

The SRAO is appointed by the MILDEP to the ASAALT and is responsible for intra-regional and satellite coordination, where applicable, for those positions residing within his or her region and positions belonging to other agencies or program offices. The SRAO appoints the Regional Account Manager (RAM) to manage all acquisition positions within his or her region. SRAOs or their designees update the DACM or his or her designee on officer career patterns and reassignments on an as-needed basis.

#### **RAM**

The RAM is the single point of contact (POC) for all authorized acquisition positions within a geographic region. Coordination for assigning officers within the region takes place between the RAM and the POCs for the major commands within the region. The RAM then coordinates these personnel moves with individual assignment officers in the Acquisition Management Branch (AMB), U.S. Army Human Resources Command.

#### **Army Command Account Managers**

These account managers belong to other commands, but oversee their validated Military Acquisition Position List (MAPL) positions and directly correspond with the AMB on matters that pertain to officer reassignments. RAMs must coordinate with Army command account managers to ensure that approved slate requirements are met to solidify a regionalization slate.

#### **AMB Career Managers**

AMB Career Managers oversee an officer's assignment history and are responsible for ensuring that assignment equity and opportunity exist within the AAC. The AMB is ultimately responsible for assigning officers to a duty station in accordance with Army Regulation 614-100, *Officer Assignment Policies, Details, and Transfers*. Therefore, all regionalization assignments must be approved by the AMB prior to moving a Soldier.

#### **Officer Distribution Manager (DM)**

The DM is responsible for interfacing with the RAM to consolidate and validate authorized MAPL requisitions.

#### **Regional Director (RD)**

The RD is employed by USAASC and is located at Fort Belvoir. The RD is an excellent resource for any issue pertaining to ACM.

### FORCE STRUCTURE

U.S. Army Acquisition Corps captains and majors within a designated region are considered part of the regional rotation pool, with the following exemptions:

- Joint Duty Assignment List
- Table of Organization and Equipment
- Army Materiel Command
- Majors within 1 year of the primary zone for lieutenant colonel
- Positions not coded as regionalized on the Military Acquisition Position List (MAPL)
- Nominative assignments located in:
  - Army Staff
  - Joint and Office of the Secretary of Defense Staff
  - Department of the Army System Coordinators
  - U.S. Army Human Resources Command (HRC) Acquisition Management Branch (AMB)
  - HQ, U.S. Army Acquisition Support Center (USAASC)
  - Special Management Division

The exemptions are needed to ensure compliance with DOD and Army policy and guidance.

The MAPL is the primary tool for identifying regional assignments. No officer shall be assigned to a position that is not supported on the MAPL unless a valid Army Functional Area (FA) 51 authorization is identified as a bill payer and approval has been granted by the Director for Acquisition Career Management (DACM) or his or her representative.

Since FY07, a group of subject matter experts representing the DACM have conducted an annual MAPL review. The group consists of representatives from the Deputy Assistant Secretary of the Army for Plans, Programs, and Resources; USAASC; and the AMB at HRC. The annual MAPL review serves as the outlet for organizations with FA51 officers to request MAPL changes.

### COMPOSITION OF A REGION

The region is composed of all U.S. Army Acquisition Corps captain and major regionalized positions, less those exempted, within a 50-mile radius of both the position's duty location and the Senior Regional Acquisition Official (SRAO). Officers identified for a no-cost regional assignment will not be moved outside a 50-mile radius from their current duty location. Commuting distance for the affected officer is considered by the SRAO but is not the primary factor for assignments. A detailed list of qualifying authorizations is available to the Regional Acquisition Managers (RAMs) in a web-based Military Acquisition Position List through the Career Acquisition Personnel & Position Management Information System.

Assignments within a region are divided into two categories: regionalization and non-regionalization. When officers are assigned to a region, the U.S. Army Human Resources Command Acquisition Management Branch provides the RAM with the assignment timeframe (e.g., 24, 36, or 48 months). This information identifies individuals designated for the Regionalization Program. SRAOs should coordinate additional assignment opportunities with the other senior acquisition leaders in the region to offer acquisition officers as much diversity as feasible.

### DEPLOYMENTS

U.S. Army Acquisition Corps officers may be called upon to fill requirements for rotations into a theater of operations. If this occurs during an officer's regionalization tour, it will be counted as time served in a region. No additional days will be added to a regionalization tour.

### LOW COST/NO-COST MOVES AND CHANGES TO BASIC HOUSING ALLOWANCE (BAH) RATES

In the National Capital Region, officers are authorized to request an exception to policy that will allow them to retain a higher Basic Allowance for Housing (BAH) rate if in accordance with the current G-1 policy. See All Army Activities message 021/2008, *Exception to Policy Guidance for Basic Allowance for Housing (BAH) Waivers* and Appendix A (page 13) to view a sample memorandum requesting a BAH secretarial waiver.

**TRAINING AND EDUCATION**

Senior Regional Acquisition Officials (SRAOs) must ensure that officers meet their mandatory training and education (8–11 year mark) requirements to remain competitive for promotion. Individual Development Plans must account for completion of the Intermediate Level Education (ILE), Intermediate Qualification Course (IQC), and certification training courses. As a result, some of the officers assigned to the regions will have to attend ILE, IQC, and Defense Acquisition University courses in a temporary duty (TDY) and return status. Any TDY periods when officers attend schooling or training while assigned to a region are considered part of the regionalization tour and will not result in an increase to the officer’s time on station in the region. Officers attending Advanced Civil Schooling and Training with Industry in proximity to a region will be assigned by the Acquisition Management Branch, not the SRAO. See Figure 2 for overall certification goals for officers participating in the regionalization program.

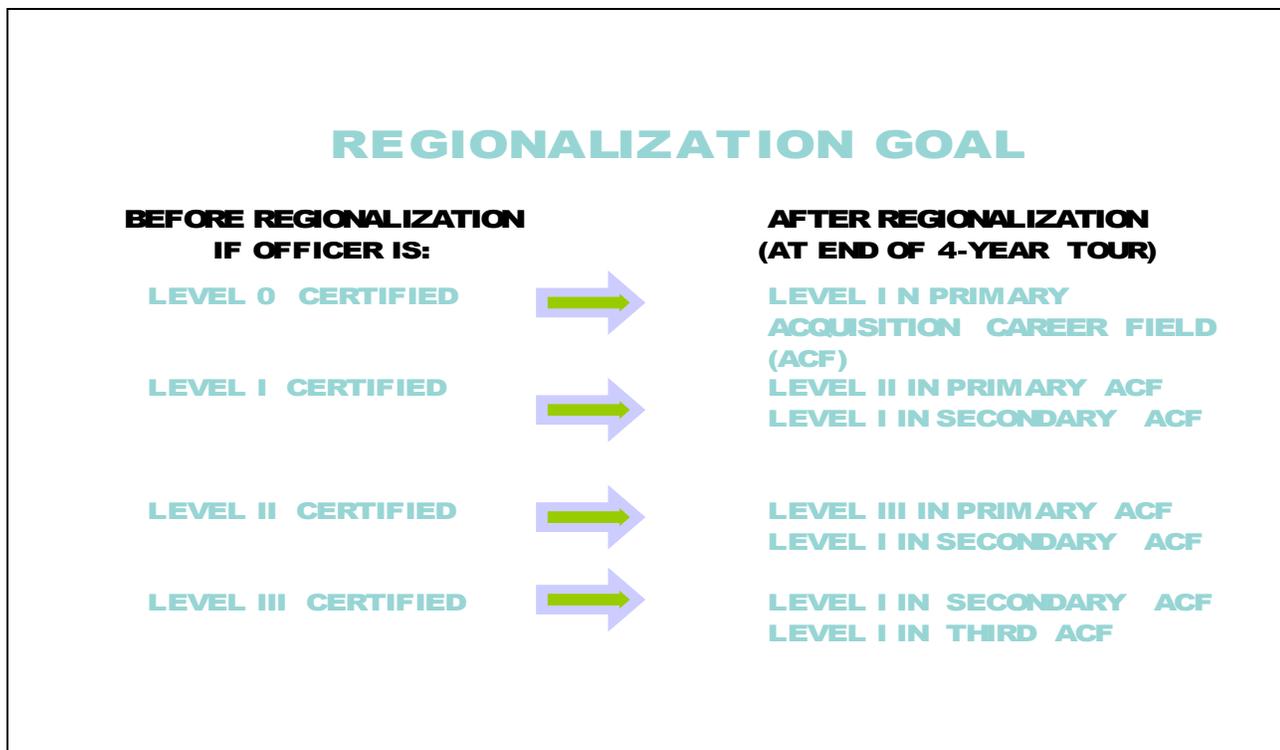


Figure 2

### U.S. ARMY HUMAN RESOURCES COMMAND ACQUISITION MANAGEMENT PERSONNEL PROCEDURES

#### Acquisition Management Branch Assignment Procedures

This section outlines the concept for managing acquisition officers under the regionalization policy. It is intended to serve as a measure to standardize the management of U.S. Army Acquisition Corps officers throughout each region. The Acquisition Management Branch (AMB) ensures that all assignments are in accordance with Army Regulation (AR) 614-100, Officer Assignment Policies, Details, and Transfers.

#### Concept

The regionalization program applies to all captains and majors until the officer is within 1 year of his or her primary zone for lieutenant colonel. The Senior Regional Acquisition Officials (SRAOs) are responsible for providing officers with opportunities through multiple assignments within a region to support diversification and professional development while broadening their acquisition experience. The objective is to stabilize each officer for up to 48 months. However, some officers may move earlier for professional development or to meet the Army's needs. Deviations from a 48-month regional assignment are handled on a case-by-case basis by the U.S. Army Human Resources Command (HRC)/AMB. After an officer has completed a regionalization tour, HRC/AMB will typically assign him or her an officer to a non-regionalization tour.

#### Assignment Process

HRC/AMB continues to document all assignments, including local reassignments and other assignments as outlined in AR 614-100. The current HRC/AMB requisition and validation process remains unchanged. HRC has two assignment cycles per year. The majority of officers move during the summer cycle (May–October timeframe). The remaining officers move in the November–April timeframe. During each requisition cycle, HRC/AMB will initially assign officers to a region and identify whether the officer is assigned for 24, 36, or 48 months. Once an acquisition officer is assigned to the region, he or she will be managed by the SRAO. Officers will update and review the Officer Evaluation Report (OER) support form and Individual Development Plan (IDP) with their raters within 90 days of arriving at duty location. The OER support form and IDP serve as the key components of the officers' initial counseling. It is imperative that the rated officers identify their career goals as well as the types of acquisition experience required for professional development. The senior rater will communicate these desires to the SRAO and Regional Account Manager (RAM) for future assignment considerations.

Before each assignment cycle, RAMs, in conjunction with the AMB, determine which vacancies/requisitions will be filled internally via rotational assignments, as well as those to be filled from officers outside the region. SRAOs are encouraged to develop a regionalization assignment panel to assist in rotating officers. This panel should consist of senior members from all organizations participating in the regionalization program within each region. Once the SRAO and RAM complete their regionalization assignment panels, the RAM forwards to the AMB a signed and dated copy of the proposed Regionalization Slate (see Figure 3) for the next cycle. If an officer is rotating during the summer timeframe, the RAM will submit the proposed movement plan no later than (NLT) October 15. If an officer is rotating during the winter timeframe, the RAM will submit the movement plan NLT April 15. The AMB reviews the officer movement plan to ensure that officers are receiving and pursuing the correct types of assignments at the right time in their careers and provide feedback on the plan within 14 working days. At the conclusion of this coordination process, RAMs and Army command account managers submit the required regionalization no-cost move (NCM) and regular requisitions for the appropriate assignment cycle. It is critical that regionalization requisitions be labeled upfront as a Regionalization NCM in the "Special Remarks" section. Regular requisitions need to be submitted at the same time as the regionalization NCM requisitions. See Figure 4 for step-by-step procedures for conducting a regionalization move.

# U.S. Army Acquisition Corps (AAC) Regionalization

## Regionalization Slate Example

MAPL POSITION	JOB TITLE	INCUMBENT/ ASSIGNED DATE	YG	TOS	FY PROJ MOVE DATE	NEXT MAPL	CERT. LEVEL	51A	51C	51R	51S
AE123456A	APM	MAJ Smith 6/1/2010	99	36	6-Jun-12	AE789123A	2	X			
RAM		As of Date		SRAO		As of Date					

Figure 3

## RAM EXECUTION FLOWCHART

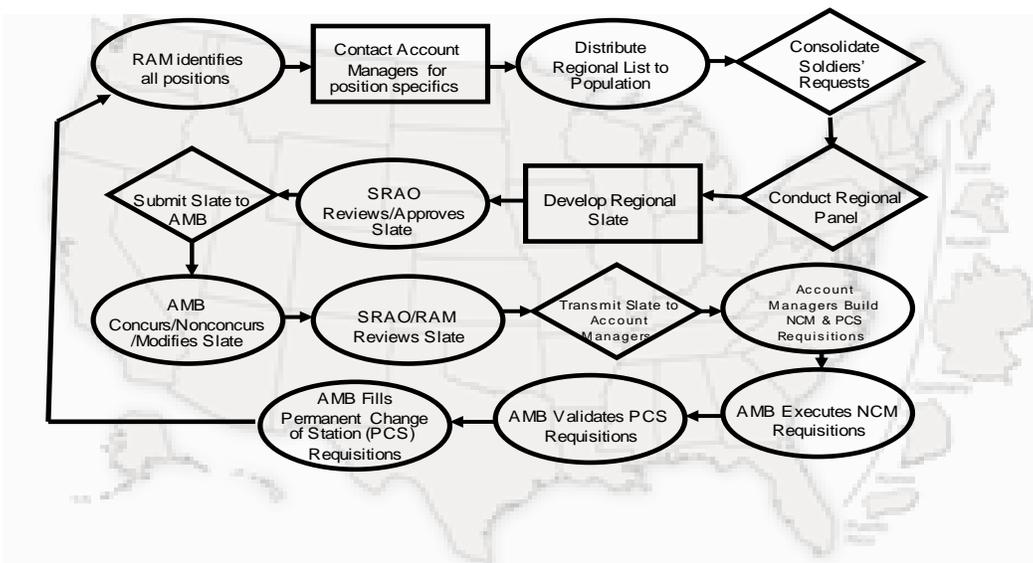


Figure 4

### Assignment Duration

To maximize professional development, officers should not remain in any one position for more than 24 months. Any request for an exception to this 24-month maximum must be supported in writing by the SRAO and submitted with the region's proposed movement plan. Officers may request a curtailment from the 48-month stabilization to move to a non-regional assignment by submitting a Department of the Army (DA) Form 4187, *Personnel Action*, signed by the first colonel in their chain through the SRAO to Commander, HRC, ATTN: AHRC-OPC-Q (FSD/AMB), 1600 Spearhead Division Ave. Dept. #230, Fort Knox, KY 40122.

AMB executes all assignments to Advanced Civil Schooling, Training with Industry, and nominative positions. These assignments could result in an officer spending less than 48 months in a region but will not require a curtailment request from the officer or SRAO.

### Cohort Year Group (CYG) Milestone

Officers serving in a regionalization assignment will be removed from the slate based on 4 years within the region or upon reaching the following Cohort Year Group (CYG) milestone, whichever occurs first.

<u>CYG</u>	<u>Removal Year</u>
1995	2010
1996	2011
1997	2012
1998	2013
1999	2014
2000	2015
2001	2016

These timelines are established by the AMB and will be updated as the Regionalization Program matures.

### Other Considerations

Extensions must be submitted on a DA Form 4187 at least 9 months prior to a scheduled permanent change of station. RAMs must ensure that a copy of the officer's DA 4187 (extension request) is forwarded to the account managers at the U.S. Army Acquisition Support Center for their files.

HRC/AMB points of contact can be found at:

[https://www.hrc.army.mil/site/protect/branches/officer/fs/acquisition/Acquisition\\_Contact\\_Information.htm](https://www.hrc.army.mil/site/protect/branches/officer/fs/acquisition/Acquisition_Contact_Information.htm)

### Points of Contact

While the U.S. Army Acquisition Support Center (USAASC) has overall responsibility for the Regionalization Program, several components of this program are managed by divisions within USAASC. A list of USAASC and Acquisition Management Branch points of contact (POCs) and their responsibilities are identified at Appendix B. A list of the Current Regional POCs is located at Appendix C. Please note that Regional POCs are subject to change. If that occurs, please contact the USAASC Human Resources Division to obtain the latest information for the region in question.

## APPENDIX A

### Sample Basic Housing Allowance Waiver Request

(EXAMPLE)

OFFICE SYMBOL

MEMORANDUM FOR LOCAL PSB

SUBJECT: BAH Waiver Request

1. I request a waiver to retain my Basic Allowance for Housing (BAH) rate for my current duty location. I have received orders for a Permanent Change of Station (PCS) to Quantico, VA. I am currently assigned to the Pentagon and receive BAH based upon that location. I am enclosing a copy of my orders, which indicate that this move will be a low-/no-cost move to the government. I do not plan to move my household goods or establish a new residence as result of this PCS.

2. Please let me know if there is any additional information I need to provide to facilitate this request.

**John Doe**  
MAJ, AG  
Analyst

Enclosure

### APPENDIX B

#### Points of Contact

##### **Regionalization Policy**

U.S. Army Acquisition Support Center (USAASC) Acquisition Career Development Division

[USAASCACDDPP@conus.army.mil](mailto:USAASCACDDPP@conus.army.mil)

##### **Military Acquisition Position List (Related Issues)**

USAASC Force Structure and Management Division

[USAASCManpowerCell@conus.army.mil](mailto:USAASCManpowerCell@conus.army.mil)

##### **USAASC Account Managers**

USAASC Human Resources Division

[USAASCHumanResourcesManagement@conus.army.mil](mailto:USAASCHumanResourcesManagement@conus.army.mil)

##### **U.S. Army Resources Command/ Acquisition Management Branch**

Officer Distribution Manager

[https://www.hrc.army.mil/site/protect/branches/officer/fs/acquisition/Acquisition\\_Contact\\_Information.htm](https://www.hrc.army.mil/site/protect/branches/officer/fs/acquisition/Acquisition_Contact_Information.htm)

## APPENDIX C

### Regional Account Managers (Current as of June 22, 2010)

Orlando, FL	<b>Ms. Glynn Vincent</b> <a href="mailto:glynn.vincent@us.army.mil">glynn.vincent@us.army.mil</a>
Warren, MI	<b>Ms. Cindy Weber</b> <a href="mailto:Cynthia.weber@us.army.mil">Cynthia.weber@us.army.mil</a>
Huntsville, AL	<b>LTC Frederick Hughes</b> <a href="mailto:frederick.hughes@us.army.mil">frederick.hughes@us.army.mil</a>
Picatinny, NJ	<b>Mr. Mark Eldridge</b> <a href="mailto:mark.e.eldridge@us.army.mil">mark.e.eldridge@us.army.mil</a>
National Capital Region	<b>Ms. Reva Arnold</b> <a href="mailto:revarda.arnold@us.army.mil">revarda.arnold@us.army.mil</a>
Aberdeen, MD	<b>Mr. Fernandes Boyd</b> <a href="mailto:fernandes.boyd@us.army.mil">fernandes.boyd@us.army.mil</a>