



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

MEMORANDUM FOR PROGRAM EXECUTIVE OFFICERS  
DIRECT REPORT PROGRAM MANAGERS  
UNITED STATES ARMY ACQUISITION SUPPORT CENTER

SUBJECT: Placement Policy on Rotating Civilian Project/Product Managers (PMs)

The purpose of this memorandum is to announce the establishment of a Post-Utilization Program to promote stability of employment for rotating board-selected civilian PMs. The Post-Utilization Program will provide maximum opportunity for the placement of our PMs, at the completion of their tours, into senior acquisition leadership positions within the Assistant Secretary of the Army for Acquisition, Logistics and Technology (ASA (ALT)) community. The United States Army Acquisition Support Center (USAASC) will have responsibility for assisting these civilian PMs with a follow-on assignment. A copy of the memorandum requesting administrative return rights is enclosed.

Our rotating civilian PMs are recognized as being members of an elite group of professionals who are instrumental to our mission to develop the critical systems and services. They are acquisition leaders and, as such, it is in our best interest to ensure that they are placed in senior acquisition leadership positions at the GS-14/15 or equivalent broad-bands where their competencies can be utilized to the fullest extent possible.

Civilian PMs completing tours will be given a choice of duty location and the opportunity to review more than one position before a decision is mandated. The individual will be afforded the opportunity to decline the first offer without prejudice. Declination of the second job offer will result in the employee being dismissed from the post-utilization program and being returned to the job of record prior to the PM assignment (in accordance with the enclosed Deputy Chief of Staff, G-1 memorandum, subject: Request for Administrative Return Rights, April 16, 2003), or to a position similar in grade/series to the original position of record.

My placement policy is as follows:

a. Nine months prior to completion of the PMs tour, each PM will provide an updated resume, Acquisition Career Record Brief (ACRB), Notice of Personnel Action (NPA)/SF50, geographical preference, and statement of interest in the Department of Defense (DoD) positions to USAASC.

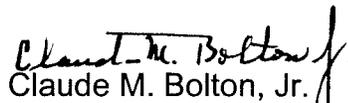
b. Six months prior to completion of the PMs tour, the organizations that fall within the designated geographical preference of the rotating civilian PM will be required to identify vacant positions and provide position descriptions (PDs) for those vacancies. For example, if there are four civilian PMs rotating in Fiscal Year 2007 (FY07), duty stationed in Huntsville, Alabama, and all four wish to remain in Huntsville, only the organizations in that general locale will be obligated to participate in the Post-Utilization Program for FY07. The ASA(ALT), PEO, and DRPM organizations identified according to the PMs choice of locale will identify vacant leadership positions for PM post-utilization assignments and submit the PDs to the ASA(ALT) for approval using an established format (currently under development). If disapproved by the ASA(ALT), the organization must submit another PD.

c. Four months prior to completion of the PMs tour, the USAASC will send the resumes and ACRBs of all rotating civilian PMs to the appropriate ASA (ALT), PEO and DRPM organizations for review and consideration. Any ASA (ALT) organization wishing to hire a PM must advise of intent within a 30-day timeframe.

d. Three months prior to completion of the PMs tour, the USAASC will send all resumes and ACRBs of rotating civilian PMs to DoD organizations for review and consideration. Any DoD organization wishing to hire a PM will have 30 days to advise USAASC of their intent.

e. Sixty days prior to completion of the PMs tour the ASA(ALT), in concert with the impacted ASA(ALT), PEO or DRPM organization, will selectively freeze positions and/or direct placement of all remaining rotating civilian PMs until each is properly placed in a post-utilization assignment.

This policy is effective immediately. My point of contact is Ms. Cherri Wright, Commercial (703) 805-1016, DSN 655-1016, or e-mail: cherri.wright@us.army.mil.



Claude M. Bolton, Jr.

Assistant Secretary of the Army  
(Acquisition, Logistics and Technology)

Enclosure