



SEIZE YOUR OPPORTUNITIES

Handbook 2005

Civilian Program/Project Manager/
Acquisition Commander

ASC

ACQUISITION SUPPORT CENTER

Army Acquisition Corps Mission

Support soldiers by continually improving our Army's combat capability and by developing the critical systems and services that enable our Army to meet its non-negotiable contract to fight and win our Nation's wars.

Is your goal to hold a key leadership position in the Acquisition, Logistics and Technology workforce — a position that is at the crux of weapons development — a position that allows you to directly affect the Acquisition Corps mission? If the answer to this question is “yes,” set your sights on an assignment as a product/project manager (PM) or an acquisition commander (AC).

PM and AC positions are among the most prestigious — some would argue *the* most prestigious — acquisition positions in the workforce. Individuals selected for a PM or an AC position are recognized as being members of an elite group of professionals who are instrumental to our mission to develop the critical systems and services that enable our Army to fight the war on terrorism and defend the homeland. Competition for these positions is keen, and only the best candidates are selected.

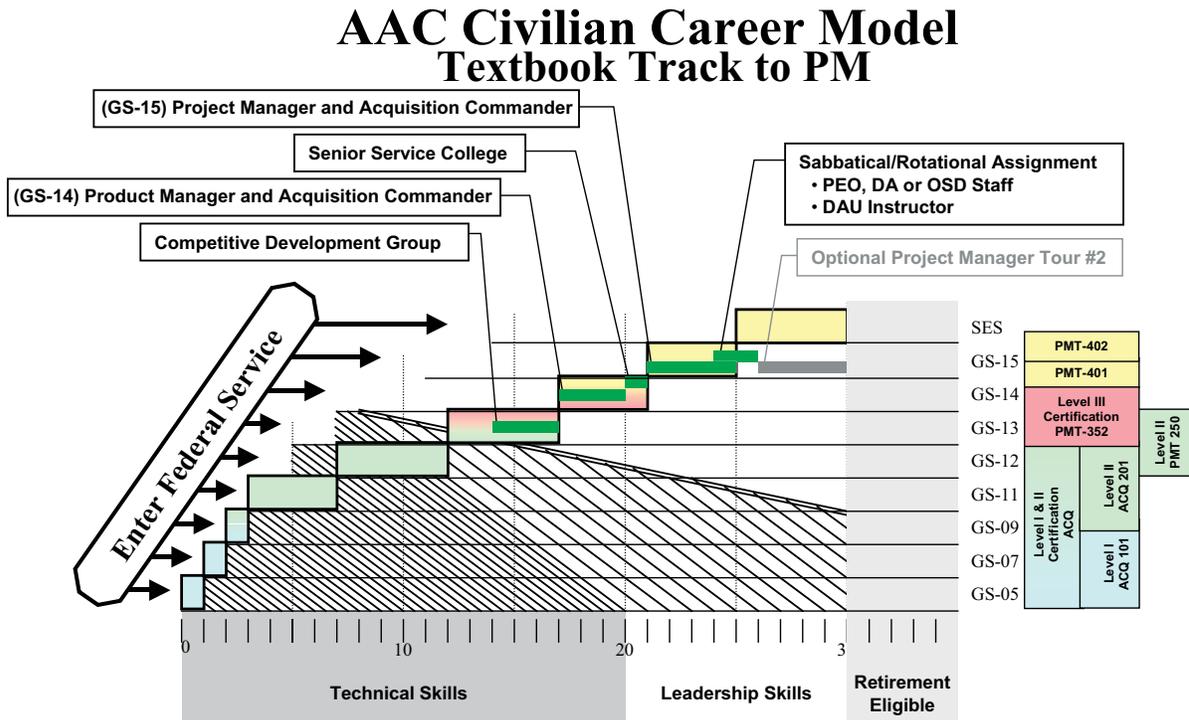
PM and AC positions are among the most challenging in the workforce and, without a doubt, require hard work and personal sacrifices on the part of those who occupy the positions. However, former PMs and ACs testify that the sacrifices are mitigated by the challenging work, the feeling of accomplishment and the career enhancing opportunities afforded by the position. A successful tour as a PM or an AC “brands” you as a proven leader who is ready for selection to more senior acquisition leadership positions.

This PM/AC Handbook is for those who want to be selected for one of these challenging positions. The handbook begins with career development information and follows through to post-utilization options. It also provides information to guide you through the application and selection process and various post-selection activities such as required training and preparation for the new assignment. We hope that this handbook will be a useful guide and will make the journey to your goal easier and more successful.

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I. CAREER DEVELOPMENT

A. Civilian Product/Project Manager and Acquisition Commander Model.



- Shaded bars denote notional atypical career path (colors match acquisition training requirements)
- Individual careers will vary based on personal circumstances and decisions
- Individuals may plateau and remain in same grade for any period of time at any point in the career
- Green and gray bars indicate typical career points for various centrally selected assignments
- There is no prerequisite relationship between the centrally selected assignments illustrated

B. Steps to Planning Your Civilian Acquisition Career With the Goal of Becoming a PM/AC.

The following steps will be of assistance to you as you enter the Acquisition, Logistics and Technology (AL&T) Workforce and plan your career with the goal of becoming a PM or AC. These steps should be viewed as advisory in nature and not hard-and-fast rules. While many of the steps overlap, they are generally sequential. (NOTE: The Acquisition Career Management Handbook, policies and procedures are on the Acquisition Support Center (ASC) home page, <http://asc.army.mil>, and provide detailed information on the programs, processes and requirements addressed in this handbook.)

1. **Be aware of how your Acquisition Career Field fits into the workforce.**

The Army AL&T Workforce is made up of individuals who perform work throughout the life cycle of a weapon/information system; i.e., cradle to grave. The following eleven functional career fields constitute the AL&T Workforce: Program Management; Contracting; Industrial/Contract Property Management; Purchasing and Procurement Technician; Production, Quality and Manufacturing; Business, Cost Estimating and Financial Management; Life Cycle Logistics; Information Technology; Systems Planning, Research, Development and Engineering-Science and Technology Manager; Test and Evaluation; and Facilities Engineering. The career field assigned to your position can be found in Section I of your Acquisition Career Record Brief (ACRB), under the "Category" block. See paragraph 3 for information on ACRBs.

2. **Contact your Acquisition Career Manager (ACM).**

Upon placement in an acquisition position, your first step should be to contact your ACM who will advise and assist you in planning your career development and in completing the various documents addressed in this handbook. Your status and location determine which ACM you should contact. Contact information for ACMs is on the ASC home page, <http://asc.army.mil>. Note: The Human Resources Command's (HRC's) Acquisition Management Branch (AMB) civilian ACMs support Army Acquisition Corps (AAC) and Competitive Development Group (CDG) members. Regional ACMs support GS-13s (who are not in the AAC) and below. While these individuals are available to assist you, **you are responsible for managing your own career.**

3. **Prepare your ACRB.**

The first thing your ACM will have you do is establish an ACRB in the Civilian Acquisition Position Personnel Management Information System (CAPP MIS) database. The ACRB is an automated, authenticated record of your education, training, and acquisition assignment history. ***It is your official acquisition record and it is your responsibility to initiate changes and keep it updated. The ACRB is an important document for civilians competing on selection boards. It is the civilian equivalent of the Officer Record Brief (ORB).*** Check it on a regular basis to ensure the data is current and accurate. You may view and print your ACRB by going to <https://rda.rdaisa.army.mil/cappmis/>. Only your ACM can make changes to your ACRB.

4. **Refer to the Civilian PM/AC Model.**

Use the model and these steps to assist you in planning a career that will prepare you for a PM/AC position. You may also wish to obtain advice from your supervisor, a mentor or an Acquisition Career Management Advocate (ACMA). (ACMAs are senior civilian AAC members located within organizations with a high concentration of AL&T Workforce employees.)

5. **Document your career goals on your Individual Development Plan (IDP).**

The IDP is a required document for all members of the AL&T Workforce. It is a 5-year plan that

outlines your education, training and experience goals. Define your career goals and objectives in concrete terms; i.e., determine where you are in your career and where you want to be both in the short term and the long term. Work with your supervisor and agree on a plan that is consistent with your goals. Document the desired education, training or experience on your IDP and have your supervisor approve the plan. *Keep your goal for a PM/AC position in mind as you develop your IDP. In addition to a graduate and undergraduate degree, ensure your IDP provides for attainment of the statutory and regulatory acquisition education and training requirements and a wide range of experience, to include supervisory and leadership positions.*

6. Solicit a senior acquisition leader as a mentor to help you develop and refine your short and long-term goals.

A mentor will be a valuable asset in guiding and assisting you with career decisions and plans.

7. Become certified in your Acquisition Career Field (ACF).

Your first priority as a member of the AL&T Workforce is to become certified in the position you occupy. (If you are just starting your career, your current position is assumed to be in your ACF.) The certification level required for your position is listed on your ACRB under Section I, the "AAC Certification Level Required" block. The mark of proficiency in your acquisition career field is attainment of Level III certification and this should be your goal regardless of the level required by your current position. The requirements by ACF may be found in the Defense Acquisition University (DAU) Catalog, <http://www.dau.mil>. If you do not understand the requirements, you may contact your ACM for clarification. There are a number of ways to obtain the training necessary to meet the certification training standards:

- Attend DAU resident/on-site courses.
- Take DAU Distance Learning (Web-based) courses.
- Obtain credit for equivalency courses.
- Obtain credit through the DOD Fulfillment Program.

8. Commence career-broadening activities; do not stovepipe your career.

Once you have become certified Level III in your ACF, you should commence career-broadening activities. Becoming multidisciplined is an important step in your acquisition career and will be a valuable attribute as you compete for PM/AC positions. Keep in mind that all education, training, and experience opportunities must be documented on your IDP and approved by your supervisor.

- Priority should be given to meeting the requirements for AAC membership.
- If you are Level III certified in the PM ACF and at least a lieutenant colonel/GS-14, apply for the Program Manager's Course (PMT 401) at the DAU. The course is designed for workforce members who have demonstrated the potential to become acquisition managers and deputies of major acquisition programs.

- Apply for learning opportunities offered in the Acquisition, Education, Training and Experience (AETE) Catalog (<http://asc.army.mil/pubs/aete/default.cfm>). These opportunities range from leadership development courses to degree completion and master's degree programs.
- Contact your ACM about leadership and DAU courses coming to your area through the Regional Acquisition, Education, Training, and Experience Program.
- Become certified at least Level II or III in one or more other ACFs. (ACFs Business, Cost Estimating and Financial Management and Contracting would be helpful in preparing for a PM/AC position. Certification will require experience in the new career field.)
- Seek out developmental/on-the-job training opportunities that will provide broadening/cross-training experience. Look into the availability of rotational/developmental assignments in other organizations, such as those offered by the Regional Developmental Assignment Program (RDAP).
- If you do not have an advanced degree, apply for one of the many competitive opportunities found in the AETE Catalog and funded by the ASC.

9. Seek an assignment in a PMO.

This is a must for anyone aspiring to be a PM. Level III certification for PM requires 4 years acquisition experience: at least 2 years of this experience must be in a program office or similar organization and 1 year must be in a program management position with cost, schedule, and performance responsibilities. Additionally, ACAT 1 and II PM positions require 8 and 6 years acquisition experience respectively and Level III PM certification within 18 months. For ACAT I PMs, 4 of the 8 years must have been in a PM or similar organization.

10. Seek assignments/positions that will allow you to acquire and demonstrate leadership skills as early in your career as possible.

Seek out positions that will provide experience in other acquisition career fields and will allow you to acquire and demonstrate leadership skills as early in your career as possible. While these positions do not need to be supervisory, they should at least include experience as a Team Leader, IPT Leads, Process Managers, and ad hoc leaders of any kind. *This experience will develop leadership skills that can be documented on the résumé when applying for boards. Files that demonstrate strong leadership qualities and a wide range of experience generally tend to be more competitive than those that are stovepiped.*

11. Obtain an individual assessment of your strengths and weaknesses in terms of leadership competencies.

An assessment will assist you in planning your leadership development needs, particularly as you become proficient in your acquisition career field and start your broadening experience. An assessment instrument, the Acquisition Leadership Effectiveness Inventory (ALEI), may be found at <http://alei.doddacm.com>. If weaknesses in any area are noted, seek out leadership development

courses or assignments that will strengthen the areas concerned. Team effort and strong leadership qualities are essential for a successful PM/AC tour.

12. Be aware that various boards and competitive development programs will require submission of a Senior Rater Potential Evaluation (SRPE) for GS-13, -14 and -15 applicants.

The SRPE is your Senior Rater's assessment of your leadership potential and potential for advancement to higher levels of responsibility. Along with the ALEI assessment, the ratings will assist you with identifying your development needs. The SRPE is an important document that must be included in your application package for PM/AC boards and other competitive opportunities.

13. Meet all the requirements for AAC membership.

The AAC is a subset of the AL&T Workforce and membership is governed by the Defense Acquisition Workforce Improvement Act (DAWIA). *Applicants for PM/AC positions must either be AAC members or qualify for membership.* There are a number of paths to AAC membership.

- Meet all the qualifications for AAC membership and be selected for a Critical Acquisition Position (CAP) (GS-14 or personnel demonstration project broadband equivalent):

Experience:	4 years of acquisition experience
Training:	Level II certification or the mandatory training (Level III is mandatory within 18 months of occupying the position)
Education:	Baccalaureate degree 24 semester hours in business or 24 semester hours in your ACF and 12 semester hours in business

- Apply for membership at the GS-13 level with Corps Eligible (CE) status and Level III certification in an ACF. (While regulation requires only Level II certification/training for AAC membership, the Army requires that GS-13s have Level III certification prior to accession into the AAC. Corps Eligible (CE) status indicates that an individual has met the experience, training, and education requirements for AAC membership and only lacks the grade. This ensures a fully qualified cadre of applicants for CAP vacancies.)
- Compete for and complete the Competitive Development Group (CDG) Program. Individuals become members of the AAC upon completion of the program if they occupy at least a GS-13 position.
- Be accessed into the AAC of another DOD component. Regulation requires reciprocity across DOD.

14. Apply for the CDG Program.

The program will help prepare you for a PM/AC assignment and will make you more competitive

before boards. Level III certified AL&T Workforce members with AAC or CE status who are GS-12 or -13/equivalent personnel demonstration project broadband may apply for the CDG Program. It is a 3-year developmental training program that offers high-potential, board-selected personnel expanded training, leadership and other career development opportunities. *The CDG program will provide aspiring PMs/ACs an excellent opportunity to obtain leadership and cross-functional training.*

15. Consider applying for a position as a Deputy Project or Product Manager (DPM).

An assignment as a DPM will provide excellent experience in preparing you for a PM/AC position and will be an advantage when competing on boards.

16. Be aware of the various school and command boards.

Monitor the HRC Web pages for details on school and command boards, **<https://www.perscomonline.army.mil/opfam51/ambmain.htm>**. The AETE Catalog on the ASC home page provides education, training, and experience opportunities funded by the ASC.

17. Apply to the Acquisition Product Manager and Acquisition Command Board (LTC/GS-14 or equivalent personnel demonstration project broadband).

Best-qualified boards are held annually and are announced on the HRC home page. The HRC home page contains information on qualifications and the requirements to apply. *Start the application process in time to ensure you have the best application package possible. If available, ask a former board member or a former PM/AC to review your application for quality.*

18. Apply for a Senior Service College Program Board (to coincide with completion of your product manager assignment).

The Industrial College of the Armed Forces (ICAF) presents the Senior Acquisition Management Course (ACQ 401). This is the preeminent course for members of the Acquisition Corps and, as such, is an important step in advancing your career. The University of Texas presents its equivalent, the Senior Service College Fellowship. The ICAF board is convened by the Assistant Secretary of the Army (Manpower and Reserve Affairs). Information on this board is online at **<http://www.cpol.army.mil>**. The University of Texas Senior Service College Fellowship is boarded by HRC as an AETE program opportunity. Information on this board may be found at **<http://asc.army.mil>**. See the "Senior Service College" in the AETE Catalog section. SSC will make you more competitive for PM/AC positions.

19. Apply for the Acquisition Command and Project Manager Board (COL/GS-15 or equivalent broadband).

As with the product manager application, start the application process in time to ensure you have the best application package possible. If available, ask a former board member or a former PM/AC to review your application for quality.

20. Be proactive in seeking a challenging follow-on position to your PM/AC assignment.

Approximately 1 year out from completion of your PM/AC tour, contact your ACM at AMB for

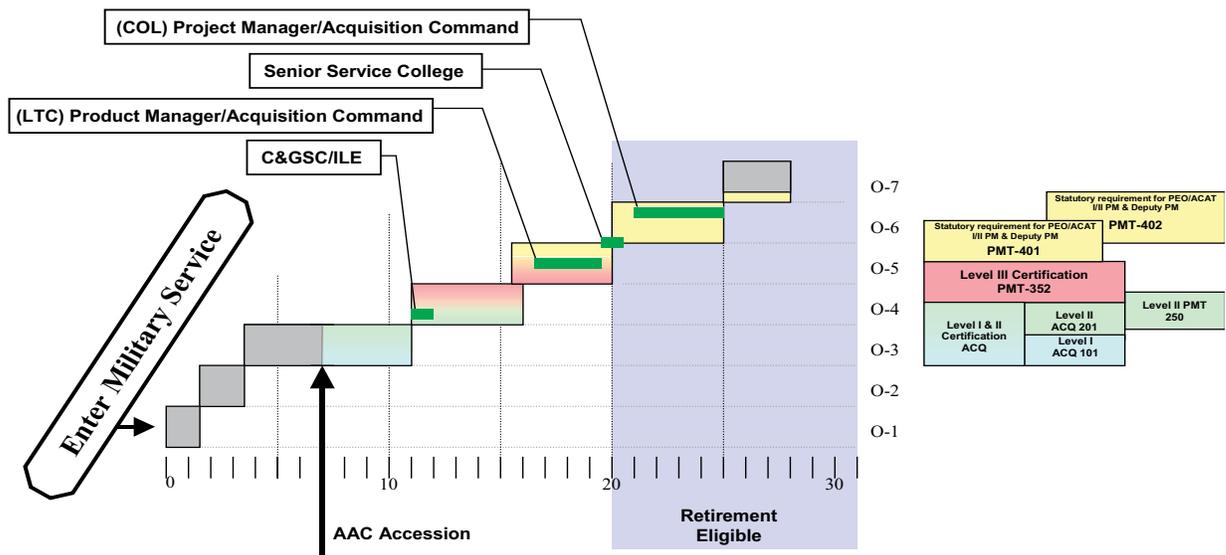
assistance. Seek out positions on your own that will allow you to optimize the knowledge and experience gained from the PM/AC assignment. (See more details on post utilization assignments in Section VII of this document.)

21. Participate in Continuous Learning (CL) activities throughout your career.

Throughout your career you should participate in CL activities. The Under Secretary of Defense for Acquisition, Technology and Logistics (USD(AT&L)) Policy on CL for the Acquisition Workforce requires that you complete a minimum of 40 CL points a year or a total of 80 over a 2-year period. Attainment of CL points is not limited to the traditional classroom setting but may be earned in numerous ways. Practically any training — DAU, leadership courses, university hours, rotational assignments — may be counted toward achievement of your CL points. Work with your supervisor to ensure attainment of CL points is considered when developing your IDP and ensure points earned are captured on your IDP, which is used to document continuous learning.

C. Military Product/Project Manager and Acquisition Commander Model

AAC Military Career Model



Stair step “up or out” career path with single entry point
 Shaded bars indicate typical career path (colors match acquisition training requirements)
 Time in grade for individual careers may vary slightly

D. Steps to planning your military acquisition career with the goal of becoming a PM/AC.

The following will provide you with general information, points of contact, policies, procedures and terminology that are important to your acquisition career development. While many of the steps will overlap, they are generally sequentially ordered.

1. Contact your Assignment Officer in the Acquisition Management Branch (AMB).

Upon accession into the AAC, your first step should be to contact your Assignment Officer at AMB, who will be able to advise and assist you in planning your career development. Army National Guard (ARNG) ACMs are located at the ARNG Readiness Center, Falls Church, VA, and provide assistance to ARNG Title 32 Technician personnel. U.S. Army Reserve (USAR) ACMs are located at the USAR Acquisition Management Branch, HRC, St. Louis, MO. The list of ACMs and contact information may be found at <http://asc.army.mil>.

2. Determine career objectives and select primary and secondary Areas of Concentration (AOC).

The AL&T Workforce is made up of officers and civilians who perform work throughout the life cycle of the system; i.e., "cradle to grave." There are five military AOCs in the AL&T Workforce, as follows:

- 51A: Systems Development (Program Management)
- 51C: Contracting and Industrial Management (Contracting)
- 51R: Systems Automation Engineering and Acquisition (Communication-Computer Systems)
- 51S: Research and Engineering (Systems Planning, RD&E)
- 51T: Test & Evaluation

A more detailed description of these career fields is in DA Pam 600-3, Chapter 4, http://books.usapa.belvoir.army.mil/cgi-bin/bookmgr/BOOKS/P600_3/47.0.

3. Evaluate Advance Civil Schooling (ACS) opportunities.

There are many opportunities for the Acquisition Corps officer to attend ACS. However, career timelines and type of degree sought will influence which program fits your career. Contact your Assignment Officer for a detailed discussion of the opportunities for your specific goals. The AMB home page outlines the programs that are available.

4. Refer to the Army Acquisition Corps Military Career Model.

This model provides a framework with which to conduct career planning.

5. Prepare an Individual Development Plan (IDP).

The IDP is a 5-year plan that outlines your education, training and experience goals. Define your career goals and objectives in concrete terms; i.e., where are you in your career and where do you want to be in the short and long term. Using guidance provided by your Assignment Officer, work with your supervisor and agree on a plan that is consistent with your goals. Document the desired

education, training or experience on your IDP. For detailed information on completing the IDP, go to <https://rda.rdaisa.army.mil/cappmis/idp/idpprod/login.cfm>.

6. Become certified in your primary Area of Concentration.

The goal for proficiency in your AOC is attainment of Level III certification. The certification requirements, by acquisition career field, may also be found in the Defense Acquisition University (DAU) Catalog, <http://www.acq.osd.mil/dau>. If you have trouble understanding any of the requirements, you may contact your Assignment Officer for clarification. There are a number of ways to obtain training required for certification, as follows:

- Attend DAU resident/on-site courses.
- Take DAU Distance Learning (Web-based) courses.
- Obtain credit for equivalent courses.
- Obtain credit through the Fulfillment Program. Go to <http://asc.army.mil> for DOD Fulfillment policy and the Army Implementing Instructions for Fulfillment. (Courses offered through distance learning may not be fulfilled.)

For DAU course schedules, go to <https://atrrs.army.mil/channels/aitas>.

7. Commence Career Broadening Activities.

Once you have become proficient in your primary career field, you should commence career-broadening activities.

- If PM/AC is not the primary career field, pursue an assignment in a PMO and become Level III certified in PM/AC.
- Pursue functional assignments in your secondary career field.
- Become certified at least at Level II in one or more other career fields.
- Apply for learning opportunities offered in the AETE Catalog.
- Apply for a master's degree through the ACS program.

8. Meet Corps membership requirements and apply for membership.

The AAC is a subset of the Army Acquisition Workforce; applicants for AAC membership must meet specified statutory and regulatory requirements and apply for membership. The requirements are found on the ASC's home page, <http://asc.army.mil>. When you believe you have met the requirements, contact your Assignment Officer in the AMB for instructions for applying for membership. ARNG and USAR personnel should contact their Acquisition Career Managers. Contact information is on the ASC home page.

9. Participate in CL activities.

Throughout your career, you should participate in continuous learning activities. The USD(AT&L) Policy on CL for the Acquisition Workforce requires that you earn 40 CL points a year or 80 CL points within a 2-year period. Attainment of CL points is not limited to the traditional classroom setting but may be earned in numerous ways. Work with your supervisor to ensure attainment of CL points is considered when developing your IDP and ensure points earned are captured on it. The CL Policy and Army Implementing Instructions may be found at <http://asc.army.mil>.

10. Be aware of the various promotion, school and command boards.

Monitor HRC online for updated career information and timelines. Go to the following link for details on promotion, school, and command boards
<https://www.perscomonline.army.mil/opfam51/ambmain.htm>.

11. Complete Command and General Staff College (CGSC).

AAC officers must attain Military Education Level 4 certification either through resident or nonresident completion of CGSC prior to primary zone consideration for selection to LTC. AAC officers compete for selection to attend resident CGSC just like the officers in all other OPMS III career fields.

12. Compete for Product Manager and Acquisition Command Boards (LTC).

Boards are held annually and are announced on the HRC home page. Information on available positions, eligibility, and application requirements may be found at
<https://www.perscomonline.army.mil/opfam51/ambmain.htm>.

13. Compete for Senior Service College (LTC/COL).

Best Qualified Boards are held annually. Information on available programs, eligibility, and application requirements may be found at
<https://www.perscomonline.army.mil/opfam51/ambmain.htm>.

14. Compete for the Project Manager and Acquisition Command Board (COL).

Best Qualified Boards are held annually and are advertised on the HRC home page. Information on available positions, eligibility, and application requirements may be found at
<https://www.perscomonline.army.mil/opfam51/ambmain.htm>.

II. 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.

III. BOARD SELECTION PROCESS

A. Designation of PM/AC Positions.

The MILDEP Review process designates an acquisition program for intensive centralized management by a PM/AC. The annual review looks at the current year PMs/ACs and makes recommendations (such as establishing, disestablishing, downgrading and merging acquisition programs and commands) to the Army Acquisition Executive (AAE) for approval. The Command Select List (CSL) is the end product of the MILDEP Review process. The CSL identifies positions in the category of "Best Qualified" (BQ) (GS-14/15/equivalent personnel demonstration broadband and LTC/COL) or "military only" (Colonel or Lieutenant Colonel) for fill by the Department of the Army centralized Program/Project Manager and Acquisition Command Boards. A "BQ" indicates that both officers and civilians may compete for the position.

B. PM/AC Selection Board Process.

1. The selection of best-qualified individuals to fill PM/AC positions is based on statutory requirements stipulated in DAWIA. Because of the scope of responsibilities and importance of these positions, the Army Chief of Staff CSL board process is used to select the best-qualified individuals. The Secretary of the Army is the convening authority for acquisition command selection boards.
2. The selection board includes civilian and military AAC members who have demonstrated outstanding performance in challenging assignments and who represent various functional area specialties and major commands. By statute, the board must have five or more members and all must be a higher grade or rank than those being considered. Additionally, members must not have served on the previous Acquisition Command and Product/Project Manager Board. Policy requires members to possess a variety of acquisition skills and to be currently serving, or have previously served, as CSL commanders or PM/ACs. Policy also requires minority and female representation and that military members be graduates of the Command and General Staff College (LTC/GS-14 level boards) and/or Senior Staff College (COL/GS-15 level boards). Potential board members are nominated by AMB but are selected by the Department of the Army Secretariat, the organization that conducts central selection boards on behalf of the Secretary of the Army.
3. The Secretary of the Army provides guidance to the board by a Memorandum of Instruction (MOI). The MOI is the only written guidance provided to board members and includes directions regarding equal opportunity, the minimum and maximum number of individuals to be selected, and any special requirements needed for the positions being filled.
4. Board members use the MOI, the person's board file, and their own experience and judgment to paint a word picture of the applicant. The word picture is then automatically converted to a numerical score or vote. The automated system protects the privacy of each vote. Based on the votes of all members, a relative standing list (RSL) is produced. There is one RSL for principals and one for alternates.
5. When the board adjourns, AMB receives the RSL and prepares the slate. ACMs in AMB identify the requirements for each position to be filled, analyze the qualifications of selected individuals, and put "the right person in the right position" to best meet the needs of the Army, while addressing the needs of the individual. The ACMs and Assignment Officers take several factors

into consideration when preparing the slate. No single factor takes precedence over the others and developing a slate is analogous to putting together a complicated jigsaw puzzle. The final slate is a delicate balance between guidance, requirements, experience, and personal preference/issues.

6. Officers and civilians (whether principals or alternates) may decline without prejudice if the request is received within 30 calendar days from the official DA Board command selection list release date. This means that they will remain eligible to compete for command in future eligible years. If received after that date, they may only decline with prejudice. Declining with prejudice eliminates the officer or civilian from consideration for all future command selection in that grade level.
7. There are several reasons for an unscheduled vacancy to occur; e.g., an individual may decline command, leave command early, or the AAE may approve an "out of cycle" new start. Usually these circumstances require the activation of an individual from an alternate list. All alternate activations are briefed to the MILDEP for concurrence and approved by the Director of Officer Personnel Management, HRC. If a qualified, available alternate is activated and his declination is handled as described above.

C. PM/AC Board Timeline.

PM/AC (LTC/GS-14)	List to AMB	Slating Staffed	Slate Approved
December	Late February	March/April	May
Slate Released to PEO Command	PM Notified		AMB Post Slate
May/June	Mid June		Late June
PM/AC (COL/GS-15)	List to AMB	Slating Staffed	Slate Approved
January	Late March	April/May	June
Slate Released to PEO Command	PM Notified		AMB Post Slate
June/July	Mid July		July

IV. POST-SELECTION PROCESS

Once the slating list has been approved by the Chief of Staff and the selectees have been notified by the gaining command/program executive office (PEO), the personnel process starts.

NOTE: Many PEOs and Commands have sponsorship programs to assist incoming civilian and military personnel with effectively dealing with issues ranging from services provided in the local community to providing points of contact within the organization for personnel actions, PCS, etc. When contacted by the gaining command/PEO, ask if they intend to assign you a sponsor.

(Please refer to Memo 1 in Appendix, pg.26)

A. Civilian Personnel Actions. For civilians, the following process occurs:

1. The gaining command/PEO notifies the selectee by phone or by memorandum of his/her assignment. In addition to information that will help the family more easily relocate, if required, the command/PEO representative will provide needed points of contact in the PEO/command, such as the budget officer who will handle permanent change of station (PCS) orders.
2. A specialist in the ASC's Human Resource Management (HRM) Division contacts the individual who is the normal point of contact (POC) for personnel actions at the PEO/Command to which the selectee is assigned and informs him or her that a civilian PM/AC has been slated against one of their positions. The PEO/command POC prepares the Notification of Personnel Action (NPA) and submits it to the servicing personnel office. The NPA is the document that requests the personnel community to 1) start retroactive Priority Placement Program (PPP) Stopper List clearance, and 2) assign the selectee to the position.
3. The PPP is a DOD program designed to place displaced DOD employees into positions for which they qualify. If a "stopper" is identified for a PM/AC position, a process is in place to review both the qualifications of the stopper candidate and the PM/AC selectee to determine which is the better qualified for the position. If the PM/AC selectee is the better qualified candidate, the process to bring him/her on board continues.
4. Once it has been determined that the PM/AC selectee will be assigned to the position, the Civilian Personnel Advisory Center (CPAC) representative will contact the individual to make the official job offer. At this time, the effective date of the assignment to the PM/AC is established. (All early activations must be approved by the HRC.)
5. If the selectee is from the alternate list, the ASC HRM Division again contacts the POC at the PEO/Command to prepare an NPA, but without a name identified. If a stopper hits, HRC provides the name of the next person on the alternate list. The PPP process above is followed.
6. If the selectee wants return rights to his/her current position upon completion of the PM/AC assignment, this must be stated on the NPA that transfers the selectee to the PM/AC position.
(Please refer to Memo 2 located in Appendix, pg.28)

B. Military Personnel Actions.

The Human Resources Command publishes the list of PM/AC selectees and the HRC generates the orders moving the officer to the new position.

C. Civilian and Military Permanent Change of Station (PCS).

PCS is authorized and allowances paid in accordance with the Joint Travel Regulation (JTR) when the PM/AC selectee moves from one official station to another for permanent duty, provided the transfer is in the interest of the government. The gaining PEO/Command prepares the PCS orders and funds the PCS cost. The following are PCS allowances and are not subject to reduction or change by the PEO/Command: (Keep in mind that these are always subject to change in the JTR.)

(Please refer to Memo 3 and "Frequently asked Questions on PCS" located in Appendix, pg.29)

- Transportation for the employee and dependents, including PCS mileage allowance for Privately Owned Vehicle (POV) travel.
- Per diem for the PM/AC and his/her dependents. Rates may be found at <http://www.dtic.mil/perdiem/rateinfo.html>.
- Household goods (HHG) shipment, including temporary storage. HHG shipment may be authorized for a PCS before the travel order is issued but the travel order subsequently must contain HHG transportation authority or the costs are the employee's responsibility. It is the responsibility of the PM/AC selectee to contact his/her local transportation office to arrange for transportation of HHG.
- The gaining PEO/command, at its discretion, may authorize other expenses such as a house-hunting trip; temporary quarters subsistence expense allowances and POV shipment. Any discretionary expenses approved must be included on the PCS orders.
- Specified expenses incurred in the selling and/or buying of a residence, or termination of a lease as determined under the provisions of Chapter 14 of the JTR are authorized at the discretion of the PEO/Command. Specified expenses are reimbursable in connection with residence sale (if customarily paid by a seller of a residence at the old duty station) and/or purchase of a residence (if customarily paid by a buyer of a residence at the new duty station), to the extent they do not exceed specifically stated limitations, or in the absence of limitations, amounts customarily paid in the residence locality. Contact your PEO/command for specific expenses covered, if any, and ensure that these are included on your PCS orders.

D. Official Duty Station.

A civilian employee's official duty station is the one documented on the most recent NPA for his or her position of record. Normally, an employee's duty station is the city/town, county, and state where he or she regularly works, as determined by the employing agency. For most employees, this will be the location of the employee's regular worksite; that is, the place where the employee's activities are based, the location of the employee's desk or work station, or the place where the employee normally performs his or her duties. The official duty station for military personnel is as indicated on the orders issued by the HRC.

E. Location-Based Pay Entitlements.

The location of a civilian employee's official duty station affects his or her location-based pay entitlements. Location-based pay entitlements include locality payments, special salary rates, and non-foreign area cost-of-living allowances and post differentials. Employees are entitled to receive the location-based pay entitlements associated with their documented official duty station for their position of record. The location of an employee's official duty station may affect other benefits. Information on an employee's travel, transportation, and relocation benefits and entitlements may be obtained from GSA's Web site at www.gsa.gov.

F. Key and Emergency-Essential.

The PEOs and Commands have the authority to designate positions as Key and Emergency-Essential to meet mission requirements. Civilians in positions so designated may be eligible for on-post housing.

V. PM / AC TRAINING REQUIREMENTS

A. Pre-Command Courses (PCC).

(AMB, HRC, works directly with PM/AC selectees to schedule the courses.)

1. Branch Pre-command Course.

Each individual selected for a PM/AC position will attend the PCC that is aligned with the program they will manage. For example, if an individual is selected for a program that is closely aligned with the Infantry, then he/she will be slated to the Infantry pre-command course.

2. Army Pre-Command Course.

In addition, all PM/AC selectees will attend the Fort Leavenworth phase of pre-command training. The military or civilian selectee's spouse is invited to attend the Command Team Seminar the same week that the PCC is being conducted. PCC courses, to include spouse's travel, are funded by the Military Training Specific Allotment (MTSA) at the Acquisition Support Center.

B. DAU mandatory training.

1. In accordance with DoD 5000.52-M and guidance from the MILDEP, PMs are required to complete the following courses:

PMT 352 (Program Management Office Course)

PMT 401 (Program Manager's Course)

PMT 402 (Executive Program Management Course) for ACAT 1 and II programs

For selectees having previously completed PMT 301 or 302 (Advanced Program Management Course), PMT 250, PMT 352 and PMT 401 are not required.

2. ACs should complete PMT 352 and PMT 403 (05/GS-14).

C. Training Matrix.

	O-5/GS-14/ equivalent PM	O-6/GS-15/ equivalent PM	O-5/GS-14/ equivalent AC	O-6/GS-15/ equivalent AC
Branch Pre-Command course	X	X	X	X
Army Pre-Command course	X	X	X	X
PMT 401	X	X	*	*
PMT 402		X	*	*
PMT 352 (A&B)	X	X	X	X
PMT 403	X		*	

DAU training, as required for position certification. * Not required but recommended.

D. Scheduling Courses/Travel.

1. PCC

- a. The Training Coordinator at AMB, HRC, schedules and coordinates PCC for both civilian and military selectees.
- b. The Training Coordinator advises the ASC Resource Management Division (RMD) that training has been scheduled and that orders need to be processed. The Training Coordinator generates a Request for Orders (RFO) that notifies the selectee that he/she has been scheduled for training.
- c. The PM/AC selectee is responsible for submitting DD Form 1610, *Request and Authorization for TDY Travel of DOD personnel* to the ASC RMD. The following must be inserted in Block #16.

- The (Contracted) Commercial Travel Office (CTO) is to be the sole source for all official travel performed on commercial air.
- Travel vouchers must be submitted within 5 days of completion of travel.
- Travel Settlement Voucher must be submitted to: DFAS-Rome, ATTN: Travel Section, 325 Brooks Rd, Rome NY 13441-4527.
- Copies of all paid travel vouchers must be submitted to ASC, 9900 Belvoir Road, Bldg 201, Suite 101, Ft. Belvoir VA 22060-5567.
- Use of government travel card directed. Traveler has government charge card.
- The traveler is required to obtain a statement of nonavailability to stay off-post.
- Rental car not authorized.*
- Official phone calls not authorized.*
- In and around mileage not authorized.*

* List these items as authorized if funded by your PEO/Command. Submit memo with funding information as stated above.

- d. The DD Form 1610 and a copy of the RFO provided by the HRC can be faxed to the ASC RMD at 703-805-5246, e-mailed to ASCBud@aesab.belvoir.army.mil or mailed to:

Acquisition Support Center
9900 Belvoir Rd. Bldg 201, Suite 101
Attn: Resource Management Division
Fort Belvoir, VA 22060-5567

- e. The DD Form 1610 will be certified and returned to the PM/AC with instructions for submitting the settlement voucher.

2. Scheduling DAU Courses. Courses must be on your IDP and approved by your supervisor. You are responsible for scheduling courses by submitting your application via the ATRRS Internet Training Application System found at <https://www.atrrs.army.mil/channels/aits>. Travel orders are generated automatically through this system.

A. Family member PPP.

A family member PPP is covered by the Department of the Army Family Member Placement Program. Army family members on career or career-conditional appointments are eligible for registration and referral when their DA civilian or military sponsor makes a PCS move to a new commuting area within the U.S. whether or not travel expenses are paid by the government.

Additional information on this program may be found at

<http://asars.cpms.osd.mil/public/manual/CHAPINCLP.cfm?name=chap13.pdf>

(References: AR 690-990-2, Book 630.S12, "Absence and Leave," April 15, 1985; Executive Order 12721, "Eligibility of Overseas Employees for Noncompetitive Appointments," July 30, 1990.)

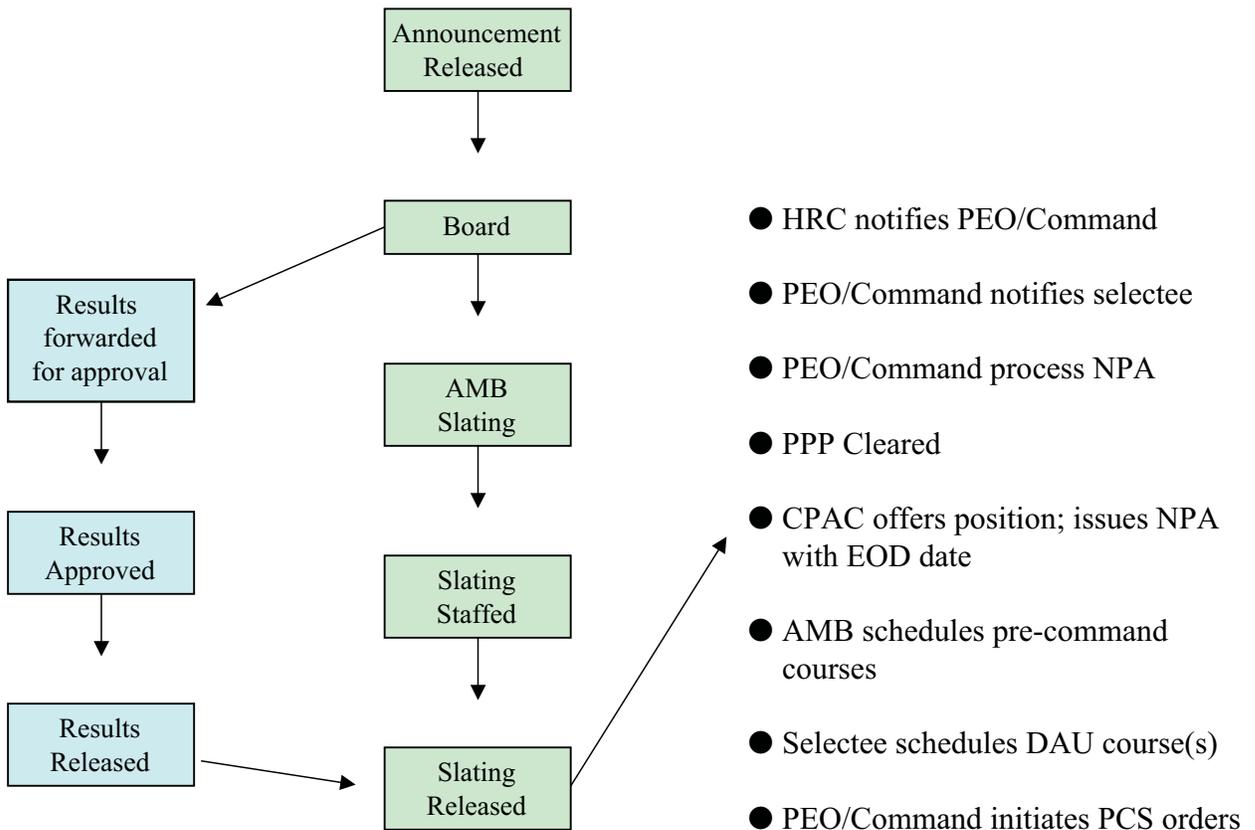
B. ASC career development references.

- AAC Career Management Handbook. The Handbook, found on the ASC home page, <http://asc.army.mil>, contains a wide range of information on acquisition career management topics, such as: ACRB, IDP, Continuous Learning, AAC membership requirements and Corps Eligible status.
- Acquisition Education, Training and Experience Catalog. The catalog, found on the ASC home page, provides information on opportunities funded by the ASC, as well as other sources.

C. References for PMs/ACs.

- The DAU Program Managers Tool Kit. This handbook contains a graphic summary of acquisition policies and managerial skills frequently required by DOD program managers, <http://www.dau.mil/catalog> (go to Resources and select Publications).
- Introduction to Defense Acquisition Management, November 2003, <http://www.dau.mil/catalog> (go to Resources and select Publications).
- Risk Management Guide 2003, <http://www.dau.mil/catalog> (go to Resources and select Publications).
- Scheduling Guide, <http://www.dau.mil/catalog> (go to Resources and select Publications).
- Systems Engineering Fundamentals <http://www.dau.mil/catalog> (go to Resources and select Publications).
- T&E Guide, <http://dau.mil/catalog> (go to Resources and select Publications).
- For additional publications that will be of assistance to PM/ACs, go to <http://dau.mil/catalog> and select Acquisition Support and AT&L Knowledge Support System (AKSS) and then Guidebooks and Handbooks.

D. Application Process Through Post Selection Flow Chart (refers to sections II - V).



A. AMB Assistance.

Officers contact their Assignment Officers at AMB about follow-on assignment opportunities. Civilian ACMs are responsible for assisting civilian PM/ACs with obtaining new positions at the end of their tour. They do this officially by submitting a letter signed by the ASC Director and Chief, Acquisition Management Branch to all Acquisition Commands. Attachments to the letter would include a résumé, Acquisition Career Record Brief (ACRB) and Preference Statement.

B. Civilian Position Return rights.

In a memorandum dated April 16, 2003, the Deputy Chief of Staff for G-1 approved a request to grant centrally selected Army civilian employees administrative reemployment rights across major Army Command (MACOM) lines to their former positions, upon conclusion of PM/AC assignments. For those employees who wish to have a guaranteed position upon conclusion of their assignments, return rights must be included on the SF 50 that assigns the employee to the PM/AC position.
(Please refer to Memo 2 located in Appendix, pg.28)

C. Senior Service College (SSC).

It is highly recommended that those who have not attended a SSC apply for the Industrial College of the Armed Forces (ICAF) or the University of Texas SSC Fellowship. Both are competitively selected. ICAF is an ASAM&RA board; information may be found at <http://cpol.army.mil>. The University of Texas SSC is run by AMB; information may be found in the AETE Catalog on the ASC home page. A good option is to apply for an SSC session following completion of a PM/AC tour. Depending on the timing, this may require doing something else, such as a special assignment, for 6 to 9 months.

D. PM/AC to ICAF.

Attending ICAF after completion of the PM/AC tour will fall under the directed placement authority of the Office of the Deputy Chief of Staff, G-1. These individuals will be centrally placed in an Army key leadership position.

E. DAU Fellowship.

Apply for a DAU Fellowship to work as a research team member developing and producing research findings. (Military only; a policy for civilians is being developed)

F. PM/AC Responsibility.

Be proactive in looking for follow-on positions that will allow you to use the valuable experiences you have gained. PM/AC will have the opportunity to meet and work with individuals at all levels. Look for challenging positions and use the contacts you have made to assist you in locating an appropriate assignment. Suggestions are Deputy PM/AC or the HQDA or OSD staff.

A. Memo 1 - Page 1



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
ACQUISITION LOGISTICS AND TECHNOLOGY
103 ARMY CENTER
WASHINGTON, DC 20315-6003



0 6 050 2007

SFAE-PE

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Sponsorship for Incoming Military and Civilian Personnel

Maintaining effective sponsorship programs for newly assigned military and civilian personnel is a concern of all commanders and is particularly important in acquisition organizations. Because our organizations are located at predominantly civilian installations where most personnel are deeply rooted members of the local community, the transient members of our workforce represent a small minority. For this reason, many of our sponsorship programs may have been infrequent efforts receiving little senior management attention.

In recent sensing sessions conducted as part of the Army Acquisition Corps, Civilian Product/Project Manager and Other Post-Utilization Taskforce, we learned there was a lack of an effective sponsorship program for our affected military and civilian employees at most installations. In her travels, Mrs. Shinseki discovered that sponsorship programs across the Army are not adequately reaching out to the wives of our field grade officers.

The Sponsorship Program is a system in place to assist commanders to exercise their basic responsibility to assist soldiers, civilian employees and families successfully relocate into and out of their commands. Our sponsorship programs must do more than just assist the members of our workforce upon arrival at the new duty site; they must reach out to their families. Sponsorship needs to be a family activity for both the sponsor and the new arrivals.

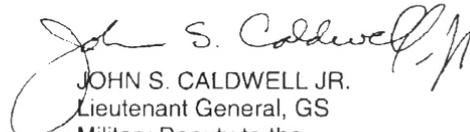
To be most effective, sponsorship programs should not just match up the new employee with a co-worker of comparable position and grade. The sponsorship program should also consider the impact of relocation upon the family members. For this reason, it may be appropriate to identify separate sponsors for the work and home environments.



A. Memo 1 - Page 2

-2-

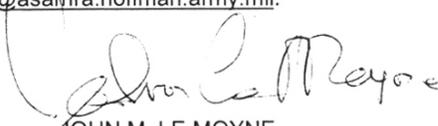
I strongly encourage you review your sponsorship program to ensure that it has a family focus that is capable of addressing the full spectrum of issues for all of our incoming personnel. It must be more comprehensive than just addressing issues most frequently encountered by the military family; it must also effectively deal with the full range of issues facing civilians moving into the surrounding community.



JOHN S. CALDWELL JR.
Lieutenant General, GS
Military Deputy to the
Assistant Secretary of the
Army (Acquisition, Logistics
and Technology)

DISTRIBUTION:
PROGRAM EXECUTIVE OFFICER,
AVIATION, BUILDING 5681, REDSTONE ARSENAL, AL 35898-5000
GROUND COMBAT SYSTEMS, BUILDING 171, PICATINNY ARSENAL,
NJ 07806-5000
AIR AND MISSILE DEFENSE, 215 WYNN DRIVE, HUNTSVILLE,
AL 35805
COMMAND, CONTROL AND COMMUNICATIONS TACTICAL, MYER
CENTER, FORT MONMOUTH, NJ 07703-5401
COMBAT SUPPORT AND COMBAT SERVICE SUPPORT, 6501 E.
11 MILE ROAD, WARREN, MI 48397-5000
SIMULATION, TRAINING, AND INSTRUMENTATION,
12350 RESEARCH PARKWAY, ORLANDO, FL 32826-3276
TACTICAL MISSILES, BUILDING 5250, REDSTONE ARSENAL,
AL 35898-8000
CHEMICAL AND BIOLOGICAL DEFENSE, 5203 LEESBURG PIKE,
FALLS CHURCH, VA 22041-3203
AMMUNITION, BUILDING 171, PICATINNY ARSENAL, NJ 07806-5000
SOLDIER, 5071 PUTMAN ROAD, FORT BELVOIR, VA 22060-5852
INTELLIGENCE, ELECTRONIC WARFARE AND SENSORS,
PEARL HARBOR ROAD, MYER CENTER, FORT MONMOUTH,
NJ 07703
ENTERPRISE INFORMATION SYSTEMS, 9350 HALL ROAD,
FORT BELVOIR, VA 22060-5526

B. Memo 2

	<p>DEPARTMENT OF THE ARMY OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1 300 ARMY PENTAGON WASHINGTON DC 20310-0300</p>	
REPLY TO ATTENTION OF		
<i>LG 020.1 '03</i>		
		
MEMORANDUM FOR MILITARY DEPUTY TO THE ASSISTANT SECRETARY OF THE ARMY (ACQUISITION, LOGISTICS AND TECHNOLOGY)		
SUBJECT: Request for Administrative Return Rights		
<p>This is our final response to your memorandum, dated December 23, 2002, which requested authority to grant administrative reemployment rights to Army civilians who have been centrally selected for Army Acquisition Corps (AAC) Project/Product Manager (PM) positions.</p>		
<p>We received concurrences from practically all of the Major Commands, with one non-concurrence from U.S. Army Training And Doctrine Command (TRADOC), and one concurrence with comments from U.S. Army Corps of Engineers (COE). The TRADOC's position is that AAC should offer follow-on assignments to better utilize employees who have received PM qualifying experience. The COE also believes that civilian PMs should be considered for follow-on assignments, along the lines of the Strategic Army Workforce. Although we agree with TRADOC and COE, we also believe that these employees should have a guaranteed position, upon conclusion of their PM assignments. Therefore, effective immediately, centrally selected Army civilian employees are granted administrative reemployment rights across MACOM lines to their former positions, upon conclusion of PM assignments.</p>		
<p>The point of contact for this action is Mr. Steve Lewis at (703) 325-9419, DSN 221-9419, email Steve.Lewis@asamra.hoffman.army.mil.</p>		
		
JOHN M. LE MOYNE Lieutenant General, GS Deputy Chief of Staff, G-1		
Printed on  Recycled Paper		

B. Memo 3 - Page 1



DEFENSE FINANCE AND ACCOUNTING SERVICE
INDIANAPOLIS CENTER
INDIANAPOLIS, IN 46249



DFAS-PT/CO

03 FEB 2002

MEMORANDUM FOR ALL CIVILIAN PERMANENT CHANGE OF STATION
(PCS) CUSTOMERS

SUBJECT: Centralization of Civilian Permanent Change of Station (PCS) Travel
Services at Travel Operations Columbus (TOC)

This memorandum is for all civilian PCS travelers currently serviced by DFAS-
Indianapolis, Lawton, Orlando, Rock Island, Rome, St Louis, and San Antonio.

The Defense Finance and Accounting Service (DFAS) will centralize the
processing of civilian PCS travel at TOC in order to provide more focused quality service
to our customers before, during and upon completion of PCS moves. Effective January
1, 2003, the civilian PCS travel advances and settlements currently processed by Travel
Pay Services (TPS) Indianapolis Operations, to include six field sites (Lawton, Orlando,
Rock Island, Rome, Saint Louis, and San Antonio) will be processed by the DFAS
Columbus, Ohio, Travel Office. The current travel servicing office will issue the W-2 for
calendar year 2002.

Travelers should forward all civilian PCS claims directly to DFAS Columbus
beginning December 16, 2002, via fax to 614 693-2463 or DSN 869-2463, via email to
COL-TRAVEL-CLAIMS@DFAS.MIL, or via mail to the following address:

Travel Operations Columbus
ATTN: DFAS-PTB/CO
PO Box 369015
Columbus, OH 43236-9015

The TOC staff is excited about the opportunity to serve new customers and would
like to mention some of our services offered:

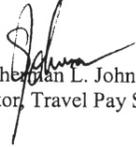
- A Customer Service Branch that can answer any questions from the most
general to the more detailed. The phone number is 1-800-756-4571, option 4.

- A Travel/PCS Website:
<https://dfas4dod.dfas.mil/centers/dfasco/customer/travel/index.htm>
is available with the following features:

- Access to travel forms

B. Memo 3 - Page 2

- Access to travel forms
 - Links to regulations
 - Civilian PCS Pamphlet
- Civilian PCS data will be extracted from the travel database at your current servicing travel payment office to include direct deposit information already established; therefore if you already have a travel EFT account it will not be necessary to re-establish it with TOC.
 - The attachment provides frequently asked questions and answers.


Sheridan L. Johnson
Director, Travel Pay Services

Attachment
As stated

TRAVEL OPERATIONS - COLUMBUS

Frequently asked questions (FAQs) regarding civilian PCS entitlements

Question: How do I file my PCS entitlement claims?

Answer: PCS entitlement claims may be submitted to Travel Operations Columbus (TOC) by fax to (614) 693-2463/DSN 869-2463, by email to COL-TRAVEL-CLAIMS@DFAS.MIL, by mail to the following address:

Defense Finance and Accounting Service
DFAS-PTB/CO
PO BOX 369015
Columbus, OH 43236-9015

or via FEDEX to:

DFAS-PTB/CO
PCS TRAVEL
3990 E BROAD ST, BLDG 21
Columbus, OH 43218

All claims may be faxed or emailed with the exception of the real estate claim. For that we need the originals, with the original signatures on the DD Form 1705.

Question: How long will it take to process my PCS entitlement claim?

Answer: Once your claim is received in Travel Operations Columbus (TOC), it will take approximately 7-10 business days to complete – to include calculating your entitlement and disbursement to your bank account.

Question: If I have questions regarding the calculation of my PCS payment, whom should I contact?

Answer: TOC has a knowledgeable customer service branch, and they can assist you with questions regarding the status of your claim and how it was calculated. TOC's toll-free number is 1-800-756-4571, option 4.

Question: For what PCS entitlements may I receive an advance?

Answer: Advances may be requested and issued for the following PCS entitlements:

- Househunting trip (HHT) – Lodgings-Plus (must be authorized on the orders)
- Enroute travel

ATCH

FAQs, page 2

Advances cont'd...

- Temporary Quarters Subsistence Expense (TQSE) – Actual expense (AE)
(must be authorized on the orders)
- Household goods (HHG) shipment – commuted rate or actual expense (issued at 100% of estimated bill from carrier)
- Storage of HHG
- Mobile home transportation – moved by commercial transporter (issued at 100% of estimated bill from carrier)

NOTE: For the following PCS entitlements, no advance is authorized:

- Household goods shipped via Government Bill of Lading (GBL)
- Real Estate sale/purchase or unexpired lease
- Miscellaneous expense (MEA)
- Fixed HHT or TQSE (one time settlement payment is issued when requested, not as an advance)
- Home Marketing Incentive Payment (HMIP) (one time settlement payment is issued when requested, not as an advance)
- OCONUS Renewal Agreement Travel (RAT)
- Return travel for separation
- Advance return travel of dependents

Question: How do I request an advance of PCS entitlements?

Answer: Requests for PCS travel advances may be faxed to (614) 693-2463/DSN 869-2463. The advance request should include the following:

- memo stating what type of advance is being requested
- who the advance is to cover (i.e. TQSE – employee only, employee and spouse only, employee, spouse, and all dependents)
- timeframe the advance is to cover (i.e. TQSE for January 7 – February 5)
- copy of DD Form 1614 PCS travel orders and all amendments
- current daytime telephone number and e-mail address where you can be reached for questions, if necessary
- correct mailing address
- electronic funds transfer (EFT) form for election of EFT deposit account

Advances will not be issued prior to 10-days before the funds are needed. If the advance funds are needed immediately and the request is faxed to the PCS travel office before 1pm; it will be processed the same day and disbursed the next business day.

Question: May I be authorized a househunting trip (HHT)?

Answer: A HHT may be authorized by your agency when it is necessary and both the new duty station (NDS) and old duty station (ODS) are located within the United States. The method of payment of HHT must be selected prior to the issuance of the orders. Once the election has been made, it cannot be changed. There are two methods of HHT that may be authorized:

FAQs, page 3
HHT cont'd...

- Fixed amount method* (agency discretion to offer or not)
- Lodgings-Plus method*

*The period of TQSE (AE) allowance will be reduced or avoided if a round trip to seek permanent residence quarters has been made. (The number of days of lodgings plus HHT authorized and taken is subtracted from the first 30-day period of TQSE AE only if greater than 30 days has been authorized.)

If HHT lodgings-plus method is chosen, you are entitled to one-round trip not to exceed 10-days. You may not break up your authorized trip into multiple trips by the same person. Once you arrive back at your ODS at the completion of your HHT, any subsequent round trips to the NDS will be at your own expense. Per diem for the HHT lodgings plus method is based on the locality rate of your NDS.

If HHT fixed amount method is chosen, you are reimbursed as follows:

- If you and your spouse utilize HHT (together or separately) – the applicable locality rate of your NDS is multiplied by 6.25 (TQSE is reduced by six days)
- If only you or your spouse utilizes HHT – the applicable locality rate of your NDS is multiplied by 5 (TQSE is reduced by five days)

NOTE: A HOUSEHUNTING TRIP SHOULD NOT BE TAKEN UNTIL YOU HAVE OFFICIAL ORDERS IN HAND WITH A REPORT DATE AND A TRANSPORTATION AGREEMENT (DD FORM 1618) HAS BEEN SIGNED.

Question: What documents are needed to process my HHT claim?

Answer: To file a HHT claim, please submit the following

- DD Form 1351-2, with your signature in block 21. If required by your agency, an approving officers' signature is needed in block 21a.
- Copy of your travel orders and all amendments.
- Indicate in block 12 of the DD Form 1351-2 if your spouse accompanied you on the HHT.
- Paid itemized lodging receipt and any other receipt for a single item expense \$75.00 and over
- Copy of your air itinerary, if you flew to your NDS on your HHT.

Question: What is the mileage rate for my privately owned conveyance (POC) when I drive it to my NDS?

Answer: If POC is authorized, mileage rates are paid as follows based on the number of people authorized:

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Mileage cont'd...

- \$0.15 – Employee only; or one dependent
- \$0.17 – Employee and one dependent; or two dependents
- \$0.19 – Employee and two dependents; or three dependents
- \$0.20 – Employee and three or more dependents; or four or more dependents

Please note that the above rates are for one POC. If you have more than one POC and want to receive the mileage rate for that POC, it must be authorized on the orders.

Question: Do I receive per diem for driving to my NDS? Is per diem based on the location at which I lodge if an overnight stay is required?

Answer: Yes, per diem will be paid if the travel to your NDS is over 12 hours. Mileage will be based on the official distance from your ODS and NDS and is verified with the Defense Table of Distance (DTOD). You are allowed one travel day for each 350 miles. If the excess is 51 miles or more after dividing the total number of miles by 350, one additional day of travel time is allowed, not to exceed the traveler's actual travel time (if the traveler is authorized five days based on official distance, but travels and claims the distance for three days – the entitlement is three days). Per diem is paid based on the standard CONUS rate (currently \$55 for lodging and \$30 for M&IE).

Question: What documents are needed to be reimbursed for my enroute travel?

Answer: To file an enroute travel claim, the following documents are needed:

- DD Form 1351-2, with your signature in block 21. If required by your agency, an approving officers' signature is needed in block 21a. Provide a detailed itinerary in block 15 showing daily travel, cities and states where lodging was obtained.
- Copy of your travel orders and all amendments.
- Indicate in block 12 of the DD Form 1351-2 if your dependents traveled concurrently or delayed and the number of people per POC, if more than one POC is authorized and used.
- Paid itemized lodging receipt and any other receipt for a single item expense \$75.00 and over

Question: May I be reimbursed for the shipment of my household goods (HHG)? What is the maximum weight that can be shipped?

Answer: Yes, if authorized and utilized, you may be reimbursed for the shipment of your HHGs not to exceed 18,000 lbs. There are two methods:

- Government Bill of Lading (GBL)/Actual expense method
- Commuted Rate Schedule (CRS)

NOTE: The servicing personnel office will most likely perform a cost comparison estimate of the methods and from that determine the method of shipment. If you are offered a choice, you must

FAQs, page 5
HHG cont'd...

elect the method of shipment prior to the issuance of your PCS travel orders. Once the election is made, your orders cannot be amended to change the way HHGs are going to be moved.

Question: What is the difference between the two methods of shipping HHGs?

Answer: When GBL is authorized, you are responsible for contacting the appropriate transportation office to make delivery of packing, moving, and unpacking. The government assumes responsibility for selecting the moving company and pays the transportation vouchers directly to the carrier. You do not file a voucher with the paying travel office, however, you must provide a copy of the GBL to the above office if there is storage over 30 days for tax purposes.

To be reimbursed under the CRS method, personnel must ensure that a cost comparison is done between the actual expense or GBL method and CRS method of shipping HHG. If this has been done and the estimated cost of CRS is more economical than GBL, then you may choose to move the HHG yourself, or hire a commercial mover to do so. Reimbursement is determined by the Commuted Rate Schedule published by General Services Administration (GSA) and the American Moving and Storage Association, Tariff 400.

NOTE: Certified weight tickets must be obtained from the mover, both before and after the household goods are loaded. The weight tickets are necessary to show proof of the gross weight (total weight of goods loaded plus truck weight), tare weight (weight of truck without goods), and net weight (weight after deduction of tare weight – goods loaded on truck minus the weight of the truck). An itemized paid receipt is also required for proper reimbursement.

Question: May I be authorized TQSE? If I am authorized, what methods of reimbursement are available?

Answer: TQSE is a discretionary allowance that your agency may authorize. There are two methods of reimbursement of TQSE entitlements. The first is the actual expense (AE) method and the second is the fixed (F) method. The election of TQSE must be made before the orders have been issued. Once the election is made and the orders are issued, you cannot have your orders amended to change the method.

Question: What is the difference between the two types of TQSE?

Answer: TQSE (AE) may be initially authorized for up to 60 consecutive days. Additional days TQSE (AE) may be requested, but not more than 120 days maximum will be authorized. Subsistence expenses under the AE method include the cost of temporary lodging, meals and/or groceries, tips, and fees incident to meals and lodgings, laundry, cleaning and pressing of clothing, and other expenses detailed in the Joint Travel Regulation (JTR), while the employee is looking for a permanent residence at the new duty station.

TQSE (F) may be authorized for up to 30-days, but no more than 30-days. TQSE (F) is based on the new duty station locality rate and is paid in a lump sum. It is based on the number of individuals moving to the new PDS, not the number occupying temporary quarters.

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TQSE cont'd...

There is no advance for TQSE (F) entitlement. For reimbursement, submit a DD Form 1351-2 claiming TQSE (F) and travel orders. Receipts are not needed. Taxes will be withheld, as necessary, and you may file a RIT allowance against this payment the following year.

NOTE: If TQSE (F) is offered, you must then choose between TQSE (F) and TQSE (AE), but you are under no obligation to accept the Fixed option. Once you select a TQSE method and the orders are issued, the TQSE method may not be changed.

Question: Am I entitled to receive the miscellaneous expense allowance?

Answer: Yes, if you are a current government employee (and not a first time employee), you may receive the miscellaneous expense allowance, either flat rate or itemized. You must have discontinued and established a new residence in connection with such change of station, regardless of where the old or new duty station is located. You must sign a certified statement that states that you have discontinued your old PDS residence and have now established a new PDS residence. For flat rate miscellaneous expense, the allowance is currently \$500 for an employee without dependents and \$1,000 for an employee with dependents.

If you elect to be reimbursed itemized miscellaneous expense, you must itemize each claimed expense, and are limited to the following:

- Employee only – one weeks basic compensation, not to exceed GS-13/step 10
- Employee with dependents – two weeks basic compensation, not to exceed GS-13/step 10

Some of the items that are reimbursable under itemized miscellaneous expense are:

- Disconnecting/connecting appliances, equipment, utilities involved in relocation; cost of converting appliances
- Cutting/fitting rugs, drapes, and curtains from one residence to another
- Automobile registrations, driver's licenses and use taxes imposed when bringing automobiles into some jurisdictions; cost of reinstalling a catalytic converter upon re-entry to the U.S.

Some of the items that are NOT reimbursable:

- Costs or expenses that exceed maximums
- Costs or expenses that are incurred but which are disallowed within the JTR
- Fines or other penalties imposed upon you or your dependents

NOTE: These are only some of the items that are allowed and disallowed. For further guidance, please contact customer service. Additionally, guidance can be found in the JTR.

FAQs page 7
MEA cont'd...

Question: Am I entitled to receive compensation for expenses associated with the sale of my residence at the old duty station, purchase of a residence at my new duty station? What about costs incurred for breaking an unexpired lease at the old duty station?

Answer: Yes, if authorized, you may receive funds for certain expenses associated with the purchase of your residence at your new duty station and for certain expenses associated with the sale of your residence at your old duty station. Reimbursement costs for the sale are not to exceed 10 percent of the actual sale price. Reimbursement for the purchase of your residence at the new duty station cannot exceed five percent of the purchase price. If you rented an apartment at your old duty station, you may be eligible for costs associated with early termination (or unexpired lease) of your lease. Some costs that are reimbursable for unexpired lease are early termination fees, rent for the remainder of your lease (if stated in the lease that you are responsible for the remainder of the term).

Question: What is the tax impact on PCS entitlements?

Answer: When you perform a move with the Federal Government, the majority of your entitlements are taxable in accordance with the Internal Revenue Service and Publication 521 of the Internal Revenue Code (IRC). The taxable reimbursements include:

- meals enroute
- All HHT expenses
- All TQSE reimbursements
- All Real Estate Expenses, including the Home Marketing Incentive Program (HMIP)
- HHG storage after 30-days
- Miscellaneous Expense Allowance (MEA)
- Relocation Services (HMIP)
- Withholding tax Allowance (WTA)
- Relocation Income Tax (RIT) Allowance

These items are taxable to you in the calendar year in which you are issued the entitlement by DFAS-CO, which may not necessarily be the year in which the expense was incurred. For example, if you close on your new residence on 12/27/02, but don't file your claim for payment until 1/24/03. Because the claim is paid in calendar year 2003, it becomes a taxable entitlement in calendar year 2003 and will be reported on calendar year 2003 taxes.

For the taxable items, we will issue a PCS W-2 by January 31 of the year following the year of reimbursement. Please note that this is a separate W-2 from the one issued by your servicing payroll office.

Taxes are withheld from your entitlements based on the following current percentages:

Federal Tax (FITW) - 15% or 27% (determined by WTA percentage elected)
Medicare Tax (MEDI) - 1.45% for Federal Employees' Retirement System (FERS) and Civil Service Retirement System (CSRS) employee
Social Security Tax (FICA) - 6.2% for FERS employees and CSRS "offset" employees

Question: What is Withholding Tax Allowance (WTA)?

FAQs page 8
WTA cont'd...

Answer: WTA is an allowance that is offered to you, and if you elect WTA, it is computed and paid on each claim that has taxable entitlements (note that WTA is also a taxable entitlement). It is treated as an advance against the RIT allowance (to be explained later) and is subtracted from any RIT allowance computed in the following year. If WTA is elected, it becomes mandatory that you file a RIT allowance within 120 days of the following calendar year. Below are examples of a claim with WTA and a claim without WTA:

Entitlement computed <u>with</u> WTA:	
Miscellaneous expense allowance -	\$1000.00
<u>Withholding tax allowance at 36.99% -</u>	<u>\$ 369.90</u>
TOTAL	\$1369.90
LESS FITW at 27%	\$ 369.87 (difference in cents due to rounding)
LESS MEDI at 1.45%	\$ 19.86
<u>LESS FICA at 6.2%</u>	<u>\$ 84.93</u>
TOTAL amount due traveler	\$ 895.24

Entitlement computed <u>without</u> WTA:	
Miscellaneous expense allowance -	\$1000.00
Less FITW at 27%	\$ 270.00
Less MEDI at 1.45%	\$ 14.50
<u>Less FICA at 6.2%</u>	<u>\$ 62.00</u>
TOTAL amount due traveler	\$ 653.50

NOTE: Although the HMIP is a taxable entitlement and taxes are withheld, it is not subject to the payment of the withholding tax allowance.

Question: Do I get some of the taxes back that I had to pay on my move?

Answer: Yes, because you were reimbursed taxable moving expenses and had taxes withheld from your entitlements, you are entitled to the Relocation Income Tax (RIT) Allowance. The RIT was designed to reimburse you for substantially all of the additional Federal, State, and Local income taxes incurred as a result of the additional PCS travel entitlements. When you have elected and have been paid WTA, filing for the RIT allowance is mandatory. If you do not elect WTA, the RIT allowance is the only means for recouping the additional taxes incurred resulting from the additional income. The RIT allowance is not automatic, you must apply to receive it.

NOTE: Although the HMIP is a taxable entitlement and taxes are withheld, it is not covered under the RIT Allowance.

The above questions and answers are only a fraction of the information regarding civilian PCS entitlements. If you have additional questions or concerns, please review the Joint Travel Regulations (JTR) and the Defense Finance and Accounting Service Pamphlet for Civilian Permanent Change of Station (PCS). The pamphlet can be obtained from our website at:

<https://dfas4dod.dfas.mil/centers/dfasco/customer/travel/index.htm>

AAC	- Army Acquisition Corps	DOD	- Department of Defense
AAE	- Army Acquisition Executive	DPM	- Deputy Program/Project/ Product Manager
AC	- Acquisition Commander	HHG	- Household Goods
ACAT	- Acquisition Category	HQDA	- Headquarters, Department of the Army
ACF	- Acquisition Career Field	HRC	- Human Resources Command
ACM	- Acquisition Career Manager	ICAF	- Industrial College of the Armed Forces
ACMA	- Acquisition Career Management Advocate	IDP	- Individual Development Plan
ACRB	- Acquisition Career Record Brief	JTR	- Joint Travel Regulation
ACS	- Advanced Civil Schooling	MACOM	- Major Command
AETE	- Acquisition, Education, Training and Experience	MILDEP	- Military Deputy
AKSS	- AT&L Knowledge Support System	MOI	- Memorandum of Instruction
ALEI	- Acquisition Leadership Effectiveness Inventory	MTSA	- Military Training Specific Allotment
AL&T	- Acquisition, Logistics and Technology	NPA	- Notification of Personnel Action
AMB	- Acquisition Management Branch	OER	- Officer Evaluation Report
AOC	- Area of Concentration	OPMF	- Officer Personnel Management File
ARNG	- Army National Guard	ORB	- Officer Record Brief
ASC	- Acquisition Support Center	OSD	- Office of the Secretary of Defense
ATRRS	- Army Training Requirements and Resources System	PCC	- Pre-command Courses
BQ	- Best Qualified	PCS	- Permanent Change of Station
CAPPMIS	- Career Acquisition Personnel & Position Management Information System	PEO	- Program Executive Office
CDG	- Competitive Development Group	PM	- Program/Project/Product Manager
CE	- Corps Eligible	RDAP	- Regional Developmental Assistance Program
CL	- Continuous Learning	RFO	- Request for Orders
CPAC	- Civilian Personnel Advisory Center	RMD	- Resource Management Division
DA	- Department of the Army	RSL	- Relative Standing List
DAU	- Defense Acquisition University	SRPE	- Senior Rater Potential Evaluation
DAWIA	- Defense Acquisition Workforce Improvement Act	SSC	- Senior Service College
		USAR	- U.S. Army Reserve
		USD(AT&L)	- Under Secretary of Defense for Acquisition, Technology and Logistics