



DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G 1
200 STOVALL STREET
ALEXANDRIA, VIRGINIA 22332-0300

Sept 2, 2004

DAPE-CP
MEMORANDUM FOR

DIRECTOR, ACQUISITION SUPPORT CENTER, 9600 BELVOIR ROAD,
BUILDING 201, FORT BELVOIR, VIRGINIA 22060-5567,
DIRECTOR, CIVILIAN HUMAN RESOURCES AGENCY, 5400 STUDENT DRIVE,
ABERDEEN PROVING GROUND, MD, 21005-5200
CHIEF, ACQUISITION MANAGEMENT BRANCH, U.S. ARMY HUMAN RESOURCES
COMMAND, HOFFMAN II, 200 STOVALL STREET, ALEXANDRIA, VA 22320,

SUBJECT: Modification of Special Priority Placement Program (PPP) Clearance
Procedures - Department of the Army (DA) Secretariat Boarded Program
Manager (PM) Critical Acquisition Positions (CAPs)

This forwards Department of Defense (DOD), Civilian Personnel Management Service (CPMS) memo, dated April 22, 2004, subject: Request to Modify Special PPP Clearance Procedures (enclosure 1). It approves Army's request to modify DOD's 1998 special procedures to clear project and product manager's position requisitions for fill with DA Secretariat boarded selectees. The approved updated special procedures, amended as of August 20, 2004, are at enclosure 2. The special procedures only apply to and are authorized for CAP requisitions, grades GS-15 and 14, and equivalent band levels, to be filled by DA Secretariat selected principals and alternates. Effective immediately these positions are subject to one-time clearing requisition procedures. The reconstruction requirement is no longer in effect. All other procedures previously approved remain in effect.

Ensure the appropriate responsible organization(s) document each personnel action subject to this modified procedure as indicated in enclosure 2.

The Program manager (PM) {Post Utilization Task Force personnel initiative #D.4, Request for PPP Exemption for Command Select list PMs, is now complete.

// signed //
Sandra J. Chun
Acting DA Component Coordinator

Enclosures

1. **The DoD CPMS Memo dated April 22, 2004**, Request to Modify Special PPP Clearance Procedures
2. **The approved updated special procedures**, August 20, 2004



DEPARTMENT OF DEFENSE
CIVILIAN PERSONNEL MANAGEMENT SERVICE
1400 KEY BOULEVARD
ARLINGTON, VA 22209-5144

April 22, 2004

MEMORANDUM FOR Sandra Chun, Component Placement Coordinator,
Department of the Army, Office of the Deputy Chief of
Staff, G-1, Attn: DAPE-CP-PPE, Policy and Program
Development Division, 200 Stovall Street, Alexandria
VA 22332-0300

SUBJECT: Request to Modify Special Priority Placement Program (PPP) Clearance Procedures

This approves your request for modification of the special PPP procedures for clearing Project and Product Manager critical acquisition positions (CAP) filled through the Department of Army Secretariat Acquisition Career Selection Board process. You are no longer required to clear the PPP retroactively to the date of the job announcement. One-time clearing requisitions should be submitted upon receipt of each Request for Personnel Action to fill a position with a civilian candidate. Except for the reconstruction requirement, all other procedures previously approved remain in effect.

Please contact me at (703) 696-1799, if additional information is needed.

//Signed//
Jeffrey A. Krouse
Deputy Chief, CARE Division

cc:
CARE Operations Branch Attn: Mr. Steven Wooley

**Procedures for Filling Program Manager Positions
Critical Acquisition Positions
April 14,1998
AMENDED AUGUST 20, 2004**

The unique processes associated with filling Program Manager Critical Acquisition Positions (CAPs) through the Department of the Army (DA) Secretariat/U.S. Army Human Resources Command (HRC) central selection board require modifications to our normal procedures for clearing vacancies through the Priority Placement Program (PPP). The principal reason for a modified approach is that the announcement process and the evaluation of the applicants (both military and civilian) occur prior to determining whether the position will be filled with a military officer or a civilian.

The Army Component Coordinator's office has worked with the Acquisition Management Branch (AMB) staff of HRC, the Acquisition Support Center (ASC), and the Civilian Assistance and Re-Employment Office, to develop and amend these procedures. As amended, the procedures eliminate a significant administrative burden from the servicing human resources centers and offices. They are compatible with PPP principles, support the Army Acquisition selection board process, and deviate as little as possible from current PPP clearance procedures. The procedures described below will be followed when clearing such positions through the PPP.

Submitting the Request for Personnel Action (RPA) - The AMB is responsible for preparing and distributing the vacancy announcement for the anticipated and unanticipated positions filled through the central board. Copies of the announcement will be kept on file as a record of its date of issuance. At the time approval is granted by the Army Acquisition Executive, Secretary of the Army or designee, to fill any of the positions identified in the announcement with a civilian employee, the AMB will immediately notify ASC. The ASC will advise the appropriate activity to submit the RPA and to inform its servicing Civilian Personnel Operations Center (CPOC) or non-regionalized Human Resources Office (HRO) that the vacancy will be filled through the DA Secretariat central board process.

Documenting the RPA - Documentation on each RPA shall include:

- a. Civilian Personnel Management Service memo, April 22, 2004, subject: Request to Modify Special PPP Clearance Procedures;
- b. "One-time clear";
- c. Applicable DA Secretariat Board (Project or Product Manager) for Fiscal Year 2XXX, and vacancy announcement issue date; and
- d. Names and dates of verbal notification from AMB through ASC to gaining organization.

Submitting the PPP Requisition - When the Staffing Division of the CPOC (or non-regionalized HRO) receives an RPA to fill a position with a civilian candidate, the PPP must be cleared. The servicing CPOC or HRO will submit a one-time clearing requisition to the Automated Stopper and Referral System, ASARS. PPP clearance and

**Procedures for Filling Program Manager Positions, CAPS
April 14,1998 -- AMENDED AUGUST 20, 2004 (Cont'd)**

requisition closeout will be documented in accordance with local procedures. (NOTE: PPP reconstructs are no longer required as part of the normal clearance process.)

Unanticipated Vacancies - There may be instances in which an unanticipated CAP vacancy occurs and the decision is made to fill the position with a best-qualified candidate identified from the last Board process. The AMB is responsible for advising ASC of any position being filled as an unanticipated vacancy. The procedures above for submitting the RPA and PPP requisition apply.

Reporting Date - Recruitment for many positions under the central board process will occur before the positions are actually vacant. If a well qualified PPP match occurs against a position, which is not yet vacated, a mutually-agreeable reporting date must be arranged between the gaining and losing organizations. Determination of reporting date is subject to the gaining CPOC/HRO verifying that the registrant is a member of the Acquisition Corps or that membership has been officially waived; security clearance processing has progressed at least to a favorable preliminary decision point; and, other pre-processing requirements are or can be timely completed. Every effort should be made to establish the reporting date prior to the date the registrant is scheduled for separation. Under no circumstances will the reporting date be intentionally delayed to result in a break in service. If the PPP registrant is already separated from the rolls, every effort will be made to establish the reporting date for not later than 30 days from the favorable completion of pre-processing requirements. Registrants may be allowed to decline offers as invalid if reporting dates are delayed due to positions still being encumbered. The CARE Office should be consulted for guidance on a case-by-case basis.

Verifying Qualifications - If a match occurs, the gaining CPOC/HRO must advise the registering CPOC/HRO that the position is an Army CAP filled under the central board process, and the registrant must provide a resume and a signed mobility agreement (available at http://asc.army.mil/docs/policy/aac_mobilityagreement.doc). The registrant must be advised that his/her resume should address relevant acquisition experience/training and that the resume will be evaluated by a screening panel to determine whether he/she is well qualified for the position. Upon receipt of the resume and signed mobility agreement, the gaining and registering CPOCs/HROs will determine if the candidate meets the minimum qualification requirements. If minimally qualified, the mobility agreement and resume will be provided immediately to the Chief, AMB (CAMB). The CAMB will arrange for the Director of Acquisition Career Management (or designee) and the Army Component Coordinator to review the registrant's resume to determine if he/she is well qualified.

Amendment dated 8/20/04, was approved/concurred by CARE Division, CPMS, in coordination with DA, Asst G-1/PPP, Policy & Program Development Division; ASC; HRC, AMB; and Army Civilian Human Resources Agency.