



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

SFAE

SEP 26 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Acquisition Workforce Project/Product Director (PD) Pilot Policy and Procedures

1. REFERENCES:

a. Title 10, United States Code, Chapter 87, Defense Acquisition Workforce, Section 1701-1764, Defense Acquisition Workforce Improvement Act of 1990, as amended (DAWIA II)

b. Department of Defense Directive 5000.52; Defense Acquisition, Technology, and Logistics Workforce Education, Training and Career Development Program, 12 January 2005

c. Department of Defense Instruction 5000.66; Operations of the Defense Acquisition, Technology, and Logistics Workforce Education, Training and Career Development Program, 21 December 2005

d. Army Regulation 70-1, Army Acquisition Policy, 22 July 2011

2. APPLICABILITY. This pilot applies to all current civilian Army Acquisition Workforce (AAW) members in the U.S. Army Acquisition Support Center (USAASC) Direct Reporting Unit (DRU).

3. PURPOSE:

a. It is incumbent upon our leaders to identify and manage their high performers and high potential acquisition personal to meet the mission and vision of the AAW. To ensure we maintain a pool of talented and high performing civilian acquisition personnel across the enterprise to lead and manage our acquisition programs, the Army Director, Acquisition Career Management (DACM) has established the AAW centralized PD program.

b. Military acquisition officer positions are identified by category to depict career progression from functional, career broadening, to senior level, with some defined as high-visibility positions to be filled by high-performers. This approach allows us to analyze our talent pool and identify personnel with the potential for these higher level job responsibilities from junior grades to General Officer level. The centralized PD Program deploys a like approach, identifying high performing civilians, with leadership

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potential, to fill civilian PD positions commensurate with their military counterparts, thus ensuring we meet the future needs of our Soldiers.

4. POLICY:

a. PD positions will be centrally managed by the DACM, in coordination with the PEOs, similar to Centralized Selection List (CSL) Program Management positions.

b. A PD is a leader for an Army acquisition system or program management office who has been designated by the Assistant Secretary of the Army for Acquisition, Logistics and Technology (ASA(ALT))/Army Acquisition Executive (AAE). This position is based upon the management level of intensity (acquisition category, funding profile, complexity, responsibility, span of control and life cycle phase of the program) the Army assigns to a particular weapon system or information system, but generally will be an acquisition program of record that has yet to transition to sustainment and still has cost, schedule and performance responsibilities. A project director is a GS-15/broad band or military equivalent, and will be subordinate to a PEO or Direct Report Program Manager (DRPM). A product director is a GS-14/broad band or military equivalent, and will be subordinate to a PEO, project manager, or project director.

c. All PD positions will meet the definitions above. A standardized PD Position Requirements Document (PRD) has been classified in the Fully Automated System For Classification. Only civilian personnel serving in DACM approved PD positions will utilize the Civilian Human Resources Agency (CHRA) approved standard PD PRD AS437034. Current and future PDs, not approved by the DACM will not be designated as PDs and must be identified by another position title and reassigned to another PRD, i.e. an Assistant Program Manager (APM).

d. PEOs should encourage high potential/high performing GS-14, or broad band equivalent civilians to apply for consideration. The U.S. Army Acquisition Support Center (USAASC), Army DACM Office will work with civilians to ensure all application requirements are met. Specific details will be highlighted during the board announcement process.

5. PROCEDURES:

a. Identification of PDs:

(1) The annual Military Acquisition Position List (MAPL)/CSL review will be formally revised in calendar year 2015, to include a review and validation of all military and civilian PD positions. The MAPL/CSL review process will include criteria to evaluate each program for cost, schedule, performance, funding profile, ACAT level, and complexity, to delineate between project/product managers and project/product directors.

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(2) All previously coded CSL/MAPL positions, converted to civilian PD as a result of the MAPL/CSL review, will be identified on the appropriate USAASC Table of Distribution and Allowances (TDA).

(3) The total number of Army PDs may vary. Annually, the number of civilian opportunities for the PD Pilot Board will be established through the MAPL/ CSL review process and coordinated with all PEOs prior to the announcement of a centralized selection board.

(4) Beginning in Fiscal Year (FY) 15, the establishment and validation of PDs will become an annual process in concert with the FY17 CSL Review Board.

(5) The final approval authority for establishment and validation of a PD position is the DACM.

b. PD Announcement Process:

(1) The announcement will be posted on the USAASC web site at <http://asc.army.mil/web/dacm-office> no later than 60 days prior to the start of the board each year.

(2) The announcement will identify the qualifications, the selection and slating process timeline, and all the necessary application requirements. Interested civilians will have approximately 45 days to apply on line, via the Army Acquisition Professional Development System (AAPDS) application on the Career Acquisition Management Portal (CAMP).

(3) The PD Board announcement will include a Regionalization/Position Preference Statement, similar to those utilized in CSL Board Announcements.

c. PD Centralized Board Process and Selection:

(1) All applicants will receive fair and equitable evaluation under the board process in accordance with the standards outlined in the Board Memorandum of Instruction (Moi) and in line with Department of the Army selection board process.

(2) The Army DACM Office will review all applications for eligibility. All eligible applications will be forwarded to the PD Centralized Selection Board for selection recommendations. The Centralized Selection Board will compile a primary and alternate Order of Merit List (OML) that will be forwarded to the DACM Talent Management Board of Directors (BoD) for slating.

(3) A PD Centralized Selection Board, utilizing CSL PM board members, will be conducted annually, with assistance from the U.S. Army Human Resources Command – Acquisition Management Branch.

(4) The first PD Board will be conducted as a pilot, for all civilians within the USAASC DRU, during the 1st Quarter, FY15. An after-action review will be conducted and necessary adjustments will produce a standard operating procedure for the annual PD Centralized Selection Board.

(5) Project Director (GS15/Broad band equivalent) positions will not be filled by the Pilot PD Centralized Selection Board at this time. They may be utilized as post-utilization opportunities.

d. Product Director Slating:

(1) The DACM Talent Management BoD (PEOs, DPEOs, the DACM and DDACM) will slate PDs following the selection board.

(2) All Regionalization/Position Preference Statements will be considered.

(3) PD selectees may decline without prejudice any slating that does not coincide with submitted geographic preference.

(4) The DACM will approve the final slating.

e. Notification and Acceptance:

(1) The results will be released after DACM approval. Each applicant will be personally notified of their disposition.

(2) Upon notification, PD selectees must acknowledge receipt of acceptance via email or phone within 14 business days to the USAASC DACM office. The selectee must ensure their Acquisition Career Record Brief (ACRB) contact information is current.

(3) If a PD selectee is also selected for a CSL PM, the CSL PM position takes precedence. PDs selected and slated for a CSL PM position, will be considered declined without prejudice and may reapply for a PD position following a successful CSL PM tenure.

f. PD Tenure:

(1) The PD tenure length is three (3) years, but may be curtailed to no less than two (2) years or extended to five (5) years. PD selectees must sign a DD-2888 Critical Acquisition Position Service Agreement.

(2) The Army DACM Office, in coordination with the host PEO, will centrally manage PD selectees.

(3) To transition to a steady state, the Army DACM Office will work with each PEO to develop sunset periods for those existing and encumbered PD positions and personnel.

g. PD Training. PD selectees will take the Defense Acquisition University PMT 401 course. Every effort should be made to complete this course prior to assuming the PD position. Additional training and development, prior to PD placement, will be completed on a case by case basis in coordination with the Army DACM Office.

h. Post Utilization:

(1) Post utilization is an integral piece of an effective talent management strategy. PDs can expect multiple broadening or developmental experiences and training opportunities following PD assignment.

(2) Similar to CSL PMs, post utilization of PDs may include a variety of senior leader training opportunities, i.e., AAE directed assignment to an Army or Joint Staff high priority mission area; Senior Service College/Senior Service College Fellowship; PEO leadership broadening assignment; Training with Industry Assignment; Retreat Rights, or one of several other developmental assignments.

(3) Management Directed Reassignments (MDRs) are a helpful tool for implementing strategic talent management. PEOs have the authority and flexibility to implement MDRs in order to broaden expertise, create opportunities and increase talent within their organization.

6. RESPONSIBILITIES:

a. The DACM:

(1) Provides guidance and direction for the conduct of the PD Selection process within the AAW Talent Management strategy.

(2) Serves as the convening authority for the PD Centralized Selection Board.

(3) Approves the centralized PD selection list.

(4) Leads the DACM Talent Management BoD and serves as final approval authority for the PD slating, curtailments, extensions, activations, and post-utilization.

b. The Army Deputy Director, Acquisition Career Management (DDACM):

(1) Provides oversight and management of the PD selection, placement, and post utilization program.

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(2) Serves as final approval authority for AAW members selected to participate in the PD Pilot program each year.

(3) Administers the annual PD Centralized Selection Board.

(4) Forwards program OML to the approval authority.

(5) Approves PD training and waivers for training.

(6) Participates in the DACM Talent Management BoD.

c. USAASC Army DACM Office:

(1) Develops and executes a comprehensive talent management strategy which consists of an annual PD Centralized Selection Board, follow-on PD slating and post utilization of PDs.

(2) Publishes the program policy and procedures.

(3) Provides the PD program interface with the DACM and recommendations on policy management and actions requiring DACM or DDACM decision and feedback.

(4) Establishes, maintains and executes the PD program budget and requests modifications as unplanned budgetary requirements become known.

(5) Promotes the PD program to the AAW. Conducts on-site and VTC briefs and leverages support from the acquisition community senior leaders.

(6) Coordinates with Organizational Acquisition Points of Contact (OAPs) and Acquisition Career Management Advocates (ACMAs) to ensure the target audience is notified.

(7) Writes, coordinates and publishes the announcement in compliance with all civilian personnel policies and directives.

(8) Announces the PD Centralized Selection Board annually on the Army DACM Office website and ensures the widest dissemination of information.

(9) Provides assistance with submission of PD applications in AAPDS. Reviews and determines eligibility of all applicants. Evaluates applications for board consideration prior to close of current announcement.

(10) Prepares the Memorandum of Instruction (MOI) for the PD Centralized Selection Board.

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(11) Plans and conducts the selection board to include coordination with Army G-1, HRC-AMB and board members. Additionally, provides the MOI to the board president and board members, and briefs board members.

(12) Coordinates and executes the DACM Talent Management BoD.

(13) Submits an After Action Report (AAR) to the DACM addressing relevant information on applicants and the board process.

(14) Announces the list of selectees each year. Notifies PD selectees and non selectees once the PD slate is approved by the DACM. Releases the PD selection list to acquisition organizations and commands.

(15) Responsible for PD pre- and post-utilization, as well as the post-utilization of civilian CSL PMs, in conjunction with the PEOs. Identifies relevant leader development training, functional training and develops a post utilization training and developmental strategy for every PD.

(16) Works with the USAASC Resource Management Division (RM) to establish a Program Objective Memorandum (POM) process for funding PD pre/post-utilization training and education program.

(17) Work with the USAASC (RM) office to provide board members travel funds to participate on the selection board.

d. USAASC Resource Management Division (RM):

(1) Works with the Army DACM office to establish a POM process for funding PD pre/post-utilization training and education program.

(2) Works with the Army DACM office to provide travel board members funds to participate on the board.

e. USAASC Human Resources Management Division (HRM):

(1) Coordinates personnel actions affecting PD selects and PD post-utilization with the servicing Civilian Personnel Advisory Centers (CPAC) and provides guidance as required regarding all personnel issues.

(2) Initiates the Requests for Personnel Actions (RPA) for PDs selected via the Centralized Selection Board. The Army DACM Office will provide the names and contact information of the selectees upon release.

(3) Prepares PD Charters upon DACM approval of PD slating.

f. Program Executive Offices:

- (1) Ensures PD pilot information is disseminated to their AAW members and encourage their high performers/high potential personnel to apply for this leader development opportunity.
- (2) Ensures each PD applicant has received a Senior Rater Potential Evaluation (SRPE).
- (3) Ensures PD applicants meet announcement requirements.
- (4) Provides for salary, administration, travel and Permanent Change of Station (PCS) costs (if required), as well as post utilization of the slated PDs.
- (5) Ensures completion of tenure agreements for slated PDs.
- (6) Participates in the DACM Talent Management BoD.
- (7) Plans for re-utilization of PDs and any displaced incumbents, ICW the Army DACM Office.

7. LABOR RELATIONS. Activities are reminded to meet all statutory labor relations obligations in the implementation of this policy.

8. EFFECTIVE DATE AND IMPLEMENTATION. The policy and procedures are effective immediately and will remain in effect until superseded.

9. POLICY SUPPORT. For questions regarding requirements outlined within this policy, please contact the USAASC Army DACM Office via the Career Acquisition Portal: <https://rda.altess.army.mil/camp/index.cfm?fuseaction=support.helpRequest>, or Commercial: (575) 678-2247.

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10. PROPONENT. The proponent for this policy is Mr. Jack Kendall, USAASC Army DACM Office, email: john.f.kendall.civ@mail.mil or commercial: (703) 805-9436.



CRAIG A. SPISAK
Deputy Director
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