

FY17 Army Acquisition Key Billet Positions – Acquisition Director or Project Manager Positions

GENERAL INFORMATION

Announcement Number: FY17-PM-01 (COL/GS15) and equivalent broadband converted grade

Announcement Open: 5 October 2015 – 20 November 2015

READ THE ENTIRE ANNOUNCEMENT.

IT IS THE APPLICANT'S RESPONSIBILITY TO COMPLY WITH ALL REQUIREMENTS IN THIS ANNOUNCEMENT.

INCOMPLETE APPLICATIONS WILL NOT BE PRESENTED TO THE BOARD. APPLICATIONS WILL NOT BE RETURNED.

ALL APPLICANTS ARE ENCOURAGED TO REQUEST A REVIEW OF THEIR APPLICATION PRIOR TO SUBMISSION. APPLICANTS DESIRING A PRELIMINARY REVIEW OF THEIR APPLICATION MUST SUBMIT A HELP REQUEST THROUGH THE US ARMY ACQUISITION SUPPORT CENTER (USAASC) ARMY DIRECTOR OF ACQUISITION CAREER MANAGEMENT (DACM) OFFICE WORKFORCE MANAGEMENT INQUIRY (WMI) SYSTEM WITHIN THE USAASC CAREER ACQUISITION PERSONNEL AND POSITION MANAGEMENT INFORMATION SYSTEM (CAPP MIS).

<https://rda.altess.army.mil/camp/apps/wmi/index.cfm?fuseaction=cSubmit.helpRequest>

YOU WILL BE CONTACTED BY WMI WITHIN ONE WORKING DAY OF YOUR SUBMISSION. THIS TYPE OF ASSISTANCE IS NOT AVAILABLE AT HUMAN RESOURCES COMMAND ACQUISITION MANAGEMENT BRANCH (HRC AMB).

WHO MAY APPLY:

- Current DoD competitive civil service Federal employees who are civilian DoD Acquisition Corps (AC) members serving on Career/Career Conditional appointments.
- Current DoD civilian AC members eligible for promotion/re-promotion to GS15 or equivalent broadband converted grade.
- Current DoD civilian AC Members interested in a lateral to GS15 or change to lower grade from an equivalent broadband converted grade or SES.

OTHER REQUIREMENTS:

These are critical acquisition positions (CAPs). All CAPs require AAC membership. Unless specifically waived by the appropriate Army official; the following are statutory requirements (Reference 10 U.S.C. 1733 and 1737):

The **Acquisition Director** positions require Level III Defense Acquisition Workforce Improvement Act (DAWIA) certification in Acquisition Career Field (ACF) C (Contracting) within 24 months of appointment into the position.

The **Project Manager** positions are Key Leadership Positions (KLP) as identified by the Under Secretary of Defense Memorandum, Key Leadership Positions and Qualification Criteria, dated Nov 8, 2013, which can be accessed here: <http://asc.army.mil/web/wp-content/uploads/2015/05/klp-memo-0515.pdf>, and require level III DAWIA certification in ACF A (Program Management) at time of appointment into the KLP, which is typically 15-18 months after board selection.

All selectees must execute, as a condition of employment, a written agreement to remain in the Federal Service in the position for at least three years and sign a Mobility Agreement. [Note: ACAT I programs require a tenure agreement of at least four years.]

For additional information on AAC and CAP requirements, please visit the [USAASC web site](#).

Applicants are subject to background investigation screening prior to being selected for or assigned to Acquisition Director and/or Project Manager Acquisition Key Billet positions.

The following information pertains to all applicants.

Letter to the Board

Letter(s) of communication will be accepted only from individuals eligible for selection. Individual letters should include only those matters deemed important in consideration of the civilian's record. Letters must be addressed to President, FY17 Colonel and GS15 Centralized Selection List – Army Acquisition Director, Project Manager Acquisition Key Billet Position Board, ATTN: AHRC-PDV-S (Executive Officer, DA Secretariat), 1600 Spearhead Division Avenue, Fort Knox, KY 40121. Letters must arrive NLT THE ANNOUNCEMENT CLOSING DATE.

Letters of communication to selection boards are not a means of ensuring that documents of career importance are added to the board file. Updates to documents contained in the application and/or document additions will not be accepted.

Communications from other parties, on behalf of civilians being considered will not be forwarded to the selection boards unless forwarded by the civilian being considered with a cover letter indicating the applicant's desire to have the communication presented to the board. Communications containing criticism or reflection upon the character, conduct or motives of any civilian under consideration will not be viewed by selection boards. Civilians desiring to write to the President of the board should refer to Army Regulation 600-8-29, Paragraph 1-33(c, 3) for guidance.

HOW TO APPLY

[Army Employees](#)

[Other DoD Employees](#)

ATTENTION Civilians Deployed in Support of Overseas Contingency Operations

See instructions posted below for application information.

ARMY EMPLOYEES

How to Apply

The following documents must be submitted, in the following order, using the Army Acquisition Professional Development System (AAPDS) within the Career Acquisition Personnel and Position Management Information System ([CAPP MIS](#)):

- Acquisition Career Record Brief (ACRB)
- Resume
- Last Three (3) performance evaluations (Including Support Forms)
- Senior Rater Potential Evaluation (SRPE)
- Significant Award Certificates for awards not evident on the ACRB
- Regional Preference Form (Located within AAPDS)
- Standard Form 50 (Most current – non-award)
- Self-Certification Form (Appendix C)

NOTE: Applicants must submit ALL required documents to obtain consideration for this opportunity. Do NOT submit any additional forms/certificates/pictures/data.

Acquisition Career Record Brief (ACRB)

A fully accurate and complete ACRB is required as part of the application. Applicants must submit a request through the Workforce Management Inquiry (WMI) system regarding any portions of the ACRB that are not accessible. Please use the CAPP MIS database link at:

<https://rda.altess.army.mil/camp/apps/wmi/index.cfm?fuseaction=cSubmit.helpRequest> to request assistance.

Resume

The resume is crucial to portraying the applicant's experience and potential as a senior leader in the Army Acquisition Corps. Applicants should expound on and highlight their accomplishments in leading and managing human and fiscal resources, materiel acquisition and project milestones. This is the applicant's opportunity to highlight educational achievements, work experiences, skills, and accomplishments, which are key indicators to the preparation for and success as an acquisition professional.

NOTE: Emphasize any services performed OCONUS, in Joint Positions and/or while deployed. If you have previously served in a CSL Product or Project Manager Job, make sure you note that on your resume AND your ACRB. (Recommend the following format for former CSL information: "PM/WIDGET – HQDA GS* CSL – PM 20 to 20**").**

There are NO prescribed formats or limits to the resume. However, the USAASC Army DACM Office recommends that you use the format at Appendix A and B. Please review your resume carefully before submitting.

Resume, Part I: APPENDIX A (Format)

Resume, Part II: APPENDIX B (Instructions)

Please review each part carefully before submitting the Resume.

Evaluations

Civilian (Army) Evaluations: Each evaluation submitted must also be accompanied with the corresponding Support Form(s). For individuals in the DoD Acquisition Workforce Demonstration Project, this shall include Part I, CCAS Salary Appraisal Form, Part II, Supervisor Assessment, and Part III, Employee Self-Assessment. For TAPES, this shall include DA Form 7222, the Senior System Civilian Evaluation Report, and DA Form 7222-1, Senior System Evaluation Report Support Form.

Civilian (non-Army/industry) Evaluations: Each evaluation submitted must contain all elements of the evaluation required by the organization originating the assessment.

Military (Army) Evaluations: Evaluations submitted must be IAW AR 623-3 and DA Pam 623.3., to include the final processing over stamp at the HRC AMB.

Military (non-Army) Evaluations: Evaluations must be complete IAW the appropriate service regulation.

NOTE: If you are unable to provide complete evaluations and/or there are problems with evaluations submitted, you must provide a memo describing the problem. The information provided will be annotated in your board file. It is also recommended that you write a letter to the President of the Board to explain the problem.

Senior Rater Potential Evaluation (SRPE)

!!!NOTE: SRPE MUST BE COMPLETED/FINALIZED IN CAPPMS (SIGNED BY THE SENIOR RATER) NO LATER THAN THE ANNOUNCEMENT CLOSING DATE.

In accordance with Director, Acquisition Career Management (DACM) SRPE Policy and SRPE Guidance, dated 10July2015 found here: <http://asc.army.mil/web/alt-workforce-policy-procedure/>, the applicant's Senior Rater is the rater of the employee's rater. The SR must be a supervisor and senior in grade/organizational position to the rated employee.

The SRPE must have an ending date (the "thru" date) within one year of the closing date of the announcement. The SRPE must be completed and generated using CAPPMS. Instructions are available

in CAPPMS to assist the Senior Rater in completing the SRPE. Of particular note, the Senior Rater should not use bullet comments, but narrative comments to support the overall rating. Senior Raters should view a SRPE as the equivalent to a “complete the record OER”, and should provide supporting comments accordingly.

For additional information on the completion of the SRPE, Senior Raters should refer to the [USAASC](#) web page.

The link to the new SRPE form (AAC Form 1) is located on the [USAASC](#) web page, to include instructions.

Applicants should print and retain a signed copy of the SRPE for their records.

Signed copies of the SRPE are not required to be submitted with the application but must be finalized in the CAPPMS.

Failure to have a completed/finalized SRPE in the CAPPMS system at the time of announcement closing, will result in the applicant being declared ineligible and their application will not be provided to the board for consideration.

Awards

Applicants may submit copies of the certificate(s) for the awards listed below that are not reflected on the ACRB. Only the certificate will be accepted and provided to the board. Do NOT include DA Form 1256 or other documentation. Copies of certificates for all periods of service will be accepted.

- Decoration for Exceptional Civilian Service (DA Form 7014)
- Meritorious Civilian Service Award (DA Form 7015)
- Superior Civilian Service Award (DA Form 5655)
- Commanders Award for Civilian Service (DA Form 4689)
- Achievement Medal for Civilian Service (DA Form 5654)

Copies of equivalent civilian awards from Navy/Marine Corps/Air Force may also be submitted.

Applicants who have served in the U.S Armed Forces may submit copies of the award certificate, or the award certificate equal to the Army Awards indicated below if not reflected on the ACRB. Do NOT include DA Form 638 or other documentation. Copies of certificates for all periods of service will be accepted.

- Medal of Honor Certificate (DA Form 4980-1)
- Distinguished Service Cross Medal Certificate (DA Form 4980-2)
- Distinguished Service Medal Certificate (DA Form 4980-3)
- Silver Star Certificate (DA Form 4980-4)
- Bronze Star Medal certificate (DA Form 4980-5)
- Soldier’s Medal Certificate (DA Form 4980-6)
- Distinguished Flying Cross Certificate (Heroism) (DA Form 4980-7)
- Distinguished Flying Cross Certificate (Achievement) (DA Form 4980-8)
- Air Medal Certificate (DA Form 4980-9)
- Purple Heart Medal Certificate (DA Form 4980-10)
- Legion of Merit Certificate (DA Form 4980-11)

- Meritorious Service Medal Certificate (DA Form 4980-12)
- Army Commendation Medal Certificate (DA Form 4980-13)
- Army Achievement Medal Certificate (DA Form 4980-18)

Regional Preference Form

Applicants are to indicate a specific location where they are willing to serve. Submission of the Regional Preference Form is mandatory and must be included in the original application package.

Your current duty station of record, as per your SF 50, Notification of Personnel Action, is considered to be your primary region of preference. Relocation bonuses (if available) will be paid only to individuals accepting positions outside their primary region of preference.

NOTE: IAW current policy, your preference for a certain region does NOT guarantee slating to the region(s) for which you are willing to serve. You may be slated to a position at any location. There is no guarantee that any position will be available within any region/location during the timeframe covered by this announcement. Slating of the best qualified selectee will proceed in accordance with established procedures; however, you will have the option to decline, without prejudice, a position that falls outside your specified region(s)/location(s). Declination of a position outside your preferred region/location or locality will remove you from the standing list, and you will have to reapply for consideration by future Acquisition Director, Key Billet Position Boards. Declination of a position included in your region(s)/location(s) of preference will be with prejudice, and you will be denied further opportunities to apply for Acquisition Director, Key Billet Positions at this grade and may be subject to other actions in accordance with Army Acquisition Workforce Policy.

Potential Positions

A list of specific potential positions will be provided to those selected. No guarantees are made or implied as to the availability of any position on the list. List may subsequently contain more or less positions. List is provided for informational purposes only and for the identification of applicant desires.

Upon receipt of the list, you will indicate your preference from 1-n, by number, number 1 (one) being the position you most desire. Rank all positions according to the level of desire for that position.

Assignment to a position will be accomplished IAW the Army Acquisition Corps slating guidance. In no way will submission of this list be construed to mean a guarantee of assignment to any particular position or the availability of any position. **These are desires only.**

DOD Employees (All non-Army employees)

Because the application process for these positions requires access to an internal Army system, it is necessary for non-Army applicants to provide some information early in the application process so that the U.S. Army Acquisition Support Center (USAASC) Army Director of Acquisition Career Management (DACM) Office can provide advice/assistance in preparing for the submission of the application. Please

provide your name, phone number (Commercial and DSN) and a valid **work** e-mail address to roosevelt.ingram.civ@mail.mil at the USAASC Army DACM Office.

The following documents comprise the application for these positions. No other documents are required or considered. Additional information on the preparation, signature requirements etc. is posted below.

- Acquisition Career Record Brief (ACRB)
- Resume
- Performance Evaluations (Last Three) (Including Support Forms)
- Senior Rater Potential Evaluation (SRPE)
- Regional Preference Form (Located at APPDS)
- Award Certificates for awards not reflected on the ACRB
- Notification of Personnel Action (SF50) (most current, non-award)
- Self-Certification Form (Appendix C)

NOTE: You must submit ALL required documents to obtain consideration for this opportunity. Do NOT submit any additional forms/certificates/pictures/data.

ACRB

The ACRB is the Army form that consolidates and presents the training, education and experience of acquisition professionals in a one page document.

The ACRB must be signed by the applicant and the applicant's first line supervisor (Reviewing Official's Signature). Both signatures must be original. The signatures on the ACRB are certification that the Acquisition Corps membership, training, education and experience listed are true and correct.

The form is contained in a Word document. Do not change/adjust the default font size. When printed the document must be one page. Any changes to the format will render the applicant ineligible for consideration.

A tutorial on the completion of the ACRB is available at
https://rda.altess.army.mil/camp/apps/cappmis/videos/acrb/dsp_HelpACRB.htm

All DOD (Non Army) Applicants must populate the ACRB to reflect the information requested in the following sections:

- Brief Date (date ACRB completed), Pay-Plan/Grade, Series/AOC, SSN and Name (Last Name, First Name, MI)
- Section I – Current Position data
- Section III – Acq Corps Data
- Section IV – Personal (Include your official/work e-mail address)
- Section VI – Acq/Leader Training (DAU Training/Leadership training). Date format is MM/DD/YYYY
- Section VII – Education
- Section VIII – Awards
- Section IX – Assignment History

Section X – Certification/Licenses

NOTE: The top line in Section IX – Assignment History **MUST** reflect the position shown on the SF-50 provided with application.

Section IX – Assignment History may include periods of non-government work and military experience.

Resume

The resume is crucial to portraying the applicant’s experience and potential as a senior leader in the Army Acquisition Corps. Applicants should expound on and highlight their accomplishments in leading and managing human and fiscal resources, materiel acquisition and project milestones. This is the applicant’s opportunity to highlight educational achievements, work experiences, skills, and accomplishments, which are key indicators to the preparation for and success as an acquisition professional.

NOTE: Recommend you emphasize service performed OCONUS, in Joint Positions, or while deployed. If you previously served in a centrally selected Product or Project management job, note that on your resume AND your ACRB. (Recommend the following format for CSL info “PM/WIDGET – HQDA GS* CSL – PM 20”).**

There are NO prescribed formats or limits to the resume. However, USAASC recommends that you use the format at Appendix A and B

Please review your resume carefully before submitting.

Resume, Part I: APPENDIX A (Format)

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Evaluations

Civilian (Army) Evaluations: Each evaluation submitted must also be accompanied with the corresponding Support Form(s). For individuals in the DoD Acquisition Workforce Demonstration Project, this shall include Part I, CCAS Salary Appraisal Form, Part II, Supervisor Assessment, and Part III, Employee Self-Assessment. For TAPES, this shall include DA Form 7222, the Senior System Civilian Evaluation Report, and DA Form 7222-1, Senior System Evaluation Report Support Form.

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The SRPE must have an ending date (the "thru" date) within one year of the closing date of the announcement. The SRPE must be completed and generated using CAPPMS. Instructions are available in CAPPMS to assist the Senior Rater in completing the SRPE. Of particular note, the Senior Rater should not use bullet comments, but narrative comments to support the overall rating. Senior Raters should view a SRPE as the equivalent to a "complete the record OER", and should provide supporting comments accordingly.

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NOTE: IAW current policy, your preference for a certain region does NOT guarantee slating to the region(s) for which you are willing to serve. You may be slated to a position at any location. There is no guarantee that any position(s) are/will be available within any region/location during the timeframe covered by this announcement. Slating of the best qualified selectee will proceed in accordance with established procedures; however, you will have the option to decline, without prejudice, a position that falls outside your specified region(s)/location(s). Declination of a position outside your preferred region/location or locality will remove you from the standing list, and you will have to reapply for consideration by future Acquisition Director, Project Manager Key Billet Position Boards. Declination of a position included in your region(s)/location(s) of preference will be with prejudice, and you will be denied further opportunities to apply for Project Manager/Acquisition Key Billet positions at the same grade.

Potential Positions

A list of specific potential positions will be provided to those applicants selected. No guarantees are made

or implied as to the availability of any position on the list. List may subsequently contain more or less positions. List is provided for informational purposes only and for the identification of applicant desires.

Upon receipt, you will indicate your preference from 1-n, by number, number 1 (one) being the position you most desire. Rank all positions according to the level of desire for that position.

Assignment to a position will be accomplished IAW the Army Acquisition Corps slating guidance. In no way will submission of this list be construed to mean a guarantee of assignment to any particular position or the availability of any position. **These are desires only.**

Awards

Applicants may submit copies of the certificate(s) from DoD/Navy/Army/Marine Corps/Air Force for the equivalent civilian (Army) awards. Former Army employees who have subject awards may submit copies of the certificates. Only the certificate will be accepted and provided to the board. Do NOT include recommendation or other documentation. Copies of certificates for all periods of service will be accepted. All submitted documents are subject to verification at the HRC AMB prior to submission to the board.

- Decoration for Exceptional Civilian Service (DA Form 7014) or equivalent for other services
- Meritorious Civilian Service Award (DA Form 7015) or equivalent for other services
- Superior Civilian Service Award (DA Form 5655) or equivalent for other services
- Commanders Award for Civilian Service (DA Form 4689) or equivalent for other services
- Achievement Medal for Civilian Service (DA Form 5654) or equivalent for other services

Individuals who have served in the U.S Armed Forces may submit copies of award certificates, or the award certificate equal to the Army Awards indicated below (subject to verification at the HRC AMB). Copies of certificates for all periods of service will be accepted.

- Medal of Honor Certificate (DA Form 4980-1)
- Distinguished Service Cross Medal Certificate (DA Form 4980-2)
- Distinguished Service Medal Certificate (DA Form 4980-3)
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- Legion of Merit Certificate (DA Form 4980-11)
- Meritorious Service Medal Certificate (DA Form 4980-12)
- Army Commendation Medal Certificate (DA Form 4980-13)
- Army Achievement Medal Certificate (DA Form 4980-18)

DEPLOYED CIVILIAN APPLICANTS: Civilians deployed in support of overseas contingency operations are required to apply under this announcement to receive consideration for positions available in FY17. See the component instructions above for assistance in completion of the application.

Application procedures for civilians who are deployed in support of overseas contingency operations are modified as follows: Submit the following documents:

- **ACRB-System Generated**
- **RESUME**-Required as noted above
- **EVALUATIONS**-copies of evaluations and support forms must be submitted. If evaluations are not available, a statement that applicant is deployed, providing the dates of deployment, will be required. If military evaluations are available covering the deployed period, provide them in lieu of civilian evaluations IAW the stated evaluation requirements above.
- **SRPE**- The SRPE must be complete in the CAPPMS NLT 10 days prior to the closing date of this announcement
- **Regional Preference Form**
- **Self-Certification Form** (Appendix C)

All provisions of the announcement pertain to deployed applicants with the exception of those items specifically identified above with respect to submission requirements.

Successful civilian applicants who are deployed will receive the same entitlement to Operational Deferment as their military counterparts.

SUBMITTING THE APPLICATION

Paper applications will NOT be accepted for this opportunity (unless deployed in support of overseas contingency operations). Applications must be submitted online through the (AAPDS) which is part of the Career Acquisition Personnel and Position Management Information System (CAPPMS).

Applications must be scanned and uploaded into AAPDS from the applicant's location. Ensure that all pages are scanned and visible in the documents that are provided. Applicant is responsible for ensuring that all forms are legible. Applicants are reminded that the document they provide via AAPDS will be the document that the board will review.

Scan documents individually, one evaluation in one file, etc. Do NOT scan all documents into one large file. PDF is the preferred format. **USE SIMPLE FILE NAMES, 2015 EVAL, RESUME, ETC. DO NOT USE LONG FILE NAMES.**

Army employees must log into CAPPMS and follow the directions in AAPDS to complete the submission of their application. If you are unfamiliar with the AAPDS software, contact USAASC WMI for assistance.

Non-Army applicants will be assisted by the assigned USAASC WMI individual to obtain access to

CAPPMIS and with the submission of the application. It is HIGHLY recommended that individuals interested in applying for this opportunity make their desires known early so that the appropriate permissions/accounts may be set up in sufficient time to allow for completion of the application. Typically, a lead time of 10 working days is needed to provide appropriate account access to CAPPMIS/AAPDS.

HRC AMB will accept applications as being complete as submitted. Applicant assumes responsibility for the completeness of the application. If there is an error in the application, HRC AMB will attempt to notify the applicant by e-mail. Board files will be annotated if any applicant fails to correct error(s) identified by HRC AMB.

Questions from applicants may be e-mailed to:

<https://rda.altess.army.mil/camp/apps/wmi/index.cfm?fuseaction=cSubmit.helpRequest>
or Mr. Todd Deehl (todd.deehl@us.army.mil).

USEFUL LINKS:

U.S. Army Acquisition Support Center - <http://asc.army.mil>

U.S. Army Human Resources Command – Acquisition Management Branch (Requires AKO account) –
<https://www.hrc.army.mil/OPMD/Acquisition%20Management%20Branch%20FA51>

Privacy Act Information

The Office of Personnel Management (OPM) is authorized to rate applicants for Federal jobs under Sections 1302, 3301, and 3304 of Title 5, US Code. Section 1104, Title 5, allows OPM to authorize other Federal agencies to rate applicants for Federal jobs. Information you put on your resume and other forms is needed to see how well your education and work experience qualifies you for Federal jobs. We may also need information such as citizenship and military service to see what laws we must follow in deciding whom the Federal Government may employ. Your social security number (SSN) is required to keep your records separate from other applicants who may have the same name and date of birth. We may also use your SSN to request information about you from schools, employers, banks, and others who know you but only as allowed by law or Presidential directives. Information you provide may also be given to Federal, State, and local agencies checking for violations of the law or other lawful purposes. Providing this information is voluntary. However, your application cannot be processed if you do not provide this information.

THE DEPARTMENT OF THE ARMY IS AN EQUAL OPPORTUNITY EMPLOYER

Applicants will receive appropriate consideration without regard to non-merit factors such as race, color, religion, sex, national origin, marital status, and sexual orientation except where specifically authorized by law, age, politics or disability which do not relate to successful performance of the duties of this position. Otherwise qualified applicants with disabilities who need reasonable accommodation may notify the agency Point of Contact on this announcement of their need.

Selection for this position is subject to restrictions resulting from Department of Defense Referral System for displaced employees.



APPENDIX A

Suggested Resume Format

First Name, Middle Initial, Last Name

Mailing Street Address (Home or Work) City, State Zip Code
Work Phone Number COMM (XXX) XXX-XXXX; DSN XXX-XXXX

Current Supervisor First Name, Last Name, Rank/Grade Work Phone Number COMM (XXX) XXX-XXXX; DSN
XXX-XXX

Experience

Start - End Dates Employing Office/Organization Location MMY-MMYY
HQ or Installation Ft./City, State
Position Title, Pay Plan, Series, Grade/Pay or Broad Band
Major Duties -- Responsibilities -- Accomplishments. **(Recommend MAX 15 Lines!)**

Start - End Dates Employing Office/Organization Location MMY-MMYY
HQ or Installation Ft./City, State
Position Title, Pay Plan, Series, Grade/Pay or Broad Band
Major Duties -- Responsibilities -- Accomplishments. **(Recommend MAX 15 Lines!)**

APPENDIX B

Instructions - Suggested Resume

Write the resume that portrays an image setting you apart from other candidates.

- Focus on relevant experience, skills, and abilities.
- Write your resume to demonstrate that you can best execute and succeed in senior level assignments
- Write descriptions in the active voice, including your strengths, skills and accomplishments that would indicate success as a Product/Project Manager.
- Refer to current and previous years' performance or contribution objectives and accomplishments to identify your unique skills, knowledge, and abilities to build into your resume. Quantify results achieved.
- **Each Experience entry description should not exceed fifteen (15) lines.**
- TYPE your Resume or use a word processor, ensuring it is clear and legible.
- Use a minimum margin of 1 inch on all sides of your printed Resume.
- Times New Roman font, 12 point is preferred.
- You may use boldface or all capital letters for section headings. Do not staple, fold, bind, or punch holes in your Resume.
- **Do not use:**
- Vertical lines, graphics and boxes.
- Two-column format or resumes that look like newspapers.
- Fancy fonts such as italics, underlining, or shadows.
- Acronyms or abbreviations, other than to describe type of systems used.
- **Do not submit:**
- Your Resume on colored paper.
- Any documentation not specifically requested.

TIPS

- **DO** energize entries with contributions, accomplishments*, programs and projects currently in progress.
- **DO** show diversity of organizational levels, jobs, and types of experience.
- **DO** make descriptions clear and quantifiable.
- **DO NOT** repeat information included on ACRB (awards, education etc.)
- **DO NOT** quote job descriptions for duties, responsibilities.

(*Accomplishment: A new or unique task which is over and beyond your expected duties. The result of a project, challenge, or problem you solved and were commended for.)

Line 1: Start and End Dates (Month and Year = "MMYY"); Employing Office Name and Location (City/Military Installation, State).

Line 2: Position Title; Pay Plan, Series, Grade/Pay or Broad Band, Level and Series.

Position Titles. Use position titles that relate your specific primary job responsibilities and critical skills levels to best descriptive advantage. **ENSURE THEY MATCH THE TITLES ON THE ACRB!**

Example: Instead of "Electronics Engineer" (your official job description title), a more descriptive title would be, "Project Leader, Tactical Electro-Optical Program."

Position Pay Plan, Series, Grade/Pay or Broad Band, Level and Series

Examples: GS-855-14; NH III, Series 855.

If an experience entry describes Federal civilian positions at different grade levels, include month and year promoted to each grade.

Major Tasks and Accomplishments

Provide substance and depth in areas which will be important to the board members.

- Limit the length of experience descriptions - **LESS THAN OR EQUAL TO 15 LINES per item is**

optimal

- Use numbers, quantities, and specifics to create vivid images.
- Emphasize the following:
 - Supervisory, managerial, team leader or other leadership roles and accomplishments;
 - Special programs you have managed;
 - Systems, projects, and programs you have worked on;
 - *Explain how use of your skills benefited mission/ organizational accomplishment;*
 - Functional and multi-functional job assignments;
 - Organizational levels of experience; and
 - Declaration of cost, schedule and performance competence

APPENDIX C

SELF- CERTIFICATION

I have reviewed the documents submitted (i.e. evaluations, Senior Rater Potential Evaluations, Resume, award certificates and Acquisition Career Record Brief, etc.) and hereby certify that all documents submitted conform to the requirements established in the Announcement(s) for the Army Acquisition Director, Key Billet(s) announcement(s) and that all information submitted is accurate to the best of my knowledge and belief and is made in good faith.

I understand that this certification is subject to review and that a determination may be made by the U.S. Army Human Resources Command, Acquisition Management Branch to verify the content of any or all document submitted.

I certify that:

- I have read the announcement information posted on both USAJobs and the USA Human Resources Command web pages.
- I have been advised that assistance is available for the preparation of applicant packages from an Acquisition Career Manager (ACM) and that a list of those ACMs is available on the [US Army Acquisition Support Center](#) web page.
- I understand that the positions/slating preference statement is to indicate desires only. No position identified is guaranteed to be available and more or less positions may become available prior to the actual time slating is accomplished.
- I acknowledge that I have been advised that individuals recommended for placement on Acquisition Director, Key Billet Positions are subject to background investigation screening prior to being permanently assigned to any position.
- I acknowledge that some positions may require extensive travel including travel to overseas locations and/or deployment to hazardous duty locations.

Making a false statement in any part of the package may result in not being placed in the job if selected or being removed from Federal employment after beginning to work and/or being fined or jailed.

Printed Name _____

Signature _____

Date _____