



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

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SEP 22 2015

MEMORANDUM FOR DISTRIBUTION

**SUBJECT: Army Acquisition Workforce Standard Program Management Position
Nomenclature Policy**

1. Purpose. To establish standard/common nomenclature for program management personnel across the Army Acquisition Workforce (AAW).
2. Background. The Fiscal Year (FY) 2014 enterprise level AAW talent management strategy led to numerous initiatives. One was the establishment of civilian-only centrally selected Product and Project Director acquisition positions throughout the AAW. This initiative highlighted the need for a standard taxonomy for all acquisition program management leader positions.
3. Policy:
 - a. The following standard definitions and titles are outlined below and are to be utilized effective immediately.
 - b. Project or Product Manager: A leader for an Army acquisition system or program management office (PMO) designated by the Assistant Secretary of the Army (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 or Department of Defense assigns to a particular weapon system or information system. As a general rule a project manager is an O6, GS15, or the broadband/payband equivalent; a product manager is an O5, GS14, or the broadband/payband equivalent and can be subordinate to a project manager, a project director or a project lead. The best qualified acquisition personnel (military and civilian) are selected by a Headquarters Department of the Army Centralized Selection List (CSL) board process and slating to these positions is approved by the AAE.
 - c. Project or Product Director: A leader for an Army acquisition system or PMO designated by the ASA(ALT)/AAE and managed by the DACM. 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 either an acquisition effort that is not a program of record or is a program of record that is post milestone C and still has cost, schedule and performance responsibilities. A Project

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Director is a GS15, or the broadband/payband equivalent and will be subordinate to a PEO or Direct Reporting Program Manager; a Product Director is a GS14, or the broadband/payband equivalent and will be subordinate to a PEO, project manager, project director, or project lead. Project and product director positions are designated/validated by an annual ASA(ALT)/AAE Review Board (CSL Project or Product Manager/ Military Acquisition Position List (MAPL)/ Product or Project Director Review) and will be filled through an annual Centralized Selection Board process.

d. Project or Product Lead: A leader for an Army acquisition system or PMO designated by the ASAALT/AAE and managed by the DACM or PEO. The Project or Product Lead 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 include an acquisition program not defined in 3.b. or 3.c. above. A Project Lead is an O6, GS15, or the broadband/payband equivalent and will be subordinate to a PEO or Direct Reporting Program Manager; a Product Lead is an O5, GS14, or the broadband/payband equivalent and will be subordinate to a PEO, project manager, project director, or project lead. Project and product leads will be filled by the PEO (civilian) or Acquisition Management Branch, Human Resources Command (military).

e. Program Officer (PO): A PO is managed by the PEO and is subordinate to a Project or Product Manager; Product or Project Director; or Project or Product Lead. A PO is responsible for managing new systems through advanced development, production, and fielding; or fielded systems undergoing extensive modification, retrofit, or rebuild; or specified categories of critical problems associates with 1 or more fielded systems. A PO manages the actions of multiple Assistant Program Managers and Systems Acquisition Managers but does not meet the scope of responsibility defined in 3.b, 3.c, or 3.d. above. A PO is an O5, GS14, or the broadband/payband equivalent. (This position was formerly identified as a LTC APM position.)

f. Assistant Program Manager (APM): An APM is managed by the PEO and is subordinate to a Project or Product Manager, Project or Product Director, or Project or Product Lead. An APM is responsible for managing new systems through advanced development, production, and fielding; or fielded systems undergoing extensive modification, retrofit, or rebuild; or specified categories of critical problems associates with 1 or more fielded systems. An APM manages the actions of multiple SAMs, but does not meet the scope of responsibility defined in 3.b, 3.c, 3.d, or 3.e. above. An APM is an O4/O3, GS13, or the broadband/payband equivalent.

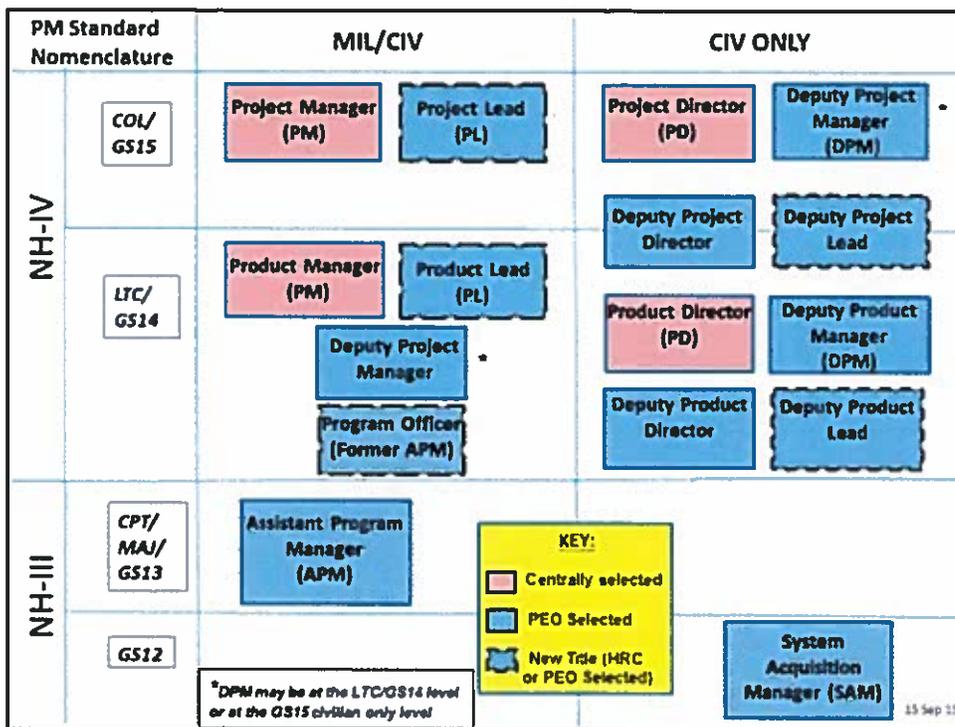
g. System Acquisition Manager (SAM): A SAM is managed by the PEO and is subordinate to an APM. A SAM provides advice to higher level management on all

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matters related to one or more assigned systems, and integrates and applies a number of disciplines using a matrix team of functional experts. A SAM also evaluates user community requirements documents to determine early in the acquisition cycle the most expeditious and cost effective acquisition strategy. A SAM manages smaller programs under the tutelage of an APM, a more experienced program manager and in most offices, will manage multiple smaller programs. A SAM does not meet the scope of responsibility defined in 3.b, 3.c, 3.d, 3.e, or 3.f. above. A SAM is a GS12, or the broadband/payband equivalent.

4. Standard Program Management Position Nomenclature Chart: The below chart depicts standard nomenclature for program management leader positions.



5. Standardized Position Requirements Documents (PRDs) will be created for each of the above civilian positions. To distinguish acquisition from non-acquisition program management PRDs, the word "(Acquisition)" will follow the position title, i.e. Product Manager (Acquisition), etc. The PEOs shall not make any modifications or adjustments to these PRDs without explicit written permission from the Army DACM. The PEO is required to qualify all personnel assigned against the appropriate PRD. This is critical to ensure standardization and consistent application across the AAW enterprise. All

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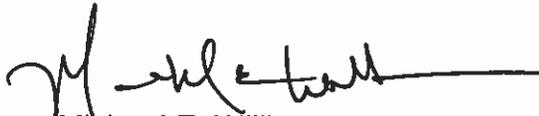
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civilian personnel must be qualified against the appropriate PRD by the PEO's servicing CPAC, in accordance with all laws and Human Resource regulations.

6. The Product Director PRD (ASAE101010) is already available and being used for the civilian centralized positions. The remaining PRDs will be developed for use before the end of the 2015 calendar year.

7. The Army DACM Office will review all MAPL, CSL and Product or Project Director positions during an annual review board process which will normally occur in the 3rd and 4th quarter of the FY. The Board will determine and/or validate program types in line with this new standard nomenclature and make recommendations to the DACM. Organizations will be notified as to the decisions of the DACM and will be required to ensure all position titles and force management documentation (e.g. Tables of Distribution and Allowances) documentation for these particular MAPL, CSL, and Product or Project Director positions are in accordance with the definitions and titles outlined above. All others positions are PEO managed.

8. The point of contact is Ms. Diane Murtha, Chief Concepts and Policy Development Branch, commercial (703) 805-1234, DSN 655-1234 or email diane.l.murtha.civ@mail.mil.



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DISTRIBUTION:

Commander

- U.S. Army Forces Command
- U.S. Army Training and Doctrine Command
- U.S. Army Materiel Command
- U.S. Army Special Operations Command
- U.S. Army Space and Missile Defense Command/Army Strategic Command
- U.S. Army Medical Command
- U.S. Army Intelligence and Security Command
- U.S. Army Corps of Engineers
- U.S. Army Test and Evaluation Command
- U.S. Army Installation Management Command

Director, Army National Guard

Program Executive Officer:

- Ammunition
- Assembled Chemical Weapons Alternatives
- Aviation
- Combat Support and Combat Service Support
- Command, Control and Communications (Tactical)
- Intelligence, Electronic Warfare and Sensors
- Enterprise Information Systems
- Ground Combat Systems
- Missiles and Space
- Simulation, Training and Instrumentation
- Soldier

Joint Program Executive Officer, Chemical and Biological Defense

Director, System of Systems Integration