



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

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OCT 19 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Acquisition Workforce (AAW) Project/Product Director (PD) 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 policy applies to all current civilian Army Acquisition Workforce (AAW) members.

3. PURPOSE:

a. It is incumbent upon our leaders to identify and manage their high performers and high potential acquisition professionals to meet the mission and vision of the Army Acquisition Corps (AAC). To ensure we maintain a pool of talented and high performing civilian acquisition professionals across the enterprise to lead and manage our acquisition programs, the Army Director, Acquisition Career Management (DACM) established the AAW centralized PD program in FY14.

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 military 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

SFAE

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

Program deploys a like approach, identifying high performing civilians, with leadership potential to fill civilian PD positions commensurate with their military counterparts, thus ensuring we meet the future needs of our Soldiers.

4. POLICY:

a. Project and Product Director (PD) positions will be centrally managed by the Army DACM Office, in coordination with the Program Executive Officer (PEOs).

b. A PD is a leader for an Army acquisition system or program management office who has been designated by the Director, Acquisition Career Management (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 an acquisition program of record that has yet to transition to sustainment and still has cost, schedule, and performance responsibilities. PDs are classified into two categories; (1) Project Director; and (2) Product Director. A Project Director is a GS-15/broadband or equivalent, and will be subordinate to a PEO or Direct Report Program Manager (DRPM). A Product Director is a GS-14/broadband or equivalent, and will be subordinate to a PEO, project manager, or project director. A PD position is considered a critical acquisition position (CAP).

c. All PD positions will meet the definitions above. A standardized PD Position Requirements Document (PRD) is classified in the Fully Automated System for Classification (FASCLASS). Only civilian acquisition professionals serving in DACM approved PD positions will utilize the Civilian Human Resources Agency (CHRA) approved standard PD PRD AE101012 (Product Director) or AE101011 (Project Director). 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. Product Lead (PL), Assistant Program Manager (APM), etc.

d. AAW Leaders should encourage high potential/high performing GS-14/GS-15, or broad band equivalent civilian acquisition professionals 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. Specified details will be highlighted during the board announcement process.

5. ELIGIBILITY CRITERIA. Applicants must meet ALL of the following requirements:

a. Be a permanent Army acquisition civilian in a career/career conditional appointment in the minimum grade of GS-14 (or broadband equivalent).

b. Be a current Army Acquisition Corps (AAC) member.

SFAE

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

c. Have a minimum Level II certification in the program management acquisition career field for Product Director (GS-14) or Level III for Project Director (GS-15). Certification status must be reflected in Section X of the Acquisition Career Records Brief (ACRB).

6. PROCEDURES:

a. Identifications of PDs:

(1) The annual Military Acquisition Position List (MAPL)/Centralized Selection List (CSL) review includes a review and validation of all civilian PD positions. The MAPL/CSL review process will include criteria to evaluate each program for cost, schedule, performance, funding profile, Acquisition Category (ACAT) level, and complexity, to delineate between project/product managers, project/product directors, and project/product leads.

(2) All previously coded CSL/MAPL positions converted to a 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 Centralized Selection Board (CSB) will be established through the MAPL/CSL review process and coordinated with all PEOs prior to the announcement of a Centralized Selection Board.

(4) The establishment and validation of PDs will become an annual process in concert with the annual CSL position Review. The final approval authority for establishment and validation of a PD position is the DACM.

b. PD Announcement Process:

(1) Board announcements and application information will be posted on the USAASC website 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 online, 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.

SFAE

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

c. PD Centralized Selection Board Process:

(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 accordance with Department of the Army selection board procedures.

(2) The Army DACM Office will review all applications for completeness and eligibility for the Project Director and Product Director boards. All eligible applications will be forwarded to the PD Centralized Selection Board for selection recommendations. The board will compile a primary and alternate Order of Merit List (OML) that will be forwarded to the DACM for slating by the Talent Management Board of Directors (BoD) consisting of the DACM, Deputy DACM (DDACM), and PEOs/DPEOs.

(3) A PD Centralized Selection Board, utilizing CSL PM board members, will be conducted annually for eligible applicants, with assistance from the D.A. Secretariat within the U.S. Army Human Resources Command.

d. Project and Product Director Slating:

(1) The DACM Talent Management BoD will slate PDs following the selection board.

(2) Regional preferences will be submitted by all applicants during the application process. Applicants may choose any or all regions in which they wish to serve. Applicants will have the opportunity to provide preference order for available PDs by specific location prior to slating. All Regionalization/Position Preference Statements will be considered. However, preference for a certain region does not guarantee slating to that region. Applicants may be slated to a position at any location.

(3) 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 within 14 business days to the Army DACM Office. The selectee must ensure their Acquisition Career Record Brief (ACRB) contact information is current.

f. Declinations:

SFAE

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

(1) PDs who decline a position outside their selected geographic/regional preference, will do so without prejudice and will be able to compete for future PD positions.

(2) PDs who decline their position within a selected geographic/regional preference, will do so with prejudice and cannot compete for a PD position for three (3) years.

(3) PDs who decline a position within their selected geographic/regional preference two (2) times will do so with prejudice and will be prohibited from competing again for a PD position.

(4) PD selectees will be required to sign a declination statement acknowledging and verifying their understanding of the effects the declination will have on their ability to compete for future PD positions. PD selectees must also be counseled in writing by their chain of command. Sample declination statement at enclosure.

(5) PD selectees may decline a position without prejudice as an exception based on a compassionate reason such as, but not limited to a medical/health condition, personal/family issue, or financial condition. Compassionate exceptions must be supported by a statement from a medical doctor or legal professional.

(6) If a PD selectee is also selected for a CSL PM, the CSL PM position takes precedence. PDs selected and slated as a primary for CSL PM positions will be deferred and considered declined without prejudice and may reapply for a PD position following a successful CSL Tenure.

(7) Deferments will be granted for one year for those selectees attending a Senior Service College/Fellowship program or participating in the Senior Enterprise Talent Management Program (SETM).

g. PD Tenure:

(1) The prescribed PD tenure length is three (3) years, but may be extended not to exceed five (5) years. PD selectees must sign a Tenure & Program Management Agreement (T&PMA).

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

h. PD Training:

(1) Product Director and Project Director selectees are required to attend the

SFAE

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

Defense Acquisition University (DAU) PMT 401 course and PMT 402 respectively. Every effort should be made to complete these courses prior to assumption of charter, however, PDs may complete these requirements any time after assuming their positions.

(2) Selectees should also attend the Army Acquisition Leader Preparatory Course (AALPC), as space allows. The Army DACM Office will work with selectees for training quota availability and will on a case by case basis, provide funding for other training quotas or school house visits which may assist selectees with their transition to a program.

(3) All waivers for training shall be by exception only and approved by the DDACM on a case by case basis. The waiver authority for training cannot be delegated.

(4) Justification for waiver must be submitted on DD Form 2905 for final approval by the DDACM.

i. Post Utilization:

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

(2) 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) Although lateral reassignments are the common method of assigning PD selectees to their positions, 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 organizations.

(4) It is recommended that the follow-on assignment process begin NLT one year out from the end of PD tenure.

7. RESPONSIBILITIES:

a. The DACM in coordination with the Principal Deputy to the Assistant Secretary of the Army for Acquisition, Logistics, and Technology (ASA(ALT)) will:

SFAE

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

(1) Provide guidance and direction for the conduct of the PD selection process within the AAW Talent Management Strategy.

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

(3) Approve the centralized PD selection list.

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

b. The DDACM:

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

(2) Serves as final approval authority for AAW members selected to participate in the PD 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) Serves as Executive Secretary for the DACM Talent Management BoD.

c. 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, conducts on-site and VTC briefs and leverages support from the acquisition community senior leaders.

SFAE

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

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

(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 applications. Evaluates applications for board consideration prior to close of current announcement.

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

(11) Plans and conducts the selection board to include coordination with Army G1, 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 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) Prepares PD Charters and Tenure and Program Management Agreements (T&PMA) upon DACM approval of PD slating. Updated charters will not be reissued based on program names changes unless directed by the DACM.

(17) Works with the USAASC G-8 to establish a Program Objective Memorandum (POM) process for funding PD pre/post-utilization training and education program.

(18) Works with the USAASC G-8 Office to provide the DA Secretariat with

SFAE

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

supplemental travel funds for board members, if needed.

d. USAASC G-1:

(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.

e. USAASC G-8:

(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 supplement travel funds if needed.

f. Program Executive Offices:

(1) Ensure PD information is disseminated to AAW members and encourage their high performing/high potential civilians to apply for this leader development opportunity.

(2) Provide the Army DACM Office with Change of Charter dates for selectees.

(3) Provide for salary, administrative, travel and Permanent Change of Station (PCS) cost if required, as well as post utilization of the slated PDs. All costs will be provided by the gaining PEO.

(4) Gaining PEO will initiate and generate PCS orders for incoming PD(s).

(5) Ensure completion of tenure agreements and waivers (if required) for slated PDs.

(6) Participate in the DACM Talent Management BoD.

(7) Plan for re-utilization of PDs and any displaced incumbents, ICW the Army DACM Office.

SFAE

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

g. Applicants:

(1) Ensure they have received a recent Senior Rater Potential Evaluation (SRPE) within the previous 24 months.

(2) Ensure they meet announcement requirements and submit their application prior to the closing date.

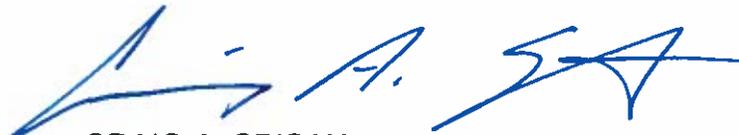
8. LABOR RELATIONS. Activities are required to meet all statutory labor relations obligations in the implementation of this policy.

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

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

11. PROPONENT. The proponent for this policy is Mr. Norm Hilton, USAASC Army DACM Office, email: norman.a.hilton.civ@mail.mil or commercial: (703) 805-3778.

Encl



CRAIG A. SPISAK
Deputy Director
Acquisition Career Management

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SUBJECT: Army Acquisition Workforce (AAW) Project/Product Director (PD) Policy
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