



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

OCT 11 2013

SAAL-ZB

MEMORANDUM FOR ARMY ACQUISITION CORPS

SUBJECT: Guidance for Army Acquisition Corps (AAC) Application Packets for Centralized Selection List (CSL) Command/Key Billet Selection Boards

1. References:

a. Memorandum for Secretary of the Army, Subject: After-Action Report, Fiscal Year 2014 (FY14) Colonel (COL)/GS-15, Army Acquisition Corps (AAC) Command/Key Billet Selection Board, 16 January 2013.

b. Memorandum for Secretary of the Army, Subject: After-Action Report, Fiscal Year 2014 (FY14), Lieutenant Colonel/GS-14 Army Acquisition Corps Key Billet Selection Board, 3 October 2013.

2. After review of the After-Action Reports, Fiscal Year 2014 (FY14) Army Acquisition Corps (AAC) Command/Key Billet Selection Boards, I am concerned that many applicants are not providing the most thorough, complete and relevant information available. The guidance that follows for officer and civilian applications addresses these concerns as well as specific points made by these After-Action Reports. Future applicants should make note of these points and adjust their applications accordingly.

3. Guidance for Officer Applications. Given the critical importance of deployment and Joint experience, Selection Boards review and appropriately consider the information provided them, but not all officers are including all their deployment and Joint experience on their Officer Record Brief (ORB).

a. Officer applications should capture all deployments, including short deployments and TDYs of 30 days or more, on ORBs and rating officials should provide supporting comments in the Officer Evaluation Report.

b. If applicable, officer applications should capture Joint experience, including experience short of Joint Qualifications, as well as Joint Duty Credit and Joint Qualifications.

4. Guidance for Civilian Applications. It is extremely important that civilian applicants follow the guidance in the board announcement. I strongly recommend that civilian applicants seek the advice and counsel of a mentor or former selection board member when preparing their application package. This is particularly true when it comes to subjective documents such as the resume. Selection board after action reviews

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continue to identify applicants who submit lengthy resumes with gaps in service and which lack a clear portrayal of the qualifications and experience which make them most competitive for CSL Key Billet selection. Applicants are cautioned on providing too much or too little information to board members. Boards should have enough information to make an assessment of your skills, experiences and leadership abilities in order to select those best qualified to serve in our acquisition commands and key billets. When it comes to a CSL application resume, more is not necessarily better. A short, to-the-point resume can be effective.


a. Civilian applications should contain sufficient, clear and concise information to effectively demonstrate the requisite skills, responsibilities, potential and experience required for selection.

b. Civilian records should demonstrate progression in experience, responsibility and education.

c. Civilian records should include the most recent years of annual performance reports, interim or mid-year performance reports, and explain any gaps between annual performance reports.

5. The U.S. Army Acquisition Support Center (USAASC), under the direction of my Deputy Director for Acquisition Career Management (DDACM), will continue to provide a recommended civilian record and resume format for civilian applications for the Key Billet selection boards. Annually, beginning prior to announcement of the FY16 Key Billet selection board, USAASC, in consultation with and under my direction, will provide guidance on suggested career management practices and broadening recommendations for civilians interested in seeking Key Billet positions. USAASC will also provide any updates to the recommended civilian record and resume format used for applications. These improvements to our Key Billet application process and career management will have a positive effect on the selection boards' ability to select the best qualified applicants and the Army Acquisition Corps' ability to lead our Testing, Contracting and Program Management organizations in support of our Army.

6. Point of contact for this memorandum is Ms. Joan Sable, (703) 805-1243 or joan.l.sable.civ@mail.mil.


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Director, Army Acquisition Corps

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CF:

Chief, National Guard Bureau

Chief, Army Reserve

The Surgeon General

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

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 Research, Development and Engineering Command

U.S. Army National Guard

U.S. Army Reserve Command

Director, U.S. Army Acquisition Support Center

Program Executive Officer:

Ammunition

Assembled Chemical Weapons Alternatives

Aviation

Combat Support and Combat Service Support

Command, Control and Communications (Tactical)

Enterprise Information Systems

Ground Combat Systems

Intelligence, Electronic Warfare, and Sensors

Missiles and Space

Simulation, Training and Instrumentation

Soldier

Joint Program Executive Officer Chemical and Biological Defense

Director, System of Systems Integration