MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Acquisition Workforce Project/Product Director 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. Policy, SFAE, subject: Mandatory Requirements for Individuals Selected for Centralized Selection List Acquisition Key Billet Project and Product Managers, Acquisition Directors, Contracting Commanders, and Centralized Selection Board Project and Product Directors, 29 March 2018
   c. Department of Defense Instruction 5000.66; Defense Acquisition Workforce, Education, Training, Experience, and Career Development Program, 27 July 2017
   d. Army Regulation 70-1, Army Acquisition Policy, 16 July 2017
   e. Policy, SFAE, subject: Army Acquisition Workforce Standard Program Management, Position Nomenclature, 22 September 2015

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 performing 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 Director, Army Acquisition Corps (DAAC) established the Army Acquisition Workforce (AAW) centralized Project/Product Director (PD) program in Fiscal Year 2014.

   b. Military acquisition officer positions are identified by category to depict career progression from functional, career broadening, to senior level, with some defined as
SFAE
SUBJECT: Army Acquisition Workforce Project/Product Director Policy and Procedures

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 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 for experienced senior leaders.

4. Policy:

   a. PD positions will be centrally managed by the Army Director, Acquisition Career Management (DACM) Office, in coordination with the Program Executive Offices (PEOs).

   b. A PD is a leader for an Army acquisition system or program management office who has been designated by the DAAC. 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 appropriate cost, schedule, and performance responsibilities. PDs are classified into two categories: Project Director and Product Director. A Project Director is a GS-15/broadband or equivalent and will be subordinate to a PEO or Direct Report Program Manager. A Product Director is a GS-14/broadband or equivalent and will be subordinate to a PEO, Project Manager (PM), or project director. A PD position is considered a Critical Acquisition Position.

   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. Only civilian acquisition professionals serving in DAAC approved PD positions will utilize the Civilian Human Resources Agency approved standard PD PRD AE101011 (Project Director) or AE101012 (Product Director). PDs not approved by the DAAC will not be designated as PDs and must be identified by another position title and reassigned to another PRD.

   d. AAW Leaders should encourage high potential/high performing GS-14, or broadband 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).
SFAE
SUBJECT: Army Acquisition Workforce Project/Product Director Policy and Procedures

b. Be a current AAC member.

c. Must possess a Level III certification in the Program Management acquisition career field for both Product Director (GS-14) and Project Director (GS-15) to apply. Certification status must be reflected in Section X of the Acquisition Career Record Brief (ACRB).

6. Procedures:

a. Identification 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 includes criteria to evaluate each program for cost, schedule, performance, funding profile, Acquisition Category level, and complexity, to delineate between PMs, PDs, and project/product leads.

(2) Only positions approved by the annual MAPL/CSL Review board at the Project (GS-15/broadband equivalent) or at the Product (GS-14/broadband equivalent) level will be considered as PD positions and filled through the annual centralized civilian selection board process. PD positions identified out of cycle must follow the same procedure for approval as CSL out-of-cycle requests.

(3) All coded CSL/MAPL PD positions will be identified on the appropriate USAASC Table of Distribution and Allowances.

(4) The number and location of civilian opportunities for the PD Centralized Selection Board will be announced annually through the DACM Office PD announcement.

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

b. PD Announcement Process:

(1) Board announcements and application information will be posted on the USAASC Army DACM Office website at: https://asc.army.mil/web/career-development/prod-dir/ 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 necessary application requirements. Interested civilians will have approximately 45 days to apply online, via the Army Acquisition Professional
SFAE
SUBJECT: Army Acquisition Workforce Project/Product Director Policy and Procedures

Development System (AAPDS) application on the Career Acquisition Management Portal.

(3) The PD Board announcement will include a Regionalization/Position Preference Statement which will only be utilized in the slating process.

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.

(3) A PD Centralized Selection Board will be conducted annually for eligible applicants with assistance from the Department of the Army Secretariat within the U.S. Army Human Resources Command (HRC).

(4) The board will compile a primary and alternate Order of Merit List (OML) that will be forwarded to the DAAC for slating by the Talent Management Board of Directors (TM BoD).

d. Project and Product Director Slating:

(1) The TM BoD, consisting of the DAAC, DACM, and PEOs/Deputy PEOs, will meet semi-annually to discuss acquisition civilian talent and various talent management programs. The winter TM BoD is dedicated to slating incoming PDs selected by the PD centralized selection board. The summer TM BoD is dedicated for discussing broadening and development opportunities for acquisition civilian talent.

(2) PD selectees will be slated by OML, geographic/regional preference, and by skills/experience match.

(3) The DAAC will approve the final slating.

e. Regional Preference:

(1) Regional preference submitted during the application process will be considered in the slating process. Applicants may choose any or all regions in which they wish to serve; however, preference for a certain region does not guarantee slating to that region. Applicants may be slated to a position at any location.
SFAE
SUBJECT: Army Acquisition Workforce Project/Product Director Policy and Procedures

(2) PD selectees will no longer have a Regional Preference if they have already served once as a Product or Project Director. However, those individuals will still be required to submit a regional preference form during the application process. If selected, the slating process will still try to accommodate the PD selectee regionally.

f. Notification and Acceptance:

(1) The results will be released after DAAC approval. The Army DACM Office will personally notify each applicant 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 ACRB contact information is current.

g. Declinations:

(1) PDs who decline a position outside their selected geographic/regional preference will do so without prejudice, and they will automatically move to the top of the Alternate OML as an un-slated principal. They will then be re-slated for the next available position within their geographic/regional preference area. Additionally, they will be able to compete for future PD positions.

(2) PDs who decline a position within their 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 (consecutive or non-consecutive) will do so with prejudice and will be prohibited from competing again for any PD position.

(4) Any declination by a PD (regardless of the regional preference), who has previously served as a PD, is with prejudice and that individual is ineligible to compete again at the same PD level.

(5) PD selectees will be required to sign a declination statement acknowledging and verifying their understanding of the effect that their declination will have on their ability to compete for future PD positions.

(6) 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. Exceptions will be approved by the DAAC.
SFAE
SUBJECT: Army Acquisition Workforce Project/Product Director Policy and Procedures

(7) If a PD selectee is also selected for a CSL PM at either the Product or Project level, the CSL PM position takes precedence. PDs selected and slated as a primary for a CSL PM position may reapply for a PD position following a successful CSL tenure.

(8) 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 - Senior Service College option.

h. PD Tenure:

(1) The prescribed PD tenure length is three (3) years, but may be extended not to exceed five (5) years. PDs must sign a Tenure & Program Management Agreement (T&PMA) upon selection. Any exceptions to this requirement will require a tenure waiver with a justification submitted on a DD Form 2905, Workforce Position Requirements or Tenure Waiver, through the DACM for final approval by the DAAC.

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

(3) PD selectees can serve no more than two terms (consecutive or non-consecutive) as a Project Director after which time they must compete for advancement to Project Director or CSL PM. After serving two terms (consecutive or non-consecutive) as a Project Director, selectee will no longer be permitted to compete and participate in the PD program.

i. PD Training:

(1) Product Director and Project Director selectees will attend education/training courses (Defense Acquisition University PMT 401 and PMT 402 respectfully) in accordance with reference 1b., paragraph 3, table 1-1, on a space available basis. 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) Product Director selectees should also attend the Army Acquisition Pre-command Course, 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 Training and Doctrine Command Center of Excellence 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 DACM on a case-by-case basis. The waiver authority for training cannot be delegated.
SFAE
SUBJECT: Army Acquisition Workforce Project/Product Director Policy and Procedures

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

j. 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, e.g., Army Acquisition Executive 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 no later than one year prior to the completion of PD tenure.

7. Responsibilities:

a. The DAAC, in coordination with the Principal Deputy to the Assistant Secretary of the Army for Acquisition, Logistics, and Technology, will:

   (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 TM BoD and serve as final approval authority for the PD slating, curtailments, extensions, activations, and post-utilization.

b. The DACM will:

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

SUBJECT: Army Acquisition Workforce Project/Product Director Policy and Procedures

(2) Verify and approve AAW members selected to participate in the PD program each year.

(3) Administer the annual PD Centralized Selection Board.

(4) Forward the program OML to the DAAC for final approval authority.

(5) Approve PD training and waivers for training.

(6) Serve as Executive Secretary for the TM BoD.

c. Army DACM Office will:

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

(2) Publish the program policy and procedures.

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

(4) Promote the PD program, conducts on-site and VTC briefs and leverages support from the acquisition community senior leaders.

(5) Coordinate with Organizational Acquisition Points of Contact and Acquisition Career Management Advocates to ensure the target audience is aware and notified of the PD program.

(6) Write, coordinate, and publish the announcement in compliance with all civilian personnel policies and directives.

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

(8) Provide assistance with submission of PD applications in AAPD; review and determine eligibility of all applications; and evaluate applications for board consideration prior to the close of current announcement.

(9) Prepare the MOI for the PD Centralized Selection Board.

(10) Plan and conduct the selection board to include coordination with the Army G1, the Army Secretariat, HRC, and board members. Additionally, provide the MOI to the board president and board members, and briefs board members.
(11) Coordinate and execute the TM BoD.

(12) Submit an After Action Report to the DAAC addressing relevant information on applicants and the board process.

(13) Announce the list of selectees each year. Notify PD selectees, alternates, and non-selectees once the PD slate is approved by the DAAC. Release the PD selection list to acquisition organizations and commands.

(14) In conjunction with the PEOs, be responsible for PD pre and post-utilization. Identify relevant leader development training, functional training and develop a post-utilization training and developmental strategy for every PD.

(15) Prepare PD Charters and T&PMA upon DAAC approval of PD slating. Updated charters will not be reissued based on program names changes unless directed by the DAAC.

d. USAASC G-1 will:

(1) Coordinate personnel actions affecting PD selectees and PD post-utilization with the servicing Civilian Personnel Advisory Centers and provide guidance, as required, regarding all personnel issues.

(2) Initiate the Requests for Personnel Action 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. PEOs will:

(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 PDs.

(5) Ensure completion of tenure agreements and waivers (if required) for slated PDs.
SFAE
SUBJECT: Army Acquisition Workforce Project/Product Director Policy and Procedures

(6) Participate in the TM BoD.

(7) In coordination with the Army DACM Office, plan for re-utilization of PDs and any displaced incumbents.

f. Applicants will:

(1) Ensure they have received a recent Senior Rater Potential Evaluation within the previous 12 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.


11. The Point of Contact for this policy is Mr. Norm Hilton, USAASC Army DACM Office, 703-664-5692, DSN 655-5692 or norman.a.hilton.civ@mail.mil.

SPISAK.CRAIG. A.1038819310
CRAIG A. SPISAK
Director, Acquisition Career Management

DISTRIBUTION:
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
SFAE

SUBJECT: Army Acquisition Workforce Project/Product Director Policy and Procedures

Soldier
(CONT)

DISTRIBUTION: (CONT)

Joint Program Executive Officer, Chemical and Biological Defense

U.S. Army Human Resources Command – Acquisition Management Branch

Director, System of Systems Engineering and Integration