

UNITED STATES ARMY



DIRECTOR, ACQUISITION CAREER MANAGEMENT OFFICE

# **CIVILIANS** and the **CENTRALIZED SELECTION LIST**

## **Administration Handbook**



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## PREFACE

Purview of many of these civilian Centralized Selection List (CSL) related efforts will transition, affecting the FY18 CSL Boards. This handbook is written to address purview following this transition.

## PURPOSE

To delineate responsibilities and procedures regarding the civilian portion of the CSL process for Army Acquisition Corps (AAC) acquisition director (AD) and product/project manager (PM) Acquisition Key Billets, as well as product/project director (PD) DACM Central Selection Board (CSB) positions.

## SCOPE

Applies to boards convened to consider civilian employees for centralized selection to LTC/GS-14 and COL/GS-15 AAC AD and PM Acquisition Key Billet positions, herein referred to as AAC CSL, as well as civilian positions NH-IV/GS-14 and GS-15 CSB (i.e., PD).

## SUPPORT

Refer to the most current version of ODCS, G-1, Officer Selection Board Policy Branch, Standard Operating Procedures for Identification, Mission, Roles and Responsibilities of all Organizations touching the Civilian CSL. **[Appendix 1]**

- DA Secretariat Office, HQDA DCS G-1
- Army Acquisition Executive (AAE)
- Civilian Personnel Advisory Centers (CPAC)
- 2015: Fort Knox CPAC, 502-624-7201
- 2016 Forward: Fort Belvoir CPAC, 703-704-3015
- U.S. Army Acquisition Support Center (USAASC)
- U.S. Army Human Resources Command-Acquisition Management Branch (HRC-AMB)
- Office of the General Counsel (OGC)
- Associate Deputy General Counsel (Human Resources), 703-614-3500; DSN 224

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**Reference:** Department of Defense's Hiring Manager's Toolkit: <https://dodhrinfo.cpmc.osd.mil/Directorates/HROPS/Staffing-and-Civilian-Transition-Programs/HiringManager/Pages/Home1.aspx>.

## TIMING

DAY	ACTIONABLE	ORGANIZATION
-180	AAC CSL Announcement Scrub	USAASC
-120	AAC CSL Board In Brief Scrub	USAASC for DMPM
-135	AAC CSL LTC/GS-14 Announcement Opens	USAASC
-135	PD Board Announcement Opens	USAASC
-120	AAC CSL COL/GS15 Announcement Opens	USAASC
-100	AAC CSL Board Member Nomination - LTC/GS-14 Board - COL/GS-15 Board	USAASC for HRC AMB
-90	AAC CSL Board Member Identification	HRC AMB for DA Secretariat
-90	AAC CSL LTC/GS-14 Announcement Closes	USAASC
-90	PD Board Announcement Opens	USAASC
-75	AAC CSL COL/GS-15 Announcement Closes	USAASC
-15	CSL Board Convenes LTC/GS-14	DA Secretariat
-15	PD Board Convenes	AG1 for USAASC
<b>Day 0</b>	<b>CSL Board Convenes COL/GS-15</b>	<b>DA Secretariat</b>
+10	OML Released to AMB	AG1
+30	AMB Drafts Initial CSL Slating Based on HRC and MILDEP Guidance	HRC AMB
+45	AMB FS Division Chief Briefed on Slate and Rationale	HRC AMB
+50	AMB FS Division Chief Briefed on Slate and Rationale	HRC AMB
+55	Slate and Rationale Finalized by AMB and DDACM	HRC AMB
+60	Director OPMD Briefed on Slate and Rationale	HRC AMB
+70	DACM Reviews/Concurs Slate	HRC AMB
+85	AAE Approves Slate	HRC AMB
+90	Principal Commands Notified of Slate and Can Request Changes within Immediate Organization	HRC AMB
+120	Slate Released to GO/SES for Notification	HRC AMB
+120	Ensure MILPER Message Addresses Civilian Notifications	HRC AMB and CMB
+150	NOTIFICATION: Principal and Alternate List Posted to HRC Home Page and DACM Home Page	HRC AMB

## ARMY ACQUISITION EXECUTIVE (AAE)

*Source: Department of the Army Standard Operating Procedure, Chapter 13, effective September 2015.*

1. 10 U.S.C. § 1734 specifies that the Secretary of the Army (SA), acting through the Service Acquisition Executive (SAE) for that department, is responsible for making assignments to CAPs. All AAC command and key billet positions are CAPs.

**Note:** Some are CAP-KLPs, ACAT I and II PMs are considered CAP-KLP, which adds additional qualification requirements. The Assistant Secretary of the Army for Acquisition, Logistics and Technology (ASA(ALT)) is designated as the AAE and is the Army's SAE. The SA has delegated the approval authority for AAC board results to the ASA(ALT). The SA is the approval authority for the Memorandum of Instructions (MOI), i.e., the convening authority.
2. Approves eligibility and selection criteria for centralized selection for AAC command/key billet positions.
3. Approves recommended AAC command/key billet slate.
4. Approves Selection Board MOI prior to approval by the SA.
5. Approves Army Command (ACOM), Army Service Component Commands (ASCC), Direct Reporting Unit (DRU) re-slate requests, both routine and as a result of the ACOM.
6. Approves the AAC command/key billet CSL, reviewing it periodically and approving recommended additions or deletions as necessary.
7. Approves AAC CSL/key billet position requirements.
8. Approves descriptions for specific AAC command/key billet positions similar to CSL commands.
9. Approves AAC command/key billet vacancies to be filled by annual fiscal year (FY) CSL boards.
10. Approves report dates for AAC CSL command and key billets and provides projected report dates to the CG, HRC prior to convening respective AAC command/key billet selection boards.
11. Approves operational and personal deferment requests from the AAC command/key billet CSL.
12. Approves the activation of individuals from the AAC CSL command and key billet alternate list to fill unprogrammed vacancies.
13. Approves extension and curtailment requests of AAC command/key billet tours beyond 120 days.
14. Approves early assumptions of command/key billet CSL.
15. In accordance with 10 U.S.C. Chapter 87 and the Defense Acquisition Workforce Improvement Act (DAWIA), establishes length of key billet tours for AAC Competitive Category positions.

## DIRECTOR OF ACQUISITION CAREER MANAGEMENT (DACM)

*Source: Department of the Army Standard Operating Procedure, Chapter 13, effective September 2015.*

1. Exercises general staff supervision over the AAC CSL command and key billet selection system and related policies in coordination with the DCS, G-1. Provides recommendations to the AAE on all AAC CSL command- and key billet-related actions.
2. Either concurs with or rejects the recommended AAC command/key billet slates and ACOM, ASCC and DRU re-slate requests prior to forwarding to the AAE for approval.
3. Responsible for the management and documentation of all Army acquisition positions.
4. Reviews the AAC command/key billet CSL periodically and recommends additions or deletions as necessary to the AAE.
5. Establishes eligibility and selection criteria for AAC command/key billet CSL selection, in conjunction with the DCS, G-1, for AAE approval.
6. Approves extension and curtailment requests of AAC command/key billet tours for 61 to 120 days.
7. Notifies the CG, HRC and HRC-AMB of the need to fill an unforecasted AAC command/key billet requirement.

## U.S. ARMY ACQUISITION SUPPORT CENTER (USAASC)

### USAASC G-1

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1. Chief, 703-805-5104; DSN: 655-5104
2. Supervisory Human Resources Specialist (CIV), 703-805-1019; DSN 655-1019
  - a) Prepares and coordinates the annual release of civilian CSL and PD announcements with the servicing CPAC at Fort Belvoir, Virginia. [[USAJobs](#) and [DACM Office Website](#)]
  - b) Coordinates with the gaining command/PEO to ensure the notification of the selectee by phone or by memorandum of his/her assignment. In addition, provides information that will facilitate family relocation, if required. The command/PEO representative will provide needed points of contact (POCs) in the PEO/command, such as the budget officer who will handle permanent change of station orders, if applicable.
  - c) Contacts the individual who is the normal POC for personnel actions at the PEO/command to which the selectee is assigned and informs him or her that a civilian PM has been slated against one of its positions. The PEO/command POC prepares the request for personnel action (RPA) and submits



it to the gaining servicing personnel office. The RPA is the document that requests the personnel community to start a one-time Priority Placement Program (PPP) Stopper List clearance and assign the selectee to the position.

- d) Coordinates, with gaining PEO, the preparation and execution of:
  - i. Tenure and Program Management Agreement (T&PMA)
  - ii. Charter Request
  - iii. Position Requirement Waivers (if required)
- e) Coordinates the PPP Clearance. The PPP is a DOD program designed to put displaced DOD employees into positions for which they are deemed well qualified by both the losing and gaining organizations' CPAC HR specialists. The PPP Stopper List must be completely cleared prior to giving an offer to the selected PM. Once the PPP Stopper List has been cleared, the CPAC representative will contact the individual to make the official job offer. At this time, the effective date of the assignment to the PM is established. All early activations must be approved by the HRC-AMB.
- f) If the selectee is from the alternate list, contacts the POC at the PEO/ command to prepare an RPA, but without a name identified. The PPP process outlined above is followed.
- g) If the selectee wants return rights to his or her current position upon completion of the PM assignment, this must be stated on the Notification of Personnel Action (NPA) that transfers the selectee to the PM position.
- h) Post Utilization:
  - i. Approximately one year out from completion of a PM tour, USAASC G-1 will reach out to the incumbent to provide for post-utilization placement.
  - ii. Will manage enterprise-level post-utilization efforts for all outgoing CSLs. This program is presently under concept development.

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#### USAASC G-2/3/4/5/6

- 1. Chief, 703-805-1245; DSN: 655-1245
- 2. Public Affairs Specialist/Army AL&T News Editor: 703-805-1006; DSN: 655-1006
  - a) Develops and executes a communication plan promoting the USAJobs announcement to maximize awareness among the AAW.

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#### USAASC Army DACM Office Proponency and Leader Development Division (PLDD)

- 1. Acquisition Workforce Training and Development, Branch Chief, 703-805-1229; DSN 655-1229



2. Acquisition Training and Development Manager, Program Manager, 703-805-1247; DSN 655-1247 and Acquisition Proponency Officer, 703-805-1249; DSN 655-1249
  - a) Coordinates all USAASC Civilian CSL and PD process action items with the DA Secretariat Office and/or HRC-AMB:
    - i. Board In-Brief: Receives from Army G-1, prepares and staffs with USAASC-PLDD and HRC-AMB.
    - ii. Draft Announcements: Prepares, reviews, modifies and approves release for USAASC G-1 and G-2/3/4/5/6 coordination. Ensures that approved announcements are posted to USAJobs, the DACM Office website for CSLs and the HRC-AMB home page accordingly. Identifies civilian CSL and PD Board member nominations. Coordinates with USAASC Human Capital Initiatives (HCI) Division.
  - b) Prepares and coordinates the release of the board's strategic communications announcement to coincide with the USA Jobs announcement. Coordinates with G-2/3/4/5/6.
  - c) Prepares and issues civilian CSL Result Notification: Principals, Alternates and Non-Selects (see Appendix 14 and 15 for examples).
  - d) Prepares and coordinates the release of DACM/DDACM individual notification: Principals, Alternates and Non-Selects.
  - i) Develops and coordinates the release of standardized Positions Requirements Documents (PRDs) for all program management positions.
  - e) Responsible for AAPDS management and board profile development.
  - f) Establishes, maintains and reviews AAC CSL/key billet position requirements through the annual CSL/Military Acquisition Position List (MAPL) review process.
  - g) Forecasts AAC command/key billet vacancies to be filled by annual FY CSL boards.
  - h) Coordinates with the CG, HRC on projected report dates for AAC CSL command and key billets.

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#### USAASC Army DACM Office Human Capital Initiatives (HCI) Division

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1. Data and Strategic Analysis (D&SA) Branch Chief, 703-805-9436; DSN 655-9436
2. Acquisition Analyst, 703-805-1064; DSN 655-1064
  - a) CAPPMS Data Query Management: CSL and PD board composition, Senior Rater Potential Evaluation (SRPE) unlock capability.
  - b) PD Board: Announcement development, strategic communications, board conveyance and slating Board of Directors.

#### **USAASC Army DACM Office Workforce Support Division (WSD)**

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1. Acquisition Qualification and Support Branch Chief, 703-805-9434; DSN 655-9434
  - a) Provides career management guidance and support relative to announcements and the SRPE.
  - b) Releases announcement and strategic communications to coincide with USAJobs announcement to OAP and ACMA community.
2. Acquisition Training and Education Branch Chief, 703-805-1527; DSN 655-1527:
  - a) Provides Defense Acquisition University (DAU) application processing for PMT 401 and PMT 402.
  - b) Provides travel funds for DAU.

### **PROGRAM EXECUTIVE OFFICE (PEO)**

1. Executive Officer and/or HR Representative
  - a) Prepares the RPA placing selectees into PM roles.
  - b) Initiates the T&PMA.
  - c) Generates temporary duty order (TDY) orders for mandatory training.
  - d) Provides normal HR duties for incumbent.

### **DEPUTY CHIEF OF STAFF, G-1 (OR DESIGNEE, THE DIRECTORATE OF MILITARY PERSONNEL MANAGEMENT (DMPM))**

1. Acquisition Officer, DMPM, 703-695-6558; DSN 312-225-6558
  - a) Processes the CSL selection board MOI for approval by the SA (convening authority).
  - b) Responsible for convening, conducting, recessing and processing results of AAC CSL command and key billet selection boards, on behalf of the SA.
  - c) Recommends eligibility and selection criteria for AAC command/key billet centralized selection, in conjunction with the DACM, for AAE approval.
  - d) Processes AAC command/key billet selection board results for ASA(AL&T) approval.
2. LTC HQDA, Army DCS G-1 (DMPM), 703-692-1798; DSN 312-222-1798
  - a) DA SOP maintenance.

## **COMMANDING GENERAL, HUMAN RESOURCES COMMAND (CG, HRC)**

1. Senior Human Resources Specialist, Acquisition Management Branch, Force Sustainment Division, 502-613-6214; DSN 983-6214
2. Operations Officer, 502-613-6154; DSN 983-6154
  - a) Prepares and notifies alternates of activation to fill AAC CSL command and key billet vacancies.
  - b) Notifies unslated principals.
  - c) Schedules AAC command/key billet selectees for attendance at all mandatory precommand courses and PMT 401 and PMT 402 as required prior to assignment to key billet position.
  - d) Recommends AAC command/key billet slate, subject to concurrence by the DACM, to the AAE for approval.
  - e) Receives requests for extensions or curtailments of AAC command/key billet tours through the DACM to the AAE for approval. [Command ⇒ HRC ⇒ DACM]
  - f) In 2015, prepares and releases the CSL announcement and the USAJobs announcement.
  - g) In 2016 and forward, responsibility for the civilian announcement will fall to the USAASC PLDD.
  - h) HRC ensures all civilian files are converted and uploaded into the DA Secretariat system for board review.
  - i) Coordinates with USAASC G-1 to initiate PPP for activations.
  - j) Coordinates with USAASC HCI to nominate civilian board members.
  - k) After Action Review: Provides demographic analysis for civilian and military CSL Boards and will provide to the AAE.

## GENERAL

The LTC/GS-14 (Product Manager) and COL/GS-15 (Project Manager) CSL boards are annual events, and although held concurrent with the military process, the civilian application process is announced and managed separately. Typically, the announcement is released for the LTC/GS-14 in the early summer, with the COL/GS-15 announcement following somewhat later.

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**HRC UNIQUE INFO:** The backup files for the PM Boards are kept on the H drive at **H:\OPMD\AMB\_Transfer**. Backup for boards conducted prior to the COL/GS-15 FY14 board were lost during the HRC upgrade to Windows 7.

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Neither USAASC nor HRC has the ability to post directly to USAJobs. Only the POC, within the servicing CPAC, has this ability (i.e., Fort Belvoir, commencing Calendar Year (CY) 2016).

Civilian applications are submitted through the Career Acquisition Management Portal (CAMP)/Career Acquisition Personnel and Position Management Information System (CAPPMS)/Army Acquisition Professional Development System (AAPDS).

**Note:** AAPDS also houses backups of all applications submitted since 2010. Backups of applications submitted before that date no longer exist as they were destroyed during multiple system updates by HRC. Any significant changes to the content of the announcements need to be coordinated with the OGC at the Pentagon, the Army G-1 at the Pentagon and the USAASC G-1.

Individuals who are part of DOD (non-Army) may receive assistance from an Acquisition Career Manager within the USAASC WSD: Branch Chief, Acquisition Qualification and Support Branch, at Fort Belvoir, when submitting an application for the CSL PM board.

U.S. Air Force (USAF) personnel may receive assistance from the USAF POC, Jose Mercado. Mr. Mercado is located at the Pentagon and can be reached by email at [jose.a.mercado38.civ@us.af.mil](mailto:jose.a.mercado38.civ@us.af.mil). Navy personnel can contact the Navy E-DACM office in Pennsylvania at 717-605-2357.

Individuals who participate in the Army Acquisition Corps Competitive Development Group/Army Acquisition Fellowship (CDG/AAF) Program - PM Track are required to apply to the CSL board during their third year of the leadership development program. The POC is USAASC-PLDD, CDG/AAF Program Manager, 703-805-1247; DSN 655-1247

Once finalized within AAPDS, civilian applications must be uploaded into the Army Selection Board System (ASBS) as this is the system where military and civilian

applications are housed for the board review. Uploading documents to the ASBS is a two-step process, managed by HRC-AMB. The first step is to notify the HRC Command Branch (502-613-6403) once a list of applicants (including name, social security number, race or national origin and sex for each applicant) is available. Then, provide the HRC Command Branch with the list using the Add/Drop sheet located in the Miscellaneous Docs file in the H drive folder (add\_drop\_sheet.xls). HRC AMB will “build” the board in the Officer Selection Support System using this sheet. The second step is to connect with the DA Secretariat at 502-613-8822 to request that the board can be built in ASBS.

## **EMERGENCY ESSENTIAL (EE) DESIGNATION**

This information is provided in the event that CSL PM or CSB PD positions require an Emergency Essential (EE) designation.

As stated in IAW AR 690-11, EE civilian positions must be limited to those positions specifically required to ensure the success of combat operations or the availability of combat-essential systems. Key and EE positions should be pre-identified and, prior to being filled, should be annotated on the PRD and vacancy announcement. It must be clearly defined as a condition of employment.

Some DA civilians occupy positions that cannot be vacated during national emergency or mobilization without seriously impairing the capability of their organization. To ensure continuity in mission, commanders may designate these positions as key. Civilians in key positions must be exempted from recall to active duty because of Reserve or retired military obligation. Additionally, a civilian who is also a reservist or retiree subject to recall cannot compete for a CSL position.

## **POSITION REQUIREMENTS DOCUMENT (PRD)**

**PM PRD:** The Army DACM Office will work with the Civilian Human Resources Agency (CHRA) to enable the development and classification of a standardized CSL PM PRD. The PM PRD will be loaded into the Fully Automated System for Classification (FASCLASS) and made available for use by all CPACs. The PEOs shall not make any modifications or adjustments to the PRD without explicit written permission from the Army DACM Office.

**PD PRD:** The PRD for PD positions has been developed and classified by CHRA. You may access this PRD within FASCLASS, using PRD number ASAE101010.

All PRDs will be in the broadband pay scale. The PEO shall not deviate from the approved PRD and is required to qualify all personnel assigned to a PM/PD position against the appropriate PRD. This is critical to ensure standardization and consistent application across the Army acquisition enterprise and to recognize that the requirements of a PM are extensive.

All personnel must be qualified against the appropriate PRD by the PEOs servicing CPAC, in accordance with all laws and HR regulations. No other employee will be identified as a PM. PEOs must ensure that all PMs and PDs are identified by position title on their Table of Distribution and Allowances as soon as possible.

## HRC GUIDANCE

HRC is not responsible for providing career advice to the civilian workforce. Refer the individual to the USAASC Army DACM Office Workforce Support Division for assistance via a CAPPMS help ticket request: <https://rda.altess.army.mil/camp/index.cfm?fuseaction=support.helpRequest>. Advise the applicant that the USAASC will contact them as soon as possible.

Many civilian acquisition personnel are evaluated via the Acquisition Demonstration (ACQDEMO) workforce personnel demonstration project. The ACQDEMO rating period runs from Oct. 1 to Sept. 30 of every year, but ratings are not officially finalized by the pay pool manager until sometime after the first of the next calendar year. However, because the organizations do not complete all evaluations at the same time, you should NOT accept evaluations from individuals for the current year. This could possibly create an unfair situation because some have current evaluations and some do not. For individuals under the ACQDEMO rating system, their evaluations will be a year old at the time of application: for example, for the FY16 CSB/FY17 CSL boards, the evaluations for ACQDEMO individuals will be dated sometime in January 2015. The Total Army Performance Evaluation System is presently undergoing a significant restructuring. It will transition to the new DOD performance management system, and will move to a single cycle.

Occasionally individuals will request an extension of the suspense date for one reason or another. Usually it's because they didn't see the announcement or they waited until the last second to request a SRPE and their Senior Rater has not completed it in time. HRC does not have the authority to grant extensions. That authority rests with the DMPM/G-1. Individuals who desire an extension must submit a memo, through their first general officer or senior executive service, to HRC AMB outlining the reason for the extension request. The extension request must be for something substantial (keep in mind that it's going to the G-1) and must be fully documented.

**NOTE:** Any extension granted to a civilian automatically applies to military personnel and to everyone else. If the suspense is extended, the announcements must be re-released on the HRC website and USAJobs. Those who have already submitted an application must also be notified of the re-release, by USAASC-PLD. Any request for an extension must be coordinated with the Acquisition POC at the DMPM office as well as with the military assignment officers at HRC AMB.

SRPEs are not visible to the applicant in CAPPMS until seven days after the senior rater finalizes them in the system. However, the senior rater and SRPE administrators will be able to view and print them before then. Therefore, the suspense for the SRPE to be complete is 10 days prior to the suspense for applications to be submitted. This allows the applicant to decide if they want to apply after reviewing the SRPE comments.

To be eligible for the CSL PM boards, an applicant's pay must be equal to or greater than a GS-13/Step 1. This requirement is built into the CAPPMS system. Individuals who are in the Level III pay band are technically eligible to be promoted to Level IV. However, some individuals in the Level III band are equivalent to GS-12.

**NOTE:** The CAPPMS system will ensure that those in NH-III that are not equivalent to the GS-13/Step 1 level are not deemed eligible for consideration.

Non-Army applicants are supported by the Branch Chief, Acquisition Qualification and Support Branch, 703-805-9434, DSN 655-9434.

**NOTE:** Acquisition Officers and NCOs who are going to retire during the time the announcement is open are NOT eligible for consideration. They must be current civilian employees. For more information, see "Who May Apply" on the announcement.

## ACCESS TO CAMP, CAPPMS AND AKO

### Army Acquisition Applicants

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CAMP houses all of the USAASC-Army DACM Office's acquisition education, training and leader development program applications in one convenient location, using a single login. CAPPMS houses the software applications used for Army Acquisition career management and development. It includes the Acquisition Career Record Brief (ACRB), Individual Development Plan (IDP), Army Acquisition Professional Development System (AAPDS), Certification Management System (CMS) and SRPE. CAMP is the portal for logging into CAPPMS. All AAW members are given access to CAPPMS, and can use the Common Access Card (CAC) login.

### Non-Army Applicants

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Must have or obtain an Army Knowledge Online (AKO) account. Instructions for getting that account will be included in the USAJobs announcement. The USAASC PLD POC for the announcements will have to sponsor the AKO account. An email address ending in .mil is required. AKO requests cannot be approved without verifying that the applicant is a DOD employee. Non-Army applicants must demonstrate that they are a DOD employee, at least a GS-13/Step 1 or equivalent,



and certified at Level II in Acquisition Career Field A or C. If not, their AKO account request cannot be approved.

Non-Army Applicants will need to send a copy of their most recent SF-50 documenting their current position to the Program Manager, 703-805-1247, who will coordinate with the acquisition analyst at the USAASC-HCI Division D&SA Branch. The SF-50 will be used to establish a profile within the CAPPMS database. Once the CAPPMS profile has been established, the acquisition analyst at the D&SA Branch will contact the applicant and guide them through CAC validation and CAMP/ CAPPMS account creation.

To build the rater and senior rater information into the CAPPMS database, the D&SA Branch will need the information listed below from the non-Army applicant. The information is necessary for completing the SRPE, and can be provided via encrypted email or telephone.

The following information is needed from the rater and senior rater:

- Name
- Social Security Number
- Date of Birth
- Rank/Title/Series
- Email Address
- Phone Number
- Unit Identification Code/Organization

Establishing an AKO account for the applicant, the rater and the senior rater is the first step to ensure that all participants can link their CAC and ultimately access the CAPPMS database. Be sure that AKO activation information is passed on to the rater and senior rater.

Contact the Acquisition Analyst at the USAASC-HCI Division's D&SA Branch if additional assistance is required. To access AKO and submit an account request, go to <https://www.us.army.mil>. For questions related to CSL applications and AKO account access, contact designated Army AKO sponsor John Kelly at [john.t.kelly12.civ@mail.mil](mailto:john.t.kelly12.civ@mail.mil).

## WEBSITE POSTING

### USAJobs

As the federal government's official source for federal civil service job listings, job applications and employment information fact sheets, USAJobs.gov provides a wealth of resources. USAASC G1 will work with servicing CPACs to ensure announcements are posted to USAJobs.

### HRC AMB Web Page within AKO

<https://www.hrc.army.mil/Officer/Acquisition%20Management%20Branch%20FA51>

Commencing CY 2016, USAASC will provide the CSL announcement link, posted on the DACM Office home page, to HRC-AMB to increase awareness and marketing of opportunities.

### USAASC Army DACM Office Home Page

<http://asc.army.mil/web/dacm-office/>

Commencing CY 2016, a dedicated website will be established for all CSL-related items. The site will also become the official location for civilian CSL announcements. Work with the USAASC G-2/3/4/5/6 Office for any updates to the CSL website.

## APPLICATION TIMELINE AND COMPOSITION

Eligible civilians interested in competing for these CSL positions must submit an application in accordance with announcement instructions posted on the HRC website at <http://www.hrc.army.mil/> no later than 2359 hours on the appropriate closing date. All civilian CSL applicants will use AAPDS within CAPPMS to submit an application. Timeline details and documentation requirements are listed in the table below:

Documentation	Civilian
Experience	<ul style="list-style-type: none"> <li>• Resume</li> <li>• ACRB</li> </ul>
Commendations	<ul style="list-style-type: none"> <li>• ACRB</li> <li>• Award Certificates not evident on ACRB</li> </ul>
Performance	<ul style="list-style-type: none"> <li>• Last Three Performance Appraisals</li> </ul>
Potential	<ul style="list-style-type: none"> <li>• SRPE</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Regional Preference Form</li> </ul>

[Civilian PM/PD Required Application Documentation](#)

**DOD civilians must:**

- Not be serving on an active CSL tour that would overlap with any new CSL principal command or key billet selection.
- Not have declined, with prejudice, an AAC CSL command/key billet after having been identified on a CSL as a principal or an alternate.
- Not have been removed or relieved for cause from an AAC CSL position (either principal or alternate) by a DA, at the same level for which the applicant is currently competing.
- Not have submitted a retirement application to DA.
- Be a member of the Acquisition Corps.

**NOTE:** A self-certification process, enabled in AAPDS, will ensure that all civilian applicants attest to compliance with the aforementioned criteria.

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**HRC UNIQUE GUIDANCE:**

The most recent announcements are in the AMB\_Transfer directory on the H drive.

**For 2015:** Typically the LTC/GS-14 announcement opens in the June-August time frame. Announcements should be open a minimum of 60 days. Notify USAASC 60 days prior to intent to release, to allow sufficient time for review and approval for release. Send USAASC copies of the announcement when it is released.

The COL/GS-15 announcement is usually open in August-November. Again, notify USAASC 60 days prior to intent to release, to provide sufficient time for review and approval for release. Provide copies to the appropriate personnel so they know the announcement is open and have the right verbiage.

**For 2016:** Work with the Supervisory Human Resource Specialist in the Acquisition Management Branch, Force Sustainment Division, 502-613-6214, DSN: 983-6214 to get the DACM Office Announcement link posted to the AMB Web page.

**Non-Army Applicants**

CSL positions are open to individuals who are employed by DOD, are Acquisition Corps members and possess the required certifications.

Immediately after you've validated that the individual is eligible, notify the USAASC WSD-Acquisition Qualification and Support Branch Chief at 703-805-9434 so that he or she can make contact. This contact is critical in order to enable the applicant's access to CAMP/CAPPMIS. Applicants will need to provide a copy of their SF50, copies of their certification documents and proof of Acquisition Corps membership. Without those documents, the individual will be ineligible. USAF employees have a very detailed ACRB-like document

that they can provide; it can be obtained from Jose Mercado. Documentation provided by applicants from the Navy and other DOD organizations is up to the individual.

Be sure to ensure that the pay amount specified on the SF50 is correct. As of September 2015, applicants must earn the equivalent of GS-13/Step 1 pay to be eligible. However, that requirement may change. See the section below about changing requirements in AAPDS.

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## SENIOR RATER POTENTIAL EVALUATION (SRPE)

The SRPE is a critical piece of the civilian CSL and PD application package. Using a phased-in approach scheduled to begin in October 2015, SRPEs are required for all Army Acquisition Workforce members at the GS-12 level and above, including broadband equivalents. The first phase will include only GS-14 and broadband equivalents.

**NOTE:** Refer to SRPE Policy and Guidance for more information. Instructions for completing the SRPE are available for applicants, applicants' supervisors and applicants' senior raters in CAPPMS under the SRPE tab.

An applicant cannot see the finalized SRPE in CAPPMS until seven days after the SRPE is finalized by the senior rater. Therefore, to ensure that the senior rater finalizes the SRPE in CAPPMS, the individual has access to the SRPE prior to the board closing date; the date that the SRPE must be finalized in CAPPMS should be no later than 10 days prior to the closing date of the announcement. This allows for system processing, and gives the applicant sufficient time to decide if he or she wants to finalize the application in CAPPMS after seeing the SRPE.

**NOTE:** Once the SRPE is finalized in CAPPMS, it cannot be edited. Only the USAASC-HCI Division's Data and Strategic Analysis (D&SA) Branch can "unlock" a SRPE in order to modify it after it has been deemed final.

Effective 2015, two different SRPE forms will be available. The new SRPE was implemented in CY 2015 and appears below. In Appendix 12 and 13, you will see the SRPE form that has been in effect previously as well as the current SRPE form. Appendix 26 provides a user manual for the SRPE system.

Basically, the same kinds of comments on potential that are expected for officers are expected for civilians.

## ARMY ACQUISITION PROFESSIONAL DEVELOPMENT SYSTEM

Civilians submit applications for CSL Board consideration via the AAPDS portal of CAMP/CAPPMS. AAPDS is a sub-function of CAMP/CAPPMS, and is used to support a number of civilian acquisition boards. It's used as a collection point for the PM Board data only. It is

incumbent upon the applicant to ensure that he or she complies with the requirements of the announcement as it relates to what to submit. There are some boilerplate instructions in AAPDS that you may access at Appendix 24.

The USAASC PLDD, Acquisition Workforce Training and Development, CDG/AAF Program Manager prepares the AAPDS application portal and then opens it to civilians for their use. You can find the portal at <https://rda.altess.army.mil/camp>.

USAASC-WSD Acquisition Qualification and Support Branch provides guidance and assistance to CSL applicants relative to CAPPMS system issues, using the Workforce Management Inquiry System within CAPPMS.

## ARMY SELECTION BOARD SYSTEM (ASBS)

The Army Selection Board System (ASBS) is utilized by Army HRC to build Officer Board files for evaluation by Department of the Army mandatory boards. Files are maintained by HRC, and access is hard-wired, CAC-enabled and strictly limited. These documents become a permanent, static record that is reviewed by the Promotion Board to assist in its evaluation and deliberation.

ASBS accepts a limited number of file formats for uploading documents, including PDF.

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**HRC UNIQUE GUIDANCE:** The quality of files uploaded in a PDF format can be less than optimal: what looks good on the screen when saved as a PDF often becomes a poor quality document when loaded into ASBS. It's easier to convert all documents, except the ACRB and SRPE (which generally upload correctly), into .TIFF files. Please note that these are .TIFF files, not .TIF files. Also, keep in mind that no individual page should exceed 300 dpi. Often, documents are scanned at a higher level, which results in a file that's too big for the system. The most expedient way to handle this is to print the document, rescan it at 300 dpi and then convert it to a .TIFF file.

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When uploaded, each file must be broken into individual pages. For example, if the PDF of an evaluation is 17 pages long, it must be saved as 17 individual documents, regardless of the file type. Fortunately, converting the file to a .TIFF is easy, and doing so automatically breaks a document into individual pages.

The full version of Adobe Pro is required for converting documents for uploading to the ASBS. If you do not have the full version, contact the Help Desk. Please refer to the APBS User's Guide at Appendix 25 for detailed instructions on using the system.

## GENERAL INFORMATION

The Product and Project Manager positions are NOT exempt from the PPP. However, there are modified procedures in place that allow for more expedient clearing of the PPP for these positions. The rules for the PPP were modified for acquisition several years ago. The USAASC G-1 Office will contact you if a PPP hits and will follow the appropriate procedures. USAASC G-1 contacts the gaining PEO's HR POC to create the RPA and finalizes the one-time PPP. HRC is not responsible for clearing the PPP.

## CSL SELECTEE ADMINISTRATIVE DETAILS

1. HRC-AMB contacts the selectee to schedule the pre-command courses, PMT 401 and PMT 402.
2. Approximately four months from the effective date of the CSL tour, the gaining PEO's Executive Officer will initiate the Tenure and Program Management Agreement (T&PMA). Once the selectee signs the T&PMA, it is sent to and kept by USAASC Army DACM Office-PLDD. USAASC PLDD then creates the charter and processes the entire package for coordination and signature by the AAE.

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## HRC GUIDANCE

For principals, no action is required, as USAASC G-1 is aware of who is being assigned to that role.

**For Alternate Activations:** Once the Assignment Officer has notified you that they are going forward with the Form 5 for the activation, you will send an email to USAASC requesting that they notify the organization to clear the PPP. USAASC will act as the clearinghouse for all organizations for this action. If a civilian is selected to serve in a contracting position, USAASC has agreed to notify the appropriate personnel office of the need to clear the PPP.

The email to the USAASC should include the name of the position, the Headquarters of the organization (PEO, etc.), the projected reporting date, the dates the announcement was open, and the approximate dates of the board. The G-1 and/or the Assignment Officer may be able to provide the specific dates.

**AT NO TIME DO YOU RELEASE TO USAASC OR THE ORGANIZATION THE NAME OF THE INDIVIDUAL BEING ASSIGNED.**

**ENSURE THAT THE ASSIGNMENT OFFICER NOTES THAT THE OPMD DIRECTOR/CMB CANNOT RELEASE THE CONGRATULATORY LETTERS PRIOR TO THE PPP BEING CLEARED!**

The USAASC G-1 will notify HRC-AMB once the PPP has been cleared. At that time, the director notes can be released.

In the unlikely event that there are registrants on the PPP, refer to the “Procedures for Filling Program Manager Positions Critical Acquisition Positions” dated April 14, 1998 and amended Aug. 20, 2004, for instructions below.

The PPP is mandatory. It is tied to a civilian’s position, not to the civilian. So, although USAASC takes care of the PPP for the primary list, if a re-slate was to occur after the lists were released, the PPP must be cleared ANY time that a civilian is moved to or placed in a new position. It is DOUBLY important to ensure that it happens for the alternate activations and that final clearance of those positions is obtained from the USAASC prior to releasing any activation.

Clearance of the PPP should not take an extraordinary amount of time. The biggest problem may be an organization dragging its feet in completing the Request for Personnel Action (RPA), by trying to find out who the selectee is.

**NOTES:**

1. DOD CPMS policy on the PPP can be found at Appendix 27 and via [http://www.cpms.osd.mil/Content/Documents/PPPHandbookAug2012\(2\).pdf](http://www.cpms.osd.mil/Content/Documents/PPPHandbookAug2012(2).pdf)
2. Army G-1 PPP clearance procedures, dated Sept. 2, 2004, can be found at Appendix 10.
3. Army procedures for filling CSL PMs, dated Aug. 20, 2004, can be found at Appendix 9.



## RECOMMENDING BOARD MEMBERS

### LTC/GS-14 BOARD

Typically, 90 days prior to the board, the DA Secretariat will request nomination of eligible board members.

HRC AMB will begin by requesting a report from the USAASC Army DACM Office-HCI Division with documentation indicated on the CSL field in Section III of the ACRB. The query needs to be positive at the GS-15/Project Manager level. Former military members who were PMs typically will not have this block in Section III filled out because the query is looking for specific data from the MAPL that will not show for the military positions on the ACRB.

USAASC Army DACM Office will provide a list of eligible board members, in the following preferred order of nomination:

- GS-15s and broadband-equivalent civilians who have completed or are currently serving in a GS-15/COL CSL position.
- GS-15s and broadband-equivalent civilians who have successfully served in at least a LTC/GS-14 CSL position.
- GS-14s and GS-15s and broadband-equivalent civilians who previously served as PMs as colonels. **[NOTE: This will require reviewing lists and knowing who is now a civilian.]**
- Deputy PEOs (SES), Deputy PMs (at the GS-15 level or broadband equivalent) and senior contracting officials (SES, GS-15 or broadband equivalent) are also suitable alternatives, regardless of prior PM experience.

**NOTE:** Board members may not serve in successive years. It may be difficult to find past PMs due to the low selection and service rate of civilian CSLs.

### COL/GS15 BOARD

The Office of the DA Secretariat deals directly with either the Civilian Senior Leader Management Office of the Assistant Secretary of the Army Manpower and Reserve Affairs and/or the General Officer Management Office to identify board members to serve.

## BOARD EXECUTION

The LTC/GS-14 CSL Board, COL/GS-15 CSL Board and the PD Central Selection Boards are held annually at the Department of the Army Secretariat in Fort Knox, Kentucky.

## MEMORANDUM OF INSTRUCTION (MOI)

The MOI is the only written guidance provided to board members and includes directions regarding eligibility, selection objectives and any special requirements needed for the positions being filled. The MOI is prepared by the Army G-1 no less than 30 days prior to Board Conveyance. The SA is the approval authority for the Selection Board MOIs.

## BOARD IN-BRIEFING

The Board In-Briefing is prepared by the Army DACM Office, in support of the Army G-1. The Army G-1 solicits comments on and updates to the Board In-Briefing in the third quarter of each year, with a 30-day response time.

The Army DACM/DDACM familiarizes the board on the general format and content of civilian board files, the various civilian appraisal systems and the SRPE. The DACM/DDACM does not deviate from the prescribed text prepared for the brief.

Board members use the MOI, the applicant's board file and their own experiences and judgment to develop a word picture of the applicant. The word picture is then converted to a numerical score or vote. An automated system protects the anonymity of each vote. Based on the votes of all members, a relative standing list (RSL) is produced. There is one RSL for principals and one for alternates. When the board adjourns, HRC-AMB receives the RSL and prepares the slate.

Each officer or civilian selected or activated for command must attend some combination of pre-command and DAU training.

## TRAINING REQUIREMENTS

In accordance with DOD 5000.52-M and guidance from Army DACM Office policy, CSL PMs are required to complete the courses outlined in the table below. AAC CSL designees will usually attend this training before assuming the Acquisition PM CSL billet. HRC-AMB will schedule civilians for the mandatory courses upon selection. Commander, Human Resources Command (HRC), Acquisition Branch will provide confirmation of training seat reservations, including class reporting and ending dates.

CSL Selectees will generate training requests utilizing the ATRRS Internet Training Application System (AITAS) at <https://www.atrrs.army.mil/channels/aitas/main.asp>.

USAASC Army DACM Office-WSD will assist CSL selectees, PD selectees and applicable PEO representatives in generating TDY orders.

Course	Product Managers (LTC/GS-14 equiv)	Project Managers (COL/GS-15 equiv)	Product Directors (LTC/GS-14 equiv)	Project Directors (COL/GS-15 equiv)	ACQ Director/ Commander (LTC/GS-14 equiv)	ACQ Director/ Commander (COL/GS-15 equiv)
PMT 401 Program Managers Course	Yes	Yes	Yes	Yes	No	No
PMT 402 Executive Program Management Course	No	Yes	No	No	No	No
Contracting Pre- Command Course at AACoE	No	No	No	No	Yes	Yes
Branch Pre- Command Course	Yes	Yes	N/A	Yes	No	No
Army Pre- Command Course: School for Command Preparation, Fort Leavenworth, KS	Yes	Yes	N/A	Yes	Yes	Yes
Acquisition Leaders Challenge Program Level 2*	No	No	Yes	Yes	No	No
Army Acquisition Leadership Prep Course*	Yes	No	Yes	No	No	No
* CSL selectee is responsible for all coordination						

## DAU COURSEWORK

For all DAU coursework (e.g., PMT courses), quotas are obtained annually by the USAASC Army DACM Office. HRC-AMB provides input to USAASC Army DACM Office-PLDD (which will coordinate with USAASC Army DACM Office-WSD) based on the number of projected military and civilian positions we anticipate filling. USAASC and HRC-AMB work together to divide the quotas between the active component and civilians and the deputy population.

### PMT 401

Level III certification in program management is required prior to PMT 401. PMT 401 is a 10-week course conducted multiple times per year in several locations. The primary location is at Fort Belvoir, Virginia, with adjunct campuses at Wright Patterson Air Force Base in Kettering, Ohio; Redstone Arsenal in Huntsville, Alabama; and DAU in San Diego, California. All PMT 401 classes are resident classes. Distance learning is not offered at any location. Fort Belvoir has some unique lodging requirements (see Appendix 7). Travel and per diem for PMT 401 are funded by DAU.

### PMT 402

PMT 402 is a four-week course held only at Fort Belvoir. It is conducted multiple times annually. Travel and per diem for PMT 402 are funded by DAU.

#### NOTES:

1. The combination of PMT 401 and 402 meet the statutory requirement for PMs managing ACAT I and II programs. Regardless of ACAT level, it is Army policy that all CSL PMs eventually attend both PMT 401 and 402. PMT 403 is offered to ACAT III PMs if class seats are filled by ACAT I/II PMs and seats are not available prior to taking an ACAT III PM position.
2. Post-CSL LTCs/GS-14s should have already taken PMT 401 and would take PMT 402 prior to assuming a CSL position at the COL/GS-15 level.
3. DAU Visiting Officers' Quarters lodging guidance can be found at Appendix 7.

## PRE-COMMAND COURSES (PCCs)

HRC-AMB manages and schedules the attendance for Branch and Branch Immaterial PCCs. The Operations Officer, 502-613-6154 or DSN 983-6154, coordinates PCC requirements and scheduling individually with each officer or civilian on the primary list and those activated from the alternate list.

In addition, HRC-AMB takes care of all the data entry into AITAS/ATRRS for the officers and civilians for these courses except for the Acquisition Leaders Challenge Program Level 2 (ALCP II) and the Army Acquisition Leadership Prep Course (AALPC).

Individuals activated from the alternate list are contacted individually to schedule courses. Failure to attend these courses requires an approved waiver. Officers and civilians who will encumber PM positions will not receive their signed charter until they have completed all of their training or have an approved waiver in place. USAASC tracks compliance with this requirement.

Lastly, effective FY16, PCCs will be chargeable to the Military Training Specific Allotment Financial Management Account.

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### Contracting PCC

The Contracting PCC is a mandatory, branch-specific course designed to fill the needs of lieutenant colonels, colonels and federal civilians who have been designated through the CSL for command positions. This course can be found on ATRRS under School Code 907B; Course ID: 2G-F113 (MC). It is taught at the USAASC Army Acquisition Center of Excellence (AACoE) on the campus of the University of Alabama at Huntsville. For additional information, go to <http://asc.army.mil/web/organization/aacoe/>.

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### Branch-Specific PCC

Each individual selected for a CSL position will attend the branch-specific PCC that is aligned with the program he or she will manage. For example, an individual selected for a program that is closely aligned with aviation will be slated to the aviation PCC.

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### Army PCC

All CSL selectees will attend the Fort Leavenworth phase of pre-command training.

#### NOTES:

1. Once scheduled for mandatory pre-command training, any requested changes for courses scheduled for completion prior to the projected assignment date must be endorsed by the first GO (or SES equivalent) in the losing organization's chain of command and approved by the CG, HRC.
2. Any requested changes for courses scheduled for completion after the projected assignment date must be endorsed by the first GO (or SES equivalent) in the gaining organization's chain of command and approved by the DACM.
3. Any changes to the training schedule requested outside of the current waiver will not be made without an approved waiver.
4. The cost of lodging at Fort Leavenworth (Phase 1) will be centrally funded.
5. Based on current training travel guidance, officers are to be directed the proportional meal rate on their travel order since a government dining

facility is available. The cost of lodging and selected directed meals (weekdays) at applicable Branch PCCs (Phase III) will be centrally funded.

6. The only exception to above is at the USAACoE in Huntsville, where lodging, meals and transportation requirements are centrally funded.
7. Training travel guidance by training location can be found at <https://g357.army.pentagon.mil/tr/tri/ittg/default.aspx>. Please call the G-3/5/7 Portal Help Desk at 703-697-4650 for access issues.

## ALCP II

Army Acquisition Leadership Challenge Program II is mandatory for GS-14 and GS-15 CSB PD principals. The 2.5-day course is taught in Atlanta, Georgia.

## AALPC

The target audience for AALPC is LTC/GS-14 CSL and CSB principals. This four-day course is taught in the National Capital Region.

## STRATEGIC COMMUNICATIONS

The DDACM Memorandum for Alternates can be found at Appendix 14.

The DDACM Memorandum for Non-Selects can be found at Appendix 15.

The HRC-AMB Congratulatory note to CSL Principals with RFO can be found at Appendix 16.

## TENURE

Tenure for CSL and CSB positions will normally be three years for ACAT II/III programs, four years for ACAT I programs, or near major program milestones (based on Title 10 of the U.S.C and the DAWIA). Personnel rotations have been organized to provide an overlap between incoming and outgoing individuals to the maximum extent possible. Other guidance regarding length of critical acquisition assignments is in 10 U.S.C. Chapter 87.

The DA Army Secretary, in accordance with 10 U.S.C. Chapter 87 and the DAWIA, establishes AAC CSL key billet tenure for AAC Competitive Category positions.

Individuals who complete less than one half of a normal CSL/CSB tenure through no fault of their own will normally be slated to another CSL/CSB position.

### NOTES:

1. ACAT I - Four-year billets at the COL/GS-15 level.
2. ACAT II and below and all LTC/GS-14 level: Three-year billets.
3. Tenure Agreement Forms can be found at <http://asc.army.mil/web/alt-workforce-policy-procedure/>.
4. Army Tenure Policy can be found at <http://asc.army.mil/web/wp-content/uploads/2014/12/CAP-Tenure-Req-8Dec2014.pdf>.

For CSL PM positions, the tenure agreement is an element of the Tenure and Program Management Agreement (T&PMA). The organization is responsible for initiating and ensuring that the T&PMA is signed by the selectee and the PEO. The organization then includes the signed T&PMA in its charter request package and forwards the entire package to the USAASC-Army DACM Office for staffing and AAE approval and signature. For Acquisition Director positions, the organization is responsible for ensuring that the DD Form 2888 (Critical Acquisition Position Service Agreement) is signed by the selectee and the appropriate approving official. Once approved, the organization forwards the DD2888 to USAASC for loading into CAPPMS.



The T&PMA (CSLs) or DD2888 must be signed by the selectee and the organization prior to the selectee entering the position and receiving a charter (if applicable).

USAASC uploads the signed T&PMA or DD2888 in CAPPMS.

The process is the same for both GS-14 and GS-15 supervisors and LTCs/COLs.

## **PAY SETTING**

Under the FY15 Acquisition Demonstration promotion pay setting rules, promotion pay is 6 percent to 20 percent. For example, an FY15 Acquisition Demonstration employee (NH-3) with a base pay of \$84,487 would receive promotion pay ranging from \$89,556 (6 percent) to \$101,384 (20 percent).

## **AFTER ACTION REVIEW**

HRC-AMB conducts an annual demographic analysis of CSL Boards. Effective 2015, this analysis will include civilians. USAASC Army DACM Office PPL will prepare strategic communications materials, including lessons learned, via the [DACM Newsletter](#).

## APPENDIX:

1. SOP: DCS, G-1, Officer Selection Board Policy Branch, Standard Operating Procedures
2. ANNOUNCEMENT: Example - 2014 HRC AMB Web Announcement, COL/GS-15 Level
3. ANNOUNCEMENT: Example - 2014 USAJobs Announcement, COL/GS-15 Level
4. ANNOUNCEMENT: Sample Regionalization Form
5. CHARTERS: Example of a Charter Request Form
6. CHARTERS: How To
7. GUIDANCE: DAU - Visiting Officers' Quarters Lodging for PM Course
8. GUIDANCE: Mandatory Requirements CSL Acquisition Key Billet PMs
9. GUIDANCE: Procedures for Filling PM Critical Acquisition Positions (CAPs)
10. PPP: AG1 Policy Memorandum, Special PPP Clearance Procedures
11. PPP: DDACM Memorandum, Request to Modify PPP Clearance Procedures for PDs
12. SRPE Form, Effective 2015
13. SRPE Form, Effective 2004
14. MESSAGES/MEMOS: Sample DDACM Congratulations, Alternate: FY16 CSL
15. MESSAGES/MEMOS: Sample DDACM Thank You, Non-Selects: FY16 CSL
16. MESSAGES/MEMOS: Sample HRC-AMB: Congratulations, Principle
17. MESSAGES/MEMOS: Sample HRC-AMB: Principle RFO, April 2012
18. MESSAGES/MEMOS: Sample MILPER Message 14-202
19. T&PMA: Blank DD 2905 - AT&L Position and Tenure Waiver Form
20. T&PMA: Example Tenure and Program Management Agreement (T&PMA)
21. T&PMA: T&PMA Template
22. TENURE: DD 2888, CAP Tenure Agreement Form
23. TENURE: DD 2889, Key Leadership Position Tenure Agreement Form
24. USER MANUAL: AAPDS
25. USER MANUAL: ASBS
26. USER MANUAL: SRPE
27. DOD CPMS Policy on PPP



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