

Army Director, Acquisition Career Management (DACM) Office



## Civilian Leader Opportunity

The Army Acquisition Corps (AAC) Project Director  
Centralized Selection Board (Civilian-Only)  
FY21 Announcement

Announcement Opening Date: 8 May 2019  
Announcement Closing Date: 24 June 2019  
FY21 PD Board: 29 July- 2 August 2019

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The U.S. Army Acquisition Support Center (USAASC)/Army DACM office is pleased to announce the FY21 Project Director Centralized Selection Boards (CSB).

This is an opportunity to compete for a centrally selected Project Director position within one of the Army's Program Executive Offices (PEOs). All Army Acquisition Workforce (AAW) professionals, GS15 or broadband equivalent who are Acquisition Corps members and Level III Program Management Defense Acquisition Workforce Improvement Act (DAWIA) certified are eligible to apply.

### **General Program Information**

Talent management is a critical function. Identifying, growing and developing our future civilian leaders is essential to the success of our acquisition programs. Civilian talent management must be a deliberate and coordinated process to optimize leader development practices and align talent with current and future Army requirements.

As part of the continuing AAW Talent Management (TM) strategy, all Army PEO, Project Directors will be filled with centrally selected civilians only. A phased approach was utilized beginning in FY15 to sunset those personnel currently serving as Project Directors and backfill them with centrally selected civilians.

A Project Director (PD) is defined as a leader for an Army acquisition system or program management office (PMO) designated by the Assistant Secretary of the Army, (Acquisition, Logistics and Technology) (ASA (ALT))/Army Acquisition Executive (AAE) and managed by the Army DACM. This position is based upon the management level of intensity (Acquisition Category (ACAT), funding profile, complexity, responsibility, span of control and life cycle phase of the program) the Army assigns to a particular weapon system or information system, but generally will be either an acquisition effort that is not a program of record or is a program of record that is post milestone C and still has cost, schedule and performance responsibilities. A Project Director is a GS15, or the broadband/pay band equivalent and will be subordinate to a PEO or Direct Report Program Manager (DRPM).

Project Director positions are designated/validated by an annual ASA (ALT)/AAE Review Board (Centralized Selection List (CSL) Project or Product Manager/Military Acquisition Position List (MAPL)/Product or Project Director Review) and will be filled through this annual CSB process. This process utilizes standard criteria to evaluate each program for cost, schedule, performance, funding profile, ACAT level and complexity, to delineate between project/product managers and project/product directors. PD positions not validated by the review board will be designated as a Project/Product Lead.

The PD selection boards for FY 21 will be conducted in the same manner as the PM CSL board and will utilize the same procedures and board members as the FY21 CSL boards. The FY21 PD Board will immediately follow the FY21 COL/GS15 PM CSL Board. The results of the PD selection board will be forwarded to the Director Army Acquisition Corps (DAAC)/ Principal Deputy Assistant Secretary of the Army (Acquisition Logistics, and Technology) (PDASA), for slating by a TM Board of Directors (TM BoD) consisting of the DAAC, PDASA, DACM, and PEOs/DPEOs.

Regional preferences will be submitted by all applicants during the application process. Applicants may choose any or all regions they wish to serve. First time select PDs may decline without prejudice if they are slated outside their regional preference(s). PDs who have previously served as a project director, may only decline with prejudice. However, every effort will be made to ensure PDs are slated to their regional preference. PDs who decline a position within their selected regional preference, will do so with prejudice and cannot compete for project director for three (3) years. Please review the PD Policy located at <https://asc.army.mil/web/career-development/prod-dir/>, to better familiarize yourself with the regional preference and declination requirements.

FY21 vacancies will be published on the USAASC/Army DACM web site <https://asc.army.mil/web/career-development/prod-dir/>.

Project Director selectees will attend Defense Acquisition University PMT 402, only on a space available basis. The designated Project Director tenure is three (3) years, but may be curtailed to two (2) years or extended to five (5) years based on Army, program or leadership requirements. PD selectees will be centrally managed by the Army DACM Office in coordination with the PEO.

Post utilization is an integral piece of an effective talent management strategy. At any time, PDs may opt to compete for any position within the AAW. Post utilization of PDs may include a variety of senior leader training opportunities, i.e., AAE directed assignment to an Army, Joint, or Office of the Secretary of Defense (OSD) staff high priority mission area; Senior Service College (SSC)/Senior Service College Fellowship (SSC-F); PEO leadership broadening assignment; Training with Industry Assignment; or one of several other developmental assignments.

All leaders should encourage their high potential/high performing GS-15 (or broadband equivalent) acquisition civilians to apply. Civilians applying for consideration to the FY21 CSL PM Boards are encouraged to also apply for this board. The Army DACM Office will work with those civilians to ensure all application requirements are met.

### **Eligibility Criteria**

Applicant must meet **ALL** of the following requirements:

- Be a permanent Army acquisition civilian in a career/career conditional appointment in the grade of GS-15 (or broadband equivalent);
- Be a current Army Acquisition Corps member;
- Have level III certification in the program management career field. Certification status must be reflected in Section X of the Acquisition Career Record Brief (ACRB).

### **How to Apply**

- Application must be submitted by the closing date of **24 June 2019**. Incomplete applications will be considered ineligible for consideration and will not be submitted to the FY21 PD Centralized Selection Board.
- Applications are an automated on-line process using the Army Acquisition Professional Development System (AAPDS) within the Career Acquisition Management Portal (CAMP)/Career Acquisition Personnel and Position Management Information System (CAPPMS) at website: <https://rda.altess.army.mil/camp/>. Some information will be a fill-able PDF and some information must be uploaded.

- To access AAPDS, login to the Career Acquisition Management Portal at <https://rda.altess.army.mil/camp/>. Then, click “Career Acquisition Personnel and Position Management Information System (CAPPMIS)”.
- Once in CAPPMIS, click the “AAPDS” tab, and select the “Apply” link.
- Select the event titled “**FY21 Project Director Centralized Selection Board**”.

### **Application Details.**

- **Acquisition Career Record Brief (ACRB):** Ensure your ACRB is accurate prior to submitting your application. Your ACRB must reflect any and all degrees and certifications you have obtained. Applicants may update and correct specific fields of their ACRB using the edit ACRB functions within CAPPMIS.
- **Resume:** Upload your most current resume in the resume section. A template is provided as a guide at Appendix A and can be also accessed at <https://asc.army.mil/web/career-development/programs/best-practices/>. Your resume must be no more than 20,000 characters. Ensure education, training, and experience descriptions and dates match those in the ACRB.
- **Last three (3) performance evaluations:** Upload your last three AcqDemo (CCAS) performance evaluations. If you have less than 3 AcqDemo evaluations, load up to three other (i.e. TAPES, LabDemo, etc.) evaluations to meet the three total evaluations. **Performance evaluations must be signed.**
- **Senior Rater Potential Evaluation (SRPE):** Ensure that your most recent SRPE is in the system. To view more information on the SRPE and how to complete, visit the ‘SRPE’ tab within CAMP/CAPPMIS at <https://rda.altess.army.mil/camp/>.
- **Regional Preference Form:** Go to <https://asc.army.mil/web/career-development/prod-dir/> (General Information tab) to download the PD Regional Preference Sheet. Select your desired preference by location and sign, date and upload form.
- All documents must be completed and the entire application submitted in AAPDS by the announcement closing date or the individual will not be considered. Army acquisition workforce professionals who apply with sufficient lead-time before the closing date of the announcement will be notified if their application is incomplete. Those applicants will be given the opportunity to submit the necessary documentation prior to the closing date of the announcement.

- An accurate work number and valid official email address must be on your application.

### **Additional Details**

- Selection Board Process.

(1) All applicants will receive fair and equitable evaluation under the announcement and board process in accordance with established standards outlined in a Board Memorandum of Instruction and Department of the Army selection board requirements.

(2) The Army DACM Office receives and reviews all submitted applications for completeness and eligibility. All eligible applications are forwarded to the Centralized Selection Board for review and selection recommendations. The Centralized Selection Board will compile a primary and alternate list and forward that to the DAAC for slating.

- PD Slating.

(1) PD slating will be accomplished by a TM BoD consisting of the PEOs/DPEOs, the DAAC/PDASA, and the DACM following the centralized selection board. Preferences submitted by the selectees will be considered by the TM BoD.

(2) Principal select PDs will be slated according to the PD Board Order of Merit List (OML); geographical preference; and skill, experience match (SEM). If a geographic location is not available, principal selects will be slated to a location outside their preference. In this case, principal select PDs slated outside their preference, may decline without prejudice and will be placed at the top of the Alternate List. Principal select PDs who have previously served as a PD, may only decline with prejudice.

(3) If selected for a PD outside of an applicant's assigned geographical region, a Permanent Change of Station (PCS) will be authorized for selectees who accept the position, similar to the current CSL process.

(4) The DAAC/PDASA will approve the final slating.

- Notification & Acceptance.

(1) Upon approval of the PD Slate, the results will be released and each selectee will be personally notified of their selection and slating. Alternates and Non-Selects will also be notified.

(2) Upon notification, selectees must acknowledge receipt of acceptance via email within 14 business days to the Army DACM Office. The selectee must ensure that ACRB contact information is current.

(3) If selected for a CSL PM, the CSL PM position takes precedence. PDs selected and slated for a CSL PM position, will be considered declined without prejudice and may reapply for a PD position following a successful CSL PM tenure.

(4) PDs who decline a position within a selected regional preference, do so with prejudice and cannot compete for product director for three (3) years.

(5) PD placements will be executed utilizing lateral reassignment actions and documented via SF50.

### **Additional Information and Guidance**

- The announcement will be posted on the USAASC/Army DACM Office web site at <https://asc.army.mil/web/career-development/prod-dir/>.
- Frequently Asked Questions and additional information may be found on the USAASC/Army DACM Office website at <https://asc.army.mil/web/career-development/prod-dir/>.
- Contact Ms. Shardey Mitchell, email: [Shardey.S.Mitchell.civ@mail.mil](mailto:Shardey.S.Mitchell.civ@mail.mil) or commercial: (703) 664-5717 for additional assistance and information.

## APPENDIX A

**(Full Name) John Q. Smith**

(Organization) PEO, CS&CSS

Home Address:

**Current Supervisor:** (Name), (Position), (Organization)

### **EXPERIENCE**

(Examples below; utilize bullet format and specifically highlight cost, schedule and performance experience; highlight what makes you qualified to be a centrally selected Project/Product Manager or Director)

**(Dates from – to). (Position, Organization, Location)**

**09/2013 - Present.** Deputy Product Manager, Armed Scout Helicopter Project Office, Armed Scout Helicopter Project Office, PEO Aviation, Huntsville, AL

Performed supervisory cost, schedule and performance management and directly supported the Project Manager with the direction for the development and acquisition of the Army's Scout Helicopter Project Office. Provide leadership, coaching and management for over 250 core and matrix government and contractor personnel.

- Directly supported a multifunctional organization in modernizing, sustaining, and divesting a fleet of 737 single engine helicopters with an average annual budget of over \$280M since FY13.
- Planned and gained senior Army approval, and implemented the portion of the Army's Aviation Restructure Initiative (ARI) requiring the divestment of all single engine helicopters.
- Exercised authority for the full range of civilian personnel actions to build a strong capable workforce including professional development, sub-pay pool management, training, hiring, recruiting, and pay.
- Led the development and staffing of all programmatic documentation and briefings required to complete a Milestone B review for the Kiowa Warrior Cockpit and Senior Upgrade Program.

- Led the planning and execution of Integrated Baseline Reviews and Preliminary Design Reviews; managed the developed of life-cycle cost estimates and budgets and the execution of RDTE, Production, and Sustainment funding.

**01/2011 - 09/2013.** Program Lead (Manager/Supervisor), Iron Dome Defense System (IDDS), U.S. Cooperative Program Office, Missile Defense Agency, U.S. Army Aviation and Missile Research, Development and Engineering Center, Redstone Arsenal, AL.

Serves as a program lead for Iron Dome Defense System (IDDS), responsible for providing direction, coordination, and guidance for all capability developmental matters related strategic and tactical employment of air defense weapon systems. Responsible for providing overall technical leadership and management of all program lifecycle functions in order to maintain integrity of program cost, schedule, and performance objectives. Manages and implements acquisition procedures and principles in the daily execution of program activities by providing functional guidance to a team of 25+ civilian, military, and contract personnel.

- Led and managed all Missile Defense Agency (MDA) matters related to program cost, schedule, and performance for the program which includes an overall program value of \$1.2Billion.
- Nominated for the MDA Program Manager of the Year in 2013.
- Developed a briefing on Low Observable/Counter Low Observable (LO/CLO) stealth technology assessment for the DoD Tri-Service Committee.
- Led development of the Iron Dome Cost Analysis Requirements Document (CARD)
- Led development of an Iron Dome program schedule addressing all aspects of co-production hardware deliveries, first article inspection and testing, and interceptor integration.

**08/2008 - 01/2011.** Division Chief, Engineering Support Division, Engineering Directorate, Aviation & Missile Research Development Engineering Center, Redstone Arsenal, AL 35898.

Engineer Division Chief, responsible for providing management and oversight of all planning, evaluation, development, testing, production, fielding, and sustainment of all assigned programs for the program office. Leads and manages a program office consisting of 143 personnel (government and contractors); manages all cost, schedule and performance baselines of a weapon systems portfolio.



- Led, supervised, managed, and evaluated 58 government personnel and 95 contractor personnel responsible for execution, development, manufacture, testing, fielding, support and sustainment engineering of Test Program Sets (TPSs), Automated Test Equipment (ATE) for complex aviation and missile systems.
- Supervised and managed a budget of \$46M in 2009 providing engineering and life-cycle implementation and sustainment support to PEO Aviation, PEO Missiles and Space, and the AMCOM Logistics Center in order to meet complex missile and aviation platform requirements.
- Supervised the Apache helicopter EETF (Electronic Equipment Test Facility) sustainment mission complex weapon system diagnostic repair capability in Operation Iraqi Freedom (OIF) and Operation Enduring Freedom (OEF) directly resulting in an increase in operational readiness from 14% to above 90% in less than 90 days.
- Supervised successful approval of a \$6.8M program from PM-AGSE (Aviation Ground Support Equipment) to manage manufacture of a new Flexible Engine Diagnostic System (FEDS) used to test and verify flight readiness of engines removed from aircraft for maintenance.

## **EDUCATION**

(List all degrees/education and the area of concentration; examples below)

Doctorate Degree, 2010, Organization and Management, George Washington University.

Master's Degree, 1991, Mechanical Engineering, University of Alabama

Bachelor's Degree, 1985. Mechanical Engineering, University of Louisville

Harvard Leadership Course, 2013

Excellence in Government Program, 2012-2013

Non-resident Army War College, 2002-2004

Defense Leadership and Management Program (DLAMP), 2002

Army Acquisition Corps Competitive Development Group (CDG) Year Group 2001

## **TRAINING**

(List any training not on your ACRB that may be relevant to your selection as a product or project manager or director; include leadership training not on your ACRB; examples below)

2015 – Civilian Leader Advanced Distance Learning Portion

2013 – Army Test & Evaluation Basic Course (Distance Learning Portion), 8 Hrs.

2012 – Aberdeen Proving Ground Senior Leadership Cohort, 192 Classroom Hrs

2010 – Intermediate Course, 120 Hrs, AMSC

2009 – Basic Course, 80 Hrs, AMSC  
2009 - Executive Development Program, N/A (24 Months)  
2004 - Fiscal Law Course, 24 Hrs, DCSRM  
2003 – Contracting Officer’s Representative Course, 40 Hrs., ALMC  
2002 – Business Logistics Management, Fall Semester, Pennsylvania State University  
– Distance Learning

### **LICENSES/CERTIFICATES**

(List all licenses or certificates which may be relevant to your selection as a product or project manager or director; do not list those on your ACRB; examples below)

Member of the Army Acquisition Corps – 2005  
PMP/PMI – 2004  
PE Certification – 2002  
Software Engineering Certificate – Harvard – 2001

### **AWARDS**

(List all awards licenses or certificates which may be relevant to your selection as a product or project manager or director; do not list those on your ACRB; examples below)

Defense Logistics Agency, Awards Nomination for Program Manager of the Year, 2015  
USARMY Headquarters, G8, Certificate of Appreciation, 2014  
PEO M&S, Annual Team Award, 2013  
Department of the Army Achievement Medal for Civilian Service, 2012  
Commander’s Award for Civilian Service, 2010  
MDA Award for Achievement Safety, 2005