



## **Civilian Leader Opportunity**

### **The Army Acquisition Product Director Board**

#### **FY22 Announcement**

**Announcement Opening Date: 1 June 2021**

**Announcement Closing Date: 30 June 2021**

**FY22 PD Board: 6-9 July 2021**

**The Army DACM Office has the right to change/modify any dates listed in this document. Please check AAPDS within CAPPMS to confirm any program announcement dates.**

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The Army Director, Acquisition Career Management (DACM) Office is pleased to announce the FY22 Product Director Centralized Selection Boards (CSB).

This is an opportunity to compete for a centrally selected Product Director position within one of the Army's Program Executive Offices (PEO). All Army Acquisition Workforce (AAW) professionals, GS14 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 Product Director positions will be filled with centrally selected civilians only. A phased approach was implemented beginning in FY15 to sunset personnel currently serving as Product Directors and backfill them with centrally selected civilians. A Product 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 Director, Army Acquisition Corps (DAAC).

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 Product Director is a GS14, or the broadband/pay band equivalent and will be subordinate to a PEO, project/product manager, project director, or project lead.

PD positions are designated/validated by an annual ASA (ALT)/AAE Review Board (Centralized Selection List (CSL) Project or Product Manager (PM)/Military Acquisition Position List (MAPL)/PD 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 FY22 will be conducted in the same manner as the PM CSL board and will utilize the same procedures and board members as the FY23 Army Acquisition Corps (AAC) CSL boards. The FY22 GS14 PD CSB will immediately follow the FY23 LTC/GS14 AAC PM/Acquisition Director CSL Board. The results of the PD CSB 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 Talent Management 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. PDs who decline a position within their selected regional preference, do so with prejudice and cannot compete for Product Director position for three (3) years. Additionally, PD selects who have previously served once as a Product Director, will no longer have a regional preference but 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; however, any declination of a slate for a second term Product Director will be with prejudice. Please review the PD Policy dated 29 May 2018, located at <https://asc.army.mil/web/career-development/prod-dir/>, ("Additional Information" Tab), to better familiarize yourself with the regional preference and declination requirements.

FY22 vacancies to consider when applying to the FY22 Product Director centralized selection board can be accessed on the Army DACM web site at <https://asc.army.mil/web/career-development/prod-dir/>

Attendance to PMT 4010 and the Acquisition Pre-Command Course (APCC) is not required prior to assuming the position. PD selectees will attend only as space allows, per the 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 policy dated, 26 November 2020. For further details see this policy on the Army DACM website at: <https://asc.army.mil/web/req-csl-selectees/>

The designated Product Director tenure is three (3) years, but may be curtailed to two years or extended to 5 years based on Army, program or individual needs. 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. Centrally selected Product Directors can expect a multiple year timeline of education, training and broadening/developmental experiences. 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); Defense Acquisition University and Senior Service College Fellowship (DAU SSC-F).

All leaders should encourage their high potential/high performing GS14 (or broadband equivalent) acquisition civilians to apply. Civilians applying for consideration to the FY23 CSL PM Boards are encouraged to also apply for this board.

## **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 GS14 (or broadband equivalent);
- Be a current Army Acquisition Corps member;
- 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 30 June 2021. Incomplete applications will be considered ineligible for consideration and will not be submitted to the FY22 PD CSB.
- 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

(CAPP MIS) at website: <https://apps.asc.army.mil/camp/> . Some information will be a fill-able PDF and some information must be uploaded.

- To access AAPDS, log into CAMP at <https://apps.asc.army.mil/camp/>. Then, click “Career Acquisition Personnel and Position Management Information System (CAPP MIS)”.
- Once in CAPP MIS, click the “AAPDS” tab, and select the “Apply” link.
- Select the event titled “FY22 Product Director Centralized Selection Board Announcement”.

### **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 CAPP MIS.

• **Resume:** The resume is crucial to portraying the applicant’s image as a potential senior leader in the Army Acquisition Corps. Applicants should expound on and highlight their accomplishments leading and managing human and fiscal resources. 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 three (3) pages. 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; this shall include Part I CCAS Salary Appraisal Form, Part II Supervisor Assessment, and Part III Employee Self-Assessment. 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):** A minimum of one SRPE is required with your application. The most recent SRPE must have an end date no later than one year of the closing date of the announcement. To view more information on the SRPE and how to complete, visit the ‘SRPE’ tab within CAMP/CAPP MIS at <https://apps.asc.army.mil/camp/>.

• **Regional Preference Form:** Go to <https://asc.army.mil/web/wp-content/uploads/2021/05/FY23-Regional-Preference-Sheet.pdf> download the PD Regional Preference Sheet. Fill out, 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 DAAC/PDASA, DACM, and PEOs/DPEOs following the centralized selection board. Preferences submitted by the selectees will be considered by the TM BoD.

(2) Principal select PDs will be slated to a geographical location of their preference. If a geographic location is not available, principal selects will be slated to a location outside of their preference. If slated outside of preference and the selectee declines as a first time Product Director principal, declination is without prejudice and that principal will be placed at the top of the Alternate List.

(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 calendar days to the Army DACM Office. The selectee must ensure that ACRB contact information is current.

(3) Project or Product Director (PD): A civilian senior leader for an Army acquisition system or PMO who has been designated by the Director, Army Acquisition Corps (DAAC). The

Project or Product Director position is based upon the management level of intensity (ACAT, funding profile, complexity, responsibility, span of control, and life cycle phase of the program) that the Army assigns to a particular weapon system or information system, but generally will be an acquisition Program of Record that has yet to transition to sustainment and still has cost, schedule, and performance responsibilities.

- a) Project Director is a GS-15 (or band equivalent) and is subordinate to a PEO or Direct Report PM to the AAE.
- b) Product Director is a GS-14 (or band equivalent) and is subordinate to a PEO, Project Manager, or Project Director.
- c) PD positions are centrally managed by the DACM Office, in coordination with the PEOs.
- d) The slating hierarchy, ranked highest to lowest, for the aforementioned centrally selected positions follows: CSL Project Manager, Centralized Selection Board (CSB) Project Director, CSL Product Manager, and CSB Product Director.
- e) PDs who decline a position within a selected regional preference, do so with prejudice and cannot compete for product director for three (3) years. Please refer to the PD policy for additional information on the declination process located at <https://asc.army.mil/web/wp-content/uploads/2018/06/AAW-PD-Policy-and-Procedures-29-May-2018.pdf>
- f) PD placements will be executed utilizing lateral reassignment actions via SF-50 (Notification of Personnel Action).

### **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. Joyce B. Junior, email: [joyce.b.junior.civ@mail.mil](mailto:joyce.b.junior.civ@mail.mil) for additional assistance and information.

## **APPENDIX A – RESUME TEMPLATE**

(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 Sensor Upgrade Program.

- Led the planning and execution of Integrated Baseline Reviews and Preliminary Design Reviews; managed the development 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