

**FY24 Army Acquisition Centralized Selection List (CSL) Project Manager and Acquisition
Director, Key Billet Positions
GS15/NH-04 (Pay Band Equivalent) Civilian Announcement**

GENERAL INFORMATION

Announcement Open:	22 February – 22 April 2022
Board Dates:	6-10 June 2022
Tentative Board Results:	January/February 2023
Position Start Dates:	Summer 2024 (unless position is activated early)

PLEASE READ THE ENTIRE ANNOUNCEMENT.

IT IS THE APPLICANT’S RESPONSIBILITY TO COMPLY WITH ALL REQUIREMENTS IN THIS ANNOUNCEMENT

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

Applicants are encouraged to request a review of their application prior to submission to ensure completeness. Applicants desiring a preliminary review of their application must submit a help request through the [CAMP/CAPPMIS](#). The applicant will be contacted by Director Acquisition Career management (DACM) Office, upon receipt of their inquiry. Request for application review must be received NLT two (2) weeks prior to the announcement close date.

DUTIES:

- **Project Manager:** Responsible for all matters relating to cost, schedule and performance for assigned program/system. Exercises technical and administrative program control and authority through various phases of systems development. Manages long range planning activities that include multi-year work plans. Exercises discretionary authority to approve the allocation and distribution of funds within the organization's budget to best meet the program's objectives. Manages programs with risks and complexities characterized by compelling and conflicting requirements. Manages long range activities that include multi-year work plans that are products of subordinate organizational managers.
- **Acquisition Director (Contracting):** Provides acquisition life cycle & readiness/ sustainment support to Program Executive Offices, Program Managers, and Service/Defense Logistics Agency (DLA) buying Commands. Manages contractor cost, schedule and performance as the single face to industry for recapitalization, modernization, technology insertion and Warfighter operational readiness support. Provides source selection support, past performance, industrial base assessments, financial analysis, engineering, earned value and software validation, production and acceptance/delivery of spares, and components assemblies for major weapon systems. Provides full range of acquisition management and command support. Manages industrial surge contract accelerations, alternate sourcing and mission critical direct deliveries to Warfighters during national emergencies or critical military shortages.
- **Acquisition Director (Testing):** Leads a Major Range and Test Facility Base (MRTFB). Plans, conducts, and reports the results of technical, developmental and operational testing of the full spectrum of DoD materiel, foreign materiel and commercial items. Responsible for integrating the workforce of civilian employees, military personnel, and contractors, augmented during testing with civilian employees, contractors, and active duty Army Soldiers, Sailors, and Marines. Manages an annual multi-million dollar operating budget.

WHO MAY APPLY?

- Current DoD competitive civil service Federal employees who are serving on Career/Career Conditional appointments
- DoD employees who are eligible for promotion/re-promotion to GS-15 (or broadband equivalent converted grade), and
- DoD employees who are interested in a lateral to GS-15 or change to lower grade from an equivalent broadband converted grade or SES.

NOTE: The nature of action (promotion, reassignment, or change to lower grade) will be determined after the Selection Board convenes and you are paired to a participating organization covered by the General Schedule or Acquisition Demonstration Project. Your pay plan and grade for General Schedule organizations will be GS-15 and for organizations covered by the Acquisition Demonstration Project your broadband and grade will be NH-04. Applicants must be Defense Acquisition Workforce Improvement Act (DAWIA) Advanced certified in Program Management and/or Foundational in Contracting, at time of application.

OTHER REQUIREMENTS:

The Project Manager positions are Key Leadership Positions (KLP), a subset of Critical Acquisition Positions (CAPs) as identified by the Under Secretary of Defense Memorandum, Subject: Key Leadership Positions and Qualification Criteria, November 8, 2013. ([HERE](#)). Unless specifically waived by the appropriate Army official; the following are statutory requirements, applicants must:

- Be DAWIA Advanced certified in Acquisition Functional Area (AFA) Program Management or Foundational certified in AFA Contracting, at the time of application,
- Possess, at a minimum, a bachelor's degree from an accredited institution, and
- Possess relevant supervisory experience, preferred

Additionally, if selected, selectee must execute, as a condition of employment, a written tenure agreement to remain in the position, for at least three years. [Note: ACAT I programs require tenure of at least four years.]

For additional information on CAP requirements, please go to the [USAASC Policy Page](#).

Applicants are subject to background investigation screening prior to being selected for or assigned to Project Manager and/or Acquisition Director Key Billet positions.

In order to compete the following requirements must be met:

- Applicant must not be currently serving in a CSL position whose tour length overlaps with any new CSL principal command/key billet selection with an FY24 start;
- Applicant must not have previously declined, with prejudice, a CSL position;
- Applicant must not have previously accepted, and then declined activation, a CSL position;
- Applicant must not have been removed/relieved for cause from a CSL position; and
- Applicant must not have submitted a retirement application to the Department of the Army or be pending separation action.

NOTE: A tentative listing of FY24 Centralized Selection List positions available to civilians are available on the [CSL website](#).

HOW TO APPLY:

ARMY EMPLOYEES

Incomplete packets will not be submitted to the Department of the Army Secretariat Board. Do NOT submit any additional forms/certificates/pictures/data, other than what is specified, as they will be removed from your package.

DOD EMPLOYEES (All non-Army employees)

Because the application process for these positions requires access to an internal Army system, it is necessary for non-Army applicants to provide some information early in the application process so that the Army DACM Office Acquisition Career Manager (ACM) can provide assistance in preparing for the submission of the application.

1. Please create a [CAMP/CAPPMIS Help Request Ticket](#), select "Boards" in the subject area. In the body indicate you are a DOD Civilian and wish to apply to the CSL and upload a copy of your most current SF-50. The SF-50 validates your eligibility and is required to build a profile and account in CAMP/CAPPMIS, which will allow you to access the Army Acquisition Professional Development System (AAPDS) to complete the application process.
2. For a Senior Rater Potential Evaluation (SRPE), DOD/non-Army employees will upload a paper copy SRPE. It is recommended that interested individuals familiarize themselves with the instructions for the preparation of the SRPE, located [here](#). Of particular note, the Senior Rater should not use bullet comments, but narrative comments to support the overall rating.

REQUIRED DOCUMENTS (ALL EMPLOYEES)

The following documents must be updated and/or submitted using the Army Acquisition Professional Development System (AAPDS) within the ([CAMP/CAPPMIS](#)):

- **ACQUISITION CAREER RECORD BRIEF (ACRB):** The latest version of your ACRB will automatically be pulled into your application. Ensure your ACRB is updated and correct prior to submission of application. Applicants may update and correct specific fields of their ACRB using the edit functions within CAPPMIS. For the areas in the ACRB that cannot be changed by the Applicant, please request assistance using our Army DACM Office online help desk request at the following link: [CAMP/CAPPMIS](#).
NOTE: Applicants should pay particular attention to the training, education, and assignment history sections of the ACRB, ensuring that the information is accurate. The training section should only reflect top level relevant training completed; recommend not including any DAU continuous learning modules or annual Army required training.
- **RESUME:** The resume is crucial to portraying the applicant's potential as a senior leader in Army Acquisition. Applicants should expound on and highlight their accomplishments in leading and managing human and fiscal resources, materiel acquisition and project milestones with a focus on cost, schedule, and performance, and/or the ability to provide direction in planning, coordination, control, and direction of all contracting functions. This is the applicant's opportunity to highlight leadership/supervisory experience, relevant work experiences, skills, educational achievements and accomplishments, which are key indicators to the preparation for and success as a supervisory acquisition professional.

NOTE: Your resume **must** follow the template provided here: <https://asc.army.mil/web/wp-content/uploads/2016/11/Resume-Template.pdf>. Use 12 point Times New Roman with 1 inch margin and a maximum of 3 pages. Do not include a photograph, it will not be used to make eligibility and/or qualification determinations,

and will not be provided to the board. For purposes of qualifications determinations your resume must contain hours worked per week and the dates of employment for each position listed (i.e., Hours per week and month/year to month/year or month/year to present). If your resume does not contain this information, your application may be marked as incomplete and you will not receive consideration for this position. The resume is crucial to portraying the applicant's qualifications and potential as a senior leader in the Army Acquisition Workforce.

NOTE: Emphasize any services performed OCONUS, in Joint Positions and/or while deployed. If you have previously served in a position, make sure you note that on your resume AND your ACRB. (Recommend the following format for former CSL information: "PM/WIDGET – HQDA GS* CSL – PM 20**") represents the last two digits of the fiscal year.

- **EVALUATIONS:**

- Evaluations: Last three signed evaluations.
- Civilian (Army) Evaluations: Each evaluation/appraisal submitted must be digitally signed. For individuals in the DoD Acquisition Workforce Demonstration Project, evaluations should include Part I, CCAS Salary Appraisal Form, Part II, Supervisor Assessment, and Part III, Employee Self-Assessment. For DPMAP, please provide DD Form 2906. **NOTE:** All evaluations must be the signed versions. Please submit as a scanned .pdf that includes the signatures in a scanned version.
- Civilian (non-Army/industry) Evaluations: Each evaluation submitted must contain all elements of the evaluation required by the organization originating the assessment.
- Military (Army) Evaluations: Evaluations submitted must be IAW AR 623-3 and AR 623-105, to include the final processing over stamp at the HRC.
- Military (non-Army) Evaluations: Evaluations must be complete IAW the appropriate service regulation.

NOTE: If you are unable to provide complete evaluations and/or there are problems with evaluations submitted, you must provide a memo describing the problem. The information provided will be annotated in your board file. It is also recommended that you write a letter to the President of the Board to explain the problem and upload that signed letter within the Evaluation section of the application.

- **SENIOR RATER POTENTIAL EVALUATION (SRPE):** A minimum of one SRPE is required with your application. The most recent SRPE must have an ending date (the "thru" date) no greater than one year of the closing date of the announcement. Applicants who do not have a SRPE, must initiate a SRPE to meet the board requirements. Senior Raters should view a SRPE as the equivalent to a military "complete the record OER", and should provide supporting comments accordingly. The SRPE must be generated and completed using CAMP/CAPPMIS. Instructions are available in the SRPE module to assist the Senior Rater in completing the SRPE. The Senior Rater should not use bullet comments, but narrative comments to support the overall rating.

NOTE: An FY21 annual SRPE with a thru date of 30 September 2021 meets the requirement for this application.

NOTE: In accordance with Director, Acquisition Career Management (DACM) SRPE Policy and SRPE Guidance, dated 1 July 2020 found at the [SRPE Policy](#), the applicant's Senior Rater is the rater of the employee's rater. The Senior Rater must be a supervisor and senior in grade/organizational position to the rated employee. For additional information on the completion of the SRPE, Senior Raters should refer to the [SRPE Guidance](#) under the SRPE section. Applicants should print and retain a signed copy of the SRPE for their records.

NOTE: SRPEs must be finalized in the CAMP/CAPPMIS before the closing date of the announcement.

- **AWARDS:** Applicants should ensure any relevant Army civilian awards are listed on their ACRB prior to submission of the application. To update the Awards Section of the ACRB with any of the awards listed below, email a copy of the award certificate to kelly.l.terry2.civ@army.mil. Do not include DA Form 1256 or other documentation; to update the ACRB, only the certificate will be accepted.

- Decoration for Exceptional Civilian Service (DA Form 7014)
- Meritorious Civilian Service Award (DA Form 7015)
- Superior Civilian Service Award (DA Form 5655)
- Commanders Award for Civilian Service (DA Form 4689)
- Achievement Medal for Civilian Service (DA Form 5654)

Copies of equivalent civilian awards from Navy/Marine Corps/Air Force/ may also be submitted.

Applicants who have served in the U.S Armed Forces may submit copies of the award certificate, or the award certificate equal to the Army Awards indicated below. Do NOT include DA Form 638 or other documentation. Copies of certificates for all periods of service will be accepted. For these MILITARY awards that cannot be listed in the ACRB, the individual may upload them into their AAPDS application.

- Medal of Honor Certificate (DA Form 4980-1)
- Distinguished Service Cross Medal Certificate (DA Form 4980-2)
- Distinguished Service Medal Certificate (DA Form 4980-3)
- Silver Star Certificate (DA Form 4980-4)
- Bronze Star Medal certificate (DA Form 4980-5)
- Soldier's Medal Certificate (DA Form 4980-6)
- Distinguished Flying Cross Certificate (Heroism) (DA Form 4980-7)
- Distinguished Flying Cross Certificate (Achievement) (DA Form 4980-8)
- Air Medal Certificate (DA Form 4980-9)
- Purple Heart Medal Certificate (DA Form 4980-10)
- Legion of Merit Certificate (DA Form 4980-11)
- Meritorious Service Medal Certificate (DA Form 4980-12)
- Army Commendation Medal Certificate (DA Form 4980-13)
- Army Achievement Medal Certificate (DA Form 4980-18)

- **REGIONAL PREFERENCE FORM AND POSITION 1-N FORM:** These forms will be used during the slating process of selectees. Upon receipt of the list, you will indicate your position preference from 1-N, by number: number 1 (one) being the position you most desire. You must rank all positions according to the level of desire for that position. If you rank one position in a particular region, you must rank all positions within that region.

- Regional Form, required at time of application, may be downloaded from the CSL website [HERE](#), under Additional Information Tab. Position 1-N Form: This form is not required at the time of submission of the application. However, the CSL Program Manager will contact applicants to submit this form prior to the Board convening.

NOTE: Civilians will continue to submit a Regional Preference. However, if they have already served once at the GS-15 CSL level while a civilian, the regional form will not be utilized. Those individuals will still be required to submit a 1-N form; however, each position must be listed with a # preference. If selected, the slating process will still try to accommodate civilians regionally. Any declination by a civilian in this circumstance would be WITH PREJUDICE and said individual would be ineligible to compete again at this level.

NOTE: In accordance with current policy, your preference for a certain region does NOT guarantee slating to the region(s) for which you are willing to serve. You may be slated to a position at any location. There is no guarantee that any position will be available within any region/location during

the timeframe covered by this announcement. List may subsequently contain more or less positions. Slating of the best qualified selectee will proceed in accordance with established procedures; however, you will have the option to:

- Decline, without prejudice, a position that falls outside your specified region(s)/location(s) (except for those who have previously served in a GS15 level CSL position, as a civilian as describe above). Declination of a position outside your preferred region/location or locality will remove you from the standing list, and you will have to reapply for consideration by future Project Manager/Acquisition Director, Key Billet Position Boards.
- Decline, with prejudice, a position included in your region(s)/location(s) of preference. You will be denied further opportunities to apply for Project Manager/Acquisition Director, Key Billet Positions at this grade and may be subject to other actions in accordance with Army Acquisition Policy.
- Declination of a position, following initial acceptance, will be with prejudice, and you will be denied further opportunities to apply for Project Manager/Product Manager/Acquisition Director, Key Billet Positions at any grade and may be subject to other actions in accordance with Army Acquisition Policy.

NOTE: No guarantees are made or implied as to the availability of any position on the list. List may subsequently contain more or less positions. List is provided for informational purposes only and for the identification of applicant desires. Assignment to a position will be accomplished in accordance with the Army Acquisition Corps slating guidance. In no way will submission of this list be construed to mean a guarantee of assignment to any particular position or the availability of any position. These are desires only.

NOTE: Some positions have the potential for early activation (e.g. Fall 2023). If you are slated to a position within your regional preference and the position to which you are slated is activated early, declining will be with prejudice.

The following information pertains to all applicants.

LETTER TO THE BOARD

Letter(s) of communication will be accepted only from individuals eligible for selection. Individual letters should include only those matters deemed important in consideration of the civilian's record. Letters must be addressed to President, FY24 Colonel and NH-04/GS15 Centralized Selection List – Project Manager/Army Acquisition Director, Key Billet Position Board, and ATTN: AHRC-PDV-S (Executive Officer, DA Secretariat), 1600 Spearhead Division Avenue, Fort Knox, KY 40121. Letters must be uploaded into AAPDS and included with your submission in order to be reviewed by the board.

Letters of communication to selection boards are not a means of ensuring that documents of career importance are added to the board file. Updates to documents contained in the application and/or document additions will not be accepted.

SUBMITTING THE APPLICATION

Paper applications will NOT be accepted for this opportunity. Applications must be submitted online through the AAPDS before the closing date of the announcement.

Applications must be scanned and uploaded into the AAPDS by the applicant. Please ensure that all pages are scanned and visible in the documents that are provided. Applicant is responsible for ensuring that all forms are legible. Applicants are reminded that the documents they provide via AAPDS will be the documents the board will review.

Scan documents individually, one evaluation in one file etc. Do NOT scan all documents into one large file. PDF is the preferred format. USE SIMPLE FILE NAMES, 2021 EVAL, RESUME, ETC. DO NOT USE LONG FILE NAMES.

USAASC will accept applications as being complete as submitted. Applicant assumes responsibility for the completeness of the application.

OTHER

- Applicants may be invited to attend the U.S. Army's Acquisition Leader Assessment Program at Fort Knox, Kentucky for a five day period between October 28, 2022 and November 11, 2022. Please visit: https://asc.army.mil/web/wp-content/uploads/2021/08/ALAP_AD_Fall2021.pdf
- Information may be requested regarding the vaccination status of selected applicants for the purposes of implementing workplace safety protocols. For more information, visit: <https://www.saferfederalworkforce.gov/faq/vaccinations/>
- Some of the positions under this announcement may require full vaccination status in order to comply with workforce safety protocols.
- The FY24 CSL announcements will open for LTC/GS14 and COL/GS15 on February 22nd. However, the Army Acquisition Professional Development System (AAPDS) used for the submission of applications is presently undergoing an update and will be available to accept your submission on/about March 10th. The deadline for submissions is April 22.
- New in 2022: AAPDS will enable those that are interested and eligible to "opt-in" to the CSL and Centralized Selection Board (CSB) opportunities using 1 portal and one application packet.

Questions may be addressed **THROUGH THE link** [CAMP/CAPPMIS](#)

USEFUL LINKS:

[U.S. Army Acquisition Support Center](#)

[U.S. Army Human Resources Command – Acquisition Management Branch](#) (Requires AKO account)

Privacy Act Information

The Office of Personnel Management (OPM) is authorized to rate applicants for Federal jobs under Sections 1302, 3301, and 3304 of Title 5, US Code. Section 1104, Title 5, allows OPM to authorize other Federal agencies to rate applicants for Federal jobs. Information you put on your resume and other forms is needed to see how well your education and work experience qualifies you for Federal jobs. We may also need information such as citizenship and military service to see what laws we must follow in deciding whom the Federal Government may employ. Your social security number (SSN) is required to keep your records separate from other applicants who may have the same name and date of birth. We may also use your SSN to request

information about you from schools, employers, banks, and others who know you but only as allowed by law or Presidential directives. Information you provide may also be given to Federal, State, and local agencies checking for violations of the law or other lawful purposes. Providing this information is voluntary. However, your application cannot be processed if you do not provide this information.

THE DEPARTMENT OF THE ARMY IS AN EQUAL OPPORTUNITY EMPLOYER

Applicants will receive appropriate consideration without regard to non-merit factors such as race, color, religion, sex, national origin, marital status, and sexual orientation except where specifically authorized by law, age, politics or disability which do not relate to the successful performance of the duties of this position. Otherwise qualified applicants with disabilities who need reasonable accommodation may notify the agency Point of Contact on this announcement of their need.

Selection for this position is subject to restrictions resulting from Department of Defense Referral System for displaced employees.

Point of Contact:

Ms. Kelly L. Terry
Army DACM Office
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