

Army Acquisition Workforce Product Director Policy and Procedures

Summary of Changes

PARA	HIGHLIGHTS
General	Removed Centralized Selection Board “Project Director” positions throughout the document. This position has been deleted from the standard Program Management nomenclature.
10.f(2)	Board and Selection Process: Added period served in order to receive CSB credit.
11.e	Slating Process: Added procedure in the event of a curtailment.
15	Tenure and Charters: Added the Charter process



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SFAE

11 March 2026

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Acquisition Workforce Product Director Policy and Procedures

1. References: See Enclosure.

2. Purpose. This memorandum establishes policy and procedures for Army Acquisition Workforce (AAW) Product Director (PD) positions and the Army Director, Acquisition Career Management (DACM) Office's PD Centralized Selection Board (CSB) Program. It supersedes reference 1.a.

3. Applicability. This policy applies to all General Schedule (GS) 14 and GS-15 (or broadband equivalent) civilian AAW professionals who apply to, or are selected to fill, a PD CSB position.

4. Background.

a. In accordance with reference 1.b, it is Department of War policy that acquisition workforce programs support the development and sustainment of a professional, agile and high-performing military and civilian AAW. This approach allows Army Acquisition senior leaders to analyze their available talent pool and identify personnel with the potential for these higher-level job responsibilities.

b. The Director, Army Acquisition Corps (DAAC) established and piloted the PD CSB Program in Fiscal Year 2015 as part of an initiative to ensure the Capability Program Executives (CPEs) develop and maintain a pool of talented and high performing civilian AAW professionals who can successfully lead and manage acquisition programs across the enterprise. The DACM Office manages the PD CSB Program to identify and select those high performing, high potential civilians who have the necessary expertise, experience, and leadership potential to fill PD positions.

5. Responsibilities.

a. DAAC.

- (1) Provides guidance and direction for the conduct of the PD selection process.
- (2) Chairs the AAW Talent Management Board of Directors (TM BoD) meetings.
- (3) Serves as the convening authority for the PD CSB.

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(4) Issues guidance and provides direction for the conduct of PD CSB slating.

(5) Reviews and approves the proposed PD CSB slate at the TM BoD.

(6) Serves as the final approval authority for PD curtailments, extensions, activations and post-utilization.

b. DACM.

(1) Serves as the principal lead for the administrative execution of all PD CSB processes, applications, curtailments, extensions, activations and post-utilization.

(2) Approves civilian AAW member eligibility for participation in the PD CSB Program.

(3) Serves as the Executive Secretary for the TM BoD.

c. DACM Office.

(1) Develops and executes a comprehensive Talent Management strategy, which consists of an annual PD CSB, follow-on PD slating and post-utilization of PDs. This process is a joint effort between the DACM Office and Capability Portfolio Executives (CPE)s.

(2) Coordinates and executes TM BoD meetings.

(3) Publishes the PD CSB Program policy and procedures.

(4) Provides the PD CSB Program interface with the DACM and the DAAC, as needed, and provides recommendations on policy management and actions requiring DACM and/or DAAC decision and feedback.

(5) Promotes the PD CSB Program to the applicable Army Acquisition community within the CPEs through promotional and outreach activities.

(6) Coordinates with Organization Acquisition Points of Contact and Acquisition Career Management Advocates to ensure the target audience is aware and notified of the PD CSB Program.

(7) Drafts, coordinates and publishes the PD CSB Program announcement in compliance with all civilian personnel policies and directives.

(8) Announces the PD CSB Program annually on the US Army Acquisition Support Center (USAASC) Army DACM Office website and ensures the widest dissemination of information.

(9) Assists with submission of PD CSB applications in the online Army Acquisition Professional Development System (AAPDS), a module located within the Career Acquisition

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Personnel and Position Management Information System (CAPPMIS), which can be accessed through the Career Acquisition Management Portal (CAMP) at <https://apps.asc.army.mil/camp/>.

(10) Reviews and determines eligibility of all applications and evaluates applications for board consideration.

(11) Prepares the board in-brief and Memorandum of Instruction (MOI) for the PD CSB.

(12) Presents the CSB in-brief with Board president and board members.

(13) Plans and conducts the CSB to include coordination with Headquarters, Department of the Army (HQDA) Army Secretariat; US Army Human Resources Command – Acquisition Management Branch (HRC-AMB); and board members.

(14) Publishes the list of PD CSB selectees each year. Notifies PD selectees and non-selectees, once the official board results have been approved for release.

(15) At the semi-annual TM BoD meeting, supports the slating process and submits the slate for final approval. Extends offers to selected applicants.

(16) Prepares Charters upon DAAC approval of PD slating.

(17) Assists with post-utilization of PDs, as needed, in joint effort with the CPEs.

d. USAASC G-1: Coordinates personnel actions affecting PD selectees and PD post-utilization with the appropriate Civilian Human Resources Service Center (CHRSC) and provides guidance as required.

e. CPEs.

(1) Participate in the TM BoD meetings.

(2) Ensure PD CSB information is disseminated to AAW members and encourage high performing, high potential civilians to apply for these leadership opportunities.

f. Gaining CPEs.

(1) Initiate the Requests for Personnel Actions (RPAs) for selected PDs. Processes all personnel actions affecting PD CSB selectees and post-utilization with the servicing CPACs and losing Human Resources Office (HRO), to ensure protection of return rights via RPA and Department of the Army (DA) Form 5414 (Administrative Return Rights Agreement).

(2) Provide the DACM Office with change of charter dates for activated CSB selectees. Submit charter requests at least 60 days in advance through the HQDA Enterprise Task Management Software Solution (ETMS2) process. In conjunction with charters, generates,

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prepares and ensures completion of Tenure and Program Management Agreements (T&PMAs), as delegated by the Army Acquisition Executive (AAE) in reference 1.c.

(3) Cover all associated costs including salary, administrative, travel and Permanent Change of Station (PCS) costs, if required. Relocation expenses may be reimbursed through the Defense Acquisition Workforce Development Account, if requested at least six months in advance of activation, and subject to availability of funds.

(4) Initiate and generate PCS orders for their incoming PDs. The gaining organization must complete the RPA as a temporary reassignment (Nature of Action Code (NOAC) 721 (temp lateral) or 703 (temp promotion)), with an identified not-to-exceed date, so that the option to exercise return rights and send the PD back to their home organization is available for post-utilization.

(5) To protect the return rights entitlement for civilians, ensure the following language is included in all CSB activation RPAs, in accordance with reference 1.d: "This individual has return rights to his/her parent organization [inclusive of Command/CPE name] upon completion of this tour." The DA Form 5414 must be fully executed concurrent with reassignment RPA.

g. Losing CPE: Plans for the potential of activating return rights for post-utilization of CSBs, in coordination with the DACM Office. Ensures close coordination with the gaining organization.

h. Applicant.

(1) Ensures they have received a Senior Rater Potential Evaluation (SRPE) within the previous 12 months. See reference 1.e for more information on SRPEs.

(2) Ensures they meet announcement requirements and submits their application prior to the announcement closing date.

6. PD Positions.

a. The DACM Office centrally manages PD positions in coordination with the CPEs.

b. In accordance with reference 1.f, a PD is a senior leader for an Army acquisition system or program management office that has been designated by the DAAC. This position is based upon the management level of intensity (acquisition category, funding profile, complexity, responsibility, span of control and life cycle phase of the program) the Army assigns to a particular weapon system or information system, but generally will be an acquisition program of record that has yet to transition to sustainment and still has appropriate cost, schedule, and performance responsibilities. A PD is subordinate to a CPE and/or Project Manager. A PD position is a Critical Acquisition Position.

c. All PD positions will meet the above definition. A standardized PD Position Requirements Document (PRD) is classified in the Fully Automated System for Classification (FASCLASS).

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

7. Identification and Validation of Positions.

a. The annual Military Acquisition Position List (MAPL) review includes a review and validation of all PD positions. The MAPL review process includes looking at the complexity and capability delivered to delineate between Project/Product Managers, PDs and Project/Product Leads.

b. Only positions approved by the annual MAPL review board at the Product (GS-14/GS-15 or broadband equivalent) level will be considered as PD positions. They will be filled through the annual CSB process. PD positions identified out-of-cycle must follow the same procedures for approval as Centralized Selection List (CSL) out-of-cycle requests.

c. All coded PD positions will be identified on the appropriate CPE's Table of Distribution and Allowances.

d. The number and location of PD opportunities will be announced annually through the DACM Office's CSB website at <https://asc.army.mil/web/career-development/prod-dir/>.

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

f. CPEs must review MAPL data associated with all PD positions on a semi-annual basis and notify the DACM Office's CSB Program Manager of any necessary modifications. The official source of record for PDs is the MAPL database within CAPPMS.

8. Eligibility. Applicants must meet the grade and certification requirements described in paragraphs 8.a and 8.b below at the time of application (see Table 1 below for a summary of PD criteria).

a. Be a permanent Army acquisition civilian in a career or career conditional appointment in the minimum grade of GS-14 (or broadband equivalent).

b. Be Defense Acquisition Workforce Improvement Act (DAWIA) certified at the level required for their current position, as well as be certified at least at the Practitioner level in Program Management (PM) if their current position is other than PM. Certification status must be reflected in Section X of the Acquisition Career Record Brief (ACRB).

c. Training.

(1) PD selectees are encouraged to attend the Warfighter Acquisition University’s PMT 4010 course, if they meet the prerequisites and quota availability allows. Every effort should be made to complete this course prior to assumption of position. The DACM Office will prioritize all PD selectees for PMT 4010 attendance on a space-available basis. See reference 1.g for more information on training requirements for PDs.

(2) PDs are encouraged, but not required, to complete the Warfighter Acquisition University training courses needed for DAWIA certification at the Advanced Level in PM prior to assumption. Advanced PM certification is not required to assume a PD position.

Position Level	Education	Supervisory Experience	DAWIA Certification and Training	Grade Eligibility
GS-14 (or broadband equivalent)	Bachelor’s degree required at time of application.	Supervisory experience preferred at time of application.	<p><u>Required:</u> At the time of application, be DAWIA certified in PM at the Practitioner level.</p> <p><u>Desired but not required:</u> PMT4010 and other applicable Army Pre-Command Courses (PCCs) may be completed on a space available basis prior to accession.</p> <p><u>Desired but not required:</u> Completion of Warfighting Acquisition University training at the Advanced PM certification level prior to position accession is encouraged.</p> <p>Advanced PM certification is not required to assume a PD position.</p>	GS-14/15 (or broadband equivalent)

Table 1: Summary of PD Criteria

9. Board Announcements.

a. Board announcements and application information will be posted on the USAASC Army DACM website at <https://asc.army.mil/web/career-development/prod-dir/> no later than 60 days prior to the start of the CSB each fiscal year.

b. The announcement will identify the qualifications, selection and slating process timelines, and other necessary application requirements. Interested civilians will apply online, via AAPDS.

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c. The announcement will include a Regionalization Preference Form which will only be used in the slating process.

d. Leaders and supervisors should encourage high potential, high performing GS-14/15 (or broadband equivalent) civilian AAW professionals to apply to PD positions. The DACM Office will review all submitted application packets and contact applicants to correct any submission errors. Applicants must meet the application requirements and deadline to be considered. Specific application details will be highlighted during the board announcement process.

10. Board and Selection Process.

a. All applicants will receive fair and equitable evaluation under the board process in accordance with the standards outlined in the board in-brief and in accordance with Department of the Army selection board procedures.

b. The DACM Office will review and verify all applications for completeness and eligibility for the PD CSB. Incomplete applications and applications from ineligible candidates will not be forwarded to the PD CSB.

c. Based on the CSB and CSL results and current requirements, the CSB Program Manager will compile a list of Fully Qualified candidates as determined by the CSB BoD meeting for final slating approval. This Order of Merit List (OML) is valid until the next PD Board convenes.

d. It is common for AAW professionals to apply and be selected for both the CSL and CSB opportunities in a given fiscal year. If a PD selectee is also selected for a CSL position at either the Project or Product Manager level, the CSL Project/Product Manager position takes precedence. PD CSB selectees who are also principal selectees on a CSL list, are no longer eligible to be slated as a PD that year. PDs slated for a CSL Project/Product Manager position may reapply for a PD position after successful completion of the CSL assignment.

e. Deferments may be granted on a case-by-case basis, in coordination with the DAAC and DACM Office.

f. Curtailments will be coordinated by the CSB Program Manager and the respective CPE HRO, to ensure continuity of command.

(1) Curtailments due to CSL activation, will retain PD credit, regardless of tenure length.

(2) Curtailments for personal reasons (i.e. promotion, school, other) will receive credit as follows:

(a) If the PD completes 18 months or more of their entire tour length, they will receive credit.

(b) If the PD completes less than 18 months of their entire tour length, they will not receive credit.

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11. Slating Process.

a. The TM BoD, consisting of the DAAC, DACM, CPEs/Deputy CPEs and other Senior Leaders, meets semi-annually to discuss acquisition talent management. PDs are slated at a semi-annual TM BoD meeting.

b. PD selectees are slated by OML, geographic/regional preference, and by skills/experience match.

c. The DAAC approves the final slating.

d. Early activation will be coordinated between the CSB Program Manager, the gaining CPE HRO and the slated PD.

e. In the event of a curtailment, re-slate will be conducted as follows:

(1) If the corresponding OML is still valid, it will be used to conduct the re-slate. The newly slated PD will be chartered and will receive credit for the tour once complete.

(2) If the corresponding OML is no longer valid, the DACM Office will offer two options to the CPEs:

(a) They may fill the position internally and temporarily. The individual will not be chartered and will not receive credit for tour.

(b) They may use the new OML and early activate. The slated individual will be chartered and will receive credit for the tour once complete.

12. Regional Preference.

a. Regional preference submitted during the application process will be considered in the slating process. Applicants may choose any or all regions in which they wish to serve; however, preference for a certain region does not guarantee slating to that region. Applicants may be slated to a position at any location.

b. PD selectees will no longer have a regional preference if they have already served once as a PD; however, those individuals will still be required to submit a regional preference form during the application process. If selected, regional preference is not guaranteed but if the opportunity is available, the slating process will still try to accommodate the PD selectee regionally.

13. Notification and Acceptance.

a. The slating results will be released after DAAC approval. The DACM Office CSB Program Manager will notify each applicant of their disposition.

b. Upon notification, PD selectees must acknowledge receipt of acceptance via email within 14 business days to the CSB Program Manager. The selectee must ensure their ACRB contact information is current.

14. Declination.

a. Table 2 below identifies whether a PD selectee’s declination will be considered “with” or “without” prejudice, based on three important factors: (a) how many times (first or subsequent) the individual has been selected for PD (b) if the slated assignment is within or outside of their regional preference; and (c) if the individual submitted a declination after accepting the slate.

Selection for PD	Declines within their Regional Preference	Declines outside their Regional Preference	Declines after Slate Acceptance
First time	With prejudice Individual cannot compete again for a PD position for three years.	Without prejudice Individual may compete for a PD position next year.	With prejudice Individual cannot compete again for a PD position for three years.
Subsequent (Consecutive or Non-Consecutive)	With prejudice Individual can never compete again for a PD position.	With prejudice Individual cannot compete again for a PD position for three years.	With prejudice Individual can never compete again for a PD position.

Table 2: PD Declinations.

b. Table 2 applies strictly to the PD selection process. It does not apply to PD selectees who are activated for a CSL Project or Product Manager position in the same fiscal year, since these individuals will not be slated as a PD for that year.

c. PD selectees may decline a position without prejudice as an exception, based on a compassionate reason such as, but not limited to, a medical/health condition, personal/family issue, or financial condition. Compassionate exceptions must be supported by a statement from a medical doctor or legal professional, as applicable, and endorsed by the selectee’s CPE. Exceptions will be approved by the DACM.

15. Tenure and Charters.

a. PDs must sign a T&PMA upon selection. The prescribed PD tenure length is three years but may be extended up to a maximum of five years. Any curtailment of this requirement will require a tenure waiver with a justification submitted on a Department of Defense (DD) Form 2905 (Defense Acquisition Workforce Position Requirements or Tenure Waiver) and signed by the first GO or Senior Executive Service (SES) member in the PD’s chain of command.

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The form will be routed to the DACM for concurrence and then to the DAAC for approval. A blank DD Form 2905 can be access through the USAASC Army DACM Office website at <https://asc.army.mil/web/dd2905/>.

b. The DACM Office, in coordination with the CPEs, will centrally manage and track the tenure of PD selectees.

c. Charters.

(1) Updated charters will not be reissued, based on program names changes, unless directed by the DAAC.

(2) Charters will not be issued to PDs, unless they are board selected.

d. An AAW professional can serve no more than two assignments (consecutive or non-consecutive) as a Product Director, after which time they may only compete for CSL Product/Project Manager positions.

e. Curtailments may arise when a PD incumbent is released early from assignment for a valid reason (such as promotion opportunities, Product Manager/Project Manager activation, medical, funding shortages, etc.). PDs will not be penalized for requesting a curtailment if they have a valid reason. To request a curtailment, the CPE must submit a DD Form 2905 to the DACM Office and explain the reasons for the PD's early departure from the position. A command memorandum is not required. The DD Form 2905 should be signed by the first GO or SES in the chain of command. The DACM Office will route the form through the DACM for approval by the DAAC.

16. Post Utilization.

a. Post utilization is an integral piece of an effective talent management strategy. PDs should endeavor to pursue broadening or developmental experiences and training opportunities following their PD assignments.

b. Post utilization of PDs may include a variety of senior leader training opportunities, such as Acquisition directed assignment to an Army or Joint Staff high priority mission area; Senior Service College/Senior Service College Fellowship; CPE leadership broadening assignment; Public Private Talent Exchange; other developmental opportunities as well as exercising Return Rights.

c. Management Directed Reassignments (MDRs) are the common method of assigning PD selectees to new positions after they have completed their tour. MDRs are also a helpful tool for implementing strategic talent management. CPEs have the authority and flexibility to implement MDRs, to broaden expertise, create opportunities and increase talent within their organizations which may be used to facilitate post-utilization for PDs.

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d. Recommend PDs, along with their current and former CPEs and CSB Program Manager, start to explore and discuss future assignments no later than one year prior to the completion of PD tenure.

17. Labor Relations. Activities are required to meet all statutory labor relations obligations in the implementation of this policy.

18. Effective date and implementation. The policy and procedures are effective immediately and will remain in effect until superseded.

19. For questions regarding the requirements outlined in this memorandum, please contact the DACM Office's CSB Program Manager via the DACM Policy Mailbox at usarmy.belvoir.usaasc.mbx.dacm-policies@army.mil

Encl

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Enclosure - References

- a. Assistant Secretary of the Army (Acquisition, Logistics, and Technology), SFAE memorandum (Army Acquisition Workforce Project/Product Director (PD) Policy and Procedures), 25 April 2022 – hereby superseded.
- b. Department of War Instruction (DoDI) 5000.66 (Defense Acquisition Workforce, Education, Training, Experience, and Career Development Program).
- c. Assistant Secretary of the Army (Acquisition, Logistics, and Technology), SFAE memorandum (Delegation of Authority to Sign Key Leadership Position Tenure Agreements), 04 October 2018.
- d. Department of the Army, Office of the Deputy Chief of Staff, G-1, CHRA-CHP memorandum (Request for Administrative Return Rights), 16 April 2003.
- e. Office of the Assistant Secretary of the Army (Acquisition, Logistics, and Technology), SFAE memorandum (Senior Rater Potential Evaluation Policy), 01 July 2020.
- f. Office of the Assistant Secretary of the Army (Acquisition, Logistics, and Technology), SFAE memorandum (Army Acquisition Workforce Standard Program Management Position Nomenclature), 26 June 2023.
- g. Assistant Secretary of the Army (Acquisition, Logistics, and Technology), SFAE-ASC memorandum (Requirements for Individuals Selected for Centralized Selection List Acquisition Key Billets, Centralized Selection Board Positions, and Command Sergeant Major Positions), 29 February 2024.