

Deputy Program Executive Officer and Deputy Project/Product Manager
Training Requirements Policy

SUMMARY OF CHANGES

| PARA | SIGNIFICANT CHANGES FROM THE PREVIOUS POLICY |
|------|---|
| 2 | Purpose: New paragraph. |
| 3.a | Critical Acquisition Positions and Key Leadership Positions: New sub-paragraph to provide information on Critical Acquisition Positions (CAPs). Per this paragraph, all DPEOs and DPM positions are CAPs. |
| 3.b | Critical Acquisition Positions and Key Leadership Positions: New sub-paragraph to provide information on Key Leadership Positions (KLPs). Per this paragraph, all DPEOs and Deputy Project Managers for Acquisition Category (ACAT) or Business Systems Category (BCAT) I and II programs are KLPs. |
| 4 | Training Requirements: Revised the language on the order of priority to read "DPEOs and DPMs will be assigned seats based on KLPs having priority over CAPs." |
| 6 | Table (Attendance Prerequisites): Added two new Defense Acquisition University (DAU) course prerequisites (EXE 4000 and EXE 4050) for PMT 4010. |
| 6 | Table (Required Attendees): Added the note that it is desired, but not required, for Deputy Product Managers to attend PMT 4010. The DACM Office will schedule attendance on a space-available basis. |
| 6 | Table (Attendance Prerequisites): Added PMT 4010 prerequisite to complete all DAU training courses required for Defense Acquisition Workforce Improvement Act (DAWIA) Advanced Level certification in Program Management (PM). |
| 6 | Table (Attendance Prerequisites): Modified the Defense Acquisition Workforce Improvement Act (DAWIA) certification levels to align with Back to Basics (BtB) framework. |
| 6 | Table (Notes): Added note that PMT 4010 and PMT 4020 are required to be completed within six months of assuming a PM-coded KLP position. In advance of assuming the position would be preferred. |
| 6 | Table (Notes): Added note that the DACM Office will not approve an application for PMT 4010 until the student has a confirmed reservation in both EXE prerequisites. Both EXE prerequisites must have end dates that occur before the PMT 4010 start date. |
| 7 | New paragraph to address Program Executive Officer (PEO) responsibilities. |
| 8.a | Position Requirements Waivers: Added several sub-paragraphs to provide more information on the position requirements waiver process for CAPs. |

| PARA | SIGNIFICANT CHANGES FROM THE PREVIOUS POLICY (CONTD) |
|--------|--|
| 8.a(1) | Position Requirements Waivers (CAPs (non-KLPs): Modified part of the first sentence of this sub-paragraph to read “If it is not feasible for an individual in a CAP to complete all training required for their position within the applicable DAWIA grace period.” This change aligns the language with the grace periods mandated under the BtB framework. |
| 8.b | Position Requirements Waivers (KLPs): Added several sub-paragraphs to provide more information on the position requirements waiver process for KLPs. |
| 9 | Updated the point of contact for this policy. |



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7 April 2022

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Deputy Program Executive Officer and Deputy Project/Product Manager
Training Requirements Policy

1. References: See Enclosure.
2. Purpose. This memorandum outlines the Defense Acquisition University (DAU) training courses that all Deputy Program Executive Officers (DPEOs) and Deputy Project/Product Managers (DPMs) must attend and complete before occupying their positions, in accordance with References 1.a and 1.b. This policy applies to all Army Acquisition Workforce (AAW) professionals. It supersedes Reference 1.e.
3. Critical Acquisition Positions (CAPs) and Key Leadership Positions (KLPs).
 - a. CAPs are a subset of AAW positions, as designated by the Army Acquisition Executive, based on the criticality of these positions to the acquisition program, effort or function that they support. All DPEO and DPM positions are CAPs. Please see References 1.b and 1.c for more detailed information on CAP qualifications, tenure agreements, and other position requirements.
 - b. KLPs are a subset of CAPs and have more stringent experience requirements upon entry into the position. Per References 1.a and 1.d, every DPEO and those Deputy Project Managers for Acquisition Category (ACAT) or Business Systems Category (BCAT) I and II programs are KLPs.
4. Training Requirements. Currently, the Army has a limited number of quotas available to meet DPEO and DPM training requirements. To ensure these individuals complete their required training in a timely and efficient manner, the Army prioritizes seat allocations to the DAU's PMT 4010 (Program Manager's Course) and PMT 4020 (Executive Program Manager's Course) courses by position type. Centralized Selection List Project and Product Managers have a higher priority for this training over DPEOs and DPMs. DPEOs and DPMs will be assigned seats based on KLPs having priority over CAPs.
5. DPEOs and DPMs with a confirmed class reservation for PMT 4010 or PMT 4020 may not cancel or reschedule their course attendance without prior written approval from the Director, Acquisition Career Management (DACM).

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6. The following table outlines which positions are required to attend PMT 4010 and PMT 4020, as well as the associated prerequisites for these courses:

| COURSE | REQUIRED ATTENDEES | ATTENDANCE PREREQUISITES | NOTES |
|--|--|---|---|
| <p>PMT 4010 (Program Manager's Course)</p> | <p>All DPEOs All Deputy Project Managers Note: Desired, but not required, for Deputy Product Managers to attend PMT 4010. The DACM Office will schedule attendance on a space-available basis.</p> | <p>EXE 4000 (Problem Solving for Tomorrow's Defense Leaders) EXE 4050 (Optimizing Possibilities) Be Defense Acquisition Workforce Improvement Act (DAWIA) certified as required by the AAW professional's current position. Complete all DAU training courses required for DAWIA certification at the Advanced Level in Program Management (PM).</p> | <p>(1) DPEOs or DPMs, who have completed PMT 401 (Program Manager's Course), are exempt from attending PMT 4010. (2) PMT 4010 is required to be completed within six months of assuming a PM-coded KLP position. Completion in advance of assuming the position would be preferred. (3) The DACM Office will not approve an application for PMT 4010 until the student has a confirmed reservation in both EXE prerequisites. Both EXE prerequisites must have end dates that occur before the PMT 4010 start date.</p> |
| <p>PMT 4020 (Executive Program Manager's Course)</p> | <p>All DPEOs Deputy Project Managers in ACAT/BCAT I and II programs</p> | <p>PMT 4010 Be DAWIA certified at the Advanced Level certification in PM.</p> | <p>(1) DPEOs or DPMs, who have completed PMT 402 (Executive Program Manager's Course), are exempt from attending PMT 4020. (2) PMT 4020 is required to be completed within six months of assuming a PM-coded KLP position. Completion in advance of assuming the position would be preferred.</p> |

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7. The PEO has the responsibility to ensure that all DPEOs and DPMs within their organization meet the prerequisites before attending the required training course. The PEO must also ensure their DPEOs and DPMs complete the required training or secure an approved position requirements waiver before encumbering these positions.

8. Position Requirements Waivers.

a. CAPs (non-KLPs).

1) If it is not feasible for an individual in a CAP (non-KLP) to complete all training required for their position within the applicable DAWIA grace period, their organization must initiate a DD Form 2905 (Acquisition, Technology, and Logistics Workforce Position Requirements or Tenure Waiver) to request a position requirements waiver. The organization will submit the form to the DACM Office via the Career Acquisition Management Portal (CAMP) Help Desk (<https://apps.asc.army.mil/camp/>) for DACM approval. The approved position requirements waiver permits the DPM to remain in the position and grants additional time to complete the training requirement.

2) The organization should provide a detailed reason/explanation in Block 18 of the DD Form 2905, clearly articulating why the DPM cannot complete the mandatory training within the prescribed timeframe. Acceptable justifications for a position requirements waiver include but are not limited to an extenuating medical condition, deployment, personal or family emergency, or inability to secure a seat in a DAU prerequisite or PMT 4010/4020 course.

3) The waiver is position-specific and does not carry to the AAW professional's subsequent assignments or transfer to future incumbents of the position.

4) If the waiver expires without the DPM meeting the training requirement, the incumbent should vacate the position immediately unless another waiver is submitted and approved prior to the initial waiver expiration.

b. KLPs (All DPEOs, and Deputy Project Managers for ACAT/BCAT I and II programs). Position requirements waivers for KLPs follow the same policy and process as described in paragraph 8.a above for CAPs, with three notable exceptions:

1) The AAE is the approval official for KLP position requirements waivers.

2) These waivers should only be submitted in exceptional circumstances.

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3) The certification grace period does not apply to KLPs, since certification is required at the time of hire.

9. The point of contact for this memorandum is the Army DACM Office, Proponency Branch, at usarmy.belvoir.usaasc.mbx.dacm-policies@army.mil.

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Director
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Assistant Secretary of the Army (Acquisition, Logistics, and Technology)(SAAL-ZE, SAAL-ZF, SAAL-ZL, SAAL-ZN, SAAL-ZP, SAAL-ZR, SAAL-ZS, SAAL-ZT)

Program Executive Officer

- Assembled Chemical Weapons Alternatives
- Aviation
- Combat Support and Combat Service Support
- Command, Control, and Communications (Tactical)
- Enterprise Information Systems
- Ground Combat Systems
- Intelligence, Electronic Warfare, and Sensors
- Missiles and Space
- Simulation, Training, and Instrumentation
- Soldier

Joint Program Executive Officer

- Armaments and Ammunition
- Chemical, Biological, Radiological and Nuclear Defense

Mandatory Training for Deputy Program Executive Officers and Deputy Project/Product Managers

ENCLOSURE - REFERENCES

- a. Title 10, United States Code, Chapter 87 (Defense Acquisition Workforce), Section 1735 (Education, Training, and Experience Requirements for Critical Acquisition Positions).
- b. Department of Defense Instruction 5000.66 (Defense Acquisition Workforce Education, Training, Experience, and Career Development Program).
- c. Assistant Secretary of the Army (Acquisition, Logistics, and Technology), SFAE-CDD memorandum (Critical Acquisition Positions and Key Leadership Policy), 09 July 2019.
- d. Assistant Secretary of the Army (Acquisition, Logistics, and Technology), SFAE memorandum (Army Key Leadership Positions (KLPs) and Qualification Criteria Policy), 21 March 2014.
- e. Assistant Secretary of the Army (Acquisition, Logistics, and Technology), SFAE-CDD memorandum (Mandatory Training Requirements Directive for Deputy Program Executive Officers (DPEOs) and Deputy Project/Product Managers (DPMs)), 18 January 2012 – hereby superseded.