

**ARMY, DIRECTOR ACQUISITION CAREER MANAGEMENT  
LEADERSHIP EXCELLENCE AND ACQUISITION DEVELOPMENT (LEAD) POLICY**

**SUMMARY OF CHANGES**

<b>PARA</b>	<b>SIGNIFICANT CHANGES FROM THE PREVIOUS POLICY</b>
1	References: Updated to reflect current associated references
4.a	Program Description: Removed the number “30” from the first sentence, to indicate that the LEAD is a 24-month leadership development program.
5.a(3)	Application (Eligibility): Changed this sub-paragraph to align with Back to Basics implementation. It now reads “Be at least Defense Acquisition Workforce Improvement Act certified at the Practitioner level in Program Management and meet the certification requirements for their current position.”
6.a	Selection: Reworded this sub-paragraph so that it now reads “LEAD participants are selected from eligible applicants via best qualified board comprised of GS14-15 level board members, and chaired by a member of the SES. LEAD participants are notified of their selection by the LEAD Program Manager and must accept/decline the offer in writing.”
8.g	Participation. Added a new sub-paragraph about Continued Service Agreements (CSAs). It reads “All LEAD Program applicants will be required to submit and, if accepted, honor a signed Continued Service Agreement (CSA), which is available for download and completion on the LEAD Homepage ( <a href="https://asc.army.mil/web/career-development/programs/lead/">https://asc.army.mil/web/career-development/programs/lead/</a> ).”
9.b	Post-Placement: Added the word “maximum” to this sub-paragraph. It now reads “In accordance with Army Regulation 690-300 (Reference 1.h), administrative return rights are authorized for the initial appointment of 30 months (maximum), and approved extension, not to exceed five years.”
12	Updated the email address for the DACM Policy Mailbox <a href="mailto:usarmy.belvoir.usaasc.mbx.dacm-policies@army.mil">usarmy.belvoir.usaasc.mbx.dacm-policies@army.mil</a> .
Appendix 2	Training Requirements: Added two courses to this section - Executive Qualifications Course (EQC) and Civilian Education System Advanced, Phase II.
Appendix 2	Training Requirements: Removed operational experience and revised sub-paragraph to read “A greening training event.”
Appendix 3	Required Application Documents: Added new sentence “Applicants will be evaluated on the content of their statement of interest, as well as the grammatical accuracy and effective communications of their statement.”
Appendices 4 and 5	Removed Appendices 4 (Resume Format) and 5 (Administrative Return Rights Agreement), and provided links throughout the document to direct the reader to the US Army Acquisition Support Center (USAASC) website where this information can be found.



**DEPARTMENT OF THE ARMY**  
**OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY**  
**ACQUISITION LOGISTICS AND TECHNOLOGY**  
103 ARMY PENTAGON  
WASHINGTON, DC 20310-0103

SFAE-ASC

2 February 2022

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Leadership Excellence and Acquisition Development Program Policy

1. References: See Appendix 1.
2. Purpose. This policy governs the implementation and administration of the Leadership Excellence and Acquisition Development (LEAD) Program, and general requirements for selection into and participation in the program.
3. Applicability. This policy applies to Army Acquisition Workforce (AAW) civilians.
4. Program Description.
  - a. LEAD is a 24-month leadership development program, sponsored and funded by the Army Director, Acquisition Career Management (DACM) Office, that offers board-selected participants expanded training, leadership, experiential, and other career development opportunities. It is designed to develop future Army acquisition program managers. More detailed information about the LEAD Program can be found on the US Army Acquisition Support Center (USAASC), DACM Office website at <https://asc.army.mil/web/career-development/programs/lead/>.
  - b. The LEAD Program is comprised of three elements:
    - 1) Developmental Assignments. LEAD developmental assignments vary in length and may include, but are not limited to, positions such as Product Lead, Program Officer, Assistant Program Manager (APM), staff officer at the Office of the Assistant Secretary of the Army for Acquisition, Logistics, and Technology, staff officer at Headquarters, Department of the Army, Executive Officer, or Department of the Army System Coordinator (DASC). LEAD participants shall be detailed to developmental assignment positions within the acquisition community based on individual education, experience, and training needs, as well as the current or anticipated needs of the Army. Additionally, LEAD participants are required to complete one DASC assignment in the Washington, DC area for a minimum period of 179 days in a temporary duty status. Any deviation must be approved by the LEAD Program Manager (PM).
    - 2) Mandatory Training: See Appendix 2.
    - 3) Publication Requirement. Upon selection into the LEAD Program, participants will have the opportunity to select from an array of topics submitted by Key Leadership

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SUBJECT: Leadership Excellence and Acquisition Development Program Policy

Position incumbents within Army Acquisition, or submit a topic for consideration. Article submissions will be required prior to graduation, for publication consideration in the Army AL&T Magazine.

5. Application.

a. Eligibility. LEAD applicants must meet the following eligibility criteria at the time of program application:

1) Be a current civilian member of the Department of the Army Acquisition Workforce in a Career or Career Conditional status position;

2) Be in the grade of General Schedule (GS)-12/13 or demonstration project equivalent converted broadband/pay band level;

3) Be at least Defense Acquisition Workforce Improvement Act certified at the Practitioner level in Program Management and meet the certification requirements for their current position; and

4) Have completed, at a minimum, the Civilian Education System Advanced Course – Distance Learning module. For more information about this course, please see the U.S. Army Combined Arms Center's website at <https://usacac.army.mil/organizations/cace/amsc/advanced>.

b. Required application documents.

1) See Appendix 3 for a list of required application documents.

2) Resume. See the LEAD webpage, located within the USAASC, DACM Office website (<https://asc.army.mil/web/career-development/programs/lead/>), for a sample resume.

3) LEAD applicants are required to obtain signed DA Form 5414 (Administrative Return Rights Agreement) and a Command Endorsement at the General Officer (GO) or Senior Executive Service (SES) level. The documents will be in the form of an agreement between the applicant, his/her current supervisor, Commander or organization's SES, and the cognizant Human Resource Office Representative. The agreement will identify administrative return rights afforded to the applicant.

(a) See the LEAD webpage, located within the USAASC, DACM Office website (<https://asc.army.mil/web/career-development/programs/lead/>), for a blank DA Form 5414. Please note this is a secured file. Download the file, right click and select "Edit with Adobe Acrobat". Once it opens, click on "Enable Features" in Adobe.

SFAE-ASC

SUBJECT: Leadership Excellence and Acquisition Development Program Policy

(b) See Appendix 4 of this policy for a sample Command Endorsement Memorandum.

6. Selection. LEAD participants are selected from eligible applicants via a best-qualified board, comprised of GS-14 and GS-15 grade board members and chaired by a member of the SES. LEAD participants are notified of their selection by the LEAD Program Manager and must accept or decline the offer in writing.

7. Assignment.

a. LEAD participants are assigned to a centrally-funded training authorization on the USAASC Table of Distribution and Allowances (TDA) during participation in the Program. The USAASC participates in the Department of Defense (DoD) Civilian Acquisition Workforce Personnel Demonstration (AcqDemo) Project. By extension, LEAD participants are, therefore, subject to the DoD AcqDemo and corresponding Army policies and issuances for personnel management while on USAASC's TDA. Each participant will be classified as an NH-0340-03 broadband level employee. The NH-03 broadband encompasses GS-12 and GS-13 equivalent positions. The position requirements document (e.g., description of duties) contains training, program information, tasks, and responsibilities commensurate with an Acquisition APM.

b. The Priority Placement Program (PPP) exception in the Reference 1.e (DoD PPP Handbook, Chapter 4, Paragraph C.2.d) applies to the movement and placement of LEAD participants, as listed below. The Request for Personnel Action will cite the reference above when processing a LEAD Participant's personnel actions for:

1) Movement of the selectee onto USAASC's TDA, as a NH-03, will be effective on the date of program startup. Salary for current DoD AcqDemo Project employees will continue at current rate. LEAD participants entering the demonstration project will have their salary set according to the DoD Civilian AcqDemo Project Army Operating procedures in effect at the time of selection.

2) Temporary assignment within Army for formal development and training purposes as provided by Title 5, Code of Federal Regulations 410 – Training (Reference 1.b), if applicable.

8. Participation.

a. LEAD participants are considered to be the talent pool of high performing/high potential acquisition professionals to meet the future needs for senior program management leaders within the AAW. Selection and successful completion of the LEAD Program is a pathway to senior leadership positions within the AAW. Thus,

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SUBJECT: Leadership Excellence and Acquisition Development Program Policy

LEAD participants are required to submit applications for consideration by the Army's Lieutenant Colonel (LTC)/GS-14 Acquisition Key Billet Product Manager/Acquisition Director board and the GS-14 Product Director Board, prior to their graduation from the LEAD Program. Failure to apply to the announcement for the LTC/GS-14 Acquisition Key Billet Product Manager/Acquisition Director selection boards may result in removal from the LEAD Program, pursuant to the Administrative Return Rights Agreement.

b. In the event a LEAD participant is unable to complete the LEAD Program within 24 months due to health, extreme personal, family or financial hardship, or other exigent conditions, he/she may request withdrawal from the program for compassionate reasons to the DACM. Reinstatement into the program after an approved withdrawal may only be accomplished through coordination with the first GO/SES in the chain of command and the DACM's approval. Participant will continue the program in relatively the same program timeline during which they withdrew.

c. LEAD participants who receive promotions after completing their first year in the program are considered to have met graduation requirements as long as they have completed required training courses within the original program period, submitted the required publication and submitted application(s) to the LTC/GS-14 Acquisition Key Billet Product Manager/Acquisition Director and GS-14 Product Director selection boards as required.

d. LEAD participants who receive promotions prior to completion of their first year in the program are ineligible for further training opportunities and will not continue and graduate from the program.

e. LEAD participants who accept lateral assignments before the beginning of the last year of their program period will be removed from the program and will not be considered a graduate of the program.

f. Graduation from the LEAD Program is contingent upon successful completion of all requirements identified within this policy.

g. All LEAD Program applicants will be required to submit and, if accepted, honor a signed Continued Service Agreement (CSA), which is available for download and completion on the LEAD Homepage (<https://asc.army.mil/web/career-development/programs/lead/>).

#### 9. Post-Placement / Post-Utilization:

a. LEAD participants are encouraged to begin seeking permanent placement positions during the second year of the program. Utilization of the learned skills and experiences accumulated during the program is key to the success of follow-on

SFAE-ASC

SUBJECT: Leadership Excellence and Acquisition Development Program Policy

assignments. The DACM Office's LEAD PM will also provide assistance with post utilization placement. If no permanent position is achieved by graduation date, the LEAD participant's Administrative Return Rights will be invoked.

b. In accordance with Army Regulation 690-300 (Reference 1.h), administrative return rights are authorized for the initial appointment of 30 months (maximum), and approved extension, not to exceed five years. At the end of the program, participants will be required to exercise their administrative return rights. Failure to comply may result in separation from the service.

10. Effective Date: This document is effective immediately.

11. For individual workforce questions or assistance with the LEAD Program, please see the USAASC, DACM Office website at <https://asc.army.mil/web/career-development/programs/lead/>.

12. For questions about this policy, please contact the Army DACM Office's LEAD PM at [usarmy.belvoir.usaasc.mbx.dacm-policies@army.mil](mailto:usarmy.belvoir.usaasc.mbx.dacm-policies@army.mil).

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RONALD R. RICHARDSON, JR.  
Director  
Acquisition Career Management

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SUBJECT: Leadership Excellence and Acquisition Development Program Policy

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**ARMY, DIRECTOR ACQUISITION CAREER MANAGEMENT  
LEADERSHIP EXCELLENCE AND ACQUISITION DEVELOPMENT (LEAD) POLICY**

**APPENDIX 1  
REFERENCES**

- a. Title 10, United States Code, Chapter 87, Defense Acquisition Workforce, Section 1701-1764, Defense Acquisition Workforce Improvement Act of 1990 (as amended).
- b. Title 5, US Code of Federal Regulations, Chapter I (Office of Personnel Management), Subchapter B (Civil Service Regulations), Part 410 – Training.
- c. Department of Defense Instruction 5000.66 (Operation of the Defense Acquisition Technology, and Logistics Workforce Education, Training and Career Development Program).
- d. Department of Defense Desk Guide for Acquisition, Technology, and Logistics Workforce, Career Management, 20 July 2017.
- e. Defense Civilian Personnel Advisory Service, Priority Placement Program Handbook.
- f. Joint Federal Travel Regulations  
<https://www.defensetravel.dod.mil/site/travelreg.cfm>
- g. Army Regulation 690-950 (Career Program Management).
- h. Army Regulation 690-300 (Civilian Personnel Employment).
- i. The Army Training and Leader Development Panel Report Phase IV (Civilian Study), Commanding General, U.S. Army TRADOC, 24 February 2003.
- j. US Army Acquisition Support Center, memorandum (Civilian Acquisition Workforce Personnel Demonstration Project and Contribution-based Compensation and Appraisal System Notice of Pay Pool and Performance Management Business Rules for FY21 through FY22), 25 September 2020.
- k. Department of the Army Policy for the Army Acquisition Corps Competitive Development Group/Army Acquisition Fellowship Program, 02 August 2017 – archived.
- l. Assistant Secretary of the Army (Acquisition, Logistics, and Technology), SFAE memorandum (Senior Rater Potential Evaluation Policy), 01 July 2020.



m. Assistant Secretary of the Army (Acquisition, Logistics, and Technology, SFAE memorandum (Senior Rater Potential Evaluation Guidance), 01 July 2020.

n. Assistant Secretary of the Army (Acquisition, Logistics, and Technology), SFAE memorandum (Leadership Excellence and Acquisition Development Program Policy), 13 October 2020 – hereby superseded.

o. Assistant Secretary of the Army (Acquisition, Logistics, and Technology), SFAE memorandum (Leadership Excellence and Acquisition Development Program Guidance), 13 October 2020.

**ARMY, DIRECTOR ACQUISITION CAREER MANAGEMENT  
LEADERSHIP EXCELLENCE AND ACQUISITION DEVELOPMENT (LEAD) POLICY**

**APPENDIX 2  
TRAINING REQUIREMENTS  
(Modified 15 June 2022)**

1. The training listed below in paragraphs 2 through 4 are program requirements that must be completed before graduation from the LEAD Program.

2. Army.

- a. Intermediate Qualification Course (IQC).
- b. Congressional Operations Course.
- c. How the Army Runs (HTAR).

3. A “Greening” training event.

4. Leadership.

- a. Elective Executive Leadership Course.
- b. Acquisition Leadership Challenge Program (ALCP), Level I.
- c. Civilian Education System (CES) Advanced, Phase II.

5. Additional training and education opportunities may be provided throughout the course of the LEAD Program. Participants may request a waiver or equivalency of any of these courses to the LEAD PM for consideration on a case-by-case basis. Determination for acceptance of waivers is final and at the sole discretion of the DACM.

**ARMY, DIRECTOR ACQUISITION CAREER MANAGEMENT  
LEADERSHIP EXCELLENCE AND ACQUISITION DEVELOPMENT (LEAD) POLICY**

**APPENDIX 3  
REQUIRED APPLICATION DOCUMENTS**

1. **Acquisition Career Record Brief (ACRB).**

a. The Army Acquisition Professional Development System (AAPDS) pulls in the latest version of the applicant's ACRB automatically into their application. Applicants should ensure their ACRB is accurately updated prior to submission of application. Applicants may update and correct specific fields of their ACRB using the edit functions within the Career Acquisition Personnel and Position Management Information System (CAPPMS), located at Career Acquisition Management Portal (CAMP) at <https://apps.asc.army.mil/camp/>.

b. For the areas within the ACRB that cannot be changed by the applicant, please request assistance using the CAMP Help Request web link at <https://apps.asc.army.mil/camp/>.

c. 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. The Army DACM Office does not recommend including any Defense Acquisition University (DAU) continuous learning modules or annual Army required training.

2. **Resume.** Applicants should upload their resume using the prescribed format found on the LEAD Program webpage, located within the USAASC, DACM Office website (<https://asc.army.mil/>). Resumes may not exceed three pages and must be submitted in a .pdf format. Resumes provide the applicant with the opportunity to highlight their significant educational achievements, work experiences, skills, and accomplishments, which are key indicators to the success as an AAW professional. Applicants should also highlight their qualities and strengths instead of simply listing their duties and responsibilities. They should ensure their experience descriptions and dates match the information in their ACRB.

3. **Statement of Interest.** In a maximum of 4,000 characters, applicants must describe their reasons for applying to the LEAD Program and the benefits the Army will gain by their acceptance. They should clearly articulate their professional goals, desired career path, and how the LEAD Program will help them to achieve those goals. Applicants will be evaluated on the content of their statement of interest, as well as their grammatical accuracy and effective communications.

4. **Senior Rater Potential Evaluation (SRPE)**: The SRPE is a critical piece of the application. In accordance with References 1.l and 1.m (SRPE Policy and SRPE Guidance), the applicant's Senior Rater (SR) is the rater of the employee's rater. The SR must be a supervisor and senior in grade/organizational position to the rated employee. The SRPE must have an ending date (the "thru" date) within no later than one year of the closing date of the LEAD Program announcement. Failure to have a completed/finalized SRPE in CAPPMS at the time of announcement closing, will result in the applicant being declared ineligible and their application will not be provided to the board for consideration.

5. **Administrative Return Rights Agreement**. The original Administrative Return Rights Agreement must be signed by the applicant, his/her supervisor, the Human Resources Office, and the first GO or SES member in their chain of command. Once signed, the documents must be scanned and uploaded into AAPDS. See the LEAD Program webpage, located within the USAASC, DACM Office website (<https://asc.army.mil>), for a blank DA Form 5414 (Administrative Return Rights Agreement)

6. **Command Endorsement Memorandum**. The Command Endorsement memorandum must be prepared and signed by a GO or SES member within the applicant's chain of command. Once signed, the documents must be scanned and uploaded into AAPDS. See Appendix 4 for a blank Command Endorsement memorandum.

**ARMY, DIRECTOR ACQUISITION CAREER MANAGEMENT  
LEADERSHIP EXCELLENCE AND ACQUISITION DEVELOPMENT (LEAD) POLICY**

**APPENDIX 4  
SAMPLE COMMAND ENDORSEMENT MEMORANDUM**

MEMORANDUM FOR Director Acquisition Career Management (DACM), 9900 Belvoir Road, Fort Belvoir, VA 22060

SUBJECT: Army Leadership Excellence and Acquisition Development (LEAD) Program Command Endorsement for INSERT APPLICANT'S NAME

1. This paragraph should first address who you are endorsing, the number of people you are endorsing from your command, and where this individual falls within that number. Make your strong argument up front.
2. This paragraph should address why the command is endorsing the individual and why for this specific program. Avoid making this endorsement generic. Each endorsement should be personalized and geared specifically for that individual and that specific program. Avoid focusing on an individual's resume and achievements – instead focus on their potential and how this program will benefit the individual and the Army.

FULL NAME  
RANK (GO/SES) and POSITION  
INSERT COMMAND