

FY25 Army Acquisition Centralized Selection List (CSL) Product Manager and Acquisition Director, Key Billet Positions

GS14/NH-04 (Pay Band Equivalent) Civilian Announcement

GENERAL INFORMATION

Announcement Open:	22 February – 20 April 2023
Board Dates:	5-9 June 2023
ALAP Dates:	October/November 2023
Tentative Board Results:	November/December 2023
Position Start Dates:	Summer 2025 (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

- Product Manager: Chartered to provide materiel capabilities to Army or Joint customers. Product Managers are allocated resources to develop materiel solutions that achieve user requirements. They lead, direct and control the overall planning and execution of the work and resources required to develop, produce and sustain the programs, systems and associated products.
- Acquisition Director: leaders of major acquisition contracting or testing organizations. Contracting organizations can have either geographical responsibilities or provide in-plant oversight to a major Defense contractor responsible for producing materiel for Army and joint Customers. Testing organizations are responsible for providing and operating facilities in order to conduct tests, which ensure materiel solutions meet program or end user requirements.

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-14 (or broadband equivalent converted grade), and
- DoD employees who are interested in a lateral to GS-14 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 Manager. Your pay plan and grade for General Schedule organizations will be GS-14

POINT OF CONTACT: Mr. Adam Polite, CSL and ALAP Program Lead, Army DACM Office
adam.b.polite.civ@army.mil, 571.574.0476

FY25 Army Acquisition Centralized Selection List (CSL) Product Manager and Acquisition Director, Key Billet Positions

GS14/NH-04 (Pay Band Equivalent) Civilian Announcement

and for organizations covered by the Acquisition Demonstration Project your broadband and grade will be NH-04.

OTHER REQUIREMENTS

Unless specifically waived by the appropriate Army official, applicants must meet the following requirements:

- Be DAWIA Practitioner certified in Acquisition Functional Area (AFA) Program Management or Foundational certified in AFA Contracting with four years experience in a contracting coded position, at the time of application;
- Possess, at a minimum, a bachelor's degree from an accredited institution;
- Possess relevant supervisory experience (preferred), and if selected;
 - Complete the following Defense Acquisition University Courses prior to appointment: ACQ 315/V, PMT 0120, PMT 0130, PMT 0170, PMT 3400, PMT 3500, PMT 3600/V.
 - 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 Library](#).

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

In order to compete, applicants must NOT:

- Be currently serving in a CSL position whose scheduled tour ends after September 30, 2024;
- Have previously declined, with prejudice, a CSL position;
- Have previously accepted, and then declined activation, a CSL position;
- Have been removed/relieved for cause from a CSL position; or
- Have submitted a retirement application to the Department of the Army or be pending separation action.

NOTE: A tentative listing of Projected FY25 Centralized Selection List positions available to civilians will be available on the [Army Acquisition CSL webpage](#).

HOW TO APPLY

ARMY ACQUISITION EMPLOYEES

Do NOT submit any additional forms/certificates/pictures/data, other than what is specified, as they will be removed from your package.

ARMY NON-ACQUISITION AND DOD EMPLOYEES (All non-Army employees)

Because the application process for these positions requires access to an internal Army Acquisition 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.

POINT OF CONTACT: Mr. Adam Polite, CSL and ALAP Program Lead, Army DACM Office
adam.b.polite.civ@army.mil, 571.574.0476

FY25 Army Acquisition Centralized Selection List (CSL) Product Manager and Acquisition Director, Key Billet Positions

GS14/NH-04 (Pay Band Equivalent) Civilian Announcement

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.

For a Senior Rater Potential Evaluation (SRPE), all applicants that are not a current member of the Army Acquisition Workforce will be required to upload a paper copy SRPE. It is recommended that interested individuals familiarize themselves with the [instructions for the preparation of the SRPE](#). Of particular note, the Senior Rater should not use bullet comments, but narrative comments to support the overall rating.

Submit applications via the [Army Acquisition Professional Development System \(AAPDS\) within CAPPMIS](#)

REQUIRED DOCUMENTS (ALL APPLICANTS)

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 in [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.

Your resume must follow the [provided template](#). 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 qualification 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.

FY25 Army Acquisition Centralized Selection List (CSL) Product Manager and Acquisition Director, Key Billet Positions

GS14/NH-04 (Pay Band Equivalent) Civilian Announcement

NOTE: Emphasize any acquisition experience performed OCONUS, in Joint Positions and/or while deployed. If you have previously served in a CSL 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**" where * represents the GS grade level and **represents the last two digits of the fiscal year of the selection board).

- PERFORMANCE EVALUATIONS: Provide your last three signed performance evaluations. Unsigned evaluations will not be accepted. Please submit as a scanned PDF that includes the signatures in a scanned version.

Civilian (Army Acquisition) 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.

Civilian (non-Army Acquisition/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.

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. All completed SRPEs on file in CAMP/CAPPMIS will automatically be included in the application. Applicants who do not have a SRPE must initiate a SRPE to meet the board requirements. Non-Army Acquisition applicants without preexisting SRPEs will upload a paper SRPE, as required. 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. SRPEs must be finalized in the CAMP/CAPPMIS before the closing date of the announcement.

NOTE: An FY22 annual SRPE with a thru date of 30 September 2022 meets the requirement for this application.

In accordance with Director, Acquisition Career Management (DACM) [SRPE Policy](#) and [SRPE Guidance](#), dated 1 July 2020, the applicant's Senior Rater is the rater of the employee's rater. The Senior Rater must be a

FY25 Army Acquisition Centralized Selection List (CSL) Product Manager and Acquisition Director, Key Billet Positions

GS14/NH-04 (Pay Band Equivalent) Civilian Announcement

supervisor and senior in grade/organizational position to the rated employee. Senior Raters should view a SRPE as the equivalent to an Army Acquisition Corps officer OER and should provide supporting comments accordingly. The Senior Rater should not use bullet comments, but narrative comments to support the overall rating. 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.

- **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 adam.b.polite.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.

NOTE: Army acquisition civilians. The ACRB will list ALL awards chronologically, including any annual raises and bonuses received. The ACRB only permits the display of eleven (11) awards maximum so if there are awards from your past that you want to stand out, recommend you edit the Awards section of your ACRB in CAMP/CAPPMIS to ensure the awards you want to show are checked and other less pertinent awards are unchecked.

- 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)

FY25 Army Acquisition Centralized Selection List (CSL) Product Manager and Acquisition Director, Key Billet Positions

GS14/NH-04 (Pay Band Equivalent) Civilian Announcement

PREFERENCE FORMS

These forms are not reviewed by the selection board but will be used during the slating process of selectees. There are two types of preference forms that will be required in this process.

- **The Regional Preference Form.** This form is required at time of application and may be [downloaded from the CSL website](#) under Additional Information Tab. IAW 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 fewer positions.
- **The Position 1-N Form.** Upon receipt from the CSL Program Lead, 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. This form is not required at the time of application. However, the CSL Program Lead will contact applicants to submit this form prior to the Board convening.

No guarantees are made or implied as to the availability of any position on the list. List may subsequently contain more or fewer 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: For Civilians who have already served once at the GS-14 CSL level while a civilian, the regional preference form will be considered during the slating process, but any declination of a CSL slate by this individual based on it being outside of the submitted regional preferences will be considered WITH PREJUDICE and the individual would be ineligible to compete again at this level. If selected, the slating process will still try to accommodate civilians regionally.

NOTE: Some positions have the potential for early activation (e.g. Fall 2024). 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, FY25 Lieutenant Colonel and NH-04/GS14 Centralized Selection List – Product 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.

POINT OF CONTACT: Mr. Adam Polite, CSL and ALAP Program Lead, Army DACM Office
adam.b.polite.civ@army.mil, 571.574.0476

FY25 Army Acquisition Centralized Selection List (CSL) Product Manager and Acquisition Director, Key Billet Positions

GS14/NH-04 (Pay Band Equivalent) Civilian Announcement

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

Applications must be submitted online through the AAPDS before the closing date of the announcement.

Applications must be submitted via the AAPDS by the applicant. 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, 2022 EVAL, RESUME, ETC. DO NOT USE LONG FILE NAMES.

USAASC will accept applications in AAPDS as being complete as submitted. Applicant assumes responsibility for the completeness of the application. Paper applications will NOT be accepted for this opportunity.

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 during October/November 2023.
- Information may be requested regarding the vaccination status of selected applicants for the purposes of implementing workplace safety protocols. If slated, Current policy and guidance on vaccinations shall be followed, as applicable. For more information, visit: <https://www.saferfederalworkforce.gov/faq/vaccinations/>
- AAPDS will enable those that are interested and eligible to "opt-in" to the CSL and Centralized Selection Board (CSB) opportunities using one portal and one application packet.
- Slating of the best qualified selectee will proceed in accordance with established procedures. Once the official CSL slate has been released, you will have the option to:
 - Accept the slate.
 - Decline, without prejudice, a position that falls outside your specified region(s)/location(s) (except for those who have previously served in a GS14 level CSL position as a civilian). 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 Product 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 Product Manager/Acquisition Director, Key Billet Positions at this grade and may be subject to other actions in accordance with Army Acquisition Policy.
 - Decline, with prejudice, a slated position following initial acceptance. This declination will be with prejudice, and you will be denied further opportunities to apply for CSL Product Manager/Project Manager/Acquisition Director, Key Billet Positions at any grade and may be subject to other actions in accordance with Army Acquisition Policy.

POINT OF CONTACT: Mr. Adam Polite, CSL and ALAP Program Lead, Army DACM Office
adam.b.polite.civ@army.mil, 571.574.0476

FY25 Army Acquisition Centralized Selection List (CSL) Product Manager and Acquisition Director, Key Billet Positions

GS14/NH-04 (Pay Band Equivalent) Civilian Announcement

Questions may be addressed by contacting the CSL Program Lead POC

USEFUL LINKS:

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

[U.S. Army Human Resources Command – Acquisition Management Branch](#) (CAC Login Required)

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: Mr. Adam Polite, CSL and ALAP Program Lead, Army DACM Office
adam.b.polite.civ@army.mil, 571.574.0476