

ARMY ACQUISITION WORKFORCE STANDARD PROGRAM MANAGEMENT POSITION NOMENCLATURE POLICY

SUMMARY OF CHANGES

PARA	SIGNIFICANT CHANGES FROM 23 SEPTEMBER 2020 POLICY
1.c	References: Superseded the previous Army Acquisition Workforce Standard Nomenclature Policy, dated 23 September 2020.
7	Exceptions to Policy: New paragraph.
Appendix	Format for Exception to Policy Requests: New appendix.
PARA	SIGNIFICANT CHANGES FROM 29 OCTOBER 2020 POLICY
5.a	Standard Position Requirements Document: Added a new row to the table for “ADAE101070 Program Manager (Acquisition Director)”
5.a	Standards Position Requirements Document: Added an asterisked note underneath the table, stating that this new “This PRD (ADAE101070) is for the exclusive use of ASA(ALT).”
PARA	SIGNIFICANT CHANGES FROM 25 MAY 2021 POLICY
3.a	New paragraph: Added Direct Reporting Program Manager as a standard Program Management position.
3.b	New paragraph: Added Acquisition Directed Program Manager as a standard Program Management position.
General	Adjusted the hierarchy descriptions throughout the document to show where Direct Reporting Program Manager and Acquisition Directed Program Manager fall relative to the other standard Program Management positions.
4	Standard Program Management Position Nomenclature Chart: Adjusted the table to show where Direct Reporting Program Manager and Acquisition Directed Program Manager fall within the hierarchy, relative to the other standard Program Management positions. Revised the table and updated the table’s key to show which positions are centrally selected, PEO selected and AAE selected.



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

SFAE

26 June 2023

MEMORANDUM FOR SEE DISTRIBUTION

**SUBJECT: Army Acquisition Workforce Standard Program Management Position
Nomenclature Policy**

1. References:

a. Title 10 United States Code, Chapter 87 (Defense Acquisition Workforce), Sections 1704 (Service Acquisition Executives: Authorities and Responsibilities) and 1734 (Career Development).

b. U.S. Office of Personnel Management, May 2019, Position Classification Flysheet for Program Management Series, 0340.

c. Office of the Assistant Secretary of the Army (Acquisition, Logistics, and Technology), SFAE-ASC memorandum (Army Acquisition Workforce Project/Product Director Policy and Procedures), 25 April 2022.

d. Office of the Assistant Secretary of the Army (Acquisition, Logistics, and Technology), SFAE-ASC memorandum (Army Acquisition Workforce Civilian Centralized Selection List Program Policy and Procedures), 04 March 2022.

e. Office of the Assistant Secretary of the Army (Acquisition, Logistics, and Technology), SFAE memorandum (Army Acquisition Workforce Standard Program Management Position Nomenclature Policy), 25 May 2021 – hereby superseded.

2. Background. The Fiscal Year 2014 enterprise level Army Acquisition Workforce (AAW) talent management strategy led to numerous initiatives, one of which was the establishment of civilian-only Centralized Selection Board (CSB) Project and Product Director acquisition positions. This initiative highlighted the need for a standard taxonomy for all acquisition program management leader positions.

3. The standard titles, definitions, grade/rank, and hierarchy for acquisition program management leader positions are outlined below. Commands/organizations must utilize the standardized position titles and Position Requirement Documents (PRDs) outlined in this policy for all Army acquisition program managers in occupational series 0340. Further, only AAW positions that meet the requirements of this policy may use the occupational series 0340, position titles, and associated PRDs identified by this policy.

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a. Direct Reporting Program Manager (DRPM): A military or civilian position responsible for overseeing a specific acquisition program outside of a Program Executive Office that has a very high management level of intensity (Acquisition Category (ACAT), funding profile, complexity, responsibility, span of control and life cycle phase of the program). DRPMs are General Officer (GO) or Senior Executive Service (SES) level Program Manager positions that are designated by and report directly to the Army Acquisition Executive (AAE)).

b. Acquisition Directed Program Manager: A military or civilian position responsible for a high visibility, high impact acquisition system or program management office (PMO), as designated and directed by the AAE. Designation is based upon the management level of intensity (ACAT, funding profile, complexity, responsibility, span of control and life cycle phase) of the program.

1) An Acquisition Directed Program Manager is an O-6 or GS-15 (or band equivalent) AAW professional who has successfully completed an Army Acquisition Corps Centralized Selection List (CSL) assignment. They are subordinate to a Program Executive Officer (PEO) and/or DRPM.

2) They are individually selected by the AAE based on their academic background, prior program management experience, expertise in the technical area, and/or demonstrated leadership. They report directly to their respective PEO. Since Acquisition Directed Program Managers have already served in a CSL assignment, there are no additional mandatory training requirements associated with this position; however, the AAE may direct additional position/program specific training requirements. Acquisition Directed Program Managers must sign a tenure agreement. The initial tenure period will be established by the AAE and will be at least three years. Regardless of the length of time served in the position, incumbents are expected to remain in the position until the AAE approves their departure.

c. Project or Product Manager: A military or civilian position for an Army acquisition system or Program Management Office (PMO) that has been designated by the AAE. Designation is based upon the management level of intensity (ACAT, funding profile, complexity, responsibility, span of control and life cycle phase) of the program.

1) A Project Manager (PM) is an O-6 or GS-15 (or band equivalent) and is subordinate to a PEO, DRPM, and Acquisition Directed Program Manager.

2) A Product Manager (PM) is an O-5 or GS-14 (or band equivalent) and is subordinate to a Project Manager, Project Director, and/or a Project Lead.

3) The AAE approves the selection and slating of individuals to these positions.

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d. Project or Product Director (PD): A civilian position for an Army acquisition system or PMO that has been designated by the Director, Army Acquisition Corps (DAAC). Designation is based upon the management level of intensity (ACAT, funding profile, complexity, responsibility, span of control, and life cycle phase) of the program, but generally will be an acquisition Program of Record that has yet to transition to sustainment and still has cost, schedule, and performance responsibilities.

1) A Project Director is a GS-15 (or band equivalent) and is subordinate to a PEO, DRPM, and/or Acquisition Directed Program Manager. Effective Fiscal Year 2026 and beyond, Project Directors will no longer be part of the CSB process. The PEOs will select and manage Project Directors.

2) A Product Director is a GS-14 (or band equivalent) and is subordinate to a PEO, DRPM, Acquisition Directed Program Manager, Project Manager, and/or Project Director. These positions are centrally managed by the Director, Acquisition Career Management (DACM) Office, in coordination with the PEOs.

e. Project or Product Lead: A military or civilian position for an Army acquisition system or PMO designated by the PEO. The Project or Product Lead position is based upon the management level of intensity (ACAT, funding profile, complexity, responsibility, span of control and life cycle phase) of the program. The Project or Product Lead will generally be responsible for an acquisition program not defined in paragraphs 3.a through 3.d above.

1) A Project Lead is an O-6 or GS-15 (or band equivalent) and is subordinate to a PEO, DRPM, and/or Acquisition Directed Program Manager.

2) A Product Lead is an O-5 or GS-14 (or band equivalent) and is subordinate to a PEO, DRPM, Acquisition Directed Program Manager, Project Manager, Project Director, and/or Project Lead.

3) Project and Product Lead positions will be filled by the PEO (civilians), the US Army Human Resource Command, Acquisition Management Branch (Active Component and U.S. Army Reserve officers), or Army National Guard (ARNG) Acquisition Career Management Office (ARNG officers).

f. Program Officer (PO): A military or civilian position responsible for managing new systems through advanced development, production, and fielding; fielded systems undergoing extensive modification, retrofit, or rebuild; or specified categories of critical problems associated with one or more fielded systems. A PO manages the actions of multiple Assistant Program Managers (APMs) and Systems Acquisition Managers (SAMs) but does not meet the scope of responsibility defined in paragraphs 3.a through

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3.e above. This position was formerly identified as an O-5/GS-14 (or band equivalent) APM position.

1) A PO is an O-5 or GS-14 (or band equivalent).

2) Civilian PO positions are managed by PEOs. Military PO positions are managed through the Military Acquisition Position List (MAPL) process. A PO is subordinate to an Acquisition Directed Program Manager, Project/Product Manager, Project/Product Director, and/or Project/Product Lead.

g. APM: A military or civilian position responsible for managing new systems through advanced development, production and fielding; fielded systems undergoing extensive modification, retrofit or rebuild; or specified categories of critical problems associated with one or more fielded systems. An APM may manage the action of multiple SAMs but does not meet the scope of responsibility defined in paragraphs 3.a through 3.f above.

1) An APM is an O-3, O-4, or GS-13 (or band equivalent).

2) Civilian APM positions are managed by PEOs. Military APM positions are managed through the MAPL process. An APM is subordinate to an Acquisition Directed Program Manager, Project/Product Manager, Project/Product Director, and/or Project/Product Lead.

h. SAM: A civilian position responsible for providing advice to higher level management on all matters related to one or more assigned systems and integrates and applies several disciplines using a matrix team of functional experts. A SAM also evaluates user community requirements documents to determine early in the acquisition cycle the most expeditious and cost-effective acquisition strategy. A SAM manages smaller programs under the tutelage of an APM or a more experienced program manager. In some offices, a SAM may manage multiple programs, but his/her scope and responsibility will be below that of an APM. SAM positions are managed by PEOs.

4. Standard Program Management Position Nomenclature Chart. The below chart shows the grade/rank, selection authority, and standard nomenclature for program management leader positions.

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	RANK	MILITARY OR CIVILIAN	CIVILIAN ONLY
GO/SES		Direct Reporting Program Manager	
NH-04	COL GS-15	Acquisition Directed Program Manager Project Manager Project Lead	Project Director Deputy Project Manager Deputy Project Director Deputy Project Lead
	LTC GS-14	Product Manager Product Lead Deputy Project Manager <small>LTCs only. Civilians are GS-15, not GS-14</small> Program Officer	Product Director Deputy Product Manager Deputy Product Director Deputy Product Lead
NH-03	CPT/MAJ	Assistant Program Manager	System Acquisition Manager

KEY	
<div></div>	Centrally selected
<div></div>	PEO selected
<div></div>	AAE selected

5. Standardized PRD.

a. The below table lists the PRDs that have been created for each of the above civilian positions. In compliance with Reference 1.b, the official position title “Program Manager” has been modified with a specialty title, as displayed in parenthesis. To distinguish acquisition from non-acquisition program management PRDs, the word “Acquisition” follows the specialty title.

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PRD	TITLE
N/A	PROGRAM MANAGER (DIRECT REPORTING ACQUISITION) ¹
ADAE101001	PROGRAM MANAGER (ACQUISITION DIRECTED) ¹
ADAE101011	PROGRAM MANAGER (PROJECT DIRECTOR ACQUISITION)
ADAE101012	PROGRAM MANAGER (PRODUCT DIRECTOR ACQUISITION)
ADAE101013	PROGRAM MANAGER (DEPUTY PROJECT DIRECTOR ACQUISITION)
ADAE101014	PROGRAM MANAGER (DEPUTY PRODUCT DIRECTOR ACQUISITION)
ADAE101021	PROGRAM MANAGER (PROJECT MANAGER ACQUISITION)
ADAE101022	PROGRAM MANAGER (PRODUCT MANAGER ACQUISITION)
ADAE101023	PROGRAM MANAGER (DEPUTY PROJECT MANAGER ACQUISITION)
ADAE101024	PROGRAM MANAGER (DEPUTY PRODUCT MANAGER ACQUISITION)
ADAE101031	PROGRAM MANAGER (PROJECT LEAD ACQUISITION)
ADAE101032	PROGRAM MANAGER (PRODUCT LEAD ACQUISITION)
ADAE101033	PROGRAM MANAGER (DEPUTY PROJECT LEAD ACQUISITION)
ADAE101034	PROGRAM MANAGER (DEPUTY PRODUCT LEAD ACQUISITION)
ADAE101040	PROGRAM MANAGER (PROGRAM OFFICER ACQUISITION)
ADAE101041	PROGRAM MANAGER (SUPV PROGRAM OFFICER ACQUISITION)
ADAE101050	PROGRAM MANAGER (ASSISTANT PROGRAM MANAGER ACQUISITION)
ADAE101060	PROGRAM MANAGER (SYSTEMS ACQUISITION MANAGER ACQUISITION)
ADAE101070	PROGRAM MANAGER (ACQUISITION DIRECTOR) ²

Note:

¹ The first two positions in the above table are for the exclusive use of the AAE.

² PRD # ADAE101070 is for the exclusive use of the Assistant Secretary of the Army (Acquisition, Logistics and Technology)

b. Commands/Organizations shall not make any modifications or adjustments to these PRDs.

c. Commands/Organizations are required to assign all personnel in occupational series 0340 to one of the 19 standardized PRDs outlined in the above table. The use of a different PRD for occupational series 0340 positions is not appropriate or authorized.

d. Compliance to this directive is critical to ensure PRD standardization and consistent application across the AAW enterprise. The continued use of non-standardized PRDs for occupational series 0340 personnel, in violation of this policy,

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may result in the removal of acquisition coding from their Career Acquisition Management Portal (CAMP) record. This removal of acquisition coding may affect the priority of these personnel for Defense Acquisition University training and/or their ability to apply for DACM-sponsored programs.

6. The DACM Office will review all MAPL, CSL, Acquisition Directed Program Manager, and Project/Product Director positions during an annual review process. The process will evaluate position designations in line with this standard nomenclature and make recommendations to the AAE/DAAC as appropriate. Commands/organizations will be notified as to the AAE/DAAC decisions and will be required to ensure all position titles and force management documentation (such as Tables of Distribution and Allowances) for these positions are in accordance with the definitions and titles outlined above. All other positions are Command/Organization-managed.

7. Exception to Policy.

a. Commands/organizations will use the prescribed format in the Enclosure of this document to prepare any requests for exception to policy. Signed exception to policy requests must be sent to the DACM Office's AAW Development and Engagement Division (ATTN: Position Nomenclature Action Officer) via the DACM Office Policy Mailbox (usarmy.belvoir.usaasc.mbx.dacm-policies@army.mil).

b. The Position Nomenclature Action Officer will coordinate evaluation of this request with the DACM and provide an official, written response to the command/organization within three weeks of documented receipt of exception request.

8. For questions about this policy, please contact the Army DACM Office's Policy Mailbox at email: usarmy.belvoir.usaasc.mbx.dacm-policies@army.mil.



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Encl

RONALD R. RICHARDSON, JR.
Director
Acquisition Career Management

DISTRIBUTION:

Principal Officials of Headquarters, Department of the Army/Commander:

U.S. Army Forces Command

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DISTRIBUTION (CONT):

- U.S. Army Futures Command
- U.S. Special Operations Command
- U.S. Army Space and Missile Defense Command/Army Strategic Command
- U.S. Cyber Command
- U.S. Army Medical Command
- U.S. Army Intelligence and Security Command
- U.S. Army Corps of Engineers
- U.S. Army Test and Evaluation Command
- U.S. Army Installation Management Command
- U.S. Army Human Resources Command

Superintendent, United States Military Academy
Executive Director, Arlington National Cemetery
Executive Director, Office of the Chief Systems Engineer
Director, U.S. Army Civilian Human Resources Agency

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

Director, Army National Guard

Commander, U.S. Army Reserves

Commander, Eighth Army

Director, U.S. Army Rapid Capabilities and Critical Technologies Office

Enclosure
Format for Exception to Policy Requests

MEMORANDUM FOR DIRECTOR, ACQUISITION CAREER MANAGEMENT, 9900
BELVOIR ROAD, FORT BELVOIR, VIRGINIA 22060

SUBJECT: Request Exception to the Army Acquisition Workforce Standard Program
Management Position Nomenclature Policy

1. References.

a. U.S. Office of Personnel Management, May 2019, Position Classification
Flysheet for Program Management Series, 0340.

b. Office of the Assistant Secretary of the Army (Acquisition, Logistics, and
Technology), SFAE-ASC memorandum (Army Acquisition Workforce Standard Program
Management Position Nomenclature Policy), 26 June 2023.

2. Purpose. Request an exception to policy to [Insert intention statement and include
the requisite PRD number]

3. Justification: [Insert rationale/justification for submitting this individual exception to
policy request]

4. My team has verified that the below actions have been completed:

☐ Reviewed all 0340 Army standardized Acquisition Program Management
Position Requirements Documents (PRDs) in the Fully Automated System for
Classification (FASCLASS), and has determined unsuitability, and

☐ Reviewed all existing non-0340 Acquisition coded PRDs in FASCLASS, and has
determined unsuitability, and

☐ Reviewed all existing 0340 non-Acquisition coded PRDs in FASCLASS, and has
determined unsuitability, and

☐ Attached existing/proposed PRD for exception.

5. My point of contact is [Insert Action Officer contact information]

SES/GO Signature