

**REQUIREMENTS FOR INDIVIDUALS SELECTED FOR CENTRALIZED SELECTION  
LIST ACQUISITION KEY BILLETS, CENTRALIZED SELECTION BOARD  
POSITIONS, AND COMMAND SERGEANT MAJOR POSITIONS**

**SUMMARY OF CHANGES**

<b>PARA</b>	<b>SIGNIFICANT CHANGES FROM THE PREVIOUS POLICY, 23 MARCH 2023</b>
5.c	Added new sub-paragraph to reiterate important guidance provided in Enclosure (Note 2) about the requirement for Product Managers and Acquisition Directors to complete Program Management Advanced level training before assumption of charter.
7.e	Added sub-[paragraph to address tenure agreements for Acquisition Directors.
Enclosure 2	Table (Pre-Command Course Attendance): Added Program Management Advanced Certification Training as a Phase 1 requirement for LTC/GS-14 Product Managers, and Acquisition Directors from ATEC and DCMA.



**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

29 February 2024

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Requirements for Individuals Selected for Centralized Selection List Acquisition Key Billets, Centralized Selection Board Positions, and Command Sergeant Major Positions

1. References: See Enclosure 1.
2. Purpose. This policy outlines the pre-command required and authorized training for individuals who have been selected for Centralized Selection List (CSL) Acquisition Key Billet Project and Product Manager (PM), Acquisition Director, Contracting Commander, Contracting Brigade Command Sergeant Major (CSM), and Centralized Selection Board (CSB) Project and Product Director (PD) positions. This policy also covers Tenure Agreements and the issuance of Charters for the above positions as applicable.
3. Applicability and Scope. This policy applies to civilian and military service members who have been slated to one of the above positions.
4. General. This policy incorporates interim guidance on Pre-Command Course (PCC) attendance and training requirements based on reference 1.a (Combined Arms Center, School for Command Preparation Operations Order C-20-936). At the time of signature, the updated Army Regulation (AR) 350-1 (Army Training and Leader Development) (reference 1.b) was not yet published. The updated version of AR 350-1 is expected to provide new guidance on PCC requirements. This policy supersedes reference 1.c.
5. Professional Education and Training Requirements.
  - a. All CSL slated principals are required to complete the documentation and training detailed in this policy, the annual civilian CSL announcement, and any Military Personnel (MILPER) messages associated with their Fiscal Year (FY) cohort prior to assuming their respective assignment. CSL slated principals must meet all requirements, or obtain a waiver approved by the Army Acquisition Executive (AAE) at least 90 days prior to assumption of position.
  - b. The table in Enclosure 2 outlines the requirements that CSL Project and Product Managers, Acquisition Directors, Contracting Commanders, and Contracting Brigade CSMs must complete before assuming their command or key billet.
  - c. LTC/GS-14 level CSL selectees slated as Product Managers, or Acquisition Directors in Defense Contract Management Agency (DCMA) or Army Test and

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Evaluation Command (ATEC), who have not already achieved Advanced level of certification in Program Management, must complete the Program Management Advanced level training prior to assumption of their position. These individuals are not required to complete the Program Management Advanced exam or attain certification prior to assumption. To be certified, these individuals must still meet the requirements as stated in reference 1.d.

d. While requirements may differ, the table in Enclosure 2 provides training guidance for individuals slated into CSB PD positions. CSB PDs are encouraged to complete the training detailed in this policy on a space-available basis, as time and mission allow.

## 6. Pre-Command Course Registration and Scheduling.

a. Exceptions to this policy require the first General Officer/Senior Executive Service member in the gaining organization's chain of command to submit a position requirements waiver request through the Director, Army Acquisition Corps (DAAC) for final approval by the AAE, at least 90 days prior to assumption of position. The gaining organization should use a DD Form 2905 (Acquisition, Logistics, and Technology Workforce Position Requirements or Tenure Waivers) for the position requirements waiver request and provide a detailed justification. A blank DD Form 2905 is provided on the U.S. Army Acquisition Support Center (USAASC) Director, Acquisition Career Management (DACM) Policy Library website at <https://asc.army.mil/web/alt-workforce-policy-procedure/>.

b. The U.S. Army Human Resources Command, Acquisition Management Branch (AMB) schedules and prioritizes CSL selectees for the Acquisition Pre-Command Course (APCC), Contracting Pre-Command Course (CON PCC), and the Fort Leavenworth Pre-Command Course (LPCC) upon slating to a CSL billet, as required. All Defense Acquisition University (DAU) courses required for CSL billets follow the standard application process via the Army Internet Training Application System (AITAS) (<https://www.atrrs.army.mil/aitas/>). The priority of attendance for these DAU courses will be all Project Managers and Product Managers, followed by DCMA and ATEC Acquisition Directors. Higher Acquisition Category (ACAT) level positions have priority within each position category. CSL principals are encouraged to begin scheduling their required courses within 90 days of selection.

c. The table in Enclosure 2 shows several positions marked as "special attendance only." These individuals will be placed in the corresponding course by the Army DACM Office or AMB, on a space-available basis.

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d. The Army Acquisition Center of Excellence schedules and prioritizes all PD slated principals for APCC on a space-available basis.

e. The Army DACM Office prioritizes all PD slated principals for the appropriate PMT4010/4020 level attendance on a space-available basis.

### 7. Tenure Agreements.

a. As a result of Section 853 Program Management Empowerment and Accountability Report to Congress in the Fiscal Year 2007 National Defense Authorization Act, all Program Executive Officers (PEOs) and CSL slated principals must maintain strict adherence to the requirements outlined below, which mandates Tenure and Program Management Agreements (TPMA) for all CSL PM designees. The AAE directed the combination of these two agreements into one document and delegated signature authority to the PEOs (or equivalent) for CSL PMs. This direction applies to all CSL PMs who are under the AAE's acquisition authority, regardless of ACAT level. Once signed, the CSL slated principal is responsible for uploading the TPMA into the Tenure Agreement upload section of the Individual Development Plan (IDP) tab, located in the Career Acquisition Personnel and Position Information System (CAPPMIS) within the Career Acquisition Management Portal (CAMP) (<https://apps.asc.army.mil/camp/>), prior to assumption of the position. The gaining organization is responsible for ensuring all CSL slated principals are compliant with the tenure agreement requirement.

b. All CSB PD slated principals will adhere to the same tenure agreement processes that are described in this policy.

c. Organizations such as the Missile Defense Agency and DCMA that do not fall under the AAE's acquisition authority will be responsible for managing the program management agreement (as applicable) and tenure agreement for CSL personnel in their organizations. Once signed, the CSL slated principal is responsible for uploading the tenure agreement into the Tenure Agreement upload section of the IDP tab located in CAPPMIS (<https://apps.asc.army.mil/camp/>) prior to assumption of the position. The gaining organization is responsible for ensuring all CSL slated principals are compliant with the tenure agreement requirement.

d. CSL PM tenure lengths are based on the ACAT level of the program.

1) Project Managers responsible for ACAT I programs will serve a four-year tour or next major milestone, as determined by the AAE in accordance with reference 1.e.

2) All other Project Managers will serve a three-year tour.

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3) All Product Managers will serve a three-year tour.

4) Any exceptions to the above requirements for CSL PMs will require a tenure waiver with justification, submitted on a DD Form 2905 through AMB for final approval by the AAE, prior to a change of charter request.

e. All Acquisition Directors will serve a three-year tour. Any exceptions require a tenure waiver with justification, submitted on a DD Form 2905 through AMB for final approval by the AAE, prior to a change of charter request.

f. All CSB PDs will serve a tour minimum of three years and a tour maximum of five years. Any exceptions to this requirement for PDs will require a tenure waiver with justification submitted on a DD Form 2905 through USAASC for final approval by the DACM.

g. Reference 1.e, Table 2 (Additional Requirements for CAPs), requires that assignments to Critical Acquisition Positions (CAPs) must be for a period of at least three years and shall be supported by a written tenure agreement. All Contracting Commander, Acquisition Director, and Brigade CSM positions are CAPs. CSL slated principals and Brigade CSMs must upload their signed DD Form 2888 (Critical Acquisition Position Service Agreement) into the Tenure Agreement upload section of the IDP tab located in CAPPMS (<https://apps.asc.army.mil/camp/>) prior to assumption of the position. The only exceptions to the minimum three-year tenure requirement are positions that have a specified tour length less than 36 months in DoD Instruction 1315.18 (Procedures for Military Personnel Assignments). These positions still require a signed DD Form 2888 based on the approved restricted tour length. A blank DD Form 2888 can be found in the USAASC DACM Policy Library at <https://asc.army.mil/web/alt-workforce-policy-procedure/>. Gaining organizations are responsible for ensuring their CSL slated principals and Brigade CSMs are compliant with the tenure agreement requirement.

### 8. Pre-Command Requirements and Charter Requests.

a. The AAE, with the Army DACM Office serving as executive agent, issues Charters for all PEOs, Direct Reporting Program Managers (DRPMs), and CSL PMs who are under the AAE's acquisition authority and meet the requirements of the policy. Updated Charters will not be re-issued based on program name changes or promotions, unless directed by the AAE. Acting PEOs and DRPMs will receive a Charter only if directed by the AAE. Upon release of the CSL slate, the DACM Office will initiate a Charter Request Form (Enclosure 3) and a populated Charter for each slated CSL

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under the AAE's acquisition authority. The Charter Request Form is designed to ensure all pre-command requirements listed in this policy are met prior to assumption of a CSL position. The Charter Request Form and populated Charter will be staffed to the gaining organization for approval. Charters will be issued only upon submission of the TPMA per paragraph 7.a. Individuals will not receive a Charter or perform the duties of the position unless all requirements are met, or the gaining organization submits and receives an approved waiver from the AAE for the CSL slated principal's area(s) of noncompliance.

b. The DAAC issues Charters for all PDs through the Army DACM Office. Updated Charters will not be re-issued based on program name changes or promotions unless directed by the DAAC. Acting PDs will receive a Charter only if directed by the DAAC. To receive a Charter, the gaining organization must submit a signed TPMA and documentation verifying that the CSB PD slated principal has met all position requirements to the DACM Office 90 days prior to the assumption of charter. The document verifying compliance is the Charter Request Form (Enclosure 3). This form is designed to ensure all pre-command requirements listed in this policy are met prior to assumption of a CSB position.

c. CSL slated principals, Acquisition Directors, and Brigade CSMs have specific pre-command requirements as outlined in this policy. Individuals will not perform the duties of the position unless all requirements are met, or the gaining organization submits and receives an approved waiver from the AAE for the CSL slated principal, Acquisition Director, or Brigade CSM's area(s) of noncompliance.

9. Effective date and implementation. This policy is effective immediately. The DACM will publish additional guidance as necessary to implement this directive.

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

Encls



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RONALD R. RICHARDSON, JR.  
Director  
Acquisition Career Management

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Acquisition Key Billets, Centralized Selection Board Positions, and Command Sergeant  
Major Positions

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**REQUIREMENTS FOR INDIVIDUALS SELECTED FOR CENTRALIZED SELECTION LIST ACQUISITION KEY BILLET, CENTRALIZED SELECTION BOARD, AND COMMAND SERGEANT MAJOR**

**ENCLOSURE 1 - REFERENCES**

- a. Combined Arms Center School for Command Preparation, Operations Order C-20-936, Execution of the FY22 Pre-Command Course Redesign Plan, 16 September 2020.
- b. Army Regulation 350-1, Army Training and Leader Development, pending update.
- c. Assistant Secretary of the Army (Acquisition, Logistics, and Technology), SFAE memorandum (Mandatory Requirements for Individuals Selected for Centralized Selection List Acquisition Key Billet Project and Product Managers, Acquisition Directors, Contracting Commanders, and Centralized Selection Board Project and Product Directors), 29 March 2023 – hereby superseded.
- d. Assistant Secretary of the Army (Acquisition, Logistics, and Technology), SFAE-ASC memorandum (Defense Acquisition Workforce Improvement Act Certification Policy for the Army Acquisition Workforce), 26 August 2022.
- e. Department of Defense Instruction 5000.66 (Defense Acquisition Workforce Education, Training, Experience, and Career Development Program).
- f. Assistant Secretary of the Army (Acquisition, Logistics, and Technology), SFAE-CDD memorandum (Army Key Leadership Positions and Qualification Criteria Policy), 21 March 2014.
- g. Assistant Secretary of the Army (Acquisition, Logistics, and Technology), SFAE-ASC memorandum (Army Acquisition Workforce AAW Project/Product Director Policy and Procedures), 25 April 2022.
- h. Assistant Secretary of the Army (Acquisition, Logistics, and Technology), SFAE-ASC memorandum (Defense Acquisition University Training Policy and Procedures), 16 June 2022.



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**ENCLOSURE 2 - TABLE: PRE-COMMAND COURSE (PCC) ATTENDANCE  
REQUIREMENTS**

	TRAINING PRIORITY	PHASE 1	PHASE 2	PHASE 3	PHASE 4
COL/GS-15 • Project Managers • Acquisition Directors, DCMA • Acquisition Directors, ATEC	1	Required  Executive Program Manager's Course (PMT 4020*)	Required  Fort Leavenworth Pre-Command Course (LPCC)	Not Required	Senior Leader Officer Legal Orientation (SOLO) (only CSL positions w/ SPCA)  (See note 1)
LTC/GS-14 • Product Managers • Acquisition Directors, DCMA • Acquisition Directors, ATEC	1	Required  Acquisition Pre-Command Course (APCC) and Program Manager's Course (PMT 4010*)  Program Management Advanced Certification Courses (See note 2)	Required  LPCC	Not Required	
COL/GS-15 • Contracting Brigade Commanders • Acquisition Directors, Army Contracting Command (ACC)	1	Required  Contracting PCC (CON PCC)	Required  LPCC	Not Required	Senior Leader Officer Legal Orientation (SOLO) (only CSL positions w/ SPCA)  (See note 1)
LTC/GS-14 • Contracting Battalion Commanders • Acquisition Directors, ACC • MDW DoC	1	Required  APCC and CON PCC	Required  LPCC	Not Required	
Contracting Brigade CSM	1	Authorized  CON PCC  (See note 3)	Required  LPCC	Required  Brigade Command Sergeants Major Development Course (CSMDC)	
Contracting Battalion SGM	NA	Authorized  CON PCC  (See note 4)	Not Required	Not Required	

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**ENCLOSURE 2 - TABLE: PRE-COMMAND COURSE (PCC) ATTENDANCE  
REQUIREMENTS**

TYPE OF COMMAND	TRAINING PRIORITY	PHASE 1	PHASE 2	PHASE 3	PHASE 4
GS-15 PD Acquisition Project Directors	2	Authorized (special attendance only)  Executive Program Manager's Course (PMT 4020*)  (See note 5)	Not Required	Not Required	Not Required
GS-14 PD Acquisition Product Directors	2	Authorized (special attendance only)  APCC and Program Manager's Course (PMT 4010*)  (See note 5)	Not Required	Not Required	Not Required

**NOTES**

1. Senior Leader Officer Legal Orientation (SOLO) is required for CSL positions w/ special court-martial convening authority (SPCA).
2. LTC/GS-14 level CSL selectees slated as Product Managers or Acquisition Directors at DCMA or ATEC must complete Program Management Advanced level training prior to assumption of charter. These individuals are not required to complete the Program Management Advanced exam or certification prior to assumption.
3. CSL-selected Brigade-level Command Sergeants Major (CSMs) are required to attend Phases 2, and 3. Additionally, Brigade CSMs are authorized, but not required, to attend CON PCC subject to approval and space-availability.
4. Battalion-level Sergeants Major (SGMs) serving as part of a Battalion Command team are in a non-CSL position and are not designated as CSMs. Battalion-level SGMs are authorized, but not required, to attend CON PCC subject to approval and space-availability.
5. "Special attendance only" courses are identified by position and can be adjusted based on the needs of the position in a given year. CSB selectees directly assuming their first CSB position at the GS-14 level are authorized to attend APCC subject to approval and space-availability.
6. Organizations or CSL selectees will coordinate APCC, LPCC, and CON PCC attendance with AMB. DAU PMT 4010 and 4020 courses will follow standard DAU course application process with support from the DACM Office.

\*All pre-requisite courses as indicated in the DAU iCatalog must be completed prior to attendance to this course. The DAU iCatalog can be found at (<https://icatalog.dau.edu/onlinecatalog/tabnavlas.aspx/>).

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**ENCLOSURE 3 – CHARTER REQUEST & PRE-COMMAND COMPLIANCE FORM**

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# CHARTER REQUEST

Change of Charter Date:

New Incumbent:  
(Include Rank/Title and Full Name)

Report Date:

Early Activation/Assumption: YES  NO  (If Yes, must include AAE approved DD 2905 from early activation/assumption packet)

PEO / Organization:

PEO / Commander's Name:

Project Office Name:  
(Include short name)

Product Office Name:

ACAT Level:

**New Incumbent Required Training**  
(effective for FY23 and onward CSL assignments)  
NOTE: Mandatory training is not required for PD CSB but is encouraged per quota availability.

PEO/Organization Mailing Address:

LTC/GS14				
Requirement	Start Date	End Date	Waiver Required	
			Yes	No
PMT 401/4010*				
LPCC				
APCC				
PM Advanced Level DAU Training**				

Additional Comments:  
(Delinquency Statement, if applicable)

COL/GS15				
Requirement	Start Date	End Date	Waiver Required	
			Yes	No
PMT 402/4020*				
LPCC				

\*Prereqs necessary  
\*\*PM Advanced training required prior to LTC/GS14 command;  
however, PM Advanced certification not required.

## CONTACT INFORMATION

Charter POC:

POC Phone Number:

POC Email:

Charter Delivery Method:  
(Command POC pick up or USPS)