

**ARMY ACQUISITION WORKFORCE STANDARD PROGRAM MANAGEMENT  
POSITION NOMENCLATURE POLICY**

**SUMMARY OF CHANGES**

<b>PARA</b>	<b>SIGNIFICANT CHANGES FROM 26 JUNE 2023 POLICY</b>
3.d(1)	Revised this sub-paragraph to include the sentence “Effective immediately, Project Directors will be disestablished and the associated PRD, inclusive of all derivatives, will be restricted from use.”
4	Removed the Project Director position in the Standard Program Management Position Nomenclature Chart
5	Removed the Project Director position from the list of Standardized Position Requirement Documents (PRDs).
General	Removed the Project Director position in the hierarchies.



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

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7 July 2024

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memorandum (Army Acquisition Workforce Standard Program Management Position Nomenclature Policy), 26 June 2023 – hereby superseded.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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### SUBJECT: Army Acquisition Workforce Standard Program Management Position Nomenclature Policy

a. Direct Reporting Program Manager (DRPM): A military or civilian position responsible for overseeing a specific acquisition program outside of a Program Executive Office (PEO) 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 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 successfully served in a CSL assignment, there are no additional mandatory training requirements associated with this position; however, the AAE may direct additional position or 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 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 and/or a Project Lead.

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

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d. CSB Project or Product Director: 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 an Acquisition Directed Program Manager. Effective immediately, Project Directors will be disestablished and the associated PRD, inclusive of all derivatives, will be restricted from use.

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

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(SAMs) but does not meet the scope of responsibility defined in paragraphs 3.a through 3.e above.

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, 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, 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
NH-04	COL GS-15	<div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">Direct Reporting Program Manager</div> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">Acquisition Directed Program Manager</div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="border: 1px solid black; padding: 2px; width: 100px;">Project Manager</div> <div style="border: 1px solid black; padding: 2px; width: 100px;">Project Lead</div> </div>	<div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">Deputy Project Manager</div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid black; padding: 2px; width: 100px;">Deputy Project Director</div> <div style="border: 1px solid black; padding: 2px; width: 100px;">Deputy Project Lead</div> </div>
	LTC GS-14	<div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> <div style="border: 1px solid black; padding: 2px; width: 100px;">Product Manager</div> <div style="border: 1px solid black; padding: 2px; width: 100px;">Product Lead</div> </div> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">Deputy Project Manager <small>LTCs only. Civilians are GS-15, not GS-14.</small></div> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">Program Officer</div>	<div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> <div style="border: 1px solid black; padding: 2px; width: 100px;">Product Director</div> <div style="border: 1px solid black; padding: 2px; width: 100px;">Deputy Product Manager</div> </div> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px; width: 100px;">Deputy Product Director</div> <div style="border: 1px solid black; padding: 2px; width: 100px;">Deputy Product Lead</div> </div>
NH-03	CPT/MAJ	<div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">Assistant Program Manager</div>	<div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">System Acquisition Manager</div>

KEY	
	Centrally selected
	PEO selected
+	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) <sup>1</sup>
ADAE101001	PROGRAM MANAGER (ACQUISITION DIRECTED) <sup>1</sup>
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) <sup>2</sup>

Note:

<sup>1</sup> PRD # ADAE101001 is for the exclusive use of the AAE.

<sup>2</sup> PRD # ADAE101070 is for the exclusive use of ASA(ALT).

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 18 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, may result in the removal of acquisition coding from their Career Acquisition Management Portal (CAMP) record. This removal of acquisition coding may affect the

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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 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.

Encl

 Digitally signed by  
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RONALD R. RICHARDSON, JR.  
Director  
Acquisition Career Management

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Principal Officials of Headquarters, Department of the Army  
(CONTINUED)



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DISTRIBUTION (CONTINUED):

Commander:

- U.S. Army Forces Command
- U.S. Army Training and Doctrine Command
- U.S. Army Materiel Command
- U.S. Army Futures Command
- U.S. Army Special Operations Command
- U.S. Army Space and Missile Defense Command/Army Strategic Command
- U.S. Army 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  
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 for Armaments and Ammunition  
Joint Program Executive Officer for 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 (AAW) 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), 7 July 2024.

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