



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

SAAL-ZL

18 November 2024

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Acquisition Workforce Standard Product Support Manager Position Nomenclature and Position Requirements Documents

1. References.

a. Department of Defense Instruction 5000.66 (Defense Acquisition Workforce Education, Training, Experience, and Career Development Program).

b. Assistant Secretary of the Army for Acquisition, Logistics, and Technology, SFAE-ASC memorandum (Critical Acquisition Position and Key Leadership Position Policy), 13 September 2023.

c. U.S. Office of Personnel Management, Position Classification for Logistics Management Series, 0346.

d. Assistant Secretary of Defense for Sustainment memorandum (DoD Product Support Manager (PSM) Mandatory Training Requirement), 10 April 2023.

e. Department of Defense Instruction 5000.91, Product Support Management for the Adaptive Acquisition Framework, 4 November 2021.

2. This memorandum establishes standard position titles, definitions, responsibilities, grades, Position Requirement Documents (PRDs), and training requirements for Product Support Manager (PSM) assignments. Effectively immediately, commands/organizations will use the standardized position titles and PRDs outlined in this memorandum for all Army acquisition PSM positions in occupational series 0346. Further, only Army Acquisition Workforce (AAW) positions that meet the requirements of this memorandum will use the position titles and associated PRDs identified in this memorandum.

3. All Acquisition Category (ACAT) I or II programs, Business Category (BCAT) I programs, and programs using the Middle-Tier of Acquisition (MTA) pathway are required to have an assigned PSM, as required in reference 1.e. Commands/organizations are encouraged to assign a PSM to support their ACAT III and/or IV programs, as needed.

4. Standard Position Titles, Definitions, Grades, and Responsibilities. PSMs are civilian AAW positions that fall into one of four categories:

a. ACAT/BCAT I and II PSM.

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1) Supervisory Logistics Management Specialist (PSM ACAT I and II) positions support a single ACAT I or II program, BCAT I program, MTA program (for MTA programs projected to be ACAT III or IV, see para 4.b. below), or a Portfolio of ACAT I and II programs. They are responsible for establishing internal procedures and providing lifecycle logistics management and product support across a Program Executive Office's portfolio. They are also responsible for fulfilling program requirements when an assigned system(s) transitions to sustainment and the Project Manager and/or Product Manager is reassigned. Due to the high level of responsibility, visibility, and oversight inherent to these positions, they are NH-04 supervisory Key Leadership Positions (KLPs) and report directly to a Program Executive Officer (PEO), Deputy PEO (DPEO), or respective Project Manager responsible for the ACAT I/II, MTA, or BCAT I program.

2) Logistics Management Specialist (PSM ACAT I and II) positions have identical definition, responsibilities, KLP designation, and broadband as outlined in paragraph 4.a.(1) above, with one important difference: they are not supervisory positions.

3) As mandated in references 1.a and 1.b, all PSMs for ACAT I, ACAT II, and BCAT I programs are Key Leadership Positions (KLPs). Individuals selected to occupy a KLP must meet the education, training, certification, and experience requirements outlined in references 1.a and 1.b.

4) Commands/organizations may continue to internally refer to the above assignments as "PEO PSM" or "Assistant PEO (APEO) for Logistics" but they are asked to use the correct standard position title "Supervisory Logistics Management Specialist (PSM ACAT I and II)" or "Logistics Management Specialist (PSM ACAT I and II)," as outlined in Table 2 of this memorandum, for hiring, position coding, and other official purposes. Using these standardized position titles will ensure consistency and easier tracking across the Army acquisition enterprise.

b. ACAT III and IV PSM.

1) Supervisory Logistics Management Specialist (PSM ACAT III and IV) positions are responsible for establishing internal procedures and providing lifecycle logistics management and product support for their assigned ACAT III and/or IV programs within a Project or Product Manager's portfolio. These PSMs are supervisors and report directly to the Project or Product Manager whose program(s) they support. The NH-04 or NH-03 broadband is dependent upon the level of management, expertise, and experience required for the program(s), as determined by the Project or Product Manager. The NH-04 PSM supervisory positions are Critical Acquisition Positions (CAPs), but the NH-03 PSM supervisory positions are not CAPs.

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2) Logistics Management Specialist (PSM ACAT III and IV) positions have the same definitions, responsibilities, broadbands, and reporting chains as outlined in paragraph 4.b.(1) above, with one important difference: they are not supervisors. In addition, these positions are not CAPs or KLPs.

3) Commands/organizations may continue to internally refer to the above assignments as “Program Lead Logistician”, “Program/Project/Product Management PSM”, or “Logistics Division Chief”, but they are asked to use the correct standard position title “Supervisory Logistics Management Specialist (Product Support Manager – ACAT/BCAT III and IV)” or “Logistics Management Specialist (Product Support Manager – ACAT/BCAT III and IV)”, as outlined in Table 2 of this memorandum, for hiring, position coding, and other official purposes. Using these standardized position titles will ensure consistency and easier tracking across the Army acquisition enterprise.

5. The below table summarizes the type of supported acquisition programs, broadband, supervisory status, position designation, and reporting chain for each PSM position. In compliance with reference 1.c, the authorized Office of Personnel Management position titles “Supervisory Logistics Management Specialist” and “Logistics Management Specialist” covered by the 0346 occupational series have been modified with a specialty title, as displayed with parenthesis in the right most column.

TYPE OF SUPPORTED ACQUISITION PROGRAM(S)	REQUIRED TO HAVE PSM	SERVICES AND BROAD BAND	SUPERVISORY STATUS	POSITION DESIGNATION	STANDARD PRD NUMBER	STANDARD PRODUCT SUPPORT MANAGER POSITION TITLES
<ul style="list-style-type: none"> • Single ACAT I or II • Single BCAT I • Portfolio of ACAT I and II programs, or • ACAT II program(s) where Milestone Decision Authority is the Army Acquisition Executive • MTA (covered systems) 	Yes	0346 NH-04	Supervisor	KLP	ADAE102001	Supervisory Logistics Management Specialist (PSM ACAT I and II)
			Non-Supervisor	KLP	ADAE102002	Logistics Management Specialist (PSM ACAT I and II)
<ul style="list-style-type: none"> • Single ACAT III or IV • Portfolio of ACAT III and IV programs • MTA (non-covered systems) 	For MTA – Yes	0346 NH-04	Supervisor	CAP	ADAE102005	Supervisory Logistics Management Specialist (PSM ACAT III and IV)
	For all other programs No, but encouraged	0346 NH-04	Non-Supervisor	Not KLP or CAP	ADAE102006	Logistics Management Specialist (PSM ACAT III and IV)
		0346 NH-03	Supervisor	Not KLP or CAP	ADAE102003	Supervisory Logistics Management Specialist (PSM ACAT III and IV)
		0346 NH-03	Non-Supervisor	Not KLP or CAP	ADAE102004	Logistics Management Specialist (PSM ACAT III and IV)

Table: Position Assignment

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6. Standardized PRD.

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

b. Commands/Organizations are required to assign all PSMs in occupational series 0346 to one of the six standardized PRDs outlined in the above table. The use of a different PRD for occupational series 0346 PSM positions is not appropriate or authorized.

c. 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 0346 PSM positions, in violation of this policy, may result in the removal of acquisition coding from their Career Acquisition Position and Personnel Management Information System (CAPPMIS) record. This removal of acquisition coding may affect the priority of these personnel for Defense Acquisition University (DAU) training and/or their ability to apply for DACM-sponsored programs.

7. Training.

a. ACAT I, ACAT II, and BCAT I PSMs are required to successfully complete LOG 4650V (Executive PSM Course) through the Defense Acquisition University within 24 months of assignment to the position, in accordance with reference 1.d. ACAT III and IV PSMs may take LOG 4650V but their application will be considered on a space available basis.

b. ACAT I, ACAT II, and BCAT I PSMs are required to be Defense Acquisition Workforce Improvement Act certified at the LCL Advanced level before encumbering the position.

c. While not a requirement, all PSMs are encouraged to achieve Foundational level certification in Program Management.

8. Effective immediately, hiring officials will use the standard PSM PRDs identified in this memorandum (as appropriate for grade and position authorization) for PSM hiring actions. The standard PSM PRDs are in the FASCLASS system. For currently assigned PSMs, PEO staff will receive an ETMS2 task outlining the process to convert all currently assigned PSMs to the appropriate standard PRD. The DACM office has coordinated with the Civilian Human Resources Service Center to support this effort through a batch conversion process for each PEO. Intent is to have all currently assigned PSMs converted to the standard PSM PRD NLT 28 Feb 2025.

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9. For situations that do not fit with the criteria outlined in this memorandum or questions about this guidance, please contact Ms. Christine King at (703) 545-4900 or christine.m.king6.civ@army.mil.

Timothy Goddette
Deputy Assistant Secretary of the Army for
Sustainment

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