

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

Summary of Changes

PARA	SIGNIFICANT CHANGES FROM THE PREVIOUS POLICY
4	General: Deleted this paragraph from the previous policy, since it referenced outdated information about Army Regulations 350-1.
5.b	Pre-Command Course Registration and Scheduling: Updated the required training to the Brigade CSA Pre-Command Course and the Battalion CSA Pre-Command Course.
Enclosure 2 Table	Pre-Command Course (PCC) Attendance Requirements: Updated the table with the Brigade CSA Pre-Command Course and the Battalion CSA Pre-Command Course..
Enclosure 2 Table	Pre-Command Course (PCC) Attendance Requirements: Add Phase 4 for Contracting Brigade CSMs. They are authorized, but not required, to attend the Senior Officer Legal Orientation (SOLO).
Enclosure 2 Table Note 1	Pre-Command Course (PCC) Attendance Requirements: Added the following language based on guidance from HQDA EXORD 291-25 “SOLO is authorized for Contracting Brigade CSMs. Please note that SOLO is not currently offered as a separate pre-command preparation course. Legal education for command teams is now integrated into the Brigade CSA Pre-Command Course at Fort Leavenworth.”



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

SFAE

05 May 2026

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) Product Director (PD) positions. This policy also covers Tenure Agreements and the issuance of Charters for the above positions as applicable. It supersedes reference 1.a.
3. Applicability and Scope. This policy applies to civilian and military Army Acquisition Workforce (AAW) professionals who have been slated to one of the above positions.
4. 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 the Defense Contract Management Agency (DCMA) or Army Test and Evaluation Command (ATEC), who have not already achieved Advanced level certification in Program Management, must complete the training required for Program Management Advanced level certification 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.b and 1.c.
 - 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.

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5. 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 (Defense Acquisition Workforce Position Requirements or Tenure Waiver) for the position requirements waiver request and provide a detailed justification. A blank DD Form 2905 is provided on the US 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 US Army Human Resources Command, Acquisition Management Branch (AMB) schedules and prioritizes CSL selectees for the Fort Leavenworth Pre-Command Courses upon slating to a CSL billet, as required. All Warfighting Acquisition University (WarU) courses required for CSL billets follow the standard application process via the Army Internet Training Application System (AITAS) (<https://www.atrs.army.mil/aitas/>). The priority of attendance for these WarU 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 positions with courses marked as "special attendance only." Individuals in these positions must apply for the course. The Army DACM Office will assign a lower priority to these individuals than AAW professionals who require the course for their position, but the individuals will be given a reservation if there are seats available.

d. The Army DACM Office prioritizes all PD slated individuals for PMT4010 attendance on a space-available basis.

6. 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 Capability Program Executives (CPEs) and CSL slated principals must maintain strict adherence to the requirements outlined below, which mandates Tenure and Program Management Agreements (T&PMA) for all CSL PM designees. The AAE directed the combination of these two agreements into one document and delegated signature authority to the CPEs (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 T&PMA into the Tenure Agreement upload section of the Individual Development Plan (IDP) tab, located in the Career Acquisition Personnel and Position Management Information System (CAPPMS) 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.

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b. All CSB PD slated individuals 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), tenure agreement, and waiver (as applicable) 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 CAPPMS 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, with a possible two-year extension, as determined by the AAE in accordance with reference 1.b. All other Project Managers will serve a three-year tour.

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

3) 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 the DACM Office for final approval by the DACM.

g. Reference 1.b outlines additional requirements for Critical Acquisition Positions (CAPs). It mandates that CAP assignments 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 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 Department of War 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 under the Forms section 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.

7. Pre-Command Requirements and Charter Requests.

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a. The AAE, with the Army DACM Office serving as executive agent, issues Charters for all CPEs, Direct Reporting Program Managers (DRPMs), and CSL PMs who are under the AAE's acquisition authority and meet the requirements of the policy. For PMs not under AAE's authority, individuals should consult with their gaining organization for formal guidance on the charter process. Updated Charters will not be re-issued based on program name changes or promotions, unless directed by the AAE. Acting CPEs 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 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. 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 non-compliance.

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. PDs will receive a Charter only if directed by the DAAC, and/or board selected. To receive a Charter, the gaining organization must verify that the CSB PD slated individual has met all position requirements to the DACM Office 90 days prior to the assumption of command. 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.

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

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

Encls



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Date: 2026.05.05 17:16:19 -04'00'

RONALD R. RICHARDSON, JR.
Director
Acquisition Career Management

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C2/CC2

Fires

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Ground

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CF:

Commander, Eighth Army

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Enclosure 1 - References

- a. Assistant Secretary of the Army (Acquisition, Logistics, and Technology), SFAE memorandum (Requirements for Individuals Selected for Centralized Selection List Acquisition Key Billets, Centralized Selection Board Positions, and Command Sergeant Major Positions), 29 February 2024 - hereby superseded.
- b. Department of War Instruction 5000.66 (Defense Acquisition Workforce Education, Training, Experience, and Career Development Program).
- c. Assistant Secretary of the Army (Acquisition, Logistics, and Technology), SFAE memorandum (Defense Acquisition Workforce Improvement Act Certification Policy for the Army Acquisition Workforce), 07 July 2024.
- d. Assistant Secretary of the Army (Acquisition, Logistics, and Technology), SFAE memorandum (Army Acquisition Workforce Standard Program Management Position Nomenclature Policy), 18 November 2024.
- e. Assistant Secretary of the Army (Acquisition, Logistics, and Technology), SFAE memorandum (Army Acquisition Workforce Product Director Policy and Procedures), 11 March 2026.
- f. Assistant Secretary of the Army (Acquisition, Logistics, and Technology), SFAE memorandum (Defense Acquisition University Training Policy and Procedures), 24 July 2024.

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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 <ul style="list-style-type: none"> • Project Manager • Acquisition Director, DCMA • Acquisition Director, ATEC 	1	Required Executive Program Manager's Course (PMT 4020*)	Required Brigade Pre-Command Course	Not Required	Senior Officer Legal Orientation (SOLO) (only CSL positions with SPCA) (See note 1)
LTC/GS-14 <ul style="list-style-type: none"> • Product Manager • Acquisition Director, DCMA • Acquisition Director, ATEC 	1	Required Program Manager's Course (PMT 4010*) Program Management Advanced Certification Courses (See note 2)	Required Battalion Pre-Command Course	Not Required	
COL/GS-15 <ul style="list-style-type: none"> • Contracting Brigade Commander • Acquisition Director, Army Contracting Command (ACC) 	1	Required Brigade Pre-Command Course	Not Required	Not Required	SOLO (only CSL positions with SPCA) (See note 1)
LTC/GS-14 <ul style="list-style-type: none"> • Contracting Battalion Commander • Acquisition Director, ACC • MDW DoC (See note 2)	1	Required Battalion Pre-Command Course	Not Required	Not Required	

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Enclosure 2 – Table: Pre-Command Course (PCC) Attendance Requirements

	TRAINING PRIORITY	PHASE 1	PHASE 2	PHASE 3	PHASE 4
Contracting Brigade CSM (See note 3)	1	Not Required	Required Brigade Pre-Command Course	Required Brigade Command Sergeants Major Development Course (CSMDC)	Authorized SOLO (only CSL positions with SPCA) (See note 1)
Contracting Battalion SGM (See note 4)	N/A	Not Required	Not Required	Not Required	
GS-14 CSB PD Acquisition Product Directors	2	Authorized (special attendance only) Program Manager's Course (PMT 4010*) (See note 5)	Not Required	Not Required	Not Required

NOTES

1. Senior Officer Legal Orientation (SOLO) is required for CSL positions with Special Court-Martial Convening Authority (SPCA). SOLO is authorized for Contracting Brigade CSMs. Please note that SOLO is not currently offered as a separate pre-command preparation course. Legal education for command teams is now integrated into the Brigade Pre-Command Course at Fort Leavenworth.
2. LTC/GS-14 level CSL selectees slated as Product Managers or Acquisition Directors at DCMA or ATEC must complete all training required for Advanced level Program Management certification prior to assumption of charter. They are not required to complete the Program Management Advanced exam or achieve Advanced level Program Management certification prior to assumption.
3. CSL-selected Brigade-level Command Sergeants Major (CSMs) are required to attend Phases 2 and 3.
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.

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Enclosure 2 – Table: Pre-Command Course (PCC) Attendance Requirements

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 PD selectees directly assuming their first CSB PD position at the GS-14 level are authorized to attend PMT 4010 subject to approval and space-availability.

6. Organizations or CSL selectees will coordinate Brigade or Battalion CSA Pre-Command Course attendance with AMB or the Sergeants Major Management Division (SMD), whichever is applicable. PMT 4010 and 4020 courses will follow the standard WarU course application process with support from the DACM Office.

*All pre-requisite courses as indicated in the WarU iCatalog must be completed prior to attending this course.

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Enclosure 3 – Charter Request and Pre-Command Compliance Form

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CHARTER REQUEST

Change of Charter Date:	
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New Incumbent: (include Rank/Title and Full Name)	
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Report Date:	
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Early Activation/Assumption:	YES <input type="checkbox"/> NO <input type="checkbox"/> (If Yes, must include AAE approved DD 2905 from early activation/assumption packet)
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Organization:	
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Commander's Name:	
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Project Office Name: (include short name)	
-----------------------------------------------------	--

Product Office Name:	
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ACAT Level:	
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New Incumbent Required Training

NOTE: Mandatory training is not required for PD CSB but is encouraged per quota availability.

Organization Mailing Address:

LTC/GS14				
Requirement	Start Date	End Date	Waiver Required	
			Yes	No
PMT 401/4010*				
LPCC				
PM Advanced Level 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:	
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POC Phone Number:	
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POC Email:	
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Charter Delivery Method: (Command POC pick up or USPS)	
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