

# ASSIGNMENT PROCEDURES/REQUIREMENTS - ACAT I PROGRAM MANAGERS (PM)

**PROCEDURES:** CANDIDATES FOR PROGRAM MANAGER POSITIONS WILL BE SCREENED BY A FORMAL PANEL OF FLAG OR GENERAL OFFICERS AND SES MEMBERS. PANEL WILL INCLUDE REPRESENTATIVES FROM THE ACTIVITIES WITH VACANCIES TO BE FILLED. SLATES FROM EACH VACANCY SHOULD INCLUDE IF POSSIBLE, FOUR CANDIDATES, WITH A MIX OF CIVILIAN AND MILITARY CANDIDATES. THE PANEL SHOULD PRODUCE A MATRIX OF THE BEST QUALIFIED CANDIDATES, IN RANK ORDER WITH A RECOMMENDATION FOR SELECTION, AND INFORMATION SHOWING HOW THE REQUIREMENTS SEEN BELOW (EXCLUDING THE TENURE AGREEMENT) HAVE BEEN MET. THIS MATRIX, WITH A BILLET INFORMATION SHEET ON THE POSITION, MUST BE FORWARDED TO THE DACM WHEN THE CALL FOR ACQUISITION WORKFORCE COUNCIL (AWOC) ITEMS IS MADE FOR AN UPCOMING AWOC MEETING.

## REQUIREMENTS

8 YEARS OF ACQUISITION EXPERIENCE, 4 OF WHICH WERE PERFORMED IN A PROGRAM OFFICE OR SIMILAR ORGANIZATION. 2 OF THE 4 YEARS MAY HAVE BEEN PERFORMED IN A POSITION OF EQUIVALENT RESPONSIBILITY IN ACQUISITION (1)	PMT-301; <b>OR</b> APMC, PMT-302 (2) ALL NEW PMs MUST TAKE PMT-303 AFTER AWOC APPROVAL.	ACQUISITION PROFESSIONAL COMMUNITY MEMBER (3), (4)	MUST SIGN WRITTEN AGREEMENT (TENURE) TO STAY IN THE ASSIGNMENT THROUGH COMPLETION OF THE FIRST MAJOR MILESTONE CLOSEST TO 4 YEARS <b>OR</b> 4 YEARS IF MILESTONES ARE COMPLETED.
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(1) UP TO TWELVE MONTHS OF ACADEMIC TRAINING OR EDUCATION IN ACQUISITION MAY BE SUBSTITUTED FOR ACQUISITION EXPERIENCE  
 URLs MAY COUNT UP TO 18 MONTHS OF COMMAND TOUR EXPERIENCE TOWARD ACQUISITION EXPERIENCE (NOT PROGRAM OFFICE EXPERIENCE)

(2) PMT-302 MAY BE FULFILLED; PMT-303 MAY NOT.

(3) ACQUISITION PROFESSIONAL COMMUNITY MEMBERS WHO DO NOT MEET THE EXPERIENCE OR TRAINING STANDARDS MAY BE ASSIGNED FOR UP TO 6 MONTHS WITHOUT WAIVER

(4) SEE APC STANDARDS ON CRITICAL ACQUISITION POSITION SHEET (INCLUDED IN PACKAGE)

## WAIVERS

**WAIVER PROCEDURES:** (QUARTERLY, DACM MUST FILE COPIES OF APPROVED WAIVERS WITH THE DIRECTOR, AET&CD, OSD(A&T))

**FOR REQUIREMENTS OF PM POSITION:** APPOINTING AUTHORITY SUBMITS A DD FORM 2595 "DEPARTMENT OF DEFENSE PM AND/OR DPM WAIVER REQUEST (OR EQUIVALENT) TO THE DACM. IF PROGRAM IS ACAT ID, ASN(RDA) SUBMITS APPROVED WAIVER TO THE USD(A&T) AS PART OF CONSULTATION BEFORE APPOINTMENT OF PM WHO IS REPLACING WAIVED INCUMBENT.

**FOR RELEASE FROM TENURE OBLIGATION:** SEE APPENDIX G, SECNAVINST 5300.36 FOR FORMAT AND GUIDANCE.

**AUTHORITY TO GRANT WAIVERS:** TENURE OBLIGATION WAIVERS APPROVED BY THE DACM. IF PROGRAM IS ACAT ID, ASN(RDA) SUBMITS APPROVED TENURE WAIVER TO THE USD(A&T) AS PART OF CONSULTATION BEFORE APPOINTMENT OF PM WHO IS REPLACING WAIVED INCUMBENT.