



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY INFORMATION SYSTEMS ENGINEERING COMMAND**  
**FORT HUACHUCA, ARIZONA 85613-5300**

AMSEL-IE-CO

FEB 18 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum 04-4, Critical Skill Expert (CSE) Program

1. References:

- a. Public Law 104-106, Clinger/Cohen Act of 1996, Information Technology (IT) Management Reform Act, Section 5142, 3 January 1996.
- b. Department of Defense, Joint Technical Architecture (JTA), Version 6.0, 3 October 2003.
- c. JTA-Army, Version 6.5, 10 May 2002.
- d. Army Enterprise Architecture Development Plan Process Document, Version 2.1, April 2002.
- e. Army Regulation 25-1, Army Information Management, 31 May 2002.
- f. U.S. Army Information Systems Engineering Command (USAISEC), AMSEL-IE-CO, Policy Memorandum 02-1, Information Systems Engineering Policy, 5 February 2002.
- g. USAISEC, AMSEL-IE-CO, Policy Memorandum 02-2, Technical Integration and Synchronization (I&S), 5 February 2002.
- h. USAISEC, AMSEL-IE-TD, Letter of Instruction (LOI) for Technical I&S, 14 June 2002.

2. This policy document describes a program that supports the U.S. Army command, control, communications, and computer/IT integration mission as defined in reference 1e, implements the statutory provisions of reference 1a, and supports the technical implementation process in accordance with (IAW) references 1b, c, d, and f. The USAISEC mission area covers a broad range of technologies from telecommunications satellites to installation information infrastructure, to information assurance. The field of information systems engineering encompasses a growing number of new ITs. The growing complexities of these ITs are rapidly evolving this field into one of the most challenging in today's world. It is virtually impossible for each USAISEC engineer to be an expert in all the technologies required to produce quality engineered solutions. A typical engineer must rely on the knowledge and experience of recognized experts within the command who specialize in key technology areas.

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3. To reach the goal of quality solutions in this dynamic environment, the USAISEC CSE Program has been established. It consists of USAISEC engineers, selected as experts in critical areas of ITs and supporting engineering disciplines, whose primary purpose is to ensure that quality, state-of-the-art solutions are produced by USAISEC.

4. The CSE Program operates under the direction of the USAISEC Configuration Control Board (CCB) led by the USAISEC Deputy/Technical Director (TD). The CCB will define each critical skill area by the technologies and skills considered essential to support a particular technical program or functional area. These critical skill areas support the missions and business areas of USAISEC. Each critical skill area will be assigned a proponent directorate. The CCB will control the CSE Program and make decisions on areas to be added or dropped from the program. The CCB members will establish the selection criteria for a CSE position and will provide them to the Civilian Personnel Operations Center (CPOC).

5. One CSE will typically be selected for each of the critical skill areas. As workload requires, there will be an alternate CSE. The CSE for an area will be selected based upon the criteria of credentials (to include level of academic achievement), performance appraisals, and proven experience in the skill area. It is the goal of USAISEC that every CSE be a graduate engineer. It is also a goal that every CSE obtain certification as a Licensed Professional Engineer or obtain a discipline-specific certification from a federal or state agency or institution. The CSE Program is intended to foster the achievement of these goals.

6. Critical skill expert vacancies will be filled through a selection process governed by the CPOC. When a CSE vacancy is to be filled, the proponent director will notify the CPOC and provide the established criteria for the position. Once the CPOC provides a list of qualified individuals, the proponent director will appoint a panel to rank the candidates and provide this ranking to the proponent director for selection. The proponent director will make a selection of one of the candidates for the position and coordinate it with the USAISEC Deputy/TD and the CPOC.

7. All CSEs will:

- a. Develop/maintain expertise in their assigned skill areas.
- b. Develop new technical methodologies and capabilities for USAISEC engineering needs.
- c. Develop new work opportunities resulting from their interaction with possible customers.
- d. Provide on-call guidance and act as a consultant to engineering teams for their areas of expertise.
- e. Provide training in their skill areas of expertise to the USAISEC engineering staff.

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- f. Develop and maintain a technical guide for their assigned skill areas.
  - g. Support the review process described in USAISEC Policy Memorandum 02-2 (reference 1g) IAW the USAISEC LOI for Technical I&S (reference 1h).
  - h. Represent USAISEC as an expert for the assigned skill areas.
8. This Policy Memorandum supersedes Policy Memorandum 01-03, AMSEL-IE-CO, 23 March 2001.

  
MICHAEL A. BROWN  
Colonel, SC  
Commanding

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