

Program Management

Specific Functional Requirements for Key Leadership Positions (Attributes and Demonstrated Experience Beyond Level III Certification)

Education:

- **PREFERRED:**
 - Advanced Degree
 - Preferably in a technical, scientific, or business field such as engineering, physics, chemistry, biology, mathematics, operations research, engineering management, computer science curriculum, or business administration.

Training:

- **REQUIRED:**
 - Completed DSMC PMT 401 and 402 course
 - Leadership training from a DoD, university, or industry source (this item is PREFERRED for ACAT II Program Managers)
- **PREFERRED:**
 - Level II or III Certification in a second DAWIA career field.

Experience:

- **REQUIRED:**
 - PEO: 10 years acquisition experience in the Acquisition Workforce with at least 4 years assigned to a Key Leadership Position in a program office or equivalent organization where at least 3 of those 4 years are as a Program Manager or Deputy Program Manager.
 - PM ACAT I / IA: 8 years acquisition experience in the Acquisition Workforce with at least 2 years in a program office or similar organization.
 - PM ACAT II: 6 years acquisition experience at least 2 years in a program office or similar organization.
 - DPM: 6 years acquisition experience in acquisition, at least 2 years in a program office or similar organization.
 - 5 years supervisory experience
 - Documented mentoring experience
- **PREFERRED:**
 - All: At least 2 years cross functional experience in a second DAWIA career field that directly impacted program(s) cost, schedule, and/or performance.

Competencies:

Program Execution: (All REQUIRED)

Demonstrated superior knowledge and proficiency in:

- Developing/executing acquisition resources (DoDI 5000 series, FAR parts 1-18, applicable OMB circulars, Defense Acquisition Guide, DoD Guide to Planning and Scheduling, etc.) as demonstrated by a working knowledge of contents and application of each in managing a program and leading a program management team.
- Scheduling issues (Integrated Master Schedule, Work Breakdown Structure, etc.) as demonstrated by applying, and overseeing the application of, the principals in developing and managing integrated schedules and scheduling products, and ensuring actual events feedback into the scheduling process.
- Risk Management as demonstrated by identifying risk drivers, dependencies, root causes, and developing risk mitigation/consequence management strategies throughout the program total lifecycle.
- Program Health, Metrics, Contractor Performance, Earned Value Management, Policy, and Reports as demonstrated by the understanding and application of tools and reports needed to assess and communicate a program's health as well as using results to inform future actions.
- Reports including Acquisition Strategy, Acquisition Program Baseline, Program Management Plan, Acquisition Decision Memorandum, Affordability Estimate, Analysis of Alternatives, Cost Analysis and Requirements Description, Integrated Master Plan, Contract Funds Status Report, Program Protection Plan, etc. as demonstrated by the understanding and application of tools and documents needed to plan, direct, assess and or communicate a program's health as well as using results to inform future actions.

Technical Management (All REQUIRED)

Demonstrated superior knowledge and proficiency in:

- Requirements Management (ICD, CDD, CPD, etc.) demonstrated by analyzing, deriving and allocating feasible and effective requirements from user capabilities/requirements.
- Configuration Management demonstrated by managing and overseeing the planning and executing the products/system's attributes with its requirements and evolving technical baseline.
- Systems Engineering (including Systems Engineering Plan, Tech Development Strategy, Tech Readiness Assessment) demonstrated by integrating essential acquisition & sustainment activities related to software within technical planning activities; evaluating stakeholder inputs & ensuring they feed the requirements analysis process.
- Science and Technology demonstrated by understanding identification and protection of technologies, science & technology tracking, technology engineering & transition techniques.
- Lifecycle Logistics / Product Support demonstrated through an understanding/application of: comprehensive, affordable product support strategies that meet program goals for operational effectiveness and readiness; supportability requirements addressed consistently with cost, schedule, and performance; supportability considerations implemented during systems design; meeting system materiel availability, materiel reliability, operations and support cost, and mean down time objectives; and delivery of optimal life cycle product support.

- Software Acquisition & Maintenance through demonstrated understanding/application of: management processes dealing with architecture, a systems plan, hardware, communications, networking, enterprise licensing, software fundamentals and COTS/ERP; software quality, quality assurance, error density, multiple scope view, and IV&V attributes and methods; and the need to manage development of software support.
- Test & Evaluation (including Test & Evaluation Strategy, Test & Evaluation Master Plan) through demonstrated understanding of: how T&E supports and validates the system engineering process; evolutionary testing techniques suitable to an evolutionary acquisition program strategy, and spiral acquisition/development, and determining the systems readiness for Initial OT&E.
- Production, Quality, and Manufacturing demonstrated through understanding/application of: the Departmental or Agency decision process prior to committing to Low-rate initial production and/or full-rate production; role and authority of the Defense Contract Management Agency in the Quality Control process; and process, and use of Manufacturing Readiness Levels in assessing manufacturing readiness.
- Program Security: demonstrated through an understanding/application of: purpose, requirements, and compliance to DoD 8500 Information Assurance, Security Classification Guide; and mission critical versus mission essential information technology.
- Other key program documents including Information Support Plan, CONOPS, etc. demonstrated by the understanding/application of key documents needed to plan, direct, assess & communicate direction & inform actions.

Business Management (All REQUIRED)

Demonstrated superior knowledge and proficiency in:

- Life-Cycle Cost and Total Ownership Cost (including Independent Cost Estimates, Manpower Estimates, etc.) demonstrated through an understanding and or application of: total ownership costs over the item's useful life; and integrated, synchronized, total-system, life-cycle logistics chain to meet user requirements.
- Contracting (including Market Research, etc.)
- Budget, Financial Planning, and Management (including PPBE Documents, Reports, etc.) demonstrated through an understanding and or application of: the PPB&E cycle; requirements for budget exhibits and the preparation process; importance of financial obligations and expenditures; and source allocation decisions that were made and provide your assessment of the adequacy of the budget.
- Legal (including Reports to Congress, etc.) demonstrated through an understanding and or application of: the ethical responsibilities inherent in dealing with industry partners, acquisition and contracting; and where assistance can be found to advise programs regarding legal implications and ramifications.
- Industry finance, business strategy, and business development

Currency:

- **REQUIRED:** 80 hours Continuous Learning every 2 years to include:
 - 50 hours of course work pertaining to Program Management or other related functional areas
 - 10 hours of leadership training
 - Only 10 hours can be conference attendance.

Senior Contracting Official

Specific Functional Requirements for Key Leadership Positions (Attributes and Demonstrated Experience Beyond Level III Certification)

Education:

- **PREFERRED:**
 - Advanced Degree

Training:

- **REQUIRED:**
 - Completed at least one DAU 400 Level Acquisition Course
 - Annual Ethics Training
 - Strategic Leadership Training
 - Supervisory Training
- **PREFERRED:**
 - DAWIA certification(s) in other acquisition career field

Experience:

- **REQUIRED:**
 - Minimum eight years of contracting experience
 - Experience in pricing, negotiation of complex sole source procurement, and leading a major source selection
 - Supervisory or team leader experience
 - Assisted Program Office in developing the acquisition strategy and business arrangement from "cradle-to-grave" for ACAT I or ACAT II procurements, or other non-ACAT complex, large dollar contracts to include construction or service acquisitions
 - Served as a business advisor to a Program Manager on strategic business constructs and issues associated with contract administration and contractor performance
 - Demonstrated superior written and oral communication skills and abilities in business clearances and in negotiations
- **PREFERRED:**
 - Cross-agency/component/functional experience

Competencies:

Program Execution:

- **REQUIRED:**
 - Demonstrated superior knowledge and proficiency in developing, executing, and leading a source selection team for a complex acquisition or for a MDAP, MAIS, or Major Service acquisition either for a Component specific requirement or for a joint requirement.

Technical Management: (ALL REQUIRED)

Demonstrated superior knowledge of:

- Using the Federal Acquisition Regulation, Defense Federal Acquisition Regulation Supplement.
- Understanding the acquisition process for procuring and goods and services.
- Knowledge of acquisition resources (DoDI 5000 series) and broad expertise in DOD acquisition policies.

Business Management (All REQUIRED)

Demonstrated superior knowledge and proficiency in:

- Creating and executing business constructs using various contract types to incentivize industry performance.
- Demonstrated ability to integrate technical and business resources for effective source selection planning, solicitation, and transparent source selection, contract award, and contract administration.
- Demonstrated superior written and oral communication skills and abilities in business clearances and in negotiations.

Currency:

- **REQUIRED:** 80 hours Continuous Learning every 2 years in:
 - 30 hours in career field specific training
 - 10 hours of cross functional training
 - 10 hours of Leadership training

Program Lead Contracting Officer

Specific Functional Requirements for Key Leadership Positions (Attributes and Demonstrated Experience Beyond Level III Certification)

Education:

- **PREFERRED:**
 - Advanced Degree

Training:

- **REQUIRED:**
 - Annual Ethics Training
- **PREFERRED:**
 - Completed Leadership Development or Teambuilding Training
 - Completed at least one DAU 400 Level Acquisition Course
 - DAWIA certification(s) in other acquisition career field

Experience:

- **REQUIRED:**
 - Minimum eight years of contracting experience
 - Experience in pricing, negotiation of complex sole source procurement, and leading a major source selection
 - Assisted Program Office in developing the acquisition strategy and business arrangement from "cradle-to-grave" for ACAT I or ACAT II procurements, or other non-ACAT complex, large dollar contracts to include construction or service acquisitions
 - Served as a business advisor to a Program Manager on strategic business constructs and issues associated with contract administration and contractor performance
 - Demonstrated superior written and oral communication skills and abilities in business clearances and in negotiations
- **PREFERRED:**
 - Supervisory or team lead experience

Competencies:

Program Execution:

- **REQUIRED:** Demonstrated superior knowledge and proficiency in developing, executing, and leading a source selection team for a complex acquisition or for a MDAP, MAIS, or Major Service acquisition either for a Component specific requirement or for a joint requirement.

Technical Management: (ALL REQUIRED)

Demonstrated superior knowledge of:

- Using the Federal Acquisition Regulation, Defense Federal Acquisition Regulation Supplement.
- Understanding the acquisition process for procuring and goods and services.
- Knowledge of acquisition resources (DoDI 5000 series) and broad expertise in DOD acquisition policies.

Business Management (All REQUIRED)

Demonstrated superior knowledge and proficiency in:

- Creating and executing business constructs using various contract types to incentivize industry performance.
- Demonstrated ability to integrate technical and business resources for effective source selection planning, solicitation, and transparent source selection, contract award, and contract administration.
- Demonstrated superior written and oral communication skills and abilities in business clearances and in negotiations.

Currency: (REQUIRED)

- 80 hours Continuous Learning every 2 years in:
 - 30 hours in career field specific training
 - 10 hours of cross functional training
 - 10 hours of Leadership training

Chief Engineer/Lead Systems Engineer

Specific Functional Requirements for Key Leadership Positions (Attributes and Demonstrated Experience beyond Level III Certification)

EDUCATION:

Preferred:

- Advanced Degree in Engineering, Physics, or Math

TRAINING:

Required:

- DAWIA ENG Level III Certification

Preferred:

- Completed at least one DAU 400 Level Acquisition Course
- Leadership training via DoD, University, or Industry Sources

EXPERIENCE:

Required:

- Eight years of experience in an acquisition billet with at least six years in the Engineering Career Field (formerly the Systems Planning, Research, Development, and Engineering (SPRDE) Career Field), and at least three years in a program office, or similar organization.
- Five years of supervisory or team leading experience.
- Demonstrated performance as a Chief or Lead Systems Engineer in a defense acquisition program or information system-OR-have served as a Chief or Lead Systems Engineer for major subcomponent within a program.
- Demonstrated experience managing a program's technical performance risks, including developing and implementing mitigation strategies.

COMPETENCIES:

Program Execution

Demonstrated expert knowledge of:

Required:

- Technical Planning as demonstrated by having developed and documented a program's technical effort in a Systems Engineering Plan.
- Technical Risk Management as demonstrated by identifying risk drivers, dependencies, root causes, and developing risk mitigation/consequence management strategies throughout the program total lifecycle.
- Decision Analysis as demonstrated by employing procedures, methods and tools for conducting trade studies to balance cost, schedule, performance & risk to select a solution.

Preferred:

- Stakeholder Requirements Definition as demonstrated by working with the user to establish and refine operational needs, attributes, performance parameters, and constraints and ensuring all relevant requirements and design considerations are addressed.

Technical Management

Demonstrated expert knowledge of:

Required:

- Requirements Analysis as demonstrated by analyzing, deriving and allocating feasible and effective requirements, verification methods and criteria from user capabilities/requirements.
- Integration as demonstrated by planning for and managing technical issues that arise during the integration process and providing feedback into the design solution process and technical baselines.
- Design Considerations as demonstrated through incorporation of items, listed under the “Design Considerations” section of the Systems Engineering Defense Acquisition Guidebook chapter (i.e., Environment, Safety, and Occupational Health (ESOH), Human Systems Integration (HSI), System Security Engineering (SSE), etc.), within the systems engineering process.
- Technical Assessment as demonstrated by planning and executing technical reviews to assess program maturity and risk to determine sufficiency to continue with technical development; developing and using metrics (i.e. TPMs, MOEs, risk, etc.) to measure technical progress, and determining/implementing corrective actions.
- Configuration and Interface Management as demonstrated by planning, defining, controlling and auditing system baselines including interfaces (internal and external) to ensure system is interoperable and fulfills operational needs.

Preferred:

- Reliability and Maintainability (R&M) as demonstrated by integrating R&M design analysis and test activities within the program’s systems engineering processes.
- System of Systems (SoS) as demonstrated by overseeing the planning, analyzing, organizing, and integrating the capabilities of a mix of existing and new systems into an SoS capability greater than the sum of the constituent parts.
- Software Engineering as demonstrated by successful planning, estimating, measuring, and managing software as part of system design development, acquisition and sustainment processes.

Business Management

Demonstrated expert knowledge of:

Required:

- Understanding of Defense Acquisition as demonstrated by broad knowledge of defense strategic planning, defense acquisition policies, Joint Capabilities Integration and Development System (JCIDS), and Planning, Programming, Budgeting & Execution (PPBE).
- Acquisition Planning as demonstrated by determining the appropriate level of technical activity and resources required to develop cost estimates, acquisition strategies, technical contract language and artifacts supporting successful and comprehensive source selection and contract award.

- Contract Management as demonstrated by oversight of contractor technical performance, including risk and opportunity management, earned value management, and incentivizing for technical performance.

Currency:

- **REQUIRED:** 80 hours Continuous Learning every 2 years (preferably targeted training from multiple DAWIA career field curricula) to include at least:
 - 30 hours in ENG career field
 - 10 hours cross functional training
 - 10 hours of leadership training

Program Lead Business Financial Manager

Specific Functional Requirements for Key Leadership Positions (Attributes and Demonstrated Experience Beyond Level III Certification)

Education:

- **PREFERRED:**
 - Advanced Degree in business or business related field.

Training:

- **REQUIRED:**
 - DAWIA Level III Financial Management Certified
 - Annual Ethics Training
 - Supervisory of Teambuilding training
- **PREFERRED:**
 - DAWIA Level II Certified in other acquisition career field.
 - Leadership Development or Executive Leadership Training
 - Additional Training in Accounting or Finance
 - Three of the following DAU Acquisition Courses: ACQ 450, ACQ 451, ACQ 452, CON 110, CON 111, CON 112, PMT 250, PMT 352A, PMT 352B.
 - CLL 015, CLM 014, CLM 101, CLM 200

Experience:

- **REQUIRED:**
 - 8 years of acquisition experience in Budgeting, Financial and/or Earned Value Management; with at least 6 years in direct support of an ACAT I or ACAT II acquisition program.
- **PREFERRED:**
 - 4 years of supervisory or team leading experience and some cross functional or broadening assignments/rotations (Joint program, Industry, Service Headquarters, Department level)

Competencies:

Program Execution: (ALL REQUIRED)

Demonstrated superior knowledge of and proficiency in:

- Acquisition Strategy planning and analysis
- Milestone Review
- Programming and budgeting process
- Risk Management
- Business Process Improvement
- Earned Value Management
- Contracting Oversight
- Auditing Process
- Accounting
- Manpower Assessment
- Using Automated Systems and Software

- Government/Department Financial Operations and Regulations (OMB Circulars, DoD Financial Management Regulation, DoD 5000 series, Federal Acquisition Regulation, DoD FAR, DAG, QDR, DPG etc..)
- Planning and Schedule analysis

Technical Management: (ALL REQUIRED)

Demonstrated superior knowledge of:

- Develop, monitor, interpret, and report financial documentation and reports ensuring compliance with appropriate/applicable statutes, regulation, congressional mandates, committee reports, Comptroller General Decisions, and agency guidance
- Development financial requirements details for budget justification, program data collection, and budget reviews
- Forecast inputs needed in the budget preparation
- Identify pertinent funding policies and prescribe appropriate appropriation categories consistent with item being procured
- Examine financial impacts to programs of complex accounting situations to support program management decisions
- Manage budget requirements
- Forecast future years financial requirements and develop various documentation to support a fully funded program
- Actively participate in all financial areas of decision support
- Support the integrated program baselines development
- Ensure Program Affordability

Business Management (All REQUIRED)

Demonstrated superior knowledge and proficiency in:

- Financial stewardship
- Reporting analysis
- Planning, Programming, Budgeting and Execution process
- Fiscal law
- Evaluate affordability of program alternatives by analyzing performance measures, budget controls, funding profiles, budget status reports, and manpower requirement
- Monitor obligation and expenditure of program
- Understanding and review contractor financing, profit/loss incentives, and business models
- Assess impact of global economic changes on budget submission
- Statement of Work, CDRLs, and CLIN structure
- Pre-award and Post contract award requirements

Currency:

- **REQUIRED:** 80 hours Continuous Learning every 2 years to include:
 - 30 Hours must be relevant to function track acquisition management
 - 10 hours in cross functional
 - 10 hours in leadership or Strategic thinking
 - Only 10 hours can be conference attendance

Program Lead Cost Estimating

Specific Functional Requirements for Key Leadership Positions (Attributes and Demonstrated Experience Beyond Level III Certification)

Education:

- **REQUIRED:**
 - Baccalaureate degree (any field of study)
 - Three semester credit hours from a calculus course
 - 21 semester credit hours in any combination of the following fields of study: operations research, economics, mathematics, chemistry, physics or other sciences in which the student utilized advanced mathematical skills in geometry, trigonometry, statistics, probability, and /or quantitative analysis

Training:

- **REQUIRED:**
 - DAWIA Level III Cost Estimating Certified
 - Annual Ethics Training
 - Supervisory or Teambuilding Training
- **PREFERRED:**
 - DAWIA Level II Certified in other acquisition career field.
 - Leadership development or executive leader training
 - Three of the following DAU acquisition courses: ACQ 450, ACQ 451, ACQ 452, PMT 352A, PMT 352B

Experience:

- **REQUIRED:**
 - 8 years of acquisition experience in Cost Estimating. At least 4 years must have been in a Level III position in support of an ACAT I or ACAT II program.
 - 3 years of supervisory or team leading experience.
- **PREFERRED:**
 - 4 years of supervisory or team leading experience and some cross functional or broadening assignments/rotations (Joint program, Industry, Service Headquarters, Department level)

Competencies:

Program Execution: (ALL REQUIRED)

Demonstrated superior knowledge of and proficiency in:

- Acquisition strategy planning and analysis
- Scope and Requirements Definition
- Cost Model Development
- Data Collection and Validation
- Cost Model Application
- Affordability/Feasibility

- Cost Proposal Evaluation
- Schedule Analysis
- Earned Value Management
- Milestone Reviews
- Programming and budgeting process
- Risk Management
- Confidence intervals and variances
- Using Automated Systems and Software

Technical Management: (ALL REQUIRED)

Demonstrated superior knowledge and proficiency in:

- Cost and Economic Analysis
- Identify program cost drivers
- Evaluate cost implication of from Cost Analysis Data Requirement, Initial Capabilities Document (ICD), Capabilities Development Document (CDD), Preliminary Design Review (PDR, Critical Design Review (CDR), and acquisition strategy
- Establish ground rules and assumptions
- Determine cost model development
- Conduct trade-off analyses or Analysis of Alternatives
- Performing proposal evaluation/source selection

Business Management (All REQUIRED)

Demonstrated superior knowledge and proficiency in:

- Evaluate cost proposal in terms of risk reasonableness, and responsiveness
- Analyze cost variances
- Develop cost estimates to support POM
- Perform Business Case Analysis
- Reviewing and certifying cost

Currency:

- **REQUIRED:** 80 hours Continuous Learning every 2 years to include:
 - 30 Hours must be relevant to function track acquisition management
 - 10 hours in cross functional
 - 10 hours in leadership or Strategic thinking
 - Only 10 hours can be conference attendance

Product Support Manager

Specific Functional Requirements for Key Leadership Positions (Attributes and Demonstrated Experience Beyond Level III Certification)

Education:

- **REQUIRED:**
 - Bachelor's degree
- **PREFERRED:**
 - Advanced Degree in logistics, business management, supply chain management, business or public admin, or technical field.
 - Joint Professional Military Education such as Dwight D. Eisenhower School for National Security Resource Strategy
 - Completion of a certificate program in systems design and operational effectiveness or similar systems engineering/technical education, business administration, and/or supply chain management

Training:

- **REQUIRED:**
 - Executive/Strategic Leadership/Development Training such as ACQ 405 Exec Refresher Training, PMT 401 Program Manager's Course, ACQ 450 Leading in the Acquisition Environment, ACQ 451 Integrated Acquisition for Decision Makers, ACQ 452 Forging Stakeholder Relationships, ACQ 453 Leader as Coach
- **PREFERRED:**
 - Level II or higher certification in PM, SPRDE, or Bus/FM career fields
 - PMT 401 Program Managers Course
 - PMT 400 PM Skills Course

Experience:

- **REQUIRED:**
 - 8 years' experience in LCL with at least 2 years in a program office or similar organization and 2 years supervisory or team lead experience at the GS-13 level or higher.
- **PREFERRED:**
 - Cross functional/portfolio assignment/rotation. Broadening assignment, e.g. Service HQs/OSD/ Joint/Industry/Operational/PEO/MAJCOM Staff.

Competencies:

Program Execution:

Demonstrated superior knowledge and proficiency in LCL Competencies and in the full Acquisition life cycle supporting LCL. Broad knowledge in DoD acquisition policies to include:

- Acquisition resources (DoDI 5000 series, FAR parts 1-18, applicable OMB circulars, Defense Acquisition Guide, DoD Guide to Planning and Scheduling, etc.)
- Scheduling (Integrated Master Schedule, Work Breakdown Structure, etc.)
- Contractor Performance and Earned Value Management
- Risk Management

- Program Health and Sustainment, Metrics, Policy, and Reports
- Program Documentation including Life Cycle Sustainment Plan, Acquisition Strategy, Systems Engineering Plan, Acquisition Program Baseline, Core Logistics Analysis, Core Depot Assessment, Replaced System Sustainment Plan, Program Management Plan, Acquisition Decision Memorandum, Affordability Estimate, Analysis of Alternatives, Cost Analysis and Requirements Description, Integrated Master Plan, Contract Funds Status Report, Program Protection Plan, etc.

Technical Management: (ALL REQUIRED)

Demonstrated superior knowledge and proficiency in LCL Competencies and in the full Acquisition life cycle supporting LCL. Broad knowledge in DoD acquisition policies to include:

- Requirements Management (ICD, CDD, CPD, etc.)
- Life Cycle Logistics (including the Life Cycle Sustainment Plan)
- Technical Reviews (including SRR, SFR, PDR, CDR, IPT, etc.)
- Configuration Management
- Intellectual Property Strategy
- Systems Engineering (including The Systems Engineering Plan, Technology Development Strategy, Technology Readiness Assessment)
- Logistics and Product Support
- Software Acquisition and Maintenance
- Test and Evaluation (including Test and Evaluation Strategy, Test and Evaluation Master Plan)
- Production, Quality, and Manufacturing
- Program Security
- Other documents including Information Support Plan, CONOPS, etc.

Business Management (All REQUIRED)

Demonstrated superior knowledge and proficiency in LCL Competencies and in the full Acquisition life cycle supporting LCL. Broad knowledge in DoD acquisition policies to include:

- Life-Cycle Cost and Total Ownership Cost (including Independent Cost Estimates, Manpower Estimates, etc.)
- Business Case Analysis (including assessing courses of actions, benefits, risks, and sensitivity)
- Contracting (including Market Research, etc.)
- Budget, Financial Planning, and Management (including PPBE Documents, Reports, etc.)
- Legal (including Reports to Congress, etc.)

Currency:

- **REQUIRED:**
 - 80 hours Continuous Learning every 2 years to include:
 - 30 hours of course work pertaining to Life Cycle Logistics
 - 10 hours cross functional training
 - 10 hours Executive Leadership (e.g. Harvard Business School continuous learning modules)
- **PREFERRED:**
 - Complete new LCL Cert required training courses deployed since the individual's LCL Level III DAWIA certification.

Chief Developmental Tester

Specific Functional Requirements for Key Leadership Positions **(Attributes and Demonstrated Experience Beyond Level III Certification)**

Education:

- No additional education requirements beyond T&E Level III. In accordance with AT&L memo, KLP and Qualification Criteria, “Supervisors should seek candidates with advanced or related college degrees.” Candidates will be asked to provide details on their education and training.

Experience:

- **REQUIRED:**
 - 8 years acquisition experience or equivalent demonstrated proficiency
 - 2 years acquisition Level III T&E

Competencies:

Demonstrated superior knowledge in T&E Competencies and in the full Acquisition life cycle supporting in T&E: Planning, Preparation, Execution, Analysis, Evaluation and Reporting.

Program Execution: (ALL Required)

- Test Readiness
- Test Control Management
- Data Management
- Data Verification and Validation
- Determination of Test Adequacy
- Validation of Test Results
- Evaluation and Conclusions
- Participation in Technical Reviews
- Key T&E Documentation including the T&E Master Plan (TEMP)

Technical Management: (ALL REQUIRED)

- T&E Planning
- Coordination of T&E Activities and Events and Test Infrastructure
- T&E Risk Identification and Management
- Scientific Test and Analysis Techniques

Business Management (All REQUIRED)

- T&E Cost Estimating and Management

Critical Thinking should be highlighted as part of the T&E summary. Include tasks associated with defining the T&E problem, what problem needed to be solved, and how you directed the T&E organization to solve the problem.

Chief Developmental Tester (Continued)

Currency:

Applicant will be required to confirm that they are current or on track in their Continuous Learning requirement (80 hours every two years). Once selected as a KLP, the following will be required to maintain currency.

- **REQUIRED:** 80 hours Continuous Learning every 2 years to include:
 - 30 Hours must be relevant to T&E (Core Plus recommended)
 - 10 hours in cross functional
 - 10 hours in leadership

Program Lead, Production, Quality, and Manufacturing (PL, PQM)

Specific Functional Requirements for Key Leadership Positions (Attributes and Demonstrated Experience Beyond Level III Certification)

Education:

- **REQUIRED:**
 - Bachelor's Degree in Engineering, Production Management, Quality, or other related technical fields
- **PREFERRED:**
 - Advanced Degree in Industrial Engineering, Quality, Business, Program Management, Acquisition & Contract Management or other related technical fields

Training:

- **REQUIRED:**
 - Production, Quality, and Manufacturing (PQM) Level III Certification
- **PREFERRED:**
 - Leadership training via DoD, University, or Industry sources
 - Certification in continuous process improvement methodologies (Lean, Six Sigma, Theory of Constraints)

Experience:

- **REQUIRED:**
 - Eight years of experience in an acquisition coded billet or industry equivalent, with at least six years in PQM and two years in acquisition Level III PQM coded billet or industry equivalent
 - Demonstrated performance leading a PQM related integrated product team in an ACAT III or above program
 - Two years supervisory or team lead experience

Competencies:

Program Execution: (ALL REQUIRED)

Demonstrated superior knowledge & proficiency in:

- Developing and documenting a program's manufacturing, quality, and production planning efforts in program documents (e.g.; Acquisition Strategy, Systems Engineering Plan (SEP), etc.)
- Identifying manufacturing, quality, and production risks and developing risk mitigation/consequence management strategies
- Providing continuous insight into contractors' production and supply chain operations ensuring cost, schedule, and quality goals are met

Technical Management: (ALL REQUIRED)

Demonstrated superior knowledge & proficiency in:

- Incorporating producibility, quality, and manufacturing readiness within systems engineering processes and design activities, and documented in appropriate plans (e.g.; SEP)
- Employing manufacturing management processes, quality assurance processes, production planning processes, and continuous process improvement methodologies
- Analyzing manufacturing and quality risks and by allocating manufacturing, production, and quality requirements to ensure that the process is repeatable with minimal variation
- Planning, organizing and conducting manufacturing and production readiness assessments and reviews, quality reviews and audits, and supporting technical reviews and audits (e.g.; PDR, CDR, and PCA)
- Planning for and managing issues that arise during the manufacturing process and providing feedback into the design solution process, technical baselines, and program manufacturing and quality planning

Business Management: (ALL REQUIRED)

Demonstrated superior knowledge in PQM Competencies and in the full Acquisition life cycle supporting Production, Quality, and Manufacturing, specifically:

- In-depth understanding of DoDI 5000.02 “Operation of Defense Acquisition System” as demonstrated by identifying the key manufacturing and production acquisition requirements and the appropriate timing of their execution
- In-depth understanding of Federal Acquisition Regulation (FAR) and the Defense Federal Acquisition Regulation Supplement (DFARS) as demonstrated by identifying quality assurance requirements and planning for appropriate responses to potential contractual actions/problems as they arise, as well as by identifying and executing manufacturing and production requirements

Currency:

- **REQUIRED:** 80 hours Continuous Learning every 2 years (preferably targeted training from multiple DAWIA career field curricula) to include at least:
 - 30 hours in PQM career field (Core Plus recommended)
 - 10 hours in ENG career field
 - 10 hours cross functional
 - 10 hours of leadership training

Program Lead Information Technology

Specific Functional Requirements for Key Leadership Positions (Attributes and Demonstrated Experience Beyond Level III Certification)

Education:

- **PREFERRED:** Advanced Technical or Professional Degree (e.g., Masters, PhD.)

Training:

- **PREFERRED**
 - NDU iCollege Advanced Management Program (AMP) or IT Program Manager Certificate
 - Level II /above cert in PM, SPRDE, or T&E career fields
 - PMT 401 Program Managers Course
 - PMT 400 PM Skills Course

Experience:

- **REQUIRED:**
 - Minimum of 8 years acquisition experience
 - 6 years acquisition Level III IT
 - 4 years IT CAP position(s)
- **PREFERRED:**
 - 4 years in IT at Program Office

Competencies:

Program Execution: (ALL REQUIRED)

Demonstrated superior knowledge in IT acquisition management competencies such as:

- DoD 5000 series (especially Enclosure 5, IT Considerations, in 5000.02, December 8, 2008)
- Defense Acquisition Guidebook, especially Chapter 7, Acquiring Information Technology, including National Security Systems
- Applicable OMB and DoD CIO instructions, circulars, and guidance.

Technical Management: (ALL REQUIRED)

Demonstrated superior knowledge in IT acquisition management Competencies such as:

- DoD 5000 series (especially Enclosure 5, IT Considerations, in 5000.02, December 8, 2008)
- Defense Acquisition Guidebook especially Chapter 7, Acquiring Information Technology, including National Security Systems
- Applicable OMB and DoD CIO instructions circulars and guidance
- Enterprise Architecture, Cyber Security, Agile IT development.

Business Management: (ALL REQUIRED)

- Demonstrated superior knowledge in IT Competencies in the full IT Acquisition management life cycle

Currency:

- **REQUIRED:** 80 hours Continuous Learning every 2 years to include:
 - 30 Hours must be relevant to IT acquisition management
 - 10 hours in cross functional
 - 10 hours in leadership
 - Only 10 hours can be conference attendance.