

PROGRAM MANAGEMENT ACQUISITION BILLET EVALUATION CHECKLIST

Billet Evaluated: _____ T/O: _____ Line Number: _____
 Billet Identification Code (BIC): _____
 Point of Contact Info:
 Name: _____
 Phone: _____
 Email: _____
 Evaluator: _____ Date: _____

“As a general rule, at least 50% of the duties and responsibilities associated with the position must clearly map to one of the AT&L position categories used within the DON. “ - DACM Operating Guide dtd 5 January 2007

Typical duties consist of: Conceptualization, initiation, design, development, test, contracting, production, deployment, logistical support, modification, and disposal of weapons and other systems, supplies, or services (including construction) to satisfy USMC needs, intended for use in, or in support of, war fighter/military missions.

Representative Job Titles: PEO/Deputy, Program Director/Deputy, Program Manager/Deputy, Acquisition Manager, Project Officer, Materiel Wing/Group/Squadron Commander, Systems Sustainment Manager and Project Manager, Program Analyst, Program Integrator/Representative, IPT Lead

Analyze billet using job characteristics below. Designate which characteristics apply to the billet and give justification. Attach any pertinent documents

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| Manage a defense acquisition program. Responsibilities may be broad (e.g., PM, DPM, or PEO) or focused (e.g., Assistant PM for a particular function), and may be line or staff in nature. | |
| Execute duties guided by DoDD 5000.1, DoDI 5000.2, DoD Issuances governing acquisition programs in the DoD Components, and other program management policies addressed in DoD 5000 and 8000 series. Not covered in this category are basic research programs. | |
| Produce appropriately tailored program and contract WBSs based upon information provided on a defense acquisition program. | |
| Conduct risk assessments as part of the risk management process | |
| Apply decision analysis in the selection of risk handling options, and fold those options into a detailed Integrated Master Plan (IMP). | |
| Apply risk management software to manage risk, including such activities as tracking, rating and handling risk events, identifying the program critical path, and determining the probabilities of program completion dates and costs. | |
| Construct a detailed integrated master schedule based on program goals and objectives, identified risk, and the integrated master plan. | |
| Comprehend and apply basic cost estimating techniques/tools to cases involving management decisions (e.g., contractor versus government logistics support) | |

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| Apply CAIV principles in developing a cost estimate for Project/Program | |
| Develop contract data (e.g., SOW, PID, J&A, RFP, Evaluation, Source Selection, etc.) | |
| Perform contract planning considerations for an upcoming acquisition and/or perform major contracting post award activities | |
| Apply earned value management (EFV) policies, methodologies, and software for performance measurement of programs | |
| Perform project analysis and evaluation through research of policy, regulations, and best practices, and document that activity in issue paper format for decision-makers. | |
| Team with user(s) to translate and refine requirements, develop plans and implement appropriate strategies | |
| Develop one, two, and six year budget estimates to support current year, POM, and budget year requirements as part of the PPBS. | |
| Develop acquisition strategy in compliance with existing policy and guidelines | |
| Originate tailored, value added, program documentation (e.g., Acquisition Program Baseline (APB), Risk Management Plan, budget estimates, Software Acquisition Plan.) | |
| Apply Market Research techniques to determine commercial product availability and applicability. | |
| Plan and execute a Test and Evaluation Program. | |
| Evaluate acquisition logistics functions and documentation needs over a system's life cycle, including commercial production and support. | |
| Provide for disposal of replaced legacy systems | |
| Represent Command/USMC at Joint program meetings, conference, working groups and committees. | |

Write down other Program Manager duties not listed:
