

PRODUCTION, QUALITY, AND MANUFACTURING (PQM) 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: acquisition-related manufacturing and production duties vary greatly in managerial, administrative, and technical content. Duties nearly always involve program management or monitoring the manufacturing and production efforts at private sector contractor or Government industrial facilities.

Representative Job Titles: Supervisory or production engineer, supervisory or manufacturing engineer, supervisory or industrial engineer, production management specialist, production officer, supervisory or industrial specialist, general engineer, aerospace engineer, electronic engineer, mechanical engineer.

Representative Office Locations: Acquisition-related manufacturing and production positions are normally located in a major HQ's staff, an acquisition organization's staff, in a program office, some laboratory activities, and within the DCMC of the DLA.

Career Field Description: Acquisition-related manufacturing and production duties vary greatly in managerial, administrative, and technical content; but they usually involve program management or the monitoring of the manufacturing and production efforts of contractors. The quality assurance specialist manages quality assurance activities to establish essential quality standards and controls. This person also develops and executes plans that focus on quality of design and conformance and fitness for use; integrates quality plans into the system engineering process; and develops policies, procedures, test provisions, and quality requirements in specifications, standards, and solicitations. Using design reviews, functional and configuration audits, production readiness reviews, and milestone reviews, the specialist evaluates quality assurance during acquisition.

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

Does the billet assess readiness and availability of information, energy, raw material, human, and physical resources to produce defense goods?	
Does the billet assess the reasonableness of contractor methodology, efficiency,	

cost and/or schedule estimates or data and provide recommendations?	
Does the billet assess assembly and analysis of past performance, manufacturing planning, surveillance, production readiness reviews, and dissemination of results?	
Does the billet monitor status of weapon system development and production contracts?	
Does the billet assess the impact in changes to weapon system development and production contracts?	
Does the billet review contractor manufacturing facilities, organization, policies, procedures, practices, processes, and methods?	
Does the billet manage programs and contracts for development of new, or tailoring of existing, manufacturing technology?	
Does the billet analyze or monitor planning of alternative production processes or resources necessary to meet alternative production schedules?	
Does the billet design a management system to monitor manufacturing functions and input and output of a contractor's system?	
Does the billet monitor the determination of make or buy decisions to balance overall manufacturing resource requirements; or analyze the production base to identify risks associated with limited availability and sole source dependencies?	
Does the billet participate from the onset in the integrated product and process development of the weapon system?	

Write down other PQM duties not listed:
