

## TEST AND EVALUATION 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: plan, monitor, manage, and conduct T&E of prototype, new, fielded, or modified C4ISR systems (C4ISR includes the multitude of IT systems participating in system of systems (SoS), family of systems (FoS), and net-centric services), weapon or automated information systems, equipment or materiel; and, analyze, assess, and evaluate test data and results; prepare assessments of system performance and reports of T&E findings.

Representative Job Titles: Assistant Program Executive Officer for T&E; Assistant Program Manager for T&E; Lead Test Engineer; Lead Experimentation Engineer; Chief Test Engineer; Chief Test Pilot; Acquisition T&E Department Head; Director, Flight Test Engineering; Test and Experimentation Design Branch Head; and Program Management T&E Department Head.

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

Analyze requirements/capabilities documents for testability	
Develop, modify, adapt, tailor, or extend standard T&E guides, precedents, criteria, methods, and techniques	
Develop T&E processes	
Categorize test data, equipment, materiel, or system deficiencies	
Design and use existing or new test equipment, procedures, and approaches	
Certify equipment, materiel or system readiness for operational testing	
Conduct development and operational tests and evaluate and / or analyze test results and /or test data	
Perform staff assignments such as technical consultant, planner, evaluator-advisor, and/or coordinator in a T&E organization	
Monitor T&E related activities at contractor facilities	
Write, edit, and staff a Test and Evaluation Strategy (TES) document or a Test and Evaluation Master Plan (TEMP), system-level test plans, and / or detailed test plans	
Identify Modeling and Simulation (M&S) role in the T&E strategy, integrate M&S into a T&E program, and organize the verification, validation and	

accreditation (VV&A) of models and simulations used to support evaluations and acquisition decisions	
Serve as a member or Chairperson of a T&E Working-Level Integrated Product Team (T&E WIPT) in a primary role (e.g., program manager, materiel developer, system evaluator, developmental tester, operational tester, etc.)	
Serve as a Test Director, Test Officer, or technical test support in the systems acquisition process	
Determine required scope, resources, and data sample size to ensure system requirements have been adequately demonstrated	
Develop an evaluation strategy for a program	
Identify infrastructure and resource requirements to support testing and evaluation	
Plan and conduct information assurance (IA) testing, including Security Test and Evaluation (ST&E) and support IA certification and accreditation processes	
T&E personnel must be able to identify the viable use of M&S in a program's T&E strategy as a cost and resource saver, risk reduction effort, and providing insight into expected performance	

Write down other T/E duties not listed:

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