



**Federal Aviation  
Administration**

**Acquisition Career  
Certification & Management  
Office (AJA-A3)**

**Valerie Outlaw Lee**

20 October 2011





# Topics



- **Acquisition Career Management Group**
  - Functions
  - Certification Programs
- **Certification Program Components**
  - Competency Model Development
- **Test & Evaluation Certification Requirements**
- **Test & Evaluation Certification Next Steps**
- **System Engineering Certification Development**
- **Contacts & Conclusion**



# Acquisition Career Management Group Functions



- Acquisition Workforce  
Data Analysis and Reporting



- Competency and Certification Development
- Certification Management
- Acquisition Workforce Development and Career Planning
- Acquisition Tools and Best Practices support





# FAA Acquisition Certification Program Status



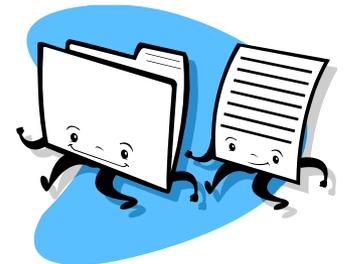
<b>Defined Certification Programs:</b>	<ul style="list-style-type: none"><li>• Program Manager</li><li>• Integrated Logistics Support Mgr</li><li>• Contracting Officer/Specialist</li><li>• Contracting Officers Technical Rep</li><li>• Cost Estimating</li></ul>
<b>Certification Programs in Development:</b>	<ul style="list-style-type: none"><li>• <b>Test &amp; Evaluation</b></li><li>• System Engineering</li><li>• Business and Financial Management</li></ul>
<b>Certification Programs under Consideration:</b>	<ul style="list-style-type: none"><li>• Software Engineering</li><li>• Human Factors Specialist</li></ul>



# FAA Acquisition Certification Program Components



- **Competency Model with three (3) Proficiency Levels**
  - Competency Titles, Definitions and Performance Indicators
- **Certification Requirements for three (3) Proficiency Levels**
  - **Formal Education**
    - Academic Degree(s)
  - **Agency Training**
    - Acquisition Management System Training
    - Competency Related Training
  - **Experience**
    - Time Requirement
    - Experience related to Competencies
- **Applicant Certification Approval Process**





# Test and Evaluation Competency Model Development Process



## STEP 1: PLANNING AND PREPARATION

## STEP 2: COMPETENCY DEVELOPMENT

## STEP 3: IMPLEMENTATION AND SUPPORT

ACTIVITIES

- **Confirm project details, such as:**
  - Positions/workforce to be modeled
  - Application/use of competencies
  - Methodology, key activities, and milestones
  - Subject matter experts (SME) and project stakeholders and their required time commitment
  - Existing job or competency documentation
- **Review pertinent documentation, such as:**
  - Job/position descriptions
  - Existing competencies
  - Skill set inventories
- **Create data collection and analysis tools**

Completed  
Sep 28<sup>th</sup>, 2010

- Conduct SME interviews; Analyze SME interview data
- Conduct crosswalk of DoD competencies and FAA research
- Develop draft competency titles and definitions based on FAA SME input and DoD competencies
- **Conduct Focus Group 1:** Validate competency titles and definitions
  - Draft behavioral indicators to complete draft competency dictionary
  - Review draft competency titles and definitions with key stakeholders
- **Conduct Focus Group 2.1:** Finalize/ validate the technical competency dictionary
- **Conduct Focus Group 2.2:** Finalize/ validate the technical competency dictionary
- **Conduct Focus Group 2.3:** Finalize/ validate the technical competency dictionary and review non-tech comp
- **Conduct Focus Group 3:** Determine Criticality - Competency Importance and Requirement at Entry ratings

- **Present Final Model to SMEs** and discuss next steps for competency model and T&E certification development

★ Dec 10<sup>th</sup>, 2010

- **Present Final T&E Competency Model to Key Stakeholders** for approval and discuss next steps for T&E Certification Program development

★ Approved  
Jan 14<sup>th</sup>, 2011

Completed -  
Oct 21<sup>st</sup>, 2010  
Nov 1<sup>st</sup>, 2010  
Nov 18<sup>th</sup>, 2010  
Dec 6<sup>th</sup>, 2010





# T & E Focus Group Members



- En Route and Oceanic

Jennifer Duffy

- Systems Operations

Robert Fietkiewicz

- Technical Operations

Greg Joyner

Ernesto Etienne

- Terminal

Kathy Vanaman

Bettyanne Davis

- NextGen and Ops Planning

San Vo

Wanda Lopez-LaBarbera

Vidyut Patel

John Frederick

Stan Pszczolkowski

Paula Nouragas

Robert Biedrzycki

- Aviation Safety

Mary Stephens-Loggins





# T & E Competency Model Titles



## Test and Evaluation (T&E) Competency Titles

### Technical Competencies

1	ACQUISTION AND CONTRACTS	7	SAFETY MANAGEMENT
2	DATA COLLECTION, ANALYSIS, AND REPORTING	8	SYSTEMS THINKING AND APPLICATION
3	NAS OPERATIONS	9	TECHNICAL WRITING
4	QUALITY CONTROL, QUALITY ASSURANCE, AND CONFIGURATION MANAGEMENT	10	TEST AND EVALUATION STANDARDS APPLICATION
5	REQUIREMENTS MANAGEMENT	11	TEST MANAGEMENT
6	RISK MANAGEMENT	12	TEST THEORY AND METHODS

### Non-Technical Competencies

13	AGILITY	16	INTERPERSONAL RELATIONS AND INFLUENCE
14	COMMUNICATION	17	DECISION MAKING AND JUDGMENT
15	CUSTOMER FOCUS	18	TEAMWORK AND COLLABORATION





# T & E Competency Dictionary Page



## 2. DATA COLLECTION, ANALYSIS, AND REPORTING

**DEFINITION:** Ability to identify, systematically collect, and organize relevant data. Ability to apply quantitative and qualitative data analysis tools, techniques, and technologies in order to make logical interpretations, conclusions, and inferences from the data and report findings to characterize system performance and risks.

PROFICIENCY LEVEL		BEHAVIORAL INDICATORS
3	Advanced	<ul style="list-style-type: none"> <li>a) Evaluates and determines based on available data sets and analysis tools whether alternative sources, tools, techniques, or technologies should be used</li> <li>b) Develops innovative data collections tools, techniques, and methods</li> <li>c) Directs analytical processes used to analyze data, draw conclusions, make revisions, and articulates system performance and risk ensuring project objectives are met</li> <li>d) Educates and mentors others on data analysis tools, techniques, and methodologies and guides the formulation of logical data interpretation</li> <li>e) Presents and accurately conveys complex data analysis findings, implications, and limitations to stakeholder audiences with varying degrees of technical knowledge with the topic/subject</li> </ul>
2	Intermediate	<ul style="list-style-type: none"> <li>a) Collaborates with other organizations concerning data collection requirements</li> <li>b) Applies innovative tools and techniques to satisfy data collection requirements; uses systematic procedures to collect data and maintain information</li> <li>c) Applies analytical processes used to analyze data, draw conclusions, make revisions, and articulate system performance and risk ensuring project objectives are met</li> <li>d) Reviews data analysis performed by others and provides constructive feedback</li> </ul>
1	Basic	<ul style="list-style-type: none"> <li>a) Develops data collection plans with guidance</li> <li>b) Collects relevant data for evaluation activities</li> <li>c) Uses quantitative and qualitative data analysis tools and techniques to interpret the data and report findings</li> </ul>



# T & E Competency Criticality Assessment



The competencies in each column below are listed in order of importance (from most critical to least important)

T&E- Basic Level (GS 7/9; F/G Pay Band)	T&E- Intermediate(1) Level (GS 11/12; H Pay Band)	T&E- Intermediate(2) Level (GS 13; I Pay Band)	T&E- Advanced Level (GS 14/15; J/K Pay Band)
<b>Critical Competencies</b>	<b>Critical Competencies</b>	<b>Critical Competencies</b>	<b>Critical Competencies</b>
NAS Operations	Data Collection, Analysis, and Reporting	Teamwork and Collaboration	Decision Making and Judgment
Data Collection, Analysis, and Reporting	NAS Operations	Data Collection, Analysis, and Reporting	NAS Operations
Communication	Teamwork and Collaboration	NAS Operations	Communication
Teamwork and Collaboration	Communication	Communication	Teamwork and Collaboration
Technical Writing	Technical Writing	Test Theory and Methods	Test Management
Interpersonal Relations and Influence	Test Theory and Methods	Customer Focus	Test and Evaluation Standards Application
Decision Making and Judgment	Quality Control, Quality Assurance, and Configuration Management	Technical Writing	Technical Writing
<b>Important Competencies</b>	Interpersonal Relations and Influence	Interpersonal Relations and Influence	Test Theory and Methods
Test and Evaluation Standards Application	Decision Making and Judgment	Test and Evaluation Standards Application	Interpersonal Relations and Influence
Test Theory and Methods	Customer Focus	Decision Making and Judgment	Data Collection, Analysis, and Reporting
Systems Thinking and Application	Agility	Agility	Agility
Agility	<b>Important Competencies</b>	Requirements Management	Customer Focus
Quality Control, Quality Assurance, and Configuration Management	Test and Evaluation Standards Application	Quality Control, Quality Assurance, and Configuration Management	Acquisition and Contracts
Requirements Management	Requirements Management	Risk Management	Risk Management
Customer Focus	Systems Thinking and Application	Acquisition and Contracts	Requirements Management
Risk Management	Test Management	Test Management	Systems Thinking and Application
Test Management	Risk Management	Systems Thinking and Application	Quality Control, Quality Assurance, and Configuration Management
Safety Management	Acquisition and Contracts	<b>Important Competencies</b>	Safety Management
Acquisition and Contracts	Safety Management	Safety Management	<b>Important Competencies (No Competencies)</b>

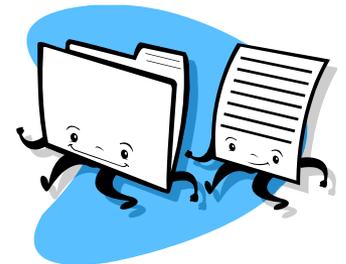




# FAA Acquisition Certification Program Components



- **Competency Model with three (3) Proficiency Levels**
  - Competency Titles, Definitions and Performance Indicators
- **Certification Requirements for three (3) Proficiency Levels**
  - **Formal Education**
    - Academic Degree(s)
  - **Agency Training**
    - Acquisition Process Training
    - Competency Related Training
  - **T&E Experience**
    - Time Requirement
    - Experience related to Competencies
- **Applicant Certification Approval Process**





# T&E Certification

## Formal Education and FAA Training Requirements



	Formal Education	FAA Training
Level 1	Technical Associates Degree or a college transcript(s) documenting passing of 24 semester credit hours of technical courses	8 - Classroom Courses 4 – On-Line Courses
Level 2	Bachelors of Science (BS) Degree or Bachelors of Arts w/24 semester credit hours of technical courses	11 - Classroom Courses 3 – On-Line Courses
Level 3	Bachelors of Science (BS) Degree or Bachelors of Arts w/24 semester credit hours of technical courses	6 - Classroom Courses 0 – On-Line Courses



# T&E Certification Years of Experience and Competency Requirements



	Years of Experience	Competency Requirement
<b>Level 1</b>	<p>3 Years of Experience</p> <p>Min 2 Yrs in T&amp;E Position remaining 1yr in an Acquisition Position</p> <p>Experience w/i last 5 yrs</p>	<p>3 Technical Competencies</p> <p>2 Non-Technical Competencies</p>
<b>Level 2</b>	<p>6 Years Experience</p> <p>Min 4 Yrs in T&amp;E Position remaining 2yrs in other Acquisition Position(s)</p> <p>Experience w/i last 8 yrs</p>	<p>6 Tech Competencies</p> <p>Mandatory - T&amp;E Std and Appl, T&amp;E Theory and Methods, Data Collection, Analysis and Reporting plus 3 additional competencies</p> <p>3 Non-Tech Competencies</p>
<b>Level 3</b>	<p>8 Years Experience</p> <p>Min 6 Yrs in T&amp;E Position remaining 2yrs in other Acquisition Position(s)</p> <p>Experience w/i last 12 yrs</p>	<p>8 Tech Competencies</p> <p>Mandatory - T&amp;E Std and Application, T&amp;E Theory and Methods, NAS Operations, Test Mgmt plus 4 additional competencies</p> <p>6 Non-Tech Competencies</p>



# T & E Certification Program Development Ongoing Activities



- **Infrastructure**
  - Modify AMS Policy incorporating T&E Certification
  - Develop an automated approval application system
- **Course/Training Development**
- **Certification Pilot**
  - Draft Pilot Plan
  - Execute Pilot
- **International Test and Evaluation Association (ITEA)**



**PAUSE**





# Systems Engineering Certification



- **Competency Model with three (3) Proficiency Levels**
- **Certification Requirements for three (3) Proficiency Levels**
  - **Formal Education**
  - **Agency Training**
  - **T&E Experience**
  - **INCOSE Certification**
- **Leverage T&E Certification Approval Process**



# System Engineering Competency Model Titles



## Systems Engineering Competency Titles

### Technical Competencies

1	ACQUISITION, LIFECYCLE MANAGEMENT AND CONTRACTS	7	RISK MANAGEMENT
2	CONFIGURATION MANAGEMENT	8	SYSTEMS INTEGRATION
3	DATA COLLECTION AND ANALYSIS	9	SYSTEMS THINKING AND APPLICATION
4	INTERFACE MANAGEMENT	10	TECHNICAL ASSESSMENT AND ANALYSIS OF ALTERNATIVES
5	FAA OPERATIONS AND STRATEGIC ALIGNMENT	11	VALIDATION
6	REQUIREMENTS DEVELOPMENT AND MANAGEMENT	12	VERIFICATION

### Non-Technical Competencies

13	COMMUNICATION AND TECHNICAL WRITING
14	DECISION MAKING AND JUDGMENT
15	INFLUENCE AND NEGOTIATION
16	PROJECT MANAGEMENT





# System Engineering Focus Group Members



- En Route and Oceanic

Christ Medina

- Systems Operations

Kevin Grimm

Raj Krishnapillay

- Technical Operations

Seth Couslar

- Aviation Safety

Steve VanTrees

- NextGen and Ops Planning

Basilyn Bunting

George Gardner

Annie Clark

Clifton Baldwin

Barry Smith

Patrick Cavanaugh

- Terminal

Jan deRegt





# Acquisition Career Management Group



Personnel	Phone
• <a href="#">Rebecca Deloney</a> , Grp Mgr	(202) 385-8059
• <a href="#">Maribeth Monti</a> , Manager	(202)385-6297
• <a href="#">Diana Martin</a>	(202) 385-6184
• <a href="#">Allen White</a>	(202) 385-8327
• <a href="#">Joyce Bentley</a>	(202) 385-8161
• <a href="#">Valerie Outlaw Lee</a>	(202) 385-8402
• <a href="#">Candis Travers</a>	(202) 385-8949
• <a href="#">Lynda Solis</a>	(202) 385-8152
• <a href="#">Renee Carter</a>	(202) 385-6187

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# Questions