



**Federal Aviation  
Administration**

# **FAA Test & Evaluation Certification**

**Acquisition Career  
Management Group  
(AAP-320)**

**Valerie Outlaw Lee**

October 2012





# Topics



- **Acquisition Career Management Group**
  - Products and Services
- **Test & Evaluation Accomplishment FY12**
- **T&E Certification Pilot**
- **T&E Community Portal**
  - T&E Certification Application Process
- **Test & Evaluation Plans for FY13**
- **Questions**



# Certification Management Chain



FAA Administrator  
Michael Huerta

- Office of Finance and Management

- Victoria Wassmer

- Office of Acquisition & Business

- Patricia McNall

- Acquisition Policy and Oversight

- Cynthia Rooney

- Acquisition Career Management

- Rebecca Deloney



# Acquisition Career Management (ACM) Group (Products & Services)



- **ACM - Rebecca Deloney**

- Acquisition Workforce Development
- Acquisition Workforce Planning & Career Programs
- Acquisition Training

## Acquisition Workforce Council

- **Acquisition Workforce Plan  
Data Analysis and Reporting**
- **Competency and Certification Development**
- **Certification Management**
- **Acquisition Course Modification, Development and Execution**
- **Acquisition Training Planning and Execution**

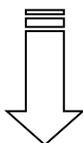
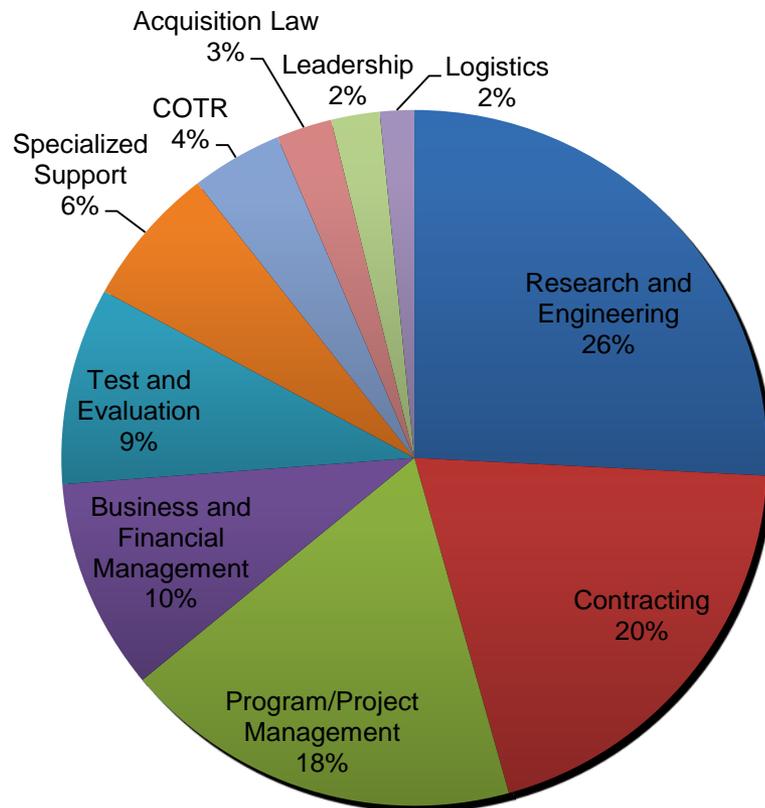
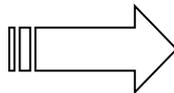




# Acquisition Workforce as of June 2011



## • Acquisition Workforce Council



- Approximately 1,530 Acquisition Members
- 10 Acquisition Professions



# Acquisition Workforce POCs



Service Unit		POC	Phone #
<b>AJW</b>	Tech Ops	<b>Constance Christmas</b>	202-385-6548
<b>ACQ</b>	Acquisition and Business	<b>Patricia Partee</b>	202-267-8910
<b>AJF</b>	ATO Finance	<b>David Williams</b>	202) 267-8051
<b>AJR</b>	SYS Ops	<b>Maurice Austin</b>	202-267-8982
<b>ANG</b>	Planning	<b>JaDa Poindexter</b>	202-267-7357
<b>AJV</b>	Mission Support Services	<b>Maurice Austin</b>	202-267-8982
<b>AGC</b>	Chief Counsel	<b>Sandra Brown</b>	202-267-8700
<b>AJM / PMO</b>	Program Management Office	<b>Florence Hamn</b> <b>David Ingram</b>	202-493-4580 202-493-4814
<b>ARC</b>	Regions and Center Operations	<b>Susan Whittington</b> <b>Laura Sullivan</b>	405-954-7710 202-267-7854
<b>AVS</b>	Aviation Safety	<b>Mary Stephens-Loggins</b>	202-493-5165



# 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 Officer's Representative</li><li>• <b>Test &amp; Evaluation</b></li></ul>
<b>Certification Programs in Development:</b>	<ul style="list-style-type: none"><li>• System Engineering</li><li>• Business and Financial Management</li><li>• Cost Estimating</li><li>• <b>**Software Engineering (Beginning FY13)**</b></li></ul>
<b>Certification Programs under Consideration:</b>	<ul style="list-style-type: none"><li>• Human Factors Specialist</li></ul>



# T&E Accomplishments FY12



- **Bargaining Unit Negotiations**
- **T&E Certification Pilot**
  - Draft and Finalized Certification Pilot Plan
  - Execute T&E Certification Pilot
- **Profession Infrastructure**
  - Modified AMS Policy regarding T&E Profession
  - T&E Community Portal

## Test & Evaluation Community Portal

Dedicated to supporting career development efforts of current and aspiring Test & Evaluation community members



- **T&E Course/Training Development**
- **T&E Certification Program Implementation – 1 Oct 12**



# T&E Certification Pilot



- **28 Pilot Participants provided by AWC Members (Feb 2012)**
  - 21 ANG Participants
    - ANG (E72, E62, E59, E56, E55, E53, E52)
    - ANG (C34, C33, C32)
  - 7 AJW Participants
    - AJW (223, 178, 174)
- **25 Pilot Participants attended the T&E Certification Pilot Information Sessions**
  - 26 & 31 Jul 2012
- **15 Pilot Participants submitted Certification Applications (17 Aug 2012)**
  - 9 ANG Participants (E72, E62, E59, E56, E52, C33)
  - 6 AJW Participants (223, 178, 174)
- **Pilot Participant Feedback Session (11 Sep 2012)**



# T&E Certification Pilot Lessons Learned



- **Adjustments resulting from Pilot**
  - Application/Applicant Recommendations
    - Emphasize T&E Competency Model Review prior to documenting experience
    - Change application to prompt applicants for competency experience
    - Provide example(s) of competency experience
  - Evaluation Recommendations
    - Standardize evaluator assessment in 3-5 categories/buckets (i.e not addressed, minimally addressed, sufficiently addressed)
    - Group the applications by Certification Level and proceed to evaluate each Level
  - Competency Model Recommendation
    - Establish proficiency level descriptions for Non-Technical Competencies

T&E Certification – 1 Oct 2012



# Applying for T&E Certification



1. Create Profile
2. Review T&E Competency Model
3. Complete Application (Standard or fulfillment)
4. Manager Endorsement
5. Submit Application to the T&E mailbox  
(9-AAP-Test-Evaluation/AWA/FAA@FAA.GOV)

## Test & Evaluation Community Portal

Dedicated to supporting career development efforts of current and aspiring Test & Evaluation community members





# Acquisition Professions Portal



<https://ksn2.faa.gov/faq/AcquisitionProfessions/Pages/Default.aspx>

The screenshot shows a web browser window titled "ACM Online - Windows Internet Explorer" with the address bar displaying "https://ksn2.faa.gov/faq/AcquisitionProfessions/Pages/Default.aspx". The website header features the FAA logo and the text "FAA Acquisition Professions Online Community". A left-hand navigation menu lists various categories such as "Online Community", "Program/Project Management (PPM)", "Contracting Officer/Specialist (CO/S)", "Delegation of Procurement Authority (DPA)", "Contracting Officer Representative (COR)", "Integrated Logistics Support (ILS)", "Systems Engineering (SE)", "Test and Evaluation (T&E)", "Administrative", and "Beta Test".

The main content area includes a large image of an airplane with the text "Acquisition Workforce Plan" overlaid. To the right of this image is a blue box with white text: "FAA's acquisition professionals are focused on modernizing the National Airspace System (NAS) to increase flight capacity, meet future air traffic demands, and enable the nation to continue to benefit from safe, efficient air travel and a healthy aviation industry." Below this is a section titled "About this Portal" which states: "This portal is designed to provide career development guidance as well as links to tools and resources for practitioners. It is a work in progress. Check back frequently as we continue to build and enhance this portal."

At the bottom of the main content area, there are two boxes: "Acquisition Workforce Plan" and "Resource Links". The "Acquisition Workforce Plan" box contains a list of topics: Leadership, Program/Project Management, Research & Engineering / Systems Engineering, Test and Evaluation, Business/Financial Management, Contracting, Contracting Officer Technical Representative, Acquisition Law, Integrated Logistics Support, and Specialized Support. The "Resource Links" box contains a list of links: 2012 Acquisition Workforce Plan, (NEW) Acquisition Practices, FAA Acquisition System Toolset (FAST), and Acquisition Career Management (ACM).

At the bottom of the page, there is a "Did You Know?" section with a pie chart showing the following data:

Category	Percentage
Acquisition Law	3%
Leadership	2%
Logistics	2%
COR	3%

The browser's taskbar at the bottom shows the Start button, several application icons, and the system tray with the time "1:33 AM".





# T&E Community Portal



https://ksn2.faa.gov/faq/AcquisitionProfessions/Pages/TE\_Home.aspx

Test & Evaluation Community Portal - Windows Internet Explorer

https://ksn2.faa.gov/faq/AcquisitionProfessions/Pages/TE\_Home.aspx

FAA Acquisition Professions Online Community

ACM Online

Online Community

- Home
- My Profile
- My Applications

Program/Project Management (PPM)

Contracting Officer/Specialist (CO/S)

Delegation of Procurement Authority (DPA)

Contracting Officer Representative (COR)

Integrated Logistics Support (ILS)

Systems Engineering (SE)

Test and Evaluation (T&E)

- T&E Home
- Career Development
- Tools and Resources

Administrative

Beta Test

## Test & Evaluation Community Portal

Dedicated to supporting career development efforts of current and aspiring Test & Evaluation community members

### Test and Evaluation (T&E) News

- (NEW)** FAA's Test and Evaluation (T&E) Certification Program Launched 10/1/2012
- During the initial rollout, T&E professionals will have the option to apply for certification through the standard process or fulfillment process. *Note: The fulfillment process only applies to Level 2 and 3 certification and will expire on 30 Sep 2013.*

To learn more about the two processes and which is best for you, click here

- Explore the T&E certification requirements [Learn more](#)
- Looking for T&E career development opportunities? Explore the T&E competencies to be successful at each level

### About the T&E Portal

This portal is designed to provide the Test and Evaluation (T&E) community with career development guidance as well as links to tools and resources for practitioners. Check back often for updates.

### Apply For Certification

- T&E Certification Standard Application
- T&E Certification Fulfillment Application





# T&E Certification Applications Standard and Fulfillment



T&E Certification				
Standard vs. Fulfillment Application Requirements				
Requirements	Level 2 (Intermediate)		Level 3 (Advanced)	
	Standard	Fulfillment	Standard	Fulfillment
Formal Degree	Bachelors Degree	None	Bachelors Degree	None
FAA Training	Training Required (7 Courses)	None	Training Required (2 Courses)	None
Years of Experience	<ul style="list-style-type: none"> <li>• Six (6) Years Experience (Min four (4) Yrs in T&amp;E Position)</li> <li>• Remaining 2yrs in other Acquisition Position(s)</li> <li>• All experience must be within the last eight (8) years</li> </ul>	<ul style="list-style-type: none"> <li>• Six (6) Years Experience (Min four (4) Yrs in T&amp;E Position)</li> <li>• Remaining 2yrs in other Acquisition Position(s)</li> </ul>	<ul style="list-style-type: none"> <li>• Eight (8) Years Experience (Min Six (6) Yrs in T&amp;E Position)</li> <li>• Remaining 2yrs in other Acquisition Position(s)</li> <li>• All experience must be within the last 12 years</li> </ul>	<ul style="list-style-type: none"> <li>• Twelve Years Experience (Min eight (8) Yrs in T&amp;E Position)</li> <li>• Remaining 4yrs in other Acquisition Position(s)</li> </ul>
Competency Experience	Must address six (6) Technical and three (3) Non-Technical Competencies	Must address six (6) Technical and three (3) Non-Technical Competencies	Must address eight (8) Technical and six (6) Non-Technical Competencies	Must address eight (8) Technical and six (6) Non-Technical Competencies



# T&E Certification Application Process



1. Create Profile, Review T&E Competency Model, Complete Application, Obtain Managers Endorsement and Submit Application to [AAP-Test-Evaluation/AWA/FAA@FAA.GOV](mailto:AAP-Test-Evaluation/AWA/FAA@FAA.GOV)
2. Application Reviewed by ACM Office
3. Evaluation Committee – Competence Experience Review
4. ACM Group Manager Approval
5. Notice to Applicant of Certification Approval





# T&E Certification Program Plans for FY13



- **Automated T&E Certification Application – Portal**
- **Community Outreach Sessions**
- **Revisit Non-Technical Competencies**
- **Training Development for New T&E Courses**
- **Incorporate ITEA Certification**





# Questions

**Valerie Outlaw Lee**

**202-385-8402**

**Valerie.lee@faa.gov**





# T & E Competency Model Titles



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

### Technical Competencies

1	ACQUISITION 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 - Example



## 5. REQUIREMENTS MANAGEMENT

**DEFINITION:** Ability to effectively apply knowledge of requirements management to T&E projects. Ability to apply requirements analysis to ensure that requirements are effectively tested.

PROFICIENCY LEVEL		PERFORMANCE INDICATORS
3	Advanced	<ul style="list-style-type: none"> <li>a) Serves as a T&amp;E lead to analyze system/capability requirements and proposes changes to program management to ensure that requirements are testable</li> <li>b) Leads test team requirements analysis to develop test strategies</li> <li>c) Manages and directs test activities to ensure requirements coverage</li> <li>d) Approves test reports documenting the status of requirements verification and validation</li> <li>e) Ensures test team compliance with the program's requirements management processes (including tools) in support of test activities</li> </ul>
2	Intermediate	<ul style="list-style-type: none"> <li>a) Assesses requirements for testability (including test methods) and provides recommendations</li> <li>b) Applies requirements management and analysis in the development of test plans, cases, and procedures</li> <li>c) Compiles test results to document and report the status of requirements verification and validation</li> <li>d) Uses the program's requirements management tools in support of test activities</li> </ul>
1	Basic	<ul style="list-style-type: none"> <li>a) Demonstrates an understanding of requirements management and analysis by supporting the development of test plans, cases, and procedures</li> <li>b) Provides the status of tested requirements based on established success criteria</li> </ul>