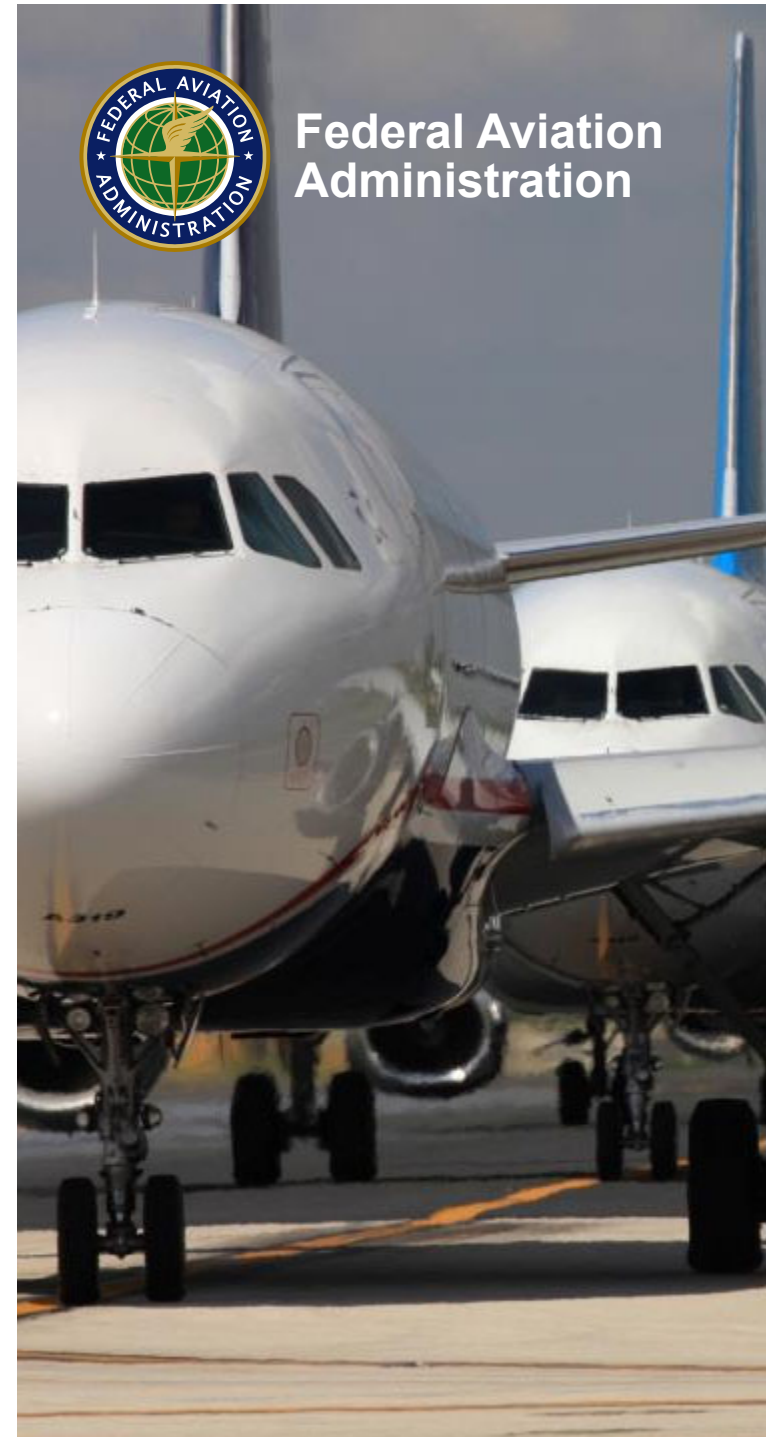**Federal Aviation Administration**

Test and Evaluation Acquisition Career Development Tools and Certification

Briefing to V&V Summit

By: Ryan M. Williams, AAP-320

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Agenda

- **Understanding the Acquisition Workforce**

- **Competencies and Performance Indicators**

- **Career Development Tools Overview**

- **New Test and Evaluation Certification Requirements**

- **FY17 Program Plans**

Current Acquisition Workforce Definition …

Acquisition professionals govern and manage the development, refresh and modernization of the FAA's mission systems, services and technologies. FAA's core acquisition workforce consists of:

- Employees in acquisition professions who directly and primarily support one or more Capital Investment Plan (CIP) programs, from FAA's Acquisition Management System's Service Analysis & Strategic Planning phase through the Solution Implementation phase. This includes Service Life Extension Programs (SLEP).
- Program and Project Managers who develop and manage FAA's Information Technology (IT) administrative and mission support systems.
- Contracting Officers/Specialists, Real Estate Contracting Officers/Specialists and Acquisition Attorneys for all procurements.

Test and Evaluation …

Test and Evaluation is just one of eleven career fields in which acquisition professionals are categorized into. This field is comprised of technical professionals who plan, perform, and manage T&E tasks associated with acquisition programs. They are dedicated to reducing program risks, decreasing program costs, and reducing latent defects of critical NAS systems by applying quality T&E products and services.

Acquisition Workforce Plays a Critical Role

- While representing less than 4% of FAA's workforce, the acquisition workforce manages, develops, and supports programs with a total life cycle investment in the tens of billions of dollars

- Acquisition workforce expertise is vitally important to advancing the Agency's goals and the FAA has a big interest in making sure that you have access to the best training and development opportunities to perform your job

- Whether new to your role or an experienced acquisition professional, you have access to resources and tools to improve your knowledge, skills and abilities at each stage of your career
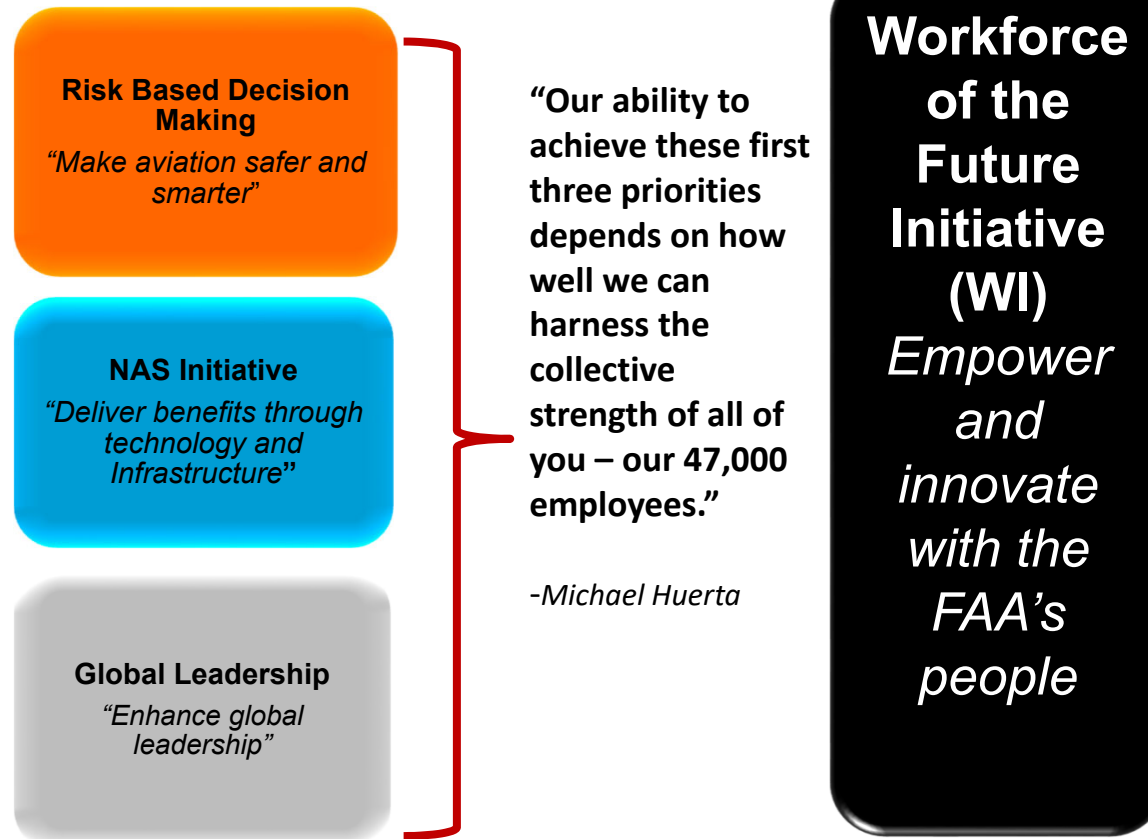
The FY2016 Acquisition Workforce Breakdown
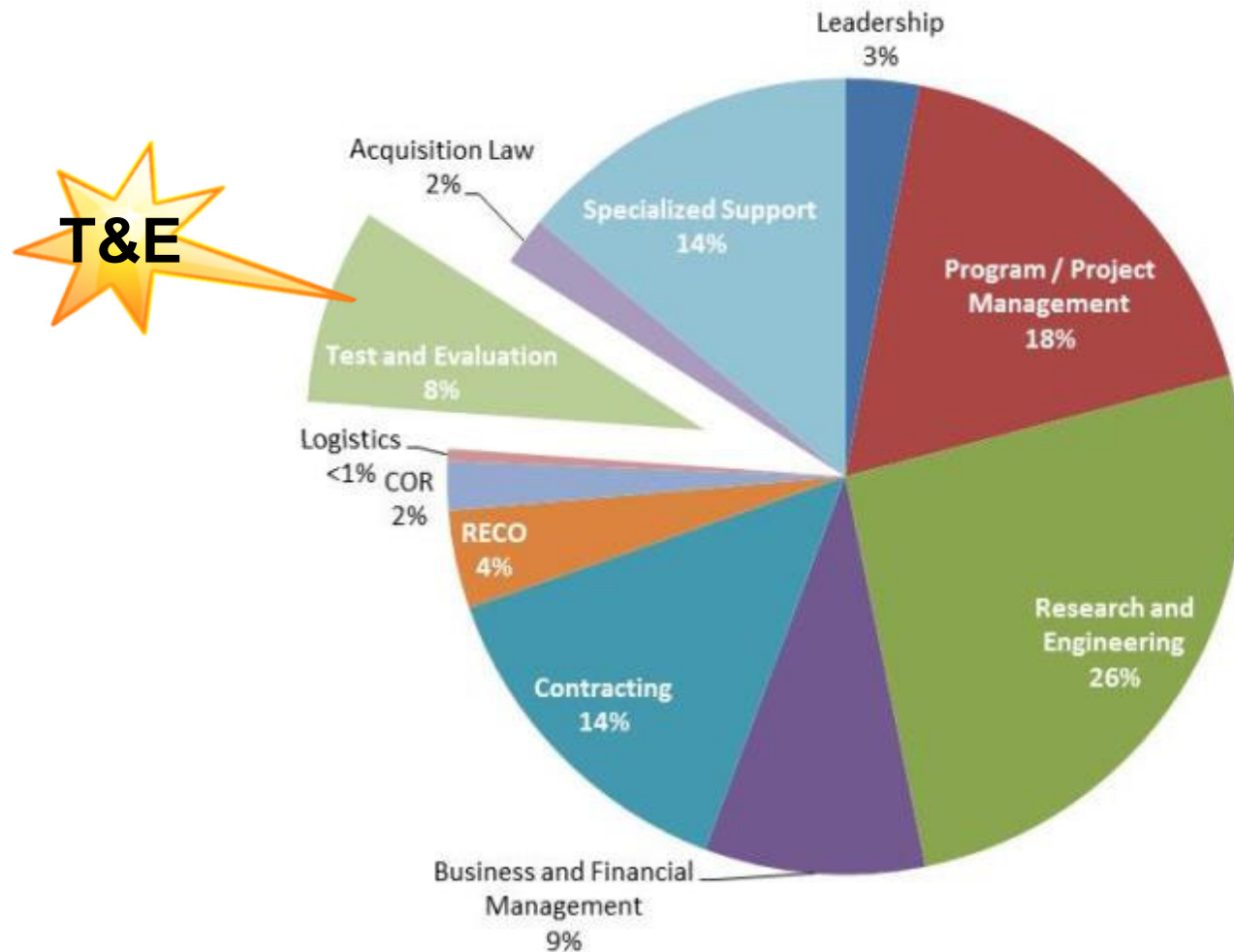
ACM supports CORs beyond those in the Acquisition Workforce

This Work Supports FAA's Workforce of the Future Initiative

Risk Based Decision Making

"Make aviation safer and smarter"

NAS Initiative

"Deliver benefits through technology and Infrastructure"

Global Leadership

"Enhance global leadership"

"Our ability to achieve these first three priorities depends on how well we can harness the collective strength of all of you – our 47,000 employees."

-Michael Huerta

Workforce of the Future Initiative (WI)
Empower and innovate with the FAA's people

Competencies…
…the Center of All Development Activities

- Competencies developed by FAA subject-matter-experts

- They represent the knowledge, skills, and abilities important to success in a role

- Competencies are aligned with government-wide competency requirements

- Competencies have been defined for three levels: Basic, Intermediate and Advanced

Benefits of Competencies

- Clarify standards of excellence by identifying the criteria required to be successful in a role

- Provides for objective assessment of strengths and target areas for development

- Provides a foundation for dialogue to occur between the manager and employee about performance, development, and career-related issues

Establishes baseline knowledge within the profession and of FAA Acquisition Management System processes.

Test and Evaluation Competencies

Technical Competencies		Non-Technical Competencies
• Acquisition and Contracts		• Agility
• Data Collection, Analysis, and Reporting		• Communications
• NAS Operations		• Customer and Stakeholder Management
• Quality Assurance, Quality Control, and Configuration Management		• Interpersonal Relations and Influence
• Requirements Management		• Problem Solving and Decision-Making
• Risk Management		• Teamwork and Collaboration
• Safety Management		
• Systems Thinking and Application		
• Technical Writing		
• Test and Evaluation Standards Applications		
• Test Management		
• Test Theory and Methods Application		

Competency-Based Professional Development Tools

- Career Guide
- Competencies and Performance Indicators
- Day in the Life of an Acquisition Professional
- Acquisition Professions Portals

- Acquisition Professions Portals
- Competencies and Performance Indicators
- Development Activities Guide
- Development Plan
- Training Announcements

- Competency Experience Checklist
- Development Activities Guide
- Development Plan

PROFESSIONAL DEVELOPMENT PROCESS

- 01 UNDERSTAND ROLE AND PROFESSION
- 02 PLAN DEVELOPMENT
- 03 PURSUE DEVELOPMENT
- 04 OBTAIN AND MAINTAIN CERTIFICATION
- 05 CONTINUE TO DEVELOP

- Certification Requirements
- Certification Application

- Training Announcements
- Training Request Forms
- Delivering OL and CR Training
- Manager Feedback

Tools can be used by existing AWF professionals and employees aspiring to a profession

Career Guides

- Provide the acquisition workforce with professional development information and resources. Include information related to:
  - competencies
  - certification requirements
  - training
  - developmental opportunities
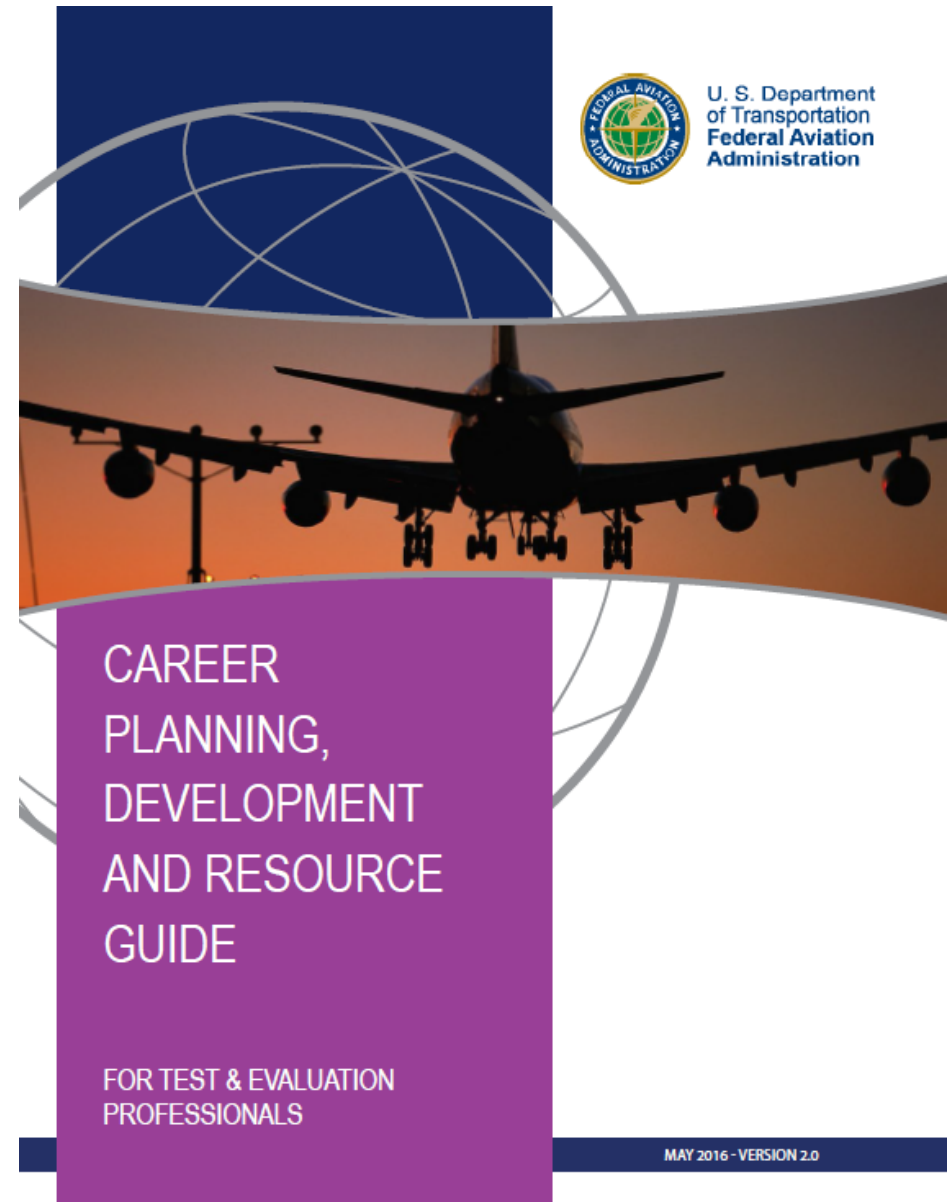
Competency Experience Checklists

- Help acquisition professionals identify and track their experience in the competencies and performance indicators

- Used to focus general development efforts or to target and close experience gaps prior to applying for certification

COMPETENCY: CONTRACTING AND PROCUREMENT		
DEFINITION: Knowledge of the FAA Acquisition Management System (AMS) including the creation, solicitation, negotiation, development, selection and administration of contracts/services in compliance with public law, executive orders, FAA AMS and other applicable regulations, policies and requirements.		
Basic	**Intermediate**	**Advanced**
❏ Understands and is able to communicate basic contract administration and the practices and required outputs associated with each phase of the AMS lifecycle	❏ Assists in the creation of procurement strategies that comply with acquisition-related public laws, executive orders, Federal regulations, and agency requirements, policies and initiatives	❏ Works with contracting experts to develop acquisition strategies that comply with appropriate acquisition public laws, executive orders, Federal regulations, agency requirements, policies, and initiatives
❏ Understands and is able to communicate the basics of how to formulate an acquisition strategy	❏ Applies government and agency acquisition policies to meet user/mission requirements	❏ Oversees, manages and develops the overall acquisition strategy, business strategy dual use technology and market research
❏ Assists in the development of a comprehensive high level program specification, Statement of Work (SOW), Screening Information Request (SIR) and/or source selection plan	❏ Helps formulate and/or manages an acquisition strategy and procurement strategy that incorporates risk mitigation strategies	❏ Leads the formation of appropriate and effective teams to include an Acquisition Strategy team and a Source Selection Evaluation team
	❏ Assists or participates in the development of "best value" selection criteria, Source Selection teams and evaluation of bidder proposals	❏ Leads the development of "best value" selection criteria, Source Selection teams, and evaluation of bidder proposals
	❏ Formulates the key features of a high level program specification, Screening Information Request (SIR) and Statement of Work (SOW)	❏ Leads the development of a comprehensive Screening Information Request (SIR)
	❏ Knowledge of and the ability to assist in planning technology developments and demonstrations	❏ Leads the coordination of technology demonstrations and applies lessons learned to acquisition strategy
		❏ Collaborates with contractor, CO and others to monitor and manage contract performance and compliance, taking appropriate actions to protect the rights of the Government

Development Activity Guides

- Contain development ideas and activities tailored to the individual competencies and performance indicators
  - developmental assignments
  - online and classroom training
  - reading resources
  - professional organizations
  - job shadowing
  - mentoring suggestions

Federal Aviation Administration

CONTRACTING AND PROCUREMENT

DEFINITION: Knowledge of the FAA Acquisition Management System (AMS) including the creation, solicitation, negotiation, development, selection and administration of contracts/services in compliance with public law, executive orders, FAA AMS and other applicable regulations, policies and requirements.

BASIC Level Performance Indicators

Understands and is able to communicate basic contract administration and the practices and required outputs associated with each phase of the AMS lifecycle

Understands and is able to communicate the basics of how to formulate an acquisition strategy

Assists in the development of a comprehensive high level program specification, Statement of Work (SOW), Screening Information Request (SIR) and/or source selection plan.

- Read the Acquisition Practices for Contractor Management at https://ksn2.faa.gov/faa/AcquisitionProfessions/Practices/Pages/Disc_KM.aspx

- Identify and review the AMS policy governing contractor management; see Section 3 of FAA's Acquisition Management Policy.

- Meet with a CO to discuss the components of an Acquisition Strategy under the parameters of AMS. Request that you be permitted to observe acquisition strategy meetings conducted by a program preparing to go to bid.

- Complete a stretch assignment to participate in the development of the source selection plan; participate in all related meetings; complete tasks as assigned.

- Work with PM or other individual who created current contract High Level Spec, SIR or SOW to discuss how it was developed, pitfalls and best practices for creating these items.

- Ask to attend the negotiations of a contract award to understand the process; observe the various techniques utilized by the team.

- Create a checklist which contains the elements needed for collecting and analyzing market research; utilize the checklist to understand the marketplace for products or services and to acquire market research data.

Training Opportunities

- Courses are announced via FAA Broadcast News and are posted on ACM's portal

- Topics cover the competencies important to various professions

- Courses are both classroom and online

- FAI sponsors courses that support meeting FAA T&E certification requirements, visit www.fai.gov

Tools, Resources, and the Latest News Are Available via the Acquisition Professions Portal

https://ksn2.faa.gov/faa/AcquisitionProfessions/Pages/Default.aspx

FAA Test & Evaluation Certification Program Update

- FAA T&E certification requirements changed effective May 2016

- Revised course requirements throughout all levels

- Removed competency write-ups from Level I application process

- Reduced number of competency write-ups for Level II application process

- Revised certification equivalency requirements for individuals holding external certification (i.e., DAWIA)

- Redesigned Test and Evaluation Community Portal

FY17 Test & Evaluation Certification Program Plans

- Community Outreach Sessions

- Enhance the Test and Evaluation Portal

- Review / Refresh T&E Courses

Q&A

Profession Mailbox:
9-AAP-ACM-Test-Evaluation@faa.gov

Ryan Williams
E-mail: Ryan.Williams@faa.gov
Phone: 202.267.0339