

Key Leadership Position Joint Qualification Board Application

The information collected in this application will be used by the KLP Qualification Board to identify personnel with the knowledge, skills, abilities, and experiences necessary to fill Key Leadership Positions (KLP) of Major Defense Acquisition Programs (MDAP) or Major Automated Information System (MAIS) programs. This application will be reviewed by the KLP Joint Qualification Board who will identify top talent to include in a pool of potential candidates for KLPs. This application is not specific to any open position and does not guarantee selection for a KLP.

Please refer to the *Instructions for Completing a Key Leadership Position Joint Qualification Board Application* for step-by-step guidance on completing this application.

Career Field Candidacy	Applicant Name		Component/Organization
	Applicant E-mail		Applicant Phone Number
Official Mailing			
Military/Civilian		Rank/Grade	
Member of Defense Acquisition Corps			

SECTION 1: KLP COMMON CROSS-FUNCTIONAL REQUIREMENTS

Section 1.1: Education, Certification, and Training Requirements

Enter information in the appropriate box							
Education		Degree		Field of Study		School	
	Bachelor's Degree						
	Relevant Advanced Degree						
	Intermediate / Senior / Executive School Certificate						
DAWIA Certification	DAWIA Certifications in (mark all appropriate career fields and certification level obtained)		Auditing		Business-CE		Business-FM
			Contracting		Engineering		Facilities Engineering
			Industrial Property		Information Technology		Life Cycle Logistics
			PQM		Program Management		Purchasing
			S&TM		Test & Evaluation		

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Section 1.2: Currency and Tenure Requirements

Mark the box to indicate that you meet the following requirements

	I am compliant with currency requirements (80 hours of continuous learning points every 2 years)		I acknowledge the requirement for a tenure agreement. (Those persons selected to fill KLPs must sign a 3-year tenure agreement. 4-years in the PM career field. Being identified for the KLP Candidate pool does not require a tenure agreement.)
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Section 1.3: Experience Requirements

Mark the box to indicate that you meet the following requirements

	I am a GS-14/GS-15 or O-5/O-6 or higher		I participated in cross-functional and broadening assignments/rotations
	I served 2 years as a functional mentor (minimum 10 hours per year)		I have 8 years of acquisition experience, or equivalent demonstrated proficiency -- OR -- For ACAT II PM or ACAT I DPM positions, I have 6 years of acquisition experience.

Section 1.4: Prior Identification by a KLP Joint Qualification Board

Mark the boxes of any career field Qualification Boards that have already deemed you qualified as a KLP*

	Business – Cost Estimating		Business – Financial Management		Contracting
	Engineering		Information Technology		Life Cycle Logistics
	Program Management		Production, Quality and Manufacturing		Test and Evaluation

* HCI will validate your qualification prior to acceptance of this application.

Section 1.5: Executive Leadership

This section should highlight your **Executive Leadership** experience across all acquisition career fields addressing some or all of the competencies defined in the **Instructions for Completing a Key Leadership Position Joint Qualification Board Application**.

Enter your work experience/evidence of requirement fulfillment in the box immediately below each requirement. Responses are limited to 500 characters per requirement.

Describe your experience in applying **Fundamental Leadership Skills**.

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Describe your experience **Leading Change and Leading People.**

Describe your experience with taking a **Results Driven Approach and Building Coalitions.**

Describe your **Business Acumen and Enterprise-Wide Perspective.**

Section 1.6: Cross-Functional Competencies

This section focuses on your broader experience, not limited to the career field for which you are applying for KLP Qualification. (Section 2 will focus directly on your specific career field.) Highlight your experience in and with other acquisition career fields addressing some or all of the competencies defined in the ***Instructions for Completing a Key Leadership Position Joint Qualification Board Application.***

Enter your work experience/evidence of requirement fulfillment in the box immediately below each requirement. Responses are limited to 1000 characters per requirement.

Describe your experience in **Program Execution.**

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Describe your experience in <u>Technical Management.</u>

Describe your experience in <u>Business Management.</u>

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SECTION 2: PROGRAM LEAD, PRODUCTION, QUALITY, AND MANUFACTURING SPECIFIC REQUIREMENTS

Please refer to the ***Instructions for Completing a Key Leadership Position Joint Qualification Board Application*** for step-by-step guidance on completing this portion of the Application. The Specific Functional Requirements for Program Lead, Production, Quality, and Manufacturing (PQM) will be found at http://icatalog.dau.mil/onlinecatalog/Specific_Functional_KLP_Requirements_Preferences.pdf#page=19.

Section 2 focuses on your PQM and technical experience in the full acquisition life cycle supporting PQM: Planning, Preparation, Execution, Analysis, Evaluation, and Reporting. The categories in Section 2.3 – 2.5 are key PQM Competencies. Critical Thinking should be highlighted in your responses in this section. Include tasks associated with defining the PQM problem, what problem needed to be solved, and how you directed the PQM organization to solve the problem.

Section 2.1: Program Lead, PQM Specific Experience Requirements

Requirements: (Mark the box to indicate that you meet the following requirements)			
	Have eight years of experience in an acquisition coded billet or industry equivalent, with at least six years in PQM and two years in acquisition Level III PQM coded billet or industry equivalent		Have two years of supervisory or team lead experience.
	Have led a PQM related integrated product team in an ACAT III or above program		

Section 2.2: General Background Summary

Provide a brief summary of your background highlighting information that is not already covered in other sections of the Application. Response is limited to 750 characters.

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Section 2.3: Program Lead, PQM Program Execution

Enter your work experience/evidence of requirement fulfillment in the box immediately below each requirement. Responses are limited to 500 characters per requirement.

Describe your experience related to developing and documenting a program's manufacturing, quality, and production planning efforts in program documents (e.g.; Acquisition Strategy, Systems Engineering Plan (SEP), etc.).

Describe your experience related to identifying manufacturing, quality, and production risks and developing risk mitigation/consequence management strategies.

Describe your experience related to providing continuous insight into contractors' production and supply chain operations ensuring cost, schedule, and quality goals are met.

Section 2.4: Program Lead, PQM Technical Management

Enter your work experience/evidence of requirement fulfillment in the box immediately below each requirement. Responses are limited to 500 characters per requirement.

Describe your experience related to incorporating producibility, quality, and manufacturing readiness within systems engineering processes and design activities, and documented in appropriate plans (e.g.; SEP)

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Describe your experience related to employing manufacturing management processes, quality assurance processes, production planning processes, and continuous process improvement methodologies.		
Describe your experience related to analyzing manufacturing and quality risks and by allocating manufacturing, production, and quality requirements to ensure that the process is repeatable with minimal variation.		
Describe your experience related to planning, organizing and conducting manufacturing and production readiness assessments and reviews, quality reviews and audits, and supporting technical reviews and audits (e.g.; PDR, CDR, and PCA).		
Describe your experience related to planning for and managing issues that arise during the manufacturing process and providing feedback into the design solution process, technical baselines, and program manufacturing and quality planning.		

Section 2.5: Program Lead, PQM Business Management

*Enter your work experience/evidence of requirement fulfillment in the box immediately below the requirement.
Responses are limited to 500 characters per requirement.*

Describe your experience applying DoDI 5000.02 “Operation of Defense Acquisition System” including the identification of the key manufacturing and production acquisition requirements and the appropriate timing of their execution.

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<p>Describe your experience applying Federal Acquisition Regulation (FAR) and the Defense Federal Acquisition Regulation Supplement (DFARS) including the identification of the quality assurance requirements and planning for appropriate responses to potential contractual actions/problems as they arise, as well as by identifying and executing manufacturing and production requirements.</p>

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SECTION 3: APPLICATION CERTIFICATION AND ENDORSEMENT

Please refer to the *Instructions for Completing a Key Leadership Position Joint Qualification Board Application* for step-by-step guidance on completing this application.

Applicant Certification

I certify that I have accurately represented my experience and knowledge in this application for consideration in the Key Leadership Position qualification pool.		
Signature	Title	Date

Supervisor Concurrence

I concur that the applicant has represented their technical competence in the experience and knowledge stated in this application. I have supervised this applicant for years and months.		
Signature	Title	Date
Supervisor E-Mail		Supervisor Phone

Senior Executive Service/Flag Officer/General Officer Endorsement

I endorse the applicant as a candidate for the Key Leadership Position Joint Qualification Board.		
Signature	Title	Date
Endorser E-Mail		Endorser Phone