Key Leadership Position Joint Qualification Board Application

The information collected in this application will be used by the Key Leadership Position (KLP) Qualification Board to identify personnel with the knowledge, skills, abilities, and experiences necessary to fill Key Leadership Positions 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
Life Cycle Logistics – Product Support Manager			
	Applicant E-mail		Applicant Phone Number
Official Mailing Address			
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								
		Degree		Field of Study		School		
Education	Bachelor's Degree							
	Relevant Advanced Degree							
	Intermediate / Senior / Executive School Certificate							
DAWIA Certification	DAWIA Certifications (mark all appropriate career fields and certification levels 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			

Career Field Candidacy	Applicant Name	Component/Organization
LCL-PSM		

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. (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.)

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 position		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 or fewer per requirement.
Describe your experience in applying **Fundamental Leadership Skills.**

Career Field Candidacy	Applicant Name	Component/Organization
LCL-PSM		

Describe your experience in **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.**

Career Field Candidacy	Applicant Name	Component/Organization
LCL-PSM		

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 or fewer per requirement.

Describe your experience in **Program Execution.**

Describe your experience in **Technical Management.**

Describe your experience in **Business Management.**

Career Field Candidacy	Applicant Name	Component/Organization
LCL-PSM		

SECTION 2: PRODUCT SUPPORT MANAGER 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 Product Support Manager are found at http://icatalog.dau.mil/onlinecatalog/Specific_Functional_KLP_Requirements_Preferences.pdf. The LCL competencies and descriptions are found at https://acc.dau.mil/CommunityBrowser.aspx?id=635971&lang=en-US.

Section 2 focuses on your LCL and technical experience in the full acquisition life cycle supporting LCL: Planning, Preparation, Execution, Analysis, Evaluation, and Reporting. The categories in Sections 2.3 – 2.5 are key LCL Competencies. Your responses should focus on your knowledge and demonstrated abilities for these different areas. Include tasks associated with defining the LCL problem; what problem needed to be solved; and how you directed the LCL organization to resolve the problem.

Section 2.1.: Product Support Manager Specific Experience Requirements

Mark the box to indicate that you meet the following requirements.
	I have 2 or more years of logistics experience in a program office or similar organization. (required)
	I have 2 or more years of supervisory or team lead experience at the GS-13 level or higher. (required)
	I have received Executive/Strategic Leadership/Development Training. Course Taken: _____

Section 2.2.: General Background Summary

Provide a brief summary of your background and your reason for applying to the KLP Qualification Board. <u>Response is limited to 1000 characters or fewer</u>.

Career Field Candidacy	Applicant Name	Component/Organization
LCL-PSM		

Section 2.3.: Product Support Manager Technical Management

Enter your work experience/evidence of requirement fulfillment in the box immediately below each requirement. Responses are limited to 750 characters or fewer per requirement.

Describe your experience in **Requirements Management (ICD, CDD, CPD, etc.).**

Describe your experience in **Life Cycle Logistics (including the Life Cycle Sustainment Plan).**

Describe your experience in **Technical Reviews (including SRR, SFR, PDR, CDR, IPT, etc.).**

Describe your experience in **Configuration Management.**

Career Field Candidacy	Applicant Name	Component/Organization
LCL-PSM		

Describe your experience in **Intellectual Property Strategy.**

Describe your experience in **Systems Engineering (including the Systems Engineering Plan, Technology Development Strategy, and Technology Readiness Assessment)**.

Describe your experience in **Logistics and Product Support.**

Describe your experience in **Software Acquisition and Maintenance.**

Career Field Candidacy	Applicant Name	Component/Organization
LCL-PSM		

Describe your experience in **Test and Evaluation (including the Test and Evaluation Strategy and Test and Evaluation Master Plan).**

Describe your experience in **Production, Quality, and Manufacturing.**

Describe your experience in **Program Security.**

Describe your experience with **Other documents, including the Information Support Plan, CONOPS, etc.**

Career Field Candidacy	Applicant Name	Component/Organization
LCL-PSM		

Section 2.4.: Product Support Manager Program Execution

Enter your work experience/evidence of requirement fulfillment in the box immediately below each requirement. <u>Responses are limited to 750 characters or fewer per requirement</u>.

Describe your experience with **Acquisition Resources (DoDI 5000 series, FAR parts 1-18, applicable OMB circulars, Defense Acquisition Guide, DoD Guide to Planning and Scheduling, etc.).**

Describe your experience in **Scheduling (Integrated Master Schedule, Work Breakdown Structure, etc).**

Describe your experience in **Contractor Performance and Earned Value Management.**

Career Field Candidacy	Applicant Name	Component/Organization
LCL-PSM		

Describe your experience in **<u>Risk Management</u>.**

Describe your experience in **<u>Program Health and Sustainment, Metrics, Policy and Reports</u>.**

Describe your experience in **<u>Program Documentation, such as Life Cycle Sustainment Plan (LCSP), Acquisition Strategy (AS), Systems Engineering Plan (SEP), Acquisition Program Baseline (APB), Core Logistics Assessment (CLA), Core Depot Assessment (CDA), Replaced System Sustainment Plan (RSSP), Program Management Plan (PMP), Acquisition Decision Memorandum (ADM), Affordability Estimate, Analysis of Alternatives (AoA), Cost Analysis and Requirements Description (CARD), Integrated Master Plan (IMP), Contract Funds Status Report(C/FSR), Program Protection Plan (PPP), etc.).</u>**

Career Field Candidacy	Applicant Name	Component/Organization
LCL-PSM		

Section 2.5.: Product Support Manager Business Management

Describe your experience in **Life Cycle Cost and Total Ownership Cost (including Independent Cost Estimates, Manpower Estimates, etc).**

Describe your experience in **Business Case Analysis (including assessing courses of action, benefits, risks, and sensitivity)**.

Describe your experience in **Contracting (including Market Research, etc.)**.

Career Field Candidacy	Applicant Name	Component/Organization
LCL-PSM		

Describe your experience in **Budget, Financial Planning, and Management (including PPBE Documents, Reports, etc.)**.

Describe your experience in **Legal (including Reports to Congress, etc.)**.

Career Field Candidacy	Applicant Name	Component/Organization
LCL-PSM		

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**