

Navy Space Cadre - Major Area Technical Competencies

	Title	Description	Tasks
1	Space Systems Contract Management	Develop and administer contracts that achieve program strategic objectives.	<p>Prepare contract documentation taking into consideration and variables such as conflicts of interest, competition, procurement methods, contract types, small business and socioeconomic considerations, source selection techniques, and long-term administrative support requirements.</p> <p>Negotiate contract terms and conditions and ensure compliance with the terms and conditions, as well as documenting and agreeing any changes that may arise during its implementation or execution and establish realistic timelines to ensure the coordination of contract award and obligation of funds.</p> <p>Conduct evaluation of offers received against factors set forth in solicitation, ensuring a sound basis for an award decision and manage source selection.</p> <p>Monitor contractor performance and manufacturing and production processes; execute delivery or task orders and contract modifications; exercise Options; issue stop-work orders, change orders, and termination letters; respond to claims and requests for equitable adjustments; and ratify unauthorized commitments.</p> <p>Ensure that all outstanding technical and commercial requirements in the procurement contract have been met, determine and conduct contract completion activities and close out.</p>
2	Space Systems Project Management	Coordinate management of multiple inter-dependent activities to achieve a project's strategic objectives.	<p>Organize work, set priorities and manage resources to balance competing demands and satisfy the Navy's priorities.</p> <p>Establish and maintain schedule, monitor progress and evaluate outcomes.</p> <p>Define clear and achievable action plans and objectives that execute the project's short-term and long-term goals.</p> <p>Communicate mission requirements in a comprehensive manner that all parties understand the overall and specific mission assignments.</p> <p>Estimate *(project) lifespan, sustainability, and exit strategy.</p> <p>Develop acquisition action plans to achieve an organizations short-term and long-term objectives</p> <p>Develop objective and measurable performance expectations and metrics to assess effectiveness of project objectives, to determine the health of a project and identify issues that may indicate need for intervention.</p>
3	Space Systems Test and Evaluation	Provide scientific, engineering, and operational assessment of new or fielded space systems to ensure system meets mission requirements.	<p>Test systems to ensure functionality and interoperability within the systems environment</p> <p>Evaluate measures of effectiveness of new and fielded space systems to determine capability and performance levels.</p> <p>Determine deficiencies in existing space systems and recommend design modifications to eliminate system malfunctions or improve performance.</p> <p>Develop new testing and evaluation processes for new science and technologies</p>
4	Space Systems Data Analysis	Review space systems data to develop trend reports and conduct threat analysis to support operational and intelligence requirements.	<p>Develop threat and vulnerability assessments and associated collection and mitigation strategies.</p> <p>Analyze intelligence collected from space to locate and identify threats</p> <p>Develop products from space based intelligence for situational awareness and intelligence preparation of the battlefield.</p> <p>Determine operational impacts due to loss or degradation of space based systems</p>

5	Space Systems Research and Development	Conduct research and development in space technology areas for potential new capabilities that support operational needs.	Develop concepts to satisfy existing mission requirements with new technologies.
			Conduct research on new space-related science and technology.
			Investigate and evaluate technologies, architectures, and concepts against key evaluation criteria to determine best alternative to satisfy system requirements.
			Evaluate maturity of technology
6	Space Systems Operations Management	Manage Space System operational functions and activities that ensure the delivery of mission requirements and strategic objectives.	Develop measurable performance expectations to assess effectiveness of organizational objectives in meeting mission goals .
			Evaluate an activity or function and identify issues that may indicate need for intervention.
			Monitor and manage operation events and event chains that effect mission schedules
			Provide oversight of satellite and payload operations and related space system functions.
			Develop a system of qualification, inspection, and certification that ensures reliability and availability of space systems
7	Financial Management	Monitor and control finances to ensure the accountability of monetary resources that support programs and policies.	Assemble estimates for the upcoming fiscal year for transmittal, preparing justification materials to support those estimates, and defending those estimates formally and informally
			Distribute apportioned financial resources within the agency to support missions, programs, and other objectives.
			Provide for funds control to prevent the expenditure of funds in excess of established budgetary limitations as established through the Funds Distribution process.
			Provide budgetary information to enable agency personnel to analyze, monitor, and adjust funding for programs throughout the fiscal year.
8	Space Systems Engineering and Design	Design space systems and ensure elements are supportable and meet operational needs.	Develop system specifications from stated performance requirements.
			Translate mission requirements into space systems design
			Develop Life cycle plan and logistic support structure.
			Conduct feasibility studies and design trade off studies to determine optimal design.
			Determine systems integration requirements.
			Review design to ensure requirements are fully understood, properly allocated, and capable of being met.
			Conduct trade off studies regarding business need versus competing priorities/requirements
Identify configuration needs and the capture and maintenance of product configuration information necessary to account for the configuration of a product throughout the product life cycle			
9	Space and Space Related Systems Requirements Development	Develop specifications for Naval, DoD, National, and commercial space systems that fulfill naval missions.	Identify all requirements from relevant stakeholders and translate into technical requirements.
			Define and refine system-, subsystem-, and lower-level functional and performance requirements and interfaces to facilitate the design of open systems
			Allocate and balance interoperability requirements among systems that should interoperate successfully to satisfy all appropriate integrated architectures and Capstone Requirements Documents (CRDs).
			Analyze projected needs in terms of policies and objectives for acquiring systems; expanding, improving, or integrating systems; and the urgency and necessity of requirements.
			Develop requirements for future science and technology research.
			Collaborate with other armed services and agencies on engineering standards, space frequency utilization, modulation techniques, and multiplexing schemes
			Identify gaps in existing space systems and recommend design modifications to eliminate system malfunctions or improve performance.

10	Space Systems Consultation	Develop space systems scientific papers, briefings, and provide expertise to operational commanders to satisfy national and theater-level information needs.	Provide input for overhead capabilities and prioritize resources to satisfy naval commanders' information needs.
			Identify and communicate limitations specific to naval users of space systems.
			Advise end users on the interpretation and application of policies, standards, and procedures for evaluating current and future requirements.
			Ensure maritime requirements are identified and advocated in the Joint planning process.
			Promote understanding of naval specific use of space and requirements
11	Satellite and Space-Related System Employment and Maintenance Management	Provide technical management and support for space systems and associated equipment to maintain space systems and satellite operations that achieve Naval space goals.	Coordinate commercial satellite communications support to augment military communication systems.
			Coordinate the planning and operation of systems and associated equipment and manage life cycle plan and logistic support structure.
			Develop operating procedures and contingency operations for space systems and associated equipment.
			Integrate customer equipment interfaces with operational space systems.
			Provide command and control of satellite systems and payloads.
			Coordinate schedules for satellite operation and data acquisition to meet users' needs
			Evaluate technical performance of the satellites, maintenance of current information and future prediction on satellite orbits and attitudes.
12	Space-Related Education and Training Development and Administration	Develop and conduct education and training programs that ensure the education and skills needed to develop space power and to bring that power to bear on war fighting, intelligence collection and other national security needs.	Develop and maintain space training curricula, incorporating space and CONOPS lessons learned and NMETLS in support of the fleet and appropriate commands and schools.
			Prepare for and deliver classroom space course to domestic and foreign military personnel and civilians.
			Develop measures of effectiveness and evaluate success of course and teaching methods.
13	Manpower Management	Define and prioritize manning requirements that optimize the match between work requirements and individual.	Determine quantitative and qualitative military and civilian manpower requirements, expanded by contract support, to achieve approved operational and mission objectives
			Relate approved manpower requirements and manpower resources /authorizations to funded programs, while achieving economic objectives and effective use of manpower and personnel resources
			Plan, distribute, coordinate, and monitor work assignments of others; ensure that staff are appropriately utilized, and treated in a fair and equitable manner.
			Source, screen, and select people for a job or for a vacancy to ensure a qualified workforce.
			Evaluate personnel performance against job requirement to identify performance gaps
			Accurately characterize and validate Space billet subspecialty code requirements.
14	Space Strategy Development	Develop and influence overarching naval space strategy to enhance operational and tactical planning.	Develop operating procedures and contingency operations for space systems and associated equipment.
			Develop Concept of Operations to identify how current space systems applications and data will be used and integrated into operations.
			Identify the intelligence and information requirements of leadership and build a strategy to provide intelligence support to meet requirements.
			Define initiatives and develop strategies and goals to achieve an organizations long-term mission and objectives
			Develop acquisition strategies to support organizations long-term mission and goals
15	Space Cadre Workforce Enhancement	Coordinate the resources necessary to maintain a qualified workforce and maximize personnel effectiveness within the organization.	Identify and evaluate the skills that job roles require, the skills of employees and any gap between the two.
			Provide training and educational opportunities to fill identified proficiency gaps.
			Develop or identify viable career paths that synchronize with source community requirements.