Instructions for Completing a Key Leadership Position Joint Qualification Board Application

This guide provides instructions for completing the Key Leadership Position (KLP) Joint Qualification Board Application. Application input should focus on the required knowledge, skills, abilities, and experiences characteristic of successful leaders of Major Defense Acquisition Programs (MDAP) and Major Automated Information System (MAIS) programs.

PDF Application Instructions: Open the PDF application and use the File > Save As > PDF menu to save it to your personal network drive or desktop. When saving, add your last name+first name+office symbol to the file name to create a unique file name. As you complete the application, it is recommended that you occasionally save it to avoid losing your work.

The application is divided into three sections:

Section 1: KLP Common Cross-Functional Requirements identical across all KLP Joint Qualification Boards.

Section 2: Functional Specific Requirements unique to the demands of the functional area.

Section 3: Application certification, concurrence, and endorsement signatures.

Incomplete applications will not be considered. For the submission to be considered complete, applicants must complete all sections of the application, except as noted.

Basic guidelines for completing the application:

- Career Field Candidacy, Applicant Name, and Component/Organization will automatically repeat on the top of each page once populated on the first page.
- Responses are required in all fields with the exception of Section 1.1 Education, Certification, and Training Requirements and Section 1.4 Prior Identification by a KLP Joint Qualification Board.
- Length of responses is character and space limited. Text box sizes are fixed length and will not expand. Limit use of carriage returns. Spaces and carriage returns will be counted as text.
- Entries should be clear and concise, written in the first person, and use the active voice.
- Ensure acronyms are spelled out on first use, except for those acronyms included in the common acronym list in section 4 of this instruction.
- Responses should reflect experience and achievements as of the date of the KLP Joint Qualification Board.
- Entries should give specific examples of relevant experience, activities performed by the applicant, and how the applicant made a difference. Where applicable for context, identify programs and timeframes.

This application is not specific to any open position and does not guarantee selection to a KLP. Any additional questions not covered in these instructions should be directed to the Human Capital Initiatives (HCI) Office at KLPQualification@dau.mil.

Complete the applicant identification boxes at the top of the first page. Career Field Candidacy, Applicant Name and Component Organization will populate throughout the application at the top of each page. Indicate whether you are a member of the Defense Acquisition Corps.

Section 1: KLP Common Cross-Functional Requirements

KLP Common Cross-Functional Requirements detail the knowledge, skills, abilities, and experiences that are characteristic of successful personnel in KLPs. Applicants should describe specific examples of relevant experience for each requirement listed in Attachment 1 of the Under Secretary of Defense for Acquisition, Technology, and Logistics (USD(AT&L)) Memorandum, "Key Leadership Positions and Qualification Criteria," dated November 8, 2013 (hereinafter referred to as "the USD(AT&L) memorandum").

Section 1.1: Education, Certification, and Training Requirements

Information for this section may be found on the applicant's Component Acquisition Career Record (Army – ACRB; Navy – eDACM/My DAWIA Transcript; Air Force – ACMS/APDP Record; 4th Estate – check with Component's Director, Acquisition Career Management office).

- **Bachelor's Degree**: Enter the degree type (BA, BS, etc.), field of study, and name of the school that awarded the degree. The application provides space for listing two bachelor's degrees. A bachelor's degree is required.
- **Relevant Advanced Degree**: Enter the degree type (MA, MS, etc.), field of study, and name of the school that awarded the degree. The application provides space for listing two advanced degrees. An advanced degree is preferred; however, an entry is not required.
- **Intermediate / Senior / Executive School Certificate**: Enter the certificate type, field of study, and name of the school that awarded the credential. The application provides space for listing two certificates. An intermediate, senior, or executive school certificate is preferred; however, an entry is not required.
- **DAWIA Certifications**: Enter all DAWIA certifications and levels obtained. The application provides a drop-down menu for selecting Level I, Level II, or Level III for each acquisition career field.

Section 1.2: Currency and Tenure Requirements

- Applicants should mark the box indicating that they are current or on track to meet currency requirements (80 hours of continuous learning points every 2 years). For additional details, see the USD(AT&L) memorandum.
- Applicants should mark the box acknowledging the requirement to sign a tenure agreement if offered a KLP. Note that being identified for the KLP Candidate pool does not require a tenure agreement.

Section 1.3: Experience Requirements

Applicants should mark the corresponding box to signify fulfillment of the requirement (see below).

- Applicant is currently in a GS-14/GS-15 or O-5/O-6 or higher position.
- Applicant has served 2 years as a functional mentor (minimum 10 hours per year).

- Applicant has participated in cross-functional and broadening assignments/rotations.
- Applicant has 8 years of acquisition experience, or equivalent demonstrated proficiency – OR, if applying for ACAT II PM or ACAT I DPM positions, has 6 years of acquisition experience.

Section 1.4: Prior Identification by a KLP Joint Qualification Board

Applicants who have previously been deemed qualified by another KLP Joint Qualification Board should mark the specific career field box(es) in which they were qualified. HCI will verify this qualification.

Section 1.5: Executive Leadership

This section corresponds to Attachment 1 of the USD(AT&L) memorandum. The leadership elements are based on Senior Executive Service (SES) Executive Core Qualifications (ECQs). For each grouping, applicants should address some or all of the elements. Responses may include experiences gained from multiple programs and work assignments. Each block has a 500-character limit, which includes spaces.

Fundamental Leadership Skills
Interpersonal Skills
Written Communication
Oral Communication
Integrity/Honesty
Continual Learning
Public Service Motivation

Results Driven and Building Coalitions
Accountability
Customer Service
Decisiveness
Entrepreneurship
Technical Credibility
Problem Solving
Partnering
Political Savvy
Influencing/Negotiating

Leading Change and Leading People
Creativity/Innovation
Analytical Thinking
External Awareness
Flexibility
Resilience
Strategic Thinking
Vision
Conflict Management
Leveraging Diversity
Developing Others
Team Building

Business Acumen and Enterprise-Wide Perspective
Financial Management
Human Capital Management
Technology Management
Computer Literacy
Joint Perspective
- Mission Orientation
- DoD Mission and Culture
- DoD Corporate Perspective
- National Defense Integration
- Global Perspective

National Security
- Foundation
- Environment
- Strategy

Responses should be clear and concise, provide specific examples of relevant experience, and provide sufficient context for the Board members to assess the applicant's leadership abilities. Responses should show how the applicant's leadership skills made a difference to a project/program.

Section 1.6: Cross-Functional Competencies

The cross-functional competencies are separated into Program Execution, Technical Management, and Business Management. Responses in this section should address broader experience that is not limited to the career field for which the applicant is applying for KLP Qualification. The detailed items for each section are defined in Attachment 1 of the USD(AT&L) memorandum and are listed below. Applicants should describe specific examples of their relevant experience for each requirement. Responses may include experiences gained from multiple programs and work assignments. Each response block has a 1000-character limit, which includes spaces.

Program Execution

Program Scheduling; Risk Management and Mitigation; Program Health Metrics/Assessment/ Reporting/Contractor Performance Assessment;
Systems Perspective/Strategic Thinking;
Requirements/Acquisition Planning;
Sustainment Strategy Planning & Execution; Integration of Acquisition and Life Cycle Sustainment Requirements

Technical Management

Systems Engineering Design for Optimized Product Performance; Technical Acumen; Risk Identification and Management; Configuration Management; Technical Reviews and Audits (such as: SRR, SFR, PDR, CDR, SVR/FCA, PRR, PCA, and ISR)
Logistics & Product Support; Support & Sustainment; Supportability Analysis; Product Support Planning; Technical or Product Data Management;
Enterprise Architecture; Cyber Security; Agile IT development; Broad knowledge of IT Governing Policies and emerging technologies;
T&E Strategy (TES); T&E Master Plan (TEMP); T&E Infrastructure; DT&E Assessments

Business Management

Contract Type/Structure; Intellectual Property; Source Selection; Protests; Contract Administration; E-Biz/Automated Tools;
Life Cycle Sustainment Funding; Operating & Support (O&S) Cost Estimating as identified in contracting input; Business Case Analysis;
Budget Exhibits;
Life Cycle Cost Estimating; Cost Consciousness

Section 2: Functional-Specific Requirements

Functional-specific requirements for KLPs are unique to each Qualification Board and focus specifically on the critical functional knowledge, skills, abilities, and experiences needed for a specific functional leadership role. Applicants should describe specific examples of their relevant experience for each requirement listed in the appropriate career field's functional specific requirements. A listing of these requirements will be found at the following URL: http://icatalog.dau.mil/onlinecatalog/Specific_Functional_KLP_Requirements_Preferences.pdf. Descriptions of the LCL career field competencies can be found at https://acc.dau.mil/CommunityBrowser.aspx?id=635971&lang=en-US.

Section 2.1: Product Support Manager Specific Experience Requirements

Applicants must mark each box signifying they meet the following requirements:

- 2 or more years of logistics experience in a program office or similar organization
- 2 or more years of supervisory or team lead experience at the GS-13 level or higher
- Completion of Executive/Strategic Leadership/Development Training.

Applicants must include the name of the Executive/Strategic Leadership/Development training.

Section 2.2: General Background Summary

Applicants should use this space to provide a summary of their background highlighting information that is not already covered in other sections of the Application. Applicants should include their reason for applying to the KLP Qualification Board. This response block has a 1000-character limit, which includes spaces.

Section 2.3: Product Support Manager Technical Management

Applicants should describe specific examples of their LCL experience related to the following areas: Requirements Management; Life Cycle Logistics; Technical Reviews; Configuration Management; Intellectual Property Strategy; Systems Engineering; Logistics and Product Support; Software Acquisition and Maintenance; Test and Evaluation; Production, Quality, and Manufacturing; Program Security; Other documents including Information Support Plan, CONOPS, etc. Each response block has a 750-character limit, which includes spaces.

Section 2.4: Product Support Manager Program Execution

Applicants should describe specific examples of their LCL experience related to the following areas: Acquisition resources; Scheduling; Contractor Performance and Earned Value Management; Risk Management; Program Health and Sustainment, Metrics, Policy, and Reports; Program Documentation. Each response block has a 750-character limit, which includes spaces.

Section 2.5: Product Support Manager Business Management

Applicants should describe specific examples of their LCL experience related to the following areas: Life Cycle Cost and Total Ownership Cost; Business Case Analysis; Contracting; Budget, Financial Planning and Management; Legal. Each response block has a 750-character limit, which includes spaces.

Section 3: Application Certification and Endorsement

The application requires three signatures: the applicant, the applicant's supervisor, and an SES/FO/GO. Signatures may be captured in one of two ways:

1) Digital signatures (PREFERRED)
2) Printed application with physical signatures

The form is designed to capture digital signature via CAC. Note that each time a digital signature is added, the application must be saved. If the signatories are unable to digitally sign, the form can be printed, signed, dated, and then scanned and submitted as a PDF.

When the application is complete, the applicant must sign the form, certifying the accuracy of the information reported. The supervisor will then review and sign the form, concurring that the applicant has accurately represented their technical competence in the experience and knowledge stated in the application. The supervisor will add the number of years and months that he or she has supervised the applicant.

Following signature by the supervisor, the applicant must obtain an endorsement from an SES/FO/GO. The SES/FO/GO will review the application and endorse the applicant for Key Leadership Position Qualification Board consideration.

Once all signatures have been obtained, the applicant or the Component submits the application to HCI at KLPQualification@dau.mil.

Section 4: LCL Common Acronyms

The following acronyms are considered to be sufficiently common that they may be used throughout the application without being spelled out.

Acronym	Meaning
ACAT	Acquisition Category
ADM	Acquisition Decision Memorandum
AoA	Analysis of Alternatives
APB	Acquisition Program Baseline
AS	Acquisition Strategy
BCA	Business Case Analysis
C/FSR	Contract Funds Status Report
CAE	Component Acquisition Executive
CARD	Cost Analysis Requirements Description
CDA	Core Depot Assessment
CDD	Capability Development Document
CDR	Critical Design Review
CLA	Core Logistics Assessment
CPD	Capability Production Document
DAG	Defense Acquisition Guidebook
DAWIA	Defense Acquisition Workforce Improvement Act

DLA	Defense Logistics Agency
DoD	Department of Defense
DoN	Department of the Navy
FM	Financial Management
HCI	Human Capital Initiatives
ICD	Initial Capabilities Document
ILA	Independent Logistics Analysis
IMP	Integrated Master Plan
IMS	Integrated Master Schedule
IPT	Integrated Product Team
KLP	Key Leadership Position
LCC	Life Cycle Cost
LCL	Life Cycle Logistics
LCSP	Life Cycle Sustainment Plan
MDA	Missile Defense Agency
MS A	Milestone A
MS B	Milestone B
MS C	Milestone C
MS I	Milestone I
MS II	Milestone II
MS III	Milestone III
O&M	Operations and Maintenance
O&S	Operations and Support
OSD	Office of the Secretary of Defense
PDR	Preliminary Design Review
PM	Program/Product Manager
PMO	Program Management Office
PMP	Program Management Plan
PPBES	Program, Planning, Budgeting and Execution System
PPP	Program Protection Plan
PQM	Production, Quality and Manufacturing
PSM	Product Support Manager
RSSP	Replaced System Sustainment Plan
S&TM	Science and Technology Management
SEP	Systems Engineering Plan
SFR	System Functional Review
SQC	Sustainment Quad Chart
SRR	System Requirements Review
T&E	Test and Evaluation
TOC	Total Ownership Cost

USA	United States Army
USAF	United States Air Force
USMC	United States Marine Corps
WBS	Work Breakdown Structure
WCF	Working Capital Fund