



DEPUTY UNDER SECRETARY OF DEFENSE
3015 DEFENSE PENTAGON
WASHINGTON, DC 20301-3015

ACQUISITION AND
TECHNOLOGY

MEMORANDUM FOR: SEE DISTRIBUTION

March 9, 2007

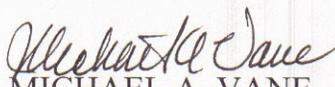
SUBJECT: Requirements Management Certification Training Program

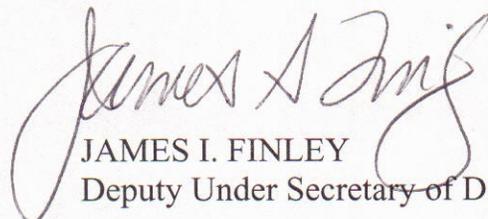
Members from the requirements, acquisition and resourcing communities have developed the competencies for a requirements management officer (both military and civilian). This is the first significant step in establishing the Requirements Management Certification Training Program initiated on 1 Dec 2006. To meet our 4th Quarter FY07 initial training goal these competencies will be the basis for the next major parallel steps of identifying positions requiring training, and "developing" the learning asset.

We request each DoD Component use the attached spreadsheet to approximate their target positions for this training by 9 April 2007. The Components will then refine this information by 11 June with all appropriate billets/positions that require training for certification. The target positions should include all positions where the duties involve Force Development and Materiel Development. These include personnel in positions involved in the acquisition lifecycle who write, review or comment on, or approve/validate requirements documents (e.g., concepts, capability documents (user requirements), performance specifications, and Test and Evaluation Master Plans).

To leverage existing learning assets, DAU will work with the Services and Components to crosswalk these assets with the requirements management competencies. The goal is to maximize on-line learning assets and only develop resident training where required. Initial training and course development will target the "action officer" level. These are the individuals who either draft or review and comment on requirements documents as described above.

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Major General, USA
Vice Director for Force Structure,
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JAMES I. FINLEY
Deputy Under Secretary of Defense (A&T)



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Attachments:

1. Memo dated 1 Dec 2006
2. Template spreadsheet for billets requiring training
3. Requirements Management Competencies (level 1)
4. Requirements Management Competencies (level 2)

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