

**NATIONAL WEATHER SERVICE INSTRUCTION 80-102**

**October 28, 2004**

**Science and Technology**

**Acquisition Program Management**

**ACQUISITION PROGRAM MANAGEMENT TRAINING AND CERTIFICATION**

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**Certified by:** W/OST1 (F. Kelly)

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**SUMMARY OF REVISIONS:** None. This is the initial issuance.

**SUMMARY:** This instruction establishes procedures to identify and document the education, training and experience required for certification as a National Weather Service (NWS) Acquisition Program Manager. This instruction identifies responsibilities for the certification of Acquisition Program Managers and applies to acquisition program management activities at all levels. Acquisition Program Managers, working with contract and budget personnel, ensure acquisition programs are managed in a professional, efficient and effective manner in accordance with applicable federal, department and agency requirements.

Signed by \_\_\_\_\_ October 14, 2004  
John L. Hayes Date  
Director, Office of Science  
and Technology

**Acquisition Program Management Training and Certification**

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## **Acquisition Program Management Training and Certification**

1. Introduction. Training and certification of NWS Acquisition Program Managers (APMs) is essential to the planning and execution of NWS acquisition programs. APMs, working with contract and budget personnel, ensure acquisition programs are managed in an efficient and effective manner in accordance with the OMB Circular A-11, Part 7, and other applicable federal, department and agency requirements. Training and certification of APM also supports and is critical to improvements in operations and services.

NWS Office Directors are authorized to adapt this instruction through directive supplements as listed in NWSPD 10-1, Operations and Services and Improvement Process (OSIP). The directive supplements will establish how program management training and certification processes are accomplished within the NWS Headquarters (NWSH). This instruction implements NWSPD 80-1, Acquisition Program Management.

2. Purpose and Scope. This instruction identifies and documents a training and certification process for NWS acquisition program managers occupying NWSH acquisition-series coded positions. The APM training and certification program meets the intent of OMB Circular A-11, Part 7, NWS desires to formalize and document appropriate education, training and certification of APMs, and implements a framework for individual professional development based on education, training and experience. In addition, this instruction shows the relationship between APM training and certification and the NWS OSIP.

3. Program Product Standards. This instruction outlines and provides details on the acquisition program management certification and training process, and differentiates between the levels of required education, experience and training. Appendix A provides an overview of the linkage between APM training and certification and the OSIP. Appendix B specifies the educational, experiential, and training requirements and desired areas that must be met to achieve the various levels of certification.

4. Certification, Training, and Experience. Candidates for acquisition program management positions must have the appropriate knowledge and experience to properly carry out their responsibilities. Prospective APMs must meet specific minimum education, training, and experience requirements before they will be certified as an APM. Certification must be completed within one year of hire into the APM position, and documented in the employee's personnel records.

4.1 This certification is comprised of an appropriate level of education, training, and experience to enable individuals to be certified at the following levels:

- a. Level I (Basic): Programs with low-to-moderate complexity and risk
- b. Level II (Intermediate): Programs with high complexity and/or risk which are critical to the mission of the organization.

- c. Level III (Advanced): Programs that have high complexity, and/or risk, and have government-wide impact.

4.2 Appendix B shows the Acquisition Program Management educational, experience, and training requirements. Appropriate courses at an accredited agency or institution, subject to approval in writing by NWS/OST, can be used to satisfy the educational requirements. The following competency is required for individuals to be certified at the following levels:

- a. Acquisition Program Manager Analyst: personnel must fulfill Level I (Basic) requirements of the acquisition program management certification.
- b. Acquisition Program Manager: personnel must fulfill Level II (Intermediate) requirements of the acquisition program management certification.
- c. Senior Acquisition Program Manager: personnel must fulfill Level III (Advanced) requirements of the acquisition program management certification.

## 5. Responsibilities.

5.1 The Director, Office of Science and Technology (OST), defines, documents, and implements the policy for APM training and certification.

5.2 The Office of Climate, Water, and Weather Services, the Office of Operational Systems, the Office of Hydrologic Development, the Office of the Chief Information Officer, OST, the National Centers for Environmental Prediction and Regions will support training and certification of APMs by:

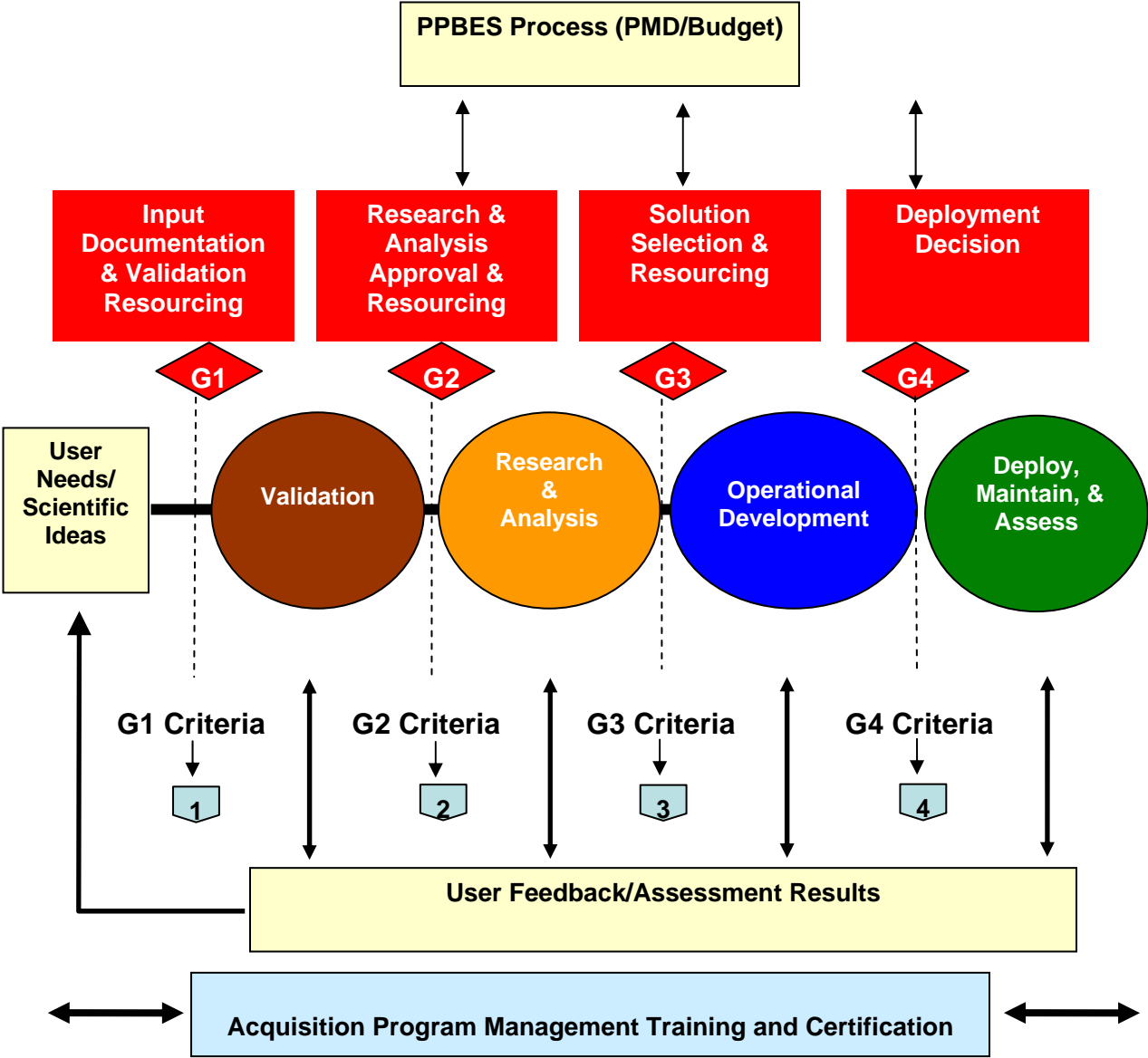
- a. Ensuring all APM candidates are aware of opportunities for and receive appropriate training and certification.
- b. Ensuring employee personnel files reflect accurate APM certification and training documentation.

5.3 Human Resources: Ensures the personnel files of APM certified and trained employees reflect appropriate APM training and certification.

6. This instruction is supported by the references listed in Appendix C.

Appendix A – APM Training and Certification and OSIP

# NWS Operations and Services Improvement Process



G1/G2/G3/G4 = Gate 1, Gate 2, etc.

## **Appendix B - Acquisition Program Management Certification Requirements**

APM certification will be determined using the following educational, experience, and training requirements. Appropriate courses at an accredited agency or institution, subject to approval in writing by NWS/OST, can be used to satisfy the educational requirements. The course numbers listed below refer to courses listed and described in the Defense Acquisition University (DAU) course catalog. Comparable courses offered or certified by the Project Management Institute (PMI) and other accredited institutes may be accepted.

### **Level I**

#### **EDUCATION**

- (Desired) Baccalaureate degree in a scientific area such as engineering, systems management, business administration or a related field

#### **EXPERIENCE**

- (Required) 1 year of acquisition experience (project management in an acquisition environment)

#### **TRAINING**

- (Required) Formal course on Fundamentals of Systems Acquisition Management (ACQ 101 or equivalent)
- (Required) Familiarity with the NOAA Acquisition Handbook
- (Desired) Formal course on Intermediate Systems Acquisition (ACQ 201 or equivalent)
- (Desired) One other formal course related to acquisition management, software development or testing (DAU 100-level course or equivalent)
- (Desired) Contracting Officer Technical Representative Level I Course

### **Level II**

#### **EDUCATION**

- (Required) Baccalaureate degree in a scientific area such as engineering, systems management, business administration or related field

#### **EXPERIENCE**

- (Required) 2 years of acquisition experience; at least 1 year of this experience must be in program/project management
- (Desired) An additional 2 years of acquisition experience, preferably in a systems program office or similar acquisition organization
- (Desired) PMI certification
- (Desired) COTR Level I or II Course
- (Desired) Formal course in business communications or business writing

#### **TRAINING**

- (Required) Formal course on Intermediate Systems Acquisition (ACQ 201 or equivalent)

- (Required) Formal course in Business Financial Management (BCF 103 or equivalent)
- (Required) Formal course on Program Management Tools (PMT 250 or equivalent)
- (Required) Familiarity with the NOAA Acquisition Handbook
- (Desired) Fundamentals of Cost Analysis (BCF 101 or equivalent) and Fundamentals of Earned Value Management (BCF 102 or equivalent)
- (Desired) One other formal course related to acquisition management
- (Desired) Intermediate-level management and leadership training

### **Level III**

#### **EDUCATION**

- (Desired) Master's degree in a scientific area such as engineering, systems management, business administration, or related field
- (Desired) Meet at least one of the following criteria:
  1. At least 24 semester hours from among accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management (DANTES or CLEP equivalency exams may be substituted)
  2. At least 24 hours in the atmospheric sciences and 12 semester credit hours in the disciplines listed above

#### **EXPERIENCE**

- (Required) 4 years of acquisition experience:
  1. At least 2 years of this experience must be in program office or similar organization
  2. At least 1 year of this experience must be in a program/project management position with cost, schedule, and performance responsibilities
- (Desired) An additional 2 years of acquisition experience, preferably in a systems program office or similar organization
- (Desired) PMI certification

#### **TRAINING**

- (Required) Program Management Office Course (PMT 352A/B or equivalent)

#### **CONTINUING EDUCATION\***

- (Required) Annual attendance at one NOAA conference or event where internal NOAA personnel may share ideas on technology and/or program management
- (Required) Annual attendance at one non-NOAA conference or event where NOAA personnel may share ideas on technology and/or program management with other government employees outside NOAA
- (Require) Familiarity with the NOAA Acquisition Handbook

\* The two continuing education requirements may be met simultaneously at an event attended by both NOAA and non-NOAA personnel.

### **Appendix C - References**

1. OMB Circular A-11 (2004), Part 7, *Planning, Budgeting, Acquisition, and Management of Capital Assets*
2. Defense Acquisition University Catalog, 2004, DAU Press
3. NOAA Acquisition Handbook, 2004 (*in process*)
4. NWS Policy Directive 10-1, *Operations and Services Improvement Process (in process)*
5. NWS Policy Directive 30-1, *Systems Deployment, Maintenance, and Assessment*
6. NWS Policy Directive 80-1, *Acquisition Program Management*
7. NWS Policy Directive 80-3, *Systems Engineering*
8. NWS Policy Directive 80-4, *Science and Technology Planning and Programming*
9. NWS Policy Directive 80-5, *Science Review and Approval*
10. NWS Policy Directive 80-6, *Research and Analysis for Operations and Services Improvement*
11. NWS Policy Directive 80-8, *Development for Operations and Services Improvement*
12. NWS Instruction 80-101, *Program Plan (in process)*
13. NWS Instruction 80-103, *Program Management Responsibility Transfer Plan (in process)*