



**DEPARTMENT OF DEFENSE
WASHINGTON HEADQUARTERS SERVICES
1155 DEFENSE PENTAGON
WASHINGTON, DC 20301-1155**



HUMAN RESOURCES

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: One-Year Developmental Assignment OSD

The Office of the Secretary of Defense requests nominations of individuals to be considered for a one-year developmental assignment in the Test Resource Management Center (TRMC). DoD Directive 5105.71, "Department of Defense Test Resource Management Center (TRMC)," outlines the mission, responsibilities, and functions for the Center.

The assignment is identified at the civilian GS-13/14/15 (or equivalent) level. A current resume, Individual Development Plan (IDP), and a supervisory letter of endorsement are required for each candidate. Nominees should be those individuals identified as high potential for advancement, and the IDP should reflect a need for the type of experience offered by this assignment. The trainee's salary (including benefits), transportation costs to and from the training site, and any temporary living facilities required during the tenure of the training assignment remain the responsibility of the parent organization.

A brief description of duties, experience and qualification requirements, and a training agreement are attached. This announcement is made under the authority of the Office of Personnel Management's approved DoD-Wide Training Agreement for Rotational Assignments for Development of Key Personnel of the Department of Defense.

The period of the assignment will be for one year from the date of arrival to TRMC. Once all applications are received and approved, the TRMC Training Coordinator will contact the trainee to set up a date of arrival. Ideally, the trainee will start work no later than one month after all applications is approved; however, if preferable to the trainee or the parent organization, an alternate schedule can be negotiated. To be considered for this assignment, nominations are to be forwarded through channels and emailed to Terry.Frazier@osd.mil

Please circulate this announcement to a wide segment of your staff to ensure reaching the most qualified personnel. We appreciate your assistance in referring qualified candidates. You may address questions concerning this assignment to Ms. Terry Frazier, TRMC Training Coordinator, (703) 601-5247 or DSN 329-5247.



Deborah Hanlon
Assistant Director
Learning & Development Division

Attachments:

1. Background Experience and Qualifications
2. Development Assignment Description of Duties
3. DoD-Wide Training Agreement for Rotational Assignments for Development of Key Personnel for the Department of Defense
4. Coordination/Approval

DISTRIBUTION:

Director, Army Civilian Human Resources
Director, Navy Civilian Human Resources
Director, Air Force Civilian Human Resources (AFPOA/DPM)
Commander, HQMC/M&RA, (MPC-30)
Director, Administration, OUSD (AT&L)
Director, National Security Agency (Attn: Management Career Programs Division)
Defense Information Systems Agency, Civilian Human Resources
Military Defense Agency, Civilian Human Resources

BACKGROUND EXPERIENCE AND QUALIFICATIONS

(TEST AND EVALUATION STAFF SPECIALIST)

Candidate must be a GS-13/14/15 (or equivalent) civilian employee and possess at least a Bachelor's Degree in engineering or the physical sciences. It is highly desirable that the candidate have experience or expertise in three or more of the following areas:

- (1) Expertise in determining the need for POM issues and development of issues papers.
- (2) Expertise in target and threat simulator programs and threat portrayal in T&E activities.
- (3) Planned projects for T&E/Science and Technology
- (4) Detailed knowledge of existing test capabilities related to areas across Major Range and Test Facility Base (MRTFB) activities, identification and assessment of relative risk of shortfalls between current test capabilities and future needs.
- (5) T&E elements on matters related to infrastructure modernization planning for T&E infrastructure.
- (6) Cognizance of information on what goes on at one or more of MRTFB activities in terms of capability needs and budget requirements.
- (7) Planned investments for the Central Test and Evaluation Investment Program (CTEIP).
- (8) Active participation in Reliance panels.
- (9) Knowledge of strategic planning and budgeting related to DoD T&E investments and operating accounts.
- (10) Professional knowledge of the DoD planning, programming and budgeting, and execution system (PPBE), federal budget process as it relates to T&E, laws, regulations, and directives that apply to budgeting, fiscal management, and program execution.
- (11) Knowledge of range and encroachment policy.
- (12) Expertise in modeling and simulation in T&E, in distributed live, virtual, constructive representations, in a collaborate environment, or in verification, validation, and accreditation of models and simulations.
- (13) Three or more years of applied experience in air combat, land combat, sea combat, common range instrumentation, space combat, C4I, test environments or electronic combat T&E resources.
- (14) Capabilities planned or deployed by the Joint Mission Environment Test Capability (JMETC).
- (15) Expertise in designing, developing, and implementing advanced engineering processes, techniques, and procedures to improve the T&E capabilities of an enterprise.

The trainee should have the ability to master complex tasks rapidly and accurately, be a self-starter, seek additional assignments, and have managerial advancement potential. Candidates must possess a secret clearance and have a current background investigation. The trainee's salary (including benefits), transportation costs to and from the training site, and any temporary living facilities required during the tenure of the training assignment remain the responsibility of the parent organization. TRMC will cover all required TDY and per diem costs for travel necessary to accomplish directed tasks while assigned to TRMC.

Application packages must include a current resume, an individual development plan (IDP), and a supervisory letter of endorsement. Nominees should be individuals identified as having high potential for advancement, and the IDP should reflect a need for the type of experience offered by an assignment such as this. Credit for duties performed during the developmental assignment may be claimed on an optional form 612 upon the selectee's return to their duty station.

TRMC is a DoD field activity under the direction and control of the Under Secretary of Defense (Acquisition, Technology and Logistics). TRMC is charged with developing and maintaining a test and evaluation (facilities and resources) strategic plan, in coordination with the Secretaries of Military Departments, the Director of Operational Test and Evaluation (DOT&E), and the Directors of Defense Agencies with T&E responsibilities. TRMC is also required to review and certify to the Secretary of Defense the adequacy of the proposed T&E budgets from the Military Departments and the Defense Agencies. Significant responsibilities managed by TRMC include T&E/S&T, CTEIP and the Joint Mission Environmental Test Capability (JMETC) programs.

DEVELOPMENT ASSIGNMENT
DESCRIPTION OF DUTIES

(TEST AND EVALUATION STAFF SPECIALIST)

This will be a one-year training assignment in the Test Resource Management Center, a DoD Field Activity reporting to the Under Secretary of Defense (Acquisition, Technology and Logistics). The participant will be assigned a variety of duties that will broaden that individual's perspective of the issues involving the Department of Defense's test and evaluation (T&E) policy and program management; planning, programming and budgeting, and execution system (PPBE), as it relates to T&E; laws, regulations, and directives that apply to budgeting, fiscal management, and program execution. The trainee can expect an environment such as monitoring POM issues and development of issues papers, overseeing T&E activities, identifying existing test capabilities related to areas across Major Range and Test Facility Base (MRTFB) activities. The trainee will serve as a Staff Specialist, including assisting the senior managers in the T&E Science and Technology, policy, test investments, strategic planning, assessment, and resource analyses areas. The incumbent works under the guidance and direction of an assigned TRMC senior manager, exercising personal judgment and discretion in carrying out his or her duties. The assigned manager provides overall tasking and schedules. The incumbent is expected to translate the tasking into specific actions and execute them in a manner that will achieve the objectives within the schedule guidance. The trainee shall represent TRMC at appropriate working groups, steering committee meetings, technical reviews, and other meetings as assigned.

The trainee will assist in the preparation of replies to Congressional inquiries for the Secretary of Defense; the Under Secretary of Defense (Acquisition, Technology & Logistics); Director, TRMC and other officials; internal and external reports and other duties as assigned.

DOD-WIDE TRAINING AGREEMENT FOR
ROTATIONAL ASSIGNMENTS FOR DEVELOPMENT OF KEY
PERSONNEL FOR THE DEPARTMENT OF DEFENSE

TRAINEE'S NAME:

TRAINING ASSIGNMENT: Test and Evaluation Staff Specialist
 Test Resource Management Center (TRMC)
 1225 Clark Street, Crystal Gateway II, Suite 1200
 Arlington, VA 22202

TRAINING PERIOD: One Year Assignment from Date of Arrival to TRMC

This will be on a one-year training assignment in the Test Resource Management Center (TRMC). Her/his immediate supervisor will be a senior TRMC manager. During this assignment, trainee will be assigned to a variety of duties that will broaden her/his perspective on the issues involving test and evaluation (T&E) investments, range policy and encroachment, program management; strategic planning, program planning, programming and budgeting, and execution system (PPBE), as it relates to T&E; laws, regulations, and directives that apply to budgeting, fiscal management, and program execution.

I. OUTLINE OF TRAINING PROGRAM

Trainee will be exposed to a cross-section of the varied activities of an OSD Staff Specialist, including development and implementation of policy, technical and planning functions, program reviews, budget formulations, technology assessments, and staff support to other elements of OSD. The individual would gain valuable insight into the strategic planning, the PPBE process, range policy, Major Range and Test Facility Base (MRTFB) oversight and the T&E/Science and Technology (S&T), Central Test and Evaluation Investment Program (CTEIP) and Joint Mission Environmental Test Capability (JMETC) programs. This position will also advance TRMC objectives by playing a key and integral role in the execution of the Center's mission. Specific activities will include:

Assisting the TRMC managers with knowledge on Service and range T&E matters, promote liaison activities, and provide professional development and broadening opportunities for the T&E workforce. In addition, the trainee will support the Congressionally mandated tasks of: 1) preparing a biennial strategic plan for the Department's T&E resources and 2) preparing an annual certification report for the Secretary of Defense on the adequacy of T&E budgets submitted by the Services and Defense Agencies. Additionally, the trainee will support development of one or more of the following: range policy, the support of the T&E/S&T, CTEIP, and JMETC programs. Nominees have an excellent opportunity to not only contribute to the near term products, but also to help shape and define the processes that will serve as the basis for generating these products in the future.

II. OFFICIALS RESPONSIBLE FOR THE PROGRAM

The Civilian Personnel Officer of the parent organization and the Director of Personnel and Security, Washington Headquarters Services, are responsible for the program's direction and control. The trainee's parent organization will assume the responsibility for the trainee's salary (including benefits) transportation costs to and from the training site and any temporary living facilities that may be required during the tenure of the training assignment will be the responsibility of the parent organization. The TRMC will cover all required TDY and per diem costs for travel necessary to accomplish directed tasks while on the rotational assignment.

III. FLEXIBILITY PROVISION

If evaluation of the trainee indicates it is necessary, the training plan may be modified.

IV. EVALUATION OF TRAINEE'S PROGRESS

Critical Element and Performance Standards: The tasks indicated in Paragraph 1 above will be used as Critical Elements. Performance will be based upon contributions under each objective. The Supervisor and the employee will jointly review the employee's progress toward each objective at the end of each month. At the end of the assignment, or as required for the parent organization rating period, the employee's supervisor will complete a formal performance appraisal. This will be forwarded to the parent organization supervisor for consideration in arriving at the annual performance appraisal/rating. Bonuses and awards are determined by this performance appraisal/rating for the Performance Management and Recognition System (PMRS) or Performance Management Systems (PMS), as applicable.

V. STATUS AT COMPLETION OF PROGRAM

Upon completion of the training period, the trainee will return to assigned duties with his parent organization. The trainee's parent organization is encouraged to utilize the trainee's newly acquired expertise in assigning new job responsibilities.

COORDINATION:

Trainee Date

Trainee's Supervisor Date

Administrative Officer, TRMC Date

APPROVAL:

Civilian Personnel Office Date
Trainee's Parent Organization

Dr. John B. Foulkes Date
Director
Test Resource Management Center