



DEPARTMENT OF DEFENSE  
WASHINGTON HEADQUARTERS SERVICES  
2521 SOUTH CLARK STREET  
ARLINGTON, VA 22202



HUMAN RESOURCES

November 23, 2010

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: One-Year Developmental Assignment (OSD 11-02) Staff Specialist

The Office of the Secretary of Defense requests nomination of individuals to consider for a one-year Developmental assignment in the Office of the Director of Developmental Test and Evaluation (DT&E), within the Office of the Director for Defense Research and Engineering (ODDR&E). The immediate supervisor will be the Director, DT&E. The trainee's assignment will involve a variety of duties designed to broaden his/her perspective on the policy and management of issues related to the Department's Developmental, Test and Evaluation Program.

The assignment has been identified at the civilian GS 13/14/15 level (or equivalent). A current resume, Individual Developmental 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, travel and per diem, and transportation costs to and from the training site will be the responsibility of the parent organization. Official travel related to the assignment will be funded by ODDR&E/DT&E.

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 Assignment for Developmental of Key Personnel of the Department of Defense.

This developmental assignment announcement is a standing open announcement until changes are requested by ODDR&E. The period of each assignment will be one year from the date of arrival to ODDR&E, with the possibility of a one year extension. Once required application and supporting documentation are received, the trainee will be contacted to establish an ideal arrival date. To be considered for this assignment, nominations are to be forwarded through appropriate channels and emailed to [Meghan.Kline@osd.mil](mailto:Meghan.Kline@osd.mil).

Please circulate this announcement to a wide segment of your staff to insure reaching the most qualified personnel. We appreciate your assistance in referring qualified candidates. Questions related to this developmental assignment should be directed to Ms. Meghan Kline, (703) 692-9976.



Deborah Hanlon  
Assistant Director  
Learning and Development Division

Attachments:

1. Background Experience and Qualifications
2. Developmental 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 Test and Evaluation Management Agency (TEMA)

Director, Navy Text and Evaluation and Technology Requirements (NO02)

Director, Air Force Test and Evaluation (AF/TE)

Assistant Secretary of the Army (Acquisition, Logistics, & Technology) (ASA, AL&T)

Defense Threat Reduction Agency (DTRA)

Joint Forces Command (JFCOM)

Missile Defense Agency (MDA)

Commandant of the Marine Corps  
Headquarters U.S. Marine Corps (MPC-30)  
Washington, D. C. 20380

Department of Air Force

Pentagon, Room 5C266

Department of Navy  
Pentagon, Room 4E789

Department of Army  
Pentagon, Room 1A881

## BACKGROUND EXPERIENCE AND QUALIFICATIONS

### (STAFF SPECIALIST, DEVELOPMENTALAL TEST AND EVALUATION)

The candidate must be a GS-13/14/15 (or equivalent) and possess at least a Bachelor's Degree in engineering, or the physical sciences and have at least 3 years test & evaluation (T&E) experience in support of DoD Development and acquisition programs while associated with program offices, Service test agencies, and/or test ranges/facilities.

Due to the nature of this position, it is highly desirable that the candidate have experience or expertise in some of the following areas:

a. Experience in conducting or managing research in one or more of the following scientific or engineering disciplines related to developmental, test and evaluation, including:

- Test plan development;
- Test & Evaluation analysis and techniques for evaluation of test data;
- DT&E resource requirements;
- DT&E capabilities and suitability to meet requirements;
- Weapon system technologies;
- Integrated Test and Evaluation;
- Modeling and simulation verification, validation, and accreditation processes;
- Defense Acquisition System (DoDD 5000.1 and DoDI 5000.02);

b. Experience with aspects of DoD RDT&E laboratories, including experience as a researcher or manager of laboratory RDT&E programs in one or more of the above stated areas DT&E planning and execution.

c. Writing technical reports, background papers, correspondence, and testimony for senior civilian officials.

d. Contact with senior civilian and military officials.

The trainee should have the ability to master complex tasks rapidly and accurately, be a self-starter, seek additional assignments, and have technical or managerial advancement potential. Candidates must possess, at a minimum, a **Secret** clearance.

## DEVELOPMENTAL ASSIGNMENT DESCRIPTION OF DUTIES

### (STAFF SPECIALIST, DEVELOPMENTAL TEST AND EVALUATION)

This will be a one-year training assignment in the Office of the Director of Developmental Test & Evaluation (DT&E), Office of the Director for Defense Research and Engineering (ODDR&E). The participant will serve as a Staff Specialist, assisting the Director, DT&E with issues involving development and acquisition of DoD weapon systems program. The Office of the Director, DT&E functions include:

- Assessing the adequacy of DT&E planning and execution of Developmental and acquisition programs on the OSD T&E Oversight List, including Major Defense Acquisition Programs. Includes evaluating acquisition program requirements for testability or evaluateability, contractual provisions, evaluation plans, Test and Evaluation Strategies (TESSs), Test and Evaluation Master Plans (TEMPs), System Engineering Plans (SEPs), and evaluation reports.
- Assessing the status of the contractor and government DT&E relative to Milestone objectives for determining risks to acquisition programs for developing a DDT&E position to Technology Readiness Reviews, program reviews, Operational Test Readiness Reviews, and annual reports to Congress.
- Ensuring compliance with DT&E policies, procedures, and guidance; and documenting best practices and lessons learned.
- Functioning as the Center of Excellence for how to conduct DT&E for all types of Developmental and acquisition programs.
- Determining adequacy of test ranges, facilities, and resources for achieving current and future DT&E activities.
- Ensuring the appropriate application of modeling and simulation, and implementation of verification, validation, and accreditation.
- Ensuring the use of integrated T&E, joint mission T&E, and combined T&E and training when appropriate for achieving best value.
- Ensuring DT&E organizations have appropriate numbers and skills of personnel to provide adequate capabilities and capacity for T&E and supporting the Developmental and acquisition processes.

The trainee will assist in the preparation of Congressional Posture Statements for the Secretary of Defense; the Under Secretary of Defense for Acquisition, Technology & Logistics; DDR&E; DT&E Directorate and other officials; policy documents related to the Department's Developmental, Test and Evaluation programs; replies to Congressional and other inquiries; internal and external reports; and other duties as designated by the Director, DT&E.

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

TRAINEE'S NAME: \_\_\_\_\_

TRAINING ASSIGNMENT: Staff Specialist, Developmental Test and Evaluation  
Office of the Director, DT&E  
3030 Defense Pentagon, Rm 5A1076  
Washington, DC 20301-3030

TRAINING PERIOD: One Year

ASSIGNMENT NUMBER: OSD 11-02

This will be a one-year training assignment in the Office of the Director of Developmental Test & Evaluation (DT&E), Office of the Director for Defense Research and Engineering (ODDR&E). The participant will serve as a Staff Specialist, assisting the Director, DT&E with issues involving development and acquisition of DoD weapon systems program.

#### I. OUTLINE OF TRAINING PROGRAM

The trainee will be exposed to a cross-section of the varied activities of an OSD Staff Specialist, including Developmental and implementation of policy, technical and planning functions, program reviews, budget formulation, technology assessments, and staff support to other elements of OSD. The individual would gain valuable insight into the DoD-wide technology, strategic planning, prioritization and PPBE processes. This position will also advance the Department's Developmental, Test and Evaluation Program by providing the trainee and his/her parent organization an improved understanding of the role, responsibilities and accomplishments of the Developmental Test and Evaluation Directorate. Specific activities will include:

Assisting the Director, DT&E in policy and management of issues related to the Department's Developmental Test and Evaluation program. Assisting in the preparation of Congressional Posture Statements for the Secretary of Defense; the Under Secretary of Defense for Acquisition, Technology & Logistics; DDR&E; DT&E Directorate and other officials; policy documents related to the Department's Developmental, Test and Evaluation programs; replies to Congressional and other inquiries; internal and external reports; and other duties as designated by the Director, DT&E.

#### 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 responsibility for the trainee's pay and travel during the tenure of the training assignment. Official travel related to the assignment will be funded by ODDR&E/DT&E.

### III. FLEXIBILITY PROVISIONS

When evaluation of the trainee's progress 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 I 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/her parent organization. The trainee's parent organization is encouraged to utilize the trainee's newly acquired expertise in assigning new job responsibilities.

**COORDINATION:**

TRAINEE'S NAME: \_\_\_\_\_

TRAINING ASSIGNMENT: Staff Specialist, Developmental Test and Evaluation  
Office of the Director, DT&E  
3030 Defense Pentagon, Rm 5A1076  
Washington, DC 20301-3030

TRAINING PERIOD: One Year

ASSIGNMENT NUMBER: OSD 11-02

\_\_\_\_\_  
Trainee Date

\_\_\_\_\_  
Director, DT&E Date  
DT&E Directorate

\_\_\_\_\_  
Trainee's Date  
Supervisor

\_\_\_\_\_  
CPO Date  
Trainee's Personnel Office

**APPROVAL:**

\_\_\_\_\_  
Director of Admin Date  
(OUSD (AT&L))