WORK ROLE: 13AC

WORKROLE TITLE: Program Management Execution Officer-DAWIA

WORKROLE DESCRIPTION:
Program Management Execution Officers-DAWIA oversee the cost, schedule, and technical performance of Information
Technology (IT) acquisition activities. They plan programs in detail, lead program teams and activities, direct the
day-to-day running of programs, and monitor all aspects of IT acquisition. In addition, Program Management Execution
Officers-DAWIA identify and defend funding requirements, prepare procurement documentation, conduct technical
evaluations, and monitor expenditures. They assess contractor performance and may perform source selection evaluation
duties.

COMPETENCIES/KNOWLEDGES:
Skills

Adaptability	Advising/Consulting	Budget Management
Configuration Management	Courage	Creative Thinking
Customer Service	Engaging and Collaborating	Ethics
Influencing	Initiative	Integrate Disciplines
Interpersonal Skills	Leadership	Learning
Mediation	Multi-media Communication	Oral Communication
Organizational Representation	Process Analysis & Improvement	Project Management
Quality Assurance	Research/Information Gathering	Resource Management
Risk Management	Situational Awareness	Software Engineering
Strategic Planning	Synthesis	System Measurement
System Testing	Systems Change Analysis	Systems Integration
Systems Requirements Mgt	Technology Evaluation	Written Communication

Knowledges

Analytical techniques	Computer hardware architecture	Cost Estimation
Cost-benefit analysis	Earned value mgt	Fed/Defense acquisition regs
IC membership, mission, etc.	INFOSEC regs & principles	Info sys design prins & practs
Metrics	NGA acquisition plcy &prncpls	NGA mission, vision, etc.
NGA organizational structure	NGA policies & procedures	NGA products and services
NGA program impl directive	NGA security plcy & prcds	NSGI community
Network architecture principle	Oversight organizations	POM/IPBS process
Security class and control	Software estimation techniques	Stds ethical cndct - Gov emply
Strategic planning concepts	Systems documentation use	

EDUCATION/LICENSES/CERTIFICATIONS:
Bachelor's degree in Business Administration, Management, or a technical discipline such as Engineering or Information
Technology is highly desirable. Enrollment in a Systems Engineering Graduate Certificate Program (SEGCP), or Graduate
program in a Management or technical discipline is also highly desirable. COR/COTR Certification Level III DAWIA
certification in Program Management

ENVIRONMENTAL/PHYSICAL REQUIREMENTS: