



**DEPARTMENT OF THE NAVY**  
**SPACE AND NAVAL WARFARE SYSTEMS COMMAND**  
4301 PACIFIC HIGHWAY  
SAN DIEGO, CA 92110-3127

5320  
Ser 6.0/275  
05 Mar 2015

From: Commander, Space and Naval Warfare Systems Command  
To: Distribution

Subj: SOLICITATION OF CANDIDATES FOR DEPUTY PROGRAM MANAGER,  
PROGRAM EXECUTIVE OFFICE SPACE SYSTEMS (PEO SS), NAVY  
COMMUNICATIONS SATELLITE PROGRAMS (PMW 146)

Ref: (a) Department of the Navy Defense Acquisition Workforce  
Improvement Act (DAWIA) Operating Guide of  
24 Jun 14  
(b) SECNAVINST 5211.5E, "Department of the Navy Privacy  
Program," of 28 Dec 05

Encl: (1) Billet Information Sheet  
(2) Civilian and Military Application Form

1. The position for Deputy Program Manager, Navy Communications Satellite Programs, PMW 146, PEO SS, an ACAT ID program office, is scheduled for selection during the Spring 2015 Slating Panel, with a fill date of October 2015. The purpose of this letter is to solicit candidates for the position described in enclosure (1).

2. Reference (a) contains statutory requirements for certain senior critical acquisition positions. Applicants for this position must be military (O-6 selectee/O-6) or civilian (DP-0340-4/GS-0340-15 level) at time of application. This position is not a promotion opportunity. Candidates must be the appropriate rank/level and possess the necessary experience, certifications, education and training outlined in reference (a) to take on applicable roles and responsibilities at time of application. If approved selectee is military, the position is designated military during service agreement timeframe. Selectee will be required to sign a four-year tenure agreement. This position is physically located at 4301 Pacific Highway, San Diego, CA 92110-3127.

3. Qualified personnel are required to complete and forward the Military and Civilian Candidate application to Nhu-Nga Do, by Monday, March 23, 2015 at 1700 PST. In addition to the application, military candidates are to provide copies of their Officer Data Card, Officer Summary Record, and Performance Summary Record. Applicants may also provide other relevant

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information to support their selection for the position. For Personally Identifiable Information reasons, the preferred method of application receipt is a PDF attachment via digitally signed encrypted email, delivered to: [nhu-nga.do@navy.mil](mailto:nhu-nga.do@navy.mil). Hand delivered applications will also be accepted at SPAWAR SYSCOM, SPAWAR 6.0, Old Town Campus 1 (OT 1), Rm 1861 4301 Pacific Highway, San Diego, CA 92110-3127. In accordance with reference (b), request for personal information is For Official Use Only (FOUO).

4. Nhu-Nga Do can also be reached by phone at 619-221-5502, to answer questions. Applications received as a result of this announcement will be reviewed by the SPAWAR slating panel and used to develop a slate of qualified acquisition professional candidates for the position available.

CRAIG MADSEN  
By direction

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(PERS-41, 42, 43, 44, 445, 446, 447, 449, 4419)  
Navy Director, Acquisition Career Management  
SPAWAR 6.0

**BILLET INFORMATION SHEET - SPAWAR ENTERPRISE**  
**PROGRAM OVERSIGHT & MAJOR ACQUISITION COMMAND ASHORE POSITION**

**COMMAND:** PEO SPACE SYSTEMS  
**UIC:** 40086 (Military) 3338A (Civilian)  
**BILLET:** DEPUTY PROGRAM MANAGER, PMW-146  
**BSC:** 52270 **BIN:** 1103462  
**TITLE:** DEPUTY PROGRAM MANAGER, NAVY COMMUNICATIONS  
SATELLITE (PMW 146), PROGRAM EXECUTIVE OFFICE  
SPACE SYSTEMS

**FILL DATE:** OCTOBER 2015

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**INCUMBENT**

**NAME:** GREGORY A. HAMMOND  
**RANK/LEVEL/DESIG:** DP-0340-04

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**POSITION REQUIREMENTS**

**RANK/LEVEL/DESIG/OCC:** O-6 or O-6 selectee (any designator) or DP-4(GS-15)/0340  
**SUBSPECIALTY:** Space Cadre  
**EDUCATION:** Master's Degree in Engineering preferred.

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**MISSION:**

Develop, acquire, produce, integrate, test, launch and provide operational support to the space based Ultra-high Frequency (UHF) communications systems that support joint, combined and naval operations.

**DUTIES:**

The Duties of the Deputy Program Manager are: 1) supports the Program Manager in the execution and oversight of the MUOS, UFO, LEASAT and other assigned programs; 2) acts as first-line supervisor to all civilian personnel and 3) oversee the daily operations of the program office.

The Mobile User Objective System (MUOS) program is in production to provide a worldwide, multi-service population of mobile and fixed-site terminal users with narrowband beyond line of sight satellite communications (SATCOM) services. Capabilities will include a considerable increase to current narrow SATCOM capacity as well as a significant improvement in availability for small, disadvantaged terminal. The MUOS will replace the Ultra-High Frequency Follow-On system while providing continued interoperability with legacy terminals. Initial On-Orbit Capability (OOC) occurred in FY2012 and system FOC is scheduled for FY16. MUOS consists of a network of advanced satellites and ground equipment necessary to manage the information network, control the satellites, and interface with other elements of the Global Information GRID (GIG).

Enclosure (1)

Statement A: Approved for public release, distribution is unlimited.

The MUOS Deputy Program Manager must work closely with the DISA Teleport program office, which provides DISN connectivity between MUOS and JTNC, who is developing all the production users' terminals that will support the MUOS capability.

The UHF Follow-on (UFO) program provides worldwide communications satellite coverage for DoD through the acquisition of geostationary communication satellites. Each of four regions (Pacific, Atlantic, CONUS and Indian Ocean) is served by two satellites. Eight satellites plus one spare are currently on orbit. The UFO program, formerly an ACAT 1C program, is in the Operational and Sustainment phase. The program office manages the In-Service Engineering Agency functions that support the UFO constellations command and control systems.

PMW 146 has been assigned overall responsibility to deliver the end-to-end (E2E) MUOS capability, to include integration of the MUOS satellite and ground segments, the communications waveform, the Handheld, Manpack and Small Form Fit (HMS) terminal, and the Teleport interface. In addition, this includes the certification of non-program of record MUOS terminals to increase competition and drive down cost of the warfighter. The Deputy Program Manager will oversee all facets of the E2E requirements through leadership and direction of activities involved in MUOS System of System (SoS) integration as required to ensure the successful fielding of the MUOS E2E capability.

This position is designated a Key Leadership Position (KLP) in accordance with Navy Service Acquisition Executive (SAE) (Assistant Secretary of the Navy, Research, Development and Acquisition) guidance, specifically the Department of the Navy Defense Acquisition Workforce Improvement Act (DAWIA) Operating Guide dated 26 JUNE 2014.

**As a Supervisor, the incumbent will:**

1. Carry out the full range of supervisory management functions. Work with all subordinate personnel in developing achievable performance goals that enhance and challenge individual professional standing and support program and higher-level objectives/goals. Work closely with subordinate personnel in meeting individual performance standards, and seek to challenge employees through assignments that require independent initiative and long-term planning. Identify opportunities for professional training and advancement through educational enrichment.

2. Plan work to be accomplished by subordinates, setting priorities, and preparing schedules for completion. Assign work to subordinates based on priorities, selective consideration for the difficulty and requirements of the assignments, and the capabilities of employees. Give advice, counsel, and/or instruction to individual employees on both work/administrative matters.
3. Serve as the Hiring Manager and/or Selecting Official for vacant positions within area of responsibility and interview candidates for positions to include recommend appointment, promotion, or reassignment to such positions.
4. Hear and resolve employee complaints, referring group grievances and more serious unresolved complaints to a higher-level management or the supporting Human Resources Office. Anticipate and take steps to prevent counter-productive personnel confrontations. Manage and resolve conflicts and disagreements in a constructive manner.
5. Affect minor disciplinary measures (e.g., warnings and reprimands), recommending other action in more serious cases.
6. Find ways to improve production or increase the quality of directed work and develop performance standards.
7. Carry out Equal Employment Opportunity (EEO) policies and communicate support of these policies to subordinates.
8. Assure equality in determining qualifications, selections, assignments, training, promotions, details, discipline, and awards to employees.
9. Cooperate and participate fully in the development of an EEO Affirmative Action Plan and efforts regarding staffing, motivation, and training, to develop all employees.
10. Manage issues, correspondence, organizational plans, instructions, and directives necessary to ensure effective communication among all employees/personnel on the program.
11. Inspire and foster team commitment, spirit, pride, and trust. Facilitate cooperation and motivate personnel to accomplish group goals.
12. Take a long-term view and build a shared vision with subordinate personnel. Act as a catalyst for organizational change and influence subordinate personnel to translate vision into action.

**MANDATORY QUALIFICATIONS:**

1. Meet requirements for Defense Acquisition Workforce Improvement Act (DAWIA) Level III certification in Program Management acquisition career field. DAWIA designated Key Leadership Position (e.g. Acquisition Professional Community membership, special statutory requirements, certification, and tenure obligation).
2. Technical knowledge of naval and national space systems and architectures.
3. Knowledge of DON and DoD systems acquisition management and integrated logistics support.
4. Demonstrated experience in providing leadership and direction in overall program integration, systems engineering management or systems acquisition.
5. Ability to review and analyze implementation of governmental programs and ensure there is effective level of monitoring and evaluation.
6. Have and be able to maintain Top Secret / Sensitive Compartmented Information (TS/SCI) clearance.
7. Recent OPNAV, NAVSEA, NAVAIR, SPAWAR or PEO experience and or experience at Echelon I or II commands to include stakeholder relationships, communications and consensus building.

**DESIRED QUALIFICATIONS:**

1. Acquisition experience with space-based communications systems.
2. Four years of experience as a Program Manager, Deputy Program Manager or Assistant Program Manager of a major Acquisition Program Office (ACAT I) to include documented experience in budget management, Planning, Programming, and Budgeting System (PPBS) & Program Objective Memorandum (POM) development, milestone decisions, technical evaluation board and contracting.
3. Experience and knowledge of program and engineering management, integration, and acquisition of Information Technology systems.
4. Established relationships with Industry and/or relevant Professional Organizations.

5. Demonstrated experience in the integration of Commercial Off-the-Shelf products and legacy DoD systems as part of an integrated system to include the organization and execution of large-scale test and evaluation events.
6. A bachelor's degree in engineering or a related engineering or physical science discipline from an accredited college or university. A graduate degree in electronic engineering, physics, engineering management or a related field is desirable.

**SPAWAR CIVILIAN & MILITARY APPLICATION**

**Please read instructions completely before completing the application.**

**Note:** Type information in form as appropriate.

**Section A: Applicant Information**

Last Name		First Name, MI	
Rank/Grade		O-6 Select?	
Designator/Series		EDIPI #/CAC #	
Work Phone #		Cell Phone #	
Work Email Address			
Other Email Address			
Work Address			
Parent Command Address (if different)			

**Acquisition Corps:**

Member (Y/N): \_\_\_\_\_ Acquisition Corps Member Date: \_\_\_\_\_

**Are you currently in a career coded acquisition position?** Yes or No?

**Are you currently obligated by a tenure agreement?** From - To  
If yes, please provide dates:

**Are you Command Screened (Military only)?** Yes or No?

**Section B: Positions Applying For In Order Of Preference**

First Choice:  
Second Choice:  
Third Choice:

**Section C, Part 1: Formal Education (Most current first)**

Year	Degree/Field	Institution

**Section C, Part 2: Acquisition Certification (including Professional Awards, Training, Certifications, Publications, and Patents)**

Career Field	Certification Level			Date
	1	2	3	

Enclosure (2)

Statement A: Approved for public release, distribution is unlimited.




**Training:**

Required training	PMT 401 or Predecessor (PMT 301 or PMT 302)	PMT 402 or Predecessor (PMT 303)
Complete (Y/N) Date completed		

**Section D: Acquisition Experience (Most Current first)**

#	Dates	*Assignment	Job Title	Functional Competency (i.e. FM, CON, ENGR (SPRDE), LOGS, PM)	Months Acquisition Experience		
					Core	Program Office (Subset of Core)	Related
1	4/2011-4/2012	PMA 317	IPT Lead	PM	12	12	
2							
3							
.							
.							
.							
.							
Education (12 month max related experience)							
Experience Sub-total							
<b>Minimum Requirement</b>				ACAT I/IA	48	24	48
				ACAT II	36	24	36
Total (Core Acquisition + Related)				96 months - ACAT I/IA Minimum Total 72 months - ACAT II Minimum Total			

\*Assignment: (Provide narrative in section E for each assignment identified above to demonstrate functional competency experience)

**Section E: Acquisition Experience Assessment Narrative (see Instructions directly above)**

- a. Programmatic ability ...
  - (1) List successes...
    - Position 1:
    - Position 2:
    - Position 3:

- (2) Successful achievement...
  - Position 1:
  - Position 2:
  - Position 3:
  
- (3) Broad experience...
  - Position 1:
  - Position 2:
  - Position 3:
  
- b. Technical ability ...
  - (1) List experience...
    - Position 1:
    - Position 2:
    - Position 3:
  
  - (2) List successful...
    - Position 1:
    - Position 2:
    - Position 3:
  
  - (3) List understanding...
    - Position 1:
    - Position 2:
    - Position 3:

**Section F: Remarks**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicant Submission Check-list**

**(Only include the check-list with the application. Do not include the instructions.)**

<u>MILITARY &amp; CIVILIAN</u>			
	Completed and Signed Application		
	Biography (One page maximum)		
	Resume		
	Acquisition Corps Letter/Certificate		
	Tenure Agreement (if applicable)		
	Any other certificates/letters		
<u>MILITARY ONLY</u>			
<u>CIVILIAN ONLY</u>			
	Last Four Years Fitness Reports		Last Four Years Performance Assessments (clearly labeled with year of assessment)
	Performance Summary Record		Current SF-50
	Officer Data Card		
	Officer Summary Record		
	Detailer Endorsement **		

**Comments:**

**Annotate any documents you are missing and when you expect to submit them.**

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**\*\* Written statement from your detailer that BUPERS will support orders should you be selected to the position for which you have applied**

# SPAWAR Civilian & Military Application Instructions

## General :

- ✓ Spell out acronyms the first time used.
- ✓ PDF application and send via digitally signed, encrypted email to [nhu-nga.do@navy.mil](mailto:nhu-nga.do@navy.mil).
- ✓ If you have any questions please call Ms. Nhu-Nga Do at 619-221-5502.
- ✓ Additional Information can be found on the SPAWAR Slating Panel Website:  
<http://www.public.navy.mil/spawar/Pages/60SlatingPanel.aspx>

## **Section A: Applicant Information**

- ✓ Indicate your current Rank or Grade. (e.g. O-6, DP-04, etc.). State if you have been selected for promotion.
- ✓ Indicate your current job designator or series. (e.g. 1440, 0340, etc.)
- ✓ Enter the 10 digit number on the back of your CAC or the number on the login screen on your computer.
- ✓ Phone numbers and email information will be used to contact you if required.
- ✓ Indicate your work and parent command address (if different than your work address.)
- ✓ Identify whether or not you are currently an Acquisition Corps Member. If not, but you have submitted an application for membership, select “No,” then list the date it was submitted.

## **Section B: Positions Applying For**

- ✓ Rank the positions for which you wish to be considered during the current panel in order of preference. Only choose those positions for which you are applying, (i.e. if you only wish to be considered for PMW 999 PM, you only need to choose that one.)

## **Section C, Part 1: Formal Education (Most current first)**

- ✓ Formal Education includes College and Graduate School.
- ✓ List the year degree was obtained.
- ✓ List the type of degree awarded, and the field. (e.g. B.S., Electrical Engineering)
- ✓ List the institution awarding degree. (e.g. University of Pittsburgh, Naval Post Graduate School, etc.)

## **Section C, Part 2: Professional Awards, Recognition, Training, Certifications, Publications, Patents**

- ✓ List the type of award, training course, certification name, publication name or patent number and name. (e.g. Lightning Bolt Award, Systems Engineering Boot camp, Patent # D673,950 - Tablet Computer)

- ✓ List the awarding institution, company offering training, or certifying institution. (e.g. SPAWAR; University of San Diego; US Patent and Trademark Office, etc.)

**Section D: Acquisition Specific Certifications**

- ✓ List current DAWIA certification, including highest level and date of certification. Only the highest level certificate is required to be included in your application package.
- ✓ If you have not completed PMT 401 or PMT 402, but are enrolled, mark “No,” then list the date of the scheduled training under the “Date Completed” field.

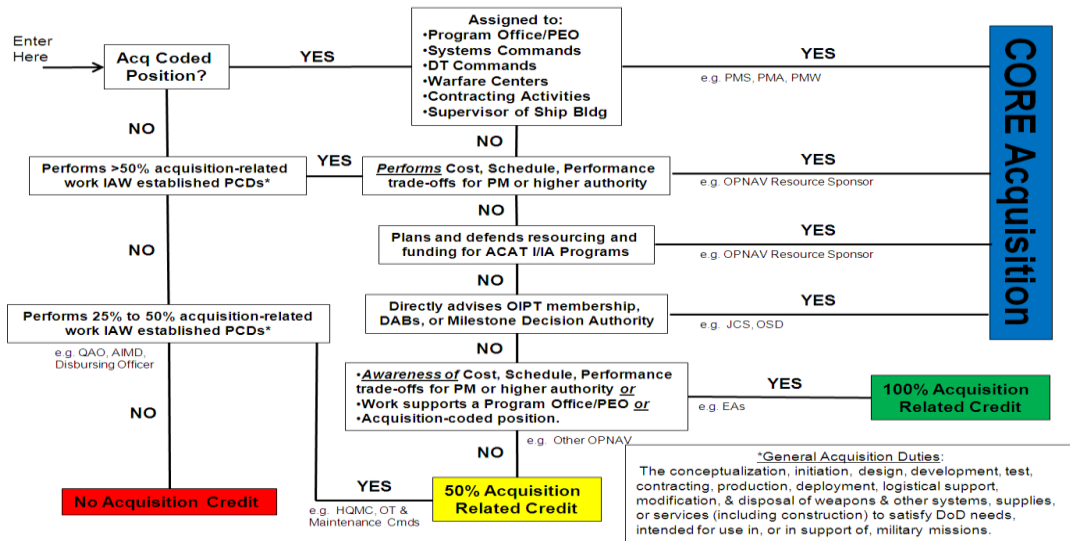
**Section E, Part 1: Acquisition Experience (Most current first)**

- ✓ Chronologically list acquisition related experience in months. Calculate Core, Program Management Office (or similar organization) and related acquisition experience for each position/assignment using the guidelines in Table 1. Acquisition Qualification Requirements are depicted in Table 2. More information on how experience should be calculated can be found in the DAWIA Operating Guide of 24 June 2014, Ch 16 located on the Secretary of the Navy Website:

<http://www.secnav.navy.mil/rda/workforce/Documents/dawiaoperatingguide.pdf>

**Acquisition Experience Calculating Guidelines (Table 1):**

**Acquisition Qualification Requirements (Table 2):**



Position	AC Member	ACQ Experience	Program Office Experience	ACQ Cert	Tenure Required
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ACAT I PM	Yes	96 Months	24 Months	III	48 Months
ACAT I DPM	Yes	72 Months	24 Months	III	48 Months
ACAT II PM	Yes	72 Months	24 Months	III	36 Months
ACAT II DPM	Yes	48 Months	N/A	III	36 Months
Navy Major (non-ACAT I/II) PM Equivalents	Yes	48 Months	N/A	III	36 Months
CO/CDR of Major Acquisition Shore Commands	Yes	48 Months	N/A	III	36 Months

**Section E, Part 2: Acquisition Experience Assessment Narrative**

For each acquisition position identified (by number) in Section E, Part 1, address the following:

- a. Programmatic ability and relevant experience grouped by functional area (if applicable) to include:

- (1) List successes in managing program budget including ACAT level of program and major achievements (for each position).

- 1.
    - 2.
    - 3.

- (2) Successful achievement of Acquisition Milestones and Gate Reviews. List successes in each milestone and Gate Review (for each position).

- 1.
    - 2.
    - 3.

- (3) Broad experience and success in contracting. List contract successes and budget estimates for program (for each position).

- 1.
    - 2.
    - 3.

- b. Technical ability and experience to include:

- (1) List experience with related acquisition program that would facilitate expert knowledge in position and related technical degrees and certifications.

- 1.
    - 2.
    - 3.

- (2) List successful management of major technical/design reviews.

- 1.
    - 2.
    - 3.

(3)List understanding and involvement in Science & Technology programs.

- 1.
- 2.
- 3.

**Section F: Remarks**

This section is to be used for any additional information not addressed in the application that you want to communicate to the Slate Panel.

- ✓ Don't forget to sign and date the application.