



THE UNDER SECRETARY OF DEFENSE
 3010 DEFENSE PENTAGON
 WASHINGTON, DC 20301-3010

SEP - 2 2008

ACQUISITION,
 TECHNOLOGY
 AND LOGISTICS

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
 CHAIRMAN OF THE JOINT CHIEFS OF STAFF
 UNDER SECRETARIES OF DEFENSE
 COMBATANT COMMANDERS
 ASSISTANT SECRETARY OF DEFENSE (NETWORKS
 AND INFORMATION INTEGRATION)/DOD CHIEF
 INFORMATION OFFICER
 DIRECTOR, OPERATIONAL TEST AND EVALUATION
 DIRECTOR, PROGRAM ANALYSIS AND EVALUATION
 DIRECTORS OF THE DEFENSE AGENCIES

SUBJECT: Requirements Management Certification Training Program Policy

Section 801 of the National Defense Authorization Act of FY 2007 requires the Under Secretary of Defense for Acquisition, Technology and Logistics to establish competency requirements and a training program to certify DoD military and civilian personnel with responsibility for generating requirements for Major Defense Acquisition Programs (MDAPs).

Effective September 30, 2008, DoD personnel with authority to generate requirements for a MDAP may not continue to participate in the requirements generation process unless they have completed the certification training program. The attachment establishes the policy for compliance with the congressional requirement and is effective immediately. To ensure we meet the September 30 requirement, a flag-level meeting of all organizational points of contact was held July 11 to review the requirements management certification training program.

Within 30 days from the date of this memorandum, please update the list of positions that fall under the mandatory certification requirements, and identify by name the current occupants of those positions. Provide the requested information to Ms. Danielle Buckon at Danielle.buckon@osd.mil or 703-607-4047 and copy Mr. Pat Wills at Patrick.Wills@dau.mil or 703-805-4563.

John J. Young, Jr.

Attachment:
 As stated

cc:
 DepSecDef
 President, DAU

I WOULD ADD THAT THE GOAL OF THIS PROCESS SHOULD BE FEWER REQUIREMENTS AND DRAMATICALLY SHORTER REQUIREMENTS DOCUMENTS AND CORRESPONDINGLY GREATER DESIGN FLEXIBILITY. JJ



Policy and Certification Guidelines
Requirements Management Certification Training Program

1.0 Applicability

This policy applies to all components of the Department of Defense (DoD) with responsibility for generating requirements for Major Defense Acquisition Programs (MDAPs), including the Military Departments, Defense Agencies, Combatant Commands, Office of the Secretary of Defense, and the Joint Staff.

2.0 Mandatory Certification

Military and civilian personnel of the DoD assigned to positions with responsibility for generating MDAP requirement documents must be certified through completion of required training within 6 months of assignment to that position. Individuals in such positions on March 31, 2008, must complete training by September 30, 2008. Failure to complete the required training will preclude those individuals from continuing to participate in generating MDAP requirement documents. Training required to achieve certification is described below.

In the context of this memorandum, an MDAP requirement document includes any of the following documents when those documents are expected to be used as the basis for an MDAP:

- Initial Capabilities Document
- Capability Development Document
- Capability Production Document

Components of DoD shall determine which specific positions in their organization are covered by the mandatory certification requirement, including all positions for which any of following factors apply:

- Group A position duties involve leading or supervising the writing of MDAP requirement documents.
- Group B position duties include adjudicating substantive comments on MDAP requirement documents.
- Group C position duties include validating or approving an MDAP requirement document, or participating in the approval chain for the document (for example FCB, AFROCC, AROC, and R3B members).
- Group D positions are those Flag Officer/General Officer/Senior Executive Service in Groups A, B, or C.

3.0 Recommended Training

Subject to the availability of quotas (where a quota is required), individuals in positions that participate substantially in activities that precede or support the development of MDAP requirement documents, such as the Capabilities-Based Assessment and Analysis of Alternatives (AoA) processes, or who may be moving into positions for which certification is mandatory, should take the training courses. Other personnel, such as those who participate in development of requirement documents for non-MDAP programs or support implementation of these requirements in acquisition, may also participate in the training, subject to the availability of quotas (where a quota is required).

4.0 Certification Training Courses

4.1. CLM 041: Capabilities-Based Planning (CBP): The CBP is an online Continuous Learning Module (CLM) developed and fielded in October 2007 by the Defense Acquisition University (DAU). It explains the framework to accomplish the integration of the Department's requirements, acquisition and programming, planning, budget and execution systems. Required within 60 days of function assignment or September 30, 2008, if assigned before July 31, 2008.

4.2 RQM 110: Core Concepts for Requirements Management (CCRM): The CCRM online distance learning course is being developed by DAU and will be deployed in July 2008. The CBP CLM is a prerequisite for CCRM. The course will address the full set of competencies that have been defined for requirements management personnel. As a distance learning course, instruction is self-paced. DAU instructors will be available to clarify course materials and concepts, if required. Successful completion of the CBP and CCRM courses constitutes certification. Required within 6 months of function assignment or September 30, 2008, if assigned before March 31, 2008.

4.3 RQM 403 Executive Course: Certification for Flag and General Officers and Senior Civilian Officials: DAU will offer executive training for flag and general officers (FO/GOs) and senior civilian officials (SEs) as a method of certification. This will be offered either at DAU or other locations depending on need. Required by September 30, 2008.

4.4 Advanced Requirements Management Course (ARMC): The ARMC will be a classroom course for requirements writing team supervisors and team leaders, and for other key requirements process owners within DOD. It is not required for certification at this time. It will use case studies and exercises to strengthen analysis, evaluation and decision making associated with defining, managing and resourcing capabilities for our Warfighters. DAU will develop the course in 2009.

4.5 To meet the September 30, 2008, deadline:

- Groups A and B will be required to accomplish CLM 041 and RQM 110

- Group C will be required to accomplish CLM 041
- Group D will be required to accomplish RQM 403

5.0 Course Registration and Quota Management

5.1: CBP, a Continuous Learning Module (CLM 041), is available to anyone (quota not required) at <http://clc.dau.mil>.

5.2 Course registration for the CCRM, RQM 110 and the ARMC RQM 200 will be managed through existing on-line acquisition training registration systems.

6.0 Management, Collection and Reporting of Data

6.1 Each component shall designate an office of primary responsibility and name a person for the management of this initiative.

6.2 Each component will be responsible for the data required for component management and reporting. Components shall identify positions for which training and certification is mandatory, and the current certification status of incumbents in those positions to assist AT&L in answering anticipated questions from GAO and Congressional staff. As noted above, AT&L will continue to work with components, DAU, and USD(P&R) staff to automate this process within existing and planned DoD training and personnel information systems. Components will also be asked to estimate the number of annual training quotas that are required for mandatory training, and the number of additional quotas that are desired for training of other component personnel, to assist AT&L and DAU in capacity planning and budgeting for training courses.