



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

5320  
Ser 6.0/274  
05 Mar 2015

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

Subj: SOLICITATION OF CANDIDATES FOR PROGRAM MANAGER,  
PROGRAM EXECUTIVE OFFICE ENTERPRISE INFORMATION SYSTEMS  
(PEO EIS), SEA WARRIOR PROGRAM (PMW 240)

Ref: (a) Department of the Navy Defense Acquisition Workforce  
Improvement Act (DAWIA) Operating Guide of  
24 Jun 14  
(b) Assistant Secretary of the Navy (Research,  
Development and Acquisition) memorandum, "ACAT I/II  
Program Manager Slating Process Guidance," of  
12 Mar 12  
(c) 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 Program Manager, Sea Warrior Program, PMW 240, PEO EIS, an ACAT I program office, is scheduled for selection during the Spring 2015 Slating Panel, with a fill date of March 2016. The purpose of this letter is to solicit candidates for the position described in enclosure (1).

2. References (a) and (b) contain statutory requirements for certain senior critical acquisition positions. Applicants for this position must be military (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 701 South Courthouse Road, Suite 1L265, Arlington, VA 22204.

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

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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 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 (c), 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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Navy Director, Acquisition Career Management  
SPAWAR 6.0

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

**COMMAND:** Program Executive Office, Enterprise Information Systems  
(PEO EIS)

**UIC:** 3238A

**BILLET:** 3627586

**BSC:** 02040

**TITLE:** Program Manager, Sea Warrior Program, 701 South Courthouse  
Road, Suite 1L265, Arlington, VA 22204

**Fill Date:** March 2016

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**INCUMBENT**

**NAME:** Laura Knight

**RANK/LEVEL/DESIG:** DP-0340-04

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**POSITION REQUIREMENTS**

**RANK/LEVEL/DESIG:** O-6 (Any Designator) or DP-0340-04/GS-0340-15

**SUBSPECIALTY:** 6201S (Information Systems and Technology) preferred

**EDUCATION:** Business/Information Technology/Engineering/Technical  
Degree preferred

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**RESPONSIBILITIES:**

**PERSONNEL:** ~51 Civilians / 7 Military  
~200 CSS work years funded

**BUDGET:** ~\$144M annually

**MISSION:**

The Program Manager (PM), Sea Warrior Program reports directly to the Program Executive Officer, Enterprise Information Systems (PEO EIS) located in Arlington, VA. The PM will provide the leadership and management of a complex information technology (IT) portfolio to support Navy human resource management, criminal justice, Fleet distance support, afloat business applications, Navy and DoD portfolio management, Department of the Navy (DON) administration, Navy Safety applications, and joint aviation scheduling. The PM plays a major part in the execution of the SPAWARSYSCOM role as the Navy Information Dominance Systems Command. In support of CNO objectives "Build the Force and Maintain Warfighting Readiness", the PM identifies and implements affordable IT solutions to Navy business and readiness problems for Sailors, the Fleet, Navy, and DoD customers.

Enclosure (1)

Statement A: Approved for public release, distribution is unlimited

## **DUTIES:**

### **The incumbent will:**

1. Plan and direct program and lifecycle support for all program management and acquisition activities for Acquisition Category (ACAT), Abbreviated Acquisition Programs (AAP), technical refresh projects, and non-designated information technical projects within the PMW 240 portfolio.
2. Execute broad directive authority to plan, direct, control, and use resources for approved programs/projects and also plan, direct, and evaluate acquisition management, integration, technical development, financial control, and logistics support for the entire lifecycle of all assigned programs/projects in terms of risk, performance, schedule, and cost as documented in Acquisition Program Baselines (APBs) or other approved program requirements.
3. Provide leadership and management for developing, acquiring, fielding and supporting Manpower, Personnel, Training and Education (MPTE), Distance Support, Enterprise Services, and Joint IT support systems. Deliver a fully functional portfolio of systems that are easy to use, clearly defined, and responsive to the needs of our sailors and the Navy command structure, both afloat and ashore.
4. Plan, direct, and evaluate acquisition management, technical development and financial control for the entire life cycle of the PMW 240 systems in terms of risk, performance, schedule and cost. Manage all phases of the acquisition lifecycle to include definition, development, design, integration, test and evaluation, production, installation, training, operational support and modernization of assigned systems. Implement acquisition regulations, policies, and reform initiatives to ensure efficient legal and fiscal execution of the portfolio. Plan and direct efforts leading to appropriate contracts to support the portfolio.
5. Articulate PEO EIS' position on Department of Defense and Department of the Navy policy reforms as well as interfaces with higher level Navy staff offices on acquisition matters.
6. Communicate vision and strategy; inspire trust and commitment in the workforce; promote team training/education; actively promote new partnerships; be highly responsive to customers. Actively promote innovation; encourage creativity and risk taking.

7. Develop and/or implement policies governing Sea Warrior Program; acquisition; production; life-cycle planning; and in-service support.
8. Formulate program goals/objectives to meet near and long term performance operational and tactical requirements.
9. Lead orderly program transition from development to operational/sustainment status. Resolve all programmatic differences in business processes through direct liaison via PEO EIS to ASN(RD&A) and the applicable Systems Commands.
10. Develop and implement program plans. Justify technical aspects, funding and methodologies to all levels of Navy/DoD. Develop schedules; assign work to Navy field activities and contractors; and integrate efforts with CNO, SECNAV, OSD offices, SYSCOMs and other external organizations as required.
11. Monitor technical accomplishments, expenditures, use of resources, adherence to schedules, and performances for contractors and Navy activities. Coordinate within Navy and the materiel establishment to ensure that functionality is consistent with overall requirements.
12. Exercise final technical and managerial responsibility for mission related work performed by SYSCOM unique Enterprise offices, field activities, and contractors.
13. Ensure that evolving Enterprise information and business technology and new commercial best practices, theories and techniques are understood and applied throughout the supporting communities in Navy and industry.

**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.
2. Meet requirements for DAWIA designated Key Leadership Position (e.g., Acquisition Professional Community membership, special statutory requirements, certification, and tenure obligation).
3. Knowledge of ACAT, AAP, and non-designated program management activities for information technology systems.
4. Knowledge of the Navy organization and familiarity with the mission and structure of OPNAV with regard to manpower, personnel, pay, compensation, training, education, and distance support business capabilities.
5. Knowledge and experience in enterprise scale Department of Defense (DoD) information technology program management.
6. Knowledge of budgetary and financial management principles and techniques as they relate to long-range planning of Department of Defense and Department of the Navy IT programs and objectives.
7. Knowledge of management principles, policies and procedures as well as acquisition rules, regulations, and procedures in compliance with cost, schedule, and performance requirements.
8. Demonstrated experience in providing leadership and direction in overall program integration, systems engineering management and systems acquisition.
9. Technical knowledge of information technology network systems, applicable technology, and engineering.
10. Skill in interpreting and applying DoD acquisition laws, policies, regulations and precedents applicable to the current DoD 5000.
11. Skill in performing risk analysis and resolving problems with various options presented.
12. Skill in developing network collaborating teams as well as clear and concise oral and written communication.
13. Skill in coordinating, communicating, and influencing executive and flag level personnel at all levels as it relates to acquisition challenges and issues as required.

14. Skill in managing virtual teams that are geographically dispersed.
15. Ability to exercise leadership, organize work and prioritize assignments in a high pressure environment ensuring that milestones are met.
16. Ability to lead a complex acquisition information technology program management office.
17. Ability to determine and forecast the appropriate structure and team to support the current assigned workload portfolio.
18. Ability to identify developmental and training needs of subordinates, providing or arranging for needed development and training.
19. Eligibility for Secret security clearance.

**DESIRED QUALIFICATIONS:**

1. Two years of experience as Program Manager, Deputy Program Manager or Assistant Program Manager of a major acquisition program office (ACAT I or II) to include documented experience in budget management, Planning, Programming, and Budgeting System (PPBS) and Program Objective Memorandum (POM) development, milestone decisions, and technical evaluation board.
2. Experience and knowledge of program and engineering management, integration and acquisition of Information Technology (IT) systems.
3. Recent stakeholder experience and relationships, communications, and consensus building with other government agencies and industry.
4. Demonstrated experience in the integration of Commercial-Off-The Shelf (COTS) products and legacy DoD systems as part of an integrated system to include the organization and execution of test and evaluation events, and the effective change management associated with IT system delivery.

**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)


**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.

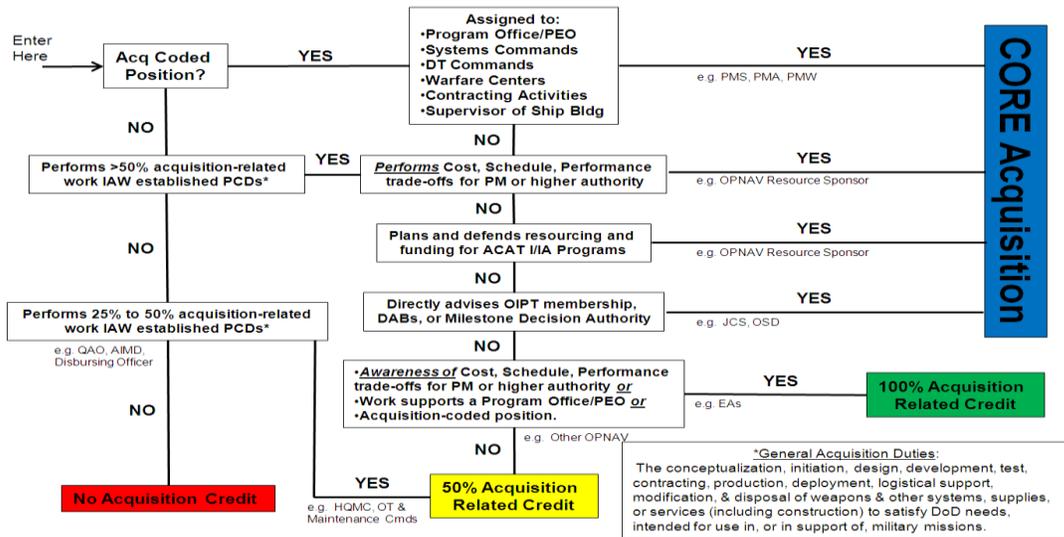
**Section E, Part 1: Acquisition Experience (Most current first)**

- ✓ 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.