

Fulfillment Application Helpful Hints

- *Make sure to address Education, Training, AND Experience when answering the competencies
- *Do not provide textbook answers
- *An answer of ‘see Resume’ is not acceptable
- *Online DAU courses must be taken, you cannot fulfill them.

Documents to include (essentially anything that you feel helps show how you meet the competencies):

- *DD Form 2518 (filled out by individual and supervisor)
- *Competencies
- *SF-50
- *ACRB
- *Resume
- *DAU transcripts
- *College Transcripts

Below is an example of two very well written competencies:

PMT 250	Competency	Yes	No	Work Description/Justification
1	Produce appropriately tailored program and contract WBSs based upon information provided on a defense acquisition program.	X		As a contractor task manager providing program management support to the Defense Medical Logistics Standard Support (DMLSS) Program Office, I oversee the preparation of monthly financial reports that include the detailed costs for my team’s monthly efforts allocated to the Work Breakdown Structure (WBS) for the tasks on my contract. The WBS identifies our organizational structure responsible for accomplishing the tasks in the Statement of Work for our effort. I highlight the burn-rate against expected hours and provide written explanation of any variances as required. While I have never produced a program or contract WBS, I have experience using them and the knowledge and skills necessary to produce them. I am familiar with the WBS guidance provided in the

				Defense Acquisition Guidebook and with MIL-HDBK-881 guidance as well.
2	Conduct risk assessments as part of the risk management process.	X		In my work with the DMLSS Program Office, I am responsible for the DMLSS Management Internal Control (MIC) Program, including risk assessments for sixty Acquisition Category I and Acquisition III activities. These risk assessments include: an identification of each ACAT I and ACAT III function and activity; identification of the risk(s); an evaluation of whether the risk is high, medium, or low; the objective for which the risk mitigation strategy is to achieve; and the control technique used to determine the risk. In addition, I developed risk statements, mitigation plans, and likelihood/impact assessments for senior level briefings for nine different DMLSS projects (including one ACAT I program and three ACAT III projects). I am familiar with DoD risk management guidance contained in the DoD 5000 series of document and with the Risk Management Guide for DoD Acquisition (Version 2.0).