

Key Leadership Position Joint Qualification Board Application

The information collected in this application will be used by the KLP Joint Qualification Board to identify personnel with the knowledge, skills, abilities, and experiences necessary to fill Key Leadership Positions (KLP) of Major Defense Acquisition Programs (MDAPs) or Major Automated Information System (MAIS) programs. This application will be reviewed by the KLP Joint Qualification Board who will identify top talent to include in a pool of potential candidates for KLPs. This application is not specific to any open position and does not guarantee selection for a KLP.

Please refer to the *Instructions for Completing a Key Leadership Position Joint Qualification Board Application* for step-by-step guidance on completing this application.

Career Field Candidacy	Applicant Name		Component/Organization
	Applicant E-mail		Applicant Phone Number
Official Mailing Address			
Military/Civilian		Rank/Grade	
Member of Defense Acquisition Corps			

SECTION 1: KLP COMMON CROSS-FUNCTIONAL REQUIREMENTS

Section 1.1: Education, Certification, and Training Requirements

Enter information in the appropriate box							
Education		Degree		Field of Study		School	
	Bachelor's Degree						
	Relevant Advanced Degree						
Intermediate / Senior / Executive School Certificate							
DAWIA Certification	DAWIA Certifications in (mark all appropriate career fields and certification level obtained)		Auditing		Business-CE	Business-FM	
			Contracting		Engineering	Facilities Engineering	
			Industrial Property		Information Technology	Life Cycle Logistics	
			PQM		Program Management	Purchasing	
			S&TM		Test & Evaluation		

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Section 1.2: Currency and Tenure Requirements

Mark the box to indicate that you meet the following requirements

	I am compliant with currency requirements (80 hours of continuous learning points every 2 years)		I acknowledge the requirement for a tenure agreement. (Those persons selected to fill KLPs must sign a 3-year tenure agreement. 4-years in the PM career field. Being identified for the KLP Candidate pool does not require a tenure agreement.)
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Section 1.3: Experience Requirements

Mark the box to indicate that you meet the following requirements

	I am a GS-14/GS-15 or O-5/O-6 or higher		I participated in cross-functional and broadening assignments/rotations
	I served 2 years as a functional mentor (minimum 10 hours per year)		I have 8 years of acquisition experience, or equivalent demonstrated proficiency -- OR -- For ACAT II PM or ACAT I DPM positions, I have 6 years of acquisition experience.

Section 1.4: Prior Identification by a KLP Joint Qualification Board

Mark the boxes of any career field Qualification Boards that have already deemed you qualified as a KLP*

	Business – Cost Estimating		Business – Financial Management		Contracting
	Engineering		Information Technology		Life Cycle Logistics
	Program Management		Production, Quality and Manufacturing		Test and Evaluation

* HCI will validate your qualification prior to acceptance of this application.

Section 1.5: Executive Leadership

This section should highlight your **Executive Leadership** experience across all acquisition career fields addressing some or all of the competencies defined in the **Instructions for Completing a Key Leadership Position Joint Qualification Board Application**.

Enter your work experience/evidence of requirement fulfillment in the box immediately below each requirement. Responses are limited to 500 characters per requirement.

Describe your experience in applying **Fundamental Leadership Skills**.

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Describe your experience **Leading Change and Leading People.**

Describe your experience with taking a **Results Driven Approach and Building Coalitions.**

Describe your **Business Acumen and Enterprise-Wide Perspective.**

Section 1.6: Cross-Functional Competencies

This section focuses on your broader experience, not limited to the career field for which you are applying for KLP Qualification. (Section 2 will focus directly on your specific career field.) Highlight your experience in and with other acquisition career fields addressing some or all of the competencies defined in the ***Instructions for Completing a Key Leadership Position Joint Qualification Board Application.***

Enter your work experience/evidence of requirement fulfillment in the box immediately below each requirement. Responses are limited to 1000 characters per requirement.

Describe your experience in **Program Execution.**

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Describe your experience in **Technical Management**.

Describe your experience in **Business Management**.

SECTION 2: CHIEF DEVELOPMENTAL TESTER SPECIFIC REQUIREMENTS

Please refer to the *Instructions for Completing a Key Leadership Position Joint Qualification Board Application* for step-by-step guidance on completing this portion of the Application. The Specific Functional Requirements for Chief Developmental Tester will be found at http://icatalog.dau.mil/onlinecatalog/Specific_Functional_KLP_Requirements_Preferences.pdf.

Section 2 focuses on your T&E and technical experience in the full acquisition life cycle supporting T&E: Planning, Preparation, Execution, Analysis, Evaluation, and Reporting. The categories in Section 2.3 – 2.5 are key T&E Competencies. Critical Thinking should be highlighted in your responses in this section. Include tasks associated with defining the T&E problem, what problem needed to be solved, and how you directed the T&E organization to solve the problem.

Section 2.1: Chief Developmental Tester Specific Experience Requirements

Mark the box to indicate that you meet the following requirement

	I have held Level III T&E Certification for at least 2 years.
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Section 2.2: General Background Summary

Provide a brief summary of your background and your reason(s) for applying to the KLP Joint Qualification Board. Response is limited to 800 characters.

Section 2.3: Chief Developmental Tester Technical Management

Enter your work experience/evidence of requirement fulfillment in the box immediately below each requirement. Responses are limited to 500 characters per requirement.

Describe your experience in **T&E Planning.**

Describe your experience in **Coordination of T&E Activities and Events and Test Infrastructure.**

Describe your experience in **T&E Risk Identification and Management.**

Describe your experience in **Scientific Test and Analysis Techniques.**

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Section 2.4: Chief Developmental Tester Program Execution

Enter your work experience/evidence of requirement fulfillment in the box immediately below each requirement. Responses are limited to 500 characters per requirement.

Describe your experience with **Test Readiness**.

Describe your experience in **Test Control Management**.

Describe your experience in **Data Management**.

Describe your experience in **Data Verification and Validation**.

Describe your experience in **Determination of Test Adequacy**.

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Describe your experience in **Validation of Test Results.**

Describe your experience in **Evaluation and Conclusions.**

Describe your experience in **Participation in Technical Reviews.**

Describe your experience with **Key T&E Documentation including development and execution of a TEMP.**

Section 2.5: Chief Developmental Tester Business Management

Enter your work experience/evidence of requirement fulfillment in the box immediately below the requirement. Response is limited to 500 characters.

Describe your experience in **T&E Cost Estimating and Management.**

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SECTION 3: APPLICATION CERTIFICATION AND ENDORSEMENT

Please refer to the *Instructions for Completing a Key Leadership Position Joint Qualification Board Application* for step-by-step guidance on completing this application.

Applicant Certification

I certify that I have accurately represented my experience and knowledge in this application for consideration in the Key Leadership Position qualification pool.

Signature	Title	Date

Supervisor Concurrence

I concur that the applicant has represented their technical competence in the experience and knowledge stated in this application. I have supervised this applicant for years and months.

Signature	Title	Date
Supervisor E-Mail		Supervisor Phone

Senior Executive Service/Flag Officer/General Officer Endorsement

I endorse the applicant as a candidate for the Key Leadership Position Joint Qualification Board.

Signature	Title	Date
Endorser E-Mail		Endorser Phone