MEMORANDUM FOR PRESIDENT, DEFENSE ACQUISITION UNIVERSITY

SUBJECT: FY 2020 Annual Certification – Test and Evaluation Acquisition Career Field


As the functional leader for the test and evaluation (T&E) acquisition career field within the Office of the Under Secretary of Defense for Research and Engineering and as required by DoD Instruction 5000.66, I establish, oversee, and maintain education, training, and experience requirements. I also ensure that the T&E curriculum is current, technically accurate, and consistent with DoD acquisition policy.

One area identified in the National Defense Strategy (NDS) is cultivating workforce talent to develop a modern, agile, information-advantaged, and highly skilled workforce. The NDS stresses the need to bring new skills to our current workforce so new capabilities can be integrated into the full spectrum of military operations. Our T&E workforce needs to address new technologies such as "big data" analytics, artificial intelligence, autonomy, and hypersonics. I am fully committed to bringing critical new skills to the T&E workforce, beginning with updating the FY 2020 T&E curriculum.

My staff, along with the DAU T&E Performance Learning Director and T&E course managers, conducted a full review of the T&E course curriculum to identify improvements. The T&E Functional Integrated Product Team (FIPT) reviewed the T&E Workforce Competency Model, the T&E Position Category Description (PCD), functional specific requirements for the Chief Developmental Tester, T&E Certification Guides, and T&E training requirements. The T&E FIPT is led by my Deputy Director for T&E Competency and Development and composed of DoD Component T&E subject matter experts, representatives from DAU, and representatives from the Directors of Acquisition Career Management.

Based on the review, the following items are unchanged for FY 2020:

- T&E Workforce Competency Model.
- Functional specific requirements for the Chief Developmental Tester.
I am approving the following updates to the current T&E curriculum as outlined in the attachments:

- **Revisions to the T&E PCD (Attachment 1):**
  - Addition of “Defense Business Systems” to the Acquisition Career Field/Path Specific Duties section.
  - Deletion of “system centers” in the Typical Position Locations section.

- **Changes to the T&E Certification Standards and Guide (Attachment 2):**

  **Level II Certification Standards**
  - Core Functional Training – Move Continuous Learning Module 016 (Cost Estimating) to the Core Plus Training.

  **Level III Certification Standards**
  - Acquisition Training – Must have completed the following courses for Level III Certification: ACQ 101/202/203, TST 102/204, CLE 035, CLE 085, and CLE 301.
  - Core Functional Training – Move CLV 016 (Introduction to Earned Value Management) to the Core Plus Training.
  - Core Functional Training – Add CLE 002 (Introduction to T&E of Autonomous Systems) to the Core Functional Training.
  - Experience – Four years of technical experience in a T&E position. One year of acquisition experience or equivalent demonstrated proficiency may be counted toward T&E experience.

If the changes identified above are implemented for the T&E courses during FY 2020, I certify the T&E career field as current, technically accurate, and consistent with DoD acquisition policy. If the changes cannot be completed in FY 2020, please coordinate with the points of contact below regarding your plan of action for execution.

During the upcoming year, if DoD policies and procedures change or the required capabilities of acquisition workforce members change, I or my representative will advise DAU so appropriate actions are taken to ensure the continued development of a professional, agile, and motivated workforce that consistently makes smart business decisions, acts in an ethical manner, and delivers timely and affordable capabilities to the Warfighter.
My points of contact regarding this certification are Mr. Thomas Simms, 703-697-4812, thomas.w.simms2.civ@mail.mil, and Ms. Alana Brown, 703-697-5733, alana.h.brown2.ctr@mail.mil.

[Signature]

Timothy S. Dare
Deputy Director, Developmental Test, Evaluation, and Prototyping

Attachments:
As stated
AT&L Workforce Position Category Description (PCD)

Career Field: Test and Evaluation
Career Path: Not Uniquely Specified
Short Title: T&E
Category Code: T
Ref: (a) DoDD 5000.52 dtd Jan 12, 2005
Date Approved: June 2019
(b) DoDD 5000.52 dtd July 27, 2017, as amended
Last Reviewed: June 2019
(c) DoD Desk Guide for AT&L Workforce Career Management dtd Jan 10, 2006

Notes:
1. This PCD is intended to assist in determining which AT&L career field/path to assign to an AT&L position per Title 10 sec. 1721. If 50% or more of the duties and responsibilities of the position match the "General Acquisition-Related Duties" described below AND the preponderance of those duties match the "AT&L Career Field/Path Specific Duties" described below, assign the position to this position category.
2. All acquisition positions require management attention with respect to certification requirements and individual development. See reference (a).
3. Critical Acquisition Positions (CAPs) are a subset of acquisition positions and Key Leadership Positions (KLPs) are a subset of CAPs. Both CAPs and KLPs represent positions with responsibility and authority that are critical to the success of a program or effort. These positions require management attention with respect to Acquisition Corps membership, tenure, and other specific statutory requirements. See reference (c).

General Acquisition Related Duties: The conceptualization, initiation, design, development, test, contracting, production, deployment, logistical support, modification, and disposal of weapons and other systems, supplies, or services (including construction) to satisfy DoD needs, intended for use in, or in support of, military missions.

AT&L Career Field/Path Specific Duties:
- Serve as Chief Developmental Tester for MDAP or MAIS.
- Serve as the Chair, T&E Working-level Integrated Product Team (T&E WITP), or member representing the materiel developer, tester, and/or system evaluator.
- Analyze requirements/capabilities documents to determine operational relevance, achievability, testability, and measurability.
- Plan, organize, manage, or conduct test and/or evaluation associated with concepts, emerging technologies, and experiments as well as prototypes; new, fielded, or modified C4ISR systems (including IT systems participating in system-of-systems (SoS) and net-centric services); weapon or automated information systems; Defense Business Systems; equipment or materiel throughout all acquisition phases to include developmental, tests, and support to in-service tests and operational tests.
- Determine scope, infrastructure, resources, and data sample sizes to ensure system requirements are adequately demonstrated; analyze, assess, and evaluate test data/results; prepare reports of system performance and T&E findings.
- Develop T&E processes; modify, adapt, tailor, or extend standard T&E guides, precedents, criteria, methods, and techniques, to include scientific test and analyses techniques, M&S, cybersecurity T&E, interoperability, and certification.
- Design and use existing or new test equipment, procedures, and approaches.
- Write, edit, and staff a T&E Master Plan (TEMP), as well as system-level and/or individual element test plans.
- Conduct developmental T&E and support operational tests, and evaluate and/or analyze test results and/or test data; and prepare and present evaluation/assessment results.
- Categorize test data, equipment, materiel, or system deficiencies and certify readiness for OT&E.

 Typical Line and Staff Position Titles: Chief Developmental Tester; Chair, T&E Working-level IPT; Assistant PEO for T&E; Assistant PM for T&E; Lead Test Engineer; Lead Experimentation Engineer; Chief Test Engineer; Chief Test Pilot; Test Director/Manager; Test Engineer; Acquisition T&E Department Head; Director, Flight Test Engineering; Test and Experimentation Design Branch Head; T&E Department Head; Capability Test Team Chair; Portfolio Manager; Chief Test Officer; Test Officer; T&E Analyst; Lead Simulator Engineer.

 Typical Position Locations: Lead Developmental Test and Evaluation Organization, Service and Defense Agency test centers, major range and test facility base (MRTFB) test facilities, warfare centers, system centers laboratories, as well as OSD/Service/Queue staff elements, field activities, and acquisition organizations within the Service components (e.g., Systems Command, Materiel Command, DRPMs, PEOs, and PM Offices).
### Typical Career Codes:

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<thead>
<tr>
<th>OCC Series</th>
<th>Army AOC</th>
<th>Navy AOD</th>
<th>Air Force AFSC</th>
<th>Marine Corps MOS</th>
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**Recommended Changes/Updates:** Forward to: Director, Learning Capabilities Integration Center (Attn: Dir, Academic Programs), Defense Acquisition University, 9820 Belvoir Road, Suite 3, Fort Belvoir, VA 22060-5565 or call 703-805-4090
# Test and Evaluation Level I

## Type of Assignment

<table>
<thead>
<tr>
<th>Representatives Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supports research and development of T&amp;E policy, practices, metrics, and procedures</td>
</tr>
<tr>
<td>Supports development of evaluation methodology and framework</td>
</tr>
<tr>
<td>Supports identification of T&amp;E direction and guidance applicable to the Service/agency</td>
</tr>
<tr>
<td>Supports program's T&amp;E office representative at T&amp;E meetings and other forums</td>
</tr>
<tr>
<td>Supports tracking/balancing of the T&amp;E aspects of products/systems in the acquisition process</td>
</tr>
<tr>
<td>Reviews T&amp;E strategies, T&amp;E Master Plans (TEMPs), test concepts, and test plans</td>
</tr>
<tr>
<td>Supports development of the T&amp;E career management plan for recruiting, training, and retaining a professional T&amp;E workforce</td>
</tr>
<tr>
<td>Supports development and execution of T&amp;E processes, standards, methods, and techniques</td>
</tr>
</tbody>
</table>

## Program Management and Matrix Support

- Supports the program's T&E Working-level IPT
- Member of Chief Developmental Tester's team
- Supports development of program's T&E strategy, approach, process, schedule, and resource requirements
- Supports coordination of cybersecurity T&E in accordance with DoDI 5000.02 and the DoD Risk Management Framework
- Supports implementation of an evaluation methodology and framework for product/system under test
- Supports development of T&E materials/data for technical and progress reviews, including risk assessment
- Supports identification and coordination of T&E personnel and financial resource requirements
- Proposes and reviews test concepts and test plans
- Supports identification and scheduling of T&E resources including workforce, infrastructure, and budgets to support testing at the respective facility
- Reviews facility T&E tools (ET, video, targets, simulators, stimulators, instrumentation, etc.) and clearly understands their capabilities
- Supports facility test plan development
- Supports development of T&E plans and mitigation of safety risks for test plans during test execution
- Assists in test execution, data collection, analysis, and reporting
- Assists in evaluation, analysis, and reporting of test results
- Supports implementation of new T&E techniques, lessons learned, and T&E best practices
- Supports maintenance of the physical facility and environment and coordinates renovations and repairs as necessary
- Assists in execution of Service/agency or DoD cybersecurity and system assurance (SA) testing

## Core Certification Standards

### Required for DAWIA certification

- **Acquisition Training**
  - ACQ 101 Fundamentals of Systems Acquisition Management
- **Functional Training**
  - TST 102 Fundamentals of Test and Evaluation
  - ENG 101 Fundamentals of Systems Engineering
  - CLE 023 Modeling and Simulation for T&E
  - CLE 074 Cybersecurity
- **Education**
  - Associate's degree in any discipline
- **Experience**
  - 1 year of T&E experience

### Core Plus Development Guide

**Training**

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<tr>
<th>Course</th>
<th>Type of Assignment</th>
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<tr>
<td>CLE 004 Introduction to Lean Enterprise Concepts</td>
<td>HQ &amp; Staff, PM/Matrix Spt</td>
</tr>
<tr>
<td>ISA 101 Basic Information Systems Acquisition</td>
<td>HQ &amp; Staff, PM/Matrix Spt</td>
</tr>
</tbody>
</table>

**EDUCATION:** None specified

**EXPERIENCE:** None specified

1 The Core Certification Standards section lists the training and/or education and experience REQUIRED for certification at this level for this career field within 24 months of assignment.

2 When preparing your Individual Development Plan (IDP), you and your supervisor should consider the training, education, and experience listed in this Core Plus Development Guide if not already completed.

**NOTES:**

- "(R)" following a course title indicates the course is delivered as resident-based instruction.
- Some continuous learning (CL) modules have been created by extracting lessons in their entirety from a training course. If this is the case for the CL modules identified in the above Core Certification Standards, the course the CL module was extracted from is identified in the "Notes" section of this CL course description, and the course can be substituted to meet the certification standard.
### Test and Evaluation Level II

<table>
<thead>
<tr>
<th>Type of Assignment</th>
<th>Representative Activities</th>
</tr>
</thead>
</table>
| Headquarters and Staff (OSD, JS, COCOMs, JITC, SYSCOMs, etc.) | - Interprets research and development of T&E strategy, policy, practices, metrics, and procedures and implements direction and guidance.  
- Proposes development of evaluation methodology and framework.  
- Proposes identification of T&E direction and guidance applicable to the Service/agency.  
- Serves as and supports the program's T&E office representative at T&E meetings and other forums.  
- Manages tracking/auditing of the T&E aspects of products/systems in the acquisition process and identifies T&E issues.  
- Develops and coordinates T&E strategies, T&E Master Plans (TEMPs), test concepts, and test plans.  
- Proposes approaches for development of the T&E career management plan for recruiting, training, and retaining a professional T&E workforce.  
- Proposes development and execution of T&E processes, standards, methods, and techniques. |
| Program Management and Matrix Support | - Member of the program's T&E Working-level IPT.  
- Drafts and coordinates an evaluation methodology and framework for product/system under test.  
- Member of the Chief Development Tester's team drafting and coordinating the TEMP.  
- Directs coordination of cybersecurity T&E in accordance with DoD 5000.02 and the DoD Risk Management Framework.  
- Directs development of program's T&E approach, process, schedule, and resource requirements.  
- Develops and coordinates T&E materials/data for technical and progress reviews, including risk assessment.  
- Identifies and coordinates T&E personnel and financial resources requirements.  
- Develops guidance on test concepts and test plans. |
| Range/Lab/Field Supporting Activities | - Identifies and schedules T&E resources including workforce, infrastructure, and budgets to support testing at the respective facility.  
- Recommends facility T&E tools (IT, video, targets, simulators, instrumentation, etc.) that are capable of supporting T&E.  
- Leads facility test plan development and coordination.  
- Ensures technical adequacy of T&E plans and mitigation of safety risks for test plans and during test execution.  
- Leads test execution, data collection, analysis, and reporting.  
- Proposes needed maintenance of the physical facility and environment and coordinates renovations and repairs as necessary.  
- Manages implementation of Service/agency or DoD cybersecurity and system assurance (SA) policies.  
- Leads evaluation, analysis, and reporting of test results.  
- Identifies new T&E techniques, lessons learned, and T&E best practices. |

### Core Certification Standards

**Required for DAWIA certification**

- **Acquisition Training**
  - ACQ 202 Intermediate Systems Acquisition, Part A  
  - ACQ 203 Intermediate Systems Acquisition, Part B (R)  
  - CLE 093 Technical Reviews  
  - CLE 030 Integrated Testing  
  - CLE 025 Introduction to Probability and Statistics  
  - CLE 085 Scientific Test and Analysis Techniques (STAT) in T&E  
  - CLE 010 Reliability and Maintainability CLM-046 Cost Estimating  
  - CLR 101 Introduction to the Joint Capabilities Integration and Development System  
  - ENG 201 Applied Systems Engineering in Defense Acquisition, Part 1  
  - TST 204 Intermediate Test and Evaluation (R)  

- **Functional Training**
  - Baccalaureate degree or higher (any field of study)  
  - A total of 24 semester hours or equivalent in technical or scientific courses such as mathematics (e.g., calculus, probability, statistics), physical sciences (e.g., chemistry, biology, physics), psychology, operations research/systems analysis, engineering, computer science, and information technology.

- **Education**
  - 2 years of T&E experience

<table>
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<td>CLB 015 Continuous Process Improvement Familiarization</td>
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<td>CLBE 017 Technical Planning</td>
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<td>CLB 021 Technology Readiness Assessments</td>
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<td>CLB 029 Testing in a Joint Environment</td>
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<td>CLB 037 Telemetry</td>
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## Core Plus Development Guide
*(Desired training, education, and experience)*

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<td>CLE 039 Environmental Issues in Testing and Evaluation</td>
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<td>CLE 060 Practical Software and Systems Measurement</td>
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<td>LOG 103 Reliability, Availability, and Maintainability (RAM)</td>
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<td>PQM 101 Production, Quality, and Manufacturing Fundamentals</td>
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<td>SPS 106 Database Maintenance</td>
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</table>

**EDUCATION:** None specified

**EXPERIENCE:** At least 1 year of hands-on T&E field activities

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*The Core Certification Standards section lists the training and/or education and experience REQUIRED for certification at this level for this career field within 24 months of assignment.*

*When preparing your Individual Development Plan (IDP), you and your supervisor should consider the training, education, and experience listed in this Core Plus Development Guide if not already completed.*

**NOTE:** "R" following a course title indicates the course is delivered as resident-based instruction.
### Type of Assignment

#### Representative Activities

- **Headquarters and Staff (OSD, JS, COCOMs, JTC, SYSCOMs, etc.)**
  - Manages identification, development, and implementation of T&E strategy, policy, practices, and procedures
  - Manages development of evaluation methodology and framework
  - Manages identification of T&E direction and guidance applicable to the Service/agency
  - Serves as the program’s principal T&E office representative at T&E meetings and other forums
  - Directs manages tracking/auditing of T&E aspects of products/systems in the acquisition process, identifies T&E issues, and recommends corrective actions as necessary
  - Manages development of the T&E career management plan for recruiting, training, and retaining a professional T&E workforce
  - Approves T&E strategies, T&E Master Plans (TMRPs), test concepts, and test plans, and certifies annual T&E budgets
  - Manages development and execution of T&E processes, standards, methods, and techniques

- **Program Management and Matrix Support**
  - Includes the Chief Developmental Testers for MDAPs and MARS programs
  - Chairs or serves as a key member of the program’s T&E Working Level IPT
  - Manages TEMP development and secures final approvals
  - Manages development of the program’s T&E approach, process, schedule, and resource requirements
  - Manages development of T&E materials/data for technical and progress reviews, including risk assessment
  - Manages T&E personnel and financial resources requirements
  - Directs test concepts and test plans and submits annual T&E budgets
  - Directs coordination of cybersecurity T&E in accordance with DoDI 5200.02 and the DoD Risk Management Framework
  - Directs manages development and/or implementation of an evaluation methodology and framework for product/system under test

- **Range/Lab/Field Supporting Activities**
  - Manages identification and scheduling of T&E resources, including workforce, infrastructure, and budgets to support testing at the respective facilities
  - Ensures facility T&E tools (IT, targets, video simulators, stimulators, instrumentation, etc.) are capable of supporting T&E
  - Directs manages facility test plan development, coordination, and approval
  - Directs manages technical and safety reviews of test plans
  - Directs manages test execution, data collection, data management, and data analysis
  - Directs manages evaluation, analysis, and reporting of test results
  - Directs manages development of new T&E techniques, capture of lessons learned, and development of T&E best practices
  - Manages maintenance of the physical facility and environment, and coordinates renovations and repairs as necessary
  - Oversees implementation of Service/agency or DoD cybersecurity and system assurance (SA) policies applicable to test facility

### Core Certification Standards

**Required for DAWIA certification**

- **Acquisition Training**
  - The following Acquisition Training courses at Level I and Level II must be completed for Level III Certification:
    - ACQ 101 Fundamentals of Systems Acquisition Management
    - ACQ 202 Intermediate Systems Acquisition, Part A
    - ACQ 203 Intermediate Systems Acquisition, Part B (R)

- **Functional Training**
  - The following Functional Training courses at Level II must be completed for Level III Certification:
    - TST 102 Fundamentals of Test and Evaluation
    - TST 204 Intermediate Test and Evaluation (R)
    - CLE 035 Introduction to Probability and Statistics
    - CLE 085 Scientific Test and Analysis Techniques (STAT) in T&E
    - CLE 301 Reliability and Maintainability
    - CLB 008 Program Execution
    - CLB 009 Planning, Programming, Budgeting, and Execution and Budget Exhibits
    - CLE 002 Introduction to T&E of Autonomous Systems
    - CLL 015 Product Support Business Case Analysis (PSACA)
    - CLM 014 Team Management and Leadership
    - CME 031 Improved Statement of Work
    - CLM 016 Introduction to Earned-Value Management
    - TST 303 Advanced Test and Evaluation (R)

- **Education**
  - Baccalaureate or graduate degree in a technical or scientific field such as engineering, physics, chemistry, biology, mathematics, operations research, engineering management, or computer science

- **Experience**
  - Four years of technical experience in a T&E position. One year of acquisition experience or equivalent demonstrated proficiency may be counted toward T&E experience.

### Core Plus Development Guide

**Desired training, education, and experience**

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<td>CLE 009</td>
<td>ESOH in Systems Engineering</td>
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<td>Systems Engineering for Systems of Systems</td>
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<td>CLV 016</td>
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1 The Core Certification Standards section lists the training and/or education and experience REQUIRED for certification at this level for this career field within 24 months of assignment.
2 When preparing your Individual Development Plan (IDP), you and your supervisor should consider the training, education, and experience listed in this Core Plus Development Guide if not already completed.

NOTE: "[FY]" following a course title indicates the course is delivered as resident-based instruction.