

Defense Workforce Position Category Description (PCD)

Functional Area:	Business – Cost Estimating	Ref:
Short Title:	BUS-CE	(a) DoDI 5000.66 dtd 13 Sept 2019
Category Code:	TBD	(b) DoD Defense Acquisition Workforce Program Desk Guide dtd 20 Jul 2017
Date Approved:	22 Jan 2021	(c) DoDI 5000.73 dtd 13 Mar 2020
Last Reviewed:	22 Jan 2021	

Notes:

1. This PCD is intended to assist in determining which functional area to assign to a Defense acquisition 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 “Functional Area 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 the references.
3. Critical Acquisition Position (CAPs) are a subset of acquisition positions and Key Leadership Position (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 tenure and other specific statutory requirements. See the references.

General Acquisition Related Duties: The conceptualization, initiation, design, development, test, contracting, production, deployment, integrated product support (IPS), 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.

Functional Area Specific Duties:

Technical Process

- Obtain system description (e.g. Cost Analysis Requirements Description (CARD))
- Define scope of the estimate
- Prepare life cycle cost estimates that include all major components/phases
- Develop Cost Estimating/Analysis Techniques
- Conduct Cost Research
- Develop CES and/or WBS
- Collect and analyze programmatic data in support of CERs and factors
- Normalize collected data and be able to perform regression analysis
- Analyze impacts of market conditions on historical data
- Analyze schedules and use time-phasing techniques
- Apply basic knowledge of statistics, mathematics, operations research, engineering, finance, learning curve and rate theory, software costestimating, and other quantitative methods
- Establish and evaluate ground rules, estimating assumptions, and framing assumptions
- Develop, populate, analyze, and maintain cost models
- Apply uncertainty/risk analysis and sensitivity analysis techniques
- Establish procedures and techniques for analyzing and evaluating performance against standards and developing/validating data sources
- Effectively communicate, negotiate with program managers, contractors, and subject matter experts
- Perform “what-if” analysis on established cost models and databases
- Utilize statistical techniques
- Document cost estimate including the assumptions, data, techniques, and models
- Defend cost estimate to various levels of leadership and decision-makers
- Provide technical assistance on cost related issues

Technical Management Process

- Collaborates with program managers, contractors, and subject matter experts or serves on integrated product teams (IPTs) and/or technical and financial boards and committees in respect to cost estimating
- Perform Cost Proposal Evaluation/Source Selection
- Perform Force Structure Programming Analysis
- Perform Cost Analysis and Cost Studies
- Conduct, Review, and Verify adequacy of Cost and Cost Benefit Analyses including Analyses of Alternatives, Business Case Analyses, and Economic Analyses
- Measure and Evaluate Contractor Performance
- Apply analytical evaluative techniques and Earned Value Management (EVM) policies and methodologies of performance measurement to acquisition programs
- Plans and conducts research projects leading to improved analytical concepts, methods, and techniques

Recommended Changes/Updates: Forward to: Site Director, Human Capital Initiatives 9820 Belvoir Road, Building Fort Belvoir, VA 22060 or call 703-805-4969.

- Determine acceptability of contractor's management control systems, analyze cost and schedule performance data, and ensure maintenance of accepted systems
- Plan, organize, and manage cost activities
- Develop standards and techniques for evaluating adequacy of cost activities and capabilities

Typical Line and Staff Position Titles: Economist, Cost Estimator, Cost Analyst, Senior Cost Analyst, Lead Cost Analyst, Operations Research Analyst, Mathematician, and Statistician.

Typical Position Locations: Acquisition organizations within the service components (e.g., Systems Commands, Materiel Commands, Direct Reporting Program Managers (DRPMs), PEOs, as well as organizations/field activities directly supporting such organizations). Other DoD Components, Agencies, and OSD/Service/HQ staff elements performing/supporting acquisition related functions.

Typical Career Codes:

Civilian Personnel			Uniformed Personnel					
OCC Series			Army AOC	Navy AQD	Air Force AFSC	Marine Corps MOS		
0343	0855	1530		ABx	65FX	8006	8844	8057
0800	0896	1515			65WX	8850	8058	8852
0801	1101	1520				8059	8061	
0803	1501	1599						
0830	0501							

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