

**COMPETENCIES
EMPLOYEE SELF-ASSESSMENT**

BCF 211 – ACQUISITION BUSINESS MANAGEMENT

BCF 211	Competency	Yes	No	Work Description/Justification
1	<p>Given an Operational Requirements Document (ORD), an Acquisition Program Baseline (APB), an Acquisition Strategy, a cost-schedule-performance tradeoff, and a team role-play scenario, identify cost-schedule-performance tradeoffs in light of Cost as an Independent Variable (CAIV).</p> <ul style="list-style-type: none"> • Identify cost, schedule, and performance objectives and thresholds (parameters) in the Operational Requirements Document (ORD). • Describe the issue of “trade space”. • Identify the CAIV policy concerning the authority of the program manager to make cost and performance tradeoffs. • Identify performance parameters that are potential cost drivers. • Relate objectives and thresholds for cost, schedule, and performance to the concepts of “tradeoffs” and the policy of CAIV. • Assess the Acquisition Strategy/PR/RFP in light of CAIV. 			

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2	<p data-bbox="320 288 715 596">Given a scenario and DoD 5000.2R, describe how various cost estimates support the acquisition milestone review; utilize a Cost Analysis Requirements Description, Program Office Estimate, and a Component Cost Analysis to develop a Service Cost Position.</p> <ul data-bbox="320 638 715 1224" style="list-style-type: none"> <li data-bbox="320 638 715 878">• Identify significant differences between the Program Office Estimate and the Component Cost Analysis with respect to assumptions and cost estimating methodologies. <li data-bbox="320 878 715 982">• Select the most appropriate methodology for a given situation. <li data-bbox="320 982 715 1127">• Determine consistency of a cost estimate with a Cost Analysis Requirements Description. <li data-bbox="320 1127 715 1224">• Apply learning curve theory to appropriate portions of a cost estimate. 			
3	<p data-bbox="320 1236 715 1437">Given a scenario, program documentation, and computer support, apply the escalation indices and basic funding policies needed for building a program budget.</p> <ul data-bbox="320 1479 715 1701" style="list-style-type: none"> <li data-bbox="320 1479 715 1645">• Estimate the RDT&E funding requirements over the life cycle using Incremental Funding Policies. <li data-bbox="320 1645 715 1701">• Predict the effect of contract type on the budget. 			

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3 Con't.	<ul style="list-style-type: none"> • Estimate the procurement and MILCON funding requirements over the life cycle using Full Funding Policy. • Estimate the Operations and Maintenance funding requirements over the life cycle using Annual Funding Policy. • Develop a budget for product improvement change and Advance Procurement. • Select the appropriate escalation indices for the RDT&E, Procurement, and the Operations and Maintenance program budgets. • Apply the appropriate escalation indices to the RDT&E, Procurement, and Maintenance program budgets. 			
4	<p>Given prepared program information (master plan/schedule, program budget, acquisition strategy), published Program Objective Memorandum (POM), POM Preparation Instructions (PPI), fiscal guidance, POM issues, and a Program Decision Memorandum (PDM), prepare the documentation, responses, and reclaims required to achieve full funding in the FYDP through the Programming process.</p> <ul style="list-style-type: none"> • Prepare POM input documentation. 			

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4 Con't.	<ul style="list-style-type: none"> • Identify the impact of an identified POM issue on program funding. • Prepare an alternative solution for a POM issue. • Determine the impact of a PDM on program funding. • Prepare a response/impact statement to a PDM. 			
5	<p>Given program information (master plan/schedule, program budget, acquisition strategy), a service Program Objective Memorandum (POM), a published budget call letter, Financial Management Regulation (FMR) budget exhibit preparation instructions, current “fact of life” program execution information, and prior year budget exhibits, prepare program budget exhibits for procurement (P-5, P-5A, P-21, P-40 forms), RDT&E (R-2, R-3 forms), advance procurement (P-10), multiyear procurement (MYPI-4), and information technology (Exhibit-43).</p> <ul style="list-style-type: none"> • Contrast current POM with program execution information and prior year budget exhibits. • Identify the impact of “fact of life” program information on the executability of current POM. • Compare budget exhibits for consistency with each other. • Ensure that budget exhibits conform with call letters and other guidance. • Prepare budget exhibits. 			

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6	<p data-bbox="319 290 726 600">Given a scenario, prepare program budget exhibits and prior year testimony/actions, develop responses/reclamas/ testimony as required for comptroller/budget analyst advance questions, budget hearings, and Program Budget Decisions (PBDs).</p> <ul data-bbox="319 631 726 1533" style="list-style-type: none"> <li data-bbox="319 631 726 880">• Identify, from budget exhibits and prior year testimony/actions, program areas most likely to attract budget analyst attention and questions during budget reviews. <li data-bbox="319 880 726 1046">• Prepare documentation defending current execution status of a program and justifying the retention of funds. <li data-bbox="319 1046 726 1191">• Prepare impact statements for “what if” drills and possible funding level adjustments. <li data-bbox="319 1191 726 1336">• Prepare responses to inquiries and advance questions from budget analysts. <li data-bbox="319 1336 726 1440">• Prepare witness testimony for a program budget hearing. <li data-bbox="319 1440 726 1533">• Prepare a reclama to a Program Budget Decision (PBD). 			

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7	<p data-bbox="320 288 715 457">Given a program budget request and published Congressional committee language, prepare the responses necessary to appeal committee actions.</p> <ul data-bbox="320 499 715 907" style="list-style-type: none"> <li data-bbox="320 499 715 634">• Estimate the impact of Congressional committee report language on program budget requests. <li data-bbox="320 638 715 737">• Prepare impact statements for inclusion in DoD appeals. <li data-bbox="320 741 715 907">• Develop alternatives that may be necessary in order to incorporate Congressional language from authorization and appropriation laws. 			
8	<p data-bbox="320 919 715 1189">Given a scenario, program documentation, cost data, and computer support, relate Earned Value Management (EVM) information to program performance, trend analysis, budget impact and program documentation.</p> <ul data-bbox="320 1230 715 1535" style="list-style-type: none"> <li data-bbox="320 1230 715 1369">• Develop program inputs to the Defense Acquisition Executive Summary (DAES) reports. <li data-bbox="320 1373 715 1535">• Assess the impact of Earned Value Management information (CPR, C/SSR, and CFSR) on the program budget. 			

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9A	<p>Given a scenario and funds management documentation, prepare a request for reprogramming.</p> <ul style="list-style-type: none"> • Identify program funding shortfalls/deficiencies/bills, which may require the reprogramming of funds. • Identify sources of funds and/or offsets. • Identify the possible consequences of requesting funds and identifying funding sources. • Prepare a below-threshold reprogramming request with a deficiency statement for the bill and an impact statement for the source. • Prepare a request for Congressional prior approval reprogramming. 			
9B	<ul style="list-style-type: none"> • Apply schedule adjustments. • Apply adjustments to performance requirements. • Apply funding adjustments. 			
10	<p>Given a scenario, funds management documentation and/or reports, assess program execution funds status.</p> <ul style="list-style-type: none"> • Evaluate the validity of a program obligation/expenditure plan. • Compare the obligation/expenditure plan and current official accounting records. • Identify actions to correct differences between actual obligations/expenditures and the official accounting records. 			

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10 Con't.	<ul style="list-style-type: none"> • Prepare a deviation or variance report. • Determine impact of the expired account rule on current funding status. • Contrast reimbursable funding documents with direct cite funding documents. 			
11	<p>Given a scenario and funds management documentation, assess propriety of funds.</p> <ul style="list-style-type: none"> • Evaluate situations for compliance with the Misappropriations Act, Anti-Deficiency Act, and Bona Fide Need Rule. 			
12	<p>Given a scenario, program documentation, cost data, and computer support, assess portions of a Request for Proposal (RFP).</p> <ul style="list-style-type: none"> • Compare the Procurement Request (PR) to the Acquisition Strategy and obligation plan. • Identify acquisition initiatives, such as CAIV, in the PR. 			
13	<p>Given a scenario and program information, apply DoD acquisition (DoD 5000 series) and financial management (DoD 7000 series) policies, procedures and reform initiatives (streamlining) to program cost estimates, program budget plans/development, program execution and to all required financial documentation</p>			

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13 Con't.	<p>(obligation/expenditure plans, budget exhibits, Congressional/OSD oversight reports).</p> <ul style="list-style-type: none"> • Identify how acquisition reform and streamlining can reduce reporting requirements and other unnecessary documentation. • Apply the concepts of acquisition reform and “streamlining” as they relate to program documentation (ORD, APB, AOA, ADM, CARD, TEMP, ACQ Strategy, ACQ Plan, oversight reports and cost estimates) requirements. 			