# SECTION C DESCRIPTIONS AND SPECIFICATIONS 4Y01

# 08/2/17

Clauses specified in Section C of the basic SeaPort-e contract are hereby fully and expressly incorporated into this task order.

**Program Management Knowledge Based Services Statement of Work and Minimum Qualifications**

#### 1.0 SCOPE

The purpose of this contract is to provide the F-35 Joint Program Office (JPO) with Program Management (PM) Contractor Support Services (CSS) in support of the System Development and Demonstration (SDD), the Follow-on Development (FoD), the Low Rate Initial and Full Rate Production (LRIP/FRP), as well as the sustainment engineering efforts on the F-35 Program.

#### GENERAL REQUIREMENTS/BACKGROUND

The range of Program Management Knowledge Based Services (PM-KBS) consists of contract management support; program management support; technical, analytical, and acquisition support; and operational support. These services are critical to the successful fielding of the F-35 mission capabilities. It will support the prediction of future upgrade costs of emergent technologies throughout the entire program life cycle, including deployment, sustainment, and ultimate

disposal.

#### BACKGROUND

* + 1. **MISSION**

The F-35 program mission is to focus on the technologies for and the development, production and fielding of the next generation strike warfare fighter to meet the needs of the USAF, USN, USMC and partner countries at reduced cost and risk. The F-35 JPO includes all (U.S. and foreign) military, Government civilian, and support contractors assigned to the Program Office (PO) and its major operating locations. The F-35 JPO major operating locations are:

F-35 JPO Crystal City in Arlington, Virginia (VA)

[Naval Air Warfare Center/Aircraft Division (NAWC/AD), Patuxent (PAX) River, Maryland](http://www.jsf.mil/program/prog_field_nawcad.htm) (MD) Edwards Air Force Base (AFB), California (CA)

Wright-Patterson AFB (WPAFB), Ohio (OH) [Eglin AFB, Florida](http://www.jsf.mil/program/prog_field_eglin.htm) (FL)

[Naval Air Warfare Center /Weapons Division (NAWC/WD), China Lake, CA](http://www.jsf.mil/program/prog_field_nawcwd.htm) NAWC/WD, Point Mugu, CA

Ft. Worth, TX

The F-35 mission is extremely complex due to the three variants being manufactured simultaneously; the concurrence of activities (AS design/development, software development, Low Rate Initial Production (LRIP), stand-up of pilot training, implementation of the aviation logistic support, etc.); and the multitude of international partners and foreign military sales (FMS) customers. The F-35 program is subject to unpredictable variations in the level of effort (LOE) required to maintain and implement these complex and often competing efforts.

#### F-35 JPO STRUCTURE

The F-35 JPO consists of approximately 2,486 personnel. Staff members include U.S. military and civilian personnel, partner nation military and civilian personnel, and DoD contractor employees. FMS Foreign Liaison Office (FLO) customers are not a part of the F-35 JPO, nor do their representatives reside within JPO facilities. They are supported by the F-35 JPO in accordance with Security Cooperative Partners (SCP) Letters of Agreement (LOA). Partner Nations have part-time and full-time staff included in the research and management of the program. These staff members serve side by side with the U.S. Government (USG) personnel in the F-35 JPO.

#### Foreign Military Sales (FMS) Support

FMS support encompasses F-35 SCP arrangements, FMS new business, and emergent FMS programs. The DoD has placed increasing emphasis on international armaments cooperation in

Research and Development and acquisition of weapon systems and defense technology. The F-35 SCP provides an opportunity for U.S. allies to participate in F-35 and to be “well informed” customers in the process. The SCP consists of F-35 vision/framework formalized in a National Armaments Director (NAD)-to-NAD Letter of Intent (LOI). It also consists of F-35 “business details” formalized in a FMS Letter of Offer and Acceptance (LOA).

Currently, two (2) countries have joined the F-35 program’s SDD phase (Israel and Country X), as SCPs. Future opportunities will be coordinated with the respective International Project offices within the Defense Security Cooperation Agency (DSCA), USAF, and USN to ensure that the USG strategy for international participation is mutually beneficial to all participants. It is anticipated that the U.S. may partner with five (5) or more additional countries in the F-35 SCP. The SCP is an ongoing program that consists of two (2) phases:

* An exploratory program to determine whether to purchase the F-35 weapons system and if approved
* A production program for an undetermined number of the F-35 aircraft.

Effort is expected to increase over the life of the TO as the F-35 development moves into the production, deployment, and sustainment phase.

#### COOPERATIVE PARTNER SUPPORT

The DoD has placed increasing emphasis on international armaments cooperation in R&D, acquisition of weapon systems, and defense technology. The International Directorate leads the integration of international participation within the framework of the F-35. The core F-35 program is a multinational cooperative program comprised of nine (9) partner nations. These partner nations are: the U.S., U.K., Italy, The Netherlands, Turkey, Australia, Canada, Denmark, and Norway. The Arms Export Control Act Section 27 provides DoD the authority to enter into cooperative programs with U.S. allies and governs the cooperative partner requirements supported by the F-35 program.

International partnership is expected to benefit the U.S. by reducing its share of program costs, giving it access to foreign industrial capabilities, and improving interoperability with allied militaries. Partner governments expect to benefit from defined influence over aircraft requirements, improved relationships with U.S. aerospace companies and access to F-35 program data.

#### F-35 JPO BUSINESS OPERATIONS DIRECTORATE

The F-35 JPO Business Operations Directorate provides administrative, facilities, and program integration support services for all F-35 IPTs. The directorate manages the daily administration of the program including, but not limited to, in and out-processing of military, civilian, and contractor personnel, command staffing input, budget planning and execution, briefing support, temporary duty management, time card input, facilities maintenance, and service contract management.

#### GOVERNMENT ROLES AND RESPONSIBILITIES

Contracting Officer - A person duly appointed with the authority to enter into (Procuring Contracting Officer (PCO)) or administer (Administrative Contracting Officer (ACO)) contracts and make related determination and findings on behalf of the Government. The PCO and ACO will be designated in the resulting contract. Contracting Officers are designated via a written warrant, which sets forth limitations of authority. The Contracting Officer ensures performance of all necessary actions for effective contracting ensures compliance with the terms of the contract and safeguards the interests of the United States in the contractual relationship. It is the Contracting Officer who assures the Contractor receives impartial, fair and equitable treatment under the contract. The Contracting Officer is ultimately responsible for the final determination of the adequacy of the Contractor’s performance.

Contracting Officer’s Representative (COR) - An individual appointed in writing by the PCO to act as their authorized representative to assist in administering the contract. The COR will be appointed in the resulting service contract. The limitations of authority are contained in a written letter of appointment. The COR is responsible for technical administration of the contract and assures proper Government surveillance of the contractor’s performance. In addition to the continuous

monitoring of performance, the COR will also submit an annual assessment in the Navy’s Contractor Performance Assessment Reporting System (CPARS). For CPARS, the COR assesses general quality of the product or service, schedule, cost control, business relations, management, small business compliance, and other important areas. The COR is not empowered to make any contractual commitments or to authorize any changes on the Government’s behalf. Any changes that the contractor deems may affect contract price, terms, or conditions shall be referred to the Contracting Officer for action.

Alternate COR (ACOR) - An individual appointed in writing by the PCO to act as their authorized representative, in the absence of the COR, to assist in administering the contract. The ACOR will be appointed in the resulting contract. The limitations of authority are contained in a written letter of appointment. In the absence of the COR, the ACOR is responsible for technical administration of the contract and assures proper Government surveillance of the contractor’s performance. The ACOR is not empowered to make any contractual commitments or to authorize any changes on the Government’s behalf. Any changes that the contractor deems may affect contract price, terms, or conditions shall be referred to the Contracting Officer for action.

Technical Point of Contact (TPOC) - The COR designates individual Government Technical Point of Contacts to assist in administering and coordination of specific tasks under the contract. The TPOC provides advisement to the COR, ACOR and CO on the contractor performance on the technical requirements of the contract. With COR coordination, the TPOC may provide technical direction and general performance-related guidance to the Contractor. As used herein, “technical direction” means direction to the Contractor that fills in details, suggests possible lines of inquiry, or otherwise completes the general scope of the work. “Technical direction” shall be within the terms of this contract, shall not change or modify the contract/task order in any way; and shall not constitute contract changes that may only be accomplished by the CO.

#### DETAILED REQUIREMENTS

The contractor shall provide the services described in the following task areas:

#### TASK 1 – Contract MANAGEMENT SUPPORT

The contractor shall provide contract management support under this contract. This includes the management and oversight of all activities performed by contractor personnel, including subcontractors, to ensure all F-35 JPO Program Management and Corporate Operations services satisfy the requirements identified in the Statement of Work (SOW). The contractor shall identify a Program Manager (PM) by name, who shall serve as the primary interface and point of contact (POC) with the Government program authorities and representatives on technical program/project issues. The contractor PM shall provide management, direction, administration, quality assurance, and leadership within the contractor’s team to their personnel for the execution of this contract in support of the F-35 JPO.

The contractor shall facilitate communications between the Government and the contractor’s team along with all activities necessary to ensure the accomplishment of timely and effective support, performed in accordance with the requirements contained in this SOW.

The contractor shall use industry best-standards and proven methodologies that assure that all contract activities are identified, documented, and tracked so that the contract shall continuously be evaluated and monitored for timely and quality service by the contractor. The contractor shall notify the Contracting Officer Representative (COR), Procuring Contracting Officer (PCO), and F-35 JPO Technical Point of Contact (TPOC) in writing of any technical, financial, personnel, or general managerial problems encountered throughout the Period of Performance (POP).

#### SUBTASK 1.1 – Coordinate a PROJECT KICKOFF MEETING

The contractor shall schedule and coordinate a Project Kick-Off Meeting no later than ten (10) business days after contract award at the location approved by the Government. The meeting will provide an introduction between the contractor personnel and Government personnel who will be involved with the contract. The meeting will provide the opportunity to discuss technical, management, and security issues, as well as travel authorization and reporting procedures. At a minimum, the individuals who shall attend include key contractor personnel, representatives from the F-35 JPO, other key Government personnel, and the PCO and COR. (See CDRL B001).

#### SUBTASK 1.2 – Prepare MANAGEMENT REPORTS

Provide MONTHLY STATUS REPORT (MSR) AND BRIEFING

The contractor PM shall develop and provide a MSR (See CDRL B002).

The contractor shall reconcile the MSR with each monthly invoice. The MSR shall be prepared in accordance with the sample in Section J, Attachment 1.

#### Provide AND MONTHLY EXPENDITURE REPORT (MER)

The contractor shall develop and provide a MER (See CDRL B003)

ENTERPRISE-WIDE CONTRACTOR MANPOWER REPORTING APPLICATION (ECMRA)

The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this task order for the F-35 JPO via a secure data collection site. The contractor is required to completely fill in all required data fields using the following web address: <https://doncmra.nmci.navy.mil.>

Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk, linked at <https://doncmra.nmci.navy.mil.>

#### Prepare TRIP REPORTS

The contractor shall submit Trip Reports five (5) working days after completion of a trip (See CDRL B004). Trip reports are required for all Outside the Continental United States (OCONUS) travel.

The TPOC and/or COR shall identify the need for a Trip Report for Continental United States (CONUS) travel when a request for travel is submitted. The contractor shall reconcile the Trip Reports in accordance with the MSR. The contractor shall keep a historical summary/spreadsheet of all long-distance travel, to include, at a minimum, the name of the employee, Government approval authority, location of travel, duration of trip, total cost, travel approval number and purpose.

#### Provide MEETING REPORTS

The contractor shall submit Meeting Reports (as requested by TPOC and/or COR) to document results of meetings (See CDRL B005).

#### Provide PROBLEM NOTIFICATION REPORTS (PNRs)

The contractor shall file a PNR (See CDRL B006) to notify the COR and/or TPOC of issues related to potential cost/schedule overruns/impacts, delay to delivery, assumptions upon which tasks were based that have changed or were incorrect, etc. The PNR shall be provided no later than one (1) working day after the problem is identified. The PNR shall be prepared in accordance with (IAW) the sample in Section J, Attachment 2.

#### SUBTASK 1.3 -- TRANSITION PLAN

A transition shall ensure minimum disruption to vital Government business. The Transition-Out Plan **(See CDRL B010)** and the Transition-In Plan **(See CDRL B011)** shall facilitate the accomplishment of a seamless transition from the awarded contractor to the incoming contractor/Government personnel at the expiration of the TO.

#### Provide TRANSITION-OUT PLAN

The contractor shall provide a Transition-In Plan (**See CDRL B010**) that describes the following:

* How the contractor will coordinate with the incoming contractor/Government personnel to transfer knowledge
* Project management processes
* POCs for all locations
* Location of technical and project management documentation
* Status of ongoing technical initiatives
* Appropriate contractor to contractor coordination to ensure a seamless transition
* Transition of key personnel
* Schedules and milestones
* Actions required of the Government
* Establish and maintain effective communication with the incoming contractor/Government personnel for the period of the transition via weekly status meetings
* Continuity plans for all processes and procedures
* Billet/Position plans
* Statuses of security clearances
* Schedule turnover
* Technical documentation and expectations

#### PROVIDE TRANSITION-IN PLAN

The contractor shall provide a Transition-In Plan (**See CDRL B011**) that describes the following:

* How the contractor will coordinate with the incumbent contractor/Government personnel to transfer knowledge
* Project management processes
* POCs for all locations
* Appropriate contractor to contractor coordination to ensure a seamless transition
* Schedules and milestones
* Actions required of the Government
* Establish and maintain effective communication with the incumbent contractor/Government personnel for the period of the transition via weekly status meetings
* Billet/Position plans
* On-boarding of key personnel
* Statuses of subcontracts
* Statuses of security clearances
* Schedule assumption of contractual tasks from the incumbent contractor
* Technical documentation and expectations

#### SUBTASK 1.4 -- PROJECT MANAGEMENT PLAN (PMP)

The contractor shall prepare and deliver a Final PMP (See CDRL B007) that is organized by task area. The contractor shall deliver the Final PMP NLT 30 calendar days after TOA.

The PMP shall, at a minimum, contain the following:

* Program approach
* A matrix of all deliverables with a schedule for deliverables that allows sufficient time for Government review
* Task dependencies and interrelationships
* Contractor organizational structure
* Process management and controls
* Financial management
* Subcontractor Management (as appropriate)
* Security Plan
* Budget forecasts
* Any unique hardware and software utilized by the contractor

The PMP is an evolving document that shall be updated with all changes as they occur. At a minimum, the documents shall be updated bi-annually. The contractor shall provide the updated draft PMP for the COR and TPOC approval NLT ten (10) working days after the need for PMP update is identified by the Government, contractor, or both. The contractor shall work from the latest Government-approved versions of the PMP.

#### SUBTASK 1.5 – Convene IN PROGRESS REVIEW (IPR)

The contractor shall conduct a formal IPR to be held quarterly at the F-35 JPO in Arlington, VA. IPRs shall include the COR, TPOC, other key Government personnel, and any additional Government and contractor representatives deemed necessary by the COR. The IPR shall provide a forum for Government review of progress, planning, and issues related to the TO. The contractor shall utilize the PMP in their discussion of TO performance. The contractor shall document and email IPR minutes to IPR participants within ten (10) working days after the IPR (See CDRL B008). IPRs shall include, at a minimum, the following:

* Schedule by task
* Previous months activities by task
* Financial overview and status
* Personnel overview and status
* Planned activities for next month by task
* Issues/actions required by the Government
* Trend analysis and indicators from previous months data

#### SUBTASK 1.6 – COST CONTROL

The contractor shall seek to maintain tight cost control on all tasks of the TO, with particular emphasis on operations activities. The contractor shall seek to gain efficiencies through structured services, automated tools, workflow processes, and effective subcontractor and supplier management controls. The Government has established an efficiency goal of 10% savings year to year with the baseline being the base year of the contract. The contractor shall provide monthly updates in the MSR (see 3.1.2.1, See CDRL B002) on the progress of meeting the established efficiency goals.

#### SUBTASK 1.7 - SECTION 508 COMPLIANCE

Unless the Government invokes an exemption, all Electronic and Information Technology (EIT) products and services proposed shall fully comply with Section 508 of the Rehabilitation Act of 1973, per the 1998 Amendments, 29 United States Code (U.S.C.) 794d, and 36 Code of Federal Regulations (CFR) 1194. The contractor shall identify all EIT products and services proposed, identify the technical standards applicable to all products and services proposed, and state the degree of compliance with the applicable standards. Additionally, the contractor must clearly indicate where the information pertaining to Section 508 compliance can be found (e.g., vendor’s website or other exact web page location). The contractor shall ensure that the list is easily accessible by typical users beginning at TOA and shall inform the COR and TPOC of the information location.

#### 3.2 TASK 2 - PROVIDE JSF PROGRAM MANAGEMENT SUPPORT

The contractor shall provide program management support to the F-35 JPO to include, but not limited to, the Executive Leadership Team, each Directorate, each Functional Team, and the Integrated Product Teams (known from here on out as Teams) to assist them in accomplishing their mission. The contractor shall provide Program Management Level I, II, and III support to the F-35 program organization responsible for the development, production, operation, and sustainment of the entire F-35 weapon system. The contractor shall use industry best-standards and proven methodologies to ensure all F-35 program activities are identified, documented, and tracked. The program management team must comply with instructions and policies promulgated by the DoD,

U.S. Services, and Executive Branch issuances. The contractor shall provide the following support:

* Facilitate the preparation, processing, coordination, and exchange of programmatic information for Executive, Integrated Product, and Functional teams. The contractor shall remain fully abreast on priority issues related to the F-35 program and provide information with high-level officials.
* Support the management of multiple interdependent projects that support the improvement of the F-35 program mission and overall JSF performance as described below:
* Provide support to the Executive Leadership Team including, but not limited to, the following quarterly forums: SWG meetings, CSB, and Joint Strike Fighter Executive Steering Board (JESB) reviews. These meetings and boards are venues for the F-35 JPO to present current information regarding the program to senior DoD personnel relating to cost, schedule, and performance.
* Provide support to bi-annual Chief Executive Officer (CEO) forums. These meetings provide venues for the Prime Contractors, and various subcontractors, to present technical updates (normally PowerPoint briefings) on the progress of the F-35 program. If required, the contractor shall draft and prepare documents in support of these meetings.
* Provide Data Manage (DM) support, which entails maintaining a database of information gathered from past, current, and future events. This database shall require interactions with all relevant participants to maintain engineering and technical data flow processes to ensure information is up-to-date. The contractor shall ensure the information contained in the database is updated on a daily basis and accurate. The contractor shall generate weekly, monthly, and quarterly database reports to F-35 leadership.
* Plan, monitor, and analyze, technical, cost, and schedule performance of all F-35 program work efforts. The contractor shall provide support to the F-35 Teams in their effort to establish budgets and schedules for F-35 program milestones and monitor, control, and regularly report on expenditures versus budgets and planned resources.
* Support the development, coordination, implementation, and monitoring of Acquisition Strategies and Plans for products and services to develop, field and support the F-35 based on program requirements.
* Utilize industry best-standards and proven methodologies to ensure all F-35 program activities are identified, documented, and tracked so that the F-35 JPO can be evaluated and monitored for timely and quality service.
* Assist in resolving any programmatic, financial, manpower, schedule, or general managerial problems encountered.
* Provide organized, analytical assessments to understand and/or evaluate complex issues to improve policy development, decision-making, management, and/or administration. The contractor shall perform, support, and contribute to efforts that develop, implement, manage and maintain policies, procedures, and tools to accomplish assigned F-35 program tasks. These F-35 program tasks shall adapt to the changing environment of Government policy, modified stakeholder requirements, and budgetary realities. The contractor shall draft documents containing data or leading to conclusions and/or recommendations supporting these changes or supporting alternate solutions. This may include documents related to databases, models, methodologies, and related software in support of a study, analysis, or evaluation.
* Provide support on issues pertaining to the design, development, production, and sustainment. This support includes coordinating and recording high-level meetings; developing required presentation data; updating, generating, and tracking action items; updating and maintaining technical data libraries; and support technical liaison between program personnel, field sites, and other contacts within the F-35 program.
* Monitor and report, collect data, and work with the F-35 enterprise participants in providing services in support of F-35 JPO. The contractor shall perform all activities using an integrated and cross-functional methodology that ensures all organizational elements of the F-35 JPO are engaged in the resultant solutions. Support and participate in management working groups (WG), reviews, meetings, briefings and other forums. The contractor shall support the preparation, development, coordination, and presentation of F-35 programmatic status briefing materials. The contractor shall be prepared to present material and lead discussions pertaining to and derived from assigned tasks.

The contractor shall also assist in making recommendations on programmatic matters and decisions.

The above requirements are divided below into the required Program Levels.

#### SUBTASK 2.1 - PROVIDE PROGRAM MANAGEMENT LEVEL I SUPPORT

Program Management Level I support provides basic program management in direct support of the F-35 JPO as described above. F-35 program areas that may require Level I support to include the Executive Leadership Team, each Directorate, each Functional Team, and the Integrated Product Teams. The contractor shall provide the following Program Management Level I support to the

F-35 JPO across all aspects of the program office:

* Perform financial and status reporting and basic logistic activities.
* Support contract activities and workload planning and scheduling.
* Collaborate in acquisition planning and support assessment of potential risks (technical, cost, and schedule) in budget development, monitor and track contract progress, and track performance evaluation.
* Assist with QA.
* Assist with briefing development.
* Assist with change management.
* Assist with performance measurement.
* Assist with developing acquisition strategies.
* Assist with Earned Value Management (EVM).
* Assist with analysis and requirements development.

#### SUBTASK 2.2 - PROVIDE PROGRAM MANAGEMENT LEVEL II SUPPORT

Program Management Level II support provides intermediate program management in direct support of the F-35 JPO. F-35 program areas that may require Level II support to include the Executive Leadership Team, each Directorate, each Functional Team, and the Integrated Product Teams. The contractor shall provide the following Level II support to the F-35 JPO across all aspects of the program office:

Provide subject matter expertise to the F-35 program in the development, production, operations, and sustainment of the weapon system.

Provide support to organizational structure and program management activities to include the following:

Identify, establish, and mitigate risk and opportunities within the F-35 program and structure.

Assist with technical reviews and assessments. Collaborate in acquisition planning and development. Maintain configuration control.

Assist with budget development and management. Assist with business case development.

Assist with strategic planning.

Assist with resource forecasting, allocation and control. Provide schedule verification and validation.

Provide performance metrics and reporting.

#### SUBTASK 2.3 - PROVIDE PROGRAM MANAGEMENT LEVEL III SUPPORT

Program Management Level III support provides advanced program management in direct support of the F-35 JPO. F-35 program areas that may require Level III support at TOA include the Executive Leadership Team, each Directorate, each Functional Team, and the Integrated Product Teams. The contractor shall provide the following Level III support to the F-35 JPO across all aspects of the program office:

* + - * Provide subject matter expertise to support F-35 program in delivering the weapons system.
      * Assist with task support of acquisitions, financial management, risk management, systems engineering, total ownership cost determination, acquisition coordination, and communications.
      * Organize professional, administrative, and management support as it relates to developing clear and actionable requirements.
      * Assist in managing complexities and strategic investments.
      * Assist with planning and resource management, capital planning and investments.
      * Assist with determining and implementing program alignment.
      * Assist with budget justification.
      * Assist with risk management.
      * Assist with program control.
      * Assist with strategic planning and problem solving.
      * Support stakeholder, industry, senior leader, and agency relations.
      * Provide program briefing support and brief as required.
      * Assist with configuration, information, and data management.
      * Assist in the management of Production Tooling.
      * Assist in management of Government Furnished Property.
      * Provide Diminishing Manufacturing Sources management.
      * Provide support to Production Affordability initiatives.

#### Task 3 - Provide Technical, Analytical, and Acquisition Support

The contractor shall provide technical, analytical, and acquisition support to the F-35 Lightning II program to include, but not limited to the Executive Leadership Team, each Directorate, each Functional Team, and the Integrated Product Teams (IPT) to assist them in accomplishing their mission. The contractor shall provide Configuration Management Support, Data Management Support, Information Management Support, Analytical Support, Requirements Disclosure Analysis Support, Export License Support, Operations Studies and Analysis Support, FMS Programmatic Support, and MOU Partnership Support to the F-35 program organization responsible for the development, production, operation, and sustainment of the entire F-35 weapon system. The contractor shall use industry best-standards and proven methodologies to ensure all F-35 program activities are identified, documented, and tracked.

#### Subtask 3.1 - PROVIDE CONFIGURATION MANAGEMENT (CM) SUPPORT

Configuration Management (CM) is defined as the process of establishing and maintaining consistency between a hardware/software product’s performance, function, physical attributes and its requirements, design and operational information throughout its life cycle, including disposal. The six (6) primary CM disciplines are: CM planning, configuration identification, configuration control, interface management, configuration audits, and configuration status accounting.

The contractor shall describe and support execution of an effective approach for CM, including CM planning, identification, control, status accounting and auditing functions, and verification of the functional and physical characteristics of F-35 products across the F-35 program life cycle. The contractor shall perform the following support services:

* CM Coordination. Provide technical support and services to implement, maintain, and execute the change management process using systems engineering principles, standards, and toolsets.
  + Engineering Policy and Procedure Development. Develop, coordinate, and maintain policies and procedures in support of Configuration Control Board (CCB) implementation and execution.
  + Technical Data Management. Coordinate and assist the F-35 program in managing the implementation of technical data management policies and processes across the F-35 program lifecycle requirements to ensure an integrated solution. Develop and provide training to F-35

personnel in these products and processes.

* CM Audits and Variance Management. Participate in the Prime Contractor design configuration verification operation. The Design Configuration Verification operation is a continuous in-process effort to ensure that the design, planning and manufacturing documentation is complete and consistent with the SDD F-35 AS contract specification. Activities include configuration baseline identification, qualification test article inspections, first article inspections, build-to–package reviews and process reviews. Perform physical configuration audit of engineering documentation created during the development of an engineering change including the planned block changes.
* Sustainment CM. Update configuration management planning to reflect new deployment information, changes in support or maintenance planning, and Block changes. Ensure technical review and coordination by the appropriate F-35 program of Class I Engineering Change Proposals (ECP) for boarding (JCRB /JCCB). Conduct configuration status accounting to ensure that there is a configuration record documenting all approved configuration activities to all designated configuration items and reflects the latest authorized configuration of the delivered items.

The contractor shall coordinate, facilitate, and participate in the weekly technical decision forms (Air System Board (ASB), CCB, Monthly Program Review (MPR), and other meetings). Provide preparation of documentation, staffing of decision memoranda, and communication of supporting information and data. The contractor shall develop and coordinate the implementation of new forums as the F-35 program enters follow-on lifecycle phases. The contractor shall develop, coordinate, and maintain policies and procedures in support of CCB implementation and other engineering processes.

#### Subtask 3.2 - PROVIDE DATA MANAGEMENT SUPPORT

The contractor shall assist the F-35 program in providing data management support in the following areas:

Data management process and policies. Technical data.

* + - * CDRL Management
      * Verification data analysis and reporting.
      * Deficiency reports.
      * Risks and issues data management.
      * Change Request (CR).

Data rights and International Traffic and Arms Regulation (22 Code of Federal Regulations 120-130) (ITAR).

The contractor shall provide the following Data Management support:

* Maintain a Data Archive Architecture and System Provide on-going support for the F-35 program to receive, track, and store all F-35 contractor deliverables to include technical data (technical reports, engineering data, technical drawings, etc.).
* Coordinate, receive, track, and store regularly shipped snapshots of F-35 requirements in Dynamic Object Oriented Requirements System (DOORS) and Cradle databases for F-35 aircraft variants.
* Assist the F-35 in managing appropriate classified computing systems to allow loading of appropriate F-35 DOORS and Cradle databases to support the F-35 engineers’ research.
* Provide research into F-35 DOORS and Cradle databases for technical requirements and their implementation, flow-down, and preparation of findings.
* Assist the F-35 program in managing software licensing renewals (to include the annual DOORS, Cradle licenses).
* Advise F-35 program leadership of change implications in the Prime Contractors’ CM strategy, technical architecture, installation, operation, and management of DOORS and Cradle databases.
* Provide administrative support to the Systems Engineering Team to pre-coordinate with Prime Contractor on the CRs to be presented at the F-35/Prime Contractor Joint CCB.

#### SUBTASK 3.3 – PROVIDE INFORMATION MANAGEMENT SUPPORT

The contractor shall provide the following Information Management Support:

* Draft, facilitate, and provide for the efficient and authoritative communication of programmatic and technical information, leadership messages, and priorities across the F-35 enterprise throughout the program lifecycle.
  + Assist with Executive Leadership Team (ELT) and Public Affairs Office (PAO) on all issues regarding public releasability and strategic communications plans. Provide ELT support with numerous government military and civilian organizations, Prime Contractor organizations, and F-35 International Partners for high-level program governance meetings with Senior Warfighter Group (SWG), JESB, and Chief Executive Officer (CEO); as well as any miscellaneous meetings/conferences scheduled as required). The contractor shall work with Program Integration on approval for ELT Briefs.
  + Provide external program audit support by coordinating and supporting preparations for external agency reviews and audits of the F-35 program via F-35 integrated product team and functional team government leadership.
  + Respond to external stakeholder information requirements to include drafting, coordinating, and staffing responses to stakeholder and Congressional information requirements relating to inquired F-35 matters.
  + Codify based on government direction, maintain, and communicate logistic, protocol and liaison policy, procedure and information for the preparation and performance of periodic program governance forums held within the U.S. and internationally, as well as prepare, coordinate and facilitate the development of presentation materials for these forums.
  + Prepare, coordinate, and facilitate the development of programmatic communication media to include, but not limited to, briefings, point papers, memos and letters in support of internal F-35 program stakeholder communication to include responses to programmatic issues covering development, production, and sustainment lifecycles.
  + Formulate draft responses, briefings, point papers, memos and letters in support of daily and quick turnaround task requests from internal and external agencies.
  + Coordinate with government and provide a central F-35 program interface for the intake, review and cataloging of materials intended for public release, to include images, briefings, professional writings, and media products. Coordinate within the F-35 JPO determination of public releasability for all documents requested for external media or other public forums and provide documentation of release via government public affairs representatives.
  + With government approval, draft, implement, and maintain knowledge and data management architectures, policies and procedures to foster efficient use of information technology (IT) resources across the F-35 enterprise for maintaining programmatic information.
  + Prepare periodic reports to fulfill regulatory requirements levied by the DoD and the U.S. Services.
  + Draft and support the development of the F-35 Standard Operating Procedures (SOPs) and processes.
  + Generate and update various program level briefings to be presented to high ranking officials in the Government and industries as required.
  + Provide integration and coordination of issues (programmatic and business) and activities within/across the F-35 program including: drafting and implementing information management policies and procedures; assisting in the development of the program organizational growth strategy; cross-team support such as (EAC) and stakeholder reporting; and participate in and facilitate recurring program staff meetings and other business meetings.
* Support, liaison and their travel to F-35 contractors and field sites in support of government objectives.

Support all issues regarding public affairs, media relations, and strategic communications plans. The contractor shall provide the following type of F-35 program public affairs subject matter expertise and support services:

* Coordinate, attend, and facilitate advance preparation of senior management and technical program personnel participating in interviews.
* Collect supporting materials from F-35 program and contractor leads to develop materials on program issues.
* Assist with special committees as directed by the government to support program and government observances.

o Assist with the government in developing and implementing strategic and tactical communications plans.

* Support review and assess all public releasable documents.
* Participate in reoccurring meetings for business development, Program Control, F-35 program, and Public Affairs Working Group.
* Assist in coordination of and development of materials for semi-annual national and international F-35 public affairs working group meetings, teleconferences and special events.
* Coordinate updates and revisions to multiple service and Office of the Secretary of Defense (OSD) acquisition databases (i.e. Defense Acquisition Management Information Retrieval (DAMIR), Defense Acquisition Executive Summary (DAES), System Metric Acquisition Reporting Tool (SMART), Monthly Acquisition Report (MAR))
* Participate in acquisition strategic planning, cost reduction initiatives, and process improvement efforts through:
  + Analyze acquisition policy, instruction, guidance, processes, and business systems.
  + Analyze and evaluate Service and OSD acquisition procurement processes and systems.
  + Evaluate strategies to increase the effectiveness, efficiency, and productivity of acquisition processes and systems through policy, procedural, or cultural changes.
  + Support the development of policy and process improvement recommendations.
  + Recommend and design strategies to increase the effectiveness, efficiency, and productivity of cost reduction initiatives and other pilot programs, procurement systems, and processes.
  + Apply enabling technology in evaluating and developing improvement recommendations.
  + Develop and implement automated tools, databases, and training with government oversight.
  + Develop process improvement metrics and reports with government oversight.
  + Identify, research, track, analyze, and report on Congressional issues, activities, reports, and laws that impact the F-35 program.
  + Produce summaries and reports covering all F-35 acquisition related efforts.
  + Monitor, research, and report on key issues pertaining to Authorization and Appropriations processes.
  + Research and analyze Congressional inquiries/inserts/appeals, testimony, Posture Hearing Issues Papers (PHIPs), Budget Program Fact Papers (BPFPs), Major Budget Issues, and DOD (IG), Congressional Budget Office (CBO), and Government Accountability Office (GAO) reports.
  + Review, prepare, and provide data to assist in the preparation for legislative hearings, testimony, Congressional staffer visits, formal Questions for Record (QFRs), and other events to ensure an integrated and consistent F-35 position in response to Congressional questions, issues, and requests for information.
  + Research Congressional transcripts, press releases, public events, documents, and information.
  + Provide summaries, analysis and reviews of such transcripts, hearings, events, and Congressional activities.
  + Research and track F-35 Congressional reporting requirements as they are developed by Congress.

#### Subtask 3.4 - Provide Analytical Support

The contractor shall provide the following analytical support:

* Analyze Integrated Master Schedule (IMS) and Earned Value Management (EVM) submittals.
* Analyze schedules and perform risk analysis.
* Provide schedule-related support to F-35 program.
* Provide recommendations for inputs to the Estimate at Completion (EAC) process.
* Assist in maintaining various databases like the Verification Test and Evaluation (VT&E) database and the Low Rate Initial Production (LRIP) Capability Cross Reference Matrix.
* Arrange and provide administrative support to various meetings such as the Contract Specification Closure Board.
* Develop, update, and analyze F-35 related metrics.
* Support the Chief Information Officer (CIO) in activities such as, but not limited to, business process crosswalks, Enterprise Data Management, performance management, application management, and IT efforts related to F-35 and its operating locations.
* Perform research, compiling and analyzing data, making recommendations, and authoring reports covering the entire spectrum of acquisition and sustainment-related areas such as air vehicle and systems, logistics and sustainment, Development and Operational Test and Evaluation (DT & OT), and international partners and Foreign Military Sales.
* Provide technical guidance and integration analysis of JSF-related IT systems including deployment and successful integration into existing military networks.
* Support activities associated with Site Advanced Task Force, integration, and bed-down activities.
* Provide executive-level support on-site to support development of strategy, policy, emerging issues, and plans.
* Support logistics and sustainment efforts in areas such as Single Operations instructions (SOI), depot activation, war-gaming, workshops, evaluation events, integration of Work Breakdown Structure (WBS), event planning, facilitating, preparing reports and briefings.
* Provide technical advice and recommendations regarding F-35 Contractor laboratory and simulation development.
* Assist Security Cooperation Participant/FMS (SCP/FMS) with financial/cost analysis activities.
* Support the identification and mitigation of risks associated with site activation and introduction of the F-35A, B, & C Air System in conjunction with the PEO F-35 Risk Management Plan.
* Support consistent situational awareness of F-35 issues between Service and OSD organizations.
* Prepare briefing/staffing materials in support of the annual F-35 Strategic Manpower Plan
* Support development of Logistics and Sustainment Plans and Policies.
* Provide spares estimates and modeling for budget drills in support of the PPBE cycle and affordability initiatives.
* Review, assess and report on contractor developed documents regarding logistics and/or information technology.
* Provide analytical, technical and administrative services supporting the Integrated Test Force (ITF) and Operational Test and Evaluation (OT&E) F-35 program within F-35 program.

#### SUBTASK 3.5 – PROVIDE REQUIREMENTS DISCLOSURE ANALYSIS SUPPORT

The contractor shall perform the international programs’ and foreign disclosure technical services necessary to review, analyze, and support all aspects of F-35 Air System Requirements (ASR) engineering efforts relating to international Partners and/or FMS nations. The contractor engineering review efforts shall include such areas as avionics subsystems (Electronic Warfare (EW), radar, Electro-Optical Targeting System (EOTS), communication, navigation and identification, and Distributed Aperture System), software engineering and development, structures, manufacturing (including LO maintenance), environmental, materials, aerodynamics, T&E, aircrew training systems, and high fidelity aircraft simulation. The contractor shall perform the following:

Provide operational, tactical, technical, and administrative support to the ASR IPT on-site at the F-35 program office.

Provide subject matter expertise and support in the following areas:

* International Affairs and FMS.
* U.S. Government marketing efforts to potential International partners/FMS cases.
* National Disclosure Policy (NDP) applications and F-35 JPO guidelines regarding foreign disclosure and classification.

Assist the ASR, MS IPT, and the International Directorate (ID), providing analytical and programmatic expertise to include providing the following support services:

* Foreign disclosure advice and guidance to ongoing Team operations as well as reviews; and interpret and recommend updates to disclosure guidance documents.
* Participate in interagency disclosure actions and update Team foreign disclosure-related procedures.
* Assist with ASR and Modeling Simulation and Analysis (MS&A) requirements reviews, staff advocacy actions, and provide recommendations for international release/disclosure determination by F-35/SC/FOG to include but not limited to:
  + Operational Requirements Document (ORD), JSF Contract Specification (JCS), Concept of Operations (CONOPS), and other documents, reports, briefings, software, hardware, and databases.
  + Inputs to the International Commonality Effort (ICE) WG.

Assist the F-35 International Development WG and F-35 Delegation of Disclosure Letter (DDL) Revision WGs. The contractor shall assist in any revisions of ASR Section of DDL.

Assist with NDP applications and F-35 guidelines regarding foreign disclosure and classification.

Assist with F-35 International planning meetings.

Provide assistances to the F-35 and field agency personnel on matters concerning foreign participation.

Assist with the interface of international Partners, ID, F-35 SC, Foreign Disclosure Officers (FDO), F-35 Threat/Intelligence IPT, and other agencies regarding matters involving foreign participation in ASR IPT, including MS&A. Facilitate foreign partner participation in F-35 MS&A meetings, information exchanges, and virtual and constructive simulation events.

Advise F-35 and field agency personnel on matters concerning foreign participation in the same.

Assist with international MS&A event planning, preparation, coordination, and execution, to include:

* Assist with the planning and coordination of international tailor-ability of MS&A events (e.g., Virtual Strike Warfare Environment (VSWE), Military Application-Specific Power Electronic Module

(MIL-ASPEM), JUDS).

* Draft CONOPs, briefings, and reports; arrange and support F-35/SC/FDO facility/equipment security reviews; prepare international releases, as appropriate, for FDO approval.
* Track and resolve MS&A international events issues.

Assist with the preparation of Executive Committee Decision Memorandum background, preparation, and development for MS&A issues of international concern.

* Assist with the preparation of Requirements Disclosure Analysis Event Documents): CONOPs, briefings, and reports; arrange and support F-35/SC/FDO facility/equipment security reviews; prepare international releases, as appropriate, for FDO approval.
* Assist with the preparation of Public Releasable Documents, Briefings, and Reports for ASR.
* Assist with the Modeling Simulation Support Plan (MSSP), International Version.
* Assist with the preparation of Executive Committee Decision Memorandums background, preparation, and development for MS&A issues of International concern.

#### SubTask 3.6 - PROVIDE EXPORT LICENSE SUPPORT

The contractor shall maintain and update an Export License database. The Export License database maintains a record of every export license processed through the F-35 to include tracking the date submitted, approval date, and requestor.

In performing Munitions Export License Application (MELA), FMS and international policy analysis, the contractor shall:

* Analyze and assess potential export agreements to prevent international transfer of U.S. military technology when such transfer is not in the best interests of the U.S.
* Analyze and summarize arms control treaties and activities.
* Maintain current information on U.S. and international policies, treaties, laws, etc., on the control of missile technology and related weapon delivery systems.
* Maintain a database of Air Force & or Navy acquisition munitions export applications and applicable regulatory information to facilitate/support reviews and recommendations.
* Research, analyze, and provide draft recommendations on each MELA case and conduct export- related issue and policy studies.
* Recommend export policies and actions that enhance the security of Air Force & or Navy weapons systems.
* Review, analyze, and provide recommendations on international technology transfer issues and policy to include such specialized topics as manufacturing technology, industrial espionage, country-to-country agreements, and national security.
* Monitor and report on foreign disclosure limitations and FMS/North Atlantic Treaty Organization (NATO) -related issues.
* Research and evaluate issues related to FMS.

#### Subtask 3.7 PROVIDE PROGNOSTICS AND HEALTH MANAGEMENT PROGRAM MANAGEMENT SUPPORT

* 1. PHM (Prognostics and Health Management) IPT delivers a Decision Support capability that enables the Services’ to make intelligent, informed, and appropriate decisions across the F-35 Enterprise that influences the systems design, business, sustainment/ logistics, maintenance and operational actions. These decisions become based on health state data or information, available resources, acquisition strategy and operational demand.

This position is responsible for planning, organizing, and coordinating areas of the program including financial and schedule. The responsibilities include but not limited to participation in planning meetings, budget and contract reviews as well as EVM (Earned Value Management) and execution and the ability to provide integrated schedule and budgetary briefings.

The contractor shall assist the F-35 JPO in providing program management support for PHM activities and analysis related to supporting and sustaining the F-35 program. Tasks include, but are not limited to:

* + - Support PHM Program Management/Operations to include:
      * Coordinate and support IPT tasking (internal and external)
      * Review EVM and provide technical assessment on PHM
      * Track and support PHM risks and issues
      * Evaluate program documentation to ensure that the needs of the program are consistent with sound business practices and the degree of risk involved
      * Synthesize critical management issues, documentation, and relevant information to support program reviews and decisions

#### SUBTASK 3.8 PROVIDE OPERATIONS STUDIES AND ANALYSIS SUPPORT

The contractor shall provide executive level support on-site at the F-35 program office and potential F-35 field sites in the development of strategy, policy, emerging issues, and plans. The contractor shall provide high level study, analysis, reports, and policy proposals on a variety of issues critical to complex organizations and the F-35 program. Examples of projects requiring support are:

Preparation of a F-35 Strategic Manpower Plan to analyze the F-35 requirements, structure, and growth.

Analysis and reporting on Information Technology (IT) support to the F-35.

Analysis of F-35 governance and provide recommendations for development of internal management controls within the PO.

Analysis, planning, and implementation of a Policy, Maintenance, and Directive System within the F-35.

Development of a manpower acquisition process.

Establishment of a F-35 electronic library to store all policies, procedures, documents, and provide records management.

Draft a strategy to implement a F-35 growth plan (facilities, personnel, IT, and overall management).

The contractor shall perform the research and planning necessary to execute each project. The contractor shall perform the following operations in support of studies and analysis for F-35:

* Coordinate and execute a variety of high priority projects relating to development, production, sustainment, program management, and fielding of the F-35.
* Coordinate with other F-35 and OSD staff to establish working relationships with diverse Subject Matter Experts (SMEs) and policy makers.
* Translate and communicate highly complex analyses into actionable information for senior decision makers.
* Coordinate with the Directorates, Functional, and Integrated Product Teams and the leads at the peer level.
* Assist the F-35 in establishing effective policy and program development and analysis outcomes by monitoring and managing approved policy initiatives.
* Assist the Chief of Staff and Executive Leadership Team in the development and execution of strategic plans and policies throughout the F-35 program.
* Administer in-depth data supported studies and papers to support analysis. Studies and papers may include, but are not limited to, providing analysis of the F-35 manning requirements as the program enters full rate production and/or providing analysis of the impact to Production schedule of Congressional increase/decrease of F-35 budget.
* Draft presentations, in various formats, to present results of analysis. Presentations may include, but are not limited to, preparing a report that describes the projected impact of budget increase/decrease and/or preparing executive summaries of the report and Power Point Presentation briefing for the USD AT&L.
* Draft directives, instructions, manuals, and memoranda. Directives, instructions, manuals, and memoranda may include an instruction for PEO JSF signature, on the internal process for preparing SOW supporting F-35 Contracts.
  + 1. **Subtask 3.9 - PROVIDE FOREIGN MILITARY SALES (FMS) PROGRAMMATIC SUPPORT** The contractor shall provide FMS program management support to the F-35 and International Directorate. FMS program management includes FMS case management support services for the USG and Government(s) of identified countries (F-35 SCP FMS). The contractor shall provide program management support services to perform cost, economic, and business analysis of overall F-35 FMS efforts and individual FMS cases. The contractor shall assist the F-35 and International Directorate in the management of the SCP arrangements by providing the following support services:
* Analysis of Letters of Intent (LOI) and of (LOA) requirements between the U.S. and the prospective SCP Partners.
  + Draft, prepare, and assist with the execution of the Letter of Offer and LOA documents.
  + Support to pre-Letter of Request (LOR) activities.
  + FMS planning, management, and assist with the execution of FMS cases.
  + FMS case development (including preparation of Price and Availability (P&A) data.
  + Prepare and coordinate Congressional notifications and efforts in support of FMS case implementation, execution, reconciliation, and closure.
  + Detailed analysis and advice in support of international commonality and export control efforts.
  + Management of RFIs from SCP/FMS countries. The contractor shall assist in managing the information flow from contractors and F-35 Teams; and timely response of RFIs through the review process and back to the countries of origin.

#### PROVIDE FMS PROGRAM ANALYSIS SUPPORT

The contractor shall provide country-specific program analysis support to FMS customers. Support includes, but not limited to the following subtasks:

#### PROVIDE PROGRAM ANALYSIS SUPPORT

Establish performance goals and objectives for execution of the case.

Assist the systems engineering lead for integrating all program activities and requirements. Assist in the coordination for the specific country requests for information with the appropriate F-35 JPO and contractor personnel.

Assist in the coordination of information and briefing material for the various program reviews with the FMS country.

Develop presentations on FMS program status, accomplishments, and progress to all levels of DoD and industry.

Assist in coordinating technical expertise for country program reviews, inspections, conferences, and other program evaluations and events.

Support relations with cross-functional agencies, including, but not limited to: DSCA, Under Secretary of the Air Force for International Programs (SAF/IA), Navy International Program Office (NIPO), Air Force Security Assistance Center (AFSAC), Naval Aviation (NAVAIR).

Support USG-internal meetings including, but not limited to:

Case Reviews Financial Reviews PMRs

Annual Case Reviews

Assist in reporting periodic and comprehensive assessments and evaluations of FMS country program goals and objectives.

Assist in long-range planning to enhance management capabilities.

Assist in creation, distribution, storage, and cataloging of F-35 related project documents and correspondence.

Assist in action item tracking, and preparation and presentation of program status briefings. Provide recommendations regarding objectives that have a continuing impact on present and future programs.

Provide subject matter support to the country program manager as required for the execution of all F-35 LOAs.

Other program analysis related duties may be assigned as required.

#### PROVIDE FMS CASE MANAGEMENT SUPPORT

The contractor shall assist the F-35 JPO and ID by providing comprehensive support in accordance with DoD policy, monitoring and managing all aspects of each FMS case from cradle-to-grave

(pre-Letter of Request (LOR) development, LOR/LOA development/management/amendment, post-LOA settlement, and closeout) utilizing DoD and Service systems to record and manage FMS program data and track program performance. Contractor support to this Subtask requires a Secret Clearance level with ability to obtain Top Secret (TS). The contractor shall perform FMS program and case management services to assist the F-35 JPO/ID in the following areas:

Assist the F-35 JPO in cradle-to-grave FMS case management including the development,

implementation, execution, reconciliation, and closure of F-35 FMS cases. Assist with systems engineering support for integrating all the country program activities/requirements.

Assist the F-35 JPO in preparing P&A and LOAs data packages utilizing the DSCA’s FMS management software, Defense Security Assistance Management System (DSAMS), to include amendments and modifications.

Provide estimates for major F-35 Prime Contractors and subcontractors costs for SCP countries and FMS customers.

Assist the F-35 JPO in maintaining and updating cost models and methods as required by the F-35 FMS country requirements.

Assist the F-35 JPO in preparing, monitoring, forecasting, and assessing program financial requirements.

Assist the F-35 JPO in providing oversight of Prime and sub-contractor contract planning, negotiations, execution, and modifications. The contractor shall also advise Government country managers on program changes or updates. The contractor shall maintain the status of proposed F-35 aircraft and F-135 engine production programs as well as related FMS support programs for the various aircraft systems utilized by the country.

Assist the F-35 JPO in developing metrics to evaluate and depict program status; participate in IPT meetings, PMRs, PDRs, and CDRs in support of the country Foreign Liaison Officer (FLO); and keep the F-35 JPO Country Manager informed on the various programs.

Analysis of LOI and of LOA requirements between the U.S. and the prospective SCP Partner.

Draft, prepare, and execute the Letter of Offer (LOO) and LOA documents. Support to pre-Letter of Request (LOR) activities.

FMS planning, management, and execution of FMS cases.

FMS case development (including preparation of Price and Availability (P&A) data. Prepare and coordinate Congressional notifications and efforts in support of FMS case implementation, execution, reconciliation and closure.

Detailed analysis and advice in support of international commonality and export control efforts.

Management of RFIs from SCP/FMS countries.

Program management support of FMS cases to include Program Management Reviews (PMR), Case Reconciliation Reviews (CRR), and Financial Management Reviews (FMR); responses to LOR, Pricing and Availability (P&A), and LOA; preparation of Congressional Notifications; and development of LOA documents to include Amendments, Modifications and Manpower and Travel Data Sheets, inputting case information into the Defense Security Assistance Management System (DSAMS).

Establish and attend meetings with the Air Force Security Assistance Center (AFSAC) Command Country Managers for discussions of future requirements by the F-35 FMS Program.

Prepare, manage, and update an Integrated Master Plan (IMP) and an IMS for the FACO contract throughout the SDD phase.

Monitor and manage the Prime Contractors FACO business and manufacturing plans to ensure that the project is on schedule and on budget in order to execute the RDT&E program.

#### Subtask 3.10 - PROVIDE MEMORANDUM OF UNDERSTANDING (MOU) PARTNERSHIP SUPPORT AND ANALYSIS

The contractor shall assist the F-35 program in the development, management, and execution of Cooperative International Agreements (IA), typically MOUs, between the U.S. Government and the international cooperative partners. The JSF SDD Framework MOU and individual SDD MOU supplements, and the JSF Production, Sustainment and Follow-on Development (PSFD) MOU negotiated and signed by DoD and the partner nations’ equivalent defense organizations establish the key roles, responsibilities, and benefits for all MOU Participants. The contractor shall provide the following support:

* + - * Technical, program management, business, and international support to the F-35 JPO ID associated with the development, management, and execution of cooperative MOUs. The contractor shall assist the F-35 JPO in the management and execution of F-35 cooperative MOUs for SDD; PSFD; and Initial Operational Test and Evaluation (IOT&E). The contractor shall perform the following in support of cooperative MOUs:

Support the formulation of MOU negotiation strategies and coordination of the strategy among F-35 stakeholders and implementation through technical discussions and negotiation.

* + - * + Draft and coordinate the development of MOU amendments.
        + Draft and coordinate the development of implementing arrangements under the F-35 MOUs
        + Draft, coordinate and assist in managing MOU documentation and updates.
        + Draft revisions to various MOU annexes and MOU reference documents and coordinate internal coordination and external staffing and coordination through formal approval.
        + Maintain a comprehensive warehousing of MOU documentation up to date in the JPO’s Data Management (DM)/Hummingbird database or its successor in the event of a change.

Develop documentation including Summary Statements of Intent (SSOIs) and Project Certifications/Congressional Notifications required for Requests for Authority to Develop (RAD) and Requests for Final Authority (RFA) to conclude MOUs, MOU amendments, and implementing arrangements.

* Ensure program milestones provide adequate administrative and procurement lead-times, realistic development schedules and a MOU Participant focused range on the factors that ensure the execution of MOU Participant requirements.
* Ensure that objectives for development, acquisition, technical information, production, integration, test, and modification of the programs are carried out through planned Team management.
* Advise ID on the progress and development of cooperative partners’ cooperation program. Provide analysis and recommendations on these politically sensitive and complex agreements.
* Participate in the development of strategies that meet the needs of the partner nations consistent with U.S. disclosure and foreign policy.
* Support organizing, managing, and leading all F-35 program actions related to the proper execution and fulfillment of the F-35 cooperative partner MOUs assuring that objectives for cooperative partner programs are carried out through IPT management.
* Assist the F-35 JPO and other Government agencies in coordinating international program efforts.
* Participate in face-to-face interactions with high-level Office of the Secretary of Defense (OSD) officials from various offices and agencies, including general officers and senior executive level, to find solutions and to reach consensus for complex and frequently unique program issues.
* Coordinate with a diverse program office located not only in Arlington, VA, but in Patuxent River NAS, MD, Wright Patterson AFB, OH; Ft Worth, TX, Edwards AFB, CA; Eglin AFB, FL; Luke AFB, AZ and China Lake, CA, and focused on delivery of the total air system to the cooperative partners.
* Analyze partner-unique requirements and issues. Consolidate inputs from Teams and prime contractors, and coordinate stakeholder positions and requirements.
* Coordinate the development of country-unique contracting actions to include the development of Work; disclosure, security and policy reviews; in-country briefs and staffing.
* Integrate cooperative partner requirements to include technical studies to aid the Partners in addressing country-unique requirements.
* Support the National Disclosure Policy (NDP) process and provide detailed analysis and advice in support of international commonality efforts. The contractor shall support the planning, coordination, analysis, and management of engineering efforts related to Partner-unique requirements. Additionally, the contractor shall provide support for the processing, analysis, and approval of all export licensing agreements and ensure compliance with U.S. regulations and DoD policy.
* Plan, analyze, and assist in managing the engineering efforts associated with contracting, implementation and execution of the Delta Systems Development and Demonstration (DSDD) program. The contractor shall represent F-35 JPO interests in DSDD technical and programmatic discussions and provides detailed analysis and advice in support of exportability of AS.

#### 3.4 TASK 4 - PROVIDE OPERATIONAL SUPPORT

The Operations Directorate is the F-35 program’s focal point for a multitude of functions and activities that provide support across the F-35 Teams. The contractor shall assist the F-35 Operations Directorate by providing operations support throughout the F-35 program to include the following organizational areas of support:

* Administrative management
* Facility management
* Facility and infrastructure management
* Travel management
* Human resource management

The contractor shall provide this support at the F-35 JPO in Arlington, VA. The Operations Directorate complies with instructions and policies promulgated by the DoD, DoN and AF, and Executive Branch issuances.

#### SUBTASK 4.1 - PROVIDE ADMINISTRATIVE MANAGEMENT SUPPORT

The contractor shall assist the F-35 JPO by providing administrative program management functions required to procure, render operational, and provide life cycle support of the F-35 Lightning II aircraft weapon system on-site at the F-35 JPO or on-site at F-35 field offices.

The contractor shall provide administrative support to the F-35 Teams which vary in size and mission. F-35 administrative management broadly encompasses a variety of program support type functions including meeting support, resource tracking, correspondence, and administrative functions. The contractor shall provide the following administration support services:

* + - * Ensure the F-35 Teams are equipped with the tools, equipment, resources, and information required for them to perform their assigned duties.
      * Support and coordinate between F-35 Operations Directorate and the F-35 Teams on a variety of issues including logistics, maintenance, security, and clearances.
      * Provide logistical and administrative support to F-35 sponsored meetings, forums, working groups, planning sessions, conferences, seminars, and boards. The contractor shall provide support for the following functions:
        + Schedule and coordinate meetings, group members, and sites
        + Draft agendas and attendee rosters
        + Provide, draft, develop, and/or distribute all relevant reference briefings, documents, read-ahead materials, back-up materials, historical records, handouts, and notes
        + Provide graphics design and illustration, format, and editing expertise
        + Coordinate and initiate communication requirements/requests to include setting-up video, teleconferences, audio visual/IT equipment, and software support
        + Coordinate security requirements
        + Coordinate conference facilities and related supplies
        + Generate and distribute reports and meeting minutes concerning the proceedings
        + Document, track, monitor, and maintain action items and lessons learned
      * Provide onboarding life cycle support to the Operations Onboarding Coordinator, to include initiate, monitor, tracking and enforcement of timely action and completion of all requirements within previously established timelines.

Support communication of technical and programmatic information. The contractor shall draft, edit, and submit memorandums to the F-35 Front Office for approval. The contractor shall disseminate electronic documents between the F-35 JPO and field sites. The contractor shall provide briefing assistance in support of the F-35 Teams to format briefs for consistency and edit and proof meeting notes and papers.

Assist in drafting, developing, and coordinating executive level briefings, correspondence, and data calls, as well as prepare input to and coordinate staffing papers and staffing packages in response to Congressional Staff and Congressional inquiries, DoD, Joint, OSD, Services, and F-35 JPO queries.

Assist in the F-35 Teams record management and document control of all program Directives, Instructions, Standard Operating Procedures, Policies, and similar F-35 issuances. The contractor shall monitor, manage, and update databases and catalogues to ensure information is accurate and complete in the filing systems.

Assist in Defense Travel System (DTS) usage and filing orders and vouchers to the F-35 JPO.

Maintain a TDY/temporary additional duty (TAD) tracking document for the F-35 Teams personnel current and future travel requirements. The contractor shall assist the F-35 by initiating country clearance process for overseas travel.

Assist the Government with daily workload and long-term project status and completion.

Provide assistance in the planning, organization, assignment of suspense dates, and coordination of organizational business practice/policy and tasking(s). Track, monitor, coordinate, and provide status on staffing actions, tasking(s), open items, inquiries, and suspense(s). The contractor shall provide support in updating the weekly “What is Going On” (WIGO) Reports as required in Hummingbird Data Management (DM). The contractor shall provide summary sheets, rationale, and routing to review and release F-35 team documents to the contractor, the public, and coalition partners.

Maintain and execute internal F-35 and Team policies and procedures. Recommend updates to the F-35 and Operations administrative procedures.

Monitor, track, update, and provide inventory control for office supplies that support the F-35 mission. The contractor shall adhere to and ensure the procurement of the supplies and equipment are in accordance with AF and DoD procurement procedures, operations, regulations, and programs as identified in AFI 64-117 AF Government Wide Purchase Card (GPC). The contractor shall research and identify the items, draft purchase order (PO) requests, obtain Government approval, and submit the orders to the Government Credit Card holder for purchase. The contractor shall prepare, control, and review procurement files for the purchase of the supplies and equipment, and resolve a variety of shipment, payment, or other discrepancies.

Support mail administration and distribution to each Team. Maintain muster rosters.

Manage employee personnel data and information in accordance with all Privacy Act laws and regulations.

Perform schedule management for the Teams. The contractor shall provide support for the following functions:

Coordinate and schedule daily, short term, and long term schedules utilizing Microsoft Outlook.

o Compose calendars, schedules, itineraries, travel itineraries and arrangements, suspense, and tracking logs utilizing Microsoft Business Suite Applications and the DTS.

* Maintain adherence to calendars, schedules, and actions to maximize use of time. Ensure the Teams schedules are up-to-date and resolve conflicting appointments.

Provide read-ahead binder(s), which include daily and weekly schedules as well as any materials for meetings occurring that day.

* Understand and provide guidance on the daily activities that support F-35 JPO Teams.

Provide continuous visitor control support to include ensuring visitors understand where to receive badges, location and time of meeting, greeting and escorting visitors through building. Support may include interaction with Senior Defense Officials, Political Appointees, Foreign Officials, and other high ranking officials.

Manage communications for the Executive Leadership Team. The contractor shall provide the following functions:

* Determine the best methods and techniques for disseminating information.
* Assess all packages prior to F-35 JPO Executive Leadership review.
* Develop two-way information processes to disseminate data and obtain feedback regarding top-level issues and strategic implementation efforts throughout the F-35 JPO.
* Design and develop appropriate formats for communication of complex information.
* Proof read and format documents prior to sending forward to Executive Leadership Team.
* Understand Air Force and Navy Protocol for the development of invitations, formal correspondence, and other duties as required.
* Develop executive correspondence utilizing Air Force and Navy directives and manuals.

#### 3.4.1.1 PROVIDE COOPERATIVE PARTNER ADMINISTRATIVE AND FINANCIAL MANAGEMENT SUPPORT

The contractor shall act as the interface between the F-35 JPO and other Government agencies in coordinating international program efforts. The contractor shall provide continual meeting support to Teams composed of members from Government, industry, and foreign nations that implement the F-35 JPO vision. The contractor shall perform the following administrative management functions in support of the cooperative partner agreements and ID:

* Draft and prepare executive level program briefs for the Director and Deputy Director of the ID, the Cooperative Partner Lead, and the SCP/FMS Lead and coordinate disclosure review.
* Develop draft ID correspondence and briefings.
* Respond to cooperative project inquiries from cooperative partner National Deputies.
* Coordinate the planning, preparation, and conduct of MOU meetings including the International matters Sub-Group (IMSG) and Finance and Contracts Committee (FCC). The contractor shall draft meeting minutes, action items, and action item updates.
* Draft periodic country-specific status papers and issue papers as needed to keep Department and Service senior leadership informed of program status.
* Support planning, preparation and conduct of MOU technical discussions and negotiation sessions. The contractor shall draft agendas, maintain configuration control of MOU development documentation, and draft action items and action item updates.
* Draft, review and edit high-level papers, memoranda, and position statements for senior F-35 JPO and International leadership.
* Manage Decision Memorandum (DM) updates to the PSFD and System Development and Demonstration SDD MOUs.
* Coordinate with the Director’s Action Group (DAG), Senior Warfighters Group (SWG), and Autonomic Logistics Advisory Council (ALAC) to provide PSFD MOU DM briefings and status updates for meetings of the SWG, ALAC, and JESB.
* Maintain ID document management in Hummingbird Data Management (DM).
* Maintain internal ID community portal webpage.
* Maintain records of Cooperative Partner Personnel (CPP) and coordinate, track, and develop long range plans for CPP manning.
* Develop, coordinate, and implement Cooperative Partner MOU Plans, Processes, Action Items, and Agendas in support of the F-35 JPO ID.
* Support International Requests for Information (RFIs). The contractor shall manage and maintain the F-35 international program’s RFI process by prioritizing, coordinating, tracking and monitoring partner requests for information on all aspects of F-35 design, development, production, sustainment, and follow-on development. The contractor shall provide a RFI status report on a monthly basis to the ID Director.
* Support financial management and execution of cooperative partner funding consistent with the Financial Management Procedures Documents (FMPD).
* Provide inputs and recommendation to draft FMPD revisions.
* Support financial reporting of cooperative partner funds.

#### Subtask 4.2 - PROVIDE PERSONNEL ONBOARDING & OUTBOUND SUPPORT

The Administrative Operations Branch is responsible for ensuring that all new inbound and outbound personnel are provided support. All new personnel receive coordination prior to their onboarding date; a welcome packet of information is provided as well as all the basic workplace tools to include, at a minimum, a place to work (i.e., office/cubicle), a telephone, computer, and basic supplies. Similarly, outbound personnel are tracked to ensure they follow prescribed checkout procedures. The contractor shall:

* + - * Serve as the F-35 center of excellence and point of contact for administrative support and processes for all F-35 onboarding and outbound personnel.
      * Communicate and coordinate across the Teams to predominantly include, but not limited to, Security, IT and Operations.
      * Monitor, track, and execute timely and continuous communications with onboarding and outbound personnel, establishing and/or maintaining positive relationships with all personnel to ensure their experience is as professional and courteous as possible.
      * Maintain current onboarding and outbound status reports and metrics, to include forecasting changes and taking immediate action to report any deviations from the established deadlines to the Operations Directorate.
      * Review and maintain data and records within the Manpower Personnel System (MPS) and onboarding database, in accordance with established guidelines.
      * Perform continuous analyses of the resource requirements necessary to support F-35 onboarding and outbound. Provide feedback and execution plan to the Operations Directorate leadership.
      * Recommend methods of improvement and efficiency to the various practices and procedures composing the F-35 onboarding process. Provide support to the implementation of approved recommendations.
* Communicate continuously with the Operations Directorate leadership on emerging requirements, concerns, and discrepancies that would cause deviation from the established guidelines.
* Provide trend analyses of historical and current onboarding reports and metrics, review anomalies, and provide briefing to the Operations Directorate leadership.
* Manage employee personnel data and information in accordance with all Privacy Act laws and regulations.
* Attend and/or provide briefings on onboarding processes to all levels of F-35 leadership.
* Provide proper coordination, communication, assembly, and maintenance of all onboarding and outbound forms, information and records.
* Draft and maintain standard operating procedures and a continuity binder for all associated processes.
  + 1. **Subtask 4.3 - PROVIDE FACILITY AND INFRASTRUCTURE MANAGEMENT SUPPORT** This area of program support provides comprehensive facilities and infrastructure management support to the F-35 JPO. Responsibilities include facilitating efficient use of existing space and

resources as well as accommodating organizational growth or reductions. Support shall include

feasibility analysis, logistics planning, requirements determination, cost consideration, implementation of efficiencies, policy standards/procedures development, long-term reliability and maintainability, and asset management. This area of program support functions as the primary POC for all facility related issues internal and external to the F-35 JPO and/or on-site at F-35 field site offices. Primary area of responsibility shall include F-35 JPO facilities in the National Capitol Region (NCR). The contractor shall:

* + - * Support the management of F-35 facilities and infrastructure to facilitate efficient use of space and resources to accommodate F-35 organizational growth and reductions. Analyze current facility status and develop facility acquisitions plans and documents in coordination with program planned growth.
* Assist the F-35 JPO in drafting facilities related policies and procedures for Government review and approval.
* Maintain and update the facilities continuity binder detailing the responsibilities, major projects, policies, procedures, and all deliverables.
* Draft project design plans on behalf of F-35 Teams and in conjunction with Washington Headquarters Services (WHS) on facility construction and modification projects. The contractor shall draft space plans detailing current F-35 requirements and facilities, projected F-35 facility requirements, and recommended courses of action. Coordinate with WHS and draft and submit space requests to meet program growth requirements-related space request documentation as required by WHS and F-35 leadership.
* Plan and execute facility maintenance and space modifications to support F-35 requirements. Submit work requests to building maintenance and interface with building management on special projects and unresolved issues. Provide support to the F-35 Teams regarding facility repair and modification issues and requests. Develop, plan and oversee all annual facilities maintenance requirements for the NCR area.
* Assist the Operations Directorate in managing cost, schedule, and performance on space acquisition projects. Track and monitor space acquisition projects through completion.
* Assist in the continually tracking and updating of seating and location of all F-35 personnel. Assist in coordinating personnel moves within JPO.
* Assist in drafting, submitting, and tracking funding documents and expenditures to WHS to reimburse GSA for construction, utilities, and services. Track funding reimbursements to lessors for nonstandard maintenance performed in NCR facilities.
* Work closely with Human Resources and Manpower to ensure adequate facilities are available for all existing and incoming F-35 personnel in order to support F-35 engineering efforts throughout their lifecycle.
* Provide advice and assistance on facility operations/procedures and space/facilities management.
* Support, lead, and coordinate project tasks for reconfiguration of existing space and moves to new locations. Research and investigate solutions and/or alternate solutions to support tasking. Monitor and report on tasking from inception through completion. Coordinate closely with IT and Security POCs.
* Provide assistance and support to the F-35 in development of facility emergency procedures (in coordination with F-35 Security). Participate in development of recall/muster/COOP (Continuity of Operations Plan) procedures, and support procedural exercises.
* Maintain, and track physical property account (furniture, office, wireless devices and IT equipment) for assigned F-35 spaces and personnel. (Deliverable)
* Manage the proper operation and maintenance of the F-35 facilities and infrastructure. Coordinate and closely with IT and Security POCs.
* Coordinate with and monitor work assignments among building technicians, vendors and contractors.
* Assist in coordination of large scale F-35 off-sites, meetings, conferences, and functions. Coordinate with venue and Teams to include set-up to support events.
* Coordinate duties and activities with Facilities Manager and/or Assistant Facilities Manager.
* Assist in the management of F-35 telecom, wireless devices and Automatic Data Processing Equipment type services and assets (Blackberries, Air Cards and other devices). Support may include continual interaction with the F-35 IT support contractor.
* Assist in budgeting, tracking and reporting on facility and infrastructure related expenditures and Reimbursable Work Agreements (RWAs).

#### SUBTASK 4.4 - PROVIDE TRAVEL MANAGEMENT SUPPORT

The contractor shall assist the F-35 JPO by providing travel management support of all F-35 travel. The contractor shall provide daily support to the Defense Travel System (DTS) for all F-35 related travel requirements. DTS serves as the single focal point for commercial travel within the DoD and is a fully integrated, electronic, end-to-end travel management system that automates temporary duty travel (TDY) within the guidelines of Joint Federal Travel Regulations (JFTR) and DoD travel policies and regulations. The contractor shall assist the F-35 JPO by providing the following travel management support:

Assist the F-35 JPO in ensuring DTS is used properly by the JPO staff and all payment and funding discrepancies are resolved.

Support to the F-35 JPO on the use of Government Travel Cards (GTC). This support includes briefing JPO personnel on proper use of the GTC.

The contractor shall track and support the entire lifecycle of a trip in DTS. This includes the management of travel profiles of program office personnel located in Arlington, VA and Ft. Worth, TX. Support shall include monitoring and assisting F-35 program personnel with the following:

Prepare and review travel authorizations, vouchers, and local vouchers. Review and recommend vouchers for payment.

Monitor payment of authorizations and vouchers. The contractor shall maintain a close working relationship with travel Approving Officials to ensure timely approval of orders.

Perform weekly audits of travel obligations, expenditures, and un-submitted vouchers. Monitor F-35 Team funds and recommend adjustments.

Resolve payment and funding discrepancies with each Team and travelers.

Create new profiles for new personnel, update profiles when changes occur, and delete profiles upon departure of personnel.

Provide periodic written updates on Team travel expenditures, travel frequency, government travel charge card usage.

#### SUBTASK 4.5 - PROVIDE HUMAN RESOURCE AND MANPOWER PROGRAM SUPPORT

The Human Resource and Manpower Program (HRMP) within the Operations Directorate is responsible for managing positions and personnel both internal and external to the F-35 JPO. Internally, Human Resources and Manpower is the focal point for all Teams when modifying or creating personnel positions and assigning personnel to those positions. This function tracks information related to organizational structure and makes recommendations to program leadership with the Team concurrence to maximize program efficiency. Externally, Human Resources and Manpower communicates and coordinates with external agencies in order to acquire the necessary qualified personnel to fulfill requirements provided by the Team. These external agencies include the USAF, USMC, USN, and various F-35 contractors. The contractor shall provide the following support to the HRMP:

Assist the F-35 JPO in providing integrated logistics support for personnel and manpower management activities related to supporting and sustaining the F-35 program. This includes staffing requirements from the U.S. stakeholder services (i.e. USAF, USMC, USN) for civilian and military billets located at the JPO and field sites.

Draft, and upon Government approval, implement a formalized resource management process to provide data on F-35 personnel (military and civilian) requirements and create a review and approval structure.

Perform continuous analysis of the resource requirements necessary to support F-35 JPO.

Assist the F-35 JPO in the management of the F-35 USAF civilian and military manpower management programs. Review and analyze manpower plans and make recommendations to the F-35 program on efficient utilization of personnel resources.

Draft, update, and maintain methods for the establishment of overall USAF, USN, USMC Uniformed Services and USAF and USN Civil Services administrative policy, procedures, and practices within the program office.

Review and recommend various approaches to support the efficient utilization of USAF, USN, and USMC personnel resources, funding, retention, replacement, and training of acquisition professionals in compliance with manpower objective and controls.

Administer the F-35 Manpower & Personnel System (MPS) Database. The F-35 MPS is a single, central, Microsoft web-based database specifically designed for the F-35 JPO to track and maintain all F-35 personnel and manpower data. The contractor shall perform the following functions in support of the F-35 MPS database:

Update and maintain MPS to include look-up tables, and user permissions/access. The contractor shall query data, design personnel reports and generate MPS reports weekly, monthly, quarterly, and annually to support various F-35 Operations products and taskings.

Provide input to the F-35 program IT and Operations Directorate meetings to expand the use and accuracy of the MPS database amongst the F-35 personnel.

Communicate on a regular basis with the RFMs to update and maintain the MPS database.

Support manpower drills on to improve the accuracy of information in MPS.

* + - * Assist the F-35 JPO in processing employees in and out of the F-35. This includes communicating with the Team to ensure all administrative preparations have been addressed, executing all in-processing and out-processing package requirements, ensuring all information is provided for personnel profiles, updating MPS, and tracking processing through completion.
      * Update F-35 assigned Navy civil service personnel information in the NAVAIR Workload Requirements and Planning System (WRAPS) (previously, the Command Staffing database). WRAPS is the Next Generation Command Staffing tool that NAVAIR uses to identify and source manpower requirements across the entire NAVAIR Enterprise. Data entered into the database directly impacts the number, type, and skill set of Navy civil service employees assigned to the F-35 program. The contractor shall work with NAVAIR Competency Managers to ensure all information in WRAPS is correct and up-to-date. Annually, the contractor shall review, analyze, and conduct risk assessments on the currency of information in WRAPS. The contractor shall prepare a report that describes the difference between the number of personnel skill sets the F-35 JPO requests against the number of skill sets actually supplied to the JPO. The annual review cycle is conducted throughout the year and is on-going. In support of the annual report the contractor shall routinely interact with NAVAIR staff in the form of meetings, correspondence, and reports.
      * Administer and monitor to completion annual human resource training (i.e. Equal Opportunity, Ethics, Security Awareness, etc.) for F-35 military and civilian personnel. The contractor shall document the dates of completion in the F-35 MPS database and forward this information to the appropriate personnel commands for inclusion in the employee’s permanent record.
      * Update and maintain F-35 organizational charts, recall rosters, and phone lists on a monthly basis or more frequently dependent on the number of updates received.

#### 3.4.5.1 PROVIDE HUMAN RESOURCE AND MANPOWER PROGRAM SUPPORT

HRMP support for the F-35 JPO is expected to increase over the life of the effort as the F-35 development continues design and development but also moves into the production, deployment, and sustainment portions. The contractor shall assist the F-35 JPO in providing program management support for personnel and manpower management activities and analysis related to supporting and sustaining the F-35 program. The contractor shall provide studies, analysis, reports, and policy proposals on a variety of issues critical to the F-35 program. Examples of projects requiring support are:

Prepare the F-35 Strategic Manpower Plan to analyze the requirements, structure, and growth.

Assist in the implementation of the overall F-35 manpower acquisition process.

Develop a continuous process improvement system for implementation F-35 – wide analysis of F-35 governance and provide recommendations for development of internal management controls within the Program Office.

Draft a strategy to implement a F-35 growth plan (facilities, personnel, IT, and overall management).

#### 4.0 PLACE OF PERFORMANCE

The contractor shall perform all work on-site at the F-35 JPO site in Arlington, VA (Crystal City), F-35 JPO field sites, and off-site at the contractor’s location. The contractor shall perform all work on-site at the F-35 JPO site in Arlington, VA (Crystal City), F-35 JPO field sites, and off-site at the contractor's location. The contractors location shall be 10 miles from the F-35 JPO, located at 200 12th St S, Arlington, VA 22202. Refer to Attachment 12 for contractor work locations for each position. The contractor may travel routinely to Continental United States (CONUS) locations and Outside Continental United States (OCONUS) locations to complete tasks within this TO.

The contractor shall provide support services during the F-35 JPO’s core duty hours of 0600 to 1800. Additional hours maybe necessary and will be determined on a case by case basis.

#### 5.0 TRAVEL

The contractor is to be required to travel and/or work on-site at the Government’s request. Local and long distance, domestic, and international, travel is to be required for this effort. All travel expenses are to be pre-authorized and only those travel expenses having valid

receipts and travel claims are to be reimbursed to the contractor as Other Direct Costs. Travel is to be reimbursed at cost in accordance with the Department of Defense Joint Travel Regulations and clause 5252.232-9509, “Reimbursement of Travel, Per Diem, and Special Material Costs”.

Reimbursement of travel to-and-from the respective site (e.g. Patuxent River, MD; Cherry Point, NC; Jacksonville, FL; Point Mugu/China Lake, CA; Ft. Worth, TX; North Island, CA; and Lakehurst, NJ) and the surrounding area, by the contractor or subcontractor located within 50 miles of the base is to not be authorized. All travel costs will be reported in the monthly status report as well as monitored by Contractor to ensure yearly ceiling is not exceeded. Travel Authorization shall be prepared in accordance with (IAW) the sample in Section J, Attachment 3.

#### 6.0 KEY PERSONNEL

Unless otherwise indicated, experience cannot be used as a substitution for required education for key personnel.

#### Task 1 – Contract Management Support

**Program Manager/Program Manager Senior (REF 26)**

This position acts as the overall lead, manager and administrator for the contracted effort of ACAT I program or manages across multiple teams. Assists with efforts of cross-competency team(s) to include government civilians and contractors at multiple locations. Serves as the primary interface and point of contact with Government program authorities and representatives on technical and program/project issues. Regularly briefs senior leadership on program status and milestones.

Supervises contractor personnel program/project operations by developing procedures, planning and directing execution of the technical, programming, maintenance and administrative support effort and monitoring and reporting progress. Manages acquisition and employment of program/project resources and controls financial and administrative aspects of the program/project with respect to contract requirements.

Required Qualifications:

MS or MA degree in Business, Management or a degree relevant to the position. ALLOWABLE SUBSTITUTION: A BS or BA degree and an additional four (4) years of experience can be substituted for an MS or MA degree.

At least twelve (12) years of professional experience in the Defense acquisition, three (3) years of which must have been in the previous six (6) years, in support of DoD Acquisition management; and a minimum of three (3) years supervisory experience.

At least five (5) years in support of a Major Defense Acquisition Program (MDAP). Experience with aircraft systems, hardware and software, configuration control, test and evaluation, systems integration, and systems supportability.

Experience in initiating and maintaining technical direction within broad program objectives directly related to aircraft systems, hardware and software, configuration control, test and evaluation, systems integration, and systems supportability.

Experience managing different phases of weapon system acquisition, including Concept Development, Production and Sustainment.

Knowledgeable of acquisition policies and procedures.

Demonstrated knowledge of and experience with the requirements of the DOD 5000 series. Demonstrated ability to work with large and diverse teams and the ability to effectively provide guidance, direction, and supervision in all areas of contracted effort such as program management, systems engineering, major system acquisitions, and financial management. Demonstrated experience successfully leading a contract within the DoD environment that exceeded $75M in the last five (5) years.

Demonstrated knowledge of and experience dealing with DoD reporting tools and major reports.

#### TASK 3 - USG PROVIDE TECHNICAL, ANALYTICAL, AND ACQUISITION SUPPORT

**CIO Strategic Support/Program Analyst (Mid) (REF 57)**

Supports the Office of the Chief Information Officer (OCIO) by working with internal and external (to the OCIO) process owners to help document and formalize business processes for the OCIO. Most process documentation will be recorded in Microsoft SharePoint and Visio. Business processes include, but are not limited to, System Authorization Access Request Navy (SAAR-N), on-boarding, and off-boarding.

Responsibilities would also include administrative support to the OCIO. This includes: correlating and providing updates on pending projects, collecting and consolidating data, collecting inputs for budget and costs, maintaining the organizational chart for government and contractor employees, recording and tracking action items from various meetings and emails, preparing agendas, and generating meeting minutes and executive level briefs.

Required Qualifications:

* + BS or BA degree in Business, Management or a degree relevant to the position. ALLOWABLE SUBSTITUTION: An AS or AA degree and an additional four (4) years of relevant experience.
  + At least four (4) years of experience in program management, technical or business analysis discipline.
  + Knowledge of the principles, policies, and practices of system acquisition to plan, organize, and coordinate critical aspects of the development, production, deployment, and sustainment of systems, subsystems, and equipment.
  + Good briefing skills and interpersonal and/or diplomatic skills.
  + Excellent verbal and written communication skills.
  + Strong analytical skills demonstrating the ability to define, collect and analyze data, establish facts, draw valid conclusions, and make logical decisions.
  + General knowledge of Navy/Air Force processes/organization.

#### Task 2 - Provide Program Management Support

**Process Improvement Analyst/Program Analyst (Senior) (REF 59)**

Performs critical program management, technical, or business analysis of major DoD acquisition systems and provides recommendations for the JPO Continuous Process Improvement (CPI) core team. Provide support in the development and implementation of process improvement initiative and in problem solving using CPI toolsets. Provides program analysis support for efficiency and effectiveness within the organization, assisting and identifying causes of systemic inefficiencies and isolating them through the use of CPI methodologies such as Lean, Six Sigma, and Theory of Constraints.

Required Qualifications:

MS or MA degree in in Science, Math, Engineering, Business, Management or a degree relevant to the position. ALLOWABLE SUBSTITUTION: A BS or BA degree and an additional three (3) years of relevant experience can be substituted for an MS or MA degree.

At least ten (10) years of experience in program management, technical, or business analysis discipline, related to weapon systems acquisition and life cycle management; and a minimum of six (6) years out of 10 years of recent work experience related to analysis and planning.

Possess expertise in process improvement methodology at Black Belt (BB) level or equivalent within the past ten (10) years and experience in DoD applications such as at NAVAIR AIRSpeed Offices or equivalent. A minimum of three (3) out of the past five years must be practical and implementation experience. Mastery of process improvement techniques to include but not limited to: Lean, Six Sigma, Theory of Constraints, benchmarking, metric/statistical analysis, process management and improvement, and process flow charting. Certified as a CPI practitioner at the journeyman level.

Knowledgeable with DoD Directive (DODD) 5010.42, DoD-Wide Continuous Process Improvement/Lean Six Sigma Program, and SAE AS9100D Quality Management Systems – Requirements for Aviation, Space, and Defense Organizations.

Possess a high degree of self-initiative, and the ability to work independently and function as part of an interdisciplinary team.

Possess exceptional written and verbal communication skills.

Ability to develop and effectively present informational briefs, project papers, marketing materials and training to diverse audiences.

General knowledge of Navy/Air Force processes/organization.

#### Task 2 - Provide Program Management Support

**Process Improvement Analyst/Program Analyst (Senior) (REF 60)**

Performs critical program management, technical, or business analysis of major DoD acquisition systems and provides recommendations for the JPO Continuous Process Improvement (CPI) core team. Provide support in the development and implementation of process improvement initiative and in problem solving using CPI toolsets. Provides program analysis support for efficiency and effectiveness within the organization, assisting and identifying causes of systemic inefficiencies and isolating them through the use of CPI methodologies such as Lean, Six Sigma, and Theory of Constraints.

Required Qualifications:

MS or MA degree in in Science, Math, Engineering, Business, Management or a degree relevant to the position. ALLOWABLE SUBSTITUTION: A BS or BA degree and an additional three (3) years of relevant experience can be substituted for an MS or MA degree.

At least ten (10) years of experience in program management, technical, or business analysis discipline, related to weapon systems acquisition and life cycle management; and a minimum of six (6) years out of 10 years of recent work experience related to analysis and planning.

Possess expertise in process improvement methodology at Black Belt (BB) level or equivalent within the past ten (10) years and experience in DoD applications such as at NAVAIR AIRSpeed Offices or equivalent. A minimum of three (3) out of the past five years must be practical and implementation experience. Mastery of process improvement techniques to include but not limited to: Lean, Six Sigma, Theory of Constraints, benchmarking, metric/statistical analysis, process management and improvement, and process flow charting. Certified as a CPI practitioner at the journeyman level.

Knowledgeable with DoD Directive (DODD) 5010.42, DoD-Wide Continuous Process Improvement/Lean Six Sigma Program, and SAE AS9100D Quality Management Systems – Requirements for Aviation, Space, and Defense Organizations.

Possess a high degree of self-initiative, and the ability to work independently and function as part of an interdisciplinary team.

Possess exceptional written and verbal communication skills.

Ability to develop and effectively present informational briefs, project papers, marketing materials and training to diverse audiences.

General knowledge of Navy/Air Force processes/organization.

#### Task 2 - Provide Program Management Support

**Process Improvement Analyst /Program Analyst (Senior) (REF 61)**

Performs critical program management, technical, or business analysis of major DoD acquisition systems and provides recommendations for the JPO Continuous Process Improvement (CPI) core team. Provide support in the development and implementation of process improvement initiative and in problem solving using CPI toolsets. Provides program analysis support for efficiency and effectiveness within the organization, assisting and identifying causes of systemic inefficiencies and isolating them through the use of CPI methodologies such as Lean, Six Sigma, and Theory of Constraints.

Required Qualifications:

MS or MA degree in in Science, Math, Engineering, Business, Management or a degree relevant to the position. ALLOWABLE SUBSTITUTION: A BS or BA degree and an additional three (3) years of relevant experience can be substituted for an MS or MA degree.

At least ten (10) years of experience in program management, technical, or business analysis discipline, related to weapon systems acquisition and life cycle management; and a minimum of six (6) years out of 10 years of recent work experience related to analysis and planning.

Possess expertise in process improvement methodology at Black Belt (BB) level or equivalent within the past ten (10) years and experience in DoD applications such as at NAVAIR AIRSpeed Offices or equivalent. A minimum of three (3) out of the past five years must be practical and implementation experience. Mastery of process improvement techniques to include but not limited to: Lean, Six Sigma, Theory of Constraints, benchmarking, metric/statistical analysis, process management and improvement, and process flow charting. Certified as a CPI practitioner at the journeyman level.

Knowledgeable with DoD Directive (DODD) 5010.42, DoD-Wide Continuous Process Improvement/Lean Six Sigma Program, and SAE AS9100D Quality Management Systems – Requirements for Aviation, Space, and Defense Organizations.

Possess a high degree of self-initiative, and the ability to work independently and function as part of an interdisciplinary team.

Possess exceptional written and verbal communication skills.

Ability to develop and effectively present informational briefs, project papers, marketing materials and training to diverse audiences.

General knowledge of Navy/Air Force processes/organization.

#### TASK 3 - USG PROVIDE TECHNICAL, ANALYTICAL, AND ACQUISITION SUPPORT

**Configuration Analyst/Specialist/Configuration Management Analyst (REF 62)**

Analyzes program requirements, status, budget and schedules. Performs program management, technical, or business case analyses. Participates as a member of and/or supports the specified Program Integrated Product Teams (IPTs); and IPT directed business meetings. Collect, complete, organize and interpret technical data and financial information relating to aircraft acquisition and product programs. Tracks program/project status and schedules. Applies policies and procedures for financial planning.

Required Qualifications:

BS or BA degree: Engineering, Science & Technology, Business Management or relevant to the position.

At least six (6) years program experience; a minimum of three (3) years out of the prior six (6) years of program experience must include aircraft systems configuration management.

Demonstrated program experience in the configuration management process must include: configuration identification, control, audit, and status; DOD configuration management policies, procedures, review cycles, instructions and standards; engineering change proposal evaluations.

Demonstrated CM experience with development, production, ancillary equipment, ground support equipment, test & evaluation, and fleet operations of a DoD and international acquisition aircraft program.

Ability to evaluate Major Variance Requests, Specification Change Notices, Engineering Change Requests/Proposals, Manufacturing Build Records, Sustainment As Maintained Records and associated other documentation.

Analytical and communication abilities (both written and verbal).

#### TASK 3 - USG PROVIDE TECHNICAL, ANALYTICAL, AND ACQUISITION SUPPORT

**Configuration Analyst/Configuration Management Analyst (REF 63)**

Analyzes program requirements, status, budget and schedules. Performs program management, technical, or business case analyses. Participates as a member of and/or supports the specified Program Integrated Product Teams (IPTs); and IPT directed business meetings. Collect, complete, organize and interpret technical data and financial information relating to aircraft acquisition and product programs. Tracks program/project status and schedules. Applies policies and procedures for financial planning.

Required Qualifications:

BS or BA degree: Engineering, Science & Technology, Business Management or relevant to the position.

At least six (6) years program experience; a minimum of three (3) years out of the prior six (6) years of program experience must include aircraft systems configuration management.

Demonstrated program experience in the configuration management process must include: configuration identification, control, audit, and status; DOD configuration management policies, procedures, review cycles, instructions and standards; engineering change proposal evaluations.

Demonstrated CM experience with development, production, ancillary equipment, ground support equipment, test & evaluation, and fleet operations of a DoD and international acquisition aircraft program.

Ability to evaluate Major Variance Requests, Specification Change Notices, Engineering Change Requests/Proposals, Manufacturing Build Records, Sustainment As Maintained Records and associated other documentation.

Analytical and communication abilities (both written and verbal).

#### TASK 3 - USG PROVIDE TECHNICAL, ANALYTICAL, AND ACQUISITION SUPPORT

**International Agreements Specialist/Program Analyst (Senior) (REF 64)**

Performs critical program management, technical, or business analysis of major DoD acquisition systems and provides recommendations to ensure program success. Provides program analysis support for all aspects of the program. Participates as a member of and/or supports the overall Program and Integrated Product Teams (IPTs). Collect, complete, organize and interpret technical data and financial information relating to aircraft acquisition and product programs. Tracks program/project status and schedules. Applies policies and procedures for financial planning.

Required Qualifications:

MS or MA in a Science, Engineering or related Business Management degree. ALLOWABLE SUBSTITUTION: A BS or BA degree and an additional four (4) years of experience can be substituted for an MS or MA degree.

At least ten (10) years’ experience in defense acquisition program management related to weapon systems acquisition and life cycle management; and a minimum of five (5) years out of 10 years of recent work experience related to international acquisition programs.

Familiarity with DoD Instruction (DoDI) 5000.2 (Operation of the Defense Acquisition System), DoD Directive (DODD) 5530.03 (International Agreements), and the International Cooperation in Acquisition, Technology and Logistics (IC in AT&L) Handbook.

Demonstrated experience in the development, management and execution of international cooperative projects/programs.

Possess exceptional written and verbal communication skills.

Demonstrated knowledge of the principles, policies, and practices of system acquisition to plan, organize, and coordinate critical aspects of the development, production, deployment, and sustainment of systems, subsystems, and equipment.

Demonstrated knowledge of the system equipment life-cycle phases and the documentation, analyses, and reviews associated with those phases.

Demonstrated knowledge of the Security Assistance/Security Cooperation (SA/SC) programs to include the understanding of the FMS sales process from case development, implementation, execution, to closure, in accordance with the Security Assistance Management Manual (SAMM), DoD 5105.38-M.

#### TASK 3 - USG PROVIDE TECHNICAL, ANALYTICAL, AND ACQUISITION SUPPORT

**CIO Executive Strategic Support/Program Analyst (Senior) (REF 75)**

Performs critical program management, technical, or business analysis of major DoD acquisition systems and provides recommendations to ensure program success. Provides program analysis support for all aspects of the program. Participates as a member of and/or supports the overall Program and Integrated Product Teams (IPTs). Collect, complete, organize and interpret technical data and financial information relating to aircraft acquisition and product programs. Tracks program/project status and schedules. Applies policies and procedures for financial planning.

Required Qualifications:

MS or MA in a Science, Engineering or related Business Management degree. ALLOWABLE SUBSTITUTION: A BS or BA degree and an additional four (4) years of experience can be substituted for an MS or MA degree.

At least ten (10) years’ experience in defense acquisition program management related to weapon systems acquisition and life cycle management.

Familiarity with DoD Instruction (DoDI) 5000.2 (Operation of the Defense Acquisition System).

Possess exceptional written and verbal communication skills.

Demonstrated knowledge of the principles, policies, and practices of system acquisition to plan, organize, and coordinate critical aspects of the development, production, deployment, and sustainment of systems, subsystems, and equipment.

Demonstrated knowledge of the system equipment life-cycle phases and the documentation, analyses, and reviews associated with those phases.

#### TASK 3 - USG PROVIDE TECHNICAL, ANALYTICAL, AND ACQUISITION SUPPORT

**Partner Country Manager/Program Analyst (Senior) (REF 82)**

Performs critical program management, technical, or business analysis of major DoD acquisition systems and provides recommendations to ensure program success. Provides program analysis support for all aspects of the program. Participates as a member of and/or supports the overall Program and Integrated Product Teams (IPTs). Collect, complete, organize and interpret technical data and financial information relating to aircraft acquisition and product programs. Tracks program/project status and schedules. Applies policies and procedures for financial planning.

Required Qualifications:

MS or MA in a Science, Engineering or related Business Management degree. ALLOWABLE SUBSTITUTION: A BS or BA degree and an additional four (4) years of experience can be substituted for an MS or MA degree.

At least ten (10) years’ experience in defense acquisition program management related to weapon systems acquisition and life cycle management; and a minimum of five (5) years out of 10 years of recent work experience related to international acquisition programs.

Familiarity with DoD Instruction (DoDI) 5000.2 (Operation of the Defense Acquisition System), DoD Directive (DODD) 5530.03 (International Agreements), and the International Cooperation in Acquisition, Technology and Logistics (IC in AT&L) Handbook.

Demonstrated experience in the development, management and execution of international cooperative projects/programs.

Possess exceptional written and verbal communication skills.

Demonstrated knowledge of the principles, policies, and practices of system acquisition to plan, organize, and coordinate critical aspects of the development, production, deployment, and sustainment of systems, subsystems, and equipment.

Demonstrated knowledge of the system equipment life-cycle phases and the documentation, analyses, and reviews associated with those phases.

#### TASK 3 - USG PROVIDE TECHNICAL, ANALYTICAL, AND ACQUISITION SUPPORT

**Program Management, Senior/Program Analyst (Senior) (REF 87)**

Performs critical program management, technical, or business analysis of major DoD acquisition systems and provides recommendations to ensure program success. Provides program analysis support for all aspects of the program. Participates as a member of and/or supports the overall Program and Integrated Product Teams (IPTs). Collect, complete, organize and interpret technical data and financial information relating to aircraft acquisition and product programs. Tracks program/project status and schedules. Applies policies and procedures for financial planning.

Required Qualifications:

MS or MA in a Science, Engineering or related Business Management degree. ALLOWABLE SUBSTITUTION: A BS or BA degree and an additional four (4) years of experience can be substituted for an MS or MA degree.

At least ten (10) years’ experience in defense acquisition program management related to weapon systems acquisition and life cycle management; and a minimum of five (5) years out of 10 years of recent work experience related to international acquisition programs.

Familiarity with DoD Instruction (DoDI) 5000.2 (Operation of the Defense Acquisition System), DoD Directive (DODD) 5530.03 (International Agreements), and the International Cooperation in Acquisition, Technology and Logistics (IC in AT&L) Handbook.

Demonstrated experience in the development, management and execution of international cooperative projects/programs.

Possess exceptional written and verbal communication skills.

Demonstrated knowledge of the principles, policies, and practices of system acquisition to plan, organize, and coordinate critical aspects of the development, production, deployment, and sustainment of systems, subsystems, and equipment.

Demonstrated knowledge of the system equipment life-cycle phases and the documentation, analyses, and reviews associated with those phases.

#### TASK 3 - ISRAEL TECHNICAL, ANALYTICAL, AND ACQUISITION SUPPORT

**Israel Senior Program Analyst/Program Analyst (Senior) (REF 89)**

Performs critical program management, technical, or business analysis of major DoD acquisition systems and provides recommendations to ensure program success. Provides program analysis support for all aspects of the program. Participates as a member of and/or supports the overall Program and Integrated Product Teams (IPTs). Collect, complete, organize and interpret technical data and financial information relating to aircraft acquisition and product programs. Tracks program/project status and schedules. Applies policies and procedures for financial planning.

Required Qualifications:

MS or MA in a Science, Engineering or related Business Management degree. ALLOWABLE SUBSTITUTION: A BS or BA degree and an additional four (4) years of experience can be substituted for an MS or MA degree.

At least ten (10) years’ experience in defense acquisition program management related to weapon systems acquisition and life cycle management; and a minimum of five (5) years out of 10 years of recent work experience related to international acquisition programs.

Familiarity with DoD Instruction (DoDI) 5000.2 (Operation of the Defense Acquisition System), DoD Directive (DODD) 5530.03 (International Agreements), and the International Cooperation in Acquisition, Technology and Logistics (IC in AT&L) Handbook.

Demonstrated experience in the development, management and execution of international cooperative projects/programs.

Possess exceptional written and verbal communication skills.

Demonstrated knowledge of the principles, policies, and practices of system acquisition to plan, organize, and coordinate critical aspects of the development, production, deployment, and sustainment of systems, subsystems, and equipment.

Demonstrated knowledge of the system equipment life-cycle phases and the documentation, analyses, and reviews associated with those phases.

Demonstrated knowledge of the Security Assistance/Security Cooperation (SA/SC) programs

to include the understanding of the FMS sales process from case development, implementation, execution, to closure, in accordance with the Security Assistance Management Manual (SAMM), DoD 5105.38-M.

#### TASK 3 - JAPAN TECHNICAL, ANALYTICAL, AND ACQUISITION SUPPORT

**Japan Senior Program Analyst/Program Analyst (Senior) (REF 93)**

**\*\*THIS POSITION HAS BEEN DESCOPED\*\***

**TASK 3 - COUNTRY X AND COUNTRY Y TECHNICAL, ANALYTICAL, AND ACQUISITION SUPPORT**

**Country X and Country Y Sr Program Analyst/Program Analyst (Senior) (REF 97)**

Performs critical program management, technical, or business analysis of major DoD acquisition systems and provides recommendations to ensure program success. Provides program analysis support for all aspects of the program. Participates as a member of and/or supports the overall Program and Integrated Product Teams (IPTs). Collect, complete, organize and interpret technical data and financial information relating to aircraft acquisition and product programs. Tracks program/project status and schedules. Applies policies and procedures for financial planning.

Required Qualifications:

MS or MA in a Science, Engineering or related Business Management degree. ALLOWABLE SUBSTITUTION: A BS or BA degree and an additional four (4) years of experience can be substituted for an MS or MA degree.

At least ten (10) years’ experience in defense acquisition program management related to weapon systems acquisition and life cycle management; and a minimum of five (5) years out of 10 years of recent work experience related to international acquisition programs.

Familiarity with DoD Instruction (DoDI) 5000.2 (Operation of the Defense Acquisition System), DoD Directive (DODD) 5530.03 (International Agreements), and the International Cooperation in Acquisition, Technology and Logistics (IC in AT&L) Handbook.

Demonstrated experience in the development, management and execution of international cooperative projects/programs.

Possess exceptional written and verbal communication skills.

Demonstrated knowledge of the principles, policies, and practices of system acquisition to plan, organize, and coordinate critical aspects of the development, production, deployment, and sustainment of systems, subsystems, and equipment.

Demonstrated knowledge of the system equipment life-cycle phases and the documentation, analyses, and reviews associated with those phases.

Demonstrated knowledge of the Security Assistance/Security Cooperation (SA/SC) programs to include the understanding of the FMS sales process from case development, implementation, execution, to closure, in accordance with the Security Assistance Management Manual (SAMM), DoD 5105.38-M.

#### TASK 3 - COUNTRY X AND COUNTRY Y TECHNICAL, ANALYTICAL, AND ACQUISITION SUPPORT

**FMS Senior Program Analyst / Program Analyst (Senior) (REF 98)**

Serves as the Security Cooperation Participant/Foreign Military Sales (SCP/FMS) Senior Program Analyst for current and future FMS Countries, based at the F-35 Joint Fighter Program Office (JPO), Arlington, VA. Responsible for responding to Letter of Requests (LOR) and establishing, developing and executing requirements in Letters of Offer and Acceptance (LOA). The position is responsible for assisting in coordinating efforts in technical, sustainment and programmatic areas, including program management, systems engineering, personnel management, scheduling, risk management, contracting, acquisition, budgeting/funding, configuration management, integration, testing, life cycle logistics and training.

Performs critical program management, technical, or business analysis of major DoD acquisition systems and provides recommendations to ensure program success. Provides program analysis support for all aspects of the program. Participates as a member of and/or supports the overall Program and Integrated Product Teams (IPTs). Collect, complete, organize and interpret technical data and financial information relating to aircraft acquisition and product programs. Tracks program/project status and schedules. Applies policies and procedures for financial planning.

Required Qualifications:

MS or MA in a Science, Engineering or Business Management degree. ALLOWABLE SUBSTITUTION: A BS or BA degree and an additional four (4) years of experience can be substituted for an MS or MA degree.

At least ten (10) years' experience in defense acquisition program management related to weapon systems acquisition and life-cycle management; and a minimum of five (5) years out of 10 years of recent work experience related to international acquisition programs.

Possess five (5) years' experience in DoD aircraft acquisition or at least ten (10) years of aircraft operational experience.

Familiarity with DoD Instruction (DoDI) 5000.2 (Operation of the Defense Acquisition System), DoD Directive (DODD) 5530.03 (International Agreements), and the International Cooperation in Acquisition, Technology and Logistics (IC in AT&L) Handbook.

Possess exceptional written and verbal communication skills.

Demonstrated knowledge of the principles, policies, and practices of system acquisition to plan, organize, and coordinate critical aspects of the development, production, deployment, and sustainment of systems, subsystems, and equipment.

Demonstrated knowledge of the system equipment life-cycle phases and the documentation, analyses, and reviews associated with those phases.

Demonstrated knowledge of the Security Assistance/Security Cooperation (SA/SC) programs to include the understanding of the FMS sales process from case development, implementation, execution, to closure in accordance with the Security Assistance Management Manual (SAMM), DoD 5105.38-M.

#### TASK 3 - FMS ADMIN TECHNICAL, ANALYTICAL, AND ACQUISITION SUPPORT Japan Senior

**Program Analyst/Program Analyst (Senior) (REF 100)**

**\*\*THIS POSITION HAS BEEN DESCOPED\*\***

**TASK 3 - FMS ADMIN TECHNICAL, ANALYTICAL, AND ACQUISITION SUPPORT**

**Israel Senior Program Analyst/Program Analyst (Senior) (REF 101)**

Performs critical program management, technical, or business analysis of major DoD acquisition systems and provides recommendations to ensure program success. Provides program analysis support for all aspects of the program. Participates as a member of and/or supports the overall Program and Integrated Product Teams (IPTs). Collect, complete, organize and interpret technical data and financial information relating to aircraft acquisition and product programs. Tracks program/project status and schedules. Applies policies and procedures for financial planning.

Required Qualifications:

MS or MA in a Science, Engineering or related Business Management degree. ALLOWABLE SUBSTITUTION: A BS or BA degree and an additional four (4) years of experience can be substituted for an MS or MA degree.

At least ten (10) years’ experience in defense acquisition program management related to weapon systems acquisition and life cycle management; and a minimum of five (5) years out of 10 years of recent work experience related to international acquisition programs.

Familiarity with DoD Instruction (DoDI) 5000.2 (Operation of the Defense Acquisition System), DoD Directive (DODD) 5530.03 (International Agreements), and the International Cooperation in Acquisition, Technology and Logistics (IC in AT&L) Handbook.

Demonstrated experience in the development, management and execution of international cooperative projects/programs.

Possess exceptional written and verbal communication skills.

Demonstrated knowledge of the principles, policies, and practices of system acquisition to plan, organize, and coordinate critical aspects of the development, production, deployment, and sustainment of systems, subsystems, and equipment.

Demonstrated knowledge of the system equipment life-cycle phases and the documentation, analyses, and reviews associated with those phases.

Demonstrated knowledge of the Security Assistance/Security Cooperation (SA/SC) programs to include the understanding of the FMS sales process from case development, implementation, execution, to closure, in accordance with the Security Assistance Management Manual (SAMM), DoD 5105.38-M.

#### TASK 3 - FMS ADMIN TECHNICAL, ANALYTICAL, AND ACQUISITION SUPPORT

**Core Team Capture Sr Program Analyst/Program Analyst (Senior) (REF 102)**

Performs critical program management, technical, or business analysis of major DoD acquisition systems and provides recommendations to ensure program success. Provides program analysis support for all aspects of the program. Participates as a member of and/or supports the overall Program and Integrated Product Teams (IPTs). Collect, complete, organize and interpret technical data and financial information relating to aircraft acquisition and product programs. Tracks program/project status and schedules. Applies policies and procedures for financial planning.

Required Qualifications:

MS or MA in a Science, Engineering or related Business Management degree. ALLOWABLE SUBSTITUTION: A BS or BA degree and an additional four (4) years of experience can be substituted for an MS or MA degree.

At least ten (10) years’ experience in defense acquisition program management related to weapon systems acquisition and life cycle management; and a minimum of five (5) years out of 10 years of recent work experience related to international acquisition programs.

Familiarity with DoD Instruction (DoDI) 5000.2 (Operation of the Defense Acquisition System), DoD Directive (DODD) 5530.03 (International Agreements), and the International Cooperation in Acquisition, Technology and Logistics (IC in AT&L) Handbook.

Demonstrated experience in the development, management and execution of international cooperative projects/programs.

Possess exceptional written and verbal communication skills.

Demonstrated knowledge of the principles, policies, and practices of system acquisition to plan, organize, and coordinate critical aspects of the development, production, deployment, and sustainment of systems, subsystems, and equipment.

Demonstrated knowledge of the system equipment life-cycle phases and the documentation, analyses, and reviews associated with those phases.

Demonstrated knowledge of the Security Assistance/Security Cooperation (SA/SC) programs to include the understanding of the FMS sales process from case development, implementation, execution, to closure, in accordance with the Security Assistance Management Manual (SAMM), DoD 5105.38-M.

#### TASK 3 - FMS ADMIN TECHNICAL, ANALYTICAL, AND ACQUISITION SUPPORT

**Country X Sr Program Analyst /Program Analyst (Senior) (REF 103)**

Performs critical program management, technical, or business analysis of major DoD acquisition systems and provides recommendations to ensure program success. Provides program analysis support for all aspects of the program. Participates as a member of and/or supports the overall Program and Integrated Product Teams (IPTs). Collect, complete, organize and interpret technical data and financial information relating to aircraft acquisition and product programs. Tracks program/project status and schedules. Applies policies and procedures for financial planning.

Required Qualifications:

MS or MA in a Science, Engineering or related Business Management degree. ALLOWABLE SUBSTITUTION: A BS or BA degree and an additional four (4) years of experience can be substituted for an MS or MA degree.

At least ten (10) years’ experience in defense acquisition program management related to weapon systems acquisition and life cycle management; and a minimum of five (5) years out of 10 years of recent work experience related to international acquisition programs.

Familiarity with DoD Instruction (DoDI) 5000.2 (Operation of the Defense Acquisition System), DoD Directive (DODD) 5530.03 (International Agreements), and the International Cooperation in Acquisition, Technology and Logistics (IC in AT&L) Handbook.

Demonstrated experience in the development, management and execution of international cooperative projects/programs.

Possess exceptional written and verbal communication skills.

Demonstrated knowledge of the principles, policies, and practices of system acquisition to plan, organize, and coordinate critical aspects of the development, production, deployment, and sustainment of systems, subsystems, and equipment.

Demonstrated knowledge of the system equipment life-cycle phases and the documentation, analyses, and reviews associated with those phases.

Demonstrated knowledge of the Security Assistance/Security Cooperation (SA/SC) programs to include the understanding of the FMS sales process from case development, implementation, execution, to closure, in accordance with the Security Assistance Management Manual (SAMM), DoD 5105.38-M.

#### TASK 3 - FMS ADMIN TECHNICAL, ANALYTICAL, AND ACQUISITION SUPPORT

**FMS Senior Program Analyst / Program Analyst (Senior) (REF 111)**

Serves as the Security Cooperation Participant/Foreign Military Sales (SCP/FMS) Senior Program Analyst for current and future FMS Countries, based at the F-35 Joint Fighter Program Office (JPO), Arlington, VA. Responsible for responding to Letter of Requests (LOR) and establishing, developing and executing requirements in Letters of Offer and Acceptance (LOA). The position is responsible for assisting in coordinating efforts in technical, sustainment and programmatic areas, including program management, systems engineering, personnel management, scheduling, risk management, contracting, acquisition, budgeting/funding, configuration management, integration, testing, life cycle logistics and training.

Performs critical program management, technical, or business analysis of major DoD acquisition systems and provides recommendations to ensure program success. Provides program analysis support for all aspects of the program. Participates as a member of and/or supports the overall Program and Integrated Product Teams (IPTs). Collect, complete, organize and interpret technical data and financial information relating to aircraft acquisition and product programs. Tracks program/project status and schedules. Applies policies and procedures for financial planning.

Required Qualifications:

MS or MA in a Science, Engineering or Business Management degree. ALLOWABLE SUBSTITUTION: A BS or BA degree and an additional four (4) years of experience can be substituted for an MS or MA degree.

At least ten (10) years' experience in defense acquisition program management related to weapon systems acquisition and life-cycle management; and a minimum of five (5) years out of 10 years of recent work experience related to international acquisition programs.

Possess five (5) years' experience in DoD aircraft acquisition or at least ten (10) years of aircraft operational experience.

Familiarity with DoD Instruction (DoDI) 5000.2 (Operation of the Defense Acquisition System), DoD Directive (DODD) 5530.03 (International Agreements), and the International Cooperation in Acquisition, Technology and Logistics (IC in AT&L) Handbook.

Possess exceptional written and verbal communication skills.

Demonstrated knowledge of the principles, policies, and practices of system acquisition to plan, organize, and coordinate critical aspects of the development, production, deployment, and sustainment of systems, subsystems, and equipment.

Demonstrated knowledge of the system equipment life-cycle phases and the documentation, analyses, and reviews associated with those phases.

Demonstrated knowledge of the Security Assistance/Security Cooperation (SA/SC) programs to include the understanding of the FMS sales process from case development, implementation, execution, to closure in accordance with the Security Assistance Management Manual (SAMM), DoD 5105.38-M.

#### TASK 3- KOREA TECHNICAL, ANALYTICAL, AND ACQUISITION SUPPORT

**Core Team Capture Sr Program Analyst/Program Analyst (Senior) (REF 113)**

Performs critical program management, technical, or business analysis of major DoD acquisition systems and provides recommendations to ensure program success. Provides program analysis support for all aspects of the program. Participates as a member of and/or supports the overall Program and Integrated Product Teams (IPTs). Collect, complete, organize and interpret technical data and financial information relating to aircraft acquisition and product programs. Tracks program/project status and schedules. Applies policies and procedures for financial planning.

Required Qualifications:

MS or MA in a Science, Engineering or related Business Management degree. ALLOWABLE SUBSTITUTION: A BS or BA degree and an additional four (4) years of experience can be substituted for an MS or MA degree.

At least ten (10) years’ experience in defense acquisition program management related to weapon systems acquisition and life cycle management; and a minimum of five (5) years out of 10 years of recent work experience related to international acquisition programs.

Familiarity with DoD Instruction (DoDI) 5000.2 (Operation of the Defense Acquisition System), DoD Directive (DODD) 5530.03 (International Agreements), and the International Cooperation in Acquisition, Technology and Logistics (IC in AT&L) Handbook.

Demonstrated experience in the development, management and execution of international cooperative projects/programs.

Possess exceptional written and verbal communication skills.

Demonstrated knowledge of the principles, policies, and practices of system acquisition to plan, organize, and coordinate critical aspects of the development, production, deployment, and sustainment of systems, subsystems, and equipment.

Demonstrated knowledge of the system equipment life-cycle phases and the documentation, analyses, and reviews associated with those phases.

Demonstrated knowledge of the Security Assistance/Security Cooperation (SA/SC) programs to include the understanding of the FMS sales process from case development, implementation, execution, to closure, in accordance with the Security Assistance Management Manual (SAMM), DoD 5105.38-M.

#### Non-Key Personnel

It is required that all non-key personnel have a working knowledge of MS computer applications (Word, Access, PowerPoint, and Excel) and possess the following qualifications as they related to the requirements of the SOW:

#### Task 1 – Contract Management Support

**Deputy Program Manager/Project Manager (REF 27)**

Applies project principles to investigate, analyze, plan, design, develop, implement, test, or evaluate military weapon systems. Reviews and prepares project and technical analyses, reports, change proposals, and other technical documentation. Applies project experience to perform functions such as system integration, configuration management, quality assurance testing, or acquisition and resource management. Analyzes designs, develops, implements, tests, or evaluates automated data processing software related to engineering or functional requirements of military weapon systems, associated support systems, or management information systems. As the project manager for the contracted effort, ensure project procedures and controls are followed, manage manning and staffing project efforts, and lead problem resolution efforts. Interfaces with system or program contractors, vendors, and Government representatives regarding the technical aspects of the programs/projects.

Required Qualifications:

BS/BA in engineering or related science, or BS/BA degree in computer science or information systems. ALLOWABLE SUBSTITUTION: an AS or AA degree in a degree relevant to the position and eight (8) years of experience in engineering management and supervision of a project in systems engineering or the design of or field service of naval command and control, communication systems or other designated field.

At least five (5) years of experience in engineering management and supervision of a project in systems engineering or the design of or field service of naval command and control, communication systems.

Demonstrated knowledge of and experience dealing with DoD reporting tools and major

reports.

#### Task 1 – Contract Management Support

**Financial Analyst/ Financial Analyst (Senior) (REF 28)**

Performs analytical and evaluative work requiring a comprehensive knowledge of: (1) theory and principles; (2) financial and management organization, operations, and practices; (3) pertinent statutory or regulatory provisions; and (4) related basic economic, accounting, and legal principles. Develops and analyzes impacts of budget marks. Assists with development of appropriate acquisition documentation regarding financial interest items. Performs tasks with little or no guidance.

Required Qualifications:

BS or BA degree in Business, Management or a degree relevant to the position. ALLOWABLE SUBSTITUTION: An AS or AA degree and an additional four (4) years of experience; or an additional eight (8) years of experience may be substituted for a BS or BA degree.

At least four (4) years financial management experience, two (2) of which must be within DoD.

Financial management experience should include financial analysis of business programs, development of cost estimates, program status reports, and knowledge of DoD Federal Management Regulations (FMR), Federal Acquisition Regulation (FAR).

#### Task 4 – Provide Operational Support

**Personnel Analyst/Analyst, Mid (REF 29)**

This position will assist the F-35 JPO Manpower Management Team by serving as the primary liaison in all aspects of awards processing, to include reviewing for eligibility and accuracy, and ensuring that packages for award nominations are complete and expeditious routed within the JPO organization and externally when appropriate.

Required Qualifications:

Four-year degree in a related field (journalism, English, communications, public relations, etc.)

Minimum of four (4) years’ experience performing the requirements defined in the following bullets:

Demonstrated knowledge of, and experience in using, Navy and Air Force civilian honorary awards programs, to include preparation of all required documentation and forms.

Demonstrated knowledge of, and experience in using, Navy and Air Force military honorary awards programs, to include preparation of all required documentation and forms.

Demonstrated ability to write a variety of award nominations, from lengthy, essay-type nominations, to short, bullet-type nominations designed for limited space.

Demonstrated ability to effectively assess and apply each award’s requirements for a successful nomination.

Demonstrated ability to write award nominations designed to achieve approval of military, Federal civilian and private entity leadership.

Demonstrated ability to work effectively with personnel at all levels within an organization to facilitate the preparation, approval, or endorsement of award nominations.

#### Task 2 - Provide Program Management Support

**Missions Systems FoD Program Manager/Program Analyst (Mid) (REF 30)**

Analyzes program requirements, status, budget and schedules. Performs program management, technical, or business case analyses. Participates as a member of and/or supports the specified Program Integrated Product Teams (IPTs); and IPT directed business meetings. Collect, complete, organize and interpret technical data and financial information relating to aircraft acquisition and product programs. Tracks program/project status and schedules. Applies policies and procedures for financial planning.

Required Qualifications:

BS or BA degree in Business, Management or a degree relevant to the position. ALLOWABLE SUBSTITUTION: An AS or AA degree and an additional four (4) years of experience; or an additional eight (8) years of experience may be substituted for a BS or BA degree.

At least eight (8) years of experience in program management, technical or business analysis discipline; and included in the eight (8) years, there must be At least four (4) years of experience in program management, technical or business analysis; and included in the four

(4) years, there must be two (2) years professional experience in technical efforts supporting major weapon systems and components development.

At least two (2) years in support of a Major Defense Acquisition Program (MDAP). Demonstrated experience in the program/project status and schedules.

Demonstrated knowledge of Service and OSD policy and documentation related to PPBS, life-cycle management of military acquisition programs (as specified in the DoD 5000 series). Must have experience processing program acquisition, funding and contract documentation for military aircraft programs both domestic and international.

Demonstrated knowledge of and experience dealing with DoD reporting tools and major reports.

Demonstrated experience with Microsoft Office products

#### Task 2 - Provide Program Management Support

**Records Management Project Manager/Program Analyst (Mid) (REF 31)**

Analyzes program requirements, status, budget and schedules. Performs program management, technical, or business case analyses. Participates as a member of and/or supports the specified Program Integrated Product Teams (IPTs); and IPT directed business meetings. Collect, complete, organize and interpret technical data and financial information relating to aircraft acquisition and product programs. Tracks program/project status and schedules. Applies policies and procedures for financial planning.

Required Qualifications:

BS or BA degree in Business, Management or a degree relevant to the position. ALLOWABLE SUBSTITUTION: An AS or AA degree and an additional four (4) years of experience; or an additional eight (8) years of experience may be substituted for a BS or BA degree.

At least eight (8) years of experience in program management, technical or business analysis discipline; and included in the eight (8) years, there must be At least four (4) years of experience in program management, technical or business analysis; and included in the four

(4) years, there must be two (2) years professional experience in technical efforts supporting

major weapon systems and components development.

At least two (2) years in support of a Major Defense Acquisition Program (MDAP). Demonstrated experience in the program/project status and schedules.

Demonstrated knowledge of Service and OSD policy and documentation related to PPBS, life-cycle management of military acquisition programs (as specified in the DoD 5000 series). Must have experience processing program acquisition, funding and contract documentation for military aircraft programs both domestic and international.

Demonstrated knowledge of and experience dealing with DoD reporting tools and major reports.

Demonstrated experience with Microsoft Office products

#### Task 2 - Provide Program Management Support

**Senior Acquisition Management/Program Analyst, Senior (REF 32)**

Performs critical program management, technical, or business analysis of major DoD acquisition systems and provides recommendations to ensure program success. Provides program analysis support for all aspects of the program. Participates as a member of and/or supports the overall Program and Integrated Product Teams (IPTs). Collect, complete, organize and interpret technical data and financial information relating to aircraft acquisition and product programs. Tracks program/project status and schedules. Applies policies and procedures for financial planning.

Required Qualifications:

MS or MA degree in Business, Management or a degree relevant to the position. ALLOWABLE SUBSTITUTION: A BS or BA degree and an additional four (4) years of experience can be substituted for an MS or MA degree.

At least ten (10) years’ experience in program management, technical, or business analysis discipline, related to weapon systems acquisition and life cycle management; and a minimum of six (6) years out of 10 years of recent work experience related to analysis and planning.

At least three (3) years in support of a Major Defense Acquisition Program (MDAP). Familiarity with Service and OSD forms related to PPBS, Military Interdepartmental Procurement Requests, Work Requests, Requisitions, Contract Data Requirements List, and DD254 is required.

Demonstrated experience in the program/project status, earned value management and schedules.

Demonstrated knowledge of and experience dealing with DoD reporting tools and major reports.

#### Task 2 - Provide Program Management Support

**Senior Acquisition Management/Program Analyst, Senior (REF 33) THIS POSITION HAS BEEN DESCOPED.**

**Task 2 - Provide Program Management Support**

**Senior Acquisition Management/Program Analyst, Senior (REF 34)**

Performs critical program management, technical, or business analysis of major DoD acquisition systems and provides recommendations to ensure program success. Provides program analysis support for all aspects of the program. Participates as a member of and/or supports the overall Program and Integrated Product Teams (IPTs). Collect, complete, organize and interpret technical data and financial information relating to aircraft acquisition and product programs. Tracks program/project status and schedules. Applies policies and procedures for financial planning.

Required Qualifications:

MS or MA degree in Business, Management or a degree relevant to the position. ALLOWABLE SUBSTITUTION: A BS or BA degree and an additional four (4) years of experience can be substituted for an MS or MA degree.

At least ten (10) years’ experience in program management, technical, or business analysis discipline, related to weapon systems acquisition and life cycle management; and a minimum of six (6) years out of 10 years of recent work experience related to analysis and planning.

At least three (3) years in support of a Major Defense Acquisition Program (MDAP). Familiarity with Service and OSD forms related to PPBS, Military Interdepartmental Procurement Requests, Work Requests, Requisitions, Contract Data Requirements List, and DD254 is required.

Demonstrated experience in the program/project status, earned value management and schedules.

Demonstrated knowledge of and experience dealing with DoD reporting tools and major reports.

#### Task 2 - Provide Program Management Support

**Program Management, Mid/Program Analyst (Mid) (REF 35)**

Analyzes program requirements, status, budget and schedules. Performs program management, technical, or business case analyses. Participates as a member of and/or supports the specified Program Integrated Product Teams (IPTs); and IPT directed business meetings. Collect, complete, organize and interpret technical data and financial information relating to aircraft acquisition and product programs. Tracks program/project status and schedules. Applies policies and procedures for financial planning.

Required Qualifications:

BS or BA degree in Business, Management or a degree relevant to the position. ALLOWABLE SUBSTITUTION: An AS or AA degree and an additional four (4) years of experience; or an additional eight (8) years of experience may be substituted for a BS or BA degree.

At least eight (8) years of experience in program management, technical or business analysis discipline; and included in the eight (8) years, there must be At least four (4) years of experience in program management, technical or business analysis; and included in the four

(4) years, there must be two (2) years professional experience in technical efforts supporting major weapon systems and components development.

At least two (2) years in support of a Major Defense Acquisition Program (MDAP). Demonstrated experience in the program/project status and schedules.

Demonstrated knowledge of Service and OSD policy and documentation related to PPBS, life-cycle management of military acquisition programs (as specified in the DoD 5000 series). Must have experience processing program acquisition, funding and contract documentation for military aircraft programs both domestic and international.

Demonstrated knowledge of and experience dealing with DoD reporting tools and major reports.

Demonstrated experience with Microsoft Office products

#### Task 2 - Provide Program Management Support

**Program Manager Senior/Program Analyst, Senior (REF 36)**

Performs critical program management, technical, or business analysis of major DoD acquisition systems and provides recommendations to ensure program success. Provides program analysis

support for all aspects of the program. Participates as a member of and/or supports the overall Program and Integrated Product Teams (IPTs). Collect, complete, organize and interpret technical data and financial information relating to aircraft acquisition and product programs. Tracks program/project status and schedules. Applies policies and procedures for financial planning.

Required Qualifications:

MS or MA degree in Business, Management or a degree relevant to the position. ALLOWABLE SUBSTITUTION: A BS or BA degree and an additional four (4) years of experience can be substituted for an MS or MA degree.

At least ten (10) years’ experience in program management, technical, or business analysis discipline, related to weapon systems acquisition and life cycle management; and a minimum of six (6) years out of 10 years of recent work experience related to analysis and planning.

At least three (3) years in support of a Major Defense Acquisition Program (MDAP). Familiarity with Service and OSD forms related to PPBS, Military Interdepartmental Procurement Requests, Work Requests, Requisitions, Contract Data Requirements List, and DD254 is required.

Demonstrated experience in the program/project status, earned value management and schedules.

Demonstrated knowledge of and experience dealing with DoD reporting tools and major reports.

#### Task 4 – Provide Operational Support

#### Operations Analyst /Analyst (Mid) (REF 37)

This position will assist the F-35 Program Operations by providing administrative program management functions required at F-35 JPO facilities. Primarily aligned with the Infrastructure Services Team, this position broadly encompasses a variety of program support type functions including facilities and meeting support, resource tracking, correspondence, and administrative functions. Support may also include additional IPTs or groups of Program personnel.

Required Qualifications:

High School diploma or GED.

A minimum of two (2) years of total business process experience in either a DoD Weapon System Program Office or equivalent commercial setting.

Experience in developing and managing formal task management processes and toolsets.

Proficiency in Microsoft Office Products to specifically include: Word, Power Point, Excel and Outlook.

Demonstrated ability for oral and written communication with the highest levels of management.

Knowledge of or ability to acquire knowledge of DTS and MPS software systems.

#### Task 4 – Provide Operational Support

#### Conference Center Administrative Support /Administrative Assistant (REF 38)

The incumbent provides conference services support to the F-35 Lightning II Joint Program Office Conference Center.

Required Qualifications:

High School diploma or GED.

A minimum of two (2) years of total business process experience in either a DoD Weapon System Program Office or equivalent commercial setting.

Experience in developing and managing formal task management processes and toolsets.

Proficiency in Microsoft Office Products to specifically include: Word, Power Point, Excel and Outlook.

Demonstrated ability for oral and written communication with the highest levels of management.

Knowledge of or ability to acquire knowledge of MPS software systems.

#### Task 2 - Provide Program Management Support

**Diminishing Manufacturing Source (DMS) Manager/Program Analyst (Senior) (REF 39) THIS POSITION HAS BEEN DESCOPED.**

**Task 2 - Provide Program Management Support**

**Congressional Support/Program Analyst (Mid) (REF 40)**

Provides support to the F-35 Joint Program Office (JPO) Legislative Liaison activity. The F-35 JPO Legislative Liaison activity interacts and coordinates across the F-35 enterprise to prepare Program Executive Officer, Service Acquisition Executive, Defense Acquisition Executive, Services Chiefs and Secretaries for F-35-realted congressional and parliamentary engagements and hearings, whether of the United States or a Partner Nation. Develops oral and written statements, briefings papers and responses to queries from Congress and committee professional staffs.

Required Qualifications:

* BS or BA degree in Business, Management or a degree relevant to the position.
* ALLOWABLE SUBSTITUTION: An AS or AA degree and an additional four (4) years of experience; or an additional eight (8) years of experience may be substituted for a BS or BA degree.
* At least eight (8) years of experience in program management, technical or business analysis discipline; and included in the eight (8) years, there must be at least four (4) years of experience in program management, technical or business analysis; and included in the four (4) years, there must be two (2) years professional experience in technical efforts supporting major weapon systems and components development.
* Demonstrated experience in the program/project status and schedules.
* Demonstrated knowledge of Service and OSD policy and documentation related to Planning Programming Budgeting System (PPBS), life-cycle management of military acquisition programs (as specified in the DoD 5000 series).
* Demonstrated knowledge of and experience dealing with DoD reporting tools and major reports.
* Demonstrated ability for oral and written communication with the highest levels of management.
* Demonstrated proficiency with Microsoft Office Suite to include OneNote.

#### Task 2 - Provide Program Management Support

**Govt. Furnished Property Manager/Program Analyst (Mid) (REF 41)**

Provides support to the F-35 Lightning II Property Management team with the oversight of property management across F-35. Assist the F-35 Property Manager Lead on property management compliance requirements; the management of application of U.S. property management regulations, policies and procedures; and establishment of policies, process and procedures. Assists with the tracking, auditing and oversight of all USG property across F-35. Assists in identifying, collecting, analyzing, staffing, and issuing recommendations on F-35 property management issues. This position will assist in property management standup activities during site activation at military installations, assist in reviewing and auditing industry property management systems, and be responsible for maintaining an Accountable Property Management System of Record (APSR).

Required Qualifications:

* BS or BA degree in Business or Management. ALLOWABLE SUBSTITUTION: An AS or AA degree and an additional four (4) years of relevant experience.
* At least eight (8) years of experience in program management, technical, or business analysis discipline; and included in the eight (8) years, there must be at least (4) years of hands on and relevant Government Property Management system and administration experience supporting major weapon systems and components development.
* Demonstrated knowledge of Federal Property Management Regulations to include item unique identification and valuation (IUID) and associated processes and requirements.
* Demonstrated knowledge of reporting, reutilization, storage and disposal of Government assets.
* Demonstrated knowledge of industry or military property management best practices for the management of Government Property.
* Demonstrated knowledge of DoD policy and documentation related management of military acquisition programs (as specified in the DoD 5000 series).
* Demonstrated knowledge of DoD program acquisition for domestic and/or international military programs.
* MS office experience, excellent briefing, interpersonal and diplomatic skills.

#### Task 2 - Provide Program Management Support

**Government Furnished Equipment/Program Analyst (Mid) (REF 42)**

Analyzes program requirements, status, budget and schedules. Performs program management, technical, or business case analyses. Participates as a member of and/or supports the specified Program Integrated Product Teams (IPTs); and IPT directed business meetings. Collect, complete, organize and interpret technical data and financial information relating to aircraft acquisition and product programs. Tracks program/project status and schedules. Applies policies and procedures for financial planning.

Required Qualifications:

BS or BA degree in Business, Management or a degree relevant to the position. ALLOWABLE SUBSTITUTION: An AS or AA degree and an additional four (4) years of experience; or an additional eight (8) years of experience may be substituted for a BS or BA degree.

At least eight (8) years of experience in program management, technical or business analysis discipline; and included in the eight (8) years, there must be At least four (4) years of experience in program management, technical or business analysis; and included in the four

(4) years, there must be two (2) years professional experience in technical efforts supporting major weapon systems and components development.

At least two (2) years in support of a Major Defense Acquisition Program (MDAP). Demonstrated experience in the program/project status and schedules.

Demonstrated knowledge of Service and OSD policy and documentation related to PPBS, life-cycle management of military acquisition programs (as specified in the DoD 5000 series). Must have experience processing program acquisition, funding and contract documentation for military aircraft programs both domestic and international.

Demonstrated knowledge of and experience dealing with DoD reporting tools and major reports.

Demonstrated experience with Microsoft Office products

#### Task 2 - Provide Program Management Support

**Reliability and Maintainability/Program Analyst (Mid) (REF 43)**

Analyzes program requirements, status, budget and schedules. Performs program management, technical, or business case analyses. Participates as a member of and/or supports the specified Program Integrated Product Teams (IPTs); and IPT directed business meetings. Collect, complete, organize and interpret technical data and financial information relating to aircraft acquisition and product programs. Tracks program/project status and schedules. Applies policies and procedures for financial planning.

Required Qualifications:

BS or BA degree in Business, Management or a degree relevant to the position. ALLOWABLE SUBSTITUTION: An AS or AA degree and an additional four (4) years of experience; or an additional eight (8) years of experience may be substituted for a BS or BA degree.

At least eight (8) years of experience in program management, technical or business analysis discipline; and included in the eight (8) years, there must be At least four (4) years of experience in program management, technical or business analysis; and included in the four

(4) years, there must be two (2) years professional experience in technical efforts supporting major weapon systems and components development.

At least two (2) years in support of a Major Defense Acquisition Program (MDAP). Demonstrated experience in the program/project status and schedules.

Demonstrated knowledge of Service and OSD policy and documentation related to PPBS, life-cycle management of military acquisition programs (as specified in the DoD 5000 series). Must have experience processing program acquisition, funding and contract documentation for military aircraft programs both domestic and international.

Demonstrated knowledge of and experience dealing with DoD reporting tools and major reports.

Demonstrated experience with Microsoft Office products

#### Task 2 - Provide Program Management Support

#### Strategic Initiatives Analyst/Program Analyst (Mid) (REF 44)

Supports the Strategic Initiatives IPT lead in service to the Enterprise Planning (EP) Director within the F-35 JPO Directorate. The Strategic Initiatives Analyst assists the Strategic Initiatives IPT Lead, Systems Engineer, Logistician, and other EP team members in the development, planning, documenting, negotiation, and execution of Strategic Initiatives.

Required Qualifications:

* BS/BA degree in an analytical or relevant technical discipline. ALLOWABLE SUBSTITUTION: An AS or AA degree and an additional four (4) years of relevant experience.
* At least eight (8) years of experience in program management, technical or business analysis discipline; and included in the eight (8) years, there must be at least four (4) years of experience in program management, technical or business analysis; and included in the four (4) years, there must be two (2) years professional experience in technical efforts supporting major weapon systems and components development.
* At least two (2) years in support of a Major Defense Acquisition Program (MDAP).
* Demonstrated experience in the program/project status and schedules.
* Demonstrated experience in strategic planning in a major DoD program. Demonstrated ability to work across organizational boundaries.
* Demonstrated knowledge of and experience in analysis of DoD acquisition programs or projects with emphasis on weapon systems.
* Good briefing skills and interpersonal and/or diplomatic skills.
* Excellent verbal and written communication skills.
* Demonstrated proficiency with Microsoft Office Suite.

#### Task 2 - Provide Program Management Support Procurement Analyst/Program Analyst (Junior) (REF 45)

Assists the Procurement Planning Lead by providing support to the program office teams in the overall acquisition management of the F-35 weapons system. This position supports the overall management, direction, control, and integration of all program acquisition efforts for F-35 development, procurement and operations and support.

The F-35 JPO program acquisition management function broadly encompasses a variety of program support type functions including meeting support and facilitation, resource tracking, correspondence, and administrative functions. Position primarily provides on-site support to the assigned program Directors and IPTs.

Required Qualifications:

* AS or AA degree. ALLOWABLE SUBSTITUTION: A High School diploma or GED and an additional four (4) years of relevant experience can be substituted for an AS or AA degree.
* At least three (3) years of experience related to weapon systems acquisition.
* Demonstrated knowledge in one or more of the following areas: program management, systems engineering, system acquisition, financial management, contracts or integrated logistics support.
* Demonstrated knowledge, and/or familiarity with the DoD 5000 acquisition series, Federal and DoD acquisition regulations and PPBE process.
* Familiar with DoD acquisition process, procedures and documentation.
* Proficiency in Microsoft Office products, specifically, Word, PowerPoint, Excel and Outlook.
* Demonstrated ability of strong oral and written communication skills with high levels of leadership.
* Demonstrated ability to work in a high-paced environment.

#### Task 2 - Provide Program Management Support Procurement Analyst/Program Analyst (Junior) (REF 46)

Assists the Procurement Planning Lead by providing support to the program office teams in the overall acquisition management of the F-35 weapons system. This position supports the overall management, direction, control, and integration of all program acquisition efforts for F-35 development, procurement and operations and support.

The F-35 JPO program acquisition management function broadly encompasses a variety of program support type functions including meeting support and facilitation, resource tracking, correspondence, and administrative functions. Position primarily provides on-site support to the assigned program Directors and IPTs.

Required Qualifications:

* AS or AA degree. ALLOWABLE SUBSTITUTION: A High School diploma or GED and an additional four (4) years of relevant experience can be substituted for an AS or AA degree.
* At least three (3) years of experience related to weapon systems acquisition.
* Demonstrated knowledge in one or more of the following areas: program management, systems engineering, system acquisition, financial management, contracts or integrated logistics support.
* Demonstrated knowledge, and/or familiarity with the DoD 5000 acquisition series, Federal and DoD acquisition regulations and PPBE process.
* Familiar with DoD acquisition process, procedures and documentation.
* Proficiency in Microsoft Office products, specifically, Word, PowerPoint, Excel and Outlook.
* Demonstrated ability of strong oral and written communication skills with high levels of leadership.
* Demonstrated ability to work in a high-paced environment.

#### Task 3 - Provide Technical, Analytical, and Acquisition Support

**Affordability Analyst/Program Analyst (Mid) (REF 47)**

Supports the Affordability and Cost War Room (CWR) leadership in the analyses and evaluation of the business case development of enterprise-wide cost reduction performance improving initiatives. This includes the effectiveness of methods, courses of action and analytical assumptions. Responsible for planning, coordinating, implementing, analyzing and assisting the team during affordability initiative maturation. Assists IPTs, Services and Partners during implementation of selected preferred course of action. Maintains liaison with the IPT, Service or Partner until initiative has been captured in the annual cost estimate (ACE).

Required Qualifications:

* BS/BA degree in an analytical or related technical field. ALLOWABLE SUBSTITUTION: An AS or AA degree and an additional four (4) years of relevant experience; or an additional eight (8) years of relevant experience may be substituted for a BS or BA degree.
* At least eight (8) years of experience in program management, technical or business analysis discipline; and included in the eight (8) years, there must be at least four (4) years of experience in program management, technical or business analysis; and included in the four (4) years, there must be two (2) years professional experience in technical efforts supporting major weapon systems and components development.
* At least two (2) years in support of a Major Defense Acquisition Program (MDAP).
* Demonstrated experience in program/project status and schedules.
* Demonstrated knowledge of Service and OSD policy and documentation related to PPBS, life-cycle management of military acquisition programs (as specified in the DoD 5000 series).
* Mastery of a wide range of qualitative and/or quantitative analytical and evaluative methods for the assessment and improvement of cost and performance initiative opportunities.
* Demonstrated knowledge of and experience in analysis of DoD acquisition programs or projects with emphasis on aircraft systems, maintenance and maintenance reporting processes.
* Good briefing skills and interpersonal and/or diplomatic skills.
* Excellent verbal and written communication skills.
* Demonstrated proficiency with Microsoft Office Suite.

#### Task 3 - Provide Technical, Analytical, and Acquisition Support

**Affordability Analyst/Program Analyst (Mid) (REF 48)**

Supports the Affordability and Cost War Room (CWR) leadership in the analyses and evaluation of the business case development of enterprise-wide cost reduction performance improving initiatives. This includes the effectiveness of methods, courses of action and analytical assumptions. Responsible for planning, coordinating, implementing, analyzing and assisting the team during affordability initiative maturation. Assists IPTs, Services and Partners during implementation of selected preferred course of action. Maintains liaison with the IPT, Service or Partner until initiative has been captured in the annual cost estimate (ACE).

Required Qualifications:

* BS/BA degree in an analytical or related technical field. ALLOWABLE SUBSTITUTION: An AS or AA degree and an additional four (4) years of relevant experience; or an additional eight (8) years of relevant experience may be substituted for a BS or BA degree.
* At least eight (8) years of experience in program management, technical or business analysis discipline; and included in the eight (8) years, there must be at least four (4) years of experience in program management, technical or business analysis; and included in the four (4) years, there must be two (2) years professional experience in technical efforts supporting major weapon systems and components development.
* At least two (2) years in support of a Major Defense Acquisition Program (MDAP).
* Demonstrated experience in program/project status and schedules.
* Demonstrated knowledge of Service and OSD policy and documentation related to PPBS, life-cycle management of military acquisition programs (as specified in the DoD 5000 series).
* Mastery of a wide range of qualitative and/or quantitative analytical and evaluative methods for the assessment and improvement of cost and performance initiative opportunities.
* Demonstrated knowledge of and experience in analysis of DoD acquisition programs or projects with emphasis on aircraft systems, maintenance and maintenance reporting processes.
* Good briefing skills and interpersonal and/or diplomatic skills.
* Excellent verbal and written communication skills.
* Demonstrated proficiency with Microsoft Office Suite.

#### Task 2 - Provide Operational Support

**HR Analyst / Analyst (Mid) (REF 49)**

Provides program analysis, and project support to the Manpower Management Integrated Product Team. This position also manages the internal Human Resource information system which is used as a manpower database similar in content and intent as PeopleSoft.

Required Qualifications:

BS or BA degree in Business, Management or a degree relevant to the position. ALLOWABLE

SUBSTITUTION: A minimum of five (5) years of total business experience in either a DOD

weapon system program office or equivalent commercial setting can be substituted for a BS or BA

degree.

Advanced Proficiency in Microsoft Office Products to specifically include: Word, Power Point, Excel and Mail (to include advanced formulations and reporting techniques).

Excellent communications skills (oral and written).

A minimum one (1) year of total business process experience in either a DoD weapon system program office or commercial setting.

Experience in developing and managing formal task management processes and toolsets.

Demonstrated experience with independently performing duties and leading execution of tasks to completion.

#### Task 2 - Provide Operational Support

**HR Analyst / Analyst (Mid) (REF 50)**

Provides program analysis, and project support to the Manpower Management Integrated Product Team. This position also manages the internal Human Resource information system which is used as a manpower database similar in content and intent as PeopleSoft.

Required Qualifications:

BS or BA degree in Business, Management or a degree relevant to the position. ALLOWABLE

SUBSTITUTION: A minimum of five (5) years of total business experience in either a DOD

weapon system program office or equivalent commercial setting can be substituted for a BS or BA

degree.

Advanced Proficiency in Microsoft Office Products to specifically include: Word, Power Point, Excel and Mail (to include advanced formulations and reporting techniques).

Excellent communications skills (oral and written).

A minimum one (1) year of total business process experience in either a DoD weapon system program office or commercial setting.

Experience in developing and managing formal task management processes and toolsets.

Demonstrated experience with independently performing duties and leading execution of tasks to completion.

#### Task 2 - Provide Operational Support

**HR Analyst / Analyst (Senior) (REF 51)**

Provides program analysis and project support to the Manpower Management Integrated Product Team in direct support of Foreign Military Sales (FMS). This position coordinates directly with FMS points of contact within Naval Air Systems Command, Air Force Life Cycle Management Center and Air Force Security Assistance Center to assist the Manpower Management Lead and FMS Case Managers in establishing and maintaining FMS manpower billets. Support the initiation process for outlining manpower for direct FMS case and admin funded support, and initiation of required documents to establish required billets. This position also maintains the internal Human Resource information system which is used as a manpower database similar in content and intent as PeopleSoft in support of the FMS Team.

Required Qualifications:

* BS or BA degree in Business, Management or a degree relevant to the position. ALLOWABLE SUBSTITUTION: An AS or AA degree and an additional four (4) years of experience may be substituted for a BA/BS or an additional eight (8) years of experience (without Associates degree) may be substituted for a BA/BS.
* A minimum of eight (8) years of total business experience in either a DOD weapon system program office or military service branch and a minimum one (1) year experience specific to FMS case management.
* Expert knowledge and experience in the coordination and development of FMS manpower requirements packages.
* Experience in developing and managing formal task management processes and toolsets.
* Possess a high degree of self-initiative, and the ability to work independently performing duties and leading execution of tasks to completion.
* Superior communications skills (oral and written). Demonstrated ability to succinctly brief project status, associated risks, and proposed solutions.
* Advanced Proficiency in Microsoft Office Products to specifically include: Word, Power Point, Excel and Mail (to include advanced formulations and reporting techniques).
* Expert in Microsoft SharePoint to include advance development of process and task relationships within a collaborative environment.

#### Task 2 - Provide Program Management Support

**Program Management, Mid/Program Analyst (Mid) (REF 52)**

Analyzes program requirements, status, budget and schedules. Performs program management, technical, or business case analyses. Participates as a member of and/or supports the specified

Program Integrated Product Teams (IPTs); and IPT directed business meetings. Collect, complete, organize and interpret technical data and financial information relating to aircraft acquisition and product programs. Tracks program/project status and schedules. Applies policies and procedures for financial planning.

Required Qualifications:

BS or BA degree in Business, Management or a degree relevant to the position. ALLOWABLE SUBSTITUTION: An AS or AA degree and an additional four (4) years of experience; or an additional eight (8) years of experience may be substituted for a BS or BA degree.

At least eight (8) years of experience in program management, technical or business analysis discipline; and included in the eight (8) years, there must be At least four (4) years of experience in program management, technical or business analysis; and included in the four

(4) years, there must be two (2) years professional experience in technical efforts supporting major weapon systems and components development.

At least two (2) years in support of a Major Defense Acquisition Program (MDAP). Demonstrated experience in the program/project status and schedules.

Demonstrated knowledge of Service and OSD policy and documentation related to PPBS, life-cycle management of military acquisition programs (as specified in the DoD 5000 series). Must have experience processing program acquisition, funding and contract documentation for military aircraft programs both domestic and international.

Demonstrated knowledge of and experience dealing with DoD reporting tools and major reports.

Demonstrated experience with Microsoft Office products

#### Task 2 - Provide Program Management Support

**Program Management, Mid/Program Analyst (Mid) (REF 53)**

Analyzes program requirements, status, budget and schedules. Performs program management, technical, or business case analyses. Participates as a member of and/or supports the specified Program Integrated Product Teams (IPTs); and IPT directed business meetings. Collect, complete, organize and interpret technical data and financial information relating to aircraft acquisition and product programs. Tracks program/project status and schedules. Applies policies and procedures for financial planning.

Required Qualifications:

BS or BA degree in Business, Management or a degree relevant to the position. ALLOWABLE SUBSTITUTION: An AS or AA degree and an additional four (4) years of experience; or an additional eight (8) years of experience may be substituted for a BS or BA degree.

At least eight (8) years of experience in program management, technical or business analysis discipline; and included in the eight (8) years, there must be At least four (4) years of experience in program management, technical or business analysis; and included in the four

(4) years, there must be two (2) years professional experience in technical efforts supporting major weapon systems and components development.

At least two (2) years in support of a Major Defense Acquisition Program (MDAP). Demonstrated experience in the program/project status and schedules.

Demonstrated knowledge of Service and OSD policy and documentation related to PPBS, life-cycle management of military acquisition programs (as specified in the DoD 5000 series). Must have experience processing program acquisition, funding and contract documentation for military aircraft programs both domestic and international.

Demonstrated knowledge of and experience dealing with DoD reporting tools and major reports.

Demonstrated experience with Microsoft Office products

#### Task 2 - Provide Program Management Support

**Program Management, Mid/Program Analyst (Mid) (REF 54)**

Analyzes program requirements, status, budget and schedules. Performs program management, technical, or business case analyses. Participates as a member of and/or supports the specified Program Integrated Product Teams (IPTs); and IPT directed business meetings. Collect, complete, organize and interpret technical data and financial information relating to aircraft acquisition and product programs. Tracks program/project status and schedules. Applies policies and procedures for financial planning.

Required Qualifications:

BS or BA degree in Business, Management or a degree relevant to the position. ALLOWABLE SUBSTITUTION: An AS or AA degree and an additional four (4) years of experience; or an additional eight (8) years of experience may be substituted for a BS or BA degree.

At least eight (8) years of experience in program management, technical or business analysis discipline; and included in the eight (8) years, there must be At least four (4) years of experience in program management, technical or business analysis; and included in the four

(4) years, there must be two (2) years professional experience in technical efforts supporting major weapon systems and components development.

At least two (2) years in support of a Major Defense Acquisition Program (MDAP). Demonstrated experience in the program/project status and schedules.

Demonstrated knowledge of Service and OSD policy and documentation related to PPBS, life-cycle management of military acquisition programs (as specified in the DoD 5000 series). Must have experience processing program acquisition, funding and contract documentation for military aircraft programs both domestic and international.

Demonstrated knowledge of and experience dealing with DoD reporting tools and major reports.

Demonstrated experience with Microsoft Office products

#### Task 2 - Provide Program Management Support

**Program Management, Mid/Program Analyst (Mid) (REF 55)**

Analyzes program requirements, status, budget and schedules. Performs program management, technical, or business case analyses. Participates as a member of and/or supports the specified Program Integrated Product Teams (IPTs); and IPT directed business meetings. Collect, complete, organize and interpret technical data and financial information relating to aircraft acquisition and product programs. Tracks program/project status and schedules. Applies policies and procedures for financial planning.

Required Qualifications:

BS or BA degree in Business, Management or a degree relevant to the position. ALLOWABLE SUBSTITUTION: An AS or AA degree and an additional four (4) years of experience; or an additional eight (8) years of experience may be substituted for a BS or BA degree.

At least eight (8) years of experience in program management, technical or business analysis discipline; and included in the eight (8) years, there must be At least four (4) years of experience in program management, technical or business analysis; and included in the four

(4) years, there must be two (2) years professional experience in technical efforts supporting

major weapon systems and components development.

At least two (2) years in support of a Major Defense Acquisition Program (MDAP). Demonstrated experience in the program/project status and schedules.

Demonstrated knowledge of Service and OSD policy and documentation related to PPBS, life-cycle management of military acquisition programs (as specified in the DoD 5000 series). Must have experience processing program acquisition, funding and contract documentation for military aircraft programs both domestic and international.

Demonstrated knowledge of and experience dealing with DoD reporting tools and major reports.

Demonstrated experience with Microsoft Office products

#### Task 2 - Provide Program Management Support

**Program Management, Mid/Program Analyst (Mid) (REF 56)**

Analyzes program requirements, status, budget and schedules. Performs program management, technical, or business case analyses. Participates as a member of and/or supports the specified Program Integrated Product Teams (IPTs); and IPT directed business meetings. Collect, complete, organize and interpret technical data and financial information relating to aircraft acquisition and product programs. Tracks program/project status and schedules. Applies policies and procedures for financial planning.

Required Qualifications:

BS or BA degree in Business, Management or a degree relevant to the position. ALLOWABLE SUBSTITUTION: An AS or AA degree and an additional four (4) years of experience; or an additional eight (8) years of experience may be substituted for a BS or BA degree.

At least eight (8) years of experience in program management, technical or business analysis discipline; and included in the eight (8) years, there must be At least four (4) years of experience in program management, technical or business analysis; and included in the four

(4) years, there must be two (2) years professional experience in technical efforts supporting major weapon systems and components development.

At least two (2) years in support of a Major Defense Acquisition Program (MDAP). Demonstrated experience in the program/project status and schedules.

Demonstrated knowledge of Service and OSD policy and documentation related to PPBS, life-cycle management of military acquisition programs (as specified in the DoD 5000 series). Must have experience processing program acquisition, funding and contract documentation for military aircraft programs both domestic and international.

Demonstrated knowledge of and experience dealing with DoD reporting tools and major reports.

Demonstrated experience with Microsoft Office products

#### Task 4 – Provide Operational Support

**Infrastructure Services Program Integrator/Program Analyst (Mid) (REF 58)**

Provide operational support to the Team Lead for Infrastructure Services in its responsibility to assure operations/administration and facility management support services meet the strategic needs of the program. Operations/Administration support includes, but is not limited to, travel, reports and matrices development and management. Facility support includes, but is not limited to, space management, large-scale off-site meetings coordination, and strategic planning and analysis.

Required Qualifications:

BS or BA degree in Business, Management or a degree relevant to the position. ALLOWABLE SUBSTITUTION: An AS or AA degree and an additional four (4) years of relevant experience.

At least four (4) years’ experience in defense acquisition program management office environment related to weapon systems acquisition and life cycle management.

At least four (4) years’ experience in administration, administrative processes and infrastructure support operations.

Possess exceptional written and verbal communication skills with the highest levels of management.

Possess a high degree of self-initiative, and the ability to work independently and function as part of an interdisciplinary team.

Strong analytical skills demonstrating the ability to define, collect and analyze data, establish facts, draw valid conclusions, and make logical recommendation.

Expert knowledge of Microsoft Office Suite, specifically Excel, Visio, and Access including cross functionality integration.

#### TASK 3 - USG PROVIDE TECHNICAL, ANALYTICAL, AND ACQUISITION SUPPORT

**Configuration Management/Technical Data Analyst/Configuration Management Analyst (REF 65)**

Analyzes program requirements, status, budget and schedules. Performs program management, technical, or business case analyses. Participates as a member of and/or supports the specified Program Integrated Product Teams (IPTs); and IPT directed business meetings. Collect, complete, organize and interpret technical data and financial information relating to aircraft acquisition and product programs. Tracks program/project status and schedules. Applies policies and procedures for financial planning.

Required Qualifications:

BS or BA degree: Engineering, Science & Technology, Business Management or a degree relevant to the position. ALLOWABLE SUBSTITUTION: An AS or AA degree and an additional four (4) years of experience; or an additional eight (8) years of experience may be substituted for a BS or BA degree.

At least six (6) years program experience; a minimum of three (3) years out of the prior six (6) years of program experience must include aircraft systems configuration management.

Demonstrated program experience in the configuration management process must include: configuration identification, control, audit, and status; DOD configuration management policies, procedures, review cycles, instructions and standards; engineering change proposal evaluations.

Demonstrated CM experience with development, production, ancillary equipment, ground support equipment, test & evaluation, and fleet operations of a DoD and international acquisition aircraft program.

Ability to evaluate Major Variance Requests, Specification Change Notices, Engineering Change Requests/Proposals, Manufacturing Build Records, Sustainment As Maintained

Records and associated other documentation.

Analytical and communication abilities (both written and verbal).

#### TASK 3 - USG PROVIDE TECHNICAL, ANALYTICAL, AND ACQUISITION SUPPORT

**Configuration Analyst/Specialist/Configuration Management Analyst (REF 66)**

Analyzes program requirements, status, budget and schedules. Performs program management, technical, or business case analyses. Participates as a member of and/or supports the specified Program Integrated Product Teams (IPTs); and IPT directed business meetings. Collect, complete, organize and interpret technical data and financial information relating to aircraft acquisition and product programs. Tracks program/project status and schedules. Applies policies and procedures for financial planning.

Required Qualifications:

BS or BA degree: Engineering, Science & Technology, Business Management or a degree relevant to the position. ALLOWABLE SUBSTITUTION: An AS or AA degree and an additional four (4) years of experience; or an additional eight (8) years of experience may be substituted for a BS or BA degree.

At least six (6) years program experience; a minimum of three (3) years out of the prior six (6) years of program experience must include aircraft systems configuration management.

Demonstrated program experience in the military aircraft configuration management process must include: configuration identification, control, audit, and status; DOD configuration management policies, procedures, review cycles, instructions and standards; engineering change proposal evaluations.

Demonstrated CM experience with development, production, ancillary equipment, ground support equipment, test & evaluation, and fleet operations of a DoD acquisition aircraft program.

Demonstrated experience in Data Base management to include data entry, tracking, and monitoring of various program documents.

Demonstrated experience in providing guidance and assistance in configuration management, and change control and ensuring that all Class I (Major) changes and variances are properly processed and dispositioned through those boards.

Demonstrated experience in collecting and maintaining process metrics and reporting techniques to ensure compliance with DOD level Data Management Program policies and procedures

#### TASK 3 - USG PROVIDE TECHNICAL, ANALYTICAL, AND ACQUISITION SUPPORT

**Configuration Analyst/Specialist/Configuration Management Analyst (REF 67)**

Analyzes program requirements, status, budget and schedules. Performs program management, technical, or business case analyses. Participates as a member of and/or supports the specified Program Integrated Product Teams (IPTs); and IPT directed business meetings. Collect, complete, organize and interpret technical data and financial information relating to aircraft acquisition and product programs. Tracks program/project status and schedules. Applies policies and procedures for financial planning.

Required Qualifications:

BS or BA degree: Engineering, Science & Technology, Business Management or a degree relevant to the position. ALLOWABLE SUBSTITUTION: An AS or AA degree and an additional four (4) years of experience; or an additional eight (8) years of experience may be substituted for a BS or BA degree.

At least six (6) years program experience; a minimum of three (3) years out of the prior six (6)

years of program experience must include aircraft systems configuration management. Demonstrated program experience in the military aircraft configuration management process must include: configuration identification, control, audit, and status; DOD configuration management policies, procedures, review cycles, instructions and standards; engineering change proposal evaluations.

Demonstrated CM experience with development, production, ancillary equipment, ground support equipment, test & evaluation, and fleet operations of a DoD acquisition aircraft program.

Demonstrated experience in Data Base management to include data entry, tracking, and monitoring of various program documents.

Demonstrated experience in providing guidance and assistance in configuration management, and change control and ensuring that all Class I (Major) changes and variances are properly processed and dispositioned through those boards.

Demonstrated experience in collecting and maintaining process metrics and reporting techniques to ensure compliance with DOD level Data Management Program policies and procedures

#### TASK 3 - USG PROVIDE TECHNICAL, ANALYTICAL, AND ACQUISITION SUPPORT

**Technical Board Mgmt./Configuration Management Analyst (REF 68)**

Analyzes program requirements, status, budget and schedules. Performs program management, technical, or business case analyses. Participates as a member of and/or supports the specified Program Integrated Product Teams (IPTs); and IPT directed business meetings. Collect, complete, organize and interpret technical data and financial information relating to aircraft acquisition and product programs. Tracks program/project status and schedules. Applies policies and procedures for financial planning.

Required Qualifications:

BS or BA degree: Engineering, Science & Technology, Business Management or a degree relevant to the position. ALLOWABLE SUBSTITUTION: An AS or AA degree and an additional four (4) years of experience; or an additional eight (8) years of experience may be substituted for a BS or BA degree.

At least six (6) years program experience; a minimum of three (3) years out of the prior six (6) years of program experience must include aircraft systems configuration management.

Demonstrated program experience in the military aircraft configuration management process must include: configuration identification, control, audit, and status; DOD configuration management policies, procedures, review cycles, instructions and standards; engineering change proposal evaluations.

Demonstrated CM experience with development, production, ancillary equipment, ground support equipment, test & evaluation, and fleet operations of a DoD acquisition aircraft program.

Demonstrated experience in Data Base management to include data entry, tracking, and monitoring of various program documents.

Demonstrated experience in providing guidance and assistance in configuration management, and change control and ensuring that all Class I (Major) changes and variances are properly processed and dispositioned through those boards.

Demonstrated experience in collecting and maintaining process metrics and reporting techniques to ensure compliance with DOD level Data Management Program policies and procedures

#### TASK 3 - USG PROVIDE TECHNICAL, ANALYTICAL, AND ACQUISITION SUPPORT

**Configuration Analyst/Specialist/Configuration Management Analyst (REF 69)**

Analyzes program requirements, status, budget and schedules. Performs program management, technical, or business case analyses. Participates as a member of and/or supports the specified Program Integrated Product Teams (IPTs); and IPT directed business meetings. Collect, complete, organize and interpret technical data and financial information relating to aircraft acquisition and product programs. Tracks program/project status and schedules. Applies policies and procedures for financial planning.

Required Qualifications:

BS or BA degree: Engineering, Science & Technology, Business Management or a degree relevant to the position. ALLOWABLE SUBSTITUTION: An AS or AA degree and an additional four (4) years of experience; or an additional eight (8) years of experience may be substituted for a BS or BA degree.

Demonstrated program experience in the configuration management process must include: configuration identification, control, audit, and status; DOD configuration management policies, procedures, review cycles, instructions and standards; engineering change proposal evaluations.

Demonstrated CM experience with development, production, ancillary equipment, ground support equipment, test & evaluation, and fleet operations of a DoD acquisition domestic and international aircraft program.

Analytical and communication abilities (both written and verbal).

#### TASK 3 - USG PROVIDE TECHNICAL, ANALYTICAL, AND ACQUISITION SUPPORT

**Configuration Technical Data Analyst/Configuration Management Analyst (REF 70)**

Analyzes program requirements, status, budget and schedules. Performs program management, technical, or business case analyses. Participates as a member of and/or supports the specified Program Integrated Product Teams (IPTs); and IPT directed business meetings. Collect, complete, organize and interpret technical data and financial information relating to aircraft acquisition and product programs. Tracks program/project status and schedules. Applies policies and procedures for financial planning.

Required Qualifications:

BS or BA degree: Engineering, Science & Technology, Business Management or a degree relevant to the position. ALLOWABLE SUBSTITUTION: An AS or AA degree and an additional four (4) years of experience; or an additional eight (8) years of experience may be substituted for a BS or BA degree.

Demonstrated program experience in the configuration management process must include: configuration identification, control, audit, and status; DOD configuration management policies, procedures, review cycles, instructions and standards; engineering change proposal evaluations.

Demonstrated CM experience with development, production, ancillary equipment, ground support equipment, test & evaluation, and fleet operations of a DoD acquisition domestic and international aircraft program.

Analytical and communication abilities (both written and verbal).

#### TASK 3 - USG PROVIDE TECHNICAL, ANALYTICAL, AND ACQUISITION SUPPORT

**Configuration Technical Data Analyst/Configuration Management Analyst (5)**

Analyzes program requirements, status, budget and schedules. Performs program management, technical, or business case analyses. Participates as a member of and/or supports the specified Program Integrated Product Teams (IPTs); and IPT directed business meetings. Collect, complete, organize and interpret technical data and financial information relating to aircraft acquisition and product programs. Tracks program/project status and schedules. Applies policies and procedures for financial planning.

Required Qualifications:

BS or BA degree: Engineering, Science & Technology, Business Management or a degree relevant to the position. ALLOWABLE SUBSTITUTION: An AS or AA degree and an additional four (4) years of experience; or an additional eight (8) years of experience may be substituted for a BS or BA degree.

Demonstrated program experience in the configuration management process must include: configuration identification, control, audit, and status; DOD configuration management policies, procedures, review cycles, instructions and standards; engineering change proposal evaluations.

Demonstrated CM experience with development, production, ancillary equipment, ground support equipment, test & evaluation, and fleet operations of a DoD acquisition domestic and international aircraft program.

Analytical and communication abilities (both written and verbal).

#### TASK 3 - USG PROVIDE TECHNICAL, ANALYTICAL, AND ACQUISITION SUPPORT

**Configuration Technical Data Analyst/Configuration Management Analyst (REF 72)**

Analyzes program requirements, status, budget and schedules. Performs program management, technical, or business case analyses. Participates as a member of and/or supports the specified Program Integrated Product Teams (IPTs); and IPT directed business meetings. Collect, complete, organize and interpret technical data and financial information relating to aircraft acquisition and product programs. Tracks program/project status and schedules. Applies policies and procedures for financial planning.

Required Qualifications:

BS or BA degree: Engineering, Science & Technology, Business Management or a degree relevant to the position. ALLOWABLE SUBSTITUTION: An AS or AA degree and an additional four (4) years of experience; or an additional eight (8) years of experience may be substituted for a BS or BA degree.

Demonstrated program experience in the configuration management process must include: configuration identification, control, audit, and status; DOD configuration management policies, procedures, review cycles, instructions and standards; engineering change proposal evaluations.

Demonstrated CM experience with development, production, ancillary equipment, ground support equipment, test & evaluation, and fleet operations of a DoD acquisition domestic and international aircraft program.

Analytical and communication abilities (both written and verbal).

#### Task 3 - Provide Technical, Analytical, and Acquisition Support Assistant, Public Affairs Officer/Subject Matter Expert (I, II, III, or IV) (REF 73)

Applies expertise to support program development, project execution, strategic initiatives, workforce

development, or as required to support technical and organizational tasks.

Required Qualifications:

High School diploma or GED; Technical training in a degree relevant to the position.

At least twelve (12) years of hands-on experience in public affairs. Recognized expert who has demonstrated industry and public service leadership.

Excellent written and verbal communication skills.

Demonstrated experience in DoD public releasability and strategic communication plans.

#### TASK 3 - USG PROVIDE TECHNICAL, ANALYTICAL, AND ACQUISITION SUPPORT

**CIO Strategic Support/Program Analyst (Mid) (REF 74)**

Analyzes program requirements, status, budget and schedules. Performs program management, technical, or business case analyses. Participates as a member of and/or supports the specified Program Integrated Product Teams (IPTs); and IPT directed business meetings. Collect, complete, organize and interpret technical data and financial information relating to aircraft acquisition and product programs. Tracks program/project status and schedules. Applies policies and procedures for financial planning.

Required Qualifications:

BS or BA degree in Business, or Management. ALLOWABLE SUBSTITUTION: An AS or AA degree and an additional four (4) years of experience; or an additional eight (8) years of experience may be substituted for a BS or BA degree.

At least eight (8) years of experience in program management, technical or business analysis discipline; and included in the eight (8) years, there must be At least four (4) years of experience in program management, technical or business analysis; and included in the four

(4) years, there must be two (2) years professional experience in technical efforts supporting major weapon systems and components development.

Demonstrated knowledge of Service and OSD policy and documentation related to PPBS, life-cycle management of military acquisition programs (as specified in the DoD 5000 series). Must have experience processing program acquisition, funding and contract documentation for domestic and international military aircraft programs.

Knowledge of the principles, policies, and practices of system acquisition to plan, organize, and coordinate critical aspects of the development, production, deployment, and sustainment of systems, subsystems, and equipment.

Knowledge of Federal Acquisition Regulations (FAR) for the development of contracts and contract modifications required for the acquisition of logistics supportability products.

Good briefing skills and interpersonal and/or diplomatic skills are highly desired.

#### TASK 3 - USG PROVIDE TECHNICAL, ANALYTICAL, AND ACQUISITION SUPPORT

**Export Compliance Support Specialist Lead/Program Analyst (Senior) (REF 76)**

Serves as the Export Compliance Specialist Lead within the Program Integration IPT of the F-35 Joint Program Office under the direction of the Export Compliance Officer.

Analyzes program requirements, status, budget and schedules. Performs program management, technical, or business case analyses. Participates as a member of and/or supports the specified Program Integrated Product Teams (IPTs); and IPT directed business meetings. Collect, complete, organize and interpret technical data and information relating to all aspects of the F-35 program for purposes of commercial licensing activities. Tracks program/project status and schedules.

Required Qualifications:

BS or BA degree in Business, Management or Engineering discipline. ALLOWABLE SUBSTITUTION: Eight (8) years’ experience may be substituted for a BS or BA degree.

At least eight (8) years’ experience in program management, technical or business analysis discipline; and included in the eight (8) years, there must be at least four (4) years’ experience in program management, technical or business analysis; and included in the four (4) years, there must be two (2) years’ professional experience in technical efforts supporting major weapon systems and components development.

Must have experience with domestic and international military aircraft programs.

Knowledge of Federal Acquisition Regulations (FAR).

Good briefing skills and interpersonal and/or diplomatic skills are highly desired.

A minimum of four (4) years' experience directly working with the International Traffic in Arms Regulations (ITAR) and international license agreements.

Experience working with U.S. EXPORTS.

Experience working with foreign nationals.

Demonstrated motivated self-starter with a high degree of problem solving, troubleshooting and multi-tasking skills.

#### TASK 3 - USG PROVIDE TECHNICAL, ANALYTICAL, AND ACQUISITION SUPPORT

**Export Compliance Licensing Support/Program Analyst (Mid) (REF 77)**

Provides support to the F-35 Lightning II Export Compliance team in processing licenses. Participates in identifying, collecting, analyzing, staffing and issuing recommendations on F-35 related licenses. Tracks case status and schedules. Collects, completes, organizes and interprets technical information relating to aircraft acquisition and ITAR licensing.

Required Qualifications:

BS or BA degree in Engineering, International Affairs/Policy, Business, or Management. ALLOWABLE SUBSTITUTION: An AS or AA

degree and an additional four (4) years of experience; or an additional eight (8) years of experience may be substituted for a BS or BA degree.

At least eight (8) years of experience in program management, technical or business analysis discipline; and included in the eight (8) years, there must be two (2) years’ experience in technical efforts supporting major weapon systems and components development.

Demonstrated knowledge of International Traffic-In-Arms Regulations (ITAR), and/or Export Administration Regulations (EAR) licensing process.

Demonstrated knowledge of DoD policy and documentation related to PPBS, life-cycle management of military acquisition programs (as specified in the DoD 5000 series).

Demonstrated knowledge of DoD program acquisition for domestic and/or international military aircraft programs.

MS Office experience, excellent briefing, interpersonal and/or diplomatic skills.

#### TASK 3 - USG PROVIDE TECHNICAL, ANALYTICAL, AND ACQUISITION SUPPORT

**International Programs Specialist/Program Analyst (Junior) (REF 78)**

Provides program office analysis support. Participates in meetings and supports specified Program Integrated Product Teams (IPTs). Tracks program/project status and schedules, takes minutes, prepares presentations, reports, studies, documentation. Performs tasks under supervision.

Required Qualifications:

AS or AA degree. ALLOWABLE SUBSTITUTION: An additional four (4) years of experience can be substituted for an AS or AA degree.

At least two (2) years of experience in a business or technical position supporting strategic planning efforts in major DoD, other government agency, or private sector acquisition program.

Possess demonstrated experience with MS Office applications, specifically PowerPoint and Excel.

Possess demonstrated experience in Joint Service or international cooperative projects within the DoD or other government agency.

Knowledge of the Security Assistance/Security Cooperation (SA/SC) programs to include the understanding of the FMS sales process from case development, implementation, execution, to closure.

Possess demonstrated experience working with foreign disclosure and releasability processes and procedures.

Possess demonstrated robust initiative, and the ability to work independently under general supervision and function as part of an interdisciplinary team.

#### TASK 3 - USG PROVIDE TECHNICAL, ANALYTICAL, AND ACQUISITION SUPPORT

#### Export Compliance Licensing Support/Program Analyst (Mid) (REF 79)

Provides support to the F-35 Lightning II Export Compliance team in processing licenses. Participates in identifying, collecting, analyzing, staffing and issuing recommendations on F-35 related licenses. Tracks case status and schedules. Collect, complete, organize and interpret technical information relating to aircraft acquisition and ITAR licensing.

Required Qualifications:

BS or BA degree in Engineering, International Affairs/Policy, Business, or Management. ALLOWABLE SUBSTITUTION: An AS or AA degree and an additional four (4) years of experience; or an additional eight (8) years of experience may be substituted for a BS or BA degree.

At least eight (8) years of experience in program management, technical or business analysis discipline; and included in the eight (8) years, there must be at least two (2) years’ experience in technical efforts supporting major weapon systems and components development.

Demonstrated knowledge of International Traffic-In-Arms Regulations (ITAR), and/or Export Administration Regulations (EAR) licensing process.

Demonstrated knowledge of DoD policy and documentation related to PPBS, life-cycle management of military acquisition programs (as specified in the DoD 5000 series).

Demonstrated knowledge of DoD program acquisition for domestic and/or international military programs.

MS Office experience, excellent briefing, interpersonal and/or diplomatic skills.

#### TASK 3 - USG PROVIDE TECHNICAL, ANALYTICAL, AND ACQUISITION SUPPORT

**Internal Communications Specialist/Subject Matter Expert (I, II, III, or IV) (REF 80)**

Support the coordination, development, promotion, and implementation a wide array of internal communication products supporting the information needs of F-35 JPO and F-35 Enterprise personnel. As an integral member of the Public Affairs team, serves as the internal communications liaison within the JPO. Leverages internal communications products to augment the external Public Affairs program executed by the F-35 JPO Public Affairs Director and Deputy Director. Support the Director of Public Affairs and Deputy Director and is a vital contributor to making the JPO a great place to work.

Required Qualifications:

BS or BA degree in Journalism, Communications, or a related field. ALLOWABLE SUBSTITUTION: An AS or AA degree and an additional four (4) years of relevant experience.

Minimum of five (5) years of relevant experience in DoD or corporate internal communications, public affairs, and/or strategic communications.

Exceptional writing, listening, planning, critical thinking, project management and problem-solving skills.

Proven ability to handle multiple priorities and convey highly complex information in a clear, concise and compelling fashion without losing the strategic intent.

Proven ability in creating and managing effective employee and internal communications projects and programs.

Demonstrated ability to successfully support senior leadership and communicate effectively in a geographically, professionally and culturally-diverse workforce.

Ability in crafting executive messaging, managing workplace culture initiatives and promoting a positive culture and system of beliefs and values.

Proven experience using DoD or corporate social media and websites.

Creative and collaborative thinker who can bring senior leadership’s vision to life through traditional and non-traditional communications channels.

Motivated self-starter, with ability to work independently within a fast-paced team environment.

Ability to work across a multitude of staffs within the organization and partner with leaders at all levels to drive internal communications programming, respond to emerging situations and explore best practices and new ideas aimed at improving employee engagement.

Demonstrated experience developing internal communications in support of Great Place to Work® initiatives.

Familiarity with DoD Acquisition, Technology & Logistics (AT&L) personnel and program management.

Experience in or understanding of military aviation operations.

#### TASK 3 - USG PROVIDE TECHNICAL, ANALYTICAL, AND ACQUISITION SUPPORT

**Prognostics & Health Management Analyst/Program Analyst (Mid) (REF 81)**

Analyzes program requirements, status, budget and schedules. Performs program management, technical, or business case analyses. Participates as a member of and/or supports the specified Program Integrated Product Teams (IPTs); and IPT directed business meetings. Collect, complete, organize and interpret technical data and financial information relating to aircraft acquisition and product programs. Tracks program/project status and schedules. Applies policies and procedures for financial planning.

Required Qualifications:

BS or BA degree in Business, or Management. ALLOWABLE SUBSTITUTION: An AS or AA degree and an additional four (4) years of experience; or an additional eight (8) years of experience may be substituted for a BS or BA degree.

At least eight (8) years of experience in program management, technical or business analysis discipline; and included in the eight (8) years, there must be At least four (4) years of experience in program management, technical or business analysis; and included in the four

(4) years, there must be two (2) years professional experience in technical efforts supporting major weapon systems and components development.

Demonstrated knowledge of Service and OSD policy and documentation related to PPBS, life-cycle management of military acquisition programs (as specified in the DoD 5000 series). Must have experience processing program acquisition, funding and contract documentation for domestic and international military aircraft programs.

Knowledge of the principles, policies, and practices of system acquisition to plan, organize, and coordinate critical aspects of the development, production, deployment and sustainment of systems, subsystems, and equipment.

Knowledge of Federal Acquisition Regulations (FAR) for the development of contracts and contract modifications required for the acquisition of logistics supportability products.

Good briefing skills and interpersonal and/or diplomatic skills are highly desired.

#### TASK 3 - USG PROVIDE TECHNICAL, ANALYTICAL, AND ACQUISITION SUPPORT

**Partner Country Manager/Program Analyst (Senior) (REF 83)**

Performs critical program management, technical, or business analysis of major DoD acquisition systems and provides recommendations to ensure program success. Provides program analysis support for all aspects of the program. Participates as a member of and/or supports the overall Program and Integrated Product Teams (IPTs). Collect, complete, organize and interpret technical data and financial information relating to aircraft acquisition and product programs. Tracks program/project status and schedules. Applies policies and procedures for financial planning.

Required Qualifications:

MS or MA in a Science, Engineering or related Business Management degree. ALLOWABLE SUBSTITUTION: A BS or BA degree and an additional four (4) years of experience can be substituted for an MS or MA degree.

At least ten (10) years’ experience in defense acquisition program management related to weapon systems acquisition and life cycle management; and a minimum of five (5) years out of 10 years of recent work experience related to international acquisition programs.

Familiarity with DoD Instruction (DoDI) 5000.2 (Operation of the Defense Acquisition System), DoD Directive (DODD) 5530.03 (International Agreements), and the International Cooperation in Acquisition, Technology and Logistics (IC in AT&L) Handbook.

Demonstrated experience in the development, management and execution of international cooperative projects/programs.

Possess exceptional written and verbal communication skills.

Demonstrated knowledge of the principles, policies, and practices of system acquisition to plan, organize, and coordinate critical aspects of the development, production, deployment, and sustainment of systems, subsystems, and equipment.

Demonstrated knowledge of the system equipment life-cycle phases and the documentation, analyses, and reviews associated with those phases.

#### TASK 3 - USG PROVIDE TECHNICAL, ANALYTICAL, AND ACQUISITION SUPPORT

**Partner Country Manager/Program Analyst (Senior) (REF 84)**

Performs critical program management, technical, or business analysis of major DoD acquisition systems and provides recommendations to ensure program success. Provides program analysis support for all aspects of the program. Participates as a member of and/or supports the overall Program and Integrated Product Teams (IPTs). Collect, complete, organize and interpret technical data and financial information relating to aircraft acquisition and product programs. Tracks program/project status and schedules. Applies policies and procedures for financial planning.

Required Qualifications:

MS or MA in a Science, Engineering or related Business Management degree. ALLOWABLE SUBSTITUTION: A BS or BA degree and an additional four (4) years of experience can be substituted for an MS or MA degree.

At least ten (10) years’ experience in defense acquisition program management related to weapon systems acquisition and life cycle management; and a minimum of five (5) years out

of 10 years of recent work experience related to international acquisition programs. Familiarity with DoD Instruction (DoDI) 5000.2 (Operation of the Defense Acquisition System),

DoD Directive (DODD) 5530.03 (International Agreements), and the International Cooperation in Acquisition, Technology and Logistics (IC in AT&L) Handbook.

Demonstrated experience in the development, management and execution of international cooperative projects/programs.

Possess exceptional written and verbal communication skills.

Demonstrated knowledge of the principles, policies, and practices of system acquisition to plan, organize, and coordinate critical aspects of the development, production, deployment, and sustainment of systems, subsystems, and equipment.

Demonstrated knowledge of the system equipment life-cycle phases and the documentation, analyses, and reviews associated with those phases.

#### TASK 3 - USG PROVIDE TECHNICAL, ANALYTICAL, AND ACQUISITION SUPPORT

**Program Management, Mid/Program Analyst (Mid) (REF 85)**

Analyzes program requirements, status, budget and schedules. Performs program management, technical, or business case analyses. Participates as a member of and/or supports the specified Program Integrated Product Teams (IPTs); and IPT directed business meetings. Collect, complete, organize and interpret technical data and financial information relating to aircraft acquisition and product programs. Tracks program/project status and schedules. Applies policies and procedures for financial planning.

Required Qualifications:

BS or BA degree in Business, or Management or a degree relevant to the position ALLOWABLE SUBSTITUTION: An AS or AA degree and an additional four (4) years of experience; or an additional eight (8) years of experience may be substituted for a BS or BA degree.

At least eight (8) years of experience in program management, technical or business analysis discipline; and included in the eight (8) years, there must be At least four (4) years of experience in program management, technical or business analysis; and included in the four

(4) years, there must be two (2) years professional experience in technical efforts supporting major weapon systems and components development.

Demonstrated knowledge of Service and OSD policy and documentation related to PPBS, life-cycle management of military acquisition programs (as specified in the DoD 5000 series). Must have experience processing program acquisition, funding and contract documentation for domestic and international military aircraft programs.

Knowledge of the principles, policies, and practices of system acquisition to plan, organize, and coordinate critical aspects of the development, production, deployment, and sustainment of systems, subsystems, and equipment.

Knowledge of Federal Acquisition Regulations (FAR) for the development of contracts and contract modifications required for the acquisition of logistics supportability products.

Good briefing skills and interpersonal and/or diplomatic skills are highly desired.

#### TASK 3 - USG PROVIDE TECHNICAL, ANALYTICAL, AND ACQUISITION SUPPORT

**Program Management, Mid/Program Analyst (Mid) (REF 86)**

Analyzes program requirements, status, budget and schedules. Performs program management, technical, or business case analyses. Participates as a member of and/or supports the specified Program Integrated Product Teams (IPTs); and IPT directed business meetings. Collect, complete, organize and interpret technical data and financial information relating to aircraft acquisition and product programs. Tracks program/project status and schedules. Applies policies and procedures for financial planning.

Required Qualifications:

BS or BA degree in Business, or Management or a degree relevant to the position. ALLOWABLE SUBSTITUTION: An AS or AA degree and an additional four (4) years of experience; or an additional eight (8) years of experience may be substituted for a BS or BA degree.

At least eight (8) years of experience in program management, technical or business analysis discipline; and included in the eight (8) years, there must be At least four (4) years of experience in program management, technical or business analysis; and included in the four

(4) years, there must be two (2) years professional experience in technical efforts supporting major weapon systems and components development.

Demonstrated knowledge of Service and OSD policy and documentation related to PPBS, life-cycle management of military acquisition programs (as specified in the DoD 5000 series). Must have experience processing program acquisition, funding and contract documentation for domestic and international military aircraft programs.

Knowledge of the principles, policies, and practices of system acquisition to plan, organize, and coordinate critical aspects of the development, production, deployment, and sustainment of systems, subsystems, and equipment.

Knowledge of Federal Acquisition Regulations (FAR) for the development of contracts and contract modifications required for the acquisition of logistics supportability products.

Good briefing skills and interpersonal and/or diplomatic skills are highly desired.

#### Task 4 – Provide Operational Support

**Executive Administrative Support/Administrative Assistant (REF 88)**

This position will assist the F-35 JPO by providing executive administrative program management functions required to procure, render operational, and provide life cycle support of the F-35 Lightning aircraft weapon system on-site at the F-35 JPO or on-site at F-35 JPO field offices in support of the Director of Operations (DO). F-35 JPO program administrative management broadly encompasses a variety of program support type functions including, but not limited to, meeting support, resource tracking, correspondence, and administrative functions. Position will primarily provide on-site support to the assigned high level leadership member.

Required Qualifications:

* High School diploma or GED
* A minimum of two years of experience as an executive assistant supporting DoD Weapon System Program high level leadership.
* Experience in developing and managing formal task management processes and toolsets.
* Proficiency in Microsoft Office Products to specifically include: Word, Power Point, Excel and Outlook.
* Demonstrated ability of strong oral and written communication skills with high levels of leadership.
* Knowledge of or ability to acquire knowledge of DTS software systems.
* Demonstrated ability to work in a high-paced environment.

#### TASK 3 - ISRAEL TECHNICAL, ANALYTICAL, AND ACQUISITION SUPPORT

**Israel Program Analyst/Program Analyst (Mid) (REF 90)**

Analyzes program requirements, status, budget and schedules. Performs program management, technical, or business case analyses. Participates as a member of and/or supports the specified Program Integrated Product Teams (IPTs); and IPT directed business meetings. Collect, complete, organize and interpret technical data and financial information relating to aircraft acquisition and product programs. Tracks program/project status and schedules. Applies policies and procedures for financial planning.

Required Qualifications:

BS or BA degree in Business, or Management. ALLOWABLE SUBSTITUTION: An AS or AA degree and an additional four (4) years of experience; or an additional eight (8) years of experience may be substituted for a BS or BA degree.

At least eight (8) years of experience in program management, technical or business analysis discipline; and included in the eight (8) years, there must be At least four (4) years of experience in program management, technical or business analysis; and included in the four

(4) years, there must be two (2) years professional experience in technical efforts supporting major weapon systems and components development.

Demonstrated knowledge of Service and OSD policy and documentation related to PPBS, life-cycle management of military acquisition programs (as specified in the DoD 5000 series). Must have experience processing program acquisition, funding and contract documentation for domestic and international military aircraft programs.

Knowledge of the principles, policies, and practices of system acquisition to plan, organize, and coordinate critical aspects of the development, production, deployment, and sustainment of systems, subsystems, and equipment.

Knowledge of the Security Assistance/Security Cooperation (SA/SC) programs to include the understanding of the FMS sales process from case development, implementation, execution, to closure, in accordance with the Security Assistance Management Manual (SAMM), DoD 5105.38-M.

Knowledge of Federal Acquisition Regulations (FAR) for the development of contracts and

contract modifications required for the acquisition of logistics supportability products. Good briefing skills and interpersonal and/or diplomatic skills are highly desired.

#### TASK 3 - ISRAEL TECHNICAL, ANALYTICAL, AND ACQUISITION SUPPORT

**Configuration Analyst/Specialist/Configuration Management Analyst (REF 91)**

Analyzes program requirements, status, budget and schedules. Performs program management, technical, or business case analyses. Participates as a member of and/or supports the specified Program Integrated Product Teams (IPTs); and IPT directed business meetings. Collect, complete, organize and interpret technical data and financial information relating to aircraft acquisition and product programs. Tracks program/project status and schedules. Applies policies and procedures for financial planning.

Required Qualifications:

BS or BA degree: Engineering, Science & Technology, Business Management or a degree relevant to the position. ALLOWABLE SUBSTITUTION: An AS or AA degree and an additional four (4) years of experience; or an additional eight (8) years of experience may be substituted for a BS or BA degree.

At least six (6) years program experience; a minimum of three (3) years out of the prior six (6) years of program experience must include aircraft systems configuration management.

Demonstrated program experience in the military aircraft configuration management process must include: configuration identification, control, audit, and status; DOD configuration management policies, procedures, review cycles, instructions and standards; engineering change proposal evaluations.

Demonstrated CM experience with development, production, ancillary equipment, ground support equipment, test & evaluation, and fleet operations of a DoD acquisition aircraft program.

Demonstrated experience in Data Base management to include data entry, tracking, and monitoring of various program documents.

Demonstrated experience in providing guidance and assistance in configuration management, and change control and ensuring that all Class I (Major) changes and variances are properly processed and dispositioned through those boards.

Demonstrated experience in collecting and maintaining process metrics and reporting techniques to ensure compliance with DOD level Data Management Program policies and procedures

#### TASK 3 - ISRAEL TECHNICAL, ANALYTICAL, AND ACQUISITION SUPPORT

**Configuration Analyst/Specialist/Configuration Management Analyst (REF 92)**

Analyzes program requirements, status, budget and schedules. Performs program management, technical, or business case analyses. Participates as a member of and/or supports the specified Program Integrated Product Teams (IPTs); and IPT directed business meetings. Collect, complete, organize and interpret technical data and financial information relating to aircraft acquisition and product programs. Tracks program/project status and schedules. Applies policies and procedures for financial planning.

Required Qualifications:

BS or BA degree: Engineering, Science & Technology, Business Management or a degree relevant to the position. ALLOWABLE SUBSTITUTION: An AS or AA degree and an additional four (4) years of experience; or an additional eight (8) years of experience may be substituted for a BS or BA degree.

At least six (6) years program experience; a minimum of three (3) years out of the prior six (6) years of program experience must include aircraft systems configuration management.

Demonstrated program experience in the military aircraft configuration management process must include: configuration identification, control, audit, and status; DOD configuration management policies, procedures, review cycles, instructions and standards; engineering change proposal evaluations.

Demonstrated CM experience with development, production, ancillary equipment, ground support equipment, test & evaluation, and fleet operations of a DoD acquisition aircraft program.

Demonstrated experience in Data Base management to include data entry, tracking, and monitoring of various program documents.

Demonstrated experience in providing guidance and assistance in configuration management, and change control and ensuring that all Class I (Major) changes and variances are properly processed and dispositioned through those boards.

Demonstrated experience in collecting and maintaining process metrics and reporting techniques to ensure compliance with DOD level Data Management Program policies and procedures

#### TASK 3 - JAPAN TECHNICAL, ANALYTICAL, AND ACQUISITION SUPPORT

**Japan Program Analyst/Program Analyst (Mid) (REF 94)**

Analyzes program requirements, status, budget and schedules. Performs program management, technical, or business case analyses. Participates as a member of and/or supports the specified Program Integrated Product Teams (IPTs); and IPT directed business meetings. Collect, complete, organize and interpret technical data and financial information relating to aircraft acquisition and product programs. Tracks program/project status and schedules. Applies policies and procedures for financial planning.

Required Qualifications:

BS or BA degree in Business, or Management. ALLOWABLE SUBSTITUTION: An AS or AA degree and an additional four (4) years of experience; or an additional eight (8) years of experience may be substituted for a BS or BA degree.

At least eight (8) years of experience in program management, technical or business analysis discipline; and included in the eight (8) years, there must be At least four (4) years of experience in program management, technical or business analysis; and included in the four

(4) years, there must be two (2) years professional experience in technical efforts supporting major weapon systems and components development.

Demonstrated knowledge of Service and OSD policy and documentation related to PPBS, life-cycle management of military acquisition programs (as specified in the DoD 5000 series). Must have experience processing program acquisition, funding and contract documentation for domestic and international military aircraft programs.

Knowledge of the principles, policies, and practices of system acquisition to plan, organize, and coordinate critical aspects of the development, production, deployment, and sustainment of systems, subsystems, and equipment.

Knowledge of the Security Assistance/Security Cooperation (SA/SC) programs to include the understanding of the FMS sales process from case development, implementation, execution, to closure, in accordance with the Security Assistance Management Manual (SAMM), DoD 5105.38-M.

Knowledge of Federal Acquisition Regulations (FAR) for the development of contracts and contract modifications required for the acquisition of logistics supportability products.

Good briefing skills and interpersonal and/or diplomatic skills are highly desired.

#### TASK 3 - JAPAN TECHNICAL, ANALYTICAL, AND ACQUISITION SUPPORT

**Configuration Analyst/Specialist/Configuration Management Analyst (REF 95)**

Analyzes program requirements, status, budget and schedules. Performs program management, technical, or business case analyses. Participates as a member of and/or supports the specified Program Integrated Product Teams (IPTs); and IPT directed business meetings. Collect, complete, organize and interpret technical data and financial information relating to aircraft acquisition and product programs. Tracks program/project status and schedules. Applies policies and procedures for financial planning.

Required Qualifications:

BS or BA degree: Engineering, Science & Technology, Business Management or a degree relevant to the position. ALLOWABLE SUBSTITUTION: An AS or AA degree and an additional four (4) years of experience; or an additional eight (8) years of experience may be substituted for a BS or BA degree.

At least six (6) years program experience; a minimum of three (3) years out of the prior six (6) years of program experience must include aircraft systems configuration management.

Demonstrated program experience in the military aircraft configuration management process must include: configuration identification, control, audit, and status; DOD configuration management policies, procedures, review cycles, instructions and standards; engineering change proposal evaluations.

Demonstrated CM experience with development, production, ancillary equipment, ground support equipment, test & evaluation, and fleet operations of a DoD acquisition aircraft program.

Demonstrated experience in Data Base management to include data entry, tracking, and monitoring of various program documents.

Demonstrated experience in providing guidance and assistance in configuration management, and change control and ensuring that all Class I (Major) changes and variances are properly processed and dispositioned through those boards.

Demonstrated experience in collecting and maintaining process metrics and reporting techniques to ensure compliance with DOD level Data Management Program policies and procedures

#### TASK 3 - JAPAN TECHNICAL, ANALYTICAL, AND ACQUISITION SUPPORT Configuration

**Analyst/Specialist/Configuration Management Analyst (REF 96)**

Analyzes program requirements, status, budget and schedules. Performs program management, technical, or business case analyses. Participates as a member of and/or supports the specified Program Integrated Product Teams (IPTs); and IPT directed business meetings. Collect, complete, organize and interpret technical data and financial information relating to aircraft acquisition and product programs. Tracks program/project status and schedules. Applies policies and procedures for financial planning.

Required Qualifications:

BS or BA degree: Engineering, Science & Technology, Business Management or a degree relevant to the position. ALLOWABLE SUBSTITUTION: An AS or AA degree and an additional four (4) years of experience; or an additional eight (8) years of experience may be substituted for a BS or BA degree.

At least six (6) years program experience; a minimum of three (3) years out of the prior six (6) years of program experience must include aircraft systems configuration management.

Demonstrated program experience in the military aircraft configuration management process must include: configuration identification, control, audit, and status; DOD configuration management policies, procedures, review cycles, instructions and standards; engineering change proposal evaluations.

Demonstrated CM experience with development, production, ancillary equipment, ground support equipment, test & evaluation, and fleet operations of a DoD acquisition aircraft program.

Demonstrated experience in Data Base management to include data entry, tracking, and monitoring of various program documents.

Demonstrated experience in providing guidance and assistance in configuration management, and change control and ensuring that all Class I (Major) changes and variances are properly processed and dispositioned through those boards.

Demonstrated experience in collecting and maintaining process metrics and reporting techniques to ensure compliance with DOD level Data Management Program policies and procedures

#### TASK 3 - COUNTRY X TECHNICAL, ANALYTICAL, AND ACQUISITION SUPPORT

**Configuration Analyst/Specialist/Configuration Management Analyst (REF 99)**

Analyzes program requirements, status, budget and schedules. Performs program management, technical, or business case analyses. Participates as a member of and/or supports the specified Program Integrated Product Teams (IPTs); and IPT directed business meetings. Collect, complete, organize and interpret technical data and financial information relating to aircraft acquisition and product programs. Tracks program/project status and schedules. Applies policies and procedures for financial planning.

Required Qualifications:

BS or BA degree: Engineering, Science & Technology, Business Management or a degree relevant to the position. ALLOWABLE SUBSTITUTION: An AS or AA degree and an additional four (4) years of experience; or an additional eight (8) years of experience may be substituted for a BS or BA degree.

At least six (6) years program experience; a minimum of three (3) years out of the prior six (6) years of program experience must include aircraft systems configuration management.

Demonstrated program experience in the military aircraft configuration management process must include: configuration identification, control, audit, and status; DOD configuration management policies, procedures, review cycles, instructions and standards; engineering change proposal evaluations.

Demonstrated CM experience with development, production, ancillary equipment, ground support equipment, test & evaluation, and fleet operations of a DoD acquisition aircraft program.

Demonstrated experience in Data Base management to include data entry, tracking, and monitoring of various program documents.

Demonstrated experience in providing guidance and assistance in configuration management, and change control and ensuring that all Class I (Major) changes and variances are properly processed and dispositioned through those boards.

Demonstrated experience in collecting and maintaining process metrics and reporting techniques to ensure compliance with DOD level Data Management Program policies and procedures

#### TASK 3 - FMS ADMIN TECHNICAL, ANALYTICAL, AND ACQUISITION SUPPORT

**Japan Program Analyst/Program Analyst (Mid) (REF 104)**

Analyzes program requirements, status, budget and schedules. Performs program management, technical, or business case analyses. Participates as a member of and/or supports the specified Program Integrated Product Teams (IPTs); and IPT directed business meetings. Collect, complete, organize and interpret technical data and financial information relating to aircraft acquisition and product programs. Tracks program/project status and schedules. Applies policies and procedures for financial planning.

Required Qualifications:

BS or BA degree in Business, or Management. ALLOWABLE SUBSTITUTION: An AS or AA degree and an additional four (4) years of experience; or an additional eight (8) years of experience may be substituted for a BS or BA degree.

At least eight (8) years of experience in program management, technical or business analysis discipline; and included in the eight (8) years, there must be At least four (4) years of experience in program management, technical or business analysis; and included in the four

(4) years, there must be two (2) years professional experience in technical efforts supporting major weapon systems and components development.

Demonstrated knowledge of Service and OSD policy and documentation related to PPBS, life-cycle management of military acquisition programs (as specified in the DoD 5000 series). Must have experience processing program acquisition, funding and contract documentation for domestic and international military aircraft programs.

Knowledge of the principles, policies, and practices of system acquisition to plan, organize, and coordinate critical aspects of the development, production, deployment, and sustainment of systems, subsystems, and equipment.

Knowledge of Federal Acquisition Regulations (FAR) for the development of contracts and contract modifications required for the acquisition of logistics supportability products.

Good briefing skills and interpersonal and/or diplomatic skills are highly desired.

#### TASK 3 - FMS ADMIN TECHNICAL, ANALYTICAL, AND ACQUISITION SUPPORT

**Israel Program Analyst/Program Analyst (Mid) (REF 105)**

Analyzes program requirements, status, budget and schedules. Performs program management,

technical, or business case analyses. Participates as a member of and/or supports the specified Program Integrated Product Teams (IPTs); and IPT directed business meetings. Collect, complete, organize and interpret technical data and financial information relating to aircraft acquisition and product programs. Tracks program/project status and schedules. Applies policies and procedures for financial planning.

Required Qualifications:

BS or BA degree in Business, or Management. ALLOWABLE SUBSTITUTION: An AS or AA degree and an additional four (4) years of experience; or an additional eight (8) years of experience may be substituted for a BS or BA degree.

At least eight (8) years of experience in program management, technical or business analysis discipline; and included in the eight (8) years, there must be At least four (4) years of experience in program management, technical or business analysis; and included in the four

(4) years, there must be two (2) years professional experience in technical efforts supporting major weapon systems and components development.

Demonstrated knowledge of Service and OSD policy and documentation related to PPBS, life-cycle management of military acquisition programs (as specified in the DoD 5000 series). Must have experience processing program acquisition, funding and contract documentation for domestic and international military aircraft programs.

Knowledge of the principles, policies, and practices of system acquisition to plan, organize, and coordinate critical aspects of the development, production, deployment, and sustainment of systems, subsystems, and equipment.

Knowledge of Federal Acquisition Regulations (FAR) for the development of contracts and contract modifications required for the acquisition of logistics supportability products.

Good briefing skills and interpersonal and/or diplomatic skills are highly desired.

#### TASK 3 - FMS ADMIN TECHNICAL, ANALYTICAL, AND ACQUISITION SUPPORT

**Configuration Analyst/Specialist/Configuration Management Analyst (REF 106)**

Analyzes program requirements, status, budget and schedules. Performs program management, technical, or business case analyses. Participates as a member of and/or supports the specified Program Integrated Product Teams (IPTs); and IPT directed business meetings. Collect, complete, organize and interpret technical data and financial information relating to aircraft acquisition and product programs. Tracks program/project status and schedules. Applies policies and procedures for financial planning.

Required Qualifications:

BS or BA degree: Engineering, Science & Technology, Business Management or a degree relevant to the position. ALLOWABLE SUBSTITUTION: An AS or AA degree and an additional four (4) years of experience; or an additional eight (8) years of experience may be substituted for a BS or BA degree.

Demonstrated program experience in the configuration management process must include: configuration identification, control, audit, and status; DOD configuration management policies, procedures, review cycles, instructions and standards; engineering change proposal evaluations.

Demonstrated CM experience with development, production, ancillary equipment, ground support equipment, test & evaluation, and fleet operations of a DoD acquisition domestic and international aircraft program.

Analytical and communication abilities (both written and verbal).

#### TASK 3 - FMS ADMIN TECHNICAL, ANALYTICAL, AND ACQUISITION SUPPORT

**Configuration Analyst/Specialist/Configuration Management Analyst (REF 107)**

Analyzes program requirements, status, budget and schedules. Performs program management, technical, or business case analyses. Participates as a member of and/or supports the specified Program Integrated Product Teams (IPTs); and IPT directed business meetings. Collect, complete, organize and interpret technical data and financial information relating to aircraft acquisition and product programs. Tracks program/project status and schedules. Applies policies and procedures for financial planning.

Required Qualifications:

BS or BA degree: Engineering, Science & Technology, Business Management or a degree relevant to the position. ALLOWABLE SUBSTITUTION: An AS or AA degree and an additional four (4) years of experience; or an additional eight (8) years of experience may be substituted for a BS or BA degree.

Demonstrated program experience in the configuration management process must include: configuration identification, control, audit, and status; DOD configuration management policies, procedures, review cycles, instructions and standards; engineering change proposal evaluations.

Demonstrated CM experience with development, production, ancillary equipment, ground support equipment, test & evaluation, and fleet operations of a DoD acquisition domestic and international aircraft program.

Analytical and communication abilities (both written and verbal).

#### TASK 3 - FMS ADMIN TECHNICAL, ANALYTICAL, AND ACQUISITION SUPPORT

**Configuration Analyst/Specialist/Configuration Management Analyst (REF 108)**

Analyzes program requirements, status, budget and schedules. Performs program management, technical, or business case analyses. Participates as a member of and/or supports the specified Program Integrated Product Teams (IPTs); and IPT directed business meetings. Collect, complete, organize and interpret technical data and financial information relating to aircraft acquisition and product programs. Tracks program/project status and schedules. Applies policies and procedures for financial planning.

Required Qualifications:

BS or BA degree: Engineering, Science & Technology, Business Management or a degree relevant to the position. ALLOWABLE SUBSTITUTION: An AS or AA degree and an additional four (4) years of experience; or an additional eight (8) years of experience may be substituted for a BS or BA degree.

Demonstrated program experience in the configuration management process must include: configuration identification, control, audit, and status; DOD configuration management policies, procedures, review cycles, instructions and standards; engineering change proposal evaluations.

Demonstrated CM experience with development, production, ancillary equipment, ground support equipment, test & evaluation, and fleet operations of a DoD acquisition domestic and international aircraft program.

Analytical and communication abilities (both written and verbal).

#### TASK 3 - FMS ADMIN TECHNICAL, ANALYTICAL, AND ACQUISITION SUPPORT

**Configuration Analyst/Specialist/Configuration Management Analyst (REF 109)**

Analyzes program requirements, status, budget and schedules. Performs program management, technical, or business case analyses. Participates as a member of and/or supports the specified Program Integrated Product Teams (IPTs); and IPT directed business meetings. Collect, complete, organize and interpret technical data and financial information relating to aircraft acquisition and product programs. Tracks program/project status and schedules. Applies policies and procedures for financial planning.

Required Qualifications:

BS or BA degree: Engineering, Science & Technology, Business Management or a degree relevant to the position. ALLOWABLE SUBSTITUTION: An AS or AA degree and an additional four (4) years of experience; or an additional eight (8) years of experience may be substituted for a BS or BA degree.

Demonstrated program experience in the configuration management process must include: configuration identification, control, audit, and status; DOD configuration management policies, procedures, review cycles, instructions and standards; engineering change proposal evaluations.

Demonstrated CM experience with development, production, ancillary equipment, ground support equipment, test & evaluation, and fleet operations of a DoD acquisition domestic and international aircraft program.

Analytical and communication abilities (both written and verbal).

#### TASK 3 - FMS ADMIN TECHNICAL, ANALYTICAL, AND ACQUISITION SUPPORT

**Configuration Analyst/Specialist/Configuration Management Analyst (REF 110)**

Analyzes program requirements, status, budget and schedules. Performs program management, technical, or business case analyses. Participates as a member of and/or supports the specified Program Integrated Product Teams (IPTs); and IPT directed business meetings. Collect, complete, organize and interpret technical data and financial information relating to aircraft acquisition and product programs. Tracks program/project status and schedules. Applies policies and procedures for financial planning.

Required Qualifications:

BS or BA degree: Engineering, Science & Technology, Business Management or a degree relevant to the position. ALLOWABLE SUBSTITUTION: An AS or AA degree and an additional four (4) years of experience; or an additional eight (8) years of experience may be substituted for a BS or BA degree.

Demonstrated program experience in the configuration management process must include: configuration identification, control, audit, and status; DOD configuration management policies, procedures, review cycles, instructions and standards; engineering change proposal evaluations.

Demonstrated CM experience with development, production, ancillary equipment, ground support equipment, test & evaluation, and fleet operations of a DoD acquisition domestic and international aircraft program.

Analytical and communication abilities (both written and verbal).

#### TASK 3 - FMS ADMIN TECHNICAL, ANALYTICAL, AND ACQUISITION SUPPORT

**Korea Program Analyst/Program Analyst (Mid) (REF 112)**

Analyzes program requirements, status, budget and schedules. Performs program management, technical, or business case analyses. Participates as a member of and/or supports the specified Program Integrated Product Teams (IPTs); and IPT directed business meetings. Collect, complete, organize and interpret technical data and financial information relating to aircraft acquisition and product programs. Tracks program/project status and schedules. Applies policies and procedures for financial planning.

Required Qualifications:

BS or BA degree in Business, or Management. ALLOWABLE SUBSTITUTION: An AS or AA degree and an additional four (4) years of experience; or an additional eight (8) years of experience may be substituted for a BS or BA degree.

At least eight (8) years of experience in program management, technical or business analysis discipline; and included in the eight (8) years, there must be At least four (4) years of experience in program management, technical or business analysis; and included in the four

(4) years, there must be two (2) years professional experience in technical efforts supporting major weapon systems and components development.

Demonstrated knowledge of Service and OSD policy and documentation related to PPBS, life-cycle management of military acquisition programs (as specified in the DoD 5000 series). Must have experience processing program acquisition, funding and contract documentation for domestic and international military aircraft programs.

Knowledge of the principles, policies, and practices of system acquisition to plan, organize, and coordinate critical aspects of the development, production, deployment, and sustainment of systems, subsystems, and equipment.

Knowledge of Federal Acquisition Regulations (FAR) for the development of contracts and contract modifications required for the acquisition of logistics supportability products.

Good briefing skills and interpersonal and/or diplomatic skills are highly desired.

#### TASK 3 - KOREA TECHNICAL, ANALYTICAL, AND ACQUISITION SUPPORT

**Korea Program Analyst/Program Analyst (Mid) (REF 114)**

Analyzes program requirements, status, budget and schedules. Performs program management, technical, or business case analyses. Participates as a member of and/or supports the specified Program Integrated Product Teams (IPTs); and IPT directed business meetings. Collect, complete, organize and interpret technical data and financial information relating to aircraft acquisition and product programs. Tracks program/project status and schedules. Applies policies and procedures for financial planning.

Required Qualifications:

BS or BA degree in Business, or Management. ALLOWABLE SUBSTITUTION: An AS or AA degree and an additional four (4) years of experience; or an additional eight (8) years of experience may be substituted for a BS or BA degree.

At least eight (8) years of experience in program management, technical or business analysis discipline; and included in the eight (8) years, there must be At least four (4) years of experience in program management, technical or business analysis; and included in the four

(4) years, there must be two (2) years professional experience in technical efforts supporting major weapon systems and components development.

Demonstrated knowledge of Service and OSD policy and documentation related to PPBS, life-cycle management of military acquisition programs (as specified in the DoD 5000 series). Must have experience processing program acquisition, funding and contract documentation for domestic and international military aircraft programs.

Knowledge of the principles, policies, and practices of system acquisition to plan, organize, and coordinate critical aspects of the development, production, deployment, and sustainment of systems, subsystems, and equipment.

Knowledge of Federal Acquisition Regulations (FAR) for the development of contracts and contract modifications required for the acquisition of logistics supportability products.

Good briefing skills and interpersonal and/or diplomatic skills are highly desired.

#### Task 4 – Provide Operational Support

**Lead Facility Management Support/Administrator (Associate) (REF 1)**

This position will provide cradle to grave facilities and infrastructure management support to the JSF PO. Responsibilities include facilitating efficient use of existing space and resources as well as accommodating organizational growth or reductions. Support shall include feasibility analysis, logistics planning, requirements determination, cost consideration, implementation of efficiencies, policy standards/procedures development, long-term reliability and maintainability, and asset management. The position functions as the primary POC for all facility related issues internal and external to the JSFPO and/or on-site at JSF field site offices. Support shall include JSF PO facilities at 200 12th Street, Arlington VA to include activities at alternate National Capitol Region (NCR) sites.

Required Qualifications:

High School diploma or GED;

Minimum of 5 years of facilities management experience in private or government organizations

Experience managing/coordinating facilities requirements in a private or government organization.

Knowledge of workforce and facility metrics, reporting, and analyses.

Demonstrated expert level of knowledge in Microsoft Office Products (Word, Excel, Power Point, and Outlook).

Ability to manage and respond to competing priorities and work requirements in a dynamic, fast-paced environment.

Demonstrated ability for oral and written communication with the highest levels of management.

Ability to communicate and interact with diverse group of personnel in a complex work environment.

Possess a high degree of self-initiative and have the ability to meet and effectively negotiate with people at all levels.

#### Task 4 – Provide Operational Support

**Facilities Management Support/Administrator (Intermediate) (REF 2)**

This position will provide cradle to grave facilities and infrastructure management support to the JSF PO. Responsibilities include facilitating efficient use of existing space and resources as well as accommodating organizational growth or reductions. Support shall include feasibility analysis, logistics planning, requirements determination, cost consideration, implementation of efficiencies, policy standards/procedures development, long-term reliability and maintainability, and asset management. The position assists the Facility Manager Lead for all facility related issues internal and external to the JSFPO and/or on-site at JSF field site offices. Support shall include JSF PO facilities at 200 12th Street, Arlington VA to include activities at alternate National Capitol Region (NCR) sites.

Required Qualifications:

High School diploma or GED;

Minimum of 5 years of facilities management experience in private or government organizations

Knowledge of federal COOP requirements/procedures.

Experience managing/coordinating facilities requirements in a private or government organization.

Knowledge of workforce and facility metrics, reporting, and analyses.

Demonstrated expert level of knowledge in Microsoft Office Products (Word, Excel, Power Point, and Outlook).

Ability to manage and respond to competing priorities and work requirements in a dynamic, fast-paced environment.

Demonstrated ability for oral and written communication with the highest levels of management.

Ability to communicate and interact with diverse group of personnel in a complex work environment.

Possess a high degree of self-initiative and have the ability to meet and effectively negotiate with people at all levels.

#### Task 4 – Provide Operational Support

**Facilities Management Support/Administrator (Intermediate) (REF 3)**

This position will provide cradle to grave facilities and infrastructure management support to the JSF PO. Responsibilities include facilitating efficient use of existing space and resources as well as accommodating organizational growth or reductions. Support shall include feasibility analysis, logistics planning, requirements determination, cost consideration, implementation of efficiencies, policy standards/procedures development, long-term reliability and maintainability, and asset management. The position assists the Facility Manager Lead for all facility related issues internal and external to the JSFPO and/or on-site at JSF field site offices. Support shall include JSF PO facilities at 200 12th Street, Arlington VA to include activities at alternate National Capitol Region (NCR) sites.

Required Qualifications:

High School diploma or GED;

Experience managing/coordinating facilities requirements in a private or government organization.

Knowledge of workforce and facility metrics, reporting, and analyses.

Demonstrated expert level of knowledge in Microsoft Office Products (Word, Excel, Power Point, and Outlook).

Ability to manage and respond to competing priorities and work requirements in a dynamic, fast-paced environment.

Demonstrated ability for oral and written communication with the highest levels of management.

Ability to communicate and interact with diverse group of personnel in a complex work environment.

Possess a high degree of self-initiative and have the ability to meet and effectively negotiate with people at all levels.

#### Task 4 – Provide Operational Support

**Analyst (DTS Lead)/Travel Clerk (III) (REF 4)**

The incumbent of this position will assist the F-35 JPO by providing general business travel guidance, Defense Travel System (DTS) support, JPO AF and Navy government travel charge card (GTCC) program oversight, and the AF central billing account to the JPO government traveler. The incumbent’s primary operating position is as a DTS and GTCC help desk.

Required Qualifications:

High School diploma or GED;

A minimum one year of total business process experience in either a DoD Weapon System Program. Office or equivalent commercial setting.

Proficiency in Microsoft Office Products to specifically include: Word, Power Point, Excel and Mail.

Demonstrated ability for oral and written communication with the highest levels of management.

A working knowledge of Defense Joint Travel Regulations, and Department of Defense Financial Management Regulations as they relate to travel. (i.e. Vol 5, Chs 3 and 8, Vol 9 Ch 22) and demonstrates the ability to research such regulations and local business rules to obtain special allowances or authorizations from appropriate offices.

Knowledge of and experience with the Defense Travel System (DTS) and government travel charge card systems - US Citibank Commercial Card system and Central Billing Accounts.

Possess a high degree of self-initiative, the ability to multi-task, and meet and effectively communicate with personnel at all levels.

#### Task 4 – Provide Operational Support Administrative Support Lead/Analyst (Mid) (REF 5)

This position will assist the F-35 JPO by providing administrative program management functions required to procure, render operational, and provide life cycle support of the F-35 Lightning aircraft weapon system on-site at the F-35 JPO or on-site at F-35 JPO field offices in support of the Director of Operations (DO). F-35 JPO administration supports the creation and maintenance of IPT documentation required to manage personnel and tasks associated with each IPT. F-35 JPO program administrative management in support of the IPTs broadly encompasses a variety of program support type functions including security management, meeting support, resource tracking, correspondence, and administrative functions. Support may also include additional IPTs or groups of Program personnel.

Required Qualifications:

High School diploma or GED;

A minimum two years of total business process experience in either a DoD Weapon System Program. Office or equivalent commercial setting.

Experience in developing and managing formal task management processes and toolsets. Proficiency in Microsoft Office Products to specifically include: Word, Power Point, Excel and Mail.

Demonstrated ability for oral and written communication with the highest levels of management.

Knowledge of or ability to acquire knowledge of DTS and MPS software systems.

#### Task 4 – Provide Operational Support

**Administrative Support/Administrative Assistant (REF 6)**

This position will assist the F-35 JPO by providing administrative program management functions required to procure, render operational, and provide life cycle support of the F-35 Lightning aircraft weapon system on-site at the F-35 JPO or on-site at F-35 JPO field offices in support of the Director of Operations (DO). F-35 JPO administration supports the creation and maintenance of IPT documentation required to manage personnel and tasks associated with each IPT. F-35 JPO program administrative management in support of the IPTs broadly encompasses a variety of program support type functions including security management, meeting support, resource tracking, correspondence, and administrative functions. Support may also include additional IPTs or groups of Program personnel.

Required Qualifications:

High School diploma or GED;

A minimum one year of total business process experience in either a DoD Weapon System Program Office or equivalent commercial setting.

Experience in developing and managing formal task management processes and toolsets. Proficiency in Microsoft Office Products to specifically include: Word, Power Point, Excel and Mail.

Demonstrated ability for oral and written communication with the highest levels of management.

Knowledge of or ability to acquire knowledge of DTS and MPS software systems.

#### Task 4 – Provide Operational Support

**Administrative Support/Administrative Assistant (REF 7)**

This position will assist the F-35 JPO by providing administrative program management functions required to procure, render operational, and provide life cycle support of the F-35 Lightning aircraft weapon system on-site at the F-35 JPO or on-site at F-35 JPO field offices in support of the Director of Operations (DO). F-35 JPO administration supports the creation and maintenance of IPT documentation required to manage personnel and tasks associated with each IPT. F-35 JPO program administrative management in support of the IPTs broadly encompasses a variety of program support type functions including security management, meeting support, resource tracking, correspondence, and administrative functions. Support may also include additional IPTs or groups of Program personnel.

Required Qualifications:

High School diploma or GED;

A minimum one year of total business process experience in either a DoD Weapon System Program Office or equivalent commercial setting.

Experience in developing and managing formal task management processes and toolsets. Proficiency in Microsoft Office Products to specifically include: Word, Power Point, Excel and Mail.

Demonstrated ability for oral and written communication with the highest levels of management.

Knowledge of or ability to acquire knowledge of DTS and MPS software systems.

#### Task 4 – Provide Operational Support

**Administrative Support/Administrative Assistant (REF 8)**

This position will assist the F-35 JPO by providing administrative program management functions required to procure, render operational, and provide life cycle support of the F-35 Lightning aircraft weapon system on-site at the F-35 JPO or on-site at F-35 JPO field offices in support of the Director of Operations (DO). F-35 JPO administration supports the creation and maintenance of IPT documentation required to manage personnel and tasks associated with each IPT. F-35 JPO program administrative management in support of the IPTs broadly encompasses a variety of program support type functions including security management, meeting support, resource tracking, correspondence, and administrative functions. Support may also include additional IPTs or groups of Program personnel.

Required Qualifications:

High School diploma or GED;

A minimum one year of total business process experience in either a DoD Weapon System Program Office or equivalent commercial setting.

Experience in developing and managing formal task management processes and toolsets. Proficiency in Microsoft Office Products to specifically include: Word, Power Point, Excel and Mail.

Demonstrated ability for oral and written communication with the highest levels of management.

Knowledge of or ability to acquire knowledge of DTS and MPS software systems.

#### Task 4 – Provide Operational Support

**Administrative Support/Administrative Assistant (REF 9)**

This position will assist the F-35 JPO by providing administrative program management functions required to procure, render operational, and provide life cycle support of the F-35 Lightning aircraft weapon system on-site at the F-35 JPO or on-site at F-35 JPO field offices in support of the Director of Operations (DO). F-35 JPO administration supports the creation and maintenance of IPT documentation required to manage personnel and tasks associated with each IPT. F-35 JPO program administrative management in support of the IPTs broadly encompasses a variety of program support type functions including security management, meeting support, resource tracking, correspondence, and administrative functions. Support may also include additional IPTs or groups of Program personnel.

Required Qualifications:

High School diploma or GED;

A minimum one year of total business process experience in either a DoD Weapon System Program Office or equivalent commercial setting.

Experience in developing and managing formal task management processes and toolsets. Proficiency in Microsoft Office Products to specifically include: Word, Power Point, Excel and Mail.

Demonstrated ability for oral and written communication with the highest levels of management.

Knowledge of or ability to acquire knowledge of DTS and MPS software systems.

#### Task 4 – Provide Operational Support

**Administrative Support/Administrative Assistant (REF 10)**

This position will assist the F-35 JPO by providing administrative program management functions required to procure, render operational, and provide life cycle support of the F-35 Lightning aircraft weapon system on-site at the F-35 JPO or on-site at F-35 JPO field offices in support of the Director of Operations (DO). F-35 JPO administration supports the creation and maintenance of IPT documentation required to manage personnel and tasks associated with each IPT. F-35 JPO program administrative management in support of the IPTs broadly encompasses a variety of program support type functions including security management, meeting support, resource tracking, correspondence, and administrative functions. Support may also include additional IPTs or groups of Program personnel.

Required Qualifications:

High School diploma or GED;

A minimum one year of total business process experience in either a DoD Weapon System Program Office or equivalent commercial setting.

Experience in developing and managing formal task management processes and toolsets. Proficiency in Microsoft Office Products to specifically include: Word, Power Point, Excel and Mail.

Demonstrated ability for oral and written communication with the highest levels of management.

Knowledge of or ability to acquire knowledge of DTS and MPS software systems.

#### Task 4 – Provide Operational Support

**Administrative Support/Administrative Assistant (REF 11)**

This position will assist the F-35 JPO by providing administrative program management functions required to procure, render operational, and provide life cycle support of the F-35 Lightning aircraft weapon system on-site at the F-35 JPO or on-site at F-35 JPO field offices in support of the Director of Operations (DO). F-35 JPO administration supports the creation and maintenance of IPT documentation required to manage personnel and tasks associated with each IPT. F-35 JPO program administrative management in support of the IPTs broadly encompasses a variety of program support type functions including security management, meeting support, resource tracking, correspondence, and administrative functions. Support may also include additional IPTs or groups of Program personnel.

Required Qualifications:

High School diploma or GED;

A minimum one year of total business process experience in either a DoD Weapon System Program Office or equivalent commercial setting.

Experience in developing and managing formal task management processes and toolsets. Proficiency in Microsoft Office Products to specifically include: Word, Power Point, Excel and Mail.

Demonstrated ability for oral and written communication with the highest levels of management.

Knowledge of or ability to acquire knowledge of DTS and MPS software systems.

#### Task 4 – Provide Operational Support

**Administrative Support/Administrative Assistant (REF 12)**

This position will assist the F-35 JPO by providing administrative program management functions required to procure, render operational, and provide life cycle support of the F-35 Lightning aircraft weapon system on-site at the F-35 JPO or on-site at F-35 JPO field offices in support of the Director of Operations (DO). F-35 JPO administration supports the creation and maintenance of IPT documentation required to manage personnel and tasks associated with each IPT. F-35 JPO program administrative management in support of the IPTs broadly encompasses a variety of program support type functions including security management, meeting support, resource tracking, correspondence, and administrative functions. Support may also include additional IPTs or groups of Program personnel.

Required Qualifications:

High School diploma or GED;

A minimum one year of total business process experience in either a DoD Weapon System Program Office or equivalent commercial setting.

Experience in developing and managing formal task management processes and toolsets. Proficiency in Microsoft Office Products to specifically include: Word, Power Point, Excel and Mail.

Demonstrated ability for oral and written communication with the highest levels of management.

Knowledge of or ability to acquire knowledge of DTS and MPS software systems.

#### Task 4 – Provide Operational Support

**Administrative Support/Administrative Assistant (REF 13)**

This position will assist the F-35 JPO by providing administrative program management functions required to procure, render operational, and provide life cycle support of the F-35 Lightning aircraft weapon system on-site at the F-35 JPO or on-site at F-35 JPO field offices in support of the Director of Operations (DO). F-35 JPO administration supports the creation and maintenance of IPT documentation required to manage personnel and tasks associated with each IPT. F-35 JPO program administrative management in support of the IPTs broadly encompasses a variety of program support type functions including security management, meeting support, resource tracking, correspondence, and administrative functions. Support may also include additional IPTs or groups of Program personnel.

Required Qualifications:

High School diploma or GED;

A minimum one year of total business process experience in either a DoD Weapon System Program Office or equivalent commercial setting.

Experience in developing and managing formal task management processes and toolsets. Proficiency in Microsoft Office Products to specifically include: Word, Power Point, Excel and Mail.

Demonstrated ability for oral and written communication with the highest levels of management.

Knowledge of or ability to acquire knowledge of DTS and MPS software systems.

#### Task 4 – Provide Operational Support

**Administrative Support (Australia)/Administrative Assistant (REF 14)**

This position will assist the F-35 JPO by providing administrative program management functions

required to procure, render operational, and provide life cycle support of the F-35 Lightning aircraft weapon system on-site at the F-35 JPO or on-site at F-35 JPO field offices in support of the Director of Operations (DO). F-35 JPO administration supports the creation and maintenance of IPT documentation required to manage personnel and tasks associated with each IPT. F-35 JPO program administrative management in support of the IPTs broadly encompasses a variety of program support type functions including security management, meeting support, resource tracking, correspondence, and administrative functions. Support may also include additional IPTs or groups of Program personnel.

Required Qualifications:

High School diploma or GED;

A minimum one year of total business process experience in either a DoD Weapon System Program Office or equivalent commercial setting.

Experience in developing and managing formal task management processes and toolsets. Proficiency in Microsoft Office Products to specifically include: Word, Power Point, Excel and Mail.

Demonstrated ability for oral and written communication with the highest levels of management.

Knowledge of or ability to acquire knowledge of DTS and MPS software systems.

#### Task 4 – Provide Operational Support

**Lightning Support Team Administrative Assistant/Administrative Assistant (REF 15)**

This position will assist the F-35 Joint Program Office by providing administrative program management functions required to procure, render operational, and provide life cycle support of the F-35 Lightning aircraft weapon system. F-35 Joint Program Office administration supports the creation and maintenance of IPT documentation required to manage personnel and tasks associated with each IPT. JSF program administrative management in support of the IPTs broadly encompasses a variety of program support type functions including security management, meeting support, resource tracking, correspondence, and administrative functions. Based on-site at the ASC’s primary facility in Fort Worth, Texas, the Lightning II Support team provides engineering and logistics support to the F-35 Joint Strike Fighter user community. The position provides administrative assistant support services in direct support to the Lightning II Support Team providing a wide range of duties in support of the Team’s engineering and logistics personnel.

Required Qualifications:

High School diploma or GED;

A minimum one year of total business process experience in either a DoD Weapon System Program Office or equivalent commercial setting.

Experience in developing and managing formal task management processes and toolsets. Possess excellent Microsoft Office IT skills (Power Point, Excel, Project, Word etc.).

Possess a strong administrative background (experience in an aviation support domain a distinct advantage).

Demonstrated experience of project management methodologies and techniques. Possess excellent communication skills.

Possess ability to operate in a predominantly multi-national and civilian contractor environment.

#### Task 4 – Provide Operational Support HR Analyst/Analyst (Mid) (REF 16)

The purpose of the position is to provide advice/direction, management and program analysis, and

project leadership on Human Resources Management issues with the Corporate Operations Integrated Product Team. This position will also manage the internal Human Resource information system the F-35 JPO has created called the Manpower Personnel System (MPS) which is used as a manpower data base similar in content and intent as PeopleSoft.

Required Qualifications:

High School diploma or GED;

A minimum five years of total business process experience in either a DoD Weapon System Program Office or equivalent commercial setting.

Experience in developing and managing formal task management processes and toolsets. Advanced Proficiency in Microsoft Office Products to specifically include: Word, Power Point, Excel and Mail (to include advanced formulations and reporting techniques)

Excellent communications skills (oral and written)

Experience in developing and managing formal task management processes and toolsets.

#### Task 4 – Provide Operational Support Personnel HR Analyst/Analyst (Mid) (REF 17)

The purpose of the position is to provide advice/direction, management and program analysis, and project leadership on Human Resources Management issues with the Corporate Operations Integrated Product Team. This position will also manage the internal Human Resource information system JSF has created called the Manpower Personnel System (MPS) which is used as a manpower data base similar in content and intent as PeopleSoft.

Required Qualifications:

High School diploma or GED;

A minimum five years of total business process experience in either a DoD Weapon System Program Office or equivalent commercial setting.

Experience in developing and managing formal task management processes and toolsets. Advanced Proficiency in Microsoft Office Products to specifically include: Word, Power Point, Excel and Mail (to include advanced formulations and reporting techniques)

Excellent communications skills (oral and written)

Experience in developing and managing formal task management processes and toolsets.

#### Task 4 - Provide Operational Support

**Operations Studies & Analysis/Program Analyst (Senior) (REF 18)**

Supports the Team Lead for Business Services in its responsibilities to develop and provide information to the Director of Program Operations on a variety of acquisition management and administrative topics and to coordinate and manage the planning, development and execution of the Continuity of Operations Plan (COOP) for the F-35 JPO. Performs critical program management, technical, and business analysis of the F-35 program operations in such areas as manpower management to include facility management, administrative management, manpower management, continuity of operations, and business strategies, reporting and recordkeeping, and provides recommendations to the JPO Executive Leadership Team to ensure program success.

Required Qualifications:

* MS or MA degree in a business related discipline (i.e. Business Administration, Management, or Economics). ALLOWABLE SUBSTITUTION: A BS or BA degree in a business related discipline and an additional four (4) years of relevant experience can be substituted for an MS or MA degree.
* At least ten (10) years of experience in program management, technical, or business analysis discipline, related to weapon systems acquisition and life cycle management; and a minimum of six (6) years out of 10 years of recent work experience related to analysis and planning.
* At least five (5) years of experience in developing and managing formal task and risk management processes and tools.
* Proficiency in Microsoft Office Suite (Word, Power Point, Excel) with a working knowledge of Visio and Access, including cross functionality integration.
* Working knowledge of military and government civilian manpower process.
* Working knowledge of Continuity of Operations (COOP) plans, such as Federal Continuity Directive 1 & 2, DoD Directive 3020.26, and all other applicable directives including planning and execution.

#### Task 4 - Provide Operational Support

**DTS Reviewing Official and Travel Subject Matter Expert (Travel Clerk III) (REF 19)**

The incumbent of this position will assist the F-35 JPO by providing subject matter expertise on official business travel guidance, DTS support, and serves key role as a travel reviewer in the approval process for JPO travel authorizations and vouchers.

Required Qualifications:

Advanced knowledge of and experience with the Defense Travel System (DTS)

Advanced knowledge of Defense Joint Travel Regulations, and Department of Defense Financial Management Regulations as they relate to travel. (i.e. Vol 5, Chs 3 and 8, Vol 9 Ch 22) and demonstrates the ability to research such regulations and local business rules to obtain special allowances or authorizations from appropriate offices

A minimum of a cumulative of 2 years of DTS travel support to include travel preparation, reviewing, and/or approving DTS orders and vouchers

Advanced knowledge of and experience with Defense Travel Management Office and Travel Explorer websites.

Knowledge of government travel charge card systems - US Citibank Commercial Card system and Central Billing Accounts

Proficiency in Microsoft Office Products to specifically include:

-Word, PowerPoint, Excel and Microsoft Outlook.

Possess a high degree of self-initiative, the ability to multi-task, and meet and effectively communicate with personnel at all levels

High School diploma or GED

Demonstrated ability for oral and written communication with the highest levels of management

Demonstrated successful completion of these mandatory training classes within Travel Explorer (TraX):

1) DTS Basics (About DTS)

2) DTS Basics (Travel Documents) DTS 101

3) Programs & Policies DoD Travel Polices

4) Programs & Policies - City Pair Program

5) Programs & Policies - U.S. Government Rental Car Program

6) DTS Cancellation Procedures

7) DTS (Special Topic) OCONUS Travel

8) DTS Constructed Travel

9) DTS Itinerary Changes

10) DTS Personal Leave with Official Travel

#### Task 4 – Provide Operational Support

**Administrative Support/Administrative Assistant (REF 20)**

This position will assist the F-35 JPO by providing administrative program management functions required to procure, render operational, and provide life cycle support of the F-35 Lightning aircraft weapon system on-site at the F-35 JPO or on-site at F-35 JPO field offices in support of the Director of Operations (DO). F-35 JPO administration supports the creation and maintenance of IPT documentation required to manage personnel and tasks associated with each IPT. F-35 JPO program administrative management in support of the IPTs broadly encompasses a variety of program support type functions including security management, meeting support, resource tracking, correspondence, and administrative functions. Support may also include additional IPTs or groups of Program personnel.

Required Qualifications:

High School diploma or GED;

A minimum one year of total business process experience in either a DoD Weapon System

Program Office or equivalent commercial setting.

Experience in developing and managing formal task management processes and toolsets. Proficiency in Microsoft Office Products to specifically include: Word, Power Point, Excel and Mail.

Demonstrated ability for oral and written communication with the highest levels of management.

Knowledge of or ability to acquire knowledge of DTS and MPS software systems.

#### Task 4 – Provide Operational Support

**Administrative Support/Administrative Assistant (REF 21)**

This position will assist the F-35 JPO by providing administrative program management functions required to procure, render operational, and provide life cycle support of the F-35 Lightning aircraft weapon system on-site at the F-35 JPO or on-site at F-35 JPO field offices in support of the Director of Operations (DO). F-35 JPO administration supports the creation and maintenance of IPT documentation required to manage personnel and tasks associated with each IPT. F-35 JPO program administrative management in support of the IPTs broadly encompasses a variety of program support type functions including security management, meeting support, resource tracking, correspondence, and administrative functions. Support may also include additional IPTs or groups of Program personnel.

Required Qualifications:

High School diploma or GED;

A minimum one year of total business process experience in either a DoD Weapon System Program Office or equivalent commercial setting.

Experience in developing and managing formal task management processes and toolsets. Proficiency in Microsoft Office Products to specifically include: Word, Power Point, Excel and Mail.

Demonstrated ability for oral and written communication with the highest levels of management.

Knowledge of or ability to acquire knowledge of DTS and MPS software systems.

#### Task 4 - Provide Operational Support

**DTS Reviewing Official and Travel Subject Matter Expert (Travel Clerk III) (REF 22)**

The incumbent of this position will assist the F-35 JPO by providing subject matter expertise on official business travel guidance, DTS support, and serves key role as a travel reviewer in the approval process for JPO travel authorizations and vouchers.

Required Qualifications:

Advanced knowledge of and experience with the Defense Travel System (DTS)

Advanced knowledge of Defense Joint Travel Regulations, and Department of Defense Financial Management Regulations as they relate to travel. (i.e. Vol 5, Chs 3 and 8, Vol 9 Ch 22) and demonstrates the ability to research such regulations and local business rules to obtain special allowances or authorizations from appropriate offices

A minimum of a cumulative of 2 years of DTS travel support to include travel preparation, reviewing, and/or approving DTS orders and vouchers

Advanced knowledge of and experience with Defense Travel Management Office and Travel Explorer websites.

Knowledge of government travel charge card systems - US Citibank Commercial Card system and Central Billing Accounts

Proficiency in Microsoft Office Products to specifically include:

-Word, PowerPoint, Excel and Microsoft Outlook.

Possess a high degree of self-initiative, the ability to multi-task, and meet and effectively communicate with personnel at all levels

High School diploma or GED

Demonstrated ability for oral and written communication with the highest levels of management

Demonstrated successful completion of these mandatory training classes within Travel Explorer (TraX):

1) DTS Basics (About DTS)

2) DTS Basics (Travel Documents) DTS 101

3) Programs & Policies DoD Travel Polices

4) Programs & Policies - City Pair Program

5) Programs & Policies - U.S. Government Rental Car Program

6) DTS Cancellation Procedures

7) DTS (Special Topic) OCONUS Travel

8) DTS Constructed Travel

9) DTS Itinerary Changes

10) DTS Personal Leave with Official Travel

#### Task 4 – Provide Operational Support

**DTS Reviewing Official and Travel Subject Matter Expert (Travel Clerk III) (REF 23)**

The incumbent of this position will assist the F-35 JPO by providing subject matter expertise on official business travel guidance, DTS support, and serves key role as a travel reviewer in the approval process for JPO travel authorizations and vouchers.

Required Qualifications:

Advanced knowledge of and experience with the Defense Travel System (DTS)

Advanced knowledge of Defense Joint Travel Regulations, and Department of Defense Financial Management Regulations as they relate to travel. (i.e. Vol 5, Chs 3 and 8, Vol 9 Ch 22) and demonstrates the ability to research such regulations and local business rules to obtain special allowances or authorizations from appropriate offices

A minimum of a cumulative of 2 years of DTS travel support to include travel preparation, reviewing, and/or approving DTS orders and vouchers

Advanced knowledge of and experience with Defense Travel Management Office and Travel Explorer websites.

Knowledge of government travel charge card systems - US Citibank Commercial Card system and Central Billing Accounts

Proficiency in Microsoft Office Products to specifically include:

-Word, PowerPoint, Excel and Microsoft Outlook.

Possess a high degree of self-initiative, the ability to multi-task, and meet and effectively communicate with personnel at all levels

High School diploma or GED

Demonstrated ability for oral and written communication with the highest levels of management

Demonstrated successful completion of these mandatory training classes within Travel Explorer (TraX):

1) DTS Basics (About DTS)

2) DTS Basics (Travel Documents) DTS 101

3) Programs & Policies DoD Travel Polices

4) Programs & Policies - City Pair Program

5) Programs & Policies - U.S. Government Rental Car Program

6) DTS Cancellation Procedures

7) DTS (Special Topic) OCONUS Travel

8) DTS Constructed Travel

9) DTS Itinerary Changes

10) DTS Personal Leave with Official Travel

#### Task 4 – Provide Operational Support

**Administrative Support (FMS Funded)/Administrative Assistant (REF 24)**

This position will assist the F-35 JPO by providing administrative program management functions required to procure, render operational, and provide life cycle support of the F-35 Lightning aircraft weapon system on-site at the F-35 JPO or on-site at F-35 JPO field offices in support of the Director of Operations (DO). F-35 JPO administration supports the creation and maintenance of IPT documentation required to manage personnel and tasks associated with each IPT. F-35 JPO program administrative management in support of the IPTs broadly encompasses a variety of program support type functions including security management, meeting support, resource tracking, correspondence, and administrative functions. Support may also include additional IPTs or groups of Program personnel.

Required Qualifications:

High School diploma or GED;

A minimum one year of total business process experience in either a DoD Weapon System Program Office or equivalent commercial setting.

Experience in developing and managing formal task management processes and toolsets. Proficiency in Microsoft Office Products to specifically include: Word, Power Point, Excel and Mail.

Demonstrated ability for oral and written communication with the highest levels of management.

Knowledge of or ability to acquire knowledge of DTS and MPS software systems.

#### Task 4 – Provide Operational Support

**Executive Administrative Support /Administrative Assistant (REF 25)**

This position will assist the F-35 JPO by providing executive administrative program management functions required to procure, render operational, and provide life cycle support of the F-35 Lightning aircraft weapon system on-site at the F-35 JPO or on-site at F-35 JPO field offices in support of the Director of Operations (DO). F-35 JPO program administrative management broadly encompasses a variety of program support type functions including, but not limited to, meeting support, resource tracking, correspondence, and administrative functions. Position will primarily provide on-site support to the assigned high level leadership member.

Required Qualifications:

* High School diploma or GED
* A minimum of two years of experience as an executive assistant supporting DoD Weapon System Program high level leadership.
* Experience in developing and managing formal task management processes and toolsets.
* Proficiency in Microsoft Office Products to specifically include: Word, Power Point, Excel and Outlook.
* Demonstrated ability of strong oral and written communication skills with high levels of leadership.
* Knowledge of or ability to acquire knowledge of DTS software systems.
* Demonstrated ability to work in a high-paced environment.