



DEPARTMENT OF THE NAVY
PROGRAM EXECUTIVE OFFICER, SUBMARINES
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IN REPLY REFER TO
1550
Ser PMFB/040
26 Jul 99

From: Chairman, Department of the Navy
Program Management Functional Board

Subj: REINSTATEMENT OF THE FULFILLMENT PROCESS FOR THE
ADVANCED PROGRAM MANAGEMENT COURSE (PMT-302)

Ref: (a) Director, Acquisition Career Management (DACM)
memo of 13 Apr 99; Subj: REINSTATEMENT OF ADS-
97-03-GD

(b) Director, Acquisition Career Management (DACM)
memo of 30 Apr 99; Subj: Reinstatement of the
Fulfillment Process for PMT-302

(c) Chairman, Program Management Functional Board
letter of 24 Jul 96; Subj: DEPARTMENT OF THE
NAVY FULFILLMENT GUIDANCE FOR PMT-302

Encl: (1) Sample Command-Level Panel Review and Endorsement
Memo

1. Reference (a) reinstated the Acquisition Career Management Mandatory Course Fulfillment Program, which had expired 1 Oct 97. As requested by reference (b), this memo reissues the Department of the Navy guidance and procedures for fulfillment of PMT-302. Guidance previously issued by reference (c) is hereby superceded.

2. The Fulfillment Program allows acquisition workforce members to meet mandatory acquisition course requirements by demonstrating that they have met the competencies taught in the course through alternative training, education, or experience. Because of the critical nature of training provided by PMT-302, fulfillment for that course can be granted only by the Department of the Navy Program Management Functional Board (PMFB). This ensures that fulfillments will be granted in a consistent manner throughout the Navy. PMT-302 fulfillment is intended for senior personnel with extensive acquisition experience and training. Applications will be considered only from individuals who have a minimum of 4 years acquisition experience, of which 2 years must have been in a systems program office or similar organization or assignment, and who fully meet Acquisition Professional Community qualification requirements.

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To be granted fulfillment, an applicant must document to the satisfaction of his/her supervisor, command-level panel, and the PMFB, possession of the knowledge, skills and abilities outlined in the competencies defined for the PMT-302 curriculum. Specifically, the applicant must possess the competencies taught in the course to a degree sufficient to forgo attendance. Competencies for PMT-302 and the required application for fulfillment (DD Form 2518) are available on the Defense Acquisition University web-site at <http://www.acg.osd.mil/dau/files/fulfill99.pdf>; they are not available as a published document.

3. Applicants requesting fulfillment of PMT-302 must complete DD Form 2518 and the PMT-302 Employee Self-Assessment found at the DAU web-site above. After a review of the employee's application package, the applicant's supervisor must indicate concurrence or non-concurrence in the self-assessment on Section II, block 16 of DD Form 2518.

4. Applications with supervisory approval are submitted to the employee's command-level panel, in accordance with command procedures. The function of each command-level panel is to ensure consistency in the assessment of applications within that command. Command-level panels must be chaired by an individual who is equal to, or senior in grade to the applicant. All command panel members must have a minimum of eight years of acquisition experience, be senior program management personnel, have graduated from PMT-302, and be Level III certified in Program Management. In organizations where a command-level panel does not exist, application packages shall be forwarded through the chain of command to the Director, Acquisition Career Management (DACM-T) for processing.

5. Using the format in enclosure (1), the command-level panel will forward the application with an endorsement to the PMFB. The PMFB will review each application to ensure consistency in the assessment of applications within the Department of the Navy. After completion of its review, the PMFB will notify the applicant of their approval or disapproval of the request and return the original to the applicant via his/her Command-level panel. To document the fulfillment, the applicant must forward the approved fulfillment package to his/her Human Resource Office for entry into the Defense Civilian Personnel Data System

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(if civilian), to Navy Personnel Command (Code P-447) for entry
into the Officer Master file (if Navy Military) or to
MARCORPSYSCOM (Code AP) for entry into the Marine Corps
Acquisition Workforce System of management (if MARCORPS
Military).



S. M. BONWICH
Chairman, DON Program
Management Functional Board

Date

MEMORANDUM

From: Chair, XXXXXXXXXX Program Management Review Panel
To: Chair, Department of the Navy Program Management
Functional Board

Subj: APPLICATION FOR FULFILLMENT OF PMT-302

Ref: (a) Chair, Department of the Navy Program Management
Functional Board Ltr 3100 PMFB/Ser 005 of
24 July 1996

Encl: (a) DD-2518 for XXXXXXXXXX (with Self Assessment
Worksheets Parts I and II)

1. Enclosure (1) is forwarded in accordance with reference
(a). Fulfillment of PMT-302 is recommended for XXXXXXXXXX.

2. XXXXXXXXXX Program Management Course Review Panel
Members' names, positions, rank/grades and career fields
are as follows:

a.

b.

c.

3. The applicant has XXXXX years of acquisition experience
(must have at least four), XXXXX years of which were in
a platform/systems program office (must have a minimum of
two), and is a member of (or is qualified for membership in)
the Acquisition Professional Community.

ENCLOSURE (1)