

AFSC 63G0

SENIOR MATERIEL LEADER-LOWER ECHELON
(Changed 30 Apr 16)

1. Specialty Summary. Directs major defense system acquisition programs typically identified by one or more of the following: Defense Enterprise Program; DoDI 5000.02 Operation of the Defense Acquisition System; a highly sensitive or highly visible program of significance to the Air Force; or Congressional Selected Acquisition Reporting Program. Alternatively, directs a portfolio of non-major system programs. Related DoD Occupational Group: 251200.

2. Duties and Responsibilities:

2.1. Directs high precedence acquisition programs critical to fulfilling a priority DoD mission. Provides executive leadership and management expertise through all phases of the acquisition life cycle for a major program because of its urgency of need, developmental risk, joint funding, congressional interest, and other similar factors. Delegates responsibility for preparing development, production, deployment, and system support plans. Responsible for personnel and financial resources allocated to program. Supervises program managers. Directs program activities pertaining to acquisition logistics, configuration and data management, contracting, engineering, manufacturing, program control, system safety, and test and evaluation. Assures development and delivery of program systems. Develops and motivates trained and experienced personnel for acquisition careers. Maintains relations with industry, educational institutions, professional organizations, and the civilian community.

2.2. Delivers operational systems to commands. Responsive to user environment, concerns, and requirements. Coordinates program requirements and actions with commands. Promotes technology, base enhancement, and technology transition into systems. Establishes and supervises boards, working groups, and panels to assure smooth transition of systems and equipment to commands. Trains operations and maintenance personnel in conjunction with the system contractors, training agencies, and testing and using activities.

2.3. Translates operational requirements into acquisition programs, evaluates contractor proposals, and recommends implementing actions. Establishes plans for system acquisition, including testing and evaluating programs progress. Ensures availability of operable and supportable systems and equipment on established schedules. Formulates policies and procedures for developing, procuring, and producing activities. Makes changes to the acquisition program to achieve desired outcomes.

2.4. Organizes and directs Systems Program Office. Develops organization and manning requirements. Schedules formal training develops acquisition skills of Systems Program Office members, and implements lessons learned. Initiates plans, policies, and programs for managing engineering and other personnel. Interprets and directs execution of policies, procedures, regulations, and directives. Manages and directs collective actions of participating organizations. Ensures proposals and changes are sound in terms of operational, development, procurement, production, and support requirements. Ensures the Systems Program Office functions as the Air Force focal point for contractors supporting a program and acts as the official source of information. Establishes a program baseline and manages within it. Maintains an assessment of program progress and performance versus requirements, threat, schedule, and cost. Informs headquarters of recommended changes and potential and actual breaches of program thresholds. Ensures accomplishment of program budgeting, funding, and accounting functions. Manages program costs by forcing identification of life cycle costs, developing "design to" cost parameters, and weighing all program decisions and program cost thresholds.

3. Specialty Qualifications:

3.1. Knowledge. Knowledge is mandatory of: DoD and Air Force program management procedures pertinent to development, procurement, production, and logistics support; operational environment; and techniques of employment for the system being acquired.

3.2. Education: For entry education requirements, see [Appendix A, 63A CIP Education Matrix](#). Award of the 63G AFSC will be governed by the 63A CIP Education Matrix.

3.3. Training. Not used.

3.4. Experience. A Defense Acquisition Workforce Improvement Act (DAWIA) Level 3 certificate in Program Management (PM) is mandatory.

3.5. Other. Not used.