Generating Project and Program Management Titles

One of the topics that occasionally arises is that there are multiple methods to generating Project and Program Management titles. The DHS PushButtonPD™ tool utilizes five different methods to determine P/PM, PM, ITPM-related Occupational Series, Titles, and Parentheticals.

**METHOD 1: Occupational Series with PM / ITPM Parenthetical**

If the user selects Tasks from the (IT Project Manager) or (Project Manager) Parenthetical button below the 2210 Occupational Series, as well as Tasks from other Occupational Series buttons; the tool will offer the user Occupational Series and Title recommendations for the highest (or tie for highest) % of time. The ITPM or PM will be added as a Parenthetical.

Primary recommended usage: when non-acquisition-certified Project or Program Management skills are needed to help accomplish the Mission.

**METHOD 2: 0340 Occupational Series**

If the user selects 0340 Program Management Occupational Series Tasks and is the highest (or tie for highest) % of time, then the user will receive the 0340 Title selections.

Primary recommended usage: when Project or Program Management is the paramount function without significant Occupational Skills from other Occupational Series.

**METHOD 3: NIST NICE PM / ITPM**

If the user selects Tasks from the NICE Framework 801 Program Manager or 802 IT PM buttons as well as Tasks from other Occupational Series buttons; the tool will offer the user Occupational Series and Title recommendations for the highest (or tie for highest) % of time. If greater than 25%, the ITPM or PM will be added as a Parenthetical with a “NCWF” tag added. Additionally, a NIST NICE / OPM GDS cybersecurity code will be assigned.

Primary recommended usage: when non-acquisition-certified Project or Program Management cyberskills are needed to help accomplish the Mission.

**METHOD 4: FAI FAC P/PM (Civilian Agencies Only)**

If the user selects Tasks from the FAC-P/PM or FAC-P/PM-IT buttons as well as Tasks from other Occupational Series buttons; the tool will offer the user Occupational Series and Title recommendations for the highest (or tie for highest) % of time. If greater than 25%, the ITPM or PM will be added as a Parenthetical with an “FAI” tag added. Additionally, if FAI Tasks of a certain Skill Code is greater than 25%, the appropriate FAI Acquisition code will be assigned.

Primary recommended usage: when acquisition-certified Project or Program Management skills are needed to accomplish the Mission for non-DoD entities.
METHOD 5: DoD AWQI P/PM (DoD Only)
If the user selects Tasks from the DoD AWQI Program Management (PM) button as well as Tasks from other Occupational Series buttons; the tool will offer the user Occupational Series and Title recommendations for the highest (or tie for highest) % of time. If greater than 25%, Program Management will be added as a Parenthetical with an “AWQI” tag added. Additionally, if AWQI Tasks of a certain Skill Code is greater than 25%, the appropriate DoD Acquisition code will be assigned.

Primary recommended usage: when acquisition-certified Project or Program Management skills are needed to accomplish the Mission for DoD entities.

RECOMMENDED METHODS
Non-Cybersecurity Positions: Method 4 for non-DoD and Method 5 for DoD.

Cybersecurity Positions: Method 4 (for non-DoD) or Method 5 (for DoD) supplemented with the language as appropriate via Method 3. Manually insert the NIST NICE / OPM GDS cybersecurity code if cybersecurity-related tasks are performed greater than 25% of the time.

Rationale: Acquisition-related certifications are involved when utilizing Methods 4 or 5. This language is also considered the ‘most complete’. Additionally, a future tool revision will include DHS Homeland Security Acquisition Institute (HSAI) language as an alternative for the DoD Acquisition Workforce Qualification Initiative (AWQI) and will be importable into DHS Asset™; a Workforce Self-Assessment tool.

(As with all new additions, please reach out to NICCS@hq.dhs.gov with any issues or bugs encountered.)