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.)