Downloaded from <https://www.velvetjobs.com/job-descriptions/acquisition-program-manager>

# Example of Acquisition Program Manager Job Description

Our company is growing rapidly and is looking to fill the role of acquisition program manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for acquisition program manager

* Represents the organization at executive levels within the Government and to contractor/industry representatives
* Prepares, presents, defends, and interprets staff studies to the supervisor and/or other management officials
* Prepares, presents, defends, and interprets staff studies to the Division Chief and/or other management officials
* Assesses progress in assigned projects/programs in relation to FMS to include cost estimates, schedules, and performance supportability baseline requirements by applying known methods and procedures
* Plans, organizes, and coordinates FMS activities of functional specialists within AFSAC and at Logistics and Product Centers within AFMC in the development of Letters of Offer and Acceptance (LOA) and acquisition of materiel and services
* Serves a the program manager for development of assessment criteria for the assigned country
* Represents AFSAC in meetings with a variety of organizations including Defense Security Cooperation Agency, Secretary of the Air Force for International Affairs, HQ AFMC, Defense Logistics Agency, other AFMC organizations, defense contractors and foreign air force organizations
* Prepares and presents staff studies for presentation to the Branch Chief and other management officials
* Develop and support the management of program plans, task trackers and schedules that comply with the program's Performance Work Statement (PWS) and Work Breakdown Structure (WBS)
* Manage the staffing process and identify any gaps in workflow

## Qualifications for acquisition program manager

* Experience in strategic planning preferred
* Self-motivated and results driven mentality with demonstrated ability to multi-task
* Working knowledge of US Customs Harmonized Tariff Schedule, Government Agency Import/Export regulations, and International Trade regulations considered a plus
* Knowledge of U.S. Customs and Border Protection Procedures considered a plus
* Proven track record in supply chain logistics specific to import and export operations
* Holloman AFB, NM