

2009
PROGRAM SUMMARY And STUDY GUIDE
CONFIGURATION And DATA MANAGEMENT
CERTIFICATION



NDIA Technical Information Division

National Defense Industrial Association
Technical Information Division
Professional Certification Section
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Arlington, VA 22201- 3061 USA

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This document contains summary information and study guidance for individuals preparing for the NDIA Professional Certification Examination in Configuration and Data Management. It is not to be construed as a complete guide, or as a guarantee of success in the examination.

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FOREWORD

This document summarizes the NDIA Certification program and includes the examination study guide to help individuals prepare for 2009 Configuration and Data Management (CDM) Professional Certification. The study guide lists, but does not include, references used as a basis for the examination. Whether you are preparing for the Manager or Specialist exam, the study guide can assist you, and **it is in your interest to review it prior to initiating study.**

Many references should be available from the **te**

chnical library at the organization where you work, from the sponsoring industry organization, or may be ordered from Global Engineering Documents in Englewood, CO. DoD and MIL documents may be downloaded from their website (<http://www.dsp.dla.mil/>).

Questions or comments concerning this document should be directed to:

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2009 CDM CERTIFICATION

Program Highlights

- **Combined configuration and data management certification reflecting global trends**
- **Focus on configuration and data management in commercial, government and international applications with data management emphasis**
- **Examinations based on Industry, Government and International Guidance Standards which form the basis for current CDM processes**
- **A *recertification* process providing currency options for previously certified professionals**
- **Scheduled certification preparation courses in conjunction with NDIA supported CDM focused conferences**
- **Examinations available on request at specified United Kingdom locations**
- **Available on-site training and Certification examinations**

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NDIA Certification Program Summary

WHY CDM CERTIFICATION?

The configuration and data management disciplines are critically important in the design, development, production, test, and maintenance of complex products. These disciplines are vital and have many applications globally in both commercial and government. Most organizations recognize CDM processes as keystones in two of the most critical business requirements; **managing risk and lowering cost**. Thus, more often than not, CDM is viewed as a “value added” essential part of business.

Accordingly, a reliable means to identify and recognize well qualified, experienced configuration and data management professionals is essential to establish professionalism in these disciplines. The NDIA Technical Information Division (TID) initiated CDM certification in 1990; and continues to be the CDM certification program most recognized and respected for its adherence to qualifying candidates according to high standards in terms of experience and knowledge. During 1990, a one-time ‘Grandfather’ program provided a vehicle for NDIA to certify individuals who had qualifying ‘lifetime experience’ of at least fifteen years direct experience in CM and DM, and a four year college degree. More than 200 CM and DM professionals were approved as Certified Configuration Managers (CCM) and Certified Data Managers (CDM). In 2000 NDIA certification was introduced in the UK, and has continued to expand each year. Since 1991 all certifications have been earned by successful completion of examinations by those who have the required experience.

2009 PROGRAM ENHANCEMENTS

During the past few years, significant changes have taken place in both DoD and commercial acquisition processes. DoD reform has focused on reducing reliance on DoD/MIL specifications and standards, increasing use of performance specifications, and emphasizing cost savings associated with the use of Commercial Off The Shelf (COTS) and Non-Developmental Items (NDI). In a parallel manner, there have been significant increases in commercial CDM applications, many associated with the global industry use of ISO Quality Management standards, (which have considerable focus on configuration and data management) as well as EIA 649, Consensus Standard for Configuration Management, and the ISO/IEC 12207 series, Software Life Cycle Processes. Many of these guidance documents actually form the basis of currently used CDM processes. Of course, all of these changes are driven by the need to be cost competitive.

Reflecting these on-going changes, the NDIA Technical Information Division certification program has been further updated for 2009. Several new or revised industry and international standards are included, most notably NASA STD 0005, released in 2008. Examination questions are heavily weighted toward generic CDM, rather than focusing on government contract CDM. And as configuration and data management processes have become more world-wide in scope, NDIA certification will continue to be offered internationally, with specific concentration in the United Kingdom. Many industry based CDM processes developed and currently used commercially and on government contracts in the USA, have also been incorporated in international applications. The 2009 certification examinations include relevant ISO/IEC international guidance documents, including the ISO 9000 Quality Management series, which primarily focuses on CDM subjects.

A recertification program was initiated in January 2003. This was initiated as a needed option for individuals who are already NDIA certified. With major continuing changes in the discipline, such as those identified above, it is recognized that no certification can be valid indefinitely. Recertification provides methods for those already certified to update their certification to current status each five years. There are optional methods available. The recertification policy and process is on the NDIA web site (www.ndia.org).

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THE EXAMINATION AND EXPERIENCE REQUIREMENTS

NDIA has established two CDM certification levels: Manager and Specialist. To qualify for the Manager certification, ten years of combined CDM experience is required; for the Specialist certification, five years is required. Applicants submit CDM experience resumes which are evaluated to determine experience. The examinations are extensive, and include all major areas of CDM. They are in four parts, each consisting of objective and essay questions. Objective questions are of three difficulty levels; standard, moderately difficult, and difficult. Manager questions are selected from the moderately difficult and difficult categories, while Specialist questions are from standard and moderately difficult categories. Essay questions are appropriate for the experience levels of Manager and Specialist candidates. The passing score is 70 %; and the average success rate for those without specific preparation training is 60%. Exams are typically scheduled during major conferences supported by NDIA, or upon request by an organization,. The exam requires a full day to complete.

CERTIFICATION PREPARATION COURSE

NDIA presents an intensive 2-day training course designed to prepare individuals for certification. It is available in 2009, and continues to be offered because many candidates have indicated their company or agency provides little effective training to assist CDM staff in achieving certification. Many CDM practioners have little experience in the broad range of activities of the discipline, thus the primary thrust of the course is to provide insight into each area. The course includes and emphasizes industry and international CDM practices, and applicable guidance standards itemized in the study guide, as well as government acquisition policies and contracting processes. The course is provided by NDIA Certified instructors approved by the Technical Information Division.

The course has a **proven record of effectiveness**, with an 80+% success rate for candidates completing the course, versus 60% for others. Virtually all who complete the course have endorsed its effectiveness in providing candidates a powerful edge in the examination. There is a course fee and it must be requested. Contact Meredith Geary at NDIA; 703 247 9476 (mgeary@ndia.org) for information.

CERTIFICATION FEES

Certification fees are as follows:

NDIA members initial application	\$ 250.00
Non-member initial application (USA)	\$ 280.00 *
Non-member initial application (Non-USA)	\$ 285.00 *
All retake applications	\$ 100.00

* Includes a one year NDIA membership.

NOTE: All application fees to be paid in US Dollars. When the exam is offered in conjunction with the preparation course, the combined package fee is \$ 495.00 including a one year NDIA membership.

WHO IS NDIA CERTIFIED

When evaluating any certification program, the number of individuals who have been certified is an important consideration, and the number certified is one valid measure of its success. NDIA CDM certification is the clear industry leader, by far. Through December 2008, almost 2200 configuration and data management professionals have been certified.

<u>DATE</u>	<u>LOCATION</u>
<u>March</u>	<u>ACDM Conference Orlando, FL</u> <u>(Includes 2 day NDIA Prep course)</u>
<u>15 March *</u>	<u>Huntsville, AL</u>
<u>30 August *</u>	<u>Huntsville, AL</u>
<u>September</u>	<u>GEIA Conference Indianapolis, IN</u> <u>(includes 2 day NDIA Prep Course)</u>
<u>TBD October *</u>	<u>BAE Systems (Warton Aerodrome, UK)</u>

* NOTE: Schedules are tentative and dependent upon sufficient applicants. There may be additional examination opportunities during the year; however dates and locations are not finalized at this time. If several applicants in your company or area are interested in NDIA providing an exam on site, contact Dick Thomas at 719 689 5851 for more information. The required number of applicants varies depending on specific circumstances.

BENEFITS OF NDIA CERTIFICATION

The Technical Information Division certification program is now in its twelfth year, and the many benefits of certification are being realized by those achieving the award. First, they are recognized among their peers as experienced, exceptionally well qualified **CDM professionals** who have proven themselves by meeting the high standards established by N D I A. Second, their certification is sponsored and authorized by the world's most prominent government-industry association. While there are other certification programs, none require the combined experience and knowledge standards established by TID. ***There is no other equivalent certification!***

Additionally, the broad recognition of N D I A certification throughout government and industry, and internationally, has resulted in many benefits for certified individuals and the companies or agencies where they are employed. For example:

- o There are RFPs requesting that developers use N D I A certified professionals to perform CDM. This has motivated more companies to support staff certification, and to hire certified staff.
- o When you are NDIA certified, you can easily apply your status and knowledge to help your organization become ISO certified.
- o Many companies emphasize in RFP responses that N D I A certified CDM staff professionals will be working on their contracts.
- o Some job descriptions now require NDIA certification to be considered prior to promotion to higher level CDM positions.
- o Increasingly, companies and government agencies **sponsor** employee candidates by paying certification fees and associated travel expenses. This is an important method of demonstrating support for CDM staff and the certification program.

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- o NDIA's *National Defense* magazine publishes an article each year summarizing current information about the professional certification program. Names of each successful certification candidate and their company or agency affiliation is included, with special recognition for achieving the highest score on both the manager and specialist level examination. And some certified CDM professionals are securing jobs, or advancing to a better job, as a result of being NDIA certified.

TID PROFESSIONAL CERTIFICATION SECTION

Certification activities are managed by the Technical Information Division Professional Certification Section. The section reports to the division chairman. Responsibilities include developing and maintaining a dynamic certification program recognizing individuals who attain the NDIA established professional achievement levels in CDM. The section champions and promotes program expansion, prepares the study guide and examinations, coordinates schedules, conducts exams at locations determined by demand, scores exams, makes certification awards, and maintains certification records. The certification preparation course is developed by section members (and many other individual contributors) and they often instruct the course. Section membership is determined by the TID Executive Board.

YOU MUST ACT TO BECOME NDIA CERTIFIED The purpose of this program summary is to provide information for those interested in certification; but just knowing about the program does nothing to benefit you! If you are active in government or commercial CDM, and have or soon will have, the experience levels stated above, **now** is the time to prepare for your career advancement by attaining CDM **professional status**. **Remember, only you are responsible, and most interested and qualified to manage your career!** You can achieve certification through NDIA, and realize the recognition and benefits of being a **certified professional**. In today's business environment you need every edge you can get. NDIA certification identifies and formally recognizes you as an experienced and skilled CDM professional. The question to ask yourself is, **in today's global environment, can I afford not to be NDIA certified as a CDM professional?**

If you have questions, contact Dick Thomas, Telephone: 719 689 5851 (e-mail: rctenterprises@aol.com), or Brian Roeder, Tel. 585 242 3224 (e-mail: broeder@harris.com) or Charles Billingsley, Telephone 256 714 7341 (e-mail: charles.e.billingsley@nasa.gov).

CERTIFICATION STUDY GUIDE The Configuration and Data Management Examination

Separate CDM exams are offered for manager and specialist candidates, the difference being degree of difficulty. Examination questions are primarily based on "best practice" processes used in commercial, government and international applications, and **reflect the guidance provided in listed references**. Questions are appropriate for the required manager and specialist experience levels, and sometimes may be successfully answered by candidates using their knowledge and years of experience. The exams have four parts, **each consisting of 40 objective type questions; and 4 essay questions, 3 of which must be answered**. Objective questions are 40%, and essay questions are 60% of total score. The examination is scheduled from 8:00 a.m. to 4:30 p.m., with appropriate lunch and between parts breaks, and is taken closed book. Following is a breakdown of the examination by subject areas.

Part 1: CDM Functions & Principles; RFPs; Identification; Engineering Drawings; Specifications; Technical Data Requirements and Acquisition

- CM and DM Planning and Management
- Specifications
- Configuration Identification
- Organizing Product Information; Product Structure
- Identifying Products and Product Configuration Information
- Baselines
- Interfaces: Management Tools; ICWGs, ICDs
- CDM Responses to Requests for Proposal
- Engineering Drawings: Types; Associated Lists; Engineering Drawing Practices
- Technical Data Planning; Data Item Descriptions (DIDs)

Part 2: Change Management; Interface Control; Software Libraries; COTS/NDI Issues; Data Preparation and Accuracy

- Configuration Change Management: Request for Change; Types of Change; Classification; Evaluation; CCBs; Request for Variance
- Managing Subcontractor Changes
- Managing Interfaces: Management Tools; Use of ICWGs
- Part Changes: Identification; Reidentification; Marking; Numbering; Validation
- Managing Document Changes
- Problem Change Reports: Managing COTS and NDI Issues
- Managing Software Libraries
- Data Acquisition Documents
- CM and DM Planning and Management
- Drawing Revisions

Part 3: Configuration Status Accounting: CSA Systems; CSA Data; Reports; Technical Data Packages; CDM Infrastructure; Retrofits; Metrics

- CM and DM Planning and Management
- Configuration Status Accounting Process: CSA Systems; CSA Data
- Technical Data Packages: Types; Purposes;
- DFARS - Legal Aspects of Technical Data
- TDP Elements; TDP Types
- The CDM Infrastructure Process
- Product Retrofits: Planning; Verification; Management; Installation
- Performance Measurement: (Metrics): Planning and Benefits

Part 4: Verification and Audit; Subcontractor and Supplier Management; International CDM: ISO Standards

- Verification: Hardware, Software; Methods and Processes
- Reviews and Audits: Types
- Developer/Customer/Supplier Audit Responsibilities; Audit Locations
- CM and DM Planning and Management::Documenting the CM Plan
- Managing Suppliers and Subcontractors: Requirements and Methods
- International CDM: ISO Standards
- Data Accuracy - Inspection and Acceptance of Technical Data

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Certification Preparation and Examination Guidance PREPARING FOR THE EXAMINATION

- **Keep in mind the following when preparing for the certification exam:**
 - (1) Average score for all applicants is 71%, with scores ranging from 40% to 91%.
 - (2) Ninety percent of those who pass the exam score between 70% and 78%; Ninety percent of those **not** passing the exam score between 55% and 68%.
 - (3) Reference sources for questions are as follows:

Industry Standards 45% International Standards 45% Government (MIL and DoD Standards 10%

- **The following study methods are recommended:**
 - (1) Study the reference materials, and **use the** preparing for the exam. Be sure to get the benefit of those with experience and knowledge in *areas where you are least experienced!*
 - (3) **This is not an exam of your current job**; it covers the entire CDM discipline.

TAKING THE EXAMINATION

Answering Objective Questions

- Read every word of each Multiple-Choice, True-False or Mix-and-Match question, and the answers. Do not skim over questions and quickly select the answer you think is correct. Evaluate each answer before making your selection; For multiple choice questions, eliminate 'far out' answers to increase your success rate percentage.
- Answer every objective question! An incorrect answer is no more incorrect than a blank answer.
-

Responding to Essay Questions

NOTE: No specific answers are provided for sample essay questions in this study guide; however, the following is provided as guidance for preparing essay responses.

- Read the question thoroughly to assure you understand the necessary responses. All essay questions are in the following format:
 1. **An introductory paragraph identifying the subject area of the question (Do not respond to this paragraph).**
 2. **The basic question (Do not respond to this as it is so broad your answer could be too extensive for the exam time allowed).**
 3. **The question focus areas (these are the specific areas you need to address in your response).**
NOTE: Each focus area will have an assigned point value.
- When responding to focus areas, it is your responsibility to convince the scoring team of your focus area knowledge. Basically, you are writing to a group of NDIA Certified CDM professionals who understand the business. They assign points based on their perception of your knowledge, as you have written it.
- Essay questions are scored in a subjective manner; there are no canned answers. However, scoring teams are provided reference citations for guidance. Scoring is performed independently by at least three members of the team; then the team lead assigns final score.

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PASSING THE EXAMINATION

There are two methods of passing the exam: (1) Achieve an overall total score of 70%, which requires attaining 280 of the maximum 400 points; (2) When an overall score of 70% is not achieved, each of the four exam parts are scored individually, and if 70% is achieved on any part, that part is passed. Parts not passed may be attempted again at any exam location (by application); however, all parts must be successfully completed within a 24 month period. After 24 months the exam process starts anew.

EXAM SCORING

All exams are scored by Technical Information Division scoring teams consisting of NDIA certified individuals. Each exam is scored by at least three members and reviewed by the team lead. It typically takes two weeks to receive scores. Exam candidates are notified initially by telephone or e mail, and subsequently by a formal scoring letter. The actual exam booklets are not returned to candidates.

SAMPLE EXAM QUESTIONS

EXAM PART 1

Multiple Choice:

A **Vendor Item Control** drawing:

- A. Provides a description and acceptance criteria for commercial or vendor-developed items procurable from a specialized segment of industry.
- B. Was formerly called a specification control drawing.
- C. Is no longer used on commercial drawings
- D. A only
- E. A and B

Ans: E (Ref. ASME Y14.24, Par. 8.2)

True-False:

A **software configuration identification scheme should cover elements of the software engineering environment.**

Ans. T (Ref. ISO 12207.2, Par. 6.2.2.1 Guidance)

Essay:

To maintain effective configuration identification, there may be no more important activity than assignment of product identifiers. All products are assigned unique identifiers so one product may be distinguished from other products; one configuration of a product may be distinguished from another; the source of a product may be determined; and the correct product information may be retrieved.

Discuss product identifiers, levels of product identifiers, individual unit vs. group identifiers, and document identifiers.

Focus on the following in your response:

1. Identify/State **specific reasons** for assigning product and document identifiers. **(3 Points)**
2. Describe the **basic uses** of product and document identifiers. **(4 Points)**
3. State specifically the **developer interest** in identifiers. **(3 Points)**
4. State specifically the **customer interest** in identifiers. **(3 Points)**
5. Explain the Identifier **relationship between a part and its design document.** **(2 Points)**

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6. Describe methodology for **identifying individual units of a product, versus identifying groups of units** of a product. **(2 Points)**
7. Describe/Identify the guideline for assigning a new unique product identifier to an existing product. **(3 Points)**

NOTE: It is recommended that you provide a significant response to each focus area. Provide sufficient information to allow the scoring team to evaluate your level of knowledge.

References: EIA 649A; IEEE 828/1042; ISO 10007; ISO TR 15846; MIL STD 973

EXAM PART 2

Multiple Choice:

The process for controlling changes should be documented, and include:

- A. A description of, justification for, and record of the change
- B. Details of how the change should be dispositioned
- C. Details of how the change should be implemented and verified
- D. A, B and C
- E. None of the above

Ans: D (Ref. ISO 10007 Par. 5.4)

True/False:

Software configuration management may be performed by combinations of software, methods, tools and techniques; and SCM requirements will vary considerably depending on which tools are used to implement SCM.

Ans: F (Ref: ISO TR 15846 Intro. Page. iii)

Essay:

Describe the primary functions necessary when processing proposed changes, including: Evaluation, Impact Assessment; Effectivity; Cost; Approval/Disapproval; Implementation; and Verification.

Summarize significant elements of the change management process.

Focus on the following in your response.

1. Describe/define change management **(4 Points)**
2. Itemize the functions/elements of change management **(6 Points)**
3. For each change management function, describe its content and purpose **(10 Points)**

NOTE: Base the response on your experience and knowledge. The scoring team will evaluate your answer based on the accuracy and depth of information you provide in focus areas.

References: (EIA 649A; EIA 649 Handbook; ISO 10007; ISO 12207.0; IEEE 828; ISO TR 15846)

EXAM PART 3

Multiple Choice:

Inspection of TDP elements includes which of the following:

- A. A customer assigned identification
- B. Legibility and reproducibility.
- C. Accuracy of subcontractor references
- D. A, B and C
- E. None of the above.

Ans: B (Ref: MIL DTL 31000C Par. 4.1)
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True/False:

When data are provided on physical media such as disks or tapes, appropriate identification is affixed to the media to identify its contents. When it is impractical to include all of the file identification on an additional media item with the needed complete data should be provided.

Ans: F (Ref: EIA 649A Par. 5.1.8)

Essay:

On acquisition contracts there are various methods to determine the need for technical information, the type information and its delivery schedule. The information can range from design, performance and manufacturing information, to installation, operation and maintenance data.

Summarize the types of product information that may be included in a product acquisition contract (use either a commercial or DoD acquisition scenario).

Focus your response on the following:

1. Describe methods that may be used to determine the data provided **(8 Points)**
2. Major risk factors involved for the developer and customer. **(6 Points)**
3. Describe various types of technical information that developers typically prepare, their use and value to the users. **(6 Points)**

NOTE: Base the response on your experience, training and knowledge. References: (ISO 9000; ISO 9001; EIA 649A; ISO 12207.0/1; DoD 5010.12M; EIA 859)

EXAM PART 4**Multiple Choice:**

The **configuration verification and audit** process:

- A. Ensures product quality and that a state of the art design has been achieved
- B. Establishes that the performance and functional requirements defined in configuration documentation have been met
- C. B and E
- D. Identifies potential cost overruns
- E. Validates the processes used to provide adequate control and visibility

Ans: C (Ref: EIA 649A Par. 5.5)

True-False:

Release and delivery of software products and documentation is a formally controlled configuration management activity.

Ans: T (ISO 12207.0 Par. 6.2.6)

Essay:

As in many other areas of CDM, the requirements and basics of the discipline are similar as they are applied to both hardware and software products. However, there are aspects of software that often require configuration management to use some different tools and processes, and to fully consider the varying attributes of software.

Discuss software verification and validation processes in terms of the below subjects.

Focus your response on the following:

1. Define software verification and software verification process. **(2 points)**
2. Define software validation and software validation process. **(2 points)**
3. List the specific tasks of software verification **(4 points)**

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4. Describe/Itemize/List the activities for each software verification task. **(8 points)**
5. Describe/Itemize/List the activities of each software validation task. **(4 points)**

NOTE: No specific reference need be used in responding to this question. Include sufficient information in your response to convince the scoring team of your knowledge.

References: ISO 12207.0 Par. 3; 6

EXAMINATION REFERENCES

Weight numbers 1 or 2 have been assigned to references; 2 requires the most study, and 1 the least. Essay questions are based on subjects addressed in references weighted 2.

Weight	Document No.	Title
Industry Standards		
2	EIA 649A	2004 National Consensus Standard-Configuration Management
2	EIA 649 Handbook	2005 Implementation Guide for Configuration Management
1	EIA 836	2002 CM Data Exchange and Interoperability
2	EIA 859	2004 Data Management
2	ANSI/IEEE 828	1998 Software Configuration Management Plans
2	ANSI/IEEE 1042	1987 Software Configuration Management
2	ASME Y14.24	1999 Types and Applications of Engineering Drawings
2	ASME Y14.34M	1996 Associated Lists
2	ASME Y14.35M	1997 Revision of Engineering Drawings and Associated Lists
2	ASME Y14.100M	1998 Engineering Drawing Practices
International Standards		
2	ISO 12207.0	1996 Software Life Cycle Processes
2	ISO 12207.1	1997 Software Life Cycle Processes - Life Cycle Data
2	ISO 12207.2	1997 Software Life Cycle Processes - Implementation
2	ISO Tech Report 15846	1998 Technical Report - Software Life Cycle Processes - CM
2	ISO 9000	2000 Quality Management Systems- Fundamentals/Vocabulary
2	ISO 9001	2000 Quality Management Systems - Requirements
2	ISO 9004	2000. Quality Management Systems - Performance Improvement
2	ISO 10007	2003 Quality Management - Guidelines for CM
Government Standards and Specifications		
2	DoD D 5010.12-M	1993 Acquisition & Management of Contract Data
2	MIL STD 963B	1997 Preparation of Data Item Descriptions
2	MIL STD 961E	2003 DoD Standard Practice for Defense Specifications
2	MIL STD 973 (Notice 3)	1995 Configuration Management (Cancelled)
1	MIL STD 1840C	1997 Automated Exchange - Technical Information
1	MIL DTL 31000C	2004 Detail Specification - Technical Data Packages
2	MIL HDBK 61A	2003 DoD Configuration Management Guidance
2	NASA STD 0005	NASA Configuration Management (CM) Standard

NATIONAL DEFENSE INDUSTRIAL ASSOCIATION
Technical Information Division
2009

CONFIGURATION and DATA MANAGEMENT (CDM)
CERTIFICATION EXAMINATION APPLICATION

Application for: (Check a space. Only one type examination per application.)

Certified Configuration and Data Manager (CCDM) (Requires Ten Years CDM Experience)
Certified Configuration and Data Specialist (CCDS) (Requires Five Years CDM Experience)

Name: _____ Title: _____

Employed by: _____ Years Specific CDM Experience _____

Address: _____

e mail address: _____ Tel: Work _____ Home _____

Requested Exam Location/Date: _____ NDIA Member No. _____

Applicant Signature _____ Date _____

Enclose the following with application. 1. Administrative Fee: \$250.00 for NDIA Member initial application; Non Member Initial Application (Non-USA) \$285.00; All Retake Applications \$100.00. Fees are non-refundable for cancellations after approval for an examination (credit for a future exam may be applied.) 2. CDM Resume documenting your experience, including contact information, Company/Agency, Supervisor contact information, length of assignment in each position, and specific CDM activities, as applicable. Fee is \$495.00 when exam is in conjunction with presentation of NDIA preparation course.

NOTE: Signature is approval to include name of successful applicant on NDIA Website listing of NDIA CDM Certified professionals.

Send Application To: NDIA Professional Certification
2111 Wilson Blvd., Suite 400
Arlington, VA 22201 - 3061
e mail submittal: mgeary@ndia.org

Payment Method: Check PO Credit Card
Circle One: Amex / Master Card / Visa / Diners Club

Card Number _____ Exp. Date: _____

Signature _____
(This area reserved for Professional Certification Section use)

Application is: Approved Denied Deferred Assigned Serial Number _____

Examination Date: _____ Assigned Examination Location: _____

Recommendation: _____

Your resume must include the following information:

- **Personal information: Name, Address, Telephone (Work, Home), and e mail address**
- **Combined Configuration and Data Management Work Experience (Note: See minimum requirements on front side of application).**
- **Company or Agency Name and Address**
- **Supervisor Name and Telephone Contact (for time claimed to meet required years of experience), if available**
- **Department Name and Your Title**
- **Length of Assignment in Each Position, and Description of CDM Duties. (If any time includes non-CDM activity, state the percentage of time performing CDM functions.)**
- **Education (Informational Only - There are no requirements)**

Application Information

Please complete full application. Enter your name as you want it on the certification.

- **Only one examination for each application. Include requested exam location and date.**
- **Applications should be received at NDIA thirty days prior to exam date (this may be waived when appropriate). Approval for an exam is based on date application is approved; early application is advised due to space limitations.**
- **Applications not meeting experience minimums (as determined by TID) are processed as follows: (CCDM Applications) - Downgraded to CCDS (if experience meets the lower requirements), or denial of application. (CCDS Applications) - Application denial.**
- **Applicant approval letters/faxes for each exam date with instructions (including directions to exam facility) are sent two weeks prior to scheduled exam date.**
- **Applicants are responsible for meeting the assigned exam date and location.**
- **Application fee, and NDIA membership fee (if not already a member), must be received with the application.**
- **After approval for an exam date, fees of "no-shows" will not be refunded. However, if a cancellation notice is received at least five days prior to exam date, the exam may be rescheduled at no additional cost.**
- **No refunds will be made for applicants who receive a non-passing score.**
- **Retake application fee is \$100.00. Note "RETAKE" on the application form.**
- **Fees accompanying applications received too late to be processed will be refunded.**

Exam Scoring

There are two methods of passing the exams:

- 1. Achieve an overall score of 70% or better.**
- 2. Achieve a 70% score or better on each of the four parts of the exam. Parts that are passed need not be retaken; however, a candidate must complete all parts within 24 months.**

Study Guide

A CDM Study Guide is incorporated in the Certification Summary & Study Guide. Use of the guide does not assure success in the exam.

NDIA

National Defense Industrial Association

Suite 400 - 2111 Wilson Blvd. Arlington, VA 22201

Tel: (703) 522 - 1820 Fax: (703) 522 1885

Individual Membership Application

Name _____
Title _____
Company _____
Suite/Floor _____
Address _____
City _____ State _____ Zip _____
Country _____
Telephone (_____) _____
Fax (_____) _____
E Mail _____
Year of Birth _____
Social Security No. (If applicable) _____

Primary Occupational Classification

- ___ A Defense Business/Industry
- ___ B R&D/Laboratories
- ___ C Army
- ___ D Navy
- ___ E Air Force
- ___ F Marine Corps
- ___ G Coast Guard
- ___ H DoD/MoD Civilian
- ___ I Govt. Civilian/Non-DoD/MoD
- ___ J Trade/Professional Assn.
- ___ K Education/Academia
- ___ L Professional Services
- ___ M Non-Defense Business
- ___ N Other _____

MEMBERSHIP	1 Year	3 Years	5 Years
Regular	___ \$30	___ \$85	___ \$140
Govt./Student	___ \$15 *	___ \$70 *	___ \$125 *
Allied	___ \$35	___ \$100	___ \$165

* First Time Members Only

Make Check Payable to NDIA

___ Payment Enclosed Amount \$ _____

___ Bill Me

___ Master Card ___ VISA ___ Diners Club ___ Am Express

Credit Card No. _____ Exp. _____

___ Automatic Renewal Authorized

I authorize automatic renewal on the credit card indicated at end of each period, until I give written notification to cancel.

I hereby apply for membership in NDIA for the term indicated. I understand \$12.50 of my membership dues is applied to *National Defense*.

Signature _____ Date _____

Office Use Only _____

Job Function

- ___ A Management/Corporate
- ___ B Management/General
- ___ C Engineering/R&D
- ___ D Engineering Support
- ___ E Procurement
- ___ F Test/Evaluation
- ___ G Production
- ___ H Maintenance
- ___ I Data Processing
- ___ J Training/Simulation
- ___ K Marketing/Sales
- ___ L Professional
- ___ M Education
- ___ N Computer/Information Systems
- ___ O Other _____

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