

POSITION DESCRIPTION

APPLY TO: John Kennedy, jkennedy@hmrtech.com or Barb Senzig, bsenzig@hmrtech.com

POSITION TITLE: Configuration Management/Data Management Support (Senior)

LOCATION: Wright-Patterson Air Force Base, OH.

POSITION STATUS: Full-Time, Exempt, Salaried

CLEARANCE: Current SECRET

ESSENTIAL AREA OF RESPONSIBILITY:

- This position supports Configuration Management at Wright-Patterson Air Force Base, OH.
- Provides advisory assistance and draft documentation support in performing configuration and data management tasks related to the development, production and support of various weapon systems and items of equipment.
- Shall interface and assist in coordinating activities with Division and higher-level management, CM/DM Chief, IPT Leaders, the various project officers, other outside program offices, various IPT members and Defense Contract Management Agency.
- Assist in providing configuration management support for hardware and software to also include support equipment. Provide advisory support in reviewing program-unique specifications to include system specifications, development specifications and product specifications for both hardware and software, for proper format, content, assurance of appropriate STINFO and export control markings, and compliance with program requirements, appropriate standards and configuration management practices.
- Assist in processing nomenclature and Computer Program Identification Number (CPIN) requests, and by tracking the requests through the appropriate Government agencies for a response back to the customer.
- Assist in distributing, logging, filing and tracking Government-approved configuration item (CI) specifications, specification updates and specification change notices (SCN). Provide comments and recommendations for the Configuration Manager's consideration that are designed to enable the Government to update and authenticate the specifications in a timely manner.
- Assist in generating and maintaining a tracking system of specification updates and SCN comments, discrepancies, corrective actions, change requirements, change implementations and overall specification status.
- Assist in generating and maintaining a log designed to provide the status of nomenclature and CPINs requests. Track the requests through the appropriate Government agencies for USAF response back to the weapon system contractors.
- Provide advisory support for the review of specifications for Government review boards or Technical Interchange Meetings (TIMs). Communicate potential risks/concerns, and identify areas of need, etc., to the Government for consideration.
- Assist in supporting the configuration control function. Provide support including, but not limited to, receipt, dissemination, processing, tracking and final disposition of Advanced Change

Study Notices (ACSNs), Engineering Change Proposals (ECPs), Contract Change Proposals (CCPs), Requests for Deviation/Variance/Waiver, Deficiency Reports (DRs), Airworthiness Alerts, Airworthiness Directive Notes, and Service Actions Notices of Deficiency. Provide advisory assistance support by reviewing change proposals for thoroughness, configuration and data management impacts, and compliance with Government requirements. Make appropriate recommendations for Government review and disposition.

- Provide advisory assistance and draft documentation support in the preparation and conduct of Configuration Control Boards (CCB). Contractor shall assist in maintaining change proposal files and assist in providing historical information.
- Assist in managing the modification effort to ensure that Airworthiness Certification in support of Operational Safety, Suitability, and Effectiveness (OSS&E) policy and guidance is implemented and tracked in each applicable contract modification. Assist in reviewing airworthiness documentation as it applies to configuration/data management.
- Assist in configuration management of assigned projects.
- Assist the program manager by receiving and providing advisory reviews of Statements of Work and ECPs for adequacy and proper implementation of airworthiness certification and configuration management practices. Communicate potential risks/concerns; identify areas of need, etc., to the Government for consideration.
- Assist in distributing, logging, creating, and maintaining files of Government-approved change proposal activity. Assist in generating and maintaining the change processing tracking system to provide current change status and reports from inception through supplemental agreement, historical information and metric reporting.
- Perform reviews of change document files to ensure accuracy and completeness. Report any identified problems or deficiencies and take corrective action upon Government review/consideration.
- Assist in providing technical advisory and administrative support to review change proposals for compliance with Government requirements and proper configuration management practices while assessing impacts and providing comments and recommendations for Government review and dispositions.
- Assist in the management of change activity on assigned proposals. Assist the Government-assigned project officer in resolving all concerns prior to the CCB.
- Assist in performing the duties of the CCB Secretariat. Provide advisory assistance and draft documentation support for the preparation and facilitation of CCBs. Contractor support shall include, but not be limited to, pre-CCB, Deviation/Variance/Waiver and CAP Review Boards. Provide advisory assistance and draft documentation support for the development of reports and charts for these efforts/ activities. Assist by reviewing the weapon system contractor's Engineering Release System, Software Development Library, and software configuration management practices. Communicate potential risks/concerns, and identify areas of need, etc., to the Government for consideration.
- Participate in formal technical reviews (such as PDR and CDR) of contract end items and in Manufacturing/Production Readiness Reviews.
- Provide advisory assistance and draft documentation support for the conduct of Functional Configuration Audits (FCA), Physical Configuration Audits (PCA), and compliance audits. Contractor advisory and draft documentation support shall include audit planning, auditing

hardware and software configuration items (CIs), and generating, dispositioning and tracking Review Item Discrepancies (RIDs), and tracking action items and minutes.

- Provide advisory assistance and draft documentation support for other program and engineering reviews and TIMs, at Government and weapon system contractor facilities.

MINIMUM QUALIFICATIONS:

- A Senior labor category has over 10 years of experience and a MA/MS degree, BA/BS Degree may be substituted with additional experience

Preferred Qualifications:

- Must be able to effectively communicate with customer and fulfill all duties and responsibilities as listed in the contract.
- Knowledge of CM/DM input requirements for program plans and SOWs, PWSs, CDRLs, Defense Acquisition Contract Structure for RFP release and evaluation of proposals, Military Standards, TOs and Change Letters.
- Must possess the requisite knowledge, skills, abilities, and experience to be able to self-sufficiently perform all duties and tasks in support of the Directorate or Division missions.
- Proficient with Air Force Generation, Receiving, Integrated Tracking System (AFGRITS), Multi-User Engineering Change Proposal Automated Review System (MEARS), Joint Deficiency Reporting System (JDRS), Acquisition Streamlining and Standardization Information System (ASSIST), Automated Computer Program Identification Number System (ACPINS), Joint Engineering Data Management Information and Control System (JEDMICS), Joint Electronics Type Designation Automated System (JETDAS), and Portals (AF, SOF, etc.) to prepare spreadsheets, briefings, figures, graphics, tables, forms, and papers, providing finished products in technical and non-technical both classified and unclassified, in the media and format requested.
- Must obtain and maintain a government security clearance at the required level.
- Must be proficient in the use of Microsoft Office Applications (Outlook, Word, Excel) and other standard (Customer specified) applications.

HMRTECH is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for Employment without regard to race/ethnicity, color, religion, sex, national origin, ancestry, age, sexual orientation, gender identity, genetic information, marital status and disability (including physical or mental disability as well as pregnancy) veteran status or any other status protected by Federal State or local law.