

POSITION DESCRIPTION

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

POSITION TITLE: Configuration and Data Manager Senior

LOCATION: Wright Patterson Air Force Base, OH.

POSITION STATUS: Full-Time, Exempt, Salaried

CLEARANCE: Current SECRET

ESSENTIAL AREA OF RESPONSIBILITY:

- Support the full range of Configuration Management (CM), Data Management (DM) and Engineering Data Management (EDM) to include data rights, Deficiency Reporting (DR) and Scientific and Technical Information (STINFO) actions required to accomplish specifically assigned work for individual task orders.
- 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 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.
- 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 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.
- 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 by reviewing the weapon system contractor's Engineering Release System, Software Development Library, and software configuration management practices.

- Participate in formal technical reviews (such as PDR and CDR) of contract end items and in Manufacturing/Production Readiness Reviews.
- Assist in providing technical and administrative support to the Status Accounting Function.
- Assist in maintaining status accounting records and databases pertaining to identification documents, such as specifications, parts lists, Version Description Documents, SCNs and change control documents (e.g., ACSNs, ECPs, CCPs, and RFD/RFW/Variations).
- Assist in providing contract data management support. Provide advisory assistance and draft documentation support for data users and requesters with the selection and tailoring of Data Item Descriptions (DIDs).
- Assist in conducting data reviews. Contractor support shall include coordinating inputs from Program Office/IPT functional personnel into draft CDRLs, preparing draft data review documentation, participating as an advisor in data reviews, drafting data review minutes, and maintaining a status of action items through closure.
- Assist in the preparation of the Materiel Improvement Project Review Board (MIPRB) membership, agenda, and minutes; act as secretariat, and supports the MIPRB Chairperson as required.

QUALIFICATIONS:

- Senior personnel shall possess a Master's degree and a minimum of ten (10) years of work experience in a field relevant to their functional area. A minimum of twelve (12) years of work experience in a field relevant to their functional area may be substituted for a Master's; or a minimum of eight (8) years of relevant work experience plus a Bachelor's degree relevant to their functional area may be substituted for a Master's. A minimum of five (5) years' experience must have been performed on DoD programs/projects.
- Must be able to effectively communicate with customer and fulfill all duties and responsibilities as listed in the contract.
- 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.
- 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.

Preferred Qualifications:

- Five (5) years' experience performed on federal Government acquisition programs/projects

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