

DATE: November, 1986

ORGANIZATION NO.: 1055

DESCRIPTION NO.:

POSITION TITLE: Supervisor, Data Management

ORGANIZATION: Data Management

REPORTS TO:

IMMEDIATE SUPERVISOR: Manager, Data Management

APPROVAL SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

NEXT LEVEL SUPERVISOR: Manager, Configuration & Data Management

APPROVAL SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

HUMAN RESOURCES APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

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POSITION PURPOSE:

Supervises the Data Management Unit which submits to DSD customers contractually required instructional and data item publications related to military electronic warfare equipment according to Governmental specifications and standards, in addition to meeting internal and contractual cost and schedule requirements.

DIMENSIONS:

Personnel Supervised:

Total Employees: 10 Exempt: 3 Nonexempt: 7

Total Payroll 

Operating Expense:

Other Dimensions:

Note: Cost Proposals increase this dimension; however, degree cannot be completely determined because proposal responds to customer needs.

NATURE AND SCOPE:

1. REPORTING:

This position reports to the Manager, Data Management. No other positions report to the Manager.

Positions reporting to the incumbent are as follows: Data Manager Specialist, Data Manager Senior, Data Manager, Data Manager Associate, CADM Coordinator A, CADM Coordinator B, General Clerk A, General Clerk B, CRT Operator A, CRT Operator Band, General Clerk C.

2. FUNCTIONS:

- . Focal point for managing the preparation, review and approval phase of all contractual data requirements assigned to the unit. The Supervisor's primary responsibility is to interpret the contractual requirements for the data.
- . Coordinates implementation of the interpreted contract data and data management requirements and established program data management plans and procedures. Supervises within the unit all activities required to plan, schedule, review for approval and submit to the customer data required by the Contracts Data Requirements List. Creates priorities of data tasks and submittals based on thorough knowledge of the customers, customer requirements and the contract. Supervises scheduling and processing for approval of vendor and subcontractor data to support the prime contract and ~~XXX~~ requirements.
- . Interfaces with appropriate Contract Administrators to assure that the Contract Data Requirements List (CDRL) the Statement of Work (SOW) and all other contractual matter necessary for complete data management, and which are included as part of a Request for Proposal (RFP) or an awarded contract are forwarded to the cognizant Data Manager. Data Management will often be required to generate a CDRL for ~~XXX~~.
- . Focal point to work with the Program and Proposal Manager to determine the assignments for each data item when a CDRL is part of a proposal. A data call, time and cost estimates are then solicited from each of the appropriate organizations.
- . Coordinator during the proposal/planning effort to identify and schedule pre-requisite activities between groups in order to avoid data delinquencies. Interfaces with the Proposal Manager to ensure that all Data Management proposal requests are met and are well integrated with other portions of the overall proposal.
- . Act as Cost Account Manager on all Data Management CAWAs within the unit.

*(Particular  
XXX = site*

- Coordinates the liaison effort between the customer and the ~~XXX~~ functional organization supplying data in order to interpret data requirements.

3. SUBORDINATES:

Data Manager Specialist: Responsible for implementation of contract data requirements, the establishment of program data management plans and procedures and the initiation and control of all activities required to plan, schedule, review for approval and submit to the customer data required by the Contracts Data Requirements List, as all pertain to assigned program of a complex nature. Prioritizes data tasks and submittals based on thorough knowledge of customer requirements and the contract. Plans for schedules and processes for the approval of vendor and subcontractor data to support the prime contract and requirements. Performs above activities on multiple complex Programs providing guidance to subordinates in individual performance requirements.

Data Manager Senior: Provides the same support as that of a Data Manager Specialist only on less complex programs.

Data Manager: Provides the same support as that of a Data Manager Specialist only on non-complex programs.

Data Manager Associate: Is the entry level position and provides support to less complex programs under the guidance of a more Senior Data Manager.

4. PROBLEM SOLVING:

- A. Providing guidance to Data Managers toward identifying and implementing corrective action.
- B. Developing work-around plans to circumvent scheduling problem and to provide the on-time delivery of contractual data to ~~XXX~~ customers.
- C. Providing guidance to Data Managers in understanding and interpreting the myriad directives and data instructions.
- D. Accurately estimating Data Management costs during proposal exercises. These costs are based solely on experience and the incumbent's knowledge of data and its preparation.

5. FREEDOM TO ACT:

The functional responsibilities of Data Management require decisions, prioritization of conflicting tasks to accrue maximum return to the manpower and facilities dedicated to Data Management. Error or omissions in completing the DM tasks could result in withholding of contract payment and/or loss of considerations for future contracts.

Incumbent can recommend hiring and firing. Through performance evaluation exercise, performed bi-annually, incumbent recommends to management merit increases and promotions. Incumbent maintains project budget (CAWA) accounts by supervising completion of cost to complete forms which are reviewed by the Manager, Data Management and the incumbent on a monthly basis and updated as necessary.

The success of this position is measured by the incumbent's ability to submit contractual data and process subcontract data within schedule, budget and contractual limits.

6. CONTACTS:

The Supervisor maintains liaison with Program Management, Product Support, and other ~~XXX~~ organizations such as Finance, Engineering, Scheduling, and Contracts Administration and with customer representatives as required to support subordinates in the completion of each data package to customer satisfaction.

Data Management, through its supervisor, manages data inputs from all ~~XXX~~ functional organizations and higher-level customer representatives. The incumbent coordinates, with ~~XXX~~ customers, data schedules and requirements to ensure timely accurate and format compliant data. Similar coordination is also required when DSD awards vendors sub-contracts to supply products to DSD.

7. BACKGROUND:

A. Knowledge:

Education: Bachelor's Degree in Business Administration or equivalent experience in a closely related field wherein program/project management has had a major emphasis.

Skill: Comprehensive knowledge of data requirements, control and management techniques is pre-requisite. Ability to select personnel and techniques to manage data in the most cost-effective manner.

Experience: Eight years experience involving technical data prepared for the military.

B. Authority/Responsibility:

Leadership: Provides supervisory and technical direction Data Management subordinates.

Management: Accomplishes results through individual initiative and that of subordinates. Supervises and evaluates performance of personnel assigned areas of responsibility.

Independent of Action: Directs accomplishment of Data Management tasks with little supervision beyond policy guidance.

Risk: Errors in decisions or judgments could result in failure to perform to contract schedules resulting in loss of revenue and credibility with our customers.

5. PRINCIPAL ACCOUNTABILITIES:

- A. Supervise area of assigned responsibility capable of meeting ~~XXX~~ requirements for:
  - . Interpretation of data requirements for each contract.
  - . Coordination of data requirements with the appropriate customer organization(s) assigned the responsibility for negotiation and acceptance of contractual data.
  - . Coordination of data requirements with those ~~XXX~~ organizations providing inputs for proposal efforts and the preparation of contractual data.
  - . Weekly/monthly reporting of Data Management activity for each program in assigned unit.
- B. Supervise preparation of cost and schedule estimates and maintain accountability records for work in process.
- C. Reviews and signs all Letters of Transmittal prior to delivery of contractually required data packages by Data Management personnel.
- D. Supervises the extension of Data Management requirements to sub-Contractors/Suppliers through the inclusion of appropriate Data Management specifications in sub-contracts and purchase orders.
- E. Advises and assists other ~~XXX~~ organizations as requested regarding Data Management principles, procedures, and practices.
- F. Reviews and evaluates the Unit's personnel with regard to performance, promotion capability, and merit salary increases.