

USAF, AFSC, ESD

SYSTEM SUPPORT SUPERVISOR

GM-301-13

HANSCOM AFB, MA 01731-5000

#### MAJOR DUTIES

Supervises the implementation of Configuration and Data Management policies and procedures for Air Force Acquisition Programs. Directs changes to accommodate the needs of other DoD Services, including Foreign Nationals and NATO when necessary.

Formulates a logical, straightforward and effective Configuration and Data Management policy for broad application to programs assigned. Must understand that assured complex electronics occurs through an iterative, disciplined, accountable and knowledgeable contractor's design and development effort and must successfully relate these attributes with the precepts of sound acquisition management. Must exercise independent judgment in interpreting broadly stated objectives to define a practicable and effective Configuration and Data Management policy. The incumbent must establish an environment that will facilitate the successful implementation of the policy formulated.

The incumbent must continually prioritize and delegate the responsibilities associated with the position. Participates in high visibility program management reviews and audits to include business strategy panels, source selection reviews (SSAC or SSEB), preliminary and critical design reviews, configuration audits, etc. Renders a clear, concise and logically objective assessment following these reviews to the appropriate management level. Recognizes, documents and escalates any deficiencies to the Program Director.

Stays technically abreast of new developments and advancements in Configuration and Data Management techniques. Since many technical concepts are untried and are potentially impractical, the incumbent must continually study, assess the applicability and render a decision as to the ability of new concepts to reasonably influence contractor Configuration and Data Management activities.

Coordinates work assignments with proper agencies and is responsible for developing and tailoring Configuration Management and Data Management directives/procedures to the assigned programs. Analyzes procurement programs and contracts, anticipates problem areas, institutes corrective actions and keeps Configuration Management and Data Management in phase with other Program Office activities.

Travel by military or civilian aircraft is required in accomplishing the duties of this position.

Performs other duties as assigned or self-initiated. Key to these duties is a broad understanding of other Air Force Major Commands and the system transition process.

#### **FACTOR 1. Scope of Work Directed**

Directs the Configuration and Data Management Division/Directorate of a System Program Office. A sound Configuration and Data Management program maintains the traceability and integrity of the system design throughout the development cycle until system turnover and Program Management Responsibility Transfer.

#### **FACTOR 2. Reporting Level**

Works under the general supervision of the Program Director who establishes broad policy and goals, and delegates the responsibilities and operation of the Configuration and Data Management Division/Directorate in general terms covering overall policies, objectives and limitations.

#### **FACTOR 3. Authority and Responsibility**

Employee acts independently in planning and developing methods to achieve goals. Completed work is judged by the degree of satisfactory attainment and effectiveness of defined objectives.

#### **FACTOR 4. Level and Purpose of Contacts**

##### **Subfactor 4A Contacts**

In addition to contacts with subordinates, co-workers and management in the Program Office, Functional Management and Product Division (e.g. Engineers, PCOs, Program Analysts, etc.), the employee has contacts with a variety of contractor personnel, including Configuration Managers, Design and Test Engineers and Program Managers. Contacts also include senior representatives from other Government Agencies and Departments and Service Commands.

##### **Subfactor 4B Purpose of Contacts**

The nature and purpose of the contacts vary according to the situation and the roles and authority of the individuals involved must be determined during the course of the Program. The purpose of the interactions with co-workers, management, other services and other Government Agencies is to exchange and coordinate information pertinent to the progress of the Program, identify resource management needs and procedure/policy changes. Contractor contacts involve explaining contract requirements and interpretation of governing specifications. The employee must use considerable tact, technical knowledge, and judgment to influence the individuals involved.

#### **FACTOR 5. Kind and Level of Work Directed**

Exercises technical and administrative control over several System Support Specialists ranging in grade from GS-5 through GS-12, as well as clerical positions. Together with the Functional Manager develops duties, responsibilities and standards of performance for subordinate positions; interviews and selects candidates for such positions; evaluates performance of assigned subordinates. Provides counsel or instructions for career advancement or training opportunity/requirements; conducts workload analysis/review of assigned programs and resources. Assigns work to be performed typically in general terms to the office personnel while considering the workload, complexity and priority of the

