

USAF, AFSC, ESD

SYSTEM SUPPORT SPECIALIST

GS-301-12

HANSCOM AFB MA 01731-5000

#### MAJOR DUTIES

Represents the System Program Office (SPO) in the performance of all Configuration and Data Management responsibilities prescribed by regulation and provides guidance within the area of responsibility. Ensures that all plans formulated and actions taken are compatible with management policies and practices, and oriented toward meeting established program directives. Develops specific plans, and data for use by contracting, engineering and procurement officers in negotiations, and acts as the SPO source of knowledge for Configuration and Data Management activities.

Makes decisions directly affecting the Configuration and Data Management of complex systems. Reviews System documentation and Management plans to develop and determine the Configuration and Data Management concepts for the acquisition of the System. Translates these concepts into contract Statement of Work (SOW) and Contract Data Requirements Lists (CDRLs). Provides the contractor with specific guidance in the utilization of these concepts and techniques to insure the integrity of the system configuration and the acquisition of minimum essential data for the program.

Plans for, coordinates and jointly conducts, with the Program Director, Configuration or Data review boards, i.e. Data Requirement Review Boards (DRRBs), Configuration Control Boards (CCBs), which evaluate the ramifications of contract initiation and/or contract changes in the Configuration and Data areas. Resolves differences from the review boards to the mutual satisfaction of all participants, which may include other Air Force Commands or other services or agencies.

Issues "Data Calls" to all concerned Air Force activities, participating services and agencies and analyzes responses to ensure compatibility with program requirements. Using Data Call prepares the initial contract CDRL. Negotiates with requiring offices for the deletion of data items which do not meet the minimum essential criteria or for tailoring of specific data items.

Identifies and documents the functional baselines, allocated baselines, and product baselines for the system and configuration items therein. Provides status accounting of approved baselines until Program Management Responsibility Transfer occurs. Responsible for all associated efforts required to identify, establish and chair the Specification Review Team. Participates in technical reviews (System Requirements Review, System Specification Review, System Design Review, Preliminary Design Review, etc.), acts as Air Force team chairperson at Functional Configuration Audits (FCAs) and Physical Configuration Audits (PCAs) and is the program office focal point for Joint Electronic Type Designation System (JETDS) (nomenclature requests).

Serves as Scientific and Technical Information (STINFO) Officer which involves serving as focal point for scientific and technical information exchange program.

Serves as Engineering Data Management Officer (EDMO), who defines and tracks the Technical Data requirements necessary for proper identification, reprourement of the system, including replenishment spares.

Monitors contractor compliance with Configuration and Data Management contract requirements by reviewing and evaluating contractor data submittals. These data reviews are conducted both from schedule, i.e. on-time delivery, and technical perspectives to assure that contract requirements are being met. Advises management on inadequacies of contractor performance and recommends corrective action measures.

#### **FACTOR 1. Knowledge Required by Position**

Knowledge of principles, techniques, regulations and requirements for configuration and data management in order to establish, organize and maintain a configuration and data management functional organization within a Program Office.

Skill in interpreting, explaining, and analyzing technical requirements to perform such functions as configuration identification, change control, status accounting and auditing.

Knowledge of Configuration and Data Management principles, methods and practices to evaluate the contractor's conformance to contract requirements.

Knowledge of Engineering Data principles and procedures necessary to define and document a procurement technical data package.

Knowledge of Contractor Data Management System (CDMS) to produce CDRLs and to maintain data delinquencies to a minimum.

Knowledge of policies and procedures of other functional and line organizations within the Program Office, e.g. Logistics, Manufacturing, Program Control, Contracting, Engineering etc., to assure interface with these organizations.

Knowledge of programming and scheduling techniques, with organizations and functional relationships of the various SPO divisions, Deputate Offices, related elements of other Commands (TAC, PACAF, USAFE, AFSC, ATC, AFLC), and DCAMC, as well as related elements of the other services and agencies (USA, USN, USMC, NSA & DCA) as appropriate.

#### **FACTOR 2. Supervisory Controls**

Works under the general supervision of the Configuration/Data Management Chief/Director who delegates responsibilities in general terms covering overall policies, objectives and limitations. Employee acts independently in planning and developing methods to achieve goals. Completed work is generally judged by the degree of satisfactory attainment of objectives, but may be spot checked for accuracy and conformance to policies.

#### **FACTOR 3. Guidelines**

A multitude of Federal, DoD, Air Force, Command, and local regulations and standards exist to provide guidance in the performance of duties. Employee must analyze, adapt and interpret these documents to resolve issues and problems within the Program Office. Develops/revises internal procedures to implement higher level guidelines and policies more effectively and efficiently.

#### **FACTOR 4. Complexity**

The employee is an expert in all aspects of Configuration Management and Data Management for all acquisition program phases. Assignments require analysis of SPO and user needs affecting acquisition programs in the Configuration and Data Management areas. This circumstance is complicated by trying to balance long-range program goals and objectives with constantly changing schedules and program phasing. Accordingly, the employee must analyze and react promptly to major milestone changes (Development Test and Evaluation, Preliminary and Critical Design Reviews, Initial Operational Capability, etc.) which have a direct influence on the Configuration and Data Management areas.

#### **FACTOR 5. Scope and Effect**

Constantly improves and develops ways to ensure accuracy, adequacy, timeliness and quality of data submission from contractors. Encourages SPO functional offices to work with contractor counterparts to enable smooth flow of data which will contribute to the effectiveness and efficiency of the program.

Advises on changes to system/system segment and function statements to implement proper configuration control to the approved baselines. Work contributes to the effectiveness, efficiency and productivity necessary for the proper management of the identification, auditing, status accounting and control of the engineering design of the system.

#### **FACTOR 6. Personal Contacts**

Contacts are with co-workers within and outside of immediate office, supervisors and managers of the same agency, and senior representatives of industry. Contacts outside the agency may include consultants, contractors and program officials several managerial levels removed from the employee. Must be capable of exercising a considerable degree of tact and diplomacy in assisting the Procuring Contracting Officer during negotiations of opposing positions.

#### **FACTOR 7. Purpose of Contacts**

The purpose of the interactions with co-workers, management, other services and other Government Agencies is to exchange information pertinent to the progress of the Program. Contractor contacts involve explaining contract requirements and interpretation of governing specifications and standards. The employee must use considerable tact, technical knowledge, and judgment to persuade individuals who may be reluctant, due to time and schedule constraints, to comply with contractual requirements.

#### **FACTOR 8. Physical Demands**

Work is mostly sedentary; however, some walking, bending, lifting of light packages (books, reports, or papers), stooping, kneeling, crouching, or reaching may be required during the course of the day.

#### **FACTOR 9. Work Environment**

Work is usually performed at a desk in an adequately lighted and climate controlled office. Travel by military or civilian aircraft is required in accomplishing the duties of this position.