

- GS-5 Prepares/maintains DM files.
Enters, maintains, retrieves data for the Contract Data Mgmt System
Prepares reports from this system
Prepares documentation necessary for CDRL revisions & proposal inputs
Reviews for administrative completeness, format, signatures, contract no.
- GS-5 Updates CDRLs
Collects data call response & transfers info into CDMS
- GS-7 Participates in DRRBs
Compiles data requirements submitted in response to "data calls" &
prepares draft CDRLs
Participates in In-Process Reviews (IPRs)
- GS-9 Prepares inputs for Proposal (RFP) packages.
Prepares/reviews Desk-Top Procedures for DM
Participates in meetings on Contractor Data Management cost justification
with the government
Attends all IPRs with senior DM
- GS-11 Assists in reviews of RFPs
Assists in conducting orientation/training classes for SPO personnel
Issues data calls
Consolidates data call responses into CDMS
Conducts Data Requirements Review Boards (DRRBs)
Prepares complete CDRL packages
Program office personnel are aware and understand latest DM policies
& procedures
Provides DM status at program reviews
- GS-12 Reviews/provides input for RFPs, SOWs and CDRLs
Consolidates all recommended changes to DM regulations and procedures
Issues data calls to all AF participants
Reviews draft CDRLs prepared by junior Data Managers
Jointly conducts DRRBs with the Program Director
Monitors contractor compliance in timeliness of data submittals
Provides Program Managers/Directors weekly/monthly assessments on
the contractors/governments performance in submitting and reviewing
data. Recommends corrective action if necessary.
Program personnel are aware and understand DM policies/procedures
Brief program managers/directors at any program reviews.
- GS-13 Ensures DM policies/procedures are implemented correctly for all
assigned programs.
Monitors subcontractors performance/compliance
Keeps Program director informed of any deficiencies
Develops short/long range plans for assigned program area
Manages program area to ensure organizational policy/procedures are
implemented. Resolves problems to maintain overall program objectives.
Assesses workload, manpower required to accomplish mission
Maintains interface with other functional areas within program office
Coordinates and provides action/information briefings to program mgmt.
Represents CADM office in meetings, proposals, program audits and
special ad hoc working groups.
Develops and updates annual work plans as required.