

Division/Department	CONFIGURATION MANAGEMENT	Type of position:	New Concepts Management Solutions
Location	Open	<input checked="" type="checkbox"/> Full-time <input checked="" type="checkbox"/> Contractor	www.ncm-solutions.com
Job Title	CONFIGURATION MANAGER – SENIOR LEVEL	<input type="checkbox"/> Part-time <input type="checkbox"/> Intern	Please send resumes to: info@ncm-solution.com

GENERAL DESCRIPTION

Configuration/Data Manager Senior Level: Configuration Identification, including:

- reviewing program unique specifications for hardware and software
- reviewing engineering drawings and conducting in-process reviews
- requesting nomenclature and CPIN assignment for CIs
- marking of CI/CSCIs and associated documentation
- Change Control, including reviewing ACSNs, ECPs, CCPs, RFWs, RFDs for format and content requirements; planning and scheduling CCBs; Secretariat for CCBs; preparing CCB briefings and documentation; and tracking implementation of approved changes
- Configuration Audits: develop audit plans, agendas and schedules for FCAs/PCAs; briefing audit teams
- Configuration Status Accounting (CSA), receiving, processing and tracking closure of deficiency reports
- Contract Data Management
- Engineering Data Management (EDM)

EDUCATIONS/WORK EXPERIENCE REQUIREMENTS

Minimum Education/Experience Requirements: Minimum of seven (7) years experience in configuration management, at least three (3) of which were at the configuration/data management specialist level, in a government or private industry program office. A thorough knowledge of government policy, directives, standards, handbooks, pamphlets, etc., as well as DoD adopted industry standards relating to configuration/data management is required. Employee must also be thoroughly knowledgeable of configuration/data management input requirements for program plans and PWS, CDRL, Section L - Instructions to Offerors, and Section M - Basis for Award for RFPs.

A college degree in computer science, engineering, or business management may be equated to three (3) years of specialized experience at the Junior, Journeyman, or Senior Levels.

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Location	Open	<input checked="" type="checkbox"/> Full-time <input checked="" type="checkbox"/> Contractor	www.ncm-solutions.com
Job Title	CONFIGURATION MANAGER – JOURNEYMAN LEVEL	<input type="checkbox"/> Part-time <input type="checkbox"/> Intern	Please send resumes to: info@ncm-solution.com

GENERAL DESCRIPTION

Configuration/Data Manager Journeyman Level: Configuration Identification, including:

- supporting the review of program unique specifications for hardware and software
- engineering drawing and participating in in-process reviews
- requesting nomenclature and CPIN assignment for CIs
- marking of CI/CSCIs and associated documentation
- assisting and ensuring appropriate documentation
- identify discrepancies and issues between the government and weapon system contractor
- planning and scheduling CCBs; Secretariat for CCBs; preparing CCB briefings and documentation for the board
- tracking implementation of approved changes
- perform secretariat function for MIP Review Boards
- Support Configuration Audits: develop audit plans and coordinating on weapon system contractor proposed agendas and schedules for FCAs/PCAs
- Configuration Status Accounting
- Deficiency Reporting (DR)
- Contract Data Management
- Change Control: ACSNs, ECPs, CCPs, RFWs, RFDs for format and content requirements

EDUCATIONS/WORK EXPERIENCE REQUIREMENTS

- **Minimum Education/Experience Requirements:** Minimum of five (5) years general experience, at least three (3) in configuration and data management with an understanding of:
- government policy, directives, standards, handbooks, pamphlets, etc.
- DoD adopted industry standards for configuration/data management
- requirements for program plans and Performance Work Statements (PWSs), Contract Data Requirements Lists (CDRLs), Section L Instructions to Offeror, and Section M Basis for Award for Requests for Proposals (RFPs).

A college degree in computer science, engineering, or business management may be equated to three (3) years of specialized experience at the Junior, Journeyman, or Senior Levels.

Division/Department	CONFIGURATION MANAGEMENT	Type of position:	New Concepts Management Solutions
Location	Open	<input checked="" type="checkbox"/> Full-time <input checked="" type="checkbox"/> Contractor	www.ncm-solutions.com
Job Title	CONFIGURATION MANAGER – JUNIOR LEVEL	<input type="checkbox"/> Part-time <input type="checkbox"/> Intern	Please send resumes to: info@ncm-solution.com

GENERAL DESCRIPTION

Configuration/Data Management Junior Level: Configuration Identification, including:

- administrative tasks associated with receipt, processing, approval, and filing of program unique specifications, engineering drawings, nomenclature requests, CPIN requests, etc.
- Change Control: tasks associated with receipt, processing, and maintaining files for ACSNs, ECPs, CCPs, RFDs, RFWs
- secretariat function at CCBs and MIP Review Boards
- Configuration Audits: planning and conduct of FCAs/PCAs,
- Deficiency Reporting
- Contract Data Management: data tracking and reports generation
- Engineering Data Management,

EDUCATIONS/WORK EXPERIENCE REQUIREMENTS

Minimum Education/Experience Requirements: Employee must have a minimum of three (3) years of general experience in an office environment either in government or private industry. In addition, employee must have: (1) a working knowledge of government policy directives, standards, specifications, handbooks, pamphlets, as well as DoD adopted industry standards, preferably relating to configuration/data management; and (2) a working knowledge of office automation equipment and computer systems commonly used to store, process, and manage configuration management data.

A college degree in computer science, engineering, or business management may be equated to three (3) years of specialized experience at the Junior, Journeyman, or Senior Levels.