



Ref# 58 Senior Configuration Management Specialist, Arlington, VA

About the Company

AOC Applied Technologies was formed in January 2005 to address the rapidly expanding Federal IT market. Since then we have developed into a rapidly growing high-performing national security enterprise that provides comprehensive services ranging from the full management of the systems development life cycle (SDLC), to establishing and executing program objectives to implementing best practices, as well as providing on-site technically skilled management personnel who execute all phases of the program. Headquartered in Chantilly, VA with a Program Management office (PMO) in Crystal City, AOC-AT has several government contracts including Transportation Security Administration, National Security Administration, Navy Yard etc.

AOC Contracts serves the Transportation Security Administration (TSA) Office of Security (OST) with support of all aspects of programmatic level requirements for managing the System Development Life Cycle of security screening technology at airports in the U.S. and its territories.

About the Opportunity

We are looking for individuals who are interested in long-range career growth and have the strategic ability to plan for their professional careers. Specifically, AOC is in search for a talented Configuration Management Specialist to join our growing team. This person will provide project-level coordination of Configuration Management (CM) processes and activities. AOC Contracts offers a unique work environment that fosters individual growth and rewards performance. This environment is fast-paced and you will be working with a professional team with an impressive track record.

Help AOC Contracts be a leader in Federal Government services by performing as a Configuration Management Specialist.

Primary Responsibilities:

- Ensure CM processes and procedures are properly documented and CM compliant to TSA OST requirements.
- Interacts with Change Control Board meetings and supports overall project CM and change management oversight.
- Provide periodic updates (including formal status reporting and other CM reports) to project management as well as client management regarding the status of CM and change management activities.
- Work closely with operational team, technical representatives, and engineers to ensure CM processes are being adhered to and, in addition identifies and tracks any key operational CM events.
- Work closely with project Quality Assurance to ensure project quality standards are being met and coordinate with Process Management Groups to ensure all project CM processes are compliant with corporate, and client requirements.



- Organize and control important project documentation, creating and maintaining a directory structure.
- Conduct Physical and Functional Configuration Audits
- Process supplier product change requests including ECP, RFW, RFD from inception through final disposition
- Prepare agendas, schedules, minutes, correspondence and reports for CCB as required
- Record, review, analyze and report on Configuration Item (CI) documentation
- Maintain Configuration Management database
- Create and maintain configuration management plans and procedures
- Coordinate CM activities related to daily client operations.

Required Skills and Experience:

- The successful candidate must possess applicable work experience on Federal/Industry contracts in the area of Configuration Management (CM) discipline for hardware systems lifecycle development environment.
- You must be able to work with manufacturers to develop & maintain product baseline configurations.
- Excellent oral and written communication skills and must be highly organized and detail-oriented.
- Configuration Management Information System (CMIS) Application Software experience preferred
- Strong interpersonal skills and must be able to perform multiple tasks
- Experience with product baseline configurations for the Acquisition and Deployment phase of product lifecycle development.
- Proficient with Microsoft Word, Excel, Project, Power Point & Share Point
- Secret Security Clearance preferred. USA citizenship required

Required Education:

Bachelor of Science Degree or 5 years equivalent industry experience

Security Clearance:

Must currently have or be able to obtain a DOD Secret Clearance or above