

Position: User Support Service/KM/Training (Configuration Management Specialist Lead)

Clearance: Secret, TS-SSBI Preferred

Certifications: TBD

Location: Ft. Meade, MD (January 2011 – EOC)

Note: The KM position will be located in Falls Church until DISA is fully transitioned at which time will then operate out of Ft. Meade. The user support position will operate out of Ft. Meade upon hire.

Position Requirements:

Responsible for configuration management planning. Describes provisions for configuration identification, change control, configuration status accounting and configuration audits. Responsible for configuration planning. Identifies and maintains the original configuration of requirements documentation, design documentation, software and related documentation. Responsible for configuration change control. Regulates the change process so that only approved and validated changes are incorporated into product documents and related software. Responsible for configuration status accounting. Tracks all problems and changes in product documents and software and reports changes and current configuration. Responsible for configuration audits. Supports audits to verify that requirements of all baselines have been met by the as-built software. Supports software quality assurance process audits

Customer Requirements:

- Experience provide training support, development and enhancement on all or part of user level training
- Experience in the annual information security training curriculum required for end users by DISA and DoD
- Experience with Training materials and instructional media including hands-on laboratories
- Experience and adaptable to provide a classroom, workshop, Virtual Training Environment (VTE), real time collaboration sessions and other Computer-based Training (CBT) arrangements to provide maximum flexibility for DISA end users.
- Current training material for each product/project to be supported will be provided to the contractor by the government.
- Experience providing collaboration tools (such as email broadcasts, web-based information portals, on-line collaboration and social networking) for knowledge sharing across Communities of Interest (COIs).
- Experience developing and writing after-action reports, lessons learned, best practices transfer, Technical Implementation Guide (TIG)/Security Technical Implementation Guide (STIG) development and maintenance, and project specific training sessions)

Preferred:

- Experience providing support for conferences and workshops (i.e. IA Symposium, DoD Enterprise IA Tools User Requirements Workshops, DISA Customer Partnership Conference, etc.) as venues for security solution interaction and knowledge sharing
- Experience providing briefings and demonstrations of the related DOD and DISA capability
- Experience working multiple venues to provide stakeholders with multiple opportunities for meeting other users and a forum for sharing lessons learned
- Experience with DoD and DISA mechanisms to manage and share: systems and organizational knowledge; project knowledge; information repositories; and collaboration tools