TMMG provides senior-level maintenance engineering services to commercial and government organizations. We are a recognized leader in change management, process improvement programs, and enterprise-level program management. We are looking for new team members who share our core values, can meet our standards of customer service, and help us realize our vision in providing systems engineering excellence.

**Position**
Time Compliance Technical Order (TCTO) Developer

**Location**
Baltimore, MD

**Days**
Monday – Friday

**Hours of Work**
40 Hours

**Travel**
<5%

**Relocation Offered**
No

**Background Investigation, OPM Background Investigation**

**Education / Certification Requirements**
- BS and 8-10 years’ of relevant experience or 12 years’ relevant experience
- Microsoft® Word® and Microsoft® Power Point®

**Detailed Position Description includes, but not limited to:**
- Provide assistance in the development of Time Compliance Technical Orders (TCTO)/Engineering Changes (EC) and logistics management activities at the Engineering Branch, SFLC Ice Breaker, Buoy and Construction Tender Product Line (IBCTPL) in Baltimore, MD as directed.
- Use the Coast Guard Standard Workstation III or contractor computer with compatible software to receive, process, and track field generated Engineering Change Requests (ECR)/Proposals or Phase I form on the SFLC “M” drive or its web based successor as directed.
- Create and maintain SFLC Projects case files for ECRs and Phase I form as directed by the COTR in the SFLC utility.
- Prepare TCTOs and associated documentation for review and comment as directed.
- Plan, attend and actively participate in Engineering Change/TCTO Development Team (ECDT) meetings as assigned.
- Write, submit, and track progress of SFLC Central Activities and Yard Project Orders as directed.
- Create provisioning case files or its web-based successor as directed.
- Create and submit Prototype Evaluation Plans (PEPs) as directed.
- Create TCTOs for concurrent clearance and post approved TCTOs on the SFLC website or its successor as directed.
- Create and maintain Maintenance Items, Maintenance Standards and other required documentation for TCTOs in the Fleet Logistics System (FLS) as directed.
- Develop and manage Plan of Action and Milestones (POAM) as directed.
- Utilize the web based SFLC Activities and web based Naval Engineering Technical Information Management System (NE-TIMS) tools as directed.
- Coordinate development team and other technical and logistical meetings as required in the normal course of TCTO/EC and logistics support development as directed.

The McHenry Management Group is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran status or any other status protected under local, state or federal laws.
• Gather data from Cutters, other Product Line Branches, CG Yard, SFLC Engineering Services Division and other Coast Guard units as directed by the COTR in the development of GFE requirements for various platforms.
• Ensure GFE requirements are posted to the assigned platform’s website as directed.
• Develop and maintain Integrated Logistics Support Plans for assigned Platforms as directed.
• Coordinate Integrated Logistics Support Management Teams for assigned platforms (i.e. travel arrangements, materials, hotels, etc.) as directed.
• Gather provisioning and other technical data for assigned equipment as directed by the COTR from vendors.
• Review inventory levels of equipment for assigned platforms and develop/maintain demand forecasting documentation as directed.
• Complete other administrative support tasks in support of TCTO/EC development as assigned.
• Develop documentation utilizing Microsoft® Word® and Microsoft® Power Point® for systems designated.
• Assist in organizing and attend platform team meetings as directed.
• Prepare and submit a Monthly Activity Report including a Labor Supporting Schedule and Project TCTO Labor Hour Tracking Log describing the work performed during the previous month. The TCTO/EC Monthly Activity Report must, at a minimum, include the title of each TCTO/EC worked on, the hours spent on each title, and the percentage completion of each TCTO/EC currently being worked on.

Candidates must be a forward looking, industrious, self-starting leader, committed to on-schedule product delivery to the client, and able to work in an ever-changing work environment on both individual and team assignments. Client interface will be required. Candidates are expected to conduct all internal and client related communications in a professional, customer-focused manner.

Apply
To join our team, please visit http://www.tmmg.us.com/careers/submit-an-application/ to apply on-line or download and complete the TMMG Employment Application; email your completed application along with a copy of your resume to recruitment@tmmg.us.com, mail to 600 Independence Parkway, Suite 105, Chesapeake, VA 23320 or fax to 757-410-7809.