

FALCONWOOD INC.

About Falconwood, Inc:

Falconwood, Inc. is a small, woman/veteran-owned business providing executive level consultants and programmatic support to Department of Defense (DoD) Information Technology (IT) initiatives and programs.

We provide expert consultation on a diverse range of IT subjects focusing on acquisition strategy, implementation activities and Information Assurance policy and engineering.

We have an immediate opening for an **Acquisition Analyst** to support the Navy Maritime Maintenance Enterprise Solution (NMMES) Technical Refresh (NMMES-TR) Program Management Office (PMS 444).

Duty Location:

Arlington, Virginia or Washington Navy Yard, D.C.

**Travel may be required.*

The Analyst will:

- Carries out pre-determined and recurring cradle-to-grave acquisition duties, under guidance.
- Perform acquisition planning, proposal solicitation preparation, market research/analysis, DBS acquisition, and contracting policy analysis and compliance.
- Provide Defense Business System Program Management support to PMS 444 in successfully accomplishing program objectives via milestones and acquisition decision events;
 - Apply knowledge of DODI 5000.02, DODI 5000.75, and SECNAVINST 5000.2E to the development of program acquisition deliverables for the all phases of the acquisition life-cycle.
 - Research and analysis of IT acquisition issues. Provide expert advice based on knowledge of applicable laws and statutes, Department of Defense/Department of the Navy (DOD/DON) regulations and implementing directives for Business Capability Acquisition Cycle (BCAC) Program documentation requirements for BCAC Programs I thru III, IT Service Management and IT Infrastructure Library (ITIL)

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frameworks, total ownership cost goals and applicable IT industry standards.

- Draft and support the approval process of acquisition documentation.
- Develop and update program and acquisition schedule to support, guide and advise PMS 444 in successfully accomplishing program objectives via Milestones/ATPs/Acquisition events.
- Advise acquisition, production, transition and integration efforts conducted at working group meetings, Integrated Product Teams (IPT) sessions, in-process reviews, and other meetings, prepare meeting materials and briefs and summarize programmatic impacts.
- Review Congressional Reports and Acts of Congress for proposals/statutes that impact PMS 444.
- Capable of drafting, reviewing, and revising all acquisition documentation, including: Management Plans; Performance Work Statements (PWS); Contract Data Requirements Lists (CDRLs); and Attachments.
- Facilitate stakeholder reviews and implementation meetings.
- Develop and submit weekly and monthly leadership status reports.
- Develop, conduct and manage data calls and responses.
- Develop and update project briefs as required.

Required Qualifications:

- SECRET clearance
- BA/BS degree
- Minimum 4 years' acquisition experience, to include the FAR, DFAR, and DODI 5000.02/DODI 5000.75
- Ability to simultaneously manage, coordinate and pursue multiple, complex projects and activities
- Business writing proficiency
- Proficiency in Microsoft Project, Word, PowerPoint, and Excel

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- Familiarity with SharePoint portals
- Ability to think independently with minimal oversight, as well as demonstrate exceptional written and oral communications skills
- Excellent customer/client management skills and techniques – internal and external

Desired:

- 2+ years of experience in information technology
- 3+ years in project management or project support role
- Experience on a major acquisition program
- Familiarity with navy command organization and IT infrastructure
- Familiarity with navy ship maintenance environments
- Certification in ITIL foundations

Please reply directly to this position description with an updated resume and your salary requirements directly to Tiffany Cannon at tcannon@falconwood.biz.

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