

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) initiatives and programs.

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

We have an immediate opening for a supporting the day to day activities of Program Executive Office Submarine Electromagnetic Systems Program Office. The Acquisition Logistics Analyst will perform multiple tasks related to acquisition logistics activities and products throughout the acquisition life cycle. The Logistician will provide subject matter expertise to management and customers. Manage logistical data and implement acquisition plans in support of a Department of the Navy Program, specifically in the areas of Total Life Cycle Logistics Management. Must be able to provide Acquisition Logistics Support (ALS), have a keen knowledge of Contract Data Requirements Lists (CDRLs) procedures, and provide Logistics Support Analyses to Department of the Navy (DON) programs.

Job Code: FWI-PEO-ALA

Duty Location:

Washington Navy Yard area, Washington D.C.

**Minimal travel may be required.*

The Acquisition Logistics Analyst will:

- Interface with internal and external government customers.
- Understanding of the Acquisition ILS development process.
- Manage schedule, and technical performance requirements for a complex enterprise system.
- Interface with system engineers and vendors to obtain specifications/data to develop support concepts through analysis such as; trade studies, configuration breakdown, logistics support resources and provisioning data.
- Have an understanding of ILS Certification Processes and procedures.
- Understand the Life Cycle Logistics elements (Design Interface, Supply Support, Maintenance Planning, PHS&T, Technical Data, Support Equip, Training, Manpower and Personnel, Computer resources, Product Support)

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- Develop/review ILS program schedules.
- Have understanding of the Program Support Data (PSD) process
- Assists Lead in providing program requirements to vendors for implementation of Management tools.
- Facilitates stakeholder reviews, working group and ILS team meetings.
- Able to work on multiple projects at one time.

Knowledge Required by the Position:

- Proficient in Microsoft Office (Word, Excel, Power Point, Project)
- Excellent writing and communication skills and strong verbal and interpersonal skills as daily interaction with government customers, and external government customers will be required.

Required Qualifications:

- **Active Secret Security Clearance**
- **Bachelor's Degree or equivalent work experience is lieu of degree**
- **2-5 years of experience in Acquisition Logistics supporting Major Acquisition Programs**
- **Familiarity with Navy DoD program offices**

Please reply directly to this position description with an updated resume and your salary requirements directly to Travis Jones at tjones@falconwood.biz.

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