

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, Cyber Security policy, and engineering.

We have an immediate opening for a Technical Analyst to support the OCONUS Navy Enterprise Network (ONE-NET) IT Logistics Acquisition Support activities in support of the Next Generation Enterprise Network (NGEN).

Critical Competencies:

Systems Engineering, Logistics Management, DoD Acquisition

Duty Location:

Washington Navy Yard (WNYD) or San Diego, CA (SPOT)

Travel may be required.

The Technical Analyst Will:

- Manage Logistics related tasks for ONE-NET transition activities
- Contribute to Integrated Logistics Support Plans (ILSPs)
- Contribute to Integrated Logistics Support (ILS) Management Plans
- Contribute to the ONE-NET/NGEN transitional Remedy Consolidation and other transition activities as needed
- Contribute to program budget review and planning
- Contribute to Obsolescence Management tracking and reporting
- Contribute to ONE-Net inventory management and material movement
- Develop/review bill of materials (BOM) list and reports
- Contribute to critical Logistics Acquisition documentation, to include, but not limited to the Life Cycle Sustainment Plan (LCSP), Item Unique Identification (IUID) Plan, Navy Training Systems Plan (NTSP), and Human Systems Integration Plan
- Capable of drafting, reviewing, and revising all acquisition documentation, including: Management Plans; Performance Work Statements (PWS); Contract Data Requirements Lists (CDRLs); and System Design Specifications (SDS)
- Manage schedule, cost and technical performance requirements for a complex enterprise system

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- Employ practical Systems Engineering background or actual Logistics Management experience to address Logistics planning for IT tools and processes within Government program
- Analyze proposed changes of IT infrastructure to determine impacts on overall system, and coordinate recording of modifications for management control
- Contribute to the Integrated Master Schedule (IMS) to include weekly updates, review internal and external task dependencies, implement schedule audits, attend IMS team meetings and briefings
- Contribute to the detailed Integrated Logistics Assessment (ILA) POA&M
- 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
- Assist with the creation and management of internal and external Logistics portal sites, content and permission control

Required Qualifications:

- Minimum SECRET clearance
- Bachelor's degree or equivalent related experience
- 5+ years of experience in DoD Acquisition Logistics
- Experience working in an Enterprise operational IT/Systems environment
- Proficiency in Microsoft Project, Word, PowerPoint, and Excel
- Familiarity with SharePoint portals
- Ability to think independently with minimal oversight, as well as demonstrate exceptional written and oral communications skills
- Ability to collaborate within a team environment, while meeting strict deadlines and keeping the overall project on schedule
- Ability to both work in a fast paced and dynamic environment on short term projects and the ability to work on longer term projects requiring extended planning time
- Excellent customer/client management skills and techniques – internal and external
- Strong planning, organizational, program/logistics coordination skills with attention to detail and high conscientiousness, high integrity
- Self-reflective, open to feedback, and willing to adjust as needed

Desired:

- 2+ years of experience in information technology
- 5+ 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 network environments

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- Familiarity with the NMCI
- Certification in ITIL Foundations
- Lean Six Sigma Green Belt or equivalent

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

Travis A. Jones
Falconwood, Inc.
Office: 703.888.4316
Cell: 703.850.9643
Email: tjones@falconwood.biz