

# 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 **Manpower Analyst** to support development and maintenance of a Manpower Estimate (ME), and perform manpower analysis for the Navy Maritime Maintenance Enterprise Solution (NMMES) Technical Refresh (NMMES-TR) Program Management Office. Maintaining the ME ensures PMS 444's manpower, personnel, and training (MPT) requirements traceability in support of modernized shore maintenance capabilities.

## **Job Code: 444-MPA**

## **Duty Location:**

Either: 1) Norfolk, VA or 2) Washington D.C. area

*\*Travel may be required.*

## **The Manpower Analyst will:**

- Support development, maintenance and update of the Manpower Estimate, including Job, Duty, Task Analysis (JDTA), man-hour calculations, level of effort (LOE) determination, and Full-Time Equivalent (FTE) requirement determination.
- Review and comply with DoD policies and procedures (e.g. OPNAVIST 1000.16L).
- Perform in-depth data analysis; generate metrics and scenarios.
- Produce funding documentation and recommendations.
- Gather and analyze manpower requirements and staffing data from various Fleet commands.
- Support Training Needs Analysis activities; evaluate new training requests and provide recommendations on associated training effort.
- Review, comment, and approve the Training Requirements Analysis Documents.
- Review training program documentation and materials and recommend for approval/disapproval prior to implementation.
- Review and revise contract documentation, including Contract Data Requirements Lists (CDRLs).

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- Review published materials and recommend revisions or changes in scope, format, and content.
- Maintain current knowledge of relevant developments in area of expertise.
- Develop and deliver working level and senior leadership briefs.
- Provide general documentation support.

## **Required Qualifications:**

- Minimum SECRET clearance
- Bachelor's degree and 5+ years of manpower, personnel, and training experience
- Experience with supporting acquisition programs
- Familiarity with DON Fleet command structure
- Proficiency in Microsoft Office applications, particularly Access, Excel, PowerPoint, Project, and Word
- Advanced proficiency with data analysis
- Advanced proficiency in business writing
- Capability to handle sensitive and complex issues with discretion and good judgment
- Ability to work on a team as a member or a task lead, while keeping the overall project goal on schedule
- Ability to think independently with minimal oversight, as well as demonstrate exceptional written and oral communications skills
- Exemplary customer/client management skills and techniques

## **Desired:**

- 2+ years of experience in information technology
- 5+ years in DoD acquisition
- Familiarity with Navy network environments
- Familiarity with OPNAVINST 1000.16L

**Please reply directly to this position description with an updated resume and your salary requirements directly to Travis Jones at [tjones@falconwood.biz](mailto:tjones@falconwood.biz).**

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