

# 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 a **Total Force Manpower Analyst** to assist the Corporate Operations Manager (COM) in oversight and management of business and administrative services in support of the Navy Maritime Maintenance Enterprise Solution (NMMES) Technical Refresh (NMMES-TR) Program Management Office.

## **Duty Location:**

Washington Navy Yard, D.C.

*\*Travel may be required.*

## **The Analyst will:**

- Assist and coordinate functions across the program in the development and implementation of plans, policies, and processes to provide the framework for successful program management including programmatic controls, reporting, and communications.
- Support the development and execution of strategic goals and plans.
- Support the program's manpower and staffing activities to include participating in the identification of manpower requirements; manpower and staffing documentation, and manpower drills/tasks.
- Assist and participate in the development of organizational planning and POM requirements, Organizational Execution Plans, Investment Review Packages, program business plans, and project plans.
- Assist in various projects and program office requirements, objectives, and metrics Make recommendations to the COM on all business and administrative matters, milestones, tasks, and other program activities.
- Assist in the development, execution, and oversight of internal policies and procedures that range from internal controls to front office management.

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- Provide daily business and administration guidance and determine which information/tasks require immediate attention of program leadership and delegate other matters to various programs and competencies.
- Assist the COM in activities across the program to ensure integrated management of data calls, reports, and projects. Assist in the develop, and implement internal controls processes to ensure compliance with Navy management internal control policies provided in SECNAVINST 5300.35E. Ensure resources are used in compliance with laws and regulations with minimal potential for waste, fraud, and mismanagement.
- Interpret statutes, regulations, policies and procedures and communicates the interpretation to program office personnel in the form of policies, guides, or through other communication mechanisms (e.g., Portal and Standard Operating Procedures).
- Review and recommend technological and procedural changes to ensure compliance with policy and improve work processes to achieve enterprise efficiency.
- Mine, maintain and analyze manpower data and information; develop metrics.
- Conduct independent research, filter and synthesize data, and produce clear, logical, and concise products.
- Develop and present executive-level briefs.
- Serve as action officer and develop status reports.

## **Required Qualifications:**

- Minimum SECRET clearance.
- Bachelor's degree and 5+ years of manpower, administrative, and policy experience.
- Advanced proficiency with data analysis.
- Advanced proficiency in business writing.
- Capability to handle sensitive and complex issues with discretion and good judgment.
- Excellent public speaking and personal interaction skills.

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- Experience with IT project or program management (either leading or as team member).
- Familiarity with DON network environments, preferably ship and maintenance environments.
- Knowledge of DoD and DON business processes, Navy correspondence management, Navy awards program, protocol, and records/files management.
- Proficiency in Microsoft Office applications, particularly Visio, Project, Word, Excel, PowerPoint, and SharePoint.
- Ability to work on a team as a member or a task lead while keeping the overall project goal on schedule, to include managing various sequential and overlapping tasks.
- 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:**

- Project Management Professional (PMP) certification.
- Experience with supporting DoD acquisition programs.
- Knowledge of shipyard maintenance and repair environment.
- Familiarity with DON Fleet command structure.
- Familiarity with DON network architecture.
- Familiarity with SECNAVINST 5300.35E.

**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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