



| | |
|-----------------------------|---|
| Company: | ENSPYR, LLC |
| Date Open: | 05/09/2018 |
| Date Closed: | TBD |
| Job ID No. #: | FE1203 |
| Job Title: | Military Analyst (Intermediate) |
| Location: | Newport News, VA (Fort Eustis) |
| Position: | Full-Time / Exempt |
| Work Schedule: | Monday - Friday (8am-5pm), no telecommute |
| Type Clearance Req.: | None (Type Investigation – Tier 1 Non-critical Sensitive) |
| Salary: | Based on experience |
| Availability: | 05/11/2018 |

ENSPYR, LLC is currently seeking applicants for one (1) opening for a DoD contractor in the position of Military Analyst to provide on-site support for the U.S. Army Headquarters Training and Doctrine Command (HQ TRADOC). Apply now to this posting for immediate consideration.

Position Summary: The Contractor shall assist and track Soldier's progress through Noncommissioned Officer Professional Development System (NCOPDS), to include the newly implemented English Writing Assessment and emerging requirement for the Digital Rucksack.

Job Responsibilities:

- Answer functional questions relating to NCOPDS and NCOES policies.
 - Assist ACT users with functional issues pertaining to career monitoring activities, assist Proponent Schools with yearly Professional Development Model (PDM)/Career Map updates, and collect Proponent content required for the development and sustainment of the Digital Rucksack.
 - Assist DA Civilian employees with issues relating to tracking and documenting Leader Development requirements in ACT.
- Assist INCOPD with the development of concepts and the maturing of initiatives, and also conduct assessment and needs analysis to validate the relevancy of NCOPDS principles in support of the Army's Leader Development Strategy.
 - Monitor and assess training materials and training execution to ensure compliance with NCOPDS, One Army School System (OASS), and infusion of common core requirements in NCO Professional Military Education (PME).
- Assist the government with preparation and facilitation with executive level briefings, staff actions, information papers, executive summaries and regulatory reviews, as required.
- Conduct strategic reviews of regulations and pamphlets for INCOPD, as required.
- Participates in special projects and support user surges as required.
- Attend meetings and training as required.
- Adhere to and comply with Company policies/procedures and Customer SOP, manuals and regulations.

IMPORTANT NOTICE: The above is a brief summary of job responsibilities and is not an exclusive or exhaustive list of all job functions that a team member in this position may be asked to perform.

Desired Skills and Experience:

- Must be a U.S. Citizen.
- Must have a valid State Driver's License, automobile insurance/registration (unexpired) to drive on installation.
- Must be able and willing to travel within the continental United States.

- Must be able to obtain and maintain a favorable Tier 1 (T1) suitability/fitness determination under 5 CFR 731 or equivalent. Must be able to maintain the level of security required for the assigned position.
- Must be prior U.S. Army senior enlisted, mid-career officer, civil service personnel, and/or Army Contractor familiar with basic user functionality of ACT (from 2010 to present).
- Familiar with NCOPDS and NCOES principles and policies and the Army Leader Development Strategy.
- Familiar with AR 350-1 and the NCO 2020 Strategy.
- Familiar with ACT functionality pertaining to career monitoring activities (i.e. PDM and Career Map updates).
- 3-5 years' experience working with the NCO training and education.
- Must have the ability to communicate (written and verbally) effectively with senior leadership within the Army/DoD, have excellent customer service skills, the ability to speak professionally over the phone, in-person, and in writing.
- Ability to organize and communicate problem-solving techniques into visual displays and presentations for all levels of the company and Senior Leadership within the Army and DoD.
- Able to work with little supervision and work with those with less experience.
- Able to work individually and as part of a team.
- Excellent written and oral communication skills
- Strong desire of learning, benchmarking and superior ability in multi-tasking while being driven to achieve aggressive deadlines.
- Demonstrated proficiency with the Microsoft Office Suite (MS Word, Excel, PowerPoint, & Outlook), Adobe Acrobat Professional, and internet research. Advanced features in Excel considered; Macros, complex formulas.
- Have the ability and knowledge to operate computer equipment and peripherals such as copiers, fax machines, etc.
- Works in normal office environment.

Education:

- Bachelor's Degree.

Type of Travel:

- Minimum (20% travel within the continental United States.)

Note: Relocation assistance *is not* available for this position. If relocation is required the selected candidate must be willing to relocate at his/her own expense. No telecommute authorized. Must be a citizen of the United States.

How to Apply: After reviewing the position, go to https://www.indeedjobs.com/enspyr-llc/_hl/en_US to apply online by attaching/uploading your resume with your Verification of Military & Education Training (VMET). You can access your VMET at <https://www.dmdc.osd.mil/tgps>. [**Note:** Please be sure to address all stated requirements of posted requisition in the resume that you possess and ensure you submit all required documents. Resumes may not be considered if this is not accomplished.].

Enspyr is an Equal Opportunity/Affirmative Action Employer. We abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.

This Company is an E-Verify Participant.