

| | |
|---------------------------------|---|
| Company: | ENSPYR, LLC |
| Date Open: | 9/15/2017 |
| Date Closed: | TBD |
| Job ID No. #: | FE1210 |
| Job Title: | Military Analyst (Intermediate Help Desk) |
| Labor Category: | Training and Development Manager |
| Location: | Newport News, VA (Fort Eustis) |
| Position: | Full-Time / Exempt |
| Work Schedule: | Monday - Friday (8am-5pm); no telecommute |
| Security Clearance Req.: | None (Type Investigation – NACI / ADP II, Non-critical Sensitive) |
| Salary: | Based on experience |
| Availability: | 9/18/2017 |

ENSPYR, LLC is currently seeking applicants for one (1) opening for a DoD contractor in the position for 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 provide services to support HQ TRADOC Institute for Noncommissioned Officer Professional Development (INCOPD) within Army Non-Commissioned Officer Professional Development System (NCOPDS). Direct support will be provided to INCOPD to provide continued support of the implementation of NCO 2020 and serve as subject matter expertise (SME) to the Director, INCOPD on matters pertaining to NCOPD.

Job Responsibilities:

The Military Analyst (Intermediate Help Desk) Contractor shall:

- Assist the government with marketing, information outreach, training and strategic planning to increase the adoption rate of the Army Career Tracker (ACT) with the intent to inculcate the system into Army culture of military and civilian employee personnel.
 - Serve as the subject matter expert for the functionality of ACT Communities for all cohorts.
 - Provide training with the intent for key Army command and agency personnel to become proficient in practical use of ACT to support their respective commands.
 - Develop the means and techniques to more effectively deliver training for ACT users and ability to convey how the system is a valuable tool designed to improve competencies, develop skills, and increase the capabilities of their Army personnel.
- Analyze and determine how to employ emerging Army and TRADOC initiatives, policies, and directives into ACT system functional requirements.
 - Propose recommendations and suggestions to enhance delivery of ACT messaging to the force in support of mission objectives.
 - Work with diverse internal and external teams to ensure modifications and requirements for ACT enhancements are captured and provide support for its implementation once approved.
- Assist the government with preparation and facilitation with executive level briefings, staff actions, information papers, executive summaries and regulatory reviews, as required.
- Assist the government with the establishment of the Army Civilian Acculturation Program.
 - Provide training support and guidance in the use of the Army Career Tracker to facilitate the onboarding process.
 - Work with key Army personnel to provide a positive introduction into the Army using this standardized process for Civilians to both learn and develop an appreciation for Army culture.
- Maintain a working knowledge of operating systems utilized, Microsoft Office and Adobe products or other hosted training platforms used to present ACT and its supported initiatives. Utilize extensive experience with Microsoft Office/Excel/PowerPoint to create and develop briefings, talking papers, tracking spreadsheets, and etc.
 - Review, analyze and keep abreast of all ACT Maintenance Releases pertinent to the development, enhancement and/or adjustments made to the system.
- 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 valid State Driver's License (unexpired) and automobile insurance (unexpired) to drive on military installation.
- Must be able to obtain and maintain a favorable suitability/fitness determination under 5 CFR 731 or equivalent.
- 3-5 years' experience with Army NCOES
- Ability to communicate effectively with Senior Leadership within the Army and the DoD
- 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).
- Be familiar with AR 350-1 and the NCO 2020 Strategy.
- Understanding of Department of the Army (DA) support and IT environments, goals and objectives.
- Must have excellent customer-service skills to be patient and sympathetic to help people who are frustrated with the software/hardware and/or system they are trying to use
- Must have 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 the DoD.
- Able to work with little to no supervision and/or individually or part of a team.
- Strong desire of learning, benchmarking and superior ability in multi-tasking while being driven to achieve aggressive deadlines.
- Excellent organizational, planning, and prioritization skills
- Excellent written and oral communication skills
- Demonstrated proficiency with the Microsoft Office Suite (MS Word, Excel, PowerPoint, & Outlook) and internet research.

Education:

- Bachelor's Degree; preferably Master's Degree or higher.

Type of Travel:

- Minimum

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, please apply by sending an email to hr2@enspyr.com referencing the Job Title in the subject line and attach your resume (MS Word format) and Verification of Military & Education Training (VMET), for military veterans. Go to <https://www.dodtap.mil/login.html> to download your VMET. [**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, sexual orientation, protected veteran status or disability.

This Company is an E-Verify Participant