

Company:	ENSPYR, LLC
Date Open:	03/15/2018
Date Closed:	TBD
Job ID No.:	FE1204
Job Title:	Military Analyst Support (Senior)
Labor Category:	Military Analyst
Location:	Newport News, VA (HQ TRADOC, Fort Eustis)
Type Position:	Full-Time / Exempt
Work Schedule:	Monday - Friday (8am-5pm), no telecommute
Security Clearance Req.:	Secret
Salary:	Based on experience
Availability:	04/02/2018

ENSPYR, LLC is currently seeking applicants for **one (1)** opening for a Department of Defense (DoD) contractor in the position of Senior Military Analyst Support 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: Provides direct support to the Institute for Noncommissioned Officer Professional Development (INCOPD) to meet the implementation plan for NCO 2020 and beyond. Conducts strategic reviews of regulations and pamphlets and provides liaison services relating to Joint Professional Military Education (JPME).

Job Responsibilities:

- Conducts strategic reviews of regulations and pamphlets for support HQ TRADOC INCOPD.
- Provides direct support to INCOPD for continued support of the implementation of the NCO 2020 and Beyond Strategy and serve as a subject matter expertise (SME) to the Director, INCOPD on matters pertaining to NCOPDS.
- Supports the Army's Select, Train, Educate & Promote (STEP) policy and Joint Professional Military Education (JPME).
- Verifies JPME requirements for alignment with NCOPDS requirements and the implementation plan for NCO 2020 and beyond.
- Performs liaison services for INCOPD and works under INCOPD lead concerning JPME.
 - Verifies JPME, for NCOs, the accessibility within the Joint Knowledge Online (JKO) domain and required interface to the Army Training Requirements and Resources System (ATRRS).
- Provides critical analysis and recommendations on NCO-related training to course developers at 26 Centers and Institutions on the NCOPDS, execution of the Army's Select, Train, Educate, and Promote (STEP) policy, and the Army University (AU) system.
 - Conducts integration tasks for policy oversight and synchronization of training documents with TRADOC and AU.
 - Monitors training material and training execution to ensure compliance with One Army School System (OASS) IAW Congressional Guidelines and Army Regulations.
 - Participates in the annual Structure Manning Decision Review (SMDR). Verifies and monitors the requirements programmed for Noncommissioned Officer Education System (NCOES) attendance.
 - Attends the annual Training Coordination Council Workshop (TCCW) to capture critical training delivery issues affecting the delivery of NCOES courses.
 - Extracts ATRRS data, reports on scheduled Military Training Teams (MTTs), reports attendance at the NCOES courses, monitors no-show rates, monitors and documents execution of NCOES courses Army-wide.
- Prepares executive level briefings, staff actions, information papers, executive summaries, and performs regulatory reviews under the control and governance of TRADOC INCOPD.
- Provides subject matter expertise on matters relating to NCOPDS and NCOES policies.
- Adheres to and complies with Company policies/procedures and Customer SOPs, manuals, and regulations.
- Participates in special projects as required (within scope).
- Attends meetings and training as required.

Important Notices: 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, and registration (all unexpired) to drive on a military installation.
- Must have a favorable T3 background check and maintain a favorable Secret level clearance; clearance must be Active (no break in service).
- Must be able and willing to travel within the continental United States.
- Must have graduated from the U.S. Army Sergeants Major Course.
- Preferably graduate of the Senior Enlisted Joint Professional Military Education Course.
- Must be familiar with the emerging requirements of the NCOPDS, NCO Leader Development Strategy, and the JPME.
- 3-5 years of direct Leader Development/Career Management experience in an Enterprise environment.
- Understanding of Department of the Army (DA) support and Information Technology (IT) environments, goals and objectives.
- Ability to organize and communicate problem solving techniques into visual displays and presentations for all levels of the company and DA.
- Demonstrated proficiency with Microsoft (MS) Windows computer operating system and MS Office Professional Suite (Word, Excel, PowerPoint, Outlook, & Access) and internet research. (Advanced features in Excel considered; macros and complex formulas).
- Must have the ability to communicate (written and verbally) effectively with senior leadership within the Army and the DoD and have excellent customer service skills and the ability to speak professionally over the phone, in-person, and in writing.
- Able to work individually and as part of a team.
- Able to work with minimal supervision and work with those with less experience.
- 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.
- Works in normal (open cubicle) office environment.

Education:

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

Type of Travel:

- Minimum (10% 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, 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). You can go to <https://www.dmdc.osd.mil/tgps/> 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, protected veteran status or disability.

This Company is an E-Verify Participant.