

Aviation Support Analyst**PLACE OF PERFORMANCE:** Fort Rucker, AL**POSITION DESCRIPTION:** Provide programmatic services, including liaison activities with combat and materiel developers and the development of long term strategic plans for programs, goals, and strategies for Program Manager, Set Kits Outfits and Tools (PM SKOT). The majority of the effort performed under this task order will be aviation focused and skills/knowledge related to aviation will be critical to effective performance.**Duties:****Presentations and Written Documents**

- Interpret commander's intent and independently develop and deliver accurate, compelling, and persuasive briefings and presentations, using Microsoft Office applications, appropriate for General Officers and Senior Executive Service grade audiences;
- Prepare briefing materials to include slides, CD ROM Format and graphic arts utilizing Microsoft Power Point software;
- Develop written marketing material suitable for publication in websites, pamphlets, handouts, journals, and magazines;

Program Support

- Manage analysis and execution of the SKOT programs including documentation such as Smart Charts, meeting minutes, and action item resolution;
- Perform project management functions for high visibility programs and events involving high-level leaders
- Prepare reports and analyze data generated by standard Army reporting systems.
- Serve as an integrated product team (IPT) member on programs and projects.
- Update applicable acquisition documents that pertain to the SKOT program.
- Develop field and user surveys, gather data, synthesize results, and prepare reports relative to PM SKOT programs and products.
- Develop and maintain a PM SKOT Master Plan as part of the overall acquisition process described in the DOD 5000 series documents.
- Maintain responsibility for, and integrate, all contractor logistic, information technology, and graphics/technical and configuration management efforts.

- Be involved in the PM SKOT and/or HQ AMCOM review and approval process, and prepare requirements documentation (i.e. Capability Production Documentation, (CPD), Capability Development Documents (CCD), etc.).
- Represent PM SKOT at the Aviation Transformation Implementation Task Force and similar transformation initiatives.
- Conduct research for the preparation of program documents such as type classification and materiel release, system safety reports, Test Evaluation and Master Plan, test support packages, test reports, and acquisition strategy.
- Draft SKOT modernization actions in conjunction with AMCOM, acquisition baseline, cost analysis, total lifecycle cost analysis, training plans, logistics plans and new equipment training.
- Provide technical analysis and act as the SME on the First Source and Special Tools initiatives/programs.
- Provide leadership and aviation maintenance technical assistance for the development of PM SKOT SKOs to include the currently named, Joint Aviation Tool Sets.
- Provide technical assistance to the PM SKOT Special Tool Program.
- Attend Government and non-government events/activities related to PM SKOT programs and provide the PM with written After Action Reports (AAR).

Integrated Logistics Support [ILS]

- Provide to the Product Manager - Sets, Kits, Outfits, and Tools (PM-SKOT) strategic plans and analysis of the various ILS functions required during all phases of the acquisition life cycle.
- Share in periodic program in-process reviews and monitor the interests of the Product Manager to make sure that data is accurate, complete, adequate, and conforms to contractual requirements.
- Attend meetings, requirements reviews, design reviews, working groups, and briefings related to system and software development, and security accreditation and certification processes, and assess progress against the requirements.
- Report issues and/or problems to the PM and recommend specific actions to resolve them.
- Evaluate and recommend solutions to security issues and problems; and shall review PM action items and problem or discrepancy reports.
- Investigate and analyze the developer's design approach, methodology, processes, and ability to efficiently and effectively meet system requirements.
- Evaluate COTS and GOTS products, prototype system capabilities, assess compliance with government approved guidelines, and evaluate developed products.
- Analyze/review commercial item descriptions, military specifications/standards, purchase descriptions, engineering changes, test documentation (plans and reports), test indicator reports, failed item analysis reports, and corrective action plans.
- Prepare configuration management plans, Memorandums of Agreement (MOA) and other SKOT acquisition documents, as well as ILS Plans (ILSP).

- Review all Army and DOD documentation
- Submit all reviews with the technical reports, which shall include, as appropriate, recommendations and proposed solutions.
- Perform systems and component field data collection through unit field site visits, available institutions, and available sources of data.
- Provide Lean Six Sigma quality/process improvement and Operational Research Systems Analysis (ORSA) and training services for all PM programs and tool improvement programs.
- Obtain and provide expert logistics advice and direction related to SKO reliability and maintainability issues directly influencing user-level training to achieve optimum life-cycle support.
- Gather and synthesize logistics and technical information that is reported to the program office from the users and maintainers.
- Coordinate, initiate planning, monitor development, and ensure accomplishment of ILS responsibilities involving design influence, maintenance plans, supply support, transportability, technical data, personnel and training; logistics support information, standardization and interoperability, training and training devices.
- Recommend improvements to the maintenance procedures for all PM SKOT current and future SKOs and platforms and present recommendations to the PM for review.

Test and Evaluation Support

- Plan vehicle test schedules for government review and approval.
- Prepare, review, and coordinate test plans for PM SKOT managed systems.
- Review and analyze existing test planning documentation and procedures to ensure their accuracy and adequacy.
- Coordinate testing with other government agencies. Additionally, the contractor shall prepare, coordinate, and conduct test related meetings sponsored by the PM.
- Prepare, coordinate, and publish minutes documenting these meetings.
- Prepare contractor and government test related documentation.
- Participate in test activities such as attending management and technical meetings with AEC, ATC, AMSAA, ARL and other organizations; preparing and distributing meeting announcements, agendas, minutes of meetings, and presentation documents if necessary.
- Maintain data of test activities and completion dates for trade system testing.
- Monitor and track progress of all test site incidents and provide a weekly email summary report and phone calls if necessary to PM SKOT.
- Monitor transportation/shipping of test articles between test sites, the original contractor or other Government facility.
- Collect, analyze, and assess test failures to include sensitivity analysis of failure mechanisms to system level performance and conduct of the test events.

- Prepare test status reports detailing test progress on system reliability and performance objectives within one week of receipt of test data from PM SKOT personnel.

New Equipment Materiel Training and Fielding support

- Update handbooks, manuals, formal training courses, and present New Materiel Introductory Briefings (NMIB) to gaining units to PM SKOT fielding as well as the actual handoff of hardware to the gaining units.
- Develop, review and maintain the training documentation for SKOT items to include DA level technical publications, electronic technical manuals (ETM), and interactive electronic technical manuals (IETM).
- Review formal training materials submitted by hardware contractors, and conduct New Equipment Training (NET) sessions at specific military installations worldwide.
- Maintain a training model for SKOs and associated equipment used to assist in planning training that interfaces with the Fielding Model.
- Provide a field representative as the liaison between the PM and the gaining units.
- Work with the gaining units to insure that all documentation and requirements are correct, negotiate support requirements, and complete the Materiel Requirements List, prior to hardware fielding.
- Prepare and maintain: analyses, studies, instructions, processes, guidance, emerging technology assessments, and configuration assessments for PM SKOT products.

Reliability, Availability, Maintainability (RAM) Program Support

- Analyze selected systems managed by PM SKOT in order to develop and define quantitative reliability requirements for systems or subsystems, and recommend effective overall strategies and specific tactics, techniques and procedures that will ensure efficient achievement of the requirements.
- Provide input to test planning to ensure system or subsystem reliability requirements are properly validated, or that sufficient development testing is performed to provide a high degree of confidence in conformance to reliability requirements.
- Evaluate the risks associated with various test/requirement scenarios, and recommend specific techniques to reduce the risk associated with the requirements or tests.
- Recommend project risk management strategies that can be easily applied to identify, prioritize and systematically manage and reduce project risk on a continuous basis.

Field Site Survey

- Capture, synthesize, and report feedback, recommendations, and issues from local subject matter experts, noncommissioned officers, warrant officers, and officers within the Aviation Branch and throughout FORSCOM in support of materiel life-cycle development and sustainment of SKO products.
- Brief Aviation PreCommand Courses (PCC), NCO classes, and warrant office classes of PM-SKOT initiatives, tool warranties, and SKO issues affecting the field Army and commanders.

Skills and Attributes:

- Systems Analyst skills in an aviation logistical support environment;

- Familiarity with military Set Kits Outfits and Tools [SKOT] practices and procedures.

Requirements:

- Baccalaureate degree required; Advanced degree preferred
- Minimum 8 years' experience as a Program manager, Project Manager, aviation Systems Analyst, or equivalent

Salary Range:

- \$85,000 to \$110,000