



Program Manager

Location	Ft Belvoir		
Clearance Level			
Education	DAWIA Level III in Prog Mgmt or Contract, PMP Previous work with optical systems, Military experience preferred	Division	NVESD
Experience	10 Years	Position Type	Full-time
Misc Requirements		Work Shift	Monday - Friday
		Travel Required	30%

GENERAL JOB DESCRIPTION

- The candidate shall provide support necessary to develop schedules, life cycle cost estimates, required procurement documentation, and perform analyses in support of acquisition management and business management.
- The candidate shall analyze Initial Capabilities Documents (ICD), Capability Development Documents (CDD), and Capabilities Production Documents (CPD).
- The candidate shall assist in developing acquisition strategies and plans to support research, development, production, acquisition and sustainment of weapons and other systems.
- The candidate shall develop program support documentation as required to support the acquisition strategy / plan needed to acquire appropriate approvals specified by the Program Manager, Program Executive Officer, and the Acquisition Executive. This documentation may include: Single Acquisition Management Plans (SAMP), Acquisition Program Baselines (APB), and Analysis of Alternatives.
- The candidate shall provide technical support to various commodity working groups / integrated process teams and Government Source Selection Boards.
- The candidate shall review and analyze requirements documents, coordinate with requiring activities, conduct market research, coordinate with vendors, and develop and provide the Government Contracting Office a complete procurement package that has been staffed and approved at the appropriate level.
- The candidate shall develop and/or maintain acquisition management documentation required by DoD 5000 series, and applicable USSOCOM regulations.
- The candidate shall assist in preparing documentation, including but not limited to: Statements of Work (SOW), Statements of Objectives (SOO), Product Descriptions, Performance Specifications, Test Plans, Risk Assessments/Management Plans, and Cost and Operational Effectiveness Analysis (COEA).
- The candidate shall track status of procurement actions and prepare and submit sub-tasks to the receiving supply support activity.
- The candidate shall ensure items ordered are received by the requesting unit and that all receipt documents are returned to the Contracting Office for payment approval and contract closeout.
- The candidate may be required to participate in periodic reconciliations with the supply support activity.



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GENERAL JOB DESCRIPTION

- The candidate shall investigate and analyze Combat Mission Need Statements (CMNS), Initial Capabilities Documents (ICD) and Capability Development Documents (CDD) as they relate to design issues, resource limitations and requirements allocation.
- The candidate shall prepare for and attend requirements reviews, design reviews, and Integrated Product Team (IPT) meetings related to system development.
- The candidate shall assess progress against the requirements, identify issues and/or problems and recommend specific actions to PM-GAPO to resolve them.
- The candidate shall coordinate and attend system testing, evaluate the developer's test processes, plans, procedures, and test results, and verify that requirements are met.
- The candidate shall provide engineering analyses, to include computer-assisted technologies, for design approaches, life cycle costs (5-10 years), value engineering and engineering changes.
- The candidate shall be well versed in Modeling and Simulation (M&S) software and systems used within the various Military Services; and, capable of evaluating and participating in Quality Assurance (QA) and Configuration Management (CM) software processes and products in a system's development.



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CANDIDATE REQUIREMENTS

EDUCATION/EXPERIENCE:

- DAWIA Level III in Program Management or Contracting
- PMP or Contracting certification preferred
- Military experience preferred

SKILL AND/OR WORK STYLE PREFERRED:

- Strong acquisition background with knowledge in contracting, budgeting or program management
- Technical degree a plus
- Ability to handle/prioritize multiple tasks as necessary
- Versatility and ability to learn new processes
- Good written and verbal communication skills (detailed oriented)
- Ability to be a team player
- Demonstrated strong self initiative