

JOB DESCRIPTION
PROGRAM ANALYST OPNAV N2N6Q

Cowan & Associates, Inc. (Cowan) is a subsidiary of Tribal Tech, LLC, a Native American, woman-owned 8(m) certified small business, headquartered in Alexandria, VA. We provide a diverse range of management and technical consulting services including all areas of Program Management, Financial Management, Administration/Readiness Support, Data Analysis, Logistics Support, Administrative Support, Continuous Performance Improvement (CPI), LLS, Information Technology (IT) Support, Strategy Development, and Grant and Technical Assistance. With numerous current and past Department of Defense (DoD) clients, our staff operates with the highest standards and principles that support legal and ethical business practices. Our guiding principles of “People, Performance and Partnership” embody an environment where employees are empowered and can flourish, and clients may fully benefit from our specialized capabilities.

Cowan is looking for a Program Analyst to support OPNAV N2N6Q1 Intelligence, Surveillance, Reconnaissance and Targeting (ISR&T) Branch of the N2N6Q Intelligence Division.

Cowan provides program management support to the civilian and/or military Requirements Officers in the areas of Planning, Programming, Budgeting, and Execution (PPBE), Joint Capabilities Integration and Development System (JCIDS) based requirements development, oversight of program(s) cost/schedule/performance, and participation in higher-level meetings/studies driven by the Navy, Joint, Defense Department, and/or Intelligence.

Location: Pentagon, Arlington, VA

Duties and Responsibilities:

- Conduct reviews, provide analysis, and support staffing of joint initiatives and associated documents (e.g. Initial Capabilities Documents (ICD), Capabilities Development Documents (CDD), Capability Production Documents (CPD), Joint Operational Concepts (JOC), and Joint Functional Concepts (JFC)), having impacts on N2/N6. Provide comments and recommended actions to appropriate N2N6 staff to ensure JCIDS documents meet established DOD, Joint, and Navy C4I requirements.
- Coordinate with SYSCOMs, PEOs, program offices, other Navy and other Service staffs, the Fleet, the Joint Staff, and other stakeholders by: reviewing queries, responding to tasks using knowledge and/or experience with Navy tasker system, tracking issues and/or concerns, and preparing draft responses in the form of clear and concise briefs, point papers, emails, and memos.
- Support all PPBE phases. This includes preparing briefings, point papers, spreadsheets, statements on program status, and other products on wide array of topics, including financial excursions, warfighting capability impacts, manpower and training requirements, science and technology development and transition, and capability wholeness. Prepare and use products in preparation for Program Objective Memorandum (POM), Program Reviews, and Offset Drills. Provide recommended courses of action to ensure program alignment with N2N6 goals, objectives, and priorities.

- Support OPNAV N2N6's role as Resource Sponsor in all phases of the integrated DOD acquisition, technology, and logistics life cycle management processes, to include familiarity with system engineering tasks. to review, update, and staff Navy Training Systems Plans (NTSPs) and identify potential funding shortfalls. Prepare products (e.g. information papers, memos, briefs, etc) that provide recommended courses of action to accomplish OPNAV N2N6 goals and priorities.
- Support requirements officers in the review and staffing of acquisition-related documentation such as the Test and Evaluation Master Plan (TEMP), Navy Gate Review documents, and updates to acquisition and related Chairman of the Joint Chiefs of Staff Instructions and Manuals (CJCSI/CJCSM). This will include drafting and reviewing documents, completing comment resolution matrices, final editing, routing, coordination, and/or ensuring documents complete the required compliance checklists.
- Attend and summarize relevant DoD Overarching Integrated Process Teams (OIPT), Working Integrated Process Teams (WIPT), and other Working Groups and Executive Committees. Conduct regular reviews of relevant Defense Acquisition Executive Summary (DAES) reports, updates to the Acquisition Program Baseline (APB), and assessments of program acquisition strategies. Attend and summarize relevant Independent Program Assessments (IPAs) and Defense Acquisition Boards (DAB), and support in the preparation of required documentation and/or reports, which may have detailed and complex technical, administrative, and/or statutory requirements.
- Prepare for, participate in, and summarize relevant Navy, Joint, DoD, and/or interagency meetings and working groups that address program capabilities. This includes program technical and programmatic exchanges such as program reviews, program planning and implementation reviews, milestone decision meetings, Integrated Product Teams, Special Advisory Boards, and off-sites. Prepare meeting reports or other documentation, as required, as a record of pertinent discussion and decisions. Travel outside the local area will be required as necessary to support these engagements.
- Generate draft responses for requirements officers and/or government officials in response to queries from organizations external to OPNAV N2N6, including the Joint Staff, DOD organizations, and Congress.
- Prepare plans, directives, and administration documents required for the management of programs. Support Foreign Military Sales (FMS) considerations where necessary.
- Support requirements officers in the development, review, and staffing of strategies and concept papers and/or briefs related to program capabilities.

Education and Experience:

Minimum Experience Required: 4 years overall experience (Active/Reserve Duty, USG Civilian, or Defense Contractor) with at least 1 year as a member on level Office of the Secretary of Defense or equivalent, Joint Staff, Combatant Command, Military Department or Service, or IC staff in the following areas:

- Military Intelligence policy, guidance and capabilities associated with the Office of the Secretary of Defense, Joint Staff, Combatant Commands, Military Services, IC, and US Interagency.

- Commander, Joint Chiefs of Staff Joint Capabilities Integration Development Instruction 3170 (CJCSI JCIDS 3170) and Capability Gap Assessment (o National Intelligence Enterprise and Intelligence Cycle services, processes and products
- Maritime Operational Intelligence (OPINTEL) Analysis and Track Management processes
- o Maritime Intelligence Surveillance and Reconnaissance (ISR) Collection Management (CM) process
- Maritime Targeting and Intelligence Preparation of the Battle Space (IPBE) processes, policies and procedures.
- DoD or IC Planning, Programming, Budgeting and Execution (PPBE).
- Joint Capabilities Integration and Development System (JCIDS).

Security Clearance: TOP SECRET SCI

DISCLAIMER:

The above position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Equal Opportunity Employer/Veterans/Disabled
