

JOB DESCRIPTION
ACTION OFFICER (AO)/REQUIREMENTS OFFICER (RO) ANALYST
OPNAV N953 BRANCH

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 Technical Assistance. 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 an Action Officer (AO)/Requirements Officer (RO) Analyst to support OPNAV N953, the Amphibious Warfare Branch of The Director of Expeditionary Warfare for the Chief of Naval Operations (OPNAV N95).

Cowan provides program management support to OPNAV N953 to support the Program Objective Memorandum (POM) development for current and future Amphibious ships, Expeditionary Pre-positioning Ships, and Expeditionary Sea Base (ESB). We also provide support for new and alternate ship procurements through the requirements development process, including authoring numerous technical publications such as the Capability Development Document (CDD), Concept of Operations (CONOPS), and Design Reference Missions.

Location: Pentagon, Arlington, VA

Duties and Responsibilities:

- Conduct analytical efforts that support amphibious ship and ESB C4I requirements to include emergent requirements and unanticipated projects.
- Track and analyze tasks as assigned and assist action officers to prepare associated responses. When necessary, develop and provide supporting Excel financial data to support tasks as assigned.
- Prepare and present executive level briefings, as directed, that communicate the core results of the research and supporting documentation. Provide feedback on the results of meetings, including initial analysis and/or assessment of the impact of new initiatives.
- Participate with OPNAV components to share surface ship modernization strategies and coordinate support for the development of amphibious ship modernization requirements.
- Serve as a key sponsor point of contact for reviews, conferences, briefings, and other meetings for new ship construction, new program requirements, and the delivery of ships/major equipment.
- Provide content support for OPNAV interests and perspectives at Integrated Product Teams (IPT), special advisory boards, off sites, working groups, and other associated meetings.
- Review and analyze new initiatives and best practices to improve areas within financial and program management.
- Provide continuity, corporate knowledge, and program history for amphibious shipbuilding programs.

- Support N95's POM and Sponsor Program Proposals analyses for financial and program management within the Planning, Programming, Budgeting, and Execution (PPBE) cycle.
- Perform tradeoff studies and assessments for potential material and non-material solutions for rapid C5I modernization initiatives as well as provided analytical support to requirements generation and acquisition design and execution.

Skills and Abilities:

- Excellent verbal and written communication skills.
- Excellent project management skills.
- Proven ability to perform multiple tasks under strict deadlines.
- Ability to demonstrate good judgment/decision making skills and to take initiative.
- Detail orientated with strong ability to anticipate needs and problems and act accordingly.
- Excellent organizational and time management skills with demonstrated ability to manage conflicting priorities, multi-task.

Education and Experience:

- Bachelor's degree in mathematics, statistic, business, law, government, physical science or management discipline such as business administration, accounting, finance, economics or IT
- 2-6 years of related Department of Defense professional experience required. Experience with OPNAV, Amphibious Maintenance, or O&M community preferred.
- 1+ years of experience working the PPBE and POM process.
- 1-3 years of experience analyzing data, experience with financial or budget data required.
- Knowledge of Program Budget Information System (PBIS) and execution of PBIS sub-systems is required.

Security Clearance: SECRET

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
