

**ATGPAC Training Program Development and Quality Assurance
Analyst
San Diego, CA**

Description: *Novonics Corporation is seeking a highly motivated and experienced individual to function as a Training Program Development and Quality Assurance subject matter expert in support of Afloat Training Group Pacific (ATGPAC). The candidate must be a proven self-starter with an ability to interact effectively with military commands and supporting activities. This is an open position that will result in a contingent offer, pending award of contract. Projected start date is 16 February 2012.*

Tasking: Tasking may include, but is not limited to, the following:

- *Review Training and Operational Readiness Information Services (TORIS) database for ships in the Basic Phase and produce report showing current status.*
- *Produce a weekly report to illustrate discrepancies between ATGPAC Fleet View and Ship's TORIS Afloat Basic Phase Training Program for ships conducting certification or sustainment training with ATG.*
- *Review MSP for ATGPAC trainers to validate scheduled and actual training hours identifying discrepancies, produce a report and provide to ATGPAC N7 Department Head. Develop methodology for tracking ROI of manpower expended during the Basic Phase of the FRTP and during unit level events conducted during all phases of the FRTP.*
- *Identify and recommend potential instructors, guest speakers, and reserve training venues for the following courses: R-ADM Training, PTV, Junior Officer Water Front Training, and Training Officer Course. Provide an after-action report consisting of attendance records, commands participating, and after action reports on lessons learned.*
- *De-conflict training scheduling issues by contacting the ships training officer and ATGSD's TLOs and ensure that pre-training visit are properly scheduled and dates met.*
- *Produce a report listing all outstanding EOMR reports for completed Basic Phase events.*
- *Provide feedback regarding improving the integration of readiness planning, reporting, risk management, and execution; clarify accountability for force-wide efficient use of resources; promote enhanced coordination and collaboration among stakeholders in mission effectiveness; and streamline decision making.*
- *Review and provide feedback on discrepancies between Basic Phase certification events and the Basic Phase completion message.*
- *Draft Training Standards Department messages to correct fleet shortfalls and new training requirements.*
- *Analyze CNSP Ship's weekly Training Progress Reports (PROREP) and ATGPAC's Qualitative Data source and provide a summary report for each Ship.*
- *Review LOK data and provide statistics to include pass/fail, perception exam commonalities, identify trends, connectivity outages (within perception program and ships).*

- *Produce informational briefs by Power Point to ensure ATGPAC and ATGSD are informed on all training.*
- *Recommend improving process / procedures based on statistical data. Validate for all ATGPAC commands software application suites (Stoplights, Strike Group Matrix, Fleet Views, etc.) to ensure uniformity of inputs for ships certification status during all phases of training.*
- *Evaluate and review scheduled Basic Phase certification events between Ship, ISIC and ATG for SFRM compliance and provide feedback to ATGPAC Training Standards Department Head. Compare requirements of the SFRM and ensure the Basic Phase training meets all requirements and provide feedback on compliance of requirements to ISIC, Ships, and ATG.*
- *Review and recommend changes to internal documentation generated by ATG Training Standards Department, and track ATG Training Standards Department projects to completion, quarterly taking into consideration project cost, business analysis (cost benefit analysis), briefings, data collection and research in Training Process and future Training improvements.*
- *Research and report on the qualification status of ATGSD ships on a quarterly basis. Recommend updates/changes to ATGPAC Ships qualification standards and SOPs.*
- *Collect and Analyze historical data and metrics. Perform extensive Process Improvement analysis for ATG to design and implement certification solutions to support the training related missions, functions, goals, objectives and strategies of the Navy's Surface Forces.*
- *Conduct extensive research and studies with existing business processes to determine which business process can be included in the evolution of certification data evolution.*
- *Review ATG Departmental processes (SOPs, Curriculums, Training Products, and Certification Requirements) with regards to the development/update to the SFRM. Ensure compliance with standards promulgated by the TYCOM, CCG, and CCB.*

Education: *A Bachelor's Degree or higher from an accredited college or university is required.*

Required Experience/Knowledge/Skills:

- *Recent in-depth experience in Afloat Naval Training programs.*
- *Thorough experience in the operation and conduct of Afloat Training.*
- *Thorough experience in Afloat Training Team Operations.*
- *Thorough experience in using TORIS in the operation and conduct of Afloat Training.*
- *Recent experience in Afloat Training and Warfare Area certification process.*
- *Ability to conduct workshops and conduct meetings that identify and prioritize process improvements opportunities in relation to Unit-Level Training.*
- *Experience with tracking and managing certification and training schedules for Naval Surface Force units or like systems.*

- *Must have Naval Shipboard experience.*
- *Thorough understanding of the Surface Force Training Manual.*
- *Thorough understanding of current shipboard and shore-based training systems used to conduct training and certification of Pacific Fleet ships.*
- *Experience writing and presenting Flag Level briefs to senior leadership.*
- *Understanding of Integrated Product and Process Development (IPPD) and Integrated Product Team (IPT) management techniques*
- *Possess strong verbal and written communications skills.*
- *Working knowledge of Microsoft Office Suite of program tools.*
- *U.S. Citizenship required. Selected applicant will be subject to a US Government security investigation and must meet eligibility requirements for access to classified information (SECRET or higher). An active security clearance is highly desirable.*

Travel: *Periodic CONUS and OCONUS travel will be required. The primary place of work will be at the customer site.*