

Topside Training & Analysis Specialist San Diego, CA

Description: *Novonics Corporation is seeking a highly motivated and experienced individual to function as a Topside (Navigation, Seamanship, ATFP, SAR and VBSS) Training & Analysis 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:

- *Compile, review, submit, and file required reports from departmental Training Teams in order to track ship's progress during their Basic Phase of Training Period. Review reports for proper formatting and content.*
- *Consolidate and submit weekly status of ships in training and Topside Tickler report.*
- *Verify weekly Topside Warfare areas training status of ships in Training is being updated on the ATG Extranet, including end of ride report comments.*
- *Consolidate, review, submit and archive End of Ride Training Reports from Topside Subject Matter Experts to Topside Department Head on a weekly basis.*
- *Produce and maintain a quality control methodology to ensure certifications are properly met IAW with the Surface Force Readiness Manual (SFRM) and appropriate instructions.*
- *Conduct research and brief all warfare area issues and their impact on Navigation, Seamanship, AT/FP, SAR, and VBSS and provide exercise analysis*
- *Consolidate and update training materials for ATG Topside Training Team Members. Revise LOK exams questions and submit to LOK test bank. Provide LOK exam result metrics.*
- *Compile a list of common discrepancies found during assessments and develop lesson topic guides concerning lessons learned and best practices for dissemination to training teams and ships in training.*
- *Collect data at weekly Planning Board for Training (PB4T) meetings to determine short and long range scheduling requirements. Coordinate with ATG schedulers, training teams, and shipboard personnel to identify alternative training dates when conflicts arise, weekly. Recommend proper allocation of training resources, to include trainers, to training events. Produce manpower metrics to reflect manpower expended during FRTP. Verify documentation of all training events and trainer times have been entered into MSP.*
- *Maintain training curriculum and training materials for departmental training. Track departmental training qualifications.*
- *Draft and develop concept papers, proposals and project plans for training improvements.*
- *Participate or mediate Topside Warfare symposiums and develop AAR's and Lessons Learned.*

- *Collect updates of all Afloat Self Assessment (ASA) check sheets from inputs received from departmental subject matter experts. Provide subject check sheets for approval by the Department Head. Review message traffic and notifications and provide recommendation for inclusion in the ASA Check sheets.*
- *Make recommendation to update/improve the NAVDORM.*
- *Revise, review, and make change recommendations to the SFRM Topside Warfare tabs as necessary.*
- *Generate Standard Operating Procedures for Topside Warfare Area Training processes.*

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

Required Experience/Knowledge/Skills:

- *Minimum 10 years of directly applicable experience in the U.S. Navy, including mid-grade experience at sea is highly desired.*
- *Ability to conduct workshops and conduct meetings that identify and prioritize process improvement opportunities.*
- *Thorough knowledge of the Navigation, ATFP, Seamanship, VBSS and SAR certification processes.*
- *Thorough knowledge of the Surface Force Training Manual (SFTM) and applicable Navy Ship Technical Manuals.*
- *Experience with tracking and managing certification and training schedules for Naval Surface Forces Units.*
- *Working knowledge of Fleet Training Management and Planning System (FLTMPS) and Navy Training Management Planning System (NTMPS).*
- *Thorough knowledge of the Navy Personnel Evaluation system to include NAVFIT98A.*
- *Experience writing and presenting briefs to senior leadership.*
- *Experience leading a team that evaluates and certifies Navy ships.*
- *Working knowledge of Microsoft Office Suite of program tools.*
- *Possess strong verbal and written communications skills.*
- *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 travel will be required. The primary place of work will be at the customer site.*