

Hawk Enterprises, LLC

Provisioning Specialist

Title	Provisioning Specialist
Department(s)	LCA
Reports to	Level of Repair Analysis Lead

Job summary

The Provisioning Specialist provides support as a team member in an organization performing operations research of logistics support systems for U.S. Army Aircraft systems and sub-systems with a focus on the Level of Repair Analysis (LORA). The Provisioning Specialist will review matters concerning provisioning, pricing, NSN assignment, Sources of Supply, Specifications/Standards, validity of SMR coding, and Configuration Management. The Provisioning Specialist will input data into modeling programs such as PowerLog-J and Computerized Method for Predicting and Analyzing Support Structures (COMPASS); interrupt outcomes of modeling programs; assist in analyzing repair requirements and provided recommendations for tools, test equipment placement at appropriate maintenance levels.

Summary of Essential Job Functions

- Provide provisioning support services including research, provisioning documentation development, provisioning documentation update, and identification of existing documentation for Army aircraft and sub-systems
- Experience in reading and interpreting Original Equipment Manager (OEM) drawings.
- Capable of analyzing logistics systems, applying practical knowledge and understanding of supply and logistics operations.
- Examine, evaluate and review weapons system Provisioning Master Records (PMR) for accuracy, completeness and correctness.
- Extract Provisioning Parts Lists (PPL), Provisioning Contract Control Numbers (PCCN), Provisioning Control Codes (PCC), Repair Parts and Special Tools List (RPSTL), Federal Logistics Information System (FLIS) and Provisioning List Item Sequence Numbers (PCCN) from POWELOG-J and other programs, and then prepare data elements for import into the COMPASS modeling program.

- Submit information using 1388-2B format to make corrections to the weapons system PMR. Analyzes logistics systems, applies practical knowledge and understanding of supply and logistics operations.
- Develop and maintain accurate and dependable databases.
- Exercise sound judgment, problem solving skills, able to plan, well organized, excellent oral and written communication skills, work well under pressure, take initiative, and be flexible and cooperative.
- Ability to interact professionally with a diverse group, government, contractors, and subject matter experts to gather information on the studied weapon system.
- Ability to work independently and with users to define concepts and under direction of project managers.
- Experience in Access, Excel, MS Word, Power Point.

Minimum Requirements

Fifteen or more years of provisioning experience. Technical/Military experience in military equipment related to task order requirements is a plus. Individuals may be required to possess specialized talents related to the task order as well. High School Diploma or equivalent and fifteen years of relevant experience.

Education Level:

- Master's degree may be substituted for twelve years of specialized experience.
- Bachelor's degree may be substituted for eight years of specialized experience
- Associates degree may be substituted for five years of specialized experience

Abilities required

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, and to attend meetings at various sites within and away from the City; strength to lift and carry materials weighing up to 30 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Requires the ability to travel by aircraft, automobile to remote locations, as needed, and the ability to drive/operate an automobile. 10 to 20% travel required.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Employee Signature: _____ **Date**_____

Immediate Supervisor Signature: _____ **Date:** _____