Human Resources (HR) Personnel Actions Analysis and Reporting Support

The Contractor shall provide Subject Matter Expert (SME) operations analysis and reporting support of all Human Resources (HR) Operations functions at the Division Level. The Contractor shall monitor, analyze, and coordinate and report HR actions for each subordinate BDE and BN's HR Operations. The focus HR Operations include Personnel Action management and analysis, Human Resources support, Personnel Document creation and preparation, Human Resource Reference management and updating, Automated Files preparation and updating, and provide useful Personnel Operations data for Division Level reviews, reports, and briefs.

Personnel Actions management and analysis includes providing expertise, advice and assistance to the Commanders and staff on matters related to personnel policy, awards and decorations, personnel actions using the system of record, currently Integrated Personnel and Pay System – Army (IPPS-A), daily. The Contractor shall review, analyze, and execute these Personnel Actions in support of the daily contingency operations. The Contractor shall communicate with each subordinate BDE and BN to correct any non-compliance issues or errors found. The Contractor shall provide the 10th Mountain Division G1 with the Personnel Action analysis at least three times weekly.

Human Resource program management and analysis includes providing expertise, advice and assistance to the Commanders and staff on matters related to personnel policy, awards and decorations, and HR programs using the system of record, currently IPPS-A, at least twice weekly. The Contractor shall review, analyze, and execute these Personnel Actions in support of the daily contingency operations. The Contractor shall communicate with each subordinate BDE and BN to correct any non-compliance issues or errors found. The Contractor shall provide the 10th Mountain Division G1 with the Personnel Action analysis at least three times weekly.

Human Resource Reference management and updating includes providing expertise, advice and assistance to the Commanders and staff on matters related to personnel policy and readiness, personnel accounting and strength accounting, awards and decorations, personnel actions and RESET programs, using the LIS system of record, currently IPPS-A, at least once weekly. The Contractor shall review, analyze, and execute these Personnel Actions in support of the daily contingency operations. The Contractor shall communicate with each subordinate BDE and BN to correct any non-compliance issues or errors found. The Contractor shall provide the 10th Mountain Division G1 with the Personnel Action analysis at least twice weekly.

Personnel Document creation and preparation includes providing expertise, advice and assistance to the Commanders and staff on matters related to personnel document creation and preparation, using the Army Regulation 22-50, daily. The Contractor shall review, analyze, and execute these Personnel Actions in support of the daily contingency operations. The Contractor shall communicate with each subordinate BDE and BN to correct any non-compliance issues or errors found. The Contractor shall provide the 10th Mountain Division G1 with the Personnel Action analysis at least twice weekly.

Automated Files preparation and updating includes providing expertise, advice and assistance to the Commanders and staff on matters related to document filing and disposition using AR25-400-2, the Army Records Information Management System (ARIMS) at least once weekly. The Contractor shall review, analyze, and execute these Personnel Actions in support of the daily contingency operations. The Contractor shall communicate with each subordinate BDE and BN to correct any non-compliance issues or errors found. The Contractor shall provide the 10th Mountain Division G1 with the Personnel Action analysis at least twice weekly.

The Contractor shall provide unscheduled SME Personnel Operations analysis of specific personnel actions and awards. These unscheduled Personnel Operations analyses will normally be driven by a Request for Information (RFI) from higher headquarters.

Competencies Required: Contractor personnel must demonstrate competence to perform at a high level in a Command Staff level environment, to include the following skillsets:

- Strong communication skills, self-starter, ability to work independently and within a team. Focused on deadlines and achieving goals.
- Analytic, problem solving and quantitative skills.
- Excellent verbal, written, presentation and organizational skills.
- Highly flexible, ability to work and handle uncertainty in rapidly changing environment.
- Be adaptable, enthusiastic, and trustworthy.
- Acute attention to details
- Expertise with databases, statistics applications, and logistics programs.
- Expertise with MS Office including Word, Excel, and Outlook.
- Proactive, highly motivated, and flexible.
- Highly organized.
- Passion for exploring & learning Readiness Solutions.

Analyst Qualifications: Contractor personnel must demonstrate Subject Matter Expertise (SME) proficiency in the discipline they provide support to, to include the following functional areas:

- 6+ years of experience developing and reviewing technical and logistics specifications and procedures.
- Background in developing and updating logistics products to account for support strategy changes.
- Expertise with reviewing and assessing maintenance and support programs for effectiveness and efficiency.
- Expertise with reviewing and assessing logistics deliverables for regulatory compliance.
- Bachelor's Degree preferred.

(LIS) Proficiency: Contractor personnel must possess proficiency in the following Logistics Information Systems (LIS):

- Global Combat Support System – Army (GCSS-A

- Army Enterprise Systems Integration Program (AESIP)
- The US Army Logistics Data Analysis Center/ Strategic Support Area Business Reporting Environment tool (LDAC/SABRE)
- Commander's Actionable Readiness Dashboard (CARD)
- electronic Financial Liability Investigations of Property Loss (eFLIPL)
- Decision Support Tool (DST)
- Master Divestiture List (MDL)
- Container and Joint Container Module (JCM)
- GSA Drive Thru
- Integrated Personnel and Pay System – Army (IPPS-A)
- Active-Duty Officer Assignment Interactive Module (AIM)
- Army Records Information Management System (ARIMS)