



**Vector Planning & Services, Inc.
591 Camino De La Reina, Suite 725
San Diego, CA 92108**

Subject ID: Technical Trainer

Location: Washington, D.C.

Job Responsibilities/Duties:

- Provide users with training and assistance in using PD2 in accordance with the approved Concept of Operations (CONOPS), PR Guide, and other documents providing information and support to the PD2 user community.
- Provide recommendations for improving the SPS implementation plans to fully implement usage of PD2.
- Assist in developing customized training programs and documentation, such as user guides, as well as assist in the on-site execution of training sessions at Headquarters, Program Executive Offices, Program Offices and or field activities for SPS on-line and in person.
- Assist with scheduling individuals throughout for generalized or specialized PD2 training, as required. This will include coordinating with the SPS Joint Program Management Office (JPMO) for training sponsored by the JPMO.
- Assist in the collection of training information for data calls as necessary (e.g. DoD or DoN SPS related metrics).
- Provide the training and the support necessary to facilitate the implementation and use of PD2 for entering electronic PRs within the Headquarters and PEOs.

Required experience/Education/Clearance:

- One year experience demonstrated SPS training material development and courseroom instruction.
- Hands-on experience in a technical trainer role for both one-on-one training sessions and in a classroom setting.
- Bachelor's degree preferably in a technical discipline OR the equivalent combination of experience and education.
- Active SECRET Level DoD clearance.

Security Requirements: Active SECRET level DoD Clearance

Submission Requirements:

- All resumes should be submitted to: Recruiter@myvpsi.com

Vector Planning and Services, Inc. is an EEO/AA Employer.