

Civilian Career Opportunities Business Operations

NSWC, Port Hueneme Division

The Naval Surface Warfare Center in Port Hueneme, CA is looking for highly motivated individuals to join our team of skilled personnel. You do not need to enlist in the Navy to join our team! Ideal candidates are enthusiastic and are able to work effectively in teams. If this sounds like something you would be interested in, we'd love to hear from you!

WHAT YOU WILL BE DOING:

The most common responsibilities in the Business Office include financial, people, and acquisition tasks.

Business Operations:

Strategic planning, execution, management, and oversight for business-related operations in areas of Finance, Acquisition/Contract Portfolios, and Administrative Support.

Finance:

Preparing, formulating, planning, analyzing, and tracking budget to plan; funds receipt/rejection, obligation and execution; cleanup of old dormant transactions; reporting/briefing variances or mitigation strategies.

Administrative Support:

Delivering customer service in various aspects of human resources such as hiring, promoting, staffing, evaluating, time & attendance, pay, travel support, and records keeping.

Acquisition/Contract Portfolio:

Assisting Contracting Officer and the technical office codes in planning, soliciting, provide financial expertise, programmatic and technical oversight on contracts, task orders, and other procurements.

REQUIRED/ DESIRED QUALIFICATIONS:

High School Diploma is required. Experience or higher education (Bachelor's/Master's degree) is encouraged.

CAREER PATHS:

Financial Program Analyst, Contracting Officer Representative, Department Contracts Coordinator, Department Procurement Coordinator, Management Analyst, Team Lead, Branch Supervisor, Assistant Business Operations Director, and Business Operations Division Director

OPPORTUNITIES FOR CREATIVITY:

Various opportunities for improvement, innovation, and creativity exist due to the Commands ongoing and changing environment as well as the organization's path for continuous improvement, and continual advancements in technological tools.

OPPORTUNITY FOR TRAVEL:

0%-10% for most positions

OPPORTUNITIES FOR FUTURE LEARNING:

- Continuing education (AA, BA, BS, MA/MS, PHD)
- Standard tools (e.g., MS Excel)
- Appropriation Law
- Merit System Principles
- Other trainings related to finance, acquisition, and/or administration are encouraged or in some cases mandatory

OTHER OPPORTUNITIES:

Rotations and Mentorship

TYPICAL WORK SETTINGS:

Majority of tasks are done in an office. The work does not require any special physical effort.

FOR MORE INFORMATION:

Contact nswcphd.recruiting@us.navy.mil

Civilian Career Opportunities Computer Science

NSWC, Port Hueneme Division

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WHAT YOU WILL BE DOING:

Working as a computer scientist provides numerous opportunities to innovate ongoing projects. Tasks support all phases of software development lifecycle (SDLC) from the acquisition phase to the sustainment phase and include:

- Daily software use - case development, software design, planning, and coding of various software-intensive systems using waterfall and agile scrum methodologies
- Documenting, troubleshooting, patching, and enhancing existing code, unit and system-level testing, and requirements development/validation
- Deploying applications into IT infrastructure and embedded systems
- Designing and developing software solutions to interface with legacy applications
- Configuring management of in-development and deployed software
- Performing software install, system check out, and software maintenance

YOUR IDEAL QUALIFICATIONS:

- Bachelor's Degree in Computer Science from an ABET accredited school
- Fundamental knowledge of Software Engineering Processes and Methodologies
- Working knowledge of Scripting, Procedural, and Object-Oriented Programming Languages
- Knowledge of Common Operating Systems such as, Windows and UNIX/Red Hat Linux

CAREER PATHS:

Project Lead, Team Lead, Branch Manager, Division Manager, Department Manager

OPPORTUNITY FOR TRAVEL:

Occasional travel (25%) to various locations throughout the U.S and internationally for some programs.

OPPORTUNITIES FOR FUTURE LEARNING:

- Continuing education (AA, BA, BS, MA/MS, PHD)
- IT certification
- Minimum of 40 hours of each year training

OTHER OPPORTUNITIES:

- Mentorship
- Process Improvement Initiatives
- Rotations (available in core IT infrastructure, engineering departments, and cross-site projects)
- Innovation projects

TYPICAL WORK SETTINGS:

- Majority of tasks are done in an office or a laboratory setting
- Occasional work done at dockside, shipboard, contractor sites, test sites, or PHD's detachments (i.e. New Mexico and Virginia)

FOR MORE INFORMATION:

Contact nswcphd.recruiting@us.navy.mil

Civilian Opportunities at NSWC Port Hueneme Division

Operations Research

PROJECTS & WORK:

Operations Research Analysts (ORAs) perform professional and scientific work requiring the design, development and adaptation of mathematical, statistical, econometric, and other scientific methods and techniques to analyze problems of management and to provide advice and insight about the probable effects of alternative solutions to these problems.

The primary requirement of the work is competence in the rigorous methods of scientific inquiry and analysis rather than in the subject matter of the problem. This work can be broken out as follows:

Method Development and Assessment:

Involves applying expert knowledge of particular classes of problems and the ability to develop associated problem solving methods. Analysts may specialize in one or more areas including queuing theory, optimization methods, simulation, or artificial intelligence. They advise other ORAs, scientists, or engineers on techniques best suited for analyzing their problems.

Problem Solving:

Involves the ability to work directly to correct deficiencies or improve the performance of systems, processes, or operations. Analysts doing this type of work are experts in methods of problem solving and also have an in-depth knowledge of recurring or persistent subject matter problems.

REQUIRED/ DESIRED QUALIFICATIONS:

Bachelor's/Master's degree in operations research; or at least 24 semester hours in a combination of subject-matter courses requiring substantial competence in college-level mathematics or statistics. At least 3 of the 24 semester hours must have been in calculus.

OPPORTUNITY FOR TRAVEL:

Occasional travel (25%) to various locations throughout the U.S and internationally for some programs.

OPPORTUNITIES FOR FUTURE LEARNING:

- Continuing education opportunities (various schools) as related to your position
- Engineering or Lifecycle Logistics: Certification Level I, II and III
- Master of Science in Systems Engineering (fully funded)

OTHER OPPORTUNITIES:

- Mentorship
- Process Improvement

TYPICAL WORK SETTINGS:

- Majority of tasks are done in an office
- Occasional work done at dockside, shipboard, contractor sites, test sites, or PHD's detachments (i.e. White Sands, NM and Virginia Beach, VA)

CAREER PATHS:

Project Lead, Team Lead, Branch Manager, Division Manager, Systems Engineer, Project Engineer, Department Manager

FOR MORE INFORMATION:

Contact prth.navsea.recruit@navy.mil

Civilian Career Opportunities Cyber Engineering

NSWC, Port Hueneme Division

The Naval Surface Warfare Center in Port Hueneme, CA is looking for highly motivated individuals to join our team of skilled engineers. You do not need to enlist in the Navy to join our team! Ideal candidates are enthusiastic and are able to work effectively in teams. If this sounds like something you would be interested in, we'd love to hear from you!

WHAT YOU WILL BE DOING:

Security Engineering – Perform risk analysis whenever a system undergoes a major change; or field change, analyze user needs and system requirements to determine feasibility of design within time and cost constraints; address and implement system's security requirements throughout the acquisition lifecycle and improve resiliency; secure integration of system elements through network and boundary defense engineering shipboard

Security Test & Evaluation – Develop and conduct security tests, including characterizations and vulnerability assessments of systems to evaluate compliance and technical risk; Cyber Table Tops; assess crew's ability to operate and maintain systems from a security perspective

Security Incident Response - Support the Cyber Security Service Provider with response to urgent incidents from mission systems to contain, eradicate, recover, and restore systems to operational states; coordinate with and provide technical support to Fleet to resolve incidents

Security Education & Training - Conduct interactive training exercises to create an effective learning environment for both the Fleet and in service engineers; correlate mission requirements to training; support the design and execution of exercise scenarios

YOUR IDEAL QUALIFICATIONS:

- Bachelor's degree in a related career field from an ABET Accredited Institution (preferably Computer Engineering, Computer Science, or Information Technology) is required
- Desired experience in operating systems (Linux/Win) and network administration or security

CAREER PATHS:

Working Level Engineer, Project Lead, Departmental Cyber Systems Engineer, Director for Cybersecurity Engineering

OPPORTUNITY FOR TRAVEL:

Occasional travel (< 30%) to various locations throughout the U.S. and internationally for some programs.

OPPORTUNITIES FOR FUTURE LEARNING:

- Continuing education opportunities (various schools)
- Industry Certifications: Red Hat Enterprise Linux, Windows, CCNP Security, Certified Ethical Hacker, etc.
- Navy Tailored Trainings: Cyber Table Top, Afloat Cyber Incident Response, Naval Postgraduate School, Cyber Fundamentals Certificate, Cyber Defense

OTHER OPPORTUNITIES:

Rotations, Mentorship, Research and Development

TYPICAL WORK SETTINGS:

Majority of tasks are done in an office or a laboratory setting. Occasionally, work will be done at dockside or shipboard.

FOR MORE INFORMATION:

Contact nswcphd.recruiting@us.navy.mil

Civilian Career Opportunities Engineering

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WHAT YOU WILL BE DOING:

Engineers support a variety of engineering, test, trouble shootings, maintenance, and logistics/product support requirements as it pertains to the specific operational combat system or equipment. Some specific areas include:

- Computer Programs (Software Engineering)
- Test & Evaluation
- Concept and Technology
- Development and Innovation
- Configuration Management
- Cybersecurity
- Performance and Maintenance Data Analysis
- Maintenance Engineering
- Design
- System Support
- Facilities
- Fleet Engineering Support
- Systems Installations
- Integrated Product Support and Product Support Management
- Planning and Management
- Production Support

YOUR IDEAL QUALIFICATIONS:

Bachelor's/Master's degree in a related career field from an ABET Accreditation Institution. Post-graduate experience of one year or more taken into account concerning qualifications.

CAREER PATHS:

Engineer, Supervisory Engineer, Manager, Program Manager, Technical Project Manager, Principal Technical Manager, Division Technical Director

OPPORTUNITY FOR TRAVEL:

Occasional travel (25%) to various locations throughout the U.S. and internationally for some programs.

OPPORTUNITIES FOR FUTURE LEARNING:

- Continuing education (AA, BA, BS, MA/MS, Ph.D.)
- Opportunities (various schools)
- Technical Certifications (Cyber security, Directed Energy, Advanced Radars, etc.)
- Rotations, Mentorship, Internal Research and Development
- Acquisition Certification

OTHER OPPORTUNITIES:

Rotations, Mentorship, Internal Research and Development, and participation in STEM events.

TYPICAL WORK SETTINGS:

The majority of tasks are done in an office or a laboratory setting. Occasionally, work done at dockside shipboard, contractor sites, and test & evaluation sites.

FOR MORE INFORMATION:

Contact nswcpbd.recruiting@us.navy.mil

Civilian Career Opportunities

Financial Management

NSWC, Port Hueneme Division

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WHAT YOU WILL BE DOING:

Financial and business processes are continuously reviewed to improve and innovate. Individuals working in this field have the opportunity to contribute to the efficiency and effectiveness of our processes.

Financial Management Analysts and Accountants will work in various areas such as:

- Financial and Audit Remediation
- Corporate Accounting
- Managerial Accounting
- Corporate Budget
- Funds Management
- Travel Services
- Payroll Services

Financial Analysts will work in areas such as:

- Funding Acceptance
- Funds Execution Tracking
- Carryover
- Reimbursable Authority
- Overhead

YOUR IDEAL QUALIFICATIONS:

Bachelor's Degree in Business, Finance, Accounting, or other related areas is required.

CAREER PATHS:

Program Analyst, Business Manager, Financial Analyst, Financial Team Lead, Division Head, Deputy Comptroller, Comptroller

OPPORTUNITY FOR TRAVEL:

Occasional travel (<5%) to various locations in the U.S. for meetings and conferences away from the worksite or other mission required assignments.

OPPORTUNITIES FOR FUTURE LEARNING:

- Continuing education (AA, BA, BS, MA/MS, PHD)
- Financial Management Certification Program (FMCP)
- Finance related courses are offered throughout the fiscal year and are focused on areas such as General Ledger, Comptrollership, and Audit Readiness

OTHER OPPORTUNITIES:

- Rotations in financial technical areas
- Mentoring
- Innovation and Process Improvement

TYPICAL WORK SETTINGS:

Majority of tasks are done in an office environment. The work does not require any special physical effort.

FOR MORE INFORMATION:

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Civilian Career Opportunities Human Resources

NSWC, Port Hueneme Division

The Naval Surface Warfare Center in Port Hueneme, CA is looking for highly motivated individuals to join our team of skilled personnel. You do not need to enlist in the Navy to join our team! Ideal candidates are enthusiastic, looking forward to make a difference and gain experience and are able to work effectively in teams. If this sounds like something you would be interested in, we'd love to hear from you!

WHAT YOU WILL BE DOING:

A career in Human Resources can include one or more of the following areas:

Planning, Policy, and Analysis: Strategic planning; organizational management; human capital assessment; workforce analysis; workforce shaping

Recruiting and Student Outreach: Developing, implementing, and managing recruiting, outreach, and student employment programs; entry-level and internship staffing and hiring

Staffing and Classification: On-boarding/orientation; staffing; classification: standards, appeals, and training; position management; discretionary pay actions

Labor and Employee Relations: Adverse actions; grievances; leave administration; creating labor-management forums; Alternative Dispute Resolution (ADR); Civilian Employee Assistance Program (CEAP); quality of work/life; workers compensation liaison; awards and recognition

Workforce Development: Employee Career Development; Training Administration, Delivery, Planning, and Design

Additional Responsibilities for All HR Functions: Equal Employment Opportunity Program support; organizational leadership and support; advice and guidance to employees and management; agency representation

YOUR IDEAL QUALIFICATIONS:

High School Diploma is required. Experience or higher education (Bachelor's/Master's degree) is encouraged.

CAREER PATHS:

HR Specialist Team Lead, Branch Manager, Deputy Human Resources Director, Human Resources Director

OPPORTUNITY FOR TRAVEL:

Occasional travel (<20%) to various locations in the U.S. for meetings and conferences away from the worksite or other mission required assignments.

OPPORTUNITIES FOR FUTURE LEARNING:

- Continuing education (AA, BA, BS, MA/MS, PHD)
- On-the-job training
- Formal training classes offered by OCHR (Office of Civilian Human Resources)
- U.S. Office of Personnel Management (OPM) Federal HR Institute

OTHER OPPORTUNITIES:

Rotations, mentorship, process improvement

TYPICAL WORK SETTINGS:

Majority of tasks are done in an office environment. The work does not require any special physical effort.

FOR MORE INFORMATION:

Contact nswcphd.recruiting@us.navy.mil

Civilian Career Opportunities IT (Cybersecurity)

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WHAT YOU WILL BE DOING:

Work in this career field involves ensuring the confidentiality, integrity, and availability of systems, networks, and data. This work is done through the planning, analysis, development, implementation, maintenance, and enhancement of information systems' security programs, policies, procedures, and tools. This includes:

- Troubleshooting, hands-on installation, upgrading, maintenance, configuring, testing, and administration of client/server/networking IT hardware and software
- Providing technical support to engineering and administrative personnel
- Working in small teams to document challenges and develop actionable solutions
- Administering enterprise-level databases with support from experts
- Limited programming using scripted languages
- Developing, validating, and maintaining technical documentation to support IT systems and cybersecurity processes

YOUR IDEAL QUALIFICATIONS:

1 - 3 years of hands-on experience, basic networking, active directory, and IT repair, maintenance, sustainment, and operation. Fundamental knowledge of Operating Systems such as Windows and RedHat Linux.

CAREER PATHS:

Project Lead, Team Lead, Branch Manager

OPPORTUNITY FOR TRAVEL:

Occasional travel (>25%) to various locations throughout the U.S. and internationally for some programs.

OPPORTUNITIES FOR FUTURE LEARNING:

- Continuing education (AA, BA, BS, MA/MS, PHD)
- IT certification within 6 months of hire
- Minimum of 40 hours of continuous learning opportunities annually
- Additional technology-specific training provided based on need and interest

OTHER OPPORTUNITIES:

- Mentorship
- Continual Process Improvement
- Rotations (core IT infrastructure, cybersecurity, advanced security, and engineering departments)
- Annual competitive opportunities with external cyber teams

TYPICAL WORK SETTINGS:

Majority of tasks are done in an office or a laboratory setting

FOR MORE INFORMATION:

Contact nswcphd.recruiting@us.navy.mil

Civilian Opportunities at NSWC Port Hueneme Division

Life Cycle Logistics

PROJECTS & WORK:

Life cycle logistics encompasses an entire system's life cycle including acquisition (design, develop, test, produce and deploy), sustainment (operations and support), and disposal and can be best defined as the planning, development, implementation, and management of a comprehensive, affordable, and effective systems support strategy.

Positions are concerned in the identification of activities involved in providing logistics support, the integration of actions required of each activity into a comprehensive logistics plan, the monitoring of progress in meeting planned requirements, the adjustments of logistics plans and schedules for all related actions, and coordination of efforts to effect the plan.

This career field can be broken out into three key areas:

Life Cycle Sustainment: Product Support Management; Supply Support; Packaging, Handling, Storage & Transportation; Maintenance Planning & Management

Technical Management: Design Interface; Sustaining Engineering; Technical Data; IT Systems Continuous Support

Infrastructure Management: Facilities & Infrastructure; Manpower and Personnel; Support Equipment; Training & Training Support

REQUIRED/ DESIRED QUALIFICATIONS:

A Bachelor's degree in a technical, business scientific, or managerial field of study.

OPPORTUNITY FOR TRAVEL:

Occasional travel (<25%) to various locations in the U.S. for meetings and conferences away from the worksite or other mission required assignments.

OPPORTUNITIES FOR FUTURE LEARNING:

- Continuing education opportunities (various schools) as related to your position
- Student Loan Repayment Program (SLRP)
- Technical Data Management Information System (TDMIS) Certification
- Logistics focused training courses: Cost Analysis; Support Planning; Systems Planning, Research, and Development; Strategic Sourcing; Acquisition Logistics Fundamentals; Designing for Supportability in DoD Systems; Performance Based Logistics (PBL), etc.

OTHER OPPORTUNITIES:

Rotations, Mentorship, Continual Process Improvement, etc.

TYPICAL WORK SETTINGS:

Majority of tasks are done in an office environment. The work does not require any special physical effort.

CAREER PATHS:

Logistics Management Specialist, Team Lead, Career Field Manager, Branch Manager, Division Manager, Department Manager, Supportability Manager, Director

FOR MORE INFORMATION:

Contact prth.navsea.recruit@navy.mil

Civilian Career Opportunities Security Office

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WHAT YOU WILL BE DOING:

Personal Security (PERSEC):

Clearance, incident, and check-in/check-out processing; visit requests; clearance verification; position sensitivity; courier cards; security education and training; correspondence; instructions; standard operating procedure reviews; inspection of offsite locations

Physical (PHYSEC) & Information (INFOSEC) Security:

Anti-Terrorism Force Protection (ATFP); random antiterrorism measures; security drills; access control; alarms; video surveillance; classified meetings; foreign travel; restricted areas; security containers; secure rooms; building security assessments; key and lock control; barriers and openings; classified material; document control and destruction; emergency management; Continuity of Operations (COOP); foreign visitors and travelers; Isolated Personnel Report (ISOPREP); security property management; inspection of offsite locations

Mission Support:

Operations Security (OPSEC); Controlled Unclassified Information (CUI); Industrial Security; Key Management Infrastructure (KMI); Key Operating Account (KOA); inspection of offsite locations

YOUR IDEAL QUALIFICATIONS:

Bachelor's Degree, ability to obtain and maintain Top Secret Security Clearance (for most positions), DoD Security Specialist Course

CAREER PATHS:

Branch Lead, Branch Supervisor, Deputy Division Manager, Division Manager

OPPORTUNITY FOR TRAVEL:

Some travel for inspectors but generally less than 25%

OPPORTUNITIES FOR FUTURE LEARNING:

- Continuing education (AA, BA, BS, MA/MS, PHD)
- Specialty courses in information and physical security
- Security Engineering Planning Assistance Training (SEPAT)
- OPSEC Coordinators Course
- Wide variety of online security courses via the Center for Development of Security Excellence (CDSE)

TYPICAL WORK SETTINGS:

Majority of tasks are done in an office environment. Occasional work at shipyards, depots, warehouses, etc. for assessments and spot checks. The work does not require any special physical effort.

OTHER OPPORTUNITIES:

Mentorship, Networking, Continual Process Improvement

FOR MORE INFORMATION:

Contact nswcphd.recruiting@us.navy.mil

Civilian Career Opportunities

Technicians

NSWC, Port Hueneme Division

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WHAT YOU WILL BE DOING:

The Technician career field can be separated into two key areas:

Electronics:

Supervising, leading, or performing work that involves applying knowledge of the techniques and theories characteristic of electronics to support the improvement, installation, maintenance, and troubleshooting of systems or equipment. Areas of knowledge include, basic electricity and electronic theory, and elementary physics; electronic equipment requirements generation, design, development, evaluation, testing, and integration; evaluation of capabilities, limitations, operations, characteristics, and functional use of a variety of types and models of electronic equipment and systems related to, but less than, a full professional knowledge of electronic engineering.

Engineering:

Supervising, leading, or performing work involving applying a practical knowledge of the methods and techniques of engineering or architecture; the construction, application, properties, operations, and limitations of engineering systems, processes, structures, machinery, devices, and materials.

YOUR IDEAL QUALIFICATIONS:

An ideal candidate has knowledge on the capabilities, limitations, operations, design, characteristics, and functional use of a variety of types and models of equipment and systems, but less than, a full professional knowledge of engineering. A candidate may have gained experience assisting in work situations including: Maintenance, Fault Isolation, Installation, or a combination of experience.

CAREER PATHS:

Project Lead, Team Lead, Branch Manager

OPPORTUNITY FOR TRAVEL:

Occasional (25%) to frequent (75%) travel possible to various locations throughout the U.S and internationally depending on the program and position.

OPPORTUNITIES FOR FUTURE LEARNING:

- Continuing education (AA, BA, BS, MA/MS, PHD)
- Master of Science in Systems Engineering (fully funded)
- Training courses offered onsite
- On-the-job training

TYPICAL WORK SETTINGS:

- Majority of tasks are done in an office or laboratory environment
- Occasional work done at dockside, shipboard, contractor sites, test sites, or PHD's detachments (i.e. White Sands, NM and Virginia Beach, VA)

OTHER OPPORTUNITIES:

Participation in Mentorship, Networking, Continual Process Improvement, and Innovation Projects

FOR MORE INFORMATION:

Contact nswcphd.recruiting@us.navy.mil

Civilian Career Opportunities Test and Evaluation (T&E)

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WHAT YOU WILL BE DOING:

T&E careers focus on developing and executing scenarios to test combat and weapon systems individually and collectively on a ship. This includes verifying installation, preparing ship's crew with adequate training, and assessing crew proficiency. Tasks and responsibilities include:

- Developing scenarios (including live fire) for testing combat weapon systems
- Testing systems at sea with real targets, ammunition, and explosions (weapon systems include missile systems, caliber gun systems, decoy launching systems, etc.)
- Working closely with the warfighter to ensure their systems are installed correctly and working as designed
- Planning, executing, and reporting on test events
- Identifying test equipment requirements and overseeing setup and interconnection of test equipment and systems
- Providing technical services toward establishing, maintaining, and improving T&E products and services applicable to current and future combat weapon systems
- Investigating, resolving, and ensuring successful resolution of system issues through shore site testing/simulation and appropriate shipboard/site verifications

YOUR IDEAL QUALIFICATIONS:

Bachelor's/Master's degree in Mechanical/Electrical Engineering, Physics, Mathematics, or related fields with interest in Test and Evaluation.

CAREER PATHS:

System Subject Matter Expert (Systems Engineer), Test Conductor, Warfare Area Lead, Project Engineer, Project Officer, Test Director

OPPORTUNITY FOR TRAVEL:

Frequent travel (50%) to various locations throughout the U.S. and internationally for some programs.

OPPORTUNITIES FOR FUTURE LEARNING:

- Continuing education (AA, BA, BS, MA/MS, PHD)
- On-The-Job Training
- Navy System Operator Schools
- Various T&E/Systems Engineering Training and Certifications including DAWIA Certification, T&E Professional Certification, T&E Fundamentals, Electronics, Statistical Analysis, Modeling and Simulation, etc.

OTHER OPPORTUNITIES:

Rotations, Mentorship, Forums, Innovation Proposals, and more!

TYPICAL WORK SETTINGS:

- Work is typically performed in a shipyard and shipboard environment.
- Work does not take place in a typical office environment; however, there are times work in an office takes place.

FOR MORE INFORMATION:

Contact nswcphd.recruiting@us.navy.mil