



**ArcSource Group, Inc.** is a certified Woman-Owned Small Business that provides full lifecycle training, and management and IT-related services. Since 2008, ArcSource has successfully served Federal civilian and defense customers by combining program management expertise, operational experience and technical skills with innovative, effective solutions.

Position Title	<b>Senior Consultant</b>
Position Type	Full Time
Position Location	Remotely at CONUS locations through telework agreements
Daily Responsibilities	<ul style="list-style-type: none"> <li>• Assist in the preparation of training materials, policy letters, project reports, marketing materials, and briefings</li> <li>• Evaluate all MTF DMHRSi Managers' performance, and schedule site visits to improve manager skills-set. Submit the after-action report through the respective MAJCOM/SG to the MTF/CC</li> <li>• Develop Quick Reference Cards, and monthly processing guides as tools for MTF users to accomplish the specific tasks required to produce the End of Month Output File</li> <li>• Develop and update Air Force specific training material and disseminate to all DMHRSI users</li> <li>• Incorporate, sustain, and teach DMHRSi training workshops. Training must be curriculum based and have measurements to evaluate student comprehension</li> <li>• Conduct web training sessions to customers at least monthly, but more frequently as needed, to reinforce DMHRSI functionality and improve performance of duties</li> <li>• Assist with incorporating, sustaining, and teaching the DMHRSI portion of the 4A0 (Medical Administrative Specialist) career field technical training school, and with the Medical Expense Performance Reporting System (MEPRS) formal training course</li> <li>• Participate in MTF working group meetings, when requested by the MTF Manager</li> <li>• Assist the Functional Integrated Working Group (FIWG) in developing a local marketing plan to ensure all affected personnel are notified of training dates, the purpose of DMHRSI, with a "What's in it for me?" section</li> <li>• Research all helpdesk tickets related to Data Management and provide MTF DMHRSi Managers the training and tools to maintain data integrity</li> <li>• Prioritize customer support requests received from AF MTFs, AFMRA, and provide timely, responsive customer support</li> <li>• Evaluate the DoD Batch and Timecard Status and Summary View Reports and assist managers to make corrections in DMHRSi for all incorrect data points</li> <li>• Orient site users on the Knowledge Exchange DMHRSi home page to ensure they can locate all reference material required for sustainment</li> </ul>



Position Description  
Senior Consultant

	<ul style="list-style-type: none"> <li>• Capture, analyze and post to the Knowledge Exchange DMHRSi home page a log of best practices and lessons learned from site usage. Update the web-page best practices and lessons learned monthly</li> <li>• Build fiscal year projects for all MTFs’ managers, and provide timecard template instructions to the MTF managers</li> <li>• Conduct teleconferences with site E&amp;T and RD coordinators, develop AF business rules, and facilitate required changes</li> <li>• Assist in the E&amp;T proponent organization and address specific questions on policies, procedures, and processes regarding the E&amp;T module.</li> <li>• Coordinate with the E&amp;T and Readiness coordinators to ensure no duplication of courses are incorporated into the modules</li> </ul>
Required: Years of Experience (min)	<ul style="list-style-type: none"> <li>• 5 years DMHRSi AND course planning, development, and presentation</li> <li>• 5 or more years recent working experience with Medical Readiness Decision Support System-Unit Level Tracking and Reporting Application (MRDSS-ULTRA)</li> </ul>
Required:	<ul style="list-style-type: none"> <li>• Bachelor’s Degree in a technical, engineering, and scientific or management discipline related to DMHRSI</li> <li>• An Associate’s Degree combined with an additional five (5) years of DMHRSI experience may be substituted for the Bachelor’s Degree.</li> </ul>
Required: Experience	<ul style="list-style-type: none"> <li>• 5 years DMHRSi experience required</li> <li>• 3 years course planning, development, and presentation skills are required</li> <li>• 5 or more years recent working experience with MRDSS-ULTRA and have the ability to correct all interface errors</li> </ul>
Required: Clearance	<ul style="list-style-type: none"> <li>• Tier 1 (NACI) investigative clearance/background investigation</li> </ul>

*The specific statements shown in each section of this position description are not intended to be all-inclusive. They represent typical elements considered necessary to successfully perform the job. Applicants selected will be subject to a government security investigation and must be able to obtain a government-granted security clearance. Individuals may also be subject to a background investigation including, but not limited to criminal history, employment and education verification, and drug testing. ArcSource Group is an Equal Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, marital status, disability, veteran status, sexual orientation, or genetic information.*