



Transition Assistance Programs TRG Employment Opportunities

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TRG values the expertise and fresh perspective experienced professionals bring to our organization. We recruit experienced professionals across a wide range of roles, business areas, and regions. Our global presence, variety of work assignments, and business strength help to make us one of the most dynamic companies in the Washington metropolitan area. We recognize our employees are what make us successful and believe they are our most valuable asset. TRG compensates our employees with competitive salaries, bonus opportunities and an excellent benefits program including full options for advancement.

TRG values our Veteran professionals and thanks you for your service. Our current work force is over 44% Veterans. TRG's Recruiters and HR team are happy to discuss any of our opportunities whether you have already transitioned from the military or plan to soon.

Current Opportunities

Cleared Property Specialist- Washington, D.C.

This work supports a federal client in Washington, D.C. and **requires an Active TS/SCI Clearance with CI Polygraph**. The Cleared Property Specialists have a variety of responsibilities including inventory, stock, reordering, distribution, and projecting and making recommendations. Some of their daily activities can include; assisting and reviewing purchase orders, maintaining inventory, equipment functionality and repairs, complying with proper disposal of unneeded items, assisting with accountability of property, and processing supply/equipment requests and tracking requirements using customer software. You must have prior experience using office automation software and equipment.

Physical/Personnel Security Specialist – Washington, D.C. - Requires TS/SCI with CI Poly. Supporting DOJ. Provide daily assistance to client's Security program including planning, developing, and implementing Emergency Management Plans, reviewing floor plans and diagrams, and assisting with writing/revising SOPs and Emergency Action Plans. Bachelor's degree desired, OPSEC and Insider Threat, COMSEC experience and access controls and locks.

Cleared Program Analyst- Washington, D.C.- Requires TS/SCI with CI Poly – Supports a federal client in Washington, D.C. in performing analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Requires excellent communication skills and exceptional organizational and planning skills. Bachelor's degree required. Minimum 5 years' experience.

Cleared Technical Writer – Washington, D.C. - Requires TS/SCI with CI Poly. Responsible for writing and editing a variety of technical articles, interpreting and explaining various topics relative to publications issued by CD, editing articles prepared by subject matter experts for use as training and/or informational materials, making changes to improve coverage, presentations, and readability, and ensuring that written material does not conflict with existing policies, procedures, or information previously published. Also works with Visual Information Specialist to ensure proper treatment of publications, including developing charts, graphs, and sidebars, and discussing what visuals best represent the intent of the publications to the readers. Bachelor's degree and a minimum of 8 years of relevant work experience required. Proficiency in SharePoint, and knowledge of different programs to design publications layout, charts, and graphs desired.

Cleared Management and Program Analyst- Washington, D.C.- Requires TS/SCI with CI Poly – Supports a

programs to design publications layout, charts, and graphs desired.

Cleared Management and Program Analyst- Washington, D.C.- Requires TS/SCI with CI Poly – Supports a federal client in Washington, D.C. in performing a variety of in-depth management/program analyst functions including planning, initiating, coordinating, and conducting in-depth studies involving a wide variety of work operations including, but not limited to, budget and financial management, compliance management, human resource forecasting and planning, facilities management, strategic planning, and/or training that have a direct impact on operations and missions of CD . Requires excellent communication skills and exceptional organizational and planning skills. Proficiency in SharePoint desired. Bachelor's degree required. Minimum 8 years' experience.

Cleared Administrative Assistant- Washington, D.C.- Requires TS/SCI with CI Poly – Supports a federal client in Washington, D.C. in performing general administrative and clerical duties such as typing, filing, taking meeting minutes, composing routine correspondence, and arranging conferences. Additional duties may include taking phone calls, scheduling appointments, and making travel arrangements. Requires excellent communication skills and exceptional organizational and planning skills. Bachelor's degree required. Minimum 8 years' experience.

Department of Justice Program Manager- Washington, D.C.- Requires TS/SCI with CI Poly – Supports DOJ in Washington, D.C. Provides management over all aspects of the business area, including directing and managing internal/external communications and all functional program activities to meet contract cost, schedule, and performance objectives, making final decisions on administrative or operational matters affecting more than one segment or functional activity of the program, organizing, directing, and managing contract operation support functions, managing teams of contract support personnel at multiple locations, meeting with customer and contractor personnel to formulate and review task plans and deliverable items, and ensuring conformance with program task schedules and costs. Requires excellent communication skills and exceptional organizational and planning skills. Bachelor's degree required. Minimum 8 years' experience.

Program Analyst – Clarksburg, WV- Requires TS. Responsible for the review and appropriate handling of electronically submitted tips to the customer from external sources, or other similar duties as assigned, interacting and collaborating seamlessly with customer personnel as required, and proficiently performing all tasks outlined above, except those related to report generation or quality assurance. Must be able to type a minimum of 45 words per minute and extract information from social media. Bachelor's degree required, preferably in criminal justice, accounting, or a social science. Minimum 3 years' work experience.

Program Analyst Team Leader/Program Analyst Supervisor– Clarksburg, WV. - Requires TS. Will lead a team of Management and Program Analysts charged with the review and appropriate handling of electronically submitted tips to the customer from external sources, or other similar duties as assigned. Responsible for ensuring all work products are meeting expectations and are in accordance with program guidelines, other applicable customer policy guides, and quality assurance plans, ensuring Management and Program Analyst work hours are in accordance with workload demands, interacting and collaborating seamlessly with customer personnel, and providing direction, instructions, and guidance to Management and Program Analysts. Must be able to type a minimum of 45 words per minute and extract information from social media. Bachelor's degree required, preferably in criminal justice, accounting, or a social science. Minimum 5 years' work experience, and one year (Team Leader) or 3 years' (Supervisor) project management experience. Previous work in a Watch Center or similar environment for DoD or USIC agencies preferred.

Management Analyst/Task Lead- Ft. Belvoir, VA- Requires Active Secret clearance – Serves as the individual responsible for the daily Army Reserve ISR task order deliverables, and serves as the primary interface with the COR for the management and oversight of the task order to include timely performance, quality, and compliance with the terms and conditions of the task order. Required: Bachelor's degree that demonstrates a high level of performance capability and knowledge of Installation Army processes. Desired familiarity or experience directly supporting HQDQ (Headquarters, Department of Army). 3-5 years' experience working with a combination, or all of, the following HQDA data systems: ISR, HQIIS, Real Property Reporting systems, Facility Sustainment Model, PPBE process, and Standard Service Costing (SCC) Model.

Systems Engineer- Reston, VA– Responsible for contributing to the design and implementation of product features, participating in continuous and iterative engineering cycles with emphasis on code quality, supportability, scalability, and performance, developing unit test cases and performance comprehensive unit testing, diagnosing and fixing product issues, and interfacing with Support to handle customer escalation issues. Requires strong analytical and problem solving skills, and a combination of the following skills is highly preferred: systems engineering, full stack development, systems administration, security architecture, database administration, and penetration testing. Bachelor's degree in Business or IT related field required. 3-5 years IT/Systems Engineering experience is highly preferred.

Technical Recruiter (mid level)- Reston, VA- Requires U.S. Citizenship – Responsible for performing full

penetration testing. Bachelor's degree in Business or IT related field required. 3-5 years IT/Systems Engineering experience is highly preferred.

Technical Recruiter (mid-level)- Reston, VA- Requires U.S. Citizenship – Responsible for performing full lifecycle high volume recruiting of technical positions, identifying candidates for openings on existing prime contracts and subcontracts, and identifying candidates for proposal efforts. Requires excellent communication skills, proficiency in MS Office, experience with Applicant Tracking Systems (desired iCIMS), and a strong understanding of EEOC and OFCCP employment guidelines. Bachelor's degree highly preferred. Minimum 3-5 years of Technical Recruiting experience including sourcing and recruiting candidates with security clearances to include TS SCI, CI Poly, and FS Poly. Desired Human Resources experience on-boarding, new hire orientation, employee relations, and HR file management.

Sr. Admin/Executive Assistant – Washington, D.C. and Chantilly, VA - Requires TS/SCI with CI Poly. Supporting DOJ. Heavy calendaring, creating minutes/agenda, PowerPoint slides, updates to website and other administrative support. Bachelor's degree and at least 8 years of experience required. Strong skills in MS Outlook, Word, Excel, PowerPoint and SharePoint is highly desired. Should be able to lift standard office related file folders, boxes, and binders.

Records Consultant –Multiple Locations

This work supports the DOJ's Record Management Division and **requires an Active Top Secret Clearance**. The Records Clerks have a variety of responsibilities including working with analysts in a very large area that is a cross between a warehouse and a library. Some of their daily activities can include; dispositioning files, files services, moving files, sorting files, researching records within files, reviewing and entering data in a data base to close files and other responsibilities as directed by the Project Manager. You must be able to use ladders frequently to access files and move boxes containing files. The work is a 40 hour work week, Monday – Friday from 7:00 am to 3:30 pm. This position pays an hourly benefit and health and welfare benefit per hour with an average annual salary ranging from \$50-\$54,000 and opportunity for periodic overtime.

Talent Pool- TRG is always looking for talented individuals to support our teams at DOJ with experience in Administration, Intelligence Research and Analysis. Our upcoming opportunities in 2018 would require a minimum of a Top Secret Clearance and highly desired is a TS/SCI with CI Polygraph. Works successfully in a team environment. Three years of experience and Bachelor's degree preferred. Experience working within the contracting support role is critical. Experience performing in an All Source or Intelligence Analyst role is desirable. Have knowledge and experience with government regulations, policies, and limitations within their scope of responsibilities. Demonstrate experience in oral communication and interpersonal skills to work within a team environment. Demonstrated experience with written communication skills sufficient to explain actions taken and rationale behind actions and recommendations. Knowledgeable with software programs such as Microsoft Office (Word, Excel, and PowerPoint), MS Outlook, and SharePoint and any programming languages or intelligence databases or tools is highly desirable. Familiarity is highly desirable in critical thinking, statistics, data oriented.

The Rehancement Group, Inc. provides competitive salaries commensurate with education and experience with full options for advancement and a robust benefits program to include 4 different medical plans, dental, vision, 10 paid holidays, PTO program, 401K and matching (eligible immediately), and charity matching program.



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TRG is an equal opportunity employer and gives consideration for employment to qualified applicants without regard to age, color, national origin, race, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.