

Job Opportunity



Job Title:	MIPR Support Analyst		
Location:	Albuquerque NM	Travel Required:	Yes, infrequent
Level/Salary:	commensurate with experience	Position Type:	Full time
Contact:	Recruitment	Date Posted:	May 7, 2025
Reports to:	Group lead	Posting Expires:	June 6, 2025
Website:	www.SolOriensLLC.com		
Applications Accepted By:			
Point of Contact: Email: Recruitment@SolOriensLLC.com Subject Line: MIPR 20250507 Attn: Recruitment		Mail: Attn: Recruitment Sol Oriens, LLC 5041 Indian School Rd NE, Suite 300 Albuquerque, NM 87110	

About Sol Oriens LLC

Sol Oriens LLC is a small, veteran-owned consulting firm focused on managing advanced technologies and concepts with strong potential for military and space applications. We provide skills to manage portfolios, programs, research and development, technology, and product engineering. We help clients guide high risk-high payoff technologies into viable systems. Our staff represents an effective mix of education, knowledge, experience, and relationships. Sol Oriens LLC is an Equal Opportunity Employer.

Position Description

Sol Oriens is looking for a self-motivated, professional to assist the National Nuclear Security Administration (NNSA) manage Military Interdepartmental Purchase Requests (MIPRs) activities.

This position will provide technical support, build positive collaboration with NNSA organizations, Defense Programs (DP), Department of Defense (DOD), and the Management and Operating (M&O) contractors associated with the Ballistic Missile Weapons Division. The work performed is extensive in scope and requires an experienced individual with demonstrated program/budget analysis expertise, self-starting, ability to work in a highly dynamic environment, and interface with broad range of federal and military senior staff and leadership.

This is a full-time contractor-support position located on-site at the NNSA offices in Albuquerque, NM.



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This MIPR/Budget Analyst roles and responsibilities include:

- Serves as the primary interface between Project Engineers and the DP budgeting system.
- Maintain tracking and status of all Military Interdepartmental Purchase Requests (MIPRs)
- Working with federal staff, evaluate all MIPR related site cost estimates, spend plans and monthly reports.
- NNSA liaison to DoD organizations for regular meetings and status of MIPR actions
- Serves as the primary interface between Project Engineers, Management and Operations (M&O) contractors, and the Air Force in the area of work-for-others programs and funding.
- Analyzes past and current Military Interdepartmental Purchase Requests (MIPRs) to ascertain their individual status, track budget and program activities associated with each MIPR, and work to manage –then close –individual MIPR activities.
- Coordinates development of Statements of Work (SOWs) between M&O Contractors and the Air Force.
- Regularly provides status of MIPR portfolio, informing federal staff on status, issues, challenges, and needed federal actions.
- Clearly and concisely conveys analysis results to all levels of Federal management in support of programmatic decisions.
- Serve as subject matter expert advisor to the FPM and staff to resolve emerging issues and any potential problems that may be associated with this MIPR-related support.
- Apply process improvement practices for this work.
- Work independently, creatively, and under general supervision.

Required Education and Experience

- Bachelor's degree in relevant field
- Minimum of 5 years of related program/budget analysis experience required.
- Program/project management in NNSA, DOD, government or corporate environments required.
- Knowledge of program and project management/scheduling tools and techniques.
- Nuclear weapons experience desired; however relevant other work experience will be considered.

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- NNSA/DOD interagency experience desired.
- Prior experience with MIPRs highly desired; however, other relevant work experience will be considered.
- Proficiency in the Microsoft Office suite with particular emphasis on word processing, presentation, and spreadsheet applications (MS Word, MS PowerPoint and MS Excel) required.
- Excellent written and verbal communication skills with demonstrated experience in writing and editing briefings for senior and executive managers.

Other Requirements

Employee candidates must:

- Submit to and pass a background check and drug screening
- Be willing to work in multiple teams under demanding professional schedule pressure
- Must demonstrate self-motivated habits, professional demeanor, have a demonstrated background of exemplary interpersonal and communications skills
- **This position requires the ability to obtain and hold a DOE Q clearance.** Active DOD TS or DOE Q clearance preferred.

If you are interested in this position, please submit an application and resume to recruitment@soloriensllc.com, subject line: MIPR 20250507