



## Ministry of Defense Advisor (MoDA) Program Position Description: IRAQ OSCI - Senior Logistics Advisor

**Title:** Senior Logistics Advisor  
**Location:** Baghdad, Iraq  
**Grade:** GS-13/14/15

**COCOM:** CENTCOM  
**Tour length:** 12-24 months\*  
**Clearance:** Secret

**Applicants must be DoD Civil Service in the GS-13/14/15 pay grades to be eligible**

The Ministry of Defense Advisor (MoDA) program trains and deploys Department of Defense civilians to serve as Advisors supporting Institutional Capacity Building initiatives within Partner Nations. Successful completion of the MoDA Strategic Advisor Course is required. The 7-week training includes advising and mentoring skills, operational readiness, history, culture, and language training. The incumbent will use their experience to assist partners in finding host nation solutions and create sustainable programs and processes within their laws and cultures.

### Background:

The Iraqi Ministry of Defence (MOD) and Counter Terrorism Service (ICTS) suffer from a wide array of institutional challenges across the multiple logistics functions. The Iraq Security Forces (ISF) do not possess the skills necessary to manage foundational logistics efforts without significant assistance at the operational and strategic levels.

### Requirements:

The incumbent will be assigned to the Office of Security Cooperation-Iraq (OSC-I) at U.S. Embassy Baghdad, Iraq, and will advise MOD and ICTS counterparts as they establish strategic and operational level maintenance systems and policies. This advisor serves as the senior maintenance advisor in areas dealing with systems, plans, policy, and execution of various levels of maintenance in the MOD and ICTS. The MoDA will mentor counterparts as they create programs and adapt proven methodologies and best practices into those sustainable in accordance with Iraqi customs and laws. The incumbent will also work with other advisors and international partners as appropriate to synchronize nationwide ICB efforts across and among ministries.

- Encourage counterparts to partner with ministerial personnel to develop and maintain sustainable training programs.
- Advise senior leaders on requirements development, budget, and resource related issues associated with logistics, and the necessary strategic communications to make these things function across the enterprise writ large.
- Train, Advise, and Assist (TAA) in support of planning, coordination, analysis, professional development, and the employment of resources, procedures, and policies that build institutional and operational capability and capacity.
- Advise the Iraqi MOD maintenance program to meet readiness and sustaining requirements.
- Advises and assists the Office of Security Cooperation - Iraq (OSC-I) staff, Government of Iraq (GOI) and Ministry of Defense (MOD) in establishing strategic and operational level maintenance.



### **Required Knowledge, Skills, Experience:**

- Minimum of ten (10) years' logistics experience with a minimum of five (5) years' experience developing policy across large organizations and commands.
- Demonstrated experience in conducting, analyzing, and briefing findings of organizational studies and/or gap analyses OR capability-based planning experience
- Demonstrated ability to work in an environment with limited resources on compressed timelines, and ability to apply innovative and creative solutions to resolve problems.
- Experience in analyzing, developing, and applying QA/QC methodologies and management solutions in challenging and complex environments. Knowledge of organizational change methods, tools, and frameworks (please cite which in your resume or cover letter)
- Demonstrated communication skills, diplomacy, and the ability to work collaboratively with counterparts to help achieve goals through the provision of quality support and mentoring.
- Manages organizational changes throughout the organization directed, or major change to the structure and content of the program or program segments directed.
- Creative problem-solving skills and a demonstrated ability to work as part of a team in an environment with limited resources
- Exceptional interpersonal skills, preferably with experience in mentoring, training, and living in an international setting
- Proven self-starter who can be successful working independently at various organizational levels and with executives/managers/leaders/staffs from multiple functional areas

### **Desired Knowledge, Skills, Experience:**

- Seven to ten years of experience advising on issues that impact the maintenance of weapon systems, fleets, equipment and/or manufacturing
- Three to five years of experience utilizing logistics databases to determine maintenance trends and input provisioning data and updates
- 7 to 10 years' experience as a senior supply chain management leader/project manager/supervisor, responsible for ensuring the logistical requirements have been met; planning/coordinating and evaluating various operations to ensure the effectiveness and efficiency of a logistics program
- Management level experience in at least three of the following areas: acquisition management, lifecycle logistics, sustainment, readiness, purchasing, transportation, distribution, inventory management, maintenance, control, expendable and non-expendable equipment, and/or warehouse operations
- Proven familiarity with preparing briefs, studies, and other for presentation to senior government officials and/or stakeholders
- Familiarity with Department of State strategic goals as related to logistics management

### **Additional Information:**

The selected Ministry of Defense Advisor will do a Temporary Duty (TDY) move to Iraq, and will receive Hazard duty, post differential, nights/weekends, Sunday Premium, holiday pay, and overtime while assigned to post. Danger Pay and Post Differential premium pays are calculated



based on Department of State guidance

[https://aoprals.state.gov/Web920/location\\_action.asp?MenuHide=1&CountryCode=1157](https://aoprals.state.gov/Web920/location_action.asp?MenuHide=1&CountryCode=1157)

Nights/weekend, Sunday Premium, Holiday pay are calculated based on OPM guidance

<https://www.opm.gov/policy-data-oversight/pay-leave/pay-administration/fact-sheets/premium-pay-title-5/>

\*Must be available for detail from home organization for a period of 12 to 24 months in addition to 7-week MoDA training program.

**It is recommended that applicants seek guidance from their organization's payroll activity to better understand how the entitlements are calculated and their impact on the applicant's personal income.**

### HOW TO APPLY:

Interested applicants should submit the following:

1. Cover letter summarizing how your skills and capabilities align with the requirements
2. Complete chronological resume (include civilian GS grade, military rank or industry title for each position)
3. Most recent SF-50 (redact SSN and date of birth)
4. Three (3) Supervisor References: Required from current supervisor and/or supervisors from prior deployments (substitutions allowed)
5. Documentation of command / component approval to deploy

Submit application package to the MoDA Program Office email address:

[dsca.ncr.bpc.list.moda@mail.mil](mailto:dsca.ncr.bpc.list.moda@mail.mil)

### **Command Approval to Deploy is required:**

#### **Army Employees:**

Must submit the endorsement of their command leadership along with an application and their resume to the Assistant G-1 for Civilian Personnel ECW team. Click on the following link and create an account to begin: [www.apan.org](http://www.apan.org). After creating the account, download the Request for Deployment (RFD) fillable form and process through chain of command as instructed.

#### **Air Force Employees:**

Must submit an approved AF Expeditionary Civilian application package to the AF Expeditionary Civilian team prior to Ministry of Defense Advisor (MoDA) Program for consideration. The application template can be found at:

<https://usaf.dps.mil/teams/12852/SitePages/Home.aspx> and must contain Colonel/GS-15 or equivalent level approval. The completed package should include an approved application, resume, current SF-50 (SSN & Date of Birth redacted-unreadable), and the following items, as prescribed by the recruitment ad: cover letter, letter(s) of reference/recommendation, and any additional documentation. Submit the completed package to:

[afpc.expeditionarycivilian@us.af.mil](mailto:afpc.expeditionarycivilian@us.af.mil) and the team will process for final endorsement to MoDA.



**Navy and US Marine Corps Employees:**

Click on the following link to the MoDA Application and Command Support Form for DON Employees:

<https://portal.secnav.navy.mil/orgs/MRA/DONHR/OCHRStennis/Expeditionary%20Civilian%20Workforce/Forms/AllItems.aspx>

Submit completed MoDA Application and Command Support Form for DON Employees to the group email inbox: [OCHRSTE\\_EC@navy.mil](mailto:OCHRSTE_EC@navy.mil). Ensure “MoDA” appears in the subject line.

**Other DoD Agency Employees:**

Provide approval memo staffed through your appropriate Deployment Coordinator or agency headquarters. If you do not know your agency’s deployment coordinator, contact the MoDA recruiting team: [dsca.ncr.bpc.list.modaprograminfo@mail.mil](mailto:dsca.ncr.bpc.list.modaprograminfo@mail.mil)