

**MINISTRY OF DEFENSE ADVISORS (MoDA)**  
**Position Description – F-16 Air Operations Advisors**

**Title: F-16 Air Operations Advisor**  
**Locations: Poland; Romania; Bulgaria**  
**Grade: GS-12/13/14/15**

**COCOM: EUCOM**  
**Tour length: 24 months**  
**Clearance: Secret**

**\*Applicants must be DoD Civilians in GS 12/13/14/15 pay grades or equivalent to be eligible\***

**Background:**

The Ministries of National Defence in Poland, Romania, and Bulgaria desire to strengthen the management of their F-16 fleet, specifically related to maintenance, supply, and stocks of existing and planned F-16 programs. A properly functioning F-16 fleet will enable the Ministries of National Defence to undertake their envisaged three core goals: 1) Air policing, 2) support to the country's individual Graduated Defense Plan, and 3) contribute to the NATO Integrated Air Defense System.

**Requirements:**

The three advisors respectively will provide F-16 specific expertise experience to the senior leadership of the Polish, Romanian, and Bulgarian Air Forces in the areas of policy and management: aircraft sortie generation to include projection and budgeting for the lifecycle costs of the aircraft, fuel allocation for operations and training purposes, maintenance, stocks, and supply.

Ideally, the candidates should be former rated fighter pilots with command experience. The candidates can be expected to have experience in overseeing policy that relates to the operation of multi-role fighter aircraft. This experience should include, but is not limited to: training, maintenance, supplies and stocks of high-usage spare parts and consumables, airframe and engine management and planning, and flight line and back shop safety practices.

The three advisors will be expected to have operational expertise and managerial experience in all aspects of support to the F-16 fleet: launch and recovery of aircraft, ground handling, servicing, scheduled and unscheduled maintenance, pre-flight, thru-flight, basic post-flight, home station check, special inspection, corrosion control, cleaning, troubleshooting, and adjustment, on-equipment repair, component removal and replacement, documenting maintenance action, and managing aircraft forms.

The three advisors respectively will make recommendations to the Polish, Romanian, and Bulgarian Air Force Chiefs on required changes to, and modifications of, existing flight operations organizations and the aviation maintenance management system in order to make it effective, and thereby increase mission capable and fully mission capable rates of airframes. The advisors will also provide expertise and advice on the implementation of these recommendations.

The desired candidates will have in-depth knowledge and experience of multi-role fighter aircraft, preferably rated instructor pilots, possessing command experience overseeing maintenance and supply in a large USAF or USN aviation operational command.

Knowledge of Department of Defense (DoD), Defense Security Cooperation Agency (DSCA),

USAF, and organizational policies, goals, and directives as applicable to a number of diversified and complex directives associated with the Security Assistance/Cooperation Program, executed by the DoD under the auspices of the Department of State (DoS) and/or DoD.

Knowledge of budget development and execution, project cost management, and Contract Officer Technical Representative (COTR) experience preferred.

Familiarity with Direct Commercial Sales and Foreign Military Sales (FMS) support programs is highly desired to include but not limited to: familiarity of the Letter of Offer and Acceptance to identify the equipment items, spares, logistics support, equipment warranties, and training purchased by the partner nations.

Candidates can expect to attend Program Management Reviews both OCONUS and CONUS. Basic understanding of the Air Force Life Cycle Management Center policies and procedures for execution of the Total Package Approach.

**Specific Tasks:**

- Review existing and where needed, develop new, comprehensive aircraft maintenance support systems, structures, and procedures for the F-16 fleet.
- Provide guidance regarding F-16 maintenance, logistics supplies, and personnel training.
- Act as the principal advisor to commander, air force, for all matters concerning the management of F-16 maintenance, supplies, and stocks.
- Ensure that F-16 maintenance policies and concepts are developed holistically, based on guidance from commander, air force, joint operations command, and national-level policy priorities, and their impact on other areas within the air force are understood, controlled, and planned.

**Desired Skills/Capabilities:**

- Knowledge of the working of foreign governments, the nature of their military and civilian governmental structures, and the culture and political dynamics influencing them.
- Prior experience training and working with central/eastern European militaries is desired.
- Applicants must be willing to immerse themselves with their allied air force counterparts and will be expected to travel throughout the country.
- Experience co-ordinating policies and methods for the purpose of developing complex air force capabilities.
- Knowledge of a modern Slavic language desired, but not required.
- Appropriate social skills and cultural awareness to exert (informal) leadership in a complex environment.
- Fundamental knowledge of Institutional Capacity Building core processes (strategy and policy, force management, human resources management, acquisition and logistics, resource management, and defense governance) and the focus areas supporting security cooperation.
- Exceptional interpersonal and communication skills and the ability to work collaboratively with counterparts to achieve goals through the provision of quality advice, support, and mentoring.
- Proven self-starter who can work independently and successfully at various organizational levels with executives, managers, leaders and staff from multiple functional areas.
- Proven success in individual and organizational capacity-building, and demonstrated ability to share knowledge, mentor, and coach others.

- Demonstrated ability to work in an environment with limited resources and to apply innovative and creative solutions to resolve problems.

**Additional Information:**

- Incumbent must be available for detail from their home organization for a period of at least 26 months to include training, preparation and a 24-month assignment.
- The selected three MoDAs will conduct Temporary Changes of Station (TCS) move to Poland, Romania, or Bulgaria respectively for 24 months and will receive post differential and Cost of Living Allowance (COLA) while assigned to post. COLA is calculated based on the comparative cost-of-living at the foreign post versus the cost-of-living in Washington DC. COLA is not a direct calculation of base salary multiplied by the COLA percentage, but rather a percentage of spendable income as determined by the Department of State. For more information about COLA, go to:  
[https://aoprals.state.gov/content.asp?content\\_id=245&menu\\_id=74](https://aoprals.state.gov/content.asp?content_id=245&menu_id=74)
- This position is eligible to receive Relocation Incentive Pay in accordance with 5 U.S.C. § 5753 and DSCA policy.
- It is incumbent upon the applicant to understand the entitlements when considering applying for this position, and 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: Summarize how your experience and capabilities align with the requirements
- 2) Complete, narrative chronological resume
- 3) Current SF-50: redact SSN and date of birth
- 4) Supervisor reference(s): required from current supervisor and supervisor from prior deployments to Iraq or Afghanistan
- 5) Documentation of command/ component approval to deploy

Submit complete application package to the MoDA Program Office email address:

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

**Command Approval is required:**

**Air Force Employees:** Must submit approved AF Expeditionary Civilian application to the AF Expeditionary Civilian team prior to MoDA consideration. The employee is required to obtain

WG/CC or equivalent approval, when approved submit application and resume to the AFPC Expeditionary Civilian team at [afpc.expeditionarycivilian@us.af.mil](mailto:afpc.expeditionarycivilian@us.af.mil) for final AF action. The AFPC team will submit to MoDA for consideration. The application and other information are available at the AF Expeditionary Civilian site: <https://usaf.dps.mil/teams/12852/SitePages/Home.aspx>

**Department of the Army Employees:** Must submit documented endorsement for deployment by their command leadership to the MoDA recruiting team, for coordination with Army AG1CP: [dscnecr.bpc.list.modaprograminfo@mail.mil](mailto:dscnecr.bpc.list.modaprograminfo@mail.mil)

**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: [dscnecr.bpc.list.modaprograminfo@mail.mil](mailto:dscnecr.bpc.list.modaprograminfo@mail.mil)