

**MINISTRY of DEFENSE ADVISORS (MoDA)**  
**Position Description: QATAR (Senior Defense Concepts and Doctrine Advisor)**

**Title: Senior Defense Concepts and Doctrine Advisor**

**COCOM: CENTCOM**

**Grade: GS-13/14/15**

**Tour length: 12 to 24 months**

**Location: Doha, Qatar**

**Clearance: TS/SCI**

**\*Eligibility: Applicants must be DoD Civilians in GS-13/14/15 pay grades or equivalent\***

**Background:**

Qatar's large scale and wide-ranging purchases of U.S. defense articles through FMS programs, with equipment deliveries scheduled in FY21-25, risk overwhelming the capacity of the Qatar Armed Forces (QAF) to operationalize capabilities that would make significant contributions to shared U.S. and Qatari security objectives in the region. The QAF has limited capacity for developing and applying joint and service doctrine to guide QAF organization, training, operations, and readiness. In order to address these identified shortfalls, QAF leaders have established a Doctrine Center as the central coordinating and directive authority to identify, develop, distribute, and maintain military doctrine and concepts. Building doctrine capacity and supporting the QAF Doctrine Center with its mission is crucial to enable the QAF to conduct effective joint and multinational operations, and to ensure enduring U.S. access to and support of Qatar. Qatari senior security officials recognize the challenges they face and view U.S. advisory support as essential to address shortfalls in Qatar's doctrine development capacity.

**Specific Tasks:**

- Serve as a primary point of contact to shape and synchronize a wide range of DoD doctrine support to build institutional capacity in a timely and effective manner with the QAF Doctrine Center and across Qatar's Ministry of Defense and military services.
- Complement and support ongoing and new defense doctrine capacity-building and security cooperation efforts by the Office of Military Cooperation (OMC) at the U.S. Embassy in Doha, U.S. Central Command (CENTCOM), the Institute for Security Governance (ISG), the West Virginia National Guard (Qatar's State Partnership Program), and other U.S. programs.
- Facilitate the delivery of advice by U.S. doctrine experts from throughout the U.S. Department of Defense.
- Advise on the following:
  - Developing a doctrine development strategy and hierarchy for the Qatar Armed Forces
  - The organization and establishment of the QAF Concepts and Doctrine Center (QCDC) to enable its reaching full operational capability (FOC) by completion of FY23. These efforts will include:
    - Developing initial organizational design for the QCDC
    - Defining the mission, roles, responsibilities, and functions of the QAF Doctrine Center.
    - Developing a training program for Center staff on the doctrine development process, creation of joint doctrine and integration with existing/new service doctrine
    - Establishing an integrating a doctrine development process which meets unique QAF organization and needs

- Establishing a knowledge management process to support storage, distribution and updating approved publications.
- Development of a Capstone “Military Doctrine for the Qatari Armed Forces” (Qatar Joint Pub 1, i.e. an equivalent to U.S. Joint Publication 1)
- Development of a supporting/implementing “Capstone Concept for Joint Operations” as a higher level vision for how QAF forces and Services will operate together under QJP-1.
- How to develop Joint Functional Concepts (JFC’s) that inform joint doctrine and force development efforts for Qatari Forces.
- How to develop a “Doctrine Hierarchy” with a supporting “keystone” (higher level) Joint Functional Doctrinal (QJP-1.0 through QJP-9.0) series that articulates how the QAF will integrated their efforts across their Forces and supporting Services within each of the major JFC areas (Personnel, Intelligence, Operations, Logistics, Planning, Command/Control/Communications, Training, Force Development, and Interorganizational/Multinational Operations) which will inform future development of force readiness, training and management efforts.
- How joint force the Joint Concepts and Doctrine (JCD) development is informed by tactics, techniques, and procedures (TTP’s) and lessons learned (LL) efforts.
- How approved military concepts, doctrine are maintained, distributed, and updated as part of a knowledge management system for all military doctrine, concepts, and administrative/technical publications used by military services.
- How to engage and partner with U.S., NATO and other partner nation doctrine centers to gain and share insights through collaboration and coordination within multinational arrangements and agreements.
- How to incorporate doctrine into Professional Military Education (PME) curricula and programs.
- How to utilize concepts and doctrine as the foundation for QAF readiness, training and exercise programs to improve the overall quality of QAF operations.

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

- Prior experience at the Joint or Military Service Doctrine Centers with experience in developing a broad range of military concepts and doctrine.
- Experience working in support of senior Civilian/Military officials (e.g., Deputy Assistant Secretary or three/two-star officer level) with respect to approval and implementation of concepts and doctrine to drive force development/management efforts.
- Minimum 10 years of experience with U.S. and/or NATO concepts and doctrine development efforts which includes development, staffing, approval and implementation products which supported integration of functions and processes across joint/service forces.
- Advanced project management skills with respect to developing program directives, coordinating drafts and adjudicating inputs, gaining approval and publishing/disseminating products across military forces.
- Advanced organizing skills and intercultural awareness to exert (informal) leadership in a

complex, multinational environment.

- Exceptional interpersonal and communication skills and the ability to work collaboratively with partner nation counterparts to achieve goals through the provision of quality listening, understanding, advice, support, and mentoring within the conditions and constraints that a major Doctrine Director must function effectively.
- The ability to teach and coach counterparts and members of the supported organization to understand, accept, implement and institutionalize improved doctrine development methods and processes.
- Experience in developing and implementing organizational change and management solutions in large and complex organizations.
- Knowledge of organizational change methods, tools, and frameworks.
- 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.
- Demonstrated ability to effectively engage with senior civilian defense and military general/flag officers, both U.S. and foreign, and operate in complex interagency/inter-ministry and multinational environments.
- Proven self-starter who can work independently at various organizational levels and work successfully as a collaborative team member with Institute for Security Governance and Office of Military Cooperation program leaders, managers, and staff from multiple functional areas, to include supporting team of subject matter experts which will be deployed to support PN concepts/doctrine capacity building efforts.
- Demonstrated ability to work in a challenging and complex 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 14 months to include training, preparation and a 12 to 24-month assignment.
- The selected MoDA will conduct a Temporary Change of Station (TCS) move to Doha, Qatar for 12 to 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 maybe 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 skills and capabilities align with the requirements
2. Complete, narrative chronological resume (include civilian GS grade or military rank for each position)
3. Current SF-50: **redact SSN and date of birth**
4. Three (3) Supervisor References: Required from current supervisor and supervisors from prior deployments (substitutions allowed)
5. Documentation of command/ component approval to deploy

Submit complete 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 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://cs2.eis.af.mil/sites/12852/AFKN\\_Docs/Forms/AllItems.aspx](https://cs2.eis.af.mil/sites/12852/AFKN_Docs/Forms/AllItems.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:

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