

**Ministry of Defense Advisors (MoDA)**  
**Position Description – IRAQ: NATO MISSION IRAQ (NMI)**

**Organization:** DSCA/MoDA

**Position Title:** Strategic Planning and Policy (SPP) Advisor

**Grade:** GS- 0340/0343/0346-13/14/15 (or other series relevant to the summary of duties)

**Deployment Location:** Iraq

**Tour length:** 14 months

**Security Clearance Level:** Secret

**MoDA PROGRAM SUMMARY:**

The Ministry of Defense Advisors (MoDA) program trains advisors to work with Partner Nation Executives to identify high priority, long term goals and to achieve locally developed, sustainable solutions. Selectees must complete a comprehensive 6-week training course prior to deployment. Training includes advising and mentoring skills, capacity building, operational readiness, history, culture, and language training.

**BACKGROUND:**

NATO Mission Iraq (NMI) was established in response to a U.S. Secretary of Defense request for NATO support of Security Sector Reform (SSR) efforts (also known as Institutional Capacity Building). NATO assistance in support of Iraqi SSR covers a wide range of efforts working within the NMI Ministerial Advisory and Liaison Branch as part of the Mentors/Advisors Team providing subject matter expertise to the Iraqi Government.

**SUMMARY OF DUTIES:**

- Advise the Iraqi Ministry of Defense (MOD) leadership and staffs. Work with stakeholders to coordinate assistance in the field of Security Sector Reform (SSR), and enable development of local solutions.
- Coordinate internally with the Plans Office, Specialized Program Office, and Resource Division to ensure advisory program IS NOT simply written for the Iraqis, but will instead enable them to take ownership of goals and milestones.
- Act as Subject Matter Expert (SME) for best practices to both ONSA counterparts and NMI staffs/colleagues.
- Coordinate with other MoDA advisors or applicable stakeholders both inside and outside of Iraq to synchronize Institutional Capacity Building (ICB) concepts, plans, and lines of effort nationwide.

**REQUIRED EXPERIENCE:**

- Minimum of ten (10) years' experience as a DoD civilian with documented experience developing strategy and policy across large organizations and commands.
- Demonstrated experience in conducting gap or needs analysis, and translating results into plans and policies.

- Exceptional interpersonal skills, patience, tact, and diplomatic acumen to deftly negotiate partner engagements in order to establish Iraqi buy-in and ownership without promising NATO equipment support.

**PREFERRED EXPERIENCE:**

- Military mission and operations planning
- At least 2 years' experience of high level engagement with foreign partners or multi-national organizations such as NATO

**Additional requirements:**

Applicants must pass a pre-employment medical examination. Advisors operate in a physically demanding and austere environment, requiring the ability to maneuver with the additional weight of body armor in extreme temperatures, and may require lifting heavy items, walking over rough terrain, and working in adverse weather conditions.

Specific physical requirements for this location may be found the following link:

[http://www.cpms.osd.mil/expeditionary/pdf/USCENTCOM-MOD-13\\_TAB-A.pdf](http://www.cpms.osd.mil/expeditionary/pdf/USCENTCOM-MOD-13_TAB-A.pdf)

**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
3. Current SF-50: redact SSN and date of birth
4. Supervisor reference(s): from current supervisor and from deployments to Iraq or Afghanistan
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:**

**Department of the 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 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)

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)

**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%20Workfor ce/Forms/AllItems.aspx](https://portal.secnav.navy.mil/orgs/MRA/DONHR/OCHRStennis/Expeditionary%20Civilian%20Workfor%20ce/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)