

Congressional Liaison

We are actively collecting qualified resumes for upcoming work. Start date is anticipated to be April 11, 2016.

Overview: Provide HQ Air Force A3 analysis of legislative actions affecting arms control activities, national security policy (to include space, nuclear and missile defense) and Congressional and public affairs.

Place of Performance: HQ Air Force, A3 Operations, the Pentagon

Description: Track and analyze the federal regulatory and policy formulation process as it relates to arms control; CP; planning and budgeting; and national security, space, nuclear, and missile defense policy.

Education:

- Bachelor's degree

General Experience:

- Three (3) years of current experience within the last (5) years in preparing key budget justification during the entire Congressional cycle
- Three (3) years of current experience within the last five (5) years in self-directing as a principle determinant of all staff actions, assessing their relevance and priority and the functional expertise required for the actions.

Specific Tasks/Experience required of the position

- Track and analyze the federal regulatory and policy formulation processes Provide a weekly legislative reports on existing perspectives in Congress
- Provide synopses of Congressional hearings.
- Track and analyze Congressional authorization and appropriation actions related to and affecting AF/A3 arms control and CP programs and activities and provide a report regarding AF/A3 the status of these processes during legislative deliberations.
- Provide support in uploading fiscal data from legislative language.
- Prepare key budget justification documents during the entire Congressional cycle.
- Respond to Secretary of the Air Force Legislative Liaison and Office of Budget and Appropriation Liaison tasking.
- Manage and track internal Air Force tasks and inquiries.
- Manage and track AF Leadership Question for the Record and Inserts for the Record Clarification; AF Requests for Coordination; Office of Legislative Counsel Reviews and Transcript Reviews.
- Provide research on specific issues to include proposed legislation, hearing preparation, witnesses, hearing summaries, background information on key congressional members, staff, or budget appeals documentation.

Security Clearance Required: Current TS/SCI clearance

Send your resume to resume@prevailance.com)