

## **Senior Executive Level Staff Consultant**

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**Overview:** Provide HQ Air Force A3 a wide range of senior executive level technical and analytical support and research for the development, enhancement, and communication of planning policies, objectives, initiatives and analyses.

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

**Description:** Coordinate, and implement AF/A3's staff actions for all USAF current operations, including homeland defense, irregular warfare, special operations and personnel recovery, operational training, bases and range issues and weather support; support space and cyber warfare, including war-games, exercises and information operations; capability requirements, including fighter force structure and global mobility, plans and strategies, including joint and regional issues; and congressional matters including constituent inquiries, congressional hearing questions for record, and senior leader congressional correspondence.

### **Education:**

- Bachelor's degree

### **General Experience:**

- Three (3) years of current experience within the last five (5) years in providing interpretation or editing major policy and procedural guidance documentation for the Department of Defense while conducting and understanding complex analysis and studies to support directors of staff and senior leadership.
- Three (3) years of current experience within the last five (5) years in working with USAF operations, training issues, space and cyber warfare issues, ongoing requirement issues, and operational planning and strategy matter.
- Knowledge of latest policies, current policies, requirements capabilities, and operational guidance of OSD, Joint Staff, COCOMs, MAJCOMs and other HAF staff offices.
- Cognizant of current DoD budgetary principles and their associated operational impact.

### **Specific Tasks/Experience required of the position**

- Assist the government in enhancing message content and clarity using historical knowledge and research of the current task and associated actions. As applicable, the contractor shall communicate the broader significance of the action in terms of mission impact and/or risk. The outcomes are cogent, clearly communicated responses to complex tasks. (Examples of supported tasks: Readiness questions from the Secretary of the Air Force or Chief of Staff of the Air Force (CSAF), Air Force CORONA actions, War Fighter Talks, and Joint Chief of Staff Tank responses).
- Assist the government in serving as the senior editor in preparing and editing all official correspondence for AF/A3 on operational matters. In addition, the contractor shall edit staff correspondence and presentations for clarity and responsiveness, and provide instruction

through constructive feedback in adherence of standards to the Air Force and DoD Representative to the government representative.

- Assist in generating in-depth comprehensive and effective documents, papers, studies, presentations, analytic scenarios, necessary to accomplish the priorities and goals of the organization and Air Staff.
- Provide recommendations to the relevance, urgency, and priority of tasks and identify actions required to complete the tasks.

**Security Clearance Required:** Current TS/SCI clearance