



## Ministry of Defense Advisor (MoDA) Program

### Position Description: BOSNIA AND HERZEGOVINA - Aviation Proponency

**Title:** Aviation Proponency Advisor

**Location:** Sarajevo, Bosnia and Herzegovina

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

**COCOM:** EUCOM

**Tour length:** 12 to 30 months\*

**Security Clearance:** Secret

**Applicants must be DoD civilians in GS-13/14/15 pay grades or equivalent to be eligible; 24-30-month assignment is preferred\***

The Ministry of Defense Advisor (MoDA) program trains and deploys Department of Defense civilians to serve as Advisors supporting Institutional Capacity Building initiatives within Partner Nations. Successful completion of the MoDA Strategic Advisor Course is required. The 7-week training includes advising and mentoring skills, operational readiness, history, culture, and language training. The incumbent will use their experience to assist partners in finding host nation solutions and create sustainable programs and processes within their laws and cultures.

#### Background:

The Bosnia and Herzegovina (BiH) Ministry of Defense (MoD) desires to strengthen the structural underpinnings of their UH-2 aviation program by increasing its operational readiness, safety, and responsiveness. A properly functioning Air Force will promote the MoD's ability to support two core missions: 1) provide aviation support to BiH state institutions (medical, law enforcement, and border control) and 2) provide aviation response for emergencies and civil disasters. By 2025, BiH MoD will establish an Aviation Program Management function and develop their Professional Military Education (PME) and training institutions to support the management of the Doctrine, Organization, Training, Materiel, Leadership and Education, Personnel, Facilities and Policy (DOTMLPF) Program aspects for the Armed Forces of Bosnia and Herzegovina (AFBiH) Aviation and Air Defense Brigade to absorb, employ, and sustain rotary wing assets.

#### Specific Tasks:

- Enable BiH MoD counterparts to build capacity in Aviation Proponency to institutionalize Aviation Branch interests and equities such as: planning and resourcing maintenance personnel, spare parts and consumables, program level planning and requirements for training and personnel, budgeting, and airframe lifecycle management planning.
- Mentor counterparts as they develop and implement a holistic DOTMLPF Program that will enable the AFBiH to sustain its UH2 capability.
- Enable BiH counterparts to establish practices and regulations for aviation force size.
- Provide assistance as counterparts develop and implement procedures for assessing, training, developing career pathways, retaining, and eventually retiring helicopter pilots in a sustainable manner.

#### Required/Desired Knowledge, Skills and Experience:

- In depth knowledge and experience in Aviation Proponency in a medium to large aviation organization.



- Extensive knowledge of aviation training and maintenance as well as logistics support programs, to include logistics plans, procedures, and related documents.
- Experience formulating plans and policies pertaining to Aviation Proponency.
- Understanding of helicopter lifecycle management.
- Exceptional interpersonal and collaboration skills, preferably with experience in mentoring, training, and living in an international setting.
- Proven self-starter who can be successful working independently at various organizational levels and with executives/managers/leaders 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.
- Experience coordinating policies and strategies for the purpose of developing national-level defense capabilities, specifically aviation capability.
- Applicants must be willing to immerse themselves with BiH MoD counterparts and expect to travel throughout the country.
- Knowledge of budget development and execution, project cost management, and Contract Officer Technical Representative (COTR) experience preferred.
- Familiarity with UH-2 preferred.
- Familiarity with Foreign Military Sales (FMS) and acquisition of major weapon systems is desired.
- Experience with training and working with Balkan or Eastern European militaries is desired.
- Prior NATO or international experience is desired.

#### **Additional Information:**

- Incumbent must be available for a detail from their home organization for a period of at least 14 months to include training, preparation and a 12 to 30-month assignment.
- The selected MoDA will do a Temporary Change of Station (TCS) move to Sarajevo, Bosnia and Herzegovina 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 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 summarizing how your skills and capabilities align with the requirements



2. Complete chronological resume (include civilian GS grade, military rank or industry title for each position)
3. Most recent SF-50 (redact SSN and date of birth)
4. Three (3) Supervisor References: Required from current supervisor and/or supervisors from prior deployments (substitutions allowed)
5. Documentation of command / component approval to deploy

Submit 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 to Deploy is required:**

**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 an approved AF Expeditionary Civilian application package to the AF Expeditionary Civilian team prior to Ministry of Defense Advisor (MoDA) Program for consideration. The application template can be found at: <https://usaf.dps.mil/teams/12852/SitePages/Home.aspx> and must contain Colonel/GS-15 or equivalent level approval. The completed package should include an approved application, resume, current SF-50 (SSN & Date of Birth redacted-unreadable), and the following items, as prescribed by the recruitment ad: cover letter, letter(s) of reference/recommendation, and any additional documentation. Submit the completed package to: [afpc.expeditionarycivilian@us.af.mil](mailto:afpc.expeditionarycivilian@us.af.mil) and the team will process for final endorsement to MoDA.

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