



**Ministry of Defense Advisor (MoDA) Program**  
**Position Description: GUATEMALA – Strategic Defense Policy Advisor**

**Title:** Strategic Defense Policy Advisor

**Location:** Guatemala City, Guatemala

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

**COCOM:** SOUTHCOM

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

**Clearance:** Secret

**Applicants must be DoD civilians in GS-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 Guatemalan Ministry of Defense (MoD) is transforming its Integrated Defense Planning and Management System process to determine future capability requirements are aligned with projected budget resources. This transparent process will enable them to guide, employ and sustain capability investments, to include U.S. grant programs more adequately. The MoD is working to implement a capabilities-based planning (CBP) framework and associated costing analytics methodology into its nascent integrated defense planning and management system. The MoD and Guatemalan Army General Staff's objective is to develop policies and processes that assist with planning, programming, and justifying priority capabilities and sustainment requirements to executive decision makers and the Guatemalan congress. This will allow the MoD to manage more effectively its defense budget and inform resourcing, employment, and sustainment of Guatemala and U.S. capability investments. The advisor will primarily support the Vice Minister of Defense for Defense Policy and Planning and the Director General for Policy while providing advice to Guatemalan counterparts in the MoD on national institutional capacity. This advice is intended to advance Ministry, General Staff, and Service Headquarters defense reform and strategic planning to address shared regional threats. The advisor will focus on helping the MoD improve institutional capacities with a focus on defense planning to address a wide range of issues in a security stabilization environment, including resource management, improved budget justification, and transformation. The advisor will also work as an integrator of U.S. Institutional Capacity Building (ICB) by synchronizing institutional capacity building activities as part of the overall building partner capacity portion of security cooperation strategy in Guatemala. Guatemala's transformation effort requires changes in the way the Service Headquarters and General Staff manage the defense sector, including building their institutional capacity to perform force structure planning, generation, and management functions. The advisor will coordinate directly with the U.S. Embassy and the MoD on ICB issues and will support the integration of ICB objectives across the bilateral security cooperation plan, as appropriate. The advisor will work directly for U.S. Embassy Guatemala's SDO/DATT and in coordination with the Security Cooperation Office.



### Specific Tasks:

- Analyze, coordinate, and advise on the execution of Guatemalan institutional efforts to build defense and security sector governance and management capacity in the MoD, including in support of the Ministry's institutional transformation plan through routine interaction with senior and executive level Guatemalan military leaders. Coordinate with all applicable U.S. embassy officials, security cooperation officers, and international development organizations.
- Work with Guatemalan officials, U.S. embassy officials, and U.S. ICB stakeholders to identify organizational opportunities and process gaps, build consensus, reach agreement, document conclusions, and support and monitor Guatemalan implementation of policies across joint and combined functional areas. Guide the Minister of Defense (MinDef) through the institutional transformation needed to create cost-informed strategic planning and decision-making processes for mid to long-term defense planning and programming. Key to this effort will be strengthening the MinDef's Integrated Defense Planning and Management System.
- Advise the MinDef in publishing a national defense strategy and a defense budget by assisting with the incorporation of the Plan, Program, Budget, and Execute (PPBE) process into its regular practices to inform institutional and executive-level decision-making.
- Advise and assist in the synchronization of ICB with other security assistance and security cooperation efforts, with the goal of improving the sustainability of U.S. cooperative efforts.
- Work to coordinate and harmonize other institutional capacity building efforts across the Guatemalan defense sector. Identify opportunities to improve the integration of IMET, FMF, BPC, regional center, and other programs with the advisory efforts.
- Facilitate and support various engagements, key leader visits, and staff talks at the ministry and joint staff level as they pertain to institution building, transformation, and program integration.

### Required Knowledge, Skills, Experience:

- Experience coordinating policies and strategies for the purpose of developing national-level defense and security capabilities.
- Experience working in the Office of the Secretary of Defense, Joint Staff, Combatant Command, or Service Headquarters, ideally in defense strategy, planning or force development.
- Demonstrated experience developing multi-year plans, requirements and/or programming to include experience with planning the utilization of resources to meet emerging threats and future force size/design.
- Experience advising foreign security partners on the application of U.S. security cooperation/assistance projects to improve the capability of host nation defense institutions to advance U.S. and partner nation security objectives.
- Experience working in support of senior Defense officials (e.g., at least Deputy Assistant Secretary/two-star level).
- Experience articulating and advocating DOD plans and requirements to other U.S. agencies and/or Congress.
- Strong familiarity with U.S. security assistance, and security cooperation programs.



- Demonstrated communication skills and the ability to work collaboratively with counterparts to achieve goals through the provision of quality advice, support, and mentoring.
- Proven self-starter who can work 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 a resource-constrained environment and to apply innovative and creative solutions to resolve problems.
- Experience in adapting to environments defined by fluid, shifting and difficult security circumstances and often times a shifting political-military context.
- Willingness to immerse self with Guatemalan counterparts and travel extensively throughout the country, sometimes in austere conditions.
- Experience training and working with Guatemalan or Latin American militaries and ministries of defense.
- Must have an excellent command of the Spanish language to provide clear and concise oral and written communication, and effective understanding of face-to-face speech.

#### **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 30-month assignment.
- The selected MoDA will do a Temporary Change of Station (TCS) move to Guatemala City, Guatemala 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)