



**Ministry of Defense Advisor (MoDA) Program**  
**Position Description: LITHUANIA - Strategic Logistics Management Advisor**

**Title:** Strategic Logistics Management Advisor

**Location:** Vilnius, Lithuania

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

**COCOM:** EUCOM

**Tour Length:** 12-30 months\*

**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.

**Specific Tasks:**

- Provide advice and assistance for acquisition lifecycle management and costing, in support of planned ground vehicle, helicopter, and other materiel acquisition efforts.
- Provide advice and assistance with maintenance policy and processes, including spares management, in support of planned ground vehicle, helicopter, and other materiel acquisition efforts.
- Support other logistics and procurement areas as identified to improve overall Lithuanian logistics capabilities and strengthen support for future operations, interoperability, and support to NATO Allies.

**Required Knowledge, Skills, Experience:**

- Minimum 10 years of experience with service level U.S. Army or U.S. Marine Corps operational level ground logistics planning and requirements driven processes.
- Demonstrated experience with acquisition lifecycle management and costing and maintenance policy and processes, including spares management for ground forces.
- Knowledge of a wide variety of logistics support activities including: equipment requirements determination; supply support systems, equipment life cycle management, sustainment planning, fuel supply management, transportation, maintenance, and other logistics support activities.
- Skills in analyzing, evaluating, and interpreting logistics readiness factors, and formulating procedural solutions to logistics readiness problems.
- Exceptional interpersonal and 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 with demonstrated success working independently at various organizational levels and with service level executives/managers/leaders/staffs from multiple functional areas.



- Proven success in individual and organizational capacity building and aptitude to share knowledge, mentor and coach others.

**Desired Knowledge, Skills, Experience:**

- Familiarity with U.S. security cooperation programs, DoD institutional capacity building, and NATO logistics policies and practices.
- Knowledge of NATO-interoperable systems and experience with NATO operations and interoperability requirements.
- Experience as a multi-skilled DoD civilian logistician, preferably with a technical or management degree, who has experience at the service or joint level in identifying and resourcing logistics requirements, crafting and implementing service-wide policy, managing logistics operations from various organizational levels, and restructuring medium and small-scale logistics organizations for efficiency.
- Experience as a Logistics Observer, Coach, and Trainer, or advise and assist international security assistance mission desired.
- Knowledge of procurement management and capability development processes at the joint or service level.
- Knowledgeable in Reception, Staging, Onward Movement, and Integration (RSOI) doctrine, policy, and procedures.
- Knowledgeable of depot or materiel management center operations.
- Demonstrated ability to work in an environment with limited resources and to apply innovative and creative solutions to resolve problems
- Demonstrated creative problem solving skills and the ability to work independently or as part of a team.
- Graduate of senior level Professional Military Education program, such as War College, with an emphasis on international studies.

**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 will do a Temporary Change of Station (TCS) move to Vilnius, Lithuania for 12 to 30 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:

[dzca.ncr.bpc.list.moda@mail.mil](mailto:dzca.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: [dzca.ncr.bpc.list.modaprograminfo@mail.mil](mailto:dzca.ncr.bpc.list.modaprograminfo@mail.mil)