

The office of the Chief of Staff (HAF/CC) is soliciting nominations for the Junior Executive Officer to the Chief of Staff position. This is a 12-18 month position open to Lieutenant Colonels in any AFSC. The deadline to submit is **3 May 2016** and the report date is **15 July 2016**.

Endorsed nomination packages (requirements below) should be electronically submitted to AF/REG at usaf.pentagon.af-re.mbx.af-reg-workflow@mail.mil. AF/REG will confirm receipt of each nomination within 2 days of submission.

DUTY DESCRIPTION:

- Member of CSAF executive team--interfaces daily w/senior officials from the White House, OSD, JCS, & other Services on a spectrum of AF & DoD issues
- Reviews, edits, and prepares official staff packages for SecAF, CSAF, VCSAF, and AVCSAF
- Prioritizes tasks: Coordinates across HAF, SECAF, Joint Staff, and other government agencies
- Guides front office staff through planning, coordinating, and scheduling activities, including worldwide CSAF travel
- Backup to Senior Executive Officer

QUALIFICATIONS:

- Lieutenant Colonel (required)
- Clearance: TS-SCI mandatory (eligible)
- SDE select (desired)
- Graduated Squadron Commander (desired)
- Strong writing skills
- Previous HAF AO experience (required)
- Any AFSC (will need release from functional community)
- Screened by most recent Development Team (DT) and placed on respective Key Personnel List (KPL)

PACKAGE REQUIREMENTS (PDF FORMAT ONLY -- SEND AS ONE DOCUMENT):

- Nomination memo from Senior Rater with coord/acknowledgement from 2-letter primary or deputy
- Last 5 OPRs
- SURF
- AFFMS II print out (fitness)
- Signed memo indicating which DT KPL you are on
- Letters of Recommendation (not more than 2)

Note: All AFR candidates forwarded to AF/CC for consideration will also have a cover/ nomination memorandum signed by Chief Air Force Reserve (AF/RE). This memo will be prepared by AF/REG.

OTHER INSTRUCTIONS:

- An FOUO statement is required in the subject line of the email response. The email must contain the comment "This e-mail or its attachments may contain information which must be protected IAW the Privacy Act, DoD Regulation 5400.11, and AFI 33-332" in the first line of any response containing PII.
- Include in Subject line: Nomination for CSAF Junior Exec (nominee rank and full name)

TIMELINE:

- 3 May 2016 - nomination packages due to AF/REG
- 16-25 May 2016 - anticipate interviews w/ CC
- 27 May 2016 - anticipate decision
- 15 July 2016 - report no later than date

If you have any questions on the nomination process or requirements, contact the AF/REG POC Lt Col Jason Ohrenberger at DSN 224-5747 or (703) 614-5747, or call the primary REG phone number at DSN 227-7013 or (703) 697-7013.