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Available Tours
Personnel Force Innovation

22-6018 Naval Surface Warfare Center NSWC-Panama City Administrative Specialist/Office Manager Army or Air Force E5:E6:E7 Panama City FL United States

22-6019 Naval Surface Warfare Center NSWC-Panama City Integrated Logistics Support Manager Army E7:E8:E9:O3:O4 Panama City FL United States

22-6020 Naval Surface Warfare Center NSWC-Panama City Integrated Logistics Support Manager with Software Support Army E7:E8:E9:O3:O4 Panama City FL United States

22-6021 Naval Surface Warfare Center NSWC-Panama City Network/IT/IA Design & Eng Army or Air Force E4:E5:E6:E7:O3:O4 Panama City FL United States

21-6233 Defense Information Systems Agency DISA Tier II DoNet Support Army or Air Force E5:E6:E7:EB Pearl Harbor HI United States

21-6129 US Transportation Command USTRANSCOM-SDDC-HQ Senior Protection Officer Army G5 Scott AFB IL United States


21-6287 Defense Finance and Accounting Service DFAS-IND-JFL-Military Pay Operations Military Pay Technician/Lead Army or Air Force E5:E6:E7:EB Indianapolis IN United States

22-6007 Defense Finance and Accounting Service DFAS-IND-ZHS-Human Resources Chaplain Army or Air Force O3:O4:O5 Indianapolis IN United States

22-6017 Defense Finance and Accounting Service DFAS-IND-ZHS-Human Resources Clerical Support Army or Air Force E4:E5:E6 Indianapolis IN United States

30-0243 Defense Information Systems Agency DISA - IE13 Telecommunications Project Manager (PM) Air Force O3, O4 Fort Meade MD United States


21-6149 Defense Counterintelligence & Security Agency DCISA - PEO PEO Program Manager Army or Air Force O4 Fort Meade MD United States


21-6275 Defense Information Systems Agency DISA - BDL2 Mission Partner Engagement Officer Army E7 Fort Meade MD United States

32-6001 Defense Counterintelligence & Security Agency DCISA - III 509 Compliance Coordinator Army or Air Force O3:O4 Multiple Multiple United States

21-6216 Army Materiel Command CECOM-Tobyhanna Army Depot General Mechanic Army E2:E3:E4 Tobyhanna PA United States

21-6217 Army Materiel Command CECOM-Tobyhanna Army Depot Electronics Mechanic Army E4:E5:E6 Tobyhanna PA United States


22-6023 Naval Surface Warfare Center NSWC-Philadelphia HR Specialist/Training and Workforce Development Specialist Army E7:E8 Philadelphia PA United States

32-6024 Naval Surface Warfare Center NSWC-Philadelphia Instructor / Computer Based (CB) Curriculum Development NCO Army E7:E8 Philadelphia PA United States

20-0250 Army Materiel Command AMCOM - Corpus Christi Army Depot Production Directorate NCOIC (91E) Army E6, E7 Corpus Christi TX United States

20-0251 Army Materiel Command AMCOM - Corpus Christi Army Depot Production Directorate NCOIC (15 Series) Army E6, E7 Corpus Christi TX United States

20-0252 Army Materiel Command AMCOM - Corpus Christi Army Depot Production Directorate NCOIC (15 Series) Army E7 Corpus Christi TX United States

22-6003 Army Materiel Command AMCOM-Corpus Christi Army Depot Military Security Force Army E3:E4:E5:E6 Corpus Christi TX United States

21-6180 Air Force Materiel Command OD-ALL - 309 SWREG - 517 SWES IT Program Manager Air Force O3 Hill AFB UT United States

31-6181 Air Force Materiel Command OD-ALL - 309 SWREG - 517 SWES Cyber Officer Air Force O3 Hill AFB UT United States


If you are interested in a position, click on the link or email your resume and bio with the position you are interested in.
Email: dfas.indianapolis-in.mbx.pfi@mail.mil
Website: https://www.dfas.mil/pfi
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Security Assistance Advisor Trainer
Trainer/Instructor Ranger/SF
20-0143 - Length: 1 year - Duties: A career advisor trainer in the field of military security assistance training is responsible for developing and delivering training programs to prepare military personnel for deployment to foreign countries. This role provides guidance for U.S. and host nation Primary Instructors, Assistant Instructors, and students for training. Advises, identifies safety hazards, and implements risk mitigation during training. The role involves maintaining adequate internal control systems. Coordinator the accomplishment of major projects and has the responsibility for policies, plans, and analysis which directly shape and improve the Special Forces Training Group's missions, activities, and base operations. Performance is evaluated for overall adequacy, conformance with established policy, achievement of organization objectives, and soundness of judgment exercised. Position performs critical liaison functions with the Saudi Ministry of Interior, Riyadh, and the U.S. Embassy, Riyadh.

Security Assistance Advisor Trainer
20-0143 - Length: 1 year - Duties: The Security Assistance Advisor Trainer is responsible for advising and training military personnel on security assistance techniques, procedures, and policies. This role provides guidance for U.S. and host nation Primary Instructors, Assistant Instructors, and students for training. Advises, identifies safety hazards, and implements risk mitigation during training. The role involves maintaining adequate internal control systems. Coordinator the accomplishment of major projects and has the responsibility for policies, plans, and analysis which directly shape and improve the Special Forces Training Group's missions, activities, and base operations. Performance is evaluated for overall adequacy, conformance with established policy, achievement of organization objectives, and soundness of judgment exercised. Position performs critical liaison functions with the Saudi Ministry of Interior, Riyadh, and the U.S. Embassy, Riyadh.

Trainee/Instructor Ranger/SF
20-0144 - Length: 1 year - Duties: This role is responsible for training and mentoring military personnel in the field of security assistance. It involves coordinating and managing training programs, ensuring compliance with regulations, and mentoring military personnel in various aspects of security assistance. This role is critical in enhancing the abilities of military personnel to effectively engage in security assistance operations. The Trainee/Instructor Ranger/SF is expected to demonstrate strong leadership skills, a deep understanding of security assistance, and the ability to mentor and guide military personnel in their professional development.

Trainee/Instructor Ranger/SF
20-0144 - Length: 1 year - Duties: This role is responsible for training and mentoring military personnel in the field of security assistance. It involves coordinating and managing training programs, ensuring compliance with regulations, and mentoring military personnel in various aspects of security assistance. This role is critical in enhancing the abilities of military personnel to effectively engage in security assistance operations. The Trainee/Instructor Ranger/SF is expected to demonstrate strong leadership skills, a deep understanding of security assistance, and the ability to mentor and guide military personnel in their professional development.

Deputy Program Manager
20-0251 - Length: 1 year - Duties: This role is responsible for supporting the Program Manager in the development and oversight of defense projects. It involves coordinating with military personnel, civilian Division Chiefs, and other stakeholders to ensure the successful implementation of defense projects. The Deputy Program Manager is expected to demonstrate strong leadership skills, a deep understanding of defense projects, and the ability to effectively manage and coordinate with various stakeholders.

OMAC Lead
20-0243 - Length: 1 year - Duties: This role is responsible for managing the design, development, and implementation of network systems that support the Department of Defense. It involves coordinating with other teams to ensure that network systems are designed and implemented in a manner that supports the Department's mission. The OMAC Lead is expected to demonstrate strong leadership skills, a deep understanding of network systems, and the ability to effectively manage and coordinate with various teams.

Telecommunications Project Manager (FH)
20-0243 - Length: 1 year - Duties: This role is responsible for managing the design, development, and implementation of network systems that support the Department of Defense. It involves coordinating with other teams to ensure that network systems are designed and implemented in a manner that supports the Department's mission. The Telecommunications Project Manager (FH) is expected to demonstrate strong leadership skills, a deep understanding of network systems, and the ability to effectively manage and coordinate with various teams.
Job Descriptions for Available Tours

20-0320 Production Directorate NCOC (91E)

20-0320 - Length: 1 year

1. Duties: The Production Directorate NCOC will act as an extension of the Production Director by re-enforcing policy and guidance and by providing support to new and first line civilian supervisors. The Production NCOC will teach, coach and mentor directorate subordinate supervisors in enhanced counseling techniques that optimize employee performance and drive cultural change in line with the Army values. NCOC’s will complement the Production Director’s ability to develop subordinate leaders by providing a Quality Work Environment that supports the employee, especially those who have trouble processing current events, such active shooter incidents, civil unrest and the COVID-19 pandemic. Production NCOC’s will routinely communicate with Active, NG and USAR Aviation Units to educate them about CCAD’s capabilities in manufacturing and repairs processes across multiple aviation system platforms and about training opportunities for soldiers.

QUALIFICATION REQUIREMENTS:

Successful history as a Technical Inspector, Shop Foreman, Production Controller or Platoon Sergeant; Consistency in passing APFT; NCOC’s compliant, Hold 11E MOS

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20-0321 Production Directorate NCOC (15 Series)

20-0321 - Length: 1 year

1. Duties: The Production Directorate NCOC will act as an extension of the Production Director by re-enforcing policy and guidance and by providing support to new and first line civilian supervisors. The Production NCOC will teach, coach and mentor directorate subordinate supervisors in enhanced counseling techniques that optimize employee performance and drive cultural change in line with the Army values. NCOC’s will complement the Production Director’s ability to develop subordinate leaders by providing a Quality Work Environment that supports the employee, especially those who have trouble processing current events, such active shooter incidents, civil unrest and the COVID-19 pandemic. Production NCOC’s will routinely communicate with Active, NG and USAR Aviation Units to educate them about CCAD’s capabilities in manufacturing and repairs processes across multiple aviation system platforms and about training opportunities for soldiers.

QUALIFICATION REQUIREMENTS:

Successful history as a technical inspector, Shop Foreman, Production Controller or Platoon Sergeant; Consistency passing the APFT; NCOC’s compliant, Hold 11 Series MOS

Click HERE to apply

20-0322 Plans and Operations NCO

20-0322 - Length: 1 year

1. Duties: Plans and Operations NCO will act as a joint agent support center manned by staff of multi service military personnel and DoD civilian workforce stationed and working throughout the DLA Energy South-West Pacific Areas of Responsibility (AOR). Primary responsibility is joint planning and supporting during operational plans/exercise activation for Class II in the South-West Pacific. Relay on military fuel system experience to conduct site surveys, and perform detailed analysis of system capabilities for inclusion in the Bulk Petroleum Capabilities Report (PCLGR). Supports DLA Energy South-West Pacific and Sub-Area Petroleum Offices as a subject matter expert in Class II matters. Evaluates the Inventory Management Plan (IMP) with respect to requirements and authorizations, and recommends changes to Operational plans. Initiates Situational Reports for events affecting fuel systems in the AOR or coordinates with activities responsible for submission. Researches and reviews the DLA Energy South-West Pacific Reference “Smart” book for seven (7) Defense Fuel Support Point (DFSP) sites, and contact support locations. Updates and disseminates the communication plan for rapid contact of fuel support activities. Evaluates, orders and integrates the requisu of DFSPs within DLA Energy South-West Pacific AOR, maintaining required inventories while integrating delivery and communications through all echelon of the chain of command. Assist in developing, updating and maintaining the communication plan for pneumatic distribution and scalable wartime communication plans for complete wartime integration with multiple-class and military agencies to include USINDOPACOM, service component commands, multiple JTFs, and other DoD agencies. Assist in coordinating combat supply distribution operations in response to contingencies and joint Service exercises within the South-West Pacific AOR such as Cobra Gold, Valiant Shield, Cope North, Talisman Saber, Sabalan, and Pacific Pathway Partnership. Acts as a Service Representative in the DLA Customer Relationship Management (CRM) Database, initiating, elevating and resolving customer issues as necessary. Documents customer support requirements and resolution in the CRM database. Responsible for the secure operation of the DLA Energy South-West Pacific Ops Center during peacetime, and contingency/war.

QUALIFICATION REQUIREMENTS:

Applicants must have less than 15 years of Active Federal Service and meet military height and weight standards to apply. Applicants must submit the following documents in their application to be considered for the position; Officer Record Brief, Official Military Photo, Last three Military Evaluations, Physical Fitness Test, and Military Biography.

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21-0019 IT Specialist Customer Support

21-0019 - Length: 1 year

1. Duties: Work involves planning and delivery of a full range of information technology customer support services to include installation, configuration, troubleshooting, customer assistance, and/or training, in response to customer requirements. Provides customer support for MS Operations and applications, upgrades, sets up, decommissions and troubleshoots all hardware and ensuring compliance with existing systems and other system interfaces, and testing for system malfunctions. Applies appropriate security measures consistent with approved security standards. Trains customers in the use of systems supported by the customer support organization. Service Member is required to have Security + Certification for serious consideration. Duty hours are 0630-1700, Monday to Thursday.

QUALIFICATION REQUIREMENTS:

Must have 1 year of experience in Project Management in order to be able to make decisions or/and recommendations significantly changing, interpreting, or developing important policies or standardized operating procedures. Individual should be experienced in procurement and ordering of equipment. Be able to provide detail reports, and briefs leadership in regards to mobility technical issues affecting the European AO’s mission partners. This job requires great customer service, good accountability, documentation, SOPs and a database of: subscribers, mobility equipment, telephone directory and act as an ordering officer. Qualification requirements: A minimum of SECRET level clearance is required and TS highly desired. Must be experienced in procurement and ordering of equipment. Be able to provide detail reports, and briefs leadership in regards to mobility technical issues affecting the European AO’s mission partners. This job requires great customer service, good accountability, documentation, SOPs and a database of: subscribers, mobility equipment, telephone directory and act as anordering officer. Qualification requirements: A minimum of SECRET level clearance is required and TS highly desired.

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21-5010 Operations Sergeant

21-5010 - Length: 1 year

1. Duties: Serve as the principal administrator with responsibility for a variety of tasks, including, but not limited to: planning and delivery of a full range of information technology customer support services to include installation, configuration, troubleshooting, customer assistance, and/or training, in response to customer requirements. Provides customer support for MS Operations and applications, upgrades, sets up, decommissions and troubleshoots all hardware and ensuring compliance with existing systems and other system interfaces, and testing for system malfunctions. Applies appropriate security measures consistent with approved security standards. Trains customers in the use of systems supported by the customer support organization. Service Member is required to have Security + Certification for serious consideration. Duty hours are 0630-1700, Monday to Thursday.

QUALIFICATION REQUIREMENTS:

Must have 1 year of experience in Project Management in order to be able to make decisions or/and recommendations significantly changing, interpreting, or developing important policies or standardized operating procedures. Individual should be experienced in procurement and ordering of equipment. Be able to provide detail reports, and briefs leadership in regards to mobility technical issues affecting the European AO’s mission partners. This job requires great customer service, good accountability, documentation, SOPs and a database of: subscribers, mobility equipment, telephone directory and act as an ordering officer. Qualification requirements: A minimum of SECRET level clearance is required and TS highly desired. Must be experienced in procurement and ordering of equipment. Be able to provide detail reports, and briefs leadership in regards to mobility technical issues affecting the European AO’s mission partners. This job requires great customer service, good accountability, documentation, SOPs and a database of: subscribers, mobility equipment, telephone directory and act as an ordering officer. Qualification requirements: A minimum of SECRET level clearance is required and TS highly desired.

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21-5025 Security Officer

21-5025 - Length: 1 year

1. Duties: As Security Officer for the K345 Transportation Battalion, Marine Corps Base Coning, the incumbent will assist the Chief of Police plan, administer and supervise law enforcement and physical security efforts for the installation. Under the general supervision of the Installation, the security officer will establish guidance and procedure with respect to the security policy, procedures and practices, anti-terrorism, harbor and marine security, drug enforcement, inspections and crime prevention. Together with the Directorate of Emergency Services, the Security Officer will also coordinate security exercises and inspections to ensure compliance and program awareness. Additionally, the Security Officer will oversee several military Police Officers serving under the NMCDC Police & Security Department.

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21-5026 Systems Support Specialist

21-5026 - Length: 5 years

1. Duties: Serve as DLA’s Mobility Support Technician at DSSA Europe Field Command, Land, Patch Barracks, Germany. Serve as a mobility technician and customer service representative who provides technical support of Tier I and II activities, focusing directly in the DSSA Mobility PMO’s offerings of: DoD Mobility Unclassified Capability (DMUC), DoD Mobility Classified Capability Secret (DMCC-S) and Windows-At-Work (WINW3). In addition, the mobility technician will serve and be certified as; Funded Agent, DSSA Storefront Authorized Registered Officer (ARO), Registration Authority (RA), MobileIron and BlackBerry Unified Enterprise Management (BB UEM) Agent, and assume the duties of Telephone Control Officer (TCO) for the field command. The mobility technician will be responsible for planning, managing, prioritizing, testing, implementing, fielding, and sustaining a variety of capabilities which are part of the DSSA Mobility Portfolio’s service offerings. Serve as subject matter expert, project leader, customer service, problem resolution, and technical troubleshooting support to mission partners (MP), to include VIP users throughout the European Area of Operations (AO) on an as-needed basis in the ranks of Flag Officers, Senior Officers, and Directors. Overseen by Mobility PMO on behalf of DSA Europe performing monitoring of the MP’s statistics and anticipating and re-mediator emerging technical and process issues. The mobility technician will also maintain professional accountability, documentation, SOPs and a database of: subscribers, mobility equipment, telephone directory and act as an ordering officer. Qualification Requirements: A minimum of SECRET level clearance is required and TS highly desired. Must have BPR access or the ability to obtain it. This position requires competency with commercial mobility devices and the ability to learn quickly and become SIFT in JCS and Android technologies and apps.

Qualifications: Experienced in Project Management in order to be able to make decisions or/recommendations significantly changing, interpreting, or developing important policies or standardized operating procedures. Individual should be experienced in procurement and ordering of equipment. Be able to provide detail reports, and briefs leadership in regards to mobility technical issues affecting the European AO’s mission partners. This job requires great customer service, good accountability, documentation, SOPs and a database of: subscribers, mobility equipment, telephone directory and act as an ordering officer. Qualification requirements: A minimum of SECRET level clearance is required and TS highly desired. Must have BPR access or the ability to obtain it. This position requires competency with commercial mobility devices and the ability to learn quickly and become SIFT in JCS and Android technologies and apps.

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21-5029 AAFES Imprint Fund NCO

21-5029 - Length: 1 year

1. Duties: Serve as AAFES Imprint Fund NCO for Sierra Army Depot. Operates a AAFES Imprint Fund operation. Money generated from sales is used to replenish the merchandise stock. Maintains a quality assurance program to ensure high standards of merchandise, services, equipment, and supplies sold. Maintain loss prevention. Additional duty: service member may also serve as MWR pool lifeguard from May to September Season. Must have the ability to tread water and swim. Basic first aid and CPR training will be provided on site.

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21-5038 Operations Officer

21-5038 - Length: 1 year

1. Duties: Provide recommendations regarding plans, operations, training, Operational Security (OPSEC), current events, strategy and plans, command and control, emergency management, and training issues. Ensure emergency preparedness plans meet regulatory requirements and are routinely exercised. Make recommendations and decisions on project priorities to meet changing requirements, reassigning personnel as necessary, while ensuring efficient use of available personnel, funds, and equipment to meet mission requirements. Consider the effectiveness of existing coordination and follow-up actions with internal and external stakeholders including subordinate elements, higher headquarters, other services and federal agencies. Prepare, submit, and maintain all action reports and lessons learned as appropriate.
Job Descriptions

21-6115 Petroleum Operations Officer
21-6115 Length: 1 year Duties: Serves as Operations Officer within the Operations Center of DLA Energy Europe and Africa and fully participates in the management of all operational activities. Duties include planning, coordinating, and providing technical advice for support for warfighting in Africa, and throughout the Department of Defense Fuel Support Points (DFSP) throughout Europe; coordinating tanker and pipeline deliveries supporting DFSPs; planning, coordinating, and maintaining fuel deliveries for exercises and real world contingencies. Reviews feasibility of fuel support to exercise and contingency/long term support for all branches of the U.S. military and NATO allied foreign military. Overall responsibility of providing bulk fuel support to Allied Forces within the U.S. European Command area of responsibility. Coordinates fuel support to meet requirements of NATO countries, Supreme Headquarters Allied Powers Europe (SHAPE), U.S. Army Europe, U.S. Naval Forces Europe, and various U.S. military logistical organizations. Coordinates the Inventory Management Plan and the Petroleum, Oils, Lubricants Capabilities report for Europe. Prepare/daily reports. Deploys as necessary to represent DLA Energy in a joint/combined environment. Interfaces with foreign commercial vendors and foreign military to evaluate capacity to meet requirements to NATO Europe Energy & Africa Commander. Qualifications: Applicants must have less than 25 Years of Active Federal Service and meet military height and weight standards to apply. Applicants must submit the following documents in their application to be considered for the position: Office Record Brief, Official Military Photo, Last 3 Military Evaluations, Physical Fitness Test, and Military Biographies.

21-6231 JISS Program Analyst
21-6231 Length: 1 Year Duties: Provides support critical to the DOD organizations. Deploys to support realistic exercises. Provides technical oversight in support of Army Military Ground Tactical security enhancements and readiness efforts. Monitors training/certification of ASCS organic harbor assets/petroleum systems. Implements/field/counter-Umundu Armed Systems technology and the identification/instruction of emerging Physical Security Equipment (PSE) solutions. Coordinates execution of required protection program safeguards at CONUS commercial strategic seaports in support of deployment and sustainment operations critical to DOD interests. Provides assessments of transportation pipeline vulnerabilities at force projection platforms and commercial seaports to ensure security consistent with federal, state and local laws. In coordination of civil support, homeland defense and CBRN contingency planning efforts. Must pass a Top Secret security clearance. Qualifications: Must have a SECRET clearance. Must possess the ability to work effectively with personnel in a joint environment.

21-6229 Senior Leader Protection Officer
21-6229 Length: 1 Year Duties: Provides leadership and support to the commander in the coordination and management of all security activities. Provides guidance to subordinate commanders in the planning, coordination and execution of protective measures. Directs the mission assurance team in assessing, planning and implementing protective measures for all organizational assets. Qualifications: ALE, Top Secret Clearance.

21-6330 AFSC 3D073: Length 1-3 Years: AFSC 3D073: Length 1-3 Years, AFSC 3D032: Length 1-3 Years: AFSC 17D: Length 1-3 Years; AFSC 74D: Length 1-3 Years; AFSC 3D061: Length 1-3 Years; AFSC 17D: Length 1-3 Years. The Payload Operations Officer supports the coordination and management of all security activities. Provides guidance to subordinate commanders in the planning, coordination and execution of protective measures. Directs the mission assurance team in assessing, planning and implementing protective measures for all organizational assets. Qualifications: ALE, Top Secret Clearance.

21-6336 DMCC-S NCOIC
21-6336 Length: 1 Year Duties: Senior Protection Officer, in coordination with all protective measures, is responsible for the protection of all personnel and assets on the installation/sea port. Deploys to support realistic exercises. Provides technical oversight in support of Army Military Ground Tactical security enhancements and readiness efforts. Monitors training/certification of ASCS organic harbor assets/petroleum systems. Implements/field/counter-Umundu Armed Systems technology and the identification/instruction of emerging Physical Security Equipment (PSE) solutions. Coordinates execution of required protection program safeguards at CONUS commercial strategic seaports in support of deployment and sustainment operations critical to DOD interests. Provides assessments of transportation pipeline vulnerabilities at force projection platforms and commercial seaports to ensure security consistent with federal, state and local laws. In coordination of civil support, homeland defense and CBRN contingency planning efforts. Must pass a Top Secret security clearance. Qualifications: Must have a SECRET clearance. Must possess the ability to work effectively with personnel in a joint environment.

21-6356 OMICC-S NOIC
21-6356 Length: 1 Year Duties: Provides leadership and support to the commander in the coordination and management of all security activities. Provides guidance to subordinate commanders in the planning, coordination and execution of protective measures. Directs the mission assurance team in assessing, planning and implementing protective measures for all organizational assets. Qualifications: ALE, Top Secret Clearance.

21-6358 Program Control Analyst

21-6361 UH-72 Mechanic
21-6361 Length: 1-3 Years: Assist in developing/implementing a maintenance program to support testing, training and fielding of the modernized version of the UH-72A (currently designated the BK-117 D3). Assist in integration of the UH-72 into Aircraft Notebook and test the integration prior to fielding of the aircraft. Assist with supervisor of and in conducting the New Equipment Training for units designated by NGB to receive the BK-117 D3 in FY 2022 and FY 2023. Must have a Federal Aviation Administration (FAA) airframe and power plant (AP) certification and experience in an AH-64D UH-60A unit. Basic duties will include: inspecting, troubleshooting, repairing aircraft; maintaining historical records of assigned aircraft; coordinating flights with New Equipment Training team, Limited User Test team, Logistic Demo Team and Aviation Flight Test Directorate as required; development of maintenance procedures for the BK-117 D3. *Note*: Resumes from the aircraft is in use and can be in FY 2022/2023. The mechanic will be responsible for maintenance of the BK-117 D3 in the appropriate manner for existence, developing preventive maintenance procedures and for design problems with robotic systems and components, perform required repairs and accomplish required maintenance preventative. Serve as a point of contact for aircraft maintenance, receiving written and verbal discrepancies and diagnosing problems. Responsible for ensuring the full range of preventive maintenance, repair, and ground testing of aircraft systems, assemblies, and surfaces are removed. Cover components and assemblies, repairs or replaces defective parts and components, and possesses repaired items into the aircraft, align, adjust, and makes necessary adjustments to major components and assemblies. Plan and conduct a training program for mechanics to include maintenance instruction for new aircraft delivery systems, the use of maintenance manuals, ground handling of aircraft, uses of ground equipment, aircraft loading, host operations, emergency procedures, etc. Assist with developing NETTs for new aircraft, identify areas of commonality that can be developed into NETTs and develop/update training material to include syllabi and PNs for differences training for current and new mechanics, assist with all testing and documentation requirements for a material release. Possession of Federal Aviation Administration software and printer computer certificates. Intermediate to advanced computer skills specifically using Microsoft Office Suite; ability to learn advanced computer skills or software programs. Working knowledge of advanced software applications is preferred. Ability to enter data accurately and maintain computer applications using standard software applications. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to work effectively with routine reports and correspondence and are necessary to work effectively with the EOO Coordinator.

21-6367 Human Resource Management 4A/5L
21-6367 Length: 1 year The HR Specialist evaluates soldiers career desires and determines for advanced qualifications and prepares and processes requests for transfer or management. Below is a list of duties and administrative applicant must be proficient in but not limited to the following: Promotes communication of new assignments. Completes new appointment orders and files new appointment orders. Assists subordinate commanders in the planning, coordination and execution of protective measures. Directs the mission assurance team in assessing, planning and implementing protective measures for all organizational assets. Qualifications: ALE, Top Secret Clearance. Must pass a Top Secret security clearance. 

21-6377 AFIT Craftsman
21-6377 Length: 30 Days: Certify Aircraft Flight Equipment requirements for all missions; ensure aircraft are properly configured with proper types and numbers of Aircraft Flight Equipment dependent on destination and mission being flown.负责确保飞机的飞行设备与目的地和任务的类型和数量相匹配。 Qualifications: AFSC: 17D. Qualiﬁed AFIT 7 level AAS 12 systems.

21-6380 O Program Manager
21-6380 Length: 1-3 Years: AFSC 68A: incumbent will manage unit, schedule, performance, and risk for innovation efforts to ensure mission success. 2. AFSC 68D: incumbent will manage unit, schedule, performance, and risk for innovation efforts to ensure mission success.

21-6383 O Specialist (Network Administrator)
21-6383 Length: 1-3 Years: AFSC 80C02: Incumbent will perform network administration for an extensive array of IT systems.

21-6385 O Specialist (Cyber Defense)
21-6385 Length: 1-3 Years: AFSC 80D07: Incumbent will perform network administration for an extensive array of IT systems.

21-6388 O Specialist (Cyber Security)
21-6388 Length: 1-3 Years: AFSC 80D07: Incumbent will perform cyber security functions for an extensive array of IT systems.

If you are interested in a position, click on the link in the position you are interested in. Email: dfas.indianapolis.in.rms.pfi@mail.mil Website: https://www.dfas.mil/jobs
Job Descriptions
for Available Tours

21-6187, Length 1-3 Years, AFSC 3D152: Incumbent will perform network infrastructure operations, services, and support activities to include, but not limited to, planning, design, implementation, installation, configuration, and management of voice, data, network, and Internet infrastructure and resources. Establishes and maintains strong working relationships with host nation and United States Government partners to further mission requirements. Serves as senior enlisted advisor to detention personnel responsible for the health, welfare, and administration of assigned and attached personnel.

21-6188, Length 1-3 Years, AFSC 3D172: Incumbent will perform network infrastructure operations, services, and support activities to include, but not limited to, planning, design, implementation, installation, configuration, and management of voice, data, network, and Internet infrastructure and resources. Establishes and maintains strong working relationships with host nation and United States Government partners to further mission requirements. Serves as senior enlisted advisor to detention personnel responsible for the health, welfare, and administration of assigned and attached personnel.

21-6189, Length 1-3 Years, AFSC 3D192: Incumbent will perform network infrastructure operations, services, and support activities to include, but not limited to, planning, design, implementation, installation, configuration, and management of voice, data, network, and Internet infrastructure and resources. Establishes and maintains strong working relationships with host nation and United States Government partners to further mission requirements. Serves as senior enlisted advisor to detention personnel responsible for the health, welfare, and administration of assigned and attached personnel.

21-6187, Length 1-3 Years, AFSC 3D152: Incumbent will perform network infrastructure operations, services, and support activities to include, but not limited to, planning, design, implementation, installation, configuration, and management of voice, data, network, and Internet infrastructure and resources. Establishes and maintains strong working relationships with host nation and United States Government partners to further mission requirements. Serves as senior enlisted advisor to detention personnel responsible for the health, welfare, and administration of assigned and attached personnel.

21-6190, Length 1-3 Years, AFSC 3D172: Incumbent will perform network infrastructure operations, services, and support activities to include, but not limited to, planning, design, implementation, installation, configuration, and management of voice, data, network, and Internet infrastructure and resources. Establishes and maintains strong working relationships with host nation and United States Government partners to further mission requirements. Serves as senior enlisted advisor to detention personnel responsible for the health, welfare, and administration of assigned and attached personnel.

21-6189, Length 1-3 Years, AFSC 3D192: Incumbent will perform network infrastructure operations, services, and support activities to include, but not limited to, planning, design, implementation, installation, configuration, and management of voice, data, network, and Internet infrastructure and resources. Establishes and maintains strong working relationships with host nation and United States Government partners to further mission requirements. Serves as senior enlisted advisor to detention personnel responsible for the health, welfare, and administration of assigned and attached personnel.

21-6187, Length 1-3 Years, AFSC 3D152: Incumbent will perform network infrastructure operations, services, and support activities to include, but not limited to, planning, design, implementation, installation, configuration, and management of voice, data, network, and Internet infrastructure and resources. Establishes and maintains strong working relationships with host nation and United States Government partners to further mission requirements. Serves as senior enlisted advisor to detention personnel responsible for the health, welfare, and administration of assigned and attached personnel.

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21-6189, Length 1-3 Years, AFSC 3D192: Incumbent will perform network infrastructure operations, services, and support activities to include, but not limited to, planning, design, implementation, installation, configuration, and management of voice, data, network, and Internet infrastructure and resources. Establishes and maintains strong working relationships with host nation and United States Government partners to further mission requirements. Serves as senior enlisted advisor to detention personnel responsible for the health, welfare, and administration of assigned and attached personnel.

21-6190, Length 1-3 Years, AFSC 3D172: Incumbent will perform network infrastructure operations, services, and support activities to include, but not limited to, planning, design, implementation, installation, configuration, and management of voice, data, network, and Internet infrastructure and resources. Establishes and maintains strong working relationships with host nation and United States Government partners to further mission requirements. Serves as senior enlisted advisor to detention personnel responsible for the health, welfare, and administration of assigned and attached personnel.

21-6189, Length 1-3 Years, AFSC 3D192: Incumbent will perform network infrastructure operations, services, and support activities to include, but not limited to, planning, design, implementation, installation, configuration, and management of voice, data, network, and Internet infrastructure and resources. Establishes and maintains strong working relationships with host nation and United States Government partners to further mission requirements. Serves as senior enlisted advisor to detention personnel responsible for the health, welfare, and administration of assigned and attached personnel.
Job Descriptions for Available Tours

21-623 Budget/Program Analyst/Admin/OPS NCO

21-623 Length 2 year; DUTIES: Provides strategic and operational energy logistics support planning, analysis, exercises and security protection. (DoDCC) for Combatant Commands (CCMDs), Federal/State Agencies (Interagency) and International Allies. Includes providing timely, on-site technical support to DoD and Non-DoD customers within the DLA Energy Americas West Region, by executing supplier, customer, and quality operations functions. Energy sustainment includes bulk fuel (aviation), bunkers (marine), direct delivery fuels (i.e. gasoline & diesel fuels), into-plane (aviation), onsite/organic, crude oil and gas. Bulk fuel storage and distribution support includes administrative coordination and inventory accountability of DLA owner products (DoDCC) and customer products. Supports the execution of required diverse critical, emergency, and non-emergency requirements of U.S. military forces and international allies. Provides prompt, on-site administrative services to ensure the safety and security of the personnel and assets on site. Individuals may be required to work 12 hour shifts, man the Control Center, or act as an Escort depending on the nature of the work occurring on site. This position will report to the AMARG Chief of Security.

21-623 Length 2 year; DUTIES: This security monitor position supports Security Command and Control (C2) environment by implementing security threat detection, identification, and protection; and by collecting, analyzing, and disseminating intelligence and threat reporting. Provides counter-terrorism support to the AMARG A320 mission. The Security Monitor is responsible for providing on-site counter-terrorism support to the AMARG A320 mission. The Security Monitor is responsible for providing on-site counter-terrorism support to the AMARG A320 mission.

21-623 Length 2 year; DUTIES: To support the AMARG A320 mission, the Security Monitor provides immediate Tier-II technical support and manages the Controlled Area temporary badge and Entry Control List/Clear List program, and conducting internal Antiterrorism and Resource Protection/Crime Prevention patrols. Individuals may be required to work 12 hour shifts, man the Control Center, or act as an Escort depending on the nature of the work occurring on site. This position will report to the AMARG Chief of Security.

21-623 Length 2 year; DUTIES: The Security Monitor position is responsible for providing prompt, on-site administrative services to ensure the safety and security of the personnel and assets on site. Individuals may be required to work 12 hour shifts, man the Control Center, or act as an Escort depending on the nature of the work occurring on site. This position will report to the AMARG Chief of Security.

21-623 Length 2 year; DUTIES: Two (2) year unaccompanied overseas tour with the option to extend for the third year. Open to Army and Air Force service members MOS 25B or AFSC 1D.

21-623 Length 2 year; DUTIES: Two (2) year unaccompanied overseas tour with the option to extend for the third year. Open to Army and Air Force service members MOS 25B or AFSC 1D. Provide DISA Service Support Environment (SSE)/Global Service Desk (GSD) with mission critical technical support within a joint classified support area at DISA HQ, Ft. Meade. Personnel in this position provide immediate Tier-II technical support and must have a high aptitude for resolving workstation level technical issues. This is a front-line position requiring professionalism, expert technical skills, and persistent communications with customers and Global Service Desk leadership. A few key duties: installation, modification, and repair of end devices (laptops, desktops, printers) to restore service and resolve technical issues with Local Area Networks, Wide Area Networks, and other systems. Provide technical assistance and support for incoming queries and issues related to computer systems, software, and hardware. In addition to on-site service restoration support, candidates will actively ensure the security posture of the end-user devices, and as needed provide remediation. Document procedures and coordinate with Tier-1 (Regional Support Centers) to improve the agency's ability to achieve first Contact Resolution. Qualifications: Experience with CSSP security programs listed in the duties section. Individual must be working with a team of 2-4 other Security Specialists.

Qualifications: Must have an active Security + certification and experience working desktop/mobility/service desk environment or Windows Server admin. Requires excellent written and verbal communications. Other IT certifications (HDI Desktop, Av., Network+, etc...) are desired, but not required. Active Top Secret / SCI eligible.

Qualifications: Must have an active Security + certification and experience working desktop/mobility/service desk environment or Windows Server admin. Requires excellent written and verbal communications. Other IT certifications (HDI Desktop, Av., Network+, etc...) are desired, but not required. Active Top Secret / SCI eligible.

Qualifications: Must have an active Security + certification and experience working desktop/mobility/service desk environment or Windows Server admin. Requires excellent written and verbal communications. Other IT certifications (HDI Desktop, Av., Network+, etc...) are desired, but not required. Active Top Secret / SCI eligible.

Qualifications: Must have an active Security + certification and experience working desktop/mobility/service desk environment or Windows Server admin. Requires excellent written and verbal communications. Other IT certifications (HDI Desktop, Av., Network+, etc...) are desired, but not required. Active Top Secret / SCI eligible.

Qualifications: Completion of all requirements for a bachelor's degree in accounting from an accredited college or university; or a degree in a related field such as business administration, finance, or public administration.
21-6271 Deputy Chief, Operations

21-6271, Length 1 Year: This position serves as the Deputy Chief, Operations for the Police & Security Division at United States Army Garrison Military Ocean Terminal Concord, CA. The incumbent manages and supervises the programs of the MOTCO Police & Security Division through the coordination of the various sections within the Department (i.e. Harbor Patrol, Operations, Training, etc.). The incumbent meets with staff to discuss problems within their respective sections. Provides guidance and assistance to staff (Active Duty and Civilians). Reviews, analyzes, evaluates, and advises on the progress of operations with higher HQ level policies, guidelines, and regulations. Plans for current and long range operations based on workload trends, training requirements, and projected requirements. Serves as an advisor to the Chief, Police & Security Division and the Director, Emergency Services on law enforcement and security issues and related programs. Serves as a representative of MOTCO at meetings and conferences concerning law enforcement and security programs and management functions. A steering committee position with interagency coordination. Knowledge and experience in Police & Security programs and management functions required. Knowledge on the administration of the Department of the Army Civilians required. Knowledge on harbor patrol (watercraft) operations highly desirable. This position reports to the Chief, Police & Security Division, Directorate of Emergency Services, USAG Military Ocean Terminal Concord.

21-6275 Mission Partner Engagement Officer

21-6275, Length 2 years: The position provides sufficient support to efficiently and effectively engage and manage key DoD priorities and support multiple programs and requirements. Plans and executes strategies to engage and develop relationships with key customers and other stakeholders to support DoD priorities and initiatives. Oversees and manages priority projects and initiatives in support of DoD priorities. Coordinates and manages multiple projects and initiatives in support of DoD priorities. This position reports to the Chief, Mission Partner Engagement Officer.

21-6276 Director, Personnel Finance Innovation

21-6276, Length 1 year: Incumbent reports to the DFAS/HR Director as the Director, Personnel Finance Innovation (PFI), an Undersecretary of Defense (Comptroller) initiative that identifies Army and Air Force Reserve Component members for military tours of DoD Agencies and Foreign Military Sales activities on a reimbursable and fee for service basis. The program operates in a joint headquarters staff environment, maintaining relations with, and using resources from all services. Leads, directs, and manages budget formulation and execution, policy development, compliance, and assurance and effectiveness of marketing and personnel programs, plans and policies to operate effectively for both client agencies and services. Develops and institutes human capital programs that enhance the return to active duty and mobilization of reservists and fosters ease of use by agencies. Qualifications: Experience required: - Leadership assignment(s) on joint Army-Air Force teams accomplishing Army and Air Force Missions.Experience Highly Desired: Human Resources, HQ Staff, MCRP, Lean 6 Sigma, Green/Black Belt Certified, Strategic Planning, Budget Planning, Government Finance and Accounting familiarity.

21-6277 Common Access Card Administrator

21-6277, Length 1 year: 1. Ability to communicate orally in a clear and convincing manner; listens to others, attends to nonverbal cues, and responds appropriately.
2. Works with clients and customers to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations; knows about available products and services; is committed to providing quality products and services.
3. Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.
4. Ability to support new and current employees with Common Access Card. 5. Ability to meet groups with diverse backgrounds and work through the Common Access Card experience.
6. Troubleshoot any issues with Common Access Card processing and delivery.
7. Ability to obtain and maintain training requirements to retain proper certification. Qualifications: The position is open to enlisted or commissioned personnel from any MOS and who have customer service and help desk experience.

21-6279 Information Technology Specialist

21-6279, Length 1 year: 1. Ability to communicate orally in a clear and convincing manner; listens to others, attends to nonverbal cues, and responds appropriately.
2. Works with clients and customers to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations; knows about available products and services; is committed to providing quality products and services.
3. Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.
4. Prepare and deliver briefs, Standard Operating Procedures (SOPs) and guidance documents on using FlankSpeed capabilities.
5. Ability to meet groups with diverse IT background and explain complex IT issues.
6. Troubleshoot hardware/software interface and Inter-operability problems.
7. Update Installation, Implementation, configuration, and support of system components.
8. Check system hardware availability, functionality, integrity and efficiency.

21-6280 Administrative Assistant and Receptiorist

21-6280, Length 1 year: Answer and direct phone calls, receive and escort visitors, schedule use of the Director's Conference Room (CR) and set up CR audio/video necessary when required, facilitate logistics support (LMD) support when required. Qualifications: Administration, Personnel, Information Technology.

21-6281 Contract Specialist

21-6281, Length 1 year: Plans the overall approach to meet contracting program objectives for assigned procurements. Performs and oversees market research/analyses. Selects appropriate contracting techniques and procedures to solve any acquisition problems based off research/analysis. Qualifications: Acquisitions and Contracting.

21-6282 Information Technology Specialist

21-6282, Length 1 year: Coordinates various Information Technology activities for Defense Counterintelligence and Security Agency Office of the Chief Information Officer. Supports and assists with Information technology systems, software integrations, and technical analysis of systems security. Qualifications: IT, INFOSEC, Cyber/ Signal

21-6285 Finance Special Projects Manager

21-6285, Length 12-18 Months: Seeks military finance expert to support in implementing and managing multiple projects related to reimbursable military tours. This includes: 1. Setting up and tracking 7600A agreements with our customers. 2. Developing and implementing funding review mechanisms at PFI level within GFEBS as related to G Invoicing. 3. Developing tools for transmitting data to the service budget offices and DFAS. Other financial duties as assigned. This position is open to Active Army personnel and is available for telework. Tour length will be 12 to 18 months. Knowledge of DoD's finance system (DEAMS) a nice surprise but helpful, not required.

21-6287 Military Pay Technician/Lead

21-6287, Length 1 year: Serves as a Technician or leads the work of Technicians engaged in processing military pay entitlements, bonuses, leave, and other pay related actions for active duty and/or reserves. Typical duties may include reviewing pay authorization documents, determining entitlements, responsible to pay inquiries, processing adjustment actions, and reviewing military pay. Qualifications: Candiates should be proactive, resourceful, and a fast learner. Candidates should have customer-focused with competencies for attention to detail, flexibility, integrity/honesty, interpersonal skills, computer skills, mathematical reasoning, data interpretation, problem-solving, teamwork, and communication. Knowledge of pay operations, practices, laws, and policies.
21-6289
IT Asset Manager
Job Descriptions
1. Knowledge and skill in the application of IT asset support processes and procedures and coordination with Management and Quality Control. 2. Ensure compliance with current NAVSEA and Naval
Surface Warfare Center (NAVSEA) IT Asset Management processes, procedures, and best practices. 3. Ability to interact and communicate with a diverse group of technicians, logisticians, scientists, engineers, managers, and executive level leaders to ensure NAVSEA and Naval Surface Warfare Center (NAVSEA) IT Asset Management Compliance. 5. Skilled in interpreting and applying technical data, regulations, policy statements, and other IT Asset Management guidelines. 6. Ability to manage IT Asset Processes to provide support in a manner that minimizes interruptions in customer’s ability to carry out critical business objectives. 7. IT asset reporting. 8. Deliver new components that are ready for support. 10. The technical background must be balanced with effective management skills, due to the interaction with people at all levels of the organization. 11. The incumbent must have demonstrated the ability to meet diverse groups and secure their cooperation, confidence and interest. 12. Ability to maintain accurate records on status of all assigned equipment and assets generated and required reports.

21-6289
Photograph Unit
21-6289, Length 1 Year:
Photograph Unit will perform still and motion photography (and post-production) for NSWCPD in support of scientific and engineering tests and evaluations, command initiatives, and other needs as necessary.

21-6300
Protocol Officer
21-6300, Length 1 Year:
This position is located in the Security Office, Naval Surface Warfare Center, Philadelphia Division (NSWCPD). The incumbent is designated as the Security Specialist responsible for Communications Security (COMSEC). Must

21-6301
Administrative Specialist/Office Manager
21-6301, Length 1 Year:
Office Manager is responsible for coordination of assigned administrative functions to include Correspondence and Records Management for the local Human Resource Directorate/Office (HRD). Incumbent will manage office

22-6001
Military Security Force
22-6001, Length 1 Year:
Continuity of Operations: In support of the COOP Program lead, this person will be responsible for ... and oversight of the program, and ability to continue to support the mission with minimal disruption during or after

22-6002
Public Affairs Specialist
22-6002, Length 1 Year:
Serves as the Public Affairs Officer at the Annapolis Army Depot with responsibilities to the ANAD Command group for planning, coordinating and directing public affairs and audiostream for all organizations on the

22-6003
Protocol Officer
22-6003, Length 1 Year:
Acts as Protocol Officer for Annapolis Army Depot and supports all depot tenants, including contractors and private industrial partners in planning and coordinating major events, meetings, conferences, seminars, demonstrations,

22-6004
NCDRC, Waterfront Operations
22-6004, Length 1 Year:
This position serves as NCDC’s Waterfront Operations for the Fire & Emergency Services Department on Military Ocean Terminal Concord, California. The incumbent will lead, operate, and perform wildfire

22-6005
NCOPE, Aviation
22-6005, Length 30 Days: 
DDA/HR seeking Chaplain to support USDAO COVID-19 reporting administration efforts by providing confidential counseling and outreach services on religious, spiritual and moral matters. 5. Skilled in interpreting and applying technical data, regulations, policy statements, and other IT Asset Management guidelines. 6. Ability to manage IT Asset Processes to provide support in a manner that minimizes interruptions in customer’s ability to carry out critical business objectives. 7. IT asset reporting. 8. Deliver new components that are ready for support. 10. The technical background must be balanced with effective management skills, due to the interaction with people at all levels of the organization. 11. The incumbent must have demonstrated the ability to meet diverse groups and secure their cooperation, confidence and interest. 12. Ability to maintain accurate records on status of all assigned equipment and assets generated and required reports.

22-6006
Administrative Technical Specialist
22-6006, Length 1 Year:
Emergency Management support: Work closely with the Emergency Management Officer (EMO) and other Emergency responders to assure a quick and effective response to emergencies. Responsible for establishing,

22-6007
NCOPE, Aviation
22-6007, Length 30 Days: 
DDA/HR seeking Chaplain to support USDAO COVID-19 reporting administration efforts by providing confidential counseling and outreach services on religious, spiritual and moral matters. 5. Skilled in interpreting and applying technical data, regulations, policy statements, and other IT Asset Management guidelines. 6. Ability to manage IT Asset Processes to provide support in a manner that minimizes interruptions in customer’s ability to carry out critical business objectives. 7. IT asset reporting. 8. Deliver new components that are ready for support. 10. The technical background must be balanced with effective management skills, due to the interaction with people at all levels of the organization. 11. The incumbent must have demonstrated the ability to meet diverse groups and secure their cooperation, confidence and interest. 12. Ability to maintain accurate records on status of all assigned equipment and assets generated and required reports.

22-6008
Battalion Operations NCO
22-6008, Length 1 Year:
This position serves as a Battalion Operations NCO within the Operations Section (OPS) of the 334th Transportation Battalion on Naval Ocean Terminal Concord, California. The incumbent will serve as a liaison between the

22-6009
Public Affairs
22-6009, Length 1 Year:
Serves as the Assistant Public Affairs Officer in the Public Affairs Office. This position provides support to NSWCPD’s Public Affairs, Protocol, Community Outreach and Event Planning & Coordination. Extensive knowledge of, and experience in concepts, principles, and practices of a public affairs program. 2. Experience in providing expert advice, protocol planning, the coordination, and conducting special events, ceremonies and destination hosted dignitaries. 3. Command Tour Program. 4. Plans and develops news stories, features articles, and press releases for public and social media platforms. 5. Interprets command-level guidance internally and with external stakeholders in identifying and scheduling outreach events for command participation. 6. Assist other public affairs colleagues in daily work. 7. Ability to independently handle broad range of tasks and/or problems.

22-6010
Administrative Support
22-6010, Length 1 Year:
Design multiple efficiency and effectiveness metrics for each Leadership Development Program prototype developed. Summarizes and analyzes related data collected from various sources, prepares reports, and command-level briefings for the presentation of data gathered and program progress. 5. At least a bachelor’s degree in a related field and project management experience, is preferred. 6. Experience in the implementation of various data collection methodologies and conducting statistical and demographic analyses. 7. In support of the DCSA Coordinator for the implementation of Section 508 of the Rehabilitation Act, processing reasonable accommodations, and conducting statistical and demographics analysis.

Website: https://www.dfas.mil/pfi
Open to service members with an administrative or personnel management background or MOS.

Click HERE to apply
Click HERE to apply
Click HERE to apply

22-6010
Office Manager
22-6010, Length 1 Year:
The Office Manager is responsible for coordination of assigned administrative functions to include Correspondence and Records Management for the local Human Resource Directorate/Office (HRD). Incumbent will manage office

22-6011
Administrative Specialist/Office Manager
22-6011, Length 1 Year:
Office Manager is responsible for coordination of assigned administrative functions to include Correspondence and Records Management for the local Human Resource Directorate/Office (HRD). Incumbent will manage office

22-6012
Administrative Technical Specialist
22-6012, Length 1 Year:
Digital Photography and Visual Imagery Operations: Responsible for the Visual Imagery Program to include the planning, receipt, processing, cataloging, and distribution of still and motion photography, and other visual

22-6013
Public Affairs
22-6013, Length 1 Year:
Serves as the Assistant Public Affairs Officer in the Public Affairs Office. This position provides support to NSWCPD’s Public Affairs, Protocol, Community Outreach and Event Planning & Coordination. Extensive knowledge of, and experience in concepts, principles, and practices of a public affairs program. 2. Experience in providing expert advice, protocol planning, the coordination, and conducting special events, ceremonies and destination hosted dignitaries. 3. Command Tour Program. 4. Plans and develops news stories, features articles, and press releases for public and social media platforms. 5. Interprets command-level guidance internally and with external stakeholders in identifying and scheduling outreach events for command participation. 6. Assist other public affairs colleagues in daily work. 7. Ability to independently handle broad range of tasks and/or problems.

22-6014
Photograph Unit
22-6014, Length 1 Year:
Photograph Unit will perform still and motion photography (and post-production) for NSWCPD in support of scientific and engineering tests and evaluations, command initiatives, and other needs as necessary. Daly is typically located in a walk-in studio environment. Requires the ability to work on location as well as at sea on Navy ships. Tasks may include work with a 35mm film camera.

22-6015
Administrative Specialist/Office Manager
22-6015, Length 1 Year:
Office Manager is responsible for coordination of assigned administrative functions to include Correspondence and Records Management for the local Human Resource Directorate/Office (HRD). Incumbent will manage office

22-6016
Administrative Technical Specialist
22-6016, Length 1 Year:
Required to establish and maintain an automated system for effective and efficient tracking and reporting of all IT requests. Manage and coordinate KADL report requests within the OICU. Works with the NSWCPD ATO

22-6017
Administrative Technical Specialist
22-6017, Length 1 Year:
Provides technical support to the NSWCPD ATO to include field support and coordination of 330, 337, and 153 requests. Works with the NSWCPD ATO to ensure that the NSWCPD ATO follows best practices. 5. Skilled in interpreting and applying technical data, regulations, policy statements, and other IT Asset Management guidelines. 6. Ability to manage IT Asset Processes to provide support in a manner that minimizes interruptions in customer’s ability to carry out critical business objectives. 7. IT asset reporting. 8. Deliver new components that are ready for support. 10. The technical background must be balanced with effective management skills, due to the interaction with people at all levels of the organization. 11. The incumbent must have demonstrated the ability to meet diverse groups and secure their cooperation, confidence and interest. 12. Ability to maintain accurate records on status of all assigned equipment and assets generated and required reports.

22-6018
Administrative Technical Specialist
22-6018, Length 1 Year:
IT asset management support: 1. Knowledge and skill in the application of IT asset support processes and procedures and coordination with Management and Quality Control. 2. Ensure compliance with current NAVSEA and Naval
Surface Warfare Center (NAVSEA) IT Asset Management processes, procedures, and best practices. 3. Ability to interact and communicate with a diverse group of technicians, logisticians, scientists, engineers, managers, and executive level leaders to ensure NAVSEA and Naval Surface Warfare Center (NAVSEA) IT Asset Management Compliance. 5. Skilled in interpreting and applying technical data, regulations, policy statements, and other IT Asset Management guidelines. 6. Ability to manage IT Asset Processes to provide support in a manner that minimizes interruptions in customer’s ability to carry out critical business objectives. 7. IT asset reporting. 8. Deliver new components that are ready for support. 10. The technical background must be balanced with effective management skills, due to the interaction with people at all levels of the organization. 11. The incumbent must have demonstrated the ability to meet diverse groups and secure their cooperation, confidence and interest. 12. Ability to maintain accurate records on status of all assigned equipment and assets generated and required reports.

22-6019
Administrative Technical Specialist
22-6019, Length 1 Year:
Emergency Management support: Work closely with the Emergency Management Officer (EMO) and other Emergency responders to assure a quick and effective response to emergencies. Responsible for establishing,

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If you are interested in a position, click on the link in the position or email your resume and bio with the position you are interested in.
Email: dffa.indianapolis.01.milsphd@mil.us Website: https://www.dffa.mil