



The **United States Army War College** is seeking a **Director of Strategic Studies Institute and USAWC Press**. For complete details and information on how to apply, please visit USAJOBS online through the following link <https://www.usajobs.gov/GetJob/ViewDetails/484727900>

# Director of Strategic Studies Institute and USAWC Press

## Overview

**Relocation expenses reimbursed:** Yes Permanent Change of Station expenses ARE authorized.

**1 vacancy in the following location:** Carlisle Barracks, PA

**This job is open to the public:** U.S. citizens, nationals or those who owe allegiance to the U.S., and excepted service employees.

## Duties

**Summary:** The Army War College is the U.S. Army's most senior institution for professional military education. It educates the top echelon of U.S. military officers of all services, U.S. government civilians, and military officers from up to 80 foreign countries yearly. It develops strategic leaders by providing a variety of rigorous curricula of theoretical and professional subjects. The senior-level curriculum is delivered two ways—through a ten-month resident program and a two-year distance education program; both lead to a Master's of Strategic Studies accredited by the Middle States Commission on Higher Education. In addition to the Master's degree, the USAWC administers numerous professional development programs focused on strategic thinking and leadership. These programs range from fourteen-week course for junior officers qualifying as Army strategists to shorter courses for general officers, senior colonels, and command sergeants major. The USAWC is located at Carlisle Barracks, Pennsylvania, home to a historic Army post that provides a collegial, vibrant, and secure work environment for its employees. The post is one of central Pennsylvania's largest and most respected employers.

**About the Position:** This is a full-time civilian faculty position at the U.S. Army War College (USAWC) as provided under Title 10 USC 4021. Initial appointment will be up to three years, with the first two years probationary. The appointment may be renewed in one- to five-year increments thereafter. Academic rank and salary will be based on the selectee's academic credentials, experience, and professional accomplishments.

The Strategic Studies Institute (SSI) conducts independent strategic analysis that develops recommendations for senior Army, DoD, and National Security leaders and decision-makers addressing key national security issues. SSI's research and publication goals are to identify, develop, promulgate, and analyze key national security issues and recommend strategic options to Army, DoD, and national leadership. In doing so, SSI serves as the U.S. Army's broker for strategic research and analysis, bringing to bear USAWC and external strategic research capabilities to meet the U.S. Army's and the wider DoD's needs. SSI is the only DoD research institute that focuses on Strategic Landpower. Candidates for this

position should also possess a background and interest in defense economics and defense budget issues.

**Who May Apply:** US Citizens

## **Responsibilities**

Serve as Director, Strategic Studies Institute (SSI) and U.S. Army War College Press, a major subordinate element of the U.S. Army War College (USAWC) consisting of a research department of civilian and military Ph.D. level research professors and strategic analysts, the USAWC Press comprised of the "Parameters" Branch, Production Branch, and the Student Publications Branch; an Academic Engagement Directorate, and the USAWC Fellows and CSA Senior Army Fellows Department. Ensures the preparation and publication of high-quality, timely and concise strategic studies of key national security issues, military strategy, joint and combined theater operations, the nature of land warfare, and matters affecting the Army's future. Manages the Army's Academic Engagement Program. Executes strategic research taskings from and develops issues for Headquarters, Department of the Army and the Commandant of the USAWC. Chairs the USAWC Research and Publication Board, facilitating research and publication throughout the USAWC. Administers the USAWC's Faculty Research Grant Program and External Research Associates Program.

**Supervisory status:** Yes

**Travel Required:** 25% or less - Travel (domestic and/or international) may be required up to 25% of the time.

## **Requirements**

### **Conditions of Employment**

- Must be able to obtain and maintain a Top Secret security clearance.
- Must provide official college transcripts, upon request.
- Unofficial transcripts are required at time of application.
- Must comply with Drug Abuse Testing Program requirements.
- Must be available for employment within 90 days of acceptance.

### **Other Requirements:**

- Male applicants born after December 31, 1959, must complete a Pre-Employment Certification Statement for Selective Service Registration.
- You will be required to provide proof of U.S. Citizenship.
- Two year trial/probationary period may be required.
- Appointment is subject to the completion of a favorable suitability or fitness determination.

- Direct Deposit of Pay is required.
- This is a Career Program (CP) 18 position.
- Include the job announcement number on your application.
- Random drug testing required.
- Must provide official college transcripts upon request (unofficial transcripts are required at the time of application.)

## Qualifications

In order to qualify, you must meet the education and/or experience requirements described below. Your resume must clearly describe your relevant experience; if qualifying based on education, your transcripts will be required as part of your application. Additional information about transcripts is in this document <http://cpol.army.mil/employ/APF-JOA/Transcripts.pdf>

SELECTIVE PLACEMENT FACTORS/KNOWLEDGE, SKILLS AND ABILITIES (KSAs): Applicants will be rated based on the criteria listed below by a panel of subject matter experts appointed with the purpose of identifying the best-qualified candidates.

1. Experience in leading diverse national security research organizations.
2. Graduate degree in political science, social science, history, public policy, national or international security studies, government, economics, or other fields related to national security. Substantial preference will be given to candidates with an earned doctorate.
3. Strong record of research and publications in the fields of national security policy, defense strategy, and military strategy, with an emphasis on issues important to the U.S. Army.
4. Thorough understanding of the national security policy, defense strategy, and military strategy making processes and key players, from the National Security Council level down through the military departments and combatant commands.
5. Thorough understanding of the international security environment.
6. Demonstrated ability influence policy at the strategic level through research, publication, and presentation.
7. Experience in participating in and leading the national security community of practice comprised of the most influential national security research institutes.
8. Significant practical experience in analyzing key national security issues and recommending strategic options.
9. Demonstrated skill at presenting research and analysis in academic settings and to senior defense officials and military officers, including the ability to engage senior leaders in specific research-based discussion and provide sound recommendations concerning military and national security strategy.

10. Depth and breadth of service inside and outside the candidate's organization, specifically at the national level.

11. Strong written and verbal communication skills, as demonstrated by publication of books and articles, conference presentations, lectures, interpersonal relations, etc.

12. Active involvement in professional networks relevant to national security studies.

## Education

Only degrees from an accredited college or university recognized by the Department of Education are acceptable to meet positive education requirements or to substitute education for experience. For additional information, please go to the Office of Personnel Management (OPM) and U.S. Department of Education websites at - <http://www.opm.gov/qualifications> and <http://www.ed.gov/admins/finaid/accred/index.html>

Foreign education must be evaluated for U.S. equivalency in order to be considered for this position. Please submit your foreign education evaluation with your application.

## Additional information

Submission Process: Please note that this is NOT a Title 5 (General Schedule) position, and the routine procedures for filing through the USAJobs.gov automated system should NOT be followed. Instead, please submit your complete application package and any requests for further information directly to the G1 Office at the email address listed below:

### AGENCY CONTACT INFO:

Ms. Kathy Benton  
U.S. Army War College  
Office of the G1  
46 Ashburn Drive (Anne Ely Hall, Room 233)  
Carlisle Barracks, PA 17013  
kathry.r.benton.civ@mail.mil  
717-245-4596

## How You Will Be Evaluated

You will be evaluated for this job based on how well you meet the qualifications above.

Your application package (resume, supporting documents, etc) will be reviewed by a specially appointed selection committee to determine your eligibility, qualifications, and quality ranking for this position. Please follow all instructions carefully. Errors or omissions may affect your rating or consideration for employment.

## Required Documents

Please see the list of requirements in the "How to Apply" section.

If you are relying on your education to meet qualification requirements: You MUST submit a copy of your transcript if you want to substitute your education for experience. If you claim qualifications based on education, and do not submit a transcript, your education will not be used in making a qualification determination and you may be found "not qualified."

NOTE: Documents submitted as part of the application package, to include supplemental documents, may be shared beyond the Human Resources Office. Some supplemental documents such as military orders and marriage certificates may contain personal information for someone other than you. You may sanitize these documents to remove another person's personal information before you submit your application. You may be asked to provide an un-sanitized version of the documents if you are selected to confirm your eligibility.

Failure to provide all of the required information as stated in the job announcement may result in an ineligible rating or may affect the overall rating.

If you are relying on your education to meet qualification requirements:

You MUST submit a copy of your transcript if you want to substitute your education for experience. If you claim qualifications based on education, and do not submit a transcript, your education will not be used in making a qualification determination and you may be found "not qualified".

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education. <http://www.ed.gov/admins/finaid/accred/>

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

## Benefits

A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding.

- [Benefits for federal employees](#)

- [Healthcare insurance](#)

- [Pay and leave](#)

[https://help.usajobs.gov/index.php/Pay\\_and\\_Benefits](https://help.usajobs.gov/index.php/Pay_and_Benefits)

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time, or intermittent. Contact the hiring agency for more information on the specific benefits offered.

## How to Apply

To apply for this position, you must provide a complete application package which includes the items listed below. Please include the job announcement number on the application. Failure to provide these documents may result in disqualification for this position.

1. Letter of application addressing the required KSA's and other qualifications, as listed in the QUALIFICATIONS REQUIRED section.
2. Curriculum vitae or resume'.
3. Proof of U.S. citizenship.
4. Samples of written scholarship (electronic format is preferred, as hard copies will not be returned without a self-addressed and metered envelope.)
5. Academic transcripts (undergraduate and graduate level). Unofficial transcripts are required with your application submission. You must provide official college transcripts upon request.
6. List of four disinterested professional references (i.e., persons who can affirm the candidate's qualifications but have no stake in the outcome of the selection.)
7. Documentation supporting any request for Veteran's Preference (such as a DD Form 214 and/or VA statement of disability). The selection committee will consider veteran's preference in its assessment of qualified candidates.

The Department of Army provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the servicing civilian personnel unit. Your requests for reasonable accommodation will be addressed on a case-by-case basis. Both paper and electronic submissions are acceptable, but the latter is strongly encouraged. The preferred method of submission is by e-mail with .pdf attachments. Submit your complete application package and any request for further information to:

Ms. Kathy Benton  
U.S. Army War College  
Office of the G1  
46 Ashburn Drive (Anne Ely Hall, Room 233)  
Carlisle Barracks, PA 17013  
kathy.r.benton.civ@mail.mil  
717-245-4596

The application review process to determine if you meet the experience and education requirements found in the job announcement begins upon the closing date of the announcement. If you are one of the top candidates, you may be invited to interview by the selecting official. If selected, you will receive a tentative job offer.

Depending on the strength of the applicant pool, this process may take several months after the closing the date of the job announcement.

Please follow all instructions carefully, as failure to submit a complete application could invalidate your submission. In this regard, please be sure to read the HOW TO APPLY and REQUIRED DOCUMENTS sections.

DO NOT upload application materials to the USAjobs.gov resume submission system. Submit application package and requests for further information directly to:

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**Fair & Transparent:** The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

**Equal Employment Opportunity Policy:** The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy And gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

- [Equal Employment Opportunity \(EEO\) office at OPM](#)

- [Office of Equal Opportunity](#)

**Reasonable Accommodation Policy:** Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate.

Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a Case-by-Case basis.