

**AIDE-DE-CAMP TO THE 33<sup>rd</sup> CHIEF OF ARMY RESERVE AND 8<sup>th</sup>  
COMMANDING GENERAL, UNITED STATES ARMY RESERVE  
COMMAND**

**VACANCY ANNOUNCEMENT**

REQUEST NOMINEES FROM THE U.S. ARMY RESERVE FOR CONSIDERATION AS THE AIDE-DE-CAMP TO THE 33<sup>rd</sup> CHIEF OF ARMY RESERVE AND 8<sup>th</sup> COMMANDING GENERAL, UNITED STATES ARMY RESERVE COMMAND. THIS IS A THREE STAR NOMINATIVE POSITION AND INCLUDES SIGNIFICANT TRAVEL.

AIDE-DE-CAMP TO THE 33<sup>rd</sup> CHIEF OF ARMY RESERVE (CAR) AND 8<sup>th</sup> COMMANDING GENERAL (CG), UNITED STATES ARMY RESERVE COMMAND WITH A TOTAL END STRENGTH OF 200,000 SOLDIERS AND 11,073 CIVILIANS, AND AN OPERATING BUDGET OF OVER \$9 BILLION DOLLARS, WITH RESPONSIBILITY FOR OVER 1,100 FACILITIES AND SIX MILITARY INSTALLATIONS. ASSISTS THE CAR/CG IN THE PERFORMANCE OF HIS DUTIES BY SERVING AS A PERSONAL ASSISTANT, ADMINISTRATIVE COORDINATOR, AND STRATEGIC ADVISOR TO THE CAR/CG. RESPONSIBLE TO THE CAR/CG FOR ALL PERSONAL ASPECTS OF HIS DUTIES TO INCLUDE PLANNING, PREPARATION, COORDINATION, AND EXECUTION OF DAILY SCHEDULE, OFFICIAL CEREMONIES, AND OFFICIAL SOCIAL ENGAGEMENTS. DEVELOPS AND MANAGES THE CAR/CG'S AGENDAS AND ITINERARIES WITH THE EXECUTIVE OFFICER TO SYNCHRONIZE ALL PLANS AND ENGAGEMENTS TO ACHIEVE STRATEGIC EFFECTS WORLD WIDE. COORDINATES ALL LOGISTICAL SUPPORT TO INCLUDE COMMERCIAL AND MILAIR TRANSPORTATION, BILLETING, COMMUNICATIONS AND SECURITY REQUIREMENTS. COLLABORATES WITH SENIOR COMMANDERS, UNITS, AND LEADERS AT ALL ECHELONS TO ENSURE THE CAR/CG STRATEGIC AND OPERATIONAL OBJECTIVES ARE ACHIEVED. PUBLISHES TTP'S FOR OFFICIAL TRAVEL, SPOUSE TRAVEL, GIFTS, AND OFFICIAL SOCIAL ENGAGEMENTS. PROVIDES OVERSIGHT OF THE PREPARATION AND EXECUTION OF ALL OFFICIAL SPOUSE TRAVEL FOR THE CAR'S SPOUSE. SUPERVISES THE CAR/CG'S PERSONAL STAFF INCLUDING THE EXECUTIVE NCO, DRIVER, AND ENLISTED AIDE.

I. PREREQUISITES FOR CONSIDERATION ARE:

- A. GRADE: O4
- B. BACKGROUND: **IMMATERIAL**
- C. ARMY RESERVE STATUS: OPEN TO TPU, AGR, IRR, AND IMA.
- D. AT LEAST 18 MONTHS OF COMPANY COMMAND TIME IS PREFERRED BUT NOT REQUIRED. DEPLOYMENT EXPERIENCE IS PREFERRED BUT NOT REQUIRED.
- E. EXPECTED REPORT MONTH NLT: **8 AUG 17** (EARLY REPORT AUTHORIZED WITH APPROVAL). THIS IS A ONE-YEAR, TENURED POSITION WITH THE POSSIBILITY OF EXTENSION. MUST BE ABLE TO SERVE 12 MONTHS IN THIS NOMINATIVE

POSITION PRIOR TO MRD. IF AN AGR OFFICER IS SELECTED AS THE AIDE, HE/SHE CAN EXPECT A FOLLOW-ON POSITION WITHIN THE NATIONAL CAPITAL REGION (NCR).

F. IF DEPLOYED AND SELECTED FOR THIS NOMINATIVE POSITION, DEPLOYMENT MUST BE COMPLETED PRIOR TO MOVING INTO NEW POSITION.

G. MUST HOLD A TS/SCI (SSBI) OR HAVE ONE COMPLETED PRIOR TO START DATE.

H. EDUCATIONAL REQUIREMENTS:

1. REQUIRED: ILE / AOC COMPLETE
2. DESIRED: MASTERS DEGREE

I. NOMINEES MUST HAVE AN UPDATED EFMP PACKET (IF APPLICABLE) THAT IS SUPPORTED AT THE GAINING UNIT.

2. IN ORDER TO EXPEDITE THE NOMINATIVE PROCESS FOR THIS IMPORTANT AIDE-DE-CAMP POSITION, ELIGIBLE MAJORS MUST SUBMIT A MILITARY BIOGRAPHY/ORB, A CURRENT OFFICIAL MILITARY PHOTO AND LAST THREE COERS, NLT: **21 APR 17**.

3. THE ELECTRONIC PACKET MUST BE SUBMITTED TO THE OCAR STRENGTH MANAGER AT [Vikki.j.hecht.mil@mail.mil](mailto:Vikki.j.hecht.mil@mail.mil) TO ARRIVE NOT LATER THAN 21 APR 17.

4. POC IS CW4 VIKKI HECHT AT (703) 806-7467, E-MAIL: [Vikki.j.hecht.mil@mail.mil](mailto:Vikki.j.hecht.mil@mail.mil).