



## Student Internship Job Descriptions

### **U.S. Indo-Pacific Command (USINDOPACOM) Surgeon (J07):**

The Office of the Surgeon (J07) is a Special Staff office to the Commander, USPACOM and interacts directly with other J-code Directors (J-Dirs) to strategically enable the TCP and TSCP by aligning all US PACOM medical activities and engagements with the US Pacific Theater Strategy and sub-strategic objectives as directed by Commander, USPACOM. This position requires interfacing with component commands, direct reporting units (DRUs), U.S. Embassy country teams, Joint Staff, Defense Health Agency, other DOD entities, and U.S. interagency organizations to optimize the development and synchronization of all health related activities and engagements with mil-mil and mil-civ interactions in the Indo-Asia-Pacific. The Command Surgeon is also responsible for directly interfacing with host and partner nations' military medical department leadership to develop and assess potential cooperative health exchanges to enhance military and country medical capacity and capabilities.

The Office of the Surgeon is responsible for strengthening relationships with countries throughout USPACOM AOR by expanding health engagements to include operational medicine, force health protection/public health, disease research and health system strengthening. Synchronize, guide and validate the development of medical plans, cooperative health engagements, policies and programs of medical component commands and DRUs to identify opportunities that enhance AOR countries' medical and health services support capacities, promote sustainment of medical and research capabilities and foster ongoing reciprocal cooperation. Optimize contingency operations and plans to ensure comprehensive expeditionary health services support to include integration of joint and multi-service resources, force health protection and medical readiness of all combat forces in USPACOM AOR.

### **Responsibilities and Tasks:**

A fellowship with the J07 will include the following duties: support updating the above documents, researching, analyzing, and report writing; organize roundtable discussions, and collaborations across the Headquarters, service components, Joint Staff, Office of the Secretary of Defense (OSD), and the interagency. The cross-cutting nature of J07 work allows ample opportunity to participate in wider Headquarters activities. Building relationships across organizational staffs will greatly aid the fellow's primary work and provide lasting contacts for future collaboration. Fellows will have opportunity to participate in working groups, flag/general office level meetings, work independently and in teams, and present work to leadership. Fellows will be provided the opportunity to work in a dynamic, challenging environment where innovation, initiative and lateral thinking to problem solve outside of the box are valued skills within a skilled team of military and wider US government planners.

Depending on the fellow's educational background and experience, the fellow can focus in a functional area such as Force Health Protection (e.g., bio- and chemical- surveillance, environmental science), Medical Logistics and Blood management, Medical Operations and Planning and Global Health Engagements.

## Student Fellowship Job Descriptions

The fellow can expect to directly impact USINDOPACOM and DoD plans and policies, present and defend policy recommendations to senior U.S. military and defense officials, and gain broad insights into policy making and military planning. Fellows will be provided opportunities to take advantage of other learning experiences across the command. On island activities outside of the office setting will be planned to further expose fellows to the unique opportunities of living in Hawaii.

### **Skills Desired:**

- Areas of study: Master level work in Healthcare Management; Health Policy; Business Administration; Global Supply Chain; Biology; Environmental Health (or related); Pharmacy
- Proficiency with Microsoft Office products
- Knowledge and understanding of civilian and/or military healthcare systems
- Motivated with a positive and proactive attitude. Self-starter. Not afraid to take the initiative in absence of direction. Can work off mission intent.
- Must have a desire to lead under pressure and have a willingness to serve others.
- Excellent oral and written communication skills
- Experience and knowledge of DOD organizational structure

### **Additional:**

- Must be a U.S. Citizen
- Able to obtain a secret-level security clearance

J07 POC

J07 Directorate POCs:

Supervisor/Mentor: COL Teresa Hinnerichs

Security Manager: MAJ Whitney Cumber

# Student Fellowship Job Descriptions

## **U.S. Indo-Pacific Command (USINDOPACOM) Intelligence Directorate (J2) Joint Intelligence Operations Center (JIOC):**

USINDOPACOM protects and defends, in concert with other U.S. Government agencies, the territory of the United States, its people, and its interests. With allies and partners, USINDOPACOM is committed to enhancing stability in the Asia-Pacific region by promoting security cooperation, encouraging peaceful development, responding to contingencies, deterring aggression, and, when necessary, fighting to win. This approach is based on partnership, presence, and military readiness.

The JIOC provides timely, predictive, and relevant all-source analysis in coordination with other intelligence agencies, components, and coalition partners to ensure the Commander can appropriately plan and engage to protect and defend the U.S., its territories, Allies, partners, and interests.

The Fellow will gain experience working in intelligence analysis and production. They will further gain experience working across the USINDOPACOM Headquarters staff by contributing to planning efforts in communications synchronization and strategic messaging. The JIOC Fellow will work on projects that directly support USINDOPACOM Leadership, while working in a dynamic environment with a Unified Combatant Commander's Headquarters staff.

### **Responsibilities and Tasks:**

A Fellowship with the JIOC will require the Fellow to conduct research and analysis to support JIOC production. They will also conduct research to support development of communications campaign plans and products. In addition, the Fellow will coordinate across staff elements as needed, and build relationships to aid their primary work and provide lasting contacts for future collaboration. As needed, the Fellow will assist with military exercise planning and support, and other duties as assigned.

### **Skills Desired:**

- Experience or study in intelligence, international relations, strategic communications, or public affairs
- Experience and knowledge of research and analytic methodologies, including nodal analysis
- Experience in collecting publicly available information and using popular social media applications
- Knowledge and understanding of political-military and policy issues within the USINDOPACOM Area of Responsibility (AOR)
- Excellent oral and written communication skills
- Experience and knowledge of DoD organizational structure
- Ability to work independently and in a team environment
- Creative problem solver

### **Additional:**

- Must be a U.S. Citizen
- Minimum interim Secret clearance

## Student Fellowship Job Descriptions

### **U.S. Indo-Pacific Command (USINDOPACOM) Plans and Exercises Division (J46):**

USINDOPACOM protects and defends, in concert with other U.S. Government agencies, the territory of the United States, its people, and its interests. With allies and partners, USINDOPACOM is committed to enhancing stability in the Asia-Pacific region by promoting security cooperation, encouraging peaceful development, responding to contingencies, deterring aggression, and, when necessary, fighting to win. This approach is based on partnership, presence, and military readiness.

The purpose of this position is to direct, develop, and implement theater Logistics Plans policies and functions as a Logistics Planner for Commander, U.S. Indo-Pacific Command in the development, maintenance, and analysis of Pacific Theater Campaign, Operations and Conceptual Plans. In addition, the incumbent task, coordinates, analyzes and validates USINDOPACOM Theater Time-Phased Force Deployment Databases (TPFDD) for OPLANs/CONPLANs with TPFDDs. This position will also help establish J4's Operational Contract Support (OCS) program/office, develop working group roles/responsibilities and coordinate/synchronize OCS requirements across Service components and sub-unified commands. Additionally, this position may also plan, coordinate, and manage Theater logistics exercise planning.

### **Responsibilities and Tasks:**

A Fellow with the J46 will assist Joint Logistics Planners and lead/coordinate the development of Logistics annexes and in the development, maintenance, and analysis of Indo-Pacific Theater Campaign, Operations and Conceptual Plans. Oversees and tasks component and sub-united command logistics plans offices to input and validate logistics efforts during contingency/crisis war planning. Charters and conducts Operational Planning Teams (OPTs), Working Groups, Conferences and Seminars in order to lead the USINDOPACOM logistics planning efforts throughout the Joint Strategic Campaign Plan (JSCP) planning cycle and Theater-wide exercise planning efforts.

### **Skills Desired:**

- Given the wide range logistics issues from funding, development, transportation, contracting, information systems, a hardworking self-starter is highly desired. In addition, the Fellow should be proficient with Microsoft Office products.
- Areas of study that would best match include: Logistics, Supply Chain Management, Transportation, Data Analysis, Information Systems, Political Science, International Relations, Public Policy, Contracting, and Public Administration.

### **Additional:**

- Must be a U.S. Citizen
- Minimum interim Secret clearance; Top Secret desirable

## Student Fellowship Job Descriptions

### **U.S. Indo-Pacific Command (USINDOPACOM) Joint Munitions Office (J432):**

USINDOPACOM protects and defends, in concert with other U.S. Government agencies, the territory of the United States, its people, and its interests. With allies and partners, USINDOPACOM is committed to enhancing stability in the Asia-Pacific region by promoting security cooperation, encouraging peaceful development, responding to contingencies, deterring aggression, and, when necessary, fighting to win. This approach is based on partnership, presence, and military readiness.

The Joint Munitions Office's mission is to coordinate, synchronize, and integrate joint munitions sustainment in order to accomplish the USINDOPACOM mission. More specifically, the J432 has responsibility to ensure required ammunition is in place, that planned ammunition is able to be delivered and sufficient munitions storage and distribution infrastructure is in place to support the USINDOPACOM mission.

### **Responsibilities and Tasks:**

A Fellow with the J432 would gain experience working on munitions related issues that directly support USINDOPACOM Leadership. Duties would include: research and writing, critical thinking, strategic analysis, assessment, information systems management, roundtable discussions, and collaboration across the Headquarters, Service Components, Joint Staff, Office of the Secretary of Defense (OSD), think tanks, and NGOs and IGOs.

### **Skills Desired:**

- Given the wide range munitions issues from funding, development, transportation, explosions safety, storage and information systems, a hardworking self-starter is highly desired. In addition, the Fellow should be proficient with Microsoft Office products.
- Areas of study that would best match include: Logistics, Supply Chain Management, Transportation, Data Analysis, Information Systems, Political Science, International Relations, Public Policy, and Public Administration.

### **Additional:**

- Must be a U.S. Citizen
- Minimum interim Secret clearance; Top Secret desirable

**POC:** LCDR J Erik Vik, J432 JMO Branch; 808-477-9417; James.e.vik.mil@us.navy.mil

# Student Fellowship Job Descriptions

## **U.S. Indo-Pacific Command (USINDOPACOM) Northeast Asia Policy Division (J51):**

USINDOPACOM protects and defends, in concert with other U.S. Government agencies, the territory of the United States, its people, and its interests. With allies and partners, USINDOPACOM is committed to enhancing stability in the Asia-Pacific region by promoting security cooperation, encouraging peaceful development, responding to contingencies, deterring aggression, and, when necessary, fighting to win. This approach is based on partnership, presence, and military readiness.

The J51 advises on U.S. policy matters pertaining to political-military affairs with countries in Northeast Asia. The J51 area of focus is on the Northeast Asia sub-region of Japan, South Korea, China, Taiwan, and Mongolia.

### **Responsibilities and Tasks:**

A fellowship with the J51 will include the following duties: policy research on the U.S.-PRC relationship; policy research on the U.S.-Japan and U.S.-ROK Alliance Management issues, developing senior leadership read ahead material for various Northeast Asia key leader engagements, foreign visitors, and assisting staff members with various support tasks related to such activities. Duties could also include preparation of congressional testimony products, interaction with senior U.S. and foreign national civilian and military officials, and coordinating U.S. Alliance issues with DoD, DOS, U.S. joint staffs, and USINDOPACOM service components.

The fellow can expect to gain experience working on projects that directly support USINDOPACOM Leadership; experience researching Northeast Asia policies and capabilities that directly impact USINDOPACOM and DoD plans and policies; experience working in a dynamic environment on a unified combatant commander's headquarters staff.

### **Skills Desired:**

- Areas of study: Asian Studies, International Relations, Political Science ▪ Asian language skills
- Proficiency with Microsoft Office products
- Knowledge and understanding of political-military and policy issues within the USINDOPACOM Area of Responsibility (AOR)
- Excellent oral and written communication skills
- Experience and knowledge of DOD organizational structure
- Ability to work independently and in a team environment
- Creative problem solver

### **Additional:**

- Must be a U.S. Citizen
- Minimum interim Secret clearance

**POC:** Ms Diane Seatris, Deputy Division Chief J51 808 477-7781 [diane.seatris@pacom.mil](mailto:diane.seatris@pacom.mil)

# Student Fellowship Job Descriptions

## **U.S. Indo-Pacific Command (USINDOPACOM) Southeast Asia Policy Division (J52):**

USINDOPACOM protects and defends, in concert with other U.S. Government agencies, the territory of the United States, its people, and its interests. With allies and partners, USINDOPACOM is committed to enhancing stability in the Asia-Pacific region by promoting security cooperation, encouraging peaceful development, responding to contingencies, deterring aggression, and, when necessary, fighting to win. This approach is based on partnership, presence, and military readiness.

The J52 provides detailed analyses, summaries and recommendations pertaining to the formulation, coordination and execution of national policy in the USINDOPACOM Area of Responsibility (AOR).

### **Responsibilities and Tasks:**

A fellowship with the J52 will include the following duties: support development of USINDOPACOM positions for policy matters pertaining to political-military affairs with countries of Southeast Asia, and Association of Southeast Asian Nations (ASEAN). Assist in formulation of U.S. and allied national defense policy as applied to the Indo-Pacific theater; analyze political-military issues for their potential impact on military relations and recommends appropriate courses of action; provide country knowledge and policy planning support to USINDOPACOM participants in unilateral and international conferences. Arrange and lead defense dialogues with Southeast Asia senior military staff and ministry of defense counterparts. Prepare written analysis and present verbal briefings to senior U.S. military combatant command leadership.

The fellow can expect to work independently with little guidance on projects that directly support USINDOPACOM Leadership; research Southeast Asia and ASEAN policies and capabilities that directly impact USINDOPACOM and DoD plans and policies; present and defend policy recommendations to senior U.S. military and defense officials.

### **Skills Desired:**

- Areas of study: Asian Studies, International Relations, Political Science ▪ Asian language skills
- Proficiency with Microsoft Office products
- Knowledge and understanding of political-military and policy issues within the USINDOPACOM Area of Responsibility (AOR)
- Excellent oral and written communication skills
- Experience and knowledge of DOD organizational structure
- Ability to work independently and in a team environment
- Creative problem solver

### **Additional:**

- Must be a U.S. Citizen
- Minimum interim Secret clearance; Top Secret desirable

# Student Fellowship Job Descriptions

## **U.S. Indo-Pacific Command (USINDOPACOM) Oceania Policy Division (J53):**

USINDOPACOM protects and defends, in concert with other U.S. Government agencies, the territory of the United States, its people, and its interests. With allies and partners, USINDOPACOM is committed to enhancing stability in the Asia-Pacific region by promoting security cooperation, encouraging peaceful development, responding to contingencies, deterring aggression, and, when necessary, fighting to win. This approach is based on partnership, presence, and military readiness.

The J53 provides detailed analyses, summaries and recommendations pertaining to the formulation, coordination and execution of national policy in the USINDOPACOM Area of Responsibility (AOR).

### **Responsibilities and Tasks:**

A fellowship with the J53 will include the following duties: support development of USINDOPACOM positions for policy matters pertaining to political-military affairs with countries of Oceania, and the Pacific Island Countries. Assist in formulation of U.S. and allied national defense policy as applied to the Indo-Pacific theater; analyze political-military issues for their potential impact on military relations and recommends appropriate courses of action; provide country knowledge and policy planning support to USINDOPACOM participants in unilateral and international conferences. Arrange and lead defense dialogues with Oceania and Pacific Island senior military civilian staff and ministry of defense counterparts. Prepare written analysis and present verbal briefings to senior U.S. military combatant command leadership.

The fellow can expect to work independently with little guidance on projects that directly support USINDOPACOM Leadership; research Oceania and Pacific Island policies and capabilities that directly impact USINDOPACOM and DoD plans and policies; present and defend policy recommendations to senior U.S. military and defense officials.

### **Skills Desired:**

- Areas of study: Asian Studies, International Relations, Political Science ▪ Asian language skills
- Proficiency with Microsoft Office products
- Knowledge and understanding of political-military and policy issues within the USINDOPACOM Area of Responsibility (AOR)
- Excellent oral and written communication skills
- Experience and knowledge of DOD organizational structure
- Ability to work independently and in a team environment
- Creative problem solver

### **Additional:**

- Must be a U.S. Citizen
- Minimum interim Secret clearance; Top Secret desirable



# Student Fellowship Job Descriptions

## **U.S. Indo-Pacific Command (USINDOPACOM) Strategy and Policy Division (J56):**

Working from national guidance, the USINDOPACOM J56 develops and oversees implementation of the USINDOPACOM Theater Strategy and Theater Campaign Plan (TCP) which operationalizes strategy, driving and aligning all USINDOPACOM activity across the Indo-Pacific region. The J56 is the Global Coordinator for the Global Campaign Plan – China, working across DoD and the interagency to coordinate global activity related to the China problem set. The J56 also generates the USINDOPACOM Theater Posture Plan and leads execution of path-breaking posture activities such as those currently unfolding in Australia, the Philippines, Singapore, and elsewhere. Other J56 responsibilities include Steady State Command Relationships, Global Force Management roles, the Joint Warfighting Concept, and more.

## **Responsibilities and Tasks:**

A fellowship with the J56 will include the following duties: support updating the above documents, researching, analyzing, and report writing; organize roundtable discussions, and collaborations across the Headquarters, service components, Joint Staff, Office of the Secretary of Defense (OSD), and the interagency. This cross-issue nature of J56 work allows ample opportunity to participate in wider Headquarters activities. Building relationships across organizational staffs will greatly aid the fellow's primary work and provide lasting contacts for future collaboration. Fellows will have opportunity to participate in working groups, flag/general office level meetings, work independently and in teams, and present work to leadership.

The fellow can expect to directly impact USINDOPACOM and DoD plans and policies, present and defend policy recommendations to senior U.S. military and defense officials, and gain broad insights into policy making and military planning. Fellows will be encouraged to take advantage of other learning opportunities across the command wherever their interests may take them. On island activities outside of the office setting will be planned to further expose those interested to military activity in Hawaii.

## **Skills Desired:**

- Areas of study: International Relations, Political Science, Military/Security Studies, Public Policy ▪ Proficiency with Microsoft Office products
- Knowledge and understanding of political/military and security/policy issues in the Indo-Pacific region
- Excellent oral and written communication skills
- Experience and knowledge of DOD organizational structure

## **Additional:**

- Must be a U.S. Citizen
- Able to obtain a secret-level security clearance

# Student Fellowship Job Descriptions

## **(2X) U.S. Indo-Pacific Command (USINDOPACOM) Functional Plans and Policy Division (J57):**

Working from national guidance, the USINDOPACOM J57 develops and oversees implementation of all USINDOPACOM Functional Plans to include Counter Terrorism, Countering Weapons of Mass Destruction, Defense Support of Civil Authorities, Homeland Defense, Pandemics and Infectious Diseases and Foreign Humanitarian Aid. The J57 leads the implementation of the only plans currently in execution across USINDOPACOM. The J57 has been at the forefront of INDOPACOM planning and execution for the last three years, leading to a dynamic, challenging and extremely rewarding work environment. Other J57 responsibilities include providing Subject Matter Expertise into all USINDOPACOM plans, posture initiatives and the execution of day to day operations to protect the homeland.

### **Responsibilities and Tasks:**

A fellowship with the J57 will include the following duties: support updating the above documents, researching, analyzing, and report writing; organize roundtable discussions, and collaborations across the Headquarters, service components, Joint Staff, Office of the Secretary of Defense (OSD), and the interagency. The cross-cutting nature of J57 work allows ample opportunity to participate in wider Headquarters activities. Building relationships across organizational staffs will greatly aid the fellow's primary work and provide lasting contacts for future collaboration. Fellows will have opportunity to participate in working groups, flag/general office level meetings, work independently and in teams, and present work to leadership. Fellows will be provided the opportunity to work in a dynamic, challenging environment where innovation, initiative and lateral thinking to problem solve outside of the box are valued skills within a skilled team of military and wider US government planners.

The fellow can expect to directly impact USINDOPACOM and DoD plans and policies, present and defend policy recommendations to senior U.S. military and defense officials, and gain broad insights into policy making and military planning. Fellows will be provided opportunities to take advantage of other learning experiences across the command. On island activities outside of the office setting will be planned to further expose fellows to the unique opportunities of living in Hawaii.

### **Skills Desired:**

- Areas of study: International Relations, Political Science, Military/Security Studies, Public Policy, biodefense/ biosecurity, aero and space sciences, Environmental Studies, Project Management ▪ Proficiency with Microsoft Office products
- Knowledge and understanding of political/military and security/policy issues in the Indo-Pacific region
- Motivated with a positive and proactive attitude. Self-starter. Not afraid to take the initiative in absence of direction. Can work off mission intent.
- Must have a desire to lead under pressure and have a willingness to serve others.
- Excellent oral and written communication skills
- Experience and knowledge of DOD organizational structure

## Student Fellowship Job Descriptions

**Additional:**

- Must be a U.S. Citizen
- Able to obtain a secret-level security clearance

J57 POC's

J57 Directorate POCs:

Supervisor/Mentor: LtCol Jennifer Ng

Security Manager: Mr. Erik Booker

IT/Accounts: IT1 Skyler Seaborne

Trusted Agent: Col Jeffrey Shulman

# Student Fellowship Job Descriptions

## **(3X) U.S. Indo-Pacific Command (USINDOPACOM) Strategic Cooperation Division (J59):**

USINDOPACOM protects and defends, in concert with other U.S. Government agencies, the territory of the United States, its people, and its interests. With allies and partners, USINDOPACOM is committed to enhancing stability in the Asia-Pacific region by promoting security cooperation, encouraging peaceful development, responding to contingencies, deterring aggression, and, when necessary, fighting to win. This approach is based on partnership, presence, and military readiness.

The J59 provides detailed analyses, summaries and recommendations pertaining to the formulation, coordination and execution of national policy in the USINDOPACOM Area of Responsibility (AOR) in the area of civil affairs, women, peace and security, interagency, and multilateral efforts.

### **Responsibilities and Tasks:**

A fellowship with the J59 will include the following duties: Provide policy and organizational analysis; research and writing, and coordination among internal and external multi-stakeholders to ensure a consistent and clear USINDOPACOM strategic communication approach and message. Provide subject matter expertise to communication synchronization group. Assist the J59 in Strategic Planning and Policy with various bilateral and multilateral engagements such as the Chiefs of Defense Conference. Assist the interagency coordinator in coordinating with both, inter and intra agencies in the joint interagency coordination group. Direct planning support includes serving as the primary point of contact, scheduling meetings, room reservation, conducting preparatory meetings, presentation consolidation, parking reservation, and meeting invites. In addition, direct planning support includes compliance with USINDOPACOM internal workflow processes to accomplish the tasks above

### **Skills Desired:**

- Areas of study: Asian Studies, International Relations, Political Science
- Asian or Pacific Islander language skills
- Proficiency with Microsoft Office products
- Knowledge and understanding of political-military and policy issues within the USINDOPACOM Area of Responsibility (AOR)
- Excellent oral and written communication skills
- Experience and knowledge of DOD organizational structure
- Ability to work independently and in a team environment
- Creative problem solver

### **Additional:**

- Must be a U.S. Citizen
- Minimum interim Secret clearance

# Student Fellowship Job Descriptions

## **U.S. Indo-Pacific Command (USINDOPACOM) Science and Technology (S&T) Division (J85)**

USINDOPACOM protects and defends, in concert with other U.S. Government agencies, the territory of the United States, its people, and its interests. With allies and partners, USINDOPACOM is committed to enhancing stability in the Asia-Pacific region by promoting security cooperation, encouraging peaceful development, responding to contingencies, deterring aggression, and, when necessary, fighting to win. This approach is based on partnership, presence, and military readiness.

The J85 has the following mission and objectives.

- 1) Informs the S&T community about USINDOPACOM Requirements to focus R&D efforts in USG labs, military services, and industry to maintain advantage.
- 2) Avoids technological surprise to prevent future vulnerabilities to US forces.
- 3) Strengthen international defense partnerships through S&T through mutually beneficial and purposeful engagement to implement the National Defense Strategy.
- 4) Discover, develop, and demonstrate S&T solutions to warfighter challenges to out-innovate adversaries through advanced capability experimentation.

### **Responsibilities and Tasks:**

A Fellow with the J85 will assist the S&T Advisor, Deputy S&T Advisor, and staff to

- 1) develop S&T engagement plans for countries within the USINDOPACOM area of responsibility,
- 2) reinvigorate international S&T impacted by COVID,
- 3) participate in a weekly S&T Board to contribute advice and capabilities to operational problems,
- 4) continue efforts within DoD to share S&T information with allies and partners.

In so doing, the fellow can expect to gain exposure to cutting-edge technology being develop across the DoD and on an international stage.

### **Skills Desired:**

- Areas of study: international relations, political science, military/security studies, public policy, biodefense/biosecurity, science and engineering, environmental studies, project management
- Proficiency with Microsoft Office products
- Knowledge and understanding of the USINDOPACOM Area of Responsibility (AOR)
- Excellent oral and written communication skills
- Experience and knowledge of DOD organizational structure
- Ability to work independently and in a team environment

### **Additional:**

- Must be a U.S. Citizen
- Minimum interim Secret clearance

**POC:** Mentor/Supervisor: Col Keith Roessig, J85 Deputy Science Advisor, 808 477-9167,  
[keith.m.roessig@pacom.mil](mailto:keith.m.roessig@pacom.mil)

# Student Fellowship Job Descriptions

## **U.S. Indo-Pacific Command (USINDOPACOM) Center for Excellence for Disaster Management and Humanitarian Assistance (CFE-DM):**

The USINDOPACOM area of responsibility encompasses about half the earth's surface, stretching from the waters off the U.S. west coast to the western border of India, and from Antarctica to the North Pole. There are few regions as culturally, socially, economically, and geo-politically diverse. The 36 countries comprising the Indo-Pacific region are home to more than 50% of the world's population, 3,000 languages, several of the world's largest militaries, and five nations allied with the U.S. through mutual defense treaties. Two of the world's largest economies are located in the Indo-Pacific along 10 of the smallest. More than one-third of Indo-Pacific states are small, island nations that include the smallest republic in the world and the smallest nation in Asia. The most disaster-prone region in the world is the Asia-Pacific, home to the "Ring of Fire" a path along the Pacific Ocean where the world's most active volcanoes lie and frequent earthquakes occur.

The Center for Excellence in Disaster Management and Humanitarian Assistance (CFE-DM) is a direct reporting unit to the United States Indo-Pacific Command (USINDOPACOM), Department of Defense (DoD). CFE-DM's main goal is to enhance United States (U.S.) military and international civil-military coordination and preparedness for disaster management and humanitarian assistance (DMHA). The Center is designed to bridge understanding between humanitarian, civilian, and military responders. Through education, training, best practices, applied research, and information sharing, CFE-DM supports capacity building in the region.

The Applied Research and Information Sharing (ARIS) Academic Partnership Program (APP) is focused on developing mutually beneficial collaborative partnerships. ARIS has built a global network of partners across academia, regional organizations, and governmental and nongovernmental organizations. The focus of the collaborative efforts is on addressing the challenges of the 21st century in order to identify innovative and practical recommendations to mitigate negative impacts on our global community. Through research and information exchanges, we support data-informed decision making for policies, plans, and programs.

## **Responsibilities and Tasks:**

The research fellow serves as a research analyst providing decision support products for DMHA operations and training programs. The fellow will serve as a team member of the ARIS branch and help to solve practical problems and facilitate information sharing for disaster management practitioners. The fellow will conduct DMHA analyses and studies, assume responsibility for studies, and interpret results of previous studies to develop products and record best practices. Specific research products will support achievement of the CFE-DM mission, vision, and congressional mandate.

The fellow is expected to meet the ARIS supervisor's intent through established approaches to applied research on DMHA education and training programs, best practices, and identifying risk factors. Work is performed individually or as a team project and will involve the use of practicum/internship site sponsorships and/or capstone research, approved by the supervisor. The CFE supervisor will be available for guidance and clarification, will periodically review work progress, and will approve work for release upon completion. It is incumbent upon the fellow and his/her Academic advisor to present a well-crafted, properly written, edited, and formatted document.

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### **Skills Desired:**

- Archival, desk research, qualitative survey methods/field analytic skills, quantitative methods, key informant interview skills, team management, organizational and stakeholder analysis, and report writing.
- Strong written and oral communication skills. Ability to write research reports, articles, and other information products to communicate to CFE-DM staff, USINDOPACOM staff, and other civilian and military organizations.
- Knowledge of or familiarity with Disaster Response/Emergency Management or Humanitarian Relief/Assistance.
- Familiarity with the natural disasters and climate change issues in the USINDOPACOM region.

### **Additional:**

- Must be a U.S. Citizen
- Minimum interim Secret clearance

# Student Fellowship Job Descriptions

## **U.S. Indo-Pacific Command (USINDOPACOM) Public Affairs and Community Outreach (JOPAC):**

The United States is a Pacific nation with deep and long-standing ties to the region. As the oldest U.S. Combatant Command, USINDOPACOM protects and defends the largest geographic area in the world in coordination with interagency organizations, allies, and partner nations. For more than 70 years, the Indo-Pacific has been largely peaceful. This peace is underpinned by our combat credibility and the commitment of free nations to work together.

USINDOPACOM PA highlights U.S. military efforts to support a Free and Open Indo-Pacific region while emphasizing our common values, interests, and security concerns, to maintain U.S. domestic support, assure our allies and partners, and deter any potential aggressor. In coordination with OSD and regional U.S. Embassies, JOPAC uses all channels to engage key audiences and stakeholders through: Command/internal information, media relations, public engagement, and public website and social media programs.

## **Responsibilities and Tasks:**

A fellowship with JOPAC will include the following duties: supporting the Public Affairs Officer (PAO) and the PA staff as the principal spokesperson, senior PA advisor, and primary coordinator for communication integration and alignment for the combatant command. The fellow would be expected to help develop plans to communicate accurate, timely, and meaningful information and put into context USINDOPACOM's campaign and planning efforts, operations, activities, and investments to facilitate informed perceptions about the Command's missions. The fellow will work with directorates within the command that are responsible for other information-related capabilities (IRCs) to coordinate and deconflict communication activities and develop and implement strategic-level guidance. The fellow will also support press events, media roundtables, community relations events; will help develop press, imagery, and social media releases; and will conduct media analysis.

The fellow can expect to gain experience working on projects that directly support USINDOPACOM Leadership and command communication strategies, and experience working in a dynamic environment on a unified combatant commander's headquarters staff.

## **Skills Desired:**

- Areas of study: Strategic Communications, Public Relations, Journalism, International Relations, Political Science
- Knowledge and understanding of communication strategies related to political-military and policy issues within the USINDOPACOM Area of Responsibility (AOR)
- Experience and knowledge of DOD organizational structure
- Proficiency with Microsoft Office products
- Excellent oral and written communication skills
- Ability to work independently and in a team environment
- Creative problem solver



## Student Fellowship Job Descriptions

### **Additional:**

- Must be a U.S. Citizen
- Minimum interim Secret clearance

### **Directorate POCs:**

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