



DEPLOY360

509 9th Avenue North, Suite 150
Myrtle Beach, SC 29577
info@deploy360.us
www.deploy360.us

Basing Team Officer Assistant

Location: Doha, Qatar

Clearance Required: Secret

Position Type: Full-Time, OCONUS

Overview

Deploy360 is seeking a mission-focused Basing Team Officer Assistant (BTOA) to support the Director of Operations (J-4) in the development, implementation, and oversight of U.S. engineering and basing efforts. This position plays a key role in supporting base transitions, infrastructure-related programs, environmental compliance, and strategic planning across the CENTCOM Area of Responsibility (AOR). The role is based on-site in Doha, Qatar.

Responsibilities:

- Assist the J-4 in coordinating, monitoring, and executing U.S. base transitions and related initiatives.
- Support infrastructure projects, environmental compliance, and real estate management.
- Facilitate coordination with interagency and engineering program stakeholders.
- Contribute to strategic planning, including base closures, transfers, and expansion efforts.
- Advise on compliance with statutory and regulatory requirements related to equipment, facilities, environmental responsibilities, contracts, and final site turnover.
- Support engineering deconstruction operations and track related metrics and Commander's Critical Information Requirements (CCIRs).
- Draft and maintain Standard Operating Procedures (SOPs), reports, and high-level briefings for General Officer meetings and strategic forums.
- Assist with campaign plan goals as defined by the Contracting Officer's Representative (COR).

Required Qualifications:

- High school diploma with 8–12 years of relevant experience (or equivalent combination of education and experience).
- Prior military service in the U.S. Army, Air Force, or Marine Corps logistics field with a rank of CW3 or higher (Warrant Officer) or O3 or higher (Commissioned Officer).
- Minimum of 10 years of experience in contract or program management, with deep understanding of Department of Defense (DoD) procurement, construction, and service contract execution.
- Proven ability to rapidly adapt to changing requirements and high-pressure scenarios.

- Strong resource and time management skills.

Preferred Qualifications:

- Prior experience supporting U.S. Special Operations Forces.

Additional Details:

- **Hours:** 60 hours per week.
- **Benefits:** Housing, travel, transportation, and medical in-processing provided.

Why Deploy360?

At Deploy360, we are committed to leveraging the power of technology to support the mission-critical needs of our clients. We offer a dynamic work environment where innovation, collaboration, and professional growth are encouraged. Join our team and contribute to impactful projects that make a difference.

To be considered for the position, please email, info@deploy360.us and include your resume.