



# BIOGRAPHY



## UNITED STATES AIR FORCE

### EMILY L. JAY

Ms. Emily L. Jay, a member of the Senior Executive Service, is the Director of Contracting, Air Force Sustainment Center, Robins Air Force Base, Georgia. She executes authority in all phases of contracting in support of AFSC, Air Force Life Cycle Management Center, and other installation customers. Additionally, she provides training and development for more than 400 contracting and administrative professionals responsible for obligating in excess of \$6.7 billion annually.

In her previous assignment, Ms. Jay was the Test and Training Division Chief for the AFLCMC Armament Directorate, where she led a portfolio of Central Test and Evaluation Investment Program and Acquisition Category programs that provide aerial targets, combat training and range instrumentation systems.

Ms. Jay served in leadership positions as the Director of Acquisition Excellence and as the Deputy Director for Contracting at the AFLCMC Eglin Operating Location where she focused on developing executable programs and our next generation workforce. Prior to this, Ms. Jay was the Director of Contracting for the Air Armament Center responsible for management of Eglin AFB's \$4 billion annual contracting mission.



Ms. Jay entered public service as a member of the Copper Cap intern program. She held positions in execution and on staff as a contract specialist, contracting officer and program manager and has worked in a variety of areas including installation support, development, test, production, joint and Foreign Military Sales programs.

#### **EDUCATION**

1985 Bachelor of Science, Management, University of West Florida, Pensacola

1987 Master of Science, Management, Troy State University, Troy, Ala.

2008 Air War College, Air University, Maxwell Air Force Base, Ala., by correspondence

#### **CAREER CHRONOLOGY**

1. September 1985 - December 1989, Contract Specialist, Eglin Air Force Base, Fla.
2. December 1989 - September 1991, Contracting Officer, Air-to-Surface Guided Weapons System Program Office, Eglin AFB, Fla.
3. September 1991 - May 1997, Contracting Branch Chief, Joint Direct Attack Munition SPO, Eglin AFB, Fla.
4. May 1997 - September 2000, Business Integrated Product Team Chief, Joint Direct Attack Munition SPO,

Eglin AFB, Fla.

5. September 2000 - February 2002, Chief, Policy and Contract Clearance, Air Armament Center, Eglin AFB, Fla.

6. March 2002 - May 2003, Deputy, Acquisition Center of Excellence, Air Armament Center, Eglin AFB, Fla.

7. May 2003 - August 2004, Program Integrator, Advanced Medium Range Air-to-Air Missile Development Division, Air-to-Air Weapons Systems Program Office, Air Armament Center, Eglin AFB, Fla.

8. August 2004 - March 2006, AMRAAM Production Branch Chief/Squadron Director, 328th Armament Systems Wing, Eglin AFB, Fla.

9. March 2006 - February 2007, Contracting Chief, 328th ARSW, Eglin AFB, Fla.

10. March 2007- October 2011, Director of Contracting, Air Armament Center, Eglin AFB, Fla.

11. October 2011 - December 2013, Deputy Director of Contracting, Air Force Life Cycle Management Center, Eglin AFB, Fla.

12. January 2014 - February 2016, Director of Acquisition Excellence, AFLCMC, Eglin AFB, Fla.

13. February 2016 - November 2018, Chief, Test and Training Division, Armament Directorate, AFLCMC, Eglin AFB, Fla.

14. November 2018 - present, Director of Contracting, Air Force Sustainment Center, Robins AFB Ga.

#### **PROFESSIONAL CERTIFICATIONS**

Contracting, Acquisition Professional Development Program (APDP) Level III

Program Management, APDP Level III

Logistics, APDP Level I

(Current as of April 2019)