



BIOGRAPHY

UNITED STATES AIR FORCE

Air Armament Center
Contracting Directorate
205 West D Avenue, Suite 433
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(850) 882-0150

Mrs. Emily Jay

Mrs. Emily L. Jay is the Director of Contracting, Air Armament Center (AAC), Air Force Materiel Command, Eglin Air Force Base, FL. She is responsible for management of AAC's \$2.4 billion annual contracting mission, providing regulatory control and guidance to approximately 200 military and civilian personnel who provide warfighting capabilities to the world's greatest Air Force.



Mrs. Jay began her civil service career with the Air Force in 1985 at Eglin Air Force Base, FL. Mrs. Jay's career reflects a breadth of acquisition experience in contracting and program management. Before assuming her current position, Mrs. Jay was the Contracting Chief for the 328th Armament Systems Wing, which included the Advanced Medium Range Air-to-Air Missile (AMRAAM), HARM Targeting System (HTS), Miniature Air Launched Decoy (MALD), and the Aerial Targets Systems. Mrs. Jay was also responsible for developing and implementing the 328th wing AFSO 21 program. Prior to this, Mrs. Jay was the Squadron Director and Program Manager for the AIM-120C AMRAAM. Other positions held include Deputy Director for the AAC Acquisition Center of Excellence (ACE), Chief of Procurement Policy, and Business Chief for the Joint Direct Attack Munition (JDAM). Mrs. Jay was responsible for developing and implementing numerous streamlining initiatives for the JDAM program, including extensive work on the package ultimately resulting in the selection of JDAM as a congressionally mandated pilot program for acquisition reform. Mrs. Jay's other experience spans the acquisition areas of operational, research and development, production and sustainment and includes work on joint and Foreign Military Sales (FMS) programs.

EDUCATION

1985, Bachelor of Science degree in management, University of West Florida
1987, Master of Science degree in management, Troy State University
2008, Air War College

CAREER CHRONOLOGY

1. 1985- 1987, Contract Specialist Buyer, Rotational Copper Cap, Eglin AFB, FL
2. 1987- 1989, Contract Specialist Buyer, Special Contracts, Eglin AFB, FL
3. 1989-1991, Contracting Officer, Air-to-Surface Guided Weapons SPO, Eglin AFB, FL
4. 1991-1994, Contracting Officer, Joint Direct Attack Munition SPO, Eglin AFB, FL
5. 1994-1997, Contracting Branch Chief, Joint Direct Attack Munition SPO, Eglin AFB, FL
6. 1997-2000, Business IPT Chief, Joint Direct Attack Munition SPO, Eglin AFB, FL
7. 2000-2002, Chief, Policy and Contract Clearance, AAC/PK, Eglin AFB, FL
8. 2002-2003, Deputy Chief, Acquisition Center of Excellence, AAC/AE, Eglin AFB, FL
9. 2003-2004, Program Integrator, AIM-120 Development Division, Air-to-Air Weapons SPO, Eglin AFB, FL
10. 2004-2006, AIM-120C Branch Chief/Squadron Director, 328th ARSW, Eglin AFB, FL
11. 2006-2007, Contracting Chief, 328th ARSW, Eglin AFB, FL
12. 2007-Present, Director of Contracting, AAC/PK, Eglin AFB, FL

AWARDS AND HONORS

1989 AFSC Outstanding Contribution to Manufacturing, Contracting, or Quality Assurance
1997 ASC/PK Boss of the Year Award
1998 ASC/PK Strategic Acquisition Reform (STAR) Award
2000 AAC/PK Leon L. White Employee of the Year Award
2000 Meritorious Civilian Service Award
2004 Special Act or Service Award

PROFESSIONAL MEMBERSHIPS AND ASSOCIATIONS

National Contract Management Association-Northwest Florida Chapter past president
National Defense Industrial Association
American Society of Military Comptrollers

PROFESSIONAL CERTIFICATIONS

Contracting, Level III
Program Management, Level III
Logistics, Level I

(Current as of September 2008)