



Citations Copy Editor

Position Overview and Essential Qualifications

The Afghanistan War Commission is seeking a copy editor to perform fact-check editing on citations in its Final Report, the summation of the Commission's Congressionally mandated review of U.S. involvement in Afghanistan from 2001 to 2021. The position involves reviewing citations of an estimated 800-page final report and verifying their accuracy in subject matter and location of the cited source. The Citations Copy Editor will be a member of the Commission's Writing and Production Team and work closely with the content and managing editor as well as researchers. The position may also entail additional editing and research duties in the writing, editing, verifying, and production of the final report.

Key Responsibilities

- Review all endnotes of Final Report draft copy, comparing the information presented in the report with the source material cited.
- Ensure location of the source material is correct in the citation.
- Assist in building the digital "Source Book" containing all of the Final Report's source material in a single file.
- Copy editing and proofing Final Report drafts and the print-ready book.

Qualifications

Required:

- Minimum 3 years of professional copyediting experience in academic, government, or commercial publishing
- Demonstrated understanding of citations and their role in a publication serving government and military officials, academic and journalism entities, and the reading public
- Experience with meeting strict deadlines
- Formal education or training in writing, editing, or proofreading
- Exceptional accuracy in reviewing and documenting information
- Ability to maintain consistency in sourcing and citation format
- Skill in cross-referencing materials to verify facts and identify connections
- Capacity to spot patterns, gaps, or inconsistencies across documents

Qualifications

Preferred:

- Experience working with commissions, inspectors general, or other oversight bodies
- Top Secret security clearance
- Interest in or familiarity with Afghanistan, U.S. foreign policy, or military history
- Ability to quickly develop understanding of complex policy and security issues
- Comfortable working independently while communicating progress regularly

Term & Compensation

This is a full-time, term-limited appointment aligned with the life of the Commission, currently through November 2027.

Employee may work either remote or onsite: the latter requires at a minimum a secret security clearance.

- Compensation is competitive with congressional and executive pay scales, commensurate with experience level – generally GS12-GS13. Full government benefits included.

Security Clearance

- An active secret or higher security clearance is required to work onsite. A top secret/SCI clearance widens the scope of the work available.

Application Process

- Candidates should submit a resume to [**Jobs@awc.senate.gov**](mailto:Jobs@awc.senate.gov)