

One Time Occasional Tour (OTOT) ARNG Active Guard/Reserve AGR Vacancy

**STATE OF WYOMING MILITARY DEPARTMENT
Human Resource Office – AGR Branch
5410 Bishop Boulevard
CHEYENNE, WYOMING 82009-3320**

1. Announcement is made of the following AGR position. A brief description of duties and responsibilities is included in this announcement.

SPMD/UMR Position Title: **Bilateral Affairs Officer (NTE 24 months)**
Announcement No: **17-A103**
Opening Date: **28 NOV 2016**
Closing Date: **21 DEC 2016**
Max Grade Authorized: **O-4**
Min Grade Authorized: **O-3**
MOS Criteria: **Immaterial**
Security Clearance: **SECRET (with ability to obtain Top Secret)**
Physical Profile: **111111**
Unit/Duty Location: **Tunis, Tunisia**
Female Asg Elig: **Open**
Nominating Official: **BG Gregory C. Porter**
Selecting Official: **COL Harold J. Walker**
Eligibility: Open to All Traditional Members and Military Technicians of the WY ARNG

2. This position will be filled as soon as possible after closing. The Adjutant General retains exclusive appointment authority of AGR personnel. All selection notifications are conditional until security clearance, medical clearance, POST requirement, HRO Form 100 verification, and approval by HRO-Staffing.

3. The Wyoming Military Department is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, color, nationality, sex, political affiliation, or any other non-merit factor.

4. Sexual Assault Response Coordinator (SARC), Victim Advocate Coordinators (VACs), Collateral Duty SARCs, Sexual Harassment/Assault Response and Prevention (SHARP), and Recruiting and Retention assignments are Positions of Significant Trust (POSTA). Therefore, only applicants with the highest moral and ethical standards may qualify for accession into these positions. POSTA standards are qualifications for specified assignments and not a standard of service. Applicants must satisfy POST requirement screenings.

5. INSTRUCTIONS FOR APPLYING: Applications may be accepted by mail or hand-delivered to the HRO no later than 1630 hours on the announcement closing date. Emailed and facsimile applications will be accepted to accommodate deployed and OCONUS members only. Copies are acceptable. Incomplete and Applications received after 1630 on the closing date will not be considered. Use of government envelopes and/or postage is acceptable for non-deployed/OCONUS personal only. Do not submit applications in file folders, binders, etc. Applications will not be returned. Applications must be legibly completed, MUST be signed and dated, and must contain the following documents at a minimum.

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<p>Submit applications to:</p> <p>Wyoming Military Department Human Resources Office – AGR Branch 5410 Bishop Boulevard Cheyenne, WY 82009-3320</p>	<p>WY-HRO-AGR Points of Contact:</p> <p>SGT Lorien Mele (307) 772-5127 SSG Katie Upton (307) 772-5227 CW3 Nathan Galloway (307) 772-5220 E-Mail: ng.wy.wyarng.list.org-jobs@mail.mil</p>
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_____ **Cover letter**

_____ **Current Resume**

_____ **NGB Form 34-1**, Application for Active Guard/Reserve Position. Provide continuation paper as needed. Pay particular attention to Section IV and the requirement to fully explain “Yes” answers. Must be signed and dated.

_____ **Current Individual Medical Readiness (IMR) Record accessible from AKO, MEDPROS Printout, or Periodic Health Assessment (PHA)**. Must be dated within the last 12 months prior to the closing date of the position announcement to be valid.

_____ **Last 5 NCOERs**: If less than 5, submit all available evaluations. Applicants not requiring NCOERs submit a letter of recommendation from your military supervisor.

_____ **Certified Current Enlisted/Officer Records Brief (ERB / ORB)**.

_____ **Statement of Service, acceptable documents include: Current Retirement Points Accounting Management (RPAM) Statement (NGB Form 23B); for other services, equivalent retirement points statement, DD Form 214(s), DD Form 220(s), and any accompanying DD Form 215(s), or DD Form 1506 (Statement of Service)**.

_____ **DA Photograph in military uniform** (taken within the last 12 months is required)

_____ **DA Form 705, Army Physical Fitness Test Scorecard**; Passing Record APFT within 12 months of the closing date of the vacancy announcement for initial AGR accession.

_____ **RCAS Generated Ht/Wt Report (Weight Control History)**; verification of passing Ht/Wt current within 6 months as of the closing date of the announcement.

_____ **DA Form 5500 or 5501-R: Body Fat Content Worksheet** (if applicable) current within 6 months as of the closing date of the announcement.

_____ **SF 181**, Ethnicity and Race Identification

_____ **Administrative Grade Reduction (if applicable)**: Applicant’s military grade cannot exceed the maximum military grade authorized for the position. Over-grade applicants must include a written statement of willingness to accept an administrative grade reduction when assigned to the position for which they are applying.

_____ **Other requirements that may be stated in the vacancy announcement or determined appropriate by the nominating official.**

6. ELIGIBILITY REQUIREMENTS

- a. **Must NOT reach 18 years of active service as a result of the OTOT unless a waiver has been approved by the ARNG Policy Division, AGR/Mobilization Branch, ARNG-HRH-M.**
- b. **Former AGR Soldiers released from AGR service due to board action are not eligible to enter into an OTOT.**
- c. **T10, AGT, OTOT is not considered initial entry into the AGR Program.**
- d. **All Traditional Guardsmen and Military Technicians are eligible. Individual will revert to original status upon end-of-tour release.**
- e. Eligibility and retention requirements met to assume this Title 10, AGR, OTOT.
- f. Meet OCONUS standards for tour.
- g. **Civilian Education:** Bachelor's degree required. Master's preferred.
- h. **Professional Military Education:** Completion of Captain's Course
- i. Minimum three (3) years of experience of the WY National Guard.
- j. Must have current Secret Clearance with the ability to obtain Top Secret clearance
- k. Strong verbal/written communication and interpersonal skills.
- l. Must meet eligibility criteria in NGR 600-5 and AR 135-18, Tables 2-1, 2-2, and 2-3.
- m. Must meet and maintain Fitness Test standards IAW FM 7-22.
- n. Must meet and maintain height/weight standards IAW AR 600-9. Applicants on the Army Body Composition Program are ineligible for entry into the AGR program.
- o. Must meet medical standards IAW AR 40-501, **Chapter 3.**
- p. Applicants must not be subject to flagging actions when entering into the AGR program.
- q. Must not have been previously separated for cause from active duty.
- r. Must not have been separated from a previous AGR tour within the past 12 months.
- s. Must not be eligible for, or receiving, federal military retired or retainer pay, nor federal service annuities.

7. PREFERRED QUALIFICATIONS

- a. Experience working in support of the State Partnership Program or with foreign militaries in an advisory or training capacity.
- b. Served as a commander of a company/squadron level of above OR staff officer at the group/BN level.
- c. Military or civilian experience working in a foreign country.
- d. Civilian degrees in International Affairs, World History, Languages, Political Science, Foreign Policy studies, International Economics, Sociology or similar studies.
- e. Proficiency in a foreign language or a willingness and aptitude to develop language skills in SPP partner country language.
- f. Completion of CGSC or SOS (Commensurate with grade).

8. POSITION DESCRIPTION

The Bilateral Affairs Officer is a member of the Office of Security Cooperation (OSC) team in the US Embassy (Tunisia). Service Member's (SM) duties encompass the core of the planning, coordination of schedules, and execution of Traveling Contact Teams (TCTs), Familiarization Visits (FAMs), and other events. The OSC represents the United States (CCMD) and is responsible for coordinating Security Assistance (SA) activities and Security Cooperation programs with Tunisia Ministry of Defense. One of these programs includes

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the State Partnership Program with the Wyoming National Guard. Duties of the BAO include:

- a. Responsible for planning and coordinating State Partnership Program (SPP) and other Title-10 Military-to-Military (M2M) events.
- b. Develop Event Concept Sheets.
- c. Supports U.S. Military personnel performing such events in Host Nation.
- d. Principle POC and coordinates logistics requirement for all TCTs, FAMs and Special Events.
- e. Maintain event database schedule of planned events as required.
- f. Assists in the development of OSC plans.
- g. Manages continuing response/progression to Host Nation requirements
- h. Conducts coordination with Host Nation Points of Contact (POCs) for FAMs.
- i. Ensure that requirements for follow-up actions are completed upon the conclusion of each event to include the receipt of formal After Action Report (AARs) and updating of historical records.
- j. Recommends and assists in the development of follow-on events.
- k. Maintains communication with the (CCMD) Regional Program Manager (Desk Officers), (CCMD) service component (POCs), and the State Partner's SPP Coordinator at WY JFHQ.
- l. Coordinate and supervises Foreign Service National (FSN) employee activities at the ODC as required.
- m. Coordinate activities with the Host Nation Liaison Officer.
- n. Coordinate procurement of Visas for Host Nation nationals with required embassies for conduct of business, if required.
- o. Assists and advises on Foreign Clearance Requirements for US personnel coming to the host country for events.
- p. Additional duties as directed by the Chief of the Office of Security Cooperation.
- q. Provides situational awareness of Tunisia political military and economic environment to NG chain of command ISO NG objectives.

9. SPECIAL INSTRUCTIONS

- a. **Tour Length: This is a two year temporary accompanied tour with a PCS move. Tour may be extended for six (6) additional months with combatant command (CCMD) and TAG Approval.**
- b. **Selected individual will be identified and upon completion of required conditional verification will begin T10 tour on 01 June 2017 to complete required pre-tour training. The Adjutant General retains exclusive appointment authority of AGR and T10 personnel. No commitment will be made to any applicant prior to a review of qualifications by the Human Resources Office. All notifications of selection are conditional until verification of security clearance, medical clearance, and approval of HRO Form 100 determinations have been completed by HRO (Policy Memorandum 12-40 Employment of Relatives within the Wyoming Military Department).**