



TITLE 10 AGR ONE TIME OCCASIONAL TOUR ANNOUNCEMENT



**HUMAN RESOURCE/AGR OFFICE
NEW MEXICO NATIONAL GUARD
47 BATAAN BOULEVARD
SANTA FE, NM 87508**

ANNOUNCEMENT NUMBER:

OTOT-16-001

OPENING DATE:

3 August 2016

CLOSING DATE:

29 August 2016

POSITION DESCRIPTION:

**Bilateral Affairs Officer
(Branch: Immaterial)**

GRADE:

Maximum: O-5

Minimum: O-3(P)

OPEN FOR FILL:

STATE

NATIONWIDE

UNIT OF ACTIVITY:

U.S. Embassy
Costa Rica

****Two year accompanied tour with PCS move****

TYPE OF POSITION

NMANG

NMARNG

MILITARY ASSIGNMENT:

Same as Unit of Activity, NMARNG

EVALUATION FACTORS USED:

Interview, review of individual applications and board selection.

AREA OF CONSIDERATION: Open to all current commissioned Officers of the New Mexico Army National Guard.

This position is NOT considered initial entry into the AGR Program; this is a Title 10 AGR One Time Occasional Tour ONLY!

ELIGIBILITY: To qualify for appointment, individuals **MUST MEET ALL** eligibility requirements of OCONUS standards for tour.

- a. Must have a current Secret clearance with the ability to obtain Top Secret clearance.
- b. Must have a Bachelor's degree, but a Masters is preferred.
- c. Must have completed Captains Career Course.
- d. Must not be receiving or eligible to receive Federal Retirement annuity or Military Retired Pay.
- e. Must not be a candidate for or holding an elected Civil Office or engaged in partisan political activities.
- f. Must not be under a current Suspension of Favorable Personnel Action (FLAG).
- g. Must have a minimum three (3) years of experience in the New Mexico National Guard.
- h. **Must be fluent in Spanish with the ability to score a 2/2 or better on the Defense Language Proficiency Test.**
- i. Must meet all Physical Fitness standards and Height and Weight standards according to AR 600-9 and FM 7-22.
- j. Must meet all retention requirements to assume a Title 10 AGR One Time Occasional Tour.
- k. Must not be able to reach sanctuary (18 years Active Federal Service) upon completion of tour (non waiverable).

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 level or above, or staff officer at the Battalion 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. Completion of CGSC or PME commensurate with grade.

Unique Requirements and Conditions of Active Duty:

- a. Applicants will be screened in a manner that provides reasonable certainty that the member is of good character, well-motivated and an appropriate representative of the National Guard in duties subject to high profile scrutiny by Foreign Nationals, civilian, and military.
- b. National Guard members participating in this program are required to comply with state laws and with DoD 5500.7-R, The Joint Ethics Regulation (JER). They are required to uphold the highest standards of conduct and personal appearance.
- c. Outside employment, associations and off duty conduct/ activities must be consistent with federal directives on ethics and with state and federal conflict of interest policies.

DOCUMENTS REQUIRED FOR OTOC APPLICATIONS: (Packets not containing all documents IAW guidance below will be returned without action.)

NOTE: DO NOT submit your application in binders or document protectors.

Following documents are required for application:

- a. A cover letter explaining why you are qualified for this position, and how you will add value to the New Mexico state partnership Program team as well as the U.S. embassy team.
- b. Letter of Recommendation by BN Commander or above (template attached).
- c. Officer Record Brief (ORB) certified within last 90 days.
- d. DA Photo (within last 6 months)
- e. Most recent Individual Medical Readiness (IMR) printout (must reflect a PHA within 15 months).
- f. Copy of Temporary or Permanent Profile, (DA Form 3349) if applicable.
- g. Last three (3) OER's
- h. Latest DD Form 214 (if applicable).
- i. Copy of Federal Recognition order for current rank.
- j. NGB Form(s) 23b (RPAM statement within 90 days)
- k. DA Form 705 (within 6 months).
- l. Copies of DA 5500-R or DA 5500-R-1 (Body Fat Worksheet, if applicable).
- m. A copy of civilian education transcripts.
- n. Current resume and/ or Military Biographical sketch.
- o. Security clearance verification memo from BDE S1 or Security Manager

NOTE: You may include other supporting documentation or letters of recommendation.

ACCEPTANCE TIMELINE: Applications **MUST** be received by HRO, AGR Branch, 47 Bataan Blvd., Santa Fe, NM 87508 NLT 1600 hours on the Closing Date of the Announcement. We will date-stamp applications the same day of receipt.

NOTE: Applications cannot be sent via U.S. mail at government expense.

EQUAL EMPLOYMENT OPPORTUNITY: HRO will screen applications without regard to race national origin, lawful affiliations, martial status, membership/non-membership in an employee organization, or to any handicap, which does not interfere with accomplishment of the position requirements. Pre-Selection is not only counter-productive to effective recruitment and placement but also violates National Guard merit placement principals and will not be tolerated. Application for this tour signifies agreement to the following statement, in accordance with (IAW) Title 10 USC 1001: "I certify that, to the best of my knowledge and belief, all information on and attached to this application is true, correct, complete, and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for rejection or for the release from statutory tour after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated."

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Bilateral Affairs Officer is a member of the Office of Security Cooperation (OSC) team in the US Embassy, (Embassy Location). Service Member's (SM) duties encompass the core of the planning, and 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 (COUNTRY) Ministry of Defense. One of these programs includes the State Partnership Program with the (STATE) National Guard. Duties of the BAO include: Responsible for planning and coordinating State Partnership Program (SPP) and other Title-10 Military-to-Military (M2M) events. Develop Event Concept Sheets. Supports U.S. Military personnel performing such events in Host Nation. Principle POC and coordinates logistics requirement for all TCTs, FAMs and Special Events. Maintain event database schedule of planned events as required. Assists in the development of OSC plans. Manages continuing response/progression to Host Nation requirements. Conducts coordination with Host Nation Points of Contact (POCs) for FAMs. Ensure that requirements for follow-up actions are completed upon the conclusion of each event to include the receipt of formal After Action Reports (AARs) and updating of historical records. Recommends and assists in the development of follow-on events. Maintains communication with the (CCMD) Regional Program Manager (Desk Officers), (CCMD) service component (POC's), and the State Partner's SPP Coordinator at (STATE) JFHQ. Coordinate and supervises Foreign Service National (FSN) employee activities at the ODC as required. Coordinate activities with the Host Nation Liaison Officer. Coordinate procurement of Visas for Host Nation nationals with required embassies for conduct of business, if required. Assists and advises on Foreign Clearance Requirements for US personnel coming to the host country for events. Additional duties as directed by the Chief of the Office of Security Cooperation. Coordinates with CNG J5 to facilitate support of Security Cooperation objectives. Provides situational awareness of (COUNTRY) political military and economic environment to CNG chain of command ISO CNG objectives.

NOTE: INCOMPLETE PACKETS WILL NOT BE CONSIDERED

Letter of Recommendation Template

Unit Letterhead

Date _____

MEMORANDUM FOR The Adjutant General, (STATE) National Guard

SUBJECT: Letter of Recommendation for _____
Last Name, First, Middle Initial, Last 4 of SSN

1. The above named Officer is an active drilling member of _____ and has been for _____ years. I recommend this individual be considered for a position with the (STATE) National Guard.

2. I acknowledge that the following statements and information are true and accurate prior to placement on Active orders:

- a. SM upholds the highest standards of conduct, personal appearance, and does not currently have any adverse or flagging actions.
- b. This Service member is in compliance with AR 600-9/AFI 10-248, Weight and Body Fat Management Program.
- c. This Service member has passed a current physical fitness test with a passing score.
- d. This Service member has met physical qualifications in accordance with AR 40-501, Standards of Medical Fitness and Supplement 2, Medical Examinations & Standards prior to tour start date. Applicants must be medically certified, drug free, be tested negative for Human Immunodeficiency Virus (HIV) within 2 years of application date.
- e. This Service member is in a “DEPLOYABLE” status. The member does not have any medical flags, or temporary or permanent profiles that would prevent successful completion of a retention/periodic physical.
- f. I am aware that the Service member will be serving as a BILATERAL AFFAIRS OFFICER (BAO) – (COUNTRY) only upon receiving my recommendation and endorsement. I am aware that at any time, if the Service member fails to maintain the above requirements, I may withdraw my recommendation for employment.

3. The point of contact for this memorandum is the undersigned. I may be reached at _____.
Phone Number

Officer's Commander
SIGNATURE
BLOCK