

**NEBRASKA NATIONAL GUARD
HUMAN RESOURCES OFFICE
2433 NORTHWEST 24TH STREET
LINCOLN, NEBRASKA 68524**

**FULL TIME NATIONAL GUARD DUTY for OPERATIONAL SUPPORT (FTNGD-OS)
VACANCY ANNOUNCEMENT**

Announcement Number: FTNGDOS-AR-25-003

Closing Date: 15 January 2024

Position Title: Bilateral Affairs Officer

Location: US Embassy, Tanzania

Military Grade Range: Minimum: CPT/O3 - Maximum: MAJ/O4

Military Requirements: Designated MOS for this position is 00F. Service Member cannot meet or exceed 6 years on consecutive orders (MOB, AT, ADOS, ADT, AD). Applicants will review the qualifications for this position prior to application. Failure to review this qualification may result in the application not being eligible for the position. PCS/PER DIEM WILL NOT BE PAID.

Area of Consideration: All members of the Nebraska Army National Guard in the grade range of CPT/O3(P) – MAJ/O4 that meet the military requirements may submit applications for this position. **All current hiring procedures will be in accordance with the FTNGD-OS Policy.**

Area 1 – All Nebraska Army National Guard Soldiers, M-Day, Military Technician and Title 32 AGR applicants meeting the requirements identified on the announcement and eligibility requirements in references.

Area 2 – All applicants meeting the minimum grade and the requirements identified on the announcement that can be assessed into the Nebraska Army National Guard.

General Requirements:

1. Meet OCONUS standards for tour.
2. Must have current Secret clearance with the ability to obtain Top Secret clearance.
3. Civilian Education: Bachelor's degree required.
4. Professional Military Education: Captains Career Course.
5. Minimum three (3) years of experience in the National Guard.
6. Strong verbal/written communication and interpersonal skills.
7. Must meet service specific physical fitness, height, and weight standards.
8. Eligibility and retention requirements met to assume this Title 10 ADOS Tour.
9. T10 ADOS Tour is not considered initial entry into the AGR Program.
10. Must not be able to reach sanctuary upon completion of Title 10 tour (non-waiverable).

Preferred Requirements:

1. Experience working in support of the State Partnership Program or with foreign militaries in an advisory or training capacity.
2. Served as staff officer at the battalion or higher level.
3. Military or civilian experience working in a foreign country.
4. Civilian Education: Master's degree.
5. Civilian degrees in International Affairs, World History, Languages, Political Science, Foreign Policy studies, International Economics, Sociology or similar studies.
6. Proficiency in a foreign language or a willingness and aptitude to develop language skills in SPP partner country language.
7. Completion of ACSC.

Summary of Duties: The Bilateral Affairs Officer is a member of the Office of Security Cooperation (OSC) team in the US Embassy, Dar es Salaam, Tanzania. Service Member's (SM) duties encompass planning, coordinating, executing, and overseeing SPP events, initiatives, programs, activities, and investments. The OSC represents the United States (CCMD) and is responsible for coordinating Security Assistance (SA) activities and Security Cooperation (SC) programs with Tanzanian Ministry of Defense. 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 SPP bilateral engagements, familiarization visits, key leader engagements, and other events. e. Assist in maintaining database of planned events. f. Assists in the development of OSC & SPP plans. g. Manages continuing response/progression to Host Nation requirements. h. Conducts coordination with Host Nation Points of Contact (POCs). i. 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. 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 (POC's), and the State Partner's SPP Coordinator at Nebraska 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 Tanzanian political military and economic environment to CNG chain of command ISO CNG objectives.

Application Instructions:

Please read the application instructions as there have been changes to the application and process for applying.

!!! IMPORTANT NOTICE!!!

Applications will be screened after the job closing date, not prior. Please review your application for accuracy before you submit it to HRO. Nothing will be added to the application after 1600 hrs on the closing date.

E-mail may be sent to nq.ne.nearng.list.hro-agr-job-apps@army.mil with a subject line of "Job Application FTNGDOS-AR-__-__ (list job announcement number)". Encrypted emails can be accomplished using DoD Safe at <https://safe.apps.mil>. Electronic applications will be submitted as one attachment. Applications submitted in multiple attachments will not be accepted. Applications or attachments which are unreachable or cannot be opened will not be accepted or considered.

Candidates may apply by submitting a completed DA Form 1058-R (Application for Active Duty for Training, Active Duty for Special Work, Temporary Tour of Active Duty, and Annual Training for Soldiers of the Army National Guard and U.S. Army Reserve). Reference Guidance for Full-Time National Guard Duty for Operational Support (FTNGD-OS), Duty MIL 02-035-12 and PPOM #13-020 the following documents must be submitted.

Packets without the appropriate documents or a written explanation will not be processed for interviews. Applicants will use the following checklist to ensure proper documentation is submitted.

Yes **No** **1. Copy of Job Announcement as Cover Sheet for application packet.**
_____(Initials)

Yes **No** **2. Application for Active Duty for Training, Active Duty for Special Work, Temporary Tour of Active Duty, and Annual Training for Soldiers of the Army National Guard and U.S. Army Reserve**

Position, DA Form 1058 (dated Sept 2017). **This form can be downloaded from the Nebraska National Guard Opportunities webpage.** ____ (Initials)

____ **Yes** ____ **No** **3.** ERB/ORB. Download your validated Selection Board Record Brief ERB/ORB from <https://minuteman.ngb.army.mil/benefits> . **Enlisted applicants who are not MOS qualified for the announced position must include ASVAB scores on their ERB.** ____ (Initials)

____ **Yes** ____ **No** **4.** Last five OER's/NCOER's. Applications must contain their most current OER/NCOER and if unavailable written explanation must be provided. A letter of recommendation or performance must be submitted if you don't have any OER's/NCOER's. ____ (Initials)

____ **Yes** ____ **No** **5.** NGB 23 (RPAM). All Army National Guard Soldiers must submit a NGB 23 dated **within 6 months of closing date.** For non ARNG members, contact the AGR Branch for other options. ____ (Initials)

____ **Yes** ____ **No** **6.** Completed FTNGD Annual Statement of Understanding. **This form can be downloaded from the Nebraska National Guard Opportunities webpage.** <https://ne.ng.mil/Resource/Documents/FTNGD-OS-ANNUAL-STATEMENT-OF-UNDERSTANDING-OCT-2013.pdf> ____ (Initials)

____ **Yes** ____ **No** **7.** Individual Training Report (ITR) form DTMS showing ACFT and Height/Weight. **The record ACFT score must be passing with a date within 12 months for M-Day of closing date. Height/Weight is considered current within 6 months of closing date.** You must provide written explanation if you are unable to provide ACFT scores. ____ (Initials)

____ **Yes** ____ **No** **8.** IMR (Individual Medical Readiness) or Flight Physical <https://medpros.mods.army.mil/medprosnew/secure/medical/imr.aspx> with a record **HIV draw within the last 2 years and PHA completion date within 12 months of closing date.** ____ (Initials)

____ **Yes** ____ **No** **9.** Applicants will be screened for profiles (the DA 3349 is not required to be sent). Temporary profiles MUST be cleared prior to FTNGDOS start date. Any permanent profiles with a PULHES of 3 or 4 must be supported with a Medical Fit for Duty. ____ (Initials)

____ **Yes** ____ **No** **10.** Any additional information/memorandums/letters of recommendation may be submitted that you feel will help qualify your application or for any "no" responses identified on this checklist. ____ (Initials)

In order to comply with United States Department of Defense (DoD) requirements and ensure the safety and security of the missions, programs, property and personnel of the Nebraska Military Department and Nebraska National Guard, employees must obtain the appropriate background investigation and maintain the level of security clearance assigned to their respective work.

Failure to obtain and maintain the designated type of security clearance/background check required for the respective work, may result in a job offer being rescinded, separation of employment, and/or other actions as may be deemed in the best interest of the agency.

Prior to appointment individuals must meet the security clearance requirements for the position or submit the required documents to the Nebraska National Guard Personnel Security Manager for processing the appropriate investigation. Required forms for AGR positions – SF 86, PSIP Initiation Form, Birth Certificate (or other proof of citizenship) and Fingerprints. Technician positions also require the OF 306 and Application/Resume.

The use of official mail to forward employment applications is prohibited. Applications submitted using government postage will not be considered.

Applications may be submitted by e-mail or hand-delivered to the HRO no later than 1600 hours on the closing date. Applications received after the closing time will not be considered for the position.

Mail applications to: NE National Guard
Human Resource – AGR Branch
2433 NW 24th Street
Lincoln, NE 68524

The HRO is not responsible for any malfunctions when using electronic means to transmit job applications. Applicants may verify receipt of their application telephonically or via email.

The Nebraska National Guard is an equal opportunity employer; we do not discriminate on the basis of race, gender, sexual orientation, religion, national origin or ethnicity.