

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

**TITLE 10 STATUTORY TOUR
BILATERAL AFFAIRS OFFICER (BAO)
TOUR ANNOUNCEMENT**

OPEN TO ALL NEBRASKA AIR NATIONAL GUARD

- 1. POSITION AVAILABLE:** BILATERAL AFFAIRS OFFICER (BAO) (RWANDA)
- 2. TOUR LOCATION:** OFFICE SECURITY COOPERATION, US EMBASSY, (KIGALI, RWANDA)
- 3. PROJECTED START DATE:** August 2024, with the potential of being placed on orders immediately dependent on available funding or approval.
- 4. CLOSING DATE:** 24 November 2023
- 5. TOUR LENGTH:** This is a two-year temporary accompanied tour with a PCS move based on DoS and AFRICOM approval. Tour may be extended for six (6) additional months with Combatant Command (CCMD) and TAG approval in accordance with a Memorandum of Agreement (MOA) between The National Guard Bureau and the (CCMD).
- 6. MINIMUM GRADE: O3(Promotable) MAXIMUM GRADE: O4**
- 7. BRANCH:** Air **AFSC:** Immaterial
- 8. PERSONNEL ELIGIBLE TO APPLY:**
 - a. All members of the Nebraska Air National Guard
 - b. Open to traditional Guardsmen, Military Technicians, and Title 32 AGRs. Individuals will revert to original status upon end-of-tour release.
 - c. This position is subject to the availability of funds and authorization for a service component compatible position.
- 9. SELECTING SUPERVISOR:** The Adjutant General
- 10. MILITARY STATUS:** Title 10 Statutory Tour
- 11. APPLICANT MUST** submit documents referenced in attachment A to this announcement and meet all applicable criteria below. 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. 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.

11. Tour Description: The Bilateral Affairs Officer is a member of the Office of Security Cooperation (OSC) team in the US Embassy, Kigali, Rwanda. 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 Rwanda Ministry of Defense. One of these programs includes the State Partnership Program with the Nebraska 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 & SPP 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 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. Coordinates with NGB J5 to facilitate support of Security Cooperation objectives.
- r. Provides situational awareness of Rwanda political military and economic environment to CNG chain of command ISO CNG objectives.

12. Qualifications

Minimum Qualifications:

- a. Meet OCONUS standards for tour.
- b. Must have current Secret clearance with the ability to obtain Top Secret clearance.
- c. Civilian Education: Bachelor's degree required, Masters preferred.
- d. Professional Military Education: Squadron Officer School.
- e. Minimum three (3) years of experience in the Nebraska National Guard.
- f. Strong verbal/written communication and interpersonal skills.
- g. Must meet service specific physical fitness, height, and weight standards.
- h. Eligibility and retention requirements met to assume this Title 10 Statutory Tour.
- i. T10 Statutory Tour is not considered initial entry into the AGR Program.
- j. Must not be able to reach sanctuary upon completion of Title 10 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 staff officer at the group or higher 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 ACSC.

13. Applicants must forward the forms listed below to arrive at the address below no later than 1700 hours on the Closing Date indicated above. Applications may be submitted by mail to the below address. Failure to submit all required documentation at this time will disqualify the application from consideration.

14. SUBMIT COMPLETE APPLICATION by the closing date to:

Email may be sent to ng.ne.nearng.list.hro-agr-job-apps@army.mil with a subject line of "Job Application Bilateral Affairs Officer (BAO)". 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. Applications can also be mailed to JFHQ-HRO, Job Application, 2433 NW 24th Street, Lincoln, NE 68524. The use of official mail to forward employment applications is prohibited. Applications using government postage will not be considered.

Applications may be submitted by e-mail, postal 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 positions.

15. Questions may be directed to CSM William Cary (402)309-8175. Questions about the execution of duties or the country of Rwanda can be directed to COL Shane P. Varejcka, Director of Homeland Defense and Strategic Partnership at 402-309-8323.

16. **Equal Opportunity:** All qualified applicants will receive consideration for the position without discrimination for any non-merit reason(s) such as age, race, religion, gender, ethnic origin or non-disqualifying disability.

Application for this tour signifies agreement to the following statement, in accordance with (IAW) Title 18 USC 1001: "I certify that, to the best of my knowledge and belief, all of the information on an 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 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."

Attachment A

The following documents are required:

1. A cover letter explaining why you are qualified for this position, and how you will add value to the Nebraska State Partnership Program team as well as the US embassy team.
2. Letter of recommendation by O5 Commander or above.
3. Current resume or Military Biographical sketch.
4. NGB Form 34-1, <https://ne.ng.mil/Resource/Pages/Job-Announcements.aspx>
5. Current Records review RIP / SURF sheet.
6. Federal recognition promotion order to current rank.
7. Last 3 Officer Performance Reports (OPR).
8. All DD Form 214.
9. Verification of security clearance, JPAS memorandum from State Security Manager.
10. AF 422, with PHA within 12 months and HIV within 6 months of tour start date.
11. Current Retirement Points Credit Summary.
12. Photocopy of civilian education transcripts.
13. Documentation of highest military education complete.
14. AF Fitness Assessment within 12 months and overall composite score of 75.