

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

**TITLE 10 AGR ONE TIME OCCASIONAL TOUR
BILATERAL AFFAIRS OFFICER (BAO)
TOUR ANNOUNCEMENT**

OPEN TO ALL NEBRASKA NATIONAL GUARD
THIS TOUR IS TITLE 10, AGR, ONE-TIME OCCASIONAL AGR TOUR (OTOT)

- 1. POSITION AVAILABLE:** BILATERAL AFFAIRS OFFICER (BAO) – (Prague, Czech Republic)
- 2. TOUR LOCATION:** OFFICE SECURITY COOPERATION, US EMBASSY, (Czech Republic Ministry of Defense or other Office of Defense Corporation office location as required.)
- 3. PROJECTED START DATE:** o/a 16 August 2021
- 4. CLOSING DATE:** 1600hrs (L), 9 November 2020
- 5. TOUR LENGTH:** This is a two year temporary accompanied tour with a PCS move. Tour may be extended with combatant command (CCMD) and TAG approval in accordance with the Memorandum of Agreement (MOA) between The National Guard Bureau and the (CCMD).
- 6. MINIMUM GRADE:** O-3 w/4 years' time in grade thru **MAXIMUM GRADE:** O-4
- 7. BRANCH:** Air Force **AFSC:** Immaterial
- 8. PERSONNEL ELIGIBLE TO APPLY:**
 - a. All members of the Nebraska Air National Guard in the grade of O-3 to O-4. Captains must have Squadron Officer School completed.
 - 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. Also subject to availability of UMD position and control grade availability.
- 9. SELECTING SUPERVISOR:** The Adjutant General
- 10. MILITARY STATUS:** Title 10, AGR, One Time Occasional Tour (OTOT)
- 11. APPLICANT MUST,** at a minimum, submit documents referenced in **attachments A and B** 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.
- 12. Unique Requirements and conditions of Active Duty tours:**
 - a. Standards of Conduct:
 - 1) 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.

13. 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.

14. Tour Description:

The Bilateral Affairs Officer is a member of the Office of Security Cooperation (OSC) team in the US Embassy, (Prague, Czech Republic). 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 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 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 (STATE) 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 NG J5 to facilitate support of Security Cooperation objectives.
- r. Provides situational awareness of (COUNTRY) political military and economic environment to CNG chain of command ISO CNG objectives.

15. 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: Completion of Captains Course.
- 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, AGR, OTOT.
- i. T10, AGR, OTOT, is not considered initial entry into the AGR Program.
- j. Must not be able to reach sanctuary upon completion of Title 10 tour (not 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 commander of a company/squadron level or 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).

16. Applicants must forward the forms listed below to arrive at the address below no later than 1600 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.

17. SUBMIT COMPLETE APPLICATION by the closing date to:

E-mail may be sent to NGNEHROJobApps@ng.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 ST, Lincoln, NE 68524 or Faxed to 402-309-7594. 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, facsimile, 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

position.

18. Questions may be directed to (402) 309-8171, CW4 Jeff Thomas.

19. 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. Pre-selection is not only counter-productive to effective recruitment and placement but also violates National Guard merit placement principles and will not be tolerated.

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 are required documents to be turned in with your application:

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 SQ/BN Commander or above.
3. NGB Form 34-1, Application for AGR Position, signed. Unsigned applications will not be accepted.
4. One Time Occasional Tour (OTOT) Certificate of Agreement and Understanding.
5. Current resume and/or Military Biographical sketch.
6. Promotion order to current rank.
7. Records review RIP / SURF Sheet.
8. Last 3 Officer Performance Reports
9. Copy of latest DD 214. (if applicable).
10. Current active SECRET clearance validated with letter from security manager.
11. AF 422 or AF 1042 showing current PULHES and Periodic Health Assessment (PHA) within 12 months.
12. Current Point Credit Summary.
13. Civilian education transcripts.
14. AF Fitness Assessment with current Fit Test Score and Fit Test History. Member must provide current documentation **from their fitness monitor** showing they meet the **fitness standard score of 75 or higher** IAW NGB/AIPOF Memorandum dated, 1 Oct 08, Subject: Interim Guidance Implementation of Standard Fitness Score for Purposes of Promotion and Reenlistment, Effective 1 October 2008, AWGI 10-248, and ANGI 36-101.
15. DD Form 1172-2, DEERS Enrollment.

Attachment B

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

One Time Occasional Tour (OTOT) Certificate of Agreement and Understanding

Section I - Applicability

- a. Army National Guard commissioned officers, warrant officers, and enlisted Soldiers accessed into the T10 Active Guard Reserve (AGR) program on a One Time Occasional Tour (OTOT) must sign this certificate of agreement and understanding prior to the issuance of OTOT orders.
- b. This form will be completed for each tour and will remain in effect during the entire period the individual serves in an OTOT status.
- c. A copy of this certificate will be given to the individual; a copy will be filed permanently in the AGR Management files; and a copy will be uploaded with the AGR orders into the Soldiers iPERMS file.

Section II – T10 Active Guard Reserve (AGR) One Time Occasional Tour (OTOT) Conditions and Obligations

(Soldier will initial on appropriate line)

- _____ I understand that I am being accessed into the T10 AGR program on a One Time Occasional Tour (OTOT).
- _____ I understand that consecutive OTOTs are not authorized and my OTOT order will not be renewed or continued.
- _____ I understand that I will not be reviewed by any T10 AGR tour continuation boards while serving on an OTOT.
- _____ I understand that, if I am eligible, I will be considered by the Qualitative Retention Board (QRB) or Selective Retention Board (SRB) of my state while serving on an OTOT.
- _____ I understand that serving on an OTOT does not entitle me to be accessed into an AGR career status and I further understand I will not be entered into a career status upon completion of an OTOT.
- _____ I understand that while serving on an OTOT, I remain eligible to apply and compete for AGR career positions. If I am selected for a career position during my OTOT, my OTOT order will be amended to an initial tour order and I will be eligible to be considered by T10 AGR tour continuation boards.
- _____ I will be subject to the Uniform Code of Military Justice while on OTOT in the T10 AGR program.
- _____ I will be managed under the regulations and policies that apply to the Army National Guard and my State.
- _____ I understand that I may be reassigned without my consent and without geographical limitations to meet the needs of the service at any time. Failure to comply with orders is grounds for removal from active service without board action and that I may be subject to appropriate administrative action and proceedings under the Uniform Code of Military Justice. I further understand that I will receive Permanent Change of Station (PCS) entitlements as a result of reassignment to a duty station outside the established local commuting distance.
- _____ I understand that my voluntary entry into an OTOT does not guarantee that I will attain 20 years of Active Service for retirement.

Section III

I have been counseled and understand all of the conditions and service requirements in this certificate.

Date Signed Typed or Printed Name & Rank (Signature)

Date Signed Typed or Printed Name & Rank of Counselor (Signature)