Nationwide Job Opportunity – T10 One Time Occasional Tour (OTOT)

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

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

   SPMD/UMR Position Title: Bilateral Affairs Officer
   Announcement No: 20-A155
   Opening Date: 21 OCT 2020
   Closing Date: 19 NOV 2020
   Min Grade Authorized: O-3
   Max Grade Authorized: O-4
   MOS Criteria: Immaterial
   Security Clearance: SECRET (with ability to obtain Top Secret)
   Physical Profile: 1111111
   Unit/Duty Location: Tunis, Tunisia
   Female Asg Elig: Open
   Nominating Official: BG E. Steven Alkire
   Selecting Official: COL Dane E. Rodgers
   Length of Tour: Not to Exceed 24 months; 36 months with a waiver
   Eligibility: Open to All Current WY ARNG Members or those eligible to join or transfer to the WY ARNG

2. This position will be filled as soon as possible after closing. The Adjutant General retains exclusive appointment authority of AGR/OTOT 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.
Submit applications to:
Wyoming Military Department
DCSPER – AGR Branch
5410 Bishop Boulevard
Cheyenne, WY 82009-3320

WY AGR Branch Points of Contact:
SSG Brandon Ormeroid (307) 772-5583
MAJ Daniel Johnson (307) 772-5220
E-Mail: ng.wy.wyarng.list.org-jobs@mail.mil

___ 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 WYARNG AGR members are not required to submit NGB Form 34-1.

___ 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 3 NCOERs/OERs: If three NCOER/OERs are not available, Soldier must include at least one Letter of Recommendation from the military command.

___ Certified Board Version of the Soldier Record Brief (ERB / ORB):

___ Statement of Service: NGB Form 23, Retirement Points Accounting Management (RPAM) Statement. The DD Form 1506 (Statement of Service) and statements of service from other components are also acceptable.

___ DA Form 705, Army Physical Fitness Test Scorecard: Per ATAG ACFT Guidance for TY20-TY22 and FRAGO 2 to HQDA EXORD 164-20 APFT and ACFT During the COVID-19 Outbreak, APFT requirement is currently suspended. Applicant’s last record APFT must be a pass.

___ Digital Training Management System (DTMS) Individual Height/Weight Report: 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.

___ Standard Form 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.

___ Approved Waiver: Stabilization, Hardship, or High School Senior as applicable.

___ 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 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, OTOT.
f. Meet OCONUS standards for tour.
g. Civilian Education: Bachelor’s degree required.
h. Professional Military Education: Completion of Captain’s Course
i. Must have current Secret Clearance with the ability to obtain Top Secret clearance
j. Strong verbal/written communication and interpersonal skills.
k. Must meet eligibility criteria in NGR 600-5 and AR 135-18, Tables 2-1, 2-2, and 2-3.
l. Must meet and maintain Fitness Test standards IAW FM 7-22.
m. Must meet and maintain height/weight standards IAW AR 600-9. Applicants on the Army Body Composition Program are ineligible for entry into the OTOT program.
n. Must meet medical standards IAW AR 40-501, Chapter 3.
o. Applicants must not be subject to flagging actions when entering into the OTOT program.
p. Must not have been previously separated for cause from active duty.
q. Must not have been separated from a previous AGR tour within the past 12 months.
r. 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 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 foreign language (Primary: Arabic, Secondary: French) or a willingness and aptitude to develop language skills in SPP partner country language.
f. Completion (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, end 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
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 twelve (12) additional months with combatant command (CCMD) and TAG Approval.
b. **Selected individual will begin tour o/a 1 September 2021.** Required training requirements will be completed prior to tour start date. 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).