



District of Columbia Army National Guard

T10 AGR Announcement (OTOT)

22-020



<p>APPLICATION MUST BE FORWARDED TO: IN ORDER TO RECEIVE CONSIDERATION Norrelle.p.combest.mil@army.mil and Ingrid.L.Davenport2.mil@army.mil</p>	<p>OPENING DATE: 16 June 2022</p>	<p>CLOSING DATE: 30 June 2022</p>
<p>Position Location: U.S. Embassy-Kingston U.S. Military Liaison Office-Jamaica</p>	<p>Position Title: Bilateral Affairs Officer (BAO) Grade: O3/CPT – O4/MAJ MOS: Immaterial - 01A</p>	
<p>Special Remarks: TITLE 10 - ONE TIME OCCASIONAL TOUR (OTOT) for 24-36 months duration starting with date of accession into NGB Title 10. No follow-on assignments. Accompanied Tour. Housing provided by Embassy Housing Pool based on rank and family size. POVs must be under 4 years old from date of manufacture to date of importation and engine size limited to 3000cc; no waivers. No pets permitted; no waivers. Incumbent will be a diplomatic staff member working under the authority of the Chief of Mission, U.S. Ambassador to Jamaica. Normal work clothing standard is business casual with blazer & tie ready at office (or female equivalent); ACU/ABU and/or Class B's to be kept in office for unannounced obligations. Instruction for Applying: All required documents must be scanned into a single electronic document and submitted to above email address. Paper or fax applications will not be accepted. Failure to submit all documents will result in your application not being considered for employment. All submitted documents must be current.</p>	<p>Appointment Status <input type="checkbox"/> Enlisted <input type="checkbox"/> Warrant Officer <input checked="" type="checkbox"/> Officer</p>	
<p>REQUIRED DOCUMENTS:</p> <ol style="list-style-type: none"> 1. NGB Form 34-1, Application for AGR Position (GKO) signed by applicant. 2. NGB Form 34-3, Certificate of Agreement and Understanding OTOT 3. ORB (Unit or GKO) current. (Dated within last 2 months) 4. DA Forms 67-9 Profiled last three years consecutive OERs and/or AERs (Must include all profiles Command OERs if not already included) 5. Current copy of DA 705 (Document must be within 12 months of 30 September 2020) * If body fat information is not included on DA 705, a DA 5500-R/5501-R is required. 6. DA Form 3349, Physical Profile (if applicable) 7. Individual Medical Readiness (IMR) Record Printout (AKO). Physical Exam and/or AMC/PHA within 1 year & HIV within 2 years. 8. NGB Form 23b, RPAM (dated within last 2 months). 9. DD Form 1172, DEERS Enrollment signed by certified official. (dated within last 2 months). 10. Security Clearance Verification Memorandum validated by Security Manager. (dated within last 2 months). 11. Proof of Highest Military Education Completed: OBC, OAC/CCC, CAS3/CAX, CGSC/ILE, SSC. 12) Civilian Education; All Transcripts (photocopies accepted). 12. Current GPFM 1790 (dated within last 2 months) 13. Photo copy of front and back of civilian driver's license and military driver's license. 14. Photo copy of passport document page showing passport number and expiration date; if you have a passport. 15. All DD Form 214. 16. Current Unit assignment, MOS and Military grade must be included on application or on a separate sheet of paper. 	<p>AREA OF CONSIDERATION: On-board DCARNG Only (GRP II) TOUR TYPE: 2 Year, One Time Occasional Tour (OTOT)</p>	
<p>Conditions of Employment: <u>National Guard Membership:</u> Prior to appointment to this position, the selectee must be a member of the District of Columbia Army National Guard. <u>Electronic Funds Transfer:</u> Selectee is required to participate in electronic funds transfer/direct deposit.</p>		
<p>Evaluation Process: Applicants will be evaluated solely on information supplied in the application documents outlined above. Interview responses will also be considered when applicable. Incomplete applications will not be considered. It is the responsibility of the applicant to contact the POC identified on this vacancy announcement prior to the vacancy closing date to verify all documents have been received. Failure to do so may result in disqualification. Complete and accurate data is essential to ensure a fair evaluation of candidates.</p>		
<p>Equal Employment Opportunity: All qualified applicants will receive consideration for this announcement without regard to race, color, gender, religion, national origin, or membership/non-membership in an employee organization, in accordance with NGB Regulation 690-600 and ANGR 40-1614.</p>		

District of Columbia Army National Guard

The DCARNG is an Equal Opportunity-Affirmative Action Employer

This announcement must be posted until the day following the closing date.

Announcement Number: 22-020

Position: Bilateral Affairs Officer (BAO)

Brief Description of Duties:

The Bilateral Affairs Officer (BAO) is a U.S. Embassy-Kingston position serving under the U.S. Ambassador to Jamaica/Chief of Mission with U.S. Diplomatic status. Serves as the personal representative for the Commanding General, District of Columbia National Guard (NGDC), and liaison officer to the U.S. Ambassador to Jamaica and the Jamaica Defense Force (JDF) Chief of Defense Staff. Assists and supports the U.S. Embassy-Kingston Senior Defense Official with managing the U.S. Department of Defense (U.S. DoD) and Jamaica Defense Force (JDF) bilateral (US DoD to JDF) engagements, opportunities, and professional military relationships within the U.S. Embassy-Kingston, U.S. Military Liaison Office-Jamaica (USMLO) in achieving the U.S. National objectives of the U.S. Department of State Mission Performance Plan, and the U.S. DoD and U.S. Southern Command's (USSOUTHCOM) Theater and Country Campaign Plans. Serves as the Country expert for Jamaica for all NGDC and JDF State Partnership Program (SPP) projects, assignments, and initiatives; responsible for maturing and improving the SPP effectiveness to meet U.S. Ambassador's, USSOUTHCOM, and NGDC Commanding Generals' strategic and organizational objectives. Serves as the Traditional Combatant Commander's Activities (TCA) Coordinator performing Federal project and program management activities; responsible for the development, submission, administration and execution of the SPP and TCA bilateral engagements in accordance with strategic and program authorities. Manages the planning, performance, budgeting, and scheduling of bilateral engagements and activities. Coordinates with U.S. Embassy agencies and Jamaica Government and Non-Government agencies to promote USMLO objectives and achievements. The USMLO's primary Escort Officer for NGDC and National Guard (NG) bilateral activities when NGDC and NG personnel are TDY to Jamaica. Manages additional programs as assigned such as Airport Expeditor, Unit Prevention Leader, Assistant Physical Security Officer, etc.

Note The demonstrated professional conduct and personal character of the BAO must always (24 hours per day / 7 day per week/ 365 days per year) reflect positively upon themselves and the United States of America.

Assume the Diplomat's professional and personal activity is always monitored; by the U.S. Government, the Jamaican Government, and the other Foreign Governments.

Qualifications:

- 1.) Must have a minimum-security clearance of SECRET.
- 2.) Must be MOSQ.
- 3.) PUHLES: 222221
- 4.) Must continue to meet requirements of AR 135-18 and NGR 600-5.

Eligibility Requirements:

This is an accompanied or unaccompanied Title 10 AGR Permanent Change of Station Tour. The tour initial length is 24 months. The tour can be extended an additional 6 to 12 months with TAG waiver. This is a One Time Occasional Tour (OTOT) and the individual **WILL NOT** be assessed into the ARNG Title 10 AGR Program. Officers will not be eligible for promotion to LTC/O-5, Captain's Career Course (CCC) or ILE Resident Course during the tour. The rating scheme will be the U.S. Embassy Senior Defense Official (Rater), the SOUTHCOM NGB Senior Advisor (Intermediate Rater), and NGDC CG or TAG (Senior Rater) as identified at the beginning of the tour.

1. Must be able to complete at least 10 years of continuous service in an AGR status prior to Mandatory Removal Date.
2. Must be free of any flagging actions.
3. Must have less than 15 years of Active Federal Service (AFS) prior to appointment.
4. Prior to entry on AD or FTNGD on the Title 10 Program, must be medically certified as drug free, be tested negative for human immunodeficiency virus (HIV), and not be pregnant, per AR 40-501 and AR 600-110. Must meet body composition/ weight control standard prescribed by AR 600-0.
5. Pregnancy testing for female soldiers will be accomplished no more than 15 days prior to tour start.
6. Chapter 3 physicals must be accomplished at an active military medical treatment facility, ARNG or USAR medical unit, or through the Federal Strategic Health Alliance Program. Soldiers must be able to receive a favorable suitability screening during the accessions process as outlined in applicable service component regulations.
7. Prior to entry on AD or FTNGD in the AGR Program, must be medically certified as drug-free, be tested negative for Human Immunodeficiency Virus (HIV), per AR 40-501 and AR 600-110.

General Experience: Strong working knowledge of the District of Columbia National Guard (Army & Air) units and capabilities. Demonstrated successful experience managing projects and programs, sound judgment, analytical ability, and skill in dealing with others in person-to-person work relationships.

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Position: Bilateral Affairs Officer (BAO)

Specialized Experience: Must demonstrate **thirty six-(36) months'** experience in which the following Knowledge, Skills, and Abilities (KSA's) as described below have been attained.

Knowledge, Skills and Abilities (KSA's) Statements:

- A. Skill in integrating the actions of two or more organizations for the purpose of meeting project or program goals.
- B. Ability to monitor functions such as program planning, resource and fiscal management, schedule, and program/project performance to meet the strategic goal and plan, identify delays or problems, and recommend corrective actions.
- C. Knowledge working with persons at various levels and backgrounds, including Senior Executives and General Officers.
- D. Knowledge of the District of Columbia National Guard organization, units, missions and capabilities to a sufficient level to apply to gap identified in gap analysis for external organizations.
- E. Ability to provide supervisor and leadership with objectively based information for making decisions on the administrative and programmatic aspects of agency operations and management.
- F. Ability to analyze and evaluate (on a quantitative or qualitative basis) the effectiveness of project and program operations in meeting established goals and objectives;
- G. Skill in developing management and/or program evaluation plans, procedures, and methodology;
- H. Ability to analyze and evaluate proposed changes in mission, operating procedures and authorities.

Points of Contact:

HR NCO: SFC Norrelle Combest / Norrelle.p.combest.mil@army.mil / 202-685-9771 (DSN 325-9771)

AGR Manager: CW3 Ingrid L. Davenport / Ingrid.L.Davenport2.mil@army.mil / 202-685-9779 (DSN 325-9779)