

DISTRICT OF COLUMBIA ARMY NATIONAL GUARD AGR VACANCY ANNOUNCEMENT



ANNOUNCEMENT #: 24-019 **** (2 year OTOT, extendable to 3 years) ****

**** All Eligible DCARNG Members Are Eligible to Apply (Onboard DCARNG) ****

Position: Bilateral Affairs Officer Position #05017948		Minimum Rank/Grade: CPT/O3	Maximum Rank/Grade: MAJ/O4
MOS/AOC: 01A	Unit/Location: JFHQ/US Embassy-Kingston	Opening Date: 24 July 2024	Closing Date: 24 Aug 2024

DUTIES AND RESPONSIBILITIES:

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 Expediter, 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.

MANDATORY REQUIREMENTS AT TIME OF APPLICATION:

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.

PREFERRED APPLICANTS WILL POSSESS THE FOLLOWING SKILLS/ATTRIBUTES:

- 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.

SPECIAL INSTRUCTIONS:

- 1.) Must not be under current suspension of favorable personnel actions, or have reason to be under current suspension of favorable personnel actions.
- 2.) Must have a minimum-security clearance of SECRET.
- 3.) Must be MOSQ.
- 4.) PUHLES: 222221
- 5.) Must continue to meet requirements of AR 135-18 and NGR 600-5.

EQUAL EMPLOYMENT OPPORTUNITY: All applicants will receive consideration without regard to age, race, color, national origin, creed, religion, politics, marital status, membership/non-membership in an employee organization, or other non-merit reasons not interfering with membership in the Army National Guard or performance of required duties.

POSITIONS OF SIGNIFICANT TRUST (POST): In accordance with DA EXORD 193-14 & NGB SMOM 15-017, all Soldiers hired into sensitive duty positions are required to have favorable POSTscreening. Soldiers not meeting this requirement will not be hired into AGR status.

PAY AND ALLOWANCES/MAJOR BENEFITS: AGR personnel receive base pay, subsistence (BAS), quarter's allowance (BAH), Variable Housing Allowance (VHA), applicable uniform allowances, full medical care in military facilities, and partial medical care and TRICARE benefits for dependents.

ADDITIONAL INFORMATION: Restoration rights for federal employees accepting AGR tours will be in accordance with applicable federal personnel regulations. Personnel in a bonus program should refer to applicable FY SRIP to determine if continuation in SRIP/SLRP is permitted prior to entry on AGR status. AGR personnel are subject the Uniform Code of Military Justice.

How to Apply

The forms and documents listed on the application checklist must be submitted as **ONE** .pdf file (do not submit as PDF Portfolio) through email. Applications and Checklist must be received in the AGR Office no later than 1630 hours (Eastern) on the closing date of the announcement.

1. Email in Recipient address for AGR Applications, which is: ngdcagrbranch@army.mil
2. The AGR Management team will provide notification that your application has been received.

Applicant's rank/name:

Applicant's Email:

AGR APPLICATION CHECKLIST

- _____ **1.NGB Form 34-1 AGR Application**, can be found under Career Resources at <https://www.ngbpmc.ng.mil/Forms/NGB-Forms/> (Include e-mail address at the top 1st page of NGB Form 34-1 and signature on pg 3)
- _____ **2.Certified Board Selection ERB/ORB**. Within 30 days - must include applicable MOS or AOC and ASVAB Scores.
- _____ **3.Individual Medical Readiness Record**. Must include current Periodic Health Assessment date and PULHES. PHA must be current within 12 months.
- _____ **4. DA Form 3349 Physical Profile (If Applicable)**. No temporary profiles are accepted except pertaining to pregnancy.
- _____ **5. DA 5500/ DA 5501 (If Applicable)**
- _____ **6. Last ACFT for record within the past 6 months**. Either DA 705 with digital signatures or ITR (Individual Training Record) report out of DTMS (Digital Training Management System) *PPOM 22-23 requires passing ACFT within 6 months as of 1 April 2023.
- _____ **7.DA Form 2166-8 NCOER / DA Form 67-8/9 OERs – last 5 copies**. SPC/E4 or a newly promoted SGT or 1LT (Doesn't have 3 NCOERs/ OERs), will need a letter of recommendation from Unit Commander or BN AO within 6 months of closing of announcement.
- _____ **8. All DD Form 214's and DD Form 215's** (must have items 23-30 included)
- _____ **9. NGB Form 23/23b** (Current National Guard Soldier) Retirements Points History Statement (RPAM) (Must be pulled in last 30 days from closing of announcement.)
- _____ **10. Security Clearance Memo**. Must have a final Security Clearance Verification. Memo from a Security Clearance Manager must be dated within 90 days from date of announcement. NO JPAS printouts.
- _____ **11. OPAT Scorecard (DA Form 7888)** (Applicable if current PMOS is in a lower physical category than advertised MOS)
- _____ **12. DA Form 4836/ Oath of Extension of Enlistment or Reenlistment (If Applicable)** (Applicants must have a minimum of three years on their current contract).

NOTE: Please place the job announcement document as page 1 - ensure that all required documents (As Applicable) on the checklist are included with your application in the listed order above. Applications that have been returned for correction will need to resubmit complete packets with the corrected documents before job announcement closes in order for their packet to be considered. It is mandatory that all SMs have a minimum of three years on their current ETS in order to complete an AGR Initial Tour.

Evaluation Process: Applicants will be evaluated solely on the information supplied in 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 POCs 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 fair evaluation of candidates.