

Idaho Joint Force Headquarters
Human Resource Office
4794 General Manning Avenue, Bldg 442
Boise, Idaho 83705-8112

NGID-HRO-AGR

30 May 2014

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # **14-17**

1. Active Guard Reserve (AGR) Position Vacancy Announcement in the Idaho Army National Guard. This announcement will be posted to unit bulletin boards.

POSITION TITLE: Bilateral Affairs Officer
UNIT: IDARNG JOINT FORCE HQ
UIC: W8ARAA
DUTY LOCATION: USPACOM, U.S. Embassy, Phnom Penh, Cambodia
AUTHORIZED GRADE: O4
DUTY SSI OR MOS: Immaterial
ELIGIBILITY: Open to Commissioned Officers of the Idaho Army National Guard who hold the rank of CPT (must be eligible for promotion to MAJ) or MAJ. This is a two year One Time Occasional Tour (OTOT).
GENDER LIMITATION: None
CLOSING DATE: 20 June 2014

2. This is a Title 10 AGR controlled grade authorization temporarily allocated to the Joint Force Headquarters with a projected start date of 1 October 2014. This opportunity is open to all Idaho Army National Guard Commissioned Officers who hold the rank of CPT (eligible for promotion) or MAJ that qualify for an OTOT. The successful applicant is required to execute a "Certificate of Agreement and Understanding OTOT" prior to accepting this tour. Consecutive OTOTs are not authorized. Upon completion of this two year tour, the applicant will return to a traditional status as a member of the Idaho Army National Guard unless the selected applicant is an AGR. See page 4 for applicants who are current Title 32 AGRs. Orders are contingent upon funding availability.

3. **EQUAL OPPORTUNITY:** The Idaho Army National Guard is an equal opportunity employer. Selection for positions will therefore be made on an equal opportunity basis, and not on non-merit factors.

4. Applicants must possess a valid State Motor Vehicle Operator license.

5. **ANNOUNCEMENT INSTRUCTIONS:** The following is a complete list of documents required to accompany your application. Read carefully; provide all necessary documentation to support qualifications for this position. Perishable documentation should not be more than 30 days old as of the closing date this announcement, i.e. PQR, RPAM, MEDPROS.

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- a. Applications will not be accepted in binders or document protectors.
- b. AGR Application Checklist dated September 2013 on top of the application. Documents must be organized in this manner.
- c. NGB Form 34-1 (complete and signed).
- d. MEDPROS Individual Medical Readiness Record. MEDPROS IMR Record can be obtained by accessing your AKO / My Medical / My Medical readiness / View Detailed Information / IMR record. Medical documentation other than MEDPROS Individual Medical Readiness Record will not be accepted.
- e. Copies of all temporary and permanent profiles.
- f. DA Form 705 (Army Physical Fitness Test Score Card), must show a minimum of last five record tests; most current test not older than one year. A statement explaining the absence of record tests is required.
- g. Certified Height/Weight (HT/WT) or DA 5500 / DA 5501 (if applicable); not older than 30 days from the close date of this announcement. HT/WT on the APFT scorecard is NOT a substitute.
- h. DA Form 4037 (Officer Record Brief).
- i. Previous 5 DA Form 67-9 (Officer Evaluation Report).
- j. DA Photograph in Class A uniform, taken within one year (an unofficial photograph is NOT acceptable).
- k. Retirement Point Accounting Management (RPAM).
- l. Current Personnel Qualification Record (PQR).
- m. Copy of current driver's license and military driver's license.
- n. Documentation supporting applicant's qualifications i.e. resume, certificates, etc (optional).
- o. All applicants must have or be able to obtain a Secret security clearance (this is a condition of employment).
- p. All applicants must have or be able to obtain a Government Travel card within 90 days of employment.
- q. Other additional recommended documentation are listed on page 5 of this announcement.
- r. All DD Form(s) 214 and NGB Form(s) 22.

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6. Subject to availability of funds; Permanent Change of Station (PCS) allowance is authorized for incumbents residing outside normal commuting distance as stated by USPFO PAM 37-106.

7. Acceptance of an AGR position may have an effect on Selected Reserve Incentive Programs, to include Bonus payments and/or Student Loan Repayment Program. This will not affect Montgomery GI Bill eligibility. Please check with the incentives branch to receive information on how an AGR position would affect you individually.

8. Mailing of application packets using military postage is prohibited. Application packets must arrive **no later than 1630 hours** on the closing date specified in this announcement to the following address:

**Human Resources Office
ATTN: Army AGR Branch
4794 General Manning Ave, Bldg 442
Boise, Idaho 83705-8112**

9. POC for further information is MSG John VanHorn at DSN 422-4215/COM 208-272-4215 or john.vanhorn@us.army.mil

JOHN L. VANHORN
MSG, IDARNG
Army AGR Manager

NOTES TO APPLICANTS:

1. Each applicant is personally responsible for submitting his or her application package to the Human Resources Office (HRO) on or before the closing date stated on this announcement. Applications postmarked (U.S. Postal Service) on or before the closing date of this announcement will be accepted. Postmarks by private letter carriers (Federal Express UPS) will NOT be accepted. **Federal law prohibits the use of government envelopes, postage, or facsimile to submit the application. Applications received in such manner will NOT be accepted and will be returned.**
2. Sending application/other supporting forms by email is not allowed. However, personnel who meet eligibility requirements and are currently performing duty outside of CONUS/State of Idaho are allowed to do so. The applicant must send email with attachments to the fulltime support personnel of their unit of assignment. The fulltime support personnel must print, then provide documents to the HRO office, at 4794 General Manning Ave, Bldg 442 Boise, Idaho 83705-8112.
3. Each applicant will ensure that supporting documents, to include diplomas, orders, etc. are submitted with the application as evidence of meeting the APPOINTMENT REQUIREMENTS. **Failure to do so may result in a finding of ineligibility and may cause the applicant to lose consideration for this position.**
4. Request for exceptions to, or waivers of APPOINTMENT REQUIREMENTS or AREA OF CONSIDERATION as specified herein will **NOT** be accepted. Waiver for certain basic ELIGIBILITY CRITERIA will be considered and must receive NGB approval.
5. Permanent Change of Station (PCS) expenses may be authorized for this position.
6. This is a 24 month, accompanied, Title 10, One Time Occasional Tour (OTOT). Selection for this position does not constitute accession into a permanent AGR program. Tour may be extended for six (6) additional months with COCOM and TAG approval, by exception.
7. If a IDNG Title 32 AGR applicant is selected for this position, their T32 AGR orders will be rescinded/amended as required. The Title 32 AGR will be placed on T10 AGR status for the duration of the tour. Upon completion of this tour they will be reinstated into T32 AGR status, to the appropriate service component that they vacated upon acceptance of the OTOT tour.
8. The CCMD will not accept a BAO that outranks the in-country Security Cooperation Office Chief. Selections for this position of promotion eligible O3 (Captains) does not automatically entitle the candidate promotion to O4 (Major). The selected candidate may be considered for promotion based on current status, eligibility, and qualifications for the next higher grade.
9. Diplomatic passport may be authorized.
10. Awarded Diplomatic Status and Embassy Privileges.
11. Member, Ambassador's Country Team.
12. High level/very visible assignment (works with US Ambassador, Embassy Country Team, Minister of Defense, Chief of the General Staff, MACOM Commanders and other Embassies, etc.)
13. Incumbent must plan to attend the four-week SCM-O Course at the Defense Institute for Security Assistance Management between selection and deployment.

14. Conduct a site visit to USPACOM for initial orientation and TSCMIS training.
15. Attend CCMD specific or regional center of excellence training (when available).
16. Conduct a site visit to NG-J53 for initial orientation.
17. Selected applicant must provide a T10 packet and may have to pass an APFT and take an HIV test upon selection.
18. The selectee must possess excellent interpersonal skills, organizational skills, and cultural expertise to gain credibility and facilitate interaction with foreign, DoS, and DoD officials. The additional criteria are recommended:
 - a. Rank of Major
 - b. Bachelor's degree; Master's degree preferred.
 - c. Completed Captain's Career Course; ILE/ACSC preferred.
 - d. Four (4) years National Guard experience.
 - e. An overseas deployment.
 - f. Eighteen (18) months of successful command of MTOE battery/company/troop.
 - g. Unit level staff experience at BN/BDE or SQN/Wing level
 - h. Should the TAG select someone that does not meet the requirements listed in number 18 above (CPT vice MAJ, no command, etc.), he can formally waive them and include as part of the packet.

One Time Occasional Tour (OTOT) Eligibility:

- a. This opportunity is open to current Idaho Army National Guard Army Soldiers that qualify for an OTOT. Applicants will possess no more than 14 years of active service creditable towards an Army regular retirement.
- b. Applicants must not be able to qualify for separation pay as a result of the OTOT order.
- c. Consecutive OTOTs are not authorized. Upon completion of this tour, the Soldier will be returned to a traditional status as a member of the Idaho Army National Guard.
- d. Applicants must meet AGR entry requirements of Chapter 2, AR 135-18.
- e. The successful applicant is required to execute a "Certificate of Agreement and Understanding OTOT" prior to accepting this tour.
- f. Soldiers serving on an OTOT remain eligible to apply and compete for career AGR positions. If selected for a career AGR position, the OTOT order will be amended to end, and an initial 3-year AGR tour order will be published for the Soldier. Time served in an OTOT will not count as part of the initial AGR probationary tour used in the career AGR program.

Active Guard/Reserve Program Qualifications Criteria

1. APPOINTMENT REQUIREMENTS:

Commissioned Officers, in the Area of Consideration as stated above, who are currently on suspension of favorable actions, will NOT be considered. Upon selection, the selectee will be medically evaluated for clearance to be placed on title 10 AGR status, by the Office of the State Surgeon (POC: Deputy State Surgeon). The selected individual must have a favorable Periodic Health Assessment (PHA) from the unit that the applicant is assigned at the time of submitting application. The packet must be in accordance with (IAW) regulatory guidance from the service component. Soldiers with a favorable enlistment or appointment physical examination, or flight physical examination, IAW their service component's regulatory/policy guidance; conducted within 12 months prior to initial entry in the AGR program are not required to complete an additional PHA for placement on title 10 AGR status. Individual must have a Human Immunodeficiency Virus (HIV) test within the last 24 months prior to placement on title 10 AGR status. Individual must meet body composition standards prescribed by AR 600-9. Pregnancy is not a disqualifying condition for initial placement on title 10 AGR status. There are no medical waivers for initial placement on title 10 AGR status if the Soldier does not meet the physical and medical requirements IAW AR 135-18. AGR Soldiers assigned to their current position for less than 18 months are ineligible to apply.

2. BASIC ELIGIBILITY REQUIREMENTS:

a. Must not have been separated "for cause" from active duty or a previous RC AGR tour.

b. Must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AR 40-501, Standards of Medical Fitness. Must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty. The State Surgeon will review all medical examinations and determine if a member is physically qualified to enter on AGR duty.

c. Pregnant females are eligible to apply for full-time military duty (AGR) tours. Individuals selected for AGR tours must meet all applicable medical and physical requirements in accordance with AR 40-501 prior to entering on the tour. If selected, they cannot be appointed and entered on active duty until the pregnancy period has expired and the State Surgeon medically clears them.

d. Must have sufficient retainability to complete the AGR tour of duty. The tour cannot extend beyond an enlisted member's expiration term of service (ETS) date. Officers will not be retained in AGR status beyond the officer's mandatory removal date (MRD).

e. Must meet the minimum requirements for fitness standards IAW FM 21-20.

f. Grade inversion is detrimental to the military nature of the ARNG and is not authorized.

3. EQUAL EMPLOYMENT OPPORTUNITY: All applicants will receive equal consideration for appointment without regard to race, religion, sex, color, national origin, political affiliation, marital status, non-disqualifying age or disability.

Bilateral Affairs Officer (BAO) Duties and Responsibilities

Serves as the Idaho National Guard representative on the United States Embassy Country Team in the USPACOM Area of Responsibility (AOR), under the sponsorship of the State Partnership Program who reports to the OSC Chief as a Title 10 Field Grade Officer. The Bilateral Affairs Officer (BAO) facilitates the Idaho National Guards' State Partnership program in theater, which is co-located with the Office of Security Cooperation (OSC) in the U.S. Embassy in Phnom Penh, Cambodia. The BAO acts as the principal advisor for planning, coordinating and executing a comprehensive program of regional and bilateral military events in support of the Embassy's mission strategic resource plan and the USPACOM Theater Campaign Plan and integrates those events into the Office of Defense Cooperation's (ODC) Country Security Cooperation Plan (CSCP). Coordinates with the US State Department to assist the ODC Chief in designing and executing under Security Assistance (SA) which includes Foreign Military Services (FMS), Foreign Military Financing (FMF), International Military Education and Training (IMET), Section 1206 Counterterrorism, Combating Terrorism Fellowship, End Use Monitoring (EUM) Programs in direct support of US foreign policy and USPACOM Geographic Combatant Commander objectives. Also, the BAO will assist the ODC in managing Humanitarian Assistance Disaster Relief (HADR) and conducts Military to Military (M2M) events. Assists the State Partnership Program Director in program development and assists in the conduct of State Partnership Program activities in country to include Military to Military, Military to civilian (M2C) and in some cases civilian to civilian (C2C) events between USPACOM foreign military partners and the Idaho National Guard. Assist USPACOM foreign military partners in developing and planning focus areas, objectives, and priorities based on the partnered countries goals. Assists, develops and updates the U.S. Country Team Work-Plan in support of the U.S. strategy of peacetime engagements and promotes U.S. Embassy Country goals. Serves as the Acting Chief in the absence of the Chief, Office of Defense Cooperation. The BAO will maintain the event database in Army Training Information System (ARTIMS) and Theater Security Cooperation Managing Information System (TSCMIS) programs for funding and higher HQ approvals. Will assist and perform USPACOM and DOD Security Cooperation administrative requirements and additional duties per the ODC. Performs other duties as assigned.

Certificate of Agreement and Understanding OTOT

Section I - Applicability

- a. Army National Guard commissioned officers, warrant officers, and enlisted Soldiers entering into the Active Guard Reserve (AGR) program on a One Time Occasional Tour (OTOT) must sign this certificate of understanding and agreement prior to issuance of AGR orders.
- b. This form will be completed only once and will remain in force during the entire period the individual serves on Full-Time National Guard Duty (FTNGD) unless the certificate is revised by NGB.
- c. A copy of this certificate will be given to the individual and a copy will be filed permanently in the AGR Management files.

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

(Soldier will initial on appropriate line)

_____ I understand that I am entering a period of AGR FTNGD on a One Time Occasional Tour (OTOT).

_____ I understand that this period of AGR FTNGD will not be renewed or continued.

_____ I understand that I will not be reviewed by any AGR tour review process 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) while serving on an OTOT.

_____ I understand that serving an OTOT does not entitle me to entry into a career AGR state and that I will not be entered into a career status upon completion of an OTOT.

_____ I understand that I may apply for career AGR positions and, if selected, may terminate the OTOT and be placed on a career AGR initial tour.

_____ I will be subject to the State Code of Military Justice.

_____ 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 within the boundaries of the State 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 State 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.

Certificate of Agreement and Understanding OTOT (continued)

Section III

I have been counseled on and understand all of the conditions and service requirements in this certificate. No other conditions or promises were made to me as a condition of my service on an OTOT in the AGR Program.

Date Signed

Typed or Printed Name & Rank

(Signature)

Date Signed

Typed or Printed Name & Rank of Counselor

(Signature)