

**STATE OF HAWAII
DEPARTMENT OF DEFENSE
OFFICE OF THE ADJUTANT GENERAL
3949 DIAMOND HEAD ROAD, HONOLULU, HAWAII 96816-4495**

22 November 2013

**One Time Occasional Tour (OTOT)
Hawaii National Guard
Vacancy Announcement
To establish List of Eligible**

The following Commissioned Officer position vacancy is announced. This vacancy is to be filled under the provisions of 10 U.S.C 12301 (d) IAW 12310 (a). This is a two-year One Time Occasional Tour (OTOT) in Active Guard/Reserve (AGR) title 10 status. This vacancy is to be filled through a competitive selection panel process with concurrence by the Hawaii National Guard Chain of Command. Final selection will be based upon qualifications, suitability, and available manpower resources.

POSITION AND LOCATION: Bilateral Affairs Officer (BAO), O4, 01A00 (branch immaterial), U.S. Embassy, Jakarta, Indonesia. Applicants, who have applied for a previous Job Vacancy Announcement, **NEED TO REAPPLY**.

CLOSING TIME/DATE: Applications must be received by the Hawaii Human Resources Office (HIHRO), **NLT COB, 3 January 2014**. The list of eligible will be based upon the APPOINTMENT REQUIREMENTS and AREA OF CONSIDERATION applicable to the specific vacancy.

POSITION DESCRIPTION: See page titled "Bilateral Affairs Duties and Responsibilities" below for general description.

AREA OF CONSIDERATION: Open to **Present, Commissioned Officers**, belonging to any Department of Defense service component of the U.S. Armed Services, **within the state of Hawaii**, who are current members or are eligible to become members of the Hawaii Air National Guard, in the grade of O3 (Captain), eligible for promotion to Major (O4), and Major (O4).

SALARY: Military Pay and Allowances.

PROJECTED AGR START DATE: Open (subject to funding availability).

EQUAL EMPLOYMENT OPPORTUNITY: All applicants will receive equal consideration for appointment without regards to race, religion, color, sex, national origin, public affiliation, or any other non-merit factor(s).

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). Selected individual must have a favorable Periodic Health Assessment (PHA) in accordance with (IAW) regulatory guidance from the service component that the applicant is assigned to at the time of submitting application. 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 AFI 36-2905, 21 October 2013. 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 ANGI 36-101, Chapter 12, 3 June 2010. **AGR Soldiers assigned to their current position for less than 18 months are ineligible to apply.**

ELIGIBILITY CRITERIA: Currently employed Active Duty Personnel, dual status military technicians, AGR Soldiers serving on a subsequent tour (excluding Soldiers within the first 18 months of a new duty position), and members from Department of Defense service components of the U.S. Armed Services, **within the state of Hawaii**, with the grade specified above are eligible to apply for this position. If not currently in an AGR status, to qualify for appointment, individuals **MUST MEET ALL** initial eligibility requirements of ANGI 36-101. (**Note: Individual certifies that he/she meets all eligibility criteria by signing in Section V of NGB Form 34-1.**)

APPLICATION PROCEDURES: Individuals may apply by submitting the following required documents to the HIHRO. Resumes may be included, but are not required.

- (1) Signed NGB Form 34-1 (Application for Active Guard/Reserve (AGR) Position), **dated November 2010**. **Signature will be in original or digital signature, if currently deployed. Errors, omissions of information, application completed in pencil, or unsigned, and those that are late due to the mail system will be returned without action.**
- (2) Valid proof of medical qualification. Any one of the below listed documents satisfy verification of medical qualification:
 - Medical Protection system (MEDPROS) printout of Individual Medical Readiness (IMR) with PHA date within 12 months reflected. (Preferred method).
 - Current Physical – DD Form 2807 and 2808 (or sister service equivalent), within the last 5 years if under 40 years old and within the last year if over 40 years old.
- (3) Last five (5) Officer Evaluation Reports (OERs, OPR's) or other equivalent service component performance evaluation reports
- (4) Officer Record Brief (ORB).
- (5) DD Form(s) 214, NGB Form(s) 22, PCARs, or any service component document(s) that allows the selecting official to determine applicants cumulative active service years which are creditable towards a regular retirement)
- (6) Proof of highest level of Civilian Education acquired.
- (7) Proof of Security Clearance (JPAS printout).

(8) Army- Current, within last six months from JVA closing date, copy of DA Form 705 reflecting passing APFT and passing height/weight data (must meet standards IAW AR 600-9); and three previous record APFT results.

Other Service Components- Equivalent service component fitness test results reflecting total of four recent tests taken for record.

NOTES TO APPLICANTS:

1. Each applicant is personally responsible for submitting his or her application package to the HIHRO on or before the closing date stated on this JVA. Applications postmarked (U.S. Postal Service) on or before the closing date of this JVA 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 Hawaii 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 HIHRO-A office, at 3949 Diamond Head Road, Honolulu, HI 96816-4495, Bldg 306, second floor.

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 HING 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 HING service component (HIARNG or HIANG) 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 I-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.
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:
 - (1) the rank of Major
 - (2) Bachelor's degree; Master's degree preferred.
 - (3) completed Captain's Career Course; ILE/ACSC preferred.
 - (4) four (4) years National Guard experience.
 - (5) an overseas deployment.
 - (6) eighteen (18) months of successful command of MTOE battery/company/troop.
 - (7) unit level staff experience at BN/BDE or SQN/Wing level
 - (8) 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.

**AIR NATIONAL GUARD ACTIVE GUARD/RESERVE PROGRAM
QUALIFICATIONS CRITERIA
(OFFICER PERSONNEL)**

1. BASIC ELIGIBILITY REQUIREMENTS:

a. Must not have been separated “for cause” from active duty or a previous Reserve Component AGR tour.

b. Must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. 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 and HIV test must be completed not more than six months prior to the start date of the AGR tour. The State Air 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 AFI 48-123 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 Air 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 separation date (MSD).

e. Must meet the minimum requirements for fitness standards IAW ANGI 10-248.

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

2. 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 Hawaii 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 Hawaii National Guards' State Partnership program in theater which is co-located with the Office of Security Cooperation (OSC) in the U.S. Embassy in Jakarta, Indonesia. 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 the Humanitarian Assistance Disaster Relief (HADR) and conducts Military to Military (M2M) events. Develops and conducts the State Partnership Program 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 Hawaii 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.