

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

*Change 1

6 January 2017

**One Time Occasional Tour (OTOT)
Hawaii National Guard
Vacancy Announcement
To establish a 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, 6 February 2017**. 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 Officer Duties and Responsibilities" below for general description.

***AREA OF CONSIDERATION:** Open to **Present, Commissioned Officers**, belonging to the Hawaii National Guard in the grade of Major (O4), and Captain (O3) eligible for promotion to 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 on their initial tour for less than 18 months are ineligible to apply.**

ELIGIBILITY CRITERIA: Hawaii National Guard soldiers (excluding AGR Soldiers within the first 18 months of an initial tour) within the grades 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 VI 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 2013.** 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) Medical Protection System (MEDPROS) printout of Individual Medical Readiness (IMR) dated within the last 12 months.
- (3) Last five (5) Officer Evaluation Reports (OERs, OPRs) or other equivalent service component performance evaluation reports.
- (4) Officer Record Brief (ORB)(HIARNG), Virtual MPF (Records Review)(HIANG).
- (5) NGB Form 23B (Army National Guard Retirement Points History Statement)(HIARNG), Point Credit Summary from MILPDS (HIANG).
- (6) 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)
- (7) DA photo taken within the last 24 months (HIARNG), Official photo (HIANG).
- (8) Proof of highest level of Civilian Education acquired.
- (9) Proof of **SECRET** Security Clearance Verification Memorandum (Contact applicable Security Manager).
- (10) 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 (HIARNG), AFFMS printout reflecting a total of four recent record tests (HIANG).

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 can send email with attachments to the fulltime support personnel of their unit of assignment. The fulltime support personnel can 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 twelve (12) 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 Combatant Command CCMD will not accept a BAO that outranks the in-country Security Cooperation Office Chief. Selection for this position of a promotion-eligible O3 (Captain) 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. A diplomatic passport may be authorized.

10. The selectee may be awarded Diplomatic Status and Embassy Privileges.
11. The selectee will be a member of the Ambassador's Country Team.
12. This position is a high level/very visible assignment (the incumbent works with US Ambassador, Embassy Country Team, Minister of Defense, Chief of the General Staff, MACOM Commanders and other Embassies, etc.)
13. The selectee must plan to attend the four-week SCM-O Course at the Defense Institute for Security Cooperation Studies between selection and deployment.
14. The selectee must conduct a site visit to USPACOM for initial orientation and G-TSCMIS training.
15. The selectee must attend CCMD specific or regional center of excellence training (when available).
16. The selectee must conduct a site visit to NG-J53 for initial orientation.
17. The 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, Department of State, and Department of Defense officials. The following additional criteria are recommended:
 - (1) The current rank of Major.
 - (2) Command and key developmental position experience for Captains (O3) eligible for promotion to Major (O4).
 - (3) A Bachelor's degree; Master's degree preferred.
 - (4) Completion of the Captain's Career Course or Squadron Officer School; Intermediate Level Education or Air Command and Staff College preferred.
 - (5) A minimum of four (4) years National Guard experience.
 - (6) Completion of an overseas deployment.
 - (7) At least eighteen (18) months of successful command of MTOE battery/company/troop.
 - (8) Staff experience at the Battalion, Brigade, Squadron or Wing level.
 - (9) The TAG retains the authority to select someone that does not meet the requirements listed in this paragraph (CPT vice MAJ, no command, etc.) and can waive those requirements.

**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 longevity 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 ODC 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 Defense Cooperation (ODC) 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 Integrated Country Strategy and the USPACOM Theater Campaign Plan and integrates those events into the Office of Defense Cooperation's (ODC) Country Security Cooperation Plan (CSCP). The BAO 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.

The BAO develops and conducts the State Partnership Program to include Military to Military, Military to Non-DOD and in some cases Non-DOD to Non-DOD 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 the Global Theater Security Cooperation Managing Information System (G-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.