



Colorado Air National Guard Active Guard Reserve (AGR) Position Announcement # **COANG 24-371**



<https://co.ng.mil/Jobs/Air-AGR/>

POSITION TITLE: Bilateral Affairs Officer (BAO)	DAFSC: N/a	OPEN DATE: 22 November 2024	CLOSE DATE: 22 December 2024
UNIT OF ACTIVITY/DUTY LOCATION: Colorado Air National Guard HQ JFHQ, Centennial, CO		GRADE REQUIREMENT: Minimum: O4 Maximum: O4	
SELECTING OFFICIAL: Col Isaac Martinez	(HRO Use Only) N/a	QUALIFICATION REQUIREMENTS: *Any AFSC may apply*	

AREAS OF CONSIDERATION

Category A: Current members of the Colorado Air National Guard

All applicants MUST meet the grade requirement and physical/medical requirements outlined

All applicants should be aware that the Colorado National Guard does not permit smoking in the workplace. Smoking is permitted only in designated areas during scheduled breaks. Acceptance of an AGR position will cause termination from Selected Reserve Incentive Programs.

Position Requirements:

1. A dynamic personality and high level of mental agility, capable of abstract thought and problem solving with minimal guidance, oversight, or assistance.
2. A full understanding that this T10, ADOS, OTOT, is not considered initial entry into the T10/T32 AGR Programs.
3. Civilian degrees in International Affairs, World History, Languages, Political Science, Foreign Policy studies, International Economics, Sociology or similar studies preferred (not required).
4. Civilian Education: Masters preferred.
5. Experience working in support of the State Partnership Program or with foreign militaries in an advisory or training capacity preferred (not required)
6. Meet OCONUS standards for tour.
7. Must possess a current Secret clearance, and can obtain and Top-Secret w/ SCI.
8. Standards of Conduct: National Guard members participating in this program are required to comply with state laws and with DoD 5500.7-R, The Joint Ethics Regulation (JER). They are required to uphold the highest standards of conduct and personal appearance. All family members must pass EFMP screening health requirements (www.efmp.amedd.army.mil).
9. Strong verbal/written communication and interpersonal skills.

Tour Length:

1. This is a two-year temporary accompanied tour with a PCS move. Tour may be extended for twelve (12) additional months with combatant command (CCMD) and
2. TAG approval in accordance with the Memorandum of Agreement (MOA) between The National Guard Bureau and the Central Command (CENTCOM).

Duties and Responsibilities:

3. The Bilateral Affairs Officer is a member of the Military Assistance Program (MAP-J), Amman, Jordan. Service Member's (SM) duties encompass the core of the planning, and coordination of schedules and coordination of mil to mil and bi-lateral/multi-lateral training events, and numerous other activities. The MAP-J represents the United States CENTCOM and is responsible for coordinating Security Assistance (SA) activities and Security Cooperation programs. One of these programs
4. includes the State Partnership Program with the Colorado National Guard. Duties of the BAO include:
5. Responsible for planning and coordinating State Partnership Program (SPP) and all other Title-10 Military-to-Military (M2M) events.
6. Develop Event Concept Sheets.
7. Supports all U.S. Military personnel performing such events in Host Nation.
8. Principle POC and coordinates logistics requirement for all mil to mil, bi-lateral/multi-lateral, and special events.
9. Maintain event database schedule of planned events as required.
10. Assists in the development of MAP-J plans.

11. Manages continuing response/progression to Host Nation requirements.
12. Conducts coordination with Host Nation Points of Contact (POCs) for engagements.
13. Ensure that requirements for follow-up actions are completed upon the conclusion of each event to include the receipt of formal After-Action Reports (AARs) and updating of historical records.
14. Recommends and assists in the development of follow-on events.
15. Maintains communication and coordination with the CENTCOM Regional Program Manager (Desk Officers), CENTCOM service component, the State Partner's SPP Director and SPP Coordinator at JFHQ-CO.
16. Coordinate and supervises Locally Employed Staff (LES) employee activities at the MAP-J as required.
17. Coordinate activities with the Host Nation Liaison Officer.
18. Coordinate procurement of Visas for Host Nation nationals with required embassies for conduct of business, if required.
19. Assists and advises on Foreign Clearance Requirements for US personnel coming to the host country for events.
20. Additional duties as directed by the Chief of the Military Assistance Program-Jordan.
21. Coordinates with NG J5 to facilitate support of Security Cooperation objectives.
22. Provides situational awareness of Jordanian political military and economic environment to NG chain of command ISO NG objectives.

INSTRUCTIONS/INFORMATION FOR APPLICANTS

<p>Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities.</p>	<p>Individuals who have been separated from other military services for cause, unsuitability, or fitness for military service are not eligible to enter the AGR program.</p>	<p>IAW ANGI 36-101 “Initial tours may not exceed 6 years...” AGR tours may not extend beyond an Enlisted member’s ETS or an Officer’s MSD.</p>
<p>In order to properly manage the promotion opportunities and proper career management in the AGR program, Colorado HRO force management policy considers an applicant’s total active federal military service (TAFMS) as a factor in hiring. The organizational standard is >8 years for entry as an E7 or O4, >12 years for entry as an E8 or O5, and >16 years for entry as an E9 or O6. This is a baseline standard that may be waived on a case-by-case basis provided the waiver is in the best interest of the organization. If applicable, the selecting supervisor will seek a waiver on the applicant’s behalf; applicants have no responsibility to seek a waiver to this policy.</p>	<p>Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, <i>Medical Examination and Standards</i>. They 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 an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status.</p>	<p>An applicant’s military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Enlisted Airmen who are voluntarily assigned to a position which would cause an over-grade must indicate in writing a willingness to be administratively reduced in grade in accordance with AFI 36-2502, <i>Enlisted Airman Promotion/Demotion Programs</i>, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package.</p>
<p>ANGI 36-101 “applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members. Exceptions may be considered....”</p>	<p>This vacancy announcement may be used to create an order of merit list (OML) from which additional like vacancies may be filled without further competition. Applicants may remain on this OML for up to 90 days.</p>	<p>Any further questions regarding the AGR program may be answered in ANGI 36-101.</p>

APPLICATION PROCEDURES

- Complete applications must be received no later than 2359 Mountain Time on the close date.
- Applicants without email access may make special arrangements to deliver applications by contacting the Air AGR Office via one of the methods below.
- Applicants may include copies of training certificates or any additional documentation they feel is applicable to the position for which they are applying.

UNSIGNED OR INCOMPLETE PACKAGES WILL BE DISQUALIFIED

Required Documents:

1. NGB Form 34-1, version 20131111 <https://co.ng.mil/jobs>
2. Military Resume (Cover letter is optional)
3. Current (within 30 days) 8-page Records Review RIP (available on vMPF via AF Portal)
4. Current and passing Report of Individual Fitness from MyFSS (must be current as of the close-out date of this announcement)
5. Last 5 Officer Performance Reports (OPRs/OPBs)
6. Personal memorandum to the Board explaining why the service member should be selected for the position. Not to exceed 2 pages.
7. Brief Military Biography
8. Security Clearance Verification Memo
9. Point Credit Summary (PCARS)
10. Air Force - Officer Selection Brief (OSB)
11. Periodic Health Assessment (PHA)

**Attach all files as original pdf documents (not scanned) individually or in a single pdf portfolio.
Job Application Prescreen Packet may be scanned if necessary.**

Email applications to: 140.wg.hro.agr.office.org@us.af.mil

Applicants will receive confirmation of receipt and qualification status once the application is processed. If you do not receive confirmation within five business days, please contact 140.wg.hro.agr.office.org@us.af.mil

For questions regarding AGR application procedures, please contact the Air AGR Office via email at 140.wg.hro.agr.office.org@us.af.mil

REMARKS

Federal law prohibits the use of government postage for submission of applications.

The Colorado National Guard is an equal opportunity employer.

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.