



**NORTH CAROLINA NATIONAL GUARD
AGR - One Time Occasional Tour (OTOT)
VACANCY ANNOUNCEMENT**



POSITION AND DUTY MOS: Bilateral Affairs Officer (BAO) Republic of Moldova Branch Immaterial / 01A	RANK/GRADE: MAJ/O4 Minimum: CPT (P)	<input type="checkbox"/> NATIONWIDE <input checked="" type="checkbox"/> NCARNG OFFICERS ONLY	ANNOUNCEMENT #: AGR-OTOT 2020-01
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UNIT, LOCATION, POC:
 JFHQ-J5 (SPP), Raleigh, NC
 POC: MAJ Mike Sterling (984) 664-6997
 michael.i.sterling.mil@mail.mil

OPENS:
 06 October 2020

CLOSES:
 01 November 2020

POSITION DESCRIPTION: Serves as the North Carolina National Guard's representative in the Republic of Moldova as part of the Department of Defense (DoD) Country Team, under the congressionally approved State Partnership Program (SPP). The Bilateral Affairs Officer (BAO) is a member of the Office of Defense Cooperation (ODC) team co-located and the Moldovan Minister of Defense (MoD). Duties encompass the core of the planning, and coordination of schedules and execution of Traveling Contact Teams (TCTs), Familiarization Visits (FAMs), and other events. The ODC represents the United States European Command (EUCOM) and is responsible for coordinating Security Assistance (SA) activities, and Defense Cooperation programs that include Humanitarian Assistance (HA) and Humanitarian Mine Action (HMA) initiatives with the MoD. The NCNG State Partnership Program is the primary U.S. military-to-military (M2M) engagement partner with the MoD. The BAO is expected to have operational and tactical-level experience; brigade-level or higher. Additionally, the BAO serves at the pleasure of the U.S. Ambassador, and may be assigned additional duties within the Embassy. **This is considered a diplomatic-level assignment.**

Duties of the BAO include:

- Responsible for planning and coordinating SPP and Title-10 Military-to-Military (M2M) events.
- Plan, coordinate, and develop M2M Concept Sheets for all NCNG SPP events for the follow-on FY.
- Plan and coordinate DoD and Department of State (DoS) security cooperation events with Host Nation (HN) agencies.
- Principle, in-country point of contact (POC) for the NCNG and NC government officials; coordinate logistic requirements for all TCTs, FAMs and Special Events.
- Manage and maintain several Security Cooperation and Partnering (SCP) information data bases, as required.
- Assists in the development of the ODC five-year M2M engagement plan.
- Manage continuing response/progression to Host Nation (HN) requirements
- Conduct continuous coordination with HN POCs for all planned security cooperation events.
- Ensure requirements for follow-up actions are completed upon the conclusion of each event to include the receipt of formal After Action Reports (AARs), story boards, and updating of historical records.
- Recommend and assists in the development of follow-on events.
- Maintains communication with the EUCOM Regional Program Managers (Desk Officers), EUCOM's service component commands POC's, and the SPP Coordinator at JFHQ-NC.
- Coordinate staff activities within the ODC; manage Foreign Service Nationals (FSN) assigned to the ODC.
- Coordinate M2M activities through the MoD International Liaison Office.
- Coordinate procurement of visas for HN nationals with required embassies for conduct of business, as required.
- Facilitate Foreign Clearance Requirements for US personnel coming to the host country for events.
- Additional duties as directed by the ODC Chief (T10 USAF Officer)
- Facilitate Military to Civilian (M2C) and Civilian to Civilian (C2C) activities between N.C. and Moldova.

This is a two year OTOT accompanied tour with a permanent change of station (PCS) move. Tour may be extended for twelve additional months with EUCOM and TAG approval. This tour is projected to ***start effective July 2021*** with approximately three separate TDY Security Cooperation (SC) training events (totaling 6 weeks) prior to the PCS.

QUALIFICATION REQUIREMENTS:

- Applicants must demonstrate good character, high motivation, initiative, and sound judgment to serve as an appropriate representative of the North Carolina National Guard, the Department of Defense, and the U.S. Government, in duties subject to high profile & scrutiny. The BAO must frequently act without specific guidance – therefore the individual must understand command intent and how to create and seize opportunities to further the NC Adjutant General's intent to promote the SPP and Security Cooperation with the Republic of Moldova.
- Applicant's dependents requiring special needs must be enrolled into the Army **Exceptional Family Member Program (EFMP)**. Final approval for posting will be based upon passing medical review by DoS medical. Chisinau is considered a hardship duty post by DoS. Patients that require other than routine medical treatment, are MEDEVAC to a US facility in Germany. **Applicants with special needs family members that require other than routine healthcare needs will most likely be declined by the DoS medical review board.**
- Applicants must meet retention medical/physical standards (AR 40-501, Chapter 3), height/weight standards (AR 600-9), and present excellent military bearing.
- Applicants must possess a valid security clearance through AUG 2022 – SECRET minimum
- Applicants must not have more than 15 years Federal active duty service time prior to effective start date.
- **Applicants at the rank of CPT** must be eligible for promotion prior to effective start date

DESIRABLE QUALIFICATION:

- Previous assignment(s) demonstrating a wide exposure to various capabilities of the NCNG
- Prior deployment experience
- Experience in joint operations, multi-agency environments
- Prior experience working with a foreign government or foreign military
- Education or work experience in European or Russian Studies, International Affairs, Political Science, or similar applicable field
- Security Clearance – TS-SCI
- Military education - CGSOC

APPLICATION PROCEDURES: This application is open to on-board NCARNG AGR, TECH, and M-day; applicants **must** submit the following:

1. NGB Form 34-1.
2. Letter of recommendation from your Brigade AO (or 1st O6 in chain of command for personnel at JFHQ-NC).
3. Last three APFT results (DA Form 705) (attach DA 5500-R/5501-R and DD 3349 if applicable).
4. Last three OERs (DA Form 67-9) (must show rated time for last 36 months, letter from Commander is needed if missing rated time).
5. Current signed and certified (by your PSNCO) copy of ORB or DA Form 2-1.
6. Current Security Clearance Verification memorandum (JPAS). Must include investigation type, closing date, and adjudication status.
7. NGB Form 34-3
8. Individual Medical Readiness (IMR)

NOTE: Packets **received without certification, signatures, and required documents** will be considered incomplete.

IMPORTANT! PLEASE READ DISCLAIMER: You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. **Incomplete applications will be considered “Not Qualified”, and you will be notified of non-recommendation.** The HRO is not responsible for incomplete packets. Applications and associated documents will not be returned nor considered for future vacancy announcements. After recommendation is approved by the Adjutant General, the chairperson of the selection board will contact all applicants to notify them of recommendation or non-recommendation. This office will also confirm recommendation and non-recommendation by memorandum. Do not submit original documents.

EMAIL APPLICATIONS TO: nq.nc.ncarnq.mbx.j357-spp@mail.mil

NO ACTION will be taken on INCOMPLETE APPLICATIONS. Applications may not be mailed using government-supplied envelopes or postage. If not selected, only non-selected letters will be sent to applicants. Applications will not be returned.

THE NORTH CAROLINA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation. Due to restrictions in assignment to certain units and MOSs some positions may have gender restrictions.