



State of New Jersey
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
POST OFFICE BOX 340
TRENTON, NEW JERSEY 08625-0340

JON S. CORZINE
Governor
Commander-in-Chief

☆☆
GLENN K. RIETH
Major General
The Adjutant General

JOINT BULLETIN NO. 4

16 October 2009

BILATERAL AFFAIRS OFFICER –TIRANA, ALBANIA (JDOMS)

1. This bulletin is to announce the position vacancy for fill of the Bilateral Affairs Officer (BAO) in Tirana, Albania in association with the New Jersey National Guard State Partnership Program. The Estimated start date for this opportunity is 1 May 2010.
2. The position is a tour of extended active duty (EAD) for one year unaccompanied, which may be extended (voluntarily) to two years. The grade required is senior Captain or mid-career Major; branch immaterial. This opportunity is open to all Army and Air National Guard Officers; TDG, Federal Technician or AGR.
3. This is a Title 10 tour in the HQ US European Command AOR. The duty station is Tirana, Albania. Interested individuals should contact LTC Jeanne Wessel at 609-530-7080 for further details and/or application submission. See attached vacancy announcement for details.

OFFICIAL:

JAMES J. GRANT
BG, NJARNG
Chief of the Joint Staff

GLENN K. RIETH
Major General, NJARNG
The Adjutant General

DISTRIBUTION: A, A1, A2, B, C, D

1 Attachment

STATE PARTNERSHIP PROGRAM
 NEW JERSEY NATIONAL GUARD
 131 EGGERT CROSSING ROAD
 LAWRENCEVILLE, NEW JERSEY 08648
 TELEPHONE: (609) 530-7080

POSITION VACANCY ANNOUCEMENT OPEN OPENING DATE: 20 OCT 09 CLOSING DATE: Open Until Filled

FULL TIME MILITARY / EXTENDED ACTIVE DUTY POSITION VACANCY (TITLE: 10)

BRANCH OF SERVICE: X ARMY NATIONAL GUARD X AIR NATIONAL GUARD

POSITION TITLE: Bilateral Affairs Officer (AOC:01A00) HIGHEST GRADE AUTHORIZED: O-4

ORGANIZATION AND LOCATION: US European Command, Bilateral Affairs Office, TIRANA, ALBANIA

SALARY: Full Military Pay and Allowances, depending on rank and longevity of selectee.

WHO MAY APPLY: OPEN TO CURRENT OFFICERS OF THE NEW JERSEY NATIONAL GUARD

Nominating Official: COL Kevin Hegarty, JDOMS

Selecting Official: US EUCOM J5

GENERAL ELIGIBILITY REQUIREMENTS:	INITIAL ENTRY QUALIFICATION:	ON-BOARD AGR QUALIFICATIONS:
1. Must meet service height/weight and physical fitness standards. 2. Applicant must be a current New Jersey Army or Air National Guard member. 3. Applicant must not be under current suspension of favorable personnel action or in the army weight control program 4. Applicants must not be entitled to receive Federal military or retirement pay.	1. Senior Captain/ O3 or Major/O4 2. Branch immaterial.	1. Senior Major/04s are not promotable while on this tour.

DESCRIPTION OF DUTIES: Serves as Deputy Chief, Office of Defense Cooperation (ODC) / Bilateral Affairs Officer at the U.S. Office of Defense Cooperation in Albania assigned to assist in the U.S. peacetime activities with the Albanian Armed Forces. Responsible for the planning, scheduling, coordination, and execution of military to military, military to civilian and civilian to civilian contacts between the U.S. and Albania in support of the European Command Military to Military (EUCOM M2M) program. Develops and coordinates the State Partnership Program (SPP) between Albania and the New Jersey National Guard. Assists the Albanian Armed Forces in developing and planning focus areas, objectives, and priorities based on U.S. Embassy Country Team goals. Develops and updates the M2M, M2C and C2C/ SPP section of the U.S. ODC Work-Plan. Assists in the development of the U.S. Embassy Country Team Work-Plan. Supports U.S. strategy of peacetime engagement and promotes U.S. Embassy country goals. Performs other duties as assigned.

QUALIFICATIONS REQUIRED: Applicants must be a senior Captain/ O-3 or Major/O4. Strong organizational, operational, logistical and interpersonal skills are necessary for this assignment. Applicant must have a valid state driver's license and be able to operate military vehicles and equipment organic to the assignment.. Applicant must be qualified for appointment in the position. Applicant must have a working knowledge of automated office procedures. Applicant must be able to complete the Military Educational requirements commensurate with their military grade. Must not have any flagging actions that would prevent them from applying.

SPECIAL INFORMATION

1. One year unaccompanied "Title: 10" tour beginning in April/May 2010 timeframe. May be extended for an additional year.
2. Station Allowance IAW U7150 of the JFTR.
3. Shipment of household goods IAW with U5315 of the JFTR.
4. Diplomatic passport authorized.
5. Individual housing provided in country
6. Awarded Diplomatic Status and Embassy Privileges
7. Use of Embassy badges/privileges available
8. Member, Ambassador's Country Team
9. Individuals may be eligible for the Joint Service Achievement or Joint Forces Commendation Award for service, and the Overseas Service Ribbon awarded for 1 year plus service
10. High level/very visible assignment (works with US Ambassador, Embassy Country Team, Minister of Defense, Chief of the General Staff, MACOM Commanders, other Embassies, etc.)
11. Incumbent must plan to attend the two week Security Assistance Management Overseas Course at the Defense Institute for Security Assistance Management between selection and deployment.
12. This position is not a "Title 32" AGR position, and does not entitle incumbent a T32 position at end of T10 tour.
13. Country status: Tax exclusion zone, hardship duty allowance. Country status may change at any time and incumbent will be notified by US Embassy.

APPLICATION PROCEDURES / REQUIRED DOCUMENTS

1. NGB extended Active Duty Checklist (EAD).
2. DA Form 1058R (Application for Temporary Tour of Active Duty) or AF49/MPA Tour Worksheet, TAG Release Letter.
2. Biographical Summary/Military Resume.
3. Signed certified copy of DA Form 2-1 and PQR from Personnel Service Branch.
4. Last four OER's
5. DA photo in Class A uniform (Current).
6. Proof of HT/WT Standards..
7. Current PHA. HIV test will be required within 6 months of report date
8. Copy of latest APFT score card or ANG Fitness Assessment, not more than 6 months old.
9. College Transcripts (Official)
10. Promotion order to current rank.
11. HIV test proof within 6 months of report date is required.
12. Report of Medical Examination. SF 88 (2808) SF 93 (2807-1). MEDPROS current within 23 months.
13. Pregnancy test results within 6 months.
14. NGB23: ARNG current Annual Retirement Points Accounting Statement or ARPC 249 ANG Point Credit form.
15. **TRADITIONAL OFFICERS ONLY:** (BOTH of the following must be submitted)
 - a. NGB Form 23A (RPAS Retirement Points from SIDPERS)
 - b. DD Form 214's
16. Current SECRET clearance required (JPAS).
17. Letter of recommendation from your current commander.
18. Statement of Understanding to include the following statements:
 - a. I have not received severance pay except for disability.
 - b. I am not receiving retirement pay.
 - c. I am not pregnant. (Females)Note: Memo must be signed and dated by the Soldier or Airman requesting the tour.
19. Direct questions to LTC Jeanne Wessel at 609-530-7080.

Forward application and attachments to: ***JFHQ NJ JDOMS***
ATTN: LTC Jeanne Wessel
131 Eggert Crossing Road
Lawrenceville, NJ 08648

Application screening will be made without regard to race, religion, color, gender, or national origin.

- Applicants are subject to a personal interview, before a military board upon notification of time and place. Necessary travel will be at the expense of the individual. Inquiries concerning specific aspects of the duty position should be directed to the Selecting Official.
- Selection criteria are based on military education, experience in career management field, source of MOS/AOC, civilian education and experience related to the position.
- Eligibility of females will be consistent with applicable assignment policies of NGR 600-100 for Officers.

NOTE: Include the Job Number and Job Title on your application. Applications received after the closing date will be returned. BINDERS/FOLDERS ARE NOT NECESSARY. APPLICATIONS SUBMITTED IN BINDERS/FOLDERS WILL BE REMOVED PRIOR TO BEING FORWARDED TO INTERVIEWING OFFICIALS. BINDERS/FOLDERS WILL NOT BE RETURNED