



STATE OF NEW JERSEY
DEPARTMENT OF MILITARY AND VETERAN
ACTIVE GUARD/RESERVE (AGR)
VACANCY ANNOUNCEMENT



ACTIVE DUTY FOR OPERATIONAL SUPPORT(ADOS) ANNOUNCEMENT 25-AF-23

Open To: Current O3/O4 members of the New Jersey Air National Guard. **Capt must have completed SOS.** Must possess a SECRET security clearance.

Position Title: BILATERAL AFFAIRS OFFICER (BAO)

Unit/Duty Location: US European Command, US Embassy Nicosia, CYP **Number of Positions:** 1

Open Date: 09 Jan 2023

Close Date: 23 Jan 2023

Min/Max Grade Require: O3/O4

Security Clearance: Secret

Required AFSC: Any

PULHES: N/A

Duty AFSC: Any

ASVAB: N/A

Duties and Responsibilities: Serves as Bilateral Affairs Officer (BAO) at the US Embassy to Cyprus in support of the State Partnership Program (SPP). Assigned to assist in US peacetime activities with the Cypriot National Guard. Responsible for the planning, scheduling, coordination, execution of military-to-military (M2M), military-to-civilian (M2C), and civilian-to-civilian (C2C) contacts between the US and Cyprus in support of the European Command Military-to-Military (EUCOM M2M) program. Develops and coordinates the State Partnership Program (SPP) between the Republic of Cyprus and the New Jersey National Guard. Assists the Cypriot National Guard in developing and planning focus areas, objectives, and priorities based on US Embassy Country Team goals. Develops and updates the M2M, M2C and C2C/SPP section of the US Security Cooperation Work-Plan. Oversees the Humanitarian Assistance Program (HA/HMA/HCA). Assists in the development of the US Embassy Country Teamwork-Plan. Supports US strategy of peacetime engagement and promotes US Embassy country goals. Performs other duties as assigned.

BAO Training: Common training requirement for all BAOs is the Fundamentals and Application of SCO Operations course (SCO-220) conducted by the Defense Security Cooperation University (DSCU) at Wright- Patterson AFB, OH. States are responsible for P&A. Additional training requirements may include Foreign Affairs Counter Threat (FACT) Training, OCONUS orientation course at U.S. State Department, or other training as directed by the CCMD.

Selecting Official: COL William Morris, CJS, NJNG

Point Of Contact: Lt Col Walter Dragon, J3, NJNG, walter.f.dragon.civ@army.mil

Area of Consideration: This is an ADOS Tour Opportunity for current O3/O4 members of the New Jersey Air National Guard. **Capt must have completed SOS.** Must possess a SECRET security clearance.

Additional Restrictions/Length of Tour: This is a temporary accompanied or unaccompanied Permanent Change of Station, Title 10 Active Duty for Operational Support (ADOS). This tour is 24 months and may be extended 6 months with NJ TAG waiver. This OTOT ADOS order cannot take the service member into AD sanctuary, nor does it qualify the service member for career AGR status. Individuals who are not currently AGR will not be assessed into the ARNG Title 10 AGR program or the Title 32 NJNG AGR program. This tour is authorized as an ACCOMPANIED tour. Potential candidates must possess excellent interpersonal and organizational skills, cultural expertise to gain credibility and facilitate interaction with foreign, DoS, and DoD officials. A strong candidate would possess the following: Master's Degree; at least 4 years of National Guard experience.

Special Information:

1. Two-year "Title 10" ADOS status beginning at the start of the official order
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 Joint Service awards.
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 two (2) courses between selection and deployment: The DISAM Security Assistance Management Overseas Course; and the DISAM Security Cooperation Management State Partnership Course; both at the Defense Institute for Security Assistance Management (DISAM).
12. This position is not a "Title 32" AGR position and does not entitle incumbent a T32 position or ADOS billet upon conclusion of this T10 tour.
13. Country status: Country status may change at any time and incumbent will be notified by US Embassy.
14. Incumbent is not on flying status for the duration of tour.

MINIMUM AGR QUALIFICATION REQUIREMENTS

1. Individuals must meet Physical Fitness Standards.
 - Applicants must provide a copy of their most recent Report of Individual Fitness from MyFitness through MyFSS.
 - Air National Guard, Air Force Reserve or the United States Air Force members who have not achieved a passing Fitness Program score are ineligible for entry into the AGR Program.
2. Air National Guard members must meet the physical qualifications outlined in DAFMAN 48-123.
 - Medical exams must be conducted not more than 12 months prior to entry on AGR duty.
 - An applicant on a medical profile, may apply and be selected for an AGR tour; however, the selectee may not begin the AGR active-duty tour until the medical restrictions are cleared.
3. Must meet any Special Requirements as specified on Position Description.
4. Failure to maintain required security clearance could result in removal from the AGR program.
5. Selected individual must extend/re-enlist for a period equal to or greater than initial tour end date.
6. IAW ANGI 36-101, paragraph 5.7, an individual must not have been previously separated for cause from active duty or previous Reserve Component AGR tour.
7. Candidates will be evaluated based on the Vacancy Announcement requirements and individual's completed application.

Information for Technicians Entering Tour: Currently employed technicians may compete for AGR positions. If selected, permanent employees will have their Federal Employee Group Life Insurance (FEGLI) continue for 26 pay periods following their start date on AGR. If selected, your National Guard Association of the United States (NGAUS) will be terminated at the end of the pay period you begin LWOP/AUS. If selected, normally, your Federal Employee Health Benefits (FEHB) will terminate 30 days after AGR start date. Other pay related actions (i.e., TSP, advanced sick leave, etc.) should be reviewed with the Employee Relations Section of J1-HRO. Contact information: 609-562-0866/0874.

BONUS/INCENTIVE RECIPIENTS: *If you currently receive any type of incentive such as bonus, student loan repayment, or GI Bill Kicker, these incentives will stop effective on the first day of full-time employment with the National Guard. **Contact your RETENTION OFFICE MANAGER.***

Pay and Benefits: Your Basic Pay and Allowances depend upon your grade and the length of creditable service. You will receive leave at the rate of 2 1/2 days per month. Your medical care will be administered under TRICARE, any dependents will be covered under either TRICARE or US Family Health Care programs. You are entitled to PCS and TDY travel allowance when applicable. At the completion of at least 20 years of Active Federal Service, you will be eligible for a full retirement. While on AGR tour, you will accrue retirement credits at the rate of one point for each day of service. Members who leave their jobs and enter tour have re-employment rights under the federal USERRA law. Full Survivor Benefits are authorized while on AGR tour. You and all eligible dependents will receive full and unlimited PX/Commissary privileges. You are subject to military discipline under NJ State Statutes and Regulations.

Equal Opportunity: Equal evaluation, consideration and treatment based upon merit, fitness, and capability irrespective of race, color, religion, gender, sexual orientation, or national origin

APPLICATION REQUIREMENTS

Applications must be sent electronically using the **GLOBAL ELECTRONIC APPROVAL ROUTING SYSTEM** (GEARS). <https://army.deps.mil/NETCOM/sites/GEARS5/Live/web/Home.aspx>

Please upload all documents as one (1) pdf. **Portfolio formats are NOT accepted.**

Title you're PDF: LastName_FirstName_VA# (i.e. LastName_FirstName_123-AF-22) if you are unable to submit your application encrypted please redact all PII.

- Include **ONLY** the required listed documentation. Submit all forms in their entirety.
 - Be advised, applications are not reviewed until after the job closes.
 - HRO **does not** notify members of missing or erroneous information.
1. Applications must be received before the Close of Business (COB) on the closing date to be processed. Any missing requirements that are listed below will result in disqualification. Submittals of any missing requirements after the closeout will NOT be accepted.
 2. **Application Checklist** - Initialed, Signed, and Dated.
 3. **NGB Form 34 -1, Application for Active Guard Reserve Position**- signed.
 - Ensure an explanation is attached for required answers given in Section IV.
 4. **Current Report of Individual Personnel (RIP)** - Obtained only from Virtual Military Personnel Flight (vMPF).
 - Submit all pages
 5. **MyFitness** – Current passing test within last 12 months.
 6. **Current OPR** - If you do not have a current OPR, submit most recent OPR and an MFR stating the reason of why you do not have the most current OPR.
 7. **Contact Information** - on a separate document.
 - First and Last Name, Rank, Preferred Contact Email, and Preferred Contact Number.

Questions or concerns can be emailed to:

NG NJ NJARNG List NJ Job Submission AGR Air ng.nj.njarng.list.nj-job-submission-agr-air@mail.mil

Application Instructions:

**This checklist/instruction sheet must be initialed, signed, and included as
The first page of your application.**

ONLY Electronic applications will be submitted as one PDF format attachment.

Applications submitted in multiple attachments will not be accepted.

Please read the application instructions as there have been changes to the process for applying.

!!! IMPORTANT NOTICE!!!

Applications will be screened after the job closing date, not prior.

Please review your application for accuracy before you submit it to HRO.

Nothing will be added to the application after 2359 hours on the closing date.

DELIVERY INSTRUCTIONS: Redact PII, such as social security numbers for anyone other than yourself in any documents being submitted with your application. If you are unable to send your application via GEARS please contact this office for another course of action, being sure to allow enough time to accomplish submission prior to closing date/time.

Applications must be sent using the **GLOBAL ELECTRONIC APPROVAL ROUTING SYSTEM** (GEARS) as **one PDF Format attachment**. See attached GEAR instructions for further details. Applications submitted in multiple attachments will not be accepted. Applications or attachments which are unreadable or cannot be opened will not be accepted or considered. Packets without the appropriate documents or a written explanation will not be processed for interviews. Applicants will use the following checklist to ensure proper documentation is submitted.

This checklist/instruction sheet must be initialed, signed, and included as the first page of your application.

1. ____ YES ____ NO: **Application for Active Guard/Reserve (AGR) Position, NGB Form 34-1, dated 20131111. Previous versions of the form will not be accepted.**
 - Application must be signed- ensuring all information is true and accurate.
 - Write explanations for “YES” answers must be provided within the application packet.

_____ (Initials)
2. ____ YES ____ NO: **Current Report of Individual Personnel (RIP) from Virtual Military Personnel Flight (vMPF).**
 - Must be signed on the last page by applicant.
 - If errors in information are found, contact your FSS Office.
 - HRO does NOT update MILPDS, but will use the documentation in the RIP to determine qualifications.

_____ (Initials)
3. ____ YES ____ NO **Report of Individual Fitness from MyFitness through MyFSS**
 - Report must include current and passing Fit Test Score and Fit Test History.

_____ (Initials)

4. _____ Yes _____ NO **Current OPR**

- if you do not have a current OPR, submit last OPR and an MFR stating the reason of why you do not have the most current OPR.

_____ (Initials)

5. _____ YES _____ NO **CONTACT INFORMATION.**

- First and Last Name, Rank, Preferred Contact Email, and Preferred Contact Number.

_____ (Initials)

6. _____ YES _____ NO _____ N/A **Administrative Grade Reduction** (if applicable)

- Current military grade cannot exceed maximum Military grade announced on Vacancy. Over graded applicants must include a memorandum indicating willingness to accept an administrative reduction if selected. **Reduction will not occur until the day before initial AGR tour.**

_____ (Initials)

7. _____ YES _____ NO _____ N/A: **Current Flying History Report** (if applicable)

_____ (Initials)

8. _____ YES _____ NO _____ N/A: **Inability to Retire AGR Statement of Understanding** (if applicable)

_____ (Initials)

HRO is not responsible for any inconsistencies when using electronic means to transmit job applications.

Questions or concerns can be emailed to: **ng.nj.njarng.list.nj-job-submission-agr-air@mail.mil**

Equal Opportunity: Equal evaluation, consideration and treatment based upon merit, fitness, and capability irrespective of race, color, religion, gender, sexual orientation, or national origin.

I have read and understand all the application instructions and for the information submitted to be true and accurate:

(Signature and date)



**DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NEW JERSERY NATIONAL GUARD
JOINT FORCE HEADQUARTERS
3650 SAYLORS POND ROAD
JOINT BASE MCGUIRE-DIX-LAKEHURST, NEW JERSEY 08640-7600**

Fill out if Applicable

MEMORANDUM FOR NGNJ HRO AGR

FROM:

SUBJECT: Inability Retire as AGR Statement of Understanding

1. I, _____, understand I am voluntarily entering a limited Full-time National Guard Duty tour under 32 USC § 502(f), and I cannot accrue sufficient creditable service to qualify for a regular retirement under 10 USC § 9311 or 10 USC § 9314.

GEARS HOW-TO

<https://army.deps.mil/NETCOM/sites/GEARS5/Live/web/Home.aspx>

(Depending on your CAC type you'll need to select your Authentication cert)


- Click on the link above or copy & paste into your web browser Select "GEARS version 5 (Site1)"

GEARS version 5 (Site 1)
Live - Current production version




- Select the tab that reads NEW PACKET
- In the PACKET NAME box type: **LastName, FirstName_Position Announcement Number** (for example; Mouse, Mickey_VA012-34).
- Under PACKET TYPE, click on MAKE A SELECTION: Select "Other HR Actions"
- Under ORIGINATING ORGANIZATION: Select your organization – AIR FORCE – AIR NATIONAL GUARD – NEW JERSEY AIR NATIONAL GUARD (NJANG) – Lastly, select the unit you belong to (108th, 177th, JFHQ). Find your assigned base if not a member of NJ ANG. Ensure the box is checked that reads 'Make this my default organization.' Then click SELECT ORGANIZATION
- Click PROCEED TO THE NEXT STEP
- In the orange box that reads PACKET FILES click the plus (+) sign to upload/drag and drop your application. Ensure it is only one single pdf file only. Please name your file **LastName, FirstName_Position Announcement Number** (for example; Mouse, Mickey_AF-12-34.) Click CLOSE.
- Click PROCEED TO THE NEXT STEP
- In the PACKET DISCUSSION/INSTRUCTIONS type: Attached is my application for VA # (type the VA number you are applying for). In the PACKET DUE BEFORE box: give at least 14 calendar days – choose 14 days even if it goes beyond the close out date listed on the advertisement. In the EACH ACTION GIVEN box: leave the default of 3 days.
- Click ADD THE ROUTE
- Click ADD A USER/GROUP
- Type the following group name: NJ ANG AGR MANAGER
- Select Decision/Signature
- Click the 'blue' plus (+) sign
- Click ADD A USER/GROUP again
- Type YOUR last name, first name; select your name
- Select Concur/Non-concur

IT SHOULD LOOK LIKE THIS




Skierski, Christian CIV USAF 117 MXG (USA)
Packet POC
Make someone else the POC




Packet Discussion/Instructions:

LastName, FirstName_Position Announcement Number (for example; Mouse, Mickey_AF 12 34.) Click CLOSE





Packet Recommendation:
Add the recommendation box




Packet Due Before:
05/27/2022


Each Action Given:
3 Day(s)







**NJ ANG AGR
MANAGER**


Action Requested:

Decision/
Signature







**Skierski, Christian CIV USAF 117
MXG (USA)**

Action Requested:

Consent/
Nonconsent





Save as pre-defined route



Submit packet

- Click **SUBMIT PACKET**
- Click **START PACKET ROUTING**
- Please make note of your Packet Name (# 12345678) a.k.a GEARS Routing Number

You will receive a GEARS reply when your application has been downloaded and filed by our office. Any questions please contact HRO Air AGR Branch at 609-562-0437. Continue to instructions on last page if not receiving notifications.

Packet Information

Packet Name

LastName, FirstName_MVA012-34

Packet Type

Other HR Actions

Originating Organization

Your Organization

The information in this box can be viewed by everyone

Proceed to the next step »

Packet Information

Packet Name (# 11324567)

LastName, FirstName_MVA012-34

Packet Type

Other HR Actions

Originating Organization

Your Organization

The information in this box can be viewed by everyone

Signature Files

Add only the documents here that require a signature, if any.

Packet Files

Add all others files here, including supporting documentation for signature files.

Proceed to the next step »

Start Packet Routing

Email Options

Click "Start Packet Routing" to start the workflow. When your packet is completed, you must download the packet files in order to save them as they will not be emailed. You can download all files in .zip format from the Packet Options section on the far left-side of the packet.

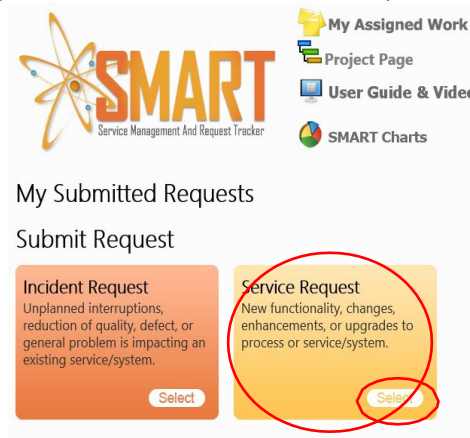
Start Packet Routing

Close

If you do not receive a notification in GEARS do the following:

Update your email in milConnect and submit a Helpdesk ticket at
<https://army.deps.mil/NETCOM/sites/g6/SMART/SitePages/smartHome.aspx>


- Click on the link above or copy & paste into your web browser, and select the box that reads SERVICE REQUEST
- In the Service Request Title box type: e-mail Notifications
- In the Requestor box if your user name is not populated, click on the directory icon on the right and search for your user.
- In the Contact Phone # box type your contact number.
- In the Requestor Organization box search and select "AIR FORCE" in the dropdown menu.
- In the Platform box search and select "NETCOM SharePoint" in the dropdown menu.
- In the Component box search and select "ALERTS" in the dropdown menu.
- In the Detailed Description box type: "After transitioning to the Air Force new e-mail server I have not been able to receive email notifications from GEARS, and I do not know how to update it. I have already updated my email in milConnect as recommended, but the issue still persists. My new email is **YOUR EMAIL.US.AF.MIL** (for example; minnie.mouse@us.af.mil)"
- In the URL/Link box copy and paste the URL from GEARS from your browser



SMART

Submit a New Service Request

Service Request Title *

Requestor * 

Contact Phone # *

Requestor Organization *

Platform * Select the affected/target platform

Component *

Is a VIP being affected?

Detailed Description *

URL/Link *

Include all requirements, specific time requests, and impact assessment. Please include deadline dates with an explanation.