



State of New Jersey
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
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Commander-in-Chief

☆☆
GLENN K. RIETH
Major General
The Adjutant General


JOINT BULLETIN NO. 3*

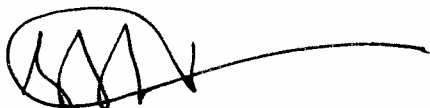
21 March 2011

BILATERAL AFFAIRS OFFICER – TIRANA, ALBANIA (JDOMS)

1. This bulletin announces the vacancy to fill the position of Bilateral Affairs Officer (BAO) in Tirana, Albania in association with the New Jersey National Guard State Partnership Program. The projected start date for this opportunity is 1 October 2011.
2. This position is an extended active duty (EAD) one year unaccompanied tour in Title 10 status. The grade required is senior Captain or mid-career Major; branch immaterial. This opportunity is open to all Army and Air New Jersey National Guard Officers; TDG, Federal Technician or AGR.
3. This Title 10 tour is in the HQ US European Command AOR. The duty station is the US Embassy Tirana, Albania. Interested individuals should contact Major Joseph Stewart at 609-530-7080 for further details and/or application submission. See attached vacancy announcement for details.

OFFICIAL:


GLENN K. RIETH
Major General, NJARNG
The Adjutant General



JAMES J. GRANT
Brigadier General, NJARNG
Chief of the Joint Staff

DISTRIBUTION: A, B, C, D

1 Attachment

* *Joint Bulletin No. 2-10, dated 10 December 2010 is rescinded*

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

POSITION VACANCY ANNOUNCEMENT OPEN OPENING DATE: 15 DEC 10 CLOSING DATE: 08 APRIL 11

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. TOUR DATES: 1 OCT 11 – 30 SEP 12

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. 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 in the development of the Albanian Armed Forces 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 and possess strong writing skills. 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 1 October 2011.
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 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 a two week Security Assistance Management Overseas Course at the Defense Institute for Security Assistance Management (DISAM) between selection and deployment.
12. This position is not a "Title 32" AGR position, and DOES NOT entitle an incumbent to 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.
14. Incumbent is not on flying status for the duration of tour.

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 Major Joseph Stewart at 609-530-7080.

Forward application and attachments to: **JFHQ NJ JDOMS**
ATTN: Major Joseph Stewart
131 Eggerts 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 or the POC listed in 19.
- 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 TO THE APPLICANTS.