

Correction ("Special Information")
 HUMAN RESOURCES OFFICE
 MARYLAND NATIONAL GUARD
 29TH DIVISION STREET
 BALTIMORE, MARYLAND 21201-2288
 TELEPHONE: (410) 576-6111

POSITION VACANCY ANNOUNCEMENT #16-003 OPENING DATE: 10 November 2015 CLOSING DATE: 09 December 2015

T-10 ANG ADOS TOUR ANNOUNCEMENT

BRANCH OF SERVICE: ____ ARMY NATIONAL GUARD ___X___ AIR NATIONAL GUARD

POSITION TITLE: BILATERAL AFFAIRS OFFICER ESTONIA **HIGHEST GRADE AUTHORIZED:** MAJ/O4

ORGANIZATION AND LOCATION: EUCOM, BILATERAL AFFAIRS OFFICER, TALLINN, ESTONIA

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

WHO MAY APPLY: OPEN TO CURRENT OFFICERS (CPT/O3 AND MAJ/O4) OF THE MARYLAND AIR NATIONAL GUARD ONLY.

GENERAL ELIGIBILITY REQUIREMENTS:	INITIAL ENTRY QUALIFICATIONS:	ON-BOARD AGR QUALIFICATIONS:
1. Must meet service height/weight and physical standards. 2. Must not be under current suspension of favorable personnel actions. 3. Applicants must not be entitled to receive Federal military retired or retainer pay. 4. Must be able to serve at least two good years in active status prior to mandatory removal date. 5. Airmen must not reach sanctuary during this assignment. 6. Physical Fitness Test within past 12 months. Must be valid for up to 90 days from date of application submittal. 7. If TAFMS is 16 years or greater; must submit a Statement of Understanding Waiver of AD Sanctuary. 8. AF Form 422 or memo confirming no deployment restrictions. 9. Member cannot be undergoing an MEB.	1. N/A	1. N/A

PARA **LIN** **SEQ #** **W8A5AA**
TBD **TBD** **xxxx-xxxxxx**
 Pay Calculator <<http://www.dfas.mil/militarypay.html>>

BAH Calculator <<http://www.defensetravel.dod.mil/perdiem/bah.html>>

DESCRIPTION OF DUTIES: Acts as a principal advisor and assistant to the US European Command (US EUCOM) Office of Defense Cooperation (ODC) Chief in Estonia for planning, coordinating, managing and executing the Security Cooperation program in Estonia. Serves as Maryland National Guard's representative in Estonia on the US Embassy Country Team, under the State Partnership Program (SPP). Implements US foreign policy objectives by administering the Military to Military (M2M), Humanitarian Assistance and other SPP activities. As Deputy ODC Chief supervises a staff consisting of Foreign Service Nationals and assists in the management of other Security Assistance programs. Works with and assists the Estonian military in analyzing and identifying their security needs and furthering US policy interests. Assists US agencies and International organizations in coordinating actions with the Estonian Ministry of Defense. Responsible for assisting the ODC Chief in all operations, administration, logistics and training for the ODC. Develops and coordinates the State Partnership Program between Estonia and the Maryland National Guard. Assist Estonia in developing and planning focus areas, objectives, and priorities based on Estonia country goals. Develops and updates the U.S. Country Team 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. Assists with the planning, execution and assessment of other security cooperation activities, to include Foreign Military Finance programs, International Military Education and Training programs, Section 1206 Counterterrorism programs, Combating Terrorism Fellowship Program, Excess Defense Articles, and Humanitarian Assistance/Disaster Relief/Mine Action assistance programs, among others. Assists the ODC Chief with annual End- Use Monitoring (EUM). Assists with EUCOM and DOD Security Cooperation Office administrative requirement and additional duties.

QUALIFICATIONS REQUIRED: AFSC: ANY. Applicants must be a Captain/O3 or Major/O4. Applicants must have a valid state driver's license and be able to operate military vehicles and equipment organic to the unit. 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. This is a 24 month accompanied tour with possible 12 month extension based on funding. Prospective candidate should desire to serve two to three years.
2. This is an ADOS/MPA tour funded for two years with one year extension possible based on the availability of funds.
3. Start date of initial tour is projected to be 01 June 2016. There will be periods of active service prior to the overseas tour to complete the three week SCM-O course at DISAM and conduct the Left seat/Right seat.
4. Appropriate military uniform and/or civilian attire will be worn during duty hours.
5. Selections for this position of a CPT eligible for promotion does not automatically entitle the candidate promotion to MAJ/O4. The selected candidate may be considered for promotion based on current status, eligibility, and qualifications for the next higher grade.
6. Station Allowance IAW U7150 of the JFTR.
7. Shipment of household goods IAW U5315 of the JFTR.
8. Diplomatic passport authorized.
9. Housing provided in country by the US Embassy.
10. Awarded Diplomatic Status and Embassy Privileges.
11. Member, Ambassador's Country Team.
12. High level/very visible assignment (works with US Ambassador, NATO CDR, Embassy Country Team, Minister of Defense, Chief of the General Staff, MACOM Commanders and other Embassies, etc.)
13. Incumbent must plan to attend the four-week SCM-O Course at the Defense Institute for Security Assistance Management between selection and deployment – Course projected for 29FEB-24MAR16.
14. Selected applicant will need to provide a completed T10 ADOS/MPA packet. The successful candidate will not be considered the BAO selectee until after U.S. EUCOM approves candidate.
15. Interview board to be conducted on or about 01 December 2015.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

SUBMIT PACKETS IN THE FOLLOWING ORDER. DO NOT STAPLE, OR DOUBLE SIDE PRINT DOCUMENTS.

REQUIRED:

1. **NGB Form 34-1**, Signed, dated and annotated with Vacancy Announcement Number.
2. **Resume**
3. **Physical Fitness Assessment:** Current Physical Fitness Test (all pages) within past 12 months. Must be valid for up to 90 days from date of application submittal
4. **AF Form 422** - Notice of AF Members Qualification Status: With NO restrictions and validated within the last 60 days from the date your application is received. Form must indicate member does not have a deployment restriction (Code 31) or is undergoing an MEB (Code 37). "Working copy" will NOT be accepted. Upon final selection, you may need to provide an updated AF422 within 60 days prior to the tour start date.
5. **vMPF RIP:** Must include all pages.
6. **PCARS RIP:** Point Credit Accounting and Reporting Systems From vMPF or MilPDS
7. Last **3 OPRs**

Applications must be received in the HRO not later than close of business (17:00 hours) on the closing date!

Forward application and attachments to:

**HUMAN RESOURCES OFFICE
ATTN: MDNG-HRO-AGR
AGR BRANCH
Fifth Regiment Armory
Baltimore, MD 21201-2288**