



District of Columbia Air National Guard

AGR Announcement

22-369



APPLICATION MUST BE FORWARDED TO: IN ORDER TO RECEIVE CONSIDERATION 113WG.DCANG.APPLICATIONS@us.af.mil	OPENING DATE: 29 April 2022	CLOSING DATE: 29 May 2022
	Position Title: International Partnership Specialist Max Grade: Lt Col (O5) Control Grade Available Min Grade: Maj (O4) AFSC: Any	
	Appointment Status [] Enlisted [X] Officer	
Position Location: DC Armory 2001 East Capitol St SE Washington, DC 20003	AREA OF CONSIDERATION: GROUP III All individuals eligible for entry into the DCANG	
INSTRUCTIONS FOR APPLYING: This office will NOT accept mailed applications. You must send applications electronically. <u>Failure to submit all required documents as outlined below will result in your application not being considered for employment.</u> AGR REQUIRED DOCUMENTS: 1.) NGB 34-1 (<i>dated Nov 2013</i>) Application for AGR Position. https://www.ngbpmc.ng.mil/Forms/NGB-Forms/ 2.) Copies of last five OPRs. 3.) Resume (<i>any format</i>). 4.) 3 References on a separate sheet of paper with email address and additional point of contact number(s). 5.) Record Review /Report of Individual Personnel (RIP) from vMPF (<i>dated within 60 days</i>). If clearance is expired you must obtain security memo from the Wing security manager. 6.) Current passing Member Individual Fitness Report from my Fitness https://myfss.us.af.mil/USAFCommunity/s/ 7.) Letter(s) of recommendation (<i>optional</i>). 8.) If missing documents, memo to board president required stating reason why documents are missing. <i>*All documents must be consolidated into a single pdf file. DO NOT put in PDF Portfolio format. Save applications in the following format: MVA number, Rank, Last name, First name, Middle Initial. Ex: 20-300 – SSGT DOE, JOHN A</i> Email subject will be in the same format.		
Conditions of Employment: National Guard Membership: Prior to appointment to this position, selectee must be a member of the District of Columbia Air National Guard. Electronic Funds Transfer: Selectee is required to participate in electronic funds transfer/direct deposit. If applying for an MVA at a lower rank, a voluntary demotion memorandum stating action must be submitted.		
Evaluation Process: Applicants will be evaluated solely on information supplied in application documents outlined above. Interview responses will also be considered when applicable. Incomplete applications will not be considered. It is the responsibility of the applicant to contact the POC identified on this vacancy announcement prior to the vacancy closing date to verify all documents have been received. Failure to do so may result in in disqualification. Complete and accurate data is essential to ensure fair evaluation of candidates.		
Equal Employment Opportunity: All qualified applicants will receive consideration for this announcement without regard to race, color, gender, religion, national origin, or membership/non-membership in an employee organization. Reference: NGR AR 690-600 / NGR AF 40-1614. http://www.ngbpdc.ngb.army.mil/pubs/40/ngraf40_1614v2.pdf and ANGI 36-7 http://www.ngbpdc.ngb.army.mil/publications.htm		



The District of Columbia

Air National Guard



DC is an Equal Opportunity Affirmative Action Employer

This announcement must be posted on unit bulletin boards until the day following the closing date.

Announcement Number: 22-369

Position: International Partnership Specialist

Duties and Responsibilities:

1. Research's, develops, writes, plans and presents the campaign plan between the state and partner country based on guidance from the Chief of Mission (CoM), Geographic Combatant Command Commander (COCOM CDR), National Guard Bureau (NGB), and The Adjutant General (TAG). Ensures all actions taken are within the framework, support of, and in concert with international agreements on a distinctive partnership. These partnerships are predicated upon written agreement between United States Geographic Combatant Commanders, the National Guard Bureau (NGB), and the participating nations. Coordinates and obtains approval through The TAG, to NGB, COCOM, and where warranted to the Interagency Working Group at Secretary of Defense/Secretary of State level. Develops, coordinates, and obtains approval for the SPP plan based on requests from United States (U.S.) Ambassador to partner country, partner country's Ministry of Defense, Ministry of Interior, and COCOM Commander. The theater campaign plan is written as a comprehensive yet flexible joint plan that builds partnership capacity across a full spectrum of cooperation and submitted on time annually to NGB. Furthermore, engage various centers of influence and State agencies to participate and assist in the development and execution of the campaign plan. Encompass various local, state, and federal agencies such as State Emergency Management Agency, Office of Emergency Management, State Terrorism Task Force, State Police, Department of Veterans Affairs, etc and obtain buy in to support the campaign plan.
2. In addition to researching, developing, writing, and obtaining approval for the campaign plan, this position also requires the research, analysis, development and writing of the budget for every fiscal year of administration that directly support year one of the campaign plan, and allows NGB to fiscally plan for years two through five of the plan. As one of the top programs in NGB it is expected to obtain a proportionate amount of funding for the level at which the program is executed. All budgetary requests are justifiable, accounted for, and submitted on time to NGB and the various other funding sources. In addition analyzed and forecasted budgets are within 95% accuracy of actual expenditures.
3. The incumbent maintains continual liaison with the partner country through the Bilateral Affairs Officer (when provided) and the Defense Attaché Office stationed in the embassy of the partner nation. Conceptualizes, plans, coordinates, and executes Senior Executive Visits. The partner nation participates in visits in which the host state is the organization of primary responsibility (OPR). Membership in the visiting delegation may consist of both military and civilian authorities from the partner nation. Visiting delegations often consist of military personnel of the highest rank as well as civil authorities of cabinet level equivalency. Incumbent is responsible for the execution of the event from start to finish. Coordinates and executes visits to the partner nation by military members and civilian personnel. Coordinates with the U.S. State Department, Department of Defense (DoD), NGB, Combatant Commanders, embassy staff of both the U.S. and partner nation, and U.S. Transportation Command when military air is utilized for all aspects of the event.
4. The incumbent serves as a coordination point for joint and combined military exercises between the state and the partner nation, which may include other state's partner nations, both in the U.S. and overseas. In conjunction with the state command structure and the member nation's military leadership, the SPPC develops scenarios for deployment of the State National Guard soldiers and airmen. Because of the number of entities involved and the delicate balance that must be maintained, the incumbent must remain vigilant and cognizant of the protocol of such actions.
5. He/she oversees the development of proposed SPP events with partner country. Ensures events are submitted to NGB, U.S. State Department, Interagency Working Group where warranted, and COCOM for approval. Oversees the executing unit to ensure they stay within the parameters defined for the state event. Research, develop, write and submit each of the year one campaign stream project and supporting event plans to NGB for approval. Utilize all required systems to ensure the SPP program is administered according to regulations from COCOMs/NGB. For each project within the campaign plan an event plan must be written for each event. It is expected that these event plans are written and submitted for approval to NGB on time. Be a subject matter expert in program administration utilizing Army Training Information Management System (ARTIMS), ARGOS (NIPR and SIPR), APACS (NIPR and SIPR), CFR, and Global TISMS so that all events and projects are approved and accounted for by the State, NGB, DA, and the COCOM CDR.
6. Responsible for coordination of the preparation of all country clearance messages, event travel, and support requirements, to include the number of people traveling, dates, air/ground transportation, meals, and hotels. Incumbent serves as the point of contact for scheduled training/educational activities throughout the state for multiple annual events with the partner country and or countries. Ensures U.S. personnel deploying to partnership country receive proper security and customs orientation briefings. Provides feedback to the Joint Chiefs of Staff personnel on trends, issues, and state concerns regarding partnership country when determined necessary. Oversee and provide strategic guidance for the development of each SPP event as it pertains to accomplishing the objectives of the plan. Utilize subject matter experts in various area's to assist in developing events so that the plan is written in a way that it can be efficiently completed to achieve campaign objectives. Ensure that each specific event whether created by SPP or another organization is relative to the five

year plan and builds partnership capacity of the partner nation. Provides leadership and guidance to the Officer in Charge (OIC) or project officer for event outside of the execution of SPP so that the campaign objectives are met.

7. Coordinate all logistical, administrative, and transportation requirements for each event both in state and country. All logistical, administrative, and transportation arrangements are coordinated for the executors of the event so that minimal impact is felt by the team performing the duties. Submit all requests for orders (RFO's) in a timely manner and ensure all travel and pay vouchers are submitted within five days of event completion. Furthermore, provide a briefing on expectations, rules and regulations, and cultural awareness to each member of the event team prior to departure when practical.

8. Responsible for the state SPP budget. Analyzes and forecasts short/long term event budget needs. Re-evaluates changes annually that may occur to the plan and submits justification documentation for annual budget. Reviews quarterly list of concept sheets from COCOMs and those generated internal to the state. Responsible for submission of military interdepartmental purchase request, which is used to send funds from theater command to state for travel/per diem of National Guard personnel. Work directly with BAO to obtain SPP funding from COCOM to execute annual events.

9. Continuously monitor and evaluate the events of the campaign plan and adjust accordingly to ensure the objectives of the campaign plan are met. Utilize event after action reports (AAR's), trip reports, and participate in strategic engagements with the partner country to comprehend each of the campaign streams, how they affect the ability to build partnership capacity, and adjust as required to ensure the objectives of the plan are met.

10. Collect, analyze, and report all AAR's and trip reports for continuous improvement. Adapt event to the specific requests of the partner nation and the contemporary operating environment (COE). All AAR's and trip reports are collected, categorized, stored and analyzed to continuously improve reoccurring events and assist in the developing the campaign plan. Exhibit flexibility and adaptability to react quickly to changes in events based on the COE of the partner nations geopolitical climate and contingency operation in support of the International Security Assistance Force (ISAF).

11. Attends NGB SPP, COCOM Scheduling Conference and State/Federal Government meetings as the director and The Adjutant General's representative. Accepts/approves and commits the state, within the framework of the campaign plan and based on higher authority guidance.

12. May coordinate humanitarian support activities to provide various supplies/services from other outside organizations to be sent to partner or other countries.

13. Maintains constant communication with the partner country through the State National Guard Liaison Officer, COCOM staff, or other such teams or individuals, as well as the Defense Attaché Office stationed at the embassy of the partner nation.

14. Briefs The Adjutant General on current status of SPP and provides a current situation report on the country. Conducts studies and projects at the request of NGB to identify concerns. Develops issue papers sponsored by the Joint Chiefs and NGB to determine program effectiveness. Prepares position papers on a variety of subjects related to the working partnership. May develop profiles of partnership country for presentation to various groups.

15. Coordinate all events with state Public Affairs Officers. Initiate a multi media campaign to promote the involvement of the state with the State Partnership Program. Work in partnership with the PAO to enhance the public perception and awareness of US efforts to build partnership capacity. May be subject to inspection/evaluation by COCOM or NGB.

16. Performs other duties as assigned.

Qualifications:

1. Must be able to retain a SECRET security clearance.
2. AFSC: Any
3. Fluency in French highly desired.
4. Experience in US Embassy overseas or at US State Department highly desired.
5. Anticipate routine international and domestic travel as well as duties as assigned during domestic operations planning/execution/after action activities.

Eligibility Requirements:

1. Applicants who have been separated for cause from active duty or a previous AGR tour are ineligible.
2. Prior to entry into the AGR Program, member must be medically cleared by the 113th Medical Group.
3. Must meet all eligibility requirements in accordance with ANGI 36-101.

AGR Employment Points of Contact:

HR Specialist: SrA Mckinlee Terrell, Mckinlee.Terrell@us.af.mil / 202-685-9761 (DSN 325-9761)

AGR Manager: CMSgt Adrienne Wilson, Adrienne.Wilson.4@us.af.mil /202-685-9925 (DSN 325-9925)