



**DEPARTMENT OF THE AIR FORCE  
MASSACHUSETTS NATIONAL GUARD**

Human Resources Office  
2 Randolph Road  
Hanscom AFB, Massachusetts 01731-3001



**AIR NATIONAL GUARD (ANG) STATUTORY TOUR PROGRAM  
MILITARY VACANCY ANNOUNCEMENT #JFHQ-23-01**

**OPEN DATE: 01 February 2023**

**EXPIRATION DATE: 31 March 2023**

**Open To: All qualified officers currently assigned to the MA ANG.**

<b>Number of Positions:</b>	<b>One</b>
<b>Position Title:</b>	<b>Bilateral Affairs Officer</b>
<b>Unit/Duty Location:</b>	<b>U.S. Embassy, Asuncion, Paraguay</b>
<b>Minimum/Maximum Grade Authorized:</b>	<b>2Lt (O1) / Maj (O4)</b>
<b>Duty AFSC:</b>	<b>Any</b>
<b>Security Clearance:</b>	<b>SCI</b>
<b>Hiring Directorate:</b>	<b>NGB J5</b>
<b>Tour Length:</b>	<b>2 Years</b>
<b>Requirement:</b>	<b>Fluency in Spanish</b>
<b>Salary:</b>	<b>Full time pay &amp; allowances</b>

**POC: CAPT Christopher McCrobie, 339-202-3035, christopher.m.mccrobie.mil@army.mil**

**AGR Branch POC: MSgt Brittany Marino, 339-202-3073, brittany.marino@us.af.mil**

\* This position is a two-year temporary accompanied tour (based on family medical screening, exceptional family member program status) with a PCS move. Tour may be extended for twelve months with combatant command (CCMD) and TAG approval in accordance with the Memorandum of Agreement (MOA) between The National Guard Bureau and SOUTHCOM.

**DUTIES AND RESPONSIBILITIES:**

**Job Description:** The Bilateral Affairs Officer is a member of the Security Cooperation Office (SCO) team in the US Embassy, Asuncion, Paraguay. Service Member's (SM) duties encompass the core of the planning, and coordination of schedules and execution of Traveling Contact Teams (TCTs), Familiarization Visits (FAMs), and other events. This is considered a diplomatic-level assignment. The SCO represents the United States Southern Command (USSOUTHCOM) and is responsible for coordinating Security Assistance (SA) activities and Security Cooperation (SC) programs with Paraguay's Ministry of Defense. One of these programs includes the State Partnership Program with the Massachusetts National Guard.

Duties of the BAO include:

1. Responsible for planning and coordinating State Partnership Program (SPP) and other Title-10 Military-to-Military (M2M) events.
2. Develop Event Concept Sheets.
3. Support U.S. Military personnel performing such events in Host Nation.
4. Serve as principle POC and coordinate logistics requirement for all TCTs, FAMs and Special Events.
5. Maintain event database schedule of planned events as required.
6. Assist in the development of SCO Plans.
7. Manage continuing response/progression to Host Nation requirements as stated in the country Campaign Plan.
8. Conduct coordination with Host Nation Points of Contact (POCs) for FAMs.
9. Ensure that requirements for follow-up actions are completed upon the conclusion of each event to include the receipt of formal After-Action Reports (AARs) and updating of historical records.
10. Assist in the development of follow-on events.
11. Maintain communication with the SOUTHCOM Regional Program Manager (Desk Officers), SOUTHCOM service component (POCs), and the State Partner's SPP Director at MANG JFHQ.
12. Coordinate and supervise Foreign Service National (FSN) employee activities at the SCO as required.
13. Coordinate activities with the Host Nation Liaison Officer.
14. Coordinate procurement of Visas for Host Nation nationals with required embassies for conduct of business, if required.
15. Assist and advise on Foreign Clearance Requirements for US personnel coming to the partner country for events.
16. Perform additional duties as directed by the Chief of the Security Cooperation Office.
17. Coordinate with NG J5 to facilitate support for SPP, SCE & DV visits from in support of Security Cooperation & Engagement objectives.
18. Provide situational awareness of Paraguay's political military and economic environment to NG chain of command ISO NG objectives.
19. Perform other duties as assigned.

### **SPECIAL REQUIREMENTS:**

1. Fluency in Spanish
2. Urinalysis testing upon entry to active duty in addition to periodic testing during active duty. These requirements are in addition to testing by units of assignment during tour under Substance Abuse Testing. Favorable drug screening test prior to initial entry is mandatory.
3. Standards of Conduct: National Guard members participating in this program are required to comply with state laws and with DoD 5500.7-R. They are required to uphold the highest standards of conduct and personal appearance.
4. Outside employment, associations and off duty conduct/activities must be consistent with federal directives on ethics and with state and federal conflict of interest policies.

**MINIMUM QUALIFICATION REQUIREMENTS:**

1. Air National Guard, Air Force Reserve or the United States Air Force members who have not achieved a passing Fitness Assessment score are ineligible for entry into the Stat Tour program.
2. Air National Guard members must meet the physical qualifications outlined in AFI 48-123 prior to entry on Stat tour.
3. An applicant on a medical profile may apply as long as meet the aforementioned requirement and subsequently are medically cleared off any DLC/medical profile prior to starting tour.
4. Applicants who do not hold the duty AFSC for the advertised position must meet minimum ASVAB requirements.
5. Must meet any Special Requirements as specified in the Position Description.
6. Failure to obtain and maintain a SECRET or TOP SECRET (if applicable) security clearance will result in removal from the program.
7. Selected individual must extend/re-enlist for a period equal to or greater than initial tour end date.
8. Entry/retention requirements for AFS are outlined in the AFECD/AFOCD.

**ABOUT STAT TOURS:**

Selectee(s) should expect to be gained onto Statutory Tour within 120 days of acceptance.

This is a fully funded Permanent Change of Station (PCS) and is NOT approved for remote work. Visit DFAS website for most current Basic Allowance Housing (BAH) & Basic Allowance Substance (BAS) rates for the duty location listed on this announcement.

All Members assigned to the Statutory Tour program will remain affiliated with their state/territory while serving on Statutory Tour.

All field members to include AGR, Technicians, Drill Status Guardsmen, ANG members assigned to NGB as a State Candidate, and ANG members assigned to NGB utilizing a state resource, must obtain and submit State TAG approval with application. Members currently assigned to the Statutory Tour program (excludes State Candidates and members assigned to NGB utilizing a state resource) must obtain current director's acknowledgement.

Statutory Tour service time does not count toward Reduced Eligibility Age for Reserve Retirement Pay.

Statutory Tour members may be eligible for the Post 9/11 GI Bill if they serve on active duty Title 10 and/or Title 32 502(f) AGR for 90 days or more, after 11 September 2001. Their eligibility percentage starts at 40% for 90 days to 5 months. It increases 10% every 6 months, maxing out at 100%.

Further information regarding the Statutory Tour Program can be found in ANGI 36-6

**APPLICATION REQUIREMENTS:**

- 1. MVA Application Worksheet
  - 2. Applicant Summary Form
  - 3. NGB Form 830
  - 4. Current Report of Individual Personnel (RIP): Obtain from Virtual Military Personnel Flight (vMPF) – Self-Service Actions
    - Select “Personal Data”
    - Select “Record review/Update”
    - Scroll to bottom on left hand panel click “view/print all pages”
    - A printer friendly window should pop up to print, if not, right click on page and scroll down to print
  - 5. Foreign language proficiency documentation
  - 6. AF Form 422: Must be obtained and verified by Medical Group within 6 months of submission
  - 7. Current Fitness Tracker Report from myFss showing fitness results AND FITNESS HISTORY. No other document will fulfill this request. An AF Form 469 must be provided for fitness exemptions reflected on the most recent fitness assessment.
  - 8. Last 5 OPR’s
  - 9. Resume
  - 10. References. List (3) references with contact information on a separate single page.
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- Use the Wingman concept to proofread application
  - All required documents must be submitted electronically as **ONE** .pdf file to MSgt Brittany Marino NLT 2359 on the advertisement expiration date. [Brittany.marino@us.af.mil](mailto:Brittany.marino@us.af.mil)
  - Include **ONLY** the documents listed above

# MILITARY VACANCY ANNOUNCEMENT APPLICATION WORKSHEET

This worksheet contains CONTROLLED UNCLASSIFIED INFORMATION (CUI) information which must be protected under the Freedom of Information Act (5 U.S.C. 552) and/or the Privacy Act of 1974 (5 U.S.C. 552a). Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in disciplinary action, criminal and/or civil penalties. Further distribution is prohibited without the approval of the author of this message unless the recipient has a need to know in the performance of official duties.

MVA:

RANK/NAME:

CONTACT #:

ALT CONTACT #:

BUSINESS EMAIL:

PERSONAL EMAIL:

**CURRENT SUPERVISOR / CONTACT INFORMATION:**

**Mandatory Requirements:**

- THIS Application Worksheet (wet or digitally signed).
- Applicant Summary Form
- Resume (SF 171 and AF Bio NOT accepted)
- vMPF RIP: All pages - Current within 60 days
- Current Fitness Tracker showing fitness results AND FITNESS HISTORY. An AF Form 469 must be provided for fitness exemptions reflected on the most recent fitness assessment. COVID-19 exemptions do NOT require documentation unless local policy has impacted testing and/or due date.
- OPR's - Last 5 to include most current, unless otherwise stated in MVA
- EPR's - Most recent closed out EPR. If not complete, a draft copy of the EPR with a minimum of the rater and additional rater signatures is required
- References: (At least 3 on Separate Sheet of Paper)
- NGB Form 830 Statement of Understanding (See FAQs to save digital signature)
- Must allow 3 years in assignment prior to MSD (Lt Cols and Cols) or prior to age 60 for all others (no documentation required)

**Additional Requirements (if Directed on the Military Vacancy Announcement):**

- Statement of willingness to Cross Train (Letter signed by member) – Use the verbiage as stated on the MVA.
- AF Form 422 (current within 1 year for retraining; contact public health)
- Voluntary Demotion Statement
- Letter of Recommendation from Commander, Director, Wing Command Chief and/or First Sergeant

\*I certify that I have enclosed all Mandatory Requirements in my application package and those specifically listed on the Military Vacancy Announcement and further understand that submitting an incomplete package may result in my disqualification from this MVA.

**\*Current Statutory Tour Members: If selected for Force Development, I understand that I am ineligible to apply for other statutory tour lateral opportunities prior to my reassignment. I may continue to apply for promotion opportunities with the concurrence of my current Director/Office Chief.**

I certify, to the best of my knowledge and belief, all the information provided or attached to this application is accurate and made in good faith. I understand that fraudulent information on or attached to this application are grounds for disqualification or release from statutory tour during the application process or during the duration of my tour. I understand that any information provided may be investigated at any time and if falsified it may lead to punishment under the Code of Military Justice (UCMJ).

Digitally sign or provide wet signature.

Digital Signature of Applicant

Wet Signature of Applicant w/date

## APPLICANT SUMMARY FORM

Rank / Name:

Current Duty Title:

State Affiliation:

Current Status:

PAFSC:

2 AFSC:

3 AFSC:

4 AFSC:

DOR:

MSD:

TFCSD:

Applying For MVA #:

JOINT QUALIFIED:  
(Officers Only)

Total Joint Credit Points:

Security Clearance Type and Investigation Date:

Command Experience:

Education Level:

Last PME Completed:

Highest Military  
Award:

Date of Award:

Deployment  
History :

Special  
Considerations:

DOR: Date of Rank

MSD: Mandatory Separation Date (AGE 60 for enlisted)

TFCSD: Total Federal Commissioned Service Date (officer only)

To validate Joint History:

1. Log into the JQS website <https://www.dmdc.osd.mil/appj/jqs/>
2. Once directed to "JQS Self-Nomination Website" select hyperlink "eligibility criteria."
3. On the next page select "Continue"
4. When directed to your personal page, select hyperlink "View Joint Officer History"

**STATUTORY TOUR STATEMENT OF UNDERSTANDING**

The proponent agency is NGB/HR. The prescribing directive is ANGI 36 - 6

**INSTRUCTIONS**

Place full initials next to every statement to indicate that it has been read and understood by member. If you have a middle name use it! Once you have read and initial every statement, indicating your understanding of the statements, print your full name in the member name, block and sign in the member signature block, then date.

**STATEMENT OF UNDERSTANDING**

\_\_\_\_\_ I certify that I have read and understand, or have had explained to me, the provisions of the Air National Guard Statutory Tour Program, Policies and Procedures, ANGI 36 - 6.

\_\_\_\_\_ I understand that my first tour of duty is probationary.

\_\_\_\_\_ I understand that I will be reviewed by the Force Management Review process for extension within the statutory tour program. I understand that if I am not within the force management profile for years of active service as outlined in Attachment 16, table 1, I should not anticipate extension with award of career status within the statutory tour program.

\_\_\_\_\_ I further understand that if selected for an initial tour or granted a follow-on tour, the tour of duty will be for a specified period as shown in the active duty orders, and that the granting of either a first tour or a follow-on tour of duty does not alone imply that an additional tour will be automatically allowed.

\_\_\_\_\_ I also further understand that while serving in the Statutory Tour Program, I may be required to change duty locations or PCS based on the needs of the National Guard Bureau, and that a failure to accept a new duty assignment at a different location when properly proffered such refusal will be considered a ground for a voluntary curtailment, as defined in 6.1.

\_\_\_\_\_ I understand that as a statutory tour member, I am subject to the Uniform Code of Military Justice (UCMJ). Additionally, I understand that acceptance of an initial statutory tour or PCS, will prohibit me from relocating to a new duty station or separating from active duty not earlier than 1 year from the effective date of published orders.

\_\_\_\_\_ I understand that the period and category of service under these orders may be exempt from the five-year USERRA limit as provided in 38 USC 4312 (c)(4)(b). USERRA and DODI 1205.12 provide authority for the Secretary of the Air Force to designate certain other periods of service as exempt from the five-year limit. Currently SAF has deemed the following categories exempt:

Periods of service performed by an ARC member ordered to or retained on active duty under 10 U.S.C. §12301(d) on or after September 14, 2001, for the purpose of providing direct or indirect support of missions and operations associated with the National Emergency by Reason of Certain Terrorist Attacks, declared by Presidential Proclamation 7463, dated September 14, 2001.

At anytime the SAF exemption can be cancelled/modified or the Director of the Air National Guard may determine that the period/category of service under these orders does not meet the intent of the exemption.

**MEMBER FULL NAME** (Last, First Middle)

**MEMBER SIGNATURE**

**DATE**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (YYYYMMDD)