

Applications are now being accepted for the following AGR program Full-Time National Guard Duty (FTNGD) tour under provisions of section 502(f), Title 32, United States Code. Questions concerning this notice may be directed to NGND-DHR-AGR-S at (701)333-3369 or DSN 373-3369.

Announcement: AGR-24-19-OTS
MOS/AOC: Immaterial
Position Title: State Partnership Program Director (Director of Strategic Plans and Policy)
Para/Lin: TBD Upon Selection
IPPS-A Position Number: TBD Upon Selection
Maximum Grade: O-5
Duty Location: NDARNG JFHQ, Bismarck, ND
Selecting Supervisor: BG Jonathan Erickson, Joint Chief of Staff

*Accession into the OTOT program does not grant career status upon the completion of a tour. *

AREA OF CONSIDERATION: Current members of the ND Army National Guard in the grades O-4 through O-5.

LENGTH OF TOUR: Three-year One Time Occasional Tour (OTOT) for those applying off the street, on board AGR tour length will be managed by the organization.

INSTRUCTIONS FOR APPLYING: Applicants must forward the documents listed below to arrive in the Human Resource Office (HRO) no later than **1600 hours** on the closing date indicated above. Documents must be scanned in the order as listed below, encrypted and emailed to ng.nd.ndarnq.list.j1-agrm@army.mil Subject line of the email must include the announcement number and the applicant's name. Contact (701)333-3369 with questions and/or to ensure receipt of your packet.

- **NGB Form 34-1:** Use the form dated 11 Nov 2013, Page 3 must be digitally signed and dated.
- **Resume:** required.
- **Individual Training Record: printout from ATMS (DTMS); showing a record ACFT and HT/WT within the last 6 months (PPOM 22-023).**
- **Individual Medical Readiness:** PHA date must be within the last 12 months, HIV must be within 24 months.
- **OERs/Letter of recommendation:** Include three most recent OERs. A letter of recommendation is optional.
- **Soldier Record Brief (SRB):** Must be the **Selection Board Record Brief** (must not include DA photo, race, gender or ethnic information).
- **NGB Form 23A:** Current Annual Statement.
- **College Transcripts (if applicable):** Legible copies only.

State Partnership Program Director

1. POSITION OVERVIEW:

This is a provisional position description that projects duties and responsibilities associated with the Joint Staff. This position is located in the Joint Force Headquarters-State, Strategic Plans, Policy, and Engagement, (J-5). The purpose of this position is to plan, coordinate, and execute the State Partnership Program (SPP) activity initiative between the North Dakota National Guard and the partner nations of Ghana, Togo, & Benin. This position has overall responsibility for developing statewide plans, policies, and procedures for the participation in the National Guard State Partnership Program. Additionally, this position has responsibility for preparing training plans and providing staff level planning and assistance to ensure that required training and readiness objectives are achieved. This position requires military membership. It is

designated for National Guard officer incumbency only. The incumbent provides subordinate guidance and team leadership to non-dual status and dual status employees. Incumbent plans, organizes, manages, and performs duties necessary to accomplish State Partnership Program functions in support of programs essential to state Army or Air National Guard daily and strategic operations, training, and readiness missions. The incumbent fosters an environment conducive to teaming among service providers and customers to meet state Air/Army National Guard requirements.

2. DUTIES AND RESPONSIBILITIES:

- Research's, develops, writes, plans and presents the campaign plan between the state and partner nation 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 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.
- 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. 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 factual expenditures.
- The incumbent maintains continual liaison with the partner country through the Bilateral Affairs Officer(s) 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.
- 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 SPPD 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.
- 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.

- 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 areas 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.
- 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.
- 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.
- 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.
- 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).

- 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.
 - May coordinate humanitarian support activities to provide various supplies/services from other outside organizations to be sent to partner or other countries.
 - 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.
 - 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.
 - Coordinate all events with state Public Affairs Officers. Initiate a multimedia 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.
 - Performs other duties as assigned.
- 3. AGR PROGRAM INITIAL ENTRY REQUIREMENTS:** Applicants must meet the following requirements:
- Must have a favorable Periodic Health Assessment (PHA) in accordance with (IAW) AR 40-501, Chapter 3, conducted within 12 months prior to initial entry into the AGR program. The PHA may be conducted at an active military medical treatment facility, an ARNG medical unit, US Army Reserve medical unit, or a civilian medical facility. Applicants with P3 or P4 profiles must meet the standards of AR 600-60 prior to accession.
 - Human Immune Deficiency Virus (HIV) testing for all Soldiers will be completed within 24 months prior to initial entry.
 - Drug screening will be accomplished within 15 days within initial entry.
 - All AGR Soldiers will sign the Certificate of Agreement and Understanding prior to being ordered to FTNGD in the AGR program.
 - Must have at least 3 years remaining on their current enlistment on the first day of their initial AGR tour.
 - Must have completed initial entry training before submitting an application for the AGR vacancy.
 - Must meet ACFT and weight control standards per FM 7-22 and AR 600-9 prior to initial entry.
 - Must be able to serve at least 3 years on FTNGD status prior to completing 18 years of Active Federal Service (AFS) and/or the date of mandatory removal from an active status based on age or service.
 - Must possess the grade equal to, or below, that authorized for the AGR duty position.
 - Soldiers whose records are flagged are ineligible for entry into the AGR program until the flag is lifted.
 - Must possess or obtain a security clearance required by the position for which applying (NGR 604-10).
 - Selectees will be approved by the Adjutant General or his designated representative.
- 4. ADDITIONAL INFORMATION:**
- Type a minimum of 25 words per minute.
 - Enlisted in a grade not to exceed that specified in the FTUS for the position in the unit of assignment.
 - Have a valid state vehicle operator's license and be able to be licensed to operate all military vehicles and equipment organic to the unit of assignment.
 - Meet current standards for enlistment in NDARNG.

- All Soldiers, except Fulltime Retention Force at state level, are required to participate with their units of assignment during inactive duty training (IDT) periods and annual training (AT), to include deployments, special projects, and exercises.
- AGR personnel are subject to the system of military justice prescribed by the laws of the State of North Dakota.
- All AGR personnel are rated using the OER/NCOER system.
- Acceptance of any AGR position in the NDARNG constitutes concurrence with the requirement to wear the military uniform while performing duty.
- Acceptance of Active Guard Reserve (AGR) position may cause termination from Selected Reserve Incentive Program (SRIP). Acceptance of an AGR position may result in termination of the Student Loan Repayment Program (SLRP). Incentives will be reviewed and discussed during AGR in-processing with the Incentives Manager.

The North Dakota National Guard is an Equal Opportunity Employer. All qualified applicants will receive consideration for this position irrespective of race, color, religion, age, national origin, sex, political affiliation, or marital status. Questions, contact (701) 333-3293.

You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. The HRO is not responsible to inform you that your packet is incomplete. However, the Human Resource Office is available during normal working hours to review your application. Call (701) 333-3369 to ensure receipt of your application and/or ask questions. Once the vacancy announcement has closed, no further amendments/attachments may be added to the application.

Applications on non-selected applicants will not be returned, and will not be transferred to another vacancy file. A new application must be submitted for each vacancy.

APPLICATION PACKETS THAT DO NOT INCLUDE ALL REQUIRED ITEMS AND/OR CONTAIN AN NGB 34-1 WHICH IS NOT CURRENT OR NOT SIGNED WILL NOT BE CONSIDERED AND NOT RETURNED.

DO NOT FORGET TO KEEP A COPY OF YOUR APPLICATION.