

**ARKANSAS NATIONAL GUARD – HUMAN RESOURCES OFFICE (NGAR-HRO)
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**ONE TIME OCCASIONAL TOUR (OTOT)
ARMY NATIONAL GUARD ACTIVE GUARD RESERVE (AGR)
VACANCY ANNOUNCEMENT
ARNG 24-166A**

OPENING DATE: 11 October 2024 **CLOSING DATE:** 31 March 2025 **GRADE/RANK:** O3/CPT – O4/MAJ

POSITION TITLE: Bilateral Affairs Officer (BAO) - Guatemala **MOS/AOC/BRANCH:** ANY

DUTY LOCATION: U.S. Embassy Guatemala City, Guatemala

SELECTING OFFICIAL: BG Olen C. Bridges, The Adjutant General (TAG), (501) 212-5043

WHO MAY APPLY: Arkansas Army National Guard Officers in the grades of O3/CPT and O4/MAJ.

REMARKS: This is a One Time Occasional Tour (OTOT). The tour length will not exceed 36 months (3 years) from the date of hire. Consecutive OTOT tours are not authorized. PCS with dependents is authorized.

Upon selection, the officer will be required to submit a Title 10 AGR packet to NGB ARNG HCM for a one-time occasional tour for approval. Additionally, the selected officer will be required to complete an online and in-person Security Cooperation Officer (SCO) course with Defense Security Cooperation University (DSCU) in Arlington, VA to include and a one-week Foreign Affairs Counter Threat (FACT) training at Blackstone, VA or Department of Defense equivalent prior to tour start date.

DUTIES AND RESPONSIBILITIES: A BAO is a National Guard Bureau (NGB) Title 10 (T10) asset assigned to a U.S. Embassy to assist the State in managing and executing requirements associated with the State Partnership Program (SPP). BAOs are assigned to the U.S. Embassy in the Partner Nation to facilitate regular contact with the SPP Partner Nation. This frequent interface is a key component for building an enduring relationship with the Partner Nation. Not all State Partnerships are supported by a BAO. BAOs are ARNG or ANG Officers selected by The Adjutant General (TAG) of their respective State who coordinate between a State, Territory, or District of Columbia's National Guard (NG) and its respective SPP Partner Nation with duty in the U.S. Embassy of the Partner Nation. As the SPP representatives, BAOs are crucial for coordinating SPP and other Security Cooperation events, initiatives, programs, activities, and investments. BAOs directly report to the Security Cooperation Office (SCO) at their assigned U.S. Embassy under the Administrative Control (ADCON) and Operational Control (OPCON) of the Geographical Combatant Command (GCC) to:

1. Plan, coordinate, execute, and oversee SPP events, initiatives, programs, activities, and investments.
2. Build long-term institutional and professional relationships between the State, District, or Territory NG and their respective Partner Nations.
3. Synthesize the NG Partnership Support Plans with GCC's Combatant Command Campaign Plan and Partner Nation Country Plan.

The BAO oversees the State Partnership Program which is located within the Office of Security Cooperation (OSC) in the U.S. Embassy Guatemala City, Guatemala. The mission of the OSC is to enhance the long-term bilateral defense relationship between Guatemala and the United States. It accomplishes this by managing several programs under the Security Assistance umbrella. These include International Military Education and Training (IMET); and Foreign Military Sales (FMS) and Foreign Military Financing (FMF). The office also manages Humanitarian and Civic Assistance (HCA) projects and plans and conducts Military to Military (M2M) events. The State Partnership Program (SPP) conducts military to military events utilizing the Arkansas Air and Army National Guard and State Agencies and non-DOD civilians either strictly as SPP events or as a Force Provider with US Army South America or US Air Force South America.

The Arkansas National Guard Bilateral Affairs Officer (BAO) to Guatemala will support the USSOUTHCOM Traditional Commanders Activities (TCA) and the National Guard Bureau's (NGB) State Partnership Program (SPP). He/she will be responsible to plan, coordinate and execute the logistics, technical support, administrative requirements for Theater Security Cooperation (TSC) engagements, exchanges, and other appropriate engagement events between the Guatemala Military of Defense Forces and Arkansas National Guard. The BAO will establish a working knowledge for coordinating security cooperation activities and resources to support the USSOUTHCOM Theater Security Cooperation Strategy, Guatemala

Country Cooperation Plan, and Guidance for Employment of the Force, Secretary of Defense Security Cooperation Guidance and the National Guard Bureau SPP Framework Guidance. The BAO will be Arkansas's primary point of contact within the Office of Security Cooperation (OSC) Guatemala. The officer will help ensure a good flow of information on SPP issues and other strategic directives between the USSOUTHCOM HQ and the OSC within Guatemala. Likewise, the officer will assist OSC Chief in the execution of their country cooperation plan (TSC), consolidate and forward requests for SPP assistance, and other TSC activities as required. Under the direction of the OSC Chief, the officer will have interaction with the Guatemala's military as well as the SOUTHCOM staff and its component commands. He/she is expected to develop and maintain situational awareness of Arkansas National Guard as well as understand the will and political climate on the ground by staying abreast of the strategic guidance, Security Cooperation Guidance, and the US Embassy's Integrated Country Strategy. The officer will utilize web-based systems daily that interface with USSOUTHCOM's Component Commands and Directorates Security Cooperation Activities and TCA Program in support of activities within Guatemala. For evaluation purposes the BAO Rater will be the OSC Chief, and the Senior Rater will be USSOUTHCOM's J5 or designated representative.

LENGTH OF TOUR: BAO tour length is a maximum 36 months, either accompanied or unaccompanied. Consecutive OTOT tours are not authorized. BAOs may elect to serve an initial two-year tour with a follow-on third-year tour. BAO tour length is in accordance with (IAW) Defense Intelligence Agency Guide 5105.32-1, Defense Security Cooperation Agency (DSCA) and SCO objectives, approved MOAs, and comply with the JTR and other applicable policies and regulations. Due to the unique requirements associated with BAO tours, Service members are expected to fulfill the entire tour as outlined in MOAs and governing regulations. At the completion of their tours, BAOs return to their state's control.

PROGRAM BENEFITS: Salary is determined by military grade and time in service. Diplomatic Passport is required. If eligible, member is authorized either Embassy Leased Housing (ELH) or Overseas Housing Allowance (OHA), either Temporary Lodging Expense (TLE) or Temporary Lodging Allowance (TLA), Basic Subsistence Allowance (BAS), thirty (30) days annual leave, medical and dental care through TRICARE Prime Overseas. Military Exchange and Commissary privileges, Civilian Clothing Allowance, Funded Environmental Morale Leave (FEML), Overseas Cost of Living Allowance (COLA), Family Separation Pay (if applicable), Storage of HHG, Consumables for certain posts, and Dislocation Allowance (DLA).

HOW TO APPLY: Applicants must forward the forms listed below to the Human Resource Office no later than the Closing Date indicated above. E-mail applications to [ng.ar.ararnq.mbx.hro-agr-applications@army.mil](mailto:nq.ar.ararnq.mbx.hro-agr-applications@army.mil). Subject line must read "00-000 Last Name". Please **scan packet in as a SINGLE pdf file**. If the file is too large to send in one email, subject line must end in 1 of 2, 2 of 2 (example – 21-001 Smith, 1 of 2). **Attachments will be labeled with the same naming convention as the subject line**. For specific job-related questions, please email debora.a.lopez.mil@army.mil. For questions related to application instructions or processes please email paul.n.castleberry.mil@army.mil.

REQUIRED DOCUMENTS: NGB Form 34-1 (must be signed and dated)
DA 705-TEST (ACFT Card)
Validated ERB
DD 2807/DD2808 or PHA (Individual Medical Readiness (IMR) Report from MEDPROS is acceptable)
Retirement Points Accounting Management (RPAM)
Three most recent OERs (if applicable)
DD 214s

HRO will not review the application for completion or accuracy before the closing date. The applicant is responsible to ensure the application is complete and all required documents are correct and included. If the application is incomplete, a letter will be sent to the individual indicating the reason for disqualification. 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.

The State Department of Military Affairs is an Equal Opportunity Employer. All qualified applicants will receive consideration for the position without discrimination for any non-merit reason(s) such as age, race, religion, gender, ethnic origin or non-disqualifying disability. If you have information or questions regarding this issue, please contact the Equal Employment Manager at email patrick.d.jacob.mil@army.mil or phone (501) 212-4231

QUALIFICATION REQUIREMENT

- 1) Must be a US citizen by birth or naturalization.
- 2) Must be a member of the AR ARNG or become a member of the AR ARNG upon selection
- 3) Required - Bachelor's degree
- 4) Must meet the height and weight standards of AR 600-9 or have a medical determination of acceptable body fat limits.
- 5) Must have passed an Army Combat Fitness Test within the past 6 months.
- 6) Must have favorable civilian and military disciplinary records.
- 7) Must not have been convicted by civilian court or military courts-martial for a serious offense.
 - a) Personnel identified with Type I offense are NOT eligible for hire or waiver (i.e., sexual assault, domestic

violence, initial enlistment waivers for derogatory information related to any type II offense, see SMOM #19-009)

b) Personnel identified with Type II offense are subject to hire depending on waiver determination/approval (i.e., DWI, theft, burglary, assault in last 5 years, see SMOM #19-009)

- 8) Must possess a valid civilian driver's license
- 9) Must possess a valid SECRET security clearance
- 10) Must be able to obtain a valid Official US Diplomatic Passport
- 11) Must complete Exceptional Family Member Program (EFMP) screening for country and gaining command sponsorship if going on accompanied status.
- 12) Upon selection must complete on-line guard language courses to take the Spanish DLPT V and score a minimum score:2+/2+.
- 13) Upon selection member will complete required Defense Security Cooperation University (DSCU) courses for Security Cooperation basic level certification.
- 14) Completed NGB 34-1 (NOV 2013 edition). If not completed in its entirety, you will not be considered.

APPLICATION PACKETS THAT DO NOT INCLUDE ALL REQUIRED ITEMS WILL NOT BE CONSIDERED AND NOT RETURNED.

*****SELECTEE WILL BE REQUIRED TO COMPLETE A TITLE 10 APPLICATION PACKET TO BE FORWARDED TO NGB FOR FINAL APPROVAL. HRO WILL COORDINATE APPLICATION PACKET UPON SELECTION. *****

DO NOT FORGET TO KEEP A COPY OF YOUR APPLICATION.