



ALASKA ARMY NATIONAL GUARD AGR VACANCY ANNOUNCEMENT

STATE OF ALASKA
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
POST OFFICE BOX 5800
JOINT BASE ELMENDORF-RICHARDSON, ALASKA 99505-5800

ANNOUNCEMENT NUMBER: 25-033 DATE: 26 Nov 25 CLOSING DATE: 28 Dec 25
POSITION TITLE: Bilateral Affairs Officer ***NATIONWIDE ANY MOS***
MOS/AOC: 01A
PARA: XX / LINE: XX
MAXIMUM AUTHORIZED MILITARY GRADE: O4
SELECTING SUPERVISOR: COL Christen Brewer

APPOINTMENT FACTORS:	OFFICER(X)	WARRANT OFFICER ()	ENLISTED ()
----------------------	------------	---------------------	--------------

LOCATION OF POSITION:
USINDOPACOM, Ulaanbaatar, Mongolia

WHO MAY APPLY:
Must be within the grade of O4.

AREA OF CONSIDERATION: Open to members within the grade O4

BRIEF JOB DESCRIPTION:

This is a One Time Occasional Tour (OTOT) opportunity ONLY. The selected applicant will not be onboarded into the Active Guard Reserve (AGR) program.

The Bilateral Affairs Officer (BAO) serves in a joint position as the Office of Defense Cooperation (ODC) Chief at U.S. Embassy Ulaanbaatar, Mongolia. As the ODC Chief, leads the USINDOPACOM security cooperation and humanitarian assistance programs with Mongolia. Establishes and executes a Country Engagement Plan to further U.S. foreign policy and national security goals. Engages with high-ranking government officials to shape Mongolian military capabilities, build partner capacity and influence plans and policies to support U.S. objectives. Advises the U.S. Ambassador, DOD, and Department of State (DoS) on defense cooperation issues and Security Assistance involving Foreign Military Sales, Foreign Military Finance, International Military Education and Training, Overseas Humanitarian Assistance, and special Building Partner Capacity T-10 funding. Manages all DOD and DoS security cooperation programs valued in excess of \$10M. As the BAO, coordinates and oversees all aspects of the State Partnership Program (SPP) between Alaska and Mongolia. Supervises one GS-13 civilian and four locally employed staff. The duties of the Bilateral Affairs Office encompass the core of the planning, coordination of schedules, execution of Traveling Contact Teams, Familiarization Visits and Special State Partnership Program Events.

Duties include:

- Responsibility for the safe, effective and lawful conduct of all State Partnership Program events.
- Supervision of all US military and civilian personnel performing duties in the Host Nation (HN) under the auspices of State Partnership Program.
- Acting as the Defense Attache in his/her absence.
- Maintaining a schedule of planned events by Quarter.
- Maintaining an event file on each scheduled State Partnership Program event including the event checklist.
- Acting as Point of Contact for the Office of Defense Coordinator for all State Partnership Program events.
- Coordinating with Points of Contact assigned to receive HN personnel for Familiarization Visits.
- Acting as main Point of Contact with State Partner for the State Partnership Program.
- Managing events to insure continuing response to HN requirements.
- Ensuring follow-up actions are completed upon the conclusion of each event: After Action Reports, update the Historical File, dose out of the active event file and develop follow-on events.
- Maintaining communication with the Long-Range Planner, Regional Program Manager and component desk officers of USINDOPACOM
- Coordinating HN employee activities.
- Coordinating the activities of the HN Liaison Officer.
- Coordinating logistics requirements for all State Partnership Program events.
- Coordinating procurement of Visas for HN nationals with required embassies for conduct of State Partnership Program business, if required.
- Coordinating In-Country Planning Conference with the Long-Range Planner.
- Maintaining communication and coordination with the State Partnership Program State.

INITIAL ELIGIBILITY CRITERIA:

Applicants must meet ALL initial eligibility requirements to become a member of the Active Guard Reserve (AGR) Program, outlined in NGR 600-5 and AR 135-18, Page 3, Table 2-1. Individuals who have been separated from other military services for cause, unsuitability or unfitness for military service are not eligible to enter the AGR program without an approved waiver (If applicable). Soldiers during their initial tour, OPLB/EPLP reassignment, or rehires will not be considered for an AGR open announcement within the first 18 months without an exception to policy (ETP) with the exception of Inspector General NCOIC, Aide-de-Camp, TAG XO, Assistant Professor of Military Science (AMPS), and APMS NCOIC announcements.

1. Must hold a valid security clearance: SECRET
2. Must possess a valid state motor vehicle operator license

Additional eligibility requirements which are unique to this position:

1. Must not be flagged
2. Civilian Education: Bachelor's degree

3. Strong verbal/written communication and interpersonal skills
4. Meet OCONUS standards for tour (Screened by NGB HCM)
5. Professional Military Education: Completion of Captains Career Course
6. Must meet service specific physical fitness, height, and weight standards
7. Must meet ALL Eligibility and retention requirements to assume Title 10 status.
8. Must not be able to reach sanctuary upon completion of Title 10 tour (not waivable)

PREFERRED QUALIFICATIONS:

1. Top-Secret Security Clearance
2. Budget analyst, contracting officer representative (COR), Government Purchase Card (GPC) holder, or field ordering officer (FOO) experience
3. Experience working in support of the State Partnership Program or with foreign militaries in an advisory or training capacity; bilateral/multilateral experiences in deployments, operations, or exercises
4. Served as a Commander of a company level or staff officer at the BN/BDE/or Joint-level
5. Operations and logistics staff experience (or equivalent)
6. Overseas duty training experience
7. Knowledge of diplomatic protocol
8. Military deployment/Combat experience
9. Knowledge of State Partnership Program

SPECIAL ANNOUNCEMENT CRITERIA:

If selected for this position, be advised that you may lose your military signing bonus if payment has not been completed and you may lose some of your G.I Bill benefits if currently in use. If selected for this position approval of Command Sponsorship through the Exceptional Family Member Program (EFMP) evaluation may be required. Continuation beyond Initial 3 year tour will be subject to evaluation based on AGR Subsequent Tour Continuation Board. If applicable, selectee does not possess the advertised MOS, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination from the AGR program. Extension past 12 months will only be considered if the delay is through no fault of the selectee. There is a three year Mandatory Service Obligation for accepting a position with Ground-based Midcourse Defense (GMD) or Civil Support Team (CST).

INSTRUCTIONS FOR APPLYING:

The documents listed WILL be submitted "AS A MINIMUM". If any of the required documents are not reasonably available to you, a brief letter will be submitted citing the documents missing with a short explanation necessary to certify the soldier as eligible. Failure to do so may result in a finding of ineligibility and may cause the applicant to lose consideration for this position.

1. NGB 23; RPAM Statement (Must be within six months old) National Guard Only
2. Certificate of Agreement and Understanding OTOT
3. Resume (Please include personal and military email)
4. Individual Medical Readiness (IMR) Report from MEDPROS with last Physical Health Assessment (PHA) within 12 months. *** Print the 1 page IMR report, not the webpage screen or medical questionnaire.
5. Last five Evaluations Reports (if applicable)
6. Statement of all active service performed-ALL DD220, DD214 and any accompanying DD215 as applicable
7. Copy of Soldier Record Brief (Must be within 6 months) OR Soldier Talent Profile
8. DA Form 705-Test: ACFT Scorecard (Must show a passing score within 6 months of application)
9. Valid State Drivers License.
10. Any documents pertaining to Additional Eligibility requirements
11. Any documents pertaining to preferred qualifications
12. Statement of all active service performed AHRC249-E (Reserve Component Only)

ADDITIONAL INSTRUCTIONS FOR APPLYING:

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the listed documents through FTSMCS Jobs. To access the FTSMCS Jobs Application, click on the following: <https://ftsmcs.ngb.army.mil/> ⇒ Applications Toolbar ⇒ ARNG-HRA ⇒ Jobs ⇒ Apply for a Position. No other method of submission will be accepted. All applications must be typed or printed in legible dark ink and must be signed and dated. Applications received with an unsigned NGB 34-1 will not be forwarded for consideration. Complete applications must be received in HRO-AGR office no later than 2359 EST of the closing date. Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for but the complete application package must include all documents listed above. All documents are required by the Human Resource Office to determine qualifications. If the requested documents are not submitted, a letter of explanation must be included. Incomplete packages will not be considered for the position vacancy.

CONTACT INFORMATION:

Staffing and Accessions

COMM: (907) 428-6142

EMAIL: ng.ak.akamg.mbx.agr-team@army.mil

EQUAL OPPORTUNITY:

The Alaska National Guard is an Equal Opportunity Employer. It is policy of the AKNG to provide a discrimination-free environment for all employees and applicants for employment. Equal Opportunity principles must govern all aspects of the Alaska National Guard's personnel practices. All supervisors, managers, and employees share in the responsibilities to foster a climate of Equal Opportunity. Acts of unlawful discrimination on the basis of race, color, national origin, religion, sex (including pregnancy, gender identity, and sexual orientation), sexual harassment, or reprisal based upon participation in an EO matter will not be tolerated in the AKNG.