



TEXAS MILITARY DEPARTMENT
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**TITLE 10 AGR ONE TIME OCCASIONAL TOUR
BILATERAL AFFAIRS OFFICER (BAO)
TOUR ANNOUNCEMENT**

OPEN TO ALL TEXAS AIR NATIONAL GUARD
THIS TOUR IS TITLE 10, AGR, ONE-TIME OCCASIONAL AGR TOUR (OTOT)

- 1. POSITION AVAILABLE:** BILATERAL AFFAIRS OFFICER (BAO) – CHILE
- 2. TOUR LOCATION:** UNITED STATES MILITARY GROUP, US EMBASSY, SANTIAGO, CHILE
- 3. PROJECTED START DATE:** 3 AUGUST 2017
- 4. CLOSING DATE:** 17 FEBRUARY 2017
- 5. TOUR LENGTH:** This is a three year temporary accompanied tour with a PCS move. Tour may be extended for six (6) additional months with combatant command (CCMD) and TAG approval in accordance with the Memorandum of Agreement (MOA) between The National Guard Bureau and USSOUTHCOM dated 28 AUG 13.
- 6. MINIMUM GRADE: O-3 thru MAXIMUM GRADE: O-4**
- 7. BRANCH:** Air **AFSC:** Any
- 8. PERSONNEL ELIGIBLE TO APPLY:**
 - a. All members of the Texas Air National Guard
 - b. Open to traditional Guardsmen, Military Technicians, and Title 32 AGRs. Individuals will revert to original status upon end-of-tour release.
 - c. This position is subject to the availability of funds and authorization for a service component compatible position.
- 9. SELECTING SUPERVISOR:** The Adjutant General
- 10. MILITARY STATUS:** Title 10, AGR, One Time Occasional Tour (OTOT)
- 11. APPLICANT MUST**, at a minimum, submit documents referenced in **Attachment A**, to this announcement, and meet all applicable criteria below:

Applicants will be screened in a manner that provides reasonable certainty that the member is of good character, well-motivated and an appropriate representative of the

National Guard in duties subject to high profile scrutiny by Foreign Nationals, civilian, and military.

12. Unique Requirements and conditions of Active Duty tours:

Standards of Conduct: National Guard members participating in this program are required to comply with state laws and with DoD 5500.7-R, The Joint Ethics Regulation (JER). They are required to uphold the highest standards of conduct and personal appearance.

13. 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.

14. Tour Description: The Bilateral Affairs Officer is a member of the Office of Security Cooperation (OSC) team in the US Embassy, Santiago. 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. The OSC represents the United States (CCMD) and is responsible for coordinating Security Assistance (SA) activities and Security Cooperation programs with Chilean Ministry of Defense. One of these programs includes the State Partnership Program with the Texas National Guard. Duties of the BAO include:

- a. Responsible for planning and coordinating State Partnership Program (SPP) and other Title-10 Military-to-Military (M2M) events.
- b. Develop Event Concept Sheets.
- c. Supports U.S. Military personnel performing such events in Host Nation.
- d. Principle POC and coordinates logistics requirement for all TCTs, FAMs and Special Events.
- e. Maintain event database schedule of planned events as required.
- f. Assists in the development of OSC plans.
- g. Manages continuing response/progression to Host Nation requirements.
- h. Conducts coordination with Host Nation Points of Contact (POCs) for FAMs.
- i. 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.
- j. Recommends and assists in the development of follow-on events.
- k. Maintains communication with the SOUTHCOM Regional Program Manager (Desk Officers), SOUTHCOM service component (POCs), and the State Partner's SPP Coordinator at Texas JFHQ.
- l. Coordinate and supervises Foreign Service National (FSN) employee activities at the ODC as required.
- m. Coordinate activities with the Host Nation Liaison Officer.
- n. Coordinate procurement of Visas for Host Nation nationals with required embassies for conduct of business, if required.
- o. Assists and advises on Foreign Clearance Requirements for US personnel coming to the host country for events.
- p. Additional duties as directed by the Chief of the Office of Security Cooperation.

- q. Coordinates with NG J5 to facilitate support of Security Cooperation objectives.
- r. Provides situational awareness of Chilean political military and economic environment to NG chain of command ISO NG objectives.

15. Qualifications

Minimum Qualifications:

- a. Meet OCONUS standards for tour.
- b. Must have current Secret clearance with the ability to obtain Top Secret clearance.
- c. Civilian Education: Bachelor's degree required Masters preferred.
- d. Professional Military Education: Completion of Captains Course.
- e. Minimum three (3) years of experience in the Texas Air National Guard.
- f. Strong verbal/written communication and interpersonal skills.
- g. Must meet service specific physical fitness, height, and weight standards.
- h. Eligibility and retention requirements met to assume this Title 10, AGR, OTOT.
- i. T10, AGR, OTOT, is not considered initial entry into the AGR Program.
- j. Must not be able to reach sanctuary upon completion of Title 10 tour (not waiver-able).

Preferred Qualifications:

- a. Experience working in support of the State Partnership Program or with foreign militaries in an advisory or training capacity.
- b. Served as commander of a squadron level or above OR staff officer at the group level.
- c. Military or civilian experience working in a foreign country.
- d. Civilian degrees in International Affairs, World History, Languages, Political Science, Foreign Policy studies, International Economics, Sociology or similar studies.
- e. Proficiency in a foreign language or a willingness and aptitude to develop language skills in SPP partner country language.
- f. Completion of SOS (Commensurate with grade).

16. Applicants must forward the forms listed below **no later than 2359 Central Time** on the closeout date of the job announcement. Applications must be complete upon initial submission in one single PDF package, emailed with the proper naming convention of Last Name-BAO-CHILE in the subject line. Applications submitted in pieces will not be accepted and will be automatically disqualified.

Encrypt emails for your protection. For unencrypted emails, redact Personal Identifiable Information (PII); *such as SSN, DOB, home/ mailing address, height, weight, Body Mass Index, marital status, number of dependents, religious preference.* Failure to submit all required documentation at this time will disqualify the application from consideration.

Applications will be reviewed after the close out date. Disqualification notifications will be emailed to applicable applicants NLT *10 days after* the announcement *close date*. **If you need to update a previously submitted package**, and it is before the

closeout date, you must send a new complete package with the updated information. Sending only the updates will disqualify your package, as incomplete packages are not accepted. It will need to be named, in the subject line, as Update Last Name-BAO-CHILE

17. SUBMIT COMPLETE APPLICATION by the closing date to:
nq.tx.txarnq.list.hro-agr-air@mail.mil

18. Questions may be directed to **512-782-5055**.

19. Equal Opportunity: 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. Pre-selection is not only counter-productive to effective recruitment and placement but also violates National Guard merit placement principles and will not be tolerated.

Application for this tour signifies agreement to the following statement, in accordance with Title 18 USC 1001: "I certify that, to the best of my knowledge and belief, all of the information on an attached to this application is true, correct, complete, and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for rejection or for release from statutory tour after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated."

ANNEX 9, Attachment A

The following are required documents to be turned in with your application:

1. A cover letter explaining why you are qualified for this position, and how you will add value to the Texas State Partnership Program team as well as the US embassy team.
2. Letter of recommendation by SQ Commander or above.
3. Current Report of Individual Person (RIP)
4. Current resume and/or Military Biographical sketch.
5. Promotion order to current rank.
6. Last 3 OPRs.
7. Copy of latest DD 214. (if applicable).
8. Current active SECRET clearance validated with letter from security manager.
9. Periodic Health Assessment (PHA), verified within last 12 months.

10. Current Annual Retirement Points Accounting Statement.
11. Civilian education transcripts.
12. Current Report of Individual Fitness Assessment, within the last 12 months
13. A photo in Class A uniform taken not more than six months from the application date.