

DISTRICT OF COLUMBIA ARMY NATIONAL GUARD AGR VACANCY ANNOUNCEMENT

AGR OTOT T32 - 2 Years



ANNOUNCEMENT #: 26-065

****All Eligible DCARNG Members Are Eligible to Apply (Onboard DCARNG)****

Position: Bilateral Affairs Officer Position # 05017948		Minimum Rank/Grade: CPT/O3	Maximum Rank/Grade: MAJ/O4
MOS/AOC: 01A	Unit/Location: U.S. Embassy - Kingston, JA DC National Guard Armory 2001 East Capitol St SE Washington, DC 20003	Opening Date: 9 September 2026	Closing Date: 8 October 2026

DUTIES AND RESPONSIBILITIES:

The Bilateral Affairs Officer (BAO) is a U.S. Embassy-Kingston position serving under the U.S. Ambassador to Jamaica/Chief of Mission with U.S. Diplomatic status. Serves as the personal representative for the Commanding General, District of Columbia National Guard (NGDC), and liaison officer to the U.S. Ambassador to Jamaica and the Jamaica Defense Force (JDF) Chief of Defense Staff. Assists and supports the U.S. Embassy-Kingston Senior Defense Official with managing the U.S. Department of War (U.S. DoW) and Jamaica Defense Force (JDF) bilateral (US DoD to JDF) engagements, opportunities, and professional military relationships within the U.S. Embassy-Kingston, U.S. Military Liaison Office-Jamaica (USMLO) in achieving the U.S. National objectives of the U.S. Department of State Mission Performance Plan, and the U.S. DoW and U.S. Southern Command's (USSOUTHCOM) Theater and Country Campaign Plans. Serves as the Country expert for Jamaica for all NGDC and JDF State Partnership Program (SPP) projects, assignments, and initiatives; responsible for maturing and improving the SPP effectiveness to meet U.S. Ambassador's, USSOUTHCOM, and NGDC Commanding Generals' strategic and organizational objectives. Serves as the Traditional Combatant Commander's Activities (TCA) Coordinator performing Federal project and program management activities; responsible for the development, submission, administration and execution of the SPP and TCA bilateral engagements in accordance with strategic and program authorities. Manages the planning, performance, budgeting, and scheduling of bilateral engagements and activities. Coordinates with U.S. Embassy agencies and Jamaica Government and Non-Government agencies to promote USMLO objectives and achievements. The USMLO's primary Escort Officer for NGDC and National Guard (NG) bilateral activities when NGDC and NG personnel are TDY to Jamaica. Manages additional programs as assigned such as Airport Expediter, Unit Prevention Leader, Assistant Physical Security Officer, etc.

*****Note***** The demonstrated professional conduct and personal character of the BAO must always (24 hours per day /7 day per week/ 365 days per year) reflect positively upon themselves and the United States of America.

Mandatory Requirements and Skills at Time of Application:

1. Must have a minimum security clearance of SECRET
2. Must be fully MOS qualified.
3. Must possess a valid State driver's license.
4. Must be able to pass an Army Fitness Test and HT/WT screening within 30 days of start date.

Documents from Applicant in Addition to AGR Application Checklist (Page 4):

1. Formal explanation for any discrepancy listed in your official military records. Must be in memorandum format IAW AR 25-50, For the President of the Selection Board. Cannot be for a “bad” evaluation.
2. Personal memorandum to the Board explaining why the service member should be selected for the position. Not to exceed 2 pages.

OPTIONAL DOCUMENTS THAT MAY BE SUBMITTED:

1. Copy of any Certificate of Training that is not listed on Soldier Talent Profile.
2. Copy of special skill certification or license that is pertinent to the position.
3. Recommendation letters from current or previous employers, commanders, organizations etc. Maximum of 2.

PREFERRED APPLICANTS WILL POSSESS THE FOLLOWING SKILLS/ATTRIBUTES:

- 1.) Minimum three (3) years of experience in the District of Columbia National Guard.
- 2.) Experience working in support of the State Partnership Program or with foreign militaries in an advisory or training capacity preferred.
- 3.) Military or civilian experience working in a foreign country preferred.
- 4.) Bachelor's degree required, Masters preferred.
- 5.) Grade of O4 preferred.

SPECIAL INSTRUCTIONS:

1. Must not be under current suspension of favorable personnel actions, or have reason to be under current suspension of favorable personnel actions.
2. Selectees must complete mandatory Fulltime Service training within 12 months, as applicable.

EQUAL EMPLOYMENT OPPORTUNITY: All applicants will receive consideration without regard to age, race, color, national origin, creed, religion, politics, marital status, membership/non-membership in an employee organization, or other non-merit reasons not interfering with membership in the Army National Guard or performance of required duties.

POSITIONS OF SIGNIFICANT TRUST (POST): In accordance with DA EXORD 193-14 & NGB SMOM 15-017, all Soldiers hired into sensitive duty positions are required to have favorable POST screening. Soldiers not meeting this requirement will not be hired into AGR status.

PAY AND ALLOWANCES/MAJOR BENEFITS: AGR personnel receive base pay, subsistence (BAS), quarter's allowance (BAH), Variable Housing Allowance (VHA), applicable uniform allowances, full medical care in military facilities, and partial medical care and TRICARE benefits for dependents.

ADDITIONAL INFORMATION: Restoration rights for federal employees accepting AGR tours will be in accordance with applicable federal personnel regulations. Personnel in a bonus program should refer to applicable FY SRIP to determine if continuation in SRIP/SLRP is permitted prior to entry on AGR status. AGR personnel are subject to the Uniform Code of Military Justice.

How to Apply

The forms and documents listed on the application checklist must be submitted as **ONE** .pdf file (**do not** submit as PDF Portfolio) through email. Applications and Checklist must be received in the AGR Office no later than 1630 hours (Eastern) on the closing date of the announcement.

1. Email AGR Applications To: ngdcAGRbranch@army.mil
2. The AGR Management team will provide notification that your application has been received

Applicant Rank/Name EMPLID:

Applicant email:

Applicant Status: ☐ AGR T32 ☐ AGR T10 ☐ ADOS T10/T32 ☐ Mday - Traditional SM

AGR APPLICATION CHECKLIST

(check all applicable boxes)

- ____ 1. **NGB Form 34-1 AGR Application**, can be found under Career Resources at <https://www.ngbpmc.ng.mil/Forms/NGB-Forms/> (Include e-mail address at the top 1st page of NGB Form 34-1 and signature on pg. 3)
- ____ 2. **Soldier Talent Profile (STP)**. Within 30 days - must include applicable MOS or AOC and ASVAB Scores.
- ____ 3. **Individual Medical Readiness Record**. Must include current Periodic Health Assessment date and PULHES. PHA must be current within 12 months.
- ____ 4. **DA Form 3349 Physical Profile (If Applicable)**. No temporary profiles are accepted except pertaining to pregnancy.
- ____ 5. **DA 5500 WHtR dtd JULY 2026. IAW Army Directive 2026-13 (if applicable)**
- ____ 6. **Last AFT for record within the past 6 months**. Either DA 705 with digital signatures or ITR (Individual Training Record) report out of ATIS (Army Training Information System) <https://atis.army.mil>.
- ____ 7. **DA Form 2166-8 NCOER / DA Form 67-8/9 OERs** – last 5 copies. SPC/E4 or a newly promoted SGT or 1LT (Doesn't have 3 NCOERs/ OERs), will need a letter of recommendation from Unit Commander or BN AO within 6 months of closing of announcement.
- ____ 8. **All DD Form 214's and DD Form 215's** (must have items 23-30 included)
- ____ 9. **DA 5016** (Current National Guard Soldier) via IPPS A (Must be pulled in last 30 days from closing of an announcement.)
- ____ 10. **Security Clearance Memo**. Must have a final Security Clearance Verification. Memo from a Security Clearance Manager must be dated within 90 days from date of announcement. NO JPAS printouts.
- ____ 11. **OPAT Scorecard (DA Form 7888)** (Applicable if current PMOS is in a lower physical category than advertised MOS)
- ____ 12. **DA Form 4836/ Oath of Extension** of Enlistment or Reenlistment (Required for Enlisted) (Applicants must have a minimum of three years on their current contract before HRO will cut AGR/OTOT orders).
- ____ 13. **Include a copy of your current orders (If Applicable)**

NOTE: PLACE THE JOB ANNOUNCEMENT AS PAGE 1 - ensure that all required documents (As Applicable) on the checklist are included with your application in the listed order above. Applications that have been returned for correction will need to resubmit complete packets with the corrected documents before job announcement closes in order for their packet to be considered. It is mandatory that all SMs have a minimum of three years on their current ETS (or required time to cover an OTOT) in order for HRO to produce AGR orders and to complete an AGR Initial Tour.

Evaluation Process: Applicants will be evaluated solely on the information supplied in application documents outlined above. Interview responses will also be considered when applicable. **Incomplete applications will not be considered.** It is the responsibility of the applicant to contact POCs identified on this vacancy announcement prior to the vacancy closing date to verify all documents have been received. **Failure to do so may result in disqualification.** Complete and accurate data is essential to ensure fair evaluation of candidates.