

SUBJECT: Active Duty Tour Vacancy Announcement No. 27-20, Open to ALL Officer Personnel

9. Position Description: Bilateral Affairs Officer – Serves as the National Guard liaison officer for the U.S. Southern Command, United States Embassy, and Louisiana National Guard with the Belize Defence Force, Belize Ministry of National Security, other Belizean government agencies, and non-governmental agencies. Functions as the forward deployed action officer that insures SPP events and programs are coordinated and effective. The position falls within the Security Cooperation Office, and works for the combatant command while insuring that the interests of the Ambassador and the State Partner are represented and coordinated within the planning/coordination process. The duties of this position encompass the core of the planning, and coordination of schedules and execution of Traveling Contact Teams (TCTs), Familiarization Visits (FAMs), and Special SPP and TCA Events.

10. Additional Information: Officer will be required to begin preparations for necessary training, travel, in-processing, and relief-in-place operations with predecessor approximately 360 days prior to start date in Belize. Selectee will be on orders only during times of required training or TDY. There are no language requirements for this tour. The individual(s) nominated by the Adjutant General of Louisiana will have their packets submitted to USSOUTHCOM, and National Guard Bureau, International Affairs, for review. Nominated individual(s) may be required to provide additional information to complete the New Hire packet as required for final approval by National Guard Bureau, Human Capital Management. Nominated individual will require a TAG release from their home state authorizing the officer to serve on a 24 month, Title 10, OTOT Title-10 tour. Final selectee will attend mandatory training and agency visits after acceptance of position and before placement in country.

11. BAO Training Requirements, following selection:

- Security Cooperation Orientation and Familiarization Courses – DISCS Online
- State Partner Director Course – DISCS Residential 1 Week
- FACT Course – Residential 1 Week
- Security Cooperation Management Course (SCM-O) – DISCS Residential 30 days
- Foreign Disclosure Brief – SC International Disclosure Office
- NGB Fiscal Management – LANG J7
- TCA Funding Criteria – SOUTHCOM J8 (TCA)
- ARTIMS – SOUTHCOM J79 (SPP)
- G-TSCIMS – SOUTHCOM J73 (Engagement Integration Office)
- Country/Theater Clearance (APACS) - SOUTHCOM J3 (Force MGT)
- Country Insight – SOUTHCOM J5
- C-TIMS/Concept Builder – SOUTHCOM J8-TCA
- SOUTHCOM SJS Action Officer Course – SC SJS
- Additional Individual, OCONUS and SOUTHCOM Requirements – Online

12. Direct combat probability code applies: No. Male or female may apply.

13. Applicants must submit memorandum expressing interest in the announced position. Memorandum will be on unit letterhead and must contain the following information:

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- a. Soldiers full name, grade, social security number, and current duty assignment, branch and AOC.
- b. Current unit address and phone number.
- c. Current home address, phone number, and email.

14. In addition to the above memorandum, interested officers will include the following documents with their packet:

- a. Certified copy of ORB.
- b. Copy of current MEDPROS.
- c. Copy of Security Clearance documentation.
- d. Copy of last DA Form 705. (within last 6 months)
- e. Copy of last three OERs.
- f. Military Biography
- g. Commander's Memorandum of Recommendation.
- h. NGB Form 34-1. (Traditional M-Day Officers only)
 1. AGR Tour Agreement (GKO)
 2. One Time Occasional Tour Agreement
 3. Tour Assignment Preference Statement (GKO)

15. Application packets must be scanned to ng.la.laarng.mbx.agr-branch@mail.mil in a PDF file, NLT close of business (1600 hrs) on closing date. **Confirmation of receipt of application is the responsibility of the applicant.** POC is SFC LaQuanna Blanchard at 504-278-8772. Soldiers must not use government mail system or government funding for application delivery. Applications sent by these means will be returned without consideration for employment.

16. Please check us out on Social Media on Facebook and Instagram.

Facebook: <https://www.facebook.com/LANG-Human-Resources-Office>

Instagram: <https://www.instagram.com/langhumanresourcesoffice>

17. Applicants are subject to personal interview upon notification of time and place. Necessary travel is at applicant's own expense.

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TAYSHA P GIBBS
LTC, AG, LAARNG
Human Resources Officer