

MASSACHUSETTS NATIONAL GUARD  
FULL-TIME MILITARY TOUR (AGR)  
VACANCY ANNOUNCEMENT

HUMAN RESOURCES OFFICE  
2 RANDOLPH ROAD  
HANSCOM AFB, MA 01731-3001

AGR Branch will accept applications until **15 September 2025**

The MAARNG is accepting application for the following FULL-TIME **Once Time Occasional Tour (OTOT) (AGR Title 10)** position from qualified personnel under the provisions of 10 USC 681, Title 32 Section 502 and Guidance for the use of OTOT in the Title 32 Active Guard Reserve Program (PPOM # 12-065), dated 10 Aug 2012. This position is open to ALL available Army Officers currently service in the MA ARNG.

The hiring of this position is contingent upon the availability of AGR resources and funding in the NGB FY26 authorizations voucher.

<b>Position:</b> Bilateral Affairs Officer	<b>Unit / Location:</b> U.S. Embassy, Nairobi, Kenya
<b>Min Grade:</b> O2 <b>Max Grade:</b> O4	<b>MOS:</b> Immaterial
<b>Unit POC:</b> MAJ Robert Brandt 339-202-3909, <a href="mailto:robert.j.brandt18.mil@army.mil">robert.j.brandt18.mil@army.mil</a>	<b>AGR Branch POC:</b> Staffing NCO, 339-202-3184 <a href="mailto:ng.ma.maarng.mbx.agr-jobs@army.mil">ng.ma.maarng.mbx.agr-jobs@army.mil</a>
Salary: Full time military pay & allowances	<a href="https://massnationalguard.org/available-positions-2/">https://massnationalguard.org/available-positions-2/</a>

## 1. QUALIFICATIONS:

a. Selected applicant will be militarily assigned to the unit and placed in the required duty position; applicant must have a valid Army MOS in order to qualify to apply for an AGR position. Selected applicant must become MOSQ within 12 months or be released from the AGR program.

b. Accessions into the AGR Program require the following Medical Fitness Standards:

(1) Applicant must have a favorable Periodic Health Assessment (PHA) in accordance with (IAW) AR 40-501, Chapter 3, conducted within 12 months prior to initial entry into the AGR Program.

(2) Periodic Health Assessments (IAW AR 40-501, Chapter 10) for entry in the AGR Program may be conducted at an active military treatment facility, an ARNG medical unit, US Army Reserve medical unit, or a civilian medical facility. Applicants with a temporary physical profile may not apply until medically cleared.

(3) Applicant must have a Human Immune Deficiency Virus (HIV) test within the last 24 months prior to initial entry into the AGR program IAW AR 600-110.

(4) Applicant must meet the body composition standards prescribed in AR 600-9.

(5) Applicants who have a Physical Profile Serial (PULHES) that contains a "3" or a "4" must meet the requirements of AR 635-40 prior to entry in the AGR Program.

(6) Applicants having a favorable appointment physical examination (IAW AR 40-501, Chapter 2) or flight physical examination (IAW AR 40-501, Chapter 4) conducted within 12 months prior to initial entry into the AGR Program are not required to complete an additional PHA for entry in the AGR Program.

(7) Pregnant female applicants are eligible to apply for AGR tours effective 03 February 2006 per NGB-ARH-S Policy Memo #06-014.

c. Individuals entering into their initial AGR Tour must be able to serve at least (3) years in an active military status IAW AR 135-18, chapter 2, prior to completing 18 years of Active Federal Service (AFS).

d. Military technicians may not convert in-place to AGR status.

e. Any falsification of the eligibility requirements will result in immediate release from the AGR program.

f. Before applying for any AGR position, please talk to your state's Incentive Manager in regards to Incentives Termination/Recoupment Rules.

g. Applicants cannot apply if currently under a Suspension of Favorable Personnel Actions (FLAGGED).

h. NACLC/Tier 3 Investigation (Soldiers with a current revoked, denied, no determination made, or suspended security clearance, who failed to attain or maintain favorable NACLC tier 3 investigation or higher, are not eligible for appointment to these positions).

i. In accordance with DoD Government Travel Charge Card Regulations dated March 2022, all DoD personnel are required to have an individual government travel card.

j. IAW NGR 600-5, completion of mandatory training at Professional Education Center (PEC) is a condition of employment

**2. APPLICATION PROCEDURES:** Allow ample time to complete and compile your packet.

Forms are available at the MANG Careers page: <https://massnationalguard.org/available-positions-2/> All applicants will submit the following documents:

- a. This announcement (with Applicant Contact Information filled in below).
- b. NGB Form 34-1, dated 20131111 (Application for Active Guard/Reserve AGR position). Attach additional sheets of information, if necessary.
- c. Individual Training Record (ITR) from DTMS reflecting height/weight history with gender data redacted, current within the last 6 months from the date bulletin closes.
- d. Individual Training Record last passing for record ACFT/AFT with gender data redacted.
- e. Memorandum from Full-time Commander/AO/Directorate that states:
  - (1) applicant meets the height / weight standards.
  - (2) is not flagged and is within good standing.
  - (3) is not on DMD/ODD or scheduled to deploy within the next six months.
  - (4) deployable to all austere environments.
- f. All previous DD Form 214s and NGB Form 22s.
- g. Last five NCOERs (if applicable).
- h. Enlisted Record Brief (ERB) – Selection Board Version dated within the last 12 months. Must show ASVAB scores.
- i. Medical Protection System Individual Medical Readiness (IMR) dated within last 12 months with gender data redacted.
- j. NGB 23B (RPAM Statement).
- k. Completed Pre-employment Reference Check Form.
- l. Current MA AGR Soldiers will submit Full-time Commander/AO memo stating concur/non-concur with request for lateral reassignment.
- m. Completed CORI request form with front/back color copy of driver's license.
- n. Security clearance memorandum from respective state G2.
- o. Completed NGMA Form 1-20 May 2025 Final Version
- p. Letters of Recommendation are permissible, but not required

**APPLICANT CONTACT INFORMATION**

NAME: \_\_\_\_\_ PMOS: \_\_\_\_\_ SMOS: \_\_\_\_\_

HOR: \_\_\_\_\_

PRIMARY PHONE: \_\_\_\_\_ MILITARY EMAIL: \_\_\_\_\_

NOTE: Any missing documentation requires a letter of explanation in the application packet. Incomplete applications will not be considered.

Submit packets as one PDF file (Portfolio format not accepted) to: [ng.ma.maarnq.mbx.agr-jobs@mail.mil](mailto:ng.ma.maarnq.mbx.agr-jobs@mail.mil). Use Subject Line as follows: Announcement Number, Title of Position, and Applicant's Name.

**It is the Applicants responsibility to submit their completed application to AGR Branch.**

**3. ADDITIONAL REQUIREMENTS: (if any)**

a. Urinalysis testing upon entry to active duty in addition to periodic testing during active duty. These requirements are in addition to testing by units of assignment during tour under Substance Abuse Testing. Favorable drug screening test prior to initial entry is mandatory.

b. Standards of Conduct: National Guard members participating in this program are required to comply with state laws and with DoD 5500.7-R. They are required to uphold the highest standards of conduct and personal appearance.

c. 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.

*THE MASSACHUSETTS NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER*

#### 4. DUTIES AND RESPONSIBILITIES:

**Job Description:** The Bilateral Affairs Officer is a member of the Security Cooperation Office (SCO) team in the US Embassy, Nairobi, Kenya. 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. This is considered a diplomatic-level assignment. The SCO represents the United States Africa Command (USAFRICOM) and is responsible for coordinating Security Assistance (SA) activities and Security Cooperation (SC) programs with Kenya's Ministry of Defense. One of these programs includes the State Partnership Program with the Massachusetts 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. Support U.S. Military personnel performing such events in Host Nation.
- d. Serve as principle POC and coordinate logistics requirement for all TCTs, FAMs and Special Events.
- e. Maintain event database schedule of planned events as required.
- f. Assist in the development of SCO Plans.
- g. Manage continuing response/progression to Host Nation requirements as stated in the country Campaign Plan.
- h. Conduct 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. Assist in the development of follow-on events.
- k. Maintain communication with the AFRICOM Regional Program Manager (Desk Officers), AFRICOM service component (POCs), and the State Partner's SPP Coordinator at MANG JFHQ.
- l. Coordinate and supervise Foreign Service National (FSN) employee activities at the SCO 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. Assist and advise on Foreign Clearance Requirements for US personnel coming to the partner country for events.
- p. Perform additional duties as directed by the Chief of the Security Cooperation Office.
- q. Coordinate with NG J5 to facilitate support for SPP, SCE & DV visits from in support of Security Cooperation & Engagement objectives.
- r. Provide situational awareness of Kenya's political military and economic environment to NG chain of command ISO NG objectives.
- s. Perform other duties as assigned.

Please check <https://massnationalguard.org/available-positions-2/> for updates on job announcements. Forms are available at the MANG Careers page: <https://massnationalguard.org/available-positions-2/>