



MINNESOTA NATIONAL GUARD – HUMAN RESOURCES OFFICE (NGMN-PEH-A)

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Saint Paul, MN 55101**

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**OPEN
AIR/ARMY NATIONAL GUARD TITLE 10
VACANCY ANNOUNCEMENT
ARNG 26-020**

OPENING DATE: 12 November 2025

CLOSING DATE: 26 November 2025

RANK/GRADE: MAJ/O4

POSITION TITLE: Bilateral Affairs Officer

MOS/AFSC: Immaterial

DUTY LOCATION: MN JFHQ, Duty Location - Croatia

SELECTING OFFICIAL: Major General Shawn Manke, Adjutant General; 651-268-8924

WHO MAY APPLY: **Current MAJ/O4 Soldier or Airmen (AGR, Military Technician, M-Day/Traditional).** Active membership in the Minnesota Army or Air National Guard is required prior to appointment to full-time status.

REMARKS: PCS authorized.

LENGTH OF TOUR: 2 YEARS – Tour dates- June 2026 through June 2028 --The incumbent will not be assessed into the AGR program as a career Soldier.

DUTIES AND RESPONSIBILITIES: Serve as the Minnesota National Guard Bilateral Affairs Officer (BAO) Program Manager/International Partnership. Coordinate with the State Partnership Program Director (SPPD) on a routine basis to schedule, plan, coordinate, and execute State Partnership Program (SPP) activities. Provide U.S. Embassy country teams, DOD personnel, and the SPPD with partner nation information on SPP related activities. Attend or provide input to CCMD planning conferences. Provide logistical support and Partner Nation (PN) coordination for all SPP activities in the PN as required. Input and coordinate all Security Cooperation (SC) activities in EUCOM Concept and Funding Request (CFR) program management in coordination with the SPPD. Input and approve SPP activities in the Army Training Information Management System (ARTIMS) (for events involving ARNG personnel), in coordination with the SPPD. Plans, organizes, manages, and performs duties necessary to accomplish SPP functions in support of programs essential to USEUCOM and MNNG mission of preparing ready forces, ensures strategic access, deters conflict, enables the NATO alliance, strengthens partnerships, and counters transnational threats in order to protect and defend the United States. This is an accompanied tour. A valid Government Travel Credit Card (GTCC) is required for this tour.

TITLE 10 PROGRAM BENEFITS: Salary is determined by military grade and time in service. Member is authorized Subsistence allowance, Basic Allowance for Housing (BAH), thirty (30) days annual leave, medical and dental care. BAH is not authorized if the tour is accompanied. TRICARE Prime Remote or TRICARE Standard coverage for dependents. Military Exchange and Commissary privileges.

TITLE 10 PROGRAM MINIMUM QUALIFICATION REQUIREMENTS

1. Must be a current member of the Minnesota Army or Air National Guard.
2. Must meet medical standards prescribed by AR 40-501, Chapter 3 and physical standards prescribed by AR 600-9. 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 Title 10 Program. Soldier must have a Human Immunodeficiency Virus (HIV) test within the last 24 months prior to initial entry into the Title 10 program IAW AR 600-110. This examination is to be accomplished at an active military medical treatment facility, an ARNG medical unit, US Army Reserve medical units, or a civilian medical facility.
3. Individual must not be eligible for, nor receiving a federal military retired or retainer pay, nor federal service annuities.
4. Individual must possess or be able to obtain appropriate security clearance.
5. Must not be a candidate for elective office, holding a civil office (full or part-time), or engage in partisan political activities as defined by DoD Directive 5500.7, Joint Ethics Regulation.

6. Applicant selected will be subject to Uniform Code of Military Justice procedures/statutes and State Civil Laws/statutes, as appropriate, when serving under provisions of Title 10 U.S.C.
7. Applicant must meet other eligibility requirements for Title 10 service under the provisions of AR 135-18 and NGR 600-5.
8. Upon selection the applicant must complete the following training prior to going on T10 orders. Bilateral Affairs Officer training courses enrolled through Defense Security Cooperation University (DSCU). All training requirements are IAW DOD Instruction 5132.13, "Staffing of Security Cooperation Organizations (SCOs) and the Selection and Training of Security Cooperation Personnel" prior to the start of assignment.

HOW TO APPLY: Applicants forward the forms listed below to arrive in the Human Resource Office no later than the closing date indicated above. **E-mail application packet in a SINGLE pdf file** to ng.mn.mnarnng.mbx.assets-hro@army.mil subject line must read **"26-020 Last Name"**. If sending multiple emails, subject line must end in 1 of 2, 2 of 2 (example – **26-020 Smith, 1 of 2**). Applications submitted that are missing documentation, not submitted in a single pdf file, or that have errors such as missing signatures, incorrect subject lines, etc. will not be accepted. **HRO will not review the application for completion or accuracy before the closing date.** **The applicant is responsible to ensure the application packet is complete and all required documents are correct and included.**

REQUIRED DOCUMENTS:

Complete and sign page 3 of this announcement
NGB Form 34-1 (must be signed and dated)
AFT/APFT Card
Selection STP/SRB/ERB/ORB
DD 2807/DD2808, or PHA, or MEDPROS IMR
Retirement Points Accounting Management (RPAM)
Three most recent OER/NCOERs
DD 214s

Application forms may be obtained at most Minnesota Army or Air National Guard Facilities or from our website at [Careers – Minnesota National Guard \(ng.mil\)](#).

Upon selection, individuals will undergo a background check to validate suitability for employment with the federal government as permitted by law, regulation, Presidential order, or other authority. Suitability is dependent upon the particular requirements for security clearance, sensitivity level, and DOD IT network access. Items checked include, but are not limited to, all criminal history record information, employment history, education, and fiscal accountability/responsibility.

The Minnesota Department of Military Affairs is an Equal Opportunity Employer. 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. If you have information or questions regarding this issue, please contact the Equal Employment Manager at 651-282-4472.

MEMORANDUM FOR NGMN-PEH

DATE: _____

SUBJECT: Application for Open T10 Vacancy Announcement, ARNG 26-020, Bilateral Affairs Officer

1. I request consideration for the above vacancy.
2. Copies of my NGB 34-1, AFT/ACFT, Selection STP/SRB/ERB/ORB, PHA Exam, RPAM, last three OER/NCOERs, and DD 214s are attached.
3. My full-time Active Guard Reserve employment history, starting with the present, is as follows:

<u>Organization</u>	<u>Duty Position/MOS</u>	<u>Dates of Employment</u>	<u>Supervisor</u>	<u>Phone Number</u>

4. My current Leader Development Requirement is _____. I ☐ have ☐ have not completed this requirement.

5. I am AOC/MOS qualified in the following specialties:

6. Highest civilian education completed: _____.

7. Most recent AFT/ACFT/APFT: Date _____ ☐ Pass ☐ Fail

8. Most recent weight-in: Date _____ ☐ Pass ☐ Fail

9. Most recent physical: Date _____

10. Where I can be contacted at: Home Phone _____ Work _____.

11. Home Address: _____.

12. Additional comments (you may include personal references):

Signature: _____

Name, Rank: _____

Position Title: _____

FORWARD APPLICATION TO: ng.mn.mnarng.mbx.assets-hro@army.mil

How to combine PDF into one document

-All digitally signed documents must be printed to PDF before merged. Signatures can be lost in merge and will not be accepted

- Right click your first document, and select "Edit with Adobe Acrobat"
- Select the open arrow on the left-hand side of the screen
- Select the "Page Thumbnail" button at the top of the open pane
- Select "Insert Pages" button
- Proceed to add the documents you want to include in your application submission
- At this point, use the proper naming convention for your combined document.