

Washington National Guard Extended Active Duty (EAD) Statutory Tour (3-year tour with possible 1-year extension)

POSITION INFORMATION

Position: Bilateral Affairs Officer **Grade:** promotable O3 Capt or O4/Maj

Location: US Embassy, Kuala Lumpur, Malaysia
3 yr tour w/ possible 1 yr extension **AFSC/MOS:** ANY

Opening Date: 27 Aug 2026

Closing Date: 23 Sep 2026

WHO CAN APPLY

All current members of the Washington Air National Guard (ANG) and Army National Guard (ARNG). Qualified ANG candidates will have priority. Member must be nominated through his/her Wing or MSC Commander or Equivalent.

INITIAL ELIGIBILITY CRITERIA

The following criteria must be met as of closeout date of this announcement to be considered:

- Must be fully qualified in any AFSC/MOS
- Must be a promotable Capt, that will be promoted by the end of FY 27 or in the grade of Major/O4. Majors are not eligible for position vacancy promotion while serving in this position.
- Meet service specific fitness standards with a passing score that is current as of the closing date of this announcement.
- Possess or be able to obtain a **Top Secret** security clearance
- Must be up to date 'green' on medical fitness requirements.

SUMMARY OF DUTIES

This position is for a National Guard State Partnership Program (SPP) Bilateral Affairs Officer (BAO) to serve as the Operations Officer under the Chief, U.S. Military Group (MilGrp), Kuala Lumpur, Malaysia. The Operations Officer is responsible for the synchronization and implementation of security cooperation activities carried out by the MILGRP in accordance with the Chief of Mission's Integrated Country Strategy (ICS), PACOM's Theater Campaign Plan, and the Country Security Cooperation Plan (CSCP). Specific BAO duties and responsibilities include but are not limited to: Serves as the National Guard representative on the United States Embassy Country team. Coordinates, supports, and monitors SPP activities with the country team, as well as relevant interagency partners, in order to advance military-to-military, military-to-civilian, and civilian-to-civilian security cooperation objectives. Plans, coordinates and executes a comprehensive program of regional and bilateral operations, actions, and activities, such as military exercises, engagements, and conferences; Assists the MILGRP Chief in designing and executing Security Assistance (SA), Foreign Military Sales (FMS), Foreign Military Financing (FMF), International Military Education and Training (IMET), Section 333 Building Partner Capacity, Combating Terrorism Fellowship

(CTFP), Overseas Humanitarian, Disaster, and Civic Aid (OHDACA), Maritime Security Initiative (MSI), Global Peacekeeping Operations Initiative (GPOI), End Use Monitoring (EUM), Asia-Pacific Regional Initiative (APRI), and other programs in direct support of U.S. foreign policy and PACOM objectives; Prepares and manages Military to Military (M2M) familiarization events, to include development of a M2M and State Partnership Program (SPP) annual work plan annex for the CSCP in close cooperation with the country team. Serves as the representative of The Adjutant General, State of Washington, for all in country planning meetings and briefings. The SPP BAO is necessary for the MILGRP to operate effectively and efficiently in support of Chief of Mission, The Adjutant General, and PACOM security cooperation objectives in order to advance U.S. national interests. Provides administrative and logistical support for the M2M and SPP traveling Contact Teams. Accompanies host nation personnel, when necessary, on out of area visits or visits to the United States installations or agencies for familiarization events. Coordinates Leahy vetting for events as required. Assists with PACOM and J55 Security Cooperation Division administrative requirements and additional duties as required. Serves as Acting Chief in the absence of the Chief and Deputy Chief, MILGRP.

ELEMENTS

The following elements are considered essential for successful performance in this position. Response to the Elements is voluntary, however written response to each of the following Elements will ensure that specialized experience is recognized.

- Describe your understanding of the WA ANG and WA ARNG force structures
- Describe your understanding of the WANG Joint Enterprise
- How will you represent both Army and Air equities as the BAO to Malaysia?
- Describe the make-up of the Malaysian armed forces
- What opportunities exist for Malaysian/WANG engagement?
- Describe your understanding of the National Security Strategy with respect to Malaysia.
- Describe your understanding of the State Partnership Program's role in security cooperation.

APPLICATION INSTRUCTIONS

Applicants may apply for this position by submitting the following:

ALL APPLICANTS:

- 1) Resume cover letter (*not required, but highly encouraged*).
- 2) Resume (Resume should include chronological listing of all military service. Include inclusive dates, branches of service, units and location assigned, and a brief recap of duties. Highlight any previous SPP involvement)
- 3) Response to above elements (*not required, but highly encouraged*).

ANG APPLICANTS:

- 4) Current Report of Individual Person (RIP) from the vMPF, under Self-Service Actions, Personal Data, Record Review, print all pages. A CDB, Career Data Brief, is **NOT** a substitute.
- 5) Point Credit Summary (PCARS) from the vMPF under Self-Service Actions, Personal Data, PCARS. Print "View All", minus the PCARS definitions and FAQ pages (*only applies to current members of the USAFR or ANG*)
- 6) Current Fitness Report with current scores (*only applies to current members of the USAF, USAFR or ANG*)
- 7) Response to Job Elements (*not required, but highly encouraged*)

- 8) Individual Medical Readiness Status: Copy of IMR screen showing overall status for medical readiness

ARNG APPLICANTS:

- 1) Individual Medical Readiness (IMR): Official report from MEDPROS showing a current PHA (within 12 months).
- 2) DA Form 705 (AFT): Passing Army Fitness Test dated within the last 6 months.
- 3) Waist-to-Height ratio (WHtR) Compliance Memo: Memorandum signed by your unit Readiness NCO, First Sergeant or Commander confirming compliance dated within 30 days of application.
- 4) DA Form 5016: Current Retirement Accounting Statement from IPPS-A.
- 5) Performance Evaluations: Complete copies of your last three evaluations
- 6) Security Clearance Memo: Memorandum from your S2 verifying your security clearance status.
- 7) Command Concurrence Memo (Current WAARNG AGR Only): Required memo from Company through MSC level command.
- 8) Memorandums for Record (As applicable): To explain missing documents

Submission of application:

Email applications to: lita.rakhra@us.af.mil and kenneth.w.schlittenhart.mil@army.mil. They can be sent via DoD Safe at the following link: <https://safe.apps.mil>

All application documents must be consolidated into a single .pdf file if at all possible. PDF Portfolio format is ok. Name your .pdf file with your last name, first name and rank. (Rakhra Lita Col)

When emailing applications, please put the MALAYSIA BAO and last name in the subject line.

If you do not receive an email “confirmation of receipt” within 3 duty days of emailing your application, please contact LTC Kenny Schlittenhart at 509-225-8435

Complete applications must be received by this office by 1630 (Pacific Time) on the closing date of the announcement. Complete applications not received by the closing date/time will not be accepted. Applications will not be returned.

ADDITIONAL INFORMATION

- This is an accompanied tour.
- The proposed start date for this tour is May-June of 2027. The selected applicant will be on NGB, Title 10 orders.
- In preparation for this role, once selected, the applicant will have to attend up to 90 days of training, including a 7-week course on Security Cooperation Fundamentals. Some of the 90 days are optional but a minimum of 60 days is not optional.
- Selected applicant will require an Exceptional Family Member Program (EFMP) overseas screening. This step is to determine the availability of services for family members with specific medical or educational requirements. If services are not available, and depending on the EFMP assessment, you may be unselected for this opportunity.
- As we work through this process, there may be a requirement to go TDY for a few weeks to Malaysia prior to May-June of 2027 to receive an orientation or training. The intent is to have a two-

week left seat/right seat with the current BAO as he is transitioning out. Depending on the timeline to get the new selectee trained, this timeline will need to be flexible.

- The process of applying and being nominated does not constitute final selection for nor guarantee this position. Applicants are strongly advised not to plan to move or change jobs until notified of final selection by the Adjutant General of the State of Washington or designated representative. Final approval is granted via the EFMP process referenced above.
- Military grade cannot exceed the maximum military grade authorized. A member who is overgrade must indicate, in writing, a willingness to be administratively reduced in grade when assigned.
- Point of Contact is LTC Kenny Schlittenhart at 509-225-8435