



**##CORRECTED COPY##**  
**DEPARTMENTS OF THE ARMY AND AIR FORCE**  
**JOINT FORCE HEADQUARTERS-MONTANA**  
P.O. Box 4789 (1956 MT Majo Street)  
Fort Harrison, Montana 59636-4789

**MONTANA ARMY NATIONAL GUARD**  
**Full-Time Duty Operational Support (FTNGDOS) Job Announcement**  
**Job Announcement #: OS 23-06**

OPENING DATE: 24 March 2023

CLOSING DATE: 11 April 2023

POSITION: Military Funeral Honors Coordinator

DUTY MOS: Immaterial

MIN GRADE: PVT/E-1

MAX GRADE: SGT/E-5

ORGANIZATION: JFHQ-MT G1

LOCATION: Fort Harrison, MT

SELECTING OFFICIAL: SGM Lewis

POINT OF CONTACT FOR DUTY DESCRIPTION: SGM David Lewis (406) 324-3224 or at  
[david.b.lewis.mil@army.mil](mailto:david.b.lewis.mil@army.mil).

PROJECTED LENGTH OF DUTY: Indefinite, dependent upon availability of funds.

**THIS ASSIGNMENT, IF SELECTED, DOES NOT CONSTITUTE ENTRY INTO THE TITLE 32 AGR PROGRAM, NOR WILL YOU BE CATEGORIZED AS AN ON BOARD AGR.**

**JOB DESCRIPTION:** Military Funeral Honors (MFH) Area Coordinators (AC) are responsible for the coordination and performance of Funeral Honors for Soldiers, Veterans and Retirees in their assigned region. ACs must ensure their teams are trained and proficient at the funeral honor's mission. They are required to have basic computer skills to submit reports, inventories, and various other administrative duties. Weekend missions are very common and ACs must be prepared to work them on a regular basis. All ACs must possess strong interpersonal skills to maintain the strong relationships we have developed with funeral homes, veteran groups and families. It is imperative that ACs maintain a high level of fitness and project a strong presence of military bearing.

**PERSONNEL ELIGIBLE FOR CONSIDERATION:** This position is open to members of the Montana Army National Guard. Applications will be screened against the criteria stated in PPOM #20-003, Policy for Army National Guard (ARNG) Members Performing Full-Time National Guard Duty for Operational Support (FTNGD-OS) Other Than AGR Duty/Counterdrug (AGR/CD). Applicants must meet requirements as of the closing date of the announcement.

- a. This is a gender neutral position.
- b. Minimum grade to apply is PVT/E-1.
- c. Soldiers must not have more than 17 years of Active Duty service in any branch in order to apply.
- d. Cannot be flagged for favorable action.
- e. Cannot have any outstanding medical issues that require follow-up, to include temporary profiles.
- f. Must have completed IET (Initial Entry Training).
- g. Must be eligible to obtain access to the MTARNG Information Management Network.
- h. Must have passing PT test within 6 months of the start date.
- i. Must be willing to live within established commuting distance.

**PLACEMENT FACTORS:**

- a. Professional, dedicated, impartial, and competent Soldier.
- b. Must be self-motivated and able to operate professionally with little or no supervision.
- c. Must be able to qualify for a Government Travel Card.
- d. Must have at least a 6 month service obligation.
- e. Must have a valid driver's license.

**APPLICATION WILL CONSIST OF THE FOLLOWING:**

- a. Letter of intent indicating the Job Vacancy Announcement # you are applying for (see sample).
- b. DA Form 1058, Sep 2017 (FTNGDOS Application) Signed by applicant and Commander.
- c. MEDPROS, Individual Medical Readiness (IMR) printout within the last 30 days. PHA must be within the last 12 months.
- d. Copy of Enlisted Record Brief (ERB/SRB).
- e. Copy of latest DA Form 705. Must have passing APFT within the last 6 months.
- f. Current Height and Weight statement. Must meet standards established in AR 600-9. If screening table weight is exceeded, a Body Fat Content Worksheet (DA Form 5500-R for males or DA Form 5501-R for females) must also be included with the application.
- g. Copy of Temporary Profile.
- h. NGB Form 23B, RPAM statement.
- i. Resume or Biographical Sketch IAW NGR 600-200 Figure G-3.
- j. Please note any unsolicited documentation; to include letters of recommendation will NOT be forwarded with your packet.

**INSTRUCTIONS FOR SUBMITTING APPLICATION:**

Emailed packets are preferred. Excess documentation will be removed. Soldiers who fail to comply with these procedures will be notified in memorandum format. Incomplete or late application packets will not be forwarded to the Selecting Official. Application packets become the property of the MTARNG and will not be returned. The point of contact for the application process is CW3 Benson who can be reached at 406-324-3248 or by email at [david.l.benson40.mil@army.mil](mailto:david.l.benson40.mil@army.mil). Application packets may be:

- a. **Hand-carried** and must be received by the HRO, AGR Branch no later than 1630 hrs. on the closing date;
- b. **or E-mailed** and must be in PDF format in no more than 2 attachments. Emailed packets should not exceed 12MB. All emails received will get a response from HRO stating packet has been received. Any other document format (i.e. TIFF, JPG, DOC, XFDL, etc.) will not be processed. If you are unable to meet this requirement, submit in accordance with a. or b. above. Emailed applications must be received prior to 2400 hrs. Mountain Standard Time on the closing date.  
Email to [nq.mt.mtarng.list.j1-agr-applications@army.mil](mailto:nq.mt.mtarng.list.j1-agr-applications@army.mil).

**SELECTION PROCESS:** After interviews are conducted, the Selecting Official rates applicants in order of precedence and forwards the rating chart to HRO-A. Upon approval, official notification selection or non-selection will be made by HRO-A.

**CONDITIONS OF ACCEPTING THE POSTION:**

- a. Must be able to maintain IDT/AT requirements as deemed necessary by current traditional Chain of Command.
- b. Soldier must be willing to live within established commuting distance and work at specified location.

**EQUAL OPPORTUNITY:** The Montana National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, or any other non-merit factor.

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\\           HQ MTNG           //
\\           OFFICIAL           //
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MAUREEN K. MAPHIES
Lt Col, MTANG
Human Resources Officer

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SAMPLE LETTER OF INTENT  
(Insert your unit letterhead)

Date:

MEMORANDUM FOR SELECTING OFFICIAL, JOB ANNOUNCEMENT # \_\_\_\_\_

SUBJECT: Application for Position Vacancy

1. Request consideration for the position  
\_\_\_\_\_, Job Vacancy Announcement # \_\_\_\_\_.
2. [Address specific qualifications you have for the position applied for. Highlight any pertinent information not evident in your application packet. Include applicable civilian experience that may enhance your ability to perform this mission. Be sure to identify anything that you are missing in your packet (i.e. current APFT, NCOERs, OERs, etc.) with an explanation as to why].
3. Provide the best day time phone number to reach you with in order for the Selecting Official to set up an interview.]

JOHN E. DOE  
1LT, IN MTARNG  
Co D, 1/111<sup>th</sup> Cav