



**DEPARTMENTS OF THE ARMY AND AIR FORCE
JOINT FORCE HEADQUARTERS - MONTANA**

1956 Mt Majo Street, P.O. Box 4789
Fort Harrison, Montana 59636-4789

**MONTANA ARMY NATIONAL GUARD
Active Guard Reserve (AGR) Job Announcement
Job Announcement #: ARNG 23-03**

OPENING DATE: 20 October 2022

CLOSING DATE: 18 November 2022

POSITION: S1/Personnel Officer

DUTY MOS: 42B

MINIMUM GRADE: 2LT/O-1*

AUTHORIZED GRADE: CPT/O-3

UNIT: HHC 190th CSSB

LOCATION: Billings, MT

SELECTING OFFICIAL: MAJ Nelson

POINT OF CONTACT: CPT Kincheloe at 406-324-5406 or hope.l.kincheloe.mil@army.mil

PERSONNEL ELIGIBLE FOR CONSIDERATION: This position is open to members of the Montana Army National Guard. *AGR's under initial stabilization may apply.* In accordance with the Army Direct Combat Probability Code this is a gender neutral position. Applicant must be able to obtain a SECRET Clearance. Minimum grade to apply for the position is 2LT/O-1*. Applicants are not required to be AOC qualified to apply.

* Area I, current members of the MTARNG AGR Program, enlisted personnel who have completed a commissioning source and have a current passing chapter II physical

GENERAL INFORMATION: This position is in the Full Time Military Force (FTM) – Active Guard/Reserve (AGR) Program.

ELIGIBILITY REQUIREMENTS: To be eligible for this position you must meet all eligibility requirements as of the closing date. Applications will be screened against the criteria stated in AR 135-18, AR 40-501, DA Pam 611-21, and NGR 600-5. Applications meeting the screening criteria will be forwarded to the selecting official for consideration. Applications not meeting the screening criteria will not be considered and applicants will be notified in memorandum format. Applicants who qualify under AR 135-18 Table 2-1, but have a waivable disqualification under Table 2-2, will attach a request for the appropriate waiver to their applications. Applicants under stabilization in accordance with NGR 500-3, NGR 600-5, or MTARNG Title 32 AGR Reassignment Stabilization Policy will attach a request for waiver(s) with their applications.

APPLICATIONS WILL CONSIST OF THE FOLLOWING DOCUMENTS

Area I applicants, current members of MTARNG AGR Program:

- a. Letter of intent for consideration.
- b. Biographical Sketch IAW NGR 600-200 Figure G-3.
- c. Selection Board Record Brief (SRB).
- d. Current MEDPROS, Individual Medical Readiness (IMR) printout.
- e. Height/Weight Certification IAW AR 600-9.
- f. Most recent DA Form 705 (APFT/ACFT Scorecard) IAW AR 350-1 and FM 7-22
- g. Last five Officer Evaluation Reports (OER's) or NCO Evaluation Reports (NCOER's). (Draft formats will not be forwarded).
- h. Missing and/or expired documents should be addressed in a brief detailed statement on a Memorandum for Record (MFR).
- i. Stabilization waiver request (if applicable).
- j. Unsolicited documentation, to include Letters of Recommendation, will not be forwarded.

Area II applicants, active members of the MTARNG:

- a. Letter of intent for consideration.
- b. NGB Form 34-1, Application for Active Duty Guard/Reserve (AGR) Completed and Signed.

- c. Selection Board Record Brief (SRB).
- d. Current MEDPROS, Individual Medical Readiness (IMR) printout.
- e. Copy of temporary and/or permanent profiles (DA Form 3349), if applicable.
- f. Most recent DA Form 705 (APFT/ACFT Scorecard), IAW AR 350-1 and TC 3-22.20.
- g. 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.
- h. Last five Officer Evaluation Reports (OER's). (Draft formats will not be forwarded.)
- i. NGB Form 23B, Retirement Points Record.
- j. All DD Form 214(s)/215(s) and/or DD 220(s) from previous periods of active service (must show RE code, reason for discharge, and type of discharge) and/or DD form 1506 which document all prior active service.
- k. Unsolicited documentation, to include Letters of Recommendation, will not be forwarded.
- l. Missing and/or expired documents should be addressed in a brief detailed statement on a Memorandum for Record (MFR).

INSTRUCTIONS FOR SUBMITTING APPLICATION:

Emailed packets are preferred. Excess documentation will be removed. Soldiers who fail to comply with the following 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. Application packets may be:

- a. **Hand-carried:** must be received by the HRO, AGR Branch no later than 1630 hrs. on the closing date;
- b. **Mailed:** must be received by HRO-A no later than 1630 hrs. on the closing date. Mail to JFHQ-MT, ATTN: NGMT-HRO-AGR, 1956 Mt Majo Street, P.O. Box 4789, Fort Harrison, MT 59636-4789;
- c. Or, **e-mailed:** 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, ZIP 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 ng.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 to HRO-A. Upon approval, official notification selection or non-selection will be made by HRO-A.

CONDITIONS OF ACCEPTING THIS POSITION: The first 18 months of this tour will be stabilized, except for changes due to mobilization or force structure modifications. This position requires travel; AGR Soldiers are required to have a Government Credit Card. Permanent Change of Station (PCS) expenses may be authorized for this position. Must become AOC qualified within 12 months as of the start date of the AGR order.

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 //
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 MAUREEN K. MAPHIES
 Lt Col, MTANG
 Human Resources Officer