



**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
Active Guard Reserve (AGR) Job Announcement
Job Announcement #: ARNG 23-09**

OPENING DATE: 7 November 2022

CLOSING DATE: 22 November 2022

POSITION: Battalion Career Counselor

DUTY MOS: 00F34

MIN GRADE: SGT/E-5

MAX GRADE: SSG/E-6

ORGANIZATION: Recruiting and Retention Battalion

LOCATION: Billings, MT

SELECTING OFFICIAL: LTC Bleile

POINT OF CONTACT FOR DUTY DESCRIPTION: SGM Pettis, 406-324-3661 or

matthew.d.pettis.mil@mail.mil

PERSONNEL ELIGIBLE FOR CONSIDERATION: This position is open to current members of the Montana Army National Guard AGR Program. *AGR's must have completed the first 16 months of their initial AGR tour as of the closing date in order to apply.* In accordance with the Army Direct Combat Probability Code this is a gender neutral position. Applicants must be able to obtain a SECRET clearance in order to apply. Minimum grade to apply for the position is SGT/E-5. Applicant must meet the additional requirements of Suitability Criteria for Military Personnel in Specified Positions outlined in Army Directive 2018-16. Applicants are not required to be MOS qualified.

GENERAL INFORMATION: This position is in the Full Time Military Force (FTM) – Active Guard/Reserve (AGR) Program. Applicants must be eligible to attend SQI4 and graduate within the first 12 months of assignment.

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, NGR 600-5, and Army Directive 2018-16 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. Current MEDPROS, Individual Medical Readiness (IMR) printout.
- d. Selection Board Record Brief (ERB/SRB).
- e. Height/Weight Certification IAW AR 600-9.
- f. Most recent DA Form 705 (APFT Scorecard) IAW AR 350-1 and FM 7-22.
- g. Last five DA Form 2166-8, NCO Evaluation Reports. (Draft formats will not be forwarded.)
- h. DD Form 369 – Police Record Check.
- i. Completed and Signed Certification on Non-Disqualification for POSTA Memorandum (Attached)
- j. Missing and/or expired documents should be addressed in a brief detailed statement on a Memorandum for Record (MFR).
- k. Stabilization waiver request (if applicable).
- l. Unsolicited documentation, to include Letters of Recommendation, will not be forwarded.

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, 36 months of stabilization if new to MTARNG Recruiting and Retention Command, 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. In accordance with Army Directive 2018-16, the selected applicant will undergo in-depth background investigations and a behavior health interview. See attached sheet for details on investigations.

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

POSITIONS OF SIGNIFICANT TRUST AND AUTHORITY (POSTA) REQUIREMENTS

Note: Applicants for POSTA positions must meet all requirements listed below prior to becoming eligible for acceptance into the AGR program. If Applicants have favorable results in all State Level Checks, they can be hired in a temporary ADOS status until NGB Level Checks are returned with favorable results.

State Level Checks/Requirements (COL (O6) Appointing Authority):

- Must be able to produce a favorable National Agency Check with Law and Credit (NACLC).
- Must complete a Department of the Army Sensitive Duty Assignment Eligibility Questionnaire (DA Form 7424).
- Must not be listed on the National Sex Offender Public Website, (<http://www.nsopw.gov>) verified and signed by the interviewing agency.
- Must provide written consent that authorizes Department of Defense to access criminal history record information for POSTA and receive favorable results from the Nationwide FBI Database digital fingerprint capture system check. This check is completed by the State Security Manager.
- Must complete a DD Form 369 for use in Police Records check.
- Must complete, and provide, a favorable Behavioral Health Interview (DA Form 3822).

NGB Level Required checks (POC ARNG-GSS/HRP):

- Must have favorable results, showing no Type I or Type II offense, as listed above:
 - o Department of Army Inspector General (DAIG)
 - o Criminal Investigation Division (CID)
 - o Office of Military Personnel File including Restricted Fiche Review (OMPF)
 - o Army Substance Abuse Program (ASAP)

ANNEX B: TYPE I AND TYPE II REPORTS OF UNFAVORABLE INFORMATION OR OFFENSES

****THESE CRITERIA APPLY TO MILITARY ONLY****

(SEE CIVILIAN SCREENING POLICY FOR CIVILIAN CRITERIA)

STATUS (PROVIDED FOR FUTURE CODING USE; C AND D INDICATE "CREDIBLE EVIDENCE"):

- A. ALLEGED, NO INDICATION OF INVESTIGATION OR ACTION TAKEN
- B. INVESTIGATION COMPLETE, NOT FOUNDED OR NOT SUBSTANTIATED
- C. INVESTIGATION COMPLETE, FOUNDED OR SUBSTANTIATED
- D. ADVERSE ACTION TAKEN (INCLUDING, BUT NOT LIMITED TO, CIVILIAN OR COURT-MARTIAL CONVICTION, LETTER/MEMORANDUM OF REPRIMAND, NON-JUDICIAL PUNISHMENT, RELIEF FOR CAUSE EVALUATION, ETC.)

TYPE I OFFENSES, ACTIVITY OR SITUATIONS (NO TIME LIMITATION):

- 1. SEXUAL HARASSMENT
- 2. SEXUAL ASSAULT (INCLUDING, BUT NOT LIMITED TO, VIOLATIONS OF UCMJ ARTICLES 80, 120, 120b AND 125)
- 3. DOMESTIC VIOLENCE (AS DEFINED IN AR 608-18, OR REF K) OR A CRIMINAL OFFENSE INVOLVING A CHILD OR CHILDREN

4. PANDERING
5. POSSESSION, DISTRIBUTION, RECEIVING OR VIEWING CHILD PORNOGRAPHY
6. ADULTERY
7. INCEST
8. PROSTITUTION
9. BESTIALITY
10. STALKING
11. SEXUAL ACTIVITY WITH A SUBORDINATE OR FRATERNIZATION OF A SEXUAL NATURE
12. ILLEGAL DRUG USE OR POSSESSION, TO INCLUDE ABUSE OF PRESCRIPTION MEDICATION AND SYNTHETIC DRUGS
13. ANY SPECIAL OR GENERAL COURT-MARTIAL CONVICTION OR ANY CIVILIAN CRIMINAL FELONY CONVICTION IN A SOLDIER'S CAREER (INCLUDING SISTER SERVICES COURT-MARTIAL CONVICTIONS)
14. PREVIOUS SEPARATION FROM ANY SERVICE FOR ANY TYPE I OFFENSE
15. CONDUCT IN VIOLATION OF ARMY'S POLICY REGARDING PARTICIPATION IN EXTREMIST ORGANIZATIONS OR ACTIVITIES
16. INITIAL ENLISTMENT WAIVERS FOR DEROGATORY INFORMATION RELATED TO ANY TYPE I OFFENSE LISTED ABOVE

TYPE II OFFENSES, ACTIVITY OR SITUATIONS (OVER A SOLDIER'S CAREER, UNLESS OTHERWISE SPECIFIED):

1. ALCOHOL ABUSE (AS DEFINED IN AR 600-85, OR REF I)
2. LARCENY/THEFT/FRAUD/BURGLARY
3. RELIEF FOR CAUSE NCOER OR OER WHILE IN CURRENT GRADE OR IN PAST 5 YEARS, WHICHEVER IS LONGER
4. PREVIOUS SEPARATION FROM ANY SERVICE FOR ANY TYPE II OFFENSE
5. INITIAL ENLISTMENT WAIVERS FOR DEROGATORY INFORMATION (NOT RELATED TO AN OFFENSE LISTED IN TYPE I)
6. ASSAULT (OF NON-RELATIVE OR DOMESTIC PARTNER) IN THE PAST 5 YEARS

ADMIN REPORTS THAT PRECLUDE INITIAL APPOINTMENT TO A POSITION OF TRUST:

1. SOLDIERS WHO ARE FLAGGED, BARRED TO REENLIST, OR CODED WITH ANY ADMINISTRATIVE INFORMATION INDICATING LEGAL INVESTIGATION IS UNDERWAY ARE PROHIBITED FROM INITIAL APPOINTMENT OR SERVICE IN A POSITION OF TRUST UNTIL THE FLAG, BAR OR CODE IS REMOVED.
2. SOLDIERS PENDING DETERMINATION BY A MEB/PEB/MAR2 PROCESS ARE NOT ELIGIBLE FOR APPOINTMENT AS A SARC/SHARP VA UNLESS FOUND FIT FOR CONTINUED DUTY.

SOLDIERS WITH A CURRENTLY REVOKED, DENIED OR SUSPENDED SECURITY CLEARANCE, OR WHO FAILED TO ATTAIN OR MAINTAIN A FAVORABLE NAJLC INVESTIGATION ARE NOT ELIGIBLE FOR APPOINTMENT TO A POSITION OF SIGNIFICANT TRUST.

**DEPARTMENTS OF THE ARMY AND AIR FORCE
HEADQUARTERS, MONTANA NATIONAL GUARD**
1956 Mt Majo Street, P.O. Box 4789
Fort Harrison, Montana 59636-4789

Date: _____

MEMORANDUM FOR JFHQS-MT, ATTN: HRO-A, 1956 Mt Majo St, Fort Harrison, MT 59636

SUBJECT: Certification on Non-Disqualification for Positions of Significant Trust and Authority (POSTA)

1. I certify I have read Annex B: Type I and Type II Reports of Unfavorable Information or Offenses to HQDA EXORD 193-14. I understand I must not be disqualified to hold a POSTA assignment under Annex B in order to be assigned to the position, JVA ARNG _____ for which I am applying. I also certify, to best of my knowledge, I am not disqualified from holding this position. I further understand if I am selected for the position and found to be disqualified, I will immediately be removed from the position and released from the AGR Program.

2. I have had an opportunity to contact the JAG office at 406-324-3325 to address any questions or concerns I have with passing the screening criteria and information addressed in Annex B.

Name: _____
(Print & Sign)
Rank: _____, MTARNG
Applicant