



**##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**  
**Active Guard Reserve (AGR) Job Announcement**  
**Job Announcement #: ARNG 23-31**

OPENING DATE: 16 March 2023

CLOSING DATE: 14 April 2023

POSITION: Property Accounting Officer

DUTY MOS: 920A

MINIMUM GRADE: WO1\*

UNIT: JFHQ-MT, PBO

LOCATION: Fort Harrison, MT

SELECTING OFFICIAL: MAJ Ollis

POINT OF CONTACT FOR DUTY DESCRIPTION: CW3 Simanton at [troy.s.simanton.mil@army.mil](mailto:troy.s.simanton.mil@army.mil) or (406) 324-3340

AUTHORIZED GRADE: CW3

**PERSONNEL ELIGIBLE FOR CONSIDERATION:** This position is open to members of the Montana Army National Guard. *AGR's in their initial stabilization may apply.* In accordance with the Army Direct Combat Probability Code this is a gender-neutral position. Must be able to obtain a SECRET clearance. The grades eligible to apply for this position are WO1\*-CW3. Applicants are required to be AOC qualified or have a current proponent predetermination approved in order to apply.\*

\* Area I, current members of the MTARNG AGR Program, AGR personnel who have a current proponent approved Warrant Officer Predetermination and have a current passing chapter II physical. Status will be verified with the Command Chief Warrant Officer.

**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 (AR) 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 or NGR 600-5 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 (ERB/ORB)
- d. Current MEDPROS, Individual Medical Readiness (IMR) Printout.
- e. Height/Weight Certification IAW AR 600-9.
- f. Most recent DA Form 705 (ACFT Scorecard) IAW AR 350-1 and TC 3-22.20.
- g. Last five Officer Evaluation Reports (OERs) / NCO Evaluation Reports (NCOERs). (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, current 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 Records Brief (ERB/ORB).
- 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. (APFT date must be within 6 months to come on orders.)
- 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 (OERs) / NCO Evaluation Reports (NCOERs). (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](mailto: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 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. above or reach out to CW3 Benson for alternate means of submission. Emailed applications must be received prior to 2400 hrs. Mountain Standard Time on the closing date. Email to [ng.mt.mtarnq.list.j1-agr-applications@army.mil](mailto:ng.mt.mtarnq.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.

**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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