



##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 23-34

OPENING DATE: 23 March 2023

CLOSING DATE: 24 April 2023

POSITION: STEM/HOP/MET

DUTY MOS: 00F44

MINIMUM GRADE: SSG/E-6

AUTHORIZED GRADE: SFC/E-7

UNIT: Recruiting and Retention

LOCATION: Billings, Montana

SELECTING OFFICIAL: LTC Wacaser

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

lawrence.k.deboo.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. Minimum grade to apply for the position is E-6/SSG. Applicants are not required to be MOS/SQI4 qualified.

GENERAL INFORMATION: This position is in the Full Time Military Force (FTM) – Active Guard/Reserve (AGR) Program. Applicant must complete SQI4 within 12 months of AGR start date.

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/SRB).
- d. Current MEDPROS, Individual Medical Readiness (IMR) printout.
- 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 three DA Form 2166-9, 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.

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 Record Brief (ERB/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 FM 7-22. (APFT date must be within 6 months to come on orders.)
- g. Height/Weight Certification IAW AR 600-9.
- h. Last three DA Form 2166-9, NCO Evaluation Reports. (Draft formats will not be forwarded.)
- i. NGB Form 23B, Retirement Points Record.
- j. All DD Form 214's and NGB Form 22's from previous periods of active or reserve service (must show RE code, reason for discharge, and type of discharge) and/or DD form 1506 which document all prior active service.
- k. New DD Form 369 – Police Record Check
- l. Completed and Signed Certification on Non-Disqualification for POSTA Memorandum (Attached)
- m. Unsolicited documentation, to include Letters of Recommendation, will not be forwarded.
- n. 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 David Benson who can be reached at 406-324-3248 or by email at david.i.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.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 36 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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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)

**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