



## 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

## Full-Time Duty Operational Support (FTNGDOS) Job Announcement Job Announcement #: ADOS 25-02

OPENING DATE: 16 October 2024

CLOSING DATE: 15 November 2024

POSITION: Military Funeral Honors Coordinator

DUTY MOS: Immaterial

MIN GRADE: PV1/ E-1

MAX GRADE: SGT/E-5

ORGANIZATION: JFHQ-MT G1

LOCATION: North Eastern, MT (Havre/Malta)

SELECTING OFFICIAL: LTC Wiese, Janel

POINT OF CONTACT FOR DUTY DESCRIPTION: Mr. Kiy, Phillip (406) 324-3217 or at

[phillip.a.kiy2.civ@army.mil](mailto:phillip.a.kiy2.civ@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.**

**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 NGB-ARH Policy Memo #24-012, Policy for ARNG Members Performing Full-Time National Guard Duty for Operational Support (FTNGD-OS) Performed Pursuant to 32 United States Code 502(f)(2), 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 PV1.
- 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 unfavorable 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.
- 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 Selection Board Record Brief (ERB/SRB).
- e. Copy of latest DA Form 705. Must have passing ACFT.

- 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 (if applicable).
- 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 David 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:** 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](mailto: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 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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KENETH F. FECHTER
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