



**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 25-02**

OPENING DATE: 8 October 2024

CLOSING DATE: 7 November 2024

POSITION: RSP Det Readiness NCO

DUTY MOS: 00F34

MINIMUM GRADE: SGT/E-5

AUTHORIZED GRADE: SSG/E-6

UNIT: Recruiting and Retention Battalion

LOCATION: Bozeman, Montana

SELECTING OFFICIAL: MAJ Dighans

POINT OF CONTACT FOR DUTY DESCRIPTION: 1SG Clement, 406-324-3164 or

[justin.a.clement.mil@army.mil](mailto:justin.a.clement.mil@army.mil)

**PERSONNEL ELIGIBLE FOR CONSIDERATION:** This position is open to 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.* Applicant must be able to obtain a SECRET Clearance. Minimum grade to apply for the position is SGT/E-5. Applicants must meet the additional requirements of Suitability Criteria for Military Personnel in Specified Positions outlined in AR 600-78. Applicants are not required to be MOS qualified to apply.

**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, NGR 600-5 and AR 600-78. 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 (ERB/SRB).
- 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 FM 7-22.
- g. Last five 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 trusted positions 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 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:** 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 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 AR 600-78, the selected applicant will undergo in-depth background investigations. 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.

```
////////////////////////////////////  
\\          HQ MTNG          //  
\\          OFFICIAL         //  
////////////////////////////////////  
KENNETH F. FECHTER  
Lt. Col, MTANG  
Human Resources Officer
```

## **ARMY SUITABILITY, FITNESS, AND CREDENTIALING PROGRAM REQUIREMENTS FOR TRUSTED POSITIONS**

Note: Applicants for trusted 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.

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 assignment to trusted positions

1. I certify I have read AR 600-78 para 3-5: Disqualifying Offenses. I understand I must not be disqualified to hold an assignment in a trusted position 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 AR 600-78.

Name: \_\_\_\_\_  
(Print & Sign)  
Rank: \_\_\_\_\_, MTARNG  
Applicant