DEPARTMENT OF THE ARMY
JOINT FORCE HEADQUARTERS - MONTANA
1956 MOUNT MAJO STREET
FORT HARRISON MT 59636-9725

MONTANA ARMY NATIONAL GUARD
Full-Time National Guard Duty for Operational Support (FTNGD-OS)
Job Announcement

Job Announcement #	ADOS 27-05
Opening Date	04 November 2026
Closing Date	03 December 2026
Position Title	Military Funeral Honors (MFH) Area Coordinator
Duty MOS / AOC	00F (*MOS Immaterial*)
Grade Authorization	Min Grade: E-1 / PVT
	Max Grade: E-5 / SGT
Organization	G1, Joint Force Headquarters - Montana
Duty Location	Kalispell, MT
Tour Authority	Full-Time National Guard Duty - Operational Support (FTNGD-OS) | 32 U.S.C. § 502(f)(2)
Selecting Official	COL Janel Wiese
Duty Description POC	SGM Amber Cassidy | 406-324-3224 | amber.l.cassidy.mil@army.mil

PERSONNEL ELIGIBLE FOR CONSIDERATION

Areas of Consideration	
Area I	Soldiers who have been accessed into the MTARNG AGR Program and have completed more than 18 months of their initial AGR tour.
Area II	Soldiers who are current members of the MTARNG. Soldiers serving on a One-Time Occasional Tour (OTOT) and AGRs who have completed less than 18 months of their Initial Stabilization tour.

SECTION I: ELIGIBILITY REQUIREMENTS

To be eligible for this position, applicants must meet all eligibility requirements as of the closing date. Applications will be screened against criteria in NGB-ARH Policy Memo #24-012, AR 40-501, Chapter 3 and AR 135-200. Applications meeting the screening criteria will be forwarded to the selecting official;

applications not meeting the screening criteria will not be considered and applicants will be notified in memorandum format.

Requirement Area	Policy & Eligibility Criteria
Active Service Limit	Soldiers must not have more than 17 years of Active Federal Service (AFS) or qualify for separation pay as a result of being placed on orders.
Personnel Status	Must not be under a Suspension of Favorable Personnel Actions (FLAG).
Fitness & Body Composition	Must have met waist-to-height ratio (WHtR) standards and taken a record, passing Army Fitness Test (AFT) within 6 months of the FTNGD-OS order start date.
Medical Readiness	○ Must have a current (*completed within the last 12 months*) physical health assessment (PHA) with no deficiencies. ○ Soldiers with any unresolved medical issues, including temporary profiles, are ineligible for a tour. ○ Must have a current HIV screening IAW the requirements of AR 600-110. ○ A Soldier with a permanent P3 or P4 profile must have been found fit for retention in their Primary Military Occupational Specialty (PMOS). ○ Pregnant Soldiers with an MRC3 classification are eligible to apply and compete for FTNGD-OS tours.
Service Obligation & Tour Length	○ Must have at least a 6-month remaining service obligation upon the start of the tour. ○ Projected Tour length: through end of Fiscal Year 2026 (*30 September 2026*). ○ **All orders are subject to the availability of funds.**

SECTION II: CONDITIONS OF ACCEPTING THIS POSITION

Acceptance of this FTNGD-OS position constitutes agreement to the following terms and operational conditions:

Category	Condition of Service
Unit Training	May attend Drill and/or Annual Training IAW PPOM 24-012, Enclosure 2, Paragraph 11 and AR 135-200.
Commuting	Must be willing to live within the established commuting distance of the duty location.
Travel	Must be able to qualify for and maintain a Government Travel Charge Card (GTCC).
Fitness	All Soldiers on FTNGD-OS on orders for greater than 180 days will take a record AFT twice a year.
Security Clearance	Must possess or be eligible to obtain and maintain a minimum-security clearance of SECRET.

SECTION III: APPLICATION REQUIREMENTS

Required Documents		Accepted Format(s) / Details
All Applicants	**Letter of Intent**	Memorandum format (*sample enclosed*)
	DA Form 1058	Application for FTNGD-OS, completed and signed by the unit commander, records custodian and applicant.
	Soldier Record Brief	IPPS-A Soldier Talent Profile (STP)
	Medical Readiness (IMR)	MEDPROS Individual Medical Readiness report, printed within the last 30 days.
	Fitness Test (AFT/CFT)	Most recent, ATIS Printout or DA Form 705 (AFT Scorecard)
	Body Composition Assessment (WHtR)	ATIS Printout, DA Form 5500/5501, or Verification Memorandum from Unit.
	Retirement Points Accounting Statement	DA Form 5016 (from IPPS-A)
	Service Records	Any DD Forms 214, NGB Forms 22 *or* DA Form 1506, Statement of Service.

Application Submission Policies	
Accountability	**Any missing or expired mandatory documents must be formally explained using a brief, detailed Memorandum for Record (MFR) (*sample enclosed*).**
Unsolicited Documentation	Extra documents, including Letters of Recommendation, are prohibited and will not be forwarded to the selection board.

SECTION IV: INSTRUCTIONS FOR SUBMITTING APPLICATION

Emailed packets are preferred and must be submitted as a single PDF (no more than 2 attachments, not to exceed 12MB) to ng.mt.mtarng.list.j1-agr-applications@army.mil prior to 2400 MST on **03 December 2026**. Hand-carried packets must be received by HRO no later than 1630 MST on the closing date. Incomplete, late, or improperly formatted packets will not be considered. Soldiers who fail to comply with these procedures will be notified in memorandum format. Application packets become the property of the MTARNG and will not be returned. For questions regarding the application submission process, contact CW3 Ryan Baldry at (406) 324-3248 or via email at ryan.d.baldry.mil@army.mil.

SELECTION PROCESS & EQUAL OPPORTUNITY

After interviews, the Selecting Official will rate applicants and forward results to HRO-A for final approval and notification. The Montana National Guard is an Equal Opportunity Employer. Selection 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 //
\\
KENNETH F. FECHTER
Col, MTANG
Human Resources Officer

DEPARTMENT OF THE ARMY
MONTANA ARMY NATIONAL GUARD
[ORGANIZATION]
STREET ADDRESS
CITY STATE ZIP

OFFICE SYMBOL DATE

MEMORANDUM FOR Selecting Official, Job Announcement _____

SUBJECT: Application for Position Vacancy

1. Request consideration for the position of _____, 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].

3. [Identify when you would be available to assume this position and whether or not you are willing to work in more than one location. Provide the best daytime phone number and an email to reach you for the Selecting Official to set up an interview].

FIRST MI. LAST NAME
RANK, MTARNG
Position/Job Title

DEPARTMENT OF THE ARMY
MONTANA ARMY NATIONAL GUARD
[ORGANIZATION]
STREET ADDRESS
CITY STATE ZIP

OFFICE SYMBOL DATE

MEMORANDUM FOR Selecting Official, Job Announcement _____

SUBJECT: Explanation for Missing and/or Expired Documents

1. [Identify anything that you are missing in your application packet (i.e. current AFT, NCOERs, etc.) with an explanation as to why].

2. I can be contacted for any questions at [provide best contact phone number and email].

JOHN E. DOE
RANK, MTARNG
Position/Job Title