



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

MONTANA ARMY NATIONAL GUARD
Active Guard Reserve (AGR) Job Announcement
Job Announcement #: ARNG 26-38

OPENING DATE: 02 August 2026

CLOSING DATE: 01 September 2026

POSITION: Supply Sergeant

DUTY MOS: 92Y

MIN GRADE: E5 / SGT

MAX GRADE: E6 / SSG

ORGANIZATION: HHC, 1-163RD IN

DUTY LOCATION: Belgrade, MT

SELECTING OFFICIAL: MAJ Kepler

POINT OF CONTACT FOR DUTY DESCRIPTION: SFC Emmons at
micah.l.emmons.mil@army.mil or (406) 324-5007.

PERSONNEL ELIGIBLE FOR CONSIDERATION: This position is open to current members of the Montana Army National Guard. *AGR's under initial stabilization may apply.* Applicants must be able to obtain a SECRET clearance to apply. Minimum grade to apply for this position is E5/SGT. Applicants are not required to be 92Y qualified.

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, NGR 600-5, AR 600-78 and AR 614-200. 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 CNGBI 3501.00A, NGR 600-5, or MTARNG Title 32 AGR Reassignment Stabilization Policy will attach an *approved* request for waiver(s) with their application.

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.

Application packets may be:

- a. **E-mailed:** Email to nq.mt.mtarnq.list.j1-agr-applications@army.mil. Application documents 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 the 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 (b.) below 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.
- b. **Hand-carried:** Must be received by the HRO, AGR Branch no later than 1630hrs on the closing date.
- c. 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.

APPLICATION PACKET REQUIREMENTS:

Required Documents for:		Accepted Format(s) / Details
All Applicants	Letter of Intent	Memorandum format (<i>sample enclosed</i>).
	Soldier Record Brief	Soldier Talent Profile (STP) (from IPPS-A).
	Medical Readiness (IMR)65	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 (HT/WT or WHtR)	ATIS Printout, DA Form 5500/5501, or Verification Memorandum from Unit.
	Evaluation Reports	Last three DA 2166-9 or DA 67-10 reports.
Additional Required Documents for:		Accepted Format(s) / Details
Area I	Biographical Sketch	IAW NGR 600-200 Figure G-3 (<i>sample enclosed</i>).
	Stabilization Waiver	Required if currently stabilized (<i>sample enclosed</i>).
Area II	NGB Form 34-1	Application for Active-Duty Guard/Reserve (AGR). Must be completed and signed.
	Physical Profiles	DA Form 3349 (temporary and/or permanent profiles), if applicable.
	Retirement Points	DA Form 5016 (from IPPS-A).
	Active Service Records	DD Forms 214/15, NGB Form 22 (must show RE code, reason, and type of discharge), or DD Form 1506.

Application Submission Policies	Unsolicited Documentation	Extra documents, including Letters of Recommendation, are prohibited and will not be forwarded to the selection board.
	Draft Evaluations	Only finalized, signed evaluation reports will be accepted. Draft versions will be discarded.
	Accountability	Any missing or expired mandatory documents must be formally explained using a brief, detailed Memorandum for Record (MFR) (<i>sample enclosed</i>).

CONDITIONS OF ACCEPTING THIS POSITION: The first 18 months of this tour are stabilized, except in cases of mobilization or force structure modifications. Permanent Change of Station (PCS) expenses may be authorized. Active Guard Reserve (AGR) Soldiers must maintain a Government Credit Card and are subject to periodic urinalysis drug screening. Duty position qualifications (AOC/MOS/AFSC) must be met within 12 months of assignment. To enter the AGR program, Soldiers must be eligible to serve an initial three-year tour. To start on orders, selected applicant must have a passing Army Fitness Test (AFT) and waist-to-height ratio (WHtR) assessment within the past six months, a PHA completed within the last 12 months, and meet any applicable Combat Fitness Test (CFT) requirements.

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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 KENNETH F. FECHTER
 Col, MTANG
 Human Resources Officer

10-92Y. MOS 92Y--Unit Supply Specialist (Unit Supply SPEC), CMF 92 (Effective 202610)

(Army Civilian Acquired Skills Program (ACASP) designated MOS)

a. *Major duties:* The unit supply specialist supervises or performs duties involving request, receipt, storage, issue, accountability and the preservation of individual, organizational installation, facilities and expendable/durable property and equipment. Operating and maintaining the Global Combat Support System (GCSS-Army) an automated supply system for accounting of organizational and installation property and equipment.

(1) *MOSC 92Y10.* Receives and inspects inventories, loads, unloads, segregates, stores, issues, delivers and turns-in organization and installation property and equipment. Operates the GCSS-Army unit level computer. Prepares all unit/organizational supply documentation. Maintains the automated supply system for accounting of organizational property and equipment. Issues and receives small arms. Secures and controls weapons, ammunition, and sensitive items in security areas. Schedules and performs preventive and organizational maintenance on weapons and sensitive items.

(2) *MOSC 92Y20.* Performs duties shown at preceding level of skill and provides technical guidance to lower grade personnel. Inspects completed transactions/work for accuracy and compliance with established policy and procedures. Coordinates property and equipment activities. Reviews and annotates changes to the unit material condition status report. Validates/posts transactions to organizational and installation property records and updates/maintains supporting document files. Determines required method of relief from responsibility for lost, damaged and destroyed property/equipment items.

(3) *MOSC 92Y30.* Performs duties shown at preceding level or skill and provides guidance to lower grade personnel. Directs supply personnel in establishing property and inventory control management functions IAW current policy/procedure directives. Maintain property and equipment under GCSS-Army. Review daily and monthly records of all property and equipment transactions including petroleum products, unit/organizational basic/combat loads and operating supplies. Reconcile all local purchase transactions for fiscal/property accounting. Ensure weapons/sensitive item inventories are conducted IAW current regulatory procedure. Provide technical assistance to unit/organizational equipment and records parts specialist (92A). Assist and advise supply officer and company commander.

(4) *MOSC 92Y40.* Performs supervisory and management duties shown at preceding level of skill. Analyzes statistical data and reports to ascertain trends, conformance to standards and directives and efficiency of operations. Oversee and maintain logistical data provided by the GCSS-Army automated system. Coordinate logistical activities with other staff elements supply and service and motor transport units. Performs duty as a Contracting Officers Technical Representative (COTR). Conducts assistance visits to subordinate elements. Develops and executes training programs.

b. *Physical demands rating and qualifications for initial award of MOS.* Unit supply specialists must possess the following qualifications:

(1) A physical demands rating of Moderate (Gold).

(2) A physical profile of 222222.

(3) Qualifying scores.

(a) A minimum score of 90 in aptitude area CL.

(b) A minimum OPAT score of Standing Long Jump (LJ) – 0120 cm, Seated Power Throw (PT) – 0350 cm, Strength Deadlift (SD) – 0120 lbs., and Interval Aerobic Run (IR) – 0036 shuttles in Physical Demand Category in “Moderate” (Gold).

(4) Formal training (completion of MOS 92Y course conducted under the auspices of the U.S. Army Quartermaster School) mandatory or meet the ACASP criteria per paragraph 9-5(7)(b) of this pamphlet. Waiver for formal training or ACASP criteria must be submitted to CDR, USAQMC&S, ATTN: ATSM-QMG, Ft Lee, VA 23801-5032 for approval.

(5) ACASP qualification criteria. (Note: Refer to table 9-1 (MOS’ Approved for the Army Civilian Acquired Skills Program (ACASP)).

(6) No documented instances in the last 5 years of conduct which reflect adversely on the character, honesty, or integrity of the Soldier to include:

(a) No conviction by court martial or by any Federal or state court.

(b) No juvenile adjudication by state court.

(c) No punishment under Article 15, Uniform Code of Military Justice (UCMJ) caused by incidents that reflect adversely on the Soldiers integrity and lack of trust.

(d) No letter of reprimand, censure, or admonition under the provisions of AR 600-37, chapter 3.

(e) Voluntary confession after proper rights warning according to Article 31(b), UCMJ, or under applicable Federal or state law. Note: Disqualification under this paragraph is waivable by a military review board.

(7) No other record of disciplinary action under UCMJ or pattern of behavior which indicates a lack of integrity, or which is inconsistent with the 92Y position of trust.

(8) No conviction or other adverse disposition for criminal offenses listed as a misdemeanor or felony as outlined in AR 601-210, chapter 4. This criterion is not waivable.

(9) Per AR 600-8-19, promotion to MSG and SGM requires an interim secret eligibility or higher.

c. Additional skill identifiers. (Note: Refer to table 12-8 for (Listing of universal ASI’s associated with all enlisted MOS).

(1) D6—Advanced Business Analyst (Effective 202606) (personnel only).

(2) 3C-- Operational Contract Support (OCS) (SSG through SGM).

(3) 3D-- Level II Defense Acquisition Workforce Improvement Act (DAWIA) Industrial/Contract Property Management (skill level 3 personnel only) (Effective 202610), (skill level 4 positions and personnel) (Effective 202610).

d. Physical requirements and standards of grade. Physical requirements and SG relating to each skill level are listed in the following tables:

(1) Table 10-92Y-1. Physical requirements.

(2) Table 10-92Y-2. Standards of grade TOE/MTOE.

(3) Table 10-92Y-3. Standards of grade TDA.



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

BIOGRAPHICAL SKETCH

Name (last, first, MI):

Date:

DODID:

Primary MOS:

Secondary MOS:

Present Rank:

Date of Grade:

Years of active service and BASD:

Total years of service and PEBD:

Date of Birth:

Place of Birth:

Marital Status:

Home Address:

Home Telephone Number:

Business Telephone Number:

Civilian education:

Military education:

Decorations, awards, and citations (spelled out in order of precedence):

Civilian affiliations:

Significant experience (including duty status and primary civilian occupation or AGR):

(Do not type the following on the sketch)

1. Limit to 2 pages on standard 8 ½" x 11" white paper using a standard courier, pica, or elite font.
 2. If pursuing a degree, list major and minor, institution, and date projected for completion.
 3. List only completed training course. Do not list single sub courses under military education.
 4. Include civilian affiliations, professional, educational and military societies and organizations, and civilian activities such as fraternal, social and service organizations.
 5. In significant experience, list military duty assignments and civilian positions from most recent to oldest.
 6. Do not include a narrative biography, objectives, or abbreviations.
 7. Type entries in regular print. Do not use all capitals, italics, bold fonts, special characters, jargon, or any other gimmicks designed to draw special attention to specific entries on this document. List accurate information that is clear and concise.
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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



DEPARTMENT OF THE ARMY
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[ORGANIZATION]
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DATE

MEMORANDUM THRU

[BN AO], Unit, Street Address, City, State, Zip Code

[BDE AO] (*if applicable*), Unit, Street Address, City, State, Zip Code

FOR: HRO-A, Joint Force Headquarters – Montana, 1956 Mount Majo Street, Fort Harrison, MT 59636

SUBJECT: Stabilization Waiver Request for [RNK Full Name].

1. I, [RNK Full Name], am requesting an exception to policy for stabilization in accordance with NGR 600-5 and MTARNG AGR stabilization policy.
2. I am requesting stabilization waiver to be considered for Job Vacancy Announcement ARNG 26-25. [*Explain your reason(s) for requesting this stabilization waiver*].
3. The point of contact for this memorandum is the undersigned at (xxx) xxx-xxxx or [email].

JOHN E. DOE
RANK, MTARNG
Position/Job Title