



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 26-43

OPENING DATE: 19 August 2026

CLOSING DATE: 03 September 2026

POSITION: Senior Human Resources NCO

DUTY MOS: 42A

MIN GRADE: E7 / SFC

MAX GRADE: E7 / SFC

ORGANIZATION: HHC, 495th CSSB

DUTY LOCATION: Kalispell, MT

SELECTING OFFICIAL: MAJ Cantrell

POINT OF CONTACT FOR DUTY DESCRIPTION: MAJ Cantrell at (406) 324-5156 or
clayton.d.cantrell.mil@army.mil .

PERSONNEL ELIGIBLE FOR CONSIDERATION: This position is open to current 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 to apply. Applicants must be able to obtain a SECRET clearance to apply. Minimum grade to apply for this position is E7/SFC. Applicants are required to be 42A 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
Area I Applicants	Letter of Intent	Memorandum format (<i>sample enclosed</i>).
	Soldier Record Brief	Soldier Talent Profile (STP) (from IPPS-A).
	Medical Readiness (IMR)	MEDPROS Individual Medical Readiness report, printed within the last 30 days.
	Fitness Test (AFT)	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.
	Biographical Sketch	IAW NGR 600-200 Figure G-3 (<i>sample enclosed</i>).
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>).

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 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.



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.
-



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