



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 26-45

OPENING DATE: 25 August 2026

CLOSING DATE: 9 September 2026

POSITION: Senior Recruiting and Retention NCO (2IC)

DUTY MOS: 79T

MIN GRADE: E7 / SFC

MAX GRADE: E7 / SFC

ORGANIZATION: RRB

DUTY LOCATION: Kalispell, MT

SELECTING OFFICIAL: LTC Oelkers

POINT OF CONTACT FOR DUTY DESCRIPTION: 1SG Bakas at (406) 324-3661 or mark.c.bakas.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 79T qualified.

GENERAL INFORMATION: This position is in the Full-Time Military Force (FTM) – Active Guard/Reserve (AGR) Program. Applicant may be subject to background investigation and must meet the additional requirements of Suitability Criteria for Military Personnel in Specified Positions of Significant Trust and Authority (POSTA) outlined in Army Directive 2018-16.

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.mtarng.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 36 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

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

Col, MTANG

Human Resources Officer

1079T. MOS 79T--Recruiting and Retention NCO (Army National Guard of the United States/ Recruiter and Retention NCO), CMF 79

a. *Major duties.* Recruits and retains qualified Soldiers for entry into the Army National Guard in accordance with applicable regulations. Supervise recruiting and retention activities. Duties for MOS 79T at each skill level are:

- (1) MOSC 79T20. (Personnel Only). MOS used to identify Soldiers accessed into MOS 79T prior to obtaining grade E6.
- (2) MOSC 79T30. Serves as a RRNCO. Area canvasses and telephone prospects to find leads, referrals, and prospects. Pre-qualifies referrals, prospects, leads, and/or current members to determine their eligibility for enlistment, re-enlistment or extension and updates records in Recruiter Zone (RZ). Schedules appointments and conducts sales interviews to obtain enlistment and retention interviews to retain current enlistments and gain re-enlistments, then updates records in Recruiter Zone. Counsels' applicants on test results, (mental and physical), enlistment contracts, service obligations, incentives and benefits, initial entry training (IET) requirements and disqualification, and update record in RZ. Prepares Prior-Service (PS) and Non-Prior Service (NPS) enlistment packets in RZ and conducts a Military Entrance Processing Station (MEPS) pre-enlistment screening briefing as required. Prepares and conduct presentations about the ARNG on such topics as the role of the ARNG, state/federal missions, features and benefits, employment opportunities and ARNG history. Establishes and maintains a partnership with assigned units and assists the Commander and First Sergeant in executing the unit strength maintenance (SM) plan and attrition management program. Assist unit leaders in all matters pertaining to SM by providing SM guidance, support and recommendations for SM training, and development of SM incentive award programs. Attend at least a portion of each multiple unit training assembly (MUTA) for unit(s) supported. Distribute and display SM promotional items in the unit and community. Conduct interviews with Soldiers, family members, employers, and other key people to determine the effectiveness of current policies, unit training, ARNG benefit programs, and other initiatives and provide recommendations to the unit leadership for improvement. Maintain regular contact with unit members to help prevent and solve problems, discuss issues, provide information, and answer questions. Provide trends and recommendations for unit leadership. Train first line leaders (FLL) in career planning, recommend available programs and options. Provide SM guidance and training for unit attrition personnel and on all administrative requirements necessary for Soldiers retention. Provide feedback as required after each unit drill and provide information papers and other reports as needed or required to keep the unit leadership informed of strength status and provide the company leadership with the following information. Explain ARNG opportunities to Soldiers and their families; research and explain available features, benefits, and entitlements. Use RZ to complete and send all enlistment packets to MEPS, download leads, update leads as they progress, and make appointments. Use RZ to demonstrate work activity to allow higher echelons to validate RRC funding. Use RZ to maintain prospect information, school program information, centers of influence (COI), very influential people (VIP), and unit member information as required. Assist in transfer, separation, and discharge requests. Assist and support the State NPS Recruit Sustainment Program (RSP). Operate Recruiter Temporary Reservation System (RTRS). Build and process waiver packets in accordance with (IAW) state and/or NGB SOP. Obtain, prepare, distribute, and display attrition management promotional items. Assist in the development and implementation of the Unit Sponsorship Program. Assist with ETS counseling when the Soldiers are not available during the scheduled UTAs. Work directly with unit administrative personnel to support/complete retention issues. Provide guidance to Soldiers entering and completing the RSP.
- (3) MOSC 79T40. Serves as Senior RRNCO performing all duties of the previous skill level while providing mentorship to new RRNCOs. May also serve as Recruiting and Retention Team Leader providing leadership while managing a recruiting and retention station of RRNCOs and SRRNCOs. Establishes performance standards, monitors, and evaluates RRNCOs and SRRNCOs on the overall effectiveness of their recruiting and retention activities/programs (e.g., presentations and briefings, sales interviews and techniques, enlistment and re-enlistment packets, waiver requests, RZ usage and

providing training as needed). Counsels and rates RRNCOs and SRRNCOs assigned IAW AR 623-3 and locally established policy. At a minimum, conduct monthly performance counseling with each assigned RRNCO and SRRNCO. Assists the Recruiting and Retention Section Chief (R&R Section Chief) or First Sergeant with establishing and implementing a written yearly training program designed to address the specific training needs and levels of experience of assigned RRNCOs and SRRNCOs.

(4) MOSC 79T50. Establishes performance standards, monitors, and evaluates Recruiting and Retention Team Leaders (R&R Team Leaders) on their overall effectiveness to include their leadership capabilities while managing and mentoring their RRNCOs and SRRNCOs, evaluates recruiting and retention activities/programs (e.g., presentations and briefings, sales interviews and techniques, enlistment and re-enlistment packets, waiver requests, RZ usage and provide training as needed). Counsels and rates R&R Team Leaders assigned IAW AR 623-3 and locally established policy. At a minimum, conducts monthly performance counseling with each assigned R&R Team Leader. Responsible for establishing and implementing a written yearly training program designed to address the specific training needs and levels of experience of assigned RRNCOs, SRRNCOs, and R&R Team Leaders. Provide RRNCOs and SRRNCOs with market data, trends, and other pertinent demographic information. Coordinate with State Quota Manager for training seats and conduct new RRNCO orientations and training as required. Works with unit leaders to ensure awareness of and compliance with the SM Program. Discusses and plans activities to meet strength missions and conducts SM training, presentations and briefings as required. Assists RRNCOs by making and evaluating periodic presentations to local schools, government, civilians and other influential people and informing them of the benefits available in the ARNG. Assists in the hiring of new RRNCOs as directed by the RRC. Constantly scan assigned units for qualified Soldiers. Assess the effectiveness of area recruiting, attrition management and retention incentive/awards programs and make recommendations for improvement. Provides administrative guidance and technical support to assigned R&R Team Leaders. Monitors assigned R&R Team Leaders, SRRNCOs, and RRNCOs to ensure compliance with applicable regulatory guidance in the use of GSA vehicles, information technology hardware/software and expense accounts. Assign and assist in the training of recruiter assistants. Advises the O&T Officer or RRSKM/ CSM concerning mission accomplishment, operations, training, assists in developing, maintaining, and analyzing statistical data of assigned area demographics, as well as unit losses, unit climate information and SIDPERS data to form current and projected trends. Works with the State Family Assistance Program representatives and coordinates program activities. Provides sustainment and remedial training for assigned R&R Team Leaders as needed to maintain skills and prevent poor performance. Makes recommendations for disciplinary action and/or dismissal of R&R Team Leaders, SRRNCOs, and RRNCOs as required. Verifies priority leads are “worked”, MEPS-bound Soldiers are projected, and prior service Soldiers are entered into Recruiter Zone to allow the state leadership to validate funding levels. Ensure RZ data correctly portrays the work completed.

(5) MOSC 79T60. Assists the RRC in developing the State SM Plan and implementing and monitoring the State SM Program. Makes recommendations as appropriate to successfully achieve assigned end strength mission. Assists the RRC in the development and implementation of a SM awards program that provides incentives for all RRF personnel. Assists in the planning of recruiting and retention workshops. Obtains and analyzes demographic and market share data to determine the most effective utilization of assigned First Sergeants, R&R Section Chiefs, R&R Team Leaders, SRRNCOs and RRNCOs. Supervises, counsels, and rates First Sergeants and R&R Section Chiefs assigned IAW AR 623-3 and locally established policy. At a minimum, conducts monthly performance counseling's with each assigned First Sergeant and R&R Section Chief establishing and assigning written mission requirements and performance standards for all assigned. Overall, responsible for establishment and implementation of written training programs designed to address initial, sustainment, and remedial training needs and levels of experience of all assigned Soldiers. Overall responsible for the development and implementation of the sponsorship program for newly assigned RRNCOs. Develops and implements a

written policy that addresses poor job performance. Assist in the hiring and dismissal of members of the RRF within assigned region and other RRF personnel as directed by the RRC. Monitor all RRF enlisted personnel actions and requests within the assigned area. Provide SM guidance and recommendations to Administrative Officers (AO) and commanders at brigade and battalion levels. Coordinate with the RRC regarding development and implementation of long-range SM programs within assigned region. Ensure fair and equitable mission assignment for all assigned First Sergeants, R&R Section Chiefs, R&R Team Leaders, SRRNCOs, and RRNCOs. Ensures proper training and career development for all RRF personnel within assigned area. Assists and advises the RRC concerning production, operations, training, administration, and personnel status or actions within assigned area. Monitors the SM Plans of subordinate First Sergeants and R&R Section Chiefs. Assists the RRC in monitoring the efficiency of the RRF through the use of Recruiter Zone. Assists leaders and commanders, through the State Liaison for ESGR, and national ESGR, with solving employer conflict issues. Implements the Non-Commissioned Officer Professional Development (NCOPD) program for NCOs in assigned region. Serve as CSM/ SGM to all Soldiers assigned to the RSP.

b. *Physical demands rating and qualifications for initial award of MOS.*

- (1) A physical demands rating of Moderate (Gold).
 - (a) Must possess manual dexterity in both hands.
 - (b) Frequently reviews documents and records/correspondence.
 - (c) Frequently engages in verbal conversation.
 - (d) Frequently sits for extended periods of time.
 - (e) Must not possess obviously distracting physical characteristics or mannerisms to include a shaving profile (waiver not authorized). Tattoos must be in compliance with AR 670-1
- (2) A physical profile of 132321. Soldiers possessing a 3 in Upper Extremities must have prior MOS Administrative Retention Review (MAR2) clearance (waiver not authorized).
- (3) Qualifying scores.
 - (a) Have a minimum general technical (GT) score of 110 (waivable to GT score of 100 or GT score of 95 with a skilled-technical score of 95).
 - (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) Meet selection criteria in National Guard Regulations 601-1, 600-200, 600-5, 600-10, applicable SMOMs, Army Regulations (AR) 601-280 and AR 135-18 as applicable.
- (5) Be a high school graduate with diploma or GED.
- (6) No record of conviction by special or general courts-martial or civilian courts of offenses listed in AR 27-10 (Military Justice), chapter 24 or otherwise required to register as a sexual offender under AR 27-10, chapter 24.

DA PAM 611-21
Chapter 10C, Enlisted MOS Specifications

(7) Demonstrate at least 18 successful months as a T-32 production RRNCO (Three Tenet Mission) with a Senior Recruiting and Retention badge since completion of the ARNG Non-Career Recruiting and Retention NCO Course. (Waivers will not be authorized for the period of successful performance.)

(8) Formal training: Successful completion of the ARNG Non-Career Recruiting and Retention NCO Course and all phases of Advance Leader Course (ALC) is mandatory prior to being awarded the MOS. ARNG NGB HRR Division Chief may authorize an Exception to Policy (ETP).

(9) Must be able to obtain and maintain a valid motor vehicle operator license.

c. *Additional skill identifiers.* (Note: Refer to table 12-8 for (Listing of universal ASIs associated with enlisted MOS)).

- (1) R9—Recruiting and Retention Section Chief
- (2) V7--Guidance Counselor
- (3) 3R—Liaison NCO/ Initial Active-Duty Training (IADT) Manager
- (4) 4R--Reserve Component Career Counselor (Effective 202512)
- (5) 6M—Marketing and Advertising NCO (Effective 202710)

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

- (1) *Table 10-79T-1.* Physical requirements.
- (2) *Table 10-79T-2.* Standards of grade TOE/MTOE N/A.
- (3) *Table 10-79T-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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MONTANA ARMY NATIONAL GUARD
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STREET ADDRESS
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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