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 27-08
Opening Date	28 October 2026
Closing Date	27 November 2026
Position Title	Senior Recruiting & Retention NCO
Duty MOS / AOC	74T4O (*Recruiting & Retention NCO*) (*Applicants are not required to be MOS 79T qualified to apply)*
Grade Authorization	Min Grade: E-4 / SPC with BLC Complete
	Max Grade: E-7 / SFC
Organization	Recruiting and Retention Battalion
Duty Location	Helena, MT
Tour Authority	Full-Time Military Force (FTM) Active Guard/Reserve (AGR) Program | Title 32 U.S.C. § 502(f)
Selecting Official	LTC Christopher Oelkers
Duty Description POC	SGM Mark Bakas | (406) 324-3661 | mark.c.bakas.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.
Area III	Those who are eligible to become members of the MTARNG.

POSITION DESCRIPTION: RECRUITING AND RETENTION NCO

Serves as a Recruiting and Retention NCO (RRNCO) within the Montana Recruiting and Retention Battalion. The incumbent is responsible for the three tenets of the Army National Guard Strength Maintenance Program: Recruiting new Soldiers, managing Attrition of future Soldiers, and supporting unit

Retention programs and meeting enlistment quotas. This position oversees local marketing and community outreach campaigns for prospecting new enlistments, interviews and pre-qualifies applicants using regulatory enlistment criteria, drafts accession packets and leverages current incentive programs, coordinates testing and physicals through the Military Entrance Processing Station (MEPS), and establishes critical partnerships with civic leaders, high schools, and colleges.

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 AR 135-18, AR 40-501, DA Pam 611-21, NGR 600-5, and other applicable regulations. 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
AGR Entry & Service	Must be eligible to serve an initial three-year (36-month) tour.
Waiver Submissions	Applicants who qualify under AR 135-18, Table 2-1, but have a waivable disqualification under Table 2-2, must include a request for the appropriate waiver with their application packet.
Current Stabilization	Applicants currently under stabilization in accordance with CNGBM 3501.00, NGR 600-5, or MTARNG Title 32 AGR Reassignment Stabilization Policy **must** attach a waiver request with their application that has been reviewed/approved by their Brigade level Administrative Officer (AO).
Duty MOS Qualification	Applicants are not required to be 79T MOS qualified prior to application; however, selected applicants must meet prerequisites per DA Pam 611-21 to attain SQI 4 (Non-Career Recruiter/ARNG Non-Career Recruiting and Retention NCO) qualification within 12 months of position start date.
Position of Significant Trust (POSTA)	Must meet suitability requirements for assignment to a Position of Significant Trust and Authority (POSTA) and submit a signed POSTA certification memorandum.
Background & Police Record Check	Must complete and submit DD Form 369 (Police Record Check) and pass all required local/federal background checks and law enforcement screening.
Security Clearance	Must possess or be eligible to obtain and maintain a minimum-security clearance of SECRET.

SECTION II: CONDITIONS OF ACCEPTING THIS POSITION

Acceptance of this AGR position constitutes agreement to the following terms and operational conditions:

Category	Condition of Service
Tour Stabilization	Mandatory 36-Month Stabilization: The first 36 months of this tour are stabilized, except in cases of mobilization or force structure modifications.
Fitness & Body Composition	Must have a passing Army Fitness Test (AFT) and waist-to-height ratio (WHtR) / body composition assessment within the past 6 months and meet any applicable Combat Fitness Test (CFT) requirements to start on orders.
Medical & Physical Profile	Must have a current Periodic Health Assessment (PHA) completed within the last 12 months.
Substance Screening	Active Guard Reserve (AGR) Soldiers are subject to ongoing periodic urinalysis drug screening.
Financial & Travel	Must obtain and maintain an active Government Travel Charge Card (GTCC) in good standing. Permanent Change of Station (PCS) expenses may be authorized.

SECTION III: APPLICATION REQUIREMENTS

Required Documents		Accepted Format(s) / Details
All Applicants	**Letter of Intent**	Memorandum format (*sample enclosed*).
	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/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.
	Evaluation Reports	Last three DA 2166-9 or DA 67-10 reports.
	Police Record Check	DD Form 369 (2019)
	POSTA Certification	Signed POSTA Memorandum (*sample enclosed*).
Area I Additional Documents	**Biographical Sketch**	IAW NGR 600-200 Figure G-3 (*sample enclosed*).
	Stabilization Waiver	Required if currently stabilized (*sample enclosed*). Must be reviewed/signed by respective Brigade level AO/OIC prior to submission.
Areas II & III Additional Documents	**NGB Form 34-1**	Application for AGR, completed and signed.
	Physical Profiles	DA Form 3349 (temporary/permanent), *if applicable*.

Required Documents		Accepted Format(s) / Details
	Retirement Points	DA Form 5016 (from IPPS-A).
	Active Service Records	Any DD Forms 214/15, NGB Forms 22, ***or*** a DD Form 1506.

Application Submission Policies	
Accountability	**Any missing or expired mandatory documents must be formally explained using a brief, detailed Memorandum for Record (MFR) (*sample enclosed*).**
Draft Evaluations	Only finalized, signed evaluation reports will be accepted. Draft versions will be discarded.
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 **27 November 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 David Benson at (406) 324-3248 or via email at david.l.benson40.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

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 79T2O. (Personnel Only). MOS used to identify Soldiers accessed into MOS 79T prior to obtaining grade E6.

(2) MOSC 79T3O. 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 79T4O.* 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 *79T5O.* 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 RRSGM/ 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 *79T6O.* 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.

(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.

TABLE 10-79T-1, Physical requirements for MOS 79T

Skill Level	Task Numbers	Tasks
3	1	1. Frequently lifts/lowers a maximum of 30 pounds (Laptop Computer with accessories, recruiting publicity items, personal presentation items, business cards, and laptop computer carrying case) 3 feet from the ground, and carries 100 feet. Frequently performs CBRN operations in MOPP 4 (Total ~92 lbs.) for up to 3 continuous/10 non-continuous hours.
4	1	
5	1	
6	1	

TABLE 12-1, Special Qualification Identifiers (SQI) and Specifications

Code: 4
Title: Non-Career Recruiter/ARNG Non-Career Recruiting and Retention NCO
Proponent: U.S. Army Recruiting and Retention College

a. *Description of positions.* Identifies positions associated with recruiting duty other than career recruiters, MOS 79R, and 79T.
b. Qualifications. Must graduate from the Army Recruiter Course taught at the Recruiting and Retention College, Ft. Knox, KY. For ARNG Soldiers must graduate from the Army National Guard Recruiting and Retention School taught at the Strength Maintenance Training Battalion, Camp Robinson, AR.
c. *Restrictions.*
(1) Individuals can have 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.
(2) For use with any MOS except 79R and 79T.

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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

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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

POSITIONS OF SIGNIFICANT TRUST AND AUTHORITY (POSTA) REQUIREMENTS

Note: Applicants for POSTA 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 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.

- Must complete, and provide, a favorable Behavioral Health Interview (DA Form 3822).

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)

ANNEX B: TYPE I AND TYPE II REPORTS OF UNFAVORABLE INFORMATION OR OFFENSES

****THESE CRITERIA APPLY TO MILITARY ONLY****

(SEE CIVILIAN SCREENING POLICY FOR CIVILIAN CRITERIA)

STATUS (PROVIDED FOR FUTURE CODING USE; C AND D INDICATE “CREDIBLE EVIDENCE”):

A. ALLEGED, NO INDICATION OF INVESTIGATION OR ACTION TAKEN
B. INVESTIGATION COMPLETE, NOT FOUNDED OR NOT SUBSTANTIATED
C. INVESTIGATION COMPLETE, FOUNDED OR SUBSTANTIATED
D. ADVERSE ACTION TAKEN (INCLUDING, BUT NOT LIMITED TO, CIVILIAN OR COURT-MARTIAL CONVICTION, LETTER/MEMORANDUM OF REPRIMAND, NON-JUDICIAL PUNISHMENT, RELIEF FOR CAUSE EVALUATION, ETC.)

TYPE I OFFENSES, ACTIVITY OR SITUATIONS (NO TIME LIMITATION):

1. SEXUAL HARASSMENT
2. SEXUAL ASSAULT (INCLUDING, BUT NOT LIMITED TO, VIOLATIONS OF UCMJ ARTICLES 80, 120, 120b AND 125)
3. DOMESTIC VIOLENCE (AS DEFINED IN AR 608-18, OR REF K) OR A CRIMINAL OFFENSE INVOLVING A CHILD OR CHILDREN
4. PANDERING
5. POSSESSION, DISTRIBUTION, RECEIVING OR VIEWING CHILD PORNOGRAPHY
6. ADULTERY
7. INCEST
8. PROSTITUTION
9. BESTIALITY
10. STALKING
11. SEXUAL ACTIVITY WITH A SUBORDINATE OR FRATERNIZATION OF A SEXUAL NATURE
12. ILLEGAL DRUG USE OR POSSESSION, TO INCLUDE ABUSE OF PRESCRIPTION MEDICATION AND SYNTHETIC DRUGS
13. ANY SPECIAL OR GENERAL COURT-MARTIAL CONVICTION OR ANY CIVILIAN CRIMINAL FELONY CONVICTION IN A SOLDIER'S CAREER (INCLUDING SISTER SERVICES COURT-MARTIAL CONVICTIONS)
14. PREVIOUS SEPARATION FROM ANY SERVICE FOR ANY TYPE I OFFENSE
15. CONDUCT IN VIOLATION OF ARMY'S POLICY REGARDING PARTICIPATION IN EXTREMIST ORGANIZATIONS OR ACTIVITIES
16. INITIAL ENLISTMENT WAIVERS FOR DEROGATORY INFORMATION RELATED TO ANY TYPE I OFFENSE LISTED ABOVE

TYPE II OFFENSES, ACTIVITY OR SITUATIONS (OVER A SOLDIER'S CAREER, UNLESS OTHERWISE SPECIFIED):

1. ALCOHOL ABUSE (AS DEFINED IN AR 600-85, OR REF I)
2. LARCENY/THEFT/FRAUD/BURGLARY
3. RELIEF FOR CAUSE NCOER OR OER WHILE IN CURRENT GRADE OR IN PAST 5 YEARS, WHICHEVER IS LONGER
4. PREVIOUS SEPARATION FROM ANY SERVICE FOR ANY TYPE II OFFENSE
5. INITIAL ENLISTMENT WAIVERS FOR DEROGATORY INFORMATION (NOT RELATED TO AN OFFENSE LISTED IN TYPE I)
6. ASSAULT (OF NON-RELATIVE OR DOMESTIC PARTNER) IN THE PAST 5 YEARS

ADMIN REPORTS THAT PRECLUDE INITIAL APPOINTMENT TO A POSITION OF TRUST:

1. SOLDIERS WHO ARE FLAGGED, BARRED TO REENLIST, OR CODED WITH ANY ADMINISTRATIVE INFORMATION INDICATING LEGAL INVESTIGATION IS UNDERWAY ARE PROHIBITED FROM INITIAL APPOINTMENT OR SERVICE IN A POSITION OF TRUST UNTIL THE FLAG, BAR OR CODE IS REMOVED.
2. SOLDIERS PENDING DETERMINATION BY A MEB/PEB/MAR2 PROCESS ARE NOT ELIGIBLE FOR APPOINTMENT AS A SARC/SHARP VA UNLESS FOUND FIT FOR CONTINUED DUTY.

SOLDIERS WITH A CURRENTLY REVOKED, DENIED OR SUSPENDED SECURITY CLEARANCE, OR WHO FAILED TO ATTAIN OR MAINTAIN A FAVORABLE NACLC INVESTIGATION ARE NOT ELIGIBLE FOR APPOINTMENT TO A POSITION OF SIGNIFICANT TRUST.

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

OFFICE SYMBOL DATE

MEMORANDUM FOR JFHQS-MT, ATTN: HRO-A, 1956 Mt Majo St, Fort Harrison, MT 59636

SUBJECT: Certification on Non-Disqualification for Positions of Significant Trust and Authority (POSTA)

1. I certify I have read Annex B: Type I and Type II Reports of Unfavorable Information or Offenses to HQDA EXORD 193-14. I understand I must not be disqualified to hold a POSTA assignment under Annex B 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 Annex B.

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