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 27-10
Opening Date	06 November 2026
Closing Date	05 December 2026
Position Title	Human Resources NCO
Duty MOS / AOC	42A (Human Resources Specialist) (*Applicants are not required to be 42A qualified to apply*)
Grade Authorization	Min Grade: E-4 / SPC
	Max Grade: E-5 / SGT
Organization	HHC, 1-163rd Infantry Regiment
Duty Location	Belgrade, MT
Tour Authority	Full-Time Military Force (FTM) Active Guard/Reserve (AGR) Program | Title 32 U.S.C. § 502(f)
Selecting Official	MAJ Sean Kepler | Executive Officer
Duty Description POC	SFC Steven Smith | BN S1 NCOIC | (406) 324-5026 | steven.a.smith352.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.

POSITION DESCRIPTION: HUMAN RESOURCES NCO (ASSISTANT S1 NCO)

Serves as the Assistant Battalion S1 Human Resources NCO for the 1-163rd Infantry Regiment (Combined Arms Battalion). Under the technical direction of the S1 NCOIC, the incumbent executes daily

administrative operations utilizing Army human resource systems, ensuring the data integrity and administrative readiness of all assigned and attached personnel. Key responsibilities include managing the processing of military awards, promotions, personnel actions, and evaluations (NCOERs/OERs). Additionally, the Assistant S1 NCO directly maintains digital military records using the Personnel Electronic Records Management System (iPERMS) and coordinates tactical personnel accountability during field training and mobilization periods.

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 42A MOS qualified to be eligible for consideration. Selected applicant must become MOS qualified within 12 months of start date.
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 18-Month Stabilization: The first 18-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) 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.

Category	Condition of Service
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.
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/approved by respective Brigade level AO/OIC ***prior*** to submission.
Area II Additional Documents	**NGB Form 34-1**	Application for AGR, completed and signed.
	Physical Profiles	DA Form 3349 (temporary/permanent), *if applicable*.
	Retirement Points	DA Form 5016 (from IPPS-A).
	Active Service Records	Include any DD Forms 214/215, NGB Forms 22, ***or*** provide a 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*).**
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 **05 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 //
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KENNETH F. FECHTER
Col, MTANG
Human Resources Officer

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

10-42A. MOS 42A--Human Resources Specialist (HR SPC), CMF 42

a. *Major duties*. The human resources specialist supervises or performs personnel and administrative functions in support of company, battery, troop, detachments at division, corps, and echelons above corps; in brigade and battalion S1's or in other similar organizations, activities and units; and advises the commander, the staff, and unit Soldiers on human resource matters. The human resources specialist also participates in occupational classification and management of human resources or supervises personnel management of human resources or supervises personnel management activities to include maintaining officer and enlisted personnel records and processing personnel actions concerning Soldiers and their families. The human resources specialist operates and manages field personnel information systems, trains and assist system users, or monitors system activities. The human resources specialist provides and manages postal operations. Duties for MOS 42A at each level of skill are:

(1) MOSC 42A1O. Prepare personnel accounting and strength management reports. Prepare and reviews personnel casualty documents. Monitor appointment of line of duty, survivor assistance and summary court officers. Processes line of duty investigations. Prepare letters of sympathy to next of kin. Prepares and processes recommendations for awards and decorations and arranges for awards ceremony. Prepares, updates, and coordinates requests for evaluations, to include responding to evaluation inquiries. Prepares and monitors requests for promotions and arranges for promotion ceremony, to include promotion declinations, reconsideration for promotions, and arrange for reduction and removal boards for Soldiers on local promotion standing lists. Processes centralized and decentralized promotions and reduction actions. Prepares and monitors requests for reductions, transfers, and discharges. Prepares and monitors requests for identification cards and tags, leaves, and passes, line of duty determination, MILPER data and information management, orders for temporary duty and travel, personnel processing, personnel security clearances, training and reassignment, retention, military and special pay programs, personnel accounting and strength management, transition processing, meal cards, training Soldier support file, and unit administration. Apply knowledge of provisions and limitations of Freedom of Information and Privacy Acts. Requisitions and maintains office supplies, blank forms, and publications. Types military and non-military correspondence in draft and final copy. Prepares and maintains functional files per Army Records Information Management System (ARIMS). Evaluate personnel qualifications for special assignment. Prepares and processes requests for transfer or reassignment. Process classification/reclassification actions. Prepare orders and request for orders. Prepares and maintains officer and enlisted personnel records. Transfer records. Process personnel for separation and retirement. Process applications for OCS warrant officer flight training or other training. Processes bars to reenlistment, suspension of favorable personnel actions. Initiate action for passports and visas. Posts changes to Army regulations and other publications. Executes and monitors automated interface with other automated systems. Monitors status of unresolved errors and initiates required corrective action. Monitors processing of feedback from HQDA and takes necessary corrective action. Monitor performance of systems users. Identify problems and discrepancies. Provides assistance or refers resolution to superiors. Conduct postal operations.

(2) MOSC 42A2O. Performs duties shown at preceding skill level and provides technical guidance to subordinate Soldiers in accomplishment of these duties. Review cyclic and other reports to assess systems performance. Maintain liaison with servicing data processing facility and field managers of interfaced systems. Prepares and monitors plans for supporting mobilization. Conducts postal inspections and audits. Conducts postal planning.

(3) MOSC 42A3O. Performs duties of and supervises the functions of the preceding skill levels. Supervise specific human resources functions in a personnel office, Battalion S1 and human resources support activity. Advise commanders and other staff members on Soldiers, personnel readiness and strength levels of supported reporting units. Reviews consolidated reports, statistics, applications, and prepares recommendations for personnel actions to higher headquarters. Reviews and prepares reports and data on strength (gains and losses) of personnel and makes duty assignments of enlisted personnel. Review cyclic and other reports to assess systems performance. Maintain liaison with servicing data processing facility and field managers of interfaced systems. Supervise postal operations.

(4) MOSC 42A4O. Supervise HR office, specific human resources functions, Battalion S1 and human resources support activity. Performs duties of and supervises the functions of preceding skill levels to include quality assurance of product.

(5) MOSC 42A5O. Performs duties of and supervises at preceding skill level including quality assurance, in a personnel activity, while performing specialized or all encompassing human resource functions.

(6) MOSC 42A6O. Supervise duties at the preceding skill levels. The G-1/AG Sergeant Major (SGM) is a role with broad ranging responsibilities, regardless of specific position or assignment. In addition to those mission specific priorities and requirements by the Senior Commander and the G-1, there are general requirements that a G-1/AG SGM must monitor and execute in order to ensure the health of organizations, and development and growth of the future enlisted leaders of the AG Enlisted Corps. Provide direct mentorship to S1s, provide training oversight to units (within their installation or area of operation), maintain external relationships, provide readiness oversight, integrate and utilize HR metrics, and advise the G-1 and organic CSMs.

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

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

(2) A physical profile of 323222.

(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 a resident course of instruction for MOS 42A conducted under the auspices of the U.S. Army Adjutant General School) mandatory. Effective 1 June 2013, attendance to formal training is limited to personnel in the rank/grade of SSG/E6 non-promotable and below. Soldiers with contracts or reclassification packets approved prior to 1 April 2013 are excluded from this requirement and will be processed for training. Initial award of MOS 42A is limited to personnel in the ranks of SSG/E6 non-promotable and below.

(5) A security eligibility of SECRET.

(6) Be a U.S. citizen.

(7) A security requirement of Top Secret (TS)/Sensitive Compartmented Information (SCI) for all 42A60; Active Army Only. (Effective 1 October 2015)

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

(1) 6R – Force Management (COMPO 3; skill level 4 through 6 only) (Effective 202610)

(2) A3--Force Management NCO (COMPO 3; skill level 3 through 6 only) (Effective 202610).

(3) D6--Advanced Business Analyst (Effective 202606) (personnel only).

(4) E3--Executive Administrative Assistant (skill level 1-3 personnel only).

(5) F4--Postal Supervisor (skill level 3-5 personnel only).

(6) F5--Postal Operations.

(7) R1--Rough Terrain Container Handler (RTCH).

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

(1) Table 10-42A-1. Physical requirements.

(2) Table 10-42A-2. Standards of grade TOE/MTOE.

(3) Table 10-42A-3. Standards of grade TDA.

TABLE 10-42A-1 Physical requirements for MOS 42A

Skill Level	Task Numbers	Tasks
1	1,2,3,4,5,6,7,8	1. Occasionally lifts/lowers 70 pounds (*mailbag or piece of mail*) 4 feet when loading/unloading and carries 50 feet when transporting while wearing ~12 pounds of uniform. 2. Constantly pushes/pulls 210 pounds (*3 mail bags or pieces of mail)* using a mail cart with wheels up to 15 feet while wearing ~12 pounds of uniform. 3. Frequently lifts/lowers 160 pounds (*Antenna Pedestal Case for VSAT*) 4 feet when loading/unloading and carries up to 50 feet, when transporting, as part of a 4 Soldier team (prorated 40 pounds per Soldier) while wearing/carrying ~80 pounds of uniform and personal protective equipment. 4. Frequently lifts/lowers 136 pounds (*Reflector Case for VSAT*) 4 feet when loading/unloading and carries up to 50, when transporting, as part of a 4 Soldier team (prorated 34 pounds per Soldier) while wearing/carrying ~80 pounds of uniform and personal protective equipment. 5. Frequently pulls/drags 136 pounds (*Reflector Case for VSAT*) with wheels 50 feet while wearing/carrying ~80 pounds of uniform and personal protective equipment.
2	1,2,3,4,5,6,7,8	
3	1,2,3,4,5,6,7,8	
4	1,2,3,4,5,6,7,8	
5	1,2,3,4,5,6,7,8	
6	8	

Skill Level	Task Numbers	Tasks
		6. Frequently lifts/lowers 117 pounds (*RF equipment case for VSAT*) 4 feet when loading/unloading and carries up to 50 feet, when transporting, as part of a 4 Soldier team (prorated 29.25 pounds per Soldier) while wearing/carrying ~80 pounds of uniform of personal protective equipment. 7. Frequently lifts/lowers 81 pounds (*Indoor Equipment Case for VSAT)* 4 feet when loading/unloading and carries up to 50 feet, when transporting, as part of a 3 Soldier team (prorated 27 pounds per Soldier) while wearing/carrying ~80 pounds of personal protective equipment. 8. Frequently lifts/lowers 8 pounds (*laptop with accessories)* 3 feet and carries up to 200 feet when transporting while wearing ~12 pounds of uniform.

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

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

OFFICE SYMBOL 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