



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 26-47

OPENING DATE: 26 August 2026

CLOSING DATE: 25 September 2026

POSITION: Senior Recruiting & Retention NCO

DUTY MOS: 79T

MIN GRADE: E4 / SPC w/BLC Complete

MAX GRADE: E7 / SFC

ORGANIZATION: RRB

DUTY LOCATION: Helena, 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: Applicants must be able to obtain a SECRET clearance to apply. Minimum grade to apply for this position is E4/SPC with BLC complete. Applicants are not required to be 79T qualified. This position is open to:

- a. **Area I:** Soldiers who have been accessed into the MTARNG AGR Program and are beyond their 18-month Initial AGR Stabilization.
- b. **Area II:** Soldiers who are current members of the MTARNG. Soldiers serving on a One-Time Occasional Tour (OTOT) and AGRs in their Initial Stabilization tour.
- c. **Area III:** Those who are eligible to become members of the MTARNG.

GENERAL INFORMATION: This position is in the Full-Time Military Force (FTM) – Active Guard/Reserve (AGR) Program. Applications for this position must include a DD Form 369 (Police Record Check). Applicants are subject to a background investigation and must meet requirements of Suitability Criteria for Military Personnel in Specified Positions (POSTA) outlined in Army Directive 2018-16. Selected applicant must become SQI4 within 12 months of AGR start date.

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 ng.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
All 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.
	Police Record Check	DD Form 369 (APR, 2019)
	POSTA Certification	Certification on Non-Disqualification for Positions of Significant Trust and Authority (POSTA) Memorandum (<i>sample enclosed</i>)
	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>).

Additional Required Documents for:		Accepted Format(s) / Details
Areas II & III	NGB Form 34-1	Application for Active-Duty Guard/Reserve (AGR). Must be completed and signed.
	Physical Profile	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>).

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 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 AGR orders, selected applicants 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.

//////////////////////////////////////
 \\ HQ MTNG //
 \\ OFFICIAL //
 //////////////////////////////////////
 KENNETH F. FECHTER
 Col, MTANG
 Human Resources Officer



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:

SSN:

Primary MOS:

Duty MOS:

Present Grade:

Date of Rank:

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: N/A

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

(Do not type the following on the sketch)

1. Limit to two pages on standard 8 ½" x 11" plain 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 subcourses 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
MONTANA ARMY NATIONAL GUARD
[ORGANIZATION]
STREET ADDRESS
CITY STATE ZIP

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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