



CORRECTED COPY
DEPARTMENTS OF THE ARMY AND AIR FORCE
JOINT FORCE HEADQUARTERS - MONTANA
P.O. Box 4789 (1956 Mt Majo Street)
Fort Harrison, Montana 59636-4789

MONTANA ARMY NATIONAL GUARD
Full-Time Duty Operational Support (FTNGDOS) Job Announcement
Job Announcement #: OS 16-08

OPENING DATE: 15 August 2016

CLOSING DATE: 12 September 2016

POSITION: Recruiting ADOS Support *7 Positions*

DUTY MOS: Immaterial

MIN GRADE: PV1/E-1

MAX GRADE: SGT/E-5

ORGANIZATION: Recruiting and Retention

LOCATION: Multiple

SELECTING OFFICIAL: LTC Roudebush

POINT OF CONTACT FOR DUTY DESCRIPTION: SGM Haerter, 406-324-3666 or
frederick.a.haerter2.mil@mail.mil

PROJECTED LENGTH OF DUTY: Indefinite based upon availability of funds

THIS ASSIGNMENT, IF SELECTED, DOES NOT CONSTITUTE ENTRY INTO THE TITLE 32 AGR PROGRAM, NOR WILL YOU BE CATEGORIZED AS AN ON BOARD AGR.

PERSONNEL ELIGIBLE FOR CONSIDERATION: This position is open to members of the Montana Army National Guard. Applications will be screened against the criteria stated in NGB-ARH Policy Memo #13-020, Guidance for Full-Time National Guard Duty for Operational Support (FTNGD-OS) Performed Pursuant to 32 United States Code 502(f)(2), Other Than AGR Duty/Counterdrug (AGR/CD). Applicants must meet requirements as of the closing date of the announcement.

- a. This is a gender neutral position.
- b. Minimum grade to apply is PV1/E-1
- c. Soldiers must not have more than 17 years of Active Duty service in any branch in order to apply.
- d. Cannot be flagged for favorable action.
- e. Cannot have any outstanding medical issues that require follow-up, to include temporary profiles.
- f. Must have completed IET (Initial Entry Training).
- g. Must be eligible to obtain access to the MTARNG Information Management Network.
- h. Must have passing PT test within 6 months of the start date.

PLACEMENT FACTORS:

- a. Professional, dedicated, impartial, and competent Soldier.
- b. Must be self-motivated and able to operate professionally with little or no supervision.
- c. Must be able to qualify for a Government Travel Card.
- d. Must have at least a 6 month service obligation.
- e. Must have a valid driver's license.

APPLICATION WILL CONSIST OF THE FOLLOWING:

- a. Letter of intent indicating the Job Vacancy Announcement # you are applying for (see sample).
- b. DA Form 1058-R, Jul 2010 (FTNGDOS Application) Signed and Completed.
- c. MEDPROS, Individual Medical Readiness (IMR) printout within the last 30 days. PHA must be within the last 12 months.
- d. Copy of Enlisted Record Brief (ERB) or 2-1.
- e. Copy of latest DA Form 705. Must have passing APFT within the last 6 months.
- f. Current Height and Weight statement. Must meet standards established in AR 600-9. If screening table weight is exceeded, a Body Fat Content Worksheet (DA Form 5500-R for males or DA Form 5501-R for females) must also be included with the application.
- g. Copy of Temporary Profile.

- h. NGB Form 23B, RPAM statement.
- i. Resume or Biographical Sketch IAW NGR 600-200 Figure G-3.
- j. Please note any unsolicited documentation; to include letters of recommendation will NOT be forwarded with your packet.

INSTRUCTIONS FOR SUBMITTING APPLICATION:

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. The point of contact for the application process is CW2 Birkholz who can be reached at 406-324-3248 or by email at shad.e.birkholz.mil@mail.mil. Application packets may be:

- a. **Hand-carried** and must be received by the HRO, AGR Branch no later than 1630 hrs on the closing date;
- b. **Mailed** and must be received by HRO-A no later than 1630 hrs on the closing date. Mail to JFHQ-MT, ATTN: NGMT-HRO-AGR, 1956 Mt Majo Street, P.O. Box 4789, Fort Harrison, MT 59636-4789; or
- c. **E-mailed** and must be in PDF format in no more than 2 attachments. Any other document format (ie TIFF, JPG, DOC, XFDL, etc) will not be processed. If you are unable to meet this requirement, submit in accordance with a. or b. above. Emailed applications must be received prior to 2400 hrs Mountain Standard Time on the closing date. Email to ng.mt.mtarng.list.j1-agr-applications@mail.mil.

SELECTION PROCESS: After interviews are conducted, the Selecting Official rates applicants in order of precedence and forwards the rating chart to HRO-A. Upon approval, official notification selection or non-selection will be made by HRO-A.

CONDITIONS OF ACCEPTING THE POSTION:

- a. Must be able to maintain IDT/AT requirements as deemed necessary by current traditional Chain of Command.
- b. Soldier must be willing to live within established commuting distance and work at specified location.
- c. *Females*, pregnancy testing is required within 15 days of orders.

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.

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LONNIE D. COOK
COL, IN, MTARNG
Human Resources Officer

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SAMPLE LETTER OF INTENT

(Insert your unit letterhead)

Date:

MEMORANDUM FOR SELECTING OFFICIAL, JOB ANNOUNCEMENT # _____

SUBJECT: Application for Position Vacancy

1. Request consideration for the position _____, 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. Be sure to identify anything that you are missing in your packet (i.e. current APFT, NCOERs, OERs, etc.) with an explanation as to why].
3. Provide the best day time phone number to reach you with in order for the Selecting Official to set up an interview.]

JOHN E. DOE
1LT, IN MTARNG
Co D, 1/111th Cav

POSITIONS OF SIGNIFICANT TRUST AND AUTHORITY (POSTA) REQUIREMENTS

Note: Applicants for POSTA positions must meet all requirements listed below in order to continue in an ADOS status. If applicant has non-favorable results, ADOS orders will be terminated.

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)

**DEPARTMENTS OF THE ARMY AND AIR FORCE
HEADQUARTERS, MONTANA NATIONAL GUARD**

1956 Mt Majo Street, P.O. Box 4789
Fort Harrison, Montana 59636-4789

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 ADOS 16-08 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 ADOS 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.

Signature: _____

Name: _____

(Print)

Rank: _____, MTARNG

Applicant

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 NAACL INVESTIGATION ARE NOT ELIGIBLE FOR APPOINTMENT TO A POSITION OF SIGNIFICANT TRUST.