



**DEPARTMENTS OF THE ARMY AND AIR FORCE
JOINT FORCES HEADQUARTERS - MONTANA**

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

MONTANA ARMY NATIONAL GUARD

Active Guard Reserve (AGR) Job Announcement

Job Announcement #: ARNG 16-50

OPENING DATE: 8 August 2016

CLOSING DATE: 6 September 2016

POSITION: Resource Management Specialist

DUTY MOS: 00F30

MINIMUM GRADE: SGT/E-5

AUTHORIZED GRADE: SSG/E-6

UNIT: Recruiting and Retention

LOCATION: Helena, Montana

SELECTING OFFICIAL: LTC Roudebush

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

PERSONNEL ELIGIBLE FOR CONSIDERATION: This position is open to members of the Montana Army National Guard. *AGRs under initial stabilization may apply.* In accordance with the Army Direct Combat Probability Code this is a gender neutral position. Minimum grade to apply for the position is SGT/E-5. This is an MOS Immaterial Job Announcement.

GENERAL INFORMATION: This position is in the Full Time Military Force (FTM) – Active Guard/Reserve (AGR) Program.

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 and PPOM 15-017. 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 have a waivable disqualification under NGR (AR) 600-5 Table 2-1, will attach a request for the appropriate waiver to their applications. Applicants under stabilization in accordance with NGR 500-3, NGR 600-5, or State Policy will attach a request for waiver(s) with their applications.

APPLICATIONS WILL CONSIST OF THE FOLLOWING DOCUMENTS

Area I applicants, current members of MTARNG AGR Program:

- a. Letter of intent for consideration.
- b. Biographical Sketch IAW NGR 600-200 Figure G-3.
- c. Enlisted Record Brief (ERB)
- d. Current MEDPROS printout
- e. Height/Weight Certification IAW AR 600-9.
- f. Most recent DA Form 705 (APFT Scorecard) IAW AR 350-1 and TC 3-22.20.
- g. Last three DA Form 2166-8, NCO Evaluation Reports.
- h. DD 369 Police Record Check
- i. Missing and/or expired documents should be addressed in a brief detailed statement on a Memorandum for Record (MFR).
- j. Stabilization waiver request (if applicable).
- k. Unsolicited documentation, to include Letters of Recommendation, will not be forwarded.
- l. Completed and Signed Certification on Non-Disqualification for POSTA Memorandum (Attached)

Area II applicants, active members of the MTARNG:

- a. NGB Form 34-1, Application for Active Duty Guard/Reserve (AGR) Completed and Signed.
- b. Enlisted Records Brief (ERB).

- c. Current MEDPROS, Individual Medical Readiness (IMR) printout.
- d. Copy of temporary and/or permanent profiles (DA Form 3349), if applicable.
- e. Most recent DA Form 705 (APFT Scorecard), IAW AR 350-1 and FM 7-22.
- f. Height/Weight Certification IAW AR 600-9.
- g. Last three DA Form 2166-8, NCO Evaluation Reports.
- h. NGB Form 23B, Retirement Points Record.
- i. All DD Form 214s and NGB Form 22s from previous periods of active or reserve service (must show RE code, reason for discharge, and type of discharge) and/or DD form 1506 which document all prior active service.
- j. DA Photograph in ASU or snapshots in ASU or ACU taken within the past 12 months.
- k. Unsolicited documentation, to include Letters of Recommendation, will not be forwarded.
- l. Missing and/or expired documents should be addressed in a brief detailed statement on a Memorandum for Record (MFR).
- m. NGR 600-5 Table 2-1 Disqualification waiver request (if applicable).
- n. DD 369 Police Record Check
- o. Completed and Signed Certification on Non-Disqualification for POSTA Memorandum (Attached)

INSTRUCTIONS FOR SUBMITTING APPLICATION:

Excess documentation will be removed. Soldiers who fail to comply with the following 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:** must be received by the HRO, AGR Branch no later than 1630 hrs on the closing date;
- b. **Mailed:** 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:** 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 to HRO-A. Upon approval, official notification selection or non-selection will be made by HRO-A.

CONDITIONS OF ACCEPTING THIS POSITION: The first 24 months for current Recruiting and Retention AGRs and 36 months for Soldiers new to Recruiting and Retention, of this tour will be stabilized except for changes due to mobilization or force structure modifications. Permanent Change of Station (PCS) expenses may be authorized for this position. This position requires travel; AGR Soldiers are required to have a Government Credit Card.

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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 // HQ MTNG //
 // OFFICIAL //
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 LONNIE D. COOK
 COL, IN, MTNG
 Human Resources Officer

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 a 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)

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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 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.

Name: _____
(Print & Sign)
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
NACLC INVESTIGATION ARE NOT ELIGIBLE FOR APPOINTMENT TO A
POSITION OF SIGNIFICANT TRUST.