



**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 16-51**

OPENING DATE: 17 August 2016

CLOSING DATE: 31 August 2016

POSITION: Human Resources Sergeant

DUTY MOS: 42A

MINIMUM GRADE: SGT/E-5

AUTHORIZED GRADE: SGT/E-5

UNIT: HHC 1-163RD CAB

LOCATION: Belgrade, Montana

SELECTING OFFICIAL: MAJ Hardy

POINT OF CONTACT FOR DUTY DESCRIPTION: CPT Dwain Henderson can be reached at dwain.l.henderson.mil@mail.mil or (406) 324-5003 or WOC Kristoffor Mayhew can be reached at kristoffor.r.mayhew.mil@mail.mil or (406) 324-5006.

PERSONNEL ELIGIBLE FOR CONSIDERATION: This position is open to members of the Montana Army National Guard AGR Program. *AGR's under 16 month 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/E5. Applicants are not required to be MOS qualified.

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(AR) 600-5 and DMAMT Reg 600-5. 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 NGR 500-3, NGR 600-5, or DMAMT Reg 600-5 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, Individual Medical Readiness (IMR) printout.
- e. Height/Weight Certification IAW AR 600-9.
- f. Most recent DA Form 705 (APFT Scorecard) IAW AR 350-1 and FM 7-22.
- g. Last three DA Form 2166-8, NCO Evaluation Reports.
- h. Missing and/or expired documents should be addressed in a brief detailed statement on a Memorandum For Record (MFR).
- i. Stabilization waiver request (if applicable).
- j. Unsolicited documentation, to include Letters of Recommendation, will not be forwarded.

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 MSG Johnson who can be reached at 406-324-3248 or by email at angela.j.johnson54.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 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

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10-42A. MOS 42A--Human Resources Specialist (HR SP), CMF 42 (Effective 201211)

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 42A10.* 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 42A20.* 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 42A30.* 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 42A40.* 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 42A50.* 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 42A60*. 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 light.

(2) A physical profile of 323222.

(3) Qualifying scores.

(a) A minimum score of 95 in aptitude area CL in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.

(b) A minimum score of 92 in aptitude area CL on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004.

(c) A minimum score of 90 in aptitude area CL on ASVAB tests administered on and after 1 July 2004.

(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.

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

(1) A3--Force Development (TAADS) (skill level 4 and above).

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

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

(4) F5--Postal Operations.

(5) 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.