



**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 16-52**

OPENING DATE: 12 September 2016

CLOSING DATE: 11 October 2016

POSITION: State Partnership Officer

DUTY MOS: 01A

MINIMUM GRADE: CPT/O3

AUTHORIZED GRADE: MAJ/O4

UNIT: Joint Forces Headquarters - Montana

LOCATION: Ft. Harrison, MT

SELECTING OFFICIAL: LTC Kelly Morris

POINT OF CONTACT FOR DUTY DESCRIPTION: LTC Kelly Morris, 406-324-3390 or
kelly.s.morris4.mil@mail.mil.

PERSONNEL ELIGIBLE FOR CONSIDERATION: This position is open to members of the Montana Army National Guard. In accordance with the Army Direct Combat Probability Code this is a gender neutral position. Minimum grade to apply for the position is CPT/O-3.

GENERAL INFORMATION: This position is a One Time Occasional Tour (OTOT) in the Full Time Military Force (FTM) – Active Guard/Reserve (AGR) Program. This is a Three (3) year tour that will not be extended or renewed. Selection for this position will not constitute entitlement to career status upon completion of OTOT.

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, and NGR 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 MTARNG Title 32 AGR Reassignment Stabilization 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. Officer Record Brief (ORB).
- 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 five Officer 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.

Area II applicants, active members of the MTARNG:

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

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;
- c. Or, **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: This position is a One Time Occasional Tour (OTOT) in the Full Time Military Force (FTM) – Active Guard/Reserve (AGR) Program. This is a Thirty six (36) month tour that will not be extended or renewed. Selection for this position will not constitute entitlement to career status upon completion of OTOT. Selected applicant will be required to submit a completed NGB 34-3 (Certificate of Agreement and Understanding OTOT). Permanent Change of Station (PCS) expenses may be authorized for this. 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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 LONNIE D. COOK
 COL, IN, MTNG

Human Resources Officer

CANCELLED