



**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 AIR NATIONAL GUARD  
Active Guard Reserve (AGR) Job Announcement  
Job Announcement #: ANG 21-21**

OPENING DATE: 5 Nov 20

CLOSING DATE: 4 Dec 20

POSITION: Aviation Resource MGT Craftsman

DUTY AFSC: 1C072

MINIMUM GRADE: SSgt/E-5 (promotable)

AUTHORIZED GRADE: MSgt/E-7

UNIT: 120<sup>th</sup> Operations Squadron

LOCATION: Great Falls, MT

SELECTING OFFICIAL: Lt Col Tirso Pena

POINT OF CONTACT FOR DUTY DESCRIPTION: Lt Col Tirso Pena, (406) 791-0898,  
tirso.pena@us.af.mil

**PERSONNEL ELIGIBLE FOR CONSIDERATION:** This position is open to current members of the Montana Air National Guard (MTANG) and those whose are eligible to become members. This is a gender neutral position. Minimum grade for this position is SSgt/E-5 who is immediately promotable to TSgt/E-6. Must be AFSC qualified in 1C0X2. Position is available 1 April 2021. Applicants whose grade exceeds the Authorized Grade must be willing to voluntarily demote prior to starting AGR tour. A Secret Clearance is required for this position.

**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. Applicants must meet the eligibility requirements of ANGI 36-101 dated 3 June 2010, Chapter 5 and Attachment 2 (AGR Eligibility Checklist). Applications not meeting the screening criteria will not be considered and applicants will be notified in memorandum format.

**APPLICATIONS WILL CONSIST OF THE FOLLOWING DOCUMENTS**

*(Unsolicited documentation, to include Letters of Recommendation, will not be forwarded.)*

**Area I applicants, current members of MTANG AGR Program:**

- a. Cover letter (optional)
- b. NGB Form 34-1(dated 11Nov13) Application for Active Duty Guard/Reserve (AGR) complete & signed.
- c. A copy of Records Review RIP (available at [www.my.af.mil](http://www.my.af.mil) under vMPF).
- d. Copy of current Record of Individual Fitness. (from AFFMS)
- e. Resume.
- f. Last three EPRs (if not available provide a brief Memo for Record with explanation)

**Area II applicants, current members of MTANG:**

- a. Cover letter (optional)
- b. NGB Form 34-1(dated 11Nov13) Application for Active Duty Guard/Reserve (AGR) complete & signed.
- c. A copy of Records Review RIP (available at [www.my.af.mil](http://www.my.af.mil) under vMPF).
- d. Copy of current Record of Individual Fitness. (from AFFMS)
- e. Resume.
- f. Last three EPRs (if not available provide a brief Memo for Record with explanation)
- g. Copy of Points Summary (PCARS) “view/print all pages” (available at [www.my.af.mil](http://www.my.af.mil) under vMPF)

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**Area III applicants, all eligible to become members of MTANG:**

- a. Cover letter (optional)
- b. NGB Form 34-1(dated 11Nov13) Application for Active Duty Guard/Reserve (AGR) complete & signed.
- c. A copy of Records Review RIP (available at [www.my.af.mil](http://www.my.af.mil) under vMPF).
- d. Copy of current Record of Individual Fitness. (from AFFMS)
- e. Resume.
- f. Last three EPRs (if not available provide a brief Memo for Record with explanation)
- g. Copy of Points Summary (PCARS) “view/print all pages” (available at [www.my.af.mil](http://www.my.af.mil) under vMPF)

**INSTRUCTIONS FOR SUBMITTING APPLICATION:**

Excess documentation will be removed. Airmen who fail to comply with these procedures will be notified. Incomplete or late application packets will not be forwarded to the Selecting Official. Application packets become the property of the MTNG and will not be returned. The point of contact for the application process is SMSgt Josh Brown who can be reached at 406-770-0785 or by email at [josh.brown.16@us.af.mil](mailto:josh.brown.16@us.af.mil). Application packets may be:

- a. **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, contact AGR Management (listed above). Emailed applications must be received on or prior to 2359 hrs Mountain Standard Time on the closing date.

Email to [120.AW.HRO.AGR.Applications@us.af.mil](mailto:120.AW.HRO.AGR.Applications@us.af.mil)

*(Emailed Applications are preferred)*

**SELECTION PROCESS:** Packages are reviewed for qualification by the MTNG HRO branch. Qualified packages are submitted to the selecting official to conduct interviews. After interviews are conducted, the Selecting Official rates applicants in order of precedence and forwards to HRO-AGR Branch. Upon approval, official notification selection/ non-selection will be made by HRO-AGR Branch.

**CONDITIONS OF ACCEPTING THIS POSITION:** Must be a member of the Montana Air National Guard (MTANG) or eligible to join the MTANG. Must be AFSC qualified to apply. If unable to meet accession requirements, AGR employment offer can be withdrawn. Permanent Change of Station (PCS) expenses are authorized for this position.

**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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\\                   OFFICIAL                    //  
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TIMOTHY G. CROWE  
Colonel, MTNG  
Human Resources Officer