ARMY National Guard AGR VACANCY ANNOUNCEMENT
JOINT FORCE HEADQUARTERS-COLORADO
OFFICE OF THE ADJUTANT GENERAL
6848 South Revere Parkway
Centennial, Colorado 80112-6709

ANNOUNCEMENT NUMBER: 014-17 **DATE: 16 Nov 16** **CLOSING DATE: 15 Dec 16**

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:
Unit Admin NCO, PARA 104 LINE 12, E5, 15P

APPOINTMENT FACTORS: **OFFICER( )** **WARRANT OFFICER( )** **ENLISTED(X)**

LOCATION OF POSITION:
19070 E SUNLIGHT WY BLDG 1000, BAFB AURORA, CO, 80011

WHO MAY APPLY:
Must be a current member of the CO National Guard within the grades of E4 and E5.

AREA OF CONSIDERATION: This position is **open to the grades of: E4 to E5. Individual selected will receive an AGR Tour with the Colorado Army National Guard. In order to be considered for this position applicants must meet minimum qualifications as outlined on this announcement.**

INSTRUCTIONS FOR APPLYING: The documents listed **WILL** be submitted "AS A MINIMUM". If any of the required documents are not reasonably available to you, a brief letter will be submitted citing the documents missing with a short explanation necessary to certify the soldier as eligible. **Failure to do so may result in a finding of ineligibility and may cause the applicant to lose consideration for this position.**

1. NGB 34-1 (dated 20131111) must be complete with original signature and memos (Must submit explanation memos for yes selections except for question #9 and #17).
2. Individual Medical Readiness Record (MEDPROS).
3. Copy of current ERB with ASVAB scores annotated.
4. DA Photograph in ASUs.
5. Photocopy of last 5 NCOERs (Must submit memos for gaps in NCOERs and NCO's with DOR less than 5 years).
6. RCAS APFT history printout. Must have current test within the last 12 months or 6 months if AGR.
7. Copy of current RCAS HT & WT History, (Must attach a DD 5500 or 5501-R if applicant does not meet HT & WT standards, must be within 6 months prior to closing date of announcement).
8. Profiles must be attached, if applicable, temp profiles (Pregnancy itself is not a disqualifier) will be accepted on a case by case basis.
9. NGB Form 23, retirement record.
10. Copy of all DD214's / NGB 22's showing all prior service.
11. Copy of current Driver's License.
12. Security Verification Memo.

POSITION COMPATIBILITY REQUIREMENTS:
The individual(s) must qualify for and be placed in the following compatible MOS/AOC: 15P

MINIMUM APPOINTMENT REQUIREMENTS:

1. Must be able to possess a SECRET clearance
2. Must become MOS qualified within 12 months of hire.
3. Application packets may be submitted online @ https://ftsmcs.ngb.army.mil/Protected/Jobs, mailed to Human Resources Office/AGR Colorado National Guard, or delivered in person to 6848 S Revere Parkway Centennial CO 80112.Emailed packets will not be accepted, unless the applicant is deployed. If applicant is deployed make sure you annotate on subject line of email (DEPLOYED) name and announcement number. Deployed applicants should send application emails to ng.co.coarng.list.agr-admin@mail.mil.
4. Current AGR Soldiers within the 24 month stabilization period must include an approved exception to policy with the application. PCS funds subject to availability. Soldiers must meet initial eligibility requirements of Table 2-1, AR 135-18 and be in compliance with DA PAM 611-21.

BRIEF JOB DESCRIPTION:
Prepare personnel accounting and strength management reports. Prepares and processes recommendations for awards and decorations. Prepares and monitors requests for promotions 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, 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, training Soldier support file, and unit administration. Requisitions and maintains office supplies, blank forms, and publications. Type's military and non-military correspondence in draft and final copy. Prepares and processes requests for transfer or reassignment. Prepare orders and request for orders. Prepares and maintains officer and enlisted personnel records. Transfer records. Process personnel for separation and retirement. Processes bars to reenlistment, suspension of favorable personnel actions. Processes requests and prepares identification tags and cards. Types correspondence and forms in draft and final copy.

SELECTING SUPERVISOR:
MSG SHRIVER / 720-250-1902

CONTACT INFO:
SSG BISHOP
(DSN)

(Com) 720-250-1183
(Email) joseph.w.bishop12.mil@mail.mil

EQUAL OPPORTUNITY:
The Colorado National Guard is an Equal Employment Opportunity Employer. Soldiers and Airmen will not be accessed, classified, trained, promoted, or otherwise managed on the basis of race, color, religion, gender, national origin, or reprisal, except as the direct combat probability coding policy applies to women.