



Colorado Air National Guard  
Active Guard Reserve (AGR)  
Position Announcement #  
**COANG 25-331**

<http://co.ng.mil/JOBS/AGR-Air>



<b>POSITION TITLE:</b> <b>Administration</b>	<b>AFSC:</b> 3F571	<b>OPEN DATE:</b> <b>22 Apr 2025</b>	<b>CLOSE DATE:</b> <b>07 May 2025</b>
<b>UNIT OF ACTIVITY/DUTY LOCATION:</b> <b>138<sup>th</sup> Electromagnetic Warfare Sq</b> <b>Peterson Space Force Base, CO</b>		<b>GRADE REQUIREMENT:</b> <b>Minimum: E6</b> <b>Maximum: E7</b>	
<b>SELECTING OFFICIAL:</b> <b>MSgt Amanda R. Mircos</b> <b>DSN: 259-5004 Comm: 720-378-5004</b>	<b>(HRO Use Only)</b> <b>107298034</b>	<b>QUALIFICATION REQUIREMENTS:</b>  <b>*Please see AFSC Requirements Below*</b>	

**AREAS OF CONSIDERATION**

**Category A: Current AGR members of the Colorado Air National Guard**

**\*Must hold one of the following AFSCs to Apply: 3F051, 3F551\***

*\*All applicants MUST meet the grade requirement and physical/medical requirements outlined\**

All applicants should be aware that the Colorado National Guard does not permit smoking in the workplace. Smoking is permitted only in designated areas during scheduled breaks. Acceptance of an AGR position will cause termination from Selected Reserve Incentive Programs.

**Position Requirements:**

1. This position is located at Peterson Space Force Base, CO. BAH will be calculated off the 80914-zip code.

**Duties and Responsibilities:**

1. Refer to Air Force Enlisted Classification Directory (AFECD) for specific duties associated with this AFSC.
2. Manages processes and activities to support organizational communications, including correspondence preparation, distribution, suspense tracking, and workflow management. Also performs various administrative functions in support of military leaders, including staff meeting support, document preparation/routing, customer services duties, and occasional planning/coordination of events/ceremonies.
3. Ensures communication complies with standards for style and format.
4. Manages organizational personnel and manpower programs, such as personnel rosters, evaluations, decorations, supervisory data, orders, military travel and lodging, in-/out-processing personnel and manpower authorization requests.
5. Ensures accuracy of information in personnel and manpower database systems.
6. Works directly with Unit Leadership and outside organizations to manage and maintain full-time manning requirements and documentation.
7. Coordinates personnel actions between units of assignment and military personnel organizations.
8. Prepares and processes administrative support actions relating to unit programs.
9. Maintains suspense system for personnel actions and correspondence.
10. Maintains and monitors duty status changes.
11. Provides customers with guidance on how to use web-based applications for personnel actions.
12. Provides customers with current information on administrative policies and regulations.
13. Prepares reports for Commander-led programs and assists with Unit compliance.
14. Assists with readiness tracking at the Unit level.

## INSTRUCTIONS/INFORMATION FOR APPLICANTS

Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities	Individuals who have been separated from other military services for cause, unsuitability, or fitness for military service are not eligible to enter the AGR program	IAW ANGI 36-101 "Initial tours may not exceed 6 years..." AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD
In order to properly manage the promotion opportunities and proper career management in the AGR program, Colorado HRO force management policy considers an applicant's total active federal military service (TAFMS) as a factor in hiring. The organizational standard is >8 years for entry as an E7 or O4, >12 years for entry as an E8 or O5, and >16 years for entry as an E9 or O6. This is a baseline standard that may be waived on a case-by-case basis provided the waiver is in the best interest of the organization. If applicable, the selecting supervisor will seek a waiver on the applicant's behalf; applicants have no responsibility to seek a waiver to this policy.	Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, <i>Medical Examination and Standards</i> . They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status	An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Enlisted Airmen who are voluntarily assigned to a position which would cause an over-grade must indicate in writing a willingness to be administratively reduced in grade in accordance with AFI 36-2502, <i>Enlisted Airman Promotion/Demotion Programs</i> , when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package.
ANGI 36-101 "applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members. Exceptions may be considered...."	This vacancy announcement may be used to create an order of merit list (OML) from which additional like vacancies may be filled without further competition. Applicants may remain on this OML for up to three months.	Any further questions regarding the AGR program may be answered in ANGI 36-101

## APPLICATION PROCEDURES

- Complete applications must be received no later than 2359 Mountain Time on the close date.
- Applicants without email access may make special arrangements to deliver applications by contacting the Air AGR Office via one of the methods below.
- Applicants may include copies of training certificates or any additional documentation they feel is applicable to the position for which they are applying.

### UNSIGNED OR INCOMPLETE PACKAGES WILL BE DISQUALIFIED

#### **Required Documents:**

1. NGB Form 34-1, version 20131111 (<http://co.ng.mil/JOBS/AGR-air>)
2. Military Resume (Cover letter optional)
3. Current (within 30 days) Records Review RIP (available on vMPF via AF Portal)
4. Current and passing Report of Individual Fitness from My FSS (Last PT test will not be accepted, must be MyFitness Print out)
5. Copies of the last three (3) EPRs/EPBs received.

**Attach all files in a single PDF Portfolio except Job Application Prescreen Packet (Send Prescreen as separate PDF, if applicable). Applications not in Portfolio form will be returned for corrections.**

Email applications to: [140.wg.hro.agr.office.org@us.af.mil](mailto:140.wg.hro.agr.office.org@us.af.mil)

**Applicants will receive confirmation of receipt and qualification status once the application is processed. If you do not receive confirmation within (5) business days, please contact [140.wg.hro.agr.office.org@us.af.mil](mailto:140.wg.hro.agr.office.org@us.af.mil).**

For questions regarding AGR application procedures, please contact the Air AGR Office via email at [140.wg.hro.agr.office.org@us.af.mil](mailto:140.wg.hro.agr.office.org@us.af.mil)

## REMARKS

Federal law prohibits the use of government postage for submission of applications.

**The Colorado National Guard is an equal opportunity employer.**

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.

Potential for promotion in the position is contingent upon assignment to the appropriate UMD grade, compliance with ANGI 36-101 grade compatibility requirements and, if applicable, the availability of an AGR control grade. Selection for the position at a higher grade does not automatically constitute the immediate availability of an AGR control grade required for promotion to the higher grade.