



Colorado Air National Guard - Active Guard Reserve (AGR) Announcement
COLORADO NATIONAL GUARD
6848 SOUTH REVERE PARKWAY
CENTENNIAL, COLORADO 80112-6709

ANNOUNCEMENT NUMBER: 25-340

DATE: 13 Jun 25

CLOSING DATE: 30 Jun 25

POSITION TITLE, POSITION NUMBER, MAXIMUM AUTHORIZED MILITARY GRADE AND AFSC:
Administration Craftsman, Position #: 072980, E6, 3F57

APPOINTMENT FACTORS:	OFFICER()	WARRANT OFFICER()	ENLISTED(X)
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LOCATION OF POSITION:
Peterson SFB, CO 80194

WHO MAY APPLY:

Must be a current on-board AGR in the State of CO within the grade(s) of E5 and E6.

AREA OF CONSIDERATION: This position is open to current members of the Colorado Air National Guard in the grades of: E5 to E6 (Unless otherwise specified in "WHO MAY APPLY" above). Individual selected will receive an Active Guard Reserve (AGR) Tour with the Colorado Air 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 Memorandum For Record (MFR) will be submitted citing the documents missing with a short explanation necessary to certify the airman 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. *Air AGR Requirement* Signed NGB 34-1, version 20131111
2. *Air AGR Requirement* Military Resume (Cover Letter Optional)
3. *Air AGR Requirement* Current (within 30 days) 8-page Records Review RIP printout (Available on vMPF)
4. *Air AGR Requirement* Current and passing Report of Individual Fitness from myFitness (must be current as of close date on Announcement)
5. Copies of last three (3) EPRs/EPBs received

POSITION COMPATIBILITY REQUIREMENTS:

The individual(s) must be a projected member of the Colorado Air National Guard and qualify for and be placed in the following compatible AFSC/AOC prior to receiving AGR orders: 3F57

MINIMUM APPOINTMENT REQUIREMENTS:

1. Must possess a 7-Level in the 3F0X1 or 3F5X1 AFSCS to apply

BRIEF JOB DESCRIPTION:

- Human Resources. Manages organizational personnel and manpower programs, such as personnel rosters, evaluations, decorations, recognition programs, supervisory data, in-/out-processing personnel and manpower authorization requests. Ensures accuracy of information in personnel and manpower database systems. Coordinates personnel actions between unit of assignment and military personnel organizations.

- Executive Support. Provides executive administrative support to General Officers and Senior Executive Service civilians to include arranging travel and lodging, coordinating itineraries, and preparing trip folders. Assists commanders at all levels in planning, preparing, arranging, and conducting official functions. Coordinates with Protocol and assists with Distinguished Visitor (DV) support and events: manages recognition/special ceremonies, schedules event locations, coordinates mementos, and manages guest lists.

- Office Management. Manages processes and activities to support organizational communications, including correspondence preparation, distribution, suspense tracking, workflow management, electronic mail management and content management. Performs various administrative functions in support of military and civilian leaders, including calendar management, meeting support, and customer services duties. Ensures communications comply with standards for style and format

- Postal Operations. Includes overseas Military Post Offices (MPO), Aerial Mail Terminals (AMT), and Mail Control Activities (MCA). Performs postal financial services, supply/receipt/dispatch functions, and mail delivery services for authorized users of the MPS. Provides security for all mail and performs postal directory services. Accepts items for mailing and advises patrons of all applicable postal and customs requirements. Maintains postal records, prepares forms/reports, supplies, operation plans, and maintains adequate stock of postage and accountable money orders. Sells and cashes money orders and remits funds from postage stock/money orders back to United States Postal Service (USPS). Receives, sorts, and distributes incoming and outgoing mail and resolves issues with commercial and military modes of transportation. Monitors air carrier facilities to ensure all mail tendered to carriers is moved per established schedules or agreements and coordinate flight line/warehouse access as required.

- Official Mail. Prepares and receives incoming/outgoing mail from military or commercial carrier while ensuring proper receipt and accountability in accordance with Private Express Statutes. Operates Official Mail Center (stateside and overseas) and prepares/distributes organizational mail to authorized users. Records/tracks daily unit mail expenditures and submits report to local resource advisor for reimbursement actions. Submits annual appropriated funds expenditure reports to their Command Official Mail Manager or via the automated military postal system at the end of each fiscal year. Performs contracting officer representative duties when operations within the Official Mail Center are contracted out.

SELECTING SUPERVISOR:

MSgt Amanda Mircos

APPLY FOR THIS POSITION ON THE FTSMCS WEBSITE: [FTSMCS](#)