



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

ANNOUNCEMENT NUMBER: 25-341

DATE: 13 Jun 25

CLOSING DATE: 30 Jun 25

POSITION TITLE, POSITION NUMBER, MAXIMUM AUTHORIZED MILITARY GRADE AND AFSC:
Personnel Craftsman, Position #: 072404, E6, 3F07

APPOINTMENT FACTORS:	OFFICER()	WARRANT OFFICER()	ENLISTED(X)
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LOCATION OF POSITION:
GREELEY, CO, 80631-0000

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* Singed 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 recieved
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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: 3F07

MINIMUM APPOINTMENT REQUIREMENTS:

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

- Manages military personnel programs and advises commanders and Airmen on Air Force personnel policy. Manages a myriad of Air Force programs including assignments, promotions, evaluations, identification cards, separations, retirements, benefits, entitlements, retention, classification, awards, decorations, retraining, casualty, personnel reliability, and personnel readiness programs. Determines program eligibility and counsels airmen on career progression. Manages and executes force management tools such as force management boards, selective reenlistment, and bonus programs. Counsels airmen on reenlistment opportunities, benefits, and entitlements. Advises commanders and provides reports and statistics to make personnel decisions.
 - Manages data analysis products and ensures the accuracy of both deployed and in-garrison personnel data. Creates, interprets, and audits management assessments products and transaction registers and identifies mismatches. Works with commanders and Airmen to resolve discrepancies and ensures the accuracy of personnel data. Routinely crosschecks data from the personnel data system with source documents in the personnel records to ensure accuracy.
 - Performs personnel actions. Conducts in and out processing at both in garrison and deployed locations and maintains accountability of Air Force personnel. Manages duty status reporting to include; leave, temporary duty, hospitalization, sick in quarters, and casualty reporting.
 - Oversees personnel activities and functions. Inspects personnel activities for compliance with policies and directives. Reports discrepancies and recommends corrective action. Monitors personnel actions for timeliness, propriety, and accuracy. Ensures proper counseling of individuals on personnel programs, procedures, and benefits. Organizes and compiles management data and submits reports.
 - Performs Commanders Support Staff (CSS) personnel functions. Prepares and processes administrative support actions relating to unit programs such as fitness, in and out-processing, evaluations. Manages leave web program. Maintains suspense system for personnel actions and correspondence. Maintains and monitors duty status changes. Provides customers with guidance on how to use web-based applications for personnel actions. Prepares and processes Articles 15, letters of reprimand, investigation reports, unfavorable information files, and separation actions.
 - Performs Personnel Support for Contingency Operations (PERSCO) functions. Ensures accountability and casualty reporting for deployed forces, reports data to combatant commanders, and enables sound wartime decisions. Provides additional personnel support, as required
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SELECTING SUPERVISOR:

MSgt Amanda Mircos

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