



ARMY and/or AIR NATIONAL GUARD AGR VACANCY ANNOUNCEMENT
JOINT FORCE HEADQUARTERS-COLORADO
OFFICE OF THE ADJUTANT GENERAL
6848 South Revere Parkway
Centennial, Colorado 80112-6709

ANNOUNCEMENT NUMBER: 22-005

DATE: 10 Jan 22

CLOSING DATE: 24 Jan 22

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:
Paralegal Non-commissioned Officer (NCO), PARA 102 LINE 04, E6, 27D

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

LOCATION OF POSITION:
HHB 100TH MISSILE DEFENSE BRIG, 1555 NORTH NEWPORT ROAD COLORADO SPRINGS CO

WHO MAY APPLY:
Must be a current member of the National Guard within the grade(s) of E5 and E6.

AREA OF CONSIDERATION: This position is open to the grades of **E5 to E6**.

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. Certified Selection Board Copy Enlisted Record Brief (ERB)
3. NGB Form 23b, RPAM Statement (National Guard only).
4. Copy of all DD214's / NGB 22's showing all prior service.
5. Security Verification Memo.
6. Medical Protection System Individual Medical Readiness (IMR) dated within the last 12 months.
7. DA 705 with HT/WT annotated(last 3 APFT annotated). IAW HQDA EXORD 164-20, during the COVID-19 mitigation measures, all current valid passing APFT scores remain valid until further notice.
8. Profiles must be attached if applicable. Pregnancy itself is not a disqualifier.
9. Photocopy of last 5 OERs/NCOERs (Must submit memos for gaps in OERs/NCOERs and Service Members with DOR less than 5 years).
10. DA 5500 or 5501-R if applicant does not meet HT /WT standards.

POSITION COMPATIBILITY REQUIREMENTS:
The individual(s) must qualify for and be placed in the following compatible MOS/AOC: 27D

- MINIMUM APPOINTMENT REQUIREMENTS:
1. AGR Soldiers on initial tours are stabilized for the first 18 months and are ineligible to apply for this position.
 2. During the COVID-19 mitigation measures ALL application packets must be submitted online @ <https://ftsmcs.ngb.army.mil/Protected/Jobs>. 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.coarm.list.agr@mail.mil.
 3. Must possess a 27D MOS to apply
 4. Must possess a current Secret clearance.
 5. PCS funds subject to availability.

BRIEF JOB DESCRIPTION:
Provides preliminary legal and administrative support to commanders and staff and coordinates legal actions with supervising legal office. Prepares and processes legal documents in support of courts-martial, non-judicial punishment, and other military justice matters; line of duty determinations, separation board proceedings, and other administrative law matters; legal assistance services; claims processing and investigations.

SELECTING SUPERVISOR:
MSG Sarah Miller

CONTACT INFO:
SFC Cayce McKimmins
(DSN)
(Com) 720-250-1181
(Email) cayce.m.mckimmins.mil@army.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.

