



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: 22-012

DATE: 14 Jan 22

CLOSING DATE: 28 Jan 22

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:  
Unit Administrator, PARA 302 LINE 04, E5, 11B

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

LOCATION OF POSITION:  
COMPANY D (-DET 1), 1ST BATTAL, 1877 OLD SANFORD ROAD ALAMOSA CO

WHO MAY APPLY:  
Must be a current member of the National Guard within the grade of E5.

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

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. Photocopy of last 5 NCOERs (must submit memorandums for gaps in NCOERS). If the Service Member doesn't have 5 NCOERs, provide 3 letters of recommendation .
3. Certified Selection Board Copy Enlisted Record Brief (ERB)
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. DA 5500 or 5501-R if applicant does not meet HT /WT standards.
9. Profiles must be attached if applicable. Pregnancy itself is not a disqualifier.
10. NGB Form 23b, RPAM Statement (National Guard only).

POSITION COMPATIBILITY REQUIREMENTS:  
The individual(s) must qualify for and be placed in the following compatible MOS/AOC: 11B

- 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.coarmg.list.agr@mail.mil](mailto:ng.co.coarmg.list.agr@mail.mil).
  3. PCS funds subject to availability.
  4. Must be 11B MOS qualified
  5. Must be able to obtain a SECRET clearance within 12 months of hire.

BRIEF JOB DESCRIPTION:  
Supervises specific human resources functions in a personnel office. Advise commanders on Soldiers and personnel readiness and strength levels of supported reporting units. Reviews consolidated reports, statistics, applications, and prepares recommendations for personnel actions to higher headquarters. Reviews and prepares reports and data on strength (gains and losses) of personnel and makes duty assignments of enlisted personnel. Review cyclic and other reports to assess systems performance. Maintain liaison with servicing data processing facility and field managers of interfaced systems.

SELECTING SUPERVISOR:  
SGM Lucas Lachance

CONTACT INFO:  
SFC Cayce McKimmins  
(DSN)  
(Com) 720-250-1181  
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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.