



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

ANNOUNCEMENT NUMBER: 22-107

DATE: 21 Jun 22

CLOSING DATE: 05 Jul 22 (21:59 MDT)

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:
UNIT ADMINISTRATOR, PARA 206 LINE 01, E5, 11B

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

LOCATION OF POSITION:

B COMPANY, 1-157th INF BN, 2930 9TH STREET, FORT LUPTON, CO

WHO MAY APPLY:

Must be a current on-board AGR in the State of CO within the grade(s) of E4 and E5.

AREA OF CONSIDERATION: This position is open to the grades of **E4 to E5**.

INSTRUCTIONS FOR APPLYING: The documents listed below **ARE THE ONLY AUTHORIZED** documents to be submitted. 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 3 NCOERs (must submit memorandums for gaps in NCOERS). If the Service Member doesn't have 3 NCOERs, provide 3 letters of recommendation.
3. Certified Selection Board Copy of Soldier Record Brief (SRB) w/ ASVAB scores
4. Security Clearance Verification Memo
5. NGB Form 23b, RPAM Statement (National Guard only).
6. Medical Protection System Individual Medical Readiness (IMR) dated within the last 12 months.
7. DA 705 with HT/WT annotated. IAW HQDA EXORD 164-20, during the COVID-19 mitigation measures, a current passing APFT score and HT/WT is valid for use as the APFT and HT/WT requirement.
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.

POSITION COMPATIBILITY REQUIREMENTS:

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

MINIMUM APPOINTMENT REQUIREMENTS:

1. Must become 11B MOS qualified within 12 months of hire.
2. Must have a minimum CO Score of 87 on the ASVAB to attend MOSQ.
3. Must be able to possess a SECRET clearance
4. AGR Soldiers on initial tours are stabilized for the first 18 months and are ineligible to apply for this position.
5. PCS funds subject to availability.
6. 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@army.mil.

BRIEF JOB DESCRIPTION:

Serves as Human Resources Specialist (and PSDR Clerk) responsible for personnel actions and admin support of 82 active ARNG and Active Component personnel. Serves as a SME and advisor of all personnel functions; manages, processes, reviews, and coordinates admin tasks pertaining to personnel accountability, strength management, evaluations, awards, promotions, reductions, and legal actions. Processes actions related to Soldier Record Reviews and required updates to assigned Soldiers electronic personnel file.

SELECTING SUPERVISOR:

CSM Lucas Lachance, 720-250-4834

CONTACT INFO:

SFC Jose Carrera
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(Email) jose.c.carrera.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.