



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: 24-152

DATE: 10 Sep 24

CLOSING DATE: 17 Sep 24 (21:59 MDT)

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:  
ADMIN NCO, PARA 102 LINE 07, E5, 42A

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

LOCATION OF POSITION:  
HHB GMD, 1555 NORTH NEWPORT ROAD COLORADO SPRINGS CO

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

AREA OF CONSIDERATION: This position is open to the grades of 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. NGB Form 23b, RPAM Statement (National Guard only).
3. Certified Selection Board Copy Enlisted Record Brief (ERB) w/ ASVAB scores
4. Photocopy of last 3 NCOERs (Must submit memos for gaps in NCOERs and Service Members with DOR less than 3 years).
5. Security verification memo dated within the last 3 months
6. Army - Medical Protection System Individual Medical Readiness (IMR) dated within the last 12 months.
7. Copy of all DD214's / NGB 22's showing all prior service.
8. DA 705 with passing record ACFT score and HT/WT annotated dated within the last 14 months.
9. DA 5500 or 5501-R if applicant does not meet HT /WT standards.
10. 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: 42A

MINIMUM APPOINTMENT REQUIREMENTS:

1. Must be 42A MOS qualified.
2. AGR Applicants must have a security verification memo within the last 3 months.
3. AGR applicants must have ACFT and height/weight within 6-8 months.
4. AGR Soldiers on initial tours are stabilized for the first 18 months and are ineligible to apply for this position.
5. Must possess a current Secret clearance.
6. PCS funds subject to availability.
7. 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](mailto:ng.co.coarmg.list.agr@army.mil).
8. IAW AR 600-8-19 Current AGR Soldiers must have 18 Months in their current assignment if they were promoted to be eligible to apply for the lateral assignment.

BRIEF JOB DESCRIPTION:

Performs personnel and administrative functions in a multi-component unit; advises the commander, the staff, and unit Soldiers on human resource matters; maintains officer and enlisted personnel records and processes personnel actions concerning Soldiers and their families; conducts financial and postal operations; prepares personnel accounting and strength management reports; prepares and reviews casualty documents; processes awards, promotion actions, retirement requests, leave requests, retention actions, issuance of ID cards, in and out processing actions, and basic UMR management.

SELECTING SUPERVISOR:  
SSG Christopher Gibbs

CONTACT INFO:  
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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.