



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

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ANNOUNCEMENT NUMBER: 25-029

DATE: 19 Nov 24

CLOSING DATE: 26 Nov 24 (21:59 MDT)

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POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:  
HUMAN RESOURCE SERGEANT, PARA 101 LINE 05, E5, 42A

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

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**LOCATION OF POSITION:**

0217 SP CO ARMY SPACE SUPP, 1775 BARGER STREET BUILDING 675 FORT CARSON CO

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**WHO MAY APPLY:**

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

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

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**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. Security verification memo dated within the last 3 months
  4. Certified Selection Board Copy of Soldier Record Brief (SRB) w/ ASVAB scores
  5. NGB Form 23b, RPAM Statement (National Guard only).
  6. Copy of all DD214's / NGB 22's showing all prior service.
  7. Medical Protection System Individual Medical Readiness (IMR) dated within the last 12 months.
  8. DA 705 with passing record ACFT score and HT/WT annotated dated within the last 6 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.
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**POSITION COMPATIBILITY REQUIREMENTS:**

The individual(s) must qualify for and be placed in the following compatible MOS/AOC: 42A

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**MINIMUM APPOINTMENT REQUIREMENTS:**

1. Must be 42A MOS qualified.
  2. Must possess a current Secret clearance.
  3. AGR Soldiers on initial tours are stabilized for the first 18 months and are ineligible to apply for this position.
  4. 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.
  5. PCS funds subject to availability.
  6. 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.coamg.list.agr@army.mil](mailto:ng.co.coamg.list.agr@army.mil).
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**BRIEF JOB DESCRIPTION:**

Performs personnel and administrative functions in support of 217th Space Support Company; 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; processes awards, promotion actions, retirement requests, retention actions, in and out processing actions, and basic UMR management.

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**SELECTING SUPERVISOR:**

MSG Jim Ettleman

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**CONTACT INFO:**

SFC Carolyn Neuenfeldt  
(DSN) 250-1183  
(Com) 720-250-1183  
(Email) [ng.co.coamg.list.agr@army.mil](mailto:ng.co.coamg.list.agr@army.mil)

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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.