



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: 25-042

DATE: 12 Dec 24

CLOSING DATE: 19 Dec 24 (21:59 MDT)

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:
SR HUMAN RESOURCES NCO, PARA 210B LINE 02, E7, 42A

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

LOCATION OF POSITION:
W8AZAA COARNG ELEMENT JF HQ, 6848 S. Revere Parkway, Centennial, CO

WHO MAY APPLY:
Must be a current on-board AGR in the State of CO within the grade(s) of E7 and E7.

AREA OF CONSIDERATION: This position is open to the grades of E7.

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 5 NCOERs (must submit memorandums for gaps in NCOERS and service members with DOR less than 5 years).
 3. NGB Form 23b, RPAM Statement (National Guard only).
 4. Copy of all DD214's / NGB 22's showing all prior service.
 5. Security Clearance Verification Memo
 6. Medical Protection System Individual Medical Readiness (IMR) dated within the last 12 months.
 7. DA 705 with passing record ACFT score and HT/WT annotated dated within the last 6 months.
 8. Copy of Soldier Talent Profile (STP) w/ ASVAB scores dated within 3 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

MINIMUM APPOINTMENT REQUIREMENTS:

1. Must be 42A MOS qualified.
 2. AGR Soldiers on initial tours are stabilized for the first 18 months and are ineligible to apply for this position.
 3. 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.
 4. Must possess a current Secret clearance.
 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.
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BRIEF JOB DESCRIPTION:

Serves as an advisor to commanders on assigned unit human resources (HR) program. Interprets policy and provides procedural guidance to commanders, supervisors, staff members and individual military members. Provides training to supervisors and guidance and assistance to military members on program for which assigned. Conducts and/or participates in Soldier Readiness Processing (SRP), and unit mobilizations and de-mobilizations. Reviews, evaluates, and interprets regulatory guidance, policies, and procedures applicable to military personnel programs and provides guidance to all users. Publishes guidance to enhance and simplify completion and submission of personnel actions. Conducts staff visits and trains personnel within the unit in all programs for which responsible. Conducts periodic briefings for staff, commanders, and administrative personnel to promote full understanding of all aspects of the assigned program. Provides commanders, supervisors, and G1 staff with a variety of statistical data or reports pertaining to military HR issues to assist in HR management decisions. Responds to correspondence (general, other agency, congressional, etc.) regarding military personnel issues. Researches, prepares response, and maintains action file. As required, forwards response for review and corresponds for the G1 Director and/or State Adjutant General. Estimates and projects future travel and funding requirements and submits request to G1 Director. Other duties as assigned.

SELECTING SUPERVISOR:
MSG Karren Brigham

CONTACT INFO:

SSG Alethe Garrow
(DSN) 250-1216
(Com) 720-250-1216
(Email) ng.co.coamg.list.agr@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.