



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: 25-063

DATE: 06 Feb 25

CLOSING DATE: 13 Feb 25 (21:59 MDT)

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:
Human Resources Technician, PARA 243 LINE 02, W3, 420A

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

LOCATION OF POSITION:

Multiple (3x) 420A, W1-W3, SEE LOCATIONS BELOW

W8AZAA - 243/02/03222487 Vice CW2 Calhoun

WP2YAA - 102/03/03007608 Vice CW2 Schnabel

W784AA - 107/02/03169197 Vice New

WHO MAY APPLY:

COARNG qualified 420A, COE for MOS 420A, or an approved predetermination packet for MOS 420A.

AREA OF CONSIDERATION: This position is open to the grades of **W1 to W3**.

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 OERs/NCOERs (Must submit memos for gaps in OERs/NCOERs and Service Members with DOR less than 5 years).
3. NGB Form 23b, RPAM Statement (National Guard only).
4. Medical Protection System Individual Medical Readiness (IMR) dated within the last 12 months.
5. Security Clearance Verification Memo
6. Soldier Talent Profile (STP) dated within 3 months.
7. Profiles must be attached if applicable. Pregnancy itself is not a disqualifier.
8. Individual Training Report (ITR) from DTMS showing passing ACFT and Height/Weight within the last six months
9. Copy of all DD214's / NGB 22's showing all prior service.

POSITION COMPATIBILITY REQUIREMENTS:

The individual(s) must qualify for and be placed in the following compatible MOS/AOC: **420A**

MINIMUM APPOINTMENT REQUIREMENTS:

1. Applicants must be 420A qualified or predetermined as a 420A with a current Certificate of Eligibility (COE).
2. Must be able to possess a SECRET clearance
3. AGR Soldiers on initial tours are stabilized for the first 18 months and are ineligible to apply for this position.
4. 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.
5. PCS funds subject to availability.

BRIEF JOB DESCRIPTION:

420A - Human Resources Technician

Human Resource (HR) Technicians are adaptive technical experts, leaders, trainers and advisors. They maintain, operate and integrate Army Human Resource (HR) processes and systems. HR Technicians perform duties as Chief of a Section in any HR technical or joint field of operations. An HR Technician serves as the HR subject matter expert in a BCT; Brigade/HHBN STB; Division/Corps, ASCC, HRSC and higher echelons within the Army structure.

Major duties include:

- Input into all HR information systems which include, but are not limited to, iPERMS/IPPS-A.
- Compiling data from multi-systems; converting and analyzing data to actionable information for presentation to HR professionals and leadership at all echelons
- Manage systems access, proper usage, data accuracy, and problem resolution of HR information
- Proficiency in managing basic office automation (e.g. Word, Excel, PowerPoint, Outlook, Power BI).
- Supervise military and civilian personnel on human resources management actions and related duties.
- Make decisions based on a variety of information sources.
- Full understanding of HR Doctrine and how it is nested in Sustainment and Operational Doctrine as well as HR regulations and MILPER/ALARACT messages and able to interpret for individuals, subordinates, commanders, and directors.
- Initiate and prepare correspondence to provide information, policy, or guidance.
- Monitor and manage the full spectrum of HR for the Combatant Commander to include but not limited to essential personnel services, strength management,

postal, casualty and replacement operations, orders processing, awards, evaluations, promotions, DEERS/RAPIDS, military pay functions, sponsorship, Integrated Disability Evaluation System (IDES), in/out processing, and records management.

- Manage organizational change to implement new HR programs, systems, or policies.

Minimum prerequisites: Minimum prerequisites are required in addition to the basic warrant officer qualifications listed

here: https://recruiting.army.mil/ISO/AWOR/BASIC_QUALIFICATION/. Lacking any of the prerequisites below requires a waiver from the 420A proponent. Some prerequisites are not eligible for waiver.

SELECTING SUPERVISOR:

COL Sean Burke

CONTACT INFO:

MSG Daniel Gisoldi

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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.