



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: 25-070

DATE: 12 Feb 25

CLOSING DATE: 18 Feb 25 (21:59 MDT)

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:
HUMAN RESOURCE SERGEANT, PARA 102 LINE 05, 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. 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. NGB Form 23b, RPAM Statement (National Guard only).
 5. Copy of all DD214's / NGB 22's showing all prior service.
 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. 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.coarmg.list.agr@army.mil.
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BRIEF JOB DESCRIPTION:
Performs personnel and administrative functions in support of company, Battalion and Brigade. Prepare personnel accounting and strength management reports, processes recommendations for awards and decorations, arranges ceremonies, fulfills requirements for various boards and initiates and completes transactions is multiple HR Systems. Types military and non-military correspondence in draft and final copy. Prepares and maintains functional files per Army Records Information Management System (ARIMS). Prepares and processes requests for transfer or reassignment. Process Personal Actions Requests as needed. Prepares and maintains officer and enlisted personnel records.

GMD will create OML for current open positions for 42A.

SELECTING SUPERVISOR:
MSG Stephanie Moore

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, sex, national origin, or reprisal.