



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: 25-097

DATE: 19 Mar 25

CLOSING DATE: 26 Mar 25 (21:59 MDT)

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:  
ADMIN NCO, PARA 611 LINE 07, E5, 91B

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

LOCATION OF POSITION:

CO E 2D BN 135 AVN RGMT, 19070 EAST SUNLIGHT WAY BLDG BUCKLEY AFB AASF CO

WHO MAY APPLY:

Must be a current member of the CO National Guard 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. Copy of Soldier Talent Profile (STP) w/ ASVAB scores dated within 3 months.
3. Medical Protection System Individual Medical Readiness (IMR) dated within the last 12 months.
4. Photocopy of last 3 NCOERs (Must submit memos for gaps in NCOERs and Service Members with DOR less than 3 years).
5. NGB Form 23b, RPAM Statement (National Guard Only)
6. Security verification memo dated within the last 3 months
7. Individual Training Report (ITR) from DTMS showing passing ACFT and Height/Weight within the last six months
8. Copy of all DD214's / NGB 22's showing all prior service.
9. 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: 91B

MINIMUM APPOINTMENT REQUIREMENTS:

1. Must be 91B MOS qualified or be able to become 91B MOS qualified within 12 months of hire.
2. Must have a MM Score of 92 or higher on the ASVAB to attend MOSQ
3. Must be able to possess a SECRET clearance
4. AGR Soldiers on initial tours are stabilized for the first 18 months and are ineligible to apply for this position.
5. 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).
6. 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.
7. PCS funds subject to availability.

BRIEF JOB DESCRIPTION:

Supervises specific human resources functions for a 70 Soldier unit. Advise commander on Soldiers and personnel readiness and strength levels of supported reporting units. Reviews consolidated reports, statistics, applications, and prepares recommendations for personnel actions to higher headquarters. Reviews and prepares reports and data on strength (gains and losses) of personnel and makes duty assignments of enlisted personnel. Review cyclic and other reports to assess systems performance. Inputs and submits all pay functions in My Unit Pay for the unit to include IDT pay, Flight pay, RMA's. Works with IPPS-A, MUP, DTS, DTMS, IPERMS, USPFO Pay trouble ticket system. As a 91B Wheeled vehicle mechanic, you will be work with and provide leadership within the motors section providing support for all the Battalion's ground vehicle maintenance.

SELECTING SUPERVISOR:

MSG Justin Smith

CONTACT INFO:

SSG Alethe Garrow  
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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, sex, national origin, or reprisal.