



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: 25-112

DATE: 15 Apr 25

CLOSING DATE: 22 Apr 25 (21:59 MDT)

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:  
UNIT ADMINISTRATOR, PARA 104 LINE 04, E5, 13J

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

**LOCATION OF POSITION:**

3-157 FA BN HHB FIELD ARTILLERY, 3200 CHESTNUT STREET 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. 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. Copy of Soldier Talent Profile (STP) w/ ASVAB scores dated within 3 months.
8. Individual Training Report (ITR) from DTMS showing passing ACFT and Height/Weight within the last six months
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: 13J

**MINIMUM APPOINTMENT REQUIREMENTS:**

1. Must be 13J 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).

**BRIEF JOB DESCRIPTION:**

Supervises specific human resources functions in a personnel office. Advise commanders 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. Maintain liaison with servicing data processing facility and field managers of interfaced systems.

**SELECTING SUPERVISOR:**

MSG William Cosman

**CONTACT INFO:**

SSG Alethe Garrow  
(DSN) 2501216  
(Com) 720-250-1216  
(Email) [ng.co.coamg.list.agr@army.mil](mailto: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.