



ARMY and/or AIR NATIONAL GUARD AGR VACANCY ANNOUNCEMENT  
JOINT FORCE HEADQUARTERS-COLORADO  
OFFICE OF THE ADJUTANT GENERAL  
6848 South Revere Parkway  
Centennial, Colorado 80112-6709

ANNOUNCEMENT NUMBER: 25-145

DATE: 13 Aug 25

CLOSING DATE: 27 Aug 25 (21:59 MDT)

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:  
ADMIN NCO, PARA 125 LINE 03, E5, 35F

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

LOCATION OF POSITION:

0001 AR CO MCP OD DIV, 31725 GREAT WESTERN DRIVE  
WINDSOR, CO 80550

WHO MAY APPLY:

Must be within the grade(s) of E4 and E5.

AREA OF CONSIDERATION: This position is open to the grades of E4 to 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.
10. Exception to Policy (ETP) memo for AGR Soldiers who are under 36 months in their current assignment. Does not apply for promotion opportunity announcements

POSITION COMPATIBILITY REQUIREMENTS:

The individual(s) must qualify for and be placed in the following compatible MOS/AOC: 35F

MINIMUM APPOINTMENT REQUIREMENTS:

1. Must be 35F MOS Qualified or must be able to become 35F MOS qualified within 12 months of hire.
2. Must possess a current Secret clearance and be eligible to obtain a Top Secret/Sensitive Compartmented Information (TS/SCI) clearance within 12 months of hire.
3. Per the COARNG AGR Stabilization Policy dated 27 May 2025, AGR Soldiers serving less than 36 months in their current assignment are ineligible for application unless the announcement pertains to a promotion opportunity or an Exception to Policy Memo (ETP) is attached with application.
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](mailto:ng.co.coarmg.list.agr@army.mil).
5. PCS funds subject to availability.

BRIEF JOB DESCRIPTION:

Supervises specific human resources functions for the 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, RMA's. Works with IPPS-A, MUP, DTS, DTMS, IPERMS, USPFO Pay trouble ticket system.

SELECTING SUPERVISOR:

MSG Jeremy Hounshell

CONTACT INFO:

MSG Daniel Gisoldi  
(DSN) 250-1216  
(Com) 520-942-5688  
(Email) [ng.co.coarmg.list.agr@army.mil](mailto:ng.co.coarmg.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.