



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: 26-101

DATE: 19 Aug 26

CLOSING DATE: 16 Sep 26 (21:59 MDT)

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:  
HR NCO, PARA 102 LINE 06, E5, 42A

| APPOINTMENT FACTORS: | OFFICER() | WARRANT OFFICER() | ENLISTED(X) |
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LOCATION OF POSITION:  
HHB GMD, 1555 NORTH NEWPORT ROAD COLORADO SPRINGS CO

**WHO MAY APPLY:**

Must be a current member of the National Guard 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. Photocopy of last 3 NCOERs. If you have less than 3 NCOERS, provide a letter of recommendation.
3. Copy of Soldier Talent Profile (STP) w/ ASVAB scores dated within 3 months.
4. Medical Protection System Individual Medical Readiness (IMR) dated within the last 12 months.
5. Security verification memo dated within the last 3 months
6. Copy of all DD214's / NGB 22's showing all prior service.
7. Report from ATIS showing passing AFT and Height/Weight within the last six months (DA 705 and DA 5500/5501 accepted in lieu of ATIS report)
8. DA 5016 from My Retirement Points tile on IPPS-A or most recent NGB 23A (RPAM) from iPERMS
9. Profiles must be attached if applicable. Pregnancy itself is not a disqualifier.
10. Exception to Policy (ETP) memo for COARNG AGR Soldiers who are under 36 months in their current assignment. Does not apply for promotion, Commander, or 1SG announcements

**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 OR have the ability to become 42A MOS qualified within 12 months of hire.
2. Must have a minimum CL Score of 90 or higher on the ASVAB to attend the MOS qualification course.
3. Must possess a current Secret clearance.
4. PCS funds subject to availability.
5. Per the COARNG AGR Stabilization Policy dated September 2025, AGR Soldiers serving less than 36 months in their current assignment are ineligible for application unless the announcement pertains to a leadership position or an Exception to Policy Memo (ETP) is attached with application.
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.coarng.list.agr@army.mil](mailto:ng.co.coarng.list.agr@army.mil).

**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; initiates and completes transactions in 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.

**SELECTING SUPERVISOR:**

MSG GRABER-BODEN

**CONTACT INFO:**

MSG ELYSSA NAVARRO  
(DSN)  
(Com) 720-250-1309  
(Email) [ng.co.coarng.list.agr@army.mil](mailto:ng.co.coarng.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.