



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: 23-061

DATE: 21 Mar 23

CLOSING DATE: 04 Apr 23 (21:59 MST)

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:
ADMIN NCO, PARA 503 LINE 03, E5, 35F

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

LOCATION OF POSITION:
0572 EN BN CO D MI CO BCT, 5275 FRANKLIN STREET DENVER CO

WHO MAY APPLY:
Must be a current member of the CO 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 (Must submit memos for gaps in NCOERs and Service Members with DOR less than 3 years).
3. Certified Selection Board Copy of Soldier Record Brief (SRB) w/ ASVAB scores
4. NGB Form 23b, RPAM Statement (National Guard only).
5. Copy of all DD214's / NGB 22's showing all prior service.
6. Security Clearance Verification Memo
7. Medical Protection System Individual Medical Readiness (IMR) dated within the last 12 months.
8. DA 705 with passing APFT/ACFT and HT/WT annotated. IAW NGB PPOM 22-023, a current passing APFT score is valid for use as the ACFT requirement until 31 March 2023.
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.

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 TS/SCI Clearance
3. Must have a minimum ST Score of 101 on the ASVAB to attend MOS qualification course.
4. Applicant without 35F MOS qualification must hold TOP SECRET with SCI (TS/SCI) to attend training.
5. PCS funds subject to availability.
6. AGR Soldiers on initial tours are ineligible to apply for this position.
7. 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.

BRIEF JOB DESCRIPTION:

Supervises specific human resources functions in the unit. 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. Inputs and submits all pay functions in My Unit Pay for the unit to include IDT pay, Flight pay, RMA's, etc.

SELECTING SUPERVISOR:
MSG MOLLY PATTERSON 720-250-1812

CONTACT INFO:
SSG ALFRED ROBERSON
(DSN) 250-1216
(Com) 7202501216
(Email) alfred.r.roberson2.mil@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, gender, national origin, or reprisal, except as the direct combat probability coding policy applies to women.