



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: 23-115

DATE: 24 May 23

CLOSING DATE: 08 Jun 23 (21:59 MDT)

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

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

LOCATION OF POSITION:
0169 FA HHB HHB FIELD ARTIL, 660 SOUTH ASPEN STREET AURORA 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 record ACFT score and HT/WT annotated. IAW NGB PPOM 22-023, individuals applying for AGR positions will require a passing record ACFT within 6 months of their packet submission.
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: 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 GT score of 100 and minimum CL Score of 90 on the ASVAB to attend 42A MOSQ course.
 3. AGR Soldiers on initial tours are stabilized for the first 18 months and are ineligible to apply for this position.
 4. Must possess a current Secret clearance
 5. PCS funds subject to availability.
 6. All application packets must be submitted online @ <https://fismcs.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:
Prepare personnel accounting and strength management reports. Prepares and processes recommendations for awards and decorations. Prepares and monitors requests for promotion to include promotion declinations, reconsideration for promotions, and for reduction and removal boards for Soldiers on local promotion standing lists. Processes centralized and decentralized promotion and reduction actions. Prepares and monitors requests for reduction, transfers, and discharges. Line of duty determination, MILPER data and information management, orders for temporary duty and travel, personnel processing, training and reassignment, retention, military and special pay programs, personnel accounting and strength

SELECTING SUPERVISOR:
SGM JOHN MARTINEZ

CONTACT INFO:
SSG ALFRED ROBERSON
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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, gender, national origin, or reprisal, except as the direct combat probability coding policy applies to women.