



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: 23-123

DATE: 25 May 23

CLOSING DATE: 01 Jun 23 (21:59 MDT)

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:  
Paralegal Non-commissioned Officer (NCO), PARA 102 LINE 04, E6, 27D

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

LOCATION OF POSITION:

HHB 100TH MISSILE DEFENSE BRIG, 1555 NORTH NEWPORT ROAD 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 E6.

AREA OF CONSIDERATION: This position is open to the grades of E5 to E6.

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 5 OERs/NCOERs (Must submit memos for gaps in OERs/NCOERs and Service Members with DOR less than 5 years).
3. Certified Selection Board Copy Enlisted Record Brief (ERB)
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: 27D

MINIMUM APPOINTMENT REQUIREMENTS:

1. Applicant must be 27D qualified.
2. PCS funds subject to availability.
3. Must possess a current Secret clearance.
4. AGR Soldiers on initial tours are stabilized for the first 18 months and are ineligible to apply for this position.
5. 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).

BRIEF JOB DESCRIPTION:

Brigade Paralegal Noncommissioned Officer for an multi-component Brigade composed of Active Army and Army National Guard personnel; directly supports the commanders within the Brigade; provides support to command teams and staff at company and battalion levels on military justice and administrative law; attends related Brigade level staff meetings; supports trial counsel by assisting in case development and maintaining and handling records to include transcription of court proceedings. Performs additional administrative functions as assigned.

SELECTING SUPERVISOR:

MAJ KEVIN WEGER

CONTACT INFO:

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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.