



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: 029-19

DATE: 07 Feb 19

CLOSING DATE: 07 Mar 19

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:  
Data Systems Integrator, PARA 106 LINE 03, E6, 25B

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

LOCATION OF POSITION:  
100TH MD BDE (GMD), 1670 N NEWPORT RD COLORADO SPRINGS CO

WHO MAY APPLY:  
Position open to current members of the Colorado Army National Guard, or those eligible to become members through an Intrastate Transfer(IST), in the grade of E5 (Promotable – Currently on the promotion list; fully eligible for promotion) and E6.

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

INSTRUCTIONS FOR APPLYING: The documents listed **WILL** be submitted "AS A MINIMUM". 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. Current Official DA Photo within the last 5 years and at current rank and awards.
3. Soldier Record Brief (SRB)
4. Photocopy of last 5 NCOERS (must submit memorandums for gaps in NCOERS and service members with DOR less than 5 years).
5. Individual Medical Readiness Record (MEDPROS).
6. DA 705 with Ht/Wt annotated. Must be current within the last 12 months, or six months if a current AGR.
7. DD 5500 or 5501-R if applicant does not meet HT & WT standards, must be within 6 months prior to closing date of announcement.
8. Profiles must be attached if applicable. Pregnancy itself is not a disqualifier.
9. NGB Form 23, retirement record.
10. Copy of all DD214's / NGB 22's showing all prior service.
11. Security Verification Memo.
12. Copy of current Driver's License.
13. IT certifications and/or formal education transcripts to verify any previous civilian and/or military IT experience, if applicable.

POSITION COMPATIBILITY REQUIREMENTS:  
The individual(s) must qualify for and be placed in the following compatible MOS/AOC: 25B

- MINIMUM APPOINTMENT REQUIREMENTS:
1. Must be 25B MOS qualified.
  2. Must possess a current Secret clearance.
  3. Must be able to obtain a Top Secret/Sensitive Compartmented Information (TS/SCI) clearance within 12 months of hire.
  4. Previous experience is preferred, but not required.
  5. AGR Soldiers on initial tours are stabilized for the first 18 months and are ineligible to apply for this position without waiver. PCS funds may not be available.
  6. Current AGR Soldiers within the 24 month stabilization period must include an approved exception to policy with the application. PCS funds subject to availability. Soldiers must meet initial eligibility requirements of Table 2-1, AR 135-18 and be in compliance with DA PAM 611-21.
  7. Application packets may be submitted online @ <https://ftsmcs.ngb.army.mil/Protected/Jobs>, mailed to Human Resources Office/AGR Colorado National Guard, or delivered in person to 6848 S Revere Parkway Centennial CO 80112. 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-admin@mail.mil](mailto:ng.co.coarmg.list.agr-admin@mail.mil).

BRIEF JOB DESCRIPTION:  
The information technology specialist supervise, install, operate and performs unit level maintenance on multi-functional/multi-user information processing systems, peripheral equipment, associated devices in mobile and fixed facilities. Perform analyst and information assurance functions and conducts data system studies and prepare documentation and specifications for proposals. Perform Information Services Support Office (ISSO) duties of printing, publications, records management and Communication Security (COMSEC) custodian functions and certification authority duties in support of the Defense Message System (DMS). Operate and perform preventive maintenance checks and services (PMCS) on

assigned vehicles and power generators. Duties for MOS 25B at the applicable level of skill are:

MOSC 25B2O. Configure information processing equipment into required operating configurations. Perform senior operator and systems administrator duties, unit level maintenance functions on assigned computer systems and information assurance duties in CERTS. Requisition, receive, store, issue, account for COMSEC equipment, associated keying material supervise the maintenance of files and records. Generate reports for the ISSO, set up and maintain logs, rosters, status boards, charts, graphs and viewgraphs. Compiles production report data and quality control information. Assist less experienced Soldiers in the installation, operation, and maintenance of information processing equipment. Draft program operation manuals and technical program requirements documents. Troubleshoot software using established debugging procedures. Serve as Team Chief for the tactical DMS.

MOSC 25B3O. Supervise the deployment, installation, operation, and unit level maintenance of multi-functional/multi-user information processing systems. Perform duties as section sergeant and team chief for the tactical DMS; perform information assurance functions for Computer Emergency Response Teams (CERTS). Determine requirement, assign duties, coordinates activities of personnel engaged in information system analysis and maintenance. Develop and administer on-site training programs. Compile output reports in support of information systems operations. Perform system studies using established techniques to develop new or revised system applications and programs. Write final operational manuals, procedures and requirements documents. Analyze telecommunications information management needs, and request logistical support and coordinate systems integration. Ensure that spare parts, supplies, and operating essentials are requisitioned and maintained. Supervises, perform maintenance management and administrative duties related to facility operations, maintenance, security and personnel. Perform COMSEC management functions and ISSO/Systems Administrator (SA) duties for the certification authority workstation. Prepare emergency evacuation and destruction plans for COMSEC facilities. Requisition, receive, store, issue, destroy and account for COMSEC equipment and keying material including over the air key. Supervise ISSO functions. Provide verbal and written guidance and direction for the installation, operation and maintenance of specified battlefield information services. Provide technical assistance; resolve problems for information services support personnel, functional users and functional staff

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**SELECTING SUPERVISOR:**

MAJ James F. Felder, 720-250-3711

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**CONTACT INFO:**

SSG Linda E. Miranda  
(DSN) 250-1183  
(Com) 720-250-1183  
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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.