



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: 22-158

DATE: 21 Sep 22

CLOSING DATE: 19 Oct 22 (21:59 MDT)

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:  
Human Resources Specialist, PARA 102 LINE 08, E4, 42A

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

LOCATION OF POSITION:

HHB 100TH MISSILE DEFENSE BRIGADE, 1555 NORTH NEWPORT ROAD COLORADO SPRINGS CO

WHO MAY APPLY:

Must be a current member of the National Guard within the grade(s) of E3 and E4.

AREA OF CONSIDERATION: This position is open to the grades of **E3 to E4**.

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. 3 Letters of Recommendation
3. Certified Selection Board Copy Enlisted Record Brief (ERB) w/ ASVAB scores
4. Copy of all DD214's / NGB 22's showing all prior service.
5. NGB Form 23b, RPAM Statement (National Guard only).
6. Medical Protection System Individual Medical Readiness (IMR) dated within the last 12 months.
7. Security Clearance Verification Memo
8. DA 705 with HT/WT annotated. IAW HQDA EXORD 164-20, during the COVID-19 mitigation measures, a current passing APFT score and HT/WT is valid for use as the APFT and HT/WT requirement.
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 hold 42A MOS as a primary or secondary MOS or must be able 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 MOSQ course.
3. Must possess a current Secret clearance.
4. PCS funds subject to availability.
5. AGR Soldiers on initial tours are stabilized for the first 18 months and are ineligible to apply for this position.
6. During the COVID-19 mitigation measures 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.coamg.list.agr@army.mil](mailto:ng.co.coamg.list.agr@army.mil).

BRIEF JOB DESCRIPTION:

Serves as Human Resources Specialist (and PSDR Clerk) responsible for personnel actions and admin support of 82 active ARNG and Active Component personnel. Serves as a SME and advisor of all personnel functions; manages, processes, reviews, and coordinates admin tasks pertaining to personnel accountability, strength management, evaluations, awards, promotions, reductions, and legal actions. Processes actions related to Soldier Record Reviews and required updates to assigned Soldiers electronic personnel file.

SELECTING SUPERVISOR:

MSG Christina Corgard, 720-250-3713

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.