



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: 25-017

DATE: 17 Oct 24

CLOSING DATE: 14 Nov 24 (21:59 MDT)

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:  
Administrative Officer, PARA 101 LINE 02, O4, 13A

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

LOCATION OF POSITION:  
3-157 FA BN 03 HHB FIELD ARTIL, 3200 CHESTNUT STREET COLORADO SPRINGS CO

WHO MAY APPLY:  
Must be a current member of the CO National Guard within the grade(s) of O3 and O4.

AREA OF CONSIDERATION: This position is open to the grades of O3 to O4.

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 OERs (must submit memorandums for gaps in OERS).
3. Certified Selection Board Copy of Officer Record Brief (ORB)
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 dated within the last 6 months.
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: 13A

MINIMUM APPOINTMENT REQUIREMENTS:

1. O3 applicants must become 13A qualified within the first 12 months; O4 applicants must already be 13A qualified
2. AGR Soldiers on initial tours are stabilized for the first 18 months and are ineligible to apply for this position.
3. IAW AR 600-8-19 Current AGR Soldiers must have 18 Months in their current assignment if they were promoted to be eligible to apply for the lateral assignment.
4. PCS funds subject to availability.
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:  
Responsible for the daily supervision and management of all full-time personnel assigned to the 3-157th FAR and 188th FSC. Advises the Commander (CDR) on unit readiness and training management from the AGR staff. Ensures all critical administrative, logistical, and maintenance readiness metrics are achieved. Reviews all training plans for proper resourcing, risk management, and provides feedback to CDR. Tracks ATTRS, DAMPS, DTMS, DTS, AFAM, CUSR, MEDPROS, TAMIS and unit funds. Advises CDR on Operations and capabilities and directs battle staff in the Military Decision-Making Process to produce timely orders and synchronized operations. Tracks and completes all reporting requirements, tasking's, directives from higher headquarters Ensures staff planning occurs within the time frame provided by the Commander.

SELECTING SUPERVISOR:  
LTC Matthew Tannehill

CONTACT INFO:  
SFC Carolyn Neuenfeldt  
(DSN) 250-1183  
(Com) 720-250-1183  
(Email) [ng.co.coarmg.list.agr@army.mil](mailto:ng.co.coarmg.list.agr@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.