



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: 26-024

DATE: 18 Feb 26

CLOSING DATE: 18 Mar 26 (21:59 MDT)

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:
UNIT ADMINISTRATOR, PARA 906 LINE 03, E5, 91B

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

LOCATION OF POSITION:

0186 CS BN CO I FORWARD SU, 2930 9TH STREET FORT LUPTON CO

WHO MAY APPLY:

Must be a current member of the CO National Guard within the grade(s) of E5 and E5.

AREA OF CONSIDERATION: This position is open to the grades of 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. If you have less than 3 NCOERS, provide a letter of recommendation.
3. Copy of Soldier Talent Profile (STP) w/ ASVAB scores dated within 3 months.
4. Medical Protection System Individual Medical Readiness (IMR) dated within the last 12 months.
5. Security verification memo dated within the last 3 months
6. Copy of all DD214's / NGB 22's showing all prior service.
7. Report from ATIS showing passing AFT and Height/Weight within the last six months (DA 705 and DA 5500/5501 accepted in lieu of ATIS report)
8. DA 5016 from My Retirement Points tile on IPPS-A or most recent NGB 23A (RPAM) from iPERMS
9. Profiles must be attached if applicable. Pregnancy itself is not a disqualifier.
10. Exception to Policy (ETP) memo for COARNG AGR Soldiers who are under 36 months in their current assignment. Does not apply for promotion, Commander, or 1SG announcements

POSITION COMPATIBILITY REQUIREMENTS:

The individual(s) must qualify for and be placed in the following compatible MOS/AOC: 91B

MINIMUM APPOINTMENT REQUIREMENTS:

1. Must be 91B MOS qualified or be able to become 91B MOS qualified within 12 months of hire.
2. Must possess a current Secret clearance.
3. PCS funds subject to availability.
4. Per the COARNG AGR Stabilization Policy dated 7 September 2025, AGR Soldiers serving less than 36 months in their current assignment are ineligible for application unless the announcement pertains to a promotion opportunity or an Exception to Policy Memo (ETP) is attached with application.
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.coamg.list.agr@army.mil.

BRIEF JOB DESCRIPTION:

Supervises specific human resources functions for a company sized unit. Advise commander on Soldiers and personnel readiness and strength levels of supported reporting units. Reviews consolidated reports, statistics, applications, and prepares recommendations for personnel actions to higher headquarters. Reviews and prepares reports and data on strength (gains and losses) of personnel and makes duty assignments of enlisted personnel. Review cyclic and other reports to assess systems performance. Inputs and submits all pay functions in My Unit Pay for the unit to include IDT pay, RMA's. Works with IPPS-A, MUP, DTS, DTMS, IPERMS, USPFO Pay trouble ticket system. As a 91B, you will be work with and provide leadership within your platoon.

SELECTING SUPERVISOR:

MAJ Brian Howard

CONTACT INFO:

SFC Dominic Parisi
(DSN) 250-1216
(Com) 720-250-1216
(Email) ng.co.coamg.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, sex, national origin, or reprisal.