



**Colorado Air National Guard - Active Guard Reserve (AGR) Announcement**  
COLORADO NATIONAL GUARD  
6848 SOUTH REVERE PARKWAY  
CENTENNIAL, COLORADO 80112-6709

---

**ANNOUNCEMENT NUMBER: 25-365**

**DATE: 19 Sep 25**

**CLOSING DATE: 20 Oct 25**

---

**POSITION TITLE, POSITION NUMBER, MAXIMUM AUTHORIZED MILITARY GRADE AND AFSC:**  
**Retention Office Manager, Position #: 715186, E7, 3G07**

---

<b>APPOINTMENT FACTORS:</b>	<b>OFFICER()</b>	<b>WARRANT OFFICER()</b>	<b>ENLISTED(X)</b>
-----------------------------	------------------	--------------------------	--------------------

---

**LOCATION OF POSITION:**  
140th Wing, Buckley Space Force Base, CO 80011

---

**WHO MAY APPLY:**  
NATIONWIDE APPLICANTS MAY APPLY. Must be within the grade(s) of E6 and E7.

---

**AREA OF CONSIDERATION:** This position is open to current members of the Colorado Air National Guard in the grades of: E6 to E7 (Unless otherwise specified in "WHO MAY APPLY" above). Individual selected will receive an Active Guard Reserve (AGR) Tour with the Colorado Air National Guard. In order to be considered for this position applicants must meet minimum qualifications as outlined on this announcement.

---

**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 Memorandum For Record (MFR) will be submitted citing the documents missing with a short explanation necessary to certify the airman 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. \*Air AGR Requirement\* Singed NGB 34-1, version 20131111
  2. \*Air AGR Requirement\* Military Resume (Cover Letter Optional)
  3. \*Air AGR Requirement\* Current (within 30 days) 8-page Records Review RIP printout (Available on vMPF)
  4. \*Air AGR Requirement\* Current and passing Report of Individual Fitness from myFitness (must be current as of close date on Announcement)
  5. Copies of last three (3) EPRs/EPBs recieved
  6. Letter(s) of Recommendation (LORs should explain why applicant would be a great ROM)
- 

**POSITION COMPATIBILITY REQUIREMENTS:**  
The individual(s) must be a projected member of the Colorado Air National Guard and qualify for and be placed in the following compatible AFSC/AOC prior to receiving AGR orders: 3G07

---

**MINIMUM APPOINTMENT REQUIREMENTS:**  
1. Applicant must have 2 years of experience as 8R000 OR 3G0X1

---

**BRIEF JOB DESCRIPTION:**  
Retention Office Manager Responsibilities (this is not all encompassing):

1. Develop an annual unit retention plan to include goals, objectives, and retention activities.
2. Supervise/train traditional guard members who are directly involved in retention programs.
3. Assist RRSEL in establishing local retention production standards based on unit strength requirements. Administer Retention Programs to include CMP, UCA, MGIB and ANG Incentive Programs.
4. Ensure AFRISS, BEAST, myFSS and MILPDS are utilized to their full capabilities by all retention personnel. -Manage office administration and serve as POC for all wing retention activities.
5. Coordinate monthly with the FC and the Unit Manpower Document owners to identify current and projected vacancies.
6. Provide recruiting and retention statistics and analysis to the RRSEL monthly and/or quarterly as appropriate in coordination with the FC, which is then reported to Wing Commander.
7. Inform RRSEL on recruiting and personnel force management issues and concerns and route all issues requiring NGB involvement through the RRSEL.
8. Generate reports to NGB/A1Y through the RRSEL IAW NGB guidance.
9. Ensure retention goals are met as determined by the RRSEL. Individual FC and ROM goals will be comparable and may include Enlistments, Appointments and Unit Saves.
10. Responsible for inputs and updates to AFRISS-TF website, as required; to include, but not limited to current unit specific information, vacancy list, recruiting and retention directory.

11. Develop Unit Programs to include, Retention events, briefings, internal recruiting and advertising, and UCA Training.

12. Develop a partnership with appropriate wing offices for implementation of all required retention programs.

Additional Information:

1. Must have 2 years of ANG recruiting experience to apply, 1 or more years of retention experience desirable.

2. For E-6 applicants, will be in position for 1 year before E-7 promotion consideration.

---

**SELECTING SUPERVISOR:**

SMSgt Alexandria Trempe, 720-505-0276

APPLY FOR THIS POSITION ON THE FTSMCS WEBSITE: [FTSMCS](#)