



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: 25-032

DATE: 25 Nov 24

CLOSING DATE: 10 Dec 24 (21:59 MDT)

**POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:**

First Sergeant / OPS NCO, PARA 243 LINE 03, E8, 00F5

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

**LOCATION OF POSITION:**

ARNG STAFF ELEMENT, JOINT FORCE HEADQUARTERS, 6848 SOUTH REVERE PARKWAY, CENTENNIAL, CO

**WHO MAY APPLY:**

Must be a current on-board AGR in the State of CO within the grade(s) of E7 and E8.

**AREA OF CONSIDERATION:** This position is open to the grades of **E7 to E8**.

**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. Military Biography, IAW NGR 600-200, Figure G-3.
3. Personal memorandum to the Board explaining your leadership philosophy and why you think you're right for the position. Not to exceed two pages.
4. Photocopy of last 5 NCOERs (must submit memorandums for gaps in NCOERS and service members with DOR less than 5 years).
5. Certified Selection Board Copy of Soldier Record Brief (SRB)
6. Security verification memo dated within the last 3 months
7. DA 705 with passing record ACFT score and HT/WT annotated dated within the last 6 months.
8. NGB Form 23b, RPAM Statement (National Guard only).
9. Copy of all DD214's / NGB 22's showing all prior service.
10. Medical Protection System Individual Medical Readiness (IMR) dated within the last 12 months.
11. Profiles must be attached if applicable. Pregnancy itself is not a disqualifier.
12. DA 500/5501-R if applicant does not meet HT/WT table

**POSITION COMPATIBILITY REQUIREMENTS:**

The individual(s) must qualify for and be placed in the following compatible MOS/AOC: 00F5

**MINIMUM APPOINTMENT REQUIREMENTS:**

1. Applicants must be on the 1SG best qualified list.
2. Applicants must have 36 months remaining on enlistment contract or be willing to extend.
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. 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.coarng.list.agr@army.mil](mailto:ng.co.coarng.list.agr@army.mil).

**BRIEF JOB DESCRIPTION:**

1SG Duties:

Advise the commander on enlisted matters; specifically duty assignments, promotions/reductions, military justice, equal opportunity, awards, ACFT, weight control program, boards, NCOERs. Assists the commander in planning, conducting and evaluating individual and collective training. Provides guidance and counsel to subordinate personnel. Must be able to operate and manage ATRRS and DAMPS systems. Responsible for cost analysis financial planning and tracking of budget, manage classrooms, auditorium, and Family Support program and notification rosters. All other duties as assigned.

OPS NCO

Responsible for supervising the successful accomplishment of the commander's mobilization readiness objectives. Anticipates and recommends solutions for needs of the unit in all aspects of mobilization readiness.

Duties include:

Advise the commander on training, logistics, personnel and unit mobilization readiness requirements and ensures that the unit develops, updates and maintains comprehensive mobilization plans including preparation of units reports vehicle load plans, unit movement plans, the unit Alert Roster, and the unit Home Station Activities list and ensuring that the unit is POM/POR qualified. Reviews and implements mobilization directives and regulations. Monitors the Equipment on Hand (EOH) and the Equipment Readiness (ER) status of the unit and keeps the commander informed on these issues. The OPS NCO supervises the duties

performed by the unit's fulltime logistics personnel. These include the duties of the unit supply NCO in maintaining property accountability, ensuring all required equipment is on hand or on valid requisition, scheduling all required inventories, audits and reconciliations, and the maintenance of unit equipment level. Also recommends, to the commander, courses of action to correct deficiencies in achieving maintenance standards and ensures the accountability and adequacy, if proficient in unit level logistics procedures and policies.

Supervises the drafting of training schedules for approval which comply with command guidance and directives and the publications of higher headquarters. Supervises the maintenance of the unit training library, and related training equipment and aids. Supervises the development and monitoring of a MOS and PME qualification training program. Advises officer personnel on military education requirements and prepares applications for Army service schools and extension centers for them. Supervises the maintenance of records for the above programs, monitors the progress of officer and enlisted personnel, and ensures that qualification information is provided to the personnel section for personnel records updating. Ensures that preparatory visits are conducted as necessary to training sites to ensure availability of such sites and to procure training areas, ranges, training equipment, and other facilities required by the unit. Responsible for supervising the implementation and accomplishment of the Individual Training and Evaluation Program as prescribed in AR 350-37, and of the Battalion Training Management System (BTMS) at company/detachment level. Responsible for monitoring individual training records and keeping the CDR informed on the individual training status of the unit personnel. Supervises the overall operation of the unit. Responsible for ensuring that the commander's concept of operations is executed and for advising the commander and supervisory personnel on the status and efficiency of personnel. Directly involved in the maintenance of strength and personnel readiness issues of the unit to include the family programs. Responsible for the overall supervision of all pay, personnel, and administrative activities of personnel in caring for the welfare of unit personnel. Establishes procedures to be followed in the resolution of all personnel related matters and supervises those procedures until eventual solution. Establishes a direct line of communication with pay, administrative, and supply action personnel in higher headquarters. Establishes and maintains personal proficiency in all supply, financial and personnel procedures. Will perform other duties specifically related to the mission.

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**SELECTING SUPERVISOR:**

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**CONTACT INFO:**

SFC Carolyn Neuenfeldt  
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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.