



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: 26-005

DATE: 02 Dec 25

CLOSING DATE: 06 Jan 26 (21:59 MDT)

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:  
AIDE-DE-CAMP, PARA 001 LINE 01, O3, O01a

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

LOCATION OF POSITION:  
W8AZ COARNG ELEMENT JF HQ, 6848 SOUTH REVERE PARKWAY CENTENNIAL CO

WHO MAY APPLY:  
Must be a current member of the CO National Guard within the grade(s) of O2 and O3.

AREA OF CONSIDERATION: This position is open to the grades of **O2 to O3**.

**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 5 OERs (Must submit memos for gaps in OERs and Service Members with DOR less than 5 years).
3. NGB Form 23a (RPAM Statement) or DA 5016 from IPPS-A
4. Security Clearance Verification Memo
5. Soldier Talent Profile (STP) dated within 3 months.
6. Individual Development Plan (IDP) and Baseball Card
7. Copy of all DD214's / NGB 22's showing all prior service.
8. Individual Training Report (ITR) from DTMS showing passing ACFT/AFT and Height/Weight within the last six months
9. Medical Protection System Individual Medical Readiness (IMR) dated within the last 12 months.
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: **O01a**

- MINIMUM APPOINTMENT REQUIREMENTS:**
1. Command experience is desired, but not required
  2. Must be able to obtain a Top Secret Security Clearance within 12 months of hire.
  3. All application packets must be submitted online @ <https://fismcs.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).
  4. PCS funds subject to availability.

**BRIEF JOB DESCRIPTION:**  
a. INTRODUCTION:

This position is located in an Army/Air National Guard joint organization. The purpose of this position is to plan, coordinate, and execute the State Partnership Program (SPP) activity initiative between the National Guard of a state and the partner nation or country. This position has overall responsibility for the development and management of the SPP budget program, and assisting with developing statewide plans, policies, and procedures for the participation in the National Guard State Partnership Program. This position requires military membership, and is designated for a National Guard officer. The incumbent provides subordinate guidance and team leadership to non-dual status and dual status employees. Incumbent plans, organizes, manages, and performs duties necessary to accomplish State Partnership Program functions in support of programs essential to state Army or Air National Guard daily and strategic operations, training, and readiness missions. The incumbent fosters an environment conducive to teaming among service providers and customers to meet state Air/Army National Guard requirements. They also serve as Aide De Camp for The Adjutant General Colorado.

b. DUTIES AND RESPONSIBILITIES:

- (1) Responsible for the state SPP budget. Analyzes and forecasts short/long term event budget needs. Re-evaluates changes annually that may occur to the plan and submits justification documentation for annual budget. Reviews quarterly list of concept sheets from COCOMs and those generated internal to the state. Responsible for the submission of military interdepartmental purchase request (MIPR), which is used to send funds from theater command to state for travel/per diem of National Guard personnel. Work directly with BAO to obtain SPP funding from COCOM to execute annual events.
- (2) This position requires the research, analysis, development, and writing of the budget for every fiscal year of administration that directly support year one of the campaign plan, and allows NGB to fiscally plan for years two through five years planning. As one of the top programs in NGB it is expected to obtain a proportionate

amount of funding for the level at which the program is executed and prioritized within the COCOM. All budgetary requests are justifiable, accounted for, and submitted on time to NGB and the various other funding sources. In addition, analyzed and forecasted budgets are within 95% accuracy of actual expenditures. Recognizing surplus or deficient budget requirements is a large consideration for flexibility that is essential to the position for proper legal execution.

(3) The incumbent assists with the development of proposed SPP events with partner country, ensuring events are submitted to NGB, and COCOM for approval. Utilize all required systems to ensure the SPP program is administered according to regulations from COCOMs/NGB. Be a subject matter expert in program administration utilizing Automated Funds Control Order System (AFCOS), Air National Guard Orders Writing System (AROWS), Defense Travel System (DTS), Army Training Information Management System (ARTIMS), Army Global Outlook System (ARGOS) (NIPR and SIPR), Aircraft and Personnel Automated Clearance System (APACS) (NIPR and SIPR), Concept Funding Request (CFR), and Theater Security Cooperation Management Information System (TISMIS) so that all event scopes and prioritizations are approved and accounted for by the State, NGB, DA, COCOM, and JAG.

(4) Responsible for assisting with preparation of all country clearance messages, event travel, and support requirements, to include the number of people traveling, dates, air/ground transportation, meals, and hotels. Incumbent serves as the point of contact for scheduled training/educational activities throughout the state for multiple annual events with the partner country and or countries. Provides leadership and guidance to the Officer in Charge (OIC) or project officer for event outside of the execution of SPP so that the campaign objectives are met.

(5) Maintains constant communication with the partner country through the BAO, ODC, and MAP. Continually works with desk officers at NGB and the COCOM to ensure the intent of the commanders are being met within the authorities authorized.

(6) Serve as the personal assistant to The Adjutant General. Responsible for helping TAG Executive Officer and all GO Executive Assistants with General Officer/SEL travel coordination, SLMO OCONUS travel packet approval, and CONG Senior Leader coverage of external events.

(7) Performs other duties as assigned.

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**SELECTING SUPERVISOR:**

COL William DiProfio

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**CONTACT INFO:**

MSG Daniel Gisoldi

(DSN) 250-1216

(Com) 720-250-1216

(Email) ng.co.coamg.list.agr@army.mil

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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, sex, national origin, or reprisal.