

ADOS VACANCY ANNOUNCEMENT

UNIT OF ACTIVITY: Colorado National Guard Response Force (NGRF) Centennial, CO 80112		ANNOUNCEMENT NUMBER: RF-26-001	
Clearance: Secret	DMOS/AFSC: Immaterial	OPENING DATE: IMMEDIATE	CLOSING DATE: 10 DEC 2025
POSITION DESCRIPTION: NGRF Administrative Officer	GRADE: Maximum: O-4 Minimum: O-1	OPEN FOR FILL: ☒ STATE ☐ NATIONWIDE	
DUTY LOCATION: Joint Force Headquarters 6848 S Revere Parkway, Centennial, CO 80112		TYPE OF POSITION: Army Full Time National Guard Duty (FTNGD-OS)	
Area of Consideration: Open Statewide to current COARNG Service Members. Must be a member of, or eligible to transfer to a unit assigned to the NGRF mission.		EVALUATION FACTORS USED: Review of individual applications and personal interviews.	

POSITION DESCRIPTION:

The Colorado National Guard Response Force (NGRF) is hiring full-time Active Duty Operational Support (ADOS) service members to support the operational readiness, training, and sustainment of the 350-member Colorado NGRF.

The Administrative Officer serves as the senior full time leader responsible for overseeing the administrative, operational, and logistical functions of the Colorado National Guard Response Force (NGRF). This position ensures the effective planning, execution, and sustainment of training, exercises, and validation for the 350-member NGRF. The Administrative Officer acts as the primary liaison between the NGRF Commander, Colorado National Guard Joint Staff, and external agencies.

APPLICATION PROCEDURES: Applicants must complete and submit an application packet including:

- A resume describing military and civilian experience and education.
- Letter of recommendation from unit commander stating applicant is in good standing and is not currently under any type of punitive action to include ongoing investigations or under suspension of favorable actions or unfavorable information file.
- Security Clearance verification memorandum from your Personnel Security Manager (i.e. by the BN S-2).
- Copy of current valid civilian Colorado driver's license.
- Record of passing record ACFT or AFT score and HT/WT dated within the last 6 months.
- Medical Protection System Individual Medical Readiness (IMR) dated within the last 3 months.
- DA 5500 or 5501-R if applicant does not meet HT/WT standards.
- Profiles must be attached if applicable.

All applications will be submitted by email to raymond.w.benton.mil@army.mil and leland.j.levin.mil@army.mil. Those received by 1700 on the closing day of the application window will be reviewed, and top candidates will be invited to a selection board.

QUESTIONS? CPT Leland Levin 720-636-1039 or leland.j.levin.mil@army.mil.

SELECTING SUPERVISOR: LTC Eric Hayes (303) 495-0569 or email eric.g.hayes3.mil@army.mil

Key Responsibilities

1. **Leadership and Oversight**
 - Provide leadership and direction to NGRF personnel, including Non-Commissioned Officers (NCOs).
 - Ensure mission success by coordinating efforts across training, operations, and logistics.
 - Serve as the primary point of contact for NGRF operations and administrative functions.
2. **Training and Exercise Planning**
 - Oversee the development and execution of training plans and exercises for NGRF personnel.
 - Ensure validation and sustainment activities meet readiness standards.
 - Approve training schedules and ensure compliance with regulatory requirements.
3. **Budget Management**
 - Manage the NGRF-specific budget (2060/2065 funds, if applicable).
 - Ensure proper allocation and tracking of financial resources to support training, schools, and sustainment activities.
 - Submit budget reports and coordinate funding requests.
4. **Law Enforcement Agency Coordination**
 - Serve as the senior liaison between the NGRF and local, state, and federal law enforcement agencies.
 - Facilitate joint training and operational planning with partner agencies.
5. **Personnel Accountability and Reporting**
 - Oversee PERSTAT (Personnel Status) management and reporting.
 - Ensure personnel accountability during training and operations.

Qualifications

- Experience in operational planning, training management, and budget management.
- Secret security clearance.
- Strong organizational and communication skills.
- Proven ability to work collaboratively with diverse teams and external agencies.
- Certification from the Interservice Non-Lethal Weapons Instructor Course (INWIC), or ability to obtain certification within 12 months of hire.
- Certification from the NGRF Train the Trainer course offered by the Army Interagency Training and Education Center (AITEC), or ability to complete the course within 12 months of hire.

Preferred Qualifications

- Experience working in a Joint environment.
- Experience in Security Forces, Military Police, or civilian law enforcement fields.
- Experience with budget management and financial tracking.
- Prior experience coordinating with law enforcement agencies.
- Understanding of NGRF-specific training and operational requirements.

Minimum Eligibility Criteria:

- Must be a commissioned officer in the Colorado Army National Guard, in the rank of 2LT-MAJ currently assigned or willing to transfer to a unit assigned to the NGRF mission.
- Must meet medical standards prescribed by AR 40-501 chapter 2.
- Must not be a candidate for an elective office, hold a civil office, or be engaged in partisan political activities.
- Must not be under a current suspension of favorable personnel actions.

PCS funds are not available.

The NGRF program is NOT an AGR program. Service on the NGRF Full Time Unit Staff is “year to year” and subject to the availability of funding. Orders can be terminated at any time. This is an Active Duty Operational Support (ADOS) position and the selected individual will be required by law to attend all unit training assemblies and 15 days of annual training per year while on FTNGD. The selected individual must maintain good standing in a unit of the Colorado Army National Guard.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted on your unit/activity bulletin board.

**THE COLORADO NATIONAL GUARD IS
AN EQUAL OPPORTUNITY EMPLOYER**

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation.