

ADOS VACANCY ANNOUNCEMENT

UNIT OF ACTIVITY: Colorado National Guard Response Force (NGRF) Centennial, CO 80112		ANNOUNCEMENT NUMBER: RF-26-002	
Clearance: Secret	DMOS/AFSC: Immaterial	OPENING DATE: IMMEDIATE	CLOSING DATE: 10 DEC 2025
POSITION DESCRIPTION: NGRF Training and Operations NCO	GRADE: Maximum: E-9 Minimum: E-5	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 Training and Operations NCO is responsible for managing the day-to-day training, operational readiness, and sustainment activities of the Colorado National Guard Response Force (NGRF). This position ensures that NGRF personnel are properly trained, equipped, and validated to meet mission requirements. The NCO also supports logistical functions and serves as a liaison with law enforcement 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. Training and Exercise Management

- Develop and execute detailed training plans for NGRF personnel.
- Track qualifications and certifications for all personnel.
- Facilitate attendance at NGRF Train the Trainer course within 12 months of hire.
- Coordinate specialized training, including the Interservice Non-Lethal Weapons Instructor Course (INWIC).
- Monitor and maintain unit readiness through regular validation exercises.

2. Resource and Equipment Management

- Manage ammunition and less-than-lethal cartridge inventories to support training and operational needs.
- Maintain accountability for all assigned equipment and ensure serviceability.
- Coordinate logistics for training exercises and deployments.
- Oversee radio maintenance and ensure communication systems are operational.

3. Law Enforcement Agency Coordination

- Serve as a liaison between the NGRF and local, state, and federal law enforcement agencies.
- Facilitate joint training and operational planning with partner agencies.

4. Specialized Training and Certifications

- Obtain Interservice Non-Lethal Weapons Instructor Course (INWIC) certification within 12 months of hire.
- Complete NGRF Train the Trainer course within 12 months of hire.

Qualifications

- Experience in operational planning and training 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.
- Knowledge of ammunition and equipment accountability processes.
- Familiarity with radio systems and maintenance procedures.
- Prior experience coordinating with law enforcement agencies.
- Understanding of NGRF-specific training and operational requirements.

Minimum Eligibility Criteria:

- Must be a non-commissioned officer in the Colorado Army National Guard, in the rank of SGT-SGM 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.