**STATEWIDE**

TITLE 32 ADOS VACANCY ANNOUNCEMENT

DIVISION OF MILITARY & NAVAL AFFAIRS

ATTN: MNHF-AGR

330 OLD NISKAYUNA ROAD LATHAM, NEW YORK 12110-3514 Army: (518) 786-4833 / DSN: 489-4722

[ng.ny.nyarng.mbx.army-agr-apps-emo@army.mil](mailto:ng.ny.nyarng.mbx.army-agr-apps-emo@army.mil)

**\*SUBMIT PACKET AS ONE PDF FILE\***

**ANNOUNCEMENT NUMBER**: ADOS24-002 **Minimum Grade**: E1/PV1

**OPENING DATE**: 07 February 2024 **Maximum Grade**: E5/SGT

# CLOSING DATE: NO CLOSING DATE Number of Positions: 2

# MOS: 00F

**POSITION TITLE:** Data Quality Administrator

**SALARY**: Full Military Pay and Allowances, depending on rank and longevity of Soldier.

**TOUR INFO:** Start: ASAP – End: 30 September 2024

**UNIT & LOCATION**: JFHQ-MNP, 330 Old Niskayuna Road, Latham, NY 12110

**SELECTING OFFICIAL**: Selection Board

**Minimum Grade Required to Apply for Position**: PRIVATE /E1

**Maximum Grade Required to Apply for Position**: SERGEANT / E5

**Required Security Clearance:** Secret

**APPOINTMENT FACTORS**: Applicants must be fully eligible to come on board an ADOS tour as stated in AR 135-200. If selected, the same ADOS packet submitted for application must also be uploaded through the unit via ETL for proper approval processing. Soldiers must not reach 18 years Active Federal Service (AFS) during this tour or reach mandatory removal from an active status based on age or service (without any extensions) under any provisions of law or regulation as prescribed be current directives.

**ADDITIONAL INFORMATION:** Applicant must be well versed in AR 25-50 Preparing and Managing Correspondence and must have ability to interact with senior leadership. Service Member will assist in publication of all official office correspondence, policies and guidance.

# \*\* Filling this ADOS position is dependent on funding limitations, anticipated tour is FY24 \*\*

# APPLICATION INSTRUCTIONS:

Application packets must be complete with all required documentation when received; packets received without required, completed forms will go forward incomplete. Applicants must include the referenced job announcement number and position applied for in their email; all applicable questions must be answered correctly with signature and date included.

Emailed applications must be complete and received prior to the established closing date. MNHF- AGR will not accept paperwork to be added to original packet previously received or accept packets after established closing date. There are NO EXCEPTIONS to this policy. Please send applications to **ng.ny.nyarng.list.mnp-systems@army.mil**

# PACKET DOCUMENTS:

**Required Documents:**

* **ADOS Checklist** signed by Unit Commander
* **DA 1058-R** signed by Unit Commander and Records Custodian
* **DA 4856** signed by Unit Representative
* **NGB Form 1058-1R**
* **NGB Form 23A**
* **Individual Medical Readiness (IMR) Printout**
* **DA Form 705 & DA 5500** (as Applicable). APFT, HT/WT results must be within 6 months of application date.
* **DA 1506** (Statement of Service)

**Additional Documents (Suggested):**

* **ERB**
* **Copies of any NCOERSs.**
* **Any Letters of Recommendation as desired**

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