**STATEWIDE**

TITLE 32 ADOS VACANCY ANNOUNCEMENT

DIVISION OF MILITARY & NAVAL AFFAIRS

ATTN: MNHF-HRF

330 OLD NISKAYUNA ROAD LATHAM, NEW YORK 12110-3514 Army: (518) 812-8090

Mitchell.p.royraia.mil@army.mil

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

**ANNOUNCEMENT NUMBER**: ADOS25-002 **Minimum Grade**: E5/SGT

**OPENING DATE**: 27 August 2025 **Maximum Grade**: E6/SSG

# CLOSING DATE: 27 September 2025 Number of Positions: 1

# MOS: 68W

**POSITION TITLE: HEALTHCARE NCO**

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

**TOUR INFO:** Start: 1 October 2025 – End: 30 September 2026

**UNIT & LOCATION**: 153rd Troop Command, 184 Connecticut St, Buffalo, NY 14213

**SELECTING OFFICIAL**: Selection Board

**Minimum Grade Required to Apply for Position**: STAFF SERGEANT / E5

**Maximum Grade Required to Apply for Position**: STAFF SERGEANT /E6

**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. This position is in Buffalo and on the HRF JMD and requires Transfer to the 153rd Troop Command as a condition of hire.

**ADDITIONAL INFORMATION:** To serve as the Medical Readiness NCO for the HRF. Responsible for planning, tracking and coordinating the medical readiness of all HRF members assisting the Physician Assistant in completing all tasks. In addition is responsible for tracking LODS For both the HRF C2 subordinate units as well as coordinating with Health Services to clear MRC3's and MRC4's, Ensure Commanders are registered users in MEDCHART and the commanders portal, ensure all subordinate units have LT's registered as IOs in the LOD Modules. Manages the HRF C2 and subordinate units Medical readiness, responsible for monthly call ins on open medical cases and scheduling MRWS and SRPs, Manages open medical cases for the HRF C2, coordinates dental vouchers, monitors and facilitates MEB boards, manages INCAP, RCMS, ensures BTN S1's have access to medical systems, and presents medical readiness information of HRF C2 metrics to the HRF C2 commander.

# \*\* Filling this ADOS position is dependent on funding limitations, anticipated tour is FY26 \*\*

# 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 Mitchell.p.royraia.mil@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 for the Board (Suggested):**

* **ERB**
* **Copies of any NCOERS/OERs.**
* **Any Letters of Recommendation as desired**
* **Civilian Resume**

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