

## 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  
[alex.v.hammond.mil@army.mil](mailto:alex.v.hammond.mil@army.mil)

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

**ANNOUNCEMENT NUMBER:** ADOS26-001  
**OPENING DATE:** 06 February 2026  
**CLOSING DATE:** TBD  
**MOS:** 00F

**Minimum Grade:** E6/SST  
**Maximum Grade:** E7/SFC  
**Number of Positions:** 1

**POSITION TITLE:** Honor Guard NCOIC

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

**TOUR INFO:** Start: TBD; **End:** 30 September 2026 (with expectation of continuance)

**UNIT & LOCATION:** 330 Old Niskayuna Rd, Latham, NY 12010

**SELECTING OFFICIAL:** Selection Board

**Minimum Grade Required to Apply for Position:** STAFF SERGEANT / E6  
**Maximum Grade Required to Apply for Position:** SERGEANT FIRST CLASS /  
E7

**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 by current directives. This position is in Buffalo and requires Transfer to the 153<sup>rd</sup> Troop Command as a condition of hire.

### **ADDITIONAL INFORMATION:**

- Must be able to work on Microsoft applications in an office environment.
- Must be proficient with scheduling, coordinating, and operating services.

### **Core responsibilities are:**

- GSA Fleet Manager
- ALT Billing Official
- DTS Reviewer
- DAMPS L1-L4
- Plan and organize level 1 & 2 State Academy

**\*\* 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 alex.v.hammond.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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