

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

SUBMIT PACKET AS ONE PDF FILE

ANNOUNCEMENT NUMBER: ADOS26-002
OPENING DATE: 06 February 2026
CLOSING DATE: TBD
MOS: O1A

Minimum Grade: O1/2LT
Maximum Grade: O3/CPT
Number of Positions: 1

POSITION TITLE: Honor Guard OIC

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: FIRST LIUTENANT / O1

Maximum Grade Required to Apply for Position: CAPTAIN / O3

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 153rd 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:

The Honor Guard Officer In Charge (OIC) is responsible for what the MFHP does or fails to do. The OIC is a full-time soldier in the NYARNG Honor Guard Chain of Command. The OIC is considered the Military Authority for all military funeral honors actions between the contracted staff and the NYARNG. It is the OIC's responsibility to ensure that the funeral honors mission for NYARNG is accomplished. This is attained by close coordination between the HQ Element and the State Coordinator's on issues dealing with funding, manning, readiness, complaints, and equipment. It is good practice for the OIC to monitor the National Database and Matrix, as well as make periodic inspections of offices. The OIC will ensure policies and procedures from this SOP and the Honor Guard handbook are being followed. The OIC is to have direct oversight for funding execution as well as ensure that a 40-hour state training program is being conducted by certified honor guard trainers. The OIC and the State Coordinator work together on all modified full honor funeral details as well as

develop briefings and compile information for monthly reports sent to NGB. The OIC is required as per NGB to complete 5-10 details a month as well as complete initial training. The OIC will closely monitor all missed funeral details, incidents, and accidents, and forward them through the proper channels for dissemination. It is the responsibility of the OIC to counsel the NCOIC and be able to fill that role when necessary. The OIC is required to become the primary billing official, take GFEEBs initial courses, and be a DTS Approver

**** 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@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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