

STATEWIDE

TITLE 32 ADOS VACANCY ANNOUNCEMENT
DIVISION OF MILITARY & NAVAL AFFAIRS
ATTN: MNHF-HRF
330 OLD NISKAYUNA ROAD
LATHAM, NEW YORK 12110-3514
Army: (716) 888-5759
scott.d.downs.mil@army.mil

SUBMIT PACKET AS ONE PDF FILE

ANNOUNCEMENT NUMBER: ADOS26-003
OPENING DATE: 12 February 2026
CLOSING DATE: 12 March 2026
MOS: 01A

Minimum Grade: O2/1LT
Maximum Grade: O3/CPT
Number of Positions: 1

POSITION TITLE: J39 Assistant Plans Officer / HRF C2 Liaison Officer E

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

TOUR INFO: Start: 15 March 2026 – End: 30 September 2026

UNIT & LOCATION: 330 Old Niskayuna Road, Latham, NY 12110

SELECTING OFFICIAL: Selection Board

Minimum Grade Required to Apply for Position: FIRST LIEUTENANT / O2
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 operates out of Latham. Soldier is not required to transfer from M-Day unit, however, must attend all critical HRF training events and online training requirements, immunizations, and readiness standards.

ADDITIONAL INFORMATION: Dual responsibilities as J39 Plans Officer and HRF C2 LNO. Responsible for planning and coordinating with JFHQ staff, the HRF C2 and elements, CSTs, and other regional emergency response partners for use of National Guard CBRN Response Enterprise (CRE) during Defense Support to Civil Authorities (DSCA) operations and exercises. Experience in Microsoft Tools, orders production, knowledge management, project management, Joint Training Tool (JTT), and task tracking highly desired, but not required.

**** 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):

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

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