

## **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: 489-4833

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

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

**ANNOUNCEMENT NUMBER:** ADOS-MNP/G1

**OPENING DATE:** 22 June 2026

**CLOSING DATE:** 07 July 2026

**Minimum Grade:** O2/1LT

**Maximum Grade:** O3/CPT

**Number of Positions:** 1

**POSITION TITLE:** New York Army National Guard Casualty Affairs Coordinator

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

**TOUR INFO:** Start: 01 August 2026 – End: 30 September 2026

**UNIT & LOCATION:** MNP/G1, DMNA, 330 Old Niskayuna Road, Latham NY 12110

**SELECTING OFFICIAL:** Position Supervisors

**Minimum Grade Required to Apply for Position:** FIRST LIEUTENANT/O2

**Minimum 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.

### **DESCRIPTION OF DUTIES:**

Responsibilities of the Casualty Affairs Coordinator will include, but are not limited to: responding to NYARNG and Active Component casualty missions, directing actions of NYARNG Casualty Assistance Officers (CAOs) and Casualty Notification Officers (CNOs), processing benefits and entitlements for survivors, casualty case tracking and database updates, metrics reporting, and casualty training oversight.

**\*\* Filling this ADOS position is dependent on funding limitations, anticipated tour is FY26/FY27 \*\***

## **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.nvarng.mbx.army-agr-apps-emo@mail.mil](mailto:ng.ny.nvarng.mbx.army-agr-apps-emo@mail.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**
- **Orders Query (AFCOS Screenshots)**
- **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):**

- **Soldier Talent Profile**
- **Copies of any OERs.**
- **Any Letters of Recommendation as desired**
- **Civilian Resume**

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