

TITLE 32 ADOS VACANCY ANNOUNCEMENT
DIVISION OF MILITARY & NAVAL AFFAIRS
330 OLD NISKAYUNA ROAD
LATHAM, NEW YORK 12110-3514
SUBMIT PACKET AS ONE PDF FILE

ANNOUNCEMENT NUMBER: AMAAATL26
OPENING DATE: 01 November 2026
CLOSING DATE: 16 November 2026

Minimum Grade: W01/02
Maximum Grade: CW3/04
Number of Positions: 1

POSITION TITLE: Army Mission Assurance Assessment Assistant Team Lead

SALARY: Full Military Pay and Allowances, depending on rank and time in service of Soldier. (Title 32)

START DATE: TBD

DURATION: ALL new hires start on a 1-year probationary order

LOCATION: Capitol Region, NY

Required Security Clearance: Secret clearance and must be able to obtain a **Top-Secret clearance**

Required Qualifications: MOS IMMATERIAL

Flexible, adaptable, and able to work under pressure. High attention to detail and the ability to multi-task. SM must be able to work with limited supervision and represent the team in a professional matter at ALL times. SM MUST be able to travel TDY on a regular basis (monthly). SM must always maintain in good standing with their M-Day unit. SMs with specific mission assurance experience and/or with collegiate degrees will get preference over all prospective candidates.

APPOINTMENT FACTORS: Applicants must be fully eligible to come on board on an ADOS tour (Title 32) as stated in AR 135-200. If selected, the same ADOS packet submitted for application must also be submitted 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 in current directives.

DESCRIPTION OF DUTIES:

The Army Mission Assurance Assessment Analyst is responsible for assessing the threats, hazards and risks against physical structures, and related preventative, protection, preparedness, and mitigation as well as response and recovery measures. Conducts extensive threat, hazard, vulnerability, risk assessments as well as protective surveys of facilities and structures. Reviews for selection, and recommends for use, physical and technology systems as well as solutions. Develops technical standards for best-practice implementation to ensure protection, prevention, preparedness, and mitigation capabilities. The analyst must also have a basic understanding/competency of writing correspondence, to include reports and analyzing data. SM is expected to maintain in good standing with their M-Day unit and stay in standard at ALL times. (ex: HT/WT, ACFT, Medical)

Additionally, an Assistant Team Lead (ATL) organizes, leads, and manages the AMAAT

throughout the entirety of the MA construct. It is in the purview of the ATL to structure their MAA Team to fit asset and mission owner requirements.

- Acts as the primary point of contact for the team during the entirety of MA Process 2 (MAA).
- Provides SME knowledge of the Army MA Construct, DoD and HQDA Mission Assurance methodologies, DoD MAA Benchmarks, and mission decomposition.
- Oversees coordination efforts with MA PMs and MA Assessment Coordinator (MAACs) to synchronize assessment related efforts and to ensure all MA POCs/liaisons are aware of assessments timelines and responsibilities.
- Responsible for conducting the assigned MAAs IAW the HQDA MAA EXORD, published annually. This includes all three (3) phases of the MA Process 2: Phase 1 Preparation and Research, consisting of (Phase 1a) Planning, coordination, and development of the Assessment Focus Statement (AFS), (Phase 1b) Data Collection, (Phase 1c) Pre-Site Survey (PSS); Phase 2 Onsite Vulnerability Assessment; Phase 3 Risk Analysis and Report Writing.
- Ensures all appropriate DoD MAA benchmarks are appropriately assessed. Collaborate with DAMO-ODP MA Branch Assessment and Synchronization Officer to manage and request any additional personnel, outside of the AMAATs members, that are directed or invited to attend, observe, or supplement the MAA.
- Participates in MAA Key Leader Engagement (KLE), scheduled 30-45 days prior to the onsite vulnerability assessment.
- Responsible for designating a team consisting of several SMEs to conduct a MAA PSS at least two weeks prior to scheduled onsite vulnerability assessment (Phase 2).
- Responsible for ensuring scheduled onsite MAA is conducted IAW HQDA EXORD and FY MAA schedule. Ensure appropriate AMAAT members are assigned as required to conduct the onsite vulnerability assessment. Responsible for making initial contact and oversee coordination efforts with commercial supporting infrastructure/service providers and, as appropriate, other “Outside-the-Wire” analysis efforts. Briefs any summary of significant initial findings or in progress review to asset owner commanders or commander representatives.
- Based on format guidance from DAMO-ODP MA Branch, responsible for all aspects of the Mission Assurance Assessment Report (MAAR) and associated products, including review of quality, accuracy, timely delivery, ensure team meets suspense dates, and input into Enterprise Protection Risk Management (EPRM), Enterprise Mission Assurance Analysis Portal (eMAAP) assessment workspace, and emailed to the DAMO-ODP MA Branch Mailbox for tracking purposes.
- Responsible for supporting the asset owner led RRP-WG. Ensures MA Analyst conducts a back-brief of the identified vulnerabilities and manages the tempo of the meeting. Provides AMAAT analyst support to asset owners to develop and refine CAs, offering expert feedback on the effectiveness of proposed CAs in remediating vulnerabilities and mitigating risks.
- Responsible for identifying and addressing any barriers and roadblocks or resolving any issues that impact the analyst's ability to accomplish their respective roles and responsibilities.
- Assist the DAMO-ODP MA Branch Assessment and Synchronization Officer in establishing and maintaining HQDA standards, policies, and procedures of MA Process 2 MAA.
- Oversees property accountability of MAA equipment.

- Accomplish other duties as assigned by HQDA/NGB/State Personnel.

ADDITIONAL POSITION INFORMATION:

Duties may require additional nights and weekends (for travel) aside from unit training assemblies. An Army Mission Assurance Analyst plays a key role in protecting critical capabilities/infrastructure, identifying vulnerabilities, and ensuring mission continuity across installations and operations. The position blends operational analysis, risk management, security operations, emergency management, cyber capabilities, infrastructure, and coordination across multiple warfighting functions. Prospective candidates must possess excellent communication skills, a strong sense of initiative, an ability to analyze vast amounts of information, work independently, and brief clearly and concisely.

Send all requested documents to the following point of contact:
1SG David B. Taylor @ David.b.taylor7.mil@army.mil (AMAAT NCOIC)

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 APPLICATIONS MUST INCLUDE AN LOI** (Letter of Interest). This LOI must include why you are interested in this position/organization, if you are deploying in the next 6 months, if you are on the current promotion list, if you have any medical issues or pending/planned surgeries and if you are scheduled to attend any schools for longer than 30 days.

ADDITIONAL DOCUMENTS REQUESTED

- **ERB/STP**
- **Copies of last 2 Evaluations**
- **Any Letters of Recommendation as desired**
- **Civilian Resume**
- **IMR**
- **Last two physical fitness scores.**

ADDITIONAL NOTE:

- Prospective candidates that apply for the above organizational vacancy are not guaranteed an interview, even if they meet all the above stated qualifications. Interviews will be conducted as needed or when the mission allows.
- If you applied for a previous vacancy, but were not interviewed, you do not need to apply again.