

**STATEWIDE JOB ANNOUNCEMENT
ACTIVE DUTY FOR OPERATION SUPPORT (ADOS) – ARMY
NATIONAL GUARD**

OPEN TO: M-Day,

OPEN DATE: June 2019

CLOSING DATE: June 2019

POSITION TITLE: Title 32 ADOS

WORK LOCATION: Camp Mabry, Austin or Fort Hood, Texas

STARTING DATE: TBD

RANK: E7-E9, W1-W4

BRANCH: Open to Texas Army National Guard Enlisted Soldiers in the grade of E-7 and above and Warrant Officers W1-W4. You must be a TX Army National Guard member at the time of application.

HOW TO APPLY: Interested Applicants will assemble the required ADOS packet with checklist and email documents to:

DCSLOG: ATTN:

Email Subject: ADOS – TXARNG Reset OIC

ADOS Checklist can also be located on the eLSP website @

<https://portal.tx.ng.mil/arg/arg004/SitePages/RESET.aspx> folder” and download or print the required checklist.

All Application Criteria must be provided. Only complete application packets will be considered.

POC for submission is LTC Heather B. Flores

CONSIDERATION: All applicants will receive consideration for this position without regard to race, religion, color, national origin, sex, age, political affiliation or other non-merit factors.

DUTIES AND RESPONSIBILITIES:

Individual is responsible for monitoring and assisting all TXARNG mobilizing units and those returning from serving in contingency operations worldwide. Must be familiar with contracting and able to be appointed as a Contracting Officer Representative (COR) for contracted personnel and services. Familiar with Overseas Contingencies Operations (OCO) and funding. Knowledge of Procurement Integrated Enterprise Environment (PIEE), acceptance folder in order to approve invoices, familiar with the Army National Guard Reset Management Tool (ARMT), Global Combat Support System-Army (GCSS-A).

1. Must possess a minimum of SECRET security clearance.
2. Preferably live in Austin, but within 3 hour recall.

PREFERRED POSITION QUALIFICATIONS: Contracting Experience, GCSS-Army/GTRAC certified to authorize Maintenance Manager or Maintenance Supervisor role. Knowledge of Reimbursables, GFEBs account holder, Trusted Associate Sponsorship System, Working knowledge of Microsoft systems.

FY 18 FTNGD-OS/ADOS CHECKLIST**SOLDIER WILL NOT REPORT FOR DUTY UNTIL HIS/HER ORDERS ARE PUBLISHED**

Rank/Name: _____ SSN: _____ Position: _____

BDE/Unit/Duty location (City): _____ Req Start date: _____

TYPE OF ADOS: AGR Vacancy/Vice: _____ BDE TOP 3 OCO-ADOS HRF OTHER _____**PART I – PACKET CONTENTS CHECKLIST / PM REVIEW****REQUIRED DOCUMENTS:** (MUST BE SUBMITTED IN THE BELOW ORDER)***Each box must be initialed. If not applicable write "N/A".**

- RECOMMENDATION MEMO (list NO negative or flagging actions pending; signed by M-day CDR)
- JUSTIFICATION MEMO STATING PURPOSE, PLACE & DURATION (Signed by FTUS OIC where performing ADOS)
- TAG APPROVAL MEMO FOR O5 AND ABOVE (If applicable)
- TXARNG 73R REQUEST FOR ORDERS (inclusive dates are subject to change depending on funding availability)
- ARNG 1058-R & ARNG 1058-1R
- MEDPROS IMR PRINTOUT (Must be **GREEN** on ALL items; PHA within 1yr and HIV within 2yrs)
- DA 705 APFT SCORE CARD (Must state "FOR RECORD GO" and signed; dated within 6 months of start date)
- DA 5500/5501 BODY FAT SHEET or HT/WT MEMO (must be dated within 6 months of start date)
- NG 23 (RPAM) with Statement of Understanding (Must be within 30 days of proposed start date)
- CERTIFICATE OF ACTIVE DUTY TIME MEMO (Must be within 30 days of proposed start date)
- PREGNANCY TEST (Females Only) within 30 days of the proposed start date
 Female already on HRF duty while expecting
- DA 5960 (With Supporting Docs ONLY if Updating/Changes are required for ex: single to married)
- COPY of SECURITY CLEARANCE MEMO/JPAS (Only if position requires it)

SEC/BDE/BN/UNIT REQUESTING ADOS SUPPORT IS RESPONSIBLE FOR:**-OBTAINING ORDERS IN AFCOS;****-SUBMITTING FOR PAY;****-SIDPERS STATUS CHANGE (for 30 days or more)****-ENROLLING SOLDIER IN FTSMCS FOR LEAVE (for 30 days or more) <https://ftsmcs.ngb.army.mil/index.htm>*******SOLDIER IS RESPONSIBLE FOR SUBMITTING ENROLLMENT FORM & ORDERS TO DEERS/ID CARD SECTION FOR TRICARE ONCE SIDPERS ACTION IS COMPLETE*******<http://www.tricare.mil/mybenefit/Forms.do#Enroll>**

