#### 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 RESPONSIBILITES:**

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:	
	Req Start date:		
TYPE OF ADOS:         AGR Vacancy/Vice:	BDE TOP 3 OCO-ADOS HRF	• OTHER	
PART I – PACKET CONTENTS C REQUIRED DOCUMENTS: (MUST	C <b>HECKLIST / PM REVIEW</b> BE SUBMITTED IN THE BELOW ORDE	ER)	
*Each box must be initialed. If not applicable	e write "N/A".		
RECOMMENDATION MEMO (list NO	O 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 A	AND ABOVE (If applicable)		
TXARNG 73R REQUEST FOR ORD	ERS (inclusive dates are subject to change	depending on funding availability)	
□ ARNG 1058-R & ARNG 1058-1R			
□ MEDPROS IMR PRINTOUT (Must b	e GREEN on ALL items; PHA within 1yr	and HIV within 2yrs)	
DA 705 APFT SCORE CARD (Must	state "FOR RECORD GO" and signed; date	ed within 6 months of start date)	
DA 5500/5501 BODY FAT SHEET of	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)			
<ul> <li>PREGNANCY TEST (Females Only)</li> <li>Female already on HRF duty</li> </ul>			
DA 5960 (With Supporting Docs ON	ILY if Updating/Changes are required for each	x: single to married)	
□ COPY of SECURITY CLEARANC	CE MEMO/JPAS (Only if position require	es it)	
	T REQUESTING ADOS SUPPORT IS I -OBTAINING ORDERS IN AFCOS; -SUBMITTING FOR PAY; PERS STATUS CHANGE (for 30 days o		

-ENROLLING SOLDIER IN FTSMCS FOR LEAVE (for 30 days or more) <u>https://ftsmcs.ngb.army.mil/index.htm</u>

\*\*\*SOLDIER IS RESPONSIBLE FORSUBMITTING ENROLLMENT FORM & ORDERS TO DEERS/ID CARD SECTION FOR TRICARE ONCE SIDPERS ACTION IS COMPLETE\*\*\* http://www.tricare.mil/mybenefit/Forms.do#Enroll

#### PART II -- INSTRUCTIONS AND BDE ADOS MANAGER SCREENING

Does not have 17 years or more of Active Service (Must not serve more than 17 years as a result of the duty).

□ Is not currently serving on other FTNGD-OS/ADOS orders that may cause the member to exceed 2190 days (6yrs) as a result of this duty that would qualify for separation pay. Separation Pay Exceeding 2190 days will grant the member separation pay upon release from FTNGD-OS. Funding for separation pay will come from the operational budget of the Program Manager that generated the order which exceeded the rule.

- □ Is not within 6 months of MRD/ETS on the report day of the tour.
- □ Must meet the medical Retention standards IAW Chapter 3, AR 40-501.
- □ Is within commuting distance of the assigned duty station.
- □ Has been counseled on the non-availability of TDY Travel/Per Diem; travel from HOR to duty station is by privately owned conveyance at no cost to the government.
- □ Human immune-deficiency virus (HIV) showing "green" in MODS (MEDPROS IMR) within 24 months of proposed start date.
- □ J8: Government Travel Credit Card and Account information: I would just add that HRF SM must be in good standing with their GTC, and maintain that status throughout the duration of their orders.

BDE J1	QC:
--------	-----

(Print Name)

(Signature and Date)

### PART III – APPLICANT ACCEPTANCE OF CONDITIONS

"I, \_\_\_\_\_\_\_, understand that the position to which I am applying is temporary in nature and that it is against policy for anyone to offer or promise full-time employment as a result of this temporary tour. Furthermore, I understand that funding is not available for PCS or TDY travel, (mandatory travel directed by authorized personnel will be funded with approval from Program Manager) that I must reside within commuting distance of my assigned duty station, that I must exhaust or sell any accrued leave if there is at least a one-day break during the tour, and that temporary employment can be terminated or may not be renewed due to funding. I will complete the required HRF training courses within the first 30 days of new orders and submit them to the BDE J3 for tracking. "

 Applicant Signature:
 \_\_\_\_\_\_

Required HRF Courses http://training.fema.gov/is/courseoverview.aspx?code=IS-100.b Everyone http://training.fema.gov/is/courseoverview.aspx?code=IS-200.b Team Leaders and E6 and Above http://training.fema.gov/is/courseoverview.aspx?code=IS-700.a Everyone https://safety.army.mil/training/ARMYACCIDENTAVOIDANCECOURSE/tabid/982/Default.aspx Everyone CERFP 101 (J3OP-US635) - Module 1 https://jkodirect.jten.mil/Atlas2/faces/page/login/Login.seam?cid=33957 Everyone HAZMAT AWARENESS (AWR-160) https://www.nts-ctos.com/ Everyone