



T-10 ADOS VACANCY ANNOUNCEMENT



HUMAN RESOURCES OFFICE- STC 7105 NW 70TH AVENUE JOHNSTON, IOWA 50131-1824		ToD JOB NUMBER: 169804	CLOSING DATE: Opened Until Filled
		Selecting Supervisor: MSG Jeremy Jacobson jeremy.d.jacobson4.mil@mail.mil	
POSITION DESCRIPTION: Operations NCO MOS/AOC OOF		GRADE: Minimum: E-4 Maximum: E-6	
UNIT OF ASSIGNMENT: STC Camp Dodge, IA	Length of Tour Until the end of SEP 18 with the possibility for FY19 orders	X Permanent Change of Station (PCS) may be authorized IAW the JTR	

WHO MAY APPLY: All Members of the Army National Guard who can be released by their State

MOS Restrictions:	Security Clearance Secret	Profile No Temporary Profiles
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AREA OF CONSIDERATION:

Support the STC BN Staff lanes and Command thru coordination with customer commands and units to insure quality of training and execution. Provide direct support to the STC operations section in planning and coordinating training rotations at the STC by conducting 120, 90, 60 and 30 IPR with upcoming units in rotation. Must be familiar with Microsoft word, excel, PowerPoint. Must have experience in a leadership position. Operations, sustainment, and Military Decision Making Process (MDMP) experience preferred. Must be familiar with SharePoint and Microsoft Office software application including: Word, Excel, and PowerPoint. Must possess a strong working knowledge of current property accountability procedures. Knowledge of SAMS-E operation preferred. Army Basic Instructor Course (ABIC) qualification preferred or must attend the course within a specified period of time. Other duties as assigned.

**** To apply, please log into Tour of Duty (Link is below) and follow the application instructions. There are documents to be considered for the position, and if selected, documents required to receive orders. ****

For Consideration upload:

- ____ 1. DA Photo
 - ____ 2. Certified copy of Soldier Record Brief.
 - ____ 3. Last 3 NCOERs. Submit a memo explaining reason(s) for any missing NCOERs. **Letter of Recommendation from Unit Commander for E5s without an NCOER**
 - ____ 4. Most current MEDPROS, Individual Medical Readiness (IMR) report showing PHA within 1 year & HIV within 2 years.
 - ____ 5. Copy of APFT/HT WT/PERM Profile. Must have a passing APFT within 12 months of application (New Hires) and if on orders currently, must have 2 showing SM complies with bi-annual requirements. (Will be Required to take the APFT NLT 7 days after order start date).
- If selected, the following documents will make a complete hiring packet for orders. Missing documents will delay the orders start date and can be cause for disqualification. Be prepared to upload:**
- ____ 6. NGB 23B (RPAM Statement) within 30 days of application
 - ____ 7. Security Clearance Memorandum from State Security Manager. Must be dated within 30 days of application
 - ____ 8. Memorandum for Record signed by the Soldier indicating they are not currently under adverse actions or have been in 24 months.
 - ____ 9. Memorandum from the State Adjutant General releasing the Soldier for the period of the order
 - ____ 10. DA 1506 signed by the SM. Include all periods of active duty. If you have more than 15 years of active duty time, a waiver is required. If you are in this category, contact SFC Thibault at 515-727-3543 or joseph.d.thibault.mil to start the process immediatly (This is new)

** Current ADOS policies, regulations, and examples can be found on GKO (Link is Below)
 **Currently, Tour of Duty can only be accessed on military networks. They are working to correct this. Check AKO Page <https://www.us.army.mil/suite/page/644799> for updates on ToD.

[Tour of Duty](#)

[ToD Status Update](#)

[GKO ADOS PAGE](#)