

California National Guard – Human Resources Offices
Army Active Duty Operational Support (ADOS)
Vacancy Announcement
Multiple Positions Available

Position Details

Announcement Number: ADOS-CAO-22-01
Opening Date: 1 December 2021
Closing Date: Open until filled
Position Title: Casualty Notification Officer/Casualty Assistance Officer (CNO/CAO)
UIC: W8AYAA
DMOS/Branch: Immaterial
Min/Max Grade: E-7 to E-8 (No 1SGs), CW2 to CW3, CPT to MAJ (No Commanders)
Duty Location: Statewide
Eligibility Requirements: Male/Female/Enlisted/Officer
Selecting Official: Chief, Soldier Support Branch
Security Clearance: SECRET
Requirements:
Minimum Military Education: Commensurate with grade
Requirements:

Conditions of Employment

- This position is in the Active Duty Operational Support (ADOS) program. Tour is subject to ongoing quarterly budget requirements.
- Soldiers must be eligible for reenlistment or extension IAW NGR 600-200 (ARNGUS) or AR 140-111 (USAR), unless the disqualification for reenlistment or extension can be waived under these regulations.
- Soldier must not have been relieved for cause from any duty position in the 36-month period preceding the date of application.
- Must not be able to qualify for sanctuary or separation pay as a result of the operational support order.
- Have not served on any combination of Active Duty Operational Support (ADOS) and Full time National Guard Duty for operational Support (FTNGD-OS) for more than 1,095 cumulative days (three years) in the previous 1,460 days (four years).
- Must be eligible to travel 24/7 as mission dictates and have a personal vehicle to perform missions.
- Must be within reasonable commuting distance of the assigned duty station per JFTR, 7355B. The HOR on PQR will be used to determine commute distance. 100 miles round trip will be used as a base line for determining reasonable commute.
- Must meet Army medical retention standards IAW AR 40-501, chapter 3. Must not be Medically Non-Deployable (MND).
- Must meet Army physical fitness, uniform, and weight control program standards.

Primary Duties and Responsibilities

- Provide casualty notification and casualty assistance to the next of kin of deceased Active Army, United States Army Reserve and Army National Guard Soldiers in California, as assigned by the Soldier Support Branch, with specific guidance and direction provided by either the Fort Huachuca or Joint Base Lewis-

McChord Casualty Assistance Center (CAC). Duties will primarily be performed in various statewide locations.

- Manage casualty operations by recording, reporting and accounting for every casualty.
- Coordinate casualty support and assistance to family members.
- Support and provide guidance to unit representatives for non-reportable cases.
- Coordinate CNO/CAO training.
- Provide status reports to JFHQ CASOPS and the respective CAC as required.
- Assist CAARNG command at duty location when not performing casualty notification, casualty assistance or providing training.
- Perform other duties as assigned by Chief or NCOIC, Soldier Support Branch.

Specialty Qualification Requirement

- Soldier must have a valid SECRET or higher clearance with no issues.
- CAO training certified. Will accept packets from personnel who are registered to upcoming CAO training.
- Soldier will be interviewed by Chief, SSB.
- Must have a valid Government Travel Card.
- Have a valid state drivers license.
- Soldier must not be adversely flagged or under investigation.
- Must have a serviceable Army Service Uniform (ASU) at time of appointment.
- Females must provide a negative pregnancy test verification memorandum within 15 days of start date or tour renewal.

Instructions for Submitting Applications

Applicants must, as a minimum, submit the following documents: If required item(s) are missing from your packet **it will** be returned to the applicant due to lack of information: ***(Please No binders)***

- Enlisted/Officer Biographical Summary or resume of military and civilian experience.
- DA Form 1058-R completed and signed by commander.
- Certified copy of DA Form 2-1, Enlisted/Officer Record Brief (ERB/ORB) or Personnel Qualification Record (PQR).
- Last 3 NCOERs/OERs. (Supervisor must provide written statement/memo providing information as to why soldier's evaluations are not available.)
- **Certified copy** of current DA Form 705 (APFT), within four months of submission date and ensure that height and weight are annotated. Submit body fat worksheet (if necessary).
- Commander's height and weight statement showing Soldier meets standards IAW AR 600-9 completed in the current month. If selected, statement must be within 15 days of appointment date.
- Current MEDPROS printout (Available on AKO) - [My Medical Readiness](#) (select IMR record). PHA within 12 months of start date. HIV screening within two years of start date. HIV must show "GREEN".
- RPAS statement.
- Current DA Photo
- Current DMV print out (within six months) must be enclosed with this packet.
- **Submit ADOS packet to: SFC Ben Hawthorne @ benjamin.g.hawthorne.mil@army.mil or SFC Jacquelyn Lyons @ jacquelyn.l.lyons.mil@army.mil**

Remarks

The California National Guard is an Equal Opportunity Employer. All applicants will be protected under Title VI of the Civil Rights Act of 1964 against discrimination based on race, color, religion, gender or national origin.