

**STATE OF HAWAII  
DEPARTMENT OF DEFENSE  
OFFICE OF THE ADJUTANT GENERAL  
3949 DIAMOND HEAD ROAD, HONOLULU, HAWAII 96816-4495**

08 October 2019

**ACTIVE DUTY OPERATIONAL SUPPORT (ADOS)  
JOB VACANCY ANNOUNCEMENT (JVA) FY2020-01  
*CBRNE Plans Officer/HRF LNO*  
List of Eligibles**

The following **Officer ADOS** position vacancy in the Hawaii National Guard is announced. This vacancy is to be filled under the provisions of Title 32, USC 502(f) and will be funded using FTNGD-OS WMD funds. This vacancy is to be filled through a competitive selection panel process with approval by the Chain of Command.

**POSITION AND LOCATION:**

CBRNE Plans Officer/HRF LNO, Hawaii CBRNE Enhance Response Force Package (CERFP), Hawaii National Guard, Honolulu, Hawaii.

**LENGTH OF TOUR:** 1 November 2019 – 30 September 2020. Length of tour will be dependent on availability of funds on a fiscal year basis and job performance,

**CLOSING TIME/DATE:** Applications must be received by the HING CERF-P office (NGHI-DOM-CER), **NLT 1700hrs, 18 October 2019.**

**AREA OF CONSIDERATION:** **Open to Present, Commissioned Officers** of the Hawaii Army National Guard, in the grade of O2 (1LT) to O4 (MAJ), Branch/AOC Immaterial.

**POSITION DESCRIPTION:** Full Time National Guard Duty - CBRNE Plans Officer. Responsible for the coordination of training analysis, studies and provides recommendations on initiatives, operations and policies. Represents the JFHQ-State-J5 on various boards and joint and interagency working groups. Provides the JFHQ-State-J5 input to the development of future strategic and operational Joint plans as they apply to Homeland Security, Homeland Defense, Civil Support and Emergency Preparedness. Serves as the JFHQ-State-J5 point of contact to the State Department of Emergency Management on CBRNE capabilities. Applies knowledge of general military strategy and operations planning. Coordinate NG CRE training plans and issues with Staff, Services, and the States. Review JMETs and T&EOs. Review and update HRF J3 for JFHQ-State-J7 with Staff, Services, and the States. Develop appropriate administrative and operational briefs. Coordinate individual and collective training requirements in support of the NG CRE Program. Monitor the Defense Readiness Reporting System (DRRS) and other programs to identify training gaps, and develop solutions that meet program-training requirements to enhance future capabilities. Provide program recommendations for training, implementation and sustainment of NG CRE forces. Update policy and guidance on training initiatives and evolution of force capability.

**SALARY:** Military Pay and Allowances.

**PROJECTED ADOS START DATE:** 1 November 2019.

**EQUAL EMPLOYMENT OPPORTUNITY:** All applicants will receive equal consideration for appointment without regards to race, religion, color, sex, national origin, public affiliation, or any other non-merit factor(s).

## **QUALIFICATIONS AND REQUIREMENTS**

### **a. Minimum Qualifications**

1. Able to maintain good drill status/ standing with M-Day Unit.
2. Passing APFT and Height & Weight within 6 months.
3. Must not be under current suspension of favorable personnel actions (FLAG).
4. Must be medically qualified under the provisions of Chapter 3 of AR 40-501 Retention Standards.
5. No Temporary Profiles, provide copy of permanent profile, if applicable
6. Strong interpersonal skills and Collaborative skills
7. Excellent time management skills.
8. Excellent attention to detail and organization.
9. Exceptional communication skills.
10. Possess a valid state driver's license and military driver's license.
11. Strong proficiency in Microsoft Office and other applicable software programs.

### **b. Specific position requirements include but are not limited to:**

1. Must meet Occupational Safety and Health Administration (OSHA) respiratory/asbestos screening standards, NFPA requirements as implemented by CBRN enterprise, and able to enroll in CBRN Respiratory Protection Program.
2. Must complete required courses listed in the NG CERFP Individual Training Matrix (ITRM) within 12 months.
3. Must be able to attend all CERFP Training Events, NGB conference, C2 Budget & Yearly Training Planning Meetings, and internal operation meetings.
4. DRRS Familiarize with DRRS, MARRS, and JTIMS.
5. Must be available through the end of Fiscal Year with possibility to be extended the following FY, but subject to job performance and availability of funds.
6. Must establish residency on Oahu and commuting within reasonable distance.
7. Must be able to respond at No/Short notice deployment.

**APPLICATION PROCEDURES:** Each applicant is responsible for ensuring that the application and all other forms and supporting documents below are submitted by the closing date via email to SFC Jay Bal at email: [jovyryan.r.bal.mil@mail.mil](mailto:jovyryan.r.bal.mil@mail.mil). Errors, omissions of information, incomplete or unsigned applications and late submission will not be considered. Questions may be directed to SFC Bal at work phone (808) 672-1797 or work cell phone (808) 859-0321

**APPLICANT MUST**, at a minimum, submit the following documents with their application and meet all applicable criteria:

1. Signed Cover Letter stating why you are interested in the position and how you will add value to the CERFP program.
2. Resume
3. DA Form 1058-R, Application for Active Duty Special Work.

4. DA Form 7349, Initial Medical Review.
5. Retirement Point Accounting Management (RPAM), or NGB Form 23A. Note: Note Failure to disclose pertinent information that is not coded on this form may be grounds for release from the program.
6. Copy of Army Physical Fitness Test Score Card (DA705& DA5500 height/ weight if applicable) APFT, passing record within 6 months of closing of this Tour Announcement.
7. Copy of last three Officer Evaluation Report (OER).
8. Applicants must be able to interview from 21-25 October 2019.

**KNOWLEDGE AND SKILLS:**

1. Knowledge of Search and Extraction operational capabilities in exercise and real-world environment.
2. Knowledge of other ARNG and ANG support unit capabilities and integration within the CRE mission set.
3. Knowledge of federal, state, and local regulations and directives pertinent to the position.
4. Experience in developing and implementing operational and tactical plans.
5. Strong administrative, organizational, and prioritization skills.
6. Excellent time management skills and attention to detail.
7. Proficiency in developing and utilizing reporting through Microsoft Office Suite, and other administrative applications.
8. Experience working as a HRF/CERFP LNO in a joint C2 environment.
9. Familiar with the development and coordination of air and ground movement plans.
12. Ability to compose correspondence or other written communication products.
13. Exemplary verbal communication skills with the ability to deliver informative briefs.
15. Ability to analyze and solve problems to make sound decisions.
16. Good interpersonal skills such as the ability to build a strong sense of teamwork and purpose with staff members.

**In-Garrison CERFP Duties**

1. Responsible for the coordination of training analysis, studies, and provide recommendation on initiatives, operations, and policies.
2. Represents the JFHQ-State-J5 on various boards and joint and interagency working groups.
3. Provides the JFHQ-State-J5 input to the development of future strategic and operational Joint plans as they apply to Homeland Security, Homeland Defense, Civil Support and Emergency Preparedness.
4. Serves as the JFHQ-State-J5 point of contact to the State Department of Emergency Management on CBRNE capabilities.
5. Applies knowledge of general military strategy and operations planning.
6. Coordinate NG CRE training plans and issues with Staff, Services, and the States.
7. Develop appropriate administrative and operational briefs. Coordinate individual and collective training requirements in support of the NG CRE Program.
8. Monitor the Defense Readiness Reporting System (DRRS) and other programs to identify training gaps, and develop solutions that meet program-training requirements to enhance future

capabilities.

9. Provide program recommendations for training, implementation and sustainment of NG CRE forces.

10. Update policy and guidance on training initiatives and evolution of force capability.

**Operational CERFP Duties**

1. Deploys for all CRE missions as the primary HRF/CERFP LNO in support of operational requirements.

2. Acts as Assembly Point Manager, coordinates roster completion, submission of reports, and updates CRE leadership as necessary.

3. Responsible for relaying pertinent information between the CERFP C2, HRF, and JTF

4. Determines JRSOI compliance requirements.

5. Completes personnel actions in support of the redeployment process.

6. Participates in the AAR process and responsible for submission.

7. Other duties as assigned.