

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

29 October 2019

**ACTIVE DUTY OPERATIONAL SUPPORT (ADOS) JOINT FORCES POSITION
VACANCY ANNOUNCEMENT FY2020-02
Communications NCO
List of Eligibles**

The following **Enlisted 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:

Communications NCO, Hawaii CBRNE Enhance Response Force Package (CERFP), Hawaii National Guard, Kalaeloa, Hawaii 96707.

LENGTH OF TOUR: Projected start date is 1 December 2019. Length of tour will be dependent on availability of funds on a fiscal year basis.

CLOSING TIME/DATE: Applications must be received by the HING CERF-P office (NGHI-DOM-CER), **NLT 1700hrs, 15 November 2019.**

AREA OF CONSIDERATION: **Open to Present, Enlisted Members** of the Hawaii Army National Guard, in the grade of E5-E6, 25B or 25U MOS qualified. Must have, at a minimum, a Secret level security clearance.

POSITION DESCRIPTION: The Communications Planner (S6) is the primary communications planner for the CERFP. Advises the Commander on all S6 capabilities and requirements. Plans tactical data network architecture to support information exchange capabilities at the CERFP C2 as well as subordinate elements. Develops field radio communications plans through the use of both tactical and non-tactical capabilities to enable voice communications throughout the CERFP organization, as well as to civil authorities. Coordinates with HRF Communications Planner on issues and support. Maintains budgetary requirements for communications training, staffing and equipment for the CERFP. Assists System administrator with maintenance for NG CIMS servers and computer systems. Assists with Coordinating with JISCC FTE on plans and authorizations for tactical area and reach-back network access and support. Assists with Coordinating with NGB and NAWCAD for account creation on the CRE domain. Assists with planning for and responding to service outages and other planned system outages. Assists with system and anti-virus software updates. Grants/manages user permissions to authorized sites for situational awareness of the common operating picture. Assists and maintaining SOGs/SOPs.

SALARY: Military Pay and Allowances.

PROJECTED ADOS START DATE: 1 December 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 successfully complete Security+ CE, GSEC, SSCP or CCNA-Security within 6 months.
4. Must be able to attend all CERFP Training Events, NGB conference, C2 Budget & Yearly Training Planning Meetings, and internal operation meetings.
5. Must complete IAT Level 2 Certification (i.e. Security +) within 6 months of Initial Account Request.
6. Must complete IT training requirements and annual sustainment training in order to be in compliance.
7. Complete the AITEC Observer Control Trainer (OCT) course
8. 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.
9. Must establish residency on Oahu and commuting within reasonable distance.
10. 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. 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) 859-0324.

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, Application for Active Duty Special Work.
4. DA Form 7349, Initial Medical Review.
5. Retirement Point Accounting Management (RPAM), or NGB Form 23A.
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 Non-Commissioned Officer Evaluation Report (NCOER).
8. Applicants must be able to interview from 25-26 November 2019.

KNOWLEDGE AND SKILLS:

1. Knowledge of all C2, DECON, Medical, FSRT, JISCC Element operational capabilities in exercise and real-world environments.
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; CNGB manual, policies, directives, and Army regulations pertinent to the position.
4. Experience in developing and implementing communication 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 CERFP Communications in a joint C2 environment.
9. Ability to identify and provide communication training relevant for all Soldiers assigned to the CERFP.
10. Ability to compose correspondence or other written communication products.
11. Exemplary verbal communication skills with the ability to deliver informative briefs.
12. Ability to analyze and solve problems to make sound decisions.
13. 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 day-to-day operations of the CERFP S6 duties.
2. Ensures CERFP communication system and NG CIMS is mission capable and ready to deploy.
3. Develop policies and procedures for the CERFP regarding communication and NG CIMS.
4. Responsible for sustainment training for NG CIMS operators from CERFP elements and other security requirements.
5. Responsible for managing frequency allocation and assignments.
6. Responsible for maintaining and accountability for all communication equipment.

7. Assist in maintenance of the vehicles, trailers, supplies, CERFP equipment and detection equipment, communication equipment is conducted as directed in accordance with TM and manufacture.
8. Establish automation systems administration and security procedures for automation hardware and software for CERFP.
9. Assist in CERFP maintenance of the commercial-of-the-shelf (COTS) equipment is conducted as directed in accordance with manufacture maintenance/inspection requirements.
10. Assist in planning and coordinating with local, state, regional, and federal agencies on the use of the NG CRE during NGCS operations and exercises.
11. Assists with orders submission through AFCOS and DTS authorizations and vouchers.
12. Ensures assigned FTNGD-OS are being properly engaged with work on a daily basis as well as when tasked out on missions to support the CRE.
13. Attends various Disaster preparedness events and representing the HING CERFP to municipal leadership and citizens.
14. Coordinates and integrates with the ARNG, ANG, local responders, and outside support agencies for joint employment of forces and equipment.
15. Responsible for compliance with OIP, SEAT, Safety, Physical Security documentation guidance, as required.
16. Collects data, prepares meeting slides, and delivers briefings that reflect communication and NG CIMS system.
17. Responsible for maintaining and updating Standard Operating Guidance (SOG), checklist, execution matrix, continuity binder for administrative, training, logistic, & maintenance to remain current with changing doctrine.

Operational CERFP Duties

1. Deploys for all CRE missions as the CERFP Communications NCO in support of operational requirements.
2. Acts as S6 and coordinates with JISCC, C2, and other elements on submission of communication reports, and updates CRE leadership as necessary.
3. Responsible for JISCC during exercise and real world mission.
4. Provides CERFP Elements with access radio frequencies, NG CIMS and computer access as needed.
5. Participates in the AAR process and responsible for submission.
6. Attends atleast (2) Collective training event per year as AITEC Observer Control Trainer (OCT)
7. Other duties as assigned.