

**ACTIVE DUTY OPERATIONAL SUPPORT (ADOS) HAWAII
CBRNE ENHANCE RESPONSE FORCE PACKAGE
FTNGD (ADOS) JVA FY2020-03**

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: HING CERFP C2 Logistic/Maintenance NCO, Kalaeloa, HI 96707

Length of Tour: Projected start date 1 May 2020. 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 CERFP (NGHI- DOM-CER), NLT COB 24 April 2020.

Rank: E5 (Sergeant) or E4 (Specialist) with Basic Leader Course Completed

MOS: 92Y/92A

Security Clearance: Secret

Position Description

Full Time National Guard Duty - Operational Support as Serves as C2 Logistic/Maintenance NCO and primarily responsible for supervising or performing tasks involving general upkeep and maintenance of all CERFP supplies and equipment. Receives, inspects, inventories, loads, unloads, segregates, stores, issues, delivers and turns-in organization and installation supplies and equipment. Operates element-level computer and the GCSS-A program. Prepares organizational supply documents. Maintains automated supply system for accounting of organizational and installation supplies and equipment. Schedules and performs preventive and organizational maintenance on all CERFP equipment. Inspects completed work for accuracy and compliance with established procedures. Coordinates supply activities. Reviews and annotates changes to unit material condition status report. Post transactions to organizational and installation property books and supporting transaction files. Determines method of obtaining relief from responsibility for lost, damaged and destroyed supply items. Tracks and maintains all training records/certifications.

Qualifications and Requirements

a. Minimum Requirements:

1. Able to maintain good 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.
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.
12. No documented instances in the last 5 years of conduct which reflects adversely on the character, honesty, or integrity of the Soldier to include: (a) No conviction by any Federal or state court. (b) No juvenile adjudication by state court. (c) No punishment under Article 15, Uniform Code of Military Justice (UCMJ) caused by incidents that reflect adversely on the Soldiers integrity and lack of trust. (d) No letter of reprimand, censure, or admonition under the provisions of AR 600-37, chapter 3. (e) Voluntary confession after proper rights warning according to Article 31(b), UCMJ, or under applicable Federal or state law.

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b. Specific Position requirements:

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. Air Load Planner Course & HazDec Course
5. Must be able to attend selected OSHA Courses
6. GCSS-Army and DRRS Familization
7. Must be able to qualify for Gov't Purchase Card
8. Must attend GPC Course and maintain other required online courses
9. 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
10. Must establish residency on Oahu and communiting within reasonable distance
11. Must be able to respond at No/Short notice deployment

Application Procedures

1. Each applicant is responsible for ensuring the application and all other forms and supporting documents below are submitted by the closing date via email to SFC Bal, joyryan.r.bal.mil@mail.mil
2. Errors, omissions of information, incomplete applications or unsigned, and late submission will not be considered.
3. Questions may be directed to SFC Bal VOIP: (808) 672-1797 or Gov't Iphone (808) 859-0324.

Applicant Must, at a minimum, submit the following documents with their application and meet all applicable criteria:

1. Resume
2. DA form 1058, Application for Active Duty Special Work
3. 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.
4. 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.
5. Provide copy of last three E4 Evaluation (If applicable)

Narrative CERFP Specific Duties and Responsibilities

Specific duties include: The C2 Logistic/Maintenance NCO primarily responsible for performing tasks involving general upkeep and maintenance of all CERFP supplies and equipment. Receives, inspects, inventories, loads, unloads, segregates, stores, issues, delivers and turns-in organization and installation supplies and equipment. Operates element-level computer and the GCSS-A program. Prepares organizational supply documents. Maintains automated supply system for accounting of organizational and installation supplies and equipment. Schedules and performs preventive and organizational maintenance on all CERFP equipment. Inspects completed work for accuracy and compliance with established procedures. Coordinates supply activities. Reviews and annotates changes to unit material condition status report. Post transactions to organizational and installation property books and supporting transaction files. Determines method of obtaining relief from responsibility for lost, damaged and destroyed supply items. Tracks and maintains all training records/certifications. Assist C2 Logistics NCO on maintaining all CERFP supplies and equipment, ensures all broken, outdated, or obsolete equipment is replaced. Provides and supports all aspects of the logistical activities for the C2 element, to include coordination and supervision of Air and Ground Loading movements/planning. Assist Logistic NCO by ensuring resupply and refit of C2 equipment and personal protective equipment (PPE); prior to, during, and after missions/training events. Ensure assigned GSA vehicles maintenance and mileage are tracked and reported to C2 element. Ensure on Rotating monitoring equipment and other equipment for calibration. Ensure laptops, cell phones, XT5000 radios, and all batteries for PAPR and detection equipment are charged and mission ready/capable. Process field loss forms, FLIPL's and requests for new equipment for submittal to the C2 element. Maintain property accountability of the entire C2 element to include hand receipt delegation and tracking. Attends various local outreach events, representing the HING CERFP to municipal leadership and citizens. Assist Logistic NCO managing and supporting disaster preparedness equipment and capabilities demonstrations.

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Knowledge and Skills

1. Knowledge of submitting supply requests, vehicle load plans, ICODES, shortage Annex tracking, and SEAT Inspection readiness.
2. Understands administrative practices involved in maintaining GSA vehicles, trailers, and equipment.
3. Knowledgeable of Army Regulations, NGB policy & guidance memos, GKO, SEAT and T&EO requirements.
4. Knowledgeable of Consequence Management Support Center (CoMSupCen) policies and procedures.
5. Skills in warehouse management, supply storage, inventory, accountability, purchasing, and shipping.
6. Skills in contingency resupply (to include chain of custody)
7. Proficient in utilizing Microsoft Office Suite, Outlook, GCSS Army, and other logistic programs.
8. Knowledgeable in working and communicating as a team with members as appropriate to ensure local procedures for logistics management remain in compliance.
9. Familiar with the development and coordination of air and ground movement plans.
10. Carry out duties as facility manager or serve as an alternate.
11. Proficient in establishing relationships and resolutions that aid in compliance with AR Regulations, NGB policies for proper equipment procurement, maintenance, storage, shipping and field setup.
12. Ability to compose correspondence or other written communication products.
13. Exemplary verbal communication skills with the ability to deliver informative briefs.
14. Subject matter expert on logistic and maintenance requirements.
15. Ability to analyze and solve problems to make sound decisions.

In-Garrison CERFP Duties

1. Collects and tracks all supply requests within the C2 element to include re-issue of worn supplies and/or equipment.
2. Maintains OIP, SEAT, Safety, Environmental, Physical Security documentation guidance, as required.
3. Develops and maintains SOG's, checklists, SEAT inspection and continuity binders related to logistics
4. Issues and tracks hand receipts for end-users.
5. Air load movement plan manager for C2
6. Maintains active working partnerships with organizations that support the C2 element, i.e. CERFP Elements, Local Responders, Local Training Facilities, etc.
7. Attends all budget, GPC, GFEBs refresher meetings and training requirements.
8. Reports at least quarterly on current status of funding for logistic requirements.
9. Execute contingency resupply (to include chain of custody, coordination with C2 S-4)
10. Performs warehouse management, supply storage, inventory, accountability, purchasing, and shipping.
11. Manages GSA dispatching, maintenance, licensing, and readiness within GCSS Army
12. Manages all equipment calibration and maintenance documents.
13. Inspection, maintenance and restocking of C2 red bags and other CERFP equipment
14. Responsible for conducting and overseeing all quarterly cyclic and annual inventories; submits all inventories on a timely manner.
15. Maintain monthly GPC reconciliation and required documentation
16. Track shelf-life of all equipment to include 5days of supply (Water, MRE's, Suits, Filter, etc.)

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Operational CERFP Duties

1. Coordinates with the assembly point managers to ensure adequate transportation is available.
2. Receives logistic readiness reports for the assembly points and assists in the remediation of operational logistics limitations.
3. Coordinates with the staging area manager to ensure adequate transportation resources are available. Assesses logistical readiness of the C2 element in the staging area.
4. Receives and accounts for and distributes supplies and equipment.
5. Completes personnel actions in support of the redeployment process.
6. Executes ground or air movement and load plans.
7. Executes C2 communications plan for convoy operations and onsite communications.
9. Other duties as assigned.