

ACTIVE DUTY OPERATIONAL SUPPORT (ADOS) VACANCY
STATE OF HAWAII
DEPARTMENT OF DEFENSE
OFFICE OF THE ADJUTANT GENERAL
3949 DIAMOND HEAD ROAD, HONOLULU, HAWAII 96816-4495

ANNOUNCEMENT NUMBER: JVA FY2021-01

DATE: 29 January 2021

CLOSING DATE: 19 February 2021

The following Enlisted 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. Final selection will be based upon qualifications, suitability, and available manpower resources. Length of tour will be dependent on availability of funds on a fiscal year basis.

POSITION TITLE AND DUTY LOCATION

Logistics and Maintenance Specialist, HING CERFP, Kalaeloa, HI 96707 (3 positions available)

WHO MAY APPLY:

Present Enlisted members of the Hawaii Army National Guard in the grade of E3-E4.

AREA OF CONSIDERATION:

All applicants must be qualified in any MOS. 92Y, 92A, 25B, 25U, 36B, 68W MOSQ preferred. All applicants must already possess a Secret security clearance or be able to obtain one. In order to be considered for this position, applicants must meet minimum appointment requirements as outlined on this announcement.

INSTRUCTIONS FOR APPLYING: An applicant **must**, at a minimum, submit the following documents with their application and meets 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 DA Form 705 (Record APFT) - reflecting most current passing record APFT. Also include three other previous APFTs for a total of 4 scores submitted.
5. Copy of DA 5500/5501 – reflecting most current HT/WT data (must meet standards IAW AR 600-9), taken within six (6) month from this JVA's closing date. If current Ht/Wt are within standards, complete only Name/Rank/HT/WT/Age, completed form must be certified by two unit representative. Also include three other previous DA 5500/5501 (if applicable) for a total of 4 scores submitted.
6. Copy of last three SPC/E4 Evaluations (if applicable) and/or Letter of Recommendation(s).
7. Copy of Valid Hawaii State Driver's license.

Each applicant is responsible for ensuring the application and all other forms and supporting documents above are submitted NLT 1700hrs on the closing date of this JVA via email to SFC Bal at joyvryan.r.bal.mil@mail.mil. Errors, omissions of information, incomplete applications or unsigned, and late submission will not be considered. Questions may be directed to SFC Bal at VOIP: (808) 672-1797 or Gov't Iphone (808) 859-0324.

MINIMUM APPOINTMENT REQUIREMENTS:

1. Able to maintain good standing with M-Day Unit.
 2. Must provide current APFT and current 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 a 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.
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POSITION DESCRIPTION:

Hawaii National Guard (HING) CBRNE ENHANCE RESPONSE FORCE PACKAGE (CERFP), Logistics and Maintenance Specialist:

Assists the Logistics NCO in the logistic management and maintenance of all CERFP equipment. Ensures that all electronic equipment is in operational condition and working properly and performs basic maintenance on all equipment (replacing sensors, filters, gas calibration, battery services, etc.). Ensures all daily, weekly, monthly, and quarterly services are scheduled, ComSupCen work orders are completed and submitted to the Logistics NCO for GCSS Army entry or ComSupCen entry. Assists in maintaining all maintenance, dispatching, and other required for to ensure compliance with OIP/SEAT inspection and Safety, Environmental, and Physical Security audits.

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 and internal operation meetings.
4. Must complete requirement maintenance course provided by ComSupCen.
5. Selected OSHA Courses.
6. Cannot be acrophobia (afraid of heights) and/or claustrophobia (afraid of confined spaces).
7. Must be available through the end of Fiscal Year (FY) with possibility to be extended the following FY, Extension / Re-hiring. subject to job performance and availability of funds.
8. Must establish residency on Oahu and commuting within reasonable distance.
9. Must be able to deploy locally / CONUS at No or Short notice (Responsible and established family care plan).
10. Serve as subject matter expert (SME) to assigned CERFP Element.

Knowledge and Skills:

1. Subject matter expert on maintenance requirements.
2. Knowledge of administrative practices involved in GSA vehicles, trailers, and equipment.
3. Aware of operational systems and procedures associated with maintenance databases (GCSS Army, DTS, GKO, and Consequence Management Support Center (CoMSupCen)).
4. Knowledge of CRE training and reporting requirements and NGB tracking mechanisms.
5. Strong administrative, organizational, and prioritization skills.
6. Ability to maintain records and establish organized filing systems.
7. Proficient in utilizing Microsoft Office Suite and Outlook.
8. Knowledgeable of the CRE, HRF, CERFP and S&E environment.
9. Ability to compose correspondence or other written communication products.
10. Exemplary verbal communication skills with the ability to deliver informative briefs.
11. Ability to analyze and solve problems to make sound decisions.

DUTIES AND RESPONSIBILITIES

1. CERFP Specific Duties and Responsibilities

Assists Logistics NCO on maintaining all CERFP supplies and equipment, ensuring all equipment is properly PMCS'd and services are tracked; ensures all broken, outdated, or obsolete equipment is replaced. Provides and supports all aspects of the logistical activities for CERFP element, to include coordination and supervision of Air and Ground Loading movements/planning. Assists Logistics NCO by ensuring re-supply and refit of CERFP element equipment and personal protective equipment (PPE); prior to, during, and after missions/training events. Assists Logistics NCO ensuring assigned GSA vehicles maintenance and mileage are tracked and reported to C2 S4. Assists Logistics NCO in ensuring rotating monitoring equipment and other equipment for calibration. Ensures laptops, cell phones, XT5000 radios, and all batteries for PAPR and detection equipment are charged and mission ready/capable. Assists with monthly maintenance of all CERFP equipment. Assists Logistics NCO on processing field loss forms, FLIPL's and requests for new equipment for submittal to the C2 element. Assists Logistics NCO on property accountability of the entire CERFP equipment to include hand receipt delegation and tracking. Attends various local outreach events, representing the HING CERFP to municipal leadership and citizens. Assists Logistics NCO in managing and supporting disaster preparedness equipment and capabilities demonstrations.

2. In-Garrison CERFP Duties

Daily, weekly, monthly PMCS GSA vehicles and equipment. Assists with GSA dispatching and Maintenance within GCSS

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Army. Scheduling annual equipment, vehicles, and trailer services. Ensures constant readiness with OIP/SEAT inspection and Safety, Environmental, and Physical Security. Assists with calibration of all TMDE items. Assists with driver training/licensing program for all GSA vehicles and Commercial of the shelf equipment Assists in CERFP maintenance SOP. Performs other duties as assigned by the Logistics NCO.

3. Operational CERFP Duties

Serves as a field maintenance expert. Deploys for assigned CERFP Element Duties and Responsibilities. Assists in vehicle dispatching and PMCS, equipment PMCS conducted before, during and after training/real world CERFP mission is completed. Performs other duties as assigned by the Element OIC / NCOIC

EQUAL OPPORTUNITY:

The Hawaii National Guard is an Equal Employment Opportunity Employer. All qualified applicants will receive equal consideration for this announcement without regards to race, religion, color, sex, national origin, public affiliation, or any other non- merit factor(s).

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