

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 FY2021-03

DATE: 29 March 2021

CLOSING DATE: 12 April 2021

The following Officer 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 VWMD 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 Unit Movement Officer, AOC 90A, Hawaii CBRNE Enhance Response Force Package (CERFP), Kapolei, Hawaii

AREA OF CONSIDERATION:

Open to present Commissioned Officers of the Hawaii National Guard in the grade of O2-O3. All applicants must be qualified in Logistics Branch 90A or AOC 91A, 92A, 88A. All applicants must have a Secret security clearance.

TIER I: CPT/O3 with Captains Career Course completed.

TIER II: 1LT/O2 – CPT/O3.

See Minimum Appointment Requirements for additional information.

INSTRUCTIONS FOR APPLYING: An 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 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 representatives. Also include three previous DA 5500/5501 (if applicable) for a total of 4 scores submitted.
6. Copy of last three OERs.
7. Copy of current ORB
8. 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 jovyryan.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 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.

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9. Exceptional communication skills.
10. Possess a valid state driver's license and military driver's license.
11. Strong proficiency in Microsoft Office, Excel, Power Point and other operations applicable software programs.

POSITION DESCRIPTION: Full Time National Guard Duty - CERFP Movement and Logistic Officer is responsible for supervising, planning, coordinating and execution of the deployment and redeployment of equipment for CERFP. Ensures equipment is configured according to military, and DoT ground and air standards. Serves as transportation movement coordinator between JFHQ-State and CERFP. Supervises the completion and revision of cargo documentation for all transportation nodes. Ensures appropriate transport capability for exercises and regional response plans and prepares movement schedules for maintenance and operations. Plans transportation requirements for logistical support (5 DOS). Monitor 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 all element, to include coordination and supervision of Air and Ground Loading movements/planning. Monitors and works with CERFP Element Supply NCO to ensure resupply and refit of equipment and personal protective equipment (PPE); prior to, during, and after missions/training events. Monitors GSA vehicles maintenance and mileage are tracked and reported. Oversee the rotation of monitoring equipment and other equipment for calibration. Develop plan on ensuring laptops, cell phones, XT5000 radios, and all batteries for PAPR and detection equipment are charged and mission ready/capable. Design and develop the process for field loss forms, FLIPL's and requests for new equipment for CERFP. Track property accountability of the entire CERFP to include hand receipt delegation and tracking. Attends various local outreach events, representing the HING CERFP to municipal leadership and citizens. Manages and support disaster preparedness equipment and capabilities demonstrations. Serve as Subject Matter Expert (SME) / Knowledge Manger to M-Day personnel

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); must attend VWMD Command Post C2 Course on 17-19 August 2021 and other courses prior to 01March2022 (EXEVAL)
3. Must attend all CERFP Training Events, NGB conference, C2 Budget & Yearly Training Planning Meetings, and internal operation meetings.
4. Must be able to attend recommend courses such as PEC-Property Book Manager (Virtual: 2-14 May 2021), Battalion Supply Course, Unit Movement Officer, MTT-Air Load Planner's Course with ICODES (Virtual: 17-28 May 2021), and TC-AIMS
5. Must be able to gain access to DRRS, GCSS-Army, and ICODES
6. Must be available through the end of Fiscal Year (FY) with possibility to extend following FY. Extension / Re-hiring subject to job performance and availability of funds.
7. Must establish residency on Oahu and commuting within reasonable distance to meet program 3hr ADVON deployment standard.
8. Must be able to deploy locally / CONUS at No or Short notice (Responsible and established family care plan).
9. Serve as Logistic and Unit Movement Officer subject matter expert (SME) to Command and Control (C2).

Knowledge and Skills:

1. Knowledge of all CERFP operational capabilities (C2, Search & Extraction, Decontamination, Medical, Fatality Search & Recovery, and Joint Incident Site Communication Capability) 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 NGB policies & directives pertinent to the position.
4. Knowledge of submitting supply requests, vehicle load plans, ICODES, shortage Annex tracking, and SEAT Inspection readiness.
5. Understands administrative practices involved in maintaining GSA vehicles, trailers, and CRE equipment.
6. Knowledgeable of Consequence Management Support Center (CoMSupCen) policies and procedures.
7. Skills in warehouse management, supply storage, inventory, accountability, purchasing, and shipping.
8. Skills in contingency resupply (to include chain of custody)
9. Knowledgeable in working and communicating as a team with members as appropriate to ensure local procedures for logistics management remain in compliance.
10. Familiar with the development and coordination of air and ground movement plans.
11. Proficient in establishing relationships and resolutions that aid in compliance with NGB policies for proper equipment procurement, maintenance, storage, shipping and field setup.
12. Knowledgeable of Joint Mission Essential Equipment List (JMEEL) authorizations
13. Carry out duties as facility manager or serve as an alternate.
14. Strong administrative, organizational, and prioritization skills.

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15. Excellent time management skills and attention to detail.
16. Proficiency in developing and utilizing reporting through Microsoft Office Suite, and other administrative applications.
17. Familiar with the development and coordination of air and ground movement plans and Standard Operational Procedures.
18. Ability to compose correspondence or other written communication products.
19. Exemplary verbal communication skills with the ability to deliver informative briefs.
20. Ability to analyze and solve problems to make sound decisions. Critical and creative thinking.
21. Good interpersonal skills such as the ability to build a strong sense of teamwork and purpose with staff members.

CERFP Specific Duties and Responsibilities

1. Annually conduct & monitor all CERFP's Organizational Inspection Programs (OIPs), Command Supply Discipline Program (CSDP), Command Maintenance Discipline Program (CMDP), Command Maintenance Evaluation Team (COMET), Internal review or Command Logistics Review Team (CLRT) and NGB SEAT inspection. All Checklist for Logistics & Maintenance.
2. Annually update CERFP Logistic & Maintenance CERFP Policies and Standard Operating Procedures
3. Develop CBRN Response Enterprise (CRE) Deployment Readiness Policies and Standard Operating Procedures
4. Ensure CERFP are in compliance with CRE directives, programs, and objectives of the Department of the Army, National Guard Bureau, major Army headquarters, and other higher headquarters.
5. Serve to assist in Joint staff operations. Responsible for planning, developing and directing logistics operations to ensure integrating the functions of supply, transportation, maintenance, medical service administration and field services.
6. At a minimum, monthly DRRS-S Reporting to NGB on current Property Book and Maintenance Readiness Status
7. Primary Unit Move Officer:
 - a. Manage CERFP Elements ICODES/Load Plans
 - b. Manage hazardous materials certification and HazDec for all CERFP Elements
 - c. Manage Time-Phase Force & Deployment Data (TPFDD) for all CERFP Elements
 - d. Manage transportability of all CERFP Element's equipment's and cargo
 - e. Manage and develop mobility planning, unit movement planning, and military traffic regulations
 - f. Maintain compliance with Unit Movement regulations and policies
8. Ensure All current authorizations as prescribed in AR 71-32 (Joint Mission Essential List (JMEEL), CTAs, and NGB Letter of Authorizations (LOAs).
9. CoMSupCen Monitor to track budget and all transactions. Secondary CoMSupCen Requestor on all transactions.

In-Garrison CERFP Duties

1. At a minimum, monthly DRRS-S Reporting to NGB on current Property Book and Maintenance Readiness Status
2. Primary representative for all Logistics and Maintenance Meetings. To include but not limited to Weekly CERFP Logistics and Maintenance Sync, Monthly HIARNG G4 Functional Meetings, and Monthly NGB Logistics Teleconference
3. Primary Financial Liability Investigation of Property Loss (FLIPL) Officer.
4. Primary Facility Planning and Manager. Assuring effective functioning of all CERFP facilities. Provide and improve an efficient and safe working environment for all CERFP Soldiers and their activities by using best practices to manage resources, services and processes to meet the needs of CERFP.
 - a. develop and implement a facility management program including preventative maintenance and life-cycle requirements.
 - b. conduct and document regular facilities inspections
 - c. ensure compliance with health and safety standards and industry codes
 - d. allocate and manage facility space for maximum efficiency
 - e. supervise maintenance and repair of facilities and equipment
 - f. plan and manage facility central services such as reception, security, cleaning, catering, waste disposal and parking
 - g. implement best practice processes to increase efficiency
 - h. obtain quotes and tenders from vendors and suppliers
 - i. calculate and compare costs for goods and services to maximize cost-effectiveness
 - j. plan and monitor appropriate facility management staffing levels
 - k. ensure efficient utilization of facility maintenance staff
 - l. performance manage, develop and train staff
 - m. generate and present regular reports and reviews of facility-related budgets, finances, contracts, expenditures and purchases
 - n. advise on and monitor energy efficiency
 - o. oversee environmental health and safety

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- p. assure security of the facility
- q. respond to facility and equipment alarms and system failures
- r. provide prompt response to requests and issues from facility occupants.

Operational CERFP Duties

1. Deploys for all CRE missions as the C2 Logistic & Unit Movement Officer
2. Responsible for developing CERFP deployment and re-deployment of personnel, equipment, 5 Days of Supply, and sustainment supplies
3. Responsible for developing and managing deployment planning (ICODES Load Plans, HazDec, 5 Days of Supply)
4. Responsible for providing CRE Logistic Status through JIEE for HING J4 and NGB J4
5. Responsible for developing and managing Memorandum of Understanding through HIARNG for Army Green Equipment
6. Responsible for receiving and managing CRE-ComSupCen sustainment supplies
7. Other duties as assigned.

EQUAL OPPORTUNITY:

The Hawaii Army 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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