

**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**

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**ANNOUNCEMENT NUMBER: JVA FY2021-02**

**DATE: 3 March 2021**

**CLOSING DATE: 10 March 2021**

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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.

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**POSITION TITLE AND DUTY LOCATION**

Operations Officer, Hawaii CBRNE Enhance Response Force Package (CERFP), Kapolei, Hawaii 96707.

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**AREA OF CONSIDERATION:**

Open to Present, Commissioned Officer of the Hawaii Army National Guard, in the grade of O2 (1LT) to O3 (CPT), Branch/AOC Immaterial.

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**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 Officer Evaluation Reports (OERs) – if applicable.
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 [joveryan.r.bal.mil@mail.mil](mailto:joveryan.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.

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**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.
  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.
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**POSITION DESCRIPTION:** Full Time National Guard Duty - CBRNE Plans Officer. Coordinate and synchronize CERFP elements and support resources to achieve success during SEAT garrison evaluation, EXEVAL operational evaluation and real world contingencies requiring CRE support. Responsible for writing warning, operations and fragmentary orders during the

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orders production process for both training and operational missions. Synchronize and lead organization of CERFP readiness metrics IOT prioritize, plan, coordinate, resource, execute and evaluate readiness. Coordinate the collection of readiness metrics IOT updating the AG's office and BPT liaison with Joint Staff and General Officers. Perform TDY in support of the CERFP operations such as individual training qualifications, response missions and planning meetings. Lead Hawaii County training missions with first responders IOT foster interoperability and operational response readiness. Maintains short-range and long-range planning calendars to synchronize operations of CERFP Elements internally and with HING, HIARNG, and HIANG. Facilitates the allocation of training resources. Facilitates weekly, monthly, quarterly and annual synchronization meetings. 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. Manages the CERFP DRRS-S products. Applies knowledge of general military strategy and operations planning. Coordinate NG CRE training plans and issues with HING Joint Staff, CERFP Staff, Services, Counties and the States. Review JMETs and T&EOs then apply to training plan development. Develop appropriate administrative and operational briefs. Coordinate individual and collective training requirements in support of the NG CRE Program. Provide program recommendations for training, implementation and sustainment of NG CRE forces. Update policy and guidance on training initiatives and evolution of force capability. Assess and document force modernization upgrades for new equipment training and fielding.

### 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) prior to 01March2022 (EXEVAL).
3. Must attend all CERFP Training Events, NGB conference, C2 Budget & Yearly Training Planning Meetings, and internal operation meetings.
4. Receive training with DRRS, MARRS, and JTIMS then manage inputs.
5. 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.
6. Must establish residency on Oahu and commuting within reasonable distance to meet program 3hr ADVON deployment standard.
7. Must be able to deploy locally / CONUS at No or Short notice (Responsible and established family care plan).
8. Serve as operations 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 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 Plans Officer in a joint C2 environment.
9. Familiar with the development and coordination of air and ground movement plans.
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. Critical and creative thinking.
13. Good interpersonal skills such as the ability to build a strong sense of teamwork and purpose with staff members.

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## DUTIES AND RESPONSIBILITIES

### 1. CERFP Specific Duties and Responsibilities

- a. Establishes and monitor training evaluation programs for a CERFP Elements.
- b. Reviews various training evaluation reports such as Collective Training & Evaluation Outlines (T&EO), After Action Review, and other staff & elements assistance reports.
- c. Provides guidance and assistance to CERFP Element OIC and FTE Operations NCO's on ways to improve the quality of training.
- d. Ensures compliance with directives, programs, and objectives of the Department of the Army, National Guard Bureau, major Army headquarters, and other higher headquarters.
- e. Schedules and conducts various training courses (e.g., communication procedures, leadership courses,

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- incident/Tactical Action Plan, etc.).
- f. Ensures that all resources are available, tracked and reconciled routinely for training activities.
- g. Procures and maintains training aids, manuals, and various regulations as required.
- h. Assists CERFP Commanders in all phases pertaining to ITRM readiness and deployment requirements.
- i. Implements various physical security, radiation, safety, and environmental policies into NG CRE Program
- j. Monitors CERFP Individual Training Requirements Matrix (ITRM) qualification programs.
- k. Evaluates and updates CERFP tactical and administrative SOPs.
- l. Assists in the development and collation of OPORDs, plans and presentations for current and future operations.
- m. Assist the management of the FTE personnel.
- n. Develops and maintains reports concerning all training and operations and prepared to enhance existing methods and procedures.
- o. Maintains and keeps current the CERFP TACSOP and Element SOP.
- p. Conducts routine operational meetings with higher J3 and Joint Chief of Staff if applicable, FTE C2 staff and subordinate Elements FTE Operations personnel.
- q. Travels as required to attend meeting, assist in operational support or as required.
- r. Performs all other duties as assigned or required.

### 2. In-Garrison CERFP Duties

- a. Responsible for the coordination of training analysis, studies, and provide recommendation on initiatives, operations, and policies.
- b. Maintains short-range and long-range planning calendars to synchronize operations of CERFP Elements.
- c. Facilitates weekly, monthly, quarterly and annual synchronization meetings for CERFP Elements
- d. Provides input to the development of future strategic and operational Joint plans as they apply to Homeland Security, Homeland Defense, Civil Support and Emergency Preparedness.
- e. Serves as the CERFP Operations Officer and point of contact to the State Department of Emergency Management on CBRNE capabilities.
- f. Applies knowledge of general military strategy and operations planning.
- g. Coordinate NG CRE training plans and issues with Staff, Services, and the States.
- h. Develop appropriate administrative and operational briefs. Coordinate individual and collective training requirements in support of the NG CRE Program.
- i. Monitor the Defense Readiness Reporting System (DRRS), Joint Training System (JTS), Joint Lessons learned Information System (JLLIS), Mission Analysis Readiness Resource Synchronization (MARRS) and other programs to identify training gaps, and develop solutions that meet program-training requirements to enhance future capabilities.
- j. Provide program recommendations for training, implementation and sustainment of NG CRE forces.
- k. Update policy and guidance on training initiatives and evolution of force capability.

### 3. Operational CERFP Duties

- a. Deploys for all CRE missions as the C2 Plans Officer in support of operational requirements.
- b. Responsible for creating Incident/Tactical Action Plan (IAP/TAP)
- c. Responsible for relaying pertinent information between the CERFP C2, HRF LNO, and JTF
- d. Determines JRSOI compliance requirements.
- e. Completes personnel actions in support of the deployment and re-deployment process.
- f. Participates in the AAR process and responsible for submission.
- g. Other duties as assigned.

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#### 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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