

**ACTIVE DUTY OPERATIONAL SUPPORT (ADOS)  
HAWAII CBRNE ENHANCE RESPONSE FORCE PACKAGE  
VACANCY ANNOUNCEMENT**

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 Search & Rescue Training NCO, Kalaeloa, HI 96707

**Length of Tour:** Projected start date 1 November 2023. Length of tour will be dependent on availability of funds on a fiscal year basis.

**Closing Time / Date:** Applications must be received by SFC Dorsey at janine.k.dorsey.mil@army.mil, NLT COB 15 October 2023.

**Rank:** E-6 (Staff Sergeant) - E-5 (Sergeant)

**MOS:** Open to FY 24 JMD HIARNG Soldiers

**Security Clearance:** Secret

**Position Description**

Full Time National Guard Duty - Operational Support as Search & Extraction Training NCO. Responsible for the management and implementation of S&E Search and Extraction readiness training requirements for S&E personnel. Collects, tracks, and generates reporting on S&E readiness requirements, certifications, and any additional documentation deemed necessary by the NGB directives (ITRM). Monitors and updates JMD through MARRS system to provide current training qualifications. Works with S&E Leadership to coordinate long term training plans to maximize the opportunities for members to sustain readiness training. Serves as the SME on S&E Training.

**Qualifications and Requirements**

**a. Minimum Requirements:**

1. Able to maintain good standing with M-Day Unit
2. Current Passing ACFT and Height & Weight
3. Must not be under current suspension and investigation of unfavorable 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.

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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 and HazDec Course
5. AITEC Observer Control Trainer (OC/T)
6. Selected OSHA Courses
7. Cannot be acrophobia (afraid of heights) and/or claustrophobia (afraid of confined spaces).
8. GCSS-Army and DHRSS Familization
9. DTS, MOBCOP, ATRRS, AESIPS, MARRS, JTIMS
10. 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
11. Must establish residency on Oahu and communiting within reasonable distance
12. 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 Dorsey [janine.k.dorsey.mil@army.mil](mailto:janine.k.dorsey.mil@army.mil)
2. Errors, omissions of information, incomplete applications or unsigned, and late submission will not be considered.
3. Questions may be directed to SFC Dorsey VOIP: (808) 672-1525 or Gov't Iphone (808) 208-2794.

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

1. Resume
2. DA form 1058-R, 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 Current passing ACFT and Height & Weight record.
5. Provide copy of last three NCOER's

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**Narrative CERFP Specific Duties and Responsibilities**

Specific duties and responsibilities include: Assist on ensuring all equipment is mission capable and ready to deploy. Monitor and updates the JMD through MARRS system to ensure all assigned Soldiers are trained and medically fit to perform S&E mission. Assist on maintaining Soldier Readiness Folder (SRF) that contains Soldiers readiness records and Individual Training & Requirements Matrix (ITRM). Maintains manning document, alert rosters and overall training compliance of element. Schedule training requirement and assist on training FTNGD-OS Soldiers and assists in training of M-Day Soldiers equipment and operational to maintain proficiencies. Tracks ITRM and enroll soldiers to S&E required course in ATRRS, provides reports to superiors. Develops, maintains and facilitates orientation briefings for newly assigned individuals; coordinates and assigns ITRM training requirement. Create training schedules, deliberate Risk Assessment, and After Action Reviews (AAR) as directed. Maintains training and experience as S&E Subject Matter Expert (SME). Assist on ensuring all S&E assigned equipment is accounted for, properly PMCS'd, and stored after missions/ training events. Notifies S&E OIC and C2 Staff of any Soldiers readiness or training issues that will affect mission readiness. Assists with orders submission through AFCOS and DTS authorizations and vouchers. Assist on maintaining and updating Standard Operating Guidance (SOG), checklist, execution matrix, continuity binder for administrative, training, logistic, & maintenance to remain current with changing doctrine. Attends various local outreach events, representing the HING CERFP to municipal leadership and citizens

**Knowledge and Skills**

1. Subject matter expert on the NGB CRE and NGB/JSG mandated training requirements
2. Knowledge of administrative practices involved in maintaining training compliance.
3. Knowledge of operational systems and procedures associated with training and readiness databases (DTS, MOBCOP, ATRRS, AESIPS, MARRS, JTIMS)
4. Knowledge of CRE training and reporting requirements and NGB/JSG tracking mechanisms.
5. Strong administrative, organizational, and prioritization skills.
6. Proficiency in developing and utilizing reporting through Microsoft Office Suite, and other administrative applications.
7. Ability to interpret laws, regulations, policies, standards or procedures as it pertains to readiness compliance.
8. Ability to administer a training management program during administrative, sectional training, collective training.
9. Ability to maintain records and establish an organized filing system.
10. Ability to identify and provide training materials relevant for all Soldiers assigned to the S&E.
11. Ability to compose correspondence or other written communication products.
12. Exemplary verbal communication skills with the ability to deliver informative presentations.
13. Ability to work independently.

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**In-Garrison CERFP Duties**

1. Compiles data to formulate an yearly training plan for S&E members; to include administrative, sectional training, and collective training events.
2. Collects and maintains copies of training rosters, certificates, annual refresher certification and other training documents.
3. Monitors training databases and local trackers for input and accuracy of data through MARRS system.
4. S&E Training subject matter expert (SME); validates training compliance through periodic record audits.
5. Researches training dates, location, and seat availability for S&E members.
6. Tracks ITRM and enroll soldiers to S&E required course in ATRRS, provides reports to superiors.
7. Collects data, prepares slides, and delivers briefings that reflect training statistics and plans.
8. Develops, maintains and facilitates orientation briefings for newly assigned individuals; coordinates and assigns ITRM training requirement.
9. Initiates and monitors DTS authorizations/vouchers.
10. Assist with OIP, SEAT, Safety, Environmental, Physical Security documentation guidance, as required.
11. Assist on maintaining and updating Standard Operating Guidance (SOG), checklist, execution matrix, continuity binder for administrative, training, logistic, & maintenance to remain current with changing doctrine.
12. Attends various Disaster preparedness events and representing the HING CERFP to municipal leadership and citizens.
13. Assist on maintaining manning document, MEDPROS, SRF Folder, alert rosters and overall training compliance of S&E element.

**Operational CERFP Duties**

1. Provides S&E higher with access to certifications and credential records for assigned members.
2. Deploys for all S&E mission sets.
3. Completes personnel actions in support of the redeployment process.
4. Supervises all training conducted.
5. Conducts training events on S&E subjects (Shoring, ropes, lift/hauling, breaching/breaking, recon)
6. Supervises AAR process and sends up reports
7. Attends atleast (2) Collective training event per year as AITEC Observer Control Trainer (OC/T)
8. Other duties as assigned.