

**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 Logistics/Maintenance Specialist, 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 Operations NCO, conduit to higher command, and outside agencies (as necessary) that support the CRE mission. Coordinates the fiscal, personnel, and equipment movement to ensure a seamless employment of forces to respond to both training exercises and real-world incidents. Works with the Logistics NCO and Training NCO to provide preventative and corrective measures for sustained readiness. Acts as the primary Search and Extraction liaison officer (LNO) to the Army Command and Control (C2) when Search and Extraction assets are deployed/employed to support CRE operations.

**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 and internal operation meetings.
4. Air Load Planner Course & HazDec Course
5. Selected OSHA Courses
6. 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
7. Must establish residency on Oahu and communiting within reasonable distance
8. Must be able to respond at No/Short notice deployment
9. Serve as Subject Matter Expert (SME) in Maintenance to M-Day personnel

**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 E4 Evaluation (If applicable)
6. Letter of Recommendations (If applicable)

**Narrative CERFP Specific Duties and Responsibilities**

Specific duties include: Attend and assist with daily, weekly, monthly, quarterly, semi-annual, bi-annual, and annual set-up and maintenance of all CERFP equipment. Ensures Soldiers are properly licensed to drive CERFP assigned vehicles with trailer. Assist S3 & S4 NCOIC with coordinating for training events. Rotate laptops, cell phones, XT5000 radios, and all batteries for PAPR and detection equipment through charging stations on a monthly basis. Maintain assigned GSA vehicles, trailers, supplies, personal protective equipment (PPE), and detection equipment as directed in the Technical Manual (TM) (daily, weekly, monthly, annually, semi-annually, etc.). Drop off and pick-up vehicles and equipment as directed. Operate and trouble-shoot all HIARNG CERFP assigned equipment. Assists in property accountability, conducting inventories as directed. Supports accountability inventories, re-supply activities, reconstitution, and maintenance of equipment following all training exercises/missions. Attends various local outreach events, representing the HRF/CERFP to municipal leadership and citizens. Manages small teams during outreach equipment and capabilities demonstrations. Serves as S&E Subject Matter Expert (SME) to M-Day personnel during collective events.

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**Knowledge and Skills**

1. Subject matter expert on maintenance requirements.
2. Knowledge of administrative practices involved in GSA vehicles, trailers, and equipment.
3. Access 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.

**In-Garrison CERFP Duties**

1. Daily, weekly, monthly, quarterly, semi-annual, bi-annual, and annual PMCS of vehicles and equipment
2. Assists with GSA dispatching and Maintenance within GCSS Army
3. Scheduling annual vehicle and trailer services.
4. Ensure constant readiness with OIP/SEAT inspection and Safety, Environmental, and Physical Security
5. Assist with calibration of all TMDE items.
6. Assists with driver training/licensing program for all GSA vehicles.
7. Assists in maintenance SOP
8. Other duties as assigned by the Logistics NCO

**Operational CERFP Duties**

1. Serves as a field maintenance expert
2. Deploys for all Decon mission sets.
3. Assist in vehicle dispatching and PMCS, equipment PMCS conducted before, during and after training/real world S&E mission is completed.
4. Other duties as assigned by the logistics NCO.
5. Other duties assigned as CERFP Generator Mechanic Subject Matter Expert