

**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 93rd CERFP Admin and Medical Specialist, Kalaeloa, HI 96707

Length of Tour: Projected start date 26 August 2024. Length of tour will be dependent on availability of funds on a fiscal year basis.

Closing Time / Date: Applications must be received by the HING CERFP (NGHI- DOM-CER), NLT 2359 21 August 2024.

Rank: E-5 (Sergeant) and below

MOS: HING 93rd CERFP Past or Present Member Currently in HIARNG

Security Clearance: Secret

Position Description

Full Time National Guard Duty – ADMIN and Medical NCO. Responsible in assisting S1 NCOIC management and implementation of HING 93rd CERFP personnel readiness requirements. Collects, tracks, and generates reporting on all personnel readiness requirements, certifications, and any additional documentation deemed necessary by the NGB directives (ITRM). Monitors and updates JMD through MARRS system and MEDPROs to provide current status for training and real-world operations. Works with Staff and Leadership to coordinate current and future plans to maximize the opportunities for members to sustain readiness. Serves as S1 and Medical NCO.

Qualifications and Requirements

a. Minimum Requirements:

1. Able to maintain good standing with M-Day Unit
2. Passing ACFT and Height & Weight within Army Regulation(s) time frame.
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 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) and PEC HRO and Medical Course within 12 months of hire.
3. Must be able to attend all CERFP Training and support Real-World events and internal or Staff meetings.
4. Air Load Planner Course & HRF / CERFP University 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 comminuting within reasonable distance
8. Must be able to respond at No/Short notice deployment
9. Serve as Subject Matter Expert (SME) 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 at Janine.k.dorsey.mil@army.mil
2. Errors, omissions of information, incomplete applications or unsigned, and late submission may not be considered.
3. Questions may be directed to SFC Dorsey, Janine VOIP: (808) 672-1525 or Gov't Phone (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 Army Physical Fitness Test Score Card (DA705& DA5500 height/ weight if applicable) ACFT, passing record within Army Regulation(s) Time Frame
5. Provide copy of last three E4 Evaluation (If applicable) or LORs (Letters of Recommendations)
Narrative CERFP Specific Duties and Responsibilities
<p>Specific duties and responsibilities include: Assistant to S1 NCOIC on ensuring all personnel and equipment are ready to deploy. Monitor and updates the JMD through MARRS system to ensure all assigned Soldiers are trained and medically fit to perform mission (s). Primary 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. Provides reports to superiors. Develops, maintains and facilitates orientation briefings for newly assigned individuals. Assist on ensuring all personnel assigned equipment is accounted for, properly PMCS'd, and stored after missions/ training events. Notifies S1 NCOIC and C2 Staff of any Soldiers / Airmen on any readiness issues that will affect training and mission. Assists with orders submission through MOBCOP 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.</p>

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Knowledge and Skills
1. Subject matter expert on all administrative requirements
2. Knowledge of administrative practices involved in GSA vehicles, trailers, and equipment
3. Retain access of operational systems and procedures associated with Administration databases (DTS, JKO, Consequence Management Support Center (CoMSupCen), MOBCOP and MEDPROs, etc.
4. Knowledge of CRE personnel 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 or as needed Administrative Reports

2. Assists with MOBCOP, DTS, and Maintenance Requirements (PMCS)

3. Tracking and coordinating annual or as needed Medical requirements with MEDDET

4. Ensure constant readiness with OIP/SEAT inspection and Safety, Environmental, and Physical Security

5. Track Budget requirements for all ADOS FTEs

6. Assists with driver training/licensing program for all GSA vehicles

7. Conduct Physical Training Plans in preparation for FTE (Full-Time Employee) ACFT

8. Other duties as assigned by the S1 NCOIC

Operational CERFP Duties

1. Serves as a Admin and Medial information expert

2. Assist in Deployments of C2 mission sets

3. Assist in C2's Equipment PMCS, Inventory, safety and operations

4. Other duties as assigned by the S1 NCOIC

5. Other duties assigned as CERFP FTE