

**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 DECON (Decontamination) Logistic/Maintenance 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-4 (Specialist) and below

**MOS:** HING 93<sup>rd</sup> CERFP Past or Present Member Currently in HIARNG

**Security Clearance:** Secret

**Position Description**

Full Time National Guard Duty - Operational Support as DECON Logistic/Maintenance Specialist, Attend and assist with monthly set-up and maintenance of the three DECON lanes and DECON trailer. Ensures Soldiers are properly licensed to drive HRF/CERFP assigned vehicles with trailer. Assist DECON NCOIC with coordinating for DECON training events. Daily, Weekly, Monthly, QTRLY, Annually, Semi-Annually, and Bi-Annually, etc or as needed PMCS on all HING 93<sup>rd</sup> CERFP Equipment. Rotate NG-CIMs equipment, laptops, cell phones, XT5000 radios, and all batteries for PAPR and detection equipment through charging stations no later than five days of notification. Maintain assigned GSA vehicles, trailers, supplies, personal protective equipment (PPE), and detection equipment Commercial or Technical Manuals (TM) (weekly, monthly, and annually, etc). Drop off and pick-up vehicles and equipment as directed. Operate and trouble-shoot all HRF/CERFP assigned equipment, power, water, and DECON trailer. 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 DECON element or strike teams during outreach equipment and capabilities demonstrations. Serve as maintenance, and repair of C2, S&E, and DECON Generators as directed in HRF/CERFP Maintenance University course.

**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 HRF/CERFP Maintenance University 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 commuting 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](mailto: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 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 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**

Specific duties include: Attend and assist with monthly set-up and maintenance of the three DECON lanes and DECON trailer. Ensures Soldiers are properly licensed to drive HRF/CERFP assigned vehicles with trailer. Assist DECON NCOIC with coordinating for DECON training events. Rotate NG-CIM equipment, 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) (weekly, monthly, and annually). Drop off and pick-up vehicles and equipment as directed. Operate and trouble-shoot all HRF/CERFP assigned equipment, power, water, and DECON trailer. 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 Subject Matter Expert (SME) to M-Day personnel during individual, sectional, and, 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. Retain 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 PMCS of S&E 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 S&E 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