California National Guard – Human Resources Offices
Army Active Duty Operational Support (ADOS)
Vacancy Announcement
1 Position Available

Position Details
Announcement Number: ADOS-49HRF-45
Opening Date: 1 July 2019
Closing Date: Until Filled
Position Title: HRF Logistics Officer
UIC: WP7EAA
DMOS/Branch: LG
Min/Max Grade: O3-O4
Duty Location: 49th MP BDE / 510 Parker Road, Fairfield Ca 94533

Eligibility Requirements: Male/Female/Officer
Selecting Official: DCO
Security Clearance Requirements: Secret

Minimum Military Education Requirements:
LG Captains Career Course

Conditions of Employment
IAW AR 135-18, applicants must meet the following requirements prior to applications being forwarded for board consideration:

• This position is in the Full Time Military Force (FTM) – Active Duty Operational Support (ADOS) program. Tour is subject to ongoing quarterly budget requirements. Position expected to start 01 April 18.

• Soldiers must be eligible for reenlistment or extension IAW NGR 600-200 (ARNGUS) or AR 140- 111 (USAR), unless the disqualification for reenlistment or extension can be waived under these regulations.

• Soldier must not have been relieved for cause from any duty position in the 36-month period preceding the date of application.

• Must not be able to qualify for sanctuary or separation pay as a result of the operational support order.

• IAW AR 135-18, Table 2-1 Rule C (1). Prior to entry on FTNGD-OS, applicants must be medically certified as drug free, be tested negative for Human Immunodeficiency Virus (HIV). HIV test must be within two years.

Primary Duties and Responsibilities
HRF Logistics Officer. Duties include:

• Assists the BDE S4 in managing all HRF LOG actions.
- Updates HRF SOP, battle drills, Common Operating Picture, refines LOGSTATs and other HRF products as necessary, but not less than annually.
- Monitors high priority requisitions and ensures that all approved JMEEL equipment is procured.
- Manages HRF CSDP/SEAT Inspection Program to ensure accountability and supply discipline is constantly conducted.
- Assists in management of HRF FLIPL Program and ensures FLIPLs are processed IAW AR 735-5, DA PAM 735-5 and applicable state requirements.
- Assists with new equipment fielding from NGB.
- Ensures all personnel in section are trained on HRF T&EOs, works with BDE S4 to develop/manage HRF training program.
- Assists BDE PBO in locating and acquiring standard and nonstandard equipment supplies through military and COTs supply sources to meet HRF unit readiness and operational requirement.
- Assists in managing DST/PSD dispositions for all HRF units.
- Deploys with TAC during HRF missions and exercises.
- Ensures monthly HRF Logstats are turned in and monthly JMEEL status updates are conducted.
- Assists in HRF budget and GPC purchase management.
- Attends NGB HRF Log synchs and provides updates to BDE.
- Assists in HRF CTE/EXEVAL support planning and writes para 4 and Annex F for all HRF exercises.
- Keeps BDE S4 apprised of all HRF LOG matters, updates, changes and statuses.
- Collects, submits and writes reports for all inspections conducted and monitors unit fix-it plans to ensure compliance.
- Ensures all documentation is uploaded to S4 portal and maintains an archive.
- Ensures section AARs are conducted at the end of every exercise, evaluation, inspection, etc.
- Other duties as assigned by the S4 OIC.
- Must be willing to travel for mission accomplishment.

Specialty Qualification Requirement
- Completion of FEMA 100.b, 200.b, 700.a, and 800.b online courses within one month of hiring date. (http://training.fema.gov/IS/crslist.aspx)
- Soldier must have valid SECRET or higher security clearance with no issues.
- Soldiers applying must meet the following eligibility criteria IAW DA Pam 611-21
  - Must have no documented instances in the last 5 years of conduct which reflects adversely on the character, honesty, or integrity of the Soldier.
  - Must have no other record of disciplinary action under UCMJ or patterns of behavior which indicates a lack of integrity, or which is inconsistent with the MOS.
  - Must have no convictions or other adverse disciplinary convictions for criminal offenses listed as a misdemeanor or felony outlines in AR 601-210, chapter 4.
  - Military Status: Full-Time Military Title 32 (ADOS).
  - Duty location will be 49th MP BDE, Fairfield CA.
  - Attends all HRF exercises and training (This will exceed the normal number of Annual Training days afforded M-day Soldiers).
  - Soldier may be contacted for interview.
  - Must have a Government Travel Card and be available for travel.
  - Have a valid state’s driver’s license.
Soldier must not be adversely flagged or under investigation

Instructions for Submitting Applications

Applicants must, as a minimum, submit the following documents: If required item(s) are missing from your packet it will be returned to the applicant due to lack of information: *(Please No binders)*

- Officer Biographical Summary.
- Certified copy of DA Form 2-1, Officer Record Brief (ORB) or Personnel Qualification Record (PQR).
- Last 3 OERs. (Supervisor must provide written statement/memo providing information as to why soldier’s OERS are not available.)
- **Certified copy** of current DA Form 705 (APFT), within twelve months of submission date and ensure that height and weight are annotated.
- Must meet standards IAW AR 600-9, submit body fat worksheet (if applicable).
- Current MEDPROS printout (Available on AKO) - [My Medical Readiness](#) (select IMR record).
- RPAS statement.
- Current DMV print out (within six months) must be enclosed with this packet. Must have a current driver’s license.
- **Submit ADOS packet to:** 49th MP BDE, ATTN: BDE S4, 510 Parker Road, Fairfield, CA 94533 or email to [kimberly.l.munguia.mil@mail.mil](mailto:kimberly.l.munguia.mil@mail.mil) Email (do not call) with questions regarding your application. You will be notified by email or mail on the selection process and hiring decision.

Remarks

The California National Guard is an Equal Opportunity Employer. All applicants will be protected under Title VI of the Civil Rights Act of 1964 against discrimination based on race, color, religion, gender or national origin.