

Joint Task Force Rattlesnake Battle Desk Specialist California National Guard ESAD Vacancy Announcement

1 Position Available

Position Details

Posting Number	JTFRS-ESAD 2024-01
Opening Date:	17 June 2024
Closing Date:	Open until filled
Position Title:	JTFRS J3 Battle Desk Specialist
UIC:	W8AYAA
DMOS/Branch:	Immaterial
Min/Max Grade:	E3-E5
Duty Location:	Yuba City, CA
Selecting Official:	JTFRS Command Sergeant Major
Security Clearance	N/A
Requirements:	
Minimum Military Education	Professional Military Education qualified for their grade.
Requirements:	

Conditions of Employment

- This position is to augment the Full-Time Joint Task Force Rattlesnake (JTFRS) Command and Control (C2) Cell utilizing Emergency State Active Duty (ESAD) personnel. JTFRS ESAD Orders cover 90-day periods and are subject to ongoing quarterly budget requirements. Position expected to start 01 July 2024.
- Service Member must not have been relieved for cause from any duty position in the 36-month period preceding the date of application.
- Must be within reasonable commuting distance of the assigned duty station per JFTR, 7355B. The HOR on ARRO will be used to determine commute distance. 100 miles round trip will be used as a base line for determining reasonable commute.
- Relocation expenses are NOT authorized.
- Must meet California Army/Air National Guard or State Guard retention standards.
- Must meet California Army/Air National Guard or State Guard fitness, uniform, and weight control program standards.

Eligibility Requirements

APPLICANT MUST, at a minimum, submit documents referenced in the instructions for Submitting Applications to this announcement, complete the attached applicant checklist and meet all applicable criteria below:

- Active members of the California Military Department (Army, Air, CSG) in the grades of **E-3 through E-5** may apply. Applicants must have a military affiliation per Para 3-2 of CMD Reg. 600-1. CSG members who have no prior federal military experience, or experience on JTF Rattlesnake, must be a member of the CSG in good standing for a minimum of two years for eligibility for ESAD vacancies. **CSG members must submit a copy of their CSG orders with their application.**
- Service Member must have valid ARRO access or the ability to secure ARRO access with no issues.
- Have CAARNG Access or the ability to secure CAARNG access with no issues.
- Have a valid state driver's license.
- Ability to communicate effectively, orally and in writing.
- Completion of military and civilian education requirements commensurate with the grade of the applicant are required.
- Military assignments appropriate to the grade of the applicant are required.

- Required to meet height/weight and physical fitness standards prescribed by their military branch of membership.
- Applicants must meet, and maintain, federally recognized medical fitness standards or CSG equivalent.
- Appropriate military uniform with federally recognized, or CSG recognized, rank will be worn in accordance with military regulation.
- Must have no documented instances of conduct adversely reflecting on their character, honesty, or integrity.
- Females must provide a negative pregnancy test verification memorandum within 15 days of start date or orders renewal.

Preferred Qualifications

- Firefighter 1C or pro-board equivalent.
- Access to DTMS.
- One year or more of experience in the Plans Cell of a Brigade or higher echelon, or the Operations staff section of a Battalion or higher echelon.

Primary Duties and Responsibilities

- Inputs daily PERSTAT and ARRO reports for the JTFRS J3 and three Regional Command Teams.
- Together with two Battle Desk NCOs, provides 24hr monitoring for Serious Incident Reports (SIRs), Commander's Critical Information Requirements (CCIRs), and Incident Response support.
- Provides timely and accurate reports (SIRs/CCIRs) to the JOC, JTFRS Command, and the Operations cell.
- Creates and consistently maintain a daily Common Operating Picture (COP) by battle tracking all data from the field and inputting it into ARCGIS, Slides, Excel, and TEAMS.
- Provides liaison capabilities to ensure flow of information between the Operations cell, Sustainment cell, and Regional Commands to synchronize the JTF and create unity of effort.
- Maintains and appropriately archives all JTF operations products, meetings slides, orders, and battle rhythm events
- Creates and maintains task trackers for all OPORDs, Annexes, and FRAGOs.
- Provides direct support during personnel in-processing and out-processing at FF1C Courses conducted at Camp San Luis Obispo.
- Inputs personnel data into personnel management systems; prepares and manages military and non-military correspondence and forms IAW applicable regulations, pamphlets. Performs other duties as assigned.

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. Send completed packets to the JTFRS Battle Desk inbox at jtfrs.battledesk@cmd.ca.gov:

- Enlisted Biographical Summary or resume of military and civilian experience.
- **CA Army National Guard (CAARNG) Applicants:** Are required to submit a Record Brief (ERB/ORB) or IPPS-A printout, current within the past six months.
- **CA Air National Guard (CAANG) Applicants:** Are required to submit Report on Individual Person (RIP), and ARCNet Individual Readiness Detail, current within the past six months.
- **CSG Applicants:** CSG Accession Or3ders and Current Assignment Orders – CSG Applicants only.
- CMD Individual In-Processing Checklist (CSG Only).
- STD 699 Direct Deposit Form.
- ESAD Health Assessment Form (5 August 2012)
- COVID-19 Response Screening Form.
- Additional forms will be required as a part of in-processing should a Service Member be selected for the position.

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.