

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

Position Details

Announcement Number: ADOS-49HRF-004
Opening Date: 10 October 2024
Closing Date: 31 October 2024
Position Title: HRF (Homeland Response Force) Maintenance NCOIC
UIC: WP7EAA
DMOS/Branch: Immaterial
Min/Max Grade: E5 to E7
Duty Location: 510 Parker Road, Fairfield, CA 94533
Eligibility Requirements: Male/Female/Enlisted/Officer
Selecting Official: MP Brigade Human Resources Staff
Security Clearance: SECRET
Requirements:
Minimum Military Education: Professional military education qualified for their grade.
Requirements:

Conditions of Employment

- Tour is subject to ongoing quarterly budget requirements. Position expected to start NLT 15 October 2024.
- Must meet Army medical retention standards IAW AR 40-502, chapter 3. Must not be Medically Non-Deployable (MND).
- Applicants will be screened in a manner that provides reasonable certainty that the member is of good character, well-motivated and an appropriate representative of the National Guard.
- Applicants must be within Army HT/WT standards or pass Body Composition screening IAW the standards set forth in AR 600-9.

Primary Duties and Responsibilities

- Coordinates with all elements to ensure GSA vehicle Recalls are being processed and updated to maintain Fully mission capable equipment.
- Conducts maintenance inspections on subordinate elements to ensure proper policy and procedures are being met and processes requisitions for maintenance equipment.
- Responsible for processing supply orders through ComSupCen and delivering requested supplies to subordinate elements.
- Oversees maintenance records for all subordinate elements and schedules staff-assisted visits (SAVs) and conducts maintenance training for new GDOS personnel.
- Coordinates external maintenance and recovery support when necessary.
- Arrange field service representative (FSR) support as required or projected. (FMS/CSMS)
- Monitors Brigade LOGSTAT reporting and equipment readiness levels (digital and analog) to ensure operational requirements are met.
- Manages and tracks class IX replenishment support from BNs.

Specialty Qualification Requirement

- Completion of FEMA 100.b, 200.b, 700.a, and 800.b online courses within one month of hiring date. [FEMA Training Website](#)
- Strong background in maintenance management or related field with excellent organizational and interpersonal skills.
- Ability to forecast maintenance and class IX requirements based on future operational plans.
- Prior experience coordinating maintenance support activities, such as JRTC, NTC, or NMTC is a plus.
- Familiarity with logistics operations and military maintenance procedures. 92A, 91/92 series preferred.
- Soldier must have valid Secret clearance or at a minimum a favorable National Security Check or higher security clearance with no issues.
- Soldiers applying must meet the following eligibility criteria IAW DA Pam 611-21:
- 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 – S4, 510 Parker Road, CA 94533.
- Attends all HRF C2 exercises and training (This will exceed the normal number of Annual Training days afforded M-day Soldiers). To include performing OC/T duties for HRF events, as required.
- Must have a valid Government Travel Card, DTS account, and available for TDY travel.
- Must have a valid state 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 **will be** returned to the applicant due to lack of information: (The following documents must be filled out completely, signed, and no older than 45 days in order to be accepted. In order to receive correct updated orders, your Home of Record needs to be updated in IPPS-A):

- Individual Medical Readiness (IMR) Record (Green within 12 months of the closing date).
- Last 3 NCOER's.
- (Optional) Letter(s) of Recommendation (LOR)
- Certified True Copy of Selection Record Brief (ERB). (Without DA Photo)
- Current Retirement Points Accounting Management (RPAM) Statement, NGB Form 23B.
- Enlisted/Officer biographical summary.
- Certified True Copy Diagnostic ACFT/DA Form 705 (ACFT). Profiles must be attached if applicable (dated within 6 months of closing date).
- Certified True Copy DA Form 5500/ DA Form 5501 / DA 705 with updated HT/WT within 8 months of vacancy closing date.
- Security Clearance Letter of Verification (Must be completed by BDE or higher echelon and dated within 6 months of closing date)
- Letter to board identifying any level of experience with the required systems: GCSS, AESIP, Maintenance Management (including CMDP), ESOPS, workflow management, LRT/Turn-around Time, Excel, Share Point, and Teams experience.

Questions may be directed to the Brigade Current Operations Team (CUOPS) at (707) 437-3811, ext. 3.

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.