

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

Position Details

Announcement Number: ADOS-49HRF-006
Opening Date: 13 January 2025
Closing Date: 27 January 2025
Position Title: HRF (Homeland Response Force) Maintenance NCO
UIC: WPV1A0
DMOS/Branch: Immaterial
Min/Max Grade: E6 to E7
Duty Location: 1500 Armory Drive, Santa Rosa CA 95401
Eligibility Requirements: Male/Female/Enlisted
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 February 2025.
- 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 equipment.
- Coordinates external maintenance and recovery support when necessary.
- Arrange field service representative (FSR) support as required or projected. (FMS/CSMS)
- Monitors Company LOGSTAT reporting and equipment readiness levels (digital and analog) to ensure operational requirements are met.
- Manages and tracks class IX replenishment support from BN.

Specialty Qualification Requirement

- Completion of FEMA 100.b, 200.b, 700.a, and 800.b online courses within one month of hiring date. [FEMA 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 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 FSC 579th EN BN, 1500 Armory Drive, Santa Rosa CA 95401.
- 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 it **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):

- Current Individual Medical Readiness (IMR) Record (Must be GREEN).
- Last three evaluations, if applicable.
- Letter(s) of Recommendation.
- Enlisted/Officer Record Brief (ERB/ORB).
- Biographical Summary.
- Current Retirement Points Accounting Management (RPAM) Statement NGB Form 23B.
- Record ACFT/DA Form 705 (ACFT). Profile must be attached, if applicable.
- Height/Weight/DA Form 5500/ DA Form 5501 (HT/WT), if applicable.
- Security Clearance Letter of Verification (Must be completed by BDE or higher echelon).
- DA FORM 1058.

Point of contact for packet submission is SSG Edwards-Flores, Charlene at charlene.n.edwards-flores.mil@army.mil

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.