

California National Guard – Human Resources Offices

Army Active-Duty Operational Support (ADOS)

Vacancy Announcement

1 Position Available

Position Details

Announcement Number:	ADOS-49HRF-26-042
Opening Date:	15 January 2026
Closing Date:	30 January 2026
Position Title:	HRF (Homeland Response Force) SR Support Operations NCO/PBO Tech
UIC:	WP7EAA
DMOS/Branch:	Immaterial
Min/Max Grade:	E5-E7
Duty Location:	510 Parker Road, Fairfield, CA 94533
Eligibility Requirements:	Male/Female/Enlisted
Selecting Official:	MP Brigade Operations Staff
Security Clearance Requirements:	SECRET
Minimum Military Education Requirements:	Professional military education qualified for their grade.

Conditions of Employment

- Tour is subject to ongoing quarterly budget requirements. Position expected to start no earlier than 1 April 2026.
- 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

- Assists HRF S4 OIC on supply data systems, ensures HRF Equipment is requisitioned, develops, prepares and plans reports related to supply and services for HRF supply procedures
- Coordinates with subordinated HRF unit supply NCO of all equipment fielding's pushed from NGB
- Reviews and initiates all COMSUPCEN order requests and updated statuses
- Reviews adjustment documents and prepares transactions to update automated property book accountability systems. NGCA-MPB-HHC
- Assists in monitoring high priority requisitions and ensures that all approved JMEEL equipment is procured. Make sure units provide update on the 5 DOS Tracker on monthly basis and works with any units who are below 80% of their required CLS of Supply.
- Assist HRF PBO Tech on all DST / PDS dispositions for all HRF units
- Works eFLIPL for the HRF.

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](#)

- Soldier must have valid Secret clearance or at a minimum a favorable National Security Check or higher security clearance with no issues.
- Ideal candidate possesses instructor level certification(s) or demonstrates depth of knowledge in the following topics: Employment of Non-Lethal Weapons, Public Order and Public Safety: Basic, Field Force Operations, Crowd Management Techniques, De-escalation of Force Techniques, Handheld Radio Communication, Domestic Civil Disturbance Training, Control Force Formations Movements, Proper Use of Baton and Body Shields, Graduated Response Techniques.
- 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 indicate 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 510 Parker Road, Fairfield, CA 94533

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):

- Current Individual Medical Readiness (IMR) Record (Must be GREEN): Soldier has a PHA on record within 12 months of order start date. No IMR deficiencies, including temporary profiles or Medical Readiness Code (MRC) 3 or 4. Soldier is "GREEN" on Human Immunodeficiency Virus (HIV) screening within 24 months of order start date. IMR printout must show the Soldier's current MRC.
- Last three evaluations, if applicable.
- Letter(s) of Recommendation (Optional).
- Enlisted/Officer Record Brief (ERB/ORB).
- Biographical Summary.
- Current Retirement Points Accounting Management (RPAM) Statement NGB Form 23B.
- Record AFT/DA Form 705 (AFT) within 6 months. Profile must be attached, if applicable.
- Height/Weight within 6 months. 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: Application for Active Duty, Active Duty for Special Work, Temporary Tour of Active Duty, and Annual Training for Soldiers of the Army National Guard and U.S. Army Reserve. Must be signed by Soldier, Company Commander, and the unit Records Custodian.

Point of contact for packet submission is 49 MP BDE S1 at ng.ca.caarng.list.49mp-bde-s1@army.mil. For questions, they can be reached at 707-437-3811 ext. 1.

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.