

# California National Guard – Human Resources Offices

## Army Active-Duty Operational Support (ADOS)

### Vacancy Announcement

#### 1 Position Available

#### Position Details

Announcement Number: ADOS-49HRF-054  
Opening Date: 16 February 2026  
Closing Date: 2 March 2026  
Position Title: BN S1 HRF (Homeland Response Force) Human Resources NCO  
UIC: WPV1T0  
DMOS/Branch: Immaterial  
Min/Max Grade: E4 to E6  
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 Requirements: Professional military education qualified for their grade.

#### Conditions of Employment

- Tour is subject to ongoing quarterly budget requirements. Position expected to start NLT 15 March 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

- Overseeing 579 ENG BN HRF personnel medical readiness in preparation of possible HRF deployment.
- Maintains 579 ENG BN HRF personnel administrative readiness through ARRO, IPPS-A, iPERMS, DPRO, and DTMS HR Systems.
- Assist BN and HRF Staff with planning and executing all HRF CTEs and EXEVALS.
- Perform TDY in support of the HRF C2 operations at BN level.
- Overseeing BN Awards program.

#### 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.
- 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 579<sup>th</sup> 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).
- Must meet all HRF regulatory and Individual Medical Readiness requirements.
- Must have a valid Government Travel Card, DTS account, and available for TDY travel.
- Have a valid state's driver's license.
- Soldier must not be adversely flagged or under investigation.
- Soldiers with ARRO, IPPS-A, iPERMS, DPRO, DTMS, and Awards experience are highly encouraged to apply.

### 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).
- 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 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.
- DA Form 3725.
- JPAS certification.
- DAMPS query.

Point of contact for packet submission is SFC Trivison, Alexandra: [Alexandra.trivison.mil@army.mil](mailto:Alexandra.trivison.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.