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

Position Details

Announcement Number:	ADOS-49HRF-26-07
Opening Date:	06 NOVEMBER 2026
Closing Date:	21 NOVEMBER 2026
Position Title:	Sr. HRF Maintenance NCOIC
UIC:	WP7EAA
DMOS/Branch:	91Z
Min/Max Grade:	E7-E8
Duty Location: Fairfield, CA	Fairfield, CA
Eligibility Requirements:	Male/Female/Enlisted
Selecting Official:	49 MP BDE S4
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 December 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 WHtR standards IAW the standards set forth in AR 600-9.

Primary Duties and Responsibilities

- Serve as the primary Brigade-level GCSS-Army representative for command-authority, user-access, and dispatch-administration matters.
- Establish and maintain a Brigade-wide tracking process for commander representative appointments, primary and alternate dispatch authorities, GCSS-Army access requirements, and associated expiration or renewal dates.
- Coordinate with subordinate units, commanders, and designated representatives to ensure CDR Rep assignments and GCSS-Army dispatch authorities are updated promptly following changes of command, personnel transitions, or changes in unit responsibilities primarily those affecting HRF elements.
- Develop, implement, and maintain Brigade S-4-approved standard operating procedures, checklists, and administrative controls for GCSS-Army dispatch processes, commander representative actions, approval routing, and required documentation.
- Conduct administrative validation of dispatch prerequisites no later than 14 days before major exercises (such as HRF EXEVAL), equipment movements, evaluations, and inspections. Validation will focus on CDR

Rep availability, alternate-authority coverage, GCSS-Army access, approval routing, required documentation, and identified administrative deadlines.

- Identify and elevate GCSS-Army access, approval-chain, command-authority, and administrative-process issues that may delay dispatch operations; coordinate resolution with the appropriate commanders, S-4 personnel, and designated unit representatives.
- Maintain visibility of single-point-of-failure risks within the Brigade's dispatch-authority structure and recommend corrective actions, including designation of alternate CDR Reps and transition checklists.
- Coordinate full-time and M-Day continuity for unresolved GCSS-Army administrative actions, dispatch-authority changes, and command-transition requirements. Provide concise status updates to the Brigade S-4 and M-Day Brigade Maintenance Officer, as appropriate.
- Develop and distribute GCSS-Army dispatch-administration job aids and command-transition checklists for use by subordinate HRF units.
- Advise the Brigade S-4 and command team on dispatch-administration risks, GCSS-Army authorization gaps, CDR Rep coverage, and recommended actions necessary to prevent avoidable dispatch delays during HRF operations, exercises, and evaluations.

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 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 Rd, Fairfield, CA 94533.
- Attends all **CERFP and HRF C2 exercises and training** (This will exceed the normal number of Annual Training days afforded M-day Soldiers)
- 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.
- Must possess hands-on GCSS-Army experience supporting command-authority, user-access, dispatch, approval, and administrative-control functions at company, battalion, or Brigade level.
- Soldiers with **ARRO** experience are 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): 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).
- Soldier Talent Profile (STP).
- Biographical Summary.
- Current Retirement Points Accounting Management (RPAM) Statement from IPPSA.
- Record AFT/DA Form 705 (AFT) within 6 months. Profile must be attached, if applicable.
- WHtR within 6 months. DA Form 5500.
- 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 ng.ca.caarng.list.49th-mp-bde-s4@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.