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

Position Details

Announcement Number:	ADOS-49HRF-27-09
Opening Date:	21 Nov 2026
Closing Date:	05 Dec 2026
Position Title:	Homeland Response Force (HRF) Policy Administrator
UIC:	WP7EAA
DMOS/Branch:	Immaterial
Min/Max Grade:	E5-E6
Duty Location:	49 MP BDE, 510 Parker Road, Fairfield, CA 94533
Eligibility Requirements:	Male/Female/Enlisted
Selecting Official:	49 MP BDE 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 **15 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

- Review, draft, revise, and maintain Standing Operating Guidelines (SOGs), Standard Operating Procedures (SOPs), annexes, appendices, and other organizational policy documents.
- Ensure documents are accurate, current, internally consistent, and aligned with applicable higher-headquarters guidance, regulations, and organizational requirements.
- Review and incorporate Training and Evaluation Outline (T&EO) updates into policies, procedures, and related operational documentation, as directed.
- Develop, edit, and finalize After-Action Reviews (AAR); capture observations, lessons learned, corrective actions, and recommended improvements.
- Track document revisions, coordinate staffing and reviews, maintain version control, and prepare finalized products for approval and distribution.
- Attend all Homeland Response Force (HRF) events, exercises, meetings, and training activities to capture key discussions, decisions, actions, and lessons learned.
- Serve as recorder/scribe during meetings, planning sessions, exercises, and events; produce timely meeting minutes, notes, decision logs, and action-item trackers.

- Coordinate with subject-matter experts and staff sections to obtain input, resolve discrepancies, and ensure policy and procedural documents reflect current operational practices.
- Maintain an organized repository of approved policies, procedures, reports, templates, and supporting reference materials.
- Provide administrative and staff-writing support for HRF planning, training, readiness, and operational documentation requirements.

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 49th MP BDE 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.
- Soldiers with **ARRO, ATIS, and IPPS-A** 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 APFT/DA Form 705 (APFT) 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 49 MP BDE S3 CUOPS, MAJ Terry Liggins at terry.j.liggins2.mil@army.mil. For questions, he can be reached 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.