

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

**Position Details**

Announcement Number: ADOS-49HRF-10  
Opening Date: 27 July 2020  
Closing Date: Open Until Filled  
Position Title: Property Book Technician  
UIC: WP7EAA  
DMOS/Branch: Logistics branch/MOS preferred, but not required.  
Min/Max Grade: E4 -E7, CW1-CW2  
Duty Location: Fairfield, CA  
Eligibility Requirements: Male/Female/Enlisted  
Selecting Official: HRF S4 OIC  
Security Clearance: Secret or Security Continued Eligibility Verification  
Requirements:  
Minimum Military Education ALC  
Requirements:

**Conditions of Employment**

IAW AR 135-18, applicants must meet the following requirements prior to applications being forwarded for board consideration:

- This position is in the Full Time Military Force (FTM) – Active Duty Operational Support (ADOS) program. Tour is subject to ongoing quarterly budget requirements. Position expected to start 25 July 20.
- Soldiers must be eligible for reenlistment or extension IAW NGR 600-200 (ARNGUS) or AR 140- 111 (USAR), unless the disqualification for reenlistment or extension can be waived under these regulations.
- Soldier must not have been relieved for cause from any duty position in the 36-month period preceding the date of application.
- Must not be able to qualify for sanctuary or separation pay as a result of the operational support order.
- IAW AR 135-18, Table 2-1 Rule C (1). Prior to entry on FTNGD-OS, applicants must be medically certified as drug free, be tested negative for Human Immunodeficiency Virus (HIV). HIV test must be within two years.

**Primary Duties and Responsibilities**

- To serve as the Property Book Technician for the HRF. Responsible for the administration, planning and direction of the HRF property management program. Manages the CSDP for the HRF IAW SEAT guidance, inventory scheduling of hand receipt holder accounts and proper and timely keeping of all account property records. Manages the records for all leased, loaned and borrowed equipment and the management of the records for all equipment transferred into and out of the HRF property book. Accurately accounts for property items. Requests, receives and issues nonexpendable property items.
- Primarily SM will work in the current Logistic section for the Region IX Homeland Response Force (HRF) to perform the following duties:

- Serve as the Property Book Technician for the HRF. Responsible for the administration, planning and direction of the HRF property management program.
- Manages the CSDP for the HRF IAW SEAT guidance, Inventory scheduling of hand receipt holder accounts and proper and timely keeping of all account property records.
- Manages the records for all leased, loaned and borrowed equipment and the management of the records for all equipment transferred into and out of the HRF property book.
- Must Have a valid GCSS-A access and able to run any Supply related reports.
- Accurately accounts for property items. Requests, receives and issues nonexpendable property items
- Supports G4/J4 NCOIC in maintaining operational readiness and accountability of all HRF equipment.
- Supervises, plans, coordinates, compiles reconciliation reports at all HRF level for all COTS equipment and manages LOGSTAT readiness for HRF C2, CBRN-TF and CASE Elements.
- Schedules and conducts equipment accountability teleconference meeting according to JMEEL update. .
- Supervises, directs, and trains subordinate Supply personnel. Performs other duties as required.
- Monthly inventories, Lateral Transfers, Reconciliations, documentation creation.

### 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](#)
- Soldier must have valid 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 documented instances in the last 5 years of conduct which reflects adversely on the character, honesty, or integrity of the Soldier.
- 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 HHC 49TH MP BDE, Fairfield, CA 94533. Alternate work locations will not be authorized.
- Soldier may be contacted for a telephonic interview.
- Must have a Government Travel Card and be available for travel.
- Have a valid state's drivers license.
- Soldier must not be adversely flagged or under investigation.
- Must be computer literate in all Microsoft Office products, CA ARNG Portal, DST, and GCSS-A; able to run independently when needed, forward thinking.
- Preferably has experience working GCSS-A and DST.

### 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: **(Please No binders)**

- Officer Biographical Summary.
- Certified copy of DA Form 2-1, Officer Record Brief (ORB) or Personnel Qualification Record (PQR).
- Last 3 OERs. (Supervisor must provide written statement/memo providing information as to why soldier's OERs are not available.)
- **Certified copy** of current DA Form 705 (APFT), within twelve months of submission date and ensure that height and weight are annotated.

- Must meet standards IAW AR 600-9, submit body fat worksheet (if applicable).
- Current MEDPROS printout (Available on AKO) - [My Medical Readiness](#) (select IMR record).
- RPAS statement.
- Current DMV print out (within six months) must be enclosed with this packet. Must have a current driver's license.

**Submit ADOS packet to:** 49TH MP BDE, ATTN: BDE S3, 510 Parker Road, Fairfield, CA 94533 or email to [jessica.l.kaake.mil@mail.mil](mailto:jessica.l.kaake.mil@mail.mil)

- Email (do not call) with questions regarding your application. You will be notified by email or mail on the selection process and hiring decision.
- **Note:** If you are unable to obtain a copy of your MEDPROS, a certified copy of DA Form 2-1, ERB, and/or RPAS statement, a written request must accompany your application or call AGR Branch at 916-854-3420. **COMPLETE APPLICATION (TO INCLUDE REQUIRED DOCUMENTS) MUST BE RECEIVED IN HR-AGR BRANCH NOT LATER THAN CLOSE OF BUSINESS ON THE DATE THE ANNOUNCEMENT CLOSES. INCOMPLETE APPLICATIONS WILL BE RETURNED UNRATED.**

### 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.