

California National Guard – Human Resources Offices

Army Active Duty Operational Support (ADOS)

Vacancy Announcement

1 Position Available

Position Details

Announcement Number: ADOS-49HRF-22-01
Opening Date: 1 November 2021
Closing Date: 30 November 2021
Position Title: HRF Logistics J4 OIC
UIC: WP7EAA
DMOS/Branch: N/A
Min/Max Grade: O2-O3
Duty Location: Fairfield, CA
Eligibility Requirements: Current CA ARNG or CA ANG Member
Selecting Official: Brigade S4
Security Clearance: Secret
Requirements:
Minimum Military Education: BOLC completed, CCC preferred.
Requirements:

Conditions of Employment

- 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 1 December 2020.
- 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.
- Position is subject to the 1,095 cumulative days (three years) rule.
- Must be within reasonable commuting distance of the assigned duty station per JFTR, 7355B. The HOR on PQR will be used to determine commute distance. 100 miles round trip will be used as a base line for determining reasonable commute.
- Must meet Army medical retention standards IAW AR 40-501, chapter 3. Must not be Medically Non-Deployable (MND).
- Must meet Army physical fitness, uniform, and weight control program standards.

Primary Duties and Responsibilities

- To serve as the J4 OIC for the HRF.
- Supervises HRF J4 personnel to ensure compliance with CNGBM 3510.01, HRF CONOPS, and CRE YPG and maintains communication with JFHQ-State J/G4 and NGB-J4 WMD-CST & CBRNE Sustainment Branch to ensure unity of effort.
- Provides full-time coordination and staff supervision of logistics functions to enhance unit readiness of the HRF.

- Responsible for carrying out the commander's plans and programs for the accomplishment of supply, services, transportation, maintenance and facilities for the HRF.
- Researches, drafts and publishes supply, maintenance, transportation, and food service SOPs as directed by the Commander.
- Responsible for logistics, which involves logistical readiness status of each subordinate unit of the HRF, by monitoring Equipment Status Report, Equipment Status Profile, Back Order Reconciliation, and Supply Historical Transaction Listing.
- Perform supply inspection on HRF units and ensure corrective actions are taken to prevent future recurrence.
- Monitors procurement, storage, distribution, and security of supplies and equipment with the command and recommends prescribed load lists.
- Responsible for HRF transportation, maintenance and facility functions.
- Computer literate in all Microsoft Office products, CA ARNG Portal and GCSS-A
- Able to run independently when needed, forward thinking
- Performs other duties as assigned

Specialty Qualification Requirement

- Soldier must have a valid SECRET or higher clearance with no issues.
- Must have a valid and current Government Travel Card.
- Have a valid state driver's license.
- Soldier must not be adversely flagged or under investigation.
- Soldier must not be flagged as Medically non-deployable
- Soldier must not be flagged for Army Weight Control Program

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: MAJ Keith Wolowodiuk at keith.c.wolowodiuk.mil@mail.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.