



JOINT FORCES HEADQUARTERS-INDIANA AIR NATIONAL GUARD MILITARY DUTY TOUR (AGR)



Open

ANNOUNCEMENT NO.	DATE ISSUED	CLOSING DATE	
16- 032-A-Air	05 July 2016	3 August 2016	
UNIT OF ASSIGNMENT	LOCATION	CIVILIAN SERIES & GRADE	SALARY RANGE
122d Fighter Wing	Fort Wayne, IN	N/A	TSgt/MSgt
POSITION TITLE	PDCN	MINIMUM MILITARY GRADE	MAXIMUM MILITARY GRADE
Emergency Management Specialist	TBD	E-6/TSgt	E-7/MSgt
COMPATIBLE MILITARY ASSIGNMENT			
Air Force Specialty Code (AFSC) -3E9X1			
PERMANENT CHANGE OF STATION (PCS) FUNDING			
FUNDS MAY BE AVAILABLE			
MILITARY DUTY TOUR TYPE AND AREA OF CONSIDERATION			
<input checked="" type="checkbox"/> Military Duty Tour, Active Guard/Reserve (AGR), under Title 32, U.S.C., Sec 502(f) <u>Three (3) years with the potential for follow on tours.</u>			
<input checked="" type="checkbox"/> IAW ANGI 36-101, follows on tours for members with at least 20 years of TAFMS will be approved in 1-2 year increments.			
<input checked="" type="checkbox"/> Open to Females.			
DUTIES AND RESPONSIBILITIES			
<p>(1) Manages the Installation EM Program including First Responder capability and working under high stress when involved in emergency operations. Plans, schedules, and conducts projects and studies to analyze, evaluate and recommend ways to improve the effectiveness and efficiency of the Installation EM program. Serves as the Installation EM focal point and subject matter expert to Senior Leadership (SL). Develops and coordinates plans within broad based guidelines. Researches, analyzes the threat assessment, formulates, and coordinates new or modified work methods/written policies to implement R&EM programs to meet specific requirements of the organization. Qualitative and quantitative analytical techniques are frequently utilized in the accomplishment of projects and resolution of problems not always susceptible to direct observation and analysis. Develops supporting annexes and local supplements to higher headquarters plans and directives. Plans, develops, and coordinates policies and procedures for disaster relief and humanitarian response efforts. Establishes manages, develops, and coordinates the Emergency Operations Center (EOC) and serves as the EOC Manager. Creates a Common Operating Picture to provide situational awareness and decision support data for all incidents. Maintains active liaison with appropriate installation, local, state, and regional civil emergency management agencies and major command. Interprets, determines applicability, and ensures compliance with higher headquarters directives. Due to the dynamic world situation, the incumbent must deal with issues differing from those of the past, where precedence could be found for actions relating to readiness and emergency management issues. Promulgates operating instructions, checklists, and procedures for specialized teams, the EOC, and contingency operations.</p>			

Monitors and reviews plans to ensure disaster preparedness and emergency management program requirements are met installation wide and analyzes the effectiveness of these plans. Serves as advisor to the Emergency Management Working Group. Participates in conferences and seminars as the readiness representative for the commander. Serves as the commander's liaison with governmental agencies for emergency, mutual support and civil defense purposes through use of Mutual Aid Agreements (MOA), and Memorandums of Understanding (MOU). This involves direct executive level contact with civil authorities such as municipal agency directors (i.e., public works, law enforcement, health and human services, etc), hospital directors, State Emergency Management Agency (SEMA) directors, NIMS state and local director/commissioners, and coordination and integration with LEPC (local emergency planning committee) members, and Municipal Fire Chiefs/Emergency Responders. Coordinates with higher headquarters to keep abreast of changes and revisions to plans and directives. Provides coordination with State Headquarters in support of state emergency operations. Reviews host/tenant and mutual support agreements.

(2) Contingency/Mobility/War Planning: Prepares and maintains wartime and contingency response and mobility plans and continually evaluates the plans to improve them. Receives and evaluates notification of contingencies or disasters and responds accordingly. When directed, assembles personnel and activates specialized teams. Budgets for, and procures CBRN response equipment and monitors/coordinates recovery actions. Serves as a member of the Disaster Response Force (DRF), technical advisor to the commander regarding Chemical, Biological, Radiological, and Nuclear (CBRN) defense operations, disaster relief operations, and major accident response/recovery. Supervises the activities of the CBRN Control Center. Ensures CBRN hazard plotting and prediction is accomplished as necessary. Acts as the program manager for the integration of support elements to ensure the units continued ability to survive and operate. Serves as the principle advisor to EOC Director during an emergency response operation. Manages, monitors, analyzes, and evaluates the CWD, Ability to Survive to Operate (ATSO), CBRN, and ORF training programs. Establishes and monitors requirements and procedures for contamination control. Works with the CBRN Control Center and bioenvironmental engineer in interpreting hazards to personnel. Coordinates and monitors exposure control procedures. Evaluates plotted contamination levels and coordinates with medical personnel to identify contamination areas and establish safety procedures. Conducts assessments to ensure unsafe areas are marked according to procedures. Documents findings and reports to proper authority. Evaluates the survivability and emergency preparedness of installation personnel to include tenant units or other organizations. Provides direction in the development of training plans and ensures they are developed and implemented for all Installation EM programs for units serviced. Establishes metrics to quantify readiness and emergency management training objectives. Manages automated contingency management software training (i.e. JWARN, JEM, PEAC, Cobra). Provides technical advice as required to assist units in conducting CBRN qualification training. Coordinates and trains units on passive defense measures. Conducts annual all hazards vulnerability assessments in accordance with anti-terrorism and force protection guidance. Provides advice on potential threats and hazards as a member of the installation threat working group.

(3) Program Analysis/Training: Manages and conducts unit Emergency Management staff assistance visits. Manages and conducts readiness and emergency management program self-inspections. Reviews requirements; identifies deficiencies; performs trend analysis; develops recommendations; prepares reports; conducts briefings; and performs follow-up actions. Manages, and is solely responsible for, the program to train the base populace to survive and operate in a CBRN environment. Develops, trains, and equips specialized teams for CBRN response. Reviews, analyzes, and interprets data received from specialized teams and systems that indicate hazard areas. Advises the CE and installation commander of recommended protective measures. Ensures requirements and safety precautions are met during specialized team operations.

(4) Technical advisor to panels/committees/plans: Serves as the technical advisor to the Wing/Unit Inspection Team Chief and members. Coordinates exercise plans. Acts as coordinator and evaluator for Emergency Management exercises. Ensures contingency plans are properly executed and validated. Identifies deficiencies and conducts analysis. Recommends appropriate corrective actions. Serves as the advisor to the Emergency Management Working Group. Conducts meetings and serves as advisor in the development of guidance to ensure an integrated emergency management program. Coordinates with unit organizations to develop plans and procedures to enhance the installation's ability to survive and operate in a wartime environment. Serves as the

manager for the (HAZMAT) Emergency planning team. Coordinates planning and response actions required to comply with the Emergency Planning and Community Right-to-Know Act of 1986 and Executive Order 12856. Integrates HAZMAT actions into existing plans and the automated contingency management system.

(5) Resource Management: Provides financial analysis and planning for R&EM resource requirements. Identifies contingency and operability needs for manning, facilities, and equipment at home station and deployed locations. Advises units on the quantity and type of CBRN detection and protection equipment required to support emergency response operations. Provides annual munitions forecasting to support the installation exercise evaluation program as directed by Major Command (MAJCOM). Compiles and updates status of Readiness and Emergency Management personnel, training, and equipment for input into the CE Status of Resources and Training System (SORTS). Identifies shortfalls and recommends corrective actions. Provides input to the Aerospace Expeditionary Forces (AEF) Unit Type Code (UTC) Status Reporting Tool (ART). Prepares and submits higher headquarters directed reports. These include: Interagency Combating WMD Database of Responsibilities, Authorities, and Capabilities (INDRAC), after action, and lessons learned.

(6) Performs other related duties as assigned.

GENERAL EXPERIENCE

--In depth knowledge and skill in applying analytical and evaluative methods and techniques to issues or studies concerning the efficiency and effectiveness of the Installation Emergency Management program and skill in evaluating related operations sufficient to analyze standards, procedures, and work processes to continually improve them to meet customer requirements and to ensure compliance with regulatory provisions.

--Comprehensive knowledge and skill of a wide range of readiness and emergency response principles, practices, procedures and regulations applicable to the Installation Emergency Management Program to analyze and solve complex/controversial problems and issues relating to Disaster Preparedness, Air Base Operability, Hazardous Material emergency response programs and Counter-Chemical, Biological, Radiological, Nuclear, and High Explosive plans and programs, the ability to use a wide range of program concepts, practices, etc. applicable to the Installation Emergency Management Program, and the ability to make instant decisions and select a course of action under high stress conditions associated with emergency situations.

--Thorough knowledge of CBRN warfare defense, and response procedures, training techniques, and use of special equipment for natural and man-made disasters.

--Comprehensive knowledge of overall management, readiness reporting, HAZMAT, logistics, and associated programs.

--Intimate knowledge of the command structure, organization, operational mission, and objectives for the Installation Emergency Management, ABO, HAZMAT, C-CBRN programs.

--Systematic skill in planning, organizing, directing, coordinating, operating, and evaluating Installation Emergency Management, HAZMAT, and readiness programs.

--Detailed knowledge of analytical and evaluative methods and procedures, and skill in evaluating related operations sufficient to analyze standards, procedures, and work processes to continually improve them to meet customer requirements and to ensure compliance with regulatory provisions.

--Comprehensive working knowledge of pertinent laws, regulations, policies, and precedents affecting the Installation Emergency Management Program to include Department of Defense (DoD) and civilian National Incident Management System, procedures, plans.

--All-inclusive working knowledge of installation response roles and responsibilities, and the ability to recognize the need for and to develop local guidelines/instructions to meet the specific installation needs.

--Competent command of oral and written communications to prepare and present briefings/project papers, and staff reports; coordinate planning efforts; and manage programming activities, to effectively communicate requirements with staff and line personnel to encourage understanding and acceptance of findings and recommendations, and to negotiate with high-level civil and military executives.

OTHER REQUIREMENTS/CONDITIONS OF EMPLOYMENT

-Thorough knowledge and experience in the 3E9X1 career field is required for this position.

- Once selected and assigned, AGR members must remain in the position for a minimum of twenty-four (24) months.
- Applicants must meet requirements of ANGI 10-248, Air National Guard (ANG) Fitness Program.
- Applicants must have sufficient time remaining on current ANG enlistment or mandatory removal date to complete AGR Tour.
- Applicants should be able to complete 20 years Total Active Federal Military Service prior to reaching mandatory separation date (age 60).
- Once selected, members must maintain qualifications for mobilization and attend all Unit Training Assemblies (UTA), exercises, and periods of annual training.
- Security Clearance:** Applicants must have or be able to obtain a **SECRET** security clearance.
- Medical/Physical:** Applicants must meet any medical standards or physical requirements designated for the position.
- Direct Deposit/Electronic Fund Transfer Program:** Selected candidate is required to participate as a condition of employment.
- Vice: Snodderly

APPLICATION PROCEDURES

Interested applicants may apply for this AGR vacancy by submitting all of the following:

- Complete and SIGNED NGB Form 34-1.**
- **Applicants MUST submit PASSING fitness assessment CURRENT through the closing date.**
- Current Record Review Listing (RRL-RIP).** Contact your local Military Personnel Flight (MPF) or visit the Virtual MPF. **APPLICATION MUST BE RECEIVED BY THE HUMAN RESOURCES OFFICE NOT LATER THAN 1600 HOURS EST ON THE CLOSING DATE OF THIS ANNOUNCEMENT.**
- **Incomplete application packets will NOT be considered for further review. If emailed, please submit all documents combined into ONE PDF attachment, if possible.**

POC is SSG Estes: 317-247-3300 EXT: 74013, DSN 369-2300 EXT: 74013.

Hard copy applications such as faxed applications, hand carried applications, and mailed applications will no longer be accepted. If the application packet is too large to be sent in one email, break the packet into two separate attachments and send it in two separate emails. If sending multiple emails, subject line must end in 1 of 2, 2 of 2 (example- AGR application Smith, 1 of 2). Email: ng.in.inarng.mbx.mdhrweb@mail.mil (Note: The email does not except encrypted email. Please ensure to send application packets from an appropriate military email address). Original signature will be required for EMAILED copies at the time of the interview. HRO will not review the application for completion or accuracy before the closing date. The applicant is responsible to ensure the application is complete and all required documents are correct and included.

Selecting Official: Maj Matthew Curtin