

**ENLISTED VACANCY ANNOUNCEMENT
FOR ASSIGNMENT AT THE 136TH AIRLIFT WING
TEXAS AIR NATIONAL GUARD**

POSITION: Emergency Management

ANNOUNCEMENT: 136-17-004

Position Number: 0422554

ISSUE DATE: 11 Oct 2016

AFSC: 3E991

CLOSING DATE: Until Filled

GRADE: Immediately Promotable MSgt/E-7, NTE SMSgt/E-8

LOCATION: 136th Civil Engineer Sq, NAS/JRB, Fort Worth, TX 76127

REMARKS: 3E971 AFSC may also apply. Trainees will be accepted, Must possess ASVAB score of G:62. **SNCOA must be completed by the close out date of this announcement.**

HOW TO APPLY: Applications must arrive at the 136 AW/Military/AGR Application Inbox at the following e-mail address: (usaf.tx.136-aw.mbx.military-agr-application@mail.mil) no later than **2359 Central Time** on the closeout date of the job announcement. Applications must be complete upon initial submission in **one single PDF** package, not to exceed 6 MB and with the proper naming convention of Last Name- Announcement number (i.e. Last Name-136-13-56). Applications submitted in pieces will not be accepted and automatically disqualified. All packages must be redacted for Personal Identifiable Information (PII) unless sending from a .mil account signed and encrypted.

Incomplete packages, packages not meeting mandatory criteria, or packages received after the close out date as indicated on the job announcement will **NOT** be considered.

Qualification/Disqualification letters will be emailed to each applicant NLT 10 days after the announcement close out date. If you need to update a previously submitted package and it is **before the closed out date**, you must send a new complete package with the updated information. Sending only the updates will disqualify your package as incomplete packages are not accepted. Email constraints limit the size of an application to 6 MB and will need to be named in the subject line as Update Last Name-Announcement number in the following format (i.e. "Update Last Name-136-13-34")

ITEMS REQUIRED:

1. E8/E9 MFR Signed by Commander
2. Records Review Rip dated within 60 days of closing date of announcement,
3. Military Biography,
4. Personal letter of intent outlining career goals and objectives,
5. ANG Fitness Test, current and passing
6. Adverse action statement
7. Targeted Resume **I AW AFH 33-337, The Tongue and Quill**, that outlines Leadership Experience, Base/Csommunity Involvement, and Significant Self Improvement
8. Letters of recommendation (Optional) - maximum 3 with 1 from current supervisor
 - a. #6 can be obtained by e-mailing usaf.tx.136-aw.mbx.military-agr-application@mail.mil

PERSONAL INTERVIEWS: Applicants must be available for an interview. Applications will be reviewed and qualified applicants will be notified to meet the selection board. Applicants will be notified by phone or mail of interview time and place. Payment for travel **IS NOT AUTHORIZED.**

NOTEAll applicants will receive consideration for this position without regard to race, religion, color, national origin, sex, political affiliation, kinship, and other non-merit factors.

POSITION QUALIFICATIONS

1. Specialty Summary. Administers MAJCOM and Installation Emergency Management Programs. Prepares, plans, trains, educates, and equips personnel and installation leaders on ways to prepare for, prevent, respond to, maintain mission capability and recover from threat events including major accidents, natural disasters, weapons of mass destruction and wartime chemical, biological, radiological, nuclear and high-yield explosive (CBRNE) attacks. Performs detection, monitoring, sampling, warning and reporting of chemical, biological, radiological, nuclear (CBRN) events. Provides expert advice for commanders to make risk-based decisions during all phases of emergency response operations. Related DoD Occupational Subgroup: 149400.

2. Duties and Responsibilities:

- 2.1. Manages and executes the Installation Emergency Management (EM) Program. Implements DoD, AF, and national consensus standards and guidance into installation level instructions, plans, guides and checklists.
- 2.2. Provides hazardous materials (HAZMAT) response capability for unknown or suspect CBRN incidents.
- 2.3. Coordinates actions to ensure prompt response during EM operations including immediate mobilization of resources and participation of agencies and organizations. Provides technical advice to the Emergency Operations Center (EOC) Director. May operate a mobile communications center to provide a command and control platform for the Incident Commander.
- 2.4. Establishes, monitors and maintains an integrated CBRN detection, warning, and reporting system.
- 2.5. Prepares manual and automated plume models for CBRN events and interprets data for installation leadership.
- 2.6. Determines contamination levels, identifies contaminated areas and coordinates with Bio-Environmental Engineers to establish proper protective measures. Collects and prepares samples and ensures proper transport of samples from suspected CBRN events. Advises, directs and supervises EM specialized teams.
- 2.7. Organizes, schedules, and coordinates all aspects of the Emergency Management Working Group meetings including recording and distributing meeting minutes and tracking action items. Participates as an Installation Emergency Management Working Group (EMWG) member.
- 2.8. Conducts unit and staff agency EM Staff Assistance Visits (SAV) ensuring EM organizing, equipping and training requirements are accomplished and related directives are followed. Develops installation SAV checklists to execute the SAV Program. Develops installation SAV schedule and conducts an EM SAV on all units annually. Provides a written report to unit commanders and briefs the Installation EMWG on findings and trends. Follows up on identified discrepancies to ensure corrective actions meet standards.
- 2.9. Manages all aspects of the EM Training and Education Program. Determines requirements for training, facilities, space, equipment, visual aids and supplies to support training requirements, and monitors the training and education program to ensure effective use of support items. Develops and distributes multimedia presentations, lesson plans, educational pamphlets and handouts to support training efforts. Coordinates requirements with unit and staff agency training schedulers. Instructs indoor and outdoor training using lecture and demonstration-performance methods. Prepares and maintains training documentation. Performs trend analysis on unit scheduling, attendance and classroom utilization rates. Provides statistical data to senior leadership during the EMWG.
- 2.10. Equips, maintains and manages the installation Emergency Operations Center (EOC) and serves as the EOC Manager and OPR for Emergency Support Function -5, *Emergency Management*.
- 2.11. Determines requirements, develops EM budget, executes and monitors expenditures for EM materials and equipment. Ensures authorized and required CBRNE protective equipment and clothing, detection devices and monitoring instruments are available, calibrated and in serviceable, operating condition.
- 2.12. Responsible for obtaining and maintaining communication equipment, global positioning system receivers, weather monitoring systems, computer modeling systems and other response-related equipment.
- 2.13. Requisitions supplies and equipment for the Readiness and Emergency Management Flight and EM Support Team members.
- 2.14. Maintains CBRN equipment and training munitions accounts.
- 2.15. Provides equipment availability and condition status to senior leadership during the EMWG.
- 2.16. Develops and coordinates EM plans and supporting checklists ensuring planning and response elements are incorporated into a single, integrated program. Provides input to or develops EM annexes, appendices, supplements, local support agreements and other documents supporting homeland defense and expeditionary operations.
- 2.17. Coordinates unit and staff agency support of the Installation EM Program with Unit EM Representatives.
- 2.18. Performs Quality Assessment Evaluation; reviews Performance Work Statements on non-technical contracts for compliance.
- 2.19. Acts as the installation liaison to the local emergency planning committee (LEPC). Establishes a working relationship with the LEPC to foster mutual support during disasters, responses and contingencies. Develops and coordinates EM mutual support agreements through the LEPC.
- 2.20. Conducts individual protection determination, decontamination, warning and reporting activities.

3. Specialty Qualifications:

3.1. Knowledge. Knowledge is mandatory of the characteristics and effects of peacetime WMD and wartime conventional and CBRN weapons; detection and identification of CBRN contamination; threat analysis; passive defense measures; principles of contamination control; related technical information, policies, procedures, techniques, and equipment; and EM and contingency planning, training, operations, equipment supply procedures, directives, and policies.

3.2. Education. For entry into this specialty, completion of high school with courses in algebra, biology, physics, chemistry, typing, computer operations, and speech are desirable.

3.3. Training. The following training is mandatory for award of the AFSC indicated:

3.3.1. 3E931. Completion of the basic EM Apprentice course and the CBRN Responders Course.

3.3.2. 3E971. Completion of the Craftsman (7-skill level) EM course.

3.4. Experience. The following experience is mandatory for award of the AFSC indicated:

3.4.1. 3E951. Qualification in and possession of AFSC 3E931. Also, experience performing functions such as helping prepare emergency management plans.

3.4.2. 3E971. Qualification in and possession of AFSC 3E951. Also, experience performing or supervising functions such as preparing plans and conducting EM activities.

3.4.3. 3E991. Qualification in and possession of AFSC 3E971. Also, experience directing functions such as EM programs, or evaluating, planning, and organizing EM activities.

3.5. Other. The following are mandatory as indicated:

3.5.1. See attachment 4 for additional entry requirements.

3.5.2. For entry, award, and retention of these AFSCs:

3.5.2.1. Ability to speak distinctly.

3.5.2.2. Normal color vision as defined in AFI 48-123, *Medical Examinations and Standards*.

3.5.2.3. For AFSCs 3E911/31/51, must possess a valid state driver's license to operate government motor vehicles (GMV) in accordance with AFI 24-301, *Vehicle Operations*.

3.5.2.4. For AFSCs 3E911/31/51, qualification to operate government motor vehicles and vehicular equipment for "Maintenance Purposes Only" according to AFI 24-301.

3.5.2.5. AFSCs 3E911/31/51/71, no record of claustrophobia or claustrophobic tendencies.

3.5.3. For award and retention of these AFSCs, must maintain local network access IAW AFMANs 33-152, *User Responsibilities and Guidance for Information Systems* and 33-282, *Computer Security*.

3.5.4. Specialty requires routine access to Secret material or similar environment. For award and retention of AFSCs 3E9XX, completion of a current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of the 3-skill level without a completed NACLC is authorized provided an interim Secret security clearance has been granted according to AFI 31-501.

E-mail applications to:

usaf.tx.136-aw.mbx.military-agr-application@mail.mil

Subject Line: Last Name-Announcement number (i.e. Smith-136-13-02)

Questions about announcements can be e-mailed to:

usaf.tx.136-aw.mbx.military-agr-application@mail.mil

Subject Line: Question-Announcement number (i.e. Question-136-13-03)