



Alaska National Guard  
Active Guard Reserve (AGR)  
Position Announcement #  
**AKANG 19-81**

<https://dmva.alaska.gov/employment/>

<b>POSITION TITLE:</b> Emergency Management Journeyman	<b>AFSC or MOS</b> 3E9X1	<b>OPEN DATE:</b> 03 Jan 2019	<b>CLOSE DATE:</b> 17 Jan 2019
<b>UNIT OF ACTIVITY/DUTY LOCATION:</b> 103rd WMD Civil Support Team, Anchorage Alaska		<b>GRADE REQUIREMENT:</b> Min: E-4 Max: E-5	
<b>SELECTING SUPERVISOR:</b> LTC Mohammadi	<b>Position Number</b> 826144	<b>PHYSICAL PROFILE:</b> PULHES – 222221	

**AREAS OF CONSIDERATION**

On-board AK ANG AGR (Any AFSC)  
Alaska Air National Guard members (Any AFSC)  
  
Nationwide military members eligible for membership in the AKANG (Any AFSC)

**MAJOR DUTIES MAY INCLUDE**

**AIR GUARD:** Please refer to attached pages for more info on the major duties and initial qualifications for this position for this AFSC or go to: <https://www.my.af.mil> to review the AFECD

**INITIAL ELIGIBILITY CRITERIA**

\*In addition to criteria listed on attached pages\*  
- Security Clearance - Must be able to obtain: Secret  
- Aptitude Requirement: 62 Electrical  
- Strength Requirement: Demonstrated ability to lift 50 lbs  
- Must be willing to reside in (relocate to) and work in Anchorage, Alaska commuting area for length of tour.  
- Normal color vision as defined in AFI 48-123  
- SPECIAL REQUIREMENTS: Irregular Schedule & TDY's: Incumbent will be required to work extended hours, shifts, holidays, weekends and regularly perform extended duty periods away from home station and temporary duty (TDY) both in-state and out-of-state.

**PREFERED QUALIFICATIONS**

In addition to the initial eligibility criteria and required forms listed application procedures, the following are preferred qualifications:  
- Resume  
- Cover Letter  
- Last 3 Enlisted Performance Evaluations  
- Letters of Recommendation will be accepted

Perform as team member in support of Chemical, Biological, Radiological Nuclear (CBRN) reconnaissance, surveillance, and detection; perform decontamination and obscuration operations, conduct obscuration operations; conduct CBRN sensitive site exploitation; operate and perform operator maintenance on assigned CBRN defense and individual CBRN protective equipment; conduct and evaluate individual and collective CBRN training, and provide technical advice on all CBRN operations and hazards for company and higher-level organizations; respond to suspected terrorist incident involving weapons of mass destruction and/or man made and/or natural disasters; perform reconnaissance or sampling operations in a contaminated environment; assist first responders in the presumptive identification of hazardous materials utilizing monitoring and detection equipment; perform reconnaissance of possible hostile areas containing contamination that would jeopardize life safety in the surrounding area; perform physical sampling operations of hazardous chemicals and biological agents, and identification of radiological isotopes; maintain and operate technical equipment and Personnel Protective Equipment (PPE) in stressful, rigorous and physically taxing conditions. perform strenuous physical activity for 30 minutes while wearing 40 pounds of PPE; required to respond to no-notice, 60 minute recall to the 6700 Fox Run Way, Anchorage, Alaska 99502 safely, anytime of the day/night or year unless otherwise excused by the Commander, Medical Examinations and Standards: Ability to speak distinctly, Must maintain excellent physical condition and be able to pass an annual OSHA physical for Hazardous materials workers; No record of claustrophobia or claustrophobic tendencies. Upon selection additional medical documentation and OSHA Physical will be required prior to start of AGR tour Continuation beyond initial 3-years tour will be subject to evaluation based on AGR Sub-tour Continuation Board Civil Support Skills Course (CSSC) completion is mandatory for initial training, members must complete HAZMAT Awareness and attend resident training at the U.S. Army Chemical School where they will be exposed, while wearing CBRN protective wear, to toxic agents in the chemical defense training facility.

## SPECIAL ANNOUNCEMENT CRITERIA

Upon selection additional medical verification will be required prior to start of AGR tour.  
Continuation beyond initial tour may be subject to evaluation based on AGR Continuation Board.  
Must complete required MOSQ within one year of assignment CST and GMD assignments only. There is a three year mandatory active service obligations for accepting a position at these locations and it must be completed while on active status.

## INSTRUCTIONS FOR APPLICANTS

Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities. Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program. IAW ANGI 36-101 "Initial tours may not exceed 6 years. AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD. Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required. Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status. An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. Application Package will not be forwarded without statement: ANGI 36-101 "applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members. Exceptions may be considered...." If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee Members currently on occasional tours exceeding 180 consecutive days may be considered as full-time AGR (members currently on occasional tours 179 days or less are not considered AGR). Any further questions regarding the AGR program may be answered in ANGI 36-101

## APPLICATION PROCEDURES

Hard copy applications will NOT be accepted. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. Applications received with an unsigned NGB 34-1 will not be forwarded for consideration. Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for. Per ANGI 36-101, the application package must include at a minimum, the signed NGB 34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness. Items 1-3 are required by the Human Resource Office to determine initial qualifications. If the required documents are not submitted, a letter of explanation must be included. Incomplete packages will not be considered for the position vacancy. Please submit the following:

1. Signed NGB Form 34-1 Application Form for Active Guard/Reserve (AGR) Position dated 20131111 (<http://dmva.alaska.gov/employment.htm>) (Do not use outdated form)
2. CURRENT full Records Review RIP available on vMPF (<http://www.afpc.randolph.af.mil/vs>) (Must be a full RIP) (avoid sending SURF/Brief when possible)
3. CURRENT PASSING Report of Individual Fitness from Air Force Fitness Management Systems (AFFMS) or AF Fitness Assessment Scorecard or a signed letter from the Unit Fitness Monitor.
4. Items requested in the "PREFERRED QUALIFICATIONS" section above.
  - Resume
  - Cover Letter
  - Last 3 EPR's (or equivalent)
  - Letter of Recommendation

Use AGR Application Instructions from DMVA website (first line under Application)

### EMAILING REQUIREMENTS:

Ensure all requirements are consolidated into ONE single PDF (adobe portfolio is not recommended) (consider printing signed documents to PDF prior to combining files)-Signatures may be stripped once they are saved. PDF File Name should be: Position Announcement Number, Last name, First name, Grade  
Example: ANG 18-XX Doe, Jane E1

Email Subject should be: Announcement Number

Example: ANG 18-XX (must use advertisement # and NOT position # ex: 1234567)

Email Application Package to [ng.ak.akarng.mbx.hro-agr@mail.mil](mailto:ng.ak.akarng.mbx.hro-agr@mail.mil)

\*\* Applications will be accepted through ARL SAFE if standard email procedures do not work\*\*

- ARL SAFE <https://safe.arl.army.mil/>

\*\*All application documents must be consolidated into a single .pdf file. (Do not put in a PDF Portfolio format)

\*\* Applicants are encouraged to submit early and call HRO for initial review of your application prior to closing date

### QUESTIONS:

Applicants are encouraged to call HRO to verify receipt prior to closeout date. To verify the receipt of an application or if you have issues, you may call DSN 317-384-4467 or Commercial 907-428-6467 and/or DSN 317-384-4242 or Commercial 907-428-6242

**INSTRUCTIONS TO COMMANDERS/SUPERVISORS:** This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted on your unit/activity bulletin board. Selecting supervisor will contact qualified applicants for interviews. After the Human Resources Officer (HRO) approves the selection package, the HRO office will send a notification letter to all applicants of their selection/non-selection. The selection of an applicant is not final until the individual has been notified by the HRO-AGR. After the selecting supervisor makes a selection, the "routing" of the selection package begins and ends with HRO.

### THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.

CEM Code 3E900  
 AFSC 3E991, Superintendent  
 AFSC 3E971, Craftsman  
**AFSC 3E951, Journeyman**  
 AFSC 3E931, Apprentice  
 AFSC 3E911, Helper

**EMERGENCY MANAGEMENT**  
**(Changed 30 Apr 13, Effective 23 Oct 12)**

**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 17-1201, *User Responsibilities and Guidance for Information Systems* and 17-1301, *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 (NACLIC) according to AFI 31-501, *Personnel Security Program Management*.

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