



District of Columbia Air National Guard

AGR Announcement

20-385



3-Year Temporary Indefinite (Occasional) Tour with potential for permanent resource

| | | |
|---|--|--|
| <p>APPLICATION MUST BE FORWARDED TO:</p> <p>IN ORDER TO RECEIVE CONSIDERATION NG.DC.DCANG.MBX.AIR-APPLY@MAIL.MIL</p> | <p>OPENING DATE: 3 April 2020</p> | <p>CLOSING DATE: 3 May 2020</p> |
| | <p>Position Title: Emergency Manager Max Grade: SMSgt (E8) Pending Control Grade Availability Min Grade: TSgt (E6) Must be AFSC: 3E971 / 3E991</p> | |
| | <p>Appointment Status <input checked="" type="checkbox"/> Enlisted <input type="checkbox"/> Officer</p> | |
| <p>Position Location: 113th Civil Engineer Squadron Joint Base Andrews, MD</p> | <p>AREA OF CONSIDERATION: GROUP III All individuals eligible for entry into the DCANG</p> | |
| <p>INSTRUCTIONS FOR APPLYING: This office will NOT accept mailed applications. You must send applications electronically. Failure to submit all required documents as outlined below will result in your application not being considered for employment.</p> <p style="text-align: center;">AGR REQUIRED DOCUMENTS:</p> <ol style="list-style-type: none"> 1.) NGB 34-1 (<i>dated Nov 2013</i>) Application for AGR Position. https://www.ngbpdc.ngb.army.mil/ngbforms/ 2.) Copies of last three EPRs / five OPRs. 3.) Resume (<i>any format</i>). 4.) 3 References on a separate sheet of paper with email address and additional point of contact number(s). 5.) Report of Individual Personnel (RIP) from vMPF only (<i>must be dated within 60 days</i>). If clearance is expired you must obtain security memo from the Wing security manager. 6.) Current Passing Fitness Test from AFFMS II (<i>Per AFI 36-2905 – current within 12 months</i>). 7.) Letter(s) of recommendation (<i>optional</i>). 8.) If missing documents, memo to board president required stating reason why documents are missing. <p>*All documents must be consolidated into a single pdf file. DO NOT put in PDF Portfolio format. Save applications in the following format: MVA number, Rank, Last name, First name, Middle Initial. Ex: 20-300 – SSGT DOE, JOHN A Email subject will be in the same format.</p> | | |
| <p>Conditions of Employment: <u>National Guard Membership:</u> Prior to appointment to this position, selectee must be a member of the District of Columbia Air National Guard. <u>Electronic Funds Transfer:</u> Selectee is required to participate in electronic funds transfer/direct deposit. If applying for an MVA at a lower rank, a voluntary demotion memorandum stating action must be submitted.</p> | | |
| <p>Evaluation Process: Applicants will be evaluated solely on information supplied in application documents outlined above. Interview responses will also be considered when applicable. Incomplete applications will not be considered. It is the responsibility of the applicant to contact the POC identified on this vacancy announcement prior to the vacancy closing date to verify all documents have been received. Failure to do so may result in in disqualification. Complete and accurate data is essential to ensure fair evaluation of candidates.</p> | | |
| <p>Equal Employment Opportunity: All qualified applicants will receive consideration for this announcement without regard to race, color, gender, religion, national origin, or membership/non-membership in an employee organization. Reference: NGR AR 690-600 / NGR AF 40-1614. http://www.ngbpdc.ngb.army.mil/pubs/40/ngraf40_1614v2.pdf and ANGI 36-7 http://www.ngbpdc.ngb.army.mil/publications.htm</p> | | |



The District of Columbia Air National Guard



DC is an Equal Opportunity Affirmative Action Employer

This announcement must be posted on unit bulletin boards until the day following the closing date.

Announcement Number: 20-385

Position: Emergency Manager

Brief Description of Duties: 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. Provides hazardous materials (HAZMAT) response capability for unknown or suspect CBRN incidents. 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. Establishes, monitors and maintains an integrated CBRN detection, warning, and reporting system. Prepares manual and automated plume models for CBRN events and interprets data for installation leadership. 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. 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. 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. 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. 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. 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. Responsible for obtaining and maintaining communication equipment, global positioning system receivers, weather monitoring systems, computer modeling systems and other response-related equipment. Requisitions supplies and equipment for the Readiness and Emergency Management Flight and EM Support Team members. Maintains CBRN equipment and training munitions accounts. Provides equipment availability and condition status to senior leadership during the EMWG. 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. Coordinates unit and staff agency support of the Installation EM Program with Unit EM Representatives. Performs Quality Assessment Evaluation; reviews Performance Work Statements on non-technical contracts for compliance. 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. Conducts individual protection determination, decontamination, warning and reporting activities. Performs other duties as assigned.

Qualifications:

1. Must be able to retain a SECRET security clearance.
2. Must Be AFSC qualified.

Eligibility Requirements:

1. Applicants who have been separated for cause from active duty or a previous AGR tour are ineligible.
2. Prior to entry into the AGR Program, member must be medically cleared by the 113th Medical Group.
3. Must meet all eligibility requirements in accordance with ANGI 36-101.

AGR Employment Points of Contact:

HR Specialist: SSgt Shailah Florvil, Shailah.Florvil.mil@mail.mil /202-685-8813 (DSN 325-8813)

AGR Manager: CMSgt Adrienne Wilson, Adrienne.L.Wilson.mil@mail.mil /202-685-9925 (DSN 325-9925)