

STATE OF HAWAII
DEPARTMENT OF DEFENSE
OFFICE OF THE ADJUTANT GENERAL
3949 DIAMOND HEAD ROAD, HONOLULU, HAWAII 96816-4495

JOB VACANCY ANNOUNCEMENT FY16-016 AGR-AIR
Dual announcement (Yes)

13 April 2016

POSITION: Emergency Management CMan (ILO Readiness Program Assistant, GS-0303-09), 3E971, POSNR 0960234, FAC 44EB00, 154th Civil Engineer Squadron (154 CES) (To establish a List of Eligible)

TYPE OF APPOINTMENT: Full-Time Military Duty (Title 32, USC 502(f)) – Three (3) year tour length/On-Board AGRS see (**See NOTES TO APPLICANTS**)

LOCATION: Joint Base Pearl Harbor Hickam, Hawaii

CLOSING DATE: 13 May 2016

RECRUITMENT AREA: Present on-board AGR enlisted members TSgt (E6) and below of the Hawaii Air National Guard.

SUMMARY 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

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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.

Details of the above stated "SUMMARY OF DUTIES" are contained in the applicable description of duties and responsibilities in the Air Force Enlisted Classification Directory (AFECD) located at: <https://gum-crm.csd.disa.mil/app/answers/list/kw/afecd/>

This position is also being announced for fill in an Excepted Service (Enlisted) status as Readiness Program Assistant, GS-09 position FY16-071. Applicants who wish to be considered under the Excepted Service program should submit the appropriate application forms. For details and application procedures, click on the website: <https://www.usajobs.gov/GetJob/ViewDetails/435942800>.

Per ANGI 36-101, paragraph 5.2. The intent of the AGR program is to assess AFSC qualified individuals. Cross training is authorized into AFSC 3E9X1.

TO APPLY FOR THIS VACANCY, SELECT THE LINK BELOW AND FOLLOW THE AGR APPLICATION PROCEDURES

<http://dod.hawaii.gov/hro/agr-resources/>