



NEW JERSEY NATIONAL GUARD

ACTIVE GUARD RESERVE (AGR)

Announcement Number: NJANG 86-AF-25



POSITION TITLE: Emergency Manager	AFSC 3E971	OPEN DATE: 14 May 2025	CLOSE DATE: 12 Jun 2025
UNIT OF ACTIVITY/DUTY LOCATION: 108th Civil Engineering Squadron, Joint Base McGuire-Dix-Lakehurst, NJ		GRADE REQUIREMENT: Min: E-7 Max: E-8	
SELECTING SUPERVISOR: Capt Jiahua Ye	Position Number 108907234	* Contingent on Controlled Grade Availability	

AREAS OF CONSIDERATION

Nationwide military members eligible for membership in the NJANG (Must Hold advertised AFSC or Equivalent)

MAJOR DUTIES

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 or AFOCD

INITIAL ELIGIBILITY CRITERIA

- *In addition to criteria listed on attached pages*
- Security Clearance - Must be able to obtain: Secret
 - Aptitude Requirement:
 - PULHES:
 - Strength requirement: Demonstrated ability to lift XX lbs

1. Develops, coordinates, obtains approval, and publishes plans and procedures for implementation of wing policies and instructions relating to Emergency Management (EM). Develops, updates, and coordinates the Wing Emergency Management Plan (IEMP) 10-2. Establishes wing emergency management plan objectives, effectively correlating the requirements on interdependent functional areas and provides comprehensive and timely guidance for all units in accordance with Homeland Security Presidential Directives (HSPDs), National Response Framework (NRF), National Disaster Recovery Framework (NDRF), National Incident Management System. See DAFECD attached.

ACTIVE GUARD AND RESERVE REQUIREMENT

IAW ANGI 36-101, 21 April 2022, paragraph Chapter 6, Initial AGR tour orders are probationary. The probationary period will not exceed six years. AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD. Be advised that acceptance of an AGR Tour may result in future and unexpected out of state PCS or tours of up to one year or longer.

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 DAFMAN 48-123, 8 December 2020, 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.

Enlisted Airmen who are voluntarily assigned to a position which would cause an over grade must indicate such in writing; a voluntary demotion letter must be included with the application in accordance with ANGI 36-2503, 24 February 2010, 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 Administrative Demotion statement.

IAW ANGI 36-101, paragraph 5.7, an individual must not have been previously separated for cause from active duty or previous Reserve Component AGR tour.

IAW ANGI 36-101, paragraph 5.10, applicants should be able to complete 20 years of active federal service prior to Mandatory Separation Date (MSD). Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation must complete a Statement of Understanding, See ANGI36-101 Attachment 3.

IAW ANGI36-101, paragraph 6.6.1, members should remain in the position to which initially assigned for a minimum of 24 months. TAG may waive this requirement to 24 months when in the best interest of the unit, State, or Air National Guard.

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 applicant.

TECHNICIANS ENTERING AGR TOUR AND BONUS/INCENTIVES RECIPIENTS

Currently employed technicians may compete for AGR positions. If selected, permanent employees will have their Federal Employee Group Life Insurance (FEGLI) continue for 26 pay periods following their start date on AGR. If selected, your National Guard Association of the United States (NGAUS) will be terminated at the end of the pay period you begin LWOP/AUS. If selected, normally, your Federal Employee Health Benefits (FEHB) will terminate 30 days after AGR start date. Other pay related actions (i.e., TSP, advanced sick leave, etc.) should be reviewed with the Employee Relations Section of J1-HRO. Contact information: 609-562-0866/0874.

BONUS/INCENTIVE RECIPIENTS

If you currently receive any type of incentive such as bonus, student loan repayment, or GI Bill Kicker, these incentives will stop effective on the first day of full-time employment with the National Guard. Contact your RETENTION OFFICE MANAGER.

SPECIAL ANNOUNCEMENT CRITERIA

- Selection into [E8 / E9 / O4 / O5] positions is contingent on availability/state allocation of controlled grades.
- Selection into higher graded positions IS NOT a promise of promotion
- Upon selection additional medical verification will be required prior to start of AGR tour
- The publication of AGR orders by HRO will be the official appointment into the New Jersey Air AGR program. No commitment will be made by the command to any applicant prior to the review of qualifications by the HRO and TAG approved appointment through the Officer Action Board (if applicable).
- Continuation beyond initial tour may be subject to evaluation based on AGR Continuation Board
- AGR Bring-Your-Own-Billet, authorization from the relinquishing commander is required.

APPLICATION PROCEDURES

Applications must be signed and dated. Applications received with an unsigned NGB 34-1 and RIP will not be forwarded for consideration. The application package must include all items 1-5 listed below. If the required documents are not submitted, a letter of explanation must be included. Submittal of any missing requirements after the closeout will NOT be accepted.

Use AGR Application Instructions from DMAVA website (<https://www.nj.gov/military/admin/vacancy/#air-agr-jobs>)

**Incomplete packages will not be considered for the position vacancy

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

1. Signed NGB Form 34-1 Application Form for Active Guard/Reserve (AGR) Position dated 20131111 (<https://www.nj.gov/military/admin/vacancy>)
2. Signed CURRENT full Records Review RIP from Virtual MPF <https://vmpf.us.af.mil/vMPF/Hub/Pages/Hub.asp>
3. CURRENT PASSING Report of Individual Fitness from MyFSS/MyFitness <(must not show a "fitness due date" that is in the past) (or) a signed letter from the UFP. If exempt, please include Form 469 with application)
4. Current EPB/OPB – if you do not have a current EPB/OPB, submit last EPB/OPB and a MFR stating the missing reason.
5. Contact Information-on a separate document; Rank, Last, First Name, preferred contact email, and preferred contact phone#.
6. Inability to Retire as AGR SOU (if applicable) (<https://www.nj.gov/military/admin/vacancy>)
7. Administrative Grade Reduction (if applicable)- Current military grade cannot exceed maximum Military grade announced on Vacancy. Over graded applicants must include a memorandum indicating willingness to accept an administrative reduction if selected.
8. A copy of current VALID state driver's license (as required).

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 Rank Last Name, First Name_Vacancy Announcement Number

Example: TSgt Mouse, Mickey_VA 01-AF-23

Email Subject should be: TSgt Mouse, Mickey_VA 01-AF-23

Email Application Package to: ng.nj.njarng.list.nj-job-submission-agr-air@army.mil

** Applications will be accepted through GEARS (GEARS <https://gears.army.mil/>), if standard email procedures do not work**

QUESTIONS: Applicants may call HRO to verify receipt of application prior to closeout date.

Commercial 609-562-0887 or Commercial 609-562-0860 or ng.nj.njarng.list.nj-job-submission-agr-air@army.mil

Assistance will be rendered in the order the request was received.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: Selecting supervisor will contact qualified applicants for interviews after receipt of selection register from HRO REMOTE. After completion of interview, send selection register to HRO REMOTE. After the Human Resources Officer approves the selection package, the HRO office will send a notification letter to notify all applicants of their selection/non-selection.

THE NEW JERSEY 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, color, religion, gender, national origin, or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC 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 24)**

1. Specialty Summary. Administers the Department of the Air Force's unifying all-phase, all-hazards counter-effects program. Organizes mission-driven activities and investments across planning, preparation, mitigation, and response phases of execution to support data driven decisions for commanders at all levels. Conducts education, training, exercises, and validation events to prepare assigned and apportioned forces to execute mission command during major accidents, natural disasters and state and non-state employment of Weapons of Mass Destruction (WMD) against air, space and cyber projection platforms. Responds to nuclear weapons incidents and accidents to preserve global deterrence. Performs Chemical, Biological, Radiological and Nuclear (CBRN) response, warning and reporting to limit the ability of adversaries to affect changes to the permissibility operating environment and incur cost on friendly forces. Delivers intelligence analysis and operational recommendations to each echelon of command to sustain combat power. Provides CBRN passive defense expertise to building partnership capacity efforts and coalition, joint and interagency boards, bureaus, centers, cells and working groups (B2C2WG) to integrate service missions into operational planning activities. Related DoD Occupational Subgroup: 149400.

2. Duties and Responsibilities:

2.1. Conducts installation level Emergency Management (EM) activities.

2.1.1. Executes CBRN response operations utilizing specialized testing equipment to identify and quantify threats during hazardous materials (HAZMAT) and suspected weapons of mass destruction (WMD) events.

2.1.2. Establishes, monitors, and maintains specialized CBRN threat detection network to identify contamination, mitigate hazards, protect personnel, and restore Air, Space and Cyber mission sets Coordinates actions to ensure prompt response during EM operations including immediate mobilization of resources and participation of agencies and organizations.

2.1.3. Utilizes scientific computer systems and software to construct detailed CBRN plume models to predict contamination and hazard footprints. Collects, interprets, and analyzes CBRN threat data to provide classified risk assessments for commanders and senior enlisted leaders to perform their missions.

2.1.4. Determines contamination levels, identifies contaminated areas, and predicts CBRN hazard duration timelines. Collects and prepares samples and ensures proper transport of samples from suspected CBRN and weapons of mass destruction (WMD) events. Advises, directs, and supervises EM and CBRN specialized teams Establishes, monitors, and maintains an integrated CBRN detection, warning, and reporting system.

2.1.5. Conducts individual protection determinations, decontamination, warning, and reporting activities.

2.1.6. Administers electronic systems to track training and equipment statistics and conducts Defense Readiness Reporting System updates.

2.1.7. Manages all aspects of EM Education and Training Program. Develops and distributes multimedia presentations, lesson plans, educational pamphlets, and handouts to support training and preparedness efforts. Instructs indoor and outdoor training using lecture and demonstration-performance methods for assigned installation populations.

2.1.8. Determines resource requirements, develops budgets, executes, and monitors expenditures for EM and CBRN materials and equipment. Ensures authorized and required CBRN protective equipment and clothing, detection devices and monitoring instruments are available, calibrated and in serviceable operating condition.

2.1.9. Acts as the installation liaison to the local emergency planning committee (LEPC) to foster collaborative relationships before incidents, accidents, and other engagements. Develops and coordinates EM support and mutual aid agreements.

2.1.10. 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.

2.1.11. Develops and coordinates EM planning activities. Provides input to and develops program guidance, local support agreements and other documents supporting homeland defense and expeditionary operations.

2.1.12. Integrates with allies and partners to standardize coalition tactics, techniques and procedures using an all-hazard approach to strengthen deterrence and operational feasibility across the range of military and humanitarian aid operations.

2.1.13. Performs Quality Assessment Evaluation and reviews Performance Work Statements on nontechnical contracts for compliance.

2.2. Conduct Headquarters, Center, and Agency EM activities.

2.2.1. Conducts CBRN and WMD Planning, Programming Budgeting and Execution activities.

2.2.2. Attends DoD, DAF, MAJCOM, and center B2C2WGs to advocate for DAF EM program policy and resourcing equities.

2.2.3. Evaluates EM force strength and equipment resourcing levels against applicable campaign, operational and concept plans and where present, branch and sequel plans.

2.2.4. Monitor joint and commercial technological advances and integrate into joint and service resourcing strategies.

2.2.5. Represent DAF equities to the DoD Emergency Management Steering Group.

2.2.6. Maintain professionalization for enlisted, officer and civilian career paths.

2.2.7. Continuously evaluate DAF EM training products and exercise use case scenarios against adversary fielded threats, intelligence products and operational concepts.

3. Specialty Qualifications:

3.1. Knowledge. is mandatory of the characteristics and effects of CBRN weapons is mandatory; detection and identification of CBRN contamination; threat and hazard 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. Must have a working knowledge about DAF EM program operations, training, and logistics functions. This includes (but not limited to) force bed down, phases of response, deployment operations, and organizations for response, principles of mitigation preparedness, response, and recovery from major accidents and natural disasters, CE contingency training, operations, and equipment

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

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

3.4.1. 3E931. Completion of the basic EM Apprentice course and the CBRN Responders Course.

3.4.2. 3E951. Completion of the CE 3-Level Common Core Concept; EM Journeyman Distance Learning (DL) Course; FEMA IS- 100, IS 200, IS 700, and IS 800 courses; and Automated Readiness Information System (ARIS) training offered by Air Force Civil Engineer Center.

3.4.3. 3E971. Completion of the Craftsman (7-skill level) EM course.

3.4.4. 3E991. Complete of the Superintendent (9-skill level) EM SNCO course.

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

3.5.1. 3E951. Qualification in and possession of AFSC 3E931. Also, experience performing functions supervised activities associated with EM operations, training, and logistics functions.

3.5.2. 3E971. Qualification in and possession of AFSC 3E951. CBRN Team Lead. Also, experience performing or supervising functions associated with EM operations, training, and logistics functions.

3.5.3. 3E991. Qualification in and possession of AFSC 3E971. CBRN Superintendent. Also, experience directing functions such as EM programs, or evaluating, planning, and organizing installations-level EM activities.

3.6. Other. The following are mandatory as indicated:

3.6.1. See attachment 4 for additional entry requirements.

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

3.6.2.1. Ability to speak distinctly.

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

3.6.2.3. 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, Ground Transportation.

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

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

3.6.2.6. Must be able to lift 50 lbs.

3.7. For award and retention of these AFSCs:

3.7.1. Must maintain local network access IAW AFI 17-130, *Cybersecurity Program Management* and DAFMAN 17-1301, *Computer Security*.

3.7.2. Specialty requires routine access to Tier 3 (T3) information, systems, or similar classified environments. For award and retention of AFSCs 3E9XX, completion of a current T3 Investigation required IAW DoDM 5200.02, AFMAN 16-1405, *Air Force Personnel Security Program*, is mandatory.

3.8. Retraining into AFSC 3E9X1 is restricted to the grades of E-6 and below with less than 10 years of Total Active Federal Military Service. CBRN operators require experienced technical leadership to successfully execute their mission sets.

NOTE: Award of the entry level without a completed T3 Investigation is authorized provided an interim Secret security clearance has been granted according to DoDM 5200.02, AFMAN 16 -1405.