

DEPARTMENT OF  
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT  
Military Bureau  
Joint Force Headquarters, Maine National Guard  
Camp Keyes, Augusta, Maine 04333-0033

8 September 2012

**ACTIVE DUTY GUARD/RESERVE AGR TOUR ANNOUNCEMENT #12-071**  
**TITLE 32 USC SEC 502 (f)**

**POSITION:** S2/S3 (CERFP Operations Officer)

**GRADE:** MAJ/O4 (Also see Area of Consideration)

**LOCATION:** 521<sup>st</sup> Troop Command, Bangor, Maine 04401

**CLOSING DATE:** 28 September 2012

**AREA OF CONSIDERATION:** Open to currently assigned Maine Army National Guard AGR Soldiers in the rank of Captain (O3) and Major (O4), and Military Technicians, or Traditional (M-Day) Soldiers in the rank of Captain (O3). (Also see Eligibility Requirement below).

**MILITARY/FULL-TIME ASSIGNMENT:** Selected applicant will be assigned militarily as an O4 01A00, S2/S3, (UMR posn 015A/03) and full time in the 521<sup>st</sup> Troop Command.

**ELIGIBILITY REQUIREMENT:** Applicants must not have documented instances in the last 5 years of conduct that reflects adversely on the character, honesty, or integrity of the Soldier. The selected individual will be required to participate in an extremely rigorous training program. This training will occur in various school environments, both military and civilian, throughout the country. This duty position will require at least 90 hours of technical training above and beyond any professional development schools. The online Incident Command courses 100, 200, 700, 800 and Hazardous Material Awareness level certification must be completed within 30 days of the AGR order start date. Due to the physical demands of the CERFP mission, the selected individual must meet the medical standards in chapter 9, NGR 500-4 before starting on AGR orders. These eligibility requirements are a condition of continued employment.

**POSITION DESCRIPTION:** Responsible for the development and planning of OPORDs, OPLANs, SOPs, individual and unit collective training, including exercises, school management, training schedules and calendars, DRRS reporting, and training budget management. Prepares training guidance and reviews training plans for commander approval. Determines and coordinates resources necessary for training IAW the published training guidance. Deploys and runs the unit Tactical Operations Center, with operational duties including transmission of intelligence to tactical sections, coordination with CSTs, DOMS, law enforcement and other first responder agencies, planning and executing unit ground and air deployments, and liaison with civilians at WMD terrorist incident scenes. Responsible for assuming the duties of the Executive Officer or Commander in their absence; Conducts interface with Federal, State and Local law enforcement agencies as required. Assist the Battalion XO/AO in supervising and monitoring overall readiness for the Battalion. Assist XO/AO in

**ACTIVE DUTY GUARD/RESERVE AGR TOUR ANNOUNCEMENT # 12-071 dated  
8 September 2012 (Cont'd)**

supervision of 23 full-time AGRs. Assist XO/AO in managing personnel vacancies, career development and workload requirements for the Battalion and subordinate units.

**KEY SKILLS NEEDED FOR POSITION:**

1. Extensive knowledge in training management and how to develop five year METLs that drive yearly training plans.
2. Extensive knowledge with DTMS, DRRS, AFCOS, ATN, SharePoint and DTS
3. Experience in developing Evaluations, Composite Risk Management, Physical security, and OPSEC programs
4. Knowledgeable of the Incident Command System (ICS) employed at the local and state level and procedures for crime scene and evidence preservation at a WMD incident.
5. Integrates current intelligence estimates into CERFP force protection requirements and CBRN response missions.
6. Meets with designated civilian government agency and/or senior military leaders to discuss CERFP concept, mission, and/or plan CERFP participation in a state/local WMD response.
7. Serves as a CERFP liaison/point of contact with emergency response agencies and Incident Commanders on consequence management activities.
8. Serves as the CERFP Air Movement Officer. Coordinates air support for unit deployments and on-scene air support for the unit (ASI S3).

**NON-AGR APPLICANTS MUST:**

- a. Be a member of the Maine Army National Guard.
- b. Have less than 15 years of Active Service (AS).
- c. Be able to meet the physical qualifications outlined in Chapter 3, Army Regulation 40-501.

Applicant's Physical Appraisal must be within 12 months of the date of entry on AGR status as well as meet other applicable medical criteria.

- d. Meet height, weight and Army Physical Fitness (APFT) requirements.
- e. Not be flagged for personnel actions.
- f. Also see Area of Consideration requirements above.

**Current AGR Soldiers** wishing to apply must have the concurrence of their chain of command, and have served at least 18 months in their current assignment unless TAG has waived this requirement.

**SELECTED RESERVE INCENTIVE PROGRAM (SRIP):**

Non-AGR Maine National Guard personnel who are SRIP participants (bonus recipients/student loan repayment program) may have their benefits terminated and/or recouped if selected as a permanent AGR. Applicants should contact the MEARNG Incentive Manager at 430-5922 to determine any possible termination and/or recoupment actions that may result from accepting this position.

**ACTIVE DUTY GUARD/RESERVE AGR TOUR ANNOUNCEMENT # 12-071 dated  
8 September 2012 (Cont'd)**

**LENGTH OF TOUR:** If the selected individual is not AGR he/she will be appointed to AGR status for an initial tour of 3 years. Extension of all AGR Soldiers beyond their initial tour is contingent upon recommendation by the supervisor and final approval by the Adjutant General.

**HOW TO APPLY:** All applicants must submit the following:

- A Completed Police Records Check application, (top portion only (Section 1, Blocks 2-9 and Signature in Section II, Block 11) from DD Form 369 from the following web site) a police background check will be run before the selection is approved.

<http://www.dtic.mil/whs/directives/infomgt/forms/efoms/dd0369.pdf>

- AGR applicants will **also** submit a memorandum of interest through their Chain of Command to the HRO-AGR office.

- Technicians and Traditional (M-Day) applicants, as a minimum will **also** submit an *NGB Form 34-1*, (Application for Active Guard/Reserve Tour) from the following web site

<http://www.me.ngb.army.mil/dhr/AGR/NGB%2034-1%20Fillable%20Form%20Oct%2002.doc>.

- All applicants are encouraged to submit a current resume and **WILL** submit their last (5) OER's (if applicable).

- Memorandums and Applications must reach the HRO-AGR office **NOT LATER THAN THE CLOSING DATE**. Memorandums and Applications received after the closing date will **NOT** be considered. The inter-office distribution system may be used (no expense incurred to the government). - Current Maine AGR Job announcements are available on the internet at

<http://www.me.ngb.army.mil/DHR/ANNOUNCEMENTS/DEFAULT.htm> under the "JOBS" link. Select the "AGR" link to get a blank AGR application form (NGB Form 34-1).

- You may deliver your application and other documents **in person**, or **send** them by:

- **Email** (*Preferred Method*) to [hroagrbr@me.ngb.army.mil](mailto:hroagrbr@me.ngb.army.mil), or
- **Non government fax** to MENG-HRO-AGR office at (207) 626-4246, or
- **U.S. mail** to "Department of Defense, Veterans, & Emergency Management, ATTN: MENG-HRO-AGR, Camp Keyes, Augusta, ME 04333-0033"

**APPOINTMENT:** This position will be filled as soon as possible after 1 October 2012. The Adjutant General retains exclusive appointment authority of AGR personnel. No commitment will be made to any applicant prior to review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

**DISSEMINATION:** Supervisors/Commanders, please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during the announcement period due to school, illness etc., should be notified.

FOR THE HUMAN RESOURCES OFFICER:

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MARK K. PERRY  
CW4, AG, MEARNG  
AGR Manager