

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 #12-072
TITLE 32 USC SEC 502 (f)

POSITION: CERFP Support NCO (00F)

GRADE: SFC/E7 (Also see Area of Consideration)

LOCATION: 521st Troop Command, Bangor, Maine 04401

CLOSING DATE: 19 September 2012

AREA OF CONSIDERATION: Open to currently assigned Maine Army National Guard AGR Soldiers in the rank of Sergeant First Class (E-7); any MOS may apply. (Also see Eligibility Requirement below).

MILITARY/FULL-TIME ASSIGNMENT: Selected applicant will be assigned militarily as an E7 00F40, Detachment Sergeant, (UMR posn 015B/02) and full time within 521st 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 from the AGR order start date (online training). 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 procurement, accountability and storage of all equipment needed for incident response. Maintain property book accountability for assigned equipment. Uses the CERFP Impact Card to obtain or replace mission essential supplies, tools and equipment needed for the execution of CERFP missions. Responsible for monitoring the operational status of all assigned equipment, and coordinating calibration requirements of equipment on hand. Will establish a process to monitor expiration dates on expendable materials. Will arrange for unserviceable equipment to be repaired or replaced. Arranges for warehousing of supplies and equipment, including establishing a security process. Arranges for the transport of supplies and equipment in the event of mobilization. Understand procedures and equipment for safe transport of contaminated items. Packages equipment and supplies so they are deployable in increments according to Operations Order. Conduct periodic Chemical/Biological equipment inspections. Tracks the temp-loan of CERFP equipment to other WMD first responders. Provides a logistics readiness status report. Performs issue and turn-in of individual equipment for CERFP members. Track and maintain medical surveillance program, occupational health status of CERFP personnel, immunization status and other deployment requirements. Tracks personnel training readiness of subordinate CERFP assets and assists subordinate elements in implementing personnel training programs. Maintains a policy book that outlines the

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policies from all higher headquarters-provide input to overall CERFP doctrine and generates personnel availability reports-input to personnel management system. Responsible for ensuring accurate reporting is being conducted through DRRS.

KEY SKILLS NEEDED FOR POSITION:

1. Maintains liaison with the Consequence Management Support Center (COMSUPCEN), ARNG CERFP personnel, and higher headquarters to ensure adequate resupply and maintenance.
2. Maintains accountability and inventory management of CERFP equipment and supplies.
3. Ensures vehicles and other mobility equipment are serviceable to meet mission requirements.
4. Perform one or more, but is not limited to, the following additional duties: Key Custodian NCO, Vehicle Dispatch NCO, Radiation NCO, Physical Security NCO, Food Service NCO
5. Knowledgeable of the Incident Command System (ICS) employed at the local and state level at a WMD incident.
6. Integrates current intelligence estimates into CERFP force protection requirements and CBRN response missions.
7. 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.
8. Serves as a CERFP liaison/point of contact with emergency response agencies and Incident Commanders on consequence management activities.
9. Serves as the CERFP Air Movement NCO. Coordinates air support for unit deployments and on-scene air support for the unit (ASI S3).

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/eforms/dd0369.pdf>).

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

- AGR applicants will **also** submit copies of their last (5) NCOER's.

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- 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, 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