DEPARTMENTS OF THE ARMY AND AIR FORCE

JOINT FORCE HEADQUARTERS-LOUISIANA
OFFICE OF THE ADJUTANT GENERAL
JACKSON BARRACKS
NEW ORLEANS, LOUISIANA 70117

Announcement Number: 26-064

POSITION TITLE:	AFSC	OPEN DATE:	CLOSE DATE:
Emergency Management	3E971	17 November 2026	8 December 2026

UNIT OF ACTIVITY/DUTY LOCATION:	GRADE REQUIREMENT:
JFHQ, Carville, Louisiana	**Min:** E-3 **Max:** E-5

SELECTING SUPERVISOR:	Position Number
CPT John Jennings	0843708

AREAS OF CONSIDERATION

On-board LA ANG AGR (**Must Hold *3E9X1**) and
Louisiana Air National Guard members **(Must Hold *3E9X1)**

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

INITIAL ELIGIBILITY CRITERIA

In addition to criteria listed on attached pages
- Security Clearance - Must attain and maintain: Secret

PREFERRED QUALIFICATIONS

In accordance with HRO and ANGI 36-101, the Selection Official has requested the following documents. While applications that do not include these documents will not be disqualified by HRO, their omission may negatively impact the selection process.

1. Cover Letter
2. Resume
3. Last three (3) EPRs / OPRs
4. Letter(s) of Recommendation

ACTIVE GUARD AND RESERVE REQUIREMENTS

AGR Program Entry and Tour Guidelines – LA ANG

- **Initial AGR Tours**: Initial tours with the Louisiana Air National Guard (LA ANG) may not exceed five (5) years. AGR tours cannot extend beyond an enlisted member's Expiration Term of Service (ETS) or an officer's Mandatory Separation Date (MSD).
- **Fitness Requirements:** Applicants must meet the minimum requirements in each fitness component and achieve a composite score of 75 or higher to qualify for entry into the AGR program. Members with a documented Duty Limitation Code (DLC) that prevents completion of one or more components of the Fitness Assessment must have an overall rating of "Pass."
- **Medical and Readiness Requirements:**
- Selected individuals must meet medical qualifications outlined in AFI 48-123, Medical Examination and Standards.
- Members must be current in all Individual Medical Readiness (IMR) requirements, including immunizations.
- RCPHA/PHA and dental exams must have been completed within 12 months prior to AGR tour start.
- An HIV test must be completed within six (6) months of the tour start date.
- **Overgrade Assignments:** Enlisted Airmen voluntarily accepting a position that results in an overgrade must submit a written voluntary demotion letter with their application, in accordance with ANGI 36-2503, Administrative Demotion of Airmen. The application package will not be processed without this documentation.
- **AFSC Qualification:** If the selected applicant does not currently possess the required AFSC, they must complete all required training and meet assignment criteria within 12 months of assignment. Failure to do so may result in termination of the AGR tour. Extensions beyond the 12-month period will be considered only if delays are beyond the applicant's control.
- **For additional details, please refer to ANGI 36-101, Active Guard Reserve Program.**

SPECIAL ANNOUNCEMENT CRITERIA

- Upon selection additional medical verification will be required prior to start of AGR tour
- Any Individual(s) selected for this position must meet EFMP requirements for the duty location at time of assignment.
- Members that do not meet EFMP standards for the duty location may be subject to a rescinded offer of employment.
- Continuation beyond initial tour may be subject to evaluation based on AGR Continuation Board
- Selection is not a promise of promotion

APPLICATION PROCEDURES

Applications must be signed and dated. Applications received with an unsigned NGB 34-1 will not be forwarded for consideration. Per ANGI 36-101, the application package must include at a minimum items 1-3 listed below. If the required documents are not submitted, a letter of explanation must be included. Incomplete packages will not be considered for the position vacancy:

1. **NGB Form 34-1** *(announcement number and position title must be annotated on the form)*
2. **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 UFPM. If exempt, please include Form 469 with application)
4. Items requested in the "PREFERRED QUALIFICATIONS ORDER" section above.

Application Documents Order:

- 1. (Mandatory) NGB Form 34-1
- 2. (Mandatory) Records Review RIP
- 3. (Mandatory) **Passing** Report of Individual Fitness
- 4. (Recommended) Cover Letter
- 5. (Recommended) Resume
- 6. (Recommended) Last three (3) EPRs / OPRs
- 7. (Recommended) Letter(s) of Recommendation

EMAILING REQUIREMENTS:

Consolidate all required documents into **ONE single PDF** (adobe portfolio is not accepted). To preserve signatures, consider printing signed documents to PDF before combining files. **Name the PDF file as follows: Last Name, Announcement Number, Position Title.**

Example: Doe, 26-XXX

Email Subject should be: Last Name, Announcement Number, Position Title

Example: Doe,26-XXX, Emergency Management

Email Application Package to: **ng.la.laarng.mbx.agr-branch-air@army.mil**

*** There is a known issue that digital signatures are being removed from the NGB Form 34-1 once combined as one PDF. To avoid this, once you sign and save the NGB Form 34-1, go to Print, then select "Microsoft Print to PDF". Click Print. Use this copy of the form to combine into the required documents and send to HRO. Always verify the signature is present before you sent to HRO. ****

QUESTIONS: Applicants may call HRO for initial review of application and to verify receipt prior to closeout date. DSN 278-8753/8754 or Commercial 504-278-8753/8754 cassie.l.ellis.mil@army.mil / khisha.m.donald.mil@army.mil. Assistance will be rendered in the order the request was received.

CEM Code 3E900
AFSC 3E991, Superintendent
AFSC 3E971, Craftsman
AFSC 3E951, Journeyman
AFSC 3E931, Apprentice
AFSC 3E911, Helper

EMERGENCY MANAGEMENT

(Changed 30 Apr 26)

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.
3.7.3. For retention of the AFSC if awarded 3 skill level, 2 years of lack of recent performance AFSC is withdrawn IAW DAFMAN 36-2100.
3.7.4. For retention of the AFSC if awarded 5 skill level, 4 years of lack of recent performance then downgraded to 3 skill level and then 2 more years of non performance AFSC is withdrawn IAW DAFMAN 36-2100.
3.7.5. For retention of the AFSC if awarded 7 or 9 skill level, 6 years of lack of recent performance then downgraded to 3 skill level and then 2 more years of non performance AFSC is withdrawn IAW DAFMAN 36-2100.
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.