

# JOINT OPERATIONS CENTER SPECIALIST – DSG VACANCY ANNOUNCEMENT

## DELAWARE AIR NATIONAL GUARD

166th Airlift Wing

2600 Spruance Drive

New Castle, Delaware 19720

**OPENING DATE: 4 Jun 2023**

**CLOSING DATE: 25 Aug 2023**

**UNIT: Joint Forces Headquarters – DE ANG**

**AFSC: Open to any AFSC**

**GRADE: Minimum: SSgt**

**Maximum: TSgt**

**AREA OF CONSIDERATION:** Current Members of the Delaware Air National Guard.

## POSITION SUMMARY

This position is in the Joint Force Headquarters, Homeland Security Office, Joint Operations Center (JOC). The primary purpose is to effectively perform the operation of the Joint Operations Center processes. Coordinates as necessary with all applicable base agencies, higher headquarters major commands, Federal, state, and local agencies. Employee makes assignments, implements mission changes, ensures the work of the joint operations center is carried out in an efficient and timely manner, and oversees all command-and-control training programs. Serves as the joint operations center subject matter expert for all joint operation activities.

## DUTIES AND RESPONSIBILITIES:

Assists in the management and daily operations of the Joint Operations Center. Establishes and maintains cooperative working relationships with Federal, state, and public agencies and military units within the state. Obtains and/or exchanges information pertinent to emergency support plans and activities of mutual interest or major concern. Evaluates, analyzes, and disseminates information of interest to the JOC Manager, Adjutant General or his staff.

Responsible for executing mission plans in support of the joint operation's center missions. Performs local Quick Reaction Checklists (QRCs), Staff Operational Reporting Procedures (SOPs), and Joint Operating Instructions (JOIs) to meet the Adjutant General's mission and reviews periodically for sufficiency and updating. Serves as the joint operations center technician (DSG). Helps maintain a publication and forms library of essential hardcopy documentation and an electronic copy of the required library items for a backup. Performs the daily activities of the joint operations center, console operations, administration, and training.

Takes calls from Federal, state and the public on exchange of information and records all pertinent data. Relays information through various communications equipment to appropriate personnel. Notifies other agencies concerning the call as necessary. Records action taken, equipment assigned and other pertinent information in various databases. Executes adequate protection and procedures to safeguard resources, to include the physical security of the joint operations center, the Crisis Action Team (CAT) and mission critical support systems. Serves as the Communications Security (COMSEC) support for the joint operations center COMSEC user account. Periodically reviews, validates, and projects COMSEC requirements to ensure required materials are in place to support the evolving missions. Ensures personnel are properly trained in the procedures, use, destruction, and security of classified COMSEC information and materials. Ensures the joint operations center complies with operational, communications, transmission, and computer security requirements.

During joint forces exercises or actual emergencies, serves as a member of the JOC emergency response team to provide support to either the Federal, state, or public operations. Will perform various tasks, such as activating the JOC, exchanging information with other emergency response agencies, coordinating data collection and reporting, coordinating with field personnel, preparing briefings or situation reports, etc. Ensures all classified documents are properly prepared, reproduced, distributed, and stored.

Participates in the direction of operational events and briefs. Supports the recall of base personnel as required. Coordinates with other agencies in the development of all reference guides, checklists, and displays utilized by the CAT. Provides administrative support to track and log CAT events. Must be able to support and perform work during DENG exercises, State and National activities to support operational events on a 7-day per week/24-hour basis when necessary. Performs other duties as assigned.

**APPLICATION PROCEDURES:** The following items must be included in the application package:

- **Resume**
- **Last 2 Enlisted Performance Reports**
- **Record Review Summary (vMPF)**
- **AF Fitness Assessment Score (MyFitness)**
- **ASIMS printout**

**E-mail Application packet to the DSG Announcement Organization Box (by 25 Aug 2023):**  
[166aw.dsg.jobannouncement@us.af.mil](mailto:166aw.dsg.jobannouncement@us.af.mil)

or

**Mail packets: (must arrived at the FSS by the Closeout date) to:**

166 FSS/DSG Job Announcement  
2600 Spruance Drive – Bldg. 2812  
New Castle, DE 19720  
302-323-3414 / 3416

**\*\*\*Following initial screening, packages will be forwarded to the HQS Director of Staff for interview/selection process. Personnel having additional questions concerning the unit should contact (302)-326-7870.**