**Specialty Summary** Prepares, maintains, and monitors Civil Engineer (CE) operations plans and supporting documents for mobility, response, and recovery operations. Prepares, reviews and provides input to installation contingency plans. Monitors prime base engineer emergency force (Prime BEEF), air base operability, hazardous materials emergency response, and disaster preparedness programs, and conducts and schedules associated training. Manages assigned equipment and supplies, performs or schedules equipment maintenance, and inventories assets. Maintains and inspects nuclear, biological, chemical (NBC), and conventional protective clothing and equipment. Conducts NBC and conventional detection, warning, and reporting activities. Maintains and inspects equipment, conducts training, and prepares for peacetime response to use of Weapons of Mass Destruction (WMD). Related DoD Occupational Subgroup: 494.

**Duties and Responsibilities:**

- Prepares wartime and contingency response plans. Conducts research and assists in developing disaster preparedness plans, including measures to minimize casualties and damage from natural disasters, major accidents, wartime operations, and military operations other than war. Coordinates actions to ensure prompt response during disaster operations, including immediate mobilization of all resources and participation of all agencies and organizations. Coordinates actions to allow continuation or restoration of vital functions and operations. Prepares disaster preparedness annexes, appendices, supplements, and other supporting documents to support operations plans. Prepares checklists and operating instructions for readiness activities.

- Develops and maintains plans for contingency, mobility, and recovery. Extracts tasking from the time-phased force deployment list. Establishes, coordinates, conducts, and monitors the Prime BEEF operation. Assigns Prime BEEF personnel. Analyzes training and deficiencies for wartime tasks. Identifies, budgets, requisitions, and accounts for equipment and supplies used by readiness and contingency teams. Inputs, maintains, and reviews data for status of resources and training system (SORTS). Establishes, coordinates, and maintains annual Prime BEEF training plan. Assists in assigning, training, and deploying Prime BEEF personnel; and in procuring, maintaining, storing, and deploying equipment.

- Conducts disaster preparedness and hazardous material emergency response training. Manages, schedules, and conducts training on readiness activities and survival measures for disasters and contingencies. Provides briefings, and develops installation disaster preparedness training and educational materials.


- Monitors CE readiness and installation disaster preparedness activities. Inspects equipment. Ensures disaster preparedness teams are established and manned. Acts as exercise evaluation team member for CE readiness and ensures exercises are conducted according to directives. Ensures authorized and required NBC protective equipment and clothing, detection devices, and monitoring instruments are available, calibrated, and in operating condition. Monitors actions to preserve life, minimize damage, and restore operations following natural disasters, accidents, wartime attacks, and military operations other than war. Coordinates disaster preparedness activities and plans with all base units and nearby military and civilian organizations. Briefs military and civilian personnel in conjunction with community relations programs. Monitors air base operability activities. Requisitions supplies and equipment for readiness and the disaster preparedness support
team (DPST). Maintains custodial files for accounts such as supply and equipment; intrabase radio; test, measurement, and diagnostic equipment.

-Manages unit and staff agency disaster preparedness program. Provides unit and staff agency assistance to ensure disaster preparedness planning and training have been accomplished, and disaster preparedness directives are being followed. Conducts disaster preparedness analysis.

-Establishes and monitors requirements and procedures for contamination control. Detects, identifies, measures, and reports contamination. Assists bioenvironmental engineer to interpret hazards to personnel. Coordinates and monitors exposure control procedures. Plots contamination levels and coordinates with medical personnel to identify contaminated areas and establish safety procedures. Ensures unsafe areas are marked according to directives. Documents findings and reports to proper authority.

-Performs CE readiness and installation disaster preparedness functions. Serves in mobile or unit command post, survival recovery center, or NBC control center. Monitors force protection and survivability and advises the readiness officer or NCO of deployment and employment capabilities. Establishes an integrated conventional and NBC detection, warning, and reporting system. Advises the commander on response to peacetime attacks with WMD. Helps prepare for peacetime WMD and wartime conventional and NBC defense, including activating NBC teams for shelter, collective protection, and contamination control, reconnaissance, plotting, and reporting. Coordinates protective shelter and collective protection requirements. Supervises teams engaged in monitoring and contamination control operations. Reviews findings of personnel operating detection equipment, and compiles data to indicate danger areas. Ensures specialized teams comply with contamination control and safety procedures. Manages activities in the NBC control center. Operates mobile command post and disaster preparedness communications net. Helps analyze reports and plotting areas of contamination. Advises the commander on mission impact and recovery activities following an attack. Determines contamination levels and amount over a given area and, in conjunction with medical personnel, recommends time limits that personnel may remain in the area. Ensures emergency facilities are established for personnel contamination control areas. Advises the readiness officer on overall situation during disasters or contingency operations. Maintains directives. Maintains operations event log. Provides inputs to reports.

-Ensures safety procedures are followed. Ensures exposure and contamination control procedures are established, coordinated, and distributed. Ensures safety precautions are taken by assigned personnel.

Specialty Qualifications:

Knowledge. Knowledge is mandatory of the characteristics and effects of peacetime WMD and wartime conventional and NBC weapons; detection and identification of NBC contamination; threat analysis; passive defense measures; principles of contamination control; related technical information, policies, procedures, techniques, and equipment; and CE readiness and contingency planning, training, operations, equipment supply procedures, directives, and policies.

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

Training. The following training is mandatory for award of the AFSC indicated:
3E931. Completion of the basic readiness course.

3E971. Completion of the advanced readiness course.

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

3E951. Qualification in and possession of AFSC 3E931. Also, experience performing functions such as helping prepare disaster preparedness plans.

3E971. Qualification in and possession of AFSC 3E951. Also, experience performing or supervising functions such as preparing plans and conducting readiness activities.

3E991. Qualification in and possession of AFSC 3E971. Also, experience directing functions such as readiness programs, or evaluating, planning, and organizing readiness activities.

**Other.** The following are mandatory as indicated:

For entry into this specialty:

Normal color vision as defined in [AFI 48-123](#), Medical Examination and Standards.

For entry award and retention of these AFSCs, ability to speak distinctly.

For entry, award, and retention of AFSCs 3E911/31/51, qualification to operate government vehicles according to [AFI 24-301](#), Vehicle Operations.

For entry, award, and retention of AFSCs 3E911/31/51/71, no record of claustrophobia or claustrophobic tendencies.

For entry, award, and retention of AFSCs 3E931/51/71/91/00, eligibility for a Secret security clearance according to [AFI 31-501](#), Personnel Security Program Management.

**Strength Req:** H

**Physical Profile** 222221

**Citizenship** Yes

**Required Aptitude Score:** G-58

**Technical Training:**

Course #: J3ABP3E931 001

Length (Days): 53

**Location:** FLW