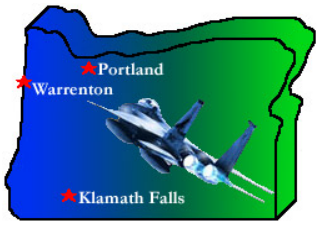
Oregon Air National Guard



OREGON MILITARY DEPARTMENT
JOINT FORCE HEADQUARTERS-OR-AC/AGR
P. O. BOX 14350
SALEM, OREGON 97309-5047

YOU MAY EMAIL YOUR APPLICATION TO:
JFHQORAC.AGR.OMB@ANG.AF.MIL

NATIONWIDE ACTIVE GUARD/RESERVE (AGR) POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: AF14-511	*OPEN DATE:* 20 Nov 2013	*CLOSING DATE:* 20 Dec 2013

UNIT/LOCATION:

173D MEDICAL GROUP
173D FW, KLAMATH FALLS, OREGON

POSITION:

HEALTH SYSTEMS SPECIALIST
(Supervisor)

(Vacancy and grade contingent on resource availability)

PD #: D17210

MAX MILITARY RANK AT TIME OF HIRE: **SMSGT / E-8**

GRADE/SERIES:
GS-0671-10

UMD Position #:
0957731

NOTES:
-PROMOTION TO THE HIGHEST GRADE MAY NOT BE SUPPORTED BY THE UNITS MANNING AUTHORIZATIONS
-PROMOTION TO THE GRADES OF O-4, O-5, E-8, E-9 ARE CONTINGENT ON THE AVAILABILITY OF A CONTROL GRADE
-Projected start date: ***15 Mar 13***

AFSC / MINIMUM ASVAB SCORE REQUIRED: **4N091** /** Gen = 50

****Applicant must possess 7 Skill-Level in 4Nxxx AFSC's to qualify****
For additional information about ASVAB scores,
reference the "Additional Information" section in this announcement.

WHO MAY APPLY FOR THIS POSITION:
THIS ANNOUNCEMENT IS OPEN TO ALL CURRENT MEMBERS OF THE OREGON AIR NATIONAL GUARD AND
THOSE ELIGIBLE FOR MEMBERSHIP IN THE OREGON AIR NATIONAL GUARD

AREA OF CONSIDERATION:
FIRST AREA: CURRENT PERMANENT FULL-TIME SUPPORT PERSONNEL OF THE OREGON AIR NATIONAL GUARD
SECOND AREA: CURRENT TRADITIONAL MEMBERS OF THE OREGON AIR NATIONAL GUARD
THIRD AREA: THOSE ELIGIBLE FOR MEMBERSHIP IN THE OREGON AIR NATIONAL GUARD

FOR MORE INFORMATION ABOUT THIS POSITION OR THE UNIT OF ASSIGNMENT, PLEASE CALL:
SHOP/SECTION POC: SMSGT JEROD TAYLOR, 541-885-6312, DSN-830-6312
UNIT HR LIAISON: MSGT MEGHAN MCMACKIN 541-885-6580, DSN- 830-6580

DESCRIPTION OF DUTIES

This position is located in the Medical Group at an Air National Guard Wing. The primary purpose of this position is to serve as the full-time Health Systems Specialist for the installation, geographically separated units (GSU(s), and tenant units, with responsibility for managing all medical administrative functions including medical support, medical operations, force health management and related medical applications. It has direct supervision over the Health Technician(s) and the Public Health Technician (s). **In order to be placed in this position and meet the assigned grade, supervisory work and related managerial responsibilities must constitute a major duty occupying 25% or more of the incumbents' time.**

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DUTIES AND RESPONSIBILITIES:

(1) Manages Health Services activities, including plans and operations, human resource management, and Medical staffing. Oversees medical facility management. Serves as the senior medical administration advisor for the medical group and is the installation's focal point for highly sensitive, privacy act and protected medical issues. Operates as a partner with the Medical Group Commander, Senior Management Staff, Squadron, Geographically Separated Unit's (GSU(s) Commanders, tenant unit commanders, and State Headquarters in planning, implementing, and executing the medical programs directly associated with the objectives of the Wing Commander, Medical Group Commander and the Air National Guard (ANG) Medical Service. Ensures accomplishment of federal military and state supported medical missions. Responsible for maintaining compliance with all regulatory and legal force health management requirements; plans, organizes, and implements Wing/Base programs, policies, and procedures; supervises assigned full-time employees including Public Health Technician(s) and Health System Technician(s). Performs duties necessary to accomplish medical program functions in support of programs essential to Air National Guard Wing daily operations, training, and readiness missions.

(2) Provides medical management and advisory services that contribute substantially to the plans, policies, decisions, and objectives of senior management. Directs Information Management activities within the Medical Group. Formulates and interprets medical policy based on regulatory requirements. Provides policy guidance and interpretation to senior management officials to ensure compliance with medical aspects for the worldwide deployability of Wing/Group personnel, geographically separated units (GSU(s), and tenant units. Comprehends the unique medical requirements of organizations subordinate to the Wing Commander, GSU(s), and tenant units in order to guarantee the medical readiness of personnel for worldwide deployment. Represents the Medical Group at nationwide meetings, conferences, seminars and workshops to determine the impact of higher headquarters decisions on local programs.

(3) Develops plans, policies, procedures, goals, and objectives for the overall operation of the Medical Group. Monitors unit participation for both inactive and active duty training. Directs Group activities by assuring that medical work and program goals are being met and are consistent with higher headquarters policies and requirements. Evaluates medical program effectiveness. Develops procedures for correcting deficiencies to improve effectiveness. Provides advice to higher headquarters on impact of medical policy changes concerning unit operations and mission capabilities.

(4) Directs the Medical Group accreditation program and management improvement studies. Ensures that plans and schedules are prepared for Medical Group members and support personnel to attain combat ready proficiency. Plans, develops and directs Group programs such as recruiting, retention, public relations, self-inspection, individual training, proficiency training, quality assurance/risk management, Standardization Evaluation, medical readiness, unit mobility and deployment, operational training missions, mass casualty, anti-terrorism, inspections, investigations, resource management including high value War Readiness Material (WRM), disaster preparedness, plans and exercises, security, radio operations, and safety.

(5) Determines eligibility, authorizes and coordinates civilian and military medical care for Active Guard Reserve (AGR) personnel and other eligible beneficiaries in accordance with directives and local policies. Initiates and monitors Line of Duty (LOD) determinations for assigned personnel. Manages LOD follow-ups and ensures members are providing required documentation. Processes LODs for higher headquarters approval. Provides policy guidance to unit commanders and supervisors. Coordinates with civilian and military medical providers and other base organizations (finance, personnel, unit commanders, supervisors, and legal) to ensure accurate processing and continuity of care. Builds and maintains strong relations and understanding of civilian healthcare system and the TRICARE program to assist with answering TRICARE beneficiary questions, providing education and resolving problems.

(6) Reviews medical supply and equipment requirements, makes appropriate recommendations, and requests required procurement and funding authorizations. Develops procedures to assure proper programming to update or replace aging or inoperative equipment. Establishes and maintains controls and records. Ensures proper installation of medical equipment. Assures availability of mobility and emergency equipment and supplies.

(7) Interprets regulations and assists in their implementation for the installation to ensure compliance with Health Services Inspections (H S I), Occupational Health and Safety Administration requirements (OSHA), Food and Drug Administration (FDA), and Environmental Safety and Occupational Health Compliance Assessment and Management Program (ESOHCAMP).

(8) Directs budget formulation and execution. Prepares the medical annual operational budget including current fiscal year, revised estimates, five year projected estimates and medical unit Financial Plan in accordance with Air National Guard (ANG) medical financial guidance. Coordinates with Public Health and Bioenvironmental Engineering to identify and budget for medical expense items. Ensures budget includes replacement cost of War Reserve Material expended during exercises and training. Budgets medical and non-medical equipment and supply requirements. Monitors expenditures and ensures that fund projections are adequate to cover requirements. Prepares requests for authorizations and allowances.

(9) Plans work to be accomplished by subordinates, sets and adjusts short-term priorities and prepares schedules for completion of work; assigns work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments and the capabilities of employees.

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(10) Gives advice, counsel, or instruction to employees on both work and administrative matters; interviews candidates for positions in the unit; recommends appointments, promotions, or reassignments to such positions; hears and resolves complaints from employees, referring group grievances and more serious unresolved complaints to a higher level supervisor or manager.

(11) Effects minor disciplinary measures, such as warnings and reprimands, recommending other action in more serious cases; identifies developmental and training needs of employees, providing or arranging for needed development and training; finds ways to improve production or increase the quality of the work directed; develops performance standards and completes the annual work performance of subordinates.

(12) Performs duties as an Independent Duty Medical Technician. Performs Daily Sick Call, patient care/treatment, food/facility inspections, maintains and manages MDG pharmacy.

(13) Performs other duties as assigned.

HIGHLY DESIRABLE QUALIFICATIONS

- ❑ 4 Years in the 4N Career Field.
- ❑ Minimum 24 months direct (hands-on) patient care.
- ❑ NREMT-B (or above) in current standing.
- ❑ IV, Suture, and Medication Administration certified, IBT Certification from staff development or task certifier stating member is qualified.
- ❑ Mental Health review-verifying applicant meets PRP standards and recommended for IDMT duty in austere/isolated conditions.
- ❑ AF Form 422, physical profile stating member is qualified for isolated duty.
- ❑ Recommended in writing by the senior ranking 4N0 (if MSgt or above or MAJCOM Functional) at that installation.

ELIGIBILITY REQUIREMENTS FOR ENTRY INTO THE AGR PROGRAM

- Must be a member or eligible to become a member of the Oregon Air National Guard.
- Member will be required to hold a compatible military assignment in the unit they are hired to support.
- Member's military grade will not exceed the maximum military duty grade authorized on the Unit Manning Document (UMD) for the position.
- Member must meet the physical qualifications outlined in AFI 48-123, Medical Examination and Standards, Attachment 2 before being placed on an AGR tour.
- Member must have retainability to complete the tour of military duty.
- Member must not be eligible for, or receiving a federal retirement annuity.
- Member must comply with standards outlined in AFI 36-2905, Fitness Program to be eligible for entry into the AGR program.
- Member must meet all eligibility criteria in ANGI 36-101, The Active Guard/Reserve Program.
- Member must hold the required AFSC or be eligible for retraining to the required AFSC and meet all eligibility criteria in AFMAN 36-2108/2105.

ADDITIONAL INFORMATION

- AGR members will participate with their unit of assignment during Unit Training Assemblies (UTAs).
- AGR tour lengths in the State of Oregon are governed by TAG-OR Command Policy Memorandum 127.
- Initial tours will not exceed 6 years. Follow-on tours will be from 1 to 6 years.
- To be considered for this position you must meet all minimum AFSC requirements to include the minimum ASVAB qualifying score. Scores are reflected on your personnel RIP. If your ASVAB score does not meet the minimum required IAW AFMAN 36-2108 Attachment 39, contact your servicing MPF. You have the option to retake the test, however; you must schedule your test date and receive your new scores prior to the announcement closing date.
- Selectee will be required to participate in the Direct Deposit Electronics Funds Transfer program.
- A law enforcement background check may be required prior to appointment to this position. By submitting a resume or application for this position, you authorize this agency to accomplish the check.

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APPLICATION INSTRUCTIONS

APPLICATIONS MUST BE SUBMITTED FOLLOWING THE INSTRUCTIONS ON THIS ANNOUNCEMENT.
**** * * * * * * * * * * * * INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED * * * * * * * * * * * * ****
WRITTEN EXPLANATION IS REQUIRED FOR ANY MISSING DOCUMENTS

Current AGR members and those who wish to become an AGR must submit the following:

- ❑ NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position, **dated 11 November 2013**
  - o Announcement number and position title must be annotated on the form
  - o Download the current form version from; http://www.ngbpdc.ngb.army.mil/forms/ngbf34_1.htm
- ❑ Current Report of Individual Personnel (RIP). ***Documents must show your ASVAB scores.***
  - o RIP can be obtained from the servicing Force Support Squadron (FSS)
  - o In lieu of a RIP, applicant may provide a printout from the virtual MPF (vMPF)
  - o Select 'Record Review', and then 'Print/View All Pages'
- ❑ Copy of current passing physical fitness assessment. (from AF Portal)

ORANG - Air Technicians interested in converting to AGR status:

- ❑ Selection for the advertised position does not constitute acceptance into the AGR program.
- ❑ Once notification of a selection is made, the individual is required to submit a request to change status through their current chain of command and forward to the Joint Forces Headquarters Office, AGR Section.
- ❑ The AGR Manager will evaluate the request against The Adjutant Generals state policy (CPM 131) to ensure compliance.
- ❑ The Adjutant General is the final approving authority.

Current Technicians who wish to remain in Technician status must submit the following:

- ❑ Optional Form 612, Application for Federal Employment
- ❑ Or a Standard Form 171/172
- ❑ And a Copy of current passing physical fitness assessment
- ❑ And detailed Resume
- ❑ And a list of references

TECHNICIAN APPLICATIONS WILL BE EVALUATED ON THE FOLLOWING EXPERIENCE:

General Experience – **Your resume or OF 612 must describe your experience which directly relates to the position being advertised and must be substantiated with your months of experience under your job history.**

Specialized Experience for Technicians – Within your resume and/or OF612 please identify how you have gained specialized experience for this position. Applicants applying at the **GS-10** level must have **36 months** experience in positions which demonstrate the required Specialized Experience.

READ THIS SECTION COMPLETELY!!

IMPORTANT NOTES REGARDING COMPLETION AND SUBMISSION OF YOUR APPLICATION

- Applicant must type or print in legible dark ink, **SIGN AND DATE** the application, or use **DIGITAL SIGNATURE** on the new form versions
- Include the announcement number and position title on your application
- ALL APPLICANTS Must FULLY complete SECTION IV - PERSONAL BACKGROUND QUESTIONAIRE of the NGB FORM 34-1
- Use SECTION V – CONTINUATION/REMARKS to fully explain any "YES" answers, (except 9 & 10)
- A current passing Fit Test will suffice for a "YES" response to question 17
- **FAILURE** to provide this documentation will result in the application not being processed
- **E-Mail is the preferred method of application receipt**
- **Limit file size to less than 3MB (1MB or less is ideal)**
- You may paper clip your application, **Do not** staple, bind, tab, or use document protectors
- Submit only single sided copies of all application documents submitted
- Do not fax applications
- Applications mailed in government envelopes will not be accepted
- When mailing your application it is recommended that you obtain a delivery confirmation receipt

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- Applications will be accepted until 1630 of the announcement closing date

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E-MAIL APPLICATIONS TO: jfhqorac.agr.omb@ang.af.mil (preferred method)

Place the Announcement Number and Last Name ONLY in the E-Mail Subject Line.
(example: AF14-5xx – Doe)

Applications can also be mailed to:

The Oregon Military Department
JFHQ-OR-AC / AGR
P.O. Box 14350 / 1776 Militia Way
Salem, Oregon 97309-5047

All applications (E-Mail or US Mail) must be received or post marked by the announcement closing date.

THE OREGON AIR NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER
SEEKING THE MOST HIGHLY QUALIFIED APPLICANTS

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