



# OREGON AIR NATIONAL GUARD

Oregon Military Department  
NGOR-AC/AGR  
P.O. Box 14350  
Salem, Oregon 97309-5047



## NATIONWIDE ACTIVE GUARD/RESERVE (AGR) POSITION VACANCY ANNOUNCEMENT

**ANNOUNCEMENT NUMBER: AF24-605**

### POSITION INFORMATION

<b>Open Date:</b>	30-Sep-2024
<b>Close Date:</b>	15-Nov-2024
<b>Position Title:</b>	Senior Enlisted Leader / Health Systems Specialist
<b>Unit:</b>	173 MDG
<b>Location:</b>	Kingsley Field, Klamath Falls, OR
<b>AFSC Requirement:</b>	4XXXX
<b>UMD Position Number *</b>	112444434
<b>Maximum Rank/Grade**</b>	CMSgt/E-9
<b>Minimum Rank/Grade:</b>	SMSgt/E-8
<b>PD Number:</b>	N/A
<b>Grade/Series:</b>	N/A
<b>Projected Start Date:</b>	1 Mar 2025 - pending resource availability
<b>Minimum Required Skill Level:</b>	7 Level
<b>Cross-Training Opportunity:</b>	YES
<b>Additional Details:</b>	Prior experience in a 4XXXX AFSC is required.

### 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

### AREAS OF CONSIDERATION:

Area 1: Current Permanent Full-Time and Traditional Members of The Oregon Air National Guard  
Area 2: Those Eligible for Membership in the Oregon Air National Guard

### FOR MORE INFORMATION ABOUT THIS POSITION OR THE UNIT OF ASSIGNMENT, PLEASE CALL:

Section/ Shop Supervisor: Maj Bethany Pattee / 541-885-6349

HR Liaison: Meghan McMackin 541-880-2440 or MSgt Melissa Wohlers 541-885-6580

*\*Vacancy And Grade Contingent on Resource Availability*

*\*\*Promotion To the Highest Grade May Not Be Supported by The Units Manning Authorizations*

## ELIGIBILITY AND ENTRY REQUIREMENTS INTO THE AGR PROGRAM

- Member Must Meet All Eligibility Criteria in ANGI 36-101, The Active Guard/Reserve Program.
- 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 DAFMAN 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 DAFMAN 36-2905, Fitness Program to Be Eligible for Entry into The AGR Program.
- Member Must Hold Required AFSC Or Be Eligible for Retraining (If Applicable) And Meet All Eligibility Criteria In AFECDD/AFOCD

## ADDITIONAL INFORMATION

- AGR Members Will Participate with Their Unit of Assignment During Regular Scheduled Drill (RSD).
- AGR Tour Lengths in The State of Oregon Are Governed by Director of Staff - Air
- Initial AGR Tours In Oregon Will Not Exceed 3 Years; Follow-On Tours Will Be From 1 To 6 Years, Per ANGI 36-101 And Orang Force Management Policy
- 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 This Background Check.
- AGR Service in The Oregon Air National Guard Is Governed by Applicable AFI, ANGI, Selective Retention Review Boards (SRRB) And Command Policy Memorandums (CPM)

## APPLICATION REQUIREMENTS AND INSTRUCTIONS

You **MUST** submit **ALL** required documents IAW this announcement. Written explanation is required for any missing documents. All applicants are strongly encouraged to thoroughly review all application procedures prior to contacting ORANG/HR and especially prior to submitting your application. Applications will not be accepted after the close date listed on this announcement.

## SUBMIT THE FOLLOWING REQUIRED DOCUMENTATION:

- **NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position, Form Version Dated 11 Nov 2013**
  - NGB FORM 34-1: <https://www.ngbpmc.ng.mil/Portals/27/forms/ngb%20forms/ngb34-1.pdf?ver=2018-09-28-105133-833>
  - Application must be completely filled out
  - Type or Print in Legible Dark Ink, Sign, and Date the application OR Digitally Sign
- **Current Report of Individual Personnel (RIP)**
  - RIP must show ASVAB Scores
  - Skill level commensurate with grade
- **Fitness Report**
  - Current, Passing score at time of submission and through announcement close date
  - Form 469 is required for exemptions on most recent fitness assessment even if expired
- **Official AF Form 422 current within 12 months (Only if PVA is a Cross-Training Opportunity)**
- **Additional Document(s):**
  - Official Air Force Biography
  - Last 3 EPBs
  - Letter of Recommendation from Leadership/Chain of Command
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## ORANG – AIR TECHNICIANS INTERESTED IN CONVERTING TO AGR STATUS MUST:

- Indicate in your e-mail your intent to convert to AGR if selected
- Selection for the advertised position does not constitute acceptance into the AGR Program

## ORANG – AIR TECHNICIANS WISHING TO REMAIN IN AIR TECHNICIAN STATUS MUST:

- N/A

## APPLICATION SUBMISSION INSTRUCTIONS

- **Email applications to:** [142.WG.JFHQ-OR-AC-AGR.Org@us.af.mil](mailto:142.WG.JFHQ-OR-AC-AGR.Org@us.af.mil)
- **E-Mail Subject Line should be the Announcement Number and Last Name ONLY** (Example: AF24-XXX - Doe)
- Encrypted email may be sent to this address
- All documents should be consolidated into a SINGLE PDF, in the order listed above
  - File Name will be: Announcement number and Last Name (Example: AF24-999 – Doe)
  - Documents not combined will be attached and labeled with the same naming convention (AF24-999 – Doe – 1)
  - Do not use the Portfolio feature
- Limit file size to less than 5MB

## VIEW ALL CURRENT AIR AGR POSITION VACANCY ANNOUNCEMENTS AT:

<https://www.oregon.gov/omd/ONG/Pages/Oregon%20Air%20National%20Guard%20Jobs.aspx>

## DESCRIPTION OF DUTIES

This position is located in the Medical Group at an Air National Guard Wing. The primary purpose of the 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.

### MAJOR DUTIES:

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 installations focal point for highly sensitive, privacy act and protected medical issues. Operates as a partner with the Medical Group Commander, Senior Management Staff, Squadrons, 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 all 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. 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.
3. 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

WRM), disaster preparedness, plans and exercises, security, radio operations, and safety.

4. 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.

5. 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. 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 (ESOH CAMP).

6. 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. Plans and organizes the work of subordinates. Assigns work and provides guidelines on methodology and scope of required performance. Interviews and selects employees, sets performance standards, and formulates appraisals of performance. Initiates personnel actions, adjusts informal complaints, and recommends disciplinary action as required.

7. As the Senior Enlisted Leader for the Medical Guard unit - Develops, modifies, and/or interprets performance standards. Explains performance expectations to employees and provides regular feedback on strengths and weaknesses. Holds employees accountable for satisfactory completion of work assignments. Appraises subordinate workers' performance ensuring consistency and equity in rating techniques. Periodically reviews position descriptions to ensure accuracy and the most effective utilization of personnel resources. Explains classification determinations to subordinate employees. Recommends awards when appropriate and approves within-grade increases. Mediates and resolves employee complaints and refers unresolved complaints to higher-level management. Initiates actions to correct performance or conduct problems. Effects minor disciplinary measures such as, warnings and reprimands and recommends action in more serious disciplinary matters. Prepares documentation to support actions taken. Identifies employees' developmental needs and provides or arranges for training (formal and on-the-job) to maintain and improve job performance. Promulgates self-development. Administers leave program; approves master leave schedules to assure adequate coverage for peak workloads and traditional holiday vacation time. Ensures education and compliance with security directives for employees with access to classified or sensitive material. Recognizes and takes action to correct situations posing a threat to the health and safety of all airmen. Advises the group commander on assigned program areas of responsibility. Is a key enlisted leader operating independently and is essential to mission effectiveness. Serves as the senior enlisted advisor to group leadership and provides support and assistance to the flight, squadron, division, and group. Develops procedures and guidelines to ensure that all airmen are trained, equipped, and provided with required logistical support to attain and maintain operational readiness to meet wartime taskings. Manages, reviews, and audits the Unit Manpower Document (UMD), prepares manpower change requests for the commander's approval; and updates the Unit Personnel Management Roster (UPMR). Provides oversight on unit reenlistment and extension programs. Advises the group commander on enlisted roles regarding assigned program status, actual or potential problems, resources and changes that may impact mission effectiveness. Initiates or recommends policy, procedural, or program changes to resolve problems. Serves on various military or civic panels, and subcommittees at the state, regional, and national levels. Advises, carries out, and monitors the Group Commander's organizational policies, programs, and standards applicable to the enlisted force. Advises and initiates recommendations in matters pertaining to all airmen. Manages, studies, analyzes, and oversees the administration, coordination, planning, development, and execution of programs within their respective group for all airmen. Places particular emphasis on readiness, morale, welfare, discipline, performance, training, assignment, reassignment, and utilization as they affect the service contributions of all airmen in the accomplishment of federal, state, and local missions. Ensures comprehensive individual and unit indoctrination specific to mission awareness, as well as prevention and resolution of complex issues affecting all airmen. Identifies group requirements and develops comprehensive staff plans that support goals and objectives applicable to all functional areas within the group. Conducts studies to develop plans and programs designed to develop and maintain high esprit-de-corps and morale among all airmen in accordance with The Enlisted Force Structure.

8. Other duties as assigned