

***** Applications MUST be emailed to the HRO email *****
ng.ar.ararng.mbx.hro-agr-applications@mail.mil

**MILITARY DEPARTMENT OF ARKANSAS
HUMAN RESOURCES OFFICE, BLDG 7300
CAMP ROBINSON-HRO-BOX 17
NORTH LITTLE ROCK, AR 72199-9600
<https://arkansas.nationalguard.mil/Careers/Current-Openings/Air-AGR/>**

AGR EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NUMBER: 21-159A

OPENING DATE: 17 September 2021

CLOSING DATE: 04 October 2021

POSITION TITLE: Health Services Technician

MILITARY GRADE REQUIREMENTS: Enlisted, not to exceed MSgt/E-7

LOCATION: 189th Airlift Wing (AW), Little Rock Air Force Base, AR, Air National Guard

NOMINATING OFFICIAL: Lt Col Seth Tolliver

Individual selected will be ordered to full time duty (state) in Active Guard/Reserve status under Title 32 USC 502(f). Benefits will be commensurate with grade/rank and years of service.

AREA OF CONSIDERATION: All onboard members of the Arkansas Air National Guard that possess the applicable Air Force Specialty Code (AFSC). In Accordance With (IAW) Air National Guard Instruction (ANGI) 36-101.

QUALIFICATION REQUIREMENTS: Must possess AFSC 4A0X1 or 4N0X1. Applicant must meet Body Composition and Physical Fitness Standards as stated in Air Force Manual (AFMAN) 36-2905. Prior to induction into AGR Program, selectee must meet all required medical standards in AFI 48-123 and AFI 48-170. **Note:** Individuals who exceed the maximum grade of this position (see Military Grade Requirement above) may apply; however, they will be required to accept an administrative reduction in grade prior to being placed into this position. **Must possess or be able to obtain a Secret security clearance.**

PLACEMENT FACTORS: Selectee will be subject to uncommon tours of duty, rotational shift assignments and overtime duty. May be required to fly in military or commercial aircraft for Temporary Duty (TDY) purposes. Reserve Component Physical Health Assessment must medically qualify selectee within 12 months of closing date of announcement. Selectee will participate in unit of assignment during Unit Training Assemblies (UTAs) and Annual Training periods including deployments, special projects and exercises. Upon assignment, must be a member of the 189th AW, and assigned to a compatible military position in AFSC 4A0X1 or 4N0X1.

SUMMARY OF DUTIES: Develops plans, procedures, goals and objective in support of the Aerospace Medicine and Force Health Management Programs using an extensive knowledge of Department of Defense (DoD), Occupational Safety Health Administration (OSHA), United States Air Force (USAF) and Air National Guard (ANG) directives, policies and standards. Programs include physical examinations and standards, flight medicine and related aero medical and force health management concerns. Interpret directives and apply standards to determine worldwide deployability of personnel. Advises and makes recommendations to senior officials on force health issues related to physical exams, standards and flight medicine activities to ensure compliance. Front-line preventionist who identifies potential health risks and provides preventative counseling. Determines requirements, requests funding

for the procurement of supplies, equipment, and medical assessment in support of the physical exam process, flight medicine activities and related programs. Implements and maintains the information management systems utilized for aerospace medicine and force health protection programs. Systems include Aeromedical Services Information Management Systems (ASIMS), Aeromedical Information Management Waiver Tracking System (AIMWTS), Physical Exam Processing Program (PEPP), Armed Forces Health Longitudinal Technology Application (AHLTA), Health Artifact and Image Management Solution (HAIMS) and other related programs. Compiles and completes various special recurring reports utilizing these systems. Administers the Physical Examination and Standards (PES) program and serves as a medical expert on related issues. Develops procedures to evaluate the effectiveness of the PES programs and implements processes to ensure individual medical readiness and deployability. Reviews and resolves concerns or conflicts made by the member, supervisor and/or commander. Identifies, reports, formulates and recommends solutions to command personnel for resolution of compliance and delinquency trends and patterns which could negatively impact medical readiness. Provides administrative management of duty limiting conditions reports. Coordinates medical service activities with execution and case management teams. Determines the need for and initiates worldwide duty evaluations for non-duty related actions. Coordinates, prepares and/or processes actions for higher headquarters review. Advises individuals and commanders on appropriate procedures and responsibilities. Supervises drill status guardsmen (DSG) personnel, conducts training, and creates duty schedules. . Schedules and/or conducts in-service training on procedures, techniques, and equipment. Schedules and/or conducts periodic disaster training and evacuation procedures. Provides training to medical and non-medical personnel; training may include areas such as emergency medical technician (EMT), TCCC and required basic life support training. Immunization: Manages computer based patient information. Performs tuberculosis testing. Administers vaccines IAW current guidelines. Provides emergency care for treatment of anaphylaxis. Provides patient education regarding expected reactions and proper post-vaccination care. Provides oversight of immunization processes and programs. Manages the Immunization Backup Technician (IBT) program. Manage the Reserve Component Periodic Health Assessment (RCPHA) program. Reviews military unique individual readiness requirements. Identifies documents and ensures member is notified of abnormal laboratory or diagnostic results. Track IMR and reports noncompliance information to leadership. Acts as the Medical Group customer service expert. Provides technical medical assistance to medical inquiries and response to inquiry by researching, compiling information, generating response and providing information through written correspondence, telephone, electronic or in-person response. Monitor the medical status of military personnel. Identifies and recommends physical profiles individuals with medical conditions impacting duty performance or assignment restriction. Performs duties as the f/t unit deployment manager, managing UTCs and ensuring assigned personnel are appropriately trained and equipped. Assesses the medical unit's capabilities to support wartime, humanitarian assistance and installation response requirements. Assist in the coordination of medical deployment activities. Assist with the coordination, schedule, track, and document medical readiness training. Requests course quotas; assist in monitoring formal education and training processes; and maintain records of course attendance, withdrawals, completions, and costs. Assist with preparing and maintains training records, files, and materials. Other duties as assigned.

INSTRUCTIONS FOR ANG ACTIVE GUARD/RESERVE POSITIONS: Applications must be one PDF file and emailed to HRO (multiple documents will not be accepted). The email address for HRO is: ng.ar.ararng.mbx.hro-agr-applications@mail.mil Evaluation will be based on the qualification requirements stated in the announcement; therefore, it is important that every requirement on the announcement be addressed. To be considered qualified, applicant must meet qualification requirements as of the closing date of this announcement. Whenever possible, experience should be fully explained. Substantial changes in duties and responsibilities during a job should be fully explained so that appropriate credit may be given. Required attachments for this announcement are as follows:

Both, email subject line and your application must be named: Rank Last name, First name and Announcement Number

Example: TSgt Last name, First name 21-081A

Limit file size to 3 MB (1MB or less is ideal), failure to do so may result in your attachment being stripped from the email or rejected. (Downsize instructions – With PDF open – click file – save as other – reduced size PDF – click OK – click save – click yes)

Documents must be in one PDF file in the order listed below:

- 1. NGB 34-1 Application for Active Guard/Reserve (AGR)** – Must ensure position announcement number and position title are completed. This form must be signed and dated. Must explain any “yes” answer per instructions in Section V (except questions 9 & 17). Failure to do so will result in disqualification.
- 2. Current AF Form 422 within 5 Years** – Must be final signed/approved form.
- 3. Current Individual Medical Readiness (IMR)** – Must be no more than 30 days old. All statuses must be current/ready. Official copy must have applicants system generated name/date and reflect a PHA within 12 months of announcement closing date. (Once logged into your IMR – Right Click, print, Adobe PDF). Screen prints will not be accepted.
- 4. (**2 Documents required**) Current ANG Fitness Assessment Results** – Must be no more than 30 days old. Official PDF copy from myFitness database must have applicants system generated name/date on it. Must reflect current passing fitness results within 12 months and fitness history. Screen prints will not be accepted. Covid exemptions will be accepted and must be entered into myFitness, fitness assessment due date must not be expired. (**2 Documents required** Once logged into myFitness – **Document 1**, right click, select print, save as PDF – **Document 2**, select fitness tracker report - select printable view - right click, select print, destination should read “save as PDF”, select save)
- 5. vMPF RIP** – Must be no more than 30 days old. Print and submit all pages. (vMPF path is - Self Service Actions - Personal Data - Record Review/Update - View/Print All Pages - Right Click, print, Adobe PDF).
- 6. SF 181** – Race and National Origin Identification.

THE ARKANSAS NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER, AND AS SUCH ALL APPLICATIONS FOR THIS POSITION WILL RECEIVE CONSIDERATION WITHOUT DISCRIMINATION FOR ANY NON-MERIT FACTOR SUCH AS RACE, RELIGION, SEX, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, AGE, OR MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.