

**MILITARY DEPARTMENT OF ARKANSAS
HUMAN RESOURCES OFFICE, BLDG 3000
CAMP JOSEPH T. ROBINSON
NORTH LITTLE ROCK, AR 72199-9600**

AGR EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NUMBER: 26-041A

OPENING DATE: 22 APR 2026

CLOSING DATE: 06 MAY 2026

POSITION TITLE: HEALTH SYSTEMS TECHNICIAN One-Time Occasional Tour NTE 2 years

MILITARY GRADE REQUIREMENTS: Enlisted, minimum grade SrA/E-4 not to exceed the grade MSgt/E-7

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

NOMINATING OFFICIAL: Capt Tyler Brantley

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 members of the Arkansas Air National Guard or those eligible for membership, that possess the Air Force Specialty Code (AFSC), in accordance with (IAW) Air National Guard Instruction (ANGI) 36-101.

QUALIFICATION REQUIREMENTS: Must possess AFSC 4N051 as outlined in the DAFECD. Applicants must meet Physical Fitness Standards as stated in the Department of the Air Force Manual (DAFMAN) 36-2905. Selectee must meet the PHA requirements outlined in DAFMAN 48-123 and AFI 48-170 and be current in all Individual Medical Readiness (IMR) requirements in accordance with AFI 10-250. **Note: Individuals must meet minimum grade requirements.** Applicants 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 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 Regularly Scheduled Drills (RSDs) 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 4N051.

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), MHS Genesis, Electronic Case Tracker (ECT) 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) and 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. Utilizes the following programs as needed; (myFSS), DTS, AROWS, MIC-T, IGEMS in supervisory and program capacity.

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 members are notified of abnormal laboratory or diagnostic results. Tracks IMR and reports noncompliance information to leadership. Acts as the Medical Group customer service expert. Addresses complex issues using independent judgment. Provides technical medical assistance to medical inquiries and response to inquiries 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. Acts as a liaison to the Little Rock Air Force Base partner organizations, and State entities.

HOW TO APPLY:

DOCUMENTS MUST BE IN ONE PDF IN THE ORDER LISTED BELOW:

- 1. NGB 34-1 Application for Active Guard/Reserve (AGR)** – Must ensure employment announcement number (EOA) and position title are filled in appropriately as defined on this announcement. All applicable portions of the form must be completed. This form must be signed and dated. Must explain any “yes” answer per instructions in Section V (except questions 9 & 17).
- 2. Current Individual Medical Readiness (IMR)** – All statuses must be current/ready. If “not ready” an AF Form 469 is mandatory. Regardless of the profile type, if your IMR under the “Profile” column shows a 469 link the AF Form 469 is required with your package, as it is applicable (see requirement 6). Official IMR copy must have the applicant’s system generated name/date and reflect a PHA within 12 months of announcement close date. It is required to submit your IMR in the following manner: log into your IMR, right click, print, Adobe PDF, select “more settings”, click “headers and footers”. The headers and footers date stamp must be within 30 days of announcement closeout. Screen prints will not be accepted.
- 3. Current Fitness Tracker Report with history** – Submit all pages. Must be the Fitness Tracker Report generated by myFITNESS; no other report will be accepted. Log into myFSS/ myFITNESS and select the Fitness Tracker Print and then right click on the report that was generated and save to PDF. **Adjust print settings to ensure all data on the right side of the page is included (you may need to select “Fit to printable area”)**. The report run date must be no more than 30 days old from the announcement closeout. Official PDF copy from myFitness database must have applicant’s system generated name/date on it. Must reflect current passing fitness results. Any exemptions on the last fitness test must include the applicable AF Form 469 in the package. Screen prints will not be accepted.

4. **vMPF RIP (Record Review/Update)** - Submit all pages. Log into vMPF, under Personal Data click Record Review/Update, click View/Print All Pages, right click, print, Adobe PDF, select “more settings”, click “headers and footers”. The headers and footers date stamp must be within 30 days of announcement closeout.
5. **SF 181** – Race and National Origin Identification. Omission or unanswered questions require a justification memorandum.
6. **AF Form 469** - if applicable to applicant (see requirements 2 and 3).

Print and scan packets or after digitally signing the 34-1, print to PDF and then merge all documents. Once all documents are combined into one PDF, complete a cursory review of the ENTIRE application. Note: A common error that results in most disqualifications is the NGB 34-1 signature is stripped when the PDFs are combined or is stripped in the email system if not saved per the statement above. Failure to do so will result in disqualification.

Limit file size to 3 MB, failure to do so may result in the attachment being stripped from the email or rejected. Downsize instructions – Open PDF, click file, save as other, reduced size PDF, click OK, click save, click yes.

FAILURE TO FOLLOW AND PROVIDE THE DOCUMENTS, IN THE REQUIRED MANNER, WILL RESULT IN A DISQUALIFICATION.

E-mail application to both addresses:

ng.ar.ararng.mbx.hro-agr-applications@army.mil

AND

naomi.perez-taylor@us.af.mil

***** Be advised, applications are not reviewed until after the announcement closes. *****

Email subject line AND your application must be named: Rank Last name, First name and Announcement Number - Current Status. Failure to do so may result in your application not being received.

**Example: TSgt Doe, John 55-555A – Active Duty, or AGR, or Technician, or DSG

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.