

## VERMONT AIR NATIONAL GUARD AGR VACANCY ANNOUNCEMENT

<b>Announcement Number(s):</b>	MVA AF 22-030
<b>Position Title:</b>	Health Technician
<b>Date of Announcement:</b>	22 June 2022
<b>Closing Date:</b>	5 July 2022
<b>Duty Location &amp; Unit:</b>	158 <sup>th</sup> Medical Group, Vermont Air National Guard, South Burlington, VT 05403
<b>Rank, Grade, AFSC:</b>	MSgt/E7 4A071, 4E071 or 4N071
<b>Period of Tour:</b>	Initial Tour 3 Years
<b>Selecting Official:</b>	SMSgt Eric Holbrook ; 802-660-5323; <a href="mailto:eric.holbrook.2@us.af.mil">eric.holbrook.2@us.af.mil</a>
<b>Human Resources Office Point of Contact and Address:</b>	Ms. Louise Acker; <a href="mailto:louise.s.acker.civ@army.mil">louise.s.acker.civ@army.mil</a> ; SMSgt Sara Lemay; <a href="mailto:sara.j.lemay.mil@army.mil">sara.j.lemay.mil@army.mil</a> 789 Vermont National Guard Rd Green Mountain Armory Colchester, Vermont 05446-3099
<b>Area of Consideration:</b>	All Members Within the Vermont Air National Guard and Those Eligible To Become Members.
<b>PCS Authorized:</b>	YES

### Minimum Requirements:

- Individual selected will be ordered to Active Guard/Reserve (AGR) duty under the provisions of Title 32 USC 328 & 502 (f). As a condition of employment, individual selected agrees to participate with their unit of assignment during all unit training assemblies and periods of Consolidated Annual Training.
- Officer Applicants must be able to complete 20 years of Active Duty prior to mandatory separation date (MSD).
- All conditions of ANGI 36-101 will be complied with.
- UMD position must be vacant prior to assignment to the advertised position.
- IAW ANGI 36-101 para 5.10. AGR applicants should be able to attain 20 years TAFMS in the AGR program. Individuals selected for an AGR tours that cannot attain 20 years TAFMS prior to reaching mandatory separation date, must complete the Statement of Understanding and have the TAG waiver approved.
- IAW ANGI 36-101 para 5.7, an individual must not have been previously separated for cause from active duty or previous Reserve Component AGR tour.
- The process of applying and being nominated does not constitute final selection for nor guarantee this position.
- Applicants are strongly advised not to make arrangements to move or change jobs until notified of final selection by designated representative.
- Applicant must have a current passing PT Test to be eligible to apply.
- A current favorable adjudicated personnel security clearance is required prior to being appointed into the AGR program.
- Applicant must be cleared medically prior to being appointed into the AGR program to include fully COVID 19 vaccinated.

### Other Pertinent Data:

- Applicants will be assigned to the following UMD position number(s)
  - UMD # 009797881, Rank/Military Grade: MSgt/E7; AFSC 4A071.
  - UMD # 009797641, Rank/Military Grade: MSgt/E7; AFSC 4E071.
  - UMD # 009927051, Rank/Military Grade: MSgt/E7; AFSC 4N071.
- Must possess one of the following AFSC's 4A0X1, 4E0X1 or 4N0X1 to be eligible to apply.
- Must possess a valid state driver's license to operate government motor vehicles (GMV).
- Incumbent may be subject to uncommon tours, rotational shift assignments and overtime duty.
- Mandatory knowledge, education and experience requirements of DAFI 36-2110 must be met.
- Start date is TBD, pending position availability.

### Duties and Responsibilities:

- This position is located in the 158<sup>th</sup> Medical Group of the Vermont Air National Guard. The primary purpose of the position is to serve as the functional expert for issues pertaining to Aerospace Medicine and Force Health Management programs. Incumbent manages essential programs, which impact individual medical readiness (IMR) and personnel fitness for continued worldwide deployability. The position occupant serves as a member of or an advisor to, management boards and committees as well as Wing leadership regarding Force Health Management and Aerospace Medicine.
- Develops plans, procedures, goals and objectives 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. Interprets directives and applies 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. Determines requirements, requests funding and administers accounts for 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 preventive health assessment (PHA) and individual medical readiness (PIMR), Aero medical Information Management Waiver Tracking System (AIMWTS), Physical Exam Processing Program (PEPP), Grounding Management Information System (GMIS) and other related programs. Compiles and completes various special and recurring reports utilizing these systems. Functions as the health systems program administrator. Identifies, develops and implements training programs which support mission essential aerospace medicine and force health management requirements.
- Administers the Physical Examinations and Standards (PES) program and serves as a medical expert on related issues. Develops procedures to evaluate the effectiveness of the PES program 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. Addresses complex medical issues with members, supervisors, commanders, state staff, and higher headquarters. Identifies and analyzes abnormal findings through research using medical references and professional consultations. Using established guidelines, advises member of findings, determines additional requirements and refers to medical professionals as needed. Edits, reviews and validates physical examinations to determine qualifications for initial or continued military service. Conducts paraprofessional evaluations (an in-depth screening or interview for the purpose of gathering data for the healthcare provider) and interprets results.
- Manages 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. Tracks PIMR and reports noncompliance information to leadership. Provides training for unit RCPHA monitors.
- Acts as the Medical Group customer service expert. Addresses complex issues using independent judgment. Provides technical medical assistance to medical inquiries and responds to inquiry by researching, compiling information, generating response and providing information through written correspondence, telephone, electronic or in-person response.
- Monitors the medical status of military personnel. Identifies and profiles personnel with medical conditions impacting duty performance or assignment restriction. Reviews and validates profiles disqualified for worldwide duty. Notifies and advises commanders, supervisors and unit deployment managers when a member's medical/dental condition or duty restriction affects deployable status.
- Determines the need for and initiates Medical Evaluation Board (MEB) actions for duty related medical conditions. Coordinates, prepares and/or processes MEB with active duty facility. Serves as the primary local interface with the Military Personnel Flight (MPF) for MEB/Physical Evaluation Board (PEB) process, issues, and concerns. Advises individuals and commanders on appropriate procedures and responsibilities. Coordinates with military and civilian providers for required medical tests, studies and medical evaluation board proceedings. Uses applicable medical references to code medical conditions and treatments; consolidates medical information and forwards to higher headquarters as required.
- 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. Coordinates with civilian providers for required medical tests/studies. Develops and maintains waiver tracking system.

- Administers policies and develops procedures for the flight medicine and grounding management programs, which directly affect flying safety and mission readiness. Assesses abnormal medical findings in flying and special operations personnel, and initiates grounding actions in accordance with directives and local policies. Maintains direct and frequent communication with the flight surgeon and the flying unit on status of grounding actions and return to flying duties to maintain the highest state of aircrew readiness. Coordinates and monitors care of aircrew members found medically disqualified for flying duty until returned to flying status. Reviews, prepares and processes flying initial/renewal waivers for higher headquarters. Acts as the force health management reviewer.
- Manages administrative and automated orders system. Prepares, revokes, amends, reproduces, and distributes logs and maintains orders for all Medical Group personnel.
- Provides prescreening for medical/dental/mental health and evaluation of personnel eligibility for deployment. Reviews preventative health assessment (PHA) and individual medical readiness (PIMR) data and health/dental records to determine medical deployability. Schedules members to complete any medical requirement that is necessary to meet and maintain eligibility for deployment status.
- Performs quality assurance studies on medical issues such as: patient satisfaction surveys, review of medical records for content and structure, reviews laboratory results for validity and application, and generates readiness reports for commander review.
- Administers the medical records program and acts as the medical records custodian. Prepares, safeguards, and maintains medical and dental records. Reviews records for security clearances and special duty assignments. Reviews incoming records and performs administrative quality assurance checks to ensure that the record contains accurate and complete data in accordance with current directives. Makes recommendations to improve procedures for compiling and retrieving medical records information. Determines eligibility for release of confidential medical information within established guidelines and abstracts information from medical record. Trains new employees and resolves problems encountered. Conducts annual audit of medical records to include monthly monitoring to ensure accountability. Analyzes audit data; identifies trends and patterns and reports results to leadership for corrective action.
- Must possess a working knowledge of other DOD component medical requirements.
- **PERFORMS OTHER DUTIES AS ASSIGNED.**

**Instructions for Applying:**

- Interested applicants will submit documents with the attached AGR Application Checklist. Applications without all required supporting documents will not be considered. Applications received after 1600 of the closing date will not be considered. Please do not submit applications in binders, portfolios or stapled together.
- All mailed Applications need to be **postmarked by the closing date** or they **will not** be considered.
- Applications must be hand-carried or sent via US Postal Service, Federal Express, UPS to the address below.
- Emailed applications are not authorized and **will not** be accepted.
- **Members deployed OCONUS in support of Contingency Operation may email application as one PDF to [sara.j.lemay.mil@army.mil](mailto:sara.j.lemay.mil@army.mil) .**

**Submit Applications (with attached checklist) to:**

**Human Resources Office  
Staffing Section  
789 Vermont National Guard Road  
Colchester, VT 05446-3099**

**Equal Employment Opportunity:** The policy of the National Guard is to treat all applicants equally without regard to race, color, gender, religion, national origin, age, or non-disqualifying handicap. The National Guard is committed to develop and implement a diversity program that is consistent with equal employment opportunity and with the “Human Goals” of the Department of Defense.

## TITLE 32 AGR APPLICATION CHECKLIST

**\*\*\*INCOMPLETE APPLICATION PACKAGES WILL NOT BE CONSIDERED  
AND WILL BE RETURNED WITHOUT ACTION\*\***

NAME (last, first): \_\_\_\_\_ Rank: \_\_\_\_\_ SSN: \_\_\_\_\_  
Contact Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Current Status: DSG / FTNG-ADOS / AD / Perm AGR / Perm TECH / LWOP TECH  
(CIRCLE ONE)

### PACKET SEQUENCE AND DOCUMENT REQUIREMENTS: (Initial each line)

1. \_\_\_\_\_ NGB Form 34-1 dated Nov 2013 (20131111) (MUST be complete with signature)
2. \_\_\_\_\_ Personal Resume
3. \_\_\_\_\_ Fitness Tracker Report w/ a passing score in a current status from myFITNESS
4. \_\_\_\_\_ Record Review/Update (vMPF)
5. \_\_\_\_\_ Point Credit Summary Inquiry (PCARS) (Be sure to click on view all & print)
6. \_\_\_\_\_ DD Form 214 (If Applicable)
7. \_\_\_\_\_ Last 3 Officer Performance Reports (OPR's) or Enlisted Performance Reports (EPR's) (any that you have available)
8. \_\_\_\_\_ Letter of Recommendation(s) (If Applicable)
9. \_\_\_\_\_ Other additional documentation (i.e Voluntary Demotion Memo if applying for a vacancy that's lower than your current rank/grade) (If Applicable)

**\*FORMS REQUIRING SIGNATURE MUST BE SIGNED OR PACKAGE WILL BE FOUND INCOMPLETE.**

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