



**DEPARTMENT OF THE ARMY & AIR FORCE
WEST VIRGINIA ARMY AND AIR NATIONAL GUARD
HUMAN RESOURCE OFFICE
1703 COONSKIN DRIVE
CHARLESTON, WEST VIRGINIA 25311-1085**



ACTIVE GUARD/RESERVE (AGR) VACANCY ANNOUNCEMENT

<http://www.wv.ng.mil/HRO/>

Announcement Number: 21-06	Opening Date: 8 October 2020 Closed Date: 13 November 2020
UNIT OF ASSIGNMENT: 130 th Det 1 Medical Group DUTY LOCATION: 130 th AW, Charleston, WV 25311	
FULL TIME SUPPORT POSITION: Medical Plans Officer (CERF P) MILITARY DUTY TITLE: Health Services Administrator	
For more information about this position or the Unit of Assignment, please call: Section Supervisor: Col Bryan Preece, 304-341-6130, DSN- 366-6130	
MIN GRADE AUTHORIZED TO APPLY: O-1	POSITION GRADE: O-4
MAX GRADE AUTHORIZED TO APPLY: O-4	POSITION AFSC: 41A3 This is a cross-training/commissioning opportunity
<p><u>AREA OF CONSIDERATION</u></p> <p>Open to all members of the West Virginia National Guard.</p> <p>THIS POSITION IS A TOUR THAT IS NOT TO EXCEED 4 YEARS</p> <p>**THIS FENCED VACANCY AND GRADE IS BASED ON THE AVAILABILITY OF RESOURCES**</p>	
<u>DESCRIPTION OF DUTIES AND RESPONSIBILITIES</u>	
<p>Summary Specialty Knowledge and Skills: Thorough understanding of AF/ANG Unit Type Code (UTC) Management, Readiness Skills Verification (RSV) and Air Force Specialty Code (AFSC) medical readiness requirements, and NGB/SG directed training for assigned USAF/ANG personnel. Demonstrated knowledge and training in civilian HAZMAT operations. Exceptional knowledge of federal, state, and local regulations and directives pertinent to position. Exceptional knowledge with Microsoft Office Systems, specifically Word, Access, and Excel. Ability to operate in Incident Command System (ICS) at the local, state, and federal levels. Ability to organize resources, prioritize objectives, and multi-task. Ability to analyze and solve problems, and to make administrative/procedural decisions and judgments. Ability to develop, interpret and amend laws, regulations, policies, standards or procedures. Ability to design or conduct studies, cost-benefit analysis, or other research in accordance with NGB and ANG Financial Systems. Ability to oversee and execute NGB and ANG Medical Logistics program management. Must demonstrate proficiency with DMLSS for generating management reports. Ability to track and assess all assigned ANG Medical Personnel CBRN required vaccinations. Ability to use media/communication devices, including satellite, radio, and web-based applications. Skill in reviewing and analyzing applications and documents to make determinations. Ability to lead others; experience in developing strategic plan(s) and implementing objectives. Strong verbal communication skills with the ability to deliver informative presentations. Ability to compose correspondence or other written communication products. Ability to supervise and train assigned members.</p>	

APPLICATIONS MUST BE SUBMITTED IN ACCORDANCE WITH INSTRUCTIONS ON THIS ANNOUNCEMENT.

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Duties and Responsibilities:

Manages health services activities, including plans and operations, managed care, human resource management, logistics management, patient administration, budgetary and fiscal management, medical manpower, medical facility management, biometrics, medical recruiting, and aeromedical evacuation. Directs the hospital accreditation program and management improvement studies. Responsible for daily operations and readiness of the CRE Medical Detachment. Coordinates planning for all mandatory training, exercises, and operations. Responsible for the execution of the Yearly Training Plan; may act as a liaison to the CRE Commander regarding Medical Operations Defense Support to Civil Authorities (DSCA). Oversees the logistical readiness of the CRE Medical Detachment. Ensures compliance with all inspections directed from higher headquarters. Acts as Resource Advisor, manages budget allocation and activities in accordance with Air Force guidance. The OPR for SVP and AVIP vaccination requirements of all assigned ANG personnel. Provides supervision and management of all full-time Medical Detachment personnel. Responsible for daily operational readiness of CRE Medical Detachment. Oversight and coordination of all assigned medical personnel supporting CRE in-garrison operations. Attends and provides ANG input to CRE command and staff meetings. Executes medical operations and logistics coordination with CRE command staff. Reviews, develops, and executes all aspects of annual training plans for assigned element members. Represents the Medical Detachment/CC on a fulltime basis to maintain command directive continuity. Coordinates manpower and training requirements with the MAO or designated MDG fulltime representative. Ensures all required reporting (i.e. DRRS/AF-IT, ART, DMLSS) is accurate and completed by suspense dates. Holds Unit Certifier role in ART and DRRS. Conserves and maintains Mission Essential Task List (METL) for medical detachment and coordinates with Director of CBRN Medical Operations to synchronize with sister states. Collects and submits detailed After Action Reports (AARs) for training events and exercises, providing ANG recommendations for sustainment, improvement, and corrective actions. Provides meeting notes and trip reports within five (5) duty days after each event. Continuously tracks and validates the CBRN vaccination requirements of all ANG personnel assigned to the CRE mission. Annually reviews and modifies CRE Medical Detachment Standard Operating Procedures in coordination with Medical Detachment Commander. Advises and educates higher leadership and interagency partners on the medical capacity of CRE National Guard medical response capabilities. Ensures maximum interoperable communications, equipment, personnel, and plans coordination in support of large scale CBRN event. Provides oversight of all medical aspects of SEAT Inspection at CRE Medical Detachment level. Facilitates participation in state, regional and national CBRN training exercises. Develops localized medical support plans in coordination with the RMPO for incorporation into the FEMA region response crisis planning process. Maintains active rapport and working partnerships with organizations supporting CRE Medical Detachment requirements; through Memorandums of Understanding (MOUs), Memorandums of Agreement (MOAs) and Training Affiliation Agreements (TAAs). Provides oversight of DEA Controlled Substance Compliance Program. Executes ABMSO and Medical Logistics Flight Officer duties outlined in AFI 41-209, as oversight and senior leadership in logistics program. Acts as Resource Advisor for CERFP Medical Detachment; manages all expenditures and cost analysis for assigned members, executes balanced CERFP budget in coordination with Logistician, completes quarterly audits, reviews accuracy of orders and vouchers. Participates as the Medical Detachment representative in the Financial Working Group. Participates in MDG Unit Training Assemblies (UTA). May serve as the fulltime representative of the DSG Medical Detachment Commander. Develop deployment plan for the CRE Medical Detachment. Medical Element Plans and Operations Officer to the Medical Detachment Commander. Works in conjunction with the Medical Logistics NCOIC to forecast the logistics support required for medical assets based on casualty throughput and logistical expenditures in accordance with localized CRE SOGs. Responsible for submitting medical reports to CRE and/or other higher leadership as required in accordance with operational task organization. Coordinates medical operational and logistical support from CRE and/or higher leadership in accordance with operational task organization. Develops redeployment plan for CRE medical element. May act as alternate LNO for the CERFP C2. Other duties as assigned.

ELIGIBILITY REQUIREMENTS FOR ENTRY INTO THE AGR PROGRAM

- Must be a member or eligible to become a member of the West Virginia 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.

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- 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 be eligible for retraining (if applicable) and meet all eligibility criteria in AFOCD.

APPLICATION REQUIREMENTS

Air Service Members:

- (1) A single page letter/memorandum expressing your interest in and qualifications for the position; include announcement number, and your contact information to include email and phone number. Identify three references with email addresses and phone numbers.
- (2) NGB Form 34-1 dated 11 November 2013 located on our HRO website at <http://www.wv.ng.mil/Portals/22/Documents/NGB%2034-1.pdf> under APPLICATIONS FOR EMPLOYMENT (**Application Must Be Signed and dated.**) A detailed chronological statement of civilian and military experience with emphasis on areas of experience and education related to the position may also be attached to the NGB Form 34-1.
Find the form at: <http://www.wv.ng.mil/hro/>
- (3) Copy 4 (**Member Copy**) of all previously issued DD 214s.
- (4) Point Credit Summary from VMPF. <https://ww3.afpc.randolph.af.mil/vmpf/Hub/Pages/Hub.asp>
- (5) Weight verification within the last 30 days by Medical Group personnel.
- (6) Last complete physical and current AF Form 422, Physical Profile Serial Report.
- (7) Report of Individual Fitness Status from AFFMS II. (Member must have a current, passing fitness score in order to certify for this position.) <https://affmsprodweb.afpc.randolph.af.mil/affms/ui/dashboard.jsp>
- (8) Must submit last three Performance Reports (Officers and Enlisted AGR Members Only).
- (9) Report on Individual Personnel (RIP) **Documents must show your ASVAB scores**
 - RIP can be obtained from the virtual MPF (vMPF)
 - Select 'Record Review', and then 'Print/View All Pages'

Army Service Members:

- (1) A single page letter/memorandum expressing your interest in and qualifications for the position; include announcement number, and your contact information to include email and phone number. Identify three references with email addresses and phone numbers.
- (2) NGB Form 34-1 dated 11 November 2013 located on our HRO website at [http://www.wv.ngb.army.mil/jobs/AGR/ngb34-1\(1\).pdf](http://www.wv.ngb.army.mil/jobs/AGR/ngb34-1(1).pdf) under FORMS (**Application Must Be Signed and dated.**) A detailed chronological statement of civilian and military experience with special emphasis on areas of experience and education related to the position may also be attached to the NGB Form 34-1.
Find the form at: <http://www.wv.ngb.army.mil/jobs/>
- (3) Copy 4 (**Member Copy**) of all previously issued DD 214s.
- (4) Recent NGB 23B
- (5) Height/Weight Memo from Commander within the last 30 Days
- (6) Individual Medical Readiness Report (IMR)
- (7) DA 705 – Must be within the last 12 Months (Member must have a passing score in order to certify for this position.)
- (8) Must submit last three Evaluation Reports.
- (9) Current Record Brief dated within the last 6 months

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ADDITIONAL INFORMATION

- Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, *Administrative Demotion of Airmen*, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package.
- Individuals selected for AGR service must meet the AGR eligibility requirements per ANGI 36-101, Chapter 2, dated 3 June 2010. Members who first become eligible for the MGIB-SR chapter 1606 benefits after 29 Nov 89 must relinquish that eligibility upon assignment as an AGR. Additionally, members selected for this AGR position will be terminated from all ANG Incentive Programs (cash bonus and student loan repayment) and will not be eligible for future participation.
- AGR members will participate with their unit of assignment during Regular Scheduled Drill (RSD).
- AGR tour lengths in the State of West Virginia are governed by The Adjutant General.
- Initial tours will be 3 years. Follow-on tours will be from 1 to 6 years, per ANGI 36-101.
- 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 AFECDD Attachment 4, contact your servicing MPF. You have the option to retake the test. You must schedule your test date and receive your new scores prior to the announcement closing date.
- 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.

APPLICATION SUBMISSION INSTRUCTIONS

READ THIS SECTION COMPLETELY!!

- Application must be scanned into **ONE** pdf file and emailed to NG.WV.WVARNG.LIST.HRO-AGR@MAIL.MIL.
- 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 questionnaire 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.

Applications must be received by MIDNIGHT of the closing date. Failure to submit all the required documents by End of Day on the closing date will cause your application to be disqualified, and it will not be considered. Applications will be retained in the Human Resource Office for 30 days after selection. After, 30 days, all applications will be destroyed. Members who desire to obtain a copy must do so before the 30 days expire. Any questions please call COM: (304) 561-6425 or DSN: 623-6425.

Consideration will be given to all qualified applicants without regard to sex, race, color, religion, national origin, politics, age, membership or non-membership in an employee organization.

POSTING: This announcement will be placed on all bulletin boards, websites, and all other available areas to publically disseminate this information.

SIOBHAN O. CLEEK
CW3, AG, WVARNG
AGR Manager

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