Washington Air National Guard
Active Guard Reserve (AGR) Announcement

JOB ANNOUNCEMENT # 22-091-ANG

POSITION INFORMATION

Position: Medical Logistics NCO
Grade: E-5 to E-7

Location: 141 Medical Group Detachment 1, Fairchild, AFB WA
AFSC: 4A171 or ability to obtain AFSC within 1 year

Opening Date: 5 August 2022
Closing Date: 6 September 2022

WHO CAN APPLY

Open to current members of the Washington Air National Guard

INITIAL ELIGIBILITY CRITERIA

The following criteria must be met as of closeout date of this announcement, (unless otherwise noted), to be considered:

• AFSC Requirement - 4A171 or ability to obtain AFSC within 1 year. Must meet all minimum requirements to retrain into 4A1X1, (ex. ASVAB minimum score, A: 48)
• Enlisted E-5 (Staff Sergeant) through E-7 (Master Sergeant)
• Must be world-wide qualified in accordance with AFI 48-123
• Member must qualify for a CERFP UTC position within the 141st Medical Group
• Meet ANG fitness standards IAW AFI 36-2905 with a score of 75 or above (applies only to current members of the USAF, USAFR or ANG)
• Possess or be able to obtain a SECRET security clearance

SUMMARY OF DUTIES

Special Considerations:
Members will be in an active duty status under title 32, USC 328 & 502(F) & ANGI 36-101. Members on an active duty status are subject to random urinalysis testing (in addition to the testing at drill) and subject to the Washington code of military justice. Acceptance of an AGR tour will not exclude a member from guard drill duties. An active duty order for 179 or more days may impact a member’s incentives such as a bonus, student loan repayment, etc (see the retention office for questions). The ETS needs to exceed the projected order’s end date. At least a secret clearance may be needed and a willingness to travel.

Minimum Prerequisites:
Must be world-wide qualified in accordance with AFI 48-123, Medical Standards for Appointment, Enlistment, and Induction. Current on all Individual Medical Readiness (IMR) requirements. Able to
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meet Occupational Safety and Health Administration (OSHA) respiratory/asbestos screening standards, NFPA requirements as implemented by CBRN enterprise, and able to enroll in CBRN Respiratory Protection Program. Current passing fitness test score. Must be fully AFSC qualified within one year of appointment. Completed Professional Military Education (PME) commensurate with current rank as applicable. No UIF entries within 24 months of assignment. Must establish and maintain residency within reasonable daily commuting distance of designated assembly point. Must have working knowledge of Microsoft Word, Excel, Power Point, and Outlook.

Required Training (must obtain within 12 months of employment, unless otherwise specified): Courses listed in the NG J37 HRF and CERFP ITRM for Medical Support AFSCs, Basic Life Support (BLS) for Healthcare Providers, All AFSC specific training/skill level to maintain currency, DMLSS (Initial and Advanced Proficiency), Vehicle NCO: Truck and Trailer Operation, able to Train personnel for Licensing, Hazardous Declaration (HAZDEC) orientation, Air/Ground Cargo Prep and Load Planner course (ICODES), Heavy equipment, including forklift, pallet jack, four-wheel dolly, trailer dolly, Unit Deployment Monitor, including LOGMOD, TPFDD, other duties as assigned. Must complete HIPAA verification.

Job Description:
Serves as the primary logistics focal point and subject matter expert (SME) for coordination and logistics support of CRE mission requirements. Works directly with the Commander and Medical Plans Officer (MPO) to assist in the preparation and execution of both exercise and “real-world” medical requirements. Requires mastery of Air Force Instructions, Army Regulations, NGB Joint Staff guidance (not all inclusive: AFI 41-209, JMEEL, 972 Assemblages, CBRNE CONOPS, CNGBI’s, CNGBMs, NGB policy & guidance memos, GKO, SEAT and T&EO requirements, DEA licensure). May act as a medical liaison officer (LNO) to the Army command and control (C2) when medical assets are deployed/employed to support CRE operations. Must be able to work independently and be a self-starter.

Duties & Responsibilities:
1. Executes fleet management program with GSA Field Service Rep, coordinating with CERFP S4, to ensure deployment of CERFP MED DET within six (6) hours of notification.
2. Postures and maintains medical assemblages to ensure deployment within six (6) hours of notification.
3. Executes the GPC program for the CBRN MED DET IAW Resource Advisor guidance.
4. Procures mission-related items or services in accordance with governing regulations and Resource Advisor (RA) guidance.
5. Develops and maintains SOGs, checklists, SEAT inspection and continuity binders related to logistics.
6. Issues and tracks hand receipts for end-users.
7. Establishes and Maintains DMLSS administrative account, ensures all updates from Communications Squadron are on time and minimal downtime of the system.
8. Utilizes DMLSS to maintain and interpret up-to-date on-hand inventory and provides monthly and ad hoc reports to leadership.
9. Oversees, coordinates with BMET to manage medical equipment maintenance and calibration requirements
10. Coordinates with BMET and appropriate agencies to manage turn-in and replacement of supplies and equipment.
11. Maintains active working partnerships with organizations that support CBRN Medical Logistics requirements, i.e. Active Duty host MTF, Veterans Affairs Facilities, HHS, ComSupCen.
12. Coordinates and trains with local civilian DSCA type missions.
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13. Supervises and manages subordinate FTNGD personnel.
14. Attends CERFP Medical and Logistics meetings as directed.
15. Responsible for conducting and overseeing all inventories IAW applicable AFI’s. Submits annual inventory reports to CERFP CDR and NGB JSG/J4. Maintains all inventory reports on file per AFRIMS rules.
16. Report to/communicate with MPO regularly on program compliance, improvement initiatives, needs, planning, after action reports, budgeting.
17. With MPO, reviews DMLSS reports, assesses funding needs annually for Supplies/Equipment/Consumables/Formulary/Calibration Kits; completes Budget Builder for NGB.
18. Work with MPO in oversight of staff functions that effect the budget (DTS/travel, AROWS/UTA/RUTA/pay, training) as the preliminary role below the MPO in these systems.
19. Attends all budget meetings (as needed).
20. Reports at least quarterly (Nov/Feb/May/Aug) on current status of funding for logistics and assists MPO as necessary with supply unfunded requests.
21. Delegate and teach team members as appropriate for proper management of equipment.
22. Execute contingency resupply (to include chain of custody, coordination with S4).
23. Executes warehouse management, supply storage (to include pharmaceuticals), inventory, accountability, purchasing, shipping, disposition, SLEP.
24. Completes monthly Med Det 1 DRRS reports as Unit Administrator. Engages with both the MPO and Army on Unit Status Report to ensure medical data is correct and not duplicated.
25. Ability to accurately report equipment, supplies, formulary, vehicles into ART, DRRS, AF-IT.

Operational Duties
1. Executes deployment plan for the CERFP Medical Element
2. Continuously monitors and reports the CERFP Medical Element logistics readiness status
3. Initiates contingency resupply and coordinates with MPO & S4 in the TOC and executes resupply processes based on actual and projected patient flow and supply usage of the medical element.
4. With Commander/MPO, coordinates bed-down plan for CERFP Medical Detachment to include provision for food, water, billeting, and personal hygiene.
5. Coordinates with Commander/MPO and assembly point managers to ensure adequate transportation and medical resources are available. Receives logistic readiness reports from the assembly points and assists in the remediation of operational logistics limitations.
6. Coordinates with Commander/MPO and staging area manager to ensure adequate transportation resources are available. Assesses logistical readiness of the CBRN Medical Element in staging area.
7. Receives, accounts for and distributes supplies and equipment.
8. Executes/Oversees ground or air movement and load plans in coordination with Commander/MPO, CERFP S4 and Wing Aerial Port.
9. Executes medical element communications plan for convoy operations and onsite communications.
10. Executes re-deployment plan in coordination with Commander/MPO and CERFP S4.

APPLICATION INSTRUCTIONS

Applicants may apply for this position by submitting the following:

1) Resume cover letter (not required, but highly encouraged).
2) NGB Form 34-1, Application for Active Guard Reserve (AGR) position, version dated 20131111
3) Resume (Resume should include chronological listing of all military service. Include inclusive dates, branches of service, units and location assigned, and a brief recap of duties)
4) Current Report of Individual Person (RIP) from the vMPF, under Self-Service Actions, Personal Data, Record Review, print all pages. (A CDB, Career Data Brief, is NOT a substitute.)
5) Point Credit Summary (PCARS) from the vMPF - Self-Service Actions, Personal Data, PCARS.
6) Current Report of Individual Fitness from myFitness

Submission of application:

Email applications to: LORIE.K.MOORE.MIL@ARMY.MIL (do not use us.af.mil) or can be sent through DoD Safe

*All application documents must be consolidated into a single .pdf file if at all possible. PDF Portfolio format is ok.

Name your .pdf file with the announcement number and last name. (Ex. 22-091-ANG Moore)

*When emailing applications, please put the announcement number and last name in the subject line.

*If you do not receive an email “confirmation of receipt” within 5 duty days of emailing your application, please contact CMSgt Lorie Moore at 253-512-8347 or DSN 323-8347

Complete applications must be received by this office by 1630 (Pacific Time) on the closing date of the announcement. Complete applications not received by HRO by the closing date/time will not be accepted. Applications will not be returned.

ADDITIONAL INFORMATION

- New AGR's will be placed on a 3-4 year probationary tour. Continuation orders will be issued through a tour renewal request or an AGR Continuation Board as applicable.
- Equal Employment Opportunity: The Washington National Guard is an equal opportunity employer. Selection for this position will be made without regard to race, religion, national origin, gender, marital status or political affiliation.
- Enlistment/Appointment in the Washington Air National Guard is a condition for retention in the AGR program.
- Potential for promotion in the position is conditional upon assignment to the appropriate UMD grade, compliance with ANGI 36-101 grade compatibility requirements and, if applicable, the availability of an AGR control grade. Selection for the position at a higher grade does not automatically constitute the immediate availability of an AGR control grade required for promotion to the higher grade.
- 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 the Adjutant General of the State of Washington or designated representative.
- Applicants should be able to complete 20 years of active federal service prior to Mandatory Separation Date (MSD) for officers, age 60 for enlisted. If unable to meet this requirement a statement of understanding must be completed prior to start date.
- Military grade cannot exceed the maximum military grade authorized. A member who is overgrade must indicate, in writing, a willingness to be administratively reduced in grade when assigned.
- Point of Contact at Unit: Maj Jeffrey McElroy, (509) 247-7085, DSN 370-7085, jeffrey.m.mcelroy.mil@mail.mil
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- Point of Contact for general AGR announcements:
  CMSgt Moore, AGR Manager for Air (253) 512-8347, DSN 323-8347