



Washington Air National Guard Active Guard Reserve (AGR) Announcement

JOB ANNOUNCEMENT # 24-039-ANG

One Time Occasional Tour (OTOT) – Two (2) years tour length

POSITION INFORMATION

Position: Health Services Management Craftsman **Grade:** E-7/MSgt
Location: 225th Air Defense Group
JBLM, McChord Field, WA **AFSC:** 4A071
Opening Date: 21 June 2024 **Closing Date:** 22 July 2024

WHO CAN APPLY

All 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:

- Applicant must possess the 4A071 AFSC.
- Applicant must, at minimum, be in the grade of E-5/SSgt.
- Applicant must meet ANG fitness standards IAW DAFMAN 36-2905 with a score of 75 or above (*applies only to current members of the USAF, USAFR or ANG*).
- Applicant must possess or be able to obtain a **SECRET** security clearance.

SUMMARY OF DUTIES

As a Medical Administrator/Liaison, you will interact with the 194th MDG, 62 MDG, and various outside agencies. Your responsibilities include updating and tracking medical information for all WADS members (e.g., PHAs, DNAs, etc.). You'll also pull reports from various medical tracking programs, analyze requirements, and schedule physical appointments for WADS DSG members. Working closely with the 194th MDG, you'll retrieve patient information and medical records, monitor the status of LODs, MEBS, and profiles, and provide updates to the UFPM regarding members unable to participate in fitness tests. Additionally, as a member of the WADS CSS, you'll deliver exceptional customer service by providing medical information, professionally, to unit members of all ranks. Retrieving and delivering medical/dental records from 62d medical/dental clinics to the 194th MDG for WADS members will be part of your responsibilities. This position presents data on immunizations, dental care, profiles, LODs, and Medical Evaluations/Worldwide Duty Evaluations. Flexibility, effective verbal and written communication skills and the ability to prioritize taskings generated from the CSS Section Chief or Commander will ensure success in this role.

ELEMENTS

The following elements are considered essential for successful performance in this position. Response to the Elements is voluntary, however written response to each of the following Elements will ensure that specialized experience is recognized.

- Experience in analyzing rosters and schedules as a Medical Administrator to assist members in remaining medically cleared
- Experience with medical tracking programs or databases ensuring accurate and up-to-date records for all WADS military members
- Experience prioritizing tasks when faced with multiple priorities on a customer service floor
- Ensuring all guidance pertaining to the medical administration programs are up to date.

APPLICATION INSTRUCTIONS

Applicants may apply for this position by submitting the following:

- 1) Resume cover letter (*required, but highly encouraged*).
- 2) NGB 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 under Self-Service Actions, Personal Data, PCARS. Print "View All", minus the PCARS definitions and FAQ pages (*only applies to current members of the USAFR or ANG*)
- 6) Current Report of Individual Fitness from MyFITNESS (*only applies to current members of the USAF, USAFR or ANG*)
- 7) Response to Job Elements (*not required, but highly encouraged*)
- 8) Last 3 Enlisted Performance Reports (EPRs)
- 9) Letter(s) of Recommendation (*not required, but highly encouraged, limit 3*)

Submission of application:

Email applications to: WAANGHQ.AGR.JOBS@us.af.mil or through DoD Safe

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

****When emailing applications, please put the announcement number and last name in the subject line. Also, name your .pdf file with the announcement number and last name. (Ex. 23-015-ANG Moore)***

****If you do not receive an email "confirmation of receipt" within 5 duty days of emailing your application, please contact SMSgt April Melton at 253-512-8347***

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: SMSgt Candice Borek, 225 ADG CSS Section Chief, Comm (253) 982-4404, DSN 382-4404, candice.borek@us.af.mil
Point of Contact for general AGR announcements: SMSgt April Melton, AGR Manager for Air (253) 512-8347, april.melton@us.af.mil