



# Alaska Air National Guard Active Guard Reserve (AGR) Position Announcement # **AKANG 15-11**



<http://dmva.alaska.gov/employment.htm>

<b>POSITION TITLE:</b> <b>Aerospace Medical Services Superintendent</b>	<b>AFSC:</b> <b>4N0X1</b>	<b>OPEN DATE:</b> <b>28 OCTOBER 2014</b>	<b>CLOSE DATE:</b> <b>12 NOVEMBER 2014</b>
<b>UNIT OF ACTIVITY/DUTY LOCATION:</b> 168 <sup>th</sup> Medical Group, Eielson Air Force Base, Alaska		<b>GRADE REQUIREMENT:</b> <b>Minimum: E7</b> <b>Maximum: E8</b> <i>*E8 Contingent upon availability of controlled grade*</i>	
<b>SELECTING SUPERVISOR:</b> CMSgt Latham	<b>VACANCY:</b> 0956838	<b>PHYSICAL PROFILE:</b> PULHES -111121	

### AREA OF CONSIDERATION

- Area 1** On Board AKANG AGR (**ANY AFSC**)
- Area 2** Alaska Air National Guard members (**ANY AFSC**)
- Area 3** Nationwide (Military members eligible for membership in to the AKANG (**MUST HOLD ADVERTISED AFSC**))  
*\*All applicants MUST meet the grade requirement and physical/medical requirements outlined\**

### MAJOR DUTIES MAY INCLUDE

- Plan, provide, supervise, manage and evaluate routine patient care and treatment of beneficiaries to include flying and special operational duty personnel
- Organize the medical environment, performs and directs support activities for patient care situations, including contingency operations and disasters
- Perform duty as Independent Duty Medical Technician (IDMT), Aeromedical Evacuation Technician (AET), Hyperbaric Medical Technician (HBMT); Allergy and/or Immunization Technician (AIT), Special Operations Command (SOC) Medic, Dialysis Medical Technician (DMT), Critical Care Technician (CCT), Neurodiagnostic Technologist (NT), or Flight and Operational Medicine Technician (FOMT)
- Perform nursing tasks. Act as Patient Centered Medical Home member or team leader
- Front-line preventionist who identifies potential health risks and provides preventative counseling
- Perform paraprofessional portions of preventative health assessments and physical examinations
- Monitor and record physiological measurements. Orient patients to the hospital environment
- Admit, discharge, and transfer patients as directed. Observe, report, and record observations in patient progress notes and team conferences
- Perform portions of medical treatment, diagnostic, and therapeutic procedures
- Care for, observe, and reports on pre/post-operative, seriously or critically ill, and injured patients
- Record treatments and procedures rendered and observe effects. Perform postmortem care
- Identify patient problems and assists in developing and evaluating patient care plan(s)
- Assemble, operate, and maintain therapeutic equipment
- Provide field medical care in contingency operations and disasters
- Perform basic life support and triage in emergency situations
- Serve as member of primary emergency medical response to in-flight emergencies and potential mass casualty scenarios for on- and off-base incidents
- Operate emergency medical and other vehicles. Load and unload litter patients
- Participate in contingency or disaster field training, exercises, and deployments
- Augment search and rescue flying squadrons. Obtain and maintain linen and supplies/areas
- Dispose of medical waste. Maintain inpatient and outpatient medical records
- Screen medical records for deployability and other medical administrative requirements
- Prepare and submit administrative reports. Manage supplies and equipment, submits and executes budgets
- Coordinate medical service activities with execution and clinical management teams
- Utilize the nursing process for promoting and maintaining patient health
- Provide disease and disability education, care, and evaluation of nursing care
- Participate in and leads the planning, implementation, and evaluation of nursing care
- Perform assessment and analysis of patient health status, identify health goals, recognize subtle changes in conditions, interpret these changes, and immediately determine appropriate course of action
- Supervise personnel, conducts training, and creates duty schedules
- Schedule and/or conduct in-service training on procedures, techniques, and equipment
- Schedule and/or conduct periodic disaster training, fire drills, and evacuation procedures
- Provide training to medical and non-medical personnel; training may include areas such as emergency medical technician and required basic life support training
- Perform duty as an IDMT at home station and deployed locations, remote sites and alternate care locations
- Render medical, dental, and emergency treatment; recommends and coordinates evacuations for definitive medical treatment
- Perform pharmacy, laboratory, bioenvironmental, immunizations, public health, medical logistics and medical administration duties
- Establish preceptorship and provides forward area health care IAW applicable guidelines in an austere or bare-base environment
- Special Operations Command (SOC) Medics perform special operations medical support providing initial combat trauma stabilization, on-going field trauma care, and CASEVAC to definitive care

**\*See page 3 for Additional Major Duties, Initial Eligibility Criteria and Preferred Qualifications\***

- SOC medics are ideally suited to Special Operations Forces (SOF) and Combat Search and Rescue (CSAR) mission support for establishing bare-base encampments
- Perform aeromedical evacuation (AE) ground and/or flight duties
- Perform pre-flight/inflight patient care and documentation
- Provide emergency care for patients in event of medical and/or aircraft emergencies
- Function as an aeromedical evacuation crewmember (AECM). Prepare patients, equipment and aircraft for flight
- Enplane and deplane patients. Load and unloads baggage
- Operate specialized aircraft flight equipment, medical devices and aircraft systems related to patient care
- Perform allergy and immunization (AI) duties
- Allergy: Manage immunotherapy care and performs diagnostic tests as ordered by physician
- Prepare allergenic extracts and/or specific allergy treatment extracts. Perform allergy skin and anergy testing
- Immunization: Manage computer based patient information. Perform tuberculosis testing
- Administer vaccines IAW current guidelines. Provide emergency care for treatment of anaphylaxis
- Provide patient education regarding expected reactions and proper post-vaccination care
- Provide oversight of immunization processes and programs
- Manage the Immunization Backup Technician (IBT) program
- Perform neurodiagnostic duties. Assists physician with and prepares patients for examination, treatment, and diagnostic procedures
- Assemble, operate, maintain and perform routine user maintenance of electroencephalographic and electromyographic equipment
- Assist in performing special electroencephalographic and electromyographic procedures
- Ensure appropriate care and storage of tracings and reports
- Perform critical care duties. Prepare patient with special equipment for transfers
- Perform and assists with examinations and special procedures including mechanical ventilation, cardiovascular and neurovascular procedures and dialysis
- Perform hyperbaric medical duties. Prepare patients and equipment for hyperbaric dive
- Provide wound care debridement. Prepare hyperbaric chamber and properly positions patients
- Function as hyperbaric dive crewmember. Assist hyperbaric nurse or provider with patient care during dive
- Provide emergency care for patients in event of medical or hyperbaric chamber emergencies
- Perform Dialysis Medical Technician duties
- Prepare patient and performs procedures using specialized renal dialysis equipment
- Perform flight and operational medicine duties
- Assist flight surgeon with aircraft mishap and physiological incident response, investigation, and reporting
- Support flight surgeon to develop flying safety and deployment briefings
- Assist healthcare provider teams with interpretation and application of medical standards to determine medical qualifications for occupational duty, worldwide duty, mobility status, flying status, special duty, security clearance, professional military education (PME), retraining, commissioning, and transition
- Provide administrative management of duty limiting conditions reports
- Assist with oversight of waiver management utilizing the Aircrew Information Management Waiver Tracking System (AIMWTS)
- Maintain grounding management on all aircrew assigned utilizing the Aeromedical Services Information Management Systems (ASIMS)
- Perform the paraprofessional portion of initial flying class/special operational duty (SOD) physicals
- Conduct clinical entries for data into the Physical Examination Processing Program (PEPP) and manages physical until completion
- Provide first point of contact for non-empanelled patients requiring physical examinations (i.e. Department of Defense Medical Examination Review Board (DoDMERB), Reserve Officer Training Corps (ROTC), and others that are an extension of the occupational exam)
- Perform preventive health assessment (PHA) physicals for flying status and non-flying status personnel and update results of required tests and examinations into ASIMS
- Perform additional duties as assigned

#### INITIAL ELIGIBILITY CRITERIA

- SECURITY CLEARANCE – **Secret (eligible to obtain)**
- APTITUDE REQUIREMENT – General 50
- STRENGTH APTITUDE - Demonstrated by Weight Lift of 70 lbs
- Normal color vision as defined in AFI 48-123, *Medical Examinations and Standards*
- Must possess a valid state driver's license to operate government motor vehicles (GMV) in accordance with AFI 24-301, *Vehicle Operations*
- National Registry of Emergency Medical Technicians (NREMT) as an emergency medical technician is mandatory after initial certification, continued certification is mandatory
- Completion of Senior Noncommissioned Officer Academy (correspondence or in-resident)
- **Upon selection, approval of Exceptional Family Member Program is Required for members with dependents**

#### PREFERRED QUALIFICATIONS

- Knowledge of: Medical terminology, anatomy and physiology; nursing theory, techniques and procedures; nursing assessment; team nursing; patient needs; emergency medical treatment to include cardiopulmonary resuscitation; aseptic technique; medical ethics and legal aspects; prescribed drugs/immunizations and their administration; population health concepts; operating and maintaining therapeutic equipment; transportation of sick and wounded; risk management; military hygiene and sanitation; fundamentals of primary care management (PCM); preventive medicine and counseling techniques; physical examinations and standards, contingency operations, disaster preparedness and chemical warfare; flight physiology fundamentals; maintenance of the human weapon system; and operational readiness of the war fighter
- Experience performing or supervising functions such as nursing activities; care and treatment of patients; operating and maintaining therapeutic equipment; and conducting paraprofessional portions of physical examinations
- Completion of Basic Medical Technician Corpsman Program (BMTCP)

**\*See page 4 for All Required Documents for Considerations\***

# !!! IMPORTANT NOTICE!!!

**Applications will be screened AFTER the job closing date, not prior. Please review your application for accuracy prior to and compliance prior to submission to JFHQ-AK/HRO.**

**\*\* SUBMIT YOUR PACKAGE AS EARLY AS POSSIBLE, DON'T WAIT UNTIL THE CLOSE DATE TO SUBMIT\*\***

**Application packages will not be accepted after the advertised Close Date.**

**It is extremely important to follow the application instructions contained in the job announcement.**

## **IMPORTANT NOTES:**

Due to the volume of application packages received, packages received within 4 duty days of the close date listed on the announcement will be reviewed for qualification / disqualification only. Any missing requirements will result in disqualification. Submittal of any missing requirements after the close date will NOT be accepted. Questions pertaining to application requirements should be referred to JFHQ-AK/HRO. Only JFHQ-AK/HRO will determine qualification/disqualification.

Pen/ink changes to any source document, i.e. Report on Individual Personnel (RIP), Evaluations could result in disapproval.

It is the applicant's responsibility to ensure the submitted MPF Personnel RIP is in order prior to application submittal. This includes but not limited to, verifying Duty History, AFSC, Service Dates and ensuring overdue TDY codes are cleared.

## **APPLICATION REMINDERS:**

All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. **Applications received with an unsigned NGB 34-1 will not be forwarded for consideration.** Applications must be complete upon initial receipt, in **1** single PDF package with **NO** blank pages emailed to [AKNG-Apply@mail.mil](mailto:AKNG-Apply@mail.mil), please refer to FAQs below to assist further.

Safe Access File Exchange (SAFE) is designed to provide **AMRDEC** and its customers an alternative way to send files other than email. SAFE supports file sizes up to 2GB. (<https://safe.amrdec.army.mil>)

Alaska National Guard Human Resources Office will notify candidates whose application is not complete and/or disqualified via the email address provided on the resume.

## **FREQUENTLY ASKED QUESTIONS (FAQ):**

**Q:** How do I create one PDF file when some documents have electronic signatures?

**A:** Print all documents and scan as one document. Ensure that blank pages are no included in final PDF prior to sending to application.

**Q:** If I feel I am qualified for a vacancy, but do not have all required criteria in the advertisement, will I be considered for the position?

**A:** No. HRO contains criteria and application procedures unique to a specific position. Criteria vary with each advertised position; however, all positions require eligibility for AKANG membership, certain experience and grade requirements. Do not submit a package unless all requirements are met.

**Q:** If I want to apply for more than one position, can I send one package for all?

**A:** No. Separate packages are required for each position.

**Q:** What does "Immediately promotable" mean?

**A:** Immediately promotable means that all requirements; Current Rank, Time in Grade, Time in Service, PME, etc. have been completed for advancement to the next higher grade. Refer to ANGI 36-2502 for Airman, ANGI 36-2504 for officers.

**Q:** May I find out who or how many others applied for the position?

**A:** No. We will not release any information on any applicant.

**Q:** How do I pull my vMPF RIP?

**A:** Log into the AF Portal. Select "virtual MPF" under Top Links (left hand side of home page). Click on "Record Review/Update" (lower left corner). Click on "View/Print All Pages".

**Q:** Do I need to submit an AF Form 422 with PULHES?

**A:** Yes. An AF Form 422 must be submitted with ALL applications. If an AF Form 422 is not available for some reason, a World Wide Duty Statement can be in replacement of your AF Form 422.

**Q:** How will I be notified if I am selected?

**A:** Official notifications will be made from the selecting supervisor. All notifications are accomplished via email or telephone to the addresses or phone numbers you provided. Do not take any action that will obligate you or the government on the assumption that you will be selected. This includes selling your home, quitting your job, etc. You are not considered "hired" until you have published orders in hand.

**Q:** How long would my AGR tour be?

**A:** As appropriate, members will be advised of the tour length when/if selected for a position prior to acceptance.

## INSTRUCTIONS FOR APPLICANTS

Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities	Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program	IAW ANGI 36-101 "Initial tours may not exceed 6 years..." AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD
Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required	Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status	An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. 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. <u>Application Package will not be forwarded without statement</u>
AGRs must have 12 months in assigned position or will not be considered for reassignment. <i>IAW ANGI 36-101. Airmen should remain in the position to which initially assigned for a minimum of 24 months. TAG may waive this requirement when in the best interest of the unit, State, or Air National Guard.</i>	If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee	Any further questions regarding the AGR program may be answered in ANGI 36-101
ANGI 36-101 "applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members. Exceptions may be considered...."		

## APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to [AKNG-Apply@mail.mil](mailto:AKNG-Apply@mail.mil). Hard copy applications will **NOT** be accepted. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. **Applications received with an unsigned NGB 34-1 will not be forwarded for consideration.** Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for. **Per ANGI 36-101, the application package must include at minimum the signed NGB 34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness.** *Items 1-10 are required by the Human Resource Office to determine initial qualifications.* If the required documents are not submitted, a letter of explanation must be included. **Incomplete packages will not be considered for the position vacancy.**

1. NGB Form 34-1(Application Form for Active Guard/Reserve (AGR) Position **dated 20131111** (Available on <http://dmva.alaska.gov/employment.htm>)
2. CURRENT Records Review RIP (available on vMPF (<http://www.afpc.randolph.af.mil/vs>))
3. CURRENT PASSING Report of Individual Fitness (from Air Force Fitness Management Systems (AFFMS))
4. CURRENT AF Form 422 Notification of Air Force Member's Qualification Status (from clinic within 6 months)
5. Copy of Valid State Driver's License
6. CURRENT AGR/Mobility/ADSW Orders (If applicable)
7. Last 3 Enlisted Performance Evaluations (If applicable)
8. Cover Letter & Resume (OPTIONAL)
9. Statement confirming applicant meets All Initial Eligibility Requirements (Available on <http://dmva.alaska.gov/employment.htm>)
10. Signed Statement of Administrative demotion (If applicable) (Available on <http://dmva.alaska.gov/employment.htm>)
11. Copy of NREMT-Paramedic certification or NREMT certification (If applicable).
12. Letters of Recommendation will be accepted

### EMAILING REQUIREMENTS:

Ensure all requirements are consolidated into **ONE** single PDF file with **MINIMUM** blank pages.

PDF File Name should be: (Position Announcement Number) Last name, First name, Grade

(Example: **ANG 15-11 Doe, Jane E1**)

Email Subject should be: (Position Announcement Number)

(Example: **ANG 15-11**)

Email Application Package to [AKNG-Apply@mail.mil](mailto:AKNG-Apply@mail.mil)

### QUESTIONS:

To verify receipt of application, you may call 907-428-6452 (DSN 317-384-4452)

## REMARKS

Federal law prohibits the use of government postage for submission of applications.

### THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.