



**DEPARTMENT OF THE AIR FORCE
FLORIDA NATIONAL GUARD**

Office of the Adjutant General
St. Francis Barracks, P.O. Box 1008
St. Augustine, Florida 32085-1008



STATEWIDE

ACTIVE GUARD RESERVE (AGR) – MILITARY VACANCY ANNOUNCEMENT #098-24

Open To: Current on-board Florida Air National Guard members only

Position Title: Medical Administrative Officer

Unit/Duty Location: 125th Medical Group, Jacksonville IAP, FL

Open Date: 1 May 2024

Close Date: 22 May 2024

Min/Max Grade Required: 04/05

Security Clearance: Secret

Minimum Required AFSC: 041A3

Duty AFSC: 041A3

Position Description: This position is located in the Medical Group at an Air National Guard Wing. The primary purpose of the position is to serve as the Senior Medical Officer for the entire installation, including tenant unit(s) and Geographically Separated Units (GSU) with responsibility for directing and managing all medical administrative functions including medical support, medical operations, force health management, force health protection, healthcare management, and related health applications. Serves as a fulltime partner with the Wing Commander, Squadron Commanders, Senior Management Staff, tenant unit(s) and GSU Commander(s) in planning, implementing, and executing medical programs directly associated with the objectives of the Wing(s), State Headquarters, and Air National Guard / Surgeon General (ANG/SG).

DUTIES AND RESPONSIBILITIES:

- (1) Directs the overall management of medical support for the Air National Guard installation to include tenant unit(s) and GSU(s).
- (2) Provides medical management and advisory services that contribute substantially to the plans, policies, decisions, and objectives of senior management.
- (3) Directs work to be accomplished by the base medical and bioenvironmental programs, ensuring each is developed and implemented according to applicable regulations.
- (4) Ensures implementation and compliance with Occupational Health for dual and non-dual status personnel, the Occupational Health Program to include the Hearing Conservation Program, Immunization Program, and Fetal Protection Program and provides oversight for base environmental pollution monitoring, Respiratory Protection Program, Radiological Protection Program, Ionizing Radiation Program, Potable Water Quality Program, Hazard Communication (HAZCOM) Program, and Quantitative Fit Testing Program. Enforces diversity, equal employment opportunity, and the labor-management relations program.
- (5) Analyzes, evaluates, monitors, and reports Individual Medical Readiness (IMR) for Wing, tenant unit(s) and GSU personnel.
- (6) Implements the medical portion of the Designed Operational Capability (DOC) Statement of the unit. Ensures the Medical Group is organized, trained, and equipped for any state or federal contingency to include global contingency deployment.
- (7) Interprets, implements and administers laws, procedures, regulations and directives pertaining to various Air National Guard (Surgeon General or Medical) stand-alone, networked, or web-based medical systems including Preventative Health Assessment and Individual Medical Readiness (PIMR), Aerospace Services Information Management System (ASIMS), Aero medical Information Management Waiver Tracking System (AIMWTS), Grounding Management Information System (GMIS) Self-Inspection Database (SID), Central Credentials Quality Assurance System (CCQAS), Air Force Complete Immunization Tracking Application (AFCITA), Defense Occupational and Environmental Health Readiness System-Hearing Conservation (DOEHRS-HC), Environmental Management Information Systems (EMIS), Automated Civil Engineering System – Environmental Management (ACES-EM), or Enterprise Environmental Safety Occupational Health (EESOH) database, Command Core System (CCS), and Web-Based Integrated Tracking System (WBITS).
- (8) Serves as the installation's technical advisor regarding ANG medical capabilities related to "Homeland Defense" (HLD) and Military Support to Civil Authorities (MSCA).
- (9) Serves as the installation subject matter expert and problem solver for medical and dental health benefits regulated and outlined by the National Defense Authorization Act.

Length of Tour: Initial AGR tour orders are probationary. The probationary period will not exceed six years (IAW ANGI36-101 & FLANG Supplement; Reference paragraph 6.2.). The initial order will be a minimum of four years (reference paragraph 5.8.). AGR Orders and probationary period might not end on the same date. The selecting unit and HRO must ensure the selectee has an ETS that allows for the required order length. Members whose ETS does not support the minimum order length must be re-enlisted or extended, as appropriate, to satisfy this requirement.

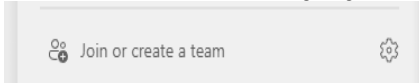
MINIMUM QUALIFICATION REQUIREMENTS

1. Air National Guard, Air Force Reserve or the United States Air Force members must have achieved a passing Fitness Program score in order to be assessed for entry into the AGR Program.
2. Air National Guard members must meet the physical qualifications outlined in AFI48-123. Medical exams must be conducted not more than 12 months prior to entry on AGR duty.
3. An applicant on a medical profile, to include pregnancy, may apply and be selected for an AGR tour; however, the selectee may not begin the AGR active-duty tour until the medical restrictions are released.
4. Must meet any Special Requirements as specified on Position Description.
5. Failure to maintain the **required** security clearance will result in removal from the AGR program.
6. Selected individual must extend/re-enlist for a period equal to or greater than initial tour end date.
7. You must be in a military status to apply for an AGR position.
8. Enlisted applicant's military grade cannot exceed the maximum military grade authorized. Over grade enlisted applicant must indicate, in writing, the willingness to be administratively reduced in grade when assigned to the position.
9. IAW ANGI 36-101, paragraph 5.7, an individual must not have been previously separated for cause from active duty or previous Reserve Component AGR tour.
10. IAW ANGI 36-101, paragraph 5.10, applicants should be able to complete 20 years of active federal military service prior to Mandatory Separation Date (MSD). Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation must complete a Statement of Understanding contained in Attachment 3 of ANGI36-101.
11. IAW ANGI36-101, paragraph 6.6.1., members should remain in the position to which initially assigned for a minimum of 24 months. TAG may waive this requirement to 24 months when in the best interest of the unit, State, or Air National Guard.
12. Candidates will be evaluated based on their education, experience, training, and performance. Consideration will be based on available information contained in the individual's application.
13. To ensure Florida Air National Guard Active Guard Reserve (AGR) Airmen are provided career opportunities for promotion, career progression, retention, education, and professional development consistent with assigned missions, strength limitations and policies they may apply for a vacant UMD AGR position without the awarded duty AFSC and are subject to retraining restrictions

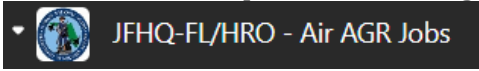
APPLICATION INSTRUCTIONS

- **Applications must be sent electronically by utilizing TEAMS;** to access, in the TEAMS

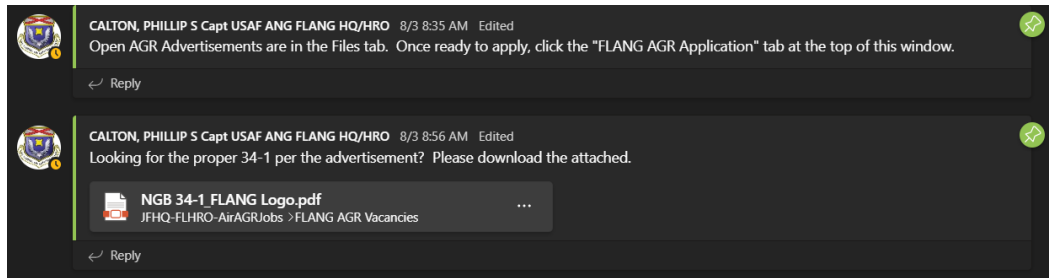
application click on



. Input the following code: **63pbpex**. Once you

have joined the team you will see the  team appear in the “Your teams” section. There will be a general channel and a “FLANG AGR Vacancies” channel. Select the “FLANG AGR Vacancies” channel to access the required application to submit your packet.

- Once you have joined the team and located the channel you will see two pinned conversations:



- On occasion the “FLANG AGR Application” tab has taken some time to appear. It is recommended you do not wait until ready to apply to join the team in TEAMS. Should you experience any issues please reach out to the HRO org box listed below.

flanghq.hro.air-agr@us.af.mil

- **Submit Application as one (1) single PDF.** Drop-off the uploaded file with file named only as: LastName, FirstName_Military Vacancy Announcement (example: Doe, John_098-24). **Files that do not have the proper naming convention will not be considered.** One application per submission. **Multiple applications in one submission will not be considered for any job.**

Common disqualifiers include unsigned 34-1, 34-1 not currently attached to Advertisement (wrong form version/variation downloaded from non-approved site(s), no FLNG watermark), Security Clearance overdue with no MFR signed from the Security Manager, RIP not from vMPF, and all documents not in one single PDF (portfolio files are not accepted). Incorrect file name when naming the PDF. Name your file LastName, FirstName_Position Announcement Number (Doe, John_115-22). DO NOT deviate from the example provided on the job announcement.

Applications must be received before the Close of Business (COB) on the closing date to be processed. Any missing requirements that are listed below will result in disqualification. Be advised, applications are not reviewed until after the job closes. HRO will notify applicants whose application is not complete, contains missing or erroneous information, or disqualified via the email addresses supplied on the vMPF Report of Individual Personnel.

It's always advisable to ensure and double-check that the information submitted meets the requirement per the advertisement.

APPLICATION REQUIREMENTS

1. **NGB Form 34 -1:** ONE signed and dated (Application for Active Guard Reserve (AGR) Position). Ensure an explanation is attached for required answers given in Section IV. Ensure to use the most current version of the NGB Form 34-1 attached to advertisement. Any other version and/or variation not currently attached to the advertisement will result in an automatic incomplete package. All packages submitted by the closeout date are final. There are no opportunities for resubmissions after the closeout date.
2. Current **Report of Individual Personnel (RIP):** Obtained from Virtual Military Personnel Flight (vMPF). Send ALL pages of the Record Review (DO NOT send a Career Data Brief). *It is your responsibility to ensure your vMPF RIP is in order prior to application submittal. This includes but not limited to: verifying Duty History, AFSC, ASVAB Scores, Current Rank, Service Dates, and Security Clearance.*
3. **myFITNESS:** Most recent Fitness Tracker report obtained from AFPC Secure/myFSS.
4. (Enlisted Only) Applicants who are in a higher grade than the grade for this advertisement must provide a statement of understanding with your application stating you are willing to be voluntarily demoted without prejudice if selected for this position IAW AFI 36-2502, Paragraph 11.1.2.4.1.1.2.

Any questions or concerns please email the HRO Air-AGR Org Box at:

flanhq.hro.air-agr@us.af.mil

FAQs can be located at: <https://intelshare.intelink.gov/sites/jfhq-fl-hro/>

If you do not receive a disqualification email within two (2) weeks after the job closes, your application will have been forwarded to the hiring official(s).