

HAWAII AIR NATIONAL GUARD

ACTIVE GUARD RESERVE FULL TIME JOB ANNOUNCEMENT

JVA Number:
FY 21-105

Tour Length
Three Year
Initial Tour

Application OPEN Date:
25 JUN 21

Application CLOSE Date
26 JUL 21

Duty Position:
Medical Plans Officer

Grade Min. / Max.:
O3/Capt (Promotable) – O5/ Lt Col

Duty AFSC:
041A3

Position Number:
0084519534

Duty Location:

Det1 HQ 154 MDG
190 Sterling Road, Bldg 233
Wheeler AAF, HI 96845

Selecting Official: LtCol James Faumuina

Point of Contact: MSgt Tristtany Ko

Comm: 808-672-1235

Who May Apply:

1st Area of Consideration: Open to O3/Capt (promotable to Maj) through O5/Lt Col within the Hawaii Air National Guard with the duty AFSC 041A3.

2nd Area of Consideration: Open to O3/Capt (promotable to Maj) through O5/Lt Col who are eligible to become members of the Hawaii Air National Guard with the duty AFSC 041A3

Qualifications, Duties and Responsibilities:

Classification Directory AFECF & AFOCD - (accessed from a .mil computer)

Applicant must be world-wide qualified in accordance with AFI 48-123, Medical Standards for Appointment and Induction. Able to 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. Must establish and maintain residency within reasonable daily commuting distance.

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.

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REQUIRED TRAINING

1. Courses listed in the NG J37 HRF and CERFP ITRM for Medical Support AFSCs
2. Basic Life Support (BLS) – Heart-Saver
3. Resource Advisor/Budget Systems/AROWS/DTS/GPC, other as needed
4. Unit Deployment Monitor, including LOGMOD, TPFDD
5. DMLSS Initial and Advanced Proficiency training within one (1) year of assignment
6. DRRS UC – DRRS Training
7. AFRIMS
8. ART Training
9. AF-IT Training
10. SIPR Access
11. MICT
12. Accountable Base Medical Supply Officer/Medical Logistics Officer training
13. NGB Budget Builder initial and annual refresher
14. Truck and Trailer Operation Training
15. All AFSC specific training/skill level to maintain currency.

TRAINING-RECOMMENDED

1. FEMA Center for Disaster Preparedness Program C (Incident Command) Course
2. Advanced Microsoft Office Suite
3. HSA-Logistics and Finance Course
4. Medical Readiness Management Course
5. Joint Medical Planners and Exercise Planners Courses
6. Supervisory/Leadership courses

KNOWLEDGE AND SKILLS

1. 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.
2. Demonstrated knowledge and training in civilian HAZMAT operations.
3. Exceptional knowledge of federal, state, and local regulations and directives pertinent to position.
4. Exceptional knowledge with Microsoft Office Systems, specifically Word, Access, and Excel.
5. Ability to operate in Incident Command System (ICS) at the local, state, and federal levels.
6. Ability to organize resources, prioritize objectives, and multi-task.
7. Ability to analyze and solve problems, and to make administrative/procedural decisions and judgments.
8. Ability to develop, interpret and amend laws, regulations, policies, standards or procedures.
9. Ability to design or conduct studies, cost-benefit analysis, or other research in accordance with NGB and ANG Financial Systems.
10. Ability to oversee and execute NGB and ANG Medical Logistics program management. Must demonstrate proficiency with DMLSS for generating management reports.
11. Ability to track and assess all assigned ANG Medical Personnel CBRN required vaccinations.
12. Ability to use media/communication devices, including satellite, radio, and web-based

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applications.

13. Skill in reviewing and analyzing applications and documents to make determinations.
14. Ability to lead others; experience in developing strategic plan(s) and implementing objectives.
15. Strong verbal communication skills with the ability to deliver informative presentations.
16. Ability to compose correspondence or other written communication products.
17. Ability to supervise and train assigned members.

IN-GARRISON DUTIES

1. Responsible for daily operational readiness of CRE Medical Detachment.
2. Oversight and coordination of all assigned medical personnel supporting CRE in-garrison operations.
3. Attends and provides ANG input to CRE command and staff meetings.
4. Executes medical operations and logistics coordination with CRE command staff.
5. Reviews, develops, and executes all aspects of annual training plans for assigned element members.
6. Represents the Medical Detachment/CC on a fulltime basis to maintain command directive continuity.
7. Coordinates manpower and training requirements with the MAO or designated MDG fulltime representative.
8. 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.
9. Conserves and maintains Mission Essential Task List (METL) for medical detachment and coordinates with Director of CBRN Medical Operations to synchronize with sister states.
10. 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.
11. Continuously tracks and validates the CBRN vaccination requirements of all ANG personnel assigned to the CRE mission.
12. Annually reviews and modifies CRE Medical Detachment Standard Operating Procedures in coordination with Medical Detachment Commander.
13. Advises and educates higher leadership and interagency partners on the medical capacity of CRE National Guard medical response capabilities.
14. Ensures maximum interoperable communications, equipment, personnel, and plans coordination in support of large scale CBRN event.
15. Provides oversight of all medical aspects of SEAT Inspection at CRE Medical Detachment level.
16. Facilitates participation in state, regional and national CBRN training exercises.
17. Develops localized medical support plans in coordination with the RMPO for incorporation into the FEMA region response crisis planning process.
18. 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).
19. Provides oversight of DEA Controlled Substance Compliance Program.
20. Executes ABMSO and Medical Logistics Flight Officer duties outlined in AFI 41-209, as oversight and senior leadership in logistics program.

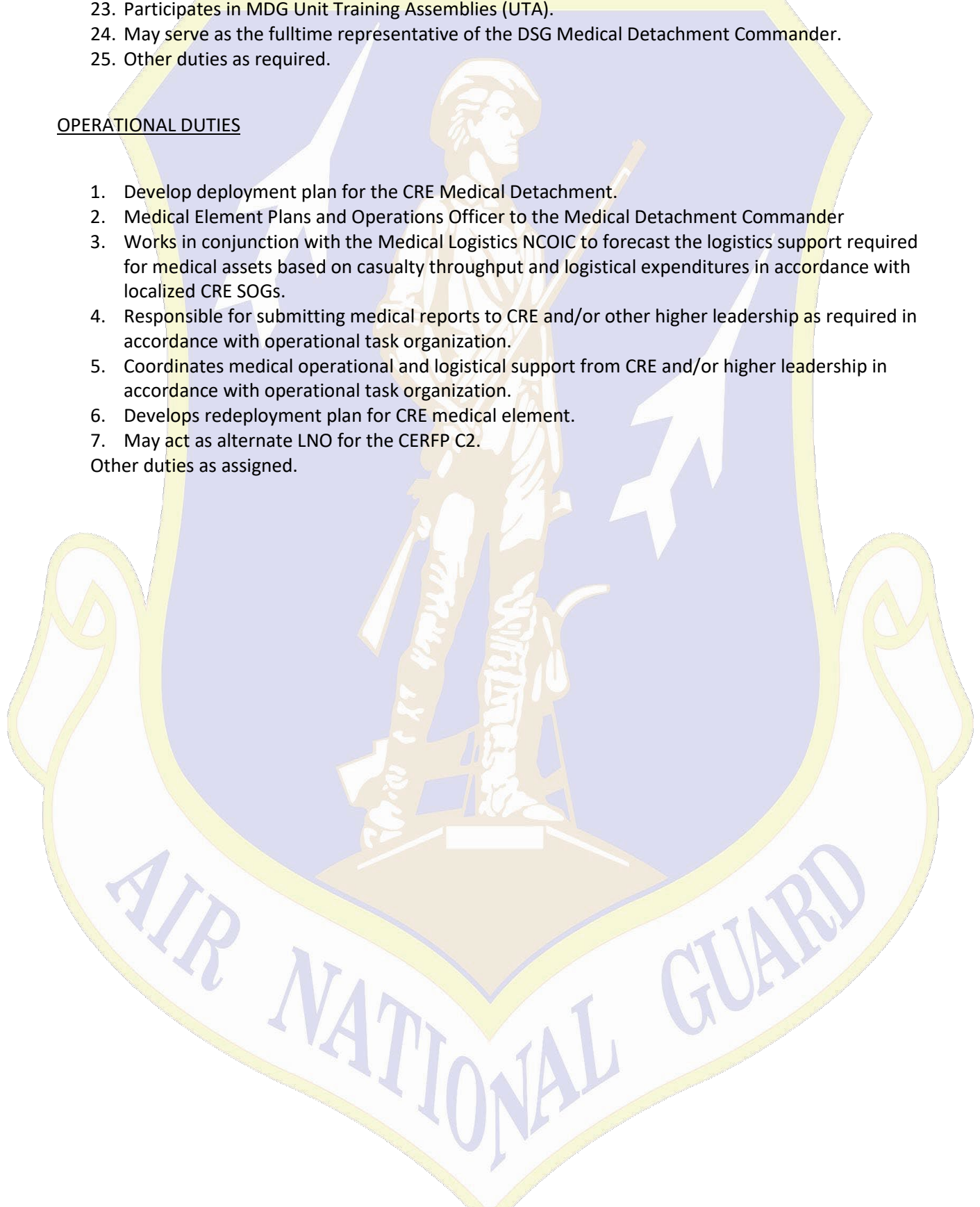
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21. Acts as Resource Advisor for CERFP Medical Detachment; manages all expenditures and cost analysis for assigned members, executes balanced CERFP budget in coordination with Logistician, completes quarterly audits, reviews accuracy of orders and vouchers.
22. Participates as the Medical Detachment representative in the Financial Working Group.
23. Participates in MDG Unit Training Assemblies (UTA).
24. May serve as the fulltime representative of the DSG Medical Detachment Commander.
25. Other duties as required.

OPERATIONAL DUTIES

1. Develop deployment plan for the CRE Medical Detachment.
 2. Medical Element Plans and Operations Officer to the Medical Detachment Commander
 3. 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.
 4. Responsible for submitting medical reports to CRE and/or other higher leadership as required in accordance with operational task organization.
 5. Coordinates medical operational and logistical support from CRE and/or higher leadership in accordance with operational task organization.
 6. Develops redeployment plan for CRE medical element.
 7. May act as alternate LNO for the CERFP C2.
- Other duties as assigned.



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FAILURE TO SUBMIT REQUIRED DOCUMENTS WILL RESULT IN THE APPLICATION BEING RETURNED WITHOUT ACTION.

REQUIRED DOCUMENTS:

1. **NGB Form 34-1, dated November 2013, Signed, dated and annotated with job number and title.**
 - a. *ALL APPLICANTS Must FULLY complete SECTION IV - PERSONAL BACKGROUND QUESTIONAIRE of the NGB.
 - b. FORM 34-1. Any "YES" answers to the questions (except 9 & 10) require a separate sheet fully explaining the "YES" response. A current passing Fit Test will suffice for a "YES" response to question 17. FAILURE to provide this documentation will result in the application being returned without action.
 - c. **** Application must be signed ****
Link to 34-1: <https://dod.hawaii.gov/hro/files/2020/08/ngbf34-11.pdf>
2. Current & complete Report on Individual Personnel (RIP) (Record Review/Update) printout from virtual MPF
3. Most recent copy of current passing fitness assessment (AFFMS Printout)
4. SF 50 for technicians only. DSG do not need to provide one.
5. Additional Documents Recommended, but NOT REQUIRED: Last 2 OPRs/EPRs, Resume, Letter of Recommendations.

For Application submission, all documents are required to be submitted in one PDF Filed

Please Title Application attachment using Format below:

JVA YY-XXX – RANK _LASTNAME_ FIRST NAME

Example: JVA 21-001 – SSGT SCOTT, MICHAEL

NOTE: There is a known issue that digital signatures are being removed from the NGB Form 34-1 once combined as one PDF. To avoid this, consolidate all attachments into one PDF, before signing the NGB Form 34-1. Always verify the signature is present before you sent to HRO.

Application submission process:

Submit Application to:

HQHIANG.HROAGRBranch@us.af.mil

Inquiries Call: (808) 672-1235

***Applications must be submitted through a DOD government computer or AMRDEC.
Any applications received after 2400hrs of JVA closeout date are returned without action.***

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Equal Opportunity/ Basic Eligibility Requirements:

- Application screening will be made without regard to race, religion, color, gender, or national origin.
- Applicants are subject, but not required, to a personal interview, before a military board upon notification of time and place. Necessary travel will be at the expense of the individual. Inquiries concerning specific aspects of the duty position should be directed to the Selecting Official.
- Selection will be made from those applicants determined best qualified in terms of experience, training and demonstrated performance ability.
- All interested members may apply by submitting a completed NGB Form 34-1 and a recent RIP, which can be obtained from the virtual MPF. Due to manning restrictions, positions will not be filled if funding/resource are not available.
- Pregnant females are eligible to apply for AGR tours. Individuals selected for AGR tours must meet all applicable medical and physical requirements in accordance with AFI 48-123 prior to entering or initiating the tour. If selected, they cannot be appointed and entered on active duty until the pregnancy period has expired or Commander approval.
- Must meet the Periodic Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. 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 HIV test must be completed not more than six months prior to the start date of the AGR tour. The State Air Surgeon will review all medical examinations and determine if a member is physically qualified to enter on AGR duty.
- Grade inversion is detrimental to the military nature of the ANG and is not authorized.
- 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. Any member in the Fitness Improvement Program (FIP) is ineligible for entry into any type of AGR tour program.
- Should be able to complete 20 years of total active federal military service (TAFMS) prior to reaching mandatory separation - - 28 years commissioned service date for officers (O6 is 30 years); age 60 for enlisted members. Waiver authority of this requirement is The Adjutant General. 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. The HING, HRO AGR Branch will maintain the completed and signed Statement of Understanding.
- Must not have been separated due to adverse action from Active Duty or a previous Reserve Component AGR tour.