

AIR NATIONAL GUARD
Medical Support Group Det 1
187TH FIGHTER WING, MONTGOMERY, ALABAMA

ACTIVE GUARD RESERVE (AGR) – MILITARY VACANCY ANNOUNCEMENT # _____

OPEN DATE: 26 April 2022

EXPIRATION DATE: 25 May 2022

This announcement is open to all current members of the Alabama Air National Guard and those eligible for membership in the Alabama Air National Guard.

Number of Positions:	1
Title:	MEDICAL LOG – CERFP
Position Number:	0102811734
Minimum/Maximum Grade Authorized:	SSgt - MSgt
Required ASVAB	Admin: 48
Duty AFSC:	4A171
Security Clearance: Unit/Duty	Secret
Location:	187th Fighter Wing Medical Group Det 1 Montgomery, AL
Projected tour start date:	1 Jul 2022

Selecting Official: Maj Kristin Hill

For more information about this position or the unit of assignment, please call: 334-230-4177

Promotion to the highest grade may not be supported by the units manning authorizations.

APPLICATION REQUIREMENTS

NGB Form 34-1 (Application for Active Guard/Reserve (AGR) Position; Dated 11 Nov 13)

- Announcement number and position title must be annotated on the form (i.e. 21-XXX).

Report of Individual Personnel (RIP): Obtain from Virtual Military Personnel Flight (vMPF)

- RIP can be obtained from the servicing Force Support Squadron (FSS) or Virtual MPF (vMPF)
- Select Record Review and Print/View All pages (vMPF instructions)

Report of Individual Fitness (Must Be Current)

- myFitness Report: Must be Current and passing.

AF Form 422, Physical Profile Serial Report

- Must be signed and validated within 12 months from your Medical Group (working copy is acceptable)

DD 214 (Certificate of Release or Discharge from Active Duty)

- Former Active Duty members only

All applications must be submitted with a completed AGR Eligibility Checklist, found in ANGI 36-101. Your unit's HRO Remote Designee or the appropriate FSS representative must complete this checklist.

Mail, hand carry, or email completed application packages to:

**JFHQ-AL MDM
ATTN: MSG John Kilpatrick
john.d.kilpatrick.mil@army.mil
P.O. Box 3711
Montgomery, AL 36109-0711**

All emailed packages must be in a single PDF

MEDICAL LOGISTICS NCO

JOB DESCRIPTION
The CERFP level Medical Logistics NCO, as a vital part of the unit's Leadership, is primarily responsible for providing and supporting all aspects of logistical activities to CERFP/TF CBRN Medical Detachment equipment, supplies, formulary, and vehicles.
Medical AFSC: 4A171 (4A151 is only substitution)
Rank: E5 (Staff Sergeant) – E7 (Master Sergeant)
Security Clearance: Secret
QUALIFICATIONS
1. Must meet the physical qualifications outlined in AFI 48-123 Medical Standards for Retention and be worldwide duty qualified.
2. Current on all Individual Medical Readiness Requirements (ALC stratification < C3).
3. 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.
4. Current Passing fitness assessment score.
5. Fully AFSC Qualified.
6. Completed Professional Military Education (PME) commensurate with current rank as applicable.
7. No UIF entries with 24 months of assignment.
8. Must establish and maintain residency within reasonable daily commuting distance.
9. Last 2 EPRs (AGR and DSG) must be satisfactory or above, DSG if available or Letter of Recommend by Commander.
KNOWLEDGE AND SKILLS
1. LOGISTICS MANAGEMENT and OVERSIGHT subject matter expert in assemblage logistics to include:
1.1. Knowledge in the 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).
1.2. Knowledge of Consequence Management Support Center (CoMSupCen) policies and procedures.
1.3. Proficiency in using required systems for day-to-day and contingent operations on the CERFP/TF CBRN (DMLSS, Microsoft Office, Outlook, DRRS)
1.4. Skills in warehouse management, supply storage (to include pharmaceuticals), inventory, accountability, purchasing, shipping, disposition, SLEP.
1.5. Skills in contingency resupply (to include chain of custody)
1.6. Skills in working and communicating as a team with members as appropriate to ensure local procedures for logistics management remain in compliance (not all inclusive: MPO, Pharmacist, OICs, NCOICs, ADOS/FTNG, writing SOG, DEA licensure, hand receipting, S4 Logisticians/OIC, Logistics Readiness Squadron, Medical Group, Finance & Contracting, host MTF, HHS, CSDC, DLA, AFMOA, NGB)
1.7. Carry out duties as Facility Manager or alternate.
1.8. Ability to oversee task training/delegation/compliance and to supervise others, to work, communicate, and coordinate with Army, Wing, and Medical Group, NG Joint Staff Medical Logistics and NGB/SG Logistics
2. EQUIPMENT OVERSIGHT subject matter expert in storage/movement of assemblage equipment to include:
2.1. Knowledge of Processes required for maintaining specialized medical equipment and calibration requirements and non-medical equipment required for mission accomplishment. (not all inclusive: AFI 41-201, Biomedical Equipment Repair Tech, S4 section for CERFP, Host MTF, HHS, CoMSupCen, DMLSS, SOG, CSDC, NGB guidance, LOGMOD, ICODES)
2.2. Knowledge of personnel required for maintaining/refreshing/modernizing specialized medical equipment and calibration requirements and non-medical equipment required for mission accomplishment.

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2.3. Proficient in establishing relationships and resolutions that aide in compliance with AFI's and NGB policies for proper equipment procurement/maintenance/storage/shipping/field setup.
2.4. Ability to oversee compliance of equipment program.
2.5. Oversight to ensure BMET has capability/training to perform functions IAW AFI 41-209/41-201.
3. MOBILIZATION OVERSIGHT all supplies/equipment are ready 24/7/365 in support of DSCA to include:
3.1. Knowledge of government and non-governmental agencies involved in response to all-hazard events.
3.2. Able to operate within Incident Command System (ICS) at local, state, and federal levels.
3.3. Knowledge of DHHS response process and operations.
3.4. Knowledge of Wing and Army relationships/resources required to mobilize assemblage by air and ground.
3.5. Carry out duties of Unit Deployment Monitor.
3.6. Carry out duties of Vehicle Control NCO, IAW AFI 24-302.
3.7. Working skills in coordinating with the Wing Plans & Integration NCO and Army Troop Movement NCO for real world and exercise convoys/deployments.
3.8. Proficiency working as a team with MPO and CERFP S4 staff to oversee medical staff in creation/maintenance of TPFDD, LOGMOD, ICODES, HazDecs for medical detachment.
3.9. Oversee medical staff compliance/maintenance of Load Plans.
3.10. Oversee compliance of deployment folder, MRDSS, individual medical readiness for CERFP medical team.
3.11. Ensures compliance and tracks training and licensing for CERFP vehicles, for all team members.
3.12. Strong written and oral communications. Demonstrated effective briefing and presentation skills.
3.13. Strong administrative and organizational skills.
3.14. Prior experience in mobilization/deployment/patient movement items for real world and/or exercises.
4. BUDGET MANAGEMENT ability to work with MPO to coordinate and manage compliant and accountable budget program, to include:
4.1. Working knowledge of command staff functions. i.e. reporting at multiple levels on multiple platforms, policy/guidance interpretation, budget planning and execution, chain of command, issue resolution processes.
4.2. Working knowledge of NGB and ANG financial/contracting processes and policies to include Government Purchase Card (GPC).
4.3. Proficiency in planning costs (food, lodging, travel).
4.4. Proficiency with spreadsheet utilization, budget tracking, CRIS, ABSS, WAWF, FWG, Citi, AROWS, DTS, MICT, DEAMS (others as needed).
4.3. Proficiency in ordering, processing, coordinating delivery of assemblage items within the prescribed ordering/budgeting systems.
TRAINING-REQUIRED
1. Courses listed in the NG J37 HRF and CERFP ITRM for Medical Support AFSCs
2. Basic Life Support (BLS) Heart-Saver
3. All AFSC specific training/skill level to maintain currency
4. DMLSS (Initial and Advanced Proficiency)
5. Vehicle NCO: Truck and Trailer Operation, able to Train personnel for Licensing
6. GPC Holder, ABSS, WAWF, Citi
7. Hazardous Declaration (HAZDEC) orientation
8. Air/Ground Cargo Prep and Load Planner course (ICODES)
9. Heavy equipment, including forklift, pallet jack, four-wheel dolly, trailer dolly
10. Unit Deployment Monitor, including LOGMOD, TPFDD
11. SIPR Access
12. DRRS UA
13. AFRIMS

MEDICAL LOGISTICS NCO

14. Facility Manager
IN GARRISON DUTIES, Continued
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.
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.
25. Other duties as assigned, mission permitting.
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.

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4. With MPO, coordinates bed-down plan for CERFP Medical Detachment to include provision for food, water, billeting, and personal hygiene.
5. Coordinates with 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 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 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 MPO and CERFP S4.
11. Other duties as assigned
SUPERVISES: as delegated by CERFP MPO
IMMEDIATE SUPERVISOR: CERFP MPO
RATER: CERFP MPO
LETTER OF INPUT: CERFP S4
ADDITIONAL RATER: MED DET/CC
REVIEWER: MED DET/CC

Drafted: 20130913

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The information below was taken from ANGI 36-101, 03 June 2010.

5.3. Grade. To accept an AGR position, an applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Reference paragraph 6.6. for proper assignment to a position/unit.

5.3.1. 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 **22 ANGI36-101 3 JUNE 2010** position. Acceptance of demotion must be in writing and included in the assignment application package.

5.3.2. Approval in writing from NGB/A1M is required prior to the accession of any O-6. In addition, any officer may not enter the AGR program in an overgrade status.

5.4. Commissioning of Enlisted Member. Enlisted personnel applying for officer positions must be eligible for commissioning upon application for AGR duty. Assignment to the AGR tour will not become effective until the individual receives a commission in the ANG and as a Reserve of the Air Force.

5.5. Air Force Fitness Standards. AGR Airmen are subject to the provisions of ANGI 10-248, *Air National Guard (ANG) Fitness Program* until superseded by AFI 36-2905, *Fitness Program*. 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 DLC which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required.

5.6. Security Clearance. AGRs must have a current favorable adjudicated personnel security investigation that is commensurate with their currently assigned AFSC. Local security representatives can provide verification of security clearance information using the Joint Personnel Adjudication System (JPAS).

5.6.1. AGR follow-on assignments will not be issued without a current favorable adjudicated security clearance investigation.

5.6.2. If a top secret security clearance is not held by Airmen selected for an AGR assignment that requires access to top secret information, the Airman must initiate a security clearance update. The AGR selectee must notify their unit security manager to initiate a new security investigation. The HRO/AGR Manager will not issue the AGR orders until security clearance upgrade is initiated and the member has a current favorable investigation.

5.7. Separated for Cause. To be accessed in the AGR program, an individual must not have been previously separated for cause from active duty or a previous Reserve Component AGR tour.

5.8. Retainability for an AGR Assignment. Enlisted personnel must obtain sufficient retainability to fulfill an AGR assignment.

5.9. Sanctuary. It is not the intent of the AGR program to bring non-career applicants into the sanctuary zone [18 to 20 years Total Active Federal Military Service (TAFMS)]. Anyone whose order [AD or FTNGD orders (other than training)] places them at 18 years or more TAFMS will require a signed and approved sanctuary waiver IAW AFI 362131, *Administration of Sanctuary in the Air Reserve Components*.

5.10. Inability to attain 20 years TAFMS. AGR applicants should be able to attain 20 years TAFMS in the AGR career program. 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 the Statement of Understanding contained in Attachment 3. The HRO will maintain the completed and signed Statement of Understanding.

5.11. Medical Requirements. Applicants for permanent, occasional or AGR deployment backfill tours must meet the requirements outlined in Chapter 12.

ELIGIBILITY REQUIREMENTS FOR ENTRY INTO THE AGR PROGRAM:

- Must be a member or eligible to become a member of the Alabama Air National Guard.
- Member will be required to hold a compatible military assignment in the unit they are hired to support.
- Member's military grade will not exceed the maximum military duty grade authorized on the Unit Manning Document (UMD) for the position.
- Member must meet the physical qualifications outlined in AFI 48-123, Medical Examination and Standards, Attachment 2 before being placed on an AGR tour.
- Member must have retain-ability to complete the tour of military duty.
- Member must not be eligible for, or receiving a federal retirement annuity.
- Member must comply with standards outlined in AFI 36-2905, Fitness Program to be eligible for entry into the AGR program.
- Member must meet all eligibility criteria in ANGI 36-101, The Active Guard/Reserve Program.
- Member must hold required AFSC or be eligible for retraining (if applicable) and meet all eligibility criteria in AFECDA/AFOCD

ADDITIONAL DUTIES

AGR members will participate with their unit of assignment during Regular Scheduled Drill (RSD). AGR tour lengths in the State of Alabama are at the discretion of the Squadron Commander. Initial tours will not exceed 6 years. To be considered for this position you must meet all minimum AFSC requirements to include the minimum ASVAB qualifying score. Scores are reflected on your personnel vMPF RIP. If your ASVAB score does not meet the minimum required IAW AFECDA Attachment 4, contact your servicing MPF. You have the option to retake the test. You must schedule your test date and receive your new scores prior to the announcement closing date. Selectee will be required to participate in the Direct Deposit Electronics Funds Transfer program. A law enforcement background check may be required prior to appointment to this position. By submitting a resume or application for this position, you authorize this agency to accomplish the check