



Colorado Air National Guard
Active Guard Reserve (AGR)
Position Announcement #
COANG 23-359



<https://co.ng.mil/Jobs/Air-AGR/>

POSITION TITLE: Medical Group Superintendent (OTOT)	DAFSC: 9G100	OPEN DATE: 25 May 2023	CLOSE DATE: 09 July 2023
UNIT OF ACTIVITY/DUTY LOCATION: 140th Medical Group Buckley Space Force Base, CO 80011		GRADE REQUIREMENT: Minimum: E9 Maximum: E9	
SELECTING OFFICIAL: Lt Col Jessica Hegewald COMM: (720) 847-9558 DSN: 847-9558	(HRO Use Only) 09949941C Available: 11/1/2023	QUALIFICATION REQUIREMENTS: *Retrain Opportunity *	

AREAS OF CONSIDERATION

Category A: Current members of the Colorado Air National Guard

Category B: Fully Qualified Nationwide Applicants (those eligible to transfer to the Colorado ANG)

***Colorado members may retrain into medical AFSC ***

Nationwide applicants must hold a medical AFSC to apply

Applicants holding a 7 level in any medical AFSC may apply

**** 9G100 position may require holder to carry a 4 AFSC as their Primary AFSC to meet deployment UTC requirements ****

****All applicants MUST meet the grade requirement and physical/medical requirements outlined****

All applicants should be aware that the Colorado National Guard does not permit smoking in the work place. Smoking is permitted only in designated areas during scheduled breaks. Acceptance of an AGR position will cause termination from Selected Reserve Incentive Programs.

Position Requirements:

1. Position is located at Buckley SFB, Aurora, CO.
2. This position is a One Time Occasional Tour not to exceed 36 months without prior approval from the unit and NGB. Approval past 36 months will be based on performance. If member is not renewed, on a subsequent tour, the member will convert to a Drill Status Guardsman.
3. This position will not result in career status or a permanent position with the Colorado Air National Guard. Applicants may still apply for other AGR announcements within the organization.
4. This is NOT a promotion opportunity.
5. Member/selectee must sign a memo stating that they understand that, member assigned to current position has restoration rights and is authorized to return during his/her STAT tour at any time. Member/selectee may have to give up their OTOT if assigned member returns early.
6. Must be able to communicate both orally and written with strong impact and conviction.
7. Completion of PME commensurate with the grade and AFSC of the position.
8. Must be willing to attend formal education to gain experience/knowledge about all COANG missions
9. Must serve as group resource advisor.
10. Must serve as medical Health Services Superintendent (HSS) role.
11. Must travel as necessary.
12. Must have flexibility to meet mission requirements; often requiring additional weekends and weekdays to support senior leaders and mission requirements.

Duties and Responsibilities:

13. Refer to Air Force Enlisted Classification Directory (AFECD) for specific duties associated with this AFSC.
14. Performs other duties as assigned.

Major Duties:

1. Exercises supervisory personnel management responsibilities. Advises and provides counsel to employees regarding policies, procedures, and directives of management. Advises on selection of candidates for vacancies, development opportunities, details, and reassignments; considers skills and qualifications, mission requirements, and Military Equal

Opportunity (MEO) and diversity objectives. Applies MEO principles and requirements to all personnel management actions and decisions; and, ensures fair treatment of all personnel in a manner free of discrimination. Develops, modifies, and/or interprets performance standards. Explains performance expectations to employees and provides regular feedback on strengths and weaknesses. Holds employees accountable for satisfactory completion of work assignments. Appraises subordinate workers' performance ensuring consistency and equity in rating techniques. Periodically reviews position descriptions to ensure accuracy and the most effective utilization of personnel resources. Explains classification determinations to subordinate employees. Recommends awards when appropriate and approves within-grade increases. Mediates and resolves employee complaints and refers unresolved complaints to higher-level management. Initiates actions to correct performance or conduct problems. Effects minor disciplinary measures such as, warnings and reprimands and recommends action in more serious disciplinary matters. Prepares documentation to support actions taken. Identifies employees' developmental needs and provides or arranges for training (formal and on-the-job) to maintain and improve job performance. Promulgates self-development. Administers leave program; approves master leave schedules to assure adequate coverage for peak workloads and traditional holiday vacation time. Ensures education and compliance with security directives for employees with access to classified or sensitive material. Recognizes and takes action to correct situations posing a threat to the health and safety of all airmen. (25%)

2. Advises the group commander on assigned program areas of responsibility. Is a key enlisted leader who operates independently and is essential to mission effectiveness. Serves as the senior enlisted advisor to group leadership and provides support and assistance to the flight, squadron, division, and group. Develops procedures and guidelines to ensure that all airmen are trained, equipped, and provided with required logistical support to attain and maintain operational readiness to meet wartime taskings. Manages, reviews, and audits the Unit Manpower Document (UMD), prepares manpower change requests for the commander's approval; and, updates the Unit Personnel Management Roster (UPMR). Provides oversight on unit reenlistment and extension programs. Advises the group commander on enlisted roles regarding assigned program status, actual or potential problems, resources and changes that may impact mission effectiveness. Acts in a staff advisory role in regards to the development of short and long-range solutions to complex and on-going problems. Initiates or recommends policy, procedural, or program changes to resolve problems. Serves on various military or civic panels, and subcommittees at the state, regional, and national levels. (25%)
3. Advises, carries out, and monitors the Group Commander's organizational policies, programs, and standards applicable to the enlisted force. Advises and initiates recommendations in matters pertaining to all airmen. Manages, studies, analyzes, and oversees the administration, coordination, planning, development, and execution of programs within their respective group for all airmen. Places particular emphasis on readiness, morale, welfare, discipline, performance, training, assignment, reassignment, and utilization as they affect the service contributions of all airmen in the accomplishment of federal, state, and local missions. Ensures comprehensive individual and unit indoctrination specific to mission awareness, as well as, prevention and resolution of complex issues affecting all airmen. Identifies group requirements and develops comprehensive staff plans that support goals and objectives applicable to all functional areas within the group. Conducts studies to develop plans and programs designed to develop and maintain high esprit-de-corps and morale among all airmen in accordance with The Enlisted Force Structure. (30%)
4. Develops, participates, and provides guidance in planning, publicizing, and administering ANG enlisted awards, recognition and promotion programs. Provides guidance to flight, squadron, division, and group level personnel to assure proper dissemination, clarification, and administration of personnel policies. Coordinates with and advises the Group Commander on enlisted nominations for awards and assignment to key enlisted positions. Ensures prompt and appropriate recognition of all airmen. Establishes and monitors professional development of all airmen. Evaluates, oversees, and supports enlisted professional military education and professional development programs. Promotes welfare programs that provide all airmen guidance on qualifications, advancement, benefits, retirement, and provides commanders with recommendations to resolve problems. (10%)
5. Serves as the commanders representative at staff meetings and councils and when conducting tours through group areas. Makes frequent contact with all airmen to champion commanders' strategies. Promotes continuous process improvement and innovative efforts that improve cost, quality, or time. Participates in, monitors, and advises the Commander on compliance with Air Force Fitness Standards and disciplinary actions. Oversees the development of standard operating procedures (SOPs) and other guides that further the understanding among all airmen and provide dynamic motivation for efforts toward attainment of readiness. Ensures employers and all airmen are aware of their rights and obligations under the Uniformed Services Employment and Reemployment Rights Act (USERRA) and the Employer Support of the Guard and Reserve (ESGR). (10%).

INSTRUCTIONS/INFORMATION 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 fitness 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.

In order to properly manage the promotion opportunities and proper career management in the AGR program, Colorado HRO force management policy considers an applicant's total active federal military service (TAFMS) as a factor in hiring. The organizational standard is >8 years for entry as an E7 or O4, >12 years for entry as an E8 or O5, and >16 years for entry as an E9 or O6. This is a baseline standard that may be waived on a case-by-case basis provided the waiver is in the best interest of the organization. If applicable, the selecting supervisor will seek a waiver on the applicant's behalf; applicants have no responsibility to seek a waiver to this policy.	Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, <i>Medical Examination and Standards</i> . 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 over-grade must indicate in writing a willingness to be administratively reduced in grade in accordance with AFI 36-2502, <i>Enlisted Airman Promotion/Demotion Programs</i> , when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package.
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...."	This vacancy announcement may be used to create an order of merit list (OML) from which additional like vacancies may be filled without further competition. Applicants may remain on this OML for up to 90 days.	Any further questions regarding the AGR program may be answered in ANGI 36-101.

APPLICATION PROCEDURES

- Complete applications must be received no later than 2359 Mountain Time on the close date.
- Applicants without email access may make special arrangements to deliver applications by contacting the Air AGR Office via one of the methods below.
- Applicants may include copies of training certificates or any additional documentation they feel is applicable to the position for which they are applying.

UNSIGNED OR INCOMPLETE PACKAGES WILL BE DISQUALIFIED

Required Documents:

1. NGB Form 34-1, version 20131111 <https://co.ng.mil/jobs>
2. Military Resume (Cover letter is optional)
3. Current (within 30 days) 8 page Records Review RIP (available on vMPF via AF Portal)
4. Current and passing Report of Individual Fitness from MyFSS (must be current as of the close-out date of this announcement)
5. Last three (3) Enlisted Performance Reports (EPRs) if applicable
6. One (1) Letter of Recommendation from your current chain of command
7. Official Photo
8. Applicants who are NOT a member of the COANG must submit: [Job Application Prescreen Packet](#) (located under Forms tab on CONG jobs website: <https://co.ng.mil/jobs>)

**Attach all files as original pdf documents (not scanned) individually or in a single pdf portfolio.
Job Application Prescreen Packet may be scanned if necessary.**

Email applications to: 140.wg.hro.agr.office.org@us.af.mil

Applicants will receive confirmation of receipt and qualification status once the application is processed. If you do not receive confirmation within five business days, please contact 140.wg.hro.agr.office.org@us.af.mil

For questions regarding AGR application procedures, please contact the Air AGR Office via email at 140.wg.hro.agr.office.org@us.af.mil

REMARKS

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

The Colorado 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.