

**ILLINOIS AIR NATIONAL GUARD
ACTIVE GUARD RESERVE (AGR)
VACANCY ANNOUNCEMENT
NATIONWIDE**

HUMAN RESOURCES OFFICE ILLINOIS NATIONAL GUARD 1301 N. MACARTHUR BLVD. SPRINGFIELD, IL 62702-2317	POSITION TITLE: Aerospace Medical Service Superintendent	ANNOUNCEMENT NUMBER: 25A-044	
UNIT OF ACTIVITY & LOCATION: 183 WG Springfield, IL		OPENING DATE: 7 Apr 2025	CLOSING DATE: 7 May 2025
MAXIMUM UMD GRADE: ON-BOARD-ONLY SMSgt / E-8 MINIMUM UMD GRADE: MSgt / E-7	POSITION DAFSC: 4A091	APTITUDE REQUIREMENTS:	M: A: G:44 E: P:3 U:3 L:3 H:2 E:3 S:3
SELECTING OFFICIAL: Col Shawn Strahle		COMM: 217-757-1359	
AREA OF CONSIDERATION: Military members eligible for a Title 32 AGR tour with the 183 WG.		NOTE: <ol style="list-style-type: none"> Position Announcement Number and Position Title must be included on application. E-8 applicants must be current AGRs with the 183 WG or be willing to take an administrative demotion to E-7 	

Conditions of Employment:

- 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.**
- Air Force Fitness Standards. AGR Airmen are subject to the provisions of 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.
- 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 ANGI 36-101 Attachment 3.
- Airmen who voluntarily resigned from the AGR Program in lieu of adverse personnel actions or who have been involuntarily separated from the AGR Program are not eligible to reenter the program.
- Individuals must **NOT** be eligible for, or receiving, an immediate Federal (military or civilian) annuity.
- Member must meet all eligibility criteria in ANGI 36-101, Air National Guard Active Guard Reserve (AGR) Program.
- Member must hold the required AFSC or be eligible for retraining to the required AFSC and meet all eligibility criteria in the AFECDD/AFOCD.
- Enlisted applicant's military grade cannot exceed the maximum military grade authorized. 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 IAW ANGI 36-2503, Administrative Demotion of Airmen, when assigned to position. **Acceptance of demotion must be in writing and included in the application package.**

Additional Information:

- AGR members will participate with their unit of assignment during Unit Training Assemblies (UTAs).
- Initial tours will not exceed 3 years. Follow-on tours will be from 1 to 3 years.
- To be considered for this position you must meet all minimum AFSC requirements to include the minimum ASVAB/AFOQT qualifying score. Scores are reflected on your personnel RIP. If your ASVAB/AFOQT scores do not meet the minimum required, contact your servicing FSS. You have the option to retake the test, however; 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.

DUTIES & RESPONSIBILITIES:

Performs clinic front desk receptionist duties. Will comply with all Defense Health Agency and Air Force standards and processes. Will verify patient identity, eligibility, and demographics. Will check the patient in for appointments, enter patient information into Electronic Health Record, and obtain third party collection information. Identifies members assigned to sensitive duties programs, and flags record as appropriate. Ensures patient is enrolled in online patient portal secure messaging. Determine from patient if visit is injury related. Complete end of day processing. Performs and manages medical information technology. Executes cyber security principles by protecting systems, networks, and programs from digital attacks. Manages hardware and software activities. Monitors information technology security programs. Deploys, sustains, troubleshoots, and repairs standard voice, data, video network, radio maintenance, and cryptographic client devices in-garrison and deployed environments. Sustains and operate systems through current troubleshooting methodologies, repair, and system performance analysis. Oversees service level agreements with communication communities. Provides quality support through the administration of Commander programs to Unit Commanders, First Sergeants, Air Force members, and their families. Administers unit personnel programs and other key programs that are deemed essential by the Unit Commander. These programs include but are not limited to personnel action changes, duty status updates, evaluations, decorations, maintain Personnel Information Files (PIF), in-processing, out-processing, Drug Demand Reduction (DDR) program, Government Travel Card (GTC) program, leave program, and the reenlistment/extension program. Provides support in administering the Personnel Reliability Assurance Program for key Military Treatment Facility personnel. Understands the impact on medical conditions considering reliability standards and the recognition of Suitability Factors. Completes documentation and reporting procedures. Ensure initial and refresher training is conducted and current training is documented for personnel. Inventories Personnel Reliability Program health records with base roster. May make health notification to Certifying Officials. Performs duties as the Unit Deployment Manager, managing Unit Type Codes (UTCs) and ensuring assigned personnel are appropriately trained and equipped. Ensures publication and currency of unit plans and provides input to wing plans through Medical Contingency Response Plan (MCRP), Installation Emergency Management Plan 10-2, Disease Containment Plan, Installation Deployment Plan, etc. Coordinates and manages medical deployment activities. Prepares, briefs, and submits classified readiness reports. Conducts, coordinates, schedules, tracks, and documents medical readiness training. Aids with War Reserve Material inventory. Establishes and augments the Medical Control Center. Provides training on managing classified material, utilizing communication devices, logging events, and after-action reports. Oversees Uniform Business Office, programs to include third party collection activities, Medical Affirmative Claims, and Medical Service Account program management. Assists in manpower surveys and in developing manpower standards. Analyzes workload and maintains the Unit Manpower Document, Unit Personnel Management Roster and ensures accurate requirements, funding, and the correct assignment of personnel. Utilizes timesheet tracking program. Coordinates Memorandums of Understanding, Memorandums of Agreement, Support Agreements and Training Affiliations. Coordinates and prepares patient movement, enplane and deplane of patients, creation of the patient manifests, and launch and recovery of missions. Serves as interface between Medical Treatment Facilities and Higher Headquarters for healthcare management. Directs personnel, programs, supports staff and beneficiaries. Advises, develops, and implements optimal business practices and strategies. Optimizes healthcare delivery for enrolled beneficiaries. Oversees Referral Management Center, tracks consultations to physicians. Validates travel entitlements for patients.

APPLICATION INSTRUCTIONS

APPLICATIONS MUST BE SUBMITTED FOLLOWING THE INSTRUCTIONS ON THIS ANNOUNCEMENT

*******INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED*******

All documents listed below are required unless noted otherwise.

1. **NGB 34-1 2013:** Must type or print in legible dark ink, must include announcement number and position title on each application, must sign and date each application. Failure to sign and date these forms will result in non-consideration (new application and dated signature required for each new application).
2. **Complete Copy of Report of Individual Personnel (RIP) within last 30 days.** RIP can be obtained from the servicing Force Support Squadron (FSS). In lieu of a RIP, applicant may provide a printout from the Virtual MPF (VMPF). Select 'Record Review', and then 'Print/View All Pages'. **Documents must show your ASVAB scores (enlisted personnel only).**
3. **AF Form 422, IMR Printout, DD Form 2992**
 - AF Form 422, Physical Profile Serial Report (CURRENT within 12 months), must include PULHES (this is not your PHAQ).
 - IMR Printout (This can be found via the AF Portal, "My IMR/ASIMS – Medical Readiness" – screenshot the initial IMR page with current overall statuses)
 - DD Form 2992 Flight Physical (Only required if AGR position is requiring individual to be on fly status)

4. **Report of Individual Fitness from My Fitness with a minimum passing score of 75 within the last 12 months (prior to the closing date of this announcement) *Must have been pulled from My Fitness within the last 6 months, and include your name and fitness history.**
5. **JPAS Memo to verify current Security Clearance or that there is a reinvestigation initiated (Signed within last 30 days).**
6. Background Survey Questionnaire 79-2 OMB FORM 1386 (OPTIONAL)
7. If you are enlisted and applying for a position that would make you an over-grade then you must submit a letter of willingness to accept a voluntary demotion.
8. If you are a member of another branch of the military applying to a Nationwide announcement, you must submit the equivalent documents for medical (PUHLES), ASVAB scores that show conversion to Air Force requirements, PME completion & document showing TAFMS.
9. Optional extra documents – you may submit any other documents that you wish such as resume, EPRs, letters of recommendation, etc.

SECURITY CLEARANCE: Must possess a valid security clearance required for the grade, AFSC and AGR duty position.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted on your unit/activity bulletin board.

WHERE TO SEND APPLICATIONS: E-mail all documents as **ONE CONTINUOUS PDF (no portfolios)** - and labeled as “Announcement #, Last Name, First Name” to: 183WG.JFHQIL.AIRAGRHO@us.af.mil - if you do not receive a confirmation e-mail that your package is received then call to confirm. Please note that failure to send the package as one continuous PDF document will automatically disqualify your package – portfolios will not be accepted.

Applications must be received by 1630 CST on the closing date of this announcement. Incomplete or late packets will not be considered. Questions concerning the contents of this notice may be directed to the Human Resource Office, telephone CML: (217) 761-3692, DSN: 555-3692 or (217) 761-3707, DSN 555-3707 Illinois National Guard vacancies can be viewed at <http://www.il.ngb.army.mil> Click for All Job Openings.

[For questions about the contents of your application please contact the 183 WG Remote Designee at 217-757-1227](#)

How to submit a package as one continuous PDF and not lose signatures...

1. For any digitally signed documents – before adding these into your PDF go to file and choose Print to PDF.
2. For documents that are locked go to file and choose Microsoft Print to PDF.
3. Save your document and then add into your continuous PDF, this will maintain the signature.
4. How do you add them all in? In your starting PDF document go to “Organize Pages” and insert other saved documents from files.
5. **File too big to send in e-mail?** In your PDF go to file – save as other, save as reduced size PDF

