

Louisiana National Guard



JFHQ-LA, NGLA-JPM-HA
JACKSON BARRACKS
6400 SAINT CLAUDE AVE
NEW ORLEANS, LA 70117

AIR ACTIVE GUARD RESERVE (AGR) VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 011-19

OPEN DATE: 23 APR 19

CLOSING DATE: 14 MAY 19

POSITION: PUBLIC HEALTH CRAFTSMAN

UNIT/LOCATION:
159th Medical Group
New Orleans, LA

The primary purpose of this position is to manage and perform public health activities and programs in support of the Aerospace Medicine Program. There are two major divisions within Public Health: Community Health Management and Force Health Management. Included within Community Health Management are communicable disease control and prevention, food safety and defense, medical entomology, sanitary compliance, and public health contingency response. Included within Force Health Management are management of medical deployment clearance processing, Preventive Health Assessment (PHA) and Individual Medical Readiness in Aeromedical Services Information Management Systems (ASIMS), administrative oversight of occupational health examinations (including performing audiograms).

AFSC: 4E071
MINIMUM RANK / GRADE: TSgt / E-6
MAXIMUM RANK / GRADE: MSgt / E-7

*****LOUISIANA NATIONAL GUARD MEMBERS** – Acceptance of this position may result in the loss of contracted incentive(s). For further details, contact the LANG State Incentive Manager, at (504) 391-8336***

WHO MAY APPLY FOR THIS POSITION:

THIS ANNOUNCEMENT IS OPEN TO CURRENT ENLISTED MEMBERS IN THE LOUISIANA AIR NATIONAL GUARD. APPLICANTS MUST FURNISH THE REQUIRED DOCUMENTATION AS SPECIFIED IN THE ANNOUNCEMENT. IF THE REQUIRED DOCUMENTATION IS NOT PROVIDED, CONSIDERATION WILL NOT BE GIVEN IN THE QUALIFICATION PROCESS

SPECIAL NOTES:

WITH THE EXCEPTION OF A RESUME, LETTERS OF RECOMMENDATION, AND SNCOA ANY ADDITIONAL DOCUMENTS NOT REQUIRED BY THE VACANCY ANNOUNCEMENT (E.G., POSITION DESCRIPTION, PERFORMANCE EVALUATIONS, CERTIFICATES OF TRAINING, ETC.) WILL BE REMOVED FROM THE APPLICATION PACKAGE. APPLICANTS ARE HIGHLY ENCOURAGED TO SUBMIT ONLY THE DOCUMENTS LISTED ON THE ANNOUNCEMENT.



All Applicants must scan / submit via email the following documents in the order that they are listed:

- ☐ **Cover letter**, typically provides detailed information on why you are qualified for the job.
- ☐ **NGB Form 34-1**, dated 11 Nov 2013, Application for Active Guard/Reserve (AGR) Position.
(announcement number and position title must be annotated on the form)
- ☐ **Resume**, *(optional)* ensure to focus on official military training when the standards were exceeded and be ready to explain any particular item the board may question.
- ☐ **Full length military service dress photograph with white background** *(snapshots acceptable)*
- ☐ **Copy of State Driver's License** *(photocopy of both sides)*
- ☐ **Current Report of Individual Personnel (RIP)**, RIP can be obtained from Virtual MPF (vMPF). Select 'Record Review', and then 'Print/View All Pages'.
- ☐ **Enlisted Performance Report, EPR** *(current within 12 months)*
- ☐ **Letter of Recommendation**, required when EPR is not available from the military command.
- ☐ **Copy of current Report of Individual Fitness**, from the Air Force Fitness Management System (AFFMS) within the last 12 months. (Note: Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite score of 75 or higher for entry into the AGR program).
- ☐ **Copy of AF Form 422**, Physical Profile Serial Report *(current within 12 months)*, must include PULHES
- ☐ **Copy of all DD 214/NGB Form 22** *(This document is required for former active service member and prior service in the National Guard).*

Area of Consideration

- This position is **open to current enlisted members in the Louisiana Air National Guard**. Individual selected will receive an Active Duty Title 32 Tour with the Louisiana Air National Guard. In order to be considered for this position applicants must meet minimum qualifications.
- This position is subject to rotating shifts, night shifts, and weekends/holidays.
- May be required to fly in military aircraft or commercial aircraft for TDY purposes.
- Participation with unit of assignment during UTAs, annual training, deployments, special projects and exercises is required.

Qualifications Requirements

- **Compatible AFSC: 4E071**
- **This is a supervisory position and recommending official desires applicant possess a seven-skill level in AFSC.**
- **Minimum acceptable grade: E-6**
- **Maximum acceptable grade: E-7**
- Member must possess a **SECRET** security clearance.
- Member must be willing to work long and irregular hours, be subject to intense public scrutiny, and become involved in civic and military activities that support the local community.
- Member must meet physical qualifications IAW Chapter 7, ANGI 36-101, AFI 48-123.



- Member must also meet the requirements of AFI 36-2903, AFI 36-2905, and other regulations as required.
- No record of disciplinary action that resulted in an Article 15 or unfavorable Information File.
- No history of emotional instability, personality disorder, or other unresolved mental health problems.
- No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse.

Evaluation Process

Applicants will be evaluated solely on the information provided in the application. Experience will be evaluated based on the relevance to the position for which application is made and whether it is full-time or part-time. In addition to experience, credit will also be given for military training and self-development, civilian and military awards and education.

Duties and Responsibilities

- Organizes and assists in communicable disease prevention and control programs. Controls disease transmission through patient interviews, epidemiological investigations, patient education and community outreach programs. Advises professionals on control measures. Updates and completes associated records and forms. Investigates disease outbreaks. Collects and compiles epidemiological data. Identifies, evaluates, and reports trends.
- Conducts food safety and defense programs. Inspects sanitary condition of containers and vehicles. Ensures food origin and distribution are from approved sources. Inspects foods for wholesomeness and contract compliance. Makes recommendations for disposition of deteriorated or distressed foods. Assesses risks associated with production, transportation, storage, preparation and serving of food. Recommends measures to prevent contamination (unintentional as well as intentional), deterioration and completes Food Vulnerability Assessments. Inspects operational rations. Collects and ships food for laboratory analysis. Investigates customer complaints and food recalls. Evaluates and completes inspection records.
- Plans and conducts medical entomology program. Evaluates vector-borne disease risk. Conducts disease and pest/vector surveillance. Monitors compliance and effectiveness of vector and pest management control measures. Recommends prevention and control measures. Provides education and training on prevention and control of vector-borne diseases.
- Plans and conducts sanitation programs. Conducts sanitary evaluations of food, public facilities, and military and civilian contract aircraft. Determines compliance with sanitary standards and reports discrepancies. Provides food handler, disease outbreak, and community health education and training.
- Plans, organizes, and conducts public health contingency response programs.
- Assists in Occupational Health Programs. Ensures personnel receive appropriate pre-employment, periodic and termination occupational examinations. Conducts occupational audiometric evaluations. Provides consultation to supervisors and workers in personal hygiene, occupational hazards, hazard communications and personal protective equipment. Monitors results of occupational health examinations to detect adverse trends.



Investigates occupational illnesses and assists with completion of fitness and risk evaluations. Advises healthcare providers on workplace hazards. Manages and provides quality control of occupational health examinations. Conducts shop visits at the discretion of the Occupational Environmental Health Working Group.

- Provides administrative oversight to the ASIMS program. Gathers data, produces rosters and provides reports for Primary Care Management Teams, Unit personnel and both medical and line leadership regarding Individual Medical Readiness (IMR) requirements.
- Plans and conducts deployment medicine programs. Oversees medical clearances for deploying personnel. Provides deploying personnel with medical intelligence briefs to include the threat of vector borne disease and prevention; use of personal protective equipment. Also oversees medical reintegration by ensuring all re-deployers complete required post-deployment medical requirements..
- Conducts PHA program. Manages PHA program to include processing, tracking, notification, and quality control. Coordinates with the MPF to review in-processing medical records for IMR deficiencies and potentially disqualifying information. Makes patient referrals based on PHA business rules and clinical guidance from patient care teams. Orders necessary ancillary studies as directed by IMR regulations, Air Force Instructions, and PHA business rules. Conducts height, weight, blood pressure, and distant vision screening assessment measurements. Completes required documentation in the medical records.
- Performs other duties as assigned.

Submission of Application

Application packets must be scanned to: ng.la.laarng.mbx.agr-branch-air@mail.mil in one pdf file until 2359 hrs on the expiration date of this announcement. Confirmation of receipt of application is the responsibility of the applicant. POC is MSgt Cassie L. Ellis at (225) 319-4853, DSN 435-4853.

