

DEPARTMENT OF  
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT  
Military Bureau  
Joint Force Headquarters, Maine National Guard  
Camp Keyes, Augusta, Maine 04333-0033

30 October 2015

**TECHNICIAN POSITION VACANCY ANNOUNCEMENT #15-131**

**POSITION:** Health Technician (D1724000) (GS-0640-06/07/08) EXCEPTED POSITION

**LOCATION:** 101st Medical Squadron, Bangor, Maine

**SALARY RANGE:**

\$35,609 to \$446,294 per annum GS-06

\$39,570 to \$51,437 per annum GS-07

\$43,823 to \$56,974 per annum GS-08

**CLOSING DATE:** 16 November 2015

**AREA OF CONSIDERATION:**

Area I – All permanent and indefinite Excepted Technicians in the Maine Air National Guard and personnel with reemployment rights to MeANG positions.

Area II – All members of the Maine Air National Guard.

**PERMANENT CHANGE OF STATION:** PCS expenses may not be authorized for this position. Authorization for payment of PCS expenses will be granted only after a determination is made that payment is in the best interest of the Maine National Guard.

**DUTIES:** See attached duties and responsibilities.

**QUALIFICATIONS:** This position may be filled at the GS-06, GS-07 or GS-08 level. If filled at the GS-06 or GS-07 level, the individual selected may be promoted to the next higher grade without further competition when it has been determined that the individual meets the qualifications required for promotion to the higher grade.

**MINIMUM QUALIFICATION REQUIREMENTS:** Each applicant must show how they meet the General and Specialized Experience listed below; otherwise, the applicant may lose consideration for this job.

**GENERAL EXPERIENCE:** Experience, education, or training which provided a basic knowledge of principles and practices related to the health care delivery system.

**SPECIALIZED EXPERIENCE:** Must have nine (9) months experience for the GS-06 level, twelve (12) months experience for the GS-07 level, or eighteen (18) months experience for the GS-08 level,

which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

GS-06

1. Skill in administering emergency first aid.
2. Knowledge of medical supply procedures.
3. Knowledge of medical administration procedures.
4. Knowledge of military physical standards.
5. Knowledge of employee health screening program.
6. Ability to effectively communicate orally.

GS-07

1. Skill in administering emergency first aid.
2. Knowledge of administering general medical services.
3. Knowledge of medical supply procedures.
4. Knowledge of military physical standards.
5. Knowledge of employee health screening program.
6. Knowledge of occupational and environmental health programs.
7. Ability to effectively communicate orally.

GS-08

1. Skill in administering emergency first aid.
2. Knowledge of administering general medical services.
3. Knowledge of medical supply procedures.
4. Knowledge of occupational and environmental health programs.
5. Skill in implementing and managing complete military medical programs.
6. Ability to effectively communicate orally.

**COMPATIBILITY CRITERIA:** AFSC: 4A0X1, 4N0X1

**Note:** Personnel who do not possess this AFSC must be prepared to attend the appropriate school.

**SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:** Completion of a 4-year course of study above high school leading to a bachelor's degree with courses related to the

occupation for GS-5 positions. Graduate education or an internship meets the specialized experience required above GS-5 only in those instances where it is directly related to the work of the position. One full year of graduate education meets the requirements for GS-7. Two full years of graduate education or a master's degree meets the requirements for GS-9. One year of full-time graduate education is considered to be the number of credit hours that the school attended has determined to represent 1 year of full-time study. If that information cannot be obtained from the school, 18 semester hours should be considered as satisfying the 1 year of full-time study requirement. Part time graduate education is creditable in accordance with its relationship to a year of fulltime study at the school attended.

**INCENTIVE PROGRAM:** Non-Technician Maine National Guard personnel who are participants (bonus recipients/student loan repayment program) may have their benefits terminated and/or recouped when employed as a permanent military Technician.

**HOW TO APPLY:** Detailed instructions are contained in an Instruction Guide titled "Technician Vacancy Announcement Guide" which should be posted with this vacancy announcement. Applicants may apply using the OF Form 612 Optional Application for Federal Employment, a resume, or any other format they choose. In addition to their basic application, applicants are strongly encouraged to complete ME Form 171, Military Experience and Training Supplement. Applications forwarded to HRO should be no more than eight (8) pages although additional pages may be submitted as necessary. Applications should include written or documented proof of education, training, and work experience deemed necessary to adequately respond to general and specialized experience factors listed in the TPVA. Professional licenses or education transcripts necessary to validate qualifications should be submitted as required in the TPVA. Do not include photo copies of awards (a military ribbon rack or civilian certificate), letters of commendation, enlisted or officer performance reports, Technician performance appraisals, and personal photos unless specifically requested in the TPVA". Applications must be forwarded to: Joint Force Headquarters, ATTN: HRO, Camp Keyes, Augusta, Maine 04333-0033, NOT LATER THAN the closing date. Applications received AFTER the closing date WILL NOT BE CONSIDERED. The use of government envelopes, postage or facsimile machines to submit applications is prohibited. We are allowed to receive facsimiles sent from non-government facsimile machines. The inter-office distribution system may be used. You may also e-mail it to: [ng.me.mearng.list.hro-applications@mail.mil](mailto:ng.me.mearng.list.hro-applications@mail.mil)

**APPOINTMENT:** Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment. The Adjutant General retains exclusive appointment authority for Technicians. No commitment will be made to any nominee prior to a review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

**DISSEMINATION:** Supervisors, please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during this announcement period due to ADT, AT, TDY, school, illness, etc., should be notified.

WORK: DSN 626-6013/COM (207) 430-6013 FAX: DSN 626-4246/COM (207) 626-4246

FOR THE HUMAN RESOURCE OFFICER:

///S\\  
LISA M. SESSIONS  
MAJ, AG  
Human Resources Specialist

a. INTRODUCTION:

This position is located in the Medical Group at an Air National Guard (ANG) Wing and reports to the Health System Specialist. The primary purpose of the position is to serve as the functional expert for issues pertaining to Aerospace Medicine and Force Health Management programs. Incumbent manages essential programs, which impact individual medical readiness (IMR) and personnel fitness for continued worldwide deployability. The position occupant serves as a member of or an advisor to, management boards and committees as well as Wing leadership regarding Force Health Management and Aerospace Medicine.

b. DUTIES AND RESPONSIBILITIES:

(1) Develops plans, procedures, goals and objectives in support of the Aerospace Medicine and Force Health Management Programs using an extensive knowledge of Department of Defense (DOD), Occupational Safety Health Administration (OSHA), United States Air Force (USAF) and Air National Guard (ANG) directives, policies and standards. Programs include physical examinations and standards, flight medicine and related aero medical and force health management concerns. Interprets directives and applies standards to determine worldwide deployability of personnel. Advises and makes recommendations to senior officials on force health issues related to physical exams, standards and flight medicine activities to ensure compliance. Determines requirements, requests funding and administers accounts for procurement of supplies, equipment, and medical assessment in support of the physical exam process, flight medicine activities and related programs.

(2) Implements and maintains the information management systems utilized for aerospace medicine and force health protection programs. Systems include preventive health assessment (PHA) and individual medical readiness (PIMR), Aero medical Information Management Waiver Tracking System (AIMWTS), Physical Exam Processing Program (PEPP), Grounding Management Information System (GMIS) and other related programs. Compiles and completes various special and recurring reports utilizing these systems. Functions as the health systems program administrator. Identifies, develops and implements training programs which support mission essential aerospace medicine and force health management requirements.

(3) Administers the Physical Examinations and Standards (PES) program and serves as a medical expert on related issues. Develops procedures to evaluate the effectiveness of the PES program and implements processes to ensure individual medical readiness and deployability. Reviews and resolves concerns or conflicts made by the member, supervisor, and/or commander. Identifies reports, formulates and recommends solutions to command personnel for resolution of compliance and delinquency trends and patterns which could negatively impact medical readiness. Addresses complex medical issues with members, supervisors, commanders, state staff, and higher headquarters. Identifies and analyzes abnormal findings through research using medical references and professional consultations. Using established guidelines, advises member of findings, determines additional requirements and refers to medical professionals as needed. Edits, reviews and validates physical examinations to determine qualifications for initial or continued military service. Conducts paraprofessional evaluations (an in-depth screening or interview for the purpose of gathering data for the healthcare provider) and interprets results.

(4) Manages the Reserve Component Periodic Health Assessment (RCPHA) program. Reviews military unique individual readiness requirements. Identifies documents and ensures member is

notified of abnormal laboratory or diagnostic results. Tracks PIMR and reports noncompliance information to leadership. Provides training for unit RCPHA monitors.

(5) Acts as the Medical Group customer service expert. Addresses complex issues using independent judgment. Provides technical medical assistance to medical inquiries and responds to inquiry by researching, compiling information, generating response and providing information through written correspondence, telephone, electronic or in-person response.

(6) Monitors the medical status of military personnel. Identifies and profiles personnel with medical conditions impacting duty performance or assignment restriction. Reviews and validates profiles disqualified for worldwide duty. Notifies and advises commanders, supervisors and unit deployment managers when a member's medical/dental condition or duty restriction affects deployable status.

(7) Determines the need for and initiates Medical Evaluation Board (MEB) actions for duty related medical conditions. Coordinates, prepares and/or processes MEB with active duty facility. Serves as the primary local interface with the Military Personnel Flight (MPF) for MEB/Physical Evaluation Board (PEB) process, issues, and concerns. Advises individuals and commanders on appropriate procedures and responsibilities. Coordinates with military and civilian providers for required medical tests, studies and medical evaluation board proceedings. Uses applicable medical references to code medical conditions and treatments; consolidates medical information and forwards to higher headquarters as required.

(8) Determines the need for and initiates worldwide duty evaluations for non-duty related actions. Coordinates, prepares and/or processes actions for higher headquarters review. Advises individuals and commanders on appropriate procedures and responsibilities. Coordinates with civilian providers for required medical tests/studies. Develops and maintains waiver tracking system.

(9) Administers policies and develops procedures for the flight medicine and grounding management programs, which directly affect flying safety and mission readiness. Assesses abnormal medical findings in flying and special operations personnel, and initiates grounding actions in accordance with directives and local policies. Maintains direct and frequent communication with the flight surgeon and the flying unit on status of grounding actions and return to flying duties to maintain the highest state of aircrew readiness. Coordinates and monitors care of aircrew members found medically disqualified for flying duty until returned to flying status. Reviews, prepares and processes flying initial/renewal waivers for higher headquarters. Acts as the force health management reviewer.

(10) Manages administrative and automated orders system. Prepares, revokes, amends, reproduces, and distributes logs and maintains orders for all Medical Group personnel.

(11) Provides prescreening for medical/dental/mental health and evaluation of personnel eligibility for deployment. Reviews preventative health assessment (PHA) and individual medical readiness (PIMR) data and health/dental records to determine medical deployability. Schedules members to complete any medical requirement that is necessary to meet and maintain eligibility for deployment status.

(12) Performs quality assurance studies on medical issues such as: patient satisfaction surveys, review of medical records for content and structure, reviews laboratory results for validity and application, and generates readiness reports for commander review.

(13) Administers the medical records program and acts as the medical records custodian. Prepares, safeguards, and maintains medical and dental records. Reviews records for security clearances and special duty assignments. Reviews incoming records and performs administrative quality assurance

checks to ensure that the record contains accurate and complete data in accordance with current directives. Makes recommendations to improve procedures for compiling and retrieving medical records information. Determines eligibility for release of confidential medical information within established guidelines and abstracts information from medical record. Trains new employees and resolves problems encountered. Conducts annual audit of medical records to include monthly monitoring to ensure accountability. Analyzes audit data; identifies trends and patterns and reports results to leadership for corrective action.

(14) Must possess a working knowledge of other DOD component medical requirements.

(15) Performs additional duties as assigned.