

NATIONWIDE
HUMAN RESOURCES OFFICE
MARYLAND NATIONAL GUARD
29TH DIVISION STREET
BALTIMORE, MARYLAND 21201-2288
TELEPHONE: (410) 576-6175 OR DSN: 496-6175

POSITION VACANCY ANNOUNCEMENT 25-082a

Open Date: 26 August 2025

Close Date: 9 September 2025

FULL TIME MILITARY / ACTIVE GUARD RESERVE (AGR) POSITION VACANCY

BRANCH OF SERVICE: AIR NATIONAL GUARD (ANG)

POSITION TITLE: SUPERVISORY HEALTH SYSTEMS SPECIALIST

UNIT MANNING DOCUMENT-GUARD GRADE/ POSITION AVAILABLE: E7-E8/MSgt-SMSgt (Pending control grade availability)

ORGANIZATION/LOCATION: 175TH MEDICAL GROUP, 2701 Eastern Boulevard, Baltimore, MD 21220

SALARY: Full Military Pay and Allowances, depending on rank and longevity of selectee.

WHO MAY APPLY: OPEN TO CURRENT ENLISTED MEMBERS OF THE MARYLAND AIR NATIONAL GUARD AND THOSE ELIGIBLE FOR MEMBERSHIP

QUALIFICATION/ELIGIBILITY REQUIREMENTS

1. Refer to ANGI 36-101, The Active Guard/Reserve Program, for general eligibility requirements for initial entry into the AGR Program and specific guidelines for utilization, and assignment of currently on-board AGR members.
2. Applicants must meet the physical qualifications outlined in AFI 48-123, Medical Examination and Standards.
3. Applicant must meet weight requirements at the time of entry into the AGR Program. Any member on the ANG Fitness Improvement Program is ineligible for entry into AGR status.
4. Applicant should be able to complete 20 years of active-duty service prior to mandatory separation.
5. Category 1 AGR resources (recruiters, security forces, range, air defense, civil support) are fenced and are not able to move AGR asset.
6. Highly desired that member have completed the appropriate level of PME corresponding to their grade/rank.

BRIEF OF DUTIES AND RESPONSIBILITIES

This position is assigned to the 175 Medical Group. The primary purpose of this position is to serve as the full-time Health Systems Specialist for the installation, geographically separated units (GSU), and tenant units, with responsibility for managing all medical administrative functions including medical support, medical operations, force health management and related medical applications. It has direct supervision over the Health Technician(s), Bioenvironmental Technician (s) and the Public Health Technician (s). In order to be placed in this position and meet the assigned grade, supervisory work and related managerial responsibilities must constitute a major duty occupying 25% or more of the incumbents' time. Manages Health Services: activities, including plans and operations, human resource management, and medical staffing. Oversight of medical facility management. Serves as the senior medical administration advisor for the medical group and is the installation's focal point for highly sensitive, privacy act and protected medical issues. Operates as a partner with the Medical Group Commander, Medical Administrative Officer, Senior Management Staff. Provides medical management and advisory services that contribute substantially to the plans, policies, decisions, and objectives of senior management. Directs Information Management activities within the Medical Group. Formulates and interprets medical policy based on regulatory requirements. Develop plans, policies, procedures, goals, and objectives for the overall operation of the Medical Group and Wing. Monitors unit participation for both inactive and active-duty training. Directs Group activities by assuring that medical work and program goals are being met and are consistent with higher headquarters policies and requirements. Evaluates medical program effectiveness. Develops procedures for correcting deficiencies to improve effectiveness. Provides advice to higher headquarters on the impact of medical policy changes concerning unit operations and mission capabilities. Plans work to be accomplished by subordinates, sets and adjusts short-term priorities and prepares schedules for completion of work; assigns work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments and the capabilities of employees. Performs and directs patient management functions. Interprets communications, directives, and

publications. Performs market analysis and business-case analysis. Assists in manpower surveys and in developing manpower standards. Identifies manpower standard exceptions and deviations. Analyzes workload and cost data to validate manpower requirements and develops adjustments and projections to support clinical or mission changes. Monitors the Unit Manpower Document (UMD) to ensure requirements and funding are accurately reflected. Monitors the Unit Personnel Management Roster (UPMR) to ensure correct assignment of personnel resources. Identifies personnel staffing shortages and coordinates permanent or temporary assignment actions. Prepare budget estimates and financial plans. Monitors expenditure and obligations; analyzes financial reports and accounting and workload reporting procedures; conducts studies and internal audits. Performs and manages medical information technology functions and activities. Requests and documents for technical assistance. Manages hardware and software activities. Monitors information technology security programs. Performs customer support activities. Manages user-training programs. Performs and manages unit-level medical readiness functions. Ensures understanding of DoD organizational structure and command relationships. Assesses the medical unit's capabilities to support wartime, humanitarian assistance and installation response requirements. Ensures publication and currency of unit Comprehensive Medical Readiness Program (CMRP) Plan and provides input to Wing plans (Installation Emergency Management Plan (IEMP), Disease Containment Plan, HAZMAT Response Plan, Installation Deployment Plan, etc.). Establishes/maintains memorandums of agreement and understanding with external/support agencies. Conducts, coordinates and manages medical deployment activities. Serves as the Medical Readiness Decision Support System Unit Level Tracking and Reporting Application unit system administrator and monitors unit reports. Liaisons with the Medical Logistics Office on war reserve materials with regards to deploy ability. Establishes and augments the medical and unit control center and provides training on the management of classified material, utilization of communication devices, log of events, and after-action reports. Supports IEMP MDG response/plans/exercises and IG Wing Inspection Team (WIT). Plans, organizes and conducts medical readiness training and activities. Assists exercise evaluation team with development of exercise scenarios. Performs review and research of DoD, Air Force/Air National Guard Medical Service and web-based guidance for data quality and business rule compliance. Manages or performs duties with in/out-processing of Wing/unit members. Monitors the EPR/LOE (Enlisted Performance Report/Letter of Evaluation) program. Tracks and updates duty status. Performs personnel action changes and duty information updates. Note: Refer to AFECD for full scope of duties and responsibilities.

AFSC

AFSC: 4A0X1: Knowledge. Knowledge is mandatory of: general clerical procedures; medical terminology, regulations, and directives; medical ethics; health records administration; principles of coding; and anatomy and physiology. **Education.** For entry into this specialty, completion of high school or General Education Development equivalency is mandatory. **Training.** For the AFSC 4A031, completion of a health services management apprentice course is mandatory. **Experience.** The following experience is mandatory for the AFSC award indicated: 4A051. **Qualification** in and possession of AFSC 4A031. 4A071. Qualification in and possession of AFSC 4A051. Also, experience supervising health services management function and maintenance/management of healthcare-related systems. 4A091. Qualification in and possession of AFSC 4A071. For award and retention of these AFSCs, must maintain local network access IAW AFI 17-130, Cybersecurity.

AFSC: 4N071: Knowledge Medical terminology, anatomy and physiology; nursing theory, techniques and procedures; nursing assessment; team nursing; patient needs; emergency medical treatment to include cardiopulmonary resuscitation; aseptic technique; medical ethics and legal aspects; prescribed drugs/immunizations and their administration; population health concepts; operating and maintaining therapeutic equipment; transportation of sick and wounded; risk management; medical computer systems; resource management military hygiene and sanitation; fundamentals of primary care management (PCM); preventive medicine and counseling techniques; physical examinations and standards, contingency operations, disaster preparedness and chemical warfare; flight physiology fundamentals; maintenance of the human weapon system and operational readiness. Neurological patient examination, treatment, and diagnostic procedures; operation and user maintenance of electroencephalographic, electromyographic, and other neurodiagnostic equipment. Medical, dental, and emergency treatment; disorders; advanced cardiac and disease management; epidemiology; and entomology. Pharmacy, laboratory, bioenvironmental, immunizations, public health, medical logistics, and medical administration. Immunotherapy injection, immediate and delayed skin testing, mixing, and diluting of allergen extracts, spirometry, vaccine storage and handling procedures; disease prevention through vaccinations. Physical examinations procedures, aircrew medical waivers, medical standards, and duty limiting conditions. **Education.** For entry into this specialty, member must meet initial accession requirements as annotated in AFMAN 36-2032. **Experience.** The following experience is mandatory for the award of AFSC indicated: Qualification in and possession of AFSC 4N031/31X. Experience performing functions such as care and treatment of patients, operating and maintaining therapeutic equipment. Qualification in and possession of AFSC 4N051/51X. Also experience performing or supervising functions such as nursing activities; care and treatment of patients; operating and maintaining therapeutic equipment; and conducting paraprofessional portions of physical examinations. Qualification in and possession of AFSC 4N071/71X. Experience managing functions such as medical and related patient care and administrative activities.

SPECIAL INFORMATION (IF APPLICABLE)

1. Appropriate military uniform will be worn during duty hours.
2. Existing MDANG promotion policies apply.
3. Initial tours may not exceed 3 years. Follow-on tour lengths may be from 1 to 6 years.

4. Official notification to applicants of selection or non-selection is by letter from the Human Resources Office (HRO).
5. May be authorized PCS IAW the JFTR.
6. **Must hold current AFSC 4N071 or 4A071**

APPLICATION PROCEDURES / REQUIRED DOCUMENTS (IF APPLICABLE)

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

APPLICATIONS WILL NOT BE RETURNED!

SUBMIT APPLICATION IN ORDER LISTED BELOW

- ☐ NGB Form **34-1 Application for Active Guard Reserve (AGR) Position**, Signed, dated and annotated with Vacancy Announcement Number.
- ☐ Military Personnel **Report of Individual Person (RIP) Attached, or Virtual MPF Inquiry Will Suffice.**
- ☐ AGR Profile Verification Statement (**fourth page of this announcement**).
- ☐ Most Recent Air Force Fitness Management System (AFFMSII)
- ☐ Letters of Recommendation, Cover Letter, Resume and other attachments are permitted but are not mandatory.
- ☐ Last (3) three EPB/EPRs
- ☐ Completed Questionnaire (**below**)

For Positions Advertised to “Current On-Board AGR Applicants Only”:

- ☐ **Current On-Board AGR** member, you must submit Commander Memorandum of Authorization with your application.

Questionnaire:

Y/N

- ☐ Are you currently a Maryland Air National Guard Member? _____
- ☐ Are you currently AGR? If so, what State? _____
- ☐ Are you currently deployed? If so, what location? _____
- ☐ Are you currently on ADOS? If so, with who? & what is the ending date? _____
- ☐ Are you currently in a “fenced” position? _____

Please provide current telephone number and **Military Email** address (Selection and Non-selection Memos will be sent via **Encrypted Email**):

_____, _____

FORDWARD APPLICATIONS AND ATTACHEMENTS VIA EMAIL TO:

175.WG.HRO.AGR.PROGRAM.Org@us.af.mil

SUBMIT ONE PDF DOCUMENT ENTITLED: 25-082a (LAST NAME) – SUPERVISORY HEALTH SYSTEMS SPECIALIST

ALL APPLICATIONS MUST BE SUBMITTED AS ONE PDF ELECTRONICALLY! NO EXCEPTIONS.

Applications must be received in the HRO office, not later than close of business on the closing date.

Applications received after the closing date WILL NOT BE CONSIDERED.

**AGR VACANCY APPLICATION
PROFILE VERIFICATION STATEMENT**

NAME _____ ANNOUNCEMENT # _____

A. FITNESS PROGRAM TEST VERIFICATION

MEMBER MEETS STANDARDS IN ACCORDANCE WITH ANGI 10-248

YES NO

*Signature/Rank/Title Verifying Official / **Date Reviewed:**

*Current supervisor, commander, or designated WMP Monitor

B. APTITUDE SCORES

Mech: _____ Admin: _____ Gen: _____ Elect: _____

Signature/Rank/Title Verifying Official/ **Date Reviewed

**Current supervisor, commander, or Customer Service Representative

C. CURRENT AF Form 422, PHYSICAL PROFILE SERIAL REPORT

P:___ U:___ L:___ H:___ E:___ S:___ X Factor ___ **Date Reviewed** _____

MEMBER IS IS NOT QUALIFIED FOR WORLD WIDE SERVICE

**Signature/Rank/Title Medical Certifier /Today's Date