

Louisiana National Guard



JFHQ-LA NGLA-JPM-HA
5445 POINT CLAIR ROAD
GILLIS LONG CENTER
CARVILLE, LA 70721

AIR ACTIVE GUARD RESERVE (AGR) VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 017-17

OPEN DATE: 12 OCT 17

CLOSING DATE: 2 NOV 17

POSITION: **Public Health Technician**

UNIT/LOCATION:

**159th Medical Group
Belle Chasse, LA**

This position is located in the Medical Group (MDG) at an Air National Guard (ANG) Wing. The primary purpose of this position is to achieve and maintain Force Health Protection through planning, evaluating, and management principles related to epidemiological, operational, and occupational and public health programs. This includes occupational health, hearing conservation, reproductive health, blood borne pathogens exposure control, communicable disease control, immunization, disease vector surveillance, disease/epidemiological surveillance, aircraft inspection, facility sanitation, food safety and vulnerability, health risk assessment, medical intelligence, and operational medicine. The position occupant serves as a member of or advisor to management boards and committees, i.e., Occupational Safety Health Council, Aerospace Medical Council, Force Health Protective Working Group and wing leadership, regarding Force Health Protection.

AFSC: **4E091**
MINIMUM RANK / GRADE: **MSgt / E-7**
MAXIMUM RANK / GRADE: **SMSgt / E-8**

*****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 AGR MEMBERS IN THE LOUISIANA AIR NATIONAL GUARD. THIS IS A SUPERVISORY POSITION AND APPLICANTS MUST HAVE COMPLETED THE SENIOR NONCOMMISSIONED OFFICER ACADEMY (SNCOA) COURSE TO APPLY. 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 AND LETTERS OF RECOMMENDATION, AND SNCOA CERTIFICATE OF COMPLETION ANY ADDITIONAL DOCUMENTATION 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 DOCUMENTATION 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.
- 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 WebHA**, Web Based Health Assessment *(current within 12 months)*
- 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 AGR members of 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**
- Minimum acceptable grade **MSgt/E7**.
- 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.



- No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for committing acts of malpractice or misconduct as defined in AFRSI 36-2001, *Recruiting Procedures for the Air Force*, engaging in an unprofessional or inappropriate relationship as defined in AFI 36-2909, *Professional and Unprofessional Relationships*, or documented failures (LOR or Article 15) to exercise sound leadership principles with respect to morale or welfare of subordinates.

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

- Manages the Occupational Health and Safety Administration (OSHA), Air Force Occupational Safety and Health (AFOSH) mandated occupational health education and training programs and Department of Defense Instruction (DODI). Determines educational/training requirements for employees by analyzing existing compliance data. Works in conjunction with unit workplace supervisors to develop and conduct occupational health education training relative to both general and specific hazards. Sets up surveys, provides education, tracks and develops training, researches requirements and provides coordination to ensure programs are viable.
- Manages the OSHA and AFOSH mandated occupational health medical surveillance program. Analyzes the results of Bioenvironmental Engineering (BEE) Industrial Hygiene Surveys, and determines the need for employee occupational health medical examinations (OHMEs). Analyzes scientific and compliance data to determine the scope and frequency of required occupational health surveillance. Reviews Department of Defense studies and documentation and disease control studies. Identifies specific target organs for medical testing when designing OHME requirements and determines appropriate biological indices IAW OSHA and AFOSH standards. Presents the completed surveillance packages to the Occupational Health Working Group (OHWG) and Aerospace Medicine Council (AMC) and implements the OHME requirements as directed. Advises and consults with wing leadership on health-related events and directs prevention strategies.
- Coordinates OHMEs within the MDG and ensures pre-placement, annual/periodic, and termination examinations are completed. Reviews results of pre-placement OHMEs to recommend suitability for job placement. Updates and maintains the Preventive Health Assessment/Individual Medical Readiness (PIMR) Aerospace Services Information Management System (ASIMS) Occupational Health database monthly to ensure employees are properly identified for OHMEs and conducts periodic reviews of medical records and industrial case files to ensure OHME data is properly documented and maintained.
- Studies, analyzes and develops workplace-specific trends by summarizing, interpreting and managing OHME results. Performs quality insurance audits on all records that are on occupational review and flags for committee review and required follow up action. Advises on follow-up when trend analysis results deviate from normal values and presents this information to the OHWG and AMC. Communicates trend analysis results and the required follow-up actions to workplace supervisors. Evaluates industrial shops to ensure compliance with OSHA and AFOSH standards. Evaluates program effectiveness and quality of OHMEs administered quarterly and



documents trends to provide periodic program summary to appropriate councils/committees and wing leadership.

- Studies, reviews and manages occupational injury/illness workplace incidents and recommends corrective actions. Analyzes medical diagnoses findings to determine whether an injury or illness has occurred. Determines if injury or illness incidents are work-related and recommends appropriate follow-up action. Ensures appropriate documentation and disposition methods are in place. Formulates, directs and implements workplace prevention strategies. Reports/forwards occupational injury/illness information to the Base Safety Office IAW current OSHA reporting instructions.
- Manages the Community Health Program. Formulates strategy for the identification, control, prevention and elimination of communicable diseases. Evaluates epidemiological and toxicological pathways. Develops and coordinates health risk assessment activities. Coordinates with regional health agencies as appropriate. Conducts investigations of communicable disease outbreaks. Conducts investigations on other environmental health concerns. Formulates and implements methods and educational strategies for identification, control and/or elimination of communicable disease illness. Submits input for after action reports on significant environmental health findings. Communicates findings on communicable disease trends to wing leadership as necessary and forwards all CDC reportable disease incidents to regional health agencies to meet time-specific reporting requirements. Supports installation officials by attending and participating in community forums.
- Manages Public Health aspect of the base immunization program. Reviews, implements and executes current policy and guidance for routine and mandatory immunization requirements, including deployment-specific immunizations. Participates with the MDG Commander in the development of medical actions required as part of the base-level Smallpox and Anthrax teams and/or other biological warfare agent prevention programs. Identifies and refers all adverse events to allergist/health care provider for follow-up and entry into the Vaccine Adverse Event Reporting System (VAERS) website database when necessary. Manages and maintains the PIMR ASIMS Air Force Complete Immunization Tracking Application (AFCITA) database. Generates AFCITA immunization reports for Commanders, First Sergeants, Orderly Rooms and/or other base personnel who oversee workplace immunization compliance requirements to identify individuals due or overdue for vaccinations or Tuberculosis (TB) skin testing. Consistently updates and automates base immunization activity and statistics to Brooks City-Base (AFIOH) and higher headquarters as required.
- Manages the Vector borne Disease Surveillance Program. Researches, obtains and evaluates information on vectors of local medical importance in coordination with regional health agencies. Studies and identifies potential risk(s) to base population. Formulates, implements, and executes methods and educational strategies for identification, control and/or elimination of vector-borne illness with regional health agencies. Coordinates with the USDA and US Customs Service on questions regarding possible insect infestation of aircraft.
- Develops, manages, and executes the base Food Safety and Vulnerability Program. Determines the frequency and conducts inspection of food items received, stored and served on all food facilities or public use facilities on base. Determines suitability for consumption; collects and forwards accidental or intentionally cross-contaminated suspect food samples to a laboratory for analysis as appropriate. Interprets significant findings and educates food facility supervisors on



corrective actions and disposition. Recommends suspension of facility operations until critical discrepancies are corrected. Prepares and distributes reports of findings, and periodically conducts trend analysis. Ensures annual Food Vulnerability Assessments (FVAs) are accomplished and evaluated. Ensures food handler training is accomplished annually IAW current Food and Drug Administration (FDA) Food Code and applicable Air Force Instruction (AFI) requirements and that only approved operational ration are used.

- Manages the Facility Sanitation Program. Reviews existing on and off-base food and public facilities, contracted medical services, lodging, food vendors, and other related services. Performs inspections of off-base food facilities at the request of the Wing commander. Schedules and conducts inspections of facilities as required or deemed necessary. Recommends corrective actions and consultation as appropriate. Reviews facilities construction plans. Evaluates projects for public health impact and provides written comments and recommendations. Conducts trend analysis of inspection findings and formulates strategies for prevention and corrective actions. Advises Base Contracting, Services, Fire Department, Safety and base populace of facilities approved for use.
- Manages the Aircraft Quarantine Inspection Program. Evaluates inspection of incoming aircraft to ensure compliance with required aircraft retrograde/quarantine procedures. Coordinates with the USDA to initiate and follow through with appropriate actions.
- Manages the Medical Intelligence Program. Researches, acquires, identifies and educates country specific disease and environmental factors which may affect the health of deployed personnel. Determines pre and post- deployment medical requirements for immunizations, blood serum, medication, personal protective equipment (PPE), and other preventive measures. Conducts pre and post-deployment medical intelligence briefings on potential health and environmental threats, prevention/control measures and Biological/Chemical Warfare threats, if known, for commanders, Unit Deployment Managers (UDMs) and deploying personnel.
- Performs other duties as assigned.

Submission of Your Application

Application packets must be scanned to: cassie.l.ellis.mil@mail.mil in a 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.

