



**CONNECTICUT AIR NATIONAL GUARD  
HUMAN RESOURCE OFFICE**

375 Smith Street  
Middletown, CT 06457



**ACTIVE GUARD RESERVE (AGR) – MILITARY VACANCY ANNOUNCEMENT # 26-010**

**OPEN DATE: 24 February 2026**

**EXPIRATION DATE: 10 March 2026**

**Open To: Members of the CTANG Only**

**Number of Positions:** 1  
**Title:** Aerospace Medical Service Craftsman / 1026-805  
**Unit/Duty Location:** 103d MDG, East Granby, CT 06026  
**Min/Max Grade Authorized:** E5/SSgt Through E7/MSgt  
**Duty AFSC:** 4N0X1\*  
**Security Clearance:** SECRET\*

*\*Required at time of application.*

**HRO Remote:** Ms. Caitlin Barkman; 860-292-2573; caitlin.barkman@us.af.mil

**Job Summary:**

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.

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## **The Major Duties Include But Are Not Limited To:**

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- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.

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**The Major Duties Include But Are Not Limited To:**

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

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## MINIMUM QUALIFICATION REQUIREMENTS

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1. Air National Guard, Air Force Reserve or the United States Air Force members who have not achieved a passing Fitness Assessment score are ineligible for entry into the AGR program.
2. Air National Guard members must meet the physical qualifications outlined in DAFMAN 48-123 prior to entry on AGR duty.
3. An applicant on a medical profile may apply for AGR tours as long as meet the aforementioned requirement and subsequently are medically cleared off any DLC/medical profile prior to starting a new AGR tour.
4. For advertisements where the AFSC is not required prior to application, applicants must meet minimum ASVAB requirements for the advertised position.
5. Must meet any Special Requirements as specified in the Position Description.
6. Failure to obtain and maintain a SECRET or TOP SECRET (if applicable) security clearance will result in removal from the AGR program.
7. Selected individual must extend/re-enlist for a period equal to or greater than initial tour end date.
8. IAW ANGI 36-101, paragraph 5.3., to accept an AGR position, an applicant's military grade cannot exceed the maximum military authorized grade for the AGR position. Overgrade enlisted applicant must indicate, in writing, the willingness to be administratively reduced in grade when assigned to the position.
9. IAW ANGI 36-101, paragraph 5.7, an individual must not have been previously separated for cause from active duty or previous Reserve Component AGR tour.
10. IAW ANGI 36-101, paragraph 5.10, applicants should be able to complete 20 years of active federal service prior to Mandatory Separation Date (MSD). Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation must complete a Statement of Understanding contained in Attachment 3 of ANGI 36-101.
11. IAW ANGI 36-101, paragraph 6.6.1., members should remain in the position to which initially assigned for a minimum of 24 months. TAG may waive this requirement when in the best interest of the unit, State, or Air National Guard.
12. Entry/retention requirements for AFS are outlined in the AFECD/AFOCD.

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**Length of Tour:** Initial AGR tour orders are probationary. The probationary period will not exceed six years. Follow-on tour will not exceed six years and will not be extended beyond an enlisted Airman's Expiration Term of Service (ETS) or an Officer's Mandatory Separation date (MSD).

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## APPLICATION REQUIREMENTS

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1. One signed original NGB Form 34-1 dtd 20131111 (Application for Active Guard/Reserve Position). Add primary email address in “Current Home Address Line”.
2. Current Report of Individual Personnel (RIP): with minimum Secret Clearance. If secret clearance is expired (may not be older than 10 years from closing date) you must obtain security memo from the Wing security manager.
3. Passing report of individual Fitness results from the Air Force Fitness Management System (AFFMS) (not more than 12 months old from closing of advertisement).
4. AF Form 422 Notification of AF Member’s Qualification Status (not more than 12 months old).
5. Statement of all active service performed. Any of the following documents may be used: NGB Form 22, 23A or 23b, DD Form 214’s, or DD Form 1506 (Statement of Service), or PCARS (AFR).
6. Copy of State Civilian Driver’s License.
7. Certificates of Training applicable to advertised position (Optional).
8. Overgrade Letter of Understanding (If applicable).
9. Professional resume including duty history.

### APPLICATION PACKAGE:

**Please ensure the package is in one single PDF and in the order of requirements above.** Applications are being accepted for Active Guard/Reserve (AGR) tour/duty under Title 32, Section 502f, United States Code. **All MVA questions should be directed to POCs below.**

**APPLICATIONS MUST BE SENT VIA EMAIL TO ALL THE INDIVIDUALS BELOW.**

**PLEASE ADD THE MVA NUMBER TO THE SUBJECT LINE.**

**HRO: 860-613-7618; ng.ct.ctang.mbx.agr-tour-branch@army.mil**