

---

**Air National Guard (ANG) Military Vacancy Announcement (MVA)**  
*(Must be a current ANG member only)*

**2012-236R1**

**RESOURCE ADVISOR**

**Maj-Lt Col**

*\*(Must meet this rank requirement at closeout date)*

**Closeout Date: 5 Oct 2012 Close of Business (COB)**

---

\*\*To view the most current application procedures/requirements, refer to the ANG Careers webpage at <http://www.ang.af.mil/careers/mva/procedures.asp>. Note: Email constraints limit the size of an application to 4 MB. If you do not receive an email confirmation within 24 hours of submitting a package please contact us immediately.

Headquarters ANG Title 10 2 year Statutory Tour at **AFPC (Randolph AFB, TX)**. Must be Air Force Specialty Code (AFSC) **38F3/4**. **If nominated for this position your name will be forwarded to AFPC for a joint ANG, AFRC and AFPC panel for final selection.** Duties and Responsibilities: Resource Advisor is responsible for the non-medical administration of the ARC CMO. Utilizes appropriate Information Technology (IT) resources to track and analyze authorized man-days (Title 10 MPA, Title 10 RPA, Title 32 and Incapacitation Pay). Responsible for education, outreach, metrics, O&M budget and other non-medical administrative duties as required. The primary duty of the Resource Advisor is to provide the leadership and management expertise necessary to accomplish all non-medical administration of the ARC CMO mission. Coordinates with the Division Chief, Medical Branch Chief and all outside agencies as necessary to effectively accomplish the Medical Continuation mission. Participates in meetings and conferences involving the medical continuation program. The Resource Advisor will take the lead on all issues directly or indirectly involving the day-to-day management of the Air Force Medical Continuation MPA man-days and Air Force Reserve Medical Continuation RPA man-days allocation. This includes but is not limited to reviewing, evaluating, and validating MPA man-day requirements, eligibility, and justification for RC members who are injured or develop an illness while activated on Title 10 orders and require medical continuation management until the case is resolved IAW current policy directives. All MPA man-days required by the member for recovery will be requested by the Resource Advisor. The Resource Advisor will ensure due diligence in requesting MPA man-days and will be the lead agency for any required audit actions pertaining to MEDCON MPA funding. Participates in daily consultation with leadership at all levels regarding medical continuation program requirements, data analysis and forecasting, policy, directives, legislative and doctrine/policy development and implementation; provide background papers and briefings utilizing in-depth knowledge of medical continuation issues and organizational structures of DoD agencies; liaison as required between RC, AF, DoD, and Congressional agencies ensuring Medical Continuation Program advocacy and representation. The Resource Advisor will be responsible for training and informing all AFR and ANG wing personnel associated with MEDCON program. This training will include webinars/webcast to explain new processes, clarify pertinent SOPs, AFIs and policies and instructions on how to access relevant IT systems. Well-developed interpersonal skills, ability to work well in a team environment, and possess strong verbal and written communication skills in order to communicate with multidisciplinary team members, wing/squadron commanders and other personnel as required. Possess in-depth knowledge of applicable directives and policies. Previous experience in Medical Continuation program management preferred. Proven

experience in the leadership, management, and operational procedures at a NAF or other HQ's command section required. Excellent command, administrative, and organizational skills required. Proven ability to lead a large and diverse staff required. Advanced degree is desired. Fully qualified in primary AFSC is mandatory. Highly desired to possess an in-depth knowledge of leadership, organizational, and management principles. Should have a thorough working knowledge of Air Force military and civilian personnel policy. Position will require periodic CONUS travel for education and training of Reserve/Guard Wings on MEDCON policies and procedures.

Mandatory criteria as indicated in the MVA must be documented on the members report on individual personnel (RIP). If it is not indicated on the RIP, it is incumbent upon the applicant to ensure that the appropriate source documentation is provided with the application.

Must meet the above stated grade/rank requirement by closeout date of advertisement.

Member must have a Secret Clearance or an open investigation to apply for statutory tour positions.

Officers applying for a statutory tour position must have a minimum of a Bachelors degree prior to applying.

Application for this MVA signifies agreement to the following statement, "I certify that, to the best of my knowledge and belief, all of the information on an attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for rejection or for release from statutory tour after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated."

**Questions regarding this advertisement can be sent to [hr.apply@ang.af.mil](mailto:hr.apply@ang.af.mil)**

---