



## HQ RIO/Det 5 Medical IMA Position Description For "O-5 and Below" Authorizations

Close-Out Date – 26 April 2017

### 1. POSITION INFORMATION:

<b>AFSC:</b>	<b>41A4</b>
<b>Position Grade:</b>	<b>0-5</b>
<b>Position Number:</b>	<b>130003485</b>
<b>Duty Title:</b>	<b>IMA to Chief of Plans, Programs and Budgeting</b>
<b>Unit/Organization:</b>	<b>HQ AF/REM</b>
<b>PASCODE:</b>	<b>HH13FRZ3</b>
<b>Location:</b>	<b>Pentagon ADM, VA</b>
<b>RSC/IDTs:</b>	<b>MC/24</b>
<b>Position Availability:</b>	<b>ASAP Note: Vacancy advertisements are open until a qualified candidate is selected and assigned.</b>
<b>KCJ</b>	<b>Key</b>
<b>Close-Out Date</b>	<b>26 April 2017</b>

2. **HIRING AUTHORITY:** Col Maureen Allen, 703-693-3658, maureen.a.allen2.mil@mail.mil

3. **SUPERVISOR:** Lt Col Greg Gaiters, 703-693-3659, gregory.gaiters.mil@mail.mil

4. **DUTIES AND RESPONSIBILITIES:** Works directly with the Chief of Plans, Programs and Budgeting and serves as the alternate Program Element Monitor (PEM) to carry out responsibilities related to the Program Objective Memorandum (POM) in support of aeromedical evacuation units, ground medical units, medical IMAs, and the Health Professions Scholarship Program (HPSP). Represents the Director, Medical Directorate and provides Air Force Reserve representation at medical OSD, Tri-service and Air Staff level meetings. Serves as a representative of AF/REM in medical matters involving the Office of the Secretary of Defense (OSD) Reserve and Health Affairs, AF Secretariat and Tri-service Surgeons General. Advocates for health care benefits for all Reserve personnel. Projects expertise in legislative, DoD Instruction and Air Force Policy related to health benefits, medical professionals, and execution of medical programs. Evaluates and responds to official GAO and task force reports, prepare responses to Congressional inquiries regarding health care benefits/entitlements or pertaining to Reserve medical issues. Duties also include reviewing, researching, responding to, and managing taskers and directorate suspenses; preparing and delivering briefings to General Officers, MAs, Senior Leaders; writing and staffing legislative initiatives and policy changes. Assists with drafting/evaluating Reserve medical Unified Legislative Budget (ULB) proposals. Participates in video and telephone conference calls with the Air Force Reserve Command and ARPC. Other duties as assigned by the AF/REM Director or Chief of Plans, Programs and Budgeting.

5. **QUALIFICATIONS:** Exceptional attention to detail and ability to multi-task are strongly desired. Quantitative and qualitative analytical experience required. Rank appropriate PME is also required. Exceptional skills in verbal and written communications are mandatory. Applicant must have outstanding skills in human relations with strong interpersonal skills, and an ability to work with diverse organizations. Secret security clearance required.

6. **APPLICATION PROCEDURE:** This is an O-5 Key position within the KCJ Management program. Therefore, all applications must be submitted to ARPC Force Development no later than 26 April 2017. Send applications as one .pdf file to [ARPC.DPAF@us.af.mil](mailto:ARPC.DPAF@us.af.mil). Applications must include resume, career data brief, last three OPRs, 1288 completed and signed by the outgoing unit commander on the second page, and a signed KCJ SOU. Optional documents may include biography and up to three letters of recommendation. Please see the KCJ website for a blank KCJ SOU to sign - <http://www.arpc.afrc.af.mil/Portals/4/Documents/KCJ/Must%20sign%20this%20SOU%20and%20include%20in%20a%20application%20pdf.pdf?ver=2016-07-15-155524-480>
7. **QUESTIONS OR INFORMATION:** For additional questions regarding this position please call Lt Col Greg Gaiters, 703-693-3659, [gregory.gaiters.mil@mail.mil](mailto:gregory.gaiters.mil@mail.mil) . If you have any questions about IMA assignments or specific participation-type questions, please contact Detachment 5 at 478-327-2331/DSN 497-2331 or email [hqriodet5robins@us.af.mil](mailto:hqriodet5robins@us.af.mil) For questions on the O-5 KCJ Management Program, please call the Force Development Division at ARPC, 720-847-3028, [ARPC.DPAF@us.af.mil](mailto:ARPC.DPAF@us.af.mil).