



Alaska National Guard
Active Guard Reserve (AGR)
Position Announcement #
AKANG 17-118

<https://dmva.alaska.gov/employment/>

POSITION TITLE: Health Services Management Craftsman	AFSC or MOS 4A0X1	OPEN DATE: 03 Aug 2017	CLOSE DATE: 18 Aug 2017
UNIT OF ACTIVITY/DUTY LOCATION: 176th Medical Group, Joint Base Elmendorf-Richardson, Alaska		GRADE REQUIREMENT: Min: E5 Max: E7	
SELECTING SUPERVISOR: CMSgt Tiffany Gregory	Position Number 0956901	PHYSICAL PROFILE: PULHES – 333233	

AREAS OF CONSIDERATION

On-board AK ANG AGR (Must hold advertised AFSC)
Alaska Air National Guard members (Must hold advertised AFSC)

MAJOR DUTIES MAY INCLUDE

AIR GUARD: Please refer to attached pages for more info on the major duties and initial qualifications for this position for this AFSC or go to: <https://www.my.af.mil> to review the AFECD

INITIAL ELIGIBILITY CRITERIA

- *In addition to criteria listed on attached pages*
- Security Clearance - Must be able to obtain: Secret
 - Aptitude Requirement: 44 General
 - Strength Requirement: Demonstrated ability to lift 40lbs

PREFERED QUALIFICATIONS

- In addition to the initial eligibility criteria and required forms listed application procedures, the following are preferred qualifications:
- Resume
 - Cover Letter
 - Last 3 Enlisted/Officer Performance Evaluations
 - Letters of Recommendation will be accepted
 - Knowledge is mandatory of: medical physical exams, standard and flight medicine compliance, Line of Duty (LOD) determinations, Medical Evaluation Board/Integrated Disability Evaluation System (MEB/IDES), Non-Duty Disability Systems (NDDES), Physical Examination Processing Program (PEPP), AIMWTS, ASIMS, Fly waivers, and other medical programs which impact individual medical readiness (IMR).

SPECIAL ANNOUNCEMENT CRITERIA

Upon selection additional medical verification will be required prior to start of AGR tour
Continuation beyond initial tour may be subject to evaluation based on AGR Continuation Board

INSTRUCTIONS FOR APPLICANTS

Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities
Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program
IAW ANGI 36-101 "Initial tours may not exceed 6 years..."
AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD
Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program.
For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required
Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations.
RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour.
Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status
An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position.
Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. Application Package will not be forwarded without statement
ANGI 36-101 "applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members. Exceptions may be considered...."
If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee
Members currently on occasional tours exceeding 180 consecutive days may be considered as full-time AGR (members currently on occasional tours 179 days or less are not considered AGR). Any further questions regarding the AGR program may be answered in ANGI 36-101

APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to ng.ak.akarng.mbx.hro-agr@mail.mil. Hard copy applications will NOT be accepted. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. Applications received with an unsigned NGB 34-1 will not be forwarded for consideration. Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for. Per ANGI 36-101, the application package must include at minimum the signed NGB 34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness. Items 1-3 are required by the Human Resource Office to determine initial qualifications. If the required documents are not submitted, a letter of explanation must be included. Incomplete packages will not be considered for the position vacancy.

1. Signed NGB Form 34-1 Application Form for Active Guard/Reserve (AGR) Position dated 20131111 (<http://dmva.alaska.gov/employment.htm>)
2. CURRENT Records Review RIP available on vMPF (<http://www.afpc.randolph.af.mil/vs>)
3. CURRENT PASSING Report of Individual Fitness from Air Force Fitness Management Systems (AFFMS) or AF Fitness Assessment Scorecard or a signed letter from the Unit Fitness Monitor.
4. Items requested in the "PREFERRED QUALIFICATIONS" section above.

EMAILING REQUIREMENTS:

Ensure all requirements are consolidated into ONE single PDF

PDF File Name should be: Position Announcement Number, Last name, First name, Grade

Example: ANG 17-XX Doe, Jane E1

Email Subject should be: Position Announcement Number

Example: ANG 17-XX

Email Application Package to ng.ak.akarng.mbx.hro-agr@mail.mil

** Applications will not be accepted through AMRDEC**

QUESTIONS:

To verify receipt of application or have issues, you may call DSN 317-384-4467 or Commercial 907-428-6467 and/or DSN 317-384-4242 or Commercial 907-428-6242

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted on your unit/activity bulletin board. Selecting supervisor will contact qualified applicants for interviews. After the Human Resources Officer (HRO) approves the selection package, the HRO office will send a notification letter to all applicants of their selection/non-selection. The selection of an applicant is not final until the individual has been notified by the HRO-AGR. After the selecting supervisor makes a selection, the "routing" of the selection package begins and ends with HRO.

THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.

CEM Code 4A000
 AFSC 4A091, Superintendent
 AFSC 4A071, Craftsman
 AFSC 4A051, Journeyman
 AFSC 4A031, Apprentice
 AFSC 4A011, Helper

HEALTH SERVICES MANAGEMENT (Changed 31 Oct 12)

1. Specialty Summary. Manages health services activities. Plans, develops, manages, and performs health services activities. Related DoD Occupational Subgroup: 134000.

2. Duties and Responsibilities:

2.1. Performs and directs patient management functions. Interprets communications, directives, and publications. Coordinates release of information functions. Prepares health record copies and abstracts. Prepares, files, safeguards, transfers, and retires health records. Maintains patient locator and suspense files. Prepares, codes, and transmits clinical record cover sheets. Transcribes daily information onto charts. Transcribes physicians' orders, and prepares requests for diagnostic tests, consultations, and referrals. Performs functions to admit, discharge, and transfer patients. Compiles information and prepares reports, graphs, and charts on bed occupancy, staffing, dental health, medical care from civilian sources, and professional activities.

2.2. Prepares patient related correspondence and special orders for patient assignment, reassignment, and aeromedical evacuation. Coordinates and prepares forms. Identifies and processes Line of Duty (LOD) determinations. Monitors Special Needs Identification and Assignment Coordination (SNIAC) program. Identifies, coordinates, and processes medical conditions requiring Medical Evaluation Board/Integrated Disability Evaluation System (MEB/IDES) proceedings. Verifies patient eligibility. Performs procedures for network referrals. Provides claims assistance and counseling to beneficiaries. Oversees Patient Squadron and Casualty Reporting programs. Manages TRICARE Marketing, birth registration, medical in/outprocessing, TRICARE contract management, TRICARE enrollment and death processing.

2.3. Performs and manages resource management functions. Prepares financial statements and subsistence stock records. Compiles information, subsistence accounting, and prepares statistical reports. Performs market analysis and business-case analysis. Oversees Uniform Business Office programs to include third party collection (TPC) activities, Medical Affirmative Claims (MAC) and Medical Service Account (MSA) program management. Assists in manpower surveys and in developing manpower standards. Identifies manpower standard exceptions and deviations. Screens medical records to gather data for medical audits. 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. Collects, maintains, prepares, and analyzes Medical Expense and Performance Reporting Systems (MEPRS) data or comparable workload accounting system. Prepares budget estimates and financial plans. Monitors expenditures and obligations; analyzes financial reports and accounting and workload reporting procedures; conducts studies and internal audits.

2.4. Performs and manages medical information technology functions and activities. Requests and documents technical assistance. Manages hardware and software activities. Monitors information technology security programs. Performs customer support activities. Manages user-training programs.

2.5. Performs and manages unit-level medical readiness functions. Ensures understanding of DoD organizational structure and command relationships. Performs duties as the unit deployment manager, managing UTCs and ensuring assigned personnel are appropriately trained and equipped. Assesses the medical unit's capabilities to support wartime, humanitarian assistance and installation response requirements. Ensures publication and currency of unit plans and provides input to wing plans (Medical Contingency Response Plan [MCRP], Comprehensive Emergency Management Plan, Disease Containment Plan, Installation Deployment Plan, etc.). Establishes/maintains memorandums of agreement and understanding. 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. Coordinates, schedules, tracks, and documents medical readiness training. Liaisons with the Medical Logistics Office on war reserve materials with regards to deployability. Conducts medical readiness in- and out-processing for assigned personnel. 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 MCRP and UTC team chiefs. Plans, organizes and conducts medical readiness training and activities. Assists exercise evaluation team with development of exercise scenarios.

2.6. Analyzes, evaluates, advises, and ensures the validity, completeness and accuracy of healthcare data collected by automated systems used by the military health system. Additionally, serves as the primary clinic interface for data quality initiatives, clinic audits (records, coding, insurance, etc.) and other administrative processes as related to data integrity, quality and collection. Performs review and research of DoD, Air Force Medical Service and web-based guidance for data quality and business rule compliance. Assists with quantitative and qualitative analysis, trending, projections, and forecasting on patient demographics, clinical data and patient/provider utilization data from multiple automated information sources. Assists in analysis/trending, and data validation of business clinical

healthcare data for process improvements and DoD workload compliance.

2.7. Manages or performs duties with the Individualized Newcomer Treatment and Orientation (INTRO) program and in/out-processing of unit members. Monitors the OPR/EPR/LOE (Officer Performance Report/Enlisted Performance Report/Letter of Evaluation) program. Tracks and updates duty status. Performs personnel action changes and duty information updates. Manages the awards and decorations program. Assist members with leave, subsistence-in-kind, and controlled spend account issues. Manages the report of survey and inventory management programs.

2.8. Identify Potentially Disqualifying Information (PDI) for personnel assigned to the Personnel Reliability Program (PRP). Manages the suspension and decertification recommendations process as well as the process of returning a member to PRP status.

3. Specialty Qualifications:

3.1. 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.

3.2. Education. For entry into this specialty, completion of high school or General Education Development equivalency is mandatory.

3.3. Training. For award of AFSC 4A031, completion of a health services management apprentice course is mandatory.

3.4. Experience. The following experience is mandatory for award of the AFSC indicated:

3.4.1. 4A051. Qualification in and possession of AFSC 4A031.

3.4.2. 4A071. Qualification in and possession of AFSC 4A051. Also, experience supervising a health services management function and maintenance/management of healthcare-related systems.

3.4.3. 4A091. Qualification in and possession of AFSC 4A071. Also, experience managing a health services management function, associated healthcare-related systems and personnel.

3.5. Other. The following are mandatory as indicated:

3.5.1. See attachment 4 for additional entry requirements.

3.5.2. **For award and retention of these AFSCs , must maintain local network access IAW AFMANs 33-152, *User Responsibilities and Guidance for Information Systems* and 33-282, *Computer Security*.**