

Statewide Announcement is made of the following Active Guard Reserve (AGR) Position in the Nevada Air National Guard

Announcement Number:	20-076
Date of announcement:	5 June 2020
Closing Date:	26 June 2020 (All applications must be received before 1600 on the closing date)
Start Date No Later Than:	TBD
Position Description & #:	Medical Plans and Operations Officer (NV CERFP), Position #1031137
Duty Location:	Reno, Nevada
Unit:	152nd Medical Group / NV CERFP
Area of Consideration:	Statewide*; Current members of the Nevada Air National Guard
Grade:	Officer, O-1/2Lt – O-4/Maj
AFSC:	41A3 (Health Services Administration) Preferred but not required. Must be eligible to become 41A3 qualified. Failure to complete 41A3 course will result in the termination of AGR tour.
Salary:	Full military pay and allowances depending on rank and longevity
Initial Tour Length:	3 years
Human Resources Point of Contact:	MSG Rose Kemp (775) 887-7332 / DSN 530-7332 Roseanne.b.kemp.mil@mail.mil
Unit Point of Contact:	SMSgt Paul Hinen (775) 788-4513 / DSN 830-4513 paul.h.hinen.mil@mail.mil
NOTE: *Statewide means: Only current members of the Nevada Air National Guard(DSG, Tech, or AGR may apply.	

20-076

HOW TO APPLY:

INTERESTED APPLICANTS MUST FORWARD THIS CHECKLIST WITH THE FOLLOWING DOCUMENTATION IN ORDER, NO BINDERS OR STAPLES PLEASE!

1. Initial NGB Form 34-1, dated 201011, must be complete with original signature (Available on NGB Forms) http://www.ngbpdcc.ngb.army.mil/forms/ngbf34_1.htm
2. Initial Completed Standard Form 181
3. Initial Physical:
 - **AF Form 422**, Physical Profile Serial Report, (Current within 12 Months)
 - Medical documents which indicates a Permanent Profile higher than a “1” in any of the PULHES fields of the physical (if applicable). Medical documents for any Temporary Profiles. Selected applicant will have to fill out a DD FORM 2870, AUTHORIZATION FOR DISCLOSURE OF MEDICAL OR DENTAL INFORMATION before start date.
4. Initial All DD Form 214 (s), NGB Form 22 (s), and DD Form 215(s) covering any active duty period. **DD 214 copy must include bottom portion that identifies Separation Code. DD 214 Member 4 will have Separation Code.**
5. Initial Current AF Form 526 Retirement Point Credit Record (Guard/Reserve members only).
6. Initial Current RIP Sheet within the last 30 days (RIP must show your ASVAB scores and awarded AFSCs).
7. Initial Air Force Fitness Management System (AFFMS) printout showing a score of at least 75%.
8. Initial A memo from Security Manager showing current clearance. Must currently hold a Secret Security Clearance.
9. Initial Resume and any supporting documentation to reflect experience, training for the advertised position to include civilian degrees, and letters of recommendation.
10. Initial Last five EPRs/OPRs (if applicable). Submit a memo to the President of the Board, explaining reason(s) for any missing or not requiring of EPR/OPRs.
11. Initial Photograph:
 - Official Military Photo in Dress uniform without headgear preferred (Home Photo is acceptable). Photo in Airman Battle Uniform accepted if Service member does not have dress uniform. If not available submit memo to President of the Board explaining why you do not have a dress uniform photo (if applicable).

12. Initial Copy of Air Force Certificates of Training, to include highest PME completed, documenting military education appropriate to branch/AFSC which qualified.

13. Initial Applicants email address: _____
(Applicants will be contacted by email or phone for interviews)

Applications without all required supporting documents will not be considered and will not be returned. Applications received after 1600 hours on the closing date will not be considered and will not be returned.

US Government postage and envelopes may not be used for submitting applications. Qualified applicants will be contacted for interviews. The Board President or Human Resource Office will contact all applicants to notify them of recommendation or non-recommendation either by phone or by memorandum. If there are three or less applicants a formal board may not be held.

Submit applications to:

Nevada Military Department

ATTN: HRO AGR Branch NGNV-HR-AG

2460 Fairview Drive, Carson City Nevada 89701-5502

All applications must be received before 1600 on the closing date of this announcement. If applying for multiple job announcements you must fill out a complete packet for each announcement.

PRIMARY DUTIES AND RESPONSIBILITIES:

Brief Job Description:

Manages health services activities, including plans and operations, managed care, human resource management, logistics management, patient administration, budgetary and fiscal management, medical manpower, medical facility management, biometrics, medical recruiting, and aeromedical evacuation. Directs the hospital accreditation program and management improvement studies.

Duties and Responsibilities:

-Formulates, interprets, and implements policy. Plans and organizes activities associated with peacetime and wartime health services administration, such as manpower, medical logistics, medical food service, hospitalization and aeromedical evacuation of patients, medical facilities management, repair, maintenance, construction, modification, and housekeeping, equipment maintenance and repair, information systems, clinical engineering, inpatient and outpatient records, and morale and welfare services for patients and medical personnel.

-Coordinates health services programs. Coordinates with comptroller, civil engineering, civilian and federal agencies, and other Air Force functions and activities to execute health services programs. Advises the medical professional staff and other staff health services officers on administrative matters pertaining to health services programs. Maintains liaison with civilian, military, and other federal activities to keep current in areas of interest to health services administration.

-Monitors and directs health services programs. Interprets and directs the implementation of policies governing health services programs. Directs the management of health services functions such as medical logistics, fiscal management, managed care, human resource management, patient administration, aeromedical evacuation, medical facility construction, modification, and design, and medical research administration. Develops financial plans and budget estimates for Air Force health services programs. Directs the preparation of biometric reports, directives, correspondence, and memoranda pertaining to health services administration. Controls utilization of health services program funds in collaboration with the medical commander and comptroller. Prepares and exercises emergency, disaster, and defense plans, and monitors readiness training. Integrates cost management, quality and access to care issues into health services programs.

-AFSC 41AXA: Health Facilities officers apply knowledge of architecture and engineering to replace, modernize and repair health care facilities. Provide guidance on functional and technical criteria specific to medical facility design, construction and outfitting. Programs, plans and develops medical facilities projects. Reviews plans, specifications, and other supporting data for their technical, medical, and functional sufficiency.

In-Garrison Duties:

-Responsible for daily operational readiness of CRE Medical Detachment.

-Oversight and coordination of all assigned medical personnel supporting CRE in-garrison operations.

- Attends and provides ANG input to CRE command and staff meetings.
- Executes medical operations and logistics coordination with CRE command staff.
- Reviews, develops, and executes all aspects of annual training plans for assigned element members.
- Represents the Medical Detachment Commander on a fulltime basis to maintain command directive continuity.
- Coordinates manpower and training requirements with the MAO or designated MDG fulltime representative.
- Ensures all required reporting (i.e. DRRS/AF-IT, ART, DMLSS) is accurate and completed by suspense dates. Holds Unit Certifier role in ART and DRRS.
- Conserves and maintains Mission Essential Task List (METL) for Medical Detachment and coordinates with Director of CBRN Medical Operations to synchronize with sister states.
- Collects and submits detailed After Action Reports (AARs) for training events and exercises, providing ANG recommendations for sustainment, improvement, and corrective actions. Provides meeting notes and trip reports within five (5) duty days after each event.
- Continuously tracks and validates the CBRN vaccination requirements of all ANG personnel assigned to the CRE mission.
- Annually reviews and modifies CRE Medical Detachment Standard Operating Procedures in coordination with Medical Detachment Commander.
- Advises and educates higher leadership and interagency partners on the medical capacity of CRE National Guard medical response capabilities.
- Ensures maximum interoperable communications, equipment, personnel, and plans coordination in support of a large scale CBRN event.
- Provides oversight of all medical aspects of SEAT inspection at CRE Medical Detachment level.

Training Required:

- Courses listed in the NG J37 HRF and CERFP ITRM for Medical Support AFSCs.
- Basic Life Support (BLS) – Heart-Saver
- Resource Advisor / Budget Systems / AROWS / DTS / GPC / DEAMS, others as needed.
- DMLSS Initial and Advanced Proficiency training within one (1) year of assignment.
- DRRS UC – DRRS training, ART training
- AFRIMS
- MRDSS
- AF-IT Training
- SIPR Access
- MICT
- Accountable Base Medical Supply Officer / Medical Logistics Officer training
- NGB Budget Builder initial and annual refresher
- Truck and trailer operation training
- FAC and UFPM
- DOHRES
- All AFSC specific training / skill level to maintain currency

AFSC QUALIFICATION REQUIREMENTS:

41A3 preferred but not required. Must be able to become 41A3 qualified. Failure to become 41A3 qualified will result in the termination of AGR tour. Failure to become 41A1 qualified within 12 months could result in the termination of AGR tour.

Member must meet AFOCD eligibility requirements.

ADDITIONAL REQUIREMENTS:

- Knowledge is mandatory of: Air Force health services management; hospital administration and practice; contractual and accounting fundamentals; quality management; human resource management; and biometrics. 4A1X1: Knowledge of construction or architecture principles for facility planning, design, and construction.
- Education. For entry into this specialty, one of the following is mandatory:
 - A graduate degree in Health Administration, Healthcare Administration (or equivalent), Healthcare Management, Health Management and Policy, Health Services Administration (or equivalent), Hospital Administration (or equivalent), Accounting, Business Administration, Business Management, Economics, Finance, Marketing, Statistics, Information

Systems Management, Health Information Management, Health Information Technology, Emergency Management, Architecture*, Architectural Engineering*, Civil Engineering*, Construction Management or other closely related degree. -An undergraduate in Health Administration, Healthcare Administration (or equivalent), Healthcare Management, Health Management and Policy, Health Services Administration (or equivalent), Hospital Administration (or equivalent), Accounting, Business Administration, Business Management, Economics, Finance, Marketing, Statistics, Information Systems Management, Emergency Management, Biomedical Engineering, Clinical Engineering and Health Management/Health Systems Engineering, Information Management, Health Information Technology, Architecture*, Architectural Engineering*, Civil Engineering*, Construction Management*, Operations Research or other closely-related degree.

-Training. For award of AFSC 41A3\A, completion of the basic health services administration course is mandatory.

-Experience. For award of AFSC 41A3\A, officers must have at least 12 months experience in one of the MSC core functions, which are prescribed as facility management, health facilities, health plan management, medical resources, healthcare information management and information technology, medical logistics, and medical readiness (including aeromedical evacuation), and must have the approval of their unit's senior ranking MSC.

MINIMUM ELIGIBILITY CRITERIA:

To be accessed in the AGR program, an individual must not have been previously separated for cause from active duty or a previous Reserve Component AGR tour. Members selected for AGR tours must meet the physical qualifications outlined in AFI 48-123. Must not be under a current suspension of favorable personnel actions. Enlisted applicants who are over grade may apply, but must indicate in writing a willingness to be administratively reduced in grade when assigned to the position. Officer applicants cannot be reduced in grade to accept an AGR position. Officer applicants may not enter the AGR program in an over grade status. The initial tour length is three years. Failure to become AFSC qualified within the specified period is grounds for mandatory involuntary separation from the AGR program. Must have sufficient time remaining (ETS) (MRD) to permit completion of tour of duty. Subsequent tour(s) will be based on authorized force structure in effect. PCS funds have been authorized if in the best interest of the government. See ANGI 36-101 for AGR accession requirements.

THE NEVADA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation.