

# NEWLY COMMISSIONED OFFICER VACANCY ANNOUNCEMENT

**NEW YORK AIR NATIONAL GUARD  
174TH ATTACK WING  
6001 EAST MOLLOY ROAD  
SYRACUSE, NEW YORK 13211-7099**

**ANNOUNCEMENT #: FY 20-22**

**DATE: 11 FEB 2020**

**CLOSING DATE: 12 MAR 2020**

**UNIT: 174 ATKW**

**AFSC: 41A3**

**POSITION TITLE:**  
**Health Services Administrator**  
**(2LT – MAJ)**

**AREA OF CONSIDERATION: Nationwide**  
All candidates may apply who meet the basic qualification for this position and who are eligible for membership in the NYANG.

## **SPECIALTY SUMMARY**

(As outlined in AFOCD)

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.

## **QUALIFICATIONS AND SELECTION FACTORS**

Selection for this position will be made without regard to race, religion, color, creed, gender or national origin. Applications are subject to review by the FSS and as mandatory requirements are met, as outlined in applicable regulations, applicants must meet an Officer Screening and Interviewing Board (OSIB). The requirements and qualifications prescribed in this announcement are minimum for nomination for appointment consideration. Appointment is not assured merely by meeting these requirements. Persons considered must further qualify with requirements outlined in AFI 36-2005.

## **KNOWLEDGE:**

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.

## **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.

## **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.

## **OTHER QUALIFICATIONS:**

Applicant must be less than age 40 at the time of commissioning. Must satisfactorily complete the AF Officer Qualifying Test (AFOQT) prior to selection board and (after selection) pass a Commissioning Physical. Applicant is encouraged to contact SMSgt Bradley Addison @ (315) 233-2147 ASAP to schedule a test. Applicant may apply for position prior to test taking, however, the results must be available prior to scheduling the OSIB. When selectee is approved for appointment by NGB, attendance of six weeks at Total Force Officer Training (TFOT) is Mandatory.

## **OSIB:**

An officer Screening and Interviewing Board (OSIB) is projected to convene TBA to interview and/all qualified applicants.

## **APPLICATION PROCEDURES:**

Packages must be received no later than close of business on vacancy announcement closing date. **Applicants will prepare and mail a hard copy application package to include all of the following:**

- Cover Letter
- Resume
- One (1) copy of AF Form 24 - Application of Appointment as Reserves of the Air Force or USAF Without Component
- Unofficial college transcripts
- AFOQT scores

## **MAIL APPLICATION TO:**

**174 FSS/FSMP  
6001 EAST MOLLOY ROAD  
HANCOCK FIELD  
SYRACUSE, NY 13211-7099  
(ATTN: SSGT TRACY GALLAGHER)**

## **DISTRIBUTION:**

- Each NYANG Installation (for further dissemination)
- DMNA