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| **TRADITIONAL GUARD OFFICER VACANCY ANNOUNCEMENT** | | |
| **NEW YORK AIR NATIONAL GUARD**  **AIR NATIONAL GUARD BASE**  109th Airlift Wing  Stratton Air National Guard Base  Scotia, NY 12302-9752 | **ANNOUNCEMENT#:** | **22-02** |
| **OPENING DATE:** | 16 November 2021 |
| **CLOSING DATE:** | 16 December 2021 |
| **UNIT:** 139th AES | **AFSC: 41A3\A & 46F3** | |
| **MAX AVAILABLE GRADE:**  Min Grade O-5/Max Grade O-6 | **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. | |
| **POSITION TITLE:** Squadron Commander | | |
| SPECIALTY SUMMARY: (As outlined in AFI 36-2101 and AF Officer Classification Directory) 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. Related DoD Occupational Group: 260900 and 260800. | | |
| **MINIMUM QUALIFICATIONS**:  Must meet the minimum requirements as outlined in AFI 36-2005 and ANGI 36-2005. | | |
| **SPECIALTY QUALIFICATIONS:**  **KNOWLEDGE:** The following knowledge is mandatory for the AFSCs indicated:  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:** Preferable practical experience or graduate degree in Health Administration, Healthcare Administration (or equivalent), Healthcare Management, Health Management and Policy, Health Services Administration (or equivalent), Hospital Administration (or equivalent), Health Information Management, Health Information Technology, Emergency 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), Emergency Management, Biomedical Engineering, Clinical Engineering and Health Management/Health Systems Engineering, Health Information Technology, Operations Research or other closely-related degree.  **TRAINING:** The following training is mandatory for the AFSCs indicated:  For award of AFSC 41A3\A, completion of the basic health services administration course is mandatory.  **EXPERIENCE:** The following experience is mandatory for the AFSCs indicated:  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:**  No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for: 3.5.2.1. Failure to exercise sound leadership principles, especially with respect to morale or welfare of subordinates; or  Engaging in an unprofessional or inappropriate relationship as defined in AFI 36-2909, *Professional and Unprofessional Relationships*; or documented failures (LOA, LOR or Article 15); or  Taking or failing to take action in situations, thereby exhibiting a lack of integrity; or  A violation of Article 107, false official statements, Uniform Code of Military Justice (UCMJ).  No convictions by a general, special or summary courts-martial.  No Unfavorable Information File.  Never been convicted by a civilian court of a Category 1, 2, or 3 offense, nor exceeded the accepted number of Category 4 offenses. Category 3 and 4 traffic offenses alone are not disqualifying.  ***NOTE***: Categories of offenses are described and listed in AFI 36-2002, *Regular Air Force and Special Category Accessions*, Uniform Guide List of Typical Offenses.    No recorded evidence of substance abuse, emotional instability, personality disorder, or other unresolved mental health problems. | | |
| **OBIS:** An Officer Screening and Interviewing Board (OSIB) is scheduled to convene to interview all qualified applicants. Applicants will be informed in writing, or telephonically of date and time to appear. | | |
| **APPLICATION PROCEDURES: All** applicants will prepare and forward the following no later than close of business on closing date either by email:   * Cover Letter * Resume * Current Biography of applicant * Last 3 OPRs * One copy of the AF Form 24 (Application of Appointment as Reserve of the Air Force or USAF Without Component) * Copy of Current Official College Transcripts * DD Form 2807-2 (Medical Prescreen of Medical History Report) and final disposition paperwork for any offenses.   All **PRIOR SERVICE** applicants will prepare and attach the following in addition to the above requirements no later than close of business on closing date either by email**:**   * A Record of Separation/Discharge from the US Armed Forces (if applicable) * A recent vMPF records review RIP * Most current Physical Fitness Evaluation Report (if applicable).   **Application must be received** **no later than close of business on closing date of vacancy announcement. Incomplete applications will not be considered.** | | |
| **SELECTION BOARD**  A selection board will convene to interview all qualified applicants. Applicants will be informed either in writing or telephonically, of the date and time to appear.  **Selecting Official**: Col Clifford Souza | | |
| **APPLICATIONS PACKAGES WILL ONLY BE ACCEPTED VIA E-MAIL**  **EMAIL:** [Jennifer.Cosme@us.af.mil](mailto:Jennifer.Cosme@us.af.mil)  **EMAIL:** [Brian.Bednar@us.af.mil](mailto:Brian.Bednar@us.af.mil)  **SUBJECT:** 22-02, 139th AES SQUADRON COMMANDER | | |