

TRADITIONAL GUARD OFFICER VACANCY ANNOUNCEMENT

NY AIR NATIONAL GUARD

109th Airlift Wing Stratton ANGB Scotia, NY 12302

Position Title	Health Service Administrator	Announcement #	FY24-05
Unit/AFSC	139 th Aeromedical Squadron/ 41AX	Opening Date	16 November 2023
Minimum Grade	O-1	Closing Date	16 December 2023
Maximum Grade	O-4	Area of Consideration	BASEWIDE
Appoint as 2LT- New Commissioning Opportunity		Selecting Official	LT COL ROBERT HUHNS

Specialty Summary

As outlined in AFOCD dated 31 October 2023

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.

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.

2.2. 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.

2.3. 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.

2.4. 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.

Specialty Qualifications

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3.1. 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.

3.2. Education. For entry into this specialty, one of the following is mandatory: 3.2.1. 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.

3.2.2. 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.

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

3.4. 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.

3.5. Other. Not used.

EDUCATION:

Possess a BS or higher degree in architecture or design from an institution Engineer/Construction Manager* accredited by the National Architectural Accreditation Board (NAAB); or a BS or higher in architectural engineering or civil engineering from an institution accredited by the Accreditation Board for Engineering and Technology, Inc. (ABET); or a BS or higher in construction management from an institution accredited by the American Council for Construction Education.

Application Procedures

All applicants will prepare and forward the following no later than close of business on closing date by email:

<u>Current/Prior Military</u>
Resume
Cover Letter
Military Biography
Last 3 EPRs
vMPF RIP
Physical Fitness Report

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Complete application package must be emailed no later than close of business on the closing date of the vacancy announcement. Incomplete packages will not be considered.

Applications must be submitted as 1 PDF document*, portfolios will NOT be accepted

**Documents that are digitally signed will have to be "Printed to PDF" to combine*

Please email applications to: haleigh.hindes@us.af.mil

ANG Medical Service Corps AFSC 41AX Accession Checklist			
FOR LOCAL UNIT COMPLETION AND NGB/SG QUICK ACCESSION REFERENCE (1 April 2023)			
Applicant Full Name:			Grade (if military):
Email Address:			Phone Number:
YES	NO	N/A	
			Air Force Form 24
			Graduate Degree (Attach Transcript)
			Undergraduate Degree (Attach Transcript)
			Letter of Recommendation endorsed by Guard Medical Unit (GMU) Senior MSC, GMU Commander & Wing Commander
			Essay – one page Answering the following 2 questions: Why do you want to be an MSC officer? What do you have to offer the USAF and ANG Medical Service?
			If enlisted – last 5 EPRs
			If officer – all OPRs
			Resume with civilian and/or military work experience
			Member of Health Profession Organization (If yes, list on the resume)
			Waiver Request (If yes, Attach Waiver Request)
			Statement of Understanding and Agreement – signed/dated NOTE: Item #6 should be N/A and Item #13 should have member's initials.