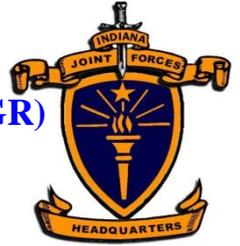




## JOINT FORCES HEADQUARTERS-INDIANA AIR NATIONAL GUARD MILITARY DUTY TOUR (AGR)



Open

ANNOUNCEMENT NO.		DATE ISSUED	CLOSING DATE
14-025-A-Air		14 March 2014	28 March 2014
UNIT OF ASSIGNMENT	LOCATION	CIVILIAN SERIES & GRADE	SALARY RANGE
181 Med Gp/CERFP	Terre Haute, IN	N/A	2Lt – Maj
POSITION TITLE	PDCN	MINIMUM MILITARY GRADE	MAXIMUM MILITARY GRADE
Health Svc Admin	TBD	O-1/2Lt	O-4/Maj

### COMPATIBLE MILITARY ASSIGNMENT

Air Force Specialty Code (AFSC) 41A3

### PERMANENT CHANGE OF STATION (PCS) FUNDING

FUNDS MAY BE AVAILABLE

### MILITARY DUTY TOUR TYPE AND AREA OF CONSIDERATION

- Military Duty Tour, Active Guard/Reserve (AGR), under Title 32, U.S.C., Sec 502(f) Three (3) years with the potential for follow on tours.
- IAW ANGI 36-101, follow on tours for members with at least 20 years of TAFMS will be approved in 1-2 year increments.
- Open to **Females**
- Must already be a commissioned officer**
- Projected fill on or about 1 October 2014

### 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 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.

**Specialty Summary** 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.

### GENERAL EXPERIENCE

Knowledge is mandatory of: Air Force health services management; hospital administration and practice; contractual and accounting fundamentals; quality management; human resource management; and biometrics.

### OTHER REQUIREMENTS/CONDITIONS OF EMPLOYMENT

**-MSC eligibility criteria-**

**Education:** The following qualifying degrees are acceptable for application into the Medical Service Corps (MSC). Applicants wishing to apply for a MSC commission must have one of the qualifying degrees listed below.

**Graduate degrees:** 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, or other closely-related equivalent as specified below.

**Undergraduate degrees:** 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, and Health Management/Health Systems Engineering, Operations Research or other closely-related degree as specified below.

**Closely-related degrees:** Applicants may apply to the board with either a business-related degree appropriate to a healthcare environment or closely related to a healthcare/medical administration degree; however, in order for the degree to qualify, the applicant must have successfully completed 6 of the following 11 courses **within** that degree: **accounting, business management, economics, emergency management, finance, healthcare administration, information management, leadership, marketing, research and analysis, or statistical analysis.**

All closely-related degrees are reviewed by the Air National Guard MSC Consultant. To determine degree eligibility, forward a transcript/degree plan by e-mail to Diana.shoop@ang.af.mil.

*Note: Certificates are non-qualifying and cannot be substituted for a degree.*

**Graduate Management Admission Test (GMAT)/Graduate Record Examination (GRE):** GMAT/GRE

scores from an examination taken within the last five years as of 1 Jan 2013 are required for all applicants. The **minimum** score for GRE, if exam was taken 1 Aug 2011 or after, is **286**; if exam was taken before 1 Aug 2011, is **800** (verbal and quantitative). GMAT **minimum** score is 400. Historically, GRE and GMAT scores of individuals selected for commissioning have been an average of 1073 (291 new) and 553 respectively. The question of why an individual with a master's degree needs these test scores often arises. The selection board evaluates and compares the quality of the applicants' degree to the respective GRE or GMAT score.

*Note: An applicant will need to retake the examination, if he/she does not meet the minimum score requirements for the GRE or GMAT. The GRE/GMAT exam requirement, the minimum score, and currency of exam are not waiverable.*

**Grade Point Average (GPA):** The *desired* GPA for the qualifying degree is 3.0 or above. If his/her GPA is below the desired GPA, he/she shall submit more information, e.g. transcripts for additional business courses, previous AFSC/MOSs and skill levels held, resumes for civilian and/or military experience, membership in professional healthcare organizations, certificates, OPRs/EPRs, PME, etc.

**Additional Documents:** To ensure an applicant has a strong package overall, he/she is encouraged to submit additional information, e.g. transcripts for additional business or closely related courses or degrees, previous AFSCs/MOSs and skill levels held, resumes for civilian and/or military experience, membership in professional healthcare organizations, certificates, OPRs/EPRs, PME, etc.

**Age:** IAW ANGI36-2005, Chapter 3, Table 3.1, note 3, the maximum age for initial appointment in a health professional specialty designated by Headquarters, AF Surgeon General (HQ USAF/SG) as a specialty critically needed in wartime is less than 47 years. Submit exceptions to policy through ANG/DP to HQ, AF Accession and Retention Policy (HQ USAF/DPLFA).

**Time in Military Service:** There are no "time in service" limits.

**Reappointments:** If a military member is currently a line officer in another competitive category or a professional corps officer holding another AFSC to include another medical corps AFSC, he/she will need to meet the eligibility criteria for an MSC commission, since this is a new appointment.

-Once selected and assigned, AGR members must remain in the position for a minimum of twenty-four (24) months.

-Applicants must meet requirements of ANGI 10-248, Air National Guard (ANG) Fitness Program.

-Applicants must have sufficient time remaining on current ANG enlistment or mandatory removal date to complete AGR Tour.

-Applicants should be able to complete 20 years Total Active Federal Military Service prior to reaching mandatory separation date (age 60).

-Once selected, members must maintain qualifications for mobilization and attend all Unit Training Assemblies (UTA), exercises, and periods of annual training.

-Current Technician employees that enter into the AGR program will be separated (or given the option of entering LWOP) from their Technician employment on the day prior to the AGR status effective date.

**-Security Clearance:** Applicants must have or be eligible to obtain a **SECRET** security clearance.

**-Medical/Physical:** Applicants must meet any medical standards or physical requirements designated for the position.

**-Direct Deposit/Electronic Fund Transfer Program:** Selected candidate is required to participate as a condition of employment.

-Vice: Edwards

## APPLICATION PROCEDURES

Interested applicants may apply for this AGR vacancy by submitting all of the following:

**-Complete and SIGNED NGB Form 34-1.**

**- Applicants MUST submit CURRENT fitness assessment.**

**-Current Record Review Listing (RRL-RIP).** Contact your local Military Personnel Flight (MPF) or visit the Virtual MPF. Applications must be delivered, Faxed, emailed or mailed to the Joint Forces Headquarters Indiana Human Resource Office and **MUST BE RECEIVED BY THE HUMAN RESOURCES OFFICE NOT LATER THAN 1600 HOURS ON THE CLOSING DATE OF THIS ANNOUNCEMENT.**

**- Incomplete application packets will NOT be considered for further review. If emailed, please submit all documents combined into ONE PDF attachment, if possible.**

**POC is SSG Siefferlen: 317-247-3300 EXT: 3390, DSN 369-2300 EXT: 3390.**

Applications must be delivered, emailed, or mailed to the Joint Forces Headquarters of Indiana Human Resources Office and must be received no later than **1600 hours on the closing date of this announcement.** **DO NOT CALL HR in regards to board times/dates. HR will notify you if you are selected.** Mailing address: Joint Forces Headquarters of Indiana, ATTN: Human Resources Office, AGR Branch, 2002 South Holt Road, Indianapolis, IN 46241-483, Email: [ng.in.inarnng.mbx.mdhrweb@mail.mil](mailto:ng.in.inarnng.mbx.mdhrweb@mail.mil) Original signature will be required for EMAILED copies at the time of the interview.

**Selecting Official: Patrick Renwick, Col, 181<sup>st</sup> IW, Terre Haute, IN COMM: 812-877-5222**