

Georgia National Guard



HUMAN RESOURCES OFFICE - AGR
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AIR ACTIVE GUARD RESERVE (AGR) VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: **HQ 002-2024** OPEN DATE: **9 November 2023** CLOSING DATE: **8 December 2023**

POSITION: **HEALTH SERVICES ADMINISTRATOR**

UNIT / LOCATION: **4TH WEAPONS OF MASS DESTRUCTION-CST
DOBBINS ARB, GA**

AFSC: **041A4A (Qualification in and possession of ANY AFSC)**
MINIMUM MILITARY GRADE: **2LT**
MAXIMUM MILITARY GRADE: **MAJ**
ASVAB: **N/A**
POSITION NUMBER: **0084267734**

AREA OF CONSIDERATION:

NATIONWIDE ☒ STATEWIDE ☐ UNIT ONLY ☐

THIS ANNOUNCEMENT IS OPEN TO ALL MEMBERS ELIGIBLE TO JOIN THE GEORGIA AIR NATIONAL GUARD (GA ANG). MEMBERS OF THE GA ANG, USAF (CURRENT AND FORMER), ANG AND USAFR ARE WELCOME TO APPLY.

SPECIAL NOTES:

NOTE I: (E8/E9/O4/O5/O6 Only) PROMOTION AND HIRING IS CONTINGENT UPON CONTROL GRADE AVAILABILITY.

NOTE II: POSSESSION OF SEIs: OT (AF OFFICER), 012 (AF ENLISTED); SQI: R1 (ARMY OFFICER), R (ARMY ENLISTED)

NOTE III: OPEN AS A COMMISSION OPPORTUNITY (SEE ADDITIONAL MANDATORY CRITERIA SECTION FOR REQUIREMENT)

All applicants must scan & submit the following documents in ONE file in the order listed below via email:

- ☐ **NGB Form 34-1 (Application for Active Guard/Reserve (AGR) Position)(Dated – 11 Nov 13).**
 - o Announcement number and position title must be annotated on the form. This document must be signed.
- ☐ **Report of Individual Personnel (RIP)(Must Be Dated Within the Last 30 Days)**
 - o RIP can be obtained from the servicing Force Support Squadron (FSS) or Virtual MPF (vMPF).
 - o Select Record Review and Print/View All Pages.
- ☐ **Report of Individual Fitness (Must Be Current)**
 - o Print from the myFitness application (myFSS). Test next due date must be current.
 - o Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite score of 75 or higher for entry into the AGR program.
- ☐ **Last 3 Evaluation Performance Reports or Letter of Evaluation**
 - o This document must be complete and signed.
 - o **Applicants unable to provide 3 evaluations must submit a signed AF77 Letter of Evaluation with a detailed justification of the missing evaluations. Must be signed by supervisor. Current A1C and below N/A.**
- ☐ **Enlisted Brief or Active Duty Enlisted CDB**
 - o Current Active Duty members only. This document can be obtained from the AF Portal.
- ☐ **DD 214 (Certificate of Release or Discharge from Active Duty)**
 - o Former USAF members only.

OPTIONAL DOCUMENTS TO SUBMIT: RESUME, MILITARY BIOGRAPHY, TRAINING CERTIFICATES

THE GEORGIA AIR NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER
SEEKING THE MOST HIGHLY QUALIFIED APPLICANTS

BRIEF DESCRIPTION OF DUTIES

This position is located at an Army National Guard Unit with minimum Air Force authorization; 4th Weapons of Mass Destruction-Civil Support Team (WMD-CST). The primary purpose of this position is to manage health services activities, including plans and operations, managed care, human resource medical management, medical logistics management, patient administration, medical budgetary and fiscal management, medical manpower, medical facility management, biometrics, medical recruiting, and aeromedical evacuation. Deputy quality control manager of ISO program.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs) REQUIRED FOR THIS POSITION:

- A. Ability to serve as the Commander's technical advisor for all medical personnel programs and functions within Medical Military Personnel Services and Sustainment Services.
- B. Ability to provide technical and administrative supervision and guidance to Medical Personnel, Medical Systems Management and Medical Section Personnel Readiness. Regularly advises and briefs wing and group leadership the status of any, or all programs. Resolves technical/policy issues presented by program managers.
- C. Skilled in planning, organizing and directing the activities of the Medical Personnel Section, ensuring the unit/commander complies with legal and regulatory requirements and all medical needs. Ability to take action to solve problems, increase effectiveness, handle special projects, correct unsatisfactory conditions, etc.
- D. Ability to oversee the programs of the 4th WMD-CST through senior workers that supervise technical and administrative activities within the medical section of the unit. Skilled in performing the full scope of supervisory function including the assignment of duties and disciplinary actions for all assigned medical personnel.
- E. Skilled in providing direct support to Wing, GSU's, assigned personnel, tenant units, their dependents, and retired members. Ability to research, interpret, analyze and apply Air Force Personnel Center (AFPC), Air Reserve Personnel Center (ARPC), Air Force (AF), Army National Guard (ARNG), WMD-CST Regulation (NGB J39) and Department of Defense (DOD) guidelines, policies, regulations, etc.
- F. Experience in planning and developing policies, procedures and goals for the effective administration, direction, management, and operation of all medical section functions. Knowledge of executing management policies by developing and implementing internal procedures and plans of action and establishing conformance to those policies. Experience identifying requirements and initiating requests for additional resources including personnel, overtime, equipment, supplies, and space to ensure success in meeting goals and objectives.

ADDITIONAL MANDATORY CRITERIA FOR COMMISSIONING OPPORTUNITY:

A. 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.

AIR NATIONAL GUARD MEMBERSHIP AND COMPATIBILITY REQUIREMENTS

This vacancy announcement will be for a control initial active duty tour of one (1) to three (3) years. Subsequent tours will be from one (1) to five (5) years dependent on resources and manning availability. The selected applicant will be placed in Active Guard/Reserve (AGR) military status under Title 32, USC 502(f). The incumbent will participate with the unit of assignment during unit training assemblies and annual training periods. After an applicant is selected for this position incumbent will be assigned to **AFSC: 041A4A, Dobbins ARB, GA**. If a selected applicant's grade is higher than the announced grade of the position (Enlisted Only) the selected applicant may be required to request an administrative reduction to the announced grade of the position. The wearing of the Air Force uniform as prescribed in AFI 36-2903 is required for the incumbent of this position. Acceptance of the position constitutes concurrence with these requirements as conditions of employment. Military Grade Inversion is strictly prohibited in the National Guard AGR Program.

QUALIFICATION REQUIREMENTS

- This opportunity is available to current members of the Active, Reserve, and Guard components of the United States Air Force. All applications will be accepted; however, first consideration will be given to Category I.
- Applicants are assessed into Category I or II:
 - Category I – All applicants currently possessing the required AFSC/Skill Level and Rank requirements stated above or TSgt and below rank announcements with no specified skill level (must meet rank/AFECD requirements).
 - Category II – All other applicants who do not possess the required AFSC and skill level, but meet the rank requirements and the basic AFSC entry requirements IAW ANGI 36-101, the Air Force Officer Classification Directory (AFOCD) or the Air Force Enlisted Classification Directory (AFECD) Attachment 4. Category II applicants are forwarded to the selecting official on request when a selection is not made from the Category I Register.
- The member must continue to progress in upgrading to skill level appropriate for his/her military grade. Members who do not successfully upgrade will be reassigned to a position for which qualified or removed from the AGR program.

OTHER REQUIREMENTS

- Member must meet the medical qualifications outlined in Chapter 12, ANGI 36-101.
- Members selected for initial AGR positions must meet the medical standards as outlined in AFI 48-123 prior to assignment.
- A current PHA with associated documentation must be less than 12 months old. Applicants whose PHA is greater than 12 months old will require a current exam as appropriate.
- Member must also be current in all IMR requirements (i.e. dental, immunizations, etc.)
- Member must comply with standards outlined in AFI 36-2905, Fitness Program and ANGI 36-101, Air National Guard AGR Program. To be eligible for entry into the AGR program, a passing score of 75 or better on the fitness test is required. Member must meet ALL eligibility criteria in ANGI 36-101.
- Enlisted member must not have been previously separated from active duty or a previous AGR tour for cause.
- Selected applicants with 15 or more active duty years of service require a waiver from NGB/A1 to enter into the Georgia Air National Guard AGR program.
- Member must have sufficient retain ability to obtain 20 years of Active Federal Service for retirement purposes. A waiver request to this policy will be considered on a case-by-case basis.
- **AGRs and their authorized dependents may be entitled to PCS benefits provided by law IAW the Joint Federal Travel Regulations (JTR)-PCS entitlements. Individuals entitled to PCS entitlements should not leave their HOR until PCS orders are provided.**

IMPORTANT NOTES REGARDING COMPLETION AND SUBMISSION OF YOUR APPLICATION

- Applications must be typed or printed in legible dark ink. Sign and date the application.
- Be sure to correctly annotate the announcement number and position title on your application.
- Incomplete application packages (i.e. failure to explain “yes” answers in Section IV on the NGB 34-1. Missing or expired documentation) will not be processed for board consideration.
- Applicants must furnish the required documentation as specified in the announcement. If required information is not provided, consideration will not be given in the qualification process.
- Scan documents as one file in the order listed on page one (.pdf file format only).
- Limit file size to less than 3MB (1MB or less is ideal).
- **Place only the following information in the subject line of your email: Announcement Number / Full Name (Example: ACW 001-2015 / Jane S. Doe).**

- Hard-copy and faxed applications will not be accepted.
- A confirmation email will be sent from our office upon receiving your application. Please allow up to 5 business days for the HR Staff to contact you once your application has been uploaded.

Email applications to: tyisha.mcnutt@us.af.mil, nicholas.coney@us.af.mil, kenya.jackson.4@us.af.mil

Applications must be received by midnight on the closing date.