

# ALABAMA AIR NATIONAL GUARD

## ACTIVE GUARD/RESERVE (AGR) VACANCY ANNOUNCEMENT

<b>ANNOUNCEMENT NUMBER:</b> 17-006 (Nationwide)	<b>OPEN DATE:</b> 6 October 2016	<b>CLOSE DATE:</b> 8 November 2016	
<b>POSITION TITLE:</b> Health Services Management	<b>FUNC CODE:</b> 510000	<b>PEC #:</b> 00058221G	<b>UMDA POSITION #:</b> 009932361C
<b>AFSC:</b> 4A000	<b>GRADE:</b> Promotable SMSgt/(E8) – CMSgt/(E9)	<b>UNIT/LOC/SELECTING OFFICIAL:</b> 187 <sup>th</sup> Fighter Wing, Montgomery, AL Col Rondal K. Efferson	

### DUTIES & RESPONSIBILITIES:

Performs and directs patient management functions. Interprets communications, directives, and publications. Coordinates release of information functions. Prepares health record copies and abstracts. Coordinates release of information functions. Prepares, files, safe- guards, transfers, and retires health records. Maintains patient locator and suspense files. Prepares, codes, and transmits clinical record cover sheets. Transcribes daily information onto charts. Transcribes physicians' orders, and prepares requests for diagnostic tests, consultations, and referrals. Performs functions to admit, discharge, and transfer patients. Compiles information and prepares reports, graphs, and charts on bed occupancy, staffing, dental health, [medical care from civilian sources](#), and professional activities. Prepares patient related correspondence and special orders for patient assignment, reassignment, and [aeromedical evacuation](#). Coordinates and prepares forms. Identifies and processes Line of Duty (LOD) determinations. Monitors dependents education (overseas clearance) program. Identifies, coordinates, and processes medical conditions requiring Medical Evaluation Board (MEB) proceedings. Verifies patient eligibility. Performs procedures for network referrals. Provides claims assistance and counseling to beneficiaries. Performs and manages resource management functions. Prepares financial statements and subsistence stock records. Compiles information, subsistence accounting, and prepares statistical reports. Performs market analysis and business-case analysis. Coordinates third party collection (TPC) activities and prepares necessary reports. Assists in manpower surveys and developing manpower standards. Identifies manpower standard exceptions and deviations. Screens medical records to gather data for medical audits. Analyzes workload and cost data to validate manpower requirements, and develops adjustments and projections to support clinical or mission changes. Monitors the Unit Manpower Document (UMD) to ensure requirements and funding are accurately reflected. Monitors the Unit Personnel Management Roster (UMPR) to ensure correct assignment of personnel resources. Identifies personnel staffing shortages and coordinates permanent or temporary assignment actions. Collects, maintains, prepares and analyzes Medical Expense and Performance Reporting Systems (MEPRS) data or comparable workload accounting system. Prepares budget estimates and financial plans. Monitors expenditures and obligations; analyzes financial reports and accounting and workload reporting procedures; conducts studies and [internal audits](#). Performs and manages medical information technology functions and activities. Requests and documents technical assistance. Manages hardware and software activities. Monitors information technology security programs. Performs customer support activities. Manages user-training programs

On-Board AGR personnel do not have to meet initial entry criteria.

Job announcement, AGO Form 198, and AGR Eligibility Checklist are on the HRO website @ [www.al.ngb.army.mil](http://www.al.ngb.army.mil)

### QUALIFICATION/ELIGIBILITY REQUIREMENTS:

Applicant must be a member in the Alabama Air National Guard.

Applicant should be able to complete 20 years of active duty service prior to mandatory separation.

Must have a score of 44 in the aptitude area General.

Applicant must meet physical qualifications outlined in AFI 48-123, Attachment 2, Medical Examination and Standards.

Applicant must meet weight requirements at the time of entry into the AGR program. Any member on the ANG Weight Management Program is ineligible for entry into AGR Status.

Officers must meet the entry-level AFSC qualification criteria outlined in AFMAN 36-2105 for the duty AFSC compatible with the UMDA position.

Applicant must not be eligible for or be receiving an immediate Federal Retirement Annuity (military or civilian).

Applicant must be medical AFSC with no option to retrain.

**APPLICATION PROCEDURES (following must be submitted)**

1. Complete NGB Form 34-1 (dated 20131111 or newer) and sign. **(FAX copies will not be accepted.)**
2. All applications **must be** submitted with the new AGR Eligibility Checklist in ANGI 36-101 dated June 2010 verified by the appropriate Military Personnel Flight (MPF). Provide an AF Form 422 (Physical Profile Serial Report), and an ANG Fitness Assessment worksheet. Also, the new AGR Eligibility Checklist is available on the HRO website.
3. If over grade to the announced position, applicant must submit a written statement indicating a willingness to be administratively reduced.
4. Submit complete applications to the following address: **OTAG, ATTN: JFHQ-HRO-MDM, ATTN: MSG Gibson, 1720 Congressman W.L. Dickinson Drive, MONTGOMERY, AL 36109-0711** to arrive by COB on the closing date of the announcement.
5. Incomplete applications or applications received after the closing date will be returned without action.
6. If you have any questions regarding application procedures, call MSG Gibson at (334) 271-7468.