

**AIR NATIONAL GUARD**  
**MAINTENANCE GROUP, 187TH FIGHTER WING,**  
**MONTGOMERY, ALABAMA**

**ACTIVE GUARD RESERVE (AGR) – MILITARY VACANCY ANNOUNCEMENT # 23-053**

**OPEN DATE: 18 AUGUST 2023**

**EXPIRATION DATE: 17 SEPTEMBER 2023**

**Open To:** The following AGR tour announcement is open to all current members of the Alabama Air National Guard and those eligible for membership in the Alabama Air National Guard.

<b>Number of Positions:</b>	<b>1</b>
<b>Title:</b>	<b>Medical Plans Officer</b>
<b>Position Number:</b>	<b>102813834</b>
<b>Minimum/Maximum Grade Authorized:</b>	<b>1<sup>st</sup> Lt - Maj</b>
<b>Required ASVAB</b>	<b>N/A</b>
<b>Duty AFSC:</b>	<b>41A</b>
<b>Security Clearance:</b>	<b>Secret</b>
<b>Unit/Duty Location:</b>	<b>187<sup>th</sup> Fighter Wing Montgomery, AL (Med Det 1)</b>

For more information about this position or the unit of assignment, please contact the Selecting Official.  
Selecting Official: Lt Col Brandi Hyatt 334-394-7177

Promotion to the highest grade may not be supported by the units manning authorizations.

Promotion to the grades O-4, are contingent on the availability of a control grade.

### **APPLICATION REQUIREMENTS**

**NGB Form 34-1 (Application for Active Guard/Reserve (AGR) Position; Dated 11 Nov 13)**

- Announcement number and position title must be annotated on the form (i.e. 21-XXX).

**Report of Individual Personnel (RIP): Obtain from Virtual Military Personnel Flight (vMPF)**

- RIP can be obtained from the servicing Force Support Squadron (FSS) or Virtual MPF (vMPF)
- Select Record Review and Print/View All pages (vMPF instructions)

**Report of Individual Fitness (Must Be Current)**

- myFitness Report: Must be Current and passing.

**AF Form 422, Physical Profile Serial Report**

- Must be signed and validated within 12 months from your Medical Group (working copy is acceptable)

**DD 214 (Certificate of Release or Discharge from Active Duty)**

- Former Active Duty members only

All applications must be submitted with a completed AGR Eligibility Checklist, found in ANGI 36-101. Your unit's HRO Remote Designee or the appropriate FSS representative must complete this checklist.

**Email completed application packages to:**

**JFHQ-AL MDM**

**ATTN: MSG JIMMY L. ACOFF**

**[ng.al.alarng.list.j1-air-mdm@army.mil](mailto:ng.al.alarng.list.j1-air-mdm@army.mil)**

**P.O. Box 3711**

**Montgomery, AL 36109-0711**

**\*All emailed packages must be in a single PDF\***

**DUTIES AND RESPONSIBILITIES:** The information below was taken for the AFOCD, 30 Apr 2023.  
(<https://www.recruiting.af.mil/Portals/78/Docs/Forms/AFOCD-%2030%20Apr%2023%20-v3.pdf?ver=zgRDkT74dIskDrpe9kWPvA%3D%3D>).

**JOB INTRO/TITLE: Health Services Administrator (Medical Plans Officer for CERFP)**

**1. 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 and 260800.

**2. Duties and Responsibilities:**

2.1. 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.

**3. Specialty Qualifications:**

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.

#### **4. Specific Duties and Responsibilities unique to the CERFP (187MDG/Med Det 1)**

- A. Understands and can work in the Incident Command System (ICS) at the local, state and federal levels. The candidate must be familiar with Government and Non- Governmental agencies involved in response to CBRNE events.
- B. Ability to plan, budget, coordinate, execute Medical Element training exercises, collect and compile MR/PIES.
- C. Ability to understand and articulate NGCERFP capabilities to all, including (but not limited to) first responders, Emergency Medical Systems (EMS) and hospital personnel.
- D. Strong communication and briefing skills and be familiar with medical/communication devices including satellite, radio, computer and web based applications (secure and non-secure).
- E. Ability to coordinate medical training, exercises and operations, taking input and requirements from CERFP sections leaders to assist in managing the NGCERFP Yearly Training Plan (YTP).
- F. Understands medical logistics function with a working knowledge of the Air Force Medical Logistics system.
- G. Knowledge of AF/ANG Unit Type Codes (UTC) Management and Readiness Skills Verification (RSV)/Air Force Specialty Code (AFSC) medical readiness training requirements for assigned personnel.

#### **Air National Guard Membership and Compatibility Requirement**

This vacancy announcement will be for an initial active duty tour of one (1) to six (6) years. Subsequent tours will be from one (1) to six (6) years. 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 **3F5X1** at the **Maintenance Group**, 187<sup>th</sup> Fighter Wing, Al. 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 not authorized in the National Guard AGR Program.

#### **Other Requirements**

- i. Members selected for initial AGR positions must meet the medical standards as outlined in AFI 48-123 prior to assignment.
- ii. 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.
- iii. Member must also be current in all IMR requirements (i.e. dental, immunizations, etc.)
- iv. 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.
- v. Enlisted member must not have been previously separated from active duty or a previous AGR tour for cause.
- vi. 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.
- vii. 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.

**BONUS/INCENTIVE RECIPIENTS:** *If you currently receive any type of incentive such as bonus, student loan repayment, or GI Bill Kicker, these incentives will stop effective on the first day of full time employment with the National Guard. Contact your **RETENTION OFFICE MANAGER**.*

**The information below was taken from ANGI 36-101, 21 Apr 2022.**

**5.3. Grade.** To accept an AGR position, an applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Reference [paragraph 6.6](#) for proper assignment to a position/unit. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with AFI 36-2502, *Enlisted Airman Promotion/Demotion Programs*, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package.

**5.4. Commissioning of Enlisted Member.** Enlisted personnel applying for officer positions must be eligible for commissioning upon application for AGR duty. Assignment to the AGR tour will not become effective until the individual receives a commission in the ANG and as a Reserve of the Air Force and has completed formal training for which an AFSC has been awarded

**5.5. Air Force Fitness Standards.** AGR Airmen are subject to the provisions of AFMAN 36-2905, *Air Force Physical Fitness Program*. Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented DLC which prohibits them from performing one or more components of the Physical Fitness Assessment (PFA), an overall "Pass" rating is required and any DLC must be resolved prior to accession.

**5.6. Security Clearance.** AGRs must have a current favorable adjudicated personnel security investigation that is commensurate with their currently assigned AFSC. Local security representatives can provide verification of security clearance information using the Defense Information System for Security (DISS).

5.6.1. AGR follow-on assignments will not be issued without a current favorable adjudicated security clearance investigation. Extensions to orders while awaiting security clearance adjudication will be considered on a case-by-case basis and must be submitted through TAG or CG, or designee, to NGB/A1PP for consideration.

5.6.2. If a Top Secret security clearance is not held by Airmen selected for an AGR assignment that requires access to top secret information, the Airman must initiate a security clearance update. The AGR selectee must notify his/her unit security manager to initiate a new security investigation. The HRO/AGR Manager will not issue the AGR orders until the security clearance upgrade is initiated, and the member has a current favorable investigation.

**5.7. Separated for Cause.** To be accessed in the AGR program, an individual must not have been previously separated for cause from a previous Reserve Component AGR tour or from any Active Component. Requests for waiver to this policy will be annotated on the AF Form 679 and routed to NGB/A1PP.

**5.8. Retainability for an AGR Assignment.** Enlisted personnel must obtain sufficient retainability to fulfill an AGR assignment.

**5.9. Sanctuary.** It is not the intent of the AGR program to bring non-career applicants into the sanctuary zone (18 to 20 years of TAFMS). Anyone whose order, whether active duty (AD) or full-time National Guard duty (FTNGD) other than for training, places them at 18 years or more of TAFMS will require a signed, approved sanctuary waiver in accordance with DAFI 36-2110, *Total Force Assignments*.

**5.10. Inability to attain 20 years TAFMS.** AGR applicants should be able to attain 20 years of TAFMS in the AGR career program. Waiver authority of this requirement is The Adjutant General, Commanding General, or designee. Individuals selected for AGR tours that cannot attain 20 years of TAFMS prior to reaching mandatory separation must complete the Statement of Understanding contained in [Attachment 3](#). The HRO will maintain the completed, signed Statement of Understanding.

**5.11. Medical Requirements.** Applicants for permanent, occasional or AGR deployment backfill tours must meet the requirements outlined in [Chapter 12](#).