

# TRADITIONAL GUARD OFFICER VACANCY ANNOUNCEMENT

(New Commission or Commissioned)

## NEW YORK AIR NATIONAL GUARD AIR NATIONAL GUARD BASE

107th Airlift Wing  
9910 Blewett Avenue  
Niagara Falls, NY 14304-6001

UNIT: 107<sup>th</sup> Medical Group

POSITION TITLE: Health Services Administrator

MAX AVAILABLE GRADE: Major /O-4 or  
Appoint as 2<sup>nd</sup> Lt if newly commissioned

ANNOUNCEMENT #: NF 13-21(CORRECTED)

DATE: 25 Apr 13

CLOSING DATE: 31 May 13

AFSC: 41AX

---

AREA OF CONSIDERATION: **NATIONWIDE**

All candidates may apply who meet the basic qualifications for this position and who are eligible for membership in the NYANG.

## SPECIALTY SUMMARY

(As outlined in AFOCD Dated 31 Oct 2012)

Manages health services activities, including plans and operation, 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.

## QUALIFICATION AND SELECTION FACTORS

- Selection for this position will be made without regard to race, religion, color, creed, gender, or national origin.
- Applications are subject to review by the MPF and as mandatory requirements are met, applicants must meet an Officer Screening and Interview Board (OSIB).
- The requirements and qualifications prescribed in this announcement are the minimum for this position. Appointment is not assured merely by meeting these requirements. Applicants considered must qualify with the requirements outlined in ANGI 36-2005 and AFI 36-2005

## DUTIES AND RESPONSIBILITIES: For a more detail description of Duties and Responsibilities see AFOCD, 31 Oct 12

- 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 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.
- Monitors and directs health services programs. Interprets and directs the implementation of policies governing health services programs.

**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.

**EDUCATION:** For entry into this specialty, one of the following is mandatory:

- A graduate degree in health care administration, hospital administration, public administration, business administration, business management, information systems management, finance, accounting, statistics, marketing, economics, or other business-related equivalent.
- An undergraduate academic major in accounting, business administration, business management, computer science, information systems, economics, finance, health care administration, marketing, public administration, clinical or health systems engineering, operations research, or other business-related equivalent.

**TRAINING:**

- For award of AFSC 41A3, completion of the basic health services administration course is mandatory.

**EXPERIENCE:**

- For award of AFSC 41A3, officers must have at least 12 months experience in one of the MSC core functions, which are prescribed as 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.

**APPLICATION PROCEDURES:**

**New Commissioning:** Applicants will prepare and forward a Cover Letter, Resume, one copy of the AF Form 24, Application of Appointment as Reserve of the Air Force or USAF Without Component, Current Official College Transcripts (forwarded directly from the college), DD Form 214, Record of Separation/Discharge from the US Armed Forces (if applicable), Record Review RIP, current Physical Fitness Evaluation Report (if applicable), DD Form 2807-2, MEDICAL PRESCREEN OF MEDICAL HISTORY REPORT and court disposition for any offenses.

**For Commissioned Officers:** Applicants will prepare and forward a Cover letter, Resume, one copy of the AF Form 24, Application of Appointment as Reserve of the Air Force or USAF Without Component, vMPF records review RIP, copy of current physical fitness test, DD Form 2807-2, MEDICAL PRESCREEN OF MEDICAL HISTORY REPORT and court disposition for any offenses.

\*\*\*\* MUST PROVIDE A COPY OF YOUR GRE/GMAT SCORES TAKEN WITHIN THE LAST FIVE YEARS. IF YOUR TEST WAS TAKEN BEFORE 1 AUG 2011 YOUR MINIMUM SCORE IS 800. YOU MUST HAVE SCORED A MINIMUM OF 286 IF TEST WAS TAKEN 1 AUG 2011 OR AFTER. GMAT MINIMUM SCORE IS 400.

**PLEASE DO NOT ATTACH MATERIAL IN A BINDER OR DOCUMENT PROTECTORS.**

**Any application that is incomplete will not be considered. Application must reach my office by close of business on day of vacancy closing, 31 May 13.**

**MAIL APPLICATION TO:** 107<sup>th</sup> FSS/FSMPM  
9910 BLEWETT AVENUE  
NIAGARA FALLS, NY 14304-6001  
ATTN: MSgt Dawn M. Leiser

**DISTRIBUTION:**

Each NYANG Installation

HQ NYANG/DPMO

107 AW Home Page

107 Message Release