TRADITIONAL GUARD OFFICER VACANCY ANNOUNCEMENT

(New Commission or Commissioned)

NEW YORK AIR NATIONAL GUARD

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

UNIT: 107th Medical Group

POSITION TITLE: Health Services Administration

MAX AVAILABLE GRADE: **Lt Col**

ANNOUNCEMENT #: NF 16-13

DATE: 23 August 2016

CLOSING DATE: 1 November 2016

AFSC 41A

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 effective 31 October 2015)

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.

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:

- 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.

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 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 business-related equivalent.
- 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, Biomedical Engineering, Clinical Engineering and Health Management/Health Systems Engineering, Architecture, Operations Research or other closely-related degree.
- GMAT/GRE scores from an examination taken within the last five years as of 1 January 2016 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.

- 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.

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:

For Newly Commissioned Officers: Applicants will prepare and forward a Cover letter, Resume, an AF Form 24, APPLICATION OF APPOINMENT AS RESERVE OF THE AIR FORCE OR USAF WITHOUT COMPONENT AF 24, Current Official College transcripts (forward directly from the college to the address below), DD Form 214, RECORD OF SEPARATION/DISCHARGE FROM US ARMED FORCES (if applicable), vMPF Record Review Rip, current Physical Fitness Evaluation Report , AFOQT Scores, and DD Form 2807-2, MEDICAL PRESCREEN OFMEDICAL HISTORY REPORT. (Completed by the member not from Medical records)

Commissioned: Applicants will prepare and forward an Cover letter, AFOQT, Resume, an AF Form 24, Application of Appointment as Reserve of the Air Force or USAF Without Component, vMPF Records Review RIP, current Physical Fitness Evaluation Report and DD Form 2807-2, MEDICAL PRESCREEN OF MEDICAL HISTORY REPORT. (Completed by the member not from Medical records)

Complete application package must be received no later than close of business on the closing date of the vacancy announcement, 1 November 2016. Incomplete packages will not be considered. For more information or questions contact MSgt Melissa N. Shenefiel at 716-236-3627 or by e-mail at melissa.n.shenefiel.mil@mail.mil

MAIL APPLICATION TO: 107TH AW FSS/FSM
9910 Blewett Avenue
Niagara Falls, NY 14304-6001
ATTN: MSgt Melissa N. Shenefiel

Or emailed to : usaf.ny.107-msg.list.fss-customer-service@mail.mil

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