



Colorado Air National Guard  
Active Guard Reserve (AGR)  
Position Announcement #  
**COANG 20-322**



<https://co.ng.mil/Jobs/Air-AGR/>

<b>POSITION TITLE:</b> <b>CERFP Health Service Administrator</b>	<b>AFSC:</b> 41A3	<b>OPEN DATE:</b> <b>08 Dec 2019</b>	<b>CLOSE DATE:</b> <b>22 Jan 2020</b>
<b>UNIT OF ACTIVITY/DUTY LOCATION:</b> <b>140th Medical Group</b> <b>Buckley Air Force Base, CO 80011</b>		<b>GRADE REQUIREMENT:</b> <b>Minimum: 01 Maximum: 04</b>	
<b>SELECTING OFFICIAL:</b> <b>Maj Jason Harrison</b> <b>DSN: 847-7611; Comm: 720-847-7611</b> <b>(Please do not contact through social media)</b>	<b>(HRO Use Only)</b> <b>0840845191</b> <b>Immediately</b>	<b>QUALIFICATION REQUIREMENTS:</b> <b>See below in Position Requirements</b> <b>This is <b>NOT</b> a commissioning opportunity</b>	

**AREAS OF CONSIDERATION**

**Category A: Current members of the Colorado Air National Guard**  
**Category B: Fully qualified nationwide applicants (all members eligible to transfer to the COANG)**

**\*Open to any AFSC\***

**\*If 41AX AFSC is not held, must possess qualifying degree and complete GMAT and GRE meeting minimum scores no later than 22 February 2020 OR have completed requirements within last 5 years\***

**\*NOT a commissioning opportunity\***

**\*All applicants MUST meet the grade requirement and physical/medical requirements outlined\***

All applicants should be aware that the Colorado National Guard does not permit smoking in the work place. Smoking is permitted only in designated areas during scheduled breaks. Acceptance of an AGR position will cause termination from Selected Reserve Incentive Programs.

**Position Requirements:**

1. PCS funding is available.

**Graduate degrees:** 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 closely-related equivalent as specified below.

**Undergraduate degrees:** 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, and Health Management/Health Systems Engineering, Operations Research or other closely-related degree as specified below.

**Closely-related degrees:** Applicants may apply to the board with either a business-related degree appropriate to a healthcare environment or closely related to a healthcare/medical administration degree; however, in order for the degree to qualify, the applicant must have successfully completed 6 of the following 11 courses **within** that degree: **accounting, business management, economics, emergency management, finance, healthcare administration, information management, leadership, marketing, research and analysis, or statistical analysis.**

**Other Requirements:** Graduate Management Admission Test (GMAT)/Graduate Record Examination (GRE): GMAT *minimum* score is 500/ GRE *minimum* is 292.

**Duties and Responsibilities:**

1. Refer to Air Force Officer Classification Directory (AFOCD) for specific duties associated with this AFSC.
2. Must be able to master the skills and concepts in all elements of Expeditionary Medical Support (EMDS) Operations to include Public Health, Bio-Environmental, Medical Logistics, Credentialing, and Pharmacy operations. The Candidate will directly support the National Guard – Chemical, Biological, Radiological, Nuclear and High Yield Explosive (CBRNE) Enhanced Response Force Package (NG CERFP), the NG CERFP Commander and full-time CERFP team. In addition, the candidate will communicate issues and status to the NG CERFP chain of command. Primary responsibilities will be to coordinate and oversee NG CERFP actions related to planning and implementation of mass casualty exercises in preparation for a homeland defense mission. To successfully accomplish this, the candidate will be responsible for training, personnel action, logistical support, budget formulation and execution, along with administrative support for a diverse team. Interested candidates will have a proven track record of successful leadership within their own organization. The position requires working additional weekends, beyond the normal UTA schedule. The successful candidate must also possess excellent interpersonal skills and ability to build relationships with both military and civilian organizations. Performs other duties as assigned.

## INSTRUCTIONS/INFORMATION FOR APPLICANTS

<p>Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities.</p>	<p>Individuals who have been separated from other military services for cause, unsuitability, or fitness for military service are not eligible to enter the AGR program.</p>	<p>IAW ANGI 36-101 "Initial tours may not exceed 6 years..." AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD.</p>
<p>In order to properly manage the promotion opportunities and proper career management in the AGR program, Colorado HRO force management policy considers an applicant's total active federal military service (TAFMS) as a factor in hiring. The organizational standard is &gt;8 years for entry as an E7 or O4, &gt;12 years for entry as an E8 or O5, and &gt;16 years for entry as an E9 or O6. This is a baseline standard that may be waived on a case-by-case basis provided the waiver is in the best interest of the organization. If applicable, the selecting supervisor will seek a waiver on the applicant's behalf; applicants have no responsibility to seek a waiver to this policy.</p>	<p>Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, <i>Medical Examination and Standards</i>. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status.</p>	<p>An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Enlisted Airmen who are voluntarily assigned to a position which would cause an over-grade must indicate in writing a willingness to be administratively reduced in grade in accordance with AFI 36-2502, <i>Enlisted Airman Promotion/Demotion Programs</i>, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package.</p>
<p>ANGI 36-101 "applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members. Exceptions may be considered...."</p>	<p>This vacancy announcement may be used to create an order of merit list (OML) from which additional like vacancies may be filled without further competition. Applicants may remain on this OML for up to three months.</p>	<p>Any further questions regarding the AGR program may be answered in ANGI 36-101.</p>

## APPLICATION PROCEDURES

- Complete applications must be received no later than 2359 Mountain Time on the close date.
- Applicants without email access may make special arrangements to deliver applications by contacting the Air AGR Office via one of the methods below.
- Applicants may include copies of training certificates or any additional documentation they feel is applicable to the position for which they are applying.

### UNSIGNED OR INCOMPLETE PACKAGES WILL BE DISQUALIFIED

#### **Required Documents:**

1. NGB Form 34-1, version 20131111 (<http://www.ngbpdc.ngb.army.mil/>)
2. Military Resume (Cover letter optional)
3. Current (within 30 days) Records Review RIP (available on vMPF via AF Portal)
4. Current and passing Report of Individual Fitness from Air Force Fitness Management Systems II (AFFMS II)
5. Applicants who are NOT a member of the COANG must submit: [Job Application Prescreen Packet](#) (located under Forms tab on CONG jobs website: <https://co.ng.mil/jobs>)

**Attach all files as original pdf documents (not scanned) individually or in a single pdf portfolio.  
Job Application Prescreen Packet may be scanned if necessary.**

Email applications to: [Jessica.L.MacDonald14.mil@mail.mil](mailto:Jessica.L.MacDonald14.mil@mail.mil)

**Applicants will receive confirmation of receipt and qualification status once the application is processed. If you do not receive confirmation within three business days, please contact TSgt Jessica MacDonald at [usaf.co140-wg.mbx.hro-agr-office@mail.mil](mailto:usaf.co140-wg.mbx.hro-agr-office@mail.mil).**  
For questions regarding AGR application procedures, please contact the Air AGR Office via email at [usaf.co.140-wg.mbx.hro-agr-office@mail.mil](mailto:usaf.co.140-wg.mbx.hro-agr-office@mail.mil)

## REMARKS

Federal law prohibits the use of government postage for submission of applications.

**The Colorado National Guard is an equal opportunity employer.**

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.

Potential for promotion in the position is contingent upon assignment to the appropriate UMD grade, compliance with ANGI 36-101 grade compatibility requirements and, if applicable, the availability of an AGR control grade. Selection for the position at a higher grade does not automatically constitute the immediate availability of an AGR control grade required for promotion to the higher grade.