



Colorado Air National Guard
Active Guard Reserve (AGR)
Position Announcement #



COANG 24-320a

<http://co.ng.mil/JOBS/AGR-Air>

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| POSITION TITLE: Health Services Administrator/ Military Plans Officer (MPO) | DAFSC: 41A3 | OPEN DATE: 07 Jun 2024 | CLOSE DATE: 22 Jul 2024 |
| UNIT OF ACTIVITY/DUTY LOCATION: 140th Medical Group (Det 1) Buckley SFB, CO | | GRADE REQUIREMENT: Minimum: O1 Maximum: O4 | |
| SELECTING OFFICIAL: Lt Col Jessica Hegewald COMM: (720) 847-6490 DSN: 847-6490 | (HRO Use Only) 084519134 AVAILABLE: Immediately | QUALIFICATION REQUIREMENTS: *COANG Retraining Opportunity* *Nationwide 41A3* | |

AREAS OF CONSIDERATION

Category A: Current members of the Colorado Air National Guard (MSC Accession Eligible)
Category B: Nationwide Fully qualified AFSC 41A3

COANG members see retraining requirements below

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 workplace. 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. Position is located at Buckley Space Force Base. BAH will be calculated off of the 80011 zip code.
2. For applicants who do not currently hold the AFSC, a Federal Temporary Appointment package may need to be submitted and approved by NGB before accession into the COANG. This will be determined by the Designated Officer Recruiter upon selection notification and initiation of transfer. See MSC Accession Guide Link below.

Seeking fully trained Medical Service Corps (MSC) or applicant who is able to cross-train into AFSC per requirements listed within the Air National Guard Medical Service Corps (MSC) Accessions Information Guide:

<https://carepoint.health.mil/sites/ANGSG/CMEF/Pages/Medical-Services-Corps.aspx>

Duties and Responsibilities:

1. Refer to Air Force Officer Classification Directory (AFOCD) for specific duties associated with this AFSC.

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.

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 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.

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.

Mandatory Education Requirements:

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.

Additional Position Information:

The candidate will directly support the National Guard – Chemical, Biological, Radiological, Nuclear and High Yield Explosive (CBRNE) Enhanced Response Force Package (NG CERFP), the CO CERFP Commander/Detachment-1 Commander and full-time CERFP team. In addition, the candidate will be responsible for daily operations & readiness of the Chemical Response Enterprise (CRE) Medical Detachment, execution of the Yearly Training Plan, communicates issues and status to the CERFP chain of command. Primary responsibilities will be to act as the Resource Advisor, manages budget allocation/activities IAW AF guidance, coordinates and oversee CERFP actions related to planning and implementation of mass casualty exercises in preparation for a homeland defense mission, as well as inspections. 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

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| 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 | 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 | 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 |
| 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 >8 years for entry as an E7 or O4, >12 years for entry as an E8 or O5, and >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. | 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 | 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. |
| 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...." | 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 90 days. | Any further questions regarding the AGR program may be answered in ANGI 36-101 |

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 <https://co.ng.mil/jobs>
2. Military Resume (Cover letter optional)
3. Current (within 30 days) 8 page Records Review RIP (available on vMPF via AF Portal)
4. Current and passing Report of Individual Fitness from My FSS (must be current as of the close date on this announcement)
5. Last 3 Officer Performance Reports (OPR/OPBs) or EPBs if newly commissioned
6. Applicants who are NOT members of the COANG must submit: [Job Application Prescreen Packet](#) (located under Forms tab on CONG jobs website: <https://co.ng.mil/job>)

**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: 140.wg.hro.agr.office.org@us.af.mil

Applicants will receive confirmation of receipt and qualification status once the application is processed. If you do not receive confirmation within five business days, please contact 140.wg.hro.agr.office.org@us.af.mil

For questions regarding AGR application procedures, please contact the Air AGR Office via email at 140.wg.hro.agr.office.org@us.af.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.