



**Colorado Air National Guard  
Traditional  
Position Announcement  
COANG 19-019**



<https://coarng.joint.afpims.mil/Jobs/Air-Traditional/>

<b>POSITION TITLE:</b> Health Services Administrator	<b>AFSC:</b> 41A3	<b>OPEN DATE:</b> 12-Dec-18	<b>CLOSE DATE:</b>
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<b>UNIT OF ACTIVITY/DUTY LOCATION:</b> 140 Medical Group Buckley AFB, CO 80011	<b>GRADE REQUIREMENT:</b> <b>Minimum: O1 Maximum: O4</b>
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<b>SELECTING SUPERVISOR:</b> Lt Col Carrie Worrell	<b>VACANCY</b> 09925811C	<b>PHYSICAL PROFILE:</b> <i>(Officer N/A)</i> PULHES – X Factor – ASVAB –
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**AREAS OF CONSIDERATION**

Traditional    
  Tech (must bring EA/review by FSS)    
  AGR (must bring EA/review by FSS)

Current COANG members    
  Nationwide (Military eligible for membership in the COANG)

Enlisted    
  Officer    
 Commissioning Opportunity

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

**DUTIES AND RESPONSIBILITIES**

**DUTIES and RESPONSIBILITIES:**

Formulates, interprets, and implements policy. Plans and organizes activities associated with peacetime and wartime health services administration, such as manpower, medical readiness, outpatient records, and morale and welfare services for patients and medical personnel.

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 readiness, fiscal management, human resource management, patient administration, and credentialing.

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. 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.

**DUTIES and RESPONSIBILITIES (Cont'd):**

**SPECIALTY QUALIFICATIONS:**

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.

**APPLICATION PROCEDURES**

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to the location below. Complete applications must be received no later than 2359 on or before the closing date.

\*\*\*Selecting officials have the right to hold package review boards prior to in-person interviews\*\*\*

**Incomplete packages will not be considered for the position vacancy**

1. Cover Letter identifying the position you are applying for.
2. Civilian or Military Resume.
3. CURRENT Records Review RIP (available on vMPF via AF Portal).
4. CURRENT Points Credit Summary (available on vMPF via AF Portal).
5. CURRENT and PASSING Report of Individual Fitness (from Air Force Fitness Management Systems (AFFMS))
6. Additional requirements:

**Add any other documentation you want provided.**

**\*\*\*SUBMIT ELECTRONIC ONLY\*\*\***

**QUESTIONS?**

If you have any questions on package submission you may contact 720-847-9302/DSN 847-9302 or email to the below email addresses. If you have any position related questions please contact the selecting supervisor.

**E-MAIL APPLICATIONS TO MPS:**

**OR**

**SUBMIT SECURE APPLICATIONS VIA SAFE ACCESS FILE EXCHANGE (SAFE) <https://safe.arl.army.mil/>**

matthew.b.mensch.mil@mail.mil  
Lydia.L.Hanson.mil@mail.mil;  
ada.a.ponder.mil@mail.mil;  
julia.p.warner2.mil@mail.mil

matthew.b.mensch.mil@mail.mil  
Lydia.L.Hanson.mil@mail.mil;  
ada.a.ponder.mil@mail.mil;  
julia.p.warner2.mil@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.