AIR NATIONAL GUARD MILITARY (AGR) VACANCY ANNOUNCEMENT

HUMAN RESOURCES OFFICE
KANSAS NATIONAL GUARD
5920 SE COYOTE DR
TOPEKA, KS 66619

DATE
06 MAR 2019

ANNOUNCEMENT NO.
55-2019

OPEN TO CURRENT MEMBERS OF THE 184th INTELLIGENCE WING

APPLICATIONS WILL BE ACCEPTED UNTIL
21 MAR 2019, 1500 HRS

MILITARY POSITION TITLE & NUMBER
HEALTH SERVICES SUPERINTENDENT
#1027795

MIL AFSC & GRADE
4A091/SMSGT

APPOINTMENT FACTORS
SEE BELOW

LOCATION OF POSITION
184 MDG
MCCONNELL AFB, KS 67221

MINIMUM RANK
MSGT IMMEDIATELY PROMOTABLE

MAXIMUM RANK
SMSGT

SELECTING SUPERVISOR
CMSgt Richard Knoblock, Medical Group Superintendent, 316-759-7377, richard.s.knoblock.mil@mail.mil

AFSC SPECIALTY SUMMARY

Manages health services activities. Plans, develops, manages, and performs health services activities. Related DoD Occupational Subgroup: 134000.

AFSC DUTIES & RESPONSIBILITIES

Performs and directs patient management functions. Interprets communications, directives, and publications. Coordinates release of information functions. Prepares health record copies and abstracts. Prepares, files, safeguards, transfers, and retires health records. Maintains patient locator and suspense files. Prepares, codes, and transmits clinical record cover sheets. Transcribes daily information onto charts. Transcribes physicians' orders, and prepares requests for diagnostic tests, consultations, and referrals. Performs functions to admit, discharge, and transfer patients. Compiles information and prepares reports, graphs, and charts on bed occupancy, staffing, dental health, medical care from civilian sources, and professional activities.


Performs and manages resource management functions. Prepares financial statements and subsistence stock records. Compiles information, subsistence accounting, and prepares statistical reports. Performs market analysis and business-case analysis. Oversees Uniform Business Office programs to include third party collection (TPC) activities, Medical Affirmative Claims (MAC) and Medical Service Account (MSA) program management. Assists in manpower surveys and in developing manpower standards. Identifies manpower standard exceptions and deviations. Screens medical records to gather data for medical audits. Analyzes workload and cost data to validate manpower requirements, and develops adjustments and projections to support clinical or mission changes. Monitors the Unit Manpower Document (UMD) to ensure requirements and funding are accurately reflected. Monitors the Unit Personnel Management Roster (UPMR) to ensure correct assignment of personnel resources. Identifies personnel staffing shortages and coordinates permanent or temporary assignment actions. Collects, maintains, prepares, and analyzes Medical Expense and Performance Reporting Systems (MEPRS) data or comparable workload accounting system. Prepares budget estimates and financial plans. Monitors expenditures and obligations; analyzes financial reports and accounting and workload reporting procedures; conducts studies and internal audits.
Performs and manages medical information technology functions and activities. Requests and documents technical assistance. Manages hardware and software activities. Monitors information technology security programs. Performs customer support activities. Manages user-training programs.

Performs and manages unit-level medical readiness functions. Ensures understanding of DoD organizational structure and command relationships. Performs duties as the unit deployment manager, managing UTCs and ensuring assigned personnel are appropriately trained and equipped. Assesses the medical unit’s capabilities to support wartime, humanitarian assistance and installation response requirements. Ensures publication and currency of unit plans and provides input to wing plans (Medical Contingency Response Plan [MCRP], Comprehensive Emergency Management Plan, Disease Containment Plan, Installation Deployment Plan, etc.). Establishes/maintains memorandums of agreement and understanding. Conducts, coordinates and manages medical deployment activities. Serves as the Medical Readiness Decision Support System Unit Level Tracking and Reporting Application unit system administrator and monitors unit reports. Coordinates, schedules, tracks, and documents medical readiness training. Liaisons with the Medical Logistics Office on war reserve materials with regards to deployability. Conducts medical readiness in- and out-processing for assigned personnel. Establishes and augments the medical and unit control center and provides training on the management of classified material, utilization of communication devices, log of events, and after-action reports. Supports MCRP and UTC team chiefs. Plans, organizes and conducts medical readiness training and activities. Assists exercise evaluation team with development of exercise scenarios.

Analyzes, evaluates, advises, and ensures the validity, completeness and accuracy of healthcare data collected by automated systems used by the military health system. Additionally, serves as the primary clinic interface for data quality initiatives, clinic audits (records, coding, insurance, etc.) and other administrative processes as related to data integrity, quality and collection. Performs review and research of DoD, Air Force Medical Service and web-based guidance for data quality and business rule compliance. Assists with quantitative and qualitative analysis, trending, projections, and forecasting on patient demographics, clinical data and patient/provider utilization data from multiple automated information sources. Assists in analysis/trending, and data validation of business clinical healthcare data for process improvements and DoD workload compliance.

Manages or performs duties with the Individualized Newcomer Treatment and Orientation (INTRO) program and in/out-processing of unit members. Monitors the OPR/EPR/LOE (Officer Performance Report/Enlisted Performance Report/Letter of Evaluation) program. Tracks and updates duty status. Performs personnel action changes and duty information updates. Manages the awards and decorations program. Assist members with leave, subsistence-in-kind, and controlled spend account issues. Manages the report of survey and inventory management programs.

Identify Potentially Disqualifying Information (PDI) for personnel assigned to the Personnel Reliability Program (PRP). Manages the suspension and decertification recommendations process as well as the process of returning a member to PRP status.

**QUALIFICATIONS**

1. Start date NET 01 JAN 2020
2. Must have 12 years TAFMS to be promoted to SMSgt, IAW HRO Policy
3. Applicant must meet all requirements of ANGI 36-101.
4. Applicant must meet the physical requirements of AFI 36-2905, prior to being placed on AGR tour.
5. Applicant should be able to complete 20 years of active duty service prior to mandatory separation.
6. Military grade will not exceed the maximum authorized grade on the unit manning document.
7. Initial tours will be 3 years. Follow-on tour lengths may be from 1 to 6 years.
8. Must meet additional mandatory requirements for AFSC entry on attachment 4 of AFECI
   a. Must be able to lift more than 40 LBS
   b. ASVAB requirements: G ≥ 44
   c. PULHES: 333233

**APPLICATION PROCEDURES**

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to the 184 Force Support Squadron, ATTN: Full Time Manning, 52955 Jayhawk Drive Bldg. 65 Ste 106, McConnell AFB KS 67221-9000 or e-mail your applications to usaf ks.184-iw.mbx.ftm-full-time-manning@mail.mil.

Applications will include:

1. Signed NGB Form 34-1 dated 20131111, Application for Active Guard Reserve (AGR) Position
2. Current Fitness Report from the Air Force Fitness Management System (AFFMS II)
3. Record Review RIP (from vMPF)
NOTE:
1. Failure to provide all the required documents will result in application being returned without further action.
2. Applicants must sign NGB Form 34-1; failure to sign the form will result in application being returned without further action. NOTE: Please ensure 34-1 reflects Tour Announcement number, current telephone number and all AFSCs for which you are qualified.
3. If selected for the job, member must have a current passing fitness and AGR physical prior to being placed on AGR tour.

FOR FURTHER INFORMATION:
For questions regarding the specific vacancy and position, contact the selecting supervisor. For questions regarding the application process, please contact SMSgt William Combs, 184 FSS/FTM, DSN: 743-7432, COMM: 316 - 759-7432.

EQUAL EMPLOYMENT OPPORTUNITY:
All qualified applicants will receive consideration for this position without discrimination for any non-merit reason such as race, sex, religion, national origin, lawful, political or other affiliations, marital status, age or membership/non-membership in an employee organization.