



Washington Air National Guard Active Guard Reserve (AGR) Announcement

JOB ANNOUNCEMENT # 16-059-ANG

BASIC INFORMATION

Position:	Medical Administration	Grade:	E-7/MSgt
Location:	194 MDG Camp Murray, WA	AFSC:	4A071
Opening Date:	11 August 2016	Closing Date:	13 September 2016

WHO CAN APPLY

All current members of the Washington Air National Guard

INITIAL ELIGIBILITY CRITERIA

The following criteria must be met as of closeout date of this announcement to be considered:

- Must be an E-5/SSgt or above
- Must possess, at minimum, a 3-level in any of the following AFSCs: 4A0X1, 3S0X1 or 3A1X1
- Applicants that do not hold the 4A0X1 AFSC, must be eligible to cross-train - must have a minimum ASVAB score of 44 in the General category and must complete Health Services Management Course within 1 year of hire date
- Meet ANG fitness standards IAW AFI 36-2905 with a score of 75 or above (*applies only to current members of the USAF, USAFR or ANG*)
- Possess or be able to obtain a **SECRET** security clearance

SUMMARY OF DUTIES

This position is located in the 194 Medical Group. Its purpose is to manage health administrative activities. Plans, develops, and performs health services activities. Performs and directs patient management functions. Interprets communications, directives, and publications. Coordinates release of information functions. Prepares health record copies and abstracts. Coordinates release of information functions. Prepares, files, safeguards, transfers, and retires health records. Maintains patient locator and suspense files. Requests and documents technical assistance. Manages hardware and software activities. Monitors information technology security programs. Performs customer support activities. Manages user-training programs. Responsible for developing, managing and oversight of Medical Group files plans. Primary point of contact for communications with Wing units concerning member's medical and dental records. Focal Point for managing the ANG Service Treatment Record (STR)/Electronic Health Record (EHR). Coordinates with Unit's Health Monitors (UHM) in scheduling appointments. Monitors medical and dental records to ensure security and accountability of records. Manages and provides oversight of medical administrative functions. Compiles and refers to medical administrative directives or instructions.



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ELEMENTS

The following elements are considered essential for successful performance in this position. Response to the Elements is voluntary, however written response to each of the following Elements will ensure that specialized experience is recognized.

- **Must possess ability to communicate effectively and persuasively, both orally and in writing, with personnel at various levels of command. Must possess strong Customer Service skills**
- **Ability to manage multiple tasks while handling a large volume of work, with frequent interruptions**
- **Ability to plan, organize work, meet deadlines**
- **Ability to analyze information, to determine its relevance, and to provide options to management/supervisors/military members regarding appropriate course of action**
- **Highly desired fundamental knowledge of general clerical procedures; medical terminology, regulations, and directives**
- **Knowledge and application in various personnel systems to include: Software/computer , Air Reserve Order Writing System (AROWS), record files plan**

APPLICATION INSTRUCTIONS

Applicants may apply for this position by submitting the following:

- 1) Resume cover letter (*not required but highly encouraged*)
- 2) NGB 34-1, *Application for Active Guard Reserve (AGR) position*
- 3) Resume (Resume should include chronological listing of all military service. Include inclusive dates, branches of service, units and location assigned, and a brief recap of duties)
- 4) Current Report of Individual Person (RIP) (*only applies to current members of the USAF, USAFR or ANG*)
- 5) Point Credit Summary (PCARS) from the vMPF. Print "View All", minus the PCARS definitions and FAQ pages (*only applies to current members of the USAFR or ANG*)
- 6) Current Report of Individual Fitness (*only applies to current members of the USAF, USAFR or ANG*)
- 7) Response to Job Elements (*not required, but highly encouraged*)
- 8) If cross training to 4AOX1, provide AF Form 422 to show PULHES requirement
- 9) **NO BINDERS OR BOUND DOCUMENTS**

Email applications to: LORIE.K.MOORE.MIL@MAIL.MIL

****When emailing applications, please put the announcement number and last name in the subject line.***

****If possible, email application as one attachment in the order listed above.***

Applications can also be mailed to:



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HUMAN RESOURCES OFFICE /AGR
ATTN: MSGT LORIE MOORE
33 41ST DIVISION WAY, BLDG 33
CAMP MURRAY, WA 98430

Applications must be received by this office by 1630 on the closing date of the announcement. **If you are sending your application via Priority Mail, Fed Ex, etc please allow an additional 3-5 days to the shipping time as they are not delivered directly to HRO.** Applications not received by HRO by the closing date will not be accepted. Applications will not be returned.

ADDITIONAL INFORMATION

- Equal Employment Opportunity: The Washington National Guard is an equal opportunity employer. Selection for this position will be made without regard to race, religion, national origin, gender, marital status or political affiliation.
- Tour length – Initial tours will be for one (1) to six (6) years. Follow-on tours will not exceed six years and will not be extended beyond a member's ETS/MSD. Enlistment/Appointment in the Washington Air National Guard is a condition for retention in the AGR program.
- Potential for promotion in the position is conditional 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.
- The process of applying and being nominated does not constitute final selection for nor guarantee this position. Applicants are strongly advised not to make arrangements to move or change jobs until notified of final selection by the Adjutant General of the State of Washington or designated representative.
- Applicants should be able to complete 20 years of active federal service prior to Mandatory Separation Date (MSD) for officers, age 60 for enlisted. If unable to meet this requirement a statement of understanding must be completed prior to start date.
- Military grade cannot exceed the maximum military grade authorized. A member who is overgrade must indicate, in writing, a willingness to be administratively reduced in grade when assigned.
- Point of Contact for AGR announcements:
MSgt Lorie Moore, AGR Manager for Air (253) 512-8347