

***** Applications MUST be emailed to the HRO email ng.ar.ararng.mbx.hro-jobs@mail.mil*****

**DEPARTMENTS OF THE ARMY AND AIR FORCE
MILITARY DEPARTMENT OF ARKANSAS
HUMAN RESOURCES OFFICE, BLDG 7300
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<http://www.arguard.org/hro/indexhro.htm>**

AGR EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NUMBER: 19-186A

OPENING DATE: 16 September 2019

CLOSING DATE: 30 September 2019

POSITION TITLE: Health Systems Specialist (Temp 365 days)

MILITARY GRADE REQUIREMENTS: Enlisted, Not To Exceed SSgt/E-5

LOCATION: 188th Wing, Fort Smith, AR, Air National Guard (AR ANG)

NOMINATING OFFICIAL: Major Peter Mudge, 188th Medical Group

Individual selected will be ordered to full time duty (state) in Active Guard/Reserve status under Title 32 USC 502(f). Benefits will be commensurate with grade/rank and years of service. **This tour is temporary indefinite until such time as the departing individual is either restored or the restoration period expires.**

AREA OF CONSIDERATION: All members of the Arkansas Air National Guard or those eligible for membership, and eligible for entry into the Air Force Specialty Code (AFSC). In Accordance With (IAW) Air National Guard Instruction (ANGI) 36-101.

QUALIFICATION REQUIREMENTS: Must possess or meet requirements for entry into AFSC 4N0X1 (requires a minimum General aptitude score of 44). Applicant must meet Body Composition and Physical Fitness Standards as stated in Air Force Instruction (AFI) 36-2905. Prior to induction into AGR Program selectee must meet all required medical standards in AFI 441-170. **Note:** Individuals who exceed the maximum grade of this position (see Military Grade Requirement above) may apply; however, they will be required to accept an administrative reduction in grade prior to being placed into this position. **Must possess or be able to obtain a Secret security clearance.**

PLACEMENT FACTORS: Selectee will be subject to uncommon tours of duty, rotational shift assignments and overtime duty. May be required to fly in military or commercial aircraft for Temporary Duty (TDY) purposes. Prior to entry on tour, selectee will meet the physical qualifications outlined in Chapter 7, AFI 48-123. Reserve Component Physical Health Assessment must medically qualify selectee within 12 months prior to entry on Military Duty. Selectee will participate in unit of assignment during Unit Training Assemblies (UTAs) and Annual Training periods including deployments, special projects and exercises. Upon assignment, must be a member of the 188th WG, and assigned to a compatible military position in AFSC 4A0X1 or 4N0X1. **If applicant selected does not possess the AFSC, they must sign an agreement to retrain IAW ANGI 36-101, Chapter 5.**

SUMMARY OF DUTIES: The incumbent plans, develops, manages, 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. 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. Compiles information and prepares reports, graphs, and charts on, staffing, dental health, medical care from civilian sources, and professional activities. Prepares patient related correspondence and special orders for patient assignment, reassignment, and aeromedical evacuation. Coordinates and prepares forms. Identifies and processes Line of Duty (LOD) determinations. Identifies, coordinates, and processes medical conditions requiring Medical Evaluation Board (MEB) proceedings. Verifies patient eligibility. Performs procedures for network referrals. Provides claims assistance and counseling to beneficiaries. Performs and manages resource management functions. Prepares financial statements and subsistence stock records. Compiles information, subsistence accounting, and prepares statistical reports. Assists in manpower surveys and 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 (UMPR) 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. Manages hardware and software activities. Monitors information technology security programs. Performs customer support activities. Manages user-training programs. Performs other duties as assigned.

INSTRUCTIONS FOR ANG ACTIVE GUARD/RESERVE POSITIONS: **Applications must be emailed to HRO. The email address for HRO is: ng.ar.ararng.mbx.hro-jobs@mail.mil. E-mailed applications must be submitted in one .pdf file unless prior coordination has been made to submit the application in a different format.** Evaluation will be based on the qualification requirements stated in the announcement; therefore, it is important that every requirement on the announcement be addressed on NGB Form 34-1. To be considered qualified, applicant must meet qualification requirements as of the closing date of this announcement. Whenever possible, experience should be fully explained. "YES" answers in Part IV of NGB 34-1 (except item 9) must be explained. Substantial changes in duties and responsibilities during a job should be fully explained so that appropriate credit may be given. Required attachments to NGB Form 34-1 for this announcement are as follows:

1. **NGB 34-1** – Application for Active Guard/Reserve (AGR)
2. **Current AF Form 422 within 5 Years** – Physical Profile Serial Report
3. **Current IMR reflecting PHA within 12 Months of closing date of Announcement** - Individual Medical Readiness print out
4. **ANG Fitness Assessment Results** for the past twelve months with passing scores
5. **RIP** – Report on Individual Personnel
6. **SF 181** - Race and National Origin Identification

THE ARKANSAS NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER, AND AS SUCH ALL APPLICATIONS FOR THIS POSITION WILL RECEIVE CONSIDERATION WITHOUT DISCRIMINATION FOR ANY NON-MERIT FACTOR SUCH AS RACE, RELIGION, SEX, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, AGE, OR MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.

//SIGNED//

MSgt Jason Pierpoint
Human Resources SNCO
AGR Section