

STATE WIDE VACANCY ANNOUNCEMENT (SWVA)

G1 ENLISTED PERSONNEL ARKANSAS NATIONAL GUARD BLDG 7202, ROBINSON MTC NORTH LITTLE ROCK, AR 72199-9600	DATE: 18 June 2018	SWVA CONTROL NUMBER: 2019-SWVA-076	
OPEN TO: Current members of ARARNG or those eligible to become members of the ARARNG		Applications will be accepted until: 30 September 2019 OR UNTIL FILLED	
POSITION TITLE, SERIES, GRADE, PARA/LINE: Patient Services NCO, 68G, E5, 109 / 06		APPOINTMENT FACTORS: See Paragraphs Below	
LOCATION OF POSITION: HHC, 39 Brigade Support Battalion Hazen, AR 72064	MINIMUM GRADE: SPC (E4)	MAXIMUM GRADE: SGT (E5)	

BACKGROUND:

- (1) Reference: ARNG-HRH 24 July 2012 State Wide Vacancy Announcement (SWVA) Procedures (PPOM #12-057).
- (2) Background: ARARNG has been unable to fill the below NCO vacancy IAW AR 600-8-19 and the ARARNG MOI for 2019 EPS Board. Thus, this SWVA is implemented to identify and assign Soldiers to voluntarily fill a Traditional NCO vacancy.
- (3) **This is a Traditional “M-Day” position. It is NOT a full-time position.**

SOLDIER INCENTIVES:

Any change in a Soldier’s MOS, except as provided by normal rank progression as outlined in DA PAM 611-21, is not allowed and will terminate that Soldier’s Select Reserve Incentive Program bonus, with recoupment. Accepting a SWVA slot is voluntary change of MOS and falls outside of normal rank progression. Applicants should contact the ARARNG Incentive Manager at 501-212-4028 to determine any possible termination and/or recoupment actions that may result from accepting this position.

DUTIES:

Performs duties shown at preceding level of skill and provides technical guidance to lower grade personnel in accomplishment of their duties. Performs medical administrative duties in various departments or services of hospitals to include: Posting administrative entries in medical records; Scheduling patients for medical board action; Monitoring long-term patient rosters; Maintaining patient workload data from subordinate services; Audits medical records for quality control based on the nature of care and treatment given; and Releases medical information, answers inquiries and provides information from medical records to requesting parties as authorized.

SPECIFICATIONS:

Physical demands rating and qualifications for initial award of MOS. The patient administration specialist must possess the following qualifications:

- (1) A physical demands rating of Moderate (Gold).
- (2) A physical profile of 323221.
- (3) Per AR 600-8-19, promotion to MSG and SGM requires an interim secret eligibility or higher.
- (4) Qualifying scores.

(a) A minimum score of 95 in aptitude area CL in Armed Services Vocational Aptitude Battery (ASVAB) tests administered prior to 2 January 2002.

(b) A minimum score of 92 in aptitude area CL on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004.

(c) A minimum score of 90 in aptitude area CL on ASVAB tests administered on and after 1 July 2004.

(d) A minimum OPAT score of Standing Long Jump (LJ) – 0120 cm, Seated Power Throw (PT) – 0350 cm, Strength Deadlift (SD) – 0120 lbs., and Interval Aerobic Run (IR) – 0036 shuttles in Physical Demand Category in “Moderate” (Gold).

(5) No history of a felony conviction.

(6) No history of conviction of crimes involving:

(a) Any weapons/ammunition/explosives/arson charges.

(b) Any drug activity involving illegal possession, buying, selling or distribution (dealing) of controlled substances or synthetics.

(c) Violence against persons or property.

(d) Sexual misconduct.

(7) No record of conviction by special or general courts-martial or civilian courts of offenses listed in AR 27-10 (Military Justice), chapter 24 or otherwise required to register as a sexual offender under AR 27-10, chapter 24.

(8) Formal training (completion of MOS 68G course, or the RC ACCP nonresident--2 weeks resident course, conducted under the auspices of the AMEDDC&S) mandatory.

(9) All prior MOS 68G Soldiers serving in another MOS reclassifying back into MOS 68G, will be reviewed for validation of skills, by the proponent, during the reclassification process.

Point of Contact for duty description: MSG Greg Campbell – 39 IBCT SR HR NCO at 501-212-6702.

Selecting Supervisor: CSM Gregory White at 501-212-5408.

Approval Authority: CSM Rick Megoloff, ARARNG State Command Sergeant Major.

APPLICATION INSTRUCTIONS:

All applications will be submitted via email to: nq.ar.ararng.list.enlisted-promotions@mail.mil.

a. Letter of interest from individual indicating desire to voluntarily transfer to the advertised position and meet all MOS and NCOES requirements within required timelines of PPOM #12-057.

b. Letter of acknowledgment from current unit commander. (If not on a current EPS list)

c. Enlisted Record Brief (ERB).

d. Last three NCOERs. Memorandum may be provided to explain variance.

e. Current DA Form 705

f. Certified Height/Weight or DA 5500 or 5501 if exceed Screening Table Weight.