

**ENLISTED VACANCY ANNOUNCEMENT  
FOR ASSIGNMENT AT THE 136TH AIRLIFT WING  
TEXAS AIR NATIONAL GUARD**

**POSITION:** Health Services Management CEM

**ANNOUNCEMENT:** 136-17-006

**Position Number:** 0980512

**ISSUE DATE:** 11 Oct 2016

**AFSC:** 4A000

**CLOSING DATE:** Until Filled

**GRADE:** Immediately Promotable SMSgt/E-8 NTE CMSgt/E9

**LOCATION:** 136<sup>th</sup> Medical Group, NAS/JRB, Fort Worth, TX 76127

**REMARKS:** No trainees will be accepted. **SNCOA must be completed by the close out date of this announcement.**

**HOW TO APPLY:** Applications must arrive at the 136 AW/Military/AGR Application Inbox at the following e-mail address: ([usaf.tx.136-aw.mbx.military-agr-application@mail.mil](mailto:usaf.tx.136-aw.mbx.military-agr-application@mail.mil)) no later than **2359 Central Time** on the closeout date of the job announcement. Applications must be complete upon initial submission in **one single PDF** package, not to exceed 6 MB and with the proper naming convention of Last Name- Announcement number (i.e. Last Name-136-13-56). Applications submitted in pieces will not be accepted and automatically disqualified. All packages must be redacted for Personal Identifiable Information (PII) unless sending from a .mil account signed and encrypted.

Incomplete packages, packages not meeting mandatory criteria, or packages received after the close out date as indicated on the job announcement will **NOT** be considered.

Qualification/Disqualification letters will be emailed to each applicant NLT 10 days after the announcement close out date. If you need to update a previously submitted package and it is **before the closed out date**, you must send a new complete package with the updated information. Sending only the updates will disqualify your package as incomplete packages are not accepted. Email constraints limit the size of an application to 6 MB and will need to be named in the subject line as Update Last Name-Announcement number in the following format (i.e. “**Update Last Name-136-13-34**”)

**ITEMS REQUIRED:**

1. E8/E9 MFR Signed by Commander
2. ANG Service Commitment Agreement
3. Records Review Rip dated within 60 days of closing date of announcement,
4. Military Biography,
5. Personal letter of intent outlining career goals and objectives,
6. ANG Fitness Test, current and passing
7. Adverse action statement
8. Targeted Resume **IAW AFH 33-337, The Tongue and Quill**, that outlines Leadership Experience, Base/Csommunity Involvement, and Significant Self Improvement
9. Letters of recommendation (Optional) - maximum 3 with 1 from current supervisor
  - a. #2&6 can be obtained by e-mailing [usaf.tx.136-aw.mbx.military-agr-application@mail.mil](mailto:usaf.tx.136-aw.mbx.military-agr-application@mail.mil)

**PERSONAL INTERVIEWS:** Applicants must be available for an interview. Applications will be reviewed and qualified applicants will be notified to meet the selection board. Applicants will be notified by phone or mail of interview time and place. Payment for travel **IS NOT AUTHORIZED.**

**NOTE:** All applicants will receive consideration for this position without regard to race, religion, color, national origin, sex, political affiliation, kinship, and other non-merit factors.

## **POSITION QUALIFICATIONS**

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

### **2. Duties and Responsibilities:**

2.1. 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.

2.2. 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. Monitors Special Needs Identification and Assignment Coordination (SNIAC) program. Identifies, coordinates, and processes medical conditions requiring Medical Evaluation Board/Integrated Disability Evaluation System (MEB/IDES) proceedings. Verifies patient eligibility. Performs procedures for network referrals. Provides claims assistance and counseling to beneficiaries. Oversees Patient Squadron and Casualty Reporting programs. Manages TRICARE Marketing, birth registration, medical in/out-processing, TRICARE contract management, TRICARE enrollment and death processing.

2.3. 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.

2.4. 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.

2.5. 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.

2.6. 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.

2.7. 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.

2.8. 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.

**3. Specialty Qualifications:**

3.1. Knowledge. Knowledge is mandatory of: general clerical procedures; medical terminology, regulations, and directives; medical ethics; health records administration; principles of coding; and anatomy and physiology.

3.2. Education. For entry into this specialty, completion of high school or General Education Development equivalency is mandatory.

3.3. Training. For award of AFSC 4A031, completion of a health services management apprentice course is mandatory.

3.4. Experience. The following experience is mandatory for award of the AFSC indicated:

**3.4.1. 4A091. Qualification in and possession of AFSC 4A071. Also, experience managing a health services management function, associated healthcare-related systems and personnel.**

3.5. Other. The following are mandatory as indicated:

3.5.1. For award and retention of these AFSCs , must maintain local network access IAW AFMANs 33-152, *User Responsibilities and Guidance for Information Systems* and 33-282, *Computer Security*.

**E-mail applications to:**

**[usaf.tx.136-aw.mbx.military-agr-application@mail.mil](mailto:usaf.tx.136-aw.mbx.military-agr-application@mail.mil)**

**Subject Line:** Last Name-Announcement number (i.e. Smith-136-13-02)

**Questions about announcements can be e-mailed to:**

**[usaf.tx.136-aw.mbx.military-agr-application@mail.mil](mailto:usaf.tx.136-aw.mbx.military-agr-application@mail.mil)**

**Subject Line:** Question-Announcement number (i.e. Question-136-13-03)