

**OFFICER VACANCY ANNOUNCEMENT
FOR APPOINTMENT/INITIAL APPOINTMENT TO THE
TEXAS AIR NATIONAL GUARD**

POSITION: Health Service Administrator

ANNOUNCEMENT: 136-20-004

Position Number: 980510

ISSUE DATE: 10 October 2019

AFSC: 41A

CLOSING DATE: 10 November 2019

GRADE: Initial Commission NTE Lt Col/O-5

LOCATION: 136 MDG, NAS/JRB, Fort Worth, TX

REMARKS:

- Re-trainees will be accepted.
- This is a traditional only position and is an initial commission opportunity. **Initial commission applicants must be 41 years of age or younger by the close out date of this announcement.**
- IAW TPR 303: Military Technicians (dual status) are responsible to ensure that their full-time assignments satisfy compatibility requirements against that applicable military UMD duty positions. When considering military assignments changes, the member's military chain of command must consider the effect on the member's full-time employment. If the UMD position on this announcement is not compatible with the full time assignment, the dual-status applicant will have to consider resigning their full-time status. Question about compatibility can be addressed with HRO

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) 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-XX-XX). **Applications submitted in pieces will not be accepted and automatically disqualified.** Please be aware of Personal Identifiable Information (PII) when submitting your application. **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.**

Packages will be reviewed for corrections on the 4th duty day prior to the closeout date. Any packages received after the 4th duty day prior to the closeout of the announcement will be reviewed for qualification/disqualification only. If you need to update a previously submitted package and it is **before the close 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-XX-XX")

ITEMS REQUIRED FOR: USAF, AF RESERVES OR ANG COMMISSIONED OFFICERS:

1. A completed AF Form 1288 (Application for Reserve Assignment) - can be obtained from <http://www.e-publishing.af.mil>
2. Copies of Last 3 OPRs
3. Copies of college transcripts (GPA of 3.0/higher)
4. Records review rip - can be obtained from vMPF, your Commander Support Staff, or your servicing MPF
5. Current passing fitness test
6. 3-Letters of recommendation
7. Resume detailing civilian and military work experience (if applicable)
8. Official Graduate Management Admission Test (GMAT) must have been taken within the last five years as of the date the application package submission. Minimum passing score of **500 (non-waiverable)**;
9. Official Graduate Record Examination (GRE) must have been taken within the last five years as of the date the application package submission. Minimum passing score of **292** (verbal plus quantitative only) (**non-waiverable**)

ITEMS REQUIRED FOR: ALL OTHER APPLICANTS

1. Completed AF Form 24 (Application for Appointment) - can be obtained from <http://www.e-publishing.af.mil>
2. Copies of college transcripts (GPA of 3.0/higher)
3. Resume detailing civilian and military work experience (if applicable)
4. Last 5 EPRs (if enlisted)
5. 3-Letters of recommendation
6. Official Graduate Management Admission Test (GMAT) must have been taken within the last five years as of the date the application package submission. Minimum passing score of **500 (non-waiverable)**;
7. Official Graduate Record Examination (GRE) must have been taken within the last five years as of the date the application package submission. Minimum passing score of **292** (verbal plus quantitative only) (**non-waiverable**);

PERSONAL INTERVIEWS: Applicants must be available for interview. Applications will be reviewed and qualified applicants will be notified to meet the Selection Board. Applicants will be notified by phone/mail of interview time and place. Payment for travel is **NOT AUTHORIZED**. 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, including plans and operations, managed care, human resource management, logistics management, patient administration, budgetary and fiscal management, medical manpower, medical facility management, biometrics, medical recruiting, and aeromedical evacuation. Directs the hospital accreditation program and management improvement studies. Related DoD Occupational Group: 260900 and 260800.

2. Duties and Responsibilities:

2.1. Formulates, interprets, and implements policy. Plans and organizes activities associated with peacetime and wartime health services administration, such as manpower, medical logistics, medical food service, hospitalization and aeromedical evacuation of patients, medical facilities management, repair, maintenance, construction, modification, and housekeeping, equipment maintenance and repair, information systems, clinical engineering, inpatient and outpatient records, and morale and welfare services for patients and medical personnel.

2.2. Coordinates health services programs. Coordinates with comptroller, civil engineering, civilian and federal agencies, and other Air Force functions and activities to execute health services programs. Advises the medical professional staff and other staff health services officers on administrative matters pertaining to health services programs. Maintains liaison with civilian, military, and other federal activities to keep current in areas of interest to health services administration.

2.3. Monitors and directs health services programs. Interprets and directs the implementation of policies governing health services programs. Directs the management of health services functions such as medical logistics, fiscal management, managed care, human resource management, patient administration, aeromedical evacuation, medical facility construction, modification, and design, and medical research administration. Develops financial plans and budget estimates for Air Force health services programs. Directs the preparation of biometric reports, directives, correspondence, and memoranda pertaining to health services administration. Controls utilization of health services program funds in collaboration with the medical commander and comptroller. Prepares and exercises emergency, disaster, and defense plans, and monitors readiness training. Integrates cost management, quality and access to care issues into health services programs.

2.4. AFSC 41AXA: Health Facilities officers apply knowledge of architecture and engineering to replace, modernize and repair health care facilities. Provide guidance on functional and technical criteria specific to medical facility design, construction and outfitting. Programs, plans and develops medical facilities projects. Reviews plans, specifications, and other supporting data for their technical, medical, and functional sufficiency.

3. Specialty Qualifications:

3.1. Knowledge. Knowledge is mandatory of: Air Force health services management; hospital administration and practice; contractual and accounting fundamentals; quality management; human resource management; and biometrics. 4A1X1: Knowledge of construction or architecture principles for facility planning, design, and construction.

3.2. Education. For entry into this specialty, ONE of the following is mandatory:

- **★ A graduate degree** in Health Administration, Healthcare Administration (or equivalent), Healthcare Management, Health Management and Policy, Health Services Administration (or equivalent), Hospital Administration (or equivalent), Accounting, Business Administration, Business Management, Economics, Finance, Marketing, Statistics, Information Systems Management, Health Information Management, Health Information Technology, Emergency Management, Architecture*, Architectural Engineering*, Civil Engineering*, Construction Management or other closely related degree.
- **★ An undergraduate** in Health Administration, Healthcare Administration (or equivalent), Healthcare Management, Health Management and Policy, Health Services Administration (or equivalent), Hospital Administration (or equivalent), Accounting, Business Administration, Business Management, Economics, Finance, Marketing, Statistics, Information Systems Management, Emergency Management, Biomedical Engineering, Clinical Engineering and Health Management/Health Systems Engineering, Information Management, Health Information Technology, Architecture*, Architectural Engineering*, Civil Engineering*, Construction Management*, Operations Research or other closely-related degree.
- **Closely-related degrees:** Applicants may apply to the board with either a business-related degree appropriate to a healthcare environment or closely related to a healthcare/medical administration degree; however, in order for the degree to qualify, the applicant must have successfully completed six of the following 12 courses within that degree: accounting, business management, economics, emergency management, finance, healthcare administration, information management, leadership, marketing, research and analysis, logistics/supply chain management, or statistical analysis. ALL CLOSELY RELATED DEGREES WILL BE REVIEWED AND ELIGIBILITY DETERMINED BY THE ANG MSC CAREER FUNCTIONAL MANAGER
- **Grade Point Average (GPA):** The *desired* GPA for the qualifying degree is 3.0 or above. If applicant's GPA is below the desired GPA, he/she shall submit more information, e.g. transcripts for additional business courses, previous AFSC/MOSs and skill levels held, resumes for civilian and/or military experience, membership in professional healthcare organizations, certificates, OPRs/EPRs, PME, etc.
- **Graduate Management Admission Test (GMAT)** Official Graduate Management Admission Test (GMAT) must have been taken within the last five years as of the date the application package submission. Minimum passing **score of 500 (non-waiverable)**
- **Graduate Record Examination (GRE)** must have been taken within the last five years as of the date the application package submission. **Minimum passing score of 292 (verbal plus quantitative only) (non-waiverable)**

3.3. Training. For award of AFSC 41A3\A, completion of the basic health services administration course is mandatory.

3.4. Experience. For award of AFSC 41A3\A, officers must have at least 12 months experience in one of the MSC core functions, which are prescribed as facility management, health facilities, health plan management, medical resources, healthcare information management and information technology, medical logistics, and medical readiness (including aeromedical evacuation), and must have the approval of their unit's senior ranking MSC.

3.5. Other. Not used.

E-mail applications to:

usaf.tx.136-aw.mbx.military-agr-application@mail.mil

Subject Line: Last Name-Announcement number (i.e. Last Name-136-XX-XX)

Questions about announcements can be e-mailed to:

usaf.tx.136-aw.mbx.military-agr-application@mail.mil

Subject Line: Question-Announcement number (i.e. Question-136-XX-XX)