



## DEPARTMENTS OF THE ARMY AND AIR FORCE

JFHQ-LA NGLA-JPM-HA  
5445 Point Clair Road  
Gillis Long Center  
Carville, Louisiana 70721

# STATEWIDE AGR VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: LA 1785972-A

OPENING DATE: 9 September 2016

CLOSING DATE: 29 September 2016

UMDA POSITION TITLE: **Supervisory Health Systems Specialist**

UMDA MAX AUTH GRADE: CMSgt/E9

DUTY AFSC: 9G100

**AREA OF CONSIDERATION:** Current enlisted AGR members in the Louisiana Air National Guard

### **OCCUPATIONAL REQUIREMENTS:**

Incumbent is subject to uncommon tours of duty, rotational shift assignments and overtime duty. May be required to fly in military aircraft or commercial aircraft for TDY purposes. Participation with unit of assignment during UTAs, annual training, deployments, special projects and exercises is required.

### **QUALIFICATION REQUIREMENTS:**

- Compatible AFSC: 4N091 and 4A0X1
- Member must meet physical qualifications IAW Chapter 7, ANGI 36-101, AFI 48-123.
- Member must also meet the requirements of AFI 36-2903, AFI 36-2905, and other regulations as required.
- Minimum acceptable grade: **SMSgt/E8** promotable to: **CMSgt/E9**
- **Must have completed the Senior Noncommissioned Officer Academy (SNCOA).**
- This is a supervisory position and recommending official, desires applicant possess a seven-skill level in the required AFSC for all initial appointment.
- No record of disciplinary action that resulted in an Article 15 or Unfavorable Information File.
- No history of emotional instability, personality disorder, or other unresolved mental health problems.
- No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse.
- No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for committing acts of malpractice or misconduct as defined in AFRSI 36-2001, *Recruiting Procedures for the Air Force*, engaging in an unprofessional or inappropriate relationship as defined in AFI 36-2909, *Professional and Unprofessional Relationships*, or documented failures (LOR or Article 15) to exercise sound leadership principles with respect to morale or welfare of subordinates.

## **KNOWLEDGE, SKILLS, AND ABILITIES (KSA) REQUIRED FOR THIS POSITION:**

1. Knowledge of the mission, organization, programs, requirements of health care delivery systems to plan, organize, and implement the unit's full-time health program and perform paraprofessional screening procedures by implementing the following: DOD, OSHA, USAF, ANG, federal, state, and local instructions and policies.
2. Knowledge of the characteristics of the Military Health Services Systems (MHSS) and the base and medical unit missions to analyze, evaluate, and recommend and/or implement actions to enhance operational readiness and unit effectiveness and provide technical and administrative advice to management officials.
3. Knowledge and recognition of the different functions and motivation of various groups the health care system and ability to communicate effectively in order to resolve problems and coordinate medical programs.
4. Knowledge of emergency medical practice and procedures.
5. Ability to analyze problems using qualitative and quantitative analytical techniques and skill in conducting interviews with supervisors and employees with the ability to present both oral and written recommendations concerning physicals, drugs testing and medical material.

## **SUMMARY OF DUTIES:**

-- Manages Health Services activities, including plans and operations, human resource management, and Medical staffing. Oversees medical facility management. Serves as the senior medical administration advisor for the medical group and is the installation's focal point for highly sensitive, privacy act and protected medical issues. Operates as a partner with the Medical Group Commander, Senior Management Staff, Squadron, Geographically Separated Unit's (GSU(s) Commanders, tenant unit commanders, and State Headquarters in planning, implementing, and executing the medical programs directly associated with the objectives of the Wing Commander, Medical Group Commander and the Air National Guard (ANG) Medical Service.

-- Provides medical management and advisory services that contribute substantially to the plans, policies, decisions, and objectives of senior management. Directs Information Management activities within the Medical Group. Formulates and interprets medical policy based on regulatory requirements. Provides policy guidance and interpretation to senior management officials to ensure compliance with medical aspects for the worldwide deploy ability of Wing/Group personnel, geographically separated units (GSU(s)), and tenant units.

-- Develops plans, policies, procedures, goals, and objectives for the overall operation of the Medical Group. Monitors unit participation for both inactive and active duty training. Directs Group activities by assuring that medical work and program goals are being met and are consistent with higher headquarters policies and requirements. Evaluates medical program effectiveness.

-- Directs the Medical Group accreditation program and management improvement studies. Ensures that plans and schedules are prepared for Medical Group members and support personnel to attain combat ready proficiency. Plans, develops and directs Group programs such as recruiting, retention, public relations, self-inspection, individual training, proficiency training, quality assurance/risk management,

Standardization Evaluation, medical readiness, unit mobility and deployment, operational training missions, mass casualty, anti-terrorism, inspections, investigations, resource management including high value War Readiness Material (WRM), disaster preparedness, plans and exercises, security, radio operations, and safety.

-- Determines eligibility, authorizes and coordinates civilian and military medical care for Active Guard Reserve (AGR) personnel and other eligible beneficiaries in accordance with directives and local policies. Initiates and monitors Line of Duty (LOD) determinations for assigned personnel. Manages LOD follow-ups and ensures members are providing required documentation.

-- Reviews medical supply and equipment requirements, makes appropriate recommendations, and requests required procurement and funding authorizations. Develops procedures to assure proper programming to update or replace aging or inoperative equipment. Establishes and maintains controls and records. Ensures proper installation of medical equipment. Assures availability of mobility and emergency equipment and supplies.

-- Interprets regulations and assists in their implementation for the installation to ensure compliance with Health Services Inspections (H S I), Occupational Health and Safety Administration requirements (OSHA), Food and Drug Administration (FDA), and Environmental Safety and Occupational Health Compliance Assessment and Management Program (ESOHCAMP).

-- Directs budget formulation and execution. Prepares the medical annual operational budget including current fiscal year, revised estimates, five year projected estimates and medical unit Financial Plan in accordance with Air National Guard (ANG) medical financial guidance.

-- Plans work to be accomplished by subordinates, sets and adjusts short-term priorities and prepares schedules for completion of work; assigns work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments and the capabilities of employees.

-- Gives advice, counsel, or instruction to employees on both work and administrative matters; interviews candidates for positions in the unit; recommends appointments, promotions, or reassignments to such positions; hears and resolves complaints from employees, referring group grievances and more serious unresolved complaints to a higher level supervisor or manager.

-- Effects minor disciplinary measures, such as warnings and reprimands, recommending other action in more serious cases; identifies developmental and training needs of employees, providing or arranging for needed development and training; finds ways to improve production or increase the quality of the work directed; develops performance standards and completes the annual work performance of subordinates.

-- Performs other duties as assigned.

### **EVALUATION PROCESS:**

Applicants will be evaluated solely on the information provided in the application. Experience will be evaluated based on the relevance to the position for which application is made and whether it is full-time or part-time. In addition to experience, credit will also be given for military training and self-development, civilian and military awards and education.

## **APPLICATION PROCEDURES:**

- Cover letter
- NGB Form 34-1
- NGLA-JPM-HA Form 690-171-3
- Resume and/or statement of civilian/military experience/education may be submitted with your packet. Ensure to focus on official military training when the standards were exceeded and explain any particular item the board may question.
- Applicants indicating education above the high school level must attach appropriate documentation. Education includes Trade/Business schools, military service schools, and extension/correspondence courses successfully completed.
- Two full length photographs (snapshots acceptable) date within 1 year.
  - (1) one in service dress
  - (2) one in light blue shirt/blouse long or short sleeves.
- Copy of both sides of state driver's license.
- Copy of last three enlisted performance reports. *(If three EPRs are not available, the Airman must include a letter of recommendation or performance from the military command.)*
- Copy of latest Report on Individual Person, (Records Review Rip).
- Copy of latest Point Credit Summary.
- Copy of all DD Form 214/NGB Form 22
- Copy of AF Form 422
- Copy of latest Air Force Fitness Management System (AFFMS) printout showing a score of at least 75% date within 1 year.
- Letter of Recommendation(s) (If Applicable)
- Other additional documentation (If Applicable)

## **LOCATION: 159<sup>TH</sup> MED GRP, NAS-JRB, BELLE CHASSE, LA**

**This position is located in the Medical Group at an Air National Guard Wing. The primary purpose of this position is to serve as the full-time Health Systems Specialist for the installation, geographically separated units (GSU(s), and tenant units, with responsibility for managing all medical administrative functions including medical support, medical operations, force health management and related medical applications. It has direct supervision over the Health Technician(s) and the Public Health Technician (s). In order to be placed in this position and meet the assigned grade, supervisory work and related managerial responsibilities must constitute a major duty occupying 25% or more of the incumbents' time.**

**TECHNICIAN ANNOUNCEMENT:** This position is also being advertised under Technician Vacancy Announcement LA [1785972-T](#) which is open until [29 September 2016](#). Personnel desiring to apply for the Technician Position must do so under Technician Vacancy Announcement.

**\*\*\*LOUISIANA NATIONAL GUARD MEMBERS – Acceptance of this position may result in the loss of contracted incentive(s). For further details, contact the LANG State Incentive Manager, at (504) 391-8336\*\*\***

## **How to Apply**

Application packets must be received at: Gillis Long Center, ATTN: NGLA-JPM-HA, MSgt Cassie L. Ellis, 5445 Point Claire Rd, Carville, LA 70721 or scanned to: [cassie.l.ellis.mil@mail.mil](mailto:cassie.l.ellis.mil@mail.mil) in a **PDF file**, NLT close of business (1600 hrs) on closing date. Confirmation of receipt of application is the responsibility of the applicant. POC is MSgt Cassie L. Ellis at (225) 319-4853, DSN 435-4853.