



## DEPARTMENTS OF THE ARMY AND AIR FORCE

JOINT FORCE HEADQUARTERS-LOUISIANA  
OFFICE OF THE ADJUTANT GENERAL  
JACKSON BARRACKS  
NEW ORLEANS, LOUISIANA 70117

# TITLE-32 ADOS VACANCY ANNOUNCEMENT

NGLA-JPM-PH

22 January 2020

### MEMORANDUM FOR DISTRIBUTION

SUBJECT: Full-time National Guard Duty for Operational Support, Open to ALL  
LAARNG Enlisted Personnel

OPENS: 22 January 2020

CLOSES: UNTIL FILLED

1. Applications are now being accepted for the following Title-32 tour. Requests for information and/or assistance should be directed to the point of contact listed below.
2. Position Title: Health Services Admin
3. Position Location: Camp Beauregard, Building 496, Pineville, Louisiana
4. Point of Contact: CW2 Jerod Ward, Health Services Supervisor, Building 496, Pineville, Louisiana / Commercial: (318) 290-5950.
5. Type of Tour: FTNGD-OS Title 32
6. Length of Tour: Thru 30 September 2020. This tour will be 90 day FTNGD-OS orders at a time with no break in continuation of orders, however, tour may be terminated at any time.
7. Minimum/Maximum Grade: **E4 – E5**
8. Area of Concentration/Functional Area: **MOS Immaterial / 42A preferred**

#### Requirements / Qualifications

- Must possess excellent communication skills, both orally and written
- Must have the ability to use all Microsoft applications to include Word, Power Point and Excel
- Must be skilled in gathering and recording information from a variety of sources
- Must have a working knowledge of principles of organization, management, and administration



9. Position Duties/Responsibilities: Document all administrative and medical actions to ensure an updated treatment status for LOD Soldiers. Request pre-authorization for and manage government provided medical care. Retrieve and process documents using multiple applications to include, but not limited to: iPERMS, AHLTA/JLV, G1 Portal, eMMPS, e-Profile, MODS, MHA, VTA, HS Server, and multiple databases. Conduct case analysis for Soldiers being referred into DES for service connected and non-duty related conditions.
10. Must have a valid security clearance.
11. Permanent Change of Station (PCS) is not authorized. This is a temporary tour; per diem and travel to and from HOR to Duty Station is not authorized.
12. Direct combat probability code applies: No. Male or female may apply.
13. Applicants must submit all documents in accordance with NGLA-J1, FTNGD-OS checklist, revision dated 13 August 2019.
14. Application packets must be e-mailed to [jerod.d.ward.mil@mail.mil](mailto:jerod.d.ward.mil@mail.mil). Subject line should read: Attention CW2 Jerod Ward, "HS ADMIN, last name, first name."
15. Applicants are subject to personal interview upon notification of time and place. Necessary travel is at applicant's own expense.

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TAYSHA P. GIBBS  
LTC, AG, LAARNG  
Human Resources Officer