



## AGR VACANCY ANNOUNCEMENT **OFFICER**

THE ADJUTANT GENERAL  
NEW MEXICO AIR NATIONAL GUARD  
ATT: NMANG-HR-AD  
47 BATAAN BLVD  
SANTA FE, NM 87508

ANNOUNCEMENT NO:  
**NMO 21-013**

OPENING DATE  
**01 Dec 21**

CLOSING DATE  
**22 Dec 21**

**POC: MSgt Alejandro Unale**  
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OPEN FOR FILL  
 STATE  NMANG  
 NATIONWIDE  NMARNG

**POSITION TITLE:** Health Services Administrator/Medical Operations Officer (WMD-CST)

**LOCATION OF POSITION:** 4001 NW Loop Rd NE, Rio Rancho, NM 87144.

**AREA OF CONSIDERATION:** Open to all officers up to rank of MAJ. No O-5 control grade is available at this time. Open to Officer AFSC 41A3 or must meet 2021 ANG MSC Accession Guide and Checklist.

**DATE VACANCY EXISTS:** Currently with a projected start date of: TBD by Commander.

**ELIGIBILITY REQUIREMENTS TO QUALIFY FOR AGR TOUR:**

Officer must meet requirements as outlined in AFOCD. If medical exam is older than 30 days, applicant must submit an AF Form 895. Submit applications on NGB Form 34-1. Must meet the physical examination qualification outlined in Chapter 12, ANGI 36-101, and IAW AFI 48-123 Medical Examination and Standards. Examination must have been conducted within 18 months before the date of entry on military duty. Must meet and comply with weight standards at the time of entry into AGR duty. Should be able to acquire 20 years of active duty prior to mandatory separation date. Should be able to serve at least five (5) consecutive years in the AGR program prior to becoming eligible to receive military non-disability retirement or retainer pay. Must not be eligible for, or receiving an immediate Federal (military or civilian) retirement annuity.

**SPECIAL INFORMATION:** As a condition of employment, **selected** agrees to attend all Unit Training Assemblies and Annual Training deployments, special projects, and exercises when required, with his/her unit of assignment; applicant must be assigned to a Military UMD in the unit they support and UMD compatible AFSC prior to Active Duty Tour. The military uniform will be worn in accordance with AFI 36-2903.

**INSTRUCTIONS FOR APPLYING:** Submit application using a NGB Form 34-1, which is on the NMANG SOW SharePoint under Job Announcements, or internet under NGB 34-1. Completed applications will be scanned into one PDF file and emailed to [alejandro.unale@us.af.mil](mailto:alejandro.unale@us.af.mil) **no later than** the closing date. You must submit a separate PDF file for each job you are applying for.

**REQUIRED DOCUMENTS:** All applications must include the following documents:

**Completed NGB 34-1**

**Current Record Review RIP (not more than one (1) year old)**

**Current copy of your Official Air Force Fitness Assessment Scorecard.**

**EQUAL OPPORTUNITY:** The New Mexico Air National Guard is an Equal Opportunity Organization. Selection for this position will be made without regards to race, color, religion, sex, age, or national origin.

**CLOSING DATE:** Applications will be forwarded to the HRO office, to arrive **no later than** the business day on the closing date specified on the vacancy announcement.

## **HEALTH SERVICES ADMINISTRATOR**

**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 management improvement studies. Related DoD Occupational Group:

### **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.

### **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. 41AXA: 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:

3.2.1. 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, Architecture, Architectural Engineering, Civil Engineering, Construction Management or other closely related degree.

3.2.2. 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, Biomedical Engineering, Clinical Engineering and Health Management/Health Systems Engineering, Architecture, Architectural Engineering, Civil Engineering, Construction Management, Operations Research or other closely-related degree.

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), and must have the approval of their unit's senior ranking MSC.

3.5. Other. Not used.

Resource Allocation, Customer Support, Readiness, Food Operations, Fitness Operations, Lodging Operations, Recreation, Protocol, Resource Management, Mortuary Affairs, Casualty, SAPR, EO, Resiliency and Quality of Service Programs.

3.2. Education. For entry education requirements see Appendix A, 38F CIP Education Matrix.

3.3. Training. For award of AFSC 38F3, completion of Force Support Officer Initial Skills Training (IST) Course including Officer Field Education (OFE) is mandatory. A waiver from the CFM is required if any portion of IST is not completed. A minimum of 24 months of experience is also mandatory. In addition, within 24 months of graduating Force Support Officer IST, an officer must also complete the Follow-On Unit Training (FOUT), Basic KSA Course, and Basic Contingency Course. All requirements must be certified by the FSS commander or senior career field leader assigned to the organization. A waiver from the CFM is required if the

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FOUT or other tasks cannot be completed within the 24-month period. ANG and AFR personnel will coordinate waivers with their component CFM and the Reg AF CFM.

3.4. Experience. For award of AFSC 38F3, a minimum of 24 months of experience is mandatory.

3.5. Other. Not used.

**Position Description:**

- a. Acts as a resource for the Incident Commander on the medical administrative aspects of a response to hazardous event.
- b. Identifies the requirements for victim transportation including the number and types of vehicles needed.
- c. Provides advise on the disbursement of casualties depending on the location of the needed bed capacity and the capabilities of the healthcare facility.
- d. Acts as a resource for the Incident Commander, the local healthcare facilities, and other DoD response element son the procedures required to control access and prevent contamination when requested.
- e. Provides advice on expansion of current healthcare facilities to accommodate the number of victims.
- f. Recommends relocation of patients from contaminated or destroyed medical care facilities. Advises the Incident Commander on releasing medical information to the public.
- g. Obtains medical Intelligence information and shares with appropriate agencies.
- h. Discusses formal reporting of hazard and victim information to the appropriate agencies.
- i. Coordinates with civilian and federal healthcare facilities to identify their needs for follow-on support.
- j. When needed, facilitates follow-on medical support for the Incident Commander.