

NATIONWIDE

HUMAN RESOURCES OFFICE
MARYLAND NATIONAL GUARD
219 WEST HOFFMAN STREET
BALTIMORE, MARYLAND 21201-2288
TELEPHONE: (667) 296-3498

POSITION VACANCY ANNOUNCEMENT 22-044a

Open Date: 23 June 2022 Close Date: 07 July 2022

FULL TIME MILITARY / ACTIVE GUARD RESERVE (AGR) POSITION VACANCY

BRANCH OF SERVICE: AIR NATIONAL GUARD (ANG)

POSITION TITLE: HEALTH SERVICE ADMINISTRATOR

HIGHEST GRADE AUTH PER ANGI 36-101, AGR/MIL TECH GRADE COMPARABILITY TABLE: Maj/O4

UNIT MANNING DOCUMENT-GUARD GRADE/ POSITION AVAILABLE: Maj/O4

ORGANIZATION/LOCATION: 32ND CIVIL SUPPORT TEAM (WMD), 2253 HUBER ROAD, FORT MEADE, MARYLAND 20755

SALARY: Full Military Pay and Allowances, depending on rank and longevity of selectee

WHO MAY APPLY: OPEN NATIONWIDE TO OFFICER MEMBERS OF THE MARYLAND AIR NATIONAL GUARD IN THE RANK/GRADE OF 2ND LT /01 TO Maj/O4 AND THOSE OFFICERS ELIGIBLE FOR MEMBERSHIP

QUALIFICATION/ELIGIBILITY REQUIREMENTS

1. Refer to ANGI 36-101, The Active Guard/Reserve Program, for general eligibility requirements for initial entry into the AGR Program and specific guidelines for utilization, and assignment of currently on-board AGR members.
2. Applicants must meet the physical qualifications outlined in AFI 48-123, Medical Examination and Standards.
3. Applicant must meet weight requirements at the time of entry into the AGR Program. Any member on the ANG Fitness Improvement Program is ineligible for entry into AGR status.
4. Applicant should be able to complete 20 years of active duty service prior to mandatory separation.
5. Category 1 AGR resources (recruiters, security forces, range, air defense, civil support) are fenced and are not able to move AGR asset.
6. Highly desired that member have completed the appropriate level of PME corresponding to their grade/rank.

BRIEF OF DUTIES AND RESPONSIBILITIES

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. 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. Formulates, interprets, and implements policy. 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.

AFSC

AFSC: 41AX 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. **Education:** For entry into this specialty, one of the following is mandatory: 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. 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. **Training:** For award of AFSC 41A3VA, completion of the basic health services administration course is mandatory. **Experience:** For award of AFSC 41A3VA, 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.

SPECIAL INFORMATION

1. Appropriate military uniform will be worn during duty hours.
2. Existing MDANG promotion policies apply.
3. Initial tours may not exceed 4 years. Initial WMD-CST tours are stabilized 36 month tours that begin the day of graduation from the 8 week Civil Support Skills Course. Follow-on tour lengths may be from 1 to 6 years.
4. Official notification to applicants of selection or non-selection is by letter from the Human Resources Office (HRO).
5. May be authorized PCS IAW the JFTR.
6. Must attend the 8 week Civil Support Skills Course and additional first year training within 12 months of assignment.
7. Must currently have or be able to obtain and maintain a **SECRET** security clearance.
8. **Must be willing and able to meet all 32nd WMD CST conditions of assignment to be assigned and remain on the team. Please see attached document.**
9. Must relocate to within one-hour driving distance (approx. 50 miles) of Fort Meade, Maryland.
10. Applicants must be able to wear Level A PPE: a fully encapsulated suit with self-contained breathing apparatus (SCBA) for up to 4 hours per day.
11. Position often requires short notice and frequent temporary duty, team members are on call for emergency CBRN response 24/7/365 days per year unless on leave or TDY. Applicants must have a valid family car plan if required.
12. **Applicants must pass a WMD CST/OSHA physical, participate in the team medical surveillance program and receive mandatory CRE vaccinations to include Anthrax and Smallpox.**
13. IAW CNGBM3501.00 all personnel with a history of Physical Profile capacity of P-3 or higher IAW AR 40- 501 will be screened out prior to consideration for WMD-CST assignment. Following initial medical screening the applicant must pass an AR 40-501 Chapter 3 Accession Standards physical examination incorporating forms, laboratory tests, and screening tests Identified IAW AFI 48-123. This physical examination must also satisfy the requirements in Code of Federal Regulations (CFR) 1910.120. The ability to do and perform physical tasks in PPE is a requirement for all team members. Candidates who do not meet the minimum physical requirements or have medical/psychological conditions that would preclude service on the WMD-CST may not be considered for placement on the WMD-CST. The WMD-CST Commander will review the results with the HCP and will determine eligibility for placement.
14. CST 41AXs may be trained to work in the Analytical Laboratory System under the supervision of the NMSO. An interest and background in science or prior lab experience is preferred.
15. CST 41AXs may be trained as a primary or secondary radiation protection officer.

APPLICATION PROCEDURES / REQUIRED DOCUMENTS (IF APPLICABLE)

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED
APPLICATIONS WILL NOT BE RETURNED!

SUBMIT APPLICATION IN ORDER LISTED BELOW

- NGB Form **34-1 Application for Active Guard Reserve (AGR) Position, DATED 20131111**, Signed, dated and annotated with Vacancy Announcement Number.
- Military Personnel **Report of Individual Person (RIP) Attached, or Virtual MPF Inquiry Will Suffice.**
- AGR Profile Verification Statement (**fourth page of this announcement**).
- Most Recent Air Force Fitness Management System (AFFMSII)
- Letters of Recommendation, Cover Letter, Resume and other attachments are permitted, but are not mandatory.
- All DD214s or NGB 22
- Completed Questionnaire (**below**)

For Positions Advertised to “Current On-Board AGR Applicants Only”:

- Current On-Board AGR** member, you must submit Commander Memorandum of Authorization with your application.

Questionnaire:

Y / N

- Are you currently a Maryland Air National Guard Member? If not, What state?
- Are you currently AGR? If so, what State?
- Are you currently a Technician? If so, what State?
- Are you currently deployed? If so, what location?
- Are you currently on ADOS? If so, with who? & what is the ending date?
- Are you currently in a “fenced” position?

Please provide current telephone number and **Military Email** address (Selection and Non-selection Memos will be sent via **Encrypted Email**):

Email:

Phone:

FORDWARD APPLICATIONS AND ATTACHEMENTS VIA EMAIL TO: 175.WG.HRO.AGR.PROGRAM.Org@us.af.mil
SUBMIT ONE PDF DOCUMENT ENTITLED: 22-044a LAST NAME-HEALTH SERVICE ADMINISTRATOR

DUE TO COVID -19, WE WILL NO LONGER EXCEPT WALK INS. DROP OFF IS AVAILABLE TUESDAY- FRIDAY 0800 - 1600 AT THE FIFTH REGIMENT ARMORY MAILROOM LOCATED ON THE 1ST FLOOR. ALL APPLICATIONS MUST BE IN A SEALED ENVELOPE LEGIBILITY HANDWRITTEN OR TYPED, WITH THE MEMBER NAME AND ANNOUNCEMENT NUMBER. NO EXCEPTIONS

IF MAILING, DO NOT STAPLE, OR DOUBLE SIDE PRINT DOCUMENTS.
MAIL APPLICATION AND ATTACHEMENTS TO:

Human Resources Office
ATTN: NGMD-HRO-AGR-AIR
Fifth Regiment Armory
29th Division Street
Baltimore, MD 21201-2288

Applications must be received in the HRO not later than close of business on the closing date!
Applications received after the closing date will not be considered.

**AGR VACANCY APPLICATION
PROFILE VERIFICATION STATEMENT**

NAME

ANNOUNCEMENT #

A. FITNESS PROGRAM TEST VERIFICATION

MEMBER MEETS STANDARDS IN ACCORDANCE WITH AFI 36-2905

YES NO

*Signature/Rank/Title Verifying Official

*Current supervisor, commander, or designated WMP Monitor

B. APTITUDE SCORES

Mech: Admin: Gen: Elect:

**Signature/Rank/Title Verifying Official

**Current supervisor, commander, or Customer Service Representative

C. CURRENT AF Form 422, PHYSICAL PROFILE SERIAL REPORT

P U L H E S X Factor Dated

MEMBER IS IS NOT QUALIFIED FOR WORLD WIDE SERVICE

**Signature/Rank/Title Medical Certifier

ATTACH TO NGB FORM 34-1

APPLICATION FOR ACTIVE GUARD/RESERVE (AGR) POSITION



MARYLAND ARMY NATIONAL GUARD
JOINT FORCE HEADQUARTERS, MARYLAND
2253 HUBER ROAD
FORT MEADE, MD 20755-5101

MDARNG-CST

22 June 2022

MEMORANDUM FOR RECORD

SUBJECT: 32nd WMD-CST Conditions of Assignment

1. I understand that Weapons of Mass Destruction Civil Support Teams are FAD II operational CBRN response teams for terrorism and emergencies and that the team has requirements that are unique to the AGR program. I fully agree to and understand the following requirements of WMD-CST assignment IAW CNGBM 3501.00. (Initial all)

INITIAL	CONDITIONS AND STANDARDS
	a. The personnel of the 32 nd WMD-CST respond to actual and suspected weapons of mass destruction (WMD) incidents and operate in CBRNE environments that may be immediately hazardous to life and health (IDLH). I am willing to subject myself to that risk.
	b. The personnel of the 32 nd CST (WMD) will be required to respond to potential, suspected and actual terrorist attacks and could possibly become targets for terrorist groups. I am willing to subject myself to that risk.
	c. I certify that I have no physical limitations and understand that I must pass an initial and annual CST physical to remain on the team.
	d. I understand that the unit will be on-call 24/7/365. I have an approved <u>family care plan</u> and support processes that will allow me to deploy immediately for an unknown length of time.
	e. I understand that I will be in a continuous on-call status and must request approval to travel outside the designated area based on unit RMP status.
	f. I understand that I have a personal responsibility to insure that I am available for immediate deployment and that the unit must deploy an advance echelon within 90 minutes. It is my responsibility to plan for contingencies in areas where poor communications may impair my accessibility. (i.e. no cell phone coverage)
	g. I understand that the unit will require long-term coordination for all leave activities and that an assigned leave policy will be used to insure opportunity for all soldiers and airmen to utilize their leave. I further understand that leave is subject to no-notice cancellation and recall based on unit mission requirements.
	h. I understand that the operations tempo for this unit is traditionally high. The initial qualification course (CSSC) is 8 weeks long. There are additional position based training requirements during the first two years of assignment. The team conducts frequent training events and operational missions which vary in duration.



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2253 HUBER ROAD
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	i. I understand that CST training and mission requirements will take priority over OES and NCOES schools. .
	j. I understand that CST personnel must to report to the unit within 60-90 minutes of notification to meet response time requirements
	k. I understand that I must meet the Army height/weight and Army Physical Fitness standards during assignment to the team. I also understand that physical training will be conducted daily and affirm that I am capable of full participation..
	l. I understand that I cannot engage in outside employment unless approved by the 32nd CST Commander and Maryland Military Department policy. Outside employment may not interfere with my ability to respond.
	m. I understand that academic failure of any required CST training may result in removal from the team and the AGR program
	n. I agree to receive a variety of vaccinations including smallpox and anthrax .
	o. I have, or am able to receive a SECRET or TOP SECRET clearance as required by duty position. (No previous criminal record, financial mismanagement or bankruptcy, or unfitting behavior).
	p. I understand that I am committing to a 3-year stabilized tour which begins the day of graduation from CSSC and that I will not be eligible for reassignment until the completion of that tour. I understand that this may affect my chance for promotion during this 3-year period. I understand that following the 3-year tour, voluntary separation will be in accordance with AR 600-5, 6-3 and the Commander's Policy.
	q. I have no personal or legal limitation that would prevent me from carrying or using firearms or other weapons to protect others or myself.
	r. I understand that there is a requirement to maintain and use a Government Travel Card for all travel related expenses. I further understand that misuse of the GTC will subject me to termination of my AGR tour. I agree to allow the credit worthiness report required.

2. Anything that might possibly keep me from meeting the requirements of this duty position is listed as follows:

3. I accept and agree to these conditions of employment freely and voluntarily. I will comply with these conditions and understand that failure to comply will be a basis for discipline or adverse action, including involuntary separation from the AGR program.

Date _____ Signature _____