

DEPARTMENT OF  
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT  
Military Bureau  
Headquarters, Maine National Guard  
Camp Keyes, Augusta, Maine 04333-0033

19 April 2016

**TECHNICIAN POSITION VACANCY ANNOUNCEMENT #16-048**

**POSITION:** Medical Administrative Officer (D1718000) (GS-0301-12) EXCEPTED POSITION

**LOCATION:** 101st Medical Group Bangor, Maine

**SALARY RANGE:** \$71,012 TO \$92,316 per annum

**CLOSING DATE:** 13 May 2016

**AREA OF CONSIDERATION:**

**AREA I** - All permanent and indefinite Officer Technicians in the Maine Air National Guard.

**AREA II** – All Officer Members in the Maine Air National Guard.

**PERMANENT CHANGE OF STATION (PCS):** PCS expenses may not be authorized for this position. Authorization for payment of PCS expenses will be granted only after a determination is made that payment is in the best interest of the Maine National Guard.

**DUTIES:** See attached duties and responsibilities.

**MINIMUM QUALIFICATION REQUIREMENTS:** Each applicant must show how they meet the General and Specialized Experience listed below; otherwise, the applicant may lose consideration for this job.

**GENERAL EXPERIENCE:** Work involves supervising or performing work requiring knowledge of (a) the basic processes of administration, (b) the principles and standard practices of management, and (c) the techniques of organization, direction, coordination, and control.

**SPECIALIZED EXPERIENCE:** Must have thirty six (36) months experience for GS-12, which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

1. Knowledge and skill in leading, directing and assigning work of personnel.

2. Knowledge of qualitative and quantitative techniques for analyzing and measuring the effectiveness of the Medical Group programs and wing medical readiness capabilities.
3. Knowledge of medical information management systems.
4. Skill in clear and concise oral and written communication.
5. Knowledge of legal aspects of managing a healthcare organization

**COMPATIBILITY CRITERIA: AFSC: 41AX NOTE:** If you do not possess the compatible AFSC, you will not be disqualified from being considered. Selected applicant must be prepared to attend the appropriate school.

**SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:** Successful completion of a full 4-year course of study in any field leading to a bachelor's degree, in an accredited college or university, meets the GS-5 level requirements.

Completion of courses such as the Officer Advanced Course, Squadron Officer School, Command and Staff College, Air and Army War College, National Security Management Course and others of comparable level will be credited at the rate of 1 month of education for two months of specialized experience.

**HOW TO APPLY:** Detailed instructions are contained in an Instruction Guide titled "Technician Vacancy Announcement Guide" which should be posted with this vacancy announcement. Applicants may apply using the OF Form 612 Optional Application for Federal Employment, a resume, or any other format they choose. In addition to their basic application, applicants are strongly encouraged to complete ME Form 171, Military Experience and Training Supplement. Applications forwarded to HRO should be no more than eight (8) pages although additional pages may be submitted as necessary. Applications should include written or documented proof of education, training, and work experience deemed necessary to adequately respond to general and specialized experience factors listed in the TPVA. Professional licenses or education transcripts necessary to validate qualifications should be submitted as required in the TPVA. Do not include photo copies of awards (a military ribbon rack or civilian certificate), letters of commendation, enlisted or officer performance reports, Technician performance appraisals, and personal photos unless specifically requested in the TPVA". Applications must be forwarded to: Joint Force Headquarters, ATTN: HRO, Camp Keyes, Augusta, Maine 04333-0033, NOT LATER THAN the closing date. Applications received AFTER the closing date WILL NOT BE CONSIDERED. The use of government envelopes, postage or facsimile machines to submit applications is prohibited. We are allowed to receive facsimiles sent from non-government facsimile machines. The inter-office distribution system may be used. You may also e-mail it to: [ng.me.mearng.list.hro-applications@mail.mil](mailto:ng.me.mearng.list.hro-applications@mail.mil).

**APPOINTMENT:** Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment. The Adjutant General retains exclusive appointment authority for Technicians. No commitment will be made to any nominee prior to a review of

qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

**DISSEMINATION:** Supervisors, please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during this announcement period due to ADT, AT, TDY, school, illness, etc., should be notified.

WORK: DSN 626-6013 / COM (207) 430-6013 FAX: DSN 626-4246 / COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER:

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LISA M. SESSIONS  
MAJ, EN  
Human Resources Specialist  
(Recruitment & Placement/Compensation)

a. INTRODUCTION:

This position is located in the Medical Group at an Air National Guard Wing. The primary purpose of the position is to serve as the Senior Medical Officer for the entire installation, including tenant unit(s) and Geographically Separated Units (GSU) with responsibility for directing and managing all medical administrative functions including medical support, medical operations, force health management, force health protection, healthcare management, and related health applications. Serves as a fulltime partner with the Wing Commander, Squadron Commanders, Senior Management Staff, tenant unit(s) and GSU Commander(s) in planning, implementing, and executing medical programs directly associated with the objectives of the Wing(s), State Headquarters, and Air National Guard / Surgeon General (ANG/SG). The incumbent may function as the Medical Group Commander.

b. DUTIES AND RESPONSIBILITIES:

(1) Directs the overall management of medical support for the Air National Guard installation to include tenant unit(s) and GSU(s). Determines the impact and implements courses of action regarding projected Department of Defense (DoD), National Guard Bureau (NGB), Center for Disease Control (CDC), Office of Assistant Secretary of Defense (OASD), Occupational Safety and Health Administration (OSHA), Food and Drug Administration (FDA), Environmental Protection Agency (EPA), Air Force Occupational Safety and Health (AFOSH), Federal Emergency Management Agency (FEMA), and Military Support to Civil Authorities (MSCA) that affect Air National Guard plans, directives and missions. Ensures medical capabilities support the federal mission of expeditionary medical operations worldwide and state mission of medical response for homeland security and other state medical missions as directed by the Governor. Problem resolution extends beyond medical management and requires internal synchronization, the coordination of external offices at all base command levels, and the involvement of medical entities outside the base including both civilian and military agencies. Performs duties in accordance with established and evolving policies and procedures.

(2) 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, formulating and interpreting medical policy based on regulatory requirements. Provides policy guidance and interpretation to senior management officials to ensure compliance with medical aspects for the worldwide deployability of Wing/Group personnel, geographically separated units (GSUs), and tenant unit(s). Comprehends the unique medical requirements of organizations subordinate to the Wing Commander, GSUs, and tenant unit(s) in order to guarantee the medical readiness of personnel for worldwide deployment. Represents the Medical Group at nationwide meetings, conferences, seminars and workshops to determine the impact of higher headquarters decisions on local programs.

(3) Directs work to be accomplished by the base medical and bioenvironmental programs, ensuring each is developed and implemented according to applicable regulations. Sets priorities and prepares schedules for completion of work. Reviews, accepts, amends or rejects work. Ensures compliance with all regulatory and legal requirements, medical readiness requirements,

and the overall integrity of medical information and technology, force health management programs, and initiatives which operate to maintain and ensure a fit and ready force. Provides oversight for the implementation of a variety of federal, state, and local programs to ensure mission effectiveness, i.e. Resource Conservation and Reuse Act; Clean Air Act; Noise Abatement (FAA 150), and National Pollution Discharge Elimination System (NPDES).

(4) Ensures implementation and compliance with Occupational Health for dual and non-dual status personnel, the Occupational Health Program to include the Hearing Conservation Program, Immunization Program, and Fetal Protection Program and provides oversight for base environmental pollution monitoring, Respiratory Protection Program, Radiological Protection Program, Ionizing Radiation Program, Potable Water Quality Program, Hazard Communication (HAZCOM) Program, and Quantitative Fit Testing Program. Enforces diversity, equal employment opportunity, and the labor-management relations program.

(5) Analyzes, evaluates, monitors and reports Individual Medical Readiness (IMR) for Wing, tenant unit(s) and GSU personnel. Ensures the installation maintains a strong viable human weapons system force fit for worldwide deployability. Collaborates with the Wing Commander and other senior management officials in the planning and development of short-term and long-term strategies for implementation of the Wing Strategic Plan. Ensures compliance with and preparation for readiness of unit compliance inspections, evaluations, audits, and staff assistance visits including Operational Readiness Inspection (ORI), Health Services Inspection (HSI), Unit Compliance Inspection (UCI), and Environmental Safety and Occupational Health Compliance Assessment and Management Program (ESOH CAMP). Attends staff meetings, formal briefings, and spontaneous informal sessions chaired or called by operations, unit deployments, exercises, and readiness or compliance inspections levied by USAF MAJCOM Inspector General's offices and other auditing agencies. Directs the preparation of reports, directives, correspondence and memoranda pertaining to health services programs. Directs, plans, develops, publishes, and implements policies and procedures within the established controls of higher command echelons.

(6) Implements the medical portion of the Designed Operational Capability (DOC) Statement of the unit. Ensures the Medical Group is organized, trained and equipped for any state or federal contingency to include global contingency deployment. Develops and implements unit plans for execution of deployments in support of the USAF Air Expeditionary Force (AEF) requirements and contingency objectives to meet USAF and Joint Chief of Staff (JCS) goals. Ensures all deploying/mobilizing personnel are medically qualified and fit for world wide duty prior to deployment. Coordinates required AEF planning and resources with other Air National Guard (ANG) and United States Air Force (USAF) units, National Guard Bureau, and other higher headquarters agencies to support and implement the AEF mission. Ensures Wing personnel and personnel assigned to tenant unit(s) and GSU(s) meet deployment requirements for immunizations, physical exams, occupational health exams, quantitative fit testing requirements, etc.

(7) Interprets, implements and administers laws, procedures, regulations and directives pertaining to various Air National Guard (Surgeon General or Medical) stand-alone, networked, or web-based medical systems including Preventative Health Assessment and Individual Medical

Readiness (PIMR), Aerospace Services Information Management System (ASIMS), Aero medical Information Management Waiver Tracking System (AIMWTS), Grounding Management Information System (GMIS) Self-Inspection Database (SID), Central Credentials Quality Assurance System (CCQAS), Air Force Complete Immunization Tracking Application (AFCITA), Defense Occupational and Environmental Health Readiness System-Hearing Conservation (DOEHRS-HC), Environmental Management Information Systems (EMIS), Automated Civil Engineering System – Environmental Management (ACES-EM), or Enterprise Environmental Safety Occupational Health (EESOH) database, Command Core System (CCS), and Web-Based Integrated Tracking System (WBITS). Serves as the Wing Commander's subject matter expert on all medical privacy act issues including the Health Information Protection and Portability Act (HIPPA). Implements the Risk Communication training and education for Wing Leadership. Assures management obtains the maximum benefit from medical resources and information without compromising mission efficiency, safety, and higher headquarters guidance. Provides oversight for the Group's Self-Inspection program and Self-Inspection Database (SID) to validate all functions of the Medical Group are operating in accordance with policy, directives, and guidance from higher headquarters. Implements a suspense system to ensure proper and timely completion of taskings is met for both internal and external programs.

(8) Serves as the installation's technical advisor regarding ANG medical capabilities related to "Homeland Defense" (HLD) and Military Support to Civil Authorities (MSCA). Oversees all directed Federal, state, local and regional planning, training, and exercising of the unit's support of MSCA and the unit's development and maintenance of the Emergency Management Plan (EMP). Provides coordination and support with Joint Headquarters Medical Planner and Regional Medical Planner involving medical activities across agency lines; Federal Emergency Management Agency, state and/or county Office of Emergency Management, environmental offices and agencies and with Wing operations and logistics. Primary liaison for installation involvement in medical response in such areas as Homeland Defense, Weapons of Mass Destruction (WMD), crisis management, counter-drug support, and disaster response. Coordinates with the State Air Surgeon (SAS), Joint State Headquarters Medical Planner, J-3 State Operations Director and staff of MSCA, Regional Medical Planner, community emergency response leaders and professionals, and Air National Guard Surgeon General's Office to identify and plan for the efficient and effective utilization of Wing medical resources and manpower. Serves as the primary full-time medical point of contact in representing the Medical Group with responsibility of interacting and communicating with the Joint State Headquarters, National Guard Bureau, and other military and DOD agencies when executing and overseeing medical assets involved and/or available during a Weapons of Mass Destruction/Homeland Defense Wing, State and/or Regional exercise; and provides medical information, coordination, and execution of the Wing's Medical Emergency Management Plan (EMP) and Full Spectrum Threat Response (FSTR) Plan, State Emergency Response Plan, and Regional Emergency Management Plan. These plans outline and include medical response, situation assessment, preventive medicine, and public health support to Federal or State Command Authorities and in-house operations including patient administration, facility management, logistics, crisis-management, and ancillary support. Medical information includes but is not limited to the medical capabilities of the facility as it pertains to the capabilities of its personnel, resources, training, equipment, etc. when preparing for or responding to wartime federalization or activation to State Active Duty for

contingencies such as Weapons of Mass Destruction (WMD) incidents, terrorist attacks, accidents, natural disasters, facility fires, and bomb threats.

(9) Serves as the installation subject matter expert and problem solver for medical and dental health benefits regulated and outlined by the National Defense Authorization Act and through the Office of the Assistant Secretary of Defense, Health Affairs. Coordinates health services activities and maintains liaison with DoD healthcare agencies and civilian healthcare organizations. Provides specialized information, counseling, and assistance concerning beneficiary problems and related health benefits available at other facilities and programs including Veterans Administration, Military Treatment Facilities (MTF), and TRICARE. Interacts with the Regional TRICARE office and Primary Care Managers, civilian insurance providers, and health care providers, both active duty and civilian to provide health benefits education material and briefings for the units. Provides advice and guidance to the Wing Commander, Group Commanders, tenant(s) and GSU commanders, to ensure TRICARE health and dental coverage is in accordance with policies and program requirements including program education, problem identification, and resolution as outlined in DoD and TRICARE manuals and directives.

(10) Represents and speaks on behalf of the Wing Commander with regard to ANG Medical Management issues with representatives of the NGB, the Office of the Adjutant General/Joint State Headquarters, and other military components. Maintains direct contact with NGB and ANG counterparts to resolve issues affecting force health management and force health protection programs, and to ensure timely exchange of pertinent, technical, managerial and/or mission essential information. Perspectives and advice contribute substantially to management's ability to train and equip assigned personnel in light of dynamic and evolving medical environments.

(11) Serves as the Medical Group's active member of the Wing Financial Management Board (FMB). Controls utilization of health services program funds in collaboration with Medical Group Commander, Medical Group Executive Management Committee, Wing Commander, and Wing Comptroller. Oversees the planning and execution of the medical operational budget and annual and long range financial plans including days and dollars allocation. Prepares the Medical Group's input for the Wing financial plan.

(12) Functions as the Wing lead Health Professional Recruiting/Retention Liaison Officer. Interacts directly with the Wing's Health Professional Recruiter, State Air Surgeon, and the ANG Regional Health Professional Recruiter. Analyzes recruiting and retention statistics for the Medical Group. Identifies and recommends essential components of the medical advertising and marketing plan for Health Professionals. Aggressively manages Unit Manning Document (UMD) in a proactive manner to help prevent mission essential shortages. Monitors and projects attrition rates, separations, retirements of Group's Health Professionals to ensure appropriate personnel management planning is accomplished. Develops and implements plans to increase unit manning by coordinating and overseeing recruiting activities for the Medical Group. Provides oversight of the credentials program and responsible for initiating provider orientation to the Medical Group's credentials program. Ensures all required Health Professionals meet the necessary credentialing and privileging requirements as defined by their Air Force Specialty Code (AFSC). Provides

necessary follow-up with Health Professional incentives and applicable Medical Special Pay entitlements. Maintains security of all credentials documentation. Provides credentials status reports to the Medical Group Executive Management Committee.

(13) Manages all health services activities, including plans and operations, executive management, medical support of expeditionary rapid reaction contingencies and humanitarian missions, education and training, human resource management, medical staffing, financial management, medical facility management, medical logistics, medical readiness management, medical information systems and technology management, TRICARE, force fitness, and Health Professional recruiting.

(14) Performs other duties as assigned.