

# Medical Detachment

## Full Time Position

### Assessment Book:

This manual provides the reader with an in-depth snapshot of the full time operations structure and positions that the Medical Detachment currently has on a day to day basis.

This assessment is done to a standard of:

Average work hours per month that each position maintains to effectively accomplish the Medical Detachment's mission in our current high deployment operational tempo.

# Medical Detachment Full Time Position

## Assessment Book:

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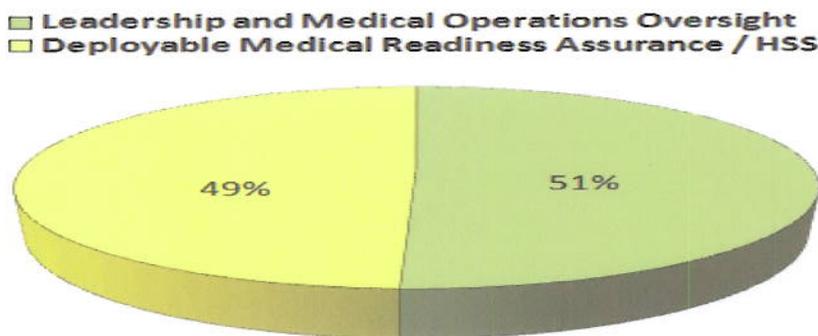
Page 16) Medical Detachment Full Time Staff Chart

**Deputy State Surgeon**

**Hourly Requirements**

Monthly Hours + (Annual Hours / 12) = Monthly Average

| Leadership and Medical Operations Oversight   | Monthly                            | Annually        | Monthly Average        |
|---|------------------------------------|-----------------|------------------------|
| Responsible for 21 Full-Time Staff: Including AGRs, Technicians, FTNGs and Contractors. This accounts for direct and indirect supervision / ratings (Tech Standards / Evaluations, OER / NCOERs) and entire work space / resource and position issues. Works directly with the National Contract Representatives to resolve any conflicts.  | 40                                 |                 | 40                     |
| Responsible as program manager for 2060/2065 Medical Budgets over \$2,000,000 annually. Approval authority for all special testing requests from Flight Surgeon Detachment, and approving official for 3 GPC (Government Purchase Card) Cardholders.  | 4                                  |                 | 4                      |
| Responsible for Certification of Credentials for MEARNG (M.D., D.O., PA-C, and N.P.). Reviewing Official for all MEARNG Provider Interstate Medical Credentials for MTFs (Medical Treatment Facilities). This includes preparing, approving, and sending Provider files to Mobilization Platform, as well as being the coordinator for the State Surgeon Privileging Committee.   | 3                                  |                 | 3                      |
| Responsible (AHLTA) as one of two certified officials in the MEARNG (as well as approval and oversight of the other) allowed access to Title 10 medical files for Line of Duty and MEB Cases- this includes printing and scanning of hundreds of medical documents during units Demobilization.   | 2                                  |                 | 2                      |
| Responsible for oversight of the Immunization/Medical Logistical program, with a key emphasis on "Quality Control" of Immunizations. This includes ensuring staff/resources accurately provide over 3,600 shots annually statewide- Oversight for 100% updated State Surgeon Formulary (for each MSC/Unit).   | 5                                  |                 | 5                      |
| Management oversight of over 2,000 Medical Records (physical and electronic) and ensures all records are maintained IAW regulations and State Surgeon guidance. Maintains staffing levels to keep records current and without any backlog.  | 4                                  |                 | 4                      |
| Oversight on MRP2 (Medical Retention Processing) and ADME (Active Duty Medical Extension) process and President of INCAP Review Board, ensures high quality control on INCAP approval process, assists with complex cases/appeals. Reviews cases for instances of fraud, notifies MSC leadership, and requests board votes for oversight of Wounded Warriors at all Warrior Transition Units, coordinates medical liaison and reports on demobilizations of our units; Works closely with WTU staff for placement. Works with HRC (Human Resources Command), NGB and WTU leadership in the events of complex cases. | 5                                  |                 | 5                      |
| Ensures all units deploying are 100% FMR (Fully Medically Ready). This is done by full SRC coordination for deploying units, coordination of White Cell teams for MOB units as well as oversight of White Cell (sometimes MED OIC) for returning units.   |                                    | 180             | 15                     |
| Responsible for funding management for Hearing/Vision vouchers and special medical testing. (This portion is an oversight piece, see below for breakdown)   | 2                                  |                 | 2                      |
| Responsible for oversight of the PDHRA program, to include funding requirements as well as TDY for periods of time to provide demobilization site leadership.   |                                    | 115             | 9.58                   |
| Responsible for Management Control Review (annual).   |                                    | 10              | 0.83                   |
| Responsible for Congressional Inquiry Responses for all Medical related requests. (Varies greatly by year, number shown is an average over a period of time.)   |                                    | 20              | 1.66                   |
| Responsible for NGB, TAG, Chief of Staff, State Surgeon, and commander requests for information/actions.  |                                    | 20              | 1.66                   |
| <b>Major Task Total Hours</b>   | 65                                 | 28.75           | 93.75                  |
| <b>Deployable Medical Readiness Assurance / Health Systems Administration</b>   | <b>Monthly</b>                     | <b>Annually</b> | <b>Monthly Average</b> |
| Manages and approves up to 49 individual permissions for ALL users of the MODS programs in the MEARNG. This requires daily monitoring: Including restricting access when individuals lose an MOS or become a risk to compromising individual medical data files.  | 10                                 |                 | 10                     |
| Manages MODS-E-profile 125 +/- accounts: Reviews user's HIPAA certifications, approves accounts and sets appropriate permissions according to user level and position.  | 10                                 |                 | 10                     |
| Responsible for MODS-MOS Administrative Retention Review (MAR2) Program. This includes Oversight of program tracking and processing (Occupational Health Nurse and MEDCOM HHD CDR run this on a day to day basis).  |                                    | 10              | 0.83                   |
| Oversees the MEB program: This includes monthly reports for Staff Call, NGB and DA- ensures timeliness and accuracy of data, as well as problem solving for complex/difficult cases, often requires meetings with MSC reps and subject matter experts.  | 3                                  |                 | 3                      |
| Oversees the PEB program: This includes oversight of the PEB process, duty and non-duty. This requires some review of cases when requested (although not often as this program runs very well).   | 0.5                                |                 | 0.5                    |
| Responsible for MODS-Profile Reports, reviews a providers profile history or a pending profile status.  | 1                                  |                 | 1                      |
| Oversees MODS-MEDPROS access, to include being the approval authority for granting access to read and / or write for all that require, as well as providing data for Staff Call and State Surgeon reports.  | 1                                  |                 | 1                      |
| Oversees the 68W Program by assisting the State Surgeon on budget approvals for CMEs for 68W soldiers, this includes drafting the yearly State Surgeon CME guidance for the MSC commands and reviewing the program with the Medical Detachment Readiness NCOIC who runs the day to day 68W Program.   | 8                                  |                 | 8                      |
| Responsible for MODS-MHA/PHA/DHA referral tracking (Provider Module). This includes Reviewing and approving all credentialed Providers to sign PHAs (M.D., D.O., PA-C, N.P.) as well non-credentialed personnel for read and/or write access.   | 1.5                                |                 | 1.5                    |
| Responsible for MODS-MWDE (MEDPROS Web Data Entry) reviews and approves all trained personnel to enter MEDPROS data.  | 0.5                                |                 | 0.5                    |
| Responsible for MODS-RC Reports for Staff Call, Units, and Special Reports on Data (Ex. Flu Shot percentage). Approval authority for all personnel who request access in the MEARNG.  | 1                                  |                 | 1                      |
| Reviews all Medical Readiness Metrics (including DPRO and MEDPROS) and advises MSCs & Leadership of trends and assists with staff to help improve strategic planning for Soldier Medical Readiness State-wide.  | 4                                  |                 | 4                      |
| Responsible as reviewing and approval authority for all MED-CHART applications: e-case / AVS (Automated Voucher System) / Administration / DENCLAS / HRR (Health Readiness Record). Administration of these programs includes (but is not limited to): Permission setting and managing their HIPAA certification programs. Other duties for MED-CHART administration includes strict quality control for reviewing access to Behavioral Health access, and conducting quality control reviews in ensuring qualified personnel scanning IAW State Surgeon guidance.  | 35                                 |                 | 35                     |
| Adminstrates prior listed systems and is responsible for reviewing and approving all dental / vision / hearing vouchers (to include coordinating with NGB on a regular basis for budget amounts)- these systems and budgeting tasks are busiest on pre-mobilization preparation periods.  |                                    | 180             | 15                     |
| Responsible for MED-CHART LOD (Line of Duty): This includes being the official to review / return LODs to MSC / Units for correction or additional information, reviewing LODs for determination of Formal vs. Informal when not fully clear IAW regulations. Requires oversight of LOD program for staff and senior leadership reports; liaison with NGB LOD director on complex cases/appeals.  | 0.5                                |                 | 0.5                    |
| <b>Major Task Total Hours</b>   | 76                                 | 15.83           | 91.83                  |
| <b>Overall Job Totals</b>   | <b>Monthly</b>                     | <b>Annually</b> | <b>Monthly Average</b> |
|   | 141                                | 44.5            | 185.58                 |
| <b>Distribution of Work by Major Task Group</b>   | <b>DSS/DEP CDR MED DET</b>         |                 |                        |
| <ul style="list-style-type: none"> <li>Leadership and Medical Operations Oversight</li> <li>Deployable Medical Readiness Assurance / HSS</li> </ul>   | Position Is Dual Status (Excepted) |                 |                        |
|   | Technician:                        | GS-12           |                        |
|   | Required:                          | 1               |                        |
|   | Authorized:                        | 1               |                        |
|   | Current Status:                    | Filled          |                        |
|   | <b>Total Required (Average)</b>    |                 |                        |
|   | <b>Position Hours Per Month:</b>   |                 |                        |
|   | 185.58                             |                 |                        |



**Medical Detachment Position Time Requirement Assessment:**

**Health Systems Specialist**

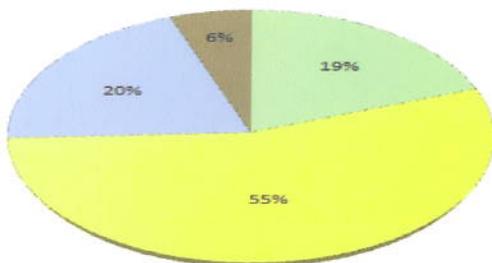
**Hourly Requirements**

Monthly Hours + (Annual Hours / 12) = Monthly Average

| <b>Contracting Specialist</b>  |  | Monthly | Annually | Monthly Average |
|--|--|---------|----------|-----------------|
| Responsible for maintaining contract(s) with Dental Hygienist, this includes but is not limited to: Scheduling work hours (in coordination with State Dental Officer / full time Medical Detachment dental technician), ensures work performance, authorizing payment, monitoring funds in FMZ1 obligation, being the contract person for company questions / issues / problems. At the year's end the following actions are included/implied tasks: Deciding if services are still needed, work with contracting to calculate total cost, ensuring funds for the option are available and obligated in FMZ1 budget- if services are not needed, all tasks to obtain a new contract as necessary.  |  | 2       |          | 2               |
| Responsible for contracting and maintaining contract with InfoTech Innovations for Medical Records / HRR compliance check, this includes but is not limited to: Scheduling work hours, ensuring work performance and checking on the progress of the work, authorizing payment, monitoring funds in FMZ1 obligation, and being the contract person for any questions, issues, or problems.   |  | 2       |          | 2               |
| Responsible for supervising Skyline/Sterling (NGB contract for Case Management Personnel), this includes but is not limited to: Supervising work performance, prioritizing tasking, approving scheduling.  |  | 4       |          | 4               |
| Responsible for maintaining the Togus services agreement: This is an official agreement that sets the parameters and costs of the use of facilities and services, this includes but is not limited to: Ensuring requests are formally submitted, ensuring payment for services are obligated and actioned, and annually reviewing the agreement and negotiating changes if needed.   |  | 4       |          | 4               |
| Responsible for maintaining the Dentrust Medical Services contract, this includes but is not limited to: Scheduling work hours for provider augmentation requests, assisting in planning / scheduling / coordinating PHA and SRC services, ensuring work performance to our standards, ensuring accurate and complete data collection to our standards, authorizing payment, monitoring funds in FMZ1 obligation, being the contact person for questions, issues and problems.   |  | 5       | 160      | 18.33           |
| Responsible for assisting with Logistics Health Incorporated (LHI- NGB Medical Readiness contract) services to provide PHA services and individual medical services, tasks include but are not limited to: Assisting with the scheduling of events, ensuring work performance is to our standards and ensuring accurate and complete data collection is to our standards.  |  | 3       | 80       | 9.67            |
| <b>Major Task Total Hours</b>  |  | 20      | 28       | 48              |
| <b>Deployable Medical Readiness</b>  |  | Monthly | Annually | Monthly Average |
| Responsible for ensuring all MEARNNG service members have the opportunity to complete their IMR requirements annually. (this requires HSS to read and understand Army Regulations, ALARACs and software user manuals relevant to IMR (both medical and dental) to assure quality, timeliness and accuracy of information- as well as monitoring the G1 portal, DSS/HSS GKO websites to stay up to date on changes to IMR requirements.)  |  | 10      | 360      | 40              |
| Responsible for IMR for mobilizing Soldiers and units, this includes but is not limited to: Developing SOP for IMR of mobilizing units, developing Commander's IMR Requirements for Mobilization planning document, updating the Medical Detachment portion of FRAGO and OPLAN, preparing and delivering initial brief to the commander, participating in Commander's Brief to Chief of Staff, participating in Sure Slide coordination meetings (scheduling events such as Initial-SRP, Initial Anthrax, PPD and Final-SRP / assuring coordination with contractors and units for logistical actions and manning of events / ensuring Case Management data is collected and actioned), supervising DMD for mobilizing units, ensuring IMR Status Sheet is updated and current and sent to MSC, ensuring any issues that may affect manning are communicated to MSC, supervising M-45 calendar meetings and actions, planning Medical Detachment participation in site visits and White Cell missions. |  | 10      | 360      | 40              |
| Reviewing authority for Case Management, Dental, Medical and Behavioral Health: Conducts spot checks on binders and trackers for quality control and enforces eCase entries.   |  | 4       |          | 4               |
| Collaborates with G1 on design and implementation of new processes (MOS Administration Retention Review (MAR2)).   |  |         | 8        | 0.66            |
| Supervisor and authority for MEB, PEB, INCAP and WTU Soldiers (Integrated Disability Evaluation System) processing- as well as LOD, dental, medical records and behavioral health (attends quarterly Well Being Counsel meeting as well).  |  | 8       | 24       | 10              |
| Responsible for all functions related to demobilizing units, this includes but is not limited to: Assuring all tasks and functions of reverse SRCs, assurance and management of all tasks and functions related to REFRADs and any other requirements for demobilizing Soldiers and medically clearing them for return to duty / home station.   |  |         | 80       | 6.66            |
| Supervises the State MILVAX course and planning related to it.   |  |         | 2        | 0.16            |
| Directs, supervises and reviews all Medical Detachment SOPs.   |  |         | 24       | 2               |
| <b>Major Task Total Hours</b>  |  |         |          | 103.48          |
| <b>Budgeting Authority</b>   |  | Monthly | Annually | Monthly Average |
| Responsible as authority for overview and management of ATAs, AT days, IDT days and AT budget.   |  |         | 30       | 2.5             |
| Responsible as authority for overview and management of Post Deployment Health Re-Assessment (PDHRA) budget (x2).  |  |         | 120      | 10              |
| Responsible as authority for overview and management of Medical Evaluation Board (MEB) budget (x2).  |  |         | 30       | 2.5             |
| Responsible as authority for overview and management of Incapacitation (INCAP) budget (x4).  |  |         | 30       | 2.5             |
| Responsible as authority for overview and management of Medical Readiness budget and obligation plan.  |  |         | 100      | 8.34            |
| Responsible as authority for overview and management of OCO Medical Readiness budget and obligation plan.  |  |         | 50       | 4.16            |
| Responsible as financial authority for Government Purchase Cards (GPC) used by Medical Detachment staff.   |  |         | 50       | 4.16            |
| Responsible as financial authority for General Fund Enterprise Business System (GFEBS).  |  |         | 70       | 5.84            |
| <b>Major Task Total Hours</b>  |  | 0       | 40       | 40              |
| <b>Other Functions</b>   |  | Monthly | Annually | Monthly Average |
| Directs, supervises and reviews the maintenance of the Medical Detachments SharePoint pages, and ensures pages are kept up to date.  |  | 2       |          | 2               |
| Supervises technician staff as needed, this includes but is not limited to: Self educating on technician rules and documentation, in-progress reviews, developing and monitoring duties and responsibilities, monitoring and approving leave and sick time, rebuilding personnel folders.  |  | 4       | 10       | 4.84            |
| Planner and data gatherer for JFHQ UMR annual changes and crosswalk.   |  |         | 2        | 0.16            |
| Responsible for assisting the Deputy State Surgeon with Staff Call / Strategic Planning Brief, this includes but is not limited to: Staying up to date on items addressed at Staff Call and strategic planning briefings, preparing for / updating slides and covering the briefings in Deputy State Surgeon's absence.  |  | 2       |          | 2               |
| Full time representative for the unit (M-Day) commander.   |  | 2       |          | 2               |
| <b>Major Task Total Hours</b>  |  | 10      | 1        | 11              |
| <b>Overall Job Totals</b>  |  | Monthly | Annually | Monthly Average |
|  |  |         |          | 202.48          |

**Distribution of Work by Major Task Group**

- Contracting Specialist
- Deployable Medical Readiness
- Budgeting Authority
- Other Functions



**Health Systems Specialist**

AGR / O4

| Technician:     | Non-Technician |
|-----------------|----------------|
| Required:       | 1              |
| Authorized:     | 1              |
| Current Status: | <b>Filled</b>  |

**Total Required (Average)**

**Position Hours Per Month:**

**202.48**

**Medical Detachment Position Time Requirement Assessment:**

**Readiness and Operations NCO**

**Hourly Requirements**

Monthly Hours + (Annual Hours / 12) = Monthly Average

**Unit Readiness and Operations**

Monthly      Annually      Monthly Average

Responsible as the commander's full time representative for the daily operation's of the unit, duties include: Advises the commander of current status of the unit and makes recommendations accordingly. Supervises all aspects of daily operations to include training, supply, administration and security.

40      0      40

Supervises technicians, civilian contractors, AGRs and FTNGD NCOs- this duty includes but is not limited to: Authorized reviewer/approval authority for leave, conducts NCOERs, conducts technician evaluations, produces DA-4856's (counseling statements) as necessary, mentors and develops junior enlisted as necessary.

30      0      30

M-Day Operation's NCO and all duties that pertain.

24      0      24

Responsible for management of ATAs, this requires requesting out all ATAs from DCSOPS for the year- and approving or denying ATA usage within the Medical Detachment.

4      0      4

User of the Digital Training Management System (DTMS), responsibilities include reviewing training plans within DTMS for accuracy and notifying the next level of approving authority when signatures are required.

2      0      2

Provides guidance to all Combat Medics (68W) on sustainment and/or transition- provides next step guidance on medical re-certification and MOS re-classification as needed.

3      0      3

User of the Army Training Requirement and Resource System (ATRRS): Reviews school requests in ATRRS for qualification, ensures all Soldiers attending NCOES courses have completed an APFT within 30 days of report date and provides Height/Weight/Tape to all Soldiers in accordance with AR 600-9 prior to report date.

3      0      3

Schedules all mandatory training briefs for the Medical Detachment, identifies Soldiers who have not completed mandatory training classes/briefs and sets a time and date to complete them. Once completed, responsible for updating DTMS.

5      0      5

User of the MEDPROS medical tracking database. Duties/Roles include: Reviewer, Data Input, and Run reports.

6      0      6

Prepares for unit events: Schedules, sources, manages, and tracks for Unit Readiness and some State Medical Readiness events. Tasks include meeting with State and local officials to coordinate medical events, identifying changes that have occurred in the YTC and sourcing mission as needed.

16      0      16

Conducts Safety Briefs, does a Letter Of Instruction (LOI) review, risk assessment, and informs service members of mission.

1      0      1

Schedules the yearly weapon's qualification range, subtasks include: Ensuring Yearly Training Calendar (YTC) states when range will be conducted, submits request for range, accountability of all personnel intending to qualify, arrange transportation with Supply NCO, arrange bag lunches if needed with Supply NCO, maintaining a Weapon's roster- ensure Supply NCO can issue weapons, Supply/Safety NCO identified tasks.

6      0      6

Reviews and implements policies as directed- Reviews all current policies and procedures for changes to current guidance.

5      0      5

Submits "Feeder Reports" and negotiates with vendors or food service personnel for support in feeding Soldiers.

2      0      2

Provides Medic Support for the State, tasks include: Maintaining MOS sustainment and paramedic license, identify SMs qualified to tape Soldiers, and verify results for flags that need to be initiated.

3      0      3

User of the Mobilization Planning Data Viewer (MPDV) program, inputs and tracks Soldiers through MPDV.

4      0      4

Unit Physical Fitness counselor and educator, ensures all Medical Detachment Soldiers have adequate time for physical fitness- and educates Soldiers on diet and fitness.

20      0      20

Holds the responsibilities of a Government Purchase Card (GPC) Holder. Tasks include: Paying all medical and dental bills, purchase mission essential supplies and reconcile the billing.

5      0      5

*Major Task Total Hours*

179      0      179

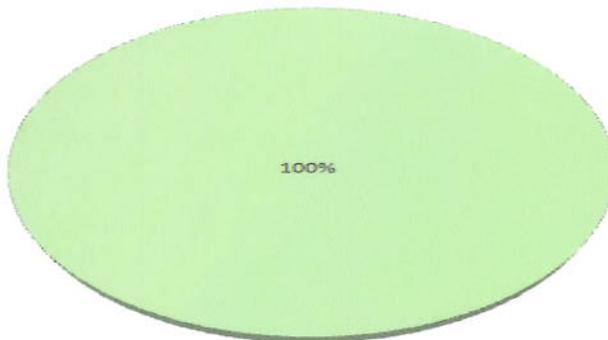
**Overall Job Totals**

Monthly      Annually      Monthly Average

179      0      179

**Distribution of Work by Major Task Group**

Unit Readiness and Operations



**Readiness and Operations NCO**

AGR / E7

Technician:      Non-Technician

Required:      1

Authorized:      1

Current Status:      **Vacant**

**Total Required (Average)**

**Position Hours Per**

**Month:**

**179**

**Medical Logistical NCO**

**Hourly Requirements**

Monthly Hours = (Annual Hours / 12) = Monthly Average

**Immunization Preparation and Maintenance**

|  | Monthly   | Annually  | Monthly Average |
|--|-----------|-----------|-----------------|
| Responsible for vaccination "Cold Chain Management"- This entails maintaining proper storage temperature of 3-8 degrees Celsius, ensuring proper operation of temperature monitoring devices for all storage devices (immunization refrigerator, temporary storage units and template monitors). These must be monitored and recorded daily- with the results logged and archived.         | 4         |           | 4               |
| Responsible for ensuring adequate immunization doses are available for PHAs and shot clinics.  |           | 24        | 2               |
| Responsible for checking scrubbed rosters for massive events against on hand stock and orders delta.   |           | 24        | 2               |
| Receives new vaccine shipments and documents temperature recording/alarm.  | 2         |           | 2               |
| Conducts monthly immunization inventories for the Medical Detachment and receives results from the Flight Detachment inventories at the AASF.  | 2         |           | 2               |
| Responsible for posting refrigerator inventory updates on MED DET server monthly.  | 1         |           | 1               |
| Coordinates turn in of unusable vaccinations through Class VIII manager at USPFO.  |           | 6         | 0.5             |
| Properly destroys expired or damaged vaccinations and records actions on a DA 3161 form.   | 1         |           | 1               |
| Responsible for building immunization totes with adequate supplies and current VIS and medical contraindication sheets prior to mass medical readiness and pre/post-deployment events.   | 2         |           | 2               |
| Responsible for preparing shot clinics by creating a DA 3161 for shot team NCOICs to sign for immunizations, totes and crash bag as well as coordinating transportation and meals for team members. Medical-Logistical NCO then arrives early to prepare shot team members prior to departure from home station, PCC/PCI checks, hand off rosters, directions and begins template monitor. |           | 60        | 5               |
| Reviewer of Medical Materiel Quality Control (MMQC) Medical Recall Messages and disseminate pertinent ones to Staff and Units, or Class VIII Manager as necessary.   | 15        |           | 15              |
| Consolidates Unit input to create State Formularies and once State Surgeon approves, posts them on the Medical Readiness portion of the DVEM website.  |           | 42        | 3.5             |
| Provides guidance to DCSLOG when units need to purchase Class VIII items and equipment.  | 4         |           | 4               |
| Manages the Anthrax Vaccine Immunization Program (AVIP) Program for the MEARNG, this entails: Ensuring proper dosages of anthrax are kept on hand, packs anthrax immunization into totes properly with current VIS, brochures and vaccinator protocols, then submits monthly reports to US Army Medical Materiel Agency (USAMMA).  | 2         |           | 2               |
| <b>Major Task Total Hours</b>  | <b>33</b> | <b>13</b> | <b>46</b>       |

**Supply Management and Documentation**

|  | Monthly     | Annually    | Monthly Average |
|--|-------------|-------------|-----------------|
| Ensures proper and adequate medical supplies are available for all medical exams and shot clinics.   |             | 36          | 3               |
| Responsible for inventories of all stockage regularly- checks for expired and unserviceable items.   | 2           |             | 2               |
| Properly documents and turns in all expired and unserviceable items.   | 1           |             | 1               |
| Procures new medical supplies as requested using correct procedures and documentation.   | 10          |             | 10              |
| Ensures medic aid bags and crash bags are adequately stocked and ready for use at all times.   | 1           |             | 1               |
| Responsible for keeping provider kits, exam kits and immunization totes stocked and available for use.   | 1           |             | 1               |
| Responsible for determining medical supply needs based on upcoming missions (hours drastically increased during deployment / mobilization events). Also responsible for developing quantities to be ordered after inventorying on hand supplies, determines appropriate vendors, considers proper use of funds, allows proper delivery times for supplies (takes into consideration of periods of lapses of supplies), safely and securely stores stock for proper rotation and ease of use, and stores excess stock to be used as training supplies for MEARNG units. | 12          |             | 12              |
| Creates and updates Technology Architecture of the Medical Detachment, assigning equipment based on user roles and duties after working with the DSS, and oversees helpdesk requests for equipment that needs servicing.   |             | 15          | 1.25            |
| Responsible for managing all laptop and blackberry issuance within the Medical Detachment and ensures proper documentation.  | 5           |             | 5               |
| Manages 24 laptops (with all required equipment) and sets them up prior to medical readiness events.   | 4           |             | 4               |
| Responsible for tracking changes to the Unit Property Book via email and hard copy, and creates semi-annual sub-hand receipts for equipment. This requires complying with PBO guidance to ensure the unit does not have excess equipment.  | 13          |             | 13              |
| Prepares semi-annual inventories and ensures the Commander signs for equipment and copies are receive by the PBO office in a timely manner.  |             | 24          | 2               |
| Properly documents and turns in all excess and unserviceable equipment.  | 1           |             | 1               |
| Responsible for tracking ongoing or loaned equipment with DA 2062s.  | 1           |             | 1               |
| Responsible for being primary unit supply manager, this entails: Ordering Unit Supply equipment through the CIF ISM System, notifying Soldiers of and scheduling appointments for pick-up and turn-in, ordering clothing through the CCDF system for enlisted Soldiers, ensuring uniform deficiencies are on hand or ordered (IE: Ribbons/Ties/Shoes). Stocks cleaning supplies for unit. Also keeps a modest amount of uniforms on hand in the supply room for emergency issuance.  | 8.5         |             | 8.5             |
| Maintain accountability and serviceability of all M16 and 9mm weapons.   | 1           |             | 1               |
| Responsible for requesting building maintenance and other facility improvements through the DFE.   | 1           |             | 1               |
| <b>Major Task Total Hours</b>  | <b>61.5</b> | <b>6.25</b> | <b>67.75</b>    |

**Deployable Medical Readiness Logistics**

|  | Monthly  | Annually    | Monthly Average |
|--|----------|-------------|-----------------|
| Responsible for large portions of logistical preparation for mass deployment readiness events, this entails but is not limited to: Ensuring IT Support is requested (if needed) for the event.   |          | 12          | 1               |
| Attending meetings to determine which equipment is needed for equipment preparation.   |          | 108         | 9               |
| Coordinates with the site POC as directed and ensures time of set up, use of facility and timing of the tear down is appropriate.  |          | 24          | 2               |
| Requests transportation for the Advon party and support staff of the event.  |          | 12          | 1               |
| Coordinates with host unit supply to ensure meals are available for support staff.   |          | 18          | 1.5             |
| Loads and transports equipment to the event as necessary. Sets up equipment as necessary, remains on site for support as needed. Also creates HIV draw labels and uploads specimen spreadsheet into CDC site, then ships out blood specimens within 48 hours of the event. |          | 192         | 16              |
| <b>Major Task Total Hours</b>  | <b>0</b> | <b>34.5</b> | <b>34.5</b>     |

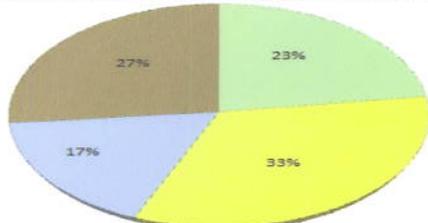
**Medical Detachment Budgeting Specialist**

|  | Monthly   | Annually     | Monthly Average |
|--|-----------|--------------|-----------------|
| Sub-Program Manager for 2065 Medical Readiness Budget over \$160,000 Annually split between two systems, GFEBs and AFCOS.          | 24        |              | 24              |
| Projects monthly spending requirements and inputs reservations prior to purchases.   | 4         |              | 4               |
| Reviews bills for accuracy and detail prior to payment.  | 1         |              | 1               |
| Works closely with contracting to develop contracts suitable to the Medical Detachment's needs. (varies greatly)                   |           | 96           | 8               |
| Assists Case Management in payment for specialty appointments and labs as deemed medically necessary.                              | 1         |              | 1               |
| Remains current with GFEBs training, continues roles as needed for Medical Detachment budgeting.                                   |           | 24           | 2               |
| Government Purchase Card (GPC) Cardholder- Properly requests, documents and tracks all spending on GPC card.                       | 4         |              | 4               |
| Assist in (Defense Travel System) DTS orders and vouchers.   | 4         |              | 4               |
| Assist in Automated Fund Control Order System (AFCOS) Orders as needed.  | 4         |              | 4               |
| Secondary user of (Naval Ophthalmic Support & Training Activity) NOSTRA to order eyewear for mobilizing Soldiers. (varies greatly) |           | 20           | 1.66            |
| <b>Major Task Total Hours</b>  | <b>42</b> | <b>11.66</b> | <b>53.66</b>    |

**Overall Job Totals**

| Monthly | Annually | Monthly Average |
|---------|----------|-----------------|
| 136.5   | 65.41    | 201.91          |

- Distribution of Work by Major Task Group**
- Immunization Preparation and Maintenance
  - Supply Management and Documentation
  - Deployable Medical Readiness Logistics
  - Medical Detachment Budgeting Specialist



MEDLOG NCO

AGR / E6

Technician: Non-Technician

Required: 1

Authorized: 1

Current Status: Filled

**Total Required (Average)**

**Position Hours Per**

**Month:**

**201.91**

**Medical Detachment Position Time Requirement Assessment:**

**TRAINING NCO**

**Hourly Requirements**

Monthly Hours + (Annual Hours / 12) = Monthly Average

**Soldier Training Systems**

Monthly    Annually    Monthly Average

Responsible for Online Correspondence Courses (ACCP), this includes ensuring all Medical Detachment personnel are aware of training courses and updates. After receiving certification of hours, training NCO is responsible for submitting these on TL to onlines SIB/DCSPER.

Responsible for tracking military education, this entails receiving all DA 1059s, sending copies to DCSPER via TL for updates, and informing the Admin NCO if any awards need to be created or processed.

Subject matter expert for Government Travel Cards, assists Soldiers when applying for Government credit cards, and ensures training is available for them.

Responsible for tracking all Civilian Education for the MED DET and sending all documentation to appropriate points of contact via TL for updating.

Responsible for the Digital Training Management System (DTMS) for the Medical Detachment, this tracks the following: APFT Updates, Height/Weight Updates, Training Schedule Input/Updates, Notifying the next level of approving authority when signatures are required, Tracking gains/losses in the system, and adding all documents pertaining to training into DTMS and adding all training outlines in DTMS for approval.

Responsible for reviewing all DTS travel vouchers (to include form 1351-2s) for submission to USFPO for pay.

Responsible for the Army Training Requirement and Resouce System (ATRRS) for the Medical Detachment. The Training NCO is responsible for inputting all school requests into ATRRS and tracking all MED DET Personnel requiring NCOEs in the ATRRS Funding Allocation Model (AFAM) database. Training NCO completes all school packets for MED DET personnel and ensures all Soldiers attending NCOEs have completed an APFT within 30 days as well as completes a height/weight/tape for all Soldiers in accordance with AR 600-9 prior to their report date. Other tasks include verifying ALL prerequisites have been met / Submits Portals101 for Soldiers cancelling or swapping / Requests traps from DCSOPS for each new Fiscal Year (annual task) / Updates Leadership once per month.

Responsible for tracking all Mandatory Training Requirements, tasks include: Identifying Soldiers who have not completed mandatory training classes/briefs and setting a time/date with them to complete trainings; Coordinating with directorates for availability of resources for training; Ensuring signature rosters are prepared and available for service members during trainings; Updates DTMS.

Reviews 68W Transition/Sustainment Status: Ensures all 68W personnel remain MOS-Q and all training and sustainment records are up to date and input into the Medically Oriented Database System (MODS); Training NCO notifies 15G of who did not or will not meet requirements and provides next step guidance on medical re-certification or MOS reclassification.

|    |   |    |
|----|---|----|
| 2  |   | 2  |
| 4  |   | 4  |
| 4  |   | 4  |
| 4  |   | 4  |
| 12 |   | 12 |
| 6  |   | 6  |
| 16 |   | 16 |
| 6  |   | 6  |
| 8  |   | 8  |
| 62 | 0 | 62 |

**Major Task Total Hours**

**Soldier Training Program Expert**

Monthly    Annually    Monthly Average

Training NCO is the Unit Prevention Leader for the Medical Detachment (Trained backup / Full-Time representative). Responsible for attending all UPL scheduled training and assisting with urinalysis as necessary.

Responsible for administering training meetings, this entails: Setting dates and times; Printing 30-60-90 day training schedules; Printing additional training schedules/plan (ex: H1N1 Flu Clinics); Training Committee; Attending Regional, State, and JFHQ Training Meetings as necessary.

Has the responsibility of being a Government Purchase Card holder, must be able to make government purchases when necessary and reconcile.

Responsible for sourcing off-drill missions such as requests for volunteers for AT during a scheduled event, coordinates with Supply NCO for government vehicles, arranges for lodging if necessary, inputs orders and informs SMs on details of missions.

Schedules weapons range, ensuring yearly training calendar states when range will be conducted, submitting request for range, maintaining accountability of all personnel intending to qualify, and arranging transportation with Supply NCO.

Schedules and administrates Army Physical Fitness Test events for the Medical Detachment: Coordinates with representative for utilization of Cony track for the event, coordinates with the Supply NCO for necessary supplies, plans alternate dates for make-up APFT, identifies a medic for the event, and records results in RCAS and DTMS.

Schedules Height/Weight: Ensures height/weight is recorded on all personnel annually, identifying those SMs that need to be taped, identifying SMs qualified to tape Soldiers, records all results in RCAS and DTMS- notifies the Admin NCO of any flags that need to be initiated.

Administrates the Weight Control Program: Tracks and records progress for Soldiers who enroll in the weight control program and ensures Soldiers are identified for flagging in accordance with AR 600-9.

Responsible for tracking AT/ATAs/Split Training/Individual Inactive Training. Training NCO tracks all AT for MED DET personnel utilizing an AT tracker spreadsheet, requests out ATAs for the year and manages them.

Responsible for being web master for Medical Detachment.

Tracks security clearances for the unit and assists with the clearance process when needed.

Safety NCO for Medical Detachment: Attends training as necessary, ensures CRM completion as needed for all events and gives safety briefs.

|    |       |       |
|----|-------|-------|
| 1  |       | 1     |
| 8  |       | 8     |
| 4  |       | 4     |
| 4  |       | 4     |
|    | 36    | 3     |
|    | 48    | 4     |
|    | 36    | 3     |
| 2  |       | 2     |
| 11 |       | 11    |
| 1  |       | 1     |
| 1  | 2     | 0.16  |
| 1  |       | 1     |
| 32 | 10.16 | 42.16 |

**Major Task Total Hours**

**State-Level Training Requirements and PDHRA**

Monthly    Annually    Monthly Average

Responsible as the Post-Deployment Health Re-assessment Manager for the State. Duties of the PDHRA manager include: Organizing PDHRA events, attending all conferences regarding PDHRA, identifying how many Service Members need to complete PDHRA, identifying how many Service Members are overdue, coordinating with returning units for scheduling of when and where PDHRA takes place, sending all information to NGB no later than 3 months in advance, submitting memorandums requesting overdue Soldiers attend upcoming events, ensuring unit commanders know who will need follow up appointments, reporting for duty as PDHRA Assistants.

Medical Detachment budget management (training, MOS-Q, CME and PDHRA), GFEBS training and other finance meetings as necessary.

Supports the institution of the MEARNG Training and Leader Development Guidance: Reviews Yearly Training Guidance and creates Yearly Training Calendar with Commander and makes changes as necessary. Training NCO accounts for what plans need to be made in order for changes to happen, to include: Staff support, lodging, equipment, and supplies- updates MED DET calendar with accurate training events scheduled.

Responsible for Continous Medical Education (CME) for medical personnel State-wide. Training NCO processes annual CME requests for all medical personnel (AT and Travel), Manages TRPD Budget, OML and guidance for CME, tracks 68W sustainment.

Manages TRPD/TRIT Budgets, updates budget spreadsheets, submits requests for additional funds as necessary, and projects costs for soldiers attending MOS-Q or PD courses.

Assigned primary point of contact for all medical students under State Surgeon.

Takes part in White Cell missions (travels to mobilization sites) to support mobilizing units.

Frequently responsible as NCOIC for SRC events, this includes preparation for and coordination of the events- and anything else that may arise.

|    |       |       |
|----|-------|-------|
|    | 432   | 36    |
| 11 |       | 11    |
| 4  |       | 4     |
| 12 |       | 12    |
| 11 |       | 11    |
| 1  |       | 1     |
|    | 135   | 11.25 |
|    | 12    | 1     |
| 39 | 48.25 | 87.25 |

**Major Task Total Hours**

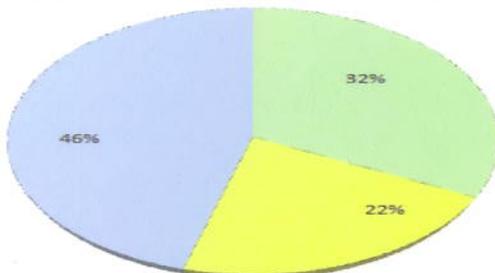
**Overall Job Totals**

Monthly    Annually    Monthly Average

|     |       |        |
|-----|-------|--------|
| 133 | 58.41 | 191.41 |
|-----|-------|--------|

**Distribution of Work by Major Task Group**

- Soldier Training Systems
- Soldier Training Program Expert
- State-Level Training Requirements and PDHRA



**Training NCO**

AGR / E6

|             |                |
|-------------|----------------|
| Technician: | Non-Technician |
| Required:   | 1              |
| Authorized: | 1              |

Current Status: **Filled**

**Total Required (Average)**

**Position Hours Per**

**Month:**

**191.41**

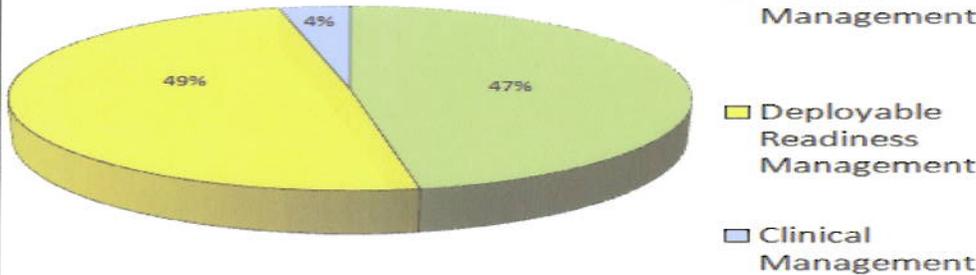
**Dental Readiness Manager**

**Hourly Requirements**

Monthly Hours + (Annual Hours / 12) = Monthly Average

| <b>Records Management</b>   |  | Monthly    | Annually     | Monthly Average |
|---|--|------------|--------------|-----------------|
| Maintains accuracy of the DA 3444 (Dental Treatment Record) and it's contents. Ensure up to date radiographs/health histories/CDT Codes (Current Dental Terminology 2011-2012) reflect most current exam/treatment with corresponding Dental Provider and patient signatures in chronological order by the standard audit criteria outlined with-in TB MED 250.   |  | 24         |              | 24              |
| Conducts entire DA3444 bi-annual record audit and accountability scrub.   |  |            | 32           | 2.66            |
| Ensures legal integrity of all processed documentation, to include signing authority for all DA 200's (Record Custody Transfer), Radiograph/SF 603a (Documentation of Care) interpretation, DD2813 (Civilian Dental Exam) and DD2870 (Release of MED/DEN information) action procedures, along with treatment record duplication/creation/and retirement handling protocols.  |  | 24         |              | 24              |
| Accountable for all MEARNG electronic dental records data entry, treatment record modification, State Level DENCLASS access, discrepancy reporting and quality assurance auditor on all data submitted into the ADDR (Active Duty Dental Repository) and CDA (Corporate Dental Application) for State Dental Officer approval.  |  | 16         |              | 16              |
| Prepares records for PHA/SRC Drill weekend events; Extract all DA3444's, prepare physical/electronic data, document records release & return .  |  | 8          |              | 8               |
| Enforces physical/electronic security measures outlined by HIPAA and AR 40-66 in relation to the proper storage and authorized access limitations to personal identifiable medical information.   |  | 4          |              | 4               |
| Maintains annual HIPAA (Health Insurance Portability and Accountability Act) & IA (Information Assurance) certification.  |  |            | 2            | 0.16            |
| Actively updates technical resource library/bi-annual CDT changes and maintains ledgers of transferable information & action daily gain/loss reports.   |  | 6          |              | 6               |
| <b>Major Task Total Hours</b>   |  | <b>82</b>  | <b>2.83</b>  | <b>84.83</b>    |
| <b>Deployable Readiness Management</b>  |  | Monthly    | Annually     | Monthly Average |
| Develops/Maintains a systematic process for initiating and managing Dental Case Files by coordinating clinical information flow directly with MSC MED-R NCO's, Soldier patients, and civilian dental providers- to include patient contacts and counseling.   |  | 32         |              | 32              |
| Unit Administrator for AVS (Automated Voucher System) dental vouchers and treatment events, responsible for all monthly voucher cost estimates, procedure tracking, and obligated: disbursed fund verification.   |  | 12         |              | 12              |
| Administrates the ADPP (Active Duty Dental Program) for all Active Duty MEARNG personnel to include DA alerted mobilizing soldiers, initiates Appointment Control Numbers, reviews insurance transactions, and mitigates discrepancies between civilian dental practices and the treatment goals of the State Dental Officer within the parameters of the Department Of Defense Dental Readiness Classification system. |  | 24         |              | 24              |
| Analyzes data trends, compiles and disseminates readiness reports, suggests corrective action in relation to dental mobilization readiness to senior leader staff at the unit, MSC, and State level.  |  | 16         |              | 16              |
| Plans, organizes, and executes training for annual admin/medical workshops.   |  |            | 8            | 0.67            |
| Mobilization/Demobilization Medical White Cell Team Leader/NCOIC for all dental related actions not already outlined as separate roles, responsible for all medical related actions pertaining to medical/dental records & personnel matters. Required to travel nationally to Active Duty Military Installations and act as a liaison to Demobing personnel.   |  |            | 50           | 4.16            |
| <b>Major Task Total Hours</b>   |  | <b>84</b>  | <b>4.83</b>  | <b>88.83</b>    |
| <b>Clinical Management</b>  |  | Monthly    | Annually     | Monthly Average |
| Responsible for ensuring the functional working order of radiograph/sterilization equipment, developing radiograph SOP's, maintaining radiograph log books, registration, and annual State/ tri-annual function inspection along with being responsible/ hand receipted for an excess of \$80,000 worth of clinical dental equipment.   |  |            | 32           | 2.75            |
| Coordinates monthly Dental Screening Events at MED DET and off site locations, including local universities and State wide dental practices.  |  | 4          |              | 4               |
| <b>Major Task Total Hours</b>   |  | <b>4</b>   | <b>2.75</b>  | <b>6.75</b>     |
| <b>Overall Job Totals</b>   |  | Monthly    | Annually     | Monthly Average |
|   |  | <b>170</b> | <b>10.41</b> | <b>180.41</b>   |

**Distribution of Work by Major Task Group**



|                                    |               |
|------------------------------------|---------------|
| <b>Dental Readiness Manager</b>    |               |
| Position is Dual Status (Excepted) |               |
| Technician:                        | GS-05         |
| Required:                          | 1             |
| Authorized:                        | 1             |
| Current Status:                    | <b>Filled</b> |
| <b>Total Required (Average)</b>    |               |
| <b>Position Hours Per Month:</b>   |               |
| <b>180.41</b>                      |               |

**Administrative NCO**

**Hourly Requirements**

Monthly Hours + (Annual Hours / 12) = Monthly Average

| Administrative Tasks and Duties  | Monthly | Annually | Monthly Average |
|--|---------|----------|-----------------|
| Admin NCO is responsible for all matters regarding pay (102-10a submission). This encompasses submitting 680-1 for split training Soldiers, ATAs for pay, and Military Pay Order (DD114) corrections in pay. | 20      |          | 20              |
| Responsible for all DTS authorizations and vouchers for M-Day Soldiers within the Medical Detachment.  | 20      |          | 20              |
| Responsible as the handler of technician pay and pay issues.   | 9       |          | 9               |
| Responsible for all AFCOS/OCONUS/Certificate of Performance processes. Creating, adjusting, and maintaining orders.  | 20      |          | 20              |
| Responsible for ERBs and ORBs updates, requires regular meetings and adjustments.  | 20      |          | 20              |
| Responsible for handling payroll in regards to drills, annual trainings and for ADSW.  | 5       |          | 5               |
| Inputs personnel data updates into the (DSIBS) SIDPERS transactions.   | 4       |          | 4               |
| Responsible for all iPERMS actions for Medical Detachment personnel.   | 10      |          | 10              |
| Creates all PARS in MILPO for transfer, MOS, ASI and Discharges.   | 6       |          | 6               |
| Handles personnel actions (4187s), relates to any personnel action.  | 4       |          | 4               |
| Responsible for ETS reporting.   | 2       |          | 2               |
| Responsible for preparing counselings.   | 6       |          | 6               |
| Processes enlisted extensions and initiates MRD extension packets for Officers within the Medical Detachment.  | 2       |          | 2               |
| Responsible for family care plans within unit, DEERS updates, and MEARNG form 5304-R.  |         | 3        | 0.25            |
| Processes all "Authorization to Start/Stop/Change Basic Allowance for Quarters" (DA Form 5960) paperwork for single Soldiers with mortgages or dependants.   | 2       |          | 2               |
| Responsible for mail pick up and drop off from distribution for the Medical Detachment.  | 6       |          | 6               |
| Responsible for all Retirement Points Accountability Management (RPAM) updates.  | 3       |          | 3               |
| Investigates any personnel issues (pay, leave, medical, etc) for the Medical Detachment.   | 8       |          | 8               |
| Assists with NCOER shells.   | 2       |          | 2               |
| Tracks NCOERs within the process.  | 2       |          | 2               |
| Reviews Enlisted Promotion Point Worksheets (NGB 4100s) for accuracy.  |         | 18       | 1.5             |
| Responsible as the eMILPO User for the Medical Detachment, this entails updating Record of Emergency Data (DD93) sheets and Servicemember's Group Life Insurance Election and Certification in eMILPO.       | 4       |          | 4               |
| Processes adverse action packets.  | 4       |          | 4               |
| Processes Full Time National Guard Duty (FTNGD) packets.   |         | 10       | 0.83            |
| Processes Retirement packages.   |         | 10       | 0.83            |
| Manages the Awards Log, processing of awards and assigns a control number.   | 4       |          | 4               |
| Conducts regular Medical Detachment office affairs to include distribution, widest dissemination of announcements (jobs etc.) and ensures all policies and procedures posted are up to date.                 | 10      |          | 10              |
| Responsible for reviewing authorizations and vouchers in Defense Travel System within State .  | 5       |          | 5               |
| Helps Soldiers with loan assistance and Selected Reserve Incentive Program (SRIP) / Bonuses. This requires processing them for submission.   | 2       |          | 2               |
| Responsible for producing and maintaining all Medical Detachment memorandums.  | 4       |          | 4               |
| Receives input from leadership, edits, receives approval and produces monthly unit newsletter.   | 5       |          | 5               |
| Makes updates to unit alert roster.  | 2       |          | 2               |
| Processes Line of Duty Injury paperwork for the Medical Detachment.  |         | 7        | 0.58            |
| MEDPROS WRITE ACCESS - STATE LEVEL during Flu shot clinics (needs refining)  |         | 10       | 0.83            |
| Runs reports on MEDPROS for Medical Detachment personnel readiness.  | 2       |          | 2               |
| Family Readiness Group liaison.  | 4       | 16       | 5.33            |
| Responsible for coordinating promotion, award, and Retirement Ceremonies.  | 2       |          | 2               |

Major Task Total Hours

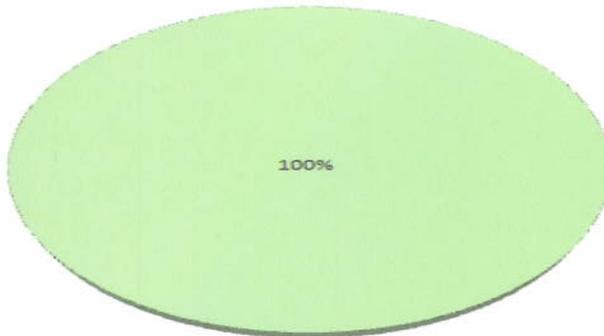
199      6.16      205.16

**Overall Job Totals**

| Monthly | Annually | Monthly Average |
|---------|----------|-----------------|
| 199     | 6.16     | 205.16          |

**Distribution of Work by Major Task Group**

Administrative Tasks and Duties



**Administrative NCO**

AGR / E5

| Technician:     | Non-Technician |
|-----------------|----------------|
| Required:       | 1              |
| Authorized:     | 1              |
| Current Status: | <b>Filled</b>  |

**Total Required (Average)**

Position Hours Per

Month:

**205.16**

**Physician's Assistant-Certified**

**Hourly Requirements**

Monthly Hours + (Annual Hours / 12) = Monthly Average

| <u>Subject Matter Expert / Medical Documentation / Clinician</u>  | Monthly        | Annually | Monthly Average |                                 |  |          |  |             |                |           |   |             |   |                 |               |                                 |  |                                  |  |               |  |
|---|----------------|----------|-----------------|---------------------------------|--|----------|--|-------------|----------------|-----------|---|-------------|---|-----------------|---------------|---------------------------------|--|----------------------------------|--|---------------|--|
| Responsible for all daily administrative tasks related to provider calls / details and medical documentation reviews.   | 40             |          | 40              |                                 |  |          |  |             |                |           |   |             |   |                 |               |                                 |  |                                  |  |               |  |
| Responsible for daily maintenance of Case Management "Status Tracker" of all case management tracked service members.   | 8              |          | 8               |                                 |  |          |  |             |                |           |   |             |   |                 |               |                                 |  |                                  |  |               |  |
| Responsible as the authority for creating, extending, and removing the entire MEARNG's medical profiles (under the direction of the State Surgeon). (Varies greatly based upon time of year- specifically State Physical Training Test calendar)  |                | 100      | 8.33            |                                 |  |          |  |             |                |           |   |             |   |                 |               |                                 |  |                                  |  |               |  |
| Provides Subject Matter Expert advice to units, MSCs, and State level authorities on individual and large scale medical matters.  | 15             |          | 15              |                                 |  |          |  |             |                |           |   |             |   |                 |               |                                 |  |                                  |  |               |  |
| Official reviewer and final authority on all MEB (M-Day / Technician) packet reviews before they are sent to Pinellas Park Florida for processing.  |                | 60       | 5               |                                 |  |          |  |             |                |           |   |             |   |                 |               |                                 |  |                                  |  |               |  |
| Creates and alters SF600 (Standard Form 600, Chronological Record of Medical Care) in MED-CHART computerized medical tracking database for all soldiers seen in for Case Management.  | 14             |          | 14              |                                 |  |          |  |             |                |           |   |             |   |                 |               |                                 |  |                                  |  |               |  |
| Conducts medical appointments with M-Day, AGR, ADOS and Technician Service Members as requested / needed.   | 20             |          | 20              |                                 |  |          |  |             |                |           |   |             |   |                 |               |                                 |  |                                  |  |               |  |
| Responsible for looking up Soldier data information in MEDPROS for Case Management / Units / MSCs.  | 3              |          | 3               |                                 |  |          |  |             |                |           |   |             |   |                 |               |                                 |  |                                  |  |               |  |
| Maintenance of computer systems that require updates every 90 days (MODS/EPROFILE/MEDCHART/LOD/MHA/MEDPROS/HRR)- maintains credentials/authorization/updates.   | 4              |          | 4               |                                 |  |          |  |             |                |           |   |             |   |                 |               |                                 |  |                                  |  |               |  |
| Reviewer of Medical Detachment hearing conservation tracker for completeness and creates H2 and H3 profiles as needed.  |                | 40       | 3.33            |                                 |  |          |  |             |                |           |   |             |   |                 |               |                                 |  |                                  |  |               |  |
| Runs and sets up MAR2s (MOS Administrative Retention Review) computerized system in the state.  |                | 20       | 1.66            |                                 |  |          |  |             |                |           |   |             |   |                 |               |                                 |  |                                  |  |               |  |
| Final reviewer of and reviewing authority for deployment and unit medical trackers.   |                | 16       | 1.33            |                                 |  |          |  |             |                |           |   |             |   |                 |               |                                 |  |                                  |  |               |  |
| Participates in quarterly INCAP (Incapacitated Soldier) review board.   |                | 8        | 0.66            |                                 |  |          |  |             |                |           |   |             |   |                 |               |                                 |  |                                  |  |               |  |
| Completes mandatory HIPAA (Health Insurance Portability and Accountability Act) / IA(Information Awareness) training.   |                | 2        | 0.16            |                                 |  |          |  |             |                |           |   |             |   |                 |               |                                 |  |                                  |  |               |  |
| Conducts personnel (S1) consults for Soldiers based off medical related service statuses and official medical decision making (including but not limited to Behavioral Health / Director of Psychological Health) at the State-level.   |                | 18       | 1.5             |                                 |  |          |  |             |                |           |   |             |   |                 |               |                                 |  |                                  |  |               |  |
| Attends Individual Personnel Readiness (IPR) meetings for deploying units as well as monthly "sure slide" meetings (road to war with units / road to war preparation and all subsequent briefs) once per month, per deploying unit. With an average yearly deploying force of 200-250 or 3-5 units per year.  |                | 60       | 5               |                                 |  |          |  |             |                |           |   |             |   |                 |               |                                 |  |                                  |  |               |  |
| Supervises five member case management team (1 R.N. Case Manager and 4 Case Manager Assistants) and all administrative actions that entails.  |                | 36       | 3               |                                 |  |          |  |             |                |           |   |             |   |                 |               |                                 |  |                                  |  |               |  |
| Attends monthly Case Management meeting for all open cases in MED-CHART duties include: Giving guidance, making determinations / decisions and provides higher echelon medical insight.   | 8              |          | 8               |                                 |  |          |  |             |                |           |   |             |   |                 |               |                                 |  |                                  |  |               |  |
| <b>Major Task Total Hours</b> →   | 112            | 30       | 142             |                                 |  |          |  |             |                |           |   |             |   |                 |               |                                 |  |                                  |  |               |  |
| <b>State-Level Tasks and Licensure</b>  | Monthly        | Annually | Monthly Average |                                 |  |          |  |             |                |           |   |             |   |                 |               |                                 |  |                                  |  |               |  |
| Responsible for reviewing State level 68W (Combat Medic) sustainment program with Regional Training Institute.  |                | 16       | 1.33            |                                 |  |          |  |             |                |           |   |             |   |                 |               |                                 |  |                                  |  |               |  |
| Responsible for maintaining State Physician's Assistant license .   |                | 5        | 0.41            |                                 |  |          |  |             |                |           |   |             |   |                 |               |                                 |  |                                  |  |               |  |
| Responsible for maintaining National Certification Certified Physician's Assistants (NCCPA) License for certification of 65D AOC.   |                | 50       | 4.16            |                                 |  |          |  |             |                |           |   |             |   |                 |               |                                 |  |                                  |  |               |  |
| Responsible for attending MOBEX (mobilization exercise) course twice a year at the State level. Primary instructor rehearsals and prep  |                | 24       | 2               |                                 |  |          |  |             |                |           |   |             |   |                 |               |                                 |  |                                  |  |               |  |
| PA in charge for OPLAN 41, May-October consists of planning and doing rock drills with groups from Washington and partaking in rehearsals.  |                | 24       | 2               |                                 |  |          |  |             |                |           |   |             |   |                 |               |                                 |  |                                  |  |               |  |
| Partakes in the Officer Evaluation Report (OER) process. Duties include rating and being rated, as well as preparing all pertinent documentation and forms.   |                | 10       | 0.83            |                                 |  |          |  |             |                |           |   |             |   |                 |               |                                 |  |                                  |  |               |  |
| Provides requests for information (RFI) for congressional inquiries, medical inquiries, etc.  |                | 10       | 0.83            |                                 |  |          |  |             |                |           |   |             |   |                 |               |                                 |  |                                  |  |               |  |
| <b>Major Task Total Hours</b> →   | 0              | 11.56    | 11.56           |                                 |  |          |  |             |                |           |   |             |   |                 |               |                                 |  |                                  |  |               |  |
| <b>Unit-Level Deployment Readiness</b>  | Monthly        | Annually | Monthly Average |                                 |  |          |  |             |                |           |   |             |   |                 |               |                                 |  |                                  |  |               |  |
| Responsible as the primary medical provider to conduct and sign off on all PHAs during weekly (Friday) Periodic Health Assessments conducted weekly at the Medical Detachment.  | 24             |          | 24              |                                 |  |          |  |             |                |           |   |             |   |                 |               |                                 |  |                                  |  |               |  |
| Responsible for reviewing all adverse PHAs (Periodic Health Assessments) after contracted unit PHA events.  |                | 100      | 8.33            |                                 |  |          |  |             |                |           |   |             |   |                 |               |                                 |  |                                  |  |               |  |
| Participates in quarterly in-house weekday PHA process meeting.   |                | 12       | 1               |                                 |  |          |  |             |                |           |   |             |   |                 |               |                                 |  |                                  |  |               |  |
| OIC for annual flu shot requirement for MEARNG. PA-C is the responsible party for meeting the 90% vaccination goal. Duties include (but are not limited to): Creating the plan, preparing the LOI, executing the plan, delivery, management of flushot MEDPROS documentation input, attending planning meetings, management of coordination with receiving units, being the responsible party to make sure shot teams perform their missions as ordered, receiving OPORDER from NGB-execute with State level LOI by July or August and ultimately responsible for completing the mission by December. |                | 50       | 4.16            |                                 |  |          |  |             |                |           |   |             |   |                 |               |                                 |  |                                  |  |               |  |
| Responsible for post contracted medical readiness events review of 10% of all medical records and documents. This mission is a Quality Assurance / Quality Control process that is mandated by the State Surgeon.   |                | 40       | 3.33            |                                 |  |          |  |             |                |           |   |             |   |                 |               |                                 |  |                                  |  |               |  |
| Responsible as primary Logistics Health Incorporated (medical readiness NGB contractor) POC for weekly coordination of mass deployment readiness events- SRCs and PHAs.   |                | 60       | 5               |                                 |  |          |  |             |                |           |   |             |   |                 |               |                                 |  |                                  |  |               |  |
| <b>Major Task Total Hours</b> →   | 24             | 21.83    | 45.83           |                                 |  |          |  |             |                |           |   |             |   |                 |               |                                 |  |                                  |  |               |  |
| <b>Overall Job Totals</b> →   | Monthly        | Annually | Monthly Average |                                 |  |          |  |             |                |           |   |             |   |                 |               |                                 |  |                                  |  |               |  |
|   | 136            | 65.05    | 199.39          |                                 |  |          |  |             |                |           |   |             |   |                 |               |                                 |  |                                  |  |               |  |
| <b>Distribution of Work by Major Task Group</b>   |                |          |                 |                                 |  |          |  |             |                |           |   |             |   |                 |               |                                 |  |                                  |  |               |  |
| <ul style="list-style-type: none"> <li><span style="color: green;">■</span> Subject Matter Expert / Medical Documentation / Clinician</li> <li><span style="color: yellow;">■</span> State-Level Tasks and Licensure</li> <li><span style="color: blue;">■</span> Unit-Level Deployment Readiness</li> </ul>  |                |          |                 |                                 |  |          |  |             |                |           |   |             |   |                 |               |                                 |  |                                  |  |               |  |
|   |                |          |                 |                                 |  |          |  |             |                |           |   |             |   |                 |               |                                 |  |                                  |  |               |  |
| <table border="1"> <thead> <tr> <th colspan="2">Physician's Assistant-Certified</th> </tr> <tr> <th colspan="2">AGR / O3</th> </tr> <tr> <th>Technician:</th> <th>Non-Technician</th> </tr> </thead> <tbody> <tr> <td>Required:</td> <td>1</td> </tr> <tr> <td>Authorized:</td> <td>1</td> </tr> <tr> <td>Current Status:</td> <td><b>Filled</b></td> </tr> <tr> <td colspan="2"><b>Total Required (Average)</b></td> </tr> <tr> <td colspan="2"><b>Position Hours Per Month:</b></td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>199.39</b></td> </tr> </tbody> </table>              |                |          |                 | Physician's Assistant-Certified |  | AGR / O3 |  | Technician: | Non-Technician | Required: | 1 | Authorized: | 1 | Current Status: | <b>Filled</b> | <b>Total Required (Average)</b> |  | <b>Position Hours Per Month:</b> |  | <b>199.39</b> |  |
| Physician's Assistant-Certified   |                |          |                 |                                 |  |          |  |             |                |           |   |             |   |                 |               |                                 |  |                                  |  |               |  |
| AGR / O3  |                |          |                 |                                 |  |          |  |             |                |           |   |             |   |                 |               |                                 |  |                                  |  |               |  |
| Technician:   | Non-Technician |          |                 |                                 |  |          |  |             |                |           |   |             |   |                 |               |                                 |  |                                  |  |               |  |
| Required:   | 1              |          |                 |                                 |  |          |  |             |                |           |   |             |   |                 |               |                                 |  |                                  |  |               |  |
| Authorized:   | 1              |          |                 |                                 |  |          |  |             |                |           |   |             |   |                 |               |                                 |  |                                  |  |               |  |
| Current Status:   | <b>Filled</b>  |          |                 |                                 |  |          |  |             |                |           |   |             |   |                 |               |                                 |  |                                  |  |               |  |
| <b>Total Required (Average)</b>   |                |          |                 |                                 |  |          |  |             |                |           |   |             |   |                 |               |                                 |  |                                  |  |               |  |
| <b>Position Hours Per Month:</b>  |                |          |                 |                                 |  |          |  |             |                |           |   |             |   |                 |               |                                 |  |                                  |  |               |  |
| <b>199.39</b>   |                |          |                 |                                 |  |          |  |             |                |           |   |             |   |                 |               |                                 |  |                                  |  |               |  |

**Behavioral Health Officer**

**Hourly Requirements**

Monthly Hours + (Annual Hours / 12) = Monthly Average

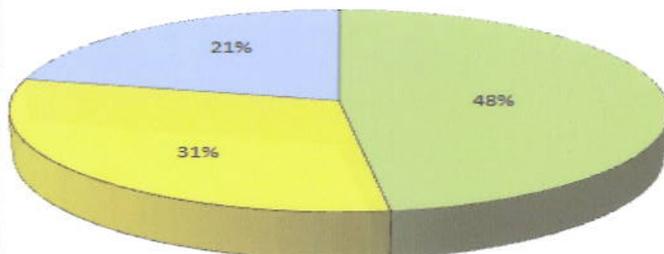
| <b>Clinical Expert / Behavioral Health Subject Matter Expert</b>  | Monthly   | Annually    | Monthly Average |
|---|-----------|-------------|-----------------|
| Responsible for calling soldiers to check on their progress / stability in Behavioral Health treatment. | 5         |             | 5               |
| Responsible for consulting with and advising chain of command(s) on Soldier Readiness.                  | 2         |             | 2               |
| Provides Education to Soldiers on available resources to improve Behavioral Health Readiness.           | 2         |             | 2               |
| Responsible for Clinical Supervision of Case Management load.   | 3         |             | 3               |
| Performs initial and follow-up interviews to ensure all Soldiers are ready for deployment.              |           | 40          | 3.33            |
| Makes recommendations and determinations on a Soldier's GO / NO-GO for duty or deployment.              |           | 50          | 4.16            |
| Performs case by case Behavioral Health PHA's for Soldiers as directed.                                 | 5         |             | 5               |
| Responsible for Behavioral Health's input during INCAP review board.                                    |           | 12          | 1               |
| Coordinates monthly Behavioral Health meetings to review cases with Case Management team.               | 3         |             | 3               |
| Responsible for participating in the monthly Joint (Army and Air Force) Wellbeing Counsel.              | 2         |             | 2               |
| Participates in monthly Medical Detachment sync meetings.   | 8         |             | 8               |
| DEMOBE Behavioral Health OIC to transition Soldiers from Active to M-Day status.                        |           | 100         | 8.33            |
| Must go TDY for periods of time to provide DEMOBE site Behavioral Health guidance as needed.            |           | 400         | 33.33           |
| Reacts to any and all special NGB/DSS/Behavioral Health OIC requests for information and actions.       |           | 20          | 1.66            |
| Performs Resiliency trainings as a Master Resiliency Trainer.   |           | 20          | 1.66            |
| <b>Major Task Total Hours</b>   | <b>30</b> | <b>53.5</b> | <b>83.5</b>     |

| <b>Behavioral Health Records Keeping</b>   | Monthly   | Annually | Monthly Average |
|--|-----------|----------|-----------------|
| Responsible for protecting the confidentiality of all Soldier's medical and BH information IAW AR 40-66.   | 5         |          | 5               |
| Reviews all pertinent Behavioral Health information and medical records for deploying Soldiers.  |           | 20       | 1.66            |
| Attains releases of information for Behavioral Health records from civilian and outside providers.   | 4         |          | 4               |
| Ensures proper data entry of Soldier's Behavioral Health information in MED-CHART.   | 10        |          | 10              |
| Makes copies of Behavioral Health notes from Soldier's medical records for Case Manager's file.  | 2         |          | 2               |
| Coordinates with outside facilities and providers to obtain records of treatment.  | 4         |          | 4               |
| Maintains a management reporting system: To include digital databases and spreadsheets- by inputting, storing, retrieving and manipulating pertinent data. | 17.5      |          | 17.5            |
| Monitors and updates the Maine Army National Guard Behavioral Health Case Management tracker.  | 7.5       |          | 7.5             |
| Provides and explains information to Soldiers about their Privacy Rights and HIPAA.  | 2         |          | 2               |
| <b>Major Task Total Hours</b>  | <b>52</b> | <b>2</b> | <b>54</b>       |

| <b>Behavioral Health Miscellaneous</b>   | Monthly   | Annually | Monthly Average |
|--|-----------|----------|-----------------|
| Responsible for calling and scheduling Soldiers for appointments with Behavioral Health.                 | 7         |          | 7               |
| Responsible for ensuring widest dissemination of Behavioral Health updates.                              |           | 10       | 0.83            |
| Responsible for ensuring all units deploying are 100% Fully Medically Ready (FMR) in regards to BH.      |           | 50       | 4.16            |
| Consults with Case Management Team as needed on each case by case basis.                                 | 5         |          | 5               |
| Develops relationships with representatives in other agencies to support Soldiers in attaining services. | 5         |          | 5               |
| Coordinates with soldiers to ensure all appointment dates and times are communicated.                    | 5         |          | 5               |
| Responsible for scheduling and meeting with Soldiers to clear PHA, if previously identified/flagged.     | 2         |          | 2               |
| Develops charts, graphs, briefings and visual aids as needed for BH presentations.                       | 8         |          | 8               |
| Assures all policies and procedures are up to date and adhered to IAW all official guidance.             |           | 10       | 0.83            |
| <b>Major Task Total Hours</b>  | <b>32</b> | <b>6</b> | <b>38</b>       |

| <b>Overall Job Totals</b> | Monthly    | Annually    | Monthly Average |
|---------------------------|------------|-------------|-----------------|
|                           | <b>114</b> | <b>61.5</b> | <b>175.5</b>    |

**Distribution of Work by Major Task Group**



- Clinical Expert / Behavioral Health Subject Matter Expert
- Behavioral Health Records Keeping
- Behavioral Health Miscellaneous

| <b>Behavioral Health Officer</b> |               |
|----------------------------------|---------------|
| <b>Technician</b>                |               |
| Technician:                      | GS-11         |
| Required:                        |               |
| Authorized:                      | 1             |
| Current Status:                  | <b>VACANT</b> |
| <b>Total Required (Average)</b>  |               |
| <b>Position Hours Per Month:</b> |               |
| <b>175.5</b>                     |               |

**Occupational Health Nurse**

**Hourly Requirements**

Monthly Hours + (Annual Hours / 12) = Monthly Average

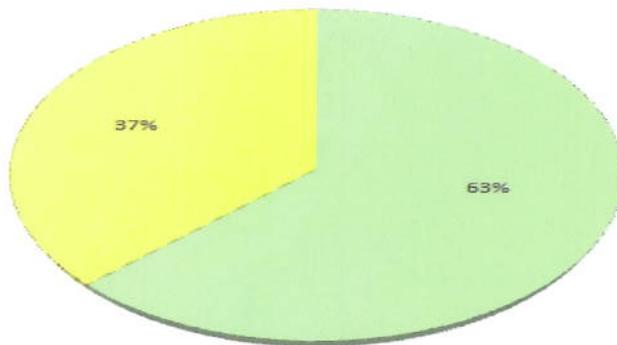
| Occupational Health Duties  | Monthly   | Annually    | Monthly Average |
|---|-----------|-------------|-----------------|
| Responsible for conducting all Occupational Health related administrative duties, such as generating and archiving necessary paperwork in the proper manner in accordance with all applicable laws and military regulations, tracking a total of 260 technicians throughout the State (121 of which are currently members in 1 or more OSHA programs) and records tracking information on a detailed spreadsheet. | 30        |             | 30              |
| Conducts pertinent office correspondence related to the office of Occupational Health: E-mailing, making phone calls and attending teleconferences as necessary.  | 10        |             | 10              |
| Uses most current policy and guidance from DoD, DoT, DA, and OSHA to maintain MEARNG programs at a level commensurate to established guidance. MEARNG SOPs are maintained to incorporate latest policy and guidance within the control of the Technician.   |           | 40          | 3.33            |
| Coordinates and directs all Occupational Health physicals with local provider offices.  | 5         |             | 5               |
| Performs all respirator physicals and annual fit tests for full-time personnel required to wear respirators on the job.   |           | 56          | 4.66            |
| Provides annual OSHA respirator training.   |           | 15          | 1.25            |
| Provides injury evaluations and directs care within State licensure, as needed.   |           | 5           | 0.41            |
| Conducts new hire, return from deployment and annual OSHA required physicals.   |           | 20          | 1.66            |
| Conducts program assessments, shop visits (for worksite issues) and meets with shop supervisors.  |           | 400         | 33.33           |
| Provides education to technicians and on site as needed, such as explaining return to work restrictions- after an incident.   |           | 20          | 1.66            |
| Performs necessary OSHA exams and procedures as needed on exposed or pertinent technicians including, but not limited to: Eye exams, Hearing / Noise Exposure exams, past asbestos exposure, CDL and Welder / Metal Fumes exams.  | 20        |             | 20              |
| Coordinates and/or participates in multi-disciplinary teams to resolve work site issues (Safety, Medical Detachment, HRO, etc.) as follows:   |           |             |                 |
| Provided medical input regarding investigations of workplace injuries. Actively engages with Safety to formulate changes to processes/procedures to prevent further injury.   |           | 40          | 3.33            |
| Actively participates as a member of the Federal Employees Compensation Act (FECA) working group.   |           | 8           | 0.66            |
| Is the Subject Matter Expert (SME) regarding hearing tests and Defense Occupational and Environmental Health Readiness (DOEHRs) program.  |           | 40          | 3.33            |
| Reviews employee medical records in order to provide timely input (48 hours of receipt of notification) to FECA working groups regarding on-going treatment and return to work availability of employees.   |           |             |                 |
| Supports and promotes EEO and special emphasis programs. Address concerns (perceived or real), and resolves problems/disagreements and other conflicts as they arise; ensures workplace is free from all forms of discrimination, harassment, and retaliation.  |           | 12          | 1               |
|   |           | 12          | 1               |
| <b>Major Task Total Hours</b>   | <b>65</b> | <b>55.6</b> | <b>120.6</b>    |

| Deployment Readiness Support  | Monthly   | Annually    | Monthly Average |
|---|-----------|-------------|-----------------|
| Assists the medical records section with records maintenance: Scanning, filing and whatever else the mission dictates.  |           | 260         | 21.66           |
| Nursing assistance as needed (including during week day Periodic Health Assessments): Providing flu shots, conducting height/weight/vitals on Soldiers and any other nursing tasks as needed.                           | 5         |             | 5               |
| Hearing booth test support, both weekly (every Friday) and during drill weekend deployment medical readiness events- SRCs and PHAs.   | 32        | 30          | 34.5            |
| Subject Matter Expert advice to Soldiers on medical and Occupational Health related topics.   | 5         |             | 5               |
| Partakes in regular committee meetings as necessary, to include Behavioral Health.  | 3         |             | 3               |
| Responds to Requests For Information (RFI) and Investigating Officers (IO)- generally related to the Line of Duty (LOD) injury process. This includes but is not limited to: Explaining, educating and troubleshooting. |           | 20          | 1.66            |
| <b>Major Task Total Hours</b>   | <b>45</b> | <b>25.8</b> | <b>70.8</b>     |

| Overall Job Totals | Monthly    | Annually    | Monthly Average |
|--------------------|------------|-------------|-----------------|
|                    | <b>110</b> | <b>81.4</b> | <b>191.4</b>    |

**Distribution of Work by Major Task Group**

Occupational Health Duties Deployment Readiness Support



|   |               |
|---|---------------|
| <b>Occupational Health Nurse</b>        |               |
| <b>Position Is Permanent Technician</b> |               |
| Technician:                             | GS-12         |
| Required:                               | 1             |
| Authorized:                             | 1             |
| Current Status:                         | <b>Filled</b> |
| <b>Total Required (Average)</b>         |               |
| <b>Position Hours Per Month:</b>        |               |
| <b>191.4</b>                            |               |

**Incapacitation Manager**

**Hourly Requirements**

Monthly Hours + (Annual Hours / 12) = Monthly Average

| <b><u>Incapacitation Manager Primary Duties</u></b>  | Monthly    | Annually | Monthly Average |
|--|------------|----------|-----------------|
| Responsible for monitoring possible Incapacitation (INCAP) claims by Soldiers through MSCs and monitoring the medical status of Soldiers currently on INCAP. | 36         |          | 36              |
| Advises Soldiers, MSCs and Units' administrations of the process of INCAP and the pertaining regulations and processes involved with claims.                 | 20         |          | 20              |
| Ensures Soldiers are correctly completing the forms required for the INCAP process and that they are sent through the correct channels.                      | 12         |          | 12              |
| Ensures that Soldiers who have a current Line of Duty claim (LOD) meet the requirements for their INCAP claims.  | 8          |          | 8               |
| Monitors the current status of medical profiles of Soldiers on INCAP to ensure they have not expired.  | 10         |          | 10              |
| Monitors and updates the INCAP portion of the Medical Detachment's DVEM sharepoint website   | 2          |          | 2               |
| Revises INCAP policies/SOPs and maintains coherence to the guidelines of INCAP.  | 12         |          | 12              |
| Creates INCAP memorandums and other specific memorandums as required to serve the purpose of INCAP management.   | 24         |          | 24              |
| Monitors required documents and claims to ensure they are within the prescribed date range and are in conjunction with Soldier profiles.                     | 8          |          | 8               |
| <b><i>Major Task Total Hours</i></b>   | <b>132</b> | <b>0</b> | <b>132</b>      |

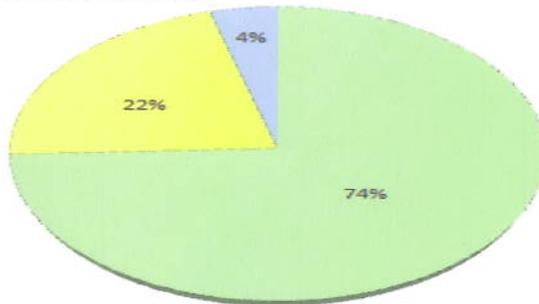
| <b><u>Incapacitation Budget and IRB Process</u></b>  | Monthly     | Annually    | Monthly Average |
|--|-------------|-------------|-----------------|
| Balance the INCAP budget for both base budget and OCD budget. (Manages monies averaging over \$5,000,000 Annually)       | 2.4         |             | 2.4             |
| Responsible for reviewing INCAP budget with United States Property and Fiscal Office (USPFO) on a weekly basis.          | 12          |             | 12              |
| Monitors travel budget and travel claims for Soldier medical appointments.   | 0.8         |             | 0.8             |
| Submits INCAP request for funds to National Guard Bureau (NGB) when required.  | 1.2         |             | 1.2             |
| Coordinates with USPFO and MSCs, so as to ensure payment to Soldiers is current, accurate and on time.                   | 4           |             | 4               |
| Submit INCAP claim forms through the USPFO. Ensuring all forms are correctly filled out, signed and up to date.          | 2           |             | 2               |
| Schedules and prepares for the INCAP review boards on quarterly basis.   |             | 9.6         | 0.8             |
| Coordinate with all required members as to scheduling meetings and times.  |             | 9.6         | 0.8             |
| Prepares IRB minutes to send to MSCs and units within 5 working days.  |             | 144         | 12              |
| Assists the President of the INCAP Review Board and ensures high quality control on INCAP approval process.              | 0.8         |             | 0.8             |
| Holds the responsibility to coordinate with the State Surgeon for the INCAP IRB and then conducts the IRB every quarter. |             | 14.4        | 1.2             |
| <b><i>Major Task Total Hours</i></b>   | <b>23.2</b> | <b>14.8</b> | <b>38</b>       |

| <b><u>Assists Others</u></b>  | Monthly    | Annually | Monthly Average |
|---|------------|----------|-----------------|
| Assists with Warrior Transition Unit (WTU), Medical Retention Processing (MRP2) and the Active Duty Medical Extension (ADME) Process- also assist with complex cases/appeals. | 2          |          | 2               |
| Updates the Warrior Transition Unit roster.   | 0.6        |          | 0.6             |
| Responds to queries regarding INCAP, MEB, WTU, MRP2 and ADME and others.  | 2          |          | 2               |
| Assists in priority Medical Detachment duties of the day.   | 2          |          | 2               |
| Provides Medical Detachment requests for information/actions.   | 1          |          | 1               |
| <b><i>Major Task Total Hours</i></b>  | <b>7.6</b> | <b>0</b> | <b>7.6</b>      |

| <b><u>Overall Job Totals</u></b> | Monthly      | Annually    | Monthly Average |
|----------------------------------|--------------|-------------|-----------------|
|                                  | <b>162.8</b> | <b>14.8</b> | <b>177.6</b>    |

**Distribution of Work by Major Task Group**

- Incapacitation Manager Primary Duties
- Incapacitation Budget and IRB Process
- Assists Others



| <b>Incapacitation Manager</b>             |               |
|---|---------------|
| <b>Position Is Dual Status (Excepted)</b> |               |
| Technician:                               | GS-07         |
| Required:                                 | 1             |
| Authorized:                               | 1             |
| Current Status:                           | <b>Filled</b> |
| <b><u>Total Required (Average)</u></b>    |               |
| <b><u>Position Hours Per Month:</u></b>   |               |
| <b>177.6</b>                              |               |

**Medical Detachment Position Time Requirement Assessment:**

**State LOD Administrator**

**Hourly Requirements**

Monthly Hours + (Annual Hours / 12) = Monthly Average

| Line of Duty Investigation/eMMPS Module   | Monthly    | Annually   | Monthly Average |
|---|------------|------------|-----------------|
| Manages all state users, +/- 133 users, for eMMPS; Reviews users HIPAA certification regularly, approved account permissions, changes roles and UICs when necessary.  | 1          |            | 1               |
| Assists all State users with any eMMPS issues prior to requesting assistance from helpdesk.   | 1          |            | 1               |
| Prepares for, and trains all state users for their roles in eMMPS.  | 4          |            | 4               |
| Receives notification and tracks LODs in LOD database.  | 6          |            | 6               |
| Corresponds with MSCs and Units to try to ensure timely submission of LODs, responds to any questions.  | 6          |            | 6               |
| Researches Ecase, Eprofile, HRR and medical records for paperwork that isn't in the module to determine if we have it before requesting it from a unit.   | 15         |            | 15              |
| Reviews all Maine LODs to ensure that they are complete and accurate before submission to State Approval or NGB. (Average of 3 FLODs per month at 10 hrs each and 19 informals at 3.5 hrs each.   | 96.5       |            | 96.5            |
| Assists units with actually preparing the LOD. Sometimes actually loads LOD into eMMPS.   |            | 24         | 2               |
| Determines what is incomplete or inaccurate in LOD and prepares rejection letter for DSS to review and return to appropriate role level in eMMPS Module.  |            |            |                 |
| Determines if an LOD should be a Formal.  | 2          |            | 2               |
| Discusses LOD cases with other Medical Detachment personnel to ensure all are in synch. Discusses difficult cases with DSS sometimes because of inquiries (such as commanders, COS and congressional inquiries) and sometimes for guidance. | 3          |            | 3               |
| Tracks all LOD appeals.   | 0.25       |            | 0.25            |
| Prepares Approval Memorandum with diagnosis for State Approval to digitally sign.   | 0.5        |            | 0.5             |
| Prints approved LODs to put into Soldier's medical record.  | 0.25       |            | 0.25            |
| Prepares for and attends end of annual training clearings to help units and MSCs with LODs and medical care requests. Also attends demob clearings.   |            | 30         | 2.5             |
| Prior to each drill, sends each MSC a copy of their LOD report with statuses and concerns on them.  | 3          |            | 3               |
| Prepares reports for monthly staff call and any other reports or RFIs that the DSS or anyone needs.   | 1          | 12         | 2               |
| Prepares report for quarterly IRB/Medical Issues Meeting and attends meeting.   |            | 36         | 3               |
| Shreds all pertinent paperwork for security and HIPAA reasons.  | 0.25       |            | 0.25            |
| Enters updates to eCase when needed.  | 0.25       |            | 0.25            |
| <b>Major Task Total Hours</b>   | <b>140</b> | <b>8.5</b> | <b>148.5</b>    |

**MMSO Preauthorization, Medical Care and Billing Issues**

|  | Monthly   | Annually   | Monthly Average |
|--|-----------|------------|-----------------|
| Works with MSCs/Units to get all appropriate paperwork to assure medical bills are paid correctly.   | 3         |            | 3               |
| Researches EOBs in MyTRICARE.com to try to ensure bills are paid correctly. Prints them, and works with MMSO and TRICARE to get bills paid appropriately.            | 20        |            | 20              |
| Works with MTF and TRICARE to get bills that are authorized by the MTF, paid.  |           | 3          | 0.25            |
| Reviews pre-authorizations for accuracy and completeness and ensuring LOD is signed by the Commander before forwarding to MMSO for approval.                         | 2         |            | 2               |
| If a Soldier lives within 50 miles of Military Treatment Facility (MTF) or is directed to go to MTF, coordinates with MTF to set up appointment for medical care.    |           | 3          | 0.25            |
| Engages in phone calls with medical providers, units and MSCs about pre-authorizations and any billing questions.  | 6         |            | 6               |
| Enters authorization information into eCase.   | 1         |            | 1               |
| Monitors medical care for soldier to ensure they have timely appointments and medical documentation gets loaded into eMMPS and if need additional preauthorizations. | 6         |            | 6               |
| Uploads EOBs into eMMPS.   | 3         |            | 3               |
| <b>Major Task Total Hours</b>  | <b>41</b> | <b>0.5</b> | <b>41.5</b>     |

**Website and SOPs**

|  | Monthly  | Annually | Monthly Average |
|--|----------|----------|-----------------|
| Reviews SOPs and Policy Letters for changes and assists HSS/DSS in making changes. |          | 8        | 0.66666667      |
| Provides LOD piece to 42 Newsletter quarterly.                                     |          | 4        | 0.33333333      |
| Reviews and updates website as needed, changing forms when needed.                 | 1        |          | 1               |
| <b>Major Task Total Hours</b>  | <b>1</b> | <b>1</b> | <b>2</b>        |

**Overall Job Totals**

| Monthly    | Annually   | Monthly Average |
|------------|------------|-----------------|
| <b>182</b> | <b>9.5</b> | <b>192</b>      |

**Distribution of Work by Major Task Group**

- Line of Duty Investigation / eMMPS Module
- MMSO Preauthorization, Medical Care and Billing Issues
- Website and SOPs



|                                      |               |
|--------------------------------------|---------------|
| <b>Human Resources Assistant</b>     |               |
| <b>Permanent Civilian Technician</b> |               |
| Technician:                          | GS-07         |
| Required:                            | 1             |
| Authorized:                          | 1             |
| Current Status:                      | <b>Filled</b> |
| <b>Total Required (Average)</b>      |               |
| <b>Position Hours Per Month:</b>     |               |
| <b>192</b>                           |               |

**Medical Records NCO / Technician**

**Hourly Requirements**

Monthly Hours + (Annual Hours / 12) = Monthly Average

**Unit Level Readiness and Mobilization / Deployment Support**

|   | Monthly   | Annually     | Monthly Average |
|---|-----------|--------------|-----------------|
| Responsible for attaining and verifying the accuracy of mobilizing unit's rosters prior to Soldier readiness events.  | 5         |              | 5               |
| Responsible for pulling properly verified records, and packing them systematically for transport.   |           | 90           | 7.5             |
| Responsible for planning, coordinating, shipping, receiving, and confirming receipt of records to and from MOB sites.   |           | 30           | 2.5             |
| Responsible for verifying each deploying Soldier's medical record contains a properly assembled and filled out DD2766 (adult prevention and chronic care flowsheet) to the varied specifications of each particular MOB site's standards. |           | 95           | 7.91            |
| Processes each demobilizing Soldier's DD2766 packet, and returns it to the Soldier's individual medical record.   |           | 50           | 4.16            |
| Assists during pre and post-deployment Soldier readiness events by securing, maintaining accountability of, and overseeing the distribution/signing out and proper return of 100% of all Soldier's medical records and documents.         |           | 240          | 20              |
| Assists at MOB/DEMOB sites as needed.   |           | 110          | 9.16            |
| Responsible for scanning mass organizational documentation into HRR (Health Readiness Record) system.   |           | 120          | 10              |
| Responsible for entering mass organizational readiness data (including immunizations/vaccinations) into MEDPROS.  |           | 105          | 8.75            |
| Responsible for filing all documentation post Soldier Readiness Center events properly and IAW AR 40-66.  |           | 65           | 5.41            |
| Properly accounts for and stores all Soldier records after processing documentation from readiness events .   |           | 35           | 2.91            |
| Processes records for weekday and unit level PHA events: To include pulling rosters from the MED DET Outlook calendar, and processes new medical documentation. (Requirements similar to deploying Soldier readiness standards.)          | 20        |              | 20              |
| Responsible for receiving State level gains/loss report, and inputting all Commander's medical exemption's coding.  | 2         |              | 2               |
| <b>Major Task Total Hours</b>   | <b>27</b> | <b>78.33</b> | <b>105.33</b>   |

**Medical Records Maintenance and Management**

|  | Monthly   | Annually    | Monthly Average |
|--|-----------|-------------|-----------------|
| Conducts quarterly medical records inventory and organization: Duties include printing missing records from the digital Health Readiness Record (HRR), and updates roster with records status and changes.   |           | 16          | 1.33            |
| Transfers medical records to and from other States and components by utilizing the IST gain/loss report, and following up with the proper State/Component agencies and initiating/coordinating records transfers.  | 5         |             | 5               |
| Responsible for creating medical records for new Soldiers by receiving an Initial Active Duty Training (IADT) medical record from Recruiting and Retention command and producing a permanent medical record IAW AR 40-66 using DA form 8005: This includes scanning all documents into HRR and completing DD2766 for each SM and file in the record. | 10        |             | 10              |
| Processes retirees / discharged Soldiers by sending all related records to the Veteran's Affairs Records Center.   | 7         |             | 7               |
| Coordinates shipments of medical and dental records with MOB and DEMOB stations and scans / MEDPROS enters all pre and post-deployment documentation / AHLTA notes / PDHA / PDHRA / Immunization notes.  |           | 100         | 8.33            |
| Processes medical documentation submitted to the Medical Records department by Case Management, service members, units and physician's offices daily: Scans and enters all new medical documentation, immunizations and labs into HRR and MEDPROS- then files documentation chronologically in the appropriate sections of the record.               | 30        |             | 30              |
| Responsible for obtaining medical information for units for Line Of Duty injury (LOD) purposes.  | 5         |             | 5               |
| <b>Major Task Total Hours</b>  | <b>57</b> | <b>9.66</b> | <b>66.66</b>    |

**Customer Service**

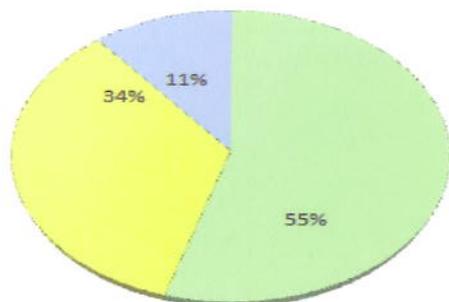
|  | Monthly   | Annually    | Monthly Average |
|--|-----------|-------------|-----------------|
| Responsible for providing copies of medical records or documentation upon official request from Veteran's Affairs, service members, and civilian physicians- and then sends the medical record to the requestor. | 10        |             | 10              |
| Answers questions about services member's medical readiness.   | 2         |             | 2               |
| Provides guidance to units and MSCs on medical readiness systems.  | 4         |             | 4               |
| Responsible for updating medical record's portion of DVEM / SharePoint websites.   | 2         |             | 2               |
| Orders office supplies and medical records forms as needed.  | 2         |             | 2               |
| Processes official policy changes related to medical and dental records and records keeping.   |           | 10          | 0.83            |
| <b>Major Task Total Hours</b>  | <b>20</b> | <b>0.83</b> | <b>20.83</b>    |

**Overall Job Totals**

| Monthly    | Annually     | Monthly Average |
|------------|--------------|-----------------|
| <b>104</b> | <b>88.82</b> | <b>192.82</b>   |

**Distribution of Work by Major Task Group**

- Unit Level Readiness and Mobilization / Deployment Support
- Medical Records Maintenance and Management
- Customer Service



**Medical Records Technician**

Position Is Dual Status (Excepted)

|                 |               |
|-----------------|---------------|
| Technician:     | GS-07         |
| Required:       | 1             |
| Authorized:     | 1             |
| Current Status: | <b>Vacant</b> |

**Total Required (Average)**

**Position Hours Per Month:**

**192.82**

**Medical Detachment Position Time Requirement Assessment:**

**R.N. Case Manager**

**Hourly Requirements**

Monthly Hours + (Annual Hours / 12) = Monthly Average

**Mobilization Readiness and Support**

Performs and directs mass record scrubbing prior to pre/post deployment SRC events, scrubbing criteria includes but is not limited to: Immunizations, Labs, Dental, Woman's Readiness, Vision, Hearing, PHA, Medical Issues (duty limiting profiles, pregnancy, etc.). Member of Case Management team that holds the responsibility to participate in several pre-SRC meetings to ascertain the specific needs and details of the deploying unit. These meetings require preparation and identify due-outs as well. Responsible for managing the Mobilization Spreadsheet / Tracker for a deploying unit, verifying its accuracy and using it to track a unit's progress up until deploying. Managerial authority and responsible party for the building, maintaining, updating, and verifying the accuracy of Task Forces in MEDPROS to maintain accountability of deploying groups and their current medical readiness statuses and specific needs. Case Management for SRC: Actively participating in the SRC by conducting / managing a Case Management station to identify anything not already previously noted and tracked for deploying Soldier readiness. R.N. Case Manager is the subject matter expert in the Case Management team at the station. SRC events require preparation and after the event a list of due outs and identified issues must be noted, tracked, mitigated and eventually resolved.

| Monthly   | Annually  | Monthly Average |
|-----------|-----------|-----------------|
| 8         |           | 8               |
| 8         |           | 8               |
| 4         |           | 4               |
| 5         |           | 5               |
| 4         | 240       | 24              |
| <b>29</b> | <b>20</b> | <b>49</b>       |

**Major Task Total Hours**

**General Medical Readiness**

Responsible for requesting referrals from Tricare as needed. Conducts immunization missions and clinics as needed and assists with the yearly influenza immunization mission under the guidance of the Medical Detachment PA-C. Responsible as CM Team Lead for Unit-Level PHA events. Responsibilities for PHA events are not as specific as an SRC event and do not require as lengthy of a preparation time and less intensive of a Case Management criteria level filter. PHA events also require issue tracking and require case management follow up on newly discovered readiness issues. R.N. CM also assists in record preparation / printing for these events when available. Assists during weekday PHAs conducting blood draws, vital signs, vision exams and starting new eCases as needed. Responsible authority for 16 different case management readiness trackers at any one time. Assists with Behavioral Health Cases as needed, reviews and attends necessary meetings. MED-CHART responsibilities include: Starting new MED-CHART eCases, eCase reviews, checking number of cases open against trackers to ensure current CM issues are being tracked. Responsible authority for assuring all policies and SOPs are correct and up to date. Maintains credentials for AHLTA notes and assists with Title-10 (Active Duty) Soldiers by printing AHLTA Medical Records. Assists PA-C by helping with profile writing and updating as needed. Prepares and delivers Commanders reports after PHAs. Assists with scheduling medical appointments and with drill weekend medical appointment preparation. Attends training meetings regularly. Conducts mission essential data entry into MWDE / MEDPROS for Soldier medical updates. Conducts regular office duties such as writing e-mails and responding to them, correspondence and making/receiving phone calls as necessary. Responds to requests for information to superiors, providers and as needed.

| Monthly   | Annually     | Monthly Average |
|-----------|--------------|-----------------|
| 1         |              | 1               |
|           | 100          | 8.33            |
| 4         | 120          | 14              |
| 8         |              | 8               |
| 5         |              | 5               |
| 12        |              | 12              |
| 5         |              | 5               |
| 4         |              | 4               |
| 2         |              | 2               |
| 4         |              | 4               |
| 6         |              | 6               |
| 6         |              | 6               |
| 4         |              | 4               |
| 4         |              | 4               |
| 7         |              | 7               |
| 1         |              | 1               |
| <b>73</b> | <b>18.33</b> | <b>91.33</b>    |

**Major Task Total Hours**

**Case Management Team Leader**

Reviewer and approval authority of hours for pay purposes for the Skyline (contractor) timesheet system. Manages and delegates to the case management team as needed and conducts supervising duties as well. Coordinates case management teams priorities of work during weekday PHAs as well as conducts necessary case management. Maintain's R.N. credentials as well as access to medical data tracking systems and all other pertinent computer programs (MWDE, MEDPROS, eProfile, MHA, HRR, eCase, LOD, AVS, IPerms and RCAS). Spokesperson for the case management team in the weekly medical detachment meeting, preparation and due outs.

| Monthly   | Annually    | Monthly Average |
|-----------|-------------|-----------------|
| 2         |             | 2               |
| 8         |             | 8               |
| 32        |             | 32              |
|           | 16          | 1.33            |
| 2         |             | 2               |
| <b>44</b> | <b>1.33</b> | <b>45.33</b>    |

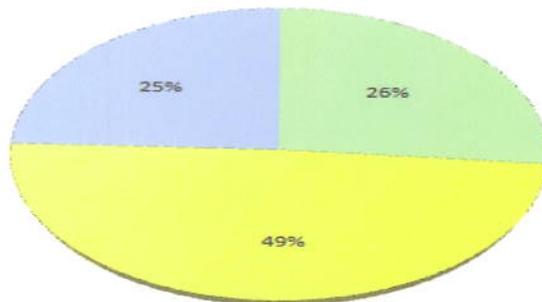
**Major Task Total Hours**

**Overall Job Totals**

| Monthly    | Annually     | Monthly Average |
|------------|--------------|-----------------|
| <b>146</b> | <b>39.66</b> | <b>185.66</b>   |

**Distribution of Work by Major Task Group**

- Mobilization Readiness and Support
- General Medical Readiness
- Case Management Team Leader



**R.N. Case Manager**

**NGB Contract**

| Technician:     | Non-Technician |
|-----------------|----------------|
| Required:       | 1              |
| Authorized:     | 1              |
| Current Status: | <b>Filled</b>  |

**Total Required (Average)**

**Position Hours Per**

**Month:**

**185.66**

**Case Manager Assistant**

**Hourly Requirements**

Monthly Hours + (Annual Hours / 12) = Monthly Average

**Deployment and Annual Medical Readiness**

Monthly    Annually    Monthly Average

Contracting Periodic Health Assessment coordination is an intensive process and requires (but isn't limited to) the following:  
 90 days out CM must create rosters for the event, a letter of instruction and a timeline. These are sent to the MSC.  
 75 days out CM must receive rosters back from MSC, separate Soldiers that are expecting to attend the event, create a voucher in the Automated Voucher System (AVS) and send the roster to the PHA contractor representative for initial event planning.  
 60 days out the CM must make site visits and create floor plans for the event.  
 45 days out the CM must review the roster and send the MSC the fasting roster for Soldiers who must fast before the event.  
 30 days out the CM must coordinate services needed from the contractor, coordinate Medical Detachment staff support and make last minute changes to the attendance roster.  
 15 days out the CM must finalize the contract with the contractor.  
 1 day out the CM must go to the event site and complete all setup necessary for the event with the contractor's advanced team.  
 The day of the event the CM must do final setup and then conduct the case management station throughout the event.  
 CMs are responsible for tracking all deploying units medically, this includes but is not limited to:  
 Preparing for and attending all necessary meetings (as well as responding to due-outs from them).  
 Creating and updating "Task Forces" in MEDPROS for efficient and consistent tracking of specified groups (not necessarily an entire unit).  
 Scrubbing Soldier's records prior to contract SRCs, this entails: Reviewing all documentation and determining all needs related to immunizations, labs, dental, women's readiness, vision, hearing, PHA and any medical issues (i.e. duty limiting, profiles, pregnancy).  
 Actively participating in the SRCs by conducting / managing a Case Management station to identify anything not already previously noted and tracked for deploying Soldier readiness. SRC events require preparation/coordination (if contracted- see PHA requirements above / if not contracted, the event preparation and execution is Medical Detachment personnel based). After the event a list of due outs and identified issues must be noted, tracked, mitigated and eventually resolved. The tracking criteria is expanded for deploying units.  
 CMs are responsible for tracking Soldiers from their assigned troop command (52nd/120th), this requires them to call the Soldiers once a month on average, request pertinent medical documentation from the Soldier's Primary Care Providers and schedule drill weekend medical appointments with Medical Detachment providers.  
 Coordinates and schedules weekday PHAs as well as assists during them within their respective scopes of work, duties include but are not limited to: Receive requests from MSCs, pull Soldier's medical record to see what labs are needed, check MEDPROS for dental and immunization requirements, create PCP check list and send to soldier (AGR only) and scheduling the PHA by putting it on the Weekday PHA appointment calendar on the PHA SharePoint site in correct format.  
 CMs are responsible for creating Letter Of Instruction's for CM/PHA office.  
 CMs must be trained and knowledgeable in the Medical Evaluation Board / Physical Evaluation Board (MEB/PEB) process as well as Line of Duty and Incapacitation (LOD/INCAP) programs as these situations may exist in tandem with Case Management issues.  
 CMs must become proficient in all necessary medical tracking systems and programs, as well as maintain their credentials and access to them (MEDPROS/MWDE/HRR/eProfile/eCase/LOD/AVS/iPerms/RCAS). CMs also reset MEDPROS passwords for all Medical Detachment employees.  
 CMs assist with medical records creating, keeping, copying and all other aspects of chronological medical recording.  
 Conducts regular office duties such as writing e-mails and responding to them, correspondence and making/receiving phone calls as necessary.

|     |    |
|-----|----|
| 60  | 5  |
| 48  | 4  |
| 84  | 7  |
| 24  | 2  |
| 36  | 3  |
| 12  | 1  |
| 48  | 4  |
| 240 | 20 |
| 48  | 4  |
| 24  | 2  |
| 72  | 6  |
| 480 | 40 |
| 180 | 15 |
| 14  | 14 |
| 2   | 2  |
| 24  | 2  |
| 5   | 5  |
| 48  | 4  |
| 13  | 13 |

**Major Task Total Hours**

|    |     |     |
|----|-----|-----|
| 34 | 119 | 153 |
|----|-----|-----|

**Other Job Related Duties**

Monthly    Annually    Monthly Average

CMs have the responsibility of creating and editing memorandums for the CM/PHA office.  
 CMs must be trained in, acquire and annually renew their Health Insurance Portability and Accountability Act (HIPAA) certification.  
 Responsible for updates to SharePoint; flu, PHA and CM site on the DVEM page.  
 Performs any other necessary duties to assist with Case Management or medical tracking as necessary.  
 CMs are responsible for responding to any pertinent requests for information they receive, as well as coordinating with MSC/Medical NCOs.  
 CMs must submit their weekly Skyline (contractor) pay information to the R.N. Case Manager for review/approval.

|    |      |
|----|------|
| 72 | 6    |
| 2  | 0.16 |
| 3  | 3    |
| 36 | 3    |
| 5  | 5    |
| 1  | 1    |

**Major Task Total Hours**

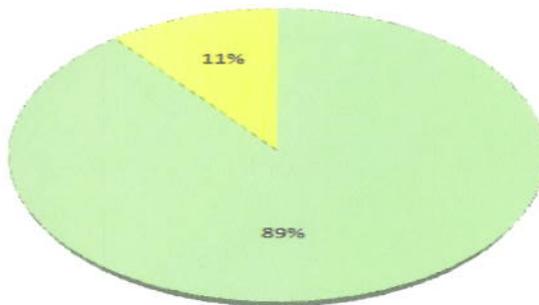
|   |      |       |
|---|------|-------|
| 9 | 9.16 | 18.16 |
|---|------|-------|

**Overall Job Totals**

|    |        |        |
|----|--------|--------|
| 43 | 128.16 | 171.16 |
|----|--------|--------|

**Distribution of Work by Major Task Group**

- Deployment and Annual Medical Readiness
- Other Job Related Duties



**Case Manager Assistant**

**NGB Contract**

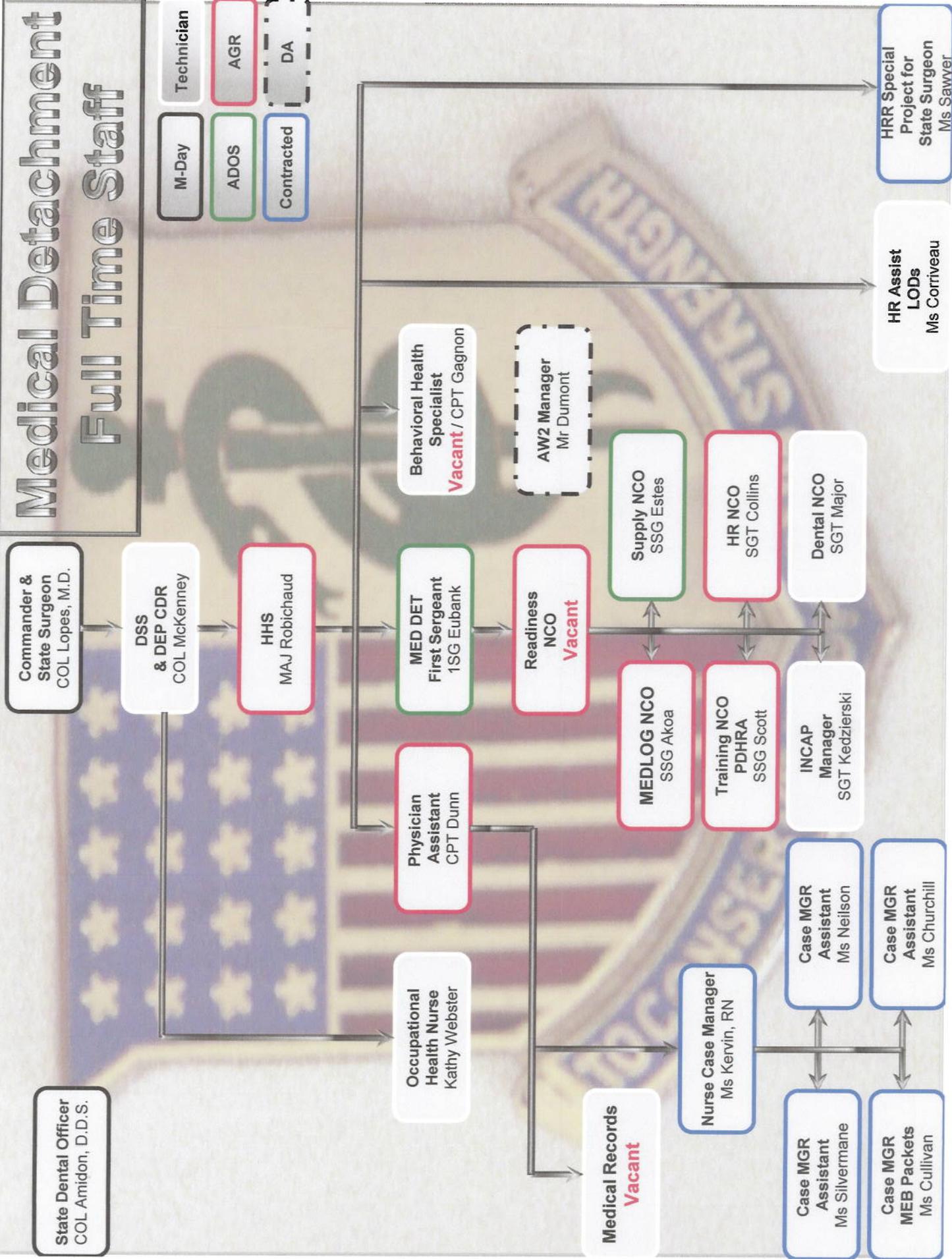
|                 |                |
|-----------------|----------------|
| Technician:     | Non-Technician |
| Required:       | 0              |
| Authorized:     | 4              |
| Current Status: | <b>Filled</b>  |

**Total Required (Average)**

**Position Hours Per Month:**

**171.16**

# Medical Detachment Full Time Staff



Technician

M-Day

ADOS

AGR

Contracted

DA

Commander & State Surgeon  
COL Lopes, M.D.

DSS & DEP CDR  
COL McKenney

HHS  
MAJ Robichaud

MED DET  
First Sergeant  
1SG Eubank

Behavioral Health Specialist  
Vacant / CPT Gagnon

AW2 Manager  
Mr Dumont

Readiness NCO  
Vacant

MEDLOG NCO  
SSG Akoa

Supply NCO  
SSG Estes

Training NCO  
PDHRA  
SSG Scott

HR NCO  
SGT Collins

INCAP Manager  
SGT Kedzierski

Dental NCO  
SGT Major

Physician Assistant  
CPT Dunn

Occupational Health Nurse  
Kathy Webster

Medical Records  
Vacant

Nurse Case Manager  
Ms Kervin, RN

Case MGR Assistant  
Ms Silvermane

Case MGR Assistant  
Ms Neilson

Case MGR MEB Packets  
Ms Cullivan

Case MGR Assistant  
Ms Churchill

HR Assist LODs  
Ms Corriveau

HRR Special Project for  
State Surgeon  
Ms Sawyer