

Statewide Announcement is made of the following Active Guard Reserve (AGR) Position in the Nevada Army National Guard

Announcement Number:	12-036
Date of announcement:	10 May 2012
Closing Date:	30 May 2012 (All applications must be received before 1600 on the closing date)
Start Date No Later Than:	N/A
Position Description & #:	Patient Admin Specialist
Duty Location:	Carson City, Nevada
Unit/UIC/Para/ Line Number:	Medical Detachment, WZPAA
Area of Consideration:	Statewide* ; Current members of the Nevada Army National Guard
Grade:	Enlisted, Min E-5/SGT-Max E-6/SSG
MOS:	68 Series, 68G Preferred but not required must be eligible to become qualified and complete MOSQ within 1 year from hire date.
Salary:	Full military pay and allowances depending on rank and longevity
Initial Tour Length:	3 years
Human Resources Point of Contact:	SFC Schinzing at (775) 887-7388/DSN 530-7388 benjamin.schinzing@us.army.mil
Unit Point of Contact:	1SG Richard Beck (775) 348-1034 cell: (775) 297-1763 rick.beck@us.army.mil
NOTE: *Statewide means: Only current members of the Nevada Army National Guard AGR's, Active Duty or Traditional Soldiers (M Day) may apply.	

12-036

HOW TO APPLY:

INTERESTED APPLICANTS MUST FORWARD THIS CHECKLIST WITH THE FOLLOWING DOCUMENTATION IN ORDER, NO BINDERS OR STAPLES PLEASE!

1. Initial NGB Form 34-1, dated 201011, must be complete with signature (Available on NGB Forms) http://www.ngbpc.ngb.army.mil/forms/ngbf34_1.htm
2. Initial Biographical Sketch, IAW NGR 600-200 <http://www.nv.ngb.army.mil/hro/forms/BioSketch.tif>
3. Initial Physical:
 - Current MEDPROS printout within 30 days of application (Available on AKO) <https://apps.mods.army.mil/MEDPROS/MyMedicalReadiness/default.aspx> (select IMR record). Used for verification of PHA completion within 1 year from application date and verification of HIV testing within 2 years from application date. Selected applicant will have to fill out a DD FORM 2870, AUTHORIZATION FOR DISCLOSURE OF MEDICAL OR DENTAL INFORMATION before start date.
 - Medical documents which indicates a Permanent Profile higher than a “1” in any of the PULHES fields of the physical (if applicable). Medical documents for any Temporary Profiles.
 - Must present a medically certified Negative Pregnancy Test prior to accession into the AGR Program (Females only)
4. Initial Memorandum through unit Commander or authorized representative stating height/weight. Memorandum must be within 30 days of closing date and applicant must be compliance with Army Standards IAW AR 600-9.
5. initial Photograph:
 - Official Military Photo in Class A, Army Service Uniform or Dress Blues preferred. Photo in Army Combat Uniform accepted if Service member does not have dress uniform. If not available submit memo to President of the Board explaining why you do not have a dress uniform photo (if applicable).
6. Initial Last five NCOERs/OERs. Performance counseling acceptable if Soldier has no NCOERs. Submit a memo to the President of the Board, explaining reason(s) for any missing or not requiring of NCOERs/OERs (may apply to newly promoted E-5s and newly appointed commissioned officers).
7. Initial Copy of DA Form 705 (APFT) for past three years.
 - **Must have successfully completed and passed most recent APFT within 12 months.** Ensure DA Form 705 states, “FOR RECORD GO”. Submit memo to President of the Board explaining why you do not have three years of APFT records (if applicable).

8. Initial Retirement Points History Statement (RPAS).
9. Initial Personnel Qualification Record (PQR).
10. Initial Current security clearance, JPAS printout **or** memo from security manager- must have NACL Secret or be eligible to obtain Secret.
11. Initial Any supporting documentation to reflect experience, training for the advertised position to include letters of recommendation or civilian degrees.
12. Initial All DD Form 214 (s), DD Form 215 (s) and NGB Form 22 (s) covering any active duty period **(copy must include bottom portion that identifies SPD Code). DD 214 SERVICE -4 will have SPD Code.**
13. Initial Copy of documentation showing military education completed for: MOS, NCOES and OES (Office Educations System) (i.e. 1059's).
14. Initial **Applicants email address:** _____ You will be contacted by email or phone for interviews.

Applications without all required supporting documents will be returned without consideration. Applications received after 1600 on the closing date will not be considered and will not be returned.

US Government postage and envelopes may not be used for submitting applications. Qualified applicants will be contacted for interviews. The Board President or Human Resource Office will contact all applicants to notify them of recommendation or non-recommendation either by phone or by memorandum. If there are three or less applicants a formal board may not be held.

Submit applications to:
Nevada Military Department,
ATTN: HRO AGR Branch NGNV-HR-AG,
2460 Fairview Drive, Carson City Nevada 89701-5502.

All applications must be received before 1600 on the closing date of this announcement. If applying for multiple job announcements you must fill out a complete packet for each announcement.

PRIMARY DUTIES AND RESPONSIBILITIES:

Major duties 68W. The health care specialist provides emergency medical treatment, limited primary care, force health protection and evacuation in a variety of operational and clinical settings from point of injury or illness through the continuum of military health care.

(1) *Skill Level 1.* Administers emergency medical treatment to battlefield casualties, assists with outpatient care and treatment or assists with inpatient care and treatment under the supervision of a physician, nurse, physician's assistant or a Health Care NCO.

((2) *Skill Level 2.* Administers emergency and routine medical treatment to battle and non-battle casualties, assists with outpatient care and treatment and supervises field and clinical medical facilities under the supervision of a physician, nurse or physician's assistant.

(3) *Skill Level 3.* Supervises activities of field, clinical and mobile treatment facilities.

Major duties 68G. The patient administration specialist supervises or performs administrative duties in patient administration division of hospital or other medical activity.

(1) *Skill Level 1.* Performs and directs patient management functions. Interprets communications, directives, and publications. Coordinates release of information functions. Prepares health record copies and abstracts. Coordinates release of information functions. Prepares, files, safe- guards, transfers, and retires health records. Maintains patient locator and suspense files. Prepares, codes, and transmits clinical record cover sheets. Transcribes daily information onto charts. Transcribes physicians' orders, and prepares requests for diagnostic tests, consultations, and referrals. Performs functions to admit, discharge, and transfer patients. Compiles information and prepares reports, graphs, and charts on bed occupancy, staffing, dental health, medical care from civilian sources, and professional activities.

(2) *Skill Level 2.* Performs as stated above. Prepares patient related correspondence and special orders for patient assignment, reassignment, and aero medical evacuation. Coordinates and prepares forms. Identifies and processes Line of Duty (LOD) determinations. Monitors dependents education (overseas clearance) program. Identifies, coordinates, and processes medical conditions requiring Medical Evaluation Board (MEB) proceedings. Verifies patient eligibility. Performs procedures for network referrals. Provides claims assistance and counseling to beneficiaries.

(3) *Skill Level 3.* Supervises performance of patient administration duties.

(4) *Skill Level 4.* Supervises performance of patient administrative duties. (5) *Skill Level 5.* Supervises performance of patient administration duties.

MOS QUALIFICATION REQUIREMENTS:

Must possess MOS 68W or 68G or be eligible to become 68W or 68G. **Must be able to obtain Secret Security Clearance.** Must complete MOSQ and all other required training within 12 months from hire date. Failure to complete formal training within 12 months will result in removal from the AGR program.

Enlisted personnel who do not possess the MOS may be considered for retraining if they are eligible for entry into the required MOS and meet all other requirements under AR 611-21 (See Below). Applicants without the required MOS, if selected, must agree in writing to attend 42A school within 6 months of hire date and obtain the required MOS within 12 months. Failure to successfully complete training within 12 months or complete formal training may cause immediate removal from AGR status.

ADDITIONAL REQUIREMENTS:

Physical demands rating and qualifications for initial award of MOS 68W. The medical specialist must possess the following qualifications:

b. *Physical demands rating and qualifications for initial award of MOS.* The health care specialist or combat medic must possess the following qualifications:

(1) A physical demands rating of moderately heavy.

(2) **A physical profile of 111121.**

(3) **No aversion to blood. As of 2008 August 10**

(4) **Qualifying scores.**

(a) **A minimum score of 105 in aptitude area ST and 110 in aptitude area GT in Armed Services Vocational Aptitude Battery (ASVAB) tests administered prior to 2 January 2002.**

(b) **A minimum score of 102 in aptitude area ST and 110 in aptitude area GT on ASVAB tests administered on and after 2 January 2002 and prior to 1 July.**

(c) **A minimum score of 101 in aptitude area ST and 107 in aptitude area GT on ASVAB tests administered on and after 1 July 2004.**

(5) Have a high school diploma or GED equivalency.

(6) No history of alcoholism, drug addiction, indiscriminate use of habit-forming or dangerous drugs.

(7) Must maintain a current, valid, unrestricted National Registry Emergency Medical Technician – Basic Certification to retain MOS 68W (SFC(P)s and MSGs are exempt from this requirement).

(8) No history of a felony conviction.

- (9) No history of conviction of crimes involving:
 - (a) An out of hospital patient or a patient or resident of a medical care facility.
 - (b) Financial exploitation of a person entrusted to a care of the applicant.
 - (c) Any weapons/ammunition/explosives/arson charges.
 - (d) Any drug activity involving illegal possession, buying, selling, or distribution (dealing) of controlled substances or synthetics.
 - (e) Violence against persons or property.
 - (f) Sexual misconduct.
- (10) No record of conviction by special or general courts-martial or civilian courts of offenses listed in AR 27-10 (Military Justice) chapter 24 or otherwise required to register as a sexual offender under AR 27-10, chapter 24.
- (11) Formal training (completion of MOS 68W course conducted under auspices of Army Medical Department Center and School) mandatory; or completion of the Exportable 68W10 Course conducted by reserve component (RC) unit approved by the AMEDDC&S;

Physical demands rating and qualifications for initial award of MOS 68G. The patient administration specialist must possess the following qualifications:

Physical demands rating and qualifications for initial award of MOS. The patient administration specialist must possess the following qualifications:

- (1) A physical demands rating of medium.
- (2) A physical profile of 323221.**
- (3) Qualifying scores.**
 - (a) A minimum score of 95 in aptitude area CL in Armed Services Vocational Aptitude Battery (ASVAB) tests administered prior to 2 January 2002.**
 - (b) A minimum score of 92 in aptitude area CL on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004.**
 - (c) A minimum score of 90 in aptitude area CL on ASVAB tests administered on and after 1 July 2004.**
- (4) No history of a felony conviction.
- (5) No history of conviction of crimes involving:
 - (a) Any weapons/ammunition/explosives/arson charges.
 - (b) Any drug activity involving illegal possession, buying, selling or distribution (dealing) of controlled substances or synthetics.
 - (c) Violence against persons or property.
 - (d) Sexual misconduct.
- (6) No record of conviction by special or general courts-martial or civilian courts of offenses listed in AR 27-10 (Military Justice), chapter 24 or otherwise required to register as a sexual offender under AR 27-10, chapter 24.
- (7) Formal training (completion of MOS 68G course, or the RC ACCP nonresident--2 weeks resident course, conducted under the auspices of the AMEDDC&S) mandatory

MINIMUM ELIGIBILITY CRITERIA:

Individuals who have been involuntarily separated from the AGR program or Full Time National Guard Duty are not eligible to reenter the program. Must meet medical standards prescribed by AR 40-501 chapter 3. You will be required to complete a physical exam if you do not have a current one within the last two years. Must not be under a current suspension of favorable personnel actions. Applicants who voluntarily separate from the AGR program for one or more days are not eligible to reenter the program for one year from date of separation without an NGB approved waiver. Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities. Applicants who are over grade may apply, but must indicate in writing a willingness to be administratively reduced in grade when assigned to the position. Members must remain in the position in which initially assigned for a minimum of 18 months. The initial tour length is three years. Failure to become MOSQ within the specified period is grounds for mandatory involuntary separation from the AGR program. Applicants must meet the physical demands rating and qualifications for award of MOS in accordance with AR 611-21 and NGR 600-200. Must meet Army Physical Fitness standards and height and weight standards as prescribed by AR 350-1 and AR 600-9. Must have sufficient time remaining (ETS) (MRD) to permit completion of tour of duty. Subsequent tour(s) will be based on authorized force structure in effect. PCS funds have been authorized if in the best interest of the government. See AR 135-18, 1 Nov 2004, Table 2-1, Qualifications for entry in the AGR Program for eligibility requirements.

THE NEVADA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation. Due to restrictions in assignment to certain units some positions may have gender restrictions.