



**JOINT FORCES HEADQUARTERS-INDIANA
AIR NATIONAL GUARD MILITARY DUTY TOUR (AGR)**



Open, 181ST Air Base Only

ANNOUNCEMENT NO.		DATE ISSUED	CLOSING DATE
16-001-A-Air		1 October 2015	15 October 2015
UNIT OF ASSIGNMENT	LOCATION	CIVILIAN SERIES & GRADE	SALARY RANGE
181 st Medical Group	Terre Haute, IN	N/A	Sra/TSgt
POSITION TITLE	PDCN	MINIMUM MILITARY GRADE	MAXIMUM MILITARY GRADE
Health Service Management	TBD	E4/Sra	E6/TSgt
COMPATIBLE MILITARY ASSIGNMENT			
Air Force Specialty Code (AFSC) 4A071			
PERMANENT CHANGE OF STATION (PCS) FUNDING			
FUNDS MAY BE AVAILABLE			
MILITARY DUTY TOUR TYPE AND AREA OF CONSIDERATION			
<input checked="" type="checkbox"/> Military Duty Tour, Active Guard/Reserve (AGR), under Title 32, U.S.C., Sec 502(f) <u>Three (3) years with the potential for follow on tours.</u>			
<input checked="" type="checkbox"/> IAW ANGI 36-101, follows on tours for members with at least 20 years of TAFMS will be approved in 1-2 year increments.			
<input checked="" type="checkbox"/> Open to Females.			
DUTIES AND RESPONSIBILITIES			
<p>Serve as a Medical Records Technician ensuring that every airman is medically ready to execute his/her state and federal mission. Ensure the proper management of medical records for all assigned to the Intelligence Wing and shall assist other fulltime staff in accomplishing the day to day operations of the Medical Group.</p> <p>Implement and manage the Armed Forces Health Longitudinal Technology Application (AHLTA) information management systems utilized for aerospace medicine and force health protection programs. Assist with the management of the AHLTA Electronic Medical Records Program and ensures members are trained to successfully utilize the system.</p> <p>Create, manage and process medical records for current members. Create medical records for new accessions. Process medical records for individuals scheduled for Basic Military Training, Technical School, Transfer and Discharge. Prepare medical records for individuals scheduled for monthly physical exams. File documentation in individual medical/dental records.</p> <p>Update physical examination data in required information management systems. Assist with the management of the Reserve Component Periodic Health Assessment (RCPHA) Program. Schedule members to complete medical/dental requirements. Edit, review and validate medical records for accuracy and completeness.</p>			

Document medical records and notify members to contact physician for laboratory or diagnostic results. Comply with policies and procedures developed for the flight medicine and grounding management programs. Ensure new policies and procedures are provided to medical staff in a timely manner.

Assist with medical deployment eligibility determinations. Review military unique individual readiness requirements. Prescreen medical records for medical/dental health issues that require evaluation for deployment eligibility. Perform quality assurance studies/reviews. Conduct annual medical/dental record reviews. Perform quality assurance checks on in-coming medical/dental records. Compile and complete special and recurring reports.

Operational Security (OPSEC) principles and the proper management of Privacy Act, HIPAA and FOUO information. Privacy Act of 1974, and must be familiar with the proper management of this type of information. Health Information Portability and Accountability Act (HIPAA), and must be familiar with the proper management of this type of information. "For Official Use Only" (FOUO).

Manage, prepare file plans and ensure proper disposition of all record sets for the Medical Group utilizing the Air Force Records Information Management System (AFRIMS).

Determines eligibility, authorizes and coordinates civilian and military medical care for Active Guard Reserve (AGR) personnel and other eligible beneficiaries in accordance with directives and local policies. Initiates and monitors Line of Duty (LOD) determinations for assigned personnel. Manages LOD follow-ups and ensures members are providing required documentation. Processes LODs for higher headquarters approval. Provides policy guidance to unit commanders and supervisors. Coordinates with civilian and military medical providers and other base organizations (finance, personnel, unit commanders, supervisors, and legal) to ensure accurate processing and continuity of care. Builds and maintains strong relations and understanding of civilian healthcare system and the TRICARE program to assist with answering TRICARE beneficiary questions, providing education and resolving problems.

Strong organizational skills and communication skills, both written and verbal. Basic knowledge of standard office procedures and the ability to interpret general direction. Knowledge and experience needed to use Microsoft Office Suite including but not limited to Excel, Word, PowerPoint and Outlook. Use various software programs to maintain database files and prepare reports.

GENERAL EXPERIENCE

Knowledge is mandatory of: general clerical procedures; medical terminology, regulations, and directives; medical ethics; health records administration; principles of coding; and anatomy and physiology.

OTHER REQUIREMENTS/CONDITIONS OF EMPLOYMENT

- Once selected and assigned, AGR members must remain in the position for a minimum of twenty-four (24) months.
- Applicants must meet requirements of AFI 36-2905 Air Force Fitness Program.
- Applicants must have sufficient time remaining on current ANG enlistment or mandatory removal date to complete AGR Tour.
- Applicants should be able to complete 20 years Total Active Federal Military Service prior to reaching mandatory separation date.
- Once selected, members must maintain qualifications for mobilization and attend all Unit Training Assemblies (UTA), exercises, and periods of annual training.
- Security Clearance:** Applicants must have or be able to obtain a **SECRET** security clearance.

-Medical/Physical: Applicants must meet any medical standards or physical requirements designated for the position.

-Direct Deposit/Electronic Fund Transfer Program: Selected candidate is required to participate as a condition of employment.

Vice: Frank, Jorge

APPLICATION PROCEDURES

Interested applicants may apply for this AGR vacancy by submitting all of the following:

-Complete and SIGNED NGB Form 34-1.

- Applicants MUST submit PASSING fitness assessment CURRENT through the closing date.

-Current Record Review Listing (RRL-RIP). Contact your local Military Personnel Flight (MPF) or visit the Virtual MPF. Applications must be delivered, Faxed, emailed or mailed to the Joint Forces Headquarters Indiana Human Resource Office and **MUST BE RECEIVED BY THE HUMAN RESOURCES OFFICE NOT LATER THAN 1600 HOURS ON THE CLOSING DATE OF THIS ANNOUNCEMENT.**

- Incomplete application packets will NOT be considered for further review. If emailed, please submit all documents combined into ONE PDF attachment, if possible.

POC is SSG Estes: 317-247-3300 EXT: 74013, DSN 369-2300 EXT: 74013.

Hard copy applications such as faxed applications, hand carried applications, and mailed applications will no longer be accepted. If the application packet is too large to be sent in one email, break the packet into two separate attachments and send it in two separate emails. If sending multiple emails, subject line must end in 1 of 2, 2 of 2 (example- AGR application Smith, 1 of 2). Email: ng.in.inarng.mbx.mdhrweb@mail.mil Original signature will be required for EMAILED copies at the time of the interview. HRO will not review the application for completion or accuracy before the closing date. The applicant is responsible to ensure the application is complete and all required documents are correct and included.

Selecting Official: CMSgt Tracie L. Newman, INANG 873-5167