

**NEBRASKA NATIONAL GUARD  
HUMAN RESOURCES OFFICE  
1300 MILITARY ROAD  
LINCOLN, NEBRASKA 68508**

**ACTIVE GUARD RESERVE VACANCY ANNOUNCEMENT**

**Announcement Number:** AGR-AR-18-045

**Closing Date:** 21 March 2018

**Position Title:** HSS NCOIC

**Location:** Med Det, Lincoln, NE

**Military Grade Range:** Minimum SSG/E6 - Maximum SFC/E7

**Military Requirements:** Designated MOS for this position is 68G40. All prior MOS 68G Soldiers serving in another MOS reclassifying back into MOS 68G, will be reviewed for validation of skills, by the proponent, during the reclassification process. Must have and must and maintain a SECRET security clearance. **Applicants will review the qualifications for the award of this MOS in Department of the Army Pamphlet (DA PAM) 611-21 for further demand rating and qualifications for initial award of MOS. Failure to review these qualifications may result in the applicant not being eligible for the position.**

**Area of Consideration:** All current **on-board** AGR members of the Nebraska Army National Guard in the rank/grade of SSG/E6 - SFC/E7 may submit applications for this position. All current hiring procedures will be in accordance with AGR Enlisted Career management Policy. **AGR's within 24 months of initial tour or 18 months of assignment or reassignment of closing date of this announcement requires a stabilization waiver. Stabilization waiver request must be submitted with application by closing date.**

**Qualified applicants will be referred to the selecting official in the following order.**

**Area 1:** Lateral Transfers of **on-board** AGR personnel. (SFC/E7-SFC/E7). 68G MOS eligible if applicable.

**Area 2:** 2018 Select Train Educate Promote List (STEP) of **on-board** AGR CPMOS qualified (SSG/E6, 68G).

**Area 3:** Transfer of **on-board** AGR personnel (SSG/E6) 68G MOS eligible, if applicable.

**Area 4:** N/A

**General Requirements:**

1. The ability to develop procedural/regulatory guidance.
2. The ability to communicate both orally and in writing.
3. The ability to work with automation equipment and information technology systems.
4. Experience in consolidating and analyzing data, prioritizing workload, and managing time to meet organizational goals.
5. Knowledge of training, personnel and logistical procedures.

**Summary of Duties:** The HSS NCOIC supervises and performs patient administrative duties in support of the NEARNG. Some duties may include: Compile data and prepare required statistical reports on dispositions and other selected workload areas. Prepare and consolidate medical documents and files authorized documents ensuring proper sequencing of forms. Apply knowledge of medical terminology as it applies to anatomy and physiology. Prepare medical records for retirement. Assist in the preparation of medical information for release. Maintain a medical record tracking system within the medical facility. Post administrative entries in medical records. Schedule patients for medical board actions. Audit medical records for quality control based on the nature of care and treatment given. Release medical information, answer inquiries, and provide information from medical records to requesting parties as authorized. Collect pertinent medical records and upload in electronic medical systems. Processes Reserve Component Medical Care (RCMC) and Active Duty

Medical Extension (ADME) packets and payment requirements. Coordinates and maintains PHA/Physical scheduling requirements. Perform other duties as assigned.

#### **DA PAM 611-21**

#### **10-68G. MOS 68G--Patient Administration Specialist (Patient Admin Sp), CMF 68**

a. *Major duties.* The patient administration specialist supervises or performs administrative duties in patient administration division of hospital or other medical activity. Duties for MOS 68G at each level of skill are:

(1) *MOSC 68G10.* Compiles data and prepares required statistical report on outpatient visits, inpatient visits, admissions, dispositions, and other selected workload area. Prepare reports and data on births, deaths, and reportable conditions for submission to military and civilian authorities. Initiate correspondence pertaining to medical records, medical board proceedings, line of duty investigations, and other records and reports pertaining to patient administration. Possess working knowledge of patient medical eligibility programs such as DEERS. Prepares and consolidates medical documents and files authorized documents ensuring proper sequencing of forms. Applies knowledge of medical terminology as it applies to anatomy and physiology. Prepare medical records for retirement. Assist in the preparation of medical information for release. Maintain a medical record tracking system within the medical treatment facility. Process patients for admission to medical facilities. Checks and verifies eligibility for care. Performs administrative duties and prepares appropriate forms to process and report very seriously ill and seriously ill personnel, to include notification of next of kin and progress reports. Accounts for and safeguards funds received for deposit in medical services account. Prepare patient and associated documentation for medical evacuation.

(2) *MOSC 68G20.* Performs duties shown at preceding level of skill and provides technical guidance to lower grade personnel in accomplishment of their duties. Performs medical administrative duties in various departments or services of hospitals to include: Posting administrative entries in medical records; Scheduling patients for medical board action; Monitoring long-term patient rosters; Maintaining patient workload data from subordinate services; Audits medical records for quality control based on the nature of care and treatment given; and Releases medical information, answers inquiries and provides information from medical records to requesting parties as authorized.

(3) *MOSC 68G30.* Performs duties shown at preceding level of skill and provides technical guidance to lower grade personnel in accomplishment of their duties. Assigns tasks to subordinate personnel to affect orderly flow of workload and ensure timely accomplishment of tasks inherent to patient record keeping, movement of patients, and other patient administrative matters. Reviews completed correspondence, records, and forms for administrative and technical correctness. Counsels eligible beneficiaries concerning military health care benefits. Counsels patients on physical disability processing procedures. Provide guidance to professional staff on cases requiring medical board action. Coordinate administrative aspects of medical board processing. Coordinate requests for care from other federal and civilian hospitals. Supervise performance of patient administration duties.

(4) *MOSC 68G40.* Performs duties shown at preceding level of skill and provides technical guidance to lower grade personnel in accomplishment of their duties. Advise hospital staff on Joint Commission on Accreditation of Hospital pertaining to Medical Services to include: documentation, confidentiality, quality assurance, utilization review, and risk management. Coordinate medical care for military members, civilian emergencies, and other eligible beneficiaries. Manage MTF Defense Eligibility Enrollment Reporting System (DEERS). Serve as alternate Physical Evaluation Board Liaison Officer (PEBLO). Supervise performance of patient administrative duties.

(5) *MOSC 68G50.* Performs duties shown at preceding level of skill and provides technical guidance to lower grade personnel in accomplishment of their duties. Establishes and maintains coordination with other military/civilian medical treatment facilities. Coordinate patient administration activities in regional medical commands. Supervise performance of patient administration duties.

b. *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 Moderate (Gold).

(2) A physical profile of 323221.

(3) Per AR 600-8-19, promotion to MSG and SGM requires an interim secret eligibility or higher.

(4) 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.

(d) A minimum OPAT score of Standing Long Jump (LJ) – 0120 cm, Seated Power Throw (PT) – 0350 cm, Strength Deadlift (SD) – 0120 lbs., and Interval Aerobic Run (IR) – 0036 shuttles in Physical Demand Category in “Moderate” (Gold).

(5) No history of a felony conviction.

(6) 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.
- (7) 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.
- (8) 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.
- (9) All prior MOS 68G Soldiers serving in another MOS reclassifying back into MOS 68G, will be reviewed for validation of skills, by the proponent, during the reclassification process.
- c. *Additional skill identifiers.* (Note: Refer to table 12-8 for (Listing of universal ASI's associated with all enlisted MOS)).
  - (1) 8Y—Certified Medical Coder. (Effective 201910)
  - (2) N8--Sustainment Automation Support Management Office (SASMO) (skill level 2 thru 4 only).
- d. *Physical requirements and standards of grade.* Physical requirements and SG relating to each skill level are listed in the following tables:
  - (1) *Table 10-68G-1.* Physical requirements.
  - (2) *Table 10-68G-2.* Standards of grade TOE/MTOE.
  - (3) *Table 10-68G-3.* Standards of grade TDA.

### Application Instructions:

**Please read the application instructions as there have been changes to the application and process for applying.**

### !!! IMPORTANT NOTICE!!!

**Applications will be screened after the job closing date, not prior. Please review your application for accuracy before you submit it to HRO. Nothing will be added to the application after 1600 hrs on the closing date.**

E-mail may be sent to [nq.ne.nearng.list.hro-agr-job-apps@mail.mil](mailto:nq.ne.nearng.list.hro-agr-job-apps@mail.mil) with a subject line of "Job Application AGR-AR-\_\_-\_\_ (list job announcement number)". Electronic applications will be submitted as one attachment. Applications submitted in multiple attachments will not be accepted. Applications or attachments which are unreachable or cannot be opened will not be accepted or considered.

\* Candidates may apply by submitting a completed ***Application for Active Guard/Reserve (AGR) Position, NGB Form 34-1.*** Reference AR 135-18 Para 2-3 and NGR 600-5 Para 2-4 the following documents must be submitted. Packets without the appropriate documents or a written explanation will not be processed for interviews. Applicants will use the following checklist to ensure proper documentation is submitted.

**Yes**  **No** 1. Application for Active Guard/Reserve (AGR) Position, **NGB Form 34-1, dated 20131111.** This form can be downloaded from the **Nebraska National Guard Opportunities webpage.** **Previous versions of the form will not be accepted.** Application must be signed and written explanations for YES answers must be provided within the application packet. \_\_\_(Initials)

**Yes**  **No** 2. ERB/ORB. Download your validated Selection Board Record Brief ERB/ORB from <https://minuteman.ngb.army.mil/benefits> . **Enlisted applicants who are not MOS qualified for the announced position must include ASVAB scores on their ERB.** \_\_\_(Initials)

**Yes**  **No** 3. Last five OER's/NCOER's. Applications must contain their most current OER/NCOER and if unavailable written explanation must be provided. A letter of recommendation or performance must be submitted if you don't have any OER's/NCOER's. \_\_\_(Initials)

**Yes**  **No** 4. NGB 23 (RPAM). All Army National Guard Soldiers must submit a NGB 23 dated **within 6 months of closing date**. For non ARNG members, contact the AGR Branch for other options.  
\_\_\_\_(Initials)

**Yes**  **No** 5. Your last 4 Army Physical Fitness Test documented on a DA 705(s). **The last APFT score must be passing and within 12 months for M-Day and 6 Months for AGR of closing date**. You must provide written explanation if you are unable to provide the last 4 APFT scores. \_\_\_\_ (Initials)

**Yes**  **No** 6. Current passing semi-annual weigh-in documented on TAG NE 600-9, DA5500/5501 or DA 705. DA 5500/01's are required for Soldiers who exceed the weight for height Table B-1, AR 600-9. For non ARNG members, the DA 705 will be document of record. **Current is within 6 months of closing date**. \_\_\_\_ (Initials)

**Yes**  **No** 7. IMR (Individual Medical Readiness) or Flight Physical <https://medpros.mods.army.mil/medprosnew/secure/medical/imr.aspx> with a record **PHA completion date within 12 months of closing date**. \_\_\_\_ (Initials)

**Yes**  **No** 8. Applicants will be screened for profiles (the DA 3349 is not required to be sent) . Temporary profiles MUST be cleared prior to AGR start date. Any permanent profiles with a PULHES of 3 or 4 must be supported with a Medical Fit for Duty. \_\_\_\_ (Initials)

**Yes**  **No** 9. Any additional information/memorandums/letters of recommendation may be submitted that you feel will help qualify your application or for any "no" responses identified on this checklist.  
\_\_\_\_ (Initials)

*To qualify for initial entry in the AGR Program applicants must meet the eligibility requirements in AR 135-18 paragraphs 2-1, 2-2, and 2-3. IAW AR 600-8-2, Flagged ARNG and US Army Reserve (USAR) soldier may not apply for AD or ADT.*

*In order to comply with United States Department of Defense (DoD) requirements and ensure the safety and security of the missions, programs, property and personnel of the Nebraska Military Department and Nebraska National Guard, employees must obtain the appropriate background investigation and maintain the level of security clearance assigned to their respective work.*

*Failure to obtain and maintain the designated type of security clearance/background check required for the respective work, may result in a job offer being rescinded, separation of employment, and/or other actions as may be deemed in the best interest of the agency.*

*Prior to appointment individuals must meet the security clearance requirements for the position or submit the required documents to the Nebraska National Guard Personnel Security Manager for processing the appropriate investigation. Required forms for AGR positions – SF 86, PSIP Initiation Form, Birth Certificate (or other proof of citizenship) and Fingerprints. Technician positions also require the OF 306 and Application/Resume.*

*The use of official mail to forward employment applications is prohibited. Applications submitted using government postage will not be considered.*

*Applications may be submitted by e-mail, postal mail, or hand-delivered to the HRO no later than 1600 hours on the closing date. Applications received after the closing time will not be considered for the position.*

**Mail applications to:** NE National Guard  
Human Resource – AGR Branch  
2433 NW 24<sup>th</sup> Street  
Lincoln, NE 68524

*The HRO is not responsible for any malfunctions when using electronic means to transmit job applications. Applicants may verify receipt of their application telephonically or via email.*

***The Nebraska National Guard is an equal opportunity employer; we do not discriminate on the basis of race, gender, sexual orientation, religion, national origin or ethnicity.***