

## Job Announcement Number

NE-12224876-AR-24-031

# Overview

---

<b>Job Title</b> HEALTH SYSTEM SPECIALIST	<b>Department</b> Department of the Army
<b>Agency</b> Army National Guard Units	<b>Hiring Organization</b> N/A
<b>Open &amp; Closing Dates</b> 11/29/2023 to 01/12/2024	<b>Application Count</b> N/A
<b>Salary</b> \$57,118.00 to \$74,250.00 Per Year; Advertisement is Open until Filled: First cutoff 13 December 2023, with subsequent reviews every 7 days after initial cutoff date.	<b>Pay Scale &amp; Grade</b> GS-9
<b>Locations</b> Lincoln, Nebraska	<b>Remote Job</b> No
<b>Telework Eligible</b> Yes - as determined by the agency policy.	<b>Travel Required</b> Occasional travel - You may be expected to travel for this position.
<b>Relocation Expenses Reimbursed</b> No	<b>Appointment Type</b> Temporary
<b>Work Schedule</b> Full-time	<b>Service</b> Excepted
<b>Promotion Potential</b> None	<b>Job Family (Series)</b> 0671 - Health System Specialist
<b>Supervisory Status</b> No	<b>Security Clearance</b> Not Required
<b>Drug Test</b> No	<b>Position Sensitivity And Risk</b> Non-sensitive (NS)/Low Risk
<b>Trust Determination Process</b> Suitability/Fitness	

---

## Summary

### Summary

This National Guard position is for a HEALTH SYSTEM SPECIALIST, Position Description Number D1119000 and is part of the JFHQ, Nebraska Army National Guard.

---

## Learn More About This Agency

### Marketing Message

The National Guard is the oldest component of the Armed Forces of the United States. Since the earliest American colonial days, citizens have joined together for collective defense. We have a proud tradition of coming to the aid of our friends and neighbors in times of serious emergencies. Join our National Guard team and serve your nation, your states and your community!

### Marketing Link

<http://ne.ng.mil/Pages/Home.aspx>

---

## This Job Is Open To

### Hiring Paths

Internal to an agency - appears on USAJOBS, National Guard & Reserves

### Hiring Paths Clarification Text

Nebraska National Guard Area 1 and 2 applicants

---

## Videos

## Marketing Video Link 1

N/A

## Marketing Video Link 2

N/A

---

# Duties

---

## Duties

As a HEALTH SYSTEM SPECIALIST, GS-0671-9, duties include:

Responsible for oversight, administration, and implementation of policies pertaining to state medical affairs, and exercise of programs such as: Line Of Duty (LOD) Investigation Program, Incapacitation Pay Program, Active Duty Medical Extension (ADME) Program, MOS Medical Review Board (MMRB) Program, Medical Disqualification Program, Follow up Health Care Program, Medical Claims Processing Program, Medical Travel and Orders Program, Medical Evaluation Board (MEB), Physical Evaluation Board (PEB), Human Immunodeficiency Virus (HIV) Screening Program, Immunization Program, routine and special physical examinations and waivers, Weight Control Program, and Over-40 Medical Screening Program.

Coordinates with the National Guard Bureau (NGB), the Military Medical Support Office (MMSO), Defense Health Agency (DHA), Tri-Care, U.S. Total Army Personnel Command (PERSCOM), Regional Medical Command, the Military Treatment Facilities, and the Medical Evaluation Board (MEB), and Physical Evaluation Board (PEB) Liaison Offices located within the state.

Works directly with NEARNG Deputy State Surgeon and Health Systems Specialist Supervisor, serves as the principle advisor to the Chief of the MILPO, as well as to general officer commanders, and personnel on eligibility for health care, sources of health care, medical aspects of physical readiness training and testing, Active Duty Medical Extensions, and LOD investigations. Collects, analyzes and provides statistical reports to the MILPO Chief and the Commanders of the Major Army Commands (MACOMs) within the state regarding the health services programs. As required, organizes, coordinates, and provides health services briefings and training for the unit readiness workshops, Active Guard Reserves workshops, and the Commanders Course.

Manages the funds associated with the health services account and provides an accounting for expenditures as required.

Responds to inquires and various correspondence on health services issues and maintains an action file on all responses. Observes privacy requirements on the release of medical information concerning individual military members.

Coordinates, assembles, monitors and ensures the proper conduct of the Incapacitation Pay Review Board and the MOS Military Review Board. As required, is a participant on review boards.

---

# Requirements

---

## Conditions Of Employment

Military membership in the Nebraska National Guard Membership is required.

Males born after 31 December 1959 must be registered for Selective Service.

Obtain/maintain the level of security clearance/background check required

May be required to successfully complete a probationary period.

Direct Deposit is mandatory

Individuals with military incentive bonuses may be subject to recoupment.

## Qualifications

**NATIONAL GUARD MEMBERSHIP IS REQUIRED:** This is a Title 32 excepted service position that requires membership in a compatible military assignment in the National Guard. Selectee will be required to wear the military uniform. Acceptance of an excepted service position constitutes concurrence with these requirements as a condition of employment. Applicants who are not currently a member of the National Guard must be eligible for immediate membership and employment in the National Guard in the military grade listed in this announcement.

**FOR QUESTIONS REGARDING ELIGIBILITY TO JOIN THE NEBRASKA ARMY NATIONAL GUARD PLEASE CONTACT THE LOCAL RECRUITING OFFICE AT 402-309-7458.**

**OPEN AREAS OF CONSIDERATION:** AREA 1 and 2

## **DEFINITION OF AREA(S) OF CONSIDERATION:**

AREA 1: Current permanent and indefinite technicians of the Nebraska Army or Air National Guard; and current Title 5 employees of the Nebraska Military Department who are military members of the Nebraska National Guard.

AREA 2: All Drill Status/M-Day members and temporary technicians of the Nebraska Air or Army National Guard.

AREA 3: Current military service members who are willing and eligible to become members of the Nebraska Air or Army National Guard.

AREA 4: All qualified candidates eligible and willing to become a member of the Nebraska National Air or Army National Guard prior to the effective date of hire.

## **MILITARY REQUIREMENTS:**

**Compatible military grade and assignment required prior to the effective date of placement.** This is an excepted service position that requires membership in a compatible military assignment in the Nebraska Army National Guard. Applicants who are not currently a member of the National Guard must be eligible for immediate membership. If you are not sure you are eligible for military membership, please contact a National Guard recruiter prior to applying for this position.

**Military Grades: Maximum: E9; Minimum: E4;** Military Grade inversion within the full time work forces is not permitted. The military grade of the full time supervisor must equal or exceed the military grade of the personnel supervised.

## **Security Clearance/Background Check requirements:**

In order to comply with US DOD requirements and ensure the safety and security of the missions, programs, property and personnel of the Nebraska Military Department, employees must obtain the appropriate background investigation and maintain the level of security clearance assigned to their respective work.

Failure to obtain, within one year of appointment, and maintain the designated type of security clearance/background check required for the respective work may result in a job offer being rescinded, separations of employment, 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 of the Nebraska National Guard, Personnel Security Manager for processing the appropriate investigation. Required forms: SF86, PSIP Initiation Form, Fingerprints, OF306 and Application/Resume.

**Nebraska National Guard Personnel Security Manager - [kalee.m.boden.mil@army.mil](mailto:kalee.m.boden.mil@army.mil); 402-309-8319.**

**GENERAL EXPERIENCE:** Must have a minimum of one year on-the-job experience in a career skill competency level immediately below the next higher level.

**SPECIALIZED EXPERIENCE:** Must possess at least 24 or 1 year at the previous lower grade with experiences and knowledge of the basic principles and practices related to the management of health care delivery systems; Military or civilian working knowledge is required in general clerical procedures; medical terminology; regulations, and directives; medical ethics; health records administration; principles of coding; and anatomy or physiology programs? Do you have at least 12 months military or civilian experience at a novice competency level in one of the medical service core functions, which are prescribed as Health facilities, health plan management, medical resources, health care information management and information technology, medical logistics, or medical readiness (including aeromedical evacuation); Have military or civilian working experiences and knowledge in analyzing and recommending solutions to complicated problems; Experienced in developing and implementing various policies and procedures used in the state medical programs; Experienced in various administrative areas such as budget, personnel and public relations within a medical unit or medical activity?

## **Education**

N/A

## **Additional Information**

If you are a male applicant who was born after 12/31/1959 and are required to register under the Military Selective Service Act, the Defense Authorization Act of 1986 requires that you be registered or you are not eligible for appointment in this agency (<https://www.sss.gov/RegVer/wfRegistration.aspx>).

If you are unable to apply online or need to fax a document you do not have in electronic form, view the following link for information regarding an [Alternate Application](#).

## **Benefits Link**

<https://www.abc.army.mil/>

---

# How You Will Be Evaluated

## **How You Will Be Evaluated**

Once the announcement has closed, your resume and supporting documentation will be used to determine if you meet the qualifications listed on this announcement. Your answers to the assessment questionnaire will be verified against information provided in your resume and other supporting documentation. Be sure that your resume clearly supports your responses to all the questions addressing experience and education relevant to this position.

In describing your experience, please be clear and specific, we will not make assumptions regarding your experience. If, after reviewing your resume and supporting documentation, a determination is made that you have inflated your qualifications or experiences, your rating will be adjusted or you may be excluded from consideration for this position.

Your qualifications will be evaluated against general and specialized experience under the "Qualifications" section and against the following competencies (knowledge, skills, abilities and other characteristics):

Administration and Management, Health Systems Analysis, and Health Systems Data Management

To preview the assessment questionnaire, please use the following link: <https://apply.usastaffing.gov/ViewQuestionnaire/12224876>

---

## Required Documents

---

### Required Documents

To apply for this position, you must submit a complete Application Package which includes:

1. Your **resume** showing work schedule, hours worked per week, dates (format should include Month and Year) of employment and duties performed.

Use this link for [Resume Tips](#).

2. **Other supporting documents (optional)**

- Cover Letter
- DD-214
- Other
- Other Veterans Document
- SF-50
- Transcript

---

## How To Apply

---

### How To Apply

To apply for this position, you must complete the online application and submit the documentation specified in the Required Documents section below.

A complete application package must be submitted by 11:59 PM (Eastern) on the closing date of the announcement to receive consideration.

To begin, click **Apply** to access the online application. You will need to be logged into your USAJOBS account to apply. If you do not have a USAJOBS account, you will need to create one before beginning the application.

Follow the prompts to **select your resume and/or other supporting documents** to be included with your application package. You will have the opportunity to upload additional documents to include in your application before it is submitted. Your uploaded documents may take several hours to clear the virus scan process.

After acknowledging you have reviewed your application package, complete the Include Personal Information section as you deem appropriate and **click to continue with the application process**.

You will be taken to the online application which you must complete in order to apply for the position. Complete the online application, verify the required documentation is included with your application package, and submit the application.

To verify the status of your application, log into your USAJOBS account (<https://my.usajobs.gov/Account/Login>), all of your applications will appear on the Welcome screen. The Application Status will appear along with the date your application was last updated. For information on what each Application Status means, visit: <https://www.usajobs.gov/Help/how-to/application/status/>.

## Agency Contact Information

### Questions About This job

Jon Sronce  
Phone: 402-309-8173  
Email: [jon.c.sronce.civ@army.mil](mailto:jon.c.sronce.civ@army.mil)

### Agency Information

NE JFHQ Army  
2433 NW 24th Street  
Lincoln, NE 68524

### Next Steps

Once your online application is submitted you will receive a confirmation notification by email. Your application will be evaluated by the Human Resources Office to determine your eligibility for the position. After the evaluation is complete, you will receive another notification regarding the status of your application.

Qualified candidates will be referred to the selecting official in the following order:

1. Fully qualified Area 1 applicants
2. Fully qualified Area 2 applicants

---

## Release URL

---

### Release URL

<https://www.usajobs.gov/GetJob/ViewDetails/763078300>