



# AIR NATIONAL GUARD MILITARY VACANCY ANNOUNCEMENT

THE HIRING DIRECTORATE, NGB/CF, ANGR/CC & NGB/HR RESERVE THE RIGHT TO REMOVE THIS ADVERTISEMENT AT ANYTIME.

**THANK YOU FOR YOUR INTEREST IN VIEWING THIS MILITARY VACANCY ANNOUNCEMENT. PLEASE READ EACH SECTION CAREFULLY. ENSURE YOU ARE IN FULL COMPLIANCE BEFORE THE CLOSEOUT DATE LISTED BELOW.**

**\*\*\*WE HIGHLY RECOMMEND YOU SUBMIT YOUR PACKAGE AS EARLY AS POSSIBLE, IF POSSIBLE, DO NOT WAIT UNTIL THE CLOSE OUT DATE TO SUBMIT\*\*\* APPLICATION PACKAGES WILL NOT BE ACCEPTED AFTER THE CLOSEOUT DATE LISTED.**

**DUE TO THE HIGH VOLUME OF APPLICATION PACKAGES, PACKAGES RECEIVED WITHIN 4 DUTY DAYS OF THE CLOSEOUT DATE WILL BE REVIEWED FOR QUALIFICATION/ DISQUALIFICATION. WE WILL NOT BE ABLE TO ASSIST YOU WITH COMPLETING YOUR APPLICATION. BY COB OF THE CLOSE OUT, PACKAGES MISSING REQUIREMENTS OR DOCUMENTATION CLARIFYING QUALIFICATION WILL BE DISQUALIFIED. QUESTIONS PERTAINING TO APPLICATIONS REQUIREMENTS SHOULD BE REFERRED TO NGB/HR. ONLY NGB/HR WILL DETERMINE QUALIFICATION/DISQUALIFICATION.**

**ANNOUNCEMENT NUMBER:** MVA 2015-041

**OPEN PERIOD:** 3 February 2015 thru 2359 EST, 22 March 2015

**HIRING DIRECTORATE:** NGB/SG

**POSITION TITLE:** Case Management Team, Care Coordinator

**AFSC REQUIREMENT:** 46F3/4, 46N3/4, 46Y3/4, 42G3/4 (PAFSC, 2AFSC, 3AFSC)

**RANK/GRADE REQUIREMENT:** Capt/O3 – Maj/O4

**POSITION INFORMATION:** Full Time, Title 10, Statutory Tour

**TOUR LENGTH:** 2-4 Years

**AGENCY:** National Guard Bureau

**DUTY LOCATION:** Randolph AFB, TX

**WHO MAY APPLY:** Qualified ANG members only

## **1. Requirements**

Must hold Rank/Grade and AFSC requirement by this announcement closeout date.

Must have a Secret Security Clearance

*(Note: All security clearances must be reflected on VMPF RIP. Date of Investigation must be within the past 10 years for Secret and with the last 5 years for Top Secret. If your security clearance is expired on your VMPF, please submit an MFR from your security manager indicating that the reinvestigation has been initiated. DO NOT Submit a JPAS print out.)*

All applicants must submit last 5 OPRs with no gaps in time (includes AF Form 77s, AF Form 475s, & AF Form 707s, if applicable).

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## **2. Position Description**

**API 0:** Assist in planning, developing, assessing and evaluating medical care provided to Air Reserve Component service members who are applying for and/or have been placed on medical continuation (MEDCON) status. Consult with affected service members, military and civilian healthcare providers, Active Duty case managers, Federal Recovery Care Coordinators (FRCCs), service member's unit of assignment and medical unit, NGB/SG and AFRC/SG and other agencies regarding care/treatment or hospitalization. Validate, request and track number of MEDCON days through Command Man-Day Allocation System (CMAS) and other case management tracking systems. Identify and recommend opportunities for cost savings and improving the quality of care across the continuum of care. Responsibilities include transfer coordination, discharge planning coordination and assistance in obtaining all authorizations/approvals as needed for outside services for service members/families. Arrange and monitor follow-up appointments and encourage members to follow prescribed course of care (e.g. drug therapy, physical therapy). Develop and collect data and trend utilization of health care resources into detailed reports using Microsoft Office products. Coordinate transmission of clinical treatment and benefits to members, families and outside agencies. Consistently support compliance with Health Insurance Portability and Accountability Act (HIPAA) by maintaining the privacy and confidentiality of information. Ensure compliance with applicable directives. Familiarization with Line of Duty and Medical Evaluation Board processes. Applicants should have well-developed interpersonal skills, the ability to work well in a team environment and possess strong verbal and written communication skills. Team members desired to have effectively communicate with multidisciplinary team members, wing/squadron commanders, Force Support Squadron (FSS) personnel, etc. Previous case management experience and HIPAA certification preferred, but not required. Extensive knowledge in medical standards preferred.

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## **3. Application Reminders**

Pen/ink changes to any source document, i.e. Report on Individual Personnel (RIP), Evaluations could result in disapproval.

It is your responsibility to ensure your vMPF Personnel RIP is in order prior to application submittal. This includes but not limited to, verifying Duty History, AFSC, Service Dates and ensuring overdue TDY codes are cleared.

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## **4. About Statutory Tours**

This is a fully funded Permanent Change of Station (PCS). Visit DFAS website for most current Basic Allowance Housing (BAH) & Basic Allowance Substance (BAS) rates for the duty location listed on this announcement.

All Members assigned to the Statutory Tour program will remain affiliated their State/Territory while serving on Statutory Tour.

All field members to include AGR, Technicians & Drill Status Guardsmen must obtain State TAG approval with application submittal. Members currently assigned to the Statutory Tour program must obtain current Director approval.

Statutory Tour service time does not count toward Reduced Eligibility Age for Reserve Retirement Pay.

Statutory Tour members may be eligible for the Post 9/11 GI Bill if they serve on active duty Title 10 and/or Title 32 502(f) AGR for 90 days or more, after 11 September 2001. Their eligibility percentage starts at 40% for 90 days to 5 months. It increases 10% every 6 months, maxing out at 100%.

**Further information regarding the Statutory Tour Program can be found in ANGI 36-6.**

Application packages will be reviewed to ensure qualifications are met. Packages are reviewed within 4 duty days of receipt. You may visit <https://airguard.ang.af.mil/om/vacancy/> for a status update. Do not call for a status update within the four (4) duty day period.

**IMPORTANT NOTE:**

Based on the volume of applicants, packages received within 4 duty days of the closeout date listed on the announcement will be reviewed for qualification / disqualification only. Any missing requirements will result in disqualification. Submittals of any missing requirements after the closeout will NOT be accepted. We highly encourage you to submit packages as early as possible. If you have any questions pertaining to your package refer to Section 6, FAQs, on the application procedures. If your question is not answered by the FAQs contact our office for clarification. Review your application and the requirements thoroughly before submitting.

**TO APPLY FOR THIS VANCANCY, SELECT THE LINK BELOW AND FOLLOW APPLICATION PROCEDURES**

**<http://www.ang.af.mil/careers/mva/procedures.asp>**