

*Health Services Administrator
(Traditional Position)*

AFSC 41A3

*****CLOSEOUT DATE: 8 AUGUST 2016*****

AUTHORIZED GRADE: MAJOR (0-4)

Location: 142 Aeromedical Evacuation Squadron, Delaware Air National Guard, New Castle County Airport, New Castle, DE.

Position is open to commissioned officers (Major and below) and personnel seeking a commissioning opportunity, who meet the identified Specialty Qualifications and can be processed and appointed prior to 47 YEARS OF AGE.

SPECIALTY SUMMARY:

- Manages health services activities, including plans and operations, managed care, human resource management, logistics management, patient administration, budgetary and fiscal management, medical manpower, medical facility management, biometrics, medical recruiting, and aeromedical evacuation. Directs the hospital accreditation program and management improvement studies.

DUTIES AND RESPONSIBILITIES:

- Formulates, interprets, and implements policy. Plans and organizes activities associated with peacetime and wartime health services administration, such as manpower, medical logistics, medical food service, hospitalization and aeromedical evacuation of patients, medical facilities repair, maintenance, construction, modification, and housekeeping, equipment maintenance and repair, information systems, clinical engineering, inpatient and outpatient records, and morale and welfare services for patients and medical personnel.

- Coordinates health services programs. Coordinates with comptroller, civil engineering, civilian and federal agencies, and other Air Force functions and activities to execute health services programs. Advises the medical professional staff and other staff health services officers on administrative matters pertaining to health services programs. Maintains liaison with civilian, military, and other federal activities to keep current in areas of interest to health services administration.

- Monitors and directs health services programs. Interprets and directs the implementation of policies governing health services programs. Directs the management of health services functions such as medical logistics, fiscal management, managed care, human resource management, patient administration, aeromedical evacuation, medical facility construction, modification, and design, and medical research administration. Develops financial plans and budget estimates for Air Force health services programs. Directs the preparation of biometric reports, directives, correspondence, and memoranda pertaining to health services administration. Controls utilization of health services program funds in collaboration with the medical commander and comptroller.

Prepares and exercises emergency, disaster, and defense plans, and monitors readiness training. Integrates cost management, quality and access to care issues into health services programs.

SPECIALITY QUALIFICATIONS:

- Knowledge is mandatory of Air Force health services management; hospital administration and practice; contractual and accounting fundamentals; quality management; human resource management; and biometrics.

EDUCATION:

Graduate degrees: Health Administration, Healthcare Administration (or equivalent), Healthcare Management, Health Management and Policy, Health Services Administration (or equivalent), Hospital Administration (or equivalent), Accounting, Business Administration, Business Management, Economics, Finance, Marketing, Statistics, Information Systems Management, or other closely-related equivalent as specified below.

Undergraduate degrees: Health Administration, Healthcare Administration (or equivalent), Healthcare Management, Health Management and Policy, Health Services Administration (or equivalent), Hospital Administration (or equivalent), Accounting, Business Administration, Business Management, Economics, Finance, Marketing, Statistics, Information Systems Management, and Health Management/Health Systems Engineering, Operations Research or other closely-related degree as specified below.

Closely-related degrees: Applicants may apply to the board with either a business-related degree appropriate to a healthcare environment or closely related to a healthcare/medical administration degree; however, in order for the degree to qualify, the applicant must have successfully completed 6 of the following 11 courses **within** that degree: **accounting, business management, economics, emergency management, finance, healthcare administration, information management, leadership, marketing, research and analysis, or statistical analysis.**

Graduate Management Admission Test (GMAT)/Graduate Record

Examination (GRE): GMAT/GRE scores from an examination taken within the last five years as of **1 January 2016** are required for all applicants. The *minimum* score for GRE, if exam was taken 1 Aug 2011 or after, is **286**; if exam was taken before 1 Aug 2011, is **800** (verbal and quantitative). GMAT *minimum* score is **400**. Historically, GRE and GMAT scores of individuals selected for commissioning have been an average of 1073 (291 new) and 553 respectively. The question of why an individual with a master's degree needs these test scores often arises. The selection board evaluates and compares the quality of the applicants' degree to the respective GRE or GMAT score.

*Note: An applicant will need to retake the examination, if he/she does not meet the minimum score requirements for the GRE or GMAT. **The GRE/GMAT exam requirement, the minimum score, and currency of exam are not waiverable.***

Grade Point Average (GPA): The *desired* GPA for the qualifying degree is 3.0 or above. If his/her GPA is below the desired GPA, he/she shall submit more information, e.g. transcripts for additional business courses, previous AFSC/MOSs and skill levels held, resumes for civilian and/or military experience, membership in professional healthcare organizations, certificates, OPRs/EPRs, PME, etc.

ADDITIONAL REQUIREMENTS:

- Applicants must have a qualifying score on the Air Force Officer Qualifying Test (AFOQT), IAW ANGI 36-2005, Table 3.4, to apply for this position. AFOQT can be scheduled by contacting SMSgt Zulkowski at 323-3422.
- Complete Reserve Commissioned Officer Training (RCOT) or COT (selections will be based on availability of COT class dates).

Reappointments: If a military member is currently a line officer in another competitive category or a professional corps officer holding another AFSC to include another medical corps AFSC, he/she will need to meet the eligibility criteria for an MSC commission, since this is a new appointment.

TRAINING REQUIREMENTS:

- For award of AFSC 41A3, completion of the Basic Health Services Administration Course is **mandatory**.

Application Procedures:

The following items must be included in the application package:

- *Resume*
- *Certified College Transcript w/ Conferred Degree*
- *Graduate Management Admission Test (GMAT)/Graduate Record Examination (GRE) Score(s)*
- *Record Review Rip (if military)*
- *Printout of a current AF Fitness Assessment Score. (if military)*

Application packages must be forwarded to:

*166 FSS/DP (ATTN: Lt Col Hoyle)
2600 Spruance Drive, Corporate Commons*

New Castle, DE 19720-1615

Following initial screening, resumes will be forwarded to the 142d AES/CC (Col Kirwan) for interview/selection process. Personnel having additional questions concerning the unit should contact Capt Stoeckle at (302)-323-3540.