

**IOWA ARMY NATIONAL GUARD
M-DAY VACANCY ANNOUNCEMENT**

POSITION VACANCY NUMBER: MDV #24-064

CLOSING DATE: Indefinite

UNIT/DUTY LOCATION: HHD 109th MED BN / Iowa City

MINIMUM RANK TO APPLY: SPC (P)

DUTY MOS: 68G30

DUTY POSITION: Patient Administration Specialist

FULL-TIME STAFF POC: SFC Vinh Phan

PHONE: (515) 331-5600

LEADERSHIP POSITION/TYPE: No / N/A

ELIGIBILITY REQUIREMENTS TO BE CONSIDERED FOR THIS POSITION

GENERAL REQUIREMENTS:

1. Not currently “Flagged from Favorable Personnel Actions” or under a “Bar to Reenlistment.”
2. Must be or be able to complete **68G** MOSQ within 12 months of assignment.
3. Must be able to meet the required service obligation (minimum of 12 months from course completion).
4. A Soldier who has a remaining contractual service obligation due to an incentive contract for a specific MOS or UIC may apply for non-standard vacancies but will lose remaining incentive payments with the possibility of recoupment, as applicable.
5. Must not be currently stagnant on NCOES/PME. (to include DLC requirements).
6. Soldiers command removed or self-removed from promotion consideration are not eligible to apply.

MOS SPECIFIC REQUIREMENTS:

1. A physical demands rating of moderate (gold).
2. PULHES: 323221.
3. A minimum score of 90 in aptitude area CL.
4. 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), conducted under the auspices of the U.S. Army Medical Center of Excellence (MEDCoE) is 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.

TRAINING:

1. Phase 1: 7 weeks and 2 days

SUMMARY OF DUTIES:

The patient administration specialist supervises or performs administrative duties in patient administration division of hospital or other medical activity.

1. 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. Counsel's eligible beneficiaries concerning military health care benefits. Counsel's 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.

Application Documentation:

A complete application packet consists of the following documents:
(Packets will be in the following order)

1. Vacancy Announcement
2. Soldier Selection Board Record Brief
3. Last 3 NCOERs (if applicable)
4. APFT and Weigh Control History (DTMS History Report Printout)
5. MedPros Printout
6. Memo of Non-Flagging Actions (Must be signed by 1SG or Commander)
7. Incentives Counseling
8. ACASP supporting documentation (if applicable)

Application Instructions:

Documents need to be scanned as **one PDF labeled as Vacancy# Last name i.e. MDV #20-001 Snuffy**. Do not scan documents individually.

Where to forward application:

Mail: The Adjutant General of Iowa, ATTN: NGIA-PER-EPM, 7105 NW 70th Ave, Johnston, Iowa 50131-1824

Applications can be emailed to ng.ia.iaarng.list.per-epm@army.mil. The subject line of the email will be marked as "Application Packet for M-Day Vacancy # _____ - _____."

Applications must be received and stamped into this office no later than 1630 or close of business on the closing date of announcement. Incomplete or late packets will not be accepted.

**Documents need to be scanned as one PDF. Do not scan documents individually.
Packets not scanned as one document will be returned.**

Notification Instructions:

Notifications of selection/non-selection will be sent to the Soldier's Enterprise e-mail address via MSC PSNCO.

Questions concerning the contents of this notice may be directed to the Full Time Support POC listed on the front of this announcement.