

**BY ORDER OF THE COMMANDER  
59TH MEDICAL WING**

**59TH MEDICAL WING INSTRUCTION 46-103**

**30 SEPTEMBER 2014**



***Nursing Services***

***4NOX1 ENLISTED PERSONNEL  
MOVEMENT***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive 46-1, *Nursing Services*, and 4NOX1/B/C/F *Career Field Education and Training Plans (CFETP)*. The prevailing goal of the assignment and rotation process is to ensure all assigned Aerospace Medical Service Specialist (4N0) personnel are provided an opportunity for positive and deliberate career development through a variety of rotational work assignments. At the same time, we must also ensure mission requirements are met equitably by placing the right number of personnel in the right job at the right time. This medical wing instruction (MDWI) outlines guidance for movement of personnel assigned to the 59th Medical Wing (MDW) to meet these goals. This instruction applies to all personnel assigned or attached to the 59 MDW. This instruction does not apply to the Air National Guard or Air Force Reserve. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the AF Form 847, *Recommendation for Change of Publication*. Requests for waivers must be submitted to the OPR listed above for consideration and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System Records Disposition Schedule.

***SUMMARY OF CHANGES***

This publication has been revised. This rewrite of 59 MDWI 46-103 includes no-cost, low-cost permanent change of station information in regards to the 959th Medical Group (MDG) [Joint Base San Antonio (JBSA)-Ft Sam Houston] and 359 MDG (JBSA-Randolph); removed

functional manager duties unrelated to personnel movement; deleted 4A0 Air Force Specialty Codes (AFSC) requirements.

## **1. Responsibilities.**

1.1. The 59 MDW Vice Commander (59 MDW/CV) is the final authority on issues that cannot be resolved at lower levels.

1.2. Wing 4N Functional Manager will:

1.2.1. Provide guidance and assistance to the 59 MDW Chief Nurse (CN), Group Commanders, Superintendents and Functional Managers (FM) and/or senior 4N0 regarding career development programs and utilization of personnel within the 4N0X1X AFSC.

1.2.2. Provide 59 MDW manning/skill level updates as required/requested to identify any significant issues, skill imbalances, overages, etc. to respective group leadership (CC, Superintendent, CN, Group 4N FM, senior 4N0).

1.2.3. Conduct 4N meetings with group 4N0 FMs and/or senior 4N0 leaders, group representatives to review and discuss 4N0-related issues including but not limited to: current skill mixes and staffing levels in squadrons, groups and wing staff; projected gains and losses; length of assignments; deployments, training requirements and varying mission requirements.

1.2.4. Develop and maintain guidance for managing personnel rotations.

1.2.5. Systematically and periodically review the overall 59 MDW 4N0 manning, various duty positions and rotation schedules to determine if moves are in the best interest of the organization, mission and, to the greatest extent possible, individuals' professional development and growth.

1.2.6. Coordinate on applicable authorization change requests and/or no-cost, fully-funded permanent change of station (PCS) electronic staff summary sheet, prior to groups' submission to the wing manpower office.

1.3. Group commanders, in consultation with group CN, superintendent and 4N FM will:

1.3.1. Be responsible for the career development for all assigned 4N personnel.

1.4. Group CN, in consultation with group CC and superintendent will:

1.4.1. Appoint primary and alternate group 4N0 FM or senior 4N0 leaders, in writing, to expertly advise and represent them on 4N0 issues (i.e., utilization, training, special duty applicants, etc.). Exception: Positions for 4N000 FM in the 59th Medical Operations Group and 959th Medical Group are designated on the unit manpower document.

1.5. Group Functional Managers and/or senior 4N0 will:

1.5.1. Attend all scheduled meetings or send designee.

1.5.2. Track placement of personnel, rotation due dates, and unit type code assignments and facilitate personnel integrations within their respective units.

1.5.3. Review 4N0 duty history, individual skills and abilities when collaborating with CN, CC and Superintendent in determining work center assignments.

1.5.4. Ensure all (except 359 MDG) 4N0 Air Expeditionary Force band assignments are balanced, in close coordination with the 59 MDW Readiness Office, against in-garrison requirements and individual skill level/Special Experience Identifiers (SEI)/abilities. The 359 MDG will ensure that the 4N0 Air Expeditionary Force band assignments are balanced, in close coordination with the 359 MDG Readiness Flight.

1.5.5. Meet individually with each newly assigned 4N0 during in-processing.

1.5.6. Monitor unit manpower document and unit personnel management roster.

1.5.7. Assist with completion of sponsor allocation notices.

1.5.8. In/Outprocess personnel with permanent change of assignments utilizing each group's permanent change of assignment checklist.

1.5.9. Review individual preference worksheets of personnel due to rotate. If an inter-group rotation, forward the completed worksheets to the gaining group FM or senior 4N0 for consideration.

## **2. Assignment Policies and Procedures.**

### **2.1. General Information.**

2.1.1. Due to the diverse nature of the 4N0 career field, an effective rotation plan for assigned personnel is critical in meeting dynamic health care delivery requirements. Importance will be placed on ensuring deliberate force development at both tactical and operational levels to better manage capability.

2.1.2. The standard tour length recommendation for 4N0X1 personnel is 36 months. Group commanders in collaboration with Group FM reserve the authority to shorten or extend tour length to meet mission requirements.

2.1.3. Personnel assigned to the 59 MDW staffed in AFSC-neutral positions should rotate after 18 months unless mission needs dictate otherwise or any other position outside of 4N0 career path/duties (i.e. matrix positions, MDG Unit Training Manager, additional duty First Sergeants, etc).

2.1.4. All tour length extension reviews should include consideration of the overall staffing (i.e., authorizations versus assigned) as well as skill level mix (3/5/7), mission needs and any other special circumstances (SEI, extensive training, etc.).

### **2.2. Initial Assignment of Personnel.**

2.2.1. Group FM or senior 4N0 with group CN and group/squadron superintendent coordination, will allocate inbound personnel to work centers based on mission requirements, individual career-broadening opportunities, and when possible, individual desires. When making assignments, the number of personnel authorized/assigned, projected losses/gains, workload, and skill level mix should be considered.

2.2.2. Prior to arrival, the group FM or senior 4N0 should provide inbound personnel with an individual preference worksheet (Attachment 2) and the 4N0 Duty Position Matrix (Attachment 3) to indicate their assignment preference via email.

### **2.3. Longevity moves, intra-group, and inter-group transfer of personnel.**

2.3.1. Personnel will be selected for longevity moves based on their date of assignment to their duty section. All moves/transfers are based on mission continuity, retainability, merit, and when possible, individual desires.

2.3.1.1. Personnel should complete an individual preference worksheet to indicate their assignment preferences. Group FM and/or senior 4N0 should consider desired location to meet career development and mission requirements along with mission needs for placement.

2.3.2. Intra-group: Group FM and/or senior 4N0 may recommend intra-group transfer to the group/squadron superintendents in order to accommodate mission requirements. Group FM and/or senior 4N0 may exercise intra-group transfers with coordination/approval of Squadron Commander or designee. 959 MDG FM will also collaborate with Department/Section Leadership.

2.3.3. Inter-group: Group FM and/or senior 4N0, in collaboration with their group/squadron superintendents will coordinate possible move with gaining group FM and or senior 4N0, group/squadron superintendents. If decision to move is approved by the Squadron CC, the losing squadron superintendent/group FM and/or senior 4N0 will coordinate with group SGA and personnel center. The group SGA and personnel center will only complete action after receiving the no-cost or fully-funded PCS paperwork that has been completed and approved by the losing and gaining groups.

2.3.3.1. If the inter-group move is to or from 959 MDG, a no-cost PCS will be loaded by Air Force Personnel Center (AFPC). Member will receive official orders.

2.3.3.2. If the inter-group move is to or from 359 MDG, a low-cost or fully-funded PCS will be loaded by AFPC. Member will receive official orders.

2.3.3.3. If the inter-group move is within JBSA-Lackland, a Personnel Action Change worksheet is required.

2.3.4. Senior noncommissioned officers (SNCOs) may request to rotate prior to completing longevity norms in their current duty location. SNCOs are encouraged to seek the versatility required at the senior levels of enlisted leadership. All requests must be approved with group/squadron superintendents.

2.3.5. Reasons that may prevent an individual from participating in a longevity move include, but are not limited to, the following: unfavorable information files, control roster action and/or documented poor performance, etc. Group superintendents from the losing and gaining organizations, in consultation with group FM and or senior 4N0 and first sergeants (for QFI), should carefully review these moves and seek input/advice from wing 4N FM. Ultimately; the gaining group commander will decide whether or not to accept individuals with negative quality force indicators. In cases where it is determined the individual will not be considered for an inter-group move, the individual will remain within his/her current unit of assignment until the situation is rectified.

2.3.6. Other circumstances that may preclude a move include individuals with less than 12 months retainability on station for any of the following reasons: permanent change of station orders or approved retraining, separation or retirement date. Individuals falling in

these categories will not be considered for rotation unless the gaining group superintendent agrees to accept them.

2.3.7. Deployed individuals who are due to rotate may rotate within 90 days of return from deployment using the same approval process as other longevity moves.

2.3.8. The wing FM will address any extenuating circumstances that necessitate unscheduled reassignment (i.e. change in mission requirements, promotions to ensure duties are commensurate with skill-level progression, removal in the case of poor performance, etc).

2.3.9. Personnel may submit an application for a corps-neutral position; however, prior coordination with the group/wing FM is required.

SUSAN M. THORNELL, Colonel, USAF, NC  
Chief Nurse

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 46-1, *Nursing Services*, 1 September 2011  
AFI 46-101, *Nursing Services and Operations*, 28 October 2011  
CFETP 4N0X1X, *Aerospace Medical Service*, Current Edition  
59MDWI 46-104, *Nursing Care*, 7 February 2014

***Adopted Form***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AFPC**—Air Force Personnel Center  
**AFSC**—Air Force Specialty Code  
**CFETP**—Career Field Education and Training Plan  
**IAW**—In Accordance With  
**FM**—Functional Manager  
**MDG**—Medical Group  
**MDW**—Medical Wing  
**MDWI**—Medical Wing Instruction  
**NCOIC**—Noncommissioned Officer in Charge  
**PCS**—Permanent Change of Station  
**SEI**—Special Experience Identifiers  
**SNCO**—Senior Noncommissioned Officer

Attachment 2

INDIVIDUAL PREFERENCE WORKSHEET

Figure A2.1. Individual Preference Worksheet.



DEPARTMENT OF THE AIR FORCE
59TH MEDICAL WING (AETC)
JOINT BASE SAN ANTONIO - LACKLAND TEXAS

Date \_\_\_\_\_

4N0 Individual Preference Worksheet (IPW)

I. Instructions

This form should be completed and submitted to the respective group 4N0 functional manager for consideration. Although every attempt will be made to meet individual preference choices, the final decision will be based on mission requirements. NOTE: Quality Force factors and retainability will be considered:

II. Personal Data

Name \_\_\_\_\_ Rank \_\_\_\_\_ Skill level \_\_\_\_\_ Current Unit \_\_\_\_\_

Work History (last three duty assignments most recent to oldest)

From \_\_\_\_\_ To \_\_\_\_\_ Duty Title or position \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Duty Title or position \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Duty Title or position \_\_\_\_\_

III. Work Center Selections (indicate desired work center and rank order)

Desired Work Centers

[ ] Work Center \_\_\_\_\_ Group \_\_\_\_\_

Signature and Date

## Attachment 3

## 4N0 WING DUTY POSITION MATRIX

Table A3.1. 4N0 Wing Duty Position Matrix.

<b>4N0 (59 MDW) DUTY POSITION MATRIX</b>		
<b>DUTY AREA</b>	<b>TOUR</b>	<b>CLASSIFICATION</b>
Education & Training ~ Wing	2	Outpatient
Education & Training ~ EMT Coordinator	2	Outpatient
Education & Training ~ IDMT Prgm Coordinator	2	Outpatient
<b>4N0 (59 MDOG) DUTY POSITION MATRIX</b>		
<b>DUTY AREA</b>	<b>TOUR</b>	<b>CLASSIFICATION</b>
Allergy/Immunizations Clinic	3	Outpatient
Ambulance Services	3	Outpatient/24-Hours
Ambulance Services (Paramedic)	3	Outpatient/24-Hours
Cardiology Clinic	3	Outpatient
Dermatology Clinic	3	Outpatient
Family Medicine Clinic	3	Outpatient
Gastroenterology Clinic	3	Outpatient
General Surgery Clinic	3	Outpatient
GYN Clinic	3	Outpatient
Internal Medicine Clinic	3	Outpatient
Pediatric Clinic	3	Outpatient
Post Anesthesia Care Unit	3	Outpatient
Same Day Surgery Unit	3	Outpatient
Urgent Care Center (UCC)	3	Outpatient/24-Hours
<b>4N0 (559 MDG) DUTY POSITION MATRIX</b>		
<b>DUTY AREA</b>	<b>TOUR</b>	<b>CLASSIFICATION</b>
Aeromedical Staging Facility	3	Outpatient/24-Hours
Flight Medicine Clinic	3	Outpatient
Trainee Health Clinic	3	Outpatient
<b>4N0 (359 MDG) DUTY POSITION MATRIX</b>		
<b>DUTY AREA</b>	<b>TOUR</b>	<b>CLASSIFICATION</b>
Allergy/Immunizations Clinic	3	Outpatient
Family Medicine Clinic	3	Outpatient
Pediatric Clinic	3	Outpatient
Flight Medicine	3	Outpatient
<b>4N0 (959 MDG) DUTY POSITION MATRIX</b>		
<b>DUTY AREA</b>	<b>TOUR</b>	<b>CLASSIFICATION</b>
<b>Medical Wards</b>		
3W - Med/Card Telemetry Ward	3	Inpatient/24-Hours
3E - Med/Card IMCU	3	Inpatient/24-Hours
5T- Bone Marrow Transplant Unit	3	Inpatient/24-Hours
6W - Medical Ward	3	Inpatient/24-Hours

6E - Medical Ward	3	Inpatient/24-Hours
<b>Surgical Wards</b>		
2W - Surgical Telemetry Ward	3	Inpatient/24-Hours
2E - Surgical Intermediate Med Care Unit	3	Inpatient/24-Hours
4W - Orthopedic Ward	3	Inpatient/24-Hours
7T - Surgical Trauma Care Unit	3	Inpatient/24-Hours
<b>Critical Care Units</b>		
2N - Surgical Trauma ICU	3	Inpatient/24-Hours
2T - Surgical ICU	3	Inpatient/24-Hours
3T - Medical ICU	3	Inpatient/24-Hours
<b>Maternal Child Wards</b>		
5N - L&D	3	Inpatient/24-Hours
5W - Post Partum	3	Inpatient/24-Hours
5E - Ante Partum	3	Inpatient/24-Hours
5NW Pediatric Ward	3	Inpatient/24-Hours
5NE - Neonatal ICU	3	Inpatient/24-Hours
5NW - Pediatric ICU	3	Inpatient/24-Hours
<b>Emergency</b>		
Emergency Room	3	Inpatient/24-Hours
<b>Medical Clinics</b>		
Bone Marrow Transplant Clinic	3	Outpatient
Cardiology Clinic	3	Outpatient
Endocrinology Clinic	3	Outpatient
Gastroenterology Clinic	3	Outpatient
Hematology/Oncology Clinic	3	Outpatient
Infectious Disease Clinic	3	Outpatient
Nephrology Clinic	3	Outpatient
PACU Clinic	3	Outpatient/Irregular Hours
Pulmonary Services	3	Outpatient
Rheumatology Clinic	3	Outpatient
<b>Surgical Clinics</b>		
Cardiothoracic Clinic	3	Outpatient
ENT Clinic	3	Outpatient
General Surgery Clinic	3	Outpatient
Plastic Surgery Clinic	3	Outpatient
<b>OB/Peds Clinics</b>		
OB/GYN Clinic	3	Outpatient
Pediatric Specialty Clinic	3	Outpatient
<b>4N0 (59 CSPG) DUTY POSITION MATRIX</b>		
DUTY AREA	TOUR	CLASSIFICATION
Information & Technology ~ Research Department	2	Outpatient
Readiness ~ Deployed Readiness Training	2	Outpatient