

Jasmine C. Clark  
Work Phone: 757-764-1272  
Cell Phone: 501-247-2522  
jasmine.clark.3@us.af.mil, missclarkj@yahoo.com

## **OBJECTIVE**

To provide leadership, professional, and medical expertise to implement mission objectives effectively for medical support.

## **EDUCATION/ CERTIFICATIONS**

Certificate/ Airman Leadership School  
Certificate/ Non-Commissioned Officer Academy  
Certificate/ Senior Non-Commissioned Officer Academy  
Certificate/ Non-Commissioned Officer Leadership Development Course  
Certificate/ Enlisted Joint Professional Development Education I  
Certificate / Flight Operational Medicine Technician  
Certificate/ Hearing Conservation  
Certificate/ Health Artifact Information Medical System  
Certificate/ EMT Instructor

## **Program Skills**

Air Force Corporate Health Information Processing Service (AFCHIPS)  
Aerospace Information Management System (ASIMS) Administrator  
Electronic Case Tracking (ECT)  
Air Force Medical Expeditionary Systems (AF MEDXS)  
Physical Examination Processing Program (PEPP)  
Aeromedical Information Management Waiver Tracking System (AIMWTS)  
Defense Occupational Environmental Health Readiness System-Hearing Conservation (DOEHRS- HC)  
Defense Occupational Environmental Health Readiness System- Industrial Hygiene (DOEHRS-IH)  
Corporate Dental Application (CDA)  
Health Artifact Information Medical System (HAIMS)  
Joint Legacy Viewer (JLV)  
MHS-Genesis  
Reserve Management Vacancy System (RMVS)  
Defense Travel System (DTS)  
Manpower MPA Man-day Management System (M4S)  
Air Force Reserve Order Writing System (AROWS-R)  
Unit Training Assembly Processing System (UTAPS)  
Air Reserve Component Network (ARCNet)  
Medical Readiness Decision Support System (MRDSS)  
Defense Readiness Reporting System (DRRS)  
Management Internal Control Toolset (MICT)  
Microsoft Office (Excel, PowerPoint, Word, and Access)

## **EXPERIENCE**

**4N AGR, 920<sup>th</sup> Aerospace Medicine Squadron, Joint Base Langley-Eustis, VA (June 2023-Present)**

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### **Interim Senior Enlisted Leader**

Organize, and manage the day-to-day activities of the medical unit which requires coordination, training, evaluation, and resolution, of administrative medical issues for critical essential mission requirements. Plans, directs, and analyzes all matters related to the Geographically Separated Units (GSUs) health services management programs. Accomplishes a variety of duties providing direct support to the Commander on the overall day to day programs for the mission. Manages deployment/contingency planning for mission accomplishments. Acts as Defense Travel System (DTS) Approving Official for travel vouchers. Collects data from section leadership to level Unit Personnel Management Roster (UPMR). Assists Commander with annual Manning Plan and updates Reserve Management Vacancy System (RMVS) as needed. Reviews fiscal year budget for training and supply requirements. Reconciles Government Purchase Card (GPC) transactions as Approving Authority. Acts as Trusted Agent for the Drug Demand Reduction (DDR) program. Collaborates with Recruiting Services to scout new talent and onboard incoming members. Ensures work orders as complete as Facility Manager. Manages tasks in Task Management Tool (TMT).

### **Interim Flight Chief, Health Administration Services**

Oversees administrative functions of the unit. Acts as Approving Official for AROWS-R and Auditor for UTAPS. Verifies schedule requests in ARCNet. Tracks and obligate funds for MPA tours in M4S. Oversees CSS functions, to include but not limited to, gains/losses, promotions, discharge/IRR packages. Reviews Medical Readiness reports and ensures MRDSS gap analysis are completed. Completes DRRS report monthly.

### **Interim 4N Functional Manager**

Tracking CMRPs for 4N0X1s assigned to the unit. Attends conferences and virtual meetings. Reviews and updates MRDSS.

### **Flight Chief, Aerospace Medicine**

Oversees Aerospace Medicine operations. Acts as full-time liaison for Unit POCs. Assigns programs to clinical staff. Submits Special Cases and LODs in ECT. Reviews Case Management program and submits metrics for quarterly MRR meetings. Submits Deployment Waivers in MEDXS and out-process deployers. Attends EMC and provide metrics from AME committees. Validates Aerospace Medicine MICT checklists. Attends Pre-UTA Sync and Post-UTA Aerospace Medicine virtual meetings.

## **4N AGR, 94<sup>th</sup> Aeromedical Staging Squadron, Dobbins Air Reserve Base, GA (September 2020-June 2023)**

### **Readiness and Training Manager**

Acts a liaison between Newcomers POC and Unit Training Manager (UTM) to provide full-time support for all inbound airmen. Works with Information Assurance Officer (IAO) and Communications technicians for new members to gain network access. Facilitates scheduling to complete initial leave requests, travel voucher close-outs, and identifying their supervisors. Assists coordination for AMRT with Phase III locations. Ensures members work with UTM and supervisor to issue CDCs, if necessary. Research facilities to create Annual Training plans to accomplish CMRPs. Collaborates with Medical Readiness to identify training requirements needed for MRDSS updates.

### **Section Chief, Medical Standards**

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Reconciles caseload and prioritized cases identified by MAJCOM and Unit Commanders. Acts as POC for NAF level MRR quarterly meetings. Track trends and presents data in AMRO and DAWG. Creates provider schedule for appointments and Narrative summaries creation. Works with FSS to ensure DAV reconciliation is completed monthly. Revamped profiling process with FAC POC to ensure test proctors can interpret fitness exemptions. Led training for AGAM rollout. Created training material for LODs and MedCon submissions for members. Coordinated with MAJCOM POC to conduct MedCon audit. Helped onboard LOD PM located in FSS. Assists with Congressionals, as needed. Reviews Incapacitation Pay requests with providers for approval. Recognized as Superior Team during 2022 UEI for Case Management.

### **Section Chief, OMRS**

Revamped medical process for IDP. Coordinates with IDRC to create workflow to accurately identify deployable assets. Attends monthly UDM meetings to provide medical training. Acts as medical focal point for PDF lines. Trains medical staff and UDMs to utilize the Deployment Clearance Module (DMC). Stood up OEHWG and delegated duties to respective POCs within ASTS and MSG Public Health and Bioenvironmental staff. Creates job descriptions for Clinical Operations staff to ensure all sections are represented and staff appropriately. Updated clinical operating times and schedule to create training UTAs for medical staff. Introduced implementation of notification system to assist in bottleneck of patients in facility. Addressed need to create talking papers and QR codes to create accessibility to members.

### **Case Management Technician, HQ AFRC/SG, Robins Air Force Base, GA (October 2019-September 2020)**

#### **Medical Board Case Manager**

Acts as Medical Technician to review cases prior to adjudication. Reviews PEPP cases for accuracy and annotates corrections prior to routing to Contract providers or Senior Reviewers. Creates adjudication stamps on DD Form 2808 for special physicals. Ensures retention cases have all required documentation and is current. Creates Return for Action (RFA) or Adjudication memorandums for special cases. Routes LODs for administrative review. Acts as liaison between HQ AFRC/SG staff and medical technicians, providers, and PEBLOs in the field. Uploads NDDES cases for PEB review. Creates training material and teaches AMTM and PAMT course.

### **Medical Administrative Assistant (GS07), 446<sup>th</sup> Aerospace Medicine Squadron, Joint Base Lewis-McChord, WA (June 2017-September 2019)**

#### **Deployment Medical Focal Point**

Coordinates with Wing Unit Deployment Managers (UDM) to ensure members are accurately tasked in the Deployment Medical Clearance (DMC) module in ASIMS. Initiates record review to identify potential disqualifying information within the hardcopy and electronic medical records. Preps SF 600s and supporting documentation for DHA1 appointments. Coordinates with active duty to order BW/CW kits and deployment medications IAW with AOR reporting instructions. Acts a liaison between deployer and HQ AFRC to submit waiver requests. Performs out-processing briefs and handover of medical records to troop commanders. Schedules redeployment briefs for returning members to ensure medical questions are answered appropriately and to initiate Line of Duty process if applicable. Presents deployment metrics to Aeromedical Council (AMC). Conducts training with UDMs as needed to ensure personnel can

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properly navigate through ASIMS to task members and track them. Attends Wing UDM meetings to go over local policies that affect deployers.

### **Interim Case Manager**

Track and monitor cases in Electronic Case Tracking (ECT) system. Ensure personnel have access and trained to use the system. Disseminate information pertaining to system changes/updates. Presents metrics for case processing at the Deployment Availability Working Group (DAWG). Acts as liaison between member and HQ AFRC to submit accurate documentation for medical reviews. Reviews and uploads Initial Review In Lieu Of... (IRILO), Worldwide Duty (WWD), Retention Waiver Renewals (RW), Line of Duty (LOD), and Deployment Waivers (DW) into the system for HQ AFRC for adjudication.

### **Medical Standards, Profile Manager**

Performs quality assurance checks as lead Medical Standards technician to ensure duty limiting condition reports (469s) and military qualifications (422s). Requests documentation from members to transcribe duty, mobility, and fitness restrictions and route to healthcare provider for review and signature. Identifies potential disqualifying factors for retention within AFSC and/or military via the Medical Standards Directory (MSD) and Air Force Classification Directory as well as Department of Defense Instruction (DoDI) and Air Force Instruction (AFI) guidance. Signs 469s and 422s in ASIMS once they have been approved by Healthcare Providers and Profile Officers. Forwards potential disqualifying members with mobility restrictions to the DAWG for review.

### **Occupational Health, Hearing Conservation**

Creates profile for members in the hearing conservation program in Defense Occupational Environmental Health Readiness System DOEHRS-HC. Coordinate with Occupational Health Shop supervisors to keep current personnel rosters and updating ASIMS. Performs functional tests and calibrate audio booths prior to clinical operations. Acts a Hearing Conservation Program Manager to reset audiogram technicians' accounts when necessary. Notify healthcare providers if members have a Temporary Threshold Shift (TTS) or Standard Threshold Shift (STS) on their audiogram. Schedules members for follow up exams when required and direct members to reset their baseline for Permanent Threshold Shifts (PTS). Export exams to the Data Repository prior to closing clinical operations.

### **Deployment Availability Working Group, Medical Technician**

Exports DAWG report from ASIMS for quarterly meetings. Ensures Refer to DAWG notes are identified and updated by healthcare providers in a timely manner. Reviews Code 31 log for the potential to Return to Duty or convert to Code 37s for case processing.

## **Medical Administrative Assistant (GS07), 913<sup>th</sup> Aerospace Medicine Squadron, Little Rock Air Force Base, AR (November 2012-June 2017)**

### **NCOIC, Physical Exams**

Ensures PHA cell operations are current. Service fly and non-fly personnel for annual requirements. Identify potential DLCs. Quality checks Preventative Health Assessment Questionnaires (PHAQs) record reviews and provide stats for accuracy. Acts as subject matter expert (SME) for all clinical functions to ensure the medical needs of the unit are met.

### **Case Manager and LOD Program Manager (PM)**

Track and monitor cases in Electronic Case Tracking (ECT) system. Ensure personnel have access and trained to use the system. Disseminate information pertaining to system

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#### **Government Purchase Card, Approval Official**

Compiles information, financial statements, subsistence accounting, and prepares statistical reports. Performs market analysis and business-case analysis. Oversees Uniform Business Office programs and assists in manpower surveys and in developing manpower standards. Analyzes workload and cost data to validate manpower requirements and develops adjustments and projections to support clinical or mission changes. Monitors the Unit Manpower Document (UMD) and the Unit Personnel Management Roster (UPMR) to ensure accurate requirements, funding, and the correct assignment of personnel. Identifies staffing shortages and coordinates permanent or temporary assignment actions. Prepares budget estimates and financial plans.

#### **AROWS-R, Orders Specialist**

Creates, and issue manning orders for personnel for training by the commander for continuous medical training. Ensures members have orders for performing military duties according to mission needs and unit requirements. Assures accurate and timely information is provided to Senior ART on Annual Tour and short notice emergency support opportunities. Exports Annual Tour report from Air Reserve Orders Writing System (AROWS-R) to ensure members have completed the allocated number of days for training.

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**Supply Custodian/ Information Technology Equipment Custodian (ITEC)**

Maintain custody, care, and safekeeping of property (supplies and equipment) issued and used in Air Force Medical Unit. Coordinates with installation Defense Utilization and Marketing Office (DRMO) to properly dispose of military issued electronic equipment and furniture. Coordinates with Comm technicians to ensure squadron maintains accountability of all electronic items and is notified for tech refresh as needed.

**UTAPS Clerk**

Ensures unit members are present, accountable, and signed in for mission readiness. Reschedule, excuse/unexcused, personnel for pay and points leading to a good year for retirement. Document the whereabouts of all assigned members to the unit. Export data for pay after members successfully complete military obligations. Track requests and certified 40As for two-year cycle before disposal.

**Individual Medical Readiness (IMR) Manager**

Track IMR for unit. Utilize AFCHIPS to provide stat reports and alert appropriate personnel for overall compliance/non-compliance to keep members deployable. Provide stats to IMR Working Group.

**Unit Health Monitor**

Notifies members of Due/Overdue IMR and Deployment Readiness Health Assessments (DRHAs). Ensure members are tracked for upcoming medical appointments/IMR requirements. Schedule members to be seen for Unit Training Assemblies (UTA) and properly updated. As the Group POC, track and keep updated appointment letters for the unit. Host quarterly meetings with UHMs ensuring medical compliance by providing stats and disseminating information when changes occur.

**Lodging Representative**

Ensure members outside the commuting radius have access and are scheduled for lodging for UTAs and RUTAs.

**References**

**CMSgt Donald Washington**  
**256-759-6055**

**(Ret.) SMSgt Nikole Napier**  
**916-882-9976**

**SMSgt Stacy Beverly**  
**910-604-1638**