



ALASKA NATIONAL GUARD

ACTIVE GUARD RESERVE (AGR)

Announcement Number: AKANG 26-115

POSITION TITLE: Medical Admin	AFSC 4A071	OPEN DATE: 07 Jul 2026	CLOSE DATE: 06 Aug 2026
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UNIT OF ACTIVITY/DUTY LOCATION: Alaska Air Guard Recruiting, Anchorage, Alaska	GRADE REQUIREMENT: Min: E4 Max: E6
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SELECTING SUPERVISOR: SMSgt Chris Fronapfel	Position Number 1160980
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AREAS OF CONSIDERATION

On-board AK ANG AGR (Must hold **4A051** or **4N051** AFSC)
Alaska Air National Guard members (Must hold **4A051** or **4N051** AFSC)

MAJOR DUTIES

Please refer to attached pages for more info on the major duties and initial qualifications for this position for this AFSC or go to:
<https://www.my.af.mil> to review the AFECD

INITIAL ELIGIBILITY CRITERIA

- *In addition to criteria listed on attached pages*
- Security Clearance - Must be able to obtain: Secret
 - Aptitude Requirement: General 44
 - PULHES: 333233
 - Strength requirement: Demonstrated ability to lift 40 lbs

PREFERRED QUALIFICATIONS

In accordance with AKNGI 1320.14 (26 Jun 2020) & ANGI 36-101, the following documents have been requested by the Selection Official. Applications received that do not contain these requested items will not be screened-out by HRO; but it may adversely affect the selection.

1. Resume
2. Cover Letter
3. Last three (3) EPBs
4. At least 1 Letter(s) of Recommendation

ACTIVE GUARD AND RESERVE REQUIREMENTS

Initial tours may not exceed 6 years. AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD.

Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required. Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than 24 months prior to the start date of the AGR tour. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate such in writing; a voluntary demotion letter must be included with the application in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. Application Package will not be forwarded without Administrative Demotion statement. If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the applicant. Any further questions regarding the AGR program may be answered in AKNGI 1320.14 (26 Jul 2020) & ANGI 36-101.

SPECIAL ANNOUNCEMENT CRITERIA

- **Selection into [E8 / E9 / O4 / O5] positions is contingent on availability/state allocation of controlled grades.**
- **Selection into higher graded positions IS NOT a promise of promotion.**
- **Upon selection additional medical verification will be required prior to start of AGR tour.**
- **Any Individual(s) selected for this position must meet EFMP requirements for the duty location at time of assignment.**
- **Members that do not meet EFMP standards for the duty location may be subject to a rescinded offer of employment.**
- **Continuation beyond initial tour may be subject to evaluation based on AGR Continuation Board.**

APPLICATION PROCEDURES

Applications must be signed and dated. Applications received with an unsigned NGB 34-1 will not be forwarded for consideration. Per ANGI 36-101, the application package must include at a minimum items 1-3 listed below. If the required documents are not submitted, a letter of explanation must be included. Incomplete packages will not be considered for the position vacancy.

APPLICATION PACKAGE:

1. SIGNED NGB Form 34-1 Application Form for Active Guard/Reserve (AGR) Position dated 20131111 (<http://dmva.Alaska.gov/ang-employment/>)
2. CURRENT full Records Review RIP from Virtual MPF: <https://vmpf.us.af.mil/vMPF/Hub/Pages/Hub.asp>
3. CURRENT PASSING Report of Individual Fitness from MyFSS/ MyFitness (must not show a "fitness due date" that is in the past) (or) a signed letter from the UFPM. If exempt, please include Form 469 with application)
4. Items requested in the "PREFERRED QUALIFICATIONS" section above.

EMAILING REQUIREMENTS:

Ensure all requirements are consolidated into ONE single PDF (Adobe Portfolio is not recommended. Signatures may be stripped once they are saved. Consider printing signed documents to PDF prior to combining files).

PDF File Name should be: Position Announcement Number, Last name, First name, Grade

- Example: ANG 25-XXX Doe, Jane E1
- Email Subject should be: Announcement Number
- Example: ANG 25-XXX
- Email Application Package to: ng.ak.akarng.mbx.hro-agr@ARMY.mil

DoD SAFE SUBMISSIONS:

Applications will be accepted through DoD SAFE if standard email procedures do not work: DoD SAFE <https://safe.apps.mil/>

- If a passphrase is created, email it separately to ng.ak.akarng.mbx.hro-agr@ARMY.mil
- All application documents must be consolidated into a single .pdf file. (Do not put in a PDF Portfolio format)

QUESTIONS:

Applicants may call HRO for initial review of application and to verify receipt prior to closeout date.

MS.CHOUA THAO:
+1 478-523-3170
+1 520-691-0339
choua.thao4.civ@ARMY.mil

SMSGT MONICA SWINT:
Commercial 907-428-6247
DSN 317-384-4247
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INSTRUCTIONS TO COMMANDERS/SUPERVISORS: Selecting supervisor will contact qualified applicants for interviews. After the Human Resources Officer (HRO) approves the selection package, the HRO office will send a notification letter to the Hiring Official who will in turn notify all applicants of their selection/non-selection. The selection of an applicant is not final until the Hiring Official has been notified of the selection approval by the HRO-AGR Manager.

THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, color, religion, sex, national origin, or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have sex restrictions.

CEM Code 4A000
 AFSC 4A091, Superintendent
 AFSC 4A071*, Craftsman
 AFSC 4A051*, Journeyman
 AFSC 4A031, Apprentice
 AFSC 4A011, Helper

HEALTH SERVICES MANAGEMENT (Changed 30 Apr 25)

1. **Specialty Summary.** Plans, develops, manages, and performs health services and support activities. Related DoD Occupational Subgroup: 134000.

2. Duties and Responsibilities:

2.1. Performs clinic front desk receptionist duties. Will comply with all Defense Health Agency and Air Force standards and processes. Will verify patient identity, eligibility, and demographics. Will check the patient in for appointments, enter patient information into Electronic Health Record, and obtain third party collection information. Identifies members assigned to sensitive duties programs, and flags record as appropriate. Ensures patient is enrolled in online patient portal secure messaging. Determine from patient if visit is injury related. Complete end of day processing.

2.2. Performs and manages medical information technology. Executes cyber security principles by protecting systems, networks, and programs from digital attacks. Manages hardware and software activities. Monitors information technology security programs. Deploys, sustains, troubleshoots, and repairs standard voice, data, video network, radio maintenance, and cryptographic client devices in-garrison and deployed environments. Sustains and operate systems through current troubleshooting methodologies, repair, and system performance analysis. Oversees service level agreements with communication communities.

2.3. Provides quality support through the administration of Commander programs to Unit Commanders, First Sergeants, Air Force members, and their families. Administers unit personnel programs and other key programs that are deemed essential by the Unit Commander. These programs include but are not limited to personnel action changes, duty status updates, evaluations, decorations, maintain Personnel Information Files (PIF), in-processing, out-processing, Drug Demand Reduction (DDR) program, Government Travel Card (GTC) program, leave program, and the reenlistment/extension program.

2.4. Provides support in administering the Personnel Reliability Assurance Program for key Military Treatment Facility personnel. Understands the impact on medical conditions considering reliability standards and the recognition of Suitability Factors. Completes documentation and reporting procedures. Ensure initial and refresher training is conducted and current training is documented for personnel. Inventories Personnel Reliability Program health records with base roster. May make health notification to Certifying Officials.

2.5. Performs duties as the Unit Deployment Manager, managing Unit Type Codes (UTCs) and ensuring assigned personnel are appropriately trained and equipped. Ensures publication and currency of unit plans and provides input to wing plans through Medical Contingency Response Plan (MCRP), Installation Emergency Management Plan 10-2, Disease Containment Plan, Installation Deployment Plan, etc. Coordinates and manages medical deployment activities. Prepares, briefs, and submits classified readiness reports. Conducts, coordinates, schedules, tracks, and documents medical readiness training. Aids with War Reserve Material inventory. Establishes and augments the Medical Control Center. Provides training on managing classified material, utilizing communication devices, logging events, and after-action reports.

2.6. Oversees Uniform Business Office, programs to include third party collection activities, Medical Affirmative Claims, and Medical Service Account program management. Assists in manpower surveys and in developing manpower standards. Analyzes workload and maintains the Unit Manpower Document, Unit Personnel Management Roster and ensures accurate requirements, funding, and the correct assignment of personnel. Utilizes timesheet tracking program. Coordinates Memorandums of Understanding, Memorandums of Agreement, Support Agreements and Training Affiliations.

2.7. Coordinates and prepares patient movement, enplane and deplane of patients, creation of the patient manifests, and launch and recovery of missions.

2.8. Serves as interface between Medical Treatment Facilities and Higher Headquarters for healthcare management. Directs personnel, programs, supports staff and beneficiaries. Advises, develops, and implements optimal business practices and strategies. Optimizes healthcare delivery for enrolled beneficiaries. Oversees Referral Management Center, tracks consultations to physicians. Validates travel entitlements for patients.

3. Specialty Qualifications:

3.1. **Knowledge.** Knowledge is mandatory of: general clerical procedures; medical terminology, regulations, and directives; medical ethics; health records administration; principles of coding; and anatomy and physiology.

3.2. **Education.** For entry into this specialty, completion of high school or General Education Development equivalency is mandatory.

3.3. **Training.** For award of AFSC 4A031, completion of a Health Services Management Apprentice course is mandatory.

3.4. **Experience.** The following experience is mandatory for award of the AFSC indicated:

3.4.1. 4A051. Qualification in and possession of AFSC 4A031.

3.4.2. 4A071. Qualification in and possession of AFSC 4A051. Also, experience supervising a Health Services Management Function and maintenance/management of healthcare-related systems.

3.4.3. 4A091. Qualification in and possession of AFSC 4A071. Also, experience managing a Health Services Management Function, associated healthcare-related systems, and personnel.

3.5. Other. The following are mandatory as indicated:

3.5.1. See attachment 4 for additional entry requirements.

3.5.2. For entry into S shred, prior qualification in and possession of PAFSC 4A051/71.

3.5.3. For award and retention of these AFSCs, must maintain local network access IAW SoDM 8140.03 Cyberspace Workforce Qualification and Management.

4. ***Specialty Shredouts:**

<i>Suffix</i>	<i>Portion of AFS to Which Related</i>
S	Health Information Technology

NOTE: Suffix S applies to the 3-, 5- and 7-skill levels only.

Changed / Effective Date	AFSC	Note(s)	APTITUDE					PHYSICAL PROFILE						OTHER	
			M	A	G	E	X	P	U	L	H	E	S	M	N
	3E4X3				38		J	3	3	3	2	2	3		
	3E5X1				49		G	3	3	3	2	2	3		
6-Jul-10	3E6X1				44		J	3	3	3	2	2	3		
30-Apr-20	3E7X1				57		N	1	1	1	2	2	1		X
30-Apr-22	3E8X1	2, 3					L	1	1	1	1	3	1		X
	3E9X1				62		H	2	2	2	2	2	1		X
31-Oct-25	3F0X1			59			G	2	3	3	2	2	2	X	X
30-Apr-24	3F1X1				30		H	3	3	3	3	3	3		
30-Apr-18	3F2X1			62			G	3	3	3	3	3	3		
31-Oct-17	3F3X1				66		G	3	3	3	2	3	3		
31-Oct-17	3F4X1	1		41	44		G	3	3	3	3	3	1		
30-Apr-23	3G0X1						G	2	2	2	3	2	1		
	3H0X1				72		G	3	3	3	2	3	3		X
31-Oct-20	3N0X6				72		J	2	2	2	2	1	1		X
30-Apr-23	3N1X1X	1		21	24		F	3	3	3	2	3	2		
30-Apr-23	3N2X1	1		21	24		F	3	3	3	2	3	2		
30-Apr-23	3N3X1	1		21	24		F	3	3	3	2	3	2		
31-Oct-18	3P0X1				30		K	2	2	2	1	2	1		X
31-Oct-25	3P0X1A				30		K	2	2	2	1	2	1		X
16-Nov-09	3P0X1B		35				K	2	2	2	1	2	1		X
	4A0X1				44		G	3	3	3	2	3	3		
30-Apr-18	4A1X1			48			H	3	3	3	3	2	3		
	4A2X1	2	60			70	H	2	2	2	3	3	1		
1-Aug-12	4B0X1				49		L	3	3	3	3	2	3		
31-Oct-24	4C0X1			43			G	2	2	2	2	3	1		
	4D0X1				44		G	3	3	3	2	3	2		
30-Apr-18	4E0X1			48			H	3	3	3	2	2	2		
30-Apr-22	4H0X1				50		G	3	3	3	3	3	3		
30-Apr-23	4J0X2			60			G	1	1	1	2	2	1		
30-Apr-23	4J0X2A			60			G	1	1	1	2	2	1		
8-Jul-10	X4N0X1				50		K	1	1	1	1	2	1		
8-Jul-10	4N0X1				55		G	2	2	2	2	2	1	X	
30-Apr-23	4N0X1B				44		G	2	2	2	2	2	1		
30-Apr-23	4N0X1C				44		G	2	2	2	2	2	1		
30-Apr-20	4N0X1D				50		G	2	2	2	2	2	1		
31-Oct-23	4N0X1F				50		G	2	2	2	2	2	1		
31-Oct-23	4N0X1G				50		G	2	2	2	2	2	1		
31-Oct-23	4N0X1H				50		G	2	2	2	2	2	1		
31-Oct-20	4N1X1				44		G	3	3	2	3	3	3	X	
30-Apr-25	4N1X1B				44		G	3	3	2	3	3	3		
30-Apr-25	4N1X1C				44		G	3	3	2	3	3	3		

Table Notes	
Note	Explanation
1	Dual aptitude (or)
2	Dual aptitude (and)
3	See entry specialty description for physical requirements
4	See Standard or Cyber-Test Based Alternate Aptitude Cutoff Table

Strength	Demonstrated by Weight
E	Unknown
F	less than 40 lbs
G	40 lbs
H	50 lbs
K	70 lbs
L	80 lbs
M	90 lbs
N	100 lbs
P	110 lbs

OTHER Codes	
Column M	AFSCs/SFSCs authorized for use without shredouts.
Column N	AFSCs/SFSCs not open to non-United States Citizens. AFSCs /SFSCs identified are open to United States nationals.

Standard, Cyber-Test, or EDPT	
AFSC/SFSC	Minimum MAGE or Alternate Minimum
1A8X1	Must Obtain minimum score of 62 on Predictive Success Model (PSM)
1B4X1	Must obtain a minimum EDPT score of 70
1D7X1	E:60 OR E:55 and Cyber-Test*:60
1D7X1A	E:60 OR E:55 and Cyber-Test*:60
1D7X1B	E:60 OR E:55 and Cyber-Test*:60
1D7X2F	M45 and E:60 OR M:45, E:55 and Cyber-Test*:60
1D7X2R	M45 and E:60 OR M:45, E:55 and Cyber-Test*:60
1D7X3	M45 and E:60 OR M:45, E:55 and Cyber-Test*:60
1D7X4	Standard, Cyber-Test, or EDPT: M:45, E:60 and EDPT:57; OR M:55, Cyber-Test*:60 and EDPT:57
1D7X4D	E:60 OR E:55 and Cyber-Test*:60
1D7X4P	E:60 and EDPT:57; OR E:55, Cyber-Test*: 60 and EDPT:57
1D7X5	E:60 OR E:55 and Cyber-Test*:60
1D7X1Z	M:45, E:60 and EDPT:57; OR M:55, E:55, Cyber-Test*: 60 and EDPT:57
1N0X1	Must obtain minimum score of 26 on Predictive Success Model (PSM) and G:53 OR standalone of G:55
1N1X1A	Must obtain minimum score of 48 on Predictive Success Model and G: 50
1N2X1C	A:68 or A:64 and Cyber-Test*60; OR
	G: 67 or G:63 and Cyber-Test* 60
1N3X1X	Must Obtain minimum score of 62 on Predictive Success Model (PSM)
1N4X1A	G:62; or G: 57 and Cyber-Test* 60
1N7X1	Must obtain minimum score of 44 on Predictive Success Model (PSM) and G: 62 or G: 65
1N8X1	Must obtain minimum score of 63 on Predictive Success Model (PSM) OR G: 67
4P0X1	Must obtain minimum score of 34 on Predictive Success Model (PSM). MAGE requirement may be used if valid PSM scores cannot be calculated due to unavailability of TAPAS scores.
5C0X1	Must obtain minimum score of 47 on Predictive Success Model (PSM)
5C0X1D	E:60 or E:55 and Cyber Test 60 / G:64 required
	G:64 or G:54 and Cyber Test 60 / E:60 required
	EDPT: 70 required
5I0X1	Must obtain minimum score of 36 on Predictive Success Model (PSM)
5I2X1	Must obtain minimum score of 57 on Predictive Success Model (PSM)
5S0X1	Must obtain minimum score of 36 on Predictive Success Model (PSM)

NOTE: * Cyber-Test for Non-Prior Service only