



# NEW MEXICO AIR NATIONAL GUARD ENLISTED AGR VACANCY ANNOUNCEMENT



**Announcement No: NME 26-003**

**Open: 20 JAN 2026**

**Closes: 13 FEB 2026**

**Submit job application to:**

SMSgt Diana Melero-Sena, HRO Remote  
TEAMS #: 1-385-682-4384  
diana.melero\_sena.1@us.af.mil

Area of Consideration:			
	Nationwide	✓	State
✓	NMANG		NMARNG
Open to presently employed AGR NMANG members.			

<b>New Mexico Air National Guard</b> 2251 Air Guard Rd SE, Kirtland AFB NM 87117	<b>LOCATION:</b> 150 Medical Group, Kirtland AFB, NM
<b>POSITION TITLE:</b> Supervisory Health Systems Specialist	
<b>MIN/MAX GRADE:</b> E-7 / E-8	<b>AFSC:</b> 4A091
<b>PROJECTED START DATE:</b> Projected start date to be determined	

**SPECIALTY SUMMARY:** Plans, develops, manages, and performs health services and support activities. Related DoD Occupational Subgroup: 134000.

**MINIMUM QUALIFICATIONS:** Open to presently employed AGR members of the New Mexico Air National Guard with the rank of MSgt or SMSgt. The AFSC required for this position is 4A0X1.

**ELIGIBILITY REQUIREMENTS TO QUALIFY FOR AGR TOUR:**

Must meet AGR accession standards as listed in ANGI 36-101, Chapter 5. Applicant who requires retraining must meet requirements IAW DAFI 36-2670 *Total Force Development* and DAFMAN 23-2100, *Chapter 4, ANG Retraining Program*. Must meet physical examination and medical standards as listed in DAFMAN 48-123 *Medical Examinations and Standards*, and ANGI 36-101, Chapter 12. Should be able to acquire 20 years of active duty prior to mandatory separation date. Should be able to serve at least five (5) consecutive years in the AGR program prior to becoming eligible to receive military non-disability retirement or retainer pay. Must not be eligible for or receiving an immediate Federal (military or civilian) retirement annuity.

As a condition of employment, selected hire agrees to attend all Unit Training Assemblies and Annual Training, deployments, special projects, and exercises with his/her unit of assignment; applicant must be assigned to a Military Unit Manning Document in the unit they support and UMD compatible AFSC prior to Active Duty Tour. The military uniform will be worn in accordance with DAFI 36-2903.

**REQUIRED DOCUMENTS-** All applications must contain the following:

- Completed NGB 34-1
- Current Virtual MPF Record Review (RIP) **\*generated within the last 90 days\***
- Current copy of your Official Air Force Fitness Assessment Report

**INSTRUCTIONS FOR APPLYING:** After completing NGB Form 34-1 in its entirety, please combine with the rest of the required documents into one PDF file. **\*PDF Portfolios will not be accepted\*** Once combined please email **HRO Remote POC** listed on page 1 of this advertisement no later than the closing date.



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**CLOSING DATE:** **13 Feb 2026**. Applications will be forwarded to the HRO office, to arrive **no later than** the business day of the closing date specified in this vacancy announcement. **\*Late submissions will not be considered\***

**EQUAL OPPORTUNITY:** The New Mexico Air National Guard is an Equal Opportunity Organization. Selection for this position will be made without regards to race, color, religion, sex, age, or national origin.

**INTERVIEW PROCESS:** Qualified applicants will be notified of the date, time, and place of the interview.

**Note: Incomplete packages will be returned without action.**

The duties and responsibilities and the specialty qualifications listed below are from The Department of Air Force Enlisted Classification Directory (DAFECD), 31 Oct 2025. Pg. 249, 4A0X1, Health Services Management. The file is located in [myFSS](#) articles and the [New Mexico Air National Guard SharePoint](#) HRO folder

### **DUTIES AND RESPONSIBILITIES:**

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.

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.

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.

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.

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.



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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.

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

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.

**Note: May perform additional duties as assigned.**

**SPECIALTY QUALIFICATIONS:**

3.1. 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 5- and 7-skill levels only.*