

**AIR NATIONAL GUARD**  
Joint Force Headquarters  
187<sup>th</sup> FIGHTER WING, MONTGOMERY, ALABAMA  
117<sup>th</sup> AIR REFUELING WING, BIRMINGHAM, ALABAMA

**ACTIVE GUARD RESERVE (AGR) – MILITARY VACANCY ANNOUNCEMENT # 26-03**

**OPEN DATE: 07 OCTOBER 2025**

**EXPIRATION DATE: 07 NOVEMBER 2025**

**OPEN TO: STATEWIDE**

**Number of Positions: 1**

**Position Title: Medical Administrative Officer**

**Func Code: PEC#: 58221G**

**UMDA Position #: 0113213734**

**AFSC: 41A1/3**

**Grade: O2-O5**

**Security Clearance: SECRET**

**Unit/Duty Location: 187<sup>th</sup> Fighter Wing Montgomery, AL**

**Selecting Official: Col John Caldwell**

**HRO Remote: MSgt Vernon Harris**

**ACTIVE GUARD RESERVE (AGR) – MILITARY VACANCY ANNOUNCEMENT #**

## **APPLICATION REQUIREMENTS**

Signed NGB Form 34-1, [NGB Forms](#)

**Current Report of Individual Personnel (RIP):** Obtain from Virtual Military Personnel Flight (vMPF)

**AF Form 422:** Must be signed and verified within 6 months from your Medical Group

**Air Force Fitness Management System II (AFFMS II) Fitness Report:** Must be Current and passing

**All applications must be submitted with a completed AGR Eligibility Checklist, found in ANGI 36-101. Your unit's HRO Remote Designee or the appropriate FSS representative must complete this checklist.**

**Email completed application packages to:**

**187.. HROATTN: 187.. HRO Remote Office**

**187FSS.FSM.HRO@us.af.mil**

**5187 Selma Hwy Montgomery, AL 36108**

**\*All emailed packages must be in a single PDF\***

**JOB INTRO/TITLE:  
MEDICAL ADMINISTRATIVE OFFICER**

**1. SPECIALTY SUMMARY:** The purpose of this position is to serve as the Senior Medical Officer for the entire installation, including tenant unit(s) and Geographically Separated Units (GSU) with responsibility for directing and managing all medical administrative functions including medical support, medical operations, force health management, force health protection, healthcare management, and related health applications. Serves as full-time partner with the Wing Commander, Squadron Commanders, Senior Management Staff, tenant unit(s) and GSU Commander(s) in planning, implementing, and executing medical programs directly associated with the objectives of the Wing(s), State Headquarters, and Air National Guard/Surgeon General (ANG/SG).

**2. DUTIES AND RESPONSIBILITIES:**

(1) Directs the overall management of medical support for the Air National Guard installation to include tenant unit(s) and GSU(s). Determines the impact and implements courses of action regarding projected Department of Defense (DoD), National Guard Bureau (NGB), Center for Disease Control (CDC), Office of Assistant Secretary of Defense (OASD), Occupational Safety and Health Administration (OSHA), Food and Drug Administration (FDA), Environmental Protection Agency (EPA), Air Force Occupational Safety and Health (AFOSH), Federal Emergency Management Agency (FEMA), and Military Support to Civil Authorities (MSCA) that affect Air National Guard plans, directives and missions. Ensures medical capabilities support the federal mission of expeditionary medical operations worldwide and state mission of medical response for homeland security and other state medical missions as directed by the Governor. Problem resolution extends beyond medical management and requires internal synchronization, the coordination of external offices at all base command levels, and the involvement of medical entities outside the base including both civilian and military agencies. Performs duties in accordance with established and evolving policies and procedures.

(2) Provides medical management and advisory services that contribute substantially to the plans, policies, decisions, and objectives of senior management. Directs Information Management activities within the Medical Group, formulating and interpreting medical policy based on regulatory requirements. Provides policy guidance and interpretation to senior management officials to ensure compliance with medical aspects for the worldwide deployability of Wing/Group personnel, geographically separated units (GSUs), and tenant unit(s). Comprehends the unique medical requirements of organizations subordinate to the Wing Commander, GSUs, and tenant unit(s) in order to guarantee the medical readiness of personnel for worldwide deployment. Represents the Medical Group at nationwide meetings, conferences, seminars and workshops to determine the impact of higher headquarters decisions on local programs.

(3) Directs work to be accomplished by the base medical and bioenvironmental programs, ensuring each is developed and implemented according to applicable regulations. Sets priorities and prepares schedules for completion of work. Reviews, accepts, amends or rejects work. Ensures compliance with all regulatory and legal requirements, medical readiness requirements, and the overall integrity of medical information and technology, force health management programs, and initiatives which operate to maintain and ensure a fit and ready force. Provides oversight for the implementation of a variety of federal, state, and local programs to ensure mission effectiveness, i.e. Resource Conservation and Reuse Act; Clean Air Act; Noise Abatement (FAA 150), and National Pollution Discharge Elimination System (NPDES).

(4) Ensures implementation and compliance with Occupational Health for dual and non-dual status personnel, the Occupational Health Program to include the Hearing Conservation Program, Immunization Program, and Fetal Protection Program and provides oversight for base environmental pollution monitoring, Respiratory Protection Program, Radiological Protection Program, Ionizing Radiation Program, Potable Water Quality Program, Hazard Communication (HAZCOM) Program, and Quantitative Fit Testing Program. Enforces diversity, equal employment opportunity, and the labor-management relations program.

(5) Analyzes, evaluates, monitors and reports Individual Medical Readiness (IMR) for Wing, tenant unit(s) and GSU personnel. Ensures the installation maintains a strong viable human weapons system force fit for worldwide deployability. Collaborates with the Wing Commander and other senior management officials in the planning and development of short-term and long-term strategies for implementation of the Wing Strategic Plan. Ensures compliance with and preparation for readiness of unit compliance inspections, evaluations, audits, and staff assistance visits including Operational Readiness Inspection (ORI), Health Services Inspection (HSI), Unit Compliance Inspection (UCI), and Environmental Safety and Occupational Health Compliance Assessment and Management Program (ESOH CAMP). Attend staff meetings, formal briefings, and spontaneous informal sessions chaired or called by operations, unit deployments, exercises, and readiness or compliance inspections levied by USAF MAJCOM Inspector General's offices and other auditing agencies. Directs the preparation of reports, directives, correspondence and memoranda pertaining to health services programs. Directs, plans, develops, publishes, and implements policies and procedures within the established controls of higher command echelons.

### **3. SPECIALITY QUALIFICATIONS:**

. The following educational degrees listed are acceptable for application into the Medical Service Corps. Applicants wishing to apply for a MSC commission must have one of the qualifying degrees listed below.

Graduate degrees: Health Administration, Healthcare Administration (or equivalent), Healthcare Management, Health Management

and Policy, Health Services Administration (or equivalent), Hospital Administration (or equivalent), Accounting, Business Administration, Business Management, Economics, Finance, Marketing, Statistics, Information Systems Management, Health Information Management, Health Information Technology, Emergency Management, or other closely related equivalents such as specified below.

OR

Undergraduate degrees: Health Administration, Healthcare Administration (or equivalent), Healthcare Management, Health Management and Policy, Health Services Administration (or equivalent), Hospital Administration (or equivalent), Accounting, Business Administration, Business Management, Economics, Finance, Marketing, Statistics, Information Systems Management,

Emergency Management, Biomedical Engineering, Clinical Engineering and Health Management/Health Systems Engineering, Information Management, Health Information Technology, Operations Research or other closely related degrees as specified below.

Closely related degrees: Applicants may apply with a business-related degree either appropriate to a healthcare environment or closely related to a healthcare/medical administration degree. Once the degree meets the business-related degree requirement stated, the degree must have successfully completed 6 of the following 12 subject areas within that degree program (not from several sources such as other educational institutions): accounting, business management, economics, emergency management, finance, healthcare administration, information management, leadership, marketing, research and analysis, logistics/supply chain management, or statistical analysis. A qualifying degree must stand on its own merit and cannot be supplemented with course work from additional education sources, certificates, internships, or work experience. For course work to count it must be listed on the qualifying transcript and be part of the degree requirements.

Must have 1-year specialized experience equivalent to at least the next lower grade level. Experience, education or training in program or managerial experience in a type of work or a combination of functions directly related to the position to be filled or in comparable work or functions. Experience developing and recommending policy; organizing and carrying out specific programs, evaluating and recommending changes in methods of operations. Experience in supervisory, staff or technical work which included study, analysis or evaluation leading to the development or improvement of managerial or administrative policies, practices and procedures. Experience in preparing written communications and oral presentations.

### **ELIGIBILITY REQUIREMENTS FOR ENTRY INTO THE AGR PROGRAM:**

**Must be a member or eligible to become a member of the Alabama Air National Guard.**

Member will be required to hold a compatible military assignment in the unit they are hired to support.

Member's military grade will not exceed the maximum military duty grade authorized on the Unit Manning Document (UMD) for the position.

Member must meet the physical qualifications outlined in, Medical Examination and Standards (DAFMAN 48-123), Attachment 2 before being placed on an AGR tour.

Member must have retain-ability to complete the tour of military duty.

Member must not be eligible for or receiving a federal retirement annuity.

Member must comply with standards outlined in DAFMAN 36-2905, Fitness Program to be eligible for entry into the AGR program. Member must meet all eligibility criteria in ANGI 36-101, The Air National Guard Active Guard and Reserve (AGR) Program.

Member must hold required AFSC **and meet all eligibility criteria in AFECD/AFOCD**

### **ADDITIONAL DUTIES**

AGR members will participate with their unit of assignment during Regular Scheduled Drill (RSD). AGR tour lengths in the State of Alabama are at the discretion of the Squadron Commander.

Initial tours will not exceed 6 years. Follow-on tours will be from 1 to 6 years, per ANGI 36-101

To be considered for this position you must meet all minimum AFSC requirements to include the minimum ASVAB qualifying score. Scores are reflected on your personnel RIP.

If your ASVAB score does not meet the minimum required IAW AFECD contact your servicing MPF.

You have the option to retake the test.

You must schedule your test date and receive your new scores prior to the announcement

closing date. Selectee will be required to participate in the Direct Deposit Electronics Funds

Transfer program.

A law enforcement background check may be required prior to appointment to this position.

By submitting a resume or application for this position, you authorize this agency to accomplish the check

## APPLICATION INSTRUCTIONS

***APPLICATIONS MUST BE SUBMITTED FOLLOWING THE INSTRUCTIONS ON THIS ANNOUNCEMENT.***

***\*\*\*\*\* INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED \*\*\*\*\****

### WRITTEN EXPLANATION IS REQUIRED FOR ANY MISSING DOCUMENTS

Current AGR members and those who wish to become an AGR must submit the following:

AGR Eligibility Checklist found in ANGI 36-101 (*see below*).

NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position, Form Version Dated 11 November 2013  
Announcement number and position title must be annotated on the form

Download the current form version from;

<http://www.ngbpdc.ngb.army.mil/forms/Adobe%20PDF-F/ngb34-1.pdf>

Current Report of Individual Personnel (RIP). Documents must show your ASVAB scores. RIP can be obtained from the servicing Force Support Squadron (FSS)

In lieu of a RIP, applicant may provide a printout from the virtual MPF (vMPF) Select 'Record Review', and then 'Print/View All Pages'

Copy of current passing physical fitness assessment. (From AF Portal, <https://www.my.af.mil/>)

AF Form 422, Physical Profile Serial Report <https://asims.afms.mil/imr/MyIMR.aspx> (CURRENT within 5 years, validated within 12 months, working copy is acceptable)

ALANG - Air Technicians interested in converting to AGR status:

Selection for the advertised position does not constitute acceptance into the AGR program.

Once notification of a selection is made, the individual is required to submit a request for AGR medical clearance through the Medical Group, to the State Air Surgeon.

The State Air Surgeon will evaluate the request and notify MDG of the member's medical clearance approval or denial.

### The information below was taken from ANGI 36-101, 21 April 2022.

**5.3 Grade.** To accept an AGR position, an applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Reference paragraph 6.6 for proper assignment to position/unit. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with AFI 36-2502, Enlisted Airman Promotion/Demotion Programs, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package.

**5.4 Commissioning of Enlisted Member.** Enlisted personnel applying for officer positions must be eligible for commissioning upon application for AGR duty. Assignment to the AGR tour will not become effective until the individual receives a commission in the ANG and as a Reserve of the Air Force and has completed formal training for which an AFSC has been awarded

**5.5. Air Force Fitness Standards.** AGR Airmen are subject to the provisions of AFMAN 36-2905, *Air Force Fitness Program*. 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 DLC which prohibits them from performing one or more components of the Physical Fitness Assessment (PFA), an overall "Pass" rating is required and any DLC must be resolved prior to accession.

**5.6 Security Clearance.** AGRs must have a current favorable adjudicated personnel security investigation that is commensurate with their currently assigned AFSC. Local security representatives can provide verification of security clearance information using the Defense Information System for Security (DISS)

**5.7. Separated for Cause.** To be accessed in the AGR program, an individual must not have been previously separated for cause from a previous Reserve Component AGR tour or from any Active Component. Requests for waiver to this policy will be annotated on the AF Form 679 and routed to NGB/A1PP.

**5.8. Retainability for an AGR Assignment.** Enlisted personnel must obtain sufficient retainability to fulfill an AGR assignment.

**5.9. Sanctuary.** It is not the intent of the AGR program to bring non-career applicants into the sanctuary zone (18 to 20 years of TAFMS). Anyone whose order, whether active duty (AD) or full-time National Guard duty (FTNGD) other than for training, places them at 18 years or more of TAFMS will require a signed, approved sanctuary waiver in accordance with DAFI 36-2110, *Total Force Assignments*.

**5.10. Inability to attain 20 years TAFMS.** AGR applicants should be able to attain 20 years of TAFMS in the AGR career program. Waiver authority of this requirement is The Adjutant General, Commanding General, or designee. Individuals selected for AGR tours that cannot attain 20 years of TAFMS prior to reaching mandatory separation must complete the Statement of Understanding contained in Attachment 3. The HRO will maintain the completed, signed Statement of Understanding.

**5.11. Medical Requirements.** Applicants for permanent, occasional or AGR deployment backfill tours must meet the requirements outlined in [Chapter 12](#).