



Colorado Air National Guard
Traditional
Position Announcement
COANG 25-064



<https://coangr.joint.afpims.mil/Jobs/Air-Traditional/>

POSITION TITLE: HEALTH SERVICE MANAGEMENT	AFSC: 4A071	OPEN DATE: 5-Dec-25	CLOSE DATE: 12-Jan-26
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UNIT OF ACTIVITY/DUTY LOCATION: 140 Medical Group Buckley SFB, CO 80011	GRADE REQUIREMENT: Minimum: E6 Maximum: E7
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SELECTING SUPERVISOR: SMSgt Karina Van Voorhis	VACANCY 114696234	PHYSICAL PROFILE: (Officer N/A) PULHES – 333233 X Factor – G ASVAB – 44G
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AREAS OF CONSIDERATION

<input checked="" type="checkbox"/> Traditional	<input type="checkbox"/> Nationwide (Military eligible for membership in the COANG)
<input checked="" type="checkbox"/> Current COANG members	<input type="checkbox"/> Commissioning Opportunity
<input checked="" type="checkbox"/> Enlisted	<input type="checkbox"/> Officer

All applicants MUST meet the grade requirement and physical/medical requirements outlined

DUTIES AND RESPONSIBILITIES

DUTIES and RESPONSIBILITIES:

Duties and Responsibilities:

- Clinic Duties (Front Desk Clerk). Greets the patient and verifies appointment, identity, and eligibility. Checks-in patient for scheduled visits. Provides patient with required paperwork and clinic instructions and manages patient flow.
- Commander Support Staff (CSS). Provides exceptional customer service to Total Force Members and their families. Administers key and essential programs for Unit Commanders, First Sergeants. These programs include but are not limited to personnel action changes, duty status updates, evaluations, decorations, maintain Personnel Information Files (PIF), in-processing, outprocessing, Drug Demand Reduction (DDR) program, Government Travel Card (GTC) program, leave program, and the reenlistment/extension program.
- Medical Readiness. Performs duties as the Unit Deployment Manager. Manages Unit Type Codes (UTCs) and ensures assigned personnel are appropriately trained and equipped, through coordination of deployment activities. Serves as the Medical Readiness Decision Support System Unit Level Tracking and Reporting Application (MRDSS-ULTRA) system administrator and monitors reports. Prepares, briefs, and submits classified readiness reports Conducts, coordinates, schedules, tracks, and documents medical readiness training.
- Oversee all Health Administrative functions, career development, promotions, evaluations, training, readiness and overall growth, ensuring comprehensive support and effective progression across all assigned responsibilities within the AFSC.

DUTIES and RESPONSIBILITIES (Cont'd):

SPECIALTY QUALIFICATIONS:

- Outstanding leadership skills, customer service and work ethic.
- Willing to attend 4A0X1 Tech School within 1 year of assignment.

APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to the location below. Complete applications must be received **no later than 2359 on or before the closing date.**

Selecting officials have the right to hold package review boards prior to in-person interviews

Incomplete packages will not be considered for the position vacancy

1. Cover Letter identifying the position you are applying for.
2. Civilian or Military Resume.
3. CURRENT (w/in 90 days) Records Review RIP (available on vMPF via AF Portal).
4. CURRENT Points Credit Summary (available on vMPF via AF Portal).
5. CURRENT and PASSING Report of Individual Fitness (from myFitness)
6. Additional requirements: Last 2 EPBs

Add any other documentation you want provided.

****SUBMIT ELECTRONIC ONLY****

QUESTIONS?

If you have any questions on package submission please send an email to the below email addresses. If you have any position related questions please contact the selecting supervisor.

E-MAIL APPLICATIONS TO MPS:

140.WG.HRO.AGR.Office.Org@us.af.mil

OR:

SUBMIT APPLICATIONS VIA

AMRDEC SAFE: <https://safe.apps.mil/>

140.WG.HRO.AGR.Office.Org@us.af.mil

REMARKS

Federal law prohibits the use of government postage for submission of applications.

THE COLORADO 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, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.