



MISSOURI NATIONAL GUARD  
JOINT FORCE HEADQUARTERS  
IKE SKELTON TRAINING SITE  
2302 MILITIA DRIVE  
JEFFERSON CITY, MISSOURI 65101-1203

S: 1 May 26  
S: 31 Jan 27

NGMO-PER-AB (600-8-19D)

25 March 2026

MEMORANDUM FOR DISTRIBUTION A & I

SUBJECT: Statewide Vacancy Announcement (**SWVA #26-0419**)

1. The current EPS list has been exhausted, and the following position is open statewide for best select interviews:

- a. Unit Name / UIC: HHD, 229TH MEDICAL BATTALION / WPSZAA
- b. MOS / Duty Title: 68G / Patient Administration Non-commissioned Officer (N)
- c. Position # / Grade: 03058755 / E-6
- d. Location: Fulton, MO

2. Applicability:

a. Current ARNG Soldiers in grades E-4 through E-6 in any MOS, and E-6 Active Army and USAR Soldiers who currently hold the 68G MOS.

b. MOS specific duties and qualification requirements are listed in the enclosed. Reference DA PAM 611-21, Chapter 10-68G.

3. Instructions:

a. Interested, qualified candidates are encouraged to apply by the first packet submittal suspense of **1 May 26** to be considered for the initial interview process, or until this announcement has been removed from the Missouri Army National Guard website listing. Any questions regarding the vacancy must be directed to the senior command HR professional(s) for the position: SSG John Q. Bryant at [john.q.bryant.mil@army.mil](mailto:john.q.bryant.mil@army.mil).

b. Thereafter, if no selection is made, Commanders may conduct additional interviews at their discretion until **31 Jan 27**, or a selection is made.

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c. Soldiers will submit applications and all other required documentation to the Enlisted Actions Branch (J-1) group mailbox: [ng.mo.moarng.mbx.enlisted-actions-branch@army.mil](mailto:ng.mo.moarng.mbx.enlisted-actions-branch@army.mil). Reference the SWVA number (26-0419) located in the above subject line on all documents.

4. Soldiers holding a Select Reserve Incentive Program bonus are recommended to consult with the Education & Incentives office to determine compatibility.

5. All units will post this announcement on their unit bulletin board and in their monthly newsletter until this announcement is removed from the Missouri Army National Guard website listing. For additional information, see the Memorandum of Instruction (MOI) for the 2026 Enlisted Promotion System (EPS), dated 1 May 2025.

FOR THE DIRECTOR OF MANPOWER AND PERSONNEL:



TABITHA D. OSIER  
MAJ, MS, MOARNG  
Chief, Military Personnel Services Division

**10-68G. MOS 68G--Patient Administration Specialist (Patient Admin Sp), CMF 68**

a. *Major duties.* The patient administration specialist supervises or performs administrative duties in patient administration division of hospital or other medical activity. Duties for MOS 68G at each level of skill are:

(1) *MOSC 68G10.* Compiles data and prepares required statistical report on outpatient visits, inpatient visits, admissions, dispositions, and other selected workload area. Prepare reports and data on births, deaths, and reportable conditions for submission to military and civilian authorities. Initiate correspondence pertaining to medical records, medical board proceedings, line of duty investigations, and other records and reports pertaining to patient administration. Possess working knowledge of patient medical eligibility programs such as DEERS. Prepares and consolidates medical documents and files authorized documents ensuring proper sequencing of forms. Applies knowledge of medical terminology as it applies to anatomy and physiology. Prepare medical records for retirement. Assist in the preparation of medical information for release. Maintain a medical record tracking system within the medical treatment facility. Process patients for admission to medical facilities. Checks and verifies eligibility for care. Performs administrative duties and prepares appropriate forms to process and report very seriously ill and seriously ill personnel, to include notification of next of kin and progress reports. Accounts for and safeguards funds received for deposit in medical services account. Prepare patient and associated documentation for medical evacuation.

(2) *MOSC 68G20.* Performs duties shown at preceding level of skill and provides technical guidance to lower grade personnel in accomplishment of their duties. Performs medical administrative duties in various departments or services of hospitals to include: Posting administrative entries in medical records; Scheduling patients for medical board action; Monitoring long-term patient rosters; Maintaining patient workload data from subordinate services; Audits medical records for quality control based on the nature of care and treatment given; and Releases medical information, answers inquiries and provides information from medical records to requesting parties as authorized.

(3) *MOSC 68G30.* Performs duties shown at preceding level of skill and provides technical guidance to lower grade personnel in accomplishment of their duties. Assigns tasks to subordinate personnel to affect orderly flow of workload and ensure timely accomplishment of tasks inherent to patient record keeping, movement of patients, and other patient administrative matters. Reviews completed correspondence, records, and forms for administrative and technical correctness. Counsels eligible beneficiaries concerning military health care benefits. Counsels patients on physical disability processing procedures. Provide guidance to professional staff on cases requiring medical board action. Coordinate administrative aspects of medical board processing. Coordinate requests for care from other federal and civilian hospitals. Supervise performance of patient administration duties.

(4) *MOSC 68G40.* Performs duties shown at preceding level of skill and provides technical guidance to lower grade personnel in accomplishment of their duties. Advise hospital staff on Joint Commission on Accreditation of Hospital pertaining to Medical Services to include: documentation, confidentiality, quality assurance, utilization review, and risk management. Coordinate medical care for military members, civilian emergencies, and other eligible beneficiaries. Manage MTF Defense Eligibility Enrollment Reporting System (DEERS). Serve as alternate Physical Evaluation Board Liaison Officer (PEBLO). Supervise performance of patient administrative duties.

(5) *MOSC 68G50.* Performs duties shown at preceding level of skill and provides technical guidance to lower grade personnel in accomplishment of their duties. Establishes and maintains coordination with other military/civilian medical treatment facilities. Coordinate patient administration activities in regional medical commands. Supervise performance of patient administration duties.

b. *Physical demands rating and qualifications for initial award of MOS.* The patient administration specialist must possess the following qualifications:

(1) A physical demands rating of Moderate (Gold).

(2) A physical profile of 323221.

(3) Per AR 600-8-19, promotion to MSG and SGM requires an interim secret eligibility or higher.

(4) Qualifying scores.

(a) A minimum score of 90 in aptitude area CL.

(b) A minimum OPAT score of Standing Long Jump (LJ) – 0120 cm, Seated Power Throw (PT) – 0350 cm, Strength Deadlift (SD) – 0120 lbs., and Interval Aerobic Run (IR) – 0036 shuttles in Physical Demand Category in “Moderate” (Gold).

(5) No history of a felony conviction.

- (6) No history of conviction of crimes involving:
  - (a) Any weapons/ammunition/explosives/arson charges.
  - (b) Any drug activity involving illegal possession, buying, selling or distribution (dealing) of controlled substances or synthetics.
  - (c) Violence against persons or property.
  - (d) Sexual misconduct.
- (7) No record of conviction by special or general courts-martial or civilian courts of offenses listed in AR 27-10 (Military Justice), chapter 24 or otherwise required to register as a sexual offender under AR 27-10, chapter 24.
- (8) Formal training (completion of MOS 68G course), conducted under the auspices of the U.S. Army Medical Center of Excellence (MEDCoE) is mandatory.
- (9) All prior MOS 68G Soldiers serving in another MOS reclassifying back into MOS 68G, will be reviewed for validation of skills, by the proponent, during the reclassification process.
  - c. *Additional skill identifiers.* (Note: Refer to table 12-8 for (Listing of universal ASI's associated with all enlisted MOS)).
    - (1) 8Y—Certified Medical Coder.)
    - (2) N8--Sustainment Automation Support Management Office (SASMO) (skill level 2 thru 4 only).
    - (3) Q6--Protection Cell Operations (skill level 4 through 6 for personnel only) (Effective 202410).
  - d. *Physical requirements and standards of grade.* Physical requirements and SG relating to each skill level are listed in the following tables:
    - (1) *Table 10-68G-1.* Physical requirements.
    - (2) *Table 10-68G-2.* Standards of grade TOE/MTOE.
    - (3) *Table 10-68G-3.* Standards of grade TDA.