



# MILITARY VACANCY ANNOUNCEMENT



**ANNOUNCEMENT NUMBER:** K3 MVA 26-03

<b>Open Date:</b>	20-Nov-2025	<b>Close Date:</b>	8-Mar-2026
<b>Unit:</b>	142 Medical Group, Guard Medical Unit		
<b>Position Title:</b>	Health Services Administrator - Medical Service Corps Officer		
<b>AFSCs:</b>	41AX		
<b>Grade:</b>	O-1 - O-5 (*This is a commissioning opportunity)		
<b>Status:</b>	<b>Drill-Status Guardsman</b>		
<b>Cross-Train:</b>	Yes		

## Who May Apply:

Current on-board members of the Oregon Air National Guard  
Members eligible to join the Oregon Air National Guard

## How to Apply:

See list of application items listed below under Duties and Responsibilities section:  
  
Please combine all items into 1 PDF for submission

## Email Packages to:

MSgt Jacob Kelley @ jacob.kelley@us.af.mil / Subject Line: K3 MVA 26-03 – LAST NAME, FIRST NAME

## DUTIES AND RESPONSIBILITIES

Required application documents to be submitted and combined into a single PDF (flattened, and not as a binder):

- AF Form 24: Signed Application for Appointment (Form attached)
- NGB SOU Form: Signed Statement of Understanding (Form attached)
- AFOQT Scores: (If applicable to AFSC)
- Cover Letter
- Current resume
- Fitness Test Scores: (Not required for NPS/PS applicants)
- Letters of Recommendation: Two (signed) letters attesting to character, integrity, and aptitude
- ANG Interview/Pre-Qualification Worksheet: NPS/PS applicants only (Contact Wing recruiting staff to initiate. Not required for current ORANG members)

\*Continued on next page\*

\* Continued required application documents

- Proof of GMAT score 400 or higher or GRE score 286 or higher
- Copy of official transcripts (3.0 GPA or higher in qualifying degree; undergraduate or graduate degree)
- Letter of intent; why you want to be an MSC officer & how you will enhance the ORANG as a DSG Officer.
- Current Virtual Military Personnel Flight (VMPF) Report of Individual Personnel (RIP) showing degree
- If enlisted – last 5 EPRs/EPBs; If officer – all OPRs/OPBs

Mandatory documents to submit for MSCs: Resume detailing your military & civilian experience, to include education; Report of Individual Personnel (RIP) obtained from vMPF; Official Air Force Biography; and Copy of Current Fitness Assessment.

Mission Statement:

Provide expert medical services to support the 142nd Wing's combat readiness and all contingency responses within the state of Oregon and Nation.

Specialty Summary:

As the 142nd Medical Group, Guard Medical Unit's Health Services Administration Drill Status Guardsman, the incumbent will support with managing health services activities, including plans and operations, managed care, human resource management, logistics management, patient administration, budgetary and fiscal management, medical manpower, medical facility management, biometrics, medical recruiting, and aeromedical evacuation.

Duties and Responsibilities:

Formulates, interprets, and implements policy. Plans and organizes activities associated with peacetime and wartime health services administration, such as manpower, medical logistics, medical food service, hospitalization and aeromedical evacuation of patients, medical facilities management, repair, maintenance, construction, modification, and housekeeping, equipment maintenance and repair, information systems, clinical engineering, inpatient and outpatient records, and morale and welfare services for patients and medical personnel. Coordinates health services programs. Coordinates with comptroller, civil engineering, civilian and federal agencies, and other Air Force functions and activities to execute health services programs. Advises the medical professional staff and other staff health services officers on administrative matters pertaining to health services programs. Maintains liaison with civilian, military, and other federal activities to keep current in areas of interest to health services administration. Monitors and directs health services programs. Interprets and directs the implementation of policies governing health services programs. Directs the management of health services functions such as medical logistics, fiscal management, managed care, human resource management, patient administration, aeromedical evacuation, medical facility construction, modification, and design, and medical research administration. Develops financial plans and budget estimates for Air Force health services programs. Directs the preparation of biometric reports, directives, correspondence, and memoranda pertaining to health services administration. Controls utilization of health services program funds in collaboration with the medical commander and comptroller. Prepares and exercises emergency, disaster, and defense plans, and monitors readiness training. Integrates cost management, quality and access to care issues into health services programs.

**Knowledge and Experience:**

Knowledge is mandatory of: Air Force health services management; hospital administration and practice; contractual and accounting fundamentals; quality management; human resource management; & biometrics. For award of AFSC 41A3, officers must have at least 12 months experience in one of the MSC core functions, which are prescribed as facility management, health facilities, health plan management, medical resources, healthcare information management and information technology, medical logistics, and medical readiness (including aeromedical evacuation), and must have the approval of their unit's senior ranking MSC.

\*For more information, contact: Lt Col Rafal Kowalczyk at: rafal.kowalczyk@us.af.mil or 503-335-4760

\*\*Reference materials: 2025 Air National Guard Medical Service Corps Accession Handbook, 2025 ANG Medical Service Corps AFSC 41AX Accessions Checklist, Department of the Air Force Officer Classification Directory (DAFOCD) dated 30 April 2025

\*\*\*This is a Drill Status Guardsman(DSG) Retraining & Enlisted to Officer Commissioning opportunity.\*\*\*