

**DRILL STATUS GUARDSMAN  
POSITION VACANCY ANNOUNCEMENT  
194<sup>th</sup> MEDICAL GROUP, WA ANG  
DSG ANNOUNCEMENT # 25-13**

<b>WASHINGTON AIR NATIONAL GUARD</b>	<b>OPENING DATE:</b>	<b>CLOSING DATE:</b>	<b>POSITION NUMBER:</b>
BLDG 109, Camp Murray, WA 98430	21 Apr 2025	09 Jun 2025	106479034
<b>POSITION TITLE, GRADE, AFSC, FACILITY:</b>			
Health Services Administrator (MSC), GRADE: Lt Col, AFSC: 41A3			
<b>MINIMUM REQUIREMENTS FOR CONSIDERATION:</b>			
<p>The following criteria must be met as of closeout date of this announcement to be considered:</p> <ol style="list-style-type: none"> <li>1. Must hold a qualifying bachelor's or master's degree in an approved field for entry into the 41A3 AFSC IAW AFOCD. Approved fields include 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 business degree. Degree requirement will be waived only for applicants who already possess the 41A3 AFSC.</li> <li>2. Must meet Air Force physical fitness standards IAW AFI 36-2905 with a score of 75 or above (<i>only applies to current members of the USAF, USAFR or ANG</i>)</li> <li>3. Must possess or be able to obtain and maintain a <b>SECRET</b> security clearance.</li> <li>4. Must have a minimum of four years retainability from the date of validation.</li> </ol>			
<b>OTHER REQUIREMENTS:</b>			
<ol style="list-style-type: none"> <li>1. If applicant does not already hold the 41A3 AFSC, attend and successfully complete Health Services Administration Course and Medical Readiness Management Course within the first year of selection.</li> <li>2. If applicant is not already a commissioned officer, must attend and successfully complete commissioning training within one year of selection.</li> <li>2. Possess the ability to effectively communicate both written and verbally with all members within the chain of command and peer group.</li> <li>3. Expected to attend all Regularly Scheduled Drills (RSDs) and Annual Training (AT).</li> <li>4. No disciplinary action pending.</li> </ol>			
<b>AREA OF CONSIDERATION:</b>			
All members of the Washington Air National Guard and those eligible to enlist in the Washington Air National Guard. This is a commissioning opportunity.			
<b>SUMMARY OF DUTIES:</b>			
<ul style="list-style-type: none"> <li>- 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. Develop financial plans and budget estimates for Air Force health services programs.</li> <li>- Prepares and exercises emergency, disaster, and defense plans and monitors readiness training.</li> <li>- Formulates, interprets, and implements policy. Plans and organizes activities associated with peacetime and wartime health services administration, such as manpower, medical logistics, hospitalization and aeromedical evacuation of patients, medical facilities management, repair, maintenance, construction, modification, equipment maintenance and repair, information systems, inpatient and outpatient records, and morale and welfare services for patients/medical personnel.</li> <li>- 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.</li> <li>- Maintains liaison with civilian, military, and other federal activities to keep current in areas of interest to health services administration.</li> <li>-Other duties as assigned.</li> </ul>			
<b>INSTRUCTIONS TO APPLICANTS</b>			

## APPLICATION REQUIREMENTS:

Applicants will be scheduled for interview once completed package have been received and reviewed. All packages will be considered for all vacancy announcements. Package must be received by the closing date.

Please submit:

1. Resume cover letter (*not required, but highly encouraged*)
2. Resume
3. Current Report of Individual Person (RIP) from the vMPF, under Self-Service Actions, Personal Data, Record Review, print all pages (*only applies to current members of the USAF, USAFR or ANG*)
4. Point Credit Summary (PCARS) from the vMPF, under Self-Service Actions, Personal Data, PCARS. Print "View All", minus the PCARS definitions and FAQ pages (*only applies to current members of the USAFR or ANG*)
5. Current "Fitness Tracker" Report from AFFMS II (*only applies to current members of the USAF, USAFR or ANG*)
6. Letter(s) of Recommendation (optional)

-State to State applicants must provide the following forms (Instructions included) and certify that:

1. They are current on all Performance Reports (Exception is current report with good status even if it is not finalized)
2. All Individual Medical Readiness (IMR) show all "Green" and a screenshot is provided with the application
3. Understand that reenlistment waivers/ETPs for enlisted applicants disqualified for reenlistment under AFI 36-2606, Table 12.2, will be considered on a case-by-case basis.
4. **AF Form 1288**, *Application For Ready Reserve Assignment*
5. **AF Form 2030**, *USAF Drug and Alcohol Abuse Certificate*
6. NGB Form 3621, ANG Eligibility Checklist for Enlistment, Reenlistment, or Extension
7. **Current DD Form 4 (Enlisted Only)**, *Enlistment/Reenlistment Document, can be obtained by applicant via the AFPC secure Website (<https://afpcsecure.us.af.mil>), then selecting the "PRDA" link.*
8. Career Change Worksheet (CCW) (Required for Retraitees Only)

Application packages must be received by the closing date. Submit complete package to:

**194 MDG MAO**

**Attn: Lt Col Warren Drummond**

**109 Engineer Drive**

**Camp Murray, WA 98430**

**Phone #: COMM (253) 512-3271 / DSN 370-3271**

**Or email package to: [warren.drummond@us.af.mil](mailto:warren.drummond@us.af.mil)**

**EQUAL OPPORTUNITY:** This position will be filled without regard to race, color, religion, age, gender, or any other non-merit factor consideration. Selection and placement of applications will be in accordance with Washington National Guard Placement & Merit Promotion Plan.