

Medical Service Corps

Revised January 2025



Accession Guide: 2026

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Cover Photo submitted by the 42d Medical Group

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Dear Potential Applicant,

The United States Air Force Medical Service Corps (MSC) has an enduring commitment to service that is demonstrated by sustaining operational medical readiness and the delivery of integrated reliable healthcare. MSC officers are trusted healthcare leaders who organize, train, and equip for the future fight in support of the Great Power Competition.

We're looking for resilient and adaptable professionals with an unwavering spirit to continue optimizing our most important warfighting advantage in our arsenal: the human weapons system. We firmly believe we are in one of the most professionally and personally rewarding career fields in the Air Force. MSC officers receive unrivaled professional experience combined with the pride of leading dynamic initiatives supporting the National Defense Strategy.

We ask that you review the entire guide to discover answers to frequently asked questions related to our Corps and the application process. Additionally, we highly encourage you to meet with the MSC officers located in any of our Military Treatment Facilities (MTF) world-wide. If you need any assistance connecting with an Air Force recruiter or an Air Force MSC officer, we will be delighted to assist you. Our point of contact for this guide is the MSC Utilization and Education Section at Headquarters Air Force Personnel Center (HQ AFPC/DPMND), Commercial: (210) 565-0675, DSN: 665-0675, or e-mail: afpc.dp2nd.mscacquisitions@us.af.mil. They are standing by to assist you.

Thank you for your interest in serving in the United States Air Force as a Medical Service Corps officer. We look forward to hearing from you and meeting you in person! Please follow our [MSC LinkedIn](#) to discover more about our AF MSC brand.

The signature of Alfred K. Flowers Jr., which appears to be "ALFRED K. FLOWERS JR."

ALFRED K. FLOWERS JR., Brig Gen, USAF, MSC
22nd Chief, Medical Service Corps

The signature of Stephanie S. Ku, which appears to be "STEPHANIE S. KU".

STEPHANIE S. KU, Col, USAF, MSC
13th Director, Medical Service Corps



DESCRIPTION OF THE MEDICAL SERVICE CORPS

The MSC encompasses command, operational, administrative, logistical, and educational functions supporting the provision of healthcare to active-duty service members and all other authorized Department of Defense beneficiaries during peacetime and contingencies. This includes planning, programming, and operations related to the following activities: medical facility command; medical facility administration; medical materiel and services management; medical resource management; health plans management; group practice management; personnel administration (human resources); analytics; medical readiness, to include contingency, disaster and emergency preparedness planning; aeromedical evacuation; medical recruiting; architecture, medical facility repair, modification, and construction; medical information services (Medical Information Management/Information Technology (IM/IT); health systems design; data systems design; medical research administration; medical acquisitions; and health services training and education. Furthermore, MSC officers also directly support the MTF leadership team by identifying opportunities for improvement to assess performance that enables the successful completion of the rigorous nationally recognized Joint Commission accreditation.

Medical Service Corps Functional Areas

Medical Logistics (including Health Facilities Management and Design)

Medical Readiness (including Aeromedical Evacuation)

Medical Information Technology/Information Management

Resource Management Operations (including Analytics)

Health Plans Management (including Patient Administration and Practice Management)

CAREER DEVELOPMENT

Three concepts serve as a foundation for career development. First, your early years as a health services administrator are devoted to gaining core experience in two to three functional areas. Second, as you gain experience you will move from MTF operational positions to headquarters or special duty assignments and then back to the MTF. Third, you will pursue the appropriate level of professional military education and career path education and training. These concepts are included in three interrelated phases of the MSC Professional Development Program: initial, intermediate, and advanced (tactical, operational, and strategic). This development includes building MSC core competencies and leadership through multiple career broadening opportunities.

During the initial development phase (0-8 years), you are expected to manage at least two to three different MSC functional areas as well as lead others in those areas. As you gain experience, your supervisors strive to give you the opportunity to perform at levels commensurate with your abilities (specialized MSC officers may be called upon to manage the same functional areas at increasing levels during this phase of their professional development). Senior MSC administrators will have the unique opportunity and responsibility to identify and motivate highly qualified officers in this phase. Assignments in this initial phase emphasize the development of technical expertise and stress the depth of experience in two to three functional areas.

The intermediate development phase (9-13 years) provides you the opportunity to further



develop your skills as a health services administrator. Professional development occurs through assignment experiences, education, and training. Senior MSC officers continue to serve as your advisors and mentors in this phase. During your intermediate development years, you begin to transition from assignments which emphasize technical expertise (depth) to positions which call for oversight responsibility (breadth of experience).

During the advanced development phase (14-20+ years), you should perform broad leadership and managerial assignments of all types, including command. Assignments in the advanced phase make use of your full potential as a senior health services executive.

A professional health services administrator operates in a highly complex environment and should be a continual learner. MSC officers often work where time available for problem analysis is seriously constrained but where sound, timely decisions are urgent. An ability to operate under stress, apply critical thinking skills, make decisions, effectively communicate these decisions, and set the pace are critical to mission success. To enable you to reach your full potential, many education and training opportunities are provided. The education level required for appointment as a MSC officer is referenced in the "Eligibility Criteria" section of this guide.

MSC officers appointed from civilian status or who are commissioned from enlisted status will attend an eight-week Total Force Officer Training (TFOT), conducted at Maxwell Air Force Base (AFB), Alabama. TFOT physical requirements include: exercise five/six days a week in rigorous, full-body aerobic and anaerobic programs, completing a 5k (3.1 mile) run, and several obstacle courses which may require climbing, low-crawling, and jumping. Physical activities are a significant part of the course curriculum and, for your safety, an initial Physical Fitness Assessment (PFA) evaluation is performed the first week of TFOT to measure your ability to safely complete the course of study. You will be expected to meet Air Force PFA standards in the following components: push-ups, sit ups, and a 1.5-mile run. TFOT will not administer PFA tests for alternative components. Should you not pass any area of the scheduled curriculum, you may be disenrolled from TFOT, sent directly to your gaining assignment, and required to return later. In addition to the initial PFA Baseline test, you will be evaluated with another PFA toward the end of your TFOT training. To calculate your PFA requirements, review the AF Fitness Charts in Department of the Air Force Instruction (DAFI) 36-2905, *Department of the Air Force Fitness Program*: <http://www.e-publishing.af.mil/>. For additional information about TFOT you may visit <https://www.airuniversity.af.edu/Holm-Center/OTS/>.

Newly accessed MSC officers will also complete the basic Health Services Administration (HSA) course. This four-week course, conducted in San Antonio, Texas, provides new MSC officers with the knowledge needed to perform as an entry-level flight leader or an operations officer in an MTF. Immediately following HSA, new MSC officers will also attend a two-week course to cover material specific to the functional area where the student will be assigned.

Like other professional disciplines, the field of health services administration requires officers to increase their military expertise by completing developmental education (DE) at appropriate times throughout their career. The AF and the MSC strongly recommend you complete Squadron Officer School (SOS), Air Command and Staff College (ACSC), and Air War College (AWC) as soon as you become eligible throughout your career. Given the limited number of spaces available, only a few MSC officers are selected to attend ACSC and AWC in-residence. Officers who are not selected to attend DE in-residence should complete courses through



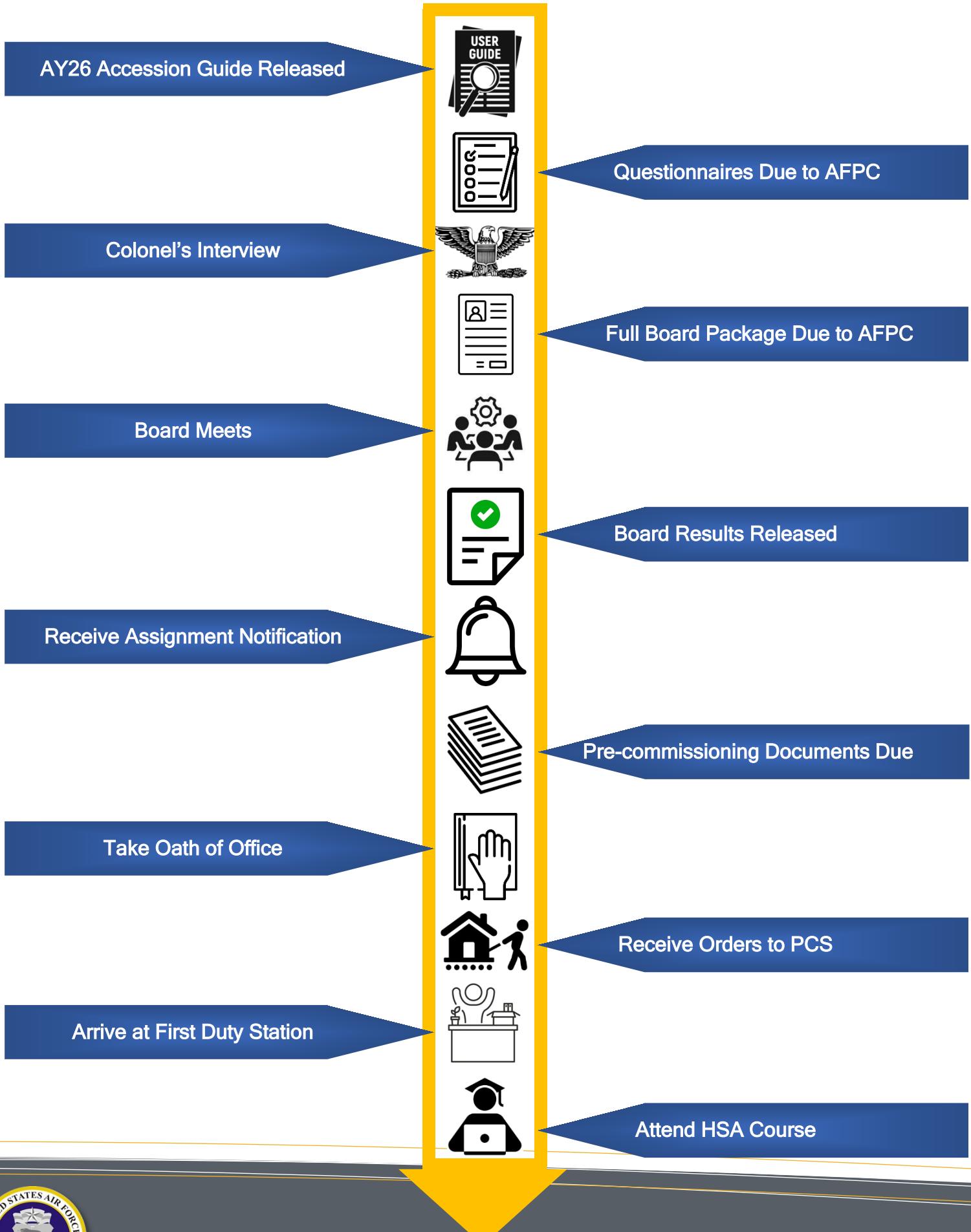
distance learning. You will complete SOS in-residence while you are a captain and before you compete for promotion to major. Similarly, officers should complete ACSC as a major and AWC as a lieutenant colonel.

During all phases of your professional development, you are given an opportunity to foster your professional growth by attending meetings, short courses, symposia, and other types of continuing education. Sponsored, funded short courses provide new knowledge and new applications of old knowledge in the field of health services administration. These courses, conducted primarily by civilian educational institutions and professional societies, enable you to keep current in the profession.

One method of demonstrating professional competence is attaining board certification through affiliation from a professional health care administration organization. Please see the reference section for a list of approved organizations. All MSC officers are strongly encouraged to participate in programs and activities that complement or promote the goals of the AF, the MSC, and the individual. Certain organizations are identified as approved board certification granting bodies, based on selected criteria. Affiliation and advancement in an organization is considered a positive enhancement to your professional development.



PROCESS MAP



ELIGIBILITY CRITERIA FOR APPLICATION TO THE MSC

Number of Applications

Individuals will only be allowed to meet two accession boards.

Education Requirements

Applicants desiring to apply to the MSC Accession Board must have either a (1) qualifying or (2) closely related degree from a regionally or nationally accredited institution of higher learning.

Note: All applicants applying with a closely related degree need to email HQ AFPC/DPMND (afpc.dp2nd.mscaccessions@us.af.mil) and clearly annotate or highlight on their transcripts courses that meet at least 6 of the 12 qualifying subject areas below under option 2. When highlighting these courses, consider that (a) a course can only count once toward a subject, (b) an applicant needs at least 6 different subject areas (cannot have 6 finance classes and qualify), and (c) every course must be within the confines of that awarding degree's coursework (you cannot have additional side courses that didn't count toward the awarding degree).



1

Qualifying Degree

Graduate degrees:

Accounting, Architectural Engineering, Architecture, Artificial Intelligence, Business Administration/Management, Civil Engineering, Construction Management, Data Science, Economics, Emergency Management, Finance, Health Administration, Health Information Management/Technology, Health Management and Policy, Health Services Administration, Healthcare Administration/Management, Hospital Administration, Information Systems Management, Marketing, Statistics

Undergraduate degrees:

Accounting, Actuarial Science, Architectural Engineering, Architecture, Artificial Intelligence, Biomedical Engineering, Business Administration/Management, Civil Engineering, Clinical Engineering and Health Management/Health Systems Engineering, Computer Science, Construction Management, Cyber Security, Data Science, Economics, Emergency Management, Finance, Health Administration, Health Information Technology, Health Management and Policy, Health Services Administration, Healthcare Administration/Management, Hospital Administration, Information Systems Management, Logistics/Supply Chain Management, Management Science, Marketing, Mechanical Engineering, Organizational Psychology/Behavior, Public Affairs/Policy, Statistics/Operations Research

2

Closely Related Degree

Closely Related Degree:

For the degree to qualify, the applicant must have successfully completed a course in 6 of the following 12 subject areas within that degree program:

Accounting
Business management
Economics
Emergency management
Finance
Healthcare administration
Information management
Leadership
Logistics/Supply chain management
Marketing
Research and analysis
Statistical analysis

Closely Related Degree:

For a closely related degree to qualify, it 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.

All closely related degrees are reviewed by MSC Utilization and Education Section. To determine eligibility, forward a transcript/degree plan by e-mail to afpc.dp2nd.mscaccessions@us.af.mil. If the coursework listed on your transcript does not have the "title" listed above, you may need to provide course syllabi for review.



Degree Completion Requirements

Applicants actively in a degree program may apply to the AY26 MSC Accession Board based on the following conditions:

1. The degree must meet the education requirements as outlined above.
2. Applicant must complete degree requirements by 10 May 2026 and have completed at least 50% of required credits for their degree by the Senior MSC interview date; and
3. The academic institution must provide a degree completion letter verifying the anticipated completion date.

GRE / GMAT Scores

GRE or GMAT scores from an examination, taken within the last five years (after 1 January 2021), are required for all applicants. The **minimum** score for the GRE is 286. The GMAT **minimum** score is 400. Historically, GRE and GMAT scores of individuals selected for commissioning have been an average of 300 and 544, respectively. The question of why an individual with a master's degree needs these test scores often arises. The selection board evaluates and compares the quality of the applicant's degree to the respective GRE or GMAT score. Also, a GRE/GMAT score is the only criteria common to all applicants. **Minimum score is determined by adding Quantitative and Verbal reasoning scores ONLY and is not waivable.** Please do not include the Analytical Writing score as part of the aggregate.

Grade Point Average (GPA)

The **desired** GPA for the qualifying degree is 3.0 or above.

Time in Service (TIS) Requirement

Individuals with less than 10 years TIS calculated to 1 January 2026 are eligible to apply to the AY26 MSC Accession Board. **TIS is not waivable.** For clarification, an applicant needs to have 9 years and 365 days or less of TIS calculated to 1 January 2026.

Age Requirement

Individuals are required to be less than 42 years old by Extended Active Duty (EAD) date to be eligible to apply to the AY26 MSC Accession Board (ref. DAFMAN 36-2032, *Military Recruiting and Accessions*, para, 5.4.7.1). Prior enlisted or commissioned officers can find their EAD by reviewing their SURF. Age computations may be required if active or prior military service is applied (ref. DAFMAN 36-2032, para, 5.4.6.1.3.), contact afpc.dp2nd.mscacquisitions@us.af.mil with any questions.



ENTRY GRADE CREDIT/CONSTRUCTIVE SERVICE CREDIT

Graduate Degrees from Superiorly Accredited Programs

Constructive Service Credit (CSC) is awarded as additional time in rank that would allow a member to commission at a higher grade. It is **not** a minimum education requirement as outlined above (this is optional). CSC guidelines are listed in DoDI 6000.13, *Medical Manpower and Personnel*, and DAFMAN 36-2032, *Military Recruiting and Accessions*. Essentially, newly accessed MSC officers will be awarded CSC only for qualifying graduate degrees accredited by the Commission on Accreditation of Healthcare Management Education (CAHME), Association to Advance Collegiate Schools of Business (AACSB), National Architectural Accreditation Board (NAAB), Accreditation Board for Engineering and Technology (ABET), or Advanced College of Clinical Engineering (ACCE). The degree coursework must be completed prior to the individual's oath of office for CSC to be granted. Any other CSC will be assessed based on civilian work experience in the healthcare administration or healthcare design and construction field (focusing on MSC core competencies) IAW DAFMAN 36-2032. **The CSC evaluation is required to be completed prior to taking the Oath of Office and must be approved by HQ AFPC/DPMND.**

Work Experience

One-half year CSC (up to 3 years) is given for each year of full-time professional work experience (a) **in the specialty in which appointed**, and (b) **after obtaining the qualifying degree**. Because MSC officers are appointed as health services administrators and/or Architects, CSC will only be given for work as a professional health services administrator filling a leadership position in a healthcare setting or as a professional Architect. Work experience credit is not awarded for enlisted experience, as they are not working in a health services administrator capacity.

WAIVERS

Individuals will only be allowed to meet two accession boards, no additional waivers permitted. Note: Waivers/Exceptions to Policy will **not** be considered for age, GRE/GMAT scores, Time-in-Service, or qualifying degrees. Applicant needs to meet minimum requirements listed.

MEDICAL SERVICE CORPS ACCESSION BOARD

Important Dates

Last day to submit Questionnaire	30 May 2025
Last day for Colonel Interviews	27 June 2025
Applications due	30 June 2025
Tentative Board Date	August 2025



All applications will be submitted electronically via email to afpc.dp2nd.mscaccessions@us.af.mil. Applicants will provide a copy of the application to the Senior MSC interviewer no later than five (5) duty days prior to the interview.

The MSC Accession Board selects qualified applicants from military and civilian sources for commissioning in the USAF. Board members determine the applicant's potential to serve as a military officer and healthcare professional using the "whole-person concept," in addition to demonstrated performance and leadership qualities. Additional boards may be scheduled if the annual accession goal is not met at the initial accession board. Candidates pursuing selection as an Architect within the Air Force Medical Service may be permitted to meet an off-cycle ("rolling") MSC selection board after meeting the functional qualifications; this process should be coordinated, as needed, between AFRS, AFPC, and the MSC Corps office.

The Accession Board may also select candidates for an opportunity to compete for internship programs in one of the core MSC functional areas. Functional internships vary (medical logistics, resource management, readiness) at different locations from year-to-year. The internships are generally 10 to 12 months at a large MTF and upon completion, interns will move to another location.

MSC Accession Board results are tentatively scheduled for release in August to September 2025 timeframe.



Historical Board Statistics



Historical MSC Accession Board Statistics

	AY21	AY22	AY23	AY24	AY25 Sel	Non-Sel
# Boarded	158	113	178	164	199	199
# Selected	56	63	65	79	79	120
Select Rate	35%	56%	37%	48%	40%	60%
GRE	303	302	298	297	301	296
GMAT	590	567	532	519	513	484
GPA	3.72	3.70	3.62	3.76	3.75	3.46
Interview Score	9.56	9.57	9.56	9.45	9.55	8.40
Adv. Degree	52%	58%	43%	46%	56%	38%
Time in Service	6.17*	6.34*	6.78*	7.14*	7.26*	7.57*

* Active Duty Only

2



AFPC/AFRS AY25 MSC Accession Board Statistics

	AFPC Sel	AFPC Non-Sel	AFRS Sel	AFRS Non-Sel
# Boarded	118	118	81	81
# Selected	41	77	38	43
Select Rate	35%	65%	47%	53%
GRE	299	295	303	296
GMAT	497	484	528	483
GPA	3.72	3.60	3.77	3.31
Interview Score	9.59	8.53	9.5	8.26
Adv. Degree	51%	49%	61%	26%
Time in Service	7.26*	7.57*	-	-

* Active Duty Only

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APPLICATION PROCEDURES

You may download this accession guide, questionnaire, and application package from our Kx:
<https://kx.health.mil/kj/kx7/AFMSCUtilizationEducation/Pages/home.aspx>,
<https://myfss.us.af.mil/USAFCCommunity/s/knowledge-detail?pid=kA0t0000000wl4rCAA>. Or you may obtain a copy from your Health Professions Recruiter if you are a civilian, or a military Reserve or Guard component member.

Applicants will need to provide copy of transcripts or degree plans, completed questionnaire, and a passing GRE or GMAT score sheet to AFPC at email address afpc.dp2nd.msacccessions@us.af.mil to validate eligibility **prior to** contacting a MSC Colonel to schedule an interview. AFPC will provide roster of MSC Colonels only once eligibility is confirmed. Applicants need to be respectful of the fact that short-notice requests for an interview do not have to be supported. Thus, it is in the applicant's best interests to schedule interviews early.

Applicant is required to build two (2) application packages:

1. MSC selection board package - a single electronic package (PDF) formatted IAW directions provided in the downloaded example application. This single PDF document will be sent to afpc.dp2nd.msacccessions@us.af.mil. Please do not password protect any portion of the application - we must break down your package when we build the accession board. Your PII information is protected as you send the application via encrypted email. Please ensure it is a single PDF document, not a "portfolio." If you are struggling with submitting an encrypted email please use the DoD SAFE website <https://safe.apps.mil> to submit the application to afpc.dp2nd.msacccessions@us.af.mil. Complete electronic applications are due to HQ AFPC/DPMND no later than 30 June 2025 by 2200 hours/CST.
2. Colonel interview package - Same document requirements as selection board package but you may also include a one-page biography, table of contents page, tabs, binder, etc. Do not include "original" documents in this package that you may require for other purposes. It is not uncommon for the interviewing MSC Colonel to keep it. Please coordinate with your interviewing MSC Colonel whether a hardcopy or electronic version is desired. Candidates who have significant limitations meeting with a MSC Colonel face-to-face may request a waiver in writing to complete their interview via VTC / FaceTime or Skype. A telephone interview is only possible if and only if, all other means have been exhausted and a waiver must be requested. Face-to-face waivers are adjudicated by HQ AFPC/DPMND. Please submit the waiver request to afpc.dp2nd.msacccessions@us.af.mil detailing specific reasons why you cannot meet with a MSC Colonel face-to-face.

Key concerns for applicants married-to-military members: IAW DAFI 36-2110, *Total Force Assignments*, "Military couples...should not make decisions on future service, career development, or family planning based on the assumption they can always be assigned to the same location or joint spouse assignment is guaranteed."

Applicants married to another military member must be fully aware that acceptance to the MSC commissioning program may potentially affect joint residence of the military couple. In addition,



military couples assigned Outside Continental United States (OCONUS) must also understand that Date Eligible for Return from Overseas (DEROS) curtailments, if applicable, are not guaranteed. DEROs curtailments will be considered; however, the military spouse of an accepted applicant may be required to complete the full-prescribed overseas tour without his/her spouse.

Civilian Applicants

Civilian applicants apply through an AF Health Professions Recruiter. The recruiter submits the completed application package and works with the applicant to arrange the interview. You can find a recruiter in your local area at <https://www.airforce.com/find-a-recruiter> or 1-800-423-USAF (8723), opt 2.

Officer (Air Force Line and Non-Line) Applicants

Currently serving Air Force Officers must complete the questionnaire and provide either a degree plan or copy of the degree certificate. The degree must meet the education criteria and you must meet TIS requirements to be eligible. You must provide a Release Statement from your AFPC Career Field Functional Manager/assignment team **prior** to beginning the application process. This email indicates the officer will be released from the career field if selected as an MSC officer. Officers without the appropriate release will not meet the accession board. Many times, it is not possible to obtain a release because of active-duty service commitment and/or manning in the career field. If this release is denied, or not completed, the application cannot be processed. Active-duty officers must also complete a Competitive Category Transfer (CCT) package, in addition to the MSC application. CCT candidates should be aware that Time-In-Grade calculations may vary based on applicable guidance and need to be reviewed in DAFMAN 36-2032 and with AFPC/DPMND. As of the publishing of this guide, if selected, CCT candidates should expect to lose half their commissioned rank upon transfer into the MSC in accordance with DAFMAN 36-2032. CCT applicants must have a minimum of four years' time in service to meet the accession board.

Air Force Academy and ROTC Applicants

AF Academy and ROTC applicants will receive an annual message advising cadre and students of application procedures and deadlines from their respective leadership chain.

Officer (from services other than Air Force) Applicants

Active-duty officer applicants from other services must submit applications through their respective Service using the guidelines of that Service. If approved, the parent Service will submit applications to HQ AFPC/DP1TAM, DSN: 665-4199 or Commercial: (210) 565-4199. Note, AFPC/DPMND is ONLY authorized to assist active-duty sister service officers that are currently MSC officers. All other sister service officers must apply through their local AF Health Professions Recruiter and AF Recruiting Service.



Enlisted (from services other than Air Force)

Enlisted applicants from other uniformed services must have a discharge order in hand (a DD Form 214, *Certificate of Release or Discharge from Active Duty*, or a signed DD Form 368, *Request for Conditional Release*) and apply through their local AF Health Professions Recruiter and AF Recruiting Service.

Reservists and Guardsmen (from any service)

Reservists from any service and National Guardsmen will apply through their local AF Health Professions Recruiter and AF Recruiting Service. A signed DD Form 368, *Request for Conditional Release*, from the affiliated Service is required for application.

Scrolling Process

Officers commissioning in the grades of O-1 to O-3 must be scrolled and approved by the Secretary of Defense (SecDef) **before** they can take an oath of office or enter active duty. After board selection results are published, HQ AFPC/DPMND will send a scroll to the Office of the Secretary of Defense (OSD) for final approval. This process can take anywhere from three to six months and is outside of HQ AFPC/DPMND control.

FREQUENTLY ASKED QUESTIONS

Q1: I am pursuing a degree in Business Administration, and I would like to meet the 2025 board, however, my degree is not yet complete. Can I still apply for the board?

A1: If you are currently pursuing a degree, the degree must be awarded by 10 May 2026 in order to meet the 2025 board. Also, you must have completed 50% of the required credits for a qualifying degree by the MSC Colonel interview date. Your academic institution can provide you with a degree completion letter verifying degree requirements, to include an anticipated completion date. In addition, the degree must be reviewed by AFPC/DPMND to ensure it meets the education eligibility criteria.

Q2: I have a low GRE/GMAT score. Can I retake the exam to raise my score, and can I combine my highest scores from each area (Quantitative and Verbal reasoning) from multiple exams?

A2: You can take the exam multiple times but keep in mind you will be responsible for all costs associated with taking the exam. Your aggregate score is calculated by adding Quantitative and Verbal reasoning scores from the same exam **ONLY**.

Q3: If I am selected by the board, when is the earliest I can depart for Total Force Officer Training (TFOT)?

A3: TFOT designation is determined by class availability and degree requirements. Historically, we have TFOT seat allocations in January, March, and August of the accession year (AY26). Selects will be assigned a TFOT class based on eligibility, current DEROS, and when degree requirements will be met.



Q4: How do I schedule my Senior MSC Colonel interview?

A4: Each applicant is responsible for scheduling a face-to-face interview with a Senior MSC Colonel. To locate the nearest approved Senior MSC in your area, please utilize the Approved Senior MSC Interviewers list. This list will be provided by AFPC/DPMND upon request. If you have any problems locating interviewers, please contact AFPC/DPMND at DSN: 665-0675 or Commercial: (210) 565-0675. You must provide a copy of qualifying academics, passing GRE or GMAT, and a completed questionnaire for review and approval by AFPC/DPMND prior to scheduling an MSC Colonel interview.

Q5: What are the time-on-station (TOS) requirements for the MSC Accession Program?

A5: There are no TOS requirements for application to the MSC Accession Program. As part of the commissioning process for enlisted active duty, selects are separated from enlisted status and then Extended Active Duty (EAD) to commission status. Applicants are responsible to coordinate any issues associated with Selective Reenlistment Bonus (SRB) pay or other restrictions within their current AFSC.

Q6: How do I apply for the MSC Board if I'm already an officer on active duty?

A6: First, you must complete the questionnaire and provide either a degree plan or copy of your degree certificate. The degree must meet the education criteria and you must meet time-in-service requirements to be eligible. In addition, you must formally request release from your current Air Force Specialty through the Competitive Category Transfer (CCT) process. Officers must provide a release statement from their respective AFPC assignment officer requesting the CCT into the MSC and meet minimum Total Active Federal Military Service Date requirements to transfer, which is a minimum of four years.

Q7: If I am JOIN SPOUSE (JS), how will acceptance into the MSC affect my spouse?

A7: As with any career-impacting decision, military couples should be reminded "not to make decisions on future service, career development, or family planning based on the assumption they can always be assigned to the same location or JS is guaranteed," (DAFI 36-2110). Efforts are made by the AFPC assignment functional to accommodate JS assignments. However, due to AF manning and utilization, JS is not always possible. In addition, TOS requirements for military spouses are not automatically waived. Each military member serves in his/her own right and may be required to complete their entire prescribed tour, regardless of spouse's selection status.

Q8: If I am currently a Reserve MSC and would like to become an active duty MSC officer, what action do I need to take?

A8: Reserve officers, regardless of Air Force Specialty, will apply through a Health Professions Recruiter. The officer must meet degree eligibility and time in service (TIS) requirements. In addition, they must also apply to the MSC Accession Board. If selected, the officer will be transferred to active-duty status based on the effective date of release by their respective Reserve Commander.

Q9: My undergraduate or graduate degree is not accredited by AACSB, CAHME, ACCE, ABET, or NAAB is it still a qualifying degree?

A9: Your degree must be awarded from a regionally or nationally accredited institution of higher learning and meet the academic requirements detailed on pages 7/8 of this accession guide to be eligible. AACSB/CAHME/ACCE/ABET/NAAB are accreditations pertaining to Graduate



degrees ONLY, are in addition to your university's overall accreditation, and are specific to your specific degree/program.

Q10: How would I research or get to know whether a career in the Medical Service Corps is right for me?

A10: A great place to start is to connect with a local MSC Officer at one of our MTFs and "shadow" with them. They would be able to provide great insight into what the career field entails and provide you other great sources to research. If you would like assistance with contacting a nearby facility to arrange a "shadowing" opportunity, please contact the MSC Utilization and Education Section via email at afpc.dp2nd.mscacquisitions@us.af.mil.

Q11: What is the purpose and intent for Letters of References (i.e., Letters of Recommendations)?

A11: Letters of Reference should clearly reflect how well the person writing the letter knows the candidate and should strongly affirm the level of confidence for the candidate's future leadership abilities. A well-written letter would not only focus on the candidate's strengths, but more importantly, will address why any perceived weaknesses should not be considered a direct reflection of the candidate's true leadership potential to serve as a commissioned officer. For example, if a candidate has a below average GRE/GMAT scores or a low GPA, the letter of Reference should acknowledge these facts and address why these should not be weighed heavily in the candidate's assessment. Likewise, for a prior military member that has one or more relatively weak performance report(s). Otherwise, to the extent that these "indicators" are overlooked or neglected, this could give the impression that the person writing the recommendation does not have a deep personal connection, or confidence, on the candidate that they are recommending.

Q12: I am enlisted. Can my unit or AFPC fund travel to my Colonel's interview?

A12: No, however, your unit commander may be able to grant you permissive leave days. Please refer to the DAFI 36-3003, *Military Leave Program*, or your unit leave monitor for more information.

Q13: How do I apply to be a guard or reserve MSC?

A13: This guide is for the active duty MSC process only. You would need to contact accession sources for those agencies, directly.



REFERENCES

Air Force Guidance and Policy Letters for MSC Officer Accessions

DAFI 36-2110, Total Force Assignments

- Outlines Join Spouse Assignment procedures

DAFI 36-2905, Department of the Air Force Fitness Program

- Outlines fitness requirements and standards for all Air Force personnel

DAFMAN 36-2032, Military Recruiting and Accessions

- Outlines accession procedures and requirements for Medical Service Corps Officers

Other Sources of Information

Accreditation Board for Engineering and Technology (ABET) Programs

<https://www.abet.org/accreditation/find-programs/>

AFMS Knowledge Exchange/MSC Utilization and Education*

<https://kx.health.mil/kj/kx7/AFMSCUtilizationEducation/Pages/home.aspx>

Air Force Medical Service Corps Public Site

<https://www.airforcemedicine.af.mil/About-Us/Medical-Banches/Medical-Service-Corps/>

American Council for Construction Education (ACCE) Programs

<https://www.acce-hq.org/accredited-degree-programs>

Approved MSC Board Certifying Agencies*

https://kx.health.mil/kj/kx7/AFMSCUtilizationEducation/Pages/board_certification.aspx

Association to Advance Collegiate Schools of Business (AACSB) Programs

<https://www.aacsb.edu/accredited>

Commission on Accreditation of Health Management Education (CAHME) Programs

<https://cahme.org/accreditation/accredited-certified-programs/>

Database of Accredited Postsecondary Institutions and Programs

<https://ope.ed.gov/dapip/#/home>

Health Service Administration Course Homepage*

<https://kx.health.mil/kj/kx7/hsaschool/Pages/Home.aspx>

MSC Corps Office Homepage*

<https://kx.health.mil/kj/kx5/afmedicalservicecorps/Pages/home.aspx>

MSC LinkedIn Page

<https://www.linkedin.com/in/usaf-medical-service-corps>

National Architectural Accrediting Board (NAAB) Programs

<https://www.naab.org/accreditation/accredited-programs>

*Military websites are only available with a valid Common Access Card (CAC)

