

NEWLY COMMISSIONED/TRADITIONAL OFFICER VACANCY ANNOUNCEMENT

NEW YORK AIR NATIONAL GUARD
174TH ATTACK WING
6001 EAST MOLLOY ROAD
SYRACUSE NY 13211-7099

ANNOUNCEMENT: HF FY 26-18

POSTING DATE: 19 FEBRUARY 2026

CLOSING DATE: 19 MARCH 2026

UNIT: 174TH MEDICAL GROUP

AFSC: 41A3

GRADE: No minimum grade – Major/O-4

POSITION TITLE: Healthcare Administrator

AREA OF CONSIDERATION: NATIONWIDE
All candidates may apply who meet the basic qualification for position and who are eligible for membership in the NYANG.

SPECIALTY SUMMARY

(As outlined in the current AFOCD)

Health care administrators and executives who specialize in the core functional areas of Medical Logistics, Medical Readiness, Aeromedical Evacuation, Resource Management Operations, Medical Information Technology/Management, Health Facilities Design, and Health Plans Management. Manage each functional area's assigned personnel and operations to administer medical service programs, provide guidance to senior leaders, collaborate in cross-functional teams to improve organizational performance, and provide support to facility and program accreditation processes, delivering both war fighter readiness and health care for beneficiaries. Related DoD Occupational Group: 260900 and 260800.

QUALIFICATIONS AND SELECTION FACTORS

Selection for this position will be made without regard to race, religion, color, creed, gender or national origin.

Applicants are subject to review by the MPF, and as mandatory requirements are met, as outlined in applicable regulations and applicants must meet an Officer Screening and Interview Board (OSIB).

The requirements and qualifications prescribed in this announcement are minimum for nomination for appointment consideration. Appointment is not assured merely by meeting these requirements. Persons considered must further qualify with requirements outlined in applicable regulations.

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Persons considered must further qualify with requirements outlined in DAFMAN 36-2032, DAFMAN 36-2100, DAFMAN 36-2664, and DAFI 36-2137.

KNOWLEDGE:

Knowledge is mandatory of: Air Force Medical Service and Defense Health Agency structure; the Military Health System; health administration principles and practice; contract and accounting fundamentals; quality management; and human resource management. Require specialized knowledge of the basic principles and practices related to the management of health care delivery systems. 4A1XA: Knowledge of construction or architecture principles for facility planning, design, and construction.

EXPERIENCE:

For award of AFSC 41A3\A, officers must have at least 12 months experience in one of the MSC core functions, which are prescribed as medical logistics (including facility management and design), medical readiness (including aeromedical evacuation), medical information technology/information management, resource management operations (including analytics), and health plans management (including patient administration and group practice management), and must have the approval of their unit's senior ranking Air Force MSC.

EDUCATION:

For entry into this specialty, one of the following is mandatory:

3.2.1. A graduate degree in 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, or other closely related degree.

3.2.2. An undergraduate in Accounting, Actuarial Science, Architectural Engineering*, Architecture*, Artificial Intelligence, Biomedical Engineering, Business Administration/Management, Civil Engineering*, Clinical 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, or other closely-related degree.

DUTIES AND RESPONSIBILITIES:

2.1. Formulates, interprets, and implements policy. Manages the implementation and execution of policies governing health services programs. Plans and organizes health administrative functions and business activities in support of peacetime and contingency operations, translating program policy into directives, publications, and training manuals to shape and optimize an integrated Military Health System. Billets for MSCs are authorized within military medical treatment facilities, on base installations at support and operational units, with other military Services, within Combat Support Agencies (CSA) and at higher organizational echelons, such as the Office of the Secretary of Defense (OSD), Headquarters Air Force (HAF), Joint Staff, Unified Commands, Combatant Commands (CCMD), Defense Agencies, CSAs, Major Commands (MAJCOM), or Numbered Air Force (NAF).

2.2. Advises, coordinates, and maintains education on health services functions.. Guides executive medical leadership and other health services personnel on administrative matters pertaining to the execution and management of health services programs. Leads and represents on analytical and cross-functional teams and staffs in support of programs, projects, and activities designed to optimize organizational performance. Provides education on administrative and business operations to other medical staff, patients and other agencies. Coordinates and liaises with external agencies, including but not limited to installation organizations, civilian, state, and other federal activities and functions to execute health services programs and synchronize contingency response efforts. Keeps abreast of current healthcare administration issues and trends through involvement with professional organizations, literature, continuing education, and through collaboration and networking with community and military liaisons.

2.3. Monitors, manages, and directs health services programs. Employs communication and interpersonal skills to guide the planning, programming, operation, and resourcing of health services functions, including but not limited to:

2.3.1. Medical Logistics. Plans, develops and implements policy to provide War Reserve Materiel and AF Working Capital Fund management, training support, and transportation coordination for the medical mission. Oversees logistics services, including supply chain management, equipment purchasing and inventory, medical contract management, facility maintenance oversight and medical equipment maintenance.

2.3.2. Medical Readiness. Leads operational readiness training and exercise planning for all medical personnel. Ensures medical forces are organized, trained, and equipped to meet in-garrison and deployed mission requirements. Conducts unit deployment manager functions and force readiness reporting. Oversees facility's emergency management functions.

2.3.3. Resource Management. Plans, programs, allocates, and accounts for medical manpower and funds. Performs billing, collecting and reimbursement, data analysis, workload accounting, and other related functions. Oversees facility business operations, including budget execution, manpower management, and data quality administration.

2.3.4. Medical Information Technology (IT)/Management. Plans, implements, and manages information tools to meet the medical mission. Oversees the electronic health records system, database administration for secret/sensitive information systems, provides hardware and software support, manages IT infrastructure, and conducts asset management

2.3.5. Health Plans Management. Plans, develops, and implements health benefits plans to include referral management, beneficiary and provider services, analysis and utilization management, and interacts with the regional health benefits contractor. Oversees patient administrative activities, such as accountability/tracking, admissions and dispositions, medical records management, casualty reporting, and wartime mortuary affairs. Performs Group Practice Management activities and functions, such as optimizing access to care and health services delivery, coordinating marketing efforts, and developing and tracking local performance metrics to maximize facility business plan performance.

2.3.6. Aeromedical Evacuation. Conducts airlift planning for patient transportation and manages patient movement operations throughout the enroute patient staging system. Coordinates patient movement requirements through the appropriate global, theater, or joint patient movement requirements centers, synchronizes with base operations for mission ground support, and monitors patient support throughout the aeromedical evacuation system. Can serve as a Director of Operations in an Aeromedical Evacuation Squadron.

DUTIES AND RESPONSIBILITIES:

2.4. AFSC 41AXA: Health Facilities officers apply knowledge of architecture and engineering to replace, modernize and repair health care facilities. Provide guidance on functional and technical criteria specific to medical facility design, construction and outfitting. Programs, plans and develops medical facilities projects. Reviews plans, specifications, and other supporting data for their technical, medical, and functional sufficiency.

OTHER QUALIFICATIONS:

Approval by the Chief Nurse. For the Air Force Reserves, approval by the HQ AFRC Command Nurse is Mandatory.

For award and retention of AFSC, 46Y3F the following apply: 3.5.2.1. Obtain MQT requirements.

MTF/SGP endorsement and MAJCOM/SGP approval in consultation with Chief Nurse.

Must obtain and maintain clinical privileges IAW DHA-PM 6025.13 Vol 4 and/or AFI 44-119, *Medical Quality Operations* (or be immediately eligible for said privileges if assigned to a non-clinical position).

For retention of AFSCs 46YXA/B/C/F/G/H/M/P must not have a revocation of privileges or permanent and substantial reduction, restriction, or denial of privileges IAW DHA-PM 6025.13 Vol 4 and/or AFI 44-119.

For the Air Force Reserve, a secondary AFSC of 46YXA/B/C/H/M/P may be awarded by the AFRC Command Nurse solely for manning assistance to RegAF. Upon completion of manning assist tour, the secondary AFSC will NOT be utilized by the Reservist.

APPLICATION PROCEDURES:

Applicants will prepare and forward one copy of the:

- AF Form 24 Application of Appointment as Reserves of the Air Force or USAF Without Component
- Cover Letter
- Resume
- Current Official College Transcripts with Awarded Qualifying Degree
- GRE/GMAT Test Scores (min 268 GRE/400 GMAT)
- One Page Essay (Why do you want to be a MSC/What Can you Offer the Medical Service Corps)
- vMPF Record Review printout and Physical Fitness Evaluation report, if applicable
- DD Form 214 Record of Separation/Discharge from the US Armed Forces, if applicable
- Last five (5) EPBs/EPRs, all OPBs/OPRs, FITREPS as applicable

No later than close-of-business on closing date of vacancy announcement.

APPLICATION SUBMISSION:

An application package will not be accepted if it is incomplete, if it is not in one PDF document/portfolio, or if it is received after the close out date.

- Applicants will email their application package in one PDF document to the Military Personnel Flight (MPF) customer service email: 174FSS.3F0-Personnel@us.af.mil
- Direct any submission process questions to the MPF customer service email: 174FSS.3F0-Personnel@us.af.mil
- Direct any position-specific questions to Capt Matthew Murray at matthew.murray.6@us.af.mil