



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE PERSONNEL CENTER
JOINT BASE SAN ANTONIO-RANDOLPH TEXAS

29 December 2021

MEMORANDUM FOR MEDICAL SERVICE CORPS (MSC) APPLICANT

FROM: HQ AFPC/DP2ND
550 C Street West
JBSA Randolph, TX 78150

SUBJECT: Medical Service Corps (MSC) Accession Board Application

1. Thank you for your interest in applying for the MSC accession board tentatively scheduled to convene 14 - 17 June 2022. Enclosed are the required documents and additional information you will need to complete your application package (reference Atch 1). Note, the application submission will be done via electronic means. The completed application must be submitted to HQ AFPC/DP2ND **no later than (NLT) 27 May 2022**. It is our goal to have the results of the board available approximately one month after the board convenes.
2. If you have any questions about the application process, please contact Mr. Jeffery Bowes, commercial: (210) 565-0675, DSN 665-0675 or by e-mail: afpc.dp2nd.mscaccessions@us.af.mil

//SIGNED//

BRAD C. BORDES, Col, USAF, MSC
Chief, MSC Utilization and Education Section

Attachments:

1. Application Package Guidance
2. MSC Accession Board Application Checklist
3. Squadron Commander Quality Force Review/Letter of Reference Template
4. Letter or Reference
5. Degree Pending Letter Template
6. Graduate Degree Accreditation Verification Letter Template
7. MSC Board Information Sheet
8. AF Form 24 Instructions
9. Addendum to AF Form 24
10. Assignment Preferences
11. Security Clearance Verification Letter Template
12. References (Applicable directives)

Attachment 1

Application Package Guidance

Each applicant, regardless of source of entry, is required to submit an application package to the MSC accession board. The accession board is held annually, traditionally early summer.

Please remember your application is the only document the accession board reviews. Therefore, it is essential that the application is accurate, complete, and professional. Each applicant is responsible for submitting an electronic package to HQ AFPC/DP2ND. Additionally, the applicant must forward a copy of the application (hard copy or electronic), to the active duty (AD) MSC Colonel interviewer, NLT five (5) duty days prior to the interview.

The electronic application sent to HQ AFPC/DP2ND is a single pdf document, with the documents listed in order, from Attachment 2. **Nothing additional is authorized.** The package provided for the Colonel interview requires the same documents, but may also include one-page biography, tabs, table of contents, professional binder, etc. **Do not format your package as a “portfolio” and do not password project or encrypt portions of the document,** your PII will be protected as you send the email encrypted to our org box or my personal box. You are sending it over a secure medium so your information is secure. I need to break down your application when I build the accession board. **You may need to print and re-scan any document with digital signatures to retain the signature (EPR’s, Letters of Recommendation, etc).**

The following documents are included in the application package (reference Atch 2):

- **Squadron Commander or Air Officer Commanding (AOC) Quality Force Review and Letter of Reference:** Each applicant must provide a letter, signed by the squadron commander or Air Officer Commanding (AOC), indicating a Quality Force Review was completed, and the results of that review. The letter will be in standard official letter format addressed to the MSC Accession Board. Additionally, the Commander should use this letter to provide a supportive recommendation to the accession board (Atch 3). **Letters are restricted to one page** and may be electronically signed. **These will need to be scanned as a pdf to include with your application.**
- **Letters of Reference:** A maximum of two letters of reference (Atch 4) will be seen by the accession board. For applicant’s packages being processed by AFPC/DP2ND, one of the letters is from your SQ/CC or Air Officer Commanding (AOC). Recommendation letters should be written by civilian or military individuals who can best comment on the applicant's suitability for officership, qualifications, work history/experience, and additional duties. **Letters are restricted to one page each** and may be electronically signed. **These may need to be scanned as a pdf to include with your application.**
- **MSC Board Information Sheet:** Used by the board members and for notification purposes (Atch 5). For join spouse assignments, applicants married to another military member must be fully aware that acceptance to the MSC commissioning program may potentially affect the military couple’s joint residence. In accordance with (IAW) Dept of the Air Force Instruction (DAFI) 36-2110, *ASSIGNMENTS* “military couples should not make decisions on future service, career development, or family planning based on the assumption they will always be assigned to the same location or join spouse assignment is guaranteed.” In addition, military couples

assigned OCONUS must also understand that 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 their spouse.

- **Diploma/Degree Pending Letter:** Each applicant is strongly encouraged to provide a copy of your college diploma for any completed degree, to accompany your transcripts. If your degree is not complete you are required to provide a degree completion letter signed by their academic institution indicating the day, month, and year of pending graduation. Further, the letter must list the classes remaining for graduation. Please use the template provided (Atch 6). The applicant **must finish the degree program NLT 10 May 2023** to be eligible to meet the June 2022 MSC accession board.
- **Transcripts:** The applicant must collect original “official” transcripts from **every** college or university attended, including the university granting the final degree whether the degree is complete or not. Community College of the Air Force transcript is also required, if applicable. The only transcript waived is “Prometric” which handles CLEP & DSST exams. Please include a **copy** of all transcripts as part of your electronic package and **also** retain your originals. E-transcripts are also authorized. **Unofficial transcripts printed from your school website are not authorized.**
- **Graduate Degree Accreditation Letter/Constructive Service Credit (CSC):** **This paragraph is ONLY associated with a graduate degree that may qualify for additional CSC.** Your **qualifying** graduate degree is accepted for overall accession based on the university’s accreditation; however, a **qualifying** graduate degree/program that is also accredited by one of the agencies listed on Atch 7 may qualify for additional CSC. You are required to include a letter from the academic institution verifying the accreditation, please use the template provided (Atch 7). If your university program does not have one of these listed accreditations this letter is not required.
- **Test Scores:** MSC applicants must take either the Graduate Record Examination (GRE) **or** the Management Admissions Test (GMAT). The test must have been taken since 1 January 2018 to be eligible. **The minimum score for the GRE is 286, combining the verbal and quantitative reasoning scores only. The minimum GMAT score is 400 (a copy of the test results is acceptable).** Historical average GRE and GMAT scores are shown on page 10 of the AY2023 accession guide. Please submit an electronic copy of your official scores within your package. Note, this requirement is not waivable, even if the applicant already has a graduate degree. The GRE/GMAT is the one common factor among all applicants; thus, it is an important consideration for MSC accession board members.
- **Assignment Preference List:** All applicants will utilize the MSC Applicant Assignment Preference sheet (reference Atch 10). This information will provide the MSC Utilization and Education Section an indication of desired assignment locations. Please note, this does not guarantee an assignment in one of those locations. The MSC assignment officers will review the overall needs of the Air Force and assign the officer accordingly. Provide no more than five bases or geographic preferences (CONUS or OCONUS if desired). If you have prior military experience, please list all bases you have been assigned to on the same page as your assignment preferences. **A variety of choices will improve your chances of being assigned to a desired area.**

- **Release Statement:** AD officers from the line and other competitive categories must provide a release statement prior to beginning the application process. This email indicates the officer will be released from the career field, if selected as a MSC officer. If this release is denied or not completed, the application cannot be processed. AD officers must contact HQ AFPC/DP2ND at DSN 665-0675 to begin this process.
- **Performance Reports:** Officer and enlisted applicants must provide all performance reports.
- **Air Force Form 24:** Enlisted applicants and ROTC cadets must complete the AF Form 24, *Application for Appointment as Reserves of the Air Force or USAF without Component*. This form must be accurate. Therefore, it is the sole responsibility of each applicant to read, understand, and honestly answer all fields of this form (reference Atchs 8 & 9). This form must be typed and may be found on the Air Forces electronic publications site (<http://www.e-publishing.af.mil/>).
- **AD Senior MSC (Colonel) Interview:** Each applicant must have an interview with an approved AD MSC Colonel. The roster of interviewing MSC Colonels will be provided once AFPC/DP2ND validates member is qualified to meet the board. The interview must be completed by **20 May 2022. Do not wait until the last moment to schedule the interview.** If you are unable to locate an AD MSC colonel or require a waiver for a face-to-face interview, please contact HQ AFPC/DP2ND for assistance. Provide a hardcopy of your complete package to the interviewer NLT five (5) duty days prior to the actual interview. If the interviewer does not receive a hardcopy of your package in a timely fashion, he/she may reschedule.

Applicants should coordinate the interview through the local military treatment facility's senior ranking MSC officer, keeping in mind that this might not be the MSC who actually conducts the interview. The interviewing colonel forwards the assessment directly to HQ AFPC/DP2ND after the interview is completed. A copy will not be provided to you.

The AD MSC Colonel interview is one of the most, if not "THE" most, important correspondence available to accession board members. In general, a MSC colonel should perform a face-to-face interview; however, if it is not practical to conduct a face-to-face interview, a telephone or VTC may be conducted. This is a rare exception. Therefore, the applicant must submit a request to HQ AFPC/DP2ND for approval. If approved:

- The MSC Colonel conducting the interview will conduct a telephone/VTC interview with the applicant, while a "local" MSC officer is present (if one is available) with the candidate. After the interview, the "local" MSC officer will pass along any observations he/she had to the interviewing Colonel. The "local" MSC officer may be a major or lieutenant colonel (e.g., medical group administrator or squadron commander).

Applicants must forward a complete hardcopy application package to the interviewing MSC Colonel **NLT five duty days prior** to the scheduled interview. Be advised that the MSC Colonel does not forward the application to AFPC. It is the applicant's responsibility to submit an application directly to HQ AFPC/DP2ND (excluding the interview assessment). The MSC Colonel will forward the interview assessment directly to HQ AFPC/DP2ND or HQ AFRS staff.

Attachment 2

Medical Service Corps Accession Board Application Checklist

Create one PDF file with the requirements in the order listed below, **no extra documents**. Naming convention of the PDF must be LastName_FirstName_AY23_MSCApplication. Send to: afpc.dp2nd.mscaccessions@us.af.mil or jeffery.bowes.2@us.af.mil. **Do not encrypt the application please**. You can encrypt the email to secure your information. It has to be unencrypted for me to make it “board ready”. Your application needs to be a single PDF document, not saved as a Portfolio. **Any digitally signed document needs to be printed / scanned into the PDF application to retain the signature.**

All Applicants

- * Letters of Reference (max of 2, SQ/CC letter or Air Officer Commanding (AOC) letter counts as one for applicants processed through AFPC) (Atch’s 3/4)
- * MSC Board Information Sheet (Atch 5)
- * Diploma or Degree Pending Completion Letter (Atch 6)
- * All Transcripts (copy of official transcript(s) within electronic package). Place newest or qualifying on top if there are multiple transcripts. **Do not scan/send back pages of transcripts**
- * Grad Degree Accreditation Letter (CSC only) (Atch 7) **(If applicable)**
- * GMAT or GRE test scores within past 5 yrs (only submit one score) – front page ONLY
- * Assignment Preference List (Atch 10)
- * Security clearance verification letter or results of appropriate security investigation (if available; Atch 11 or similar from your Unit Security Manager)
- * Resume **(civilian applicants only)**
- * Fitness Report – 2 page which includes fitness history (military only – AF Portal)

Officers

- * Conditional release statement (letter/email) from your AFPC Assignment Functional
- * All OPRs (newest on top)
 - ** Prior Service Records (if applicable)

Enlisted Personnel

- * All EPRs (newest on top)
- * AF Form 24 dated 20100622 (Atchs 8 & 9)
 - ** Prior Service Records (if applicable)

USAFA Cadets

- * HPAC (Health Professions Advisory Council) MSC letter
- * Fitness report
- * HPAC letter of reference from Academic Advisor
- * HPAC Summary from MSC Council member (sent to interviewing O-6 MSC)
 - **Prior Service Records (if applicable)

AFROTC Cadets (Refer to applicant’s AFROTC Cadet Personnel Representative)

- * Conditional release statement HQ AFROTC and HQ AFPC/DP2LT (must be completed prior to application processing). Please work this through your Det/CC.
- * AF Form 24 dated 20100622 (Atchs 8 & 9)
 - **Prior Service Records (if applicable)

**** Prior Service Documents (if applicable): All OPRs, EPRs to include DD Form 214 for prior service members ONLY – for example: prior service Guard / Reserve/ Navy/ Army/ Marines/ etc.**



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Squadron Commander or Air Officer Commanding (AOC) Quality Force Review/Letter of Reference Template

(Use Appropriate Letterhead) **Limited to one page – front side only**

****This letter can be narrative or bullet format at Commanders discretion****

MEMORANDUM FOR MEDICAL SERVICE CORPS (MSC) ACCESSION BOARD

FROM: *(Applicants Squadron Commander or Air Officer Commanding (AOC) for USAFA Cadets)*

SUBJECT: Quality Force Review and Letter of Reference

1. *Rank Name, SSAN, does not have any judicial, administrative, or disciplinary actions pending or in force that would preclude selection into the Air Force Medical Service. IAW AFI 36-2905, FITNESS PROGRAM, Rank, Name has a current fitness assessment with a passing score (>75) (If different, please explain).*
2. I request the MSC officer accessions board take the following accomplishments into account that highlight SSgt Bag-O-Donuts readiness and ability to serve our Air Force as a Commissioned Officer.

-
-
-
-
-
-
-

Signature
SIGNATURE BLOCK

Attachment 4



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE PERSONNEL CENTER
JOINT BASE SAN ANTONIO-RANDOLPH TEXAS

29 Dec 21

MEMORANDUM FOR MEDICAL SERVICE CORPS (MSC) ACCESSION BOARD

FROM:

SUBJECT: Letter of Reference

The letters should be written by civilian or military individuals who can best comment on the applicant's suitability for officership, qualifications, work history/experience, and additional duties. Letters are restricted to **one page front side only** and may be electronically signed.

Attachment 5

MSC Board Information Sheet

_____/_____/_____
Name (Last, First, MI) (SSAN) (TAFMS)

Rank: _____ AFSC: _____ Status: _____
Commissioned/Enlisted/ROTC/USAFA

Married to Active Duty member: yes/no (circle one)

If yes, spouse's name, AFSC and SSAN

Education Information: _____
Bachelor's Degree Date Complete OR Current GPA
Projected complete

Master's Degree/Major Date Completed OR Current GPA
Projected complete

GMAT SCORE: _____ GRE SCORE: _____ + _____ = _____
Verbal Quantitative Total

Commander's Rank & Name _____
Organizational Address _____
Commander's Telephone & Email _____
(DSN & Commercial)

Applicant's Organizational Information: _____
Organization/Base
_____ DSN/Commercial
_____ E-Mail
_____ Current DEROS (if applicable)

Applicant's Mailing Address Information: _____
Address
_____ Telephone Number
_____ Personal Email

Interviewer Information: _____
Rank/Name
_____ Organization/Base
_____ Telephone/Fax Numbers

Attachment 6

Degree Pending Letter Template

MEMORADUM FOR HQ AFPC/DP2ND
550 C Street West
JBSA Randolph, TX 78150
Email: afpc.dp2nd.mscaccessions@us.af.mil

FROM: OFFICE OF ACADEMIC INSTITUTION (Must be on academic institution official letterhead)

SUBJECT: Certification of Degree Program Pending Completion

This is to certify that *Name of Student, Student Number*, will complete a degree program upon satisfactory completion of the following courses and/or requirements:

Degree program: _____
Major: _____
Concentration: _____
Present/Cumulative GPA: _____

The anticipated date of completion for all degree requirements is _____.

Date

Signature
Name/Title

Attachment 7

Master's Degree Accreditation Verification Letter Template

MEMORADUM FOR HQ AFPC/DP2ND
550 C Street West
JBSA Randolph, TX 78150
Email: afpc.dp2nd.mscaccessions@us.af.mil

FROM: OFFICE OF ACADEMIC INSTITUTION (Must be on official letterhead)

SUBJECT: Graduate Degree Accreditation Verification

This is to certify that *Name of Student, Student Number* has completed or will complete a master's degree in (Degree Title) and the degree is accredited through one of the organizations listed below:

Accredited by:

- Commission on Accreditation of Healthcare Management Education (CAHME)
- Association to Advance Collegiate Schools of Business (AACSB)
- Advanced College of Clinical Engineering (ACCE)
- National Architectural Accreditation Board (NAAB)
- Accreditation Board for Engineering and Technology (ABET)

Date

Signature
Name/Title

Attachment 8

AF Form 24 Instructions

*All Blocks should have an entry. If a block is not applicable, type N/A in the block if able, otherwise leave blank.

X - (Appointment as a USAF Member Without Component)

Block 1: HQ AFPC/DP2ND JBSA Randolph, TX 78150

Block 2: 41A1 - MSC

Blocks 3-5: Self explanatory

Block 6: Home of Record. (Where the applicant originally entered or is entering service – from your original DD4)

Block 7: Place of birth

Block 8: Mailing address. (Physical address where applicant will be departing from to OTS if selected) If overseas and you have APO address we also need your street address

Blocks 9 – 12: Self explanatory

Block 13: X “To fill an active force...”

“My geographic preference...” - type “List Atch”

“I will be available to enter AD on:” Ex: Apr 13 (Civilian applicants only)

X “I do/I do not require 30 days’ notice” (Civilian applicants only)

“To fill an authorized position vacancy in the Ready Reserves.” Leave blank.

N/A Initials in all three blocks

Block 14: Education (if degree is not complete leave Dates Attended To – BLANK)

Example:

Type of School	Name of School	Dates Attended	Major Subject	No Years Completed	Grad Y /N	Type of Degree
Secondary	Steele H.S.	20050821-20080604	High School	3	Y	Diploma
College, ...	List all Colleges attended	Provide dates attended	Indicate Degree program(s)	2 yrs, 4 yrs etc.	Y/N	AA, BS, MS, etc.
Military	List Tech Training, PME	Provide dates attended	Tech Tng Specialty or PME	N/A	Y/N	N/A

Block 15: Do you have any board certifications? (Example: “Physical Therapy Assistant”)

Block 16: Leave blank

Block 17: must be accurate and match the prior service records. Include all AD, reserve (active and inactive), and Guard

Example:

<i>From (YMD)</i>	<i>To (YMD)</i>	<i>Highest Grade</i>	<i>Organization</i>	<i>Specialty</i>	<i>Active/Reserves</i>
20011130	20020717	AB	AFRC	Delayed Enlistment	Reserves
20020718	20020902	A1C	320 Training Sq Lackland AFB, TX	Trainee	Active Duty
20020903	Present	SrA	509 Maintenance Sq Whiteman AFB, MO	Aerospace Ground Equipment	Active Duty

Blocks 18 – 22: Self explanatory

Blocks 23 - 24: Include information if you have applied to OTS, MSC, etc.

Block 25: Must include prior **civilian** work experience. List employment as Full or Part time, explain all breaks in employment over 30 days, use day/month/year format, and be accurate in the position/duty description. This area is especially critical in verifying professional experience credit.

**** Additional room if needed starting at Block 33 and then onto continuation page****

Block 26: Must list all offenses, to include traffic and speeding violations/tickets, regardless of date it occurred. Estimate dates if you don't know exact dates. Must include offenses even if minor.

****Even if event or record has been ordered sealed or expunged by the court****

Blocks 27 – 29: Self explanatory

Block 30A: Leave Blank

Block 30B: Leave Blank

Block 31: Leave Blank

Block 32: Indicate security clearance, if applicable

Block 33: This is additional space for your use. Before any information, list the Item # being continued. Ex: **Item 14 continued:** (state the information behind this notation)

Fill out Name / Signature / Date blocks at bottom of “page 3 of 4”

Attachment 9

Addendum to AF Form 24

I have been briefed on my responsibility to participate in the Air Force Direct Deposit Program within 60 days of arrival at my first permanent duty station.

I understand that shipment of household goods is dependent upon receipt of my active duty orders and availability of a common carrier arranged through a local military Traffic Management Office (TMO).

If I receive my active duty orders less than 30 days from entering active duty, I may not be able to ship household goods prior to my departure for training at Maxwell/Gunter Air Force Base, Alabama, or my permanent duty station. If this causes undue hardship, I understand that a change of my reporting date may be requested.

I understand that should I need to return to my current residence to ship household goods or pick up dependents, I will be responsible for any travel expenses above those associated with traveling from Maxwell/Gunter Air Force Base, Alabama, to my permanent duty station. Also, any additional time taken over authorized travel time will be charged as leave.

Applicant's Signature

Date

Attachment 10

Assignment Preferences

**MEDICAL SERVICE CORPS
APPLICANT ASSIGNMENT PREFERENCES**

CONUS BASES or STATES (Mandatory)	OVERSEAS BASES or COUNTRIES (Include only if desired)	CURRENT/PREVIOUS BASES (Mandatory if prior service) * Don't include BMT / Tech school)
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
5.	5.	5.

- CONUS is Continental United States - Hawaii and Alaska are considered overseas bases

MEDICAL SERVICE CORPS STATEMENTS OF UNDERSTANDING

A) I understand that the above listed preferences are my desires, however my initial and future assignments will be based primarily on the needs of the Air Force.

(Applicant initials)

B) I understand that at some point I may be required to take a remote assignment or participate in an overseas contingency deployment and that this is my duty as an Air Force Officer.

(Applicant initials)

C) I understand that my officer professional development may at times conflict with my personal desires and that my professional development and the needs of the Air Force must come first.

(Applicant initials)

D) If I have dependent children, I understand that child care is my *personal* responsibility on a *daily* basis as well as in a deployment. Child care will not adversely impact *my ability to perform my duties* as required at my home station or during a contingency deployment.

(Applicant initials)

E) If married, I understand that I will compete for assignments as an Air Force officer independent of my spouse. Include active duty spouse information below.

(Applicant initials)

AD SPOUSE AFSC _____ AD SPOUSE NAME _____

AD SPOUSE RANK _____ AD SPOUSE SSN _____

* If you are projected to get married to a military member in 2021/2022 please fill in this portion

<i>DATE</i>	<i>PRINTED NAME OF APPLICANT</i>	<i>SIGNATURE</i>

Attachment 11

Security Clearance Verification Letter Template

(Use Appropriate Letterhead)

(Date)

MEMORANDUM FOR MEDICAL SERVICE CORPS (MSC) ACCESSION BOARD

FROM: *(Applicant's Unit Security Manager)*

SUBJECT: JPAS Security Clearance Verification Form Letter

1. I certify that *Rank, Name*, has a current security clearance OR has been submitted for a Periodic Reinvestigation (PR).

Investigation Type: xxxxx

Date Investigation Closed: xxxx

Clearance Eligibility Level: xxxxx

Date PR Submitted (if applicable): xxxx

2. Questions concerning this letter should be addressed to the undersigned at xxx-xxxx.

Signature
SIGNATURE BLOCK

References

AF guidance and Policy Letters for MSC Officer Accessions

AFMAN 36-2032, *MILITARY RECRUITING AND ACCESSIONS*

- Outlines accession procedures for Medical Service Officers

AFI 36-2101, *CLASSIFYING MILITARY PERSONNEL (OFFICER AND ENLISTED)*

- Discusses the mechanisms for classifying Medical Service Officers

AFI 36-2610, *APPOINTING REGULAR AIR FORCE OFFICERS AND OBTAINING CONDITIONAL RESERVE STATUS*

- Describes the procedures for applying for changes in career officer status