

Effective 1 May 2007

Personnel Procurement

Army Medical Recruiting Program

For the Commander:

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**History.** This UPDATE revises USAREC Reg 601-37, which is effective 1 May 2007.

**Summary.** This regulation prescribes eligibility criteria governing the appointment of persons into the Army Medical Department, with or without prior service, into the Regular Army or Army Reserve. It provides the policies and pro-

cedures to process applicants for direct appointments and student programs.

**Applicability.** This regulation applies to all Regular Army and Army Reserve health care recruiters.

**Proponent and exception authority.** The proponent of this regulation is the Director of Health Services. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. Proponent may delegate the approval authority, in writing, to a division chief within the proponent agency in the grade of lieutenant colonel or civilian equivalent.

**Army management control process.** This regulation contains management control provi-

sions in accordance with AR 11-2 but does not identify key management controls that must be evaluated.

**Supplementation.** Supplementation of this regulation is prohibited.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAREC, ATTN: RCHS-OP, 1307 3rd Avenue, Fort Knox, KY 40121-2726.

**Distribution.** Distribution of this regulation has been made in accordance with USAREC Pam 25-30, distribution Y (one per health care recruiter). This regulation is also available electronically on the Command Enterprise Portal.

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## Chapter 1 Introduction

### 1-1. Purpose

This regulation prescribes eligibility criteria governing the appointment of persons into the Army Medical Department (AMEDD), with or without prior service (PS), into the Regular Army (RA) and the Army Reserve (AR). It provides the policies and procedures to process applicants for direct appointments and student programs.

### 1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

### 1-3. Explanation of abbreviations

Abbreviations used in this regulation are explained in the glossary.

### 1-4. Responsibilities

a. The G1, Headquarters, Department of the Army (HQDA), has overall general staff responsibility for the policy and procedures governing Reserve of the Army appointments (AR) and appointment of commissioned and warrant officers (WOs) in the RA. Specific responsibilities of other agencies are specified when applicable.

b. The Office of The Surgeon General (OTSG) has overall general staff responsibility for the policy, procedures, and eligibility criteria for appointment of commissioned officers for assignment to AMEDD branches.

c. The Commander, United States Military Entrance Processing Command has the responsibility of processing applicants for physical examinations (PEs) in accordance with AR 40-501.

d. Health care recruiters have the responsibility for processing applications in accordance with guidance provided in this regulation.

### 1-5. Denial of appointment

Except as delegated herein or by special directive, denial of appointment will be at the discretion of the Chief, Reserve Appointments, United States Army Human Resources Command (HRC); Commander, Medical Command (MEDCOM); or The Army Surgeon General (TSG). Denial may be given either in an individual case or by an order applicable to all cases specified in that order. Denial of appointment may be to any person who otherwise meets criteria in this regulation.

### 1-6. Penalties for violating this regulation

a. Military personnel who violate or fail to comply with this regulation are subject to punishment under the Uniform Code of Military Justice (UCMJ) for violation of Article 92(1) (UCMJ Art. 92(1)). Also, military members may be subject to punishment under the UCMJ for violation of UCMJ Art. 92(3) or Art. 84. Particular attention should be given to UCMJ Art. 84, which states: "Any person subject to this chapter who effects an enlistment in or a separation from the Armed Forces of any person who is known to

him or her to be ineligible for enlistment or separation because it is prohibited by law, regulation, or order shall be punished as court martial may directed."

b. Department of the Army (DA) civilians who violate or fail to comply with this regulation are subject to disciplinary action under the proper Office of Personnel Management regulation.

c. Commanders will consider initiating disciplinary action against military personnel and DA civilians when proper.

### 1-7. RA and AR appointment process change

a. The 2005 National Defense Authorization Act, affected a change in the appointment authority for RA and AR officers. Officers entering active duty (AD) will no longer be appointed as reserve commissioned officers with concurrent call to AD. These officers will now receive an RA appointment.

b. AR appointments in the grade of O-6 require Senate confirmation. AR appointments in the grades of O-1 to O-5 require Secretary of Defense (SECDEF) approval. RA appointments (all officers entering AD) in the grades of O-1 to O-3 require SECDEF approval. RA appointments (all officers entering AD) in the grades of O-4 to O-6 now require Senate confirmation.

c. Only U.S. citizens may be appointed in the RA.

(1) A verified true copy of the official birth certificate will be used to verify U.S. citizenship. NOTE: DD Form 372 (Request for Verification of Birth) is acceptable verification of citizenship for AMEDD applicants who were born in the United States.

(2) Naturalized citizens. A person not born in the United States or a U.S. territory, who becomes a citizen through the legal process. The recruiter after seeing the original certificate of citizenship will complete DA Form 5252-R (Statement - Evidence of Citizenship Status), block 2.

(3) Derived citizenship or child born abroad of American parent(s) is a person who was born outside the United States whose parents are native U.S. citizens. These persons should have one of the following forms: DS Form 1350 (Certificate of Birth Abroad of a Citizen of the United States), INS Form N-560 (Certificate of Citizenship), FS Form 545 (Certificate of Birth Abroad of a Citizen of the United States), or FS Form 240 (Consular Report of Birth Abroad).

(4) Citizens through naturalization of parent. A person born outside of the United States to parent(s) who became naturalized U.S. citizens. The recruiter after seeing the original certificate of citizenship will complete DA Form 5252-R, block 3.

### 1-8. Verification of citizenship

a. The application will include a certified true copy of the applicant's birth certificate (verifying authenticity of a current passport (via certified true copy) is acceptable).

b. For U.S. citizens born abroad and for aliens who have been lawfully admitted for permanent residence, documents used to verify citizenship or permanent alien status will be reproduced and a certified copy will be forwarded as part of the application with the following typed statement, "Certified true copy. Reproduced for official Army use only."

c. The following documents may be used to verify permanent resident status:

(1) Immigrant applicants must have a permanent alien registration card, either an INS Form I-551 (Alien Registration Receipt Card) (may have a form number and a registration number) or an INS Form I-151 (Alien Registration Receipt Card) (use registration number as both form number and registration number). These cards are called "green cards."

NOTE: The INS Form I-151 may no longer be used unless the applicant shows proof of application for an INS Form I-551 (this will usually be with an INS Form I-90 (Application to Replace Permanent Resident Card) or other receipt from the Immigration and Naturalization Service (INS).

(2) All INS documents used to verify permanent resident alien status will be reproduced locally and become part of the applicant's packet. This includes other INS documents used to verify citizens of the United States such as certificate of naturalization, certificate of citizenship, and U.S. passports. All copies will be clearly marked, "Certified true copy. Reproduced for official Army use only." No color photocopies or reproductions are authorized. For INS Form I-551 both sides must be copied but will be copied separately and apart on the page. Recreating or duplicating in its original state (that is, back-to-back) is strictly prohibited.

(3) Unless otherwise indicated, one copy of the form must be included with the application.

(4) Alternate forms that may be used for loss, theft, or nonreceipt of original INS Form I-151 or INS Form I-551 include:

(a) INS Form I-688 (Temporary Resident Card). This card may only be used when an appropriate black sticker with red writing has been permanently affixed to the back of the card. The sticker attests to the fact that the card is valid as temporary evidence of lawful admission for permanent residence and employment authorization. The sticker is valid for 1 year from the expiration date on the reverse side of the INS Form I-688. The sticker is issued upon INS approval of the individual's request for permanent resident alien status as interim evidence of permanent resident alien status while the INS Form I-551 is being produced and distributed. This card may only be used for nonreceipt of an INS Form I-551.

(b) Overstamped passports. An unexpired foreign passport with the following unexpired stamp on it may be used, "Processed for I-551. Temporary evidence of lawful admission for permanent residence. Valid until (specific date will be entered by INS). Employment authorized."

An alien registration number must be annotated by INS. This document may only be used for loss, theft, or nonreceipt of INS Form I-551 or INS Form I-688.

(c) INS Form I-94 (Arrival Departure Record). This form may be issued to a lawful permanent resident as a temporary alien registration receipt card. The arrival portion of the form must be completed with the alien's name, date of birth (DOB), country of citizenship, and an alien registration number annotated on the form. It must have an unexpired stamp stating, "Processed for I-551. Temporary evidence of lawful admission for permanent residence. Valid until (specific date will be entered by INS). Employment authorized." A photo of the alien will be attached to the block next to the admission block thereby obliterating the admission number. An INS seal will be placed half over the admission block and half over the photo. Only INS Form I-94 prepared according to all of the above criteria and guidelines is valid. No other versions of INS Form I-94 are valid. The INS Form I-94 can only be used for loss or theft of a foreign passport described in (b) above.

(d) Individuals with derived citizenship or children born abroad of American parent(s) should have one of the following forms or documents: U.S. passport (original issue, unaltered), DS Form 1350, INS Form N-560, FS Form 545, or FS Form 240. For the application, one certified copy of one of the forms must be included for verification of applicant's citizenship status. Derived citizens do not need DA Form 5252-R.

(e) Applicants who have lost their documents may obtain a new DS Form 1350, FS Form 240, or FS Form 545 by applying to: Passport Correspondence Branch, Department of State, Room 386, 1425 K Street NW, Washington, DC 20522-1705, or call (202) 647-0518, and follow the prerecorded instructions. No charge will be made for FS Form 240 if application shows that the document is needed for an Army commission. Otherwise, one copy of either DS Form 1350 or FS Form 240 is \$10.

(f) To obtain INS Form N-560, applicant must apply at the nearest INS office and complete INS Form N-600 (Application for Certificate of Citizenship). For verification of a birth that occurred in the former Canal Zone, requests must be sent to the Vital Statistics Unit, Administrative Service Division, Panama Canal Commission, APO Miami 34011.

(g) Citizens through naturalization of parent. Number, name of parent, name of applicant, and date information from parent(s) naturalization certificate must be entered on DA Form 5252-R, part 3. The top portion of the form must be completed. The designated authenticator will complete the appropriate section and type the complete signature block (signing his or her name).

(h) Fees may be required to obtain INS documents. To obtain current fee information, recruiters should call INS in Washington, DC, at (202) 514-2000, ask for "immigration," and follow the prerecorded instructions.

d. To expedite approval of appointment (normally a 10-week process) through SECDEF and/or Senate confirmation, all applicants must be projected through the medical recruiting battalion's (MRB's) operations section to Health Services Directorate at the time of completing the PE.

e. Recruiters must provide complete information to include first, middle, and last name, social security number (SSN), component (RA or AR), corps, and grade. Failure to provide accurate information will delay the appointment process due to the necessity to resubmit correct information for approval to SECDEF and/or Senate.

f. Upon Senate and/or SECDEF approval to appoint an individual, the MRB's operations section will be notified and the individual may then be administered the Oath of Office. Appointment will not be tendered and orders will not be processed until approval has been received.

g. For RA appointments the DA Form 71 (Oath of Office - Military Personnel) must be annotated "Regular Army" with the branch to which the individual is accepting his or her appointment. For AR appointments the DA Form 71 will continue to indicate "Reserve Commissioned Officer."

h. Health Professions Scholarship Program (HPSP) participants will continue to be appointed into the AR while participating in the HPSP.

### **1-9. Discharge on appointment as a commissioned officer or WO**

It is understood that some units provide discharge orders upon request; whereas, some units require an order before providing the discharge order. The Accessions Branch has informed the Appointments Branch that they would not access any more enlisted Soldiers without a discharge order in accordance with AR 135-178, paragraph 5-5. Specific guidance follows (extracted from AR 135-178, para 5-5).

"a. Acceptance of appointment. An enlisted Soldier (including a cadet) will be discharged on acceptance of an appointment as:

(1) An officer or warrant officer in any regular or reserve component of the U.S. Armed Forces.

(2) A commissioned officer in the Public Health Service.

(3) A commissioned officer of the National Oceanic and Atmospheric Administration Corps.

b. Discharge limitation. Before such discharge, the separation authority must have documentary evidence proving that the Soldier will be appointed as a commissioned or warrant officer upon discharge from enlistment.

c. Discharge order. Use orders format 500. The effective date of discharge will be the date preceding the date of appointment as an officer or warrant officer. Under additional instructions insert the following: "Your enlistment in, or assignment to, the (ARNGUS or USAR) on (date) was terminated on the effective date of this order, preceding the date of your appointment as an officer or warrant officer in the (Enter the name of the Regular or Reserve component).

No formal discharge certificate will be issued."

d. Characterization of service. The service of a Soldier discharged in accordance with this paragraph will be characterized as honorable unless an uncharacterized description of service is authorized in accordance with paragraph 2-11.

e. Separation authority.

(1) The authorities cited in paragraph 1-10a and 1-10b, may order discharge under this paragraph.

(2) The authorities cited in paragraph 1-10b(4) may order the discharge of ROTC cadets on appointment as an officer.

(3) The authorities cited in paragraph 1-10b(5) may order the discharge of a WOC on appointment as a warrant officer."

## **Chapter 2 Eligibility**

### **2-1. Eligibility for appointment into the RA**

a. Applicants must be citizens of the United States per Section 532(a)(1), Title 10, United States Code (10 USC 532(a)(1)).

b. Applicants must meet the medical fitness standards in AR 40-501, and the height and weight standards in AR 600-9 unless a waiver has been granted.

c. Applicants must not be conscientious objectors. Applicants who wish to have their status as conscientious objectors removed must do so in accordance with the procedures in AR 600-43.

d. Applicants must have a SECRET security clearance. This requirement cannot be waived. Applicants must have a statement by the local security manager that a SECRET security clearance has been granted per AR 380-67. (Mechanically reproduced copies of DA Form 873 (Certificate of Clearance and/or Security Determination) are not acceptable.)

e. Commissioned officers must be able to complete 20 years of Active Commissioned Service (ACS) prior to their 55th birthday (except chaplains and members of the Medical Corps (MC), Dental Corps (DC), Army Nurse Corps (AN), Army Medical Specialist Corps (SP), Veterinary Corps (VC), and allied science officers of the Medical Service Corps (MS)).

f. WOs must be able to complete 20 years of active service by age 62.

g. Educational requirements. AMEDD applicants must meet the educational requirements specified in AR 135-101 and DA Pam 611-21.

h. Applicants must be proficient in the English language.

i. Applicants must neither be nor have been members of any foreign or domestic organization, association, movement, group, or any other combination of persons who:

(1) Advocate subversive policy.

(2) Seek to alter the form of the U.S. Government by unconstitutional means.

j. Applicants must be of good moral character (see 10 USC 523). It cannot be concluded that a person is of good moral character while a

suspension of favorable personnel actions is pending under AR 600-8-2.

## 2-2. RA ineligibility

Individuals are ineligible to apply for appointment or to be appointed in the RA if:

a. They have been separated from any of the Armed Forces involuntarily, have resigned, or have been separated in lieu of elimination or for the good of the service in accordance with AR 600-8-24.

b. They have been dropped from the rolls of any of the Armed Forces in accordance with AR 600-8-24.

c. They have been removed from office under the criminal laws of the United States.

d. They are presently in a promotion non-select status (failed to be selected for promotion).

e. They have been eliminated or released from active duty (REFRAD) because of having been twice nonselected for promotion; they have been selectively continued on AD or are pending elimination or REFRAD.

f. They have been separated from any of the Armed Forces after being notified of their second nonselection for temporary or permanent promotion. Exceptions are former commissioned officers on AD as WOs who are eligible for appointment as RA WOs.

g. They have been separated from any of the Armed Forces with anything but an honorable characterization of service.

h. They have retired from any of the Armed Forces.

i. They cannot complete 10 years of ACS by the date they have completed 20 years of active federal service (AFS).

j. They cannot complete 20 years of ACS before their 55th birthday. (See 10 USC 532 (a)(2).) This applies to commissioned officers only. It does not apply to individuals receiving an original appointment in the MC, DC, AN, SP, MS (only allied science officers), VC, or as a chaplain.

k. They are not included on the active duty list.

l. They are currently under suspension of favorable personnel actions under AR 600-8-2.

## 2-3. Eligibility for appointment into the AR

a. Age and years of service:

(1) Minimum and maximum age limitations are shown in AR 135-101, table 1-1. The applicant must not have reached the birthday of the maximum age indicated prior to appointment.

(2) The Army goal is to access WOs with 8 or less years of service. WO applicants with concurrent call to AD must not have exceeded 12 years of AFS as of the date the DA Form 61 (Application for Appointment) is signed by the applicant.

b. Citizenship. An applicant must be a U.S. citizen or have lawfully entered the United States for permanent residence. Applicable provisions of the Immigration and Naturalization Act as amended apply. An applicant is exempt if he or she is currently serving, or has served previously, in the U.S. Armed Forces. Foreign na-

tionals living in the United States or its possessions who have not applied for permanent residence (nondeclared alien) may submit applications for initial appointments. However, it will be with the provision that if accepted, application for permanent residence will be made. Medical, dental, and allied category specialists liable for induction and applicants indicated in (2) below are exempt.

(1) A verified true copy of the official birth certificate will be used to verify U.S. citizenship. NOTE: DD Form 372 is acceptable verification of citizenship for AMEDD applicants who were born in the United States.

(2) Naturalized citizens. A person not born in the United States or a U.S. territory, who becomes a citizen through the legal process. The recruiter after seeing the original certificate of citizenship will complete DA Form 5252-R, block 2.

(3) Immigrant. An immigrant, who is not a U.S. citizen, must be a permanent resident of the U.S. to be eligible for appointment. Immigrant applicants must have a permanent Alien Registration Card, either an INS Form I-551 (may have a form number and a registration number) or an INS Form I-151, use registration number as both form number and registration number.

(4) Derived citizenship or child born abroad of American parent(s) is a person who is born outside of the United States whose parents are native U.S. citizens. These persons should have one of the following forms: DS Form 1350, INS Form N-560, FS Form 545, or FS Form 240.

(5) Citizens through naturalization of parent. A person born outside of the United States to parent(s) who became naturalized U.S. citizens. The recruiter after seeing the original certificate of citizenship will complete DA Form 5252-R, block 3.

## 2-4. Verification of citizenship

a. The application will include a certified true copy of the applicant's birth certificate. Verifying authenticity of a current passport (via certified true copy) is acceptable.

b. For U.S. citizens born abroad and for aliens who have been lawfully admitted for permanent residence, documents used to verify citizenship or permanent alien status will be reproduced and a certified copy will be forwarded as part of the application with the following typed statement, "Certified true copy. Reproduced for official Army use only."

c. The following documents may be used to verify permanent resident status:

(1) Immigrant applicants must have a permanent Alien Registration Card, either an INS Form I-551 (may have a form number and a registration number) or an INS Form I-151 (use registration number as both form number and registration number).

NOTE: The INS Form I-151 may no longer be used unless the applicant shows proof of application for an INS Form I-551 (this will usually be with an INS Form I-90 or other receipt from the INS).

(2) All INS documents used to verify permanent resident alien status will be reproduced locally and become part of the applicant's packet. This includes other INS documents used to verify citizens of the United States such as certificate of naturalization, certificate of citizenship, and U.S. passports. All copies will be clearly marked, "Certified true copy. Reproduced for official Army use only." No color photocopies or reproductions are authorized. For INS Form I-551 both sides must be copied, but will be copied separately and apart on the page. Recreating or duplicating in its original state (that is, back-to-back) is strictly prohibited.

(3) Unless otherwise indicated, one copy of the form must be included with the application.

(4) Alternate forms that may be used for loss, theft, or nonreceipt of original INS Form I-151 or INS Form I-551 include:

(a) INS Form I-688. This card may only be used when an appropriate black sticker with red writing has been permanently affixed to the back of the card attesting to the fact that the card is valid as temporary evidence of lawful admission for permanent residence and employment authorization, valid for 1 year from the expiration date on the reverse side of the INS Form I-688. The sticker is issued upon INS approval of the individual's request for permanent resident alien status as interim evidence of permanent resident alien status while the INS Form I-551 is being produced and distributed. This card may only be used for nonreceipt of an INS Form I-551.

(b) Overstamped passports. An unexpired foreign passport with the following unexpired stamp on it may be used, "Processed for I-551. Temporary evidence of lawful admission for permanent residence. Valid until (specific date will be entered by INS). Employment authorized." An alien registration number must be annotated by INS. This document may only be used for loss, theft, or nonreceipt of INS Form I-551 or INS Form I-688.

(c) INS Form I-94. This form may be issued to a lawful permanent resident as a temporary alien registration receipt card. The arrival portion of the form must be completed with the alien's name, DOB, country of citizenship, and an alien registration number annotated on the form. It must have an unexpired stamp stating, "Processed for I-551. Temporary evidence of lawful admission for permanent residence. Valid until (specific date will be entered by INS). Employment authorized." A photo of the alien will be attached to the block next to the admission block thereby obliterating the admission number. An INS seal will be placed half over the admission block and half over the photo. Only INS Form I-94 prepared according to all of the above criteria and guidelines is valid. No other versions of INS Form I-94 are valid. The INS Form I-94 can only be used for loss or theft of a foreign passport described in (b) above.

(5) Individuals with derived citizenship or children born abroad of American parent(s) should have one of the following forms or documents: U.S. passport (original issue, unaltered), DS Form 1350, INS Form N-560, FS Form 545, or

FS Form 240. For the application, one certified copy of one of the forms must be included for verification of applicant's citizenship status. Devered citizens do not need DA Form 5252-R.

(a) Applicants who have lost their documents may obtain a new DS Form 1350, FS Form 240, or FS Form 545 by applying to: Passport Correspondence Branch, Department of State, Room 386, 1425 K Street NW, Washington, DC 20522-1705, or call (202) 647-0518, and follow the prerecorded instructions. No charge will be made for FS Form 240 if application shows that the document is needed for an Army commission. Otherwise, one copy of either DS Form 1350 or FS Form 240 is \$10.

(b) To obtain INS Form N-560, applicant must apply at the nearest INS office and complete INS Form N-600. For verification of a birth that occurred in the former Canal Zone, requests must be sent to the Vital Statistics Unit, Administrative Service Division, Panama Canal Commission, APO Miami 34011.

(c) Citizens through naturalization of parent. Number, name of parent, name of applicant, and date information from parent(s) naturalization certificate must be entered on DA Form 5252-R, part 3. The top portion of the form must be completed. The designated authenticator will complete the appropriate section and type the complete signature block (signing his or her name).

(d) Fees may be required to obtain INS documents. To obtain current fee information, the recruiter should call INS in Washington, DC, at (202) 514-2000, ask for "immigration," and follow the prerecorded instructions.

(6) Applicants for Military Intelligence and Civil Affairs Branches must be citizens of the United States.

(7) Under no circumstances will appointments be made from the following categories:

(a) Applicants convicted of wartime desertion or evasion of military service, as specified in the Immigration and Naturalization Act.

(b) Any person barred from citizenship who after application is later relieved or discharged from service in the Armed Forces by reason of alienage.

d. Education. Each applicant must:

(1) Have demonstrated understanding and proficiency in the English language. Nonprior service (NPS) applicants who are native to Samoa, Guam, or Puerto Rico or who are not native speakers of English or have resided in the United States less than 1 year will be administered the English Comprehension Level Test (ECLT).

(2) For appointment as a commissioned officer or WO the individual must meet any additional requirements for specific officer branches or WO military occupational specialty (MOS), as appropriate.

e. Character. Each applicant must be of good moral character.

f. Leadership. Applicants must possess traits as potential leaders and have the ability to

deal effectively with people. Such traits may be evaluated in terms of the applicant's background and experience.

g. Medical. Medical requirements are prescribed in AR 40-501, chapter 2. All applicants for direct appointment must meet the retention weight standards of AR 600-9.

h. Security requirements. Health professionals, chaplains, and attorneys may be commissioned in the Reserve Components (RC) prior to completion of a National Agency Check (NAC) and/or Defense National Agency Check with Inquiries provided that:

(1) A NAC and/or Defense National Agency Check with Inquiries is initiated at the time an application for a commission is submitted; and

(2) The applying health professional agrees in writing that, if the results of the investigation are unfavorable, he or she will be subject to discharge if found to be ineligible to hold a commission. Under this exception, commissions in the RC other than the National Guard (NG) may be tendered to immigrant alien health professionals, chaplains, and attorneys.

## 2-5. AR appointment ineligible

a. Conscientious objectors, except those classified by Selective Service as 1-A-O, who volunteer for noncombat service with concurrent AD.

b. Persons adjudged as youthful offenders or have a record of convictions by any type of military or civil court. This excludes minor traffic violations involving a fine or forfeiture of \$250 or less.

c. Persons dropped from the rolls, REFRAD, or separated from any component of the U.S. Armed Forces for any of the following reasons:

(1) Under other than honorable conditions. If, on appeal, an individual's discharge was changed to separation "under honorable conditions," he or she is not eligible for appointment solely because of such change. The change in the character of discharge does not alter the official record of the service. Appointment will be tendered or refused based on the facts and merit of the individual case.

(2) For unsatisfactory service.

(3) Resignation for the good of the service in lieu of court-martial, involuntary separation, or any form of disciplinary or corrective action.

(4) Commissioned officers twice passed over for promotion or otherwise REFRAD or active status. This is due to failure to be promoted to a higher commissioned grade except:

(a) Individuals in this category are eligible to apply for appointment as an AR WO if otherwise qualified.

(b) RA officers discharged from that component with less than 20 years AFS may apply for a reserve commission. To qualify, the officer must have been discharged due to a second passover for RA promotion. Officers who voluntarily resign before such discharge from the RA may also apply. Appointments will be tendered only to former RA officers whose overall

record of previous performance indicates they have a high degree of potential for service in the RC.

(5) WOs twice nonselected for RA or AR promotions are ineligible for appointment as a commissioned officer.

(6) Separated from any component of the Armed Forces as a security risk.

(7) Failure to maintain eligibility for retention in an active reserve status. After 1 year, a member may be considered for appointment if the obstacles to active reserve participation have been removed. A person in this category must:

(a) Prove conclusively that a valid reason for nonparticipation existed but is no longer an obstacle.

(b) Agree to participate actively if appointed.

d. Commissioned officers, WOs, and enlisted personnel drawing retired pay for services with any of the Armed Forces.

e. Commissioned officers of the regular components of the Armed Forces, Public Health Service (PHS), and National Oceanic and Atmospheric Administration (NOAA), except:

(1) RA officers as indicated in c(4)(b) above. This includes RA officers in the grade of major and below who apply for reserve appointment concurrent with their unqualified resignation. Also, it includes RA field grade MC and DC officers subsequent to unqualified resignation, and RA officers selected for involuntary discharge as a result of a reduction in force. These officers are not eligible for appointment as reserve commissioned officers with concurrent call to AD.

(2) Officers commissioned through the Army Reserve Officers' Training Corps (ROTC) who are about to be separated from the NOAA before completing at least 6 years AD. Such officers will be appointed on discharge from the NOAA, if otherwise qualified. This is without regard to the provisions of paragraph 2-3b(4).

f. Cadets of the United States Military Academy, United States Air Force Academy, and United States Coast Guard Academy; and midshipmen of the United States Naval Academy.

g. Persons pursuing a course of graduate study in one of the health professions (medicine, osteopathy, dentistry, veterinary medicine, or optometry). Those participating in programs sponsored by The Surgeon General are not included.

h. Applicants whose appointment would cause them to hold more than one reserve status simultaneously. This does not preclude appointment when separation from the current reserve status can be done. For example, an AR member on AD cannot be separated from that current status so long as he or she is to remain on AD in that status. Their appointment to another reserve status will not be made unless the member is to be placed on AD under the new reserve status.

i. Persons denied retired pay or annuities under the so-called "Hiss Act" (Act of 1 September 1954 (68 Stat. 1142), as amended (5 USC

8311 et seq.).

j. Individuals who are, or have been, members of any foreign or domestic organization, association, movement, group, or combination of persons advocating a subversive policy or seeking to alter the form of government by unconstitutional means, whose case has not been adjudicated favorably by DA.

k. Citizens of the United States residing in a foreign country, except those:

(1) Residing in a country where the United States has troops stationed.

(2) Residing in a country where the United States has a military mission, advisory, or similar group.

(3) Employed by the U.S. Government and on duty with an embassy, legation, or consular office of the United States.

(4) Residing in an area occupied by the Armed Forces of the United States.

NOTE: Request to obtain the official consent of the country in which they reside to accept appointment as an AR commissioned officer or WO from persons in (1) through (3) above will be submitted through diplomatic channels.

l. Applicants with a selective service classification of 1-A, or whose classification could be changed to 1-A, with loss of deferment status, except when applying for appointment with concurrent AD; except as indicated in AR 135-101.

m. Enlisted members of the RC of the Armed Forces of the United States with a remaining

service obligation. These members have not completed an initial tour of AD or active duty for training (ADT). Applications may be accepted from such applicants when concurrent AD is requested.

n. Applicants for appointment as commissioned officers who are unable to complete 20 years creditable service for retirement. Included are those unable to complete 20 years for retired pay before mandatory removal from an active status. Also, those applying for concurrent AD, who are unable to qualify for retirement before attaining 28 years service. (10 USC 3911 and 3853, covers 20 years or more of reserve commissioned service and computation of years of service respectively.) This equally applies to applicants for WO appointment who are unable to complete 20 years of satisfactory AFS before age 62.

o. Persons transferred to the Standby Reserve or discharged from the Army as a result of approved exemption from involuntary order to AD as a member of the Ready Reserve.

p. Those who are in the military service of a foreign government or those employed by a foreign government.

q. No person will be appointed whose separation from previous service was under conditions indicating an attempt to set aside normal promotion procedures.

r. RA WOs whose appointment would cause them to hold dual WO status. However, they

may apply for direct appointment as a commissioned officer or WO with concurrent AD. This is provided they submit a resignation from their RA status.

s. Individuals separated under the provisions of AR 600-8-24, chapter 2, sections V, X, XI, and XV; chapter 3, section VI; chapter 4, section V; and chapter 5, sections VII and IX.

t. Individuals who have received severance pay.

u. Individuals who have received readjustment pay unless they submit a waiver statement. The individual must acknowledge receipt of readjustment pay when discharged from AD and agree to refund that portion required under current provisions of the Department of Defense (DOD) Pay and Allowance Entitlements Manual.

v. Individuals who have received separation pay after 15 September 1981, under the provisions of 10 USC 1174 (Separation pay upon involuntary discharge or release from active duty).

### Chapter 3 SP RA

#### 3-1. SP RA helpful Web sites

See table 3-1 for a list of SP RA helpful Web sites.

#### 3-2. SP RA professional requirements

AMEDD applicants are tendered appointments as commissioned officers in the RA or AR. Applicants are eligible for appointment and assign-

**Table 3-1**  
**SP RA helpful Web sites**

Web Site	Address
SP Web page	<a href="http://www.amsc.amedd.army.mil/">http://www.amsc.amedd.army.mil/</a>
SP links to training programs	<a href="http://www.amsc.amedd.army.mil/training.asp">http://www.amsc.amedd.army.mil/training.asp</a>
SP Branch at HRC	<a href="https://www.hrc.army.mil/site/protect/active/opamsc/home_page.htm">https://www.hrc.army.mil/site/protect/active/opamsc/home_page.htm</a>
Army-Baylor DPT Program	<a href="http://www.baylor.edu/graduate/pt/splash.php">http://www.baylor.edu/graduate/pt/splash.php</a>
APTA	<a href="http://www.apta.org/AM/Template.cfm?Section=Home">http://www.apta.org/AM/Template.cfm?Section=Home</a>
APTA-Accredited PT Programs	<a href="http://www.apta.org/AM/Template.cfm?Section=PT_Programs&amp;templates=/aptaapps/accreditedschools/acc_schools_map.cfm&amp;process=3&amp;type=PT">http://www.apta.org/AM/Template.cfm?Section=PT_Programs&amp;templates=/aptaapps/accreditedschools/acc_schools_map.cfm&amp;process=3&amp;type=PT</a>
Federation of State Boards of PT Licensing Authorities	<a href="http://www.fsbpt.org/licensing/index.asp">http://www.fsbpt.org/licensing/index.asp</a>
BLS on PTs	<a href="http://stats.bls.gov/oco/ocos167.htm">http://stats.bls.gov/oco/ocos167.htm</a>
AOTA	<a href="http://www.aota.org/">http://www.aota.org/</a>
Contacts for State OT Associations	<a href="http://www.aota.org/featured/area6/links/LINK03.asp">http://www.aota.org/featured/area6/links/LINK03.asp</a>
NBCOT	<a href="http://www.nbcot.org/">http://www.nbcot.org/</a>
BLS on OTs	<a href="http://stats.bls.gov/oco/ocos166.htm">http://stats.bls.gov/oco/ocos166.htm</a>
ADA	<a href="http://www.eatright.org/Public/index.cfm">http://www.eatright.org/Public/index.cfm</a>
ADA-Accredited Education Programs	<a href="http://www.eatright.org/cps/rde/xchg/ada/hs.xml/career_2193_enu.html.htm">http://www.eatright.org/cps/rde/xchg/ada/hs.xml/career_2193_enu.html.htm</a>
CDR Certification and State Licensure	<a href="http://www.cdrnet.org/certifications/index.htm">http://www.cdrnet.org/certifications/index.htm</a>
BLS on RDs	<a href="http://stats.bls.gov/oco/ocos077.htm">http://stats.bls.gov/oco/ocos077.htm</a>
AAPA	<a href="http://www.aapa.org/">http://www.aapa.org/</a>
AAPA-Accredited PA Programs	<a href="http://www.aapa.org/pgmlist.php3">http://www.aapa.org/pgmlist.php3</a>
NCCPA	<a href="http://nccpa.net/">http://nccpa.net/</a>
News line on upcoming PA meetings, CE events, and seminars	<a href="http://www.news-line.com/?-token.profession=PA&amp;-token.target=calendar">http://www.news-line.com/?-token.profession=PA&amp;-token.target=calendar</a>
IPAP Direct PA Web Site	<a href="http://www.usarec.army.mil/armypa">www.usarec.army.mil/armypa</a>

ment to the SP if they meet the qualifying college education as shown below. In all cases, accreditation must be effective on the date the degree was awarded.

a. Dietitian.

(1) Have a baccalaureate or higher degree from an accredited college or university in a coordinated dietetics program; or have a baccalaureate or higher degree in a program that has included or is followed by courses and credit hours required by the Commission on Accreditation for Dietetic Education (CADE) for entrance to an approved internship.

(2) Have completed one of the following routes to be eligible for American Dietetic Association (ADA) membership: Hold a certificate of completion from a CADE accredited hospital dietetic internship or hold a certificate of completion from an accredited coordinated undergraduate program in dietetics;

(3) Have completed a route to ADA membership other than one of the methods above followed by 1 year full-time employment as a registered dietitian (RD) in a hospital approved by the Joint Commission on the Accreditation of Hospitals (JCAH).

(a) Be an RD.

(b) Be a licensed dietitian.

b. Physical therapist (PT). Have a baccalaureate or higher degree, basic master's degree, or a certificate in physical therapy with a baccalaureate degree in another area of study. Degrees or certificates are obtained by completing a physical therapy program accredited by the Commission on Accreditation in Physical Therapy Education.

NOTE: Most entry level PT programs are Doctorate of Physical Therapy (DPT) programs.

(1) Be eligible for membership in the American Physical Therapy Association (APTA).

(2) Be a licensed PT.

c. Occupational therapist (OT).

(1) Have a baccalaureate or master's degree in occupational therapy, or a baccalaureate degree in another area of study followed by a certificate program in occupational therapy. Degree or certificate programs must be accredited by the Accreditation Council for Occupational Therapy Education.

(2) Furnish proof that fieldwork experience has been completed successfully.

(3) Be certified by the National Board for Certification in Occupational Therapy (NBCOT).

(4) Be a licensed OT.

d. Physician assistant (PA).

(1) Be a graduate of a training program accredited by the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA).

(2) Have current certification by the National Commission on Certification of Physician Assistants (NCCPA).

**3-3. Curriculum vitae submission procedures**

Submit all curriculum vitae (CV) requests (see table 3-2) electronically to RCHS-CV@usarec.army.mil. When required by the corps, CVs or resumes will be submitted prior to the application for review. A CV folder has been established at RCHS-CV@usarec.army.mil for all CVs to be electronically submitted by the recruiter. The team leaders (east and west) at Health Services Directorate will print the USAREC Form 1076 (AMEDD Transmittal Sheet), log the CV into the CV track on the database, and move the entire CV to the appropriate corps folder. They will then notify and provide the appropriate program manager (PM) a copy of the USAREC Form 1076 to inform them of a new CV that is in-house. It is imperative that MRB operations personnel communicate with Health Services Directorate, Operations Division, regarding the proper CV submission procedures due to possible changes in the system. The recruiter is ultimately responsible for forwarding the CV in electronic format to the address mentioned above. They will submit the CVs in the following manner: last name corps.doc; in the event an individual submits more than one CV, the format into the corps folder would be: last name corps #.doc. The CV will include the following items and attachments:

- a. Name.
- b. Address.
- c. Phone numbers (home and work).
- d. DOB.
- e. E-mail address.
- f. Chronological work history with brief job description (dates in mm/dd/yy format).
- g. Military history.

(1) DD Form 214 (Certificate of Release or Discharge From Active Duty) (copy).

(2) DD Form 215 (Correction to DD Form 214, Certificate of Release or Discharge From Active Duty) (copy).

(3) NGB Form 22 (Report of Separation) (copy).

(4) Last two to three officer evaluation reports (OERs) or noncommissioned officer evaluation reports (NCOERs) (copy).

h. License, certifications, and/or registrations (copy) with statement of initial issue date.

i. Official diploma (DPL) or transcripts showing degree awarded for area of concentration (AOC) (copy).

NOTE: CVs should be no longer than two pages.

**3-4. SP RA licensure**

a. Dietetic applicants must be an RD with the Commission on Dietetic Registration (CDR) and have a state dietitian license.

b. Physical therapy applicants must be eligible for membership in the APTA and have a state license.

c. Occupational therapy applicants must be certified as an OT by the NBCOT and have a state OT license.

d. PA applicants must be certified by the NCCPA.

e. Students applying for direct appointment in the SP must take the state or regional boards leading to registration, certification, or licensure at the first opportunity upon completion of academic or practical training leading to professional qualification in profession.

f. All specialties within the SP must furnish proof of full-time employment in the field or specialty for not less than 6 months within the 1-year period preceding the date of appointment or have become professionally qualified in the specialty within the 1-year period preceding date of appointment. Dietitians who have completed a route to ADA membership other than completion of a dietetic internship or graduation from an accredited coordinated undergraduate program in dietetics must show proof of 1 year full-time employment as an RD in a hospital approved by the JCAH.

**3-5. SP RA professional work experience**

a. Professional work experience is defined

**Table 3-2 Documents required for CV review for SP RA**

Corps	Required for	Documents required for CV review	Send
SP	All AD applicants	CV with DOB and work experience (mm/dd/yy). National certification (65A, 65C, 65D) with initial issue date. State license with initial issue date, valid expiration date (65A, 65B, 65C); not required for 65D but if they have one, include it. Transcript or DPL showing AOC degree awarded from accredited school and date. If PS, DD Forms 214 or discharge paperwork. If PS, last two to three OERs or NCOERs.	Before processing application

as clinical experience in the field for which applying.

b. Working applicants must be in a position that can only be filled by an individual required to have professional education and training in that specific health care field. Positions that can be filled by other individuals with nonspecific credentials or licensure do not meet this criterion.

### 3-6. SP RA school accreditation

a. Applicants for any AMEDD corps must be graduates of educational programs accredited by an accrediting agency or association under the U.S. Secretary of Education and approved by TSG.

b. The Army is now accepting online degrees for both RA and AR officer accessions as long as they are accredited programs.

NOTE: An applicant who is enrolled in an online degree program is ineligible to apply if enrolled in a health care degree program that is authorized under the HPSP.

c. All online degrees must be reviewed by the appropriate PM and Health Services Directorate, Operations Division, for approval prior to submission of the application. All online degree transcripts must be sent to Health Services Directorate, Operations Division, for review as soon as possible prior to initiation of the application for a thorough review and determination of eligibility.

d. Online degrees will not be accepted for qualifying degrees.

NOTE: The SP will allow OTs, PTs, and RDs with professional degrees from foreign countries and who complete the required process to meet U.S. practice standards before they apply. A specific SP policy memorandum will be posted in the near future. MRB operations personnel must communicate directly with Health Services Directorate, Operations Division, and the SP PM for specifics before submitting a packet for an applicant from a foreign country.

### 3-7. PA helpful facts and Web sites

a. Graduates: American Academy of Physician Assistants (AAPA) estimates there were 63,609 practicing PAs at the beginning of 2007.

b. Members: AAPA estimates (as of 26 February 2007) a membership of 37,715. The number varies throughout the year as a result of renewals, reinstatements, and new members.

c. Accredited PA programs: 135. Programs are accredited by ARC-PA (Web site, [www.arc-pa.org](http://www.arc-pa.org)). ARC-PA is recognized by the Council for Higher Education Accreditation. The typical PA program is 4 to 27 months long and requires at least 2 years of college and some health care experience prior to admission. The majority of students have a bachelor of arts or bachelor of science degree and 45 months of health care experience before admission to a PA program. While all programs recognize the completion of the professional component of PA education with a certificate of completion, more than half of the programs award a master's degree (89

award master's degrees or a master's degree option, 50 award bachelor's degrees or a bachelor's degree option, 6 award associate degrees, and 50 award certificates. Some programs offer more than one option. The Physician Assistant Programs Directory is now available online through [www.apap.org](http://www.apap.org) at \$35 for 1 year's unlimited access.

d. Students: Approximately 12,000 students are enrolled in PA programs. The number of new graduates in 2006 was approximately 4,600.

e. Prescribing: Forty-nine states, the District of Columbia, and Guam have enacted laws that authorize PA prescribing. (Indiana does not yet authorize prescribing by PAs.)

f. Income: Results of the 2006 AAPA Census Survey indicate that the mean total income from primary employer for PAs who are not self-employed and who work at least 32 hours per week for their primary employer is \$84,396 (standard deviation \$21,975); the median is \$81,356. The comparable mean for PAs who have been in clinical practice for less than 1 year is \$71,004 (standard deviation \$12,743); the median is \$69,517.

g. Outlook on profession: According to the findings published in AAPA's Information Update: The United States Bureau of Labor Statistics (BLS) projects that the number of PA jobs will increase by 50 percent between 2004 and 2014. The BLS predicts the total number of jobs in the country will grow by 13 percent over this 10-year period.

h. State laws: All states plus the District of Columbia and Guam have laws or regulations authorizing PA practice.

i. Certification and continuing medical education: PAs receive their national certification from the NCCPA. Only graduates of an accredited PA program are eligible to take the Physician Assistant National Certifying Examination (PANCE). Once PAs are certified, they must complete a continuous 6-year cycle to keep their certificate current. Every 2 years, a PA must earn and log 100 continuing medical education hours and reregister their certificate with the NCCPA (second and fourth years), and by the end of the sixth year, recertify by successfully completing either the Physician Assistant National Recertifying Examination or Pathway II. All states require passage of the PANCE for state licensure. Forty-six states have provisions for new graduates to practice prior to passage of PANCE.

j. Membership: AAPA membership costs \$215 a year for fellow members; \$50 a year, \$80 for 2 years, or \$120 for 3 years for student members.

k. Salary profiles, census reports, and mailing lists.

(1) Individual salary profiles: Student and fellow members only - \$35/profile.

(2) Employer salary profiles: Associate and physician members - \$150/profile.

(3) Census reports for individual states, re-

gions, or specialties are available to nonmembers for \$100, \$10 for members.

(4) Other statistical analyses are individually priced.

(5) Mailing lists: Medical Marketing Service, Incorporated at 1-800-633-5478.

l. Important phone numbers and resources:

(1) Fast Fax: (415) 227-9953 or 1-800-286-2272.

(2) AAPA online store: <http://www.aapa.org/aapastore/index.html>.

(3) AAPA insurance services: 1-877-356-2272.

(4) E-mail: [username@aapa.org](mailto:username@aapa.org).

(5) Web address: <http://www.aapa.org>.

(6) Member services Web page: <https://members.aapa.org>.

### 3-8. List of occupational therapy fieldwork locations

See table 3-3 for a list of occupational therapy programs with fieldwork at the end.

### 3-9. OT internship information

For OT internship information visit the following Web site: [www.aota.org/nonmembers/area13/links/LINK28.asp](http://www.aota.org/nonmembers/area13/links/LINK28.asp).

### 3-10. SP RA malpractice suits

All SP applicants who have malpractice suits pending are ineligible to process their application until the malpractice suit is resolved. Eligibility is determined by the results of the lawsuit.

### 3-11. SP RA accelerated appointments

Qualified seniors in their final year of undergraduate studies or graduate school students can submit an application for an RA appointment in SP within the appropriate application windows published by Headquarters, United States Army Recruiting Command (HQ USAREC), Health Services Directorate, for that fiscal year (FY).

a. The last completed academic semester or quarter grades must be available on the applicant's official transcripts.

b. Applications must include a statement from the school documenting the projected date of graduation.

c. Entry on active duty (EAD) may be denied and appointment revoked if all appointment requirements are not met.

### 3-12. SP RA programs and options

a. Occupational Therapy Level II Fieldwork Program.

b. U.S. Army Baylor University Doctoral Program in Physical Therapy.

c. Dietetic Internship/Master's Degree Program.

d. Interservice Physician Assistant Program (IPAP).

### 3-13. SP RA current incentives

RA PA: 3-years Health Professions Loan Repayment Program (HPLRP).

**Table 3-3**  
**Occupational therapy programs with fieldwork at the end**

<p style="text-align: center;"><b>Alabama</b></p> <p>Tuskegee University  (OT - baccalaureate* and professional entry-level master's)  Occupational Therapy Program  Basil O'Connor Hall  Tuskegee, AL 36088-1696  (334) 727-8696  grayg@tuskegee.edu  *Admission to the baccalaureate level is closed.  www.tuskegee.edu</p> <p>University of Alabama at Birmingham  (OT - professional entry-level master's)  Department of Occupational Therapy  School of Health-Related Professions  1530 3rd Avenue South, RMSB 354  Birmingham, AL 35294-1212  (205) 934-3568  msot@uabl.edu  www.uab.edu/occupational_therapy</p> <p>University of South Alabama  (OT - professional entry-level master's and combined baccalaureate/  master's)  Department of Occupational Therapy  Springhill Academic Campus  1504 Springhill Avenue, Room 5108  Mobile, AL 36604-3273  (251) 434-3939  cmcgee@jaguar1.southal.edu  www.usouthal.edu/</p> <p>University of Central Arkansas  (OT - professional entry-level master's and combined baccalaureate/  master's)  Department of Occupational Therapy  201 Donaghey Avenue, HSC Suite 300  Box 5001  Conway, AR 72035-0001  (501) 450-3192  www.uca.edu/divisions/academic/chas/ot.html</p> <p style="text-align: center;"><b>Arizona</b></p> <p>Midwestern University-Glendale Campus  (OT - baccalaureate* and professional entry-level master's)  Occupational Therapy Program  19555 North 59th Avenue  Glendale, AZ 85308-6814  (888) 247-9277  (Additional location of Midwestern University, Downers Grove, Illinois.)  *Admission to the baccalaureate level is closed.  www.midwestern.edu/</p> <p style="text-align: center;"><b>California</b></p> <p>California State University, Dominguez Hills  (OT - baccalaureate* and professional entry-level master's)  Occupational Therapy Program  College of Health and Human Services  1000 East Victoria Street, WHA 320 H  Carson, CA 90747-0005  (310) 243-2726  *Admission to the baccalaureate level is closed.  www.csudh.edu/</p>	<p>Dominican University of California  (OT - baccalaureate*, professional entry-level master's, and combined  baccalaureate/master's)  Department of Occupational Therapy  50 Acacia Avenue  San Rafael, CA 94901-2298  (415) 458-3731  *Admission to the baccalaureate only level is closed.  www.dominican.edu/</p> <p>Loma Linda University  (OT - professional entry-level master's and combined baccalaureate/  master's)  Occupational Therapy Program  Nichol Hall, Room A901  Loma Linda, CA 92350-0001  (909) 558-4628  www.llu.edu/</p> <p>Samuel Merritt College  (OT - professional entry-level master's)  Occupational Therapy Department  370 Hawthorne Avenue  Oakland, CA 94609-3108  (510) 869-8925  www.samuelmerritt.edu/</p> <p>San Jose State University  (OT - baccalaureate*, professional entry-level master's, and combined  baccalaureate/master's)  Department of Occupational Therapy  One Washington Square  San Jose, CA 95192-0059  (408) 924-3070  rearl@casa.sjsu.edu  *Admission to the baccalaureate only level is closed.  www.sjsu.edu/ot</p> <p>University of Southern California  (OT - baccalaureate*, professional entry-level master's, and combined  baccalaureate/master's)  Department of Occupational Science and Occupational Therapy  1540 Alcazar, CHP-133  Los Angeles, CA 90089-9003  (866) 385-4250  *Admission to the baccalaureate only level is closed.  www.usc.edu/ot/</p> <p style="text-align: center;"><b>Colorado</b></p> <p>Colorado State University  (OT - baccalaureate* and professional entry-level master's)  Department of Occupational Therapy  224 Occupational Therapy Building  Fort Collins, CO 80523-1573  (970) 491-6253  *Admission to the baccalaureate level is closed.  www.caahs.colostate.edu/ot</p> <p style="text-align: center;"><b>Connecticut</b></p> <p>Quinnipiac University  (OT - combined baccalaureate/master's)  Department of Occupational Therapy  School of Health Sciences  275 Mount Carmel Avenue  Hamden, CT 06518-0569  (203) 582-8204  www.quinnipiac.edu/</p>
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**Table 3-3**

**Occupational therapy programs with fieldwork at the end--continued**

<p>University of Hartford** (OT - baccalaureate) Occupational Therapy Department College of Education, Nursing and Health Professions 200 Bloomfield Avenue, Dana Hall 232 West Hartford, CT 06117-1599 (860) 768-4377 **Program is currently on inactive status. <a href="http://hartford.edu/">http://hartford.edu/</a></p>	<p>Nova Southeastern University (OT - professional entry-level master's) Occupational Therapy Department Health Professions Division, College of Allied Health and Nursing 3200 South University Drive Ft. Lauderdale, FL 33328-2018 (954) 262-1110 <a href="http://www.nova.edu/ot/">http://www.nova.edu/ot/</a></p>
<p style="text-align: center;"><b>District of Columbia</b></p> <p>Howard University (OT - baccalaureate* and professional entry-level master's) Department of Occupational Therapy Division of Allied Health Sciences 6th and Bryant Streets, NW Washington, DC 20059-0001 (202) 806-7614 fbanks@howard.edu *Admission to the baccalaureate level is closed. <a href="http://www.howard.edu/">www.howard.edu/</a></p>	<p>University of Florida (OT - professional entry-level master's) Department of Occupational Therapy 101 Newell Street P.O. Box 100164, HSC Gainesville, FL 32610-0164 (352) 273-6817 jfoss@phhp.ufl.edu <a href="http://www.phhp.ufl.edu/ot/">www.phhp.ufl.edu/ot/</a></p>
<p style="text-align: center;"><b>Florida</b></p> <p>Barry University (OT - professional entry-level master's) Occupational Therapy Program 11300 Northeast Second Avenue Miami Shores, FL 33161-6695 (305) 899-3213 ot@mail.barry.edu (Weekend program offered.) <a href="http://www.barry.edu/snhs/MSprograms/OccupationalTherapy/">www.barry.edu/snhs/MSprograms/OccupationalTherapy/</a></p>	<p>University of St. Augustine for Health Sciences (OT - professional entry-level master's and entry-level doctoral) Institute of Occupational Therapy 1 University Boulevard St. Augustine, FL 32086-5783 <a href="http://www.usa.edu/">www.usa.edu/</a> (904) 826-0084 x222 or (800) 241-1027 x253 admissions@usa.edu</p>
<p>Florida Agricultural and Mechanical University (OT - baccalaureate* and professional entry-level master's) Division of Occupational Therapy Ware-Rhoney Building East, Room 318 Tallahassee, FL 32307-3500 (850) 599-3879 *Admission to the baccalaureate level is closed. <a href="http://www.famu.edu/">www.famu.edu/</a></p>	<p style="text-align: center;"><b>Georgia</b></p> <p>Medical College of Georgia (OT - baccalaureate* and professional entry-level master's) Department of Occupational Therapy EF 102, 1120 Fifteenth Street School of Allied Health Sciences Augusta, GA 30912-0700 (706) 721-2725 studyot@mcg.edu (Program is also offered at Columbus State University, Columbus, GA.) *Admission to the baccalaureate level is closed. <a href="http://www.mcg.edu/sah/ot/index.html">www.mcg.edu/sah/ot/index.html</a></p>
<p>Florida Gulf Coast University (OT - baccalaureate* and professional entry-level master's) Department of Occupational Therapy and Community Health 10501 FGCU Boulevard South Fort Myers, FL 33965-6565 (239) 590-7550 *Admission to the baccalaureate level is closed. <a href="http://www.fgcu.edu/chp/ot">www.fgcu.edu/chp/ot</a></p>	<p>Medical College of Georgia at Columbus State University (OT - baccalaureate* and professional entry-level master's) Occupational Therapy Program Illges Hall, Room 107 4225 University Avenue Columbus, GA 31907-5645 (706) 568-2242 studyot@mcg.edu (Additional location of The Medical College of Georgia, Augusta, GA.) *Admission to the baccalaureate level is closed. <a href="http://www.mcg.edu/sah/ot/index.html">www.mcg.edu/sah/ot/index.html</a></p>
<p>Florida International University (OT - baccalaureate*, professional entry-level master's, and combined baccalaureate/master's) Department of Occupational Therapy University Park Campus, HLS 237 Miami, FL 33199 (305) 348-2922 *Admission to the baccalaureate only level is closed. (Evening program offered for certificate level only.) <a href="http://www.ot.fiu.edu/">http://www.ot.fiu.edu/</a></p>	<p style="text-align: center;"><b>Illinois</b></p> <p>Governors State University (OT - professional entry-level master's) Occupational Therapy Program College of Health Professions University Park, IL 60466-0975 (708) 534-7293 b-cada@govst.edu <a href="http://www.govst.edu/">www.govst.edu/</a></p>

**Table 3-3**  
**Occupational therapy programs with fieldwork at the end--continued**

<p>Midwestern University  (OT - professional entry-level master's)  Occupational Therapy Program  College of Health Sciences  555 31st Street  Downers Grove, IL 60515-1235  (630) 515-6188  www.midwestern.edu/  kbryze@midwestern.edu</p> <p>University of Illinois at Chicago  (OT - professional entry-level master's)  Department of Occupational Therapy  College of Applied Health Sciences  1919 West Taylor Street, M/C 811  Chicago, IL 60612-7250  (312) 996-6901  OTDept@uic.edu  www.ahs.uic.edu/ahs/php/index.php?sitenam=ot</p>	<p style="text-align: center;"><b>Maine</b></p> <p>Husson College  (OT - professional entry-level master's)  Occupational Therapy Program  One College Circle  Bangor, ME 04401-2999  (207) 941-7100  http://depts.husson.edu/ot/index.shtml</p> <p>Lewiston-Auburn College, University of Southern Maine  (OT - professional entry-level master's)  Occupational Therapy Program  51 Westminster Street  Lewiston, ME 04240-3534  (207) 753-6523  lscott@usm.maine.edu  www.usm.maine.edu/lac/ot/</p>
<p style="text-align: center;"><b>Indiana</b></p> <p>University of Indianapolis  (OT - professional entry-level master's)  School of Occupational Therapy  1400 East Hanna Avenue  Indianapolis, IN 46227-3697  (317) 788-3432  ot@uindy.edu  ot.uindy.edu</p>	<p style="text-align: center;"><b>Massachusetts</b></p> <p>Boston University, Sargent College of Health and Rehabilitation Sciences  (OT - baccalaureate*, professional entry-level master's, and combined baccalaureate/master's)  Programs in Occupational Therapy  Department of Rehabilitation Sciences  635 Commonwealth Avenue  Boston, MA 02215-1605  (617) 353-2000 x2713  *Admission to the baccalaureate only level is closed.  www.bu.edu/sargent/</p>
<p style="text-align: center;"><b>Iowa</b></p> <p>St. Ambrose University  (OT - professional entry-level master's)  Occupational Therapy Program  518 West Locust  Davenport, IA 52803-2898  (563) 333-6277  www.sau.edu/ot</p>	<p>Salem State College  (OT - baccalaureate* and combined baccalaureate/master's)  Occupational Therapy Program  352 Lafayette Street  Salem, MA 01970-5353  (978) 542-6693  http://www.salemstate.edu  (Evening and weekend program offered.)  *Admission to the baccalaureate only level is closed.</p>
<p style="text-align: center;"><b>Kansas</b></p> <p>Newman University  (OT - baccalaureate*)  Occupational Therapy Program  3100 McCormick Avenue  Wichita, KS 67213-2097  (316) 942-4291 x2238  *Program is currently on inactive status.  www.newmanu.edu/ot/</p>	<p>Springfield College  (OT - professional entry-level master's and combined baccalaureate/master's)  Occupational Therapy Department  263 Alden Street  Springfield, MA 01109-3797  (413) 748-3762  graduate@spfldcol.edu and admissions@spfldcol.edu  (Undergraduate entry: 5-year program; graduate entry: 2-year program.)  www.springfieldcollege.edu/ot</p>
<p style="text-align: center;"><b>Louisiana</b></p> <p>University of Louisiana at Monroe  (OT - baccalaureate* and professional entry-level master's)  Department of Occupational Therapy  College of Health Sciences  Monroe, LA 71209-0430  (318) 342-1610  kdavis@ulm.edu  *Admission to the baccalaureate level is closed.  www.ulm.edu/ot/OT.html</p>	<p>Tufts University-Boston School of Occupational Therapy  (OT - professional entry-level master's)  Department of Occupational Therapy  26 Winthrop Street  Medford, MA 02155-7084  (617) 627-5720  BSOT@tufts.edu  www.tufts.edu/</p>

**Table 3-3**  
**Occupational therapy programs with fieldwork at the end--continued**

<p style="text-align: center;"><b>Maryland</b></p> <p>Towson University  (OT - baccalaureate*, professional entry-level master's and combined baccalaureate/master's)  Department of Occupational Therapy and Occupational Science  8000 York Road  Towson, MD 21252-0001  (410) 704-4170  bnecker@towson.edu  *Admission to the baccalaureate only level is closed.  www.towson.edu/OT</p> <p style="text-align: center;"><b>Michigan</b></p> <p>Baker College of Flint  (OT - baccalaureate* and combined baccalaureate/master's)  Occupational Therapy Program  G-1050 West Bristol Road  Flint, MI 48507-5508  (810) 766-4298  joanne.crain@baker.edu  *Admission to the baccalaureate-only level is closed.  www.baker.edu/</p> <p>Eastern Michigan University  (OT - professional entry-level master's and combined baccalaureate/master's)  Occupational Therapy Program  School of Health Sciences  362 Marshall  Ypsilanti, MI 48197-2239  (734) 487-4096  www.emich.edu/</p> <p>Grand Valley State University  (OT - professional entry-level master's)  Occupational Therapy Program  School of Health Professions  301 Michigan Street NE, Suite 200  Grand Rapids, MI 49503-3314  (616) 331-3356  www.gvsu.edu/ot/</p> <p>Saginaw Valley State University  (OT - baccalaureate* and professional entry-level master's)  Occupational Therapy Program  Ryder Center West, Room 106  7400 Bay Road  University Center, MI 48710-0001  (989) 964-7356  jnagayda@svsu.edu  *Admission to the baccalaureate level is closed.  www.svsu.edu/</p> <p>Wayne State University  (OT - baccalaureate* and professional entry-level master's)  Occupational Therapy Program  Eugene Applebaum College of Pharmacy and Health Sciences  Detroit, MI 48202-3489  (313) 577-1435  ae9765@wayne.edu or ad8560@wayne.edu  *Admission to the baccalaureate level is closed.  www.cphs.wayne.edu/ot/</p>	<p>Western Michigan University  (OT - baccalaureate*, professional entry-level master's, and combined baccalaureate/master's)  Department of Occupational Therapy  EWB Building  1903 West Michigan Avenue  Kalamazoo, MI 49008-5051  (269) 387-7260  shannon.penny@wmich.edu  *Admission to the baccalaureate only level is closed.  www.wmich.edu/</p> <p style="text-align: center;"><b>Minnesota</b></p> <p>College of St. Catherine  (OT - baccalaureate*, postbaccalaureate certificate*, professional entry-level master's, and combined baccalaureate/master's)  Department of Occupational Science and Occupational Therapy  2004 Randolph Avenue (Mail #4092)  St. Paul, MN 55105-1794  (651) 690-6606  ot@stkate.edu  (Weekend program offered.)  *Admission is closed to the baccalaureate only and certificate levels.  www.stkate.edu/ot/</p> <p>College of St. Scholastica  (OT - professional entry-level master's and combined baccalaureate/master's)  Occupational Therapy Department  1200 Kenwood Avenue  Duluth, MN 55811-4199  (218) 723-6099  gradstudies@css.edu  www.css.edu/</p> <p>University of Minnesota  (OT - professional entry-level master's)  Program in Occupational Therapy  MMC 388  420 Delaware Street, SE  Minneapolis, MN 55455-0392  (612) 626-5887  otprog@umn.edu  www.ot.umn.edu/</p> <p style="text-align: center;"><b>Mississippi</b></p> <p>The University of Mississippi Medical Center  (OT - baccalaureate* and combined baccalaureate/master's)  Department of Occupational Therapy  School of Health Related Professions  2500 North State Street  Jackson, MS 39216-4505  (601) 984-6350  *Admission to the baccalaureate only level is closed.  shrp.umc.edu</p> <p style="text-align: center;"><b>Missouri</b></p> <p>Rockhurst University  (OT - professional entry-level master's)  Occupational Therapy Program  College of Graduate and Professional Studies  1100 Rockhurst Road  Kansas City, MO 64110-2561  (816) 501-4059 or (816) 501-4174  graduateadmissions@rockhurst.edu  www.rockhurst.edu/ot/</p>
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**Table 3-3**  
**Occupational therapy programs with fieldwork at the end--continued**

<p>Saint Louis University  (OT - professional entry-level master's and combined baccalaureate/  master's)  Department of Occupational Science and Occupational Therapy  Edward &amp; Margaret Doisy School of Allied Health Professions  3437 Caroline Street  St. Louis, MO 63104-1111  (314) 977-8514  sheltoma@slu.edu  <a href="http://www.slu.edu/doesycollege/osot/">http://www.slu.edu/doesycollege/osot/</a></p> <p>University of Missouri-Columbia  (OT - baccalaureate* and professional entry-level master's)  Department of Occupational Therapy  School of Health Professions  407 Lewis Hall  Columbia, MO 65211-4240  (573) 882-3988  *Admission to the baccalaureate level is closed.  <a href="http://www.umshp.org/ot">http://www.umshp.org/ot</a></p> <p>Washington University  (OT - professional entry-level master's and entry-level doctoral)  Program in Occupational Therapy  School of Medicine  4444 Forest Park Avenue, Campus Box 8505  St. Louis, MO 63108  (314) 286-1600  <a href="http://www.ot.wustl.edu/">www.ot.wustl.edu/</a></p>	<p>Richard Stockton College of New Jersey  (OT - professional entry-level master's)  Occupational Therapy Program  Professional Studies Division  P.O. Box 195  Jim Leeds Road  Pomona, NJ 08240-0195  (609) 652-4687  <a href="mailto:graduate.studies@stockton.edu">graduate.studies@stockton.edu</a>  <a href="http://www.stockton.edu/">www.stockton.edu/</a></p> <p>Seton Hall University  (OT - professional entry-level master's and combined baccalaureate/  master's)  Occupational Therapy Program  McQuaid Hall  400 South Orange Avenue  South Orange, NJ 07079-2689  (973) 761-7145  <a href="mailto:gradmeded@shu.edu">gradmeded@shu.edu</a>  <a href="http://gradmeded.shu.edu/graduateprograms/msot.html">gradmeded.shu.edu/graduateprograms/msot.html</a></p>
<p><b>Nebraska</b></p>	<p><b>New York</b></p>
<p>College of Saint Mary  (OT - baccalaureate* and combined baccalaureate/master's)  Occupational Therapy Program  Division of Health Care Professions  7000 Mercy Road  Omaha, NE 68106-2377  (402) 399-2400 or (800) 926-5534  *Admission to the baccalaureate only level is closed.  <a href="http://www.csm.edu/">www.csm.edu/</a></p> <p>Creighton University  (OT - entry-level doctoral)  Department of Occupational Therapy  School of Pharmacy and Health Professions  2500 California Plaza  Omaha, NE 68178-0259  (800) 325-2830  <a href="mailto:phaadmis@creighton.edu">phaadmis@creighton.edu</a>  <a href="http://ot.creighton.edu">ot.creighton.edu</a></p>	<p>Dominican College  (OT - professional entry-level master's and combined baccalaureate/  master's)  Occupational Therapy Program  470 Western Highway  Orangeburg, NY 10962-1299  (845) 359-7800 x209  <a href="mailto:sandra.countee@dc.edu">sandra.countee@dc.edu</a>  (Weekend program offered.)  <a href="http://www.dc.edu/">www.dc.edu/</a></p> <p>Ithaca College  (OT - combined baccalaureate/master's)  Department of Occupational Therapy  206 Smiddy Hall  Ithaca, NY 14850-7079  (607) 274-1975  (5-year program.)  <a href="http://www.ithaca.edu/hshp/ot">www.ithaca.edu/hshp/ot</a></p> <p>Long Island University, Brooklyn Campus  (OT - combined baccalaureate/master's)  Division of Occupational Therapy  One University Plaza, HS Room 512  Brooklyn, NY 11201-5372  (718) 780-4508  (5-year program.)  <a href="http://www.liu.edu">www.liu.edu</a></p>
<p><b>New Jersey</b></p>	<p>Mercy College  (OT - professional entry-level master's and combined baccalaureate/  master's)  Occupational Therapy Program  555 Broadway  Dobbs Ferry, NY 10522-1134  (914) 674-7815  <a href="mailto:otprogram@mercy.edu">otprogram@mercy.edu</a>  (Weekend program offered.)  <a href="http://grad.mercy.edu/occupationaltherapy">grad.mercy.edu/occupationaltherapy</a></p>
<p>Kean University  (OT - baccalaureate* and professional entry-level master's, and  combined baccalaureate/master's level)  Occupational Therapy Department  College of Natural, Applied and Health Sciences  1000 Morris Avenue, T-209  Union, NJ 07083-9982  (908) 737-3380  *Admission to the baccalaureate only level is closed.  <a href="http://www.kean.edu/~ot">www.kean.edu/~ot</a></p>	

**Table 3-3**  
**Occupational therapy programs with fieldwork at the end--continued**

<p>New York University  (OT - professional entry-level master's)  Department of Occupational Therapy  35 West 4th Street, 11th Floor  New York, NY 10012-1172  (212) 998-5825  www.education.nyu.edu/ot</p> <p>State University of New York Downstate Medical Center  (OT - professional entry-level master's)  Occupational Therapy Program  450 Clarkson Avenue, Box 81  Brooklyn, NY 11203-2098  (718) 270-7730  www.downstate.edu/CHRP/ot</p> <p>Stony Brook University  (OT - combined baccalaureate/master's)  Occupational Therapy Program  School of Health Technology and Management, L2-HSC  Division of Rehabilitation Sciences  Stony Brook, NY 11794-8201  (631) 444-3250  www.sunysb.edu/</p> <p>Touro College  (OT - combined baccalaureate/master's)  Occupational Therapy Program  1700 Union Boulevard  Bay Shore, NY 11706-7928  (631) 665-1600 x256  (Program is also offered at Touro College, New York City (Manhattan), NY.)  www.touro.edu/shs/</p> <p>Touro College-Manhattan  (OT - combined baccalaureate/master's)  Occupational Therapy Program  27-33 West 23rd Street  New York, NY 10010-4202  (212) 463-0400 x671  (Additional location of Touro College, Bay Shore, NY.)  www.touro.edu/shs/</p> <p>Utica College  (OT - professional entry-level master's)  Occupational Therapy Program  Division of Health and Human Studies  1600 Burrstone Road  Utica, NY 13502-4892  (315) 792-3006  occupationaltherapy@utica.edu  (Weekend program offered.)  www.utica.edu/</p>	<p>Winston-Salem State University  (OT - baccalaureate* and professional entry-level master's)  Occupational Therapy Program  430 F.L. Atkins  601 Martin Luther King, Jr. Drive  Winston-Salem, NC 27110-0003  (336) 750-3177  *Admission to the baccalaureate level is closed.  www.wssu.edu/</p> <p style="text-align: center;"><b>North Dakota</b></p> <p>University of North Dakota  (OT - professional entry-level master's)  Department of Occupational Therapy  Box 7126  Grand Forks, ND 58202-7126  (701) 777-2209  dczapiew@medicine.nodak.edu  (Program is also offered at the University of North Dakota at Casper  College, Casper, WY.)  www.med.und.nodak.edu/depts/ot/home.htm</p> <p style="text-align: center;"><b>Ohio</b></p> <p>Medical University of Ohio at Toledo  (OT - professional entry-level master's* and entry level doctoral level)  Department of Occupational Therapy  School of Allied Health  3015 Arlington Avenue  Toledo, OH 43614-5803  (419) 383-4429  *Admission to the professional entry-level master's level is closed.  otd@meduohio.edu  www.meduohio.edu/</p> <p>Ohio State University  (OT - professional entry-level master's)  Occupational Therapy Division  School of Allied Medical Professions  406 Atwell Hall, 453 West Tenth Avenue  Columbus, OH 43210-1234  (614) 292-5824  www.amp.osu.edu/ot</p> <p>University of Findlay  (OT - combined baccalaureate/master's)  Occupational Therapy Program  1000 North Main Street  Findlay, OH 45840-3695  (800) 472-9502 x6936  (Weekend program offered.)  www.findlay.edu/</p> <p>Xavier University  (OT - baccalaureate*, certificate*, professional entry-level master's,  and combined baccalaureate/master's)  Department of Occupational Therapy  3800 Victory Parkway  Cincinnati, OH 45207-7341  (513) 745-3150  xuot@xavier.edu  *Admission is closed to the baccalaureate and certificate levels.  www.xavier.edu/ot_grad</p>
<p style="text-align: center;"><b>North Carolina</b></p> <p>University of North Carolina at Chapel Hill  (OT - professional entry-level master's)  Division of Occupational Science  Medical School, Wing E, CB #7120  Chapel Hill, NC 27599-7120  (919) 966-2451  osinfo@med.unc.edu  www.alliedhealth.unc.edu/ocsci</p>	

**Table 3-3**  
**Occupational therapy programs with fieldwork at the end--continued**

<p style="text-align: center;"><b>Oklahoma</b></p> <p>University of Oklahoma at Schusterman Health Sciences Center  (OT - professional entry-level master's)  Department of Occupational Therapy  4502 East 41st Street  Tulsa, OK 74135-2512  (405) 271-2411  (Additional location of the University of Oklahoma Health Sciences Center, Oklahoma City, OK.)  <a href="http://www.ah.ouhsc.edu/main/Programs/progbrief.asp?prog_id=7">www.ah.ouhsc.edu/main/Programs/progbrief.asp?prog_id=7</a></p> <p style="text-align: center;"><b>Pennsylvania</b></p> <p>College Misericordia  (OT - professional entry-level master's and combined baccalaureate/master's)  Occupational Therapy Program  Division of Health Sciences  301 Lake Street  Dallas, PA 18612-1098  (866) 262-6363  (Weekend program offered.)  <a href="http://www.misericordia.edu">www.misericordia.edu</a></p> <p>Elizabethtown College  (OT - baccalaureate* and combined baccalaureate/master's)  Department of Occupational Therapy  One Alpha Drive  Elizabethtown, PA 17022-2298  (717) 361-1174  *Admission to the baccalaureate only level is closed.  <a href="http://www.etown.edu/">www.etown.edu/</a></p> <p>Mount Aloysius College**  (OT - baccalaureate)  Occupational Therapy Program  7373 Admiral Peary Highway  Cresson, PA 16630-1999  (814) 886-6438  **Program is currently on inactive status.  <a href="http://www.mtaloy.edu/">www.mtaloy.edu/</a></p> <p>The Pennsylvania State University, Mont Alto Campus**  (OT - baccalaureate)  Occupational Therapy Program  One Campus Drive  Mont Alto, PA 17237-9703  (717) 749-6130  anh1@psu.edu  (Weekend program offered.)  **Program is currently on inactive status.  <a href="http://www.ma.psu.edu/~ma_ot/ot.htm">www.ma.psu.edu/~ma_ot/ot.htm</a></p> <p>Philadelphia University  (OT - professional entry-level master's)  Occupational Therapy Program  School House Lane &amp; Henry Avenue  Philadelphia, PA 19144-5497  (215) 951-2943  gradadm@philau.edu or ot@philau.edu  (Weekend program offered.)  <a href="http://www.philau.edu/ot">http://www.philau.edu/ot</a></p>	<p>Saint Francis University  (OT - professional entry-level master's and combined baccalaureate/master's)  Occupational Therapy Program  P.O. Box 600  Loretto, PA 15940-0600  (814) 472-3899  dwalkovich@francis.edu  <a href="http://www.saintfrancisuniversity.edu/">www.saintfrancisuniversity.edu/</a></p> <p>Temple University  (OT - professional entry-level master's)  Department of Occupational Therapy  College of Health Professions  3307 North Broad Street  Philadelphia, PA 19140-5101  (215) 707-4813  otcahp@temple.edu  <a href="http://www.temple.edu/OT">www.temple.edu/OT</a></p> <p>University of Pittsburgh  (OT - professional entry-level master's)  Department of Occupational Therapy  School of Health and Rehabilitation Sciences  5012 Forbes Tower  Pittsburgh, PA 15260  (412) 383-6620  otpitt@shrs.pitt.edu  <a href="http://www.shrs.pitt.edu/ot/index.html">www.shrs.pitt.edu/ot/index.html</a></p> <p>University of Scranton  (OT - combined baccalaureate/master's)  Occupational Therapy Department  Scranton, PA 18510-4501  (570) 941-7540  (5-year program.)  <a href="http://www.scranton.edu/">www.scranton.edu/</a></p> <p style="text-align: center;"><b>Puerto Rico</b></p> <p>University of Puerto Rico  (OT - professional entry-level master's)  Occupational Therapy Program  Medical Sciences Campus - CHRP  P.O. Box 365067  San Juan, PR 00936-5067  (787) 758-2525 x4200  dyhalmairizarry@cprs.rcm.upr.edu  (Does not accept nonresident students.)  <a href="http://www.upr.clu.edu/">http://www.upr.clu.edu/</a></p> <p>University of Puerto Rico at Humacao  (OT - baccalaureate*)  Occupational Therapy Department  100 Carr. 908 CUH Station  Humacao, PR 00791-4300  (787) 850-9392  *Admission to the program is closed.  <a href="http://www.uprh.edu">http://www.uprh.edu</a></p> <p style="text-align: center;"><b>South Dakota</b></p> <p>University of South Dakota  (OT - professional entry-level master's)  Department of Occupational Therapy  414 East Clark Street  Vermillion, SD 57069-2390  (605) 677-5600  usdot@usd.edu  <a href="http://www.usd.edu/usdot">www.usd.edu/usdot</a></p>
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**Table 3-3**

**Occupational therapy programs with fieldwork at the end--continued**

<p style="text-align: center;"><b>Tennessee</b></p> <p>Belmont University (OT - professional entry-level master's and entry-level doctoral) School of Occupational Therapy 1900 Belmont Boulevard Nashville, TN 37212-3757 (615) 460-6700 (Weekend program offered.) www.belmont.edu/OT/</p> <p>Milligan College (OT- professional entry-level master's) Occupational Therapy Program P.O. Box 130 Milligan College, TN 37682 (423) 975-8010 cisbell@milligan.edu www.milligan.edu/</p> <p>Tennessee State University (OT - baccalaureate* and professional entry-level master's) Occupational Therapy Department School of Allied Health Professions 3500 John Merritt Boulevard Nashville, TN 37209-1561 (615) 963-5891 *Admission to the baccalaureate level is closed. www.tnstate.edu/OT</p> <p>University of Tennessee Health Science Center (OT - baccalaureate* and professional entry-level master's) Department of Occupational Therapy College of Allied Health Sciences 930 Madison, Suite 663 Memphis, TN 38163-0002 (901) 448-8393 *Admission to the baccalaureate level is closed. www.utmem.edu/occ_therapy/home.html</p> <p style="text-align: center;"><b>Texas</b></p> <p>Texas Tech University Health Sciences Center (OT - professional entry-level master's) Occupational Therapy Program 3601 4th Street, STOP 6220 Lubbock, TX 79430-6220 (806) 743-3240 allied.health@ttuhsc.edu www.ttuhsc.edu/</p> <p>Texas Woman's University (OT - professional entry-level master's and combined baccalaureate/ master's*) School of Occupational Therapy Box 425648, TWU Station Denton, TX 76204-5648 (940) 898-2801 *The combined baccalaureate and master's level is offered only at the Denton Campus. (Weekend and online program offered.) (Program is also offered at Texas Woman's University, Dallas and Houston, TX.) www.twu.edu/ot/</p> <p>Texas Woman's University, Dallas Center (OT - professional entry-level master's) School of Occupational Therapy Dallas, TX (940) 898-2801 (Denton) (Weekend program offered.) (Additional location of Texas Woman's University, Denton, TX.) www.twu.edu/ot/</p>	<p>Texas Woman's University, Houston Center (OT- professional entry-level master's) School of Occupational Therapy Houston, TX (940) 898-2801 (Denton) (Weekend program offered.) (Additional location of Texas Woman's University, Denton, TX.) www.twu.edu/ot/</p> <p>University of Texas at El Paso (OT - baccalaureate* and professional entry-level master's) Occupational Therapy Program College of Health Sciences 1101 North Campbell Street El Paso, TX 79902-4299 (915) 747-8207 *Admission to the baccalaureate level is closed. www.utep.edu/</p> <p>University of Texas Medical Branch (OT - professional entry-level master's) Department of Occupational Therapy School of Allied Health Sciences 301 University Boulevard Galveston, TX 77555-1142 (409) 772-3060 hbpeltie@utmb.edu www.sahs.utmb.edu/programs/ot/</p> <p>University of Texas Health Science Center at Laredo* (OT - combined baccalaureate/master's) Department of Occupational Therapy Laredo, TX 78040-4395 (210) 567-8880 (San Antonio) (Additional location of the University of Texas Health Science Center at San Antonio.) (Evening and weekend program offered.) *Admission to this location is closed. www.uthscsa.edu/</p> <p>University of Texas Health Science Center at San Antonio (OT- combined baccalaureate/master's) Department of Occupational Therapy 7703 Floyd Curl Drive, Mail Code 6245 San Antonio, TX 78229-3900 (866) 802-6288 (Program is also offered at the University of Texas Health Science Center at Laredo*, Laredo, TX.) (*Admission to the Laredo location is closed.) www.uthscsa.edu/</p> <p>The University of Texas Pan-American (OT - baccalaureate* and professional entry-level master's) Occupational Therapy Program 1201 West University Drive Edinburg, TX 78539-2999 (956) 381-2475 *Admission to the baccalaureate level is closed. (Weekend and evening program offered.) www.panam.edu/</p> <p style="text-align: center;"><b>Virginia</b></p> <p>Jefferson College of Health Sciences (OT - baccalaureate* and professional entry-level master's) Occupational Therapy Program 920 South Jefferson Street Roanoke, VA 24016 (540) 985-8594 ammitta@jchs.edu *Admission to the baccalaureate level is closed. www.jchs.edu/</p>
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**Table 3-3**  
**Occupational therapy programs with fieldwork at the end--continued**

<p>James Madison University  (OT - baccalaureate*, post-baccalaureate certificate*, professional entry-level master's, and combined baccalaureate/master's)  Occupational Therapy Program  Department of Health Sciences  College of Integrated Science and Technology, MSC 4301  Harrisonburg, VA 22807-0001  (540) 568-2399  *Admission is closed to the baccalaureate only and certificate levels.  <a href="http://www.jmu.edu/healthsci/occupational_therapy/">www.jmu.edu/healthsci/occupational_therapy/</a></p> <p>Shenandoah University  (OT - professional entry-level master's and combined baccalaureate/master's)  Occupational Therapy Program  333 West Cork Street, Suite 510  Winchester, VA 22601-5195  (540) 665-5559  lburrow@su.edu  (2-1/2-year program. Students may be accepted into the program without a baccalaureate degree.)  <a href="http://www.su.edu/ot">www.su.edu/ot</a></p> <p>Virginia Commonwealth University  (OT - professional entry-level master's)  Department of Occupational Therapy  1000 East Marshall Street  P.O. Box 980008  Richmond, VA 23298-0008  (804) 828-2219  <a href="http://www.sahp.vcu.edu/occu/">www.sahp.vcu.edu/occu/</a></p> <p style="text-align: center;"><b>Washington</b></p> <p>Eastern Washington University  (OT - baccalaureate* and entry-level master's)  Department of Occupational Therapy  Health Sciences Building, Room 225C, Box R  310 North Riverpoint Boulevard  Spokane, WA 99004-1675  (509) 368-6560  *Admission to the baccalaureate level is closed.  <a href="http://www.ewu.edu/x3369.xml">www.ewu.edu/x3369.xml</a></p> <p>University of Puget Sound  (OT - baccalaureate* and professional entry-level master's)  Occupational Therapy Program  School of Occupational Therapy  1500 North Warner  Tacoma, WA 98416-1070  (253) 879-3281  tomlin@ups.edu  *Admission to the baccalaureate level is closed.  <a href="http://www.ups.edu/ot">www.ups.edu/ot</a></p> <p>University of Washington  (OT - professional entry-level master's)  Division of Occupational Therapy  Department of Rehabilitation Medicine  Box 356490  Seattle, WA 98195-6490  (206) 598-5764  <a href="http://depts.washington.edu/rehab/ot">depts.washington.edu/rehab/ot</a></p>	<p style="text-align: center;"><b>Wisconsin</b></p> <p>Concordia University Wisconsin  (OT - baccalaureate*, professional entry-level master's, and combined baccalaureate/master's)  Occupational Therapy Program  12800 North Lake Shore Drive  Mequon, WI 53092-2402  (262) 243-4429  linda.samuel@cuw.edu  (Weekend program offered.)  *Admission to the baccalaureate level is closed.  <a href="http://www2.cuw.edu/occupationaltherapy">www2.cuw.edu/occupationaltherapy</a></p> <p>Mount Mary College  (OT - baccalaureate*, professional entry-level master's, and combined baccalaureate/master's)  Occupational Therapy Department  2900 North Menomonee River Parkway  Milwaukee, WI 53222-4597  (414) 256-1246  glockas@mtmary.edu  *Admission to the baccalaureate only level is closed.  <a href="http://www.mtmary.edu/">www.mtmary.edu/</a></p> <p>University of Wisconsin-LaCrosse  (OT - baccalaureate* and professional entry-level master's)  Occupational Therapy Program  4049 Health Science Center  1725 State Street  LaCrosse, WI 54601-9959  (608) 785-6620  *Admission to the baccalaureate level is closed.  <a href="http://uwlax.edu/ot">http://uwlax.edu/ot</a></p> <p>University of Wisconsin-Madison  (OT - baccalaureate* and professional entry-level master's)  Occupational Therapy Program  1300 University Avenue (2110/MSc)  Madison, WI 53706-1532  (608) 262-2936  srosa@education.wisc.edu  *Admission to the baccalaureate level is closed.  <a href="http://www.education.wisc.edu/kinesiology/OT">www.education.wisc.edu/kinesiology/OT</a></p> <p>University of Wisconsin-Milwaukee  (OT - baccalaureate* and combined baccalaureate/master's)  Occupational Therapy Program  College of Health Sciences  P.O. Box 413  Milwaukee, WI 53201-0413  (414) 229-4713  marshah@uwm.edu  *Admission to the baccalaureate only level is closed.  <a href="http://www.uwm.edu/CHS">www.uwm.edu/CHS</a></p> <p style="text-align: center;"><b>Wyoming</b></p> <p>University of North Dakota at Casper College  (OT - professional entry-level master's)  125 College Drive  Casper, WY 82601-9958  (701) 777-2209  (Additional location of the University of North Dakota, Grand Forks, ND.)</p>
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**Chapter 4**  
**SP AR**

**4-1. SP AR helpful Web sites**

See table 4-1 for a list of SP AR helpful Web sites.

**4-2. SP AR professional requirements**

AMEDD applicants are tendered appointments as commissioned officers in the RA or AR. Applicants are eligible for appointment and assignment to the SP if they meet the qualifying college education as shown below. In all cases, accreditation must be effective on the date the degree was awarded.

a. Dietitian.

(1) Have a baccalaureate or higher degree from an accredited college or university in a coordinated dietetics program; or have a baccalaureate or higher degree in a program that has included or is followed by courses and credit hours required by the CADE for entrance to an approved internship.

(2) Have completed one of the following routes to be eligible for ADA membership: Hold a certificate of completion from a CADE accredited hospital dietetic internship or hold a certificate of completion from an accredited coordinated undergraduate program in dietetics.

(3) Have completed a route to ADA mem-

bership other than one of the methods above followed by 1 year full-time employment as an RD in a hospital approved by the JCAH.

(a) Be an RD.

(b) Be a licensed dietitian.

b. PT.

(1) Have a baccalaureate or higher degree, basic master's degree, or a certificate in physical therapy with a baccalaureate degree in another area of study. Degrees or certificates are obtained by completing a physical therapy program accredited by the Commission on Accreditation in Physical Therapy Education.

NOTE: Most entry level PT programs are DPT programs.

(2) Be eligible for membership in the APTA. Be a licensed PT.

c. OT.

(1) Have a baccalaureate or master's degree in occupational therapy or a baccalaureate degree in another area of study followed by a certificate program in occupational therapy. Degree or certificate programs must be accredited by the Accreditation Council for Occupational Therapy Education.

(2) Furnish proof that fieldwork experience has been completed successfully.

(3) Be certified by the NBCOT.

(4) Be a licensed OT.

d. PA.

(1) Be a graduate of a training program accredited by ARC-PA.

(2) Have current certification by the NCCPA.

**4-3. SP AR licensure**

a. Dietetic applicants must be RDs with the CDR and have a state dietitian license.

b. Physical therapy applicants must be eligible for membership in the APTA and furnish proof of state licensure.

c. Occupational therapy applicants must be certified as OTs by the NBCOT and have a state OT license.

d. PA applicants must be certified by the NCCPA.

e. Students applying for direct appointment in the SP must take the state or regional boards leading to registration, certification, or licensure at the first opportunity upon completion of academic or practical training leading to professional qualification in profession.

f. All specialties within the SP must furnish proof of full-time employment in the field or specialty for not less than 6 months within the 1-year period preceding the date of appointment; or have become professionally qualified in the specialty within the 1-year period preceding date of appointment. Dietitians who have completed a route to ADA membership other than completion of a dietetic internship or graduation from an

**Table 4-1**  
**SP AR helpful Web sites**

Web Site	Address
SP Web page	<a href="http://www.amsc.amedd.army.mil/">http://www.amsc.amedd.army.mil/</a>
SP links to training programs	<a href="http://www.amsc.amedd.army.mil/training.asp">http://www.amsc.amedd.army.mil/training.asp</a>
SP Branch at HRC	<a href="https://www.hrc.army.mil/site/protect/active/opamsc/home_page.htm">https://www.hrc.army.mil/site/protect/active/opamsc/home_page.htm</a>
Army-Baylor DPT Program	<a href="http://www.baylor.edu/graduate/pt/splash.php">http://www.baylor.edu/graduate/pt/splash.php</a>
APTA	<a href="http://www.apta.org/AM/Template.cfm?Section=Home">http://www.apta.org/AM/Template.cfm?Section=Home</a>
APTA-Accredited PT Programs	<a href="http://www.apta.org/AM/Template.cfm?section=PT_Programs&amp;template=/aptaapps/accreditedschools/acc_schools_map.cfm&amp;process=3&amp;type=PT">http://www.apta.org/AM/Template.cfm?section=PT_Programs&amp;template=/aptaapps/accreditedschools/acc_schools_map.cfm&amp;process=3&amp;type=PT</a>
Federation of State Boards of PT Licensing Authorities	<a href="http://www.fsbpt.org/licensing/index.asp">http://www.fsbpt.org/licensing/index.asp</a>
BLS on PTs	<a href="http://stats.bls.gov/oco/ocos167.htm">http://stats.bls.gov/oco/ocos167.htm</a>
AOTA	<a href="http://www.aota.org/">http://www.aota.org/</a>
Contacts for State OT Associations	<a href="http://www.aota.org/featured/area6/links/LINK03.asp">http://www.aota.org/featured/area6/links/LINK03.asp</a>
NBCOT	<a href="http://www.nbcot.org/">http://www.nbcot.org/</a>
BLS on OTs	<a href="http://stats.bls.gov/oco/ocos166.htm">http://stats.bls.gov/oco/ocos166.htm</a>
ADA	<a href="http://www.eatright.org/Public/index.cfm">http://www.eatright.org/Public/index.cfm</a>
ADA-Accredited Education Programs	<a href="http://www.eatright.org/cps/rde/xchg/ada/hs.xsl/career_2193_enu.html.htm">http://www.eatright.org/cps/rde/xchg/ada/hs.xsl/career_2193_enu.html.htm</a>
CDR Certification and State Licensure	<a href="http://www.cdrnet.org/certifications/index.htm">http://www.cdrnet.org/certifications/index.htm</a>
BLS on RDs	<a href="http://stats.bls.gov/oco/ocos077.htm">http://stats.bls.gov/oco/ocos077.htm</a>
AAPA	<a href="http://www.aapa.org/">http://www.aapa.org/</a>
AAPA-Accredited PA Programs	<a href="http://www.aapa.org/pgmlist.php3">http://www.aapa.org/pgmlist.php3</a>
NCCPA	<a href="http://nccpa.net/">http://nccpa.net/</a>
News line on upcoming PA meetings, CE events, and seminars	<a href="http://www.news-line.com/?-token.profession=PA&amp;-token.target=calendar">http://www.news-line.com/?-token.profession=PA&amp;-token.target=calendar</a>
IPAP Direct PA Web Site	<a href="http://www.usarec.army.mil/armypa">www.usarec.army.mil/armypa</a>

accredited coordinated undergraduate program in dietetics must show proof of 1-year full-time employment as an RD in a hospital approved by the JCAH.

**4-4. SP AR professional work experience**

a. Professional work experience is defined as clinical experience in the field for which applying.

b. Working applicants must be in a position that can only be filled by an individual required to have professional education and training in that specific health care field. Positions that can be filled by other individuals with nonspecific credentials or licensure do not meet this criterion.

**4-5. SP AR school accreditation**

a. Applicants for any AMEDD corps must be graduates of educational programs accredited by an accrediting agency or association under the U.S. Secretary of Education and approved by TSG.

b. The Army will consider online degrees for both RA and AR officer accessions as long as they are accredited programs.

NOTE: An applicant who is enrolled in an online degree program is ineligible to apply if enrolled in a health care degree program that is author-

ized under the HPSP.

c. All online degrees must be reviewed by the appropriate PM and Health Services Directorate, Operations Division, for approval prior to submission of the application. All online degree transcripts must be sent to Health Services Directorate, Operations Division, for review as soon as possible prior to initiation of the application to determine eligibility.

d. Online degrees will not be accepted for qualifying degrees.

NOTE: The Specialty Corps will allow OTs, PTs, and RDs with professional degrees from foreign countries (who complete the required process to meet U.S. standards for practice) to apply. A specific SP policy memorandum will be posted in the near future.

**4-6. PA AR helpful facts and Web sites**

See paragraph 3-7 for PA AR helpful facts and Web sites.

**4-7. List of occupational therapy field-work locations**

See table 3-3 for a list of occupational therapy fieldwork locations.

**4-8. OT internship information**

For OT internship information visit the following Web site: [www.aota.org/nonmembers/area13/links/LINK28.asp](http://www.aota.org/nonmembers/area13/links/LINK28.asp).

**4-9. SP AR malpractice suits**

All SP applicants who have malpractice suits pending are ineligible to process their application until the malpractice suit is resolved. Eligibility is determined by the results of the lawsuit.

**4-10. SP AR accelerated appointments**

Not applicable to AR. All AR applicants applying for an appointment in any of the AMEDD specialty corps must be licensed and meet all professional requirements.

**Chapter 5  
DC RA**

**5-1. DC RA helpful Web sites**

See table 5-1 for a list of DC RA helpful Web sites.

**5-2. DC RA professional requirements**

AMEDD applicants are tendered appointments as commissioned officers in the RA or AR. Applicants are eligible for appointment and assignment to the DC if practicing dentistry; are

**Table 5-1  
DC RA helpful Web sites**

Web Site	Address
DC	<a href="https://www.dencom.army.mil/">https://www.dencom.army.mil/</a>
DC Branch at HRC	<a href="https://www.hrc.army.mil/site/protect/active/opdc/default.htm">https://www.hrc.army.mil/site/protect/active/opdc/default.htm</a>
Graduate Dental Education Office Web Site with information on Dental Residency Training Programs	<a href="http://www.cs.amedd.army.mil/dhet/dental.htm">http://www.cs.amedd.army.mil/dhet/dental.htm</a>
ADA	<a href="http://www.ada.org/index.asp">http://www.ada.org/index.asp</a>
Accredited Dental Education Programs	<a href="http://www.ada.org/prof/ed/programs/search_ddsdmd_us.asp">http://www.ada.org/prof/ed/programs/search_ddsdmd_us.asp</a>
Information on dental licensure	<a href="http://www.ada.org/prof/prac/licensure/information.asp">http://www.ada.org/prof/prac/licensure/information.asp</a>
BLS information on dentists	<a href="http://stats.bls.gov/oco/ocos072.htm">http://stats.bls.gov/oco/ocos072.htm</a>
Contacts for State Dental Boards	<a href="http://www.aadexam.org/">http://www.aadexam.org/</a>

graduates of an American Dental Association (ADA) accredited dental school in the United States, District of Columbia, Puerto Rico, or Canada; and licensed to practice dentistry in the United States, District of Columbia, Puerto Rico, or a U.S. territory. For RA assignments, requirement for licensure may be waived if an otherwise qualified applicant is being considered within 1 year after graduation.

**5-3. DC RA licensure**

DC applicants must have a permanent, unrestricted license to practice dentistry in the United States, District of Columbia, Commonwealth of Puerto Rico, or a U.S. territory. Requirement for licensure may be waived if an otherwise qualified applicant is being considered within 1 year of graduation. Students who are applying for AD and who are not licensed:

a. Must show proof and sign a statement indicating they have taken and passed part II national boards and a state or regional board examination leading to state licensure prior to EAD.

b. Must possess a valid unrestricted state license within 1 year of AD.

c. Selected DC applicants will not be assigned outside the continental United States until they hold a state license.

**5-4. DC RA professional work experience**

a. Professional work experience is defined as clinical experience in the field for which applying, job-related training, or pursuit of a baccalaureate or higher level degree which would result in higher education in the required field of study. The work experience is calculated starting when the applicant begins employment.

b. Working applicants must be in a position that can only be filled by an individual required to have professional education and training in that specific health care field. Positions that can be filled by other individuals with nonspecific credentials or licensure do not meet this criterion.

**5-5. CV submission procedures**

Submit all CV requests (see table 5-2) electronically to [RCHS-CV@usarec.army.mil](mailto:RCHS-CV@usarec.army.mil). When required by the corps, CVs or resumes will be submitted prior to the application for review. A CV folder has been established at [RCHS-CV@usarec.army.mil](mailto:RCHS-CV@usarec.army.mil) for all CVs to be electronically submitted by the recruiter. The team leaders (east and west) at Health Services Directorate will print the USAREC Form 1076, log the CV into the CV track on the database, and move the entire CV to the appropriate corps

**Table 5-2**  
**Documents required for CV review for DC RA**

Corps	Required for	Documents required for CV review	Send
DC	All RA applicants	CV with DOB and work experience (mm/dd/yy). State license with initial issue date, valid expiration date. Transcript or DPL showing dental degree awarded from accredited school and date. If PS, DD Forms 214 or discharge paperwork. If PS, last one to two OERs or NCOERs. Residency and/or fellowship certificate, if appropriate.	Before processing application

folder. They will then notify and provide the appropriate PM a copy of the USAREC Form 1076 to inform them of a new CV that is in-house. It is imperative that MRB operations personnel communicate with Health Services Directorate, Operations Division, regarding the proper CV submission procedures due to possible changes in the system. The recruiter is ultimately responsible for forwarding the CV in electronic format to the address mentioned above. They will submit the CVs in the following manner: last name corps.doc; in the event an individual submits more than one CV, the format into the corps folder would be: last name corps #.doc. The CV will include the following items and attachments:

- a. Name.
- b. Address.
- c. Phone numbers (home and work).
- d. DOB.
- e. E-mail address.
- f. Chronological work history with brief job description (dates in mm/dd/yy format).
- g. Military history.
  - (1) DD Form 214 (copy).
  - (2) DD Form 215 (copy).
  - (3) NGB Form 22 (copy).
  - (4) Last two to three OERs or NCOERs (copy).
- h. License, certifications, registrations (copy) with statement of initial issue date.
- i. Official DPL or transcripts showing degree awarded for AOC (copy).

NOTE: CVs should be no longer than two pages.

**5-6. DC RA school accreditation**

a. Applicants for any AMEDD corps must be graduates of educational programs accredited by an accrediting agency or association under the U.S. Secretary of Education and approved by TSG.

b. Online degrees are recognized for both RA and AR officer accessions as long as they are accredited programs.

NOTE: An applicant who is enrolled in an online degree program is ineligible to apply if enrolled in a health care degree program that is authorized under the HPSP.

c. All online degrees must be reviewed by the appropriate PM and Health Services Directorate, Operations Division, for approval prior to submission of the applicant's application. All online degree transcripts must be sent to Health

Services Directorate, Operations Division, for review as soon as possible prior to initiation of the application for a thorough review and determination of eligibility or noneligibility.

d. Online degrees will not be accepted for qualifying degrees.

**5-7. DC RA malpractice suits**

All DC applicants who have malpractice suits pending are ineligible to process their application until the malpractice suit is resolved. Eligibility is determined by the results of the lawsuit.

**5-8. DC RA accelerated appointments**

Qualified DC applicants in their final year of dental school can submit an application for an RA appointment in the DC within the appropriate application windows published by HQ USAREC, Health Services Directorate, for that FY.

a. The last completed academic semester or quarter grades must be available on the applicant's official transcripts.

b. Applications must include a statement from the school documenting the projected date of graduation.

c. EAD may be denied and appointment revoked if all appointment requirements are not met.

**5-9. DC RA programs and options**

Accession bonus, 1-year HPLRP, HPSP, and Early Commissioning Program (ECP).

**5-10. DC RA current incentives**

AMEDD special pay programs for DC officers. There are four DC special pays authorized by Congress in 37 USC (which can be viewed at [http://www.access.gpo.gov/uscode/Title37/chapter5\\_.html](http://www.access.gpo.gov/uscode/Title37/chapter5_.html)).

a. Variable special pay (VSP). Paid to all DC officers upon EAD on a monthly basis. Amount is determined based upon years of creditable service, which establishes the health professions pay entry date (HPPED) (see e below). Interns and general officers receive a flat rate without regard to creditable service. Pay is started by the installation finance office upon your initial inprocessing on AD.

b. Board certification pay (BCP). Paid to all board certified DC officers upon date of certification. Amount is determined based upon years of creditable service, which establishes your

HPPED, and is paid on a monthly basis. Officers must submit board certification letter or certificate through their unit personnel office to the AMEDD Special Pay Branch to initiate pay.

c. Dental additional special pay (DASP). Paid to all DC officers possessing a current, unrestricted license (or approved waiver), upon execution of DASP contract. The DASP is not paid during initial residency or Advanced Education in General Dentistry 2-year. If officer starts an initial residency training program before the end of the DASP contract, a recoupment will be made for the excess months on that contract. The DASP can be received during a secondary residency or fellowship. The contract is for a 1 year active duty obligation (ADO), which runs concurrently with all other obligations. The DASP may be renegotiated to align with a retirement 1 year in advance; realignment only allowed to be executed once. Amount is determined based upon years of creditable service and is paid as a lump sum after taxes.

d. Dental officer multiyear retention bonus (DOMRB). Paid to DC officers possessing a current, unrestricted license (or approved waiver), based on their specialty and execution of contract. Officer must have 8 years of creditable service from HPPED or completed all ADOs for education or training. A 2-, 3-, or 4-year ADO is incurred based upon executed contract. The DOMRB obligation runs concurrently with the DASP, but is in addition to all education or training obligations. Paid as a lump sum after taxes, based upon rate for specialty and length of contract, and is payable annually on the anniversary date. If the DOMRB rate increases, the officer has the opportunity to renegotiate the contract in order to receive the higher rate (see special pay message for specifics of renegotiations and recoupment procedures).

e. HPPED. Calculated by adding total years, months, and days of all internships, residencies, and fellowships (not performed on AD), and all periods of AD as a DC officer, verified by official discharge documents (DD Forms 214). This period of time is creditable service and is subtracted from your EAD date to establish your HPPED (in accordance with 37 USC 302b(g)).

f. Contract requirements.  
 (1) Requests for DASP and DOMRB will be prepared in the format, without deviation, as provided by the Medical Occupational Data Sys-

tem (MODS).

(2) The commander will approve the agreement if the officer meets all eligibility criteria as outlined in contract and the annual special pay message (that is, possess current, unrestricted license or approved waiver, and privileged in specialty being paid). If the commander determines the criteria have not been met, disapproval or termination to the applicable special pay(s) will be initiated in accordance with message procedures.

(3) Eligible officers who decline DASP and DOMRB will complete a statement in the format provided by MODS for each pay declined.

(4) Contracts may be signed 90 days prior or up to 30 days after effective date. Any contract executed outside this window will establish an effective date that is the date of signature.

(5) If officer has less than 12 months remaining on AD, the contract initiates a request for extension on AD. The DC Branch, HRC, must approve the officer's request to remain on AD for the special pay contract to be paid. Mandatory retirement date or mandatory release date extensions must be approved by the Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA M&RA) before a contract can be executed.

(6) Initiate contracts through the unit personnel office. Contracts are prepared and submitted on MODS. Paper contracts must be printed and signed by the DC officer and the commander

or approval authority. The paper contract must then be sent to the AMEDD Special Pay Branch for verification. Upon verification and MODS input, the Defense Finance and Accounting Service (DFAS) is notified to make payment.

## Chapter 6 DC AR

### 6-1. DC AR helpful Web sites

See table 6-1 for a list of DC AR helpful Web sites.

### 6-2. DC AR professional requirements

AMEDD applicants are tendered appointments as RA or AR commissioned officers. Applicants are eligible for appointment and assignment to the DC if practicing dentistry and are graduates of an ADA-accredited dental school in the United States, District of Columbia, Puerto Rico, or Canada; and licensed to practice dentistry in the United States, District of Columbia, Puerto Rico, or a U.S. territory.

### 6-3. DC AR licensure

DC applicants must have a permanent, unrestricted license to practice dentistry in the United States, District of Columbia, Puerto Rico, or a U.S. territory.

### 6-4. DC AR professional work experience

a. Professional work experience is defined

as clinical experience in the field for which applying.

b. Working applicants must be in a position that can only be filled by an individual required to have professional education and training in that specific health care field. Positions that can be filled by other individuals with nonspecific credentials or licensure do not meet this criterion.

### 6-5. CV submission procedures

Submit all CV requests (see table 6-2) electronically to RCHS-CV@usarec.army.mil. When required by the corps, CVs or resumes will be submitted prior to the application for review. A CV folder has been established at RCHS-CV@usarec.army.mil for all CVs to be electronically submitted by the recruiter. The team leaders (east and west) at Health Services Directorate will print the USAREC Form 1076, log the CV into the CV track on the database, and move the entire CV to the appropriate corps folder. They will then notify and provide the appropriate PM a copy of the USAREC Form 1076 to inform them of a new CV that is in-house. It is imperative that MRB operations personnel communicate with Health Services Directorate, Operations Division, regarding the proper CV submission procedures due to possible changes in the system. The recruiter is ultimately responsible for forwarding the CV in electronic format to the address mentioned above. They will submit the CVs in the following manner: last

**Table 6-1**  
**DC AR helpful Web sites**

Web Site	Address
Army DC	<a href="https://www.dencom.army.mil/">https://www.dencom.army.mil/</a>
DC Branch at HRC	<a href="https://www.hrc.army.mil/site/protect/active/opdc/default.htm">https://www.hrc.army.mil/site/protect/active/opdc/default.htm</a>
Graduate Dental Education Office Web Site with information on Dental Residency Training Programs	<a href="http://www.cs.amedd.army.mil/dhet/dental.htm">http://www.cs.amedd.army.mil/dhet/dental.htm</a>
ADA	<a href="http://www.ada.org/index.asp">http://www.ada.org/index.asp</a>
Accredited Dental Education Programs	<a href="http://www.ada.org/prof/ed/programs/search_ddsdmd_us.asp">http://www.ada.org/prof/ed/programs/search_ddsdmd_us.asp</a>
Information on dental licensure	<a href="http://www.ada.org/prof/prac/licensure/information.asp">http://www.ada.org/prof/prac/licensure/information.asp</a>
BLS information on dentists	<a href="http://stats.bls.gov/oco/ocos072.htm">http://stats.bls.gov/oco/ocos072.htm</a>
Contacts for State Dental Boards	<a href="http://www.aadexam.org/">http://www.aadexam.org/</a>

**Table 6-2**  
**Documents required for CV review for DC AR**

Corps	Required for	Documents required for CV review	Send
DC	All AR applicants over age 40	CV with DOB and work experience (mm/dd/yy). State license with initial issue date, valid expiration date. Transcript or DPL showing dental degree awarded from accredited school and date. If PS, DD Forms 214 or discharge paperwork. If PS, last two to three OERs or NCOERs. Residency and/or fellowship certificate, if appropriate.	Before processing application

name corps.doc; in the event an individual submits more than one CV, the format into the corps folder would be: last name corps #.doc. The CV will include the following items and attachments:

- a. Name.
- b. Address.
- c. Phone numbers (home and work).
- d. DOB.
- e. E-mail address.
- f. Chronological work history with brief job description (dates in mmddyy format).
- g. Military history.
  - (1) DD Form 214 (copy).
  - (2) DD Form 215 (copy).
  - (3) NGB Form 22 (copy).
  - (4) Last two to three OERs or NCOERs (copy).
- h. License, certifications, and/or registrations (copy) with statement of initial issue date.
- i. Official DPL or transcripts showing degree awarded for AOC (copy).

NOTE: CVs should be no longer than two pages.

**6-6. DC AR school accreditation**

- a. Applicants for any AMEDD corps must be graduates of educational programs accredited by an accrediting agency or association under the U.S. Secretary of Education and approved by TSG.
  - b. Online degrees are recognized for both RA and AR officer accessions as long as they are accredited programs.
- NOTE: An applicant who is enrolled in an on-

line degree program is ineligible to apply if enrolled in a health care degree program that is authorized under the HPSP.

c. All online degrees must be reviewed by the appropriate PM and Health Services Directorate, Operations Division, for approval prior to submission of the applicant's application. All online degree transcripts must be sent to Health Services Directorate, Operations Division, for review as soon as possible prior to initiation of the application for a thorough review and determination of eligibility or noneligibility.

d. Online degrees will not be accepted for qualifying degrees.

**6-7. DC AR malpractice suits**

All DC applicants who have malpractice suits pending are ineligible to process their application until the malpractice suit is resolved. Eligibility is determined by the results of the lawsuit.

**6-8. DC AR accelerated appointments**

Not applicable to AR. All AR applicants applying for an appointment in the DC must be licensed and meet all professional requirements.

**6-9. DC AR programs and options**

Specialized Training Assistance Program (STRAP), Medical and Dental School Stipend Program (MDSSP), Special Pay, Bonus, and HPLRP.

**6-10. DC AR current incentives**

See Memorandum, OCAR, DAAR-PAE, 22 September 2005, subject: Army Reserve Medical

Department Officer Incentive Programs for FY 06-07.

NOTE: AR dentists mobilized for 30 consecutive days or more are authorized VSP, BCP (if eligible), and DASP at rates noted under DC RA current incentives. AR dentists are authorized to collect the above special pays, but are not entitled to the reserve dental officers special pay of \$350 per month for other AD periods (AT, ADT, and ADSW) (37 USC 302b(h)).

**Chapter 7  
MC RA**

**7-1. MC RA helpful Web sites**

See table 7-1 for a list of MC RA helpful Web sites.

**7-2. MC RA professional requirements**

AMEDD applicants are tendered appointments as commissioned officers in the RA or AR.

- a. MC. Applicants are eligible for appointment and assignment to the MC if practicing medicine in the United States, District of Columbia, Puerto Rico, or a U.S. territory and must meet the requirements in (1) or (2) below.

(1) Must be a graduate of an accredited school of medicine and have completed at least 12 months of first-year graduate medical education (FYGME) in a program approved by the Accreditation Council on Graduate Medical Education (ACGME).

(2) Is a graduate of a foreign medical school and has a standard Educational Commission

**Table 7-1  
MC RA helpful Web sites**

Web Site	Address
Army Health Care Corps specific Web site	<a href="http://www.goarmy.com/amedd/index.jsp">http://www.goarmy.com/amedd/index.jsp</a>
Official USUHS Web site	<a href="http://www.usuhs.mil">http://www.usuhs.mil</a>
AMEDD official Web site	<a href="http://www.armymedicine.army.mil/leaders/department-corps.html">http://www.armymedicine.army.mil/leaders/department-corps.html</a>
AMEDD OBC	<a href="http://www.cs.amedd.army.mil/187medbn/alpha/index.htm">http://www.cs.amedd.army.mil/187medbn/alpha/index.htm</a>
A search of medical residencies by specialty and programs. Lists are available.	<a href="http://www.scutwork.com">www.scutwork.com</a>
A search of residency and fellowship programs. Lists are available.	<a href="http://www.careermd.com">www.careermd.com</a>
Alphabetical index of medical schools with lists and "Matching" information.	<a href="http://www.medicalschools.com">www.medicalschools.com</a>
Web site of Association of American Medical Colleges; has lists of medical schools and teaching hospitals.	<a href="http://www.aamc.org">www.aamc.org</a>
Directory of Family Practice Residency Program; click on the regional map for the state desired.	<a href="http://www.aafp.org/residencies/">www.aafp.org/residencies/</a>
Directory of residencies listed by specialty; information on matching and "Match Day."	<a href="http://www.residencysite.com">www.residencysite.com</a>
A site to search for graduate programs for any medical AOC; search by subject or school for all master's degree and Ph.D programs. Also see the University Pages which is a site for undergraduate programs, click on the map which will list all schools in that state. Click on program to get specifics about that school.	<a href="http://www.gradschools.com">www.gradschools.com</a>

**Table 7-1**  
**MC RA helpful Web sites--continued**

Numerous school links. Goes to: <a href="http://www.medicalschool.com">www.medicalschool.com</a> (listed above) and also links to official MCAT Web page. Also has links to U.S. News-medical school information. Links to the Electronic Residency Application Service (Association of American Medical Colleges) and NRMP (the two residency matching programs).	<a href="http://www.allschools.com">www.allschools.com</a>
Instruction for MCATs. Internet surfing on interesting medical links.	<a href="http://geocities.com/premedsource/">http://geocities.com/premedsource/</a>
Web site for American Medical Students Association that lists all undergraduate programs that have chartered premed chapters. Has lists of residency fairs that are scheduled and points of contact, has links to other student organizations. Information on residents' work schedules and the hours they work.	<a href="http://www.amsa.org">www.amsa.org</a>
Listing of all hospitals. Have links to National Student Nurses Association and links to each state and some local college Student Nurses Association. Has links into the National Council Licensure Examination and testing information.	<a href="http://www.hospitalsoup.com">www.hospitalsoup.com</a>
Listing of all hospitals by state	<a href="http://www.hospitaldirectory.com">www.hospitaldirectory.com</a>
Listing of medical schools by state	<a href="http://www.medicalschools.com">www.medicalschools.com</a>
Listing of doctors by specialty	<a href="http://www.DoctorDirectory.com">www.DoctorDirectory.com</a>
BLS tells how many doctors (by specialty and salary) are in a particular area of operation.	<a href="http://www.bls.gov/oes/1999/oesrcma.htm">http://www.bls.gov/oes/1999/oesrcma.htm</a>

for Foreign Medical Graduates (ECFMG) Certificate; has unrestricted license to practice medicine or surgery in the United States, District of Columbia, Puerto Rico, or a U.S. territory; and has successfully completed 1 year of graduate medical education (GME) in an approved program listed in the Directory of Residency Training Programs.

b. Osteopathy. Must be a graduate of a 4-year or equivalent program with a degree of Doctor of Osteopathy from an accredited college of osteopathic medicine whose graduates are eligible to practice medicine or surgery in the United States, District of Columbia, Puerto Rico, or a U.S. territory; and has successfully completed 12 months of FYGME in a hospital approved by the American Osteopathic Association (AOA) or the ACGME.

**7-3. MC RA licensure**

MC applicants must have a permanent, unrestricted license to practice medicine or surgery in the United States, District of Columbia, Puerto Rico, or a U.S. territory. The requirement for licensure may be waived for:

a. Recent graduates selected for an Army FYGME program.

b. AR officers who are recent graduates of an accredited school of medicine or accredited college of osteopathic medicine and are currently in an ACGME or AOA-approved GME program.

c. AR officers assigned to an active duty obligor control group.

d. Graduates of a medical school in Puerto Rico who have a provisional license to practice medicine or surgery in Puerto Rico.

**7-4. MC RA professional work experience**

a. Professional work experience is defined as clinical experience in the field for which applying, job-related training, or pursuit of a baccalaureate or higher level degree which would result in higher education in the required field of study. The work experience is calculated starting when the applicant begins employment.

b. Working applicants must be in a position that can only be filled by an individual required to have professional education and training in that specific health care field. Positions that can be filled by other individuals with nonspecific credentials or licensure do not meet this criterion.

**7-5. CV submission procedures**

Submit all CV requests (see table 7-2) electronically to [RCHS-CV@usarec.army.mil](mailto:RCHS-CV@usarec.army.mil). When

**Table 7-2**  
**Documents required for CV review for MC RA**

Corps	Required for	Documents required for CV review	Send
MC	All RA applicants	CV with DOB and work experience (mm/dd/yy). State license with initial issue date, valid expiration date. Transcript or DPL showing medical degree awarded from accredited school and date. If PS, DD Forms 214 or discharge paperwork. If PS, last two to three OERs or NCOERs. Residency and/or fellowship certificate, if appropriate. ECFMG certificate, if applicable. Citizenship. E-mail address. Board certification, if applicable.	Before processing application

required by the corps, CVs or resumes will be submitted prior to the application for review. A CV folder has been established at RCHS-CV@usarec.army.

mil for all CVs to be electronically submitted by the recruiter. The team leaders (east and west) at Health Services Directorate will print the USAREC Form 1076, log the CV into the CV track on the database, and move the entire CV to the appropriate corps folder. They will then notify and provide the appropriate PM a copy of the USAREC Form 1076 to inform them of a new CV that is in-house. It is imperative that MRB operations personnel communicate with Health Services Directorate, Operations Division, regarding the proper CV submission procedures due to possible changes in the system. The recruiter is ultimately responsible for forwarding the CV in electronic format to the address mentioned above. They will submit the CVs in the following manner: last name corps.doc; in the event an individual submits more than one CV, the format into the corps folder would be: last name corps #.doc. The CV will include the following items and attachments:

- a. Name.
- b. Address.
- c. Phone numbers (home and work).
- d. DOB.
- e. E-mail address.
- f. Chronological work history with brief job description (dates in mm/dd/yy format).
- g. Military history.
  - (1) DD Form 214 (copy).
  - (2) DD Form 215 (copy).
  - (3) NGB Form 22 (copy).
  - (4) Last two to three OERs and NCOERs

(copy).

h. License, certifications, and/or registrations (copy) with statement of initial issue date.

i. Official DPL or transcripts showing degree awarded for AOC (copy).

NOTE: CVs should be no longer than two pages.

**7-6. MC RA school accreditation**

a. Applicants for any AMEDD corps must be graduates of educational programs accredited by an accrediting agency or association under the U.S. Secretary of Education and approved by TSG.

b. Online degrees are recognized for both RA and AR officer accessions as long as they are accredited programs.

NOTE: An applicant who is enrolled in an on-line degree program is ineligible to apply if enrolled in a health care degree program that is authorized under the HPSP.

c. All online degrees must be reviewed by the appropriate PM and Health Services Directorate, Operations Division, for approval prior to submission of the application. All online degree transcripts must be sent to Health Services Directorate, Operations Division, for review as soon as possible prior to initiation of the application for a thorough review and determination of eligibility or noneligibility.

d. Online degrees will not be accepted for qualifying degrees.

**7-7. MC RA malpractice suits**

All AN, DC, MS, VC, and SP applicants who have malpractice suits pending are ineligible to process their application until the malpractice suit is resolved (MC applicants are exempt from

this provision). Disposition of the malpractice claim has no bearing on an applicant's eligibility.

**7-8. MC RA accelerated appointments**

Qualified seniors can submit an application for an RA MC appointment within the designated application timeframes as published by HQ USAREC, Health Services Directorate, for that FY. Qualified applicants in their final year of undergraduate, graduate, dental, or veterinary school can submit an application for an RA appointment in the MC within the appropriate application windows published by HQ USAREC, Health Services Directorate, for that FY.

a. The last completed academic semester or quarter grades must be posted on the applicant's official transcripts.

b. Applications must include a statement from the school documenting the projected date of graduation.

c. EAD may be denied and appointment revoked if all appointment requirements are not met.

**7-9. MC RA programs and options**  
HPSP.

**Chapter 8**  
**MC AR**

**8-1. MC AR helpful Web sites**

See table 8-1 for a list of MC AR helpful Web sites.

**8-2. MC AR professional requirements**

a. AMEDD applicants are tendered appointments as commissioned officers in the RA or AR.

**Table 8-1**  
**MC AR helpful Web sites**

Web Site	Address
AMEDD official Web site	<a href="http://www.armymedicine.army.mil/leaders/department-corps.html">http://www.armymedicine.army.mil/leaders/department-corps.html</a>
AMEDD OBC	<a href="http://www.cs.amedd.army.mil/187medbn/alpha/index.htm">http://www.cs.amedd.army.mil/187medbn/alpha/index.htm</a>
A search of medical residencies by specialty and programs. Lists are available.	<a href="http://www.scutwork.com">www.scutwork.com</a>
A search of residency and fellowship programs. Lists are available.	<a href="http://www.careermd.com">www.careermd.com</a>
Alphabetical index of medical schools with lists and "Matching" information.	<a href="http://www.medicalschools.com">www.medicalschools.com</a>
Web site of Association of American Medical Colleges; has lists of medical schools and teaching hospitals (where most residents are).	<a href="http://www.aamc.org">www.aamc.org</a>
Directory of Family Practice Residency Program; click on the regional map for the state of interest.	<a href="http://www.aafp.org/residencies/">www.aafp.org/residencies/</a>
Directory of residencies listed by specialty; information on matching and "Match Day."	<a href="http://www.residency.com">www.residency.com</a>
Search for graduate programs for any medical AOC; search by subject or school for all master's degree and Ph.D. programs. Also see the University Pages which is a site for undergraduate programs, click on the map which will list all schools in that state. Click on program to get specifics about that school.	<a href="http://www.gradschools.com">www.gradschools.com</a>

**Table 8-1**  
**MC AR helpful Web sites--continued**

<b>Web Site</b>	<b>Address</b>
Numerous school links. Goes to <a href="http://www.medicalschool.com">www.medicalschool.com</a> (listed above) and also links to official MCAT Web page. Also has links to U.S. News-medical school information. Links to the Electronic Residency Application Service (Association of American Medical Colleges) and NRMP (the two residency matching programs).	<a href="http://www.allschools.com">www.allschools.com</a>
For teaching about MCATs and Internet surfing on medical links.	<a href="http://geocities.com/premedsource/">http://geocities.com/premedsource/</a>
Web site for American Medical Students Association that lists all undergraduate programs that have chartered premed chapters. Has lists of residency fairs that are scheduled and points of contact, has links to other student organizations. Information on residents' work schedules and the hours they work.	<a href="http://www.amsa.org">www.amsa.org</a>
Listing of all hospitals. Have links to National Student Nurses Association and links to each state and some local college Student Nurses Associations. Has links into the National Council Licensure Examination and testing information.	<a href="http://www.hospitalsoup.com">www.hospitalsoup.com</a>
Listing of all hospitals by state	<a href="http://www.hospitaldirectory.com">www.hospitaldirectory.com</a>
Listing of medical schools by state	<a href="http://www.medicalschools.com">www.medicalschools.com</a>
Listing of doctors by specialty	<a href="http://www.DoctorDirectory.com">www.DoctorDirectory.com</a>
BLS tells how many doctors (by specialty and salary) are in a particular area of operation.	<a href="http://www.bls.gov/oes/1999/oesrcma.htm">http://www.bls.gov/oes/1999/oesrcma.htm</a>

b. MC. Applicants are eligible for appointment and assignment to the MC if practicing medicine in the United States, District of Columbia, Puerto Rico, or a U.S. territory and must meet the requirements in (1) or (2) below.

(1) Must be a graduate of an accredited school of medicine and have completed at least 12 months of FYGME in a program approved by the ACGME.

(2) Is a graduate of a foreign medical school and has a standard ECFMG certificate; has unrestricted license to practice medicine or surgery in the United States, District of Columbia, Puerto Rico, or a U.S. territory; and has successfully completed 1 year of GME in an approved program listed in the Directory of Residency Training Programs.

c. Osteopathy. Must be a graduate of a 4-year or equivalent program with a degree of Doctor of Osteopathy from an accredited college of osteopathic medicine whose graduates are eligible to practice medicine or surgery in the United States, District of Columbia, Puerto Rico, or a U.S. territory and has successfully completed 12 months of FYGME in a hospital approved by the ACGME.

**8-3. MC AR licensure**

MC applicants must have a permanent, unrestricted license to practice medicine or surgery in the United States, District of Columbia, Commonwealth of Puerto Rico, or a U.S. territory. The

requirement for licensure may be waived for:

a. Recent graduates selected for an Army FYGME program.

b. AR officers who are recent graduates of an accredited school of medicine or accredited college of osteopathy and are currently in an ACGME or AOA-approved GME program.

c. AR officers assigned to an active duty obligor control group.

d. Graduates of a medical school in Puerto Rico and have a provisional license to practice medicine or surgery in Puerto Rico.

**8-4. MC AR professional work experience**

a. Professional work experience is defined as clinical experience in the field for which applying, job-related training, or pursuit of a baccalaureate or higher level degree which would result in higher education in the required field of study. The work experience is calculated starting when the applicant begins employment.

b. Working applicants must be in a position that can only be filled by an individual required to have professional education and training in that specific health care field. Positions that can be filled by other individuals with nonspecific credentials or licensure do not meet this criterion.

**8-5. CV submission procedures**

Submit all CV requests (see table 8-2) electronically to [RCHS-CV@usarec.army.mil](mailto:RCHS-CV@usarec.army.mil). When required by the

corps, CVs or resumes will be submitted prior to the application for review. A CV folder has been established at [RCHS-CV@usarec.army.mil](mailto:RCHS-CV@usarec.army.mil) for all CVs to be electronically submitted by the recruiter. The team leaders (east and west) at Health Services Directorate will print the USAREC Form 1076, log the CV into the CV track on the database, and move the entire CV to the appropriate corps folder. They will then notify and provide the appropriate PM a copy of the USAREC Form 1076 to inform them of a new CV that is in-house. It is imperative that MRB operations personnel communicate with Health Services Directorate, Operations Division, regarding the proper CV submission procedures due to possible changes in the system. The recruiter is ultimately responsible for forwarding the CV in electronic format to the address mentioned above. They will submit the CVs in the following manner: last name corps.doc; in the event an individual submits more than one CV, the format into the corps folder would be: last name corps #.doc. The CV will include the following items and attachments:

- a. Name.
- b. Address.
- c. Phone numbers (home and work).
- d. DOB.
- e. E-mail address.
- f. Chronological work history with brief job description (dates in mm/dd/yy format).
- g. Military history.

**Table 8-2**  
**Documents required for CV review for MC AR**

Corps	Required for	Documents required for CV review	Send
MC	Recommended for AR applicants over age 40. Also, if recruiter wants AOC and/or projected grade determination for AR applicant.	CV with DOB and work experience (mm/dd/yy). State license with initial issue date, valid expiration date. Transcript or DPL showing medical degree awarded from accredited school and date. If PS, DD Forms 214 or discharge paperwork. If PS, last two to three OERs or NCOERs. Residency and/or fellowship certificate, if appropriate. ECFMG certificate, if applicable. Citizenship (AR still accepts resident aliens). E-mail address. Board certification, if applicable.	Before processing application

- (1) DD Form 214 (copy).
  - (2) DD Form 215 (copy).
  - (3) NGB Form 22 (copy).
  - (4) Last two to three OERs or NCOERs (copy).
  - h. License, certifications, and/or registrations (copy) with statement of initial issue date.
  - i. Official DPL or transcripts showing degree awarded for AOC (copy).
- NOTE: CVs should be no longer than two pages.

**8-6. MC AR school accreditation**

a. Applicants for any AMEDD corps must be graduates of educational programs accredited by an accrediting agency or association under the U.S. Secretary of Education and approved by TSG.

b. The Army will consider online degrees for both RA and AR officer accessions as long as they are accredited programs.

NOTE: An applicant who is enrolled in an online degree program is ineligible to apply if enrolled in a health care degree program that is authorized under the HPSP.

c. All online degrees must be reviewed by the appropriate PM and Health Services Directorate, Operations Division, for approval prior to submission of the applicant's application. All online degree transcripts must be sent to Health Services Directorate, Operations Division, for review as soon as possible prior to initiation of the application for a thorough review and determination of eligibility or noneligibility.

d. Online degrees will not be accepted for qualifying degrees.

**8-7. MC AR malpractice suits**

All AN, DC, MS, VC, and SP applicants who have malpractice suits pending are ineligible to process their application until the malpractice suit is resolved (MC applicants are exempt from this provision). Disposition of the malpractice claim has no bearing on an applicant's eligibility.

**8-8. MC AR accelerated appointments**

Not applicable to AR. All AR applicants applying for an appointment in the MC must be licensed and meet all professional requirements. MC exception: Physicians in an ACGME or AOA-approved GME program and are participants in STRAP.

**8-9. MC AR programs and options**

STRAP, HPLRP, Special Pay, Bonus, and MDSSP.

**8-10. MC AR current incentives**

See Memorandum, OCAR, DAAR-PAE, 22 September 2005, subject: Army Reserve Medical Department Officer Incentive Programs for FY 06-07.

**Chapter 9**  
**MS RA**

**9-1. MS RA professional requirements**

a. AMEDD applicants are tendered appointments as commissioned officers in the RA. Applicants are eligible for appointment and assignment to the MS if they meet the qualifying educational and applicable licensure requirements shown under each specialty. The educational requirement for each of the specialties below must be met by attainment of the qualifying degree from a college or university accredited by an accrediting agency or association under the U.S. Secretary of Education. In all cases, accreditation must be effective on the date the degree was awarded. No foreign degrees are accepted for AOC qualification in the MS. Students pursuing a doctoral degree or a master's degree in a specialty where no license is required may be boarded in their last year of education up to 6 months before graduation.

b. Specialties:

(1) 67E - Pharmacy. Must be a graduate of an accredited school of pharmacy and possess a current license to practice in the United States, U.S. territories, or the District of Columbia. Pharm.D. preferred.

(2) 67F - Optometry. Must have a Doctor of Optometry degree from an accredited school of optometry and possess a current license to practice optometry in the United States, U.S. territories, or the District of Columbia. Professional qualifications for unrestricted practice must be met.

(3) 67G - Podiatry. Must have a Doctor of Podiatry Medicine degree, a license to practice podiatry, and have completed a 24-month podiatry surgical residency (PSR-24) accredited by the Residency Review Committee for the American Podiatric Medical Association and acceptable to TSG.

(4) 71A - Microbiology. Must have a master's of science or a Doctor of Philosophy (Ph.D.) in microbiology or immunology, parasitology, virology, or molecular biology with specialization in medical microbiology from an accredited graduate school.

(5) 71B - Biochemistry. Must have a master's degree with specialization in biochemistry or another chemistry specialty in order to function as a biochemist or toxicologist. To function as a physiologist requires a Ph.D. in human physiology or in a biological science specialty.

(6) 71E - Clinical Laboratory. Must have a bachelor's degree in medical technology or the biological sciences. Must have completed an accredited intern program of medical technology and be certified by either the American Society of Clinical Pathology or the National Certification Agency for Medical Laboratory Personnel as a medical technologist. Other technologist certifications will be considered on a case-by-case basis. Must also have 1 year of experience in clinical laboratory sciences in a health care facility, university, medical school, research agency, or diagnostic laboratory.

(7) 71F - Research Psychology. Must have an accredited Ph.D. in psychology or a research subspecialty required by an Army research and development program.

(8) 72A - Nuclear Medical Science. Must have a master's degree in radiobiology, radiochemistry, nuclear physics, health physics, radiological physics, applied atomic physics, nuclear engineering, or laser or microwave physics.

(9) 72B - Entomology. Must have a master's degree in entomology or biological science with a major in entomology. Must have completed at a minimum one medical entomology course.

(10) 72C - Audiology. Must have a Ph.D. from an accredited program in audiology or a master's degree in audiology from a school acceptable to TSG. Candidates with a Clinical Doctoral degree Doctor of Audiology (Au.D.) must have completed an accredited 1-year clinical audiology residency, or be enrolled in the Army Audiology Externship Program (AEP). Must have a license to practice audiology in the United States, U.S. territories, or the District of Columbia.

(11) 72D - Environmental Science. Must have a bachelor's degree with a major in a rel-

evant environmental science field. Preferred majors include environmental science, environmental health, environmental management, occupational health, industrial hygiene, sanitary science, and epidemiology. Degrees in public health will be considered if the concentration is relevant to environmental science.

(12) 72E - Environmental Engineer. Must possess a bachelor's degree from a school accredited by the Accreditation Board for Engineering and Technology with a major in an environmental engineering relevant field. Preferred majors include environmental engineering, civil engineering, industrial engineering, chemical engineering, safety engineering, environmental health engineering, and geological engineering.

(13) 73A - Social Work. Must have a master's degree in social work from a program accredited by the Council on Social Work Education. Must have an advanced, unrestricted, clinical license (licensed clinical social worker or equivalent) in the United States, U.S. territories, or the District of Columbia. Professional qualifications for unrestricted practice must be met.

(14) 73B - Clinical Psychology. Applicants must have a Ph.D. in clinical psychology, counseling psychology, or any other subspecialty of psychology from an American Psychological Association (APA) accredited program. Must have completed a 1-year APA-approved clinical psychology internship or its equivalent. Must have a license to practice psychology in the United States, U.S. territories, or the District of Columbia. Professional qualifications for unrestricted practice must be met.

(15) 67A - Health Services. For all 70 series AOCs applicant must meet minimum AOC eligibility requirements (qualifications) per DA Pam 611-21.

NOTE: Updates to DA Pam 611-21 will supersede the above AOC eligibility criteria.

**9-2. MS RA licensure and certification**

MS applicants in the specialties of optometry, podiatry, clinical psychology, social work, and pharmacy must have a current, permanent, and unrestricted license to practice in the field for

which they are applying. MS applicants in the specialty of clinical laboratory must be certified in medical technology.

**9-3. MS RA professional work experience**

a. Professional work experience is defined as clinical experience in the field for which applying, job-related training, or conferring of an advanced degree which would result in higher education in the required field of study. Work experience is calculated once the qualifying degree is obtained, starting when the applicant begins employment. If a license or certification is required for AOC qualification, work experience begins after both the qualifying degree and required license and/or certification are obtained.

b. Working applicants must be in a position that can only be filled by an individual required to have professional education and training in that specific health care field. Positions that can be filled by other individuals with nonspecific credentials or licensure do not meet this criterion.

**9-4. CV submission procedures**

MS requires a CV read for all RA and AR applicants for AOC determination. Submit all CV requests electronically to RCHS-CV@usarec.army.mil. When required by the corps, CVs or resumes will be submitted prior to the application for review. A CV folder has been established at RCHS-CV@usarec.army.mil for all CVs to be electronically submitted by the recruiter. The team leaders (east and west) at Health Services Directorate will print the USAREC Form 1076, log the CV into the CV track on the database, and move the entire CV to the appropriate corps folder. They will then notify and provide the appropriate PM a copy of the USAREC Form 1076 to inform them of a new CV that is in-house. It is imperative that MRB operations personnel communicate with Health Services Directorate, Operations Division, regarding the proper CV submission procedures due to possible changes in the system. The recruiter is ultimately responsible for forwarding the CV in electronic format to the address mentioned above. They will submit the CVs in the following manner: last name corps.doc; in the event an individual submits more than one CV, the format

into the corps folder would be: last name corps #.doc. The CV will include the following items and attachments:

- a. Name.
  - b. Address.
  - c. Phone numbers (home and work).
  - d. DOB.
  - e. E-mail address.
  - f. Chronological work history with brief job description (dates in mm/dd/yy format).
  - g. Military history.
    - (1) DD Form 214 (copy).
    - (2) DD Form 215 (copy).
    - (3) NGB Form 22 (copy).
    - (4) Last two to three OERs or NCOERs (copy).
  - h. License, certifications, and/or registrations (copy) with statement of initial issue date.
  - i. Official DPL or transcripts showing degree awarded for AOC (copy).
- NOTE: CVs should be no longer than two pages.

**9-5. MS RA school accreditation**

a. Applicants for any AMEDD corps must be graduates of educational programs accredited by an accrediting agency or association under the U.S. Secretary of Education and approved by TSG.

b. The Army will consider online degrees for both RA and AR officer accessions as long as they are accredited programs.

NOTE: An applicant who is enrolled in an online degree program is ineligible to apply if enrolled in a health care degree program that is authorized under the HPSP.

c. All online degrees must be reviewed by the appropriate PM and Health Services Directorate, Operations Division, for approval prior to submission of the applicant's application. All online degree transcripts must be sent to Health Services Directorate, Operations Division, for review as soon as possible prior to initiation of the application for a thorough review and determination of eligibility or noneligibility.

d. Online degrees will not be accepted for qualifying degrees.

e. MS will not accept online degrees for any clinically related AOCs. Other graduate level

**Table 9-1  
MS RA helpful Web sites**

Web Site	Address
AMEDD official Web site	<a href="http://www.armymedicine.army.mil/leaders/department-corps.html">http://www.armymedicine.army.mil/leaders/department-corps.html</a>
Useful for determining if an individual's social work license is considered to be a clinical license in their state.	<a href="http://www.swes.net/licensing/boards.html">http://www.swes.net/licensing/boards.html</a>
Provides a list of social workers in certain states	<a href="http://www.socialworkers.org/register/default.asp">http://www.socialworkers.org/register/default.asp</a>
For accredited doctoral programs in psychology	<a href="http://www.apa.org/ed/accreditation/doctoral.html">http://www.apa.org/ed/accreditation/doctoral.html</a>
Clinical psychology programs A-L	<a href="http://www.apa.org/ed/clinpsyal.html">http://www.apa.org/ed/clinpsyal.html</a>
Clinical psychology programs M-Z	<a href="http://www.apa.org/ed/accreditation/clinpsymz.html">http://www.apa.org/ed/accreditation/clinpsymz.html</a>
Army entomology Web site	<a href="http://chppm-www.apgea.army.mil/ento/">http://chppm-www.apgea.army.mil/ento/</a>
AR medical incentives (also includes HPSP information)	<a href="https://www.hrc.army.mil/site/protect/reserve/soldierservices/pay/medicalincentives.htm">https://www.hrc.army.mil/site/protect/reserve/soldierservices/pay/medicalincentives.htm</a>
OBC information from AMEDD C&S	<a href="http://www.cs.amedd.army.mil/obc/index.htm">http://www.cs.amedd.army.mil/obc/index.htm</a>

online degrees that are AOC dependent will be considered on a case-by-case basis.

#### **9-6. MS RA malpractice suits**

All MS applicants who have malpractice suits pending are ineligible to process their application until the malpractice suit is resolved. Eligibility is determined by the results of the lawsuit.

#### **9-7. MS RA accelerated appointments**

Students pursuing a doctoral degree or master's degree in a specialty where no license is required may be boarded in their last year of education up to 6 months before graduation. EAD may be denied and appointment revoked if all appointment requirements are not met.

#### **9-8. MS RA helpful Web sites**

See table 9-1 for a list of MS RA helpful Web sites.

#### **9-9. MS RA programs and options**

Optometry and Clinical Psychology (HPSP), Accession Bonus (HPLRP), Clinical Psychology Internship Program (CPIP), Pharmacy Residency; PSR-36, and AEP.

### **Chapter 10**

#### **MS AR**

##### **10-1. MS AR professional requirements**

a. AMEDD applicants are tendered appointments as commissioned officers in the AR. Applicants are eligible for appointment and assignment to the MS if they meet the qualifying educational and applicable licensure requirements shown under each specialty. The educational requirement for each of the specialties below must be met by attainment of the qualifying degree from a college or university accredited by an accrediting agency or association under the U.S. Secretary of Education. In all cases, accreditation must be effective on the date the degree was awarded. No foreign degrees are accepted for AOC qualification in the MS. Students pursuing a doctoral degree or a master's degree in a specialty where no license is required may be boarded in their last year of education up to 6 months before graduation.

b. All applicants for AR must meet all AOC eligibility requirements prior to applying.

c. AOC eligibility requirements are the same as for AD RA accessions.

(1) 67E - Pharmacy. Must be a graduate of an accredited school of pharmacy and possess a current license to practice in the United States, U.S. territories, or the District of Columbia. Pharm.D. preferred.

(2) 67F - Optometry. Must have a Doctor of Optometry degree from an accredited school of optometry and possess a current license to practice optometry in the United States, U.S. territories, or the District of Columbia. Professional qualifications for unrestricted practice must be met.

(3) 67G - Podiatry. Must have a Doctor of

Podiatry Medicine degree, a license to practice podiatry, and have completed PSR-24 accredited by the Residency Review Committee for the American Podiatric Medical Association and acceptable to TSG.

(4) 71A - Microbiology. Must have a master's of science or a Ph.D. in microbiology or immunology, parasitology, virology, or molecular biology with specialization in medical microbiology from an accredited graduate school.

(5) 71B - Biochemistry. Must have a master's degree with specialization in biochemistry or another chemistry specialty in order to function as a biochemist or toxicologist. To function as a physiologist requires a Ph.D. in human physiology or in a biological science specialty.

(6) 71E - Clinical Laboratory. Must have a bachelor's degree in medical technology or biological sciences. Must have completed an accredited intern program of medical technology and be certified by either the American Society of Clinical Pathology or the National Certification Agency for Medical Laboratory Personnel as a medical technologist. Other medical technologist certifications will be considered on a case-by-case basis. Must also have 1 year of clinical laboratory sciences experience in a health care facility, university, medical school, research agency, or diagnostic laboratory.

(7) 71F - Research Psychology. Must have an accredited Ph.D. in psychology or a research subspecialty required by an Army research and development program.

(8) 72A - Nuclear Medical Science. Must have a master's degree in radiobiology, radiochemistry, nuclear physics, health physics, radiological physics, applied atomic physics, nuclear engineering, or laser or microwave physics.

(9) 72B - Entomology. Must have a master's degree in entomology or biological science with an emphasis in entomology. Must have completed at a minimum, one medical entomology course.

(10) 72C - Audiology. Must have a doctoral degree in audiology from an accredited program or a master's degree in audiology from a school acceptable to TSG. Candidates with a Clinical Doctoral degree (Au.D.) must have completed an accredited 1-year clinical audiology residency or be enrolled in the Army AEP. Must be licensed to practice audiology in the United States, U.S. territories, or the District of Columbia.

(11) 72D - Environmental Science. Must have a bachelor's degree with a major in an environmental science relevant field. Preferred majors include environmental science, environmental health, environmental management, occupational health, industrial hygiene, sanitary science, and epidemiology. Degrees in public health will be considered if the concentration is relevant to environmental science.

(12) 72E - Environmental Engineer. Must possess a bachelor's degree from a school accredited by the Accreditation Board for Engi-

neering and Technology with a major in an environmental engineering relevant field. Preferred majors include environmental engineering, civil engineering, industrial engineering, chemical engineering, safety engineering, environmental health engineering, and geological engineering.

(13) 73A - Social Work. Must have a master's degree in social work from a program accredited by the Council on Social Work Education. Must have an advanced, unrestricted, clinical license (licensed clinical social worker or equivalent) in the United States, U.S. territories, or the District of Columbia. Professional qualifications for unrestricted practice must be met.

(14) 73B - Clinical Psychology. Must have a Ph.D. in clinical psychology, counseling psychology, or other subspecialty of psychology from an APA-accredited program. Must have completed a 1-year APA-approved clinical psychology internship or its equivalent. Must be licensed to practice psychology in the United States, U.S. territories, or the District of Columbia. Professional qualifications for unrestricted practice must be met.

(15) 67A - Health Services. For all 70 series AOCs applicant must meet minimum AOC eligibility requirements (qualifications) per DA Pam 611-21.

NOTE: Updates to DA Pam 611-21 will supersede the above AOC eligibility criteria.

##### **10-2. MS AR licensure**

MS applicants in the specialties of optometry, podiatry, clinical psychology, social work, and pharmacy must have a current, permanent, and unrestricted license to practice in the field for which they are applying. MS applicants in the specialty of clinical laboratory must be certified in medical technology.

##### **10-3. MS AR professional work experience**

a. Professional work experience is defined as clinical experience in the field for which applying, job-related training, or conferring of an advanced degree which would result in higher education in the required field of study. Work experience is calculated once the qualifying degree is obtained, starting when the applicant begins employment. If a license or certification is required for AOC qualification, work experience begins after both the qualifying degree and required license and/or certification are obtained.

b. Working applicants must be in a position that can only be filled by an individual required to have professional education and training in that specific health care field. Positions that can be filled by other individuals with nonspecific credentials or licensure do not meet this criterion.

##### **10-4. CV submission procedures**

MS requires a CV read for all RA and AR applicants for AOC determination. Submit all CV requests electronically to RCHS-CV@usarec.army.mil. When required by the corps, CVs or resumes will be submitted prior to the applica-

**Table 10-1**  
**MS AR helpful Web sites**

Web Site	Address
AMEDDD official Web site	<a href="http://www.armymedicine.army.mil/leaders/department-corps.html">http://www.armymedicine.army.mil/leaders/department-corps.html</a>
Useful for determining if an individual's social work license is considered to be a clinical license in their state.	<a href="http://www.swes.net/licensing/boards.html">http://www.swes.net/licensing/boards.html</a>
Provides a list of social workers in certain states	<a href="http://www.socialworkers.org/register/default.asp">http://www.socialworkers.org/register/default.asp</a>
For accredited doctoral programs in psychology	<a href="http://www.apa.org/ed/accreditation/doctoral.html">http://www.apa.org/ed/accreditation/doctoral.html</a>
Clinical psychology programs A-L	<a href="http://www.apa.org/ed/clinpsya.html">http://www.apa.org/ed/clinpsya.html</a>
Clinical psychology programs M-Z	<a href="http://www.apa.org/ed/accreditation/clinpsymz.html">http://www.apa.org/ed/accreditation/clinpsymz.html</a>
Army entomology Web site	<a href="http://chppm-www.apgea.army.mil/ento/">http://chppm-www.apgea.army.mil/ento/</a>
AR medical incentives (also includes HPSP information)	<a href="https://www.hrc.army.mil/site/protect/reserve/soldierservices/pay/medicalincentives.htm">https://www.hrc.army.mil/site/protect/reserve/soldierservices/pay/medicalincentives.htm</a>
OBC information from AMEDDD C&S	<a href="http://www.cs.amedd.army.mil/obc/index.htm">http://www.cs.amedd.army.mil/obc/index.htm</a>

tion for review. A CV folder has been established at [RCHS-CV@usarec.army.mil](mailto:RCHS-CV@usarec.army.mil) for all CVs to be electronically submitted by the recruiter. The team leaders (east and west) at Health Services Directorate will print the USAREC Form 1076, log the CV into the CV track on the database, and move the entire CV to the appropriate corps folder. They will then notify and provide the appropriate PM a copy of the USAREC Form 1076 to inform them of a new CV that is in-house. It is imperative that MRB operations personnel communicate with Health Services Directorate, Operations Division, regarding the proper CV submission procedures due to possible changes in the system. The recruiter is ultimately responsible for forwarding the CV in electronic format to the address mentioned above. They will submit the CVs in the following manner: last name corps.doc; in the event an individual submits more than one CV, the format into the corps folder would be: last name corps #.doc. The CV will include the following items and attachments:

- a. Name.
- b. Address.
- c. Phone numbers (home and work).
- d. DOB.
- e. E-mail address.
- f. Chronological work history with brief job description (dates in mm/dd/yy format).
- g. Military history.
  - (1) DD Form 214 (copy).
  - (2) DD Form 215 (copy).
  - (3) NGB Form 22 (copy).
  - (4) Last two to three OERs or NCOERs (copy).
- h. License, certifications, and registrations (copy) with statement of initial issue date.
- i. Official DPL or transcripts showing degree awarded for AOC (copy).

NOTE: CVs should be no longer than two pages.

**10-5. MS AR school accreditation**

a. Applicants for any AMEDDD corps must be graduates of educational programs accredited by an accrediting agency or association under

the U.S. Secretary of Education and approved by TSG.

b. The Army will consider online degrees for both RA and AR officer accessions as long as they are accredited programs.

NOTE: An applicant who is enrolled in an online degree program is ineligible to apply if enrolled in a health care degree program that is authorized under the HPSP.

c. All online degrees must be reviewed by the appropriate PM and Health Services Directorate, Operations Division, for approval prior to submission of the applicant's application. All online degree transcripts must be sent to Health Services Directorate, Operations Division, for review as soon as possible prior to initiation of the application for a thorough review and determination of eligibility or noneligibility.

d. Online degrees will not be accepted for qualifying degrees.

e. MS will not accept online degrees for any clinically related AOCs. Other graduate level online degrees that are AOC dependent will be considered on a case-by-case basis.

**10-6. MS AR malpractice suits**

All MS applicants who have malpractice suits pending are ineligible to process their application until the malpractice suit is resolved. Eligibility is determined by the results of the lawsuit.

**10-7. MS AR accelerated appointments**

Not applicable to the AR. All AR applicants applying for an appointment in any of the AMEDDD corps must be fully qualified and have met licensure and/or certification requirements if applicable.

**10-8. MS AR helpful Web sites**

See table 10-1 for a list of MS AR helpful Web sites.

**10-9. MS AR programs and options**

HPLRP, Special Pay, and Bonus.

**10-10. MS AR current incentives**

See Memorandum, OCAR, DAAR-PAE, 22 Sep-

tember 2005, subject: Army Reserve Medical Department Officer Incentive Programs for FY 06-07.

**Chapter 11**  
**AN RA**

**11-1. AN RA professional requirements**

AMEDDD applicants are tendered appointments as commissioned officers in the RA or AR.

a. A registered nurse (RN) must be distinguished from a licensed practical nurse (LPN), licensed vocational nurse (LVN), nursing assistant, or nurse's aide. There are three primary entry level programs for RNs: Associate degree in nursing (ADN) program, DPL program, and the bachelor of science in nursing (BSN) degree program. All graduates of RN programs are eligible to take the National Council Licensure Examination - Registered Nurse (NCLEX-RN).

b. Graduate nurse (GN). A GN is one who has graduated from an accredited school of nursing and is awaiting results of their NCLEX-RN.

c. ADN programs. These RN programs are usually located at community or junior colleges and are 2 years in length. ADN prepared nurses are only eligible to process for an AR appointment and in accordance with announced recruiting requirements for the FY.

d. DPL or hospital schools of nursing. These RN programs are usually 2- or 3-year schools affiliated with a hospital or medical center that leads to a DPL in nursing from that hospital. They are sometimes affiliated with a college, but a BSN or ADN is not granted upon graduation. These graduates are only eligible to process for an AR appointment and in accordance with announced recruiting requirements for the FY.

e. BSN. There are two basic types of BSN programs. The first, called a generic program, is a 4- or 5-year university or collegiate program leading to a BSN. The second is for RNs who graduated from an associate degree or DPL program that enrolls in a baccalaureate program called a degree-completion program.

Degree-completion programs are generally 2 years in length and are offered at colleges and universities. Graduates of these programs are eligible to apply for either an RA or AR appointment in accordance with announced recruiting requirements for the FY.

f. Master of science in nursing (MSN). There are a few accredited basic nursing education programs leading to an MSN (that is, the participant never attended a BSN program). Graduates of these programs are eligible to apply for either an RA or AR appointment in accordance with announced recruiting requirements for the FY.

## 11-2. AN RA licensure

A GN must take a comprehensive test called the NCLEX-RN to practice as an RN in the AN. All nursing students must take the NCLEX-RN upon completing their basic nursing program. Applicants who passed an RN licensing examination other than the NCLEX-RN prior to 12 December 1986, are eligible for appointment in the AN.

a. Unless applicants are applying for accelerated appointment as students, they must be licensed to practice nursing as RNs in the United States, District of Columbia, or a U.S. territory.

b. AR applicants must have a current license at the time the application is submitted.

c. Applicants applying for RA and who are in a student status completing a BSN degree must forward, through their recruiter, an official copy of their final transcripts with degree conferred to HQ USAREC, ATTN: RCHS-AN, 1307 3rd Avenue, Fort Knox, KY 40121-2726, prior to receiving AD orders. In addition, student applicants:

(1) Must take the first available NCLEX-RN within 90 days after graduation. Student applicants cannot access onto AD without NCLEX-RN results and subsequent licensure.

(2) May not report to the Officer Basic Course (OBC) until transcript and license verification are received at HQ USAREC, ATTN: RCHS-AN.

(3) Those applicants who fail the NCLEX-RN will be administratively declined.

d. Working nurses may be licensed to practice nursing in several states. They must have a current unencumbered license for the state in which they are practicing. As an exception, RNs employed by federal agencies (that is, Veterans Administration, military hospitals) are allowed to practice nursing where currently assigned or employed without obtaining an additional license from the state in which the military hospital is located.

e. All nursing licenses ever held by an applicant must be verified by the authenticator with the respective state boards of nursing. If any license is restricted, probationary, or revoked due to professional misconduct, the individual is ineligible to apply.

## 11-3. AN RA professional work experience

a. Professional work experience is defined as full-time clinical experience in the field for

which applying, full-time job-related training, or full-time pursuit of a baccalaureate or higher level degree which would result in higher education than the qualifying degree in the required field of study. The work experience is calculated starting when the applicant begins employment as a licensed RN.

b. Working applicants must be in a position that can only be filled by an individual required to have professional education and training in that specific health care field. Positions that can be filled by other individuals with nonspecific credentials or licensure do not meet this criterion.

## 11-4. CV submission procedures

Submit all CV requests electronically to RCHS-CV@usarec.army.mil. When required by the corps, CVs or resumes will be submitted prior to the application for review. A CV folder has been established at RCHS-CV@usarec.army.mil for all CVs to be electronically submitted by the recruiter. The team leaders (east and west) at Health Services Directorate will print the USAREC Form 1076, log the CV into the CV track on the database, and move the entire CV to the appropriate corps folder. They will then notify and provide the appropriate PM a copy of the USAREC Form 1076 to inform them of a new CV that is in-house. It is imperative that MRB operations personnel communicate with Health Services Directorate, Operations Division, regarding the proper CV submission procedures due to possible changes in the system. The recruiter is ultimately responsible for forwarding the CV in electronic format to the address mentioned above. They will submit the CVs in the following manner: last name corps.doc; in the event an individual submits more than one CV, the format into the corps folder would be: last name corps #.doc. The CV will include the following items and attachments:

- a. Name.
- b. Address.
- c. Phone numbers (home and work).
- d. DOB.
- e. E-mail address.
- f. Chronological work history with brief job description (dates in mmddyy format).
- g. Military history.
  - (1) DD Form 214 (copy).
  - (2) DD Form 215 (copy).
  - (3) NGB Form 22 (copy).
  - (4) Last two to three OERs or NCOERs (copy).

h. License, certifications, and registrations (copy) with statement of initial issue date.

i. Official DPL or transcripts showing degree awarded for AOC (copy).

NOTE: CVs should be no longer than two pages.

## 11-5. AN RA school accreditation

a. Applicants for any AMEDD corps must be graduates of educational programs accredited by an accrediting agency or association under the U.S. Secretary of Education and approved

by TSG.

b. The Army will consider online degrees for both RA and AR officer accessions as long as they are accredited programs.

NOTE: An applicant who is enrolled in an online degree program is ineligible to apply if enrolled in a health care degree program that is authorized under the HPSP.

c. All online degrees must be reviewed by the appropriate PM and Health Services Directorate, Operations Division, for approval prior to submission of the applicant's application. All online degree transcripts must be sent to Health Services Directorate, Operations Division, for review as soon as possible prior to initiation of the application for a thorough review and determination of eligibility or noneligibility.

d. Online degrees will not be accepted for qualifying degrees.

e. For all AN applicants, the following agencies are recognized by the U.S. Secretary of Education: Commission on Collegiate Nursing Education (CCNE) (<http://www.aacn.nche.edu>) or National League for Nursing Accrediting Commission (NLNAC) (<http://www.nlnac.org>).

f. The Commissioner of Education can identify state agencies that have been recognized as reliable authorities for determining the quality of nursing education in their respective states. These states are known as "magic states" and include the following:

- (1) Iowa.
- (2) Maryland.
- (3) Missouri.
- (4) Montana.
- (5) New York.
- (6) North Dakota.

For general information on "magic states," please see [http://www.ed.gov/admins/finaid/accred/accreditation\\_pg19.html](http://www.ed.gov/admins/finaid/accred/accreditation_pg19.html). To obtain specific state board of nursing information see [http://www.ncsbn.org/regulation/boardsofnursing\\_boards\\_of\\_nursing\\_board.asp](http://www.ncsbn.org/regulation/boardsofnursing_boards_of_nursing_board.asp).

NOTE: Each "magic state" has a list of accredited nursing schools. A "magic state" does not mean that all schools are accredited in that state.

## 11-6. AN RA malpractice suits

All AN applicants who have malpractice suits pending are ineligible to process their application until the malpractice suit is resolved. Eligibility is determined by the results of the lawsuit.

## 11-7. AN RA accelerated appointments

Qualified seniors can submit an application for an RA AN appointment within the designated application timeframes as published by HQ USAREC, Health Services Directorate, for that FY. Qualified AN applicants in their final year of undergraduate or graduate school can submit an application for appointment in the AN within the appropriate application windows published by HQ USAREC, Health Services Directorate, for that FY.

a. The last completed academic semester or quarter grades must be available on the applicant's official transcripts.

b. Applications must include a statement from the school documenting the projected date of

**Table 11-1**  
**AN RA helpful Web sites**

Web Site	Address
AMEDD official Web site	<a href="http://www.armymedicine.army.mil/leaders/department-corps.html">http://www.armymedicine.army.mil/leaders/department-corps.html</a>
CCNE	<a href="http://www.aacn.nche.edu/Accreditation/">http://www.aacn.nche.edu/Accreditation/</a>
NLNAC	<a href="http://www.nlnac.org/home.htm">http://www.nlnac.org/home.htm</a>
AANA (CRNA)	<a href="http://webapps.aana.com/accreditedprograms/accredited_programs.asp">http://webapps.aana.com/accreditedprograms/accredited_programs.asp</a>
OBC	<a href="http://www.cs.amedd.army.mil/187medbn/alpha/index.htm">http://www.cs.amedd.army.mil/187medbn/alpha/index.htm</a>
CRNA	<a href="http://www.dns.amedd.army.mil/crna/">http://www.dns.amedd.army.mil/crna/</a>
AN Web site	<a href="https://www.hrc.army.mil/site/protect/active/ophsdan/default.htm">https://www.hrc.army.mil/site/protect/active/ophsdan/default.htm</a>
AR incentive packets (download)	<a href="https://www.hrc.army.mil/site/reserve/soldierservices/pay/medicalincentivespackets.htm#straponly">https://www.hrc.army.mil/site/reserve/soldierservices/pay/medicalincentivespackets.htm#straponly</a>

graduation.

c. EAD may be denied and appointment revoked if all appointment requirements are not met.

#### 11-8. AN RA helpful Web sites

See table 11-1 for a list of AN RA helpful Web sites.

#### 11-9. AN RA programs and options

Long-term health education training (LTHET) anesthesia nurse programs and Army Nurse Candidate Program (ANCP).

### Chapter 12

#### AN AR

#### 12-1. AN AR professional requirements

AMEDD applicants are tendered appointments as commissioned officers in the RA and AR.

a. An RN must be distinguished from an LPN, LVN, nursing assistant, or nurse's aide. There are three primary entry level programs for RNs: ADN program, DPL program, and the BSN program. All graduates of RN programs are eligible to take the NCLEX-RN.

b. GN. A GN is a nurse who has graduated from an accredited school of nursing, but awaiting results of their NCLEX-RN.

c. ADN programs. These RN programs are usually located at community or junior colleges and are 2 years in length. ADN prepared nurses are only eligible to process for an AR appointment and in accordance with announced recruiting requirements for the FY.

d. DPL or hospital schools of nursing. These RN programs are usually 2- or 3-year schools affiliated with a hospital or medical center that leads to a DPL in nursing from that hospital. They are sometimes affiliated with a college, but a BSN or ADN is not granted upon graduation. These graduates are only eligible to process for an AR appointment and in accordance with announced recruiting requirements for the FY.

e. BSN. There are two basic types of BSN programs. The first, called a generic program, is a 4- or 5-year university or collegiate program leading to a BSN. The second is for RNs

who graduated from an associate degree or DPL program that enrolls in a baccalaureate program called a degree-completion program. Degree-completion programs are generally 2 years in length and are offered at colleges and universities. Graduates of these programs are eligible to apply for either an RA or AR appointment in accordance with announced recruiting requirements for the FY.

f. MSN. There are a few accredited basic nursing education programs leading to an MSN (that is, the participant never attended a BSN program). Graduates of these programs are eligible to apply for either an RA or AR appointment in accordance with announced recruiting requirements for the FY.

#### 12-2. AN AR licensure

A GN must take a comprehensive test called the NCLEX-RN to practice as an RN in the AN. All nursing students must take the NCLEX-RN upon completing their basic nursing program. Applicants who passed an RN licensing examination other than the NCLEX-RN prior to 12 December 1986, are eligible for appointment in the AN.

a. AN applicants applying for the AR must be currently licensed to practice nursing as an RN in the United States, District of Columbia, or a U.S. territory.

b. AR applicants must have a current license at the time the application is submitted.

c. Applicants applying for AR must be currently employed in an RN position. AR applicants who did not pass the NCLEX-RN within 120 days of graduation from their nursing program must have 6 months of RN experience prior to application. Applicants who have not taken the licensing exam within 120 days of graduation must have 1 year of work experience to apply.

d. Working nurses may be licensed to practice nursing in several states. They must have a current unencumbered license for the state in which they are practicing. As an exception, RNs employed by Federal agencies (that is, Veterans Administration, military hospitals) are allowed to practice nursing where currently

assigned or employed without obtaining an additional license from the state in which the military hospital is located.

e. All nursing licenses ever held by an applicant must be verified by the authenticator with the respective state boards of nursing. If any license is restricted, probationary, or revoked due to professional misconduct, the individual is ineligible to apply.

#### 12-3. AN AR professional work experience

a. Professional work experience is defined as full-time clinical experience in the field for which applying, full-time job-related training, or full-time pursuit of a baccalaureate or higher level degree which would result in higher education in the required field of study. The work experience is calculated starting when the applicant begins employment as a licensed RN.

b. Working applicants must be in a position that can only be filled by an individual required to have professional education and training in that specific health care field. Positions that can be filled by other individuals with nonspecific credentials or licensure do not meet this criterion.

#### 12-4. CV submission procedures

Submit all CV requests electronically to RCHS-CV@usarec.army.mil. When required by the corps, CVs or resumes will be submitted prior to the application for review. A CV folder has been established at RCHS-CV@usarec.army.mil for all CVs to be electronically submitted by the recruiter. The team leaders (east and west) at Health Services Directorate will print the USAREC Form 1076, log the CV into the CV track on the database, and move the entire CV to the appropriate corps folder. They will then notify and provide the appropriate PM a copy of the USAREC Form 1076 to inform them of a new CV that is in-house. It is imperative that MRB operations personnel communicate with Health Services Directorate, Operations Division, regarding the proper CV submission procedures due to possible changes in the system. The recruiter is ultimately responsible for forwarding the CV in electronic format to the address mentioned above. They will submit the CVs in the

**Table 12-1**  
**AN AR helpful Web sites**

Web Site	Address
CCNE	<a href="http://www.aacn.nche.edu/Accreditation/">http://www.aacn.nche.edu/Accreditation/</a>
NLNAC	<a href="http://www.nlnac.org/home.htm">http://www.nlnac.org/home.htm</a>
AANA (CRNA)	<a href="http://webapps.aana.com/accreditedprograms/accreditedprograms.asp">http://webapps.aana.com/accreditedprograms/accreditedprograms.asp</a>
OBC	<a href="http://www.cs.amedd.army.mil/187medbn/alpha/index.htm">http://www.cs.amedd.army.mil/187medbn/alpha/index.htm</a>
CRNA	<a href="http://www.dns.amedd.army.mil/crna/">http://www.dns.amedd.army.mil/crna/</a>
AN Web site	<a href="https://www.hrc.army.mil/site/protect/active/ophsdan/default.htm">https://www.hrc.army.mil/site/protect/active/ophsdan/default.htm</a>
AR incentive packets (download)	<a href="https://www.hrc.army.mil/site/protect/reserve/soldierservices/pay/medicalincentivepackets.htm#straponly">https://www.hrc.army.mil/site/protect/reserve/soldierservices/pay/medicalincentivepackets.htm#straponly</a>

following manner: last name corps.doc; in the event an individual submits more than one CV, the format into the corps folder would be: last name corps #.doc. The CV will include the following items and attachments:

- a. Name.
- b. Address.
- c. Phone numbers (home and work).
- d. DOB.
- e. E-mail address.
- f. Chronological work history with brief job description (dates in mmddyy format).
- g. Military history.
  - (1) DD Form 214 (copy).
  - (2) DD Form 215 (copy).
  - (3) NGB Form 22 (copy).
  - (4) Last two to three OERs or NCOERs (copy).
- h. License, certifications, and registrations (copy) with statement of initial issue date.
- i. Official DPL or transcripts showing degree awarded for AOC (copy).

NOTE: CVs should be no longer than two pages.

**12-5. AN AR school accreditation**

a. Applicants for any AMEDD corps must be graduates of educational programs accredited by an accrediting agency or association under the U.S. Secretary of Education and approved by TSG.

b. The Army will consider online degrees for both RA and AR officer accessions as long as they are accredited programs.

NOTE: An applicant who is enrolled in an online degree program is ineligible to apply if enrolled in a health care degree program that is authorized under the HPSP.

c. All online degrees must be reviewed by the appropriate PM and Health Services Directorate, Operations Division, for approval prior to submission of the applicant's application. All online degree transcripts must be sent to Health Services Directorate, Operations Division, for review as soon as possible prior to initiation of the application for a thorough review and determination of eligibility or noneligibility.

d. Online degrees will not be accepted for qualifying degrees.

e. The following agencies are recognized by

the U.S. Secretary of Education, for AN applicants:

- (1) CCNE (<http://www.aacn.nche.edu>).
- (2) NLNAC (<http://www.nlnac.org>).
- (3) The Commissioner of Education can identify state agencies that have been recognized as reliable authorities for determining the quality of nursing education in their respective states. These states are known as "magic states" and include the following:
  - (a) Iowa.
  - (b) Maryland.
  - (c) Missouri.
  - (d) Montana.
  - (e) New York.
  - (f) North Dakota.

For general information on "magic states", please see [http://www.ed.gov/admins/finaid/accred/accreditation\\_pg19.html](http://www.ed.gov/admins/finaid/accred/accreditation_pg19.html). To obtain specific state board of nursing information see [http://www.ncsbn.org/regulation/boardsofnursing\\_boards\\_of\\_nursing\\_board.asp](http://www.ncsbn.org/regulation/boardsofnursing_boards_of_nursing_board.asp).

NOTE: Each "magic state" has a list of accredited nursing schools. A "magic state" does not mean that all schools are accredited in that state.

**12-6. AN AR malpractice suits**

All AN applicants who have malpractice suits pending are ineligible to process their application until the malpractice suit is resolved. Eligibility is determined by the results of the lawsuit.

**12-7. AN AR accelerated appointments**

Not applicable to AR. All AR applicants applying for an appointment in the AN must be licensed and currently working in an RN position.

**12-8. AN AR helpful Web sites**

See table 12-1 for a list of AN AR helpful Web sites.

**12-9. AN AR programs and options**

STRAP, HPLRP, Bonus and/or Special Pay, and BSN-STRAP.

**12-10. AN AR current incentives**

See Memorandum, OCAR, DAAR-PAE, 22 September 2005, subject: Army Reserve Medical Department Officer Incentive Programs for FY

06-07.

**Chapter 13**  
**VC RA**

**13-1. VC RA helpful Web sites**

See table 13-1 for a list of VC RA helpful Web sites.

**13-2. VC RA professional requirements**

AMEDD applicants are tendered appointments as commissioned officers in the RA or AR.

a. Applicants are eligible for appointment and assignment to the VC if practicing veterinary medicine and have a permanent, unrestricted licensure to practice veterinary medicine in the United States, District of Columbia, Commonwealth of Puerto Rico, or a U.S. territory.

b. Applicants must be graduates of an American Veterinary Medical Association (AVMA) accredited school of veterinary medicine in the United States, District of Columbia, Commonwealth of Puerto Rico, or Canada. If a graduate of a foreign veterinary school, an applicant must have a standard Educational Commission for Foreign Veterinary Graduates (ECFVG) Certificate and licensure to practice veterinary medicine in the United States, District of Columbia, Puerto Rico, or a U.S. territory. For RA applicants, graduation requirements may be waived by TSG if an otherwise qualified person is being considered within 1 year of graduation (see para 13-8).

**13-3. VC RA licensure**

VC applicants must have a permanent, unrestricted license to practice veterinary medicine in the United States, District of Columbia, Puerto Rico, or a U.S. territory. Licensure requirement may be waived if an otherwise qualified applicant is being considered within 1 year of graduation.

**13-4. VC RA professional work experience**

a. Professional work experience is defined as clinical experience in the field for which applying.

b. Working applicants must be in a position that can only be filled by an individual required to have professional education and training in that

**Table 13-1**  
**VC RA helpful Web sites**

Web Site	Address
AMEDD official Web site	http://www.armymedicine.army.mil/leaders/departement-corps.html
US Army Veterinary Service	http://www.veterinaryservice.army.mil
AR VC	http://vets.amedd.army.mil/reservevet/index.html
AVMA	http://www.avma.org
AVMA-Accredited Education Programs	http://www.avma.org/education/cveal/colleges_accredited/colleges_accredited.asp
BLS on veterinarians	http://stats.bls.gov/oco/ocos076.htm

specific health care field. Positions that can be filled by other individuals with nonspecific credentials or licensure do not meet this criterion.

**13-5. CV submission procedures**

Submit all CV requests (see table 13-2) electronically to RCHS-CV@usarec.army.mil. When required by the corps, CVs or resumes will be submitted prior to the application for review. A CV folder has been established at RCHS-CV@usarec.army.

mil for all CVs to be electronically submitted by the recruiter. The team leaders (east and west) at Health Services Directorate will print the USAREC Form 1076, log the CV into the CV track on the database, and move the entire CV to the appropriate corps folder. They will then notify and provide the appropriate PM a copy of the USAREC Form 1076 to inform them of a new CV that is in-house. It is imperative that MRB operations personnel communicate with Health Services Directorate, Operations Division, regarding the proper CV submission procedures due to possible changes in the system. The recruiter is ultimately responsible for forwarding the CV in electronic format to the address mentioned above. They will submit the CVs in the following manner: last name corps.doc; in the event an individual submits more than one CV, the format into the corps folder would be: last name corps #.doc. The CV will include the following items and attachments:

- a. Name.
- b. Address.

- c. Phone numbers (home and work).
- d. DOB.
- e. E-mail address.
- f. Chronological work history with brief job description (dates in mmddyy format).
- g. Military history.
  - (1) DD Form 214 (copy).
  - (2) DD Form 215 (copy).
  - (3) NGB Form 22 (copy).
  - (4) Last two to three OERs or NCOERs (copy).
- h. License, certifications, and/or registrations (copy) with statement of initial issue date.
- i. Official DPL or transcripts showing degree awarded for AOC (copy).

NOTE: CVs should be no longer than two pages.

**13-6. VC RA school accreditation**

a. Applicants for any AMEDD corps must be graduates of educational programs accredited by an accrediting agency or association under the U.S. Secretary of Education and approved by TSG.

b. The Army is now accepting online degrees for both RA and AR officer accessions as long as they are accredited programs.

NOTE: Online degrees from accredited programs apply to undergraduate work only. MC and DC will not accept online degrees for any graduate level of study. All online degrees must be reviewed by the appropriate PM and Health Services Directorate, Operations Division, for approval prior to submission of the applicant's application. All online degree transcripts must

be sent to Health Services Directorate, Operations Division, for review as soon as possible prior to initiation of the application for a thorough review and determination of eligibility or non-eligibility.

c. Online degrees will not be accepted for qualifying degrees.

**13-7. VC RA malpractice suits**

All VC applicants who have malpractice suits pending are ineligible to process their application until the malpractice suit is resolved. Eligibility is determined by the results of the lawsuit.

**13-8. VC RA accelerated appointments**

Qualified VC applicants in their final year of veterinary school can submit an application for an RA appointment in the VC within the appropriate application windows published by HQ USAREC, Health Services Directorate, for that FY.

a. The last completed academic semester or quarter grades must be available on the applicant's official transcripts.

b. Applications must include a statement from the school documenting the projected date of graduation.

c. EAD may be denied and appointment revoked if all appointment requirements are not met.

**13-9. VC RA programs and options**

See the Armed Forces Health Professions Scholarship and Financial Assistance Program (AFHPS/FAP) and HPSP Guidelines and Examples published by OTSG.

**Table 13-2**  
**Documents required for CV review for VC RA**

Corps	Required for	Documents required for CV review	Send
VC	All RA applicants. Also recommended for AR applicants over age 40.	CV with DOB and work experience (mm/dd/yy). State license with initial issue date and valid expiration date. Transcript or DPL showing veterinary degree awarded from accredited school and date. If PS, DD Forms 214 or discharge paperwork. If PS, last two to three OERs or NCOERs. Residency or fellowship certificate, if appropriate. ECVFG certificate, if applicable.	Before processing application

**Chapter 14**  
**VC AR**

**14-1. VC AR helpful Web sites**

See table 14-1 for a list of VC AR helpful Web sites.

**14-2. VC AR professional requirements**

AMEDD VC applicants are tendered appointments as commissioned officers in the RA or AR.

a. Applicants are eligible for appointment and assignment to the VC if practicing veterinary medicine and have a permanent, unrestricted licensure to practice veterinary medicine in the United States, District of Columbia, Commonwealth of Puerto Rico, or a U.S. territory.

b. Applicants must be graduates of an AVMA-accredited school of veterinary medicine in the United States, District of Columbia, Commonwealth of Puerto Rico, or Canada. If a graduate of a foreign veterinary school, an applicant must have a standard ECFVG Certificate and licensure to practice veterinary medicine in the United States, District of Columbia, Puerto Rico, or a U.S. territory.

**14-3. VC AR licensure**

VC AR applicants must have a permanent, unrestricted license to practice veterinary medicine in the United States, District of Columbia, Puerto Rico, or a U.S. territory.

**14-4. VC AR professional work experience**

a. Professional work experience is defined as clinical experience in the field for which applying, job-related training, or pursuit of a bac-

calaureate or higher level degree which would result in higher education in the required field of study. The work experience is calculated starting when the applicant begins employment.

b. Working applicants must be in a position that can only be filled by an individual required to have professional education and training in that specific health care field. Positions that can be filled by other individuals with nonspecific credentials or licensure do not meet this criterion.

**14-5. CV submission procedures**

Submit all CV requests (see table 14-2) electronically to RCHS-CV@usarec.army.mil. When required by the corps, CVs or resumes will be submitted prior to the application for review. A CV folder has been established at RCHS-CV@usarec.army.mil for all CVs to be electronically submitted by the recruiter. The team leaders (east and west) at Health Services Directorate will print the USAREC Form 1076, log the CV into the CV track on the database, and move the entire CV to the appropriate corps folder. They will then notify and provide the appropriate PM a copy of the USAREC Form 1076 to inform them of a new CV that is in-house. It is imperative that MRB operations personnel communicate with Health Services Directorate, Operations Division, regarding the proper CV submission procedures due to possible changes in the system. The recruiter is ultimately responsible for forwarding the CV in electronic format to the address mentioned above. They will submit the CVs in the following manner: last name corps.doc; in the event an individual submits more than one CV, the format into the corps folder would be: last name corps #.doc. The CV

will include the following items and attachments:

- a. Name.
  - b. Address.
  - c. Phone numbers (home and work).
  - d. DOB.
  - e. E-mail address.
  - f. Chronological work history with brief job description (dates in mmddyy format).
  - g. Military history.
    - (1) DD Form 214 (copy).
    - (2) DD Form 215 (copy).
    - (3) NGB Form 22 (copy).
    - (4) Last two to three OERs or NCOERs (copy).
  - h. License, certifications, and/or registrations (copy) with statement of initial issue date.
  - i. Official DPL or transcripts showing degree awarded for AOC (copy).
- NOTE: CVs should be no longer than two pages.

**14-6. VC AR school accreditation**

a. Applicants for any AMEDD corps must be graduates of educational programs accredited by an accrediting agency or association under the U.S. Secretary of Education and approved by TSG.

b. The Army will consider online degrees for both RA and AR officer accessions as long as they are accredited programs.

NOTE: An applicant who is enrolled in an online degree program is ineligible to apply if enrolled in a health care degree program that is authorized under the HPSP.

c. All online degrees must be reviewed by the appropriate PM and Health Services Directorate, Operations Division, for approval prior to

**Table 14-1**  
**VC AR helpful Web sites**

Web Site	Address
AMEDD official Web site	<a href="http://www.armymedicine.army.mil/leaders/department-corps.html">http://www.armymedicine.army.mil/leaders/department-corps.html</a>
US Army Veterinary Service	<a href="http://www.veterinaryservice.army.mil">http://www.veterinaryservice.army.mil</a>
AR VC	<a href="http://vets.amedd.army.mil/reservevet/index.html">http://vets.amedd.army.mil/reservevet/index.html</a>
AVMA	<a href="http://www.avma.org">http://www.avma.org</a>
AVMA-Accredited Education Programs	<a href="http://www.avma.org/education/cvea/colleges_accredited/colleges_accredited.asp">http://www.avma.org/education/cvea/colleges_accredited/colleges_accredited.asp</a>
BLS on veterinarians	<a href="http://stats.bls.gov/oco/ocos076.htm">http://stats.bls.gov/oco/ocos076.htm</a>

**Table 14-2**  
**Documents required for CV review for VC AR**

Corps	Required for	Documents required for CV review	Send
VC	Recommended for AR applicants over age 40.	CV with DOB and work experience (mm/dd/yy). State license with initial issue date and valid expiration date. Transcript or DPL showing veterinary degree awarded from accredited school and date. If PS, DD Forms 214 or discharge paperwork. If PS, last two to three OERs or NCOERs. Residency or fellowship certificate, if appropriate. ECVFG certificate, if applicable.	Before processing application

submission of the applicant's application. All online degree transcripts must be sent to Health Services Directorate, Operations Division, for review as soon as possible prior to initiation of the application for a thorough review and determination of eligibility or noneligibility.

d. Online degrees will not be accepted for qualifying degrees.

#### **14-7. VC AR malpractice suits**

All VC applicants who have malpractice suits pending are ineligible to process their application until the malpractice suit is resolved. Eligibility is determined by the results of the lawsuit.

#### **14-8. VC AR accelerated appointments**

Not applicable to AR. All AR applicants applying for an appointment in the VC must be licensed and meet all professional requirements.

#### **14-9. VC AR programs and options**

HPLRP, Special Pay, and/or Bonus.

#### **14-10. VC AR current incentives**

See Memorandum, OCAR, DAAR-PAE, 22 September 2005, subject: Army Reserve Medical Department Officer Incentive Programs for FY 06-07.

### **Chapter 15**

#### **Processing Responsibility for Student Financial Assistance Programs**

##### **15-1. Financial Assistance Program, STRAP, and HPSP processing guidelines and examples**

a. Recruiters who obtain a list of students accepted to a postgraduate program in their area may contact those prospects. If the prospect has not been contacted by the recruiter who covers the school they attend, the prospect may be contacted by the recruiter who covers the school in which they are accepted for postgraduate studies.

(1) Example: Andrew Day attends Pepperdine University in California (6th MRB area) and is accepted to Auburn University (2d MRB area) for postgraduate medical school. The recruiter at Auburn obtains a list from the financial aid office of students accepted to Auburn University for medical school. The recruiter sends out a congratulatory letter with information on HPSP. The recruiter then contacts Andrew Day directly and finds that no one has contacted him regarding the potential use of HPSP as a funding alternative for his medical schooling. The recruiter in 2d MRB that has Auburn University will have processing responsibility once Andrew has been accepted at Auburn University.

(2) Example: Noah Trivedi attends the University of Oklahoma for premed and applies to the University of Pittsburgh for medical school. The recruiter who covers the University of Oklahoma contacts the prospect from a list obtained from the school, obtains an appointment, and conducts an interview. The applicant decides

to process, but wants to wait until he is accepted by the University of Pittsburgh. The recruiter in Pittsburgh obtains a list from their medical school and contacts the prospect. Noah Trivedi states that he would like to process once he gets to school. The recruiter tells him to get a 4-year scholarship he must start now and mails him a packet. Noah completes the packet and returns it to the recruiter in Pittsburgh. The recruiter gathers the remaining documentation and forwards the packet to HQ USAREC, ATTN: RCHS, for boarding. The recruiter of credit is the recruiter from Oklahoma, since the initial contact and interview was completed there (unless the recruiter from Oklahoma passes it off to the recruiter in Pittsburgh and notifies the medical recruiting company (MRC) and MRB involved).

b. To receive credit for students who apply for a Financial Assistance Program (FAP), recruiters must make contact with them during their final year of medical school. The processing must be substantially completed (physically qualified) to receive credit for applicants that move to another area. The recruiter there will complete the processing as a courtesy.

##### **15-2. Transfer of processing responsibility**

a. While the initial assignment of processing responsibility may be determined by the station commander, all transfers of processing responsibility must be approved by a commander who is a commissioned officer.

b. Transfer of processing responsibility is authorized when processing is substantially completed and the recruiter is unable to complete it due to reassignment, hospitalization, extended temporary duty (TDY), leave, or is no longer on production. Such transfers of responsibility will be referred to the appropriate commander (commissioned officer) for review and approval. The appropriate commander will:

(1) Designate a different recruiter or supervisor to monitor the completion of processing while mission accomplishment credit and award points remain with the recruiter who originated the processing.

(2) Ensure that accomplishment credit goes to the recruiter (no longer a production) who substantially completed the processing and not to some other individual recruiter. The mission accomplishment credit will remain with the station where the recruiter of credit was assigned when contact was first made and processing was substantially completed (as identified on a letter of transmittal for AMEDD applicants).

c. Processing not substantially completed.

(1) If processing has not been substantially completed, then processing responsibility may be transferred to a different recruiter. The recruiter who assumes processing responsibility will place their name and recruiter identification number on a letter of transmittal and will receive mission accomplishment credit and award points upon commission.

(2) The recruiter who assumes processing responsibility will personally verify all previously accomplished procedures with the applicant. At a minimum, this will include:

(a) Verification of Army opportunities.

(b) Verification of basic qualifications.

(c) Verification of all the applicant's information.

##### **15-3. Documentation of processing responsibility**

Refer to USAREC Reg 600-22 for all processing responsibilities.

##### **15-4. Improper assignment or transfer of processing responsibility**

a. Any information concerning possible improper assignment or transfer of processing responsibility will be referred to the commander of the recruiter who received or would receive credit for the enlistment or appointment.

b. If it is determined that an improper assignment or transfer of processing responsibility was made, the MRB operations officer will accomplish the following actions:

(1) Forward a written request to HQ USAREC, ATTN: RCHS, for a correction of the recruiter of credit on the Top of the System (TOS) database. The request should contain a brief synopsis of the circumstances which necessitate the change.

(2) A copy of the request for correction will be filed in the applicant's residual file.

##### **15-5. Prohibitions**

a. Poaching is prohibited and will be considered as serious misconduct. Incidents of poaching will be reported to the chain of command and an inquiry conducted. Necessary corrective action will be taken.

b. Mission accomplishment credit of relieved or suspended personnel will not be given to any other individual recruiter. Such credits will remain recruiting station (RS) credits.

c. No United States Army Recruiting Command (USAREC) personnel will accept mission accomplishment credit for any applicant not processed in accordance with this regulation.

d. The transfer of credit (giving, loaning, or borrowing credits) from an individual recruiter of one organization (that is, recruiter, RS, MRC, and MRB commands) to another is prohibited and considered misconduct.

e. The integrity assignment process and mission accomplishments cannot be compromised. The shifting or holding of mission to accommodate or otherwise make a recruiter or RS successful when in fact they would not have been without this mission adjustment is prohibited. Any and all "gaming" that undermines the true accomplishment or actual mission of a recruiter or RS is prohibited.

##### **15-6. Infractions**

All recruiting personnel will take positive and immediate action if an infraction of the provisions of this regulation is suspected. This ac-

tion will include, as a minimum, immediate notification to a commissioned officer in the chain of command.

### 15-7. Policy interpretation

All questions concerning interpretation of the policies and procedures will be submitted through the chain of command to HQ USAREC, ATTN: RCHS-OP.

### 15-8. Scheduling applicants for processing

a. The recruiter will use the Army Recruiting Information Support System (ARISS) to schedule all Military Entrance Processing Station (MEPS) physicals when processing an applicant.

b. USMEPCOM Form 680-3-A-E (Request for Examination) is the first form used by the MEPS to input data into the MEPCOM Integrated Resource System; if incorrect, it will cause subsequent mismatch of information between the MEPCOM Integrated Resource System and the Recruit Quota System (REQUEST).

## Chapter 16

### Medical Processing

#### 16-1. General medical information

a. All applicants must meet procurement physical fitness standards as prescribed in AR 40-501, chapter 2; and AR 600-9. It is the recruiter's responsibility to ensure that all applicants are physically qualified prior to submitting any packet for an appointment board. It is the recruiter's responsibility to verify that the correct height and weight standards were used by MEPS.

(1) If the recruiter determines, during completion of DD Form 2807-2 (Medical Prescreen of Medical History Report), that medical documentation is required; obtain it and forward in accordance with the local MEPS' policy prior to the applicant's arrival.

(2) Any applicant who has a tattoo that is not in compliance with AR 670-1, paragraph 1-8e, will not be processed for appointment. Any exception to this policy must be requested by the MRB commander.

(3) Ensure permanently disqualified applicants understand the reason(s) for their disqualification(s). Ensure applicants with a temporary disqualification understand the reason(s) for their disqualification and when they may return to MEPS for further processing.

b. This chapter has been designed to make the medical qualifying process as easy as possible for the applicant and recruiter. It will also identify applicants with medically disqualifying conditions who would have consumed much of the recruiter's time with no return on the investment. Also, it should prevent costly existing prior to service discharges while increasing the approval rate of submitted waivers.

c. The recruiting process is taxing on the applicant and recruiter alike. Medical qualification plays a major role in the commissioning

process. Cooperation between the MEPS, applicants, and recruiters can make this process professional and relatively painless.

#### 16-2. Procedures

a. The information below will guide recruiters through the medical portion of the application process in a smooth, professional manner.

NOTE: Over 75 percent of waivers are approved for AMEDD applicants.

b. During your interview have the applicant fill out DD Form 2807-2. Review the form with the applicant to ensure the information is accurate and complete. Forward the signed DD Form 2807-2 and USMEPCOM Form 680-3-A-E to MEPS. The United States Military Entrance Processing Command requires at least 48 hours to act on the prescreening form and all documentation forwarded to the MEPS. Once all prescreening is accomplished, the applicant will receive a MEPS physical date and what items they must bring with them to the MEPS. All AMEDD applicants are weighed in accordance with AR 600-9. Applicants should be weighed prior to their physical at the MEPS. Instruct the applicant to avoid exposure to noise for 48 hours prior to the physical. This usually improves hearing up to five decibels.

c. Nonwaiverable conditions. This is a list of conditions that are unlikely to be waived for enlistees; however, may be waived for AMEDD applicants:

(1) Hearing. H-3 profiles in which the problem lies primarily in the high frequency ranges for NPS applicants.

(2) Surgery for radial keratotomy.

(3) Surgery for morbid obesity (not even for AMEDD).

(4) Any history of anterior cruciate tear with or without repair with residual instability.

(5) Psoriasis or atopic dermatitis. This may be waived based on the severity of the case.

(6) Spondylosis, spondylolisthesis, any spinal fusion by surgery (as opposed to congenital) as well as laminectomy or other surgery for spinal disc degeneration.

(7) Ulcerative colitis or regional enteritis (not even for AMEDD).

(8) Symptomatic scoliosis or a history of Harrington rod surgery.

d. MEPS responsibility. These conditions will require the following information to accompany the waiver request. This is what the chief medical officer (CMO) should do:

(1) Cardiac - Mitral Valve Prolapse - if asymptomatic and uncomplicated (AR 40-501, para 2-18a) is qualifying. If disqualified and feel a waiver is possible:

(a) Cardiology consultation with complete review of cardiac history and symptoms. If consultation suggests further tests, then the consultation must include a conclusive diagnosis and prognosis after the test results are reviewed.

(b) Electrocardiogram and chest X ray.

(c) 2-D echocardiogram with Doppler flow studies.

(d) All previous medical and/or hospital summaries.

(2) Proteinuria (AR 40-501, para 2-15k). If random specimens indicate urine creatinine ratio of more than .2 but less than .7, the condition can be waived. If ratio exceeds .7, the applicant is automatically medically disqualified. Microscopic urinalysis is required.

(3) Orthopedic.

(a) Specify on the consult request what you need. Activity history and presence of pain, always. Be quantitative. Complete orthopedic exam with documentation of each test. Ortho consult must address whether applicant can march 25 miles in boots. Diagnosis and prognosis are necessary. Use of orthotics is a nonwaiverable disqualification.

(b) Chondromalecia patellae, subluxing patella, or shoulder need an "apprehension" test. Must be documented.

(c) All medical, hospital, and/or operative reports.

(d) Scoliosis needs full range of motion and strength of back, history of symptoms, treatment, and measurement of scoliotic angle. Photograph of applicant.

(e) Send X ray with scoliosis, any internal fixation devices, fractures into joints of "arthritic" joints, and any amputations.

(f) Missing pectoralis: Photograph in up and down pushup position from in front and standing.

(4) Abdominal surgery.

(a) No waiver required on appendectomy or cholecystectomy unless there were complications.

(b) Any intestinal obstruction or resection - all medical and/or hospital records. Suggest gastrointestinal series of appropriate area.

(c) No waivers for stomach stapling or other obesity control surgery (including AMEDD).

(d) Peptic ulcer.

1. All medical records.

2. Interim history of symptoms and/or bleeding, annotate DD Form 2807-1 (Report of Medical History).

3. Current upper gastrointestinal or endoscopy (less than 1 year old).

(5) Skin.

(a) Eczema - Consult must give a history to include how long, how often, and what medication used. Physical should describe and quantify the number and placement of all lesions. A diagnosis and prognosis should be included.

(b) Scars - Must have prognosis regarding breakdown potential, especially if in the "boot or backpack" area. Photographs help.

(6) Hypertension - If preponderant readings are abnormal and you want to submit a waiver:

(a) Obtain 3-day blood pressure check in three positions (stand, sit, supine) done twice daily. That physician should also state if applicant was on medication.

(b) Another recheck (reevaluation believed justified) at MEPS.

(c) If applicant has large arms, annotate if the obese cuff was used.

(7) Vision - Spherical equivalent up to + 8.25 will be waived automatically. Waivers for greater correction are evaluated individually.

(8) Hearing. A waiver criterion is left to the discretion of the CMO and the USAREC Surgeon. Retest after 48 hours of noise-free environment, be sure there is no hay fever or respiratory infection.

(9) Asthma - Take an accurate history to include dyspnea, cough (especially at night), dyspnea, or wheezing with exercise. Obtain all medical records. We may later request post-exercise pulmonary function tests both before and after bronchodilators.

(10) Bee sting allergy, if systemic (anaphylactic) - Must have venom testing results. Some doctors will provide radioallergosorbent test results showing the applicant is not allergic. Radioallergosorbent test results are unacceptable. Venom testing (skin tests) is the only acceptable method of determining allergy status. If desensitized must have allergist statement that applicant is on maintenance. Waivers are only available for persons who have completed desensitization to the maintenance level.

(11) Flat feet. Need photographs with pant legs rolled up, feet parallel, and 12 inches apart. Photograph from in front and in back at foot level. Comment on DD Form 2808 (Report of Medical Examination) for bulging (yes or no), pronation, etcetera. Give not only statement "asymptomatic" but add the applicant's exercise history (that is, teams competed on, work, etcetera,); does he or she run. Use of orthotics is a nonwaiverable disqualification.

(12) Finally, a photograph of any unusual physical finding (scars, acne, scoliosis, pectus missing joints, pes cavus, or planus).

e. Recruiter responsibility. This is what you should send along: Endorsements. An applicant is usually disqualified for a specific defect. A good endorsement should prove, beyond any doubt, that the applicant functions well in spite of it. For example, if the applicant was disqualified for flat feet, the endorsement should demonstrate he or she has never been limited by the feet. Good endorsements would include:

(1) Letters from coaches that the applicant has been on a varsity team in a sport (for example basketball, football, track, etcetera,) and has not experienced any pain. The letter should describe the participation and make clear that he or she was not a "bench warmer."

(2) Letters from employers stating the applicant is on his or her feet 8 hours a day, never complains about foot pain, and never misses work.

(3) The recruiter will not request the applicant perform any exercise in the recruiter's presence nor will a fitness test be administered.

(4) Photographs. A picture is truly worth a thousand words. Photographs, if required below, should be taken by recruiting officials or MEPS personnel. For example if a person is disqualified for:

(a) Scoliosis. Send pictures (for men in

shorts, females in two-piece attire). We will want to see if the person can stand erect in spite of the curvature.

(b) Flat feet. Send pictures; close up in all positions, including bottoms.

(c) Overweight. If the person was taped and found to meet body fat standards and could be considered to be a body builder, send photographs (men in shorts, females in two-piece attire).

(d) Orthopedic problems. Always have pictures sent of the defect and how the applicant can perform military duties (that is, shooting, push-ups, typing, squatting, saluting, etcetera).

(e) Tattoos. If disqualifying, send a picture. Pictures always help in determining the extent of the disability. MRB operations section shall contact Health Services Directorate, Operations Division, in order to verify the current rules regarding tattoos.

f. Upon successful completion of the PE or waiver approval, the applicant can be processed. However, the recruiter must continue to monitor the Future Officer while they are in the Future Officer Program (FOP) to ensure they remain physically eligible to access onto AD or to process into their AR unit.

## **Chapter 17 Application Guidelines**

### **17-1. Language proficiency (English as a second language)**

a. Applicants must have demonstrated understanding and proficiency in the English language. This is currently validated by the ECLT which is administered at MEPS.

b. The ECLT must be taken by all NPS applicants who:

(1) Are native to Samoa, Guam, or Puerto Rico.

(2) Are not native speakers of English.

(3) Have resided in the United States less than 1 year.

c. In order to be eligible, applicants must achieve a score of 80 or higher. In addition, if applicants score less than 90 and are selected for an appointment, they will be scheduled to attend the Defense Language Institute in Texas prior to OBC.

### **17-2. USAREC Form 1240 procedures**

USAREC Form 1240 (AMEDD General Exception) must be e-mailed from the MRB operations section to Health Services Directorate at RCHS-WaiversAMEDD@usarec.army.mil. (USAREC Forms 1240 included in the application that are hand-carried or faxed directly to Health Services Directorate will not be accepted.) Application must be at Health Services Directorate in order for exception to be reviewed. Any exception received after the board-ready date requires approval by the Director of Health Services. Exceptions to the application deadline will not be entertained unless a verifiable event precluded the application from being delivered to Health

Services Directorate (that is, severe weather (flood, hurricane, tornado, etcetera)).

a. Requests for exceptions to policy for qualifications, standards, late packets, and procedures for personnel applying for an appointment in the AMEDD will be electronically sent through the appropriate MRB operations section to Health Services Directorate, Operations Division. These exceptions will be reviewed and final determination will be sent back to the MRB operations section.

b. The recruiter will complete USAREC Form 1240 and electronically forward to their MRB operations section. All information and circumstances that justify an exception will be clearly documented on the USAREC Form 1240.

c. MRB operations section will review the USAREC Form 1240 and determine if the request is legitimate and will log in the USAREC Form 1240 on an MRB exception to policy spreadsheet. The MRB operations section will e-mail the USAREC Form 1240 to Health Services Directorate at RCHS-WaiversAMEDD@usarec.army.mil. Health Services Directorate, Operations Division, will log in the exception and review the request. A decision will be made to either approve or disapprove the request or ask for additional information. The USAREC Form 1240 will be e-mailed back to the appropriate MRB operations section. The MRB operations section is responsible for logging in the decision and forwarding the decision back to the recruiter. Health Services Directorate, Operations Division, will communicate directly with the MRB operations section regarding all final decisions. Recruiters will refrain from contacting Health Services Directorate, Operations Division, directly and are to communicate with their MRB operations section regarding all exceptions to policy decisions.

### **17-3. Procedures for completing USAREC Form 1240**

a. Section I - Personal Data and Section III - Processing Data are completed by the recruiter.

(1) Block 1: Enter applicant's last name, first name, and middle Initial.

(2) Block 2: Enter applicant's SSN.

(3) Block 3: Enter the recruiting station identification (RSID).

(4) Block 4: Enter the date recruiter fills out the form.

(5) Block 5: Enter the AOC that the applicant is applying for.

(6) Block 6: Click on appropriate corps that the applicant is applying for.

(7) Block 7a or 7b: Click on all appropriate options that the applicant is applying for. If applicant is applying for HPSP, the recruiter must indicate how many years of the scholarship the applicant is applying for next to the HPSP block.

(8) Blocks 8, 9, and 10: Complete date for application deadline, board ready, and board start.

(9) Block 11: Enter applicant's PULHES.

(10) Block 12: Must be checked either NPS

or PS. If PS is checked, complete blocks 13 or 14 and block 15.

(11) Block 16: Must be completed as the date the packet received its final quality control (QC) check.

(12) Block 17: Enter the name and rank of the person who performed the final packet QC check.

b. Section III - Reason For Exception. Is completed by the recruiter.

(1) Block 18: Click on the appropriate box(es).

(2) Block 19: Provide a written statement explaining why you need the exception. Keep it brief and to the point.

c. Section IV - MRB: Completed by MRB operations section.

(1) Block 20: Enter name of MRB RA operations NCO or AR operations technician who is forwarding the exception to Health Services Directorate. Must be completed.

(2) Block 21: Check Yes or No.

(3) Block 22: Click appropriate box.

(4) Block 23: Enter MRB control number.

d. Section V - Health Services Directorate: Will be completed by Health Services Directorate, operations personnel.

#### 17-4. Preboard National Agency Questionnaire

a. Suitability and clearance.

(1) Any applicant with a current SECRET clearance must submit a statement from their security manager or personnel management officer (PMO) with their application. A new electronic personnel security questionnaire (EPSQ) is not required.

(2) Enlisted personnel applying for appointment without a SECRET clearance must have an EPSQ completed and included with their application.

(3) Any PS applicant applying for appointment who has had a break in service greater than 18 months must have an NAC performed; therefore, a new EPSQ must be completed and forwarded with their application.

(4) Any PS applicant applying for appointment with a break in service up to 18 months, who has a SECRET clearance, must have the clearance verified by HQ USAREC, Health Services Directorate, Operations Division. The request for verification will be e-mailed through MRB operations. If the verification results are favorable, a hard copy will be printed and placed in the application prior to being forwarded to HQ USAREC, ATTN: RCHS.

(5) Any NAC over 15 years old must be submitted again.

b. Individuals who have been convicted or have other adverse dispositions for the following offenses require a preboard National Agency Questionnaire (NAQ):

(1) Felony under local, Federal, or military law. The following is a list of typical felony offenses for which a waiver will not be approved:

(a) Arson.

(b) Attempting to commit a felony.

(c) Breaking and entering.

(d) Bribery.

(e) Burglary (burglary tools possession of).

(f) Carnal knowledge of a minor.

(g) Check worthless, making or uttering, with intent to defraud or deceive (\$250 or more).

(h) Conspiring to commit a felony.

(i) Criminal libel.

(j) Driving while drugged or intoxicated or driving while ability impaired (two or more offenses).

(k) Extortion.

(l) Forgery; knowingly uttering or passing forged instrument.

(m) Graft.

(n) Illegal or fraudulent use of a credit card, bank card, or automated teller machine card (value of \$250 or more).

(o) Indecent acts or liberties with a minor.

(p) Indecent assault.

(q) Kidnapping or abducting, to include parental kidnapping of a child.

(r) Larceny; embezzlement; conversion (value \$250 or more).

(s) Mail matter; abstracting, destroying, obstruction, opening, secreting, stealing, or taking.

(t) Mails; depositing obscene or indecent matter.

(u) Manslaughter.

(v) Misprision of felony.

(w) Murder.

(x) Narcotics or habit-forming drugs; wrongful possession or use.

(y) Negligent or vehicular homicide.

(z) Pandering.

(aa) Perjury or subornation of perjury.

(ab) Public record; altering, concealing, destroying, mutilating, obligation, or removing.

(ac) Rape, sexual abuse, sexual assault, criminal sexual abuse, incest.

(ad) Riot.

(ae) Robbery.

(af) Sodomy.

(ag) Stolen property, knowingly received (\$250 or more).

(ah) Solicitation or prostitution.

(ai) Offense involving confinement as a result of a conviction of any kind.

(aj) Offense involving moral turpitude.

(2) An offense which resulted in a sentence to confinement in prison, stockade, or detention area, or to hard labor, whether or not the sentence was suspended.

(3) One involving moral turpitude.

c. Process for preboard NAQ. The following documents will be forwarded to the appropriate division at HQ USAREC, ATTN: RCHS-XX:

(1) Cover memorandum requesting the preboard NAQ signed by the applicant.

(2) EPSQ SF 86 (Questionnaire for National Security Positions) (one original and two copies; all with original signatures).

(3) FBI Form FD 258 (Applicant Fingerprint Card) (two originals).

(4) DA Form 61 (one copy).

(5) USAREC Form 524 (Personnel Data

Sheet) (one copy).

(6) Proof of citizenship (two copies).

NOTE: Proof of citizenship can be a verified true copy of the official birth certificate or DA Form 5252-R.

d. The average completion time for a preboard NAQ ranges between 6 months to 1 year.

e. Upon receipt of results, the appropriate division at HQ USAREC, Health Services Directorate, will notify the appropriate MRB of an applicant's eligibility to continue processing.

#### 17-5. Senate confirmation

A required board and subsequent confirmation by the Senate for:

a. NPS applicants with constructive credit equaling the rank of colonel.

b. Health Services Directorate no longer conducts specific boards for Senate confirmation; applicants are boarded for Senate confirmation at the same time they are boarded for appointment.

c. Normally takes 10 to 12 months.

d. Applicant may accept interim rank of lieutenant colonel pending Senate confirmation of O-6 (colonel). Oath must be readministered upon notification of selection by Senate confirmation.

#### Chapter 18

#### Processing New Accessions

##### 18-1. USAREC Form 658

USAREC Form 658 (AMEDD Application Worksheet) provides the basic medium through which initial personal information is gathered and collected on the prospective applicant. When the prospective applicant conveys a willingness or desire to apply for an appointment, the recruiter will provide the prospective applicant with a USAREC Form 658 for completion. It contains preliminary information which the recruiter and the applicant can use to start the application for gathering information. In many instances, additional information must be gathered and documents provided. The purpose of this chapter is to outline procedures for gathering additional required information and documents.

##### 18-2. PE requirements

a. Once a prospect is prequalified and has agreed to process, the recruiter will schedule an applicant for a MEPS PE (an accession type physical under AR 40-501, chap 2 or 3) and provide the applicant with USAREC Form 658 to begin the appointment application. Exceptions to this are applicants for SP students for the U.S. Army-Baylor University Graduate Program in physical therapy and applicants to the CPIP, VC, and HPSP.

NOTE: Only PEs performed at MEPS, United States Military Academy, Federal Strategic Health Alliance (Feds Heal), or those approved by the DOD Medical Evaluation Review Board with drug and alcohol test (DAT), Human Immunodeficiency Virus (HIV) test results, and a

PULHES from a military source are acceptable. Any physical other than a MEPS physical must be approved by Health Services Directorate, Operations Division, prior to the application being forwarded to HQ USAREC, ATTN: RCHS. USAREC Form 1240 must be completed and sent to HQ USAREC, ATTN: RCHS, through normal channels and must be approved by Health Services Directorate, Operations Division, before the application can be forwarded to HQ USAREC, ATTN: RCHS.

b. AMEDD officer PE procedures and scheduling may be different from physicals for enlisted (NPS) personnel.

c. The recruiter must know the MEPS procedures for AMEDD officer PE to avoid embarrassment and wasted time. AMEDD officer applicants must have their height and weight documented in accordance with AR 600-9.

d. The completed DD Form 2807-2 and USMEPCOM Form 680-3-A-E will be retrieved from MEPS with the appropriate qualified or disqualified annotation.

NOTE: One original or certified true copy along with two copies of USMEPCOM Form 680-3-A-E must be submitted with the application. The USMEPCOM Form 680-3-A-E will only be available with physicals processed at the MEPS. The PULHES, DAT, and HIV must be completed. Facsimile copies are not acceptable.

e. Physicals reflecting a "qualified" (no waiver required) annotation will be forwarded with the completed application directly to the appropriate division at HQ USAREC, ATTN: RCHS-XX.

f. Physicals reflecting a "disqualified, but with waiver recommended" annotation or containing a "3" in the PULHES section will be forwarded through HQ USAREC, ATTN: RCHS-OP, for review and final waiver determination by the USAREC Surgeon. In this case, the PE packet must include the following:

(1) USAREC Form 1076 which must include the brigade, MRB, MRC member, RSID, name of recruiter and telephone number, applicant's full name, SSN, indication of RA or AR, and whether the applicant is PS or not.

(2) If PS, include one copy of the DD Form 214.

(3) Body fat determination if required.

g. Physicals reflecting a "disqualified, no waiver recommended" annotation may be submitted through HQ USAREC, ATTN: RCHS-OP, to the USAREC Surgeon for review of the disqualification. In this case, the PE packet must include the following:

(1) USAREC Form 1076 which must include the brigade, MRB, MRC RSID, name of the recruiter and telephone number, applicant's full name, SSN, indication of RA or AR, and whether the applicant is PS or not.

(2) If PS, include one copy of the DD Form 214.

(3) Body fat determination if required.

h. Upon completion of the review and waiver determination, HQ USAREC, Health Services Directorate, will maintain all physicals at HQ

USAREC, Health Services Directorate, Operations Division, for a period of 90 days. After 90 days, the physical will be returned without action (RWOA) if application packet is not received.

i. PEs can be no older than 24 months at the time of appointment. For AD applicants, PEs can be no older than 24 months by EAD. If PE expires between time of commission and EAD, officers must take another MEPS PE and be either MEPS or HQ USAREC qualified (depending on status of applicant) prior to proceeding to OBC. PEs are valid for 5 years for AR applicants who are already appointed as commissioned officers and are applying for a branch transfer within the AR; or are applying for an interservice transfer from another branch of service.

j. When the USAREC Surgeon requires additional information, the MRB will be contacted by Health Services Directorate, Operations Division.

(1) AR 600-9 will be used for applicants applying for AMEDD commissions. (AR 40-501, tables 2-1 and 2-2, will be used only for enlistment of ANCP applicants. AR 600-9 standards will be used at time of appointment.)

(2) Overweight evaluations to determine body fat must be done in accordance with AR 600-9 and meet AR 600-9 standards (AMEDD commissions) or AR 40-501 standards (enlistment applicants only).

(a) The measurement will be recorded on DA Form 5500 (Body Fat Content Worksheet (Male)) or DA Form 5501 (Body Fat Content Worksheet (Female)). The DA Form 5500 or DA Form 5501 must be submitted with the PE.

(b) Only qualified MEPS personnel can perform body fat determination. Applicants exceeding body fat standards must return to MEPS for subsequent body fat determination and closure of profile. USAREC personnel are not allowed to "tape test" potential AMEDD applicants for body fat determination.

(3) The physician will summarize medical issues (if any) and indicate a diagnosis with respect to the condition.

(4) All blocks in the physical profile must be completed. The number "3" may be disqualifying and should have further comments in block 43. Physicals will not be forwarded for review without a complete PULHES.

(5) If "not qualified" is checked, the CMO may recommend a waiver, if appropriate.

k. Over 40 applicants. AMEDD applicants within 6 months of their 40th birthday must have an electrocardiogram, tonometry, digital rectal examination, fasting glucose, fasting cholesterol, and occult stool blood check. The results of the examinations must be included on DD Form 2808. The electrocardiogram tracings must also be included. Chest X rays are not routinely required.

l. The recruiter must ensure that the PE is qualified by the MEPS or if requiring a waiver, is stamped and signed by the USAREC Surgeon before forwarding PE with the application to HQ

USAREC, ATTN: RCHS. If the original PE is unavailable, the recruiter must include a MEPS certified true copy with the application to the appropriate division at HQ USAREC, ATTN: RCHS-XX.

m. USAREC Form 1076 will be included with the PE when forwarded to HQ USAREC, ATTN: RCHS-OP, for waiver consideration.

### 18-3. Age, age-in-grade, and time-in-service waivers

a. Applicants within 6 months of an age that requires a waiver or who will be of an age that requires a waiver when they report to AD must initiate the appropriate waivers prior to submitting the application to the appropriate division at HQ USAREC, ATTN: RCHS-XX.

b. Applicants with or without prior commissioned service must initial the appropriate statement on USAREC Form 524 to request age and/or age-in-grade waivers for appointment in the RA or AR. RA applicants must initial additional age statements on USAREC Form 524.

c. Time-in-service (TIS) waivers must be requested if the applicant is within 6 months of the date where a TIS waiver is required. The appropriate statement must be signed on USAREC Form 524.

### 18-4. AOC determination

a. A nine-character alphanumeric code is used for commissioned officer AOC.

(1) The first three characters are the primary or alternate specialty and specific qualifications.

(2) The second pair of characters will list an additional specialty, if any. In AMEDD, these will indicate degree of proficiency.

(3) Each pair of the succeeding four characters will be used to identify additional skills.

(4) If there is no additional officer specialty skill identifier, these will be indicated by a numeric zero (0), as appropriate.

(5) The MC numeric designations in this system are 60, 61, and 62.

(6) The DC numeric designation in this system is 63.

(7) The VC numeric designation in this system is 64.

(8) The MS numeric designations in this system are 67, 70, 71, 72, and 73.

(9) The AN numeric designation in this system is 66.

(10) The SP numeric designation in this system is 65.

b. AOC is awarded by the appropriate division at HQ USAREC, Health Services Directorate, based on guidance provided in DA Pam 611-21.

c. Professional work experience information from USAREC Form 524 is considered when awarding AOC.

d. AR applicants will be assigned a primary AOC based on qualifications and duty assignment in the AR. A secondary AOC may be identified for additional areas of competency.

e. RA applicants will be assigned the AOC in

which they are currently practicing and for which they qualify.

f. Applicants with questions about AOC should be referred to the recruiter.

### 18-5. Credentialing

a. Credentials review includes prime source verification of current and expired licensure, certification, registration, education, training, experience, current competence, malpractice insurance, if applicable, malpractice suits, and use of the National Practitioner Data Bank (NPDB).

b. Credentials may be verified by any MRC member as designated by the MRC commander (that is, civilian technicians, clerks, recruiters). MRC members are responsible for ensuring that the necessary documents and verification are included in all applications forwarded for boarding.

c. All verification statements will be typed on the same page as the photocopy of the documents or will be stapled to the photocopy of the documents. All verification statements will include signature block with a legible signature of the designated authenticator.

d. Professional license. Copies of all current professional licenses must accompany the application. All professional licenses ever held by the applicant must be prime source verified by the designated authenticator with the respective state credentialing board by written or telephonic contact. Either a letter from the credentialing board or telephonic verification will be provided on each license. The verification must include date of original issue, current status of license (active or inactive), and if the license is restricted, probationary, or has been revoked or expired. License verification should be on same paper as the license or stapled to the license. Each copy of the license must include a verification statement and expiration date.

e. Physicians, dentists, veterinarians, optometrists, podiatrists, pharmacists, PTs, OTs, dietitians, PAs, Certified Registered Nurse Anesthetists (CRNAs), nurse midwives, nurse practitioners, and other nurses who have privileges and/or credentials to practice.

(1) Credentials review must be completed on any applicant who has ever practiced in an advanced or independent practice regardless if they are currently practicing in the role or anticipate practicing in that role in the Army.

(2) Copies of professional licenses, certificates, registrations, or DPLs from professional programs, postgraduate training certificates, and current specialty training certification cards must accompany the application.

(a) All professional degrees and certificates of postgraduate training will be verified telephonically or in writing with the issuing school or agency.

(b) Certification and registration cards, to include date of original certification, will be verified with the issuing agency. Membership cards as distinguished from certification cards are not

proof of certification.

(c) Verification may be made by letter from the school or agency, telephonic verification, or an online Internet database. Information must be provided on all current and previously held licenses or certificates. The following must be included: Whether license(s) or certification(s) was resigned, suspended, revoked, voluntarily or involuntarily limited, voluntarily or involuntarily surrendered, or normal expiration of a previously held license; also, the date of resignation, suspension, etcetera, must be included.

(3) Applicants must provide a copy of clinical privileges from all health care facilities where they currently have professional privileges. If there has been a job change within the 12 months preceding the date the application is received at the appropriate division at HQ USAREC, Health Services Directorate, a document reflecting professional privileges for the past 7 years must accompany the application. The designated authenticator will contact the health care facility either in writing or telephonically to request copies of the applicant's approved clinical privileges or a statement as to the applicant's scope of practice. Privileges or a statement on the scope of practice must be on employer letterhead stationery.

(4) Malpractice insurance information will be provided on current carrier and any previous carriers for a period of 7 years (USAREC Form 524). The designated authenticator will contact the malpractice carriers and request prime source verification on company letterhead stationery. The prime source verification must include policy numbers, effective dates of insurance policy, and whether any suits or claims have been filed. When suits or claims have been filed, reports of claims reports and applicant affidavits are required.

(5) A signed Statement of Understanding and Release of Information will be provided to schools, agencies, employers, and malpractice carriers to assist in the release of necessary documents.

#### f. NPDB.

(1) The NPDB is an organization developed according to the provisions of Public Law 99-660 (The Health Care Quality Improvement Act of 1986) which provides record searches of health care practitioners who have been given privileges to diagnose, initiate, alter, or terminate health care treatment regimens.

(a) Included in the definition of health care practitioners are physicians, dentists, nurse practitioners, nurse anesthetists, nurse midwives, podiatrists, optometrists, clinical social workers, clinical psychologists, PAs, registered respiratory therapists, PTs, OTs, and dietitians.

(b) When given individual clinical privileges, audiologists, clinical pharmacists, and speech pathologists are included.

(2) NPDB searches must be accomplished prior to the boarding of health care provider applicants for any AMEDD program who have previously held or currently hold a health care-

related certification, registration, or license. NPDB searches are not required for students (to include residents) who have never been registered, certified, or licensed as a health care provider.

(3) All NPDB search requests will be sent to the Health Services Directorate, Operations Division, prior to forwarding the application. The Operations Division will enter and retrieve all searches of the NPDB.

(4) Search request preparation.

(a) USAREC Form 1119 (National Practitioner Databank Search Information) will be completed by the recruiter. The form may be legibly handwritten or typewritten. The completed form will be mailed to HQ USAREC, ATTN: RCHS-OP. The form may also be faxed or attached to an e-mail message.

(b) USAREC Form 1119 will contain the following information:

1. RSID: The submitting recruiter will enter their RSID number.

2. Branch: The branch for which the applicant is applying (AN, DC, MC, MS, SP) will be entered.

3. Gender: Enter male or female.

4. Name: The last name and first name of the practitioner. The middle name and suffix is optional.

5. Other Names: If the practitioner has been known by any other name to include maiden name or formerly married names. This must include first, middle, and last name.

6. Date of Birth: The practitioner's DOB in month, day, and year format.

7. SSN: The practitioner's full SSN.

8. Home Address: The complete street address, city, state, country, and ZIP Code of the practitioner.

9. Place of Employment: The name of the practitioner's place of principal employment and street address, city, state, country, and ZIP Code.

10. Federal DEA Numbers: The entry of the Federal Drug Enforcement Agency number(s) held by the practitioner is optional.

11. License/Registration/Certification Number: State and health field in which the practitioner is licensed. All professional licenses must be listed.

12. Professional Schools Attended: The name of each health care professional school attended and year of graduation or the year last attended.

(c) All searches will be conducted within 24 hours of receipt. Results should be received within 1 week.

(d) Upon receipt of the search results, HQ USAREC, Health Services Directorate, Operations Division, will deliver the results to the appropriate branch. The respective divisions will maintain the results and include them with the application when the application is received for processing, reviewing, and boarding.

(5) Final quality assurance review will be conducted by the MRC commander in accordance

with AR 40-68.

(6) Provider credential files for members of the AR.

(a) Those practitioners who are given the authority and responsibility for making independent decisions to diagnose, initiate, alter, or terminate a regimen of medical or dental care must have provider credential files established. This includes physicians, dentists, nurse practitioners, nurse anesthetists, nurse midwives, podiatrists, optometrists, clinical social workers, clinical psychologists, OTs, PTs, dietitians, and PAs. When given individual clinical privileges, audiologists, clinical pharmacists, and speech pathologists are included.

(b) The recruiter will provide the gaining AR units with copies of the following provider credential file documents obtained from the officer's residual application:

1. Current license.
2. License verification.
3. Certification documents.
4. Registration documents (if applicable).
5. Transcripts and/or DPLs.
6. NPDB search results.

(c) The provider credential documents must accompany the following documents:

1. EPSQ SF 86.
2. FBI Form FD 258.
3. DA Form 71.
4. Assignment orders to troop program unit (TPU).

(d) The recruiter will accompany the officer to the assigned unit and hand-carry the documents listed above. The documents will be presented to the unit administrator. Under no circumstances will the officer be given the documents to submit at the first drill.

#### 18-6. Name changes

Generally, applicants will be appointed in the name that is reflected on a birth, baptismal, citizenship, or naturalization certificate or court order authorizing a change of name. An applicant may, by request, be appointed in the name by which he or she is known in the community provided the assumption of that name was not for fraudulent purposes.

a. Any applicant who desires an appointment in a name other than that noted above must submit a written request for name change. The signatures of two persons who can attest to the truth of the applicant's request must also be furnished.

b. The statements of the witnesses should read, "The attached information is true to the best of my knowledge and belief." The statement must be dated and signed. The witnesses' current addresses (including ZIP Codes) must be annotated and the relationship to the applicant must be noted. It is preferable that the witnesses include the applicant's natural parents, stepparents, or legal guardian. In suitable cases, the witnesses may include reliable members of the community, such as school officials, clergy, close relatives, and neighbors.

c. For further explanation see AR 135-100,

paragraph 2-1u(1).

#### 18-7. ECLT

a. Applicants selected for a commission with concurrent call to AD who score less than 90 on the ECLT will be sent for further language training prior to attendance at OBC in accordance with AR 621-5, chapter 10. Administrative processing for the language training will be accomplished by HRC, Appointments Branch. AR applicants will be scheduled for language training by their respective command.

b. Two copies of the ECLT must be included with the application.

#### 18-8. Entry grade credit

a. Entry grade credit for health service officers is awarded in accordance with AR 135-101 and DODD 6000.12. This directive provides that entry grade credit may be awarded for full-time professional work experience, advanced educational degrees in the qualified health care field for which applying, certain post-baccalaureate education, and for prior active federal commissioned service (AFCS). In determining entry grade credit, a period of time shall be counted only once. For AD, the total entry grade credit will be weighed against the phase points in effect for that year or quarter projected for EAD to determine appointment grade and/or entry grade. Mandatory time-in-grade requirements for promotion will be used to determine entry grade of AR applicants. Recruiters will not attempt to complete entry grade credit and use as a selling tool.

b. All Reserve officers must provide a copy of their points computation for the time spent as an officer in the Reserve (all military branches). The points are utilized to give the officer time-in-grade credit. Without the points computation, the officer's date of rank will default to the EAD date.

NOTE: Any AN applicant which will access as a major or above either due to constructive credit or PS must have an approved field grade template (FGT) (see fig 18-1) prior to processing the applicant. MRB operations section will coordinate with Health Services Directorate, Operations Division, on the proper guidelines and required documentation for completion of the FGT.

c. Professional work experience.

(1) Entry grade credit may be granted for professional work experience when that experience is accrued after obtaining qualifying degree or DPL and initial licensure, certification, or registration.

(2) AN, DC, VC, SP, MS, and MC applicants for appointment may be granted one-half year credit for each year of full-time experience up to a maximum of 3 years of credit.

(3) Qualifying periods of less than 1 full year shall be proportionately credited to the nearest day. Experience of one-half year or less earns no credit. This does not apply to the MC.

(4) If a health care professional works under a plan whereby he or she works less than 40

hours per week, but is considered full-time by the employing agency, verification that the employer considers less than 40 hours per week as full-time employment must accompany the application to the appropriate division at HQ USAREC, ATTN: RCHS-XX. This verification must be in writing from the institution's personnel or human resource department.

(5) Credit for AN professional experience: Three conditions must be met in order for professional experience credit to be awarded.

(a) The individual must have graduated from a nursing program which made them eligible to sit for the NCLEX-RN.

(b) The individual must have been employed full-time in a nursing position that can only be held by an RN.

(c) The individual must have held a current RN license at the time of employment and the issue date must be the same as or precede the date of employment. Time working as a GN, before passing the NCLEX-RN, does not count as professional experience.

(6) Credit for DC, VC, and SP professional experience will be calculated from the license, registration, or certification date if the applicant was working in that specialty.

d. Advanced educational degrees in nursing. Credit may be awarded for advanced educational degrees in nursing. Credit is awarded based on actual full-time equivalent education of up to 2 years for a master's degree in nursing, or up to 4 years for a doctoral degree in nursing. In order to receive additional credit for a degree, the degree must have been earned during a period of time for which the applicant is already receiving credit. The advanced degree must not have been earned concurrently or before the qualifying degree. The qualifying degree is the degree that allowed an individual to be appointed as an Army nurse in accordance with AR 135-101.

e. Additional advanced degrees in DC, VC, SP, and MS. Credit may be awarded for advanced educational degrees which add adjunctive skills to primary specialty and must contribute directly to performance in anticipated duty position. Credit is awarded based on full-time equivalent education up to 24 months for a master's degree or up to 36 months for a doctorate. Additional degree must not have been earned concurrently with primary qualifying degree. The qualifying degree is the degree that allowed an individual to be appointed in appropriate AMEDD branch in accordance with AR 135-101. No additional credit will be given for more than one degree in a single field.

f. Prior AFCS credit. Credit for prior AFCS (other than as a commissioned WO) may be granted to recognize previous military experience.

#### 18-9. Transcripts

a. Foreign schools. Applicants using a health professions degree from a foreign school to obtain the same type of degree in the United States that qualifies them for an appointment must submit official transcripts from the foreign school. These transcripts must document (in

English) the type of degree and date the degree was awarded. AN applicants cannot be graduates of a foreign school except for those schools that are accredited by the National League for Nursing or CCNE.

b. Applicants applying for financial assistance for academic incentive programs (STRAP, CPIP, FAP, ANCP, PSR, AEP, the U.S. Army/University of Texas Houston Health Science Center (UTHHSC), the Uniformed Services University of the Health Sciences (USUHS), HPSP) must submit official transcripts for all undergraduate or graduate course work.

c. All other applicants must submit official transcripts and one copy for all college or university work from the institution at which such work was completed. Transcripts must include degree, date degree conferred, and majors.

d. Transcripts issued to students are not considered official transcripts and will not be accepted.

#### **18-10. USAREC Form 195 (professional references)**

a. A minimum of three, but not more than five current professional references covering the 12 months preceding the date the application is received at HQ USAREC, ATTN: RCHS, must accompany each application to the appropriate division at HQ USAREC, ATTN: RCHS-XX. To best represent the applicant, references should not be more than 6 months old, but cannot be more than 12 months old from date of the board. If not stated otherwise, use of USAREC Form 195 (Applicant Evaluation Worksheet) is preferred for all professional references; however, if not feasible, written letters of recommendation (LORs) are acceptable but should address all characteristics and issues on the USAREC Form 195.

b. AN applicants.

(1) At least two references must be from the applicant's current RN supervisors.

(2) Every attempt will be made to obtain USAREC Form 195 from immediate supervisors.

(3) If the AN applicant has only one RN supervisor or no RN supervisor, a letter or memorandum from the employer must be included in the application. USAREC Form 195 is still required from current supervisors, even if those supervisors are not nurses.

(4) If the applicant is the senior nurse in the medical facility or Chief, CRNA, a letter or memorandum from the employer will be required. USAREC Form 195 from appropriate non-RN supervisors is still required. Appropriate position title must be accurately identified on DA Form 61 and USAREC Form 524.

(5) Additional references should be from peers. The peer must have worked with the applicant within 1 year of the date of application.

c. AN students. Students currently employed as professional nurses must submit a minimum one supervisor reference and two nurse instructor references. Students not cur-

rently employed must submit at a minimum three nurse instructor references. The maximum number of references allowed is five; the additional two references may be from nursing peers. Peer references must be from individuals currently working in the same capacity, or a student enrolled in the same educational program as the applicant.

d. SP students. Students who are not currently employed as professional PTs, OTs, dietitians, and PAs are required to provide three letters of reference. References should be from a major advisor and an instructor in the applicant's major field of study; the third reference must be from a former supervisor who has direct knowledge of the applicant's work-related or volunteer experience.

e. Second party USAREC Forms 195 will not be accepted.

f. Without exception, USAREC Form 195 must be signed by the individual writing the rating.

g. Exceptions for nurses in independent practice may be granted on a case-by-case basis after coordination through the recruiter AN officer. Final approval of reference will be determined by HQ USAREC, Health Services Directorate, Army Nurse Corps Division.

h. If a facility does not allow release of references, a memorandum or letter from the facility or a USAREC Form 195 should be obtained stating that policy. This does not preclude the need for three references. The applicant's last performance appraisal can be substituted.

i. Individuals writing the references should be encouraged to make comments in the narrative portion of USAREC Form 195. Instructors and/or supervisors must understand that their comments are very important in assisting the selection board to continue to select only the best qualified to access into the AMEDD and that they understand the information they provide is strictly confidential.

j. Under no circumstances will applicants be allowed to hand-carry these forms or be shown the completed USAREC Forms 195.

k. Applicants who are currently on AD or who are members of a Reserve or NG unit must have a USAREC Form 195 from the unit commander or appropriate representative who can assess the individual's performance and potential.

(1) This evaluation must address the applicant's potential as an officer.

(2) If there are circumstances in which the unit commander or appropriate representative cannot evaluate the applicant, a statement from the unit with an explanation must be included. In that case, a USAREC Form 195 must be obtained from an officer who can evaluate the applicant.

(3) This commander's reference or evaluation is in addition to the three required references.

l. All ratings of less than four on the applicant's references must be addressed in the recruiter's

evaluation.

m. All information must be complete and consistent with USAREC Form 524.

n. Under no circumstance will Health Services Directorate accept a USAREC Form 195 that has been altered with the use of "white out." Do not use "white out" to correct mistakes. If a mistake is identified on a USAREC Form 195, the recruiter must obtain a new USAREC Form 195 from the person who filled out the form.

#### **18-11. Recruiter interview and evaluation**

a. All evaluations will:

(1) Be conducted by a commissioned officer or NCO. If an NCO writes the evaluation, the memorandum will have two signature blocks. The NCO who conducted the interview will sign one signature block. The second signature block will be signed by a commissioned officer that reviews and approves the evaluation as written by the NCO.

(2) Be typed in memorandum format on letterhead in accordance with AR 25-50 not to exceed two pages in length.

(3) Not contain any unauthorized abbreviations.

(4) Be free of typographical and grammatical errors.

(5) Be consistent with the information found in documents within the application.

(6) Be conducted face-to-face with all applicants. The only exception will be for HPSP applicants who may have telephonic interviews in lieu of a face-to-face interview.

b. All evaluations will contain the following information at a minimum and will be formatted with the following paragraph headings:

(1) Application.

(a) Date of the interview.

(b) Method of interview - if other than face-to-face it must indicate so with reason.

(c) Reason(s) for applying (that is appointment to AD or AR as a (AOC), any professional or personal reasons, any incentives or educational programs?)

(2) Recommendation.

(a) Why are you recommending or not recommending this individual. You must also recommend for any incentive program the applicant is applying for (that is, STRAP, FAP, Bonus, etcetera).

(b) Use professionalism, education, experience, potential to serve as an officer, leader, health care provider, etcetera, as a means to substantiate your recommendation.

(3) Education.

(a) Students - defined as not licensed in a student status or licensed pursuing a student program.

1. Degree and year it will be obtained. Also, need to address grade point average (GPA), Medical College Admission Test (MCAT), Dental Admissions Test (DAT), graduate record examination (GRE) scores, etcetera, as applicable.

Recruiter and Station	CPT Real (RSID)	
AOC:	66H8A	
Name-SSN/Phone Number:	Robert T. Short - 000-22-3333 (000) 000-0000	
Age:	43	
Rank:	Currently - 04 USAR (AN)	
<b>Commission Date:</b>	Basic Date of Appointment: 19 Dec 1980 Armor	
<b>Last Promotion Date:</b>	Date of Promotion to 04: May 1998	
Prior Service:	AD Armor/Aviation Branch 1980-1992; AD AN 1994-1997;	
Annotate Enlisted vs. Commission Time:	USAR AN 1997-present	
Prior Service Schools:	Required Entries: Armor OBC-1981; Initial Entry Rotary Wing Qualification-1981; Aviation OAC-1986; CAS3-1986; Operations Research Systems Analysis-1991; AMEDD OBC-1994; AMEDD OAC (Correspondence)-1996; Airborne-1978; Air Assault-1979 Extra Entries: Critical Care Course-1996; Head Nurse Course-1996	
Educational Degrees:	BSN: 1993; BS Political Science: 1980; Masters Credit: 15 Hours	
License/Certification:	RN; ACLS Instructor; TNCC Instructor; PALS Instructor	
Full-time RN experience not covered by Commissioned time:	1997-2002 Seattle, WA and Anchorage, AK: Intensive Care Units	
Work Experiences:	Medical-Surgical Nurse 1994-1996 (FAMC); Emergency Department Nurse 1996-1997 (MAMC); Head Nurse-ED (6250th Reserves) 1997-1998 (MAMC); Officer in Charge Elmendorf Air Force Base 1998-present	
Applicant's Request:	Applicant wants to come back on AD; SSB monies issued 1992	

**USAREC's Comments: 00 Jan 05**

<b>USAREC Approximated CC:</b>	
<b>Rank to be assigned:</b>	
<b>Is applicant eligible to apply:</b>	
<b>Recommended accomplishments required before promotion competitive:</b>	

**HRC's Comments:**

<b>HRC says:</b>	GO _____ NO-GO _____ Possible _____
<b># of years to promotion primary zone:</b>	MAJ Board; _____ LTC Board; _____
<b>Recommended accomplishments required before promotion competitive:</b>	

**Figure 18-1. Sample FGT**

2. Activities while in school - professional and/or extracurricular.

3. Community activities, if applicable.

4. Honors, if applicable.

5. Grades of "C" or below.

(b) Working - defined as a working professional, not in a student status.

1. Year basic degree obtained and any subsequent degrees and the year obtained.

2. Honors, if applicable.

3. Membership in professional organizations and specialty certifications.

4. Community activities.

(c) Derogatory USAREC Forms 195 or LORs must be addressed where the applicant was either in a student or working category. This includes negative remarks in the comments section or any rating below four.

(d) Additionally, multiple licensure, registration, or certification exam failures must be ad-

ressed in this section.

(4) Employment.

(a) Include past and present professional work experience, job titles and descriptions, supervisory experience, and membership in professional organizations. Also, if applicable, include any professional teaching assignments or experience serving as a center of influence for AMEDD recruiting. If work is not full-time, must indicate part-time, relief, oncall, etcetera.

(b) Describe the applicant's scope of practice or philosophy of practice within their AOC.

(c) Address any unique work experiences outside of the daily realm of practice.

(d) Address any periods of unemployment or frequent periods of unemployment.

NOTE: Derogatory USAREC Forms 195 or LORs with negative comments must be addressed as noted above.

(5) Goals/Objectives.

(a) Address both short-term and long-term professional goals and/or objectives.

(b) How does the applicant intend to attain these stated goals and/or objectives.

(c) How does the Army or AR fit into these goals?

(6) Prior Service.

(a) Discuss branch of service, rank, occupation (AOC or MOS), and TIS.

(b) Was PS AD, reserve, NG, or a combination?

(c) Are they still in a service?

(d) If not currently in a service, when did they get out and why?

(e) Did they receive any type of separation pay? Were there any adverse actions against them? Have they ever been passed over or resigned a commission?

(f) What type of discharge were they granted?

(g) Was the applicant in ROTC or Guar-

teed Reserve Forces Duty?

(7) Additional Information.

(a) Was an application for appointment ever previously submitted? If so, did they decline or were not selected?

(b) Any law violations? If PS, any judicial or nonjudicial punishment? If so, address when, where, what, and how.

(c) Any malpractice suits or claims and any adverse action against licensure or privileges.

(d) Any drug use or alcohol abuse.

(e) Ever receive mental health counseling? If so, for what and for how long?

(f) Ever apply for bankruptcy? If so, what were the circumstances?

(g) If English is not the primary language, address the applicant's comprehension of the English language during the interview and the need for ECLT, if English is the second language.

(8) AMEDD Brief. Required information to be given to each applicant interviewed and a statement that the applicant understands or expressed an understanding in these areas.

(a) AR:

1. Role and mission of the AR and AMEDD.
2. Readiness and mobilization issues.
3. Family care plan.
4. Need to respond when called upon.
5. Army Physical Fitness Program.
6. Height and weight requirements (AR 600-9).

7. Promotion and educational requirements.

8. Battle assembly attendance.

9. Adverse personnel actions - flagging for Army physical fitness test (APFT) or weight.

10. OBC.

11. Responsible for managing your own career.

12. Role of PMOs at United States Army Human Resources Command-St Louis (AR) (HRC-St Louis).

13. Retirement points. How they are earned and what constitutes a good retirement year.

(b) AD:

1. Role and mission of AMEDD.
2. Readiness and mobilization issues.
3. Family care plan.
4. Army Physical Fitness Program.
5. Height and weight requirements (AR 600-9).

6. OBC.

7. Responsible for managing your own career.

8. Role of PMOs at HRC-St Louis.

NOTE: The purpose of the interview is to represent the applicant in lieu of a personal appearance before the selection board. It is the applicant speaking through you, the interviewer, to answer questions that could be raised by selection board members.

#### 18-12. Memorandum for record

Information on any memorandum for record (MFR) included with the application must reference the document the MFR is clarifying. The

referenced document and item number must be included as well as the name, title, address, and telephone number of the individual who provided the information, the date and time the verification was made, and the signature block and signature of the person making the verification. Third party MFRs are not acceptable.

### Chapter 19

#### Prior Service Records and Waivers

##### 19-1. General

Prior service records (PSR) are required for all individuals with PS. The Health Services Directorate, operations noncommissioned officer in charge, will make the final determination of adequacy of PSR.

##### 19-2. Discharge documents

a. Applicants with prior active military service must have a certified true copy of DD Form 214 for all periods of AD service to process an application (must be "long form").

b. A certified true copy of DD Form 214 will be submitted attached to a certified true copy of the original PE when forwarding to HQ USAREC, ATTN: RCHS-OP, for PE waivers.

c. Applicants with prior NG service must have a certified true copy of NGB Form 22 with reenlistment eligibility (RE) code.

##### 19-3. Request for PSR

a. All PSR requests will be made via e-mail. Health Service Directorate will not accept hard copy or faxed PSR requests. The recruiter will keep the original hard copy SF 180 (Request Pertaining to Military Records) on file and place a copy of the SF 180 into the application. Submit PSR requests electronically to RCHS-PSR@usarec.army.mil. Minimum time allowed for receipt of PSR is 3 to 6 weeks. Each electronic request must include the SF 180 and USAREC Form 1076.

NOTE: For separations other than Army and AR, direct requests to the proper services.

b. Completing the SF 180:

(1) All periods of active and reserve service must be included in section I, blocks 5 through 7.

(2) Recruiter name, address, telephone number, RSID, and date of request or date forwarded to agency and program for which applying will be entered in section II, block 3.

(3) Questions about the status of PSR should be routed through the MRB operations section to the appropriate division at HQ USAREC, ATTN: RCHS-XX.

(4) A hard copy of SF 180 must be included in applications submitted to the appropriate division at HQ USAREC, ATTN: RCHS-XX.

NOTE: For separations for other than Army and AR, direct requests to the appropriate service.

c. Submitting the SF 180 to service agencies.

(1) Army.

(a) Records on Individual Ready Reserve

(IRR) Soldiers are located at HRC-St Louis.

(b) TPU members may have limited records at HRC-St Louis. A microfiche and a copy of the official military personnel file should be requested. OERs are not kept at units and must be obtained from the officer or from HRC-St Louis; all OERs must have the senior rater portion completed. A Personnel Electronic Record Management System record may be required for OERs and NCOERs since 1992.

(c) NG and Air National Guard. Army and Air National Guard records are obtained from the unit of assignment or from the respective State Adjutant General until at least 1 year past expiration term of service (ETS). Army National Guard (ARNG) records are subsequently sent to HRC-St Louis. Air National Guard records are sent to the Air Force Personnel Center, Denver, Colorado.

(2) Navy.

(a) Navy records for discharged personnel are forwarded to the National Archives and Records Administration (NARA) 6 to 12 months after ETS.

(b) Records for members of the Naval Reserve must be requested from the Naval Reserve Personnel Center, 4400 Dauphine Street, New Orleans, LA 70149. The service member must personally sign the SF 180 in order to request Navy records.

(3) Air Force.

(a) Air Force records for discharged personnel are sent to NARA 6 to 12 months after ETS.

(b) Records for members of the Air Force Reserve must be requested from the Air Reserve Personnel Center, ATTN: DSMF, 7300 East 1st Avenue, Denver, CO 80280.

(4) Marine Corps.

(a) Marine Corps records for discharged personnel are sent to NARA 12 to 18 months after ETS.

(b) Records for members of the Marine Corps Reserve must be requested from the Marine Corps Reserve Support Command, ATTN: MMD-1, 15303 Andrews Road, Kansas City, MO 64147-5400.

(5) Coast Guard. Coast Guard records for discharged personnel are forwarded to NARA 6 months after ETS.

(6) PHS.

(a) Records of current and past PHS employees are maintained at the Division of Commissioned Personnel, Parklawn Building, Room 4-35, 5600 Fishers Lane, Rockville, MD 20857-0001.

(b) The PHS does not accept SF 180. Requests for records must be in writing from the applicant. The request must include the reason for the request, the applicant's signature, and instructions to send the records to the appropriate division at HQ USAREC, ATTN: RCHS-XX.

(7) The SF 180, page 2, contains a list of records' custodians. For agencies listed at numbers 7 and 14, add ATTN: RCRO-EE (USAREC Liaison Team).

(8) For current service members the SF 180

must be sent to the respective agencies noted above. The recruiter should also send the SF 180 to the appropriate branch of service if less than 1 year from date of discharge.

(9) The USAREC liaison team does not have access to records of current service members except the Army.

d. The USAREC liaison team can obtain service records for applicants discharged from any service from NARA if records are on file.

e. The USAREC liaison team will forward copies of the DD Form 214 and DA Form 2-1 (Personnel Qualification Record - Part II) and/or a microfiche, if available. The complete record will be forwarded to HQ USAREC, ATTN: RCHS-OP-NCOIC, for preboard review. The liaison team will contact the recruiter only for questions.

f. The USAREC liaison team will provide a biweekly list of all PSR received and a list of PSR forwarded to HQ USAREC, ATTN: RCHS-OP.

g. PSR will be maintained for 1 year at HQ USAREC, Health Services Directorate, and then returned to HRC-St Louis. Unknown PSR will be held for 90 days and then returned.

#### 19-4. AR and NG TPU member records

a. The following records must be obtained from the applicant's current unit in order to be boarded:

(1) Commissioned officers.

(a) Appointment letter.

(b) Oath of Office.

(c) Promotion orders.

(d) Transfer orders to and from the IRR.

(e) DA Form 2-1.

(f) DA Form 1059 (Service School Academic Evaluation Report).

(2) Enlisted members.

(a) All enlistment documents.

(b) DA Form 2-1.

(c) Promotion orders to E-5 and above, when appropriate.

(d) Evaluation reports (academic and duty).

(e) Transfer orders to and from the IRR, between units, and/or components (AR, NG).

b. If documents are not available, a memorandum from the unit is required. This does not remove the requirement to obtain documents for boarding. MRB operations personnel must communicate directly with Health Services Directorate, Operations Division, to verify if the records obtained are sufficient for boarding purposes prior to submitting the application packet.

#### 19-5. PE waiver procedures

PE waiver requests will be submitted to HQ USAREC, ATTN: RCHS-OP, via Federal Express. The average processing turnaround is 14 days. Every request will include:

a. USAREC Form 1076 with MFR requesting medical waiver consideration.

b. Certified true copy of DD Form 2808, DD 2807-1, and USMEPCOM Form 680-3-A-E.

c. All supporting documents for physical dis-

qualification.

d. PS applicants must include DD Form 214.

#### 19-6. ASA M&RA waivers

Waiver requests will be submitted to HQ USAREC, ATTN: RCHS-OP, via Federal Express. The processing turnaround can be as long as 2 years. The ASA M&RA packet must be sent to HQ USAREC, ATTN: RCHS-OP, with accessions packet. Each request will include the following:

a. Endorsement from the recruiter through the chain of command.

b. Applicant's request for waiver.

c. PSR and SF 180, DD Form 214, DD Form 215, or NGB Form 22.

d. Statement of motivation.

e. Last three OERs (FITREPS).

f. CV or resume.

g. DA Form 61 or NGB Form 62-E (Application for Federal Recognition as an Army National Guard Officer or Warrant Officer and Appointment as a Reserve Commissioned Officer or Warrant Officer of the Army in the Army National Guard of the United States).

h. NPDB request.

i. USAREC Form 524 with prime source verification.

j. Licenses with prime source verifications.

k. Regular or nonregular retirement statement.

l. Documentation of estimated mandatory retirement date.

### Chapter 20 AR Processing

#### 20-1. General

a. This chapter provides instructions for the processing of applicants into the AR for new accessions.

b. Credentialing of new accession applicants will be completed prior to submitting applications.

#### 20-2. Assignment to TPU

Processing new accessions.

a. Once an AMEDD applicant has agreed to process and is found to be fully qualified, and an application for board selection is initiated, the AR recruiter provides the name, SSN, and expected AOC of the applicant (via e-mail) to the MRB AR operations section to identify a valid vacancy for the applicant's AOC using the REQUEST, quick vacancy search (QIKLOK), and the Unit Vacancy Report.

NOTE: If the applicant is being recruited for a missioned AOC that requires an additional skill identifier (ASI) they must be assigned to a vacancy with that ASI. An example would be a 66H with an ASI of 8A.

b. The MRB AR operations section will provide the applicant's name, vacancy control number, unit identification code (UIC), paragraph, line, and position number to the appropriate Regional Support Command REQUEST Manager

to have the vacancy put in a "HOLD" status on REQUEST. The applicant's name, SSN, and requestor (USAREC) must be placed in the "Remarks" section of the "HOLD" screen.

c. Once the vacancy has been placed in a "HOLD" status, the MRB AR operations section will pull the "HOLD STATUS" screen and forward it to the AR recruiter (via e-mail).

d. The "HOLD STATUS" screen will be placed in the application for appointment prior to submitting the application for boarding.

e. After notification that the applicant has been selected for appointment and the applicant is commissioned, a copy of the DA Form 71 and USAREC Form 1076 will be provided to the MRB AR operations section. The MRB AR operations section will then contact the Regional Support Command REQUEST Manager to have the vacancy placed in an "Open" status for accession. The MRB AR operations section will notify the recruiter. The recruiter will have 48 hours to contact the MEPS guidance counselor (GC). The recruiter will provide the GC with a copy of the DA Form 71, DD Form 2807-1, DD Form 2807-2, and TOS worksheet. The GC will then build the record, make the reservation, access, and ship-verify the record.

f. The GC will provide the recruiter with the reservation letter. The reservation letter along with the USAREC Form 1076 and the original DA Form 71 will be forwarded to the appropriate division at HQ USAREC, ATTN: RCHS-XX. When received, Health Services Directorate, Operations Division, will verify the documents using the appointment packet, place commission credit on TOS, and follow established procedures for distribution of the appointment packet for orders processing.

g. Recruiters are responsible for ensuring that reservations are canceled on all applicants who subsequently stop processing, are ineligible, nonselect, or decline.

h. Questions concerning REQUEST should be routed through the respective MRB operations section.

#### 20-3. Drilling Individual Mobilization Program (commonly referred to as Individual Mobilization Augmentation)

a. General.

(1) The Army Reserve Medical Command has identified positions in Army medical treatment facilities (MTFs) that require backfill in a mobilization scenario. During mobilization, Drilling Individual Mobilization Program (DIMA) officers will move into billets temporarily vacated by deployed AD officers. Officers may continue to occupy a nonnominative DIMA position as long as grade and AOC match is maintained.

(2) While new accessions may occupy these billets, restrictions may be placed on certain specialties. Prior to processing an applicant for DIMA, the recruiter must verify through their chain of command that billets are available for direct accession.

b. Eligibility.

(1) Applicants must meet all criteria for appointment as AR AMEDD officers.

(2) AOC and grade match requirements are the same as for TPU assignments.

(3) Applicants for DIMA positions must be advised that they will be among the first to be activated. Mobilization capability (that is, family plan) must be part of the prequalification process and must be documented for new accessions.

(4) Officer must be AOC-qualified for the position to which they are seeking assignment.

**c. Benefits.**

(1) DIMA participants may be eligible for Selected Reserve (SELRES) benefits to include the HPLRP and the Montgomery GI Bill.

NOTE: Must meet program requirements to include qualifying years of service for HPLRP.

(2) Individuals interested in New STRAP can perform their payback obligation in a DIMA billet.

(3) HRC-St Louis will fund one AT period of 12 days for each FY. AT funding for DIMA is usually funded to 80 percent of requirements.

(4) Funds have been identified for additional training for continuing professional and military education.

(5) Fifteen points will be given for AR membership. AR Soldiers must obtain 50 points within their retirement year to get credit toward 20 years for retirement and to receive SELRES benefits such as HPLRP. The Army Reserve Medical Command requires an individual training program be established at the MTF assignment to assist DIMA officers in attaining a good retirement year.

**d. Processing new accessions to the DIMA.**

(1) HRC-St Louis Operations Individual Mobilization Augmentation (IMA) Manager will review and load reservations within 72 hours of receipt prior to forwarding AHRC Form 2976 (Test) (Request for Healthcare Professional Individual Mobilization Augmentation Assignment) to the MEDCOM IMA coordinator for validation and approval.

(2) MEDCOM IMA coordinator will process

all AMEDD IMA requests generated by AMEDD within 72 hours of receipt from HRC-St Louis and return to the AMEDD region IMA manager for further distribution to the respective MRB and HQ USAREC, Health Services Directorate.

(3) MRB operations section will:

(a) Provide a primary and alternate operations point of contact, to include telephone and e-mail contact information, to HRC-St Louis operations. Updates will be forwarded as point of contact changes occur.

(b) Utilize AHRC Form 2976 (Test) for all assignment requests. AHRC Form 2976 (Test) is located at <https://www.hrc.army.mil/site/reserve/download/default.asp#forms>.

(c) Submit AHRC Form 2976 (Test) via e-mail to HRC-St Louis AMEDD Region Operations at [rssc.amedd.rsops@hrcstl.army.mil](mailto:rssc.amedd.rsops@hrcstl.army.mil).

(d) Enter the following information on the e-mail subject line: AHRC 2976/Last NAME/AOC/last four SSN/RSID.

(e) Courtesy copy Health Services Directorate, Operations Division, on all transactions regarding IMA assignment requests.

(f) Monitor all IMA requests and notify HRC-St Louis via e-mail of deletions or extensions prior to 90 days of the date of initial request.

(4) Requests submitted by other than MRB operations personnel will be RWOA to the respective MRB.

(5) Point of contact for IMA assignment requests at HRC-St Louis is the IMA manager at commercial (314) 592-0439 or e-mail at [rssc.ameddrsaops@hrcstl.army.mil](mailto:rssc.ameddrsaops@hrcstl.army.mil).

(6) The appointment application must contain the documents required for appointment to the IRR.

(7) The transmittal letter (TL) will reflect assignment to the IRR with further assignment to DIMA position \_\_\_\_\_, para \_\_\_\_\_, line, UIC \_\_\_\_\_, and Name of the Facility.

(8) The recruiter will forward the original DA Form 71 and two copies of the appropriate division at HQ USAREC, ATTN: RCHS-XX, for processing of orders.

(9) Initial assignment orders will reflect the

IRR. Soldier will receive a second set of orders designating DIMA assignment.

(10) HRC-St Louis will ensure officers assigned to DIMA receive telephone numbers of their respective PMO, HRC-St Louis, and assist the officer with uniform purchase and identification card processing.

**20-4. AMEDD Professional Management Command processing** (formerly National AMEDD Augmentation Detachment)

a. The critical medical AOCs identified in table 20-1 are eligible for attachment to the AMEDD Professional Management Command (APMC). The APMC will accept qualified officers in the rank of second lieutenant to lieutenant colonel.

b. The APMC can only accept officers in these critical AOCs and cannot accept any enlisted medical MOSs.

NOTE: All STRAP recipients are assigned to APMC and given a standard paragraph and line number of 00/0000.

**c. Eligibility for attachment.**

(1) Have no valid TPU vacancy within 50 miles and a 90-minute commute as defined in AR 140-10.

(2) Be qualified and currently practicing in an AOC for which there is a vacancy in a high-priority unit.

(3) Hold a valid, current, unrestricted license.

(4) Maintain full clinical privileges to practice in AOC.

(5) Live in the continental United States.

(6) Have a qualifying physical within the last 2 years for new accession.

(7) Have no flagging actions.

(8) Be eligible for appointment.

d. APMC requirements and officer obligations upon attachment.

(1) Attend a 3-day orientation at APMC Headquarters in Morrow, Georgia (Atlanta area) within 6 months of attachment.

(2) Complete 48 drills in accordance with a training plan approved by APMC, unless otherwise excused per AR 135-91, paragraph 4-7. An individualized training program will be estab-

**Table 20-1**  
**AOCs that are eligible for attachment to the APMC**

Critical Skill	AOC	Critical Skill	AOC	Critical Skill	AOC
Preventive Medicine	60C	Thoracic Surgeon	61K	Mental Health Nurse	66C
Ob/Gyn	60J	Orthopedic Surgeon	61M	Operating Room Nurse	66E
Urologist	60K	Diagnostic Radiology	61R	Nurse Anesthetist	66F
Dermatologist	60L	Neurosurgery	61Z	Primary Care Nurse	66H
Anesthesiologist	60N	Emergency Medicine	62A	Critical Care Nurse	66H8A
Ophthalmology	60S	Clinical Dentistry	63A	Optometrist	67F
Otorhinolaryngologist	60T	General Dentistry	63B	Entomologist	72B
Psychiatrist	60W	Prosthodontist	63F	Clinical Psychologist	73B
Family Physician	61H	Oral Surgeon	63N		
Surgeon	61J	Veterinarian	64A-F		

lished within 50 miles of residence.

(3) Maintain a valid, current, unrestricted license and full clinical privileges to practice.

(4) Update credentials file annually and as status changes.

(5) Must have completed or be able to complete the AMEDD OBC.

(6) Attend 14 days of AT each year, excluding travel, unless otherwise excused per AR 135-91, paragraph 4-7. A portion of AT must be performed with unit of assignment every other year.

(7) Pass the APFT annually.

(8) Maintain height and weight standards in accordance with AR 600-9.

(9) Respond to all official military correspondence.

(10) Maintain communication with both APMC and unit of assignment.

e. Processing direct accessions.

(1) The applicant is required to be physically qualified prior to placing a vacancy on hold.

(2) The recruiter will fax a completed USAREC Form 1081 (AMEDD Professional Management Command (APMC) Assignment Verification and Acceptance) with CV or resume to the MRB operations section.

(3) The MRB operations section will:

(a) Verify and/or identify the applicant's AOC using the listing provided by the United States Army Reserve Command (USARC) of high-priority units. If the officer's AOC does not appear on the report, the officer will not be permitted to continue processing for APMC.

(b) If the AOC does exist, MRB operations section will perform a QIKLOK on REQUEST to look for any vacancy for the officer's AOC within a 50-mile radius. If QIKLOK does not produce a vacancy, MRB operations section will try to locate a vacancy closest to the applicant's home area using the listing provided by USARC. Once a unit and vacancy is identified, the MRB operations section will use REQUEST (Unit Vacancy Report) to validate the vacancy. MRB operations section will then provide, via e-mail, the USAREC liaison noncommissioned officer (LNCO) at USARC with the unit, UIC, unit vacancy control number, paragraph, line, position number, name, SSN, and AOC of the officer and request the vacancy be placed in a "HOLD" status. Once on "HOLD," the USAREC LNCO will notify MRB operations section for completion of USAREC Form 1081.

(c) MRB operations section will fax USAREC Form 1081 with vacancy information to the USAREC LNCO at USARC, fax number (404) 629-8565. A USAREC Form 1076 must be included addressed to the USAREC LNCO.

(4) The USAREC LNCO will within 72 hours of receipt of the USAREC Form 1081, validate the vacancy and unit. Once validated, the LNCO will sign block 34 of USAREC Form 1081 and deliver to the Chief, Personnel Management Branch, APMC.

(5) The Chief, Personnel Management Branch, APMC, will verify that the applicant meets

the requirements for attachment to APMC, and that the USAREC LNCO at USARC, has signed block 34 of USAREC Form 1081. The APMC commander or authorized representative will sign block 36 of USAREC Form 1081 and return it to the USAREC LNCO at USARC.

(6) Signed USAREC Forms 1081 will be faxed by the USAREC LNCO at USARC to MRB operations section. MRB operations section will forward to the recruiter.

(7) When the recruiter receives USAREC Form 1081, it will be put into the application packet along with a signed (by the applicant) original of the Memorandum for Commander, APMC, Subject: Requirements for AMEDD Officers Attached to the APMC, when forwarded to HQ USAREC, ATTN: RCHS. The application will be processed under the established procedures for new accessions.

(8) If the applicant is selected, HQ USAREC, Health Services Directorate, will upon receipt of the DA Form 71, send the original accession packet to HRC-St Louis for orders and a copy (including credential documents) to: Department of the Army, APMC, ATTN: Nominations Manager, 1401 Deshler Street SW, Fort McPherson, GA 30330-2000.

(9) The recruiter will inform the applicant to contact their unit of assignment upon receipt of orders and to contact APMC for further instructions pertaining to their orientation.

(10) If the applicant is not selected, HQ USAREC, Health Services Directorate, Operations Division, will contact the USAREC LNCO at USARC to remove the vacancy from "HOLD" status.

## **Chapter 21 RA Programs**

### **21-1. FOP general information**

a. The goals of the FOP are to maintain participant interest, foster a sense of identification, ensure participants remain qualified for the Army, minimize buyer's remorse, and promote and generate participant assistance in recruiting.

b. AMEDD FOP participants include but are not limited to: HPSP and ECP.

c. Participants in HPSP and ANCP who desire to be released from the program must request for disenrollment through the MRC and the MRB to the appropriate division at HQ USAREC, ATTN: RCHS-XX.

### **21-2. Responsibilities**

a. The appropriate divisions within Health Services Directorate, HQ USAREC, will:

(1) Establish a database to track program participants until accessed onto AD.

(2) Notify the MRB of students who must submit appointment documents.

b. MRB will coordinate all aspects of the HPSP between HQ USAREC, Health Services Directorate, and other major Army commands and the MRB commander and Command Sergeant Major.

c. The recruiter will:

(1) Track participants throughout their professional schooling experience, thereby personally contacting each participant at a minimum of semiannually or as needed until EAD. In addition, the recruiter will assist in all administrative matters pertaining to the student's military requirements (that is, ADT, OBC, accession).

(2) Ensure selectees receive appointment letters and orders.

(3) Respond to professional questions and concerns that the participant may have.

(4) Document contact with selectee via ARISS.

(5) Contact participants at risk for academic failure or who for any reason may request disenrollment from the program (that is, pregnancy).

(6) Interview participants who request disenrollment from their respective program and forward a memorandum to the MRB outlining the reasons or circumstances of the withdrawal.

(7) Maintain personal responsibility for all HPSP participants preparing for OBC; all AMEDD officers will be given an OBC brief.

(8) Contact applicants within 72 hours of selection. During this contact, the recruiter will schedule the commissioning ceremony (if required), and review the applicants' responsibilities until departure to OBC.

(9) Send one set of official, final transcripts conferring the degree to the appropriate division at HQ USAREC, ATTN: RCHS-XX, in accordance with this regulation.

(10) Forward appointment documents no earlier than 180 days and no later than 120 days prior to graduation.

(11) Notify the appropriate division at HQ USAREC, ATTN: RCHS-XX, of graduation and commissioning dates.

(12) Forward official copy of final transcripts with degree conferred to the appropriate division at HQ USAREC, ATTN: RCHS-XX.

(13) Ensure officer receives orders for concurrent call to AD.

(14) Assist applicant in arranging for shipment of household goods (HHG), purchase of uniforms, and travel arrangements in preparation for reporting to AMEDD OBC.

d. Applicant will:

(1) Maintain physical and moral qualifications. NOTE: The recruiter will ensure that the participant has height, weight, and fitness guidelines.

(2) Notify the recruiter immediately of applicants whose grades of "D" or lower, course failures, course incompletes, pregnancies, illness, or injury that preclude the participant from completing course requirements in the projected timeframe.

(3) Notify the recruiter of all address and telephone changes.

(4) Submit verification of full-time enrollment to HRC-St Louis, Incentive Branch. This verification must be on the school's letterhead stationery and be signed by a school official.

The statements are due each January and July.

(5) Contact the recruiter at a minimum of every 2 weeks until departure to OBC.

(6) Submit a written request for disenrollment from the program for any reason. The letter will be routed through the recruiter and the MRB commander to HRC-St Louis, Incentive Branch.

(7) Participate in recruiting activities as the participant's schedule allows.

(8) Notify HRC-St Louis, Incentive Branch, of address and telephone changes.

(9) For ROTC education delay participant: In addition to the above, the participant will update delay status with HRC-St Louis annually and notify HRC-St Louis of any changes in any status immediately.

### 21-3. HPSP

NOTE: Reference the policy on AFHPS/FAP published by OTSG.

a. The policies, provisions, and application guidelines of the HPSP are contained in USAREC Reg 601-105. Effective 1 July 2006, the monthly stipend for the F. Edward Hébert AFHPS/FAP participants was increased from \$1,279 per month to \$1,319 per month. The annual grant for FAP participants increased from \$27,005 to \$27,841.

b. 10 USC 2121(d) and 2127(e) require that the SECDEF annually adjust the amount of the monthly stipend paid to members of the F. Edward Hébert AFHPS/FAP and the amount of the annual grant paid to FAP participants. These adjustments are based on the overall percentage increase in the rate of basic pay for members of the Uniformed Services. On 1 January 2007, the rates of basic pay for members of the Uniformed Services increased by an average of 2.2 percent. Stipend and FAP amounts will be updated annually by USAREC message.

c. Basic eligibility criteria.

(1) Must be a U.S. citizen.

(2) Be accepted or enrolled in an accredited university in the United States or Puerto Rico.

(3) Be a potential graduate in appropriate year group.

(4) If a member of the Uniformed Services:

(a) Have conditional release.

(b) Have conditional approval to return to AD (ref PS with RE-3).

(c) Officers cannot be in a nonselect status (two-time pass over).

(d) Officer or enlisted can have no unfavorable actions pending.

(5) If PS, must have received an honorable discharge.

(6) Must meet age and length of service requirement.

(a) Age 36 for a 4-year scholarship.

(b) Age 37 for a 3-year scholarship.

(c) Age 38 for a 2-year scholarship, etcetera, for NPS.

(7) AD service may be subtracted from age not to exceed 10 years maximum. May also be increased by the number of years of the scholarship for which they are applying.

(a) DAT, GRE, MCAT, Miller Analogies Test (if required by university).

(b) Optometry Admission Test or Veterinary College Admission Test within the past 5 years.

(c) BSN and have taken GRE within past 5 years (CRNA only).

(8) Pay of full tuition, required books, and most education fees.

(a) Reimbursement for certain required items (see USAREC Reg 601-105).

(b) A monthly stipend of \$1,319 per month for 10-1/2 months per year, with an adjusted annual amount updated 1 July of every year.

d. Obligation.

(1) Physicians = 2 years minimum ADO following residency.

(2) Others = 3 years (DC, VC, or AN, year for year with minimum 3 years).

(3) Time spent in FYGME or CPIP residencies and fellowships will not satisfy any portion of HPSP ADO.

(4) Statutory service obligation time begins upon taking Oath of Office and runs continuously for 8 years (not contractual obligation).

(5) Contractual service obligation is 8 years consisting of ADO and AR statutory service obligation. Begins after any GME.

e. ADT.

(1) Forty-five days annually.

(2) Receive second lieutenant pay and allowances.

(3) Can be conducted at MTF or participant's school.

(4) ADT at MTF must be at least 21 consecutive days.

(5) All corps preregister on Web site upon selection. Recruiters should register on [www.mods.army.mil/medicaleducation](http://www.mods.army.mil/medicaleducation) for following up on students.

(6) First year HPSP OBC MC or DC will count toward ADT obligation.

f. Appointments.

(1) Branched as second lieutenant, MS, then reappointed in appropriate corps upon graduation (see USAREC Reg 601-105, table 9-1).

(2) HPSP applicants will enter AD as captians.

g. Available to: Dental, Medical, Optometry, Psychology (Clinical or Counseling), and Veterinary.

NOTE: 73B HPSP offers 2- and 3-year scholarships; these scholarships include the intern year as the degree is not awarded until completion of the internship.

h. Automatic acceptance criteria. Medical and dental:

(1) Meet eligibility criteria in accordance with this regulation.

(2) Must not require waiver.

(3) Meet Army weight standards in accordance with AR 600-9.

(4) GPA of at least 3.5 on 4.0 scale.

(5) Applicants in baccalaureate and master's degree dual-degree program provide transcripts of first 2 years showing GPA of at least 3.5 on 4.0 scale.

(6) MCAT score of 29 or DAT with academic average score of 19.

(7) Have letter of acceptance no later than 1 August of the year entering program.

i. HPSP enrollment packet items.

NOTE: This paragraph provides instructions for the HPSP enrollment document procedures. The purpose is to expedite the enrollment system and provide new accessions red-carpet treatment. The following documents are needed for the enrollment of HPSP applicants into the program within 30 days of selection notification.

(1) USAREC Form 1076.

(2) USAREC Form 1132 (HPSP Enrollment Document Checklist).

(3) USAREC Form 1131 (Department of the Army Service Agreement - F. Edward Hébert Armed Forces Health Professions Scholarship Program (AFHPSP)), five originals are required.

(4) DA Form 71.

(5) TD Form IRS W-4 (Employee's Withholding Allowance Certificate).

(6) SGLV 8286 (Servicemember's Group Life Insurance Election and Certificate) with SGLV 8286A (Family Coverage Election) or SGLV 8285A (Request for Family Coverage).

(7) SF 1199A (Direct Deposit Sign-Up Form).

(8) USAREC Form 1092 (Statement of Certification for Repayment of Disbursed Government Funds).

(9) USAREC Form 1103 (Incentive Enrollment Data Sheet).

(10) DA Form 5960 (Authorization to Start, Stop, or Change Basic Allowance for Quarters (BAQ) and/or Variable Housing Allowance (VHA)), original and copy with marriage certificate and children's birth certificates as appropriate.

(11) USAREC Form 1091 (Statements of Understanding) (if applicable).

(12) Discharge or release orders for all on AD or in TPU.

(13) DD Form 214.

(14) Results of United States Medical Licensing Examination (USMLE), Comprehensive Osteopathic Medical Licensure Examination (COMLEX), or National Board of Osteopathic Medical Examiners, Part 1 (1 and 2 year medical selects only).

(15) Results of National Board of Dental Examination, Part 1 (1 and 2 year dental selects only).

(16) Results of National Board Osteopathic Examination, Part 1 (1 and 2 year optometry selects only).

(17) DA Form 591 (Application for Initial (Educational) Delay From Entry on Active Duty and Supplemental Agreement), two copies.

j. Initial HPSP Enrollment Packet Status System (USAREC Message 05-021).

(1) Green: No boarding documents pending correction and the entire enrollment packet is received without error (TOS not considered).

(2) Amber: Service agreements and Oath of Office are correct and three or less enrollment and/or boarding documents need correction.

(3) Red: Service agreements and/or Oath of Office are incorrect or more than three corrections are needed for enrollment documents and/or boarding documents. All red enrollment packets will be RWOA to the MRB operations section.

#### 21-4. FAP

NOTE 1: Reference the policy on AFHPS/FAP published by OTSG.

NOTE 2: USAREC does not have a current FAP mission. Recruiters may process FAP applications on a case-by-case basis upon written approval from HQ USAREC, Health Services Directorate.

a. Effective 1 July 2006, the monthly stipend for the F. Edward Hebert AFHPS/FAP participants increased from \$1,279 per month to \$1,319 per month. The annual grant for FAP participants increased from \$27,003 to \$27,841. 10 USC 2121(d) and 2127(e) require that the SECDEF annually adjust the amount of the monthly stipend paid to members of the F. Edward Hebert AFHPS/FAP and the amount of the annual grant paid to FAP participants. These adjustments are based on the overall percentage increase in the rate of basic pay for members of the Uniformed Services. On 1 January 2007, the rates of basic pay for members of the Uniformed Services increased by an average of 2.2 percent. Stipend and FAP amounts will be updated annually by USAREC message.

b. General. FAP is an AD program for physicians and dentists in specific specialties; specialties vary annually depending on Army needs.

##### c. Eligibility.

- (1) Be a U.S. citizen.
- (2) Must meet appointment criteria as a commissioned officer in the DC or MC.
- (3) Be accepted for admission to or be attending, in good standing, a fully-accredited specialty program at the postgraduate level 2 or above and postgraduate level 1 for selected AOC.

NOTE: Online degrees are not acceptable if applying for HPSP.

(4) Be able to fulfill the FAP service obligation prior to mandatory removal from AD.

(5) Cannot have been nonselected for promotion.

(6) Cannot have a service obligation to any other branch of the Armed Forces.

(7) Execute a FAP Service Agreement.

(8) Must have graduated from a U.S. accredited medical school.

d. Financial assistance. Stipends, grants, and reimbursements.

(1) A monthly stipend is payable during the course of the specialized training including vacation periods, except the 14 days of annual ADT. Officers will receive full pay and allowances based on their appointment grade. MC officers also receive Reserve medical officers special pay during the periods of ADT. ADT will be performed at the training site at a time determined by MEDCOM unless the participant makes other arrangements through their recruiter.

(2) A full grant is payable upon entrance into

the FAP and each year of participation thereafter. Grants shall be paid on a pro rata basis (if necessary) for the final year of participation.

(3) Reimbursement for certain educational expenses is authorized. Payments, however, shall be limited to those educational expenses normally incurred by non-FAP personnel who are pursuing the same specialized training.

(4) Stipends and grants received while participating in this program are considered additional income and will be reflected as such on the officer's annual TD Form IRS W-2 (Wage and Tax Statement).

(a) Postgraduate year (PGY) 1 must have passed step 1 and 2 of USMLE or COMLEX.

(b) PGY 2 must have passed step 2 and 3 of USMLE or COMLEX.

(c) PGY 3 or above must have full credentials (applies to osteopathic medicine).

e. Contractual service obligation.

(1) FAP participants incur an active duty service obligation (ADSO) at the rate of year for year, plus one, at half-year increments. Therefore, if a person receives a stipend for 2 years, he or she owes 3 years; if the stipend is received for 3-1/2 years, the person owes 4-1/2 years; or if the person receives a stipend for 2 years and 3 months, he or she owes 3-1/2 years.

(2) An FAP incurred obligation may not be served concurrently with any other contractual military obligation.

(3) FAP participants will be assigned to control group officer active duty obligor at HRC-St Louis during the duration of their residency or fellowship program training. As such, time spent while participating in FAP will not be counted in determining eligibility for retirement or in computing years of service for pay purposes.

#### 21-5. USUHS

NOTE: USAREC does not have a USUHS mission and USAREC personnel do not process USUHS applications. The recruiter may assist interested applicants by providing the general information listed and the Web site.

##### a. Eligibility.

(1) Meet basic eligibility criteria and be age 18 to 30.

(2) Have a favorable NAC.

(3) Have satisfactorily completed the MCAT.

(4) Not be obligated or committed for service beyond the expected date of admission as a result of current or prior participation in programs of study or training sponsored by the Army with the exceptions of ROTC and the United States Military Academy.

NOTE: More information can be found at [www.usuhs.mil](http://www.usuhs.mil).

b. Entitlements. Appointed as O-1 with pay and entitlements.

##### c. Obligation.

(1) Twenty-one months for each year of training (not less than 27 months).

(2) Obligation will be served consecutively

with any other ADO except where otherwise prescribed by law or DOD policy.

(3) Time in GME will not count toward payback.

#### 21-6. FYGME

##### a. Eligibility.

(1) Senior medical students.

(2) Students attending USUHS must apply for match in the Army FYGME Program.

(3) HPSP, USUHS, and ROTC applicants must apply and accept the Army FYGME if selected.

(4) HPSP applicants must apply for the National Residency Matching Program (NRMP) in the event that they do not receive an Army FYGME. Withdraw from the NRMP if selected.

(5) Civilians may apply through the MODS Web site at [www.mods.army.mil](http://www.mods.army.mil).

##### b. Obligation.

(1) Participation in FYGME incurs no additional obligation.

(2) Program participation will not provide for any reduction of ADO which existed prior to entry into the program.

(3) Applications for residency training beyond internship year must be made during FYGME.

(4) Example 1:

4-year HPSP = 4-year payback  
+1-year FYGME = 1 year FYGME participation  
5 years spent in uniform

(5) Example 2:

(a) 3-year ROTC scholarship

(b) 3-year HPSP scholarship

(c) 1-year FYGME

(d) 4-year residency

(e) 1-year FYGME (neutral)

(f) 4-year residency

(g) 4-year residency/HPSP (concurrent) \*payback

(h) 4 years \*payback for an ROTC scholarship

1. = \*8-year contractual obligation and payback

2. = 13 years in uniform on AD

#### 21-7. NRMP

NOTE: NRMP is not a centralized application service.

a. In February, after interviewing has been completed, applicants and programs submit to the NRMP rank order lists indicating their choices in order of preference. The general announcement of the match results takes place in mid-March, osteopathic medicine is on or about 1 January. The Army releases their results in December.

b. MS has two national matches that are separate from this match. For application processing see the NRMP Web site at [www.nrmp.org](http://www.nrmp.org). Applicants who fail to obtain a position and programs that do not fill all of their offered positions are informed the day before the general announcement.

c. The majority of programs commence on or about 1 July. Positions offered by programs participating in the match are typically those sought by U.S. senior students.

#### 21-8. Advanced General Dentistry Program

a. Eligibility.

(1) Meet basic eligibility criteria.

(2) Be a senior in an accredited school of dentistry or within 3 years of postgraduation.

(3) Be between age 21 and 46 and one-half.

(4) Meet medical standards and other basic criteria to be appointed in the DC.

b. Obligation.

(1) Minimum term of service 3 years ADO (not including Advanced General Dentistry (AGD)).

(2) AGD participation does not count towards ADO for HPSP, ROTC, Bonus, or minimum term of service.

(3) Training is conducted at select MTFs for 1 year beginning in August.

(a) Fort Jackson, SC.

(b) Fort Benning, GA.

(c) Fort Campbell, KY.

(d) Fort Carson, CO.

(e) Fort Lewis, WA.

(f) Fort Sill, OK.

NOTE: Must serve 36 months at location following AGD.

### 21-9. HPLRP (AD Program)

All HPLRP packets should be submitted to HQ USAREC, ATTN: RCHS-HR, for action after completion by the recruiter and applicant. Each AD HPLRP packet will include the AD incentives declaration statement with the following forms completed and attached. This paragraph provides procedures for enrollment into the HPLRP. The purpose is to expedite the processes and provide red-carpet treatment to new accessions.

a. USAREC Form 1175 (HPLRP Enrollment Document Checklist).

b. USAREC Form 1158 (Armed Forces Service Agreement - Department of the Army Armed Forces Health Professions Loan Repayment Program for New Accessions) after notice of selection.

c. DD Form 214 (PS only).

d. USAREC Form 1139 (Department of the Army - Armed Forces Service Agreement - Armed Forces Dental Officer Accession Bonus Program) after notice of selection.

e. USAREC Form 1169 (Loan Information and Verification Form) (DOD HPLRP).

f. Certified copy of professional license (RN, MS Pharmacy, MC, DC).

g. USAREC Form 1170 (Certificate of Enrollment for the U.S. Army Health Professions Loan Repayment Program).

h. Verification of academic and current military service obligation (MSO).

i. USAREC Form 1119.

j. USAREC Form 1172 (Verification of Academic and Current Military Service Obligation for Entry Into the U.S. Army Health Professions Loan Repayment Program (HPLRP)).

### 21-10. LTHET anesthesia nurse programs (AN)

a. General. The AN utilizes two fully-funded

programs, the U.S. Army Program in Nurse Anesthesia and the USUHS Graduate School of Nursing Program in Nurse Anesthesia to educate direct accession officers in nurse anesthesia.

b. Direct accession applicants requesting education in these fully-funded nurse anesthesia programs must apply to UTHHSC and have an option to also apply to the USUHS Program. If selected for the AN, they will then be boarded for selection as a funded student in the anesthesia program. Their appointment as an Army Nurse is not contingent on being selected for placement in the education program. The AN will determine which program the selectees attend. Program selection is not at the applicant's discretion. Applicants who decline to attend the program offered will not be considered for attendance at the other program. If selected for appointment and not selected for the educational programs, the applicant may either decline (in writing) the selection for appointment, or may elect to accept the appointment to AD in the AOC or ASI in which eligible and deemed most appropriate by the AN Branch. If not selected for appointment, applicants must wait 1 year to reapply for appointment.

c. Specific guidance will be posted for each FY.

### 21-11. ANCP guidelines

a. Purpose. Provide guidance on implementation of the ANCP.

b. General.

(1) The ANCP provides eligible individuals the means to obtain a BSN, become an RN, and be commissioned in the AN.

(2) Applicants accepted into the program will be enlisted into the Army IRR in accordance with AR 601-210.

(3) Upon graduation after successfully passing the NCLEX-RN or upon date of graduation from nursing school if already a licensed RN, participants will be appointed and accessed into the AN in accordance with AR 135-101.

c. Eligibility criteria. To be eligible for this program, applicants must:

(1) Meet eligibility requirements for appointment as an Army nurse in accordance with AR 135-100 and AR 135-101 with additions as noted below.

(2) Be a citizen of the United States at time of application (nonwaiverable).

(3) Meet enlistment requirements for service in the IRR in accordance with AR 601-210. Citizenship, single parent status, and maximum enlistment age are nonwaiverable.

(4) If PS, be able to complete 20 years of ACS before reaching their 62nd birthday. (Must be eligible to commission prior to their 40th birthday unless prior commissioned service.)

(5) Pass a physical (induction, appointment) in accordance with AR 40-501, chapter 2.

(6) Be enrolled as a full-time student in an accredited baccalaureate degree program in nursing at an educational institution that does

not have a Senior Reserve Officers' Training Corps Program or that has a Senior Reserve Officers' Training Corps Program for which the student is ineligible. The recruiter must submit a written statement to HQ USAREC, Health Services Directorate, prior to submission of packet, for any applicant that comes from an educational institution affiliated with an ROTC Program and is not a senior nursing student. The statement must be signed by both the recruiter and the ROTC Program's professor of military science and must state that the applicant is either not eligible for ROTC or that the professor of military science is aware that the applicant is being recruited for the ANCP and that ROTC has had an opportunity to counsel the applicant and agrees it is the student's desire to pursue ANCP over ROTC. A senior student must be able to complete their nursing requirements for graduation within the academic year. HQ USAREC will forward updated ROTC school lists to the field annually and as needed.

(7) Must be a junior or senior enrolled full-time in (or accepted full-time into) a baccalaureate degree nursing program accredited by an agency recognized by the U.S. Secretary of Education and DA. Must have a minimum GPA of 2.5 on a 4.0 scale to apply.

(8) Candidates may be generic students who are pursuing their degree on a continuum or graduates of a DPL or ADN program who are enrolled in a baccalaureate degree completion program.

(a) Must have completed, at a minimum, the second year of an accredited baccalaureate degree program in nursing and have no less than 6 months, but not more than 24 months remaining before graduation from the start of the selection board date.

(b) Must have an Armed Services Vocational Aptitude Battery (ASVAB) score of 50 or greater.

d. Program benefits.

(1) Participants are commissioned as officers in the U.S. Army upon successful completion of program requirements.

(2) Participants will receive \$5,000 upon acceptance of the enrollment documents described in i(6)(a) through (d) below.

(3) The second increment of \$5,000 will be paid upon start of the senior year for students enrolled in the program for 2 years or upon graduation for students enrolled for 1 year.

(4) Candidates will receive a stipend of \$1,000 for each month the student carries a full academic load (a minimum of 12 semester hours or minimum of 9 quarter hours), not to exceed 24 months. This includes summer months.

(5) Monies will be effective upon the start of the school year or when all enlistment paperwork is completed, whichever is later. All monies are taxable income and subject to withholding tax.

e. Appointment and ADO.

(1) Candidates must agree to accept an RA appointment after successfully passing the NCLEX-RN, or upon date of graduation from nursing school if already a licensed RN. EAD

will be the date travel commences to AMEDD OBC, Fort Sam Houston, Texas, or first duty station if already OBC qualified as a result of previous commissioned service. Once on AD, officers will receive full pay and allowances for their grade.

(2) Officers will attend the AMEDD OBC at Fort Sam Houston after successfully passing the NCLEX-RN or the next available class after graduation, if already a licensed RN.

(3) Senior nursing student candidates incur a 4-year ADO. Junior nursing student candidates will incur a 5-year ADO. Total MSO upon completion of schooling is 8 years. Any portion not served on AD will be served in the reserves.

(4) Candidates must agree to serve in the reserves until the combined AD time served and reserve duty time served equals the 8-year statutory obligation required under 10 USC 651. While in school, NPS candidates will be placed in an inactive status in the IRR in the pay grade of E-3 and PS enlisted candidates will be placed in an inactive status in the IRR in their most recent pay grade. If the applicant is a commissioned officer, they must resign their commission and enter the IRR in the pay grade of E-3 to participate in the ANCP. The IRR time while in school does not count toward the total 8-year statutory commitment.

f. MEPS processing. All ANCP participants process for enlistment at MEPS. Recruiter will ensure students have the following documents in their possession when processing for enlistment at MEPS:

NOTE: Only complete, accurate applications containing the information listed below will be accepted by HQ USAREC, Health Services Directorate.

(1) All ANCP applicants will be loaded as an AMEDD applicant and then projected in ARISS as DAV. Recruiter must contact the senior guidance counselor by telephone to confirm ASVAB and Security screen.

(2) To project the applicant, the recruiter needs to place the applicant in ARISS for complete PE or inspect and complete all required fields to receive an accepted projection.

NOTE: Inspect is generally performed in the morning. Ensure it is stated in the Remarks section "AMEDD ANCP applicant must complete chapter 2 physical and complete ASVAB." The recruiter should verify time with the senior guidance counselor.

(3) Applicant will be processed through security during physical processing and complete the Live Scan process.

(4) All required information will be input into ARISS to complete the enlistment, to include security clearance (EPSQ) and obtain a level 1 through 4 validation by the guidance office.

(5) All required source documents needed for enlistment in accordance with AR 601-210, chapter 2, will be hand-carried by the applicant to MEPS.

g. Selection board application process. The application for ANCP is different from appointment applications and includes the following:

(1) USAREC Form 1275 (Army Nurse Candidate Program Application Checklist) (one copy).

(2) TL (one original).

(3) DA Form 61 (one original and three copies).

(4) Printed copy of EPSQ if USMEPCOM Form 680-3-A-E has not confirmed the Entrance National Agency Check (one original and two copies).

(5) A verified copy of an official birth certificate or naturalization papers or one original DA Form 5252-R.

(6) USAREC Form 524 (one original and one copy).

(7) Official transcripts with seal from all schools attended (one original and one copy). An "Issued to Student" copy is not considered an official transcript.

(8) ANCP enrollment verification letter from the school of nursing (on the school's letterhead stationery) must include the exact program start date (day, month, year) of junior and senior year, and date of projected graduation. Must also include whether participation is full- or part-time (one original and one copy).

(9) Submit USAREC Form 195 from three nursing instructors if currently enrolled in the nursing program. If the applicant has been accepted, but not currently enrolled in a program, the USAREC Form 195 must be completed by three previous instructors or personnel in the supervisory chain that can address the applicant's character and academic abilities. Regardless of student's status all forms must be original.

(10) Letter from applicant with signature which includes personal goals, objectives, and reasons for wanting to become an Army nurse with comments the applicant would like to provide to support the application (one original).

(11) USAREC recruiter evaluation (one original).

(12) DA Form 3574 (Certificate of Acknowledgment and Understanding of Service Requirements for Individuals Applying for Appointment in the USAR Under the Provisions of AR 135-100 or AR 135-101, as Applicable - Individuals Without Prior Service) (one original and three copies).

(13) USMEPCOM Form 680-A-E confirming physical status, ASVAB scores, Entrance National Agency Check, and Live Scan. If processing took place outside of MEPS a DD Form 2807-1 and DD Form 2808 with all supporting documents is needed. If a waiver was required, the DD Form 2807-1 and DD Form 2808 (one MEPS copy, no originals) with the USAREC Surgeon's qualifying stamp must be included with the application. Originals will be retained at the RS pending enlistment (three copies).

(14) RN license and/or verification if applicable (one certified copy).

(15) Approved waivers required for enlistment if applicable (one copy of each).

(16) SF 180 and PSR if applicable (one original).

h. Selection boards.

(1) ANCP applicants will be boarded on the

monthly scheduled AMEDD boards.

(2) Applicant's performance, academic record, moral character, maturity, and leadership potential are reviewed. Applicant's potential to complete the baccalaureate degree program and successfully perform the duties of an Army officer are weighed heavily by the board.

(3) If there are more qualified applicants than program allocations, an order of merit list (OML) will be established. Lists of selects, alternates, and nonselects will be published by HQ USAREC, Health Services Directorate.

i. Enlistment and enrollment process. Once the recruiter has been notified of select status, the applicant may be processed for enlistment and enrollment. Completion of the following are required:

(1) Applicant will be processed through security during physical processing using the Live Scan process. All required information will be input into ARISS to complete the enlistment, to include security clearance.

(2) All required source documents needed for enlistment in accordance with AR 601-210, chapter 2, will be hand-carried by the applicant to MEPS.

(3) ANCP contract will be completed in the dynamic annex by the MEPS GC. All NPS applicants accepted into this program will be enlisted as E-3s into the AR and assigned to the IRR and PS enlisted applicants will be enlisted in their most recent pay grade in the AR and assigned to the IRR. This enlisted time does not count for pay or retirement purposes.

(4) The recruiter will schedule the applicant for an inspect on the current MEPS physical prior to the enlistment oath (only if current physical is greater than 30 days and less than 2 years); this process should be completed prior to enlisting the applicant into the IRR ANCP.

(5) Recruiter will brief ANCP selects on the enlistment and enrollment process, payment of benefits, and individual responsibilities.

(6) Once enlistment is completed the MEPS will forward the completed enlistment packet documents to HQ USAREC, ATTN: RCHS. NOTE: Once entered into HQ USAREC, Health Services Directorate's database, the documents will be forwarded for further processing.

(a) DD Form 1966 series (Record of Military Processing - Armed Forces of the United States) (one copy).

(b) DD Form 4 series (Enlistment/Reenlistment Document - Armed Forces of the United States) (one copy).

(c) ANCP enrollment verification letter (one copy).

(d) Dynamic annex.

j. The following will be given to the ANCP participant to be maintained in their personal files:

(1) DD Form 1966 series (one copy).

(2) DD Form 4 series (one pink copy).

(3) Dynamic annex (one copy).

(4) USMEPCOM Form 680-A-E, DD Form 2807-1, and DD Form 2808 (one copy).

NOTE: MEPS will need the original to enlist the applicant.

(5) ANCP enrollment verification letter (one copy).

- (6) SF 1199A.
- (7) TD Form IRS W-4 (one copy).
- (8) Certificate of participation (one copy).
- (9) The recruiter will maintain the following documents on file:
  - (a) DD Form 1966 series (one copy).
  - (b) DD Form 4 series (one copy).
  - (c) Dynamic annex (one copy).
  - (d) USMEPCOM Form 680-3-A-E, DD Form 2807-1, and DD Form 2808 (one copy).

NOTE: MEPS will need the original to enlist the applicant.

- (e) ANCP enrollment verification letter (one copy).
- (f) SF 1199A (one copy).
- (g) TD Form IRS W-4 (one copy).
- (h) Certificate of participation (one copy).
- k. Payment of benefits.

(1) Completed documents are forwarded by HQ USAREC, Health Services Directorate, to the finance center. First payment will be made within 60 days. Delays in payment occur when forms are received incomplete.

(2) The "financial benefits" start date is the latest of the following three possible dates:

- (3) The date the ANCP contract was signed.
- (4) The date the participant starts their junior or senior year of nursing school.
- (5) The date of enlistment.

(a) Payments are by direct deposit semi-monthly the first and fifteenth of each month for as long as the participant is eligible to receive funds. Due to changes in the finance system, casual payments are not available.

(b) Payments are for ANCP participation during the previous month.

(c) Periods of training at the beginning and end of a student's program, which do not involve a full calendar month, will be prorated.

(d) Months, which include holidays, or breaks that are scheduled as part of an academic calendar are not affected. Students are only paid for the months they are in school (that is, no summer semester, no stipend paid).

(e) A leave and earnings statement is sent to the participant's home each month and TD Form IRS W-2 is provided.

(f) ANCP enrollment verification letter of full-time enrollment from their school to the ANCP PM each January, May (if enrolled in summer semester), and August. Letter must include graduation date (day, month, year). Failure to submit this documentation will result in suspension of all payments.

I. Appointment process. The following is a list of required documents that will have to be forwarded to HQ USAREC, ATTN: RCHS.

NOTE: The appointment process for ANCP participants begins no earlier than 180 days prior to graduation and must be accomplished at least 120 days prior to their graduation. This will provide adequate time for assignments and orders processing.

(1) Current TL with appropriate recruiter address (one original and two copies).

(2) DA Form 61 with USAREC Form 1071 (Restrictions on Personal Conduct in the Army) and USAREC Form 1073 (Statement of Acknowledgment for Accommodation of Religious Practices) attached (one original and three cop-

ies).

(3) Birth certificate or DA Form 5252-R (one certified true copy).

(4) USAREC Form 524 (one original and two copies).

(5) DA Form 160-R (Application for Active Duty) (one original and one copy).

(6) DA Form 3575 (Certificate of Acknowledgment and Understanding of Service Requirements for Individuals Applying for Appointment in the USAR Under the Provisions of AR 135-100 or AR 135-101, as Applicable - Individuals Without a Statutory Service Obligation) (one original and one copy).

(7) DA Form 4571-R (Data Required By the Privacy Act of 1974 (Eligibility for AMEDD Officer Procurement Programs - Miscellaneous Documentation)) (one original and one copy).

(8) DA Form 4572-R (Statement of Understanding for Appointment as a Commissioned Officer) (one original and one copy).

(9) USAREC Form 525 (Statement of Understanding) (one original and one copy).

(10) New PE is required if initial PE is over 24 months old upon report date to OBC.

NOTE: A current HIV test within 6 months and a pregnancy test for females is required.

m. The recruiter will ensure that the student forwards an official original copy of his or her final, conferred transcript and one copy to HQ USAREC, ATTN: RCHS, when available.

(1) ANCP participants must take the first available NCLEX-RN within 60 days of graduation. HQ USAREC, Health Services Directorate, must receive a copy of NCLEX-RN results and license with verification before proceeding to OBC.

(2) Students may be commissioned on the day of their graduation or any time following that date provided all appointment documents have been processed and all appointment criteria has been met to include passing the NCLEX-RN and/or possessing a valid RN license. ANCP candidates are ineligible for accelerated appointments or other incentives including the accession bonus.

(3) Entry grade credit for qualified applicants with professional work experience will be awarded in accordance with AR 135-101 and DODI 6000.13.

n. Request for resignation or release from the program must be submitted in writing by the applicant to the recruiter.

(1) The recruiter will interview participant and make recommendation, by endorsement, to the MRB commander.

(2) The MRB commander will make his or her recommendation by endorsement and forward to HQ USAREC, ATTN: RCHS, for further consideration.

(3) If release is approved, the applicant must pay back all monies that have been given to them for ANCP.

o. Licensure.

(1) Prior to appointment, candidates will take the NCLEX-RN to become a registered professional nurse, or be licensed and in good standing as a registered professional nurse in a state, territory, commonwealth of the United States, or the District of Columbia, based on a licensing

examination provided by the National Council of State Boards of Nursing and administered by one of its member boards of nursing.

(2) Candidates must pass the NCLEX-RN prior to attending the AMEDD OBC. The NCLEX-RN must be taken within 60 days of graduation. Should an ANCP student fail the NCLEX-RN, he or she will be required to retake the NCLEX-RN within 90 days of the first failure.

p. Responsibilities of ANCP students.

(1) Must maintain contact with ANCP PM and recruiter at all times (current e-mail addresses, mailing address, and home phone number).

(2) Must provide a completed DA Form 2125 (Report to Training Agency) to the ANCP PM at the completion of each academic semester or quarter listing the courses and grades achieved for the semester or quarter just completed and a DA Form 2125 for the upcoming semester courses. Any deviation from the original academic plan that has not been coordinated and/or approved by the ANCP PM may result in being dropped from the ANCP.

(3) Must maintain a 2.5 GPA or better on a 4.0 scale.

(4) Must report any significant changes in physical health status immediately to ANCP PM. Such changes include, but are not limited to, diagnosis of chronic illness, traumatic motor vehicle accident, or pregnancy.

(5) If student fails or is failing a course, they need to report this immediately to the ANCP PM in order to plan a course of action for completion of the program. Failure to do so may result in being dropped from the program. Students who renegotiate course schedules resulting in an extension of their program, prior to getting approval from the ANCP PM, may be dropped from the program.

NOTE: Extensions for class withdrawals or failures are granted on a case-by-case basis and must be explained in detail when requesting an extension. The student is responsible for requesting an extension (to the PM) prior to starting the next semester or the student may be dropped from the program if the request for extension is denied. Extensions must be requested early in order to avoid delays. Requests for extensions may also include schedule changes made by the school.

q. Withdrawal or failure.

(1) Should an applicant enter a nursing degree curriculum as part of the program and, for any reason, fail to complete a BSN degree within the time allowed or fail to maintain a status as a full-time student; under regulations of the Secretary of the Army (SA), recoupment action will be initiated upon a Secretarial finding of either:

(a) Voluntary failure to complete the applicable service obligation; or

(b) Failure to complete the applicable service obligation due to misconduct.

(2) An individual shall be required to refund all monies if he or she:

(a) Fails to complete the baccalaureate nursing degree program in which enrolled.

(b) Fails to complete the period of obligated active service required under the agreement.

(c) Fails to accept an appointment, if tendered, as an officer of the AN.

(d) An obligation to reimburse the United States imposed under (1) above is for all purposes a debt owed to the United States.

(e) A discharge for bankruptcy under Title 11 USC, that is entered less than 5 years after the termination of this agreement does not negate responsibility for the debt arising from this agreement.

(3) If an ANCP participant fails the NCLEX-RN two times or fails to accept an appointment as a commissioned officer in the AN, the individual will serve the AD and reserve service obligation incurred in an enlisted MOS for which he or she qualifies, and which best meets the needs of the Army. (PS individual's rank will be determined in accordance with AR 601-210.)

NOTE: Requests for resignation or REFRAD to be effective during the period of this agreement will be disapproved except where considered to be in the best interest of the U.S. Army, or for Reserve officers who qualify under the provisions of AR 600-8-24, chapter 2, section IV. r. Recruiter responsibilities.

(1) The health care RS that recruits an ANCP student maintains responsibility for that applicant and coordinates completion of any needed documents until that student accesses onto AD. The station commander is responsible to ensure that contact is made with the ANCP student at least quarterly, either telephonically or in person.

(2) All preaccession documents (see g(1) through (16) above) will be obtained by the health care RS.

(3) The health care RS will coordinate receipt and review of accession orders with the ANCP student to ensure the student fully understands the accession orders.

(4) Complete OBC brief prior to departure. The following Web site provides updated OBC information: <http://www.cs.amedd.army.mil/187medbn/alpha/index.htm>.

## **21-12. AMEDD Enlisted Commissioning Program guidelines**

a. The AMEDD Enlisted Commissioning Program (AECPP) provides eligible AD Soldiers the opportunity to complete a BSN, become an RN, and be commissioned in the AN (Active Component (AC)). Participants continue to receive their current pay and allowances during school while in the program for up to 24 consecutive months of enrollment. This program funds academic costs of up to \$9,000 per academic year. Deadline for receipt of applications is 1 July each year for the next FY applicants. The selection board will convene during the 4th quarter each FY. No exceptions for late applications will be considered.

### **b. Eligibility.**

(1) The applicant must be an enlisted member of the AC in the U.S. Army with a minimum of 3 years active military service (at time of school start). Waivers for minimum TIS will be approved or disapproved by HRC on a case-by-case basis. The applicant must be eligible to complete their BSN and pass the NCLEX-RN prior to their 33rd birthday. Waivers for age in grade will be considered up to the maximum age of 40 (see fig 21-1).

(2) HRC's conditional release must be obtained by the Soldier prior to boarding (see Web site). Important: If the Soldier comes down on permanent change of station (PCS) orders, whether in the continental United States or outside the continental United States, during the timeframe that the Soldier is applying to AECPP, the Soldier must contact their respective MOS branch manager at HRC and inform that office regarding the Soldier's application status to the AECPP. The Soldier may also provide HRC with the AECPP PM's e-mail address and phone number for HRC's verification. The Soldier will also provide, via e-mail or in writing, verification to the AECPP PM that he or she has contacted HRC.

(3) Applicant's TIS will not exceed 17 years of AC enlisted military service at the time of commission. Exceptions will be considered on a case-by-case basis.

(4) The applicant must be within 24 consecutive calendar months or less (nonwaiverable) of obtaining a bachelor's degree in nursing from an accredited and approved educational institution with an academic and clinical curriculum in English, and which prepares graduates for NCLEX-RN licensure.

(5) The applicant may not be considered if currently scheduled for or attending MOS training resulting from an approved reclassification or reenlistment contract. However, prior to attending training, Soldiers may request cancellation of a voluntary reclassification or waive the reenlistment contract in accordance with AR 601-280. Applicants must extend or reenlist to have at least 36 months of time remaining on AD after graduating from the BSN program, based on projected date of graduation. Soldiers will retain their current rank and pay grade (unless promoted while in the AECPP) until commissioning. Participants in the AECPP may be promoted during school if their promotion sequence number or cutoff score is reached. Reenlistment bonuses will end upon entry into the AECPP.

(6) The AECPP PM will initiate final HRC clearance for board selects. HRC will give final clearance for AECPP selects to participate and start full-time study. The applicant will complete the mandatory service remaining requirement for MOS training prior to attending AECPP. HRC Enlisted Branch Managers and Reclassification Section may defer school attendance 1 year for those Soldiers whose release would compromise Army readiness. Applicants should have 12 months time on station before starting school. Deferment may be authorized provided it will not jeopardize the selectee's eligibility to participate in the AECPP.

### **c. The AECPP applicant must be:**

(1) Eligible for appointment as a commissioned officer in the U.S. Army (AC) under the provisions of AR 135-100 and AR 135-101.

(2) Medically qualified for commissioned officer appointment in accordance with AR 40-501, chapter 2, and in compliance with the height and weight requirements of AR 600-9. If required, a current body fat content worksheet will be included (certified true copy reviewed by the physician performing the physical).

(3) The PE must be a commission physical (AR 40-501, chap 2). This differs from a retention physical. (Please provide the information from this paragraph to the physician performing the AR 40-501, chap 2, physical).

(4) Applicants must maintain medical eligibility during school enrollment and before commissioning. Pregnancy or changes in physical status during the program must be reported to the AECPP PM immediately. Changes may require a new commissioning physical.

### **d. School selection and acceptance.**

(1) In order to be boarded for the AECPP, the applicant must be accepted (conditionally or unconditionally) to at least one college or university that meets all specified criteria (classes must start in the summer or fall semester (that is, May-September, no exceptions)). If the acceptance is classified as conditional based on a later school selection board or needing to complete prerequisite courses, it is required those classes be completed prior to starting in the BSN program at the selected school. It is recommended that the Soldier apply to more than one school to prevent the possible AECPP selection to become null and void should the school of choice nonselect the Soldier for enrollment. Program success and tuition costs are the key criteria for school selection and most schools will honor in-state tuition when located in the student's state of legal residence or current domicile. Depending on the state's military agreement, current domicile may be based in Texas because of assignment to Fort Sam Houston with attachment to the college or university of choice. Applicants will ensure that the college or university is aware of attachment to the school with assignment to Fort Sam Houston to clarify receipt of the in-state tuition rate. Schools in Alaska or Puerto Rico must be pre-approved by the AECPP PM and/or AECPP officer in charge (OIC). The student should not submit more than four letters of acceptance from various schools of nursing. Students must rank schools in order of preference with a brief explanation in the applicant's letter of purpose and intent (see e(11) below). If selected to participate in the AECPP, attendance will be required at one of the preapproved schools listed in the application that meets all criteria for school enrollment. The AECPP select may be redirected to attend a school other than their primary choice by the AECPP PM and/or AECPP OIC.

(2) Army funding for tuition will not exceed \$9,000 per academic year (no exceptions).

(3) All students must maintain full-time status with his or her school during each semester (no less than 12 hours per semester (Fall and Spring) and 6 to 9 hours in the summer (this varies with the school requirements)).

(4) Selected schools must be accredited by an agency recognized by the U.S. Secretary of Education. The two accrediting agencies are the NLNAC and the CCNE.

(5) Applicants for AECPP may only apply to a school that has an approved Educational Service Agreement with the U.S. Army. Contact the AECPP PM to see if your selected school qualifies.

(6) Students must rank schools in order of preference with a brief explanation in the applicant's letter of purpose and intent (see e(11) below). If selected to participate in the AECF, attendance will be required at one of the pre-approved schools listed in the application that meets all criteria for school enrollment. The AECF select may be redirected to attend a school other than their primary choice by the AECF PM and/or AECF OIC.

(7) Applicants who must complete prerequisite courses prior to enrolling full-time in a nursing program are eligible to apply for the AECF. However, those prerequisite courses must be completed and verified with an "Unconditional Letter of Acceptance" from the school (no exceptions).

(a) Math and Statistics - 6 hours.

(b) Natural Sciences - 23 hours (Anatomy and Physiology, Chemistry with lab, Microbiology with lab).

(c) Social Sciences - 9 hours (Psychology/Sociology/Growth and Development).

(d) English - 6 hours (must include English Composition).

(e) Humanities - 3 hours (Literature or Philosophy).

(f) History - 6 hours.

(g) Total of 53 hours.

(8) If an applicant boards with a conditional letter of acceptance and is selected, the unconditional letter of acceptance must be received by the AECF PM and Department of Health Education and Training at Fort Sam Houston, no less than 30 days prior to the start date of school. If the letter is not received, the applicant will be dropped from the program.

(9) Prerequisite courses are nonwaiverable. All courses required prior to enrollment in the nursing program will be at the expense of the student. The applicant must submit a memorandum to the AECF PM outlining how and when specific prerequisites will be accomplished. If selected for the AECF, the applicant will start a full-time nursing program, within the FY of selection. If unable to finish prerequisites prior to school, selection will be revoked and the applicant may reapply the following year without prejudice.

NOTE: If a school grants conditional acceptance for anything other than completion of prerequisites, the student should seek acceptance at another school.

e. Application documents.

(1) DA photo (centered and glued to plain 8-1/2" X 11" paper).

(2) Enlisted Record Brief (ERB) Personnel Qualification Record. The Soldier will review the ERB for accuracy. Look closely at awards, decorations, and dependent and marriage status especially if in a dual-military status. The military personnel office (MILPO) will certify it as a true copy. The Soldier needs to sign this copy also to verify it is correct.

(3) Army Knowledge Online (AKO) records. All applicants will submit a copy of their AKO account official military personnel file (OMPF) table of contents (see fig 21-2). Applicants in the rank of sergeant or above will submit copies

of their last two evaluation reports (NCOERs), a copy of their last DA Form 1059, and a copy of their last three awards. Applicants in the rank of specialist and below should submit copies of all awards and evaluation reports (if applicable). The applicant can obtain a copy of the OMPF by accessing their OMPF through their AKO account and printing out the record. The OMPF record printout should be dated no earlier than 6 months prior to the application deadline. Include all PSR (if applicable).

(4) Microfiche (center and glue the white envelope on a plain 8-1/2" X 11" paper). To order your microfiche contact the Enlisted Records and Evaluation Center, Customer Support Branch at [custsupt@erec.army.mil](mailto:custsupt@erec.army.mil) or fax request to (317) 510-3361 (DSN 699). You must include the following in the request: Name, rank, SSN, address where microfiche is to be sent, and reason for submission (AMEDD Enlisted Commissioning Program Selection Board).

(5) DA Form 4187 (Personnel Action). Enter "AMEDD Enlisted Commissioning Program" in section III, block 8, Other. The Soldier's brigade commander must sign this form with the date of signature within 6 months of application deadline. Section IV, Remarks, must contain the applicant's current:

(a) Height and weight in accordance with AR 600-9. Include Body Fat Content Worksheet results, if applicable.

(b) APFT results (pass or fail) and date within the preceding 6 months.

(c) The "To" block will have the following: CDR, HQ USAREC, 1307 3rd Ave, Fort Knox, KY 40121.

(6) MILPO eligibility statement (see fig 21-3). This statement, signed by an MILPO official (OIC or noncommissioned officer in charge), verifies the applicant's eligibility to apply for selection. It will be used to ensure that the Soldier does not have any pending UCMJ action, bars to reenlistment, flagged records, etcetera. It is the responsibility of the Soldier to ensure that this is sent to the AECF PM. This statement will verify that:

(a) Records have been reviewed as required and the applicant is not currently pending UCMJ action, bar to reenlistment, or flag action.

(b) Application does not contradict AR 600-8-2.

(c) The applicant is not on reassignment orders or pending reassignment.

(d) The applicant who holds MOS 91 W/M6 is currently licensed to practice as an LPN or LVN.

(e) Commander can verify the information that the MILPO cannot.

(7) Last PCS orders. The applicant must provide a complete copy of his or her last PCS orders to include all amendments. The order date and order number must be legible on all orders and amendments. These orders serve as verification that the applicant meets time on station requirements to apply for the AECF.

(8) AECF applicant's letter of understanding. This document clarifies program and individual requirements. The letter of understanding must:

(a) Be typed in memorandum format.

(b) Follow the sequence in the sample at figure 21-4.

(c) Display all verbatim phrases in quotations.

(d) Be signed and include the applicant's signature block as well as that of the witnessing officer.

(e) Must list a valid e-mail address (AKO e-mail address) and current phone numbers (home and business).

(9) PE. The Soldier must submit a commissioning physical in accordance with AR 40-501, chapter 2, along with the application (include all lab results). The physical must be less than 2 years old at the August deadline for application submission. If applicant has a permanent profile that requires a waiver, it needs to be submitted early in the process to allow time for approval or disapproval. Another PE may be required while attending school, and/or upon graduation if there are changes in physical status (to include pregnancy). Changes in physical status must be reported to the AECF PM immediately. (See paras c(3) and (4) above.)

(10) Security clearance. If the Soldier currently holds a SECRET security clearance, a letter from the Soldier's G-2 will be sent with the application for verification. If the Soldier does not hold a SECRET clearance, it is the Soldier's responsibility to have the SECRET clearance initiated by their G-2. The Soldier must submit a letter with the application stating this action was initiated and the date it was initiated along with a copy of the EPSQ or the validation report that it was accepted for submission. If it is determined that a SECRET clearance cannot be obtained from the Investigation Service after acceptance to and participation in the AECF, the Soldier may be removed from the program and reassigned based on the needs of the Army. The Soldier will then be required to serve the incurred ADSO under his or her enlisted status and MOS based on the amount of time spent in the AECF.

(11) Letter of purpose and intent. This brief but important letter is the applicant's only opportunity to directly address the selection board. The letter permits the Soldier to provide information not contained elsewhere in the application, to clarify or amplify application documents, and to explain the Soldier's particular qualification for the AECF. The letter (see fig 21-5) should be no more than one page in length, typed single spaced, and should address the following:

(a) Name, SSN, and a request to be selected into the AECF.

(b) A brief statement expressing why you think you should be considered.

(c) An explanation of why you want to be an Army nurse.

(d) In order of preference, list the colleges you wish to attend and a brief explanation as to why you chose each college.

(e) You must list all prerequisite courses remaining. You must tell the board how you plan on completing these prerequisites and any other pertinent information to assist the board process.

(f) Letter should be written using an active

voice.

(12) LORs. Two LORs are required at a minimum, but not more than five LORs will be accepted. Each LOR should address the applicant's duty performance, competency, oral and written communication skills, motivation, character, maturity, potential for successful completion of training, and applicant's potential as an officer and leader. The best LOR evaluates the Soldier during the preceding 12 months. It is highly recommended that the LORs be the last action done before the packet is sent to the AECF PM. Please provide each LOR author a copy of your application to assist him or her in writing an objective recommendation. LORs are required from the following individuals:

- (a) Applicant's commander.
- (b) Applicant's immediate supervisor.
- (c) Applicant's chief nurse (required for all 91 series and encouraged for all other MOSs).
- (d) Others not to exceed two or three if not a 91 series in an MTF or table of organization and equipment unit.

(13) Official transcripts. The applicant must request official transcripts for all undergraduate and graduate courses for inclusion in the application. If transcripts are in former names, ensure that name changes are noted. Transcripts stamped "Issued to Student" must be in a sealed envelope from the school. Transcripts in languages other than English must be translated prior to submission. A transcript showing grades for courses in progress at the time of application should be forwarded for inclusion in the application packet. You must complete USAREC Form 1235 (AMEDD Academic Program Worksheet) (contact PM for this form) and submit it along with all transcripts. It is the applicant's responsibility to ensure that official transcripts are sent from the college or university to:

HQ USAREC  
ATTN: RCHS-AN-AECP  
1307 3rd Avenue  
Fort Knox, KY 40121-2726

(14) School acceptance letter(s). Each letter of acceptance from a school must specify:

- (a) Conditional or unconditional acceptance to a BSN program as a full-time student.
- (b) Program of study. A detailed account of proposed course work and credit hours by term. This may be on either official school letterhead or DA Form 2125. No photocopies of the course catalog will be accepted in lieu of the above mentioned official documents.
- (c) The length of time required for completion of the degree or a statement that the student can complete the program in 24 consecutive calendar months or less.
- (d) Any outstanding prerequisites (listed) or conditions to acceptance (specifically described).
- (e) Expected start date (day/month/year).
- (f) Expected graduation date (day/month/year).
- (g) Projected cost of program. Projected cost of program may be accomplished either by a break down of cost per hour, per semester, or total cost for program. (The program funds tu-

ition only.) The cost of books is reimbursed for up to \$1,000 per year maximum 2 years. Optional fees should not be included in this breakdown and will not be paid for by the AECF.

(h) All of the above must be described by an official school representative.

(15) DA Form 61. Must complete the following items: 1, 2, 6, 7, 8, 9a, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20a through c, 21a through e, 23a, 24, 25, 26, 27a through g, 28, 30, 31a and b, 32, 33; and sign and date bottom of page 3, block 42 (see fig 21-6).

(16) Request for conviction waiver (if applicable) (see fig 21-7). In accordance with AR 135-100 and AR 135-101, "Have you ever, under either Military or Civilian law, been indicted or summoned into court as a defendant in a criminal proceeding (including any proceedings involving juvenile offenses, Article 15, UCMJ, and any court-martial) regardless of the result of trial, or convicted, fined, imprisoned, placed on probation, paroled or pardoned, or have you ever been ordered to deposit bail or collateral for the violation of any law, police regulation, or ordinance? (Excluding minor traffic violations involving a fine or forfeiture of \$100 or less.)" If yes, the applicant must attach an affidavit listing the date and the nature of each alleged offense or violation, the name and location of the court or place of hearing, and the penalty imposed or other disposition of each case. The applicant will furnish a detailed statement in the affidavit as to the outcome of each case.

(17) Other supporting documentation. Applicants may wish to submit copies of awards or significant letters of commendation and/or appreciation received within the past 2 years that are not reflected in their OMPF. Additional documents should be submitted only if they are particularly noteworthy. Other supporting documents include the age in grade waiver (see fig 21-1).

f. Submission of application.

(1) Submit application to: Cdr, HQ USAREC, ATTN: RCHS-AN-AECP, 1307 3rd Ave, Fort Knox, KY 40121-2726.

(2) Place unstapled, unfolded documents in a manila file folder before mailing.

(3) Place the documents in order, using the guidance found on USAREC Form 1276 (AMEDD Enlisted Commissioning Program Application Checklist). Do not use document protectors.

(4) Each Soldier submitting an application will receive acknowledgment of receipt, and a request to furnish any additional documents if necessary.

(5) Only complete applications will be submitted to the selection board. Use USAREC Form 1276 to ensure the application is complete. Applications will be returned if they are from ineligible Soldiers and/or incomplete at the time of the board.

(6) If selected, applicants will be notified via e-mail after final HRC approval has been granted. An official military personnel message will also be generated.

g. AECF selection.

(1) Once selected for the AECF, the applicant is responsible for communicating any changes

in continued eligibility status to the AECF PM. Such changes may include, but are not limited to:

(a) Inability to complete prerequisites that are required to allow the applicant to start the academic program in the FY of selection to the AECF.

(b) Inability to obtain an unconditional letter of acceptance from the intended school of attendance no later than April of the year selected. Must have an unconditional letter of acceptance no less than 30 days prior to school start date.

(c) A delay for any reason in starting the academic program in the timeframe as identified in the application.

(d) Changes in the program including failure of a class or changes made in the original schedule by the school need to be reported immediately to the AECF PM who in turn will notify the Department of Health Education and Training.

(e) Any change in medical condition, which significantly changes one's health, could possibly impact eligibility to complete the academic program in the specified timeframe and/or affect commissioning as an officer. Examples of these circumstances may include, but are not limited to, a motor vehicle accident resulting in significant traumatic injuries or diagnosis of a chronic illness.

(2) Failure to meet all requirements throughout the time during which the applicant is selected for and/or enrolled in the AECF will result in administrative deletion from the program. The Soldier would then revert back to his or her primary MOS. If any ADSO was incurred during enrollment to AECF, the Soldier will serve that ADSO in the MOS he or she possessed at the time of application to AECF. The Soldier may continue military service in that MOS if desired. If an ADSO was not incurred, the Soldier may elect to ETS from the Army given all other ADSOs have been met.

h. AECF administration.

(1) While in the AECF, Soldiers will be assigned to the AMEDD Student Detachment, ATTN: MCCS-BHR-SD, AMEDD Center and School, Fort Sam Houston, TX 78234-5018, (UIC 3VZ6A), with attachment to the college or university the Soldier is attending.

(2) AECF selects who reside in government quarters may be required to move even if the school is in the same geographic area. This is based on local installation decisions. The Soldier in the AECF who does not reside in government quarters will receive basic allowance for housing.

(3) The Soldier is responsible for sending DA Form 2125 for each semester or quarter just completed, and prior to the start of the following semester or quarter to the AECF PM. If these forms are not received in a timely manner or not submitted at all, the tuition will not be paid for the following semester. Violations will result in Soldiers being dropped from the program. Verification of contact information (to include address, e-mail, and phone number) must be confirmed each time DA Forms 2125 are submitted.

(4) If a student fails or is failing a course, they need to report this immediately to the AECF

PM. Failure of a class will result in the student being dropped from the program and returned to their enlisted MOS to fulfill their ADSO. Students will not renegotiate course schedules resulting in an extension of their program.

(5) Soldiers accepted into the program must meet all appointment criteria in accordance with AR 135-100 prior to graduation. Acceptance into the program does not guarantee appointment as an officer. When appointment is approved, the AECP graduate will process through a transition point at the Army Medical Department Center and School (AMEDD C&S), be commissioned at a ceremony prior to OBC, and access into the AN.

(6) An applicant will incur an ADSO of 2 years for the first year or portion thereof. Participation for periods in excess of 1 year will result in an additional ADSO of one-half year for each additional one-half year or portion thereof. Soldiers must reimburse the U.S. Government for cost of advanced education for taking part in a fully funded long-term civilian training program if they voluntarily or involuntarily fail to complete the appropriate ADSO set forth in AR 351-3. The reimbursement amount will be determined under the following formula:

(a) Amount to be reimbursed = Cost of advanced education times unserved portion of ADSO.

(b) Total fully funded long-term civilian training program ADO.

(c) Example:

$\$18,000 \times 3 \text{ years} = \$18,000$  to be reimbursed 3 years

(7) Appointment as an officer in the AN incurs a 3-year ADSO. Applicants must be selected for career status to extend their term of commissioned service beyond this initial obligation. There are no guarantees for selection in a career status and applicants may be required to revert to their previous enlisted rank and MOS if they wish to continue active military service.

(8) An AECP select who enters a nursing school and either fails to maintain satisfactory grades or fails to complete the degree in the specified amount of time may be removed from the program and reassigned based on the needs of the Army. The Soldier will incur an ADSO based on the amount of time spent in the AECP in accordance with AR 351-3.

(9) AECP graduates will have 60 days from the date of graduation to study for and take the NCLEX-RN. Until NCLEX-RN results are received, AECP students will be attached to a local military unit in their enlisted status pending commission or disposition. Upon notification of a successful initial or second test result (if required), the individual will be transitioned into the AN. If an individual fails the NCLEX-RN on their second attempt, he or she will fail to meet appointment criteria and will be immediately reassigned in his or her current MOS to serve out their incurred ADSO.

#### 21-13. DC ECP

a. General. This program is applicable to students selected for or enrolled in accredited or approved schools of dentistry.

b. Eligibility. In addition to meeting the matriculation requirement, applicant must meet the requirements for appointment in the MS prescribed in AR 135-101. Selectees will be appointed second lieutenants, MS, in the officer active duty obligor control group unless the applicant qualifies for a higher grade in accordance with AR 135-101.

c. Processing.

(1) Applications are forwarded to HQ USAREC, ATTN: RCHS-SVD, for boarding using USAREC Form 1213 (Active Duty AMEDD Appointment Application Checklist). Applications can be boarded at any DC board as applicable.

(2) Student officers will be nominated for AD not later than 1 February of the year of graduation, unless the officer has been selected by TSG for participation in another program.

(3) AD orders will be based on assignment instructions furnished by HRC.

(4) Dental ECP student officers will be reappointed to the DC upon graduation in accordance with provisions outlined in AR 135-101.

d. Service obligation. Participants in this program will serve on AD for a minimum of 3 years. An officer who fails to qualify in his or her professional specialty or one who fails to accept reappointment may be ordered to AD with or without his or her consent, or discharged under the provisions of AR 135-175.

#### 21-14. Occupational Therapy Level II Fieldwork Program (SP)

a. General. The Army's occupational therapy internship gives eligible students the opportunity to complete required level II fieldwork experiences. This 6-month program is established to meet the requirements of the Army and the Council on Medical Education of the American Medical Association in collaboration with the American Occupational Therapy Association (AOTA).

(1) Applicants accepted into the program are appointed as RA second lieutenants in the SP in accordance with AR 135-101.

(2) The fieldwork commences after attendance at the regularly scheduled AMEDD OBC.

b. Eligibility. Applicants must meet, as a minimum, the eligibility requirements to include security requirements for appointment in the SP (AR 135-101) and the following special eligibility requirements:

(1) Age. An applicant must be at least 21 years of age but must not have passed his or her 37th birthday. Request for waiver of maximum age will be submitted on USAREC Form 524 and submitted with the application.

(2) Education. An applicant must be a graduate or prospective graduate of a college or university, accredited by the appropriate regional accrediting association and national professional organization. In all cases, the accreditation must be effective as of the date on which the degree or credits were attained. An applicant must have or expect to have all didactic course work completed within 6 months, and expect to have a baccalaureate or master's degree conferred at the completion of the clinical affiliation.

(3) Registration requirement waived until completion of training.

c. Obligation. Upon appointment in the SP, officers incur a minimum ADO of 36 months.

(1) Registration. Upon completion of the occupational therapy internship, officers must take the first available national certification exam leading to registration as a registered OT.

(2) Program benefits.

(a) Officers will receive full pay and allowances of a second lieutenant while participating in the occupational therapy internship.

(b) Tuition reimbursement up to a maximum of \$6,000 will be paid directly to the academic institution for credit hours required by the school to complete the internship. Statement of tuition expenses must be provided by the institution in the application.

(c) Comprehensive training at Brooke Army Medical Center (BAMC).

d. Processing.

(1) Selection of applicants for fieldwork will be made by a board of officers conducted at HQ USAREC. Applicants will be notified of their selection, selection as an alternate, or nonselection by the recruiter.

(2) Selection boards are normally held in June.

(3) Applicant's performance, academic record, moral character, maturity, and leadership potential are reviewed. Applicant's potential to complete the fieldwork and successfully perform the duties of an Army officer are weighed heavily by the board.

(4) If there are more qualified applicants than program allocations, an OML will be established. Lists of selectees, alternates, and nonselects are published by HQ USAREC, Health Services Directorate, Operations Division.

#### 21-15. U.S. Army Baylor University Doctoral Program in Physical Therapy (SP)

a. General. The U.S. Army Baylor University Doctoral Program in Physical Therapy is a 27-month triservice program for the Uniformed Services. The program is conducted at the AMEDD C&S, Fort Sam Houston, Texas. The program is designed to meet the requirements of the Army, Baylor University, and the APTA. A Doctorate of Physical Therapy degree is awarded by Baylor University upon successful completion of the program and fulfillment of the requirements of the Graduate School of Baylor University.

(1) Applicants accepted into the program are appointed as RA second lieutenants in the SP in accordance with the provisions outlined in AR 135-101. Officers previously commissioned in the AR or RA may be appointed or reappointed at grades higher than second lieutenant in accordance with AR 135-101, chapter 3. Officers selected by other services will be appointed in accordance with governing regulations of respective services.

(2) The didactic training commences after attendance at a regularly scheduled AMEDD OBC.

b. Eligibility. Applicants must meet, as a minimum, the eligibility requirements to include se-

curity requirements for appointment in the SP (AR 135-101) and the following special eligibility requirements:

(1) Age. An applicant must be at least 21 years of age but must not have passed his or her 37th birthday. Request for waiver of maximum age will be submitted on USAREC Form 524 along with the application.

(2) Education. An applicant must have or expect to have conferred within 6 months, a baccalaureate degree, including satisfactory completion of prerequisite courses as listed on the Web site for the U.S. Army Baylor University Doctoral Graduate Program in Physical Therapy.

(3) Licensure requirement waived until completion of training.

(4) Have a minimum GPA of 3.1 in overall undergraduate course work.

(5) Have a minimum GPA of 3.1 in required prerequisite course work.

(6) Have a minimum of 1,000 in combined verbal and quantitative sections of GRE (minimum of 450 in verbal section).

(7) Required prerequisite course work must be less than 10 years old at the date of application.

(8) Applicant can have no more than two courses of prerequisites left to take at time of application (spring or summer semester prior to starting OBC in September).

c. Obligation. Upon appointment in the SP, officers incur a minimum ADO of 81 months.

d. Licensure. Upon completion of the U.S. Army Baylor University Doctoral Program in Physical Therapy, officers must take the first available state board examination leading to licensure as a licensed PT.

e. Program benefits.

(1) Officers will receive full pay and allowances of a second lieutenant while participating in the program.

(2) Full tuition and book stipend.

(3) Clinical affiliations at a variety of military and civilian health care facilities.

f. Processing.

(1) Selection of applicants for the PT Baylor Program will be made by a board of officers conducted at HQ USAREC.

(2) Selection boards will be held once annually in the March to April timeframe.

(3) Applicant's performance, academic record, moral character, maturity, and leadership potential are reviewed. Applicant's potential to complete the training and successfully perform the duties of an Army officer are weighed heavily by the board.

(4) If there are more qualified applicants than program allocations, an OML will be established. Lists of selectees, alternates, and nonselects are published by HQ USAREC, Health Services Directorate, Operations Division.

#### **21-16. Dietetic Internship (Master's Degree Program) (SP)**

a. General. This 20-month program is conducted in two phases: Phase 1 is an 11-month didactic phase at AMEDD C&S; Phase 2 is a 9-month internship held at either Walter Reed Army Medical Center (WRAMC), BAMC, or Womack Army Medical Center (WAMC) and is estab-

lished to meet the requirements of the Army and the ADA.

(1) Applicants accepted into the program are appointed as RA second lieutenants in the SP in accordance with AR 135-101.

(2) The internship commences after attendance at the AMEDD OBC.

b. Eligibility. Applicants must meet, as a minimum, the eligibility requirements to include security requirements for appointment in the SP (AR 135-101) and the following special eligibility requirements:

(1) Age. An applicant must be at least 21 years of age but not have passed his or her 37th birthday. Request for waiver of maximum age will be submitted on USAREC Form 524 along with the application.

(2) Education. All applicants must meet the ADA's Didactic Program in Dietetics requirements and provide a declaration of intent to complete the degree and the Didactic Program in Dietetics requirements. Only the original or certified verification statement will be accepted.

(3) Registration requirement waived until completion of training.

(4) A minimum GRE of 1,000 is required (must be less than 5 years old at EAD). Must have a minimum analytical writing score of 3.5.

c. Obligation. Upon appointment in the SP, officers incur a minimum ADO of 48 months.

d. Registration. Upon completion of the dietetic internship, officers must take the first available exam leading to registration as an RD.

e. Program benefits.

(1) Officers will receive full pay and allowances of a second lieutenant while participating in the dietetic internship.

(2) Comprehensive training at WRAMC, BAMC, or WAMC with affiliations at a variety of facilities.

f. Processing.

(1) Selection of applicants for the internship will be made by a board of officers conducted at HQ USAREC.

(2) Selection boards are normally held in March. Applicants are required to complete the computer match in compliance with the ADA guidelines through D&D Digital Systems. Information can be obtained by contacting D&D Digital Systems, 304 Main Street, Suite 301, Ames, IA 50010, (515) 292-0490. Applicants will be notified of their match status by D&D Digital Systems in mid-April. Board results will not be released until the results of the match are posted.

(3) Applicant's performance, academic record, moral character, maturity, and leadership potential are reviewed. Applicant's potential to complete the internship and successfully perform the duties of an Army officer are weighed heavily by the board.

(4) If there are more qualified applicants than program allocation, an OML will be established. Lists of selectees, alternates, and nonselects are published by HQ USAREC, Health Services Directorate, Operations Division.

#### **21-17. CPIP**

a. General. The Army CPIP offers eligible students an opportunity to complete the intern-

ship required for doctoral programs in psychology. The Army sponsors an APA-accredited, 1-year clinical psychology internship at WRAMC, Tripler Army Medical Center (TAMC), Madigan Army Medical Center (MAMC), BAMC, and Dwight David Eisenhower Army Medical Center (DDEAMC).

(1) Applicants accepted into the program are appointed as captains in the RA. Those appointed from HPSP will be appointed as AR officers with concurrent call to AD in the MS in accordance with AR 135-101. Upon completion of the internship program they will be integrated into the RA. Applicants not in the HPSP will be appointed RA.

(2) Applicants accepted into the program who have not attended AMEDD OBC will attend the course prior to beginning the internship or following completion of the internship.

b. Eligibility. Applicants must meet, as a minimum, the eligibility requirements to include security requirements for appointment in the MS, RA (AR 135-100) as well as meet the following special eligibility requirements:

(1) Age. An applicant must be at least 21 years of age but not have passed his or her 40th birthday. Request for waiver of maximum age will be submitted on USAREC Form 524 along with the application.

(2) Education. All applicants must have completed course work in an APA-approved graduate program leading to all course work leading towards a Doctor of Philosophy or a Doctor of Psychology in clinical or counseling.

c. Obligation. Upon appointment in the MS, officers incur a minimum ADO of 49 months.

d. Registration. Upon completion of CPIP, officers must take the first licensing examination for clinical psychology for which they are eligible within the jurisdiction of their choosing. If applicant fails the licensing exam, they may be required to complete their ADSO as a 70B, MS.

e. Program benefits.

(1) Officers will receive full pay and allowances of a captain while participating in the CPIP.

(2) Comprehensive training at WRAMC, BAMC, MAMC, TAMC, and/or DDEAMC.

f. Processing.

(1) Selection of applicants for the internship will be made by a board of officers conducted at HQ USAREC. Applicants will be notified of their selection, selection as an alternate, or nonselection following completion of the Association of Psychology Postdoctoral and Internship Centers (APPIC) match process by the MS psychology consultant (see below).

(2) Selection boards are typically held in January.

(3) Applicant's performance, academic record, moral character, maturity, and leadership potential are reviewed. Applicant's potential to complete the internship and successfully perform the duties of an Army officer are weighed heavily by the board.

(4) If there are more qualified applicants than program allocations, an OML will be established. Lists of selectees, alternates, and nonselects are published by HQ USAREC, but not released to MRBs until completion of the match process.

(5) All applicants will be notified of their status by the AMEDD internship directors of training or the psychology consultant in accordance with the rules outlined by APPIC. Applicants who are not selected by the board will be notified before the release of the APPIC match results and told that they do not remain under consideration for admission. Applicants recommended for selection or as alternates by the board will be notified of their status on APPIC Match Day. Directors of training will contact their respective applicants matched to their internship site until all slots are filled. All applicants will be notified of their status by the AMEDD psychology consultant in accordance with the rules outlined by the APA.

#### **21-18. Pharmacy residency (MS)**

a. General. The Army sponsors a 1-year American Society of Health System Pharmacist accredited residencies at four sites. WRAMC sponsors residencies in nuclear pharmacy, oncology pharmacy, and pharmacy practice (clinical). Residencies in pharmacy practice (clerical) are available at BAMC, MAMC, and TAMC.

(1) Applicants accepted into the program are appointed as second lieutenants, first lieutenants, or captains in the RA in the MS in accordance with AR 135-100.

(2) The residency is preceded by attendance at the AMEDD OBC.

b. Eligibility. Applicants must meet, as a minimum, the eligibility requirements to include security requirements for appointment in the MS, RA (AR 135-100), as well as the following special eligibility requirements:

(1) Age. An applicant must be at least 21 years of age but not have passed his or her 40th birthday. Request for waiver of maximum age will be submitted on USAREC Form 524 along with the application.

(2) Education. All applicants must have completed either a Bachelor's Degree in Pharmacy or a Doctor of Pharmacy.

c. Obligation. Upon appointment in the MS, officers incur a minimum ADO of 48 months.

d. Registration. All applicants must possess a current state licensure before entering the residency.

e. Program benefits.

(1) Officers will receive full pay and allowances (commensurate with their rank) and depending upon education and experience while participating in the pharmacy residency.

(2) Comprehensive training at WRAMC, TAMC, MAMC, or BAMC.

f. Processing.

(1) Selection of applicants for the internship will be made by a board of officers conducted at HQ USAREC. Applicants will be notified of their selection, selection as an alternate, or nonselection by the recruiter.

(2) Selection boards will be held throughout the year with duly scheduled MS boards until all positions are filled.

#### **21-19. PSR Program**

a. General. The Army sponsors a 3-year PSR. The initial 12 months are spent completing core competencies at DDEAMC followed by a 24-month surgical-focused residency at WAMC.

(1) Applicants accepted into the program are appointed as captains in the RA.

(2) Applicants accepted into the program who have not attended the AMEDD OBC will attend the course following completion of the residency.

b. Eligibility. Applicants must meet, as a minimum, the eligibility requirements to include security requirements for appointment in the MS, RA (AR 601-100) and the following special eligibility requirements:

(1) Age. An applicant must be at least 21 years of age but must not have passed his or her 40th birthday. Request for waiver of maximum age will be submitted on USAREC Form 524 along with the application.

(2) Education. All applicants must have completed all course work leading towards a Doctor of Podiatric Medicine.

c. Obligation. The ADO is 84 months, including the residency.

d. Program benefits. Officers will receive full pay and allowances of a captain while participating in the residency.

e. Processing.

(1) Selection of applicants for the residency will be made by a board of officers conducted at HQ USAREC. Applicants will be notified of their selection, selection as an alternate, or nonselection by the residency director (see (4) below).

(2) Selection board is held annually in February.

(3) Applicant's performance, academic record, moral character, maturity, and leadership potential are reviewed. Applicant's potential to complete the residency and successfully perform the duties of an Army officer are weighed heavily by the board.

(4) If there are more qualified applicants than program allocations, an OML will be established. Lists of selectees, alternates, and nonselects are published by HQ USAREC, but not released to MRBs. All applicants will be notified of their status in accordance with the rules outlined by the Centralized Application Service for Podiatric Residencies. Results are mailed to the Residency Director on Match Day which is the first Monday in January. The remaining applicants will be contacted and advised of their status no later than 1 week after Match Day.

#### **21-20. AEP**

a. General. The Army AEP offers eligible students an opportunity to complete the fourth year clinical audiology residency required for the Professional Audiology Doctorate (Au.D.). The AEP is an accredited training program held at WRAMC. The residency training program focuses on mastery of "core" clinical skills to identify, assess, and manage disorders of auditory and balance systems in a large and diverse population. In addition to core training experi-

ences, residents will receive additional training through five rotational experiences: Hearing Conservation, Medical Audiology, Pediatric Audiology, Management of Amplification, and Vestibular Evaluation and Management.

(1) Applicants accepted into the program are appointed as first lieutenants and will be appointed as field medical assistants (70B). Upon successful completion of the AEP, applicants will earn the specialty identifier (72C).

(2) The AEP commences after attendance at the summer AMEDD OBC.

b. Eligibility. Applicants must meet, as a minimum, the eligibility requirements to include security requirements for appointment in the MS, RA, and the following special eligibility requirements:

(1) Age. An applicant must be at least 21 years of age but not have passed his or her 40th birthday. Request for waiver of maximum age will be submitted on USAREC Form 524 along with application.

(2) Education. Must have completed all academic course work for the clinical doctorate in audiology and be eligible for the fourth year clinical audiology residency.

c. Obligation. A 36-month ADSO is incurred after successful completion of the 1-year residency program. Applicants who do not complete the program will incur a 36-month ADSO as a 70B.

d. Registration. Upon completion of the AEP, officers must apply for licensure in audiology.

e. Program benefits.

(1) Officers will receive full pay and allowances of a first lieutenant while participating in the AEP.

(2) Comprehensive training at WAMC.

f. Processing.

(1) Selection of applicants for the AEP will be made by a board of officers conducted at HQ USAREC.

(2) Selection boards will be held in February.

(3) Applicant's performance, academic record, moral character, maturity, and leadership potential are reviewed. Applicant's potential to complete the AEP and successfully perform duties of an Army officer are weighed heavily by the board.

(4) If there are more qualified applicants than program allocations, an OML will be established. Lists of selectees, alternates, and nonselects are published by HQ USAREC.

#### **21-21. Nurse specific programs**

a. General.

(1) Applicants who execute a written agreement for EAD for a period of not less than 4 years will be paid a lump sum of \$20,000 and for 3 years will be paid \$15,000 upon reporting to their first permanent duty assignment after OBC. Individuals who elect to combine the bonus with the AD loan repayment will only receive a \$10,000 accession bonus.

(2) Accession bonus monies are subject to withholding tax.

(3) This program must be appropriated each FY and may be delayed or withdrawn with short notice. Recruiter should ensure that the bonus is in effect at the beginning of each new FY (October) prior to commissioning officers requesting this bonus.

b. Eligibility.

(1) Applicants must qualify for appointment in the RA as an Army nurse in accordance with AR 601-100.

(2) Applicants cannot hold an appointment as a nurse officer in the Army, Navy, Air Force, or PHS at the time of application.

(3) Enlisted personnel and officers of branches other than AN are eligible providing they meet other eligibility criteria.

(4) Nurses who held an appointment as nurse corps officers (any service), but no longer hold an appointment as nurse corps officers, are eligible provided that more than 24 months have elapsed between the date of service completion and the date of application.

(5) Applicants who have received any financial assistance from DOD to pursue a baccalaureate degree including the military academies and ROTC stipend and scholarship monies are ineligible.

c. Processing.

(1) The applicant must sign USAREC Form 1062 (Request for Registered Nurse Accession Bonus), a legally binding written contract which must be submitted with the application for appointment. When dating USAREC Form 1062, use the scheduled AD OBC start date. AN officers cannot request the accession bonus after entering AD.

(2) Two copies of the contract, at least one with original signatures is required. Applications will be considered incomplete if not accompanied by the required number of contracts.

(3) Applicants who do not want or are not eligible for the bonus will sign one copy of the following statement, in memorandum format, that must accompany the application to HQ USAREC, ATTN: RCHS-AN: "I elect not to accept or am not eligible for the active duty bonus at this time and I understand that I am no longer eligible for the accession bonus after I enter active duty." Include date typed, name, and signature.

d. AD CRNA incentive specialty pay (ISP).

(1) Fully qualified CRNAs are entitled to a CRNA ISP. The CRNA ISP is paid annually to all CRNAs.

(a) CRNAs serving an ADO for having completed the LTHET or HPSP will receive \$6,000 annually.

(b) CRNAs who have completed their ADO for attending LTHET or HPSP and fully qualified CRNAs who enter AD will receive \$15,000 annually.

(2) CRNAs request CRNA ISP through their local finance office.

(a) Nurses who enter AD as fully qualified CRNAs or who enter AD upon completion of the HPSP (and have passed the Certification Examination for Nurse Anesthetists) request CRNA ISP at their first duty station after com-

pleting AMEDD OBC.

(b) Nurses who have completed the LTHET Program and who have passed their Certification Examination for Nurse Anesthetists will request the CRNA ISP through their local finance office.

(3) CRNA ISP monies are paid by local finance offices. Acceptance of the CRNA ISP obligates the CRNA for a year of AD. CRNA ISP money is subject to withholding taxes.

e. Family nurse practitioner and CRNA BCP.

(1) BCP is \$2,000 to \$6,000. Application for BCP is processed through the MTF to AN Branch, HRC.

(2) The individual must submit evidence of a Master's Degree, Board Certification, privileges in the specialty, and years of creditable military service to determine the bonus amount.

**21-22. AD DC accession bonus**

A \$30,000 accession bonus for fully qualified individuals. Paid at first permanent duty station. Individual must have USAREC Form 1139 and a copy of orders authorizing payment.

a. Eligibility.

(1) Fully qualified for appointment as a DC officer in the Army.

(2) Individuals must be a graduate of an ADA-accredited dental school.

b. Obligation: Four years from EAD.

c. Ineligible individuals.

(1) Officers who currently hold a DC commission in any service or component.

(2) Individuals with prior active or reserve service who have been discharged from any uniformed service less than 24 months.

(3) Officers who have received financial assistance from DOD to pursue a course of study in dentistry in exchange for service as a DC officer.

(4) ROTC obligors who have a remaining service obligation.



DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY RECRUITING COMMAND  
FORT KNOX, KENTUCKY 40121-2726

REPLY TO  
ATTENTION OF  
XXXX-XX

DDMMYYYY

MEMORANDUM FOR Commander, U.S. Army Recruiting Command, ATTN: RCHS-AN (AECP),  
1307 3rd Avenue, Fort Knox, KY 40121-2726

SUBJECT: AMEDD Enlisted Commissioning Program Request for Waiver for SSG Public, John Q.,  
123-45-6789

1. In accordance with AR 135-100 and the AMEDD Enlisted Commissioning Program guidelines, I request a waiver for age in grade. I will be (age) on 1 August (of the board for which applying). Please consider this waiver so that I may be considered to attend the AMEDD Enlisted Commissioning Program.
2. I have passed the commissioning physical according to AR 40-501, chapter 2.
3. I can be reached at the following address: 1010 Meadow Rd, Anywhere, USA 56789; DSN 123-4567, commercial (123) 456-7890, or e-mail john.q.public@us.army.mil

John Q. Public  
SSG, USA  
Medical Supply Technician

Figure 21-1. Sample request for age in grade waiver

Evaluation Reports	
NONCOMMISSIONED OFFICER EVALUATION REPORT (AR 623-3)	DA 2166-7/8
<input type="checkbox"/> NONCOMMISSIONED OFFICER EVALUATION REPORT (AR 623-3)	DA 2166-7/8
Education and Training	
<input type="checkbox"/> CERTIFICATE OF COURSE COMPLETION (RESIDENT & NONRESIDENT COURSE)	CERT COMPL
<input type="checkbox"/> CERTIFICATE OF COURSE COMPLETION (RESIDENT & NONRESIDENT COURSE)	CERT COMPL
<input type="checkbox"/> CERTIFICATE OF COURSE COMPLETION (RESIDENT & NONRESIDENT COURSE)	CRS CMPL
Commendatory	
<input type="checkbox"/> ORDERS ANNOUNCING THE AWARD OF BADGES, BARS, TABS	AWARD ORDER
<input type="checkbox"/> COPY of AWARD CITATION WHEN NOT INCLUDED IN THE AWARD ORDER	CITATION
Disciplinary	
Service	
<input type="checkbox"/> ENLISTMENT CONTRACT ARMED FORCES OF THE U.S.	PACKET
<input type="checkbox"/> PROMOTION OR REDUCTION ORDERS	ORD PROMRED
General Administrative	
Restricted	

Figure 21-2. Sample AKO OMPF table of contents



APPROPRIATE LETTERHEAD

(Originator's Office Symbol)

DDMMYYYY

MEMORANDUM FOR Commander, U.S. Army Recruiting Command, ATTN: RCHS-AN (AECF),  
1307 3rd Avenue, Fort Knox, KY 40121-2726

SUBJECT: MILPO, PSB, or PSC Verification of Applicant's Eligibility for the AMEDD Enlisted  
Commissioning Program for SGT Doe, Jane, 123-45-6789

1. A local records check has been made and the applicant is administratively qualified for appointment as a commissioned officer in accordance with AR 135-100 and/or has prepared the necessary request(s) for waivers.
2. The applicant does not have any pending UCMJ action, bar to reenlistment, and is not flagged.
3. There is evidence of a security clearance of SECRET based on a National Agency Check, which includes the date the clearance was granted or initiated.
4. The applicant who holds MOS 91 W/M6 is currently licensed to practice as an LPN/LVN.
5. The applicant is/is not currently on assignment or pending reassignment.
6. This action is/is not in contravention of AR 600-8-2.
7. POC is the undersigned at DSN 123-4567 or commercial (123) 456-7890.

AUTHORITY LINE:

Enclosures

1. Official DA Photo (unless deployed)
2. Enlisted Personnel Brief (certified copy)
3. AKO personnel files, if applicable (E-5 and above, last two NCOERs, last DA Form 1059, and last three award certificates); (E-4 and below all award certificates and last DA Form 1059 (if applicable))

John E. Doe  
CPT, AG  
Personnel OIC

Figure 21-3. Sample MILPO, PSB, or PSC verification of applicant's eligibility for the AECF

(Originators's Office Symbol)

SUBJECT: MILPO, PSB, or PSC Verification of Applicant's Eligibility for the AMEDD Enlisted Commissioning Program for SGT Doe, Jane, 123-45-6789

4. Microfiche
5. DA Form 4187
6. MILPO, PSB, or PSC Eligibility Statement
7. Copy of last PCS orders
8. Letter of Understanding
9. DD Form 2807-1, DD Form 2808  
(certified true copy or original commissioning physical in accordance with AR 40-501, chap 2)
10. Verification of security clearance or initiated clearance
11. Letters of Recommendation:
  - a. Applicant's Commander
  - b. Applicant's Immediate Supervisor
  - c. Chief Nurse (91 series MOS)
  - d. Others (not to exceed two)
12. One set of official transcripts from each post-secondary school attended
13. Letter of Purpose and Intent
14. School acceptance letters
15. DA Form 61
16. Request for waivers (age, time in service, conviction)
17. USAREC Form 1235
18. Other supporting documentation

Figure 21-3. Sample MILPO, PSB, or PSC verification of applicant's eligibility for the AECF (Continued)

MEMORANDUM FOR Commander, U.S. Army Recruiting Command, ATTN: RCHS-AN (AECP),  
1307 3rd Avenue, Fort Knox, KY 40121-2726

SUBJECT: AMEDD Enlisted Commissioning Program Applicant's Letter of Understanding

1. "I request to be considered for participation in the Army Medical Department Enlisted Commissioning Program (AECP). I will, if selected, enroll in a BSN program that meets all the criteria of the AECP including program completion in 24 months. If appointment as a commissioned officer is not tendered or should I fail to complete the degree program, I understand that I will be required to serve in an enlisted status for the period specified by my enlistment, reenlistment, enlistment extension, or service obligation incurred by participation in the AECP."
2. "I understand that the active duty obligation for participation in the program is 3 years. I further understand that the minimum service obligation as a commissioned officer is 3 years. I understand my appointment as an officer in the Army Nurse Corps will be an obligated volunteer status for a 3-year period. I must be selected for career status to extend my term of commissioned service beyond this initial obligation. There are no guarantees for my selection in a career status, and I may be required to revert to my previous enlisted rank and MOS if I wish to continue active military service."
3. Soldiers who have received an enlistment bonus or selective reenlistment bonus will give the end date of the bonus, and will add the following statement: "I understand that, if selected for this training, I will refund the percentage of my bonus equal to the percentage of obligated service I will not perform in the specified MOS. My eligibility for bonus pay ceases on the date I depart my current duty station."
4. "I meet all basic prerequisites listed in the AECP guidelines."
5. "I have received and reviewed my ERB personnel qualification record. It is current and accurate."
6. "I understand should I initially obtain a conditional letter of acceptance to my desired school of attendance, I must obtain an unconditional letter of acceptance upon completion of any prerequisites and enroll in the program of study within the given FY, or I can be administratively dropped from the AECP."
7. "I understand that courses required by the school prior to entry into the nursing program will be at my own expense."
8. "I understand that there is a tuition cap of \$9,000 per academic year. I further understand that for no reason will this amount be waived. I am aware of the fact that I must pay for any courses repeated once an approval has been given and I understand that I CANNOT use the GI Bill in conjunction with the AECP."

Figure 21-4. Sample of an AECP applicant's letter of understanding

XXXX-XX

SUBJECT: AMEDD Enlisted Commissioning Program Applicant's Letter of Understanding

9. "In return for acceptance into the AMEDD Enlisted Commissioning Program, I understand that I am required to take my Bachelors of Science in Nursing Degree training in English ONLY."

10. "I am not currently on assignment or pending assignment. I have contacted my branch manager and informed them of the internet to apply for the AECF and have asked for my AEA code to reflect this action."

11. "I am not currently scheduled for or attending MOS training as a result of reclassification or reenlistment retraining contract. I have not applied for reclassification or reenlistment retraining and will not apply for such training while an applicant for this Program. My current service remaining requirement, for my most recent training, expired (or will expire) on \_\_\_\_\_. " (place a date)

12. "I have submitted all transcripts and documents identifying ALL post high school courses of instructions."

13. "If my current or subsequent application for another service school is approved and I attend training, I understand that I may incur an additional service remaining requirement. I further understand I may be ineligible for enrollment into the AECF until all or parts of my service remaining requirements are met."

14. "I can be reached at the following addresses: (Include unit of assignment, DSN, commercial work phones, residence address, home phone number, and AKO e-mail address.) I accept the responsibility to inform HQ USAREC, ATTN: RCHS-AN (AECF) of ALL changes of assignment and address in a timely manner."

Name  
Rank/USA  
Title

or

Name  
Rank/Branch  
Title

Figure 21-4. Sample of an AECF applicant's letter of understanding (Continued)

Department of the Army  
(Your unit address street)  
(Your unit address Post and ZIP Code)

XXXX-XX

(dd/mm/yyyy)

MEMORANDUM FOR Commander, U.S. Army Recruiting Command, ATTN: RCHS-AN (AECP),  
1307 3rd Avenue, Fort Knox, KY 40121-2726

Subject: Letter of Purpose and Intent

1. State your name, SSN, and a statement requesting that you wish to be considered into the program and why.
2. A brief statement expressing why you think you should be considered.
3. Explanation on why you want to be an Army Nurse.
4. List in order of preference the colleges you wish to attend and a brief explanation as to why you chose each college.
5. Any other information that you think the board needs to know that would help in the consideration process.
6. List all prerequisite courses and how and when you plan on completing them.

Name  
Rank/USA  
Title

Figure 21-5. Sample letter of purpose and intent

**APPLICATION FOR APPOINTMENT**

For use of this form, see AR 135-100, AR 145-1, AR 351-5, and AR 601-100; the proponent agency is DCSPER

**DATA REQUIRED BY THE PRIVACY ACT OF 1974**

**AUTHORITY:** Title 10 United States Code, Section 3012 (Title 5 United States Code, Section 552a)

**PRINCIPAL PURPOSE:** To obtain an appointment as a commissioned or warrant officer in the Regular Army or Army Reserve, or to obtain selection to attend the US Army Officer Candidate School.

**ROUTINE USES:** Basis for determination of qualifications and background information for eligibility for consideration for appointment as a Regular Army or Army Reserve commissioned/warrant officer or for selection for attendance at the US Army Officer Candidate School.

**DISCLOSURE:** Disclosure of information requested in DA Form 61 is voluntary. Failure to provide the required information will result in non-acceptability of the application.

1. TYPE OF APPOINTMENT FOR WHICH APPLICATION IS SUBMITTED		2. GOVERNING REGULATION OR CIRCULAR (Specify appropriate section (s) if applicable) AR 135-100 or AR 135-101	
COMMISSIONED OFFICER - REGULAR ARMY		3. GRADE FOR WHICH APPLYING (Reserve appointments only)	
<input checked="" type="checkbox"/> COMMISSIONED OFFICER - ARMY RESERVE		4. SOURCE OF APPLICATION (ROTC only)	
WARRANT OFFICER - REGULAR ARMY		DMG	DATE DESIGNATED:
WARRANT OFFICER - ARMY RESERVE		SCHOLARSHIP - ENTER 1, 2, 3 OR 4 YEARS:	
OFFICER CANDIDATE SCHOOL		5. ONLY FOR APPLICANTS FOR APPOINTMENT AS WARRANT OFFICERS (List choice by MOS code and title)	
6. BRANCH AND SPECIALTY PREFERENCES		a. MOS CODE	b. MOS TITLE
Regular Army and Officer Candidate applicants and all ROTC graduates: In numerical sequence, indicate 10 branch preferences other than CA and SS.			
USAR applicants: If applying for a specific Reserve vacancy, indicate ONLY the branch of the vacant position; all other applicants may enter more than one branch.			

PREFERENCE		BRANCH		SPECIALTY		PERSONAL DATA					
						7. NAME (Last, first, middle) (Explain variations from birth certificate in Item 41) Snuffy, Joe E			8. GRADE E-5	9a. SOCIAL SECURITY NUMBER 123-45-6789	
						10. BRANCH (MOS if en/ or wo) 79R20	11. TOTAL YRS ACTIVE SERVICE 5	12. MARITAL STATUS S, M, D	13. NUMBER OF DEPENDENTS UNDER 18 YEARS OF AGE 2		9b. SELECTIVE SERVICE NUMBER
		AD				14. DATE OF BIRTH 19670101	15. PLACE OF BIRTH (City, county, state) Wildwood, TN		16. SEX M	17. COMPLETE MILITARY ADDRESS (If presently on active duty) (Include ZIP Code) A, Co 187th, Student Detachment Ft Sam Houston, TX 78234	
		AG								PHONE AND/OR AUTOVON NUMBER 221-210-1983	
		AR								19. CURRENT MAILING ADDRESS (If difference from Item 18) (Include ZIP Code) Your School Address and Number	
		AV								PHONE (Include area code)	
		CA									
		CM									
		EN									
		FA									
		FI									
		IN									
		MI									
		MP									
		OD									
		QM									
		SC									
		SS									
		TC									
<input checked="" type="checkbox"/>		AN		66H		18. PERMANENT ADDRESS (Include ZIP Code) 11111 Dirty Drive Wildwood, TN 77777		19. CURRENT MAILING ADDRESS (If difference from Item 18) (Include ZIP Code) Your School Address and Number			
		CH				20. US CITIZEN		a. NATIVE		b. NATURALIZATION	
		DE				21. CIVILIAN EDUCATION (See page 3 for additional requirements for professional personnel)		c. APPLICANT'S CERTIFICATE NO. (If Item b. checked) (Date, place, court)		If Applicable	
		JA				a. HIGH SCHOOL GRADUATE		b. NAME AND LOCATION OF HIGH SCHOOL		Wildwood High School	
		MC				c. NAME AND LOCATION OF EACH COLLEGE OR UNIVERSITY ATTENDED (Include USMA, USNA, USAFA, USCGA, and USMMA)		(1) DEGREE		(2) SEMESTER CREDITS	
		MS				List all schools here		BSN		60	
		SP				d. SPECIAL EDUCATIONAL HONORS, SCHOLARSHIPS, ETC. Dean's List		(3) YEARS ATTENDED		2	
		VC				e. IF YOU HAVE EVER BEEN EXPELLED FROM SCHOOL, OR PLACED ON PROBATION, EITHER FOR ACADEMIC OR DISCIPLINARY REASONS, EXPLAIN (Continue in Item 41)(Remarks)		DATE GRADUATED OR WILL GRADUATE		(5) MAJOR SUBJECT	
								DAY		MONTH	
								15		May	
								YEAR		2009	
										Nursing	

22. HIGHEST LEVEL SERVICE SCHOOL ATTENDED					
a. NAME OF SCHOOL		b. COURSE		c. DATES (Mo-Yr)	
				COMPLETED	
				FROM TO YES NO	
If applicable					
				d. IF NOT COMPLETED GIVE REASON	

23a. FOREIGN LANGUAGES AND DEGREE OF PROFICIENCY		b. ALAT SCORE (If applicable)	
None or Language and reading/writing/speaking level			

DA FORM 61, JUN 81

EDITION OF 1 AUG 74 AND DA FORM 61-R, 26 SEP 75, PRIVACY ACT STATEMENT, ARE OBSOLETE.

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**Figure 21-6. Sample of a completed DA Form 61**

24. ARE YOU NOW, OR HAVE YOU EVER BEEN A CONSCIENTIOUS OBJECTOR?  YES  NO (If yes, attach affidavit)

25.  I UNDERSTAND THAT, IF I AM SELECTED FOR APPOINTMENT, I WILL BE EXPECTED TO ACCEPT SUCH ASSIGNMENTS AS ARE IN THE BEST INTEREST OF THE SERVICE REGARDLESS OF MY MARITAL STATUS AND/OR RESPONSIBILITY FOR DEPENDENTS; AND IT IS MY RESPONSIBILITY TO MAKE APPROPRIATE ARRANGEMENTS FOR THE CARE OF MY DEPENDENTS SHOULD I BE REQUIRED TO PERFORM DUTY IN AN AREA WHERE DEPENDENTS ARE NOT PERMITTED.

26. HAVE YOU EVER UNDER EITHER MILITARY OR CIVILIAN LAW BEEN INDICTED OR SUMMONED IN TO COURT AS A DEFENDANT IN A CRIMINAL PROCEEDING (Including any proceedings involving juvenile offenses, article 15, UCMJ, and any court-martial) REGARDLESS OF THE RESULT OF TRIAL, OR CONVICTED, FINED, IMPRISONED, PLACED ON PROBATION, PAROLED OR PARDONED, OR HAVE YOU EVER BEEN ORDERED TO DEPOSIT BAIL OR COLLATERAL FOR THE VIOLATION OF ANY LAW, POLICE REGULATION OR ORDINANCE? (Exclude traffic violations involving a fine or forfeiture of \$100 or less).

YES  NO IF YES, ATTACH REQUEST FOR WAIVER LISTING THE DATE, THE NATURE OF EACH ALLEGED OFFENSE OR VIOLATION, THE NAME AND LOCATION OF THE COURT OR PLACE OF HEARING, AND THE PENALTY IMPOSED OR OTHER DISPOSITION OF EACH CASE AND FURNISH COPY OF COURT ACTION OR DETAILED STATEMENT IN AFFIDAVIT FORM AS TO THE OUTCOME OF EACH CASE.

Very Important

27. ACTIVE MILITARY SERVICE (Indicate tour with each organization separately - show ROTC Camps in Item 39)

a. ORGANIZATION (US Armed Forces, USCG, NOAA, US Public Health Service, Peace Corps)	b. DATES (Day, Month, Year)		c. BRANCH/MOS (As appropriate)	d. PRIOR SERVICE NO. (If applicable)	e. HIGHEST GRADE AND COMPONENT
	FROM	TO			
US Army	Enlisted	Current	79R20		E-5/AC

f. DATE CURRENT ACTIVE DUTY TOUR TERMINATES ETS Date g. DATE OF LAST ADL PROMOTION 1 Jun 05

28. RESERVE OR NATIONAL GUARD SERVICE (Not on active duty)

a. ORGANIZATION (US Armed Forces, USCG, NOAA, US Public Health Service, Peace Corps)	b. DATES (Day, Month, Year)		c. BRANCH/MOS (As appropriate)	d. PRIOR SERVICE NO. (If applicable)	e. HIGHEST GRADE AND COMPONENT
	FROM	TO			
U.S. Army Reserve	Enlisted	Most Recent	13F		E-3/USAR

29. SOURCE OF CURRENT COMMISSION (If applicable)

ARNGUS:  OCS  DIRECT APPOINTMENT  OTHER

USAR:  ROTC  ROTC (ECP)  ROTC (SMP)  OCS  DIRECT APPOINTMENT

30. AWARDS (Do not list theater or service medals)

MSM-5, ARCOM-5, AAM-1

31. HAVE YOU EVER APPLIED AND NOT BEEN SELECTED FOR:

a. ROTC	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	b. OCS	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
c. APPOINTMENT IN RESERVE COMPONENT (USAR/ARNG)	YES	NO	d. APPOINTMENT IN REGULAR ARMY	YES	NO
AS A WARRANT OFFICER			AS A WARRANT OFFICER		
AS A COMMISSIONED OFFICER			AS A COMMISSIONED OFFICER		

e. IF ANSWER IS "YES", EXPLAIN FULLY

32. ARE YOU NOW OR HAVE YOU EVER BEEN IN THE MILITARY SERVICE OF OR BEEN EMPLOYED BY A FOREIGN GOVERNMENT (If yes, give dates, country and type of service or employment)

No or fill in applicable information

33. HAVE YOU EVER RESIGNED OR BEEN ASKED TO RESIGN IN LIEU OF ELIMINATION PROCEEDINGS; BEEN DISCHARGED IN LIEU OF ELIMINATION, FURLOUGHED (other than regular furlough or leave), OR PLACED ON INACTIVE STATUS WHILE SERVING IN THE US ARMED FORCES; OR, HAVE YOU EVER RESIGNED OR BEEN ASKED TO RESIGN FROM A POSITION WHILE IN PRIVATE OR GOVERNMENT EMPLOYMENT? (If yes, state circumstances; if more space is required, continue on separate sheet).

YES  NO

Figure 21-6. Sample of a completed DA Form 61 (Continued)

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<b>34. APPLICANTS FOR JUDGE ADVOCATE GENERAL'S CORPS ONLY</b>				<b>35. APPLICANTS FOR CHAPLAINS BRANCH ONLY</b>	
BARS OF WHICH YOU ARE A MEMBER <i>(Specify dates)</i>				RELIGIOUS DENOMINATION BY WHICH YOU WILL BE ENDORSED	
<b>36. APPLICANTS FOR MEDICAL AND DENTAL CORPS ONLY</b>					
a. TRAINING		b. NAME AND LOCATION OF HOSPITAL		c. DATES <i>(Month and Year)</i>	
LEVEL	TYPE			FROM	TO
INTERNSHIP					
RESIDENCY TNG					
SPECIALTY TNG					
d. SPECIALTY BOARDS				e. DATES OF CERTIFICATION <i>(Day, Month, Yr)</i>	
f. PLACE IN WHICH CURRENTLY LICENSED					
<b>37. APPLICANTS FOR ARMY NURSE CORPS AND ARMY MEDICAL SPECIALIST CORPS ONLY</b>					
a. NAME OF NURSING OR ACCREDITED PROFESSIONAL SCHOOL			b. LOCATION		
c. DATES OF ATTENDANCE <i>(Mo, Yr)</i>		d. STATE AND CURRENT REGISTRATION NUMBER		e. STATE AND DATE OF INITIAL REGISTRATION <i>(Day, Month, Year)</i>	
FROM	TO				
f. POSTGRADUATE COURSES <i>(Include courses at general hospitals, service schools, and short courses)</i>					
<i>(1)</i>	<i>(2)</i>	<i>(3)</i>	<i>(4)</i>		
SUBJECT OR COURSE	NAME AND LOCATION OF SCHOOL OR HOSPITAL	SEMESTER CREDITS EARNED	DATES OF ATTENDANCE <i>(Month, Year)</i>		
			FROM	TO	
38. HAVE YOU BEEN EMPLOYED BY THE US ARMY AS A DIETITIAN, OCCUPATIONAL OR PHYSICAL THERAPIST? <i>(If yes, give dates)</i>					
<input type="checkbox"/> YES <input type="checkbox"/> NO					
39. ARMY ROTC <i>(To be completed only by prospective ROTC graduates applying for appointment in USAR or RA)</i>					
SUCCESSFULLY COMPLETED AROTC PROGRAM AS FOLLOWS					
COURSE	DATES ATTENDED <i>(Month and Year)</i>		c. CAMP TRAINING		
	FROM	TO			
a. BASIC			<i>(1) INSTALLATION (Basic)</i>		COMPLETION DATE <i>(Month, Year)</i>
b. ADVANCED			<i>(2) INSTALLATION (Advanced/Ranger)</i>		COMPLETION DATE <i>(Month, Year)</i>
<b>40. MAIN CIVILIAN EMPLOYMENT</b>					
a. NAME AND ADDRESS OF EMPLOYER		b. JOB TITLE		c. MONTH AND YEAR	
				FROM	TO
b. PRINCIPAL DUTIES <i>(Describe briefly)</i>					
41. REMARKS <i>(Experience, proficiencies and special abilities not shown elsewhere in this application. Those required to enter primary entry specialties, see Para 1-27d,e, AR 601-100). (If more space is required, attach additional sheet)</i>					
Explanation of other sections					
42. THE INFORMATION CONTAINED HEREIN IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.		DATE	SIGNATURE OF APPLICANT		
		15 Feb 07	/signed/		

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Figure 21-6. Sample of a completed DA Form 61 (Continued)

THIS PAGE NOT TO BE COMPLETED BY APPLICANT

**PART I - RECOMMENDATION FOR APPOINTMENT OF ROTC GRADUATE AS A (REGULAR) OR (RESERVE) COMMISSIONED OFFICER OF THE ARMY (AR 601-100, AR 145-1) (To be completed by PMS only)**

FROM: (Name and Address of Institution)	TO: (Appropriate Region Commander)	
<p>a. APPLICANT WILL HAVE SUCCESSFULLY COMPLETED AT THIS INSTITUTION THE PRESCRIBED COURSE FOR THE UNIT ON _____ (Date)</p> <p>b. APPLICANT <input type="checkbox"/> HAS <input type="checkbox"/> HAS NOT COMPLETED SUCCESSFULLY THE REQUIRED CAMP TRAINING.</p> <p>c. APPLICANT <input type="checkbox"/> WILL HAVE ATTAINED <input type="checkbox"/> WILL NOT HAVE ATTAINED, A BACCALAUREATE DEGREE UPON SUCCESSFUL COMPLETION OF THE ROTC COURSE.</p> <p>d. I CONSIDER APPLICANT PHYSICALLY, MENTALLY, MORALLY, AND PROFESSIONALLY QUALIFIED FOR APPOINTMENT AS A <input type="checkbox"/> REGULAR <input type="checkbox"/> RESERVE COMMISSIONED OFFICER OF THE ARMY RECOMMEND HIS APPOINTMENT.</p> <p>e. APPLICANT WILL ATTAIN FULL QUALIFICATION FOR, AND SHOULD BE APPOINTED ON _____ (Day, Month and Year)</p>		
DATE	BRANCH FOR ASSIGNMENT	SIGNATURE AND GRADE (PMS)

**PART II - RECOMMENDATION FOR APPLICANTS FOR OCS ONLY (AR 351-5)**

**a. STATEMENT**

TO:	DATE
<p>1. I HAVE KNOWN THE APPLICANT FOR _____ MONTHS. HE HAS SERVED UNDER ME FOR _____ MONTHS. HIS PRINCIPAL DUTY IS _____</p> <p>2. I <input type="checkbox"/> DO <input type="checkbox"/> DO NOT RECOMMEND THE APPLICANT.</p> <p>3. REMARKS (Include your opinion as to his/her overall ability (to include leadership) and value to the service).</p>	

ENCLOSURES	SIGNATURE
ORGANIZATION	TYPED NAME, GRADE AND TITLE

**b. STATEMENT**

TO:	DATE
<p>1. I HAVE KNOWN THE APPLICANT FOR _____ MONTHS. HE HAS SERVED UNDER ME FOR _____ MONTHS. HIS PRINCIPAL DUTY IS _____</p> <p>2. I <input type="checkbox"/> DO <input type="checkbox"/> DO NOT RECOMMEND THE APPLICANT.</p> <p>3. REMARKS (Include your opinion as to his/her overall ability (to include leadership) and value to the service).</p>	

ENCLOSURES	SIGNATURE
ORGANIZATION	TYPED NAME, GRADE AND TITLE

USAPCV2.00

Figure 21-6. Sample of a completed DA Form 61 (Continued)



DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY RECRUITING COMMAND  
FORT KNOX, KENTUCKY 40121-2726

REPLY TO  
ATTENTION OF  
XXXX-XX

DDMMYYYY

MEMORANDUM FOR Commander, U.S. Army Recruiting Command, ATTN: RCHS-AN (AECP),  
1307 3rd Avenue, Fort Knox, KY 40121-2726

SUBJECT: AMEDD Enlisted Commissioning Program Request for Waiver for SSG Public, John Q.,  
123-45-6789

1. In accordance with AR 135-100 and the AMEDD Enlisted Commissioning Program guidelines, I request a waiver for (type of conviction). Explain the details of the incident; include any fines or incarceration time, as well as probation. The local Staff Judge Advocate office must notarize it.
2. I can be reached at the following address: 1010 Meadow Rd, Anywhere, USA 56789; DSN 123-4567, commercial (123) 456-7890, or e-mail john.q.public@us.army.mil

John Q. Public  
SSG, USA  
Medical Supply Technician

Figure 21-7. Sample AECP request for conviction waiver

## Chapter 22 AR Programs and Incentives

NOTE: See Memorandum, DAAR-PAE, dated 22 September 2005, subject: Army Reserve Medical Department Officer Incentive Programs for FY 06-07.

### 22-1. STRAP

NOTE: All STRAP participants are automatically assigned to the APMC (formerly the National AMEDD Augmentation Detachment (NAAD)) and given the standard paragraph and line number of 00/0000.

a. Direct accessions applying for the STRAP may be assigned to either the IRR or SELRES.

b. Eligibility. To be eligible for the STRAP participants must:

- (1) Be a citizen of the United States.
- (2) Be currently licensed in the health care profession for which applying (MC can be waived).
- (3) Health care professionals currently in the SELRES and health care professional officers eligible for appointment as officers in AMEDD are eligible to apply. Obligations must be served in the SELRES.
- (4) Be able to fulfill the service obligation incurred by STRAP participation prior to removal at age 60. The intention to apply for a waiver to be retained in service beyond age 60 is not a substitute for this requirement.
- (5) Not have an AD service commitment in the Uniformed Services or a service commitment in the PHS.
- (6) Not be receiving financial assistance through ROTC.
- (7) Be engaged in or accepted as a matriculated student for a course of training acceptable to HQDA (see c(2) below). Students conditionally accepted or completing prerequisites are ineligible an obligation status due to STRAP.

c. Acceptable nursing educational programs include:

(1) Master's degree programs in nurse anesthesia or critical care.

NOTE: Students who possess a BSN or MSN from an accredited program may attend master's level anesthesia programs in which the master's degree is in a non-nursing area.

(2) Master's degree programs must be acceptable to DA and accredited by an agency recognized by the U.S. Secretary of Education. Nurse anesthesia programs must be fully accredited by the Council on Accreditation of Nurse Anesthesia Educational Programs, American Association of Nurse Anesthetists (AANA).

(3) BSN programs in a nursing school accredited by the National League for Nursing or CCNE for applicants who must meet the eligibility criteria to apply for BSN-STRAP.

d. See list of specific specialties qualified for STRAP in each of the AMEDD AR sections of the Corps chapters.

NOTE: These are the current critical go-to-war

specialties and as such are subject to change annually.

e. Enrollees must earn 50 percent of the credit hours required for full-time, year-round student status at their educational institution to receive stipend.

f. All STRAP obligors incur a service obligation of 1 year for each 6 months or portion thereof in which funds have been received. They can serve on AD year for year for a minimum of 2 years.

NOTE: This may extend a Soldier's military obligation, since the discharge of the STRAP obligation commences upon completion of training.

g. Boarding procedures. STRAP boards are held concurrently with the respective branch boards.

h. Financial assistance. The amount of stipend is determined by the applicant's choice of options to fulfill their post-training obligation. The amount of stipend is adjusted annually effective 1 July. Recruiters should contact the MRB operations section for current amounts.

i. Processing procedures. Recruiters will complete a STRAP application packet on each applicant who meets eligibility requirements and wants to apply for financial assistance under STRAP. The STRAP application will be submitted with the application for appointment.

j. Upon selection for STRAP, HQ USAREC, Health Services Directorate (each division), will forward an enrollment packet to the applicant. Recruiters may assist the applicant in completing the enrollment packet. Initial payment of benefits begins after the completed enrollment documents are returned to and processed by HRC-St Louis, Incentive Branch. The financial benefits start date is the latest of the following three possible dates: The date of the Oath of Office, the date the current term begins, or the date the contract is signed. Enrollment packets will contain:

- (1) Bonus enrollment packet.
  - (a) USAREC Form 1103.
  - (b) DA Form 71.
  - (c) SF 1199A.
  - (d) TD Form IRS W-4.
  - (e) Bonus contract.
- (2) ANCP enrollment packet.
  - (a) USAREC Form 1103.
  - (b) Certification of participation (1- or 2-year participation).
    - (c) DD Form 4 series.
    - (d) USAREC Form 1105 (STRAP Enrollment Verification).
    - (e) SF 1199A.
    - (f) TD Form IRS W-4.
  - (g) Service agreement.
- (3) STRAP enrollment packet.
  - (a) USAREC Form 1103.
  - (b) DA Form 71.
  - (c) USAREC Form 1105.
  - (d) SF 1199A.
  - (e) TD Form IRS W-4.
  - (f) DA Form 5685-R (Specialized Training Assistance Program (New STRAP) Service

Agreement).

### 22-2. HPLRP (AR)

NOTE: Guidance for the administration of the HPLRP can be found in AR 135-7, chapter 7.

a. Eligibility. HPLRP is available to AR applicants who meet the following requirements:

(1) Have loans that are made, insured, or guaranteed under part B or E of the Higher Education Act of 1965; part B or C, title VII of the Public Health Service Act; or loans made, insured, or guaranteed through a recognized financial or educational institution if that loan was used to finance education regarding a health profession that the SECDEF determined to be critically needed in order to meet identified wartime combat medical skill shortages and whose contract indicates that the loan was incurred for the purpose of education. Loans cannot be in default and must be more than 1 year old.

(2) Must be in a health professional specialty which is listed on the current critical wartime shortage list. The critical wartime shortage list is subject to change at any time.

(3) Is in or applying for assignment to the SELRES as a commissioned officer in one of the above specialties.

(4) Is not currently enrolled in the Stipend Phase of STRAP or serving STRAP obligation.

b. DA Form 5536-R (Health Professionals Loan Repayment (HPLR) Agreement). Distribution:

(1) Original to Commander, HRC-St Louis, ATTN: ARPC-OMP-HSP, 1 Reserve Way, St Louis, MO 63132-5200.

(2) For members of the TPU and APMC, one photocopy to the unit of assignment and/or APMC.

(3) One copy to the applicant.

c. The anniversary date for repayment of loans is based on the date the officer completes the agreement. Each complete satisfactory year of SELRES service performed under the terms of the agreement will establish the anniversary for repayment of eligible loans.

d. Entitlements.

(1) On each anniversary date, any authorized loan will be considered eligible for repayment that:

(a) Twenty thousand dollars maximum aggregate per year, or the remaining balance of the loan(s), whichever is less.

(b) Has been secured for at least 1 year prior to the current anniversary date.

(2) The designated amount of repayment to be made on the anniversary date of eligible loans is established as follows:

(a) Three thousand dollars maximum aggregate per year, or the remaining balance of the loan(s), whichever is less.

(b) Total program repayments for all years will not exceed \$50,000.

(3) The following repayment restrictions apply:

(a) The repayment cannot exceed the outstanding balance.

(b) The agreement (DA Form 5536-R) does not change the officer's obligation to the lender or holder of the note(s).

(c) Loan repayments previously made cannot be reimbursed.

e. Payment is to the financial institution, not the officer.

### **22-3. Special pay** (formerly Selective Reserve Recruitment Bonus Program)

NOTE: The term "bonus" is contained throughout this regulation due to the late approval of the SELRES AMEDD Incentive Programs for FY 06-07. "Bonus" is now referred to as "special pay."

a. General. The bonus may be taken for 1, 2, or 3 years of SELRES affiliation. The number of years must be identified on the initial contracts that are submitted with the appointment packet. Bonus money will be paid at the beginning of each year of affiliation. The bonus is available to certain critical AOCs based on the needs of the AR. The amounts and critical AOCs will change each FY. The critical AOCs and amounts will be identified at the beginning of each FY.

#### b. Eligibility.

(1) Participants must come directly from civilian life.

(2) To qualify under the surgeon's category requires, as a minimum, a 5-year residency in general surgery before subspecialization.

(3) The bonus will not be offered to overstrength personnel; unit members will not be moved to an overstrength status in order to create a vacancy for incentive participants.

(4) Bonus eligibility is tied to a specific SELRES billet. Program participants must remain in the billet to which the incentive applies in order to receive annual installment payments (that is, a thoracic surgeon must be in a thoracic surgeon billet).

(5) Soldiers involuntarily transferred to the IRR as a result of force structure changes or force reduction actions may, as determined by the SA, be eligible to receive benefits identified under their initial incentive contract.

(6) Soldiers who fail to complete any portion of their contractual obligation are subject to recoupment as determined by the SA.

#### c. Processing.

(1) USAREC Form 1166 (Selected Reserve Special Pay Program Contract (Special Pay for SELRES Health Care Professionals in Critically-Short Wartime Specialties)) will be forwarded as part of the appointment packet. One original signature copy of the contract is required. Recruiters may sign the contract as the witnessing officer. The contract must have the same date after the signatures. The amount listed on USAREC Form 1166, section 2, paragraph a, is the annual amount of the bonus.

(2) Once the participant is board selected and commissioned, the following documents will be forwarded to Commander, HRC-St Louis, ATTN: ARPC-OMP-HSP, along with the DA Form

71.

(3) USAREC Form 1103. A common error in executing this form is the date contract signed does not match the actual contract signed date. Verify this date against your residual copy of the contract. The GC code or RSID should reflect the GC or RS that processed the participant.

(4) SF 1199A. This form is available at the participant's financial institution.

(a) Section 1 is completed by the applicant. Please ensure that the name and SSN match the participant's packet.

(b) Section 2 (see sample for address). Many financial institutions will not sign their portion of the form if this is left blank.

(c) Section 3 is completed by the financial agency. Be sure that it has been signed.

(d) Distribution of copies: Forward only the original (white) Government copy. The financial institution should retain the yellow copy. The pink copy goes to the participant for their records. Do not send a photo copy.

(5) Participants will not receive any bonus money until all enrollment documents have been received and they are accessed into the payroll system.

### **22-4. MDSSP implementing instructions**

a. Purpose. This paragraph provides implementing guidance for the MDSSP.

b. Background. 10 USC 16201, Chapter 1608, authorizes a program to provide financial assistance to individuals qualifying for training in critical health care skills needed for wartime and to sustain membership and maintain readiness in the ARNG and the AR.

#### c. Responsibilities.

##### (1) TSG will:

(a) Determine annually the categories of applicants to be considered and the number to be selected for entry into each discipline.

(b) Conduct the MDSSP Selection Board that will develop an OML by discipline for the ARNG and AR. The ARNG will have an unlimited quota.

(c) Represent DA in joint service aspects of the program.

(d) Serve as overall PM.

(e) Develop appropriate advertising for the RC in coordination with HQDA G-1.

(f) Monitor and evaluate the effectiveness of the program as a recruitment and retention incentive for the AR.

(g) Monitor program quotas.

(h) Appoint an MDSSP PM.

##### (2) The Director, ARNG, will:

(a) Exchange program-related information with OTSG, the MDSSP PM, and DFAS.

(b) Establish annual program quotas and budget funds.

(c) Ensure Army Guard participants are coded with a primary AOC of 00E67 and branch of MS in the Total Army Personnel Database-Guard.

(3) The Chief, Army Reserve, will:

(a) Disseminate program-related information

to all program participants.

(b) Ensure AR participants are coded with a primary AOC of 00E67 and branch of MS in the Total Army Personnel Database-Reserve. Students will be assigned to the APMC for the duration of their attendance in medical or dental school. While assigned to the APMC in a trainee, transient, holdee, and student (TTHS) status; they may participate as authorized by the APMC commander. Upon completion of residency training, the participant must fill an IMA or TPU vacancy.

(c) Exchange program-related information with the MDSSP PM.

(d) Establish annual program quotas and budget funds.

(4) MDSSP PM is the TSG's delegated authority to coordinate, initiate, and/or approve DFAS actions regarding the MDSSP and will:

(a) Disseminate program-related information to program participants.

(b) Assist TSG in exercising the responsibilities.

(c) Approve service agreements on behalf of the Army under the MDSSP.

(d) Maintain data on the number of program participants by Corps specialty, projected year of training completion, anticipated obligation, and the amount expended on the program.

(e) Notify DFAS to begin and end payment of a stipend.

(f) Monitor accreditation of training programs.

(g) Initiate or approve all requests, suspensions and reinstatement after suspension, extensions, delays, terminations, and recoupment.

(h) Maintain MDSSP application file.

(i) Verify eligibility semiannually.

(j) Maintain operating and reporting procedures.

(k) Reappoint or redesignate within the RC based upon the participant's health profession following satisfactory completion of medical or dental school.

(l) Provide all participants the current SECDEF critical wartime shortage list.

(m) Approve and disapprove transfers among components within the Army and interservice transfers.

(n) Notify the ARNG Medical Personnel Program Manager with personal information about MDSSP participants found in the IRR.

(o) Notify the ARNG commander and/or APMC of any change in status that would affect an MDSSP participant's eligibility to remain in the program or upon any change in contract status, recoupment, deferment, physical health, or change in contract obligation dates.

(5) DFAS will develop procedures for preparation and submission of information to initiate payment, termination, or recoupment of a stipend when warranted.

(6) Unit commanders will:

(a) Disseminate program information.

(b) Report to MDSSP PM those program participants who fail to meet their contractual obligation.

(c) Notify the MDSSP PM of any change in status that would affect a unit officer's eligibility to participate in the MDSSP.

d. Eligibility. To be eligible to participate in MDSSP, applicants must:

(1) Be a citizen of the United States and be able to obtain a security clearance.

(2) Be sincerely motivated for a career as a health professional in the RC.

(3) Be a commissioned officer in the Ready Reserve but not serving in the Active Guard Reserve (AGR) Program.

(4) Be enrolled in good standing or have a firm unconditional written acceptance from an accredited professional school leading to a degree in medicine, osteopathic medicine, or dentistry in the United States or Puerto Rico acceptable by HQDA. The school must be accredited by an agency or association recognized by the U.S. Commissioner of Education.

(5) Execute an MDSSP Service Agreement.

(6) While in the Stipend Phase, the participant must be in and remain in a TPU assignment or if in the AR, be assigned to the APMC.

(7) While in the Obligor Phase, the participant must be assigned to either a TPU or IMA position. The MDSSP PM will determine the assignment of AR participants based upon the needs of the AR.

(8) Be able to fulfill the incurred service obligation prior to mandatory removal based on age and/or length of service.

(9) Not be in a promotion nonselect status in either an AC or RC.

(10) Be selected to participate in the program by the MDSSP Selection Board.

(11) Not be receiving financial assistance under a ROTC Scholarship Program or HPSP.

(12) Not have an ADSO in a uniformed service or a service commitment in the PHS.

(13) Agree to complete the course of study for which the MDSSP stipend is initiated.

(14) Agree to apply for, if eligible, and accept, if offered, residency training in a health professional skill which has been designated by the SECDEF as a critical wartime shortage.

(15) Agree to submit, when requested, a promotion packet for review at a promotion selection board.

(16) Must attend and successfully complete the AMEDD OBC prior to completion of MDSSP unless contracted for MDSSP for their fourth year only.

e. Financial assistance.

(1) The amount of financial assistance an officer may receive while engaged in specialized training is determined by the rate in effect for that FY.

(2) The monthly stipend is payable during medical and dental school and during vacation periods. It is prorated for portions of a month at the beginning and end of the course of specialized training. The monthly stipend is not payable during periods of suspension.

(3) Eligibility for payment of a stipend to an officer who has been selected to participate in

the MDSSP may begin at any point in their course of study, but begins on the latest of the following four dates:

(a) Enrollment or start date of training in an approved medical or dental school program.

(b) Appointment as a commissioned officer designated or assigned for service in the eligible AMEDD corps.

(c) Execution of MDSSP Service Agreement.

(d) Assignment to a TPU if an ARNG officer or if an AR officer, the APMC.

(4) Unless terminated from the MDSSP, placed in temporary stipend suspension, removal from active RC status, or transfer from the SELRES, payment of the monthly stipend may not cease until the completion of the specialized training program.

f. Application procedures.

(1) Applicants seeking concurrent appointment in the ARNG or AR will contact their area ARNG AMEDD recruiter or AR health care recruiter respectively to initiate an application. Selection for MDSSP participation is conducted simultaneously with selection for appointment. Medical and dental students currently in the ARNG may also apply for the MDSSP and will be subject to the same boarding process. (AR and ARNG commissioned officers will follow instructions at (2) and (3) below.)

(2) AR commissioned officers will contact appropriate unit personnel or career management officer (CMO) to initiate an MDSSP application. The local AR health care recruiter may assist the applicant, unit, and CMO with preparation and submission of the MDSSP application packet. AR MDSSP applications will be forwarded to HQ USAREC, ATTN: RCHS-MC.

(3) ARNG officers will contact their state ARNG AMEDD recruiters to initiate an MDSSP application. ARNG MDSSP applications will be forwarded to: ARNG Bureau, ATTN: NGB-ASM (Medical Personnel Program Manager), 1411 Jefferson Davis Highway, Arlington, VA 22202-1382.

g. Selection procedures.

(1) The MDSSP Selection Board will be convened by a designated agency under the authority of HQDA. The MDSSP Selection Board is currently conducted simultaneously with the Selection Board for Reserve of the Army Appointments for AMEDD officers by HQ USAREC.

(2) The completed MDSSP applications of all fully qualified officers will be reviewed by the board.

(3) Following the board deliberations, the board secretariat will compile recommended selected and the nonselected lists of the current applicants. When the number of qualified applicants exceeds available AR quota, a board will be conducted to determine the best qualified applicants. Recommendations will be published on an OML. The ARNG will have an unlimited quota.

(4) On receipt of the approved board results, notification will be sent to all applicants. Appli-

cants who were nonselected will also be notified that they may reapply 1 year from the date the selection board results are approved. Written notification will be provided to those applicants selected and nonselected. ARNG applicants will be notified by their recruiter.

h. Enrollment procedures.

(1) If the applicant is selected to participate in the MDSSP, he or she will be sent an MDSSP enrollment packet consisting of the following:

(a) USAREC Form 1205 (U.S. Army Reserve Nurse Officer With Concurrent Call to Active Duty Incentives Declaration Statement).

(b) MDSSP Enrollment Verification.

(c) MDSSP Service Agreement.

(d) DA Form 71.

(e) USAREC Form 1103.

(f) SF 1199A.

(g) TD Form IRS W-4.

(2) The applicant must complete the MDSSP enrollment packet with the assistance of either their health care recruiter or CMO. MDSSP applicants must have their signatures witnessed.

(3) The enrollment packet, when completed, must be sent to the MDSSP PM who will sign the MDSSP Service Agreement on behalf of TSG. ARNG MDSSP applications and enrollments will be sent through the ARNG Bureau, ATTN: NGB-ASM-O, to the MDSSP PM.

(4) A copy of the completed MDSSP Service Agreement will be forwarded through appropriate channels to be maintained at the Office of the MDSSP PM and APMC.

i. Participant responsibilities to maintain eligibility.

(1) To maintain MDSSP eligibility and continue to receive financial assistance the officer must:

(a) Comply with all academic, medical, dental, administrative, and other standards and requirements outlined for the specialized training program. This includes compliance with applicable directives and instructions issued by HQDA G-1; TSG; National Guard Bureau; Chief, Army Reserve; or other competent authority.

(b) ARNG participants must be assigned to a TPU while in the Stipend Phase. AR participants must be assigned to the APMC while in the Stipend Phase.

(c) Advise the MDSSP PM, directly, of any changes in status that may affect eligibility to continue to receive the stipend. This includes:

1. Training program status.

2. Academic standing.

3. Health. Participants are responsible for annual submission of DA Form 7349 (Initial Medical Review - Annual Medical Certificate) on 1 January of each year and changes in health status between these submissions to the MDSSP PM which includes personal information such as marital status, address, and telephone number.

(d) Advise the MDSSP PM, directly, of any additional incentive agreements.

(2) Participants are responsible for semianual verification of program enrollment. On 1

July and 1 January of each year, participants must submit a verification of program participation letter to the dean of the academic institution or training program director at the end of each academic semester (USAREC Form 1105). The academic institution must forward the verification directly to the MDSSP PM.

j. Mobilization.

(1) Officers participating in the Stipend Phase of MDSSP will not be available in meeting mobilization cross-leveling requirements unless such action is approved by TSG. In the event of war or national emergency, participants will be subject to order to AD as required by HQDA (DAPE-MPO). Officers participating in MDSSP must initial section IX of the MDSSP Service Agreement concerning the Understanding of Mobilization Status.

(2) MDSSP Obligor Phase participants failing to obey a mobilization order are subject to involuntary call to AD, recoupment, and any other disciplinary action under Army regulations and the UCMJ.

k. The contractual service obligation and method of fulfillment.

(1) An officer who participates in the MDSSP incurs an obligation to serve 1 year in the SELRES of the ARNG or AR (except on AGR status), as appropriate, for each period of 6 months, or part thereof for which he or she receives financial assistance. This contractual obligation is incurred when the officer signs the MDSSP Service Agreement and may extend beyond the officer's statutory MSO incurred by law in accordance with 10 USC 651, Chapter 37; and AR 135-91.

(a) In the case of an MDSSP participant who enters into a subsequent agreement under STRAP to complete a training program designated by the SECDEF as a specialty critically needed by the Army in wartime and who:

1. Does not elect to contract for the HPLRP during their training program, the obligation incurred under the MDSSP begins immediately upon ending the MDSSP Stipend Phase. The Obligation Phase of the MDSSP is reduced by 1 year for each year, or part thereof, for the amount of time for which the STRAP stipend was provided while completing his or her specialty-training program. This in no way changes the obligation incurred under the STRAP agreement. In the event that the specialty-training program is shorter in duration than the recalculated obligation incurred by the MDSSP, the obligation incurred by the STRAP contract will start upon completion of the obligation incurred by the MDSSP contract.

2. Does elect to contract for the HPLRP during their training program, the obligation incurred under the MDSSP begins immediately upon completion of the HPLRP obligation. The Obligation Phase of the MDSSP is reduced by 1 year for each year, or part thereof, for the amount of time for which the STRAP stipend was provided while completing his or her specialty-training program. This in no way changes the

obligation incurred under the STRAP agreement. In the event that the training program is shorter in duration than the obligation incurred by the MDSSP, the obligation incurred by the STRAP contract will start upon completion of the obligation incurred by the MDSSP contract.

(b) In the case of an MDSSP participant who enters into a training program (residency and/or fellowship) not designated by the SECDEF as a specialty critically needed by the Army in wartime or who enters into a training program that is critically short but declines to contract for STRAP, the obligation incurred under the MDSSP agreement begins upon completion of the residency and/or fellowship.

(2) Unless the officer is earlier terminated from the program, discharge of the contractual agreement obligation (Obligation Phase), once started, will continue uninterrupted until whichever is applicable:

(a) The obligation is fully satisfied unless the officer is sooner separated at the discretion of HQDA or the appointed representative.

(b) An additional incentive contract is initiated which would require a change to the obligation end date of the original contract.

(c) The SELRES contractual obligation can also be satisfied by service on AD (Active Army (AA) or AGR status) or full-time National Guard duty (FTNGD) (AGR status).

(3) Participants in the Obligor Phase are required to meet SELRES participation requirements as per AR 135-91. In addition serve not less than 12 days of ADT or AT each year during the period of service required by the agreement as per 10 USC 16202. Participants must also attend, upon the discretion of the MDSSP PM, the first available AMEDD OBC after completion of the Stipend Phase if not already completed.

(a) While in the Obligor Phase, participants will be assigned to and remain in a valid SELRES primary mobilization AOC position for which they received stipend or for the residency program in which they are participating.

(b) In the event an officer enters on AD (AA or AGR status) while serving an obligation under the MDSSP, the officer will perform 1 year of AD or FTNGD for each year or part of year for which a stipend was received. However, this obligation will not be reduced by any amount of qualifying service performed by such officer prior to completion of the MDSSP training. SELRES service (except AGR service) will be computed using the formula cited in (2)(a) or (b) above. In any event, the obligation to serve on AD or FTNGD (not including AT or ADT) will not be reduced to a period of time less than 1 year.

(c) Time spent in graduate professional education (for example, fellowships), while serving on AD, will not be creditable towards satisfying the MDSSP Obligor Phase obligation.

(d) Periods of service on AT, ADT, ADSW, or a temporary tour of active duty as described in AR 135-210, will not be included in the computation of AD to satisfy the one-for-one ADO. Such

tours of duty will be counted towards the obligation as provided above.

(e) Only whole years of AD or FTNGD will receive one-for-one credit. Periods of AD or FTNGD of less than 1 year will be credited for the reduction of the obligation as though they were non-AD service, using the formula in (2)(a) or (b) above.

l. Failure to complete the contractual service obligation. An officer who fails to meet prescribed training requirements during the term of contractual service obligation may be subject to disciplinary action under the UCMJ or to administrative measures or sanctions under applicable regulations (that is, AR 135-91, chap 6; AR 135-175, chap 2). In addition, the officer may be ordered to AD in the AA (10 USC 16203) for a period of 1 year (or part thereof) for which stipend assistance was provided, or be recouped, and/or have his or her contractual obligation period extended. It is in the best interest of the Army to retain an AMEDD officer rather than initiate a penalty action. Therefore, if possible, within limits of law and regulations, an extension of the participant's obligation end date and satisfactory participation is the first course of action. In the event law or regulation does not permit an extension, or the participant chooses not to extend their obligation end date, an order to AD shall take precedence over recoupment.

(1) Unsatisfactory participation. Failure to fulfill the contractual obligation or service agreement as a member of the Ready Reserve. Participation is unsatisfactory when members of SELRES units acquire at least nine unexcused absences from scheduled training in a 12-month period. Participation is also unsatisfactory if members of the Ready Reserve fail to meet the standards concerning annual mobilization readiness screening, attendance at ADT, or training advancement. It includes misconduct for military offenses or performance of duty (DODI 1205.21, para E2.1.24).

(2) Involuntary order to AD. A participant of the MDSSP who is dropped from the program for deficiency in training, unsatisfactory participation in the Ready Reserve, or for other reasons, shall be required, at the discretion of TSG to perform 1 year of AD for each year (or part thereof) for which such person was provided a stipend.

(3) Recoupment. Any individual who fails to comply with the requirements of the MDSSP (for example, maintaining current status in the Centralized Credentials and Quality Assurance System) is subject to recoupment action.

m. Verification of program completion.

(1) An MDSSP participant that completes their program of training must submit verification of program completion within 60 days of graduation or face penalty action.

(2) MDSSP participants must accept a reappointment or redesignation within the participant's component, if tendered, based upon the person's health profession, following satisfactory completion of the educational programs.

n. Suspension of participation.

(1) The MDSSP PM, on behalf of TSG, may suspend an entitlement to a stipend and active participation in the MDSSP, in lieu of termination, for a period not to exceed 1 year. Suspension from the program must be in writing. The reasons are generally associated with eligibility issues, and include, but are not limited to major changes in life which preclude further pursuit of education during a period of time which a student has contracted illness, divorce, death of family member or extended family member who may provide child care, or other educational support. Students may be suspended:

(a) Who are required to repeat a subject, provided they have not been suspended from their own educational program and will be permitted to continue the completion of their degree.

(b) When changes to the program of origin extending the student beyond the maximum time stated in the MDSSP agreement.

(c) When voluntary service on AD for a Presidential Selected Reserve Call-Up or service to AD required by any national emergency. The MDSSP PM will review each case if a participant is called to AD for a Presidential Selected Reserve Call-Up or national emergency and if necessary extend suspension period beyond 1 year. This voluntary service during the Stipend Phase cannot be used to satisfy the Obligor Phase commitment under the MDSSP agreement.

(d) When placed under suspension of favorable personnel action per AR 600-8-2, the period of suspension may not exceed 1 year.

(2) When the officer's eligibility or status cannot be immediately determined, stipend payment will be withheld pending the officer's compliance with provisions stated in o(1) below.

(a) If the MDSSP PM determines the officer is at fault for failing to comply with the above provisions, monies withheld during suspension will not be paid.

(b) If the MDSSP PM determines the officer is not at fault with compliance, monies withheld will be paid.

1. Payment of a stipend is not authorized during a period of suspension.

2. Only one suspension of participation may be granted or imposed.

3. Requests for suspension will be made to the MDSSP PM in writing with justification. The MDSSP PM is the final authority for granting and denying a suspension.

o. Reinstatement after a period of suspension.

(1) An officer who completes a period of suspension must request reinstatement of MDSSP participation and resumption of stipend payments. Requests for reinstatement may necessitate reboarding on a case-by-case basis by the MDSSP Selection Board and will only be considered if the officer is otherwise eligible in accordance with e and i above. The request should be sent through the appropriate ARNG command or APMC to the MDSSP PM at least

45 days prior to the end of the authorized suspension period.

(2) Reinstatement in the MDSSP and resumption of stipend payments are made at the discretion of the MDSSP PM, acting on behalf of TSG, and cannot be guaranteed.

(3) The participant must be reassigned to a TPU if an ARNG officer, or if an AR officer be reassigned to an APMC position before restarting the stipend.

(4) If the suspended participant is not eligible for reinstatement, the participant will continue in a suspended status until completion of the program they were originally contracted for.

p. Extensions.

(1) At the discretion of TSG, the MDSSP PM may grant a one-time extension of the MDSSP agreement's Obligor Phase for the following reasons:

(a) If additional requirements in a program change the length of time for which the participant is receiving a stipend and only if the extension allows completion of contracted medical or dental school. This type of extension extends the length of time the participant receives a stipend and requires recalculating the participant's obligation period in addition to the changes in the Obligor Phase beginning and ending dates.

(b) Unsatisfactory participation in lieu of placement on involuntary AD or recoupment.

(2) A request for an extension will be made in writing by the participant to the MDSSP PM.

(3) An extension requires the adjustment of the original MDSSP agreement's Obligor Phase obligation beginning and ending dates, or obligation end date. The adjustment shall be in writing and in no way affects any other aspect of the MDSSP agreement and becomes a permanent part of the original MDSSP agreement.

q. Delay in beginning Obligor Phase.

(1) At the discretion of TSG, the MDSSP PM may delay the beginning of a participant's Obligor Phase when not in conflict with other law or regulations for:

(a) Participation in another AMEDD incentive (HPLRP).

(b) Participation in a residency not on the critical wartime shortage list.

(c) Participation in a residency on the critical wartime shortage list and declines an STRAP stipend for the residency.

(2) The request for a delay in beginning the Obligor Phase must be made in writing by the participant and received by the MDSSP PM prior to the end of the Stipend Phase.

(3) An approved delay in the beginning of the Obligor Phase necessitates an adjustment to the MDSSP contractual obligation, extending the beginning and ending obligation dates equal to the amount of delayed time. The adjustment shall be in writing, in no way affects any other aspect of the MDSSP agreement, and becomes a permanent part of the original MDSSP agreement.

r. Termination of stipend.

(1) Participation in the MDSSP Stipend Phase will terminate on successful completion of the medical or dental school if not terminated as specified below.

(2) Early termination of an officer's participation in the MDSSP must be directed or approved by the MDSSP PM acting on behalf of TSG. Such early termination may only be for one or more of the reasons cited below.

(3) Participation in the MDSSP may be terminated if an officer:

(a) Fails to complete a specialized training program and either--

1. Is released from the training program; or
2. Voluntarily stops training in the specialty designated in the participant's MDSSP agreement.

(b) Fails to meet or maintain the eligibility requirements for the MDSSP. These requirements include, but are not limited to--

1. Membership in good standing in the SELRES.

2. Attendance in good standing at the specialized course of training.

(c) Is convicted of any of the following--

1. A felony as defined under Federal, State, or local law.

2. An offense which if tried under the UCMJ could result in a sentence of at least 1 year of confinement or a dishonorable discharge.

3. An offense involving moral turpitude, including sexual offenses and acts involving dishonesty.

(d) Commits one or more acts resulting in discreditable involvement with civilian or military authorities (for example, public drunkenness). An officer may be terminated from the program whether or not the officer is charged, indicted, tried, or convicted of such acts.

(e) Becomes a TPU or APMC unsatisfactory participant.

(f) Exceeds the maximum period authorized for suspension.

(4) Additionally, participation may be terminated by the MDSSP PM acting on behalf of TSG, if such an action is in the best interest of the Government as determined by TSG, the SA, or the SECDEF.

(5) Participants terminated will serve their statutory and contractual obligations in the Corps and in an AOC that best meets the needs of the ARNG or AR.

s. Participant requirements resulting from stipend termination. An MDSSP participant who fails to complete medical or dental school and is terminated will be subject to one or more of the following:

(1) Involuntary AD.

(2) Recoupment.

(3) The SA or the SECDEF may choose not to seek recoupment of an officer who fails to complete their specialized training program. However, such action will not relieve the officer from any statutory or contractual military obligation imposed or incurred by another law or regulation (that is, statutory military obligation

incurred upon initial accession in accordance with AR 135-91 and 10 USC 651, Chapter 37).  
t. Recoupment.

(1) The Office of the Comptroller of the Army will issue specific collection procedures for the recoupment of stipend payment. The MDSSP PM may initiate recoupment procedures when:

(a) An erroneous payment has been made or when an officer's entitlement to the payment is terminated while in the Stipend Phase. In the case of an erroneous stipend payment, the total amount erroneously paid, and if applicable, any accrued interest.

(b) During the Stipend Phase when the recoupment is indicated the officer will repay the U.S. Government an amount equal to the total amount paid to the officer under the MDSSP Service Agreement and if applicable accrued interest.

(c) During the Obligor Phase the participant fails to meet or complete the contractual service obligations and it is determined not to be in the best interest of the Army to extend the participant's obligation end date or an order to AD.

(d) Calculation of Obligor Phase recoupment action:

1. Determine the number of months the participant served satisfactorily.

2. Determine the total incentive earned and divide this amount by the number of months the stipend was paid. This calculation results in the participant's monthly rate for recoupment purposes.

3. Multiply the number of months served unsatisfactorily by the monthly rate determined in 2. above. This calculation is the amount submitted to DFAS for recoupment.

(2) Any amount paid by an officer under recoupment procedures will not relieve the officer from any military obligation imposed by another law or regulation.

(3) Recoupment will be determined on a case-by-case basis.

u. MDSSP participants in promotion nonselect status.

(1) MDSSP participants are subject to the competitive promotion process per AR 135-155 throughout their Stipend Phase and Obligor Phase and must perform appropriate military training, seek progressive assignments, and maintain current personnel files as required.

(2) Failing to submit a packet to promotion or continuation boards may subject the participant to disciplinary action under UCMJ or to administrative measures or sanctions under applicable regulations (that is, AR 135-91, chap 6; AR 135-175, chap 2). In addition, the officer may be ordered to AD in the AA (10 USC 16203) or recoupment. The participant must accept selectively continued if offered.

v. Declining promotion. An MDSSP participant may not decline promotion to the next higher grade.

w. OBC attendance.

(1) An MDSSP participant must attend and

successfully complete the AMEDD OBC prior to completion of MDSSP unless they have contracted for the MDSSP only for their fourth year.

(2) Failure to successfully complete all aspects of the AMEDD OBC with the awarding of a certificate of completion will result in a recoupment action. This does not preclude the participant from serving their MDSSP agreement obligation in a capacity determined by TSG.

(3) If the officer has not already attended the AMEDD OBC, the officer will attend the first available class at the discretion of the MDSSP PM.

(4) Requests for constructive credit for AMEDD OBC will be handled on a case-by-case basis.

x. ARNG MDSSP participants transferred to the IRR. ARNG MDSSP participants found in the IRR by the MDSSP PM will be reported to the ARNG Medical Personnel Manager at Army National Guard Bureau, ATTN: NGB-ARS (Medical Personnel Program Manager), 111 S. George Mason Drive, Arlington, VA 22204.

## 22-5. BSN-STRAP (commonly referred to as ADN to BSN-STRAP)

a. Implementation instructions for the BSN-STRAP may be found in AR 135-7; DODI 1205.21; and Memorandum, OCAR, DAAR-PAE, 22 September 2005, subject: Army Reserve Medical Department Officer Incentive Programs for FY 06-07.

b. Purpose. The following serves as guidance for the operational aspects of the BSN-STRAP. These instructions represent clarification of issues regarding the BSN-STRAP and other issues which impact on the management of individuals enrolled in this program. The intent of the BSN-STRAP is to supplement other financial programs that may be available to AR and ARNG officers completing a BSN Degree. Such programs include: Tuition Assistance, Montgomery GI Bill, and HPLRP.

c. Responsibilities.

(1) HRC-St Louis, Incentive Branch, will:

(a) Serve as overall PM of BSN-STRAP.

(b) Develop and maintain Web site for enrollment packets and related information. AN CMOs will be informed of eligibility requirements and process for submission of application packets.

(2) USAREC will:

(a) Monitor, evaluate, and maintain statistics on accession numbers and quota levels.

(b) Develop an OML as necessary.

(c) Validate all documents submitted with the BSN-STRAP checklist.

(d) Develop, implement, and disseminate advertisement tools and marketing strategies for new accessions market.

(3) USARC Surgeon's Office, Chief Nurse, will:

(a) Develop, implement, and disseminate advertisement tools and marketing strategies for the current AR market via Chief Nurses, USARC Medical Symposium and Association of Military Surgeons United States conferences.

(b) In conjunction with HRC-St Louis, develop and maintain a Web site for application packets and related information.

(4) ARNG will develop, implement, and disseminate advertising tools and marketing strategies for the current ARNG market.

d. Eligibility and participation requirements. The BSN-STRAP stipend may only be given for a maximum of 2 years. The STRAP start date must be calculated from the date that is less than or equal to 2 years from the participant's anticipated graduation from their BSN Degree Program. In addition to current STRAP guidelines and policies, BSN-STRAP applicants must:

(1) Complete their degree program (conferred degree) within 24 months of signing the STRAP agreement and prior to the convening date of their first consideration for the mandatory selection board to the rank of major.

(2) Continuously earn at least 50 percent of the credit hours required for full-time student status at their educational institution and maintain a GPA of at least 2.0 on a scale of 1.0 to 4.0 scale, and/or obtain a letter grade of "C" in all their courses.

(3) Submit a grade progress report at the end of every semester and/or course completion to the Incentives PM in HRC-St Louis.

(4) Attend the AMEDD OBC at the first available date upon completion of their course of study and/or Stipend Phase (new accessions only). If already assigned to a TPU, IMA, or IRR position they will have completed OBC prior to the submission of their BSN-STRAP application.

e. Quotas. USAREC is authorized to offer BSN-STRAP up to the assigned mission number in the AN Branch with the overall goal of complete utilization of yearly quotas. USAREC will monitor and reevaluate quotas quarterly to determine balance of unused quotas and possible realignment of quotas between new accessions and current AR and ARNG officer categories as appropriate. HQ USAREC, Health Services Directorate, Operations Division, must request and receive approval from the Management Decision Package Program Evaluation Group to offer BSN-STRAP above the approved mission requirements as outlined below:

<u>AN BSN Completion Categories</u>	<u>Maximum</u>
USAREC (new accessions)	100
Current AR and ARNG officers	200

f. Application procedures. Applications will be accepted by USAREC each FY until all quotas have been filled.

(1) BSN-STRAP applicants seeking concurrent appointment in the AR or ARNG (new accessions) will contact their local Army recruiter to initiate an application. Selection for BSN-STRAP participation is conducted simultaneously with selection for appointment.

(2) Current AR and ARNG members will submit documents as outlined in ARHC Form 4115 (Specialized Training Assistance Program (STRAP) Checklist).

g. Selection procedures. USAREC will review applications and convene and conduct BSN-STRAP boards under the authority of TSG. Selection of BSN-STRAP applicants will be based on fully qualified criteria. USAREC will compile recommended selected and nonselected lists of the current applicants. When the number of qualified applicants exceeds available quotas, a board will be conducted to determine the best-qualified applicants. Recommendations will be published on an OML.

(1) USAREC will provide electronic board results to HRC-St Louis, Incentive Branch; OTSG; USARC Surgeon's Office; appropriate recruiters in the field; and TPU and APMC as appropriate.

(2) All select and nonselect and alternate letters will be generated and sent by HQ USAREC. The recruiter will notify new accession applicants.

(3) Applicants who were nonselected will be notified that they may reapply 1 year from the date of the board release. These applicants must meet application requirements at the time they reapply.

h. Enrollment procedures. Once selected to participate in STRAP, the applicant should complete the STRAP enrollment packet with the assistance of either their AMEDD recruiter (new accessions), TPU representative, or HRC-St Louis CMO (current IMA and IRR officers). All forms must be typewritten, completed in their entirety, and signed with original signatures.

(1) Enrollment packets may be obtained at the following Web site: <https://www.hrc.army.mil/site/protect/Reserve/soldierservices/pay/medicalincentives.htm>. Enrollees should then click on STRAP and go to STRAP Resources to view and download an enrollment packet. After completing this packet, it will be submitted to HRC-St Louis, Incentive Branch, for processing. The address for the team is on the Web site.

(2) BSN-STRAP applicants must have their signatures witnessed by the health care recruiter, unit commander, or by his or her representative (IMA positions will be witnessed by another commissioned officer or by a notary public).

(3) Enrollment packets must include the STRAP Service Agreement Amendment.

i. Mobilization and assignment. It is highly encouraged that BSN-STRAP participants receive support to complete their program of study as soon as possible and without interruption while maintaining their individual readiness. Therefore these BSN-STRAP participants:

(1) May not be available to local commanders or the Chief, Army Reserve, to meet mobilization cross-leveling requirements unless TSG approves such action.

(2) Will remain in the SELRES or ARNG throughout the STRAP Stipend Phase and Obligor Phase. While in the Stipend Phase will be assigned to either a TPU and/or in the assigned command's TTHS account or the APMC.

(3) May request assignment to the APMC if

the BSN-STRAP participant is enrolled in a full-time status at their institution. BSN-STRAP participants must be enrolled, maintain their full-time status, and be in good academic standing to request and maintain assignment in the APMC.

(4) Currently assigned to the IMA and IRR must request reassignment either to a TPU and/or TTHS or the APMC.

j. Extensions, suspensions, and terminations.

(1) No extensions (with pay) beyond the 24-month program duration will be granted.

(2) At the discretion of TSG, or his or her designated representative, an officer's entitlement to a stipend and active participation in the BSN-STRAP may be suspended, in lieu of termination, for a period not to exceed 2 years. Participants in the BSN-STRAP will be suspended from the program if the officer is required to repeat a subject, provided they have not been suspended from their own educational program, and will be permitted to continue the completion of their degree. BSN-STRAP participants must still complete their program (degree conferred) prior to the convening date of their first consideration for the mandatory selection board for the grade of major. In situations where TSG approves a STRAP participant for mobilization, a suspension may be considered and granted on a case-by-case basis. This type of suspension will not count as a formal suspension from STRAP participation.

(3) Under no circumstances will BSN-STRAP participants be paid to retake any course that has previously been paid for.

(4) An officer who completes a period of suspension must request reinstatement of BSN-STRAP participation and resumption of stipend payments. Requests for reinstatement will only be considered if the officer is otherwise eligible (d above).

(5) Reinstatement in the BSN-STRAP and resumption of stipend payments is made at the discretion of the HRC-St Louis, Incentives Manager, and cannot be guaranteed. Reinstatement depends on the availability of monies at the time reinstatement is requested.

(6) In addition to current and existing STRAP termination guidance, BSN-STRAP participants may be terminated and/or subject to recoupment of all monies paid during the BSN-STRAP if they fail to maintain any or all participation requirements as listed in d above or fail to submit their conferred degree or DPL as outlined in k below.

k. Verification of program completion. BSN-STRAP participants completing their program must submit verification of program completion to HRC-St Louis, Incentives Team, within 60 days of graduation and/or prior to the convening date of their first consideration for the mandatory selection board to the grade of major.

## **Chapter 23 Preparation of the Application**

### **23-1. General information on appointment application checklists**

a. The military technician normally is responsible for the proper completion of all appointment applications.

b. USAREC Form 658 will be used to assist in the completion of the application. When completed, USAREC Form 658 will be placed in the applicant's residual file (in the recruiter's RS for future reference).

c. The following forms will be used and submitted for all AMEDD appointment applications. These forms are commonly referred to as "appointment application checklists" and will serve as an "inventory listing" and will be placed on top of the application packet. The RS commander will sign the appropriate form to verify that the application is complete and accurate before it is forwarded to HQ USAREC, ATTN: RCHS.

(1) USAREC Form 1213 (Active Duty AMEDD Appointment Application Checklist).

(2) USAREC Form 1214 (Active Duty Student Program AMEDD Appointment Application Checklist).

(3) USAREC Form 1215 (USAR AMEDD Appointment Application Checklist).

(4) USAREC Form 1216 (USAR - STRAP AMEDD Appointment Application Checklist).

(5) USAREC Form 1217 (USAR - NAAD Attachment AMEDD Appointment Application Checklist).

(6) USAREC Form 1218 (Health Professions Scholarship Program AMEDD Appointment Application Checklist).

(7) USAREC Form 1219 (Automatic Acceptance Criteria Health Professions Scholarship Program AMEDD Appointment Application Checklist).

d. Packet preparation is critical to the success of the AMEDD recruiting mission.

(1) The corresponding application checklist will be used for the completion of the application (see c(1) through c(7) above).

NOTE: Once the packet is prepared it is essential that the following QC procedures are followed to ensure that quality applications are submitted, minimal corrections are needed, and professional packets are placed before the selection board. All AMEDD applications will be QC'd by the station commander for quality assurance prior to submission to HQ USAREC, ATTN: RCHS, for board consideration.

(2) Incomplete applications will not be submitted to HQ USAREC, ATTN: RCHS, regardless of circumstance. If it appears that a packet is being submitted only to ensure it arrives before the packet deadline it will immediately be RWOA. An example would be a packet that exceeds "Red" status.

(3) Accession scroll submission: In all actuality, the name(s) are to be submitted once the individual has initiated the PE process. However, this is an excellent time to ensure that the name has been submitted to Health Services Directorate for the accession scroll. Each MRB operations section is responsible for submitting new applicant names weekly (no later than close of business Wednesday) to Health Services

Directorate, Operations Division, for submission to the Army G-1. The names are forwarded via an Excel spreadsheet to the Accession e-mail address. The following information is required:

- (a) Last name.
- (b) First name.
- (c) Full middle name.
- (d) Full SSN.
- (e) Component.
- (f) Corps.
- (g) Grade.
- (h) RSID.

(4) All applicant information will be verified on the TOS upon receipt of the application at HQ USAREC, ATTN: RCHS. If the applicant cannot be found on the TOS, the application will be given a packet status of Red and RWOA to the MRB.

e. Initial packet status system (red, amber, or green).

(1) Green: All documents present on receipt of application with no more than two call outs (call outs cannot be on board and/or eligibility or "board stopper" documents).

(2) Amber: No board and/or eligibility or "board stopper" documents missing with no more than five call outs.

(3) Red: Any board eligibility or "board stopper" documents missing (not including PSRs). Errors on six or more documents will be returned to Health Services Directorate, Operations Division, for final RWOA determination.

### 23-2. Guidelines for completing appointment application checklists

a. Guidelines for completing the appointment application checklists are as follows:

(1) All entries must be filled in and must be handwritten (legibly).

(2) State: State abbreviation from where the applicant is applying.

(3) Permanent Address: Provide full mailing address to include street, city, state, and the nine-digit ZIP Code. Abbreviations may be used (that is, NY for New York).

(4) AOC: Annotate the AOC the applicant is applying for.

(5) Corps: Check the specific AMEDD Corps to which the applicant is applying.

(6) Waiver(s) Required: Annotate the specific waiver code in the "Y" portion (that is, "E" for convictions).

(7) Annotate with a checkmark (denotes that a document is included in the application) or with NA (denotes not applicable or that document is not contained in the application packet) on the line which corresponds to a particular form or document.

(8) TAB 6 (Additional Forms and Documents). A listing of additional documents required (by AMEDD program) is located under each AMEDD program.

(9) The preparer's signature (legibly) will be entered in the "Completed By" portion. The "Verified By" section will be completed by whomever the MRB so designates.

(10) All documents will be signed with full signatures (first name, middle initial, and last name).

(11) All forms and documents consisting of two or more pages will be stapled together.

(12) Copies of certificates must be clear as to what kind of document it is (that is, license, birth, etcetera).

(13) Use of correction fluid (white out) for packet corrections is strictly prohibited. Pen and ink corrections may be made for minor, non-substantive, typographical errors when initialed by the person making the correction.

b. Guidelines for assembling applications.

(1) The application will consist of two parts: Those which are grouped on the left side of the application packet and those grouped on the right side; these documents will be arranged in order listed with TAB 1 on top of the left side and TAB 7 on top of the right side.

(2) The headings entitled "ORIG-COPIES-FORM/DOCUMENT" are column headings which reflect the number of originals and/or copies of stated documents. For example, under TAB 8 (Education Documents), one original and one copy of the applicant's transcripts are to be included in the application folder for submission. Documents will be placed under the respective tabs (using a two-hole punch).

(3) The recruiter will maintain a complete residual application at the RS to include all changes and/or packet corrections.

(4) All applications will be accompanied by USAREC Form 1076; it will be placed outside the application folder.

NOTE: Applications received at Health Services Directorate that cannot be verified on the TOS will be given a packet status of Red and RWOA. Incomplete applications submitted only to ensure arrival before the application deadline will be RWOA.

### 23-3. Contents of appointment application checklists

a. USAREC Form 1076 will be used as the transmittal sheet when forwarding all correspondence from the recruiter that pertains to applicant processing to include, but not limited to, applications, loose mail, DA Form 71, and transfer packets. USAREC Form 1076 is self-explanatory and should be completed as appropriate for the action requested.

b. DA Form 61.

(1) Reproduced copies of DA Form 61 are authorized; however, at least one must be an original with an original signature.

(2) Item 24, Are you now, or have you ever been a conscientious objector? If yes is checked, an affidavit from the applicant that contains one of the following statements must be included:

(a) "I conscientiously object to combat service as an officer of the Army Medical Department. Other than bearing arms, I agree to give full military service to the United States."

(b) "I no longer conscientiously object to combat service. I am willing to bear arms and give full and unqualified military service to the United

States as a member of the Army Medical Department. I further agree that I will not apply for separation by reason of conscientious objection."

(c) One original and one copy are to be attached to the corresponding DA Form 61.

(3) Item 26.

(a) If yes is checked, an affidavit requesting a waiver of the offense must be included by the applicant.

(b) The affidavit must include the date, city, state, and nature of each alleged offense or violation, the names and locations of the court or place of hearing, and the penalty imposed or other disposition of each case in detail.

(c) One original and one copy are to be attached to the corresponding DA Form 61.

(4) Item 41, Remarks.

(a) Continuations or further explanations of any block where sufficient room was not available on the form will be entered here.

(b) If additional space is needed, bond paper (one original and one copy) will be used.

(c) If an applicant holds certification by a professional society in any medical specialty to include nurse anesthesia, midwifery, critical care registered nurse, medical technologist, or as a nurse practitioner, the type of certification, number, and expiration date will be placed in this block.

c. USAREC Form 1071. USAREC Form 1071 must be signed and dated by all applicants applying for appointment and attached to the back of each DA Form 61.

d. USAREC Form 1073. USAREC Form 1073 must be signed and dated by all applicants applying for appointment and attached to the back of each DA Form 61 behind USAREC Form 1071.

e. USAREC Form 1075 (Statement of Understanding for Applicants Requesting Appointment to the Army Medical Department With Concurrent Call to Active Duty). USAREC Form 1075 will be forwarded with all RA AMEDD applications.

f. USAREC Form 1257 (Statement for Appointment - Army Policy). USAREC Form 1257 must be signed and dated by all applicants and the recruiter. This form will be completed for all applicants applying for appointment and attached to the back of each DA Form 61.

g. USAREC Form 1258 (Statement for Appointment - Concealment of Information). USAREC Form 1258 must be signed and dated by all applicants applying for appointment and attached to the back of each DA Form 61.

h. Statement of motivation of interest and motivation. One-page document on plain bond paper (handwritten, not typed) indicating applicant's goals and objectives.

i. Recruiter evaluation and/or commander's LOR, MC officer.

j. LORs or USAREC Forms 195. USAREC Form 195 will be used primarily for references (use LORs if USAREC Form 195 is not feasible). References based on personal acquaintance will be from individuals (not relatives) who

are in a position to evaluate the applicant's reputation, professional standing, character, and clinical competence. USAREC personnel are strictly prohibited from supplying or providing LORs to applicants.

k. USAREC Form 195 from chief nurse. For certain AN applications only.

l. License verification and certification.

(1) Without exception, all documents must be authentic and verified. All copies must be legible.

(2) Professional licenses requiring a signature must be signed before copies are made.

(3) License verifications will be signed by the designated party or person. License verification will be made on the same page as the copy of the license or stapled to the photocopy of the license. All previous and current professional licenses must be verified.

(4) If the license will expire within 45 days after the application is received at HQ USAREC, ATTN: RCHS-XX, documentation of the request for relicensure must be provided (that is, canceled check, copy of the renewal form from the state, or the authenticator or verifier can verify with the appropriate licensing authority that the application for renewal has been submitted). A copy of the renewed license must be forwarded as soon as possible after the applicant receives it. No application will be boarded without current licensure.

(5) If the professional license expires prior to the date the applicant is due to access, the renewed license must be received by the appropriate division at HQ USAREC, ATTN: RCHS-XX, prior to accession.

(6) Certification.

(a) CRNA certification. Two copies of the current certification or recertification card are required. The AANA membership card is not acceptable. Certification number and expiration date must be listed on DA Form 61, item 37.

NOTE: When making copies, make a copy of the actual card, then enlarge the card to 129 percent for legibility.

(b) Two copies of any current midwifery, practitioner, or critical care registered nurse certification, if applicable. Certifications must be from accrediting agencies listed in AR 135-101, table 3-5. Type of certification, number, and expiration date must also be listed on DA Form 61, item 37 or item 41.

m. USAREC Form 524.

(1) If an applicant is working in a nontraditional professional health care position, their official job description from the employing agency must be included.

(2) If an employer recognizes less than 40 hours per week as full-time, a letter from the employer so stating must be included.

n. EPSQ SF 86.

(1) For detailed instructions, refer to an original EPSQ SF 86.

(2) One original and two copies with diskette will be included in all AD, IRR, and IMA applications.

(3) For TPU and APMC applicants, one copy

of the EPSQ SF 86 will be included with the application. When the applicant is escorted to the TPU, the recruiter will deliver the original EPSQ SF 86 and diskette to the appropriate unit representative. For APMC applicants, the recruiter will forward the original EPSQ SF 86 and diskette to the APMC when the applicant receives assignment orders.

(4) Abbreviations will not be used when completing this form, except where noted on the hard copy of the EPSQ SF 86 instructions.

(5) Post office boxes cannot be used as an address. If a complete address is not entered, a strip map or detailed instructions on how to get to the residence or place of employment must be entered on a continuation sheet. This applies to applicant's current residence and current place of employment only.

(6) The Defense Security Service will not process forms with discrepancies.

(7) Verification by person completing form.

(a) The form will be carefully reviewed to ensure that all items are answered fully and accurately.

(b) The applicant must fully understand the implication of certifying to a false statement.

(c) When satisfied the form is complete, the applicant must sign the original EPSQ SF 86.

o. FBI Form FD 258.

(1) Self-stick labels cannot be used on FBI Form FD 258.

(2) For applicants applying for AD or for the IRR or DIMA, two original FBI Forms FD 258 must accompany the application.

(3) For applicants applying for the APMC, the recruiter will forward two original FBI Forms FD 258 to APMC upon commissioning.

(4) For applicants applying for a TPU, the recruiter will give the two original FBI Forms FD 258 with the EPSQ SF 86 to the unit of assignment.

(5) Recruiters who have fingerprint kits may take the prints themselves. MEPS and local police departments can also perform this service.

(6) Both the applicant and the person taking the fingerprints must sign the card where indicated.

(7) The applicant must give all required information. If items do not apply, they should be left blank.

(a) Fingerprints must be clear, without smudges.

(b) Fingerprint cards are to be typed.

(c) For entries requiring an address, post office boxes will not be used. If a complete address is not entered, a strip map or detailed instructions on how to get to residence or place of employment must be provided on a continuation sheet.

(d) Information such as name, address, aliases (must be explained); DOB; and SSN must be the same as on the EPSQ SF 86 and DA Form 61.

(e) Residence of person being fingerprinted. Current address is entered.

(f) The employer and address are that of the

person taking the fingerprints.

(g) Reason Fingerprinted. "AMEDD Precommission and SECRET clearance" should be listed.

(h) Name. Last name, first name, and middle name. Names must be spelled out in full. "NMN" is used for persons with no middle name.

(i) Date of Birth (month, day, year). For example: Jan 16 60.

(j) Sex. "M" or "F," as applicable.

(k) Race. One of the following codes will be entered:

1. ASN/PI = Asian or Pacific Islanders (persons originating in the Far East, Polynesians, Koreans, Indonesians, and Asian, Southeast Asia, the Indian subcontinent, or the Pacific Islands). This includes China, India, Japan, Korea, the Philippine Islands, and Samoa.

2. BLK = Black (persons originating in any of the black racial groups of Africa).

3. AI/AN = American Indian or Alaskan Native (persons originating in North America and who maintain cultural identification through tribal affiliation or community recognition).

4. HISP = Hispanic (persons originating in Mexico, Puerto Rico, Cuba, Central or South America, or any other Spanish culture or origin, regardless of race).

5. WHITE (persons originating in any of the original peoples of Europe, North Africa, or the Middle East).

(l) Place of Birth (city and state). Also city and country, if other than the United States.

(m) SSN. Self-explanatory.

(n) Height, weight, eyes, and hair. This information must match the information on EPSQ SF 86.

p. DA Form 3575 or DA Form 3574.

(1) DA Form 3575 must be used for all applicants with PS.

(2) DA Form 3574 must be used for all applicants without PS.

(a) DA Form 4572-R.

(b) DA Form 4571-R.

(c) Applicable medical forms go here.

(3) Forms and documents for NGB applicants. In addition to the NGB Form 62-E (in lieu of DA Form 61), DD Form 368 (Request for Conditional Release From Reserve or Guard Component) and DA Form 873 (in lieu of the EPSQ SF 86), and the additional documents below may be required for different programs:

(a) NGB Form 337 (Oaths of Office).

(b) NGB Federal Recognition Order (if applicant is applying for "incentives" programs).

(c) State Order.

(4) Additional documents: Under TAB 6 of all appointment application checklists, there are several documents and forms required for different AMEDD officer programs. They are outlined above.

#### 23-4. Packet preparation

General. The appropriate appointment application checklist will be used for all AMEDD officer programs. For applicable medical, dental, and Army nurse applications: Two weeks prior to

submitting an application to the appropriate division at HQ USAREC, ATTN: RCHS-XX, the NPDB search request must be submitted to HQ USAREC, ATTN: RCHS-OP. The following provides a comprehensive listing of all documents and forms required for each application (by AMEDD program type). The requirements for specific forms or documents, and number of originals and copies for each are reflected on the appropriate appointment application checklist. (Except for "additional documents" which are noted below.)

a. MC direct accession (RA).

(1) USAREC Form 1213.

(2) USAREC Form 1263 (Certificate of Acknowledgment and Understanding for Health Care Professionals With Prior Service), one original (if applicable).

(3) Additional documents: Board certification, one copy. NPBD results, original. ECFMG Certificate (if applicable), one copy. Internship, residency, fellowship certification or verification; one copy. All copies must be certified true copies. In addition to the number of document originals and copies on the USAREC Form 1213, one additional copy of the entire application packet must be submitted (documents placed in sequential order and filed loosely inside application folder).

b. MC Bonus Program (AR).

(1) USAREC Form 1215.

(2) Additional documents: NPDB results, one original.

c. MC direct accession (AR).

(1) USAREC Form 1215.

(2) USAREC Form 1177 (Statement of Understanding - Individual Mobilization Augmentee Positions) one original (if applicable).

(3) Additional documents: NPDB results and ECFMG Certification, if applicable, one original.

d. MC STRAP (AR).

(1) USAREC Form 1216.

(2) USAREC Form 1030 (New STRAP Application Cover Sheet), one original.

(3) USAREC Form 1252 (U.S. Army Reserve and Army National Guard Incentives Declaration Statement), one original.

(4) Additional documents: NPDB results, one original. Letter of acceptance or USAREC Form 1105 into a STRAP-eligible residency program, one copy. Official copy of medical school transcripts, one copy. MCAT scores, one copy. If available, one copy of the National Board and Federal Licensing Examination unit. Other test scores may be included (that is, Scholastic Assessment Test or American College Test) if the applicant believes these would be positive indicators.

(5) Further guidance: Listed below by category are the USAREC Forms 195 or LORs needed for medical students and those who are in PGY1 STRAP. For medical students: Dean's letter, reference from the appropriate medical school department chairman, and reference from a professor in the applicant's medical school who is familiar with the applicant. For PGY1 STRAP: Dean's reference; a reference from

the residency director, or if less than 90 days in the program and the program director will not comment, a reference from the appropriate medical school department chairman; and a reference from a staff physician who is familiar with the applicant.

e. MC FAP (RA).

NOTE: USAREC currently does not have a mission for MC FAP. All requests to process an application for MC FAP must be approved by Health Services Directorate, Operations Division, on a case-by-case basis prior to submission of the packet.

(1) USAREC Form 1213.

(2) USAREC Form 1131.

(3) DA Form 5074-R (Record of Award of Entry Grade Credit (Medical and Dental Officers)).

(4) USAREC FL 165 (Educational Delay Enrollment Verification Form), one original, one copy.

(5) USAREC Form 1129 (Department of the Army Service Agreement - F. Edward Hebert Armed Forces Financial Assistance Program), one original.

(6) USAREC Form 1151 (Certification of Participation in the Financial Assistance Program) one original, one copy.

(7) USAREC Form 1152 (Army Specialty Delay Training Program Home Address Form), one original, one copy.

(8) Additional documents: Board certification, one copy. NPDB request, one original. ECFMG Certificate (if applicable), one copy. Internship, residency, fellowship certification or verification; one copy. All copies must be certified true copies.

(9) Further guidance: Listed below by category are the USAREC Forms 195 or LORs needed for medical students and those in PGY1 FAP. For medical students: Dean's letter, reference from the appropriate medical school department chairman, and reference from a professor in the applicant's medical school who is familiar with the applicant. For PGY1 FAP: Dean's reference; a reference from the residency director, or if less than 90 days in the program and the program director will not comment, a reference from the appropriate medical school chairman; and a reference from a staff physician who is familiar with the applicant.

f. AN direct accession (RA).

(1) USAREC Form 1213.

(2) USAREC Form 1211 (Verification of Army Nurse Corps Clinical Competencies - Emergency Nursing Skill Identifier (SI M5)), one original (if applicable).

(3) USAREC Form 1212 (Verification of Army Nurse Corps Clinical Competencies - Critical Care Nursing Skill Identifier (SI 8A)), one original, if applicable.

(4) USAREC Form 1248 (Agreement for the Generic Course Selection Program), one original.

(5) Additional document: School certification verification, one original. If applicant is applying for Bonus all of the above documents apply,

plus provide USAREC Form 1062, four originals. NPDB request is required if the applicant is a CRNA, nurse, midwife, or nurse practitioner.

g. AN STRAP (AR).

(1) USAREC Form 1216.

(2) USAREC Form 1030, one original.

(3) Additional document: Letter to Board President addressing goals and objectives and letter of acceptance or USAREC Form 1105 (original).

NOTE: This AN STRAP application is prepared and submitted separately from the AN direct accession.

h. AN direct accession (AR).

(1) USAREC Form 1215.

(2) USAREC Form 1177, one original (if applicable).

(3) USAREC Form 1208 (Statement of Understanding - Educational Requirements for Promotion in the U.S. Army Reserve Army Nurse Corps), one original, one copy.

(4) USAREC Form 1211, one original (if applicable).

(5) USAREC Form 1212, one original (if applicable).

(6) Additional documents: School certification verification, one original. NPDB request if applicant is a CRNA. If applicant is applying for Bonus, all of the above documents apply, plus provide USAREC Form 1062, four originals.

i. DC direct accession (RA).

(1) USAREC Form 1213.

(2) Additional document: NPDB request.

j. DC direct accession (AR).

(1) USAREC Form 1215.

(2) USAREC Form 1177, one original (if applicable).

(3) Additional document: NPDB results, original.

k. DC AGD Program (AGD-1) (RA).

(1) USAREC Form 1214.

(2) USAREC Form 1231 (Educational Delay Accession Data), one original.

(3) Additional documents: USAREC Forms 195 or LORs; include dean's letter which includes class standing and day, month, and year of graduation. Statement of notification for dental license with National Board results.

l. DC FAP (RA).

NOTE: USAREC currently does not have a mission for DC FAP. All applications for DC FAP must be approved on a case-by-case basis by Health Services Directorate, Operations Division, before submission of the packet.

(1) USAREC Form 1213.

(2) Additional documents: USAREC Forms 195 or LORs; one reference must be from the program director and two from faculty members. Full-length photo. NPDB results, original.

m. DC STRAP (AR).

(1) USAREC Form 1216.

(2) USAREC Form 1030, one original.

(3) Additional documents: NPDB results, original. Letter of acceptance into a STRAP-eligible oral surgery residency program, one copy.

Official dental school transcripts, one copy. DAT score, one copy. If available, one copy of the National Board results.

(4) Further guidance: Listed below by category are the USAREC Forms 195 or LORs required. For senior dental students: Dean's letter, reference from the appropriate dental school chairman, and a reference from a professor in the applicant's dental school. For applicants enrolled in an oral surgery residency: Dean's letter; a reference letter from the residency director, or if less than 90 days in the program and the program director will not comment, a reference from the appropriate dental school department chairman; and a reference from a staff oral surgeon who is familiar with the applicant.

n. DC Special Pay/Bonus Program (AR).

(1) USAREC Form 1215.

(2) Additional document: NPDB results, original.

(3) Statement of professional interest.

o. DC HPLRP (AR).

(1) USAREC Form 1215.

(2) USAREC Form 1184 (Authorization to Release Loan Information), one original, one copy.

(3) Additional document: NPDB results, original.

(4) Statement of professional interest.

p. DC ECP (RA).

(1) USAREC Form 1213.

(2) USAREC Form 1126 (Statement for Requirement for Dental Licensure), one original.

(3) Additional documents: Undergraduate transcripts for first-year dental students; dental school transcripts for second-, third-, and fourth-year dental students; and DAT scores.

q. VC direct accession (RA). USAREC Form 1213.

r. VC direct accession (AR).

(1) USAREC Form 1215.

(2) USAREC Form 1177, one original (if applicable).

(3) Additional documents: Undergraduate transcripts for first-year veterinary students; veterinary school transcripts for second-, third-, and fourth-year veterinary students.

s. Occupational Therapy Internship Program (RA).

(1) USAREC Form 1214.

(2) Additional documents: GPA worksheet (includes cumulative GPA and preventive GPA); work experience listed on USAREC Form 524; USAREC Form 1110 (Occupational Therapy Fieldwork Program Verification Statement and Tuition Payment); autobiography; statement of motivation and intent; and USAREC Form 1180 (Army Medical Specialist Corps Student Programs - Listing of Academic Courses in Progress or to be Taken).

t. U.S. Army Baylor Physical Therapy Program (RA).

(1) USAREC Form 1214.

(2) Additional documents: GPA worksheet (including overall GPA and required science

GPA); GRE scores, certified true copy or original; autobiography and statement of motivation; and USAREC Form 1180.

u. Dietetic Internship Program (RA).

(1) USAREC Form 1214.

(2) Additional documents: GPA worksheet including overall GPA and prerequisite GPA major (last 2 years); GRE scores, certified true copy or original; autobiography; USAREC Form 1180; statement of motivation and intent; and declaration of intent to complete degree and all requirements.

v. PA (RA).

(1) USAREC Form 1213.

(2) USAREC Form 1262 (Statements of Understanding for Interservice Physician Assistant Program (Officer)), one original (if applicable).

(3) USAREC Form 1262-A (Statements of Understanding for Interservice Physician Assistant Program (Enlisted)), one original (if applicable).

w. PA (AR). USAREC Form 1215.

x. Physical Therapy (RA). USAREC Form 1213.

y. Physical Therapy (AR). USAREC Form 1215.

z. Occupational Therapy (RA). USAREC Form 1213.

aa. Occupational Therapy (AR). USAREC Form 1215.

ab. Dietitians (RA). USAREC Form 1213.

ac. Dietitians (AR). USAREC Form 1215.

ad. MS direct accession (RA). (This includes all MS direct accessions to include applicants for the podiatry and pharmacy residency programs.)

(1) USAREC Form 1213.

(2) USAREC Form 1209 (Pharmacy Officer Accession Bonus), one original.

(3) USAREC Form 1237 (Application for Army Audiology Externship Program), one original (if applicable).

ae. MS direct accession (AR). USAREC Form 1215.

af. CPIP (RA).

(1) USAREC Form 1214.

(2) Additional document: USAREC Form 1234 (Application for Army Clinical Psychology Internship Program), one original.

ag. All AR APMC applications will utilize USAREC Form 1217.

ah. AR STRAP applications will utilize USAREC Form 1216.

ai. RA HPSP applications will utilize.

(1) USAREC Form 1218.

(2) USAREC Form 1094 (Application for the US Army Health Professions Scholarship Program, one original, one copy).

(3) USAREC Form 1223 (Department of the Army Service Agreement - F. Edward Hebert Armed Forces Uniformed Services University of the Health Sciences), one original, one copy.

(4) USAREC Form 1224 (Statement of Requirement for USMLE, COMLEX, NBEO, or NBDE, Part or Step 1 and Part of Step 2), one

original

aj. RA AAC applications for HPSP will utilize USAREC Form 1219.

### 23-5. Disposition of applications

a. All applications will be submitted (including all required documentation) to the appropriate division at HQ USAREC, ATTN: RCHS-XX, by the established application deadline date. Any applications that arrive incomplete to HQ USAREC will be RWOA to the MRB via regular mail. The following represents sample reasons for RWOA:

(1) PE is missing pertinent information. If applicant is overweight (AR 600-9 for officers and AR 40-501 for ANCP applicants) or height and weight discrepancies exist (for example, body fat paperwork).

(2) There are inconsistencies in applicant's name, SSN, address, or DOB.

(3) Essential documents are missing. This includes, but is not limited to, transcripts and references.

(4) Documents contain incorrect or incomplete signatures. All document signatures must include full first name, middle initial, and last name.

(5) Applicants are determined to be ineligible for appointment as an AR officer or in the AMEDD Corps for which applying.

b. Applications received at HQ USAREC, ATTN: RCHS, within 3 working days of the established application deadline date will be processed for the AMEDD board for which it is intended within 2 working days. If there are call outs required, all followup documentation must be received at HQ USAREC, RCHS, by the established "call out" deadline date. If any of the above conditions are not met, a determination will be made by the appropriate division at HQ USAREC, ATTN: RCHS-XX, on the application's disposition.

### 23-6. Crossover packets

RA applicants who are selected and decline, but wish to apply for the AR must submit a new application packet, except for the following:

a. Copies of the original USAREC Forms 195 may be used as long as they are less than 12 months old. Recruiter must contact the persons who wrote the original references and write an MFR verifying the continued accuracy of these USAREC Forms 195.

b. A MEPS verified true copy of the original physical must be included provided that it is still current and includes all necessary information. NOTE: The recruiter must also provide a TL and proof of vacancy for the applicant's AOC in an AR TPU or in the APMC or DIMA.

## Chapter 24

### AMEDD Selection Notification and Commissioning (RA Integration)

#### 24-1. Clarification of RA and AR appointment process change

The 2005 National Defense Authorization Act

affected a change in the appointment authority for RA and AR officers. Officers entering AD will no longer be appointed as reserve commissioned officers with concurrent call to AD. These officers will now receive an RA appointment.

a. AR appointments in the grade of O-6 require Senate confirmation. AR appointments in the grades of O-1 to O-5 require SECDEF approval. RA appointments (all officers entering AD) in the grade of O-1 to O-3 require SECDEF approval. RA appointments in the grade of O-4 to O-6 now require Senate confirmation.

(1) Only U.S. citizens may be appointed RA.

(2) To expedite approval of appointment (normally a 10-week process) through SECDEF or Senate confirmation, all applicants must be projected through the MRB operations section to Health Services Directorate.

(3) Upon approval to appoint an individual, the MRB operations section will be notified and the individual may then be administered the Oath of Office (RA cannot take the oath until 3 days before the proceed date on OBC orders).

(4) For RA appointments, the DA Form 71 must be annotated "Regular Army," with the branch to which the individual is accepting his or her appointment. For AR appointments, the DA Form 71 will continue to indicate "Reserve Commissioned Officer." Exceptions include, but are not limited to: Applicants requiring conviction waivers (e-code), interservice transfers, applicants already appointed, and AD Soldiers selected for appointment.

b. Appointment letters and appointment orders will be dated using the last day of the selection board. Applicants who require an e-code waiver will not be commissioned before the date the waiver is approved; these type applicants will be appointed only after coordination with and approval from the appropriate division at HQ USAREC, ATTN: RCHS-XX.

c. After the applicant has taken the Oath of Office and signed the DA Form 71, the original DA Form 71 will be forwarded to the appropriate division at HQ USAREC, ATTN: RCHS-XX. The division will add the DA Form 71 to the appointment documents and forward to HRC for generation of appointment letters and orders; a request for orders will be included with the documents being forwarded to HRC. Appointment and commissioning documents for applicants entering AD must be received by the appropriate division at HQ USAREC, ATTN: RCHS-XX, no later than 60 days prior to EAD date.

NOTE: Appointment documents will not be forwarded to HRC without a DA Form 71, so it is imperative that the appropriate division at HQ USAREC, ATTN: RCHS-XX, receive it as soon as possible after the applicant is appointed. If the applicant is not going to commission within 10 working days, the appropriate division must be notified.

d. The Oath of Office will be administered by any commissioned officer of any component of any armed service (whether or not on AD) or

other individual authorized to do so in accordance with instructions on DA Form 71.

(1) Suitable arrangements will be made to ensure that the oath is administered in a dignified manner and in appropriate surroundings. The ceremony should be personalized and made meaningful to the individual taking the oath. The U.S. flag will be displayed prominently near the individual administering the oath.

(2) Commissioning is an occasion of official ceremony. It will not be sensationalized to publicize the event (that is, parachuting, helicopter commissions, and other activities that are clearly not in keeping with the solemnity and seriousness associated with taking the Oath of Office). When appropriate, members of the immediate family of the individual taking the oath should be invited to the ceremony. The officer administering the oath should be of the individual's choosing, when possible. The administering officer (AD, Reserve, or retired) should wear the Class A uniform. Appropriate photographic coverage should be provided and a hometown news release initiated in accordance with DA Pam 360-3.

e. DA Form 71.

(1) For both RA and AR applicants, the Commissioned Officer block must be checked and the individual's full first, middle, and last names must be written out completely. Middle initials cannot be used.

(2) The individual must sign his or her name as it appears on DA Form 71.

(3) A copy of DA Form 71 will be given to the applicant for their personal records, and one original and two copies will be forwarded to the appropriate division at HQ USAREC, ATTN: RCHS-XX, for processing no later than 3 working days after commissioning. The MRB will be advised of applicant selection or nonselection by HQ USAREC, Health Services Directorate, Operations Division, and will ensure the following actions are taken:

(a) In the event of applicant nonselection, the MRB will ensure the recruiter tactfully advises the applicant of nonselection. The applicant will be formally advised of nonselection via a letter from the board at a later date.

(b) The MRB commander or any commissioned officer selected by the applicant who is reasonably available may administer the Oath of Office. The recruiter will contact the applicant, provide assignment and specialty skill identifier notification, and make appropriate arrangements for the commissioning ceremony, ensuring the applicant is provided transportation to and from the ceremony. Formal notification by selection board letter will also be provided directly to the applicant. DA Form 71 will be completed by the commissioning authority and provided to the recruiter who will forward it in accordance with this regulation.

NOTE: HPSP participants will continue to be appointed into the Reserve of the Army (AR) while participating in the HPSP.

#### **24-2. Accession scroll submission**

### **UPDATE • USAREC Reg 601-37**

a. Names are submitted weekly to Health Services Directorate, no later than close of business each Wednesday. PE is the trigger for name submission.

b. Basic information for submission:

- (1) Last name.
- (2) First name.
- (3) Full middle name.
- (4) Component.
- (5) Corps.
- (6) Grade.
- (7) RSID.

#### **24-3. TOS credit procedures**

a. Recruiter credit for RA applicants.

(1) Applicant's written acceptance or declination for appointment or student program. DA Form 71 (commission only if select's name has returned on an approved scroll) or letter of intent (LOI).

(2) Do not commission earlier than 3 days prior to proceed date on OBC orders. Identify if select is an officer in a different corps (AD or AR). Applicant must complete a new DA Form 71.

(3) If select is an officer in the same corps (AR called to AD), DA Form 71 is not required. NOTE: Each LOI must be accompanied with a scanned .pdf legible copy of a USAREC Form 1076. The LOI cannot contain conditions (single duty assignment or grade). No paper LOI will be accepted and it must be signed by the applicant.

(4) Student applicants must provide the following prior to accessing onto AD:

(a) Original or certified true copy of transcripts.

(b) Original or certified true copy of DPL.

(c) Certified true copy of board exam results.

(d) Certified true copy of professional license.

b. Recruiter credit for AR applicants. The following is required prior to receiving recruiter credit. Each document must be completed and then submitted to HQ USAREC, ATTN: RCHS. TL reflecting unit of assignment with paragraph, position, and line number.

#### **24-4. REFRAD**

a. Reservation confirmation screen verifying the TL position.

b. DA Form 71, completed Oath of Office (commission only if select's name has been returned on an approved scroll).

c. Completed USAREC Form 1076, MFR from other than USAREC source (retention NCO, career counselor, etcetera) verifying the recruiter's involvement in the Soldier's decision to transfer into the SELRES.

NOTE: Recruiter credit cannot be given unless the applicant record has been built completely and correctly forwarded to HQ USAREC, ATTN: RCHS-OP.

#### **24-5. Branch call outs and Board Ready Report**

Application call outs and the Board Ready Report may be viewed on the USAREC Portal.

Reports are updated by close of business daily. Contact Health Services Directorate, Operations Division, for nonvisibility of call outs or Board Ready Report.

**24-6. Production reports**

The following reports may be viewed on the USAREC Portal. Reports are updated by close of business every Thursday:

- a. Current FY Mission.
- b. Pending.
- c. Packet Status.
- d. TOS Data (Errors).
- e. Weekly Scrubs.
- f. Weekly Credits.

**24-7. List of recurring reports and tools**

- a. Top Recruiter (T). The MRB will provide the name of the top recruiter (T) for the month to Health Services Directorate, Operations Division, no later than the second duty day of the new recruiting month. This will include: Name of unit, AOC, closure percentage, and volume mission achievement percentage.
- b. RA and AR Corps Mission Accomplishment Plan (MAP)-Weekly (close of business Friday or the last duty day of each week).
- c. AMEDD 635G-Weekly (close of business Friday or the last duty day of each week).
- d. AMEDD 635H-Weekly (close of business

Friday or the last duty day of each week).

- e. AMEDD Processing Log-Weekly (close of business Friday or the last duty day of each week).
- f. AMEDD USAREC Form 711-Monthly (by 0900 of the third duty day of each calendar month).
- g. AMEDD 635B-Monthly (by 0900 of the third duty day of each calendar month).
- h. AMEDD 635B-1-Monthly (by 0900 of the third duty day of each calendar month).
- i. AMEDD LSA-Monthly (by 0900 of the third duty day of each calendar month).
- j. USAREC Form 817-Monthly (by 0900 of the third duty day of each calendar month).
- k. By-Name Pending Report. A weekly by-name scrub between the MRBs and Health Services Directorate, Operations Division, will ensure operational success. Suspenses will not be changed if the cause is complacency or non-compliance.

NOTE: This is a Health Services Directorate requirement that will help synchronize recruiting operations with processing activities. The MRB may select earlier suspense dates to ensure on-time packet submission to Health Services Directorate. It is the MRB Command Sergeant's Major responsibility to ensure applicant data is accurate and submitted on time so it can be validated upon request.

**24-8. AMEDD waiver types, descriptions, regulatory guidance, and approval authorities**

- a. All waiver codes, types, descriptions, regulatory guidance, and approval authorities are listed in table 24-1.
- b. The Commanding General (CG), USAREC, is delegated the authority to approve or disapprove age and age-in-grade waivers for all applicants (except WOs) for appointment under AR 135-100, paragraph 1-8. In instances where an applicant cannot complete 20 years creditable service for nonregular retirement under the provisions 10 USC 1223, USAREC must forward waiver requests to HQDA, ATTN: DAPE-MPO-D, for final approval or disapproval.
- c. The CG USAREC is delegated the authority to grant civil conviction waivers under \$250 with no confinement under AR 135-100, paragraph 1-8a(3). In accordance with AR 135-100, paragraph 1-8a(3), USAREC must forward all other requests for civil conviction waivers to HQDA, ATTN: DAPE-MPO-D, that meet the criteria of this paragraph for final approval or disapproval.
- d. This delegation of authority is applicable to all applicants accessioned by USAREC and it shall be incorporated in the next revision of AR 135-100. The waiver must be fully justified as being in the best interest of the Army.

**Table 24-1  
Waiver codes**

	Type	Description	Publication or Guidance	Approval Authority
A	Age for Entry	Greater than age 60, but less than age 68.	AR 135-100, para 1-18f	ASA M&RA
	Two-Time Passover	Commissioned officer of any component or service twice nonselected for promotion.	AR 135-100, para 1-8a(6) and AR 135-100, para 1-7c(4)	ASA M&RA
	Convictions	Felony under local, Federal, or military law resulting in a sentence of confinement or hard labor or issues of moral turpitude.	AR 135-100, para 1-8a(3)	ASA M&RA
B	Age for Retirement	20 years creditable service for retirement. "Greater than age 40, but less than age 60."	AR 135-100, para 1-7n and AR 135-101, para 1-5b	DA G-1
C	Age in Grade	Minimum and maximum age limitations by grade.	AR 135-101, para 1-5 and table 1-1	Health Services Directorate, HQ USAREC
D	Conscientious Objector	Conscientious objectors are ineligible for appointment except those classified by Selective Service 1-A-O who volunteer for noncombat service with concurrent AD. No waiver available at this time and the applicant is ineligible to apply for appointment.	AR 135-100, para 1-7a	Applicant is ineligible for appointment. This is directly tied to the draft and no waiver available.
E	Convictions	Offenses under military or civil codes except specified below for ASA M&RA approval (except fine of \$250 or less, etcetera).	AR 135-100, para 1-8d	Health Services Directorate, HQ USAREC
	Convictions	Offenses under military or civil codes except specified below for ASA M&RA approval (except fine of \$250 or greater, etcetera).	AR 135-100, para 1-8d	DA G-1

**Table 24-1**  
**Waiver codes--continued**

<b>TAPDB Code</b>	<b>Type</b>	<b>Description</b>	<b>Publication or Guidance</b>	<b>Approval Authority</b>
F	Grade Above Major	Grade determination issue; Senate confirmation required for the rank of Colonel. Not a true waiver issue, but can affect the applicants entering AMEDD.	AR 135-101, paras 1-3a(1) and (2) and chap 3; and DODI 6000.13	Corps
G	Physical Disqualified Waiver	Physical disqualification granted under AR 40-501.	AR 40-501 and AR 135-101, para 1-5c	USAREC Surgeon
H	Current Grade Held	Grade determination issue; current grade held as a commissioned officer. Not a true waiver issue, but can affect the applicants entering AMEDD.	AR 135-101, para 1-3a(1)	Corps
I	Highest Grade Held	Grade determination issue; highest grade held as a commissioned officer. Not a true waiver issue, but can affect the applicants entering AMEDD.	AR 135-101, paras 1-3a(1) and (2) and chap 3	Corps
J	FYGME	First-Year Graduate Medical Education/Internship.	AR 135-101, paras 1-11a(4) and 1-7b	TSG
K	License	No license.	AR 135-101, paras 1-11 and 1-7b	TSG
L	BSN	No nursing degree.	AR 135-101, paras 1-11e(1) and 1-7b	Corps
M	NCLEX-RN	Registered nurse license exam pending.	AR 135-101, paras 1-11e(2) and 1-7b	Corps
N	Temporary Federal Recognition	NG issue not affecting USAREC.		Not Applicable
P	Malpractice	Malpractice cases.	AR 135-101, paras 1-7b and 2-1a(4)(c)	MEDCOM QA
Q	FMG Verification	Foreign medical graduate verification.	AR 135-101, paras 1-11 and 1-7b	Corps
R	Age for Entry	Greater than age 60, but less than age 68.	AR 135-100, para 1-8f	ASA M&RA
S	Two-Time Passover	Commissioned officer of any component or service twice nonselect for promotion.	AR 135-100, paras 1-8a(6) and 1-7c(4)	ASA M&RA
T	Professional Experience	Requirement for professional work experience.	AR 135-101, paras 1-11 and 1-7b	Corps
U	GPA less than 2.0	Minimum GPA 2.0 on a 4.0 scale, which affects Cadet Command.		Not Applicable
V	Time in Service	TIS is evaluated in the Soldier's ability to complete 10 years as a commissioned officer prior to qualifying for a 20-year retirement.	AR 135-101, para 1-5b(1)(a) and AR 600-8-24, para 2-25a	Corps
	RE Codes	Individuals who were prior enlisted personnel who received an RE on their DD Form 214 other than RE1. RE1 meaning immediately eligible to reenlist at time of separation. The RE code waiver is an HRC policy and reflects the individual's characterization of service.		HRC-St Louis for AR Appointments

**Table 24-1**  
**Waiver codes--continued**

	Smith Amendment	<p>a. Restrictions on the granting or renewal of security clearances for DOD military, civilian, and industrial personnel. Any person covered by the statute is disqualified from being granted a security clearance by DOD if the person:</p> <p>(1) Has been convicted in any court of the United States (Federal, military, or state) of a crime and sentenced for a term exceeding 1 year (it is the length of the sentence imposed, and not the actual time served that is critical);</p> <p>(2) Is an unlawful user of, or is addicted to, a controlled substance, as defined at 21 USC 802.</p> <p>(3) Is mentally incompetent as determined by a mental health professional approved by DOD; or</p> <p>(4) Has been discharged or dismissed from the Armed Forces under dishonorable conditions.</p> <p>b. The statute does permit a waiver to the prohibitions stated in provisions (1) and (4) above in meritorious cases.</p>	<a href="http://www.fas.org/sgp/news/2001/08/dss_smith.htm">http://www.fas.org/sgp/news/2001/08/dss_smith.htm</a>	Smith Amendment does permit a waiver
	Lautenberg Amendment	<p>At the time of offense, the convicted offender was one of the following: (1) A current or former spouse, parent, or guardian of the victim; (2) A person with whom the victim shared a child in common; (3) A person cohabitating with or has cohabitated with the victim as a spouse, parent, or guardian; or (4) A person similarly situated to a spouse, parent, or guardian.</p>	AR 600-20, para 4-23	Cases will be submitted to HQ USAREC, Health Services Directorate, for review by the Staff Judge Advocate. Nonwaiverable issue.

**Chapter 25**  
**Management and Sustainment of Selects**

**25-1. Purpose**

This chapter provides policies and procedures for sustainment of appointed officers in the AMEDD Program who experience a delay in time prior to accessing into either the RA or AR.

**25-2. Update and followup procedures**

Upon commission, RS commanders will ensure the following forms and records are updated:

- a. Qualified Pending Accessions (QPA) Log.
  - (1) Directs once every 30 days and twice a week 30 days prior to OBC attendance.
  - (2) Students once a quarter as a minimum.
  - (3) Educational delays every 6 months.
  - (4) AR once a month until orders arrive, then recruiter will take officer to first battle assembly and provide Provider Credential File to TPU administrator.
- b. Recruiter.
  - (1) The recruiter is responsible for contacting applicants at least every 2 weeks from time of selection until departure to OBC (AD) or receiving orders (AR). More frequent followup may be necessary.
  - (2) Certain categories of students require long-term followup.

(3) Recruiter will ensure new TPU members are inprocessed and escorted to their first battle assembly.

c. MRB.

(1) The purpose of AMEDD officer followup is to ensure the officer's smooth transition to AD or AR.

(2) All pending accessions will be the responsibility of an on-production recruiter or the RS commander.

(3) The company commander and First Sergeant will ensure the sustainment of AMEDD officers pending accession is in compliance with this regulation.

**25-3. Educational delays and HPSP**

All educational delays and HPSP will be tracked on the QPA log. Officers and cadets who have been approved to delay their entrance onto AD by continuing their education at their own expense. Educational delays will be transferred via ARISS to the RSID area in which the school they are attending is located.

**25-4. Sustainment requirements**

RS commander will ensure the following:

- a. All AD officers are assisted by their recruiter with scheduling transportation briefing, uniform purchases, and OBC brief. Ensure that

the officer has all current licenses needed and a valid physical prior to departure for their duty station or OBC.

b. All AD student programs (HPSP, FAP), recruiters will maintain contact with the officer in accordance with this regulation. Recruiters will ensure the officers maintain their qualifications and meet all requirements to enter AD when required.

c. All educational delay officers and cadets have required forms completed in accordance with this regulation. The recruiter will assist in scheduling and providing transportation (if needed) to MEPS for retention physical.

**25-5. Managing selects**

a. Following selection boards, HQ USAREC, Health Services Directorate, Operations Division, will forward a copy of the lists to MRBs for further distribution to subordinate elements within 2 working days after the lists are signed by the CG, Health Services Directorate, or designee.

b. The appropriate division at HQ USAREC, Health Services Directorate, will send an official letter to selectees notifying them of their selection. Applicants will be instructed by the appropriate division at HQ USAREC, Health Services Directorate, to submit additional information as required, such as final transcripts, professional

licensure results, copy of license, etcetera.

c. Some selectees require an e-code waiver. e-code waivers are required for any applicant who has ever been arrested, charged, cited, held, or detained by Federal, State, or other law enforcement or juvenile authorities regardless of whether the charge was dropped or dismissed or the applicant was found not guilty. These waivers are indicated on the board select list by the code "E." Applicants who are selected with e-code waivers may not commission until the waiver is approved by HRC or designated personnel from the Army G-1.

d. Applicants who were not selected will receive a letter of nonselection from the appropriate division at HQ USAREC, Health Services Directorate. The reasons for nonselection are not released by board members. Nonselect applicants may reapply 1 year from the date of the board (not date of board results).

#### **25-6. Declinations**

Applicants who elect to decline their selection must forward a letter of declination through the chain of command to the appropriate division at HQ USAREC, Health Services Directorate, ATTN: RCHS-XX. The recruiter will telephonically report declinations and the selectee's reasons for declining through the MRB to the appropriate division at HQ USAREC, Health Services Directorate, ATTN: RCHS-XX. Persons who decline an appointment may reapply for the same component 1 year after the board date (not date of board results).

#### **25-7. Administrative declines**

Administrative declines include, but are not limited to, applicants who have failed to graduate, failed state boards, failed to submit final transcripts, have not commissioned within a reasonable amount of time, and for reason of pregnancy.

#### **25-8. Appointment letters**

a. HRC-St Louis will forward AR appointment letter directly to the recruiter within 6 weeks of board selection.

b. The letter of appointment is usually included in the appointment packet received from HRC-St Louis. The original is for the applicant's record. The return mailing envelope and mailing label are to be completed with the address to which the applicant wishes the Certificate of Commission sent.

#### **25-9. Orders**

a. Orders for the AR will not be issued until the original DA Form 71 is received at the appropriate division at HQ USAREC, Health Services Directorate, ATTN: RCHS-XX; reviewed for accuracy; and forwarded with the appointment documents to HRC-St Louis. RA orders will be processed upon receipt of LOI.

b. Orders are sent to the address noted in the letter of transmittal. Name, address, SSN, AOC, assignment, rank, constructive credit, etcetera, must be checked carefully. Changes

must be forwarded to the appropriate division at HQ USAREC, ATTN: RCHS-XX, as soon as the change is made.

c. Requests for amendments must be forwarded through the appropriate division at HQ USAREC, Health Services Directorate, ATTN: RCHS-XX.

d. For new AR members, the recruiter will contact the unit of assignment after orders have been received to arrange a time and date to escort the new unit member for inprocessing. The recruiter will annotate via ARISS the following information:

- (1) Unit administrator's signature and date.
- (2) Solider's signature and date.

e. The recruiter will also be required to initial USARC Form 62-R (Sponsor's Guide and In-Processing Checklist).

#### **25-10. AD assignments**

a. Every effort is made to assign the AD applicant to one of his or her first three choices. If slots are not available for any of the three choices, HRC will telephone the appropriate division at HQ USAREC, Health Services Directorate, with alternate choices. The appropriate division at HQ USAREC, Health Services Directorate, telephonically notifies the MRB of new offers to be negotiated with the applicant.

b. Applicants should not identify multiple assignment preferences on DA Form 160-R if they will only accept their first choice. If they do list three choices, they should be prepared to receive and accept one of the three.

c. Applicants will not be adversely affected if they list only one choice, but the recruiter should advise the applicant to select more than one choice.

d. The AMEDD recruiter officer is responsible for briefing the officer on the AMEDD OBC. This briefing must include the items on USAREC Form 1063 (AMEDD OBC Preplanning Checklist). USAREC Form 1063 must be signed by the recruiter and the applicant. One copy is given to the officer and one copy is retained in the recruiter's office files for 6 months from the start of the scheduled OBC.

e. Refer to the AMEDD C&S Web Site at <http://www.cs.amedd.army.mil> for the current information for OBC. (Basic Officer Leadership Course is also commonly referred to as OBC.)

#### **25-11. Overseas processing**

RA AMEDD applicants selected for an overseas assignment will process for overseas through a stateside Army post. The appropriate division at HQ USAREC, Health Services Directorate, will coordinate the place and date of processing.

a. Arrangements for shipment of HHG and privately-owned vehicles (POVs) must be accomplished prior to the applicant reporting for TDY enroute. HHG and POV shipment will be arranged through the military installation closest to the applicant's residence.

b. Overseas processing and shipment of POV for applicants attending OBC will be ac-

complished while they are attending the course. However, their HHG must be shipped before they report to OBC through the nearest military installation.

#### **25-12. First AD assignment**

When briefing new accessions prior to their first assignment, applicants should be advised that:

a. The gaining unit will assign a sponsor for all new officers. Orders often do not reach the gaining facility until after the applicant has started OBC. Sometime during the OBC period, sponsors will contact the new AMEDD officer and offer to assist them in any way possible.

b. Preceptorship programs for new officers are offered at each hospital. Orientation length depends on the officer's background, education, and experience. (Basic Officer Leadership Course is also commonly referred to as OBC.)

#### **25-13. Assignment to Fort Sam Houston**

a. New accessions assigned to Fort Sam Houston, this includes but is not limited to, BAMC, Institute of Surgical Research, or the AMEDD C&S, will attend OBC in a PCS status versus TDY status. An officer who is permanently assigned to Fort Sam Houston, Texas, will have a report date that is 2 weeks prior to the start of the OBC class they are scheduled to attend. This additional 2 weeks is for the officer to inprocess post and locate and establish a household. There will not be time to finish these items once OBC starts.

b. Because the officer is in a PCS status, a sponsor will be assigned before arriving in San Antonio. This sponsor will assist with guest house reservations, house hunting, etcetera. The recruiter will ensure that the officer has a sponsor prior to leaving for San Antonio.

c. Temporary housing arrangements for the officer and his or her family can be made by calling the guest house at (210) 228-9747. NOTE: The officer cannot live in the bachelor living quarters with family members.

d. Fort Sam Houston Housing Referral Office telephone number is (210) 221-2341 or 2146.

e. If assigned to Fort Sam Houston and the officer has a vehicle, he or she should bring their vehicle to OBC as time will not be authorized to return for the vehicle later.

f. Do-it-yourself moves to Fort Sam Houston are strongly discouraged as finding housing may take time.

g. If the officer plans to arrive at Fort Sam Houston prior to the OBC start date, they will not be reimbursed for housing, food, etcetera, for the days prior to the OBC start date. These will be out-of-pocket expenses.

h. Fort Sam Houston welcome packets can be obtained by calling Army Community Services at (210) 221-2705. (Basic Officer Leadership Course is also commonly referred to as OBC.)

## Appendix A References

### Section I Required Publications

#### AR 25-50

Preparing and Managing Correspondence. (Cited in para 18-11a(2).)

#### AR 40-68

Clinical Quality Management. (Cited in para 18-5f(5).)

#### AR 40-501

Standards of Medical Fitness. (Cited in paras 1-4c, 2-1b, 2-4g, 16-1a, 16-2d(1), 16-2d(2), 18-2a, 18-2j(1), 18-2j, 21-11c(5), 21-12c(2), 21-12c(3), 21-12e(9), 23-5a(1), and table 24-1.)

#### AR 135-7

Army National Guard and Army Reserve Incentive Programs. (Cited in paras 22-2 and 22-5a.)

#### AR 135-91

Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures. (Cited in paras 20-4d(2), 20-4d(6), 22-4k(1), 22-4k(3), 22-4l, 22-4s(3), and 22-4u(2).)

#### AR 135-100

Appointment of Commissioned and Warrant Officers of the Army. (Cited in paras 18-6c, 21-11c(1), 21-12c(1), 21-12e(16), 21-12h(5), 21-17b, 21-18a(1), 21-18b, 24-8a, 24-8b, 24-8c, and table 24-1.)

#### AR 135-101

Appointment of Reserve Commissioned Officers for Assignment to Army Medical Department Branches. (Cited in paras 2-1g, 2-3a(1), 2-5l, 18-8a, 18-8d, 18-8e, 21-11b(3), 21-11c(1), 21-11m(3), 21-12c(1), 21-12e(16), 21-13b, 21-13c(4), 21-14a(1), 21-14b, 21-15a(1), 21-15b, 21-16a(1), 21-16b, 21-17a(1), 23-3l(6)(b), and table 24-1.)

#### AR 135-155

Promotion of Commissioned Officers and Warrant Officers Other Than General Officers. (Cited in para 22-4u(1).)

#### AR 135-175

Separation of Officers. (Cited in paras 21-13d, 22-4l, and 22-4u(2).)

#### AR 135-178

Enlisted Administrative Separations. (Cited in para 1-9.)

#### AR 135-210

Order to Active Duty as Individuals for Other Than a Presidential Selected Reserve Call-Up, Partial or Full Mobilization. (Cited in para 22-4k(3)(d).)

#### AR 140-10

Assignments, Attachments, Details, and Transfers. (Cited in para 20-4c(1).)

#### AR 351-3

Professional Education and Training Programs of the Army Medical Department. (Cited in paras 21-12h(6) and 21-12h(8).)

#### AR 380-67

The Department of the Army Security Program. (Cited in para 2-1d.)

#### AR 600-8-2

Suspension of Favorable Personnel Actions (Flags). (Cited in paras 2-1j, 2-2l, 21-12e(6)(b), and 22-4n(1)(d).)

#### AR 600-8-24

Officer Transfers and Charges. (Cited in paras 2-2a, 2-2b, 2-5s, 21-11q(3), and table 24-1.)

#### AR 600-9

The Army Weight Control Program. (Cited in paras 2-1b, 2-4g, 16-1a, 16-2b, 18-2c, 18-2j(1), 18-2j(2), 18-11b(8)(a)6., 18-11b(8)(b)5., 20-4d(8), 21-3h(3), 21-12c(2), 21-12e(5)(a), and 23-5a(1).)

#### AR 600-20

Army Command Policy. (Cited in table 24-1.)

#### AR 600-43

Conscientious Objection. (Cited in para 2-1c.)

#### AR 601-100

Appointment of Commissioned and Warrant Officers in the Regular Army. (Cited in paras 21-19b and 21-21b(1).)

#### AR 601-210

Regular Army and Army Reserve Enlistment Program. (Cited in paras 21-11b(2), 21-11c(3), 21-11f(5), 21-11i(2), and 21-11q(3).)

#### AR 601-280

Army Retention Program. (Cited in para 21-12b(5).)

#### AR 621-5

Army Continuing Education System. (Cited in para 18-7a.)

#### AR 670-1

Wear and Appearance of Army Uniforms and Insignia. (Cited in para 16-1a(2).)

#### DA Pam 360-3

Army Hometown News Program. (Cited in para 24-1d(2).)

#### DA Pam 611-21

Military Occupational Classification and Structure. (Cited in paras 2-1g, 9-1b(15), 10-1c(15), and 18-4b.)

#### DODD 6000.12

Health Services Operations and Readiness. (Cited in para 18-8a.)

#### DODI 1205.21

Reserve Component Incentive Programs Procedures. (Cited in paras 22-4l(1) and 22-5a.)

#### DODI 6000.13

Medical Manpower and Personnel. (Cited in para 21-11m(3) and table 24-1.)

#### UCMJ

Uniform Code of Military Justice. (Cited in paras 1-6a, 21-12e(6), 21-12e(6)(a), 21-12e(16), 22-4j(2), 22-4l, 22-4r(3)(c)2., and 22-4u(2).)

#### USAREC Reg 600-22

Assignment of Enlistment Processing Responsibility. (Cited in para 15-3.)

#### USAREC Reg 601-105

Health Professions Scholarship Program Instruction Handbook on Applicant and Selectee Processing. (Cited in paras 21-3a, 21-3c(8)(a), 21-3f(1), and 21-4a.)

#### USC

United States Code (Cited in paras 2-1a, 2-1j, 2-2j, 2-5i, 2-5n, 2-5v, 5-10, 5-10e, 6-10, 21-3b, 21-4a, 21-11e(4), 21-11q(2)(e), 22-4b, 22-4k(1), 22-4k(3), 22-4l, 22-4s(3), 22-4u(2), 24-8a and table 24-1.)

### Section II

#### Related Publications

#### AR 15-6

Procedures for Investigating Officers and Boards of Officers.

#### AR 40-66

Medical Record Administration and Health Care Documentation.

#### AR 135-200

Active Duty for Missions, Projects, and Training for Reserve Component Soldiers.

#### AR 140-185

Training and Retirement Point Credits and Unit Level Strength Accounting Records.

#### AR 623-3

Evaluation Reporting System.

#### JFTR, Vol 1

Uniformed Service Members.

#### JTR, Vol 2

DOD Civilian Personnel.

#### MCM

Manual for Courts-Martial.

#### USAREC Reg 600-32

United States Army Nurse Corps Spirit of Nursing Award Program.

#### USAREC Reg 601-45

Recruiting Improprieties Policies and Procedures.

**USAREC Reg 601-56**

Waiver, Future Soldier Program Separation, and Void Enlistment Processing Procedures.

**USMEPCOM Reg 40-1**

Medical Processing and Examinations.

**USMEPCOM Reg 40-8**

Human Immunodeficiency Virus (HIV) and Department of Defense (DOD) Preaccession Drug and Alcohol Testing (DAT) Program.

**Section III****Prescribed Forms****USAREC FL 165**

Educational Delay Enrollment Verification Form. (Prescribed in para 23-4e(4).)

**USAREC Form 195**

Applicant Evaluation Worksheet. (Prescribed in paras 18-10a, 18-10b(2), 18-10b(3), 18-10b(4), 18-10e, 18-10f, 18-10h, 18-10i, 18-10j, 18-10k, 18-10k(2), 18-10n, 18-11b(3)(c), 18-11b(4)(d), 21-11g(9), 23-3j, 23-3k, 23-4d(5), 23-4e(5), 23-4k(3), 23-4l(2), 23-4m(4), and 23-6a.)

**USAREC Form 524**

Personnel Data Sheet. (Prescribed in paras 17-4c(5), 18-3b, 18-3c, 18-4c, 18-5e(4), 18-10b(4), 18-10m, 19-6i, 21-11g(6), 21-11l(4), 21-14b(1), 21-15b(1), 21-16b(1), 21-17b(1), 21-18b(1), 21-19b(1), 21-20b(1), 21-21b(1), 23-3m, and 23-4s(2).)

**USAREC Form 525**

Statement of Understanding. (Prescribed in para 21-11l(9).)

**USAREC Form 658**

AMEDDD Application Worksheet. (Prescribed in paras 18-1, 18-2a, and 23-1b.)

**USAREC Form 991-A**

AMEDDD Educational Delay, Health Professions Scholarship Program, and Financial Assistance Program Assumption of Credit. (Prescribed in paras B-1, B-2, and B-3.)

**USAREC Form 1030**

New STRAP Application Cover Sheet. (Prescribed in para 23-4d(2).)

**USAREC Form 1062**

Request for Registered Nurse Accession Bonus. (Prescribed in paras 21-21c(1), 23-4f(4), and 23-4h(5).)

**USAREC Form 1063**

AMEDDD OBC Preplanning Checklist. (Prescribed in para 25-10d.)

**USAREC Form 1071**

Restrictions on Personal Conduct in the Army. (Prescribed in paras 21-11l(2), 23-3c, and 23-3d.)

**USAREC Form 1073**

Statement of Acknowledgment for Accommodation of Religious Practices. (Prescribed in paras 21-11l(2) and 23-3d.)

**USAREC Form 1075**

Statement of Understanding for Applicants Requesting Appointment to the Army Medical Department With Concurrent Call to Active Duty. (Prescribed in para 23-3e.)

**USAREC Form 1076**

AMEDDD Transmittal Sheet. (Prescribed in paras 3-3, 5-5, 6-5, 7-5, 8-5, 9-4, 10-4, 11-4, 12-4, 13-5, 14-5, 18-2f(1), 18-2g(1), 18-2m, 19-3a, 19-5a, 20-2e, 20-2f, 20-4e(3)(c), 21-3i(1), 23-2b(4), 23-3a, 24-3a(3), and 24-4c.)

**USAREC Form 1081**

AMEDDD Professional Management Command (APMC) Assignment Verification and Acceptance. (Prescribed in paras 20-4e(2), 20-4e(3)(b), 20-4e(3)(c), 20-4e(4), 20-4c(5), 20-4c(6), and 20-4c(7).)

**USAREC Form 1092**

Statement of Certification for Repayment of Disbursed Government Funds. (Prescribed in para 21-3i(8).)

**USAREC Form 1094**

Application for the US Army Health Professions Scholarship Program. (Prescribed in para 23-4ai.)

**USAREC Form 1103**

Incentive Enrollment Data Sheet. (Prescribed in paras 21-3i(9), 22-1j(1)(a), 22-1j(2)(a), 22-1j(3)(a), 22-3c(3), and 22-4h(1)(e).)

**USAREC Form 1105**

STRAP Enrollment Verification. (Prescribed in paras 22-1j(2)(d), 22-1j(3)(c), 22-4i(2), 23-4d(4), and 23-4g(3).)

**USAREC Form 1110**

Occupational Therapy Fieldwork Program Verification Statement and Tuition Payment. (Prescribed in para 23-4s(2).)

**USAREC Form 1119**

National Practitioner Databank Search Information. (Prescribed in paras 18-5f(4)(a), 18-5f(4)(b), and 21-9i.)

**USAREC Form 1126**

Statement for Requirement for Dental Licensure. (Prescribed in para 23-4p(2).)

**USAREC Form 1129**

Department of the Army Service Agreement - F. Edward Hebert Armed Forces Financial Assistance Program (FAP). (Prescribed in para 23-4e(5).)

**USAREC Form 1131**

Department of the Army Service Agreement - F.

Edward Hebert Armed Forces Health Professions Scholarship Program (AFHPSP). (Prescribed in paras 21-3i(3) and 23-4e(2).)

**USAREC Form 1139**

Department of the Army - Armed Forces Service Agreement - Armed Forces Dental Officer Accession Bonus Program. (Prescribed in paras 21-9d and 21-22.)

**USAREC Form 1151**

Certification of Participation in the Financial Assistance Program. (Prescribed in para 23-4e(6).)

**USAREC Form 1152**

Army Specialty Delay Training Program Home Address Form. (Prescribed in para 23-4e(7).)

**USAREC Form 1158**

Armed Forces Service Agreement - Department of the Army Armed Forces Health Professions Loan Repayment Program for New Accessions. (Prescribed in para 21-9b.)

**USAREC Form 1166**

Selected Reserve Special Pay Program Contract (Special Pay for SELRES Health Care Professionals in Critically-Short Wartime Specialties). (Prescribed in para 22-3c(1).)

**USAREC Form 1169**

Loan Information and Verification Form. (Prescribed in para 21-9e.)

**USAREC Form 1170**

Certificate of Enrollment for the U.S. Army Health Professions Loan Repayment Program. (Prescribed in para 21-9g.)

**USAREC Form 1172**

Verification of Academic and Current Military Service Obligation for Entry Into the U.S. Army Health Professions Loan Repayment Program (HPLRP). (Prescribed in para 21-9j.)

**USAREC Form 1177**

Statement of Understanding - Individual Mobilization Augumentee Positions. (Prescribed in paras 23-4c(2), 23-4h(2), 23-4j(2), and 23-4r(2).)

**USAREC Form 1180**

Army Medical Specialist Corps Student Programs - Listing of Academic Courses in Progress or to be Taken. (Prescribed in paras 23-4s(2), 23-4t(2), and 23-4u(2).)

**USAREC Form 1184**

Authorization to Release Loan Information. (Prescribed in para 23-4o(2).)

**USAREC Form 1205**

U.S. Army Reserve Nurse Officer With Concurrent Call to Active Duty Incentives Declaration Statement. (Prescribed in para 22-4h(1)(a).)

**USAREC Form 1208**

Statement of Understanding - Educational Re-

quirements for Promotion in the U.S. Army Reserve Army Nurse Corps. (Prescribed in para 23-4h(3).)

**USAREC Form 1209**

Pharmacy Officer Accession Bonus. (Prescribed in para 23-4ad(2).)

**USAREC Form 1211**

Verification of Army Nurse Corps Clinical Competencies - Emergency Nursing Skill Identifier (SI M5). (Prescribed in paras 23-4f(2) and 23-4h(4).)

**USAREC Form 1212**

Verification of Army Nurse Corps Clinical Competencies - Critical Care Nursing Skill Identifier (SI 8A). (Prescribed in para 23-4f(2) and 23-4h(5).)

**USAREC Form 1213**

Active Duty AMEDD Appointment Application Checklist. (Prescribed in paras 21-13c(1), 23-1c(1), 23-4a(1), 23-4a(3), 23-4e(1), 23-4f(1), 23-4i(1), 23-4l(1), 23-4p(1), 23-4q, 23-4v(1), 23-4x, 23-4z, 23-4ab, and 23-4ad(1).)

**USAREC Form 1214**

Active Duty Student Program AMEDD Appointment Application Checklist. (Prescribed in paras 23-1c(2), 23-4k(1), 23-4s(1), 23-4t(1), 23-4u(1), and 23-4af(1).)

**USAREC Form 1215**

USAR AMEDD Appointment Application Checklist. (Prescribed in paras 23-1c(3), 23-4b(1), 23-4c(1), 23-4h(1), 23-4j(1), 23-4n(1), 23-4o(1), 23-4r(1), 23-4w, 23-4y, 23-4aa, 23-4ac, and 23-4ae.)

**USAREC Form 1216**

USAR - STRAP AMEDD Appointment Application Checklist. (Prescribed in paras 23-1c(4), 23-4d(1), 23-4g(1), 23-4m(1), and 23-4ah.)

**USAREC Form 1217**

USAR - NAAD Attachment AMEDD Appointment Application Checklist. (Prescribed in paras 23-1c(5) and 23-4ag.)

**USAREC Form 1218**

Health Professions Scholarship Program AMEDD Appointment Application Checklist. (Prescribed in paras 23-1c(6) and 23-4ai(1).)

**USAREC Form 1219**

Automatic Acceptance Criteria Health Professions Scholarship Program AMEDD Appointment Application Checklist. (Prescribed in paras 23-1c(7) and 23-4aj.)

**USAREC Form 1223**

Department of the Army Service Agreement - F. Edward Hebert Armed Forces Uniformed Services University of the Health Sciences. (Prescribed in para 23-4ai(3).)

**USAREC Form 1224**

Statement of Requirement for USMLE,

COMLEX, NBEO, or NBDE, Part or Step 1 and Part or Step 2. (Prescribed in para 23-4ai(4).)

**USAREC Form 1231**

Educational Delay Accession Data. (Prescribed in para 23-4k(2).)

**USAREC Form 1234**

Application for Army Clinical Psychology Internship Program. (Prescribed in para 23-4af(2).)

**USAREC Form 1235**

AMEDD Academic Program Worksheet. (Prescribed in para 21-12e(13).)

**USAREC Form 1237**

Application for Army Audiology Externship Program. (Prescribed in para 23-4ad(3).)

**USAREC Form 1240**

AMEDD General Exception. (Prescribed in paras 17-2, 17-2b, 17-2c, 17-3, and 18-2a.)

**USAREC Form 1248**

Agreement for the Generic Course Selection Program. (Prescribed in para 23-4f(4).)

**USAREC Form 1252**

U.S. Army Reserve and Army National Guard Incentives Declaration Statement. (Prescribed in para 23-4d(3).)

**USAREC Form 1257**

Statement for Appointment - Army Policy. (Prescribed in para 23-3f.)

**USAREC Form 1258**

Statement for Appointment - Concealment of Information. (Prescribed in para 23-3g.)

**USAREC Form 1262**

Statements of Understanding for Interservice Physician Assistant Program (Officer). (Prescribed in para 23-4v(2).)

**USAREC Form 1262-A**

Statements of Understanding for Interservice Physician Assistant Program (Enlisted). (Prescribed in para 23-4v(3).)

**USAREC Form 1263**

Certificate of Acknowledgment and Understanding for Health Care Professionals With Prior Service. (Prescribed in para 23-4a(2).)

**USAREC Form 1275**

Army Nurse Candidate Program Application Checklist. (Prescribed in para 12-11g(1).)

**USAREC Form 1276**

AMEDD Enlisted Commissioning Program Application Checklist. (Prescribed in paras in 21-12f(3) and 21-12f(5).)

**Section III  
Related Forms**

**AHRC Form 2976 (Test)**

Request for Healthcare Professional Individual Mobilization Augmentation Assignment.

**AHRC Form 4115**

Specialized Training Assistance Program (STRAP) Checklist.

**DA Form 2-1**

Personnel Qualification Record - Part II.

**DA Form 61**

Application for Appointment.

**DA Form 71**

Oath of Office - Military Personnel.

**DA Form 160-R**

Application for Active Duty.

**DA Form 591**

Application for Initial (Educational) Delay From Entry on Active Duty and Supplemental Agreement.

**DA Form 873**

Certificate of Clearance and/or Security Determination.

**DA Form 1059**

Service School Academic Evaluation Report.

**DA Form 2125**

Report to Training Agency.

**DA Form 3574**

Certificate of Acknowledgment and Understanding of Service Requirements for Individuals Applying for Appointment in the USAR Under the Provisions of AR 135-100 or AR 135-101, as Applicable - Individuals Without Prior Service.

**DA Form 3575**

Certificate of Acknowledgment and Understanding of Service Requirements for Individuals Applying for Appointment in the USAR Under the Provisions of AR 135-100 or AR 135-101, as Applicable - Individuals Without a Statutory Service Obligation.

**DA Form 4187**

Personnel Action.

**DA Form 4571-R**

Data Required By the Privacy Act of 1974 (Eligibility for AMEDD Officer Procurement Programs - Miscellaneous Documentation).

**DA Form 4572-R**

Statement of Understanding for Appointment as a Commissioned Officer.

**DA Form 5074-R**

Record of Award of Entry Grade Credit (Medical and Dental Officers).

**DA Form 5252-R**

Statement - Evidence of Citizenship Status.

**DA Form 5500**

Body Fat Content Worksheet (Male).

**DA Form 5501**  
Body Fat Content Worksheet (Female).

**DA Form 5536-R**  
Health Professionals Loan Repayment (HPLR) Agreement.

**DA Form 5685-R**  
Specialized Training Assistance Program (New STRAP) Service Agreement.

**DA Form 5960**  
Authorization to Start, Stop, or Change Basic Allowance for Quarters (BAQ) and/or Variable Housing Allowance (VHA).

**DA Form 7349**  
Initial Medical Review - Annual Medical Certificate.

**DD Form 4 series**  
Enlistment/Reenlistment Document - Armed Forces of the United States.

**DD Form 214**  
Certificate of Release or Discharge From Active Duty.

**DD Form 215**  
Correction to DD Form 214, Certificate of Release or Discharge From Active Duty.

**DD Form 368**  
Request for Conditional Release From Reserve or Guard Component.

**DD Form 372**  
Request for Verification of Birth.

**DD Form 1966 series**  
Record of Military Processing - Armed Forces of the United States.

**DD Form 2807-1**  
Report of Medical History.

**DD Form 2807-2**  
Medical Prescreen of Medical History Report.

**DD Form 2808**  
Report of Medical Examination.

**DS Form 1350**  
Certificate of Birth Abroad of a Citizen of the United States.

**FBI Form FD 258**  
Applicant Fingerprint Card.

**FS Form 240**  
Consular Report of Birth Abroad.

**FS Form 545**  
Certificate of Birth Abroad of a Citizen of the United States.

**INS Form I-90**  
Application to Replace Permanent Resident Card.

**INS Form I-94**  
Arrival Departure Record.

**INS Form I-151**  
Alien Registration Receipt Card.

**INS Form I-551**  
Alien Registration Receipt Card.

**INS Form I-688**  
Temporary Resident Card.

**INS Form N-560**  
Certificate of Citizenship.

**INS Form N-600**  
Application for Certificate of Citizenship.

**NGB Form 22**  
Report of Separation.

**NGB Form 62-E**  
Application for Federal Recognition as an Army National Guard Officer or Warrant Officer and Appointment as a Reserve Commissioned Officer or Warrant Officer of the Army in the Army National Guard of the United States.

**NGB Form 337**  
Oaths of Office.

**SF 86**  
Questionnaire for National Security Positions.

**SF 180**  
Request Pertaining to Military Records.

**SF 1199A**  
Direct Deposit Sign-Up Form.

**SGLV 8285A**  
Request for Family Coverage.

**SGLV 8286**  
Servicemember's Group Life Insurance Election and Certificate.

**SGLV 8286A**  
Family Coverage Election.

**TD Form IRS W-2**  
Wage and Tax Statement.

**TD Form IRS W-4**  
Employee's Withholding Allowance Certificate.

**USARC Form 62-R**  
Sponsor's Guide and In-Processing Checklist.

**USAREC Form 1091**  
Statements of Understanding.

**USAREC Form 1132**  
HPSP Enrollment Document Checklist.

**USAREC Form 1175**  
HPLRP Enrollment Document Checklist.

**USMEPCOM Form 680-3-A-E**  
Request for Examination.

**Appendix B**  
**USAREC Form 991-A**

**B-1. Policy**

RS commanders will ensure that USAREC Form 991-A (AMEDD Educational Delay, Health Professions Scholarship Program, and Financial Assistance Program Assumption of Credit) is completed on all participants in any of these programs that were not processed by any USAREC personnel within the MRB. Each recruiter will have an individual sheet with all participants listed that attend their assigned schools.

**B-2. Procedures**

MRC commander and First Sergeant must ensure all educational delays, HPSP, FYGME, and FAP participants from losing recruiter or RS commander are listed for ownership transfer to the gaining recruiter or RS commander. All participants become the responsibility of the gaining recruiter or RS commander for followup procedures. If more space is needed, additional forms will be used. RS commanders will maintain USAREC Form 991-A in the station production management system binder behind the recruiter's of credit QPA log. A copy will be forwarded to the MRB's awards clerk and one copy furnished to the recruiter.

**B-3. Instructions for completion of USAREC Form 991-A**

- a. Block 1: Full name, SSN, and RSID of recruiter or RS commander transferring or losing ownership.
- b. Block 2: Signature and date of individual in block 1.
- c. Block 3: Full name, SSN, and RSID of recruiter or RS commander gaining ownership.
- d. Block 4: Signature of individual in block 3.
- e. Block 5: Name, position, signature, and date of MRC member verifying data.
- f. Block 6: Name, SSN, program, report or OBC date, and any remarks.

## Glossary

### AA

Active Army

### AANA

American Association of Nurse Anesthetists

### AAPA

American Academy of Physician Assistants

### AC

Active Component

### ACGME

Accreditation Council on Graduate Medical Education

### ACS

Active Commissioned Service

### AD

active duty

### ADA

American Dental Association; American Dietetic Association

### ADN

associate degree in nursing

### ADO

active duty obligation

### ADSO

active duty service obligation

### ADSW

active duty for special work

### ADT

active duty for training

### AECP

AMEDD Enlisted Commissioning Program

### AEP

Audiology Externship Program

### AFCS

active federal commissioned service

### AFHPS/FAP

Armed Forces Health Professions Scholarship and Financial Assistance Program

### AFS

active federal service

### AGD

Advanced General Dentistry

### AGR

Active Guard Reserve

### AKO

Army Knowledge Online

### AMEDD

Army Medical Department

### AMEDD C&S

Army Medical Department Center and School

### AN

Army Nurse Corps

### ANCP

Army Nurse Candidate Program

### AOA

American Osteopathic Association

### AOC

area of concentration

### AOA

American Occupational Therapy Association

### APA

American Psychological Association

### APFT

Army physical fitness test

### APMC

AMEDD Professional Management Command

### APPIC

Association of Psychology Postdoctoral and Internship Centers

### APTA

American Physical Therapy Association

### AR

Army Reserve

### ARC-PA

Accreditation Review Commission on Education for the Physician Assistant

### ARISS

Army Recruiting Information Support System

### ARNG

Army National Guard

### ASA M&RA

Assistant Secretary of the Army (Manpower and Reserve Affairs)

### ASI

additional skill identifier

### ASVAB

Armed Services Vocational Aptitude Battery

### AT

annual training

### Au.D.

Doctor of Audiology

### AVMA

American Veterinary Medical Association

### BAMC

Brooke Army Medical Center

### BCP

board certification pay

### BLS

Bureau of Labor Statistics

### BSN

bachelor of science in nursing

### CADE

Commission on Accreditation for Dietetic Education

### CCNE

Commission on Collegiate Nursing Education

### CDR

Commission on Dietetic Registration

### CG

Commanding General

### CMO

career management officer; chief medical officer

### COMLEX

Comprehensive Osteopathic Medical Licensing Examination

### CPIP

Clinical Psychology Internship Program

### CRNA

Certified Registered Nurse Anesthetist

### CV

curriculum vitae

### DA

Department of the Army

### DASP

dental additional special pay

### DAT

Dental Admissions Test; drug and alcohol test(ing)

### DC

Dental Corps

### DDEAMC

Dwight David Eisenhower Army Medical Center

### DFAS

Defense Finance and Accounting Service

### DIMA

Drilling Individual Mobilization Program

### DOB

date of birth

### DOD

Department of Defense

### DOMRB

dental officer multiyear retention bonus

<b>DPL</b> diploma	<b>HIV</b> Human Immunodeficiency Virus	<b>MCAT</b> Medical College Admission Test
<b>DPT</b> Doctor of Physical Therapy	<b>HPLRP</b> Health Professions Loan Repayment Program	<b>MDSSP</b> Medical and Dental School Stipend Program
<b>EAD</b> entry on active duty	<b>HPPED</b> health professions pay entry date	<b>MEDCOM</b> Medical Command
<b>ECFMG</b> Educational Commission for Foreign Medical Graduates	<b>HPSP</b> Health Professions Scholarship Program	<b>MEPS</b> Military Entrance Processing Station
<b>ECFVG</b> Educational Commission for Foreign Veterinary Graduates	<b>HQDA</b> Headquarters, Department of the Army	<b>MFR</b> memorandum for record
<b>ECLT</b> English Comprehension Level Test	<b>HQ USAREC</b> Headquarters, United States Army Recruiting Command	<b>MILPO</b> military personnel office
<b>ECP</b> Early Commissioning Program	<b>HRC</b> United States Army Human Resources Command	<b>MODS</b> Medical Occupation Data System
<b>EPSQ</b> electronic personnel security questionnaire	<b>HRC-St Louis</b> United States Army Human Resources Command-St Louis (AR)	<b>MOS</b> military occupational specialty
<b>ERB</b> enlisted record brief	<b>IMA</b> Individual Mobilization Augmentation	<b>MRB</b> medical recruiting battalion
<b>ETS</b> expiration term of service	<b>INS</b> Immigration and Naturalization Service	<b>MRC</b> medical recruiting company
<b>FAP</b> Financial Assistance Program	<b>IPAP</b> Interservice Physician Assistant Program	<b>MS</b> Medical Service Corps
<b>FGT</b> field grade template	<b>IRR</b> Individual Ready Reserve	<b>MSN</b> master of science in nursing
<b>FOP</b> Future Officer Program	<b>ISP</b> incentive specialty pay	<b>MSO</b> military service obligation
<b>FTNGD</b> full-time National Guard duty	<b>JCAH</b> Joint Commission on the Accreditation of Hospitals	<b>MTF</b> medical treatment facility
<b>FY</b> fiscal year	<b>LNCO</b> liaison noncommissioned officer	<b>NAC</b> National Agency Check
<b>FGME</b> first-year graduate medical education	<b>LOI</b> letter of intent	<b>NAQ</b> National Agency Questionnaire
<b>GC</b> guidance counselor	<b>LOR</b> letter of recommendation	<b>NARA</b> National Archives and Records Administration
<b>GME</b> graduate medical education	<b>LPN</b> licensed practical nurse	<b>NBCOT</b> National Board for Certification in Occupational Therapy
<b>GN</b> graduate nurse	<b>LTHET</b> long-term health education training	<b>NCCPA</b> National Commission on Certification of Physician Assistants
<b>GPA</b> grade point average	<b>LVN</b> licensed vocational nurse	<b>NCLEX-RN</b> National Council Licensure Examination - Registered Nurse
<b>GRE</b> graduate record examination	<b>MAMC</b> Madigan Army Medical Center	<b>NCO</b> noncommissioned officer
<b>HHG</b> household goods	<b>MC</b> Medical Corps	<b>NCOER</b> noncommissioned officer evaluation report

<b>NG</b> National Guard	<b>POV</b> privately-owned vehicle	<b>STRAP</b> Specialized Training Assistance Program
<b>NLNAC</b> National League for Nursing Accrediting Commission	<b>PS</b> prior service	<b>TAMC</b> Tripler Army Medical Center
<b>NOAA</b> National Oceanic and Atmospheric Administration	<b>PSR</b> podiatry surgical residency; prior service records	<b>TDY</b> temporary duty
<b>NPDB</b> National Practitioner Data Bank	<b>PT</b> physical therapist	<b>TIS</b> time in service
<b>NPS</b> nonprior service	<b>QC</b> quality control	<b>TL</b> transmittal letter
<b>NRMP</b> National Residency Matching Program	<b>QIKLOK</b> quick vacancy search	<b>TOS</b> Top of the System
<b>OBC</b> Officer Basic Course	<b>QPA</b> qualified pending accession	<b>TPU</b> troop program unit
<b>OER</b> officer evaluation report	<b>RA</b> Regular Army	<b>TSG</b> The Army Surgeon General
<b>OIC</b> officer in charge	<b>RC</b> Reserve Component	<b>TTHS</b> trainees, transients, holdees, and students
<b>OML</b> order of merit list	<b>RD</b> registered dietitian	<b>UIC</b> unit identification code
<b>OMPF</b> official military personnel file	<b>RE</b> reenlistment eligibility	<b>USARC</b> United States Army Reserve Command
<b>OT</b> occupational therapist	<b>REFRAD</b> released from active duty	<b>USAREC</b> United States Army Recruiting Command
<b>OTSG</b> Office of The Surgeon General	<b>REQUEST</b> Recruit Quota System	<b>USMLE</b> United States Medical Licensing Examination
<b>PA</b> physician assistant	<b>RN</b> registered nurse	<b>USUHS</b> Uniformed Services University of the Health Sciences
<b>PANCE</b> Physician Assistant National Certifying Examination	<b>ROTC</b> Reserve Officers' Training Corps	<b>UTHHSC</b> U.S. Army/University of Texas Houston Health Science Center
<b>PCS</b> permanent change of station	<b>RS</b> recruiting station	<b>VC</b> Veterinary Corps
<b>PE</b> physical examination	<b>RSID</b> recruiting station identification	<b>VSP</b> variable special pay
<b>PGY</b> postgraduate year	<b>RWOA</b> returned without action	<b>WAMC</b> Womack Army Medical Center
<b>Ph.D.</b> Doctor of Philosophy	<b>SA</b> Secretary of the Army	<b>WO</b> warrant officer
<b>PHS</b> Public Health Service	<b>SECDEF</b> Secretary of Defense	<b>WRAMC</b> Walter Reed Army Medical Center
<b>PM</b> program manager	<b>SELRES</b> Selected Reserve	
<b>PMO</b> personnel management officer	<b>SP</b> Army Medical Specialist Corps	
	<b>SSN</b> social security number	