

## Post Board Responsibilities

### A. Soldiers both Selected and Alternates must:

- a. Keep the **AECP Manager at USAREC** informed of all changes to their eligibility status. Such changes may include, but are not limited to:
  1. Inability to complete required prerequisites and/or start their academic program within the FY of selection.
  2. Inability to obtain an "Unconditional Letter of Acceptance" at least **60 days** prior to start at the expected school of attendance.
  3. Changes in Physical status to include pregnancy.
  4. Changes in Moral Eligibility to include Law violations and UCMJ.
  5. Any Flagging actions i.e. weight, APFT failure, etc.
  6. All other changes or potential reasons for delay\*\*.

\*\* **SOLDIERS** with EFMP family members need to be aware that they will have to meet additional requirements of HRC and the EFMP i.e. facilities and care available at the gaining installation.

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## Post Board Requirements:

1. Soldiers must still meet all of the initial requirements for eligibility to board in order to be placed on orders for the program.

2. In order to be placed on orders for the AECP, those Soldiers that have been accepted into the program will need to provide all of the following a minimum of 60 days prior to their expected start of classes:

### A. USAREC Form 1276-A Post Board Application Checklist

- b. Use the USAREC form 1276-A "Application Checklist" to ensure that the "Post Board" Documents folder is complete. This form will be filled out electronically (Typed on computer), digitally signed (using Common Access Card (CAC) by both the SOLDIER and their Company Commander in the grade of O-3 or above. SOLDIERS must have this done within 90 days of starting their program, and no later than 31 July or they may be removed from select status.

### B. Unconditional Letter of Acceptance

- a. Each letter of acceptance from a school **MUST** specify:
    1. Unconditional acceptance to an accredited nursing program<sup>1</sup> (BSN) as a **full time** student on school of Nursing letterhead.
    2. Any conditions to acceptance (specifically described).
    3. Expected start date (day/month/year).
    4. Expected graduation date (day/month/year) minimally must show month/year.
    5. A statement that the student can complete the program in 24 consecutive calendar months or less.
    6. BSN producing accreditation (CCNE, NLNAC) and the date that the last accreditation was accomplished (month/year).
    7. Projected Cost of Program (PCP): Projected cost of program must be accomplished either by a break down of cost per hour, per semester or total cost of the program (**The program funds tuition ONLY**). The cost of books is reimbursed for up to \$1,000 per year for a maximum of two (2) years. Optional fees should not be included in this breakdown and will not be paid for by the AECP. If the total amount tuition is above the \$9,000 per year limit and the school is willing to waive the excess, then the school must state as such in the letter of acceptance and that the waiver is for the entire length of the program.
- NOTE- Neither the MGI Bill nor the Post 911 GI Bill is authorized, for use, while participating in the AECP.**

<sup>1</sup> Schools in Puerto Rico are specifically no longer authorized for attendance under the AECP.

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### **C. Program Course breakdown**

- a. The **DA Form 2125** will be utilized for this requirement. All classes that the SOLDIER will be taking must be listed in a by semester format to include the number of Semester Hours (SH). The From and To dates for all Semesters of attendance must also be filled in.
  1. All classes will be 3<sup>rd</sup> and 4<sup>th</sup> year classes only i.e. NURSG 300 or NURSG 400. Classes such as ENG 101/201, HIST 101/201, HUM 101/201, etc. are considered to be pre-requisites that the soldier must have already completed prior to starting into their respective program<sup>2</sup>. The SOLDIER must maintain a full course load as defined by the school attending while in the AECP otherwise they will be subject to being placed on attachment orders to the nearest ARMY installation at the discretion of the Program Director.
  2. Once you are in the AECP the DA2125 must be submitted to Program Director (PD) within 10 days of completing of each semester while in the program. Failure to submit the DA2125 to the PD may result in disenrollment from the AECP program.

### **D. USAREC Form 1281 AECP Contract**

- b. Witnessing Officers will ensure that SOLDIERS have read, understood and have completed all items on the form prior to signing. The UF 1281 will be signed by the SOLDIERS first Commanding Officer in the grade of O-3 or above unless the SOLDIERS current unit policy requires a higher level signature i.e. Battalion Commander, etc.

### **E. USAREC Form 1280 AECP Statement of Understanding**

- a. Witnessing Officers will ensure that Soldiers have read, understood and have completed all items on the form prior to signing. The UF 1281 will be signed by the SOLDIERS first Commanding Officer in the grade of O-3 or above unless the SOLDIERS current unit policy requires a higher level signature i.e. Battalion Commander, etc.

### **F. Any updates and/or changes to eligibility**

- a. This is for any items required to ensure you continued program eligibility i.e. updated physical, promotion orders, etc.

<sup>2</sup> Soldiers participating in the AECP that are found to be attending classes that were not a part of their original Plan of Study (DA 2125) are subject (at the discretion of the Program Director) to immediate removal from the program as well as recoupment through DFAS of all funds expended for tuition and books from the start of the program up to the date of removal from the program.

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b. Active Component SOLDIER's must also include a copy of their last PCS orders.

**3. USAR/ARNG and AGR applicants Additional Requirements**

- A. USAR SOLDIERS must have a DD Form 368 signed IAW current<sup>3</sup>OCAR policy dated 24 July 2008 which states that for SOLDIERS with more than 24 months in the Selected Reserves approval/disapproval authority rests with the Major Subordinate Command (MSC) who may delegate it to the first General Officer in the SOLDIERS chain of command. **Note** this only applies to **USAR SM's**. For SOLDIERS with less than 24 months in the selected Reserves the approval authority rests with HQ, USARC.
- B. AGR soldiers must be Released from Active Duty (**REFRAD**).
- C. USAR/National Guard and AGR SOLDIERS **must** contact the nearest Enlisted Recruiting Station for assistance with processing back into the Active Duty component.
- a. Ensure that the Program Manager is provided with all contact information for the Recruiting Station Commander and Recruiter. Enlisted Recruiting Station must then build the AECF SOLDIER into their database system and schedule the SOLDIER for enlistment with the nearest Military Entrance Processing Station (MEPS). At least 48 hours not including holidays or weekends prior to arriving at MEPS, the Recruiter will initiate a Grade Determination workflow (through their Battalion Operations to HQ US ARMY Recruiting Command (USAREC)) on the soldier to determine if the soldier is MOS Qualified (MOS-Q) IAW Regular ARMY standards and current MOS end strengths. Soldiers should be aware that they may lose rank upon entry back onto Active Duty Status. SOLDIERS **will not** take another physical at MEPS as part of the processing.
4. **DO NOT send an incomplete packet, have all documents complete IAW the Post Board guidelines.**
5. Keep in mind that the sooner you submit the Post Board Packet the sooner that a Request for Orders (RFO) can be submitted for you. Alternates should, submit their Post Board Packet as well as soon as received so that RFO's may be executed ASAP if they are activated to a Select status.

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<sup>3</sup> See appendix E

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6. Once you have submitted the Post Board Packet the Program Manager will review for completion and correctness in consultation with the AECF Program Director. If there are any errors you will be notified 1 time via e-mail with a list of required corrections.
7. Applicants must check with their PSB/PSC for their orders. The AECF Manager does not produce or provide orders. Once orders are received the SOLDIER will immediately fax or scan/email a copy to the AECF Manager. Next, the SOLDIER will make contact with the AMEDD Student Detachment and the AECF Director at the below listed POC's for all further inprocessing instructions.

**Contact Information:**

AECF Program Manager

(502) 626-0381

DSN 573-0381

Cell (800) 640-9742

Fax (502) 626-0952

**AECF@usarec.army.mil**

HQ USAREC,

ATTN: RCBS-AN-AECF

1307 3<sup>RD</sup> AVE

FORT KNOX, KY 40121-2726

To learn more about the AMEDD Enlisted Commissioning Program log on to <https://www.us.army.mil/suite/page/621795>.

National League for Nursing Accrediting Commission (NLNAC)

**<http://www.nlnac.org/home.htm>**

The Commission on Collegiate Nursing Education (CCNE)

**<http://www.aacn.nche.edu/accreditation/>**

SAT

**<http://www.collegeboard.com/student/testing/sat/about.html>**

ARMY Nurse Corps