

**Milper Message Number
15-360**

**Proponent
RCHS-AN**

**Title
FY 2017 AMEDD ENLISTED COMMISSIONING PROGRAM APPLICATIONS FOR
ACTIVE DUTY, RESERVE AND NATIONAL GUARD**

...Issued: [12 Nov 15]...

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- A. AR 40-501, STANDARDS OF MEDICAL FITNESS, 14 DECEMBER 2007 (RAR 003, 4 AUGUST 2011).
 - B. AR 351-3, PROFESSIONAL EDUCATION AND TRAINING PROGRAMS OF THE ARMY MEDICAL DEPARTMENT, 15 OCTOBER 2007.
 - C. AR 600-9, THE ARMY BODY COMPOSITION PROGRAM, 28 JUNE 2013.
 - D. AR 600-8-2, SUSPENSION OF FAVORABLE PERSONNEL ACTIONS (FLAGS), 23 OCTOBER 2012.
 - E. AR 601-100, APPOINTMENT OF COMMISSIONED AND WARRANT OFFICERS IN THE REGULAR ARMY, 21 NOVEMBER 2006.
 - F. AR 601-210, ACTIVE AND RESERVE COMPONENTS ENLISTMENT PROGRAM, (RAR 003, 12 MAR 2013).
 - G. AR 614-200, ENLISTED ASSIGNMENTS AND UTILIZATION MANAGEMENT, (RAR 002, 11 OCT 2011).
 - H. AR 621-1, TRAINING OF MILITARY PERSONNEL AT CIVILIAN INSTITUTIONS, 28 AUGUST 2007.
 - I. AR 635-200, ACTIVE DUTY ENLISTED ADMINISTRATIVE SEPARATIONS, (RAR 003, 06 SEP 2011)
 - J. USAREC REGULATION 601-37, ARMY MEDICAL RECRUITING PROGRAM, 30 JUNE 2014
 - K. DODI 6130.03, MEDICAL STANDARDS FOR APPOINTMENT, ENLISTMENT, OR INDUCTION IN THE MILITARY SERVICES, 28 APRIL 2010 (CHANGE 1, 13 SEPTEMBER 2011)

1. PURPOSE: TO SOLICIT APPLICATIONS FROM QUALIFIED ACTIVE DUTY, RESERVE AND NATIONAL GUARD ENLISTED PERSONNEL FOR THE FY 2017 AMEDD ENLISTED COMMISSIONING PROGRAM (AECF). COMMAND SUPPORT IN DISSEMINATING THIS MESSAGE TO ASSURE TIMELY SUBMISSION OF APPLICATIONS IS ESSENTIAL. THE APPLICATION DEADLINE IS 1 JULY 2016. APPLICANTS MUST HAVE PACKET PROCESSED THROUGH AN ARMY MEDICAL DEPARTMENT (AMEDD) RECRUITER PRIOR TO THE 1 JULY 2016 DEADLINE.

2. SELECTION PROCESS: HQ USAREC RCHS-SVD WILL CONVENE A COMPETITIVE SELECTION BOARD ON OR ABOUT 23 AUGUST 2016. ALL APPLICATIONS WILL BE CONSIDERED BASED ON INDIVIDUAL MERIT AND DOCUMENTATION AS SPECIFIED IN PARAGRAPH 5 BELOW. APPLICANTS IN OCONUS ASSIGNMENTS SELECTED FOR THIS PROGRAM WILL HAVE THEIR FOREIGN SERVICE TOUR CURTAILED TO MEET TRAINING REPORT DATES. INDIVIDUALS WILL RECEIVE OFFICIAL NOTIFICATION OF SELECTION FOLLOWING THE BOARD VIA MILPER MESSAGE AND THROUGH THEIR AMEDD RECRUITER.

3. PROGRAM OVERVIEW: APPLICANTS SELECTED FOR THIS PROGRAM WILL ATTEND AN ACCREDITED NURSING PROGRAM IN ORDER TO COMPLETE A QUALIFYING BSN DEGREE. THE INSTITUTIONS TUITION AND FEES MUST NOT EXCEED \$9,000 PER ACADEMIC YEAR. SELECTEES MUST ONLY TAKE UPPER LEVEL/JUNIOR AND SENIOR COURSEWORK IN FULL TIME STUDENT STATUS; PREREQUISITE COURSES WILL NOT BE AUTHORIZED IN CONJUNCTION WITH ACTIVE PARTICIPATION IN AECF. UPON COMPLETION OF THE BSN, PASSING OF THE NCLEX AND OBTAINING AN ACTIVE NURSING LICENSE, PARTICIPANTS WILL BE APPOINTED AS COMMISSIONED OFFICERS IN THE ARMY NURSE CORP AS A SECOND LIEUTENANT, INCUR A FOUR YEAR ACTIVE DUTY SERVICE OBLIGATION AND ATTEND THE BASIC OFFICER LEADERSHIP COURSE AT FORT SAM HOUSTON, TX.

4. BASIC PROGRAM REQUIREMENTS:

A. MUST MEET GENERAL ELIGIBILITY REQUIREMENTS OF AR 601-100.

B. MUST HAVE COMPLETED TRAINING SERVICE OBLIGATION IAW AR 635-200 PARA 16-2 OR AR 614-200 PARA 4-6 PRIOR TO REPORTING FOR AECF (WAIVERABLE). WAIVERS WILL BE ROUTED THOROUGH AECF PROGRAM MANAGER TO ACCESSSIONS MANAGEMENT BRANCH, US ARMY HUMAN RESOURCES COMAND, SUBJECT TO FINAL APPROVAL BY CHIEF, ACCESSSIONS MANAGEMENT BRANCH.

C. GENERAL TECHNICAL (GT) SCORE OF 110 OR ABOVE ON THE ASVAB IS REQUIRED (NON-WAIVERABLE). APPLICANTS MUST ENSURE THAT THE MOST CURRENT SCORE IS REFLECTED ON ENLISTED RECORD BRIEF (ERB).

D. HAVE A MINIMUM GPA OF 3.00 AS CALCULATED FROM ALL COLLEGE LEVEL COURSES OF ALL TRANSCRIPTS SUBMITTED FROM ALL UNIVERSITIES EVER ATTENDED. (NON-WAIVERABLE)

E. MUST BE AN ACTIVE DUTY, RESERVE OR NATIONAL GUARD ENLISTED SOLDIER THAT IS MOS QUALIFIED WITH A MINIMUM OF 36 MONTHS AND NO MORE THAN 144 MONTHS MILITARY SERVICE (WAIVERABLE) WHILE HOLDING A MINIMUM GRADE OF E-4 AT THE TIME OF THE BOARD (NON-WAIVERABLE). WAIVERS WILL BE ROUTED THROUGH THE NURSE CORP-SPECIFIC BRANCH PROPONENT OFFICER'S OFFICE, SUBJECT TO FINAL APPROVAL BY THE DIRECTOR, HEALTH SERVICES DIRECTORATE.

F. SPECIAL NOTES FOR US ARMY RESERVE AND NATIONAL GUARD APPLICANTS:

(1) ARMY RESERVE SOLDIERS WILL SUBMIT A DD FORM 368 AS PART OF THEIR AECF APPLICATION PACKET THROUGH THEIR CHAIN OF COMMAND PRE-BOARD AND POST-BOARD IF SELECTED. ARMY RESERVE SOLDIERS REQUIRE A DD FORM 368 SIGNED OR ENDORSED BY THEIR BATTALION COMMANDER IN ORDER FOR THEIR APPLICATION TO BE BOARDED. ONCE BOARD SELECTED, USAR SOLDIERS MUST HAVE A DD FORM 368 SIGNED IAW CURRENT 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 SOLDIERS CHAIN OF COMMAND.

(2) ALL USAR AND NG SOLDIERS WILL BE PROJECTED BY AN AMEDD RECRUITER FOR ENLISTMENT ONTO ACTIVE DUTY THROUGH THE LOCAL MEPS AND INCUR A 60 MONTH ENLISTMENT CONTRACT. MEPS WILL ENLIST SOLDIERS WITH ORDERS TO THE NEAREST ACTIVE DUTY ARMY POST.

G. MEET PHYSICAL REQUIREMENTS FOR A COMMISSIONED OFFICER APPOINTMENT AS PRESCRIBED IN AR 40-501 WITH PHYSICAL ELIGIBILITY MET IAW DODI 6130.03, AND BE WITHIN HEIGHT/WEIGHT STANDARDS PRESCRIBED BY AR 600-9.

5. APPLICATION SPECIAL INSTRUCTIONS, FORMS AND SAMPLES: REFER TO THE FY17 AECF GUIDELINES AT [HTTP://WWW.USAREC.ARMY.MIL/MRB/AECF/INDEX.SHTML](http://www.usarec.army.mil/mrb/aecf/index.shtml). APPLICATION DOCUMENTS MUST INCLUDE:

A. DA FORM 61: MUST BE DCA GENERATED DA 61 THROUGH THE APPLICANT'S AMEDD RECRUITER. DEPLOYED APPLICANTS WHO MAY BE UNABLE TO GENERATE THE DA 61 THROUGH DCA WITH THEIR RECRUITER MUST COMPLETE ITEMS 1, 2, 6, 7, 8, 9A, 9B, 10, 11, 12, 13, 14, 15, 16, 17-ALSO ADD YOUR ENTERPRISE EMAIL ADDRESS IN BLOCK, 18, 19, 20A-C, 21A-E, 22, 23A, 24, 25, 26, 27, 28, 30, 31A-E, 32, 33, 38 AND 41. DIGITALLY SIGN USING CAC AND DATE BOTTOM OF PAGE #3, BLOCK 42.

B. COMMISSIONING PHYSICAL: ORIGINAL DD FORM 2808 (REPORT OF MEDICAL EXAMINATION), DD FORM 2807-1 (REPORT OF MEDICAL HISTORY), HIV TEST, AND A DRUG AND ALCOHOL TEST (DAT), COMPLETED ON OR AFTER 1 SEPTEMBER 2015. THE PHYSICAL MUST BE LESS THAN ONE YEAR OLD AT THE TIME OF THE BOARD. THE REVIEWING MEDICAL AUTHORITY MUST INDICATE THE APPLICANT MEET MEDICAL STANDARDS FOR QUALIFICATION FOR APPOINTMENT AS A COMMISSIONED OFFICER IAW DODI 6130.03.

C. LETTER OF PURPOSE AND INTENT: APPLICANT WILL PERSONALLY PREPARE A MEMORANDUM FOR RECORD (TYPED, SINGLE SPACED, SINGLE PAGE, DATED AND SIGNED) TO EXPLAIN HIS/HER MOTIVATION FOR WANTING TO BE AN ARMY NURSE CORP OFFICER. APPLICANT NEEDS TO REFLECT HOW THEIR TALENTS AND EXPERIENCES WILL STRENGTHEN THE ARMY NURSE CORP. LETTER WILL HIGHLIGHT THREE ARMY VALUES, WHY THEY ARE IMPORTANT AND HOW YOU EXCEL AT, WITH AND/OR THROUGH THEM.

D. LETTERS OF RECOMMENDATION (LOR): REQUESTED IN MEMORANDUM FOR RECORD FORMAT. EACH APPLICANT MUST HAVE A LOR FROM THE APPLICANT'S IMMEDIATE SUPERVISOR, A LOR FROM THE APPLICANT'S COMPANY COMMANDER AND A LOR FROM THE DEPUTY COMMANDER OF NURSING OR CHIEF NURSING OFFICER AT AN ARMY MTF. TWO ADDITIONAL LORS MAY BE SUBMITTED TOTALING FIVE. EACH LOR SHOULD ADDRESS DUTY PERFORMANCE, COMPETENCY, ORAL AND WRITTEN COMMUNICATION SKILLS, MOTIVATION, CHARACTER, MATURITY, POTENTIAL FOR SUCCESSFUL COMPLETION OF TRAINING, AND POTENTIAL AS AN OFFICER AND A LEADER. LORS WILL BE KEPT IN THE ORIGINAL SEALED ENVELOPES AS RECEIVED FROM THE RECOMMENDER UNTIL RECEIVED AND OPENED BY THE RECRUITER OR LORS WILL BE SENT DIRECTLY TO THE RECRUITER VIA A SIGNED, ENCRYPTED EMAIL FROM THE RECOMMENDER.

E. UNCONDITIONAL/CONDITIONAL LETTER OF ACCEPTANCE TO AN ACEN OR CCNE ACCREDITED NURSING PROGRAM. THE CONDITIONAL LETTER MUST STATE CONDITIONS IF ANY THAT MUST BE MET FOR UNCONDITIONAL ACCEPTANCE; NO MORE THAN 9 SEMESTER HOURS OF PREREQUISITES REMAINING AT THE TIME OF THE BOARD. THE LETTER MUST STATE: THE PROJECTED START AND GRADUATION DATES OF THE NURSING PROGRAM (MUST BE LESS THAN 24 MONTHS DURATION) TAKEN IN FULL TIME STUDENT STATUS, THE PROJECTED YEARLY TUITION AND FEES (NOT MORE THAN \$9,000 PER YEAR), THE SCHOOL'S FIRST TIME NCLEX PASS RATE (MUST BE 90% OR GREATER), AND IF APPLICABLE, THE INCLUSION OF ONLINE COURSES IN THE NURSING PROGRAM (NOT MORE THAN 2 CLASSES, ONLINE COURSES CANNOT BE ASSOCIATED WITH A LAB OR CLINICAL).

F. OFFICIAL TRANSCRIPTS: MUST PROVIDE OFFICIAL TRANSCRIPTS FOR ALL UNDERGRADUATE AND GRADUATE COURSES FOR INCLUSION IN AN APPLICATION PACKET. ENSURE NAME CHANGES ARE NOTED ON THE DA 61 ITEM 41 IF TRANSCRIPTS ARE IN A FORMER NAME. TRANSCRIPTS STAMPED "ISSUED TO STUDENT" MUST BE IN SEALED ENVELOPE FROM THE UNIVERSITY TO THE AMEDD RECRUITER. TRANSCRIPTS IN LANGUAGES OTHER THAN ENGLISH MUST BE TRANSLATED PRIOR TO SUBMISSION.

G. UF 601-37.44 AMEDD ACADEMIC PROGRAM WORKSHEET: LIST ALL SCHOOLS EVER ATTENDED ALONG WITH DEGREES AWARDED BY THOSE INSTITUTIONS. ALL GRADES ARE REQUIRED TO BE LISTED TO INCLUDE "F", "U" AND WF. DO NOT LIST ACE, AARTS RECOMMENDATIONS OR MILITARY TRAINING, UNLESS THE UNIVERSITY SPECIFICALLY AWARDS CREDIT ON TRANSCRIPTS. CLASSES WITH THE SAME TITLE BUT TAKEN AT DIFFERENT SCHOOLS WILL BOTH BE INCLUDED IN THE CUMULATIVE GPA. THE CUMULATIVE GPA NEEDS TO INCLUDE ALL GRADES LISTED ON TRANSCRIPTS AND CAN BE CALCULATED USING THE GPA CALCULATOR AT: [HTTP://PAGES.CS.WISC.EDU/~XIYANG/GPACALC.HTML](http://pages.cs.wisc.edu/~xiyang/gpacalc.html). APPLICANTS MUST NEVER HAVE FILED FOR ACADEMIC BANKRUPTCY.

H. OMFP RECORDS: APPLICANTS IN THE RANK OF SGT OR ABOVE MUST SUBMIT COPIES OF ALL NON-COMMISSIONED OFFICER EVALUATION REPORTS (NCOER'S) DA FORM 2166-8. APPLICANTS MUST SUBMIT COPIES OF ALL DA 1059'S, AWARDS AND ANY PRIOR SERVICE RECORDS TO INCLUDE DD 214 AND/OR NGB 22 FROM ALL BRANCHES OF SERVICE OR BREAKS IN SERVICE FROM THE ARMY. PROFESSIONAL LICENSURES OR PERTINENT CERTIFICATIONS I.E. EFMB OR LPN LICENSE MAY BE SUBMITTED. NEED NOT INCLUDE CERTIFICATIONS SUCH AS BCLS, BLS, ACLS, PALS, ETC.

I. ENLISTED RECORD BRIEF (ERB) OR 2-1/2A PERSONNEL QUALIFICATION RECORD: MUST SUBMIT CURRENT UPDATED ERB/2-1/2A. REVIEW AND ENSURE FOR ACCURACY, PAYING CLOSE ATTENTION TO AWARDS, DECORATIONS, DEPENDENT/MARITAL STATUS, AND EDUCATION LEVEL. MUST BE CERTIFIED BY MILPO AS A TRUE COPY AND SIGNED BY APPLICANT VERIFYING ACCURACY AND COMPLETENESS.

J. CURRICULUM VITAE (RESUME): MUST BE TYPED AND CONTAIN ALL PERTINENT DATA FROM BOTH MILITARY AND CIVILIAN EXPERIENCES.

K. DA 705 APFT SCORECARD: RECORD APFT SIGNED AND VERIFIED BY THE CDR OR 1SG DATED NOT EARLIER THAN 1 APR 2015. ALL ITEMS MUST BE COMPLETED INCLUDING HEIGHT, WEIGHT AND BODY FAT. IF REQUIRED, A DA 5500 OR 5501 BODY FAT CONTENT WORKSHEET WILL BE SUBMITTED WITH THE DA 705.

L. DA FORM 4187 PERSONNEL ACTION: TYPED, DIGITALLY SIGNED BY BOTH APPLICANT AND APPLICANTS BATTALION COMMANDER AND SUBMITTED WITHIN 90 DAYS OF APPLICATION

DEADLINE. REMARKS SECTION MUST INCLUDE:

(1) CURRENT HEIGHT AND WEIGHT IAW AR 600-9, INCLUDE DA 5500 OR DA 5501 BODY FAT CONTENT WORKSHEET RESULTS IF APPLICABLE.

(2) APFT RESULTS (PASS OR FAIL) AND DATE AFTER 1 APR 2016.

(3) PREVIOUS PARTICIPATION IN ANY COMMISSIONING PROGRAM (AECF, IPAP, ROTC, OCS, ETC.) AND REASON(S) FOR INABILITY TO COMPLETE THE PROGRAM.

(4) "I HAVE READ AND UNDERSTAND THE FY17 AMEDD ENLISTED COMMISSIONING PROGRAM GUIDELINES". SOLDIER WILL INITIAL END OF STATEMENT.

(5) "I UNDERSTAND THAT PRIOR TO MY AECF REPORT DATE, I MUST COMPLETE ANY SERVICE REQUIREMENT GAINED FROM COMPLETION OF AN ASI OR MOS PRODUCING COURSE". SOLDIER WILL INITIAL END OF STATEMENT.

M. SECURITY CLEARANCE: SECURITY CLEARANCE MEMO FROM SECURITY OFFICER VERIFYING THAT THE APPLICANT CURRENTLY HOLDS A SECURITY CLEARANCE, SECRET OR HIGHER. IF APPLICANT DOES NOT CURRENTLY HOLD A SECURITY CLEARANCE, MUST SUBMIT MEMO STATING THAT A SECURITY CLEARANCE HAS BEEN INITIATED ALONG WITH COPY OF EPSQ OR VALIDATION REPORT OF SUBMISSION ACCEPTANCE.

N. MILPO ELIGIBILITY STATEMENT: SUBMIT STATEMENT SIGNED BY MILPO OFFICIAL (OIC OR NCOIC E-6 OR ABOVE) VERIFYING APPLICANTS ELIGIBILITY TO PARTICIPATE IN AECF. STATEMENTS WILL VERIFY:

(1) LOCAL RECORDS CHECK HAS BEEN COMPLETED AND THE ABOVE NAMED APPLICANT IS ADMINISTRATIVELY QUALIFIED FOR APPOINTMENT AS A COMMISSIONED OFFICER IAW AR 601-100.

(2) THE ABOVE NAMED APPLICANT DOES NOT HAVE ANY PENDING OR CURRENT UCMJ ACTIONS, BAR TO RE-ENLISTMENT OR FLAGGING ACTIONS.

(3) THERE IS EVIDENCE OF A SECURITY CLEARANCE OF SECRET, BASED ON A NATIONAL AGENCY CHECK; INCLUDING DATE CLEARANCE WAS GRANTED OR INITIATED.

(4) APPLICANT IS NOT CURRENTLY ON PCS ORDERS OR PENDING REASSIGNMENT.

(5) THIS APPLICATION IS NOT IN CONTRAVENTION OF AR 600-8-2.

O. COPY OF MOST RECENT PCS ORDERS MUST BE INCLUDED IN APPLICATION.

6. ALL APPLICANTS WILL SUBMIT BOARD DOCUMENTS THROUGH THEIR AMEDD RECRUITER. APPLICANTS ARE RESPONSIBLE FOR TIMELY SUBMISSION OF BOARD DOCUMENTS, VERIFYING INCLUSION OF ALL REQUIRED DOCUMENTS AND ENSURING RECEIPT OF DOCUMENTS BY THE RECRUITER.

7. AMEDD CENTER OIC/LEADERS ARE RESPONSIBLE FOR PACKET PROCESSING. AMEDD CENTER OIC/LEADERS WILL ENSURE PACKET IS COMPLETE AND UPLOADED INTO DCA FOR

PACKET PROCESSING, QC AND BOARDING. ALL REQUIRED WAIVERS WILL BE INITIATED BY AMEDD CENTER OIC/LEADERS AND PROCESSED IN DCA.

8. POINTS OF CONTACT:

A. TO FIND THE CLOSEST AMEDD RECRUITER: WWW.GOARMY.COM, SELECT THE TAB "LOCATE US," SELECT AREA OF INTEREST "MEDICAL (AMEDD)" AND ENTER LOCAL ZIP CODE, SELECT "SEARCH".

B. FOR THIS MEMORANDUM IS THE AECF DIRECTOR MAJ MICHAEL MEISSEL, HEALTH SERVICES DIRECTORATE, HQ US ARMY RECRUITING AT 502-626-0361 OR MICHAEL.P.MEISSEL.MIL@MAIL.MIL.