

USAREC Regulation 601- 37

Personnel Procurement

Army Medical Recruiting Program

**Headquarters
United States Army Recruiting Command
Fort Knox, KY 40121-2725
11 July 2018**

UNCLASSIFIED

SUMMARY of CHANGE

USAREC Regulation 601-37 Army Medical Recruiting Program
This major revision, dated 11 Jul 2018.

- o Para 1-7(b) added to include dual scrolling and commissioning process into USAR.
- o Para 5-5 updated with Social Security Card requirements.
- o Para 5-5 added social security card requirements for permanent resident applicants.
- o Para 5-9(c, d) updated requirements for Query of National Sex Offender Registry verification.
- o Para 6-1 added UF 601-37.66 (MRB Applicant Checklist) to serve as the final inventory list for building the boarding application.
- o Para 11-2(b) Procedures for use of the DD 2983.
- o Appendix A references added UF 601-37.66 to this list.
- o Appendix B-1 updated para a (4) to include new and old MCAT test scores required to process for HPSP.
- o Appendix B-1 updated para a (13) for minimum application criteria waiver submission.
- o Appendix B-1 updated para a (14) explains procedures for 3 and 4 year HPSP MAC waiver submission and documents required for submission.
- o Appendix B-1 updated para a (15) explains procedures for 2 year HPSP MAC waiver submission and documents required for submission.
- o Appendix B-2 para b/c Updated with AAC (automatic acceptance criteria) requirements.
- o Appendix B-3 Removed packet requirements to Fed-ex hard copy packet to HSD Program Manager.
- o Updated UF 601-37.1 added form DA 4572.
- o Updated UF 601-37.2 added form DA 4572
- o Updated UF 601-37.3 added form DA 4572
- o Updated UF 601-37.4 added form DA 4572
- o Updated UF 601-37.5 added form DA 4572
- o Updated UF 601-37.6 changed name of document to AMEDD Enlisted Commissioning Program. Updated Forms needed.
- o Updated UF 601-37.7 added form DA 4572
- o Updated UF 601-37.8 added form DA 4572
- o Updated UF 601-37.12 updated #18 and #19 to reflect current degrees. Updated UF 601-37.22 added degree for Nurse Midwifery.
- o Updated UF 601-37.23 updated special pay years to reflect 2, 3 and 4. Updated UF 601-37.25 added #7 to reflect social security number
- o Updated UF 601-37.26 updated paragraph c. to state "accession onto active duty" Updated UF 601-37.32 updated to change address of OTSG Medical Education Directorate.
- o Updated UF 601-37.33 to reflect incentive years of 2, 3 and 4 in section 2. Updated UF 601-37.35 to change #9 from degree field to field of study.
- o Updated UF 601-37.43 to remove Walter Reed Medical Center to Womack Army Medical Center.
- o Updated UF 601-37.48 to reelect incentive years of 2, 3 and 4 in section 2. Updated UF 1306 to change to new naming system of UF 601-37.68.
- o Updated UF 1308 to change to new naming system of UF 601-37.70 Updated SWIP agreement to new naming system of UF 601-37.71 UF 815 Rescind on publication of new update of this Regulation.

Headquarters
United States Army Recruiting
Command 1307 3rd Avenue
Fort Knox, Kentucky 40121-2725
11 July 2018

*USAREC Regulation 601-37

Effective 11 July 2018

Personnel Procurement

Army Medical Recruiting Program

For the Commander.

ISAAC P. JOHNSON
Colonel, GS Chief of Staff

Official:

Ronnie L. Creech
Ronnie L. Creech
Assistant Chief of Staff, CIO/G6

History. This is a newly revised USAREC Reg 601-37, dated 11 July 2018. The Army Medical Recruiting Program Prescribes the policies, procedures and responsibilities associated with the Medical Recruiting Program within the United States Army Recruiting Command. Its last update was 15 Aug 2017.

Summary. This regulation prescribes eligibility criteria governing the appointment of persons with or without prior service into the Army Medical, Regular Army and Army Reserve. It provides the policies and procedures to process applicants for direct appointment and student programs.

Applicability. This regulation applies to and is binding on all military and civilian members of the U.S. Army Recruiting

Command. Exceptions to non-statutory provisions may be made by Headquarters, U.S. Army Recruiting Command or Headquarters, Department of the Army. In cases of conflict between this regulation setting forth procedures for the recruiting of Army Medical Department applicants, this regulation will take precedence. Except as otherwise prohibited by law, Department of Defense, or Department of the Army, this regulation applies to U.S. Army Reserve personnel on active duty and to Army National Guard personnel performing recruiting duties within the U.S. Army Recruiting Command. This regulation applies to enlistments as well as appointments or commissioned and warrant officers.

Proponent and exception authority. The proponent of this regulation is the Health Services Directorate. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulations.

Army management control process. This regulation contains management control provisions in accordance with AR 11-2, but does not identify key management controls that must be evaluated.

Supplementation. Supplementation of this regulation is prohibited.

Relation to USAREC Reg 10-1. This publication establishes policies and procedures regarding policies for all six AMEDD Corps commissioned personnel procurement programs assigned to USAREC and processing applications for direct commission accessions for all AMEDD branches for AD, AR and ARNG programs in accordance with current regulations, directives, and policies according to UR 10-1, Para 3-27a., and para c.(6)

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 40121-2725.

Distribution. This publication is available in electronic media only and is intended for command distribution level A, 8, & C.

*This regulation supersedes USAREC Regulation 601-37, dated 1 June 2014

Contents (Listed by paragraph number)

Chapter 1.

Introduction • page 1

Purpose • 1-1, *page 1*

References • 1-2, *page 1*

Explanation of Abbreviations • 1-3, *page 1*

Responsibilities • 1-4, *page 1*

Denial of Appointment • 1-5, *page 1*

Penalties for Violating this Regulation • 1-6, *page 1*

RA and AR Appointment Requirements (Scrolling) • 1-7, *page 2*

Chapter 2

Eligibility/CV Determination • page 2

Eligibility for RA appointment • 2-1, *page 2*

RA Ineligibility • 2-2, *page 2*

Eligibility for AR Appointment • 2-3, *page 2*

AR Ineligibility • 2-4, *page 3*

Area of Concentration (AOC) Determination • 2-5, *page 3*

Curriculum Vitae Review Procedures • 2-6, *page 3*

Medical Qualification Processing 12-2 • 2-7, *page 3*

Chapter 3

Prior Service Applicants, • page 4

General • 3-1, *page 4*

Discharge Documents • 3-2, *page 4*

Request for Prior Service Records (PSR) • 3-3, *page 4*

Current Service Members Applicant Records • 3-4, *page 4*

DD 368 Processing • 3-5, *page 4*

Chapter 4

AR Processing and Vacancy, • page 7

General • 4-1, *page 7*

Processing New Accessions for Assignment to TPU • 4-2, *page 7*

Individual Mobilization Augmentee Program (IMA) • 4-3, *page 9*

AMEDD Professional Management Command (APMC) processing • 4-4, *page 9*

Chapter 5

Application Guidelines • , page 9

Verification of Citizenship • 5-1, *page 9*

Security Requirements • 5-2, *page 9*

Language Proficiency (English as a second language) • 5-3, *page 9*

Credentialing • 5-4, *page 9*

Name, Place of Birth (POB) and Date of Birth (DOB) verification • 5-5, *page 11*

Entry Grade Credit • 5-6, *page 11*

Transcripts • 5-7, *page 11*

USAREC Form 601-37.11/Letter of Recommendation (LOR) (professional references) • 5-8, *page 11*

Requirement for Query of the National Sex Offender Public Website (NSOPW) • 5-9, *page 12*

Memorandum for Record • 5-10, *page 13*

Health Services Directorate (HSD) Exception Procedures • 5-11, *page 13*

Chapter 6

Preparation of the Application • , page 13

General Information on Appointment Application Checklists • 6-1, *page 13*

Guidelines for Utilizing Appointment Application Checklists • 6-2, *page 13*

Contents of Appointment Application Checklists • 6-3, *page 13*

Packet Preparation • 6-4, *page 14*

Disposition of Applications • 6-5, *page 18*

Board Dispositions • 6-6, *page 18*

Chapter 7

Waiver procedures • , page 18

AMEDD Waiver Types, Descriptions, Regulatory Guidance, and Approval Authorities • 7-1, *page 18*

PE Waiver Procedures • 7-2, *page 18*

Conviction/Moral and Administrative Disqualifications • 7-3, *page 18*

Listings of Disqualifications for Conviction/Moral Waivers • 7-4, *page 19*

Administrative Instructions for Conviction/Moral and Administrative Waivers • 7-5, *page 20*

Age, Age-in-Grade, and Time in Service Waivers • 7-6, *page 20*

License Waiver Procedures • 7-7, *page 20*

Malpractice Waiver Procedures • 7-8, *page 20*

DA G1/ ASA M&RA Level Waivers • 7-9, *page 20*

Chapter 8

RA Accession Programs • , page 21

Responsibilities • 8-1, *page 21*

RA AMEDD Corps Professional Requirements • 8-2, *page 21*

RA AMEDD Corps Programs HPSP/ FAP/ AD HPLRP • 8-3, *page 21*

AN RA Programs and Options • 8-4, *page 21*

RA DC Programs and Options • 8-5, *page 27*

RA MC Program and Option • 8-6, *page 27*

RA MS Programs and Options • 8-7, *page 28*

RA SP Programs and Options PT Baylor, GPN, and IPAP • 8-8, *page 29*

Chapter 9

AR Programs and Incentives • page 31

Responsibilities • 9-1, *page 31*

AR AMEDD Corps Professional Requirements • 9-2, *page 32*

AR AMEDD Corps Programs and Options. STRAP, HPLRP and Special Pay • 9-3, *page 32*

AR MC and DC MDSSP • 9-4, *page 32*

Chapter 10

AMEDD Selection Notification and Processing • page 38

Board Selection Notification • 10-1, *page 38*

Managing Non-selected Applicants • 10-2, *page 38*

Declinations • 10-3, *page 38*

Administrative Declines • 10-4, *page 38*

Appointment Letters • 10-5, *page 38*

DA 71. Oath of Office • 10-6, *page 38*

Orders • 10-7, *page 38*

RA Accession Program Responsibilities • 10-8, *page 38*

Mission Credit Procedures • 10-9, *page 39*

AC to RC transfers • 10-10, *page 39*

Chapter 11

Management and Sustainment of Future Soldiers • page 39

Purpose • 11-1, *page 39*

Update and Follow-Up Procedures • 11-2, *page 39*

AD Assignments • 11-3, *page 41*

Overseas Processing • 11-4, *page 41*

First AD Assignment • 11-5, *page 41*

Chapter 12

Reporting • page 41

Application Call Outs and Board Ready Report • 12-1, *page 41*

Production reports • 12-2, *page 41*

Appendixes

A. References, • *page 42*

B. HPSP Requirements and Processing, • *page 53*

C. Convictions Waiver Classification Tables, • *page 63*

Glossary • page 67

Figure List

Figure 3-1 • DD 368 Process, *page 6*

Figure 4-1 • Processing New Accessions for Assignment to TPU, *page 8*

Figure 6-1 • Packet Preparation Process, *page 17*

Figure 8-1 • AECF Process, *page 25*

Figure 8-2 • Sample Letter of Purpose and Intent, *page 26*

Figure B-1 • HPSP Enrollment Process, *page 57*

Figure B-2 • ROTC/HPSP Pharmacy Co-op Process, *page 62*

Table List

Table C-1 • Traffic offenses, *page 63*

Table C-2 • Non-Traffic offenses, *page 64*

Table C-3 • Misconduct offenses, *page 65*

Table C-4 • Major Misconduct Offenses, *page 66*

Chapter 1. Introduction

1-1. Purpose

Prescribe 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) and provide the policies and procedures to process applicants for direct appointments and student programs.

1-2. References

Required and related publications and forms found in appendix A.

1-3. Explanation of Abbreviations

Abbreviations used in this regulation 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 Army Reserve (AR) appointments and the appointment of Regular Army (RA) commissioned and warrant officers (WO). Specified responsibilities of other agencies given 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 (PE) in accordance with AR 40-501.

d. The Commander, US Army Recruiting Command (USAREC) has the responsibility of processing AMEDD applicants for boarding, appointments and assignments into the AR and RA in accordance with Army G1 and OTSG guidance and applicable regulations.

e. The Commander, Medical Recruiting Brigade (MRB), USAREC has the responsibility of subordinate units' compliance with this regulation.

f. Health care recruiting personnel have the responsibility for processing applicants in accordance with guidance provided in this regulation.

1-5. Denial of Appointment

Except as delegated herein or by special directive, denial of appointment is 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 of appointment may be for individual cases or by an order applicable to all cases specified in that order.

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). In addition, military members may be subject to punishment for violation of UCMJ Art. 92(3) or Art. 84. Give specific attention 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 direct."

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 Requirements (Scrolling)

a. RA appointments (all officers entering Active Duty (AD)) in the grades of O-1 to O-3 require Secretary of Defense (SECDEF) approval. RA appointments (all officers entering AD) in the grades of O-4 to O-6 require Senate confirmation. All RA appointments must be U.S. citizens.

b. All Regular Army applicants that do not currently hold a military status (enlisted or officer) will be dual scrolled for both U.S. Army Reserve (AR) and Regular Army (RA).

(1) Dual scrolling and commissioning into the AR prior to accession on to Active Duty List (ADL) will ensure applicants are in a military status during travel to first duty assignment.

(2) These individuals will be released on the hard copy board results in the following paragraphs: Authorized to commission AR and will commission RA upon accession on to the ADL.

c. 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. AR appointments must be either U.S. citizens or legal permanent residents.

d. To obtain Senate confirmation or SECDEF approval of appointment all applicants must have an applicant profile created in the Direct Commissioning and Accession (DCA) system.

e. Once received, Senate and/or SECDEF approval of board-selected individuals prompts HSD to request an offer for appointment memorandum from Human Resources Command (HRC). HSD receives and approves offers for appointment prior to tendering appointments or processing orders. HSD provides official notification regarding the completion of all required processing steps to the MRB on a Board Results memorandum signed by the HSD director.

f. For RA appointments, completion of the DA Form 71 (Oath of Office-Military Personnel) occurs upon the selectee's arrival at the Basic Officer Leader Course (BOLC) as a 2LT or (if BOLC qualified) their first duty station.

g. For AR appointments, completion of the DA Form 71 occurs upon official notification as indicated in (e.) above. The DA Form 71 will indicate "Reserve Commissioned Officer."

h. F. Edward Herbert Armed Forces Health Professions Scholarship Program (HPSP) participants will receive an AR appointment while participating in the HPSP.

Chapter 2.

Eligibility/CV Determination

2-1. Eligibility for RA appointment.

a. Applicants must meet RA appointment requirements IAW AR 601-100.

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

c. Applicants must meet medical fitness standards IAW AR 40-501 unless granted a waiver.

d. Applicants must meet height and weight standards IAW AR 600-9.

e. Applicants who wish to remove their status as a conscientious objector must do so in IAW AR 600-43.

f. Applicants must apply and gain approval for a secret security clearance IAW AR 380-67. This requirement is not waiver-able. OPM must accept security clearances and fingerprints for processing prior to commissioning applicant. NOTE: A denied security clearance for any applicant results in the revocation of their commission, rendering them ineligible for appointment.

g. Commissioned officers must be able to complete 20 years of Active Commissioned Service (ACS) prior to their 62nd birthday IAW Title 10 USC 532(a)(2). The only exception to this rule is members of the Medical Corps (MC), and Dental Corps (DC).

h. AMEDD applicants must meet educational requirements IAW AR 135-101, AR 601-100, DA Pam 600-4, and DA Pam 611-21.

i. Applicants must be proficient in the English language.

j. Applicants must be of good moral character IAW Title 10 USC 523 (a) (3). If an applicant has a current suspension of favorable personnel action pending under AR 600-8-2, they cannot have good moral character.

2-2. RA Ineligibility

Individuals are ineligible for appointment if listed as ineligible IAW AR 601-100.

2-3. Eligibility for AR Appointment

a. Applicants must meet the eligibility requirements of AR 135-100 and AR 135-101

b. Applicants who are enlisted Soldiers (including cadets) are discharged on acceptance of an appointment IAW AR 3-178.

2-4. AR Ineligibility

- a. Persons specified as ineligible in AR 135-100 and AR 135-101 must have a waiver for appointment.
- 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 for each violation unless they received six or more violations in a one-year period.

2-5. Area of Concentration (AOC) Determination

- a. The appropriate HSD division (via specific program managers and corps consultants) awards the AOCs/ASIs based on guidance provided in DA Pam 611-21.
- b. HSD considers professional work experience and education when awarding an AOC. The assigned AOC reflects the area in which they are currently practicing.

2-6. Curriculum Vitae Review Procedures

Submit all curriculum vitae (CV) review documents electronically through MRBn Ops for quality control. MRBn Ops will submit to US Army FT Knox USAREC List RCHS-CV-XX-mgr@mail.mil, with XX replaced by Corps abbreviation (AN, MS, MC-VC, or SP-DC). The MRB Ops will communicate with HSD Ops regarding the proper CV submission procedures due to possible changes in the system. The MRBn Ops 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.docx (example: WilliamsMC.docx); in the event an individual submits more than one CV, the format into the corps folder would be last name corps #.docx (example: WilliamsMC2.docx). An approved CV is required prior to forwarding an application to MRBn Ops for initial QC. The CV or resume review will include the following items and attachments:

- a. CV or resume
 - (1) Name
 - (2) Address
 - (3) Phone numbers (home, work and cell)
 - (4) DOB
 - (5) E-mail address
 - (6) Chronological work history with brief job description (dates in mm/dd/yy format)
 - (7) License, certifications, and/or registrations
 - (8) Civilian education
 - (9) Military history and education (if applicable)
- b. Attachments:
 - (1) Official transcripts showing degree awarded for area of concentration (copy), include school accrediting organization.
 - (2) All current, unrestricted license Prime Source Verified (PSV), certifications, and/or registrations (copy) with statement of initial issue date.
 - (3) All other license (PSV), certifications, and/or registrations (copy) with statement of initial issue date.
 - (4) Statement of motivation and intent from applicant.
 - (5) DD Form 214 (Certificate of Release or Discharge from Active Duty) (copy).
 - (6) DD Form 215 (Correction to DD Form 214, Certificate of Release or Discharge from Active Duty) (copy).
 - (7) NGB Form 22 (Report of Separation) (copy).
 - (8) All officer evaluation reports (OERs) or noncommissioned officer evaluation reports (NCOERs), if applicable (copy).
- c. Resubmission of CVs after disapproval or return without action.
 - (1) The Station NCOIC or OIC must clearly identify all CV resubmissions including all changed from the initial CV when resubmitting within the same FY.
 - (2) Validation of changes to the initial CV must be included with the request for resubmission and verified by the MRBn Ops.
 - (3) The MRB S3 approves any further resubmissions, with validation of all changes verified by the MRB S3 and submitted to HSD Ops.

2-7. Medical Qualification Processing

- a. The station commander will ensure Live-Scan electronic fingerprint check is completed prior to physical for all applicants. See Live-Scan manual for procedures.
- b. AR 40-501 is the governing regulation for all applicant physicals. All enlisted applicants applying for appointment must meet AR 40-501, CH 2.

c. Consideration of waivers for those individuals deemed physically disqualified begins at the recruiter level. The recruiter submits for a waiver once all supporting documentation is complete and uploaded into DCA. The USAREC Surgeon reviews all disqualified physicals for final determination of the waiver request.

Chapter 3. Prior Service Applicants

3-1. General

Prior service records (PSR) are required for all individuals with PS. The HSD, appropriate corps program manager, will make the final determination of adequacy of PSR.

3-2. Discharge Documents

a. Applicants with prior active military service must have a DD Form 214 for all periods of AD service to process an application (must be "long form").

b. Applicants with prior NG service must have a NGB Form 22 with reenlistment eligibility (RE) code.

3-3. Request for Prior Service Records (PSR)

Make all PSR requests electronically via e-mail. The station commander maintains the original hard copy SF 180 (Request Pertaining to Military Records) and FL 142 (Request for Prior Service Verification) on file and places a copy of the SF 180 into the DCA application Prior Service Folder. Submit PSR requests via e-mail through approved channels to MRB ops. Minimum time allowed for receipt of PSR is 3 to 6 weeks. Each emailed request must include the applicants name and primary identification (PRID) from DCA.

3-4. Current Service Members Applicant Records

a. Obtain the following records from the applicant's current unit in order for boarding:

- (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/ORB
 - (f) DA Form 1059 (Service School Academic Evaluation Report) and OERs
 - (g) Non-selection letters for promotion
- (2) Enlisted members
 - (a) All enlistment documents
 - (b) DA Form 2-1/ERB
 - (c) Promotion orders to E-5 and above, when appropriate
 - (d) DA Form 1059 (Service School Academic Evaluation Report) and NCOERs
 - (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 commander or representative is required. This does not remove the requirement to obtain documents for boarding. The MRB Ops must communicate directly with HSD to verify if the records obtained are sufficient for boarding purposes prior to submitting an application packet.

c. All AD Soldiers will require an approved DA Form 4187 to continue processing. The recruiter then scans a legible copy of the approved 4187 into DCA.

3-5. DD 368 Processing.

AR 140-10 governs Army Reserve and Army National Guard processing of transfers. AR 614-100 governs Army Officer Transfers. AR 635-200 governs Army Enlisted separations.

a. Applicants processing for appointment into the Regular Army (RA) or Army Reserve (AR) and are current members of any component of another service must have an approved DD Form 368 prior to board release. The station commander will ensure all conditional release documents are accurate, legible and complete when scanned into DCA.

b. All Service members require a commander's recommendation. The Commander's recommendation must contain the statement "I understand this Service Member will vacate their current position upon selection and appointment for AMEDD". Enter this recommendation on Page 2 of the DD 368 or as a separate MFR.

c. Board release and accessions actions

- (1) The MRBn Ops forwards a copy of the offer for appointment to the above appropriate address within 72 hours

of notification. The Future Soldier Leader (FSL) coordinates the discharge order and DA 71 completion with the losing unit, ensuring the discharge order is the day prior to scheduled commission date. The FSL will then complete the DCA accession contract for processing of assignment orders for AR Soldiers.

(2) After board selection of RA Future Soldiers, the FSL will complete the DCA accession application and forward to HSD.

(3) The FSL coordinates with the losing unit for the effective date of discharge order one day prior to the reporting date of RA accession orders. The FSL must complete the DD 368, section III as the certifying official. The designated recruiter will submit a copy of the completed DD Form 368 with a copy of the accession orders within 72 hours of receipt to the losing unit. Use the SF 200 to track this action.

d. The losing unit will provide the designated recruiter with the discharge order when received. The FSL maintains weekly contact with the losing unit until receipt of the discharge order.

e. Upon receipt of the discharge order, the FSL verifies the date the oath is executed (date on DA 71) is the day after the discharge date.

f. The FSL will scan the discharge order into DCA; provide a copy to the applicant, and notify the MRBn Ops through the chain of command. The FSL ensures a complete DCA record and forwards it to HSD Ops.

g. Once the MRBn Ops verifies the discharge order in DCA, they pull the reservation and ensure ship verified in REQUEST. Scan the Ship verification page into the DCA source folder and forward the DCA record to HSD for review. Do **NOT** complete the ship verification prior to receipt of the discharge order, as it causes an erroneous transfer into the IRR.

h. Once the DCA record passes QC at HSD, HSD forwards it to HRC for assignment orders. DCA will award credit at this time.

Figure 3-1. DD 368 Process

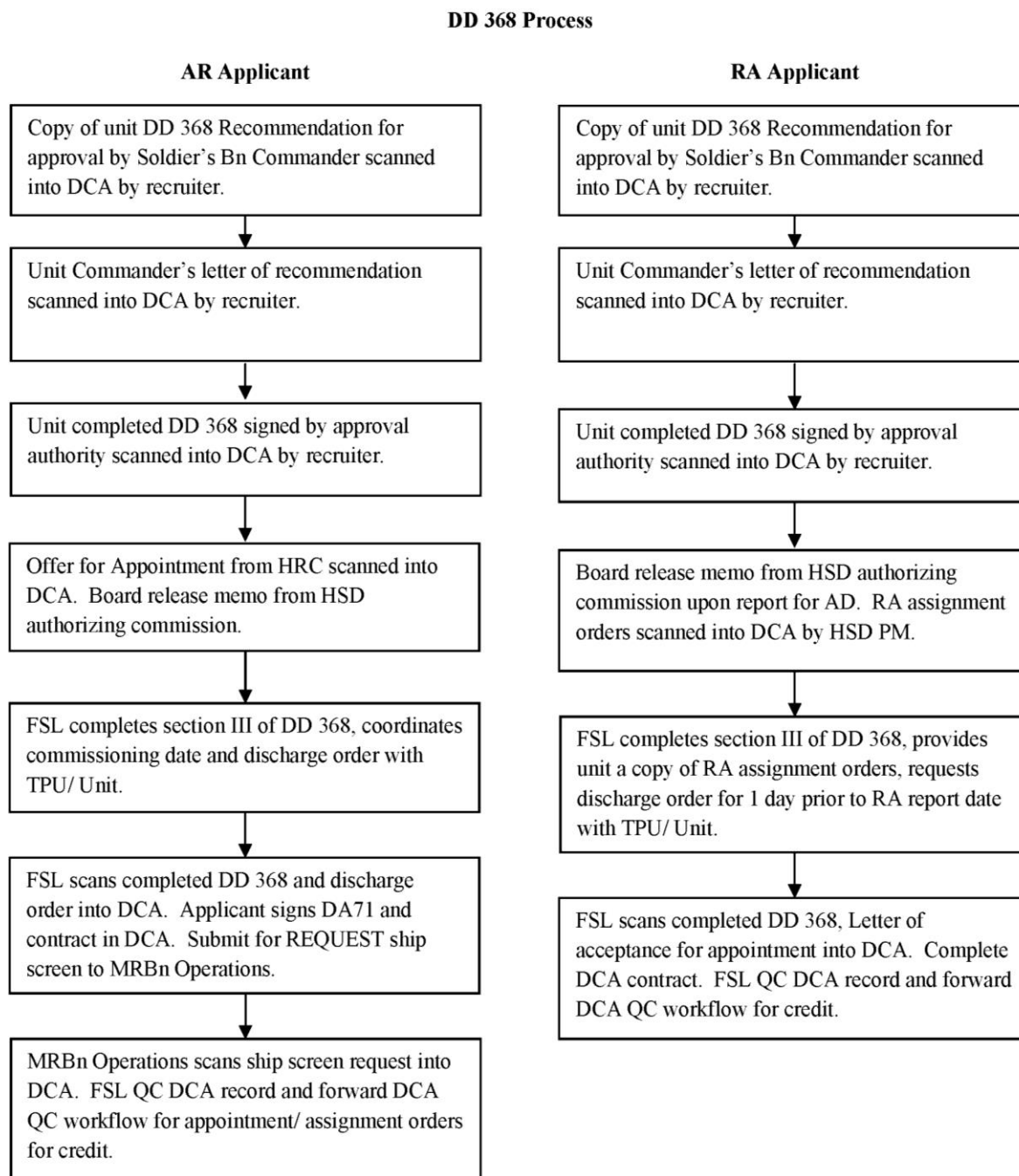


Figure 3-1. DD 368 Process

Chapter 4.

AR Processing and Vacancy Verification

4-1. General

- a. This chapter provides additional instructions for the processing of applicants into the AR as new accessions.
- b. Complete credentialing of new accession applicants prior to submitting applications.

4-2. Processing New Accessions for Assignment to TPU.

a. Once a fully qualified AMEDD applicant agrees to process, an application for board selection begins. The recruiter provides the name and expected AOC of the applicant (via e-mail) to the MRBn Ops. The MRBn will then identify a valid vacancy for the applicant's AOC using REQUEST, quick vacancy search (QIKLOK), and the Unit Vacancy Report.

NOTE: If recruited for a specific AOC that requires an additional skill identifier (ASI), the applicant's assignment is to a vacancy with that ASI.

b. The MRBn Ops provides the applicant's name, vacancy control number, unit identification code (UIC), paragraph, line, and position number to the appropriate Regional Support Command (RSC) REQUEST manager to put the vacancy in a "HOLD" status. The manager must place the applicant's name, SSN, and requestor (USAREC) in the "Remarks" section of the "HOLD" screen.

c. Once the vacancy is in a "HOLD" status, the MRBn Ops pulls the "HOLD STATUS" screen and scans it into DCA along with the data on the Assignment and Scroll Info screen.

d. Once completed, the Ops NCO/HR specialist notifies the recruiter of completion (via e-mail).

e. After notification of an applicant's selection for appointment and commissioning, DCA sends a workflow to the MRBn Ops. The MRBn Ops will then contact the RSC REQUEST manager to have the vacancy placed in an "Open" status for accession. The MRBn Ops then builds the record, makes the reservation, accesses, and ship verifies the record in REQUEST.

f. The MRBn Ops scans the reservation letter into the Source folder as the REQUEST ship screen. After approval of the QC workflow, HSD receives the reservation letter along with the DCA record. The HSD, HR technician, verifies the documents using the DCA record and follows established procedures for distribution of the appointment packet for orders processing.

g. The MRBn Ops cancels reservations for applicants who stop processing, are ineligible, are non-select, or decline commission.

Figure 4-1. Processing New Accessions for Assignment to TPU

New Accession for Assignment to TPU Process

AR Applicant

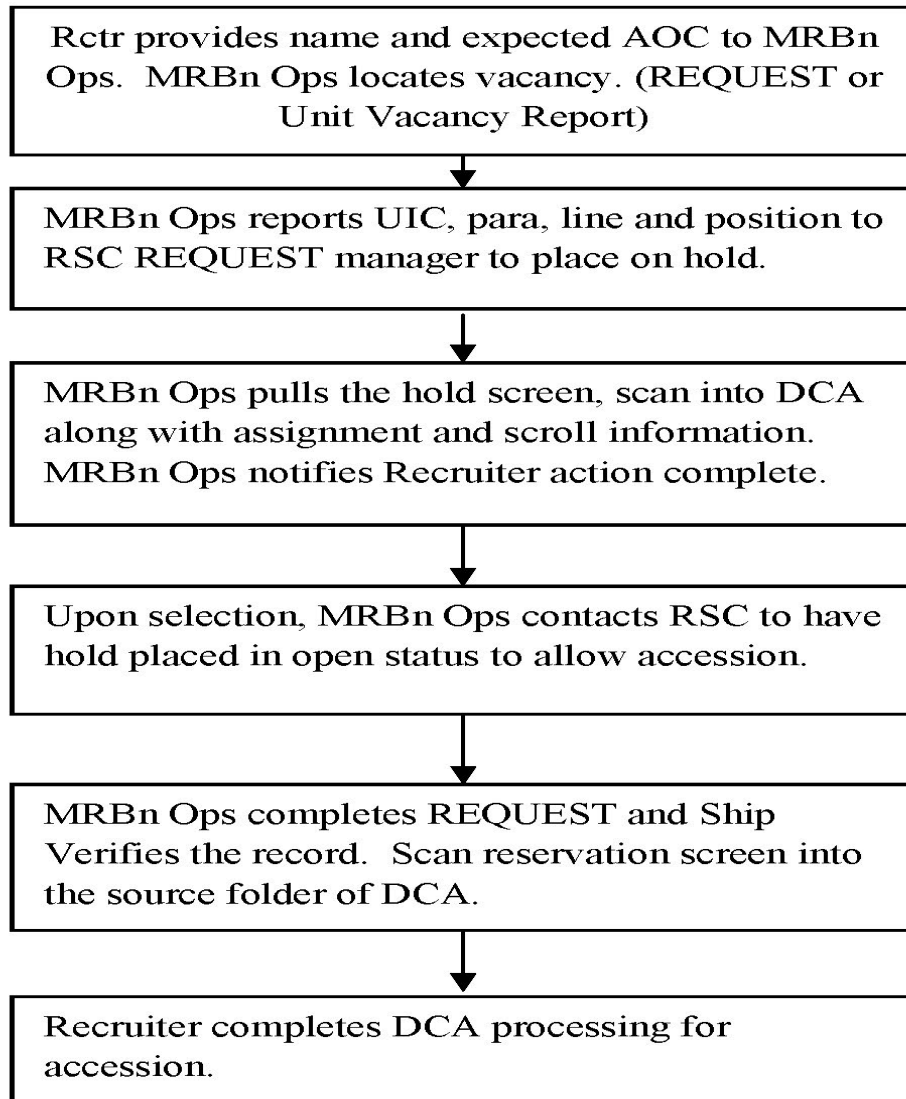


Figure 4-1 Processing New Accessions for Assignment to TPU

4-3. Individual Mobilization Augmentee Program (IMA)

Current IMA guidance is in AR 140-145. Applicants applying for IMA positions must complete USAREC Form 601-37.37 in addition to AR 140-145 requirements.

4-4. AMEDD Professional Management Command (APMC) processing.

The critical medical AOCs vacancies identified by the 90-day boots-on-the-ground policy and all STRAP recipients 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. All applicants applying for assignment must have a completed USAREC Form 601-37.20 from APMC.

NOTE: All STRAP recipients are assigned to APMC and given a standard paragraph and line number of 01/001 UIC W85D03.

Chapter 5.

Application Guidelines

5-1. Verification of Citizenship

Verify citizenship IAW AR 601-100, AR 135-100, AR 135-101, AR 601-210.

5-2. Security Requirements.

Health professionals receive appointments prior to completion of a National Agency Check (NAC) and/or Defense National Agency Check with Inquiries provided that:

- a. Initiate a NAC and/or Defense National Agency Check with Inquiries the same day as submitting an application for appointment.
- b. The applying health professional agrees in writing if the results of the investigation are unfavorable, he or she is subject to discharge if found to be ineligible to hold an appointment. This exception authorizes tendering appointments in the RC other than the National Guard (NG) to immigrant alien health professionals.

5-3. Language Proficiency (English as a second language)

- a. Applicants must meet language requirements IAW AR 621-5
- b. NPS applicants must take an English comprehension exam if they:
 - (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 one year.

5-4. Credentialing

a. Credentials review includes prime source verification of current and inactive licensure, certification, registration, education, training, experience, current competence, malpractice insurance, if applicable, malpractice suits, and use of the National Practitioner Data Bank (NPDB).

b. Any center member as designated by the center OIC (that is, civilian technicians, clerks, recruiters) verifies credentials. Center members are responsible for ensuring that the necessary documents and verification are included in all applications forwarded for boarding.

c. Type verification statements on the same page as the photocopy of the documents or staple to the photocopy of the documents. All verification statements will include signature block with a legible signature of the designated authenticator.

d. Professional license. All professional licenses ever held (current or past) by the applicant must be prime source verified (PSV) by the designated authenticator with the respective state credentialing board by website, written or telephonic contact. You must provide a copy of the credentialing webpage verifying licensure, if available. If the webpage is unavailable, a letter from the credentialing board or telephonic verification for each license will be used. The verification must include the license number, date of original issue, status of license (active or inactive), and state if the license is restricted, probationary, has been revoked or expired. Scan the PSV into the appropriate folder in DCA. Telephonic verification must include the point of contact and phone number, including extension. Copies of professional licenses are no longer needed for the application.

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 license (PSV), certificates, registrations, or DPLs from professional programs, postgraduate training certificates, and current specialty training certification cards must accompany the application.

(a) Verify all professional degrees and certificates of postgraduate training telephonically or in writing with the issuing school or agency.

(b) Verify certification and registration cards, to include date of original certification, with the issuing agency. Membership cards as distinguished from certification cards are not proof of certification.

(c) Provide information 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 of application reception by the appropriate division at HSD, a document reflecting professional privileges for the past 7 years must accompany the application. The designated authenticator will contact the health care facility 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) Provide malpractice insurance information on current carrier and any previous carriers for a period of 7 years.

(5) 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 any filed suits. Require reports of claims, suits and applicant affidavits as applicable.

(6) Provide a signed Statement of Understanding and Release of Information to schools, agencies, employers, and malpractice carriers to assist in the release of necessary documents.

f. National Practitioner Database (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 with 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. When given individual clinical privileges, audiologists, clinical pharmacists, and speech pathologists are included.

(b) Complete NPDB searches prior to boarding a health care provider applicant who previously held or currently holds a healthcare related certification, registration, or license. NPDB searches are not required for students (to include residents) who have been certified, or licensed as a health care provider.

(c) Send all NPDB search requests to the MRB, Ops NPDB technician prior to forwarding the application. The technician will enter and retrieve all searches of the NPDB.

(2) Search request preparation.

(a) The MRB Ops technician completes USAREC Form 601-37.25 (National Practitioner Databank Search Information). The form may be legibly handwritten or typewritten.

(b) USAREC Form 601-37.25 will contain the following information:

1. RSID: The submitting technician will enter the RSID number.

2. Branch: The branch for which the applicant is applying (AN, DC, MC, MS, SP)

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 any aliases, including 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

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 professional field of the practitioner's license. List ALL professional licenses.

12. Professional Schools Attended: The name of each health care professional school attended and year of

graduation or the year last attended.

(c) Conduct all searches within 24 hours of receipt. Results received within one week.

(d) Upon receipt of the search results, HSD Ops will deliver the results to the appropriate branch. The respective divisions maintain the results and include them with the application upon receiving it for processing, reviewing, and boarding.

5-5. Name, Place of Birth (POB) and Date of Birth (DOB) verification

a. Appoint applicants in the name reflected on a birth, baptismal, citizenship, or naturalization certificate or court order authorizing a change of name. An applicant may request appointment in the name he or she uses in the community provided the assumption of that name was not for fraudulent purposes. Permanent resident status applicants must use the name on I-551 or I-151.

Note: For further explanation, see AR 135-100 and AR 601-100.

b. The names as it appears on the applicant's USCIS documents shall be his/her enlistment name of record unless the member has legally changed his/her name subsequent to being naturalized (marriage).

c. This regulatory requirement is not to be interpreted in such a manner that the names must be identical, letter

d. for letter, such as these two examples: Example: If middle initial on the SSC is consistent with the middle name that is on the sources document for middle name (birth certificate, US Passport, etc.) continue to process. Example: If the name is misspelled on the SSC or is missing the suffix (Jr, Sr, II, III, etc.) a new SSC is required.

e. For further explanation, see AR 135-100 and 601-100.

5-6. Entry Grade Credit

Entry grade credit for health service officers is estimated using AR 135-101 and DODI 6000.13 for entry into DCA when building the initial record. HSD determines the actual entry grade credit for applicants as calculated through the board date.

5-7. Transcripts

a. Applicants applying for financial assistance for academic incentive programs (STRAP, CPIP, FAP, PSR, AEP, U.S. Army/University of Texas Houston Health Science Center (UTHHSC), Uniformed Services University of the Health Sciences (USUHS), HPSP, and MDSSP) must submit official transcripts for all undergraduate or graduate course work.

b. All other applicants must submit official transcripts for all college or university work from the institution. Transcripts must include degree, date degree conferred, and majors.

c. 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, translated into English, must document the type of degree and date conferred.

5-8. USAREC Form 601-37.11/Letter of Recommendation (LOR) (professional references)

a. The recruiter scans into DCA a minimum of three, but not more than five current professional references covering the 12 months preceding the date of application. References less than six months old best represent the applicant. References cannot exceed 12 months from the board date. Written letters of recommendation (LORs) are acceptable but should address all attributes and issues on the USAREC Form 601-37.11.

b. AN applicants.

(1) At least two references must be from the applicant's current RN supervisors.

(2) If the AN applicant has only one RN supervisor or no RN supervisor, a letter or memorandum from the HR department on the hospital letterhead must be included in the application. USAREC Form 601-37.11 or LOR is still required from current supervisors, even if those supervisors are not nurses.

(3) If the applicant is the senior nurse in the medical facility or Chief, CRNA, a letter or memorandum from the HR department is required. USAREC Form 601-37.11 or LOR from appropriate non-RN supervisors is still required.

c. A students. Students currently employed as professional nurses must submit at a minimum one supervisor reference and two nurse instructor references. Students not currently employed must submit at a minimum three nurse instructor references.

d. SP students. Students not currently employed as professional PTs, OTs, dietitians, and PAs must 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. MC students. Students require a Dean's letter, reference from the appropriate medical school department

chairperson, and reference from a professor in the applicant's medical school who is familiar with the applicant. Students in PGY1 require a 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 chairperson, and a reference from a staff physician who is familiar with the applicant.

f. DC Students. Include dean's letter with class standing and day, month, and year of graduation. DC FAP students must have one reference from the program director and two from faculty members. 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.

g. If a facility does not allow release of references, obtain a memorandum or letter from the facility stating that policy. This does not preclude the need for three references. The applicant may substitute their last performance appraisal for one reference.

h. Recruiters ensure instructors and/or supervisors understand that their written comments help the board members to determine the best-qualified applicants.

i. Under no circumstances will applicants be allowed to hand-carry these forms or be shown the completed USAREC Forms 601-37.11 or LOR.

j. Applicants who are currently on AD or who are members of a Reserve or NG unit must have a USAREC Form 601-37.11 or LOR from the unit commander 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 cannot evaluate the applicant, a statement from the unit with an explanation must be included. In that case, obtain a USAREC Form 601-37.11 or LOR from the acting commander on delegation orders, and include the delegation orders with the recommendation.

(3) This commander's reference or evaluation is in addition to the three required references.

k. All ratings of five or less on the applicant's 601-37.11 must include written comments in the remarks section or by memorandum signed by the individual providing the reference.

5-9. Requirement for Query of the National Sex Offender Public Website (NSOPW)

a. All applicants will have their personal information queried against the National Sex Offender Registry Website using the name on the individual's social security card and any other name/alias previously used.

b. Steps to obtain National Sex Offender queries:

(1) Log and click on search for sex offender.

(2) Follow the guidelines for the search.

(3) Print the 1st page with the results of the query and add the following information to the page.

(a) Name of recruiting personnel obtaining query.

(b) Signature of recruiting personnel.

(c) Date of query.

(d) Applicant's name and SSN if missing from the result page.

c. Station commanders will access the United States Department of Justice website <http://www.nsopr.gov/>. The website provides an advanced search tool that allows a user to submit a single national query to obtain information about sex offenders; a listing of public registry websites by state, territory, and tribe; and information on sexual abuse education and prevention.

d. If the query results in a name match, each result should be thoroughly screened to ensure the results do not belong to the applicant in question. Most common disparity will be with age, race and photos that may be available. If results are negative, the recruiter will enter on the screen shot of the 1st page "Results are negative, name matches do not belong to name and last four of the SSN".

e. If the state search that an applicant has professed to live, work, and attend (ed) school is not functioning a later search is required so the state can be queried or DD369 labeled "Sexual Offender File Search" at the state level is required. No one will enlist without all the required "sexual offender file" check(s), for all official names held such as (maiden (if applicable) and assumed name) into either the RA or the AR without the required "sexual offender file" check(s).

f. Sex Offender File Check is required to be uploaded in ERM in the waiver folder under "Sexual Offender File Search". There is no requirement to scan in the whole search result.

g. Anyone registered as a sex offender will not be processed. If there are questionable cases after running all required queries and DD369(s) the BN Ops will make the final determination of eligibility. If the applicant continues to dispute the fact that he/she is not a registered sex offender forward the review to Enlisted Eligibility Processing Division via a suitability workflow.

5-10. 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 of verification, and the signature block and signature of the person making the verification.

5-11. Health Services Directorate (HSD) Exception Procedures

MRB Ops must forward all AMEDD exceptions through the current accessioning system to HSD Ops. All exceptions require recommendation from the Brigade Commander prior to final determination by the HSD director. Exceptions not available electronically are submitted using USAREC Form 601-37.46.

Chapter 6.

Preparation of the Application.

6-1. General Information on Appointment Application Checklists

a. The military technician normally is responsible for the proper completion of all appointment applications; however, the station commander may delegate this responsibility to any available recruiter

b. Use USAREC Form 601-37.13 to assist in the completion of the application.

c. Use the following forms for submitting all AMEDD appointment applications. These forms are commonly referred to as "appointment application checklists" and will serve as an "inventory listing" when building the boarding application. The station commander will verify the use of appropriate forms to complete the application.

- (1) USAREC Form 601-37.1 (Active Duty AMEDD Appointment Application Checklist).
- (2) USAREC Form 601-37.2 (Active Duty Student Program AMEDD Appointment Application Checklist).
- (3) USAREC Form 601-37.3 (USAR AMEDD Appointment Application Checklist).
- (4) USAREC Form 601-37.4 (USAR - STRAP AMEDD Appointment Application Checklist).
- (5) USAREC Form 601-37.5 (USAR - APMC Attachment AMEDD Appointment Application Checklist).
- (6) USAREC Form 601-37.6 (AMEDD Enlisted Commissioning Program Application Checklist).
- (7) USAREC Form 601-37.7 (Health Professions Scholarship Program AMEDD Appointment Application Checklist).

Checklist).

(8) USAREC Form 601-37.8 (Automatic Acceptance Criteria Health Professions Scholarship Program AMEDD Appointment Application Checklist).

- (9) USAREC Form 601-37.66 (MRB Applicant Checklist).

d. The station commander or their designated representative will QC all AMEDD applications for quality assurance prior to submission to MRBn Ops, Application Specialist for board consideration. Do not submit incomplete packets to HSD without an approved exception.

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 documents).

(2) Amber: No board and/or eligibility documents missing with no more than five call outs.

(3) Red: Any board and/or eligibility documents missing (not including PSRs). HSD tech supervisors will

determine final RWOA disposition for errors on six or more documents.

6-2. Guidelines for Utilizing Appointment Application Checklists

a. The application checklists consists of board and accession documents required for processing.

b. All applications are QC'd by the station commander and the MRBn Ops.

6-3. Contents of Appointment Application Checklists

a. DA Form 61.

(1) Digitally signed copies of DA Form 61 are authorized.

(2) Attach an affidavit to the DA Form 61 for any 'yes' answers.

(3) ROTC or prior service officer applicants with previously approved conduct waivers must include a copy of the request for waiver and waiver approval.

(4) If an applicant holds a 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, place the type of certification, number, and expiration date in item 41.

b. Applicant must sign and date the following forms:

- (1) USAREC Form 601-37.17.
- (2) USAREC Form 601-37.18.
- (3) Statement of motivation. One-page document indicating applicant's goals and objectives. HPSP applicants will use the USAREC Form 601-37.22 for their statement of motivation.
 - c. LORs or USAREC Forms 601-37.11. Use LORs primarily for references (use USAREC Form 601-37.11 if LOR 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 cannot supply or provide LORs to applicants.
 - d. USAREC Form 601-37.11 or LOR from chief nurse for certain AN applications only. Must clearly state the rating individual supervises or rates the applicant.
 - e. License prime source verification and certification.
 - (1) Without exception, all documents must be authentic and verified.
 - (2) The designated party or person will sign license verifications. Complete license verification for all licenses. Verify all previous and current professional licenses.
 - (3) Licenses expiring within 45 days after the application submission must include documentation of the request for re-licensure. Scan a copy of the renewed license (PSV) as soon as possible after the applicant receives it. Renew licenses that expired after boarding prior to accession.
 - (4) Certification.
 - (a) CRNA certification. Scan the current certification or recertification card into DCA. The AANA membership card is not acceptable. List certification number and expiration date on DA Form 61, item 37.
 - (b) Scan any current midwifery, practitioner, or critical care registered nurse certification, if applicable into DCA. Certifications must be from accrediting agencies listed in AR 135-101, table 3-5. List type of certification, number, and expiration date on DA Form 61, item 37 or item 41.
 - f. ENSQ SF 86 (JPAS Submission) required for all applicants.
 - (1) Submit to OPM electronically at the time of contract signature. Resubmit Live-Scan if greater than 120 days.
 - (2) Do not use abbreviations when completing background information.
 - (3) Do not use a post office box as an address. This applies to applicant's current residence and current place of employment only.
 - g. Use Live-Scan for all applicants. See Live-Scan manual for procedures.
 - h. DA Form 3575 or DA Form 3574.
 - (1) Use DA Form 3575 for all applicants with PS.
 - (2) Use DA Form 3574 for all applicants without PS.
 - i. DA Form 4572. Statement of understanding for all AR applicants.
 - j. 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 ENSQ SF 86), the additional documents below may be required for different programs:
 - (1) NGB Form 337 (Oaths of Office).
 - (2) NGB Federal Recognition Order (if applicant is applying for "incentives" programs).
 - (3) State Order.
 - k. Social Security Number verification.
 - (1) Recruiters will only process applicants for appointment into the RA or AR who have a Social Security number and a Social Security card.
 - (2) The Social Security card will be the primary document used to verify the SSN.
 - (3) PS applicants may use DD Form 214, DD Form 215 (Correction to DD Form 214, Certification of Release or Discharge from Active Duty), or NGB Form 22.
 - (4) Scan SSN verification document into DCA.
 - l. USAREC Form 601-37.58 Election or Declination of the Health Professions Scholarship Program Accession Bonus– must have original initials and signatures.

6-4. Packet Preparation

Use the appropriate appointment application checklist for all AMEDD officer programs. The following provides a comprehensive listing of all documents and forms required for each application (by AMEDD program type). The appropriate appointment application checklist reflects the requirements for specific forms or documents, and number of originals and copies. Note the additional documents below the checklist.

- a. All APMC Direct (AR). USAREC Form 601-37.5.
- b. All RA HPSP applications.

- (1) USAREC Form 601-37.7.
 - (2) USAREC Form 601-37.22 (Application for the US Army Health Professions Scholarship Program). Required for all HPSP applicants. Recommend electronic or typed form.
 - (3) USAREC Form 601-37.41 (Statement of Requirement for United States Medical Licensing Examination (USMLE), Comprehensive Osteopathic Medical Licensing Examination (COMLEX), National Board of Examiners of Optometry (NBEO), or National Board Dental Examination (NBDE), Part or Step 1 and Part of Step 2). Required for 1- or 2-year medical, dental or optometry HPSP applicants.
 - c. RA AAC for HPSP. USAREC Form 601-37.8.
 - d. MC, DC, VC and SP direct accession (RA).
 - (1) USAREC Form 601-37.1.
 - (2) USAREC Form 601-37.56.
 - (3) USAREC Form 601-37.63. MC and DC Critical Skills Accession Bonus applicants only.
 - e. MC Bonus Program (AR). USAREC Form 601-37.3.
 - f. MC direct accession (AR).
 - (1) USAREC Form 601-37.3.
 - (2) USAREC Form 601-37.37 (Statement of Understanding - Individual Mobilization Augmentee Positions, if applicable).
 - g. MC STRAP (AR).
 - (1) USAREC Form 601-37.4.
 - (2) USAREC Form 601-37.15 (New STRAP Application Cover Sheet).
 - (3) Additional documents: Letter of acceptance or USAREC Form 601-37.24 into a STRAP-eligible residency program. MCAT scores. 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.
 - h. MC FAP (RA).
- HSD Ops, on a case-by-case basis, must approve all requests to process an application for MC FAP prior to station commander submission.
- (1) USAREC Form 601-37.1.
 - (2) USAREC Form 601-37.28.
 - (3) USAREC FL 601-37.10 (Educational Delay Enrollment Verification Form).
 - (4) USAREC Form 601-37.27 (Department of the Army Service Agreement F. Edward Hebert Armed Forces Financial Assistance Program).
 - (5) USAREC Form 601-37.30 (Certification of Participation in the Financial Assistance Program).
 - (6) USAREC Form 601-37.31 (Army Specialty Delay Training Program Home Address Form).
 - (7) USAREC Form 601-37.49 (Army Policy)
 - (8) USAREC Form 601-37.50 (Concealment of Information)
 - i. AN direct accession (RA).
 - (1) USAREC Form 601-37.1.
 - (2) DA Form 7654 (Verification of Army Nurse Corps Clinical Competencies - Emergency Nursing Skill Identifier (SI M5)) if applicable.
 - (3) DA Form 7653 (Verification of Army Nurse Corps Clinical Competencies - Critical Care Nursing Skill Identifier (SI 8A)), if applicable.
 - (4) USAREC Form 601-37.47 (Agreement for the Generic Course Selection Program), if applicable.
 - (5) Bonus applicants: USAREC Form 601-37.16.
 - (6) USAREC Form 601-37.39 Incentives declaration.
 - (7) Additional documents: School certification verification.
 - j. AN STRAP (AR).
 - (1) USAREC Form 601-37.4.
 - (2) USAREC Form 601-37.15.
 - k. AN direct accession (AR).
 - (1) USAREC Form 601-37.3.
 - (2) USAREC Form 601-37.37, if applicable.
 - (3) Additional documents: School certification verification. For Bonus applicants, all of the above documents apply, and USAREC Form 601-37.16.
 - l. DC direct accession (AR).
 - (1) USAREC Form 601-37.3.

- (2) USAREC Form 601-37.37, (if applicable).
- m. DC AGD Program (AGD-1)(RA).
 - (1) USAREC Form 601-37.2.
 - (2) USAREC Form 601-37.42 (Educational Delay Accession Data).
 - (3) Statement of notification for dental license with National Board results.
- n. DC FAP (RA).

HSD Ops must approve all applications for DC FAP on a case-by-case basis, before station commander submission. (USAREC Form 601-37.1).

- o. DC STRAP (AR).
 - (1) USAREC Form 601-37.4.
 - (2) USAREC Form 601-37.15.
 - (3) Additional documents: Letter of acceptance into a STRAP-eligible oral surgery residency program. Official dental school transcripts. DAT score. If available, certified copy of the National Board results.
- p. DC Special Pay/Bonus Program/HPLR (AR). (USAREC Form 601-37.3).
- q. DC ECP (RA).
 - (1) USAREC Form 601-37.1.
 - (2) USAREC Form 601-37.26 (Statement for Requirement for Dental Licensure).
- r. VC direct accession (AR).
 - (1) USAREC Form 601-37.3.
 - (2) USAREC Form 601-37.37.
- s. U.S. Army Baylor Physical Therapy Program(RA). (USAREC Form 601-37.2).
- t. Dietetic Internship Program (RA).
 - (1) USAREC Form 601-37.2.
 - (2) Additional documents: GPA worksheet including overall GPA and prerequisite GPA major (last 2 years); GRE scores; autobiography; and Didactic Program in Dietetics (DPD) Verification Statement DPD Course List.
- u. Inter-Service Physician Assistant Program (RA).
 - (1) USAREC Form 601-37.1.
 - (2) USAREC Form 601-37.51 (Statements of Understanding for Inter-service Physician Assistant Program (Regular Army Officer)), (if applicable).
 - (3) USAREC Form 601-37.52 (Statements of Understanding for Inter-service Physician Assistant Program (Regular Army Enlisted)), (if applicable).
 - (4) USAREC Form 601-37.53 (Statements of Understanding for Inter-service Physician Assistant Program (Regular Army Warrant Officer)), (if applicable).
 - (5) USAREC Form 601-37.54 (Statements of Understanding for Inter-service Physician Assistant Program (Army Reserve Officer)), (if applicable).
 - (6) USAREC Form 601-37.55 (Statements of Understanding for Inter-service Physician Assistant Program (Army Reserve Enlisted)), (if applicable).
- v. SP, MS Direct (AR).
 - (1) USAREC Form 601-37.3 (USAR Appointment Application Checklist).
 - (2) USAREC Form 601-37.64 (Request for Professional Evaluation) (Program Manager submits if applicable).
- w. MS direct accession (RA). (This includes all MS direct accessions to include applicants for the podiatry and pharmacy and pharmacy residency programs.)
 - (1) USAREC Form 601-37.1.
 - (2) USAREC Form 601-37.56 (Active Duty Incentives Statement for DC,MC, MS, SP and VC).
 - (3) USAREC Form 601-37.40 (Pharmacy Officer Accession Bonus).
 - (4) USAREC Form 601-37.45 (Application for Army Audiology Externship Program), (if applicable).
 - (5) USAREC Form 601-37.64 (Request for Professional Evaluation) (Program Manager submits if applicable).
- x. MS CPIP (RA).
 - (1) USAREC Form 601-37.2.
 - (2) Additional document: USAREC Form 601-37.43 (Application for Army Clinical Psychology Internship Program).
 - (3) Post board document: USAREC Form 601-37.57. Service Agreement for CPIP.

Figure 6-1 Packet Preparation Process

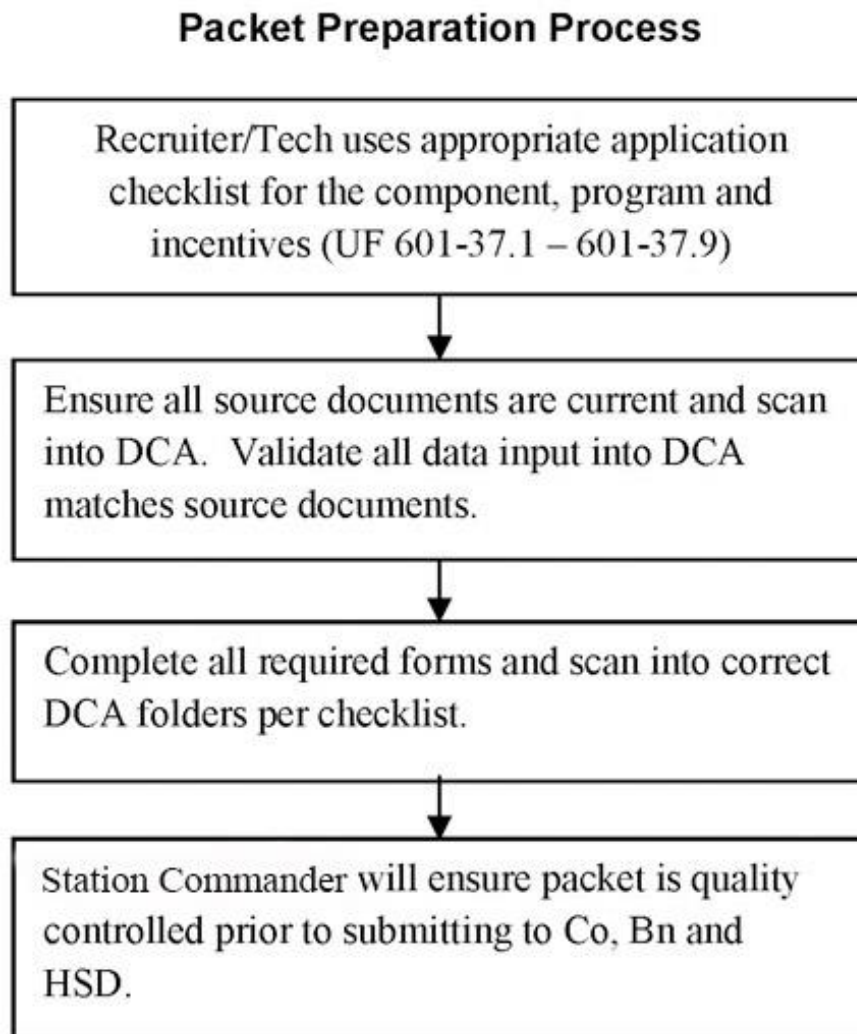


Figure 6-1 Packet Preparation Process

6-5. Disposition of Applications

- a. Submit all completed applications electronically using DCA by the established application deadline date. HSD will return any incomplete or inaccurate applications.
- b. HSD will process new applications within three working days of receipt. HSD will continue reviewing call outs returned up to the established board date.

6-6. Board Dispositions.

- a. Correctly completed, HSD approved applications will board at the next available board based on component, corps, AOC and program. Unofficial board results for all final board dispositions will reflect in DCA, and HSD will provide the official HSD signed board memorandum to the MRB Ops for distribution down to recruiter level. The board memorandum is FOUO, and not for distribution to applicants.
- b. Board dispositions for boarded records fall into two categories, pending and final.
 - (1) Pending dispositions must clear before release of final dispositions.
 - (a) Pending waiver – applicant is pending final determination of requested waiver. Approved waivers will result in final board disposition publication. Disapproved waivers will cause the record to return to Packet Prep in DCA. No resubmission of waivers for one year from initial board date, unless there is a significant change to the applicant's status.
 - (b) Pending exception – applicant is pending completion of requested exception. Exceptions completed, or no longer needed, cause publication of final board disposition.
 - (c) Selected OML – applicant was determined qualified, but not among the best selected. Based upon declinations, mission increases or rollover into the next year's mission, applicant's status may change to selected. Upon final determination of the OML for a given fiscal year (FY), the OML expires. Applicants may reapply provided they meet current FY requirements.
 - (2) Final dispositions complete the board actions in DCA.
 - (a) Selected – applicant is qualified to process for appointment. Applicant considered a Future Soldier.
 - (b) Non-Selected – applicant is not qualified to process, as determined by a board of peers. Applicant is eligible re-board one year from board date.
 - (c) Packet Prep – Waivers were disapproved. Board results are not valid for appointment. The governing regulation will determine when to request a new waiver. (Example: medical waiver – AR40-501)

Chapter 7.

Waiver procedures

7-1. AMEDD Waiver Types, Descriptions, Regulatory Guidance, and Approval Authorities

- a. UR 601-210 lists all conviction waiver codes, types, descriptions, regulatory guidance, and approval authorities.
- b. Delegation of authority is applicable to all applicants accessioned by USAREC and the revision of AR 135-100, AR 135-101, and AR 601-100 will incorporate changes. Director, Health Services Directorate, will maintain delegation of authority. The waiver must be fully justified as being in the best interest of the Army.

7-2. PE Waiver Procedures

AR 40-501 governs PE waiver requirements for physically ineligible applicants. Submit waiver request via DCA including:

- a. DD Form 2808, DD Form 2807-1, and USMEPCOM Form 680-3A-E and USMEPCOM Form 680-ADP.
- b. All supporting documents for physical disqualification.
- c. PS applicants must include DD Form 214, include PS Medical documents if medically discharged.

7-3. Conviction/Moral and Administrative Disqualifications

- a. Commanders at all levels determine if waiver requests warrant favorable consideration through—
 - (1) Questioning.
 - (2) Investigating.
 - (3) Counseling.
 - (4) Gathering proper documents and waiver request information.
- b. Recruiters must forward all waiver requests to the approval authority using DCA.
- c. Applicants who do not meet established accession standards are not eligible for accession unless authorized a

waiver. Commanders cited in these regulations have the authority to approve waivers, as appropriate. The burden is on the applicant to prove to waiver authorities that they have overcome their disqualifications for accessioning and that their acceptance would be in the best interests of the Army. Waiver authorities will apply the “whole person” concept when considering waiver applications.

d. Screen applicants with tattoos in accordance with AR 670-1.

7-4. Listings of Disqualifications for Conviction/Moral Waivers

a. RA applicants who do not meet the conviction/moral standards listed in AR 601-100 require a waiver. AR applicants who do not meet the conviction/moral standards listed in AR 135-100 require a waiver.

b. When processing conviction/moral waivers, list all offenses. If multiple charges arise out of a single act that results in a civil court conviction or other adverse disposition, consider all charges for accession eligibility purposes. For example, a person caught by police during an attempted shoplifting who then resists arrest and fined \$300 and one year unsupervised probation would require waivers for shoplifting and resisting arrest. Do not combine or stack charges as one charge. Consider all charges for waiver purposes. Refer doubtful cases to HSD.

c. Typical offenses for traffic, non-traffic, misconduct and major misconduct will follow the same guidelines found in AR 601-210.

d. Every request for a conviction/moral waiver will require the MRB, MRBn and MRC commanders’ letter of recommendation to accompany the waiver request. The MRBn and MRC commander will conduct an interview with the applicant as part of this requirement.

(1) Apply the whole person concept in determining the applicant’s moral qualification for appointment. Areas of consideration under this concept are: Number of offenses, severity of the charges, actual sentence, applicant’s age at time of violation, physical qualification for enlistment, employment history of applicant, educational achievements of applicant, and favorable comments from probation and parole officers, employers, and school officials.

(2) Grant moral waivers only in exceptionally meritorious cases. These cases must present clear evidence of rehabilitation and a high assurance that the individual will not become a disciplinary problem.

e. The following documents are required for submission of a conviction/moral waiver:

(1) MRB Commander’s letters of recommendation using the whole person concept.

(2) DD Form 369 requesting all criminal record information from city, county and state law enforcement agencies where offenses occurred. Consider this information confidential and do not disclose for other than recruiting purposes. If the applicant is prior service obtain a 369 from the Provost Marshal

(3) DD Form 369 obtained by recruiters of other armed services or ARNG recruiters are not accepted for RA or AR waiver processing.

(4) USAREC Form 601-210.2 or all court documents for all charges admitted by the applicant or uncovered during processing submitted by the recruiter to all applicable courts. Claim fees charged by the court for copies of court documents as reimbursable expenses for documents in the same manner as fees for copies of birth certificates or other official documents. If the charge for a copy of the court document is for a purpose other than a copying expense, do not obtain the document. Recruiters will check the online police agency list (PAL) on the Enterprise Portal.

(5) USAREC Form 601-210.2 documents the court information when the court will not furnish a copy of court documents or charges a fee other than copying expense, but will provide information about the applicant’s court history. Recruiters will ensure all information required and available is on the UF 601-210.2. If the court will not complete the form nor furnish court documents, but will allow the recruiter to review court records, the recruiter will record the court history on UF 601-210.2 and sign the form indicating that he or she extracted the information from official court records. If no court record exists, the applicant will complete the UF 601-210.2.

(6) USAREC Form 601-210.2 requesting all information from probation and parole officers. The recruiter will ensure the UF 601-210.2 includes the period of probation or conditions and the reason terminated. If checks with law enforcement agencies and the applicant both indicate that no probation or parole history is involved, then probation and parole UF 601-210.2 is not required.

(7) Use USAREC Form 601-210.4 to obtain a report from a correctional facility for all applicants detained, committed, or confined in a law enforcement facility. Confinement and detainment are applicable only when the restrained applicant could not leave the law enforcement facility, by whatever means, for a period in excess of one day. For applicants who were under house arrest, obtain UF 601-210.4 from the person having for monitoring the program.

(8) All prior service records pertaining to non-judicial punishment and/or any military court actions involving the applicant. This includes all copies of the DD214/215 and amendments.

(9) Applicant’s affidavit explaining the circumstances of the offense with any mitigating factors addressing all court/legal requirements, if requested by MRB Operations.

(10) DD Form 369, USAREC Form 601-210.2 and USAREC Form 601-210.4 are valid for indefinitely, unless the

applicant has new charges in that area.

7-5. Administrative Instructions for Conviction/Moral and Administrative Waivers

a. Waiver request procedures.

(1) Submit and track waivers electronically in DCA.

(2) Waivers of multiple disqualifications involving approval by separate levels of authority require approval by the highest approval authority. Intermediate commanders will make proper recommendations for each disqualification. Enter recommendations for disapproval of waiver requests electronically. For dual waivers requiring a conviction/moral and medical waiver, the approved medical waiver precedes submission of the moral waiver.

(3) Only the MRB commander or acting commander (on orders) forward conviction/moral waivers for convictions for major misconduct offenses.

b. Validity period. Unless otherwise stated on waiver cover sheet or document, waivers granted under this chapter are valid for 12 months from approval date unless a change in status occurs or a granted extension. (Exceptions are Future Soldier personnel whose waivers are valid until RA accession if no change occurs in qualifications.)

(1) Applicants who acquire additional offenses or disqualifications after waiver approval must resubmit waiver for reconsideration before accession.

(2) Medical waivers are valid for the duration of the physical examination.

7-6. Age, Age-in-Grade, and Time in Service Waivers

Submit waiver requests through DCA. These waivers are covered under AR 135-100, 135-101 and AR 601-100.

7-7. License Waiver Procedures

Submit waiver requests through DCA. Each waiver request will include the following:

a. Applicant's statement explaining, in detail, reason for license waiver request.

b. License(s) with prime source verification.

c. Documents from state medical board, if applicable.

d. Copy of applicant's National Practitioner Data Bank (NPDB). No more than three months old.

e. All city, county, state, and/or Federal court documents, if applicable.

7-8. Malpractice Waiver Procedures

All malpractice suits require closure prior to processing for appointment. Submit waiver requests through DCA. Each waiver request will include the following:

a. Applicant's statement explaining, in detail, reason for malpractice waiver request.

b. All malpractice claims, including prime source verification from the insurance provider.

c. Documents from state medical board, if applicable.

d. Copy of applicant's National Practitioner Data Bank (NPDB). No more than three months old.

e. All city, county, state, and/or Federal court documents, if applicable.

7-9. DA G1/ ASA M&RA Level Waivers

Submit waiver requests through DCA. HSD will generate the ASA M&RA packet after the DCA board. Each request will include the following:

a. Endorsement from the Company Commander 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, if applicable.

d. Statement of motivation.

e. All OERs (FITREPS), NCOERs, if applicable.

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 (USAREC Form 601-37.25).

i. Licenses with prime source verifications.

j. Regular or non-regular retirement statement.

k. Documentation of estimated mandatory retirement date.

l. For service availability waiver and age-in-grade waiver, the Record of Award of Entry Grade Credit (Health

Services Officers), DA Form 5074.

m. Applicant's service availability statement, if applicable.

Chapter 8.

RA Accession Programs

8-1. Responsibilities

The appropriate program managers within HSD will ensure all programs applicable to their Corps are tracked using applicable regulations and provide updates to HSD Ops for distribution to MRB Ops and personnel to enhance tracking of annual mission accomplishments. HPSP PMs will track all authorized health care degree active duty student programs under HPSP in compliance with applicable law, regulations, and policies based on annual mission.

8-2. RA AMEDD Corps Professional Requirements

Reference professional requirements in AR 135-100, AR 135-101, AR 601-100, AR 601-141, DA Pam 600-4 and DA Pam 611-21.

8-3. RA AMEDD Corps Programs HPSP/ FAP/ AD HPLRP

- a. The policies, provisions, and application guidelines of the HPSP/FAP/ADHPLRP are contained in AR 601-141.
- b. HPSP requirements and processing are located in Appendix B. OTSG/GME publishes the policy on AFHPSP/FAP annually, available on the MODS website.
- c. SECDEF updates stipend amounts annually.
- d. Applicants applying for HPLRP must complete USAREC Form 601-37.32 verifying understanding of their responsibility for the HPLRP process.

8-4. AN RA Programs and Options

Long-term Health Education Training (LTHET) Anesthesia Nurse Programs, AMEDD Enlisted Commissioning Program (AECF) and Special Pay.

a. AN RA LTHET Anesthesia Nurse Programs (AN)

(1) General. The AN uses the United States Army Graduate Program in Anesthesia Nursing (USAGPAN) (also known as LTHET) to educate direct accession officers in nurse anesthesia.

(2) Direct accession applicants requesting education in this fully funded nurse anesthesia program must apply to Northeastern University (NEU). If selected by NEU, they board for selection as a funded student in the anesthesia program. If selected for appointment and not selected for the educational program, 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 the mission is unfulfilled). Applicants not selected for appointment, must wait one year before they can reapply.

(3) Specific guidance is posted for each FY on the AN section of the HSD website.

b. AMEDD Enlisted Commissioning Program (AECF) Guidelines.

(1) The AMEDD Enlisted Commissioning Program (AECF) provides eligible RA, AR and NG 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 while attending school for up to 24 consecutive months of enrollment. Program funds academic costs reflective of FY policy and procedures as determined by AMEDD Center and School. HSD boards' officers publish deadline for receipt of applications prior to the start of each FY. The selection board will convene each FY. Late applications will be considered by current guidance of HSD and the MRB dictated in AECF FY Guidelines.

(2) AECF Applicant Processing AECF applications/board packets will be processed and submitted through local AMEDD recruiters.

(3) Eligibility.

(a) The applicant must be an enlisted member of the RA, AR, and ARNG. HSD and the Nurse Corps determines time- in-service and age eligibility published in the AECF FY Guidelines subject to needs of the Nurse Corps and current regulations.

(b) Soldier must obtain a conditional branch release prior to boarding. **IMPORTANT:** If the Soldier comes down on PCS orders, whether in the continental United States or outside the continental United States, during the timeframe that the Soldier is applying to AECF, the Soldier must contact their respective MOS branch manager at HRC and inform that office regarding the Soldier's application status to the AECF. The Soldier may also provide HRC with the AECF Program Director's e-mail address and phone number for HRC's verification.

(c) The applicant must be within 24 consecutive calendar months or less (non-waiver able) of obtaining a bachelor's degree in nursing from an accredited and approved educational institution with an academic and clinical curriculum in English. The educational institution must prepare graduates for NCLEX-RN licensure and have a 90% or higher pass rate on the NCLEX from the most recent completed year.

(d) The applicant does not qualify 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. AECF participants must reenlist for 72 months from the start/report date of school in order to have at least 48 months of time in service remaining after completion of their BSN program. Soldiers will retain their current rank and pay grade (unless promoted while in the AECF) until commissioning. Promotable participants in the AECF, upon reaching their promotion sequence number or cutoff score qualify for promotion.

(e) The USAREC AECF Program Director will initiate final HRC clearance for board selects. HRC will give final clearance for AECF selects to participate and start full-time study. The applicant will complete the mandatory service remaining requirement for MOS training prior to attending AECF. HRC enlisted branch managers and reclassification section may defer school attendance one year for those Soldiers whose release would compromise Army readiness. Applicants should have 12 months' time on station before starting school. Deferment authorized provided it will not jeopardize the selectee's eligibility to participate in the AECF.

(4) School selection and acceptance.

(a) Applicants boarding for the AECF must have acceptance (conditionally or unconditionally) to at least one college or university nursing program that meets all specified criteria. If the acceptance is classified as conditional based on a later school selection board or completion of prerequisite courses, it is required those classes be completed prior to starting in the BSN program at the selected school. It is highly recommended Soldiers apply to more than one school to prevent the AECF selection from becoming null and void should the school of choice non-select 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. Soldiers may submit up to four letters of acceptance from various schools of nursing.

(b) Army funding for tuition and fees is based on FY policy and procedures as determined by AMEDD Station and School.

(c) All students must maintain full-time status during each semester (no less than 12 hours per semester (Fall and Spring) and 6 to 9 hours in the summer. Full-time status varies for institution to institution and is the student's responsibility to verify.

(d) An agency recognized by the U.S. Secretary of Education must accredit selected schools. The two accrediting agencies are the Accreditation Commission for Education (ACEN) and the Commission on Collegiate Nursing Education (CCNE).

(e) Students must rank schools in order of preference with a brief explanation in the applicant's letter of purpose and intent (see i below). The USAREC AECF Program Director may redirect the AECF select to attend a school other than their primary choice.

(f) 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 prior to receiving reporting orders for AECF participation.

(g) For a selected applicant boarded with a conditional letter of acceptance, the USAREC AECF Program Director must receive the unconditional letter of acceptance no less than 60 days prior to the start date of school. Without the letter, the applicant will not start the program.

(h) Prerequisite courses are non-waiver-able. All prerequisites required prior to obtaining an unconditional letter of acceptance to a nursing program will be at the expense of the student. 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 the end of the FY, selection revoked and the applicant may reapply the following year without prejudice.

(i) NOTE: If a school grants conditional acceptance for anything other than completion of prerequisites, the student should seek acceptance at another school.

(5) Application documents.

(a) 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.

(b) OMPF records. Applicants will submit official copies of all NCOERs, DA Form 1059, and awards.

(c) DA Form 4187 (Personnel Action). Enter "AMEDD Enlisted Commissioning Program" in section III, block 8,

Other. The Soldier's battalion commander or higher must sign this form with the date of signature within six months of application deadline. Section IV, Remarks, must contain [1-5] below:

1. Height and weight in accordance with AR 600-9. Include Body Fat Content Worksheet results, if applicable.

2. APFT results (pass or fail) and date within the preceding 6 months.

3. Previous participation in ANY commissioning program (AECF, IPAP, ROTC, OCS, etc.) and reason(s) for inability to complete program.

4. "I have read and understand the FY guidelines". Soldier will place initials at the end of this 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 then place their initials at the end of this statement.

6. The "To" block will have the following: CDR, HQ USAREC, 1307 3rd Ave, Fort Knox, KY 40121.

(d) MILPO eligibility statement. This statement, signed by a MILPO official (OIC or NCIOC (E-6 or higher), verifies the applicant's eligibility to apply for selection. Use MILPO statement to ensure the Soldier does not have any pending UCMJ action, bars to reenlistment, flagged records, and etcetera. It is the responsibility of the Soldier to ensure the statement gets to the AMEDD recruiter. This statement will verify that:

1. Record reviewed as required and not currently pending UCMJ action, bar to reenlistment, or flag action.

2. Application does not contradict AR 600-8-2.

3. The applicant is not on reassignment orders or pending reassignment.

4. The applicant who holds MOS 68 W/M6 possesses a currently licensed to practice as an LPN or LVN.

(e) 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.

(f) PE. The Soldier must submit a commissioning physical in accordance with AR 40-501, chapter 2, along with the application include all lab results, drug screen, EKG and hearing test. The physical must be less than one year old by the time of the board. If applicant has a permanent profile that requires a waiver, submit early in the process to allow time for approval or disapproval. Student will submit another commissioning physical between junior and senior year. Report changes in physical status to the AECF Program Director immediately.

(g) Security clearance. If the Soldier currently holds a SECRET security clearance, include a letter from the Soldier's G-2 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 initiation of this action and the date of initiation along with a copy of the EPSQ or the validation report verifying acceptance of sub- mission. Without a SECRET clearance from the Investigation Service after acceptance to and participation in the AECF, the Soldier's removal from the program and reassignment defers to the needs of the Army. The Soldier is then required to serve the incurred ADSO under his or her enlisted status and MOS based on the amount of time spent in the AECF. The recruiter will also complete a Live-Scan background check when processing applicant.

(h) Letter of purpose and intent. The applicant's only opportunity to directly address the selection board is this brief but important letter. The letter permits the Soldier to provide information not contained elsewhere in the application, to clarify or amplify applications documents, and to explain the Soldier's particular qualification for the AECF. The letter (See Fig 21-5) will be no more than one page in length, typed single spaced, and address the following:

1. Name, SSN, and a request for selection into the AECF.

2. A brief statement expressing why you deserve consideration.

3. An explanation of why you want to be an Army nurse.

4. Pick three of the "Army Values" that are important to you, why they are important to you, and how you excel in them.

5. Closing paragraph

6. Any other pertinent information you feel the board should know.

7. Letter written using an active voice

(i) Letter of recommendation should address duty performance, competency, oral and written communication skills, motivation, character, maturity and/or potential as an officer and leader. The recommendations will be kept in their original sealed envelope sent to the recruiter, or emailed to the recruiter from the recommender.

-Applicant's company commander or higher.

-Applicant's immediate supervisor.

-Chief Nursing Officer at Army MTF.

-Others not to exceed two (2).

(6) Submission of application.

(a) Applications/board packets for AECF submitted and processed through the AMEDD recruiter. AMEDD recruiter will upload entire board packet into DCA for processing.

(b) Upon selection, the Future Soldier Leader ensures completion of USAREC Form 601-37.60, Post Board Application Checklist and submission with required updates.

(c) Complete USAREC Form 601-37.59, Contract for AECF.

(7) AECF selection.

(a) Once selected for the AECF, the applicant is responsible for communicating any changes in continued eligibility status to the USAREC AECF Program Director. Such changes may include, but are not limited to:

1. Inability to complete prerequisites that are required to allow the applicant to start the academic program in the FY of selection to the AECF.

2. Inability to obtain an unconditional letter of acceptance from the intended school of attendance. Must have an unconditional letter of acceptance, no less than 60 days prior to school start date.

3. A delay for any reason in starting the academic program in the time frame as identified in the application.

4. Changes in the program including failure of a class or changes made in the original schedule by the school reported immediately to the USAREC AECF Program Director.

5. Any change in medical condition, which significantly changes one's health, could possibly impact eligibility to complete the academic program in the specified time frame 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.

(b) Failure to meet all requirements during the applicant's selection and/or enrollment in the AECF will result in administrative deletion from the program. The Soldier would then revert to his or her primary MOS to fulfill any ADSO incurring during enrollment to AECF.

(c) While in the AECF, Soldiers assigned to the F Co 187th Student Detachment, ATTN: MCCS-BHR-SD, AMEDD Center and School, Joint Base San Antonio, TX 78234-5018, (UIC W077F1), with duty at the college or university, the Soldier is attending.

(d) AECF selects who reside in government quarters may be required to move even if the school is in the same geographic area, based on local installation decisions. The Soldier in the AECF who does not reside in government quarters will receive basic allowance for housing.

(e) 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 Program Director. Forms not received within ten days of completion of semester, will affect the tuition payment for the following semester. Violations will result in dropping Soldiers from the program. Verification of contact information (to include address, e-mail, and phone number) must be confirmed each time DA Forms 2125 is submitted.

(f) If a student fails or is failing a course, they will report this immediately to the AECF Program Director. Failure to meet course standard will result in the student review by the ANC Academic Review Board. The review board will make the decision to remove student or allow them to continue. If removed from the program, Soldier returns to their enlisted MOS to fulfill their ADSO.

(g) 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. Upon graduation, NLCEX pass and obtaining active nursing license, AECF graduates process and commission through the Direct Commission Course, Ft. Sill, OK with follow onto the Basic Officer Leadership Course (BOLC), JBSA, TX. Following BOLC, newly commissioned AECF participants will report to their first duty assignment to participate in the Clinical Nurse Transition Program. Processing through this training may vary dependent on class availability.

(h) An applicant will incur a 48-month ADSO. 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.

(i) AECF graduates will have 45 days from the date of graduation to study for and take the NCLEX-RN. Until receipt of NCLEX-RN results, AECF students attach to a local military unit or on approved leave in their status pending commission or disposition. If an individual fails the NCLEX-RN on their first attempt, he/she has 45 additional days to prepare for and take the NLCEX a second time. If the soldier fails to pass the NCLEX-RN on second attempt, they face removal from the program and revert to prior MOS to fulfill 48 month ADSO.

Figure 8-1 Sample letter of purpose and intent

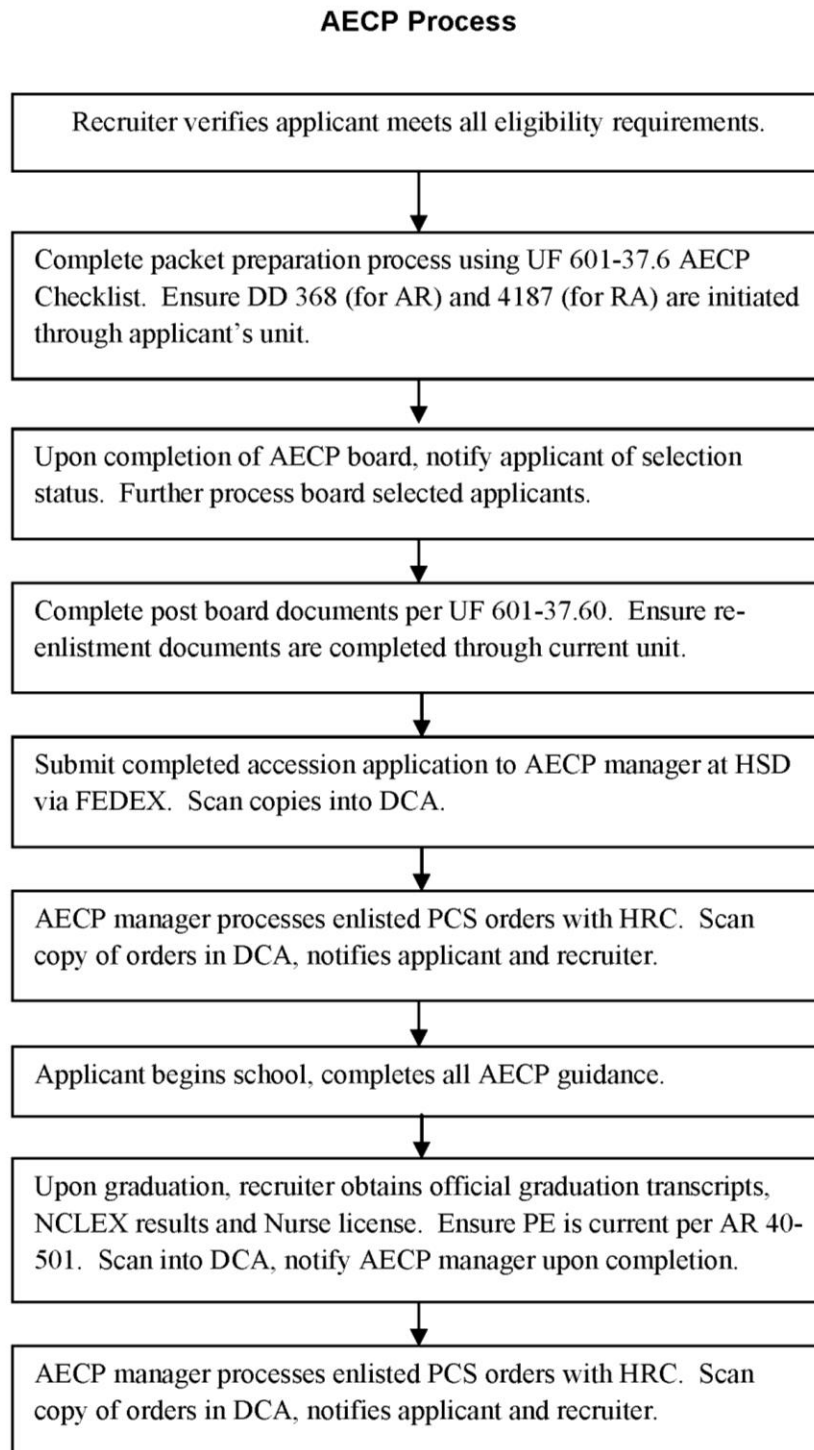


Figure 8-1 AECP Process

Figure 8-2. Sample letter of purpose and intent

DEPARTMENT OF THE ARMY
(YOUR UNIT ADDRESS STREET)
(YOUR UNIT CITY AND ZIP CODE)

XXX-XX

(dd/mm/yy)

MEMORANDUM FOR Commander, U.S. Army Recruiting Command, Attn: RCHS-AN
(AECF), 1307 3rd Avenue, Fort Knox, KY 40121-2725

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. Any other information that you think the board needs to know that would help in the consideration process.
5. List all prerequisite courses and how and when you plan on completing them.

Name
Rank/USA
Title

8-2. Sample letter of purpose and intent

c. RA Nurse Special Pay Programs

(1) General.

(a) Applicants who execute a written agreement for EAD for a period of not less than four years process for a lump sum based upon current incentive amount for that fiscal year upon reporting to their first permanent duty assignment after BOLC. Individuals who elect to combine the bonus with the AD loan repayment will only receive the authorized accession bonus amount for that fiscal year.

(b) Accession bonus monies are subject to withholding tax.

(c) This program must be appropriated each FY. Specific guidance published in the annual DA G1 mission memo.

(2) Eligibility.

(a) Applicants must qualify for RA appointment as an Army nurse in accordance with AR 601-100.

(b) Currently serving nurse officers in the Army, Navy, Air Force, or PHS are ineligible.

(c) Enlisted personnel and officers of branches other than AN must meet other eligibility criteria.

(d) 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.

(e) 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.

(3) Processing- The applicant must sign USAREC Form 601-37.16 (Request for Registered Nurse Accession Bonus), a legally binding written contract which must be submitted with the application for appointment. When dating USAREC Form 601-37.16, use the scheduled AD BOLC start date. ANC officers cannot request the accession bonus after entering AD.

(4) Payment -At arrival of first duty station applicant must complete USAREC Form 601-37.16, obtain letter of good standing (no flags) signed by company commander, provide a copy of orders, provide a copy of BOLC certificate to post finance office. Post finance office will submit paperwork to DFAS for payment. Applicant must be a BOLC graduate and in good standing to receive payments.

8-5. RA DC Programs and Options.

Advanced Education in General Dentistry Program and Accession Bonus

a. Advanced Education in General Dentistry Program (AR 601-141)

(1) Eligibility.

(a) Meet basic eligibility criteria.

(b) Be a senior HPSP student

(c) Be between age 21 and 46 and one-half.

(d) Meet medical standards and other basic criteria for appointment in the DC.

b. RA DC Accession Bonus

(1) General. An accession bonus for fully qualified dentists. Paid at first permanent duty station. Individual must have USAREC Form 601-37.29 and a copy of orders authorizing payment.

(2) Eligibility.

(a) Fully qualified for appointment as a DC officer in the Army.

(b) Individuals must be a graduate of an ADA accredited dental school.

(3) Obligation: Four years from EAD.

(4) Ineligible individuals.

(a) Officers who currently hold a DC commission in any service or component.

(b) Individuals with prior active or reserve service discharged from any uniformed service less than 24 months ago.

(c) Officers who have received financial assistance from DOD to pursue a course of study in dentistry in exchange for service as a DC officer.

(d) ROTC obligors who have a remaining service obligation.

(e) MAVNI applicants who still owe any part of their enlisted obligation.

c. Critical Wartime Skills Accession Bonus.

Availability of this program determined annually by OTSG and published in the DA G1 FY mission memo.

8-6. RA MC Program and Option.

Critical Wartime Skills Accession Bonus.

Availability of this program determined annually by OTSG and published in the DA G1 FY mission memo.

8-7. RA MS Programs and Options

Clinical Psychology Internship Program (CPIP), Podiatry Surgical Residency, Audiology Externship Program and Master's in Social Work.

a. CPIP. The Army CPIP offers eligible students an opportunity to complete the internship required for doctoral programs in psychology. The Army sponsors an APA-accredited, one year clinical psychology internship at WRNMMC, Tripler Army Medical Center (TAMC), Madigan Army Medical Center (MAMC), San Antonio Military Medical Center (SAMMC), and Dwight David Eisenhower Army Medical Center (DDEAMC).

(1) Applicants accepted into the program receive appointment as captains in the RA. Those appointed from HPSP receive appointment as RA officers in the MS in accordance with AR 601-100. Upon completion of the internship program, they process for RA assignment. Applicants not in the HPSP receive appointment as RA.

(2) Applicants accepted into the program who have not attended AMEDD BOLC will attend the course prior to beginning the internship or following completion of the internship.

(3) 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:

(4) Age. An applicant must be at least 21 years of age but not have passed his or her 40th birthday. Submit request for waiver of maximum age in DCA along with the application.

(5) Education. All applicants must have completed course work in an APA-approved graduate program, all course work leading towards a Doctor of Philosophy or a Doctor of Psychology in clinical or counseling.

(6) Obligation. Upon appointment in the MS, officers incur a minimum ADO of 49 months.

(7) 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.

(8) Program benefits.

(a) Officers will receive full pay and allowances of a captain while participating in the CPIP.

(b) Comprehensive training at WRNMMC, SAMMC, MAMC, TAMC, and/or DDEAMC.

(9) Processing.

(a) Selection of applicants for the internship made by a board of officers conducted at HQ USAREC. Applicants will be notified of their selection, selection as an alternate, or non-selection following completion of the Association of Psychology Postdoctoral and Internship Centers (APPIC) match process by the MS psychology consultant (see below).

(b) Selection boards typically occur annually.

(c) Applicant's performance, academic record, moral character, maturity, and leadership potential receive review. Applicant's potential to complete the internship and successfully perform the duties of an Army officer weighted heavily by the board.

(d) If there are more qualified applicants than program allocations, establishment of an OML occurs. HQ USAREC publishes a list of selectees, alternates, and non-selects, but does not release to MRBs until completion of the match process. The AMEDD internship directors of training or the psychology consultant will notify all applicants of their status in accordance with the rules outlined by APPIC. Applicants not selected by the board receive notification before the release of the APPIC match results and told that they do not remain under consideration for admission. Applicants recommended for selection or recommended as alternates by the board receive notification of their status on APPIC Match Day. Board results remain unreleased until the posting of match results. Directors of training will contact their respective applicants matched to their internship site until filling all slots. All applicants receive notification of their status by the AMEDD psychology consultant in accordance with the rules outlined by the APA.

b. Podiatric Surgical Residency (PSR) Program.

(1) The Army sponsors a three year PSR. The initial 12 months comprise completing core competencies.

(a) Applicants accepted into the program receive appointment as captains in the RA.

(b) Applicants accepted into the program who have not attended the AMEDD BOLC will attend the course following completion of the residency.

(2) 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:

(3) Age. An applicant must be at least 21 years of age but must not have passed his or her 40th birthday. Submit request for waiver of maximum age along with the application.

(4) Education. All applicants must have completed all course work leading towards a Doctor of Podiatric Medicine.

(5) Obligation. The ADO is 84 months, including the residency.

(6) Program benefits. Officers will receive full pay and allowances of a captain while participating in the residency.

(7) Processing.

(a) A board of officers conducted at HQ USAREC complete selection of applicants for the residency. Applicants receive notification of their selection, selection as an alternate, or non-selection by the residency director.

(b) Selection board occurs annually.

(c) Applicant's performance, academic record, moral character, maturity, and leadership potential receive review. Applicant's potential to complete the residency and successfully perform the duties of an Army officer weigh heavily with the board.

(d) If there are more qualified applicants than program allocations, establishment of an OML begins. HQ USAREC publishes a list of selectees, alternates, and non-selects, but cannot release to the MRB until the match. All applicants receive notification of their status in accordance with the rules outlined by the Centralized Application Service for Podiatric Residencies. The residency director receives mailed results on match day. HSD cannot release board results until the results of the match post. The remaining applicants receive an update of their status no later than two weeks after match day.

c. Audiology Externship Program (AEP)

(1) 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 WRNMMC. 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 experiences, residents will receive additional training through five rotational experiences: Hearing Conservation, Medical Audiology, Pediatric Audiology, Management of Amplification, and Vestibular Evaluation and Management.

(a) Applicants accepted into the program receive appointment as first lieutenant field medical assistants (70B). Upon successful completion of the AEP, applicants will earn the specialty identifier (72C).

(b) The AEP commences after attendance at the summer AMEDD BOLC.

(2) 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:

(3) Age. An applicant must be at least 21 years of age but not have passed his or her 40th birthday. Submit request for waiver of maximum age along with application.

(4) Education. Must have completed all academic course work for the clinical doctorate in audiology and be eligible for the fourth year clinical audiology residency.

(5) Obligation. Applicants incur a 36-month ADSO after successful completion of the one year residency program. Applicants who do not complete the program will incur a 36-month ADSO as a 70B.

(6) Registration. Upon completion of the AEP, officers must apply for licensure in audiology.

(7) Program benefits.

(a) Officers will receive full pay and allowances of a first lieutenant while participating in the AEP.

(b) Comprehensive training at WAMC.

(8) Processing.

(a) A board of officers conducted at HQ USAREC makes selection of applicants for the AEP.

(b) Selection boards occur annually.

(c) Applicant's performance, academic record, moral character, maturity, and leadership potential receive review. Applicant's potential to complete the AEP and successfully perform duties of an Army officer weigh heavily with the board.

(d) If there are more qualified applicants than program allocations, establishment of an OML begins. HQ USAREC publishes a list of selectees, alternates, and non-selects.

d. Master's in Social Work (MSW)

(1) The Army MSW is a two-phased program: The academic phase is a 14-month course consisting of 61 semester hours. The academic phase of the program precedes a 24-month post-graduate internship to allow graduates to meet independent practitioner licensing requirements for most states. Applicants selected for the MSW program receive an appointment as a Medical Service Corps Officer in the US Army and attend the AMEDD Basic Officer Leader Course (BOLC) prior to entering into the MSW program.

(2) Applicant eligibility and processing requirements will post annually on the FSU MSW website and MILPER message.

8-8. RA SP Programs and Options PT Baylor, GPN, and IPAP

a. U.S. Army Baylor University Doctoral Program in Physical Therapy (DPT).

(1) The U.S. Army Baylor University Doctoral Program in Physical Therapy is a 30-month tri-service program for the uniformed services. The program resides at the AMEDD C&S, Joint Base San Antonio, Texas. The program meets the requirements of the Army, Baylor University, and the APTA. Baylor University awards a Doctorate of Physical

Therapy degree upon successful completion of the program and fulfillment of the requirements of the graduate school of Baylor University.

(a) Applicants accepted into the program receive appointment 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 receive appointment in accordance with governing regulations of respective services.

(b) The didactic training commences after attendance at a regularly scheduled AMEDD BOLC.

(2) 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:

(a) Age. An applicant must be at least 21 years of age but must not have passed his or her 37th birthday. Submit request for waiver of maximum age along with the application. 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.

(b) Licensure requirement waived until completion of training.

(c) Have a minimum GPA of 3.25 in overall undergraduate course work.

(d) Have a minimum GPA of 3.25 in required prerequisite course work.

(e) Have a minimum of 1,000 (if taken before August 2011) in combined verbal and quantitative sections of GRE (minimum of 450 in verbal section). If taken after August 2011, must have a minimum score of 300.

(f) Required prerequisite course work must be less than 10 years old at the date of application.

(g) Applicant can have no more than two courses of prerequisites left to take at time of selection board (spring or summer semester prior to starting BOLC in September).

(h) New TIS waiver will be required for applicants having greater than seven years of commissioned prior service at the start of the program.

(3) Obligation. Upon appointment in the SP, officers incur a minimum ADO of 84 months.

(4) 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 PT.

(5) Program benefits.

(a) Officers will receive full pay and allowances of a second lieutenant while participating in the program.

(b) Full tuition and book stipend.

(c) Clinical affiliations at a variety of military and civilian health care facilities.

(6) Processing.

(a) A board of officers conducted at HQ USAREC makes selection of applicants for the PT Baylor program.

(b) Selection boards will be held once annually in the February to March timeframe.

(c) Applicant's performance, academic record, moral character, maturity, and leadership potential receive review.

Applicant's potential to complete the training and successfully perform the duties of an Army officer weigh heavily with the board.

(d) If there are more qualified applicants than program allocations, establishment of an OML begins. HSD publishes a list of selectees, alternates, and non-selects.

b. Graduate Program in Nutrition (Dietetic Internship/Master's Degree Program)

(1) General. This 20-month program proceeds in two phases: Phase 1 is a 9-month didactic phase at AMEDD C&S; Phase 2 is a 12-month internship held at Walter Reed Army Medical Center (WRNMMC), SAMMC, or Madigan Army Medical Center (MAMC) and meets the established requirements of the Army and the ADA.

(a) Applicants accepted into the program receive appointment as RA second lieutenants in the SP in accordance with AR 135-101.

(b) The internship commences after attendance at the AMEDD BOLC.

(2) 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:

(a) Age. An applicant must be at least 21 years of age but not have passed his or her 37th birthday. Submit request for waiver of maximum age along with the application.

(b) 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 meets the requirements.

(c) Registration requirement waived until completion of training.

(d) 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. If taken after August 2011, must have a minimum score of 297.

- (3) Obligation. Upon appointment in the SP, officers incur a minimum ADO of 69 months.
- (4) Registration. Upon completion of the dietetic internship, officers must take the first available exam leading to registration as an RD.
- (5) Program benefits.
 - (a) Officers will receive full pay and allowances of a second lieutenant while participating in the dietetic internship.
 - (b) Comprehensive training at WRNMMC, SAMMC, or MAMC with affiliations at a variety of facilities.
- (6) Processing.
 - (a) A board of officers conducted at HQ USAREC makes selection of applicants for the internship.
 - (b) Normally, selection boards occur in February-March timeframe Applicants are required to complete the computer match in compliance with the ADA guidelines through D&D Digital Systems. Contact D&D Digital Systems, 304 Main Street, Suite 301, Ames, IA 50010, (515) 292-0490 to obtain information. Applicants receive notification of their match status by D&D Digital Systems in mid-April. Board results do not release until the results of the match post.
 - (c) Applicant's performance, academic record, moral character, maturity, and leadership potential receive review. Applicant's potential to complete the internship and successfully perform the duties of an Army officer weigh heavily with the board.
 - (d) If there are more qualified applicants than program allocation, establishment of an OML begins. HSD publishes a list of selectees, alternates, and non-selects.
- c. Inter-service Physician Assistant Program (IPAP) for eligibility and program options, see AR 601-20

Chapter 9.

AR Programs and Incentives

9-1. Responsibilities

The appropriate program managers within HSD will ensure all programs applicable to their Corps are tracked using applicable regulations and provide updates to HSD Ops for distribution to MRB Ops and personnel to enhance tracking of annual mission accomplishments. HPSP PMs will ensure all authorized health care degree active duty student programs under the HPSP remain in compliance with applicable law, regulations, and policies based on annual mission using appendix B as a guide.

9-2. AR AMEDD Corps Professional Requirements

Reference professional requirements in AR 135-100, AR 135-101, AR 135-7, DA Pam 600-4 and DA Pam 611-21.

9-3. AR AMEDD Corps Programs and Options. STRAP, HPLRP and Special Pay

The policies, provisions, and application guidelines of the STRAP, Special Pay and HPLR are contained in the Selected Reserve Incentive Program (SRIP) memo published by OCAR bi-annually. STRAP and HPLR requirements and processing are located in AR 135-7. STRAP stipend amounts are equal to the HPSP stipend updated annually by SECDEF.

a. STRAP

- (1) Processing procedures. Station commanders will ensure a complete STRAP application packet on each applicant who meets eligibility requirements and wants to apply for financial assistance under STRAP. Submit the STRAP application with the application for appointment.
- (2) Upon selection for STRAP, center FSLs may assist the applicant in completing the enrollment packet. Initial payment of benefits begins after the completed enrollment documents finish processing through HRC, 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 of the signed contract. STRAP enrollment packets will contain:
 - (a) USAREC Form 601-37.23.
 - (b) DA Form 71.
 - (c) SF 1199A.
 - (d) TD Form IRS W-4.
 - (e) STRAP contract.
 - (f) DA Form 5685-R (Specialized Training Assistance Program (New STRAP) Service Agreement).

b. HPLRP

Find guidance for the administration of the HPLRP in AR 135-7.

c. Special Pay

(1) General. The special pay option is for years of SELRES affiliation. Identify the number of years on the initial contract submitted with the appointment packet. Special pay processes at the beginning of each year of affiliation. The special pay is available for certain critical AOCs based on the needs of the AR. The amounts and critical AOCs will change each FY. The critical AOCs and amounts update at the beginning of each FY.

(2) Eligibility.

(a) Participants must come directly from civilian life.

(b) To qualify under the surgeon's category requires, as a minimum, a five year residency in general surgery before sub-specialization.

(c) Over strength personnel do not qualify for special pay; unit members cannot move to an over strength status to create a vacancy for incentive participants.

(d) Special pay eligibility requires 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).

(e) Soldiers involuntarily transferred to the IRR because 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.

(f) Soldiers who fail to complete any portion of their contractual obligation are subject to recoupment as determined by the SA.

d. Processing.

(1) USAREC Form 601-37.33 (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.

(2) DA 71.

(3) USAREC Form 601-37.23. (4) SF 1199A.

e. Participants will not receive any special pay money until receipt of all enrollment documents and accessed into the payroll system.

9-4. AR MC and DC MDSSP

a. 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 Obligation Phase, the participant will receive assignment orders to either a TPU or an IMA position. The MDSSP PM will determine the assignment of AR participants based upon the needs of the AR.

(8) Able to fulfill the incurred service obligation prior to mandatory removal based on age and/or length of service.

(9) Not in a promotion non-select status in either an AC or RC.

(10) Selected to participate in the program by the MDSSP selection board.

(11) Not receiving financial assistance under an 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 the MDSSP stipend designated by the SECDEF as a critical wartime

shortage.

- (14) Agree to apply for, if eligible, and accept, if offered, residency training in a health professional skill
- (15) Agree to submit, when requested, a promotion packet for review at a promotion selection board.
- (16) Must attend and successfully complete the AMEDD BOLC prior to completion of MDSSP unless contracted for MDSSP for their fourth year only.

b. Financial assistance.

(1) The amount of financial assistance an officer may receive while engaged in specialized training is the rate in effect for that FY.

(2) The monthly stipend is payable during medical and dental school and during vacation periods, 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 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 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.

c. Application procedures.

(1) Applicants seeking appointment will contact their area AMEDD recruiter or center to initiate an application. Selection for MDSSP participation is simultaneous with selection for appointment. Medical and dental students currently in the AR may also apply for the MDSSP and will be subject to the same boarding process. (AR 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 station commander will assist the applicant, unit, and CMO with preparation and submission of the MDSSP application packet. Forward AR MDSSP applications through DCA.

d. Selection procedures.

(1) The MDSSP Selection Board convenes under the authority of HQDA by a designated agency. The MDSSP Selection Board is simultaneous with the Selection Board for Reserve of the Army Appointments for AMEDD officers by HQ USAREC.

(2) The board reviews the completed MDSSP applications of all fully qualified officers.

(3) Following the board deliberations, the board secretariat will compile recommended selected and non-selected lists of the current applicants. When the number of qualified applicants exceeds available AR quota, a conducted board determines the best-qualified applicants. Board recommendations result in an OML publication.

(4) On receipt of the approved board results, recruiters will notify all applicants. Applicants who were non-selected also receive notification that they may reapply 1 year from the approved date of the selection board. Written notification will be provided to those applicants selected and non-selected.

e. Enrollment procedures.

(1) If the selected applicant participates in the MDSSP, he or she receives an MDSSP enrollment packet from their recruiter consisting of the following:

- (a) USAREC Form 601-37.48 (U.S. Army Reserve Officer Incentives Declaration Statement).
- (b) MDSSP enrollment verification.
- (c) MDSSP service agreement.
- (d) DA Form 71.
- (e) USAREC Form 601-37.23.
- (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 center FSL or CMO. MDSSP applicants must have their signatures witnessed.

(3) The Center sends the enrollment packet, when completed, to the MDSSP PM who will sign the MDSSP service agreement on behalf of TSG.

(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.

f. STRAP: Officers who boarded and were selected for MDSSP are not required to re-board into STRAP once HSD confirmed the individual matched for a residency in a specialty on the CWSL (Requirement to take STRAP). A new record will be built in DCA (Only the first two screens: Person, Corps/AOC) to facilitate tracking of these soldiers.

(1) The Center OIC will ensure the applicant is administered the CPT, USAR oath of office (DA 71) upon graduation from Medical School. All below documents must be dated the same date as the USAR oath, which should be the same date as graduation.

(2) The following documents must be scanned into the new DCA record:

(a) Final transcript that confers degree OR memo from the university that reflects the graduation date on official letterhead.

(b) Copy of license OR part I of the NBDE and parts I and II of the COMLEX or USMLE.

(c) UF601-37.48

(d) UF 601-37.23

(e) UF 601-37.24

(f) DA-71 (Reappointment oath to CPT

(g) SF 1199A (h) W-4

(h) DA 5685-R

g. Once completed, the Center will notify HSD Operations via e-mail through their MRC, MRBn Ops, MRB Ops, and HSD Ops. The subject line on the e-mail will contain "Applicant Name (Last, First), PRID, MDSSP STRAP, RSID". Once the HSD has reviewed and forwarded the documents to HRC, the center will receive credit for the STRAP AOC.

h. HRC, Appointments Branch will produce orders and reappointment memos to appoint individuals as Captains or the STRAP Area of Concentration (AOC) which will be scanned into DCA. HRC, Incentives Branch will process the incentive documents for payment.

i. During the month of January, the AMEDD Professional Management Command (APMC) will provide HSD a

j. 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; Chief, Army Reserve; or other competent authority.

(b) AR participants receive assignment 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 semiannual 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 601-37.24). The academic institution must forward the verification directly to the MDSSP PM.

k. Mobilization.

(1) Officers participating in the stipend phase of MDSSP are unavailable to meet mobilization cross-leveling requirements unless 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.

1. The contractual service obligation and method of fulfillment.

(1) An officer who participates in the MDSSP incurs an obligation to serve one year in the SELRES of the AR (except on AGR status), as appropriate, for each period of six months, or part thereof for which he or she receives financial assistance. The officer incurs the contractual obligation upon signing the MDSSP service agreement which 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 reduces by one year for each year, or part thereof, for the provided STRAP stipend 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 one year for each year, or part thereof, for which the provided STRAP stipend 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) For an MDSSP participant entering into a training program (residency and/or fellowship) not designated by the SECDEF as a specialty critically needed by the Army in wartime, or entering into a critically short training program 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 terminates early 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 separates sooner, 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) Service on AD (Active Army (AA) or AGR status) can satisfy the SELRES contractual obligation.

(3) Participants in the obligation 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 BOLC after completion of the stipend phase if not already completed.

(a) While in the obligator 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 one year of AD or FTNGD for each year or part of year for which a stipend was received. However, service performed by such officer prior to completion of the MDSSP training does not reduce this obligation by any amount. Compute SELRES service (except AGR service) using the formula cited in (2)(a) or (b) above. In any event, the service obligation on AD (not including AT or ADT) cannot be less than one year.

(c) Time spent in graduate professional education (for example, fellowships), while serving on AD, will not be creditable towards satisfying the MDSSP obligation.

(d) Periods of service on AT, ADT, active duty operational support-reserve component (ADOS-RC), 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 count towards the obligation as provided above.

(e) Only whole years of AD will receive one-for-one credit. Periods of AD of less than one 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.

m. 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 one 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 un-excused 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 dropped from the program for deficiency in training, unsatisfactory participation in the Ready Reserve, or for other reasons, requires, at the discretion of TSG, performance of 1 year of AD for each year (or part thereof) for which such person received 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.

n. 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) (1) MDSSP participants must accept a reappointment or re-designation within the participant's component, if tendered, based upon the person's health profession, following satisfactory completion of the educational programs.

o. 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) The MDSSP PM acting on behalf of TSG must direct or approve the early termination of an officer's participation in the MDSSP. Such early termination may only be for one or more of the reasons cited below.

(3) Participation in the MDSSP may terminate if an officer:

(a) Fails to complete a specialized training program and/or-

1. Released from the training program;

2. Voluntarily stops training in the specialty designated in the participant's MDSSP agreement; or—

(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 one 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 receive termination from the program whether or not 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, the MDSSP PM may terminate participation, 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 AR.

p. Participant requirements resulting from stipend termination. A terminated MDSSP participant who fails to complete medical or dental school and is 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).

q. MDSSP participants in promotion non-select status.

(1) MDSSP participants are subject to the competitive promotion process per AR 135-155 throughout their stipend

phase and obligation 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.

r. Declining promotion. An MDSSP participant may not decline promotion to the next higher grade.

s. BOLC attendance.

(1) An MDSSP participant must attend and successfully complete the AMEDD BOLC prior to completion of MDSSP unless they have contracted for the MDSSP only for their fourth year.

(2) Failure to attain the AMEDD BOLC 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 BOLC, the officer will attend the first available class at the discretion of the MDSSP PM.

(4) Requests for constructive credit for AMEDD BOLC process on a case-by-case basis.

Chapter 10.

AMEDD Selection Notification and Processing

10-1. Board Selection Notification

The Station Commander/OIC will ensure board selected applicants, known as Future Soldiers, receive notification of their selection. The OIC/Station Commander will schedule AR FS, excluding HPSP, for commissioning and provide additional information as required, such as DA 71, final transcripts, professional licensure results, license (PSV), as required, to complete the appointment or accession packet in DCA. Station Commander/OIC will notify RA FS of their selection and coordination to complete their commissioning ceremony within 72 hours, and orientation within 10 days. Station Commander/OIC will ensure accession packets are in DCA to process for orders. Station Commander/OIC will ensure applicants complete their appointment or accession packet within 90 days of board release.

10-2. Managing Non-selected Applicants

OIC/ Station Commander will ensure non-selected applicants receive notification of their status. Board members do not release the reasons for non-selection. Non-select applicants may reapply one year from the date of the board (not date of board results).

10-3. Declinations

Applicants who elect to decline their selection must forward a letter of declination through the chain of command to the appropriate division at HSD through the MRBn Ops NCO within 72 hours of notification.

10-4. Administrative Declines

Administrative declines include, but are not limited to, applicants who have failed to graduate, failed state boards, failed to submit final transcripts, and pregnancy. Letter of declination must also be submitted through chain of command to the appropriate division at HSD through the MRBn Ops NCO within 72 hours of notification.

10-5. Appointment Letters

- a. HRC will scan AR appointment letters directly into DCA prior to official board selection.
- b. HSD Program Managers will request RA appointment letters and assignment orders for RA Future Soldiers once board selected and receipt of all accession documents. Scan appointment letter into DCA once receive from HRC.

10-6. DA 71. Oath of Office

Any commissioned officer of any component of any armed service (whether or not on AD) or other individual authorized to do so will administer the Oath of Office (DA 71) for AR Future Soldiers in accordance with form instructions.

10-7. Orders

- a. Assignment orders for AR Future Soldiers cannot process until receipt of the original DA Form 71 at the appropriate division at HSD, through DCA; reviewed for accuracy; and forwarded with the appointment documents to HRC. RA orders will process upon receipt of DCA contract, LOI and verification of required appointment documents.
- b. Orders process to the address noted in DCA. Check name, address, SSN, AOC, assignment, rank, constructive credit, etcetera, carefully. Forward changes to the appropriate division at HSD, as the changes occur.
- c. Forward requests for amendments through the appropriate division at HSD.
- d. For new AR members, the OIC/ Center Leader will contact the unit of assignment after orders have been received to arrange a time and date to escort the new unit member for in-processing. The designated recruiting station personnel will annotate via DCA Future Soldier screen the in-process TPU date.

10-8. RA Accession Program Responsibilities

- a. Following selection boards, HSD, Ops Div will forward a copy of the board selection lists to MRBns through MRB for further distribution to subordinate elements within three weeks after the results are signed by the HSD Director, or designee. This hardcopy release is the only official, authorized notification for board selection and further processing.

Note: The board release memorandum in DCA is not an official release memorandum and not considered a source document for applicant notification of board selection.

- b. The appropriate program managers within HSD will:
 - (1) Track Future Soldiers in DCA until accessed onto AD.

- (2) Notify the MRB Ops S-3 of students who must submit appointment documents.
- (3) Request the AR appointment from HRC and ensure orders for assignment to the USAR control group are uploaded into DCA.
- (4) Program managers will coordinate RA accession with HRC and ensure copy of the RA orders are uploaded into DCA.
 - c. Station Commander/OIC's will:
 - (1) Ensure that the participant meets height, weight, and fitness guidelines.
 - (2) Notify the Chain of Command immediately when notified of applicant's changes of status that preclude the applicant from accessing in the projected timeframe.
 - (3) Update DCA with all address and telephone changes.
 - (4) Contact the direct applicant at a minimum of every two weeks until departure to BOLC for direct accessions.
 - (5) For ROTC education delay participant: In addition to the above, ensure the Future Soldier updates delay status with HRC annually and notify HRC of any changes in any status immediately.
 - (6) Ensure the Future Soldier is signed up for a GoArmy.com account and give them an overview of the AMEDD BOLC website located at <http://www.cs.amedd.army.mil/bolc/> to attain pertinent information regarding class information.

10-9. Mission Credit Procedures

Mission credit for all applicants. DCA record must be complete and pass QC at HSD level. Once the record is forward to HRC by HSD, the center will receive credit.

10-10. AC to RC transfers

- a. Assignment Orders verifying the duty position scanned into DCA.
- b. Personnel record built in DCA, first three screens, along with retention documents (DD 214, Retention office center assistance verification memo, Discharge order).
- c. Mission credit requires the correctly built applicant record in DCA and USAREC Form 601-37.19 forwarded to HSD Ops Div through the chain of command and verified by HSD QC.
- d. USAREC recruiters cannot sign incentive documents. USAREC does not process AC to RC incentives; retention offices are responsible for all applicant incentives.

Chapter 11. Management and Sustainment of Future Soldiers

11-1. Purpose

This chapter provides policies and procedures for sustainment of Future Soldiers in the AMEDD Program prior to accessing into either the RA or AR.

11-2. Update and Follow-Up Procedures

Upon board selection, the FSL will assume responsibility for completion of Future Soldier processing.

- a. The Station Commander/OIC will:
 - (1) Contact Future Soldier within 72 hours of selection. During this contact, the Station Commander/OIC will schedule the commissioning ceremony (if required), and review the Future Soldier's responsibilities until departure to BOLC.
 - (2) Upon release to commission into a reserve status:
 - (a) The recruiter must administer the USAR Oath of Office (DA 71) and upload it into DCA. The recruiter must then upload the completed SGLV 8286 and DD 93 forms in DCA, perform the Level 5 validation and submit the Level 5 QC to Health Services Directorate (HSD) for final processing. HSD will then complete the USAR appointment and RA RFO process.
 - (b) All board selected applicants must be counseled about Prohibited Activities using DD 2983. The DD 2983 must be scanned in DCA for all new applicants that are forwarded to HSD that are in the status of "Board Select" or beyond.
 - (c) Army policy prohibits inappropriate relations between recruiters and prospects, applicants, and/or recruits; and between trainers providing entry-level training and trainees.
 - (d) The Station Commander/Station OIC will ensure the DD 2983 is read, initialed and signed by the Future Soldier no later than the later than the first visit with a MRC Recruiter after the hard copy release as board select.
 - (e) The Station Commander/Station OIC will ensure the instructions located on the form and blocks one through five are accurately completed. The form will be printed and each item under section seven briefed ensuring the Future

Soldier understands and acknowledges with initials next to items "a" through "h".

(f) The Future Soldier will sign in block 6 and initial in block 9 whether an exception was granted or not. Block 10 will remain blank unless an exception was granted.

(g) The completed form will be uploaded into DCA, Appointment Folder under "Other Documents" labeled "DD 2983". The DD 2983 will be a required document for all appointment packets submitted to HSD for processing.

(3) All applicants in this category will be informed that they will be assigned to the USAR Control group until accession onto the ADL.

(4) Ensure Future Soldier receive appointment letters and orders.

(5) Respond to professional questions and concerns that the Future Soldiers may have.

(6) Document contact with Future Soldier via DCA.

(7) Scan official, final transcripts conferring the degree into the appropriate source folder in DCA. Notify the HSD program manager when complete.

(8) Forward appointment documents no earlier than 180 days prior and no later than 30 days after graduation.

(9) Ensure Future Soldiers receives orders for AD.

(10) Assist Future Soldier in arranging for shipment of household goods (HHG), purchase of uniforms, and travel arrangements in preparation for reporting to AMEDD BOLC.

(11) Serve as liaison, when necessary, between Future Soldiers and the Graduate Medical Education office at OTSG

(12) Assist Future Soldier procurement of uniforms as required by first assignment packing list (i.e. BOLC, ADT)

(13) Ensure AR future Soldier are in-processed and escorted to their first battle assembly, annotating completion of this requirement in DCA.

(14) Monitoring the Future Soldier within the center and reporting requirements to the company commander.

(15) Ensure all Future Soldier who depart the MRS area transfer properly to the gaining MRS.

(16) The Station Commander/Station OIC will ensure designated center personnel accompany the officer to the assigned unit and hand carry any original documents listed above. Present the documents to the USAR unit administrator completion in DCA Future Soldier. Under no circumstances give the new officer the documents to submit at the first battle assembly unescorted.

(17) Document contacts in the DCA Future Soldier Screen.

(a) Ensure AR Future Soldier maintain contact once monthly until orders arrive, then center FSL will ensure the escorted Future Soldier arrives to first battle assembly and provides the Provider Credential File to TPU administrator within 10 days of becoming a Future Soldier.

b. MR Company commander

(1) Assumes overall responsibility for the sustainment of Future Soldier pending accession in compliance with all Army regulations and policies.

(2) Ensure the Provider credential files for members of the AR transfer to the TPU.

(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.

(3) Ensure the Provider credential files for members of the AR transfer to the TPU.

(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) DCA will provide HRC with the following provider credential file documents obtained from the officer's application:

1. Current license (PSV).

2. Certification documents.

3. Registration documents (if applicable).

4. Transcripts and/or DPLs.

5. NPDB search results.

(c) The provider credential documents must accompany the following documents:

1. ENSQ SF 86.

2. LiveScan Fingerprint report.

3. DA Form 71.

4. Assignment orders to troop program unit (TPU).

11-3. AD Assignments

a. HRC will make every effort 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 contact the appropriate division at HQ USAREC, Health Services Directorate, with alternate choices. The appropriate division at HQ USAREC, Health Services Directorate, notifies the MRB of new offers to negotiate with the applicant.

b. Future Soldiers 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. Future Soldiers receive no adverse effects if they list only one choice, but the station commander ensures the Future Soldier receives advice to select more than one choice.

d. The FSL ensures the Future Soldier receives a brief on the AMEDD BOLC. This briefing must include the items on BOLC website. The FSL or designated recruiter and the Future Soldier must provide pre-BOLC checklist from the website. Give one copy to the Future Soldier and retain one copy in the center office files for six months from the start of the scheduled BOLC.

e. Refer to the AMEDD C&S Web Site at <http://www.cs.amedd.army.mil> for the current information for BOLC.

11-4. Overseas Processing

RA Future Soldiers selected for an overseas assignment will process for overseas through a stateside Army post. The appropriate division HSD will coordinate the place and date of processing.

a. Accomplish arrangements for shipment of HHG and privately owned vehicles (POVs) prior to the Future Soldier reporting for TDY enroot. Arrange House hold goods and POV shipment through the military installation closest to the Future Soldier's residence.

b. Overseas processing and shipment of POV for Future Soldiers attending BOLC occurs while they are attending the course. However, their HHG must ship before they report to BOLC through the nearest military installation.

11-5. First AD Assignment

When briefing new accessions prior to their first assignment, advise Future Soldiers:

a. The gaining unit will assign a sponsor for all Future Soldiers. Orders often do not reach the gaining facility until after the Future Soldier has started BOLC. Sometime during the BOLC period, sponsors will contact the new AMEDD officer and offer to assist them in any way possible.

b. Preceptorship programs for new officers reside at each hospital. Orientation length depends on the officer's background, education, and experience.

Chapter 12. Reporting

12-1. Application Call Outs and Board Ready Report

Application status is in DCA.

12-2. Production reports

Reports are in Report Management Zone.

Appendix A. References

Section I Required Publications

AR 40-68

Clinical Quality Management. (Cited in para 25-9b(3).)

AR 40-501

Standards of Medical Fitness. (Cited in paras 1-4c, 2-1c, 16-1a, 8-5a(1), 8-6b(2)(c), 11-1c(5), 11-11c(5), 11- 11d(9), 16-1c(2)(a).)

AR 135-7

Army National Guard and Army Reserve Incentive Programs. (Cited in paras 17-1, 17-2, 18-7a, 20-7.)

AR 135-91

Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures. (Cited in paras 17-4k(1), 17-4k(3), 17-4l, 17-4s(3), and 17-4u(2).)

AR 135-100

Appointment of Commissioned and Warrant Officers of the Army. (Cited in paras 2-3b, 2-4a, 7-5e, 9-1c, 9-1d, 9- 4a, 9-7, 11-10c(1), 11-10c(1), 11-10g(12), 11-10l(6), 11-11d(16), 11-11g(5), 14-9b, 14-10a(1), 14-10b, and table 24-1.)

AR 135-101

Appointment of Reserve Commissioned Officers for Assignment to Army Medical Department Branches. (Cited in paras 2-1h, 2-3a, 2-4a, 7-6, 7-6a, 8-3k(6)(b), 9-1c, 9-1d, 9-7, 11-10b(3), 11-10c(1), 11-10g(12), 11-10l(6), 11-10m(3), 11-11d(16), 12-10b, 12-10c(4), 13-2a(1), 14-9a(1), 15-10a(1), 15-10b, 15-11a(1), 15-11b, 20-2a(1), and table 24-1.)

AR 135-155

Promotion of Commissioned Officers and Warrant Officers Other Than General Officers. (Cited in para 17-4u(1).)

AR 135-175

Separation of Officers. (Cited in paras 12-10d, 17-4l, and 17-4u(2).)

AR 135-178

Enlisted Administrative Separations. (Cited in para 2-3c.)

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 17-4k(3)(d).)

AR 140-145

Individual Mobilization Augmentation (IMA) Program. (Cited in para 5-3a, 5-3d(1)(b).)

AR 351-3

Professional Education and Training Programs of the Army Medical Department. (Cited in paras 11-11h(6).)

AR 380-67

The Department of the Army Security Program. (Cited in para 2-1f and appendix B-2.e.)

AR 600-8-2

Suspension of Favorable Personnel Actions (Flags). (Cited in paras 2-1j, 11-11d(6)(b), and 17-4n(1)(d).)

AR 600-8-24

Officer Transfers and Charges. (Cited in paras 11-10q(3), and table 24-1.)

AR 600-9

The Army Weight Control Program. (Cited in paras 2-1d, 6-1c(2)(c), 8-5a(1), 11-11e(5)(a).)

AR 600-20

Army Command Policy. (Cited in para 15-12 and table 24-1.)

AR 600-43

Conscientious Objection. (Cited in para 2-1e.)

AR 601-100

Appointment of Commissioned and Warrant Officers in the Regular Army. (Cited in paras 2-1a, 2-2, 7-5e, 9-1b, 9- 1d, 9-4a, 9-7, 11-10b(3), 11-10c(1), 11-14b(1), 12-10b, 12-10c(4), 14-9a(1), 14-10a(1), and 15-11a(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 25-50

Preparing and Managing Correspondence. (Cited in para 18-11a(2).)

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 140-10

Assignments, Attachments, Details, and Transfers

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.

USMEPCOM Reg 40-1

Medical Processing and Examinations.

USMEPCOM Reg 40-8

Human Immunodeficiency Virus (HIV) and Department of Defense (DOD) Pre-accession Drug and Alcohol Testing (DAT) Program.

Section III Prescribed Forms

USAREC Form 601-37.1

Active Duty AMEDD Appointment Application Checklist. (Prescribed in paras 8-1.c(1), 8-4.d(1), 8-4.h(1), 8-4.i(1), 8-4.n(1), 8-4.q(1), 8-4.v(1), 8-4.x(1))

USAREC Form 601-37.2

Active Duty Student Program AMEDD Appointment Application Checklist. (Prescribed in paras 8-1.c(2), 8-4.m(1), 8-4.s(1), 8-4.t(1), 8-4.u(1), 8-4.y(1))

USAREC Form 601-37.3

USAR AMEDD Appointment Application Checklist. (Prescribed in paras 8-1.c(3), 8-4e, 8-4.f(1), 8-4.k(1), 8-4.l(1), 8-4.p(1), 8-4.r(1), 8-4.w)

USAREC Form 601-37.4

USAR - STRAP AMEDD Appointment Application Checklist. (Prescribed in paras 8-1.c(4), 8-4.g(1), 8-4.j(1), 8-4.o(1))

USAREC Form 601-37.5

USAR - APMC Attachment AMEDD Appointment Application Checklist. (Prescribed in paras 8-1.c(5), 8-4.a)

USAREC Form 601-37.6

AMEDD Enlisted Commissioning Program Application Checklist. (Prescribed in paras in 10-4.b(5)(o))

USAREC Form 601-37.7

Health Professions Scholarship Program AMEDD Appointment Application Checklist. (Prescribed in paras 8-1.c(6), 8-4.b(1))

USAREC Form 601-37.8

Automatic Acceptance Criteria Health Professions Scholarship Program AMEDD Appointment Application Checklist. (Prescribed in paras 8-1.c(7), 8-4.c)

USAREC Form 601-37.9

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 FL 601-37.10

Educational Delay Enrollment Verification Form. (Prescribed in para 8-4.h(3)) Applicant Evaluation Worksheet. (Prescribed in paras 7-8, 7-8.a, 7-8.b(2), 7-8.b(3), 7-8.i, 7-8.j, 7-8.j(2), 7-8.k, 8-3.c, 8-3.d, 10-4.b(5)(j), B-2.k) USAREC Form 601-37.12

Certification of Enrollment for the US Army Health Professions Scholarship Program. (Prescribed in paras B-4.b(4), B-4.b(7) and B-5.b(5)(t)[10])

USAREC Form 601-37.13

AMEDD Application Worksheet. (Prescribed in paras 8-1.b)

USAREC Form 601-37.14

Statements of Understanding. (Prescribed in paras B-2.c and B-4.b(24))

USAREC Form 601-37.15

New STRAP Application Cover Sheet. (Prescribed in para 8-4.g(2), 8-4.j(2), 8-4.o(2))

USAREC Form 601-37.16

Request for Registered Nurse Accession Bonus. (Prescribed in paras 8-4.i(5), 8-4.k(3), 10-4.c(3)(a), 10-4.c(4)(a))

USAREC Form 601-37.17

Restrictions on Personal Conduct in the Army. (Prescribed in paras 8-3b(1))

USAREC Form 601-37.18

Statement of Acknowledgment for Accommodation of Religious Practices. (Prescribed in paras 8-3.b(2))

USAREC Form 601-37.19

AMEDD Transmittal Sheet. (Prescribed in paras 12-10.c, B-4.b(1))

USAREC Form 601-37.20

AMEDD Professional Management Command (APMC) Assignment Verification and Acceptance. (Prescribed in paras 5-4)

USAREC Form 601-37.21

Statement of Certification for Repayment of Disbursed Government Funds. (Prescribed in para B-4.b(16), and B-5.b(5)(t)[6])

USAREC Form 601-37.22

Application for the US Army Health Professions Scholarship Program. (Prescribed in para 8-3.b(3), and 8-4.b(2))

USAREC Form 601-37.23

Incentive Enrollment Data Sheet. (Prescribed in paras 11-3.a(2)(a), 11-3.d(3), and 11-4.e(1)(e))

USAREC Form 601-37.24

STRAP Enrollment Verification. (Prescribed in paras 8-4.g(3), and 11-4.f(2))

USAREC Form 601-37.25

National Practitioner Databank Search Information. (Prescribed in paras 7-4.f(4) and 9-9.h)

USAREC Form 601-37.26

Statement for Requirement for Dental Licensure. (Prescribed in para 8-4.q(2), and B-4.b(23))
Department of the Army Service Agreement - F. Edward Hebert Armed Forces Financial Assistance Program (FAP). (Prescribed in para 8-4.h(4))

USAREC Form 601-37.28

Department of the Army Service Agreement - F. Edward Hebert Armed Forces Health Professions Scholarship Program (AFHPSP). (Prescribed in paras 8-4.h(2), B-2.d(4), B-4.b, B-4.b(19), B-5.b(t)[1])

USAREC Form 601-37.29

Department of the Army - Armed Forces Service Agreement - Armed Forces Dental Officer Accession Bonus Program. (Prescribed in paras 10-5.b(1))

USAREC Form 601-37.30

Certification of Participation in the Financial Assistance Program. (Prescribed in para 8-4.h(5))

USAREC Form 601-37.31

Army Specialty Delay Training Program Home Address Form. (Prescribed in para 8-4.h(6))

USAREC Form 601-37.32

HPLRP Enrollment Document Checklist. (Prescribed in para 10-3.c)

USAREC Form 601-37.33

Selected Reserve Special Pay Program Contract (Special Pay for SELRES Health Care Professionals in Critical- ly-Short Wartime Specialties). (Prescribed in para 11-3.d(1))

USAREC Form 601-37.34

HPSP Enrollment Document Checklist. (Prescribed in paras B-2.c, B-4.b, B-4.b(2), and B-4.b(25).)

USAREC Form 601-37.35

Verification of Academic and Current Military Service Obligation for Entry into the US Army Health Professions Scholarship Program (HPSP). (Prescribed in paras B-4.b(7), B-4.b(15) and B-5.b(5)(t)[13])

USAREC Form 601-37.36

Health Professions Scholarship Program (HPSP) Automatic Acceptance Criteria (AAC) Application and Enrollment Checklist for USMA Cadets. (Prescribed in para B-4.a(2))

USAREC Form 601-37.37

Statement of Understanding-Individual Mobilization Augmentee Positions. (Prescribed in paras 5-3, 8-4. f(2), 8-4. K(2), 8-4.l(2), and 8-4.r(2))

USAREC Form 601-37.38

Army Medical Specialist Corps Student Programs - Listing of Academic Courses in Progress or to be Taken. (Prescribed in paras 8-4.s(2), 8-4.t(2) and 8-4.u(2))

USAREC Form 601-37.39

Regular Army Nurse Officer Incentives Declaration Statement. (Prescribed in para 8-4.i(6))

USAREC Form 601-37.40

Pharmacy Officer Accession Bonus. (Pre-scribed in para 8-4.x(3))

Statement of Requirement for USMLE, COMLEX, NBEO, or NBDE, Part or Step 1 and Part or Step 2. (Prescribed in paras 8-4.b(3) and B-4.b(14))

USAREC Form 601-37.42

Educational Delay Accession Data. (Prescribed in para 8-4.m(2))

USAREC Form 601-37.43

Application for Army Clinical Psychology Internship Program. (Prescribed in para 8-4.y(2))

USAREC Form 601-37.44

AMEDD Academic Program Worksheet. (Prescribed in para 10-4.b(5)(k))

USAREC Form 601-37.45

Application for Army Audiology Externship Pro-gram. (Prescribed in para 8-4.x(4))

USAREC Form 601-37.46

AMEDD General Exception. (Prescribed in para 5-11)

USAREC Form 601-37.47

Agreement for the Generic Course Selection Program. (Prescribed in para 8-4.i(4))

USAREC Form 601-37.48

U.S. Army Reserve and Army National Guard Incentives Declaration Statement. (Prescribed in para 11-4.e(1)(a))

USAREC Form 601-37.49

Statement for Appointment - Army Policy. (Prescribed in para 8-4.h(7))

USAREC Form 601-37.50

Statement for Appointment - Concealment of Information. (Prescribed in para 8-4.h(8))

USAREC Form 601-37.51

Statements of Understanding for Inter-service Physician Assistant Program (Regular Army Officer). (Prescribed in para 8-4v(2).)

USAREC Form 601-37.52

Statements of Understanding for Inter-service Physician Assistant Program (Regular Army Enlisted). (Prescribed in para 8-4v(3).)

USAREC Form 601-37.53

Statements of Understanding for Inter-service Physician Assistant Program (Regular Army Warrant Officer). (Prescribed in para 8-4v(4).)

USAREC Form 601-37.54

Statements of Understanding for Inter-service Physician Assistant Program (Army Reserve Officer). (Prescribed in para 8-4v(5).)

USAREC Form 601-37.55

Statements of Understanding for Inter-service Physician Assistant Program (Army Reserve Enlisted). (Prescribed in para 8-4v(6).)

US Army Active Duty Incentives Declaration Statement for DC, MC, MS, SP and VC. (Prescribed in paras in 8-4.d(2) and 8-4.x(2))

USAREC Form 601-37.57

Department of the Army Service Agreement United States Army Clinical Psychology Internship Program. (Prescribed in para 8-4.y(3))

USAREC Form 601-37.58

Election or Declination of the Health Professions Scholarship Program Accession Bonus. (Prescribed in paras in 8-3.1 and B-4.b(18))

USAREC Form 601-37.59

Contract for the Army Medical Department Enlisted Commissioning Program. (Prescribed in para 10-4.b(6)(c))

USAREC Form 601-37.60

Post Board Application Checklist. (Prescribed in para 10-4.b(6)(b))

USAREC Form 601-37.61

Army Medical Department Enlisted Commissioning Program Statement of Understanding. (Prescribed in para 10-4.b(5) (p))

USAREC Form 601-37.62

U.S. Army-Baylor University Doctoral Program in Physical Therapy-Applicant Preferred Statement. (Prescribed in para 8-4.t(3))

USAREC Form 601-37.63

Department of the Army Armed Forces Service Agreement-Critical Wartime Skills Accession Bonus for Physician and Dental Specialists. (Prescribed in para 8-4.d(3))

USAREC Form 601-37.64

Request for Professional Evaluation. (Prescribed in para 6-4.w(2)x(5))

USAREC Form 601-37.66

AMEDD Accession Packet Preparation Checklist (Prescribed in para 6-1 c.)

USAREC Form 601-37.68

Department of the Army Service Agreement, F. Edward Hebert Armed Forces Uniformed Services Univ of the Health Sciences for the Post-Graduate Clinical Psychology Program

USAREC Form 601-37.69

The Army Master of Social Work Program Training Agreement

USAREC Form 601-37.70

Application and Enrollment Checklist for ROTC/HPSP Pharmacy Health Professions scholarship Program

USAREC Form 601-37.71

Social Work Internship Program Training Agreement

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.

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.

DD Form 2983

Recruit/Trainee Prohibited Activities Acknowledgment.

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

Service member'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.

USMEPCOM Form 680-3-A-E

Request for Examination.

Appendix B. HPSP Requirements and Processing

B-1. Minimum application criteria (MAC) for all Medical HPSP.

b. All Medical HPSP applicants must meet the Minimum Application Criteria (MAC). The MAC shall consist of the minimum requirements listed below:

(1) All Medical HPSP applicants must have an undergraduate degree grade point average (GPA) of 3.2 or higher based upon a 4.0 maximum grading scale, verified from official undergraduate transcripts. Medical HPSP applicants must have a bachelor's degree or be in the final year of a bachelor's degree producing program. An applicant accepted by a medical school without meeting this standard requires a MAC waiver.

(2) MC HPSP 4-year applicants must provide a Dean's letter from the current college or university stating the applicant is in a degree-producing program which clearly states the start and expected graduation date. The recruiter will scan the letter into the DCA source folder prior to boarding and forwarded with the Enrollment Documents after selection.

(3) Applicants currently in medical school without a baccalaureate degree or expected graduation date will require a Minimum Acceptance Criteria exception approval.

(4) All Medical HPSP applicants must achieve a total score of 500(26 old version) or higher on their most recent official MCAT report with individual scores of 124(8 old version) or higher in verbal reasoning, physical sciences, and biological sciences.

(5) All Medical HPSP applicants' MCAT with a 7 or lower in verbal reasoning, physical sciences, and biological sciences require a MAC Waiver.

(6) The MCAT is an Army requirement regardless of whether it is a requirement for school admission. If the school does not require an MCAT, then a MAC waiver is required.

(7) Use the most recent MCAT score, not the highest MCAT score from multiple attempts.

(8) Postgraduate course and degree GPAs specifically must be excluded from undergraduate GPA computation and duplicate GPA counting (i.e. transfer credits separately used that are already included in the school's total GPA) from undergraduate course work is specifically prohibited.

(9) This policy also applies the MAC to USMA and ROTC scholarship recipients selected by USMA/ROTC Educational Delay selection boards conducted.

(10) For three-, two- and one-year HPSP MAC, applicants must have an individual class standing of at least the top 50% of their class if a GPA grading scale is not used or a medical school GPA of 3.2 or higher based on a 4.0 maximum grading scale. Applicants must have passed all medical school courses taken on the first attempt, and be physically, mentally and morally qualified.

(11) For two-year HPSP MAC, applicants must have passed Part/Step 1 of the USMLE or COMLEX on the first attempt.

(12) For one-year HPSP MAC, applicants must have passed Part/Step 1 and 2 of the USMLE or COMLEX on the first attempt and provide documentation of intent for sitting the Part II-CE or Step II-CK exam.

(13) Prior to submitting an application to board, all applicants who do not meet the MAC must submit a waiver request to apply for the HPSP and be approved by OTSG. The waiver request must contain a detailed justification as to why OTSG should grant the waiver. The recruiter will submit the waiver request by e-mail through the chain of command to the Health Services Directorate, Medical Corps Program Manager (MC PM), for a recommendation to HQDA (DASG-PSZ- M). The below information is required when submitting a waiver request.

(14) 4- and 3-year scholarship applications require: A copy of all official transcripts (undergraduate and current degree program), LOA and the MCAT report. Applicants who do not have an MCAT, must supply a copy of their official ACT or SAT Report. The American Medical College Application Service (AMCAS) and/or American Association of Osteopathic Medicine Application Service (AACOMAS) are not permitted to satisfy the MCAT/ACT/SAT requirement, but at a minimum, include the summary sheet of the AMCAS/AACOMAS in the waiver packet.

(15) 2-year scholarship applications require: A copy of official current degree program transcripts and the Part I/ Step 1 of the appropriate licensure examination.

(16) 1-year scholarship applications require: A copy of official current degree program transcripts and the results of Part/ Step I of the appropriate licensure examination and provide documentation of intent for sitting the Part II- CE or Step II- CK exam.

(17) The MC PM will scan MAC waiver results into the applicant's DCA record under the source folder as an education document/other titled "MAC waiver results". The MC PM will also e-mail the results to the HSD HR supervisor, HPSP PMs, MRB Ops and the MRBn Ops who will forward down through the chain of command to recruiter level.

B-2. Automatic Acceptance Criteria

d. Automatic Acceptance Criteria (AAC) is implemented for Medical Corps Health Professions Scholarship Program (HPSP) applicants. To qualify for AAC, individuals must meet the following minimum requirements:

e. MC applicants must have a minimum Medical College Admission Test (MCAT) score of 507 with no less than 124 in each category or for the old version a minimum of 29 overall with no less than 8 in each category using the most recent test scores. Upload official results into the DCA record at Packet Prep.

f. Applicants for 4-year scholarships must have an undergraduate cumulative grade point average (GPA) of 3.60 or higher based on a 4.0 maximum grading scale or an individual class standing in at least the top 20% of their class if a GPA grading scale is not used. GPA/standing must be from the degree producing school only. Upload qualifying transcript into DCA at Packet Prep.

g. Applicants must not require any waivers except a physical waiver.

h. AAC is closed for three-year, two-year or one-year scholarships.

i. Applicants who signed a Guaranteed Reserve Forces Duty (GRFD) document are not eligible to apply for AAC.

j. Letters of Acceptance (LOAs) are not required when requesting AAC. However, AAC applicants must have an LOA by July or their HPSP reservation will be given to the next individual on the OML who has all required documents to enroll in HPSP.

k. Verified applicants who meet AAC requirements are conditionally accepted into HPSP pending completion of the application in DCA and selection at the next available board.

l. To initiate the process, recruiters will submit an e-mail request for an AAC validation and slot reservation to the appropriate HPSP Program Manager.

m. For 1st and 2nd Battalion, send e-mail request to the attention of Ms. Louise Taylor at Louise.f.taylor.civ@mail.mil.

n. For 3rd, 5th and 6th Battalion, send e-mail request to the attention of Ms. Michell Williams at Michell.n.williams.civ@mail.mil, with the following information:

(1) Applicant's name

(2) DCA PRID

(3) Recruiter's RSID

(4) Applicant's Year Group

(5) Confirmation that the MCAT report and transcripts have been uploaded in DCA.

o. When requesting an AAC, allow five working days for processing.

p. Upon validation by the HPSP Program Managers that the applicant meets AAC, a board packet must be submitted in DCA within 45 days to HSD.

B-3. Application requirements

a. All HPSP applications process through DCA. The applicant's signature must appear on all documents requiring a signature.

(1) Medical Corps applicant must also have a cumulative undergrad minimum GPA of 3.2 or above and a Medical College Admission Test (MCAT) score minimum of 124 in each category with a Composite Score of 500 from the new Exam; or a Medical College Admission Test (MCAT) score of 26 from the old MCAT exam until this exam score is totally phased out. Anything less than a 26 or 124 in each category for a Composite score of less than 500 will require a MAC waiver.

(2) Dental Corps applicants with a Letter of acceptance do not require a minimum GPA or DAT score.

b. Social Security Number verification

c. Proof of citizenship. Every applicant must provide proof of citizenship status. Applicants who hold dual citizenship may not be eligible for a security clearance. Those who cannot receive a security clearance cannot hold an AR appointment. Therefore, all applicants who hold dual citizenship must be willing to renounce their non-U.S. citizenship. U.S. citizens with dual citizenship and/or foreign passport must provide a memorandum verifying they renounced their foreign citizenship as an appointment eligibility requirement. They are ineligible for HPSP entry until meeting this requirement. Procedures for renouncing non-U.S. citizenship are in AR 380-67:

(1) Applicant will process through the MEPS security manager if completing physical processing at MEPS.

(2) Applicant will process through the closest unit security manager if completing physical processing at MTF or DODMARB.

(3) Recruiter scans copy of the memorandum into DCA. Update citizenship status in DCA prior to completing SF 86 for submission for security clearance through JPAS.

d. USAREC Form 601-37.14. Only sign applicable statements. The USAREC Form 601-37.14 is for requesting age or mobilization waivers when appropriate. The request mobilization waiver includes approximate duration period and

letter from school confirming that they have deferred entry. Need copy of mobilization orders before requesting waiver. Scan legible signed original USAREC Form 601-37.14 into DCA per instructions on USAREC Form 601-37.34.

e. The procedures required to process an HPSP application for an active duty officer who has a remaining service obligation follow

(1) Recruiters notify active duty officers applying for HPSP as soon as possible to request their resignation. An approved resignation from the Secretary of the Army takes between nine months to one year. The process for submitting resignation is:

(a) If assigned to a troop program unit (TPU), a conditional release signed by the current TPU commander; also see paragraph 9-6. If DD Form 368 (Request for Conditional Release From Reserve or Guard Component) is used. Scan a copy of the original 368 that has been signed by the commander into DCA source folder. If applicant is selected the HCR will complete and sign sections 7 and 8 of the original DD Form 368, attach a copy of the Oath of Office (if enlisted) and submit to unit with request for appropriate release date and reassignment to control group.

(b) RA officers must submit a request for an unqualified resignation (UQR) thru Human Resources Command (HRC) Separations Branch. Army enlisted personnel must submit an approved discharge (see AR 635-200, chap 16). Applicants from other uniformed services must submit an approved release from their current Service.

(c) A copy of the request for separation must be included as part of the application and scanned into DCA. Obtaining the approved separation is the applicant's responsibility.

(2) Officers who do not meet MAC requirements must have an approved waiver from OTSG.

(3) Scan request in DCA to include but not limited to the following:

(4) Once officer is selected for HPSP contact HPSP PM for individualized directions on what is needed for USAREC Form 601-37.28 - Service agreement. Scan completed USAREC Form 601-37.28 under Appointment folder. HPSP PM, upon approved resignation, will provide the recruiter updated changes needed for the USAREC Form 601-37.28 before submitting the enrollment packet to HSD.

f. Scan ROTC contract, DA Form 597 (Army Senior Reserve Officers' Training Corps (ROTC) Non-scholarship Cadet Contract) or DA Form 597-3 (Army Senior Reserve Officers' Training Corps (ROTC) Scholarship Cadet Contract) into DCA with the HPSP application. Participation in ROTC normally results in a 4-year ADO for scholarship and 3-year ADO for non-scholarship recipients, unless otherwise indicated.

g. Scan into DCA cadet's application for an educational delay, DA Form 591 (Application for Initial Educational) Delay From Entry on Active Duty and Supplemental Agreement) and DA Form 591g (ROTC Supplemental Service Agreement for Special Medical Program Participants), as applicable, or memorandum stating the applicant has requested an educational delay and is pending for the fiscal year (FY) being boarded for HPSP to the ROTC accession board. If applicant cannot make the ROTC accession board prior to the end of the FY applicant may be ineligible to enroll into HPSP. Applicant must obtain an exception to policy from HRC prior to enrollment into HPSP in the FY in which boarded to submit with the HPSP application.

h. Scan current AR oath and the appointment into DCA. A promotion order suffices in lieu of an appointment.

i. Scan a copy of the letter of acceptance, dated within 12 months of the convening date of the HPSP board, to the appropriate professional school into DCA for applicants not enrolled in school.

(1) Applicants without a letter of acceptance must have a memorandum or letter signed and dated by the applicant which includes all applied for medical schools scanned into DCA.

(a) Medical Corps applicants must meet or exceed minimum acceptance criteria.

(b) Dental Corps applicants must also have a cumulative minimum GPA of 3.5 or above and a minimum DAT score of 19 in the academic average category.

(2) Currently enrolled applicants must have an LOR from the dean of the appropriate professional program or school scanned into DCA. The letter's content must verify the applicant's school enrollment, projected graduation date, and class standing, no part of the academic curriculum is online, along with the narrative recommendation.

(3) For clinical and counseling psychology applicants: The dean's letter must not only meet the criteria above, but must also specify the year and month the applicant projects to start the internship and projects graduation. The following statement must be contained in the dean's letter: "The projected date that this student will enter his/her internship is MMM- YYYY and projected date of graduation is MMM-YYYY." Dean's letter must verify that no portion of the curriculum is on-line.

j. Scan into DCA college admission tests. Official copy of the appropriate college admission test (i.e., Dental--DAT; optometry--OAT; medicine--MCAT; clinical or counseling psychology-GRE; anesthesia nursing-GRE or MAT; veterinary medicine-VCAT or GRE). Requirements for admission tests are corps specific. The applicable DAT, OAT, MCAT, VCAT, and GRE are not required for 1- and 2-year applicants, but are required for 3- and 4- year scholarships. The MAT or GRE is required for all anesthesia nursing, psychiatric nurse practitioner, or family nurse practitioner HPSP applicants. Test must be within 5 years of enrollment. May request a corps waiver for application.

k. AD or Reserve applicant, one LOR or USAREC Form 601-37.11 must be from current unit commander (author must state that he or she is applicant's current commander). Additionally, an LOR or USAREC Form 601- 37.11 is required from the applicant's current rater, intermediate rater, or senior rater; this must be a different individual from the current commander. The letter must state the author's relationship in the applicant's rating chain. The LORs or USAREC Forms 601-37.11 from the applicant's commander and individual in rating chain do not count as one of the three required LORs; they are counted separately.

(1) LOR. Provide three LORs (each LOR must be an original and dated within 1 year of the scheduled HPSP selection board date) addressed to the recruiter or center. Letter-style LOR is preferable, however the USAREC Form 601-37.11 is acceptable. A composite evaluation letter, dated within 12 months of the board, is acceptable; each letter within a composite letter counts toward the requirement of three LORs. The committee chair-person or all committee members rendering the evaluation must sign the composite evaluation.

(a) If currently not enrolled, one (of the three required) LOR or USAREC Form 601-37.11 from a faculty member of the previous undergraduate or graduate program (composite letter) is acceptable.

(b) LORs cannot be from relatives, peers (allow peer reviews for nurse anesthesia applicants only), classmates, or USAREC personnel.

Figure B-1. HPSP Enrollment Process

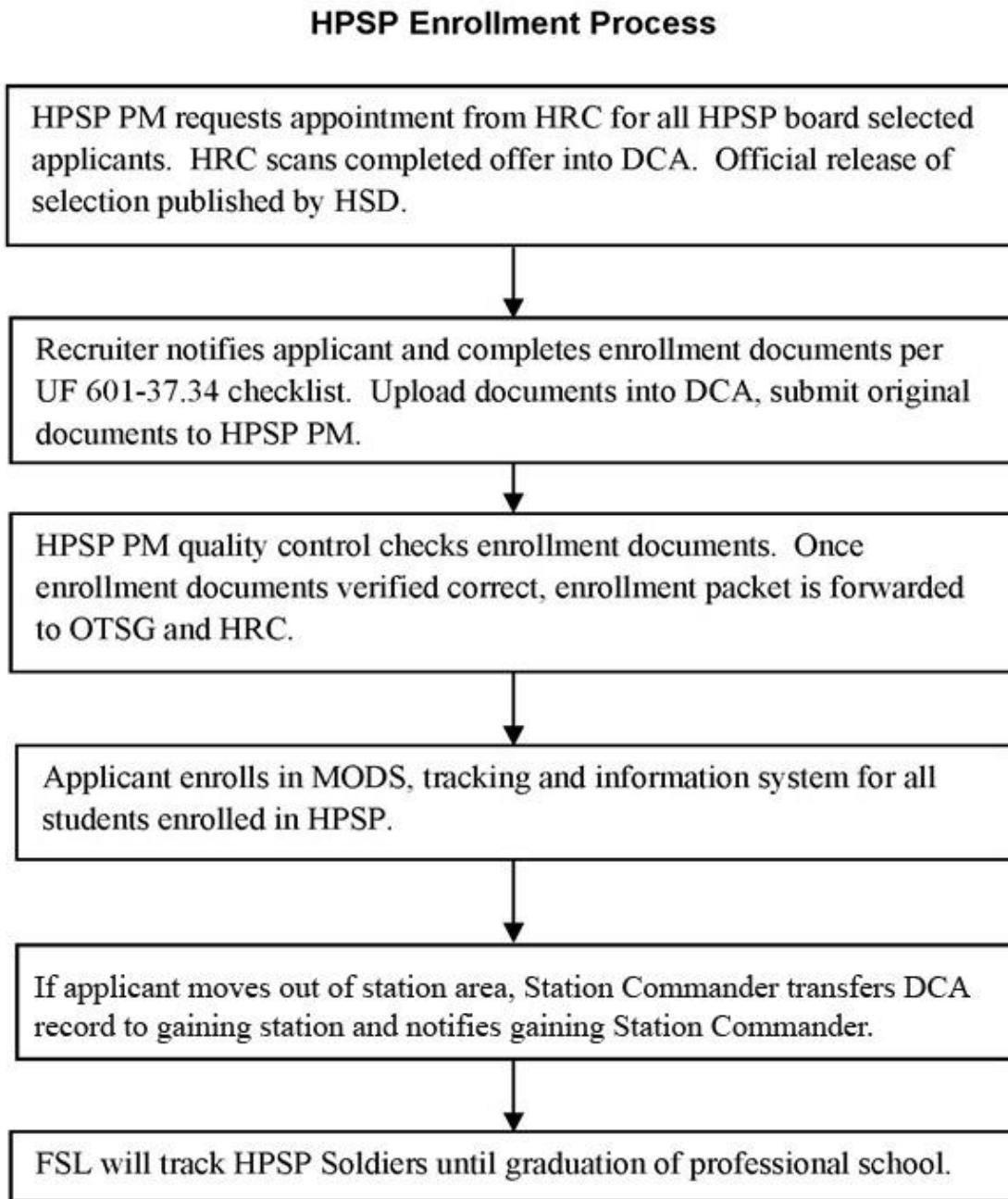


Figure B-1. HPSP Enrollment Process

B-3. Special academic curricula

a. Dual-degree programs. These are programs in which students receive two degrees, such as MD and MPH, MD and Ph.D. or MD/ DMD. A curricula that awards an additional degree in other than the specified health care discipline for which participants are selected under the program. Students are not authorized leaves of absence upon initial entry into the HPSP to complete the other-than-professional degree. Costs associated with the additional degree are not reimbursable. Except as indicated below, participants in dual-degree programs, whether or not the additional degree pertains to a health care discipline authorized under the program, are ineligible for program entry. Participants in dual-degree programs are authorized HPSP entry under the conditions indicated below when meeting all other entry requirements.

(1) Authorize HPSP entry when the additional degree program completes within the timeframe normally required to complete the health care degree and when failure to complete the additional degree does not delay or compromise completion of the health care degree for which selected under the HPSP.

(2) Authorize HPSP entry when meeting all academic requirements to confer the additional degree and when the only remaining academic curriculum at the time of HPSP entry is the selected health care degree under the HPSP.

(3) FSL will brief HPSP students in dual-degree programs that include undergraduate degrees on the limitations of the scholarship concerning their undergraduate requirements found in the HPSP policy letter, HPSP program guide and on MODS.

B-4. Enrollment Process

a. Requirements: All enrollment documents must be uploaded into DCA under appropriate folders. The required HPSP enrollment documents listed in b through j below must be uploaded and legible in sequence within 30 calendar days after notification of selection board results. Enrollment documents in (k) through (s) below are required to be included with the enrollment packet when appropriate.

(1) Recruiters and selectees have up to 30 calendar days from the release of board results to execute the Oath of Office and complete enrollment documents. If the recruiter cannot complete enrollment documents with-in the 30 calendar days, they must notify their respective MRB who will then notify the HPSP PM.

(2) Military selectees (i.e., ROTC, West Point, or those on AD or in TPUs) receive an exception to the 30-calendar day rule. ROTC and West Point selectees must submit enrollment documents within 30 calendar days after graduation. West Point selectees' enrollment packets are submitted IAW USAREC Form 601-37.36 (Health Professions Scholarship Program (HPSP) Automatic Acceptance Criteria (AAC) Application and Enrollment Checklist for USMA Cadets). See USAREC HPSP – Program Guide for further instructions. Selectees on AD or in TPUs must submit enrollment documents within 30 calendar days after release or discharge.

(3) The HPSP entry date is the latest of the signature date of the oath, the signature date of the service agreement, or the date classes begin. The selectee's original signature must appear on all documents requiring a signature.

b. Enrollment packet. Scan all enrollment forms into the appropriate DCA folders as listed below.

(1) USAREC Form 601-37.34 (HPSP Enrollment Document Checklist). Do not scan into DCA, this is the only checklist authorized for enrollment packets.

(2) Physical Exam. Upload completed exam with all attachments.

(3) USAREC Form 601-3 (Certificate of Enrollment for the US Army Health Professions Scholarship Program). Used to verify enrollment and class start date. Enter the exact day, month, and year. Scanned USAREC Form 601-37.12 on DCA must match one sent with enrollment packet.

(4) SF 1199A (Direct Deposit Sign-Up Form) or comparable electronic substitute form. Used to determine stipend, reimbursable expense, and military pay location.

(5) TD Form IRS W-4. Year of form matches the year of program entry. Used to determine taxable withholding for stipend payments.

(6) Letter of Acceptance (LOA) or Dean's letter of enrollment (Scanned legible copy in DCA must match USAREC Form 601-37.12 and USAREC Form 601-37.35).

(7) MCAT, DAT, OAT, GRE or VCAT (professional degree examination required for each degree)

(8) All Transcripts. Official transcripts received from College or Universities.

(9) Diplomas

(10) The results of the USMLE or the COMLEX. For entering third year students (2-year scholarship applicants) Part or Step 1. For entering fourth year students (1-year scholarship applicants) Parts or Steps 1 and 2. Fourth year students who have not passed Part or Step 1 are ineligible for HPSP entry. Students who have taken the USMLE or COMLEX may be entered pending receipt of results, but terminate automatically upon notification of failure of the examination.

(11) Upload into DCS the results of the (NBDE). For entering third year dental students (2-year scholarship

applicants) and fourth year (1-year scholarship applicants) students who have not passed Part 1 are ineligible for HPSP entry. Students who have taken the NBDE may be entered pending receipt of results, but terminate automatically upon notification of examination failure.

(a) Second academic year dental students attending a school with a normally compressed academic curriculum who, because of that curriculum, are not eligible to have taken the NBDE 1 may be exempt from the NBDE requirement. Third academic year students attending an aforementioned school who, because of the compressed curriculum, are not eligible to have taken the NBDE 2 may be exempt from the NBDE 2 requirement, but must have passed NBDE 1.

(12) Upload into DCA the results of the NBEO. For entering third year optometry students (2-year scholarship applicants) and fourth year (1 year scholarship applicants). Students who have not passed Part 1 are ineligible for HPSP entry. Students who have taken the NBEO may be entered pending receipt of results, but terminate automatically upon notification of failure of the examination.

(13) USAREC Form 601-37.41 Forward original when appropriate. Required of all HPSP applicants applying for a 1- or 2-year medical, dental, or optometry scholarship.

(14) USAREC Form 601-37.35. Upload into DCA completed original USAREC Form 601-37.35 even if applicant does not have an obligation. Applicants without a contractual obligation should indicate "N/A" on the first line under source of obligation. Update the form when a change occurs or school not available at time of application becomes available. Scanned legible signed original USAREC Form 601-37.35 into DCA must match one sent with enrollment packet. Annotate all the degrees the applicant has received or will receive with the most current FICE code for finance see <http://ifap.ed.gov/fedschcodelist/attachments/1213FedSchoolCodeList.pdf>. This form must be updated whenever an applicant changes school.

(15) USAREC Form 601-37.21 (Statement of Certification for Repayment of Disbursed Government funds). Upload into DCA. Used to limit Government liability and for internal control.

(16) SGLV 8286 (Service members' Group Life Insurance Election and Certificate). The recruiter or HR technician that processes this enrollment document is to complete witness information at bottom of form. Upload into DCA.

(17) USAREC Form 601-37.58 Election or Declination of the Health Professions Scholarship Program Accession Bonus – must have original initials and signatures. Upload into DCA.

(18) Three originals of USAREC Form 601-37.28. Upload into DCA. Leave the last signature line, "Accepted for and on behalf of the United States of America" blank, this line must be signed by the HPSP PM. USAREC Form 601-37.28 is used to determine the program entry and entitlement effective dates. Date of signature on the USAREC Form 601-37.28 cannot predate the Oath of Office.

(19) DD Form 93 (Record of Emergency Data). Upload into DCA. Must be signed and dated.

(20) DA Form 71. Upload into DCA. Used to determine the program entry and entitlement effective date. Upon Secretary of Defense approval to appoint an individual, the HPSP, PM will request an appointment offer for those approved individuals, who have been selected by an appropriate board, have all waivers approved, are qualified physically, and if applicable an approved release from current military status. Once appointment offer has been received from AHRC, HPSP, PM, will notify HSD, OPS, to release board results.

(a) Digitally signed DA 71s for HPSP can be used for enrollment. However the digital signatures must be from an official source (i.e. CAC or signature Pad). Oath must have original signatures. Need to scan over digital oath in DCA with original signed oath of office.

(b) Do not assign a branch on the REGULAR ARMY line of the DA form 71. This section must be left blank

(c) Do not re-commission a soldier who already holds a USAR appointment and commission.

(d) A new Reserve Oath of Office is required for any PS officer with a rank above 2LT.

(e) Commissioning guidelines. All HPSP applicants will be appointed as Reserve; Second Lieutenant (2LT); Branch; Unassigned.

(f) For those who are ROTC Cadets request copy of DA 71 and Appointment order from the Professor of Military Science. Make sure that the branch on the Appointment order is MS or unassigned.

(g) Appointment letter or memorandum (if available). Upload into DCA. For those officers commissioned by their undergraduate school ROTC department, ensure branch is MS or unassigned.

(21) DA Form 5960 (Authorization to Start, Stop or Change Basic Allowance for Quarters (BAQ), and/or Variable Housing Allowance (VHA). To be completed by all. Upload into DCA. A copy of the marriage and children's birth certificate(s) must also be scanned into DCA under appropriate folder. Used to verify military pay allowance entitlement for ADT.

(22) USAREC Form 601-37.26 (Statement of Requirement for Dental Licensure). For dental applicants only. Upload into DCA.

(23) USAREC Form 601-37.14. Only sign applicable statements. Upload into DCA.

(24) DA Form 591, items 9 and 15, require completion by professional school that accepted the Cadet. Cadet

Command signs Item 17 on DA 591, page 2 after receipt of file at Cadet Command from PMS. In addition, the applicant signs the DA Form 591g as applicable. Must submit for all ROTC who have received an educational delay. Scan legible copy of DA Form 591 and DA Form 591g on DCA per instructions on USAREC Form 601-37.34. Forward copy of DA 591 and DA 591g.

(25) Scan the transfer orders from Cadet Command to the IRR. Upload into DCA

(26) AN HPSP must have a current verified and certified license when submitting the enrollment packet.

(27) DCA Contract - The DCA generated contract will then be called the DCA Appointment Contract. The Appointment Contract will have to be signed and initialed by the applicant and recruiter.

B-5. ROTC/HPSP Cooperative Scholarship Program for Future Pharmacy Officers

a. Application and enrollment procedures for HPSP/ROTC Scholarship and Non-Scholarship.

b. Eligibility Criteria for the HPSP/Cooperative Scholarship Program for Future Pharmacy Officers.

(1) ROTC scholarship recipients in their fourth year of study leading to an advanced degree in pharmacy who do not have a guaranteed Reserve forces duty (GRFD) obligation are eligible for the HPSP/ Cooperative Scholarship Program for Future Pharmacy Officers.

(2) Combined scholarships from the ROTC and the HPSP will provide financial assistance throughout a student's entire pharmacy education so he/she may obtain an active duty commission.

(3) Participants will incur an active duty service obligation (ADSO) from both ROTC and the HPSP served consecutively.

(4) Cadets who elect to participate in this program and complete all training requirements for Senior ROTC as outlined in AR 145-1 and appointment requirements as outlined in AR 135-100, once commissioned, are eligible to enroll into the HPSP for that FY.

(5) Applicants must maintain eligibility requirements for both ROTC and the HPSP, as outlined in ARs 40- 29, 40-501, 135-101, 145-1, and 601-141, as well as enrollment requirements for the Pharmacy (Pharm-D) program, including the following:

(a) Be enrolled full time and in good academic standing in an accredited program leading to a Pharm-D from a school affiliated with a Senior ROTC program.

(b) Qualify for and receive an Army ROTC scholarship IAW AR 145-1 and CCR 145-1.

(c) Maintain a grade point average of 2.5 (out of a "4.0" scale) or that required by the Pharm-D program in which the student is enrolled, whichever is higher.

(d) Meet all training requirements for Senior ROTC as outlined in CCR 145-3.

(e) Meet all eligibility requirements for appointment as a commissioned officer as outlined in AR 135-100 and upon receiving a Pharm-D, meet all criteria for reappointment as an MS officer, 67E (pharmacist) as outlined in AR 135-101.

(f) Serve all incurred obligations on active duty.

(g) Failure of a program participant to accomplish any of the above while enrolled in the ROTC phase of the program will be addressed IAW existing USACC procedures.

(h) Once enrolled in HPSP, failure to graduate with a Pharm-D or maintain eligibility for reappointment as an MS officer, 67E, will be addressed IAW existing OTSG procedures.

(i) After the cadet has successfully completed the first year of the Army ROTC Advanced Course, the Professor of Military Science (PMS) will contact the local USAREC Health Care Recruiter (HCR) to assist the cadet in the completion of the HPSP enrollment packet.

(j) ROTC PMS will assist cadet in completing an AMEDD Educational Delay request at appropriate time. Assist cadet in achieving all milestones required to complete the ROTC Advanced Course and to be eligible to receive a commission as outlined in AR 135-100.

(k) Upon successful completion of military science studies, cadets who meet all commissioning criteria as outlined in AR 135-100 will commission as Second Lieutenants, Medical Service Corps (00E, Student Officer) and transfer to an educational delay status.

(l) Once commissioned, the PMS will provide two original DA Form 71s, Oath of Office to the student.

(m) The officer's PMS will provide the officer's 201 file and DA Form 591 to Commander, U.S. Army Cadet Command, Fort Knox, KY 40121 and ensure there is a proper handoff of the student to the local USAREC recruiter. The USACC Accessions Division will coordinate the transfer of his/her 201 file and DA Form 591 to the U.S. Army Human Resources Command, ATTN: AHRC-OPH-PAI, Incentives Branch, 1600 Spearhead Division Avenue, DEPT #270, Fort Knox, KY 40122.

(n) The local USAREC recruiter will make contact at least annually with ROTC PMSs at schools with Pharm-D programs to coordinate the processing of eligible cadets for this program.

(o) Individuals do not re-board for participation in the HPSP. However, they must be in good standing in both military science and pharmacy courses of study. Good standing is defined as having a grade point average of 2.5 (out of a 4.0 scale), or that required by the Pharm-D program in which the individual is enrolled, whichever is higher. Individuals not meeting these criteria are ineligible for this program.

(p) A new physical examination is not required for enrollment into the HPSP if the cadet has a valid commissioning physical dated within the past five years as outlined in ARs 40-29 and 40-501.

(q) The local recruiter will assist the cadet in the completion of the HPSP enrollment packet prior to the termination of the cadet's ROTC scholarship to ensure a smooth transition from one program to the other and no loss of scholarship benefits. The recruiter will ensure the cadet signs and provides the required documents to prevent delays in enrollment and payment of HPSP entitlements.

(r) Scan the following completed documents into DCA. The highest level on DCA for this file will be Packet Prep. The packet will not complete as board ready. It is only necessary to provide the documents requested below.

1. DA Form 61 (with affidavits if needed), scan original into DCA Board Folder.

2. Security Statement (original), scan into DCA Source Folder.

3. DA Form 3575, scan original into DCA Appointment Folder.

4. DA Form 4572-R, scan original into DCA Appointment Folder.

5. DD 2808/2807-1, scan copy of first ROTC PE and copy of PE reevaluation completed usually at Advance Camp plus all attachments into DCA Medical Folder.

6. Copy of Resignation/Discharge/Release/Separation Documents: DD 214, Certificate of Discharge or NG FM 22 -NG Bureau Report of Separation and Record of Service and PSRs (prior service records) when appropriate, The DD Form 214 and NGB Form 22 requires the reenlistment eligibility code for enlisted service time and reason for separation or separation code for commissioned time. AR 635-5-1 outlines separation codes to determine eligibility to apply. Scan into DCA Prior Document Folder.

7. DA Form 71, Oath of Office, scan original into DCA Appointment Folder.

8. Appointment – should show branch MS, scan original into DCA Appointment Folder.

9. DA Form 597 or 597-3, Army Senior Reserve Officers Training Corps ROTC Contract, scan into DCA Source Folder.

10. DA Form 591 & 591G Army Senior Reserve Officers Training Corps ROTC Supplemental Service Agreement, scan into DCA Source Folder.

11. Diploma (certified true copy if available), scan into DCA Source Folder.

12. Professional Test Scores (SAT), scan into DCA Source Folder.

13. USAREC Form 601-37.35, scan original into DCA Appointment Folder.

14. Letter of Selection from Professional School or Dean's confirmation of enrollment into Pharmacy School, scan into DCA Source Folder.

(s) Forward completed packets by mail from the local Healthcare Recruiting Station (HRS) to Headquarters, USAREC, RCHS-OP, ATTN: HPSP PM, 1307 Third Avenue, Fort Knox, KY 40121-2726 for processing in accordance with existing procedures for the HPSP as outlined in USAREC HPSP – Program Guide.

(t) Scan the following forms, if applicable, into DCA under the appropriate folder.

1. USAREC Form 601-37.28 - Service agreement

2. W-4 Form

3. SF 1199A, Direct Deposit Sign up Form

4. DD Form 93

5. SGLV 8286

6. USAREC Form 601-37.21, Certification for Repayment of Funds

7. DA Form 5960, Authorization to Stop Start or Change BAQ/VHA

8. Marriage Certificate

9. Children's Birth Certificates

10. USAREC Form 601-37.12, Certificate of Enrollment for HPSP

11. Transcripts

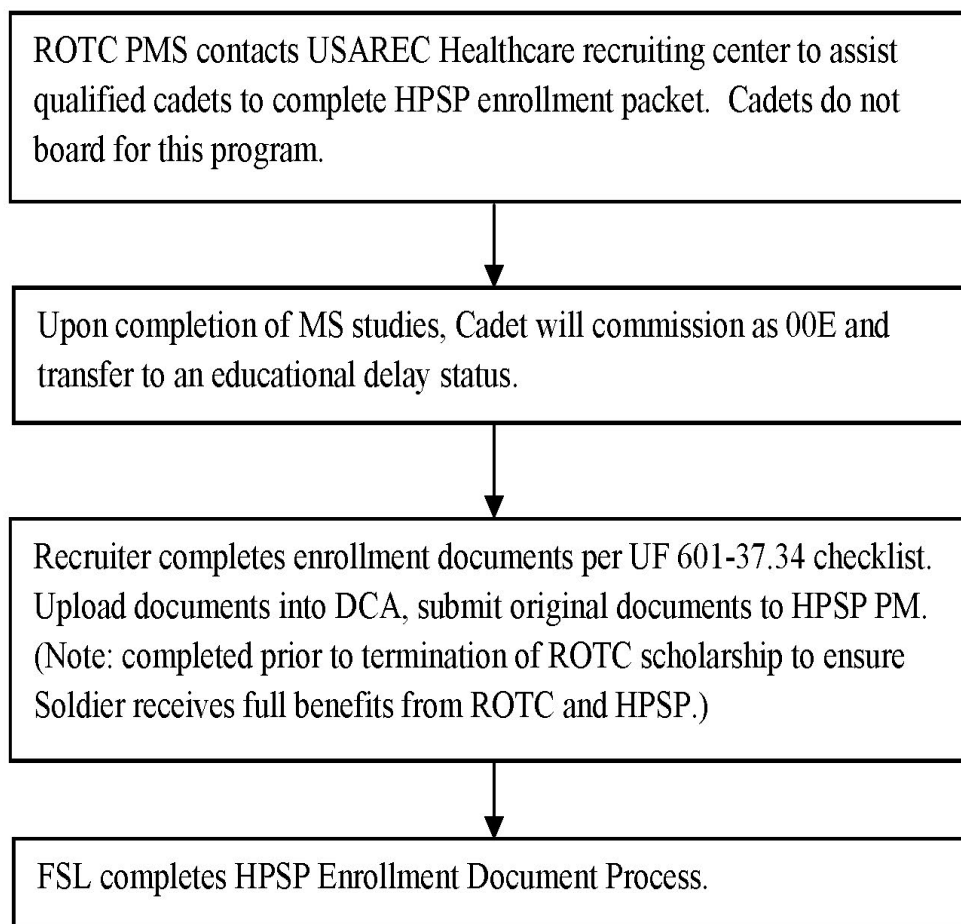
(u) Upon completion of requirements for a Pharm D, officers reappoint as RA Captains in the MS, career field 67E.

(v) Cadets with Guaranteed Reserve Forces Duty or Dedicated National Guard scholarships are not be eligible for this program.

(w) USUHS Students will complete and forward the USAREC Form 601-37.9 to HSD to verify eligibility.

Figure B-2. ROTC/HPSP Pharmacy Co-op Process

ROTC/HPSP Pharmacy Co-op Process



(Fig B-2. ROTC/HPSP Pharmacy Co-op Process)

Appendix C.
Conviction waiver classification tables

Table C-1. Traffic Offenses/Offense Code/Offense Title

TRAFFIC OFFENSES	
OFFENSE CODE	OFFENSE TITLE
100	Bicycle ordinance violation.
101	Blocking or retarding traffic.
102	Contempt of court for minor traffic offenses.
103	Crossing yellow line; driving left of center.
104	Disobeying traffic lights, signs, or signals.
105	Driving on shoulder.
106	Driving uninsured vehicle.
107	Driving with blocked vision and/or tinted window.
108	Driving with expired plates or without plates.
109	Driving with suspended or revoked license.
110	Driving without license.
111	Driving without registration or with improper registration.
112	Driving wrong way on one-way street.
113	Failure to appear for traffic violations.
114	Failure to comply with officer's directive.
115	Failure to have vehicle under control.
116	Failure to signal.
117	Failure to stop or yield to pedestrian.
118	Failure to submit report after accident.
119	Failure to yield right-of-way.
120	Faulty equipment such as defective exhaust, horn, lights, mirror, muffler, signal device, steering device, tail pipe, or windshield wipers.
121	Following too closely.
122	Hitchhiking.
123	Improper backing such as backing into intersection or highway, backing on expressway, or backing over crosswalk.
124	Improper blowing of horn.
125	Improper passing such as passing on right, passing in no-passing zone, passing stopped school bus, or passing pedestrian in crosswalk.
126	Improper turn.
127	Invalid or unofficial inspection sticker or failure to display inspection sticker.
128	Jaywalking.
129	Leaving key in ignition.
130	Leaving scene of accident (when not considered hit and run).
131	License plates improperly displayed or not displayed.
132	Operating overloaded vehicle.
133	Racing, dragging, or contest for speed.
134	Reckless, careless, or imprudent driving (considered a traffic offense when the fine is less than \$300 and there is no confinement). Court costs are not part of a fine.
135	Reckless, careless, or imprudent driving (when the fine is more than \$300 or there is confinement). Court costs are not part of a fine.
136	Seat belt and/or child restraint violation.
137	Skateboard and/or roller skate violation.
138	Speeding.
139	Spilling load on highway.
140	Spinning wheels, improper start, zigzagging, or weaving in traffic.
141	Violation of noise control ordinance.
142	Other traffic offenses not specifically listed.
143	Reserved for future use.
144	Reserved for future use.

(Table C-1. Traffic Offenses/Offense Code/Offense Title)

Table C-2.Non-Traffic Offenses/Offense Code/Offense Title

NON-TRAFFIC OFFENSES	
OFFENSE CODE	OFFENSE TITLE
200	Altered driver's license or identification.
201	Assault (simple assault with fine or restitution of \$500 or less and no confinement).
202	Carrying concealed weapon (other than firearm); possession of brass knuckles.
203	Check, worthless, making or uttering, with intent to defraud or deceive (less than \$500).
204	Committing a nuisance.
205	Conspiring to commit misdemeanor.
206	Curfew violation.
207	Damaging road signs.
208	Discharging firearm through carelessness or within municipal limits.
209	Disobeying summons; failure to appear other than traffic.
210	Disorderly conduct; creating disturbance; boisterous conduct.
211	Disturbing the peace.
212	Drinking alcoholic beverages on public transportation.
213	Drunk in public.
214	Dumping refuse near highway.
215	Failure to appear, contempt of court (all offenses except felony proceedings).
216	Failure to appear, contempt of court (felony proceedings).
217	Failure to stop and render aid after accident.
218	Fare and/or toll evasion.
219	Harassment, menacing, or stalking.
220	Illegal betting or gambling; operating illegal handbook, raffle, lottery, or punchboard; cockfighting.
221	Indecent exposure.
222	Indecent, insulting, or obscene language communicated directly or by telephone to another person.
223	Jumping turnstile (to include those States that adjudicate jumping a turnstile as petty larceny).
224	Juvenile adjudications such as beyond parental control, incorrigible, runaway, truant, or wayward.
225	Killing a domestic animal.
226	Littering.
227	Loitering.
228	Malicious mischief (fine or restitution of \$500 or less and no confinement).
229	Pandering.
230	Poaching.
231	Purchase, possession, or consumption of alcoholic beverages or tobacco products by minor.
232	Removing property from public grounds.
233	Removing property under lien.
234	Robbing an orchard.
235	Shooting from highway.
236	Throwing glass or other material in roadway.
237	Trespass (non-criminal or simple).
238	Unlawful assembly.
239	Unlawful manufacture, sale, possession, or consumption of liquor in public place.
240	Unlawful use of long-distance telephone calling card.
241	Using or wearing unlawful emblem and/or identification.
242	Vagrancy.
243	Vandalism (fine or restitution of \$500 or less and no confinement).
244	Violation of fireworks laws.
245	Violation of fish and game laws.
246	Violation of leash laws.
247	Violation of probation.
248	Other non-traffic offenses not specifically listed.
249	Reserved for future use.
250	Reserved for future use.

Table C-2.Non-Traffic Offenses/Offense Code/Offense Title

Table C-3. Misconduct Offenses/Offense Code/Offense Title

MISCONDUCT OFFENSES	
OFFENSE CODE	OFFENSE TITLE
300	Assault, fighting, or battery (more than \$500 fine or restitution or confinement).
301	Carrying of weapon on school grounds (non-firearm).
302	Concealment of or failure to report a felony.
303	Contributing to delinquency of minor.
304	Crimes against the family (non-payment of court-ordered child support and/or alimony).
305	Criminal mischief (more than \$500 fine or restitution or confinement).
306	Criminal trespass.
307	Desecration of grave.
308	Domestic battery and/or violence not considered covered by section 922 of title 18, United States Code (Reference (d)), hereafter referred to as the "Lautenberg Amendment").
309	Driving while drugged or intoxicated; driving while ability impaired; permitting driving under the influence (DUI).
310	Illegal or fraudulent use of a credit card or bank card (value less than \$500).
311	Larceny or conversion (value less than \$500).
312	Leaving scene of an accident or hit and run.
313	Looting.
314	Mailbox destruction.
315	Mailing to include e-mail of obscene or indecent matter.
316	Possession of marijuana or drug paraphernalia.
317	Prostitution or solicitation for prostitution.
318	Reckless, careless, or imprudent driving (considered a misdemeanor when the fine is \$300 or more or when confinement is imposed; otherwise, considered a minor traffic offense).
319	Reckless endangerment.
320	Resisting arrest or eluding police.
321	Selling or leasing weapons.
322	Stolen property, knowingly receiving (value less than \$500).
323	Throwing rocks on a highway; throwing missiles at sporting events; throwing objects at vehicles.
324	Unauthorized use or taking of a vehicle or conveyance from family member; joy riding.
325	Unlawful carrying of firearms or carrying concealed firearm.
326	Unlawful entry.
327	Use of telephone, Internet, or other electronic means to abuse, annoy, harass, threaten, or torment another.
328	Vandalism (more than \$500 fine or restitution or confinement).
329	Willfully discharging firearm so as to endanger life; shooting in public.
330	Other misconduct offenses not specifically listed.
331	Reserved for future use.
332	Reserved for future use.

Table C-3. Misconduct Offenses/Offense Code/Offense Title

Table C-4. Major Misconduct Offenses/Offense Code/Offense Title

MAJOR MISCONDUCT OFFENSES	
OFFENSE CODE	OFFENSE TITLE
400	Aggravated assault; assault with dangerous weapon; maiming.
401	Arson.
402	Attempt to commit a felony.
403	Breaking and entering with intent to commit a felony.
404	Bribery.
405	Burglary.
406	Carjacking.
407	Carnal knowledge of a child.
408	Carrying of weapon on school grounds (firearm).
409	Check, worthless, making or uttering, with intent to defraud or deceive (over \$500).
410	Child abuse.
411	Child pornography.
412	Conspiring to commit a felony.
413	Criminal libel.
414	Domestic battery and/or violence as defined in the Lautenburg Amendment. (Waiver not authorized if applicant was convicted of this offense.)
415	Embezzlement.
416	Extortion.
417	Forgery, knowingly uttering or passing forged instrument (except for altered identification cards).
418	Grand larceny or larceny (value of \$500 or more).
419	Grand theft auto.
420	Hate crimes.
421	Illegal and/or fraudulent use of a credit card, bank card, or automated card (value of \$500 or more).
422	Indecent acts or liberties with a child; molestation.
423	Indecent assault.
424	Kidnapping or abduction.
425	Mail matter; abstracting, destroying, obstructing, opening, secreting, stealing, or taking (not including the destruction of mailboxes).
426	Manslaughter.
427	Murder.
428	Narcotics or habit-forming drugs, wrongful possession or use (marijuana not included).
429	Negligent or vehicular homicide.
430	Perjury or subornation of perjury.
431	Possession or intent to use materials in a manner to make a bomb or explosive devise to cause bodily harm or destruction of property.
432	Public record; altering, concealing, destroying, mutilating, obligation, or removing.
433	Rape, sexual abuse, sexual assault, criminal sexual abuse, incest, or other sex crimes.
434	Riot.
435	Robbery, to include armed.
436	Sale, distribution, or trafficking of cannabis (marijuana) or any other controlled substance (including intent).
437	Sodomy.
438	Stolen property, knowingly received (value of \$500 or more).
439	Terrorist threats including bomb threats.
440	Violation of civil rights.
441	Other major misconduct offenses not specifically listed.
442	Reserved for future use.
443	Reserved for future use.

Table C-4. Major Misconduct Offenses/Offense Code/Offense Title

Glossary

Section I Abbreviations

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

ADOS-RC

Active duty Operational Support – Reserve Component

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

AOA

American Osteopathic Association

AOC

Area of Concentration

AOTA

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

BCP

Board Certification Pay

BLS

Bureau of Labor Statistics

BOLC

Officer Basic Course

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

DPL

Diploma

DPT

Doctor of Physical Therapy

EAD

Entry on Active Duty

ECFMG

Educational Commission for Foreign Medical Graduates

ECFVG

Educational Commission for Foreign Veterinary Graduates

ECLT

English Comprehension Level Test

ECP

Early Commissioning Program

EPSQ

Electronic Personnel Security Questionnaire

ERB

Enlisted Record Brief

ETS

Expiration Term Of Service

FAP

Financial Assistance Program

FGT

Field Grade Template

FSL

Future Soldier Leader

FTNGD

Full-time National Guard duty

FY

Fiscal Year

FYGME

First-year graduate medical education

GC

Guidance Counselor

GME

Graduate Medical Education

GN

Graduate Nurse

GPA

Grade Point Average

GRE

Graduate Record Examination

HHG

Household Goods

HIV

Human Immunodeficiency Virus

HPLRP

Health Professions Loan Repayment Program

HPPED

Health Professions Pay Entry Date

HPSP

Health Professions Scholarship Program

HQDA

Headquarters, Department of the Army

HQ USAREC

Headquarters, United States Army Recruiting Command

HRC

United States Army Human Resources Command

IMA

Individual Mobilization Augmentation

INS

Immigration and Naturalization Service

IPAP

Inter-service Physician Assistant Program

IRR

Individual Ready Reserve

ISP

Incentive Specialty Pay

JC

Joint Commission

LNCO

Liaison Noncommissioned Officer

LOI

Letter Of Intent

LOR

Letter of Recommendation

LPN

Licensed Practical Nurse

LTHET

Long-Term Health Education Training

LVN

Licensed Vocational Nurse

MAMC

Madigan Army Medical Center

MC

Medical Corps

MCAT

Medical College Admission Test

MDSSP

Medical and Dental School Stipend Program

MEDCOM

Medical Command

MEPS

Military Entrance Processing Station

MFR

Memorandum for Record

MILPO

Military Personnel Office

MODS

Medical Occupation Data System

MOS

Military Occupational Specialty

MRB

Medical Recruiting Brigade

MRBn

Medical Recruiting Battalion

MRC

Medical Recruiting Company

MS

Medical Service Corps

MSN

Master of Science In Nursing

MSO

Military Service Obligation

MTF

Medical Treatment Facility

NAC

National Agency Check

NAQ

National Agency Questionnaire

NARA

National Archives and Records Administration

NBCOT

National Board for Certification in Occupational Therapy

NCCPA

National Commission on Certification of Physician Assistants

NCLEX-RN

National Council Licensure Examination - Registered Nurse

NCO

Non-Commissioned Officer

NCOER

Non-Commissioned Officer Evaluation Report

NG

National Guard

NLNAC

National League for Nursing Accrediting Commission

NOAA

National Oceanic and Atmospheric Administration

NPDB

National Practitioner Data Bank

NPS

Non-Prior Service

NRMP

National Residency Matching Program

OER

Officer Evaluation Report

OIC

Officer in Charge

OML

Order of Merit List

OMPF

Official Military Personnel File

OT

Occupational Therapist

OTSG

Office of The Surgeon General

PA

Physician Assistant

PANCE

Physician Assistant National Certifying Examination

PCS

Permanent Change of Station

PE

Physical Examination

PGY

Post-Graduate Year

Ph.D.
Doctor of Philosophy

PHS
Public Health Service

PM
Program Manager

PMO
Personnel Management Officer

POV
Privately-Owned Vehicle

PS
Prior Service

PSR
Podiatry Surgical Residency; Prior Service Records

PT
Physical Therapist

QC
Quality Control

QIKLOK
Quick Vacancy Search

QPA
Qualified Pending Accession

RA
Regular Army

RC
Reserve Component

RD
Registered Dietitian

RE
Reenlistment Eligibility

REFRAD
Released From Active Duty

REQUEST
Recruit Quota System

RN
Registered Nurse

ROTC
Reserve Officers' Training Corps

RSID

Recruiting Station Identification

RWOA

Returned Without Action

SA

Secretary of the Army

SAMMC

San Antonio Military Medical Center

SECDEF

Secretary of Defense

SELRES

Selected Reserve

SP

Army Medical Specialist Corps

SSN

Social Security Number

STRAP

Specialized Training Assistance Program

TAMC

Tripler Army Medical Center

TDY

Temporary Duty

TIS

Time in Service

TL

Transmittal Letter

TOS

Top of the System

TPU

Troop Program Unit

TSG

The Army Surgeon General

TTHS

Trainees, Transients, Holdees, And Students

UIC

Unit Identification Code

USARC

United States Army Reserve Command

USAREC

United States Army Recruiting Command

USMLE

United States Medical Licensing Examination

USUHS

Uniformed Services University of the Health Sciences

UTHHSC

U.S. Army/University of Texas Houston Health Science Center

VC

Veterinary Corps

VSP

Variable Special Pay

WAMC

Womack Army Medical Center

WO

Warrant Officer

WRNMMC

Walter Reed National Military Medical Center

Section II Terms

There are no entries for this section

USAREC

ELECTRONIC PUBLISHING SYSTEM

DATE: 11 JULY 2018
DOCUMENT: USAREC REG 601-37
SECURITY: UNCLASSIFIED
DOC STATUS: REVISION