

Fiscal Year (FY) 2023 AMEDD Commissioning Program (AECF) Applications

Guidelines for Soldiers and AMEDD Recruiters

- A. AR 40-501 (Standards of Medical Fitness), 14 June 2019.
- B. AR 40-502 (Medical Readiness), 14 June 2019.
- C. AR 135-100 (Army National Guard and United States Army Reserve Appointment of Commissioned and Warrant Officers of the Army), 1 September 1994.
- D. AR 135-101 (Army National Guard and United States Army Reserve Appointment of Reserve Commissioned Officers for Assignment to Army Medical Department Branches), 15 February 1984.
- E. AR 351-3 (Professional Education and Training Programs of the Army Medical Department), 15 October 2007.
- F. AR 600-9 (The Army Body Composition Program), 16 July 2019.
- G. AR 600-8-2 (Suspension of Favorable Personnel Actions (Flags)), 05 April 2021.
- H. AR 601-100 (Appointment of Commissioned and Warrant Officers in the Regular Army), 21 November 2006.
- I. AR 601-210 (Regular Army and Reserve Components Enlistment Program), 31 August 2016.
- J. AR 601-280 (Army Retention Program) 16 June 2021.
- K. AR 614-200 (Enlisted Assignments and Utilization Management), 25 January 2019.
- L. AR 621-1 (Advanced Education Programs and Requirements for Military Personnel), 11 December 2019.
- M. AR 635-200 (Active Duty Enlisted Administrative Separations), 19 December 2016.
- N. USAREC Regulation 601-37 (Army Medical Recruiting Program), 11 July 2018.
- O. DoDI 6130.03 (Medical Standards for Appointment, Enlistment, or Induction in the Military Services), 04 September 2020.
- P. DoDI 6000.13 (Accession and Retention Policies, Programs, and Incentives for Military Health Professions Officers (HPOs), 3 May 2016.
- Q. DoDI 1320.04 (Military Officer Actions Requiring Presidential, Secretary of Defense,

or Under Secretary of Defense for Personnel and Readiness Approval or Senate Confirmation), 3 January 2014.

R. <https://recruiting.army.mil/aecp/>

S. Accreditation Commission for Education in Nursing (ACEN)
<https://www.acenursing.org/>

T. The Commission on Collegiate Nursing Education (CCNE)
<https://www.aacnnursing.org/CCNE> or <https://aacnnursing.org/CCNE-Accreditation/CCNE-Accredited-Programs>

U. Army Nurse Corps <https://medcoe.army.mil/amedd-army-nurse-corps>

V. HRC link for educational programs:
<https://www.hrc.army.mil/content/ENLISTED%20TO%20OFFICER%20PROGRAMS>.

W. Reference publications can be reviewed at: <http://www.apd.army.mil>.

1. This guideline will expire 30 September 2022.

2. Purpose: The AMEDD Nurse Commissioning Program (AECP) provides eligible Army Soldiers in COMPOS 1-3, the opportunity to complete a Bachelor's of Science in Nursing (BSN) and receive a commission in the Regular Army component of the Army Nurse (AN) Corps. Soldiers will work with an Army Medical (AMEDD) recruiter to assist with packet submission. Participants continue to receive full enlisted pay, allowances, and promotions while participating in the program. Participation is limited up to 24 consecutive months of enrollment. Accelerated programs are authorized and encouraged. Students must maintain a full time student status as determined by the nursing program/school.

3. Selection process: USAREC HQ Health Services Directorate (HSD) will convene a competitive selection board on 13-16 September 2022. All applications will be considered based on individual merit and documentation as specified in paragraphs below. Individuals will receive official notification of selection following the board via the USAREC HSD published board release through their Recruiter.

4. Application deadline: The application deadline is 1 August 2022 for packet submission from an AMEDD recruiter to Health Services Program Manager. Selection board will convene on 13-16 September 2022 for an FY2023 January – September program start. **The Soldier will work with an Army Medical (AMEDD) recruiter who will submit the application in the Direct Commissioning Accession (DCA) recruiting system.** The Pre-board checklist is a guide to assist the Soldier and recruiter to build an application packet and can be found on the AECP Website <https://recruiting.army.mil/acp/guidelines-forms/>.

5. Basic Program Requirements: Soldiers must be eligible for appointment as a Regular Army commissioned officer.

- a. Soldiers must be medically qualified for a commissioning appointment IAW AR 40-501 Chapter 2, DODI 6130.03 and in compliance with the height/weight requirements of AR 600-9. If required, a current Body Fat Content Worksheet DA Form 5500/5501 must be included; reviewed by the physician performing the physical. Recruiters will follow recruiting policies to process the commissioning physical.
- b. Soldiers must be able to receive an approved commissioning physical. Temporary and permanent P3 profiles are not eligible to apply to the AECF (no waivers). P2 profiles require a medical waiver.
- c. All waivers are processed by the AMEDD Recruiter through the appropriate channels to ensure that Soldiers remain eligible for appointment as a commissioned officer.
- d. The Soldier must have completed all training service obligations prior to the application date for AECF. Soldiers will not be considered if currently attending or scheduled to attend MOS training as a result of an approved reclassification, enlistment, and or a reenlistment contract. However, if the Soldier is scheduled to attend training, Soldiers may request cancellation of a voluntary reclassification, training or waive the reenlistment contract IAW AR 601-280. Waivers for training service obligation and branch release will be obtained by the individual Soldier via memorandum for record from their Branch Manager, US Army Human Resources Command (HRC). Refer to an example of a DA Form 4187 for HRC submission request on the <https://recruiting.army.mil/acp/guidelines-forms/>.
- e. Soldiers must be MOS qualified with a minimum of two years of time-in service (TIS) and no more than 12 years total active duty by the board deadline of 1 August 2022. Waivers may be requested; waiver approval is not guaranteed. The Soldier must also minimally hold the grade of E-4 (P) and have Basic Leadership Course (BLC) completed by packet submission date of 1 August 2022. (No waivers for BLC).
- f. Soldiers must be able to complete all degree requirements and commission prior to age 34. This generally means that the Soldier must be no more than 31.5 years when starting the nursing program unless in an accelerated program. Waivers may be requested on a case by case basis.
- g. Soldiers must have a minimum GPA of 3.25 as calculated from all college level transcripts ever attended. The nursing school will place the total GPA calculation on the unconditional letter of acceptance. Waivers will be considered on a case-by-case basis.
- h. Previous participation in the any other commissioning programs (ROTC, OCS, IPAP, etc.) And the reason for removal from the program for ANY REASON will be

considered on a case-by-case basis.

- i. Must have a GT score of 110 or higher to apply. No waivers.

6. School Selection and Acceptance Requirements. It is highly recommended to apply to multiple nursing programs to allow for the greatest flexibility for attendance. The Bachelors of Nursing program must:

- a. Not be greater than 24 months from nursing school start date to graduation date in order to obtain the nationally accredited BSN degree.

- b. Be within a 100 mile radius of a Military Treatment Facility (MTF) that has a primary care clinic with the capacity for the Soldier and their dependents to enroll for care.

- c. Have no more than one scheduled class to be taken in an online environment per semester. AECP will only fund courses that are required for a conferred BSN degree. Lab and clinical courses may not be online. AECP prohibits participants taking any classes other than upper division nursing specific courses while in the program. “Filler” classes to maintain full-time student status are not authorized.

- d. The school must be accredited through the proposed graduation date or have a scheduled site visit for re-accreditation. The nursing school must have an active accreditation from an agency recognized by the U.S. Secretary of Education. The two accrediting agencies for nursing programs are the Accreditation Commission for Education in Nursing (ACEN) or the Commission on Collegiate Nursing Education (CCNE).

- e. The school must have a “first time” NCLEX pass rate of 90% or higher for the past three consecutive years prior to beginning the nursing program. If the average drops below 90% before orders are requested, this will result in the Soldier needing to select another program to attend which meets the AECP requirements. Example: 2020: 95%, 2021: 94%, 2022: 98%.

- f. Must be in a CONUS location.

- g. Must be taught in English only.

- h. Soldiers are not authorized the use of any GI Bill, Post 911, Pell Grants, Tuition Assistance, Scholarships, personal or educational loans, and or private funds to pay tuition in order to reduce the total amount to the \$15,000 cap. The School must charge Soldiers the in-state tuition rate. The Soldier is authorized to use/receive CARES Act Higher Education Emergency Relief grants (used for students to defray the costs of the disruption caused by COVID-19).

7. Nursing Prerequisites and Requesting TA: The Soldier chooses the nursing

school of their choice given the school meets AECPEL eligibility criteria. The nursing school evaluates the Soldier's transcripts and establishes what course prerequisites are needed for an unconditional letter of acceptance. Conditional letters of acceptance are not authorized (non-waiverable). Required classes typically vary with each school. Tuition assistance (TA) is available through the Soldier's local Education Center for funding nursing school prerequisites as needed (given the service member is eligible). Soldiers will request a memo from the nursing school they plan to attend showing what prerequisites are needed for admission. The nursing academic advisor will also indicate in the memo if the prerequisites from the school where the Soldier plans to take the prerequisites will satisfy the admission criteria. The Soldier will then take the memo to their Education Center to further process. Example of TA memo at <https://recruiting.army.mil/acp/guidelines-forms/>. Typically memos for the Education Centers to enroll a Soldier into an AMEDD prerequisite track need to include:

- a. The name of the BSN program/school with the prerequisites are needed for acceptance (official school letter head memo), at what school the Soldier will take the prerequisites at and written verification that the intended pre-requisites will satisfy the program requirements.
- b. The name of each prerequisite class should include the corresponding credits for each class (i.e. BIO 101 Introduction to Biology with Lab 4 credits). Specify if labs are separate or included with the course.
- c. If the Soldier already has a conferred Bachelor's or higher degree, the Soldier will proceed with the same process as above in requesting a TA memo.

8. Letter of purpose and intent - Provides an opportunity for the Soldier to directly address the members of the selection board. The letter permits the Soldier to provide information not contained elsewhere in the application, to clarify or amplify application documents, and to explain their particular qualifications for AECPEL and why they would make an excellent Army Nurse Officer. This should be no more than one page.

9. Letters of Recommendation (LOR) – A maximum of five LORs are allowed. Each LOR should be in memorandum format and should address the Soldier's duty performance, critical thinking and reasoning skills, competency, oral and written communication skills, motivation, character, maturity, potential for successful completion of nursing school, and potential as an officer and a leader. No more than **one page each**. Letter of Recommendation is required from the following individuals:

- a. Company Commander or Higher (**required**).
- b. First line or Immediate Supervisor (**required**).
- c. Chief Nursing Officer (CNO) or Deputy Chief Nursing Officer (DCN) of a Military Treatment Facility (MTF) (**required**). Officer in Charge (OIC), Department Chiefs such as Department Chief of Ambulatory Services/Perioperative/Outpatient Clinic etc. are not

acceptable for this LOR.

If a Soldier is having issues acquiring an LOR, please email the program manager group email for assistance.

d. Others - no more than two (2). May be from anyone the Soldier chooses.

10. Prior Service Records:

a. Soldiers will be in the rank of SPC (P) or above. They must submit all Non-Commissioned Officer Evaluation Reports (NCOER's) DA Form 2166-8. No drafts will be accepted. In lieu of a draft NCOER or if a Soldier doesn't have any NCOERs, the chain of command may write a memorandum for record (MFR) for their accomplishments, achievements, character, etc. for that rated period.

b. All DA 1059's (Service School Evaluation Report) the Soldier has ever received. All awards (submit only award certificates, not the DA 638's unless the award was downgraded from a higher award).

c. The Soldier may also include any other pertinent certifications or professional licenses (i.e. RN, Paramedic, CNA, EMT, etc.). They may include BLS, ALS, PALS, TNCC, NRP, ABLIS, etc. If included, all licenses and certificates will be prime source verified (PSV) by the recruiter.

d. Soldier Record Brief (SRB) - The Soldier must review the SRB for accuracy. The Military Personnel Office (MILPO) must certify it as a true copy. The Soldier must also sign this copy to verify its correctness. Following Army guidance, the SRB that is submitted will be the 'board view' version without a DA Photo and other personal data.

e. At the time of proposed graduation, the Soldier may not be within 8 months of any retention control points (RCPs). S1 must validate RCP and either certify on SRB or generate a MFR signed by 1SG or Commander.

f. Curriculum Vitae (Resume) - See example on <https://recruiting.army.mil/acp/guidelines-forms/>. Must be typed. Multiple pages are acceptable.

g. DA 705 Army Physical Fitness Test (APFT Card) or Army Combat Fitness Test (ACFT)- Must have taken and passed the standard APFT or ACFT IAW with Army Directives and guidance at the time of packet submission date. A record fitness test will be signed and verified by the CDR or 1SG with a date.

11. Unconditional Letter of Acceptance (ULOA) from the school of nursing the Soldier plans to attend. The unconditional letter is the only letter to be accepted. The ULOA needs to state the following (see example on the <https://recruiting.army.mil/acp/guidelines-forms/>

- a. Expected orientation (MM/DD/YY), program start date (MM/DD/YY), and tentative graduation date (MM/DD/YY). This must indicate the program can produce a BSN for the Soldier in less than 24 months and must state.
- b. Must include school's calculated total GPA used for acceptance criteria.
- c. BSN producing accreditation through either the Commission on Collegiate Nursing Education (CCNE) or the Accreditation Commission for Education in Nursing (ACEN) The letter must state the initial accreditation date (MM/DD/YY), last site visit date (MM/DD/YY), and the thru accreditation date (MM/DD/YY).
- d. Projected cost of program must be listed in the letter. The cost of tuition and fees must be calculated by each semester or by academic year to include the summer sessions and not exceed \$15,000 per academic year. If the total tuition and fees are above the \$15,000 limit per academic year including the summer session; the school must be willing to agree to waive the excess amount and state this in the ULOA. The school has to agree for the Soldier to be in an in-state resident status.
- e. The school's ULOA will state the nursing program's first time NCLEX pass rate for the last three years. The program must have a 90% or greater first time pass NCLEX rate for the past three consecutive years to be eligible for AECF. The school must have current accreditation with initial, thru and re-accreditation site visit dates (MM/DD/YY).
- f. The nursing school's address. This is used to determine if the school is within 100 miles of a military treatment facility (MTF). Tricare link at <https://www.tricare.mil> to locate a MTF.

12. DA Form 2125 Report to Training Agency (Academic Advisor and the Soldier) – Must be completed by the Soldier in coordination with a school's academic advisor. The academic plan of study through the DA Form 2125 must show the Soldier will only be taking upper-division nursing specific courses. An example is on <https://recruiting.army.mil/acp/guidelines-forms/>.

- a. Must show the specific start date of classes (MM/DD/YY) and at a tentative graduation date (MM/DD/YY). The curriculum must be followed for the duration of the program and not deviate from the original DA Form 2125 submitted to budget. Changes to the original DA Form 2125 curriculum must be approved, by exception, by the AECF Program Manager and must not extend the Soldier beyond the 24 month cap. Any changes to the DA Form 2125 will need a justification from the nursing school for the reason for any course add/drop/changes. The Soldier participating in the AECF that are found to be attending classes that were not a part of their original DA Form 2125 and not justified by the nursing school will be subject for immediate removal from the program as well as recoupment through DFAS of all funds expended for tuition, fee and books from the start of the program up to the date of removal from the program.

- b. All online classes need to be annotated as such. Courses associated with a lab or clinical are required to be in-person, they cannot be online.
- c. All classes the Soldier will be taking must be listed by semester format to include the number of Semester Hours (SH) or Quarter Hours (QH).
- d. The “From” and “To” dates for all semesters of attendance must be in MM/DD/YY format.
- e. All classes will be 3rd and 4th year (Junior/Senior year) classes only i.e. NURSG 300 or NURSG 400. Classes such as ENG 101/102, HIST 101/201, HUM 101/201, etc. are considered to be pre-requisites the Soldier must have already completed prior to starting their respective program.
- f. The school academic advisor must sign and date on page two and fill out POC information which validates the nursing program curriculum. The Soldier signs page one and two.

13. Post Board Responsibilities and Documents:

- a. Six year enlistment contract: Once selected into the AECP, the Soldier will incur a six year re-enlistment contract, starting from the first day of the nursing program start date. Twenty-four months covers the Soldier while in school; 48 months covers the service obligation after graduating if the service member is unable to commission. If all requirements are met, the participant, upon commissioning, will incur a 48 month Regular Army service obligation as a 2LT Army Nurse Officer.
- b. Selectees will need to work through their retention NCO in order to facilitate the re-enlistment requirement.
- c. Six year re-enlistment must cover the Soldier through their nursing school start date. Most Soldiers will need an extension to satisfy this requirement.
- d. The Soldier must send post board documents to the Program Manager no later than 1 February 2023. The Program Manager will make contact to ensure all post-board requirements are fulfilled prior to requesting orders from Human Resources Command (HRC). The AECP Program Manager will work with HRC for selectees to PCS to the nursing school location. All medical and conviction waivers and any other post-board documentation must be completed before post-board deadline. All Soldiers that are not fully qualified in time must reapply to the AMEDD Enlisted Commissioning Program board the following year.
- e. Soldiers selected as alternates on the order of merit list (OML) should refrain from re-enlisting as an obligation in AECP unless they are officially notified of their activation from the OML. Soldiers on the OML should continue to work and update their packets in

preparation to start nursing school in case of activation.

f. Appointment as a Regular Army officer in the Army Nurse Corps incurs a Four year Regular Army service obligation (ADSO) that will eliminate any obligation as an enlisted service member. Once the Soldier has commissioned at Basic Officer Leadership Course (BOLC) or first duty station, HRC will merge enlisted records with the new commissioned record. This is crucial to receiving correct monthly payment/entitlement as an officer.

g. Both, Selected and Alternates, must keep the AECP Program Manager informed of all changes to their eligibility status. Such changes may include, but are not limited to:

(1) Changes in physical status to include pregnancy and profiles.

(2) Changes in Moral Eligibility to include law and/or UCMJ violations.

(3) Any flagging actions i.e. weight, physical fitness failure, etc.

(4) Change in academic status (i.e. course failure).

(5) All other changes or potential reasons for delay.

h. Soldiers with Exceptional Family Member Program (EFMP) family members need to be aware they will have to meet additional requirements of HRC and the EFMP i.e. facilities and care available at the gaining installation. EFMP should be updated, if needed, to ensure that there is no delay in processing of orders. This action should be done at least six months out from starting nursing school.

i. USAREC Form 601-37.60 Post Board Application Checklist - use the checklist to ensure that the post board documents are complete. This form must be filled out electronically (typed on computer), digitally signed (via CAC) by both the AECP participant and their company commander in the grade of O-3 or above. Participants must have this done no later than 1 February 2022 or participants will be removed from the AECP select status. The post-board checklist is available on <https://recruiting.army.mil/acp/guidelines-forms/>.

j. USAREC Form 601-37.59 AECP Contract - witnessing officers will ensure that the Soldier has read, understood and completed all items on the form prior to signing. The UF 601-37.59 will be signed by the Soldier's first commanding officer in the grade of O-3 or above unless the Soldier's current unit policy requires a higher level signature i.e. Battalion Commander, etc. An example is available <https://recruiting.army.mil/acp/guidelines-forms/>.

k. USAREC Form 601-37.61 Statement of Understanding - witnessing officers will ensure that the Soldiers has read, understood and completed all items on the form prior to signing. The USAREC Form 601-37.61 will be signed by the Soldier's first commanding officer in the grade of O-3 or above unless the Soldier's current unit

policy requires a higher level signature, i.e. Battalion Commander, etc. An example is available <https://recruiting.army.mil/acp/guidelines-forms/>

l. Long Term Health Education Training (LTHET) Form: \$1,000 per academic year book stipend and to receive reimbursement for NCLEX. Example on <https://recruiting.army.mil/acp/guidelines-forms/>.

m. RFA: Soldier will complete the request for assignment (RFA) document in order for the AECF program manager to request orders from HRC. <https://recruiting.army.mil/acp/guidelines-forms/>.

n. Once all post-board requirements have been submitted, the Program Manager will review for completion and correctness. If there are any errors you will be notified via e-mail with a list of required corrections. Corrections should be addressed right away so as not to delay starting school.

o. HRC assigns the AECF participant to the AMEDD Student Detachment (ASD), Fort Sam Houston, TX with duty at the participant's college/university. The Soldier will virtually in-process with 187th Student Detachment virtually by using the Soldier email box at usarmy.jbsa.medical-coe.mbx.student-det@mail.mil. While in the AECF program, the 187th ASD is administratively responsible for all Soldiers (leaves, passes, pay issues, UCMJ, etc.).

p. Soldiers must check with their installation Military Personnel Division (MPD) for their orders. The AECF Program Manager only requests for orders (RFA) through HRC. HRC will send an email with instructions to obtain PCS orders directly to the Soldier. Once orders are received the Soldier will immediately email a copy to the AECF Program Manager to enable the initiation of the Soldier's budget packet. Failure to do so will disrupt scheduled payment to the school. Tuition will not be paid until after the schools add/drop course date.

q. The Soldier will contact the Bursar's office and ensure their status is in-state tuition and the payment date is moved at least eight weeks past the add/drop course date to allow the Government enough time to process tuition payment.

r. While participating in AECF, a DA Form 2125 must be submitted to AECF program manager and company leadership within 15 days of completion of each semester. This helps provide academic accountability while in the program and provides the AMEDD budget office visibility that the Soldier will graduate in the projected time frame. Page one and two of DA Form 2125 must be completed in its entirety to include advisors signature with the date signed. Failure to submit the DA 2125 to the Program Manager may result in removal from the AECF program. An example is available on <https://recruiting.army.mil/acp/guidelines-forms/>.

s. AECF participants are required to maintain full-time student status. If a participant's school does not offer summer classes and the Soldier does not use leave, 187th ASD

will assist in helping to find a local military agency/unit with which the Soldier can report/participate.

14. Soldiers must remain medically eligible before and after the board as well as during school enrollment and before commissioning. Pregnancy or other changes in physical status before, during, or after the program **MUST** be reported to the AEC Program Manager immediately. Changes in physical status may require a new Commissioning Physical and/or a waiver process. Failure to do so will result in immediate removal from the program.

a. In between the summer of the Soldier's junior and senior academic years, the Soldiers will obtain and submit a second completed commissioning physical (to include labs and audiology), IAW AR 40-502 and DoDI 6130.03, to the AEC Program Manager for review and submission of final commissioning approval. This submission will include documentation of all changes in physical status/profiles since first approved commissioning physical. Documentation needed will consist of:

b. Last 2 years of medication history from Tricare.com.

c. Any and all encounters with providers.

15. Constructive credit consideration will be given to a Soldier who has held a Registered Nurse (RN) license, having passed the National Council of Licensure Examination (NCLEX), and has had previous RN work experience in the U.S. or the U.S. Territories. Constructive credit will be calculated per DODI 6000.13.

16. The National Certification License Exam (NCLEX-RN); must register for the NCLEX-RN within 30 days of graduation date. If the Soldier fails the first attempt, only one more attempt is authorized. Must take the 2nd NCLEX-RN within 30 days of first test date. Failure to pass NCLEX-RN will result in removal from the program and placed back as enlisted needs of the Army.

17. Point of Contact is the AEC Program Manager: Team email: USARMY Ft Knox USAREC Mailbox Army Enlisted Nursing Commissioning Program (usarmy.knox.usarec.mbx.army-nurse-enlisted-commissioning-program@army.mil).