

**Fiscal Year (FY) 2022 AMEDD Enlisted Commissioning Program Applications for  
Regular Army, Reserve, and National Guard**

**Guidelines for Applicants and AMEDD Recruiters**

- A. AR 40-501 (Standards of Medical Fitness), 14 June 2019.
- B. AR 351-3 (Professional Education and Training Programs of the Army Medical Department), 15 October 2007.
- C. AR 600-9 (The Army Body Composition Program), 16 July 2019.
- D. AR 600-8-2 (Suspension of Favorable Personnel Actions (Flags), 11 May 2016.
- E. AR 601-100 (Appointment of Commissioned and Warrant Officers in the Regular Army), 21 November 2006.
- F. AR 601-210 (Regular Army and Reserve Components Enlistment Program), 31 August 2016.
- G. AR 614-200 (Enlisted Assignments and Utilization Management), 25 January 2019.
- H. AR 621-1 (Advanced Education Programs and Requirements for Military Personnel), 11 December 2019.
- I. AR 635-200 (Active Duty Enlisted Administrative Separations), 19 December 2016.
- J. USAREC Regulation 601-37 (Army Medical Recruiting Program), 11 July 2018.
- K. DoDI 6130.03 (Medical Standards for Appointment, Enlistment, or Induction in the Military Services), 6 May 2018.
- J. <https://usarec.army.mil/aecp/>
- L. Accreditation Commission for Education In Nursing (ACEN)  
[www.acenursing.net/acenursing/ACEN](http://www.acenursing.net/acenursing/ACEN)
- M. The Commission on Collegiate Nursing Education (CCNE)  
<http://www.aacn.nche.edu/accreditation/>
- N. Army Nurse Corps  
<http://armynursecorps.amedd.army.mil/>

O. HRC link for educational programs:

<https://www.hrc.army.mil/login?redirectURL=%2FEPMD%2FEnlisted%2520to%2520Officer%2520Programs>

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

### **1. This guideline will expire 30 September 2021.**

**2. Purpose:** The AMEDD Enlisted Commissioned Program (AECPP) provides eligible Regular Army, Reserve, National Guard or Activated Guard Reserve (AGR) Army Soldiers 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 Corps (AN). Applicants 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. Must be in full time student status.

**3. Selection process:** HQ USAREC RCHSD will convene a competitive selection board on 14-17 September 2021. All applications will be considered based on individual merit and documentation as specified in paragraphs below. Applicants in OCONUS assignments selected for this program will have their Foreign Service tour curtailed to meet training report dates. Individuals will receive official notification of selection following the board via MILPER message and the AMEDD Medical Recruiter Brigade (MRB) published board release.

**4. Application deadline:** for FY 2022, the application deadline is 1 August 2021 for packet submission from an AMEDD recruiter to Health Services Program Manager (HSD), USAREC HQ. Selection board will convene on 14-17 September 2021. Exceptions for late applications will be considered on a case-by-case basis by the HSD leadership. **The Soldier will work with an Army Medical (AMEDD) recruiter who will submit the application in DCA.** Pre-board checklist is a guide to assist the applicant and recruiter to build an application packet. Checklist can be found on sharepoint <https://recruiting.rsn.army.mil/hq/HSD/NC/Forms/AllItems.aspx?RootFolder=%2Fhq%2FHSD%2FNC%2FAECP%20FY22%20Guidelines&FolderCTID=0x012000956C8D8508033344A044FF3839C6C17A&View=%7B4B98261A%2D25C5%2D4DB2%2DBB57%2D2BE386C087C0%7D&InitialTabId= Ribbon%2ERead&VisibilityContext=WSSTabPersistence>.

**5. AECPP is a fully funded program** which covers tuition costs and fees, limited at \$15,000 per academic year. Additionally, participants receive \$1,000 book allowance per academic year. Program acceptance will result in a full cost move (permanent change of station (PCS) to school of acceptance if necessary.

**6. 72 month enlistment contract** the applicant will incur if selected into the AECP from the start date of school. Twenty-four months cover the participant 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 an ANC Officer.

**7. Constructive credit** as 66H equal 00-00-00 2LT for graduates. Exceptions are previously held Registered Nurse (RN) licenses obtained in the U.S. or the U.S. Territories and have passed the National Council of Licensure Examination (NCLEX) with RN work experience will be considered for constructive credit per DODI 6000.13.

**8. Basic Program Requirements:** Applicants must be eligible for appointment as a Regular Army commissioned officer.

a. Applicants 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 5500 or DA 5501 must be included; reviewed by the physician performing the physical.

b. Soldiers with temporary and P3 profiles are not eligible to apply to the AECP (non-waiverable). P2 profiles require a waiver and will be considered on a case-by-case basis.

c. Waivers are processed by the AMEDD recruiter to the appropriate channels IAW AR 601-100, AR 135-100, AR 135-101, AR 40-501, and local USAREC policy to ensure that Soldiers remain eligible for appointment as a commissioned officer.

d. Applicants must have completed training service obligation IAW AR 635-200 para 16-2 or AR 614-200 para 4-6 prior to board date for AECP. Waivers for training service obligation and branch release will be conducted by the individual Soldier via memorandum for record to the Accessions Management Branch, US Army Human Resources Command (HRC), subject to final approval by Chief, Accessions Management Branch, or to the Chief's delegated personnel.

e. Applicants must be MOS qualified with a minimum of 24 months active military service and no more than 168 months active military service at the time of the board (less than 24 months and over 168 months may be waiverable on a case by case basis). Soldiers must also minimally hold the grade of E-4 at the time of the board. Must have BLC completed by packet submission date of 1 August 2021. Mobilized and IRR Soldiers are not eligible to apply to AECP. If needing a time in service (TIS) waiver, the MRB will generate the request through DCA to the program manager.

f. Applicants must not be older than age 39.5 by the applicant's earliest possible by board date (non-waiverable). Title 10 U.S.C subsection 532(a) (2) and AR 601-100 par

1-9 mandates individuals be younger than 42 years old on an individual's commission date.

g. Applicants must have a minimum GPA of 3.00 as calculated from all college level transcripts ever attended. A waiver is considered on an individual basis for Soldiers who have a cumulative GPA lower than 3.00. If below 3.0 GPA, a Science GPA waiver will be considered. This is done by taking all sciences classes within the last 5 years and a GPA calculation will be generated. You must have a 3.50 or higher in science GPA to be considered for a GPA waiver. Any applicant who previously filed for academic bankruptcy will be reviewed on a case by case basis for a waiver. If a waiver(s) is required, an AMEDD recruiter will generate and send via DCA to the program manager for review.

h. Must have a "Sound, working knowledge of written and spoken English language is required prior to boarding. Soldiers who are non-native English speakers must take the English Comprehension Level Test (ECLT) which can be evaluated at the Army Education Center per AR 621-5 and an Oral Proficiency Interview (OPI) which will be administered through the Defense Language Institute English Learning Center in coordination with the Army Education Center. The Soldier will be tested on the English Comprehension Level Test (ECLT) and will have a successful passing score of 90 or higher and achieve an Oral Proficiency Interview (OPI) rating of 2 plus in Comprehension and 2 plus in Speaking as prescribed by AR 621-5, paragraph 10-2d(2)."

i. Previous participation in the AECF and the reason for removal from the program for ANY REASON will be considered on a case-by-case basis through waiver protocol as listed above.

j. Applicants will not be considered if currently attending or scheduled to attend MOS training as a result of an approved reclassification, enlistment or reenlistment contract. However, if scheduled to attend training, Soldiers may request cancellation of a voluntary reclassification or waive the reenlistment contract IAW AR 601-280.

## **8. School Selection and Acceptance Requirements.**

a. The nursing school program must:

(1) Not be greater than 24 months from start to graduation in order to obtain the accredited BSN degree.

(2) Be within a 100 mile radius of a Military Treatment Facility (MTF) in order for the participant to receive medical benefits and coverage while attending school.

(3) May not exceed \$15,000 tuition and fees per academic year. Additionally, participants are not authorized to privately fund the tuition and fees cost above the

\$15,000. The university must provide a letter of understanding to waive the cost of tuition and fees if above the \$15,000 in order for the applicant to attend the school. The use of the Montgomery GI Bill, Post-911 GI Bill or any other types of Grants, Tuition Assistance or Student Loans is NOT authorized for use while participating in AECF. The institution must place any College Opportunity Funds or any other student discounts in the letter of acceptance. The school must allow the student in-state tuition.

(4) Must have no more than 2 online classes. All online classes cannot be associated with a lab or a clinical. AECF will not fund elective courses that are not required for conferred o BSN degree. AECF prohibits participants taking any classes other than upper division nursing specific courses while in the program. "Filler" classes to maintain fulltime student status are not authorized.

(5) Must have active accreditation from an agency recognized by the U.S. Secretary of Education. The three accrediting agencies are the Accreditation Commission for Education in Nursing (ACEN), the Commission on Collegiate Nursing Education (CCNE) or the National League for Nursing Education Accreditation (NLN CNEA).

(6) Must have a "first time" NCLEX pass rate of 90% or higher the year prior to the board.

(7) Must be taught in English only.

(8) Recommendation to apply to multiple nursing schools with winter, spring, summer, and or fall start dates to remain flexible in case any extenuating events take place.

**9. Nursing Prerequisites and Requesting TA:** The applicant chooses the nursing school of their choice given the school meets AECF eligible criteria. The nursing school establishes course prerequisites. Required classes vary with each school. Tuition assistance (TA) is available through the applicant's local Education Center for funding nursing school prerequisites as needed (given the service member is eligible). The AECF program manager reviews TA requests and will accept the request in the following format along with the school's worksheet determining which classes the Soldier needs to take:

a. The name of the nursing school you need the prerequisites to attend.

b. The name of the school you'll be attending for the prerequisites.

c. The name of each prerequisite class with the corresponding credits for each class (i.e. BIO 101 Introduction to Biology 4 credits). Specify if labs are separate or included in course.

**10. Letter of purpose and intent** - This is an important letter which provides an opportunity for the applicant to directly address the members of the selection board. The

letter permits you to provide information not contained elsewhere in the application, to clarify or amplify application documents, and to explain your particular qualifications for AECF. Must have two to three Army Values listed. No more than one page.

**11. Letter of Recommendation (LOR)** – A maximum of five LORs are allowed. Each LOR should be in memorandum format and address the applicant's duty performance, competency, oral and written communication skills, motivation, character, maturity, potential for successful completion of training/nursing school, and potential as an officer and a leader. No more than one page each.

a. Letter of Recommendation is required from the following individuals:

(1) Company Commander or Higher.

(2) Immediate Supervisor (i.e. NCOIC).

(3) Chief Nursing Officer (CNO) or Deputy Chief Nursing Officer (DCN) at an Army Military Treatment Facility (MTF). If an applicant is having issues acquiring a LOR, please email the program manager for assistance.

(4) Others - no more than two (2).

b. Prior Service Records

c. Applicants in the rank of SGT or above 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 an applicant doesn't have any NCOERS, the chain of command may write an MFR for their accomplishments, achievements, character, etc. for that rated period.

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

e. You may also include any other pertinent certifications i.e. EFMB or professional license(s). May include BCLS, ACLS, TNCC, PALS, TNCC, NRP, etc. If include all licenses and will be prime source verified (PSV) by the recruiter.

f. Soldier Record Brief (SRB) or (2-1 /2A) Personnel Qualification Record - The Soldier must review the SRB for accuracy. The Military Personnel Office (MILPO) must certify it as a true copy. Applicant must also sign this copy to verify its correctness. USAR/ARNG Soldiers will need to submit their 2A/2-1 if the SRB is not available. DA photo is not required on the SRB.

g. Curriculum Vitae (Resume) - Must be typed. See example on sharepoint.

h. DA 705 APFT Card - Must have taken and passed the standard Army Physical Fitness Test (APFT). A record APFT signed and verified by the CDR or 1SG with a date Guidance will be followed IAW with Army Directive 2020-06 and any other guidance by the Army.

i. DA Form 4187 Personnel Action - will be filled out electronically and digitally signed by both the applicant and the Battalion Commander or higher. See example on sharepoint.

(1) Item 1 "THRU" is the battalion commander's office. The applicant's battalion commander must sign this form with a signature date on or after 01 April 2021.

(2) Item 2 "TO" will have the following: CDR, HQ, USAREC, 1307 Third Ave, Fort Knox, KY 40121.

(3) Item 3 "FROM" is the office or individual that prepared the document.

(4) Item 4-6 fill in as indicated. Item 7 leave blank.

(5) Item 8, check "other (specify)" and enter "AECP"

(6) The "Remarks" section must contain the following information:

(7) Current Height and Weight IAW AR 600-9.

(8) Statement of passing/failing APFT and or HT/WT.

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

j. Conditional Release Memorandum for Regular Army- signed by their respective branch chiefs through their career manager granting a conditional release tentative on acceptance to AECP; must accompany application packet. See sharepoint for example.

k. COMPO 2 and COMPO 3 will process release actions through normal route with assistance from the AMEDD recruiter.

l. Military Personnel Office (MILPO) Eligibility Statement: This statement, signed by a MILPO official (OIC, NCOIC E-6 or above, or GS civilian), verifies the applicant's eligibility to apply for participation in AECP. Commanders may verify the information that the MILPO cannot. It is the responsibility of the applicant to ensure that this is included in the packet. Example on sharepoint. This statement will verify that:

(1) The above named applicant does not have any pending or current UCMJ actions, bars to re-enlistment or flagging actions.

(2) The applicant is not on PCS orders or pending reassignment.

**12. Conditional or Unconditional Letter of Acceptance** (LOA) from the school of nursing the applicant plans to attend. The LOA (regardless of type) needs to state the following and an example is on the sharepoint:

a. Expected start date (DD/MM/YY).

b. Tentative graduation date (DD/MM/YY). This must indicate the program can produce a BSN for the applicant in less than 24 months. Must also state the nursing orientation start date (DD/MM/YY).

c. BSN producing accreditation through either the Commission on Collegiate Nursing Education (CCNE), the Accreditation Commission for Education in Nursing (ACEN), or the National League for Nursing Education Accreditation (NLN CNEA). Must state the initial accreditation date (MM/DD/YY), last site visit date (MM/DD/YY), and thru accreditation date (MM/DD/YY). Recruiter will upload the accreditation status of the school in DCA.

d. Projected cost of program must be listed in letter. The cost of tuition and fees must be calculated by each semester or by academic year to include the summer sessions. The annual book stipend (\$1,000) and any optional fees will not be used in the tuition and fees calculation. 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 waive the excess and place in LOA. The school has to agree for the student to be in a in-state resident status.

e. The school's nursing program first time NCLEX pass rate (first time pass rate must be 90% or greater). Must be listed in **last three years** NCLEX pass rate in LOA.

f. The nursing school's address; used to determine if the school is within 100 miles of a military treatment facility.

g. If conditional, the LOA needs to provide all conditions that need to be met with a deadline in order to receive unconditional acceptance to the program. An applicant can have up to 9 semester hours to complete before their nursing school starts. If an applicant requires 10-12 semester hours for an unconditional letter of acceptance, a waiver will be generated by the AMEDD recruiter in DCA to the program manager. Greater than 12 semester hours before the applicant starts their nursing program are deemed ineligible and will have to apply next year.

(8) If unconditional, the letter needs to clearly state "unconditional" acceptance in the BSN producing program with all lower division prerequisites and all other requirements met.



### **13. DA Form 2125 Report to Training Agency (Academic Advisor and Student) –**

Must be completed by the applicant in coordination with a school's academic advisor. The academic plan of study through the DA Form 2125 must show that the applicant will only be taking upper-division nursing specific courses. Example is on sharepoint.

- (1) Must show the specific start date of classes (MM/DD/YY) and at a tentative graduation date (MM/DD/YY).
- (2) All online classes need to be annotated as such. Classes associated with a lab or clinical are required to be in-residence; cannot be online.
- (3) All classes the Soldier will be taking must be listed by semester format to include the number of Semester Hours (SH).
- (4) The "From" and "To" dates for all Semesters of attendance must be completed with the month and year (at a minimum). The first semester start date must state MM/DD/YY.
- (5) All classes will be 3<sup>rd</sup> and 4<sup>th</sup> year classes only i.e. NURSG 300 or NURSG 400. Classes such as ENG 101/102, HIST 101/201, HUM 101/201, etc. are considered to be pre-requisites that the Soldier must have already completed prior to starting their respective program. Soldiers participating in the AECP that are found to be attending classes that were not a part of their original Plan of Study (DA 2125) are subject (at the discretion of the Program Manager) to 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. On a case by case basis and with communication from academic advisor, there may be an exception.
- (6) The applicant must maintain a full course load as defined by the school when considering applying to AECP. The applicant must complete each semester in order as it is listed in original DA Form 2125 submitted to the program manager. Any changes of course work will need to notify the program manager for approval.
- (7) The school academic advisor must sign and date on page two and fill out POC information which validates the nursing program curriculum. The applicant signs page one and two.

### **14. Post Board Responsibilities and Documents**

a. Once notified of acceptance into the AECP, the applicant must send post board documents to the Program Manager. 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 initiate the HRC clearance for all selectee's and alternates. HRC will provide final authority for AECP selectee's to start full time study.

b. Military Obligation: AECP selectees must incur a 6 year enlistment from the start date of school, 24 months while in the program and 48 months following graduation. Soldier's may be required to reimburse the United States government for cost of advanced education for taking part in a fully funded long term civilian training program if they fail to complete the appropriate obligation as set forth in AR 351-3. If selected for AECP and prior to being placed on orders, selectees must provide proof to the AECP Manager that they have either re-enlisted for 6 years from the start of the nursing program or that they are classified as indefinite per AR 621-1 para 4-9(2). If required, service members will require enlistment with an extension and/or retention control point exception to policy in order to meet the 72 month enlistment obligation. Selectees will need to work through their retention officer in order to facilitate the enlistment requirement.

c. Applicants 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 selection into the program.

d. Appointment as a Regular Army officer in the Army Nurse Corps incurs a 4-year Regular Army service obligation (ADSO) that will eliminate any obligation as an enlisted service member. Once you have completed the Direct Commissioning Course (DCC) if applicable, and the AMEDD Basic Officer Leader's Course (BOLC), the school will merge your enlisted records with your commissioned record. This is crucial to obtaining a monthly payment as an officer.

e. Soldiers 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) Inability to complete required prerequisites and/or start their academic program within the FY of selection.

(2) Inability to obtain an "Unconditional Letter of Acceptance" at least 120 days prior to start date at the expected school of attendance.

(3) Changes in physical status to include pregnancy.

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

(5) Any flagging actions i.e. weight, APFT failure, etc.

(6) Failing a class.

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

f. Soldiers with Exceptional Family Member Program (EFMP) family members need to be aware that they will have to meet additional requirements of HRC and the EFMP i.e.

facilities and care available at the gaining installation. EFMP should be updated, if needed, to ensure that there is no delay in processing of orders.

g. In order to be placed on orders for AECP, all applicants must be fully qualified to participate 90 days before the start date on the letter of acceptance. This includes medical waivers, conviction waivers, and unconditional letters of acceptance. All applicants that are not fully qualified 90 days before the start date documents on the letter of acceptance must reapply to the AMEDD Enlisted Commissioning Program.

h. 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 December 2021 or participants could potentially be removed from the AECP select status. Post-board checklist available on sharepoint.

i. While participating in AECP a DA Form 2125 must be submitted to program manager within 10 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 disenrollment from the AECP program. Example is available on sharepoint.

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. Example of Contract is available on sharepoint.

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. Statement of Understanding is available on sharepoint.

l. Once you have submitted the Post Board Packet, 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.

m. AGR Soldiers must be released from Regular Army (REFRAD). Proponent for release is HRC. An AMEDD Recruiter will project selected USAR and National Guard Soldiers to Military Entrance Processing Station (MEPS) for Regular Army enlistment

processing. Soldiers will be enlisted for 72 months under Soldiers qualified MOS. Recruiter must initiate a Grade Determination workflow (through their Battalion Operations to HQ US ARMY Recruiting Command (USAREC)) on the Soldier to determine if the Soldier is MOS Qualified (MOS-Q) IAW Regular ARMY standards and current MOS end strengths. In order to process back through the MEPS all USAR, ARNG and AGR Soldiers must meet all Enlistment requirements as a prior service Soldier as outlined in Chapter 3 of AR 601-210. Soldiers should be aware that they may lose rank upon entry back onto Regular Army Status. Soldiers will not need to take another physical at MEPS as part of the processing. \*\*If selected, please contact the program manager before requesting REFRAD from AGR to perspective component.

n. Applicants 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 during the program MUST be reported to the AECF 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.

o. Soldiers are required to have a retention physical completed by their 1 year before they graduate and sent to the recruiter to further process. Soldier will send program manager updated physical.

p. HRC assigns the AECF participant to the AMEDD Student Detachment (ASD), Fort Sam Houston, TX with duty at the participant's college/university. You must in-process with 187<sup>th</sup> Student Detachment virtually by using the student email box at [usarmy.jbsa.medical-coe.mbx.student-det@mail.mil](mailto:usarmy.jbsa.medical-coe.mbx.student-det@mail.mil). You will need a copy of your PCS Orders, PCS Leave form, and contact information to the student box. The date this email is received is the date you will be signed in. AECF participant must comply with all AECF requirements and ASD student requirements in order to remain eligible in AECF.

q. AECF participants are also required to maintain a minimum overall GPA of 2.5 or above for the entire length of their program. Be advised that the attended nursing school may have a higher requirement. AECF participants are required to maintain full-time student status during each semester and during the summer with the school's required courses. If a participant's school does not offer summer classes, ASD will attach the Soldier to a unit if the participant does not use leave. The attachment orders and leave must be coordinated through the ASD HR Supervisor at Fort Sam Houston, TX.

r. Applicants must check with their PSB/PSC for their orders. The AECF Program Manager does not produce or provide AECF report orders. Once orders are received the Soldier will immediately email a copy to the AECF Program Manager. Next, the Soldier will make contact with the Program Manager at AMEDD Student Detachment for all further in-processing instructions. HRC will determine if Soldier is authorized early report date.

**15. The point of contact the AECF Program Manager** is MAJ Brooke Adams, Health Services Directorate, HQ, US Army Recruiting Command at 502-626-0364, brooke.r.adams2.mil@mail.mil.