

AMEDD ACCESSION PACKET PREPARATION CHECKLIST

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6.1st QC

7.2nd QC

1. MEDICAL													
1	X	X	X	X	X	X	X	X	X	X	USMEPCOM 680-3ADP (MEPS PEs only) USMEPCOM Reg 680-3 pg 3-1, para 3-1		
2	X	X	X	X	X	X	X	X	X	X	USMEPCOM 40-1-15 -1-E ("Bubble Form") USMEPCOM Reg 601-23 pg 29-30, para 5-9.d.(5)		
3	X	X	X	X	X	X	X	X	X	X	USMEPCOM 680-3-AE USMEPCOM Reg 601-23 pg 6-7, para 2-2.f.(1)		
4	X	X	X	X	X	X	X	X	X	X	TATTOO EXCEPTION MFR AND PHOTO IF OUT OF POLICY with MEPCOM 40-1-18 if required UM 15-026		
5	X	X	X	X	X	X	X	X	X	X	OTHER MEDICAL DOCUMENTS (as required/available)		
6	X	X	X	X	X	X	X	X	X	X	STANDARD FORM 507 (Approved) AR 40-501, 8-20.3.(f)		
7	X	X	X	X	X	X	X	X	X	X	DD FORM 2808 (Need all pages, make sure PE was IAW AR 600-9)		
8	X	X	X	X	X	X	X	X	X	X	DD FORM 2807-1 USMEPCOM Reg 601-23 pg 29-30, para 5-9.d.(4)		
9	X	X	X	X	X	X	X	X	X	X	DD FORM 2807-2 USMEPCOM Reg 601-23 pg 6-7, para 2-2.f.(1) and UM 13-020 6.b.		
10	X	X	X	X	X	X	X	X	X	X	BODY FAT/TAPE TEST: DA FORM 5500 (male) or DA FORM 5501 (female) AR 600-9 B		
11	X	X	X	X	X	X	X	X	X	X	APPROVED EXCEPTION WORKFLOW (If ETP for board without PE/board with working copy of PE)		
2. SOURCE													
12	X	X	X	X	X	X	X	X	X	X	UF 601-37.11 / LETTERS OF RECOMMENDATION (LOR) UR 601-37 pg 11, para 5-8 a		
13	X	X	X	X	X	X	X	X	X	X	TRANSCRIPTS (All transcripts to include transfer credit transcripts) UR 601-37, pg 11, para 5-7		
14	X	X	X	X	X	X	X	X	X	X	SEX OFFENDER CHECK(S) UR 601-37 pg 12, para 5-9		
15	X	X	X	X	X	X	X	X	X	X	SOCIAL SECURITY NUMBER / VERIFICATION UR 601-37 pg 14, 6-3.k		
16	X	X	X	X	X	X	X	X	X	X	DA 5252-R (include DA 5252-R for INS FORM 550, 560, 561, 570) AR 135-101 pg 9, para 2-1.n		
17	X	X	X	X	X	X	X	X	X	X	BIRTH CERTIFICATE (Including dependents) UF 601-37 para 5-1		
18	X	X	X	X	X	X	X	X	X	X	MARRIAGE / DIVORCE CERTIFICATES (If applicable) UR 601-37 pg 62, para b.(22)		
19a	X	X	X	X	X	X	X	X	X	X	MORAL WAIVER (UF 1037 w/court docs or self admittal; UF670) UR 601-37 pg 19, para 7-4		
19b	X	X	X	X	X	X	X	X	X	X	DD Form 369 POLICE RECORD CHECK UR 601-37 pg 20, para 7-4.d.(2)		
20	X	X	X	X	X	X	X	X	X	X	CDR'S LOR (All current serving, in addition to 3 Professional LORs) UR 601-37 pg 12, para 5-8.j		
21	X	X	X	X	X	X	X	X	X	X	INS FORM N-550 or N-560 (If no US birth certificate) UR 601-37 pg 9, para 5-1		
22	X	X	X	X	X	X	X	X	X	X	STATEMENT OF MOTIVATION (Except HPSP) UR 601-37 pg 3, para 2-6.b.(4) / 6-3.b.(3)		
23	X	X	X	X	X	X	X	X	X	X	CV, DPT or RESUME (except HPSP) UR 601-37 pg 3, para 2-6		
24	X	X	X	X	X	X	X	X	X	X	MALPRACTICE VERIFICATION UR 601-37 pg 10, para 5-4.e.(4)		
25	X	X	X	X	X	X	X	X	X	X	PROFESSIONAL LICENSE PSV (Website, letter, or phone) UR 601-37 pg 42, 7-7.b		
26	X	X	X	X	X	X	X	X	X	X	DD FORM 368 CONDITIONAL RELEASE (For other service members) UR 601-37 pg 5, para 3-5		
27	X	X	X	X	X	X	X	X	X	X	DA FORM 4187 (For currently serving Regular Army applicants) UR 601-37 pg 5, para 3-4.c		
28	X	X	X	X	X	X	X	X	X	X	DA FORM 7653 (66S CRIT CARE NURSE) W/HOURS MFR UR 601-37 pg 16, para 6-4.i.(3)		
29	X	X	X	X	X	X	X	X	X	X	DA FORM 7654 (66T ER NURSE) W/HOURS WORKED MFR UR 601-37 pg 16, para 6-4.i.(2)		
30	X	X	X	X	X	X	X	X	X	X	SCOPE OF PRACTICE (For STRAP, only applies to 66F) UR 601-37 pg 10, para 5-4.e.(3)		
31	X	X	X	X	X	X	X	X	X	X	PROFESSIONAL PRACTICE AND PRIVILEGES UR 601-37 pg 10, para 5-4.e.(3)		
32	X	X	X	X	X	X	X	X	X	X	PROFESSIONAL LICENSE (PALS/BLS/ACLS) (as applicable) UR 601-37 pg 10, para 5-4.e.(2)		
33	X	X	X	X	X	X	X	X	X	X	DEA LICENSE (MC, DC, Pharm, Nurse Pract, CRNA, PAs) UR 601-37 pg 11, para 5-4. (b).10		
34	X	X	X	X	X	X	X	X	X	X	NPDB RESULTS (Received and uploaded in packet by HSD) UR 601-37 pg 10, 5-4.f.(1)-(3)		
35	X	X	X	X	X	X	X	X	X	X	VERIFICATION OF INTERNSHIP, RESIDENCY, FELLOWSHIP (MC, DC, SP, MS) AR 135-101 pg 9, j		
36	X	X	X	X	X	X	X	X	X	X	ECFMG, ECFVG, or 5th PATHWAY AR 135-101 pg 7, para 2-1.i.(7)		
37	X	X	X	X	X	X	X	X	X	X	CME, CHE, or GME UR 601-37 pg 24, para 7-2.a.(1)&(2) AR 135-101 pg 4, para 1-11.a.(1).(a)		
38	X	X	X	X	X	X	X	X	X	X	BOARD CERTIFICATES/ELIGIBILITY (MC,DC,VC,66F/66P/66R) UR 601-37 pg 61, para 21-21.2.(2)		
39	X	X	X	X	X	X	X	X	X	X	DA 597-1/DA 597-3 ROTC CONTRACT (As applicable) UR 601-37, pg 57, para B-2.f		
40	X	X	X	X	X	X	X	X	X	X	UF 601-37.10 SPECIALTY DELAY TRAINING (FAP only) UR 601-37 pg 15, para 6-4.h.(6)		
41	X	X	X	X	X	X	X	X	X	X	UF 601-37.45 APP. FOR AUDIOLOGY EXTERNSHIP (AEP only) UR 601-37 pg 17, para 6-4.x.(4)		
42	X	X	X	X	X	X	X	X	X	X	CPIP MFR (Prior to boarding) HSD SharePoint, MS Corps Documents, CPIP Memo, HPSP Interview Memo		
43	X	X	X	X	X	X	X	X	X	X	AUTOBIOGRAPHY (Required for all DPT, and GPN) UR 601-37 pg 17, para u.(2)		
44	X	X	X	X	X	X	X	X	X	X	OBSERVATION HOURS FORM OR MFR (Required for all DPT)		
45	X	X	X	X	X	X	X	X	X	X	GRE SCORES (all DPT, GPN, MSW, some HPSP students) UR 601-37 pg 58, B-2, para j		
46	X	X	X	X	X	X	X	X	X	X	DEAN'S LETTER (All student programs, CPIP,MSW,PODRES,AEP,FAP,STRAP,HPSP,67G,72C All, Internship/Residency Programs, AEGD) UR 601-37 pg 59, f.(1)		
47	X	X	X	X	X	X	X	X	X	X	ASSOCIATION OF PSYCH. POSTDOC AND INTERNSHIP APPL. (AAPIC) UR 601-37 pg 83, para 23-4		
48	X	X	X	X	X	X	X	X	X	X	AMER. DIETETIC ASSN. VERIF. STATEMENT(Dietic Internship) UR 601-37 pg 42, para 18-5.c		
49	X	X	X	X	X	X	X	X	X	X	CORE CURRICULUM CHECKLIST (GPN only)		
50	X	X	X	X	X	X	X	X	X	X	SCHOOL ACCRED. ACEN/CCNE NURSE SCHOOL VERIF for all programs (AANA for 66F Programs only) UR 601-37 pg 23, 8-4.4.(d)		

AMEDD ACCESSION PACKET PREPARATION CHECKLIST

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7.2nd QC

2. SOURCE - CONTINUED										
51							X	X	X	REQUEST FOR HOLD SCREEN (MEPS RESERVATION FOR MAVNI) UR 601-37 pg 6, para 4-2.b/c
52							X	X	X	UF 601-37.20 APMC ASSIGNMENT VERIFICATION UR 601-37 pg 9, para 4-4
53							X	X	X	APMC FORM 12-R REQUIREMENT PARTICIPATION AGREEMENT
54							X			DA 591 / DA 591-G ROTC REQUEST FOR ED. DELAY UR 601-37 pg 62, para B-4 b.(25)
55							X			HPSP INTERVIEW MFR (73B HPSP, prior to board)
56							X			LOA OR LIST OF SCHOOLS APPLIED (4YR MC/DC HPSP) UR 601-105 pg 2, para 1-2.a.(2)
57							X			DEAN'S LETTER UM 601-105 pg 8, para 6-5.j.(2)
58							X			COLLEGE ADMISSIONS TEST (MCAT/DAT/VCAT/etc original) UR 601-37 pg 58, B-2, para j
59							X	X		INS FORM G-845 DOCUMENT VERIFICATION REQUEST UM 15-016
60							X	X		ORAL PROFICIENCY INTERVIEW (OPI) RESULTS OR DA FORM 330 UM 15-016 para 11.k.
61							X	X		LETTER OF INTENT TO ENLIST IN MAVNI PROGRAM
62							X	X		INS FORM I-20 CERTIFICATE OF ELIGIBILITY FOR NONIMMIGRANT STUDENT (Only if student)
63							X	X		INS FORM I-94 ARRIVAL/DEPARTURE RECORD or INS FORM I-797 UM 15-016, para 4.b.III
64							X	X		MAVNI DEPENDENTS QUESTIONNAIRE (Only if there are dependents) UM 15-016, para 4.h.
65							X	X		VISA / ADDITIONAL IMMIGRATION DOCUMENTS UM 15-016, para 4.b.III
3. BOARD										
66	X	X	X	X	X	X	X	X	X	VALIDATION REPORT UR 601-37 pg 56, para 21-12 (10)
67	X	X	X	X	X	X	X	X	X	LEVEL 2 QC SUMMARY - Required by DCA
68	X	X	X	X	X	X	X	X	X	DA FORM 61 (Callouts on DA 61 will require a new signed form) UR 601-37, pg 14, para 6-3.a
69	X									UF 601-37.43 CPIP APPLICATION (CPIP Only) UR 601-37 pg 17, para 6-4.y.12
70	X									UF 601-37.38 ACADEMIC COURSES IN PROGRESS (SP only) UR 601-37 pg 17, para 6-4.u.(2)
71								X		UF 601-37.24 STRAP ENROLLMENT VERIFICATION UR 601-37 pg 15, para 6-4
72							X			UF 601-37.22 STATEMENT OF MOTIVATION UM 601-105 pg 6-5, para I.(h).(2)
4. APPOINTMENT										
73	X	X	X	X	X	X	X	X	X	LIVE SCAN RESULTS UM 15-023
74	X	X	X	X	X	X	X	X	X	DD 369 / EARLY BACKGROUND CHECK UR 601-37 pg 20, para 7-4, e.(2)
75	X									UF 601-37.39 (Regular Army Nurse Corps Incentives only) UR 601.37 pg 16, I.(6)
76	X							X		UF 601-37.56 (Regular Army Incentives: DC/MC/SP/MS and VC ONLY) UR 601-37 pg 15, d.(2)
77	X							X		UF 601-37.63 (MC/DC RA applying for CWSAB) Post Board Document UR 601-37 pg 15, d.(3)
78	X									UF 601-37.32 (RA HPLRP) UR 601-37 pg 22, para 8.3.c
79	X	X								VET CORPS STATEMENT OF UNDERSTANDING (VC and VC HPSP) UR 601-37 pg 10, para e.(5)
80				X	X	X	X			UF 601-37.23 INCENTIVE ENROLLMENT DATA SHEET UR 601-37 pg 34, para 9-3 a.(2).(a)
81				X	X	X	X			UF 601-37.48 USAR INCENTIVES DECLARATION UR 601-37 pg 36, para 9-4 e.(1).(a)
82	X	X	X	X	X	X	X	X	X	DA 4572-R UR 601-37 pg 14, para 6-3.i
83	X									UF 601-37.62 (PT Baylor only) UR 601-37 pg 16, 6-4.t.(3)
84	X									DA 160-R (JULY 2010) UR 601-37 pg 44, para 11-3.b
85			X							UF 601-37.58 ELECTION OR DECLINATION OF HPSP BONUS UR 601-37 pg 15, para 6-3.l
5. PRIOR SERVICE										
86	X	X	X	X	X	X	X	X	X	DATE PSR's (UFL 142) SUBMITTED: _____ RECEIVED: _____ UR 601-37 pg 21, para 7-9.c
87	X	X	X	X	X	X	X	X	X	UFL 142 (Scan into DCA and also sent to the BN OPS to be processed) HRC REQUIREMENT
88	X	X	X	X	X	X	X	X	X	DA 1506 STATEMENT OF SERVICE
89	X	X	X	X	X	X	X	X	X	REDD REPORT (All current/PS, all branch of service) USMEPCOM REG 601-23 pg 16.f.(2)
90	X	X	X	X	X	X	X	X	X	PROMOTION ORDERS UR 601-37 pg 4, para 3-4.a.(1).(c)
91	X	X	X	X	X	X	X	X	X	NGB 22 UR 601-37 pg 4, para 3-2.(b)
92	X	X	X	X	X	X	X	X	X	DD 214 UR 601-37 pg 4, para 3-2.(a)
93	X	X	X	X	X	X	X	X	X	DD 215 (if applicable) UR 601-37 pg 15, para 6-3.k.(3)
94	X	X	X	X	X	X	X	X	X	DISCHARGE ORDERS, DA 1059s, NCOERs, OERs, ERB, ORB UR 601-37, pg 4 & 5, para 3-4
95	X	X	X	X	X	X	X	X	X	Past DA 71 and APPOINTMENT LETTERS UR 601-37 pg 2, para 1-7 e&f / pg 40 para 10-1
96							X	X		MAVNI INFORMATION PAPER UM 15-016 para 8
97							X	X		ENLISTMENT CONTRACT

BY SIGNING THIS YOU ARE VERIFYING TO THE BEST OF YOUR KNOWLEDGE THIS IS A BOARD READY PACKET

10. Completed By:

11. Center OIC: