

IPAP Application Guide / June 2026 Board

Thank you for your interest in applying for IPAP! Please use this as a guide when putting together your packet. This will help you avoid errors and last-minute corrections to your packet.

Our website is <https://recruiting.army.mil/armypa> and **example documents** will be indicated with a blue highlight. Sometimes these documents are difficult to download, so please try on a personal computer rather than a government computer, if you are having difficulty. Also, please try different browsers prior to contacting the IPAP team.

Review **MILPER Message 25-311** found on our website for application requirements.

****All documents should be dated after 6 June 2025.**

Packets will be submitted digitally as PDF files to the USARD IPAP mailbox: usarmy.knox.usard.mbx.hsd-ipap@army.mil. See checklist in #1 below for more details:

***(TAB 1):**

1. **Application Checklist** - Titled Application checklist on our **website**. Please complete the top portion and use the checklist to ensure you have submitted all documents. When preparing your PDF documents, ensure you scan all documents in order, Tab 1 to one PDF. A second PDF document should have all documents in Tab 2, and a third with documents in Tab 3. If your PDF files are too large, please break them down into smaller files and label them appropriately (E.g., Tab 1, Tab 1 continued, etc.) **NO PDF portfolios. DO NOT INCLUDE tabs, passwords, codes, or special instructions for opening the documents.**
2. **STP (Soldier Talent Profile)** - **Ensure DA photos, race and ethnicity ARE NOT visible. *(ENL) GT score needs to be visible.** This should be a **true, certified copy**. This means somewhere on the document is stamped or written "true, certified copy" and signed by your Commander, 1SG or S1.
3. **DA 705 (AFT Scorecard)** - At least one passing AFT score cards for all components. This should be a **true, certified copy**. This means somewhere on the document is stamped or written "true, certified copy" and signed by your Commander or 1SG. **This is required for all components (AD, USAR, NG)**

4. **DA 5500/5501 Body Fat Worksheet** - (If applicable) - submit with the ACFT card above.
5. **Profile** - (If applicable) - submit copy of profile. P3 profiles are not eligible to apply. P2 profiles with a P2 in the P, H, and E category are considered for a waiver by the SP Corps leadership on a case-by-case basis. P2 profiles with a P2 in the U, L, S category are not eligible for a waiver. Temporary profiles are considered for a waiver on a case-by-case basis.
6. **Letter of Intent** - This is your chance to tell the board why you want to be a PA and why you would be good at the job. There is no example of this on the website because we want you to use your own words. It should be completed in a memorandum for record format. Try to keep it to one page and make sure you put your signature block at the end and SIGN IT! You may want to have someone proofread it!
7. **DA 61** - Fill in block 1, 7-22. **Block 21** - List all Colleges/Universities you have attended. If there is not enough space, put additional information using the same format in block 41. **Block 24-26** - Ensure you check a box in each of these! **Block 26** - If you answer "yes" to this question, you may need a conviction waiver. You will need to submit the court documents with your application as well as a waiver request memorandum (example on our website). **This includes any legal violations prior to the military.**

Complete **Block 27-33**. Ensure you sign the document in **Block 42**.
8. **Conviction Waiver Request Memo** (If applicable) - if you answered "yes" to block 26 on the DA 61, you MAY need a conviction waiver. Your memo should discuss the event and your remorse about whatever action you took. You will also need to submit court documents, which are required to help us determine if a waiver is necessary and if so, at what level the approval authority is. (example on our website).
9. **Affidavit/Court Documents** - (If applicable) - If you answered "yes" to Block 26 on the DA 61, you would need to provide court documents. You may need to go online to the court where the incident occurred and request these documents.
10. **CV** - (example on our website). You may use your own version if desired.

11. **Academic Delay Plan Memo** – (If applicable) If you are going to apply with up to (3 classes) of prerequisites still pending completion, you must submit an academic delay plan memo. This outlines your plan to complete those courses prior to 1 October 2026. (example on our website).
12. **Medical Terminology Certificate** – If you did your medical terminology requirement through ATIS, please include your completion certificate here.
13. **Diploma's** – (If applicable) If you have a degree from a college/university, submit a copy of your diploma.
14. **Letters of Recommendation** – You may have a **MAX of 5** Letters of recommendation. Included in that 5, **MUST BE** one from **your first line supervisor, commander, and a PA**. The PA LOR should be on USAREC Form 601-37.11 (example on our website). The PA needs to document that you have completed **AT LEAST 80 shadowing hours** on this form. (If you completed more than 80+ shadowing hours, exact shadow hours need to be notated). If the program manager gives you permission to shadow someone other than a PA, that provider should still complete USAREC Form 601-37.11 and list your shadowing hours.

***For FY26 IPAP-LORs (Unit Commanders & Immediate**

Supervisors): Unit commanders and immediate supervisors for applicants will interview and provide specific recommendations on applicants under their control and/or supervision. Unit commanders must include the following conditional release statement in their Letter of Recommendation (LOR): "I approve (rank, name)'s request for conditional release upon acceptance to the Interservice Physician Assistant Program (IPAP). This approval is a non-waiverable administrative requirement that will permit (them) to change (their) branch to Army Medical Specialist Corps upon completion of the IPAP." The minimum level of command for this endorsement is battalion.

***(NEW) For FY26 IPAP-PA LORs:**

Recommending Physician Assistant (PA) will interview and provide specific recommendations on applicants under their control and/or supervision. Physician Assistant recommendations must include USAREC Form 601-37.11 (Application Evaluation Worksheet), and completion of the supplemental evaluation provided after the applicant has completed their online registration. The applicant will complete block 10 of USAREC Form 601-37.11 and include a summary of their shadow time. The summary must include a brief overview of the types of patients, care, and procedures they saw. It must also discuss the quality of shadow hours with regard to how it may have affected their interest in medicine and any improvements they feel may maximize the value of shadow hours. The Recommending PA will complete blocks 6 and 7 as indicated on the form while also documenting at least 80 hours of shadowing. A minimum of 40 hours must be within 12 months of the selection board; more than 80 hours is highly recommended. Applicants without access to a Recommending PA may request approval for shadowing hours with a health care professional other than a Physician Assistant by email to their respective component IPAP Manager. (Supplemental form sent directly to preceptor. Applicants must identify preceptor during UNMC's application registration process).

You may have 2 additional LOR's, from whomever you like. All LORs should be dated after 6 June 2025. There is no example on our website. These are just in memorandum for record format.

15. **Evaluation Reports (NCOER/OER)** - Send all completed NCOER/OERs.
(newest - oldest)
16. **Academic Evaluation Reports (DA 1059)** - Send all completed 1059's.
17. **Letter of Character** - (If applicable) - We recommend any applicants in the rank of SPC or below, provide a letter of character from their 1SG. This will stand in place of the NCOER/OERs that other applicants have. This should be in a memorandum for record format.
18. **DD 214** - (If applicable) - if you were at any point discharged from the military, submit your DD214.

19. **Appointment Letter/Oath of Office (DA 71)** – (If applicable) – If you are already an officer, please submit these documents from your previous commission.
20. **Awards/Certifications/Licenses/Training Certificates** – Submit copies of award certificate (AAM, ARCOM, MSM, etc.), certificates or licenses (BLS, ACLS, PALS, EMT, etc.)

***(TAB 2):** (This tab should be in a second PDF document, **keep in order**).

21. **DA 160** – Complete Blocks 1-8. **Block 9** – If you are **Active Duty**, Block 9a should say **54 months**. You may need to write it in or type in 54 mo. If you are **USAR**, block 9a should say 8 years. (There are example documents on our website for AD and USAR with this block already completed for you.)

Block 10a – This is where you would tell me about your preference for class dates. Your only options are January, April or August (Choice 1, 2, 3).

Block 11 – leave blank

Block 12 – check one

Block 14 – make sure you sign!

22. **Waiver Requests** – If you need an age or time in service waiver, you need to submit a memorandum requesting the waiver. (There are examples of each on our website).
 - a. **Age** – If you are Active Duty and will be over the age of 42 prior to 14 June 2029, you need a waiver. If you are a Reservist and will be over the age of 47 on 14 June 2029, you will need a waiver.
 - b. **Time in Service** – Please reference the MILPER message for each category.

23. ***For FY26 IPAP – Conditional Release** – *A conditional release is no longer required prior to the selection board but it is highly encouraged. All selected applicants must request and receive an approved release from their branch within 90 days of the board results MILPER publication date. Releases are requested through IPPS-A as a Personal Action Request (PAR), under 'correct the record', as an 'other' request. Conditional release statements for applicants completing the PAR prior to the board must include the following statement: "I request a conditional release from my current branch to attend the IPAP. Upon program completion, I will branch into the*

Army Medical Specialist Corps." A release statement for applicants processing a PAR after selection must include the statement: "I have been board selected to attend the Interservice Physician Assistant Program (IPAP) with a (DDMMYY) class report date. I request a release from my current branch to attend the IPAP. Upon program completion, I will branch into the Army Medical Specialist Corps." Applicants must maintain command and branch support for attending the IPAP throughout the process to include pre-matriculation into the IPAP (non-waiverable administrative requirement). Failure to maintain command support or receive an approved branch release PAR within 90 days of the MILPER publication date will result in removal from the selection list and from the OML. The PAR must be signed by the applicant's Battalion or Brigade Commander and Branch Chief/Manager. DD Form 368 (Request for Conditional Release) is not required for RA or USAR applicants because they are staying in the same component. All Soldiers currently Department of the Army selected for Drill Sergeant or Recruiter duties are ineligible to apply and their packets will not be boarded.

24. **MILPO Statement** - (example on the website). This document should be signed by the Commander, 1SG or S1.
25. **Security Clearance Memo** - See your unit security manager for a security clearance verification memo. If you do not have a security clearance, we at least need a memo stating one has been initiated.
26. **Application Memorandum** - Please see examples on the website and ensure you are using the correct document. There is one for active duty enlisted, active-duty officer, reserve enlisted and reserve officer. **Initial after EVERY paragraph** even if you do not think it applies to you. Do NOT erase paragraphs. Put the example in a memo format and sign at the end.
27. **ROTC Contract** - (If applicable) - if you are already an officer and got your commission through ROTC.
28. **DA 4651** - Reserve applicants only
29. **Naturalization Certificate** - (If applicable)

30. **Tattoo Self-Identification Memo** - (example on the website). Submit a memo listing your tattoos or None if that is applicable. If you have tattoos, you will need to submit photos of the tattoo with the memo.

***(TAB 3):** (This should be a third PDF document).

31. **Physical Exam** - DA Form 2807-1, 2808, labs and hearing test required. Must be conducted after 6 June 2025.

-2807 - Make sure you answer 14c correctly.

-2808 - Ensure blocks 53-66 are completed and the form is signed by a physician on the last page.

- Include scanned hearing test and official lab results to include **HIV, urinalysis, urine drug screen, Ethanol level and HCG (pregnancy test for females)**. If the provider has documented a date AND result on the 2808 for HIV, that is acceptable, but the other labs require the scanned lab print out.

- If you need a medical waiver, you will have to submit ALL medical encountered documentation associated with the diagnosis, as well as a specialist provider's clearance for the waiver to be processed. Start collecting these documents now!

- Add a copy of your profile if you have one!

****Other Requirements for Your Packet:** (The following items are REQUIRED FOR ALL APPLICANTS).

***(Official Transcripts)** - From ALL colleges/universities should be submitted to the (UNMC) - University of Nebraska Medical Center ONLY!!

(You will no longer be required to mail or electronically send your official transcripts to USARD).

- If you are using **CLEP scores** or **AP Credit for English**, you will have to submit official scores to UNMC.
- If you completed **Basic Medical Terminology on ATIS**, you need to submit the completion certificate with your packet to UNMC and USARD
- If enlisted, ensure you submit your **JST** to UNMC.

***(SAT Scores)** - You **MUST** have official scores within the past 5 years, prior to the board, to be eligible. You **MUST** score a total of 1000 with at least **450 in math and reading** to be eligible. **THERE IS NO WAIVER FOR THE SAT REGARDLESS OF PREVIOUS DEGREE OR OTHER TESTING (IE. THE GRE/ACT DO NOT COUNT)**. The last available testing date to ensure results are sent to USARD in time for the board will be the **14 March 2026** test date. If you do not take the SAT by that date, we cannot ensure a result in time for the board and your packet cannot go forward. **(Please ensure that you have used code "3994" for IPAP and we can download official scores from the College Board website, once scores become available).**

***(PA-CAT Scores)** - You must take the PA-CAT for your packet to be eligible to board. **Take the PA-CAT by application deadline of 1 March 2026.** You can register for the exam at <https://www.pa-cat.com>. Upon registration, select **US Army Active Duty, or US Army Reserves** for your scores to be submitted to USARD. **(When scores become available, we can download official scores from the website).**

Submit your COMPLETED packet NO EARLIER than 1 October 2025 and NO LATER than 1 March 2026 to USARD at usarmy.knox.usard.mbx.hsd-ipap@army.mil. Ensure your packet is assembled, as explained on the Application Checklist in #1 of this document.

****Please ensure that you also complete the University of Nebraska (UNMC) online portion of the application through UNICAS at <http://ipap.liaisoncas.com>. This is a requirement, and your packet will not be boarded without the academic worksheet that UNMC provides USARD in April. Ensure that you have sent UNMC ALL your transcripts, to include an official copy of your JST, if an enlisted applicant. The window for these actions is also, 1 October 2025 to 1 March 2026.**

Once your packet arrives at USARD, it will be reviewed, and you will be notified of any corrections. Most of the packets arrive in February, so please be patient if you are not notified immediately, because it takes a while for our small staff to do the reviews on hundreds of packets.

If selected, you will start in either January 2027 (report to Fort Sam Houston November 2026), April 2027 or August 2027.