**AMEDD Enlisted Commissioning Program (AECP)**

**For FY22, you will work with an Army Medical (AMEDD) recruiter to build your packet in the recruiter system (DCA). To locate an AMEDD recruiter, go to**[**https://www.goarmy.com/amedd.html**](https://www.goarmy.com/amedd.html)

Please see the FY22 MILPER Message 20-251

The Fiscal Year 22 AECP Board is **14-17 September 2021 and if selected, you will start between January-September of 2022.**

The deadline for packet submission for an AMEDD recruiter to upload is **1 August 2021**. You can reach out anytime to work with an AMEDD recruiter, but the sooner the better.

The AECP Program Management Team at Recruiting Command HQs Health Service Directorate can be reached at:

USARMY Ft Knox USAREC Mailbox HSD Enlisted Commissioning Program [usarmy.knox.usarec.mbx.hsd-enlisted-commissioning-program@mail.mil](mailto:usarmy.knox.usarec.mbx.hsd-enlisted-commissioning-program@mail.mil)

**AECP Information & Requirements**

Thank you for your interest in becoming a nurse through the AMEDD Enlisted Commissioning Program (AECP).  AECP allows Regular Army, USAR and ARNG Solders to finish up to 24 months of nursing school while retaining their rank, grade and military benefits (pay, medical, etc).  As the Soldier graduates with a Bachelor of Science in Nursing (BSN) and passes the NCLEX, the Soldier reports to the Direct Commissioning Course (DCC) at Fort Sill, OK where they will be commissioned as a 2LT officer in the Nurse Corps. From there, the Soldier reports to Basic Officer Leadership Course (BOLC) in San Antonio, TX. The Soldier will incur a four year active duty service obligation (ADSO).

The onus is on the applicant to find a nationally accredited nursing school which meets our specific set of criteria (see below). The Soldier must receive either a conditional or unconditional letter of acceptance into a nursing program. This tends to be the most difficult part.  Below is list of some universities AECP students have attended. These schools are not necessarily approved schools as eligibility for schools is constantly changing, but this may be a good starting point as you evaluate options against the AECP school criteria:

Columbus State University

Fayetteville State University

East Carolina University

Georgia Southwestern State University

University of Central Florida

University of South Florida

University of North Florida

University of North Carolina-Greensboro

Austin Peay State University

University of Alabama, Huntsville

University of Alabama, Birmingham

University of Texas

University of Kansas

Northwestern State University, Shreveport, LA

Colorado State University-Pueblo

University of Washington School of Nursing

Stony Brook University, New York

Salisbury University

**To get prepared for the Bachelor of Science in Nursing (BSN) program**

1. Identify Pre-Requisites (Pre-Reqs) and Courses Needed for admission

(1) Have your transcripts evaluated by an academic advisor at the intended BSN program to identify what pre-reqs are needed

(2) Identify a school to take the pre-reqs and have that academic advisor verify that the intended program will accept those courses for transfer credit

1. Receive a **Tuition Assistance (TA) Memo**

(1) Once you have the above accomplished, then send us (the [AECP Program Managers](mailto:usarmy.knox.usarec.mbx.hsd-enlisted-commissioning-program@mail.mil)) all of the documentation/correspondence from the nursing program academic advisor so we can validate the courses for your tuition assistance memo. Make sure the following is included with your correspondence to us:

(a) The name of the nursing program to which you are planning to apply

(b) The name of the school you will be attending for the prerequisites with the name of each prerequisite class with the corresponding credits for each class (Example: BIO 101 Introduction to Biology with Lab (4 credit hours) and that this course will qualify for transfer credit to the intended nursing program. Make sure you state if the class has a lab or not.

c) Send us the nursing school documentation requiring the prerequisites and the school you will take your prerequisites with.

d) Confirmation from the academic advisors from both the BSN program and the school where the pre-requisites will be taken that the credits will transfer for acceptance into the program once completed.

(e) We will verify and create the TA Memo for you to take to your education center counselor.

(f) Follow these steps for each nursing school to which you plan to apply.

**BSN Program Eligibility**

1. The institution must not charge the Army more than $15,000 per academic year.  Selectees must be enrolled as in-state resident and must only take upper level/junior and senior coursework in full time student status.  Prerequisite courses will not be authorized in conjunction with active participation in AECP.
2. The nursing school must be accredited through either ACEN, CCNE, or NLN. You can find this on the school's website or the ACEN, CCNE, or NLN websites. Please make sure that the accreditation dates is through your intended graduation date.
3. The nursing school must have a NCLEX first time pass rate of 90% or higher within the last 3 years. You will find this on the school's website.
4. **Maximum** of 2 online courses allowed in a degree completion program. Online classes within the nursing program must not be a laboratory class or clinical class
5. All classes must be taught in English
6. Program must be completed within 24 months. Accelerated programs are authorized
7. The nursing school must be within at least 100 miles of a Military Treatment Facility (MTF) (any branch of service). Visit <https://www.tricare.mil/> to help find locations.

**Applicant Eligibility**

a. Must meet general eligibility requirements in accordance with (IAW) AR 600-20, AR 601-100, AR 40-501 Ch. 2, DODI 6130.03, DODI 6000.13, AR 614-200, AR 635-200, AR 600-9, AR 600-210, UR 601-37, AR 351-3 and AR 350-1.

b. Soldiers must be MOS qualified, have Basic Leadership Course (BLC) completed, have at least 24 months and no more than 168 months of active duty federal military service, and be an E4 or above by the time of application deadline. A waiver for time-in-service may be considered on an individual basis. Approval is from the Army Nurse Corps Specific Branch Proponent Office (AN-CSBPO). Soldiers will incur a 6 year active enlistment contract beginning from the BSN program start date.

c. An approved conditional release (due by application deadline):

(1) Regular Army: a DA Form 4187 from the branch manager at US Army Human Resources (HRC) Command.

(2) USAR/ARNG: a DD Form 368 approved from the chain-of-command in accordance with USAR/ARNG policies and delegation of authority (usually at least the first General Officer in the CoC).

d. Minimum GPA of 3.00 as calculated from all college level courses of all transcripts submitted from all universities ever attended.  A waiver is considered on an individual basis for Soldiers who have a cumulative GPA lower than 3.00 if their Science GPA is at least a 3.50 or greater in the last 5 years.  Waivers for GPA are routed through the AN-CSBPO for approval.

e. Must be able to commission on or before your 42nd birthday.

(1) Time calculation example: a 2-yr BSN completion, taking/passing the NCLEX-RN after graduation, getting orders from HRC, reporting to first duty location and doing the DA 71 (Oath of Office) means that at least 2.5 yrs are needed. So this applicant would need to be no older than 39.5 yrs old at the beginning of the BSN program (not at board dates).

(2) Accelerated programs are authorized and encouraged. If going through an accelerated program, please make this known in the application if age eligibility is a consideration for approval.

f. Meet physical requirements for a commissioned officer appointment (commissioning physical) as prescribed in AR 40-501 Chapter 2 with physical eligibility met IAW DoDI 6130.03, and be within height/weight standards prescribed by AR 600-9.

g. Must have and maintain a secret security clearance or higher or at a minimum have a favorable adjudication of the Tier 3 (T3) investigation and verified in Joint Personnel Adjudication System (JPAS).

h. All USAR and ARNG Soldiers will be projected by an AMEDD recruiter for enlistment onto Regular Army through the local Military Entrance Processing Station (MEPS) and incur a 6 year active enlistment contract beginning from the BSN program start date. MEPS will enlist Soldiers with orders to the nearest active duty Army post to in-process as a Regular Army Soldier prior to receiving orders for duty at their AECP eligible nursing school.

i. USAREC HQ Health Services Directorate will convene a competitive selection board on **14-17 September 2021**. Applicants in OCONUS assignments selected for this program may have to curtail their Foreign Service tour to meet training report dates. Individuals will receive official notification of selection following the board via a board release through the Medical Recruiting Brigade (MRB)/AMEDD Recruiter.

**For further application special instructions, forms and samples refer to the FY 22 AECP Guidelines section of the website**

**Application Process**

1. Complete all of the pre-reqs and obtain a letter of acceptance to a qualifying BSN program (see eligibility criteria)
2. Read MILPER Message 20-251 (for FY22).
3. Find and work with an AMEDD recruiter to help build an application packet. Go to <https://www.goarmy.com/amedd.html> to find a recruiter.
4. Completed packets must be submitted/uploaded by **1 August 2021**. It is highly recommended you seek out an AMEDD recruiter as soon as possible to assist with your application. FY22 Selection Board meets **14-17 September 2021.**

**Application Packet**:

a. DA Form 61 (application for appointment):  Work with the Recruiter to correctly and completely fill out this application for appointment.

b. Commissioning physical:  provide a completed commissioning physical.  The reviewing medical authority must indicate the applicant meets medical standards for qualification for appointment as a commissioned officer IAW AR 40-501, Chapter 2 and DoDI 6130.03.

c. Letter of intent (LOI):  the applicant will personally prepare a single page memorandum for record, single page, IAW AR 25-50, to explain the role of a registered nurse and the Soldier’s motivation for wanting to be an Army Nurse Corps officer.  The applicant needs to reflect on how their talents and experiences will strengthen the Army Nurse Corps.  The letter will highlight two to three Army values, showcasing the individuals talents/character/experience/performance etc. This is a very important part of the packet. Please **have more than one person review your LOI to make sure it states what you want it to state.**

d. Letters of recommendation (LOR): a single page, memorandum for record format IAW AR 25-50.  Each applicant must have a LOR from:

(1) Commander (required)

(2) First Line Supervisor (required)

(3) Chief Nursing Officer (required) or Deputy Chief Nursing Officer at a Military Treatment Facility or Combat Support Hospital/Field Hospital. This is required of every applicant regardless of MOS or Component. Recruiters can help schedule this. If there are difficulties, please reach out to the AECP team.

(4) Up to 2 additional letters of recommendation. These can be from anyone.

(5) **Maximum** of five **(5)** letters

e. *DA Form 2125 – Academic Worksheet*: this details the planned curriculum by quarter/semester to complete the BSN within the 2 years. Must be signed by both the academic advisor and the student. Completed worksheets must be present for each program to which the student is planning to apply.

f. Unconditional/conditional letter of acceptance:  is required from an ACEN, CCNE or NLN accredited nursing program.  The conditional letter must state conditions (if any) that must be met for to obtain unconditional acceptance.  The letter must state:

(1) the projected start and graduation dates (mm/dd/year) of the nursing program (must be less than 24 months duration) taken in full time student status

(2) the projected yearly tuition and fees for the entire curriculum (not more than $15,000 per year)

(3) the school’s first time NCLEX pass rate (must be 90% or greater in the last 3 years)

(4) the inclusion of online courses in the nursing program (not more than 2 classes per curriculum, online courses cannot be associated with a lab or clinical)

(5) All prerequisites do not have to be completed in order to board. However, only those applicants with 9 semester hours or less of pre-reqs to be completed will be considered. A letter should be present from each program to which the student is planning to apply. If an applicant has 10-12 semester hours remaining, a waiver can be requested from the AN-CSBPO to be permitted to board.

g. Official transcripts:  must provide official transcripts for all undergraduate and graduate courses for inclusion in an application packet.  Ensure name changes are noted on the DA 61 item 41 if transcripts are in a former name.  Transcripts in languages other than English must be translated prior to submission. Only transcripts from the US and its Territories will be considered for GPA calculation.

h. OMPF records:  Soldier Record Brief (SRB), all NCOERs (no drafts accepted)*,* all DA 1059’s, awards (DA 638s) and any prior service records to include DD 214 and/or NGB Form 23B/or DA Form 5016 from all branches of service or breaks in service from the Army.  Professional licensures or certifications (i.e. CNA, EMT, EFMB, LPN license, BLS, ACLS, PALS, etc.) may be submitted. If an applicant does not have any NCOERs, their supervisor may write an MFR for their performance for that year.

i. Curriculum Vitae (Résumé):  must be typed and contain all pertinent data from both military and civilian experiences. May be multiple pages.

j. DA 705 APFT scorecard:

(1) Last APFT IAW Army Directive 2020-06. Must be certified by CDR/1SG.

(2) Height and Weight or Tape Test IAW AR 600-9. Height and Weight verification memo signed after 1 August 2020 and be certified by CDR/1SG.

k. DA Form 4187 Personnel Action:  typed, digitally signed no earlier than 1 January 2021 by both applicant and applicant’s battalion commander (or equivalent).  Remarks section must include:

(1)  Current height and weight IAW AR 600-9, include DA Form 5500 or DA Form 5501 results if applicable.

(2)  APFT results (stating pass or fail) dated no older than 1 October 2019.

(3)  Previous participation in any commissioning program (AECP, IPAP, ROTC, OCS, etc.) and the reason(s) for the soldier’s inability to complete the program.

(4)  “I have read and understand the FY 22 AMEDD Enlisted Commissioning Program Guidelines”.  The applicant will initial at the end of the statement.

(5)  “I understand that prior to my AECP report date, I must complete any service requirement gained from completion of an ASI or MOS producing course.” The applicant will initial at the end of the statement.

l. Security clearance:  security clearance memo from unit’s security officer verifying that the applicant currently holds a security clearance, secret or higher, verified in Joint Personnel Adjudication System (JPAS).  Applicants without favorable adjudication of the T3 investigation are ineligible to apply.

m. MILPO/S1 eligibility statement:  submit statement signed by MILPO official (OIC or NCOIC E-6 or above) verifying applicants eligibility to participate in AECP.  Statements will verify:

(1)  Local records check has been completed and the above named applicant is administratively qualified for appointment as a commissioned officer IAW AR 601-100.

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

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

(4)  This application is not in contravention of AR 600-8-2.

\*\*\* All applicants must be fully qualified to begin a BSN program within 90 days of the desire program start date between January 2022 and September 2022.

**Once in the Program …**

1. Administratively assigned to 187th Student Detachment at Ft Sam Houston (APFT/ACFTs, PHA, Leave, UCMJ, all admin support, etc.).
2. Maintain full-time student status. No “filler” classes authorized. Full-time student status is defined per the institution.
3. Submit DA 2125 Academic Worksheet detailing grades and progress per quarter/semester within 10 days of completion of term to the AECP staff.
4. Commissioning physical complete again in between junior/senior years and upon completion of program from military provider.
5. Take the NCLEX-RN within 60 days of graduation.
6. Receive orders from HRC, TDY to the Direct Commission Course (DCC) at Ft Sill, OK and then Basic Officer Leader Course (BOLC) at Ft Sam Houston.
7. Complete BOLC and PCS to your first duty station as an Army Nurse.