

FY24 AECF Checklist

***Items needed to be sent to ANC PM team for AECF Packet review. Please place document in order of checklist

Record of Medical Examination, Health History, and Waivers

- _____ DA Form 61. If check block 26 "Yes", will need MFR from applicant- (recruiter will process normal channels).
- _____ Commissioning physical examination (recruiter responsibility)
- _____ Request for waivers - time in service (TIS), age and GPA (HSD will process-recruiter to create workflow in DCA for "waiver exception" and send to ANC PM workflow inbox); conviction and medical- (recruiter will process normal channels).
- _____ Affidavits/conviction statement (if applicable)- (recruiter will process normal channels).
- _____ Other supporting documentation (just like any other applicant-(recruiter will process normal channels).

Applicant Letter of Purpose and Intent

- *** _____ See example online on HSD SharePoint site

Letters of recommendation (LOR) (Minimum 3 and max of 5)

- *** _____ 1. Commander-Required
- *** _____ 2. First line supervisor-Required
- *** _____ 3. Deputy Chief of Nursing (DCN) or Chief Nursing Officer (CNO) from an Military Treatment Facility (MTF)- Required
- *** _____ Other two (optional)

Education Documents

- *** _____ Letter of acceptance (unconditional)-needed from each nursing school to which applying. If conditional letter, must state all prerequisites have been completed
- *** _____ DA Form 2125 (academic worksheet) needed for each nursing school applying to
- *** _____ Official transcripts from each university/college attended. Foreign degrees may be in packet, but will not be considered in GPA calculation

Personnel Service Records

- *** _____ Awards, certificates, volunteer service
- *** _____ All NCOERS (if applicable). Will not accept DRAFT NCOERS.
- *** _____ All DA Form 1059s. Must have Basic Leadership Course (BLC) complete
- *** _____ Any professional certification or licensures (EMT, BLS, ACLS, RN, LPN, CBRNE etc). Recruiter to PSV any past or current licenses
- *** _____ Any prior service records (DD214 and or NGB Form 22)
- *** _____ Certified true copy of Solider Talent_Profile (S1 certifier being at least an E6 or above)
- *** _____ Curriculum Vitae (Resume) -
- *** _____ Most current DA Form 705. If applicable, DA Form 5500 or DA Form 5501. Needs to be certified by company leadership.

Statements of Vacancy and Understanding

- *** _____ RA: Branch release memo
- *** _____ USAR: Component Release
- *** _____ ANG: Component Release

Verification of Eligibility

- *** _____ Verification of security clearance statement
- *** _____ E-MILPO eligibility statement-see example and guidelines for verbiage of what is needed. Applicant must not be approaching RCP within 6 months of graduation/progam completion.