

## **Fiscal Year (FY) 2024 AMEDD Commissioning Program (AECPP) Applications**

### **Guidelines for Soldiers and AMEDD Recruiters**

- A. AR 40-501 (Standards of Medical Fitness), 27 June 2019.
- B. AR 40-502 (Medical Readiness), 27 June 2019.
- C. AR 135-100 (Army National Guard and United States Army Reserve Appointment of Commissioned and Warrant Officers of the Army), 1 September 1994.
- D. AR 135-101 (Army National Guard and United States Army Reserve Appointment of Reserve Commissioned Officers for Assignment to Army Medical Department Branches), 15 February 1984.
- E. AR 351-3 (Professional Education and Training Programs of the Army Medical Department), 15 November 2007.
- F. AR 600-9 (The Army Body Composition Program), 16 July 2019.
- G. AR 600-8-2 (Suspension of Favorable Personnel Actions (Flags)), 05 April 2021.
- H. AR 601-100 (Appointment of Commissioned and Warrant Officers in the Regular Army), 21 November 2006.
- I. AR 601-210 (Regular Army and Reserve Components Enlistment Program), 31 August 2016.
- J. AR 601-280 (Army Retention Program) 16 June 2021.
- K. AR 614-200 (Enlisted Assignments and Utilization Management), 25 January 2019.
- L. AR 621-1 (Advanced Education Programs and Requirements for Military Personnel), 11 December 2019.
- M. AR 635-200 (Active Duty Enlisted Administrative Separations), 28 June 2021.
- N. USAREC Regulation 601-37 (Army Medical Recruiting Program), 11 July 2018.
- O. DoDI 6130.03 (Medical Standards for Appointment, Enlistment, or Induction in the Military Services), 04 September 2020.
- P. DoDI 6000.13 (Accession and Retention Policies, Programs, and Incentives for Military Health Professions Officers (HPOs), 3 May 2016.
- Q. DoDI 1320.04 (Military Officer Actions Requiring Presidential, Secretary of Defense,

or Under Secretary of Defense for Personnel and Readiness Approval or Senate Confirmation), 3 January 2014.

R. <https://recruiting.army.mil/aecp/>

S. Accreditation Commission for Education in Nursing (ACEN)  
<https://www.acenursing.org/>

T. The Commission on Collegiate Nursing Education (CCNE)  
<https://www.aacnnursing.org/CCNE> or <https://aacnnursing.org/CCNE-Accreditation/CCNE-Accredited-Programs>

U. Army Nurse Corps <https://medcoe.army.mil/amedd-army-nurse-corps>

V. HRC link for educational programs:  
<https://www.hrc.army.mil/content/ENLISTED%20TO%20OFFICER%20PROGRAMS>.

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

X. Army Directive 2023-11 (Army Body Fat Assessment for the Army Body Composition Program), 9 June 2023

**1. This guideline will expire 30 September 2023.**

**2. Purpose:** The AMEDD Enlisted Commissioning Program (AECP) provides eligible Army Soldiers in COMPOS 1-3, the opportunity to complete a Bachelor of Science in Nursing (BSN) degree and obtain a commission in the Regular Army component of the Army Nurse (AN) Corps. Soldiers will work with an Army Medical (AMEDD) recruiter to assist with packet submission. Participants continue to receive full enlisted pay, allowances, and promotions while enrolled in AECP. Participation is limited to 24 consecutive months. Accelerated programs are authorized and encouraged. Students must maintain a full-time student status, as determined by the nursing program/school.

**3. Selection process:** USAREC HQ Health Services Directorate (HSD) will convene a competitive selection board on 12-15 September 2023. All applications will be considered based on individual merit and documentation as specified in the paragraphs below. Individuals will receive official notification of selection, following the board, via the USAREC HSD published board release through their Recruiter.

**4. Application deadline:** The application deadline is 1 August 2023 for packet submission from an AMEDD recruiter to the Health Services Program Manager. The selection board will convene on 12-15 September 2023 for an FY2024 January – September program start. **The Soldier will work with an AMEDD recruiter who will submit the application in the Direct Commissioning Accession (DCA) recruiting system.** The Pre-board checklist is a guide to assist the Soldier and recruiter to build an application packet and can be found on the AECP Website

<https://recruiting.army.mil/acp/guidelines-forms/>.

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

a. Soldier must be medically qualified for a commissioning appointment IAW AR 40-501 Chapter 2, DODI 6130.03, in compliance with height/weight requirements IAW AR 600-9, and Army Directive 2022-11. If required, a current Body Fat Content Worksheet DA Form 5500/5501 must be included; reviewed by the provider performing the physical. Recruiters will follow recruiting policies to process the commissioning physical.

b. Soldier must be able to receive an approved commissioning physical. All waivers will be processed by the AMEDD Recruiter through the appropriate channels to ensure that the Soldier remains eligible for appointment as a commissioned officer.

c. The Soldier must complete all training service obligations prior to the application date for AECP. Soldiers will not be considered if currently attending or scheduled to attend MOS training for an approved reclassification, enlistment, and or a reenlistment contract. However, if the Soldier is scheduled to attend training, Soldiers may request cancellation of a voluntary reclassification, training, or waive the reenlistment contract IAW AR 601-280. Regular Army Soldiers will request waivers for training service obligation and branch release r from their Career Manager, US Army Human Resources Command (HRC). USAR and ARNG must provide a component release from their first General Officer (GO) in the chain of command.

d. Soldiers must be MOS qualified with a minimum of four years' time-in service (TIS) and no more than 12 years total active federal service by the application deadline of 1 August 2023. Waivers may be requested; waiver approval is not guaranteed. The Soldier must also minimally hold the grade of E-4 (P) and complete the Basic Leadership Course (BLC) by the application deadline of 1 August 2023 (No waivers for BLC). The TIS waiver will be processed by the USAREC program manager.

e. Soldiers must be able to complete all degree requirements and commission prior to age 34. This generally means that the Soldier must be no more than 31.5 years when starting the nursing program unless in an accelerated program. Waivers may be requested on a case-by-case basis. The age waiver will be processed by the USAREC program manager.

f. Soldiers must have a minimum GPA of 3.0 as calculated from all college level transcripts ever attended. The nursing school will place the total GPA calculation on the letter of acceptance. Waivers will be considered on a case-by-case basis. The program manager will process the GPA waiver.

g. Previous participation in any other commissioning programs (ROTC, OCS, IPAP, etc.) and the reason for removal from the program for ANY REASON will be considered on a case-by-case basis.

h. Must have a GT score of 110 or higher to apply. No waivers to GT score.

**6. School Selection and Acceptance Requirements.** It is highly recommended to apply to multiple nursing programs to allow for the greatest flexibility for attendance. The BSN program must:

a. Not be greater than 24 months from nursing school start date to graduation date to obtain the nationally accredited BSN degree.

b. Be within a 100-mile radius of a Military Treatment Facility (MTF) that has a primary care clinic with the capacity for the Soldier and their dependents to enroll for care. Veteran Affairs (VA) clinics, USAR, and or ARNG units are not authorized.

c. AECOP will only fund courses that are required for a conferred BSN degree. One online course per semester is authorized but cannot be a lab or clinical. AECOP prohibits participants taking any classes other than upper division nursing specific courses while in the program.

d. The school must be accredited through the proposed graduation date or have a scheduled site visit for re-accreditation. The nursing school must have an active accreditation from the Accreditation Commission for Education in Nursing (ACEN) or the Commission on Collegiate Nursing Education (CCNE).

e. The school must have a first time NCLEX pass rate of 90% or higher for the past three consecutive years, prior to the application deadline. If the pass rate drops below 90% before orders are requested, the Soldier must select another program that meets the AECOP requirements. Example: 2020: 95%, 2021: 94%, 2022: 98%.

f. Must be in a CONUS location.

g. Must be taught in English only.

h. The tuition cap is \$15,000 per year. Soldiers are not authorized the use of any GI Bill, Post 911, Pell Grants, Tuition Assistance, Scholarships, personal or educational loans, and or private funds to pay tuition in order to reduce the total amount to the \$15,000 cap. The school must charge Soldiers the in-state tuition rate. The Soldier is authorized to use/receive CARES Act Higher Education Emergency Relief grant (used for students to defray the costs of the disruption caused by COVID-19).

**7. Nursing Prerequisites and Requesting TA:** The Soldier chooses the nursing school of their choice given the school meets AECOP eligibility criteria. The nursing school evaluates the Soldier's transcripts and establishes what course prerequisites are required for an unconditional/conditional letter of acceptance. Required classes typically vary with each school. Tuition assistance (TA) is available through the Soldier's local Education Center for funding nursing school prerequisites, as needed (given the service

member is eligible). Soldiers will request a memo from the nursing school they plan to attend showing what prerequisites are required for admission. The nursing academic advisor will also indicate if the prerequisites from the school, where the Soldier plans to take the prerequisites, will satisfy the admission criteria. The Soldier will then take the memo to their Education Center to further process.

## **8. Documents Required for Application for AECF:**

a. Unconditional/Conditional Letter of Acceptance (LOA) –The LOA needs to state the following:

- (1) Expected orientation date (MM/DD/YY), program start date (MM/DD/YY), and tentative graduation date (MM/DD/YY).
- (2) Program is no more than 24 months.
- (3) All prerequisites are completed and list any conditions.
- (4) Must include the Soldier's calculated total GPA used for acceptance criteria.
- (5) Nursing program's accreditation through either the Commission on Collegiate Nursing Education (CCNE) or the Accreditation Commission for Education in Nursing (ACEN)
  - (i) State the initial accreditation date (MM/DD/YY).
  - (ii) Last site visit date (MM/DD/YY).
  - (iii) The thru accreditation date (MM/DD/YY).
- (6) The projected cost of program must be listed in the letter. The cost of tuition and fees must be calculated by each semester or by academic year, to include the summer sessions, and not exceed \$15,000 per academic year. If the total tuition and fees are above the \$15,000 limit per academic year including the summer session.
- (7) If the tuition goes over the \$15,000 per academic year the school must be willing to agree to waive the excess amount.
- (8) The school must agree for the Soldier to be in an in-state resident status.
- (9) Will state the nursing program's first time NCLEX pass rate for the last three consecutive years (not average).
- (10) The nursing school's address must be included to determine if the school is within 100 miles of a military treatment facility (MTF). Tricare link at <https://www.tricare.mil> to locate a MTF.

b. Letter of purpose and intent - Provides an opportunity for the Soldier to directly address the members of the selection board. The letter permits the Soldier to provide information not contained elsewhere in the application, to clarify or amplify application documents, and to explain their qualifications for AECF and why they would make an excellent Army Nurse Officer. Letter of intent will be no more than one page in length.

c. Letters of Recommendation (LOR) – A maximum of five LORs are allowed. Each LOR should be in memorandum format and should address the Soldier's duty performance, critical thinking and reasoning skills, competency, oral and written communication skills, motivation, character, potential for successful completion of nursing school, and potential as an officer and leader. The LOR will not be more than

**one page each.** A LOR is required from the following individuals:

(1) Company Commander or Higher (required).

(2) First line or Immediate Supervisor (required).

(3) Chief Nursing Officer (CNO) or Deputy Chief Nursing Officer (DCN) of a Military Treatment Facility (MTF) (**required**). Officer in Charge (OIC) or Department Chiefs are not substitutable for this LOR. \*\*If a Soldier is having issues acquiring an LOR, please email the USAREC program manager group email for assistance. \*\*

(4) Others - no more than two (2). May be from anyone the Soldier chooses.

d. Prior Service Records:

(1) Soldiers will be in the rank of SPC (P) or above. The Soldier must submit all Non-Commissioned Officer Evaluation Reports (NCOER) DA Form 2166-8. No drafts will be accepted. If a Soldier does not have any NCOERs, the chain of command may write a memorandum for record (MFR) for their accomplishments, achievements, character for the rated period.

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

(3) The Soldier may also include any other pertinent certifications or professional licenses (i.e., RN, Paramedic, CNA, EMT, etc.). They may include BLS, ALS, PALS, TNCC, NRP, ABLIS, etc. If included, all licenses and certificates will be prime source verified (PSV) by the recruiter.

(4) Soldier Talent Profile (STP) - Soldier Talent Profile (STP). The STP replaced the Soldier Record Brief (SRB) through the Integrated Personnel and Pay System-Army (IPPS-A). Following Army guidance and MILPER Messages 20-213-Elimination of Department of the Army Photos, Race, Ethnicity and Gender and 21-418-Elimination of PII and DA Photo for Boards, the STP will have redacted photo and data that identifies a soldier's race, ethnicity, and gender.

(5) At the time of proposed graduation, the Soldier may not be within 6 months of any retention control points (RCPs). The S1 must validate RCP and either certify on STP or generate a MFR signed by 1SG or Commander.

e. Curriculum Vitae (Resume) - Must be typed. Multiple pages are acceptable. See example on <https://recruiting.army.mil/acp/guidelines-forms/>.

f. DA Form 705 Army Combat Fitness Test (ACFT) - Must have taken and passed the ACFT IAW with Army Regulations, Directives, and guidance at the time of packet

submission date. A record fitness test will be dated, signed, and verified by the CDR or 1SG. A DA Form 5500/5501 will be submitted, as required, dated within six months from the deadline submission date, and signed by either the company 1SG or Commander.

**9. DA Form 2125 Report to Training Agency (Academic Advisor and the Soldier) –**

Must be completed by the school's academic advisor in coordination with the Soldier. The academic plan of study through the DA Form 2125 must show the Soldier will only be taking upper-division nursing specific courses. An example is on <https://recruiting.army.mil/acp/guidelines-forms/>.

a. Must show the specific start date of classes (MM/DD/YY) and a tentative graduation date (MM/DD/YY). The curriculum must be followed for the duration of the program and not deviate from the original DA Form 2125 submitted to budget. Changes to the original DA Form 2125 curriculum must be approved, by exception, by the AECP Program Manager and must not extend the Soldier beyond the 24-month timeline. Any changes to the DA Form 2125 require a justification from the nursing school for any course add/drop/changes. Soldiers participating in the AECP who are found to be attending classes that were not a part of their original DA Form 2125 and not justified by the nursing school will be subject for immediate removal from the program as well as recoupment through DFAS of all funds expended for tuition, fees, and books from the start of the program up to the date of removal from the program.

b. All classes the Soldier will be taking must be listed by semester format to include the number of Semester Hours (SH) or Quarter Hours (QH).

c. The "From" and "To" dates for all semesters of attendance must be in MM/DD/YY format.

d. All classes will be 3<sup>rd</sup> and 4<sup>th</sup> year (Junior/Senior year) classes only i.e., NURSG 300 or NURSG 400. Classes such as ENG 101/102, HIST 101/201, HUM 101/201, etc. are pre-requisites that the Soldier must complete prior to the application deadline.

e. The school academic advisor must sign and date on page two and fill out POC information which validates the nursing program curriculum. The Soldier signs page one and two.

**10. Post Board Responsibilities and Documents:**

a. Six-year re-enlistment contract: Once selected for AECP, the Soldier will incur a six-year re-enlistment contract, starting from the first day of the nursing program start date. Twenty-four months covers the Soldier 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 Soldier, upon commissioning as a 2LT, will incur a 48-month Regular Army service obligation as an officer in the Army Nurse Corps.

b. Selectees will need to work through their retention NCO to facilitate the re-

enlistment requirement.

c. Six-year re-enlistment must cover the Soldier through their nursing school start date. Most Soldiers will need an extension to satisfy this requirement, unless under indefinite service.

d. The Soldier must send post board documents to the AECP Program Manager and recruiter no later than 120 days before school start date. The AECP Program Manager will ensure all post-board requirements are fulfilled prior to requesting assignments from Human Resources Command (HRC). The AECP Program Manager will coordinate with HRC for selectees to be placed on assignment to the nursing school location. All Soldiers who are not fully qualified in time must reapply to the AMEDD Enlisted Commissioning Program board the following year.

e. Soldiers placed on the order of merit list (OML) should refrain from re-enlisting for AECP, unless they are officially notified by the Program Manager of their activation from the OML. Soldiers on the OML should continue to work and update their packets in preparation to start nursing school in case of activation.

f. Appointment as a Regular Army officer in the Army Nurse Corps incurs a four-year Regular Army active-duty service obligation (ADSO) which will eliminate any obligation as an enlisted service member. Once the Soldier commissions at Basic Officer Leadership Course (BOLC) or their first duty station, the Officer will take their documents to the closest MPD to out-process as an enlisted Soldier and receive a DD Form 214.

g. Both selected and alternate Soldiers, must keep the AECP Program Manager informed of all changes to their eligibility status; to include but not limited to:

(1) Changes in physical status to include pregnancy and profiles.

(2) Changes in moral eligibility to include law and/or UCMJ violations.

(3) Any flagging actions, i.e., weight, physical fitness failure, etc. before, during, or after selection to the program.

(4) Change in academic status (i.e., course failure).

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

h. Soldiers with Exceptional Family Member Program (EFMP) family members need to be aware 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. This action should be completed at least 10 months out from starting nursing school.

i. 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, digitally signed (via CAC) by both the AECF participant and their company commander in the grade of O-3 or above. Participants must complete the USAREC Form 601-37.60.

j. USAREC Form 601-37.59 AECF 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 commander in the grade of O-3, or above.

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 commander in the grade of O-3, or above.

l. Long Term Health Education Training (LTHET) Form: Allows the Soldier to receive a book stipend of \$1,000 per academic year and to receive reimbursement for the NCLEX. The stipend generally comes the first semester and again on the anniversary the following year.

m. RFA: Soldier will complete the request for assignment (RFA) document in order for the AECF program manager to request orders from HRC.

n. Once all post-board requirements are submitted, the USAREC Program Manager will review for completion and correctness. If there are any errors the Soldier will be notified via e-mail with a list of required corrections.

o. Once notified by HRC that their assignment is created in Integrated Personnel and Pay System-Army (IPPS-A), Soldiers must complete their Members Elections and coordinate with their installation Military Personnel Division (MPD) for their orders. Once orders are received, the Soldier will immediately email a copy to the AECF Program Manager to enable the initiation of the Soldier's budget packet. Failure to do so will disrupt scheduled payment to the school. Tuition will not be paid until after the schools add/drop course date.

p. HRC assigns the AECF participant to the AMEDD Student Detachment (ASD), Fort Sam Houston, TX with duty at the participant's college/university. The Soldier will virtually in-process with 187<sup>th</sup> Student Detachment virtually by using the Soldier email box at [usarmy.jbsa.medical-coe.mbx.student-det@army.mil](mailto:usarmy.jbsa.medical-coe.mbx.student-det@army.mil). While in the AECF program, the 187<sup>th</sup> ASD is administratively responsible for all Soldiers (leaves, passes, pay issues, UCMJ, physical fitness tests, HT/WT etc.).

q. The Soldier will contact the Bursar's office and ensure their status is in-state tuition and the payment date is moved at least eight weeks past the add/drop course date to allow the government enough time to process tuition payment.

r. While participating in AECP, a DA Form 2125 must be submitted to AECP program manager and company leadership within 15 days after completion of each semester.

s. AECP participants are required to maintain full-time student status. If a participant's school does not offer summer classes and the Soldier does not use leave, 187<sup>th</sup> ASD will assist in helping to find a local military agency/unit with which the Soldier can report/participate. The onus is on the Soldier to manage their leave. After BOLC, the officer will be enrolled in the Clinical Nurse Transition Program (CNTP) and unable to take leave.

**11. Health Status.** Soldiers must remain medically eligible while in the program. Pregnancy or other changes in physical status before, during, or after the program MUST be reported to the AECP 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.

a. In between the summer of the Soldier's junior and senior academic years, the Soldier will obtain and submit a second completed commissioning physical (to include labs, hearing, and audiology IAW AR 40-502 and DoDI 6130.03, to the AECP Program Manager for review and submission of final commissioning approval. The submission will include documentation of all changes in physical status/profiles since first approved commissioning physical. Documentation needed will consist of:

b. Last 2 years of medication history from Tricare.com.

c. Any, and all encounters with providers.

d. Profiles.

**12. Constructive credit.** Consideration will be given to a Soldier who has held a Registered Nurse (RN) license, having passed the National Council of Licensure Examination (NCLEX), and has had previous RN work experience in the U.S. or the U.S. Territories. Constructive credit will be calculated per DODI 6000.13.

**13. The National Certification License Exam (NCLEX-RN);** must register for the NCLEX-RN within 30 days of graduation date. If the Soldier fails the first attempt, only one more attempt is authorized. Must take the 2nd NCLEX-RN within 45 days of first test date. Failure to pass the second NCLEX-RN test will result in removal from the program and placed back as enlisted needs of the Army.

**14. AECP Charter.**

a. The purpose of the charter is to establish the Academic Appeal Board for the AECP by delineating the membership and specifying the scope of activities to address an appeal process for an AECP student.

b. Students who become ineligible to participate in the program due to various reasons will be reviewed by the Charter Board Members for an approval or disapproval to continue with the program. Various reasons are listed below:

- (a) Derogatory information, UCMJ, Flagged for any reason.
- (b) Curriculum course change that alters the projected commission date or timeline.
- (c) Qualitative Management Program (QMP) Board.
- (d) Failing a course.
- (e) Any other reason.

**14. Point of Contact is the AECF Program Manager:** Team email: USARMY Ft Knox USAREC Mailbox Army Enlisted Nursing Commissioning Program ([usarmy.knox.usarec.mbx.army-nurse-enlisted-commissioning-program@army.mil](mailto:usarmy.knox.usarec.mbx.army-nurse-enlisted-commissioning-program@army.mil)).