

**MILPER Message Number
18-357**

**Proponent
RCHS-AN**

**Title
Fiscal Year (FY) 2020 AMEDD Enlisted Commissioning Program
Applications for Active Duty, Reserve and National Guard**

...Issued:[11/6/2018 2:53:12 PM]...

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- A. AR 40-501 (Standards of Medical Fitness), 14 June 2017
 - B. AR 351-3 (Professional Education and Training Programs of the Army Medical Department), 15 October 2007
 - C. AR 600-9 (The Army Body Composition Program), 28 June 2013.
 - D. AR 600-8-2 (Suspension of Favorable Personnel Actions (Flags), 11 May 2016.
 - E. AR 601-100 (Appointment of Commissioned and Warrant Officers in the Regular Army), 21 November 2006.
 - F. AR 601-210 (Regular Army and Reserve Components Enlistment Program), 31 August 2016.
 - G. AR 614-200 (Enlisted Assignments and Utilization Management), 29 November 2017.
 - H. AR 621-1 (Training of Military Personnel at Civilian Institutions), 28 August 2007.
 - I. AR 635-200 (Active Duty Enlisted Administrative Separations), 19 December 2016
 - J. USAREC Regulation 601-37 (Army Medical Recruiting Program), 30 June 2014
 - K. DoDI 6130.03 (Medical Standards for Appointment, Enlistment, or Induction in the Military Services), 28 April 2010, (Change 1, 13 September 2011)
1. This message will expire 30 September 2019.
 2. Purpose: to solicit applications from qualified Active Duty, Reserve and National

Guard enlisted personnel for the FY 2020 AMEDD Enlisted Commissioning Program (AECPP) as authorized from AR 351-3. Health Services Directorate, USAREC HQ requests command support in disseminating this message to assure timely submission of applications. The application deadline is 1 July 2019 to:

Commander
HQ USAREC, ATTN: RCHS-AN-AECP
1307 3rd Avenue
Fort Knox, KY 40121-2726

3. Selection process: HQ USAREC RCHSD will convene a competitive selection board on 27-29 August 2019. All applications will be considered based on individual merit and documentation as specified in paragraph 6 below. Applicants in OCONUS assignments selected for this program will have their Foreign Service tour curtailed to meet training report dates. Individuals will receive official notification of selection following the board via MILPER message and through the AECPP Program Director.

4. Program overview: Applicants selected for this program will attend an accredited nursing program in order to complete a qualifying BSN degree. The institution's tuition and fees must not exceed \$15,000 per academic year. Selectees 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 AECPP. Upon completion of the BSN, passing of the NCLEX-RN and obtaining an active nursing license, participants will be appointed as commissioned officers in the Army Nurse Corps as a second lieutenant, incur a four year active duty service obligation and attend the Direct Commission Course and the Basic Officer Leadership Course as directed by the Army requirements.

5. Basic program requirements:

- a. Must meet general eligibility requirements in accordance with (IAW) AR 601-100.
- b. Must have completed training service obligation IAW AR 635-200 para 16-2 or AR 614-200 para 4-6 prior to reporting for AECPP (waiverable). Waivers will be routed through the AECPP Director to Accessions Management Branch, US Army Human Resources Command, subject to final approval by Chief, Accessions Management Branch.
- c. Have a 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 with a Science GPA of 3.50 or greater in the last 5 years. Waivers will be routed through the Army Nurse Corps Specific Branch Proponent Office for approval. Any applicant who

previously filed for academic bankruptcy is disqualified.

d. Must be an active duty enlisted Soldier that is MOS qualified with a minimum of 24 months and no more than 168 months active duty federal military service board (only more than 168 months may be waiverable). Soldiers must also minimally hold the grade of E-4 at the time of the board (non-waiverable).

e. AGR, Reserve, or National Guard applicants must be MOS qualified with a minimum of 24 months qualifying for retirement (DA Form 5016 (Army Reserve), NGB Form 23B (Army National Guard)) and no more than 168 months qualifying for retirement at the time of the board (only more than 168 months may be waiverable). Must be certified by a MILPO or the soldier's S1 as a certified true copy and signed by applicant verifying accuracy and completeness. Soldiers must also minimally hold the grade of E-4 at the time of the board (non-waiverable).

f. Must not be older than age 41 by the applicant's earliest possible commission date. The earliest possible commission date is calculated by adding three months to the applicant's projected graduation date.

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

h. Must have 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).

i. Special notes for US Army Reserve (USAR) and National Guard (NG) applicants:

(1) Reserve Soldiers will submit a DD Form 368 as part of their AECP application packet through their chain of command pre-board and post-board if selected. Reserve Soldiers require a DD Form 368 signed or endorsed by their battalion commander in order for their application to be boarded. Once board selected, USAR Soldiers must have a DD form 368 signed IAW current OCAR policy which states that for Soldiers with more than 24 months in the selected Reserve, approval/disapproval authority rests with the major subordinate command who may delegate it to the first general officer in Soldier's chain of command.

(2) All USAR and NG Soldiers will be projected by an AMEDD recruiter for enlistment onto active duty through the local Military Entrance Processing Station (MEPS) and incur a 60 month enlistment contract. MEPS will enlist Soldiers with orders to the nearest active duty Army post to inprocess as an active duty Army Soldier prior to receiving orders for duty at their AECP eligible nursing school.

6. Application special instructions, forms and samples: refer to the FY 20 AECP

guidelines at <http://www.usarec.army.mil/mrb/AECP/index.shtml>. Application documents must include:

a. DA Form 61 (application for appointment): Complete items 1, 2, 6, 7, 8, 9a, 9b, 10, 11, 12, 13, 14, 15, 16, 17- also add your enterprise email address in that block, 18, 19, 20a-c, 21a-e, 22, 23a, 24, 25, 26, 27, 28, 30, 31a-e, 32, 33, 38 and 41. Digitally sign the DA 61 using Common Access Card (CAC) and date bottom of page 3, block 42. Ensure that you pay close attention to guidelines when completing DA Form 61. Failure to follow guidelines may result in immediate termination from application or termination from the program.

b. Commissioning physical: provide a completed DD Form 2808 (Report of Medical Examination), DD form 2807-1 (Report of Medical History), HIV test, and a drug and alcohol test. The completed physical must be less than one year old at the time of the board. 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 purpose and intent: the applicant will personally prepare a memorandum for record (typed, single spaced, single page, dated and signed) 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 how their talents and experiences will strengthen the Army Nurse Corps. The letter will highlight three Army values, why they are important and how the Soldier excels at, with and/or through them.

d. Letters of recommendation (LOR): requested in memorandum for record format. Each applicant must have a LOR from the applicant's immediate supervisor, a LOR from the applicant's company commander or higher, and a LOR from a Chief Nursing Officer at an Army military treatment facility. Two additional LORs may be submitted totaling five. Each LOR should address duty performance, competency, oral and written communication skills, motivation, character, maturity, potential for successful completion of training, and potential as an officer and a leader. LORs will be kept in the original sealed envelopes as received from the recommender until received and opened by the AECP Program Director or LORs will be sent directly to the AECP Program Director via a signed, encrypted email from the recommender.

e. Unconditional/conditional letter of acceptance: is required from an ACEN or CCNE accredited nursing program. The conditional letter must state conditions if any that must be met for unconditional acceptance. If an applicant requires 10-12 semester hours for an unconditional letter of acceptance at the time of the board, an exception to policy may be routed through the CSBPO-AN by the AECP Director for approval. Greater than 12 semester hours deems the applicant disqualified. The letter must state: the projected start and graduation dates of the nursing program (must be less than 24 months duration) taken in full time student status, the projected yearly tuition and fees for the entire curriculum (not more than \$15,000 per year), the school's first time NCLEX pass rate (must be 90% or greater), and if applicable, 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).

f. 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 stamped "issued to student" must be in sealed envelope from the university to the AECF Program Director. Transcripts in languages other than English must be translated prior to submission.

h. OMPF records: applicants in the rank of SGT or above must submit copies of all non-commissioned officer evaluation reports (NCOERs) DA Form 2166-

i. Applicants must submit copies of all DA 1059's, awards 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 pertinent certifications (i.e. EFMB, LPN license, BLS, ACLS, PALS, etc.) may be submitted.

j. Soldier Record Brief (SRB), 2-1, or 2A Personnel Qualification Record: must submit current updated SRB/2-1/2A. Review and ensure for accuracy, paying close attention to awards, decorations, dependent/marital status, and education level. Must be certified by a MILPO or the soldier's S1 as a true copy and signed by applicant verifying accuracy and completeness.

k. Curriculum Vitae (résumé): must be typed and contain all pertinent data from both military and civilian experiences.

l. DA 705 APFT scorecard: record APFT signed and verified by the CDR or 1SG dated no earlier than 1 April 2019. All items must be completed including height, weight and body fat. If required, a DA Form 5500 or DA Form 5501 Body Fat Content Worksheet will be submitted with the DA 705.

m. DA Form 4187 Personnel Action: typed, digitally signed no earlier than 1 April 2019 by both applicant and applicant's battalion commander. 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 (pass or fail) dated no earlier than 1 April 2019.

(3) Previous participation in any commissioning program (AECF, 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 20 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.

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

o. 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.

p. Copy of most recent PCS orders must be included in the application.

q. DA Photo (5x7) centered and affixed to a white sheet of copy paper (8.5x11).

r. All applicants must be fully qualified to participate by 15 May 2020. This includes medical waivers, conviction waivers, and unconditional letters of acceptance. All applicants that are not fully qualified by 15 May 2020 must reapply to the AMEDD Enlisted Commissioning Program.

7. Applicants must include ALL required documents in their packet on the initial submission. Packets must be complete and provided to HQ, USAREC NLT 01 July of the application year, or they will not be processed. Applications will not be returned to the originator. Do not staple or bind application documents. Do not place in binders or cover sheets. Place all documents in sequence and place in a 2 pocket folder.

8. Submit application to: Commander, HQ USAREC, ATTN: RCHS-AN-AECP, 1307 3rd Avenue, Fort Knox, KY 40121-2726

9. Points of contact:

a. For this memorandum, contact the AECP Director MAJ Tinika Nixon, Health Services Directorate, HQ, US Army Recruiting Command at 502-626-0361, tinika.n.nixon.mil@mail.mil or SSG Richard Mitchell at 502-626-0389 richard.l.mitchell108.mil@mail.mil.