

**Army Regulation 601–20**

**Personnel Procurement**

# **The Interservice Physician Assistant Training Program**

**Headquarters  
Department of the Army  
Washington, DC  
14 August 2009**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 601-20

The Interservice Physician Assistant Training Program

This major revision, dated 14 August 2009--

- o Provides detailed instructions on waivers and designates the Interservice Physician Assistant Training Program Director as having waiver authority (para 2-1a).
- o Updates categories of personnel ineligible to apply for the Interservice Physician Assistant Training Program (para 2-1b and para 2-1c).
- o Expands basic Interservice Physician Assistant Training Program prerequisites (para 2-2).
- o Extends eligibility to include additional categories of personnel (para 2-2a).
- o Covers eligibility criteria for applicants applying for consideration as an academic delay versus the requirements completion course (para 2-3).
- o Updates the service obligation incurred for commissioned officers, warrant officers, and enlisted personnel upon completion of this training program and the consequences of failing to successfully complete training (para 2-4).
- o Describes changes to the basic application memorandum for enlisted personnel, warrant officers, and commissioned officers with specific guidance on applicants with profiles and those requesting medical waivers (paras 3-1c, 3-1d, and 3-1e).
- o Requires that all graduates from the Interservice Physician Assistant Training Program take the National Commission on Certification of Physician Assistants national certifying examination at the first available opportunity and outlines the consequences if the Interservice Physician Assistant Training Program graduate fails to pass the certifying examination within 12 months (paras 3-1c, 3-1d, and 3-1e).
- o Updates milestones in processing applications (para 3-5).
- o Updates Web sites containing supplemental materials and templates as well as other critical information relevant to the Interservice Physician Assistant Training Program (throughout).
- o Provides significant updates to all areas of the Interservice Physician Assistant Training Program application process (throughout).

Personnel Procurement


The Interservice Physician Assistant Training Program

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By Order of the Secretary of the Army:

GEORGE W. CASEY, JR.  
*General, United States Army*  
*Chief of Staff*

Official:

  
JOYCE E. MORROW  
*Administrative Assistant to the*  
*Secretary of the Army*

**History.** This publication is a major revision.

**Summary.** This regulation contains the requirements for the Interservice Physician Assistant Training Program.

**Applicability.** This regulation applies to the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless

otherwise stated. Also, it applies to Reserve Officers' Training Corps cadets.

**Proponent and exception authority.** The proponent of this regulation is The Surgeon General. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

**Army management control process.** The regulation contains management control provisions in accordance with AR

11–2 but does not identify key management controls that must be evaluated.

**Supplementation.** Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from The Surgeon General (DASG–HSZ), 5109 Leesburg Pike, Falls Church VA 22041–3258.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, U.S. Army Medical Command (MCHO–CL–C), 2050 Worth Road, Fort Sam Houston, TX 78234–6010.

**Distribution.** This publication is available in electronic media only and is intended for command levels B, C, D, and E for the Active Army.

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\*This regulation supersedes AR 601–20, dated 17 October 2000.

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## **Chapter 1 Introduction**

### **1–1. Purpose**

This major revision provides updates on the application process for the Interservice Physician Assistant Training Program (IPAP) and solicits applications from Active Army (Army enlisted, commissioned officers, warrant officers), Reserve Officers' Training Corps (ROTC) cadets, and other Servicemembers as specified in this regulation.

### **1–2. References**

Required and related publications, and prescribed and referenced forms, are listed in appendix A.

### **1–3. Explanation of abbreviations**

Abbreviations and special terms used in this regulation are explained in the glossary.

### **1–4. Responsibilities**

*a.* The Director, Health Care Committee, Interservice Training Review Organization (ITRO) will provide overall direction of this training program. (AR 351–9 provides the authority for the ITRO as well as policies addressing interservice training of Department of Defense military and civilian personnel.)

*b.* The Commander, U.S. Army Recruiting Command (USAREC) (RCHS–SVD) will—

(1) Provide primary assistance to the ITRO on matters pertaining to selection, training, appointment, and assignment of personnel under this program.

(2) Receive, process, and prepare applications for consideration by a selection board appointed by the Commanding General (CG), U.S. Army Human Resource Command (AHRC–OPH–SP) based on Office of The Surgeon General (OTSG) regulatory guidance.

(3) Update requirements for the application process at the beginning of each fiscal year (FY), pertinent to that FY. Information and updates can be found on the USAREC homepage at <http://www.usarec.army.mil/armypa>.

*c.* The Commander, Army Medical Department (AMEDD) Center and School, Fort Sam Houston, TX, under the auspices of the Director, Health Care Committee, ITRO, will direct planning and conduct the training under this program.

*d.* Unit commanders and immediate supervisors will interview and provide specific recommendations on applicants under their control and/or supervision.

*e.* Commanders of personnel service battalions/centers (PSBs/PSCs) will assist and counsel Soldiers to ensure timely, accurate, and complete processing of their training applications.

## **Chapter 2 Program Information**

### **2–1. Ineligibility**

*a.* The AR 350–51, AR 135–100, and AR 135–101 list conditions that make Active Army, Reserve, and Army National Guard (ANG) Soldiers ineligible for appointment as a commissioned officer.

(1) Requests for waivers are encouraged and processed according to AR 350–51, AR 135–100, and AR 135–101. Waivers will be forwarded for appropriate action with the application to Commander, USAREC, (RCHS–SVD–PA), 1307 Third Avenue, Fort Knox, KY 40121–2726.

(2) All waivers are processed after the entire application is received at USAREC no later than 1 March of the application year. Waivers should not be submitted separate from the application.

(3) There are four potential categories of waivers as in (a) through (d), below. The IPAP Director has waiver authority.

*(a)* Time in service (TIS) waivers.

*(b)* Age waivers.

*(c)* Conviction waivers.

*(d)* Medical waivers.

*b.* All applicants with a permanent profile 3 (P3) are ineligible to apply. Applicants with a temporary profile are ineligible to apply. This requirement will not be waived. No applicant will be considered for selection while a temporary profile is in effect.

*c.* Civilian personnel are not eligible to apply for the IPAP.

### **2–2. Basic prerequisites**

*a.* All Active Army, Reserve, and National Guard Soldiers (officer, warrant officer, and enlisted), ROTC cadets, and

personnel from other Services (Air Force, Navy, Marine Corps) who meet the eligibility criteria may apply for this program regardless of their military occupational specialty (MOS) or their area of concentration (AOC). The IPAP program manager is authorized to defer selected applicants up to 1 year if a class date impacts the readiness of a unit or is in the best interest of the program.

*b.* Enlisted and warrant officer applicants must meet the eligibility criteria for a commissioned officer appointment as prescribed by AR 350–51, AR 135–100, and AR 135–101 or obtain a waiver.

(1) Enlisted applicants may not be considered if currently scheduled for or are attending MOS training resulting from an approved reclassification or reenlistment contract.

(2) Prior to training, the enlisted applicant may request cancellation of a voluntary reclassification or waive the reenlistment contract option according to AR 601–280.

(3) As specified in AR 350–51, AR 135–100, and AR 135–101, enlisted applicants must be physically qualified for appointment in accordance with AR 40–501, chapter 2. Requests for waivers with supporting documentation must be submitted and approved prior to convening the selection board.

(4) Enlisted applicants must complete the mandatory service remaining requirement for MOS training prior to attending the IPAP (normally this is 12 months). This requirement will not be waived.

*c.* Commissioned and warrant officer applicants must be physically qualified for retention in accordance with AR 40–501, chapter 3 and AR 635–40.

*d.* All applicants must be within the height/weight standards prescribed in AR 600–9. These standards will not be waived.

*e.* Army personnel selected for the IPAP are exempt from stop loss, stop movement, and life cycle unit requirements.

*f.* Deferment is authorized, provided it will not cause the Soldier to lose eligibility to attend the course.

*g.* The request for release of enlisted personnel will be obtained by USAREC (RCHS–SVD) through coordination with the reclassification management branch, AHRC (AHRC–EPR–F) following selection of primary and alternate school attendees. The request for release of warrant and commissioned officer personnel will be obtained by USAREC through coordination with Army Medical Specialist Corps (SP) Branch, AHRC (AHRC–OPH–SP) and the appropriate warrant or commissioned officer branches.

*h.* Applicants must also meet the following prerequisites:

(1) Be a Servicemember regular Army (RA) active component and have a minimum of 3 years of active Federal service by 30 August following the FY of application. Time-in-service waivers for Servicemembers are encouraged, and they are routinely approved.

(2) Only prior active Federal service of any branch of the Armed Services will count toward the 3 years active Federal time. Prior service in the Reserve or ANG will not count toward this 3 years active Federal service.

(3) Applicants who will have 8 or more years of active Federal service during the anticipated FY of school attendance must request a waiver for time in service. This waiver must be included as part of the basic application. Time-in-service waivers are encouraged. All waivers will be considered.

(4) Applicants (other than 68-series Soldiers) must obtain a conditional release from their career management branch, AHRC. The conditional release can be requested by submitting a DAForm 4187 (Personnel Action), a memorandum, or an electronic mail message to the career manager. The following statements should be included in the body of document:

(a) “(Rank, name’s) request for conditional release is approved/disapproved upon acceptance to the Interservice Physician Assistant Program (IPAP).”

(b) “This approval is an administrative requirement that will permit (rank, name) to change his/her branch from (current corps/MOS) to Army Medical Specialist Corps upon his/her selection for IPAP. This is a non-waiverable part of his/her packet.”

(c) “POC for this action is (rank, name, phone, and email).”

*i.* All applicants must be U.S. citizens according to AR 350–51, AR 135–100, and AR 135–101. Applicable provisions of the Immigration and Naturalization Act as amended apply. All applicants must be eligible for the granting of a security clearance at the secret level and must provide evidence of having initiated the application for a security clearance at the secret level with the application. The unit security manager must provide a memorandum stating that the applicant submitted a request for a security clearance, and an interim clearance has been granted. All applicants must meet retention standards in order to complete IPAP training and fulfill the 4-year active duty service obligation (ADSO).

*j.* Applicants must have a sound working knowledge of written and spoken English. Soldiers who are native to Guam, Puerto Rico, or for whom English is not their primary language, must meet the English language requirements in AR 621–5.

*k.* Enlisted applicants must have a general technical aptitude area score of 110 or higher. This requirement will not be waived.

*l.* Applicants will have passed the standard Army Physical Fitness Test (APFT) during the FY of application. A

record APFT signed and verified by the commander or first sergeant with a date no earlier than 1 October of the application year must be submitted with the application.

*m.* Applicants will have at least 60 semester hours (SH) of transferable credit from a college or university approved by an accrediting body recognized by The Council on Post-Secondary Accreditation and The Department of Education.

(1) Only grades of "C" or better are transferable. Applicants must have a minimum cumulative grade point average (GPA) of 2.5 (from all colleges and universities attended), and a minimum GPA of 2.5 for all science courses. The GPA requirement will not be waived. All applicants must complete an academic worksheet and follow the instructions in paragraph 3-2/ of this regulation.

(2) Of the 60 SH of credit, the following mandatory courses (30 SH) must have been earned as in-residence hours at an approved accredited college or university. Online courses are considered as in-residence. Applicants are strongly encouraged to repeat any of the mandatory science courses (anatomy, physiology, and chemistry) that were completed greater than 5 years ago, but they will be accepted as long as they are not older than 10 years. Other coursework can be older than 10 years. In-residence hours are defined as academic work completed by class attendance or by a graded distance learning course offered by an accredited college or university recognized by the affiliate university. Note: All coursework must have an associated letter grade; pass/fail will not be adequate to meet the requirement. The following are not accepted as in-residence hours: MOS or other military service training, Army/American Council of Education Registry Transcript System (AARTS), College Level Examination Program (CLEP), Defense Activity for Nontraditional Education Support (DANTES), correspondence courses, American College Test (ACT)-Proficiency Examination Program, Regents or Excelsior College credit for examination, other examination for credit, or other programs that do not award semester or quarter hours of credit and a letter grade of "C" or better. Transfer credits listed on a college transcript from any of the preceding also do not qualify as in-residence hours. The prerequisite courses must be complete and presented on an official transcript prior to being submitted to the board.

*n.* The applicant must have completed the following mandatory, non-waiverable courses in-residence and they must provide course descriptions for all science courses (attach to academic work sheet; see para 3-2/):

(1) Six (6) SH of English (3 SH of which must include composition). CLEPs will be considered for English I and II only.

(2) Six (6) SH of humanities/social sciences (for example, government, political science, art, language courses, and so forth).

(3) Six (6) SH of general chemistry, organic, inorganic, or biochemistry (lab not required). Introductory courses are not acceptable.

(4) Three (3) SH of human anatomy (lab not required).

(5) Three (3) SH of human anatomy and physiology (lab not required). (The combination of anatomy and physiology courses is acceptable.) NOTE: A single 4 SH anatomy and physiology I course is equivalent to 2 SH anatomy and 2 SH of physiology. Therefore, applicants must take the follow-on anatomy and physiology II course to gain a minimum of 3 SH in anatomy and 3 SH in physiology. If an applicant takes a 3-4 SH course in human anatomy, then he/she takes a 3-4 SH course in human physiology separately.

(6) Three (3) semester hours of college algebra or higher level math course (for example, statistics). Intermediate algebra will not be accepted.

(7) Three (3) SH of psychology. Any psychology course is acceptable including introduction to psychology, behavioral psychology, and so forth.

*o.* The other remaining 30 SH may be derived from examinations offered by the CLEP general and subject examinations, DANTES, ACT-Proficiency Examination Program, correspondence courses, AARTS, MOS, other military training, regents, or examination for credit or in-resident attendance. All applicants without a bachelor of science degree must submit an official AARTS transcript. To request an institutional AARTS transcript, mail or fax a written, signed request or completed DA Form 5454 (Request for Army/American Council on Education Registry Transcript) and forward to: AARTS Operations Center, 415 McPherson Avenue, Fort Leavenworth, KS 66027-1373; facsimile (913) 684-2011. Applicants can also request a transcript online at <http://aarts.army.mil/>. Send the official transcript to the address in paragraph 4-4.

(1) Credit awarded will be based on recommendations provided by the University of Nebraska.

(2) Credit will not be granted for any examination that is a duplicate of a course already taken for academic credit.

(3) Military training and experience may be evaluated for award of credit by submission of an official AARTS transcript. Credit for MOS-related training and experience may not be applied to the 30 SH of specific prerequisite coursework except in the following cases: 68WK (lab technicians) will receive 6 hours of chemistry credit; 18Ds (special forces medics) and 68WM6 (licensed practical nurses) will receive 3 hours of anatomy credit. No other MOS training will be accepted. The actual credit will be determined by the University of Nebraska at the time of official review. Other credit may be applied to the 30 SH of additional coursework as determined by the degree-issuing institution.

(4) An official record or transcript must be provided from the examining agency. For example, the applicant must provide an official CLEP score report for verification of CLEP scores.

*p.* All applicants, regardless of degree status, must take the Scholastic Aptitude Test (SAT) within 5 years of the FY

of application (1 March). The minimum score must be 450 in each section of the examination and the applicant must have a combined critical reading and math score of no less than 1000. The SAT may not be substituted with another college aptitude examination (that is, Graduate Record Examination, Medical College Admission Test, or ACT). The SAT-Version-One official scores will be sent directly to HQ, USAREC, ATTN: RCHS-SVD-PA, 1307 Third Avenue, Fort Knox, KY 40121-2726 by entering the code "3994" on the SAT test form. The SAT must be taken early enough to ensure receipt of results no later than 1 March. Allow a minimum of 8 weeks for the College Board to grade the examination; schedule the examination no later than 1 January. Army Education Centers can assist with the completion of the SAT requirement and in many cases offer the examination for free.

*q.* The affiliate university (the institution of higher education that awards the qualifying physician assistant (PA) degree) requires an official transcript from all institutions of higher education attended. Transcripts must be sent directly from the institution to USAREC, ATTN: RCHS-SVD-PA (applicant's rank, last name, first name), 1307 Third Avenue, Fort Knox, KY 40121-2726. Transferred credits will not be accepted. Copies issued to students and photocopies are not acceptable. Credit is not awarded for courses taken at one institution and posted as transferable credit on the transcript of another institution. Therefore, all courses must be represented on the transcript of the school where the courses were originally taken. NOTE: All official transcripts must be mailed to USAREC from the issuing institution no later than 1 March of the application year.

*r.* The University of Nebraska will complete a detailed academic review for applicants prior to submitting an application to ensure that the applicant meets the overall GPA, science GPA, and course requirements. In order to receive the academic review, applicants must submit the following:

(1) Completed academic work sheet (see <http://www.usarec.army.mil/armypa> for example and detailed instructions on filling out the form).

(2) Course descriptions for all science-related coursework.

(3) Official transcripts for all schools attended.

(4) A manila folder with the applicant's full name, rank, social security number, email address, mailing address, and phone number on the outer left hand side of the folder.

(5) Copy of SAT results.

*s.* The items listed above will be mailed to the address listed in paragraph 4-4. This review can be completed from 1 October preceding the application year through 1 February of the application year, but will only occur if the applicant provides all of the required documents listed above. This review must be done early to receive feedback. Applicants cannot email transcripts for review.

*t.* All academic prerequisites must be complete and provided to HQ, USAREC on official transcripts no later than 1 March of the application year. Applicants may be considered for academic delay status (see para 2-3) if they otherwise meet all prerequisites and meet application criteria for academic delay.

*u.* Open official transcripts should be included in the initial IPAP application with the completed academic worksheet. This is in addition to the official transcripts that are sent to USAREC from the applicant's issuing institution.

### **2-3. Academic delay versus the requirements completion course**

*a.* Applicants who want to complete course requirements on their own and who meet all academic and eligibility criteria, except for 15 or fewer college credits that can be completed by 31 December of the application year, may apply for consideration as an academic delay. Academic delay applicants must meet all application deadlines except for official transcripts of courses approved for delay and may be selected if the board determines that the applicant shows potential. An academic delay must maintain eligibility and provide official transcripts with verification of completion of the academic prerequisites, with a letter grade of "C" or better, no later than 31 December of the application year. If the applicant does not complete his/her coursework, the next person on the order of merit list will be activated.

*b.* Academic delay applicants must maintain all eligibility criteria and must provide official transcripts to HQ, USAREC verifying completion of the courses prior to 31 December of the application year.

*c.* Applicants who wish to be considered for academic delay status must—

(1) Submit a memorandum requesting consideration as an academic delay. This memorandum will include an education plan that outlines which courses are going to be taken in the summer and/or fall semesters and the anticipated dates of completion of each course.

(2) Maintain all eligibility criteria.

(3) Complete all prerequisite academics with a letter grade of "C" or better.

(4) Maintain an overall GPA of 2.5.

(5) Maintain a science GPA of 2.5.

(6) Changes in the academic delay plan must be approved by the IPAP program manager to ensure that course work meets the requirements for admission to IPAP.

*d.* The requirements completion course (RCC) provides applicants applying for an active duty training seat, who are missing certain courses and are, therefore, unable to meet all IPAP prerequisites, an opportunity to be reassigned to the



AMEDD Center and School, Fort Sam Houston, TX and obtain the needed prerequisites. Note: Reserve and ANG Soldiers are not eligible for this program unless they apply for an active duty training slot.

(1) Applicants who meet all academic and administrative eligibility criteria for IPAP application except for 15 or fewer SH can apply for enrollment in the RCC.

(2) Eligibility is limited to missing any of the following courses: 3 SH of human anatomy, 3 SH of human physiology, 6 SH of general (or higher) chemistry, and/or 3 SH of college algebra.

(3) Applicants must meet all IPAP application deadlines and meet all other requirements.

(4) Applicants to the RCC will be boarded with fully qualified applicants and may be selected if the board determines that the applicant shows potential to successfully complete all academic requirements.

(5) Applicants selected for the RCC will be eligible for permanent change of station (PCS) to Fort Sam Houston for one semester's (August – December) enrollment in a local college to complete prerequisite courses. The IPAP program manager will approve and manage class enrollments, extensions, and deferments.

(6) The applicant will be required to take all 15 SH of coursework even if the course was previously taken. Costs of tuition and books will be at the student's expense. The IPAP, RCC, USAREC, and its constituents are exempt from any fiscal responsibility related to course enrollment in the RCC and will not reimburse tuition or book costs incurred by students. Students are encouraged to maximize use of tuition assistance if available.

(7) Applicants who wish to be considered for enrollment in the RCC must meet the following criteria:

(a) Have at least 45 college credits, 15 of which include the resident prerequisite courses of 6 SH of English, 3 SH of psychology, and 6 SH humanities.

(b) Have a minimum overall GPA of 3.0 and combined SAT score > 1200 on the combined critical reading and math score.

(c) Maintain an overall GPA and science GPA of 2.5 and achieve a letter grade of "C" or better in each course.

e. Applicants requesting consideration for enrollment in the RCC must submit a memorandum of understanding (print and initial the document off the <http://www.usarec.army.mil/armypa/application.htm> Web site (also click on "officer memo," "WO memo," and "enlisted memo"); do not type a new form). This will be in addition to the basic application memorandum described in paragraph 3-1c. The application for RCC is exactly the same as other applicants with the addition of this document. The following statements will be included in the packet:

(1) "In accordance with Army Regulation (AR) 601-20, I hereby request that I be considered for enrollment in the requirements completion course to complete the academic prerequisites for the Interservice Physician Assistant Program (IPAP). I meet all academic and administrative eligibility criteria except that I have 15 or less college credits to complete the academic requirements for IPAP. I will be able to meet all academic requirements for admission to the affiliate university upon successful completion of the RCC.

(2) "I understand that I will be eligible for PCS to Fort Sam Houston for participation in the RCC. I will be assigned to D Company, 187<sup>th</sup> Medical Battalion for command and control during this period of training. I understand that I will attend the required coursework that is prescribed by the faculty of the IPAP."

(3) "I understand that I may request to utilize tuition assistance to enroll in classes at the local college(s), but that may not be available to me. I understand that I will be required to purchase my own textbooks and any other non-tuition related costs required in each course. I understand that I am fully responsible for all cost incurred while taking class at a local college in San Antonio."

(4) "I understand that I must have a minimum of 3.0 overall GPA to be eligible for enrollment and must maintain a minimum overall grade point average (GPA) of 2.5, a science GPA of 2.5, and a minimum grade of "C" in each course in order to retain eligibility for subsequent enrollment in IPAP."

(5) "I understand that I must continue to meet all administrative qualifications for enrollment in IPAP during the RCC, including physical status IAW AR 40-501 and AR 600-9. Upon successful completion of the prescribed college work and achievement of the minimum GPAs, I understand I will enroll in the next scheduled IPAP class."

(6) "I understand that if I am not successful in completing the RCC, I will not be enrolled in IPAP and will be reassigned based on the needs of the Army."

(7) If enlisted: "As an enlisted Soldier, I understand that I will be required to execute a reenlistment contract or extension to fulfill the remaining service obligation (RSO) of 60 months prior to arrival at Fort Sam Houston. Should I not be successful in completing the RCC, I understand that I will not be released from that RSO but will serve the remainder of the 60 months and will be reassigned based on the needs of the Army"

(8) If an officer: "As an officer, I understand that I will incur a 24-month active duty service obligation (ADSO) for use of tuition assistance and a 12-month ADSO in association with the PCS move to Fort Sam Houston, totaling a 36-month ADSO. I also understand that I will be re-appointed in the Army Medical Specialist Corp and awarded constructive service credit as calculated IAW Department of Defense Instruction (DODI) 6000.13 at the time I report to Fort Sam Houston for enrollment in the RCC. If I become non-select for promotion while attending the RCC and IPAP, I may be removed from training, re-branched, or released from active duty depending on the needs of the Army."

(9) "If in receipt of an enlistment bonus or selective reenlistment bonus, I understand I may be required to refund the percentage of the bonus equal to the percentage of obligated service that I will not perform as of the date I depart

my duty station for RCC. I understand that I must check with my reenlistment NCO to fully understand my obligation to refund the bonus(s)."

(a) "My current active duty service obligation (ADSO) expires on \_\_\_\_\_. I understand that any and all remaining ADSO will run consecutively with the ADSO incurred by my attendance to the RCC and to IPAP. Time spent in the RCC and IPAP will not be used to satisfy any outstanding ADSO, IAW DODI 6000.13. Consecutive obligations will be discharged "first incurred, first served."

(b) I am not currently scheduled for or attending MOS training as a result of a reclassification or reenlistment retraining contract. I have not applied for reclassification or reenlistment retraining and will not apply for such training while I am an applicant to this program."

#### **2-4. Program description and service obligation**

a. This regulation solicits applications for IPAP classes to start in January, May, and August at the AMEDD Center and School located at Fort Sam Houston, TX. The RCC applicants who apply in August will begin the IPAP in January of the following year. Active duty, Reserve, and National Guard seat allocations and authorizations will be determined by the SP chief.

b. Students who meet the admission criteria and successfully complete all required training in Phases 1 and 2 of the IPAP will be awarded a qualifying degree as a PA by the affiliate university.

(1) Didactic (instructional) training (Phase 1) will be provided at the AMEDD Center and School and last for approximately 53 weeks.

(2) Applicatory (clinical) training (Phase 2) will occur at selected Army military treatment facilities in the continental United States (CONUS) and last for a period of approximately 53 weeks.

c. Enlisted Soldiers will attend the program in a commissioned officer candidate status; however, they are neither enrolled in nor participants of the Army Officer Candidate School (OCS) Program.

(1) Upon successful completion of Phase 2 training, an eligible graduate may be tendered an RA appointment as a commissioned officer in the SP. The appointment includes the designation in the AOC 65D, RA. Each SP officer will then be required to complete the AMEDD Officer Basic Course (OBC) at Fort Sam Houston, TX, prior to initial assignment.

(2) Officers incur an ADSO of 4 years beyond the date of successful completion of Phase 2, according to AR 135-210 and AR 350-100.

(3) If a student fails to successfully complete training, or if appointment as a commissioned officer is not tendered, the student will be required to complete the remaining period of enlistment or be separated according to AR 635-200, if appropriate.

d. Warrant officers will attend the program in their current warrant officer grade.

(1) Upon successful completion of Phase 2 training, an eligible graduate may be tendered an RA appointment as a commissioned officer in the SP. The appointment includes the designation in the AOC 65D, RA. Each SP officer will then be required to complete the AMEDD Basic Officer Leadership Course prior to initial assignment.

(2) Upon appointment, the officer incurs an ADSO of 4 years beyond the date of successful completion of Phase 2. Any calculated ADSO remaining from prior warrant officer appointment will be served consecutively with ADSO incurred as a result of IPAP participation, and it will be served "first incurred, first served." Time spent in the IPAP will not be used to satisfy any outstanding ADSO.

(3) If the warrant officer fails to successfully complete the IPAP for any reason, or if he/she becomes non-select for promotion while attending the IPAP, he/she may be removed from training, re-branched, or separated from active duty depending on the needs of the Army.

(4) Commissioned officers will be conditionally reappointed as SP officers, 65D00E, RA, according to DODI 6000.13, prior to the start of the program. While attending training, commissioned officers will wear the rank as determined by their individual constructive service credit calculated according to DODI 6000.13 and policy established by the OTSG.

e. Officers who are not graduates of the AMEDD OBC may be required to attend and complete the Basic Officer Leadership Course and Phases 2-4 of the AMEDD Leadership Courses, prior to initial assignment.

(1) Officers incur an ADSO of 4 years beyond the date of successful completion of the IPAP. Any calculated ADSO remaining from prior appointment will be served consecutively with ADSO incurred as a result of IPAP participation, and it will be served "first incurred, first served." Time spent in the IPAP will not be used to satisfy any outstanding ADSO.

(2) If the officer fails to successfully complete the IPAP for any reason, or if he/she is non-selected for promotion while attending the IPAP, he/she may be removed from training, re-branched, or separated from active duty depending on the needs of the Army.

f. Personnel applying from other services and ROTC can only apply for active duty Army training seats and will be transferred to the Army upon acceptance to IPAP. They will incur a 4-year obligation for the training in addition to any remaining service obligation for scholarships or other training they may have received. They must meet all of the

requirements outlined in this regulation. The ROTC application procedures are different from active duty Soldiers. Application information can be found at <http://www.usarec.army.mil/armypa>.

## **Chapter 3 Application**

### **3-1. Basic application**

a. Applications will be addressed to Commander, USAREC (RCHS-SVD-PA) (applicant's last name, first name, rank, and email address), 1307 Third Avenue, Fort Knox, KY 40121-2726. All documentation must be current within the 12 months prior to application.

b. Do not staple or bind application documents. Do not place in binders or cover sheets. Place all documents in numerical sequence and place in a two-pocket folder with two holes in the top of the forms. Ensure that the DA photo is centered and glued on an 8½ by 11-inch sheet of white paper. Once the packet arrives, it will be placed in a two-sided folder and reviewed for accuracy.

c. The basic application memorandum for enlisted applicants will consist of the following statements:

(1) "I can be reached at the following addresses: include unit of assignment, location, Defense Switched Network (DSN) and commercial work phone numbers, residence address, home phone number, and electronic mail address, and I will inform USAREC (RCHS-SVD) of all changes of assignment, contact information, physical status as soon as possible."

(2) "In accordance with Army Regulation 601-20, I hereby make application for the Interservice Physician Assistant Program. Upon successful completion of Phase 2 training, I will, if tendered, accept appointment as a regular Army (RA) commissioned officer and incur an active duty service obligation (ADSO) of 4 years beyond completion of the IPAP program. If appointment as a commissioned officer is not tendered, I understand I will be required to serve the period specified by my enlistment, reenlistment, or enlistment extension and that my failure to complete the period specified may result in separation according to AR 635-200."

(3) "I understand that upon successful graduation from this program and meeting all regulatory requirements, I will be awarded the AOC 65D. Appointment as a commissioned officer in the SP, with an AOC 65D, will not be tendered until successful completion of Phase 2 training."

(4) "I meet all basic prerequisites listed in paragraph 2-2 of the AR 601-20 or have requested the appropriate waivers. To the best of my knowledge, I satisfy the medical standards for appointment as a commissioned officer, as set forth in AR 40-501, chapter 2. If I have a physical profile or a medical condition that would prohibit my appointment as a commissioned officer per AR 40-501, chapter 2, I have provided a copy of any temporary or permanent profiles with my application."

(5) "To the best of my knowledge, I am eligible for appointment according to AR 350-51 or AR 135-101. I have reviewed my enlisted records brief (ERB), DA Form 2A (Personnel Qualification Record, Part I-Enlisted Peacetime), and DA Form 2-1 (Personnel Qualification Record-Part II). They are current and accurately posted."

(6) "If selected to participate in this training program, I will reenlist or extend my enlistment so that I meet the service remaining requirement of 36 months beyond the completion of the course in accordance with AR 614-200 and with AR 601-280. I further understand that I may not be voluntarily retired or otherwise separated under voluntary reasons prior to completion of my service obligation. I will forward to USAREC 1 copy of my reenlistment/extension contract, demonstrating the required remaining service obligation, no later than 90 days prior to the anticipated report date to IPAP. I understand that failure to submit this documentation of my remaining service obligation will result in my orders being withheld and possibly being removed from the selection list or deferred to another class."

(7) "I agree to complete the educational requirements of Phase 1, Phase 2, the AMEDD OBC, and to serve on active duty as a commissioned officer for a period of 4 years after successful completion of Phase 2, in accordance with AR 135-210."

(8) "I agree to serve on active duty in an enlisted status for the remaining period of my enlistment if for any reason I fail to successfully complete the training and if I do not receive an award of the AOC 65D upon completion of Phase 2 training. I also understand that if I fail to successfully complete Phase 2 for any reason, I will be reassigned in an enlisted status according to the needs of the Army under provisions of AR 614-200 or separated in accordance with AR 635-200."

(9) "I understand that I am required to take the Physician Assistant National Certifying Examination (PANCE) sponsored by the National Commission on Certification of Physician Assistants (NCCPA) on the first available examination date for which I am eligible IAW AR 40-68. I must pass the exam within 12 months after completion of the IPAP Phase 2. Should I fail to pass the PANCE on my first attempt, I understand that I must retake the examination at my own expense at the next available opportunity. I also understand that failure to pass the PANCE within 12 months, except when officially exempted in writing, will result in my being involuntarily branch transferred in accordance with AR 614-100 and that I will serve the remainder of my service obligation in the branch to which I

am transferred. A request for branch transfer will be initiated after the first PANCE failure and will become effective one year after completion of the IPAP Phase 2 training if I have failed to pass the PANCE within that year. I further understand that once I become NCCPA certified, I will be required to maintain NCCPA certification as outlined by the certifying authority for the duration of my active Federal service.”

(10) “My total current service remaining requirement, including my most recent training, expired (or will expire) on (date). If my current or subsequent application for another Service school is approved and I attend training, I understand that I will incur an additional service remaining requirement. I further understand I may be ineligible for enrollment into the Interservice Physician Assistant Program until all or part of my service remaining requirements are met (see AR 614–200).”

(11) “I understand that I may not be able to complete 20 years of qualifying service for retirement purposes under the provisions of section 12731, Title 10, United States Code prior to being removed from an active status under applicable laws and regulations. I understand that I may not be able to complete 20 years of qualifying service for retirement purposes under the provisions of section 3911, Title 10, United States Code and section 3926, Title 10, United States Code prior to being removed from active duty and/or active status under applicable laws and regulations. I further understand that I have no right to retention on active duty beyond the service obligation for training.” Soldiers who have more than 8 years active Federal service will add: “I understand that I may not be able to complete 10 years of active commissioned service for purposes of retirement as a commissioned officer upon completion of 20 years active service. I am aware that if I am not integrated into the regular Army, current Army regulations require that I be released from active duty (or retired) upon attaining 20 years active service unless I am retained on active duty thereafter as an exception to policy according to AR 600–8–24. I further understand that I should apply for such exception upon the anniversary of my 19th year of active service and should this extension be disapproved, I may only be eligible to retire in the highest enlisted grade held.”

(12) Soldiers who have received an enlistment bonus or selective reenlistment bonus will add: “I understand that if selected for this training, I may have to refund the percentage of my enlistment, or reenlistment bonus equal to the percentage of obligated service that I will not perform in the specified MOS. My eligibility for bonus pay may cease on the date I depart my duty station for Fort Sam Houston, Texas.”

(13) Soldiers who contracted for an MOS that qualifies them for an Army college fund (ACF), or loan repayment will add: “I understand that once selected for this training, when my status changes to commissioned officer, I am no longer eligible to receive the ACF or loan repayment enlistment incentive. I will receive a prorated portion of the ACF and the loan repayment based on the number of months I served in the original qualifying MOS.”

(14) “I am not currently scheduled for or attending MOS training as a result of reclassification or reenlistment retraining contract. I have not applied for reclassification or reenlistment retraining and will not apply for such training while I am an applicant for this program.”

*d.* The basic application memorandum for warrant officer applicants will consist of the following statements:

(1) “I can be reached at the following addresses: include unit of assignment, location, Defense Switched Network (DSN) and commercial work phone numbers, residence address, home phone number, and electronic mail address, and I will inform USAREC (RCHS–SVD) of all changes of assignment, contact information, physical status as soon as possible.”

(2) “In accordance with Army Regulation 601–20, I hereby make application for the Interservice Physician Assistant Program.”

(3) “I understand that upon successful graduation from this program and meeting all regulatory requirements, I will be appointed as a Regular Army Commissioned Officer and awarded the AOC 65D. Appointment as a commissioned officer in the SP, with an AOC 65D, will not be tendered until successful completion of Phase 2 training.”

(4) “I meet all basic prerequisites listed in paragraph 2–2 of the AR 601–20 or have requested the appropriate waivers. To the best of my knowledge, I satisfy the medical standards for retention, as set forth in AR 40–501, chapter 3. I have provided a copy of any temporary or permanent profiles with my application.”

(5) “I agree to complete the educational requirements of Phase 1, Phase 2, (and AMEDD OBC), and to serve on active duty as a commissioned officer for a period of 4 years after successful completion of Phase 2. If I fail to complete the IPAP, I may be re-branched or released from active duty depending on the needs of the Army.”

(6) “My current active duty service obligation (ADSO) remaining for my most recent training expires on (date). I understand that any and all remaining ADSO will run consecutively with the ADSO incurred from the IPAP. Time spent in the IPAP will not be used to satisfy any outstanding ADSO, IAW DODI 6000.13. Consecutive obligation will be discharged ‘first-incurred, first-served’.”

(7) “To be eligible to apply to the IPAP, I understand that I must remain on active duty through 30 September of the academic year for which I am applying.”

(8) “I understand that I am required to take the Physician Assistant National Certifying Examination (PANCE) sponsored by the National Commission on Certification of Physician Assistants (NCCPA) on the first available examination date for which I am eligible according to AR 40–68. I must pass the examination within 12 months after completion of the IPAP Phase 2. Should I fail to pass the PANCE on my first attempt, I understand that I must retake the examination at my own expense at the next available opportunity. I also understand that failure to pass the PANCE

within 12 months, except when officially exempted in writing, will result in my being involuntarily branch transferred in accordance with AR 614-100 and that I will serve the remainder of my service obligation in the branch to which I am transferred. A request for branch transfer will be initiated after the first PANCE failure and will become effective one year after completion of the IPAP Phase 2 training if I have failed to pass the PANCE within that year. I further understand that once I become NCCPA certified, I will be required to maintain NCCPA certification as outlined by the certifying authority for the duration of my active Federal service.”

(9) “I understand that I have no right to retention on active duty beyond the service obligation for the training to which I am applying. I am aware that if not integrated into the Regular Army, current regulations require that I be released from active duty or retired upon attaining 20 years active service unless retained on active duty thereafter as an exception to policy.”

*e.* The basic application memorandum for commissioned officer applicants will consist of the following statements:

(1) “I can be reached at the following addresses: include unit of assignment, location, Defense Switched Network (DSN) and commercial work phone numbers, residence address, home phone number, and electronic mail address and I will inform USAREC (RCHS-SVD) of all changes of assignment, contact information, physical status as soon as possible.”

(2) “In accordance with Army Regulation 601-20, I hereby make application for the Interservice Physician Assistant Program.

(3) “I understand that I will be conditionally re-appointed as an Army Medical Specialist Corps officer, RA, AOC 65D00E IAW DODI 6000.13, prior to the start of the program. I further understand that I will attend the IPAP with a re-appointed rank as determined by constructive service credit calculated according to DODI 6000.13 and policy established by OTSG on a case-by-case basis. If I become non-select for promotion while attending the IPAP, I may be removed from training, re-branched, or released from active duty depending on the needs of the Army. If I fail to complete the IPAP, I may also be re-branched or released from active duty depending on the needs of the Army.”

(4) “I meet all basic prerequisites listed in paragraph 2-2 of the AR 601-20 or have requested the appropriate waivers. To the best of my knowledge, I satisfy the medical standards for retention, as set forth in AR 40-501, chapter 3. I have provided a copy of any temporary or permanent profiles with my application.”

(5) “I agree to complete the educational requirements of Phase 1, and Phase 2, and to serve on active duty as a commissioned officer for a period of 4 years after successful completion of Phase 2. If I fail to complete the IPAP, I may be re-branched, or released from active duty depending on the needs of the Army.”

(6) “My current active duty service obligation (ADSO) remaining for my most recent training or appointment expires on (date). I understand that any and all remaining ADSO will run consecutively with the ADSO incurred from the IPAP. Time spent in the IPAP will not be used to satisfy any outstanding ADSO, IAW DODI 6000.13. Consecutive obligation will be discharged ‘first-incurred, first-served’.”

(7) “To be eligible to apply to the IPAP, I understand that I must remain on active duty through 30 September of the academic year for which I am applying.”

(8) “I understand that I am required to take the Physician Assistant National Certifying Examination (PANCE) sponsored by the National Commission on Certification of Physician Assistants (NCCPA) on the first available examination date for which I am eligible IAW AR 40-68. I must pass the exam within 12 months after completion of the IPAP Phase 2. Should I fail to pass the PANCE on my first attempt, I understand that I must retake the examination at my own expense at the next available opportunity. I also understand that failure to pass the PANCE within 12 months, except when officially exempted in writing, will result in my being involuntarily branch transferred in accordance with AR 614-100, and that I will serve the remainder of my service obligation in the branch to which I am transferred. A request for branch transfer will be initiated after the first PANCE failure and will become effective one year after completion of the IPAP Phase 2 training if I have failed to pass the PANCE within that year. I further understand that once I become NCCPA certified, I will be required to maintain NCCPA certification as outlined by the certifying authority for the duration of my active Federal service.”

(9) “I understand that I have no right to retention on active duty beyond the service obligation for the training to which I am applying.”

### **3-2. Supporting documents**

The basic application will be supported with accompanying documentation as described in the paragraphs below.

#### *a. Letters of recommendation.*

(1) The basic application will be supported with three letters of recommendation (a maximum of five letters of recommendation will be accepted). Personnel providing the recommendation can use the USAREC Applicant Evaluation Worksheet (available at <http://www.usarec.army.mil/im/formpub/Forms.htm#UF123> or at <http://www.usarec.army.mil/armypa> under “Application Info/Example Documents”). Alternatively, personnel providing recommendations can write a letter addressed to the President of the Board (see example at <http://www.usarec.army.mil/armypa/application.htm>).

(2) Letters of recommendation should be placed in the initial application by the applicant. Do not mail the letters separately. Letters will not be placed in a sealed envelope, and they will not be accepted if mailed separately.

(3) Letters of recommendation should address the applicant's duty performance, competency, oral and written expression, motivation, character, maturity, and potential for successful completion of training.

(4) Authors of letters of recommendation should be familiar with the duties and responsibilities of the PA as a non-physician healthcare provider as described in AR 40–68.

(5) Authors should also comment on the applicant's potential as an officer, leader, and trainer of subordinate medical personnel.

(6) Letters of recommendation are required from the following individuals:

(a) The applicant's commanding officer.

(b) The applicant's immediate military supervisor.

(c) A retired, active duty, or government service PA who has experience working in or for the military and has knowledge of the applicant's interest and aptitude for this medical profession.

(7) The three required letters must be written and signed within 12 months of the anticipated board date.

*b. Memorandum of purpose and intent.* The applicant will write and type a memorandum of purpose and intent. This single-page (front side only) typed memorandum narrative on plain 8 1/2- by 11-inch bond paper should explain the reason why the applicant is seeking PA training and reflect the applicant's expectations upon completion of training. No example letters of intent will be provided.

(1) The memorandum of purpose and intent will be submitted with the initial application.

(2) The letter of intent must be typed according to AR 25–50 in a letter format using Times New Roman font in 12 point type. Margins should be 1 inch.

*c. Record brief.* Applicants will use the guidance below.

(1) Enlisted applicants will submit a true and certified copy of DA Form 2A and 2–1 or an enlisted record brief (ERB). The applicant will write on the bottom of the ERB, "A true and certified copy" signed by the unit adjutant or commander.

(2) Commissioned and warrant officer applicants will submit a true and certified copy of the current officer record brief (ORB). The applicant will write on the bottom of the ORB, "A true and certified copy" signed by the unit adjutant or commander.

*d. PSB statement.* For all applicants, a statement from the PSB, unit adjutant, or commander verifies that the applicant is eligible to apply and that all required documentation is in the original packet. This statement will further verify that—

(1) A review of the applicant's personnel records confirms eligibility in terms of course prerequisites shown in paragraph 2–2 of this regulation.

(2) A local records check has been made and the applicant is administratively qualified for appointment as a commissioned officer according to AR 350–51, AR 135–100, and AR 135–101 and has prepared the necessary request(s) for waivers.

(3) The action is not in contravention of AR 600–8–2.

*e. The DA Form 61 (Application for Appointment).* All applicants (officers, cadets, warrant officers, and enlisted Soldiers) require this form with an original signature in Item 42. On plain bond paper, the applicant must list all names and aliases used.

*f. Photograph.* An official DA photograph will be included. If deployed, the applicant may submit a 5- by 8-inch photo in Army combat uniform or desert combat uniform. If an official DA photo is not available in the United States, contact the IPAP program manager for further instructions.

*g. Commissioning physical.* The original or certified true copy of a commissioning physical on DD Form 2807–1 (Report of Medical History) and DD Form 2808 (Report of Medical Examination) will be included.

(1) Physicals for enlisted applicants must be completed no more than 12 months prior to the anticipated board date and conducted according to AR 40–501, chapter 2.

(2) Physicals for commissioned and warrant officers must be completed no more than 48 months prior to the anticipated board and conducted according to AR 40–501, chapter 3. Commissioned and warrant officers may submit DA Form 3081 (Periodic Medical Examination (Statement of Exemption)) in place of a physical if they have had a physical in the last 48 months and have had no changes in health since that physical. They must also submit a copy of the original physical along with the DA 3081.

(3) For enlisted Soldiers, the DD Form 2808 will have human immunodeficiency virus, drug, and alcohol tests documented in items 49, 50, and 51. A printout of the lab results will accompany the physical. The physical will be completed with the appropriate profile designator "2," "3," or "4" and will be forwarded with a copy of all profiles, both temporary and permanent. Applicants must immediately notify the USAREC program manager if there are any additions or changes to profiles, from the date of the physical examination through the report date to the IPAP.

(4) All enlisted females will have pregnancy test results documented on their DD Form 2808 according to AR 40–501, chapter 2–14a (9). They must notify the USAREC PA program manager at once if there are any changes in pregnancy status.

*h. Waivers for medical conditions, as required by AR 40–501.* Such waivers will be requested by the applicant and

approved/disapproved by the appropriate authority prior to the seating of the selection board. Waiver requests and supporting documents will be submitted to HQ, USAREC, ATTN: RCHS-SVD-PA, 1307 Third Avenue, Fort Knox, KY 40121-2726 at the time of application.

- (1) Medical waiver requests must include—
  - (a) Letter of request from the applicant describing the circumstances of the medical condition.
  - (b) Letter from the appropriate clinician/specialist.
  - (c) Copy of commissioning physical on DD Forms 2807-1 and 2808.
  - (d) All supporting documentation (that is, labs, radiology reports, consultations, and tests).
- (2) Requests for administrative waivers, described in paragraph 2-1, must have an original signature. (Do not forget to sign all documents.) See Web site [www.usarec.army.mil/armypa](http://www.usarec.army.mil/armypa) for example waivers.

*i. The DA Form 705 (Army Physical Fitness Test Scorecard).* Include a copy of DA Form 705 certified as a true copy by the applicant's first sergeant or commander. Include a certified copy (first sergeant or commander) of any applicable profile or tape test. The APFT can not be taken before 1 October of the academic year.

*j. Official military personnel file.* Include one copy of the Army Knowledge Online (AKO) account official military personnel file (OMPF) table of contents. Applicants in the rank of SGT or above will submit copies of their evaluation reports (non-commissioned officer evaluation reports or officer evaluation reports), a copy of their last three academic evaluations (DA Form 1059 (Service School Academic Evaluation Report)), and a copy of all awards. Applicants in the rank of SPC and below should submit copies of all awards and evaluation reports (if applicable). All applicants will include documentation related to disciplinary actions that are permanently placed in their records. A copy of the OMPF can be obtained by accessing OMPF through the AKO account and printing the records. The OMPF record printout should be dated no earlier than 6 months prior to the application deadline and must be certified by the applicant's unit adjutant, PSB, or company commander. The Web site address for OMPF access is: <https://www.us.army.mil>. True and certified copies of all medical licenses, certifications, and training are required. Applicants are encouraged to add documents or certifications of training that may improve their application. NOTE: All documents should have the applicant's name and last four on the upper right corner, and all documents should be placed in the packet starting with the most recent document on top and ending with the oldest document. (Applicants must provide a summary index specifying the name of the document and date for each item presented in this section.) Note: These are the only documents supporting performance. Do not leave out evaluations or performance records. The program manager will submit documents to the board exactly the way the applicant submits them in the initial application. If they are out of order, this could negatively impact the application.

*k. Official transcripts.* Official transcripts from all colleges and universities attended, and all other agencies (CLEP, AARTS, and so forth) must be received prior to the transcript deadline date (1 March of the application year) or the board will not be able to accept the application for review. An official transcript will be submitted. This is in addition to the official transcript requests that must be mailed by the institution and received by USAREC no later than 1 March of the application year.

*l. Academic worksheet.* A completed academic worksheet must also be submitted with the initial application. The completed academic worksheet documents all academic courses taken, grades, and hours earned. The Microsoft Word version of the academic worksheet can be obtained at <http://www.usarec.army.mil/armypa> by clicking on "Active Duty Application." PureEdge users may acquire the worksheet at <http://www.usarc.army.mil/im/formpub/Forms.htm#UF123> and click on the AMEDD Academic Program Worksheet.

- (1) All course work attempted will be entered in the appropriate section of the academic worksheet.
- (2) Credit given for military experience and technical training, such as emergency medical technician courses, should not be included on the worksheet. All course work accomplished by online courses (OC) will be identified as such on the worksheet. Place "OC" next to the course title on the sheet if the applicant took the course online.

*m. SAT results.* Include results of the SAT taken within 5 years of the fiscal year of application. Official SAT scores will be sent directly to HQ, USAREC, ATTN: RCHS-SVD-PA, 1307 Third Avenue, Fort Knox, KY 40121-2726 by entering the code "3994" on the SAT test form. The SAT must be taken early enough to ensure receipt of results prior to 1 March of the application year. Allow a minimum of 8 weeks for grading this examination. Army education centers can assist with the completion of the SAT requirement. The SAT critical reading and math score must be at least 1000, and no individual section score can be less than 450. The date of test must be within 5 years from the 1 March deadline.

*n. Security clearance.* Include evidence of a secret security clearance initiated in the form of a memorandum submitted by the unit security office reflecting level of clearance, basis of clearance, and date granted.

*o. Curriculum vitae.* Include a curriculum vitae that outlines all significant civilian and military education, military assignments, promotion dates, awards and decorations, civilian occupations, total years of active Federal service, basic active service date, current duty assignment including telephone number and email address, and current home address and telephone number. The correct format for this curriculum vitae is found at <http://www.usarec.army.mil/armypa>. Do not deviate from the format on the Web site.

*p. Prior service records.* Include DD Form 214 (Certificate of Release or Discharge from Active Duty), NGB 22 (Report of Separation and Record of Service), and other Service records from other prior service or breaks in service.

*q. Conditional release.* Include an original or certified true copy of an approved conditional release from the applicant's AHRC branch manager except Soldiers holding a 68W MOS. The battalion level commander must endorse the request to the AHRC. The AHRC branch manager will process the conditional release through the Chief, Personnel Services Branch, Health Services Division, AHRC, AHRC-OPH-PS to HQ, USAREC (RCHS-SVD-PA).

*r. Professional medical licenses.* Include, where applicable, certified true copies of all current, expired, or inactive professional medical licenses.

*s. Evidence of appointment.* Include, where applicable, certified true copies of all DA 71s (Initial Oath of Office for Officers), appointment memorandums (if available), appointment orders, and ROTC contracts.

### **3-3. Application deadlines**

*a.* Effective upon publication of this regulation, applications will be accepted if postmarked by 1 March of the application year and no earlier than 15 October of the preceding year. Note: SAT results must be received by USAREC no later than 1 March of the application year and all packets must have a copy of the SAT results in the packet prior to being certified by the PSB, unit adjutant, or commander. Official transcripts must be received no later than 1 March of the application year and the applicant must include an official transcript with a completed academic worksheet in the original packet (see para 3-2).

*b.* The current FY selection board will select Soldiers for all three training classes in January, May, and August of the following year.

*c.* Applications and all documentation must be sent to USAREC (RCHS-SVD-PA) no later than 1 March of the application year. Applications postmarked after the application deadline may be returned to the originator without action.

*d.* Applicants not selected for training may reapply for consideration by submitting a new application with updated documentation to the next selection board. Applications will not be returned to applicants who were not selected by the IPAP board. Applicants must maintain eligibility to be considered for a future board. Applicants may only apply to the IPAP once a year, unless a special board is held, and an applicant is approved for a second application within a 12 month period.

*e.* Those applicants chosen as alternates will have their applications held until all primary selects have reported to Fort Sam Houston, Texas. Vacancies created by deferments, declinations, academic and non-academic relief, and resignations will be filled by alternates. The application packets of alternates not selected for a vacancy will not be returned to the applicants. A new application must be submitted for consideration by the next IPAP selection board.

### **3-4. Applicants outside the continental United States**

*a.* Individuals in overseas commands may submit applications.

*b.* Decisions regarding curtailment of foreign service tours will be made by the CG, Army Human Resource Command on an individual basis. Requests for curtailments should be forwarded through USAREC (RCHS-SVD-PA) to AHRC. The AR 614-30 contains information pertinent to Soldiers considering application for schooling. This will not be required until the Soldier is selected for the program.

### **3-5. Milestones in processing applications**

The application period opens at the beginning of each new FY. The following summary of milestones and critical dates pertain to the submission of applications for all classes:

*a.* The application period closes on 1 March of the application year. All transcripts, SATs, and required documentation must be received at USAREC no later than 1 March or at least postmarked by 1 March.

*b.* Official transcripts, civilian and military, must be part of the application and should be mailed directly to HQ, USAREC, ATTN: RCHS-SVD-PA (applicant's rank, last name, first name), 1307 Third Avenue, Fort Knox, KY 40121-2726 by the awarding institution. Student transcripts and photocopies of transcripts are not acceptable. One official transcript should also be sent with the initial application in addition to the request for the official transcripts being mailed by the institution. It is advisable to request transcripts well in advance so that they may be evaluated and processed prior to the board convening date.

*c.* Waivers for medical conditions or administrative waivers commonly require 6 weeks for processing. Approved waivers must be included in the application packet prior to the board convening date. Applicants will submit the waiver request and all required documentation no later than 1 March of the application year.

*d.* Selections will be announced by USAREC (RCHS-SVD) via a worldwide MILPER message after July of the application year. This link can be found via AKO. It is located on the home page of the Web site of AHRC, Alexandria, VA.



## **Chapter 4 Personnel Management, Appointments, and Assistance**

### **4-1. Personnel management information**

- a.* All students will report to Phase 1 with the appropriate uniform changes.
- b.* Enlisted students will wear OCS insignia during Phase 1 and Phase 2 training. Wearing OCS insignia does not indicate enrollment or participation in the Army OCS Program. Rather, it ensures equality among students during training and identifies students as future officers in training, according to the Deputy Chief of Staff for Personnel guidance. The AR 670-1 prescribes appropriate wear of OCS insignia.
- c.* Officers will report with the SP branch insignia on their uniform. They will also report with their new rank after calculation of their constructive credit per DODI 6000.13.
- d.* The MEDCOM shoulder patch will be worn on the appropriate uniforms.
- e.* Unless already serving in the grade of sergeant or higher upon entry into training, enlisted students will be advanced to the grade of sergeant and classified as commissioned officer candidates. Enlisted individuals in higher grades will retain their present grade for pay purposes but will be classified as officer candidates for training purposes.
- f.* For officers required to attend Phases 2-4 of the AMEDD Leadership Course, failure to complete this course will result in recycle in the course until all requirements for graduation are met.
- g.* Enlisted students who fail to complete Phase 1 or Phase 2 training will be reassigned in an enlisted status, according to the needs of the Army and AR 614-200 or separated according to AR 635-200.
- h.* Enlisted individuals, promoted under the provisions of AR 600-8-19 will be informed that if they are on a current promotion list for SGT, they will be removed from such list and that failure to complete training could result in reduction. Individuals who entered the program at grades of sergeant or higher who fail to complete training will retain their original grade unless reduced for cause.
- i.* Upon successful completion of Phase 2 training, eligible enlisted and warrant officer graduates will be appointed in the SP. They will be awarded the AOC of 65D and incur a 4-year ADSO beyond graduation. Commissioned officer graduates will be awarded the AOC 65D and incur a 4-year ADSO.
- j.* Upon acceptance of appointment, students will be discharged from their enlisted/warrant officer status and reassigned by the transition point at the student's Phase 2 training site. Coordination of these actions is the responsibility of the coordinators of the IPAP Program and USAREC (RCHS-SVD).
- k.* Upon graduation, all graduates will be required to take the PANCE sponsored by the NCCPA on the first available examination date for which they are eligible.
  - (1) Should they fail to pass the PANCE on the first attempt, they must retake the examination at their own expense.
  - (2) Failure to pass the PANCE after two attempts will result in an involuntary branch transfer according to AR 614-100 or a release from active duty depending on the needs of the Army.
  - (3) If retained on active duty, the individual will serve the remainder of their ADSO in the branch to which they are transferred. The NCCPA currency will be maintained as outlined by the certifying authority for the duration of the individual's Federal service.

### **4-2. Appointments upon graduation**

- a.* Enlisted and warrant officer students will submit applications for appointments as commissioned officers no later than 6 months prior to anticipated graduation from Phase 2.
- b.* These application packets will include the documentation required by AR 350-51, AR 135-100, and AR 135-101.
- c.* All forms, documents, and waivers for administrative and medical conditions must be submitted in a timely manner to ensure processing prior to graduation.

### **4-3. Army National Guard and U.S. Army Reserve Soldiers**

- a.* Any ANG Soldiers interested in this training program should contact the school's program manager at the plans, operation, and training office or AMEDD recruiter of their respective State National Guard Activity for information on the application procedures and for assistance in completing their applications. The program manager for this training is the Army National Guard Bureau, CME/CHE&PA School Coordinator (NGB-ART-I), 111 S George Mason Drive, Arlington, VA 22204-1382 or by telephone at commercial 703-607-7822 or DSN 327-7822.
- b.* Reserve Soldiers interested in this training program should contact the U.S. Army Reserve Personnel Command, AHRC-HS-OPS, 1 Reserve Way, St. Louis, MO 63132-5200 or by commercial telephone at 314-592-0000, ext. 3626.

### **4-4. Inquiries and assistance**

For additional assistance, contact the PA program manager, Commander, USAREC (RCHS-SVD-PA), 1307 Third Avenue, Fort Knox, KY 40121-2726 or by telephone at 1-800-223-3737, ext. 60386; commercial 502-626-0386 or DSN: 536-0386, Email: ipap@usarec.army.mil or visit <http://www.usarec.army.mil/armypa>.

## **Appendix A References**

### **Section I Required Publications**

#### **AR 40-501**

Standards of Medical Fitness (Cited in paras 2-2b(3), 2-2c, 2-3e(5), 3-1c(4), 3-1d(4), 3-1e(4), 3-2g(1), 3-2g(2), 3-2g(4), and 3-2h.)

#### **AR 135-100**

Appointment of Commissioned and Warrant Officers of the Army (Cited in paras 2-1a, 2-1a(1), 2-2b, 2-2b(3), 2-2i, 3-2d(2), 4-2b.)

#### **AR 135-101**

Appointment of Reserve Commissioned Officers for Assignment to Army Medical Department Branches (Cited in paras 2-1a, 2-1a(1), 2-2b, 2-2b(3), 2-2i, 3-1c(5), 3-2d(2), 4-2b.)

#### **AR 350-51**

United States Army Candidate School. (Cited in paras 2-1a, 2-1a(1), 2-2b, 2-2b(3), 2-2i, 3-1c(5), 3-2d(2), 4-2b.)

#### **AR 600-9**

The Army Weight Control Program (Cited in paras 2-2d, 2-3e(5).)

#### **DODI 6000.13**

Medical Manpower and Personnel. (Cited in paras 2-3e(8), 2-3e(9)(a), 2-4d(4), 3-1d(6), 3-1e(3), 3-1e(6), and 4-1c.)

### **Section II Related Publications**

A related publication is a source of additional information. The user does not have to read it to understand this publication.

#### **AR 25-50**

Preparing and Managing Correspondence

#### **AR 40-68**

Clinical Quality Management

#### **AR 135-210**

Order to Active Duty as Individuals for Other Than a Presidential Selected Reserve Call-Up, Partial or Full Mobilization

#### **AR 350-100**

Officer Active Duty Service Obligations

#### **AR 351-9/OPNAVINST 1500.27E; AFT 36-2230(I); MCO 1580.7D**

Interservice Training

#### **AR 600-8-2**

Suspension of Favorable Personnel Actions (Flags)

#### **AR 600-8-19**

Enlisted Promotions and Reductions

#### **AR 600-8-24**

Officer Transfers and Discharges

#### **AR 601-280**

Army Retention Program

**AR 614-30**  
Overseas Service

**AR 614-100**  
Officers Assignment Policies, Details and Transfers

**AR 614-200**  
Enlisted Assignments and Utilization Management

**AR 621-5**  
Army Continuing Education System (ACES)

**AR 635-200**  
Active Duty Enlisted Administrative Separations

**AR 670-1**  
Wear and Appearance of Army Uniforms and Insignia

**Section III**  
**Prescribed Forms**

This section contains no entries.

**Section IV**  
**Referenced Forms**

Except where otherwise indicated below, the following forms are available on the Army Publishing Directorate Web site at <http://www.apd.army.mil>.

**DA Form 2A**  
Personnel Qualification Record, Part I – Enlisted Peacetime (This form is a computer printout and cannot be requisitioned.)

**DA Form 2-1**  
Personnel Qualification Record – Part II

**DA Form 61**  
Application for Appointment

**DA Form 705**  
Army Physical Fitness Test Scorecard

**DA Form 1059**  
Service School Academic Evaluation Report

**DA Form 2028**  
Recommended Changes to Publications and Blank Forms

**DA Form 3081**  
Periodic Medical Examination (Statement of Exemption)

**DA Form 4187**  
Personnel Action

**DA Form 5454**  
Request for Army/American Council on Education Registry Transcript

**DD Form 214**  
Certificate of Release or Discharge from Active Duty

**DD Form 2807-1**  
Report of Medical History

**DD Form 2808**  
Report of Medical Examination

**NGB 22**  
Report of Separation and Record of Service

## **Glossary**

### **Section I Abbreviations**

#### **AARTS**

Army Council of Education Registry Transcript System

#### **ACF**

Army college fund

#### **ACT**

American College Test

#### **ADSO**

active duty service obligation

#### **AHRC**

U.S. Army Human Resources Command

#### **AKO**

Army Knowledge Online

#### **AMEDD**

Army Medical Department

#### **ANG**

Army National Guard

#### **AOC**

area of concentration

#### **APFT**

Army physical fitness test

#### **AR**

Army regulation

#### **CG**

commanding general

#### **CLEP**

College Level Examination Program

#### **CONUS**

continental United States

#### **DA**

Department of the Army

#### **DANTES**

Defense Activity for Nontraditional Education Support

#### **DODI**

Department of Defense Instruction

#### **DSN**

Defense Switched Network

#### **ERB**

enlisted record brief

**FY**

fiscal year

**GPA**

grade point average

**IAW**

in accordance with

**IPAP**

Interservice Physician Assistant Training Program

**ITRO**

Interservice Training Review Organization

**MILPER**

military personnel

**MOS**

Military occupational specialty

**NCCPA**

National Commission on Certification of Physician Assistants, Inc.

**OBC**

Officer Basic Course

**OC**

online courses

**OCS**

Officer Candidate School

**OMPF**

Official military personnel file

**ORB**

Officer record brief

**OTSG**

Office of The Surgeon General

**P3**

permanent profile 3

**PA**

Physician assistant

**PANCE**

Physician Assistant National Certifying Examination

**PCS**

permanent change of station

**PSB/PSC**

Personnel Service Battalion/Center

**RA**

Regular Army

**RCC**

requirements completion course

**ROTC**

Reserve Officers' Training Corps

**RSO**

remaining service obligation

**SAT**

Scholastic Aptitude Test

**SGT**

sergeant

**SH**

semester hours

**SP**

Army Medical Specialist Corps

**TIS**

time in service

**USAREC**

U.S. Army Recruiting Command

**Section II****Terms**

This section contains no entries.

**Section III****Special Abbreviations and Terms**

This section contains no entries.

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**PIN 077897-000**