2016 AIR FORCE GME APPLICATION GUIDELINES

PLEASE READ CAREFULLY

ALL IMPORTANT APPLICATION DATA, DATES AND TIMELINES ARE POSTED ON THE FOLLOWING WEBSITES:

1. Military: https://kx2.afms.mil/kj/kx4/AFPhysicianEducation/Pages/home.aspx

Public: http://www.airforcemedicine.af.mil/About/Organizations/Physician-Education-Branch

AIR FORCE GME OFFICE POC INFO

Physician Education Deputy Chief

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Program Managers:
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Last name beginning with J-P:
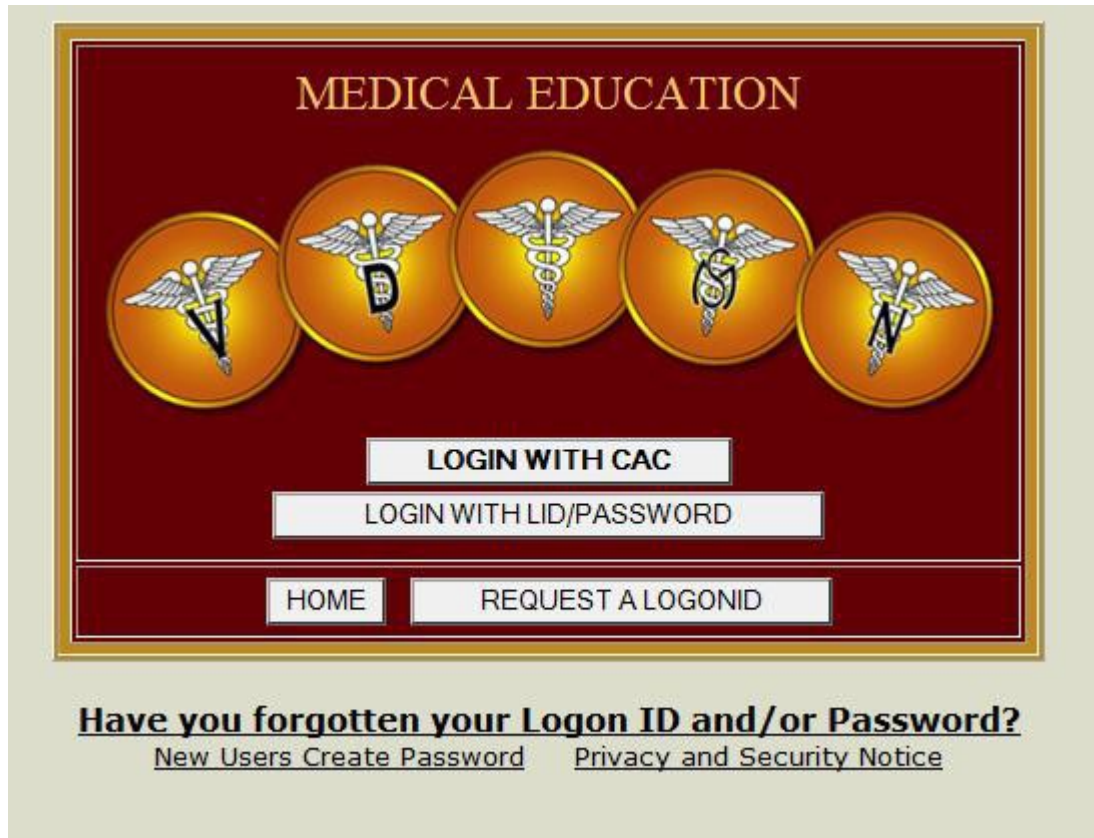MSgt Ramayo McGriff; ramayo.mcgriff@us.af.mil (210) 565-0650

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Mr. Matthew Kush; matthew.kush@us.af.mil (210)565-0656

HOW TO APPLY FOR GME ON MODS

https://education.mods.army.mil/MEDED/UserLogon/UserLogon.asp

1. Obtain a Log-In ID and password at the above MODS website.

Once obtained:

2. Go to the same above website and log in using your CAC or Log-In ID and password. You will then be brought to this screen. Click "APPLY FOR GME" and complete the 9 modules (note: the module will require some data entry to be entered before proceeding to the next, but you can **return and complete/modify information** in each module at any time).

Once all applications modules have been filled out your application is complete. You will then be able to PRINT your DoD application and CV, and you will also be able to upload your supporting documents.
Changes can be made up until 15 October and then your application is locked.

HOW TO UPLOAD SUPPORTING DOCUMENTS TO MODS

1. Log in to MODS and you will be brought to this screen. Hover on the "Apply for GME" tab and then click on "Manage Documents".


2. Click on select files.

3. Enter in the document title in the "document title" box and select the type of your document in the "document title" box. Click "**Attach New Files**". THIS DOES NOT UPLOAD THE ATTACHMENT TO YOUR APPLICATION. THERE IS ONE MORE STEP!

4. Click "**Upload Attached Files**". You will need to repeat steps 2 through 4 for each document.

5. To see what documents you have uploaded go to the same "Manage Documents" tab used to upload documents and they will appear as shown below.
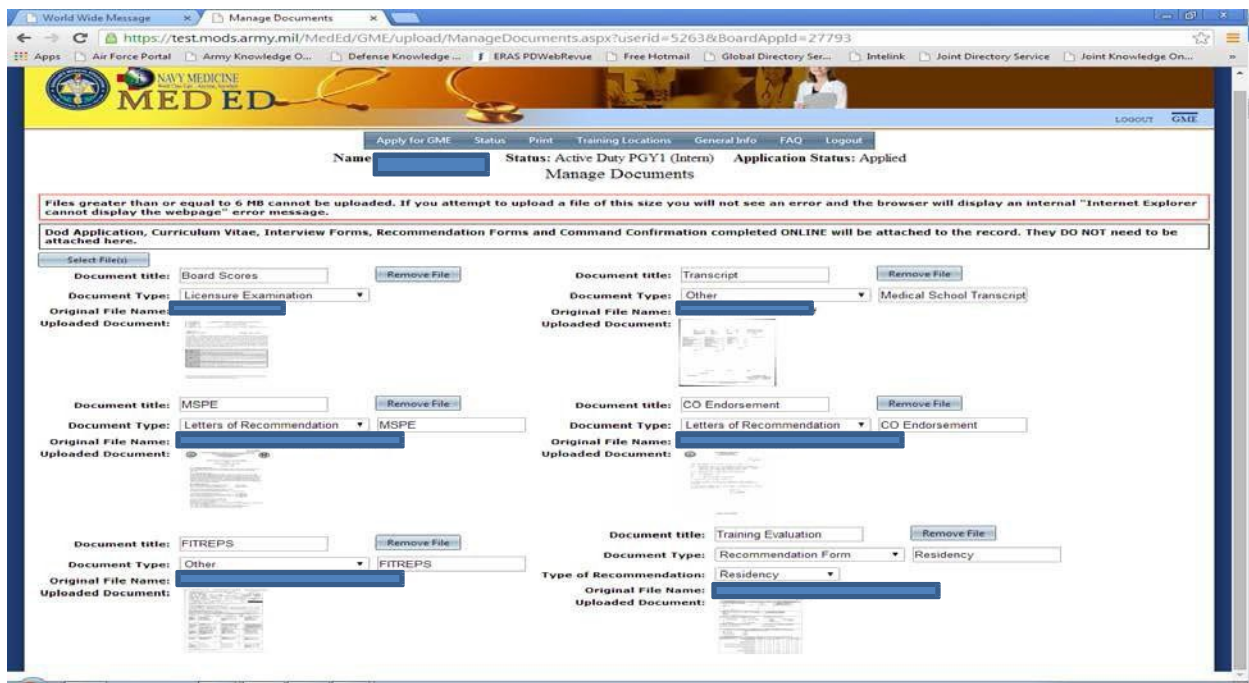
After you upload your supporting documents the GME office will mark them as received (depending on the volume this could take up to 10 working days), and you will receive a confirmation email from your program manager.