



DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
NATIONAL GUARD BUREAU  
111 SOUTH GEORGE MASON DRIVE  
ARLINGTON, VA 22204-1382

NGB-ART

8 February 2008

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Interservice Physician Assistant Program (IPAP) Application Procedures

1. This memorandum supersedes all prior IPAP Training Memorandums.
2. References:
  - a. AR 40-501, Standards of Medical Fitness, 29 May 2007.
  - b. AR 135-91, Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures, 1 February 2005.
  - c. AR 135-100, Appointment of Commissioned and Warrant Officers of the Army, 1 September 1994.
  - d. AR 135-101, Appointment of Reserve Commissioned Officers for Assignment to Army Medical Department Branches, 15 February 1984.
  - e. AR 601-20, The Interservice Physician Assistant Training Program, 17 October 2000.
  - f. Department of Defense Instruction Number 6000.13, 30 June 1997.
3. Please give this memorandum widest circulation to ensure all eligible Soldiers are aware of the opportunity and requirements to apply for IPAP.
4. The IPAP application process begins with evaluation of college/university transcripts for all interested applicants. State AMEDD Recruiters will collect all official transcripts from every college/university attended by each applicant including Army Ace Registry Transcript System (AARTS) transcripts. All official, original transcripts along with the Academic Worksheet, must be forward to the address listed below for evaluation. NOTE: No transcript will be forward to the National Guard Bureau and the University of Nebraska without the Academic Worksheet. Once an evaluation has been completed and approved by the affiliate university, no further evaluations are necessary unless changes in course academics or recently posted grades require another evaluation. The transcript evaluation process takes 3-4 weeks. Credit given for military experience and technical training such as emergency medical technician course are not transferable and should not be included on the Worksheet. All course work accomplished by Online Course (OC) will be identified on the Worksheet. Place (OC) next to the course title on the Sheet. Mail all official, original transcripts to:

**NGB-ART**

**SUBJECT: Interservice Physician Assistant Program (IPAP) Application Procedures**

ARNG Readiness Center  
ATTN: NGB-ART-I (CW3 Valentine D. Grant)  
111 South George Mason Drive  
Arlington, VA 22204-1382

5. When an approved transcript evaluation is obtained, an application packet may be sent to the address as indicated above at the discretion of the AMEDD Recruiter. An approved transcript evaluation does not obligate the AMEDD Recruiter to submit a packet for IPAP Selection board consideration.

6. Enclosure 1 outlines the prerequisites, experience, basic education requirements and application packet assembly instructions. Enclosure 2 is the application packet checklist. Enclosure 3 provides the format for the application memorandum. Two formats are provided: Enlisted/Warrant Officer Applicants and the other for Officers (as appropriate). Packets must contain the information as described in these enclosures and be processed through the AMEDD Recruiter and State Training Office before forwarding.

7. All applicants, regardless of degree status, must take the Scholastic Aptitude Test (SAT) within five years of the fiscal year of application. The minimum score must be 450 in each section of the exam and a composite score of no less than 1500. This requirement for the SAT may not be substituted with another college aptitude exam, i.e. the GRE or the ACT. SAT 1 is the test of choice.

8. The results of the NGB IPAP Selection Board will be announced within two to three weeks after the board adjourns and the Order of Merit (OML) is published. The next three tentative IPAP Selection Board dates and NGB suspense's are as follows:

<u>TRANSCRIPT(S) SUSPENSE</u>	<u>PACKET SUSPENSE</u>	<u>IPAP BOARD DATES</u>	<u>CLASS DATES</u>	<u>CLASS NUMBER</u>
22 MAR 08	18 APR 08	19 MAY 08	30 NOV 08 - 17 DEC 09	1-09
21 JUN 08	19 JUL 08	20 AUG 08	05 APR 09 - 20 APR 11	2-09
11 NOV 08	11 DEC 08	07 JAN 09	02 AUG 09 - 17 AUG 11	3-09

9. Prior to submission of an application packet, the state will subject each applicant to a screening process to ensure Federal Recognition eligibility and appointment into a MTOE/TDA assignment upon course completion. A memorandum signed by the State Personnel Officer will be placed in the applicant's packet under the appropriate tab indicating the applicant was screened and is eligible to be commissioned upon completion of the course.

10. Funding for IPAP is provided to the states as part of the Initial Annual Funding Guidance (AFG). NGB-ART-I will make an initial distribution for the total amount required via Funding Authorization Document (FAD). This up-front distribution will be generated from the selected list and any other projected quotas assigned to each state and territory.

NGB-ART

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11. All individuals selected for the IPAP will be assigned against a temporary position. Upon selection the AMEDD Recruiter will submit a request for the temporary position and a copy of the IPAP selection letter thru NGB-ARS to NGB-ARH. A sample copy of the temporary position request can be found in the current ARNG AMEDD SOP. Lack of a current slot at the state level should not be a restricting factor in attracting qualified applicants to this critical wartime shortage specialty, unless the nation is significantly over strength in that Area of Concentration (AOC). However, states currently at or above 100% fill for 65Ds will enclose a memorandum signed by the applicant and the applicant's State Personnel Officer indicating that, upon graduation, if there are no vacancies in their state the individual will participate in the national cross-leveling program.

12. Further information on IPAP is available at the following website:  
<http://www.usarec.army.mil/armypa/>

13. The Requirements Completion Course (RCC) is not available to National Guard Soldiers.

14. The point of contact is CW3 Valentine D. Grant, DSN 327-7822 or 703-607-7822, or e-mail [tino.grant@us.army.mil](mailto:tino.grant@us.army.mil).



ROBERT A. MOORE  
COL, EN  
Chief, Training Division

3 Encls  
as

DISTRIBUTION:  
Each State AMEDD Recruiter/AMEDD Tech  
Each State PO TO  
Each State MILPO  
Each State Surgeon  
NGB-ARS  
NGB-ASM  
Sr. ARNG Advisor, Ft Sam Houston, TX

## INTERSERVICE PHYSICIAN ASSISTANT

### 1. PREREQUISITES:

a. Must be a member of the Army National Guard with at least one year of service with the Army National Guard( can be waive by the Adjutant General). Officer applicants are limited to company grade or lower (2LT - CPT) who will have 12 years or less total commissioned service when their class starts. The Adjutant General can waive the one year of service.

b. Projected to fill a valid PA vacancy upon completion of the program.

c. Not older than 48 years of age at the time of commission - approved age waiver necessary prior to board review for any applicant over the age of 33.

d. A general technical (GT) score of 110 or higher.

e. Upon acceptance into the IPA training program, soldiers will be required to extend their current enlistment for a period to expire not less the projected completion date of the training program. Also, IAW AR 135-91, Table 2-1, graduates incur a 6 year military service obligation.

f. Meet all of the eligibility criteria for appointment as a commissioned officer IAW AR 135-100, AR 135-101, and NGR 600-100.

g. **All applicants with a P3 profile are ineligible to apply.**

### 2. DESIRED EXPERIENCE:

a. 36 months experience in the 91 Career Management Field (CMF), or any other medical Military Occupational Specialty (MOS) .

b. At least 24 months experience in a civilian medically oriented position.

c. All soldiers who otherwise meet the basic eligibility criteria may apply, regardless of their enlisted MOS or basic branch.

### 3. BASIC EDUCATION REQUIREMENTS:

a. Applicants must have at least 60 transferable credit hours from an accredited college/university, of which - a minimum of 30 credit hours must have been completed in-residence. Student should have maintained a Grade Point Average (GPA) of 2.5 in resident courses.

b. The requirement for 60 credit hours includes completion of the courses listed below in-residence (**Online courses are considered as in-residence**) **except the mandatory courses listed below (1-8)**. All transcripts submitted for evaluation should be **Original Official** from every college attended. 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 can not be waived**. All applicants must complete an Academic Worksheet. Transfer credit as awarded by another college/university other than the affiliate university will not be accepted. Correspondence courses, College Level Examination Program (CLEP), and credit granted for military experience from MOS training do not meet the criteria for in resident semester hours. 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, AARTS (Army/American Council on Education Registry Transcript System), College Level Examination Program (CLEP), Defense Activity for Nontraditional Education Support (DANTES), correspondence courses, 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. **The applicant must have completed the following mandatory, non-waiverable, courses in-residence:**

- (1) English Composition I - 3 semester hours
- (2) English Composition II - 3 semester hours
- (3) Literature, Philosophy, determining Humanities/Social Sciences - 6 semester hours, i.e. History (including Western Civilization), Ethics, and Language. The affiliate university is the factor.
- (4) Anatomy - 3 semester hours (lab not required)
- (5) Physiology - 3 semester hours (lab not required, combination of anatomy and physiology courses are acceptable)
- (6) Chemistry - 6 semester hours (lab not required)
- (7) Algebra - 3 semester hours (or other higher level math course, i.e. Statistics)
- (8) Psychology - 3 semester hours

c. Historically, academic failures in the IPAP were due to students lacking a fundamental knowledge base in anatomy/ physiology, chemistry, and mathematics. Therefore, applications will not be accepted from those who lack criteria as listed above.

d. Applications will not be accepted from soldiers who are currently enrolled in school, or attempting to complete the mandatory civilian education requirements. All requirements must be met prior to submission of packet.

e. To obtain college credit for military service courses, soldiers are encouraged to request an Army/American Council on Education Registry Transcript by writing to Manager, AARTS Operations Center, 415 McPherson Avenue, Ft. Leavenworth, KS 66027-1373. Award of military credit as awarded by or transferred from another college/university other than the affiliate university, will not be accepted.

f. The final source for all decisions regarding required course equivalency (see para 3b, 1-8) is the current university affiliate.

#### 4. APPLICATION PACKET ASSEMBLY:

a. Assemble application packets in an **orange**, Army Medical Specialist Corps individual file folder, secured at the top with a two-prong fastener, labeled with Name, SSN, and National Guard State affiliation. Notebooks will not be used.

b. Assemble packets with all documents/tabs on the right side of the folder. Documents printed landscape should be so oriented that the paper's top edge is toward the center of the folder.

c. The packet should be set up as outlined in enclosure 2, using tabs lettered as shown (A-U). Only the appropriate materials will be under each tab. If the indicated information does not apply, indicate under the tab, "**This Tab is Not Applicable**" on a sheet of plain white paper. By doing so, you will communicate to the board that the tab was not used, nor overlooked.

d. Certify copies of professional certifications or licenses as "true copies".

e. Utilize a one to two page Biographical Sketch/Summary (IAW NGR (AR) 600-200 or NGR (AR) 600-100, as applicable) only to provide the board with more detail about an applicant's experience.

5. **Waivers.** ALL waivers must be approved **prior to** submitting application packets. All request for waiver must be sent to NGB-ASM-O (AMEDD).

6. Prior to submission of an application packet, the state will subject each applicant to a screening process to ensure Federal Recognition eligibility and appointment into a MTOE/TDA assignment upon course completion. A memorandum signed by the State Personnel Officer will be placed in the applicant's packet under the appropriate tab indicating the applicant was screened and is eligible to be commissioned upon completion of the course. A statement similar to the following should be included in the memorandum.

"This memorandum is written to certify that, if selected, SSG Applicant is eligible for appointment as a First Lieutenant in the Army Medical Specialist Corps (SP) as a 65D, Physician Assistant upon completion, Interservice Physician Assistant Program. SSG Applicant understands that prior to the start of the program he/she must meet all requirements to make application for this program, as well as meeting the administrative prerequisites for appointment upon completion of the school IAW all applicable regulations and references (NGB-ART memo, AR 135-100, AR 135-101, Chapter 2, AR 40-501, and NGR 600-100). SSG Applicant also agrees to contact their state 45 days prior to completion of Phase II to ensure proper coordination is met for completion of the federal recognition process."

"This memorandum is written to certify that, if selected, Officer Applicant is eligible for appointment in the Army Medical Specialist Corps (SP) as a 65D, Physician assistant upon completion of IPAP, Interservice Physician Assistant Program. Officer Applicant understands that prior to the start of the program he/she will be conditionally re-appointed as an Army Medical Specialist Corps Officer, Areas Of Concentration (AOC) 00E65 and that he/she meets all requirements to make application for this program, as well as meeting the administrative prerequisites for appointment upon completion of the school IAW all applicable regulations and references (NGB-ART memo, AR 135-100, AR 135-101 Chapter 2, AR 40-501, and NGR 600-100)".

(a) **Enlisted** soldiers E1-E5 will attend the program in a commissioned officer candidate status (SGT/E-5), however, they are neither enrolled in nor participants of the Army Officer Candidate School (OCS) Program (AR 351-5). Rather, it ensures equality among students during training and identifies students as future officers in training. SGT/E-5 and above will attend in their current grade. Upon successful completion of Phase 2 training, an eligible graduate may be tendered an appointment as a commissioned officer in the Army Medical Specialist (SP) Corps. The appointment includes the designation in the area of concentration (AOC) 65D, SP. Each SP officer will then be required to complete the AMEDD Basic Officer Leader Course (BOLC) at Fort Sam Houston, Texas. Soldiers attending IPAP incur a six year ARNG service obligation following successful completion of Phase 2.

(b) 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 appointment as a commissioned officer (1LT/02) in the Army Medical Specialist (SP) Corps. The appointment includes the designation in the area of concentration (AOC) 65D. Each SP officer will then be required to complete the AMEDD Officer Basic Course (OBC) at Fort Sam Houston, Texas.

(2) Upon appointment, the officer incurs a service obligation of six years beyond the date of successful completion of Phase 2. Any calculated service obligation remaining from prior warrant officer appointment will be served consecutively with service obligations 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 service obligation.

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

(c) Commissioned Officers attending IPAP must be conditionally re-appointed to the SP Corps (Primary AOC 00E65) no earlier than 30 days prior to the start of their class. Officers will report with the Army Medical Specialist Corps Branch insignia on their uniform. They will also report with their new rank after calculation of their constructive credit, per DoDI 6000.13. The date of rank for re-appointment will be the first day of the time period on PCS ADT orders to IPAP or no earlier than 30 days prior to the scheduled start date of course. IAW AR 135-91, Table 2-1, ARNG graduates of the IPAP course incur a six-year ARNG military service obligation. The examples provided below demonstrated the phase lines for re-appointment:

- 2LT with a total of 2 years commissioned service:
  - ½ credit would = 1 year commissioned service
  - Would remain a 2LT with 1 year time in grade
- 1LT with a 4 total years of commissioned service:
  - ½ credit would = 2 years commissioned service
  - Would remain a 1LT but would have no time in grade
- CPT with 3 years time in grade and a total of 7 years commissioned service:
  - ½ credit would = 3.5 years commissioned service
  - Would be conditionally re-appointed as a 1LT with 1 ½ years time in grade

- Phase Lines for Appointment for Specialist Corps
  - under 2yrs - 2LT
  - 2yrs credit - 1LT
  - 7 yrs credit – CPT

Commissioned officers attend IPAP as conditional appointees (00E65/SP). Promotion from 2LT to 1LT while attending IPAP as a conditional appointee is authorized provided the officer has met the time in grade requirements (24 months) and has graduated from a Basic Officer Leader Course (BOLC). Unit vacancy promotion from 1LT to CPT while attending IPAP is not authorized but if selected for promotion by a mandatory board as an SP officer, the officer may be extended Federal recognition to the rank of Captain. Officers attending the IPAP are subject to the promotion criteria and phase lines for the Army National Guard.

# IAPPLICATION PACKET CHECKLIST FOR IPAP TRAINING PROGRAM

(NAME) \_\_\_\_\_ (SSN) \_\_\_\_\_ (STATE) \_\_\_\_\_

\_\_\_\_ A. Applicant's handwritten (typed copy must be provided underneath), one page letter of intent explaining motivation for seeking PA training, and expectations upon completion.

\_\_\_\_ B. Biographical Sketch/Summary (IAW NGR (AR) 600-200 or NGR (AR) 600-100, as applicable - Enlisted/Officer)

\_\_\_\_ C. Three letters of recommendation - current within 12 months.

\_\_\_\_ 1. Unit Commander.

\_\_\_\_ 2. ARNG (Officer) Specialist Corps (SP), Medical Corps (Me) or Army Nurse Corps (AN) based on interview.

\_\_\_\_ 3. Individual in a position to evaluate professional competence and technical ability.

\_\_\_\_ D. Current DA Form 705, Army Physical Fitness Test (APFT) Score Card -**current within 6 months of the selection board date.**

\_\_\_\_ E. Most recent NCO Evaluation Report (NCOER)/Officer Evaluation Report (OER) - last three (3), if applicable. NOTE: If applicant is not an NCO, it is highly recommended that a developmental counseling form (DA Form 4856) is completed by their first sergeant or company commander which provides an indication of the soldier's level of performance for the board's review. All evaluations **MUST** be profiled.

\_\_\_\_ F. Certified copy DA Form 2-1, ERB or ORB.

\_\_\_\_ G. Official DA Photograph.

\_\_\_\_ H. DA Forms 2808 and 2807-1, Report of Medical Examination and Report of Medical History to include alcohol/drug test and date and results of last HIV test. Physical IAW Chapter 2, AR 40-501 - current within 2 years from start date of the course. Chap 3 Retention Physical for current officers and Chap 2 Commissioning Physical for enlisted soldiers.

\_\_\_\_ I. Copy of Baccalaureate level college degree(s) and higher - if applicable.

\_\_\_\_ J. Official College transcripts evaluated and approved by the Univ. of Nebraska. Credit hours need to be reflected as semester hours.

\_\_\_\_ K. SAT Scores (5 yrs and under are acceptable) **SAT 1** is the test of choice.

\_\_\_\_ L. Copies of Professional Licenses and Registrations.

\_\_\_\_ M. required waivers.

\_\_\_\_ N. Letter of application to include required statements.

\_\_\_\_ O. Personnel Qualification Record (PQR).

\_\_\_\_ P. Applicable copies of Medical Awards, Certificates.

\_\_\_\_ Q. Medical prior service documents (for experience evaluation only - i.e., DA Fm 1059s, DO Fm 214s, etc.)

\_\_\_\_ R. NGB Form 62-E, Application for Federal Recognition (Endorsements 1 and 2 needs to be completed.)

\_\_\_\_ S. Original verification of security clearance memo - must have secret clearance, or evidence of a clearance in progress.

\_\_\_\_ T. Memorandum indicating Soldier's physical meet all the requirements to be a Physician Assistance IAW AR 40-501, Chapter 2 - signed by State Surgeon.

\_\_\_\_ U. Memorandum indicating Federal Recognition eligibility - signed by State Personnel Officer.

State POC: \_\_\_\_\_ State POC E-mail Address: \_\_\_\_\_