



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

REPLY TO
ATTENTION OF

NGB-ARS

25 April 2007

MEMORANDUM FOR THE DCSOPS ALL STATES, PUERTO RICO, GUAM, THE VIRGIN ISLANDS, AND THE DISTRICT OF COLUMBIA

SUBJECT: FY07-08 Continuing Medical Education Program Management and Execution

1. **References:** Department of Defense Instruction 1322.24, 12 July 2002, Military Medical Readiness Skills Training.
2. **Purpose:** This memorandum provides guidance for the Continuing Medical Education/Continuing Health Education (CME/CHE) program in Army National Guard.
3. **Definition:** CME/CHE is a requirement for health care professionals to maintain licensure, certification, or both. The Army requires licensure or certification for accession, retention, or Area of Concentration (AOC), Medical Functional Area (MFA), or Military Occupational Specialty (MOS) qualification for health care professionals. CME/CHE is specifically designed for training that provides credits that count towards license renewal or the maintenance of professional credentials. CME/CHE can be accomplished either by correspondence or in person. The National Guard Bureau will assist eligible health care personnel by partially funding the cost of this requirement.
4. **Eligible Specialties (AOC/MFA/MOS):** Any MC, DC, AN, SP or VC officer with a primary AOC/MFA in the appropriate branch, as well as any Medical Service Corps officers in specialties 67F, 73A or 73B are eligible provided they:
 - a. Hold a qualifying AOC as primary.
 - b. Have completed OBC, and the completion coded in SIDPERS. Note: Required to be receiving reimbursement for a CME event.
 - c. Are licensed professionals recorded in the Centralized Credentialing Quality Assurance (CCQAS) with current credentials.
 - d. Enlisted soldiers who hold MPOS 91W will be considered on a case-by-case basis by NGB-ART and NGB-ARS.

NGB-ARS

Subject: FY07-08 Continuing Medical Education Program Management and Execution

5. **Eligible Events.** Any event with a duration (other than distance learning which has no duration restriction) of no more than five days (plus two days of travel) that can be documented as providing CME/CHE hours will be considered a qualifying event.

6. **Location.** Any location within CONUS. Under rare circumstances, OCONUS locations will be considered by NGB-ARS upon recommendation of the State Surgeon. NGB-ARS will be the final approving authority.

7. **Limitations.** Qualified professionals are authorized reimbursement up to \$2,500 for their expenses for registration in person, travel and per diem, to attend one CME/CHE event per Fiscal Year. Base pay and allowances are specifically not included in this authorization. Exceptions will be reviewed on a case by case basis for professionals in States whose geographical locations are severely affected by the \$2,500 limitation. Other exceptions include Medical Detachment Commanders, Deputy State Surgeons, Deputy Commanders, and Executive Officers, who hold one or more specialties that require CME/CHE, will also be authorized and funded to attend Association of Military Surgeons of the United States in addition to another CME/CHE event. Note: AMSUS is a federally supported organization. CME/CHE events that are conducted through correspondence courses do not qualify for payment of basic pay and allowances, reserve compensation, travel or per diem.

8. **Status.**

a. Eligible personnel approved for a CME/CHE course may be sent in an IDT (UTA or SUTA) or AT status (these are supported by the Flexible Training Policy) in which case the State has already received funding for pay and allowances.

b. For Military Technicians, when the course relates equally to their military and their technician duties, attendance may participate in either status as determined by The Adjutant General or designee. Consideration should be given to the most cost-effective status.

c. For CME/CHE events for which there are no funds for basic pay or reserve compensation, eligible personnel may be authorized to perform Inactive Duty Training without pay or without pay and allowances. These authorizations may be published in training schedules, training authorization documents, or in orders as State policies dictate.

9. **Scheduling.** States will enter CME/CHE events in ATRRS as far in advance of the requested dates as possible; preferably by the end of the previous FY. For example: physicians should identify the courses they wish to attend in FY07 and provide the information to their States by the end of FY06. States should appoint someone to schedule CME/CHE events. Most major conferences are posted on web-sites with dates and locations one to three years in advance of the actual courses. States should establish order of merit lists processed thru the State Surgeon/Deputy Surgeon to enable the medical community to manage their allocations funds.

NGB-ARS

Subject: FY07-08 Continuing Medical Education Program Management and Execution

Record all CME/CHE events in ATRRS under School Code 554 except AMSUS when it is given its own school code.

10. Applications.

11. Reserve Retirement Point Credit.

a. Award reserve retirement points to eligible personnel who participate in approved CME/CHEs events based on the status in which they complete the training or education. Only one retirement point will be awarded for each day of active service, inactive duty training period, or qualifying block of credits for correspondence courses. Retirement points for CME/CHE will only be awarded for the anniversary year in which the training or duty is performed. For correspondence courses, award the retirement points on the date the certification of completion is issued.

b. Award reserve retirement points for completion of CME/CHEs to eligible members of the ARNG who:

(1) Attend a conference, convention, training course or meeting not in a paid training or duty status as an ARNG Soldier) for at least four hours, but less than eight hours each day -- one IDT retirement point each day.

(2) Attend a conference, convention, training course or meeting not in a paid training or duty status as an ARNG Soldier) schedule in addition to the required 48 unit training assemblies for that training year, for at least eight hours each day -- two IDT retirement points each day.

(3) Completes self-study or correspondence courses for which the sponsoring agency or institution provides a certificate of CME/CHE completion hours -- one IDT retirement point for each three CME/CHE hours.

12. Recording Credit. A certificate from the CME/CHE program, showing the number of credits earned or awarded, will be submitted to, and maintained by, the State's credential coordinator, in the individual's credential file and the Centralized Credentials Quality Assurance System (CCQAS.) Each State will determine who will submit documents to the Retirement Points Accounting Management (RPAM) NCO to record reserve retirement points.

13. Funding. Costs for each CME/CHE training request will be computed using registration for events entered through AFAM and verified with ATRRS. Funding to the State for the CME/CHE program in each FY will be controlled by NGB-ART and will be sent to the State based on the AFAM and ATRRS input. After the fiscal year starts, States will receive funding for CME/CHE in the revised annual funding guidance (RAFG). Initial funding will be pushed to the states based on historical execution. Each eligible person will be afforded the opportunity to

NGB-ARS

Subject: FY07-08 Continuing Medical Education Program Management and Execution

attend one event per year, subject to these policies and available funding.

14. This policy will remain in effect until rescinded or superceded, whichever comes first.

15. Points of contact are LTC Jack Parker, Chief Individual Training Branch DSN 327-7331 or 703-607-7331 or MAJ Patty Steinocher, Medical Personnel Programs Officer, Office of the Chief Surgeon, NGB, at DSN 327-8453 or 703-607-8453.



VAN D. CLARK
Chief, Training Division

CF:

CoS

Each State G1

Each State G3

Each State Surgeon

Each Deputy Surgeon

Each Med Det Commander

Each Health Services Specialist

Each State IG

NGB-ART

NGB-ARO

NGB-ARS

NGB-ARH

NGB-IG

NGB-ARZ

NGB-HR

NGB-ASM-O