



**MEDICAL STUDENT
(2LT/MS to CPT/MC)
APPLICATION CHECKLIST**
(As of November 2008)



JOIN THE NATION'S OLDEST MEDICAL ORGANIZATION. As Medical Student Officer in the Health Service, you'll acquire skills that will make you a leader in your field. You'll be involved in unit operation and training, learning patient care, Army medical standards and management while working in environments that most people only read about, while giving back to your community and country

Documents to be completed and return. Electronic documents are available upon request or you can download the documents from the NYARNG/Officer Accession Branch web page under the [DOCUMENTS](#) button on the toolbar.

**U.S. ARMY RECRUITING COMMAND (USAREC) INITIAL APPOINTMENT
APPLICATION DOCUMENTS**

- All applicants must be citizens of the United States.
 - _____ a. Verified, true copy of your **Birth Certificate**. If not born in the United States, we must see the original Naturalization Certificate and a [DA Form 5252-R](#) "Evidence of Citizenship Status" must be completed. Child born aboard of American parents(s) you need to provide a verified, true copy of one of the following forms:
 - (1) DA Form 1350
 - (2) INS Form N-560
 - (3) FS Form 545
 - (4) FS Form 240
 - _____ b. Verified, true copy of your **Social Security Card**.
- [Direct Commission Accession \(DCA\) Applicant worksheet](#)**: The information request will be used to complete the following documents as noted below (Must be typed).
- [NGB Form 62E](#)**: "Application for Federal Recognition as an Army National Guard Officer". Original signature required by applicant (Must be typed).
 - Note 1: Section 1, line 1 & 2 enter 2LT/CPT, MS/MC (00E67) for Medical students and 2LT/CPT, MS/MD (00E67) for Dental Students.
 - Note 2: "Yes" Answers to section 2p, q, or r requires a civil conviction waiver approval before submitting package to USAREC Board.
- [Curriculum Vitae/Resume \(CV\)](#)**: See example (Must be typed). CVs must list what the related work experience entails, not just the title of the position. Should address any health services duties relating to management and administrators in health care. Should not exceed 3 pages.
- [Statement of Motivation and Intent Letter](#)** identifying your reason for seeking appointment in the Army Medical Corps (MC) and what benefits you can offer (Must be typed).

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- Education Documents:** Must be a graduate of education program accredited by an agency recognized by the US Secretary of Education. If you have credits from one or more colleges/institutions that were applied toward the qualifying degree, all transcripts must be provided unless actual transfer grade is noted on final transcript. Ensure graduate dates listed on diplomas, CV, SF86 and NGB 62e match dates on transcripts.

- ___ a. Copy of Letter of Acceptance to Medical School
- ___ b. Copy of undergraduate Diploma
- ___ c. Separate Original, Certified College Transcript for bachelor degree (PSV)
- ___ e. Medical/Dental School Certified Transcript for the most current semester (PSV)

- Professional Evaluations and Recommendations** are to be submitted directly by the evaluator to the OSM in accordance w/Army regulations.

___ a. Three [USAREC Form 195](#), "Applicant Evaluation worksheet (AEW)" from individuals who are in positions to evaluate the student professional competence. **NOTE:** For medical students enrolled for less than one year. Three faculty members from the last semester of their undergraduate school are authorized.

___ (1) One from a Dean of the medical school if enrolled more than one semester

___ (2) Two faculty members of the medical school. They must complete in item 4b on the applicant ability to complete medical school and on their potential to be a physician

___ b. Letter of Recommendation from NY Army National Guard State Surgeon or AMEDD Officer (OSM will coordinate interview).

___ c. Company Commander and Battalion Commander Letter of Recommendations or USAREC 195. Letters or USAREC 195 must include the applicant's potential as an officer. Also include a statement that the individual will be released if selected, if in the military

- Copy of **DD Form 2808/2807-1, Chapter II, Commissioning Physical**. Must be within 24 months of appointment. Current ARNG officers Chapter III physical is authorized. If not, the following documents will be generated thru [Direct Commission Accession \(DCA\) Applicant worksheet](#) to schedule applicant for a Chapter II, Commissioning Physical. **NOTE:** Chapter III physicals must include completed HIV & DAT Testing.

___ a. [USMEPCOM Form 680-3E](#), Request Medical Exam (OSM provides from DCA Applicant Worksheet above).

___ b. [DD Form 2807-2](#), Medical History Report (OSM provides from DCA Applicant worksheet above).

___ c. Copies of actual treatment records for all yes answers showing 100% fit for duty to include lab & x-rays' reports to DD Form 2808-2 above.

___ d. [DA Form 5500](#) or [DA Form 5501](#) "Body Fat Content Worksheet", if applicable (OSM provides).

- Certified proof of Secret clearance** or proof of initiation of Secret clearance investigation from State Security Manager. If you do not have a valid secret clearance, complete a-e below.

___ a. SF 86, Questionnaire for National Security Positions. OSM provides from DCA Applicant worksheet above the following items to be signed

___ (1) [Certification of completeness and correctness of information by applicant](#)

___ (2) [Authorization for the release of information](#)

___ (3) [Authorization for the release of medical information](#)

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_____ (4) [Credit Check Authorization](#)

- _____ b. SF 87, Fingerprint Card (in duplicate) (OSM provides).
- _____ c. [SF 312, Classified Information Nondisclosure Agreement \(OSM provides\)](#).
- _____ d. [DD Form 369](#), Police Record Check (OSM Provides).
- _____ e. [Statement of Understanding for Appointment](#) as a commissioned officer prior to award of security clearance (OSM Provides).

Copy of **Prior Military Service Records**, if applicable. Note: Army personnel can download their record from <https://statepermsompf.hoffman.army.mil/rms/login.jsp> using their AKO ID and password.

- _____ a. [SF 180](#), "Request for Military Records". Complete Section I only and sign in Section III only.
- _____ c. All OERs or NCOERs. Any missing evaluations a Memo for Record (MFR) will be required.
- _____ d. All enlistment documents and extensions
- _____ e. Awards, citations, decorations.
- _____ f. DA Form 1059s and service school certificates
- _____ g. ROTC or OCS Certificates
- _____ h. DA Fm 71/NGB Fm 337, Initial Reserve appointment letter and oath
- _____ i. All promotion orders
- _____ j. RPAS if in the Army National Guard or Air National Guard
- _____ k. DD Form 214/215/NGB Fm 220
- _____ l. DA Form 705, APFT Card, within 6 months of the board. Must have past the APFT and meet H&W standards

Waivers, if required. All waivers must be approved prior to submitting Direct Commissioning package to USAREC Board (OSM provides).

[USAREC Form 1252](#), "USAR and ARNG Incentives Declaration Statement": **NOTE: Only one incentive can be received at a time.** Make an appointment with Officer Strength Manager (OSM) to review incentives details to determine which incentive would benefit the applicant the best.

- a. [Special Pay Bonus \\$25,000.00](#) a year for 3 years (\$75K) for healthcare professionals in critically short wartime specialties
- b. [Healthcare Professional Loan Repayment Program \(HPLRP\) \\$50,000.00](#)
- c. [Specialized Training Assistance Program \(STRAP\) \\$1,907.00 month](#)
 - _____ (a) USAREC Form 1030 "New STRAP Application Cover Sheet"
 - _____ (b) USAREC Form 1105 "STRAP Enrollment Verification"/Letter of Acceptance

NOTE 1: All forms must have original full signatures on each document where required and must be dated within 10 months before the USAREC board.

NOTE 2: All professional degrees, diplomas, certifications, licenses, malpractice insurance, malpractice suits, professional privileges, and any related professional status will be Prime Source Verified (PSV).

NOTE 3: Maximum Age limit for Medical Student Direct Commission is 41 years old (Non waiverable).

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**FEDERAL RECOGNITION BOARD (FRB) DOCUMENTS as an commission officer in the
New York Army National Guard (NYARNG) Medical Corps (MC)**

NOTE: After US Army Recruiting Command (USAREC), approves the initial appointment package. The applicant must appear before the FRB in person. The FRB is held once a month at JFHQs, 330 Old Niskayuna Rd, Latham NY 12110. Normally the 3rd Thursday of every month.

- SF 1199A:** “Direct Deposit Sign up Form”. Note: Attach copy of a VOID check, if you do not have your financial institution certified direct deposit document.
- DD Form 93:** “Record of Emergency Data” (Must be type).
- SGLV 8286:** “Servicemember’s Group Life Insurance” (\$400,000 Life Insurance-Optional) (Must be Typed).
- Certified verification of height/weight memo.** Dated within 90 days of application to ensure validity through entire Federal recognition process (OSM provides)
- Military Service Obligation Statement:** Officer Strength Manager (OSM) provides.
- DA Form 5074-1:** Constructive Credit and Appointment Rank from USAREC Board. If applicable, OSM provides
- Personnel Qualification Record (PQR).** Verify/sign a copy of their PQR. *Only for current enlisted NYARNG soldiers*
- Official Military Personnel File Review Form (OMPRF).** *Only for current enlisted NYARNG soldiers*
- Notification to the first Command Sergeant Major (CSM),** in the chain of command that the applicant is going before the FRB for a direct commission. *Only for current enlisted NYARNG soldiers*
- DA Form 71:** “Oath of Office to U.S” (OSM provides).
- NGB Form 337:** “Oath of Office to NY” (OSM provides).

FEDERAL BENEFITS FOR GUARDMEMBERS:

- **Continuing Medical Education (CME):** Healthcare professionals are eligible for one continuing CME each year, up to \$2,500 within the continental U.S. Once on-board in the NYARNG you request orders for CME through SGT Provost, MED CMD, OPS NCO at (518) 272-6377, (518) 270-1522 or email: william.provost@us.army.mil
- **Enhanced TRICARE Reserve Select (TRS) Program** (Health insurance) for reserve component members who are serving in the New York Army National Guard (NYARNG). The NYARNG POC is JFHQs, MNP-MR at (518) 272-4055/6311/3533.

TRICARE Web Site is <http://www.tricare.osd.mil/>

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The John Warner National Defense Authorization Act for Fiscal Year 2007 (P.L. 109-364), enhanced the TRICARE Reserve Select (TRS) health plan. Under this new TRS health plan, effective October 1, 2007, certain members of the Selected Reserve may qualify for health care coverage under TRS at \$81 month for single coverage and \$253 month for family coverage. Selected Reserve members who are enrolled or eligible to enroll in a health benefit plan under chapter 89 of title 5 U.S.C. Federal Employees Health Benefit Program (FEHBP), IRR and ING Soldiers are excluded from purchasing TRS.

- **Education assistant towards your 1st professional degree** (\$4,500.00 yr). Please download the NYARNG "Civilian Education Benefits Student Handbook" at the web page listed below. Then if you have any questions, please call our NYARNG Education Office at (518) 272-4051/4032/6349.

<http://www.dmn.state.ny.us/education/handbook/handbook.htm>

NEW: The Fund for Veterans Education announced it would award up to \$1 million in undergraduate scholarships for veterans, including National Guard and Reservists returning from Iraq and Afghanistan for the spring 2008 term or fall 2008 term. The awards, which may be renewed for the following academic year, are intended to cover financial need not met by need-based grants and military education benefits. The application deadline is Monday, Oct. 15. For more information, visit: <http://www.veteransfund.org>.

- **Thrift Saving Plan (TSP)**: You can sign up to contribute to the TSP within 60 days of when you join the Army National Guard (ARNG) or during the two Open Seasons each year. If you are a member leaving active duty and joining the ARNG, you may also make TSP elections within 60 days of your change in status. To participate in the TSP by submitting a TSP Election Form (TSP-U-1) www.tsp.gov/uniserv/forms/tsp-u-1.pdf.

Go to TSP website for detail information at <http://www.tsp.gov/index.html>

- **Army National Guard Reserve Income Replacement Program (RIRP)**: Mobilized soldier's loss of pay for deployment versus their civilian position. It involves providing limited monthly income replacement payments when the soldier's average monthly civilian income exceeds the total monthly military compensation (TMMC), by more than \$50.00. The law is in effect from 1 August 2006 through 31 December 2008. This program applies to soldiers involuntarily ordered to active duty only.
- **Critical Skills Retention Bonus (CSRB)**: Effective 1 Feb 08, this policy authorizes a Retention Bonus as listed below for a 3 year contract for Officers who agree to be a member in a deployable MTOE or TDA unit with a critical skill. Must not have more than 12 years or less than 6 years of service as an officer and not to exceed 25 yrs total service within bonus period. 22 years total service for JAGs and Chaplains. Must be a member of the GUARD for 1 year before contracting.
 - \$20,000.00 bonus for CPTs with a critical skill who meet all other eligibility requirements.
 - \$30,000.00 bonus for Chaplains and JAGs in the ranks CPT-MAJ who meet all other eligibility requirements.
 - Officer Critical Skills: 11A, 13A, 15B, 15C, 19B, 21A, 21B, 21D, 24A, 25A, 27A, 31A, 35D, 35E, 35G, 42B, 44A, 46A, 51C, 53A, 56A, 59A, 74A, 74B, 88B, 90A, 91A, 92A, 92F

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NEW YORK STATE BENEFITS FOR GUARDMEMBERS: Go to <http://dmna.state.ny.us/index.php> for all Guardmembers state benefits. Some are listed below.

- **New York Army National Guard Fatigue Management IDT Lodging Program** is available to all Soldiers who meet the travel distance criteria and are in any of the following duty statuses: Unit Training Assembly (UTA's), Multiple Training Assemblies (MUTA's), Equivalent Training Assembly (ETA's), Readiness Maintenance Assembly (RMA's), or Readiness Additional Flight Training Period (RAFTP's) conducted at Home Station. This program is managed by the State AVN Safety office, MNAV-OS
- **Free hunting and fishing licenses.** Free hunting and fishing licenses may be issued to all Guardmembers. POC: New York State Department of Conservation, Sporting License Help Line at (866) 472-4332 or at www.dec.state.ny.us.
- **Free State Parks pass.** Allows for free Empire Passports for Guardmembers called to federal or state active duty in response to an emergency after "9/11.". Please contact POC: NYS Office of Parks Recreation and Historic Preservation at 518-474-8081 or at www.nysparks.com/passport/ for details.
- **No state Tax on State Active Duty Mission (Home land security missions, emergencies).** New York State Tax is exempt from state income taxation on any state military pay received while serving on any "emergency" state active duty under New York State Military Law. Additional information may be obtained at www.tax.state.ny.us. POC: New York State Department of Taxation and Finance, Personnel Tax Information Center at (800) 225-5829.
- **Reimburses members for SGLV coverage's not other wise reimbursed.** Guardmembers in a Title 10 status, Title 32 status, for reasons other than training and/or State Active Duty (SAD) are eligible for SGLI Reimbursement for SGLI cost. See DMNA regulation 1-2 for detail guidance and web site <http://dmna.state.ny.us/benefits/sgli.htm>
- **Public employees authorized 30 calendar days paid military leave a year.** Plus, additional supplemental **Military Leave for State Employees call to active duty.** POC: State Agency Human Resource Office / NYS Department of Civil Service, Attendants and Leave Unit at 518-457-2295.
- **Distinctive NG license plates for a one time fee of \$28.00**
- **Guard Recruiting Assistance Program (G-RAP) & Guard Recruiting Assistance Program-Officer (GRAP-O).** Traditional & Retired Guardsmen are afford opportunity to supplement or full-time Recruiting & Retention Force (RRF) and Officer Strength Managers (OSM) by identify potential new NG members, officers or enlisted soldiers. You must go to the webpage below to register as a Recruiter Assistant (RA). There is a 60 min block of instructions that you must complete to learn the do & don't of the G-RAP/GRAP-O program. Payment to RAs occur at milestone achieved during the accession process of the individual, officer or WO, and very on branch from \$2,500 for non-critical Officers and warrant officers to \$8,500 for Medical Doctors – and type of accession (Transfer from Active Duty, OCS, WOCS, IRR, USAR, other components, etc). Go to the below web site for details and enrollment instructions.

WWW.guardrecruitingassistant.com

- **\$2,000 for individual enlisting in the GUARD enlisted ranks**
- **\$2,500 – \$8,500 for officers/warrant officers accession depending on MOS & critical Need**

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EXAMPLE: Category 3: OCS/WOCS candidate

- ARNG Enlisted Soldier who is accepted to OCS or WOCS
- **Payment:** Total payment amount is determined by the primary occupation specialty and divided into 3 milestones:
- \$1,000 upon appointment as an OCS/WOCS candidate
- \$1,000 (or higher if the total payment is greater than \$3,000) upon verified commission
- \$1,000 upon BOLC II ship date



NEW YORK

Watervliet Arsenal

**Bldg 120, 1 Buffington Street
Watervliet, NY 12189-4050**

Lawrence A. Weaver
*Major
Officer Strength Force,
CHIEF*

**Tel: 518-272-6350
Cell: 518-330-6030
Fax: 518-272-6356**

lawrence.weaver@us.army.mil