



ARMY SPECIALIST CORPS APPLICATION CHECKLIST

(As of April 2009)



JOIN THE NATION'S OLDEST MEDICAL ORGANIZATION.

As Specialist Corps Officer, you will acquire skills that will make you a leader in your field. You will participate in treatments most people only read about, while giving back to your community and country.

Documents to be completed and returned. 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 tool bar.

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, an original Naturalization Certificate and a [DA Form 5252-R](#) "Evidence of Citizenship Status" must be completed. Also, a **USCIS Form G-845** will be submitted for verification of citizenship status. Child born aboard of American parents(s) need to provide a verified, true copy of one of the following forms:

1. DA Form 1350
3. FS Form 545
2. INS Form N-560 information
4. FS Form 240

_____ b. Verified, true copy of your **Social Security Card**.

[Direct Commission Accession \(DCA\) Applicant worksheet](#): Must be typed and will be used to complete the following documents.

_____ 1. **[NGB Form 62E](#)**: "Application for Federal Recognition as an Army National Guard Officer". Original signature required by applicant.

Note 1: "Yes" Answers to section 2p, q, or r requires a civil conviction waiver approval before submitting package to USAREC Board.

_____ 2. **[DD Form 2808/2807-1, Chapter II, Commissioning Physical](#)** taken at Military Entrance Processing Station (MEPS) or DoDMERB Physicals must be within 24 months of appointment. To schedule applicant for a Chapter II, Commissioning Physical the following documents will be generated and/or provided by applicant from the DCA Applicant worksheet. Current ARNG officers Chapter III physical is authorized. **NOTE**: Chapter III physicals must include completed current 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 (2) b above.

ARMY SPECIALIST CORPS APPLICATION CHECKLIST

(As of April 2009)

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

____ 3. **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 and the following items also to be signed below)

____ (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](#)

____ (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).

[Curriculum Vitae/Resume \(CV\)](#): See example (Must be typed)

[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).

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.

____ a. Copy of all Diplomas pertinent to what you're applying for.

____ b. Original, Certified College Transcripts for BA/BS (Does not have to be as a PA but PA certificate) or MS in PA studies from an accredited program. NOTE: Program must be at least 20 months in duration to qualify, regardless of accreditation, however shorter programs may be reviewed on a case by case basis.

____ d. Copy of a current unrestricted National Commission of Certification of Physician Assistants (NCCPA) certification and a valid, unrestricted license to practice in the United States.

Copy of all professional **Board Certifications** and **Medical Licenses** held that is pertinent to what you're applying for to include **malpractice insurances**. Must have a current and permanent unrestricted license to practice medicine and surgery in the United States. If the medical license will expire within 60 days of the USAREC Board date the applicant must submit proof of renewal of their license.

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", from three current employers that are in a position to address/evaluate your professional competence as listed below. Note: USAREC Form 195 are to be submitted directly to *your OSM*

____ 1. Two professional supervisors

ARMY SPECIALIST CORPS APPLICATION CHECKLIST

(As of April 2009)

- _____ 2. One professional peer (E.g., Another PA)
- _____ b. Letter of Recommendation from NY Army National Guard State Surgeon or AMEDD Officer (OSM will coordinate interview).
- _____ c. Commanders Letter of Recommendation or USAREC Form 195 "Applicant Evaluation worksheet", for personnel in the military only.
- 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 incentive details to determine which incentive would benefit the applicant the best.
- a. Special Pay Bonus \$60,000.00 for healthcare professionals in critically short wartime specialties
b. Healthcare Professional Loan Repayment Program (HPLRP) \$50,000.00
- 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.
_____ b. DA Form 2-1 or Officer Record Brief (ORB)
_____ c. All OERs or NCOERs. Missing evaluations will require a Memo for Record (MFR).
_____ 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
- Waivers**. All waivers must be approved prior to submitting Direct Commissioning package to USAREC Board. (OSM Provides).

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: Applicants who have a malpractice suit pending are ineligible to process their application until the malpractice suit is resolved. Eligibility is determined by the result of the lawsuit.

NOTE 4: Maximum Age for Medical Specialist Corps (PA) is 48 years old. Non-waiverable.

ARMY SPECIALIST CORPS APPLICATION CHECKLIST

(As of April 2009)

FEDERAL RECOGNITION BOARD (FRB) DOCUMENTS as a commissioned officer in the New York Army National Guard (NYARNG) Medical Specialist Corps (SP)

NOTE: Once the 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 or your financial institution certified direct deposit document.
- DD Form 93**: “Record of Emergency Data” (Must be type).
- SGLV 8286**: “Service member’s Group Life Insurance” (\$400,000 Life Insurance-Optional) (Must be Typed).
- Military Service Obligation Statement**: Officer Strength Manager (OSM) provides.
- Statement of Understanding to Complete SP-Officer Basic Course** (OSM provides).
- Specialty Pay Program enrollment documents**. Those eligible for special pay must choose one, two, or three years of affiliation with the ARNG at the time of application. Processing time for payment takes 2 to 3 months after appointment.
 - ___ a. Request for incentive control number memorandum (OSM provides)
 - ___ b. Copy of USAREC Form 1103 (Incentive Enrollment Data Sheet)
 - ___ c. Copy of NGB Form 337 (Oath of Office)
 - ___ d. Copy of SF 1199 (Direct Deposit Form)
 - ___ e. Copy of TDS Form IRS W-4
 - ___ f. USAREC Form 1166-R-E (Specialty Pay Contract)
 - ___ g. copy of the USAREC selection board results (OSM provides)
- Healthcare Professional Loan Repayment Program (HPLRP) enrollment documents**. If eligible for HPLRP, payment is made for each year of satisfactory service in the Guard on the outstanding balance of the principal. Loan must be secured for at least 1 year prior to the current anniversary date. It is the individual officer’s responsibility to submit DD Form 2475 for repayment on an annual basis 3-4 months prior to anniversary date.
 - ___ a. DA Form 5536-R (Health Professionals Loan Repayment Program – Agreement)
 - ___ b. DD Form 2475 for repayment
- Personnel Qualification Record (PQR)**. Verify/sign a copy of their PQR. *Only for current NYARNG soldiers*
- DA Form 5074**: Constructive Credit and Appointment Rank from USAREC Board. If applicable, OSM provides
- Official Military Personnel File Review Form (OMPFRRF)**. *Only for current NYARNG soldiers*

ARMY SPECIALIST CORPS APPLICATION CHECKLIST

(As of April 2009)

- 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 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 (CMD)**: 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/>

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 01 January 2009 the monthly premiums for TRICARE Reserve Select (TRS) member coverage officially dropped by 42 percent, from \$81 to \$47.51. TRS member-and-family coverage dropped 29 percent, from \$253 to \$180.17. 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.dmna.state.ny.us/education/handbook/handbook.htm>

- **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 submit a TSP Election Form (TSP-U-1) www.tsp.gov/uniserv/forms/tsp-u-1.pdf.

Go to TSP website for detailed 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

ARMY SPECIALIST CORPS APPLICATION CHECKLIST

(As of April 2009)

through 31 December 2009. This program applies to soldiers involuntarily ordered to active duty only.

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 SGLI coverage's not otherwise 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.
- **Public employees authorized 30 calendar days paid military leave a year.** Plus, additional supplemental **Military Leave for State Employees called 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 afforded the opportunity to supplement the full-time Recruiting & Retention Force (RRF) and Officer Strength Managers (OSM) by identifying 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 on the G-RAP/GRAP-O program. Payment to RAs occurs at a one time payment upon verification accession into the NYARNG and/or contracting into ROTC/OCS/WOCS against the SIDPERS data base. Commissioned officers or CWO vary on branch from \$2,500 for non-critical officers and warrant officers to \$7,500 for medical doctors. Types of accessions are: Transfer from Active Duty, Direct Commission, IRR, USAR, other military components, etc). Go to the below web site for details and enrollment instructions.

<http://www.guardrecruitingassistant.com>

ARMY SPECIALIST CORPS APPLICATION CHECKLIST

(As of April 2009)

- \$2,000 for individual enlisting in the GUARD enlisted ranks
- \$2,000 for individual commitment to ROTC (SMP)/OCS/WOCS programs
- \$2,500 – \$7,500 for officers/warrant officers accession into ARNG depending on MOS & critical need



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