

OKLAHOMA ARMY NATIONAL GUARD VACANCY ANNOUNCEMENT



OFFICER DIRECT APPOINTMENT ANNOUNCEMENT #: 24-02

Must be a current member of the Oklahoma National Guard

****Position is Traditional (M-Day) Only****

POSITION: Interservice Physician Assistant Program (IPAP) to Army Medical Specialist Corps Officer	Maximum Rank/Grade to apply for Direct Appointment as 2LT/O1: NA	Minimum Rank/Grade to apply for Direct Appointment as 2LT/O1: NA	
MOS/AOC: 65D	Unit/Location: Multiple locations in Oklahoma	Opening Date: 01 October 2023	Closing Date: 31 January 2024

POSITION DESCRIPTION: At the operational level, the qualified licensed Physician Assistant's (PA) main duty is to maintain the health, welfare and readiness of the service members of their unit or battalion. PA's serve as the primary care manager and must ensure that the Soldiers of their battalion are medically ready for worldwide deployment to austere environments. The PA must be prepared to provide care in austere and constrained environments with limited logistical resources. The PA assesses or evaluates healthy, injured, or ill Soldiers and conducts in-depth assessment of functional status, acuity level, prognosis, and assesses the need for treatment services and referred resources. The PA is responsible for acquiring and demonstrating clinical expertise and knowledge of health care programs to improve the quality of patient care and to facilitate compliance with internal and external requirements, protocols and standards. The PA teaches and notifies Soldiers of necessary preparation and medication to be administered prior to treatment. The PA is the planner, supervisor and oversight of medical training and of the 68W combat medics within the combat medic platoon or section; and overall management of the battalion Combat Lifesaver (CLS) program. Utilizes a team process approach with the Army Nurse Case Managers on communication, collaboration, coordination, and Soldier focused care to review, evaluate, and initiate medical profiles, line of duty investigations, medical screenings and medical board processes.

PREFERRED APPLICANTS WILL POSSESS THE FOLLOWING ATTRIBUTES: Must be able to operate in clinical, deployed, and field settings; have strong interpersonal relations, critical thinking, problem solving and collaboration with other medical personnel. Must be able to communicate effectively with command teams at the company and battalion levels, fellow healthcare providers and specialists, noncommissioned officers (NCOs), Soldiers, and patients; Must display Military Professional Ethics and ethical decision-making at all times to include on/off duty, garrison and austere field conditions. Must be able to demonstrate personal skills in operations and communications, to include oral and written communication such as presentation briefs, providing feedback and effective listening; evaluate and develop junior leaders, and consistently prepare to transition with each level of military education agreeable with their next rank and position.

PREFERRED ATTRIBUTES CONTINUED:

have deployment experience or the ability to deploy in support of worldwide operations in accordance with AR 40-501; be able to operate independently, with or without direct physician supervision; be a lifelong learner and have an interest in keeping up to date on the latest research and best practices in clinical and prehospital medicine; have or develop a high level of knowledge and expertise in Tactical Combat Casualty Care (TCCC); have the knowledge and ability to train and supervise 68W combat medics and combat lifesavers as well as other allied and ancillary health specialists.

NOTICE: This packet is for nomination for Direct Appointment ONLY. Nomination does not guarantee that the selected Soldier will be appointed as an Officer in the OKARNG. The Adjutant General is final approval authority for all nominees. Upon nomination, selectee(s) must be accepted by IPAP and additionally apply for appointment through the United States Army Recruiting Command (USAREC) Medical Accession Board and be approved by the Federal Recognition Board (FRB).

MANDATORY REQUIREMENTS AT TIME OF APPLICATION:

See page 3 for initial required documents and Fiscal Year 24 IPAP announcement for all required educational courses and military requirements.

SPECIAL INSTRUCTIONS:

1. Applicants should review the Fiscal Year (FY) 2024 Army National Guard Interservice Physician Assistant Program (IPAP) Announcement for program specific requirements.
2. Partial or incomplete applications will not be accepted.
3. Applications will be pre-screened prior to a nomination board. Applicants not meeting the listed requirements in the FY 2024 IPAP Announcement will be notified of packet disapproval. All others will be contacted to appear in person at a nomination board in Oklahoma City, OK; date and time to be determined.
4. Current AGR's may apply; however, if nominated and approved by USAREC and the FRB, they MUST resign from the AGR program in order to accept their commission.
5. Current Technician Soldiers may apply; however, if nominated and approved by USAREC and the FRB, J1/HRO approval is required prior to commissioning.
6. No promise of unit of assignment or regional location of assignment is made. If nominated and approved by USAREC and the FRB, Soldiers will be assigned based on the needs of the Oklahoma Army National Guard.

EQUAL EMPLOYMENT OPPORTUNITY: All applicants will receive consideration without regard to, race, color, national origin, creed, religion, marital status, or other non-merit reasons not interfering with membership in the Army National Guard or performance of required duties.

HOW TO APPLY: Contact CPT Jordan R Bennett, 405-228-5052 jordan.r.bennett.mil@army.mil. Once initial documents are submitted, completed checklist will be sent with all required documents for IPAP packet submission.

Officer Direct Appointment Announcement 24-02

- (1) _____ DA Form 705 (most current, within 6 months)
- (2) _____ DA Form 5500/5501 (if applicable)
- (3) _____ Typed Letter of Intent (signed and dated)
- (4) _____ CV (see format, ENCL 6)
- (5) _____ Immediate Supervisor Recommendation
- (6) _____ Commander Recommendation
- (7) _____ PA Recommendation (UF601-37.11, ENCL2) ****Must state 80 hours****
- (8) _____ Transcript Copies (Must be Official Transcripts not issued to student. For electronic send to jordan.r.bennett.mil@army.mil. For US Postal mail to CPT Jordan Bennett, 2550 N. Air Depot Blvd, Midwest City, OK 73141-1405)

If Applicable:

- (9) _____ GT Scores (Enlisted Only; Reference AR 601-20 for minimum score)
- (10) _____ DA 330, Language Proficiency (for whom English is not their primary language)
- (11) _____ DA Form 1059 for BOLC (Officers only; must be BOLC complete in current branch before the start of IPAP. If not BOLC complete, include ATRRS reservation)

NOTE: Please ensure that all required documents on the checklist are included with your application. Incomplete applications will not be considered.

MILPER Message Number

23-295

Proponent

RCHS-SVD-PA

Title

Fiscal Year (FY) 2024 Interservice Physician Assistant Training Program Application

...Issued:[7/28/2023 12:32:28 PM]...

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- A. DoDI 6000.13 (Accession and Retention Policies, Programs, and Incentives for Military Health Professions Officers (HPOs)), 30 December 2015 (Change 1, 3 May 2016).
 - B. DoDI 6130.03, Volume 1, Change 4 (Medical Standards for Appointment, Enlistment, or Induction into the Military Services), 16 Nov 2022.
 - C. AR 40-501 (Standards of Medical Fitness), 27 June 2019.
 - D. AR 601-20 (The Interservice Physician Assistant Training Program), 14 August 2009.
 - E. AR 600-9 (The Army Body Composition Program), 16 July 2019.
 - F. AR 135-100 (Appointment of Commissioned and Warrant Officers of the Army), 1 September 1994.
 - G. AR 135-101 (Appointment of Reserve Commissioned Officers for Assignment to Army Medical Department Branches), 15 February 1984.
 - H. AR 350-1 (Army Training and Leader Development), 10 December 2017.
 - I. AR 601-100 (Appointment of Commissioned and Warrant Officers in the Regular Army), 21 November 2006.
 - J. AR 670-1 (Wear and Appearance of Army Uniforms and Insignia), 26 January 2021.
 - K. NGR 600-100 (Commissioned Officers Federal Recognition and Related Personnel Actions), 6 July 2020

1. This MILPER message will expire NLT 28 July 2024.

2. Purpose: This message is the FY 2024 announcement of the Interservice Physician Assistant Program (IPAP) board and solicits applications from regular Army (RA) and United States Army Reserve (USAR) enlisted, commissioned officers, and warrant officers. National Guard Applicants will refer to paragraph 5 for ARNG specific requirements and work with their state AMEDD recruiter to apply.

a. This message solicits applications for IPAP classes to start in January, April, and August 2025 at the Medical Center of Excellence located at Joint Base San Antonio – Fort Sam Houston (FSH), Texas. The IPAP class that starts in January will report to FSH in November 2024.

b. Enlisted students selected for this training will attend in an officer candidate status and will be accessed into the Army Medical Specialist Corps (SP Corps) as commissioned officers upon successful completion of the training.

c. All selected enlisted applicants must have successfully completed the Basic Leadership Course (BLC) 120 days prior to reporting to FSH for the IPAP class.

d. Warrant officer students for this training will attend in their current warrant officer grade and will be accessed into the SP Corps as commissioned officers upon successful completion of the training.

e. Commissioned officer students selected for this training will report with their current rank (Ref. 4.e.(3)).

f. Active Duty (component I), Army National Guard (component II) and Reserve (component III) applicants will only be considered for seats within their respective component for the FY 2024 board. Applicants accepted into IPAP but who change components will not retain their seat; acceptance does not carry over to a different component.

g. ROTC cadets, to include U.S. Army Military Academy cadets, while in cadet status are not eligible to apply for IPAP.

h. Army personnel selected for the IPAP are exempt from stop loss, stop movement, and life cycle unit requirements (AR 601-20 2-2.e.)

i. Civilian personnel are not eligible to apply for IPAP.

j. All enlisted applicants must complete Military Occupational Specialty (MOS) training prior to application.

k. All officer applicants must complete the Basic Officer Leader Course (BOLC) prior to application.

3. Responsibilities: (Clarification to AR 601-20 1-4)

a. Addition to AR 601-20 1-4d. Unit commanders and immediate supervisors will interview and provide specific recommendations on applicants under their control and/or supervision.

b. Recommending Physician Assistant (PA) will interview and provide specific recommendations on applicants under their control and/or supervision. Physician Assistant recommendations

must use USAREC Form 601-37.11 and include documentation of at least 80 hours of shadowing; more is recommended. Applicants without access to a Physician Assistant may request approval for 80 shadowing hours with a health care professional other than a Physician Assistant by email to their respective component IPAP program manager.

4. Program Information:

a. Ineligibility (Clarification to AR 601-20 2-1):

(1) Update to AR 601-20 2-1(3): The IPAP program manager will process all waivers to the appropriate waiver authority.

(2) Update to AR 601-20 2-1(3)(a): The Date Initially Entered Military Service (DIEMS) or Basic Date of Appointment will be used to determine time of service.

Waiver Required to Board
Regular Army Applicants with less than 3 years of AFS as of 01 January 2025
Regular Army Applicants with over 15 years of total AFS as of 01 January 2025
ARNG and USAR Applicants with less than 3 years time in service as of 01 January 2025
ARNG and USAR Applicants with over 10 years time in service as of 01 January 2025
Officers with over 8 years of AFCS as of 01 January 2025

* AFS stands for Active Federal Service

* AFCS stands for Active Federal Commissioned Service

(3) Clarification to the AR 601-20 2-1(3)(b): Enlisted applicants only: per AR 601-100 PAR.1-9 An original appointment as a commissioned officer in the RA must occur prior to age 42. For the USAR, an original appointment as a commissioned officer must occur prior to the age of 47. In order to be eligible to compete for an active duty IPAP seat, you will have to be under the appropriate commissioning age as of 14 June 2027. Age waivers will be considered on a case by case basis.

(4) Change to AR 601-20 2-1.b: All applicants with P2 profile (except hearing and eyes) are ineligible to apply for IPAP. An exception to board may be requested through the IPAP program manager to the PA consultants for applicants with a P2 in the P, H, or E category on their PULHES. No exceptions to board will be authorized for applicants with a P2 in the U, L, or S category on their PULHES.

(5) Clarification to AR 601-20 2-1.b: Applicants with a temporary profile are ineligible to board. An exception to board may be requested thru the respective component IPAP program manager to the PA consultants.

b. Basic prerequisites: Updates can be found on the US Army Recruiting Command IPAP website at <https://recruiting.army.mil/armypa/>.

(1) Change to AR 601-20 2-2.a: Due to the critical skills war time shortage of 65D, Soldiers in each component can only apply for their current component's IPAP seats.

(2) Change to AR 601-20 2-2.m (1): Applicants must have a minimum cumulative grade point average (GPA) of 2.5 and a minimum GPA of 3.0 for all science courses. The science GPA will include science courses completed within 8 years of the start of IPAP (courses completed Fall 2017 and after) as determined by the IPAP affiliated university. Applicants must meet all GPA

requirements by application deadline, 1 March 2024. Minimum GPA requirements are not waivable and must be met at time of application. Coursework completed after 1 March 2024 will NOT count towards the GPA. A list of courses that count towards the science GPA can be found under Additional Resources at <https://recruiting.army.mil/armypa/>.

(3) The IPAP academic delay for RA, ARNG and USAR allowing up to nine semester hours (three classes) to be completed after the application deadline of 1 March 2024 will be available. All prerequisite courses must be completed by 1 October 2024. The minimum cumulative GPA of 2.5 and minimum science GPA of 3.0 must be maintained upon completion of all prerequisite courses.

(4) All applicants must complete the following mandatory pre-requisite coursework either in-residence or online from a regionally accredited university or college:

(a) 3 semester hours of Human Anatomy or Anatomy and Physiology I.

(b) 3 semester hours of Human Physiology or Anatomy and Physiology II. If taking Anatomy and Physiology I, applicant must take Anatomy and Physiology II.

(c) 3 semester hours of College Algebra or higher level math course. Statistics will not count.

(d) 3 semester hours of Psychology. Introductory courses will count.

(e) 6 semester hours of General Chemistry or higher level chemistry course. Introductory courses will NOT count.

(f) 6 semester hours of Humanities.

(g) 6 semester hours of English (must include 3 semester hours of composition or writing). The College Level Examination Program (CLEP) English Composition test will be considered for English I and II. Applicants must score above 50 to receive 6 semester hours of English.

(5) Applicants must complete all mandatory science courses (Anatomy, Physiology and General Chemistry) within 8 years of the start of IPAP (courses completed Fall 2017 and after); recommend within 5 years. Credit for MOS-related training are as follows: 68K (lab technicians) will receive 6 hours of General Chemistry credit; 18D (Special Forces medics), 68WM6/68C (Licensed Practical Nurses), 38BW4 (Special Operations Civil Affairs Medical Sergeants), and 68W with the W1 skill identifier will receive 3 hours of Human Anatomy and Physiology I or Human Anatomy and Physiology II credit, as applicable; 66S (Critical Care Nurse) and 66T (Emergency Medicine Nurse) will receive 6 hours of Human Anatomy and Physiology credit. These applicants must have completed their training within 8 years of IPAP (Fall 2017 and after) to be accepted.

(6) The Medical Terminology course must be completed within 5 years of reporting to IPAP (Fall 2020 and after) by either taking the military correspondence course or a college class. The military correspondence course can be found on ALMS by searching for Basic Medical Technology. Recommend meeting requirement through college course if applicant has no medical background at time of application.

(7) Highly recommend applicants take labs with mandatory science courses: Anatomy, Physiology, General Chemistry. Highly recommend applicants take labs with any additional science courses to include but not limited to: Biology, Microbiology, Biochemistry and Organic Chemistry. Also highly recommend Sociology.

(8) Grade replacement is NOT accepted for applicants applying to for the IPAP FY24 board.

(9) For questions regarding academics that are not clear in the regulation or this MILPER, the interested applicant must contact the University of Nebraska medical Center via email at cahpadmissions@unmc.edu.

(10) Tuition assistance memos are provided by the University of Nebraska. Applicants can request a memo by completing the academic worksheet link on the IPAP website (<https://recruiting.army.mil/armypa/>).

(11) Applicants must complete the online IPAP registration through UNICAS for the University of Nebraska Medical Center (UNMC), at <http://ipap.liaisoncas.com>. Online registration will be open from 1 October 2023 through 1 March 2024. The online registration is mandatory for all interested applicants and is in addition to sending a packet to United States Army Recruiting Command (USAREC) at Fort Knox, Kentucky. Applicants must ensure UNMC has received all their transcripts and their online application. If this application is not completed the packet will not be boarded.

(12) Applicants must send an official transcript from EVERY university/college, they have attended to UNMC no earlier than 1 October 2023 but NLT 1 March 2024. These can be sent to UNMC digitally (email) or via mail to Liaison – IPAP Transcript Processing Center, PO Box 9140, Watertown, MA 02471.

(13) All applicants must include a complete physical in their packet on DD form 2807-1 and DD 2808. The physical must be within 12 months of the June 2024 board. Official results of the urine drug screen (UDS), alcohol blood test (ETOH), human immunodeficiency virus blood test (HIV), and urinalysis (UA) must be included in the packet. Females are required to include the result of a recent human chorionic gonadotropin test (i.e. Pregnancy test). Applicants must also include a scanned copy of their audiogram (i.e. Hearing test). All enlisted Soldiers must meet commissioning standards IAW AR 40-501, chapter 2 and DODI 6130.13, Volume 1. All officers must meet retention standards IAW AR 40-501, chapter 3.

(14) Waivers are processed and forwarded for the appropriate action through the IPAP program manager (pre-board and throughout the entirety of the IPAP program) IAW AR 601-100, AR 135-100, AR135-101, AR 40-501, DODI 6130.13, Volume 1 and local USAREC policy to ensure that soldiers remain eligible for appointment as a commissioned officer. ARNG refer to paragraph 5 for submitting waivers.

(15) Packets will NOT board without an approved conditional release (RA only, DA form 4187). Applicants must maintain command and branch support for attending IPAP, in the form of an approved conditional release throughout the application process to include pre-matriculation into IPAP (non-waiverable administrative requirement). Failure to maintain command support will result in removal from the selection list and from the OML. DA form 4187 for RA must be signed by the applicant's Battalion or Brigade Commander and Branch Chief/Manager. DA form 4187 must be received NLT 1 March 2024 (No Exceptions). DD368 is not required for USAR applicants because they are staying in the same component.

(16) ALL applicants must take the Scholastic Aptitude Test (SAT) within 5 years of the FY of application (1 March 2018 or after). Applicants must score a minimum of 450 in both the reading and math section with a cumulative score of at least 1000. The SAT also needs to be taken early enough to ensure receipt of results NLT 9 March 2024. Allow a minimum of 8 weeks for the College Board to grade the examination; take the examination by the 9 March 2024 test date. SAT scores must be sent directly to USAREC, by including code '3994' on your SAT scantron document, and may be submitted as soon as 1 October 2023, but NLT 9 March 2024

(No Exceptions and Non-waiverable). The last available SAT date noted on the College Board website <https://www.collegeboard.org> is 9 March 2024. Graduate Record Exam (GRE) will not fulfill the SAT requirement. American College Testing (ACT) will not fulfill the SAT requirement.

(17) ALL applicants must take the Physician Assistant College Admissions Test (PA-CAT). The PA-CAT also needs to be taken NLT 1 March 2024. Allow a minimum of 8 weeks for the test results to reach USAREC. Registration for the exam can be found at <https://www.pa-cat.com>. Scores must be sent directly to USAREC by selecting US Army Active Duty, US Army Reserves, or US Army National Guard as the program during registration.

(18) All applicants must provide a memorandum signed by their unit security manager validating their secret clearance or interim clearance within their application. All applicants need a minimum of an interim clearance granted by the application deadline of 1 March 2024 in order to apply (No Exceptions and Non-waiverable).

(19) All applicants must pass height and weight standards IAW AR 600-9 and pass the Army's physical fitness test of record IAW AR 350-1 to apply. Applications must pass height and weight standards and take a record fitness test upon arrival to Fort Sam Houston. If these requirements are not met the applicant may be removed from the program.

(20) No DA photo will be required for the application packet.

c. Academic delay versus the requirements completion course (RCC): Update to AR 601-20 can be found under at <https://recruiting.army.mil/armypa/>. Failure to complete academic requirements prior to 1 October 2024 will result in removal from the program. This is non-waiverable.

(1) The RCC will not be available for the FY 2024 board for FY 2027-2028 accession.

(2) Academic delay: AD, ARNG and USAR applicants may have up to nine semester hours (three classes) of prerequisite courses incomplete at the time of application. Applicants with more than nine semester hours incomplete on 1 March 2024 will NOT be eligible to apply. All prerequisite courses must be completed by 1 October 2024, or it may result in removal from the program.

d. Application deadlines: Updates, an application checklist and sample documents can be found at <https://recruiting.army.mil/armypa/>.

(1) Packets must be complete and digitally submitted NET 1 October 2023 and NLT 1 March 2024 or they will not be processed. AD and USAR packets will be submitted to the USAREC IPAP mailbox usarmy.knox.usarec.mbx.hsd-ipap@army.mil and all ARNG packets will be submitted to matthew.a.fuhrhop.mil@army.mil using DoDSafe (<https://safe.apps.mil/>)

(2) Application packets should be in PDF format and in sequence as listed on the Application Checklist found at <https://recruiting.army.mil/armypa/>. Tab 1, Tab 2 and Tab 3 of the Application Checklist should each be a separate PDF document. Each document should be titled: applicant's LName, FName - Tab # (ie: Smith, John – Tab 1). Packets will be returned to the applicant if not in the correct format or labeled correctly.

e. Program description and service obligation:

(1) Update to AR 601-20 2-4 b(1): Didactic instruction (Phase 1) will be provided at the Medical Center of Excellence for a period of approximately 64 weeks.

(2) Update to AR 601-20 2-4 b(2): Clinical training (Phase 2) will occur at selected Army military treatment facilities for a period of approximately 52 weeks.

(3) Clarification to the AR 601-20 2-4 d(4): Commissioned officers will attend IPAP in their current officer grade held and 'detailed' into the SP Corps. Upon successful completion of Phase 2 training, eligible graduates are tendered a RA or USAR appointment as a commissioned officer in the SP Corps, with their rank determined by their individual constructive service credit calculated IAW DODI 6000.13, Enclosure 3 and policy established by the OTSG. (One-half day of credit for each day of active commissioned service as a commissioned officer but not in the profession in which the person is being appointed and then day-for-day credit while participating in IPAP).

(4) Update to AR 601-20 3-1 e(3): The basic application memorandum for commissioned officers will consist of the following statement adjustments, "I understand that I will attend IPAP in my current Officer grade held, and will be 'detailed' into the SP. Upon successful completion of Phase 2 training, I may be tendered a RA appointment as a commissioned Officer in the SP with a rank determined by my individual constructive service credit calculation IAW DODI 6000.13 and policy established by OTSG. (One-half day of credit for each day of active commissioned service as a commissioned officer but not in the profession in which the person is being appointed and then day-for-day credit while participating in IPAP)."

(5) Update to the AR 601-20 4-1.C: Commissioned officers will report with their current rank held.

(6) Commissioned officers, while attending IPAP, will be assigned to B Company 187th Medical Battalion for command and control during this period of training. They will be responsible for in/out processing, personal finances, UCMJ authority, academic tracking, and enforcement of program policy.

(7) Officers will be under the control of their basic branch (State for ARNG Officers) for promotions and career status integration while attending IPAP.

(8) All regular Army IPAP students will incur a 54 month obligation for the training.

(9) ARNG and USAR IPAP students will have a total of an 8 year obligation for the IPAP training: the Mobilization Day (M-Day)/Selective Reserve (SELRES) obligation of 6 years and an Individual Ready Reserve (IRR) obligation of 2 years.

(10) Application: Basic application guidelines to include examples of required documents that must be within the IPAP packet can be found at <https://recruiting.army.mil/armypa>.

f. Milestones in processing applications:

(1) Effective upon publication of this message, application will be accepted if submitted between 1 October 2023 and 1 March 2024.

(2) Applicants must include ALL required documents in their packet on the initial submission NLT 1 March 2024. Applicants must ensure that their Commander's global email address is on their letter of recommendation. Upon receipt of an incomplete packet, the applicant and their Commander will be notified of the inability to process the packet. Incomplete packets will not be boarded.

(3) All documents within an applicant's packet must be dated within 12 months of the June 2024 board.

(4) Failure to disclose information within one's application upon submission may lead to administrative removal.

(5) Applicants must complete the UNMC online IPAP registration through UNICAS, at <http://ipap.liaisoncas.com>. Online registrations will be open from 1 October 2023 through 1 March 2024. The online registration is mandatory for all interested applicants and must be submitted even if applicant is pending transcript receipt from ALL the colleges/universities he/she attended. (No Exceptions and Non-waiverable). Applicants must ensure UNMC has received all their transcripts and their online application. If this application is not completed the packet will not be boarded.

(6) Selections for RA and USAR will be announced by USAREC (RCHS-SVD) via a worldwide MILPER message after June 2024. It is located on the home website of Human Resource Command (HRC) – Fort Knox, KY. <https://www.hrc.army.mil/milper/>. Selections for ARNG will be announced by NGB via a national message after June 2024.

5. ARNG specific requirements

a. Age, age in grade, and civil conviction waivers are processed through the State OPM to ARNG-HRH at NGB IAW AR 601-100, AR 135-100, AR 135-101, AR 40-501, DA PAM 40-502, NGR (AR) 600-100, and ARNG policy.

b. Physical exams will be conducted at a Medical Detachment, MEPS, or MTF and IAW AR 40-501, Chapter 2 and DA PAM 40-502. Physicals will be reviewed by the ARNG IPAP program manager prior to medical waiver processing. Medical waiver requests will be submitted into the Medical Action Tracking System, a module withing MEDCHART. An ETP IAW with 4.a.(4) will only be considered after waiver approval. (see paragraph 4.a.(3) above). DODMERB physicals are not authorized.

c. ALL ARNG applicants will work with their State's AMEDD recruiter to apply. Only State AMEDD recruiters are authorized to contact the ARNG IPAP program manager.

6. Inquiries and assistance:

For additional assistance for Active duty and Reserve Applicants, contact the IPAP program manager, HQ, USAREC (RCHS-SVD-PA), 1307 Third Avenue, Fort Knox, KY 40121-2726. 1-800-223-3735 EXT. 65409; Commercial (502) 626-5409 or DSN: 536-5409, email: jason.n.sharp.mil@army.mil or visit <https://recruiting.army.mil/armypa/>.

For additional assistance for National Guard Applicants, contact the state AMEDD recruiter. For State AMEDD recruiter information contact ng.ncr.ngb-arng.mbx.arng-hrr-specialty-branch-accessions@army.mil.

INTERSERVICE PHYSICIAN ASSISTANT PROGRAM (IPAP)
APPLICATION CHECKLIST (National Guard)
(Keep In Sequence)

Last Name: _____ First Name: _____ Middle Initial: _____

Rank: _____ MOS/AOC: _____ Years in Service: _____ Compo: _____ State: _____

SSN: _____ DOD ID: _____ DOB: _____ Waivers Required: _____

Address: _____ Cell Phone: _____

MIL Email: _____

CIV Email: _____

AMEDD Recruiter Name: _____

AMEDD Recruiter Phone: _____

AMEDD Recruiter MIL Email: _____

TAB 1

Application Checklist (this document)
ORB/ERB with no DA photo or race/ethnicity visible
DA 705-TEST (ACFT Scorecard)
DA 5500 Male / DA 5501 Female (if applicable)
Profile (if applicable)
Letter of Intent
NGB 62E (Appointment Application)
Conviction Waiver Memo (if applicable)
Affidavit/Court documents (if applicable)
CV/Resume
Academic Worksheet (USAREC Form 601-37.44)
Medical Terminology Certificate (ALMS) (if applicable)
JST (Enlisted Applicants)
Diplomas (if applicable)
Letter of Recommendations
 Immediate Supervisor
 Commander
 Physician Assistant (USAREC Form 601-37.11,
 with shadowing hours documented)
 State Surgeon/Deputy State Surgeon
 Others (if applicable – Max of 1 additional)
Evaluation Report (OERs and NCOERs)
DA 1059s (Academic Evaluation Reports)
Letter of Character from 1SG (SPC and below)
DD 214 (Release or discharge, if applicable)
Appointment Letter (current officers)
DA 71 (Oath of Office) (current officers)
Awards/Certifications/Licenses
Certificates of Training

TAB 2:

DA 160
Waiver Requests (Age, Time in Service)
MILPO Statement
Security Clearance MFR
Application Memorandum
ROTC Contract (if applicable)
Naturalization Certificate (if applicable)

TAB 3:

Physical Exam (DD 2807 & 2808 with official lab results and
audiogram) (Labs include HIV, urinalysis, urine
drug screen, ethanol level. HCG if applicable.)
Copy of Profile (if applicable)
Transcripts (mail or digital to UNMC **AND** USAREC)
SAT Scores (must have official scores from College Boards)
PA-CAT Scores (must have official scores)

******Please put documents in sequence, as outlined below, (E.g. Tab 1 is one PDF document, Tab 2 is a second PDF document, Tab 3 is a third document). Note: When sending your packet in Adobe format, we do not need separation or labeling of the documents individually for each tab. For e.g., tab 1 documents, scan documents in sequence, one after another without individual labeling/separation of the document as well for tabs 2-3. DO NOT INCLUDE passwords, codes or special instructions for opening the documents. If packets are not in the correct format, they will be returned for correction.******