

Report Date: 29 Apr 2015

Summary Report for Individual Task
805B-79T-4408
Prepare Army National Guard Army Medical Department Application Packet
Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD1 - The materials contained in this course have been reviewed by the course developers in coordination with the RRS, Fort Jackson foreign disclosure authority. This course is releasable to students from all requesting foreign countries without restrictions.

Condition: You have encountered an eligible applicant willing to process as a specialty branch officer. You have access to the internet, DCA, AMEDD SOP, Chaplain SOP, NGR 600-100, AR 135-101, AR 165-1, USAREC 601-37, AR 40-501, AR 600-9, AR 135-7, current NGB/proponent policy memorandums and your state incentives policy. Standard MOPP 4 conditions do not exist for this task. See the MOPP 4 statement for specific conditions.

Standard: Completed DCA packet to a 2Y/2I validation for an AMEDD/Chaplain packet or completed a JAG packet IAW JAGC checklist.

Special Condition: None

Safety Risk: Low

MOPP 4: N/A

Task Statements

Cue: None

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Prepare an application:

a. Prepare AMEDD packet IAW AMEDD RZ-DCA handbook, DCA QC checklist and scanning folders per AMEDD SOP 18 APR 121. Refer to (https://ako.ssi.tradoc.army.mil/ARNG/SMTC/TD/OSM/JA/AMEDD_SOP.pdf).

b. Initiate checklist for specific AOC:

- (1) Source documentation.
- (2) Chapter 2 commissioning physical (DoDMERB, state medical command, active duty, or MEPS).
- (3) DA 5500/5501 (if applicable).
- (4) Statement of motivation.
- (5) Official transcripts (undergraduate, graduate, internship, and residency).
- (6) Letters of recommendation (3).
- (7) Resume/curriculum vitae (CV).
- (8) Prior service documents (if applicable).
- (9) NGB 62E.
- (10) DCA security clearance or verification of clearance, PAI/PAE signature pages.
- (11) AMEDD incentives, verify eligibility (UF1252 and NGB 810 school verification).
- (12) Malpractice insurance coverage and claims (if applicable).
- (13) Licensure (state or national) with prime source verification.
- (14) Clinical/professional privileges (if applicable).
- (15) Board certifications (if applicable).
- (16) Waivers (MRD, age, age-in-grade, moral/civil and medical).
- (17) Extra TDA slot request – medical/dental/PA students.
- (18) DD Form 368 (if applicable).

2. Input applicant information and scan source documents into DCA system to create electronic packet.

3. Submit DCA packet electronically to NGB quality review for USAREC Board prior to packet deadlines. Refer to GKO NGB-ASM AMEDD recruiting website for current FY USAREC Board schedule.

a. ROTC graduates in AOCs 70B Medical Service Corps and 66H Army Nurse Corps are not processed through the DCA System. The 70B and 66H ROTC graduate packet will be handled per the Initial Appointment Commissioned Officer process. Refer to AMEDD Initial Appointment checklist in AMEDD SOP.

b. OCS graduate accessions applying for 70B Medical Service Corps must be processed through the DCA system per AR135-01. The OCS candidate can apply within 90-120 days before completion of OCS.

c. Transfer into the ARNG (ARNG inter-service transfers (IST), USAR transfer in branch and grade, and transfer from active duty or IRR) are not processed through the DCA System. Refer to AMEDD SOP Chapter 9 for detailed instructions and checklist (Appendix C). ***Exception is ALL AMEDD officers not currently in an Army component, regardless of status, will require an Initial Appointment Application thru DCA for assignment to the AMEDD branches per AR135-01.

d. The inter-service physician assistant program (IPAP) and the Fayetteville State University- Masters of Social Worker (FSU-MSW) program are not processed through the DCA system and have specific application requirements and guidelines. Please refer to the current IPAP and FSU-MSW application procedures located on the GKO NGB-ASM AMEDD recruiting website.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction should the Soldier experience minor difficulty. Consider directing self-study or on-the-job training for Soldiers who experience major difficulties in task performance.

Evaluation Preparation: This task may be evaluated by two methods:a. Self Evaluation. Perform the task on the job using the materials listed in the Conditions Statement. Evaluate yourself, using the performance measures, graded IAW the Evaluation Guidance section.b. Supervisor's Evaluation. Ensure that the Soldier(s) have the material shown in the Condition statement to accomplish the task. When you feel they are able, have them perform the task on the job. Grade them using the Performance Measures, IAW the Evaluation Guidance section.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Prepared an application.			
a. Prepared AMEDD packet and scanned folders.			
b. Initiated checklist for specific AOC.			
2. Input applicant information and scanned resource documents into DCA system to create electronic packet.			
3. Submitted DCA packet electronically to NGB for quality review for USAREC board.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 135-101	Appointment of Reserve Commissioned Officers for Assignment to Army Medical Department Branches (Reprinted W/Basic Incl C1-4)	Yes	Yes
	AR 135-7	ARMY NATIONAL GUARD AND ARMY RESERVE INCENTIVE PROGRAMS	Yes	Yes
	AR 40-501	Standards of Medical Fitness	Yes	Yes
	AR 600-9	The Army Body Composition Program	Yes	Yes
	NGR 600-100	Federal Recognition and related Personnel Actions	Yes	Yes
	USAREC REG 601-37	Army Medical Department Recruiting Program	Yes	Yes

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None

ICTL Data :

ICTL Title	Personnel Type	MOS Data
79T ARNG Recruiting and Retention-SL4	Enlisted	MOS: 79T, Skill Level: SL4, ASI: V7, Duty Pos: REA, SQI: 4