

**SUBJ/ARMY MEDICAL SPECIALIST CORPS LONG TERM HEALTH EDUCATION AND TRAINING (LTHET) AND SPECIALTY TRAINING BOARD FOR FISCAL YEAR 04 (FY 04) /ACADEMIC YEAR 05 (AY 05)**

REF AR351-3//

RMKS/

1. **THE LTHET/SPECIALTY TRAINING BOARD IS SCHEDULED TO CONVENE MAY FY 04 TO SELECT AD SP OFFICERS TO ENTER TRAINING IN AY 05** IN THE PROGRAMS LISTED IN THIS MESSAGE. **DEADLINE FOR ALL APPLICATIONS IS 1 APRIL 04.**

UPGRADES OF TRANSCRIPTS AND TEST SCORES ONLY WILL BE ACCEPTED UP TO 15 APR 04. APPLICANTS ARE STRONGLY ENCOURAGED TO SUBMIT THEIR COMPLETE APPLICATIONS WELL IN ADVANCE OF THIS DATE.

2. **APPLICANTS MUST CONTACT THEIR PERSCOM CAREER ASSIGNMENT OFFICER NLT 1 DEC 03** AND DISCUSS THE TIMING AND ELIGIBILITY FOR ATTENDING LTHET AND THEIR OVERALL CAREER PLANS. QUESTIONS ON COMPLETENESS OF MILITARY PERSONNEL RECORDS SHOULD BE DISCUSSED WITH PERSCOM AT THAT TIME. APPLICANTS MUST INSURE THEY DISCUSS MILITARY EDUCATION STATUS TO INCLUDE ORB ANNOTATION OF ENROLLMENT AND/OR COMPLETION OF OAC/CSC WHICH EVER IS APPLICABLE. DSN 221-2366 OR CML (703) 325-2366 FOR 65A/B/C AND DSN 221-2349 OR CML (703) 325-2349 FOR 65D.

3. **GENERAL ELIGIBILITY:**

A. **APPLICATIONS FROM OFFICERS WHO DO NOT MEET THE ELIGIBILITY CRITERIA WILL NOT BE BOARDED.** ONLY THOSE ITEMS SO INDICATED ARE WAIVERABLE. WAIVERS MUST BE REQUESTED IN WRITING. SEE PARAGRAPH 5.A.1. FOR WAIVER PROCEDURES. APPLICABLE MEMORANDUMS TO BE USED ARE POSTED AT THE END OF THIS MESSAGE.

B. **APPLICANTS MUST BE ABLE TO COMPLETE TRAINING AND INCURRED ACTIVE DUTY SERVICE OBLIGATION (ADSO) PRIOR TO 20 YEARS ACTIVE FEDERAL SERVICE (IF USAR), OR PRIOR TO 30 YEARS ACTIVE FEDERAL SERVICE (IF RA).** AOC 65D MAY BE GRANTED EXCEPTION TO POLICY IF COVERED BY SECRETARY OF THE ARMY WAIVER TO REMAIN ON AD AS A USAR OFFICER FOR 30 YEARS AFS. (NOT WAIVERABLE FOR OTHER AOCs)

C. **APPLICANTS MUST HOLD CAREER STATUS (VI OR RA) PRIOR TO THE START OF TRAINING.** AOC 65D MAY BE GRANTED EXCEPTION TO POLICY IF COVERED BY SECRETARY OF THE ARMY WAIVER TO REMAIN ON AD AS AN USAR OFFICER FOR 30 YEARS AFS. AOC 65D WHO ARE DUE COURSE OFFICERS AND WILL HAVE MORE THAN 20 YEARS AFS PRIOR TO THE COMPLETION OF THEIR ADSO FOR LTHET MUST APPLY AND BE ACCEPTED FOR RA STATUS.

D. **APPLICANTS MUST HAVE A MINIMUM OF FOUR (4) YEARS PROFESSIONAL EXPERIENCE** AS A SPECIALIST CORPS OFFICER BEYOND INITIAL CERTIFICATION, LICENSURE, OR REGISTRATION, IN THEIR RESPECTIVE AOC BY THE START DATE OF A GRADUATE PROGRAM OR TRAINING OPPORTUNITY. (WAIVERABLE)

E. **APPLICANTS MUST COMPLETE ANY ACTIVE DUTY SERVICE OBLIGATION (ADSO) FROM PREVIOUSLY FUNDED AMEDD TRAINING OPPORTUNITIES** BY THE START DATE OF A NEW GRADUATE PROGRAM OR TRAINING. APPLICANTS WITH A REMAINING ADSO MAY APPLY FOR AN EXCEPTION TO POLICY FOLLOWING THE PROCEDURE FOR WAIVER REQUESTS OUTLINED IN PARA 5.A.1. IF THE EXCEPTION TO POLICY IS APPROVED AND THE APPLICANT IS SELECTED FOR TRAINING THE REMAINING ADSO WILL BE ADDED TO THE ADSO INCURRED BY THE NEW TRAINING PROGRAM. APPLICANTS MUST COMPLETE THEIR INITIAL OBLIGATED ACTIVE DUTY TOUR BY THE START OF LONG TERM TRAINING. (WAIVERABLE)

F. **TIME ON STATION (TOS):** CONUS APPLICANTS MUST HAVE TWO YEARS TIME-ON STATION AS OF THE START DATE OF THEIR REQUESTED PROGRAM. TOS IS

COMPUTED FROM THE MONTH OF ARRIVAL TO THE EXPECTED MONTH OF DEPARTURE. OCONUS APPLICANTS MUST HAVE COMPLETED 5/6THS, OF THEIR CURRENT TOUR, TO INCLUDE ANY EXTENSION, PRIOR TO THE START OF THEIR TRAINING. OCONUS TOURS WILL NOT BE CURTAILED TO ALLOW SUBMISSION OF AN APPLICATION. (NOT WAIVERABLE)

G. **TIME IN SERVICE (TIS):** THE RECOMMENDED TIME IN SERVICE FOR COMMISSIONED OFFICERS ON ENTRY INTO LTHET SCHOOLING IS 5 THROUGH 13 YEARS OF ACTIVE FEDERAL COMMISSIONED SERVICE. (WAIVERABLE)

H. **MUST MEET HT/WT STANDARDS OF AR 600-9.** (NOT WAIVERABLE)

I. **ACTIVE DUTY SERVICE OBLIGATION (ADSO).**

(1) **DEGREE PRODUCING PROGRAMS.** OFFICERS WHO ACCEPT FUNDING FOR THE ARMY'S LTHET DEGREE PRODUCING PROGRAMS, AGREE TO SERVE ON ACTIVE DUTY SUBSEQUENT TO COMPLETION OR TERMINATION OF TRAINING FOR AN ACTIVE DUTY OBLIGATION OF 3 YEARS FOR THE INITIAL YEAR OF INSTRUCTION AND 6 MONTHS FOR EACH ADDITIONAL 6 MONTHS OF INSTRUCTION, IAW AR 351-3 AND DODI 6000.13, JUNE 30.97.

(2) **NON-DEGREE PRODUCING RESIDENCY/SPECIALTY TRAINING PROGRAMS.** OFFICERS WHO ATTEND RESIDENCY/SPECIALTY TRAINING PROGRAMS WILL INCUR AN ADSO OF 2 YEARS.

J. **UTILIZATION TOUR:** ALL OFFICERS MUST COMPLETE A UTILIZATION TOUR FOLLOWING GRADUATION FROM ANY LTHET PROGRAM. (NOT WAIVERABLE)

K. **LTHET IN A CIVILIAN INSTITUTION:** THE INSTITUTION MUST BE ACCREDITED AND MUST MEET PROGRAM REQUIREMENTS IDENTIFIED BY THE APPROPRIATE CONSULTANT. APPLICANTS MUST CONTACT LTC KUWAMOTO AT DEPARTMENT OF HEALTH EDUCATION AND TRAINING (DHET) AT DSN 421-9428 TO VERIFY AN EXISTING EDUCATIONAL SERVICE AGREEMENT (ESA).

L. **TUITION CAP:** TUITION AND FEES MUST NOT EXCEED \$15,000 ANNUALLY. (NOT WAIVERABLE) APPLICANTS ARE STRONGLY ENCOURAGED TO CONSIDER INSTITUTIONS THAT GRANT IN-STATE TUITION RATES TO MILITARY PERSONNEL.

M. **VOLUNTARY/INVOLUNTARY DISENROLLMENT:** WHEN AN OFFICER VOLUNTARILY DISENROLLS OR BECOMES INVOLUNTARILY DISENROLLED DUE TO SEPARATION AS A CONSCIENTIOUS OBJECTOR OR AS A RESULT OF MISCONDUCT, TO INCLUDE SUCH SEPARATION BASES AS DRUG OR ALCOHOL ABUSE, OR FAILURE TO COMPLETE THE REQUIRED SERVICE OBLIGATION, THE OFFICER WILL REIMBURSE THE UNITED STATES GOVERNMENT THE COST OF ADVANCED EDUCATION, WHICH INCLUDES THE COST OF TUITION, BOOKS, SUPPLIES AND OTHER COSTS CLEARLY IDENTIFIED AS PAID BY THE UNITED STATES, THIS DOES NOT INCLUDE PAY, ALLOWANCES, OR TRAVEL EXPENSES. THE REIMBURSEMENT AMOUNT SHALL BE DETERMINED IN ACCORDANCE WITH THE FORMULA IN AR 351-3.

N. **RESIGNATION OR REQUEST FOR RELEASE FROM ACTIVE DUTY** WILL NOT BE FAVORABLY CONSIDERED EXCEPT WHEN IN THE BEST INTEREST OF THE GOVERNMENT AND UNDER APPLICABLE LAW.

O. **OFFICERS IN A NONSELECT STATUS FOR PROMOTION ARE INELIGIBLE TO APPLY FOR LTHET.** OFFICERS NON-SELECTED FOR PROMOTION PRIOR TO THE COMMENCEMENT OF A LTHET PROGRAM WILL NOT BE ALLOWED TO BEGIN THE PROGRAM.

**P. OFFICERS NON-SELECTED FOR PROMOTION DURING TRAINING OR DURING THEIR ADSO:**

(1) **DURING DEGREE PRODUCING PROGRAMS:** OFFICERS NON-SELECTED FOR PROMOTION DURING THE FIRST YEAR OF TRAINING IN A MASTERS OR DURING THE FIRST OR SECOND YEAR OF PHD WILL BE TERMINATED FROM TRAINING AT THE COMPLETION OF THE CURRENT TERM AND WILL BE REASSIGNED BASED ON THE NEEDS OF THE SP CORPS. OFFICERS NON-SELECTED IN THE LAST YEAR OF A MASTERS OR PHD (75 PERCENT COMPLETED) WILL BE ALLOWED TO COMPLETE THE PROGRAM. UPON COMPLETION OF THE PROGRAM, THE OFFICER WILL BE REASSIGNED AND REQUIRED TO REMAIN ON ACTIVE DUTY AND/OR ACCEPT SELECTIVE CONTINUATION ON ACTIVE DUTY FOR THE PERIOD OF ADSO INCURRED IF OFFERED.

(2) **DURING NON-DEGREE PRODUCING RESIDENCY/SPECIALTY TRAINING:** OFFICERS NON-SELECTED FOR PROMOTION DURING THE FIRST TWO/THIRDS OF THEIR RESIDENCIES/SPECIALTY TRAINING WILL BE REMOVED FROM TRAINING.

(3) **DURING ADSO.** OFFICERS WHO HAVE COMPLETED TRAINING AND ARE NON-SELECTED FOR PROMOTION DURING PERIOD OF AN ADSO MUST AGREE TO STAY ON ACTIVE DUTY AND/OR ACCEPT SELECTIVE CONTINUATION ON ACTIVE DUTY IF OFFERED.

**Q. APPLICANTS INTERESTED IN APPLYING TO MORE THAN ONE TYPE OF TRAINING** MUST CONTACT THEIR RESPECTIVE AOC CONSULTANT. (NOT WAIVERABLE)

4. **DEGREE PROGRAMS FOR AY 05:** ALL PROGRAMS MUST BE FULLY ACCREDITED AND INCLUDE A THESIS OR DISSERTATION. SELECTION BY THE BOARD WILL BE ON A "BEST QUALIFIED" BASIS. NUMBER TO BE SELECTED WILL BE DEPENDENT UPON CORPS NEEDS. APPLICANTS REQUESTING TO BE FUNDED TO COMPLETE A DEGREE ALREADY IN PROCESS WILL BE CONSIDERED PROVIDED THEIR PROGRAM OF STUDY MEETS ALL SELECTION REQUIREMENTS. APPLICATIONS WILL BE ACCEPTED IN THE FOLLOWING AREAS ONLY.

A. **ELIGIBLE PHD PROGRAMS: AY 05** (LENGTH OF TRAINING: NO MORE THAN 36 MONTHS)

65 A	PHD IN OT, EDUCATION, ERGONOMICS OR HARD SCIENCE (RESEARCH FOCUS)
65B	PHD IN BIOMECHANICS / HUMAN
65C	PHD NUTRITION OR NUTRITION SCIENCE, PHD IN EDUCATION ADMINISTRATION WITH EMPHASIS IN NUTRITION EDUCATION

B. **ELIGIBLE MASTERS PROGRAMS: AY 05** (LENGTH OF TRAINING: 12-24 MONTHS)

65A	MASTERS IN PUBLIC HEALTH WITH ERGONOMIC EMPHASIS. THE APPLICANT MUST ATTEND THE UNIFORMED SERVICES UNIVERSITY OF HEALTH SCIENCES (USUHS), BETHESDA, MARYLAND. THE APPLICANT MUST ALSO APPLY AND BE ACCEPTED TO USUHS. THE PROGRAM INCLUDES 1-YEAR OF ACADEMIC COURSES AT USUHS AND 1-YEAR RESIDENCY AT THE U.S. ARMY CENTER FOR HEALTH PROMOTION AND PREVENTIVE MEDICINE (CHPPM). MASTERS IN OCCUPATIONAL THERAPY WITH PSYC FOCUS OR MASTERS IN COUNSELING WITH PREVENTION FOCUS.
65C	MASTERS IN NUTRITION SCIENCE OR NUTRITION MASTERS IN PUBLIC HEALTH WITH A NUTRITION EMPHASIS MASTERS IN SPORTS NUTRITION
65D	MASTERS IN EDUCATION

**C. RESIDENCY/SPECIALTY TRAINING**

65B	<b>ORTHOPAEDIC PHYSICAL THERAPY RESIDENCY.</b> THIS IS AN 18-MONTH ORTHOPAEDIC AND MANUAL PHYSICAL THERAPY RESIDENCY AT BROOKE ARMY MEDICAL CENTER, FORT SAM HOUSTON, TX. UNDER AN APPROVED PROGRAM OF INSTRUCTION, THIS PROGRAM IS CREDENTIALLED BY THE AMERICAN PHYSICAL THERAPY ASSOCIATION CULMINATING IN A DOCTOR OF SCIENCE IN PHYSICAL THERAPY DEGREE FROM BAYLOR UNIVERSITY. START DATE: JUL 05. CONTACT MAJ DAN RENDEIRO AT CML (210) 916-2651 ADSO: 3.5 YEARS. CURRENT GRE REQUIRED.
65D	<b>ORTHOPEDECS.</b> THIS IS A ONE YEAR RESIDENCY CONDUCTED AT BROOKE ARMY MEDICAL CENTER, SAN ANTONIO, TX OR MADIGAN ARMY MEDICAL CENTER, TACOMA, WA. AN APPROVED PROGRAM OF INSTRUCTION (POI) CULMINATING IN A CERTIFICATE OF TRAINING. START DATE: JUL 05. APPLICANTS MAY INDICATE THEIR PRIMARY AND ALTERNATE CHOICE OF TRAINING SITE IN BLOCK 14 OF DA FORM 3838. THE ASSIGNMENT OF TRAINING SITES WILL BE BASED UPON THE NEEDS OF THE ARMY AND ARE CONSIDERED FINAL. CONTACT DSN 429-4118. ADSO: 2 YEARS
65D	<b>EMERGENCY MEDICINE.</b> THIS IS A ONE YEAR RESIDENCY PROGRAM CONDUCTED AT BROOKE ARMY MEDICAL CENTER, SAN ANTONIO, TX AND MADIGAN ARMY MEDICAL CENTER, TACOMA, WA. UNDER AN APPROVED POI CULMINATING IN A CERTIFICATE OF TRAINING. START DATE: JUL 05. APPLICANTS MAY INDICATE THEIR PRIMARY AND ALTERNATE CHOICE OF TRAINING SITES IN BLOCK 14 OF DA FORM 3838. THE ASSIGNMENT OF TRAINING SITES WILL BE BASED UPON THE NEEDS OF THE ARMY AND ARE CONSIDERED FINAL. CONTACT MAJ MARK STEVENS AT CML (210) 916-3598 OR DSN 429-3592 OR CPT DAVID RIOS AT CML (206) 968-1250 OR DSN 782-1250. ADSO: 2 YEARS
65D	<b>CARDIOVASCULAR PERFUSION.</b> 18-MONTH RESIDENCY CONDUCTED AT WALTER REED ARMY MEDICAL CENTER, WASHINGTON D.C. UNDER AN APPROVED POI CULMINATING IN A CERTIFICATE OF TRAINING. START DATE: JAN 05 AND JUL 05 CONTACT MAJ PAUL OWEN AT CML (202) 782-8494/4865 OR DSN 662-8494/4865. ADSO: 2 YEARS

**D. U.S. ARMY - BAYLOR UNIVERSITY GRADUATE PROGRAM IN HEALTH CARE ADMINISTRATION:** MASTERS DEGREE IN HEALTH CARE ADMINISTRATION (OPEN TO ALL SP OFFICERS). ALL GRADUATES WILL RECEIVE A MHA IN HEALTH CARE ADMINISTRATION. APPLICANTS MUST HAVE COMPLETED OFFICER ADVANCED COURSE PRIOR TO START DATE OF BAYLOR PROGRAM. APPLICANTS MUST OBTAIN ACCEPTANCE TO BAYLOR PRIOR TO SUBMISSION OF LTHET APPLICATION. CONTACT MS. PRIOR FOR PROCEDURES (DSN 471-6443/8770 OR CML (210) 221-6443/8770). LENGTH OF TRAINING: 12 MONTHS DIDACTIC/12 MONTHS RESIDENCY. ADSO: 4 YEARS.

**5. APPLICATION PROCEDURES:**

A. QUESTIONS ON APPLICATION PROCEDURES SHOULD BE DISCUSSED WITH LTC KUWAMOTO, DSN 421-9428 OR CML (210) 295-9428. DO NOT PLACE THE APPLICATION IN A BINDER. ALL APPLICATION PACKETS MUST INCLUDE:

(1) **WAIVER ASSESSMENT AND PROGRAM APPROVAL/WAIVER REQUEST.** THERE ARE TWO MEMORANDUM FORMATS POSTED AT THE END OF THIS MESSAGE: THE WAIVER ASSESSMENT AND THE PROGRAM APPROVAL/WAIVER REQUEST. APPLICANTS MUST FORWARD THE WAIVER ASSESSMENT MEMORANDUM TO PERSCOM FOR REVIEW AND COMMENT. PERSCOM WILL COMPLETE AND RETURN THE WAIVER ASSESSMENT TO THE APPLICANT BY FAX WHETHER OR NOT ANY WAIVERS ARE REQUIRED. ONCE WAIVER REQUIREMENTS HAVE BEEN IDENTIFIED, APPLICANTS WILL PREPARE A PROGRAM APPROVAL/WAIVER REQUEST MEMORANDUM AND FORWARD IT

(ALONG WITH A COPY OF THE WAIVER ASSESSMENT) TO THEIR AOC SPECIFIC ASSISTANT CORPS CHIEF NLT **1 MARCH 04**. A PROGRAM APPROVAL/WAIVER REQUEST MEMORANDUM MUST BE SUBMITTED FOR EACH UNIVERSITY AND/OR PROGRAM BEING CONSIDERED. NOTE THAT APPLICANTS MUST IDENTIFY THE NAME OF THE RATER/SENIOR RATER THAT HAS AGREED TO WRITE LETTER OF RECOMMENDATION AS WELL AS THE NAME OF A MENTOR FROM WITHIN THEIR AOC. APPLICATIONS WILL NOT BE BOARDED WITHOUT PROGRAM APPROVAL BY THE RESPECTIVE AOC CONSULTANT.

(2) **DA FORM 3838 (NOV 82): (ALL APPLICANTS)** COMPLETE ITEMS 1-18, 28-41,55-57. LOCAL SUPERVISOR/RATER WILL COMPLETE ITEMS 58-61. **COMPLIANCE WITH HT/WT STANDARDS SHOULD BE ANNOTATED IN BLOCK 58. APPLICANTS SHOULD INCLUDE THEIR FAX NUMBER AND E-MAIL ADDRESS (IF AVAILABLE) IN BLOCK 24. APPLICANTS MUST SIGN BLOCK 57.**

(3) **MEMORANDUM OF INTENT (ONE PAGE): (ALL APPLICANTS)** ADDRESSED TO THE PRESIDENT OF THE SP LTHET BOARD OUTLINING THE OFFICERS LONG TERM GOALS AND OBJECTIVES, TO INCLUDE MOTIVATION, COMMITMENT, CLINICAL AND ACADEMIC QUALIFICATIONS FOR TRAINING, AND PROJECTED UTILIZATION ASSIGNMENTS UPON COMPLETION OF THE TRAINING. ADDRESS MEMORANDUM TO PRESIDENT, FY04/AY05 ARMY MEDICAL SPECIALIST CORPS LONG TERM HEALTH EDUCATION AND TRAINING BOARD, ATTN: TAPC-OPH-SP, 200 STOVALL STREET, ALEXANDRIA, VA 22332-0417. SUBMIT MEMORANDUM WITH THE REMAINDER OF THE APPLICATION.

(4) **OFFICIAL TRANSCRIPTS: (ALL APPLICANTS)** TRANSCRIPTS FROM ALL COLLEGES/UNIVERSITIES ATTENDED SHOULD BE SENT BY THE SCHOOL TO LTC KUWAMOTO AT THE ADDRESS LISTED BELOW. THE GPA SHOULD BE CALCULATED ON A 4.0 POINT SYSTEM. GRADE SLIPS MAY BE SUBMITTED FOR PROGRAMS IN PROGRESS.

(5) **MEMORANDUM OF RECOMMENDATION (ONE PAGE EACH): (ALL APPLICANTS).** TWO MEMORANDUMS OF RECOMMENDATION WILL BE ACCEPTED. MEMORANDUMS SHOULD ADDRESS ACADEMIC POTENTIAL, LEADERSHIP, AND FUTURE UTILIZATION OF DEGREE/SPECIALTY TRAINING. MEMORANDUMS SHOULD BE ADDRESSED TO: PRESIDENT, FY04/AY05 ARMY MEDICAL SPECIALIST CORPS LONG TERM HEALTH EDUCATION AND TRAINING. MEMORANDUMS ARE TO BE SUBMITTED TO LTC KUWAMOTO AT THE ADDRESS LISTED AT THE END OF THIS MESSAGE. (**NOTE: THE CHIEF, SP AND AOC CHIEFS MAY NOT SUBMIT MEMORANDUMS OF RECOMMENDATION TO FULFILL THIS REQUIREMENT.**)

(A) **RATER OR SENIOR RATER.** ONE MEMORANDUM OF RECOMMENDATION MUST BE FROM THE APPLICANTS RATER OR SENIOR RATER. OFFICERS WHO HAVE HAD A CHANGE OF RATER WITHIN THE LAST 120 DAYS MAY SUBMIT ONE MEMORANDUM OF RECOMMENDATION FROM EITHER THEIR PREVIOUS RATER OR SENIOR RATER.

(B) **SENIOR AOC MENTOR.** A SECOND LETTER OF RECOMMENDATION MUST BE FROM A SENIOR MEMBER OF THE APPLICANTS AOC WHO HAS SERVED AS A MENTOR TO THE APPLICANT. THE SENIOR AOC MENTOR MAY BE ON ACTIVE DUTY OR RETIRED STATUS. THE SENIOR AOC MENTOR WILL STATE IN THE LETTER THEIR WILLINGNESS TO CONTINUE TO MENTOR THE APPLICANT WHILE ATTENDING THE ADVANCED DEGREE PROGRAM. (DOES NOT INCLUDE RESIDENCY PROGRAMS).

(6) **COPY OF CURRENT STATE OR NATIONAL LICENSE, CERTIFICATION, OR REGISTRATION: (ALL APPLICANTS).** INCLUDE A COPY OF ANY OTHER CURRENT SPECIALTY CERTIFICATIONS.

(7) **CURRENT GRE SCORES: (MASTERS, PHD, AND PHYSICAL THERAPY RESIDENCY APPLICANTS ONLY).** APPLICANTS FOR GRADUATE EDUCATION PROGRAMS MUST SUBMIT A GRE. (NOT WAIVERABLE) SCORES MUST NOT BE MORE THAN 5 YEARS OLD BY JUN 04. GMAT IS ACCEPTABLE IF REQUIRED BY SCHOOL OF CHOICE.

GRE SCORES ARE TO BE REPORTED TO THE REGISTRAR, US ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL (AMEDDCS), FORT SAM HOUSTON, TEXAS, SCHOOL CODE 6861. APPLICANTS MUST TAKE THE GRE EXAMINATION NO LATER THAN 1 MARCH 04, SO THAT SCORES CAN BE SUBMITTED BY THE 1 APRIL 04 APPLICATION DEADLINE.

(8) **PROGRAM DESCRIPTION: (MASTERS AND PHD APPLICANTS ONLY).** A PROGRAM DESCRIPTION FOR EACH PROGRAM BEING CONSIDERED, INCLUDING COURSE LISTINGS, DATES OF REGISTRATION AND PROGRAM START AND FINISH, ANNUAL COSTS FOR TUITION AND FEES (INCLUDE THE ENTIRE ACADEMIC YEAR WITH SUMMER SESSIONS). NO CATALOGS PLEASE.

(9) **LETTER OF ACCEPTANCE/COMPETITIVENESS: (MASTERS AND PHD APPLICANTS ONLY).** APPLICANTS MUST INCLUDE A LETTER OF ACCEPTANCE OR COMPETITIVENESS FROM THE SCHOOL (S) SELECTED.

B. **ALL APPLICANTS SHOULD REVIEW THEIR OFFICIAL MILITARY PERSONNEL FILES (OMPF) AND ORB'S ONLINE VIA AKO AND OFFICER RECORD BRIEF (ORB) PRIOR TO 1 FEB 04.** FORWARD CORRECTIONS OR ADDITIONS TO THE OMPF AND ORB THROUGH THE SUPPORTING MPD/PSB/PSC TO PERSCOM WELL IN ADVANCE OF THE BOARD CONVENE DATE.

C. **APPLICANTS ARE TO SUBMIT 2 COPIES OF A CURRENT DA PHOTO TO PERSCOM PRIOR TO 1 MARCH 04.**

D. **30-60 DAYS AFTER THE BOARD ADJOURNS, APPLICANTS WILL BE ADVISED OF THEIR SELECTION STATUS BY THEIR RESPECTIVE AOC, ASSISTANT CORPS CHIEF.**

E. **SUBMIT ALL APPLICATIONS NLT 1 APRIL 04 TO:**

**COMMANDER AMEDD CENTER AND SCHOOL  
DEPARTMENT OF HEALTH EDUCATION AND TRAINING  
ATTN MCCS-HEA (LTC KUWAMOTO)  
1750 GREELEY ROAD BLDG 4011 STOP 7A  
FORT SAM HOUSTON TX 78234-6122**

OFFICE SYMBOL

DATE

MEMORANDUM FOR SP BRANCH CHIEF, PERSCOM, fax: (703) 325-2358, DSN 221-2358

SUBJECT: Waiver Assessment for Long Term Health Education and Training (LTHET)

1. I intend to apply for the following LTHET program:

\_\_\_Masters

\_\_\_PhD

\_\_\_U.S. Army - Baylor University Graduate Program  
in Health Care Administration

\_\_\_Residency/Specialty training (specify) \_\_\_\_\_

2. Request that PERSCOM review my record and assess which waivers, if any, are required to apply for stated program. Assessment should be faxed to me at \_\_\_\_\_.

Applicant's signature block



1. SP Branch PERSCOM has reviewed the applicant and the following waivers are required:

\_\_\_4 years professional experience \_\_\_ ADSO \_\_\_ TIS \_\_\_ None

2. Individual does/does not hold career status. VI RA

3. Time on station (TOS) at the start of training will be \_\_\_\_\_.

4. Applicant will/will not need 20 years AFS exception to policy (65D only).

SP Branch Chief Signature \_\_\_\_\_

Date \_\_\_\_\_

OFFICE SYMBOL

DATE

MEMORANDUM THRU

AOC Specific Assistant Corps Chief, Army Medical Specialist Corps (SP)

- \_\_\_ 65A COL Cozean, fax: (210) 221-8360 or DSN 471-8360
- \_\_\_ 65B LTC Schneider, fax: (703) 681-3163 or DSN 761-3163
- \_\_\_ 65C COL Forman, fax: (202) 782-0792 or DSN 662-0792
- \_\_\_ 65D COL Tozier, fax: (210) 221-6896 or DSN 471-6896

COMMANDER, AMEDD C&S, Department of Health Education and Training, ATTN: MCCS-HEA (LTC Roderick Kuwamoto, LTHET Coordinator), 1750 Greeley Road, Fort Sam Houston, TX 78234

FOR CHIEF, Army Medical Specialist Corps, ATTN: MCCS-CA, 2250 Stanley Road, Suite 276A, Fort Sam Houston, TX 78234

SUBJECT: Request for Long Term Health Education and Training (LTHET) Program Approval and Waiver Recommendation

1. Request approval to apply for the LTHET Program listed below:

- \_\_\_ Masters      \_\_\_ PhD
- University/College \_\_\_\_\_
- Specific Program \_\_\_\_\_
- Estimated Cost per year \_\_\_\_\_
- \_\_\_ Residency/Specialty Training (specify) \_\_\_\_\_
- \_\_\_ US Army-Baylor Healthcare Administration

2. Justification for program selection:

---



---



---



---

3. I understand that I must have my AOC Consultant's concurrence to apply for this specific program.

4. I intend to obtain memorandums of recommendation from \_\_\_\_\_ (must be either rater or senior rater) and \_\_\_\_\_ (must be a senior member of same AOC who has served as a mentor in the decision to pursue LTHET).

SUBJECT: Request for Long Term Health Education and Training (LTHET) Program Approval and Waiver Recommendation

5. Request approval of the following waiver(s):

Waiver to apply with less than four (4) years professional experience beyond initial certification, licensure, or registration.

Waiver to apply to begin program prior to completion of an active duty service obligation (ADSO). I understand that if I am selected, any remaining ADSO will be served consecutively, not concurrently with the ADSO I incur for the LTHET for which I am applying.

Waiver to apply with less than five (5) years or greater than thirteen (13) years time in service (TIS).

No waiver is required.

6. Waiver Justification:

---

---

---

---

---

Applicant's signature block

---

---

**Program:** Approve  Disapprove

**Waivers:** Recommend approval  Recommend disapproval  N/A

\_\_\_\_\_  
AOC Consultant Signature/Date

(NOTE: Applicants must complete a separate memorandum for each degree/program to which they made application. Completed form should be faxed to the appropriate AOC Consultant)