



NATIONAL GUARD BUREAU

111 SOUTH GEORGE MASON DRIVE
ARLINGTON VA 22204-1382

27 OCT 2010

ARNG-CSG

MEMORANDUM FOR THE MILPOs

SUBJECT: Fayetteville State University (FSU) Masters of Social Work (MSW) Program at the Army Medical Department Center & School (AMEDDC&S) Guidelines and Application Process

1. This memorandum supersedes all prior FSU-MSW program application procedures.
2. Please give this memorandum widest circulation to ensure all eligible Soldiers are aware of the opportunity and requirements to apply for FSU-MSW program.
3. The FSU-MSW application process begins with an initial evaluation of college/university transcripts as well as Graduate Record Exam (GRE) for all interested applicants. All items listed on the Academic Pre-Screening Checklist will be submitted to the address below for initial academic eligibility screening and approval prior to an applicant being eligible to submit a completed packet for consideration for the ARNG FSU-MSW Selection board. The initial screening for academic eligibility takes 2-3 weeks. Mail all initial screening packets to:

National Guard Bureau
ATTN: ARNG-CSG-O (MAJ T.J. Law)
111 South George Mason Drive
Arlington, VA 22204-1382
4. When an approved academic evaluation is obtained, an application packet may be sent to the address as indicated above at the discretion of the AMEDD Recruiter. An approved academic evaluation does not obligate the AMEDD Recruiter to submit a packet for FSU-MSW Selection board consideration.
5. Enclosure 1 outlines the prerequisites for the FSU-MSW program, basic education requirements, and application packet assembly instructions. Enclosure 2 is the Academic Pre-Screening Checklist. Enclosure 3 is the FSU-MSW application packet checklist. Enclosure 4 is the Application Agreement for FSU-MSW Program. Enclosure 5 is the FSU Application for Admission in Graduate Instruction. Packets must contain the information as described in these enclosures and be processed through the AMEDD Recruiter and the State Training Office before forwarding.

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6. **Aptitude Testing.** All FSU-MSW applicants must take the Graduate Record Exam (GRE) within five years of the fiscal year of application. The minimum score for consideration is 850.

7. **Board Schedule.** The results of the NGB FSU-MSW Selection Board will be announced within two to three weeks after the board adjourns and the Order of Merit (OML) is published. The next tentative FSU-MSW Selection Board date and NGB suspense date is as follows:

<u>Pre-Screening Packet Suspense</u>	<u>Board Packet Suspense</u>	<u>FSU-MSW Board Date</u>	<u>Class Dates</u>	<u>Class Number</u>
10 DEC-10	27 JAN 11	2 FEB11	14 SEP 11- 15 DEC12	1-12

8. **Federal Recognition.** Prior to submission of an application packet, the State will subject each applicant to a screening process to ensure Federal Recognition eligibility and appointment into a MTOE/TDA assignment upon course completion. A memorandum signed by the State Personnel Officer will be placed in the applicant's packet under the appropriate tab indicating the applicant was screened and is eligible to be reappointed into the Medical Service Corps if selected to participate in the FSU-MSW program.

9. **Funding.** Funding for FSU-MSW program is provided to the states as part of the Initial Annual Funding Guidance (AFG). ARNG-TRI will make an initial distribution for the total amount required via Funding Authorization Document (FAD). This up-front distribution will be generated from the selected list and any other projected quotas assigned to each State and Territory.

10. ATRRS Enrollment for selected program participants will be completed by ARNG-TRI-I.

11. **Orders**

a. The State is responsible for generating the ADT orders for applicants selected for the FSU-MSW program.

b. Orders will show a report date based upon the listed class start/report date from the selection results memorandum from the FSU-MSW Selection board. Do not use the report date listed in ATRRS.

12. **Student Assignment.** All individuals selected for the FSU-MSW program will be assigned against a temporary position. Upon selection the AMEDD Recruiter will submit a request for the temporary position and a copy of the FSU-MSW selection letter thru ARNG-CSG to ARNG-HRH. A sample copy of the temporary position request can

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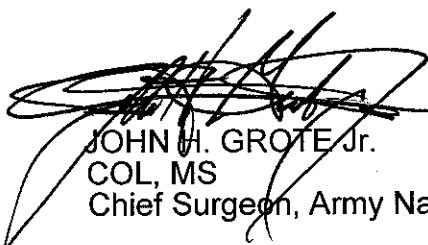
be found in the current ARNG AMEDD SOP. Lack of a current slot at the State level should not be a restricting factor in attracting qualified applicants to this critical wartime shortage specialty, unless the nation is significantly over strength in that Area of Concentration (AOC). However, states currently at or above 100% fill for 67D duty positions will enclose a memorandum signed by the applicant and the applicant's State Personnel Officer indicating that, upon graduation, if there are no vacancies in their State the individual will participate in the national cross-leveling program, ATTAIN.

13. Online Resources: Further information on the FSU MSW Program is available online at <http://www.uncfsu.edu/sw/fortsam/prospectiveapplicants.htm>.

14. The Requirements Completion Course (RCC) is not available to National Guard Soldiers.

15. Point of contact is MAJ T.J. Law, Medical Personnel Program Manager, Office of the Chief Surgeon, at DSN 327-8453, 703-607-8453 or terrand.law@us.army.mil.

5 Encls
as



JOHN H. GROTE Jr.
COL, MS
Chief Surgeon, Army National Guard

CF:
ARNG-TR
ARNG-GSS
Each State MILPO
Each State POTO
Each State Surgeon
Each Deputy State Surgeon
Each State SRIP Manager
Each State Education Officer
Each State Medical Recruiter/NCO/POC

Fayetteville State University – Masters in Social Work

1. PREREQUISITES:

a. Must be a member of the Army National Guard with at least one year of service with the Army National Guard. Officer applicants are limited to company grade or lower (2LT - CPT) who will have 12 years or less total commissioned service when their class starts. The Adjutant General can waive the one year of service.

b. Projected to fill a valid AOC 67D (Behavioral Science Officer) vacancy upon completion of the program or completed a memorandum signed by the applicant and the applicant's MILPO indicating that, upon graduation, if there are no vacancies in their state the individual will participate in the national cross-leveling program, ATTAIN.

c. Not older than 48 years of age at the time of commission - approved age waiver necessary prior to board review for any applicant over the age of 42.

d. All applicants with a **P3 profile** are ineligible to apply.

e. National Guard personnel selected for the FSU-MSW are exempt from stop loss, stop movement, and life cycle unit requirements.

f. Civilian Personnel are not eligible to apply for FSU-MSW.

g. Deferment is authorized, provided it will not cause the soldier to lose eligibility to attend the course. Soldiers must request Deferment in writing.

h. All applicants must possess or be eligible for the granting of a security clearance at the SECRET level and must provide evidence of having initiated the application for a security clearance at the SECRET level with the application.

2. BASIC EDUCATION REQUIREMENTS:

a. Hold a baccalaureate degree from an accredited college or university.

b. Have a minimum of 3.0 undergraduate grade point average (GPA) on a 4.0 scale in all undergraduate work or a 3.0 in the last 60 hours of undergraduate work completed.

c. Provide official transcripts that reflects a broad liberal arts background that includes coursework in human biology, English, the humanities, and a minimum of six courses in basic social and behavioral sciences.

d. Applications will not be accepted from soldiers who are currently enrolled in school, or attempting to complete the mandatory civilian education requirements. All requirements must be met prior to submission of packet.

f. All applicants, regardless of degree status, must take the Graduate Record Exam (GRE) with a score of 850 or above and is no more than five years old at the time of application. Please ensure to use Army-FSU MSW Program school code: 3904 when taking the GRE.

3. APPLICATION PACKET ASSEMBLY:

a. Assemble application packets in an **any color two sided folder**, secured a label on a blank sheet of white paper the Soldier's Name, SSN, and National Guard State affiliation and the e-mail address of the AMEDD Recruiter who is forwarding the packet to NGB on the left side of the two sided folder with a two-prong fastener. **Notebooks will not be used.**

b. Assemble packets using the FSU-MSW Checklist on top with all documents/tabs on the right side of the folder. Documents printed landscape should be so oriented that the paper's top edge is toward the center of the folder.

c. The packet should be set up as outlined in enclosure 3, using tabs lettered as shown (A-K). Only the appropriate materials will be under each tab. If the indicated information does not apply, indicate under the tab, "**This Tab is Not Applicable**" on a sheet of plain white paper. By doing so, you will communicate to the board that the tab was not used, nor overlooked.

d. Utilize a one to two page Biographical Sketch/Summary (IAW NGR (AR) 600-200 or NGR (AR) 600-100, as applicable) only to provide the board with more detail about an applicant's experience.

e. An official DA photograph (If deployed, you may submit a 5"X8" photo in ACU/DCUS). If an Official DA Photo is not available in the US.

4. Waivers. **ALL waivers** must be approved **prior to** submitting application packets.

5. Prior to submission of an application packet, the State will subject each applicant to a screening process to ensure Federal Recognition eligibility and appointment into a MTOE/TDA assignment **upon course completion**. A memorandum signed by the State Personnel Officer will be placed in the applicant's packet under the appropriate tab indicating the applicant was screened and is eligible to be reappointed into the Medical Service Corps. A statement similar to the following should be included in the memorandum.

"This memorandum is written to certify that, if selected, Officer Applicant is eligible for appointment in the Army Medical Service Corps (MS) as a 73A, Social Worker upon completion of the FSU-MSW program. Officer Applicant understands that prior to the start of the program he/she will be conditionally re-appointed as an Army Medical Service Corps Officer, AOC OOE73 and that he/she meets all requirements to make application for this program, as well as meeting the administrative prerequisites for appointment upon completion of the school IAW all applicable regulations and

references. (ARNG-CSG memo, AR 135-100, AR 135-101, Chapter 2, AR 40-501, and NGR 600-100)."

6. Grade Determination: **Commissioned Officers** attending FSU-MSW **must** be conditionally re-appointed to the MS Corps (Primary AOC OOE73) no earlier than 30 days prior to the start of their class. Officers will report with the Army Medical Service Corps Branch insignia on their uniform. They will also report with their new rank after calculation of their constructive credit, per DoDI 6000.13. Date of rank for re-appointment will be the first day of the time period on PCS ADT orders to FSU-MSW or no earlier than 30 days prior to the scheduled start date of course. IAW AR 135-91, Table 2-1, ARNG graduates of the FSU-MSW course incur a 4-year ARNG military service obligation, which will not begin until the successful completion of phase II of the program. The examples provided below demonstrate the phase lines for re-appointment:

- 1LT with a total of 2 years commissioned service:
 ½ credit would = 1 year commissioned service
 Would be conditionally re-appointed as a 2LT with 1 year time in grade
- 1LT with a 3 total years of commissioned service:
 ½ credit would = 18 months commissioned service
 Would remain a 1LT but would have no time in grade
- CPT with a total of 7 years commissioned service:
 ½ credit would = 3.5 years commissioned service
 Would be conditionally re-appointed as a 1LT with 2 years time in grade
- Phase Lines for Appointment for Medical Service Corps
 under 18 months - 2LT
 18 months credit - 1LT
 7 yrs credit – CPT

IAW AR 135-91, Table 2-1, ARNG graduates of the FSU-MSW course incur a 6-year ARNG military service obligation. **Cannot attend the Army National Guard FSU-MSW program with the intention of requesting an active duty assignment in the Regular Army upon completion of the FSU-MSW program.**

7. Promotion: Commissioned officers attend the FSU-MSW program as conditional appointees (00E73/MS). Promotion from 2LT to CPT while attending FSU-MSW as a conditional appointee is authorized provided the officer has met the time in grade requirements (18 months) and has graduated from an Officer Basic Course (OBC).

ACADEMIC EVALUATION CHECKLIST

FSU-MSW PROGRAM

(NAME)

(SSN)

(STATE)

___ A. All Official College transcripts

___ B. Official test scores for the Graduate Record Exam (GRE) with a score of 850 or above (within the last 5 years).

___ C. Completed, FSU Graduate Application for Admission (Enclosure 5)

State POC: _____ State POC E-mail address: _____

ENCLOSURE 2

APPLICATION PACKET CHECKLIST FOR THE FSU-MSW PROGRAM

(NAME)

(SSN)

(STATE)

- ___ A. Copy of Approval of Academic eligibility Verification.
- ___ B. Applicants personal statement, of no more than five (5) typed, double spaced pages, addressing the student's interest in pursuing a career in social work, a description of past paid or voluntary social work related experience, future career plans, past social work related community involvement, a description of the student's personal qualities that are consistent with the social work profession
- ___ C. Biographical sketch/Summary (IAW NGR(AR) 600-200 or NGR(AR) 600-100, as applicable – Enlisted/Officer).
- ___ D. Three letters of recommendation (current within 12 months) from professionals who can attest to the student's capabilities for performing in a graduate level program.
- ___ E. Current DA Form 705, Army Physical Fitness Test (APFT) Score Card – **current within 6 month of the packet submission deadline.**
- ___ F. Official DA Photograph (If deployed, you may submit a 5X8 photo in ACUs). If an Official DA Photo is not available in the US.
- ___ G. Current PHA within 12 months of the board date.
- ___ H. Required waivers (**Must be approved before FSU-MSW packet is forwarded to NGB**)
- ___ I. NGB Form 62-E, Application for Federal Recognition (Endorsements 1 and 2 need to be completed) **Not applicable to current Medical Service Corps Officers.**
- ___ J. Application Agreement for FSU-MSW Program (**Enclosure 4**)
- ___ K. Memorandum indicating Federal Recognition eligibility – signed by State Personnel Officer.

State POC: _____ State POC E-mail address: _____

ENCLOSURE 3

(UNIT LETTERHEAD)

APPLICATION AGREEMENT FOR ARMY - FSU MSW PROGRAM

SUBJECT: Army-Fayetteville State University (FSU) Masters of Social Work (MSW) Program

1. I hereby make application for the Army-Fayetteville State University (FSU) Masters of Social Work (MSW) Program (FSU MSW Program).

2. If selected to participate in this training program, I will commit to a 4-year service obligation after completion of the course in accordance with NGR 351-1, paragraph 1-10a.(4). I further understand that I may not be voluntarily retired prior to completion of my service obligation.

3. In consideration of my selection into the Program and being allowed to pursue full-time study towards a Master's of Social Work at Government expense and of qualifying for direct commission into the Medical Service Corps, I agree to the following:

a. That tuition will be paid however I acknowledge that it will be my responsibility to pay for fees related to applying for graduation and for required books.

b. I certify that I have a bachelors degree from an accredited college or university in behavioral/social science or a related field (i.e., psychology, sociology, social work, criminal justice, political science, economics, or history) and that I meet the admission standards for the Program.

c. I acknowledge that I understand if I fail to successfully complete phase 1 of the MSW program, I will be reassigned to fulfill any service obligation incurred as a 70B in the Medical Service Corps at a location based upon the needs of the Army National Guard. If I was a conditional re-appointment I will revert to my previous branch and fulfill any remaining service obligation.

d. I acknowledge that the duration of the Program is 38 months, consisting of a 14-month resident classroom phase at the AMEDDC&S (hereafter, "Phase 1"), followed by a 24-month internship phase at a site approved by the AMEDDC&S and the Social Work Consultant (hereafter, "Phase 2").

e. Prior to attending Phase 1, I acknowledge that I am required to successfully complete the 10-week Basic Officer Leadership Course (BOLC) at the AMEDDC&S. If I completed a non-AMEDD BOLC I will request constructive credit from the AMEDDC&S RC Liaison office for AMEDD BOLC.

f. I acknowledge that after successfully completing the BOLC, I will attend Phase 1 at the AMEDDC&S to fulfill the academic requirements to become a social work officer.

g. I acknowledge that upon successful completion of Phase 1, I will be assigned the AOC of 73A-9E, designating a social work officer who is in a non-deployable status, and that I will be

ENCLOSURE 4

assigned to a 24-month social work internship (Phase 2 of the Program) to fulfill the clinical supervisory state requirements and to pass the independent practitioner licensing exam in the state of my choice. I further acknowledge that in order to successfully complete Phase 2, I must fulfill the state requirements for clinical supervision and pass the independent practitioner licensing exam in the state of my choice.

h. I agree to make due and timely application to take the independent practitioner licensing exam as soon as practicable after I am eligible while enrolled in Phase 2.

i. I acknowledge that the obligation I incur as a result of Phase 1 is 4 years and that I will begin fulfilling my obligation after successfully completing Phase 2 of the Program.

j. I acknowledge that if I fail to fulfill the terms and conditions of this Agreement, I may be required to repay the United States the unearned portion of any benefits that it paid on my behalf.

Signed this ___ day of _____, 2010 in the presence of the below witness.

(Signature of Applicant)

Typed Name of Applicant: _____
Applicant's Grade, SSN, MOS: _____

(Signature of Witness)

Typed Name of Witness: _____
Witness' Grade, SSN: _____

12. APPLYING FOR ADMISSION AS: (Check only one)

- Degree Seeking () Professional Development (UG) () Readmit ()
 Teacher Licensure (UG) ()

13. WHAT IS YOUR PROPOSED GRADUATE DEGREE PROGRAM?

- DOCTORATE IN EDUCATIONAL LEADERSHIP** () (Doctoral applicants admitted only in the Fall Semester.)
MASTER OF SCHOOL ADMINISTRATION () (Master of School Administration applicants admitted only in the Fall Semester.)
MASTER OF SOCIAL WORK () (Master of Social Work applicants admitted only in the Fall Semester.)

***MASTER OF EDUCATION:**

- Elementary Education (K-6) ()
 Middle Grades Education (6-9)
 Language Arts ()
 Mathematics ()
 Science ()
 Social Studies ()
 Reading (K-12) ()
 Special Education (K-12)
 Specific Learning Disabilities ()
 Mentally Disabled ()
 Behaviorally-Emotionally Disabled ()
 Biology ()
 English ()
 History ()
 Mathematics ()
 Political Science ()
 Sociology ()

MASTER OF ARTS:

- English ()
 Political Science ()
 Psychology
 Counseling ()
 Experimental ()
 Sociology ()

MASTER OF ARTS IN TEACHING

- Middle Grades Education (6-9)
 Language Arts ()
 Mathematics ()
 Science ()
 Social Studies ()
 Special Education (K-12)
 Specific Learning Disabilities ()
 Mentally Disabled ()
 Behaviorally-Emotionally Disabled ()
 General Curriculum ()
 Biology ()
 English ()
 History ()
 Mathematics ()
 Political Science ()
 Sociology ()

MASTER OF SCIENCE:

- Biology ()
 Criminal Justice ()
 Mathematics ()

*Prospective applicants must have a least a Class A Level License in a teaching field to be accepted into the Master of Education Degree Program or their application will not be processed for the Master of Education degree.

14. WHAT IS YOUR PROPOSED **LICENSURE AREA** (if applicable)?

- Biology () Mathematics () Physical Education ()
 Birth to Kindergarten () Middle Grades Education (6-9) Reading (K-12) ()
 Business Education () Language Arts ()
 Mathematics () Special Education General Curriculum ()
 Science ()
 Elementary Education (K-6) () Social Studies ()
 English () Music Education (K-12) ()
 Health Education () Marketing Education () Spanish ()

15. YOU CURRENTLY HOLD OR HAVE YOU HELD A N.C. TEACHING LICENSE? Yes () No ()

Specify area(s) _____

16. HAVE YOU ATTENDED FAYETTEVILLE STATE UNIVERSITY BEFORE? Yes () No ()

