

**Milper Message Number
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Proponent
RCHS-MS**

**Title
FY 2012 ARMY FAYETTEVILLE STATE UNIVERSITY MASTER OF SOCIAL WORK (MSW)
PROGRAM APPLICATION PROCEDURES**

...Issued: [28 Apr 11]...

A. DOD INSTRUCTION 6000.13

B. AR 135-100, APPOINTMENT OF COMMISSIONED AND WARRANT OFFICERS OF THE ARMY

1. PURPOSE: THIS MESSAGE SOLICITS APPLICATIONS FOR THE FY 2012 ARMY FAYETTEVILLE STATE UNIVERSITY (FSU) MASTER OF SOCIAL WORK (MSW) PROGRAM AT THE ARMY MEDICAL DEPARTMENT CENTER & SCHOOL (AMEDD C&S), FORT SAM HOUSTON, TEXAS. PLEASE PASS TO ALL COMMISSIONED OFFICERS AND ACTIVE DUTY ENLISTED SEEKING TO BECOME AN ACTIVE DUTY ARMY SOCIAL WORKER. COMMAND SUPPORT IN DISSEMINATING THIS MESSAGE TO ASSURE TIMELY SUBMISSION OF APPLICATIONS IS APPRECIATED. APPLICATIONS THAT ARE INCOMPLETE, INELIGIBLE OR RECEIVED AFTER 1 OCTOBER 2011 WILL BE RETURNED TO THE ORIGINATOR WITHOUT ACTION.

2. SELECTION PROCESS: HQ, USAREC WILL CONVENE A COMPETITIVE SELECTION BOARD O/A 2 FEBRUARY 2012. ALL APPROVED APPLICATIONS WILL BE CONSIDERED BASED ON INDIVIDUAL MERIT AND SUPPORTING DOCUMENTATION AS SPECIFIED IN BELOW PARAGRAPHS. ALL APPLICATIONS MUST BE REVIEWED AND APPROVED BY THE DIRECTOR, ARMY FSU MSW PROGRAM AT THE AMEDD C&S PRIOR TO BEING CONSIDERED FOR SELECTION AT HQ, USAREC. ONCE APPROVED BY THE SELECTION BOARD AND FSU, INDIVIDUALS WILL RECEIVE OFFICIAL NOTIFICATION OF SELECTION / NON-SELECTION DIRECTLY FROM HQ, USAREC.

3. PROGRAM OVERVIEW: THE ARMY FSU MSW PROGRAM IS A TWO PHASED PROGRAM: THE ACADEMIC PHASE IS EITHER A 14 MONTH COURSE CONSISTING OF 61 SEMESTER HOURS (FOR NON BACHELOR OF SOCIAL WORK DEGREE HOLDERS) OR 9 MONTH COURSE CONSISTING OF 35 SEMESTER HOURS (FOR ELIGIBLE BACHELOR OF SOCIAL WORK DEGREE HOLDERS). THE ACADEMIC PHASE OF THE ARMY FSU MSW PROGRAM IS FOLLOWED BY A 24 MONTH POST GRADUATE INTERNSHIP TO ALLOW GRADUATES TO MEET INDEPENDENT PRACTITIONER LICENSING REQUIREMENTS FOR MOST STATES. ENLISTED APPLICANTS SELECTED FOR THE ARMY FSU MSW PROGRAM WILL BE GIVEN AN APPOINTMENT AS A MEDICAL SERVICE CORPS OFFICER IN THE US ARMY AND WILL ATTEND THE AMEDD BASIC OFFICER LEADER COURSE (BOLC) PRIOR TO ENTERING INTO THE ARMY FSU MSW PROGRAM.

4. GENERAL GUIDANCE:

A. APPLICANTS IN OCONUS ASSIGNMENTS SELECTED FOR THIS PROGRAM WILL NOT HAVE THEIR FOREIGN SERVICE TOUR CURTAILED TO MEET PROGRAM REPORT DATES.

B. ACTIVE DUTY SERVICE OBLIGATION: UPON COMPLETION OF THE ARMY FSU MSW PROGRAM, OFFICERS WILL INCUR A 62 MONTH OBLIGATION TO THE US ARMY.

C. STOP LOSS / STOP MOVE: ALL OFFICERS AND ENLISTED PERSONNEL MUST CONTACT THEIR CURRENT BRANCH ASSIGNMENT OFFICER AT HUMAN RESOURCES COMMAND FOR CURRENT POLICY.

D. COMMISSIONED OFFICERS, NOT CURRENTLY IN THE MEDICAL SERVICE CORPS, WILL BE REAPPOINTED IN THE MEDICAL SERVICE CORPS AND HAVE THEIR ENTRY GRADE COMPUTED IAW DEPARTMENT OF DEFENSE INSTRUCTION 6000-13, (PARA 6.1.1.2, SERVICE ON ACTIVE DUTY OR IN AN ACTIVE STATUS AS A COMMISSIONED OFFICER IN ANY OF THE UNIFORMED SERVICES, BUT NOT IN THE CORPS OR PROFESSIONAL SPECIALTY IN WHICH BEING APPOINTED, SHALL BE AWARDED ONE-HALF DAY OF CREDIT FOR EACH DAY SERVED IN THE CASE OF INDIVIDUALS SEEKING AN ORIGINAL APPOINTMENT AS A HEALTH PROFESSIONS OFFICER).

E. TIMELINES:

- 1 OCT 2011: APPLICATION DEADLINE TO AMEDD C&S (NO EXCEPTIONS)
- O/A 2 FEB 2012: USAREC BOARD
- O/A 1 APR 2012: RESULTS RELEASED FOR ARMY MSW PROGRAM
- O/A 11 JUL 2012: COHORT 1 REPORTS FOR BOLC AT FORT SAM HOUSTON, TX
- O/A 11 SEP 2012: COHORT 1 REPORTS FOR ARMY MSW PROGRAM
- O/A 5 OCT 2012: COHORT 2 REPORTS FOR BOLC AT FORT SAM HOUSTON, TX
- O/A 15 JAN 2013: COHORT 2 REPORTS FOR ARMY MSW PROGRAM

5. PREREQUISITES:

A. MUST MEET GENERAL ELIGIBILITY REQUIREMENTS OF AR 135-100.

B. HAVE DOCUMENTATION FROM AN ACCREDITED COLLEGE OR UNIVERSITY REGISTRAR THAT CONFIRMS THE APPLICANT WILL COMPLETE ALL REQUIREMENTS FOR A BACCALAUREATE DEGREE PRIOR TO 1 FEBRUARY 2012 OR HOLD A BACCALAUREATE DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY THAT REFLECTS A BROAD LIBERAL ARTS BACKGROUND THAT INCLUDES (AT A MINIMUM) 3 SEMESTER HOURS OF HUMAN BIOLOGY, 3 SEMESTER HOURS OF HUMANITIES, AND A MINIMUM OF 18 SEMESTER HOURS IN SOCIAL OR BEHAVIORAL SCIENCES. UNDERGRADUATE DEGREES IN THE SOCIAL SCIENCES (SOCIOLOGY, PSYCHOLOGY, SOCIAL WORK, POLITICAL SCIENCES, CRIMINAL JUSTICE OR SIMILAR AREAS OF FOCUS) ARE PREFERRED.

C. HAVE A MINIMUM OVERALL UNDERGRADUATE GRADE POINT AVERAGE (GPA) OF 3.0 ON A 4.0 SCALE IN ALL UNDERGRADUATE WORK COMPLETED. THIS IS NOT WAIVERABLE.

D. MUST SUBMIT A MOST CURRENT GRADUATE RECORD EXAM (GRE) SCORE OF 850 OR HIGHER WITH THEIR APPLICATION PACKET. THE GRE SCORE CANNOT BE OLDER THAN FIVE YEARS FROM THE PROJECTED APPLICATION DEADLINE OF 1 OCT 2011. **NOTE: THE CURRENT GRE TEST SCORE SCALES WILL CHANGE ON 1 AUG 2011. IN ORDER TO MAKE THE APPLICATION DEADLINE LISTED IN THIS MILPER MESSAGE, YOU MUST TAKE THE GRE PRIOR TO 31 JUL 2011. IN ADDITION, YOU MUST PROVIDE THE ARMY FSU MSW PROGRAM SCHOOL CODE OF 3904 WHEN TAKING THE GRE. THE GRE IS NOT WAIVERABLE.

E. MUST HAVE LESS THAN 7 YEARS OF ACTIVE FEDERAL SERVICE (AFS) (WAIVERABLE UP TO 12 YEARS) AS OF 2 FEBRUARY 2012.

F. OFFICERS IN THE RANK OF CAPTAIN MUST BE A GRADUATE OF A CAPTAINS CAREER COURSE PRIOR TO THE START OF THE ARMY FSU MSW PROGRAM.

G. TIME ON STATION REQUIREMENTS:

(1) CONUS: 2 YEARS TIME ON STATION (TOS) AT THE START DATE OF THE REQUESTED PROGRAM. TOS IS COMPUTED FROM THE MONTH OF ARRIVAL TO THE EXPECTED MONTH OF DEPARTURE.

(2) OCONUS: APPLICANTS MUST COMPLETE THEIR CURRENT TOUR TO INCLUDE ANY EXTENSION. OCONUS TOURS WILL NOT BE CURTAILED TO ALLOW PARTICIPATION IN FSU MSW PROGRAM. THIS IS NOT WAIVERABLE.

H. ENLISTED SOLDIERS MUST HAVE A GENERAL TECHNICAL (GT) SCORE OF 110 OR HIGHER TO APPLY. THIS IS NOT WAIVERABLE.

I. CURRENT ACTIVE DUTY OFFICERS AND ENLISTED MUST COMMUNICATE WITH THEIR CURRENT ASSIGNMENT BRANCH AT HUMAN RESOURCES COMMAND AND OBTAIN A CONDITIONAL LETTER OF RELEASE FOR A BRANCH TRANSFER OR APPOINTMENT IN THE MEDICAL SERVICE CORPS. **NOTE: SEE PARAGRAPH 8 FOR REQUIREMENT TO COMPLETE A BRANCH TRANSFER IF SELECTED FOR THE ARMY FSU MSW PROGRAM.

J. MUST SUBMIT A FSU APPLICATION FOR ADMISSION (FEE IS WAIVED) WITH THREE LETTERS OF RECOMMENDATION AND FSU RECOMMENDATION FOR GRADUATE STUDIES FORMS WITH ORIGINAL SIGNATURES FROM INDIVIDUALS QUALIFIED TO EVALUATE YOUR ABILITY TO PURSUE GRADUATE STUDIES IN SOCIAL WORK. **NOTE: BOTH THE LETTERS OF RECOMMENDATION AND FSU RECOMMENDATION FOR GRADUATE STUDIES FORMS MUST BE COMPLETED BY THE SAME THREE INDIVIDUALS, ONE OF WHICH MUST BE YOUR SUPERVISOR.

K. MUST MEET PHYSICAL REQUIREMENTS FOR APPOINTMENT AS A COMMISSIONED OFFICER PRESCRIBED IN AR 40-501, CHAPTER 2, AND BE WITHIN THE HEIGHT/WEIGHT STANDARDS PRESCRIBED BY AR 600-9.

6. SUBMISSION OF APPLICATIONS:

A. APPLICANTS MUST CONTACT AN AMEDD HEALTH CARE RECRUITER BY GOING TO THE FOLLOWING LINK [HTTP://WWW.GOARMY.COM/LOCATE-A-RECRUITER.HTML](http://www.goarmy.com/locate-a-recruiter.html) TO BEGIN THE PROCESS OF COMPLETING THE ACCESSION PACKET FOR THE ARMY FSU MSW PROGRAM.

B. AN ORIGINAL APPLICATION PACKET WILL BE SUBMITTED BY MEMORANDUM THROUGH AN AMEDD HEALTH CARE RECRUITER TO: MSW PROGRAM, AMEDDC&S, ATTN: MS. WILMA AMBROSE, EDUCATION TECHNICIAN, 3630 STANLEY ROAD, SUITE 011-1, FORT SAM HOUSTON, TX 78234.

C. APPLICATIONS THAT ARE INCOMPLETE, INELIGIBLE OR RECEIVED AT THE AMEDD C&S AFTER 1 OCTOBER 2011 WILL NOT BE EVALUATED AND WILL BE RETURNED TO THE ORIGINATOR WITHOUT ACTION.

7. BASIC APPLICATION MUST INCLUDE:

A. DA FORM 61: APPLICATION FOR APPOINTMENT MUST BE COMPLETED IN FULL BY ALL APPLICANTS. MOST RECENT ARMY PHYSICAL FITNESS TEST, HEIGHT AND WEIGHT MUST BE INDICATED IN ITEM #41. ALL AFFIDAVITS OR OTHER DOCUMENTS REQUIRED BY DA FORM 61 MUST BE INSERTED DIRECTLY BELOW THIS FORM.

B. DA FORM 160: APPLICATION FOR ACTIVE DUTY MUST BE COMPLETED BY ALL APPLICANT'S. THIS FORM IS REQUIRED FOR SERVICE AS AN ACTIVE DUTY OFFICER AND ASSISTS IN THE

ASSIGNMENT PROCESS FOR APPLICANTS WHO ARE SELECTED.

C. OFFICIAL PHOTO: ALL APPLICANTS WILL SUBMIT A 4X10 DIGITALLY PRODUCED PHOTOGRAPH THAT IS LESS THAN 12 MONTHS OLD AT TIME OF BOARD. ACTIVE DUTY MILITARY PERSONNEL CAN USE THEIR OFFICIAL SERVICE PHOTO. IF DEPLOYED, A COLOR PHOTOGRAPH IN ACU WILL BE ACCEPTABLE.

D. A MEMORANDUM ON LETTERHEAD FROM YOUR UNIT SECURITY MANAGER VERIFYING THE SECURITY CLEARANCE.

E. OFFICIAL COPY OF UNDERGRADUATE TRANSCRIPTS FROM ALL UNIVERSITIES OR COLLEGES WHERE THE APPLICANT COMPLETED UNDERGRADUATE COURSEWORK THAT LED TO A BACCALAUREATE DEGREE. **NOTE: TRANSCRIPTS CAN BE ISSUED TO THE STUDENT, BUT MUST REMAIN IN THE SEALED ENVELOPE FROM THE UNIVERSITY/COLLEGE OR TRANSCRIPTS CAN BE MAILED DIRECTLY FROM THE UNIVERSITY/COLLEGE TO THE MSW PROGRAM, AMEDDC&S, ATTN: MS. WILMA AMBROSE, EDUCATION TECHNICIAN, 3630 STANLEY ROAD, SUITE 011-1, FORT SAM HOUSTON, TX 78234.

F. CURRENT RESUME OR CURRICULUM VITAE IN REVERSE CHRONOLOGICAL ORDER BY MONTH/YEAR.

G. MINIMUM OF THREE ORIGINAL LETTERS OF RECOMMENDATION. ONE LETTER OF RECOMMENDATION MUST BE FROM A FIELD GRADE MEDICAL SERVICE CORPS OFFICER HOLDING THE 73A AOC.

H. APPLICANTS WILL PREPARE A PERSONAL STATEMENT OF NO MORE THAN FIVE TYPED, DOUBLED SPACED PAGES THAT ADDRESSES: (A) INTEREST IN PURSUING THE PROFESSION OF MILITARY SOCIAL WORK, (B) VOLUNTEER AND PAID WORK EXPERIENCES, (C) FUTURE CAREER PLANS AS A MILITARY SOCIAL WORKER, (D) COMMUNITY INVOLVEMENT IN SOCIAL WORK RELATED ACTIVITIES, AND (E) PERSONAL QUALITIES THAT YOU BRING TO THE MILITARY SOCIAL WORK FIELD. STATEMENT MUST BE DATED AND SIGNED.

I. APPLICANTS WILL PREPARE AN EXECUTIVE SUMMARY OF THEIR PERSONAL STATEMENT AS REQUIRED IN PARAGRAPH 7H. THIS SUMMARY WILL BE NO LONGER THAN ONE TYPED DOUBLE SPACED PAGE. THE EXECUTIVE SUMMARY MUST BE DATED AND SIGNED.

J. STATEMENT OF MOTIVATION: APPLICANT WILL PERSONALLY PREPARE A SINGLE PAGE LETTER TO EXPLAIN HIS/HER MOTIVATION FOR SEEKING A COMMISSION IN THE US ARMY AS A SOCIAL WORKER. MUST BE TYPED, DATED AND SIGNED.

K. A COPY OF THE MOST RECENT OFFICER RECORD BRIEF (ORB) / ENLISTED RECORD BRIEF (ERB) OR UNIFORMED SERVICE EQUIVALENT WILL BE SUBMITTED WITH THE APPLICATION.

L. PRIOR SERVICE RECORDS TO INCLUDE A COPY OF THE MOST RECENT PROMOTION ORDER AND COPIES OF ALL OFFICER AND NONCOMMISSIONED OFFICER EVALUATION REPORTS. INCLUDE COPIES OF ANY NGB FORMS 22 AND/OR DD FORMS 214 SHOWING RE CODE.

M. ORIGINAL DD FORM 2807-1 (REPORT OF MEDICAL EXAMINATION), ORIGINAL DD FORM 2807-2 (PRESCREEN OF MEDICAL HISTORY) ORIGINAL DD FORM 2808 (REPORT OF MEDICAL HISTORY). THE REVIEWING MEDICAL AUTHORITY MUST INDICATE THAT THE APPLICANT MEETS THE MEDICAL STANDARDS FOR QUALIFICATION FOR APPOINTMENT AS A COMMISSIONED OFFICER. MUST BE A COMMISSIONING (CHAPTER 2) PHYSICAL. PHYSICAL MUST BE LESS THAN 2 YEARS OLD. IF OLDER THAN 6 MONTHS, VERIFICATION OF HEIGHT AND WEIGHT, TO INCLUDE BODY FAT IF NEEDED, MUST BE INCLUDED IN MEMORANDUM FORMAT FROM COMPANY COMMANDER.

N. CONDITIONAL LETTER OF RELEASE FROM SERVICE ASSIGNMENT MANAGER INDICATING

AGREEMENT TO RELEASE THE INDIVIDUAL IF SELECTED FOR A BRANCH TRANSFER OR APPOINTMENT IN THE US ARMY MEDICAL SERVICE CORPS.

O. PROVIDE OFFICIAL TEST SCORES FOR THE GRE.

8. UPON SELECTION FOR THE ARMY FSU MSW PROGRAM, ARMY COMPLETIVE CATEGORY OFFICERS MUST INITIATE A DA FORM 4187 THROUGH THEIR CHAIN OF COMMAND (O-6 LEVEL) TO HUMAN RESOURCES COMMAND REQUESTING BRANCH TRANSFER TO THE MEDICAL SERVICE CORPS. THE REQUEST MUST BE FORWARDED FROM THE OFFICERS CHAIN OF COMMAND TO THE APPROPRIATE BRANCH ASSIGNMENT OFFICER, WITH FINAL DISPOSITION MADE BY THE CHIEF, HEALTH SERVICES DIVISION.

9. CIVILIAN APPLICANTS INTERESTED IN THE ARMY FSU MSW PROGRAM ARE REFERRED TO PARAGRAPH 6A OF THIS MESSAGE FOR INSTRUCTIONS ON HOW TO APPLY.

10. POINT OF CONTACT: MEDICAL SERVICE CORPS PROGRAM MANAGER, CPT KENNETH SWANSON 502/626-1730 OR TOLL FREE AT 1-800-223-3735, EXT 61730.