AIR FORCE APPLICATION FOR THE

NURSE ENLISTED COMMISSIONING PROGRAM

(11 December 2018)

The Air Force is accepting applications for the Academic Year 2019 (AY19) Nurse Enlisted Commissioning Program (NECP). This education program sponsors enlisted members to complete their upper division curriculum toward a baccalaureate degree in Nursing. Applicants are responsible for meeting the eligibility requirements which include acceptance into an approved baccalaureate program, and submitting their completed application by the published deadline.

NECP offers active duty enlisted personnel the opportunity to earn a baccalaureate degree in Nursing. Air Force Reserve and Air National Guard personnel are NOT eligible to apply. Upon successful completion of the baccalaureate degree, the passing of the National Council Licensure Examination (NCLEX) and receipt of their registered nursing license, members will be commissioned as a Nurse Corps Officer. Once commissioned, members will attend Total Force Officer Training (TFOT) and the Nurse Transition Program (NTP) and then travel to their permanent duty location.

1. **KEY DATES:**

   A. Intent to Apply via MyPers link/Page on or before COB 4 Jan 19

   B. Completion of the Chief Nurse Interview on or before 22 Feb 19

   C. Instructions for video interview will be released on or before 31 Jan 19 with a submission suspense on or before 15 Mar 19

   D. Submission of Completed Application through NECP MyPers on or before 15 Mar 19

   E. NECP selection board will convene late April 19. Incomplete applications will NOT be reviewed by the selection board.

   F. NECP selection results will be announced via a Personnel Services Delivery Memorandum in late May 19.

2. **CHANGES for ACADEMIC YEAR 2019 (AY19) APPLICATIONS:**

   A. Grade requirement to apply changed from E-4 to E-3

   B. Addition of NECP Intent/Application submission via MyPers.

   C. Deletion of Math and Science GPA Minimum Requirement.

   D. Scholarships now capped at $18,000 changed from $15,000 IAW AFROTC guidance.

   E. Age maximum increased from 39 1/2 to 49 years old.

   F. Deleted requirement for manual submission of SURF, decorations and EPRs. AFPC will pull these items directly from PRDA/ARMS and insert into final applications that meet the board.

   G. Time in Service (Waivers Considered)
3. **WAIVERS:**

Waivers will be considered on a case-by-case basis for exceptional applicants with high academic achievements, significant awards, and superior performance evaluations. Waivers will be presented at the board for final approval.

4. **MILITARY ELIGIBILITY:**

   A. **ENLISTED GRADE:**
      
      i. Must have a minimum grade of E3 (non-waiverable) as of 30 July 19
      
      ii. AGE (non-waiverable): Must be less than 49 years old as of 30 July 19
      
      iii. TIME IN SERVICE (TIS): Must have no more than 10 years time in service as of 30 July 19 (Waivers Considered)
      
      iv. TIME ON STATION (TOS) REQUIREMENT: IAW AFI 36-2110, Total Force Assignments, Airmen assigned CONUS or overseas should meet PCS eligibility as determined by the departure date from current location in order to meet the school start date. Airmen who do not meet the TOS or DERSO requirements per paragraph 5.5, Table 5.1. (TOS), Rule 11 and paragraph 6.5., Table 6.4 (DEROS) may still apply. If selected, AFPC/DP2NN will process the required TOS or DERSO Curtailment waiver.

   B. **RETENTION:**

   Must be eligible to obtain 6 years of retainability prior to the training start date, IAW AFI 36-2013, Officer Training School and Enlisted Commissioning Programs. High Year of Tenure (HYT) and other retention waivers are allowed for the purpose of obtaining a commission IAW AFI 36-2606, Reenlistment in the United States Air Force, para 5.13. Members will subsequently incur a 4 year Active Duty Service Commitment (ADSC) upon Entering Active Duty. (Note: The member must be an officer for 10 years in order to retire at his/her officer rank or will retire with his/her enlisted rank prior to commissioning.)

   C. **CONDUCT:**

   Must be of high moral character and personal qualifications. IAW AFI 36-2013 and AFI 36-2002, Enlisted Accessions, members previously convicted by court-martial or having received an Article 15 are ineligible to apply.

   D. **MEDICAL:**

   Must be medically qualified, or acceptable with waiver, for a commission IAW AFI 48-123, Medical Examination and Standards

   E. **SECURITY CLEARANCE:**

   Must have evidence of an Entrance National Agency Check (ENTNAC) or National Agency Check (NAC). If clearance is more than 10 years old, action must be initiated to revalidate clearance prior to submitting application. If selected for NECP, the security clearance must remain current until six months after graduation from the nursing program.
F. CITIZENSHIP:

Must be a United States (US) citizen. Citizenship verification will be conducted IAW AFI 31-501, Personnel Security Program Management

G. COMMISSIONING:

Must meet commissioning requirements as specified in AFI 36-2005, Officer Accessions, for appointment as an officer in the Nurse Corps (NC)

5. ACADEMIC REQUIREMENTS:

A. OVERVIEW:

   i. TOTAL COLLEGE CREDITS: Must have completed at least 59 semester hours of graded course work from a regionally accredited college or university.

      a) Earning the majority of credits within the past 5 years is highly recommended to better prepare students for the rigors of a fast paced program.

      b) Will accept up to 16 credits from DANTES or CLEP. (Will not be factored into GPA).

      c) Will not accept DANTES or CLEP for sciences, psychology, sociology and statistics.

      d) Community College of the Air Force (CCAF) credits are acceptable.

   ii. GRADE POINT AVERAGE (GPA):

      a) Cumulative GPA: Must have a minimum 3.0 GPA or better on a 4.0 scale for the applicant’s entire academic history. When calculating repeated courses, the highest grade will be used in the calculation.

      b) Math/Science GPA: Must meet minimum GPA requirement of the accepted nationally accredited nursing school.

B. ADDITIONAL ACADEMIC/SCHOOL REQUIREMENTS:

   i. ACADEMIC PLAN:

      a) Applicants must obtain an approved plan of study from their potential school of nursing on AFROTC IMT Form 48, demonstrating their ability to complete the academic requirements for an entry level Baccalaureate in Nursing degree within 24-months with a “Fall” start date.

      b) The academic plan MUST be signed by an academic advisor with detailed contact information from each school in which they are applying. Incomplete/non-signed Form 48s will not be accepted.

      c) NECP Selects attend summer sessions between semesters (minimum of 6 semester hours). If a school does not offer full-time nursing courses during the summer, students will be required to take electives during the summer session. If the school does not have summer sessions at all, members are required to perform a 40-hour work week at their AFROTC Detachment, IAW AFROTCI 36-2011, Cadet Operations, 18.3.6.
d) Members not completing the program in 24 months will be returned to their enlisted AFSC. Academic waivers are considered on a case-by-case basis in extreme cases and must be routed through the ROTC Detachment Commander to AFPC/DP2NN.

ii. NURSING SCHOOL REQUIREMENTS:

a) Applicants must attend a school with an AFROTC detachment on campus (Host School) or an AFROTC detachment with a cross-town agreement with the campus or host school. Search for AFROTC detachment locator at [AFROTC LOCATOR](#).

b) Applicants must attend a school that is accredited by the Accreditation Commission for Education in Nursing ([ACEN](#)) or the Commission on Collegiate Nursing Education ([CCNE](#)).

c) Applicants must attend a school that meets the $18,000 annual tuition cap and be residence based. NECP student scholarships cover tuition and fees up to $18,000 per year in addition to an annual textbook allowance $600. The use of the Montgomery G.I. Bill and/or other outside scholarships or financial aid is not authorized. AFROTC controls disbursement and payments by contract to schools, so outside or personal money cannot be used.

d) NECP students are on scholarships capped at $18,000 and receive a textbook allowance. They are not authorized stipend since they receive full military pay and benefits. Also, tuition and fees are paid at the beginning of the fall term, unlike AFROTC scholarships which are paid after day 45 of the fall term.

e) Applicants must have full acceptance to nursing schools by [19 Apr 19](#). Applicants need to follow the guidelines set by the school they are applying to in reference to prerequisites required and deadlines for submission to the school.

f) Applicants can include acceptance to no more than 3 nursing schools in their application.

g) Students who enter training with an ALC C1 who become C2 while in student status will be dis-enrolled and returned to their AFSC. Additionally, students that graduate with an ALC C1 must remain classified in C1 status (or be cleared of all codes) at the time of commissioning, otherwise that graduate will be returned to his/her AFSC.

6. NECP APPLICATION PROCESS:

**Statement of Intent Instructions:**

To submit your statement of intent to apply for AY19 NECP Program, simply type “I intend to apply for AY19 NECP Program” and also include any anticipated waivers in the comments section of the below link (DO NOT attach any documents at this time) and then click the submit button. That is all that is required for this step of the process.

[Click here to submit SOI](#)

A. The application package should be routed through the chain of command and arrive to AFPC/DP2NN NLT [15 Mar 19](#) through the submission link located on NECP MyPers page. Upload the application package in the order listed below. The NECP application package must include:

i. **COVER LETTER:**

   a) The Cover Letter should include:
i. Applicant’s name, grade, SSAN, DOB, DOR, TAFMSD, HYT, organization/office symbol, duty station, duty phone, fax, reliable cell or phone number, and reliable email(s) that you check regularly (even while on leave or deployed)

ii. Any waiver request(s) required or any additional information for the board (i.e. TOS/TIS Waiver/DEROS Curtailment or Medical Waiver, etc.)

iii. AFROTC Detachment you will be assigned to (include number, university, and zip code)

iv. Degrees previously awarded (i.e. CCAF-Allied Health Science, BS-Sociology, MS-Religion, etc.)

v. Include any organizational awards, quarterly awards, etc

ii. LETTER OF RECOMMENDATION:

a) The Letter of Recommendation is from the **immediate supervisor** with endorsement from **First Sergeant and Squadron Commander**. In addition to the supervisor’s recommendation, content should address leadership skills, professional qualities, organizational skills, judgement and decision-making ability, and communication skills. The endorsements must include:

i. First Sergeant endorsement must include (but not limited to) applicant’s professional image and disciplinary actions pending (if any)

ii. Squadron Commander endorsement must include (but not limited to) a detailed assessment of the applicant’s leadership potential as an officer and the following statement, “I would /would not recommend this individual to be an officer in my command”

b) If a waiver is required, the justification should clearly be articulated in a separate “waivers requested” paragraph within the Letter of Recommendation. Furthermore, the applicant’s waiver requirement should be endorsed, supported and signed by the applicants First Sergeant and Squadron Commander.

iii. EPRs

If EPR is not closed out, scan a copy of the most current version to be submitted with your package.

iv. FITNESS HISTORY

Applicants must have a current fitness assessment with a minimum score of “Satisfactory” through 1 May 19

v. AF FORM 422

a) Applicants must be **world-wide qualified** and have a current AF Form 422. Applicants with an Assignment Limitation Code (ALC) C-1 may apply for NECP.

b) The following statement or statements (if applicable) are mandatory and **MUST** be included in the remarks section of the AF Form 422.
i. “Based upon review of the applicant's medical records, I certify the applicant is fully qualified for worldwide duty IAW AFI 48-123, (Examination & Standards)."

ii. "Based upon review of the applicant's medical records, I certify the applicant's current assignment limitation code (ALC) of C-1 is controlled and well managed with (enter no or minimal) impact on daily duties."

[Click here to submit for an AF FORM 422]

vi. ACCEPTANCE LETTERS

Full acceptance is required from both the university and school of nursing.

vii. AFROTC IMT FORM 48

Approved Plan of Study signed by the academic advisor

viii. COPY OF ACCEPTED NURSING SCHOOL’S ANNUAL TUITION AND FEES

ix. TRANSCRIPTS

Copies of transcripts from all schools attended. Unofficial transcripts will be accepted but the transcript must be LEGIBLE. All transcripts should be in order of attendance with most recent school attended on top.

B. Additional Application Requirements:

i. VIDEO INTERVIEW

a) Applicants must submit a video 2 minutes or less, answering the designated or specific interview questions. The video should only be from the waist up and must NOT contain special effects, must NOT include other individuals, and must NOT show the applicant in a clinic setting or with patients.

b) Projected release of interview questions is on or before 31 Jan 19 on MyPers with a submission suspension of 15 Mar 19

c) Applicants will submit the video through MilSuite. Definitive instructions will be provided with the release of the interview questions.

ii. CHIEF NURSE INTERVIEW

a) Applicants must have a Chief Nurse interview dated within 6 months of the selection board date and completed by the suspense date (22 Feb 19)

b) The interview must be conducted by an active duty graduated or sitting board-vetted Chief Nurse at a local Medical Treatment Facility (MTF) or Aeromedical Evacuation Squadron (AES) and must be completed on an AFPC approved Chief Nurse interview template (provided directly to Chief Nurse from DP2NN)
c) Contact your local MTF or AES to request an interview with the Chief Nurse. If your assignment location does not have a Chief Nurse available, contact AFPC/DP2NN at DSN 665-2637 or commercial 210-565-2637 to coordinate an interview.

d) Prior to the interview, the applicant must provide the Chief Nurse a copy of their transcripts, SURF, fitness history, and last five EPRs.

e) Once the Chief Nurse Interview is complete, the Chief Nurse will submit the interview directly to AFPC/DP2NN to AFPC.DP2NN.WORKFLOW@us.af.mil

7. **POINTS of CONTACT:**

Please review the information on the MyPers NECP article to include all attachments. For any additional questions please send to AFPC.DP2NN.WORKFLOW@us.af.mil or call DSN 665-2637, commercial 210-565-2637.