



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
111 SOUTH GEORGE MASON DRIVE
ARLINGTON, VA 22204-1382

NGB-ASM (601)

118 MAY 1998

MEMORANDUM FOR The Military Personnel Officers of All States, Puerto Rico, the Virgin Islands, Guam, and the District of Columbia

SUBJECT: (All States Log Number I98-0125) Army Medical Department (AMEDD) Appointments Standard Operations Procedures (SOP)

1. References: For required and related publications see enclosure.
2. The AMEDD Appointments SOP contains guidelines for processing of applications for practicing health care professionals and students enrolled in health care related educational programs eligible to be considered for a direct appointment in AMEDD without concurrent call to active duty.
3. The SOP establishes policies and procedures for use by Officer Branch Managers, Recruiting and Retention Managers, AMEDD Procurement Officers/NCOs, medical points of contact, and Technicians. It is essential these individuals thoroughly familiarize themselves with health care recruiting responsibilities, application processing, and accessioning of qualified and potential AMEDD health care professionals into the ARNG.
4. States will process AMEDD applicants in accordance with AR 40-68, AR 40-501, AR 135-7, AR 135-100, AR 135-101, AR 140-10, AR 380-67, AR 600-9, AR 601-201, NGR (AR) 600-100, and this SOP.
5. Chief, Strength Maintenance Division in coordination with the United States Army Recruiting Command provide overall guidance on management of the ARNG AMEDD Recruiting Program. However, NGB-ASM-S (AMEDD) is responsible for providing States administrative and technical support for missions, recruiting, application processing, and accessioning of qualified and potential AMEDD health care professionals.
6. The SOP is effective on 9 June 1998. All previous editions of this SOP are obsolete.
7. Point of contact is CPT Keisman, NGB-ASM-S (AMEDD), at DSN 327-7178 or commercial 703-607-7178.

FOR THE CHIEF, NATIONAL GUARD BUREAU:

Encl
as


RONALD J. TIPA
Colonel, GS
Deputy Director, ARNG
Human Resources

NGB-ASM

**SUBJECT: (All States Log Number I98-0125) Army Medical Department (AMEDD)
Appointments Standard Operations Procedures (SOP)**

CF:

Senior Army Advisor – Each State

Recruiting and Retention Manager – Each State

AMEDD Procurement/NCO/POC – Each State

NGB-ARP-C

NGB-ARS-H

NGB-ARP-P

DASG-HCR

DASG-PTZ

DASG-PTM

SGPS-PD

DARP-ZPO

DARP-ZNG

NGB-IG

REFERENCES FOR THE U.S. ARMY MEDICAL DEPARTMENT (AMEDD)
PERSONNEL PROCUREMENT PROGRAMS

TITLES

- 10 UNITED STATES CODE - ARMED FORCES
- 32 UNITED STATES CODE - NATIONAL GUARD
- 37 UNITED STATES CODE - PAY AND ALLOWANCES OF THE UNIFORMED SERVICES

DOD DIRECTIVES

1205.5, 16 May 1980, Subject: Transfer of Members Between Reserve Components of the Military Services

1300.4, 2 April 1984, Subject: Inter-Service Transfer of Commissioned Officers

1312.2, 04 October 1989, Subject: Entry Grade Credit for Health Services Officers

ARMY REGULATIONS

- 15-185 ARMY BOARD FOR CORRECTION OF MILITARY RECORDS
- 40-1 COMPOSITION, MISSION, AND FUNCTIONS OF THE ARMY MEDICAL
- 40-48 NON PHYSICIAN HEALTH CARE PROVIDERS
- 40-67 ARMY NUSRE CORPS CONTINUING EDUCATION PROGRAM
- 40-501 STANDARDS OF MEDICAL FITNESS
- 135-7 ARMY NATIONAL GUARD AND ARMY RESERVE INCENTIVE PROGRAMS
- 135-18 THE ACTIVE GUARD/RESERVE (AGR) PROGRAM
- 135-91 SERVICE OBLIGATIONS, METHODS OF FULFILLMENT, PARTICIPATION REQUIREMENTS & ENDORSEMENT PROCEDURES
- 135-100 APPOINTMENT OF COMMISSIONED AND WARRANT OFFICERS OF THE ARMY
- 1350101 APPOINTMENT OF RESERVE COMMISSIONED OFFICERS FOR ASSIGNMENT TO ARMY MEDICAL DEPARTMENT BRANCHES
- 135-155 PROMOTION OF COMMISSIONED OFFICERS AND WARRANT OFFICERS OTHER THAN GENERAL OFFICERS
- 135-200 ACTIVE DUTY FOR TRAINING, ANNUAL TRAINING AND ACTIVE DUTY SPECIAL WORK OF INDIVIDUAL SOLDIERS
- 135-215 OFFICER PERIODS OF SERVICE ON ACTIVE DUTY
- 140-10 ASSIGNMENTS, ATTACHMENTS, DETAILS, AND TRANSFERS
- 220-1 UNIT STATUS REPORTING
- 350-15 THE ARMY PHYSICAL FITNESS PROGRAM

ARMY REGULATIONS

- 351-1 INDIVIDUAL MILITARY EDUCATION AND TRAINING
- 351-3 PROFESSIONAL EDUCATIONAL AND TRAINING PROGRAMS OF THE ARMY MEDICAL DEPARTMENT
- 600-9 THE ARMY WEIGHT CONTROL PROGRAM

601-25 DELAY IN REPORTING FOR AND EXEMPTION FROM ACTIVE DUTY,
INITIAL ACTIVE DUTY TRAINING, AND RESERVE FORCES DUTY
601-130 OFFICER PROCUREMENT PROGRAMS OF THE ARMY MEDICAL
DEPARTMENT
601-132 ARMY MEDICAL DEPARTMENT OFFICER PROCUREMENT
601-150 APPOINTMENT OF TEMPORARY OFFICERS IN THE ARMY OF THE
UNITED STATES UPON MOBILIZATION
611-101 COMMISSIONED OFFICER CLASSIFICATION SYSTEM
614-30 OVERSEAS SERVICE

DA CIRCULARS

611-SERIES IMPLEMENTATION OF CHANGES TO THE MILITARY
OCUPATIONAL CLASSIFICATION AND STRUCTURE

DA PAMPHLETS

351-4 ARMY FORMAL SCHOOLS CATALOG
351-20 ARMY CORRESPONDENCE COURSE PROGRAM CATALOG
600-3 COMMISSIONED OFFICER PROFESSIONAL DEVELOPMENT
AND UTILIZATION
600-4 ARMY FORMAL SCHOOLS CATALOG

NATIONAL GUARD REGULATIONS

40-501 MEDICAL EXAMINATION FOR MEMBERS OF THE ARMY NATIONAL
GUARD
600-100 FEDERAL RECOGNITION OF COMMISSIONED OFFICERS
635-100 TERMINATION OF APPOINTMENT AND WITHDRAWAL OF FEDERAL
RECOGNITION
635-101 EFFICIENCY AND PHYSICAL FITNESS BOARDS

NATIONAL GUARD PAMPHLETS

25-10 STANDARD INSTALLATION/DIVISION PERSONNEL SYSTEM DATA
ELEMENT DICTIONARY (SIDPERS)
600-3 PROFESSIONAL DEVELOPMENT AND UTILIZATION OF
COMMISSIONED OFFICERS IN THE AMMY NATIONAL GUARD