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06 Apr 2018

## MEMORANDUM

From: G. N. Taylor, CAPT  
COMDT (CG-1121)

Reply to: CDR Charlene Criss  
Attn of: 202 475-5183

To: Physician Assistant Training Applicants

Subj: INTERSERVICE PHYSICIAN ASSISTANT PROGRAM (IPAP) AY 2019

Ref: (a) ALCGPSC 057/18  
(b) Performance, Training and Education Manual, COMDTINST M1500.10 (series)  
(c) Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series)  
(d) Coast Guard Medical Manual, COMDTINST M6000.1 (series)  
(e) Coast Guard Pay Manual, COMDTINST M7220.29b, Ch. 3.C.7

1. This Memo serves as information and guidance as directed by reference (a). Please read this memo in its entirety prior to contacting the listed POCs.
2. The Health, Safety, and Work-Life Directorate is soliciting applications for the AY 19 Physician Assistant (PA) Training Program. Applicants should read and be familiar with the applicable sections of references (b) through (e) as part of the application process.
3. The Coast Guard (CG)-sponsored PA training program is conducted by the Interservice Physician Assistant Program (IPAP) located at Fort Sam Houston, San Antonio TX. The duration of the program is 29 months. Phase 1 (64 wks), held at Fort Sam Houston, is heavily didactic, offering 96 semester hours (SH) consisting of medical and clinical sciences. Phase 2 (60 wks), consists of clinical rotations and continued didactic instruction at various DOD training sites (50 plus SH). Due to the length of training, BAH protection requests described in reference (e) will most likely be denied.
4. This training and education process requires three PCS moves. Selected applicants should be prepared for a PCS move to Fort Sam Houston for Phase 1, a PCS move to the assigned Phase 2 training site, then to their first unit as a Coast Guard PA upon graduation. First unit assignments are based on the needs and priorities of the service, which take priority over member concerns. These choices will often be quite limited to the student.
5. This year we have one to two officer and two to three enlisted tabs (for a total of four). IPAP students obtain a Bachelor of Science (BS) degree upon completion of Phase 1 and a Masters degree upon completion of Phase 2, from the University of Nebraska Medical Center, UNMC. Enlisted IPAP Coast Guard graduates will commission as Lieutenant junior grades (temporary regular) upon graduation from Phase 2. Shortly after, they will also attend a 4 to 5 week Direct Commission Officer (DCO) course at the Coast Guard Academy as soon as practicable. Officer graduates will retain their current grade. IPAP graduates incur a 3 for 1 service payback obligation of the first 12 months of training and a 1 for 1 service payback obligation for the subsequent months for a total payback

Subj: INTERSERVICE PHYSICIAN ASSISTANT  
PROGRAM (IPAP)

obligation of 53 months (4 years, 5 months) Coast Guard service, IAW Ref (b).

6. The application process consists of the following academic, program specific and administrative requirements:

(A) There are three deadlines:

- (1) The Direct Access My Panel Submission deadline of 15 Jun 2018.
- (2) Physician Assistant Package submission deadline is 24 Aug 2018.
- (3) Two Minute Interview CD submission deadline will be presented to applicants who have successfully applied by the deadlines referenced in above (1) and (2).

(B) This program is open to Active Duty Coast Guard personnel E4 to E7 with over 4 years of service, and Officers with no more than 5 years of commissioned service. Officers, if selected, will continue to be considered for promotion.

(C) PROGRAM/ ACADEMIC REQUIREMENTS:

- (1) Applicants must submit a self-composed, hand written essay (350 words or fewer) expressing their reasons to become a CG officer and PA, how the CG will benefit by selecting them, and a brief description or example of how they respond to stressful situations.
- (1) 100 hours (hrs) of patient care experience. At least 40 hrs must be shadowing a PA in a clinical setting. If this is not possible due to geographic constraints, contact the program manager. Additional experience as an Emergency Medical Technician (EMT), Health Services Technician (HS), paramedic, hospital volunteer, or other health related field can be used towards the 100 hrs. Documentation must be in letter or memorandum form from a supervisor in the facility where the experience was gained, or for CG EMTs and HSs, a command endorsement that documents the experience.
- (2) 60 semester hours (SH) of transferable college credits with a cumulative grade point average of 3.0 on a 4.0 scale. At least 30 SH must be earned through attending classes (ground or online). Up to 30 SH may be obtained through military schools as recommended by the American Council on Education (ACE), College Level Examination Program (CLEP), or Defense Activity for Non-Traditional Educational Support (DANTES). All credits must be acceptable by UNMC and the program manager. Any CLEP, DANTES, or ACE credits shall be reported on a CG Institute Education Assessment Worksheet, Form CGI-1561. All college level coursework must be reported and will be used to calculate a cumulative GPA. If the cumulative GPA is less than 2.75 the package will not be considered. If UNMC detects a transcript that was not voluntarily provided the package will not be considered.
- (3) Completion of the following courses from a regionally accredited college or university. The courses may be lower level (freshman or sophomore) or upper level (junior or senior) but may not be remedial or developmental. The course must be numbered with the SH equivalents listed and have resulted in a letter grade. If precalculus or calculus

Subj: INTERSERVICE PHYSICIAN ASSISTANT  
PROGRAM (IPAP)

was taken and completed, proof of algebra is not required. The prerequisite courses may be completed in an online format provided they meet all of the requirements detailed in this paragraph. The math and science courses must have been completed in the preceding 8 years, courses completed prior to 01 August 2010 will not be accepted; it is highly recommended that these courses be earned within the last 5 years to effectively prepare the applicant for the rigors of training. Additional science course work with lab is highly recommended in Biology, Anatomy and Physiology, and Microbiology. Abnormal psychology is also highly recommended.

- a. College Algebra (3 SH; CLEP and Intermediate not accepted)
- b. Anatomy & Physiology with lab (8 SH; “introductory” not accepted)
- c. General Chemistry with lab (8 SH; “introductory” not accepted) upper level Chemistry (i.e. Organic or Biochemistry also highly recommended)
- d. English (6 SH – 3 SH must be English Composition, cannot CLEP this requirement)
- e. Humanities and Social Sciences (6 SH)
- f. Psychology (3 SH)
- g. Medical Terminology (3 SH; HS”A” school satisfies this requirement)

Transcripts must be submitted as part of the application process to the UNMC. Instructions can be found at the application [Website](#). This application must be submitted, complete and in a “verified” status to be evaluated and moved on for consideration at the CG IPAP board. Transcripts from all institutions attended should be submitted to IPAP, PO Box 9140, Watertown, MA 02471. All course work completed from everyone institution must be entered into the application.

Any difficulties with this process should be addressed to the UNMC contact information at the end of this memo. In addition, submit unofficial copies of transcripts with Package submission.

- (4) A Scholastic Aptitude Test (SAT) within 5 years is required of all applicants regardless of degree status. There is no minimum score. However, to be competitive, the combined SAT reasoning test score in critical reading, math and writing should at least 1430 with 420 math (older SAT format prior to 01 Mar 2016) or 1040, 460 math (new SAT format).
- (5) Letters of recommendation. Two are required from a CG PA and/or U.S. Public Health Service physician/PA familiar with the applicant’s medical experience and potential for becoming a PA. Although letters of recommendation from CG PAs are ideal, non-HS applicants may substitute letters from a civilian physician or PA who is familiar with the applicant’s health care experience. Two additional letters of recommendation are authorized. These may be from personal, professional or educational sources. Applicants who are unable to secure two letters of recommendation from a PA or physician shall contact the PA Force Manager identified at the end of this message.

Subj: INTERSERVICE PHYSICIAN ASSISTANT  
PROGRAM (IPAP)

(D) ADMINISTRATIVE REQUIREMENTS:

- (1) Enlisted applicants must be E-4 to E-7 with at least 4 years of service in any rating. Officer candidates may have up to 5 years commissioned service.
- (2) Applicants must be physically qualified for worldwide duty and enlisted applicants must pass a Pre-Commissioning Physical Examination IAW reference (d). A memorandum from the approving authority with the date of the physical examination fulfills this requirement (there is no requirement to submit the physical examination). Since physicals are good for only 12 months, an additional Pre-commissioning physical must be completed and approved within 12 months of graduation.
- (3) Applicants must not have any court-martial convictions on record, nor Non-Judicial Punishment (NJP) during current enlistment.
- (4) Applicants must be a United States Citizen.
- (5) Officer program interview (for enlisted applicants only). The officer Programs Applicant Assessment Form, CG-5527, must be completed by the interview panel and submitted directly to PSC-OPM-1 for enclosure with the member's application NLT 07 Sep 2018. The Officer Interview Panel can normally be scheduled through any CG Education Service Officer (ESO). PHS Officers may not be part of this panel. Those applicants re-applying may use the same Officer Programs Applicant Assessment Form, CG-5527, for up to 2 years. Thereafter, a new interview should be conducted. Applicants having trouble scheduling an officer interview should contact the PA Force Manager for further assistance.
- (6) Video Interview: A 2 minute video of the applicant providing responses to questions is required. Specific directions concerning this will be sent to applicants that have submitted otherwise complete applications by the deadline. This interview shall be completed and returned to PSC-OPM-1 no later than 24 Aug 2018. The selection board is currently scheduled for 18-19 Sep 2018. The video recording should be recorded on a CD. Prior to sending the CD to OPM, applicants should ensure the CD can run on a standard CG workstation.
- (7) Direct Access My Panel Submission. All applicants should select the position associated with the Physician Assistant Post Graduate Program. IPAP position number is 000096 and should read "PHYSICIAN ASSISTANT" See 6. (A). (1) above.

Subj: INTERSERVICE PHYSICIAN ASSISTANT  
PROGRAM (IPAP)

- (8) Command endorsements forwarded in Direct Access via the My Assignments Endorsements shall include a comment on the applicant's leadership, interests, ability and potential value to the service as a PA. Only endorsements from the immediate command are authorized. In the "job endorsement" page under the "recommendation" drop-down menu, commanding officers should choose "make offer" to positively endorse a candidate's application. Process Guide found under the Documents section of the OPM-1 PG Portal website: <https://cglink.uscg.mil/952612b1>.
- (9) Applicants should provide a list of personal awards (no more than five).

Please submit packages in one pdf document (saved as: Last Name, First Name M.I. \_Rate/Rank\_IPAPPackage) and in the following order:

- (1) Resume (TAB)
- (2) Essay (TAB)
- (3) Letters of Recommendation (TAB)
- (4) Verified Experience (TAB)
- (5) Awards (TAB)\*
- (6) Forms (TAB)
  - a. Memo verifying enlisted applicants meet commissioning standards.
- (7) SAT (TAB)

\*Documents in order of Newest to Oldest

7. Applications must be fully acceptable to IPAP and UNMC. The CG selection board will consider only those applicants that are acceptable to both.

8. Applicants may contact UNMC via email: [IPAP@UNMC.EDU](mailto:IPAP@UNMC.EDU) or the IPAP specific phone line (402) 559-6673 regarding course requirements, transcript submission or other concerns. If UNMC is contacted, identify yourself as a CG IPAP applicant. Applicants are encouraged to seek amplifying information on eligibility requirements, prerequisites, and clarification of application procedures by contacting CDR Charlene Criss, Physician Assistant Force Manager 202-475-5183, [Charlene.R.Criss@uscg.mil](mailto:Charlene.R.Criss@uscg.mil), or LT Gaspar Rosario, our IPAP staff instructor at: [Gaspar.A.Rosario.mil@mail.mil](mailto:Gaspar.A.Rosario.mil@mail.mil). Questions regarding the processing of advanced education applications should be directed to YN3 Nel Bruno Felix at PSC (OPM-1), at 202-795-6439.

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