Continuing Health Education (CHE) Training for USAR (TPU, IMA, & IRR) AMEDD Officers CHE Eligibility Checklist Fiscal Year 2023

- ✓ This checklist must be completed concurrently with DA FORM 1058, 1 October 2020 version. Please fill out both pages of the DA 1058 and initial/complete each statement below on the checklist.
- ✓ To assist with completion, you may access your records via HRC My Record Portal at https://www.hrcapps.army.mil/portal/. Submit complete application (DA 1058).
- ✓ CHE Eligibility Checklist, conference brochure/agenda, and any additional documents identified below) to: CHE Team E-mail Address: <u>usarmy.knox.hrc.mbx.rpmd-hsd-continued-health-ed@army.mil</u>.
- ✓ Based on limited funding, HRC funded CHE orders are not guaranteed. To prohibit a possible loss of early deposits for lodging or registration fees, you should plan to attend this training at "No Cost to the Government" in case you do not receive HRC-funded orders.
- ✓ Always be sure to check with your unit for available funds and for any local programs that satisfy CHE requirements prior to applying for CHE.
- ✓ If you receive HRC-funded orders, conference registration fees are less than \$1500.
- ✓ Rental cars are NOT authorized.
- ✓ Lodging will be reimbursed up to the government per diem rate. To view rates, visit http://www.defensetravel.dod.mil/site/perdiemCalc.cfm.
- ✓ Per AR 351-3, applications must arrive NLT 45 days prior to the conference starting date.
- ✓ We recommend a 90-day lead time in which to accomplish publishing of orders.
- ✓ The CHE team phone number is 571-644-9465.

CHE Eligibility Requirements

I will not be mobilized or on any other active-duty order during the conference I am not currently flagged (i.e., no personnel actions pending-PRSACT)

Verified completion of Army Basic Officer Leader Course (BOLC) is in IPERMS (DA 1059 or constructive credit memo).

My ACFT is current within one year of my requested conference. If IPPSA does not reflect "ACFT Result: PASSED" and current "YR Mo ACFT," you must submit ACFT card, with profile if applicable.

- * Exceptions per AR 350-1:
- * IMA & IRR Soldiers will take ACFT when placed on tours of duty for 12 or more consecutive days. No ACFT will be administered during those years in which an IMA or IRR Soldier does not serve on an active-duty tour.
- * Age 60+ are exempt but still must meet height & weight requirements.

Travel Questions

- 1) Do you have a Government Credit Card (GOVCC)? Yes No
- 2) Is your conference location at an Integrated Lodging Program (ILP) site. Yes No
- 3) My GOVCC is valid and activated. HRC is not responsible for activating our GOVCC.
- 4) I plan to fly or drive POV to the conference location.
 - 4a) IF DRIVING: Does, the hotel charge for parking? Yes No Daily rate \$
- 5) What is the mileage from your residence to your TDY location?
- 6) I am requesting training beginning on (MMDDYY) (Leave blank if local).

 Name of Conference

I understand I am only authorized for one travel day, which is always the day before the start of the conference. You must return home no later than midnight on the last day of the conference. (No travel day authorized for local travel orders.)

- 7) POV mileage is only reimbursed up to the constructive cost and travel time of government-contracted air. **Max 400** miles unless written authorization from your Battalion Commander.
- 8) **DO NOT PURCHASE YOUR OWN AIRLINE TICKET**. You will NOT be reimbursed. When your orders are emailed to you, you will be given directions on how to contact SATO. This Government Contracted Office will reserve and confirm your flight information.

 Acknowledgment

I,	agree to the terms	above and	verify that
my application is complete and accurate) .		
Applicant Signature:			

Adjutant/S1/UA Signature:

Unit Commander Signature:

FAILURE TO COMPLETE THIS CHECKLIST IN ITS ENTIRETY WILL RESULT IN YOUR CHE APPLICATION BEING RETURNED WITHOUT ACTION

CHE TECHNICIAN Approved Disapproved
CHE MANAGER Approved Disapproved