

# Long Term Health Education and Training (LTHET) Army Nurse (AN) Corps AY24 Application

## PRIVACY ACT STATEMENT

**AUTHORITY:** 10 U.S.C. § 2005 - Advanced Education Assistance: Active Duty Agreement, Reimbursement Requirements; AR 351-3, Professional Education and Training Programs of the Army Medical Department.

**PRINCIPAL PURPOSE(S):** Data provided will be used to determine eligibility for consideration by the Army Medical Department's Long-Term Health Education and Training (LTHET) Selection Panel, slating to a preferred education and training program if selected, and made a part of the files used in conjunction with student management while in the program. See the systems of record notice AO600-8-104, the Army Personnel Systems.

**ROUTINE USES:** Data is shared with the Office of the Surgeon General and the Army Medical Center of Excellence for the purposes specified above.

**DISCLOSURE:** Voluntary. However, if data is not collected, the application will be considered incomplete and you will not be considered for selection and/or placement into any of the LTHET programs.

1. **Read the MILPER** message carefully for basic eligibility requirements. Application is for Regular Army officers only.
2. Applications must be digitally completed, to include signatures, in the instructed order. You may apply for two programs. You must meet/submit any requirements for each program.
3. Ensure that your ORB is up to date. Review your Army Military Human Resource Record (AMHRR) and update accordingly. Initiate this step as soon as possible as posting documents to AMHRR may take a minimum of 7-10 working days.
4. **Contact your AN Career Manager (CM) prior** to beginning application to discuss: LTHET eligibility, promotion status, time on station (TOS), and career goals.
5. Meet with your rater and local leadership to discuss your desire to apply to LTHET, career status, time in service, and ADSO. Review AMHRR, most recent APFT/ACFT and compliance with current Army physical fitness guidance, GRE scores, current military and civilian education level.
6. **ALL** applicants will complete and submit **Part 1** of the LTHET application to the AN Teambox: [usarmy.knox.hrc.mbx.opmd-nurse-corps@army.mil](mailto:usarmy.knox.hrc.mbx.opmd-nurse-corps@army.mil) **NLT 3 FEB 23 1600 EST**. AN Branch will complete **Part 2**; reviewing eligibility and processing of any waivers needed. **Completed GRE scores** (verbal, quantitative, and written scores) dated no earlier than August 2019 must be annotated on the application (except TWI or Fellowship). Pending scores will not be accepted. Submit the unofficial completed GRE scores from ETS ([www.ETS.org](http://www.ETS.org)) with Part 1. Plan accordingly: written score results can take 2-3 weeks. Recommended NLT date to take the GRE is **3 FEB 23**. **Applications received by the AN Branch after 3 FEB 23 will NOT** be processed and you will be ineligible to apply for AY24 LTHET.
7. After processing through Branch, the application will be returned to you to finish the process. You will then submit **Part 3** to your CNO/DCN/CN to complete the embedded CNO/DCN/CN Endorsement.
8. After obtaining the CNO/DCN/CN Endorsement, the applicant will send **Part 4** to their current and gaining TSG Consultant to complete the embedded Consultant Endorsement.

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9. If applicable: **Part 5.** Officers applying to the CRNA and PhD Nurse Scientist programs require the additional embedded Letter Of Recommendation (LOR). Non-ICU personnel may apply to the CRNA program given the applicant meets the requirements listed by the Council on Accreditation of Nurse Anesthesia Educational Programs (COA) Standards for CRNA programs. Please visit: USU- <https://www.usuhs.edu/gsn/dnpa-admissions>  
USAGPAN- <https://www.baylor.edu/nursing/armydnpi/index.php?id=956503>  
\*\*Extracted from document, page 35:  
*Critical Care Experience - Critical care experience must be obtained in a critical care area within the United States, its territories or a U.S. military hospital outside of the United States. During this experience, the registered professional nurse has developed critical decision-making and psychomotor skills, competency in patient assessment, and the ability to use and interpret advanced monitoring techniques. A critical care area is defined as one where, on a routine basis, the registered professional nurse manages one or more of the following: invasive hemodynamic monitors (such as pulmonary artery catheter, CVP, arterial); cardiac assist devices; mechanical ventilation; and vasoactive infusions. Examples of critical care units may include but are not limited to: Surgical Intensive Care, Cardiothoracic Intensive care, Coronary Intensive Care, Medical Intensive Care, Pediatric Intensive Care, and Neonatal Intensive Care. Those who have experiences in other areas may be considered provided they can demonstrate competence with managing unstable patients, invasive monitoring, ventilators, and critical care pharmacology*  
A Phase 2 Director will verify that the applicants experience meets the qualifications as defined by the Council on Accreditation of Nurse Anesthesia Educational Program.
10. **Part 6.** Send application to AN Teambox: [usarmy.knox.hrc.mbx.opmd-nurse-corps@army.mil](mailto:usarmy.knox.hrc.mbx.opmd-nurse-corps@army.mil) for final AN Branch approval. **Subject line should read: FINAL LTHET APPROVAL-NAME (ie. FINAL LTHET APPROVAL-CPT AMERICA) AN** Branch will return the signed application to the applicant to submit to the LTHET Teambox in Part 7.
11. **Part 7.** When submitting any LTHET documents for review, they should be labeled as follows:  
**RankLastName\_DocumentName** (ie. CPTAMERICA\_LTHETApplication). Subject of email should be: **Request to Compete for LTHET.** Completed applications must be sent in PDF format to the **LTHET Teambox NLT 3 MAR 23** at: [usarmy.knox.hrc.mbx.opmd-hs-longterm-health-ed@army.mil](mailto:usarmy.knox.hrc.mbx.opmd-hs-longterm-health-ed@army.mil). Completed submissions consist of a completed LTHET application and any additional graduate course transcripts that are not in your AMHRR. Official GRE scores must arrive to HRC **NLT 3 MAR 2023** via ETS, code 7758. Degree Conferred Transcripts must be uploaded to AMHRR **NLT 3 MAR 23**. **LATE APPLICATIONS WILL NOT BE ACCEPTED.**
12. Notify your career manager and the LTHET Team immediately if you decide to withdraw your LTHET application. If you are selected to attend LTHET in AY24 and choose to decline your start, you are **DECLINING WITH PREJUDICE.** You will **NOT BE ALLOWED TO REAPPLY FOR LTHET IN FOLLOWING YEARS.**
13. AN LTHET POC: MAJ Natalie Whitaker: 502-613-6536 or [natalie.i.whitaker.mil@army.mil](mailto:natalie.i.whitaker.mil@army.mil)  
LTHET Team: 502-613-6835 or [usarmy.knox.hrc.mbx.opmd-hs-longterm-health-ed@army.mil](mailto:usarmy.knox.hrc.mbx.opmd-hs-longterm-health-ed@army.mil).

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Frequently Asked Information:

1. Please note, if you are requesting a waiver for GRE scores, it is not guaranteed. The GRE itself is not waiverable. Officers given a GRE waiver in order to compete in LTHET must still meet the admission requirements of all federal and SOC programs by applicable school(s) deadline.
2. Official GRE scores arrive to HRC via the mail system, not all electronically. On average, it takes two additional weeks to arrive to HRC after ETS verifies confirmation of electronic delivery date. GRE scores are kept on file at HRC for 5 years. GRE Information: <https://www.ets.org/gre/>
3. Time on station (TOS) requirement is 36 months. You can request a waiver up to 12 months. However, you must complete 24 months TOS including any PME required (CCC or ILE) by **01 May 2024**. OCONUS curtailment requests will not be considered. No Cost Moves will be addressed on a case by case basis.

4. Time in service waivers are not guaranteed. Waivers may be requested for officers in a 1LT(P) status, which typically applies to non-due course officers. Waivers for applicants not yet in a 1LT(P) status may also be requested and will be considered only for critical skill shortages. Time in service waivers for officers with greater than 13 years TIS will be considered per MILPER guidance.
5. If you are applying as a CPT(P) or MAJ, you must have ILE completed prior to program start. If completing via Distance Learning, you must complete ILE **NLT 01 February 2024**. RFO will not be released until completion is verified.
6. Preferences, for SOC versus USU, (USU versus USAGPAN for CRNA applicants) are not guaranteed and based on the Order of Merit List and preference availability. Officers must also adhere to the individual schools application process and deadlines (federal and civilian). Failure to apply will be considered a **Declination with Prejudice**.
7. Application progression is your responsibility and must be complete in the order specified. Upon completion of each part/required signature the application must be returned to you for further processing. For example: officer sends part 1 to the AN Teambox; it is signed and returned to the officer; officer sends to DCN; DCN completes and returns to officer, and so on until completion. You are highly encouraged to use read receipt on all e-mail correspondence.
8. **3 FEB 23** is the deadline for ALL applicants to submit Part 1 to the AN Teambox: [usarmy.knox.hrc.mbx.opmd-nurse-corps@army.mil](mailto:usarmy.knox.hrc.mbx.opmd-nurse-corps@army.mil). You must also include unofficial GRE scores from ETS. Upon request, be prepared to provide transcripts for any additional graduate coursework outside of your conferred degree. Officers must select at a minimum one (1) program preference, with the option to select a second program.
9. If you are remote or do not have a CNO/DCN/CN, the Commander (05/06) or the nearest MTF CNO/DCN/CN is acceptable for signature.
10. If you have questions, ensure you read the MILPER and application prior to sending RFIs to HRC.

**PART 1.**

# Long Term Health Education and Training Army Nurse Corps Application

Name: Rank: AOC:  
Enterprise E-Mail Address: Office Phone Number:  
Civilian E-Mail Address: Cell Phone Number:

List all former last names (used to match incoming transcripts):

**PROGRAM PREFERENCE:**

Preference #1

Preference #2

If applicable, my schooling preference is: For Anesthesia:

**TIME IN SERVICE (TIS):**

have 5-13 years of active federal commissioned service by 01 MAY 2024 -waiverable to 17 years.  
have a mandatory retirement/separation date:

**CAPTAINS CAREER COURSE (CCC):** Must be complete prior to LTHET start for **1LT(P)** or higher.

completed Captains Career Course (CCC).

to complete CCC prior to LTHET start with a projected start date of:

**INTERMEDIATE LEVEL EDUCATION (ILE):** Must be complete by 1 February 2024 for **CPT(P)** or higher.

completed ILE.

to complete ILE 1 February 2024 and my plan for ILE completion is:

**TIME ON STATION (TOS):**

complete 36-months CONUS time on station by 01 MAY 2024- waiverable up to 12  
months. complete my OCONUS tour to include any extension prior to LTHET start. DEROS:  
currently or scheduled to deploy prior to LTHET start. Deployment Dates:

**ACTIVE DUTY SERVICE OBLIGATION (ADSO):**

have an educational type (HPLRP, CSRB, or previous LTHET) ADSO.

Educational ADSO end date:

attended a fully funded Army Education Program?([LTHET](#), [Direct Commission Schooling](#), [other](#))

Date completed training:

**\*\*\* If any of your selections above have an "\*" you must obtain a waiver before proceeding with your application.**

**GRE:** Complete scores only. **Must include unofficial ETS print off with Part 1.** Official scores (from ETS) must arrive to HRC NLT **3 MAR 23**.

require the GRE for the program preference(s) listed.

meet the minimum GRE requirements.

Date: Verbal: Quantitative: Analytical Writing:

**DEGREE CONFERRED TRANSCRIPTS:** Must be uploaded to AMHRR NLT TBD.

meet the minimum GPA requirements for the program(s) listed.

Institution: Degree: Year Awarded: Cumulative GPA:

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Additional graduate courses not in the above transcripts. Must be submitted with Part 1 and final packet submission.

Institution: Course: Year: GPA:

Institution: Course: Year: GPA:

Institution: Course: Year: GPA:

# APFT/ACFT & Height/Weight Statement

Applicant has passed APFT/ACFT and in compliance most recent Army guidance.

Applicant meets screening table height/weight requirements IAW AR 600-9.

Applicant is in compliance with maximum allowable body fat standards IAW AR 600-9.

I validate the information listed above in the APFT/ACFT & HT/WT Section is accurate and complete.

Comments (if needed):

**Company Commander Signature:**

**Title/Rank:**

**Professional Goals Statement:** If selected for this program, what will you bring back to the Army Nurse Corps and where do you see yourself in ten years. Space limited to 15 lines.

I, \_\_\_\_\_ (Printed Name of Applicant) declare that the information I have inserted into this application is true.

Applicant Signature:

**Once Part 1 has been completed, send to the AN Corps Teambox NLT 3 FEB 2023 to review for eligibility, waiver requirements, and waiver determination.** Include a copy of completed unofficial GRE results from ETS and any graduate course transcripts not included in degree conferred transcripts. Your Branch will then return the document to you for further routing.

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**PART 2.**

**HRC AN BRANCH TO COMPLETE:**

Is applicant eligible to apply for preferred program(s)?	YES	NO
Will the applicant need a waiver?	YES	NO
Science GPA:		

Comments:

**HRC AN Designee Signature:**

\*\*\*\*\*

**If applicable, AN Branch Chief will concur or non-concur and provide comments on the requested waiver.**

Waiver Requested:	CONCUR	NON-CONCUR
Waiver Requested:	CONCUR	NON-CONCUR
Waiver Requested:	CONCUR	NON-CONCUR
Waiver Requested:	CONCUR	NON-CONCUR

**Comments:**

**AN Branch Chief Signature:**

**The Corps Chief/Corps Designee (CSBPO) (if applicable) will approve or disapprove and provide comments on the requested waiver, especially for disapprovals.**

**APPROVE**

**DISAPPROVE**

Comments:

**Corps Chief/Designee (CSBPO) Signature:**

\*\*\*\*\*

**PART 3.**

# MTF DCN/CNO/CN Endorsement

**\*\*If you are assigned directly to the MTF, you only need this section completed.**

**\*\*If you are MAP assigned, will need both the MTF DCN/CNO and your FORSCOM CN to complete your packet\*\***

As the DCN/CNO of this applicant:

with Preference #1

with Preference #2

Elaborate on non-concur ratings only. Required for all applicants.

DCN/CNO    Signature:

Title/Rank:

\*\*\*\*\*

# FORSCOM Assigned Personnel

**\*\*If you are organic to the FORSCOM unit, you only need this section completed\*\***

**\*\*If you are MAP assigned, will need both the MTF DCN/CNO and your FORSCOM CN to complete your packet\*\***

As the FORSCOM CN of this applicant:

with Preference #1

with Preference #2

Elaborate on non-concur ratings only. Required for all applicants.

Chief Nurse    Signature:

Title/Rank:

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**PART 4.**

# **LTHET Consultant's Recommendation**

**\*\*For ALL AN Applicants Applying to LTHET\*\***

**Applicant Name:**

My current consultant is:

**PROGRAM PREFERENCE:**

**Preference #1**

**Preference #2**

As the Officers current consultant:

with this officer's Program Preference #1.

with this officer's Program Preference #2.

Elaborate on non-concur ratings only. Required for all applicants

.

**Consultant Signature:**

**Title/Rank:**

\*\*\*\*\*

Applicant Name:

My gaining consultant is:

**PROGRAM PREFERENCE:**

**Preference #1**

**Preference #2**

As the Officers gaining consultant:

with this officer's Program Preference #1.

with this officer's Program Preference #2.

Elaborate on non-concur ratings only. Required for all applicants

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**Consultant Signature:**

**Title/Rank:**

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**PART 5.**

## Secondary LTHET Letter of Recommendation

I am applying to the following.

**CRNA Program:** Letter of recommendation is to be completed by a USAGPAN OR USU Phase 2 Director. Interview can be in person or alternative methods if applicant is not currently assigned to a Phase 2 clinical site. Delegation of authority not authorized. Phase 2 director will verify applicants' experience meets the qualifications as defined by the Council on Accreditation of Nurse Anesthesia Educational Programs.

**PhD Nursing Research Program:** Letter of recommendation is to be completed by the Surgeon General's Nurse Research Consultant. Delegation of authority is not authorized.

**Please rate the Applicant on the following scale:**

Do not recommend selection for this LTHET program.

Conditionally recommend for this LTHET program.

Recommend selection for this LTHET program.

Highly recommend selection for this LTHET program.

Elaborate on rating and list any unique qualifications that make this Officer the best candidate for the applied program. Limited to space available, additional MFR not authorized. Required for all applicants.

Signature:

Title/Rank:

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**PART 6.**

## Final AN Corps Chief/CSBPO Approval

As the The Corps Chief/Corps Designee (CSBPO) of this applicant, I have reviewed this application and I  
this application to be submitted forward for consideration on the AY2024 LTHET Panel.

**The Corps Chief/CSBPO Signature:**

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**PART 7.**

Review instruction #11 on page 2 and send completed applications to the

**LTHET Teambox NLT 3 MAR 23 at**

**[usarmy.knox.hrc.mbx.opmd-hs-longterm-health-ed@army.mil](mailto:usarmy.knox.hrc.mbx.opmd-hs-longterm-health-ed@army.mil)**

**and cc the AN Teambox:**

**[usarmy.knox.hrc.mbx.opmd-nurse-corps@army.mil](mailto:usarmy.knox.hrc.mbx.opmd-nurse-corps@army.mil)**

**LATE APPLICATIONS WILL NOT BE ACCEPTED.**

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