

NOTICE TO MILITARY APPLICANTS

Each military applicant to the School of Medicine is required to obtain his/her service's approval to apply. This requirement applies to individuals who are currently on (or on orders for) active duty for a period of ninety days or more in any of the seven components making up the Uniformed Services: the Army, Navy, Air Force, Marines, Coast Guard, Public Health Service Commissioned Corps, and National Oceanic and Atmospheric Administration Commissioned Corps, as well as those in undergraduate programs at service academies, ROTC (scholarship and non-scholarship), Reservists, and Guard.

The various services have their own policies and procedures for obtaining a Letter of Approval to Apply (LOA). If you have not done so already, you should contact your unit personnel officer to initiate action for an LOA. This letter must be obtained through the appropriate channels of your service in order for the School of Medicine to act on your application. Since the decision to approve or disapprove a member's application is the prerogative of each service, the School of Medicine cannot intercede on behalf of an applicant.

Should you need guidance in obtaining an LOA, contact the appropriate office from the list below.

ARMY

Ms. Michell Williams
CIV USAREC
Attn: RCHS-OP
1307 Third Avenue, Room 1149
Fort Knox, KY 40121-2726
502-626-0382
DSN 626-0382
800- 223-3735
michell.n.williams.civ@mail.mil

AIR FORCE

Mr. David Zemkosky
Deputy Branch Chief
HQ AFPC/DP2NP
550 C Street West, Suite 25
JBSA Randolph, TX 78150-4727
(210) 565-2638
DSN 665-2638
(800) 531-5800
david.zemkosky.1@us.af.mil

AFPC.DP2NP.PhysicianEducation@us.af.mil
<http://www.airforcemedicine.af.mil/Organizations/Physician-Education-Branch/>

Active Duty: LOA required
Reserve/ANG: DD Form 368 required

Mr. Matthew T. Kush
matthew.kush@us.af.mil
(210) 565-0656
800-531-5800 ext. 1
DSN 665-0656

NAVY

For Officers - Letter of Release: MILPERSMAN
1920-170 and 1920-200
Ms. Deborah Jones
Navy Personnel Command
Attn: P4834F
5720 Integrity Drive
Millington, TN 38055
(901) 874-2095/2085
DSN 882-2095/2085
(901) 874-2621 Fax
deborah.a.jones3@navy.mil

For Enlisted – Conditional Release

Mrs. Martha Fry, PERS 832
Submit: NAVPERS 1306/7 along with College
Acceptance Letter
Customer Service Center
**Enlisted Personnel should state they need a
conditional release.**
(901) 874-4431
martha.fry@navy.mil
pers832adseps@navy.mil

PERS-4415 Medical Branch Detailers

Ms. Elisha Bounds
(901) 874-4097
elisha.bounds@navy.mil

Deputy Medical Branch

CDR Michael Grande
(901) 874-0453
michael.grande@navy.mil

PUBLIC HEALTH SERVICE

CDR Joy Lee, PharmD
The Division of Commissioned
Corps Officer Support, Office of
Commissioned Corps Operations,
Office of the Surgeon General
1101 Wootton Parkway
Plaza Level, Suite 100
Rockville, MD 20852
joy.lee@hhs.gov
(240) 276-8140 Fax (240) 453-6141

LT Renee Nwankwo
renee.nwankwo@hhs.gov
(240) 276-8870

COAST GUARD

Commander (CGPSC-opm-1)
USCG Personnel Command
4200 Wilson Boulevard, Suite 1100
Arlington, VA 22203-1804
(703) 872-6418

NOAA

Director for Commission Personnel Center
8403 Colesville Road, Suite 500
Silver Spring, MD 20910-3282
(301) 713-3444
(301) 713-4140 Fax

MARINE CORPS

(officers and special education)
HDQTRS, USMC
Manpower and Reserve Affairs
(MMSR-5)
3280 Russell Road
Quantico, VA 22134-5103
(703) 784-9306/07
DSN 278-9284
(703) 784-9844 Fax
DD-368 submit paperwork to:
smb.manpower.mmsrs@usmc.mil

Enlisted Personnel

Patrick Foreman
patrick.foreman@usmc.mil
Ms. Sheila Arritt
sheila.arritt@usmc.mil
Ms. Natalie Martin
natalie.martin@usmc.mil
(703) 784-9322/23

Officers Personnel

HDQTRS, USMC
Manpower, Separation and Retirement (MSR-3)
3280 Russell Road
Quantico, VA 22134-5103
(703) 784-9324/25/26
(703) 784-9834 Fax

CONTACTS FOR THE HEALTH PROFESSIONS SCHOLARSHIP PROGRAM (HPSP)

ARMY

NORTHEAST UNITED STATES
FIRST AMEDD Regional Office
Health Care Recruiting Team
6810 Deer Path Road, Suite 400
Elkridge, MD 21075
(410) 379-0691
9:00 a.m. – 5:00 p.m.

WESTERN UNITED STATES (Texas Regional
only – will forward all other requests)
AMEDD Detachment
5th Recruiting Brigade
2040 Babcock Road, Suite 406
San Antonio, TX 78229
(210) 692-7376
(Battalion HQTRS Operations
(210) 295-0831 POC for other regional requests

CENTRAL UNITED STATES
AMEDD Detachment
9505 Williamsburg Plaza, Suite 1
Louisville, KY 40222
(502) 423-7342
9:00 a.m. – 5:00 p.m.

AIR FORCE

USAF RECRUITING
HPSP Central Office
7911B Pat Brooker Road
Live Oak, TX 78233
(210) 658-5710

Washington DC Metropolitan Area
2011 Crystal Drive, Suite 905
Arlington, VA 22202
(703) 271-1601 Ext 10

Local Recruitment for anyone, anywhere USA: 1-800-423-USAF

NAVY

Navy Recruiting District
Active & Reserved Personal Navy
Officers Program, Suite 450 6525
Belcrest Road
Hyattsville, MD 20782-2082
(301) 394-0502 ext. 226
(301) 394-0510 Fax

PHS

Mrs. Penny Coppola
SCHOLARSHIP DIVISION
National Health Services Corps Scholarship
Branch
5600 Fishers Lane, Room 8-15
Rockville, MD 20857
301-594-4888
800-221-9393
301-594-4985 Fax
pcoppola@hrsa.gov