

(Office Symbol)
be within one year of the application deadline)

Date (must

MEMORANDUM FOR Commander USAREC, (RCHS-SD), 1307 Third Avenue,
Fort Knox, KY 40121-2726

SUBJECT: Letter of Recommendation for *(Name, SSN)*

1. It is with great pleasure that I recommend *(name)* for the Inter-service Physician Assistant Program. I have been her senior rater for the past two years and can personally attest to her intelligence, fortitude, and professionalism. Her students, as well as her peers, confirm her exceptional qualities as a leader, trainer, and motivator.

2. *(Name)* has performed her duties in an exceptional manner. She possesses a breadth and depth of doctrinal knowledge seldom seen in an officer of her rank. *(Name)* has the natural ability to express complicated and technical information clearly and concisely. Her patience and compassion will serve her well as a Physician Assistant and guarantee her continued success as a leader. As a demonstration of her ability to excel at learning, she graduated as the Distinguished Honor Graduate of the recently completed Health Services Material Management Course.

3. I am convinced *(Name)* will be successful in any endeavor he/she attempts.

4. If I may be of further assistance, please contact me at *(DSN)* or via email at *(email address)*.

(SIGNATURE BLOCK)

Excerpt from AR 601-20 The Interservice Physician Assistant Training Program

The basic application will be supported with the following:

a. Letters of recommendation.

(1) The basic application will be supported with three letters of recommendation (a maximum of five letters of recommendation will be accepted). Personnel providing the recommendation can use the USAREC Applicant Evaluation Worksheet (available at <http://www.usarec.army.mil/im/formpub/Forms.htm#UF123> or at <http://www.usarec.army.mil/armypa> under “Application Info/Example Documents”). Alternatively, personnel providing recommendations can write a letter addressed to the President of the Board (see example at <http://www.usarec.army.mil/armypa/application.htm>).

(2) Letters of recommendation should be placed in the initial application by the applicant. Do not mail the letters separately. Letters will not be placed in a sealed envelope, and they will not be accepted if mailed separately.

(3) Letters of recommendation should address the applicant’s duty performance, competency, oral and written expression, motivation, character, maturity, and potential for successful completion of training.

(4) Authors of letters of recommendation should be familiar with the duties and responsibilities of the PA as a nonphysician healthcare provider as described in AR 40–68.

(5) Authors should also comment on the applicant’s potential as an officer, leader, and trainer of subordinate medical personnel.

(6) Letters of recommendation are required from the following individuals:

(a) The applicant’s commanding officer.

(b) The applicant’s immediate military supervisor.

(c) A retired, active duty, or government service PA who has experience working in or for the military and has knowledge of the applicant’s interest and aptitude for this medical profession.

(7) The three required letters must be written and signed within 12 months of the anticipated board date.

MILPER Message 12-350

D (1). Addition to AR 601-20 1-4 d. Unit commanders and immediate supervisors will interview and provide specific recommendations on applicants under their control and/or supervision.

Recommending Physician Assistant (PA) will interview and provide specific recommendations on applicants under their control and/or supervision. Physician Assistant recommendations must use USAREC form 195 and include at least 40 hours of shadowing. Applicants without a unit pa may request approval for 40 shadowing hours with a health care professional other than a physician assistant by email thru the IPAP program manager to the pa consultant to the office of the surgeon general.