



## NATIONAL GUARD BUREAU

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ARNG-CSG

12 June 2018

MEMORANDUM FOR THE DEPUTY CHIEFS OF STAFF FOR OPERATIONS AND PLANS OF ALL STATES, PUERTO RICO, GUAM, THE U.S. VIRGIN ISLANDS, AND THE DISTRICT OF COLUMBIA

SUBJECT: Management and Execution of the Army National Guard (ARNG) Continuing Medical Education (CME) Program (PPOM 18-006)

1. This policy supersedes PPOM 17-044 Management and Execution of the Army National Guard (ARNG) Continuing Medical Education (CME) Program.
2. References. See Enclosure.
3. Purpose: To inform the State G-3 Training Planner of mandatory CME and Continuing Education Units (CEUs) that support AMEDD personnel "individual skill level" sustainment requirements and to standardize the process of submitting CME/CEU training requests by ARNG AMEDD personnel.
4. Background: It is the policy of the U.S. Army and the ARNG that its health care professionals meet established standards relative to educational preparation, professional standing, and technical ability. In part, these standards are met by maintaining a current, active, valid, and unrestricted medical license. To be eligible for an unrestricted medical licensure, CME/CEU training is mandatory for physicians, physician assistants, family nurse practitioners, nurses, paramedics, and medics. Additionally, CME/CEU training is critical for sustainment of clinical skills necessary for the health care professional to perform their duties. Military health care professionals utilize CME/CEU training to sustain mission-essential medical capabilities required by the Army and ARNG in support of civil authorities, domestic operations, and the battlefield. CME/CEU training is also critical to the health care professional's individual readiness. The ARNG health care professional must be able to provide health service support in all types of environments; therefore, CME/CEU training must encompass all aspects of medical support in combat, humanitarian, and homeland defense contingencies.
5. Funding: The Army pays for continuing education, to include clinical specialization courses, in order to maintain individual readiness of medical personnel. Funding for attendance to CME/CEU training courses competes equally with all other required individual and unit readiness training requirements of a State, Territory or District of Columbia.
  - a. Programming: It is essential that funding of CME/CEU requirements are included in the State G-3's annual training and resource prioritization plans that are submitted to ARNG-TRI during the Institutional Training Workshop (ITW). This workshop occurs during the timeframe of July. For CME/CEU courses that are listed in the Army Training Requirements and Resource System (ATRRS) course catalog, an application should be

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b. Coordinating Actions: Medical professionals are eligible to attend one CME/CEU training course per fiscal year. State medical leadership is encouraged to establish an Order of Merit List (OML) for all individual CME/CEU course requests when demand for training is greater than available resources. A recommended best practice is to submit a single list of requested CME courses and total cost to the G-3 Training Officer prior to the State's annual resource prioritization planning event.

c. Review and Approval: The State's training budget is the funding source for approved CME training requests. Service members do not incur a training obligation as a result of attending these courses.

6. Eligibility: All Officers and Enlisted Soldiers are required to be in compliance with all Army standards and professional criteria listed below in order to request and attend a CME/CEU/Continuing Health Education (CHE) course.

a. Army Standards for eligibility for all Officers and Enlisted Soldiers:

(1) Have a current for-record Army physical fitness test (APFT) that meets Army "pass" standards.

(2) Currently meet height and weight standards.

(3) Must not be flagged.

(4) Officers must have completed Basic Officer Leader Course (BOLC). Prior Navy or Air Force Officers must attend AMEDD BOLC or be awarded constructive credit by G3/5/7. Enlisted Soldiers must have completed Advanced Individual Training (AIT). Successful completion of schools must be recorded in the Standard Installation and Division Personnel Reporting System (SIDPERS).

b. Professional eligibility requirements for Officers:

(1) Professional license must be current and unrestricted.

(2) Credentials must be approved by the ARNG Credentials Certification and Privileging Preparation Board. ARNG-CSG is the waiver authority for this requirement.

(3) Awarded a primary medical Area of Concentration (AOC) in one of the following Army Medical Department (AMEDD) branches – MC, DC, AN, SP, and VC branches (60-66 series) or Medical Functional Area of 73A or 73B in the MS Corps.

c. Professional eligibility requirements for Enlisted:

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- (1) Hold a Primary Military Occupational Specialty of 68C or 68W.
  - (2) 68Cs - Professional license must be current and unrestricted. State/Territory in which the Soldier is licensed must require CME/CEU/CHE to maintain their license.
  - (3) 68Ws - Currently hold national certification from the National Registry of Emergency Medical Technician (NREMT) at the EMT, Advanced EMT or Paramedic level.
  - (4) 68Ws – Prior to 68Ws attending a conference or training they must be MOSQ'd. Training must count toward 68W recertification, the training POI or agenda must be submitted to Army EMS to be cross-walked and approved, and the Deputy State Surgeon must final approve.
  - (5) 68Ws – Will only use Relias/SWANK Healthcare (login at [army.swankhealth.com](http://army.swankhealth.com)) for online or distance learning CME/CEU/recertification training. Swank is currently contracted to provide 68W DL training and is the only approved DL for 68W MODS entry.
7. Training methods: CME/CEU training can be completed either by correspondence or in person. On-line and correspondence training DO NOT qualify for award of retirement points/credit in accordance with reference h. of this PPOM. Correspondence/on-line courses must be completed within a calendar year of initial registration.
8. Training location: ARNG service members may only travel to non-foreign outside the continental U.S. (OCONUS) locations in Title 32 status provided they do not land on foreign territory. According to the Joint Travel Regulations (JTR), non-foreign OCONUS locations include the States of Alaska and Hawaii, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, the U.S. Virgin Islands, and U.S. territories and possessions (excluding the former Trust Territories of the Pacific Islands, which are foreign areas for JTR purposes).
9. Reimbursement: Eligible professionals are authorized reimbursement for not more than \$2500 for:
- a. Their expenses for registration, travel, and per diem to attend one CME/CHE event in person per fiscal year. Base pay and allowances are specifically not included in this funding authorization.
  - b. The actual cost of CME/CHE training conducted through distributed learning (DL), including correspondence courses (CC). This mode of training does not qualify for payment of basic pay and allowances, retirement points, travel, per diem, or for training materials and books for DL or CC
10. Eligible personnel approved for a CME/CHE course may attend in:
- a. A paid status supported by PPOM 16-045 Flexible Training for the Army Medical Department Officers, in which case States have already received funding for pay and allowances. T10/T32 AGRs and ADOS Soldiers may attend CME/CEU courses during their regular duty day with prior approval from leadership.

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b. A non-paid status if funding is not available and awarded retirement points IAW NGR 680-2. Award one retirement point maximum for each day. At least 4 hours of CME/CEU conference attendance is required each 8 hour day to earn one retirement point. Correspondence courses are no longer eligible for retirement points IAW Compensation for Successful Completion of Electronic Based-Distributed Learning (EBDL).

11. Biannually the state credential coordinators will submit a validated CME/CHE credit computation worksheet (sample enclosed), endorsed by the State Surgeon (or representative) as well as copies of all CME/CHE certificates to their Retirement Points Account Management (RPAM) administrator to record reserve retirement points.

12. DoD conference guidance exemptions for formal classroom training: *"This exemption would include activities such as regular courses of instruction or training seminars. These activities may be offered by government organizations, institutions of higher learning or professional licensure/certification, or other training entities. However, events are not exempt simply because they offer continuing education credits or the equivalent."*

13. This policy, where in compliance with DoD conference guidance exemptions for training, will remain in effect until superseded or rescinded.

14. Point of contact is CPT Bobbi Blakley, AMEDD Personnel Program Manager, Office of the Chief Surgeon, at DSN 327-8453, 703-607-8453 or bobbi.m.blakley.mil@mail.mil.

Encl.  
References  
Computation Worksheet

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