



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE PERSONNEL CENTER
JOINT BASE SAN ANTONIO-RANDOLPH TEXAS

1 Jan 2016

MEMORANDUM FOR CIVILIAN APPLICANTS FOR GRADUATE MEDICAL EDUCATION

FROM: HQ AFPC PHYSICIAN EDUCATION BRANCH
550 C Street West
JBSA -Randolph, TX 78150-4729

SUBJECT: Administrative Eligibility Criteria for Exception to Policy (ETP) Consideration

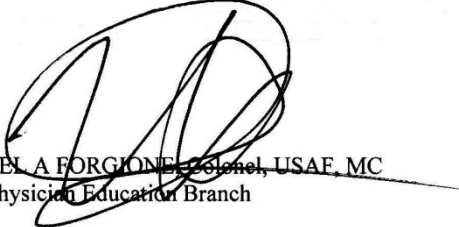
1. The Air Force accepts civilian (non-obligated) applicants for consideration by the annual Joint Service Graduated Medical Education Selection Board (JSGMESB). However, civilian applicants are approved to meet the selection board by ETP. The following administrative requirements must be met to be considered for the ETP:

- US citizen (civilians holding dual citizenship are ineligible)
- Successful completion of MD/DO degree within 3 years
- Successful completion of USMLE/COMLEX Steps 1 and 2
- Successful completion of USMLE/COMLEX Step 3, if a PGY-1 year has already been completed
- Valid US state license, if a PGY-1 year has already been completed
- No academic adverse actions/extension/termination during GME training (if applicable)
- Not obligated to an active/reserve component of the Armed Forces
- Not obligated as an intern/resident or fellow to a civilian GME program
- An active duty training location must be available for the desired residency/fellowship
- Additional requirements for international medical graduates (IMG)
 - Educational Commission for Foreign Medical Graduates (ECFMG) certified
 - Successful completion of ACGME accredited PG-1 in US or Puerto Rico
 - Successful completion of USMLE/COMLEX Step 3
 - Valid US state license

2. If all of the above conditions are met, please e mail CV, Dean's letter, final medical school transcript, Program Director (PD) letter, USMLE/COMLEX scores, copy of state license (if applicable) and a one page letter requesting the ETP and identifying the specialty for which you want to be considered. IMGs must also provide an ECFMG certificate and a letter from the PD verifying that you have successfully completed a PGY-1 year in an ACGME accredited program.

3. Once all the administrative requirements have been met, ETP approval/disapproval is granted by the Chief of Physician Education Branch. In the event the ETP is approved, further instructions regarding submission of a GME application to the next scheduled JSGMESB will be provided.

4. Documents should be emailed to: AFPC.DP2NP.PhysicianEducation@us.af.mil. For additional information, you may reach the Physician Education Branch at (210) 565-2638, or 1-800-531-5800.


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Chief, Physician Education Branch