

**Please reply to this message to confirm receipt.**

1. Congratulations on completing your training/education program! With your accomplishment comes the requirement to update your credentials for use in the future privileging process. The **Air Force Centralized Credentials Verification Office (AFCCVO)** is responsible for initiating the credentialing process. It is very important that you adhere to the process and timeline outlined in this document to prevent delays at your new assignment.

2. **Within 30 days of receipt of this email, submit (email, fax, or mail):**

- A letter, on official letterhead and signed by your current program director/dean, stating the start date and projected completion date of your training (include the projected day, month, and year).
- **AF Form 1540, Application for Clinical Privileges/Medical Staff Appointment.**
  - See attached instructions for completing the AF Form 1540

3. **When available** submit (email, fax, or mail) a copy:

- Official assignment orders if going to a military facility after graduation.

OR

- Civilian match/acceptance letter if you are continuing on in civilian training after graduation.

4. Documentation can be submitted via e-mail (as a scanned image), fax or mail

- Mail: 200 Concord Plaza Dr., Suite 780, San Antonio, TX 78216
- Telephone: (210) 812-2170
- Fax: (210) 519-2724
- E-mail: [USAF.JBSA.AFMOA.MBX.AFCCVO@MAIL.MIL](mailto:USAF.JBSA.AFMOA.MBX.AFCCVO@MAIL.MIL)

5. Compliance with these requirements ensures timely completion of the credentialing process. The required Air Force forms and instructions referenced in this document can be found at <http://www.airforcemedicine.af.mil/AFCCVO>.

6. Should you have questions regarding this letter or any part of the credentials process, please feel free to contact our office.

//Original Signed//

Silvia Franklin

Credentialing Supervisor  
AFCCVO