

## DoD Two-Page GME Application and Curriculum Vitae (CV)

***Please read this entire document before initiating an application.***

\*\*\* MODS will not be accessible from computers that are not on the military network throughout the JGMESB application cycle. For applicants that are in medical school, in a deferred/re-deferred status, or in a civilian sponsored status, a fillable PDF application is available on the Physician Education website at: <http://www.airforcemedicine.af.mil/Organizations/Physician-Education-Branch/Application-Instructions/>. This fillable PDF application and a PDF CV may be submitted to the Air Force Physician Education's organizational email (AFPC.DPMNP.PhysicianEducation@us.af.mil) from 1 July 2023 – 31 August 2023. Handwritten and late applications will not be accepted. These applications will then have to be transcribed line by line into MODS by the Physician Education program managers.

If applicants will have access to a computer on the military network between 1 July 2023 – 31 August 2023 (e.g., during an ADT), they are encouraged to submit their application and CV during this time and not submitting via email. This will help us to prevent data entry errors during the transcription to MODS.

Additionally, Medical School Officials (MSOs) and non-military letter writers will not have access to upload documents to MODS for the 2023 application cycle. Alternately, LORs, transcripts, and MSPes can be submitted to the Air Force Physician Education's organizational email (AFPC.DPMNP.PhysicianEducation@us.af.mil). \*\*\*

1) The application and CV are generated by completing the online forms within MODS. Once all the entries for the application and CV are completed and saved, your application will be submitted. This will also enable the PRINT function in MODS so that you can download and/or print your two-page DoD application and CV. If you do not complete all application screens, your application will not be submitted or visible to anyone else in MODS and your medical school will not be able to select your application to attach any documents. In addition, your Program Director (PD) will not be able to upload your recommendations or interviews. You WILL continue to be able to modify all the sections of your application and CV after your application has been submitted until the application deadline.

**NOTE: Alternately, applicants may submit a personalized CV in PDF format and upload to MODS as an "Other" document.**

2) The following helpful hints are provided when completing your DoD Application:

- Provide a **PERMANENT** email address that you check regularly. A personal email address is recommended (e.g., Hotmail, Gmail, etc.) since you may not have access to your medical school email after graduation or your Air Force email at a civilian program.
- If your contact information changes, advise your Physician Education Program Manager of your new email/phone number. Failure to maintain accurate contact information may result in missed opportunities as the academic year progresses.
- If you have **ONLY** completed a PGY1 internship, please list all your rotations. This does not apply if you are currently in residency or completed a residency or applying for fellowship.

- First and second choice specialties must begin in the same Academic Year (AY).
- There are no dual applications for the same specialty. Do not select the same specialty for first and second choice. If you are only interested in one specialty, leave the second choice blank.
- For specialties with PGY1 and PGY2 starts on the HPERB (e.g., anesthesia, radiology), applicants must apply for the position for which they qualify. That is, if you have previously completed a qualifying internship, you must apply for the PGY2 position. The board will determine placement.
- Medical students not selected for either their first or second choice for categorical residency training will be required to complete a PGY1 in either Internal Medicine, General Surgery, or a Transitional year. Students communicate their preference with the PGY1 Only Form.
- Your application and CV will not be submitted and visible to the Physician Education program managers until you go through and save all the application screens within MODS.

3) The MODS CV can be personalized to present the information you feel is relevant and that you would like the Board to consider. You can add your own headings in the free text blocks in the form within MODS. Use the print function to preview the final document and make formatting adjustments as desired. **NOTE: Applicants that choose to submit a separate PDF CV may simply state, “see attached CV” in the MODS free text blocks.**

#### 4) Graduate Medical Education (GME) program Location Preferences

- **DEFINITIONS**
  - a) **Active Duty MTF:** If selected, you are on paid active duty status while training in a military program. You will incur an additional Active Duty Service Commitment (ADSC) which will be concurrent with any previously existing educational ADSCs. Your time in training does count towards retirement and for pay purposes.
  - b) **Civilian Affiliated Program:** If selected, you are on paid active duty status while training in a civilian program to which you have applied and been accepted. These civilian programs have an enduring relationship with the Air Force or the Defense Health Agency and the positions are listed as a training location on the HPERB to be filled via the JGMESB. You will incur an additional Active Duty Service Commitment (ADSC) which will be concurrent with any previously existing educational ADSCs. Your time in training does count towards retirement and for pay purposes, but you may not accept any salary from the training institution.
  - c) **Civilian Sponsored:** If selected, you are on paid active duty status while training in a civilian program to which you have applied and been accepted. While sponsored, you will incur an additional Active Duty Service Commitment (ADSC) which will be consecutive with any previously existing educational ADSCs. Your time in training does count towards retirement and for pay purposes, but you may not accept any salary from the training institution.

- d) Civilian Deferred/Re-deferred: If selected, you are in a civilian status in the non-participating Individual Ready Reserves (IRR) while training in a civilian program to which you have applied and been accepted. If active duty when selected, you must separate from the Air Force. While in deferred training, you will not incur any additional ADSC nor satisfy any of your current ADSC. Your time in the program does not count towards retirement or for pay purposes. You will receive your salary/benefits from your training institution.
- While you are not required to rank ALL Active Duty (AD)/Civilian Affiliated Graduate Medical Education (GME) programs and/or Civilian Sponsored or Civilian Deferred opportunities in which the HPERB has authorized training for the respective specialty in which you are applying, due to the significant changes in MHS reform and restructuring, it is highly recommended that all potential training opportunities/locations in a specialty be selected/ranked by an applicant.
  - You may be selected to a location that you did not rank. Air Force programs/training locations have priority and are filled before offering civilian sponsorship or deferment/re-deferment. Despite your preference for civilian training, you may be required to train in an Air Force program.
  - You may be required to rank Civilian Deferred/Re-Deferred as a location preference to save your progress in MODS.