

As the Army Post Graduate Year One (PGY-1) Program Manager, that will work with you through your Army Post Graduate Year Program application and match, I want to ensure that you receive the appropriate guidance for your required PGY-1 application; therefore, I am sending you this email which contains an instructional message regarding your requirement to apply for PGY-1 training to begin **July 2020**.

As a medical student in the Armed Forces Health Profession Scholarship Program (HPSP), Reserve Officers' Training Corps (ROTC) or the Uniformed Services University of the Health Sciences (USU) scheduled to graduate in **2020**, you are required to apply for the PGY-1 program for a specialty training to begin **1 July 2020**.

Your PGY-1 application consists of two separate processes that must be completed by **15 October 2019** in order to meet your application requirement:

1. HPSP students will submit all required supporting documents directly to the OTSG GME office ([patricia.g.norman.civ@mail.mil](mailto:patricia.g.norman.civ@mail.mil)); USU students will submit through the Army Medical Education website: <https://www.mods.army.mil/medicaleducation/>

**Once you logon to this website you will have to:**

- (a) **Read the Army's PGY-1 Letter of Instructions (LOI).** This document along with the Army PGY-1 Fact Sheet and Calendar of Events (found under the website's General Info menu option) will provide application requirement instructions as well as specific application guidance.
- (b) **PRE-REGISTER:** You must complete your PGY-1 Pre-Registration BEFORE your application documents become available to you. Your PRE-EGISTRATION screens can be found after you have logged into the website and read the PGY-1 Letter of Instruction. You will have a "Pre-Register" option available on your menu toolbar. You must click the button found at the bottom of the Personal Data, Education Data, and Military Data pages of your Pre-Registration before you can access your application documents. Once this is completed, you will have an "Application" menu toolbar option available.
- (c) **SUMIT YOUR APPLICATION:** You must complete the required documents (Preference Priority List and Deferment Form (only for HPSP/ROTC) found under the "Application" option available on your menu toolbar. You must click the "**Continue**" button at the bottom of each form in order to officially submit these documents for your application.
- (d) **CHECK YOUR APPLICATION STATUS:** You may check the status of your required documents by looking at the "**Submission Report**" menu

option. Once your application documents have been successfully submitted, you will see a date in the “Date Received” column. If all three documents do not have a date received displayed, then your Army application packet is considered incomplete and you will have to return to all required documents and ensure that you have clicked the “**Continue**” button at the bottom of the form.

2. HPSP students: will notify their school officials to submit all required supporting documents (transcript and MSPE) directly to the OTSG GME office ([patricia.g.norman.civ@mail.mil](mailto:patricia.g.norman.civ@mail.mil)); USU students: your school will submit your supporting documents via the MODS website: <https://www.mods.army.mil/medicaleducation/>

Please ensure your application and documents are submitted and/or uploaded to MODS not later **15 October 2019**. For guidance regarding this requirement, please refer to the LOI posted on the Army application website.

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#### **NOTES:**

**Once you logon to the Army Medical Education website (using your designated Logon ID and Password) you will see “PGY-1” as an available program to access.**

**(You will need to click on the “PGY-1” program option and will then automatically be directed to the Letter of Instruction (LOI) for the application process).**

**Once you complete reading the LOI you will have access to your Pre-Registration documents.**

**Once you have completed your Pre-Registration, you will have access to your required Army specific application documents.**

**Please refer to the “General Info” tab found on the menu toolbar.**