

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); 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); 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.

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.