

## **ATTN: Medical Corps Officers**

In accordance with AR 40-68, paragraph 4-3, all MC Officers attending Long-Term Civilian Health Training are required to ensure that the former credentials committee of the losing MEDDAC, or MEDCEN, forward the practitioner's credentialing packet, PCF, to MEDCOM (MCHO-Q), 2050 Worth Road, Ste 26, Fort Sam Houston, TX 78234-6026. The PCF will be sent by certified mail, return requested to the Directorate of Quality Management at the address listed above. The PCF should be forwarded far enough in advance to ensure that it arrives at MEDCOM no later than 15 days before the practitioner's reporting date. If MEDCOM has not received the PCF upon the practitioner's arrival to the AMEDD Student Detachment the MEDCOM will take immediate steps to locate the missing PCF. These files will be held until requested. Note: The PCF may be requested by a collocated MEDDAC, or MEDCEN, if the practitioner engages in clinical practice while attending school.

**This requirement is not optional.** ALL practitioner credentials files (PCF) are maintained in a database called CCQAS and monitored directly by the Army Surgeon General. Failure to comply with credentialing directives outlined in AR 40-68 could directly result in the inability of timely payment for Incentive Special Pay (ISP) and Medical Addition Special Pay (MASP). Failure to comply will result in you not receiving specialty pay when your time is due. Your program manager will check to make sure your PCF packet is on file prior to processing. To further eliminate delay with Specialty Pay programs please send a copy of your current license to the AMEDD Student Detachment with your in-processing packet. If you have any questions please feel free to contact your Program Manager.

**\*\*ALL Medical Corps Officers must sign and date this form and either mail in or fax upon receipt to the AMEDD Student Detachment.**

**Signature**\_\_\_\_\_

**Date**\_\_\_\_\_