

68KM2

METC
CYTOTECHNOLOGY
PROGRAM (MCP)

APPLICATION PROCESS

- APPLICATION SUBMISSION
- PREREQUISITES
- DA 4187
- TRANSCRIPTS
- LETTERS OF RECOMMENDATION
- ERB
- SOURCES OF INFORMATION
- CONTACT INFORMATION

SUBMISSION

- Submit all packets to Human Resource Command (HRC) – (see DA 4187 for addresses).
- HRC will forward all packets to the MCP for evaluation.
- Any Soldiers that DO NOT meet all of the requirements will be informed of what they are lacking for acceptance.
- Soldiers that meet all the requirements will be informed by HRC of their class date.
- NOTE: MCP does NOT slot students. We will be happy to do a transcript evaluation prior to packet submission to let the Soldiers know if they meet academic requirements. See contact list on last slide to contact the program.

PREREQUISITES

- Military requirements
 - MOS-68K with at least 2 years experience in the MOS (school does not count for experience)
 - Rank-SPC and SGT only
 - ETS Date-upon graduation date, all Soldiers must have a Service Remaining Requirement (SRR) of 29 months (minimum)
 - PUHLES Score-the minimum physical profile is: 323222. Applicants will be checked for normal color vision when they report to the ICP. Any color deficiencies will result in immediate dismissal from the course.
- Recommendation: get color vision checked prior to applying

PREREQUISITES

- College requirements (semester hours)
 - 20 hrs of Biological Sciences (68K MLT training meets this prereq)
 - 8 hrs of Chemistry (68K MLT training meets this prereq)
 - 12 hrs of Social Sciences
 - 6 hrs of Humanities
 - 3 hrs of College Algebra or higher
 - 6 hrs of English Composition

Note: All college prerequisites require a “C” or higher.
No “C-” are accepted

EXAMPLE 4187

1. See your S-1 Section for assistance

2. Box 2 ("TO" address) – this is the CORRECT address

3. Boxes 4, 5, 6 – your info

4. Box 8 – as marked

5. Section IV – should have similar verbiage. Make sure all enclosures are listed.

6. Boxes 11, 12, 13, 14 – ensure they are filled in

Copy 1		Circle the appropriate copy designator Copy 2		Copy 3		Copy 4	
PERSONNEL ACTION							
For use of this form, see AR 600-8-6 and DA PAM 600-8-21; the proponent agency is ODCSPER							
DATA REQUIRED BY THE PRIVACY ACT OF 1974							
AUTHORITY:		Title 5, Section 3012; Title 10, USC, E.O. 9397.					
PRINCIPAL PURPOSE:		Used by soldier in accordance with DA PAM 600-8-21 when requesting a personnel action on his/her own behalf (Section III).					
ROUTINE USES:		To initiate the processing of a personnel action being requested by the soldier.					
DISCLOSURE:		Voluntary. Failure to provide social security number may result in a delay or error in processing of the request for personnel action.					
1. THRU (Include ZIP Code) ONLY IF NEEDED		2. TO (Include ZIP Code) US Army Human Resources Command 1600 Spearhead Div. Ave Dept 342 ATTN AHRC-EPC-H Ft. Knox, KY 40122		3. FROM (Include ZIP Code) SOLDIER'S UNIT			
SECTION I - PERSONAL IDENTIFICATION							
4. NAME (Last, First, MI) DOE, JOHN Q.			5. GRADE OR RANK/PMOS/AOC SPC/68K			6. SOCIAL SECURITY NUMBER 123-45-6789	
SECTION II - DUTY STATUS CHANGE (AR 600-8-6)							
7. The above soldier's duty status is changed from _____ to _____ effective _____ hours, _____							
SECTION III - REQUEST FOR PERSONNEL ACTION							
8. I request the following action: (Check as appropriate)							
<input checked="" type="checkbox"/>	Service School (Enl only)	<input type="checkbox"/>	Special Forces Training/Assignment	<input type="checkbox"/>	Identification Card		
<input type="checkbox"/>	ROTC or Reserve Component Duty	<input type="checkbox"/>	On-the-Job Training (Enl only)	<input type="checkbox"/>	Identification Tags		
<input type="checkbox"/>	Volunteering For Oversea Service	<input type="checkbox"/>	Retesting in Army Personnel Tests	<input type="checkbox"/>	Separate Rations		
<input type="checkbox"/>	Ranger Training	<input type="checkbox"/>	Reassignment Married Army Couples	<input type="checkbox"/>	Leave - Excess/Advance/Outside CONUS		
<input type="checkbox"/>	Reassignment Extreme Family Problems	<input type="checkbox"/>	Reclassification	<input type="checkbox"/>	Change of Name/SSN/DOB		
<input type="checkbox"/>	Exchange Reassignment (Enl only)	<input type="checkbox"/>	Officer Candidate School	<input type="checkbox"/>	Other (Specify)		
<input type="checkbox"/>	Airborne Training	<input type="checkbox"/>	Asgmt of Pers with Exceptional Family Members				
9. SIGNATURE OF SOLDIER (When required)				10. DATE (YYYYMMDD)			
SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)							
1. Soldier requests to attend the next available ASI M2 Cytotechnology course. Once accepted for training, the command understands that cancellation from the course must be requested by submitting a DA Form 4187 to HRC at least 45 days prior to the course start date when possible. DA Form 4187 will state the reason for the cancellation request.							
2. Soldier has been counseled as to the attendance of service school IAW AR614-200, meets the height/weight standards IAW AR 600-9 and is fully qualified IAW DA PAM 611-21.							
3. Soldier understands that if he/she does not have sufficient time remaining in service to meet the Service Remaining Requirement (SRR), the Soldier will be required to re-enlist or extend his current contract of enlistment IAW Ch 3, AR 601-280 upon notification of acceptance for training.							
Soldier's AKO: john.q.doe@us.army.mil Commander's AKO: commander.cpt@us.army.mil							
ENCL: 1. ERB 2. CollegeTranscripts 3. Letters of Recommendation							
SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL							
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -							
<input type="checkbox"/> HAS BEEN VERIFIED		<input checked="" type="checkbox"/> RECOMMEND APPROVAL		<input type="checkbox"/> RECOMMEND DISAPPROVAL		<input type="checkbox"/> IS APPROVED	
<input type="checkbox"/> IS DISAPPROVED							
12. COMMANDER/AUTHORIZED REPRESENTATIVE			13. SIGNATURE			14. DATE (YYYYMMDD)	
COMMANDER'S SIGNATURE BLOCK							

TRANSCRIPTS

- Transcripts can be copies and/or unofficial copies for application to the MCP.
- College transcripts, CLEP, and DANTES are acceptable.
 - The ENG with Comp CLEP after July 2010 is no longer accepted by GWU. ENG with Comp prior to that date and all others are still acceptable.
- ACE recommendation/transcripts are **NOT acceptable.**

TRANSFER CREDITS

- The MCP staff must have transcripts from all colleges and must be able to verify letter grades. Transfer credits from one school to another do not indicate the letter grade and are therefore not acceptable.
- Exception –if credits have already been transferred and accepted by The George Washington University, transcripts with letter grades will not be necessary.
- Official transcripts will only be needed if the applicant is accepted into the MCP.

LETTERS OF RECOMMENDATION

A minimum of 2, no more than 4 is preferred.

ERB

- Rank: SPC and SGT
- PMOS: Must be a 68K for at least 2 years
- ETS: must show at least 29 months after graduation date
- PULHES: must have min 323222

UNLISTED RECORD BRIEF

BRIEF DATE	NAME	RANK	DCR	PMOS	SSN	COMPONENT
29072006		SGT		68K		REGULAR

SECTION I - Assignment Information		SECTION II - Security Data		SECTION III - Service Data		SECTION IV - Personal/Family Data	
OS/Deployment	Combat Duty	PSI Status	PSI Invald PNT	BASO	ERS	BESO	Date of Birth
Start	End Date	PSI Invald Comp		ETS	AGCM	AGCM	Country of Cit
Dwell Time		SECTION V - Foreign Language		SECTION VI - Military Education		SECTION VII - CIVILIAN Education	
Start	End	Language	Read	Listen	Speak	Level Completed	Y/N
Month - Days		SECTION VIII - Awards and Decorations		SECTION IX - Assignment Information		SECTION X - Remarks	
Start	End	Course Name	Or Certified	Or Expires	Assignment	Start	End
Date Dependents Arrived		Total # of Hours		Date of Last PUL		Date of Last NCOER	

PRIC	Current	WAGPAA	USA MD RES INST OF DIS	FT DETRIC	US	MC	MED LAB SP	68K10	00
1st Prev	20040211	WAGPAA	USA MD RES INST OF DIS	FT DETRIC	US <td>MC <td>MED LAB SP</td> <td>68K10</td> <td>00</td> </td>	MC <td>MED LAB SP</td> <td>68K10</td> <td>00</td>	MED LAB SP	68K10	00
2nd Prev	20020003	WAGPAA	CG C STUDENT DET	FT BLISS	US <td>MC <td>INCOMING PERSONNEL</td> <td>91K</td> <td>00</td> </td>	MC <td>INCOMING PERSONNEL</td> <td>91K</td> <td>00</td>	INCOMING PERSONNEL	91K	00
3rd Prev		WAGPAA	CG C STUDENT DET	FT BLISS	US <td>MC <td>INCOMING PERSONNEL</td> <td>91K</td> <td>00</td> </td>	MC <td>INCOMING PERSONNEL</td> <td>91K</td> <td>00</td>	INCOMING PERSONNEL	91K	00
4th Prev		WAGPAA	CG C STUDENT DET	FT BLISS	US <td>MC <td>INCOMING PERSONNEL</td> <td>91K</td> <td>00</td> </td>	MC <td>INCOMING PERSONNEL</td> <td>91K</td> <td>00</td>	INCOMING PERSONNEL	91K	00
5th Prev		WAGPAA	CG C STUDENT DET	FT BLISS	US <td>MC <td>INCOMING PERSONNEL</td> <td>91K</td> <td>00</td> </td>	MC <td>INCOMING PERSONNEL</td> <td>91K</td> <td>00</td>	INCOMING PERSONNEL	91K	00
6th Prev		WAGPAA	CG C STUDENT DET	FT BLISS	US <td>MC <td>INCOMING PERSONNEL</td> <td>91K</td> <td>00</td> </td>	MC <td>INCOMING PERSONNEL</td> <td>91K</td> <td>00</td>	INCOMING PERSONNEL	91K	00
7th Prev		WAGPAA	CG C STUDENT DET	FT BLISS	US <td>MC <td>INCOMING PERSONNEL</td> <td>91K</td> <td>00</td> </td>	MC <td>INCOMING PERSONNEL</td> <td>91K</td> <td>00</td>	INCOMING PERSONNEL	91K	00
8th Prev		WAGPAA	CG C STUDENT DET	FT BLISS	US <td>MC <td>INCOMING PERSONNEL</td> <td>91K</td> <td>00</td> </td>	MC <td>INCOMING PERSONNEL</td> <td>91K</td> <td>00</td>	INCOMING PERSONNEL	91K	00
9th Prev		WAGPAA	CG C STUDENT DET	FT BLISS	US <td>MC <td>INCOMING PERSONNEL</td> <td>91K</td> <td>00</td> </td>	MC <td>INCOMING PERSONNEL</td> <td>91K</td> <td>00</td>	INCOMING PERSONNEL	91K	00
10th Prev		WAGPAA	CG C STUDENT DET	FT BLISS	US <td>MC <td>INCOMING PERSONNEL</td> <td>91K</td> <td>00</td> </td>	MC <td>INCOMING PERSONNEL</td> <td>91K</td> <td>00</td>	INCOMING PERSONNEL	91K	00
11th Prev		WAGPAA	CG C STUDENT DET	FT BLISS	US <td>MC <td>INCOMING PERSONNEL</td> <td>91K</td> <td>00</td> </td>	MC <td>INCOMING PERSONNEL</td> <td>91K</td> <td>00</td>	INCOMING PERSONNEL	91K	00
12th Prev		WAGPAA	CG C STUDENT DET	FT BLISS	US <td>MC <td>INCOMING PERSONNEL</td> <td>91K</td> <td>00</td> </td>	MC <td>INCOMING PERSONNEL</td> <td>91K</td> <td>00</td>	INCOMING PERSONNEL	91K	00
13th Prev		WAGPAA	CG C STUDENT DET	FT BLISS	US <td>MC <td>INCOMING PERSONNEL</td> <td>91K</td> <td>00</td> </td>	MC <td>INCOMING PERSONNEL</td> <td>91K</td> <td>00</td>	INCOMING PERSONNEL	91K	00
14th Prev		WAGPAA	CG C STUDENT DET	FT BLISS	US <td>MC <td>INCOMING PERSONNEL</td> <td>91K</td> <td>00</td> </td>	MC <td>INCOMING PERSONNEL</td> <td>91K</td> <td>00</td>	INCOMING PERSONNEL	91K	00
15th Prev		WAGPAA	CG C STUDENT DET	FT BLISS	US <td>MC <td>INCOMING PERSONNEL</td> <td>91K</td> <td>00</td> </td>	MC <td>INCOMING PERSONNEL</td> <td>91K</td> <td>00</td>	INCOMING PERSONNEL	91K	00
16th Prev		WAGPAA	CG C STUDENT DET	FT BLISS	US <td>MC <td>INCOMING PERSONNEL</td> <td>91K</td> <td>00</td> </td>	MC <td>INCOMING PERSONNEL</td> <td>91K</td> <td>00</td>	INCOMING PERSONNEL	91K	00
17th Prev		WAGPAA	CG C STUDENT DET	FT BLISS	US <td>MC <td>INCOMING PERSONNEL</td> <td>91K</td> <td>00</td> </td>	MC <td>INCOMING PERSONNEL</td> <td>91K</td> <td>00</td>	INCOMING PERSONNEL	91K	00
18th Prev		WAGPAA	CG C STUDENT DET	FT BLISS	US <td>MC <td>INCOMING PERSONNEL</td> <td>91K</td> <td>00</td> </td>	MC <td>INCOMING PERSONNEL</td> <td>91K</td> <td>00</td>	INCOMING PERSONNEL	91K	00
19th Prev		WAGPAA	CG C STUDENT DET	FT BLISS	US <td>MC <td>INCOMING PERSONNEL</td> <td>91K</td> <td>00</td> </td>	MC <td>INCOMING PERSONNEL</td> <td>91K</td> <td>00</td>	INCOMING PERSONNEL	91K	00
20th Prev		WAGPAA	CG C STUDENT DET	FT BLISS	US <td>MC <td>INCOMING PERSONNEL</td> <td>91K</td> <td>00</td> </td>	MC <td>INCOMING PERSONNEL</td> <td>91K</td> <td>00</td>	INCOMING PERSONNEL	91K	00
21st Prev		WAGPAA	CG C STUDENT DET	FT BLISS	US <td>MC <td>INCOMING PERSONNEL</td> <td>91K</td> <td>00</td> </td>	MC <td>INCOMING PERSONNEL</td> <td>91K</td> <td>00</td>	INCOMING PERSONNEL	91K	00
22nd Prev		WAGPAA	CG C STUDENT DET	FT BLISS	US <td>MC <td>INCOMING PERSONNEL</td> <td>91K</td> <td>00</td> </td>	MC <td>INCOMING PERSONNEL</td> <td>91K</td> <td>00</td>	INCOMING PERSONNEL	91K	00
23rd Prev		WAGPAA	CG C STUDENT DET	FT BLISS	US <td>MC <td>INCOMING PERSONNEL</td> <td>91K</td> <td>00</td> </td>	MC <td>INCOMING PERSONNEL</td> <td>91K</td> <td>00</td>	INCOMING PERSONNEL	91K	00
24th Prev		WAGPAA	CG C STUDENT DET	FT BLISS	US <td>MC <td>INCOMING PERSONNEL</td> <td>91K</td> <td>00</td> </td>	MC <td>INCOMING PERSONNEL</td> <td>91K</td> <td>00</td>	INCOMING PERSONNEL	91K	00
25th Prev		WAGPAA	CG C STUDENT DET	FT BLISS	US <td>MC <td>INCOMING PERSONNEL</td> <td>91K</td> <td>00</td> </td>	MC <td>INCOMING PERSONNEL</td> <td>91K</td> <td>00</td>	INCOMING PERSONNEL	91K	00
26th Prev		WAGPAA	CG C STUDENT DET	FT BLISS	US <td>MC <td>INCOMING PERSONNEL</td> <td>91K</td> <td>00</td> </td>	MC <td>INCOMING PERSONNEL</td> <td>91K</td> <td>00</td>	INCOMING PERSONNEL	91K	00
27th Prev		WAGPAA	CG C STUDENT DET	FT BLISS	US <td>MC <td>INCOMING PERSONNEL</td> <td>91K</td> <td>00</td> </td>	MC <td>INCOMING PERSONNEL</td> <td>91K</td> <td>00</td>	INCOMING PERSONNEL	91K	00
28th Prev		WAGPAA	CG C STUDENT DET	FT BLISS	US <td>MC <td>INCOMING PERSONNEL</td> <td>91K</td> <td>00</td> </td>	MC <td>INCOMING PERSONNEL</td> <td>91K</td> <td>00</td>	INCOMING PERSONNEL	91K	00
29th Prev		WAGPAA	CG C STUDENT DET	FT BLISS	US <td>MC <td>INCOMING PERSONNEL</td> <td>91K</td> <td>00</td> </td>	MC <td>INCOMING PERSONNEL</td> <td>91K</td> <td>00</td>	INCOMING PERSONNEL	91K	00
30th Prev		WAGPAA	CG C STUDENT DET	FT BLISS	US <td>MC <td>INCOMING PERSONNEL</td> <td>91K</td> <td>00</td> </td>	MC <td>INCOMING PERSONNEL</td> <td>91K</td> <td>00</td>	INCOMING PERSONNEL	91K	00
31st Prev		WAGPAA	CG C STUDENT DET	FT BLISS	US <td>MC <td>INCOMING PERSONNEL</td> <td>91K</td> <td>00</td> </td>	MC <td>INCOMING PERSONNEL</td> <td>91K</td> <td>00</td>	INCOMING PERSONNEL	91K	00
32nd Prev		WAGPAA	CG C STUDENT DET	FT BLISS	US <td>MC <td>INCOMING PERSONNEL</td> <td>91K</td> <td>00</td> </td>	MC <td>INCOMING PERSONNEL</td> <td>91K</td> <td>00</td>	INCOMING PERSONNEL	91K	00
33rd Prev		WAGPAA	CG C STUDENT DET	FT BLISS	US <td>MC <td>INCOMING PERSONNEL</td> <td>91K</td> <td>00</td> </td>	MC <td>INCOMING PERSONNEL</td> <td>91K</td> <td>00</td>	INCOMING PERSONNEL	91K	00
34th Prev		WAGPAA	CG C STUDENT DET	FT BLISS	US <td>MC <td>INCOMING PERSONNEL</td> <td>91K</td> <td>00</td> </td>	MC <td>INCOMING PERSONNEL</td> <td>91K</td> <td>00</td>	INCOMING PERSONNEL	91K	00

Time as a 68K will be determined from the time you reported to your first unit (student status does not count) to the date of the ERB (located at the top left corner of the page).

SOURCES OF INFO

- ATRRS website: <https://atrrs.army.mil>–This is the ONLY Official website for course information.
 - Click on “Course Catalog”
 - In the block titled “Course Number” type: 311-M2
 - Click the search key at the bottom of the page.
- METC Website –<http://www.metc.mil/>
 - Click on “Programs”
 - Under Diagnostic Services, click on “Cytotechnology”

CONCACT INFO

- METC Cytotechnology Program –
 - Program Director – (210)808-5296
 - NCOIC – (210)808-5295
 - Education Coordinator – (210)808-5294
- HRC
 - Proponent NCO – (502)613-5233