Chapter 1
RESPONSIBILITIES AND RESTRICTIONS

1. HIGHLIGHTS.
   a. All participants must read Chapter 2, Army Regulation 601-141, Health Professions Scholarship (HPSP), Financial Assistance (FAP), and Active Duty Health Professions Loan Repayment Program (ADHPLRP) and this policy.
   b. You must maintain full-time student status, comply with all requirements, and immediately report any status change.
   c. You are assigned to the US Army Human Resources Command (AHRC). For assistance, call (502) 613-6837.
   d. The Student Management Office, Undergraduate Education Division, Medical Education Directorate, manages your entitlements, administrative requirements and policy. For assistance, call (877) MED-ARMY or E-mail: UME@AMEDD.ARMY.MIL.
   e. In the event of a national emergency or a disaster that results in an evacuation order by civilian authority, you are required to contact the Student Management Office as soon as you are safe and temporarily settled to provide your contact information, personal status, temporary banking arrangements and request any support or assistance that may be required. (Also see chapter 4).
   f. You receive academic advice and professional guidance, not policy guidance, from mentors and consultants.
   g. You receive general assistance and military guidance from your local Health Care Recruiter. For the address and number of the recruiter servicing your area, go to this web address and enter your zip code: http://www.goarmy.com/amedd/find_a_recruiter.jsp.
   h. You cannot participate in other reserve activities, the Financial Assistance Program, or other health care incentive programs. Reserve Officers’ Training Corps recipients who have a Selected Reserve obligation are ineligible for participation unless they obtain an RSO release, waiver or conversion to an ADO.
   i. All HPSP participants are responsible for observing the administrative requirements contained within Army Regulation 601-141, Health Professions Scholarship (HPSP), Financial Assistance (FAP), and Active Duty Health Professions Loan Repayment Program (ADHPLRP), Chapter 2, this policy and those as prescribed by the Army Reserves. These requirements are in addition to and do not supersede reserve requirements. AR 601-141 can be found at the Medical Education website www.mods.army.mil/medicaleducation under the General Info Tab.
   j. Failure to complete and return a Periodic Health Assessment (PHA) and AHRC Form 1046, (Application for Renewal of Educational Delay from Entry on Active Duty And Verification of Enrollment in Graduate or Professional School) annually to AHRC may result in denial of active duty for training (ADT).
   k. You must maintain updated contact information at the Medical Education website.
   l. Initial entry is not authorized for selected individuals who subsequently become ineligible for military service or HPSP participation.
   m. You lose HPSP eligibility for:
      (1) Participation in a decelerated or remedial period.
      (2) Beginning a decelerated or remedial academic curriculum or it is determined you will not graduate in the year for which selected within five months after entry.
      (3) Remediating a course of study or participating in a preparatory year.
      (4) Not being in the normal academic progression pathway for the health care degree.
      (5) Being on academic probation.
      (6) Inability to obtain and maintain a security clearance.
      (7) Health related problems that render you unfit for military duty.

2. RESPONSIBILITIES.
   a. The conditions of the HPSP service agreement require participants to complete all phases of their education. They must remain in active status as students in good standing until the completion of their education. The agreement specifies that participants will:
(1) Maintain full-time student status to complete the degree within the normal academic period for the appropriate health care degree up to 4-years.

(2) Follow the school-approved academic curriculum to complete their degree within the prescribed time.

(3) Comply with regulatory guidance and policy as described herein.

(4) Report changes in their personal (e.g. marriage, civil convictions), medical (e.g. serious illness or injury), or academic (e.g. course failure) status immediately to the local Health Care Recruiter and the Student Management Office.

b. There are two separate administrative offices for the management of HPSP participants.

(1) The Defense Health Headquarters, Office of the Surgeon General of the Army, Student Management Office, Undergraduate Education Division, Medical Education Directorate at: ATTN: DASG-PSZ-MU, 7700 Arlington Blvd, Falls Church, VA, 22041. This is the initial point of contact for issues concerning academic advice and professional guidance. This is the only office that can authorize deviation from this policy, expenditure of any funding for active duty training and payment of entitlements. This office makes all administrative, policy and eligibility determinations regarding HPSP. Participants are personally and financially liable for any actions taken that are inconsistent with the guidance and procedures in this policy handbook. Consult this handbook or contact the Student Management Office before acting on any information or advice from any source other than the Student Management Office.

(2) For issues concerning military issues it is the United States Army Human Resources Command (AHRC), Control Group Officer Active Duty Obligor (OADO), U.S. Army Human Resources Command, ATTN: AHRC-OPH-PAI, Incentives Branch, 1600 Spearhead Division Ave DEPT #270 Fort Knox, KY. As Reserve officers, participants must comply with reserve requirements, whether included or not included in this policy. Participants must complete a PHA and ARPC Form 1046, (Application for Renewal of Educational Delay from Entry on Active Duty and Verificaiton of Enrollment in Graduate or Professional School) annually and return the form to the AHRC to verify their continued student status. Failure to complete and return the form may result in loss of the scholarship and denial of active duty for training (ADT). The AHRC maintains the official personnel records for HPSP participants and will also contact students regarding periodic health assessment (PHA), orders, and other reserve issues. Questions regarding reserve affairs should be addressed first to the Student Management Office who will directly necessary calls to AHRC

c. In the event of a national emergency or a disaster that results in an evacuation order by civilian authority, you are required to contact the Student Management Office as soon as you are safe and temporarily settled to provide your contact information, personal status, temporary banking arrangements and any requests for support or assistance that may be required.

d. Mentors and consultants provide professional and academic advice and guidance. They do not provide HPSP administrative and policy advice or guidance.

e. United States Army Recruiting Command (USAREC) Health Care Recruiters provide general assistance and military guidance. They are also the initial point of contact to assist students with accomplishing HPSP requirements and resolving problems. For the address and number of the healthcare recruiter servicing your area, go to this web address and enter your zip code: http://www.gparmy.com/meded/find_a_recruiter.jsp.

f. The AHRC staff and USAREC Health Care Recruiters can request suspension of entitlements to enforce compliance with USAREC, Reserve or General Army requirements.

g. Students are required to maintain accurate information at the secure HPSP website. All Students are required request the following via the secured Medical Education Website (www.mods.army.mil/medicaleducation): placement on and return from leave of absence (LOA); discharge; ADT and amendments or changes; and first year of graduate medical education (FYGME). New enrollees are required to enter most preliminary data for verification by the student advisor. Currently enrolled students must review, correct or update basic demographic and contact information (including cell phone numbers).

3. INSTRUCTIONS FOR PRE-ENROLLMENT. All new entrants must pre-enroll on line through the Medical Education web site. Instructions for use of the web site for pre-enrollment follows:

b. Click on the Logon Button located on the lower left side of the screen.
c. Read the Privacy and Security Notice, Click the “I Agree” button.
d. Click the button Login with LID/Password.
e. Click on the link that says New Users Create Password.
f. Enter the LOGON ID that was emailed earlier and create the password. Please pay attention to the instructions on how to create a password. **LOGON IDs and Passwords are case sensitive.**
g. If you have forgotten either your logon ID or Password, there is a link “Have you forgotten your Logon ID and/or Password?” Click that link and follow the instructions provided.
h. You should now be at the Personal Data Screen. On the top menu is an item entitled “Pre-enrollment”. Click on that menu item and fill in all applicable fields. When you have completed this screen, click on the button at the bottom of this screen to save your data and to advance to the second screen, which is the Education Data screen. Fill in all applicable fields and ensure you indicate a “yes” or “no” for Prior Military Data, this part is required. When you complete the Education Data screen, one of two things will happen. If you answered, “yes” to prior military data, the system will take you to a third screen, which is the Military Data screen. If you answered “no” to Prior Military data, you will not get the third screen and at this point, you can click on the Pre-enroll to submit your data or click on the Save button to save your work if you are not ready to pre-enroll. Once you click on the Pre-enroll button, futuristically, you will only have access to change your addresses and phone numbers.
i. If you have not completed all information in the Pre-enrollment screens and you need to exit the Web, save your data to continue the next time you return. Not doing so will require you to input the requested information all over again.

j. Once you complete pre-enrollment, the system will give you the following message: “Thank you for registering through the Medical Education’s Web application. You MUST continue to use this site to update address changes and phone numbers. Failure to do so MAY result in delays of your benefits.
k. Logoff by clicking on “Home” at the toolbar. This will take you back to the main menu, at which time you can exit from the Web.
l. If you need pre-enrollment assistance, please feel free to contact our Student Advisors at 1-877-MED-ARMY, option 1.

4. **REstrictions.**

a. Participation in the National Guard and in reserve activities for pay (e.g. reserve meetings or reserve units) is not authorized. Reserve Officers’ Training Corps recipients who have a Selected Reserve obligation, including guaranteed reserve forces duty (GRFD) or reserve forces duty (RFD), are ineligible for participation until they obtain a waiver, release, or conversion to ADO and are assigned to the Individual Ready Reserves (IRR), Control Group Officer Active Duty Obligor (OADO).

b. Participation in the Financial Assistance Program for all recipients and in the Active Duty Health Professions Loan Repayment Program for 4-year recipients is not authorized.

c. HPSP entry is not authorized for individuals who, after selection, subsequently become ineligible for military service or participation due to a change in status (i.e. graduation year group, health care discipline, participation in decelerated academic curriculums, remedial periods, etc) from that for which originally selected. An individual who is determined to have been initially entered into the Program during a decelerated or remedial academic period will be immediately disenrolled and may reapply upon establishment of normal academic progression.

(1) An individual in a decelerated or remedial period remains ineligible for Program entry or participation until normal academic progression is re-established.

(2) Continuation in HPSP is not authorized for individuals who subsequently enter or begin a decelerated or remedial academic curriculum within five months after HPSP entry and eligibility for continued HPSP participation is lost.

(3) Those who are in an academic program that exceeds the normal period required to complete the health care degree are ineligible for initial entry. An individual who is: remediating a course of study; participating in a preparatory year; is in a decelerated program that allows for longer than the normal academic progression; or on academic probation is ineligible for initial Program entry. An individual who has previously required a period of deceleration or remediation, but is academically progressing normally at the time of application is eligible for Program entry; inability to obtain and maintain a security clearance or health related problems that render you unfit for military duty.
Chapter 2
CONTRACTUAL OBLIGATION AND CREDITABLE SERVICE

2-1. Highlights.
   a. AR 601-141, Chapter 2, paragraph 2-3, prescribes obligation and can be found under the General
   b. You must serve a minimum term of service (MTS) of at least 2 years (medical)/3 years (all other
      disciplines) on active duty and incur obligation of six months for any portion of a six-month period of
      participation in excess of two years. Clinical Psychology recipients do not begin repayment of the MTS
      until the initial qualifying degree is obtained.
   c. The contractual service obligation is established upon disbursement of any amount of
      entitlements to or on behalf of the member. One- and two-year scholarship selectees may be
      conditionally entered into the HPSP as prescribed in paragraph 3-3, Chapter 3 of this policy. Any
      conditionally entered student who receives entitlements and who subsequently fails the examination
      will incur the contractual service obligation prescribed herein.
   d. You do not repay the contractual service obligation: during HPSP participation; with prior military
      service; with reserve service prior to completion of the HPSP ADO; during postgraduate professional
      training; and during periods of participation in civilian or military education and training.
   e. You receive credit toward repayment of the reserve service obligation (RSO) for time spent on
      active duty as a participant in graduate professional education (GPE), first year of graduate medical
      education (FYGME), first year graduate veterinary education (FYGVE), Advanced Education in General
      Dentistry (AEGD) 12 Month Program, internship, residency, fellowship), and for time spent on active duty
      beyond the required ADO period.
   f. You do not receive credit for the time spent in HPSP toward pay. Upon active duty entry, check
      your pay voucher to ensure your pay is based upon your pay grade (i.e. captain) under 2 years of service.
      If you are could erroneously given 4 years of pay credit for the time spent in HPSP you may have to repay
      the over payment regardless of the error and length of time before discovery.
   g. You may not accept other financial support that obligates you to service in other than the U.S.
      Army.
   h. You enter HPSP as a second lieutenant.
   i. Contact your health care recruiter to obtain an oath of office for reappointment to the authorized
      higher grade.

2-2. Program obligation.
AR 601-141, Chapter 2, Paragraph 2-3, prescribes obligation and the regulation can be found under the
General Information Tab at www.mods.army.mil/medicaleducation. The contractual obligation is established
upon disbursement of any amount of entitlements to or on behalf of the member.
   a. Active duty obligation (ADO). The accrual of obligation begins with the date of eligibility for
      entitlements and ends with the date of ineligibility for entitlements. This ADO provision is also applied
      when an alternative service obligation as a civilian employee is imposed.
   b. Reserve service obligation (RSO). Any remaining obligation that is not served on
      active duty is served in the Individual Ready Reserves (IRR), unless otherwise agreed
      upon by the participant and the Secretary of the Army. Participants cannot receive
      credit toward fulfilling the reserve portion of the contractual obligation for: reserve
      service as a participant in a civilian GPE program; prior active duty or reserve service;
      the time spent in HPSP; reserve service performed prior to completion of the HPSP
      ADO or periods of active duty for training as an HPSP participant. Time spent on active
      duty during participation in graduate professional education (GPE) (FYGME, AEGD 12
      Month Program, internship, residency, fellowship), and time spent on active duty
      beyond the required ADO does count as credit toward fulfilling RSO.
   c. Alternative obligation. The HPSP obligation must be fulfilled either by active service or through
      one of the alternatives. An alternative obligation cannot be requested.
The FYGME, CPIP, FYGVE and AEGD are normally performed on active duty (AD). The period of time that is spent on active duty in FYGME, FYGVE and AEGD does not repay the ADO, but does count toward repayment of the RSO. The period of time that is spent on active duty in CPIP does not repay the ADO and does not count toward repayment of the RSO because the degree has not been conferred.

a. Physicians
   (1) Medical students who receive a 1- or 2-year scholarship incur a 2-year minimum ADO and 6-year RSO. Those who perform the 1-year active duty (AD) FYGME will spend a total of 3 years on AD (1-year FYGME and 2 years repaying ADO beginning after FYGME completion) and have the 6-year remaining RSO reduced to 5 years because 1 year of the RSO is repaid during AD FYGME. Those who perform civilian FYGME will spend 2 years on AD repaying ADO and 6 years repaying RSO because the FYGME is not performed on active duty as a result none of the ADO or RSO is repaid during participation in the civilian program.

   (2) Medical students who receive 3-year scholarships incur a 3-year ADO and 5-year RSO. Those who perform the 1-year AD FYGME will spend a total of 4 years (1-year FYGME and 3 years repaying ADO) on AD and have the 5-year RSO reduced to 4 years because 1 year of the RSO is repaid during AD FYGME. Those who perform civilian FYGME will spend 3 years on AD repaying ADO and 5 years repaying RSO because the FYGME is not performed on active duty and as a result none of the ADO or RSO is repaid during participation in the civilian program.

   (3) Medical students who receive 4-year scholarships incur a 4-year ADO and 4-year RSO. Those who perform the 1-year AD FYGME will spend a total of 5 years (1-year FYGME and 4 years repaying ADO) on AD and have the 4-year RSO reduced to 3 years because 1 year of the RSO is repaid during AD FYGME. Those who perform civilian FYGME will spend 4 years on AD repaying ADO and 4 years repaying RSO because the FYGME is not performed on active duty and as a result none of the ADO or RSO is repaid during participation in the civilian program.

b. Clinical Psychology (includes CPIP)
   (1) Clinical psychology students who receive 1- and 2-year scholarships incur the 3-year minimum term of service (MTS). Therefore, students who receive a 2-year scholarship incur the 3-year MTS and 5-year RSO. Those who perform civilian CPIP will spend 3 years on AD repaying ADO/MTS and 5 years repaying RSO because the CPIP is not performed on active duty and none of the ADO or RSO is repaid during participation in the civilian program. Those who perform the 1-year CPIP on active duty will spend a total of 4 years (1-year AD CPIP and 3-years repaying the MTS/ADO beginning after degree completion). Participants in military CPIP incur obligation under a separate service agreement.

   (2) The periods reflected are based on conferral of the Ph.D. immediately following CPIP completion. Delays result in a commensurate delay in repayment of the ADO/MTS. Repayment of the MTS begins only when the initial qualifying degree is obtained.

c. Dentistry, Anesthesia Nursing, Optometry, Veterinary Medicine, Pharmacy or other disciplines.
   (1) All other disciplines who receive 1- and 2-year scholarships incur the greater of a 3-year minimum term of service (MTS) or 2-year minimum ADO. Therefore those who receive 1- and 2-year scholarships incur the greater 3-year MTS and 5-year RSO. Those who receive 3-year scholarship incur the 3-year ADO and 5-year RSO. Dental participants with a 3-year scholarship who perform AEGD 12 month on AD will spend a total of 4 years (1-year AEGD and 3 years repaying ADO beginning after AEGD completion) and have the 5-year remaining RSO reduced to 4 years because 1 year of the RSO is repaid during AD AEGD. Those who perform civilian training do not repay ADO or RSO during this training because the training is not performed on active duty and none of the ADO or RSO is repaid during participation in the civilian program. Veterinary participants with a 3-year scholarship who perform FYGVE on AD will spend a total of 4 years (1-year FYGVE and 3 years repaying ADO beginning after FYGVE completion) and have the 5-year remaining RSO reduced to 4 years because 1 year of the RSO is repaid during AD AEGD.

   (2) All other disciplines who receive 4-year scholarships incur a 4-year ADO and 4-year RSO. Dental participants with a 4-year scholarship who perform AEGD 12 month on AD will spend a total of 5 years (1-year AEGD and 4 years repaying ADO beginning after AEGD completion) and have the 4-year remaining RSO reduced to 3 years because 1 year of the RSO is repaid during AD AEGD. Those who perform civilian training do not repay ADO or RSO during this training because the training is not performed on active duty and none of the ADO or RSO is repaid during participation in the civilian program.
2-4. Graduate professional education obligations.
   a. The ADO for those selected for further Graduate Professional Education (GPE) beyond the first year of graduate medical education or other GPE will be based on the existing Department of Defense and Army directives in effect when signing the GPE contract accepting such training.
   b. The DoD and Army policies are subject to change. Current DoD and Army policy regarding ADO for GPE for physicians, dentists, and veterinarians (includes only residencies and fellowships) are governed by DoDI 6000.13. Changes in DoDI 6000.13 will supersede provisions contained herein. Current ADO provisions are as follows:
      (1) In a Military Facility. A member incurs an ADO of one-half year for each half year, or portion thereof, but the minimum ADO shall be not less than two years. The GPE ADO may be served concurrently with other ADOs (including HPSP/USUHS) or with obligations incurred for DoD-sponsored pre-professional (undergraduate) education (including ROTC) or training or prior long-term health or health-related education or training. The GPE ADO is served consecutively with an ADO incurred for other GPE and for the Active Duty Health Professions Loan Repayment Program.
      (2) In a Civilian Facility. Graduating military students (includes HPSP/ROTC) may, if authorized by the appropriate Corps, be granted a deferral to perform nonsubsidized training in a civilian program. There is no additional ADO for this type of deferred training. Students are required to enter active duty following completion or withdrawal from training.
      (3) In a Veterans Administration/DoD Training Program. Graduating medical students (includes HPSP/ROTC/USUHS) may, if authorized, be granted subsidized (sponsored training in an active duty status) in a civilian program. The ADO is as prescribed in paragraph 2-6b(1) above regarding training received in a military facility, subject to waiver approval from ASD(HA). If selected, students are required to enter active duty to participate in this training.
   c. Clinical Psychology Internship Program. A member incurs an ADO under a separate service agreement. The ADO is three years for the first year, or portion thereof, plus one-half year for each half year, or portion thereof, of participation beyond one year. The CPIP ADO may be served concurrently with the HPSP ADO.

2-5. Creditable service.
Retirement credit may be authorized for up to four years of time spent in HPSP for participants who complete the course of study under the Program and the HPSP active duty service obligation, and subsequently join the Selected Reserve. Selected Reserve service also fulfills any remaining contractual reserve service obligation unless otherwise prohibited.

2-6. HPSP entry grade.
This is the reserve grade that is authorized for entry into the HPSP. Second lieutenant is the entry grade for all HPSP participants without prior service or whose highest prior service rank was second lieutenant. Prior service personnel who held a higher commissioned grade may normally retain the higher authorized grade, unless precluded by reserve grade restriction or other reasons. All personnel, regardless of entry grade, must wear the rank of Second Lieutenant during the 45-day active duty training tour.

2-7. Active duty entry grade.
This is the grade authorized in a specific AMEDD Corps to serve the active duty service obligation, regardless of any HPSP entry grade. HPSP participants receive constructive service credit for rank based upon their health care degree. For example a medical student would receive 4 years credit, which results in the rank of Captain upon acceptance of reappointment in the Medical Corps. The active duty entry grade for HPSP graduates rarely exceeds the grade of Captain, except as noted below.
Participants should contact their Health Care Recruiter to obtain an Oath of Office for reappointment to the authorized higher grade.
   a. The maximum active duty entry grade for HPSP graduates is Major for those who qualify and have over 12 years of prior active duty commissioned service.
   b. The lowest active duty entry grade is second lieutenant for participants who do not accept reappointment at a higher authorized grade. Refusal to accept reappointment to the higher grade does not preclude active duty entry.
2–8. **Pay credit.**

a. This is longevity credit received toward basic pay based on the years of military service. Participants and graduates do not receive credit for the time spent in HPSP toward pay. Upon active duty entry, graduates without prior service must check their pay vouchers to ensure pay is based upon your pay grade and longevity (i.e. captain) and the appropriate years of service (under 2 years of service). Graduates can erroneously be given 4 years of pay credit based on the time spent in HPSP, which results in a higher basic pay. This erroneous higher basic pay represents an overpayment that will have to be repaid, regardless of the error and length of time before discovery.

b. While in HPSP, **Medical Students** with prior military service in a pay grade and with years of service credited for pay that would entitle the officer, if the officer remained in the former grade to a rate of basic pay in excess of the rate of basic pay of that of second lieutenant, the officer will be paid basic pay at the higher rate while on ADT.
Chapter 3
ENTITLEMENTS AND MILITARY PAY

3–1. Highlights.
   a. Budget policy, Army regulation, Department of Defense guidance and statutory provisions will prevail in the case of any request for exception to Program entry or policy, regardless of whether the policy, regulatory guidance or statute is included herein.
   b. You must keep addresses and phone numbers current with AHRC, Fort Sam Houston Defense Finance and Accounting Service (DFAS), and Student Management Office, and may be criminally liable for knowingly collecting unauthorized funds.
   c. You obtain your Leave and Earning Statement (LES - pay stub) and W-2 Forms from DFAS via the MyPay website (https://mypay.dfas.mil/mypay.aspx). DFAS will send you a login ID and temporary password. If you do not receive this within 60 days of your stipend start, please contact the pay office in San Antonio by calling 1-800-531-1114, ext 2862/2809 or writing to: Defense Military Pay Office, ATTN: HPSP, 2484 Stanley Rd, Room 105, Site 85, Ft. Sam Houston, TX, 78234-5023
   d. Submit active duty for training (ADT) travel settlement vouchers to: DFAS-IN (DNO), DEPT 3700, 8899 E. 56Th Street, Indianapolis, IN, 46249-3714, fax number 317-275-0329, and to check status call (888) 332-7366, press option #1.
   e. You receive all payments by electronic fund transfer (EFT). For issues concerning military pay, stipend, reimbursements, changes to bank accounts (Standard Form 1199A, Authorization for Deposit of Federal Recurring Payments), and monthly Leave and Earning Statements please contact the Student Management office 1-877-MED-ARMY, UME@AMEDD.Army.mil in order to be directed to the correct finance office.
   f. The contractual service obligation prescribed in the service agreement is established upon disbursement of any amount of entitlements to or on behalf of the member.
   g. Your entitlements (tuition, reimbursable expenses, stipend) are effective on the LATEST DATE that you sign the service agreement, sign your oath of office or the first day of classes - NOT orientation, for which authorized entry. Stipend is paid on the 15th and 1st of the month.
   h. Your entitlements automatically terminate on 10 May in the year that you are scheduled for graduation unless you provide the precise graduation date to the Student Management Office prior to 1 April.
   i. You lose entitlement payment eligibility for noncompliance with requirements.
   j. You serve on active duty for training (ADT) for a period of 45 days during each 12 month period of program participation. You serve in the pay grade O-1 with full pay and allowances (housing, subsistence) of that grade, unless authorized to receive basic pay in excess of the rate of basic pay as O-1 based on former grade and years of service. You also receive per diem and travel between school and ADT site in and around travel is not authorized, and family separation pay, as appropriate, while serving on ADT other than at a local site or at school.
   k. The Student Management Office may waive specific tuition restrictions in the event of a national emergency or a disaster that results in a temporary or permanent school closure.
   l. You receive up to 4 years credit toward rank following completion of your degree (i.e. a medical student enters HPSP as a second lieutenant and is reappointed to the rank of Captain at graduation).
   m. You DO NOT receive pay credit for the time spent in HPSP upon active duty entry following completion of your degree (i.e. a medical student who enters active duty receives military pay as a Captain with two or less years of service). Be sure to check your orders and financial documents to ensure you are paid correctly. A common error is the award of 4 years pay credit, which once discovered results in a debt to the government.

3–2. General.
AR 601-141, Paragraph 2-2, prescribes entitlements and can be found under the General Information Tab at the top of this screen. All financial inducements and benefits are statutory, regulatory, or policy and are subject to change at any time without notice. Any subsequent loss of such financial inducements or benefits by virtue of a statutory, regulatory, or policy change does not release participants from any service obligation incurred for participation or requirement to conform to changes. All inducements,
benefits and entitlements referenced in this policy refer to those as authorized under current statute, regulation, or policy specifically governing the particular category or subject matter being addressed. This also applies to any administrative policies, procedures, or processing time lines of agencies that support entitlements, military pay, and reimbursements that may change without notice from those indicated herein.


a. Central finance office.
   (1) The W-2 is obtained at the website https://mipay.dfas.mil. If you need to reset your password please contact the Defense Military Pay Office at 1-800-531-2609/1862/0455.
   (2) DFAS-IN processes travel and per diem pays for active duty training. Submit active duty for training (ADT) travel settlement vouchers to: DFAS-IN (DNO), DEPT 3700, 8899 56th Street, Indianapolis, IN, 46249-3714 and to check status call (888) 332-7366.

b. Servicing finance office. The Ft. Sam Houston, TX, Defense Military Pay Office is the financial processing agent for HPSP members and may be contacted at 1-800-531-1114, ext. 2793/2862/0455. The mailing address is: Defense Military Pay Office, ATTN: HPSP, 2484 Stanley Rd, Room 105, Site 85, Ft. Sam Houston, TX, 78234. This office: processes pay transactions for military pay and stipend; maintains financial records; and provides access to the MyPay website where you will receive monthly Leave and Earning Statements (LES).
   (1) The Standard Form 1199A, Authorization for Deposit of Federal Recurring Payments, is required to establish the initial account and change financial accounts for payment of entitlements and military pay for ADT.

   (1) Before closing any account, ensure all payments into the account have stopped and that the Fort Sam Houston Defense Military Pay Office has received the government agency copy of the form to initiate the change.
   (2) The financial institution copy of the form is usually (but not always) retained by the financial institution. The student should retain the customer copy.

3–4. Entitlements.

a. Entitlements are based on the number of academic years of program participation, unless prorated. They are not based on the length of the incurred obligation.

b. Entitlements are not authorized and students are liable for any period:
   (1) Preceding HPSP entry.
   (2) Following school disenrollment, HPSP termination or graduation; during leave of absence (LOA) (see chapter 8).
   (3) During remediation of courses or for courses that are not required for graduation or part of the normal academic curriculum at the school of record.

c. Entitlements are not authorized and students are liable for:
   (1) Periods that result in unauthorized expenses.
   (2) Following licensure examination failure.
   (3) Preceding eligibility or following loss of eligibility for military service or the scholarship program.
   (4) During participation in a preparatory or decelerated academic curriculum.
   (5) Upon loss of full-time student status.
   (6) During active duty or active duty for training (ADT).
   (7) Effective 10 May in the graduation year unless the Student Management Office receives the precise graduation date; or as otherwise specified in regulatory guidance or this policy.

d. Entitlement composition. Entitlements consist of authorized tuition not otherwise paid by other scholarship, grant or funding source outside of the program, fees, reimbursable expenses (books, nonexpendable supplies and equipment) and stipend payments as prescribed herein effective on the HPSP entry date. The contractual obligation is established upon disbursement of any amount of entitlements to or on behalf of the member.

e. Entry/graduation dates. The HPSP entry date is the last date an eligible student: signs the Oath of Office; signs the service agreement; or begins the first class (not registration or orientation) for the academic curriculum. The date entered on the diploma by the school is the graduation date, regardless of when the diploma is received.
f. Stipend. This is normally paid in 2 equal payments on the 15th (mid month pay) and 1st (end of month pay) of the month. The W-4 form for tax withholding should indicate the state in which you pay taxes. The first deposit is normally made: on the 15th of the month if entry occurs by the 7th of the month; or the 1st of the following month if entry occurs later in the month. Stipend terminates as prescribed in AR 601-141, paragraph 2-3q(2), and paragraph 3-3 above.

g. Reimbursable expenses. See Chapter 7.

h. Tuition, school transfers and campus changes. Transfer requests or campus changes must be submitted in writing to the Student Management Office. The requests for school transfers of campus changes must be submitted at least 60 days prior to the effective date of the transfer or campus change to avoid payment difficulties. The Student Management Office may waive specific restrictions outlined below in the event of a national emergency or a manmade or natural disaster that results in a temporary or permanent school closure.

(1) Billing for tuition and fees. A copy of the HPSP selection letter from the Recruiting Command or the welcome letter provided by the Director, Medical Education found under the General Info Tab at the top of this screen, is available for you to provide to the school billing office to alert them that the Army will pay tuition and fees. A copy of the appointment orders should be provided to the registrar's office to possibly qualify for the lower in-state (resident) tuition rate.

(2) School transfers. The Army rarely authorizes transfers to schools with tuition costs that are higher than the original school where HPSP entry is authorized. If granted, the school and the Army must approve it. School approval does not constitute Army approval. Transfer requests must include: the reason for the transfer, and letters from each school Registrar indicating the proposed disenrollment date from the losing school and the enrollment date into the gaining school. Students must disenroll from the losing school one day prior to enrollment into the gaining school. Entitlements are not paid for duplicate enrollment, repeat class work/rotations, and for disenrollment periods. Failure to follow transfer procedures may result in loss of entitlements, termination from the HPSP, and/or personal financial liability. The Student Management Office will make the final determination upon receipt of proper documents.

(3) Campus changes. Campus changes often affect the tuition billing location. If a campus change is a requirement within your state school system, you must notify the Student Management Office immediately because the billing address for tuition payments may change and it will affect the departure location for active duty training. Follow the same procedures as described for transfers. The letter from the school registrar must indicate the effective date of campus change, the new campus location and the tuition billing address.

(4) Changes in resident status. Tuition is paid based on the rate for resident or nonresident status. Nonresident tuition is paid at a higher rate. Participants whose tuition is paid at the lower resident rate must contact the Student Management Office to obtain approval if residency status changes will result in a higher tuition rate. Students may be held liable for excess costs.

i. Prorated entitlements. All entitlements are prorated when students delay completing HPSP entry requirements until after the academic term begins. In this instance, entitlements are paid only from the effective date of entry. Students should coordinate with their financial aid office to ensure the appropriate amount of pre-existing loans for tuition and fee payments are properly retained and credited to their accounts for the prorated periods. See paragraph 7-1d for detailed information regarding prorated reimbursement.

j. Full entitlements. Full entitlements are paid for selectees who accomplish entry requirements before the academic term begins. This may include alternate selectees who are offered an Army scholarship after the academic term begins, subject to the date of appointment.

k. Retroactive entitlements. Retroactive payments may be authorized pursuant to funding availability as determined by the Army HPSP Manager. Retroactive payments are made effective: on the latter of the date selection board results are approved; the oath of office is signed, as prescribed in paragraph 3-3b above for initial entrants; or as indicated in paragraph 3-3i below. Retroactive payment of stipend cannot precede the date oath of office is executed.

l. Suspended entitlements. Scholarship entitlements are temporarily suspended by placing the student in a leave of absence status. This will occur at the first indication of scholarship or military service ineligibility, or noncompliance with administrative requirements. In some instances, suspended entitlements may be retroactively restored when the appropriate requirements are met or subsequently terminated if appropriate.
m. Extended entitlements. Extension of scholarship entitlements is extremely rare. However, approved extensions result in additional obligation under the terms of the original service agreement. Disapproval automatically results in leave of absence or, if appropriate, may result in disenrollment from the scholarship program. Requests for extension must be forwarded to the Student Management Office.

n. Recouped entitlements. The recoupment amount is determined by the following formula:
remaining ADO days x entitlements paid divided by total ADO days = recoupment amount, and added interest. Time is computed based on day-for-day count.

(1) Determine total accrued ADO in days and total entitlement amount paid.
(2) Determine the remaining ADO in days by subtracting the ADO served from the total accrued ADO.
(3) Multiply the remaining ADO by the amount of entitlements paid and divide the result by the total ADO accrued to get the recoupment amount. For example, a former member with a four-year ADO (4 x 365 = 1460 days) who received total benefits of $98,000 (stipend, tuition, fees, reimbursed expenses) and has 2 years and 2 months (790 days) ADO remaining would repay $53,027.39 (790 x $98,000/1460 days = $53,027.39).
(4) Add interest. DFAS will determine interest charges.

If you are ineligible for military service, or fail to meet statutory, Army, contractual or administrative requirements, you are ineligible for entitlements. HPSP entry is not authorized for a course of study that exceeds the normal academic period required to obtain the health care degree. Except for nurse anesthesia, psychiatric nursing, clinical psychology and pharmacy, this period is normally 4 academic years.
Chapter 4
ACTIVE DUTY FOR TRAINING (ADT)

4-1 Highlights.

a. The Student Management Office may waive specific ADT restrictions outlined in this policy and the requirement to apply for an ADT through the medical education website if students are dislocated from their address of record as a result of a national emergency or a manmade or natural disaster that results in an evacuation order by civilian authority. A student in an area that is under an evacuation order may telephonically request ADT or the Student Management Office may automatically place the student in an ADT status if appropriate for the student’s health, safety and welfare. In the event of emergency evacuation, students must contact the Student Management Office as soon as they are safe and temporarily settled to provide their contact information, personal status, temporary banking arrangements and any support or assistance that may be required.

b. You must submit ADT application and the HPSP report of periodic medical examination using the medical education website at: www.mods.army.mil/medicaleducation. Contact the Student Management Office by calling (877) MED-ARMY for any problems encountered. Elective rotations done at personal expense do not require an ADT application or the report of medical examination but do require a memorandum of understanding between your school and the hospital.

c. You must take a diagnostic physical fitness test while performing ADT at an Army Medical Treatment Facility.

d. You must have an identification card to enjoy the benefits of military service. These include use of the Post Exchange and commissary (see paragraph 4-20).

e. You should submit requests for travel advances (except Basic Officer Leaders Course (BOLC), attendance) 4 weeks before ADT departure to the Student Management Office.

f. You must request airline tickets through the Carlson Wagonlit Travel Office at 800-709-2190, and must not purchase the ticket. You must ensure the ticket does not have you departing before or returning after the dates on your orders.

g. You must submit ADT travel voucher reimbursement claims if you performed any part of the ADT away from school to: DFAS-IN (DNO), Department 3700, 8899 E. 56TH Street, Indianapolis, IN, 46249-3714 at phone (888) 332-7366 within 5 working days after completing ADT with 3 copies of the: voucher of advance payment, if applicable; and all receipts (includes hotel and airfare), attached to DD Form 1351-2 (Travel Voucher or Sub-voucher) with supervisor’s signature (ADT supervisor, school official or school advisor) in block 21a. This is not required if you perform the full 45 days of the ADT at school.

h. You must have a Secret Security Clearance in order to perform an ADT. Prior to making any arrangements you must call the Human Resource Command at 502-613-6837. They will verify that your clearance has been granted or put you in touch with the proper security official to rectify any problems. If you are not in compliance with the needs of the security official, your benefits will be suspended and you may lose all scholarship entitlements.

i. You must arrange ADT (government expense, application required) and NADT (student expense, no application required) rotations at military facilities by coordinating with the appropriate point of contact for your health care discipline. The number of ADT and NADT tours that may be performed at a military facility is limited to one annually, unless otherwise authorized herein.

j. You must provide a completed ARPC Form 3924 (Individual Active Duty Certificate of Performance) to the Student Management Office within 5 working days after completing any ADT tour (including ADT at school), regardless of the location performed, to avoid revocation of the order and recoupment of military pay.

k. All participants must perform one 45-day ADT annually. You must report to the Army medical facility in the uniform prescribed by the training site. Only the rank of a second lieutenant is authorized to be worn. Participants are not authorized to wear the uniform during a non-ADT rotation. All ADTs performed require the submission of ARPC Form 3924. ADT at school must be performed from 17 August - 30 September. ADT at an Army facility requires a minimum of 21 days (including travel time). All ADT must be requested by not later than 1 May annually (except students in the final year of studies who must submit requests by 1 February) and requested at least 60 days before starting ADT. Failure to request ADT when required, including school ADT, may result in forfeiture of the tour.
l. You are not authorized to: Perform ADT without a Secret Security Clearance; drive more than 350 miles from your school location to the ADT site; perform ADT overseas (except Hawaii and Alaska) or at non-Army facilities; perform ADT at Tripler Army Medical Center or Hawaii in the month of December; have family members travel to the ADT site; travel without orders, on revoked or verbal orders or before the report date; perform two 45-day ADT tours or two or more NADT tours at the same training location; perform one 45-day tour at two different training locations; perform more than one NADT tour in a military facility; or revoke an ADT that has already been performed or currently in progress.

m. Do not travel without orders. Do not travel prior to the effective date on your orders. If you begin travel prior to the effective date on your orders, you are in a non-ADT status, assume personal risk, may have a negative line of duty determination in case of incident, and are in violation of this policy.

n. You must report to your ADT location on the date specified in your orders for accountability purposes or you could be in an Absent Without Leave (AWOL) status. Be sure to advise the ADT site if your report date is on a weekend and ask them for the location of where you should report.

o. Fourth year medical students are encouraged to complete all ADT tours (except at school ADT) before 15 October (due to the Army First Year Graduate Medical Education selection board) but must complete ADT by 1 December. Fourth-year medical students (one-year scholarship recipients) are ineligible for early entry to perform BOLC because of the first year of graduate medical education requirements.

p. Medical students must attend the HPSP BOLC (see paragraph 4-24), apply through the Medical Education Website to attend the BOLC. The class starts the mid June and ends in the last week of July. Notify the Student Management Office if BOLC attendance conflicts with the academic schedule or with health issues before 15 April. Participants who are pregnant are prohibited from BOLC participation. Veterinary medicine students may attend BOLC on a space available basis and must apply on-line to attend BOLC.

q. Students who receive orders for BOLC and fail to show for or fail to successfully complete BOLC may be terminated from HPSP participation.

r. You are authorized one rental car per three students for ADT at Brooke, Madigan, Walter Reed, Tripler, Womack, and William Beaumont Army Medical Centers only if housed off post or for ADT at Brooke and Madigan if housed on post. Veterinary medicine students are exempt from this restriction due to geographical dispersion and remote training locations. Reimbursement for rental car insurance is not authorized.

s. You must use government housing and dining facilities when available.

t. You are required to obtain a Reserve Identification Card (DD Form 2). Any Defense Eligibility Enrollment System (DEERS) (see paragraph 4-14c) site can issue an ID card. For a list of the DEERS sites closest to you, log on to www.dmmdc.osd.mil/owa or call the Customer Contact Office at 502-624-1667 or http://www.dmmdc.osd.mil/owa/home for the closest site. You should take applicable marriage/birth certificate(s) and ID card to the ADT site to enroll family members in the DEERS.

u. You should be sure to obtain a copy of your student evaluation prior to departing the ADT site.

v. You should get a line of duty determination prior to departing the military training site if you are injured during your ADT tour in order to receive continued medical treatment for the injury after your ADT tour ends. A line of duty “yes” determination also facilitates an active duty medical extension (ADME) order, which may be issued through the Army G1 and places an individual on active duty for up to 179 days. Your ADT tour cannot be extended for the purposes of receiving medical care.

4-2 General.

w. ADT will be performed as prescribed in AR 601-141, chapter 2, paragraph 2-4. This regulation can be found at the medical education website under the General Information Tabwww.mods.army.mil/medicaleducation This chapter prescribes training policy, administrative requirements and authorized ADT locations. The Student Management Office, Medical Education Directorate, is responsible for processing ADT requests for orders, amendments, revocations and cancellations depending on the orders status.

x. The Student Management Office is not authorized to process ADT requests for orders, amendments, revocations and cancellations that are not requested using the medical education website, except in emergency situations. The Student Management Office may waive specific ADT restrictions outlined in this policy and the requirement to apply for an ADT through the medical education website if you are isolated from your address of record as a result of a national emergency or a disaster that
results in an evacuation order by civilian authority. A student in an area that is under an evacuation order may telephonically request ADT or the Student Management Office may automatically place the student in an ADT status if appropriate for the student's health, safety and welfare. In the event of emergency evacuation, students must contact the Student Management Office as soon as they are safe and temporarily settled to provide their contact information, personal status, temporary banking arrangements and any support or assistance that may be required.

y. The AHRC Incentives Team is responsible for preparing and forwarding the orders to the students.

z. Students cannot perform ADT or any other type of sponsored military training without orders or a Secret Security Clearance. Do not follow any verbal instructions to proceed without orders and contact the Student Management Office immediately if any such instructions are received.

aa. You must report to the Army medical facility in the uniform prescribed by the training site. Only the rank of a second lieutenant is authorized to be worn. All soldiers must comply with uniform and appearance standards prescribed by the Army.

4-3 Categories of Training.

Students may perform non-active duty training (NADT) and active duty training (ADT) tours. Selection of a site for an elective or clerkship should be based on the availability of a specific type of residency as well as the student's preference for geographic location. Certain electives fill quickly, so it is advisable to start as early as possible. Students must initially contact the Medical Education Office or point of contact for the appropriate health care discipline at the specific Army hospital to determine availability when arranging either an NADT or ADT rotation.

bb. Non-active duty training (NADT) rotation. This is any rotation, elective or other training performed in a civilian or military facility when not on ADT. It is performed solely at the student's personal expense, discretion and coordination efforts. An application is not required for NADT. The military facility may require a Secret Security Clearance for a NADT. Should that be the case, you can call 502-613-6837 to verify that your clearance has been granted.

(1) Medical students are limited to one 45 day NADT tour annually at a military facility. Participants are not authorized to wear a military uniform during a NADT rotation. Multiple NADT tours and NADT periods that exceed 45 days at the same military facility are not authorized.

(2) Non-active duty electives can be performed in Army teaching hospitals only if a memorandum of agreement (MOA) is established between the respective hospital and the student's school. A request for a MOA should be coordinated between the student's school administration and the Medical Education Office or other office for the appropriate health care program at the Army hospital where the elective is desired.

(3) No elective/study is will be sanctioned by the HPSP or the US Army to be performed outside of the continental United States, Alaska, Hawaii, or Puerto Rico even if it is authorized by the university that you attend.

c. Active duty for training (ADT). This is ADT performed at government expense and participants are required to wear the uniform during an ADT rotation. All tours must meet the statutory length of 45 days and must be conducted in accordance with AR 601-141, Chapter 2, paragraph 2-4 which can be found under the General Info tab at www.mods.army.mil/medicaleducation well as in accordance with the requirements and procedures described in this chapter.

(1) Although some prior service participants may be paid at a higher grade for the purpose of base pay, the ADT is performed wearing the rank of a second lieutenant (2LT).

(2) All tours performed at an Army facility must be for a minimum of 21 days (includes travel).

(3) Students may not remain at the same training location beyond the 45-day period in a NADT status.

(4) ADT tours at other than Army sites are not authorized

(5) ADT tours overseas (Europe, Korea, Panama, etc) and ADT during the month of December in Hawaii are not authorized.

(6) Family member travel and transportation of firearms and any other prohibited or illegal items are not authorized.

(7) Only one ADT site may be visited during each 45-day period. For example, a student cannot split the 45-day ADT with 21 days at Brooke Army Medical Center and 24 days at Madigan Army Medical Center. However, a 45-day tour at the same location may be split between two rotations.
(8) Students performing ADT at school are only required to attend classes as usual. The wear of uniforms is not required.

(9) Students must select a different ADT site for each ADT. For example, a student cannot perform two 45-day ADT’s at Brooke Army Medical Center.

dd. You are encouraged to perform ADT at facilities where you may want to continue your graduate medical education (internships and residencies).

4-4. Frequency of ADT.
Those who do not apply to perform their ADT tour annually may forfeit the option of scheduling an ADT pursuant to funding limitations and, if eligible, will receive the monthly stipend. ADT tours may not be carried over into the following fiscal year. An ADT that has already been performed or that is already in progress cannot be revoked for the purposes of obtaining an additional ADT in a current fiscal year. Medical students are authorized to perform two consecutive (back-to-back) ADT tours at different training sites pursuant to paragraph 4-11 d. Medical students are authorized to perform only one NADT tour at a military facility pursuant to paragraph 4-3 a. (1).

4-5. Anniversary Date.
This date is established by assigning the dates of 1 August, 5 September or 1 October to the HPSP entry date closest to one of those dates. Therefore, a one-year ADT anniversary period may be from 1 August to 31 July, 5 September to 4 September or 1 October to 30 September, depending on when HPSP entry occurs. These periods are established to enhance training availability and accommodate academic schedule variations. Except for those in the medical HPSP, students may request one change in anniversary date. This change may be granted only in unusual circumstances.

4-6. Early Program Entry for Training.

ee. All eligible students may request entry into the program prior to the start of academic curriculum (the normal program entry date) in order to participate in ADT. A request does not constitute approval. All pre-enrollment requirements must be met and the required commissioning documents for AHRC and enrollment documents for HPSP entry must arrive at their specified locations by 1 May for processing. Current participants generally receive funding priority for ADT.

ff. Early entry is authorized for medical, dental and veterinary scholarship recipients to participate in the AMEDD Basic Officer Leaders Course (BOLC). All early entry approvals are subject to space and funding availability, and meeting all entry eligibility requirements, and completion of the distance learning portion of the BOLC curriculum. Those who are authorized early HPSP entry to attend BOLC are not authorized an ADT tour following the end of first-year classes. Early entry is also authorized for 1-year medical and clinical psychology scholarship recipients only to participate in training at an Army medical treatment facility in preparation for the FYGME and Clinical Psychology Internship Program (CPIP) selection processes. Prioritization is as indicated below.

(1) Priority 1. Selected 1-year medical and clinical psychology students who are authorized to attend training at an Army military medical treatment facility in preparation for the FYGME and CPIP selection processes. 1-year medical recipients are ineligible for early entry to perform BOLC.

(2) Priority 2. Selected medical students to participate in BOLC who have completed the distance learning portion of the curriculum.

(3) Priority 3. Selected dental students to participate in the BOLC. Graduating dental students will have priority. Must have completed the distance learning portion of the curriculum.

(4) Priority 4. Selected veterinary students to participate in the BOLC. Must have completed the distance learning portion of the curriculum.

gg. When early entry is authorized, the ADT tour serves as the first tour authorized during the first year of HPSP participation.

hh. Two-year medical scholarship recipients may be authorized early HPSP entry only for attendance at the BOLC if proof of passing the distance learning portion of the curriculum and part one of the USMLE/COMLEX is provided.

ii. Students should also see paragraph 4-7 b (3).

4-7. Scheduling and Application.
ADT is scheduled on a first-come, first-served basis, using the medical education website. The ADT location is based on the student’s request, coordination with the appropriate training site and space availability at the training location. Submission of inaccurate information or lack of coordination may result in loss or delay of the ADT opportunity. Always verify the status of the ADT request either via the web, with appropriate facility or your student advisor.

jj. Scheduling. Except as indicated in paragraph 4-9 below, student ADT applications are reviewed and approved/disapproved on-line by the local office that coordinates education and training (Graduate Medical Education Coordinator or other appropriate office) for the specific health care discipline and desired ADT facility. The telephone numbers for the appropriate offices are included in paragraphs 4-4 thru 4-30 for each appropriate program.

kk. Application. Application and processing of ADT requests or amendments externally to the medical education web site is not authorized.

(1) Submit an on-line ADT request only after scheduling the ADT with the appropriate ADT site.

(2) Requests for ADT will not normally be processed when physical qualification cannot be determined. ADT applications cannot be processed without completing the physical health assessment (PHA). All HPSP participants are required to certify their medical status by completing a physical examination or PHA on-line annually. Entitlements may be suspended for failure to meet this requirement. A description of any change in medical status must be indicated in the appropriate space. This requirement applies to all students for all ADT, including ADT performed at school, but is waived for attendees who attend BOLC within 18 months after entering HPSP.

(3) Orders will be mailed to the address on record, which is the address indicated on the HPSP website. All orders will be based on the ADT departure point as originating from and ending at school. Medical students who spend an extended period away from their university location for the purpose of clinical rotations, must return to the university as the departure and return point of the ADT. The school location is the student’s official place of duty and is the only basis for calculating travel pay. The only exception is early entrants to participate in BOLC. Because they have not yet started their graduate study, the local address identified by the student is the departure and return address.

(4) Amendments to orders must also be requested using the medical education website. Any request for amendment will be individually evaluated considering the need and time line for submitting ADT request. No amendment will be issued when students fail update their address.

(5) Elective medical rotations done at personal expense do not require ADT application or the report of medical examination but do require a memorandum of understanding (MOU) between the medical school and the military hospital as would be in place for non-military clinical rotations. The MOU is unrelated to HPSP functions. HPSP participants should consult with the school and military hospital in advance to ensure that appropriate agreements are in place to avoid inconvenience. Medical students are limited to one 45-day NADT annually at a military facility.

4-9. ADT Application Deadlines.

ADT requests must be received at the Student Management Office online within the time frames indicated below. These time frames are necessary to meet time restrictions for requesting orders and settlement of financial accounts. Failure to meet these time constraints may result in not receiving the requested ADT time period and final payments.

ii. Requests for ADT at military installations (includes MTF). Applications for ADT must be made on line at least 60 days prior to the start date. Applications must also conform to the requirements in paragraph 4-8b and 4-8c below. An amendment to the ADT order, as an exception to policy, must be requested 45 days prior to the ADT start date and must meet criteria in paragraph 4-7 above. All students are prohibited from performing ADT at Tripler Army Medical Center or Hawaii in the month of December and therefore must have their training completed by 30 November.

mm. Completion of ADT by fourth-year students.

(1) Medical students must complete their final ADT tour earlier than other fourth-year students. Fourth-year medical students are strongly encouraged to complete all ADT tours before 15 October due to the Army First Year Graduate Medical Education selection board, but must complete all ADT prior to 1 December.

(a) Clinical clerkship rotations and electives performed at Army MEDCENs or MEDDACs with Graduate Medical Education Programs are extremely important in the process of obtaining a FYGME position. Students get the opportunity to evaluate first-hand the training programs and facilities available
in the Army. Program directors can meet students and observe their performance. Optimally, the rotations should be performed after the completion of the third year, but before the end of October of the fourth year.

(b) Selection of a site for an elective or clerkship should be based on preference or availability of a specific residency or geographic location.

(2) All other fourth-year students must complete their last ADT by 1 April of the year in which they graduate in order to complete pay actions prior to graduation.

(3) ADT requests will not be accepted after 20 January of the graduation year, unless required to comply with statutory requirements.

nn. Final date for submission of ADT requests. All ADT (except for fourth-year students) requests must be received by the Student Management Office no later than 1 May of each year to project funding requirements and commit funds for the remaining fiscal year. This includes requests to perform ADT at school.

oo. Failure to comply with the above suspense date may result in forfeiture of the tour or no ADT tour when funding is limited.

pp. An ADT cannot be saved or reserved for use in a later fiscal year or carried over to the next fiscal year when forfeiture occurs due to loss of active status, failure to request ADT, or other reasons. A forfeited ADT tour is not reinstated retroactively or granted to former HPSP participants.

4-10. General Funding Priorities.
Current participants receive priority over those who are selected for early entry. Participation in ADT is subject to funding availability. An individual who does not participate in an ADT tour remains in a stipend pay status, unless entitlements are otherwise suspended. Prioritization is as indicated below. Priorities 3 and 4 funding levels are the lowest priority and will be canceled when funding is limited.

qq. Priority 1.
(1) Medical and clinical psychology students to participate in training at an Army military medical treatment facility in preparation for the first year of the graduate medical education (FYGME) selection board process or the Clinical Psychology Internship Program (CPIP), as applicable.

(2) Medical (priority 1), dental (priority 2), and veterinary medicine (priority 3) students to attend the BOLC beginning with those closest to graduation (dental/veterinary medicine) and regressing to those completing the first academic year of school. Graduating dental students will receive priority over other dental students for BOLC attendance.

rr. Priority 2. ADT performed at Army Medical Treatment Facilities. This also applies to veterinary students training at authorized veterinary support area training sites or other off site locations.

ss. Priority 3. ADT performed at any other authorized non-medical military training site.

tt. Priority 4. ADT performed at school for the full 45-day period.

uu. Priority 5. Early entry for ADT.

4-11. Points of contact.
Students who have questions about the administrative aspects of an ADT should first contact their Health Care Recruiter and, in turn, the Student Management Office. Students who have questions about the professional aspects of an ADT may contact the appropriate HPSP consultant or Career Activities Office listed below:

vv. Academic Medicine Advisor: 1-877-MED-ARMY
ww. Optometry Advisor: (703) 681-3152
xx. Dental Corps Academic Advisor: (210) 221-8912
yy. Anesthesia Nursing Advisor: (210) 221-6564
zz. Clinical/Counseling Psychology Advisor: 301-400-1917
aaa. Veterinary Medicine Advisor: (210) 221-5931

4-12. Types Of ADT.
The ADT types are: military installation; school; and a combination of the aforementioned. Students are under the command jurisdiction and supervision of the appropriate Program Director or Student Coordinator upon arrival at the ADT location. Prior to reporting for ADT, students should contact the Graduate Medical Education or Student Coordinator at the training facility to request information on the clerkship program and a welcome packet for newly arriving personnel. All ADT tours categorized in
paragraphs 4-10a, 4-10b and 4-10d below include a maximum of one day of travel to and one day travel from the training location. Regardless of the ADT type, all participants must complete and forward ARPC Form 3924 (Individual Active Duty Certificate of Performance) to the Student Management Office to avoid loss of pay for leave.

bbb. Military installation (includes medical treatment facility (MTF). The entire 45-day period of this ADT type is performed at the installation. ADT at two different installations within the 45-day tour is not authorized.

ccc. Combination military installation (includes MTF) and school. A portion of the 45-day period is performed at a military installation and the school location. The portion performed at the military installation must be for a minimum of 21 days (including travel) and is subject to the approval of the Army facility. The remaining days are performed at the school. When possible the school portion will be scheduled after the military installation to facilitate the ability to obtain a common access card (CAC).

ddd. School only. Students may perform the ADT at school if the academic schedule does not permit at least 21 days ADT at an Army facility. Travel and per diem are not authorized and the tour must be performed from 17 August to 30 September. Students are only required to attend classes. Fourth-year school ADT's (third year for clinical psychology students) must be performed prior to 1 April due to finance requirements. The veterinary medicine advisor must approve ADT at school on line or will designate an appropriate ADT site.

eee. Consecutive tours (back-to-back). These are two 45-day ADT tours performed at two different locations within a compressed period. It is restricted to the medical HPSP.

(1) This is authorized for third and fourth level ADTs for medical students in preparation to meet contractual requirements for application to the Army First Year of Graduate Medical Education Selection Board. Consecutive tours at the same ADT location are not authorized.

(2) Students should allow at least 16 days between the departure day that ends the first ADT and the arrival day that begins the ADT at the second site whenever possible. Students should also avoid having an ADT begin in one fiscal year and end in another because of difficulties with funding availability that normally occurs at the beginning of each fiscal year. The fiscal year begins on 1 October in one calendar year and ends on 30 September in the following calendar year.

4-13. Rental Cars. Reimbursement is authorized While on ADT. Rental cars are authorized on the basis of one car per three students, except as indicated below. Students who obtain a rental car without advance authorization (indicated in the ADT order or amendment) will not be reimbursed. Rental car reimbursement is limited based on existing directives and only compact size automobiles are authorized. Reimbursement for insurance is not authorized.

fff. Students with rental car authorization may include other students as drivers if schedules do not permit a single driver to provide adequate transportation.

ggg. Rental car authorization for ADT at Tripler Army Medical Center is only for occupants of civilian lodging and government quarters located at Fort Schafter or Schofield Barracks.

hhh. Rental car authorization for ADT at Walter Reed National Military Medical Center at Bethesda(WRNNMC) is generally not granted. Parking space at WRNNMC is very limited. Use of public transportation is encouraged.

iii. Rental car authorization for ADT at Brooke, Evans Army Community Hospital, Womack and William Beaumont Army Medical Center is only for occupants of civilian lodging, on-post lodging when the distance from the hospital exceeds 1 mile, and bachelor officer quarters (BOQ). Rental cars are not authorized for occupants at the Guest House.

jjj. Rental car authorization for ADT at Madigan Army Medical Center is only for occupants of civilian lodging and on-post lodging when the distance from the hospital exceeds 1 mile.

kkk. Only the local Graduate Medical Education Office or other office responsible for coordinating and scheduling training for the appropriate health care discipline may request a rental car authorization.

lll. Rental car authorization for ADT at Evans Army Hospital, Fort Carson is for occupants of civilian lodging and on-post lodging when the distance from the hospital exceeds 1 mile.

mmm. Rental car authorization for ADT for other authorized training sites for occupants of civilian lodging.

nnn. Veterinary students are exempt from the rental car student ratio because of the wide geographical dispersion of training sites and schedules.
4-14. ADT Orders And Amendments.
All orders and amendments must also be requested and processed on line using the medical education website. All ADT orders are forwarded to students at the address on record at the Student Management Office. All orders will be based on the ADT departure point as originating from and ending at school. Medical students who spend an extended period away from their university location for the purpose of clinical rotations, must return to the university as the departure and return point of the ADT.

oooo. Orders. DO NOT TRAVEL WITHOUT ORDERS. DO NOT TRAVEL PRIOR TO THE EFFECTIVE DATE ON YOUR ORDERS. If you begin travel prior to the effective date on your orders, you are in a non-ADT status, assume personal risk and expense, a negative line of duty determination and are in violation of this policy. The effective date that ADT and military pay begins is the reporting date specified in the orders. Students should review their orders to ensure the time and place agree with what has been requested. If the orders are in error, contact the HPSP Student Management Office at 1-877-MED-ARMY, for assistance in making corrections. Pay attention to the instructions contained in the orders. If orders are not received at least 21 days before the ADT starting date, contact the AHRC OADO Incentives Team at (502) 613-6837. The exception to the 21 day rule is during mid August through September because fiscal year funding constraints may delay receipt of orders. You must ensure that your email address is updated at the Medical Education Website in order to receive your orders via email. You must obtain an Army Knowledge Online email address. Instructions for doing so are found under the FAQ (Addresses and Pay) at the top of this page.

ppp. Amendments to orders. Orders requiring adjustments due to erroneous information or changes in training location or period of ADT, mode of transportation, or rental car, can only be changed by an amendment to the initial order.

(1) Except for rental car authorization, amendments are not authorized once travel occurs. The ADT order will be canceled if a change in report date does not meet the time frames for submission of the request for amendment.

(2) Do not travel on any ADT order that is received when an amendment has been requested because the amendment and the original order are required to receive proper payment. Travel on an order for which amendment has been requested will result in personal financial liability for all expenses incurred as a result of unauthorized travel.

(3) Do not obtain a rental car without an amendment. The amendment and original order are required to receive proper reimbursement. Obtaining a rental car without an authorized amendment in advance will result in personal financial liability for all expenses incurred as a result of the unauthorized rental.

qqq. Maintaining Orders. Always keep a copy of the ADT orders along with all amendments and settlement documents for later use on active duty to validate claims for the remaining appropriate amount of the uniform allowance.

4-15. Reporting For ADT.
Students must report on the date specified in the orders. Do not make individual arrangements to report on a day other than the date indicated on the orders. Students are required to take all copies of their orders and any amendments to the Army facility because they are necessary for in processing. Reimbursement for family member travel and associated expenses, and movement of household goods is not authorized. You must report to your ADT location on the date specified in your orders for accountability purposes or you could be in an Absent Without Leave (AWOL) status. Be sure to advise the ADT site if your report date is on a weekend and ask them for the location of where you should report.

rrr. Uniform allowance. Students will receive $400.00 uniform allowance when reporting for the first ADT at a military training site. Advance payment of this allowance is not allowed. Students should purchase uniforms in advance. Those who cannot make advance uniform purchases should purchase a nameplate in advance and purchase uniforms on arrival. Prior service commissioned officers are not authorized a second uniform allowance.

sss. Required use of government facilities. Government housing and dining facilities must be utilized when available. When these facilities are not available, students must obtain a statement of non-availability for housing or meals, or both if appropriate, at the training site. Reimbursement for housing is limited to the government housing cost when government housing is available, but other lodging is used. Do not arrange housing without first coordinating and in processing through the billeting (housing) office at the ADT location. Dining facilities (hospital) are considered available when the facility is open during
normal duty hours and when a portion of the dining facility hours is consistent with the related work schedule.

ttt. Personal documents. Take any marriage/birth certificates and the ID card to the ADT site because they are required at the medical facility to enroll family members in the Defense Eligibility Enrollment System (DEERS) and to establish health benefits under Tri-Care.

uuu. Travel information.

(1) Personal liability. Do not travel without orders, on revoked orders, on verbal orders, or before the date indicated in the orders. The government is not liable for any injury, travel expenses, or other problems incurred when students are not in an active duty status.

(2) Travel at government expense. Students must request round trip tickets for air travel to and from the ADT site. However, ticket requests must be indicated when requesting ADT. Students must request airline tickets through the Carlson Wagonlit Travel Office at 800-709-2190 and must not purchase the ticket. Students will normally receive an electronic ticket (e-ticket) for direct flights, which will be waiting for them at the check-in counter. Reimbursement for any additional expense incurred for electing a paper ticket is not authorized. The flight itinerary is provided by email. Contact the AHRC OADO Incentives Team if the flight itinerary (or mailed ticket) has not arrived within 7 days before the ADT start date.

Always contact the appropriate airline to confirm your flight information and e-ticket.

(3) Departure from other than school location. The school is the student’s official place of duty and is the only basis for calculating travel pay, except as indicated in (4) below and when early entry is authorized under paragraph 4-6b(3). Use of a privately owned vehicle (POV) to travel a distance greater than 350 miles one way to an ADT site is not authorized. All travel greater than 350 miles MUST be done by air.

(4) Travel at personal expense. Students may travel by air at personal expense only if the airline issuing the government ticket will exchange the ticket. This may require some extensive coordination and personal expense for any charge associated with the change. Students are not authorized any refund that results in a higher airfare or extra charge. Travel reimbursement claims must be submitted to: DFAS-IN (DNO), Department 3700, 8899 East 56TH Street, Indianapolis, IN, 46249-3700. Questions may be directed to (888) 332-7366.

(5) Travel by privately owned vehicle (POV). Travel by POV will not be authorized for a distance greater than 350 miles from the school location. Students must request to travel by privately owned automobile as an exception to policy when there is no delay in reporting for duty. However, the one way distance must be less than 350 miles and they will not be reimbursed for in and around (local) travel at the ADT site. Additionally, travel time remains limited to 1 day to and 1 day return from the ADT site, regardless of the mode of travel. Students must request to travel by POV (or air) when the ADT request is submitted on line. If travel is by POV, the lesser of the cost of POV or air travel is paid. Reimbursement is not authorized for any expenses incurred for overnight lodging.

vvv. Travel advances. Except for attendance at the BOLC, advances must be requested at least 4 weeks before departure for any ADT and are also paid by EFT. Contact the Student Management Office (877-MED-ARMY) to request a travel advance. Since any advance is later collected during settlement, it is important to understand the amount of cash received and requirement to repay any overpayment. Retain a copy of all vouchers, as it is required for reimbursement of ADT expenses.

www. Settlement of travel and per diem.

(1) Students who perform an ADT at school are not required to file a settlement voucher since they do not receive travel or per diem.

(2) Those who perform an ADT that involves travel by air or by private vehicle authorized in the ADT order must settle ADT travel vouchers by sending the voucher packet to: DFAS-IN (DNO), DEPT 3700, 8899 East 56th Street, Indianapolis, IN, 46249-3700 FAX 317-275-0329. The voucher must be sent within 5 working days after the ADT tour has been completed. The packet must include 3 copies of: the advance travel voucher (if applicable) and all receipts (including hotel and airfare), attached to DD Form 1351-2 (Travel Voucher of Sub voucher). The DD Form 1351-2 must have a supervisor's signature in block 21a, which can be the student’s supervisor at the ADT site. All inquiries concerning travel voucher status or questions regarding the amount received should be directed to the aforementioned finance office at 1-888-332-7366.

(3) All students must complete ARPC Form 3924 (Individual Active Duty Certificate of Performance) and provide it to the Student Management Office within 5 days after the end of any 45-day tour. The certifying official for ADT at a military training site is the student’s supervisor at the ADT site and for ADT
at school is the Registrar’s office (a Student Management Office representative will serve this purpose if school officials decline).

(4) Failure to comply with the requirements in (2) and (3) above may result in a restriction from any future ADT, revocation of ADT orders and collection of military pay.

xxx. Student evaluations. All students who perform ADT at a medical treatment facility or veterinary training site will be evaluated using MEDCOM Form 672-R, HPSP and ROTC Student Performance Evaluation. This form is available for printing at the web site: www.mods.army.mil/medicaleducation, under the General Information Tab. Students are required to review this evaluation prior to departing the ADT site. You should be sure to obtain a copy of your student evaluation prior to departing the ADT site. (Medical students see chapter 12).

4-16. ADT Injuries And Health Care (TRICARE).

yyy. Students who are injured during ADT should get a line of duty determination prior to departing the military training site. This is necessary in order to receive continued medical treatment for the injury after your HPSP tour ends. A line of duty “yes” determination facilitates an active duty medical extension (ADME) order. These orders may be issued through the Army G1 and can place an individual on active duty for up to 179 days. Your HPSP ADT tour cannot be extended for the purposes of receiving medical care.

zzz. Since the TRICARE program changes, students should always follow the instructions of the representatives directly providing the information. Current guidance, if changed, will supersede the information herein. Participants are not eligible to receive care through TRICARE (except while on ADT) because it is only available for active duty, active reserve, and retired members, and their families. Family members of participants are eligible to receive care through TRICARE when the participant is on ADT. Health claims are not processed without valid ID Card information. Key points to remember:

(1) Health care beneficiaries must normally use an available military facility (life and limb emergencies excepted as determined by appropriate authority) for inpatient care if it has the capability to provide the required therapy. A facility is considered available if it is within a 40-mile radius of the beneficiary’s residence. Students should always contact the nearest Uniformed Services medical facility to determine if a non-availability statement is necessary before receiving inpatient care at a civilian hospital.

(2) Submission of claim forms must be accompanied by DA Form 1173 (Uniformed Services Identification and Privilege Card) as proof of dependent eligibility. Students should place their ID Card information on the claim forms in the appropriate space and attach copies of the ADT orders, marriage certificate, and child’s birth certificate, as appropriate.

(3) For comprehensive information, contact the Health Benefits Advisor at the local/closest military health care facility.

4-17. Accrued Leave And Pass.

a. Students earn up to 4 days of accrued leave during ADT. Normally, leave is only used in emergency situations. Leave cannot be taken before or after the ADT. Students are automatically paid for unused leave at the completion of the ADT period. The days for which accrued leave payment is made are deducted from the 60-day maximum for which soldiers may be paid at the completion of their active duty military service.

b. When emergency leave is required at the ADT training site, students must request accrued leave on DA Form 31, which is available at the ADT training site. The amount of leave requested or taken cannot exceed 4 days. Leave must be approved by the program director and the local commander, and forwarded to the HPSP staff. In this instance, the days of accrued leave that are taken are not paid in addition to the 45-day ADT and are not deducted from the 60 day maximum for which soldiers may be paid at the completion of their active duty military service.

c. Students may be authorized a pass subject to approval by the Commander at the ADT site.

d. If leave or pass is authorized, students must not depart the ADT site without an approved DA Form 31 signed by the approving authority in their possession. Failure to do so may result in placement in an absent without leave (AWOL) status and/or loss of the scholarship.

4-18. ID Card.

Students are required to obtain a Reserve Identification Card (DD Form 2) for themselves and, if applicable, a Family Member ID Card (DD Form 5431). Any DEERS (see paragraph 4-13c above) site
can issue an ID card. For a list of the DEERS sites closest to you, log on to www.dmdc.osd.mil/rsl or call the Customer Contact Office at 502-624-1667 for the closest site. Always contact the DEERS site to confirm the documents needed to obtain the ID card. For Family Member Identification Cards, plan to have notarized marriage and birth certificates (also an enrollment certificate from a post-secondary educational institution for children 19-23 years old). Students may also contact the military personnel office at the nearest Army installation ID Card Section.

4-19. Common Access Card (CAC). Students are authorized to have a CAC when they have ADT orders that exceed 30 days. This card is used for identification and is needed at military hospitals in order to access Army computer systems. Upon receipt of your ADT orders, please take a copy to the nearest Military ID Office NO EARLIER THAN TEN (10) DAYS PRIOR TO THE ADT START DATE especially if the start date is the school portion of the ADT to obtain a CAC card. By doing this, your inprocessing at the facility will be much faster. If you do not obtain the CAC prior to reporting the CAC will be issued at the treatment facility and may delay your assumption of clinical duties. Upon completion of the ADT the CAC must be turned back in to the ID card section at the facility. If you already possess a CAC visit a Military ID Office to have your benefits and access activated.

4-20. Space Available (Space A) Travel on Military Aircraft. Travel by Space A is available within the United States and is not permitted for family members. Space A travel can be inexpensive, but flights may be canceled without notice. Submit a written request to: Commander, U.S. Army Human Resources Command, ATTN: AHRC-OPH-PAI, Incentives Branch, 1600 Spearhead Division Ave DEPT #270 Fort Knox, KY 40122 for authorization for space available travel. For information regarding requirements, contact the AHRC Incentives Team at (502) 613-6837. Students must be in uniform (verify correct type before departing), have a valid ID Card and written authorization (DD Form 1853) to travel.


4-22. Commissary, Exchange, And Morale, Welfare And Recreation (MWR) Benefits. Students and family members are authorized unlimited access to the commissary, Post Exchange (PX) System and MWR at any military location throughout the year by showing their Identification Card.

4-23. ADT Opportunities. Training is conducted at various military medical facilities. A clinical ADT after the first or second year of medical or dental school requires prior BOLC. Clinical rotations between the third and fourth year of medical or dental school do not require prior BOLC.

4-24. Basic Officer Leaders Course (BOLC).
   a. Is Mandatory Training. This training provides an introduction to the Army and to military health care in the field and community hospital environments. It is offered each summer in June and July. Those who are authorized early HPSP entry to attend BOLC are not authorized an ADT tour following the end of first-year classes or first year of HPSP participation. Students will receive a welcome letter from the class advisor that provides specifics on the class. All attendees must apply by 1 April. All students who attend BOLC must apply on-line.
   b. MEDICAL STUDENTS: Attendance at BOLC is mandatory for medical participants. This training is typically performed as your 1st ADT during the summer of your first year of school. We recommend completing this six week training as early as possible. If you do not attend BOLC during your first or second level ADT, you may not be eligible to schedule two interview rotations, and will be required to perform one of your final two ADTs at school. If the requirement to attend BOLC is not met, you will attend BOLC after graduation which may delay the start of graduate medical education (PGY-1 and/or residency).
   c. ALL STUDENTS (other than the medical disciplines): Those who cannot participate in the 6-week BOLC will attend BOLC after graduation. The Branch Manager for their respective discipline will arrange
orders for this a month or so prior to graduation. These students may choose an alternate HPSP training site or perform ADT at school for all ADT levels.

(4) Medical, Dental and Veterinary Students who are unable to attend must submit a request for ADT at school and their Dean of Student Affairs must verify this. The Dean’s letter must indicate if nonattendance at BOLC is due to the student’s special circumstance and the nature of the particular circumstance or whether the academic curriculum for first-year students at the school precludes attendance.

d. Absence from and completion of BOLC training.

(5) Students who fail to comply with orders to report for duty at the BOLC; depart BOLC without authorization; or who fail to successfully complete BOLC may be terminated from HPSP participation.

(6) Absence from BOLC for a weekend requires a weekend pass requested from the course director and a DA Form 31 signed by the unit Commander. In the event of an emergency requiring early departure from BOLC, students must obtain approval from the BOLC course director and must contact the HPSP Student Management Office before departure.

e. Family member travel and prohibited items. Family member travel and prohibited items are not authorized for any ADT. Prohibited items include any illegal items or other items as prescribed by the ADT location, (i.e. fire arms, ammunition and other weapons).

f. Advance preparation. This is normally the first ADT where students receive the uniform allowance. Students should make advanced preparations for BOLC with the purchase of uniforms, nametapes and a nameplate (these require some time to make), and other items before arrival at BOLC, if possible. It also provides immediate cash needed to defray initial lodging costs. Other than nameplates, most uniform items may be purchased on arrival. The local Health Care Recruiter can assist students in obtaining uniforms. They will also help in obtaining and accomplishing the following prior to departure for BOLC.

(7) ID Cards.

(8) ID (Dog) Tags.

(9) Physical Fitness/Weight Standards.

(10) Name Tapes

aaaa. Finance. BOLC attendees normally automatically receive a $1000.00 advance in pay within 2 weeks prior to reporting to the BOLC site. Early entrants to perform BOLC may receive their advance upon reporting to the BOLC site. If your Home of Record or school location is San Antonio, TX, you will not receive a Per Diem (payment for daily living expenses in addition to base pay and allowances).

g. Curriculum. The curriculum consists of the Army Training and Doctrine Command (TRADOC) Military Qualifications Skills (MQS) and the AMEDD Common Core subjects. These subjects are intended to impart basic military skills and to provide an understanding of the Army health service support mission and the doctrine to accomplish it. Examinations will be given as a means of testing your knowledge of the subject areas. If you apply yourself in BOLC as you apply yourself in your school studies, you should have no problem with the course.

h. Arrival/In processing. Do not arrive early. Students cannot be housed and cannot be paid per diem for any period other than when they are authorized to be at Fort Sam Houston. Your first week at Ft. Sam Houston will be very busy. This time is allotted for in processing into the school. Classes also start during this time. The following should assist you in this process:

(1) If you are traveling by air, follow normal procedures regarding ticket information (see para 4-13d). You are also authorized to drive a privately owned vehicle. If you drive, allow enough time to arrive at Ft. Sam by the report date. Also note that the government will reimburse you only up to the cost of air travel and will not reimburse you for local travel.

(2) Upon arrival at San Antonio International Airport, proceed to the military reception desk. Information will be available to assist you in locating the place where you will be housed. There will be a shuttle bus available to take you to the housing location.

(3) You are required to bring the following documents with you and have them available upon arrival.

(a) Active Duty for Training orders and any amendments (5 copies), a black pen and a note pad.

(b) Immunization records (2 copies).

(c) Oath of Office (2 copies).

(d) Letter of Appointment (2 copies).

(e) Finance, Personnel, and Medical Records (prior service only).

(f) DD Form 214, Certificate of Release or Discharge From Active Duty or National Guard Bureau Form 22, Statement of Service (prior service only).
Certified copies of the birth (individual and family member) and marriage certificate.

Copy of "Over 40 Physical" if over 40 years old.

Medical and Dental records.

Documentation of any prior HIV testing.

DD Form 1199a, Direct Deposit Sign Up Form.

Common Problems/Issues. Historically, the biggest problems encountered by BOLC students are the adaptation to military lifestyle, physical training (PT) and weight control. Adaptation to military lifestyle tends to be resolved as persons with prior military service and as the faculty assist in the transition. Students will undergo rigorous physical fitness training during BOLC to improve the level of physical readiness to enable students to pass the Army Physical Fitness Test (APFT). Additionally, upon arrival at BOLC you will be required to meet the Army height/weight standard in Army Regulation 600-9. Your recruiter can assist you in explaining this regulation and offering advice.

Uniform Requirements. Officers are required to purchase all necessary uniforms while in the Army. For uniform requirements go to the AMEDD Center and School website at: http://www.cs.amedd.army.mil/32medbde/32m/A187TH/Website2/alphacompany187.html. You will have the opportunity to purchase all uniforms at the Ft. Sam Houston Military Clothing Sales Store (use a copy of your BOLC orders). However, it is recommended that you purchase at least one set of the Army Combat Uniform (ACU), boots and name tags prior to reporting to BOLC.

Exemption from BOLC attendance. Failure to complete the six-week HPSP BOLC results in the requirement to attend the full length (11 weeks) all Corps BOLC. ROTC and USMA students are not exempt from BOLC attendance. Exempt officers may arrange other training opportunities or perform ADT at school. HPSP participants may be excused from attending the BOLC if:

- They provide proof of having successfully completed the BOLC (including Warrant Officer Basic Course) or equivalent military indoctrination training from another Service. Attendance at the USMA or other Service Academy DOES NOT meet this requirement.
- They are prevented by the academic schedule from attending the BOLC. A letter from a school official must outline the nature of the specific special circumstance or whether all first-year students at the university are precluded from BOLC attendance due to the academic curriculum.
- There are insufficient BOLC spaces available.
- They are participants in the pharmacy, clinical psychology, optometry, or nurse programs. These students are required to attend the full length, all Corps BOLC following graduation by Corps directive. Veterinary participants who attend BOLC during HPSP participation are not required to attend the full length BOLC.
- They are pregnant (performs ADT at schools only).
- They are dental students approved to participate in the APEX program.

ADT Opportunities - Medical Students.

Certain clinical rotations are specifically designed for students in their second or early third year of medical school, whose exposure to clinical medicine has been limited. These rotations are set up at Army Community Hospitals. These rotations offer rich clinical experience and personalized teaching with close faculty interactions. The purpose of community hospital rotations is to provide clinical education at a level for which the beginning third-year student is adequately prepared. Students can expect to receive clinical training in several available specialties and is the appropriate ADT for students who have not completed their core clinical rotations. Starting dates are flexible. The goal of this clinical experience is to improve skills in history taking, physical diagnosis and development of therapeutic programs under the
guidance of trained physicians. **Prerequisites:** Requires completion of BOLC. Second year and early third-year students who have not yet had BOLC should request ADT at school.

A list of Army community hospitals that offer early medical student training follows.

<table>
<thead>
<tr>
<th>Location</th>
<th>Clinic Details</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ft Campbell, KY</td>
<td>Medical Specialty Clinic&lt;br&gt;ENT, IM, RAD, Peds, GS, Ophthalm, DERM, Allergy&lt;br&gt;OB, Neur, Psych, FP</td>
<td>(270)798-8593</td>
</tr>
<tr>
<td>Blanchfield ACH</td>
<td>limit 5 students&lt;br&gt;ENT, IM, RAD, Peds, GS, Ophthalm, DERM, Allergy OB, Neur, Psych, FP</td>
<td></td>
</tr>
<tr>
<td>Ft Carson, CO</td>
<td>FP, IM, Peds, OB/GYN, GS&lt;br&gt;(Evans ACH)</td>
<td>(719)526-7024</td>
</tr>
<tr>
<td>Ft Eustis, VA</td>
<td>IM, Peds, GS&lt;br&gt;(McDonald ACH)</td>
<td>(757) 314-7845</td>
</tr>
<tr>
<td>Ft Irwin, CA</td>
<td>ORTHO, Peds, IM, FP&lt;br&gt;(Weed ACH)&lt;br&gt;One student per month</td>
<td>(760)380-4250</td>
</tr>
<tr>
<td>Ft Jackson, SC</td>
<td>IM, UROL, OPTH, RAD GS&lt;br&gt;(Moncrief ACH)&lt;br&gt;FP, Anesth, PT, GYN, PM</td>
<td>(803)751-2284</td>
</tr>
<tr>
<td>Ft Knox, KY</td>
<td>GS, OB/GYN, ENT, ORTHO, OPTH, RAD&lt;br&gt;(Ireland ACH)&lt;br&gt;limit 6 students</td>
<td>(502)624-0254</td>
</tr>
<tr>
<td>Ft Leavenworth, KS</td>
<td>FP, IM, ORTHO, GS, OPTH&lt;br&gt;(Munson ACH)&lt;br&gt;PEDS, CMH, PT, PE</td>
<td>(913)684-6416</td>
</tr>
<tr>
<td>Ft Leonard Wood</td>
<td>EM, GS, IM, FP, RAD&lt;br&gt;(Leonard ACH)&lt;br&gt;1-2 Students&lt;br&gt;PEDS, ORTHO, ENT</td>
<td>(573)596-0472</td>
</tr>
<tr>
<td>Ft Polk, LA</td>
<td>FP, OB/GYN, PATH&lt;br&gt;(Bayne-Jones ACH)&lt;br&gt;limit 3 students</td>
<td>(337)531-3036</td>
</tr>
<tr>
<td>Ft Riley, KS</td>
<td>PEDS, FP, PT, ORTHO&lt;br&gt;(Irwin ACH)&lt;br&gt;limit 6 students</td>
<td>(785)239-7979</td>
</tr>
</tbody>
</table>
In addition the following research opportunities are available.

1. **WALTER REED ARMY INSTITUTE OF RESEARCH (WRAIR):** Opportunities to work in basic science and clinical research are available at this location. WRAIR offers openings in a wide variety of departments including Infectious Diseases, Surgery, Biochemistry, Military Psychiatry, Hematology, Gastroenterology, Respiratory Diseases, Preventive Medicine, Physiology, and many others. At the Army Medical Research Institute of Infectious Diseases, there are ongoing projects in diverse areas of infectious disease. Students will work in areas of interest and have the chance to participate in projects of importance to the future health of the Army. For additional information contact: Walter Reed Army Institute of Research, ATTN: Associate Director for Research Marketing and Policy Development, 503 Robert Grant Avenue, Room 1W58, Silver Spring, MD 20910. Phone 301-319-9038. Fax 301-319-9810.

2. **U.S. Army Aeromedical Research Laboratory (USAARL), ATTN: MCMR-UAC, Fort Rucker, AL 36362-5000, Telephone (334) 255-6920:** Qualified students receive training experiences through on-the-job research activities, while assigned to projects conducted in a variety of areas. These include Visual Science, Visual Neuroscience and Neuropharmacology, Auditory Perception and Comparative Psychoacoustics, Biodynamics and Protective Life Support Equipment Research, and Crew Stress and Workload Research. Prerequisites: Students should have some background in at least one of the following disciplines: physics, mathematics, toxicology, general electrical or mechanical engineering, pulmonary and general physiology, human and/or animal physiology or psychology. Travel to and from the Naval Operational Medicine Institute in Pensacola Florida is not authorized while on ADT.

3. **Armed Forces Radiobiology Research Institute (AFRRI), ATTN: MMO, 8901 Wisconsin Ave, Bethesda, MD, 20889, Telephone: (301) 295-1210/1211.** The AFRRI offers medical students an opportunity to experience cutting edge research unique to military medicine in the treatment of radiological injury. The type of research and educational aspects of this environment is not found in any civilian institution. Prerequisite: None.

### 4-26. Medical center rotations - medical students - Generally, students are prepared for MEDCEN rotations late in the third year or early in the fourth year, or upon completion of the core clinical rotations.

The performance of ADT at Army medical treatment facilities during the third and fourth years of medical school familiarizes students with opportunities available in Army graduate medical education. Students can evaluate programs based on their own experience and program directors can observe student performance. Site selection for a rotation should be based on preference for geographic location and on the availability of a specific type of residency.

### 4-27. Each ADT site can be chosen only once on ADT orders.

Carefully consider your choice of ADT sites. A second-year or early third-year student may wish to delay rotation at their first choice for FYGME until later in their education when their clinical skills are more advanced. Each ADT can be performed in only one Army hospital. A 6-week ADT may be divided into two blocks at the same location at most Army
teaching hospitals to experience different specialties. A minimum of 3 weeks should be devoted to the specialty of primary interest.

4-28. Each facility listed below offers a variety of specialties and has at least one first year graduate medical education program. Medical centers have rotations available in inpatient and outpatient areas and virtually all specialties.

4-29. Prerequisites: Except as noted below, these rotations are offered to late third year and fourth year students.

*San Antonio Uniformed Services Health Education Consortium - Brooke Army Medical Center (SAUSHEC/BAMC)
Office of Medical Education
ATTN: MCHE-ED
3851 Rodger Brooke DR, Building 3600
Ft. Sam Houston, Texas 78234-6200
(800) 531-1114, ext. 63231
(210) 916-3231
FAX (210) 916-7161
EMAIL: bamcmmedstudentcoord@amedd.army.mil
WEB ADDRESS: http://www.bamc.amedd.army.mil/

*Dwight D. Eisenhower Army Medical Center (EAMC)
Office of Graduate Medical Education
ATTN: MCHF-GME
Building 300, 11th Floor, Room 11c17
Ft Gordon, Georgia 30905-5650
(706) 787-4657/6528
(800) 492-5055
FAX (706) 787-1745
EMAIL: eamc.gme@amedd.army.mil
WEB ADDRESS: http://www.ddeamc.amedd.army.mil/GME/

*Madigan Army Medical Center (MAMC)
Office of Medical Education
ATTN: MCHJ-EDME
Room 8-95-2
Tacoma, Washington 98431-5009
(253) 968-151/0354
(800) 544-3298 ext. 2
FAX (253) 968-5926
WEB ADDRESS: http://www.mamc.amedd.army.mil/

*Tripler Army Medical Center (TAMC)
Office of Medical Education
ATTN: MCHK-HE-ME
1 Jarrett White Road (Room 9A010)
Tripler AMC, HI 96859-5000
(808) 433-6992
FAX (808) 433-1559
WEB ADDRESS: http://www.tamc.amedd.army.mil/gme/clerkship/gme_index.htm
Students are asked to access the website and fill out the "Request for Approval of Clinical Clerkship Training" form. This is the online application that can be completed to request a rotation to save time.

*William Beaumont Army Medical Center (WBAMC)
Office of Medical Education
ATTN: MCHM-GME
5005 N. Peidras ST., Room 8007 & 8008 & 8009
El Paso, Texas 79920-5001
(915) 569-2521/2597/3243
FAX (915) 569-2653
WEB ADDRESS: http://www.wbamc.amedd.army.mil
* Walter Reed National Military Medical Center at Bethesda
Please contact Ms. Shirley Gallmon at 301-295-4397 or shirley.gallmon@med.navy.mil.
* Students must be late third-year or early fourth-year who have completed their core clinical rotations.

FAMILY MEDICINE ONLY:

Womack Army Medical Center (WAMC)
Graduate Medical Education Office
4 North Room 425
ATTN: HESD-GME
Fort Bragg, NC  28310
(910) 907-7698
FAX (910) 907-8963
WEB ADDRESS: http://www.wamc.amedd.army.mil/Pages/default.aspx

National Capital Consortium/Fort Belvoir Community Hospital
Department of Family Medicine
ATTN: MCXA-FHC-B
9501 Farrell Road, Suite GC11
Fort Belvoir, Virginia 22060-5901
(703) 805-0146/0045
FAX (703) 805-0436
WEB ADDRESS: http://www.fbch.capmed.mil/SitePages/Home.aspx

Martin Army Community Hospital
Department of Family Medicine
ATTN: MCXB-FRT
7950 Martin Loop
Fort Benning, Georgia 31905-5637
(706) 544-1556/1946
FAX (706) 544-3234
WEB ADDRESS: http://www.martin.amedd.army.mil/

FAMILY MEDICINE AND EMERGENCY MEDICINE:

Darnall Army Community Hospital
Department of Emergency Medicine
ATTN: MCXI-DCS-GE
36000 Darnall Loop
Fort Hood, Texas 76544-4752
(254) 286- 7082 (Family Medicine)
(254) 288-7082/8303 (emergency medicine)
FAX (254) 286-7198 (GME Office)
EMAIL: crdamcgmecoordinator@amedd.army.mil

4-30 ADT Opportunities - optometry students:
The following hospitals accept students as indicated. Students must contact the Optometry Consultant in order to schedule an ADT at a military facility. Contact the Consultant via email at the below address. You must provide the facility name and desired training dates. You will be notified via email of training date confirmation. Once you have received the confirmation training email, you must then request the ADT via the Medical Education website. School ADT requests do not require this coordination process. You may request a school ADT via the HPSP web site. Contact the Consultant as follows: COL Terry Lantz Tel: (703) 681-3152 e-mail: lantzt.amedd.army.mil

U.S. Army Dispensary
Fort Richardson, Anchorage, AK 99505-7320
(907) 384-0636
FAX (907) 384-0607
(fourth-year students)

Bassett Army Community Hospital
ATTN: OPT Clinic
Fort Wainwright, AK 99703
(907) 353-5534
FAX (907) 353-4823
(fourth-year students)

Evans Army Community Hospital
Fort Carson, CO 80913-5000
(719) 526-7450/6564
FAX (719) 526-7853
(second/third/fourth-year students)

Winn Army Community Hospital
Ft Stewart, GA
(912) 435-6394
(third & fourth year students)

Thomas Moore Health Clinic
Bldg 2245
58th Street 761st Tank Battalion Ave
Fort Hood, TX 76544
(254) 285-6305
(third & fourth year students)

Martin Army Community Hospital
Fort Benning, GA 31905-5637
(706) 544-1556/1946
FAX (706) 544-3234

Munson Army Health Center
Fort Leavenworth, KS 66027
(913) 684-6473/6477
FAX (913) 684-6476
(all students)

Blanchfield Army Community Hospital
Fort Campbell, KY 42223-1498
(270) 798-8312/8900
FAX (270) 798-8833

Ireland Army Community Hospital
Fort Knox, KY 40121
(502) 624-9581/9617
FAX (502) 624-0482
(fourth-year students)

General Leonard Wood Army Community Hospital
Fort Leonard Wood, MO 65473-8952
(573) 596-0414/0415
FAX (573) 596-0524

Keller Army Community Hospital
United States Military Academy
West Point, NY 10996-1197
(845) 938-4310/6014
FAX (845) 938-938-5770
Web address: http://www.kach.amedd.army.mil/index/index.html
(all students)

Conner Troop Medical Clinic
Fort Drum, NY 13602
(315) 772-8407
FAX (315) 772-6788
(all students)

Womack Army Medical Center
Fort Bragg, NC 28310
(910) 907-7698
FAX (910) 907-8963/DSN: 337

Reynolds Army Community Hospital
Fort Sill, OK 73503-6400
(580) 458-2296/2294
FAX (580) 458-3407
(all students)

Moncreif Army Hospital
ATTN: OPTOMETRY
Fort Jackson, SC 29207-5700
(803) 751-3004/3042
FAX (803) 751-0222
(all students)

Fort Belvoir Hospital
Fort Belvoir, VA 22060-5901
(703) 805-0045
Fax: (703) 805-0284 DSN: 655

Weed Us Army Community Hospital
Mary Walker Center Bldg 170 (Optometry)
Inner Loop Road
Ft. Irwin, CA 92310-5065
(760) 380-3142

Walter Reed National Medical Center at Bethesda
8901 Wisconsin Avenue Bethesda, MD 20889-5600
1-800-526-7101 (301) 295-4611
Web address:  http://www.wrnmmc.capmed.mil/SitePages/home.aspx
(all students)

Dwight D. Eisenhower Army Medical Center
Fort Gordon, GA  30905-5650
(706) 787-4657/6528  (collect calls accepted)
FAX (706) 787-1745
800-492-5055

William Beaumont Army Medical Center
El Paso, TX  79920-5001
(915) 569-2521/2597  (collect calls accepted)
FAX (915) 569-2653
800-892-2819 ext. 42521
Web address:  www.wbamc.amedd.army.mil/
(all students)

Brooke Army Medical Center
Fort Sam Houston, TX  78234-6200
(210) 916-3231/3038
FAX (210) 916-1084
800-531-1114 ext. 63038
Web address:  www.gprmc.amedd.army.mil
(all students)

Madigan Army Medical Center
Tacoma, WA  98431-5009
(253) 968-0354
FAX (253) 968-5926
800-544-3298 ext. #2
Web address:  www.mamc.amedd.army.mil
(fourth-year)

4-31. ADT opportunities - dental students:
The below dental activities accept third and fourth year dental students. Students must contact the
Dental Corps Academic Advisor in order to schedule an ADT at a military facility via email at the below
address. You must provide the: facility name and desired training dates. You will be notified via email of
training date confirmation. Once you have received the confirmation training email, you must then
request the ADT via the Medical Education website. School ADT requests do not require this coordination
process. You may request a school ADT via the Medical Education web site. Contact the point of
contact (POC) to coordinate your ADT. The Academic Advisor is the point of contact and can be reached by
Contacting: Ms. Roxanne Flores, 2250 Stanley Road, Suite 281, Fort Sam Houston, TX  78234, 210-
221-8912, FAX: 210-221-8360, E-mail:  roxanne.m.herma.civ@mail.mil for the U.S. Army Dental
Activities at:

Fort Benning, GA
Fort Campbell, KY
Fort Gordon, GA
Fort Bliss, TX
Fort Carson, CO
Fort Hood, TX
Fort Sam Houston, TX
Fort Sill, OK

U.S. Army DENTAC
ADT-OPPORTUNITIES-PSYCHOLOGY STUDENTS: The following hospitals will accept HPSP psychology students:

Tripler Army Medical Center
Honolulu, HI 96859-5000
POC: MAJ Brain O’Leary
Email: brian.d.oleary@us.army.mil

Madigan Healthcare System
Tacoma, WA 98431
POC: Dr. Ed Supplee
Email: Edwin.supplee@us.army.mil
Website: http://www.mamc.amedd.army.mil/psychology/cpip/PIP-Home.cfm

Brooke Army Medical Center
San Antonio, TX 78234
POC: CDR Richard Schobitz
Email: Richard.schobitz@amedd.army.mil
Website: http://www.bamc.amedd.army.mil/staff/education/allied-health/behavioral-medicine/clinical-psychology-internship-program.asp

Eisenhower Army Medical Center
Fort Gordon, GA 30905
POC: MAJ Derek Oliver
Email: Derek.c.oliver@us.army.mil
Website: http://www.ddea.amedd.army.mil/GME/InterResPrograms/cpip/

Walter Reed National Military Medical Center
Bethesda, MD 20889
POC: MAJ(P) John Yeaw
Email: john.david.yeaw.mil@health.mil
4-33. **ADT OPPORTUNITIES - VETERINARY MEDICINE STUDENTS:**

The below Veterinary Commands accept 2nd, 3rd, and 4th-year students. Students must first contact the Veterinary Corps HPSP Academic Coordinator in order to schedule an ADT at a military facility via email at the below address. Second you must check with the listed duty sites for available dates to conduct the ADT period. You must provide the facility name and desired training dates to the academic coordinator. You will be notified via email of training date confirmation. Once you have received the confirmation email, you must then request the ADT via the Medical Education website at [http://www.mods.army.mil/MedicalEducation/](http://www.mods.army.mil/MedicalEducation/). School ADT requests do not require this coordination process. You may request a school ADT directly via the Medical Education web site. Additional ADT opportunities may be available within these commands on a case by case basis. Veterinary Corps HPSP Academic Coordinator, AMEDDC&S, Department of Veterinary Science, ATTN: MCCS HV, Bldg 2840, 2250 Stanley Road, Fort Sam Houston, TX 78234-6145; hpspvetinfo@amedd.army.mil; (210) 295-1027 Fax: 4949

<table>
<thead>
<tr>
<th>ADT Locations and Information</th>
<th>Point of Contact (POC)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>JB Lewis-McChord, Washington</strong>&lt;br&gt;ATTN: MCVS-WPN&lt;br&gt;9784 McKinley Avenue&lt;br&gt;Tacoma, WA 98431-5000&lt;br&gt;(ph)253-968-6663/(fax)-1124&lt;br&gt;*May be unavailable due to FYGVE</td>
<td>SFC Michael D. Marney&lt;br&gt;(ph)253-968-3689&lt;br&gt;<a href="mailto:michael.d.marney@amedd.army.mil">michael.d.marney@amedd.army.mil</a></td>
</tr>
<tr>
<td><strong>JB Elmendorf-Richardson, Alaska</strong>&lt;br&gt;ATTN: MCVS-WA&lt;br&gt;47812 Davis Highway,&lt;br&gt;Ft Richardson, AK 99505&lt;br&gt;(ph) 907-361-2977/ (907) 750-9290&lt;br&gt;(fax)-4854</td>
<td>SFC Billy E. Shaffer&lt;br&gt;(ph)253-968-3689&lt;br&gt;<a href="mailto:billy.e.shaffer@us.army.mil">billy.e.shaffer@us.army.mil</a></td>
</tr>
<tr>
<td><strong>Fort Wainwright, Alaska</strong>&lt;br&gt;ATTN: MCVS-WA&lt;br&gt;1060 Gaffney Road, Bldg 7470&lt;br&gt;Ft Wainwright, AK 99703-7470&lt;br&gt;(ph) 907-384-0914&lt;br&gt;(fax) 907-384-1080</td>
<td>SFC Michael D. Marney&lt;br&gt;(ph)253-968-3689&lt;br&gt;<a href="mailto:michael.d.marney@amedd.army.mil">michael.d.marney@amedd.army.mil</a></td>
</tr>
<tr>
<td><strong>Presidio of Monterey, California</strong>&lt;br&gt;ATTN: MCVS-WNC&lt;br&gt;POM Annex&lt;br&gt;Parker Flats Cut-Off, Bldg 4380&lt;br&gt;Presidio of Monterey, CA 93944-5006</td>
<td>SFC Michael D. Marney&lt;br&gt;(ph)253-968-3689&lt;br&gt;<a href="mailto:michael.d.marney@amedd.army.mil">michael.d.marney@amedd.army.mil</a></td>
</tr>
<tr>
<td><strong>San Diego, California</strong>&lt;br&gt;ATTN: MCVS-WSC&lt;br&gt;937 N Harbor Dr, Bldg 3155&lt;br&gt;San Diego, CA 92132-0069</td>
<td>LTC Patrick Canchola&lt;br&gt;(ph) 619-556-5681&lt;br&gt;<a href="mailto:patrick.canchola@us.army.mil">patrick.canchola@us.army.mil</a></td>
</tr>
<tr>
<td><strong>Camp Pendleton Branch, California</strong>&lt;br&gt;ATTN: MCVS-WSC&lt;br&gt;937 N Harbor Dr, Bldg 3155&lt;br&gt;San Diego, CA 92132-0069&lt;br&gt;* Please note the actual location for this ADT will be in Oceanside, CA</td>
<td>LTC Patrick Canchola&lt;br&gt;(ph) 619-556-5681&lt;br&gt;<a href="mailto:patrick.canchola@us.army.mil">patrick.canchola@us.army.mil</a></td>
</tr>
<tr>
<td>Location</td>
<td>Contact Person</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>--------------------------------</td>
</tr>
<tr>
<td>Fort Irwin, California</td>
<td>LTC Patrick Canchola</td>
</tr>
<tr>
<td>Fort Carson, Colorado</td>
<td>SFC Michael D. Marney</td>
</tr>
<tr>
<td>Fort Leavenworth, Kansas</td>
<td>SFC Michael D. Marney</td>
</tr>
<tr>
<td>Fort Riley, Kansas</td>
<td>SFC Michael D. Marney</td>
</tr>
<tr>
<td>Fort Bliss, Texas</td>
<td>SFC Michael D. Marney</td>
</tr>
<tr>
<td>Fort Leonard Wood, Missouri</td>
<td>SFC Michael D. Marney</td>
</tr>
<tr>
<td>Fort Rucker, Alabama</td>
<td>COL George Renison</td>
</tr>
<tr>
<td>Fort Stewart, Georgia</td>
<td>COL George Renison</td>
</tr>
<tr>
<td>NAS Jacksonville, Florida</td>
<td>COL George Renison</td>
</tr>
<tr>
<td>Fort Gordon, Georgia</td>
<td>COL George Renison</td>
</tr>
<tr>
<td>Location</td>
<td>Contact Person</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-------------------------</td>
</tr>
<tr>
<td><strong>Fort Benning, Georgia</strong></td>
<td>COL George Renison</td>
</tr>
<tr>
<td><strong>Fort Hood, Texas</strong></td>
<td>Ms. Violeta Anderson,</td>
</tr>
<tr>
<td></td>
<td>Admin Asst.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Fort Polk, Louisiana</strong></td>
<td>Dr. Michael Ratcliff,</td>
</tr>
<tr>
<td></td>
<td>Branch Chief</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Fort Campbell, Kentucky</strong></td>
<td>CPT Todd French</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>**Joint Base San Antonio,</td>
<td>MAJ Patti Glen, Branch</td>
</tr>
<tr>
<td>(Fort Sam Houston)</td>
<td>Chief</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Fort Sill, Oklahoma</strong></td>
<td>CPT Erin Pittman,</td>
</tr>
<tr>
<td></td>
<td>Branch Chief</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Fort Knox, Kentucky</strong></td>
<td>CPT Cassandra Framstad</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Great Lakes Naval Station</strong></td>
<td>MAJ Corinn Hardy</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Fort Drum, New York</strong></td>
<td>CPT Paige Brown</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Location</td>
<td>Contact Person</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>---------------------------------------</td>
</tr>
<tr>
<td>Fort Belvoir, Virginia</td>
<td>LTC Christopher Keller</td>
</tr>
<tr>
<td>ATTN: MCVS-ATC-A</td>
<td></td>
</tr>
<tr>
<td>9325 Gunston Road</td>
<td></td>
</tr>
<tr>
<td>Bldg 1466, S-208</td>
<td></td>
</tr>
<tr>
<td>Fort Belvoir, VA 22060-5441</td>
<td></td>
</tr>
<tr>
<td>*May be unavailable due to FYGVE</td>
<td></td>
</tr>
<tr>
<td>Fort Bragg, North Carolina</td>
<td>Mari Ricks, Administrative Assistant</td>
</tr>
<tr>
<td>Bldg 2-7703, Reilly Street</td>
<td></td>
</tr>
<tr>
<td>Fort Bragg, NC 20310</td>
<td></td>
</tr>
<tr>
<td>(ph)910-396-3103/8930/6852/</td>
<td></td>
</tr>
<tr>
<td>(fax)-2913</td>
<td></td>
</tr>
<tr>
<td>*High animal and food case load; may be unavailable due to FYGVE</td>
<td></td>
</tr>
<tr>
<td>Fort Eustis, Virginia</td>
<td>LTC Madonna Higgins</td>
</tr>
<tr>
<td>ATTN: MCVS-ATS</td>
<td></td>
</tr>
<tr>
<td>Bldg 2733, Madison Ave</td>
<td></td>
</tr>
<tr>
<td>Fort Eustis, VA 23604-5558</td>
<td></td>
</tr>
<tr>
<td>Joint Pathology Center</td>
<td>LTC Carl Shaia</td>
</tr>
<tr>
<td>2460 Linden Lane, Bldg 161</td>
<td></td>
</tr>
<tr>
<td>Forest Glen Annex</td>
<td></td>
</tr>
<tr>
<td>Silver Spring, MD 20910</td>
<td></td>
</tr>
<tr>
<td>(301) 295-4819/(fax)-971</td>
<td></td>
</tr>
<tr>
<td>DOD Military Working Dog Veterinary Service</td>
<td>COL Kelly Mann (for approval)</td>
</tr>
<tr>
<td>1219 Knight Street, Bldg 7602</td>
<td>Ms. Sharon Harper (for non-ADT</td>
</tr>
<tr>
<td>Lackland AFB, TX 78236-5519</td>
<td>externships, lodging)</td>
</tr>
<tr>
<td>*orders must say “with duty and lodging”</td>
<td></td>
</tr>
<tr>
<td>Navy Marine Mammal Program</td>
<td>CPT Lara Cotte (for approval)</td>
</tr>
<tr>
<td>SPAWARSYSCEN PAC Code 71510</td>
<td></td>
</tr>
<tr>
<td>53560 Hull Street</td>
<td>(ph) 619-553-0016/(fax)-5068</td>
</tr>
<tr>
<td>San Diego, CA 92152-5011</td>
<td><a href="mailto:lara.cotte@us.army.mil">lara.cotte@us.army.mil</a></td>
</tr>
<tr>
<td>Walter Reed Army Institute of Research (WRAIR)</td>
<td>For Approval: LTC Dalal at 301 319-9811</td>
</tr>
<tr>
<td>WRAIR</td>
<td>OR LTC Despain at 301-319-9027</td>
</tr>
<tr>
<td>Veterinary Services Program, Building 511</td>
<td></td>
</tr>
<tr>
<td>503 Robert Grant Avenue</td>
<td></td>
</tr>
<tr>
<td>Silver Spring, MD 20910-7500</td>
<td></td>
</tr>
</tbody>
</table>

4-34. All telephone numbers were validated at the time of printing. Users should be aware that some of these numbers may have changed.
Chapter 5  
UNDERGRADUATE LICENSURE AND BOARD EXAMINATIONS

5-1. HIGHLIGHTS.
   a. Medical, dental and optometry program participants must successfully complete parts 1 and 2 of the appropriate United States Medical Licensure Examination (USMLE), Comprehensive Osteopathic Medical Licensing Examiners (COMLEX), Clinical Skills Examination, Performance Evaluation Component, the National Board Dental Examination (NBDE), or National Board of Examiner for Optometry (NBEO) before graduation. Optometry program participants must additionally successfully complete part 3 of the NBEO.
   b. Medical and dental, program participants must take and pass part 1 of the appropriate USMLE/COMLEX, or NBDE before the beginning of the third-year academic curriculum and provide the results to Student Management Office by 15 September unless you attend a dental school that mandates taking part 1 between the first and second year. In that case the results of the examination are due by 15 Sept of the beginning of the second year. Optometry students must pass Part 1 of the NBEO prior to the start of their fourth academic year.
   c. Medical program participants must take and pass part 2 of the USMLE/COMLEX/Clinical Knowledge Examination/Clinical Evaluation Component, after completing the third-year academic curriculum but before 15 September and provide the results to Student Management Office by 15 October.
   d. Dental program participants must take part 2 of the NBDE in December during the fourth-year academic curriculum and provide the results to the Student Management Office by 15 February (second attempts must occur by the following March and results provided by 15 April).
   e. Optometry program participants must take part 2 of the NBEO in December during the fourth-year academic curriculum and provide the results to the Student Management Office by 28 February (second attempts must occur by the following April and results provided by 5 May). Part 3 of the NBEO must be taken in April prior to graduation and the results provided to the Student Management Office by 5 May.
   f. Medical, dental, and optometry program participants must submit an on-line waiver request, if curricula requirements are not completed in time for parts/steps 1 or 2 of the licensure examination, by 30 June, supported by a letter from the Dean of Student Affairs.
   g. Medical, dental, and optometry program participants will have their entitlements suspended for failure to take part 1 or part 2 (and part 3 for optometry) of the USMLE/COMLEX/NBDE/NBEO on schedule, failure to provide examination results to the Student Management Office by the required deadline, or failure to request a waiver prior to 30 June from taking part 1 or 2 of the USMLE/COMLEX/NBDE/NBEO.
   h. Medical, dental and optometry program participants will have their entitlements suspended for first time failure to pass part 1 or 2 of the USMLE/COMLEX/NBDE/NBEO and may result in loss of scholarship eligibility. A second time failure of part 1 or 2 of the USMLE/COMLEX/NBDE/NBEO, may result in loss of scholarship eligibility.
   i. All fourth-year medical students must take and pass the Clinical Skills Examination/Performance Evaluation Component as part of the USMLE/COMLEX 2 examination by December 15. Students must provide results of the examination to the Student Management Office by 15 February of the graduating year. Students who are unsuccessful at the first attempt will have their entitlements suspended until a passing score is received. A retest date must be provided to the Student Management Office. Participants will have their entitlements suspended for failure to take, pass or provide the scores of the Clinical Skills Examination/Performance Evaluation Component of the USMLE/COMLEX to the Student Management Office by the required deadline.
   j. Fourth-year medical students who do not pass part 2 of the USMLE/COMLEX will be placed on leave of absence and will have 90 days from the date they were initially scheduled to graduate to pass the exam. Failure to do so will result in termination from the HPSP and call to active duty in another military capacity.

5-2. General.
a. The USMLE/COMLEX is a single examination given in three parts. To be eligible for the USMLE/COMLEX part 3, a physician must have: obtained the MD/DO degree; successfully completed parts/steps 1 and 2; and met the requirements for taking part/step 3 imposed by the licensing authority administering the examination.

b. The NBDE is a single examination given in two parts. Each part is administered online. To be eligible for the NBDE part 2, a dental student must have successfully completed part 1.

c. The NBEO is a single examination given in three parts. Boards are administered in the spring of the third academic year, December and April. To be eligible for successive boards, an optometry student must have successfully completed the previous examinations.

d. The Army requires obligated military students to successfully complete parts 1 and 2 (and 3 for optometry) of the appropriate USMLE, COMLEX, NBDE, or NBEO at specific time frames before graduation. Obligated military students include HPSP participants, Reserve Officers’ Training Corps (ROTC) Delay students, United States Military Academy (USMA) delay students and attendees at the Uniformed Services University of the Health Sciences (USUHS).

e. The Army requirement to take and pass licensure/board examinations exists for obligated military students even if there is no such requirement at the school or for graduation.

f. The Army requires all physicians to obtain a medical license within one year of completing FYGME. Dentists and optometrists must obtain a license within one year of entering active duty. In order to meet these requirements, physicians, dentists, and optometrists must have passed all phases of the appropriate examinations in a timely fashion. A valid license is a necessary condition for unsupervised practice and continuation in graduate medical, dental and optometry education. Army facilities are not resourced to support the additional education that is often needed for those who have not passed parts/steps 1, 2 and 3 of the appropriate undergraduate examination.

Medical and dental students are required to take and pass part 1 of the USMLE, COMLEX, or NBDE as appropriate, before the beginning of the third year academic curriculum, unless you attend a dental school that mandates taking part 1 between the first and second year. Students must provide the results of the examinations so they are received in the Student Management Office by 15 September in the year the examinations are taken. Optometry students must take and pass part one prior to the start of their fourth academic year. Results of the examination must be received by the Student Management Office no later than 1 June.

5-4. USMLE/COMLEX/NBDE/NBEO Part 2.
a. Medical students are required to take and pass part 2 of the applicable examination after completing the third year academic curriculum, but before applying for FYGME. The results of part 2 must also be provided by 15 October and submitted as part of the ERAS application. The examination should therefore be taken by 15 September. Waivers may be granted if requested in writing prior to the deadline. Waivers are generally granted only if curricula requirements are not completed in time for the examination. The Dean of Student Affairs must provide a written explanation in support of waiver.

(1) Participants will have their entitlements suspended for failure to take, pass or provide the scores of the Clinical Skills Examination/Performance Evaluation Component of the USMLE/COMLEX to the Student Management Office by 15 February of the graduating year. Students who are unsuccessful at the first attempt must provide a retest date to the Student Management Office. Since the reporting schedule is longer for this examination, it should be taken by 15 December in order to meet the suspense date. There is a significant demand for testing between September and December, so it should be scheduled as early as possible.

b. Dental and optometry students are required to take part 2 of the appropriate NBDE or NBEO in December during the fourth-year academic curriculum and provide the results to the Student Management Office by 15 February for Dental and 28 February for optometry. If the first attempt is unsuccessful, students are required to retake part 2 of the examination the next time it is given.

(1) Dental students are required to retake part 2 of the NBDE the next time the examination is given in March during the fourth-year academic curriculum and provide the results to the Student Management Office by 15 April.
Optometry students are required to retake part 2 of the NBEO the next time the examination is given in April during the fourth-year academic curriculum and provide the results to the Student Management Office by 5 May or upon receipt, which ever is earlier.

5-5. **NBEO Part 3. Optometry students must take part 3 of the NBEO in April prior to graduation and the results provided to the Student Management Office by 5 May.**

5-6. **Failure to take examinations.**

Students are generally placed on a leave of absence (LOA) (entitlements suspension) for failure to take part 1 or part 2 (and part 3 for optometry) of the USMLE/Clinical Skills Examination, COMLEX/Performance Evaluation Component/NBDE/NBEO within the aforementioned timeframes.

a. Students in the medical, dental, and optometry program must submit, in advance. The request must be submitted online to the Student Management Office via the website www.mods.army.mil/medicaleducation for approval. The suspension is for this submission is not later than 30 June if part/step 1 or 2 of the examinations cannot be completed at the appropriate time. A supporting letter signed by the Dean of Student Affairs must be received by 15 July if the reason for the request is incomplete academic requirements. Submission of a request does not constitute an approval. It is the student's responsibility to confirm approval or denial of the request at the website.

b. The suspension for waiver submission for the CS/PE examination is 31 August. A supporting letter signed by the Dean of Student Affairs must be received by 15 July if the reason for the request is incomplete academic requirements. Submission of a request does not constitute an approval. It is the student's responsibility to confirm approval or denial of the request at the website.

c. Students are generally denied any waiver from taking part/step 1 or 2 of the USMLE/COMLEX/NBDE/NBEO that is submitted after 30 June. Students must ensure they plan ahead to take parts 1 and 2 of the examinations in sufficient time to meet deadlines to provide the waiver requests and the results to the Student Management Office to avoid suspension of entitlements. Such individuals will be placed on LOA when they fail to take the licensing examinations as required.

5-7. **Failure to successfully complete examinations.**

Students are placed on LOA for failure to pass examinations and a due process will be initiated (see Chapter 9 paragraph 9-3) for first time failure to pass any part of the USMLE/COMLEX/NBDE/NBEO. Entitlements are retroactively reinstated upon receipt of passing scores as long as there has been no deviation from the usual curriculum. In those cases, entitlements are reinstated as of the date of resumption of the usual curriculum. Students must provide a letter from the Dean of Student Affairs indicating that there has not been any deviation from the usual curriculum. Students face termination from the Program or other adverse administrative action for second attempt failure to pass any part of the USMLE/COMLEX/NBDE/NBEO. Fourth-year medical students who do not pass part 2 of the USMLE/COMLEX will be placed on leave of absence and have 90 days from the date they were initially scheduled to graduate to pass the exam. Failure to do so will result in termination from the HPSP and call to active duty in another military capacity.
Chapter 6
PHYSICAL EXAMINATION REQUIREMENTS

6–1. Highlights.
   a. You must successfully complete a Periodic Health Assessment (PHA) annually via the Army Knowledge Online (AKO) website (www.us.army.mil).
   b. You must certify changes in medical status annually using the medical education website when applying for ADT to preclude suspension of entitlements.
   c. You must be tested for the HIV antibody every two years during ADT or have your ADT orders terminated and entitlements suspended (see also chapter 10).
   d. You must have a medical waiver if in receipt of a Veterans Administration (VA) compensable rating or other medical disability compensation.
   e. If you do not know who your recruiter is, you may contact the United States Army Recruiting Command, 1-800-872-2769, Ext 183.

6–2. General.
   a. All students must have successfully completed an annual Periodic Health Assessment (PHA) via the Army Knowledge Online (AKO) website. Students must certify to any changes in medical status annually, which is accomplished when applying for ADT, to preclude suspension of entitlements. Instructions on how to obtain a PHA can be found under the General Info tab at www.mod.army.mil/medicaleducation.
   b. A PHA is required when a change in medical condition is indicated.
   c. Timely completion of these requirements is a student responsibility. Failure to obtain the PHA military examination will result in suspension of entitlements, or other appropriate action (including disenrollment), until the requirement is met. Always keep a copy of the results of your physical examination.
   d. Those who will most likely require an updated PHA include those who have been on a Leave of Absence, those who receive a civilian deferment for graduate training, and those who are off cycle graduates.
   e. Students found to be HIV positive or diagnosed with acquired immune deficiency syndrome (AIDS) shall be placed on medical leave of absence upon receipt of confirmation of the medical condition from the Commander, AHRC. Following confirmation of positive results, the student will be terminated at the end of the academic semester.
   f. Participants must have a medical waiver if in receipt of a Veterans Administration (VA) compensable rating or other medical disability compensation prior to entry.

6–3. Location.
   a. Students with changes in medical condition that preclude authorization for ADT must have a new PHA.
   b. All physical examination results must be provided to the U.S. Army Human Resources Command, ATTN: AHRC-OPH-PAI Incentives Branch
      1600 Spearhead Division Ave. DEPT #270 Fort Knox, KY 40122

6–4. Medical disqualification.
A finding of medical disqualification does not automatically result in discharge. A military member can still be found fit for duty based on the duties expected to be performed. Students who are thought not to meet medical retention standards upon initial evaluation for retention will have their case forwarded to the Commander, AHRC, for a determination regarding medical qualification for retention and/or consideration for an alternative service obligation as prescribed in paragraph 2-5a(3) or 2-5b. Those who fail to meet weight standards under AR 600-9 will be called to active duty and placed in the weight control program.

6–5. FYGME application.
All medical HPSP participants are required to certify their medical status by completing a PHA on-line annually, for application to the first year of graduate medical education and for continuation of HPSP entitlements.
Chapter 7
REIMBURSEMENT TO STUDENTS

7–1. Highlights.
   a. Your tuition payments are made directly to the school.
   b. You must submit a reimbursement claim within 60 calendar days after purchase. The reimbursement claim must be submitted online at: www.mods.army.mil/medicaleducation under the Request tab. Instructions for the submission of a reimbursement request are found at the same website under the General Information Tab. The Student Management Office may authorize repurchase of appropriate items lost or damaged due to made or natural disaster. Claims for repurchase must first be submitted to the Student Management Office for approval.
   c. You will normally receive reimbursement within five weeks after the Defense Military Pay Office receives the CDW; a leave and earnings statement is provided upon Electronic Fund Transfer (EFT) payment.
   d. You are not authorized reimbursement for purchases or claims after 15 March in the graduation year.
   e. You receive full reimbursement up to 45 days before the entitlement start date for normal program entry (includes alternates) and prorated reimbursement for late entry.
   f. You are reimbursed for only single rate health insurance coverage if required for enrollment.
   g. You are subject to automatic audit and, if appropriate, collection if the $4000.00 average total reimbursements for books, supplies, and equipment (except dental) is exceeded.
   h. You are not authorized reimbursement for the purchase of computers or microscopes, but may be reimbursed $500.00 annually for rental of a microscope (2-year maximum) and computer (4-year maximum).
   i. You are not authorized reimbursement for: preparatory courses and texts; repeated academic courses and related expenses; or courses that were taken in an educational institution other than the authorized school of enrollment or that resulted prior to HPSP entry.

7–2. GENERAL.
Reimbursement is outlined in, AR 601-141, Chapter 2, paragraph 2-2, which can be found under the General Information Tab at www.mods.army.mil/medicaleducation. Stipend is not a reimbursable expense. Educational costs are reimbursable expenses. Reimbursements, as with stipend payments, are not authorized for periods preceding HPSP entry or following disenrollment from school, termination from the HPSP or other periods of ineligibility. Participants who discontinue their degree program are liable for all educational costs following the effective date of disenrollment or termination.

   a. Method of reimbursement. Reimbursements for tuition and fees are normally made directly to the school, but may be made to the participant by submission of a cost data worksheet online in unusual circumstances. All prorated and other reimbursements are normally made directly to the student.
   b. Claims submission. Request for reimbursement will be made online. The minimum reimbursement amount is $100.00. There are a variety of circumstances that require that with the online request, students submit paid receipts to the Student Management Office prior to processing reimbursement. Once you have submitted your CDW, you must provide LEGIBLE copies of your receipts. If a receipt is not legible it will delay the processing of the CDW. These must be itemized receipts from the retailer. A copy of a check or credit card statement is not sufficient. You are welcome to mail them to the Student Management Office, you can fax them to the Student Management Office, 1-703-681-8044 or, you are welcome to scan the receipt and email it to UME@amedd.army.mil. If you choose the email option, please have CDW RECEIPT as the subject line. The reimbursement claim must be submitted within 60 calendar days in the same fiscal year the purchase is made or it will be void. The fiscal year ends on 30 September. The only exception to the 60 day rule is if the reimbursement request does not total $100.00.

   (1) Reimbursement is not approved for items purchased or CDW submitted after 15 March in the graduation year.
(2) Reimbursement is authorized only for required purchases related to obtaining the health care degree authorized under the HPSP. Reimbursements are not made for any purchases or expenses related to undergraduate degrees and for graduate professional education (internships, residencies).

c. Full reimbursement. Students who initially enter the program at the beginning of the academic school year are eligible for full reimbursement of all required and authorized educational expenses and purchases made up to 45 days before the entitlement start date. This may also apply to alternate selectees who are later offered an Army scholarship, subject to retroactive appointment.

d. Prorated reimbursement. Students who enter the program during an academic session are authorized prorated reimbursement for all required and authorized tuition, books, educational expenses, and purchases as of the entitlement start date. This applies to selectees who delay accomplishing administrative requirements for program entry. The lengths of school terms vary. Stipend is not an issue since it does not begin until the HPSP entry date. The formula is: active days x amount claimed/total term days = prorated amount. The formula is accomplished in several steps as indicated below.

   (1) Determine the total number of term days (from term start to term end date).
   (2) Subtract the number of unauthorized days (from term start date to day before HPSP entry date) from the total term days to get the number of active days.
   (3) Multiply the active days by the amount claimed and divide the result by the total term days to get the prorated amount. For example: A member who began the academic term 1 August entered HPSP on 1 September and submitted a reimbursement claim for $25,000.00 (tuition, books, equipment, etc) for the term ending 15 December would receive prorated reimbursement of $19,343.06 (137 total term days - 31 unauthorized days = 106 active days. 106/137 x $25,000 = $19,343.06).

e. Retroactive reimbursement. Students activated from alternate select status are authorized reimbursement pursuant to paragraph 7-1c above effective on the latter of the date selection board results are approved or as prescribed in paragraph 3-3b of this policy upon submission of a claim as prescribed in paragraph 7-1b above.

f. General reimbursement. In all instances, reimbursements are authorized only for items purchased for use during the current academic year. For example, an entering first year student is allowed reimbursement for authorized items required for the first year studies.

g. Prior year purchases. Items purchased in prior years are not reimbursed, even if still in use or required for future use. For example, a student entering the scholarship program as a second-year student would not be authorized reimbursement for purchases previously made for the first year of studies.

h. Reimbursement processing. The reimbursement time frame is governed by the processes of agencies responsible for financial payments and contracting for tuition payments. The volume of payment transactions for claims and tuition payments, accuracy of claim submissions and timeliness/accuracy of school billings affect the length of time for payment of entitlements. Any payment time frames indicated herein are not contractually binding, but are estimates based on normal processing times and can be longer or shorter.

7-3. Procedures.
Paid receipts must be submitted with the CDW, unless otherwise indicated. Submission of fraudulent reimbursement claims may result in termination from HPSP and other appropriate action. Paragraphs 7-3 through 7-10 describe standard reimbursable and non-reimbursable expenses.

   a. Failure to properly complete the CDW’s or failure to submit the receipts will delay reimbursement.
   b. The finance system makes reimbursement by EFT to the student’s bank account. This will normally occur within three to five weeks after receipt of the appropriate reimbursement documents by the Ft. Sam Houston DFAS. An LES will be provided to the student when the EFT is made.

7-4. Reimbursable expenses - all programs.
The following items are approved for reimbursement when required of all students attending the school and authorized by the Army. Reimbursement is subject to the conditions or limits on any item included in the list. Except where indicated, reimbursements for books, supplies, equipment will not normally exceed $4,000.00. Accordingly, students must be prudent in purchases to minimize government expense. Reimbursements that exceed the above cost causes an automatic audit of all reimbursements and, if appropriate, collection. No reimbursements are authorized for any expenses incurred after the graduation
date. The least expensive dollar items (books, instruments, equipment, health insurance, etc.) must be purchased in order to minimize government expense. The Student Management Office may authorize repurchase of appropriate items lost or damaged due manmade or natural disaster. Claims for repurchase must first be submitted to the Student management office for approval.

a. Tuition and mandatory fees - Paid under contract. Prohibited purchases, such as computers, included as part of tuition are excluded from reimbursement.

b. Dental gold fee - Paid under contract.

c. Single-rate health fee - Paid under contract. This is different from health insurance.

d. Anesthesia nursing certification fee - Paid under contract.

e. Textbook and equipment fees - Paid under contract.

f. Single-rate hospitalization insurance – As a general rule, reimbursement is authorized only when coverage is required of all students for enrollment at the educational institution. Any associated co-payments or other fees are not authorized for reimbursement. Additionally, when multiple policies are offered by the school, reimbursement will be limited to the cost of the least expensive policy offered by the school. Students must accept any mandatory coverage offered by the school. See paragraph 7-4f(2) below regarding when comparable coverage other than the school’s policy may be obtained.

(1) Contract payment. Full payment for coverage is made under contract, along with tuition and other fees, when the school’s insurance coverage is utilized by the student, regardless of whether use of the school’s policy is mandatory or optional.

(2) Reimbursement directly to students. Payment for this coverage may be made under CDW when the school does not offer required insurance coverage or the school allows comparable coverage. Examples of situations requiring reimbursement under a CDW are schools that require insurance coverage, but allow students to: obtain coverage comparable to that offered by the school; or may offer coverage, but allow students to retain pre-existing insurance coverage (i.e. spouse employer or parent family plan, see paragraph 7-4f(3) below).

(a) Reimbursement for comparable or optional insurance will be limited to the cost of the least expensive policy offered by the student’s school.

(b) If coverage is not offered by the school, reimbursement will be made based on the cost of coverage offered by the carrier the school invites to solicit students (primary). As a secondary alternative, reimbursement will be made based on a school with which the Army Scholarship Program does business that is located in the same state or region. Reimbursement for insurance will be limited to the cost of the least expensive policy offered by the school of comparison.

(c) The following documents are required to receive reimbursement: a CDW; published criteria (student handbook) from the university indicating insurance coverage is required of all students for enrollment, and a receipt for payment.

(3) (3) Students with pre-existing coverage. Reimbursement with a CDW may be made to students who have pre-existing coverage. Reimbursement is made for the lesser of: the cost of school insurance coverage, or prorated cost of single rate coverage under an existing employment or family insurance coverage plan. The following documents are required to receive reimbursement: a CDW; correspondence from the Office of the Dean of Student Affairs indicating that insurance coverage is required for enrollment; a letter from the insurance carrier or appropriate employer indicating the cost of single rate coverage; and a receipt or pay stub. When the cost of single rate coverage under an employer or family plan cannot be determined, reimbursement will be as prescribed in paragraph 7-4f(2).

Students who remain on their parent’s health insurance plan can be reimbursed for the difference between the costs of health insurance with/without the student being on their parent’s health insurance plan. A copy of parent’s health insurance plan is required to verify cost.

g. Disability, liability and malpractice insurance – All exceptions and rules indicated under paragraph 7-4f above apply to these insurance types. Reimbursement is limited to $350.00 each unless otherwise authorized in paragraph 7-4f.

h. Microscope and computer rental/lease - $500.00 each per year for up to two years for a microscope and four years for a computer. This cannot be applied to microscope and computer purchases. A copy of the computer lease or rental agreement from a computer leasing/rental entity (not friends, relatives, or a personal business that has been established to meet this requirement) must be provided. Computer rental/lease agreements that contain a provision that results in ownership at the end of the lease/rental period are not authorized for reimbursement.

i. Non-refundable deposit for rental of microscope or computer.
j. Textbooks. The title and author of each textbook claimed must be listed on the CDW for reimbursement. Reimbursement for specialty/sub-specialty textbooks is not authorized. Board Review books are not authorized.

k. Computer software (includes DVD) that is a substitute for a textbook or classroom instruction - limited to the price of the comparable text.

l. Only 1 (includes part 1, 2 and 3 as indicated) of the following: Part 1 and part 2 of either the USMLE; COMLEX; NBDE; North American Veterinary Licensure Examination (NAVLE); Parts 1, 2 and 3 of the National Board of Examiners for Optometry (NBEO); or other similar undergraduate board examination fee required by the Army or required for graduation. The Army requires successful completion of the USMLE/COMLEX/NBDE/NBEO/NAVLE.

m. The following immunizations are reimbursable:
   (1) Hepatitis B Series (3 shots): The completed series.
   (2) Measles-Mumps-Rubella (MMR): Required if no immunization documentation is available.
   (3) Influenza: Required when seasonally available (October - February).
   (4) Varicella: Required if no history of varicella and recommended if local MTF is able to provide it.
   (5) Rabies series: The complete series.

n. Tutorial tapes required for course work and lab instruction ($50.00 limit).

o. Clinical Psychology Residency Match Registration Fee.

p. Access cards required for grant entry into authorized educational locations.

7-5. Nonreimbursable items - all programs.
The following, but not limited to, equipment or items are not authorized for reimbursement regardless if it is required by the university.

a. Camera or attachments except as outlined in paragraph 7-6 ppp.

b. Electronic equipment and devices (includes beepers, cell phones, personal data devices).

c. Computer hardware, accessory equipment, and internet service provider connections.

d. Computer software that is not a substitute for a textbook or classroom instruction.

e. Microscope.

f. Surgical clothing and nametags.

g. General office supplies or correspondence items.

h. Optional and specialty/sub-specialty texts.

i. Housing, meals, rental insurance, and any (personal or school) travel or moving expenses.

j. Student association, class, professional, society, and other similar dues.

k. Non-related courses (e.g. undergraduate, masters, Ph.D.), pre-admission courses, board review books and courses, and USMLE/COMLEX (or similar types of exams) preparation courses.

l. Refundable and pre-admission fees or deposits that are not credited for tuition.

m. Parking, toll, locker, laundry, legal, graduation, cap and gown rental, program diploma and other similar fees.

n. Prescription safety glasses.

o. Theft, life, computer, rental or other insurance of any kind, unless specifically authorized herein.

p. Equipment repair or maintenance.

q. Stolen, lost, damaged or replaced items.

r. CIBA Publication Series. Reimbursement may be made only for required portion and is not authorized for the entire series.

s. Civilian attire of any type.

t. Student note-taking and tutorial services.

u. Part III of the USMLE/COMLEX, and any other: licensing, certification or course curriculum cost or fee; associated incidental fees or expenses (e.g. equipment, lab and assistant expenses or fees); regional and other examinations.

v. State and regional dental boards.

w. Preparatory courses and texts, academic courses and related expenses that are repeated, or taken in an educational institution other than the authorized school of enrollment, or that resulted prior to HPSP entry.

x. Any educational expense assessed by the school to the student for any period preceding HPSP entry and following the day of a participant's disenrollment or termination from school or the HPSP.

y. Any penalty or leave of absence fee assessed by the school to the student.
z. Dental insurance - unless mandatory for enrollment.
aa. Fuel and insurance for rental cars.
bb. Transportation and relocation fees and expenses.
c. Interest, penalty and fees for school loans.
  dd. Travel or expenses associated with other than active duty for training and that are not specifically
  authorized herein.
  ee. Fees for the national residency matching program or other similar occurrences.
  ff. CPR/BLS Classes
  gg. Co-payments of any kind (i.e. medical, dental etc.)
  hh. Licensure review books or preparation classes for licensure examination.

7-6. Medical Program.
Equipment authorized for reimbursement, within the price limitations indicated, when required of all
students and authorized by the Army.
  a. Sphygmomanometer - $150.00.
  b. Diagnostic set (includes otoscope and ophthalmoscope) - $575.00.
  c. Stethoscope - $140.00.
  d. Black Bag - $70.00.
  e. Penlights - $8.00 per year.
  f. Tuning Fork - $18.00.
  g. Reflex Hammer - $10.00.
  h. Neurological Hammer - $12.00.
  i. Measuring Tape, Physicians - $12.00.
  j. Thermometer - $8.00.
  k. Scissors, Bandage - $10.00.
  l. Scalpel Blades and Handle - $10.00.
  m. Gloves, Disposable/Examination - $20.00 per box (maximum 5 boxes).
  n. Osteopathic Treatment Table - $400.00.
  o. Dissection Kit - $20.00.
  p. Laboratory and Clinical Clothing (hospital white coats and trousers) - $35.00 each (maximum 6
   items in any combination for the entire period of program participation).
  q. Goggles - $60.00.
  r. Electronic Residency Application System fee - $162.00 (includes the transcript/transfer fee).
  s. USMLE step 1 and step 2 (Clinical Knowledge) - $560 each part or actual cost.
  t. USMLE step 2 Clinical Skills Examination (in addition to the USMLE) - up to $1200.00 or actual
   cost.
  u. COMLEX level 1 and level 2 (Clinical Evaluation) - $535.00 each part or actual cost.
  v. COMLEX level 2 Performance Evaluation (in addition to the COMLEX) - up to $1150.00 or actual
   cost.
  w. Network fee – if required by school and not paid under contract as part of tuition – $165.00.

7-7. Dental Program.
Equipment authorized for reimbursement, within the price limitations indicated, when required of all
students and authorized by the Army. Replacement may be authorized for burs, fabricated teeth for
typodont use and instruments due to normal wear with repetitive use not to exceed 50 for the length of
the scholarship.
  a. Paint brush #1 sable - $2.00.
  b. Diamond burr. - $4.00 each (maximum 4).
  c. Student casting kit - $17.00.
  d. Smoothex - $10.00.
  e. Aerodope - $5.00.
  f. Separating Discs sgl and dbl sided - $8.00 each (maximum of 2).
  g. Lathe chuck bur ck8r and taper ck7bl - $15.00.
  h. Casting crucible - $10.00.
  i. Disc kit (includes stand, box discs and mandrel) - $32.00.
j. Gold crown thickness gauge - $32.00.
k. Glass mixing slab - $9.00.
l. Beautycast investment 18 pkg - $7.00.
m. Lab knife handle - $10.00.
n. Blades - $10.00.
o. Plaster knife #12 - $7.00.
q. Carbide lab bur #71E023 - $14.00.
r. Sable brushes - $8.00.
s. Bush silent stones - $15.00.
t. Mandrel FG and sthp - $5.00.
u. Wax burr - $2.00.
v. #8 round carbide sthp - $2.00.
w. Denture/practice/test teeth - No more than 50 total teeth while in the program.
x. Porcelain kit - $25.00.
y. Sonic scaler - $552.00.
z. Cement spatula - $9.00.
aa. Rubber base spatula - $4.00.
bb. Rubber base syringe - $25.00.
c. Package of teeth - see w above
dd. Face Mask - $20.00.
e. Inlay tongs - $2.00.
ff. Soldering tweezers - $4.00.
gg. Wax blue inlay - $5.00.

hh. Articular case with facebow and accessories - $520.00.
ii. Student polishing kit (trustler, arbor chuck, brush wheel, arbor bands, soft brushes, 2" chamois wheel, 1-1/4" and 3" buffs, felt cones, stick rouge and stiff brushes) - $46.00.

jj. Syringe anesthetic - $15.00.
k. Test teeth see w above
ll. Diamond burr cleaning stone - $6.00.
m. Plastic resin sheets - $3.00.
n. Lentulo spirals - $4.00.
o. Utility scissors - $5.00.
p. Technique metal 32 dwt - $29.00.
q.Super se - $13.00.
r. Occlusion balancer - $22.00.
s. Porcelain adjustment kit - $15.00.
s. Relief metal - $5.00.
r. Plaster syringe - $2.00.
v. Impression trays - $150.00.
w. Plier #121 - $47.00.
x. Plier #137 - $47.00.
y. Plier, cotton - $7.00 each (maximum 3).
z. Svedopter - $18.00.
aaa. Probe, PCP 12 - $9.00 each (maximum 3).
bbb. XCP instruments - $35.00.
ccc. Iris scissors - $20.00.
ddd. Perma bond 910 - $2.00.
eee. Vac-U-Spat/Vac-U-Mixer Combo kit - $152.00.
fff. Casting ring - $10.00 each (maximum 3).
ggg. Clinic cart - $300.00.

hh. Loupes (surgical/magnification) - 1000.00 or actual cost. Also see iii below. Reimbursement for Engraving, Headlamps, LED, etc. is not authorized.

iii. Dental kits required by the school (equipment or instrument lists must be submitted with the CDW, unless billed under contract). Duplicate payment for separate items listed above is not authorized except as indicated for replacement.
(1) First year students - up to $9,000.00 (payment authorized to exceed limitation based on school billing).
(2) Second year students - up to $5,000.00 (payment authorized to exceed limitation based on school billing).
(3) Third year students - up to $700.00.
(4) Fourth year students - up to $700.00.
jjj. Clinic Jacket - $20.00 each (maximum 3).
kkk. Disposable Exam gloves - $20.00 per box (maximum 5).
lll. Goggles - $80.00
mmm. National Board Dental Examination (NBDE) parts I and part II - $300 each part or actual cost.
nnn. Caulk/Densply Prolite - $1050.00
ooo. Cavijet - $1450.00
ppp. Digital Camera if required for all students in the class - $1500.00

7-8. Optometry Program.
Equipment authorized for reimbursement, within the price limitations indicated, when required of all students and authorized by the Army.
a. Clinic Jacket (maximum 2 coats) total not over - $60.00
b. Distance Vision Charts (Total for Adult or Children's) - $30.00
c. Reading/Near Vision Cards (Adult) - $20.00
d. LEA near vision card (Children) - $30.00
e. Low Vision Acuity Charts (SOSH) (Total for Distance or Near) - $100.00
f. Handheld Maddox Rod - $20.00
g. Pinhole occluder - $10.00
h. Occluder - $10.00
i. Stereo Test (Randot, Stereo Fly, or comparable) - $140.00
j. Color Vision Testing Plates (PIP or comparable) - $220.00
k. Worth 4 dot test with glasses - $40.00
l. 8 well lens holder - $30.00
m. Lens Flipper - $20.00
n. PD Rule, Tape measure, near point fixation sticks, misc. - $40.00
o. Prism Bar Set - $175.00
p. Stethoscope - $125.00
q. Sphygmonanometer - $65.00
r. Retinoscope/Ophthalmoscope Diagnostic Set - $825.00
s. Transilluminator - $70.00
t. Gonioscope (3 Mirror or 4 Mirror) - $280.00
u. Biomicroscopic Lens (90D or 76D) - $210.00
v. Biomicroscopic 60D, Super 66, Super Vireo, or Wide Field - $270.00
w. Binocular Indirect Ophthalmoscope Kit w/case - $1,750.00
x. 20D (or comparable 2.2 or 28D) BIO Lens - $200.00
y. Contact Lens Trial Set - $90.00
z. Trial Lenses and Frames (Combined total) - $800.00
aa. Janelli Clips - $125.00
bb. Lens Gauge/Clock - $140.00
cc. Jackson Cross Cylinder - $25.00
dd. Tool Kit (ophthalmic) - $350.00
ee. Dissection Kit - $25.00
ff. Goggles - $10.00
gg. Halogen Penlight - $40.00
hh. Exophthalmometer - $25.00
ii. Scleral Depressor - $50.00
jj. Comparator/ or CL 7X measuring magnifier - $60.00
kk. Transformer (Desk) - $200.00
7-9. Clinical/Counseling Psychology Program.
Only educational expenses are authorized for reimbursement through HPSP. Equipment authorized for reimbursement, within the price limitations indicated, when required of all students and authorized by the Army. Since the below items are in some school libraries, the instructor must certify the items as required for purchase for all students.

a. Rorschach cards - $75.00.
c. Thematic appreciation test - $40.00.
d. Developmental test (VMI) - $30.00.
e. Achievement test (wide range) - $60.00.
f. Achievement test (educational) - $60.00.
g. Auditory discrimination test (ADT) - $30.00.
h. Lab coats - $20.00 each (maximum of 2).
i. Dissertation Fees - $500.00.
j. Psychotherapy - $100 per session (maximum 25 sessions).

7.10 Veterinary Program.
Equipment authorized for reimbursement, within the price limitations indicated, when required of all students and authorized by the Army.

k. Equine twitch - $15.00.
l. Diagnostic set (includes otoscope and ophthalmoscope) - $350.00.
m. Stethoscope - $125.00.
n. Black Bag - $70.00.
o. Penlights - $10.00 per year.
p. Tuning Fork - $18.00.
q. Reflex Hammer - $10.00.
r. Neurological Hammer - $12.00.
s. Measuring Tape, Physicians - $12.00.
t. Thermometer - $8.00.
u. Scissors, Bandage - $10.00.
v. Scalpel Blades and Handle - $10.00.
w. Gloves, Disposable/Examination and O.B. (long) gloves- $20.00 per box (maximum 2 boxes).
x. Dissection Kit - $20.00.
y. Laboratory and Clinical Clothing (hospital white coats and trousers) - $35.00 each (maximum 6 items in any combination for the entire period of program participation).
z. Goggles - $80.00.
aa. Surgical pack - $350.00.
bb. North American Veterinary Licensure Examination (NAVLE) - $500.00

7.11 Pharmacy Program.
Only educational expenses are authorized for reimbursement through HPSP. Equipment authorized for reimbursement, within the price limitations indicated, when required of all students and authorized by the Army.

c. Lab coats - $20.00 each (maximum of 2).
d. Stethoscope - $125.00.
e. Gloves, Disposable/Examination and O.B. (long) gloves- $20.00 per box (maximum 2 boxes).
Chapter 8
LEAVES OF ABSENCE (LOA)

8-1. Highlights.
   a. You must submit LOA requests via the web site: www.meds.army.mil/medicaleducation at least 45 days before the proposed effective date when there is a hiatus in academic progression.
   b. You must be approved for LOA in advance by the Army (without regard to school approval) and may be approved for up to twelve months.
   c. You must request return from LOA at least 60 days before the LOA expires with a letter from the Dean of Student Affairs that confirms the effective date of re-entry into school full-time and graduation date.
   d. You will be placed on LOA for failure to take, pass or provide results of the USMLE/COMLEX/NBDE/NBEO within the specified period and all entitlements, as well as active duty training, will be suspended during any period of LOA. Fourth year medical/dental/clinical psychology students will be placed on LOA for noncompliance with other FYGME/AEGD/CPIP/application requirements (see chapter 12).

8-2. General.
Leave of absence is outlined in AR 601-141, chapter 2, paragraph 2-14d. This regulation can be found under the general information tab www.meds.army.mil/medicaleducation. Students must request a leave of absence (LOA) from the scholarship program when there is a hiatus in their academic progression. This is done via the web site www.meds.army.mil/medicaleducation. Once logged on, personal information should be updated under “update” and leave of absence requests made under “Requests”. An LOA generally may be granted for a period of one year or less, but may be extended if considered to be in the best interests of the individual and the government. Leave for other educational pursuits is rarely authorized, and if so, must result in at least a masters degree in a health field.

8-3. LOA Approval.
The Scholarship Program Manager must approve all LOA requests in advance. This is done electronically via the web. Approval of an LOA from the scholarship program is separate from any approval from the school. An LOA that is not approved constitutes a withdrawal from school and may result in loss of scholarship eligibility and immediate order to active duty.

8-4. Types of LOA. There are five types of LOA.
   a. Administrative LOA. This is an involuntary LOA. It is the only LOA status from which a student can automatically be returned to active status. Students will be automatically placed on an administrative LOA: for noncompliance with administrative or contractual requirements, such as failure to obtain a physical examination, apply to FYGME and ERAS, update the address or telephone number, or provide USMLE, COMLEX, NBDE, NBEO results; or when medical, security or military service disqualification is first indicated, discharge from the reserves is requested, or when student or academic status cannot be determined.
   b. Medical LOA. This is normally a voluntary LOA when the student requests it. It may become involuntary when it is determined that a student has been granted a medical leave by the school, when the Student Management Office is notified that the student does not meet medical retention standards in AR 40-501, or when otherwise indicated.
   c. Academic LOA. This is sometimes a voluntary LOA when the student requests it. It may be involuntary when it is determined that the student must repeat an academic period, has entered a preparatory or decelerated program, has failed to take or pass part 1 or 2 of the USMLE/COMLEX/NBDE/NBEO and part 3 of the NBEO within the specified period or otherwise determined to be appropriate however, a student repeating an academic period over the summer is not placed in an LOA status. When initially placed on an involuntary academic LOA in order to repeat a class or entire semester, the following must be submitted: a letter from the student and the Dean of Student Affairs that confirms the effective date the student will repeat the semester or course; an outline of the
course of action to be taken to correct the deficiency that caused the LOA; projected graduation date; and a copy of the student's current transcript.

d. Personal LOA. This is normally a voluntary LOA when the student requests it. This type of LOA is requested for other difficulties that may be encountered by the student.

e. Educational LOA. An Educational LOA for the purposes of completing an additional advanced degree or research is not authorized as part of the normal degree curriculum. It is an exception to HPSP policy and the educational goals of the scholarship program that is rarely approved. If an exception is approved, it is completely subject to the needs of the Service and always limited to one year. Most advanced degrees, other than a master's degree in public health (MPH), would not be favorably considered because they do not provide significant Army career enhancement. Non-degree producing endeavors (including research) seldom will be considered favorably, even if they add adjunctive skills that are of relevance to Army medicine. In order to be considered for an Educational LOA, all of the criteria indicated below must be met. A student whose request is approved and who subsequently fails to meet the below criteria will have their LOA revoked and must reapply. The student must:

1. Be in good academic standing. This means no indication of any prior or present academic problems; a current transcript is required; passage of all applicable board or licensure examinations on the first attempt, in accordance with HPSP policy.

2. Be in good administrative standing. This means no delinquency or deficiency in compliance with HPSP policy, contractual agreement or general military requirements.

3. Have successfully completed the Basic Officer Leaders Course.

4. Provide a letter from the school outlining the requirements, if the school requires the additional training as a graduation requirement.

5. Not currently be or have previously been in a leave of absence status for any reason.

6. Include justification of the acquired adjunctive skills that are of relevance to Army medicine if requesting non-degree producing endeavors (including research).

8-5. LOA Procedure.

LOA and return from LOA must be requested and processed on line using the Medical Education website: www.mods.army.mil/medicaleducation.

a. Requesting LOA. Once logged on personal information should be updated under “Update” and leave of absence requests made under “Requests”. LOA requests must be submitted at least 45 days before the LOA effective date. If this time frame cannot be met, direct telephonic notification of the Student Management Office must occur. Any entitlements received after the LOA effective date must be repaid.

1. The LOA request should include a detailed justification for the LOA and its proposed duration. The Student Management Office will determine the period of the LOA, if it is omitted from the request.

2. A letter from the Dean of Student Affairs indicating the LOA period, the student’s class standing, revised graduation date and reasons for the LOA must be sent separately to the Student Management Office at: Defense Health Headquarters, Office of the Surgeon General of the Army, ATTN: DASG-PSZMS, Falls Church, VA, 22041, or faxed to (703) 681-8044/1837.

b. Return from LOA. Reinstatement requests are submitted as prescribed for submission of LOA requests in paragraph 8-4a above.

1. Administrative LOA. Return from an administrative involuntary LOA is automatic after the issues that prompt the LOA are resolved.

2. Medical LOA. The participant must initiate removal from LOA status to ensure timely resumption of entitlements. Return from a voluntary LOA IS NOT automatic. Return from a medical LOA additionally requires a medical specialty consultation (evaluation) from a physician.

3. Academic LOA. A participant is evaluated for retention in the HPSP under a due process (chapter 9) at the first indication of academic difficulty. If retained in the program, the participant must initiate removal from LOA status. In order to return from academic LOA based solely on repeating a class or entire semester, the following must be submitted: a letter from the Dean of Student Affairs that confirms the effective date the student started the semester following the LOA; an outline of the course of action taken to correct the deficiency that caused the LOA and its result; projected graduation date; and a copy of the student’s current transcript. Academic LOA based solely on failure of licensure examinations or to provide scores of licensure examinations is automatically void upon receipt of passing scores and entitlements are retroactively reinstated if there are no other academic issues, such as interruption of
academic progression, multiple academic LOA, multiple failure of a step/part of licensure examinations or other issues. In such cases, LOA is not automatic, may require additional documentation and entitlements are not retroactively reinstated for periods of remediation or school absence, or disenrollment from the Program could occur. The request for return from LOA must include a letter from the Dean of Student Affairs that confirms the effective date of re-entry into school and new anticipated graduation date.

(4) Voluntary, personal, and educational LOA. The participant must initiate this request to ensure timely resumption of entitlements. Return from these categories of LOA IS NOT automatic. A request for reinstatement must be made at least 60 days before the LOA expires in order to allow adequate time to restore entitlements. The request must include a letter from the Dean of Student Affairs that confirms the effective date of the student's re-entry into school and new anticipated graduation date.

(5) In all instances, failure to request return from LOA may result in loss of scholarship eligibility.

8–6. Effect on entitlements.
All entitlements, as well as active duty training, are suspended during any period of LOA.

a. Recalculation of entitlements. This normally shortens the period of stipend pay relative to other entitlements by up to 45 days prior to graduation. This is influenced by the length of the LOA, timely notification, and the fact that stipend pay is continuous (except during ADT) even when classes are not in session. Recalculation is performed by:

(1) Subtracting the LOA period from the total entitlements period (period from the HPSP entry date to the standard projected graduation date of 10 May of the graduation year) to arrive at the remaining (unused) entitlement.

(2) The remaining entitlement is then added to the LOA reinstatement date (date of return from LOA) to arrive at the stipend termination date (date stipend entitlements will cease).

b. Notice of expended entitlements. The LOA restoration letter will outline expended benefits, stipend termination date, entitlement restoration effective date, and remaining benefits. The letter is sent upon receipt of a request to return from LOA.

c. Retroactive entitlement restoration. Entitlements are restored retroactively only when students are placed in an administrative LOA status or academic LOA based on failure of licensure examinations and after the appropriate requirements are met. Restoration will not occur if the student becomes ineligible for HPSP participation. Otherwise, scholarship entitlements are restored as of the last of the four dates indicated below:

(1) The date that all requirements for returning from LOA are met; or,

(2) The day after the last day of the LOA; or,

(3) The date that the Command Surgeon, U.S. Army Recruiting Command (USAREC) determines the participant is medically qualified for Reserve retention; or,

(4) The date that the Office of The Surgeon General approves a waiver of a medically disqualifying condition.
Chapter 9
DISENROLLMENT AND DISCHARGE

9-1. Highlights.
   a. Disenrollment from HPSP occurs automatically upon failure to maintain eligibility, including but
      not limited to, disenrollment from school for any reason, loss of eligibility for military service or the
      scholarship, medical disqualification, or call to active duty regardless of completed academic
      requirements.
   b. You must first submit Army Reserve discharge requests (paragraph 9-2) to: The Defense Health
      Headquarters, Office of the Surgeon General of the Army, Student Management Office, Undergraduate
      Education Division, Medical Education Directorate at: ATTN: DASG-PSZ-MU, 7700 Arlington Blvd, Falls
      Church, VA, 22041, in the EXCAT format discussed in this chapter.
   c. You may be considered for involuntary HPSP disenrollment for deficiency in conduct, studies or
      other reasons; and have the opportunity to respond through due process procedures (without personal
      appearance) to the address above.
   d. You enter active duty in a branch of service based on Army needs or are processed for discharge
      and recoupment.

9-2. Disenrollment.
Disenrollment is outlined in AR 601-141, chapter 2, paragraph 2-13. A participant considered for
involuntary disenrollment must be given due process pursuant to paragraph 9-2 below. Participants may
be considered for involuntary disenrollment under the guidelines set by AR 601-141 if it is determined to
be in the best interest of the Government, and for a participant’s exceeding the maximum authorized
leave of absence period or administrative or contractual noncompliance.

9-3. DUE-PROCESS.
This is outlined in AR 601-141, chapter 2, paragraph 2-14. When it is determined that circumstances may
warrant involuntary disenrollment, due-process shall be afforded to the participant. Failure on the part of
the participant to keep contact addresses and phone numbers current does not delay the proceedings.
   a. An appeal is not automatic and is outlined in AR 601-141, Chapter 2, Paragraph 2-14c.
   b. The Commander, AHRC, retains jurisdiction on any determinations regarding military status,
      including discharge from the Army Reserve.

9-4. Discharge.
Discharge is outlined in AR 601-141, chapter 2, paragraph 2-15. This regulation can be found under the
general information tab www.meds.army.mil/medicaleducation when viewing online.
   a. Approval is rare and if granted results in disenrollment from the HPSP. Participants may be
      placed on administrative leave of absence pending the outcome of the request.
   b. A request for waiver of the ADO must be included with the request. Waiver of the ADO does not
      relieve a participant of the RSO and does not preclude an alternative obligation being imposed.
   c. A request for discharge must include the following 7 paragraphs:
      (1) Paragraph 1. I, (name, rank, SSN) hereby tender my unqualified resignation as a Reserve officer
          of the Army, USAR, under the provisions of AR 135-175.
      (2) Paragraph 2. I am submitting this resignation because (give your reasons for the request).
      (3) Paragraph 3. I am presently assigned to the U.S. Army Human Resources Command (AHRC),
          Control Group Officer Active Duty Obligor (OADO), U.S. Army Human Resources Command, ATTN:
          AHRC-OPH-PAI, Incentives Branch, 1600 Spearhead Division Ave DEPT #270 Fort Knox, KY 42007
          I have been a participant in the Health Professions Scholarship Program (HPSP) for ______ years, ______
          months and ______ days. I have incurred an active duty service obligation of ______ years ______
          months and ______ days for HPSP participation.
      (4) Paragraph 4. I understand that if my resignation is accepted, I am entitled to an honorable
          discharge certificate.
(5) Paragraph 5. I further understand that if my resignation is accepted, under the terms of my service agreement I may be required to reimburse the government for the full amount of funds expended on my behalf, plus interest, as required by law for my HPSP participation as the Secretary of the Army may direct. I (do or do not) object to any requirement to reimburse the government as previously described. I (do or do not) request a waiver of any requirement to reimburse the government.

(6) Paragraph 6. I understand that if my resignation is accepted, under the terms of my service agreement I may be required to perform an alternative service obligation in another armed force for a period of time not less than my remaining active duty service obligation or in a component of the Selected Reserve for a period not less than twice as long as my remaining active duty service obligation. I (do or do not) object to an alternative service obligation on active duty in another armed force. I (do or do not) object to an alternative service obligation in a component of the Selected Reserve.

(7) Paragraph 7. I can be reached at (give home and work number).

9–5. ADDRESS FOR SUBMISSION.
Ensure the request is first mailed to: The Defense Health Headquarters, Office of the Surgeon General of the Army, Student Management Office, Undergraduate Education Division, Medical Education Directorate at: ATTN: DASC-CBA-MU, 7700 Arlington Blvd, Falls Church, VA 22041 for an appropriate recommendation. The request will not be processed by any other agency without this recommendation. The request, along with an appropriate recommendation, will then be forwarded to: U.S. Army Human Resources Command (AHRC) where further review is conducted and recommendation will be added or the discharge request may be disapproved. Requests on which AHRC recommends discharge will then be forwarded to the Office of the Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA (M&RA)), if required, for a final determination. Do not send the request directly to the AHRC or ASA (M&RA) since these offices will not act upon the request without the appropriate recommendations.

9–6. Branch assignment upon disenrollment.
Except for nursing HPSP, disenrolled students are not normally qualified for other AMEDD branches except the Medical Service Corps. Students who are not accepted for active duty are referred to AHRC for disposition, which may include discharge and/or recoupment.

a. Participants are reported to AHRC for coordination of branch assignments (e.g. Adjutant General Corps, Transportation Corps, Infantry, etc.).

b. Prior service officers and anesthesia nursing participants may be ordered to active duty in their previous or respective branches or assigned a branch of service based on Army needs.

c. All other HPSP participants, if accepted, may be commissioned in the Medical Service Corps or assigned a branch of service based on Army needs.

d. Personnel who are not accepted for active duty are forwarded to AHRC with a recommendation for discharge and recoupment of entitlements or an alternative service obligation.

e. A determination is made on the participant's medical qualification for active duty entry. Qualified individuals are then ordered to active duty to fulfill their active duty obligation. The process can take up to 3 months.
Chapter 10
Reimbursement to the Government

10-1. Highlights.
   a. You must reimburse the government for some or all of the entitlements paid, plus interest, if contractual terms are not fulfilled.
   b. You may be relieved of the reimbursement requirement by the Secretary of the Army.
   c. You must reimburse the government for interest or penalties assessed against the government because of their actions and for the amount of any unauthorized entitlements received, regardless of when the error is discovered or its cause.
   d. You must repay funds through withholding/prorating tuition and two-thirds of the monthly stipend, but may request an exception. Graduates have collection made upon active duty entry.
   e. You may not be required to repay funds if medical disqualification results from HIV infection. This applies to financial support for payment through the academic term. The academic term ends when a semester has ended or a break in the course of studies begins, whichever is earlier.

10-2. General.
   a. Contract default. Participants who fail to fulfill the terms of the contract, will generally be required to reimburse the government for some or all of the entitlements that have been paid, plus interest. This cost includes all stipend, tuition, fees and reimbursed expenses. It does not include military pay for active duty training.
   b. Other disqualification. When the reasons for separation/release from active duty obligation are due to misconduct (including physical disability due to misconduct), homosexuality or conscientious objector, the only alternative obligations may be recoupment.
   c. Medical disqualification.
      (1) Except as indicated below, students who are medically disqualified upon initial evaluation for retention shall have their physical examinations reviewed by the Directorate of Health Policy, Office of the Surgeon General (OTSG), for medical retention consideration. Those who are found not to meet retention standards will have their case forwarded to the Commander, AHRC, for a determination regarding fitness for duty. Students who develop a medically disqualifying condition that results in loss of HPSP or military service eligibility may be required to reimburse the government as required by the Secretary of the Army.
      (2) Recoupment of funds expended through the end of an academic term may not be required if medical disqualification results from HIV infection. However, no further expenditure of funds will occur. The academic term ends when a semester has ended or a break in the course of studies begins whichever is earlier. Existing LOA procedures remain in effect. However, students will be disenrolled at the end of the academic term in which HIV infection is confirmed pursuant to AR 600-110, Identification, Surveillance, and Administration of Persons Infected with Human Immunodeficiency Virus (HIV) Assignment Limitations.
   d. Proration of entitlements for recoupment. See chapter 3, paragraph 3-3k.

10-3. Relief from reimbursement.
AR 601-141, chapter 2, paragraph 2-3h, outlines the provisions governing relief from reimbursement to the government and this regulation can be found under the general information tab www.mods.army.mil/medicaleducation www.mods.army.mil/medicaleducation when viewing online.

10-4. Interest and penalties.
If interest or penalties are assessed against the government because of the actions of the student (e.g. late registration or failure to provide the documents to initiate or reinstate entitlements), the student is required to reimburse the government for these monies.

10-5. Collection.
a. Participants must reimburse the government for the amount of any unauthorized entitlements that are received, regardless of when the error is discovered or its cause. It is legal for the government to collect money from the participant's entitlements as long as there is an outstanding debt. This collection begins immediately upon reinstatement to active HPSP status.

b. In-service collections are made from participants by withholding tuition and two-thirds of the monthly stipend. This collection schedule is necessary to complete collections in the same fiscal year that the debt occurs. Exception to the collection schedule may be approved in cases of extreme financial hardship, subject to funding availability. The Scholarship Program Manager is the approving authority, subject to DFAS concurrence.
Chapter 11
GRADUATION AND SEPARATION

11-1. Highlights.
   a. Medical students are required to apply for the Army FYGME. Psychology students are required to apply to the Army Clinical Psychology Internship Program (CPIP). Dental students are required to apply for the 12 Month Army Advanced Education in General Dentistry (AEGD). See Chapter 12.
   b. Entitlements are automatically terminated as of 10 May in the year of graduation, unless the student provides a letter from the school indicating the exact graduation date to the Student Management Office prior to 15 September. Students must revalidate the graduation date prior to 1 April. The HPSP staff must also be made aware if academic requirements are completed more than 45 days prior to graduation.
   c. An individual who is called to active duty is automatically terminated from the program, regardless of completion of academic requirements.
   d. Contact the local military transportation office for movement of household goods through the local Health Care Recruiter.
   e. Those who have family members and an overseas assignment (includes Hawaii and Alaska) will be contacted by the respective Corps liaison. If there are questions regarding transportation of and for family members you should contact:
      (1) Medical - FYGME Manager 703-681-8042
      (2) Dental - Dental Corps (502) 613-6548
      (3) Clinical Psychology, Optometry, and Pharmacy (502) 626-1730
   f. You should ensure you are reappointed to the appropriate grade upon graduation (see paragraph 11-6).
   g. You are responsible to the unit or medical treatment facility indicated in the orders and should notify the Personnel Division or Medical Education Office (physicians) in advance of problems complying with the required reporting date.

11-2. Graduation.
   a. Students must notify the Student Management Office if the graduation date or award of the diploma is delayed. Students are ineligible for reappointment to a higher grade and reporting for active duty in advance of graduation or award of the diploma.
   b. An individual who is called to active duty is automatically terminated from the program, regardless of completion of academic requirements.

See chapter 12.

11-4. Notice of graduation.
   a. The Health Care Recruiter and HPSP staff must be notified if students will complete their academic requirements more than 45 days prior to graduation (see chapter 3-3c(2) regarding entitlement end date).
   b. Students are responsible for ensuring the HPSP staff is aware of precise graduation dates prior to 15 September in the year of graduation. Students must revalidate the graduation date prior to 1 April. The HPSP staff must also be made aware if academic requirements are completed more than 45 days prior to graduation. Entitlements are automatically terminated as of 10 May, unless otherwise notified, and are recouped if graduation occurs prior to the standard termination date. Students should provide a letter signed by the registrar or school Dean of Student Affairs indicating the precise graduation date.

11-5. Reappointment grade.
Students will be reappointed in accordance with existing guidance governing such action. Except for the nursing program, participants may normally be reappointed as Captains in the appropriate AMEDD Corps. Those with over 12 years of prior active commissioned service may be eligible for appointment at
a higher grade. Nursing students are reappointed as determined by the Army Nurse Corps Program Management Branch, Health Services Division, US Army Recruiting Command (USAREC). Refusal to accept reappointment (executing the oath of office) to a higher grade does not preclude active duty entry and results in active duty entry at an appropriate lower rank.

11-6. Entry grade credit determination.
Entry grade credit on assignment as a health professions officer is the credit awarded for rank determination. It is the sum of prior commissioned service credit and constructive service credit, in accordance with Department of Defense Instruction 6000.13, Medical Manpower and Personnel.

a. Entry grade credit. This credit is determined at the time of call to active duty. Medical students must provide the required documents with the FYGME application and are awarded credit as part of the FYGME orders for those selected for Army FYGME. All other students must provide the required documents as prescribed by USAREC. Failure to provide the required documents will delay assessment of awarding appropriate entry grade credit.

b. Constructive Service Credit. This is credit awarded for advanced degrees that add adjunctive skills to their primary specialty and that were obtained prior to commissioning (and by extension, prior to participation in HPSP). It will be awarded in accordance with the above-cited DoD Instruction. Medical HPSP participants receive no credit for any other health care degrees (i.e., dental, nursing, optometry, veterinary medicine, etc.). The approving authority awarding this credit, which is the Medical Education Directorate for medical students and USAREC for all other health care disciplines, determines the amount of credit.

c. Prior Commissioned Service Credit. This is credit for prior service as a commissioned officer (other than as a commissioned warrant officer). In general, one-half day credit is awarded for each day previously served.

11-7. Shipment of household goods and vehicles.

a. Stateside assignment. Students should contact the local military transportation office for movement of household goods. The Health Care Recruiter should be contacted for assistance in obtaining the address, telephone number and associated advice.

b. Overseas assignment (includes Hawaii and Alaska). Students should contact the local military transportation office for movement of household goods and vehicles. Students who have family members should immediately request concurrent travel through the AMEDD Center and School, Office Personnel, Fort Sam Houston, TX, 78234 at (210) 295-1072. The concurrent travel request must be approved for family members before overseas departure.

11-8. Reporting for active duty.

a. Students become AMEDD assets upon graduation. When assignment instructions (orders) are published, participants are responsible to their unit or medical treatment facility, as appropriate, indicated in the orders. If unable to arrive at the prescribed location on the date indicated on the orders, participants are required to contact the Personnel Division or Medical Education Office at the unit or medical treatment facility indicated in the orders. Contact must occur before the required arrival (reporting) date.

b. Individuals who fail to follow their assignment instructions and who do not report for active duty to the unit or medical treatment facility on the date indicated in the orders are absent without leave (AWOL) and subject to appropriate administrative, nonjudicial or judicial action. After 30 days in AWOL status, individuals are deserters and subject to arrest by civilian authorities for return to military control for the aforementioned appropriate action.

11-9. Inter-service transfers.
All requests must be submitted through the Health Care Recruiter to Headquarters, USAREC. Approval is based on the needs of the Services involved. This is a long process that can take up to one year.
Chapter 12
POSTGRADUATE PROFESSIONAL EDUCATION AND INTERNSHIPS

12–1. Highlights.

a. Medical students. Fourth-year medical students must apply to army FYGME and must participate in the training, if selected. They must also register for the national residency matching program (NRMP) or appropriate civilian match.

b. Dental students - fourth-year dental students must apply to the army advanced education in general dentistry (AEGD) 12 month program may decline participation if selected.

c. Clinical psychology students - third-year clinical psychology students must apply to the army clinical psychology internship program (CPIP) and must participate in the training, if selected.

d. Fourth year Veterinary Students must apply to army FYGVE and must participate in the training, if selected. They will be offered a list of training institutions that offer First Year Graduate Veterinary Education (FYGE) as their first duty station if selected.

e. Participation in FYGME/AEGD/FYVME is a neutral year during which ADO is not repaid nor incurred. Time spent on active duty in a military FYGME/AEGD/FYVME does reduce the RSO by one year.

f. Except for clinical psychology students who may enter before degree completion, all students enter active duty upon degree completion, unless otherwise delayed by the appropriate AMEDD corps.

12–2. Medical students - mandatory application to the first year of graduate medical education (FYGME).

a. Fourth-year medical students, regardless of status (active or LOA) must apply to Army FYGME via www.meds.army.mil/medicaleducation, as well as the Electronic Residency Application Service (ERAS) via www.myeras.aacm.org. They must also register for the National Residency Matching Program (NRMP) or appropriate civilian match. All applicants to the FYGME must participate in the training, if selected. FYGME applicants who are not selected must perform the respective internship in an accredited civilian program. Failure to participate in the application and match process can result in: placement in an Army FYGME program with no regard to personal preferences or specialty goal; loss of entitlements; or other adverse action. Student cooperation with the FYGME application process is the best way to promote professional development while meeting the needs of the Army.

b. Students will receive an email to inform them of FYGME application website activation and requirement. The FYGME Letter of Instruction (LOI) and Fact Sheet contain application instructions, indicate specialty training availability and are published on the HPSP website in July. Students should refer to these documents for details on the requirements and process. Participation in FYGME is a neutral year during which ADO is not repaid nor incurred. However, time spent on active duty in a military FYGME program does reduce the reserve service obligation (RSO) by one year.

c. Fourth-year medical students are encouraged to complete all ADT tours before 15 October to facilitate the Army First Year Graduate Medical Education selection board process.

d. Questions regarding your specific career goals can be addressed to the GME Program Manager. Questions regarding the application process and procedure should be addressed to the FYGME Program Manager. Both can be reached by calling 1-877-633-2769, menu option 5 or by email to gme@amedd.army.mil or Janis.jones@amedd.army.mil.

e. All selectees for FYGME must pass the applicable USMLE Step II CK and CS or COMLEX Level 2 CK and PE before they can begin training on active duty in military programs. Individuals who attend schools that allow graduation without passing the aforementioned examinations will be given up to 90 days after the graduation date to provide documentation of passage of the examination. Individuals who attend schools that require passage of such exams in order to graduate will be placed on Leave of Absence status for up to 90 days from their originally scheduled graduation date. In all cases, failure to provide documentation of passage within the time prescribed results in ineligibility for accession into the Medical Corps and call to active duty in another military capacity, or separation from military service with recoupment under the terms of the service agreement, as appropriate. This is per the Chief, Medical Corps Policy entitled “Passage of U.S. National Licensing Examination Part II for Entry on to Active Duty for First Year Graduate Medical Education (FYGME) Selectees” dated 22 March 2010.
12-3. Dental Students - Mandatory application to the Advanced Education in General Dentistry (AEGD) 12 Month Program.
   a. Fourth-year dental students, regardless of status (active or LOA) must apply to the Army Advanced Education General Dentistry (AEGD) 12-month Program through USAREC or other authorized representative. The application must arrive at USAREC by 15 November. Failure to participate in the application process can result in loss of entitlements or other adverse action. Student cooperation with the AEGD application process is the best way to promote professional development while meeting the needs of the Army.
   b. Students will receive an email to inform them of the AEGD application process and requirements. If selected for the AEGD, students have the option to decline the program. Participation in AEGD is a neutral year during which ADO is not repaid nor incurred. However, time spent on active duty in a military AEGD does reduce the RSO by one year.
   c. Questions regarding your specific career goals and future assignments can be addressed to the Dental Corps Branch Manager, at 703-325-2356 or email: adminda.rodriguez@hoffman.army.mil.

12-4. Clinical psychology students - mandatory application to the clinical psychology internship program (CPIP).
   a. Third-year clinical psychology students, regardless of status (active or LOA) must apply to the Army Clinical Psychology Internship Program (CPIP) through USAREC or other authorized representative. All applicants to the CPIP must participate in the training, if selected. CPIP applicants who are not selected must perform the respective internship in an accredited civilian program. Failure to participate in the application process can result in loss of entitlements or other adverse action. Student cooperation with the CPIP application process is the best way to promote professional development while meeting the needs of the Army.
   b. Students will be notified by USAREC of the CPIP application requirements.
   c. Questions regarding your specific career goals and future assignments can be addressed to the Medical Service Corps Branch Manager, at 502-626-0361.

12-5. 12-5. Veterinary students
Veterinary students will be offered the opportunity to participate in the First Year Graduate Veterinary Medical Education at their first duty station following the Officer Basic Course and the Vet track. Participation in the program does not incur further obligation, nor does it count toward the obligation previously incurred. Questions can be directed to 210-295-1027.

12-6. All programs.
Except for clinical psychology students, all students enter active duty upon degree completion, unless otherwise delayed by the appropriate AMEDD Corps. Clinical Psychology students may enter active duty prior to receipt of the professional degree.