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THE COMMANDANT**

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Personnel



**ARMED FORCES HEALTH PROFESSIONS SCHOLARSHIP
AND FINANCIAL ASSISTANCE PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction is affected by the Privacy Act of 1974.

This instruction provides Air Force Reserve Officers in the Armed Forces Health Professions Scholarship and Financial Assistance Program (HPSP/FAP) with policies, procedures, and instructions. It is directive as well as informative. The Privacy Act of 1974 applies to this document. Each form required by this regulation contains a Privacy Act statement, either incorporated in the body of the document or in a separate statement accompanying each document. Failure to comply with the provisions of this regulation may result in disciplinary or administrative actions or in removal from the HPSP/FAP.

SUMMARY OF REVISIONS

This revision incorporates the requirements, information, and procedures in previous editions of AFITI 36-101, 28 February 1997 and AFI 41-110, 1 June 1994. It reorganizes text, changes office symbols, expands and explains policy, and changes requirements and procedures including the addition of a section on use of the Internet as a communication tool.

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Chapter 1

ORGANIZATION

1.1. General:

1.1.1. Definitions. Individuals participating in the F. Edward Hebert Armed Forces Health Professions Scholarship and Financial Assistance Program will hereafter be collectively referred to as HPSP/FAP members. All students pursuing advanced degrees (including degrees in; medicine, osteopathy, optometry, dentistry, psychology, and nurse anesthesia or nurse practitioner) will be specifically referred to as HPSP students. Those physicians and dentists in residencies will be referred to as FAP residents.

1.1.2. Program Description. Under the HPSP/FAP the Air Force provides academic scholarships to approximately 1,400 officers participating in various health care training programs. The HPSP/FAP is designed to ensure adequate numbers of certain healthcare professionals will be available for clinical practice in the Air Force.

1.1.3. Introduction. HPSP/FAP students enter the program with differing backgrounds and perceptions of the military. Some have previous commissioned or enlisted service. Others are graduates of commissioning programs such as the Air Force Academy or the Reserve Officer Training Corps (ROTC). If so, they will have an advantage in understanding Air Force policies, procedures, jargon, acronyms, etc. However, most enter with little or no previous military experience. While in the HPSP/FAP, they will complete their professional education, and become familiar with their role and responsibility as a future Air Force medical service officer.

1.2. Organizational Structure:

1.2.1. Air Force Institute of Technology Health Care Education Division (AFIT/CIMJ), Wright-Patterson AFB OH. AFIT/CIMJ is the single point of contact for all matters pertaining to the management of HPSP/FAP education. This office handles questions and correspondence relating to changes in curriculum, changes in eligibility dates, transfers to other institutions, changes in address or telephone number, academic and personal matters affecting HPSP/FAP standing, leaves of absence and extensions to the HPSP/FAP program, and academic, administrative or self-initiated eliminations and withdrawals. Inquiries regarding HPSP/FAP regulations and policies that are unclear or not addressed in this regulation should be directed to this office.

1.2.2. Air Force Institute of Technology Finance Office (AFIT/RPB), Wright-Patterson AFB OH. This office pays HPSP students' tuition, required school fees and reimburses them for required supplies, books, and small equipment (except computers).

1.2.3. Headquarters, Air Reserve Personnel Center Surgeon's Office (HQ ARPC/SGSI), Denver CO. This office acts as the command authority. It handles military personnel administration and judicial matters, appointment orders, Active Duty Tour (ADT) orders, stipend, payments and active duty pay records for both HPSP and FAP.

1.2.4. Headquarters, Air Force Personnel Center, Physician Education Branch (HQ AFPC/DPAME), Randolph AFB TX. This office is responsible for FAP residents and HPSP medical student contractual requirements, physician active duty service commitment, graduate medical education, transition to extended active duty, and acts as a consultant to the HPSP/FAP.

1.2.5. Headquarters, Air Force Personnel Center, Nurse Corps Education Branch (HQ AFPC/DPAMN), Randolph AFB TX. This office is responsible for nurse contractual requirements, active duty service commitments, and transition to extended active duty.

1.2.6. Headquarters, Air Force Personnel Center, Dental Education Branch (HQ AFPC/DPAMD), Randolph AFB TX. This office is responsible for dental contractual requirements, active duty service commitments, and transition to extended active duty.

1.2.7. Headquarters, Air Force Personnel Center, Biomedical Sciences Corps Education Branch (HQ AFPC/DPAMW), Randolph AFB TX. This office is responsible for optometry and psychology contractual requirements, active duty service commitments, and transition to extended active duty.

Chapter 2

RESPONSIBILITIES

Section 2A - Duties and Responsibilities of all HPSP/FAP Students

2.1. General:

2.1.1. Air Force Standards. While on active duty, the HPSP/FAP student must conform to Air Force Instruction (AFI) 36-2903, *Dress and Appearance Standards*, and comply with the directives and orders of officers acting in an official military capacity, appointed as their superiors.

2.1.2. Random Urinalysis Testing. As an officer in the United States Air Force Reserve the HPSP/FAP students are subject to random urinalysis testing. If identified for testing the officer is required to submit a urine sample to the testing authorities. If the officer refuses, or if the officer is found positive for drug use, appropriate administrative action will be taken.

2.2. Command Responsibilities. Officers will promptly comply with instructions and responsibilities outlined in this regulation and those which may be forthcoming from AFIT/CIMJ, HQ ARPC, HQ AFPC or other agencies having authority over HPSP/FAP management.

2.3. Personnel Accountability Responsibilities. *Students will:*

2.3.1. Manage time effectively so as to complete all required Active Duty Tours (ADT) within the prescribed time frames, as described in the HPSP/FAP contract and Chapter 8; 8.3.

2.3.2. Report to AFIT/CIMJ at any time during the year the student experiences academic difficulty, and/or a change in status at the university (suspension, probation, withdrawal, and/or recommended LOA). Failure to do so may result in the student being withdrawn from the HPSP/FAP.

2.3.3. Students who attend universities that participate in interstate reciprocity agreements providing resident tuition rates to non-state residents must ensure they obtain the lower tuition rate.

2.4. Administrative Responsibilities. *Students will:*

2.4.1. Report Health Status. At least once each year, HPSP/FAP students will provide AFIT/CIMJ with a health status report. This may be accomplished by answering the questionnaire on our website, or by mailing a printed copy to AFIT/CIMJ. Students will report any significant change in health status since their commissioning physical or since the last report as directed. This report does not relieve the student of the responsibility to immediately advise AFIT/CIMJ of sudden changes in their health status. Students must seek AFIT/CIMJ approval **prior to** any elective medical procedure. **Corrective eye surgery of any kind is prohibited.**

2.4.2. Report Changes in Personal Information. Notify AFIT/CIMJ of changes in address, telephone number, marital status (marriage license or divorce decree), and the number of dependents as soon as these changes occur. AFIT/CIMJ will accept these changes by "e-mail", through the HPSP/FAP web site or by mail, and follow-up with a copy of supporting documentation (licenses, certificates) as needed. HQ ARPC/SGST and Military Pay **must also** be notified of these changes by calling/emailing first and forwarding supporting documentation.

2.4.3. Requesting Change of Academic Institution. AFIT/CIMJ strongly discourages HPSP/FAP students from changing academic institutions. Students **must** obtain AFIT/CIMJ approval **before transferring** their HPSP/FAP benefits to another institution.

2.4.3.1. AFIT will not automatically approve a student request to change institutions. Requests for transfer are granted based on Air Force needs, which includes the financial impact of the change.

2.4.3.2. Requests for changes that extend a graduation date, or that are to a higher cost school will be disapproved.

2.5. Academic Responsibilities. *Students will:*

2.5.1. Pursue their academic program on a full-time basis while on the HPSP/FAP.

2.5.2. Follow their institution's approved schedule to complete program in the allotted time, as contracted with the Air Force.

2.5.3. Enroll only in courses leading directly to completion of degree requirements. Discuss fellowships and/or research programs with AFIT/CIMJ program managers before making application. (These will generally **not** be approved)

2.6. Conclusion. *The preceding duties represent the major responsibilities of HPSP/FAP students. It is not a final or complete list. Detailed instructions on these and other responsibilities are in applicable portions of this regulation and are posted on the HPSP/FAP web site. Reading material posted on the HPSP/FAP web site is mandatory for our students.*

Section 2B - Air Force Responsibilities

2.7. AFIT's Relationship with Educational Programs: *AFIT strives to maintain the best possible working relationship with each educational program. AFIT will not interfere in a program's academic scheduling policy. Students will coordinate the requirements of their individual educational program with their military responsibilities.*

2.7.1. School Visits. AFIT program managers have an extensive school visitation program. Budget limitations may restrict the number of visits made each year. Students will receive notification of the date, time, and place of any meeting in their area. Attendance at such a meeting is mandatory.

2.7.2. Release of Information. Prior to entry into the HPSP/FAP, students sign Consent to Release Personal Information Statement (Buckley Amendment). At any time the Air Force may contact the school to request information of a personal, academic, medical or disciplinary nature.

2.8. Reporting of Professional Disciplinary Actions: *Department of Defense (DoD) Directive 6025.11, Health Care Provider Credentials Review and Clinical Privileging, requires the Air Force to notify licensing boards and professional disciplinary clearinghouses when health care personnel incur disciplinary actions. HPSP/FAP participants are subject to this directive. The Air Force will report to national, state and local licensing boards any officer whom separates, in lieu of court-martial, for any of the items listed below.*

2.8.1. Reportable misconduct actions, which have completed the command action and applicable appeal procedures, to include:

2.8.1.1. Fraud or misrepresentation involving application for enlistment or commission into DoD service that results in discharge from the service.

2.8.1.2. Fraud or misrepresentation involving renewal of contract for professional employment, renewal of clinical privileges or extension of service obligation.

2.8.1.3. Proof of cheating on a professional qualifying examination.

2.8.1.4. Abrogation of professional responsibility through any of the following actions: deliberately making false or misleading statements to patients regarding clinical skills and/or clinical privileges; willfully or negligently violating the confidentiality between provider and patient except as required by civilian or military law; being found impaired by reason of drug or alcohol abuse or alcoholism; possessing or using any drug legally classified as a controlled substance for other than acceptable therapeutic purposes; intentionally aiding or abetting the practice of medicine or dentistry by obviously incompetent or impaired persons; commission of an act of sexual abuse or exploitation related to the practice of medicine or dentistry.

2.8.1.5. Prescribing, selling, administering, or providing Schedule II substances as defined by P.L. 91-513 reference (i) for use by the provider or a family member of provider without prior waiver of policy.

2.8.1.6. Failure to report to the privileging authority any disciplinary action taken by a professional or governmental organization reportable under this Instruction.

2.8.1.7. Failure to report to the privileging authority malpractice awards, judgments, or settlements occurring outside of DoD facilities.

2.8.1.8. Failure to report to the privileging authority any professional sanction taken by a civilian licensing agency or healthcare facility.

2.8.1.9. Commission of any other misdemeanor that is punished by actual fine of over \$1,000.00 or confinement for over 30 days.

2.8.2. Misconduct actions reportable upon referral for trial by court-martial or filing of indictment in a civilian court, to include:

2.8.2.1. Offenses designated as felonies by civilian jurisdictions.

2.8.2.2. Offenses punishable by confinement or imprisonment for more than 365 days under 10 U.S.C. 801 through 940 (reference (j)).

2.8.2.3. Entry of guilty, nolo contendere plea, or request for discharge in lieu of court-martial while charged with an offense designated in subsection 2.8.2. above.

2.8.2.4. Commission of an act or acts of sexual abuse or exploitation related to the practice of medicine or dentistry.

2.8.2.5. Receiving compensation for treatment of patients eligible for care in DoD hospitals.

2.8.2.6. Prescribing, selling, administering, giving, possessing, or using any drug legally classified as a controlled substance for other than medically acceptable therapeutic purposes.

Chapter 3

MILITARY POLICIES AND PROCEDURES

Section 3A - Personnel Information

3.1. Personnel Management: HQ ARPC/SGSI can provide additional professional guidance if the student requires assistance or advice.

3.2. Prior Active Duty: To make HQ ARPC/SGST aware of prior service, provide them a copy of the DD Form 214, Certificate of Release or Discharge from Active Duty.

3.3. Physical Examination: All HPSP/FAP students in their final year of sponsorship must set-up and complete an Extended Active Duty (EAD) Physical Examination.

3.3.1. The exam must be completed and results returned to HQ ARPC/SGS no later than **1 November** of the student's fourth (4th) academic year of studies.

3.3.2. Any military treatment facility (Army, Navy or Air Force) or Military Entrance Processing Station (MEPS) can perform the physical examination. However, physicals provided by active duty Air Force facilities are preferred. Physicals provided by other DoD components should be coordinated through AFIT/CIMJ prior to receiving service. Contact HQ ARPC/SGSI before scheduling the exam with a private physician.

3.3.3. Schedule the exam well in advance of arriving at your ADT. In most facilities it takes 4-6 weeks to schedule and complete a physical. Your Clerkship Coordinator can assist you with this task.

3.4. ID Cards: For the majority of HPSP/FAP students, the best time to get an ID card is at the Commissioning Officer Training (COT) course. The Pass and ID Office of any Air Force base will assist HPSP/FAP students in obtaining a military ID. Bring a copy of your Oath of Office to obtain an ID card. Dependents are not authorized an ID card, except when the member is serving on an Active Duty Tour (ADT) of 30 days or more.

Section B - Proof of HPSP/FAP Participation

3.5. Appointment Order: HQ ARPC prepares and forwards an ARPC Form 92, Appointment Order, to the officer within six months of program eligibility. The ARPC Form 92 specifies the rank, assigned institution, and eligibility date for HPSP/FAP benefits. If any information is incorrect, the officer should immediately contact AFIT/CIMJ to initiate corrective action. All students should keep a copy of the ARPC Form 92 for their records.

3.5.1. The appointment order documents the officer's eligibility date, i.e., the date scholarship benefits begin. If the eligibility date is incorrect on the ARPC Form 92, please ensure the Dean's Office informs AFIT in writing of the correct school start date.

3.6. Authorization Letter: Students will receive an Authorization Letter from AFIT/CIMJ with their welcome package. This letter is to be taken to the school so that the school will bill AFIT/RPB rather than the student. Contact AFIT/CIMJ if you have not received this letter two (2) weeks before the first day of school.

3.7. Determining Eligibility Date for Benefits: The contract with the Air Force determines the student's eligibility date. This date is very important. It is the date from which the student's service obligation is computed, and marks the beginning of their receipt of benefits.

3.7.1. For HPSP students it is the latter; date of the execution of the oath of office (in the Medical Service Corps) or the date of the first day of class in the specific academic term.

3.7.2. For FAP residents the eligibility date is stated in the letter awarding them FAP sponsorship, as well as on the ARPC Form 92.

3.7.3. Tuition benefit eligibility date is confirmed by AFIT/CIMJ using AETC Form 1402 (Certificate of Enrollment to the Armed Forces Health Professions Scholarship Program).

3.8. Determining Termination Date of Benefits:

3.8.1. For HPSP students, the benefits normally cease on their formal graduation date. However, if all academic and clinical requirements for awarding of the degree are completed 45 days or more **prior** to formal graduation, scholarship benefits will cease *on the day the last degree requirement is completed* rather than the formal graduation date.

3.8.2. Stipend payment is **not** authorized for students taking vacation at the end of their academic programs.

3.8.3. Students should notify AFIT/CIMJ of any program completion date changes. Dates can be verified using AFIT/CIMJ web site.

3.8.4. Most residency programs don't start for several weeks after HPSP benefits stop. Students should develop financial contingency plans for this period.

3.8.5. FAP benefits will end on the date specified in the letter that awarded them their sponsorship. The date is also specified on ARPC Form 92.

Chapter 4

LEAVE OF ABSENCE

4.1. General:

4.1.1. Most educational programs provide for a leave of absence (LOA) for students experiencing difficulty coping with academic requirements, or when in the interest of the student's health. The Air Force also recognizes that a LOA may be appropriate in some situations.

4.1.2. AFIT/CIMJ is the approval authority for all LOAs. The fact that the academic institution approved a LOA **does not** imply automatic AFIT approval of the LOA.

4.1.3. LOAs to obtain an additional degree, accomplish research or fellowships, or fulfill purely personal desires will be disapproved. In other words, leaves of absence are the exception and not the rule. Second LOA requests will normally be disapproved.

4.1.4. All scholarship recipients must be in good academic standing and attending school full time – as of the day their benefits start or their scholarship is voided and they are withdrawn from the HPSP/FAP. In other words, you **cannot** start the HPSP program while on an academic or any other type of LOA.

4.1.5. All HPSP/FAP benefits stop during the effective dates of the LOA.

4.1.6. In most cases, HPSP/FAP LOA will be 12 months in duration.

4.1.7. HPSP/FAP students will be eligible for only one (1) LOA during their sponsorship time.

4.2. Requesting a LOA: HPSP students contemplating a LOA should call their program manager. The student must obtain their program manager's approval 30 or more days **in advance** of the effective date of the LOA. To request an LOA you must provide the following documents:

4.2.1. Student letter requesting a LOA with a full explanation of why the leave is necessary. Please include the start and stop dates of the requested LOA.

4.2.2. A letter from the Dean of Student Affairs/Program Director stating: 1) the LOA will be granted for a certain length of time (inclusive dates), 2) that the student is in good standing at the institution (for non-academic leave requests), 3) and that the student will be readmitted on the specific date the LOA expires. This letter must also address the student's potential to complete program requirements and indicate the new graduation date.

4.2.3. If the requested LOA is for medical reasons, the student must also submit a detailed medical summary, to include a diagnosis, treatment, medications, and prognosis, from the attending physician(s). Further evaluation by an Air Force physician may be required.

4.3. Returning from LOA: The student must notify their program manager, in writing, of: 1) the intention to return and the specific return date, and 2) include a letter from the Dean of Student Affairs stating the date the student will resume school and the new projected graduation date. To avoid delays in the resumption of benefits, AFIT/CIMJ **must** receive both letters at least 45 days **prior** to the anticipated return date.

4.4. Research Opportunities: Research is **not** an objective of the HPSP/FAP. AFIT/CIMJ approval is required before medical students begin any type of research program. Contact your HPSP program manager **before** making application. The following guidelines apply:

4.4.1. Needs of the Air Force are given first consideration, i.e., to have students complete school and residency training and expeditiously enter into the field as practicing clinicians.

4.4.2. HPSP/FAP students are expected to complete their training without disruption for other educational endeavors, such as Ph.D., fellowship, or research programs.

4.4.3. The Air Force has very few research-oriented positions available. Generally, physicians work several years in the field before being considered for such positions.

4.4.4. The Air Force does not have a need for Ph.D. trained physicians and will **not** approve requests for a LOA to pursue other related educational opportunities.

Chapter 5

WITHDRAWAL FROM THE HPSP/FAP

5.1. General: Withdrawals from the HPSP/FAP do not automatically result in discharge from the Air Force. Withdrawals from the HPSP/FAP are subject to Secretary of the Air Force Personnel Council approval, disapproval, and disposition. Students and residents **may** be ordered to active duty.

5.1.1. If withdrawn from the HPSP/FAP and separated from the Air Force, the Air Force is entitled to recoup all funds expended by HPSP/FAP on the student's behalf. This includes but is not limited to tuition, fees, books, small equipment, and other reimbursable items. Those selected for HPSP/FAP in or after Fall 1996 will repay all stipend and grant monies provided by the Air Force.

5.1.2. Withdrawal from the AFHPS/ FAP **does not** necessarily result in separation or discharge from the Air Force. The student may be required to serve an active duty service commitment.

5.2. Self-Initiated Elimination (SIE). Appropriate causes for requesting SIE include: 1) severe humanitarian hardship or, 2) permanent discontinuation from the educational program. Requests based on personal reasons will be disapproved. HPSP/FAP benefits are suspended when AFIT receives a request for SIE. Contact AFIT/CIMJ for guidance. AFIT/CIMJ is the final decision authority.

Note: SIE does not inactivate your commission or eliminate your service commitment to the Air Force. You must apply for a Tender of Resignation (TOR) through AFIT/CIMJ if you are unable to serve. When applying for SIE, include the following are required:

5.2.1. A letter from the student fully explaining the reasons for SIE and acknowledging discontinuance of benefits until a determination has been made. (i.e., "I understand HPSP/FAP benefits will be stopped during the SIE process, and retroactively reinstated if SIE is disapproved.")

5.2.2. A letter from the Dean of Student Affairs/Program Director specifying the student's current academic program status. (e.g., is the student in good standing, does the student plan to continue, or has the student withdrawn). Include the effective date of withdrawal.

5.3. Air Force-Initiated Withdrawal. HPSP/FAF students may be withdrawn for cause when in the best interest of the Air Force or in situations where the student or resident:

5.3.1. Fails or refuses to comply with or meet medical, academic, conduct, or administrative requirements of the Air Force.

5.3.2. Continually or repeatedly ignores requests for information, or administrative directives.

5.3.3. Fails to meet academic or other standards of the civilian institution attended, or fails to satisfactorily progress in their studies.

5.3.4. Is dismissed or disenrolled by the school or specialized training program.

5.3.5. Is involved in illegal activities or acts of misconduct unbecoming an Air Force officer.

5.3.6. Does not possess the qualities required of an Air Force officer.

5.4. Cause for Stopping Benefits: AFIT/CIMJ will suspend benefits when the student/resident:

- 5.4.1. Does not follow the guidance of the Program Manager.
- 5.4.2. Ignores requests for information and routine forms as required by AFIT/CIMJ.
- 5.4.3. Fails to communicate with their program manager in regard to academic progress, change in health, address, and/or phone number.
- 5.4.4. Requests a LOA, or self-initiated elimination.
- 5.4.5. The student's health status disqualifies him/her for extended active duty.
- 5.4.6. Fails to meet Air Force officer standards (including weight standards).
- 5.4.7. School authorities, program directors, or other Air Force agencies notify AFIT of an existing situation, which warrants administrative action.

Chapter 6

PAY AND ENTITLEMENTS

6.1. Stipend: Members of the HPSP/FAP in good standing, and when not on active duty, will receive a stipend at the rate prescribed by public law. The stipend will increase on 1 July of each year by the same percentage as the most recent cost of living adjustment received by the active duty force. Stipend payments are made on approximately the 1st and 15th of each month. The rate of pay is automatically switched from stipend to active duty pay when the ADT begins. Taxes are withheld from Stipend, Grant, and Active Duty Pay according to your W-2 (filed with HQ ARPC/RRMS) and DoD/IRS policy.

6.2. Accepting Stipend/Pay from Other Sources: Students/residents in the HPSP/FAP (except those eligible for Veterans Administration educational benefits) are prohibited from accepting pay, stipend, or other remuneration in any form from the federal government (Including pay from states or the federal government under the Guard/Reserve programs) other than the HPSP/FAP stipend and active duty pay. To accept dual compensation from the federal government violates the Joint Ethics Regulation.

6.2.1. No restrictions apply to accepting pay or other remuneration from private or university sources as long as the federal government is not directly involved.

6.2.2. The student/resident is free to apply for and accept remuneration from any number of private, local university, or state sources provided doing so **does not** interfere with HPSP/FAP status, prolong the time needed to fulfill degree requirements, interfere with ADT requirements, or result in a service obligation to another party.

6.2.3. Students are eligible to draw Veterans Administration benefits (GI Bill) except when serving on their annual ADT.

6.3. Other Pay: HPSP students receive 45 days of active duty pay per 12 months of sponsorship. FAP residents receive 14 days of active duty pay per 12 months of sponsorship. While on active duty, the student is entitled to all rights and privileges of a commissioned officer. The following general information applies:

6.3.1. Base Pay. HPSP students receive the base pay of a second lieutenant with less than two years of service—unless the student has served in the Armed Forces prior to HPSP entry (in those cases, time in grade is computed and pay is adjusted accordingly). FAP residents receive the base pay of a captain with less than two years of service. Pay dates are on the 1st and 15th of the month. Base pay is taxable income.

6.3.2. Basic Allowance for Housing (BAH). Housing allowance is paid at either the partial, single or dependent rate. A single officer performing an ADT at a military hospital where visiting officers quarters (VOQ) are available **will not** receive the BAH, but will be reimbursed the cost of the VOQ. BAH is non-taxable income.

6.3.3. Basic Allowance for Subsistence (BAS). The officer will receive a subsistence allowance at the current officer rate. BAS is non-taxable income.

6.3.4. Travel Pay. When performing an ADT the following rules apply:

6.3.4.1. If the travel plans are firm, the student may request through AFIT that HQ ARPC issue an airline ticket. The ticket is mailed to the student along with copies of the ADT orders approximately 10 days prior to the travel date.

6.3.4.2. Purchase of airline tickets through travel agents or agencies (including government agencies other than at HQ ARPC) is **prohibited and non-reimbursable**.

6.3.4.3. If the student chooses to travel by private auto, reimbursement will not exceed the lowest Government Travel Rate (GTR). If the student travels with another HPSP/FAP student, only the owner of the auto will receive GTR reimbursement.

6.3.4.4. If the student's residence is within 45 miles of the ADT location, the student is considered a "commuter." The student will receive travel allowance for only one round trip to the tour location. The student is not eligible to stay in the VOQ, and will not receive per diem. The students will receive BAH. If the unit of assignment determines that, because of shift work or long hours, the commute will place an undue hardship on the student, the commander may submit a request to HQ ARPC/SGSI in writing that the student be placed in TDY status. If approved, the student will receive all travel entitlements and be authorized to stay on base.

6.3.5. Per Diem. The student is paid per diem for an ADT at the prevailing government rate.

6.3.6. FAP Annual Grant. Financial Assistance Program participants (residents) receive an annual grant, the amount of which is set by law. This grant is payable on or shortly after the anniversary date of the contract start date for FAP. The grant is taxable and taxes are withheld by the Air Force.

6.4. Direct Deposit: Direct deposit of stipend and active duty pay is mandatory for all Air Force service members. Students should have accomplished pay documents upon selection by Recruiting Service before entering HPSP/FAP. Stipend and active duty pay are processed by the Military Pay section of HQ ARPC, Denver CO, to reach the designated account on the 1st and 15th of each month.

6.5. Uniforms: HPSP/FAP students usually buy their uniforms during training at COT. They can also purchase them prior to COT at an Air Force installation convenient to them. Medical and Optometry students are required to maintain proper Air Force uniforms for use while serving at military bases on ADTs. Students are not required to wear Air Force uniforms in the performance of their normal medical school duties.

6.6. Medical/Dental Care: While serving a 45-day ADT the student/resident is entitled to routine and emergency medical or dental treatment. While in transit to and from an Air Force base during the period covered by the ADT orders, the student/resident is authorized emergency medical/dental care from civilian sources, if military facilities are not available. If emergency medical/dental care is provided by civilian sources, they should bill the nearest Air Force hospital Resource Management Office or Managed Care/TRICARE Office. The bill should include a copy of the student's orders. **NOTE:** whether on an ADT or not, students must seek AFIT/CIMJ approval prior to any **elective** medical procedure.

6.7. HPSP Medical/Dental Care for Dependents: While serving a 45-day ADT, the student's dependents are authorized routine/emergency medical and emergency dental care at the nearest military hospital. The student must enroll them into the Defense Eligibility Enrollment Reporting System (DEERS) at the Customer Service Section of the Military Personnel Flight during each ADT. Dependents are also authorized medical care from civilian sources through the provisions of TRICARE. The student should ensure that their status falls within the guidelines of the TRICARE program. Some key things to remember are:

6.7.1. TRICARE is only available when Reserve officers are performing a period of active duty greater than 30 days (they are eligible for the entire period of 31 days or more). Also, the student's dependents must be enrolled in DEERS. HPSP students may enroll dependents in DEERS while on ADT or while at CDT. The dependent spouse and children are eligible for medical care through military facilities and civilian treatment facilities. HPSP/FAP students/residents should contact the Managed Care/TRICARE Office or the Resource Management Office of the closest military treatment facility (MTF) or at their respective clinical sites for specific program details (e.g., covered services, deductibles, co-payments). Bring copies of the ADT orders, marriage certificate or a child's birth certificate, as appropriate. Details are available on the military health care web site at www.tricare.osd.mil. Students covered by other insurance should provide proof of that insurance when services are rendered at civilian facilities. The military will bill Third Party insurance even if care is provided at a military facility.

6.7.2. Health care beneficiaries must normally use a military hospital if there is one available capable of providing the necessary inpatient care. A hospital is normally considered available if it is within 40 miles of the beneficiary's residence, though this varies widely by hospital.

6.7.3. The student should always check with the nearest military hospital to determine if a **Non-availability Statement** is necessary before receiving outpatient care from a civilian provider. Non-availability statements are **always required** for inpatient care. Students should always seek information on TRICARE policies in the local area.

6.7.4. When submitting TRICARE claim forms, the student or resident must have proof of the dependent's eligibility.

6.7.5. **FAP Medical/Dental Care for Dependents:** Dependents of FAP residents are **not** eligible for medical and/or dental care, because the length of active duty tours do not meet the minimum 31day requirement.

6.8. Servicemen's Group Life Insurance (SGLI): The student/resident may purchase a \$200,000 term life insurance policy through the SGLI program. The application is provided with the pay documents during the recruiting process. Call HQ ARPC for additional information on SGLI. Policy provides coverage **only** while on active duty orders and premiums are **only** deducted while on active duty status.

6.9. Leave: HPSP students will accrue 4 days of leave while serving their annual 45-day ADT, however, leave will not be granted during any ADT. If emergency leave is required while attending an ADT, you must: 1) notify AFIT/CIMJ; 2) complete an AF Form 988 (Leave Request/Authorization) and, 3) have it signed by the Program Manager at the ADT location. Obtain a leave authorization number by calling HQ ARPC/FMFQ-P. Upon completion of the leave, the student and supervisor will certify the number of days taken. Mail the certified form to: HQ ARPC/FMFQ-P. Students will be paid for unused leave two to four weeks after completion of the ADT.

6.10. Space-Available (Space A) Travel: HPSP/FAP members may travel aboard military aircraft on a Space-A basis according to current AF/DoD; check with HQ ARPC/SGSI before committing to Space-A travel plans.

6.10.1. Space-A Travel is restricted to the continental United States (CONUS). An available flight in one direction does not guarantee a return flight. Wear of military uniform is not required. Appearance and dress must comply with current Air Force grooming standards as outlined in AFI 36-2903.

6.10.2. Dependent spouse and children are **not** authorized to travel Space-A with the student.

6.10.3. The HPSP/FAP member must have a current DD Form 1853, Authentication of Reserve Status for Travel Eligibility, and military ID card. Forms and ID card applications may be obtained by contacting HQ ARPC/SGSI. The DD Form 1853 is valid for a period of up to six months.

6.10.4. With a military ID and a current DD Form 1853, students may contact the Passenger Terminal of the military base from which travel will begin and familiarize themselves with local policies and procedures and possibilities for Space-A Travel.

Chapter 7

EDUCATIONAL EXPENSES

7.1. General

7.1.1. **FAP:** Reimbursements are normally **disapproved** for FAP residents. FAP residents should call AFIT/CIMJ before submitting claims for reimbursements to AFIT/RPB. AFIT/CIMJ must grant prior approval before forwarding request to AFIT/RPB. FAP residents are directed to use school libraries for required readings to minimize personal cost. Because most FAP residents are in their final year(s) of training, educational expenses should be minimal.

7.1.1.1. FAP REIMBURSEMENTS: The following items are **not** reimbursable through the FAP:

7.1.1.2. Part I and/or Part II of the Medical Boards.

7.1.1.3. Any fees associated with obtaining or maintaining licensure

7.1.1.4. Board certification fees.

7.1.1.5. Textbooks used for readings or reference (texts must be **REQUIRED** to be reimbursable)

7.1.1.6. Expenses for continuing education or other courses in the residency program

7.1.1.7. Tuition/fees to complete: 1) Cardiopulmonary Resuscitation (CPR); 2) Advanced Cardiac Life Support (ACLS); 3) Advanced Trauma Life Support (ATLS).

NOTE: All FAP reimbursement requests must be **pre-approved** by the AFIT/CIMJ Program Manager. Approved requests for reimbursement must be accompanied by the following statement and include the following information:

“I certify that the item(s) listed above are required purchases by all other residents in the same program and the expenses are normally borne by the resident.”

a) Signature of School Official/Date

b) Signature of Student/Date

7.1.2. **HPSP:** The following authorized expenses should be automatically billed by the school:

7.1.2.1. Normal tuition.

7.1.2.2. Building use fee.

7.1.2.3. Student activity fee.

7.1.2.4. Student union fee.

7.1.2.5. Laboratory fee.

7.1.2.6. School required single-rate health services fee.

7.1.2.7. Required university rentals.

7.1.2.8. School provided microscope rental.

7.1.2.9. Diploma fee.

7.1.2.10. USMLE Part I and II.

7.1.3. If the student decides not to go to school, or if the student transfers to another school, the student will be responsible for the lost deposits and any default charges the school may issue.

7.1.4. If the student has paid tuition, or a deposit on the tuition, in advance, have the school bill AFIT/RPB for the entire amount of the tuition. The school may then *refund* to the student the amount the student has paid. AFIT/RPB will not pay advance deposits that aren't credited toward payment of tuition.

7.1.5. If the school will not reimburse the student for tuition already paid, forward an AFIT Form 31, reimbursement request, with receipts, to AFIT/RPB. AFIT will reimburse the student directly.

7.2. HPSP Reimbursable Expenses: The following are authorized expenses for which AFIT/RPB will reimburse HPSP students directly. Items must be required for all students.

7.2.1. Approved textbooks, small equipment items, and supplies required for the course of study pursued. Small equipment items may be provided to the student at the discretion of the Air Force. There may be a maximum reimbursement amount on some small equipment items. These amounts will be provided in a handout contained in the welcome package and/or posted on the AFIT/CIMJ website (<http://ci.afit.af.mil>).

7.2.2. Osteopathic treatment table-only for students in osteopathic programs.

7.2.3. Microscope and Computer rental/lease (see para 7.4.2. – limit for computer rental lease reimbursement is \$250 per academic year)

7.2.4. Safety goggles/safety glasses (non-prescription)

7.2.5. USMLE Part I and Part II. Any portion paid by your school is not reimbursable.

7.2.6. Medical dictionary.

7.2.7. Hepatitis B vaccinations. Immunizations may be obtained from either civilian or military sources. If received from a civilian organization, the student may file for reimbursement. AFIT/RPB will reimburse the student only for procedures accomplished after the student's eligibility date. **NOTE: Only** the Hepatitis B vaccine is reimbursable.

7.2.8. A thesis is usually not required on most programs sponsored by HPSP/FAP. However, if a thesis is **required** for graduation, expenses must be **pre-approved** for reimbursement by AFIT/CIMJ. To apply

for research related or administrative support, students must submit a proposal to the AFIT/CIMJ Program Manager for approval **prior to** beginning the project.

7.2.8.1. Only the reasonable expenses associated with the thesis are considered for reimbursement and are limited to: supplies and equipment organic to the research, thesis typing, reproduction and binding of thesis final products, plus one unbound copy to be submitted to AFIT/CIMJ. Upon receipt of the school's accepted and unbound copy, reimbursement of thesis expenses will be processed.

7.2.8.2. Routine copying or office supplies **will not** be reimbursed.

7.2.8.3. Once the research proposal is approved by AFIT/CIMJ, the student will be notified to proceed. The student then submits a copy of the approval of Research Proposal (copy of the e-mail or letter) along with an AFIT Form 31, Required Reimbursement(s) Accounting List, to AFIT/RPB for reimbursement.

7.2.9. Health Insurance. When a school **requires** an insurance policy for the student and the premiums for the student's policy are billed as part of the tuition and fees bill, AFIT will pay the school directly.

7.2.9.1. If the school has no health insurance policy, but requires the student to have one, AFIT/RPB reimburses the student a pre-determined average cost for health insurance policies offered at other schools in that state.

7.2.9.2. Coverage for family members or dependents is **not** reimbursable.

7.2.9.3. AFIT **will not** reimburse for health insurance if not a school requirement.

7.2.9.4. To obtain reimbursement include the following with the AFIT Form 31: official statement of school's insurance requirement, a statement of the policy's cost, and a canceled check or paid receipt for the purchased policy.

7.2.10. If the student has program requirements not listed above, contact the AFIT/CIMJ Program Manager prior to any expenditure.

7.3. HPSP/FAP Non-reimbursable Expenses: AFIT/RPB is not authorized to reimburse the student for the items listed below. The list is **not all-inclusive** but is illustrative of common items for which AFIT **does not provide** reimbursement:

7.3.1. Cameras or attachments for use in elective courses

7.3.2. Microscope purchases (See 7.4.1.)

7.3.3. Surgical clothing, locker fee, nametags, and laundry

7.3.4. General office supplies, routine copying, or correspondence items

7.3.5. Optional, recommended, reference or specialty texts: reimbursement for specialty texts and revised editions of texts already reimbursed is **not** authorized

7.3.6. Housing, meals, or academic program sponsored travel expenses

7.3.7. Payment of student association, class, or society fees

7.3.8. Non related and/or non-required courses (this includes fees for attendance at continuing education programs)

7.3.9. Refundable fees or deposits

7.3.10. Parking fees

7.3.11. Cap and gown rental fees

7. 3.12. Prescription safety glasses

7.3.13. Theft insurance for books, supplies, and equipment

7.3.14. Equipment repair or maintenance

7.3.15. Stolen, lost, or damaged items

7.3.16. CIBA series: Exception, reimbursement is possible for required portions, but not for the entire series unless the entire set is specifically required by the instructor(s) for ALL students attending the medical school at the level of the HPSP student.

7.3.17. Those expenses incurred and items purchased and used prior to the current academic year, but still in use or required to be used in the future, unless the student receives specific written approval from AFIT/CIMJ prior to payment by AFIT/RPB. This exception will only be considered for items that were purchased at a reduced cost in advance of their requirement. Verification (signed statement from a school official and the student) that the items are required for all students in the program for the period covered by the scholarship (not before) is **mandatory**. Any and all items not purchased exclusively to meet requirements for the scholarship period **will be denied**.

7.3.18. Reimbursement forms (AFIT Form 31) must be submitted during the academic year in which the items were acquired; **no later than 31 July**.

7.3.19. Student note-taking service

7.3.20. National Board pretest, retest or study books and guides or review courses

7.3.21. Professional society or association dues

7.3.22. Magazine and/or journal subscriptions

7.3.23. State boards, if not required by the school for graduation

7.3.24. School's application fee

7.3.25. Physical examinations or immunizations unless otherwise approved by AFIT

7.3.26. Textbooks that are required readings for third and fourth year medical students that are available in the school or medical library

7.3.27. Any costs associated with Continuing Medical Education courses

7.3.28. Computer purchase (See 7.4.2.) pagers, or cellular phones

7.3.29. Interest on credit cards or accounts used to purchase required items

7.3.30. Personal Property Insurance

7.4. Special Reimbursable Items:

7.4.1. Microscope

7.4.1.1. If the school rents microscopes, this will normally be the least costly source available and is usually under the reimbursement ceiling. The school may bill AFIT/RPB directly for this service along with tuition and other educational services. This method is to the student's advantage since it does not tie up their personal funds.

7.4.1.2. If the school does not rent microscopes, school officials (e.g., Dean of Student Affairs, Financial Aid Office, and bookstore) normally will provide the student advice concerning the availability of microscopes.

7.4.1.3. If the student is unable to locate a rental source, contact AFIT/RPB for potential sources that deliver rental microscopes to any school.

7.4.1.4. Students are expected to rent a microscope from the school or a commercial source. If the student elects to rent a microscope from a private individual, the receipt must be notarized and contain a complete description of the microscope, including the serial number. This rental price must conform to the normal price range that AFIT/RPB establishes each year.

7.4.2. Computers

7.4.2.1. Computer rental/lease cost up to \$250 dollars **per academic year** may be reimbursed by AFIT/RPB. Students must submit proof of payment and a copy of the rental/lease contract each academic year that their school requires a computer. A statement from the school that the computer is required for all students in the applicable year of training is required in order to receive payment for that year.

7.4.2.2. If the school rents/leases computers, this will normally be the least costly source available. The school may bill AFIT/RPB directly for this service along with tuition and other educational services, and up to \$250.00 dollars will be paid to the school toward the rental fees. This method is to the student's advantage since it does not tie up their personal funds, but may leave the student with part of the bill unpaid.

7.4.2.3. Computer rental/lease must be from the school or a commercial source; rentals from individuals are not acceptable. Computer rental/lease cannot be "*rent to own*" type contracts. Leases with *option to purchase* are acceptable, if the rental/lease payments are not considered payments toward ownership.

7.5. Filing for Reimbursement:

7.5.1. Gather original or copies of "PAID" receipts; complete and submit an **original** AFIT Form 31 with the following:

7.5.1.1. Name, social security number, phone number

7.5.1.2. Current address

7.5.1.3. School, degree, eligibility date, graduation date

7.5.1.4. Under Type of Required Items/Fees legibly write book titles and author, supply book list from college if available. If a supply or equipment, show brand name

7.5.1.5. Only when the quantity purchased is more than one does the unit cost need to be entered

7.5.1.6. Total cost column is the price on the receipt for the item

7.5.1.7. After all items have been listed, sub-total the total cost of items

7.5.1.8. Show the total tax paid for the items purchased and show the total discount provided by the bookstore

7.5.1.9. Add these final figures together and place in the bottom most right box labeled total cost (show total taxes and discounts just above this box and label as such). This is the amount that will be reimbursed. Ensure its accuracy.

7.5.1.10. Sign and date and then make a copy for your files. One copy of the form, with original signatures, is needed for AFIT/RPB.

7.5.1.11. Finally, get the AFIT Form 31 signed by your school's Dean of Student Affairs. This step can slow reimbursement. Many times students call to check on reimbursements only to find out that the delay was in the Dean's office and not AFIT's. Ordinarily, AFIT/RPB processes the AFIT Form 31 in about two weeks and sends them to Defense Finance and Accounting Service (DFAS). The entire process should not exceed eight weeks. Reimbursements are processed as priority three. Tuition invoices are priority number ones followed by allowances that are priority two.

7.5.2. The reimbursement package includes the original AFIT Form 31 with the original paid receipts. Do not include any item on the form that cannot be reimbursed, as this will delay reimbursement.

7.5.2.1. If a receipt does not have the item's description (book title, etc.) printed on the front, list the book title(s) on the reverse and sign the receipt (student's signature). This is the student's certification that the receipt genuine for a required item.

7.5.2.2. Before purchasing a questionable item or including it on the form, call an AFIT program manager for clarification.

7.6. Group Discount Purchases: Students should participate in group discount buying, when available. The student needs to obtain a copy of the total paid invoice and an itemized receipt from the discount manager. The receipt must contain all pertinent information including the discount manager's name, address, and date.

7.7. Appealing a Disputed Reimbursement Claim: If reimbursement for an item is denied, and the student feels it meets the criteria outlined in this chapter, the decision may be appealed. Review the reimbursement instructions and discuss the situation with the department head, course instructor, or program director. Ask them to provide a letter supporting your appeal justification. Remember, required reading does not mean the purchase is reimbursable. Appeals should be addressed to the student's program manager at AFIT/CIMJ for final decision.

Chapter 8

ACTIVE DUTY TOURS

8.1. Purpose: As an Air Force HPSP/FAP medical or optometry student, Active Duty Tours (ADT) are performed in order to receive exposure to both military and medical training. ADT provide a valuable adjunct to the student's professional education and assist in the adjustment to future active duty service in the Air Force. There are three types of ADT: two paid-types (regular ADT and the Campus Tours), and the no-pay status tours known as Invitational Travel Orders (ITO). The use of the terms "clerkship" and "ADT" is used interchangeably when speaking of the first two types of ADT. Regular ADT are where medical or optometry students go to military bases for training. Campus Tours are performed at the student's school or residency site. ITO are used when students have the opportunity to attend a location where a regular ADT is not available and both AFIT/CIMJ and the student's school approve attendance. Students can then earn clinical experience while on ITO, but earn no pay or benefits from HPSP/FAP. All travel (including commercial air) **must** be coordinated through HQ ARPC. The use of independent travel agencies is **strictly prohibited**. Failure to coordinate ADT travel with HQ ARPC and AFIT/CIMJ will result in **denial** of reimbursement of any travel expenses.

8.1.1. AFIT/CIMJ is the ADT monitor. The Assistant Program Managers will work with students to ensure that the appropriate numbers of tours are performed at approved Air Force teaching hospitals. Approved ADT sites are listed on the HPSP/FAP web site. All ADT **must** be performed at Air Force facilities within the continental US (CONUS).

8.1.2. ADT should be scheduled as early in the student's schedule becomes available.

8.2. Number of Tours: Students are required to perform one ADT for each year of sponsorship in the HPSP. Students will **not** perform more than four (4) paid ADT.

8.3. Length of Tours:

8.3.1. **HPSP:** Public law states that HPSP students are **required** to perform a 45-day ADT for each fiscal year of sponsorship. It is understood that most school programs are based upon four to six week blocks. For this reason, the length of the ADT may range from 26 to 45 days (or 160 hours minimum).

8.3.1.1. Tours will start on a Monday and end on a Friday. Students are authorized to travel on Sunday. If Monday is a national holiday, the travel day will be Monday and the tour will start Tuesday unless otherwise stated.

8.3.1.2. These tours are an integral part of the student's education, providing clinical instruction in a selected specialty, and introducing the student to life as an active duty Air Force Officer. Because of their high value, waivers of ADT are **highly unlikely** and reduction of their duration to less than 26 days is considered only under **extreme and unusual** circumstances. It is understood that certain educational institutions do not allow time to complete tours in second and/or third years of medical school. Normally students can defer one or two ADTs until the fourth year where there is greater schedule flexibility. When poor planning and procrastination cause noncompliance with ADT requirements, waivers will **not** be granted.

8.3.1.3. Nursing and Dental students perform Campus Tours, due to the nature of their educational programs. The timing of these "in-place" ADT is at the discretion of AFIT/CIMJ. Generally, they occur between October and January. Students will receive orders verifying the actual dates of active duty.

8.3.1.4. ADT Deferral Procedure for HPSP Students: If the student's schedule prevents accomplishment of a required ADT in any given year of sponsorship, the student must submit an ADT Deferral Form to AFIT/CIMJ as soon as the conflict is evident. The ADT Deferral Form is posted on the HPSP/FAP website. A deferral is not a waiver; the student is expected to make up this deferred tour and complete all remaining ADT prior to graduation.

8.3.2. **FAP:** As stated in their contract, FAP participants perform one (1) 14-day ADT per year of sponsorship as directed by the Air Force. Currently, all FAP perform "in place" ADT before travel to an Air Force ADT location is authorized. Timing of these "in-place" ADT is at the discretion of AFIT/CIMJ. Generally, they occur between October and January. Residents receive copies of orders verifying actual dates of active duty.

8.4. Tour Sequence for HPSP Students:

8.4.1. Commissioned Officer Training (COT) is an introductory course for newly commissioned officers. It is the first ADT for HPSP students with the following exceptions: United States Air Force Academy (USAFA) graduates, Reserve Officer Training Corps (ROTC) graduates, prior HPOIC, OTS, and MIMSO attendees. To them, completion of COT is not required.

8.4.1.1. HPSP students are **required** to complete an approved military officer indoctrination/training program before performing any ADT.

8.4.1.2. If a student is unable to attend COT prior to the first sponsored year, the student will be deferred and must make every attempt to attend prior to the start of the second year of HPSP sponsorship. Three-year medical and optometry HPSP students **must** attend prior to the first sponsored year.

8.4.1.3. Nursing and Dental HPSP students, as well as FAP residents must attend COT prior to entering active duty. This does not affect their Campus Tour eligibility.

8.4.2. School of Aerospace Medicine (SAM) Indoctrination Course. After completing COT, SAM **may** be attended prior to the second sponsored year. At SAM the student will receive an introduction to Air Force's Aeromedical Service, Flight Medicine and physiological and survival training. Emphasis is made on the physiological stresses of flight. The number of slots available for HPSP students is limited; apply early to ensure acceptance. Registration takes place in January. Follow instructions posted on the HPSP/FAP website for registration and what to expect at SAM.

8.4.3. During the third and fourth years of medical school, students will perform clinical clerkships as defined in Chapter 8, paragraph 8.5. Reference the HPSP/FAP website for more information.

8.4.4. Optometry students: follow the directives of the Optometry POC (HQ AFPC/DPAMW).

8.5. Air Force Clinical Clerkships: HPSP medical and optometry students are required to train in a chosen professional discipline away from the school setting, while also becoming familiar with the Air Force's health care delivery system. Important points to remember:

8.5.1. The student is responsible for arranging their required ADT. Scheduling clerkships in the specialty and location desired will enhance selection opportunity for Joint Service Graduate Medical Education Board (JSGME). If the student's schedule permits, most clerkships should be performed prior to the JSGME Board, which meets during the student's fourth year. Clerkships should be arranged as far in advance as possible, once the student's schedule is firm. Air Force teaching hospitals will take

reservations **12 months or more** in advance. Summer clerkships (July/August/September) are highly sought after by students. If interested, request your choice as far in advance as possible. Cancellations **must** be made in writing to both the ADT location and to AFIT/CIMJ.

8.5.2. Students may perform clerkships any time during the academic year. They are not restricted to summer months only.

8.5.3. It is the student's option to perform a clerkship during school vacation or to seek school approval for elective rotation credit for the Air Force clerkship. Many schools will grant elective credit for rotations at Air Force teaching hospitals where residency programs are located. If the student seeks school credit, the student should contact the Clerkship Coordinator or Director of Medical Education (DME) for additional information on their specific programs and then request approval through their school.

8.5.4. The student **must** perform clerkships at one of the Air Force's teaching hospitals or other specific locations as posted on the AFIT/CIMJ web site. All of these facilities have been approved by the Accreditation Council for Graduate Medical Education, and are staffed to provide the student with an optimal educational/military experience.

8.6. Clinical Evaluation Report: During each of the ADTs the course supervisor or perception will evaluate the student's performance. These evaluations are forwarded directly to HQ AFPC/DPAME for inclusion in the student's JSGME file. The JSGME Selection Board reviews these evaluations when selecting candidates for residency training.

8.7. Filing a Travel Voucher: Students must file a Travel Voucher (DD Form 1351-2) after completing an ADT, where travel to an Air Force base was involved. A travel voucher and instructions are provided by HQ ARPC and are included with the ADT orders. The instructions on how to fill and file a travel voucher are also located in the HPSP/FAP website. (Also See 6.3.4.4.)

NOTE: Any situation that may affect completion or compliance with ADT requirements must be coordinated with the Clerkship Coordinator, ADT program Manager and AFIT/CIMJ immediately.

8.8. Sick Call. If the student gets sick while at an ADT, they are **required** to attend the active duty sick call. If too sick to return to work, the student will be placed on "quarters." It is the student's responsibility to immediately notify the Clerkship Coordinator. The Coordinator in turn will notify the Program Manager and AFIT/CIMJ.

Chapter 9

JOINT SERVICES GRADUATE MEDICAL EDUCATION (JSGME)

9.1. Application Procedures:

9.1.1. An application is automatically sent to HPSP student's between the third and fourth year in medical school by HQ AFPC/DPAME. The student will list their preference for either an Air Force residency, or a non-sponsored civilian internship/residency. HPSP allopathic and osteopathic students will meet the Joint Services Graduate Medical Education Selection Board (JSGME) during their fourth year of medical school. Results are available approximately two weeks after the Board has closed. HQ AFPC/DPAME will contact eligible students with the Board's results.

9.1.2. The application booklet contains projections of the JSGME Board's quotas, all required forms and information on submitting an application. A copy of the application and educational summary must be sent to each Air Force program director in the specialty for which the student is applying. Personnel at HQ AFPC/DPAME, program directors, specialty consultants, and Air Force DME's are available to answer the student's questions throughout the year.

9.1.3. The Air Force considers JSGME applicants from HPSP medical students, active duty field physicians, Uniformed Services University of Health Sciences, and ROTC educational delay students. All applicants are evaluated for placement into training. Essentially, the Air Force establishes the requirement for a specific number of physicians needed in each specialty. These requirements are matched against the available residency positions within the Air Force and DoD. If there are sufficient positions to meet the requirements no applicants will be deferred to civilian residency. If the number of residents exceed in-house resident training resources, deferments to civilian programs may be approved. Residencies and deferments will not be granted if there is not a forecasted need. Make wise choices when making application to the JSGME. Call your program manager, program directors, and consultants for advice and guidance.

9.1.4. HQ AFPC/DPAME will maintain administrative control over students selected for non-sponsored (deferred) civilian internship/residency programs.

9.2. Joint Graduate Medical Education Board. The Joint Services Graduate Medical Education Selection Board (JSGME) Board for M.D.s and D.O.s consists of specialty panels composed of Directors of Air Force, Army and Navy residencies. The board selects students for training programs that begin the summer following graduation. Selection factors considered by the board include the following:

9.2.1. Projected requirements for each specialty

9.2.2. Grade point averages and class standing (where applicable)

9.2.3. Any honors, offices or special mention earned while in school

9.2.4. Clinical Evaluation Reports received while performing ADT's

9.2.5. The student's 250-word personal essay

NOTE: Since many schools use a pass/fail or satisfactory/unsatisfactory system, evaluations in the specialty the student is applying for could be the deciding factor. It is very important that the student make every effort to serve ADTs in the specialty field and the hospital of choice.

9.2.6. Letters of recommendation from physicians in the desired specialty field and from the Medical School Dean

9.2.6. Residency Program Director's Interview

9.3. Graduate Education Sequence:

9.3.1. All Air Force-sponsored HPSP graduates must complete a clinically oriented first year of graduate medical education. The student will indicate in the application if they wish to be considered for a categorical (or full) residency in their desired specialty. Training requirements beyond the first year are based on the future specialty needs of the Air Force. Selections are competitive and limited to the projected number of specialists required.

9.3.2. The student will be considered for training in military programs even if a civilian deferred internship or residency is requested. The student must rank preferences for military programs. No advance guarantees or arrangements can be made or implied by anyone. Careful consideration will be given to the student's preference, but selections are based upon **the needs of the Air Force**.

NOTE: For specific information on active duty service commitments (ADSC), call HQ AFPC/DPAME. AFIT/CIMJ can only provide ADSC information as it relates to your HPSP/FAP scholarship. **Residency commitments are beyond the scope of the scholarship program.**

Chapter 10

GENERAL INFORMATION

10.1. Overseas Training:

10.1.1. Many American educational programs have agreements with excellent foreign universities and teaching hospitals whereby students can fulfill certain curriculum requirements overseas. The student should be aware of the following:

10.1.2. AFIT/CIMJ must approve any/all overseas rotations.

10.1.3. The student must advise AFIT/CIMJ (by E-mail or otherwise in writing) of their plans prior to departing the United States. Furnish AFIT with a forwarding address for correspondence and an itinerary of the country or countries the student plans to visit, the length of the stay, and the date the student will return to the stateside campus.

10.1.4. The trip overseas must be approved by the student's program as fulfilling normal curriculum requirements, and it cannot extend the time required for the student to complete their degree.

10.1.5. HQ ARPC/SGST cannot publish ADT orders assigning the student to an overseas institution or military base. The student will not be eligible for routine medical care at US military treatment facilities overseas.

10.1.6. Any tuition charges associated with the overseas study must not exceed the rate of normal stateside tuition according to the Educational Service Agreement with the student's school.

10.1.7. Air Force Reserve personnel are prohibited from traveling to any Communist-controlled country without prior clearance from HQ ARPC/SGSI.

10.1.8. As an American and an officer in the United States military the student is a target for terrorists. Use common sense when you travel overseas, it is your best defense against terrorists.

10.2. The Internet as a communication resource:

10.2.1. AFIT/CIMJ has a web site established to provide prompt, accurate communication between AFIT and HPSP/FAP recipients. The address is <http://ci.afit.edu> (then click on CIMJ).

10.2.2. Information posted on this web site is “**mandatory reading**” and students will be held accountable for complying with all rules posted there. Students are encouraged to take time monthly to review the site for changes. The web site is viewable from any Internet access provider—students may access the site from home, school, local libraries, or any other source available.

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