

Effective 28 February 2006

**Personnel Procurement**

**Health Professions Scholarship Program Instruction Handbook on Applicant and Selectee Processing**

For the Commander:

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**History.** This UPDATE publishes a revised USAREC Reg 601-105, which is effective 28 February 2006.

**Summary.** This regulation prescribes policy and procedural guidance for the application, notification, and accession of individuals seeking participation in the scholarship portion of the F.

Edward Hebert Armed Forces Health Professions Scholarship Program. This policy applies to all specialties of the Army Health Professions Scholarship Program.

**Applicability.** This regulation applies to all Regular Army and Army Reserve health care recruiters.

**Supplementation.** Supplementation of this regulation is prohibited.

**Proponent and exception authority.** The proponent of this regulation is the Director of Health Services. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. Proponent may delegate this authority, in writing, to a division chief within the proponent agency in the grade of lieutenant colonel.

**Army management control process.** This regulation contains management control provisions in accordance with AR 11-2 but does not identify key management controls that must be evaluated.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAREC, ATTN: RCHS-OP, 1307 3rd Avenue, Fort Knox, KY 40121-2726.

**Distribution.** Distribution of this regulation has been made in accordance with USAREC Pam 25-30, distribution Y. This regulation is published in the Recruiter Management UPDATE. This regulation is also available electronically and can be found on the USAREC Enterprise Portal.

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**Chapter 1**

**Introduction**

**1-1. Purpose**

This regulation prescribes policy and procedural guidance for the application, notification, and accession of individuals seeking participation in the scholarship portion of the F. Edward Hebert Armed Forces Health Professions Scholarship

\*This regulation supersedes USAREC Regulation 601-105, 9 January 1997.

Program. This policy applies to all specialties of the Army Health Professions Scholarship Program (HPSP).

## 1-2. References

For required and related publications and prescribed and referenced forms see appendix A.

## 1-3. Explanation of abbreviations

Abbreviations used in this regulation are explained in the glossary.

## Chapter 2

### Application Eligibility Criteria

#### 2-1. Application criteria for program entry

a. In order to be eligible for program entry, the applicant must:

- (1) Be a U.S. citizen.
- (2) Be enrolled full-time in or have a letter of acceptance from an accredited educational institution in the United States or Puerto Rico leading to a degree in the designated health profession. See paragraph 6-5j for exceptions to the letter of acceptance requirement for application to clinical or counseling psychology, optometry, medicine, and dental programs.
- (3) The educational program must be accredited by the appropriate professional association listed below.
  - (a) American Osteopathic Association.
  - (b) Liaison Committee for Medical Education.
  - (c) American Dental Association.
  - (d) American Optometric Association Council on Optometric Education.
  - (e) American Psychology Association.
  - (f) Council on Accreditation of Nurse Anesthetists. The program must offer a master's degree with the appropriate anesthesia nursing certificate.
  - (g) American Veterinary Medical Association.
- (4) Be a potential graduate in the appropriate year group.
  - (5) Have obtained an approved conditional release, resignation, or discharge from applicable service component, if the applicant is a member of the Army or another uniformed service. The Reserve Support Command is the approving authority for release or discharge of Army Reserve (AR) personnel.
  - (6) Have obtained conditional approval from the Army to return to active duty (AD), if the applicant is in a retired military status. However, those who have received any retirement pay are ineligible for entry into the HPSP.
  - (7) Have completed the Optometry Admission Test (OAT) within 5 years of enrollment, if applying for an optometry scholarship.
  - (8) Have received an honorable discharge for prior military service.
  - (9) Have obtained a baccalaureate degree in nursing from a program that is accredited by an agency recognized by the U.S. Secretary of Education and acceptable to the Department of the Army, if applying for anesthesia nursing.
  - (10) Have completed the Graduate Record Examination (GRE) or Miller Analogy Test (MAT)

within 5 years of program enrollment, if applying for anesthesia nursing.

(11) Be recommended by a competitive selection board.

(12) Meet requirements for and accept a Reserve appointment as a commissioned officer.

(13) Not be ineligible under provisions of b below.

(14) Meet the criteria in paragraphs 9-2n through q.

(15) Be selected as a United States Military Academy (USMA) cadet by a USMA selection board to attend medical school under the program.

(16) Be a Reserve Officers' Training Corps (ROTC) scholarship recipient in the fourth year of study leading to an advanced degree in pharmacy that does not have a guaranteed Reserve forces duty (GRFD) obligation.

b. Applicants must not:

- (1) Be in a nonselect status for promotion.
- (2) Be pending punitive discharge.
- (3) Have a DA Form 268 (Report to Suspend Favorable Personnel Actions (Flag)) or a bar to reenlistment in effect.
- (4) If an AD Army Nurse Corps (AN) officer, he or she must:
  - (a) Be in a career status (voluntary indefinite or Regular Army (RA)) at the time of application.
  - (b) Meet the current minimum time-on-station requirements at the time of HPSP entry.
  - (c) Have completed any active duty obligation (ADO) for previous military or civilian schooling at the time of HPSP entry.
- (5) Not be obligated to service with other than the Army.

(6) Not be in a program that exceeds the normal period required to complete the professional degree. HPSP entry is not authorized for a course of study that exceeds 4 academic years. An individual who is in a decelerated program, remediating a course of study, participating in a preparatory year, not in the normal academic progression pathway for the health care degree, or on probation is ineligible for initial program entry. An individual determined to have been initially entered into the program during a decelerated or remedial academic period will be disenrolled. The Army recognizes some schools conduct summer sessions that are generally less than 3 months in length and that precede the start of the health care degree curriculum. These sessions are excluded from the definition of a decelerated (includes preparatory) period and do not affect the graduation date. An individual in a decelerated or remedial period remains ineligible for program entry or participation until academic or other issues are corrected and normal academic progression is established.

(7) 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. If they are selected, and they have met all other requirements and there is no change in the nor-

mal academic progression at the time of initial entry.

(8) Be serving or have incurred a military service obligation (MSO) that resulted from prior participation in the Financial Assistance Program; Uniformed Services University of Health Sciences participation; Health Professions Loan Repayment Program; or Government-sponsored or nonsponsored graduate medical education. This restriction applies even if the service obligation incurred for participation in these programs has been fulfilled.

(9) ROTC cadets with dedicated Army National Guard (ARNG) or GRFD-ARNG ROTC scholarships or nonscholarships. They are ineligible to apply for concurrent call to AD and will not be granted an exception by the Cadet Command.

(10) Be officers who were dedicated ARNG ROTC scholarships or nonscholarships with a remaining Reserve obligation or, are fulfilling their Reserve obligations. They are ineligible and will not be granted an exception. They can process an application for concurrent call to AD in the last year of their 8-year obligation provided they receive a conditional release from their unit.

(11) Be ROTC cadets with dedicated GRFD-AR ROTC scholarships or nonscholarships who are ineligible to apply for AD or Army Medical Department (AMEDD) incentives requiring accession onto AD for pay back of any incurred obligation until Cadet Command grants them an exception. This exception must be approved prior to commissioning. Once they are commissioned under ROTC, they become ineligible to apply for AD until they are in the last year of their 8-year obligation provided they receive a conditional release from their unit.

c. Be officers who were dedicated GRFD-AR ROTC scholarships or nonscholarships who still have a remaining Reserve obligation or are fulfilling their Reserve obligation, are ineligible and will not be granted an exception. They can process an application for AD in the last year of their 8-year obligation provided they receive a conditional release from their unit.

#### 2-2. Military separation pay and separation incentive program recipients

a. Recipients of Government separation incentive programs (i.e., special separation bonus or variable separation incentive) are eligible to apply to the HPSP using normal procedures. Any repayment of separation incentives is based on existing rules for subsequent receipt of military pay, reentry on AD, and retirement.

b. Individuals who have received severance pay upon involuntary discharge or release from active duty (REFRAD) are ineligible to apply per AR 135-101, paragraph 1-6d.

c. Former recipients of Reserve separation incentive programs are eligible for program participation if the MSO incurred for participation has been satisfied.

#### 2-3. Waiver of age or length of service

Age for HPSP entry. The maximum age (applicant's age upon entering professional school)

for entry into the HPSP is 36 years of age for a 4-year scholarship. This limitation may be waived, based on the needs of the organization, when an age waiver for AR appointment is granted. The rationale for the maximum HPSP entry age is to allow the individual the opportunity to qualify for retirement with 20 years of active federal service before reaching age 60 (the mandatory retirement or release date for AR officers, section 14509, title 10, United States Code).

a. The maximum entry age may be adjusted according to the length of prior service (PS) on AD, or Active or Reserve service in any component of the Armed Forces, and the length of the scholarship program. The increase in maximum entry age for enlisted personnel is limited to 10 years in order to allow sufficient time to meet requirements for retirement at the officer rank.

b. In cases where maximum age for appointment and length of service is exceeded, applicants must sign the appropriate section of USAREC Form 1091 (Statements of Understanding) acknowledging that they may not be able to complete 20 years of qualifying service for retirement.

c. Age alone does not prevent program participation. However, participants must meet prescribed appointment eligibility requirements and be able to complete any obligation incurred from participation in the program and graduate professional education (GPE).

## **Chapter 3**

### **Entitlements and Training**

#### **3-1. Entitlements**

Scholarship entitlements begin the academic year following selection. Participants will receive the following scholarship entitlements:

a. Payment of tuition and authorized required fees.

b. Reimbursement for required and authorized books, nonexpendable supplies, and equipment for the academic course of study. Refer to the U.S. Army HPSP Student Handbook for detailed information regarding HPSP reimbursable and nonreimbursable expenses.

c. Payment of a taxable monthly stipend at the rate established by law for up to 10 and 1/2 months per year for HPSP. The Internal Revenue Service prescribes tax liability.

d. Entitlements are not authorized based upon the selection date or required advanced enrollment actions. Except for those entered into the program pending compliance with all eligibility requirements under paragraphs 9-2n, o, and q, entitlements begin on the program entry date, which is the last date the oath is signed, the service agreement is signed, or classes begin. Entitlements are retroactively paid for those entered under paragraphs 9-2n, o, and q when requirements are met pursuant to paragraph f below. Payment of educational costs incurred prior to program entry or periods when pre-entry actions are required before the entry date

is not authorized, unless the item is required and purchased for use for the current academic year when program entry is as a first-year student, subject to approval.

e. Entitlements may be suspended, restricted, or terminated in accordance with current program policy.

f. Retroactive payments may be authorized pursuant to funding availability as determined by the Army HPSP program manager (PM) located at Headquarters, Department of the Army (HQDA) (DASG-PSZ-M), Office of The Surgeon General (OTSG), Falls Church, Virginia. Retroactive payments are made effective on the latter of the date selection board results are approved at the United States Army Recruiting Command (USAREC) or as prescribed in paragraph d above.

g. Selected applicants who delay completing enrollment requirements will be managed without retroactive entitlements.

h. Prorated entitlements may be authorized for those who enter the program during an academic session based on the program entry date.

i. Subject to fund availability, alternate selectees who have begun the course of study or specialized training may be authorized immediate entry effective on the last day on which all enrollment requirements are met. Alternate selectees may be authorized entitlements retroactive to the beginning of the current academic term or specialized training cycle when offered program entry after the academic term begins. Those who receive retroactive entitlements will incur the appropriate obligation. Retroactive entitlements shall not precede the individual's selection board approval date.

j. Changes to entitlements or pay are not authorized without budget approval.

#### **3-2. Active duty for training**

By law, participants must perform a 45-day active duty for training (ADT) during each year of participation. This training is not considered an entitlement. ADT is performed at the AMEDD Officer Basic Course (OBC), an Army medical facility, or may be performed at school when academic schedules preclude time away from school. Participants are not required to wear the uniform when performing ADT at their school. ADT participants receive:

a. Basic pay and allowances (less variable housing allowances) as a second lieutenant.

b. Benefits associated with performing on AD.

c. Travel and per diem when ADT is authorized at a military training site.

d. Payment for accrued leave when ADT is performed.

e. Only selected medical and dental (veterinary medicine OBC space available) HPSP applicants are authorized early entry to perform ADT in order to attend OBC or to perform a clinical rotation in preparation for the first year of graduate medical education (FYGME) selection process. ADT application is required and must be approved. Entitlements are not authorized following completion of ADT until the aca-

demical curriculum begins. When early program entry is authorized, the ADT shall be counted as the initial ADT tour normally authorized for the first year of HPSP participation. Early entry may also be authorized in severe applicant or participant shortages without regard to the ADT requirement. In all instances early entry is subject to fund availability.

f. Early entry is also authorized for 1-year medical scholarship and 2-year clinical psychology scholarship recipients only to participate in training at an Army medical treatment facility in preparation for FYGME and Clinical Psychology Residency/Internship Program (CPRIP) selection processes.

g. Refer to the U.S. Army HPSP Student Handbook for detailed information regarding ADT.

h. Program participants are not authorized to drill for pay or receive pay for additional periods of ADT.

## **Chapter 4**

### **HPSP Obligation**

#### **4-1. General**

Individuals who enter the HPSP incur a minimum term of service (MTS) and ADO consistent with Department of Defense (DOD) directives and the service agreement (contract) in effect at the time of acceptance of the HPSP (see para 4-6).

#### **4-2. Legal basis**

Chapter 105, title 10, United States Code, and the DODI 6000.13 provides the legal basis for the HPSP. AR 601-141 prescribes policy and requirements for the Army HPSP. USAREC Reg 601-37, AR 135-100, and AR 135-101 prescribe policy and requirements for appointment.

#### **4-3. MTS**

The MTS is the minimum period of time an officer will be brought onto AD. It is not added to any ADO incurred by the officer. Within the parameter discussed below, an MTS may be less than or greater than an officer's ADO. It is served concurrently with the active duty service obligation (ADSO). Participants must serve an MTS on AD of 3 years for nonphysicians and 2 years for physicians. If the ADO is less than the MTS, the MTS period must be fulfilled.

a. The MTS for first-term personnel shall be 2 years following the FYGME (postgraduate year 1) for physicians and 3 years for all other health services officers. Any time spent on AD after completing the basic professional degree required for appointment to their assigned health services category shall count towards satisfying this minimum term. This includes time spent in other internships, GPE, and military training.

b. The MTS is not additive to an ADSO incurred for education or training. Prior AD service, GPE, or any other qualifying training program does not count toward fulfilling the MTS.

c. The MTS provision is not applied when a civilian service alternative obligation is imposed.

#### 4-4. Contractual obligation

HPSP participants incur an 8-year contractual MSO, regardless of the length of their scholarship, which is sometimes referred to as an ADO or ADSO, that may be part of or extend beyond their statutory service obligation (SSO). The contractual obligation for HPSP participation consists of two elements: The ADSO and the Reserve service obligation (RSO). The total of these two obligations comprise the 8-year contractual MSO.

a. The ADSO element is the portion of obligation that is served on AD and if an alternative civilian service obligation is imposed under paragraph 4-8d. It is calculated as follows: Two years for any portion of the first 2 years of program participation, plus 6 months for any portion of additional participation for each 6-month period. GPE (includes internship, residency, and fellowship) and any other obligation incurred will not satisfy any ADSO incurred for HPSP participation.

b. Any remaining obligation that is not served on AD is served in the Ready Reserves, unless otherwise agreed upon by the participant and the Secretary of the Army.

c. No portion of the contractual ADSO incurred for HPSP participation may be satisfied by prior military service; participation in civilian or military GPE (FYGME); Advanced General Dentistry Program 1 (AGDP-1); during internship, residency, or fellowship training; or concurrently with any other ADSO; periods of ADT or AD during program participation; or any other obligation incurred for HPSP participation. The ADSO may be satisfied if imposed and performed as an alternative civilian service obligation under paragraph 4-8. An assertion of community essentiality is not grounds for relief from the obligation or delay in fulfilling the obligation.

#### 4-5. Service credit

Time spent in HPSP does not count toward retirement (other than by reason of physical disability incurred while on AD as a member of the program) and does not count toward years of service for pay. However, the Secretary of the Army may authorize such credit to an individual in the appropriate Reserve status who completes the course of study and ADSO under the program, and possesses a designated specialty.

a. None of the contractual MSO may be satisfied through partial credit based on the amount of entitlements received. A participant who receives payment of entitlements for 1 day within a 6-month period incurs a 6-month ADSO.

b. Time spent on AD while in GPE (FYGME, AGDP-1, internship, residency, fellowship) and time spent on AD beyond the required ADSO will count as credit toward fulfilling the RSO.

c. Time spent on AD as a member of the program and time spent preceding AD entry does not count as credit toward fulfilling the RSO.

#### 4-6. Summary of HPSP obligation

Below is the basic obligation for HPSP participation. There are supplementary programs for

some disciplines that do not affect the ADSO. However, these programs may affect the total length of time that an individual may be on AD because participation in some of these programs is neutral years during which obligation is not incurred or repaid. The provisions of paragraph 4-5b and c do not change the manner in which obligations are entered onto the contract. The future disposition of an individual after degree completion (immediate AD entry of delay for training) or an individual's actions (whether or not he or she enters training) cannot be assumed or predicted. Therefore, all contracts must be prepared based on the MTS and 8-year contractual obligation rule regardless of eligibility for future credit paragraphs 4-5b and c (e.g., a 4-year medical scholarship recipient would still have his or her contract read: 4-year ADSO and 4-year RSO).

a. The Army FYGME (postgraduate year 1), CPRIP, the AGDP-1, and the Advanced General Dentistry Program 2 are performed on AD.

(1) Medical students in the HPSP are required to apply to the Army FYGME Program and participate if selected. Participation in civilian internship does not fulfill any portion of the contractual obligation.

(2) Psychology students in the HPSP must apply for and participate in the Army CPRIP if selected.

(3) Application to the Army AGDP-1 for dental students in the HPSP is optional.

b. The total time on AD is equal to the greater of the MTS or ADSO (which is 2 years for physicians and 3 years for nonphysicians), plus the 1 year on AD when participating in the postgraduate education or training (i.e., Army FYGME, CPRIP). If participating in a civilian internship, the total time spent on AD is equal to the greater of MTS or ADO. The period of participation in the CPRIP does not fulfill any portion of the contractual ADO because participants remain in the HPSP. One year of the RSO is repaid during AD FYGME (internship) and AGDP-1 participation.

(1) Physicians:

YRS SPON	AD INTERN HPSP			CIV INTERN TOTAL		
	MTS	ADSO	TOTAL AD	IRR	AD	IRR
1	2	2	3	5	2	6
2	2	2	3	5	2	6
3	2	3	4	4	3	5
4	2	4	5	3	4	4

(2) Clinical psychology. One-year scholarships are not authorized because the final year for degree completion is the CPRIP year.

YRS SPON	AD CPRIP HPSP			CIV CPRIP TOTAL		
	MTS	ADSO	TOTAL AD	IRR	AD	IRR
2	3	2	3	5	3	5
3	3	3	4	5	3	5
4	3	4	5	4	4	4

(3) Dental, anesthesia nursing, veterinary medicine, optometry, pharmacy, or other discipline. Dental participation in AGDP-1 will

increase the "TOTAL AD" by an additional 1 year. One year of the RSO is repaid during AGDP-1 participation.

AGDP-1						
YRS SPON		HPSP ADSO		TOTAL AD		TOTAL IRR
1	3	2	3	5	3	5
2	3	2	3	5	3	5
3	3	3	3	5	4	4
4	3	4	4	4	5	3

#### 4-7. Service agreement

Proponency for prescribed Army contract language is HQDA (DASG-PSZ-M). Revisions to the contract language shall not be made without written authorization from HQDA (DASG-PSZ-M), OTSG. The prescribed contract language for the Army HPSP is contained in USAREC Form 1131 (Department of the Army Service Agreement - F. Edward Hebert Armed Forces Health Professions Scholarship Program (AFHPSP)). This form represents the Army's HPSP Service Agreement and the only document authorized for use in connection with the Army HPSP. Refer to appropriate paragraph below for applicants with PS obligations. Completion of USAREC Form 1131, paragraph 24, is as follows:

a. Enter the remaining amount of any previously incurred service obligation.

(1) ROTC scholarship obligors. Have a 4-year ADO and a 4-year statutory Reserve obligation; verify this with the ROTC contract.

(2) ROTC nonscholarship obligors. Have a 3-year ADO and a 5-year statutory Reserve obligation; verify this with the ROTC contract.

(3) ROTC GRFD obligors. Have an 8-year statutory Reserve obligation; however, scholarship and nonscholarship GRFD obligors who have not attended an OBC prior to entry into the HPSP will incur an ADO for their ROTC participation. Completion of the HPSP ADT Medical Service Corps (MS) OBC does not fulfill this requirement.

(4) USMA obligors. Have a 5-year ADO and a 3-year statutory Reserve obligation. Traditionally, the superintendent approves a 60-day leave upon graduation; deduct those 60 days from the 5-year ADO.

(5) AD officers. Any remaining ADSO is determined by subtracting the time spent on AD from the ADO prior to entry in the HPSP.

(6) Civilians. Have no previously incurred obligation. Enter zeros.

b. Enter the appropriate commitment, based on the length of the HPSP scholarship.

(1) Four-year HPSP scholarship. Incur a contractual 4-year AD and 4-year AR obligation.

(2) Three-year HPSP scholarship. Incur a contractual 3-year AD and 5-year AR obligation.

(3) Two-year HPSP scholarship. HPSP medicine scholarship recipients incur a contractual 2-year AD and 6-year AR obligation. All other 2-year HPSP scholarship recipients incur a contractual 3-year AD and 5-year AR obligation.



(4) One-year HPSP scholarship. HPSP medicine scholarship recipients incur a contractual 2-year AD and 6-year AR obligation. All other 1-year HPSP scholarship recipients incur a contractual 3-year AD and 5-year AR obligation.

c. Enter the length of total service obligation.

(1) Add the previously incurred ADO to the ADO incurred by participating in the HPSP to calculate the total ADSO.

(2) Because repayment of the SSO begins when the Oath of Office is accepted and runs continuously, HPSP participants will normally satisfy the SSO while fulfilling the contractual obligation. Therefore, the total AR obligation equals the AR obligation for HPSP.

#### 4-8. Alternative obligation

Except as otherwise indicated, an individual who is relieved of the ADSO for any reason before the completion of the service obligation may be given, with or without their consent, any of the alternative obligations indicated below if the service agreement was signed on or after 1 October 1996. The individual's consent must be obtained if program entry occurred prior to 1 October 1996 or if the individual is currently on AD. An alternative obligation cannot be requested.

a. A service obligation in another armed force for a period of time not less than the remaining ADSO.

b. A service obligation in a component of the Selected Reserve (SELRES) for a period not less than twice as long as the remaining ADSO.

c. Repayment to the Secretary of Defense of a percentage of the total cost incurred by the Secretary on the participant's behalf that is equal to the percentage of the total ADSO for which relieved, plus interest.

d. In addition to the alternative obligations specified in paragraphs a through c above, if relieved of the ADSO by reason of separation because of a physical disability, the Secretary may impose a service obligation as a civilian employed as a health care professional in a facility of any of the uniformed services for a period of time equal to the remaining ADSO.

(1) A person who is medically disqualified for military service, but does not perform an alternative service obligation shall be subject to the provisions of c above. Those medically disqualified for military service will be referred to the United States Army Medical Command civilian personnel authority located in the OTSG Personnel Directorate for placement. A participant who is referred for alternative service but refuses such service or no assignment is available may be subject to the provisions of c above.

(2) A person who is medically disqualified for military service, but will benefit from the health care degree may be subject to the provisions of c above.

e. An individual who is relieved of the ADSO by reason of homosexuality or conscientious objection may be given an alternative obligation indicated in c above.

## Chapter 5

### Selection Criteria

#### 5-1. Selection board evaluation

A board of senior AMEDD officers using the whole-person concept evaluates applicants. Selection is based on the board's collective judgment of an applicant's potential to successfully complete professional schooling and GPE, and to serve in the AMEDD. Specific qualifications for selection are not prescribed by Department of the Army and no one factor is a determinant for selection or nonselection.

#### 5-2. Selection criteria for all disciplines

The criteria to be considered in the HPSP selection process are student performance, significant performance factors and personal character, and career and leadership potential. The following information provides the criterion evaluation objectives.

a. Student performance.

(1) Objective: To evaluate the aptitude and the academic performance and determine potential to successfully complete education requirements, including GPE.

(2) Decision factors: Academic potential, as indicated by past scholastic performance. Factors are:

(a) OAT. Primary consideration for 4-year optometry applicants.

(b) Dental Admission Test (DAT). Primary consideration for 4-year applicants.

(c) GRE (for clinical or counseling psychology, veterinary medicine, and anesthesia nursing) or MAT (for anesthesia nursing).

(d) Veterinary College Admission Test (VCAT). Primary consideration for 4-year applicants.

(e) Grade point average (GPA). Individual and cumulative GPA, school attending or attended, class standing, and curriculum.

(f) Academic school performance for professional degree sought.

b. Significant performance factors and personal character.

(1) Objective: To evaluate the personal attributes and character of the applicant; to evaluate the degree of motivation and performance in successfully accomplishing individual goals and objectives -- self-improvement.

(2) Decision factors:

(a) Motivational statement, letters of recommendation (LORs), and extracurricular activities. Strong patriotic, pro military, and personal beliefs. Strong LORs from key, impartial sources with factual support. Extracurricular involvement (e.g., intercollegiate, intramural sports) and other college activities with strong leadership indicators (class president, sports team captain). Graduate work or degree, awards, commendations, honorary memberships, and exceptional achievements.

(b) Work experience related to the professional discipline, such as direct patient care work experience and research. Full-time work to sup-

port oneself as an undergraduate. Awards and commendations indicating successful accomplishments and performance. Volunteer work in support of community projects is considered in conjunction with work experience. Factors are: Type of related and unrelated experience in the applicable professional discipline, amount of experience (full- or part-time), and community service. For anesthesia: Nursing experience in acute care, education, administration, and research is also considered.

c. Career and leadership potential.

(1) Objective: To evaluate the potential to be a successful AMEDD officer.

(2) Decision factors: Evaluate the applicant's potential as an Army officer and leader in the AMEDD. Successful prior military service (officer or enlisted), attendance at a service academy, participation in military programs, and any military family involvement would weigh in favor of selection. Factors are:

(a) Military exposure. PS, service academy, ROTC, and history of military family involvement.

(b) Military bearing. Leadership (i.e., positions held or training received) and physical readiness (height and weight).

## Chapter 6

### Application Process

#### 6-1. Health care recruiter responsibility

a. Health care recruiters (HCRs) are responsible for the validity and completeness of the applications. They must ensure that specific application requirements are provided and explained to prospective applicants. HCRs should direct inquiries regarding the applicants or applications to their respective medical recruiting battalion (MRB) operations section.

b. The 2005 National Defense Authorization Act affected a change in the appointment authority for RA and AR. AR appointments in the grades of 0-1 to 0-5 require Secretary of Defense approval.

c. To expedite approval of appointment through the Secretary of Defense, all applicants must be projected through the MRB operations section to Headquarters, United States Army Recruiting Command (HQ USAREC), Health Services Directorate, at the time of completing the physical examination (PE).

d. HCRs must provide complete information to include: First, middle, and last name; social security number (SSN); component (AR); corps; and grade. Failure to provide accurate information will delay the appointment process due to the necessity to resubmit correct information for approval to the Secretary of Defense.

e. Upon Secretary of Defense approval to appoint an individual, the MRB operations section will be notified and the individual may then be administered the Oath of Office if selected for HPSP. Appointment will not be tendered and orders will not be processed until approval has been received. For AR appointments the DA

Form 71 (Oath of Office - Military Personnel) will continue to indicate RESERVE COMMISSIONED OFFICER. HPSP participants will be appointed into the AR while participating.

## 6-2. Deadline dates

Complete applications (defined as an application which consists of the required number of original documents and copies) for all HPSP applicants must be received by HQ USAREC, Health Services Directorate, on or before the established application deadline dates. Applications received after a given deadline date will be processed as time permits. Applicants should be informed that failure to meet established deadline dates may result in their applications not being considered until the next board. Incomplete applications will be held in the Operations Division of Health Services Directorate pending receipt of corrections. All HPSP applications should be forwarded to HQ USAREC, ATTN: RCHS-HR-E (1st, 2d, and 3d MRBs) or RCHS-HR-W (5th and 6th MRBs and ARNG), 1307 3rd Avenue, Room 2002, Fort Knox, KY 40121-2726.

## 6-3. Application folder

Applications will be placed in the appropriate color career management individual file (CMIF): Red folder for medical HPSP, blue folder for clinical or counseling psychology and optometry HPSP, green folder for anesthesia nursing HPSP, brown folder for dental HPSP, and yellow folder for veterinary HPSP. Each CMIF must be properly labeled for identification with a white label. When the folder is placed in a file drawer, the label should be on the top right side of the back flap and indicate the following typed information:

Last Name, First Name, MI

SSN, RSID

Program: HPSP (MED, DE, OPT, CLI PSYCH, VET MED, AES NURSING)

Grad Year

## 6-4. Application requirements

a. The application consists of two parts: The basic scholarship application documents placed on the right side of the folder and the appointment documents placed on the left side of the folder. Only complete applications in the correct sequence will be boarded. The applicant's signature should appear on all documents requiring a signature.

b. USAREC Form 1218 (Health Professions Scholarship Program AMEDD Appointment Application Checklist) should be the final document signed and dated by the HCR, attesting to both the accuracy and completeness of the application. The checklist serves as an inventory listing of those documents required for application and must be hand printed (not typed). It must be inserted on the right side (inside) of the application, on top of TAB 7. USAREC Form 1076 (AMEDD Transmittal Sheet) must be on the left side (inside) of the folder, on top of TAB 1.

c. Required duplicate copies of all original documents in the application packet are to be

secured under the original document at the appropriate tab. Appropriate number of copies as requested on the HPSP AMEDD appointment application checklists are part of a complete application.

## 6-5. HPSP application folder (referred to as career management file or CMIF)

a. Appointment forms and documents (left side of the CMIF). On top of TAB 1 place USAREC Form 1076 and Top of the System (TOS) screen document. Screen is to show applicant's name and SSN.

b. TAB 1. Application documents.

(1) USAREC Form 1071 (Restrictions on Personal Conduct in the Army). One original and one copy.

(2) USAREC Form 1073 (Statement of Acknowledgment for Accommodation of Religious Practices). One original and one copy.

(3) USAREC Form 1075 (Statement of Understanding for Applicants Requesting Appointment to the Army Medical Department With Concurrent Call to Active Duty). One original and one copy.

(4) USAREC Form 1091. Only statements that are applicable are to be signed. The USAREC Form 1091 is not for everyone. It is for requesting age or mobilization waivers when appropriate. The request for a mobilization waiver is to include approximate duration timeframe and letter from school confirming that they have deferred entry. Need copy of mobilization orders before waiver can be requested. One original and one copy.

(5) USAREC Form 1145 (Drug and Alcohol Testing Acknowledgment). One original and one copy.

(6) USAREC Form 1257 (Statement for Appointment - Army Policy). One original and one copy.

(7) USAREC Form 1258 (Statement for Appointment - Concealment of Information). One original and one copy.

c. TAB 2. Statements of vacancy and understanding.

(1) USAREC Form 525 (Statement of Understanding). One original and one copy.

(2) If assigned to a troop program unit (TPU), a conditional release signed by the current TPU commander; also see paragraph 9-6. If DD Form 368 (Request for Conditional Release From Reserve or Guard Component) is used, only a copy of the original that has been signed by the commander should be forwarded with the application. If applicant is selected the HCR will complete and sign sections 7 and 8 of the original DD Form 368, attach a copy of the Oath of Office (if enlisted) and submit to unit with request for appropriate release date and reassignment to control group.

(3) RA officers must submit an approved unqualified resignation (AR 600-8-24); AR officers on AD must submit an approved REFRAID (AR 600-8-24). Army enlisted personnel must submit an approved discharge (AR 635-200, chap 16). Applicants from other uniformed services must submit an approved release from that Service. The applicable requests for separation must be contingent on scholarship selection.

(4) When an approved separation has not been received by the applicant, a certified true copy of the request for separation must be included as part of the application (see paras 9-6b, c, d, and e). Applications will not be boarded without one of the above. Applications cannot be boarded, however, without an Army Human Resources Command (AHRC) approved separation. Obtaining the approved separation is the applicant's responsibility.

d. TAB 3. Verification of citizenship and Electronic Personnel Security Questionnaire (EPSQ).

(1) Query of the sexual offender file. Station commanders will access [www.klaaskids.org/pg-legmeg.htm](http://www.klaaskids.org/pg-legmeg.htm) (in accordance with USAREC Message 03-117) and click on the state or states that need to be queried. Follow the guidelines for the search for each particular state Web site. Each applicant will have every state location ran where they have an arrest record, resided, were employed, and/or attended school at anytime in their life.

(a) The station commander will then print the page with the results of the query and add the following information to the page or pages:

1. Station commander's name.

2. Station commander's signature.

3. Date of the query.

4. Applicant's name and SSN if missing from the results page.

(b) Certain states do not release this information online. There are additional instructions for the states that do not release. Refer to USAREC Message 03-117, paragraph 5, for the additional instructions. Not required to run the check if the state requires payment. The HCR will complete a DD Form 369 (Police Record Check) stating which state charges a fee for the check. There is no need to get this check done from overseas locations. Applicants will not be boarded without all searches complete and in the packet.

(c) No alternate Web sites are authorized for queries; this includes, but is not limited to the Eye on Crime Web Site.

(2) One EPSQ disk. Place disk in sealed letter envelope with name and SSN of applicant on outside of envelope. EPSQ must not contain a password. SF 86 (Questionnaire for National Security Positions) EPSQ Version 2.1. One original with original signature or DA Form 873 (Certificate of Clearance and/or Security Determination) or security clearance verification statement. If the applicant has a security clearance, a copy of the DA Form 873 or a unit security clearance verification from the unit security manager is acceptable. Unit security clearance verifications must be dated within the past year.

(3) FBI Form FD 258 (Applicant Fingerprint Card). Fingerprints are to be clear and legible. Fingerprint cards are not required for applicants currently holding an appointment. Two originals.

(4) Proof of citizenship. Every applicant must provide proof of citizenship. A variety of documents may be used: A birth certificate (one certified true copy); hospital birth record; valid passport (one certified true copy); DA Form 5252-R (Statement - Evidence of Citizenship

Status) (one original) signed by the HCR; INS Form N-600 (Application for Certificate of Citizenship) (one original); DD Form 372 (Request for Verification of Birth) (one original); or DS Form 240 (Certificate of Birth Abroad of a Citizen of the United States) (one original). All certified true copies must be signed by the reviewer or authenticator.

(5) Dual citizenship. Applicants who hold dual citizenship may not be eligible for a security clearance. Those who cannot receive a security clearance cannot hold an AR appointment. Therefore all applicants who hold dual citizenship must be willing to renounce their non-U.S. citizenship. U.S. citizens with dual citizenship and/or foreign passport must provide documentation renouncing foreign citizenship and relinquishing the foreign passport as an appointment eligibility requirement. They are ineligible for HPSP entry until this requirement is met. Procedures for renouncing non-U.S. citizenship:

(a) Applicant signs a notarized letter addressed to appropriate embassy relinquishing citizenship and enclosing passport.

(b) Applicant provides HCR copy of the notarized letter to embassy and Federal Express receipt or proof from embassy that passport was relinquished to embassy.

(c) HCR sends copy of Federal Express receipt and notarized letter or proof from embassy that passport has been relinquished to embassy with EPSQ in HPSP application.

(d) HCR sends copy of Federal Express receipt and notarized letter to embassy with EPSQ.

e. TAB 4. Required service statement.

(1) DA Form 5574 (Certificate of Acknowledgment and Understanding of Service Requirements for Individuals Applying for Appointment in the USAR Under the Provisions of AR 135-100 or AR 135-101, As Applicable - Individuals Without Prior Service) or DA Form 3575 (Certificate of Acknowledgment and Understanding of Service Requirements for Individuals Applying for Appointment in the USAR Under the Provisions of AR 135-100 or AR 135-101, As Applicable - Individuals Without a Statutory Service Obligation). Provide one original plus one copy only of those forms that are applicable; the DA Form 3574 is required for those applicants with no PS and the DA Form 3575 is required for those with PS.

(2) DA Form 4571-R (Data Required by the Privacy Act of 1974 (Eligibility for AMEDD Officer Procurement Programs - Miscellaneous Documentation). One original plus one copy.

(3) DA Form 4572-R (Statement of Understanding for Appointment as a Commissioned Officer). One original plus one copy.

f. TAB 5. Record of medical examination and health history.

(1) PE. DD Form 2808 (Report of Medical Examination), DD Form 2807-1 (Report of Medical History), and the USMEPCOM Form 680-3A-E (Request for Examination) are to be included with all physicals and copies of physicals that are submitted to the Health Services

Directorate. Provide one original or one certified true copy plus two copies. Facsimile copies are not acceptable. A PE is required at the time of application for all HPSP applicants.

(a) All HPSP applicants will undergo a medical examination at the Military Entrance Processing Station (MEPS) under the appointment medical standards contained in AR 40-501, chapter 2. This is nonwaiverable. Chief of appropriate branch may grant exceptions for optometry or veterinary medicine applicants. For qualified applicants no further review or approval is required for accession PE that is approved by the MEPS.

(b) DOD Medical Review Board and West Point accession physicals are acceptable if dated within the preceding 24 months, meet height and weight standards of AR 600-9, done in accordance with AR 40-501, and include the drug and alcohol test (DAT) and human immunodeficiency virus (HIV) test results.

(c) Applicants who are qualified by the MEPS but who had a medical disqualification or medical discharge from any uniform service must have the PE forwarded to HQ USAREC, ATTN: RCHS-OP, for review by the USAREC Surgeon. Do not send physicals directly to the Command Surgeon.

(d) Disqualified applicants and program participants. All requests for waiver of medical disqualification under accession standards must be submitted to the USAREC Surgeon through Health Services Directorate, Operations Division, for a determination prior to boarding. When a medical waiver is requested, the entire PE, plus required medical consultation documents must be forwarded to HQ USAREC, ATTN: RCHS-OP.

(2) English Comprehension Level Test (ECLT). Provide one original and one certified true copy. All nonprior service HPSP applicants who meet the criteria in AR 135-100, paragraph 1-6d, must take the ECLT:

(a) Are natives of Samoa, Puerto Rico, or Guam.

(b) Indicate that English is not their primary language.

(c) In order to be eligible, applicants must achieve a score of 80 or higher. In addition, if applicants score less than 90 and are selected for an appointment, they may be scheduled to attend the Defense Language Institute prior to OBC.

g. TAB 6. Additional forms and documents.

(1) USAREC Form 1095 (Verification of Academic and Current Military Service Obligation for Entry Into the US Army Health Professions Scholarship Program (HPSP)). USAREC Form 1095 is to be completed even if applicant does not have an obligation. Applicants without a contractual obligation should indicate "N/A" on the first line under source of obligation. The form must be updated when there is a change or school not available at time of application. One original.

(a) All the degrees the applicant has received or is to receive must be annotated with the most

current FICE code for finance (see AR 680-29 or latest Directory of Postsecondary Institutions, Volume 1).

(b) Item 21: Must be completed for all applicants. Attach any contractual obligation document(s). Enter the contractual ADO and any remaining ADO for separating AD members.

(2) Two copies of the ROTC contract, DA Form 597 (Army Senior Reserve Officers' Training Corps (ROTC) Nonscholarship Cadet Contract) or DA Form 597-3 (Army Senior Reserve Officers' Training Corps (ROTC) Scholarship Cadet Contract) must be submitted with the HPSP application. Participation in ROTC normally results in a 4-year ADO for scholarship and 3-year ADO for nonscholarship recipients, unless otherwise indicated.

(3) One copy of the cadet's application for an educational delay, DA Form 591 (Application for Initial (Educational) Delay From Entry on Active Duty and Supplemental Agreement) and DA Form 591g (ROTC Supplemental Service Agreement for Special Medical Program Participants), as applicable, or memorandum stating that applicant has requested an educational delay and is pending for the fiscal year (FY) in which being boarded for HPSP the ROTC accession board. If applicant cannot make the ROTC accession board prior to the end of the FY applicant may be ineligible to enroll into HPSP. Applicant must obtain an exception to policy from AHRC prior to enrollment into HPSP in the FY in which boarded. This must be submitted with the HPSP application.

(4) USMA contract. Participation in USMA results in a 5-year obligation.

(5) USAREC Form 1126 (Statement of Requirement for Dental Licensure). For dental applicants only. One original.

(6) Current AR oath and appointment. A promotion order may be used in lieu of an appointment. Two copies.

h. Board forms and documents (right side of the CMIF). On top of TAB 7. USAREC Form 1218. This checklist should be the final document signed and dated by the HCR, attesting to both the accuracy and completeness of the application. The checklist serves as an inventory listing of those documents required for application and must be hand printed (not typed). Only those documents that are in the CMIF should be checked.

i. TAB 7. Professional and credentialing documents.

(1) DA Form 61 (Application for Appointment). Must provide one original plus one copy.

(a) Items 24, 25, and 26 must be completed and initialed next to the box that is checked.

(b) If item 24 is checked "YES," applicant is ineligible for entry into the HPSP.

(c) If item 24 is checked "YES," a "certified true copy" of their classification by the Selective Service as a 1-A-O must be attached to be boarded. An affidavit from and signed by the applicant is required. One original and one copy. One of the following statements must be



included in the affidavit: "I conscientiously object to combat service as an officer of the Army Medical Department. Other than bearing arms, I agree to give full military service to the United States." or "I no longer conscientiously object to combat service. I am willing to bear arms and give full and unqualified military service to the United States as a member of the Army Medical Department. I further agree that I will not apply for separation by reason of conscientious objection."

(d) If item 26 is checked "YES," an affidavit requesting a waiver of the offense must be included with the application. The affidavit must include the date, city, state, and nature of each alleged offense or violation, the names and locations of the court or place of hearing, and the penalty imposed or other disposition of each case in detail. One original and one copy.

(e) Item 26 must agree with item 23 on the SF 86.

(f) For veterinary medicine applicants, the following statement must be typed in item 41 and initialed by the applicant: "I understand that some positions available for veterinarians initially serving on active duty in the U.S. Army may involve food hygiene and quality assurance inspections and relative medicine functions. I agree to accept such positions, if required, upon entrance into active military service." INITIALS

(g) ROTC applicants requiring waivers for appointment must include a copy of the request for waiver and waiver approval.

(h) DA Form 61 cannot be more than 120 days old to be used for enrollment or entry into the HPSP.

(2) USAREC Form 1094 (Application for the US Army Health Professions Scholarship Program). Recommend this form be typed. The applicant's statement of motivation is placed on this form and must be limited to the space provided. This statement should outline the applicant's motivation for military service and reasons for applying to HPSP. No additional pages will be accepted — no resumes, curriculum vitae, etc. An original signature and the date not more than 12 months old are required.

(a) In items 15a, 15b, 15c, and 15d the name of the school and the graduation date must match the letter of acceptance or dean's LOR under TAB 8.

(b) Items 25 through 31 must match DA Form 61 and SF 86 under TAB 7 and TAB 3 respectively.

(3) USAREC Form 524 (Personnel Data Sheet) (AN only). Original.

(4) License and verification. Two copies of the nursing license (AN only).

j. TAB 8. Education documents.

(1) Copy of the letter of acceptance to the appropriate professional school is required for applicants who are not enrolled in school. It must be dated within 12 months of the convening date of the HPSP board.

(a) For clinical or counseling psychology and optometry: A letter of intent is acceptable, but

the letter of acceptance and a revised USAREC Form 1095 must be provided prior to HPSP enrollment.

(b) For medicine: When letters of acceptance are not received by HPSP medical applicants, an original memorandum or letter (signed and dated) by the applicant will be submitted in lieu of the letter of acceptance; this document must contain a list of medical schools to which the applicant has applied. The applicant must also have a cumulative minimum GPA of 3.5 or above, and a minimum total Medical College Admission Test (MCAT) score of 29.

(c) For dental: When letters of acceptance are not received by HPSP dental applicants, an original memorandum or letter (signed and dated) by the applicant will be submitted in lieu of the letter of acceptance; this document must contain a list of dental schools to which the applicant has applied. The applicant must also have a cumulative minimum GPA of 3.5 or above and a minimum DAT score of 19 in the academic average category.

(d) For those selected by a board who do not receive a letter of acceptance to medical or dental school by 1 August the scholarship offer will be withdrawn.

(2) Currently enrolled applicants must have an LOR from the dean of the appropriate professional program or school. The letter's content must verify the applicant's school enrollment, projected graduation date, and class standing, along with the narrative recommendation. USAREC Form 1093 (Certificate of Enrollment for the US Army Health Professions Scholarship Program) or a letter from the HCR does not meet this requirement. A letter from the registrar does not meet this requirement. NOTE: For clinical and counseling psychology applicants: The dean's letter must not only meet the criteria above, but must also specify the year and month the applicant is projected to start the internship and the projected graduation date. The following statement must be contained in the dean's letter: "The projected date that this student will enter his/her internship is MMM-YYYY and projected date of graduation is MMM-YYYY."

(3) GPA profile: Applicants who are boarded for the HPSP dental or medical scholarships are to include as part of their HPSP application the transmittal letter (TL), applicant profile, or confirmation copy from the appropriate professional application service below. Copy is to be certified as a true copy. The TL, applicant profile, or confirmation copy is to include their cumulative GPA as calculated by the application service and the scores from the appropriate professional aptitude test.

(a) For dental applicants: The confirmation copy from the American Dental Education Association is used (<http://www.adea.org>).

(b) Medical students (doctor of medicine (MD)): Use the TL from the American Medical College Application Service (<http://www.amc.org/students/amcas/start.htm>).

(c) Osteopathic students: Use the applicant

profile from the American Association of Colleges of Osteopathic Medicine Application Service (<http://www.aacom.org/students/application.html>).

(d) Those students applying for professional schools located in Texas and did not use the above services are to obtain a similar transmittal form from the Texas Medical and Dental Schools Application Service (<http://www.utsystem.edu/tmdsas/>).

(e) To request an exception to this policy, the following must be received with the application:

1. A memorandum for record (MFR) signed by the applicant stating that he or she did not apply through one of the above application services.

2. A completed worksheet by the HCR with the appropriate calculations to include all undergraduate, graduate, and professional schools attended. See [http://my.usaac.army.mil/portal/dt/usarec/Recruiting/AMEDD/amedd\\_recruiting/hpspgpacalculator](http://my.usaac.army.mil/portal/dt/usarec/Recruiting/AMEDD/amedd_recruiting/hpspgpacalculator).

(4) Official transcripts. One official transcript for each undergraduate, graduate, and professional school program is required for each recorded academic institution listed on the USAREC Form 1094 or DA Form 61. The transcript from the most recently attended school should appear first.

(a) Only official transcripts with the official school seal are accepted; issued-to-student type transcripts cannot be used. The final cumulative GPA will be circled on each transcript provided.

(b) For dental and veterinary medicine applicants: The first semester or first two quarters of the dental or veterinary medicine school transcript is mandatory for applicants enrolled in their first year of professional school. All dental and veterinary medicine applicants are to have the most current dental or veterinary medicine school transcript. One full year of transcripts is recommended to enhance the applicant's competitiveness. If transcripts for the first semester are not available, a letter from the school (on letterhead stationery) with the original signature must be submitted. This letter must note that transcripts for the previous semester are unavailable; it should include course name, credit hours, and grades for each course taken during the term for which the transcripts are not available.

(5) College admission tests. Official copy of the appropriate college admission test (i.e., Dental--DAT; optometry--OAT; medicine--MCAT; clinical or counseling psychology--GRE; anesthesia nursing--GRE or MAT; veterinary medicine--VCAT or GRE). These tests are required for boarding only when they are required to gain school acceptance or enrollment. Requirements for admission tests are corps specific.

(a) If a medical HPSP applicant is not required by the medical school to take the MCAT, then the HCR will verify this with the medical school. Submit an MFR stating that the school does not require the MCAT for acceptance or



enrollment, providing the name of the person who verified this information. Place the MFR in the folder under TAB 8.

(b) The applicable DAT, OAT, MCAT, VCAT, and GRE are not required for 1- and 2-year applicants, but are required for 3- and 4-year scholarships. The MAT or GRE is required for all anesthesia nursing HPSP applicants.

(c) The test score tissue or computer card should be placed in the middle of an 8-1/2 x 11-inch sheet of plain white paper. Reproduced copies received from the applicant are acceptable when verified; verification may be based on a review of the original or a certified true copy of the original document. The reviewer or authenticator must print the words "verified true copy" and the following: Full and legible signature, signature block, and date. Test scores received directly from the school do not require verification.

(6) USAREC Form 1224 (Statement of Requirement for USMLE, COMLEX, NBEO, or NBDE Part or Step 1 and Part or Step 2). Required of all HPSP applicants applying for a 1- or 2-year medical, dental, or optometry scholarship.

k. TAB 9. Professional evaluations and recommendations.

(1) The HCR interview and evaluation. The purpose of the interview is to represent the applicant in lieu of their personal appearance before the selection board. It is the applicant speaking through you, the interviewer, to answer questions that could be raised by selection board members. All HCR evaluations will address the following (if applicable):

(a) Be conducted by a commissioned officer or noncommissioned officer (NCO). If an NCO writes the evaluation, the memorandum will have two signature blocks. The NCO who conducted the interview will sign one signature block. The second signature block will be signed by a commissioned officer that reviews and approves the evaluation as written by the NCO.

(b) Be typed in memorandum format on letterhead in accordance with AR 25-50 not to exceed two pages in length. Not contain any unauthorized abbreviations and is free of typographical and grammatical errors.

(c) Be consistent with the information found in documents within the application.

(d) Be conducted face to face with all applicants. The only exception will be for HPSP applicants who may have telephonic interviews in lieu of a face to face.

(2) All evaluations will contain the following information at a minimum and will be formatted with the following paragraph headings:

(a) Application: Give date of the interview. State the method of interview, if other than face to face it must indicate so. Provide reason(s) for applying, appointment with concurrent call to AD and any professional or personal reasons.

(b) Recommendation: State why you are recommending or not recommending this individual. Use professionalism, education, experience, potential to serve as an officer, leader,

health care provider, etc., as a means to substantiate your recommendation.

(c) Education:

1. Students - defined as not licensed in a student status or licensed pursuing a student program.

a. Degree and year it will be obtained. Also, need to address GPA, MCAT, DAT, GRE scores, etc., as applicable.

b. Activities while in school - professional and/or extracurricular.

c. Community activities, if applicable.

d. Honors, if applicable.

e. Grades of "C" or below in hard sciences.

2. Working - defined as a working professional, not in a student status.

a. Year basic degree obtained and any subsequent degrees and the year obtained. Include honors, if applicable.

b. Membership in professional organizations and specialty certifications.

c. Community activities.

(d) Employment:

1. Include past and present professional work experience, job titles and descriptions, supervisory experience, and membership in professional organizations. Also, if applicable, any professional teaching assignments or experience serving as a center of influence for AMEDD recruiting. Address any unique work experiences outside of the daily realm of practice. Address any periods of unemployment or frequent periods of unemployment.

2. Derogatory USAREC Forms 195 (Applicant Evaluation Worksheet) or LORs with negative comments must be addressed where the applicant was either in a student or working category. This includes negative remarks in the comment section or any rating of three or below.

(e) Goals and objectives:

1. Address both short-term and long-term professional goals and objectives.

2. How does the applicant intend to attain these stated goals and objectives.

3. How does the Army or Army Reserve fit into these goals.

(f) PS:

1. Discuss branch of service, rank, occupation, and time in service. Was PS AD, Reserve, National Guard, or a combination? Are they still in a service?

2. If not currently in a service, when did they get out and why? Did they receive any type of separation pay. Were there any adverse actions against them? Have they ever been passed over or resigned a commission? What types of discharge were they granted?

3. Is or was the applicant in ROTC GRFD? Has applicant received an approved education delay?

(g) Additional information:

1. Was an application for appointment ever previously submitted? If so, did he or she decline or not selected?

2. Any law violations? If PS, any judicial or nonjudicial punishment? If so, address when,

where, what, and how.

3. Any drug use or alcohol abuse?

4. Ever receive mental health counseling? If so, for what and for how long?

5. Ever apply for bankruptcy? If so, what were the circumstances?

6. Is applicant delinquent in child support, if applicable?

7. If English is not the primary language, address the applicant's comprehension of the English language during the interview and the need for the ECLT, if English is the second language.

(h) AMEDD brief: Required information to be given to each applicant interviewed and a statement that the applicant understands or expressed an understanding in these areas:

1. Role and mission of the AMEDD.

2. Readiness and mobilization issues.

3. Family care plan.

4. Army physical fitness program.

5. Height and weight requirements (AR 600-9).

6. OBC.

7. Promotion and educational requirements.

8. Drill attendance.

9. Adverse personnel actions - flagging for Army physical fitness test or weight.

10. Responsible for managing your own career.

11. Role of personnel management officers at AHRC.

12. Retirement points. How they are earned and what constitutes a good retirement year.

(3) If AD or Reserve applicant, one LOR or USAREC Form 195 must be from current unit commander (author must state that he or she is applicant's current commander). Additionally, an LOR or USAREC Form 195 is required from the applicant's current rater, intermediate rater, or senior rater; this must be a different individual from the current commander. The letter must state the author's relationship in the applicant's rating chain. The LORs or USAREC Forms 195 from the applicant's commander and individual in rating chain do not count as one of the three required LORs; they are counted separately.

(4) LOR. Provide three LORs (each LOR must be an original and dated within 1 year of the scheduled HPSP selection board date). LOR should be addressed to the credited HCR. Letter-style LOR should be used as much as possible as long as the "personal attributes" outlined in the USAREC Form 195 are addressed. The USAREC Form 195 may be used in place of the letter-style LOR; they should be addressed to the appropriate HCR. A composite evaluation letter is acceptable; each letter within a composite letter counts toward the requirement of three LORs as long as each letter is dated within 12 months of the board. The composite evaluation must be signed by the committee chairperson or all committee members rendering the evaluation. Specific requirements for different categories of applicants are:

a) If currently not enrolled, one (of the three required) LOR or USAREC Form 195 from a faculty member of the previous undergraduate

or graduate program (composite letter) is acceptable.

(b) LORs cannot be from relatives, peers (peer reviews are allowed for nurse anesthesia applicants only), classmates, or USAREC personnel.

(c) For anesthesia nursing applicants: In addition to the required number of LORs or USAREC Forms 195, the application must include an additional LOR from the Army senior anesthesia nurse or 6F-66F Phase II program director at a local active military treatment facility. The HPSP HCR is to provide information and guidance to 6F-66F Phase I or Phase II program director or chief certified registered nurse anesthetist (CRNA) interviewing applicants for the HPSP in anesthesia nursing.

(5) All HPSP anesthesia nursing applicants will undergo a structured in-person interview with a 6F-66F Phase II program director. If the Army program faculty is not reasonably available, the chief CRNA at a local military treatment facility will interview. Telephone consultation between the chief CRNA and a Phase II program director is encouraged. The HCR must assist the applicant with this interview requirement. The following guidance is provided as a reference for the interview process.

(a) Required documents. Applicants should bring a copy of their transcripts, GRE scores, and goals and objectives statement to the interview.

(b) Preparation and submission of LOR. The letter from the Phase II program director is a major component of the application and should include the following information about the applicant:

1. Name, SSN, military rank, and career status when applicable.

2. Determine if the applicant has a complete understanding of the role of the nurse anesthetist in the military. Examine the applicant's motivation to attain a career in anesthesia nursing. Reason(s) the individual is applying for the program. Career goals and his or her anticipated contribution to the military service (review goals and objectives statement prepared by the applicant).

3. Evaluate the applicant's potential for learning and functioning under tension and in stressful situations. Must include a short statement addressing performance in science courses. Assess applicant's professional background and qualifications for the anesthesia program, including: Critical care clinical experience, supervisor's input, performance in science courses and be computer literate. Review transcripts. If the applicant has less than a 3.0 GPA in the sciences, the applicant should be strongly encouraged to enroll in graduate science course(s) to demonstrate ability to perform at a 3.0 or higher academic level prior to submission of the application. Is applicant prepared for anesthesia school; physically fit, review chemistry, review anatomy and physiology, obtain critical care experience.

4. Determine if the applicant has a complete understanding of the professional and service obligations incurred from HPSP enrollment. Use subjective factors to include: Motivation, response to stress and demands of the program, and academic and professional potential. Understanding about the intense and demanding time commitment and potential family effects. If a spouse is also a 66F, joint domicile assignments are generally limited to medical centers.

5. Interviewer's recommendation or nonrecommendation. It is imperative that this statement be clear and unambiguous. If not recommended, state reason why. Please limit to one of the following: Highly recommend, recommend, or do not recommend. Assess how the applicant has met or exceeded the objective criteria for consideration and acceptance to the anesthesia program.

6. Use a memorandum format. Recommendation should be concise and limited to one page.

1. TAB 10. Prior service records (PSR). PSR are required for all individuals with PS. The appropriate division at HQ USAREC will make the final determination of adequacy of PSR.

(1) An up-to-date microfiche. The officer fiche must contain officer evaluation reports annotated with the senior rater profile. Obtain copies by faxing a completed and signed (by applicant) SF 180 (Request Pertaining to Military Records) to HQ USAREC, ATTN: RCHS-OPS at DSN 536-0923 or commercial (502) 626-0923. The SF 180 must specify the requesting MRB from which the applicant is applying, and in section III, item 2, the appropriate branch at HQ USAREC, Health Services Directorate.

(2) Applicants with prior active military service must have a copy of DD Form 214 (Certificate of Release or Discharge From Active Duty) or DD Form 215 (Correction to DD Form 214, Certificate of Release or Discharge From Active Duty) or NGB Form 22 (Report of Separation and Record of Service) for all periods of AD service. The DD Form 214 and NGB Form 22 must have the reenlistment eligibility code for enlisted service time and reason for separation or separation code for commissioned time. AR 635-5-1 outlines separation codes to determine eligibility to apply.

#### 6-6. Callouts

The appropriate team at HQ USAREC, Health Services Directorate (RCHS-HR-E or RCHS-HR-W) will notify the MRB of any corrections and/or documents needed. Send required corrections and/or documents to the appropriate team at HQ USAREC, Health Services Directorate (RCHS-HR-E or RCHS-HR-W).

#### 6-7. Previously considered applicants

1. Applicants will be deemed one of the following by the HPSP selection board: Select, nonselect, or alternate.

2. Alternate status. All HPSP alternates will have their applications placed on the order of merit list (OML) for the duration of the FY, un-

less activated prior to 1 October of the current FY. Medical Corps and Dental Corps alternates will receive a numeric score and placed on the OML. Then after each new Medical Corps or Dental Corps board those new applicants designated as alternates will be merged with those still on the OML and the results are announced. An alternate from the appropriate OML will be activated whenever the HPSP PM is notified of a declination; scholarships will be offered to those in order of the OML.

c. Nonselect status. Applicants in this status may not be reconsidered during the same FY. However, they may be reconsidered in accordance with d below during the following FY.

d. Reconsidered or reboarded applicants must have the following documents. Any portion of the application documents (documents on right-side of application) that are older than 12 months as of the convening date of the board must be updated. The HCR will obtain:

(1) A letter of deferment from the professional school or a new letter of acceptance for applicants who did not begin the academic term as previously scheduled.

(2) An LOR or USAREC Form 195 is required from the dean of the professional program or school for applicants whose previous letter is greater than 12 months old and for applicants who previously applied for a 4-year scholarship. In addition to the recommendation, the letter or USAREC Form 195 must also verify the applicant's enrollment, date of matriculation, projected graduation date, and class standing.

(3) Updated official transcripts from the professional school that the applicant is currently attending. If transcripts for the first semester are not available, a letter from the school (on letterhead stationery) with the original signature must be submitted. This letter must note that transcripts for the previous semester are unavailable; it should include course name, credit hours, and grades for each course taken during the term for which the transcripts are not available.

(4) All appointment documents and the appropriate number of copies (documents on left side of application) that will be greater than 6 months old at the time the board convenes, except proof of citizenship.

(5) Updated USAREC Form 1095 reflecting changes (i.e., new address, new recruiting station identification, school), if different than indicated on the original application.

(6) Updated physical if the one in the original application is over 2 years old.

(7) The following documents are recommended for reboarding:

(a) Updated HCR evaluation – if the current evaluation references “4-year HPSP,” etc., it could be detrimental to the applicant (red flag that the applicant was boarded previously). Submission of updated HCR evaluation is left to the discretion of the HCR of MRB policy.

(b) Up to two new letters of recommendation will be accepted.

## **6-8. Special academic curricula (accelerated and decelerated programs)**

a. HCR must ensure that application is made for the proper number of scholarship years. Applicants cannot be considered for any graduation year group for which scholarships are not offered.

b. The HCR must also ensure that the applicant is in a full-time student status. Applicants who are in part-time status are not authorized entry into the scholarship program. Below are examples of different academic programs.

(1) The 5- and 6-calendar year programs. These are experimental or decelerated programs. Students may not be in full-time status and may not be in the authorized graduation year group.

(2) The 3-calendar year programs. These are accelerated programs that usually have 4 academic years compressed into 3 calendar years. Since the type of scholarship sought can be confusing, graduation year group is the primary consideration.

(3) Dual-degree programs. These are programs in which students receive two degrees, such as MD and MPH, MD and Ph.D. or MD/DMD. A curricula that awards an additional degree in other than the specified health care discipline for which participants are selected under the program. Students will not be authorized leaves of absence upon initial entry into the HPSP to complete the other-than-professional degree. Costs associated with the additional degree are not reimbursable. Except as indicated below, participants in dual-degree programs, whether the additional degree is or is not in a health care discipline authorized under the program, are ineligible for program entry. Participants in dual-degree programs are authorized HPSP entry under the conditions indicated below when all other entry requirements are met.

(a) HPSP entry is authorized when the additional degree program is completed within the timeframe normally required to complete the health care degree and when failure to complete the additional degree does not delay or compromise completion of the health care degree for which selected under the HPSP.

(b) HPSP entry is authorized when all academic requirements to confer the additional degree have been met and when the only remaining academic curriculum at the time of HPSP entry is for the health care degree for which selected under the HPSP.

## **6-9. Boarding mobilized Reserve applicants**

Reserve applicants assigned to an activated TPU who consequently lose release consent can be boarded. In addition to meeting other application requirements, these applicants must sign the appropriate portion of USAREC Form 1091 acknowledging that board action does not release them from their current Reserve unit or status. If these applicants are selected, see paragraph 9-7.

## **Chapter 7**

### **Eligibility Criteria for Automatic Acceptance**

#### **7-1. Purpose**

The automatic acceptance criteria (AAC) is an implement for the health care recruiting team (HCRT), offering them greater flexibility in accelerating enrollment procedures and acquiring the "highly or best qualified" HPSP participants. It should only be offered to the top applicants after the HCR has made a careful prescreening of applicant's qualifications and ability to meet the eligibility requirements for the AAC.

#### **7-2. Eligibility AAC for medical and dental applicants**

AAC is implemented to acquire only participants under the HPSP. The AAC provides maximum flexibility to obtain HPSP participants through accelerating acceptance of "best qualified" applicants who meet predetermined qualifications. Those who are qualified under the AAC are conditionally accepted for HPSP participation and will only be boarded for appointment. Acceptance is subject to space availability and meeting all eligibility, administrative, and enrollment requirements. Those who do not meet AAC shall undergo competitive selection board procedures. Once the HCRT determines that the applicant meets qualifications and AAC eligibility requirements a request for approval to offer the applicant a scholarship must be submitted. This request is sent from the HCRT through the appropriate MRB to the HPSP PM at HQ USAREC, Health Services Directorate, via e-mail. If a scholarship is available and at the discretion of the HPSP PM, the PM will send approval to the MRB with a 30-day suspense. The HCRT will have 30 days in which to send a complete and accurate application. If the 30-day suspense is not met the approval will be withdrawn.

#### **7-3. Application and enrollment process for AAC for medical and dental applicants to HPSP**

a. Acceptance into the HPSP must include the completion of the following required application and enrollment documentation.

b. The applicant must meet eligibility criteria as stated in chapter 2 and be physically, mentally, and morally qualified. An individual who requires any type of waiver for appointment as a Reserve officer or who does not meet Army appearance standards is ineligible for acceptance under the AAC. Should it be determined by Health Services Directorate that the applicant does not meet minimum qualifications for AAC, the application and all documentation will be returned without action (RWOA) to the MRB for completion of further documentation for boarding.

c. Four-year applicants must have an undergraduate GPA of 3.5 or higher based on a 4.0 maximum grading scale or a class standing that places an individual in at least the top 30 percent of their class. When using the qualify-

ing class standing to meet eligibility criteria a letter from the dean of the undergraduate school must verify it. Three-year, 2-year, and 1-year applicants, when appropriate, must have a professional school GPA of 3.5 or higher based on a 4.0 maximum grading scale or a class standing that places an individual in at least the top 30 percent of their class. When using the qualifying class standing to meet eligibility criteria a letter from the dean must verify it. If GPA is unavailable and class ranking cannot be determined the application will have to be RWOA to the MRB and processed for boarding (see chap 6).

d. The following documents will be placed in a red or brown CMIF as appropriate, in the correct sequence, under numerical tabs. See chapters 6 and 9 for further information on required documentation.

e. Application documentation (left side of the CMIF starting at the top). On top of TAB 1.

(1) Copy of e-mail message from appropriate Health Services Directorate division chief granting AAC approval with suspense date.

(2) USAREC Form 1076.

(3) TOS input screen documents.

f. TAB 1. Application documents.

(1) USAREC Form 1071. One original and one copy.

(2) USAREC Form 1073. One original and one copy.

(3) USAREC Form 1075. One original and one copy.

(4) USAREC Form 1145. One original and one copy.

(5) USAREC Form 1157 (Automatic Acceptance Criteria Statement of Understanding). Original.

(6) USAREC Form 1257. One original and one copy.

(7) USAREC Form 1258. One original and one copy.

g. TAB 2. Statements of vacancy and understanding.

(1) USAREC Form 525. One original and one copy.

(2) If assigned to a TPU, a conditional release signed by the current TPU commander; also see paragraph 9-6. If DD Form 368 is used, only a copy of the original that has been signed by the commander should be forwarded with the application. If applicant is selected the HCR will complete and sign sections 7 and 8 of the original DD Form 368, attach a copy of the Oath of Office (if enlisted) and submit to unit with request for appropriate release date and reassignment to control group.

(3) RA officers must submit an approved unqualified resignation (AR 600-8-24); AR officers on AD must submit an approved REFRAD (AR 600-8-24). Army enlisted personnel must submit an approved discharge (AR 635-200, chap 16). Applicants from other uniformed services must submit an approved release from that Service. The applicable requests for separation must be contingent on scholarship selection.

(4) When an approved separation has not



been received by the applicant, a certified true copy of the request for separation must be included as part of the application (see paras 9-6b, c, d, and e). Applications will not be boarded without one of the above. Applications cannot be boarded, however, without an AHRC approved separation. Obtaining the approved separation is the applicant's responsibility.

h. TAB 3. Verification of citizenship and EPSQ.

(1) Query of the sexual offender file. Station commanders will access [www.klaaskids.org/pg-legmeg.htm](http://www.klaaskids.org/pg-legmeg.htm) (in accordance with USAREC Message 03-117) and click on the state or states that need to be queried. Follow the guidelines for the search for each particular state Web site. Each applicant will have every state location ran where they have an arrest record, resided, were employed, and/or attended school at anytime in their life.

(a) The station commander will then print the page with the results of the query and add the following information to the page or pages:

1. Station commander's name.
2. Station commander's signature.
3. Date of the query.
4. Applicant's name and SSN if missing from the results page.

(b) Certain states do not release this information online. There are additional instructions for the states that do not release (refer to USAREC Message 03-117, para 5, for the additional instructions). Not required to run the check if the state requires payment. The HCR will complete a DD Form 369 stating which state charges a fee for the check. There is no need to get this check done from overseas locations. Applicants will not be boarded without all searches complete and in the packet.

(c) No alternate Web sites are authorized for queries, this includes but is not limited to the Eye on Crime Web Site.

(2) One EPSQ disk. Place disk in sealed letter envelope with name and SSN of applicant on outside of envelope. EPSQ must not contain a password. One original with original signature of SF 86 EPSQ Version 2.1 or DA Form 873 or security clearance verification statement. If the applicant has a security clearance, a copy of the DA Form 873 or a unit security clearance verification from the unit security manager is acceptable. Unit security clearance verifications must be dated within the past year.

(3) Two originals of FBI Form FD 258. Fingerprints are to be clear and legible. Fingerprint cards are not required for applicants currently holding an appointment.

(4) Proof of citizenship. Every applicant must provide proof of citizenship. A variety of documents may be used: A birth certificate (one certified true copy); valid passport (one certified true copy); DA Form 5252-R (one original) signed by the HCR; INS Form N-600 (one original); DD Form 372 (one original); or DS Form 240 (one original). All certified true copies must be signed by the reviewer or authenticator.

(5) Dual citizenship. Applicants who hold

dual citizenship may not be eligible for a security clearance. Those who cannot receive a security clearance cannot hold an AR appointment. Therefore all applicants who hold dual citizenship must be willing to renounce their non-U.S. citizenship. U.S. citizens with dual citizenship and/or foreign passport must provide documentation renouncing foreign citizenship and relinquishing the foreign passport as an appointment eligibility requirement. They are ineligible for HPSP entry until this requirement is met.

(6) Procedures for renouncing non-U.S. citizenship:

(a) Applicant signs a notarized letter addressed to appropriate embassy relinquishing citizenship and enclosing passport.

(b) Applicant provides HCR copy of the notarized letter to embassy and Federal Express receipt or proof from embassy that passport was relinquished to embassy.

(c) HCR sends a copy of Federal Express receipt and notarized letter or proof from embassy that passport has been relinquished to embassy with EPSQ in HPSP application.

i. TAB 4. Required service statement.

(1) DA Form 3574 or DA Form 3575. Provide one original plus one copy only of those forms that are applicable; the DA Form 3574 is required for those applicants with no PS and the DA Form 3575 is required for those with PS.

(2) DA Form 4571-R. One original plus one copy.

(3) DA Form 4572-R. One original plus one copy.

j. TAB 5. Record of medical examination and health history.

(1) PE. DD Form 2808, DD Form 2807-1, and USMEPCOM Form 680-3A-E is to be included with all physicals and copies of physicals that are submitted to the Health Services Directorate. Provide one original or one certified true copy plus two copies. Facsimile copies are not acceptable. A PE is required at the time of application for all HPSP applicants.

(a) All applicants will undergo a medical examination at the MEPS. DOD Medical Review Board and West Point accession physicals are acceptable if dated within the preceding 24 months, meet height and weight standards of AR 600-9, done in accordance with AR 40-501, and include the DAT and HIV test results.

(b) Qualified applicants. No further review or approval is required for accession PEs that are approved by the MEPS.

(2) ECLT. Provide one original and one certified true copy. All nonprior service HPSP applicants who met criteria in accordance with AR 135-100, paragraph 1-6d, must take the ECLT:

(a) Are natives of Samoa, Puerto Rico, or Guam.

(b) Indicate that English is not their primary language.

(c) In order to be eligible, applicants must achieve a score of 80 or higher. In addition, if applicants score less than 90 and are selected for an appointment, they may be scheduled to attend the Defense Language Institute prior to

OBC.

k. TAB 6. Additional forms and documents.

(1) USAREC Form 1095. USAREC Form 1095 is to be completed even if applicant does not have an obligation. The form must be updated when there is a change or school not available at time of application. One original.

(a) Item 4: The address to which the selection board notification letter is sent.

(b) All the degrees the applicant has received or is to receive must be annotated with the most current FICE code for finance (see AR 680-29 or latest Directory of Postsecondary Institutions, Volume 1).

(c) Item 21: Must be completed for all applicants. Attach any contractual obligation document(s). Enter only the contractual ADO and any remaining ADO for separating AD members.

(2) Two copies of the ROTC contract, DA Form 597 or DA Form 597-3, must be submitted with the HPSP application. Participation in ROTC normally results in a 4-year ADO for scholarship and 3-year ADO for nonscholarship recipients, unless otherwise indicated.

(3) One copy of the cadet's application for an educational delay, DA Form 591 and DA Form 591g, as applicable, or memorandum stating that applicant has requested an educational delay and is pending for the FY in which being boarded for HPSP the ROTC accession board. If applicant cannot make the ROTC accession board prior to the end of the FY, applicant may be ineligible to enroll into HPSP. Applicant must obtain an exception to policy from AHRC prior to enrollment into HPSP in the FY in which boarded. This must be submitted with the HPSP application.

(a) The USMA contract. Participation in USMA results in a 5-year obligation.

(b) Applicants without a contractual obligation should indicate "N/A" on first line under source of obligation.

(4) USAREC Form 1126. For dental applicants only. One original.

(5) One copy of current AR oath and appointment. A promotion order may be used in lieu of an appointment.

(6) One original and one copy of TD Form IRS W-4 (Employee's Withholding Allowance Certificate). TD Form IRS W-4 is to be for current calendar year.

(7) One original and one copy of SF 1199A (Direct Deposit Sign-Up Form). It is required that section 1, items C through F, are completed. It must be an original signature from both selectee and representative from the financial institution. Section 2 is to be left blank.

(8) One original and one copy of DD Form 93 (Record of Emergency Data). Item 2b is not to be left blank. Member of the HCRT that processes the enrollment documents is to complete items 14-16.

(9) One original and one copy of SGLV 8286 (Servicemembers' Group Life Insurance Election and Certificate). Member of the HCRT that processes the enrollment documents is to com-

plete witness information at bottom of form.

(10) One original of USAREC Form 1092 (Statement of Certification for Repayment of Disbursed Government Funds).

(11) One original of USAREC Form 1093.

(a) Should selectee change the professional school from the one he or she applied under, a copy of the letter of acceptance will be attached to the completed USAREC Form 1093 along with an updated USAREC Form 1095 and forwarded to the HPSP PM at HQ USAREC, Health Services Directorate, ATTN: RCHS-OP.

(b) When applicant has applied without a letter of acceptance, upon receipt, a copy of that letter will be attached to the completed USAREC Form 1093 along with an updated USAREC Form 1095 and forwarded to the HPSP PM at HQ USAREC, Health Services Directorate, ATTN: RCHS-OP.

(12) One original and one copy of DA Form 5960 (Authorization to Start, Stop, or Change Basic Allowance for Quarters (BAQ), and/or Variable Housing Allowance (VHA)) with two copies of marriage and children's birth certificates as applicable.

l. Enrollment and appointment documentation (right side of the CMIF starting at the top). On top of TAB 7. USAREC Form 1219 (Automatic Acceptance Criteria Health Professions Scholarship Program AMEDD Appointment Application Checklist). This checklist should be the final document signed and dated by the HCR, attesting to both the accuracy and completeness of the application. The checklist serves as an inventory listing of those documents required for application and must be hand printed (not typed). Only those documents that are in the CMIF should be checked.

m. TAB 7. Professional and credentialing documents. Must provide one original plus two copies of DA Form 61.

(1) Items 24, 25, and 26 must be completed and initialed next to the box that is checked.

(2) If item 24 is checked "YES," an affidavit from and signed by the applicant is required. One original and one copy. One of the following statements must be included in the affidavit: "I conscientiously object to combat service as an officer of the Army Medical Department. Other than bearing arms, I agree to give full military service to the United States." or "I no longer conscientiously object to combat service. I am willing to bear arms and give full and unqualified military service to the United States as a member of the Army Medical Department. I further agree that I will not apply for separation by reason of conscientious objection."

(3) If item 24 is checked "YES," a certified true copy of their classification by the Selective Service as a 1-A-O must be attached to be boarded.

(4) If item 26 is checked "YES," an affidavit requesting a waiver of the offense must be included with the application. The affidavit must include the date, city, state, and nature of each alleged offense or violation, the names and locations of the court or place of hearing, and the

penalty imposed or other disposition of each case in detail. One original and one copy.

(5) Item 26 must agree with item 23 on the SF 86.

(6) ROTC applicants requiring waivers for appointment must include a copy of the request for waiver or waiver approval.

(7) DA Form 61 cannot be more than 120 days old to be used for enrollment or entry into the HPSP.

n. TAB 8. Education documents.

(1) Copy of the letter of acceptance to the appropriate professional school is required for applicants who are not enrolled in school. It must be dated within 12 months of the convening date of the HPSP board.

(a) For medicine: When letters of acceptance have not been received by AAC medical applicants, an original memorandum or letter (signed and dated) by the applicant will be submitted in lieu of the letter of acceptance; this document must contain a list of medical schools to which the applicant has applied.

(b) For dental: When letters of acceptance have not been received by AAC dental applicants, an original memorandum or letter (signed and dated) by the applicant will be submitted in lieu of the letter of acceptance; this document must contain a list of dental schools to which the applicant has applied.

(c) For those selected by a board who do not receive a letter of acceptance to medical or dental school by 1 August the scholarship offer will be withdrawn.

(2) Currently enrolled applicants must have an LOR from the dean of the appropriate professional program or school. The letter's content must verify the applicant's school enrollment, projected graduation date, and class standing, along with the narrative recommendation. USAREC Form 1093 or a letter from the HCR does not meet this requirement. A letter from the registrar does not meet this requirement.

(3) GPA profile: Applicants who are boarded for the HPSP dental or medical scholarships are to include as part of their HPSP application the TL, applicant profile, or confirmation copy from the appropriate professional application service below. Copy is to be certified as a true copy. The TL, applicant profile, or confirmation copy is to include their cumulative GPA as calculated by the application service and the scores from the appropriate professional aptitude test.

(a) For dental applicants: The confirmation copy from the American Dental Education Association is used (<http://www.adea.org>).

(b) Medical students (MD): Use the TL from the American Medical College Application Service (<http://www.aamc.org/students/amcas/start.htm>).

(c) Osteopathic students: Use the applicant profile from the American Association of Colleges of Osteopathic Medicine Application Service (<http://www.aacom.org/students/application.html>).

(d) Those students applying for professional

schools located in Texas and did not use the above services are to obtain a similar transmittal form from the Texas Medical and Dental Schools Application Service (<http://www.utsystem.edu/tmdsas/>).

(e) To request an exception to this policy, the following must be received with the application:

1. An MFR signed by the applicant stating that he or she did not apply through one of the above application services.

2. A completed worksheet by the HCR with the appropriate calculations to include all undergraduate, graduate, and professional schools attended.

(4) Official transcripts. For the academic institutions listed on the DA Form 61 one official transcript for each undergraduate, graduate, and professional school attended is required. The transcript from the most recently attended school should appear first.

(a) Only official transcripts with the official school seal are accepted; issued-to-student type transcripts cannot be used. The final cumulative GPA will be circled on each transcript provided.

(b) Applicants who are in a BA or MD program must provide a transcript of the first 2 years showing a GPA of 3.5 or higher based on a 4.0 maximum grading scale.

(5) College admission tests. Official copy of the MCAT with a minimum total score of 29 or the official copy of the DAT with a minimum academic average score of 19. These tests are required of an AAC applicant. If test scores are unavailable and/or individual has not taken the appropriate college admission test the application will have to be RWOA to the MRB and processed for boarding (see chap 6). The test score tissue or computer card should be placed in the middle of an 8-1/2 x 11-inch sheet of plain white paper. Reproduced copies received from the applicant are acceptable when verified; verification may be based on a review of the original or a certified true copy of the original document. The reviewer or authenticator must print the words "verified true copy" and the following: Full and legible signature, signature block, and date. Test scores received directly from the school do not require verification.

(6) USAREC Form 1224. Required of all HPSP applicants applying for a 1 or 2 year medical, dental, or optometry scholarship.

o. TAB 9. Professional evaluations and recommendations.

(1) The HCR interview and evaluation. The purpose of the interview is to represent the applicant in lieu of his or her personal appearance before the selection board. It is the applicant speaking through you, the interviewer, to answer questions that could be raised by selection board members. All HCR evaluations will address the following (if applicable):

(a) Be conducted by a commissioned officer.

(b) Be typed in memorandum format on letterhead not to exceed three pages in length.

(c) Not contain any unauthorized abbrevia-

tions.

(d) Be free of typographical and grammatical errors.

(e) Be consistent with the information found in documents within the application.

(f) Be signed by the commissioned officer that conducts the interview.

(g) Be conducted face to face with all applicants. The only exception will be for HPSP applicants who may have telephonic interviews in lieu of a face to face.

(2) All evaluations will contain the following information at a minimum and will be formatted with the following paragraph headings:

(a) Application:

1. Date of the interview.

2. Method of interview - if other than face to face it must indicate so.

3. Reason(s) for applying - appointment with concurrent call to AD and any professional or personal reasons.

(b) Recommendation:

1. Why are you recommending or not recommending this individual.

2. Use professionalism, education, experience, potential to serve as an officer, leader, health care provider, etc., as a means to substantiate your recommendation.

(c) Education:

1. Students - defined as not licensed in a student status or licensed pursuing a student program.

a. Degree and year it will be obtained.

b. Activities while in school - professional and/or extracurricular.

c. Community activities, if applicable.

d. Honors, if applicable.

2. Working - defined as a working professional, not in a student status.

a. Year basic degree obtained and any subsequent degrees and the year obtained.

b. Honors, if applicable.

c. Grades of "C" or below in hard sciences, particularly if applying for further education.

d. Membership in professional organizations and specialty certifications.

e. Community activities.

(d) Employment:

1. Include past and present professional work experience, job titles and descriptions, supervisory experience, and membership in professional organizations. Also, if applicable, any professional teaching assignments or experience serving as a center of influence for AMEDD recruiting.

2. Address any unique work experiences outside of the daily realm of practice.

3. Address any periods of unemployment or frequent periods of unemployment.

4. Derogatory USAREC Forms 195 or LORs with negative comments must be addressed where the applicant was either in a student or working category. This includes negative remarks in the comment section or any rating of four or below.

(e) Goals and objectives:

1. Address both short-term and long-term

professional goals and objectives.

2. How does the applicant intend to attain these stated goals and objectives.

3. How does the Army or Army Reserve fit into these goals.

(f) PS:

1. Discuss branch of service, rank, occupation, and time in service.

2. Was PS AD, Reserve, National Guard, or a combination?

3. Are they still in a service?

4. If not currently in a service, when did they get out and why?

5. Did they receive any type of separation pay? Were there any adverse actions against them?

6. What types of discharge were they granted?

7. Is or was the applicant in ROTC?

(g) Additional information:

1. Was an application for appointment ever previously submitted? If so, did he or she decline or not selected?

2. Any law violations? If PS, any judicial or nonjudicial punishment? If so, address when, where, what, and how.

3. Any drug use or alcohol abuse?

4. Ever receive mental health counseling? If so, for what and for how long?

5. Ever apply for bankruptcy? If so, what were the circumstances?

6. Is applicant delinquent in child support, if applicable?

7. If English is not the primary language, address the applicant's comprehension of the English language during the interview and the need for the ECLT, if English is the second language.

(h) AMEDD brief: Required information to be given to each applicant interviewed and a statement that the applicant understands or expressed an understanding in these areas:

1. Army Physical Fitness Program.

2. Height and weight requirements (AR 600-9).

(3) If AD or Reserve applicant, one LOR or USAREC Form 195 must be from current unit commander (author must state that he or she is applicant's current commander). Additionally, an LOR or USAREC Form 195 is required from the applicant's current rater, intermediate rater, or senior rater; this must be a different individual from the current commander. The letter must state the author's relationship in the applicant's rating chain. The LORs or USAREC Forms 195 from the applicant's commander and individual in rating chain do not count as one of the three required LORs; they are counted separately.

(4) LORs. Provide three LORs (each LOR must be an original and dated and within 1 year of the scheduled HPSP selection board date). LORs should be addressed to the credited HCR. Letter-style LOR should be used as much as possible as long as the "personal attributes" outlined in the USAREC Form 195 are addressed. The USAREC Form 195 may be used in place of the letter-style LOR; they should be addressed to the appropriate HCR. A compos-

ite evaluation letter is acceptable; each letter within a composite letter counts toward the requirement of three LORs as long as each letter is dated within 12 months of the board. The committee chairperson or all committee members rendering the evaluation must sign the composite evaluation. Specific requirements for different categories of applicants are:

(a) If currently not enrolled, one (of the three required) LOR or USAREC Form 195 from a faculty member of the previous undergraduate or graduate program (composite letter) is acceptable.

(b) LORs cannot be from relatives, peers, classmates, or USAREC personnel.

p. Original plus one copy of the DA Form 71 executed with the appropriate effective date will be sent to HQ USAREC, ATTN: RCHS-OP (HPSP PM) no later than 10 days after release of board results. The only exceptions will be oaths that cannot predate discharges or dates of release and ROTC cadets. ROTC cadets will provide two copies of the oath and appointment upon graduation from undergraduate school and/or completion of ROTC requirements.

#### 7-4. Eligibility AAC for USMA cadets

Graduating USMA cadets who are approved by the USMA Academic Selection Board to obtain a medical degree and who meet HPSP eligibility requirements shall be automatically accepted for a full medical scholarship under the HPSP upon application. This provision is subject to the 2 percent USMA graduating class limit. This provision does not apply to USMA graduates who are serving, have completed, are released from, or failed to complete the USMA ADSO. This provision becomes void if cadets are not deferred for medical school attendance under the HPSP.

#### 7-5. Application and enrollment process for USMA applying for the AAC

a. Acceptance into the HPSP shall include selection as a primary on the USMA Academic Selection Board held at West Point and the completion of the following required application and enrollment documentation.

b. The following documents will be placed in a red CMIF, in the correct sequence, not tabbed. See chapters 6 and 9 for further information on required documentation.

(1) Left side of the CMIF starting at the top.

(a) USAREC Form 1076.

(b) TOS input screen documents.

(c) Copy of letter of acceptance to medical school.

(d) Final official USMA transcript.

(e) Official copy of the MCAT.

(f) USAREC Form 1095.

(g) PSR.

(2) Right side of the CMIF starting at the top.

(a) USAREC Form 1168 (Health Professions Scholarship Program (HPSP) Automatic Acceptance Criteria (AAC) Application and Enrollment Checklist for USMA Cadets).



(b) Copy of the REFRAD signed by the cadet and endorsed by the superintendent with an effective date of release being no later than 60 days from the USMA graduation date.

(c) Two copies of DA Form 71 executed on date of graduation.

(d) Two copies of DD Form 214.

(e) Two copies of release orders from West Point.

(f) Five originals of the USAREC Form 1131, dated 1 day after release.

(g) One original and one copy of TD Form IRS W-4.

(h) One original and one copy of SF 1199A.

(i) One original USAREC Form 1092.

(j) One original and one copy of DD Form 93.

(k) One original and one copy of SGLV 8286.

(l) One original USAREC Form 1093.

(m) One original and one copy of DA Form 5960 with copy of marriage and children's birth certificates as appropriate.

(n) One original and two copies of DA Form 61.

(o) One original and one copy of USAREC Form 1071.

(p) One original and one copy of USAREC Form 1073.

(q) One original and one copy of USAREC Form 1145.

(r) One original and one copy of USAREC Form 1257.

(s) One original and one copy of USAREC Form 1258.

(t) One original and two copies of SF 86 or DA Form 873 or security clearance verification statement.

(u) One copy of proof of citizenship; birth certificate, DA Form 5252-R, or valid passport.

(v) Query of sexual offender files. Not required to run the check if the state requires payment. The HCR will complete a DD Form 369 stating which state charges a fee for the check. There is no need to get this check done from overseas locations.

(w) Three copies of DD Form 2808 and DD Form 2807-1 done for West Point cadet.

(x) One original and one copy of DA Form 3574.

(y) One original and one copy of DA Form 4571-R.

(z) One original and one copy of DA Form 4572-R.

## **Chapter 8**

### **Notification Process**

#### **8-1. Notification of board results**

Approved selection board results are normally provided to HQ USAREC, Health Services Directorate, Operations Division, within 5 working days after adjournment. HQ USAREC, Health Services Directorate, Operations Division, will release board results to respective operations sections of the MRBs, appropriate Health Services Directorate PMs, and HQDA, OTSG, ATTN: DASG-PSZ-MU, 5111 Leesburg Pike, Skyline 6, Rm 538, Falls Church, VA 22041-

3258. HCRs are responsible for notifying the applicants and administering the Oath of Office. HQ USAREC, Health Services Directorate, HPSP PM, will publish notification letters to applicants.

NOTE: Selectees cannot be commissioned before they are physically qualified and all waivers are approved.

#### **8-2. Transfer of select CMIF**

HQ USAREC, Health Services Directorate, HPSP PM, will maintain the files of the selectees until all enrollment documents are complete. Those who are designated as an alternate will have their files maintained at HQ USAREC, Health Services Directorate, Operations Division (HPSP PM), until the end of the boarding cycle. At the end of the board cycle, all alternates not offered a scholarship will have their applications returned to the operations section of the appropriate MRB. The files of applicants who are nonselect will be returned to the appropriate MRB at the time notification letters are sent.

#### **8-3. Appointment processing**

The HPSP PM is responsible for forwarding all appointment documents to AHRC, Commander, USAHRC, ATTN: AHRC-HST (HPSP), 1 Reserve Way, St. Louis, MO 63132-5200.

#### **8-4. Scholarship acceptance**

a. HCRs and selectees have up to 30 calendar days from the release of board results to execute the Oath of Office and complete enrollment documents (see chap 9). If the HCR cannot complete enrollment documents within the 30 calendar days, they must notify their respective MRB who will then notify the HPSP PM.

b. Military selectees (i.e., ROTC, West Point, or those on AD or in TPUs) are considered an exception to the 30-calendar day rule. ROTC and West Point selectees must submit enrollment documents within 30 calendar days after graduation. Selectees on AD or in TPUs must submit enrollment documents within 30 calendar days after release or discharge.

#### **8-5. Declination and reinstatement**

a. Per USAREC Reg 601-37, paragraph 11-2, applicants who elect to decline their selection must forward a letter of declination through the chain of command to the HPSP PM. The HCR will telephonically report declinations and the selectee's reasons for declining through the MRB to the HPSP PM.

b. Failure of a selectee to execute the required actions listed in paragraph 8-4 within 30 calendar days constitutes an administrative declination.

c. Declination of the scholarship will normally be final; however, a scholarship that has been declined may, upon written request, be reinstated when it is determined to be in the Government's best interest. Requests for reinstatement must be made in the same FY that the selectee was boarded, and must include the

reason for the initial declination and reason for requesting reinstatement. These are approved by HQ USAREC, Health Services Directorate, Operations Division (HPSP PM) and OTSG.

## **8-6. Multiple service selections**

Applicants frequently apply to all three military service scholarship programs and receive simultaneous selection notifications. Selectees in this situation are not released from any of the acceptance requirements or deadlines outlined in this regulation.

## **Chapter 9**

### **Enrollment Process**

#### **9-1. Enrollment documents**

The enrollment packet is a series of documents required to activate scholarship entitlements. Enrollment packets that are not properly prepared, signed, and provided by the established suspense will delay enrollment and payment of scholarship entitlements. HCRs must ensure that selectees sign and provide the required documents. Accurate completion of all the following enrollment documents does not constitute program entry.

#### **9-2. Enrollment requirements**

All enrollment documents must be forwarded to HQ USAREC, ATTN: RCHS-OP (HPSP PM); the required HPSP enrollment documents listed in a through j below must be forwarded together in the correct sequence within 30 calendar days after notification of selection board results. Enrollment documents in k through s below are required to be included with the enrollment packet when appropriate. Incomplete enrollment packets will be returned without action to the respective MRB. The HPSP entry date is the latest of: The date that the oath is signed; the date the service agreement is signed; or the date classes begin. The selectee's original signature should appear on all documents requiring a signature.

a. USAREC Form 1132 (HPSP Enrollment Document Checklist).

b. Five originals of USAREC Form 1131. The signatures and initials must be originals on all copies. Leave the last signature line, "Accepted for and on behalf of the United States of America" blank, this line must be signed by the HPSP PM. USAREC Form 1131 is used to determine the program entry and entitlement effective dates. Date of signature on the USAREC Form 1131 cannot predate the Oath of Office. (See para 4-7.)

c. DA Form 71. Two originals and one copy. Used to determine the program entry and entitlement effective date. Upon Secretary of Defense approval to appoint an individual, the MRB operations section will be notified and the individual may then be administered the Oath of Office once selected for HPSP. Depending on the appropriate program entry date for selectee, Oath of Office may be dated the date of selectee's board release date, date activated

from the OML, or the actual date the officer executed the oath provided no physical or appointment waiver is pending. Oath is executed prior to appointment being issued based on Secretary of Defense approval to appoint and verbal order approval granted by AHRC. Therefore, date of appointment is set and date of oath is to be on or as soon after as appropriate. HPSP PM will inform AHRC and the HCRT what is to be the appointment date.

d. Appointment letter or memorandum (if available). One copy.

e. TD Form IRS W-4. One original and one copy. Year of form to be used is the year of program entry. Used to determine taxable withholding for stipend payments.

f. DD Form 93. Item 2b is not to be left blank. Member of the HCRT that processes the enrollment documents is to complete items 14-16. One original and two copies.

g. SGLV 8286. Member of the HCRT that processes the enrollment documents is to complete witness information at bottom of form. One original and one copy.

h. SF 1199A or comparable electronic substitute form. One original and one copy. Used to determine stipend, reimbursable expense, and military pay location.

i. USAREC Form 1092. One original. Used to limit Government liability and for internal control.

j. USAREC Form 1093. One original. Used to verify enrollment and class start date. The exact day, month, and year is to be entered.

k. DA Form 5960. To be completed by individuals with family members only. One original and two copies. A copy of the marriage and children's birth certificate(s) must accompany the original and copies of this form. Used to verify military pay allowance entitlement for ADT. Is not required for applicants without dependent family members.

l. USAREC Form 1091. One original (if mobilized).

m. For individuals in TPU's, an order discharging enlisted personnel or an order releasing officer personnel from the SELRES and assigning them to the Individual Ready Reserve (IRR). Two copies. (See para 6-5c(2).)

n. For individuals in the National Guard, an order discharging enlisted and officer personnel from the National Guard (with an effective date no later than 3 working days before the start of school, and prior to the oath and service agreement effective dates). Two copies. (See para 6-5c(2).)

o. One certified true copy of the results of United States Medical Licensing Examination or Comprehensive Osteopathic Medical Examination. For entering third year students (2-year scholarship applicants) Part or Step 1. For entering fourth year students (1-year scholarship applicants) Parts or Steps 1 and 2. Fourth year students who have not passed Part or Step 1 are ineligible for HPSP entry. Students who have taken the United States Medical Licensing Examination or Comprehensive Osteopathic

Medical Examination may be entered pending receipt of results, but are automatically terminated upon notification of failure of the examination.

p. One certified true copy of the results of the National Board Dental Examination (NBDE). For entering third year (2-year scholarship applicants) and fourth year (1-year scholarship applicants) students who have not passed Part 1 are ineligible for HPSP entry. Students who have taken the NBDE may be entered pending receipt of results, but are automatically terminated upon notification of failure of the examination.

q. Second academic year dental students attending a school with a normally compressed academic curriculum who, because of that curriculum, are not eligible to have taken the NBDE 1 may be exempt from the NBDE requirement. Third academic year students attending an aforementioned school who, because of the compressed curriculum, are not eligible to have taken the NBDE 2 may be exempt from the NBDE 2 requirement, but must have passed NBDE 1.

r. One certified true copy of the results of the National Board of Examiners of Optometry. For entering third year (2-year scholarship applicants) and fourth year (1-year scholarship applicants) students who have not passed Part 1 are ineligible for HPSP entry. Students who have taken the National Board of Examiners of Optometry may be entered pending receipt of results, but are automatically terminated upon notification of failure of the examination.

s. DA Form 591, items 9 and 15, must be completed. Also the DA Form 591g as applicable. This must be submitted for all ROTC who have received an educational delay.

### 9-3. Callouts

The HPSP PM will notify MRBs of any corrections and/or documents needed. Send required corrections and/or documents to the HPSP PM at HQ USAREC, ATTN: RCHS-OP.

### 9-4. CMIF and enrollment document transfer

The HPSP PM will forward enrollment documents with the CMIF to OTSG, Falls Church, VA.

### 9-5. Management and sustainment of HPSP participants

a. Individuals who have entered the HPSP are on an educational delay status while attending school. HCRs are to remain in contact to ensure that the officer maintains qualifications, meets all requirements to enter AD when required, and provide a sense of identification with the Army.

b. HCRs will:

(1) Verify with appropriate school official that the entering HPSP participant started school. HCRs will fax or e-mail acknowledgment to the HPSP PM no less than 72 hours after the start date shown on the USAREC Form 1093. Accurate completion of above enrollment documents

does not constitute sole program entry or enrollment. The Health Service Directorate, HPSP PM, must receive verification in order to credit enrollment.

(2) Provide participant with the most current U.S. Army HPSP Student Handbook.

(3) Transfer residual file to gaining area's HCR when participant has transferred to a school out of the processing HCR's area no later than 1 October of the FY in which participant enrolled.

(4) Provide transferring participant with name and address of the gaining HCR.

(5) As the gaining HCR contact new participant ensuring participant's transition to the new area.

(6) Track participants throughout their professional schooling experience; thereby personally contacting each participant at a minimum of semiannually or as needed until entry on active duty. In addition, the HCR will assist in all administrative matters pertaining to the student's military requirements (i.e., ADT, OBC, and accession).

(7) Ensure selectees receive appointment letters, one original service agreement, and orders.

(8) Respond to professional questions and concerns that the participant may have.

### 9-6. Special actions for Oath of Office and appointment

Refer to table 9-1 for general commissioning guidelines. A new Oath of Office is required for any PS officer who is selected for optometry and clinical or counseling psychology (unless they are currently MS) because they must be appointed as MS officers. The actions below must be accomplished before program entry:

a. The HCR will advise the professor of military science of a cadet's HPSP selection. The professor of military science will in turn inform the Cadet Command that eligible cadet selects will be appointed as AR, second lieutenant, branch unassigned, and to transfer their 201 file to Commander, AHRC, Control Group (Officer Active Duty Obligor (OADO)), ATTN: ARPC-HST (HPSP), 1 Reserve Way, St. Louis, MO 63132-5200. Cadets who have already been assigned a branch by the ROTC branching board will maintain that branch. The Human Resources Division, Health Services Directorate, is responsible for processing appointment packets for cadets not eligible for appointment by their ROTC region headquarters.

b. RA AD officers. Selectees in this category must provide an approved unqualified resignation (AR 600-8-24) with an effective date no later than 3 working days before school starts. The resignation must indicate that the individual will accept an AR commission upon discharge. The RA officer retains rank and branch with AR reappointment.

c. AR commissioned officers on AD. Selectees in this category must provide an approved REFRAID (AR 600-8-24) with an effective date no later than 3 working days before school

starts. The request for release must indicate the individual desires to retain the AR commission upon REFRAID.

d. AD enlisted personnel. Selectees in this category will be discharged from their unit at their home station no later than 3 working days before school starts in accordance with AR 635-200, chapter 16.

e. AR personnel in TPUs (or equivalent in other services). Selectees in this category may remain in their unit until 3 working days prior to the school registration date. Enlisted Soldiers must be discharged, commissioned, and assigned to control group (officer active duty obligor (OADO)). Officers must be reassigned to control group (OADO). HCRs are responsible for processing the appointment documents for enlisted and/or officers in other services.

f. The Oath of Office and service agreements for personnel in b and d above, and enlisted personnel in e above must be dated 1 day after the effective date of discharge, release, or resignation.

g. AD personnel in b through d above who request release, discharge, or resignation must reflect an effective date not later than 3 working days prior to the school registration date. This allows the continuation of pay and minimizes problems associated with AD separation. Accordingly, the service agreement for these personnel must be dated not earlier than the date of the Oath of Office and not later than 3 working days prior to the school registration date.

h. Personnel in d above and enlisted personnel in e above will be appointed as second lieutenants, AR, branch unassigned (unless

selected for optometry, clinical or counseling psychology, or nurse anesthesia or counseling), and assigned to AR control group (OADO).

i. Personnel in b and c above and officer personnel in e above will normally retain their present rank and branch, provided there are no grade and branch restrictions. Those who are selected for optometry or clinical or counseling psychology will be reappointed as MS officers and be subject to grade restrictions governing MS appointments. Those selected for nurse anesthesia will be appointed as AN officers and be subject to grade restrictions governing AN appointments. All will be assigned to AR control group (OADO).

**Table 9-1**  
**Commissioning guidelines**

Category of Applicant	Appointment	Grade Held	Branch
Civilian	AR	Second Lieutenant	Unassigned
ROTC cadet (branch unassigned) (see para 9-6a)	AR	Second Lieutenant	Unassigned
ROTC cadet (branch assigned) (see para 9-6a)	AR	Second Lieutenant	Maintains branch
AD (RA) (see para 9-6b)	Resigns RA; reappointed AR	Retains rank	Maintains branch
AD (AR) (see para 9-6c)	AR	Retains rank	Maintains branch
AR (SELRES) (see para 9-6e)	None required	Retains rank	Maintains branch

#### 9-7. Selects assigned to mobilized TPUs

The following guidance is provided for Reserve selects assigned to a TPU activated for mobilization.

a. Reserve selects activated for deployment will not lose their select status. If these selects are unable to enter school to begin their course of study due to mobilization or callup an alternate will be selected. Even though alternates are selected, the primary selectee will retain select status. Therefore, USAREC Form 1091 must be submitted.

b. Reserve selectees who retain their status under provisions of a above will not forfeit scholarships unless they fail to obtain school acceptance in the health profession in which selected by the start of the following school term. This timeframe may be extended when deployment considerations prevail. In this instance, the selectee must provide written notification to HQ USAREC, ATTN: RCHS-OP (HPSP PM), of their intent to claim their scholarship and provide an updated school acceptance letter within 60 days of deactivation; this written notification must be submitted through the HCR.

c. The actions authorized in a and b above do not constitute approval for or consent to re-

lease by the individual's Reserve unit or exemption by AHRC, and does not change the individual's current Reserve status; however, such release or exemption remains a requirement before entry into the HPSP is authorized.

d. Reserve enlisted selects identified in a and b above will be granted exemption from the suspense requirements to execute the Oath of Office.

#### 9-8. Release from scholarship acceptance

Initial selectees who have executed a service agreement and/or Oath of Office may be released. This release can occur only when scholarship entitlements have not been paid to or on behalf of the individual and when it is determined to be in the best interest of the Government. The HCR is to forward selectee's request to the HPSP PM at Health Services Directorate for approval. The HPSP PM will inform the HCR of final determination of selectee's request to be released. If appointment has already been requested, selectee will also be required to submit a resignation.

#### Chapter 10

##### Interservice Transfer

#### 10-1. Transfer from the Army to another service

a. Requests for interservice transfer must be submitted in writing by the HPSP participant and forwarded through the HCR to HQ USAREC, ATTN: RCHS-OP (HPSP PM) for processing. The request must contain justification for transfer. The HPSP PM coordinates requests for interservice transfers with OTSG, Falls Church, VA, to determine if the transfer will negatively impact on a given year group.

b. Requests recommended for approval are forwarded through the Secretary of the Army to the Secretary of the appropriate military service (see NOTE below). Upon receipt of written conditional acceptance by the appropriate military service, the participant's file is forwarded with guidance for the appropriate service to coordinate with AHRC and the HCR. The HCR informs OTSG, Falls Church, VA, upon receipt of the appointment. Concurrently, the HPSP PM notifies AHRC of the conditionally approved interservice transfer and requests initiation of the participant's release from the Army 1 day prior to acceptance of appointment in the other service.

NOTE: For Navy personnel only: The Naval



Reserve Center, New Orleans, now has the authority to grant conditional approvals for release. Requests no longer go from Secretary of the Navy to Secretary of the Army. In accordance with DODD 1205.5, the Army must gain Secretary of the Army approval for transfer.

c. Disapproved requests are returned without further action.

## **10-2. Transfer from another service to the Army**

a. The participant requests an interservice transfer, through appropriate channels, from the losing Service Secretary or designee to the Secretary of the Army. The losing Service Secretary or designee forwards the request for transfer to the Secretary of the Army. This request should include:

(1) A letter from the participant requesting the transfer and indicating the reason(s). This letter is sent through the current Service Secretary or designee to the Secretary of the Army.

(2) The original or a certified true copy of the conditional approval from the losing Service Secretary or designee.

(3) Proof of participant's HPSP enrollment date, including stipend start date. The participant must request this information from the losing service.

(4) A copy of the participant's current file. This file must include medical school transcripts, college admission test score (if less than 2 years in professional school), HPSP ADT evaluations, LORs, and the current Reserve oath and appointment.

(5) A certified true copy of the current service agreement for HPSP.

(6) A copy of any prior obligation contract (i.e., ROTC or service academy).

(7) A copy of current security clearance.

(8) A certified true copy of the accession physical, if the physical was within the past 24 months. The participant must have another accession physical if the original physical was more than 24 months ago, and/or if the losing service will not release a certified true copy.

(9) DA Form 61. The original and one copy.

b. The HPSP PM will coordinate the request with OTSG for a determination of the availability of a scholarship allocation and for review of the participant's application.

c. Once a determination is made that the participant is qualified, the HPSP PM will endorse the application and forward it to the Assistant Secretary of the Army for Manpower and Reserve Affairs via the USAREC Chief of Staff and the Deputy Chief of Staff for Personnel, Army.

d. When an approved memorandum is signed by the Assistant Secretary of the Army for Manpower and Reserve Affairs and forwarded to the appropriate Service Secretary, a copy is returned to the HPSP PM for processing. A select letter is sent to the participant with the name and address of the HCR to contact for further processing. Concurrently, the HCR is notified by the HPSP PM to process the appointment

and enrollment packet using normal processing procedures in chapter 9. The HPSP PM will coordinate the release date with the losing military service and notify the United States Army Human Resources Command, ATTN: AHRC-OPP-AD, OTSG, Falls Church, VA, and the HCR of the release date.

e. Requests for transfer that are disapproved are returned without further action.

## **Chapter 11**

### **Leaves of Absence and Disenrollment**

#### **11-1. General**

HPSP participants seeking leaves of absence or disenrollment should be referred to the U.S. Army HPSP Student Handbook. Students must submit a written request and substantiating documents. This request and the substantiating documents should be routed through the sustaining HCRT and MRB commander to HQDA, OTSG, ATTN: DASG-PSZ-MU, 5111 Leesburg Pike, Skyline 6, Rm 538, Falls Church, VA 22041-3258, with

a copy furnished to HQ USAREC, ATTN: (Respective Division Manager), RCHS-AN, RCHS-MC, RCHS-MS, or RCHS-SVD, 1307 3rd Avenue, Room 2002, Fort Knox, KY 40121-2726.

#### **11-2. Current FY selectees**

Leaves of absences will not be granted for an HPSP selectee in the same FY as the year of entry into HPSP. The scholarship offer will be withdrawn and the individual will have to be reboarded in the next FY.

## Appendix A References

### Section I Required Publications

#### AR 25-50

Preparing and Managing Correspondence. (Cited in para 6-5k(1)(b).)

#### AR 40-501

Standards of Medical Fitness. (Cited in paras 6-5f(1)(a), 6-5f(1)(b), and 7-3j(1)(a).)

#### AR 135-100

Appointment of Commissioned and Warrant Officers of the Army. (Cited in paras 4-2, 6-5f(2), and 7-3j(2).)

#### AR 135-101

Appointment of Reserve Commissioned Officers for Assignment to Army Medical Department Branches. (Cited in paras 2-2b and 4-2.)

#### AR 600-8-24

Officer Transfers and Discharges. (Cited in paras 6-5c(3), 7-3g(3), 9-6b, and 9-6c.)

#### AR 600-9

The Army Weight Control Program. (Cited in paras 6-5f(1)(b), 6-5k(2)(h)5, 7-3j(1)(a), and 7-3o(2)(h)2.)

#### AR 601-141

US Army Health Professions Scholarship Program. (Cited in para 4-2.)

#### AR 635-5-1

Separation Program Designator (SPD) Codes. (Cited in para 6-5l(2).)

#### AR 635-200

Active Duty Enlisted Administrative Separations. (Cited in paras 6-5c(3), 7-3g(3), and 9-6d.)

#### AR 680-29

Military Personnel – Organization and Type of Transaction Codes. (Cited in paras 6-5g(1)(a) and 7-3k(1)(b).)

#### DODD 1205.5

Transfer of Members Between Reserve and Regular Components of the Military Services. (Cited in para 10-1b.)

#### DODI 6000.13

Medical Manpower and Personnel. (Cited in para 4-2.)

#### USAREC Reg 601-37

Army Medical Department Recruiting Program. (Cited in paras 4-2 and 8-5a.)

### Section II Related Publications

#### AR 350-100

Officer Active Duty Service Obligations.

#### OTSG Reg 15-34

AMEDD Accession Boards.

### Section III Prescribed Forms

#### USAREC Form 1091

Statements of Understanding. (Prescribed in paras 2-3b, 6-5b(4), 6-9, 9-2l, and 9-7a.)

#### USAREC Form 1093

Certificate of Enrollment for the US Army Health Professions Scholarship Program. (Prescribed in paras 6-5j(2), 7-3k(11), 7-3k(11)(a), 7-3k(11)(b), 7-3n(2), 7-5b(2)(l), 9-2j, and 9-5b(1).)

#### USAREC Form 1095

Verification of Academic and Current Military Service Obligation for Entry Into the US Army Health Professions Scholarship Program (HPSP). (Prescribed in paras 6-5g(1), 6-5j(1)(a), 7-3k(1), 7-3k(11)(a), 7-3k(11)(b), and 7-5b(1)(f).)

#### USAREC Form 1126

Statement of Requirement for Dental Licensure. (Prescribed in paras 6-5g(5) and 7-3k(4).)

#### USAREC Form 1131

Department of the Army Service Agreement - F. Edward Hebert Armed Forces Health Professions Scholarship Program (AFHPSP). (Prescribed in paras 4-7, 7-5b(2)(f), and 9-2b.)

#### USAREC Form 1132

HPSP Enrollment Document Checklist. (Prescribed in para 9-2a.)

#### USAREC Form 1157

Automatic Acceptance Criteria Statement of Understanding. (Prescribed in para 7-3f(5).)

#### USAREC Form 1168

Health Professions Scholarship Program (HPSP) Automatic Acceptance Criteria (AAC) Application and Enrollment Checklist for USMA Cadets. (Prescribed in para 7-5b(2)(a).)

#### USAREC Form 1224

Statement of Requirement for USMLE, COMLEX, NBEO, or NBDE Part or Step 1 and Part or Step 2. (Prescribed in paras 6-5j(6) and 7-3n(6).)

### Section IV Referenced Forms

#### DA Form 61

Application for Appointment.

#### DA Form 71

Oath of Office – Military Personnel.

#### DA Form 268

Report to Suspend Favorable Personnel Actions (Flag).

#### DA Form 591

Application for Initial (Educational) Delay From Entry on Active Duty and Supplemental Agree-

ment.

#### DA Form 591g

ROTC Supplemental Service Agreement for Special Medical Program Participants.

#### DA Form 597

Army Senior Reserve Officers' Training Corps (ROTC) Nonscholarship Cadet Contract.

#### DA Form 597-3

Army Senior Reserve Officers' Training Corps (ROTC) Scholarship Cadet Contract.

#### DA Form 873

Certificate of Clearance and/or Security Determination.

#### DA Form 3574

Certificate of Acknowledgment and Understanding of Service Requirements for Individuals Applying for Appointment in the USAR Under the Provisions of AR 135-100 or AR 135-101, As Applicable - Individuals Without Prior Service.

#### DA Form 3575

Certificate of Acknowledgment and Understanding of Service Requirements for Individuals Applying for Appointment in the USAR Under the Provisions of AR 135-100 or AR 135-101, As Applicable - Individuals Without a Statutory Service Obligation.

#### DA Form 4571-R

Data Required by the Privacy Act of 1974 (Eligibility for AMEDD Officer Procurement Programs - Miscellaneous Documentation).

#### DA Form 4572-R

Statement of Understanding for Appointment as a Commissioned Officer.

#### DA Form 5252-R

Statement - Evidence of Citizenship Status.

#### DA Form 5960

Authorization to Start, Stop, or Change Basic Allowance for Quarters (BAQ), and/or Variable Housing Allowance (VHA).

#### DD Form 93

Record of Emergency Data.

#### DD Form 214

Certificate of Release or Discharge From Active Duty.

#### DD Form 215

Correction to DD Form 214, Certificate of Release or Discharge From Active Duty.

#### DD Form 368

Request for Conditional Release From Reserve or Guard Component.

#### DD Form 369

Police Record Check.

**DD Form 372**

Request for Verification of Birth.

**DD Form 2807-1**

Report of Medical History.

**DD Form 2808**

Report of Medical Examination.

**DS Form 240**

Certificate of Birth Abroad of a Citizen of the United States.

**FBI Form FD 258**

Applicant Fingerprint Card.

**INS Form N-600**

Application for Certificate of Citizenship.

**NGB Form 22**

Report of Separation and Record of Service.

**SF 86**

Questionnaire for National Security Positions.

**SF 180**

Request Pertaining to Military Records.

**SF 1199A**

Direct Deposit Sign-Up Form.

**SGLV 8286**

Servicemembers' Group Life Insurance Election and Certificate.

**TD Form IRS W-4**

Employee's Withholding Allowance Certificate.

**USAREC Form 195**

Applicant Evaluation Worksheet.

**USAREC Form 524**

Personnel Data Sheet.

**USAREC Form 525**

Statement of Understanding.

**USAREC Form 1071**

Restrictions on Personal Conduct in the Army.

**USAREC Form 1073**

Statement of Acknowledgment for Accommodation of Religious Practices.

**USAREC Form 1075**

Statement of Understanding for Applicants Requesting Appointment to the Army Medical Department With Concurrent Call to Active Duty.

**USAREC Form 1076**

AMEDD Transmittal Sheet.

**USAREC Form 1092**

Statement of Certification for Repayment of Disbursed Government Funds.

**USAREC Form 1094**

Application for the US Army Health Professions

Scholarship Program.

**USAREC Form 1145**

Drug and Alcohol Testing Acknowledgment.

**USAREC Form 1218**

Health Professions Scholarship Program AMEDD Appointment Application Checklist.

**USAREC Form 1219**

Automatic Acceptance Criteria Health Professions Scholarship Program AMEDD Appointment Application Checklist.

**USAREC Form 1257**

Statement for Appointment - Army Policy.

**USAREC Form 1258**

Statement for Appointment - Concealment of Information.

**USMEPCOM Form 680-3A-E**

Request for Examination.



## Glossary

<b>AAC</b> automatic acceptance criteria	<b>GRE</b> Graduate Record Examination	<b>OBC</b> Officer Basic Course
<b>AD</b> active duty	<b>GRFD</b> guaranteed Reserve forces duty	<b>OML</b> order of merit list
<b>ADO</b> active duty obligation	<b>HCR</b> health care recruiter	<b>OTSG</b> Office of The Surgeon General
<b>ADSO</b> active duty service obligation	<b>HCRT</b> health care recruiting team	<b>PE</b> physical examination
<b>ADT</b> active duty for training	<b>HIV</b> human immunodeficiency virus	<b>PM</b> program manager
<b>AGDP-1</b> Advanced General Dentistry Program 1	<b>HPSP</b> Health Professions Scholarship Program	<b>PS</b> prior service
<b>AHRC</b> Army Human Resources Command	<b>HQDA</b> Headquarters, Department of the Army	<b>PSR</b> prior service records
<b>AMEDD</b> Army Medical Department	<b>HQ USAREC</b> Headquarters, United States Army Recruiting Command	<b>RA</b> Regular Army
<b>AN</b> Army Nurse Corps	<b>IRR</b> Individual Ready Reserve	<b>REFRAD</b> release from active duty
<b>AR</b> Army Reserve	<b>LOR</b> letter of recommendation	<b>ROTC</b> Reserve Officers' Training Corps
<b>ARNG</b> Army National Guard	<b>MAT</b> Miller Analogy Test	<b>RSO</b> Reserve service obligation
<b>CMIF</b> career management individual file	<b>MCAT</b> Medical College Admission Test	<b>RWOA</b> returned without action
<b>CPRIP</b> Clinical Psychology Residency/Internship Program	<b>MD</b> doctor of medicine	<b>SELRES</b> Selected Reserve
<b>CRNA</b> certified registered nurse anesthetist	<b>MEPS</b> Military Entrance Processing Station	<b>SSN</b> social security number
<b>DAT</b> Dental Admission Test; drug and alcohol test	<b>MFR</b> memorandum for record	<b>SSO</b> statutory service obligation
<b>DOD</b> Department of Defense	<b>MRB</b> medical recruiting battalion	<b>TL</b> transmittal letter
<b>ECLT</b> English Comprehension Level Test	<b>MS</b> Medical Service Corps	<b>TOS</b> Top of the System
<b>EPSQ</b> Electronic Personnel Security Questionnaire	<b>MSO</b> military service obligation	<b>TPU</b> troop program unit
<b>FY</b> fiscal year	<b>MTS</b> minimum term of service	<b>USAREC</b> United States Army Recruiting Command
<b>FYGME</b> first year of graduate medical education	<b>NBDE</b> National Board Dental Examination	<b>USMA</b> United States Military Academy
<b>GPA</b> grade point average	<b>NCO</b> noncommissioned officer	<b>VCAT</b> Veterinary College Admission Test
<b>GPE</b> graduate professional education	<b>OADO</b> officer active duty obligor	
	<b>OAT</b> Optometry Admission Test	