

**BY ORDER OF THE SECRETARY  
OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 41-110**

**3 MARCH 2016**

**Health Services**

**MEDICAL HEALTHCARE  
PROFESSIONS SCHOLARSHIP  
PROGRAMS**



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This publication implements Air Force Policy Directive (AFPD) 41-1, *Health Care Programs and Resources*. The intent of this instruction is to assist the United States Air Force Surgeon General (AF/SG) in obtaining qualified medical commissioned officers to serve active duty/Regular Air Force (RegAF) by offering the F. Edward Hebert Armed Forces Health Professions Scholarship Program (AFHPSP), the Financial Assistance Program (FAP), the Uniformed Services University of the Health Sciences (USUHS) Program, and the Active Duty Health Professions Loan Repayment Program (ADHPLRP). It outlines policies and procedures for managing the programs. This instruction is not applicable to the Air National Guard (ANG) units and its members, however it does impact the United States Air Force Reserve (USAFR). This instruction is affected by the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a. The authorities to collect and/or maintain the records prescribed in this publication are Title 44, U.S.C., Section 3101; Title 10, U.S.C., Sections 133, 651, 2005, 2112-2116, 2120-2128, 8013, and 8032 and is authorized by Executive Order 9397. The System of Record Notice FO36 AFPC F, Health Education Records, applies. Forms affected by the Privacy Act have an appropriate Privacy Act Statement. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. This Air Force Instruction (AFI) may not be supplemented or further implemented/extended. Agencies involved in the execution of this AFI are not required to provide their operating instructions to AF/SG1/8. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms*

*Management*, Table 1.1 for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the publication OPR for non-tiered compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

### **SUMMARY OF CHANGES**

This publication has been revised. The rewrite of AFI 41-110 clarifies the roles of AF/SG, AFPC, AF/RE, ARPC, AFIT, and AETC/SG for managing and supporting execution of AFHPSP, FAP, and ADHPLRP.

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## Chapter 1

### PROGRAM OVERVIEW

**1.1. Overview.** The F. Edward Hebert Armed Forces Health Professions Scholarship Program (AFHPSP), the Financial Assistance Program (FAP), the Uniformed Services University of the Health Sciences (USUHS), and the Active Duty Health Professions Loan Repayment Program (ADHPLRP) assist the United States Air Force Surgeon General (AF/SG) in the accession of qualified medical commissioned officers on to active duty/Regular Air Force (RegAF).

1.1.1. Program eligibility criteria, application, and the participation process required by scholarship candidates, as well as the managerial and execution roles and responsibilities of the various offices involved are outlined within this instruction.

### 1.2. Programs

1.2.1. AFHPSP. Applicants interested in the AFHPSP must pursue an educational track to achieve the respective qualifying degree required to meet Air Force Officer Classification Directory (AFOCD) requirements for the Medical Corps (MC), Dental Corps (DC), Biomedical Sciences Corps (BSC), and Nurse Corps (NC) Air Force Specialty Codes (AFSCs).

1.2.2. FAP. Only civilian physicians and dentists enrolled in a specialized accredited training program beyond the basic Doctor of Medicine (MD), Doctor of Osteopathy (DO), Doctor of Dental Surgery (DDS), or Doctor of Medical Dentistry (DMD) degree may apply for FAP.

1.2.2.1. MC FAP applicants must be enrolled in an accredited residency program listed in the most current directory of Graduate Medical Education Programs published by the American Medical Association (AMA) or listed in the latest American Osteopathic Association (AOA) Yearbook and Directory of Osteopathic Physicians under the section "Osteopathic Postdoctoral Training Programs."

1.2.2.2. DC FAP applicants must be enrolled in a specialized dental training programs accredited by the American Dental Association - Commission on Dental Accreditation (ADA-CODA) as listed on the ADA website ([www.ada.org](http://www.ada.org)).

1.2.3. ADHPLRP. The AF/SG may exercise the ADHPLRP to meet the needs of the Air Force Medical Service (AFMS) through recruitment of civilians and offer of retention incentives for qualified AFSCs by repaying debts incurred while obtaining advanced healthcare education.

1.2.4. Requirements for each program may change annually based on the eligible specialties identified by the AF/SG.

## Chapter 2

### ROLES AND RESPONSIBILITIES

#### 2.1. Overview

2.1.1. The roles and responsibilities of involved agencies and members/applicants vary depending on the program (AFHPSP, FAP, ADHPLRP). Consult individual chapters to determine requirements and responsibilities for each program.

2.1.2. The roles and responsibilities of the involved agencies and members/applicants vary depending on the program (AFHPSP, FAP, ADHPLRP). Where noted, the roles and responsibilities assigned to Air Force Institute of Technology, Civilian Institution Healthcare Education Division (AFIT/HCED) specifically means the AFHPSP/FAP Program Manager or ADHPLRP Program Manager respectively. Consult individual chapters to determine requirements and responsibilities for each program.

2.1.3. Roles and responsibilities assigned to Air Force Personnel Center, Non-Line Officer Management Division (AFPC/DPAN) may refer to a specific corps, Graduate Medical Education (GME), Medical Standards, or Force Management Branch.

2.1.4. Roles and responsibilities fall to the updated office symbol/name if reorganization occurs.

**2.2. AFHPSP and FAP.** Roles and responsibilities listed in Sections 3.9 and 3.12.

**2.3. ADHPLRP.** Roles and responsibilities outlined in Section 4.8.

**2.4. USUHS.** Roles and responsibilities outlined in Section 5.7 through 5.9.

### Chapter 3

#### ARMED FORCES HEALTH PROFESSIONS SCHOLARSHIP PROGRAM (AFHPSP) AND FINANCIAL ASSISTANCE PROGRAM (FAP)

**3.1. Purpose.** The Secretary of the Air Force (SECAF) has established and maintains a health professions scholarship and financial assistance program for the AFMS. The program consists of courses of study and specialized training in designated health professions, with obligatory periods of military training as defined in this instruction.

**3.2. Administration.**

3.2.1. Unless otherwise stated, the term (capital P) “Program” used in this section refers to AFHPSP and FAP. The Program will be administered pursuant to Title 10 of the United States Code (U.S.C.) § 2121-2128 and Title 31 of the U.S. Code. **(T-0)**

3.2.2. Pursuant to 10 U.S.C. § 2125, Department of Defense Instruction (DoDI) 1215.06, *Uniform Reserve, Training, and Retirement Categories for the Reserve Components*, and Air Force Instruction (AFI) 36-2115, *Assignments within the Reserve Component*, Program members will be assigned to the Individual Ready Reserve (IRR) and, notwithstanding any other provision of law, will not be counted against any prescribed military end strengths. **(T-0)**

**3.3. Eligibility.** To be eligible for the Program, an individual must:

3.3.1. Be a United States (U.S.) citizen. **(T-0)**

3.3.1.1. Must not hold dual citizenship from countries outside the U.S. or its borders, or must relinquish the dual citizenship to be eligible for the AFHPSP or FAP. **(T-0)**

3.3.2. Be accepted for admission to or enrolled full time in an accredited educational institution in a designated course of study leading to a degree related to the health professions as prescribed in DoDI 6000.13, *Medical Manpower and Personnel*, or a specialized training program. **(T-0)** The educational institution must be within the United States of America or its territories. **(T-0)**

3.3.3. Be eligible to hold a Reserve appointment as a commissioned officer. **(T-0)**

3.3.4. Sign a written agreement to serve RegAF for a time period prescribed in paragraph 3.9.2. **(T-0)**

3.3.5. Meet prescribed licensure requirements and comply with Air Force licensure and administrative requirements in accordance with DoDI 6025.13, *Medical Quality Assurance (MQA) and Clinical Quality Management in the Military Health System (MHS)*, and AFI 44-119, *Medical Quality Operations*. **(T-0)**

3.3.6. Not be obligated for future service to any health institution, community, or any entity other than the Department of Defense (DoD). **(T-0)**

3.3.7. Not be in default of any court ordered child support payments or delinquent on any federal debt, and must be free of any court judgment creating a lien against the individual's property arising from a civil or criminal proceeding. **(T-0)**

3.3.8. Not be serving or have incurred a military service obligation (MSO) from prior participation in the Program, USUHS, ADHPLRP, or government-sponsored graduate professional education (GPE), unless waived by the SECAF. **(T-0)**

3.3.9. Meet medical standards for commissioning in accordance with (IAW) DoDI 6130.03, *Medical Standards for Appointment, Enlistment, or Induction in the Military Services*, and AFI 48-123, *Medical Examinations and Standards* for accession into the Program. **(T-0)** Members must meet retention standards outlined in AFI 48-123 to remain in the Program and obtain Extended Active Duty (EAD) orders. **(T-0)**

### 3.4. Application Process

3.4.1. Civilians should contact their local AF Health Professions Recruiter, Air Force Recruiting Service (AFRS), Officer Accessions Branch (AFRS/RSOC), 550 D Street West, Suite 1, JBSA-Randolph, TX 78150-4527 (<http://www.airforce.com/careers/#education:healthcare-professional>).

3.4.2. Air Force Reserve Officer Training Corps (AFROTC) cadets may apply for the Pre-Health Professions Program (Pre-HPP) according to Air Force Reserve Officer Training Corps Instruction (AFROTCI) 36-2011, *Cadet Operations*.

3.4.3. RegAF members, AFROTC Educational Delay cadets, AFROTC cadets not designated as Pre-HPP, and designated United States Air Force Academy (USAFA) cadets must contact AFPC/DPAN (550 C Street West, Suite 25, JBSA-Randolph, TX 78150-4727) for further application information, and if applicable, obtain a sample letter of approval for member/ commander use to apply to the Program. **(T-3)**

3.4.3.1. RegAF members who meet the eligibility criteria for AFHPSP must submit a letter of approval to apply to the Program, endorsed by their immediate commander and wing commander, before sending their request to the Retirements and Separations Branch, AFPC/DPSOR, 550 C Street West, Suite 3, JBSA-Randolph, TX 78150-4727. **(T-3)**

3.4.3.2. AFROTC cadets, who are not designated as Pre-HPP cadets, must submit their request for approval to apply to the Program endorsed by their commander to Line Officer Accession Branch, AFPC/DPSIP, via email. **(T-3)** EXCEPTION:

3.4.3.2.1. Designated AFROTC Pre-HPP cadets do not require approval to apply.

3.4.3.2.2. USAFA cadets identified by USAFA may enter the AFHPSP provided they are accepted to the advanced degree program prior to graduation. No letter of approval is required.

3.4.4. A sample letter of approval may be available from AFPC/DPAN (Note: AFPC/DPAN formally instructs approved applicants how to apply for AFHPSP).

### 3.5. Separation Instructions

3.5.1. RegAF officers or enlisted members selected for AFHPSP must complete an application for separation from RegAF IAW AFI 36-3207, *Separating Commissioned Officers*, or IAW AFI 36-3208, *Administrative Separation of Airmen*. Requests for separation from RegAF and transfer to the United States Air Force Reserve (USAFR) must be completed prior to starting the Program. **(T-0)**



3.5.2. When separated or released from RegAF status, officers holding a RegAF commission or a USAFR commission must accept appointment as a second lieutenant in the Medical Service Corps (MSC) of the USAFR in order to have their resignations accepted. All officers must take the oath of office the day after their separation/release from RegAF to prevent a break in service. **(T-0)**

3.5.3. No break in service will occur for enlisted personnel selected for AFHPSP. Enlisted members will be separated from RegAF and appointed as a Reserve officer effective the day before travelling to their training program or Officer Training School (OTS).

### **3.6. Military Status and Participation Requirements**

3.6.1. AFHPSP Program members will be commissioned as second lieutenants in the USAFR, FAP members may be eligible to hold a higher rank pursuant to 10 U.S.C. § 2121 and IAW AFI 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories – Reserve of the Air Force and United States Air Force*. **(T-0)**

3.6.2. Program members will obtain and maintain the appropriate security clearance required, IAW AFI 31-501, *Personnel Security Program Management*. **(T-0)**

3.6.2.1. The Program participant will sign an Standard Form 312 (SF 312), *Classified Information Nondisclosure Agreement (NDA)* and be briefed or re-briefed on security requirements. **(T-0)** Individuals need not sign another SF 312 if verification can be made that a NDA was previously signed.

3.6.3. Program members will be detailed at accredited civilian institutions, located in the U.S. or its territories, for acquiring knowledge or training in a designated health profession. **(T-0)**

3.6.4. AFHPSP participants will perform a period of 45 days on active duty for training (ADT) orders during each year of participation, with full pay and allowances as a second lieutenant, regardless of previous rank held, except as prescribed in 10 U.S.C. § 2121 and AFI 36-2005. **(T-0)**

3.6.5. FAP participants will serve as Active Duty Reserve status in a pay grade commensurate with their educational level, as determined by appointment pursuant to 10 U.S.C. § 12207 and this instruction, with full pay and allowances of that rank for a period of 14 days (ADT) during each year of participation, as outlined in AFI 36-2005. **(T-0)**

3.6.6. Annual ADT for Program participants should be performed at approved military medical facilities or formal schools when possible and when prerequisites can be met. .

3.6.7. Program participants are not authorized to drill for pay or receive pay for additional periods of ADT other than those associated with the Program. Additional travel days are authorized if/when Program member is unable to return home from ADT, due to unforeseen circumstances (i.e., flight delays, weather related travel cancellations, strikes), within the 45 day window IAW the Joint Travel Regulation (JTR).

3.6.8. Program members will be required to participate in military training as prescribed by this instruction. **(T-1)** AFIT/HCED arranges course attendance at earliest opportunity based on Program participant's academic schedule and has authority to waive attendance if/when necessary.

3.6.9. Upon completion of their academic curriculum, Program participants will be reappointed as military officers IAW current appointment regulations and instructions. **(T-0)**

3.6.10. While a member of the Program, military service will be credited pursuant to 10 U.S.C. § 2126 and IAW AFI 36-2005. **(T-0)**

3.6.10.1. Service Not Creditable. Service performed while a Program member will not be counted: **(T-0)**

3.6.10.1.1. In determining eligibility for retirement other than by reason of a physical disability incurred while a Program member; or

3.6.10.1.2. In computing years of service creditable pursuant to 37 U.S.C. § 205, AFI 36-2005, and AFI 36-2604, *Service Dates and Dates of Rank*.

3.6.10.2. Service Creditable. Service performed while a Program member may be creditable if the member:

3.6.10.2.1. Completes the course of study,

3.6.10.2.2. Completes the RegAF obligation imposed pursuant to 10 U.S.C. § 2123 and IAW AFI 36-2005, and

3.6.10.2.3. Possesses a specified specialty designated as critically needed in wartime for the year of accession.

3.6.10.3. Application of Creditable Service. Service credited pursuant to 10 U.S.C. § 2126 and IAW AFI 36-2005:

3.6.10.3.1. Counts only for the award of retirement points for computation of years of service in accordance with 10 U.S.C. § 12732 and for computation of retired pay in accordance with 10 U.S.C. § 12733.

3.6.10.3.2. The number of points credited to a Program member for a year of participation in a course of study is 50. The points will be credited to the member for one of the years of participation at the end of each year after the completion of the course of study the member serves in the Selective Reserve (SELRES) and is credited pursuant to 10 U.S.C. § 12732 with 50 points. **(T-0)** The points credited for participation will be recorded in the member's records as having been earned in the year of participation in the course of study. **(T-0)**

3.6.10.3.3. Service may not be counted for more than four (4) years of participation in a course of study as a Program member.

3.6.10.3.4. A member of the SELRES may be considered to be active status while pursuing a course of study only for purposes of computation of years of service IAW 10 U.S.C. § 12732 and 10 U.S.C. § 12733.

3.6.10.3.5. A Program member is not entitled to any retroactive award of or increase in pay or allowances pursuant to Title 37 of the U.S. Code based on an award of creditable service in accordance with 10 U.S.C. § 2126.

**3.7. Stipend, Grant, and Accession Bonus (AB) Payment.** 10 U.S.C. § 2121 entitles Program members to receive a stipend except when serving on Active Duty Reserve status (during ADT tours). Additionally, those in specialized training will be paid an annual grant, IAW 10 U.S.C. §

2127 and DoDI 6000.13. **(T-0)** Governing federal laws and policies will determine the taxation of Program entitlements and eligibility for Reserve special pay during ADT. **(T-0)**

3.7.1. Payment of the stipend and grant is based on the later of the date of: execution of the oath of office, execution of the Program agreement, or commencement of academic curriculum.

3.7.2. Payment of the stipend and grant will continue until the date of graduation, the completion of specialized training, or the completion of degree awarding requirements unless the Program member is suspended or disenrolled from the designated course of study or specialized training or fails to comply with terms of the service agreement, service policy, or regulation. **(T-0)**

3.7.3. Payment of the stipend and grant will be terminated if the date of completion of the academic program or specialized training precedes the date of graduation by more than 45 days. Program members will remain in an inactive duty status without pay, until they graduate and report to RegAF status. **(T-0)**

3.7.4. Payment of an AB is authorized pursuant to 10 U.S.C. § 2128 and IAW DoDI 6000.13. (Due to limitations of Reserve pay systems, disbursement of the AB is made in several installments totaling the AB amount.)

### **3.8. Expenses**

3.8.1. The AF may pay required educational expenses, including tuition, fees, textbooks, small medical equipment, and laboratory expenses.

3.8.2. The AF determines and limits reimbursement for "other educational expenses" to those costs deemed necessary as evidenced by students not enrolled in the Program but are attending the same institution and obtaining the same degree.

3.8.2.1. Payment of educational expenses and stipends are based on the number of academic years for which a scholarship is awarded, not necessarily on a calendar year basis.

3.8.2.2. Payment for health and disability insurance is authorized when required by the educational institution. Such payments will be limited to those educational expenses normally incurred by students, who are not members of AFHPSP or FAP but who are attending the institution, in the health profession concerned, and are pursuing the same specialized training. **(T-0)**

3.8.3. The student's academic institution will be paid for authorized normal tuition, fees, laboratory expenses, computer rental, laboratory and clinical coats, precious and semiprecious metals (for dental students), and payments for educational services as authorized by AFIT/HCED, if the expenses were incurred for the current academic session. **(T-0)**

3.8.3.1. Students may rent microscopes and other non-expendable equipment at AF expense and IAW AFIT guidelines.

3.8.3.2. Reimbursement is not authorized for room and board or nonacademic expenses; such as yearbooks, school newspapers, parking fees, and tickets for sports activities.

3.8.4. Service members who enter the Program during an academic session or training year are eligible for personal reimbursement, on a prorated basis, of all normally required and authorized tuition, fees, books, educational expenses, and purchases, if they are for use during the current academic or training year. Those expenses incurred and items purchased up to 60 calendar days prior to the eligibility date, but still in use or required to be used in the future, may be approved for reimbursement.

3.8.5. AFIT/HCED reimburses national board examinations fees for exams considered graduation requirements of the institution. Exception: AFIT/HCED will pay national board examinations fees (Parts I and II) for MD, DO, DDS, or DMD regardless of the requirement as long as examination was taken during period of Program sponsorship.

### **3.9. Program Member Requirements**

3.9.1. Contractual MSO. Each Program member will incur a contractual 8-year MSO, a portion of which will be an active duty service commitment (ADSC) that must be served before any Reserve obligation can be repaid. **(T-0)**

3.9.1.1. Time spent RegAF in military GPE may be credited toward satisfying the Program ADSC.

3.9.1.2. Time spent beyond the incurred Program ADSC may be credited toward fulfilling the MSO.

3.9.1.3. Minimum Term of Service (MTS) may be different than the MSO incurred for Program participation.

3.9.1.3.1. The MTS will run concurrently with the MSO, however member is held to the MTS ADSC.

3.9.1.3.2. MTS is corps (BSC/DC/MC/NC) dependent.

3.9.1.4. The remaining MSO beyond the ADSC will be served in the IRR or SELRES, unless the SECAF and the Program member mutually agree that the rest of the MSO will be served on RegAF status.

3.9.1.4.1. The remaining MSO portion of the obligation beyond the ADSC will be served at the completion of the contractual ADSC and at the completion of any additional ADSC incurred for GPE.

3.9.1.5. Also subject to mutual agreement, the participant may fulfill the IRR service period in the SELRES.

3.9.2. Incurring and satisfying an ADSC.

3.9.2.1. Each AFHPSP participant will incur a minimum ADSC of 2-years, or one half year for each half year or portion thereof of AFHPSP sponsorship, whichever is greater. **(T-0)**

3.9.2.2. Each FAP participant will incur a minimum ADSC of 2-years or the actual number of years of FAP sponsorship plus 1-year, whichever is greater. **(T-0)**

3.9.2.3. Time spent in military internship, residency training, or other similar health related education and training programs as identified in DoDI 6000.13 will not satisfy the ADSC. A Service member may not serve any part of a MSO incurred by participation in

the Programs concurrently with any other military obligation, unless specified otherwise. A Service member who accepts an AB as prescribed in Department of Defense Directive (DoDD) 1205.20, *Reserve Component Incentive Program*, DoDI 1205.21, *Reserve Component Incentive Program Procedures*, and DoDI 6000.13 will incur a 4-year ADSC, regardless of the length of participation, that may be served concurrently with the AFHPSP ADSC. **(T-0)**

3.9.2.4. Upon graduation from a Military Service academy and upon subsequent participation in the AFHPSP and FAP, the individual will fulfill any unserved obligation incurred pursuant to DoDD 1205.21 on RegAF status, regardless of the type of appointment held, upon completion of and in addition to any MSO incurred pursuant to 10 U.S.C. § 2123. **(T-0)**

3.9.3. Contractual Requirements and Agreement. Each Program participant must sign the AFHPSP contract which outlines the AF policy regarding AFHPSP and includes the participant's commitment, duties, and responsibilities. **(T-0)** The contract between the AFHPSP participant and the United States Air Force (USAF) stipulates the participant will:

3.9.3.1. Complete the educational phase of the Program and any applicable national agency exams normally taken or required during a program of study. **(T-0)**

3.9.3.2. Accept an appropriate appointment or designation if tendered, based on the health profession, following satisfactory completion of the Program. **(T-0)**

3.9.3.3. Participate in the intern program if selected for such participation. If not selected for a military internship, the participant must apply for an accredited civilian internship. **(T-0)**

3.9.3.4. Participate in the residency program if selected, or be deferred from RegAF for the period required to complete a civilian residency, if selected for such training. **(T-0)**

3.9.3.5. Participate in ADTs as directed by AFIT/HCED. The following prescribed ADTs may not be a comprehensive list as requirements change annually: **(T-3)**

3.9.3.5.1. Campus Tour: An officer performs an ADT campus tour at their institution for a period of 45 days for AFHPSP or 14 days for FAP participants when scheduling does not permit participation in a military training program or the member has not attended OTS.

3.9.3.5.2. OTS: A military training program for direct accession commissioned AF medical, legal and chaplain professionals and medical and osteopathic students enrolled in AFHPSP/FAP (often referred to as Commissioned Officer Training). Students commissioned through AFROTC or USAFA and prior or current commissioned officers are exempt from attending OTS. Refer to AFI 36-2013, *Officer Training School (OTS) and Enlisted Commissioning Programs (ECPS)* for additional guidance.

3.9.3.5.3. USAF School of Aerospace Medicine (USAFSAM) Aerospace Medicine Primary (AMP) Course: An orientation course for students enrolled in medicine or osteopathic programs and who have completed their first year of medical school. Commissioning through USAFA, AFROTC, or OTS is mandatory prior to attending the USAFSAM AMP course. **(T-3)**

- 3.9.3.5.4. Air Force Clerkship: An ADT to provide MD and DO students an opportunity to train at AF facilities to gain exposure to the AF residency programs prior to making their final choice for residency applications. Students may also receive school credit for clerkships performed in AF hospitals.
- 3.9.3.5.5. AFIT/HCED directs any remaining portion of the ADT for OTS, USAFSAM courses, or Air Force Clerkships less than 45 days. **(T-3)**
- 3.9.3.5.6. All ADT evaluations will be sent to AFPC/DPAN, 550 C Street West, Suite 25, JBSA-Randolph, TX 78150-4729 and AFIT/HCED, Attn: AFHPSP/FAP Programs, 2950 Hobson Way, Wright-Patterson AFB, OH 45433-7765. **(T-3)**
- 3.9.3.5.6.1. OTS students are evaluated on an AF Form 475, *Education/Training Report*, which is prepared by Holm Center for Air Force Officer Accessions and Civilian Development IAW AFI 36-2013.
- 3.9.3.5.6.2. Each MD/DO student receives a written evaluation after completing an ADT at an AF installation. Reports evaluate students for GME/graduate dental education (GDE) or future assignments after completing AFHPSP.
- 3.9.3.5.6.3. USAFSAM students receive an AF Form 77, *Supplemental Evaluation Sheet*.
- 3.9.3.5.6.4. AFHPSP clerkships are evaluated on an AF Form 494, *Academic/Clinical Evaluation Report*. The medical facility AFHPSP clerkship director completes the evaluation.
- 3.9.3.6. Serve any remaining ADSC upon completing AFHPSP and residency training IAW AFI 36-2107, *Active Duty Service Commitments*.
- 3.9.3.7. AFHPSP participants are prohibited from:
- 3.9.3.7.1. Release of AF obligation solely because they are willing and able to refund the cost of their education.
- 3.9.3.7.2. Incurring any medical practice obligations other than those that the AF requires.
- 3.9.3.8. Medical and Osteopathic student participant additional requirements: For GME or combined medical education degrees, participants should understand:
- 3.9.3.8.1. GME will be performed on RegAF or Reserve status at the discretion of the USAF. **(T-0)**
- 3.9.3.8.2. The AF guarantees only one year of GME. Whether individuals participate in RegAF GME, deferred GME, or civilian sponsored GME is at the discretion of the AF, with consideration for the individuals' preferences.
- 3.9.3.8.3. The AF does not approve combined education degree programs except under limited and unusual circumstances where the combined program is in the best interest of the AF. Inquiries should be submitted through AFIT/HCED to AFPC/DPAN, as appropriate.
- 3.9.3.8.4. The AF does not guarantee assignments that allow individuals to use the expertise of the additional degree.

3.9.3.9. Dental student additional requirement: dental students must apply for an AF-sponsored Advanced Education in General Dentistry (AEGD-1) program. **(T-3)**

3.9.3.9.1. If selected for an AF-sponsored AEGD-1 program, applicants may be required to attend. Program location will be at the discretion of the AF.

3.9.3.10. Notify AFIT/HCED of changes to health status during Program participation in accordance with Program contract. **(T-1)**

3.9.3.11. Complete required health assessment paperwork as directed by AFIT/HCED, AETC/SG, and/or AFPC/DPAN. **(T-1)**

### **3.10. Contract Termination**

3.10.1. Participants may be eliminated from the Program for cause or when it is in the best interest of the AF. Examples of students being eliminated may include:

3.10.1.1. Failure to comply with or meet medical, academic, conduct, or administrative requirements IAW AF instructions, AF directives, or terms within Program contract.

3.10.1.2. Failure to meet institution academic or other standards; or failure to make satisfactory progress.

3.10.1.3. Not having qualities required of an AF officer as described in DoDD 5500.07, *Standards of Conduct*; AFI 36-3206, *Administrative Discharge Procedures For Commissioned Officers*; AFI 36-3207 and AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*.

3.10.1.4. Ignoring requests for either information or administrative directives.

3.10.1.5. Involvement in illegal activities or conduct unbecoming an AF officer.

3.10.2. The AF does not approve requests based on change of mind, altered financial status, misunderstanding of obligations, or personal convenience. **EXCEPTION:** Individuals who request to decline their scholarship and tender their resignation from the USAFR prior to their scholarship eligibility date may do so through AFIT/HCED, regardless of OTS attendance.

3.10.3. Failure to meet institution academic or other standards; or failure to make satisfactory progress as determined by the AFHPSP Program Manager (AFIT/HCED), who is the appropriate AF agency with authority to withdraw the officer from the Program.

3.10.4. Elimination from the Program does not necessarily result in separation or discharge from the AF.

3.10.4.1. All participants are subject to options outlined in their particular contracts if they fail to complete the Program. Options include being called to RegAF to serve their ADSC in any capacity for which they possess the qualifications.

### **3.11. Separating or Discharging an Eliminated Participant**

3.11.1. All Program participants hold commissions as officers in the USAFR and must serve RegAF and be able to attain and maintain the appropriate security clearance. **(T-0)** Being eliminated from AFHPSP/FAP does not always require separating or discharging an officer.

3.11.2. Possible reasons for discharge or separation:

- 3.11.2.1. Member was eliminated from AFHPSP/FAP.
- 3.11.2.2. Member meets requirements specified by AFI 36-3209.
- 3.11.3. Initiation or recommendation to separate and discharge.
  - 3.11.3.1. A participant may ask for separation and discharge by submitting a tender of resignation (TOR) of commission for personal reasons if prior to the scholarship eligibility date.
  - 3.11.3.2. AFIT/HCED may eliminate the member from AFHPSP/FAP, suspend benefits, and ask for the member's separation or discharge for cause.
  - 3.11.3.3. Air Reserve Personnel Center (ARPC) Separation Branch may separate and discharge a member:
    - 3.11.3.3.1. In response to a TOR if prior to the scholarship eligibility date.
    - 3.11.3.3.2. Based on AFIT/HCED's notification of the participant's elimination from AFHPSP/ FAP and the recommendation of the appropriate AFPC/DPAN Branch.
    - 3.11.3.3.3. For reasons stated in AFI 36-3206, AFI 36-3207, AFI 36-3208, AFI 36-3209 or another instruction.
- 3.11.4. The AF may discharge and separate a member on the recommendation of medical facility commanders or commanders of military organizations providing ADT training.
- 3.11.5. Separation procedures and potential recoupment actions are IAW AFI 36-3209, with recommendations from AFPC/DPAN and IAW Air Reserve Personnel Center (ARPC/JA). Separation or discharge from the USAFR while participating in the Program does not necessarily mean that a member is relieved from MSO imposed by other federal statutes.
  - 3.11.5.1. Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR) may administratively discharge members who were commissioned for the Program, submitted a TOR before receiving Program benefits, are not otherwise obligated to the AF may have attended OTS, and were removed for cause.
  - 3.11.5.2. The AF may separate members who previously participated in this or other AF sponsored education programs or may call them to EAD in another capacity to repay the ADSC. If separated, the AF decides whether to recoup educational expenses (including grants and other expenses) after SAF/MR reviews and decides the case.
- 3.11.6. SAF/MR decides how individuals pay back their obligations, to include EAD in another capacity, SELRES, or recoupment of educational expenses (to include grants and other expenses).

### **3.12. Agency Responsibilities**

- 3.12.1. USAF Office of the Surgeon General, Medical Force Development (AF/SG1/8A)
  - 3.12.1.1. Manages, operates, and sets policy for the AFHPSP/FAP programs.
  - 3.12.1.2. Plans and submits Program objectives to the Medical Accessions Working Group (MAWG) and Force Development Panel for approval.
  - 3.12.1.3. Forwards the approved Program details to AFPC/DPAN, AFRS/RSOC, AFIT/HCED, and Air Force Reserve Medical Directorate (AF/REM) for action.



- 3.12.1.4. Coordinates with AFIT/HCED and AF/REM prior to reallocation, allocation, or mix changes during the budget execution year.
- 3.12.1.5. Provides oversight for SG OTS Training Requestor Quota Identifier (TRQI) requirements and interface with the 23d Training Squadron.
- 3.12.1.6. Provides oversight for AFMS OTS seats.
- 3.12.1.7. Establishes selection criteria in consultation with AFPC/DPAN and AFRS/RSOC.
- 3.12.2. Air Force Personnel Center, Non-Line Officer Management Division (AFPC/DPAN)
  - 3.12.2.1. Recommends policy changes to AF/SG1/8A. Implements and manages policies and procedures.
  - 3.12.2.2. Responsible for annual Program contract review and point of contact for student inquiries concerning GPE.
  - 3.12.2.3. Convenes annual selection board for all AFROTC cadets (not designated as Pre-HPP) and RegAF members applying for AFHPSP.
    - 3.12.2.3.1. Notifies applicants of select/non-select status.
    - 3.12.2.3.2. Ensures applicants complete the appropriate contract package and are administered the appropriate oath of office.
  - 3.12.2.4. Consults with AFIT/HCED on health professional matters.
  - 3.12.2.5. Reviews/coordinates potential Program discharge cases and makes recommendations about them to ARPC/CC.
  - 3.12.2.6. Provides a list of potential Program selection board members to AFRS/RSOC.
  - 3.12.2.7. Oversees applications from USAFA, AFROTC, and RegAF to the AFHPSP and FAP selection board.
  - 3.12.2.8. Informs AFROTC/Cadet Appointments and Special Actions of all information and documents required from Pre-HPP participants who enter AFHPSP.
  - 3.12.2.9. Appointing authority for USAFA, AFROTC and RegAF selectees.
    - 3.12.2.9.1. Ensures USAFA, AFROTC and RegAF selectees are enrolled in the Program through AFIT/HCED and ARPC/DPAMM by forwarding the contract and pay packages to the appropriate office.
  - 3.12.2.10. Notifies AF/SG1/8A of any unused scholarships.
  - 3.12.2.11. Reviews and recommends approval/disapproval of all requests for interservice transfer to ARPC Separation Branch.
  - 3.12.2.12. Reviews and coordinates approval, or disapproval requests for dual-degree programs and pre-graduate fellowships recommended by AFIT/HCED in coordination with AF/SG1/8A.
  - 3.12.2.13. Accomplishes graduating Program medical clearances:
    - 3.12.2.13.1. Receive, review, and track completed health assessment documents.

- 3.12.2.13.1.1. Review for accurate completion and physician signature and return to student if not complete/signed.
- 3.12.2.13.1.2. Review for identification of change in health status.
- 3.12.2.13.1.3. If change identified ensure supporting medical records are included and complete.
- 3.12.2.13.1.4. Suspend student for additional records/evaluations/tests.
- 3.12.2.13.2. All complete packages, regardless of health status changes, are sent electronically to AETC/SGPS for review (or re-review if additional documentation is requested/required) as they are received/reviewed/complete.
- 3.12.2.13.3. Maintain copies of documents submitted to AETC and AETC determination during members' Program participation.
- 3.12.2.14. Accomplishes annual medical clearances for Program member non-graduates.
  - 3.12.2.14.1. Receive, review, and track positive identification of health status changes.
    - 3.12.2.14.1.1. Engage with Program member to determine full extent of health status change.
    - 3.12.2.14.1.2. Suspend student for additional records/evaluation/tests, as needed.
    - 3.12.2.14.1.3. Review submitted records/evaluations/tests to ensure required information is included and complete.
  - 3.12.2.14.2. Send complete packages electronically to AETC/SGPS for review.
  - 3.12.2.14.3. Maintain copy of documents submitted to AETC and AETC determination during members' Program participation.
- 3.12.3. Air Force Recruiting Service, Medical Officer Accessions (AFRS/RSOC)
  - 3.12.3.1. Convenes the AFHPSP/FAP selection boards.
  - 3.12.3.2. Notifies civilian applicants of their selection status (selected, non-selected, or alternate).
  - 3.12.3.3. Recruits and administers oath of office to civilian, USAFR, and ANG Program participants.
  - 3.12.3.4. Coordinates with, develops, and provides board schedule to AFPC/DPAN and AF/SG1/8A.
  - 3.12.3.5. Sends master personnel and pay record documents to ARPC/DPAMM to build the students' personnel record in the Military Personnel Data System (MilPDS). Additional copies of personnel/Program documents are sent to AFIT/HCED and AFPC/DPAN (corps specific) for the generation of education/Program records.
  - 3.12.3.6. Advertises the Program.
  - 3.12.3.7. Notifies AFIT/HCED of AFHPSP/FAP selected recipients at the time of commissioning.

- 3.12.3.8. Awards vacated scholarships to applicants in alternate status from current fiscal year (FY) selection boards in coordination with AFPC/DPAN and AF/SG1/8A.
- 3.12.4. Air Force Reserve Officer Training Corps (AFROTC)
  - 3.12.4.1. Identifies Pre-HPP cadets.
  - 3.12.4.2. OPR for AFROTC medical service scholarships. Validates eligibility of Pre-HPP participants annually.
  - 3.12.4.3. Sends quarterly Pre-HPP roster to AFPC/DPAN to identify cadets eligible to enter the medical service programs.
- 3.12.5. AFROTC Detachments
  - 3.12.5.1. Sends a copy of AF Form 1056, *AF Reserve Officer Training Corps Contract*; DD Form 4, *Enlistment/Reenlistment Document*; AFROTC Detachment commanders appointment order with order number on it; line oath with date of commission; and MSC oath completed within 24 hours after the line oath; complete pay package; commissioning physical; and completed contract package to AFPC/DPAN on all Pre-HPP and AFROTC cadets accepted into medical school, dental school, nurse anesthetist program, Pharm-D program, or optometry school and selected for AFHPSP.
  - 3.12.5.2. Completes the AF Form 24, *Application for Appointment as Reserve of the Air Force or US Air Force without Components*, package and forwards it to AFPC/DPAN.
- 3.12.6. Holm Center, 23d Training Squadron
  - 3.12.6.1. Conducts OTS and allocates class seats during the summer to accommodate participants in the AFHPSP/FAP.
  - 3.12.6.2. Provides training facilities.
  - 3.12.6.3. Identifies commissioned officers who do not meet OTS academic, conduct, or other standards of the USAF and notifies AFIT/HCED.
  - 3.12.6.4. AFIT/HCED in turn notifies ARPC Separations Branch and ARPC/JA of appropriate recommendations.
- 3.12.7. Air Force Institute of Technology, Healthcare Education Division (AFIT/HCED)
  - 3.12.7.1. Primary point of contact with students and student programs.
  - 3.12.7.2. Manages the academic program.
    - 3.12.7.2.1. Approves and processes change of schools.
    - 3.12.7.2.2. Grants leaves of absence and authorizes Program extensions up to one year. Coordinates Program extensions and leaves of absence with AFPC/DPAN, ARPC/DPAMM, and ARPC/FM to ensure maintenance of Program integrity.
    - 3.12.7.2.3. Monitors student academic progress.
  - 3.12.7.3. Coordinates with AF/SG1/8A and AFPC/DPAN on end strength reporting.
  - 3.12.7.4. Coordinates vacated scholarships with AF/SG1/8A and AFRS/RSOC.

- 3.12.7.5. Supervises and manages students by issuing necessary instructions. Updates students on Program developments.
- 3.12.7.6. Reconciles student census with AF/SG1/8A, ARPC/DPAMM, and AFPC/DPAN at least once a year.
- 3.12.7.7. Identifies students for possible elimination from AFHPSP/FAP. Terminates student benefits if the student fails to:
  - 3.12.7.7.1. Meet academic standards of the institution.
  - 3.12.7.7.2. Meet medical, academic, conduct, or other standards of the USAF.
  - 3.12.7.7.3. Demonstrate the qualities required by an Air Force officer.
  - 3.12.7.7.4. Provide information requested by any Air Force agency.
- 3.12.7.8. When students are identified for Program elimination:
  - 3.12.7.8.1. Holds responsibility/authority to make Program elimination determination.
  - 3.12.7.8.2. Discontinues academic entitlements, including tuition, stipend, RegAF pay, and personal reimbursements pending results.
  - 3.12.7.8.3. Prepares separation/discharge package.
  - 3.12.7.8.4. Forwards completed elimination package through AFPC/DPAN to ARPC Separation Branch, ARPC/FM, and ARPC/JA.
  - 3.12.7.8.5. Transmits TOR through ARPC Separations Branch and ARPC/JA for action and disposition.
- 3.12.7.9. Develops the operating and maintenance budgets based on the Program objectives and coordinates through AF/SG1/8A.
- 3.12.7.10. Assists AFIT/FM to validate student claims for reimbursement for books, supplies, and equipment rental.
- 3.12.7.11. Decides when Program members serve their ADT and submits requests for orders through ARPC/FM.
  - 3.12.7.11.1. Schedules students for OTS and AMP courses.
  - 3.12.7.11.2. Determines when waiver is required for OTS and/or AMP attendance.
- 3.12.7.12. Coordinates with AFIT/FM to update the academic portion of MilPDS and with ARPC/DPAMM on personal information updates.
- 3.12.7.13. After reinstating a student, coordinates with ARPC/FM to reinstate stipend, AFIT/FM to reinstate essential educational expenses, and ARPC/DPAMM.
- 3.12.7.14. Coordinates with ARPC/DPAMM on changes in dates for graduation or Program completion. Provides information for reappointment.
- 3.12.7.15. Notifies ARPC/DPAMM when a student reports health status changes or other sources suggests a physical examination or medical consultation is needed.

- 3.12.7.16. Reviews requests for interservice transfer and coordinates with AFPC/DPAN and ARPC Separation Branch for approval/disapproval.
- 3.12.7.17. Coordinates establishment of Education Service Agreements (ESAs) with institutions that provide professional education for Program members.
- 3.12.7.18. Graduating Program member medical clearances:
  - 3.12.7.18.1. Send Program members that are within 12 months of Program completion the required health assessment and instructions for electronic submission of required documentation to AFPC/DPAN, Medical Standards Branch.
  - 3.12.7.18.2. Notify AFPC/DPAN corps specific branch in writing of AETC determination needed for assignment/EAD medical qualification requirements.
  - 3.12.7.18.3. Retain a copy of AETC determination(s) in the Program member's AFIT record during Program participation.
- 3.12.7.19. Annual medical clearances for Program member non-graduates.
  - 3.12.7.19.1. Review all annual health status certification forms and forward all positive identification of health status changes to AFPC/Medical Standards Branch for action.
  - 3.12.7.19.2. Retain a copy of AETC determination(s) in the Program member's AFIT record during Program participation.
- 3.12.8. Air Force Institute of Technology, Financial Management (AFIT/FM)
  - 3.12.8.1. Validates educational expenses and authorizes payment through Defense Finance and Accounting Service (DFAS) using ESAs, purchase orders, or personal reimbursements.
  - 3.12.8.2. Records expenditures for each Program member during AFHPSP/FAP participation.
  - 3.12.8.3. Computes incurred expenses and forwards expense summaries to AFIT/HCED or AFPC/DPAN (or separation authority) to include in elimination packages.
  - 3.12.8.4. Stops payment or reinstates payment of essential educational expenses when directed.
- 3.12.9. Air Reserve Personnel Center (ARPC)
  - 3.12.9.1. ARPC/CC maintains Administrative Control/and serves as Uniformed Code of Military Justice (UCMJ) authority for Program members.
  - 3.12.9.2. ARPC Accessions Division (ARPC/DPAR):
    - 3.12.9.2.1. Facilitates original Reserve appointment (scroll).
    - 3.12.9.2.2. Publishes Reserve appointment orders after receiving the personnel packages and oaths of office from ARPC/DPAMM.
  - 3.12.9.3. ARPC Medical Incentives Branch (ARPC/DPAMM):
    - 3.12.9.3.1. Receives/validates personnel package and oath of office from AFRS/RSOC or AFPC/DPAN.

- 3.12.9.3.2. Forwards validated personnel package to ARPC/DPAR for publication of appointment orders.
- 3.12.9.3.3. Validates members' initial student data file into the MilPDS and updates members' addresses, names, and tour changes.
- 3.12.9.3.4. Sends pay forms to ARPC/FM to start up members' pay accounts.
- 3.12.9.3.5. Functions as the Military Personnel Flight (MPF) for Program students.
- 3.12.9.3.6. Monitors master personnel records.
- 3.12.9.4. ARPC Financial Management Division (ARPC/FM):
  - 3.12.9.4.1. Builds and maintains Program members' master military pay accounts.
  - 3.12.9.4.2. Pays Program members their monthly stipend, pay, and allowances.
  - 3.12.9.4.3. Processes and publishes the ADT order.
  - 3.12.9.4.4. Publishes orders for medical consultations when needed.
  - 3.12.9.4.5. Forecast/manages Reserve Personnel Appropriations (RPA) budget in coordination with AFIT/HCED and AF/SG1/8A.
  - 3.12.9.4.6. RPA finances stipends, pay and allowance, critical skills bonus, and travel for students on ADTs.
  - 3.12.9.4.7. Develops/coordinates the operating and maintenance budget through AFRC/FMARA.
  - 3.12.9.4.8. For students identified for elimination, annotates grant and stipend pay histories in Defense Joint Military Pay Systems – Reserve Component (DJMS-RC).
- 3.12.9.5. ARPC Benefits and Entitlements Branch (ARPC/DPTTB):
  - 3.12.9.5.1. Enters students into Defense Enrollment Eligibility Reporting Systems (DEERS) and updates information as necessary.
- 3.12.9.6. ARPC Director of Staff- Security Manager (ARPC/DS)
  - 3.12.9.6.1. ARPC/DS verifies personnel security clearances and processes as required.
- 3.12.9.7. ARPC Judge Advocate (ARPC/JA):
  - 3.12.9.7.1. Will coordinate, as needed, with AFIT, AFPC/DPAN, ARPC Separations Branch and other pertinent organizations regarding all administrative discharge/separation and recoupment actions; and advise ARPC/CC and other commanders as needed.
- 3.12.9.8. ARPC Separations Branch (ARPC/DPTTS):
  - 3.12.9.8.1. Consummates final separation/discharge action IAW AFI 36-3209 and SAF/PERS recommendation and initiates recoupment actions with ARPC/FM.
  - 3.12.9.8.2. Acts as the focal point for interface with the affected student.

- 3.12.9.8.3. Maintains personal information records (names, school, reason and dates of discharge) of former Program members for 3-months.
- 3.12.9.8.4. Approves/disapproves all interservice transfer requests from Program participants.
- 3.12.10. USAF School of Aerospace Medicine (USAFSAM)
  - 3.12.10.1. Develops and presents the USAFSAM AFHPSP AMP Course in aerospace medicine.
  - 3.12.10.2. Provides training facilities.
  - 3.12.10.3. Completes and distributes training evaluations on students who complete the course.
- 3.12.11. Air Force Reserve Medical Directorate (AF/REM)
  - 3.12.11.1. Provides all strategic programming and requirements planning related to the RPA.
- 3.12.12. Air Education and Training Command, Command Surgeon (AETC/SG)
  - 3.12.12.1. Acts as the medical certification and waiver authority for individuals entering the Program.
  - 3.12.12.2. Accomplish graduating Program member medical clearances to include:
    - 3.12.12.2.1. Receive and review completed and resubmitted health assessment documents.
      - 3.12.12.2.1.1. Determine if additional medical records/evaluations/tests are required.
      - 3.12.12.2.1.2. Engage with AFPC/Medical Standards Branch as needed for additional medical records/evaluations/tests.
    - 3.12.12.2.2. Make medical determination IAW prevailing DoDI and AFI standards.
    - 3.12.12.2.3. Return completed health assessment determination documents to AFPC/DPAN and AFIT/HCED.
    - 3.12.12.2.4. Scan health assessment packages into internal storage system.
  - 3.12.12.3. Accomplish annual medical clearances for Program member non-graduates to include:
    - 3.12.12.3.1. Receive and review completed and resubmitted health status change documents.
      - 3.12.12.3.1.1. Determine if additional medical records/evaluations/tests are required.
      - 3.12.12.3.1.2. Engage with AFPC/Medical Standards Branch as needed for additional medical records/evaluations/tests.
    - 3.12.12.3.2. Make medical determination IAW prevailing DoDI and AFI standards.
      - 3.12.12.3.2.1. Return copy of completed health status change determination

documentation to AFPC/DPAN and AFIT/HCED.

3.12.12.3.2.2. Send request for additional records/medical evaluations/tests to AFPC/DPAN.

3.12.12.3.3. Scan health status change package into internal storage system.

3.12.13. Defense Finance and Accounting Service (DFAS) Indianapolis Customer Care Center manages recoupment procedures IAW the Department of Defense Financial Management Regulation (DoD FMR) 7000.14-R.

3.12.14. Individual Reservist, Readiness and Integration Organization, Individual Mobilization Augmentee Travel Pay Office (IMA TVL-OL/IRQ), Dobbins AFB, GA.

3.12.14.1. Maintains Program members' account in the Reserve Travel System (RTS) and the Defense Travel System (DTS). Provides the Automated Travel Reporting and Accounting System (ATRAS) file from RTS to 94th Air Wing/FM for payment disbursement.

3.12.14.2. Authorizes travel advances and pays Program members' travel and per diem for ADTs.

3.12.14.3. Notifies ARPC/FM for recoupment of travel and per diem over payments and unsettled travel advances.

3.12.15. AF Military Treatment Facilities (MTF). The MTF commander reports students assigned to their MTF that fail to meet AF standards to AFIT/HCED.

3.12.16. AFHPSP/FAP Member. Complies with and meets all requirements outlined in this instruction, other applicable AF directives, and the instructions issued by AFIT/HCED, AFPC/DPAN, and ARPC/DPAMM.

3.12.16.1. Member must notify ARPC/DPAMM with changes to contact information.



## Chapter 4

### ACTIVE DUTY HEALTH PROFESSIONS LOAN REPAYMENT PROGRAM (ADHPLRP)

**4.1. Purpose.** To provide a direct accession and retention incentive program to maintain adequate numbers of commissioned officers of the Military Departments on active duty who are qualified in the various health professions.

**4.2. Administration.** Loan repayment is authorized for expenses that occur for payment of attainment of the professional degree which qualifies the individual to practice/accession. The program will be administered pursuant to DoDI 1205.21. Unless otherwise specified, these provisions apply equally to the ADHPLRP when offered for accession or retention.

**4.3. Definitions Pertaining to ADHPLRP (as per HA Policy 08-006, Revised Policy for the Active Duty Health Professions Loan Repayment Program).**

4.3.1. **Qualified Loans:** Government and commercial loans for actual costs paid for tuition, reasonable educational expenses, and reasonable living expenses relating to the attainment of a degree in allopathic or osteopathic medicine, dentistry, or other health professions. Such loans must have documentation that is concurrent with the training received in a health professions school. If health professions educational loans are refinanced, the original documentation of the loan(s) must be submitted to the applicable [Service] Secretary to establish that the loans were originally for educational expenses as defined above.

4.3.2. **Government Loans:** Loans made by federal, state, county, or city agencies that are authorized by law to make such loans.

4.3.3. **Commercial Loans:** Loans made by banks, credit unions, savings and loan associations, insurance companies, schools, and other financial or credit institutions that are subject to examination and supervision in their capacity as lenders by an agency of the U.S. or by the state in which the lender has its principal place of business.

4.3.4. **Reasonable Educational Expenses:** The costs of education that are considered by an ADHPLRP participant's school to be required by the school's degree program. Such expenses may include tuition, fees, books, supplies, educational equipment and materials, clinical travel, and other expenses that are part of the estimated standard student budget of the school in which the participant was enrolled and are commensurate with educational expenses authorized under AFHPSP or FAP.

4.3.5. **Reasonable Living Expenses:** The room and board, transportation and commuting, and other costs incurred during an individual's attendance at a college, university, or health professions school, as estimated each year by the school as part of the school's standard student budget. The amount of the loan to be repaid for living expenses shall not exceed the annual stipend amount authorized for participants of AFHPSP.

4.3.6. **Fully-Qualified Health Professional.**

4.3.6.1. A licensed physician who has completed a residency or fellowship training program; is eligible for board certification in a medical specialty; and meets Service requirements for accession on RegAF to practice medicine in that specialty; or

4.3.6.2. A licensed, registered, and/or certified healthcare provider (excluding physicians) who meets Service requirements for accession or retention on RegAF to practice in the profession or specialty in which educated and licensed, registered and/or certified; or

4.3.6.3. A fully-trained and/or licensed/registered/certified health professional (non-healthcare provider) who meets Service requirements for accession or retention on RegAF.

4.3.7. Health Professions Officers: Uniformed officers of the Department including: MC officers; DC officers; NC officers of the Army and Navy; officers of the Air Force designated as medical officers, dental officers, or nurse officers; Veterinary Corps officers (veterinarians); BSC officers; MSC officers; and Medical Specialist Corps officers.

4.3.8. Licensed/Certified/Registered.

4.3.8.1. License: A grant of permission by an official agency of a state, the District of Columbia or a commonwealth, territory, or possession of the U.S. to provide healthcare independently as a healthcare professional. License must be: Active (not revoked, suspended, or lapsed in registration), valid pursuant to the issuing authority's requirement for continued licensure; and unrestricted (not subject to restriction pertaining to the scope, location, type of practice, or jurisdiction).

4.3.8.2. For the purpose of this instruction, where the term "certified/registered" is used, it includes the full spectrum of relative terms that appropriately describe qualifications as required by the appropriate health profession. This applies to any person providing direct patient care. Certification/registration license must be: current (not revoked, suspended, or lapsed in registration), valid pursuant to the issuing authority's requirement for continued licensure, and unrestricted (not subject to restriction pertaining to the scope, location, type of practice, or jurisdiction).

4.3.9. Accredited Institution: A college, university, or institution, located in the U.S. or Puerto Rico, and accredited by an accrediting agency or association under the U.S. Secretary of Education. Included are those institutions located in the U.S. or Puerto Rico that are in the process of seeking accreditation and currently have provisional or conditional accreditation, or candidacy status for accreditation, based solely on the newness of the institution.

4.3.10. Commissioned Appointment: An individual's most recent (original) appointment in a regular (RegAF) or Reserve Component (USAFR) that is neither a promotion nor a demotion.

4.3.11. Specialty Qualification: Qualification received upon completion of advanced training in a health profession specialty obtained at an accredited institution that is beyond the basic education required for appointment as a health professions officer.

4.3.12. Full-Time Student: An individual currently enrolled in a course of study leading to a baccalaureate or post-baccalaureate degree in a health profession, taking a minimum of nine semester hours, and on schedule to complete the program in the normal time expected.

4.3.13. Award Amount: The total value/amount of the loan payments made by the Government on behalf of the participant, including tax withholdings as required by statute.

**4.4. Eligibility.** To be eligible for the ADHPLRP, an individual will:

4.4.1. Be qualified for or hold an appointment as a commissioned officer in one of the health professions. **(T-0)**

4.4.2. Sign a written agreement to serve on or remain RegAF for a specified period in addition to any other incurred ADSC. **(T-0)**

4.4.3. Meet one of the following academic requirements:

4.4.3.1. Be fully qualified in a health profession that the SECAF has determined to be necessary to meet identified skill shortages; **(T-0)**

4.4.3.2. Be enrolled as a full-time student in the final year of a course of study at an accredited educational institution leading to a degree in a health profession other than medicine or osteopathic medicine; **(T-0)**

4.4.3.3. Be enrolled in the final year of an approved graduate program leading to specialty qualification in medicine, dentistry, osteopathic medicine, or other health profession; **(T-0)** or

4.4.3.4. At time of EAD, been enrolled in the AFHPSP or FAP for less than the number of years required to complete the normal length of course of study required for the specific health profession. **(T-0)**

4.4.4. Have completed a basic military officer indoctrination course or have equivalent credit as authorized by proper authority. The SECAF may waive this requirement for a participant in the final year of an approved military sponsored graduate program leading to specialty qualification in medicine, dentistry, osteopathic medicine, or other health profession.

4.4.5. Be licensed to practice in the profession or specialty in which they are trained if currently RegAF and applying for the ADHPLRP as a retention incentive. **(T-0)**

4.4.6. Be free of any court judgment in favor of the U.S. creating a lien against the individual's property arising from a civil or criminal proceeding regarding a debt, and not be in default of any federal debt. The SECAF may grant an exception to the default exclusion in cases when all other eligibility criteria are met and when loan default disclosure, as well as substantiation that loan payments are up-to-date, is provided by the individual at the time of application.

4.4.7. Not be a student or graduate of USUHS. **(T-0)**

4.4.8. Not be a current or former AFHPSP or FAP participant who received the maximum 4-years of sponsorship for the healthcare degree. **(T-0)**

4.4.9. If currently not fully qualified in the specialty targeted by the ADHPLRP:

4.4.9.1. Be enrolled in the final year of an approved graduate program at an educational institution accredited by a U.S. accrediting agency leading to specialty qualification in medicine, dentistry, osteopathic medicine, or other health profession. Be licensed to practice in the profession or specialty in which they are trained before payments are executed, consistent with the ADHPLRP contract; **(T-0)** or

4.4.9.2. Be enrolled as a full-time student in the final year of a course of study at an approved program at an accredited educational institution leading to a degree in a health

profession other than medicine, dentistry, or osteopathic medicine. **(T-0)** Be licensed to practice in the health profession in which they are trained before payments are executed, consistent with the ADHPLRP contract. **(T-0)**

4.4.10. Have been separated from prior active commissioned service for at least 24 months or released from the USAFR or Reserve commitment, if the individual seeks to obtain an original appointment as a new accession in the ADHPLRP. **(T-0)** This applies only to prior active service in the same corps designation as the healthcare discipline being applied for in the ADHPLRP. It does not apply to USAFR officers serving on active duty for a period of less than 1-year. The SECAF may waive this requirement if the Service member is re-entering the same Military Department.

4.4.11. Have been RegAF for at least 6-months prior to applying for benefits for retention purposes. The SECAF may waive this requirement for individuals who received partial sponsorship in AFHPSP or FAP, and may require a longer minimum amount of RegAF service as designated in policy.

#### **4.5. Application Process.**

4.5.1. Civilians should contact their local AF Health Professions Recruiter (<http://www.airforce.com/careers/#education:healthcare-professional>).

4.5.2. RegAF members who meet the eligibility criteria should contact AFPC/DPAN for further application information.

**4.6. Repayment of Qualified Loans.** Once a AF member meets the established requirements, in paragraph 4.4. of this instruction, the SECAF may repay a government or commercial loan that the person used to finance education for a health profession obtained at an accredited education institution.

4.6.1. ADHPLRP may consist of payment of the principal, interest, and related expenses of a loan obtained by an eligible person for reasonable educational expenses (paragraph 4.3.4. of this instruction) and reasonable living expenses (paragraph 4.3.5. of this instruction) incurred during attendance at an accredited education institution.

4.6.2. The maximum annual award amount that the SECAF may grant a program participant will be issued by the Assistant Secretary of Defense for Health Affairs (ASD(HA)) in DoDI 6000.13 or ASD(HA) policy memorandum.

4.6.3. The total length of a contract awarded for any participant may not exceed a period determined by dividing the current total value of qualified loans by the annual benefit, rounding up to the nearest whole number of years. The SECAF may further limit the length of contracts and may allow the Service member to extend for future years (within the maximum length contained in DoDI 6000.13) based on availability of funding or other reasons.

4.6.4. The repayments will be paid to the lending institution on behalf of the officer. The repayment process will begin after the member signs a written service agreement, is on RegAF status, completes the basic officer indoctrination course, reports to the first permanent duty station, and complies with all other Service requirements.

4.6.5. Loan repayment benefits are taxable, requiring that a portion of the annual benefit be withheld for tax and not be paid to the lending institution. The Service member must pay the

portion of the benefit withheld as taxes owed to the lending institution. This section is to be applied IAW current tax authority.

#### **4.7. MSO**

4.7.1. Participants of the ADHPLRP will incur an ADSC of at least 2 years, or 1 year of ADSC for each annual repayment, whichever is greater. **(T-0)**

4.7.2. The ADSC for the accession ADHPLRP will be served first when combined with an existing medical education or training ADSC. **(T-0)**

4.7.3. An ADSC for a contractual multi-year medical special pay (i.e., retention and/or accession bonuses) will be served consecutively and after the ADHPLRP ADSC. **(T-0)**

4.7.4. No portion of the ADSC for accession or retention ADHPLRP will be fulfilled:

4.7.4.1. By prior military service, active, or reserve.

4.7.4.2. During GPE.

4.7.4.3. During an obligation incurred for any AB.

4.7.4.4. During any ADSC for AFHPSP or FAP.

4.7.4.4.1. The MTS will run concurrently with the ADHPLRP ADSC, unless the ADSC is less than the MTS, in which case the Service member will not be released from RegAF status until the MTS has been served. **(T-0)**

4.7.5. Participants who enter RegAF status with the ADHPLRP as their initial obligation will be subject to the 8-year MSO. **(T-0)** This 8-year MSO is served concurrently with any other obligation. Once the ADHPLRP ADSC is fulfilled, subject to mutual agreement, the participant may fulfill any remaining MSO in the SELRES.

4.7.6. Participants who enter RegAF status with the ADHPLRP as their initial obligation, and who subsequently apply for and are granted benefits for retention purposes will incur a new ADSC. **(T-0)** This new ADSC will be served after the previously incurred ADSC. **(T-0)**

4.7.7. No portion of the ADHPLRP ADSC may be reduced or satisfied through partial credit based on remaining loan repayment amounts that are less than the maximum annual amount. A qualifying loan balance that does not require the maximum authorized annual loan repayment will not result in a pro-rated ADSC.

4.7.8. An ADSC incurred for GPE is in addition to and will be served after the ADHPLRP ADSC.

#### **4.8. Agency Responsibilities.**

4.8.1. AF/SG1/8A

4.8.1.1. Manages, operates, and sets policy for the ADHPLRP program.

4.8.1.2. Plans and submits program objectives to the MAWG and Force Development Panel for approval.

4.8.1.3. Forwards the approved program to AFPC/DPAN, AFRS/RSOC, AFIT/HCED, and AF/REM for action.

4.8.1.4. Establishes selection criteria in consultation with AFPC/DPAN and AFRS/RSOC.

#### 4.8.2. AFPC/DPAN

4.8.2.1. Recommends policy changes to AF/SG1/8A. Implements and manages policies and procedures.

4.8.2.2. Responsible for annual ADHPLRP contract review and point of contact for RegAF member inquiries concerning ADHPLRP for retention.

4.8.2.3. Convenes annual selection board to consider ADHPLRP applications for retention.

4.8.2.4. Notifies applicants of select/non-select status.

4.8.2.5. Coordinates ADHPLRP candidate applications with AFIT/HCED for processing.

#### 4.8.3. AFRS/RSOC

4.8.3.1. Recruits civilian accession ADHPLRP program participants.

4.8.3.2. Notifies civilian applicants of their selection status (selected, non-selected, or alternate).

4.8.3.3. Coordinates civilian accession ADHPLRP candidate applications with AFIT/HCED for processing.

#### 4.8.4. AFIT/HCED

4.8.4.1. Coordinates ADHPLRP and civilian accession ADHPLRP applications with AFPC/DPAN and AFRS/RSOC.

4.8.4.2. Validates loan(s) for amount and loan eligibility and determines prospective award amount for RegAF and civilian accession ADHPLRP participants.

4.8.4.3. Authorizes loan payments for disbursement.

### **4.9. Failure to Complete Obligation.**

4.9.1. An ADHPLRP participant who is relieved of his or her ADSC before the completion of that ADSC may be given, with or without the consent of the member, any of the following alternative obligations as determined by the SECAF:

4.9.1.1. A MSO in another component of the Armed Forces for a period of time not less than the member's remaining ADSC.

4.9.1.2. A MSO in a component of the SELRES for a period not less than twice as long as the member's remaining ADSC.

4.9.1.3. Repayment to the SECAF of a percentage of the total cost incurred by the SECAF on behalf of the member equal to the percentage of the member's total ADSC being relieved, plus interest on that calculated amount.

4.9.1.4. In addition to the alternative obligations specified above, if the member is relieved of ADSC by reason of his or her separation because of a physical disability, the SECAF may give the member a MSO as a civilian employed as a healthcare professional

in a facility of the Uniformed Services for a period of time equal to the member's remaining ADSC.

4.9.1.5. An individual who is not otherwise eligible to serve in another component of the Armed Forces may be given an alternative obligation indicated in paragraphs 4.9.1.3. or 4.9.1.4. of this instruction.

## Chapter 5

### APPLICATION TO THE UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES (USUHS)

#### 5.1. BSC and NC Applicants

5.1.1. Apply to the USUHS Graduate Program via the online Application Form (<https://gapp.usuhs.edu>). (T-1)

5.1.2. Application procedures may change periodically and should be reviewed for the applicable school year. Applications must be received by 1 December in order to start desired program in the summer or fall semester. (T-3)

5.1.3. USUHS will forward acceptance notification to AFPC/DPAN to meet a selection board. (T-3)

#### 5.2. MC Applicants

5.2.1. Apply to the School of Medicine through the American Medical College Application Service (AMCAS), 655 K Street, NW, Suite 100, Washington DC, 20001-2399 ([www.aamc.org/amcas](http://www.aamc.org/amcas)). (T-1)

5.2.2. Application procedures are announced each year in the school bulletin. Academic requirements and school bulletins are maintained by the Office of Admissions, USUHS, 4301 Jones Bridge Road, Room A1041, Bethesda, MD, 20814-4799 access their website (<http://www.usuhs.mil/medschool/somadmissions.html>).

5.2.3. Applications must be submitted between 1 June and 15 November for classes beginning the next school year. AMCAS does not accept applications arriving after 15 November. Dates are approximate and may change year to year.

5.2.4. USUHS may call competitive applicants for a formal interview. Applicants are responsible for their own travel expenses for the interview. RegAF members may request permissive temporary duty (PTDY) to interview at USUHS.

#### 5.3. Eligibility: To be accepted by USUHS, the applicant must:

5.3.1. Be a U.S. citizen. (T-0)

5.3.1.1. Dual citizens may apply, however must renounce their non-U.S. citizenship prior to commissioning, (T-0) OTS attendance, and matriculation to USUHS.

5.3.2. Demonstrate good moral character. (T-0)

5.3.3. Pursue a medical career in the Uniformed Services. (T-0)

5.3.4. Meet academic, intellectual, and personal qualifications for entering the USUHS. (T-0)

5.3.5. Be a civilian; be at least 18-years of age at matriculation but not yet age 30 as of 15 June of the year of admission. (T-0)



5.3.5.1. RegAF members and prior service applicants may exceed the age limit of 30 by a period equal to the time served RegAF but cannot exceed 35 years of age as of 15 June in the year of admission. **(T-0)**

5.3.5.2. Age requirements can only be waived by the SECAF.

5.3.6. Meet the AF commissioning requirements in AFI 36-2005 and meet: **(T-0)**

5.3.6.1. Security requirements for commissioning in the military (see AFI 31-501)

5.3.6.2. Medical qualifications for obtaining an USAFR commission are certified for those not requiring a waiver, and AETC/SG for defects noted in the current DoDI 6130.03 as disqualifying IAW AFI 48-123.

5.3.7. RegAF commissioned officers must be at their first permanent duty station a minimum of 1-year before being permitted to apply to USUHS. **(T-1)**

#### **5.4. Application Process**

5.4.1. RegAF members and AFROTC cadets' application and separation procedures:

5.4.1.1. Members must have approval before matriculating to the program and must submit a letter of approval before school starts. **(T-0)**

5.4.1.1.1. Examples of letters of approval to apply are available from AFPC/DPAN.

5.4.1.1.2. AFROTC cadets submit the letter of approval to AFPC/DPSIP, Line Officer Accession Branch.

5.4.1.1.3. RegAF members submit the letter of approval to AFPC/DPSOR, Retirement and Separations Division, Separations Branch, 550 C Street West, Suite 3, JBSA- Randolph, TX 78150-4727.

5.4.2. USUHS School of Medicine accepts AMCAS applications before receiving the letter of approval from AFPC, but won't make any final decision until the official approval letter arrives.

5.4.2.1. Voluntary Separation: The approval letter serves as an official pre-approval of applicant's possible voluntary separation. For separation policy and procedures, contact AFPC/DPSOR. Final approval of separation is dependent on:

5.4.2.1.1. Acceptance into USUHS.

5.4.2.1.2. Requesting separation and being able to accept separation to attend USUHS.

5.4.2.1.3. Accepting rank and pay grade of a medical student.

5.4.2.1.4. RegAF officers submitting their resignation, agreeing to accept a Reserve commission in the MSC, and accepting the pay grade a second lieutenant in the USAF.

#### **5.5. Contractual Information**

5.5.1. Substantial obligations are incurred when chosen. A contract, which clearly outlines these obligations, must be signed. **(T-3)**

5.5.2. The AF contract changes slightly each year. A current copy of the contract may be obtained from AFPC/DPAN.

5.5.3. Applicants receive a current contract after being notified of their selection to USUHS.

## 5.6. Service Commitments

5.6.1. MSO: Every person who enters the armed services shall serve an 8-year MSO. Any portion of this 8-year obligation not served on RegAF shall be served in the IRR IAW Title 10 of the U.S. Code. **(T-0)**

5.6.2. ADSC: Students incur a 7-year ADSC for participation in USUHS. The ADSC incurred as a result of participation in USUHS shall be served at the completion of residency/fellowship training and is served concurrently (at the same time) with the MSO. **(T-0)**

5.6.2.1. If USUHS graduate completes an internship and serves as a general medical officer (GMO) prior to residency, the time spent during internship and as a GMO counts towards completion of USUHS ADSC. **(T-0)**

5.6.3. MTS: In addition to the ADSC, students will incur a MTS of 3-years RegAF. This will be served concurrently with the ADSC and MSO. **(T-0)**

## 5.7. Agency Responsibilities

5.7.1. AFPC/DPAN: Program Manager for USUHS Scholarships

5.7.1.1. Appoints students as RegAF second lieutenants in the MSC (AFSC: 92M1) (regardless of status: AFROTC, USAFA, civilian, or RegAF). **(T-0)**

5.7.1.2. Provides instructions and directions for students pertaining to: **(T-2)**

5.7.1.2.1. Formally requesting conditional release from other services.

5.7.1.2.2. Formally requesting removal from flying status.

5.7.1.2.3. USUHS scholarship and program requirements.

5.7.1.3. Provides guidance for applications to the Joint Services Graduate Medical Education Selection Board (JSGMESB) for residency training. **(T-1)**

5.7.1.4. Calculates ADSC, coordinates changes of grade, corps, and separation actions. **(T-1)**

5.7.1.5. Sends the list of students eligible for RegAF commission to AFPC/DPPPOC (Officer Promotion Branch) 9-months before graduation.

5.7.1.6. Oversees and coordinates confirmed action requirements.

5.7.2. AFPC Separations Branch (AFPC/DPSOR)

5.7.2.1. Sends a copy of the letter of approval to apply to the Director of Admissions at the School of Medicine and AFPC/DPAN. **(T-1)**

5.7.2.2. Prepares and processes applications for separation.

5.7.2.3. Processes TORs. **(T-1)**

5.7.3. AFPC/DPSPOC. Appoints qualified individuals as RegAF officers in the MC upon graduation from USUHS. **(T-0)**

5.7.3.1. USUHS

5.7.3.1.1. Determines academic standards for commissioning USUHS candidates. **(T-1)**

5.7.3.2. Requests National Agency Checks (NAC). **(T-0)**

5.7.3.3. Requests the Department of Defense Medical Evaluation Review Board (DoDMERB) schedule medical examinations.

5.7.3.4. Sends selection notification to AFPC/DPAN. **(T-3)**

5.7.3.5. Applicants must meet AF medical accession standards or have an approved waiver to enter the program and to enter RegAF status. **(T-0)**

5.7.4. DoDMERB: Schedules free physical examinations for potential entrants at military or civilian facilities as near as possible to the applicants' homes. The government does not reimburse travel expenses to and from the examination sites.

**5.8. Additional Information.** See DoDD 6010.7, *Admission Policies for the Uniformed Services University of the Health Sciences (USUHS)*.

## Chapter 6

### ALTERNATIVES FOR SERVING AN ADSC AND RELIEF FROM AN ADSC FOR MEMBERS OF AFHPSP, FAP, USUHS, AND ADHPLRP

**6.1. Authorities.** The SECAF may relieve a member who is dropped from the programs of any MSO when such action would be in the best interest of the Air Force. Such action shall not relieve the member of any MSO imposed by any other law. **(T-0)**

**6.2. Individuals Affected.** Subject to the provisions of the written service agreement, the alternatives prescribed here apply to individuals who do not fulfill the initial ADSC incurred as program members:

6.2.1. Program participants currently serving RegAF.

6.2.2. Program graduates who have been deferred from RegAF while undergoing a civilian residency program.

6.2.3. Program members who are removed from AFHPSP, FAP, or USUHS for deficiency in conduct, deficiency in studies, or for some other reason.

6.2.4. AFHPSP and FAP participants who have completed the academic portion of the program but have yet to receive a RegAF appointment as a health professions officer.

**6.3. Individuals Not Affected.** AFHPSP and FAP participants agree to meet the Air Force appearance, weight, and fitness standards as established by policy and regulation however, they may not be dropped from the Program or administratively separated from military service for failure to comply with standards. The SECAF may retain the member until the ADSC incurred has been served.

**6.4. Alternatives.** The SECAF may relieve a Program member of an ADSC based on the needs of the USAF as long as the underlying military personnel action is IAW Title 10 of the U.S. Code, DoDI 1300.04, *Inter-Service Transfer of Commissioned Officers*, DoDI 1205.05, *Transfer of Members Between Reserve and Regular Components of the Military Services*, DoDI 1332.18, *Disability Evaluation System (DES)*, and Service-specific regulations. When a Program member is qualified for further service and has been relieved of an ADSC, the member may be given, with or without consent, an alternative obligation as determined by the SECAF.

6.4.1. A MSO in another Military Department for a period of time not less than the Program member's remaining ADSC.

6.4.2. A MSO in a component of the SELRES for a period twice as long as the Program member's remaining ADSC.

6.4.3. Repayment to the DoD of a percentage of the cost incurred by the SECAF on behalf of the Service member pursuant to the repayment provisions of 37 U.S.C. § 373. This alternative does not apply to USUHS participants.

6.4.4. A MSO as a civilian employee employed as a healthcare professional in a facility of the uniformed services for a time period equal to the Service member's remaining ADSC if the member is separated by reason of physical disability or conscientious objection. The

member will be referred to the servicing civilian personnel office for assistance. All statutory and regulatory requirements for employment must be adhered to. **(T-0)**

6.4.5. Pursuant to Principal Deputy Under Secretary of Defense for Personnel and Readiness (USD(P&R)) Memorandum, *Repayment of Unearned Portions of Bonuses, Special Pay, and Educational Benefits or Stipends*, a participant who is currently enrolled in USUHS, AFHPSP, or FAP and is dropped prior to program completion for deficiency in conduct or studies or for other reasons may be required to perform a period of RegAF status in the sponsoring Military Department. The SECAF will ensure Service members are assigned in an appropriate military capacity based on prior education and training. The minimum time period of RegAF status for USUHS students will be 1-day for each day of participation or a minimum of one (1) year, whichever is greater. This minimum obligation is in addition to any ADSC imposed by any other provision of the law. This obligation will be served after any other pre-existing obligation. **(T-0)**

## **6.5. Recoupment.**

6.5.1. Process. Consistent with DoD FMR 7000.14-R, Volume 7A, the SECAF will be responsible for providing an AFHPSP, FAP, AB, or ADHPLRP program participant with notification of indebtedness and providing DFAS the required documentation to initiate collection.

6.5.2. Costs to be Repaid. Repayment will be the percentage of the cost incurred by the Secretary of Defense for the AFHPSP, FAP, AB, or ADHPLRP program, prorated based on the remaining obligation, plus interest. For AFHPSP and FAP participants, the amount of indebtedness will be the total of tuition, grant, stipend, bonus, and educational expenses received by the participant, divided by the number of days comprising the full ADSC incurred at that point, multiplied by the number of days in the unfulfilled ADSC, plus interest. For the ADHPLRP, the amount of indebtedness will be equal to loan repayments made on behalf of the recipient divided by the number of days comprising the full ADSC incurred at that point, multiplied by the number of days in the unfulfilled ADSC, plus interest.

MARK A. EDIGER,  
Lieutenant General, USAF, MC, CFS  
Surgeon General

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Title 5, United States Code

Title 10, United States Code

Title 31, United States Code

Title 37, United States Code

Title 44, United States Code

AFI 31-501, *Personnel Security Program Management*, 27 January 2005

AFI 33-360, *Publications and Forms Management*, 1 December 2015

AFI 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories—Reserve of the Air Force and United States Air Force*, 19 May 2003

AFI 36-2013, *Officer Training School (OTS) and Enlisted Commissioning Programs (ECPS)*, 23 October 2008

AFI 36-2107, *Active Duty Service Commitments*, 30 April 2012

AFI 36-2115, *Assignments within the Reserve Components*, 8 April 2005

AFI 36-2604, *Service Dates and Dates of Rank*, 5 October 2012

AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*, 9 June 2004

AFI 36-3207, *Separating Commissioned Officers*, 9 June 2004

AFI 36-3208, *Administrative Separation of Airmen*, 9 July 2004

AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*, 14 April 2005

AFI 44-119, *Medical Quality Operations*, 16 August 2011

AFI 48-123, *Medical Examinations and Standards*, 5 November 2013

AFMAN 33-363, *Management of Records*, 1 March 2008

Air Force Officer Classification Directory, October 2013

AFPD 41-1, *Health Care Programs and Resources*, 15 April 1994

AFROTCI 36-2011, *Cadet Operations*, 12 August 2013

DoD FMR 7000.14-R, Volume 7A, *Department of Defense Financial Management Regulations*, May 2015

DoDD 1205.20, *Reserve Component Incentive Program*, 8 January 1996

DoDD 5500.07, *Standards of Conduct*, 29 November 2007

DoDD 6010.7, *Admission Policies for the Uniformed Services University of the Health Sciences*

(USUHS) , 12 November 1997

DoDI 1205.05, *Transfer of Members Between Reserve and Regular Components of the Military Services*, 30 March 2012

DoDI 1205.21, *Reserve Component Incentive Programs Procedures*, 20 September 1999

DoDI 1215.06, *Uniform Reserve, Training, and Retirement Categories for the Reserve Components*, 11 March 2014

DoDI 1300.04, *Inter-Service Transfer of Commissioned Officers*, 27 December 2006

DoDI 1332.18, *Disability Evaluation System (DES)*, 5 August 2014

DoDI 6000.13, *Medical Manpower and Personnel*, 30 June 1997

DoDI 6025.13, *Medical Quality Assurance (MQA) and Clinical Quality Management in the Military Health System (MHS)*, 17 February 2011

DoDI 6130.03, *Medical Standards for Appointment, Enlistment, or Induction in the Military Services*, 28 April 2010

Executive Order 9397, *Federal Agency Use of Social Security Numbers*, 18 November 2018

HA Policy 08-006, *Revised Policy for the Active Duty Health Professions Loan Repayment Program*, 8 April 2008

Joint Travel Regulation, 1 October 2014

Principal Deputy USD(P&R) Memorandum, *Repayment of Unearned Portions of Bonuses, Special Pay, and Educational Benefits or Stipends*, 6 February 2009

Privacy Act of 1974, Title 5, U.S.C. § 552a

### ***Prescribed Forms***

None

### ***Adopted Forms***

AF Form 24, *Application for Appointment as Reserve of the Air Force or US Air Force without Components*

AF Form 77, *Supplemental Evaluation Sheet*

AF Form 475, *Education/Training Report*

AF Form 494, *Academic/Clinical Evaluation Report*

AF Form 847, *Recommendation for Change of Publication*

AF Form 1056, *AF Reserve Officer Training Corps Contract*

DD Form 4, *Enlistment/Reenlistment Document*

Standard Form 312, *Classified Information Nondisclosure Agreement (NDA)*

### ***Abbreviations and Acronyms***

**AB**—Accession Bonus

**ADA**—American Dental Association  
**ADHPLRP**—Active Duty Health Professions Loan Repayment Program  
**ADSC**—Active Duty Service Commitment  
**ADT**—Active Duty for Training  
**AECD**—Advanced Education in Graduate Dentistry  
**AETC**—Air Education and Training Command  
**AF**—Air Force  
**AFHPSP**—Armed Forces Health Professions Scholarship Program  
**AFI**—Air Force Instruction  
**AFIT**—Air Force Institute of Technology  
**AFMAN**—Air Force Manual  
**AFMS**—Air Force Medical Service  
**AFOCD**—Air Force Officer Classification Directory  
**AFPD**—Air Force Policy Directive  
**AFRIMS**—Air Force Records Information Management System  
**AFROTC**—Air Force Reserve Officer Training Corps  
**AFROTCI**—Air Force Reserve Officer Training Corps Instruction  
**AFRS**—Air Force Recruiting Service  
**AFSC**—Air Force Specialty Code  
**AMA**—American Medical Association  
**AMCAS**—American Medical College Application Service  
**AMP**—Aerospace Medicine Primary  
**ANG**—Air National Guard  
**AOA**—American Osteopathic Association  
**ARPC**—Air Reserve Personnel Center  
**ASD(HA)**—Assistant Secretary of Defense for Health Affairs  
**ATRAS**—Automated Travel Reporting and Accounting System  
**BSC**—Biomedical Sciences Corps  
**CODA**—Commission on Dental Accreditation  
**DC**—Dental Corps  
**DDS**—Doctor of Dental Surgery  
**DEERS**—Defense Enrollment Eligibility Reporting System



**DES**—Disability Evaluation System  
**DFAS**—Defense Finance and Accounting Service  
**DJMS-RC**—Defense Joint Military Pay Systems – Reserve Component  
**DMD**—Doctor of Medical Dentistry  
**DO**—Doctor of Osteopathy  
**DoD**—Department of Defense  
**DoDD**—Department of Defense Directive  
**DoDI**—Department of Defense Instruction  
**DoDMERB**—Department of Defense Medical Evaluation Review Board  
**DTS**—Defense Travel System  
**EAD**—Extended Active Duty  
**ECPS**—Enlisted Commissioning Programs  
**ESA**—Educational Service Agreement  
**FAP**—Financial Assistance Program  
**FY**—Fiscal Year  
**GDE**—Graduate Dental Education  
**GME**—Graduate Medical Education  
**GMO**—General Medical Officer  
**GPE**—Graduate Professional Education  
**IAW**—In Accordance With  
**IRR**—Individual Ready Reserve  
**JSGMESB**—Joint Services Graduate Medical Education Selection Board  
**JTR**—Joint Travel Regulation  
**MAWG**—Medical Accessions Working Group  
**MC**—Medical Corps  
**MD**—Doctor of Medicine  
**MHS**—Military Health System  
**MilPDS**—Military Personnel Data System  
**MQA**—Medical Quality Assurance  
**MSC**—Medical Service Corps  
**MSO**—Military Service Obligation  
**MPF**—Military Personnel Flight

**MTF**—Military Treatment Facility  
**MTS**—Minimum Term of Service  
**NAC**—National Agency Checks  
**NC**—Nurse Corps  
**NDA**—Nondisclosure Agreement  
**OPR**—Office of Primary Responsibility  
**OTS**—Officer Training School  
**PTDY**—Permissive Temporary Duty  
**Pre-HPP**—Pre-Health Professions Program  
**RDS**—Records Disposition Schedule  
**RegAF**—Regular Air Force  
**RPA**—Reserve Personnel Appropriation  
**RTS**—Reserve Travel System  
**SAF/MR**—Secretary of the Air Force for Manpower & Reserve Affairs  
**SECAF**—Secretary of the Air Force  
**SELRES**—Selective Reserve  
**SG**—Surgeon General  
**TOR**—Tender of Resignation  
**TRQI**—Training Requestor Quota Identifier  
**UCMJ**—Uniform Code of Military Justice  
**U.S**—United States  
**USAFA**—United States Air Force Academy  
**USAFR**—United States Air Force Reserve  
**USAFSAM**—United States Air Force School of Aerospace Medicine  
**U.S.C**—United States Code  
**USD(P&R)**—Under Secretary of Defense for Personnel and Readiness  
**USUHS**—Uniformed Services University of the Health Sciences