

Personnel Procurement

**U.S. Army Health  
Professions  
Scholarship,  
Financial  
Assistance, and  
Active Duty  
Health  
Professions Loan  
Repayment  
Programs**

Headquarters  
Department of the Army  
Washington, DC  
19 September 2006

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 601-141

U.S. Army Health Professions Scholarship, Financial Assistance, and Active Duty Health Professions Loan Repayment Programs

This major revision, dated 19 September 2006--

- Adds program responsibilities for the Commanding General, Army Accessions Command, Commander, United States Army Recruiting Command, and Commanding General, Cadet Command, and transfers recruiting operations and officer procurement responsibility from The Surgeon General to the Commander, United States Army Recruiting Command (para 1-4).
- Updates eligibility requirements for participation in the Health Professions Scholarship Program regarding citizenship, DNA specimen collection, online academic curriculum, automatic acceptance criteria, and undergraduate licensure examination requirements (para 2-1).
- Updates criteria for payment of entitlements to recipients entering the Health Professions Scholarship Program during an academic term (para 2-2e).
- Updates the Health Professions Scholarship Program primary obligation, service, and release from the obligation and adds the alternative obligation (paras 2-3b, 2-3f, and 2-3g).
- Updates appointment references and adds the requirement for dual citizens to renounce non-U.S. citizenship before Health Professions Scholarship Program entry is authorized (para 2-5).
- Adds additional Health Professions Scholarship Program application requirements (paras 2-7i, 2-7j, and 2-7k).
- Adds exceptions to determination of creditable service for Health Professions Scholarship Program participation (para 2-9).
- Revises academic monitoring regarding the Health Professions Scholarship Program (para 2-10).
- Adds guidance for administrative waivers regarding the Health Professions Scholarship Program (para 2-11).
- Adds guidance and restrictions regarding Health Professions Scholarship Program entry (para 2-12).
- Adds provisions for voluntary and involuntary disenrollment (para 2-13).
- Adds provisions for due process for Health Professions Scholarship Program participants considered for involuntary termination (para 2-14).
- Adds provisions for disposition of discharge requests from Health Professions Scholarship Program recipients (para 2-15).

- o Adds the administrative requirements for the Financial Assistance Program (including eligibility, entitlements, obligation, annual active duty for training, appointment, graduate professional education, application, processing procedures, creditable service, academic monitoring, administrative waivers, program entry, disenrollment, due process, and discharge (chap 3)).
- o Adds the administrative requirements for the Active Duty Health Professions Loan Repayment Program (including eligibility, loan payments, obligation, appointment, graduate professional education, application and application processing, program entry, disenrollment, due process, and discharge (chap 4)).
- o Adds a management control evaluation (app B).

This major revision--

- o Revises the regulation regarding the Health Professions Scholarship Program in accordance with Section 2121, Title 10, United States Code, and Department of Defense Instruction 6000.13 (throughout).
- o Adds the Financial Assistance Program (FAP) (chap 3).
- o Adds the Active Duty Health Professions Loan Repayment Program (ADHPLRP) in accordance with Section 2173, Title 10, United States Code, and DOD policy (chap 4).

Effective 19 October 2006


## Personnel Procurement

# U.S. Army Health Professions Scholarship, Financial Assistance, and Active Duty Health Professions Loan Repayment Programs

By Order of the Secretary of the Army:

PETER J. SCHOOMAKER  
General, United States Army  
Chief of Staff

Official:

  
JOYCE E. MORROW  
Administrative Assistant to the  
Secretary of the Army

**History.** This publication is a major revision.

**Summary.** This regulation establishes the Army portion of the Armed Forces Health Professions Scholarship and Financial Assistance Program (Chapter 105, Title 10, United States Code (10 USC Chapter 105)) and the Active Duty Health Professions Loan Repayment Program (Chapter 109, Title 10, United States Code (10 USC Chapter 109)). Scholarships are available for students in courses at accredited institutions leading to a graduate degree in medicine, osteopathy, dentistry, veterinary medicine, optometry, psychology (Ph.D. level), pharmacy, or other disciplines designated by The Surgeon General (TSG). Financial assistance is available for physicians and dentists in accredited specialized training programs leading to specialty board eligibility as designated by TSG. Loan repayment is

available to provide a direct accession and/or retention incentive to maintain adequate numbers of commissioned officers of the armed forces on active duty who are qualified in the various health professions designated by TSG and have qualified loans

**Applicability.** Policy and procedure apply to civilian and military applicants, including Active Army, Army National Guard (ARNG)/Army National Guard of the United States (ARNGUS), U.S. Army Reserve (USAR) personnel, and Program participants. During mobilization, the proponent may modify chapters and policies contained in this regulation.

**Proponent and exception authority.**

The proponent of this regulation is the Office of the Surgeon General. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief with the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefit and must include a formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters

to the policy proponent. Refer to AR 25-30 for specific guidance.

**Army management control process.**

This regulation contains management control provisions and identifies key management controls that must be evaluated (see appendix B).

**Supplementation.** Supplementation of this regulation and establishment of command and control forms are prohibited without prior approval from the Office of The Surgeon General, Headquarters, Department of the Army, ATTN: DASG-PSZ-M, 5109 Leesburg Pike, Falls Church Virginia, 22041.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA (DASG-PSZ-M), 5109 Leesburg Pike, Skyline 6, Falls Church, VA 22041-3258.

**Distribution.** This publication is available in electronic media only and is intended for command level A for the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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## **Chapter 1**

### **General**

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

This regulation sets policies and procedures for implementing the Army portion of the F. Edward Hebert Armed Forces Health Professions Scholarship and Financial Assistance Program (Chapter 105, Title 10, United States Code (10 USC chap 105) and DODI 6000.13, Medical Manpower and Personnel) and the Active Duty Health Professions Loan Repayment Program (Chapter 109, Title 10, United States Code (10 USC chap 109)). It prescribes program eligibility, entitlements, obligation, annual active for duty training, appointment, graduate professional education, application, processing procedures, creditable service, academic monitoring, administrative waivers, entry, disenrollment, and due process.

#### **1-2. References**

Required and related publications and prescribed and referenced forms are listed in appendix A.

#### **1-3. Explanation of abbreviations and terms**

Abbreviations and terms used in this regulation are explained in the glossary.

#### **1-4. Responsibilities**

*a.* The Surgeon General (TSG) will—

- (1) Develop policy for administering and managing each of the programs.
- (2) Determine the categories of applicants to be considered and number selected for entry into each discipline and program. This will be done within DOD limitations and anticipated requirements of the Army Medical Department (AMEDD).
- (3) Coordinate program missions through the Commander, Accessions Command to the U.S. Army Recruiting Command (USAREC).
- (4) Establish composition and member qualification for the Health Professions Scholarship Program (HPSP), the Financial Assistance Program (FAP), and the Active Duty Health Professional Loan Repayment Program (ADHPLRP) selection boards.
- (5) Budget funds required from the Defense Health Program appropriation for support of the programs.
- (6) Monitor and evaluate academic progress and program effectiveness.
- (7) Represent the Department of the Army (DA) in the Joint Service aspects of the programs.
- (8) Forward requests for assignment instructions as applicable, and initiate appropriate actions when a participant is no longer entitled to payment.
- (9) Develop and implement a comprehensive program that provides opportunities for continued professional education, consistent with Army requirements, beyond that provided by the U.S. Army Health Professions Scholarship Program (HPSP) and Financial Assistance Program (FAP).
- (10) Determine active duty for training (ADT) assignments to satisfy annual training requirements, as required, and active duty (AD) assignments for HPSP/FAP members upon successful completion of the program.
- (11) Verify the eligibility for reimbursement, and initiate action for disbursement of funds to program participants and civilian institutions.
- (12) Conduct periodic audits to safeguard against overpayment, and ensure quality control.
- (13) Manage a training program for the annual ADT phase and any other procedures TSG designates and approves.
- (14) Maintain financial statistics for program accountability.

*b.* Commanding General (CG), Human Resources Command (HRC) will—

- (1) Tender United States Army Reserve (USAR) appointments to qualified individuals nominated by the USAREC, once the nomination is approved by the Secretary of Defense.
- (2) Manage program participants while in their status as Army Reservists, to include annual delay renewal while in the program.
- (3) Issue the required ADT orders as provided in accordance with instructions from TSG.
- (4) Maintain ADT statistics for program accountability.
- (5) Determine AD assignments and issue orders for HPSP and FAP members who are dropped or successfully complete the program.

*c.* Chief, Army Reserve, will budget funds for Reserve Personnel Army appropriation in support of these programs.

*d.* The Superintendent, U.S. Military Academy (USMA) is responsible for preliminary selection of cadet applicants for HPSP participation and notification of selected cadets to USAREC for processing. DOD guidance permits only 2 percent of each academy graduating class to attend medical school under military sponsorship, effective 19 August 1978.

*e.* CG, Accessions Command will coordinate recruiting mission processing activities.



*f.* CG, USAREC will—

- (1) Perform recruiting functions, process applications, conduct selection boards and nominate selectees for appointment in the USAR.
- (2) Perform officer procurement functions, including active duty accessioning functions and interservice transfers for current and delay participants.
- (3) Determine eligibility based on guidance from OTSG, applicable DOD guidance and statute.

*g.* CG, Cadet Command will—

- (1) Refer interested candidates to the appropriate USAREC Health Care Recruiter.
- (2) Provide letters of recommendation as outlined in paragraph 2-7*d*.

## **Chapter 2**

### **Health Professions Scholarship Program**

#### **2-1. Eligibility requirements**

*a.* Individuals must meet eligibility requirements prescribed in DODI 6000.13 and this regulation to be eligible for the program. An applicant must meet the following minimum eligibility criteria:

(1) Be a U.S. citizen. Those with dual citizenship must meet requirements in paragraph 2-5*c* before HPSP entry can be authorized.

(2) Except as noted in (*a*) and (*b*), below, be fully eligible for appointment in the USAR (AR 135-100 and AR 135-101). Program members cannot participate with USAR or ARNG units in accordance with AR 601-25 and DODI 6000.13. Members may not participate simultaneously in Reserve Component incentive programs.

(*a*) Be physically qualified for appointment as an officer in the USAR (chap 2, AR 40-501).

(*b*) Meet eligibility criteria in AR 135-101 for applicant's age on graduation (and on reappointment in appropriate branch, if applicable).

(*c*) Have a DNA specimen collected in accordance with Headquarters, Department of Army (HQDA) policy.

(3) Be enrolled full time in or have firm written acceptance from an accredited professional school in the United States or Puerto Rico. Enrollment in an online academic curriculum does not meet this eligibility requirement. The school and educational program must be accredited by an agency or association recognized by the U.S. Department of Education. Non-accredited independent allied health science schools must be approved by the Assistant Secretary of Defense (Health Affairs) (OASD)(HA).

(4) Be able to execute the required service agreement without reservation (see para 2-5*c*).

(5) Be able to meet Army appearance standards (AR 670-1).

(6) Have completed any military service obligation (MSO) incurred for prior participation in DOD-sponsored programs (unless deferred from completing the previously incurred MSO to participate in the program) and been honorably discharged for all prior military service. Those individuals with a previously incurred MSO who participate in the program incur an obligation as prescribed in paragraph 2-3*c*, below.

(7) Meet other requirements as prescribed by TSG or the OASD(HA).

*b.* The following are the military selectee prerequisites for program eligibility:

(1) Selected AD applicants must be released from AD or discharged prior to entry into the program (see para 2-8*d*). Provisions of AR 600-8-24 apply for officers and AR 635-200 for enlisted personnel. Selected AD applicants with a remaining active duty obligation (ADO) who are released (includes resignations) from AD and fail to accept a new appointment for program entry immediately upon release will be recalled to AD. Applicants must not be in a promotion nonselect status, pending punitive discharge, or be in the process of administrative separation from military service, or have DA Form 268 (Report to Suspend Favorable Personnel Actions) (FLAG)), or bar to reenlistment in effect.

(2) For ROTC cadets who are eligible for appointment upon graduation, and who are selected for this program, the ROTC Cadet Command will—

(*a*) Appoint them to 2LT, USAR, branch unassigned, unless they are authorized to hold a higher grade in another branch on the basis of prior service.

(*b*) Transfer them to the USAR control group (officer active duty obligor (OADO)).

(3) ROTC cadet selectees with incomplete ROTC requirements prior to program entry date are ineligible for USAR appointment by the ROTC Cadet Command. These cadets will be disenrolled one day before appointment as 2LT, USAR, branch unassigned. The CG, HRC will coordinate the discharge and appointment with the ROTC Cadet Command.

*c.* A member of another Uniformed Service must submit, with the program application, a release from his or her service. The release may be contingent on selection for HPSP.

*d.* The following categories are ineligible:

- (1) AR 135–100, paragraph 1–7, lists categories that render individuals ineligible for appointment in the USAR.
- (2) AR 135–101, paragraph 1–6, lists additional categories that render individuals ineligible for appointment in the USAR for assignment to Army Medical Department branches.
- (3) Anyone receiving financial support from another source or who has any other commitment that, after receipt of a professional degree, obligates him or her to service other than with the U.S. Army is ineligible.
  - e. Candidates will be recommended by a competitive selection board or offered a scholarship under automatic acceptance criteria (AAC), if minimum criteria are met (see para 2–8d(5) for USMA cadets).
  - f. Candidates will not be serving, incurring, or have an unfulfilled ADO for participation in DOD-subsidized, long-term health or health-related education or training.
  - g. Candidates will not be accepted for or participating in a dual degree curriculum, unless otherwise authorized by TSG.
  - h. Candidates will not be enrolled in an online academic curriculum.
  - i. Candidates will not be ineligible under other DOD, DA, or statutory guidance.
  - j. Candidates will meet undergraduate licensure examination requirements prescribed by TSG.

## **2–2. Entitlements**

- a. Entitlements include—
  - (1) A taxable monthly stipend, at the rate established annually, for each month of program participation, except while satisfying the annual ADT requirement (see para 2–4) or ineligible for entitlements. Eligibility for payment of the stipend begins on the latest of the three dates dealing with actions in paragraph 2–3f(3).
  - (2) Payments of approved educational expenses incurred by the program member.
    - a. These expenses include approved tuition, fees, books, laboratory expenses, limited microscope and computer rental, laboratory and clinical coats, precious and semiprecious metals, payments for educational services, and other expenses authorized by DOD.
    - b. Room and board and nonacademic expenses are excluded.
    - c. Payments are limited to those educational expenses normally incurred by students at the institution and in the health profession concerned who are not program members.
    - d. The Army will not reimburse a student for purchase of nonexpendable equipment. Reimbursement will be made on microscope rental for a maximum of 2 years and computer rental for a maximum of 4 years.
      - b. Documentation of educational expenses is required and must include purchase receipts for the items claimed. A school official, designated by the educational institution, will certify that the items claimed are essential to the course of study (see 2–2a(2), above). Reimbursement for educational expenses may be paid under a standardized rate if authorized by DOD.
      - c. Payment of authorized expenses may be made directly to a civilian educational institution or to the program member. Payments to educational institutions may be contracted and made without regard to Section 3324, Title 31, United States Code (31 USC 3324).
      - d. Members who enter the program during an academic session are eligible for personal payment on a prorated basis for all normally required and authorized items (2–2a(2), above) if applicable to the current academic year. Those expenses incurred and items purchased prior to the current academic year, but still in use or required to be used in the future, may be approved for payment. An alternate status selectee who is offered program entry may be authorized retroactive payments for the current academic term effective not earlier than the selection board approval date.
      - e. Federal income tax liability on program entitlements is set by statute and rules and regulations of the Commissioner of Revenue.
      - f. Entitlements are based on the number of academic years normally required to complete the course of study.

## **2–3. Obligation**

- a. Unless sooner separated, a participant must remain in the program to complete the educational phase leading to a professional degree in the course of study in which enrolled. Also, the student will participate in designated military training while in the program. No extension of the scholarship will be granted to pursue any other degree.
- b. Program members will incur the following military service obligations (MSO)—
  - (1) An 8-year contractual MSO for any period of program participation consisting of an AD obligation and Reserve Service obligation (RSO).
  - (2) An AD obligation of 2 years for the first 2 years, or portion thereof, of program participation. Participation for more than 2 years will result in an additional AD obligation of one-half year for each additional one-half year or portion thereof.
- c. Time spent in Graduate Professional Education (GPE) (First Year Graduate Medical Education/internships, residences, fellowships, Advanced General Dentistry 1-year (AGD–1) will not satisfy the program obligation. Under no condition will participants be released from AD until they have served a minimum of 2 years after completion of any period of GPE except when release is determined by the Army to be in the best interest of the Government. The

portion of the MSO that exceeds the AD obligation or minimum term of service (MTS) described in 2–3b(2), below, will be served in the Individual Ready Reserve (IRR) unless the Secretary of the Army (SA) and the member mutually agree that said portion or a part thereof will be served on AD, in the Selected Reserve (SELRES), or as indicated by other mutually agreed upon contract.

(1) Program members will, unless otherwise relieved, serve, apart from the AD obligation described in (1) above, a 3-year minimum term of service on AD if a non-physician, a 2-year minimum term of service (MTS) if a physician. This will run concurrently with the ADO. However, if the ADO is less than the MTS, participants will not be released from AD until the MTS has been served.

(2) Any time spent on AD after completion of the basic professional degree required for appointment in the health services category (including time spent in GPE and in completing the ADO) will satisfy this minimum term. The MTS does not apply to alternative civilian service obligations.

*d.* An obligation incurred as a program member is in addition to and cannot be served concurrently with an obligation incurred from any other DOD-subsidized pre-professional (undergraduate) education or training or prior long-term health or health-related education or training. None of the obligation may be satisfied through partial credit based on the amount of entitlements received or during participation in the Active Duty Health Professions Loan Repayment Program (see chap 4).

*e.* An assertion of community need will not be considered as a reason for relief from or delay in fulfilling the program obligation.

*f.* Time spent on AD or ADT while a program member before completing degree requirements will not fulfill any ADO. Time spent on AD in GPE will be credited toward fulfillment of the RSO.

*g.* Program participation for the purpose of computing service obligation starts with the date of eligibility for payment of the monthly stipend (para 2–2a) and ends effective with the date of loss of such eligibility.

(1) To be eligible for stipend pay and other entitlements (para 2–2b), an individual must—

(a) Be enrolled full time in an approved institution;

(b) Hold a USAR commission; and

(c) Have executed a service agreement, and

(d) Not be under a suspension of entitlements.

(2) A participant is ineligible for stipend and other entitlements upon—

(a) Disenrollment or suspension from the student's academic program for any reason;

(b) Graduation, or the date requirements for graduation are completed if more than 45 days before the degree/training completion certificate is to be conferred;

(c) Elimination from the Army according to current regulations or statutes on voluntary or involuntary separation of Reserve officers; or

(d) Being dropped from the program by TSG for deficiency in conduct, in studies, in moral or personal character, or for other reasons.

(e) Other loss of eligibility (includes suspension of entitlements), application for discharge, or a disclosure or status that is disqualifying for military service.

(f) Administrative noncompliance, breach of contract, or remediation of an academic period or course of study.

(3) Entitlements begin on the last date that—

(a) The oath of office for a USAR commission is signed;

(b) The service agreement is signed; or

(c) The authorized academic curriculum (not registration or orientation) or course of study begins.

*h.* The following stipulations apply to release from the military obligation and reimbursement of benefits received if the student does not complete the program.

(1) Unless relieved from the incurred ADO by the SA as being in the best interests of the Army (see (3) below), a member will complete the ADO in an appropriate military capacity. This applies to—

(a) A member who fails to fulfill the contractual agreement as a result of actions not begun by the Government.

(b) A member who is dropped or disenrolled from the program.

(2) If relieved from the incurred ADO, the SA may require the member to reimburse the Government for all or any portion of stipend, tuition, and other educational costs. However, a member may not withdraw or be relieved of the incurred ADO or any part solely because he or she wants to refund all payments made by the Government under Section 2121, Title 10, United States Code (10 USC 2121) and Section 2127, Title 10, United States Code (10 USC 2127).

(3) The SA may relieve a member who is dropped from the program from any military obligation or reimbursement of the Government if the action will be in the best interests of the Army. However, the member will not be relieved from any military obligation imposed by any other law, regulation, or service agreement. A member who is relieved of the ADO before completion of the obligation may be given, with or without the member's consent, any of the alternative obligations indicated below as determined by the SA if the service agreement was signed on or after 1 October 1996. Individuals must consent if program entry occurred prior to 1 October 1996 or if on AD as a result of

entering the program before 1 October 1996 and subsequently relieved of the ADO. A member cannot request an alternative obligation. Alternative obligations are—

- (a) A service obligation in another armed force for a period of time equal to the remaining ADO.
- (b) A service obligation in a component of the Selected Reserve (SELRES) for a period equal to twice as long as the remaining ADO.
- (c) Repayment to the Treasury of the United States of a percentage of the total cost incurred by the U.S. Army on the participant's behalf that is equal to the percentage of the total ADO for which relieved, plus interest. The total cost will include educational costs and stipend payments, and exclude military pay from ADT performed as a member of the program.
- (d) In addition to the alternative obligations specified in paragraphs (3)(a) through (3)(c), above, if a participant is relieved of the ADO by reason of separation because of a physical disability, the SA 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 ADO.

(4) Terminated personnel will be referred by HRC to HQDA (DAPC-OPP-P). The CG, HRC or designee will recommend branching and assignment or relief of the member from the ADO.

- i. No program member may accept financial support from another source that obligates the participant to service in other than the U.S. Army after receipt of the professional degree.
- j. Time spent as a member of the program does not count toward service credit for pay or retirement, except as authorized under Section 2126(b), Title 10, United States Code (10 USC 2126(b)).

#### **2-4. Annual active duty for training period**

a. During each 12-month period of participation, each eligible student will perform 45 days of active duty for training (ADT), including a maximum of one day travel to and one day travel from the training site. The ADT will normally take place at an Army installation. It will provide military and professional training and experience appropriate to the educational level and abilities of the officer. All ADT periods will be served in pay grade O1, regardless of the Reserve commissioned grade held. Should a participant's academic schedule preclude absence from school for a 45-day period, the ADT tour may be served at the school. Request for ADT at school in lieu of a military installation will be considered only when verified by a responsible school official as a course degree-qualifying requirement. Requests for ADT at an Army installation or at school will be submitted as prescribed by TSG for approval by HQDA (DASG-PSZ-MU). Annual verification of physical status is required pursuant to AR 40-501. An ADT that is not requested or performed as prescribed cannot be carried over to the next fiscal year.

(1) Early program entry may be authorized for attending the Officer Basic Course (OBC) and for 1-year medical scholarship recipients in preparation for the first year of graduate medical education selection board process.

(2) A member is not authorized to perform a single 45-day ADT tour at multiple Army installations or perform an ADT tour overseas. An ADT tour in Hawaii or Alaska is authorized.

(3) Funding priority will be provided for ADT performed at military training sites. A tour performed at the school will be scheduled for the last 45 days of the fiscal year, unless otherwise required for statutory compliance with the mandatory ADT requirement.

b. When ADT is performed at a military installation, DA Form 1059 (Service School Academic Evaluation Report) (AR 623-3) for OBC attendees and an evaluation prescribed by TSG will be prepared by the supervisor. DA Form 1059 and the evaluation will be submitted to HQDA (DASG-PSZ-MU), 5109 Leesburg Pike, Skyline Six Room 691, Falls Church, VA, 22041, for inclusion into the student management file. Commanders will establish rating schemes to ensure that specific rating officers are present and available during the ADT period so that students will be observed through daily contact. These reports will be rendered unless the 45-day ADT is curtailed for some reason and amounts to fewer than 21 days or is performed at school.

#### **2-5. Appointment**

a. For program participation, qualified civilian and enlisted applicants will be commissioned as branch unassigned, detailed to the Medical Service Corps (MS), and awarded area of concentration (AOC) 00E (student officer). Other eligible applicants will be retained in their basic branches and will be detailed to the MS for administrative accounting and control purposes. Their AOC will be changed to 00E.

b. Upon completion of academic requirements, participants will be reappointed to the appropriate specialty in accordance with AR 601-100 and AR 135-101, as appropriate. The reappointment letter will cite this regulation (AR 601-141) as authority for reappointment.

c. Qualified applicants who are U.S. citizens may be appointed prior to completion of a national agency check (NAC) with local agency checks and credit checks (NACLC), provided the applicant executes a DA Form 4572-R (Statement of Understanding for Appointment as a Commissioned Officer) (see AR 135-101, fig 2-2). At the time of appointment, the CG, HRC will initiate the NACLC. If after completion of the post-commissioning security investigation, an individual is unacceptable for appointment, the officer will be released from AD or discharged, as appropriate, in accordance with AR 600-8-24 or AR 135-175, chapter 4, section II. An individual of dual citizenship and/or with a

foreign passport must provide appropriate documentation renouncing foreign citizenship and relinquish any non-U.S. passport before program entry is authorized.

## **2-6. Graduate professional education (GPE)**

*a.* If qualifying for a degree in medicine or osteopathy, members will apply, as stated in applicable Army directives, for the next Army First year of Graduate Medical Education (FYGME), which begins after receipt of the degree. A member will participate in the Army FYGME if selected. Those not selected for Army FYGME will be delayed (AR 601-25) from entry on AD to complete this year of education in a FYGME approved by the American Medical Association (AMA) or the American Osteopathic Association (AOA) that is offered in a nonmilitary hospital. Application for subsequent training (residency/fellowship) will be made as prescribed by applicable directives. All applications will be made to the Joint Service Graduate Medical Education Selection Board (JSGMESB).

*b.* Dental graduates may apply for the Advanced General Dentistry 1 year (AGD-1) or, if offered, Advanced General Dentistry 2 year (AGD-2), or residency training in an Army-sponsored program. If not selected, they may apply for a delay to complete a comparable civilian program subject to approval of TSG.

*c.* If qualifying for a degree in clinical or counseling psychology, members will apply for the next Army Clinical Psychology Internship Program (CPIP) that begins prior to receipt of such degree. They participate, if selected by the Army, in an AD status and may receive reimbursement for approved academic expenses for a maximum period as prescribed by TSG. Those not selected for the Army CPIP will participate in an inactive status in a training program approved by the American Psychological Association in a nonmilitary training facility.

*d.* Program members receiving education at a nonmilitary facility in an inactive status described in paragraphs 2-6*a* and 2-6*b*, above, are not entitled to any pay, allowances, or educational expenses from the U.S. Army. Program members receiving education at a nonmilitary facility in an inactive status described in paragraph 2-6*c*, above, are entitled to stipend pay and educational expenses from the U.S. Army prior to receipt of the professional degree for a maximum period as prescribed by TSG. Normal stipends and benefits paid by the civilian facility to other trainees in that facility may be accepted by members described in paragraphs 2-6*a*, *b*, and *c*, above, if such receipt does not entail an obligation for future service.

*e.* If eligible under the provisions of AR 351-3, program members or program graduates of the academic phase may request an Army postgraduate education program (residency or fellowship) leading to a minimum specialty board eligibility. A health professional may be delayed from entry on AD for graduate professional education beyond the first year (residency and fellowship) (AR 601-25) based on the needs of the Army. Paragraph 2-6*d*, above applies as far as entitlement to pay, allowances, educational expenses, and other stipends and benefits while in an inactive status.

## **2-7. Application**

An applicant will submit the information listed in paragraphs 2-7*a* through 2-7*k*, below, as a minimum, which must be complete (unless otherwise indicated). Additional requirements may be prescribed by TSG. The USAREC Health Care Recruiter will assist the applicant in completing his or her program application. For more information on the location and telephone number of the nearest USAREC Health Care Recruiter, contact CDR, USAREC (RCHS-OP) 1307 Third Avenue, Fort Knox, KY 40121-2726. The application will include—

*a.* DA Form 4571-R (Data Required by the Privacy Act of 1974 (Eligibility for AMEDD Officer Procurement Programs—Miscellaneous Documentation)) (see fig 2-5 of AR 135-101).

*b.* Application for the U.S. Army Health Professions Scholarship Program (obtained from a USAREC Health Care Recruiter).

*c.* A letter of acceptance or proof of enrollment from an accredited or approved professional school. (A provisional or conditional letter of acceptance or enrollment does not meet this requirement. Active duty members may submit scholarship applications pending receipt of firm written acceptance.)

*d.* Three letters of recommendation (LOR) from individuals, other than relatives, peers, or classmates. (These letters should reflect potential for military service as a health professional. Letters should be addressed to the appropriate USAREC Health Care Recruiter. Include a letter from the professor of Military Science, or their designated representative, in the case of ROTC cadets. (See paragraph 2-8*d*(5) for USMA cadets.) Unit commanders will provide LOR for AD personnel or personnel affiliated with a Reserve unit. Reserve personnel who have no unit affiliation must include a letter from an Army officer who is senior in rank, but at the minimum grade of captain, or a Health Care Recruiter interview/evaluation.)

*e.* Official transcripts (may be the student copy) of college, graduate, and professional school attended. (When required by the institution, a transcript may be addressed directly to the appropriate USAREC Health Care Recruiter.)

*f.* Unqualified resignation or request for release from Army for officers on AD pending scholarship selection (see 2-8*d*).

*g.* For members of another uniformed service, a release as described in paragraph 2-1*c*.

*h.* For prior service personnel, a copy of DD Form 214 (Certificate of Release or Discharge from Active Duty) or Discharge from Active Duty (formerly Report of Separation from Active Duty).

- i.* Test score results of the professional school admission test for the individual's respective discipline (for example, MCAT for medicine), when required by the school for admission or acceptance.
- j.* For dual U.S. citizens and/or those holding foreign passports, documentation renouncing any foreign citizenship and stating that any non-U.S. passport has been relinquished.
- k.* Other requirements to facilitate application and selection as prescribed by USAREC regulation or TSG policy.

## **2-8. Processing procedures**

*a.* USAREC Health Care Recruiters will process applications and submit them to Commander, USAREC, ATTN: RCHS-(appropriate branch-MC, SVD, MS, AN), 1307 Third Avenue, Fort Knox, KY, 40121-2726 for consideration. Upon request, recruiters will provide information about application deadlines for each year group and the number of scholarships open.

*b.* Selection boards will be established as required to fill vacancies. A separate board will meet to consider applicants for each AMEDD branch concerned. Each board will have at least three field grade officers. Members of Medical and Dental Corps selection boards will consist of personnel in the same AMEDD Corps. Medical selection boards must contain at least one member who has experience in medical education as a program director.

*c.* Appearance before an examining board or interview is not necessary for applicants unless such a requirement is imposed by TSG for a specific category or group of applicants.

*d.* Applications will be submitted as follows:

(1) Civilian applicants, Reserve personnel of the Uniformed Services not on AD, and ROTC cadets will apply through the local USAREC Health Care Recruiter in accordance with paragraph 2-8*a*, above.

(2) AD Army officers (other than AMEDD personnel, chaplains, Judge Advocate General's Corps (JAGC)) and enlisted members will apply through normal channels to the Commander, HRC for recommendation by the appropriate career office. Applications will be processed in accordance with paragraph 2-8*a*, above.

*(a)* Active Army officer applicants must submit an unqualified resignation and request appointment in the USAR pending scholarship selection (AR 600-8-24). If approved for resignation and entry to the scholarship program, the Commander, HRC, ATTN: AHRC-PDT-PS, Alexandria, VA, will process the discharge, contingent upon USAR appointment and assignment to the USAR Control Group Officer Active Duty Obligor (OADO). The Commander, HRC, ATTN: AHRC-OPD-AD, St. Louis, MO, will process the USAR appointment and assignment to the USAR Control Group OADO.

*(b)* Reserve officer applicants on AD must request release from AD pending scholarship selection (AR 600-8-24). If approved for release from AD and entry into the scholarship program, the Commander, HRC, ATTN: AHRC-PDT-PS, Alexandria, VA, will direct the separation and assignment to the USAR Control Group (OADO), HRC.

(3) AMEDD active duty officers will apply through normal channels to Commander, HRC, ATTN: AHRC-PDT-PS, Alexandria, VA. Directives in paragraph (2)*(a)* or *(b)*, above, apply.

(4) Chaplains and JAGC officers will apply through the appropriate HQ in accordance with para 2-8*a*.

(5) Eligible USMA cadets identified by the Superintendent for program participation will apply through the Superintendent, USMA.

(6) Enlisted Army personnel on AD must request discharge (AR 635-200, para 5-16) and concurrent appointment in the USAR (AR 135-101). Enlisted Army personnel in the Army National Guard (ARNG) and USAR must request discharge (AR 135-178) and concurrent appointment in the USAR. Request must be made through the normal chain of command to HQDA (AHRC-PDT-P) for Active Army; Chief, National Guard Bureau, ATTN: NGB-ARP for ARNGUS; and Commander, HRC, ATTN: DARR for USAR. If approved for discharge, the appropriate agency will direct the discharge and forward the application for USAR appointment to USAREC. The applications for USAR appointment will be forwarded by USAREC to Commander, HRC, ATTN: AHRC-OPD-AD, St. Louis, MO for processing. USAR appointment and assignment to OADO will be processed by Commander, HRC, ATTN: AHRC-OPD-AD, St. Louis, MO.

(7) Active duty personnel who are members of another Uniformed Service will apply through the appropriate USAREC Health Care Recruiter in accordance with paragraph 2-8*a*, above.

## **2-9. Determination of creditable service**

*a.* Military service performed while a member of the program will not be counted—

(1) In determining eligibility for retirement other than by reason of a physical disability incurred while on active duty as a member of the program; or

(2) In computing years of service creditable under Section 205, Title 37, United States Code (37 USC 205).

*b.* Exceptions to 2-9*a*(1) and (2), above, may be made pursuant to 10 USC 2126(b).

## **2-10. Academic monitoring**

Academic progress will be monitored on the basis of invoices for payment for the upcoming session, as approved by TSG and the anticipated date of graduation.

## **2-11. Administrative waivers**

Program members will not be discharged for failure of promotion or failure to meet Army appearance and physical fitness standards. Members who fail to meet appearance and physical fitness standards will be granted an administrative waiver, must report for AD to fulfill the ADO, and will be monitored for compliance under existing regulatory requirements once on active duty.

## **2-12. Program entry**

*a.* Unless otherwise authorized, selections are for program entry at the beginning of the upcoming academic year, regardless of the board selection date or advanced pre-enrollment or administrative requirements. Earlier entry may be authorized by TSG as prescribed in paragraph 2-4a(1) and if otherwise deemed to be in the best interests of the Army.

*b.* Selectees whose academic status, graduation year group, or health care discipline changes from that for which they were initially selected become ineligible for program entry and may reapply.

*c.* Selectees whose academic status, graduation year group, or health care discipline change within 6 months following initial program entry automatically lose eligibility for continued program participation and may reapply.

*d.* Recipients of separation pay resulting from involuntary separation or voluntary release from active duty (REFRAD) are ineligible for appointment in accordance with AR 135-101, and therefore ineligible for program entry.

*e.* Recipients of or those pending receipt of a disability rating, benefits, compensation, or severance pay for medical disability must obtain a medical waiver approved by TSG prior to program entry. A copy of the rating decision and medical documentation supporting the decision that resulted in benefits, compensation, or severance pay for medical disability rendered must be provided.

## **2-13. Disenrollment**

*a. Voluntary disenrollment.* A participant may request disenrollment from the program. The request may be approved if in the Government's best interest. The request must include the reasons for the request; it also does not relieve the participant of the incurred military service obligation for program participation. Individuals must follow procedures in paragraph 2-15, below, to be considered for relief from the incurred service obligation.

*b. Involuntary disenrollment.*

(1) There is no requirement for due process and participants will be automatically disenrolled upon loss of eligibility for program participation or military service. Loss of eligibility includes, but is not limited to, a participant's withdrawal, disenrollment, or termination from the course of study for any reason; loss of Reserve appointment eligibility; loss of military service eligibility; change in graduation year group from that for which originally selected within 6 months after initial program entry; entry into a decelerated academic curriculum within 6 months after program entry; or loss of eligibility for the program or military service under other statute or regulatory guidance. Except for clinical psychology recipients, disenrollment from the program is also automatic upon call to active duty.

*(a)* Clinical psychology participants may remain in the program as prescribed in paragraph 2-6 and will be automatically disenrolled from program participation upon failure to maintain eligibility or the earlier of the graduation date or maximum period of participation in military or civilian residency training as prescribed by TSG.

*(b)* Termination from military or civilian residency training will result in loss of eligibility for program participation.

(2) Other than automatic disenrollment because of loss of eligibility, a participant considered for involuntary disenrollment from the program must be given due process as prescribed in paragraph 2-14, below. Participants may be involuntary disenrolled if it is determined to be in the best interest of the Government and/or for a participant's—

*(a)* Conviction for a felony as defined under Federal, State, or local law; for an offense which, if tried under the Uniform Code of Military Justice (UCMJ), could result in one year or more confinement or a dishonorable discharge; or for an offense involving moral turpitude.

*(b)* Discreditable involvement with civilian or military authorities, including driving under the influence or while intoxicated.

*(c)* Application for conscientious objector (1-0) status.

*(d)* Noncompliance with administrative policy or procedure or the provisions outlined in the service agreement.

*(e)* Deficiency in conduct or in studies demonstrated by cheating on examinations (including licensure examinations); falsifying academic records or participating in any other form of academic dishonesty; stealing; unlawful possession, use, distribution, manufacture, sale (including attempts) of any controlled substances (defined in Section 812, Title 21, United States Code (21 USC 812)); failure to pay just debts; or similar acts.

*(f)* Failure to successfully complete the prescribed Officer Basic Course, if applicable.

## **2-14. Due process**

*a. Notice.* A participant will be provided due process when it is initially determined that he or she may meet the

criteria in paragraph 2–13b(2), above. The program manager is the approval authority. When a determination has been made that a participant may meet the disenrollment criteria, participants will be provided a written notification that specifies the information in (1) through (7) below.

(1) They are being considered for involuntary disenrollment from the program and the reason(s) for the proposed disenrollment.

(2) The actions necessary to correct the deficiency and a reasonable time to correct the deficiency, if applicable.

(3) A specification of the alleged misconduct, if applicable, including approximate date and location of occurrence.

(4) The time period allotted for responding as prescribed in paragraph 2–14b, below, and the address of the office to receive the response.

(5) The position title of the approval authority.

(6) The participant's rights under the administrative due process proceedings, which include—

(a) Consultation with an attorney at their own expense.

(b) Submission of statements in their own behalf.

(c) Submission of statements from witnesses and other information to show why disenrollment should not occur or why other disposition should be considered.

(d) Submission of information related to extenuating or mitigating circumstances.

(7) Personal appearance by the participant is not authorized as part of the process.

*b. Rebuttal.*

(1) A participant may submit a written rebuttal to the approval authority for the purpose of being retained in the program or obtaining additional time to correct the problem that caused the due process notice. Personal appearance by the participant is not authorized as part of the process. Any rebuttal must be submitted to the approval authority. The rebuttal may contain the information as prescribed in paragraph 2–14a(6), above, to support why the participant should not be disenrolled and/or why the participant should be granted additional time to correct the problem that caused the due process notice.

(2) In general, a participant will be provided not less than 14 calendar days from the date of receiving the initial notification of consideration of disenrollment. An additional 10 calendar days to submit a rebuttal may be granted by the approval authority when the date of receipt of the notification cannot be determined. Responses not received in a timely manner may not be considered. A participant's failure to respond in a timely manner will not delay the decision, unless there are extenuating circumstances as determined by the approval authority. The approval authority may grant the participant a further extension to submit a rebuttal or delay a decision if warranted.

(3) The approval authority will normally provide the participant a written decision 60 calendar days from the date the participant receives the due process notice or, if applicable, from the date the approval authority receives the rebuttal. The approval authority will evaluate all information, including any applicable rebuttal, before rendering a decision. The decision is final, unless a timely appeal is submitted or a determination is made that further consideration is warranted due to extenuating circumstances. The approval authority may grant the participant a further extension to submit a rebuttal or delay a decision if warranted. The approval authority may determine that the participant may be retained or disenrolled or it may defer any final decision for the appropriate time frame pending the outcome of extenuating factors, if any. The decision will provide the nature and basis of the decision; right to appeal; rights under an appeal; location for submitting the appeal; and the title of the initial appellate authority.

*c. Appeal procedure.* A participant may submit a written appeal of the approval and the initial appellate authorities' decision for the purpose of being retained in the program. Any appeal must be submitted through the approval authority. Each of the appellate authorities will normally provide the participant a written decision consistent with the timeline prescribed in paragraph 2–14b(3), above. The appellate authorities will evaluate all information, including any information submitted on appeal, before rendering a decision. The decisions by the final appellate authority are final unless a determination is made that further consideration is warranted due to extenuating circumstances. The appellate authorities may grant the participant a further extension to submit an appeal or delay a final decision if warranted.

(1) *Initial appeal.* The Director of Medical Education is the initial appellate authority to whom participants may submit an appeal of the approval authority's disenrollment decision. The minimum grade for the initial appellate authority will be in the grade of 05. An initial appeal may be submitted only when there is a decision to disenroll the participant. An initial appeal is not automatic. The participant must initiate the appeal. Unless otherwise indicated, the parameters in paragraph 2–14b apply to the initial appeal process. When a timely appeal is submitted, the initial appellate authority may render a decision to uphold the initial disenrollment decision, retain the participant, or defer any final decision for the appropriate time frame pending the outcome of extenuating factors, if any. The decision will also provide the right to final appeal, rights under the appeal, location for submitting the appeal, and the title of the final appellate authority.

(2) *Final appeal.* The Chief, Medical Corps is the final appellate authority to whom participants may submit an appeal of the decision of the initial appellate authority and approval authority. The minimum grade for the final appellate authority will be in the grade of 06. A final appeal may be submitted only when the initial appellate authority upholds the initial disenrollment decision. A final appeal is not automatic. The participant must initiate further appellate action. Unless otherwise indicated, the parameters in paragraph 2–14b apply to the final appeal process. When a timely



appeal is submitted, the final appellate authority may render a decision to uphold the initial disenrollment decision, retain the participant, or defer any final decision for the appropriate time frame pending the outcome of extenuating factors, if any. The decision will also provide the final appellate decision and inform the respondent that there is no further appeal.

*d. Leave of absence.* When situations warrant, participants may be placed in a leave of absence (LOA) status, making them ineligible for entitlements as prescribed in paragraph 2–3f(2) of this regulation pending the outcome of the decision. The LOA status may also be used as an alternative to disenrollment.

*e. Participant responses.* All responses from participants must be signed and dated. An unsigned response will be returned without action. An undated response will not delay the proceedings and will assume the postmark date.

*f. Disenrolled participants.* Disenrolled participants will be referred to the Commander, HRC for branching, call to active duty, discharge, or other disposition as appropriate under paragraph 2–3g of this regulation. The Commander, HRC retains jurisdiction on any determinations regarding military status of disenrolled program participants, including discharge from the Army Reserve.

## **2–15. Discharge**

*a.* A participant may request discharge from the Army Reserve by submitting an unqualified resignation as prescribed in AR 135–175. Requests for program participants must be submitted through: HQDA, ATTN: DASG–PSZ–MU, 5109 Leesburg Pike, Skyline Six, Room 691, Falls Church, VA, 22041–3258, for a recommendation. The recommendation will include the length of program participation; current incurred ADO; LOA effective date; amount of recoupable entitlements paid; and suggested disposition regarding discharge and recoupment. Military pay for ADT is not recoupable. The request, along with an appropriate recommendation, will then be forwarded to: Commander, USAHRC, ATTN: AHRC–HST (HPSP), 1 Reserve Way, St. Louis, MO, 63132, for further review and additional recommendation or disapproval of the request. Requests on which HRC recommends discharge will be forwarded through the G–1 for appropriate action before forwarding the request to the SA for action under paragraph 2–3g of this regulation.

*b.* Discharge requests must be submitted in writing under an original signature, dated, and have supporting documentation attached. An unsigned request will be returned without action. Undated correspondence will assume the postmark date. Participants who request discharge will automatically have their entitlements suspended pending the outcome of the request.

*c.* Program recipients or participants who accept an oath of office and sign a service agreement but are not in receipt of entitlements paid directly or on their behalf may be discharged without a waiver of the ADO and recoupment.

## **Chapter 3 Financial Assistance Program**

### **3–1. Eligibility requirements**

*a.* An applicant must meet the following minimum eligibility criteria:

(1) Meet requirements prescribed in paragraph 2–1a(1) through (2)(c) and (4) through (7).

(2) Be participating full time in or accepted to participate in an accredited specialized training program in the United States or Puerto Rico. Residencies in which fewer positions are available with training progression (also known as pyramid residencies) and first-year training that does not count toward completion of residency do not meet this criterion. The specialized training program must be accredited by the appropriate professional agency or association recognized by the authorized accrediting authority.

(3) Be in a specialized training program as listed by the most current edition of the Directory of Graduate Medical Education Training Programs of the American Medical Association or American Osteopathic Association or a comparable directory for other graduate professional programs.

(4) Be a graduate of an accredited school for the health care discipline concerned in the United States, Canada, or Puerto Rico, or have a current standard Educational Commission of Foreign Medical Graduates (ECFMG) certification for medical Financial Assistance Program (FAP) entry at the post-graduate year-1 (PGY–1) level.

(5) Have completed a U.S.-accredited PGY–1 program for FAP entry at the post-graduate year-2 (PGY–2) level.

*b.* Except as otherwise indicated, the provisions of paragraph 2–1b(1) and (2) apply to FAP. ROTC cadets who are eligible for appointment upon graduation and who are selected will be appointed in accordance with AR 135–101.

*c.* Except as otherwise indicated, provisions of paragraphs 2–1c through 2–1i apply regarding FAP entry. The release will be contingent on selection for FAP. The AAC and provisions for USMA cadets do not apply for FAP selection. Participants in dual-specialized training programs that are not offered by the Army are ineligible for FAP participation, unless otherwise authorized.

*d.* Current AD and former officer applicants who were not selected for AD GPE are ineligible for FAP.

*e.* If a physician—

(1) Is in a categorical/specialty-track internship or designated preliminary program that will result in board eligibility following completion of training in a designated area of concentration (AOC) upon active duty entry for entry at the PGY-1 level.

(2) Has passed all phases/steps of the licensure examination, either the United States Medical Licensing Examination (USMLE) or the Comprehensive Osteopathic Medical Licensing Examination (COMLEX) for entry at the PGY-2 level.

(3) Has obtained a full unrestricted license within 2 years following completion of medical school or prior to program entry at the post-graduate year-3 (PGY-3) and above levels. (A temporary residency license does not meet this requirement.)

(4) Is in a specialized training program that results in a change in AOC if entering specialized training at the fellowship level.

(5) Is not in a combined specialized training program, unless the Army offers such training.

(6) Is not in a specialized training program with fewer available training spaces as academic progression occurs (also referred to as a pyramid program).

f. Dentists must have a valid unrestricted state license before FAP entry can be authorized.

### **3-2. Entitlements**

a. Participants receive a monthly stipend as prescribed in paragraph 2-2a of this regulation. In addition, participants receive an annual grant at the rate established annually by DOD to defray educational expenses. Grants are paid on a prorated basis for partial years of participation. Grant ineligibility occurs at the time of stipend ineligibility.

b. Payments of approved educational expenses incurred by the program member may be authorized as prescribed in paragraph 2-2b of this regulation. If authorized, the provisions of paragraphs 2-2c through 2-2g apply.

### **3-3. Obligation**

Except for the AD obligation, the provisions of paragraph 2-3 of this regulation apply. Participants incur an AD obligation of 2 years for the first year, or portion thereof, of program participation. Participation for more than one year will result in additional AD obligation, as prescribed in paragraph 2-3b(1) of this regulation. The total cost of repayment of funds prescribed in paragraph 2-3g(3)(c) also includes the annual grant.

### **3-4. Active duty for training**

Participants will perform annually a 14-day ADT tour at the authorized training site. The ADT tour will normally be scheduled during September of the fiscal year, unless another date is otherwise required for statutory compliance. Early Program entry to participate in ADT is not authorized. Participants will serve during ADT at the appropriate rank and receive commensurate pay. Requests for ADT will be submitted as prescribed by TSG for approval by HQDA (DASG-PSZ-MU). Annual verification of physical status is required pursuant to AR 40-501. An ADT that is not requested or performed as prescribed cannot be carried over to the next fiscal year.

### **3-5. Appointment**

Qualified applicants will be commissioned in accordance with AR 601-100 and AR 135-101, as appropriate. The provisions of paragraph 2-5 will apply to FAP.

### **3-6. Graduate professional education**

Participants may apply for subsequent GPE and incur the appropriate ADO for participation.

### **3-7. Application**

An applicant must submit documents for appointment, as prescribed by AR 135-101 and AR 135-100, and meet eligibility requirements in paragraph 3-1 of this regulation.

### **3-8. Processing procedures**

Applications will be submitted for processing in accordance with regulation prescribed by the CG, USAREC, to: Commander, USAREC, ATTN: RCHS-(appropriate branch-MS, MC, SVD, AN), 1307 Third Avenue, Fort Knox, KY 40121-2726.

### **3-9. Determination of creditable service**

The provisions of paragraph 2-9 apply to FAP.

### **3-10. Academic monitoring**

Academic progress will be monitored by obtaining annually a certification of advancement from the specialty training program director and anticipated date of training completion.

### **3–11. Administrative waivers**

The provisions of paragraph 2–11 apply to FAP.

### **3–12. Program entry**

The provisions of paragraph 2–12 apply to FAP. However, early entry as prescribed in paragraph 2–4a(1) is not authorized.

### **3–13. Disenrollment**

Except as otherwise noted, the provisions of paragraph 2–13 apply to FAP. Additionally, a change in the specialized training program or length of training without authorization, or termination from residency training also results in automatic disenrollment from the program.

### **3–14. Due process**

The provisions of paragraph 2–14 also apply to FAP.

### **3–15. Discharge**

Except as otherwise noted, the provisions of paragraph 2–15 also apply to FAP. Requests must be forwarded through: HQDA, ATTN: DASG–PSZ–MG, 5109 Leesburg Pike, Skyline Six, Room 691, Falls Church, VA, 22041–3258, for an appropriate recommendation.

## **Chapter 4**

### **Active Duty Health Professions Loan Repayment Program**

#### **4–1. Eligibility**

*a.* The Active Duty Health Professions Loan Repayment Program (ADHPLRP) provides a direct accession and/or retention incentive to maintain adequate numbers of commissioned officers of the Armed Forces on active duty who are qualified in the various health professions. Unless otherwise specified, these provisions apply equally to ADHPLRP when offered for accession and/or retention.

*b.* TSG will prescribe detailed policy regarding the ADHPLRP for accession and retention, and perform functions prescribed in paragraph 1–5a for active duty applicants. The CG, USAREC will perform functions prescribed in paragraph 1–5f for non-active duty applicants. TSG may prescribe additional requirements and standards regarding ADHPLRP eligibility.

*c.* In order to be eligible for program entry, the applicant must—

- (1) Be fully qualified for, or hold, an appointment as a commissioned officer in one of the health professions, and
- (2) Sign a written agreement to serve on active duty, or, if on active duty, to remain on active duty for a period in addition to any other incurred active duty obligation, and
- (3) Meet one of the following academic requirements approved by TSG:
  - (a)* Be fully qualified in a health profession that the Secretary of the Military Department concerned has determined to be necessary to meet identified skill shortages, or
  - (b)* 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, or
  - (c)* Be enrolled in the final year of an approved graduate program leading to a specialty qualification in medicine, dentistry, osteopathic medicine, or other health profession.
- (4) Have successfully completed the AMEDD Officer Basic Course (OBC) or have equivalent credit as authorized by proper authority. TSG may waive this requirement for a participant in the final year of an approved military-sponsored graduate professional education program leading to specialty qualification in medicine, dentistry, osteopathic medicine, or other health profession.
- (5) For members currently on active duty applying for ADHPLRP as a retention incentive, be licensed, certified, or registered to practice without restriction in the profession or specialty for which trained. Physicians must also be eligible for board certification in a medical specialty to practice medicine in that specialty.
- (6) Be free of any court judgment in favor of the United States 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. An exception to the default exclusion may be granted in cases when all other eligibility criteria are met and when the individual provides loan default disclosure as well as substantiation that loan payments are up to date at the time of application.
- (7) Not be a student or graduate of the Uniformed Services University of the Health Sciences to obtain the basic qualifying degree.
- (8) Not be a current AFHPSP or FAP participant or a former HPSP participant who has received the maximum 4 years of sponsorship for the health care degree.

- (9) Execute the required service agreement.
- d.* Additional eligibility requirements to be for entry under the accession ADHPLRP for an applicant include—
- (1) Be a United States citizen (see paragraph 4–4 below).
  - (2) Be recommended for selection by a competitive selection board.
  - (3) Have an approved release, resignation, or discharge, if in another Service or in an active Reserve or National Guard status, and be in the Individual Ready Reserve, if currently a Reserve member.
  - (4) Have received an honorable discharge for any prior service and be approved for return to active duty, if in retired military status.
  - (5) Have completed any incurred active duty obligation for ROTC participation, attendance at the USMA, or RSO for participation in Reserve incentive programs (unless released from the Reserve obligation).
  - (6) Have completed any ADO and been separated from prior active commissioned service for at least 24 months if an individual with prior active commissioned service who is seeking to obtain an original appointment as a new accession under the ADHPLRP. This applies only to prior active service in the same Corps designation as the health care discipline being applied for under the ADHPLRP. It does not apply to officers in a Reserve Component serving on active duty for a period of less than one year. This requirement may be waived if the member is re-entering the Army.
  - (7) If currently not fully qualified in the specialty targeted by the ADHPLRP,
    - (a) Be enrolled in the final year of an approved graduate program at an accredited educational institution accredited by a U.S. accrediting agency leading to specialty qualification in medicine, dentistry, osteopathic medicine, or other health profession, as well as meeting requirements in paragraph 4–1c, above, before payments are executed under the ADHPLRP contract, or
    - (b) 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 specialty qualification in a degree in a health profession (other than medicine, dentistry, or osteopathic medicine).
- e.* Additional applicant eligibility requirements for entry under the retention ADHPLRP include—
- (1) The applicant must submit a request for program participation.
  - (2) The applicant must meet ADHPLRP eligibility, enrollment, and administrative requirements.
  - (3) The applicant must be approved by the Commander, HRC, for ADHPLRP participation and authorized entry by the ADHPLRP manager.
  - (4) An individual who enters active duty and subsequently applies for benefits for retention purposes must have been on active duty for at least 6 months. This requirement may be waived for individuals who received partial sponsorship under the Armed Forces Health Professions Scholarship and Financial Assistance Program (AFHPS/FAP).
  - (5) The applicant must meet medical retention standards as prescribed by existing regulatory guidance.
- f.* The following individuals are ineligible for the ADHPLRP
- (1) Current and former AFHPS/FAP who receive full sponsorship; participants of Reserve incentive programs; and students and graduates of USUHS who attend to obtain the basic qualifying degree.
  - (2) Those who are in a promotion nonselect status, are pending punitive discharge, have DA Form 268 (Suspension of Favorable Personnel Actions) or bar to reenlistment, or do not meet Army appearance and physical fitness standards. An ADHPLRP participant who twice is subsequently not selected for promotion will be selectively continued on active duty for a sufficient period to complete the ADO, unless otherwise discharged.
  - (3) Those who are obligated to service with any agency or organization other than the Army, unless the obligated service will be satisfied prior to active duty entry.
  - (4) Those who are in breach of any other health professions service obligation to a Federal, State, or local Government entity or who have failed to complete their MSO.
  - (5) Those who, within the last 2 years, have had prior active commissioned service if such service was in the same Corps designation as the health care discipline for which ADHPLRP is authorized or who are not in the Individual Ready Reserve immediately prior to active duty entry.
- g.* Authorized persons in their final year of degree completion who have not passed part 1 of the national board or licensure examinations. (These individuals are ineligible for application. Current and former participants in AGD–1 may be eligible for ADHPLRP participation when approved by TSG.)

#### **4–2. Loan payments**

- a.* The Army may repay a Government or commercial loan that the person used to finance education for a health profession obtained at an accredited education institution. Loan repayment is authorized only for expenses that occur after the point that a person would be eligible for commissioning as a health services officer in the AFHPS/FAP.
- b.* Subject to the limits established herein, a loan repayment under the ADHPLRP may consist of payment of the principal, interest, and related expenses of a loan obtained by an eligible person for reasonable educational expenses and reasonable living expenses incurred during attendance at an accredited education institution. A qualified loan that is refinanced must be accompanied by the original loan documentation to establish the contemporaneous nature of such loans.

c. The maximum annual award amount will be as prescribed by law and increased annually effective 1 October by a percentage equal to the percent increase in the average annual cost of educational expenses and stipend costs of a single scholarship under AFHPSP/FAP. The total length of a contract awarded for any participant may not exceed a period determined by dividing the original total value of qualified loans by the annual benefit, rounding up to the nearest whole number of years. The Surgeon General may further limit the length of contracts and may allow the member to extend for future years (within the maximum length as computed above) based on availability of funding or other reasons. Loan repayment automatically terminates at the end of the contract period or upon liquidation of the educational loans.

d. Taxes will be withheld in accordance with applicable tax laws. 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 portion of the benefit representing taxes withheld will remain as a debt to the lending institution to be paid by the member. Loan payments made by the Army on behalf of the participant of the ADHPLRP will be treated as part of the participant's gross income for the taxable year in which payments are made, and that participant is individually responsible for the tax liability on the repayment amount.

e. The loan repayments will be paid to the lending institution on behalf of the member. Execution of the repayment process will begin after the member signs a written service agreement, is on active duty, successfully completes the Officer Basic Course, has reported to his or her first permanent duty station, provides a copy of the license (or proof of passing the licensure requirements for dentistry), provides documentation acceptable to the Army of the loan(s) for repayment, and has complied with all other Service requirements. Individuals remain responsible for loan debt.

f. The following loans are ineligible for repayment:

(1) Loans resulting from any financial liability caused from failure to satisfy a Federal, State, or military service obligation.

(2) Loans whose documentation does not demonstrate that the loan was made for authorized educational purposes or was made concurrently with attainment of the health care degree.

(3) Loans obtained from agencies that are not audited by or which do not report to a United States Government agency.

(4) Loans, or that portion of loans, obtained for educational or living expenses while in school that exceed the reasonable level as determined by the school's standard budget in the year the loan was made or the total annual stipend authorized for participants of AFHPSP.

(5) Loans that have been repaid partially or in full, or paid prior to Program entry or from lending institutions that refuse payment by the normal method of payment made by DFAS.

(6) Accrued interest resulting from participants leaving their loans in deferred status following the initial payment.

(7) Undergraduate (pre-professional degree) loans or loans incurred prior to eligibility for commissioning.

g. Loan repayments may be suspended if loan repayments were not applied to reduce the qualifying health care graduate educational loan; upon misconduct, suspension of favorable personnel action, breach of contract; absence without leave (AWOL) or confinement; upon ineligibility for military service or ADHPLRP participation; if health care qualifications for full performance is lost, revoked, or suspended; when the authorized educational debt has been eliminated; or as otherwise prescribed by TSG.

h. Loan repayment entitlements will not be used to offset or to reduce special pays or bonuses, unless mandated by ASA (M&RA) or a higher authority.

#### **4-3. Obligation**

a. Participants of the ADHPLRP will incur an active duty obligation (ADO) consisting of a minimum 2 years, or one year of ADO for each annual repayment, whichever is greater. The ADO for ADHPLRP will be served in addition to any education/training ADO (consecutively). An ADO for medical or dental officer multiyear retention bonus will be served consecutive to the ADHPLRP ADO. No portion of the ADO for ADHPLRP will be fulfilled by prior military (Active or Reserve) service, during graduate professional education (internship, residency, fellowship, and so forth), or during an obligation incurred for any accession bonus.

b. In addition to the ADHPLRP ADO, participants will incur a minimum term of 3 years of service on active duty if other than a physician, or 2 years if a physician. This minimum term will run concurrently with the ADHPLRP ADO, unless the ADO is less than the minimum term of service, in which case the member will not be released from active duty until the minimum term has been served. Prior active duty service will not count toward the completion of this requirement. The MTS required pursuant to reassignments, time on station, tour lengths, and so forth run concurrently with the ADO.

c. Participants who enter active duty with ADHPLRP as their initial obligation will be subject to the standard 8-year service obligation, a portion of which will be served as an active duty obligation as described above. This 8-year service obligation is served concurrently with any other obligation. Subject to mutual agreement, the participant may fulfill any remaining obligation (after the ADO portion) in the SELRES.

d. Participants who enter active duty with ADHPLRP as their initial obligation, and who subsequently apply for and

are granted benefits for retention purposes, will incur a new minimum ADO as described in paragraph 4-3a, above. This new ADO will be served consecutively to the previously incurred ADO.

*e.* No portion of the ADHPLRP ADO 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 prorated ADO.

*f.* An ADO incurred for graduate professional education (GPE) is in addition to and will be served consecutively with the ADHPLRP ADO.

*g.* An individual who enters active duty through the ADHPLRP may not elect the GI Bill benefits (and corresponding salary reduction) and may not use the GI Bill benefit until the ADHPLRP ADO has been satisfied. The ADHPLRP ADO does not count toward GI Bill requirements (pursuant to section 3033(b), Title 38, United States Code (38 USC 3033(b)), and the length of service required by the GI Bill must be satisfied after the ADHPLRP ADO. An individual on active duty is not precluded from using both the GI Bill and ADHPLRP benefits so long as the individual completes the required length of service specified in the GI Bill and the ADHPLRP service obligation.

*h.* An ADHPLRP participant who is relieved of his or her ADO before the completion of that ADO may be given, with or without the consent of the member, any of the following alternative obligations as determined by the Secretary of the Army:

(1) A service obligation in another component of the Armed Forces for a period of time not less than the member's remaining ADO.

(2) A service obligation in a component of the SELRES for a period not less than twice as long as the member's remaining ADO.

(3) Repayment to the Secretary of Defense of a percentage of the total cost incurred by the Secretary on behalf of the member equal to the percentage of the member's total ADO being relieved, plus interest on that calculated amount.

(4) In addition to the alternative obligations specified above, if the member is relieved of ADO by reason of his or her separation because of a physical disability, the secretary of the military department concerned may give the member a service obligation as a civilian employed as a health care professional in a facility of the uniformed services for a period of time equal to the member's remaining ADO.

(5) An individual who is not otherwise eligible to serve in another component of the Armed Forces will be given an alternative obligation indicated in paragraph *h*(3) or *h*(4), above.

#### **4-4. Appointment**

Qualified applicants will be commissioned in accordance with AR 601-100 and AR 135-101, as appropriate. For non-active duty applicants, the provisions in paragraph 2-5 of this regulation apply. Individuals who are later disqualified for appointment will be discharged in accordance with AR 135-175.

#### **4-5. Graduate professional education**

Participants may apply for subsequent education and training and will incur an appropriate consecutive ADO (see para 4-3f, above).

#### **4-6. Application**

An applicant must submit the minimum required documents for direct accession selection boards prescribed by USAREC regulation and as prescribed by TSG for retention purposes.

#### **4-7. Application processing**

*a.* The United States Army Recruiting Command (USAREC) determines eligibility for non-active duty ADHPLRP applicants through a selection board process and prescribed automatic acceptance criteria (ACC) pursuant to guidance below. The Commander, HRC, in coordination with TSG, determines eligibility for ADHPLRP applicants through a selection board process.

*b.* Applicants in their final year of study for a degree in veterinary medicine and dentistry and applicants in their final year of specialty training will be evaluated under a selection board process established under the HPSP.

*c.* Applicants in their final year of study for other authorized health care shortage skills will be evaluated under an existing selection board process for the specialty or health care discipline.

#### **4-8. Program entry**

*a.* A change in graduation or specialty completion year group, health care discipline, course of study, or specialized training program from that for which selected renders a selectee or member ineligible for ADHPLRP participation.

*b.* The initial ADHPLRP entry date will be established as the date of the first loan payment. The subsequent ADHPLRP payment anniversary date occurs annually from the date of the first loan payments.

*c.* The enrollment documents listed below are the minimum requirements for loan repayment and will be forwarded to: HQDA, OTSG, ATTN: DASG-PSZ-MH, Skyline Six, Room 691, 5109 Leesburg Pike Falls Church, VA 22041.

- (1) Career Management Individual File (CMIF) Folder. All enrollment documents must be placed in the appropriate colored Army Corps CMIF folder.
- (2) Service agreement (2 originals with original signatures and initials).
- (3) Active duty order.
- (4) Copy of DD Form 214 (Certificate of Release or Discharge From Active Duty (copy #4)) or National Guard Bureau (NGB) Form 22 (Report of Separation).
- (5) Verification of remaining military service obligation, if applicable.
- (6) Loan information and verification for each loan for which repayment assistance is requested. Loans must be prioritized in the order desired for payment or they will be paid in the order listed.
- (7) A copy of the health care degree transcripts.
- (8) Copy of the current unrestricted license (or proof of meeting licensure requirements for dental). The individual may provide this document later if authorized to enter active duty awaiting licensure.
- (9) Letter of certification from the program director stating the individual has successfully completed specialty training (not required for pharmacy or other health care disciplines that do not have a graduate professional education program.)
- (10) Proof of successful AMEDD Officer Basic Course (OBC) completion.

#### **4-9. Disenrollment**

*a. Voluntary disenrollment.* A participant may request disenrollment from the program. The request may be approved if it is in the Government's best interest. The request must include the reasons for disenrollment. This action does not relieve the participant of the incurred military service obligation for program participation. Individuals must follow procedures in paragraph 4-11, below, to be considered for relief from the any incurred service obligation.

*b. Involuntary disenrollment.*

(1) There is no requirement for due process, and participants will be automatically disenrolled upon loss of eligibility for program participation or military service. Loss of eligibility includes, but is not limited to, a participant's change in graduation or specialty completion year group, health care discipline, course of study, or specialized training program from that for which selected; loss of Reserve appointment eligibility; loss of military service eligibility; or a determination of ineligibility for the program or military service under other statute or regulatory guidance. Participants will also be automatically disenrolled from program participation upon failure to maintain certification/licensure requirements.

(2) Other than automatic disenrollment due to loss of eligibility, a participant considered for involuntary disenrollment from the program must be given due process. Participants may be involuntary disenrolled pursuant to paragraph 2-13c.

#### **4-10. Due process**

Except as indicated, the provisions of paragraph 2-14 also apply to ADHPLRP. Disenrolled participants will remain on active duty, unless other disposition is determined to be appropriate.

#### **4-11. Discharge**

*a.* The Commander, HRC retains jurisdiction on any determinations regarding military status, including discharge of disenrolled program participants.

*b.* A participant may request discharge as prescribed in AR 600-8-24.

## **Appendix A References**

### **Section I Required Publications**

#### **AR 40-501**

Standards of Medical Fitness. (Cited in paras 2-1a(2)(a), 2-4a, 3-4.)

#### **AR 135-100**

Appointment of Commissioned and Warrant Officers of the Army. (Cited in paras 2-1a(2), 2-1d, 3-7.)

#### **AR 135-101**

Appointment of Reserve Commissioned Officers for Assignment to Army Medical Department Branches. (Cited in paras 2-1a(2), 2-5b, 2-5c, 2-7a, 2-8d(6), 2-12d, 3-1b, 3-7, 4-4.)

#### **AR 135-175**

Separation of Officers. (Cited in paras 2-5c, 2-15a, 4-4.)

#### **AR 600-8-24**

Officer Transfers and Discharges. (Cited in paras 2-1b(1), 2-5c, 2-8d(2)(a), 4-11.)

#### **AR 601-25**

Delay in Reporting For and Exemption From Active Duty, Initial Active Duty for Training, and Reserve Forces Duty. (Cited in paras 2-1a(2), 2-6a.)

#### **AR 635-200**

Active Duty Enlisted Administrative Separations. (Cited in paras 2-1b(1), 2-8d(6).)

#### **DOD Instruction 6000.13**

Medical Manpower and Personnel. (Cited in paras 1-1, 2-1a.)

### **Section II Related Publications**

A related publication is a source of additional information. The user does not have to read it to understand this publication.

#### **AR 11-2**

Management Control

#### **AR 37-104-4**

Military Pay and Allowances Policy and Procedures—Active Component

#### **AR 135-91**

Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures

#### **AR 135-178**

Enlisted Administrative Separations

#### **AR 135-200**

Active Duty for Missions, Projects and Training for Reserve Component Soldiers

#### **AR 351-3**

Professional Education and Training Programs of the Army Medical Department

#### **AR 601-100**

Appointment of Commissioned and Warrant Officers in the Regular Army

#### **AR 614-100**

Officer Assignment Policies, Details, and Transfers



**AR 623-3**

Evaluation Reporting System

**AR 670-1**

Wear and Appearance of Army Uniforms and Insignia

**Directory of Graduate Medical Education Training Programs**

(Copies of this publication may be obtained from the American Medical Association, P.O. Box 10946, Chicago, IL 60610. To order online, go to <http://www.ama-assn.org/>.)

**DOD Directive 6000.12**

Health Services Operations and Readiness (Available at <http://www.dtic.mil/whs/directives/>.)

**10 USC 2121**

Health Professions Scholarship and Financial Assistance Program for Active Service. Establishment.

**10 USC 2126(b)**

Members of the program: service credit. Service creditable for certain purposes.

**10 USC 2127**

Scholarships and financial assistance: payments

**10 USC 2173**

Education loan repayment program: commissioned officers in specified health professions

**21 USC 812**

Schedules of controlled substances

**31 USC 3324**

Depositing, keeping, and paying money: advances

**37 USC 205**

Computation: service creditable

**38 USC 3033(b)**

Bar to duplication of educational assistance benefits

**Section III**

**Prescribed Forms**

There are no entries in this section.

**Section IV**

**Referenced Forms**

**DA Form 11-2-R**

Management Control Evaluation Certification Statement

**DA Form 12-99-R**

Initial Distribution Requirements for Publications

**DA Form 268**

Report to Suspend Favorable Personnel Actions (FLAG)

**DA Form 1059**

Service School Academic Evaluation Report

**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

## **DD Form 214**

Certificate of Release or Discharge from Active Duty

## **National Guard Bureau Form 22**

Report of Separation NGB Form 22 is not available electronically. To obtain this form, individuals must request copies of their military records from the National Archives and Records Administration. Instructions may be found on their Web site ([http://www.archives.gov/facilities/mo/st\\_louis/military\\_personnel\\_records/standard\\_form\\_180.html](http://www.archives.gov/facilities/mo/st_louis/military_personnel_records/standard_form_180.html)).

## **Appendix B Management Control Evaluation**

### **B–1. Function**

The functions covered by this evaluation are entitlement administration and program management.

### **B–2. Purpose**

The purpose of this evaluation is to assist program managers and administrative staff in evaluating the key management controls listed below. This evaluation should be used at the HQDA level. It is not intended to cover all controls, but you must evaluate all of the controls applicable to your activity.

### **B–3. Instructions**

Answers must be based on the actual testing of key management controls (for example, document analysis, direct observation, sampling, simulation, other). Answers, which indicate deficiencies, must be explained and corrective action indicated in supporting documentation. These management controls must be evaluated at least once every 5 years. Army activities must also certify that this evaluation has been performed on DA Form 11–2–R (Management Control Evaluation Certification Statement).

### **B–4. Test Questions**

- a.* Are HPSP, FAP, and ADHPLRP managers identified?
- b.* Are HPSP, FAP, and ADHPLRP policies published?
- c.* Do HPSP, FAP, and ADHPLRP policies conform to statutory and DOD requirements?
- d.* Is there a safeguard to preclude exceeding HPSP, FAP and ADHPLRP funding ceilings?
- e.* Do HPSP and FAP policies contain cost ceilings for reimbursable educational expenses?
- f.* Is there a process to verify eligibility prior to HPSP, FAP, or ADHPLRP enrollment?
- g.* Are HPSP, FAP, and ADHPLRP enrollments approved by proper authority?
- h.* Is there a process to establish the effective dates for payment of HPSP, FAP, and ADHPLRP entitlements?
- i.* Is there a process to verify eligibility for loan payments annually for ADHPLRP participants?
- j.* Are entitlements suspended for HPSP, FAP, and ADHPLRP participants during unauthorized periods?
- k.* Are records maintained separately for HPSP, FAP, and ADHPLRP participants who are in an entitlement suspended status?
- l.* Are the HPSP and FAP stipends discontinued during periods of active duty training?
- m.* Is there a process to recoup unauthorized HPSP, FAP, and ADHPLRP payments?
- n.* Is a military service obligation assessed for HPSP, FAP, and ADHPLRP participants based on the length of participation?
- o.* Is a due process procedure used in considering HPSP and FAP participants for termination?
- p.* Is there a process to refer terminated HPSP and FAP participants for active duty entry or discharge determination?

### **B–5. Supersession**

There were no previous checklists.

### **B–6. Comments**

Help to make this a better tool for evaluating management controls. Submit comments to HQDA, Office of the Surgeon General, ATTN: DASG–PSZ–M, 5109 Leesburg Pike, Falls Church, VA 22041–3258.

## **Glossary**

### **Section I Abbreviations**

#### **2LT**

second lieutenant

#### **AAC**

automatic acceptance criteria

#### **AD**

active duty

#### **ADHPLRP**

Active Duty Health Professions Loan Repayment Program

#### **ADO**

active duty obligation

#### **ADT**

active duty for training

#### **AFHPS**

Armed Forces Health Professions Scholarship

#### **AGD**

advanced general dentistry

#### **AMA**

American Medical Association

#### **AMEDD**

Army Medical Department

#### **AMEDDC&S**

Army Medical Department Center and School

#### **AOA**

American Osteopathic Association

#### **AOC**

area of concentration

#### **AR**

Army Regulation

#### **ARNG**

Army National Guard

#### **ARNGUS**

Army National Guard of the United States

#### **ASA (M&RA)**

Assistant Secretary of the Army (Manpower & Reserve Affairs)

#### **AWOL**

absent without leave

#### **CG**

commanding general

**CMIF**

career management individual file

**COMLEX**

comprehensive osteopathic medical licensing examination

**CPIP**

Clinical Psychology Internship Program

**DA**

Department of the Army

**Deputy Chief of Staff, G-1**

DCS. G-1

**DOD**

Department of Defense

**DODI**

Department of Defense Instruction

**EAD**

entry on active duty

**ECFMG**

Educational Commission of Foreign Medical Graduates

**FAP**

Financial Assistance Program

**FBI**

Federal Bureau of Investigation

**FYGME**

first year of graduate medical education

**GME**

graduate medical education

**GPE**

graduate professional education

**HPSP**

Health Professions Scholarship Program

**HQDA**

Headquarters, Department of the Army

**HRC**

Human Resources Command

**IDN**

initial distribution number

**IRR**

Individual Ready Reserve

**JAGC**

Judge Advocate General's Corps

**JSGMESB**

Joint Service Graduate Medical Education Selection Board

**LOA**

leave of absence

**LOR**

letter of recommendation

**MEEPC**

Medical Education Enrollment Processing Center

**MSC**

Medical Service Corps

**MSO**

military service obligation

**MTS**

minimum term of service

**NAC**

national agency check

**NBDE**

national board dental examination

**NACLC**

national agency check with local records and credit check

**OADO**

officer active duty obligor

**OASD(HA)**

Assistant Secretary of Defense (Health Affairs)

**OBC**

officer basic course

**PGY**

post graduate year

**RA**

regular army

**REFRAD**

release from active duty

**RFD**

reserve forces duty

**ROTC**

Reserve Officers' Training Corps

**RSO**

reserve service obligation

**SA**

Secretary of the Army

**SECDEF**

Secretary of Defense

**SELRES**

Selected Reserve

**STRAP**

Specialized Training Assistance Program

**TSG**

The Surgeon General

**UCMJ**

Uniform Code of Military Justice

**USAHRC**

U.S. Army Human Resources Command

**USAMEDCOM**

U.S. Army Medical Command

**USAR**

U.S. Army Reserve

**USAREC**

U.S. Army Recruiting Command

**USC**

United States Code

**USMA**

United States Military Academy

**USMLE**

United States Medical Licensing Examination

**USUHS**

Uniformed Services University of the Health Sciences

**Section II****Terms****Accredited educational institution**

A college, university, or institution, located in the United States 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 United States 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.

**Alternative management control evaluation**

Any existing management review process that meets the basic requirements of a management control evaluation, (that is, it assesses the key management controls identified in the regulation, it evaluates these controls by testing them, and it provides the required documentation.)

**Award amount**

The total value/amount of the payments made by the Government on behalf of the participant, including tax withholding as required by statute.

**Commissioned appointment**

An individual's most recent (original) appointment in a regular (Active Army) or Reserve Component that is neither a promotion nor a demotion.

**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 United States or by the state in which the lender has its principal place of business.

**Fully qualified health professional**

A licensed physician who has completed a residency or fellowship training program and is eligible for board certification in a medical specialty and meets Service requirements for accession or retention on active duty to practice medicine in that specialty; or a licensed/certified/registered health care provider (other than a physician) who meets Service requirements for accession or retention on active duty to practice in the profession or specialty in which trained and licensed/certified/registered; or a fully trained and licensed/certified/registered (if required) health professional (non-health care provider) who meets Service requirements for accession or retention on active duty.

**Full-time student**

An individual currently enrolled in the final year in a course of study leading to a baccalaureate or post-baccalaureate degree in a health profession and taking a minimum of nine semester hours and on schedule to complete the program in the normal time expected. (Participation in an online degree program does not meet this criterion.)

**Government loans**

Loans made by Federal, State, county, or city agencies that are authorized by law to make such loans.

**Graduation**

The date entered on the diploma by the educational institution to confer the degree or certificate of completion.

**Health professions officers**

Uniformed officers of the Department including; Medical Corps Officers (physicians), Dental Corps Officers (dentists), Nurse Corps Officers (nurses), Veterinary Corps Officers (veterinarians), and all military specialties encompassed in the following; Biomedical Science Corps, Medical Service Corps, and Medical Specialist Corps.

**HQDA/DOD functional proponent**

The HQDA/DOD Principal responsible for policy and oversight of a particular functional area.

**Key management controls**

Those absolutely essential management controls which must be implemented and sustained in daily operations to ensure organizational effectiveness and compliance with legal requirements. Key management controls must be identified by HQDA/DOD functional proponents in their governing regulations/instructions and establish the baseline requirement for management control evaluations conducted by assessable unit managers.

**Licensed**

A grant of permission by an official agency of a State, the District of Columbia, or a Commonwealth, territory, or possession of the United States to provide health care independently as a health care professional

**Certified/registered**

For the purpose of this policy memo, where the term “certified/registered” is used, it includes the full spectrum of relative terms that appropriately describe qualification as required by the appropriate health profession. This applies to any person providing direct patient care.

**Management controls**

The rules, procedures, techniques and devices employed by managers to ensure that what should occur in their daily operations does occur on a continuing basis. Management controls include such things as the organizational structure itself (designating specific responsibilities and accountability), formally defined procedures (for example, required certifications and reconciliation's), checks and balances (for example, separation of duties), recurring reports and management reviews, supervisory monitoring, physical devices (that is, locks and fences), and a broad array of measures used by managers to provide reasonable assurance that their subordinates are performing as intended.

**Management control evaluation**

A periodic, detailed assessment of key management controls to determine whether they are operating as intended. This assessment must be based on the actual testing of key management controls and must be supported by documentation (i.e., the individual(s) who conducted the evaluation and the date, the methods used to test the controls, any deficiencies detected and the corrective action taken).

**Mandatory management control evaluation**

The HQDA/DOD functional proponent may develop a standard evaluation that addresses the key management controls and publish it in the governing regulation/instruction and mandate its use. The purpose of a Management Control Evaluation is to provide managers a tool to help them evaluate the effectiveness of these key management controls. However, existing reviews or alternative evaluations may be used so long as they evaluate the key controls contained in the evaluation mandated by the functional proponent.

**Moral turpitude**

An act or behavior that gravely violates the sentiment or accepted standard of behavior or a quality of dishonesty or other immorality that is determined by a court to be present in the commission of a criminal offense.

**Qualified loans**

Government and commercial loans for actual costs paid for tuition and other reasonable educational expenses, and reasonable living expenses relating to the attainment of a degree in allopathic or osteopathic medicine, dentistry, or other health profession.

**Refinanced loans**

Qualified high interest loans that may have been paid off with a low interest loan or credit card.

**Reasonable educational expenses**

The costs of education considered by an ADHPLRP participant's school as a requirement by the school's degree program. Such expenses may be for 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.

**Reasonable living expenses**

The costs of room and board, transportation and commuting costs, 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.

**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.

**Test question**

A question in a management control evaluation designed to assist the user of the evaluation determine whether a key management control is in place and operating as intended.

**Section III****Special Abbreviations and Terms**

This section contains no entries.



**UNCLASSIFIED**

**PIN 015006-000**