

The Armed Forces Health Professions Scholarship Program for Physicians

Information current as of 1 July 2022. This document expires 30 June 2023.

Overview and Key Terms: The goal of this document is to assist civilian medical schools in understanding of the Armed Forces Health Professions Scholarship Program (AFHPSP or HPSP) so that they may better assist HPSP students in their schools.

Armed Forces Health Professions Scholarship Program (AFHPSP or HPSP) – This scholarship program is sponsored by the Federal Government. HPSP covers physicians, dentists, veterinarians, and four other types of health providers. This document only discusses physicians. The program pays for medical school tuition, fees, equipment, and a monthly stipend until graduation. In return, participants must typically payback 3-4 years of active duty (AD) service in either the Army, Air Force, or Navy after completion of GME training.

The Joint Graduate Medical Education Selection Board (JGMESB) is referred to as the “Military Match.”

“Military Match” - Students participating in HPSP are required to apply. They will either be accepted to a military residency training programs or deferred to apply through the civilian match. While many of the processes are similar to the National Residency Match Program, it is actually a selection board that places applicants in programs.

2022-23 JGMESB “Military Match” Timeline

Timeframe	Activity
May-early October 2022	Complete ADT (Active Duty Training) rotations at military hospitals
1 July 2022	Letter of Instruction (LOI) from each Service posted
1 July 2022	MODS system opens for applications
31 August 2022	Deadline for initiation of applications in MODS
15 October 2022	Deadline for submission/completion of applications and supporting documents in MODS
July-October 2022	Interview Period
14-18 November 2022	JGMESB “Military Match” occurs
14 December 2022	JGMESB “Military Match” results available

Active Duty Training (ADT) are required electives at military training hospitals that serve as audition rotations for GME. ADTs also cover Basic Officer Training, ADTs performed at school, etc. The typical HPSP student will perform two clinical rotations at a military training hospital.

JGMESB application process: The military application process is different than the civilian match. Each year on/about 1 July, the Services post the JGMESB application instruction (the Letter of Instruction (LOI)). While there are typically some changes each year, it may also be helpful to contact other military students in your program/school that applied the prior year for general guidance on the process. It is the student's responsibility to be proactive and find out exactly what is expected of him/her.

- Students submit preferences for residency type, location, and status if applicable (military, civilian-sponsored, civilian deferred).
- Students must rank military locations offered in their specialty of choice, as well as civilian sponsored and deferred if available, in accordance with their Service's guidance in the Letter of Instruction. If the number of residency positions for that Service is greater than the number of applicants, then students should expect to be placed at a military program.
- If a Service needs more of a specialty than what can be trained in our military residencies, then students may be selected to participate in the civilian match for that particular specialty or PGY1 only training as directed by the JGMESB match process guidance for a given year.
- Students selected to participate in the civilian match may be offered civilian sponsored or civilian deferred status as per the Service and military match process guidance for a given year.
- Army: Does not offer true "civilian deferments". Only a few applicants will be permitted to compete in the civilian match in orthopedics, general surgery, and emergency medicine, and these will all be sponsored positions. The rest will be in military GME programs.
- Navy: Application options are identified each year in the Letter of Instruction--BUMEDNOTE 1524 that details the application instructions and the planned training opportunities. The specifics change yearly based on the needs of the Navy.
- Air Force: The Air Force expects all medical student applicants to apply for the residency training specialty of their choice both through the military and civilian match processes. This must include an option for preliminary year only training also in both the military and civilian match. Selection by the JGMESB will determine if the applicant has matched into a military training position. If the applicant is not matched into a military training position, then they will be selected to pursue training through the civilian match process. The JGMESB will determine whether the applicant is authorized to pursue a categorical training position or a preliminary training position. Due to the timing of our match release, it is recommended that students engage in both match processes to provide them the best opportunity to secure a GME position. The Air Force publishes its yearly training needs (Health Professions Education Requirements Board- HPERB) on the Physician Education Website: <https://www.airforcemedicine.af.mil/Organizations/Physician-Education-Branch/Announcements/#hperb>).

POINTS of CONTACT

ARMY:

Army Medical Services Website

<https://www.goarmy.com/amedd.html>

<https://www.goarmy.com/amedd/education.html>

Points of Contact

HPSP Student Advisors (First point of contact for most issues with current HPSP students):

Ms. Alta Wright, A-G:

877-MED-ARMY, option 1

alta.m.wright2.civ@mail.mil

Student Advisor, H-O:

Ms. Mi Hwa Higgins

877-MED-ARMY, option 2

mi.h.higgins.civ@mail.mil

Student Advisor, P-Z:

Ms. Michelle Wilson

877-MED-ARMY, option 3

Michelle.wilson1.civ@mail.mil

HPSP Program Manager (Next point of contact for current HPSP students if advisor unable to resolve issues):

Mr. Don Simmons

703-681-8038

dupree.simmons.civ@mail.mil

PGY-1 Manager (Point of contact for submission of documents for the military match):

Ms. Patricia Norman

703-681-4804

Patricia.g.norman.civ@mail.mil

GME Program Manager (Point of contact for military match if Ms. Norman unable to resolve):

Ms. Linda Diehl

703-681-8043

Linda.m.diehl.civ@mail.mil

***NOTE: On/about 1 October 2022, email addresses will change from "@mail.mil" to "@health.mil". Please call if you do not receive a response from the listed POCs.**

NAVY HPSP:

Navy Accessions Program Website <https://www.med.navy.mil/Accessions/>

Location

WRNMMC 13th Deck

Mailing address:

Navy Accessions Program
8955 Wood Road Suite 13132 Bethesda MD 20889-5628

Current Student Programs Section Head

Dr. Dustin M Porter (LCDR MC USN)

Points of Contact

For all inquiries USN.OHSTUDENT@MAIL.MIL

NAVY GME:

Navy Graduate Medical Education Website

<https://www.med.navy.mil/Naval-Medical-Leader-and-Professional-Development-Command/Professional-Development/Graduate-Medical-Education/>

Location

WRNMMC, Building 1, 15th Deck

Mailing address:

Naval Medical Leader and Professional Development Command
8955 Wood Road
ATTN: GME Program Bldg. 1, T-15
Bethesda, MD 20889-5628

Points of Contact

For all inquiries usn.bethesda.navmedleadprodevcmd.mbx.gme-sb@mail.mil

***NOTE: At some point during the 2022-2023 academic year, this email addresses may change from "@mail.mil" to "@health.mil". Please refer to the website above if you do not receive a response from the listed POCs.**

AIR FORCE:

Air Force Medical Services Website

<http://www.airforcemedicine.af.mil/Organizations/Physician-Education-Branch/>

AFPC myPers Website

https://mypers.af.mil/app/answers/detail/a_id/6028

Air Force Civilian Institute Programs Portal (CIP)

<https://cip.afit.edu/>

Recent HPERB

https://mypers.af.mil/app/answers/detail/a_id/6028

Air Force Points of Contact

HQ AFPC/DP2NP

Physician Education

550 C St West

JBASA-Randolph TX 78150-4727

Toll Free: 1-833-876-5701

COMM: 210-565-2638

DSN: 665-2638

USAF Physician Education Branch E-mail

[AFPC.DP2NP.PhysicianEducation](mailto:AFPC.DP2NP.PhysicianEducation@us.af.mil)

@us.af.mil

Chief

Colonel David Hsieh

david.hsieh@us.af.mil

Deputy Chief

Mr. David Zemkosky

david.zemkosky.1@us.af.mil

GME Program Managers

*Assisting customers by last name:

Ms. Allison Moore (A-C)

allison.moore.2@us.af.mil

TSgt Dexter Hamilton (D-J)

dexter.hamilton@us.af.mil

SSgt Riley Gonyou (K-P)

riley.gonyou@us.af.mil

Mr. Matthew Kush (Q-Z)

matthew.kush@us.af.mil

AIR FORCE POINTS OF CONTACT AND RESOURCES

Civilian Institution Portal: <https://cip.afit.edu/>

- Primary resource with most information
- Contains all contact information, documents, benefits letter

General Program Questions: enem.hpsp_fap4@afit.edu

- New Student/Resident, School and Start Date inquiries, FAP Questions, OCONUS Travel & General Program Questions

Reimbursements Inquiries: enem.hpsp_fap3@afit.edu

- Book & Supply Reimbursements, Health Status Changes, Marital, Name and Dependent Status Changes and General Program Questions

GME/Residency: enem.hpsp_fap2@afit.edu

- Active Duty and Campus Tour info/Processing, Military Training Programs, GME/Residency Info, General Program Questions

Adverse Issues and General Questions: enem.hpsp_fap1@afit.edu

- Leave of Absence Inquiries, School Withdrawal/Dismissals, Legal Concerns, General Program Questions

Large Data: afit-hpspfap@afit.edu

- Program Organizational Email Account (For emails containing large data file attachments)

AF HPSP Facebook Group

<https://www.facebook.com/login/?next=https%3A%2F%2Fwww.facebook.com%2Fgroups%2F11213314209%2F>

Frequently Asked Questions for Civilian Medical Schools and Advisors of HPSP Students

Q: What conditions would affect an HPSP student's scholarship? Should it be recommended that the student alert the HPSP program?

A: Alert the HPSP program for any of the following:

- 1) Change in health (medical, mental, or substance use) that cause the student to be removed from classes or clinical rotation(s) and/or be placed health related restrictions while on clinical rotations. Note: The HPSP office will conduct its own investigation of the health condition to determine if the health condition will affect the HPSP scholarship.
- 2) Change in academic standing, e.g. probation, suspension, or termination.
- 3) Being placed on a leave of absence.
- 4) Delay in advancement to the next academic year.
- 5) Delay in graduation date.
- 6) Failure of a licensing examination.
- 7) If unsure or any questions, please contact the HPSP Program Manager on the contact information page.

Q: What do I do if a student has a change in standing (leave of absence, failure, repeated course, etc.)?

A: As per the previous question, the school and the student should notify the HPSP promptly (timelines as per the Service). Ultimately, the student is responsible.

Q: What does a student do if they have a change in health status or disability?

A: NAVY - Changes of address/email, health updates, financial information (bank account changes), or updates to your family information must be sent via a written document that is uploaded into DoD SAFE website and sent to USN.OHSTUDENT@MAIL.MIL

ARMY - Contact HPSP Program Manager on the contact information page.

AIR FORCE - Contact 1-800-543-3490 ext 3034 (enem.hpsp_fap1@afit.edu) with any changes in contact information (e-mail, address, phone number, marital status, or academic status) or health status/potential surgeries.

Q: What should be shared with the military regarding students seeking mental health care?

A: Students are strongly encouraged to seek the mental health care they need. They are also required to notify their HPSP points of contact if they experience a change in their health status. The information is reviewed in order to ensure students continue to meet military medical standards. In most cases, copies of medical records will be necessary.

Q: Could you elaborate here? If a student seeks mental health care, for example, for depression, and takes anti-depressants, will this automatically lead to a dismissal from the program?

A: No. Mild mental health conditions, such as those where the student remains in classes/on clinical rotations while undergoing treatment, will not typically lead to

dismissal from the program. However, the medical standards do vary by Service and students must meet military standards. For questions, please contact the HPSP Program Manager on the contact information page. Again, the Services strongly encourage students to seek mental healthcare when they need it.

Q: How should a student's legal actions (felony, misdemeanor, etc.) be handled?

A: Students should contact their HPSP points of contact.

Q: How should name changes be handled?

A: NAVY - Changes of address/email, health updates, financial information (bank account changes), or updates to your family information must be sent via a written document that is uploaded into DoD SAFE website and sent to USN.OHSTUDENT@MAIL.MIL

ARMY - Update personal information on MODS website and request official forms to change name from their HPSP Student Advisor. This information can be sent via email if access to MODS is not available. Any changes in name, address, phone number, etc. must be updated via their HPSP Student Advisor.

AIR FORCE - Members must notify the AFIT HPSP Program Office in order to keep information accurate for personnel and pay records.

Q: How does the "military match" work?

A: See page 1 overview. The specifics of the match varies by Service. HPSP students should access the Letter of Instruction (LOI) from their respective Service no earlier than 1 July of their 4th year of medical school. The Services offer yearly outreach to students with instructions on topics such as how to navigate through HPSP program, clerkships and ADTs, the military match, etc. through their HPSP offices.

Q: What if the student receives a civilian deferment?

A: If a student receives a civilian deferment, they are expected to match into a civilian GME program via the National Residency Match Program (NRMP). After they graduate from that GME program, they will come onto Active Duty to complete their service commitment. See the military match letter of instruction for details regarding military residencies, military/civilian partnerships, and civilian deferments. Each Service handles "civilian deferments" slightly differently and the details are in the letter of instruction to the students.

Q: What are the parameters for students submitting ERAS applications?

A: See the letter of instruction for the JGMESB for the specific Service. Not all students in all Services require ERAS applications.

Q: How can I find out the results of the "military match"?

A: NAVY - Results are provided to applicants but are not typically published.

ARMY - The latest match data is emailed out to the HPSP Army list annually; typically in mid-December. Students may contact the HPSP Program Office if they have not received their match results after the announced date has passed.

AIR FORCE - Results of the JGMESB are emailed to each applicant individually on the JGMESB release date.

Q: What are the requirements for pre-residency training—and when to most commonly complete them?

A: See following section.

Q: Ranking system within the military – what makes an applicant “more competitive” and what amounts to “points” or other terminology?

A: First, do well in school. Second, do well on licensing examinations. Third, perform well while on ADT rotations at MTFs. These rotations produce impactful letters of recommendations and/or evaluations. Research and interviews are also factors.

Service specific Timelines for HPSP Students:

ARMY:

Recommend that students and student services representatives consult the HPSP Student Handbook for answers to questions that are not covered here as the Student Handbook contains a wealth of information concerning scholarship benefits, ADTs, etc. Furthermore, we recommend that any remaining questions are directed to the student's HPSP Advisor or the HPSP Program Manager.

*Currently the Army MODS website is unavailable unless on a military system. This website is where all order requests, cost data worksheets, and a host of informational brochures are found, ranging from reimbursement to applying for residency. Ensure HPSP staff has student's updated email to receive pertinent information. If the school or student has ANY questions, they should contact the HPSP Program Manager or the Student's HPSP Student Advisor.

ANNUAL: Each year the student must complete a Periodic Health Assessment (PHA) and schedule an appointment with a physician and dentist through LHI. The student will register at <https://lhi.care/start> and follow the steps to make an account and appointments. Make sure to plan ahead as not completing within a year can result in delay of orders or pay. This is also required for "Military Match" process.

BEFORE MEDICAL SCHOOL

Three-week long Direct Commissioning Course (DCC) is a new requirement that can be accomplished before or after the first year. Typically, this is done in conjunction with the Basic Officers Leaders Course (BOLC) as a combined six week course. Students currently must complete both DCC and BOLC to be credited with completing Initial Military Training (IMT). Per the student's HPSP contract, these must be completed prior to finishing medical school and starting residency. Schools must work with the students and the HPSP office to complete. If students cannot attend one of these mandatory trainings, they must submit a waiver request to their HPSP Student Advisor which must come from the Dean of Student Affairs/Services on official letterhead. The waiver will request will be reviewed by the HPSP Office for consideration.

FIRST YEAR

Late December/Early January: Sign up for BOLC when prompted or DCC if not accomplished prior to medical school matriculation.

Ongoing: Submit Cost Data Worksheet (available on the Army MODs website) when seeking reimbursement for textbooks. Can only submit for required textbooks and when total sum is larger than \$200.

*Currently Cost Data Worksheet can be filled out and sent via email to the student's HPSP Advisor.

June – July: Complete DCC-BOLC if DCC-BOLC is not already completed.

SECOND YEAR

May: Submit request for DCC-BOLC for June – July if not accomplished previously. This may require working with medical school advisor to fit with third year schedule.

*Currently Active Duty Training request can be filled out and returned to HPSP staff via email.

January: If your school allows you to schedule M3 clerkships, plan rotations to allow exposure to fields of interest prior to December 1 (when away rotations for M4 active duty training will need to be coordinated).

Ongoing: Submit Cost Data Worksheet when seeking reimbursement for textbooks. Can only submit for required textbooks and when total sum is larger than \$200.

May – June: Step/Level 1 licensing examination. When score is received, email to HPSP staff.

THIRD YEAR

December – January: Contact individual sites in order to gain approval to rotate there for both ADT and non-ADT rotations. After approval, use MODS to request ADT for the given site.

*If unable to access MODS, request can be filled out and emailed to HPSP staff. For non-ADT rotations, the site will likely require a learning agreement between your school and the site.

*Rotations can consist of a portion at school as well as at the hospital location, but no less than 21 days at the hospital location.

*Cannot rotate at two hospitals during a given 45 day ADT period.

*Recommend using ADT on locations that are most expensive/most desired for specialty. If desired and school allows, students can perform non-ADT at one additional military site, but this will be non-reimbursable. Non-ADT rotations are space available.

May-June: Complete Step/Level 2, (both parts for COMLEX), by 4 August in order to have scores ready for ERAS/MODS submission. When scores are received, email a score report to HPSP staff. Scores are due by 15 October.

*Students may only perform one non-ADT per year.

FOURTH YEAR

Only 1-2% of students receive civilian training – Expect a military match

**MODS application can be accessed while on ADT, but any form below can also be filled out and emailed to Ms. Patricia Norman at patricia.g.norman.civ@mail.mil.*

July 1: MODS application opens. Instructions from Ms. Patricia Norman will be arriving around this time. See the Letter of Instruction and Fact Sheet from Ms.

Norman/available on MODs for the timeline and specifics for the military match. Submit PGY-1 Pre-registration form. Letters of recommendation should be sent directly to Ms. Patricia Norman.

July, August, September: Ideal months to do one (3-yr scholarship) or two (4-yr scholarship) ADTs. Make sure while on ADT to have HPSP coordinator at each site sign your DA Form 1351 and 25R. This should be discussed during in-processing.

Additionally, there is an optional HPSP evaluation form which can be submitted to HPSP office. Typically, interviews are done during an ADT, but may be performed over the phone/virtually.

15 September: ERAS application deadline. All applicants must fill out a deferment form stating that if a military residency is not matched, the student will seek a civilian residency. Applying to civilian residencies via ERAS is required for certain specialties ONLY. Currently, only those applying for General Surgery, Orthopedic Surgery, and Emergency Medicine are required to complete an ERAS application. A portion of the ERAS application is reimbursable by the Army. However, if a student matches to a

military program (>95% of applicants), the student MUST withdraw the ERAS application and withdraw from the NRMP.

HPSP students may claim reimbursement for the basic ERAS fee as well as the fee for reporting USMLE/COMLEX scores by submitting a cost data worksheet that is provided on the HPSP section of this website. This system will allow you to submit your application to a maximum of 10 programs for the basic fee. Additional application fees will be at the expense of the applicant. The National Board of Medical Examiners (NBME) fee for transmitting USMLE/NBME transcripts for applicants to programs, regardless of the number of transcripts requested, is reimbursable.

15 October: MODS application deadline – Personal statement, Rank list, CV, Photo, Board Scores, LORs, MSPE, current PHA, and Deferment form are due. Interviews end a week prior to this deadline. Form not received by this date may adversely affect application.

Rank list: May be changed via email until 15 October. All applicants must rank at least 5 programs. If there are less than 5 programs for a given specialty, applicants must rank additional programs. Program directors have recommended that if an applicant does not want to match a certain specialty, they should not rank this specialty with the exception of transitional years.

December: Military match results released. 85% match in 1st choice specialty. 70% match at their location of choice.

If a student doesn't match in the military they scramble for available spaces leftover in the military match or complete a transitional year. At a minimum, all Army HPSP students will receive a one-year, Transitional Year residency if they do not match into their specialty of choice.

March: Civilian match results released

If necessary DCC and/or BOLC can be completed June – July prior to beginning residency but may delay the start of residency. For some students, BOLC may be delayed until after residency, but this is not recommended and requires an exception to policy

ADT Reimbursement: To be reimbursed for ADT expenses provide DA Form 1351, 25R, Orders, and supply receipts for any reimbursable expenses to include: Hotel (with day by day expenses), Rental car (if allowed), Transportation (if allowed), gas, and parking (must show paid in full). Receipts needed if in excess of \$50. Food receipts not necessary as student will receive per diem (amount varies based on ADT location.) All can be uploaded onto

<https://www.dfas.mil/militarymembers/travelpay/travelvoucherdirect.html>. Click submit a ticket at top and navigate to Active duty TDY and upload documents as requested.

<https://www.dfas.mil/militarymembers/travelpay/armyactivetdy.html>. This website also has a link for the direct voucher service as well as helpful instructions for filling out the forms above. Also has help number for questions about status of voucher.

POINTS OF CONTACT

Army Mods website: <https://education.mods.army.mil/meded/UserLogon/UserLogon.asp>

- FAQ tab
- Brochure tab includes specific details to a number of topics.
- Contact the student's HPSP Student Advisor or the HPSP Program Manager if any questions.

Important Dates

- **USMLE Step 1/COMLEX Level 1**
 - Result(s) due to HPSP office by September 15th of 3rd year
- **USMLE Step 2 CK/COMLEX Level 2 CE Score**
 - Result(s) due to HPSP office by October 15th of 4th year

NAVY:

Recommend that students and student services representatives consult the HPSP Student Handbook for answers to questions that are not covered here as the Student Handbook contains a wealth of information concerning scholarship benefits, ADTs, etc. Furthermore, we recommend that any remaining questions are directed to the student's HPSP Advisor or the HPSP Program Manager.

ANNUAL: Each year the student must complete a Periodic Health Assessment (PHA) and schedule an appointment with a physician and dentist through LHI. The student will register at <https://lhi.care/start> and follow the steps to make an account and appointments. Make sure to plan ahead as not completing within a year can result in delay of orders or pay. This is also required for "Military Match" process.

BEFORE MEDICAL SCHOOL

Per the student's HPSP contract, Officer Development School (ODS) must be completed prior to finishing medical school and starting residency. Schools must work with the students and the HPSP office to complete. If students cannot attend this mandatory training, they must submit a waiver request to their HPSP Student Advisor which must come from the Dean of Student Affairs/Services on official letterhead. The waiver request will be reviewed by the HPSP Office and will only be allowed in extreme circumstances.

FIRST YEAR

Ongoing: Submit reimbursement request as purchased for all first semester textbooks. Instructions can be found online at the following website:
<https://www.med.navy.mil/Accessions/Reimbursement-for-Books-Supplies-and-Equipment/>

2 months prior to start: Submit the Cost Quote Analysis Form via email to: usn.ncr.bumedfchva.mbx.hpssp-tuition-office@mail.mil two (2) months prior to the start of your term.

September: Submit request for Officer Development School (ODS) and watch for correspondences. All efforts should be made to complete the ODS training in first or second year. As a last ditch effort you may be able to complete the training in the latter half of your fourth year, but this is not optimal. **DO NOT EXPECT TO ATTEND ODS AFTER GRADUATION.**

May-August: Complete 5 weeks of officer development school.

SECOND YEAR

May: Submit request for ODS for June – July if not accomplished previously. This may require working with medical school advisor to fit with third year schedule.

*Currently Active Duty Training request can be filled out and returned to HPSP staff via email.

January: If your school allows you to schedule M3 clerkships, plan rotations to allow exposure to fields of interest prior to December 1 (when away rotations for M4 active duty training will need to be coordinated).

Ongoing: Submit Reimbursement Requests via the instructions on our website, try to consolidate as much as you can.

May – June: Step/Level 1 licensing examination. When score is received, email to HPSP staff.

THIRD YEAR

December – January: Contact individual sites in order to gain approval to rotate there for clerkships both ADT and non-ADT rotations. After approval, be sure to submit your ADT request per the website instructions. For non-ADT rotations, the site will likely require a learning agreement between your school and the site.

*Recommend using ADT on locations that are most expensive/most desired for specialty. If desired and school allows, students can perform non-ADT at additional military site, but this will be non-reimbursable. Non-ADT rotations are space available.

May-June: Complete Step/Level 2, (both parts for COMLEX), by 4 August in order to have scores ready for ERAS/MODS submission. When scores are received, email a score report to HPSP staff. Scores are due by 15 October of your 4th year. Work on personal statement and CV, as these will be required for interviews and for MODS and ERAS applications

July: Watch for BUMED Note 1524 to be published, which will outline the instructions for applying to the Graduate Medical Education Selection Board (GMESB). There are several time hacks and deadlines that will need to be met between July and October. MODS application opens.

<https://www.med.navy.mil/LinkClick.aspx?fileticket=np41GTivqxl%3d&tabid=13486&portalid=62&mid=46796>

July, August, September: Ideal months to do your audition rotation ADT. Typically, interviews are done during an ADT, but may be performed over the phone/virtually.

FOURTH YEAR

Expect a military match

August: Create and submit a MODS application (deadline August 31). This application can still be updated until October 15. If you do not have access to a military computer, you must email a PDF version of the application.

31 August: Deadline to create and submit a new GME application in MODS. New applications will not be accepted after this date. Modifications can be made to existing submitted GME applications through 15 October 2022.

- Operational medical officers (OMO) applicants refer to reference (a) of BUMEDNOTE 1524 for application procedures and deadlines.

7 September: Electronic Residency Application Service (ERAS) Application Opens

15 September: National Residency Match Program (NRMP) Registration Opens.

16 September: **ERAS application deadline.** All Navy HPSP scholars must file an ERAS application. A portion of the ERAS application as well as the NRMP registration is reimbursable by the Navy up to \$300 and \$85 respectively. HPSP students may claim reimbursement for the basic ERAS fee as well as the fee for reporting USMLE/COMLEX scores and NRMP fees by submitting an OF 1164-17B (reimbursement form) that is provided on the HPSP website. This system will allow you to submit your application to a maximum of 10 programs for the basic fee. Additional application fees will be at the expense of the applicant. The National Board of Medical Examiners (NBME) fee for transmitting USMLE/NBME transcripts for applicants to programs, regardless of the number of transcripts requested, is reimbursable.

October: Update MODS and check that all supporting documents (school transcript, Dean's letter/MSPE, personal statement, board scores, and letters of recommendation) have been uploaded prior to the October 15 deadline.

15 October: MODS application deadline – Form not received by this date may adversely affect application.

14 December: Military match results released.

If a student doesn't match in the military they scramble for available spaces leftover in the military match or complete a transitional year. At a minimum, all Navy HPSP students will receive a one-year, Transitional Year residency if they do not match into their specialty of choice. **However, if a student matches to a military program (>95% of applicants), the student MUST withdraw the ERAS application and withdraw from the NRMP ASAP (No Later Than 31 December).**

March: Civilian match results released

1 July: Residency Begins. *Most programs have variable report dates for orientation, must check with residency program.

Important Dates

- **USMLE Step 1/COMLEX Level 1**
 - Result(s) due to HPSP office by September 15th of 3rd year
- **USMLE Step 2 CK/COMLEX Level 2 CE Score**
 - Result(s) due to HPSP office by October 15th of 4th year

AIR FORCE:

Watch for emails which will detail any tasks that need to be completed (e.g. reimbursement paperwork, travel vouchers, signed orders) for OTS/AFOM.

FIRST YEAR

Early November: Registration opens for Officer Training School (OTS)*

Mid November: Air Force Operational Medicine (AFOM 101) course* email is sent out

Late November: Deadline for registration for OTS

Early December: Registration opens for AFOM 101

March/April: If possible, buy and tailor uniforms per regulations for OTS and AFOM101

*It is recommended to complete both OTS and AFOM the summer between first and second year. However, some students may be able to complete OTS prior to matriculation. If unable to complete before first or second year, it will need to be completed prior to medical school graduation.

SECOND YEAR

January: If able to schedule M3 clerkships, plan rotations to allow exposure to fields of interest prior to November 1 (when away rotations for M4 active duty training will need to be coordinated).

May – June: Prepare for and take STEP 1 exam

THIRD YEAR

June/July: Health Professions Education Requirements Board (HPERB) yearly listing of residency spots is released

<https://www.airforcemedicine.af.mil/Organizations/Physician-Education-Branch/Announcements/#hperb>

October – January: Plan and schedule ADTs (Active Duty Training/Away Rotations)*

May of 3rd year – October of 4th year: Schedule Step 2 CK or Level 2 CE/Level 2 PE and complete one or two ADTs**

*Contact Program Clerkship Coordinators or site websites and complete the ADT request form. ADTs are typically completed during summer of fourth year but spots open 6-9 months in advance and they fill up quickly, so it is important to schedule ASAP. The rotation site will provide rotation attendance confirmation. You will need to complete an ADT Order Request Form and send it to AFIT (the overseeing body) a min of 60 days prior to order start, for ADT orders to be generated. Watch for emails with reimbursement instructions;

**Take Step 2 exams before October in order to have score ready for ERAS/MODS submission

FOURTH YEAR

January: Deadline to return Projected Completion Verification form to AFIT HPSP Office

April 1: Deadline for returning the Scholarship Completion Certificate to the HPSP office

April-June: MODS application opens*. Letters of recommendation can be directly uploaded onto the site by evaluators or emailed to a specified Air Force GME email. All

updates and links can be found here on the Physician Education website:
(<https://www.airforcemedicine.af.mil/Organizations/Physician-Education-Branch/Application-Instructions/>)

June-September: Ideal months to do one (required) or two (recommended) military medical rotation ADTs. Typically, interviews are done during an ADT but may be done over the phone.

1 July – 31 August: Submit initial application which will include GME application and CV. Timeline of application with required forms can be found above on the Physician Education website.

15 September: ERAS application deadline. Register for National Residency Match Program (NRMP). Applying to civilian residencies via ERAS is required**. The number of programs applied to is dependent upon the competitiveness of the field and the student.

15 October: MODS application deadline for personal statement, rank list, medical school transcript, Medical School Performance Evaluation (MSPE/Dean's Letter), letters of recommendation, and board scores. See above link to Physician Education website For complete list of required documents. Interviews end a week prior to this deadline.
Mid December: Match results released. Withdraw from ERAS if accepted into military match.

March: Civilian match results released.

*As of 2019, MODS applications can only be accessed if on a computer on a military base. You may submit a PDF version of the application if you do not have access to a military computer. If possible, complete your CV and GME application while on your ADT because you will be on a military base.

**Air Force will reimburse a portion of ERAS expenses (the combined cost of ERAS and NRMP that is eligible for reimbursement is \$350.00).

Fitness Requirements (physical fitness test within 2-3 months of starting intern year):
<https://www.afpc.af.mil/Career-Management/Fitness-Program/>

Helpful Hints:

When it comes time to apply for residencies, students will be applying to both civilian and military programs. The number of slots allocated for each specialty and the number of civilian versus military slots vary depending on the needs of the military. Below are a few points to keep in mind when considering how to make yourself as strong a candidate as possible:

- Research publications are highly regarded, so seek out such opportunities.
- Be on the lookout for letter writers, especially those with a military background.
- Work hard, be engaged and courteous.

A few helpful tips for fourth year students of all branches are listed below:

- Away rotations are of utmost importance as staff and resident opinions are highly valued. When scheduling interview rotations during M4, send requests on the first day the site is accepting requests (usually the beginning of December).
- Complete away rotation at top residency choices
- Schedule civilian interviews that require flying for January in order to cancel them if you match military.