

# NAVIGATING MEDICAL SCHOOL AS AN HPSP STUDENT



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# HPSP Student Requirements

1. Active Duty Training (ADT) - 45 days a year
2. Branch specific health assessment
3. Maintain good standing with their institution
4. Pass all required courses and licensure exams
5. Participate in the Military Match
6. Complete service obligation for the length of scholarship they received (3 or 4 years)
  - a. Payback of time begins after residency is complete





# Reimbursements

## Air Force -

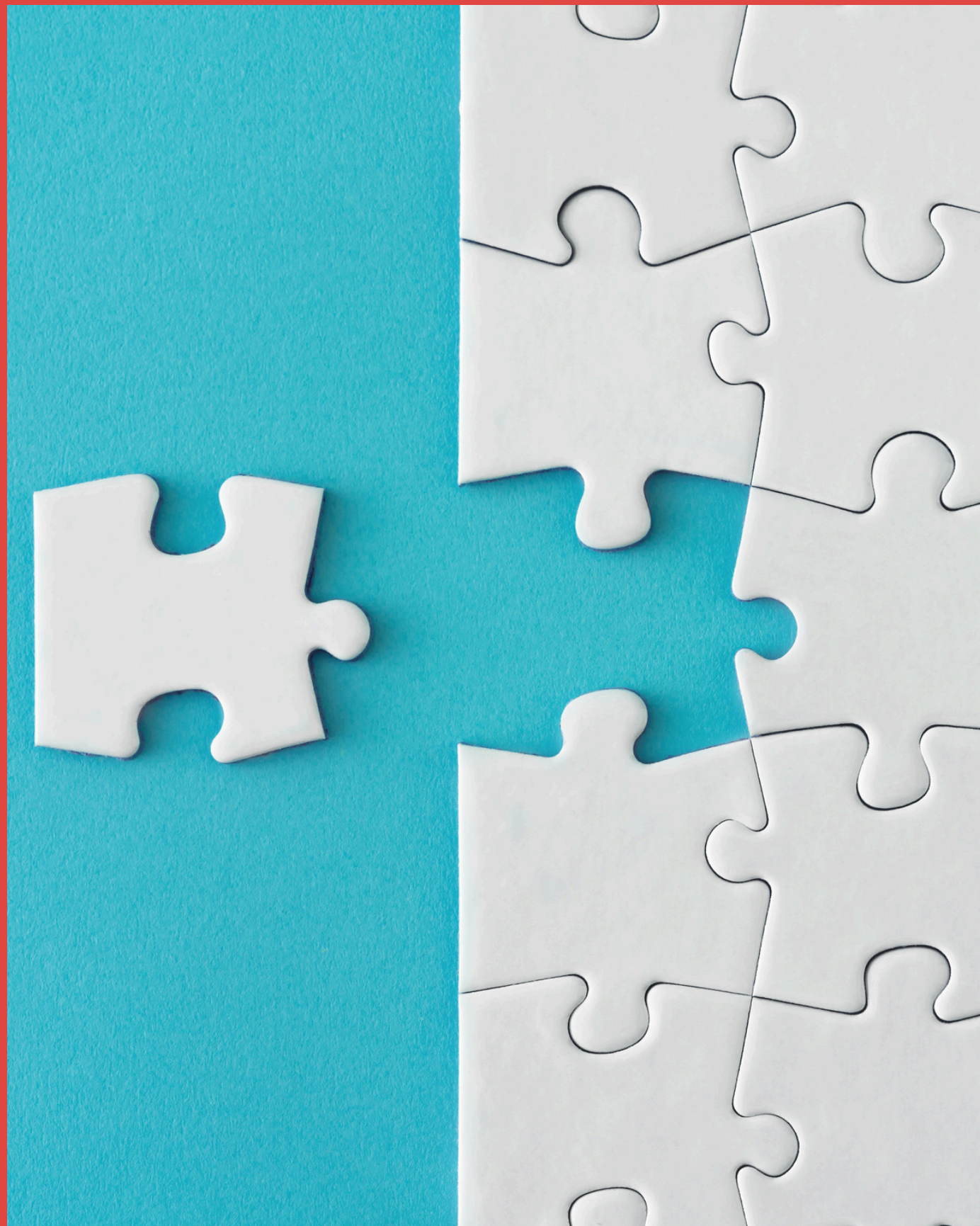
- Students can submit a reimbursement by logging into their AFIT account

## Army -

- 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 \$250.
  - Currently Cost Data Worksheet can be filled out and sent via email the Student Management Office, [usarmy.ncr.hqda-otsg.mbx.med-edu-cdw@health.mil](mailto:usarmy.ncr.hqda-otsg.mbx.med-edu-cdw@health.mil).

## Navy -

- 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/>



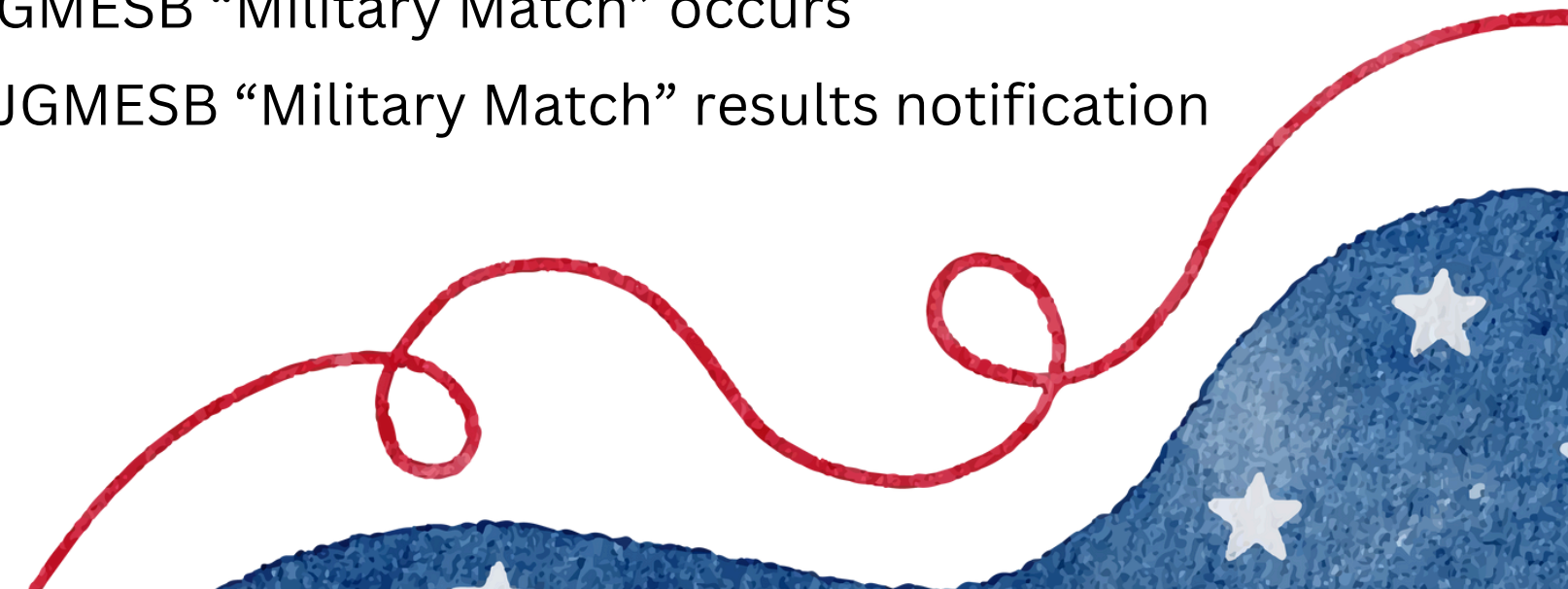
# PARTICIPATING IN THE MILITARY MATCH

As of 2019, MODS (Military) applications can only be accessed if on a computer on a military base. Students may submit a PDF version of the application if you do not have access to a military computer. If possible, students should complete their CV and GME application while on their ADT because they will be on a military base.



# Typical Military Match Calendar

## Timeframe Activity in Year 4:

- May - October - Complete ADT (Active Duty Training) rotations at military hospitals
  - July-October - Interview Period
  - 1 July -
    - Letter of Instruction (LOI) from each Service posted
    - MODS system opens for applications
  - 31 August - Deadline for initiation of applications in MODS
  - 15 October - Deadline for modification of applications and upload of supporting documents in MODS
  - Mid-November - JGMESB “Military Match” occurs
  - Early December - JGMESB “Military Match” results notification
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# HPSP Timeline - Air Force

## OMS1

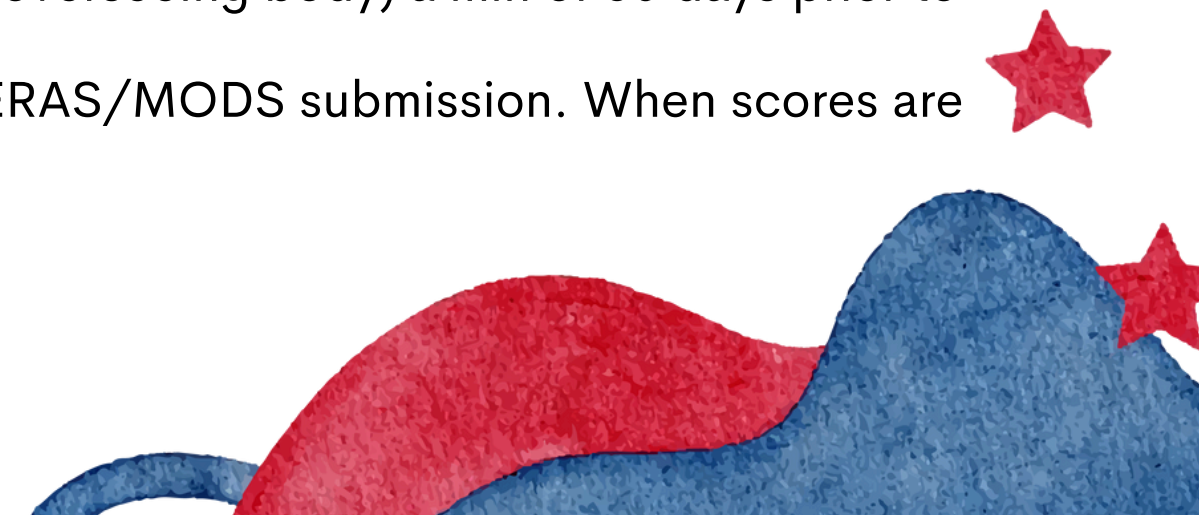
- Develop a strong academic and professional foundation
- If time allows and it has not yet been completed, attend Officer Training School (OTS) in the summer between Years 1 and 2
  - If time does not allow a request for deferment needs to be submitted to the students HPSP Advisor
- Participate in 45 day - ADT (OTS will count towards this)
  - If unable to attend ADT at a military location, student can submit a request for "school orders" where the 45 days are completed at the student's school

## OMS2

- Maintain academic and professional excellence
- If time allows and it has not yet been completed, attend Officer Training School (OTS) in the summer between Years 2 and 3
  - If time does not allow a request for deferment needs to be submitted to the students HPSP Advisor
- Participate in 45 day - ADT (OTS will count towards this)
  - If unable to attend ADT at a military location, student can submit a request for "school orders" where the 45 days are completed at the student's school
- May – June (or when scheduled by school):
  - Prepare for and take USMLE Step 1/COMLEX Level 1 exam

## OMS3

- October – 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.
  - 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
- 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.

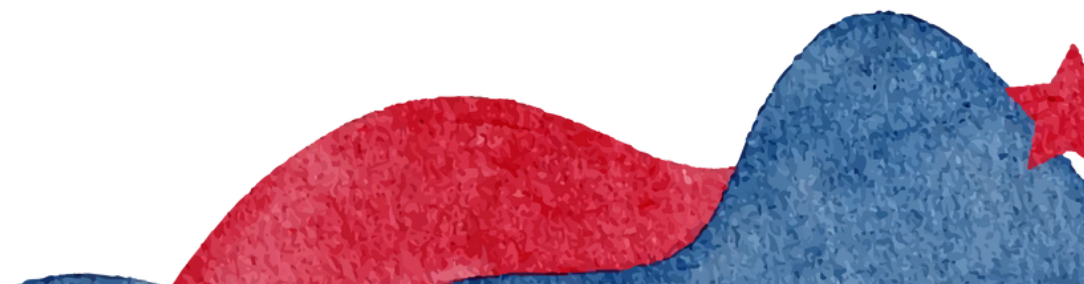


# HPSP Timeline - Air Force Pt2

## OMS 4

- July 1:
  - Submit initial application which will include GME application and CV. Timeline of application with required forms can be found on the Physician Education website.
    - <https://www.airforcemedicine.af.mil/Organizations/Physician-Education-Branch/Application-Instructions/>
- July, August, September:
  - Ideal time period to do audition rotations
- End of 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.
    - Air Force will reimburse a portion of ERAS expenses (the combined cost of ERAS and NRMP that is eligible for reimbursement is \$350.00).
- 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 licensing exam scores. See above link to Physician Education website for complete list of required documents.
- December: Military match results released.
  - Withdraw from ERAS if matched military
- March: Civilian match results released.

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





**Air Force Medical Services Website**

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

HQ AFPC/DPMNP  
Physician Education  
550 C St West  
JBSA-Randolph TX 78150-4727  
Toll Free: 1-833-876-5701  
COMM: 210-565-2638  
DSN: 665-2638

USAF Physician Education Branch E-mail  
AFPC.DPMNP.PhysicianEducation@us.af.mil

Chief

Colonel Benjamin Morrow  
benjamin.morrow@us.af.mil

Deputy Chief

Mr. David Zemkosky  
david.zemkosky.1@us.af.mil

**GME Program Managers**

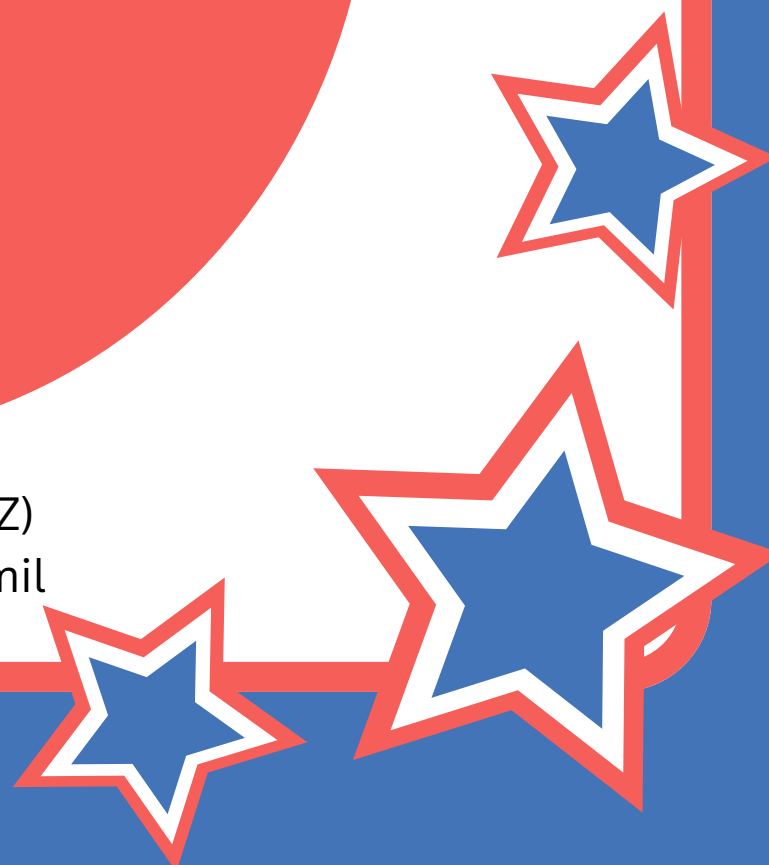
**\*Assisting customers by last name:**

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



**POINTS OF CONTACT  
FOR AIR FORCE**



# HPSP Timeline - Army



## Prematriculation -

- Attend DCC/BOLC if able

## OMS1

- Develop a strong academic and professional foundation
- If time allows and it has not yet been completed, attend DCC/BOLC in June-July
  - If time does not allow a request for deferment needs to be submitted to the students HPSP Advisor
- Participate in 45 day - ADT (DCC/BOLC will count towards this)
  - If unable to attend ADT at a military location, student can submit a request for "school orders" where the 45 days are completed at the student's school

## OMS2

- Maintain academic and professional excellence
- If time allows and it has not yet been completed, attend DCC/BOLC in June-July
  - If time does not allow a request for deferment needs to be submitted to the students HPSP Advisor
- Participate in 45 day - ADT (DCC/BOLC will count towards this)
  - If unable to attend ADT at a military location, student can submit a request for "school orders" where the 45 days are completed at the student's school
- May - June (or when scheduled by school):
  - Prepare for and take USMLE Step 1/COMLEX Level 1 exam

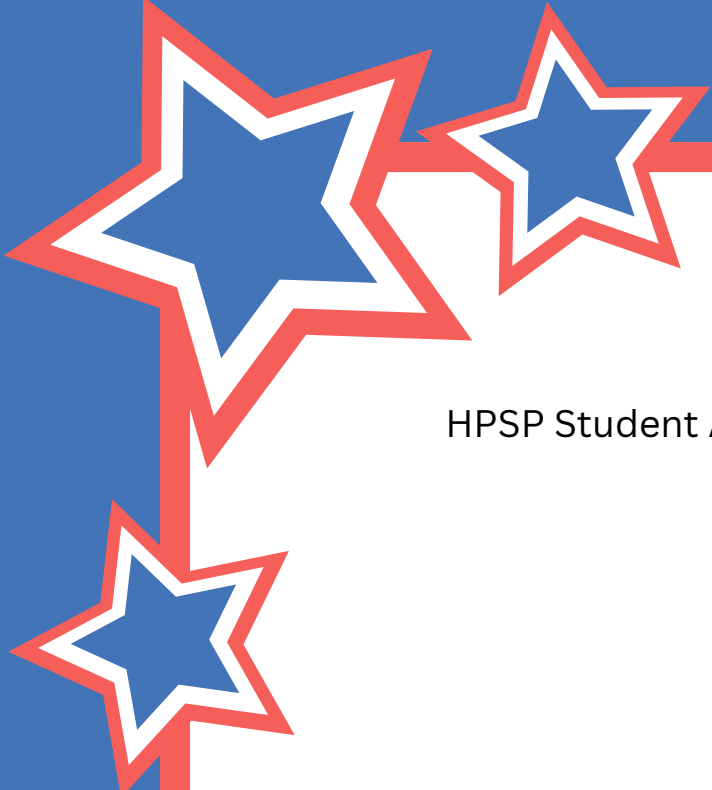
## OMS3

- 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.

# HPSP Timeline - Army Pt2

## OMS 4

- 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. Jakia McDonald at [jakia.a.mcdonald.civ@health.mil](mailto:jakia.a.mcdonald.civ@health.mil).
- July 1:
  - MODS application opens. Instructions from Ms. Jakia McDonald will be arriving around this time. See the Letter of Instruction and Fact Sheet from Ms. McDonald/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. McDonald.
- July, August, September:
  - Ideal time period to do "try-out" ADTs in the student's specialty of choice. Make sure while on ADT to have HPSP coordinator at each site sign your USAR--25R and Memorandum for Leave. 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.
- End of 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—see the Letter of Instruction (LOI) published on/about 1 July for the list. A portion of the ERAS application is reimbursable by the Army. HPSP students may claim reimbursement for the basic ERAS fee as well as the fee for reporting USMLE/COMLEX scores. The army will cover the fee for the first 10 programs applied to in ERAS. Additional application fees will be at the expense of the applicant.
- 15 October:
  - MODS application deadline – Personal statement, Rank list, CV, Photo, Board Scores, LORs, MSPE, current PHA, and Deferment form are due. Forms 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 the Transitional Year (TY) Residency.
- 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 one-year TY residency. At a minimum, all Army HPSP students will receive a one-year, Transitional Year 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\*



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

Student Advisor, A-G:  
Ms. Michelle Wilson  
877-MED-ARMY, option 1  
michelle.wilson1.civ@health.mil

Student Advisor, H-Z:  
Ms. Mi Hwa Higgins  
877-MED-ARMY, option 2  
mi.h.higgins.civ@health.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@health.mil

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

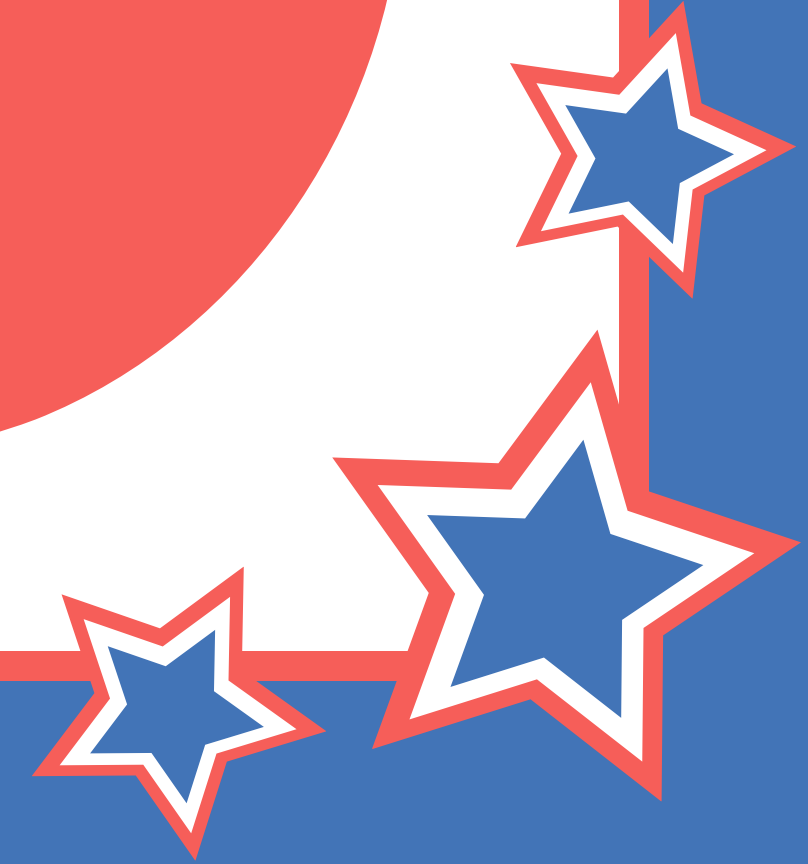
Ms. Jakia McDonald  
703-981-8598  
jakia.a.mcdonald.civ@health.mil

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

Ms. Linda Diehl  
703-681-8043  
Linda.m.diehl.civ@health.mil



## POINTS OF CONTACT FOR ARMY



# HPSP Timeline - Navy

## OMS1

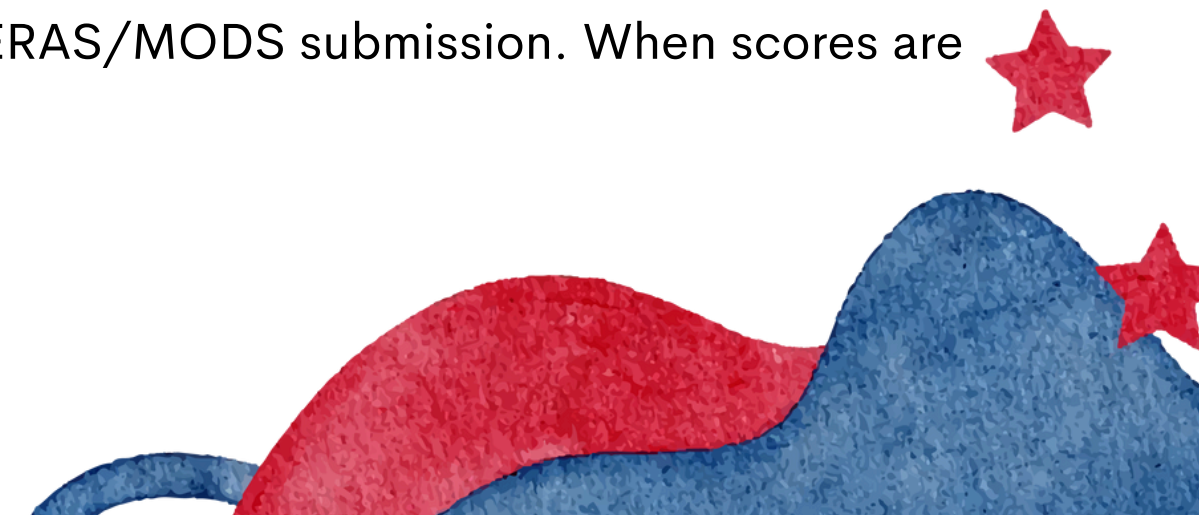
- Develop a strong academic and professional foundation
- If time allows and it has not yet been completed, attend Officer Development School (ODS) in the summer between Years 1 and 2
  - If time does not allow a request for deferment needs to be submitted to the students HPSP Advisor
- Participate in 45 day - ADT (ODS will count towards this)
  - If unable to attend ADT at a military location, student can submit a request for "school orders" where the 45 days are completed at the student's school

## OMS2

- Maintain academic and professional excellence
- If time allows and it has not yet been completed, attend Officer Development School (ODS) in the summer between Years 2 and 3
  - If time does not allow a request for deferment needs to be submitted to the students HPSP Advisor
- Participate in 45 day - ADT (ODS will count towards this)
  - If unable to attend ADT at a military location, student can submit a request for "school orders" where the 45 days are completed at the student's school
- May – June (or when scheduled by school):
  - Prepare for and take USMLE Step 1/COMLEX Level 1 exam

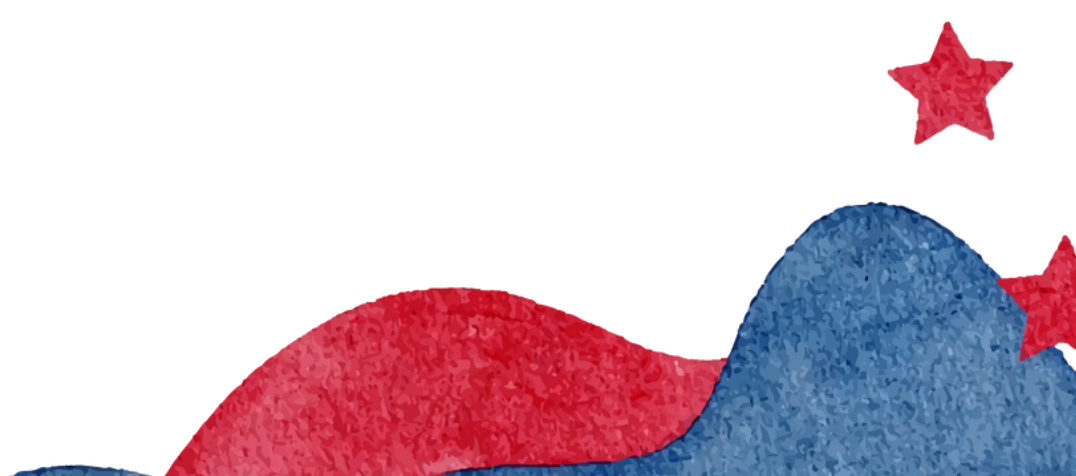
## OMS3

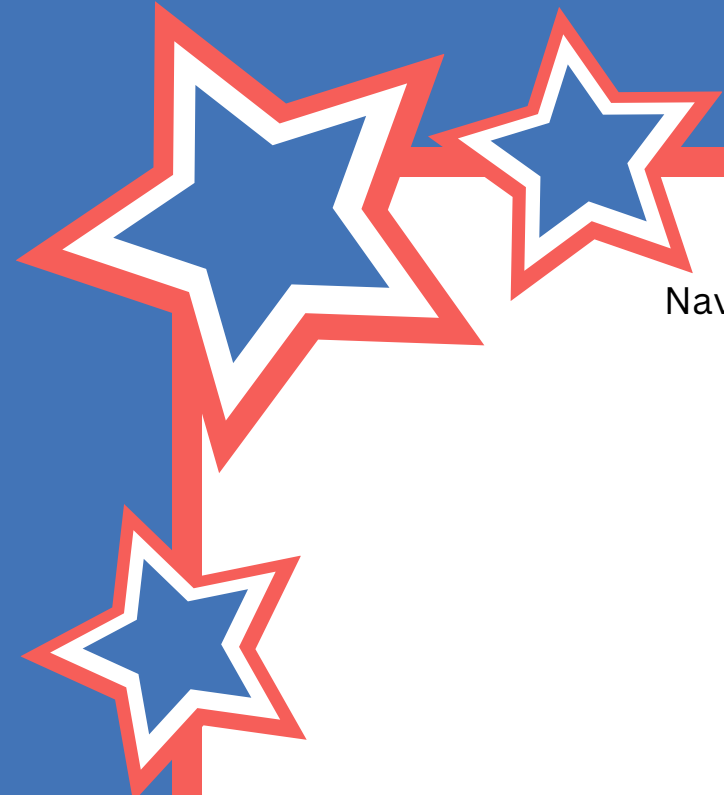
- October – January: Contact individual sites in order to gain approval to rotate there for both ADT and non-ADT rotations. After approval, use MODS to request ADT for the given site.
  - Recommend using ADT on locations that are most expensive/most desired for specialty. If desired and school allows, 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.



# HPSP Timeline - Navy Pt2

## OMS 4

- July 1:
    - 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 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 time period to do audition rotations
  - August 31:
    - Deadline to create and submit new GME application in MODS
  - End of 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.
      - 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.
  - 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 licensing exam scores. See above link to Physician Education website for complete list of required documents.
  - December: Military match results released.
    - Withdraw from ERAS if matched military
  - March: Civilian match results released.
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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. Kristine E Lyons (CDR MC USN)

Points of Contact

GENERAL: [usn.ohstudent@health.mil](mailto:usn.ohstudent@health.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

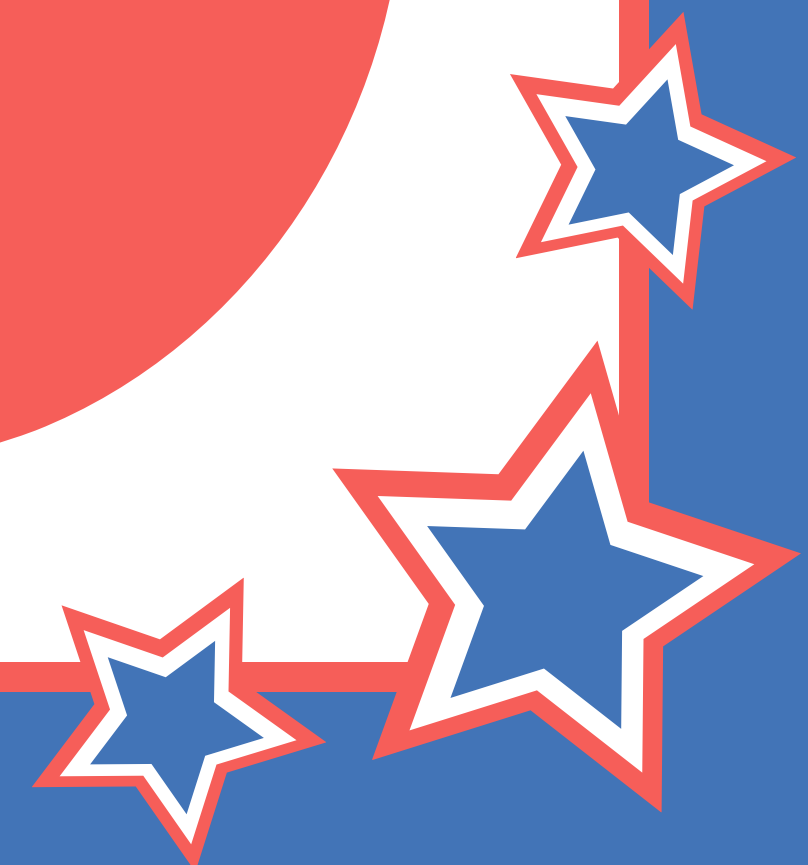
Mailing address:

Naval Medical Leader and Professional Development Command  
ATTN: Navy GME Program  
Building 1, 15th Floor  
8955 Wood Road  
Bethesda, MD 20889-5628

Points of Contact

For all inquiries [usn.bethesda.navmedleadprodevcmd.mbx.gme-sb@health.mil](mailto:usn.bethesda.navmedleadprodevcmd.mbx.gme-sb@health.mil) or call  
the Navy GME office at (301) 400-3781 or (301) 319-4774.

# POINTS OF CONTACT FOR NAVY





# Tips for Students

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 valuable as staff and resident opinions are taken into consideration, however, equal consideration is given for virtual vs. in-person interviews. 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.

# QUESTIONS?



THANK YOU!