

# The Armed Forces Health Professions Scholarship Program for Physicians

Information current as of 1 Feb 2021. This document expires 30 June 2022.

## Overview and Key Terms

The goal of this document is to assist civilian medical schools in understanding 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 Services Graduate Medical Education Selection Board (JSGMESB)** 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 program or deferred to apply through civilian match processes. While many of the processes are similar to the National Residency Match Program, it is actually a selection board that places applicants in programs.

## 2021-22 JSGMESB “Military Match” Timeline

Timeframe	Activity
May-early October 2021	Complete ADT (Active Duty Training) rotations (on-site or virtual)
1 July 2021	Letter of Instruction (LOI) from each Service posted
1 July 2021	MODS system opens for applications
15 October 2021**	Deadline for applications in MODS
July-October 2021	Interview Period
15-19 November 2021**	JSGMESB “Military Match” at Service location
8 December 2021**	JSGMESB “Military Match” Results Available

\*\* Dates estimated/not confirmed. These activities will occur no earlier than the dates listed. Confirmed dates will be available 1 Jul 2021 at the latest.

**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.

**JSGMESB application process:** The military application process is different than the civilian match. Each year on/about 1 July, the Services post the JSGMESB 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 additional 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 all military locations offered in their specialty of choice, as well as civilian sponsored and deferred if available. There is no option to “not rank” training in a military residency or particular location. If the number of residency positions for that Service is greater than the number of applicants, then no one is allowed to match civilian.
- 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 JSGMESB 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 JSGMESB 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 JSGMESB 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 Websites

<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):

##### **Student Advisor, A-G:**

Ms. Alta Wright

877-MED-ARMY, option 1

[alta.m.wright2.civ@mail.mil](mailto:alta.m.wright2.civ@mail.mil)

##### **Student Advisor, H-O:**

Ms. MiHa Higgins

877-MED-ARMY, option 2

[mi.h.higgins.civ@mail.mil](mailto:mi.h.higgins.civ@mail.mil)

##### **Student Advisor, P-Z:**

Ms. Michelle Wilson

877-MED-ARMY, option 3

[Michelle.wilson1.civ@mail.mil](mailto: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](mailto:dupree.simmons.civ@mail.mil)

**HPSP Career Manager, Deputy Director, Army Medical Education** (Point of contact for students with questions related to the military match, GME, and issues still unresolved from students' HPSP Advisor and the HPSP Program Manager):

COL Joseph Sterbis

[joseph.r.sterbis.mil@mail.mil](mailto:joseph.r.sterbis.mil@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](mailto: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](mailto:Linda.m.diehl.civ@mail.mil)

## **NAVY**

### **Navy Accessions Program Website**

<https://www.med.navy.mil/Pages/Accessions.aspx>

### **Navy Graduate Medical Education Website**

<https://www.med.navy.mil/sites/nmpdc/professional-development/SitePages/Graduate%20Medical%20Education%20Overview.aspx>

### **Location**

WRNMMC 13th Deck

### **Mailing address:**

Navy Accessions Program

8955 Wood Road, Suite 13132, Bethesda, MD 20889-5628

### **Current Student Programs Section Head**

Dr. Molenat (LCDR MC USN) until summer 2022

### **Points of Contact**

For all inquiries [USN.OHSTUDENT@MAIL.MIL](mailto:USN.OHSTUDENT@MAIL.MIL)

## **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](https://mypers.af.mil/app/answers/detail/a_id/6028)

### **Air Force Civilian Institute Programs Portal (CIP)**

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

### **Recent HPERB (landing page)**

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

## **Air Force Points of Contact**

### **HQ AFPC/DP2NP**

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

### **Chief**

Colonel Michael Forgione

[michael.forgione@us.af.mil](mailto:michael.forgione@us.af.mil)

### **Deputy Chief**

Mr. David Zemkosky

[david.zemkosky.1@us.af.mil](mailto: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](mailto:allison.moore.2@us.af.mil)

SSgt Alyssa Bambach (D-J)

[alyssa.bambach@us.af.mil](mailto:alyssa.bambach@us.af.mil)

SSgt Alicia Daniels (K-P)  
[alicia.daniels@us.af.mil](mailto:alicia.daniels@us.af.mil)

Mr. Matthew Kush (Q-Z)  
[matthew.kush@us.af.mil](mailto:matthew.kush@us.af.mil)

**Additional Air Force Points of Contact and Resources:**

**Civilian Institution Portal:** <https://www.afit.edu/CIP/>

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

**General Program Questions:** [enem.hpsp\\_fap4@afit.edu](mailto: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](mailto: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](mailto:enem.hpsp_fap2@afit.edu)

- Active Duty and Campus Tour info/Processing, Military Training Programs, GME/Residency Info, Leave of Absence Inquiries & General Program Questions

**Adverse Issues:** [enem.hpsp\\_fap1@afit.edu](mailto:enem.hpsp_fap1@afit.edu)

**Large Data:** [afit-hpspfap@afit.edu](mailto:afit-hpspfap@afit.edu)

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

**Pay Information:** [arpc.rpo1@us.af.mil](mailto:arpc.rpo1@us.af.mil)

**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

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

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 on 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.

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

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.

### **What does a student do if they have a change in health status or disability?**

**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](mailto: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](mailto: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.

## **What should be shared with the military regarding students seeking mental health care?**

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.

## **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?**

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.

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

Students should contact their HPSP points of contact.

## **How should name changes be handled?**

**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](mailto: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.

## **How does the "military match" work?**

See page 1 overview. The specifics of the match vary by Service. HPSP students should access the Letter of Instruction (LOI) from their respective

Service no earlier than 1 July of their 4<sup>th</sup> 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.

### **What if the student receives a civilian deferment?**

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.

### **What are the parameters for students submitting ERAS applications?**

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

### **How can I find out the results of the “military match”?**

**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 JSGMESB are emailed to each applicant individually on the JSGMESB release date.

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

See following section.

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

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.

## Branch-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 the "Military Match" process.

### Before Medical School

The three-week long Direct Commissioning Course (DCC) is a new requirement that can be accomplished before or after the first year. It must be done before the Basic Officers Leaders Course (BOLC). 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 request will be reviewed by the HPSP Office for consideration.

### First Year

<i>Late December/Early January</i>	Sign up for BOLC when prompted or DCC if not accomplished prior to medical school matriculation.
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<i>Ongoing</i>	<p>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.</p> <p>*Currently Cost Data Worksheet can be filled out and sent via email to the student's HPSP Advisor.</p>
<i>June – July</i>	Complete DCC or BOLC if DCC is already completed.

**Second Year**

<i>May</i>	<p>Submit request for BOLC for June – July if not accomplished previously. This may require working with the medical school advisor to fit with third-year schedule.</p> <p>*Currently Active Duty Training requests can be filled out and returned to HPSP staff via email.</p>
<i>January</i>	If your school allows you to schedule M3 clerkships, plan rotations to allow exposure to fields of interest prior to 1 December (when away rotations for M4 active duty training will need to be coordinated).
<i>Ongoing</i>	Submit Cost Data Worksheet when seeking reimbursement for textbooks. Can only submit for required textbooks and when total sum is larger than \$200.
<i>May – June</i>	Step/Level 1 licensing examination. When score is received, email to HPSP staff.

**Third Year**

<i>December – January</i>	<p>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.</p> <p>*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.</p>
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	<p>*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.</p> <p>*Cannot rotate at two hospitals during a given 45-day ADT period.</p> <p>*Army will pay for two ADT rotations if both are completed prior to 1 October.</p> <p>*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 sites, but this will be non-reimbursable. Non-ADT rotations are space available.</p>
<i>May-June</i>	<p>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.</p>

**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](mailto:patricia.g.norman.civ@mail.mil).*

<i>July 1</i>	<p>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.</p>
<i>July, August, September</i>	<p>Ideal months to do one (3-year scholarship) or two (4-year 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 the HPSP office. Typically, interviews are done during an ADT, but may be performed over the phone/virtually.</p>

<p><i>15 September</i></p>	<p>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 (&gt;95% of applicants), the student MUST withdraw the ERAS application and withdraw from the NRMP.</p> <p>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.</p>
<p><i>15 October</i></p>	<p>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. Forms not received by this date may adversely affect application.</p> <p><b>Rank list:</b> May be changed via email until 15 October but may further be changed by phone until 31 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.</p>
<p><i>December</i></p>	<p>Military match results released. 85% match in 1<sup>st</sup> choice specialty. 70% match at their location of choice.</p> <p>If a student doesn't match in the military, they scramble for available spaces leftover in the military match or complete a</p>

	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.
<i>March</i>	Civilian match results released

\*If necessary, DCC and/or BOLC can be completed in 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 (Currently this website is unavailable unless on a military system): <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 there are any questions.

### Important Dates

- USMLE Step 1/COMLEX Level 1
  - Score due to HPSP office by September 15<sup>th</sup> of 3<sup>rd</sup> year
- USMLE Step 2 CK/COMLEX Level 2 CE Score
  - October 15<sup>th</sup> of 4<sup>th</sup> year
- Level 2 PE: February 15<sup>th</sup> of 4<sup>th</sup> year

## NAVY

### First Year

Submit reimbursement request as purchased for all first semester textbooks. Instructions can be found online at the following website:

<http://www.med.navy.mil/Accessions/Pages/Reimbursement.aspx> [sign-in required].

<i>September</i>	Submit request for Officer Development School (ODS) and watch for correspondences. If unable to attend during first year, complete later, possibly following medical school graduation.
<i>May-August</i>	Complete 5 weeks of officer development school.

### Second Year

Submit reimbursement request as purchased for all first semester textbooks. Instructions can be found online at the following website:

<http://www.med.navy.mil/Accessions/Pages/Reimbursement.aspx> [sign-in required].

<i>January</i>	If possible, coordinate M3 clerkship preferences to allow for exposure to possible areas of interest prior to 1 December (when students will begin planning away rotations at military hospitals also known as Active Duty Training (ADT)).
<i>May – June</i>	Step 1 exam

### Third Year

<i>December – January</i>	<p>Schedule fourth year away rotations. These should be done as early as possible because spots fill up quickly. It is best to schedule an away rotation at each of the military locations to which you are applying, however, this is not always possible. One ADT must be scheduled prior to October 1 of fourth year and one ADT must be scheduled after October 1 of fourth year in order to have them paid for.</p> <p>More information on scheduling away rotations can be found at the following website: <a href="http://www.med.navy.mil/Accessions/Pages/HPSP-and-FAP-Clerkships-.aspx">http://www.med.navy.mil/Accessions/Pages/HPSP-and-FAP-Clerkships-.aspx</a> [sign-in required].</p>
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<i>May – June</i>	Complete Step 2 CK or Level 2 CE/PE by August 4 in order to have scores ready for ERAS/MODS submission
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#### Fourth Year

At the beginning of the fourth year, BUMED (Bureau of Medicine & Surgery, the overseeing body of Navy medicine) will provide a document with application deadlines and procedures (BUMEDNOTE 1524). Keep this handy.

<i>July - August</i>	Work on personal statement and CV, as these will be required for interviews and for MODS and ERAS applications. Be on the lookout for BUMEDNOTE 1524 which will have all relevant instructions for applying for a PGY-1 slot as well as number of slots available for each specialty and location.
<i>August</i>	Create and submit a MODS application (deadline August 31). This application can still be updated until 15 October. If you do not have access to a military computer, you must email a PDF version of the application.
<i>September</i>	Research civilian programs and submit ERAS applications as early as possible (opens for submission on September 15). Register for NRMP (opens September 15).
<i>October</i>	<p>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.</p> <p>*Interviews should be completed by 15 October. Interviews are typically scheduled during an away rotation. However, if you would like to interview at a location for which you did not schedule an away rotation, you can schedule a phone or in-person interview by contacting the clerkship coordinator or submitting a request through the webpage. More info can be found at the following page:  <a href="http://www.med.navy.mil/Accessions/Pages/HPSP-and-FAP-Clerkships-.aspx">http://www.med.navy.mil/Accessions/Pages/HPSP-and-FAP-Clerkships-.aspx</a> [sign-in required]</p>
<i>December</i>	You must withdraw your ERAS applications by 31 December if you have been accepted into a military residency program.
<i>December</i>	Military match results released.
<i>March</i>	Civilian match results released.

Important dates, BUMEDNOTE 1524, and link to MODS can be found at:  
<https://www.med.navy.mil/sites/nmpdc/professional-development/SitePages/Graduate%20Medical%20Education%20Overview.aspx>.

## 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/AMP.

### First Year

<i>Early November</i>	Registration opens for Officer Training School (OTS)*  *It is recommended to complete both COT and AMP 101 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 following medical school graduation.
<i>Mid November</i>	Aerospace Medicine Program (AMP 101) course* email is sent out
<i>Late November</i>	Deadline for registration for OTS
<i>Early December</i>	Registration opens for AMP 101
<i>March/April</i>	If possible, buy and tailor uniforms per regulations for OTS and AMP 101

### Second Year

<i>January</i>	If able to schedule M3 clerkships, plan rotations to allow exposure to fields of interest prior to 1 November (when away rotations for M4 active duty training will need to be coordinated).
<i>May – June</i>	Prepare for and take STEP 1 exam

### Third Year

<i>June/July</i>	Health Professions Education Requirements Board (HPERB) yearly listing of residency spots is released
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	<a href="https://www.airforcemedicine.af.mil/Organizations/Physician-Education-Branch/Announcements/#hperb">https://www.airforcemedicine.af.mil/Organizations/Physician-Education-Branch/Announcements/#hperb</a>
<i>October – January</i>	<p>Plan and schedule ADTs (Active Duty Training/Away Rotations)*</p> <p>*Contact Program Clerkship Coordinators or site websites and complete the ADT request form. ADTs are typically completed during the summer of fourth year but spots open 9 months in advance and they fill up quickly, so it is important to schedule ASAP. The program will provide and forward ADT request form to AFIT (the overseeing body). Watch for emails with reimbursement instructions</p>
<i>May of 3<sup>rd</sup> year – October of 4<sup>th</sup> year</i>	<p>Schedule Step 2 CK or Level 2 CE/Level 2 PE and complete one or two ADTs**</p> <p>**Take Step 2 exams before October in order to have score ready for ERAS/MODS submission</p>

#### Fourth Year

<i>April 1</i>	Deadline for returning the Scholarship Completion Certificate to the HPSP office
<i>April-June</i>	<p>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:</p> <p><a href="https://www.airforcemedicine.af.mil/Organizations/Physician-Education-Branch/Application-Instructions/">https://www.airforcemedicine.af.mil/Organizations/Physician-Education-Branch/Application-Instructions/</a>.</p>
<i>June – September</i>	Ideal months to do one (3-year scholarship) or two (4-year scholarship) ADTs. Typically, interviews are done during an ADT but may be done over the phone.
<i>1 July – 31 August</i>	<p>Submit initial application which will include GME application and CV. Timeline of application with required forms can be found here:</p> <p><a href="https://www.airforcemedicine.af.mil/Portals/1/Documents/Phys_Ed_Branch/JSGMESB/2020/JSGMESB_Checklist_2020.pdf">https://www.airforcemedicine.af.mil/Portals/1/Documents/Phys_Ed_Branch/JSGMESB/2020/JSGMESB_Checklist_2020.pdf</a></p>
<i>15 September</i>	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.
<i>15 October</i>	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 link for complete list of required documents: <a href="https://www.airforcemedicine.af.mil/Portals/1/Documents/Phys_Ed_Branch/JSGMESB/2020/JSGMESB_Checklist_2020.pdf">https://www.airforcemedicine.af.mil/Portals/1/Documents/Phys_Ed_Branch/JSGMESB/2020/JSGMESB_Checklist_2020.pdf</a> . Interviews end a week prior to this deadline.
<i>Mid-December</i>	Match results released. Withdraw from ERAS if accepted into military match.
<i>March</i>	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/Portals/70/documents/06\\_CAREER%20MANAGEMENT/03\\_Fitness%20Program/Fitness%20Charts.pdf](https://www.afpc.af.mil/Portals/70/documents/06_CAREER%20MANAGEMENT/03_Fitness%20Program/Fitness%20Charts.pdf)

## 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 the 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.