

## **Health Professions Scholarship Program (HPSP)** **Frequently Asked Questions**

This section of the website has been dedicated to answering questions commonly asked by HPSP students when they begin the program. All of the information presented here can be found in your HPSP Handbook. NOTE: The HPSP Handbook is the official reference document that should be consulted to answer your questions.

**Be aware that you are personally and financially liable for any problems that may arise as a result of basing your decisions on information not specifically cited in the HPSP Handbook.**

The following information has been organized in the same manner as the HPSP Handbook, with specific section references accompanying each answer. Use these answers merely as guidelines, and follow-up by reading the particular section found in the HPSP Handbook. If you are unable to find the answer to your question after consulting this website and the HPSP Handbook, then contact your local Health Care Recruiter or HPSP advisor for further assistance.

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7. What happens if I am unable to report to my first duty station by the designated report date?
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## **Section 1: Responsibilities and Restrictions**

1. **What does the Army expect of me while I am attending school?** (HPSP Handbook 1-1a,c,h)
  - Maintain full-time student status, and complete your degree within the appropriate timeframe (i.e. 4 years).
  - Ensure that your academic record is in good standing, and notify your local Health Care Recruiter and Student Management Office immediately if you fail a course.

- Notify the local Health Care Recruiter and Student Management Office of any changes regarding your personal status (i.e. marital status, criminal convictions, serious injuries, etc.).
- Submit an annual “Application for Renewal of Educational Delay from Entry on Active Duty and Verification of Enrollment” (ARPC Form 1026). Failure to complete and return the form may result in loss of the scholarship and denial of active duty for training (ADT).
- **Students are required to maintain accurate information in the secure HPSP database on the web.** All Students are required to go on line to request the following: placement on and return from leave of absence (LOA); discharge; ADT and amendments or changes. New enrollees are required to enter most preliminary data for verification by the HPSP student advisor. Currently enrolled students must review, correct or update basic demographic and contact information. Without correct contact information, the HPSP advisors and Veterinary Corps representatives may not be able to contact you with critical information.

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## **2. What is the role of the Health Care Recruiter vs. mentors/consultants?** (HPSP Handbook 1-1e,f)

Health Care Recruiters provide general assistance and military guidance. They are also the initial point of contact to assist students with accomplishing HPSP requirements and resolving problems. Mentors and consultants provide professional and academic advice and guidance.

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## **3. How do I locate a Health Care Recruiter in my area?** (HPSP Handbook 1-1f)

For the name and number of the recruiter servicing your area, call (800) 223-3735; dial 6; extension 0379 for Dental and Veterinary Corps.

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## **4. How do I access the medical education website?** (HPSP Handbook 1-2)

Follow the link to [www.mods.army.mil/medicaleducation](http://www.mods.army.mil/medicaleducation) and click on “Logon” in the left hand column. When the new window opens, click on “REQUEST A LOGONID” and fill in all of the necessary information. A user name will be e-mailed to you within 48 hours of submitting the information. Once you have obtained a user name, return to the same logon screen and click on “NEW USERS CREATE PASSWORD.” Follow the on-screen instructions to create a new password. For step-by-step instructions for obtaining a user name and password, please consult section 1-2 in the HPSP Handbook.

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## **5. How do I enter/update my personal information on the medical education website?** (HPSP Handbook 1-2f,g)

Once you have logged into the medical education website, click on “Pre-Enrollment”

found along the top menu bar. Follow all of the on-screen instructions, and enter the requested information. If you are a returning user who needs to change your personal data, click on “Update” found along the top menu bar. If you need pre-enrollment assistance, please feel free to contact the HPSP Student Advisors at 1-877-MED-ARMY, option 1.

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#### **6. Can I earn additional money for school by serving with the Army Reserves or National Guard? (HPSP Handbook 1-3a)**

Students who accept the Health Professions Scholarship are not eligible to participate in reserve activities for pay (i.e. National Guard, Army Reserve). Therefore, any Reserve Officer Training Corps (ROTC) student who has an obligation to serve with a reserve unit while attending veterinary school is not eligible for the Health Professions Scholarship.

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#### **7. What happens if I need to repeat a course, or I am placed on academic probation? (HPSP Handbook 1-3c)**

Upon discovering that you have been placed on academic probation, or you have to repeat a course, contact your local Health Care Recruiter and Student Management Office. They will work with you to prevent you from losing the scholarship. During times of remedial or decelerated coursework, you are not eligible to receive funding through the Health Professions Scholarship. Once you have completed the remedial coursework and have raised your grades, you will be eligible to continue receiving the Health Professions Scholarship. NOTE: If you are placed on academic probation, or need to repeat a course within 6 months of accepting the Health Professions Scholarship, you will be permanently disenrolled from the program.

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## **Section 2: Contractual Obligation And Entry Grade**

#### **1. How does a prior service obligation (i.e. ROTC) affect the HPSP obligation? (HPSP Handbook 2-1)**

The service obligations will be served consecutively. For example, a student who had a 4-year ROTC scholarship and accepts a 3-year HPSP will serve for a total of 7 years on active duty. The first 4 years will count towards repaying the ROTC obligation, and the last 3 years count towards repaying the HPSP obligation.

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#### **2. What is my service obligation when I finish veterinary school? (HPSP Handbook 2-2a,b, 2-3)**

Regardless of the active duty requirement that you agreed to in the contract, all Health Professions Scholarship recipients are obligated to 8 years of military service. Your individual contract will determine how many years of active duty service is required (i.e.

3 or 4 years). The remainder of the time is served in the Individual Ready Reserves (IRR). When serving in the IRR you are not obligated to attend weekend drill like the Army Reserve or National Guard. The IRR can be called to Active Duty service any time there is a national crisis that requires additional reinforcements. For example, members of the IRR were activated in the early days of the most recent Iraq war.

Years Scholarship	Active Duty	IRR
1	3	5
2	3	5
3	3	5
4	4	4

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**3. Does my prior service or active duty for training (ADT) count towards my service obligation time?** (HPSP Handbook 2-2a)

Neither prior service time, nor the HPSP active duty training time count towards your active duty service obligation following graduation.

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**4. I've changed my mind, can I be released from my service obligation?** (HPSP Handbook 2-4)

Under special circumstances, the Secretary of the Army may release a person from their HPSP obligation. However, participants may not withdraw or be relieved from the HPSP obligation solely because of a willingness to refund all payments made by the government or unwillingness to perform their service obligation.

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**5. What happens if I become permanently injured and I am not eligible for military service?** (HPSP Handbook 2-5b)

Depending on your situation, the Army may relieve you from the Active Duty service obligation, however in exchange they may require you to serve out the remainder of your contract time working as a civilian veterinarian in one of the military owned facilities. The other option is repayment of the total costs incurred by the Secretary of the Army by releasing you from your contract, plus interest.

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**6. Can I do an internship or residency following veterinary school?** (HPSP Handbook 2-6)

- The U.S. Army Veterinary Corps offers a 1 year internship opportunity at the Military Working Dog Center at Lackland Air force Base. All military contracted veterinary students will be contacted during their senior year and given an opportunity to apply for the internship. **NOTE: By accepting the internship, you do not accrue an additional service obligation. However, the 1 year that is spent as an intern does**

**not count towards fulfilling your active duty service obligation.**

- Civilian internship opportunities (i.e. university) are highly discouraged, and require special permission from the Army, as well as a deferral from active duty service. Contact your local Health Care Recruiter or HPSP advisor for additional details.
- The U.S. Army Veterinary Corps offers an opportunity to attend a residency program as part of the Long Term Health Education Training (LTHET) program. The program is currently offered to senior captains (i.e. 4-8 years of active duty) who will be considered for promotion to a major in the near future.

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**7. Does my active duty for training (ADT) count towards retirement or pay grade? (HPSP Handbook 2-8)**

The time that you spend in school, as well as your active duty training time does not count towards your retirement or your pay grade (i.e. time in service). When you graduate from veterinary school, you will enter active duty as a captain (O-3) with zero years time in service. However, the time that you spend at your active duty training site does fulfill your HPSP active duty for training (ADT) obligation (see Chapter 4 of the HPSP Handbook for further details).

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**8. What is my military rank while I'm in school? (HPSP Handbook 2-9)**

All HPSP students are commissioned as 2<sup>nd</sup> lieutenants unless they attained a higher rank during their prior service. All personnel, regardless of prior service rank, will be expected to wear the 2<sup>nd</sup> lieutenant rank during their 45 day active duty for training (ADT) experience.

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**9. What will my military rank be when I enter onto active duty? (HPSP Handbook 2-10)**

All HPSP veterinary students will be commissioned as captains in the U.S. Army Veterinary Corps following graduation.

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## **Section 3: Entitlements And Military Pay**

**1. Why is it so important to ensure that my contact information is correct on the HPSP website? (HPSP Handbook 3-1c)**

It is essential for you to maintain current contact information on the medical education website, to include the following: local and permanent addresses, phone numbers, e-mail address, and name changes. If your contact information is incorrect, you place yourself at risk for missing key information to your future success. In addition, **your scholarship and stipend may be discontinued until your contact information is updated.**

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**2. What should I do if I receive benefits (i.e. excess stipend) that I am not entitled to? (HPSP Handbook 3-1d)**

Contact your local Health Care Recruiter or HPSP Advisor immediately if you know, or suspect that you have received money from the government that you are not entitled to. You may be held criminally liable for collecting funds from the government that you are not entitled to. In addition to criminal charges, you may also jeopardize your scholarship. When in doubt, ask! Pleading ignorance is not a viable excuse when it comes to government funds.

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**3. How do I obtain a W-2 form for my military pay? (HPSP Handbook 3-2a)**

The Defense Finance and Accounting Service – San Antonio TX (DFAS-SA, TX), issues W-2 Forms (Wage and Earning Statement) and can be contacted at 1-800-531-1114 ext. 2388/2862/2958, for replacements. Written requests for the W-2 Form must contain the name, social security number, current mailing address, active duty period(s), year(s) requested and payroll signature and are submitted to: DFAS-IN, ATTN: Customer Service, 8899 E. 56th St., Indianapolis, IN, 46249-0865.

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**4. Who do I contact about travel vouchers and per diem reimbursements for active duty for training (ADT)? (HPSP Handbook 3-2a)**

The Defense Finance And Accounting Service - Indianapolis, IN (DFAS-IN) processes travel and per diem pays for active duty training. Submit active duty for training (ADT) travel settlement vouchers to: DFAS-IN (DNO), DEPT 3700, 8899 56Th Street, Indianapolis, IN, 46249-3714 and to check status call (888) 332-7366.

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**5. Who do I contact if I have pay issues (i.e. stipend, book reimbursement, etc.)? (HPSP Handbook 3-2b)**

The Ft. Sam Houston, TX, DFAS office is the financial processing agent for HPSP members and may be contacted at 1-800-531-1114, ext. 2388/2862/2958. The mailing address is: Defense Military Pay Office, ATTN: HPSP, Room 115, 1706 Stanley Rd., Bldg 2263, Ft. Sam Houston, TX, 78234-5023. This office: processes pay transactions for military pay, stipend and reimbursable educational expenses (i.e. books); maintains financial records; and provides monthly Leave and Earning Statements (LES).

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**6. I've recently changed banks, how do I switch my Direct Deposit? (HPSP Handbook 3-2c)**

Obtain a Direct Deposit Form (Standard Form 1199A) from the new financial institution.

Mail the “government agency copy” and a written request to redirect your Direct Deposit to: Defense Military Pay Office, ATTN: HPSP, Room 115, 1706 Stanley Rd., Bldg 2263, Ft. Sam Houston, TX, 78234-5023. **NOTE: Do not close the original bank account until you have received your military pay in the new account, otherwise you risk losing each misdirected payment.**

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**7. What expenses does the HPSP cover?** (HPSP Handbook 3-3a,c)

The HPSP will cover authorized tuition, fees, reimbursable expenses (books, nonexpendable supplies and equipment) and a stipend that will be split into two equal payments to be distributed on the 1<sup>st</sup> and 15<sup>th</sup> of each month during the academic year. See Chapter 7 of the HPSP Handbook for a description of what constitutes reimbursable expenses.

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**8. When are my expenses not covered by the HPSP?** (HPSP Handbook 3-3)

Entitlements are not authorized and students are liable for any period: preceding HPSP entry; following school disenrollment; HPSP termination or graduation; during leave of absence (see chapter 8 of the HPSP Handbook); during remediation of courses; for courses that are not required for graduation, part of the normal academic curriculum, for the school on record, or authorized expenses; following licensure examination failure; preceding eligibility or following loss of eligibility for military service or the scholarship; during participation in a preparatory or decelerated academic curriculum; upon loss of full-time student status; and during the summer months between academic years when.

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**9. When will I stop receiving the stipend?** (HPSP Handbook 3-3c)

Stipend terminates: upon graduation or when academic requirements are completed more than 45 days prior to graduation; during active duty for training (ADT); and during leave of absence (LOA); effective 10 May in the graduation year unless the Student Management Office is notified of the precise graduation date; or as otherwise indicated herein. **Students must notify the Student Management Office via a letter from the school of the precise graduation date prior to 1 April to avoid discontinuation of stipend on 10 May.**

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**10. I’ve recently switched veterinary schools, how do I redirect my HPSP tuition payments?** (HPSP Handbook 3-3e)

Transfer requests or campus changes must be submitted in writing through the Health Care Recruiter to the Student Management Office. The requests for school transfers of campus changes must be submitted at least 60 days prior to the effective date of the transfer or campus change to avoid payment difficulties. **NOTE: The Army rarely**

**authorizes transfers to schools with tuition costs that are higher than the original school where HPSP entry is authorized.** If granted, the school and the Army must approve it. School approval does not constitute Army approval. Transfer requests must include: the reason for the transfer; and letters from each school Registrar indicating the proposed disenrollment date from the losing school and the enrollment date into the gaining school. Students must disenroll from the losing school one day prior to enrollment into the gaining school. Entitlements are not paid for duplicate enrollment and for disenrollment periods. **Failure to follow transfer procedures may result in loss of entitlements, termination from the HPSP or personal financial liability.** The Student Management Office will make the final determination upon receipt of proper documents.

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**11. What do I need to do to ensure that my tuition is paid by the HPSP?** (HPSP Handbook 3-3e)

A copy of the HPSP selection letter from the Recruiting Command should be provided to the school billing office to alert them that the Army will pay tuition and fees. A copy of the appointment orders should be provided to the registrar's office to possibly qualify for the lower in-state (resident) tuition rate. It is your responsibility to check with the school's tuition office, prior to the due date, to ensure that they have received payment for your tuition. If they have not received payment within a week from the due date, contact your HPSP advisor and ask them to check on the status of the payment. Keep the school's tuition office updated if you know that your tuition will arrive later than expected, to possibly avoid penalty fees.

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**12. Who do I contact if my tuition has not been paid on time?**

If you experience problems with your tuition being paid on time, check to make sure that all of the appropriate paperwork has been submitted (i.e. HPSP selection letter to the school's billing office, a copy of the appointment letter to the registrar's office). If the correct paperwork has been submitted, and the problem continues, then contact your HPSP advisor.

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**13. I accepted the Health Professions Scholarship after the quarter/semester began, how is tuition for this term going to be paid?** (HPSP Handbook 3-3f)

All entitlements are prorated when students delay completing HPSP entry requirements until after the academic term begins. In this instance, entitlements are paid only from the effective date of entry. **Students should coordinate with their financial aid office to ensure the appropriate amount of pre-existing loans for tuition and fee payments are properly retained and credited to their accounts for the prorated periods.**

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**14. Due to unforeseen circumstances, I'm not going to be able to graduate on time. Is it possible to extend my scholarship to cover the additional time that it will take to finish school?** (HPSP Handbook 3-3j)

Extension of scholarship entitlements is extremely rare. However, approved extensions result in additional obligation under the terms of the original service agreement. Disapproval automatically results in leave of absence or, if appropriate, may result in disenrollment from the scholarship program. Requests for extension must be forwarded to the Student Management Office.

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**15. What type of pay am I entitled to when I am doing my active duty for training (ADT)?** (HPSP Handbook 3-5a-g)

- **Basic pay and allowances.** This is military pay received during active duty for training (ADT) as a second lieutenant. The pay begins on the day ADT begins. Variable Housing Allowance (VHA) is not authorized during ADT.
- **Per diem and travel.** Per Diem (defrays ADT site expenses) and travel pay (round trip travel between your school and the ADT site) are paid when ADT is performed at a military facility that is not within your local commuting area as prescribed by applicable directives.
- **Pay longevity.** This is basic pay commensurate with years of military service.
- **Basic allowance for housing (BAH type II).** Students are entitled to BAH type II during ADT. Officers without family members are authorized BAH at the "WITHOUT DEPENDENTS" rate. Officers with family members are authorized BAH at the "WITH DEPENDENTS" rate, which is a higher allowance pay rate. Students must provide the appropriate birth (for children) and marriage certificates to receive pay for quarters allowance at the "WITH DEPENDENTS" rate.
- **Basic allowance for subsistence (BAS).** This is a standard rate paid for meals, regardless of rank, basic pay longevity, or number of family members.
- **Uniform allowance.** This is a \$400 payment to individuals who have not previously received the allowance. Prior service officers will have already received this allowance. Otherwise, HPSP participants may receive \$300 when they report to their first military ADT site. The remaining \$100 is paid upon entry on active duty. Keep copies of all ADT orders and settlement vouchers (see chapter 4) in order to substantiate later claims for the remaining \$100 of this allowance following active duty entry.
- **Separation pay.** This is pay as prescribed for those who are separated from immediate family members for 30 days or more during ADT. Participants must submit a completed DD Form 1561 (Statement to Substantiate Payment of Family Separation Allowance) to the central finance center along with your travel settlement voucher upon completion of ADT.

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## **Section 4: Active Duty For Training**

**1. I was given verbal authorization to proceed to my active duty for training (ADT) site, but I don't have written orders, what should I do? (HPSP Handbook 4-1d)**

Students cannot perform ADT or any other type of military training without orders. Do not follow any verbal instructions to proceed without orders and contact the Student Management Office immediately if any such instructions are received.

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**2. What is active duty for training (ADT)? (HPSP Handbook 4-2b)**

The active duty for training (ADT) is an opportunity to gain exposure to life as an Army veterinarian. You are required to arrange a 45 day ADT once a year for each year in the program. All travel and lodging expenses are paid for by the government. You will also be paid as a 2<sup>nd</sup> lieutenant on active duty during this time period.

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**3. Can I schedule an active duty for training (ADT) overseas? (HPSP Handbook 4-2b)**

ADT tours overseas (Europe, Korea, Panama, etc) and ADT during the month of December at Tripler Army Medical Center (Hawaii) is not authorized.

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**4. Can I split my active duty for training (ADT) between two different installations? (HPSP Handbook 4-2b)**

Only 1 ADT site may be visited during each 45-day period. For example, a student cannot split the 45-day ADT with 21 days at Ft. Sam Houston, Texas and 24 days at Schofield Barracks in Hawaii. However, a 45-day tour at the same location may be split between two electives. For example, you can schedule your ADT at Ft. Sam Houston and work half of the time at the Veterinary Treatment Facility and the other half of the time in the Veterinary Diagnostic Lab.

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**5. Can I visit the same active duty for training (ADT) site that I was at last year? (HPSP Handbook 4-2b)**

Students must select a different ADT site for each ADT. For example, a student cannot perform two 45-day ADT at Ft. Sam Houston.

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**6. Can I extend my active duty for training (ADT) beyond 45 days? (HPSP Handbook 4-2b)**

Students may remain at the same training location beyond the 45-day period when the student obtains approval from the training site, but military ADT status will be terminated. Once ADT status is terminated, so shall the pay and benefits. Any additional expenses will be the responsibility of the student.

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**7. How often do I have to do active duty for training (ADT)?** (HPSP Handbook 4-2b)

Students are required to perform one 45-day ADT tour for each year of program participation, when adequate funding is available (i.e. 3-year recipients are authorized only 3 ADT tours). **Those who do not apply to perform their ADT tour annually may forfeit the option of scheduling an ADT and will be assigned to a location for the duration of their training.**

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**8. How do I arrange my active duty for training (ADT)?** (HPSP Handbook 4-6)

Refer to chapter 4-29 in the HPSP Handbook, or visit the [Junior Officer Council \(JOC\) website](#) for a complete listing of available ADT sites. If you don't have access to the JOC website, contact the Veterinary Medicine Advisor (see [Point Of Contact](#)). With the exception of Hawaii, contact the ADT and make tentative arrangements for the days that you will be training at the ADT site. Once arrangements have been made, submit your request on the medical education website and contact the veterinary medicine advisor (see [Point Of Contact](#)) to gain final approval. Once approved, a request for orders will be submitted and you should receive them approximately one month before your ADT begins. If you want to request Hawaii, you must contact the Veterinary Medicine Advisor (see [Point Of Contact](#)) first. Due to the popularity of this location, all arrangements must be made through the Veterinary Medicine Advisor. NOTE: Hawaii does not accept students for ADT in December.

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**9. How does my physical examination affect selection for active duty for training (ADT)?**  
(HPSP Handbook 4-6b)

Requests for ADT will not normally be processed when physical qualification cannot be determined. **ADT applications cannot be processed without completing the report of medical examination. Entitlements may also be suspended for failure to meet this requirement.** A description of any change in medical status must be indicated in the appropriate space on the form. This requirement applies to all students for all ADT, including ADT performed at school, but is waived for attendees who attend OBC within 18 months after entering HPSP.

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**10. How will my travel pay be calculated if I decide to leave from my parent's house rather than my local campus address?** (HPSP Handbook 4-6b)

All orders will be based on the ADT departure point as originating from and ending at school. The school location is the student's official place of duty and is the only basis for calculating travel pay. Departure from any other location will be at the expense of the student.

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**11. How often do I need to update my physical examination information?** (HPSP Handbook 4-6b)

All HPSP participants are required to certify their medical status by completing a physical examination or report of medical examination on-line annually, as appropriate, for continuation of HPSP entitlements.

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**12. How far in advance do I need to schedule my active duty for training (ADT)?** (HPSP Handbook 4-6b,4-7a)

Applications for ADT must be made on line **at least** 60 days prior to the start date. All ADT (except for fourth-year students) requests must be received by the Student Management Office no later than 1 May of each year to project funding requirements and commit funds for the remaining fiscal year. This includes requests to perform ADT at school. An amendment to the ADT order, as an exception to policy, must be requested 45 days prior to the ADT start date. Amendments to orders must also be requested using the medical education website. No amendment to ADT orders will be made, except in unusual situations that are beyond a student's ability to control. Any request for amendment will be individually evaluated considering the need and time line for submitting ADT request. **No amendment will be issued when students fail to keep addresses current.**

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**13. When do I have to have my senior year active duty for training (ADT) completed by?** (HPSP Handbook 4-7b)

All fourth-year students must complete their last ADT by 1 April of the year in which they graduate in order to complete pay actions prior to graduation. ADT requests will not be accepted after 20 Jan of the graduation year.

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**14. What should I do prior to departing for my active duty for training (ADT)?** (HPSP Handbook 4-10)

Prior to reporting for ADT, students should contact the Graduate Medical Education or Student Coordinator at the training facility to request information on the clerkship program and a welcome packet for newly arriving personnel. All ADT tours (excluding ADT conducted at school) include a maximum of one day of travel to and one day travel from the training location. Therefore, students must include the required travel days in the request for orders. Regardless of the ADT type, all participants must complete and forward ARPC Form 3924 (Individual Active Duty Certificate of Performance) to the Student Management Office to avoid loss of pay for leave.

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**15. With clinics and classes, I can't miss 45 days to attend active duty for training (ADT). Is there any other way to fulfill my ADT obligation?**

A portion of the 45-day period can be performed at a military installation and the rest at the school location. The portion performed at the military installation must be for a minimum of 21 days (including travel) and is subject to the approval of the Army facility. The remaining 24 days is performed at the school. Students may perform the entire ADT at school if the academic schedule does not permit at least 21 days ADT at an Army facility. Travel and per diem are not authorized and the tour must be performed from 17 August to 30 September. Students are only required to attend classes. Fourth-year school ADT's must be performed from 16 February – 1 April due to finance requirements. Veterinary medicine students will not normally be authorized a school ADT. The veterinary medicine advisor must approve ADT at school on line or will designate an appropriate ADT site.

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**16. Will the government reimburse me for a rental car during my active duty for training (ADT)?** (HPSP Handbook 4-11i)

Reimbursement is generally not authorized for ADT. In all instances, authorization to be housed off post must be issued in order to receive rental car authorization (except as indicated) or contact the lodging success number if indicated in the ADT orders.

**Students who obtain a rental car without advance authorization (indicated in the ADT order or amendment) will not be reimbursed.** Rental car reimbursement is limited based on existing directives and only compact size automobiles are authorized.

**Reimbursement for insurance is not authorized.** Veterinary students are exempt from the rental car student ratio (i.e. 1 car per 3 students) because of the wide geographical dispersion of training sites and schedules.

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**17. How do I obtain orders for active duty for training (ADT)?** (HPSP Handbook 4-12)

All orders and amendments must be requested and processed on line using the medical education website. All ADT orders are forwarded to students at the address on record at the Student Management Office. This is also the departure address. If orders are not received at least 21 days before the ADT starting date, contact the AHRC OADO Incentives Team at (800) 325-4729, menu option 5, then and menu option 2. Once you have received a copy of your orders, make several photocopies and place the original copy in a safe location. Always maintain a copy of government documents (i.e. orders, travel vouchers, etc.) for your permanent record in case disputes arise months to years down the road (as they sometimes do). Carry the additional photocopies with you whenever you travel to your ADT site.

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**18. What do I do if there is an error on my orders?** (HPSP Handbook 4-12a,b)

Students should review their orders to ensure the time and place agree with what has been requested. If the orders are in error, contact the HPSP Student Management Office at 1-877-MED-ARMY, for assistance in making corrections. **Do not travel on any ADT**

**order that is received when an amendment has been requested** because the amendment and the original order are required to receive proper payment. **Travel on an order for which amendment has been requested will result in personal financial liability** for all expenses incurred as a result of unauthorized travel.

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**19. When does my active duty for training (ADT) pay begin?** (HPSP Handbook 4-12a)

The effective date that ADT and military pay begins is the reporting date specified in the orders.

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**20. What if I discover that there is a problem with my orders after I have arrived at my active duty for training (ADT) site?** (HPSP Handbook 4-12b)

With the exception of rental car authorization, orders cannot be amended once you have traveled to your ADT site. Therefore, you have to make sure that your orders are correct and make any necessary changes before you travel.

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**21. I arrived at my active duty for training (ADT) site and discovered that my orders have not authorized a rental car. Is it possible to get a rental car authorized now that I'm at my ADT site?** (HPSP Handbook 4-12b)

Contact the HPSP Student Management Office at 1-877-MED-ARMY to amend your orders. **Do not obtain a rental car without an amendment.** The amendment and original order are required to receive proper reimbursement. Obtaining a rental car without an authorized amendment in advance will result in personal financial liability for all expenses incurred as a result of the unauthorized rental.

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**22. How do I know when and where to report for my active duty for training (ADT)?** (HPSP Handbook 4-13)

Your orders will specifically state a date and a time to report by (i.e. no later than (NLT) 1500 on 21 JUN 06). Your orders should also specify the building that you are reporting to when you arrive at the ADT site. You are required to take all copies of your orders and any amendments to the Army facility because they are necessary for in processing. Reimbursement for family member travel and associated expenses, and movement of household goods is not authorized.

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**23. What uniforms do I need to bring with me to my active duty for training (ADT) site, and where do I purchase them?** (HPSP Handbook 4-13)

Uniforms need to be purchased prior to traveling to your ADT site. If there is a military facility within a reasonable distance of your veterinary school, contact your Health Care

Recruiter and ask them to take you to the Clothing & Sales store. Have the recruiter give you guidance when selecting your uniforms. If you do not live near a military installation, contact your recruiter and work with them to purchase the necessary uniforms through one of the many on-line sources (i.e. Ranger Joe's, U.S. Calvary, AAFES on-line, etc.). Contact the representative at the ADT site to find out which uniforms they will require you to bring for training. When working in most Veterinary Treatment Facilities (VTF), the standard uniform is the Army Combat Uniform (ACU) or Battle Dress Uniform (BDU). If you will be participating in food audits, you will need to bring a set of Class B's (dress green shirt, dress green pants/skirts, dress shoes). In addition, you will also need the Army Physical Fitness Uniform and running shoes. NOTE: You are highly discouraged from purchasing the BDU (green woodland camouflage) because the uniform is currently being phased out and being replaced with the ACU (tan digital camouflage). You will receive at least a \$300 uniform allowance when reporting for the first ADT at a military training site. For most students, the first ADT will be at OBC. Advance payment of this allowance is not allowed. Those who cannot make advance uniform purchases should purchase name tapes and name plates in advance and purchase uniforms on arrival. Prior service commissioned officers are not authorized a second uniform allowance.

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**24. Will I be provided housing and food while I'm on active duty for training (ADT)?** (HPSP Handbook 4-13b)

You are required to stay in the on-post billeting, and eat at the dining facility while you are at your ADT site. When there is no housing available on the installation, you need to obtain a statement of non-availability. The housing office will help you to find a place to live off-post. Do not arrange housing without first coordinating and in processing through the billeting (housing) office at the ADT location.

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**25. What documents do I need to bring with me when I report in for active duty for training (ADT)?** (HPSP Handbook 4-12a,4-13c)

Bring 15-20 copies of your orders with you when you travel. Remember, never give up your last copy, always retain at least 1 copy for your permanent records. Take any marriage/birth certificates and ID cards to the ADT site because they are required at the medical facility to enroll family members in the Defense Eligibility Enrollment System (DEERS) and to establish health benefits for your family members under the Civilian Health and Medical Programs of the Uniformed Services. Students should also have a copy of the Immunization Certificate (DD Form 737 or PHS Form 731) to avoid repeating a complete immunization series.

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**26. How do I get from my school to the active duty for training (ADT) site?** (HPSP Handbook 4-13d)

Students may request round trip tickets for air travel to and from the ADT site. However, **ticket requests must be indicated when requesting ADT. Students must request airline tickets through the AHRC OADO Incentives Team at (800) 325-4729, menu option 5, then menu option 2 and must not purchase the ticket.** Students will normally receive an electronic ticket (e-ticket) for direct flights, which will be waiting for them at the check-in counter. Reimbursement for any additional expense incurred for electing a paper (instead of an electronic) ticket is not authorized. In rare instances when an e-ticket cannot be used, tickets arrive by mail. The flight itinerary is still provided by mail. Contact the AHRC OADO Incentives Team if the flight itinerary (or mailed ticket) has not arrived within 7 days before the ADT start date. **Always contact the appropriate airline to confirm your flight information and e-ticket.**

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**27. How do I arrange my travel if I plan to depart from (or return to) a location other than my school location?** (HPSP Handbook 4-13d)

The school is the student's official place of duty and is the only basis for calculating travel pay. Students who depart for an ADT site from another location must arrange for travel at their own personal expense. Orders are not changed to reflect departure from other locations.

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**28. Can I choose to drive to my active duty for training (ADT) site?** (HPSP Handbook 4-13d)

You may be authorized to travel via privately owned vehicle (POV), as long as you request to travel by POV when submitting your on-line request for ADT. You will only be granted one official day to travel from your school to the military installation. If the Army decides that the distance is too great to travel safely in a single days drive (i.e. >400 miles) you may not be authorized travel by POV. When you complete your travel voucher, at the completion of your ADT, you will be reimbursed for the cost of traveling from your school to the military installation and back. Any additional miles that you put on your vehicle while you are at your ADT site will not be reimbursed. If travel is by POV, the lesser of the cost of POV or air travel is paid. **Reimbursement is not authorized for any expenses incurred for overnight lodging.**

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**29. Is it possible to get a cash advance to help alleviate some of the costs associated with the active duty for training (ADT)?** (HPSP Handbook 4-13e)

Except for attendance at the OBC, advances must be requested at least 4 weeks before departure for any ADT and are also paid by electronic fund transfer (EFT). The request should include: a copy of the ADT order; a voided check; and an explanation of why advanced pay is needed. Students may receive an electronic deposit cash advance by contacting: DFAS-IN (DNO), DEPT 3700, 8899 East 56th Street, Indianapolis, IN, 46249-3714, phone (888) 332-7366. Students may also FAX the request to (317) 510-7341. If the EFT is not credited to the student account at least 4 days prior to the report

date, contact the DFAS center. The cash advance will be gradually deducted from your paycheck every 2 weeks. If you are accidentally overpaid, you will be expected to pay the excess amount back to the government. Retain a copy of all vouchers, as it is required for reimbursement of ADT expenses.

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**30. When I have completed my active duty for training (ADT), how do I settle my travel expenses?** (HPSP Handbook 4-13f)

Students who perform an ADT at school are not required to file a settlement voucher since they do not receive travel or per diem. Those who perform an ADT that involves travel by air or by private vehicle authorized in the ADT order must settle ADT travel vouchers by sending the voucher packet to: DFAS-IN (DNO), DEPT 3700, 8899 East 56th Street, Indianapolis, IN, 46249-3700. **The voucher must be sent within 5 working days after the ADT tour has been completed.** The packet must include 3 copies of: the advance payment voucher (if applicable) and all receipts (including hotel and airfare), attached to DD Form 1351-2 (Travel Voucher of Sub voucher). The DD Form 1351-2 must have a supervisor's signature in block 21a, which can be the student's supervisor at the ADT site. All inquiries concerning travel voucher status or questions regarding the amount received should be directed to the aforementioned finance office at 1-888-332-7366. **Failure to comply with the above requirements may result in a restriction from any future ADT, revocation of ADT orders and collection of military pay. All students must complete ARPC Form 3924 (Individual Active Duty Certificate of Performance) and provide it to the Student Management Office within 5 days after the end of any 45-day tour.** The certifying official for ADT at a military training site is the student's supervisor at the ADT site and for ADT at school is the Registrar's office (a Student Management Office representative will serve this purpose if school official's decline).

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**31. What paperwork do I need to submit when I complete my active duty for training (ADT)?** (HPSP Handbook 4-13f; Personal communication with Mr. Art Covi at OSTG)

- **Travel Voucher** - A travel voucher packet must be submitted to DFAS-IN (DNO), DEPT 3700, 8899 East 56th Street, Indianapolis, IN, 46249-3700 **within 5 working days after the ADT tour has been completed.** The packet must include 3 copies of: the advance payment voucher (if applicable) and all receipts (including hotel and airfare), attached to DD Form 1351-2 (Travel Voucher of Sub voucher). The DD Form 1351-2 must have a supervisor's signature in block 21a, which can be the student's supervisor at the ADT site.
- **ARPC Form 3924** - **All students must complete ARPC Form 3924 (Individual Active Duty Certificate of Performance) and provide it to the Student Management Office within 5 days after the end of any 45-day tour.** The certifying official for ADT at a military training site is the student's supervisor at the ADT site and for ADT at school is the Registrar's office (a Student Management Office representative will serve this purpose if school official's decline). **Failure to comply**

**with the requirements above may result in a restriction from any future ADT, revocation of ADT orders and collection of military pay (i.e. \$400 dollars will be deducted from your pay 1-2 years after you completed the ADT).**

- **Student Evaluation** - All students who perform ADT at a veterinary training site will be evaluated using MEDCOM Form 672-R, HPSP and ROTC Student Performance Evaluation. Students are required to review this evaluation prior to departing the ADT site. **You should be sure to obtain a copy of your student evaluation prior to departing the ADT site.** If a student evaluation form has not been provided to you, contact your ADT supervisor or the HPSP advisor.
- **Training Site Evaluation** - Following each ADT tour, students are encouraged to complete and submit MEDCOM Form 670-R (HPSP ADT Evaluation Survey) to the Student Management Office. This survey assists the HPSP staff in identifying problem areas that need improvement and exceptional areas deserving recognition. These survey evaluations are anonymous.

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### **32. What happens if I become sick/injured while I'm on active duty for training (ADT)?**

(HPSP Handbook 14-4a)

Since the Civilian Health and Medical Program of the Uniformed Services (CHAMPUS)/TRICARE programs change, students should always follow the instructions of the representatives directly providing the information. If you become sick/injured while on ADT you will be provided health care at the medical treatment facility on the installation. If the injury will require long-term treatment you will need to obtain a line of duty determination prior to departing the military training site. The physician in charge of your case will be able to issue this document. Injury/illness that is the direct result of your performance in the line of duty may be grounds for granting an active duty medical extension (ADME) order. This order will allow you to continue to seek medical treatment at the nearest military medical treatment facility, or at your school at the government's expense for up to 179 days after the final date of your ADT.

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### **33. What happens if one of my family members becomes ill/injured while I'm on active duty for training (ADT)?**

(HPSP Handbook 4-14b)

Family members of participants are eligible to receive care through the Civilian Health and Medical Program of the Uniformed Services (CHAMPUS). Health claims are not processed without valid ID Card information. With the exception of life and limb emergencies, health care will only be provided through the medical treatment facility on a military installation. If your family members live >40 miles away from a military installation they may be eligible to seek health care treatment at a local civilian medical facility. Students should always contact the nearest Uniformed Services medical facility to determine if a nonavailability statement is necessary before receiving inpatient care at a civilian hospital. Insurance claim forms must be submitted and accompanied by DA Form 1173 (Uniformed Services Identification and Privilege Card) as proof of dependent eligibility. Students should place their ID Card information on the claim forms in the

appropriate space and attach copies of the ADT orders, marriage certificate, and child's birth certificate, as appropriate. For comprehensive information, contact the Health Benefits Advisor at the local/closest military health care facility.

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**34. Am I allowed to take vacation time (aka leave) while I'm on active duty for training (ADT)?** (HPSP Handbook 4-15a,b,d)

Students earn up to 4 days of accrued leave because ADT exceeds 30 calendar days. Leave can normally be taken only during the school portion of the ADT. If you have an emergency during the military portion of ADT, you can submit a DA Form 31 (request for leave/pass) to the program director and local commander for approval, and then forward a copy of it to the HPSP staff. **If leave or pass is authorized, students must not depart the ADT site without an approved DA Form 31 signed by the approving authority in their possession. Failure to do so may result in placement in an absent without leave (AWOL) status and/or loss of the scholarship.** When you take emergency leave, you will be paid as if you had worked a full day at the military installation. Leave cannot be taken before or after the ADT. Students are automatically paid for unused leave at the completion of the ADT period. Normally, when a soldier retires from the Army, they will be paid in a single lump sum for any unused leave (up to a maximum of 60 days). Since you have already received payment for the unused days of leave in advance, they will be deducted from the total days of unused leave that you have accrued when you retire. For example, let's say that you received payment for 4 days of leave that you accrued when you did your ADT. When you retire, if you have 60 days of accrued unused leave from full-time active duty service, the Army will only pay you for 56 days of unused leave because you already received payment for 4 days of unused leave when you completed the ADT.

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**35. What is the difference between leave and pass? Am I authorized to request a pass?** (HPSP Handbook 4-15d,e)

Commanders establish a maximum radius around the installation that soldiers are permitted to travel within during your off-duty time (i.e. weekends). If you plan to travel outside of this radius, you need to have an authorized pass or leave. Leave authorizes you to travel outside of this radius and miss a working duty day. A pass is requested when you want to travel outside of this radius on a non-working day (i.e. weekends, holidays). If you want to request a pass to travel home for a long weekend, submit a DA Form 31 to the program director and local commander. Once it is approved, forward a copy to the HPSP staff. **Do not travel outside of the radius without an approved copy of the DA Form 31 in your hand. Be advised, if you are caught outside of the designated radius without an approved pass/leave form you forfeit all government benefits (i.e. health insurance) as well as jeopardize your scholarship.** For example, if you decide to travel outside of the designated radius without an approved pass and you get in a car accident, you will be expected to pay all hospital costs out of your own pocket.

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### **36. How do I obtain a military ID card for myself and ID cards for my family members?**

(HPSP Handbook 4-16)

Students are required to obtain a Reserve Identification Card (DD Form 2) for themselves And a Family Member ID Card (DD Form 5431) if applicable. Any Defense Eligibility Enrollment System (DEERS) site can issue an ID card. For a list of the DEERS sites closest to you, log on to [www.dmdc.osd.mil/rsi](http://www.dmdc.osd.mil/rsi) or call the Customer Contact Office at (800) 318-5298 or (314) 592-0123 for the closest site. Always contact the DEERS site to confirm the documents needed to obtain the ID card. For Family Member Identification Cards, plan to have notarized marriage and birth certificates (also an enrollment certificate from a post-secondary educational institution for children 19-23 years old). Students may also contact the military personnel office at the nearest Army installation ID Card Section.

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### **37. Am I eligible for the Army's life insurance policy?** (HPSP Handbook 4-19)

You will be covered by the Servicemen's Group Life Insurance (SGLI) only during your 45 day active duty for training (ADT). The rates change with time, but is currently \$400,000 unless you specifically request a lower value. A small sum (~\$15-20/mo) will be deducted from your military pay to provide this coverage. The **Servicemen's Group Life Insurance Election and Certificate (SGLV-8286)** must be completed to **refuse insurance** or request **less than standard insurance** coverage. This form will also be used to designate your beneficiaries should you die during the 45 day ADT. This form is completed during enrollment for HPSP and is provided to the finance office, Military Pay Branch, at Ft. Sam Houston. Otherwise, a copy is maintained in the Student Management Office.

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### **38. Am I authorized to visit the post exchange (PX), commissary, etc.?** (HPSP Handbook 4-20)

Students and family members are authorized unlimited access to the commissary, Post Exchange (PX) System and Morale, Welfare and Recreation (MWR) at any military location throughout the year by showing their Identification Card.

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### **39. What is the Officer Basic Course (OBC)?** (HPSP Handbook 4-22)

The Officer Basic Course (OBC) is a program designed to give you the basic set of skills to perform your job as a veterinarian, a leader and a soldier in the United State Army. As HPSP students, you have the option of attending the HPSP OBC in the summer months between your classes, or the regular OBC offered in the summer months following graduation.

- **HPSP OBC** - The HPSP OBC is broken up into two phases: HPSP All Corps and the Veterinary Track. The HPSP All Corps phase is a combined unit training, where soldiers from all backgrounds (i.e. veterinarians, dentists, medical doctors, etc.) come

together to learn basic leadership and soldier skills. This phase of training covers a majority of the topics that are covered in the regular OBC All Corps in a shorter amount of time. Following graduation from veterinary school, you will return to Ft. Sam Houston to complete the Veterinary Track. The Veterinary Track is specifically geared towards teaching you how to be a veterinarian in the Army. The topics covered during this course include: food safety and inspection, military working dog (MWD) medicine, emergency surgical procedures, public health programs (i.e. rabies monitoring), as well as exploring the overseas veterinary missions. The advantage of attending the HPSP OBC is that the training is shorter in duration, and you will be able to jump directly into the Veterinary Track following graduation. This will allow you to complete training and move on to your active duty assignment sooner than those individuals who attend the regular OBC.

- **Regular OBC** – The regular OBC is broken up into 3 phases: Prep Course, All Corps and Veterinary Track. The Prep Course is an introductory block of instruction designed to provide the most basic military knowledge (i.e. how to wear the uniform, military formations and marching, land navigation, etc.). The All Corps phase is a combined unit training, where soldiers from all backgrounds (i.e. veterinarians, dentists, medical doctors, etc.) come together to learn basic leadership and soldier skills. There is some overlap with the Prep Course, this is done intentionally to give you as much exposure to certain topics as possible. Finally, the Veterinary Track is specifically geared towards teaching you how to be a veterinarian in the Army. The topics covered during this course include: food safety and inspection, military working dog (MWD) medicine, emergency surgical procedures, public health programs (i.e. rabies monitoring), as well as exploring the overseas veterinary missions. All three phases of training run consecutively.

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#### 40. When do I have to attend the Officer Basic Course (OBC)? (HPSP Handbook 4-8a,4-22a)

NOTE: HPSP OBC slots are very limited because the other professions (i.e. medical doctors, psychologists, dentists, etc.) have higher priority than veterinary students, due to the needs of the Army.

- **1<sup>st</sup> Year Veterinary Students** - First-year veterinary students will be required to attend the HPSP OBC in the summer months between their first and second years (if there is space available in the course). If space is not available, you will have to apply for an HPSP OBC slot during the following summer breaks. If you're unable to attend the HPSP OBC, you will be required to attend the regular OBC following graduation.
- **2<sup>nd</sup>-3<sup>rd</sup> Year Veterinary Students** - If you are a 2<sup>nd</sup>-3<sup>rd</sup> year veterinary student, you have the option of attending the HPSP OBC during the summer months between classes, or you can attend the regular OBC in the summer months following graduation.
- **4<sup>th</sup> Year Veterinary Students** - Fourth year veterinary students must attend the regular OBC in the summer months following graduation

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#### 41. How do I request to attend the Officer Basic Course (OBC)? (HPSP Handbook 4-22a)

Veterinary students who want to attend the HPSP OBC in the summer months between classes should submit their request through the Medical Education website following the same process used to request an active duty for training (ADT) site.

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**42. I've been selected to attend the Officer Basic Course (OBC), but it conflicts with my class schedule, what should I do?** (HPSP Handbook 4-22a)

All attendees must notify the Student Management Office immediately, but before 15 April, if OBC conflicts with the academic schedule. Students who are unable to attend must submit a request for ADT and their Dean of Student Affairs must verify this. The Dean's letter must indicate if nonattendance at OBC is due to the student's special circumstance and the nature of the particular circumstance or whether the academic curriculum for first-year students at the school precludes attendance. Students who cannot participate in the 6-week OBC are required to attend the full length OBC after graduation, and may choose an alternate HPSP training site or perform ADT at school.

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**43. When and where is the Officer Basic Course (OBC) conducted?** (HPSP Handbook 4-22b)

OBC is conducted at Fort Sam Houston, San Antonio, Texas, normally from mid-June through the end of July. Students are required to arrive on the date specified in their orders.

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**44. What happens if I fail to complete the Officer Basic Course (OBC)?** (HPSP Handbook 4-22c)

Students who: fail to comply with orders to report for duty at the OBC; depart OBC without authorization; or who fail to successfully complete OBC may be terminated from HPSP participation.

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**45. Can my family members travel with me to my active duty for training (ADT) site?** (HPSP Handbook 4-22d)

Due to the short duration of the ADT, and the fact that the Army is paying a separation allowance to compensate the time spent away from your family, your family is not authorized to travel with you to your ADT site.

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**46. How should I prepare for the Officer Basic Course (OBC)?** (HPSP Handbook 4-22f)

Students should make advanced preparations for OBC with the purchase of uniforms, nametapes and a nameplate (these require some time to make), and other items before arrival at OBC, if possible. The local Health Care Recruiter can assist students in obtaining uniforms. They will also help in obtaining and accomplishing the following prior to departure for OBC. The Health Care Recruiter can also help you obtain a

military ID card and identification tags (aka “dog tags”). In addition to obtaining the previously mentioned equipment, it is your responsibility to arrive at OBC in good physical shape. Upon arrival, you will be expected to meet a height and weight requirement, as well as pass a physical fitness test (consisting of 2 minutes of push-ups, 2 minutes of sit-ups and a 2 mile run). Ask your local Health Care Recruiter to provide you with the current Army standards for height/weight and physical fitness.

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**47. When and where do I report to for the Officer Basic Course (OBC)?** (HPSP Handbook 4-22i)

Just as with the active duty for training (ADT), your orders will specify the report date, as well as the building that you are supposed to report to. Early reporting to OBC is not authorized, if you arrive before your scheduled report date, you will be financially responsible for the housing and food costs associated with those additional days.

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**48. What documents do I need to bring with me to the Officer Basic Course (OBC)?** (HPSP Handbook 4-22i)

You are required to bring the following documents with you and have them available upon arrival: Active Duty for Training (ADT) orders and any amendments (25 copies), a black pen and a note pad, Immunization records (2 copies), Oath of Office (2 copies), Letter of Appointment (2 copies), Finance, Personnel, and Medical Records (prior service only), DD Form 214 - Certificate of Release or Discharge From Active Duty or National Guard Bureau Form 22, Statement of Service (prior service only), Certified copies of the birth (individual and family member) and marriage certificate, Copy of "Over 40 Physical" if over 40 years old, Medical and Dental records, Documentation of any prior HIV testing, and the DD Form 1199a (Direct Deposit Sign Up Form).

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**49. Can I attend the Officer Basic Course (OBC) or active duty for training (ADT) if I am pregnant?** (HPSP Handbook 4-22j)

Pregnant veterinary students are not eligible to attend OBC or ADT at a military facility. If you know that you are pregnant at the time that you are requesting ADT, you must request an ADT at school. If you discover that you are pregnant after your request for ADT has been submitted, contact your HPSP advisor as soon as possible to make other arrangements.

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## **Section 5: Physical Examination Requirements**

**1. How often do I need to have a physical examination?** (HPSP Handbook 6-1a,c)

All students must have successfully completed a military physical examination to document their fitness for duty within five years of reporting for active duty. A physical

examination is required when a change in medical condition is indicated and when the date of the last examination is over five years. Students must certify to any changes in medical status annually, which is accomplished when applying for active duty for training (ADT).

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**2. What should I do if there is a change in my health status?** (HPSP Handbook 6-2a,b)

Students with changes in medical condition that preclude authorization for active duty for training (ADT) must have the physical examination performed at a local Military Examination Entrance Processing Station (MEPS). The physical exam process using the MEPS must begin early because it can take 3-4 months, or longer. You must contact your local Health Care Recruiter to schedule the physical examination and complete DD Form 2246, Applicants Medical Pre-screening Form, and the USMEPCOM Form 714-A-E, Request for Examination. You must hand carry both forms to the MEPS on the day of your scheduled physical examination or the MEPS can refuse to perform the physical examination. All physical examination results must be provided to the Health Care Recruiter when completed.

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**3. What happens if I fail to get a physical examination, or fail to report a change in my health status?** (HPSP Handbook 6-1c)

Failure to obtain the physical examination, or report changes in your health status, will result in suspension of entitlements, or other appropriate action (including disenrollment), until the requirement is met. Always keep a copy of the results of your physical examination.

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**4. How often do I need to be tested for HIV?** (HPSP Handbook 6-1e)

Students must be tested for the HIV antibody every two years during active duty for training (ADT) or have your ADT orders terminated and entitlements suspended. HIV negative results must be communicated to the Army Human Resources Command (AHRC) within 29 days after the ADT start date. HIV positive results will be handled through established medical processes.

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**5. What happens if I test positive for HIV or AIDS?** (HPSP Handbook 6-1e)

Students found to be HIV positive or diagnosed with acquired immune deficiency syndrome (AIDS) shall be placed on medical leave of absence upon receipt of confirmation of the medical condition from the Commander, Army Human Resources Command (AHRC). Following confirmation of positive results, the student's scholarship and obligation will be terminated at the end of the academic semester.

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**6. What happens if I fail the physical examination?** (HPSP Handbook 6-3)

Students who are medically disqualified upon initial evaluation for retention shall have their physical examinations reviewed by the Directorate of Health Policy, Office of the Surgeon General (OTSG), for medical waiver consideration. Those who are not granted a medical waiver are considered for an alternative service obligation (i.e. working as a civilian in a military veterinary treatment facility). Those whose medical disqualification is based solely on failure to meet weight standards are granted an administrative waiver and called to active duty.

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## **Section 6: Reimbursement To Students**

**1. Will the Army reimburse me for educational expenses (i.e. tuition, books, etc.) that I accrued before I accepted the Health Professions Scholarship?** (HPSP Handbook 7-1)

The U.S. Army Veterinary Corps does not currently have a tuition reimbursement program in place, therefore you are personally responsible for all educational costs incurred before you accepted the Health Professions Scholarship. Likewise, if your scholarship is terminated/suspended for any reason, you are responsible for all future costs. Should the suspension of the scholarship be lifted, the costs that you incurred during the suspension period will not be reimbursed.

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**2. How do I receive reimbursement for textbooks and other education related expenses?** (HPSP Handbook 7-1b)

Submit a completed MEDCOM Form 678-R (HPSP Cost Data Worksheet) and receipts for your textbooks to DFAS and the Student Management Office within 60 calendar days of the purchase. Mail the CDW to: Defense Military Pay Office, ATTN: HPSP, 1706 Stanley Rd Bldg 2263, Ft. Sam Houston, TX, 78234-5085. The forms need to be submitted within the same fiscal year as the purchases were made; the fiscal year ends on 30 September of each year. Note: The Army will only reimburse you for expenses that are **required** for you to obtain the veterinary degree. Any costs associated with internships/externships will not be reimbursed.

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**3. What is the last date that a 4<sup>th</sup> year veterinary student can submit a request to be reimbursed for education related expenses?** (HPSP Handbook 7-1b)

Fourth year veterinary students must have a completed MEDCOM 678-R (HPSP Cost Data Worksheet) and receipts submitted no later than 15 March of the graduation year. Claim forms that are submitted after this date will not be reimbursed.

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**4. If I accepted the Health Professions Scholarship in the middle of a quarter/semester, will the Army reimburse me for the tuition paid for the current quarter/semester?** (HPSP Handbook 7-1d)

If you accept the Health Professions Scholarship in the middle of an academic term (i.e. quarter, semester) the Army will reimburse you a prorated amount for the tuition. For example, if your quarter is 3 months long, and you accept the scholarship with 2 months left in the quarter, the Army will reimburse you for the cost of 2 months tuition. The first month of tuition would not be reimbursed. For detailed instructions on how to calculate the exact amount that you should be reimbursed, consult chapter 7-1, section d of your HPSP Handbook.

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**5. Will I be reimbursed for equipment that was purchased before I accepted the scholarship, if it is required for my studies now or in the future?** (HPSP Handbook 7-1g)

Items purchased in prior years are not reimbursed, even if still in use or required for future use. For example, a student entering the scholarship program as a second-year student would not be authorized reimbursement for purchases previously made for the first year of studies.

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**6. When should I expect to receive reimbursement for educational expenses?** (HPSP Handbook 7-2b)

The processing time will vary depending on the amount of claims being submitted to the office. If all of the paperwork has been correctly filled out and submitted to the Fort Sam Houston DFAS office, you should expect to receive the reimbursement in 3-5 weeks from the time the paperwork arrived at the office. Funds will be directly deposited into your bank account and a Leave and Earnings Statement (LES) will be provided for you to view on-line.

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**7. Is there a maximum amount that the Army will reimburse me for books and supplies?** (HPSP Handbook 7-3)

The maximum amount that the Army will reimburse you for school supplies and textbooks is \$4,000. In order to reduce government spending, you are required to purchase the least expensive supplies possible. For example, if your school requires you to purchase a surgery pack, you will be expected to purchase the Pakistan instruments and not the top-quality German instruments.

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**8. What items are considered reimbursable educational expenses?** (HPSP Handbook 7-3a-f)

- **Tuition & Fees** – All tuition and mandatory fees will be paid directly to the school under the Health Professions Scholarship contract.

- **Textbooks & Equipments** – Items are purchased by the student, then receipts and a completed MEDCOM 678-R (HPSP Cost Data Worksheet) are submitted for reimbursement. The title and author of each textbook must be listed on the MEDCOM 678-R. CD-ROM textbooks will only be reimbursed if they are cheaper than purchasing the printed textbook. The following equipment is authorized for reimbursement, within the price limitations indicated, when required of all students:
  - Equine twitch - \$15.00.
  - Diagnostic set (includes otoscope and ophthalmoscope) - \$350.00.
  - Stethoscope - \$125.00.
  - Black Bag - \$70.00.
  - Penlights - \$10.00 per year.
  - Tuning Fork - \$18.00.
  - Reflex Hammer - \$10.00.
  - Neurological Hammer - \$12.00.
  - Measuring Tape, Physicians - \$12.00.
  - Thermometer - \$8.00.
  - Scissors, Bandage - \$10.00.
  - Scalpel Blades and Handle - \$10.00.
  - Gloves, Disposable/Examination and o.b. (long) gloves- \$20.00 per box (maximum 2 boxes).
  - Dissection Kit - \$20.00.
  - Laboratory and Clinical Clothing (hospital white coats and trousers) - \$35.00 each (maximum 6 items in any combination for the entire period of program participation).
  - Goggles - \$80.00.
  - Surgical pack - \$350.00.
- **Student Health Insurance** – Reimbursement will be determined by the individual school policy.
  - 1.) Health insurance is mandatory to attend – The student is required to accept the school's student health insurance policy. The Army will send payment directly to the school, along with the tuition payments.
  - 2.) Health insurance is optional to attend – Students are required to accept the school's student health insurance policy (if available) as long as it does not exceed \$950/year. In this case, the Army will send payment directly to the university along with the tuition payments. If the school does not offer health insurance, you should contact private insurance companies and obtain at least 2 insurance policy quotes. Submit the policy quotes and a completed MEDCOM 678-R (HPSP Cost Data Worksheet) to the Fort Sam Houston DFAS office (Defense Military Pay Office, ATTN: HPSP, 1706 Stanley Rd Bldg 2263, Ft. Sam Houston, TX, 78234-5085). The Army will review and authorize one of the insurance policies. You will be reimbursed for the cost of the authorized policy, up to a maximum of \$950/year. The money will be directly deposited into your bank account, and a Leave and Earnings Statement (LES) will be made available to review on-line.
- **Microscope & Computer Rental** – Students may receive up to \$250/year for up to 2 years for microscope rentals, and \$250/year for up to 4 years for computer rentals.

Note: Reimbursements will not be authorized if any of the money is applied towards purchase of the microscope or computer. A copy of the computer lease or rental agreement from a leasing/rental entity (not friends or relatives) in business for that purpose must be provided along with a completed MEDCOM 678-R (HPSP Cost Data Worksheet) to the Fort Sam Houston DFAS office (Defense Military Pay Office, ATTN: HPSP, 1706 Stanley Rd Bldg 2263, Ft. Sam Houston, TX, 78234-5085). Non-refundable deposits will also be refunded.

- **Vaccinations** – Only the following vaccinations are authorized for reimbursement: Hepatitis B (3-shot series), Measles-Mumps-Rubella (MMR), Seasonal Influenza, and Varicella. Rabies prophylaxis is not authorized for reimbursement.
- **Tutorials** – Tutorials (i.e. heart sound CD's) are reimbursable up to \$50.
- **Access Cards/Keys** – Fees associated with access cards/keys that are required to gain access into portions of the veterinary teaching hospital are reimbursable expenses.

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**9. What happens if the health insurance costs exceed the \$950/year maximum? (HPSP Handbook 7-3f)**

There are a few select instances where the Army will reimburse students for health insurance costs exceeding the maximum \$950/year, these exceptions include:

- Students are required to use the school-provided health insurance policy.
- The prevailing cost for health insurance in the local area exceeds \$950/year.
- When two HPSP students are married, the cost of insuring them under a family policy exceeds \$950/year, however the policy is cheaper than insuring them as separate individuals.

In order to receive reimbursement, send a copy of the insurance policy, marriage certificate (if applicable) and a completed MEDCOM 678-R (HPSP Cost Data Worksheet) to the Fort Sam Houston DFAS office (Defense Military Pay Office, ATTN: HPSP, 1706 Stanley Rd Bldg 2263, Ft. Sam Houston, TX, 78234-5085).

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**10. If I was already covered by an insurance policy when I accepted the Health Professions Scholarship, will I still be reimbursed for health insurance costs? (HPSP Handbook 7-3f)**

Students who have pre-existing coverage under a separate health insurance policy (i.e. parent's insurance plan) will be reimbursed for the cost to insure just the student. If the individual health insurance policy costs more than the school's student health insurance plan, the student will only receive reimbursement for the cost of the cheaper health insurance plan. In order to be reimbursed for the cost of health insurance, the student needs to submit the following documents: a letter from the Office of Student Affairs indicating that health insurance is required for the student to attend the university, a letter from the insurance company indicating the price to insure just the student, and completed MEDCOM 678-R (HPSP Cost Data Worksheet) sent to the Fort Sam Houston DFAS office (Defense Military Pay Office, ATTN: HPSP, 1706 Stanley Rd Bldg 2263, Ft. Sam Houston, TX, 78234-5085).

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### **11. What items are not authorized for reimbursement?** (HPSP Handbook 7-4)

Cameras and accessories, computers (hardware or software), electronic devices (i.e. cell phones, pagers, Palm Pilots, etc.), microscope, surgical scrubs, name plates, office supplies, optional/specialty textbooks, personal expenses (i.e. rent, moving while in school, food, etc.), association dues (i.e. SCAVMA), parking passes, prescription glasses/contact lenses, and the **veterinary national board examination**. Other items that are not listed here may or may not be authorized for reimbursement. If you have questions, please contact your HPSP student advisor.

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## **Section 7: Leaves Of Absence (LOA)**

### **1. When do I need to request a leave of absence?** (HPSP Handbook 8-1, 8-4a)

You need to request a leave of absence from the scholarship program whenever there is a break in your academic progression. These breaks may be due to medical, academic or other such reasons. Failure to properly request a leave of absence will be considered grounds for disenrollment from the Health Professions Scholarship Program (HPSP). The request needs to be submitted a minimum of 45 days prior to the start date for the leave of absence. If you are unable to make the request 45 days prior, you must contact the Student Management Office directly to gain approval.

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### **2. How do I request a leave of absence?** (HPSP Handbook 8-2,8-4a)

Requests for leave of absence must be submitted through the medical education website. All requests will be reviewed by the Scholarship Program Manager, and must be approved in advance. In addition to the HPSP approval, you need to obtain approval from the Office of Student Affairs at your school. In addition to making the request on-line, you need to submit the following documents: A letter from the Dean of Student Affairs indicating the leave of absence period, the student's class standing, revised graduation date and reasons for the leave of absence must be sent separately to the Student Management Office at: HQDA, ATTN: DASG-PSZ-M, 5109 Leesburg Pike, Skyline Six, Room 691, Falls Church, VA, 22041-3258, or faxed to (703)681-8044.

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### **3. What types of situations warrant an administrative leave of absence?** (HPSP Handbook 8-3a)

Students will be automatically placed on an administrative leave of absence whenever they fail to meet any of the contractual obligations (i.e. failure to obtain a physical examination, failure to update contact information, etc.). A student may also be placed on an administrative leave of absence whenever there is reason to believe that they may be ineligible to serve in the military. Once the contractual obligation has been met, or it has been determined that the student will be eligible to serve in the military, they are automatically returned to an active scholarship status.

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**4. When should I request a medical leave of absence? (HPSP Handbook 8-3b)**

If you develop a medical condition that requires you to take a temporary leave from school, you should request a medical leave of absence from the scholarship program. If the medical condition is temporary, once you have returned to school you may request reinstatement to an active scholarship status. You may also be involuntarily placed on a medical leave of absence if the Student Management Office learns of a disqualifying medical condition that may prohibit you from actively serving in the military.

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**5. When should I request an academic leave of absence? (HPSP Handbook 8-3c)**

You need to request an academic leave of absence if you fail a course, or need to enter into a decelerated program. You may request a full return to active scholarship status once you have successfully completed the failed course, and/or return to the normal academic training schedule. If you fail a course, but plan to repeat the course during the summer months, you are not required to request an academic leave of absence. However, be sure to communicate your plans to your HPSP advisor to ensure that you are not involuntarily placed on an academic leave of absence.

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**6. Can I request a personal leave of absence? (HPSP Handbook 8-3d)**

If you have a personal crisis that warrants a temporary leave from school (i.e. death of a family member, nervous breakdown, etc.) you can request a personal leave of absence from the scholarship program. When you return to school, you may request a return to active scholarship status. Be sure to keep your HPSP advisor informed as to your situation, as well as your future plans for returning to school.

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**7. Is it possible to request an educational leave of absence? (HPSP Handbook 8-3e)**

A leave of absence for educational purposes is rarely approved. The only circumstance may be if a veterinary student wants to pursue a masters degree in public health, concurrent with their veterinary degree. Consult with your HPSP advisor before applying for an educational leave of absence.

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**8. How do I reinstate my scholarship status when I return from a leave of absence? (HPSP Handbook 8-4b)**

- **Administrative Leave of Absence** – once you have completed the contractual obligations (i.e. complete a physical examination, update contact information, etc.) you will be automatically placed back on active scholarship status. Contact your HPSP advisor to make sure that the switch has occurred.

- **Medical Leave of Absence** – you need to request a return to active scholarship status when you anticipate returning to school. In addition, you will need to have a medical consultation with a military physician to ensure that you are still eligible to serve in the military. NOTE: Work with your local Health Care Recruiter to schedule this appointment as early as possible, as it may take upwards of 120 days for your case to be reviewed by the appropriate military medical authorities. Without this approval, you may not be allowed to return to an active scholarship status.
- **Academic Leave of Absence** – In addition to requesting a return to active scholarship status, you must also submit a letter from the Dean of Student Affairs confirming the successful completion of remedial coursework, as well as the anticipated date that you will return to normal coursework and a revised graduation date (if applicable).
- **Personal Leave of Absence** – you must submit a request for a return to active scholarship status at least 60 days prior to the end of your leave of absence. In addition to this request, you also need to submit a letter from the Dean of Student Affairs that confirms the effective date of your re-entry into school and new anticipated graduation date.

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**9. What happens if I fail to request a return from a leave of absence? (HPSP Handbook 8-4b)**

With the administrative leave of absence, if you meet the necessary requirements to fulfill your contractual obligations, you will automatically be returned to an active scholarship status. All other leaves of absence require you to initiate a request to return to an active scholarship status. Failure to do so will result may result in a permanent termination of your scholarship.

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**10. Will I continue to receive a stipend while I'm on a leave of absence? (HPSP Handbook 8-5)**

While you are on a leave of absence, you are not eligible to receive any entitlements associated with the scholarship program (i.e. stipend, tuition, payment for student health insurance, etc.). Before you take a leave of absence it will be important to secure some sort of funding to ensure that you maintain health insurance, as well as have a means to pay rent and other bills. In addition, while you are on a leave of absence you are not eligible to attend active duty for training.

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**11. Will I receive retroactive pay for the entitlements that I wasn't paid while I was on a leave of absence? (HPSP Handbook 8-5c)**

If you were placed on an administrative leave of absence, you will receive retroactive pay for the missed entitlements (i.e. stipend). For all other leaves of absence, you will not regain the lost entitlements.

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## **Section 8: Disenrollment And Discharge**

### **1. I've changed my mind about joining the Army, is it possible for me to get out? (HPSP Handbook 9-1a)**

You may submit a written request to be disenrolled from the Health Professions Scholarship Program (HPSP), however these requests are rarely granted without extenuating circumstances. When you request to be disenrolled from the program, you must submit justification for why the Army should release you from the program. In addition, being released from the program does not necessarily release you from your active duty service obligation. Therefore, you may end up losing your scholarship and stipend and still have to enter active duty military service following graduation.

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### **2. Can I be automatically disenrolled from the Health Professions Scholarship Program (HPSP) without my consent? (HPSP Handbook 9-1b)**

Yes, the Army reserves the right to discharge you from the program at any time, provided they have notified you of the problem and given you a chance to resolve the issue within a reasonable period of time. You may be discharged for any of the following issues:

- Failure to graduate from veterinary school
- Conviction for a felony under federal, state or local law
- Committing a crime that could be tried under the Uniform Code of Military Justice (UCMJ) and result in either confinement or a dishonorable discharge from the military.
- Moral or ethical violations
- Driving under the influence of drugs or alcohol
- Exceeding the maximum authorized Leave of Absence (LOA) period.
- Applying for conscientious objector status
- Failure to meet your contractual obligations (i.e. physical examinations, HIV tests, etc.).
- Academic misconduct or poor academic performance
- Failure to complete the Officer Basic Course (OBC)
- Failure to pass a veterinary licensing exam

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### **3. Will I be notified if the Army is considering involuntarily releasing me from the Health Professions Scholarship Program (HPSP)? (HPSP Handbook 9-2)**

If you are being considered for disenrollment from the program, the Army will provide a letter containing the following information: the reason that you are being considered for discharge along with any specific information pertaining to the incident (i.e. dates/times, criminal charges, etc.); possible actions that you may take to correct the problem (if applicable); the timeframe provided to correct the problem (if applicable); details regarding the service obligation should you be discharged (i.e. repayment, civilian service, etc.); and your legal rights in this matter.

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**4. If I am being considered for involuntary disenrollment from the Health Professions Scholarship Program (HPSP), will I have the opportunity to tell my side of the story?**

(HPSP Handbook 9-2b)

You have 14-30 calendar days to submit a written response to the disenrollment notification. All rebuttal letters will be sent directly to the HPSP Supervisor for review. You may also submit written statements from eyewitnesses involved with the situation stating why you should not be disenrolled from the program. Ensure all correspondence is mailed to: HQDA, OTSG, ATTN: DASG-PSZ-MU, 5109 Leesburg Pike, Skyline Six, Room 691, Falls Church, VA, 22041-3258. If the letters are received by the specified date, they will be considered when the HPSP Supervisor makes the decision to disenroll you or keep you in the program.

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**5. If I am being considered for involuntary disenrollment from the Health Professions Scholarship Program (HPSP), how long will it take before a final decision is met?**

(HPSP Handbook 9-2c)

The HPSP Manager will typically provide a written decision within 60 calendar days from the date the initial disenrollment notification was written. The decision letter will contain the following information: the nature of the decision; the basis for the decision; appeal rights; location for submitting the appeal; and the appellate authority. The decision is final, unless a timely appeal is submitted.

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**6. Can I appeal a decision that results in disenrollment?**

(HPSP Handbook 9-2e)

You have 14 calendar days from the time a final decision is made to submit an appeal. You must submit a written statement explaining why you disagree with the decision and provide evidence why you should not be disenrolled from the Health Professions Scholarship Program (HPSP). All appeals will be sent to the Student Management Office. Ensure all correspondence is mailed to: HQDA, OTSG, ATTN: DASG-PSZ-MU, 5109 Leesburg Pike, Skyline Six, Room 691, Falls Church, VA, 22041-3258. The appeal will first be reviewed by the Director of Medical Education and finally by the Medical Corps Chief (if necessary). A decision will typically be rendered within 60 calendar days of receiving the appeal.

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**7. Will I continue to receive a stipend and have tuition paid for while I am being considered for disenrollment?**

(HPSP Handbook 9-2e)

In most cases, you will be placed on an administrative leave of absence (LOA), in which case your tuition will not be paid for by the Army, and you will no longer receive a stipend.

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## 8. How do I request to be released from the Health Professions Scholarship Program (HPSP) and the Army? (HPSP Handbook 9-3,9-4)

You must submit a written request to be released from the Health Professions Scholarship Program (HPSP), the letter must be signed and dated. In addition, you need to submit a letter requesting a waiver releasing you from your active duty service obligation provided you are granted a disenrollment from the HPSP. A request for discharge from the HPSP must be in the following format:

- **Paragraph I:** I, (name, rank, SSN) hereby tender my unqualified resignation as a Reserve officer of the Army, USAR, under the provisions of AR 135-175.
- **Paragraph II:** I am submitting this resignation because (give your reasons for the request).
- **Paragraph III:** I am presently assigned to the U.S. Army Human Resources Command (AHRC), Control Group Officer Active Duty Obligor (OADO), ATTN: AHRC-HST (HPSP), 1 Reserve Way, St. Louis, MO, 63132. I have been a participant in the Health Professions Scholarship Program (HPSP) for \_\_\_\_ years and \_\_\_\_ months. I have incurred an active duty service obligation of \_\_\_\_ years and \_\_\_\_ months for HPSP participation. I (do or do not) request to be placed on leave of absence at this time.
- **Paragraph IV:** I understand that if my resignation is accepted, I am entitled to an honorable discharge certificate.
- **Paragraph V:** I further understand that if my resignation is accepted, under the terms of my service agreement I may be required to reimburse the government for the full amount of funds expended on my behalf, plus interest, as required by law for my HPSP participation as the Secretary of the Army may direct. I (do or do not) object to any requirement to reimburse the government as previously described. I (do or do not) request a waiver of any requirement to reimburse the government.
- **Paragraph VI:** I understand that if my resignation is accepted, under the terms of my service agreement I may be required to perform an alternative service obligation in another armed force for a period of time not less than my remaining active duty service obligation or in a component of the Selected Reserve for a period not less than twice as long as my remaining active duty service obligation. I (do or do not) object to an alternative service obligation in another armed force. I (do or do not) object to an alternative service obligation in a component of the Selected Reserve.
- **Paragraph VII:** I can be reached at (give home and work number).
- **Final Step:** Ensure the request is **first mailed** to: HQDA, OTSG, ATTN: DASG-PSZ-MU, 5109 Leesburg Pike, Skyline Six, Room 691, Falls Church, VA, 22041-3258, for an appropriate recommendation. The request will not be processed by any other agency without this recommendation. The request, along with an appropriate recommendation, will then be forwarded to: AHRC, ATTN: AHRC-HST (HPSP), 1 Reserve Way, St. Louis, MO, 63132, where a further review is conducted and recommendation will be added or the discharge request may be disapproved. Requests on which AHRC recommends discharge will then be forwarded to the Office of the Assistant Secretary of the Army (Manpower and Reserve Affairs), if required, for a final determination.  
**Do not send the request directly to the AHRC or ASA (M&RA) since these offices will not act upon the request without the appropriate recommendations.**

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**9. What happens if I am disenrolled from the Health Professions Scholarship Program (HPSP), but not released from the active duty service obligation? (HPSP Handbook 9-5)**

Once you are disenrolled from the scholarship program, your file will be sent to the Army Human Resources Command (AHRC) to be reassigned to a new branch. Your branch reassignment will be determined by the needs of the Army at that time. Most veterinarians will be reassigned to the Medical Services Corps, however you may be reassigned to a combat arms unit (i.e. infantry, armor, combat engineers, etc.). You will enter the new branch as a second lieutenant, where you will serve the remainder of your active duty service obligation. The exception to this rule is if you are prior service, in which case you will most likely return to the same branch that you previously belonged to.

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## **Section 9: Reimbursement To The Government**

**1. If I am involuntarily disenrolled from the Health Professions Scholarship Program (HPSP), will I be expected to pay back the scholarship money? (HPSP Handbook 10-1a)**

If you are involuntarily disenrolled from the HPSP, due to a failure to meet the contractual obligations (i.e. fail to complete veterinary school), you may be expected to repay all or a portion of your scholarship money. The Secretary of the Army will review the case and make the final decision. If they decide that you should repay all of the money, you will be expected to pay back the following: cost of tuition, stipend, textbooks and supplies, all fees, as well as interest on the total amount. You will not be expected to repay the money that you earned during your active duty for training (ADT).

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**2. What happens if I am being discharged for medical reasons? (HPSP Handbook 10-1c)**

There are two possible outcomes in this situation. First, you may be expected to repay the full amount of your scholarship to include the following: tuition, fees, reimbursable expenses, textbooks, supplies and interest on the total amount. You would not be expected to pay back the money that you earned while on active duty for training (ADT). The second option is for you to fulfill your service obligation by working as a civilian veterinarian on a military installation.

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**3. Can the Army hold me financially responsible for late fees and penalties assessed by the university? (HPSP Handbook 10-3)**

If the Army determines that the penalties or fees were a direct result of your actions (i.e. failure to register for classes on time), you will be held financially accountable for reimbursing the government for the cost of the penalties or fees.

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## **Section 10: Graduation And Separation**

- 1. My graduation is going to be postponed for a year because I have to repeat a couple of classes, is it possible to enter active duty during that interim before I graduate.** (HPSP Handbook 11-1a)

While you may have several months between the time you have finished your make-up courses and graduation, you are not authorized to enter onto active duty prior to graduating from veterinary school. You will not be eligible to attend the veterinary track OBC either because you are required to have a veterinary degree before you can attend that course.

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- 2. I am a fourth year veterinary student, what steps do I need to take to notify the Army of my graduation?** (HPSP Handbook 11-5b)

Contact your HPSP advisor at the start of the fourth year to notify them of your anticipated graduation date. Contact them again in February to confirm that you are still going to graduate by the specified date. You must provide a letter signed by the university registrar or the Dean of Student Affairs indicating the precise graduation date. If you are expecting to complete all academic requirements more than 45 days prior to graduation, you need to contact your HPSP advisor immediately. All entitlements will be automatically terminated as of 10 May, unless otherwise notified.

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- 3. What rank will I have when I enter active duty?** (HPSP Handbook 11-6)

Following graduation from veterinary school, you will report to your local Health Care Recruiter to be commissioned as a captain in the U. S. Army Veterinary Corps. You will be required to take another Oath of Office to accept the captain rank. You will still be expected to enter onto active duty service if you refuse to accept the rank. In such cases, you would be reassigned to another branch of service and retain your second lieutenant rank.

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- 4. How do I have move my household goods to my first duty station?** (HPSP Handbook 11-8a,b)

Your orders bringing you onto active duty will contain contact information for the nearest military transportation office. If you do not contain this information, contact your local Health Care Recruiter to obtain the phone number. Contact the transportation office as soon as possible (ideally 4-6 weeks before you will leave for OBC). They will schedule a date to have a moving company pack up all of your household goods and ship them to your next duty station, where they will be placed in temporary storage until you arrive. Note: If you are married, you can make arrangements to have your housing goods

packed/shipped closer to your report date for the first active duty site. Single officers will have to have all of their household goods shipped prior to reporting for OBC.

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**5. My first assignment is outside of the continental United States (OCONUS), how do I get my family, vehicle and household goods to my next assignment.** (HPSP Handbook 11-8b)

Family members are not authorized to travel with you to the Officer Basic Course (OBC). You should contact the nearest military transportation office (found on your orders) and make arrangements to have your household goods packaged and shipped close to your departure date. Depending on where you are stationed, you may or may not be authorized to take a vehicle or family members. Shipping vehicles will be arranged through the transportation office. Students who have family members should immediately request concurrent travel through the AMEDD Center and School, Officer Personnel, Fort Sam Houston, TX, 78234 at (210) 295-1072. The concurrent travel request must be approved for family members before overseas departure.

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**6. What happens if I am unable to report to the Officer Basic Course (OBC) by the designated report date?** (HPSP Handbook 11-9)

If you will be unable to report to OBC by the designated report date, you must contact your HPSP advisor as soon as you receive the orders. Depending on the circumstances, they may choose to amend the orders or leave them as is. If you receive amended orders changing the report date, retain a copy of the original orders. You will need to submit the original as well as the amended orders when you report in. If your orders are not changed, you will be expected to report by the specified date. If you fail to arrive by that date, you will be considered to be absent without leave (AWOL) and subject to punishment in accordance with the Uniform Code of Military Justice (UCMJ).

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**7. What happens if I am unable to report to my first duty station by the designated report date?** (HPSP Handbook 11-9)

Once you have received your duty station assignment, your District Veterinary Commander (DVC) will contact you by e-mail or phone. Any changes that occur to your orders following the completion of OBC must be approved by the DVC. If you know that you will be unable to report by the assigned report date, contact your DVC and ask their permission to report at a different time. If they feel that your reasons are justifiable, they may authorize you to report earlier/later. If they formally change your report date, you should receive an amended set of orders. Retain copies of the original orders as well as the amended orders, you will submit copies of both orders when you in-process at your first duty station.

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## **8. Can I take my pets to an overseas assignment?** (Not covered in the HPSP Handbook)

You can take your pets with you to most overseas assignments. However, if you are stationed at a restricted location (i.e. family members are not allowed to travel with you) you will not be able to take the animals with you. If pets are authorized at your overseas assignment, you will be financially responsible for the costs associated with shipping and quarantine. It is your responsibility to research the vaccination/blood test requirements to import animals into the foreign country. Unfortunately, there is not a single source that contains the import requirements for all countries, because they change on a daily basis. Contact the airlines to obtain estimates for shipping animals overseas, they may be able to provide you with the current requirements to import the animals. You can also look on the internet for the particular requirements for each country. Another alternative is to contact personnel at your duty site and ask them if they know what the current requirements are to bring animals into the country. The most important thing is to plan well in advance, some of the blood tests require upwards of a month to obtain results. Don't wait until a week before your report date to have health certificates signed, vaccinations updated, etc.

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