

## **Chapter 1**

### **RESPONSIBILITIES AND RESTRICTIONS**

#### **1-1. HIGHLIGHTS**

- a. All participants must read Chapter 2, Army Regulation 601-141, Health Professions Scholarship (HPSP), Financial Assistance (FAP), and Active Duty Health Professions Loan Repayment Program (ADHPLRP) and this policy.
- b. You must maintain full-time student status, comply with all requirements, and immediately report any status change.
- c. You are assigned to the US Army Human Resources Command (AHRC). For assistance, call (502) 613-6837.
- d. The Student Management Office, Undergraduate Education Division, Medical Education Directorate, manages your entitlements, administrative requirements and policy. For assistance, call (877) MED-ARMY or E-mail: [usarmy.ncr.hqda-otsg.mbx.otsg-ume@mail.mil](mailto:usarmy.ncr.hqda-otsg.mbx.otsg-ume@mail.mil).
- e. In the event of a national emergency or a disaster that results in an evacuation order by civilian authority, you are required to contact the Student Management Office as soon as you are safe and temporarily settled to provide your contact information, personal status, temporary banking arrangements and request any support or assistance that may be required. (Also see chapter 4).
- f. You receive academic advice and professional guidance, not policy guidance, from mentors and consultants.
- g. You receive general assistance and military guidance from your local Health Care Recruiter. For the address and number of the recruiter servicing your area, go to this web address and enter your zip code: <https://www.goarmy.com/locate-a-recruiter.html>.
- h. You cannot participate in other reserve activities, the FAP, or other health care incentive programs. Reserve Officers' Training Corps recipients who have a Selected Reserve Service Obligation (RSO) are ineligible for participation unless they obtain an RSO release, waiver or conversion to an Active Duty Obligation (ADO).
- i. All HPSP participants are responsible for observing the administrative requirements contained within Army Regulation 601-141, Health Professions Scholarship, Financial Assistance, and Active Duty Health Professions Loan Repayment Program, Chapter 2, this policy and those as prescribed by the Army Reserves. These requirements are in addition to and do not supersede reserve requirements. AR 601-141 can be found at the Medical Education website <https://www.mods.army.mil/medicaleducation> under the General Info Tab.
- j. Failure to complete and return a Periodic Health Assessment (PHA) and AHRC Form 1046, (Application for Renewal of Educational Delay from Entry on Active Duty and Verification of Enrollment in Graduate or Professional School) annually to AHRC may result in denial of active duty for training (ADT).
- k. You must maintain updated contact information at the Medical Education website.
- l. Initial entry is not authorized for selected individuals who subsequently become ineligible for military service or HPSP participation.
- m. You lose HPSP eligibility for:
  - (1) Participation in a decelerated or remedial period.
  - (2) Beginning a decelerated or remedial academic curriculum or it is determined you will not graduate in the year for which selected within five months after entry.
  - (3) Remediating a course of study or participating in a preparatory year.
  - (4) Not being in the normal academic progression pathway for the health care degree.
  - (5) Being on academic probation.
  - (6) Inability to obtain and maintain a security clearance.
  - (7) Health related problems that render you unfit for military duty.

#### **1-2. RESPONSIBILITIES**

- a. The conditions of the HPSP service agreement require participants to complete all phases of their education. They must remain in active status as students in good standing until the completion of their education. The agreement specifies that participants will:
  - (1) Maintain full-time student status to complete the degree within the normal academic period for the appropriate health care degree up to 4-years.

(2) Follow the school-approved academic curriculum to complete their degree within the prescribed time.

(3) Comply with regulatory guidance and policy as described herein.

(4) Report changes in their personal (e.g. marriage, civil convictions), medical (e.g. serious illness or injury), or academic (e.g. course failure) status immediately to the local Health Care Recruiter and the Student Management Office.

b. There are two separate administrative offices for the management of HPSP participants.

(1) The Defense Health Headquarters, Office of the Surgeon General of the Army, Student Management Office, Undergraduate Education Division, Medical Education Directorate at: ATTN: DASG-PSZ-MU, 7700 Arlington Blvd, Falls Church, VA, 22042. This is the initial point of contact for issues concerning academic advice and professional guidance. This is the only office that can authorize deviation from this policy, expenditure of any funding for active duty training and payment of entitlements. This office makes all administrative, policy and eligibility determinations regarding HPSP. Participants are personally and financially liable for any actions taken that are inconsistent with the guidance and procedures in this policy handbook. Consult this handbook or contact the Student Management Office before acting on any information or advice from any source other than the Student Management Office.

(2) For military issues contact the United States Army Human Resources Command (AHRC), Control Group Officer Active Duty Obligor (OADO), U.S. Army Human Resources Command, ATTN: AHRC-OPH-PAI, Incentives Branch, 1600 Spearhead Division Ave DEPT #270 Fort Knox, KY 40122. As Reserve officers, participants must comply with Reserve requirements, whether included or not included in this policy. Participants must complete a PHA and AHRC Form 1046, (Application for Renewal of Educational Delay from Entry on Active Duty and Verification of Enrollment in Graduate or Professional School) annually and return the form to the AHRC to verify their continued student status. Failure to complete and return the form may result in loss of the scholarship and denial of active duty for training (ADT). The AHRC maintains the official personnel records for HPSP participants and will also contact students regarding PHA, orders, and other reserve issues. Questions regarding Reserve affairs should be addressed first to the Student Management Office who will direct necessary calls to AHRC.

c. In the event of a national emergency or a disaster that results in an evacuation order by civilian authority, you are required to contact the Student Management Office as soon as you are safe and temporarily settled to provide your contact information, personal status, temporary banking arrangements and any requests for support or assistance that may be required.

d. Mentors and consultants provide professional and academic advice and guidance. They do not provide HPSP administrative and policy advice or guidance.

e. United States Army Recruiting Command (USAREC) Health Care Recruiters provide general assistance and military guidance. They are also the initial point of contact to assist students with accomplishing HPSP enrollment requirements and resolving problems. For the address and number of the healthcare recruiter servicing your area, go to this web address and enter your zip code: <https://www.goarmy.com/locate-a-recruiter.html>.

f. The AHRC staff and USAREC Health Care Recruiters can request suspension of entitlements to enforce compliance with USAREC, Reserve or general Army requirements.

g. Students are required to maintain accurate information through the website: (<https://www.mods.army.mil/medicaleducation>): placement on and return from leave of absence (LOA); discharge; ADT and amendments or changes; and Post Graduate Year (PGY-1). New enrollees are required to enter their preliminary enrollment data for verification by the student advisor. Currently enrolled students must correct or update basic demographic and contact information (including cell phone numbers) when this information changes and must review this information annually.

### **1-3. INSTRUCTIONS FOR PRE-ENROLLMENT. All new entrants must pre-enroll on line through the Medical Education web site. Instructions for pre-enrollment follow:**

a. Go to the MED ED homepage – <https://www.mods.army.mil/medicaleducation>.

b. Click on the Logon button located on the lower left side of the screen.

c. Read the Privacy and Security Notice, Click the “I Agree” button.

d. Click the button “Login with LID/Password.”

e. Click on the link that says “New Users Create Password.”

f. Enter the LOGON ID that was emailed earlier and create the password. Please pay attention to

the instructions on how to create a password. **LOGON IDs and Passwords are case sensitive.**

g. If you have forgotten either your logon ID or Password, there is a link "Have you forgotten your Logon ID and/or Password?" Click that link and follow the instructions provided.

h. Once logged on, you should be on the "Personal Data" Screen. On the top menu is an item entitled "Pre-enrollment". Click on that menu item and fill in all applicable fields. When you have completed this screen, click on the button at the bottom of this screen to save your data and to advance to the second screen, which is the Education Data screen. Fill in all applicable fields and ensure you indicate a "yes" or "no" for Prior Military Data, this part is required. When you complete the Education Data screen, one of two things will happen. If you answered, "yes" to prior military data, the system will direct you to a third screen to provide your military data. If you answered "no" to Prior Military data, you will not get the third screen and at this point, you can click on the Pre-enroll to submit your data or click on the Save button to save your work if you are not ready to pre-enroll. Once you click on the Pre-enroll button, futuristically, you will only have access to change your addresses and phone numbers.

i. If you have not completed all information in the Pre-enrollment screens and you need to exit the Web, save your data. Not saving will require you to input the requested information again.

j. Once you complete pre-enrollment, the system will give you the following message: "Thank you for registering through the Medical Education's Web application." You MUST continue to use this site to update address changes and phone numbers. Failure to do so WILL result in delays in receiving of your benefits.

k. Logoff by clicking on "Home" at the toolbar. This will take you back to the main menu, where you can exit the Web.

l. If you need pre-enrollment assistance, please feel free to contact our Student Advisors at 1-877-MED-ARMY, option 1.

#### **1-4. RESTRICTIONS**

a. Participation in the National Guard and in Reserve activities for pay (e.g. Reserve meetings or Reserve units) is not authorized. Reserve Officers' Training Corps recipients who have a Selected Reserve (SELRES) obligation, including Guaranteed Reserve Forces Duty (GRFD) or Reserve Forces Duty (RFD), are ineligible for participation until they obtain a waiver, release, or conversion to ADO and are assigned to the Individual Ready Reserves (IRR), Control Group Officer Active Duty Obligor (OADO).

b. Participation in the FAP for all recipients and in the ADHPLRP for 4-year recipients is not authorized.

c. HPSP entry is not authorized for individuals who, after selection, subsequently become ineligible for military service or participation due to a change in status (i.e. graduation year group, health care discipline, participation in decelerated academic curriculums, remedial periods, etc) from that for which originally selected. An individual who is determined to have been initially entered into the Program during a decelerated or remedial academic period will be immediately disenrolled and may reapply upon establishment of normal academic progression.

(1) An individual in a decelerated or remedial period remains ineligible for Program entry or participation until normal academic progression is re-established.

(2) Continuation in HPSP is not authorized for individuals who subsequently enter or begin a decelerated or remedial academic curriculum within five months after HPSP entry.

(3) Those that are in an academic program that exceeds the normal period required to complete the health care degree are ineligible for initial entry. An individual who is: remediating a course of study; participating in a preparatory year; is in a decelerated program that allows for longer than the normal academic progression; or on academic probation is ineligible for initial Program entry. An individual who has previously required a period of deceleration or remediation, but is academically progressing normally at the time of application is eligible for Program entry; inability to obtain and maintain a security clearance or health related problems that render you unfit for military duty.