

Chapter 4

ACTIVE DUTY FOR TRAINING (ADT)

4-1 HIGHLIGHTS

a. The Student Management Office may waive specific ADT restrictions outlined in this policy and their requirement to apply for an ADT through the medical education website if students are dislocated from their address of record as a result of a national emergency or a manmade or natural disaster that results in an evacuation order by civilian authority. A student in an area that is under an evacuation order may telephonically request ADT or the Student Management Office may automatically place the student in an ADT status if appropriate for the student's health, safety and welfare. In the event of emergency evacuation, students must contact the Student Management Office as soon as they are safe and temporarily settled to provide their contact information, personal status, temporary banking arrangements and any support or assistance that may be required.

b. You must submit ADT application and the HPSP report of Periodic Health Assessment (PHA) using the medical education website at: <https://www.mods.army.mil/medicaleducation>. Contact the Student Management Office by calling (877) MED-ARMY for any problems encountered. Elective rotations that are done at personal expense do not require an ADT application or the report of medical examination but do require a memorandum of understanding between your school and the hospital.

c. You must take a diagnostic physical fitness test while performing ADT at an Army Medical Treatment Facility.

d. You must have an identification card to enjoy the benefits of military service. These include use of the Post Exchange and commissary (see paragraph 4-20).

e. You should submit requests for travel advances (except Basic Officer Leaders Course (BOLC)), 60 days before ADT departure to the Student Management Office.

f. You must request airline tickets through the Carlson Wagonlit Travel (SATO) at 800-709-2190, and must not purchase the ticket. You must ensure the ticket does not have you departing before or returning after the dates on your orders.

g. You must submit ADT travel voucher reimbursement claims if you performed any part of the ADT away from school to: DFAS-Rome, Travel Pay 325 Brooks Road, Rome, NY 13441, fax number 317-275-0329 at phone (888) 332-7366 within 5 working days after completing ADT with 3 copies of the: voucher of advance payment, if applicable; and all receipts (includes hotel and airfare), attached to DD Form 1351-2 (Travel Voucher or Sub-voucher) with supervisor's signature (ADT supervisor, school official or school advisor) in block 21a. This is not required if you perform the full 45 days of the ADT at school.

h. You must have a Secret Security Clearance in order to perform an ADT. Prior to making any arrangements you must call the Human Resource Command at 502-613-6837. They will verify that your clearance has been granted or put you in touch with the proper security official to rectify any problems. If you are not in compliance with the needs of the security official, your benefits will be suspended and you may lose all scholarship entitlements.

i. You must arrange ADT (government expense, application required) and NADT (student expense, no application required) rotations at military facilities by coordinating with the appropriate point of contact for your health care discipline. The number of ADT and NADT tours that may be performed at a military facility is limited to one annually, unless otherwise authorized herein.

j. You must provide a completed AHRC Form 3924 (Individual Active Duty Certificate of Performance) to the Student Management Office within 5 working days after completing any ADT tour (including ADT at school), regardless of the location performed, to avoid revocation of the order and recoupment of military pay.

k. All participants must perform one 45-day ADT annually. You must report to the Army medical facility in the uniform prescribed by the training site. Only the rank of a second lieutenant is authorized to be worn. Participants are not authorized to wear the uniform during a non-ADT rotation. All ADTs performed require the submission of AHRC Form 3924. ADT at school must be performed from 17 August - 30 September. ADT at an Army facility requires a minimum of 21 days (including travel time). All ADT must be requested by not later than 1 May annually (except students in the final year of studies who must submit requests by 1 February) all requests must be submitted at least 60 days before starting ADT. Failure to request ADT when required, including school ADT, may result in forfeiture of the tour.

l. You are not authorized to: Perform ADT without a Secret Security Clearance; drive more than

400 miles from your school location to the ADT site; perform ADT overseas (except Hawaii and Alaska) or at non-Army facilities; perform ADT at Tripler Army Medical Center or Hawaii in the month of December; have family members travel to the ADT site; travel without orders, on revoked or verbal orders or before the report date; perform two 45-day ADT tours or two or more NADT tours at the same training location; perform one 45-day tour at two different training locations; perform more than one NADT tour in a military facility; or revoke an ADT that has already been performed or currently in progress.

m. Do not travel without orders. Do not travel prior to the effective date on your orders. If you begin travel prior to the effective date on your orders, you are in a non-ADT status, assume personal risk, may have a negative line of duty determination in case of incident, and are in violation of this policy.

n. You must report to your ADT location on the date specified in your orders for accountability purposes or you could be in an Absent Without Leave (AWOL) status. Be sure to advise the ADT site if your report date is on a weekend and ask them for the location of where you should report.

o. Fourth year medical students are encouraged to complete all ADT tours (except at school ADT) before 15 October (due to the Army Post Graduate Year One (PGY-1) selection board) but must complete ADT by 1 December. Fourth-year medical students (one-year scholarship recipients) are ineligible for early entry to perform BOLC because of the PGY-1 requirements.

p. The **Direct Commission Course (DCC)** is a prerequisite to BOLC. The course itself is an immersive military environment at Fort Sill Oklahoma. It provides advance training that is designed to equip new officers with the initial attributes and competencies to be a leader in today's Army. As well as an introduction to the military lifestyle, history, ceremony, and leadership skills.

(1) Mandatory Training prior to attending BOLC for MC, DC and VC.

(2) DCC is normally scheduled for one class in June and a second in the month of July.

q. Medical, Dental and Veterinary students must attend the HPSP BOLC (see paragraph 4-24), apply through the Medical Education Website to attend BOLC. The class starts June and ends in the last week of July. Notify the Student Management Office if BOLC attendance conflicts with the academic schedule or with health issues before 15 April. Participants who are pregnant are prohibited from BOLC participation.

r. Students who receive orders for BOLC and fail to show for or fail to successfully complete BOLC may be terminated from HPSP participation.

s. You are authorized one rental car per three students for ADT at Brooke, Madigan, Tripler, Womack, and William Beaumont Army Medical Centers only if housed off post or for ADT at Brooke and Madigan if housed on post. Veterinary medicine students are exempt from this restriction due to geographical dispersion and remote training locations. Reimbursement for rental car insurance is not authorized.

t. You must use government housing and dining facilities when available.

u. You are required to obtain a Common Access Card (CAC). Any Defense Eligibility Enrollment System (DEERS) (see paragraph 4-14c) site can issue a CAC. For a list of the DEERS sites closest to you, log on to www.dmdc.osd.mil/rsi or call the Customer Contact Office at 502-624-1667 or <https://www.dmdc.osd.mil/rsi/owa/home> for the closest site. You should take applicable marriage/birth certificate(s) and ID card to the ADT site to enroll family members in the DEERS.

v. You should be sure to obtain a copy of your student evaluation prior to departing the ADT site.

w. You should get a line of duty determination prior to departing the military training site if you are injured during your ADT tour in order to receive continued medical treatment for the injury after your ADT tour ends. A line of duty "yes" determination also facilitates an AD medical extension (ADME) order, which may be issued through the Army G1 and places an individual on active duty for up to 179 days. Your ADT tour cannot be extended for the purposes of receiving medical care.

x. Students are not allowed to start an ADT in in one fiscal year and end in the next year. The fiscal year starts on 1 October and ends on 30 September. No portion of ADT is authorized from 1-15 October.

y. Students are now authorized to depart from any location but you must return to the same departure location.

z. All students must arrange lodging through the Integrated Lodging Program (ILP), 1-877-711-8326 for Army installations, 1-888-235-6343 for Air Force installations, and 1-800-628-9466 for Navy Installations to make lodging arrangements prior to the start date of the ADT. Additionally, the student can make reservation on line at www.ihgarmyhotel.com. Walter Reed National Military Medical Center (WRNMMC) is considered to be a Naval Installation. You must call 1-800-682-9466 to arrange housing while rotating at Walter Reed.

4-2 GENERAL

a. ADT will be performed as prescribed in AR 601-141, chapter 2, paragraph 2-4. This regulation can be found at the medical education website under the General Information Tab <https://www.mods.army.mil/medicaleducation>. This chapter prescribes training policy, administrative requirements and authorized ADT locations. The Student Management Office, Medical Education Directorate, is responsible for processing ADT requests for orders, amendments, revocations and cancellations depending on the orders status.

b. The Student Management Office staff is not authorized to process ADT requests for orders, amendments, revocations and cancellations that are not requested using the medical education website, except in emergency situations. The Student Management Office may waive specific ADT restrictions outlined in this policy and the requirement to apply for an ADT through the medical education website if you are dislocated from your address of record as a result of a national emergency or a disaster that results in an evacuation order by civilian authority. A student in an area that is under an evacuation order may telephonically request ADT or the Student Management Office may automatically place the student in an ADT status if appropriate for the student's health, safety and welfare. In the event of emergency evacuation, students must contact the Student Management Office as soon as they are safe and temporarily settled to provide their contact information, personal status, temporary banking arrangements and any support or assistance that may be required.

c. The AHRC Incentives Team is responsible for preparing, posting the orders in the student record in the Medical Operational Data System (MODS) and informing the student orders are in MODS.

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

e. You must report to the Army medical facility in the uniform prescribed by the training site. Only the rank of a second lieutenant is authorized to be worn. All soldiers must comply with uniform and appearance standards prescribed by the Army.

4-3 CATEGORIES OF TRAINING

Students may perform non-active duty training (NADT) and active duty training (ADT) tours. Selection of a site for an elective or clerkship should be based on the availability of a specific type of residency as well as the student's preference for geographic location. Certain electives fill quickly, so it is advisable to start as early as possible. Students must initially contact the Medical Education Office or point of contact for the appropriate health care discipline at the specific Army hospital to determine availability when arranging either an NADT or ADT rotation.

a. Non-active duty training (NADT) rotation. This is any rotation, elective or other training performed in a civilian or military facility when not on ADT. It is performed solely at the student's personal expense, discretion and coordination efforts. An application is not required for NADT. The military facility may require a Secret Security Clearance for a NADT. Should that be the case, you can call 502-613-6837 to verify that your clearance has been granted.

(1) Medical students are limited to one 45 day NADT tour annually at a military facility. Participants are not authorized to wear a military uniform during a NADT rotation. Multiple NADT tours and NADT periods that exceed 45 days at the same military facility are not authorized.

(2) Non-active duty electives can be performed in Army teaching hospitals only if a memorandum of agreement (MOA) is established between the respective hospital and the student's school. A request for a MOA should be coordinated between the student's school administration and the Medical Education Office or other office for the appropriate health care program at the Army hospital where the elective is desired.

(3) No elective/study is sanctioned by the HPSP or the US Army to be performed outside of the continental United States, Alaska, Hawaii, or Puerto Rico. Regardless of whether it is authorized by the university that you attend.

b. Active duty for training (ADT). ADT is performed at government expense and participants are required to wear the uniform during an ADT rotation. All tours must meet the statutory length of 45 days and must be conducted in accordance with AR 601-141, Chapter 2, paragraph 2-4 which can be found under the General Info tab at <https://www.mods.army.mil/medicaleducation> well as in accordance with the requirements and procedures described in this chapter.

- (1) Although some prior service participants may be paid at a higher grade for the purpose of base pay, the ADT is performed wearing the rank of a second lieutenant (2LT).
 - (2) All tours performed at an Army facility must be for a minimum of 21 days (includes travel).
 - (3) Students may not remain at the same training location beyond the 45-day period in a NADT status.
 - (4) ADT tours at other than Army sites are not authorized.
 - (5) ADT tours overseas (Europe, Korea, Panama, etc.) and ADT during the month of December in Hawaii are not authorized.
 - (6) Family member travel and transportation of firearms and any other prohibited or illegal items are not authorized.
 - (7) Only one ADT site may be visited during each 45-day period. For example, a student cannot split the 45-day ADT with 21 days at Brooke Army Medical Center and 24 days at Madigan Army Medical Center. However, a 45-day tour at the same location may be split between two rotations.
 - (8) Students performing ADT at school are only required to attend classes as usual. The wear of uniforms is not required.
 - (9) Students must select a different ADT site for each ADT. For example, a student cannot perform two 45-day ADT's at Brooke Army Medical Center.
- c. You are encouraged to perform ADT at facilities where you may want to continue your graduate medical education (internships and residencies).

4-4. FREQUENCY OF ADT

Those who do not apply to perform their ADT tour annually may forfeit the option of scheduling an ADT pursuant to funding limitations and, if eligible, will receive the monthly stipend. ADT tours may not be carried over into the following fiscal year. An ADT that has already been performed or that is already in progress cannot be revoked for the purposes of obtaining an additional ADT in a current fiscal year. Medical students are authorized to perform two consecutive (back-to-back) ADT tours at different training sites pursuant to paragraph 4-11 d. Medical students are authorized to perform only one NADT tour at a military facility pursuant to paragraph 4-3 a. (1).

4-5. ANNIVERSARY DATE

The anniversary date which is established by assigning the dates of 1 August, 5 September or 1 October to the HPSP entry date closest to one of those dates. Therefore, a one-year ADT anniversary period may be from 1 August to 31 July, 5 September to 4 September or 1 October to 30 September, depending on when HPSP entry occurs. These periods are established to enhance training availability and accommodate academic schedule variations. Except for those in the medical HPSP, students may request one change in anniversary date. This change may be granted only in unusual circumstances.

4-6. EARLY PROGRAM ENTRY TRAINING

- a. All eligible students may request entry into the program prior to the start of academic curriculum (the normal program entry date) in order to participate in ADT. A request does not constitute approval. All pre-enrollment requirements must be met and the required commissioning documents for AHRC and enrollment documents for HPSP entry must arrive at their specified locations by 1 May for processing. Current participants generally receive funding priority for ADT.
- b. Early entry is authorized for medical, dental and veterinary scholarship recipients to participate in the AMEDD DCC. All early entry approvals are subject to space and funding availability, and meeting all entry eligibility requirements. Those who are authorized early HPSP entry to attend DCC are only authorized to attend BOLC following the end of first-year classes. Early entry is also authorized for 1-year medical and clinical psychology scholarship recipients only to participate in training at an Army medical treatment facility in preparation for the PGY-1 and Clinical Psychology Internship Program (CPIP) selection processes. Prioritization is as indicated below.
 - (1) Priority 1. Selected 1-year medical and clinical psychology students who are authorized to attend training at an Army military medical treatment facility in preparation for the PGY-1 and CPIP selection processes. One year medical recipients are ineligible for early entry to perform BOLC.
 - (2) Priority 2. Selected medical students to participate in DCC.

(3) Priority 3. Selected dental students to participate in the DCC. Graduating dental students will have priority.

c. Priority 4. Veterinary students to participate in the DCC. When early entry is authorized, the ADT tour serves as the first tour authorized during the first year of HPSP participation.

d. Two-year medical scholarship recipients may be authorized early HPSP entry only for attendance at the DCC and when a passing score part/step one of the USMLE/COMLEX is provided.

e. Students should also see paragraph 4-7 b (3).

4-7. SCHEDULING AND APPLICATION

ADT is scheduled on a first-come, first-served basis, using the medical education website. The ADT location is based on the student's request, coordination with the appropriate training site and space availability at the training location. Submission of inaccurate information or lack of coordination may result in loss or delay of the ADT opportunity. Always verify the status of the ADT request either via the web, with appropriate facility or your student advisor.

a. Scheduling. Except as indicated in paragraph 4-9 below, student ADT applications are reviewed and approved/disapproved on-line by the local office that coordinates education and training (Graduate Medical Education Coordinator or other appropriate office) for the specific health care discipline and desired ADT facility. The telephone numbers for the appropriate offices are included in paragraphs 4-4 thru 4-30 for each appropriate program.

b. Application. Application and processing of ADT requests or amendments externally to the medical education web site is not authorized.

(1) Submit an on-line ADT request only after scheduling the ADT with the appropriate ADT site.

(2) Requests for ADT will not normally be processed when physical qualification cannot be determined. ADT applications cannot be processed without completing the Periodic Health Assessment (PHA). All HPSP participants are required to certify their medical status by completing a physical examination or PHA on-line annually. Entitlements may be suspended for failure to meet this requirement. A description of any change in medical status must be indicated in the appropriate space. This requirement applies to all students for all ADT, including ADT performed at school, but is waived for attendees who attend BOLC within 18 months after entering HPSP.

c. Orders will be posted in the student record in MODS under the menu item "View Documents".

(1) An Email sent to the address on file informing the student orders are in MODS 30 days prior to the start date of the ADT. All orders will be based on the ADT departure point as originating from and returning to the departure location. The departure address identified by the student is the departure and return address. All HPSP Students must call ILP, 1-877-711-8326 for Army installations, 1-888-235-6343 for Air Force installations, and 1-800-628-9466 for Navy Installations to make lodging arrangements prior to the start date of the ADT. Additionally, the student can make reservation on line at www.ihgarmyhotel.com. WRNMMC is considered to be a Naval Installation. You must call 1-800-682-9466 to arrange housing while rotating at WRNMMC

(2) Amendments to orders must also be requested using the medical education website. 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 update their address.

(3) Elective medical rotations done at personal expense do not require ADT application or the report of medical examination but do require a memorandum of understanding (MOU) between the medical school and the military hospital as would be in place for non-military clinical rotations. The MOU is unrelated to HPSP functions. HPSP participants should consult with the school and military hospital in advance to ensure that appropriate agreements are in place to avoid inconvenience. Medical students are limited to one 45-day NADT annually at a military facility.

4-8. ADT APPLICATION DEADLINES

ADT requests must be received at the Student Management Office online within the time frames indicated below. These time frames are necessary to meet time restrictions for requesting orders and settlement of financial accounts. Failure to meet these time constraints may result in not receiving the requested ADT time period and final payments.

a. Requests for ADT at military installations (includes Medical Treatment Facility (MTF)).

Applications for ADT must be made on line at least 60 days prior to the start date. Applications must also conform to the requirements in paragraph 4-8b and 4-8c below. An amendment to the ADT order, as an exception to policy, must be requested 45 days prior to the ADT start date and must meet

criteria in paragraph 4-7 above. All students are prohibited from performing ADT at Tripler Army Medical Center or Hawaii in the month of December and therefore must have their training completed by 30 November.

b. Completion of ADT by fourth-year students.

(1) Medical students must complete their final ADT tour earlier than other fourth-year students.

Fourth-year medical students are strongly encouraged to complete all ADT tours before 15 October due to the Army PGY-1 selection board, but must complete all ADT prior to 1 December.

(a) Clinical clerkship rotations and electives performed at Army MEDCENs or MEDDACs with GME programs are extremely important in the process of obtaining a PGY-1 position. Students get the opportunity to evaluate first-hand the training programs and facilities available in the Army. Program Directors can meet students and observe their performance. Optimally, the rotations should be performed after the completion of the third year, but before the end of October of the fourth year.

(b) Selection of a site for an elective or clerkship should be based on preference or availability of a specific residency or geographic location.

(1) All other 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.

(2) ADT requests will not be accepted after 20 January of the graduation year, unless required to comply with statutory requirements.

c. Final date for submission of ADT requests. 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.

d. Failure to comply with the above suspense date may result in forfeiture of the tour or no ADT tour when funding is limited.

e. An ADT cannot be saved or reserved for use in a later fiscal year or carried over to the next fiscal year when forfeiture occurs due to loss of active status, failure to request ADT, or other reasons. A forfeited ADT tour is not reinstated retroactively or granted to former HPSP participants.

4-9. GENERAL FUNDING PRIORITIES

Current participants receive priority over those who are selected for early entry. Participation in ADT is subject to funding availability. An individual who does not participate in an ADT tour remains in a stipend pay status, unless entitlements are otherwise suspended. Prioritization is as indicated below. Priorities 3 and 4 funding levels are the lowest priority and will be canceled when funding is limited.

a. Priority 1.

(1) Medical and clinical psychology students to participate in training at an Army military medical treatment facility in preparation for the PGY-1 selection board process or the Clinical Psychology Internship Program (CPIP), as applicable.

(2) Medical (priority 1), dental (priority 2), and veterinary medicine (priority 3) students to attend the D C C a n d BOLC beginning with those closest to graduation (dental/veterinary medicine) and regressing to those completing the first academic year of school. Graduating dental students will receive priority over other dental students for BOLC attendance.

b. Priority 2. ADT performed at Army MTFs. This also applies to veterinary students training at authorized veterinary support area training sites or other off site locations.

c. Priority 3. ADT performed at any other authorized non-medical military training site.

d. Priority 4. ADT performed at school for the full 45-day period.

e. Priority 5. Early entry for ADT.

4-10. Points of contact

Students who have questions about the administrative aspects of an ADT should first contact their Health Care Recruiter and, in turn, the Student Management Office. Students who have questions about the professional aspects of an ADT may contact the appropriate HPSP consultant or Career Activities Office listed below:

a. Academic Medicine Advisor: 1-877-MED-ARMY

b. Optometry Advisor: (703) 681-3152

c. Dental Corps Academic Advisor: (210) 221-8912

- e. Anesthesia Nursing Advisor: (502) 613-6527
- f. Clinical/Counseling Psychology Advisor: 210-705-6985
- g. Veterinary Medicine Advisor: (210) 295-1027

4-11. TYPES OF ADT

The ADT types are: military installation; school; and a combination of the aforementioned. Students are under the command jurisdiction and supervision of the appropriate Program Director or Student Coordinator upon arrival at the ADT location. Prior to reporting for ADT, students should contact the GME 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 categorized in paragraphs 4-11a, 4-11b and 4-11d below include a maximum of one day of travel to and one day travel from the training location. Regardless of the ADT type, all participants must complete and forward AHRC Form 3924 (Individual Active Duty Certificate of Performance) to the Student Management Office to avoid loss of pay for leave.

- a. Military installation (includes MTF). The entire 45-day period of this ADT type is performed at the installation. ADT at two different installations within the 45-day tour is not authorized.
- b. Combination military installation (includes MTF) and school. A portion of the 45-day period is performed at a military installation and 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 days are performed at the school. When possible the school portion will be scheduled after the military installation to facilitate the ability to obtain a common access card (CAC).
- c. School only. Students may perform the 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 (third year for clinical psychology students) must be performed prior to 1 April due to finance requirements. The veterinary medicine advisor must approve ADT at school on line or will designate an appropriate ADT site.
- d. Consecutive tours (back-to-back). Two 45-day ADT tours performed at two different locations within a compressed period and is restricted to the medical HPSP students only.
 - (1) This is authorized for third and fourth level ADTs for medical students in preparation to meet contractual requirements for application to the Army PGY-1 Selection Board. Consecutive tours at the same ADT location are not authorized.
 - (2) Students should allow at least 16 days between the departure day that ends the first ADT and the arrival day that begins the ADT at the second site whenever possible. Students are not allowed to start an ADT in one fiscal year and end in the next fiscal year. The fiscal year starts 1 October and ends 30 September.

4-12. RENTAL CARS

Reimbursement is authorized while on ADT. Rental cars are authorized on the basis of one car per three students, except as indicated below. 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.

- a. Students with rental car authorization may include other students as drivers if schedules do not permit a single driver to provide adequate transportation.
- b. Rental car authorization for ADT at Tripler Army Medical Center is only for occupants of civilian lodging and government quarters located at Fort Schafter or Schofield Barracks.
- c. Rental car for ADT at WRNMMC is not authorized. Parking at NNMC is limited. Use of public transportation is encouraged.
- d. Rental car authorization for ADT at Brooke, Evans Army Community Hospital, Womack and William Beaumont Army Medical Center is only for occupants of civilian lodging, on-post lodging when the distance from the hospital exceeds 1 mile, and bachelor officer quarters (BOQ). Rental cars are not authorized for occupants at the Guest House.
- e. Rental car authorization for ADT at Madigan Army Medical Center is only for occupants of civilian lodging and on-post lodging when the distance from the hospital exceeds 1 mile.

- f. The GME Office or other office responsible for coordinating and scheduling training for the appropriate health care discipline may approve a rental car authorization.
- g. Rental car authorization for ADT at Evans Army Hospital, Fort Carson is for occupants of civilian lodging and on-post lodging when the distance from the hospital exceeds 1 mile.
- h. Rental car authorization for ADT for other authorized training sites for occupants of civilian lodging.
- i. Veterinary students are exempt from the rental car student ratio because of the wide geographical dispersion of training sites and schedules.

4-13. ADT ORDERS AND AMENDMENTS

All orders and amendments must also be requested and processed on line using the medical education website. All ADT orders are posted in the student records in MODS. Email sent to the email address on file informing the student orders are in MODS. All orders will be based on the ADT departure point and must return to the ADT departure point at the end of the ADT. **Medical students who spend an extended period away from their university location for the purpose of clinical rotations, may request to depart from a location other than the school location but must return to the airport of origin.**

a. Orders. **DO NOT TRAVEL WITHOUT ORDERS. DO NOT TRAVEL PRIOR TO THE EFFECTIVE DATE ON YOUR ORDERS.** If you begin travel prior to the effective date on your orders, you are in a non-ADT status, assume personal risk and expense, a negative line of duty determination and are in violation of this policy. The effective date that ADT and military pay begins is the reporting date specified in the orders. 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. Pay attention to the instructions contained in the orders. If orders are not received at least 21 days before the ADT start date, contact the AHRC OADO Incentives Team at (502) 613-6837. Exception to the 21 day rule occurs during mid-August through September because fiscal year funding constraints may delay receipt of orders. You must ensure that your email address is updated at the MODS in order to receive your orders via email. You must obtain an Army Knowledge Online email address. Instructions for doing so are found under the FAQ (Addresses and Pay) at the top of the main page in MODS.

b. Amendments to orders. Orders requiring adjustments due to erroneous information or changes in training location or period of ADT, mode of transportation, or rental car, can only be changed by an amendment to the initial order. Except for rental car authorization, amendments are not authorized once travel occurs. The ADT orders will be canceled if a change in report date does not meet the time frames for submission of the request for amendment.

(1) 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.

(2) 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.

c. Maintaining Orders. Always keep a copy of the ADT orders along with all amendments and settlement documents for later use on active duty to validate claims for the remaining appropriate amount of the uniform allowance.

4-14. REPORTING FOR ADT

Students must report on the date specified in the orders. Do not make individual arrangements to report on a day other than the date indicated on the orders. Students are required to take all copies of their orders and any amendments to the Army facility. These documents are necessary for in processing. Reimbursement for family member travel and associated expenses, and movement of household goods is not authorized. You must report to your ADT location on the date specified in your orders for

accountability purposes or you could be in an Absent Without Leave (AWOL) status. Be sure to advise the ADT site if your report date is on a weekend and ask them for the location of where you should report.

a. Uniform allowance. Students will receive \$400.00 uniform allowance when reporting for the first ADT at a military training site. Advance payment of this allowance is not authorized. Students should purchase uniforms in advance. Those who cannot make advance uniform purchases should purchase a nameplate in advance and purchase uniforms on arrival. Prior service commissioned officers are not authorized a second uniform allowance.

b. Required use of government facilities. Government housing and dining facilities must be utilized when available. When these facilities are not available your orders should state "mess not available" and "government quarters not available". Non-availability statements are not required. Reimbursement for housing is limited to the government housing cost when government housing is available, but other lodging is used. All students must call the Army Lodging at 1-877-711-8326 to make lodging arrangement. Additionally, the Students can make reservation on line at www.ihgarmyhotels.com. Dining facilities (hospital) are considered available when the facility is open during normal duty hours and when a portion of the dining facility hours is consistent with the related work schedule.

c. Personal documents. Take any marriage/birth certificates and the CAC Card 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 under Tri-Care.

d. Travel information.

(1) Personal liability. Do not travel without orders, on revoked orders, on verbal orders, or before the date indicated in the orders. The government is not liable for any injury, travel expenses, or other problems incurred when students are not in an active duty status.

(2) Travel at government expense. Students must 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 Carlson Wagonlit Travel Office at 800-709-2190 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 ticket is not authorized. The flight itinerary is provided by email. 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.

(3) Departure from other than school location. The school is the student's official place of duty and students are authorized to depart from other location. The departure point will be used for the basis of calculating travel pay. Use of a privately owned vehicle (POV) to travel a distance greater than 400 miles one way to an ADT site is not authorized. All travel greater than 400 miles MUST be done by air.

(4) Travel at personal expense. Students may travel by air at personal expense only if the airline issuing the government ticket will exchange the ticket. This may require some extensive coordination and personal expense for any charge associated with the change. Students are not authorized any refund that results in a higher airfare or extra charge. Travel reimbursement claims must be submitted to: DFAS-ROME, Travel Pay, 325 Brooks Road, Rome, NY 13441. Questions may be directed to (888) 332-7366.

(5) Travel by privately owned vehicle (POV). Travel by POV will not be authorized for a distance greater than 400 miles from the school location. Students may request to travel POV as an exception to policy when there is no delay in reporting for duty. However, the one way distance must be less than 400 miles and they will not be reimbursed for in and around (local) travel at the ADT site. Additionally, travel time remains limited to 1 day to and 1 day return from the ADT site, regardless of the mode of travel. Students must request to travel by POV (or air) when the ADT request is submitted on line. 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.

e. Travel advances. Except for attendance at the BOLC, advances must be requested upon receipt of the travel order and are also paid by EFT. Contact the Student Management Office (877-MED-ARMY) to request a travel advance. Since any advance is later collected during settlement, it is important to understand the amount of cash received and requirement to repay any overpayment. Retain a copy of all vouchers, as it is required for reimbursement of ADT expenses.

f. Settlement of travel and per diem.

(1) Students who perform an ADT at school are not required to file a settlement voucher since they do not receive travel or per diem.

(2) Those who perform an ADT that involves travel by air or by POV on the ADT order must settle ADT travel vouchers by sending the voucher packet to: DFAS-Rome, Travel Pay, 325 Brooks Road, Rome, NY 13441, fax number 317-275-0329. 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 travel 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.

(3) All students must complete AHRC 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 officials decline).

(4) Failure to comply with the requirements in (2) and (3) above may result in a restriction from any future ADT, revocation of ADT orders and collection of military pay.

g. Student evaluations. All students who perform ADT at a medical treatment facility or veterinary training site will be evaluated using MEDCOM Form 672-R, HPSP and ROTC Student Performance Evaluation. This form is available for printing at the web site: <https://www.mods.army.mil/medicaleducation>, under the General Information Tab. 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. (Medical students see Chapter 12).

4-15. ADT INJURIES AND HEALTH CARE (TRICARE)

a. Students who are injured during ADT should get a line of duty determination prior to departing the military training site. This is necessary in order to receive continued medical treatment for the injury after your ADT tour ends. A line of duty "yes" determination facilitates an active duty medical extension (ADME) order. These orders may be issued through the Army G1 and can place an individual on active duty for up to 179 days. Your HPSP ADT tour cannot be extended for the purposes of receiving medical care.

b. Since the TRICARE program changes, students should always follow the instructions of the representatives directly providing the information. Current guidance, if changed, will supersede the information herein. Participants are not eligible to receive care through TRICARE (except while on ADT) because it is only available for AD, AR, and retired members, and their families. Family members of participants are eligible to receive care through TRICARE when the participant is on ADT. Health claims are not processed without valid ID Card information. Key points to remember:

(1) Health care beneficiaries must normally use an available military facility (life and limb emergencies excepted as determined by appropriate authority) for inpatient care if it has the capability to provide the required therapy. A facility is considered available if it is within a 40-mile radius of the beneficiary's residence. Students should always contact the nearest Uniformed Services medical facility to determine if a non-availability statement is necessary before receiving inpatient care at a civilian hospital.

(2) Submission of claim forms must be 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.

(3) For comprehensive information, contact the Health Benefits Advisor at the local/closest military health care facility.

4-16. ACCRUED LEAVE AND PASS

a. Students earn up to 4 days of accrued leave during ADT. Normally, leave is only used in emergency situations. Leave cannot be taken before or after the ADT. Students are automatically paid for unused leave at the completion of the ADT period. The days for which accrued leave payment is made are deducted from the 60-day maximum for which soldiers may be paid at the completion of their active duty military service.

b. When emergency leave is required at the ADT training site, students must request accrued leave on DA Form 31, which is available at the ADT training site. The amount of leave requested or taken cannot exceed 4 days. Leave must be approved by the Program Director and the local Commander, and forwarded to the HPSP Program Office. In this instance, the days of accrued leave that are taken are not paid in addition to the 45-day ADT and are not deducted from the 60 day maximum for which soldiers may be paid at the completion of their AD military service.

c. Students may be authorized a pass subject to approval by the Commander at the ADT site.

d. 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.

4-17. ID CARD

Students are required to obtain a Common Access Card (CAC) for themselves and, if applicable, a Family Member ID Card (DD Form 5431). Any DEERS (see paragraph 4-13c above) site can issue a CAC. For a list of the DEERS sites closest to you, log on to www.dmdc.osd.mil/rsi or call the Customer Contact Office at 502-624-1667 for the closest site. Always contact the DEERS site to confirm the documents needed to obtain the CAC. 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 CAC Office.

4-18. COMMON ACCESS CARD (CAC)

Students are authorized to have a CAC three to six months after commissioned. This card is used for identification and is needed at military hospitals in order to access Army computer systems. Contact the nearest CAC Office to obtain a CAC. Inprocessing at the facility will be much faster. If you do not obtain the CAC prior to reporting the CAC will be issued at the treatment facility and may delay your assumption of clinical duties. If you already possess a CAC, visit a Military CAC Office to have your benefits and access activated.

4-19. SPACE AVAILABLE (SPACE A) TRAVEL ON MILITARY AIRCRAFT

Travel by Space A is available within the United States and is not permitted for family members. Space A travel can be inexpensive, but flights may be canceled without notice. Submit a written request to: Commander, U.S. Army Human Resources Command, ATTN: AHRC-OPH-PAI, Incentives Branch, 1600 Spearhead Division Ave DEPT #270 Fort Knox, KY 40122 for authorization for space available travel. For information regarding requirements, contact the AHRC Incentives Team at (502) 613-6837. Students must be in uniform (verify correct type before departing), have a valid CAC and written authorization (DD Form 1853) to travel.

4-20. MILITARY PAY AND ALLOWANCES

See Chapter 3.

4-21. COMMISSARY, EXCHANGE, AND MORALE, WELFARE AND RECREATION (MWR) BENEFITS

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

4-22. ADT Opportunities

Training is conducted at various military medical facilities. See Chapter 4-24 and 2-25 below.

4-23. DIRECT COMMISSION COURSE (DCC)

The DCC is a prerequisite to BOLC. The course itself is an immersive military environment at Fort Sill Oklahoma. It provides advance training that is designed to equip new officers with the initial attributes and competencies to be a leader in today's Army. As well as an introduction to the military lifestyle, history, ceremony, and leadership skills.

(1) You will not be allowed to attend the BOLC until you have completed the DCC.

(2) The DCC Course is four weeks and is offered in both June and July.

4-24. BASIC OFFICER LEADERS COURSE (BOLC)

a. **Mandatory Training.** Training provides an introduction to the Army and to military health care in the field and community hospital environments. It is offered each summer from mid-June until the end of July. Those who are authorized early HPSP entry to attend BOLC are not authorized an ADT tour following the end of first-year classes or first year of HPSP participation. Students will receive a welcome letter from the class advisor that provides specifics on the class. All attendees must apply by 1 April. All students who attend BOLC must apply on-line.

b. **MEDICAL STUDENTS:** Attendance at BOLC is mandatory for medical participants. This training is typically performed as your 1st ADT during the summer of your first year of school. We recommend completing this six week training as early as possible. If you do not attend BOLC during your first or second level ADT, you may not be eligible to schedule two interview rotations, and will be required to perform one of your final two ADTs at school. If the requirement to attend BOLC is not met, you will attend BOLC after graduation which may delay the start of PGY-1 and/or residency.

c. **ALL STUDENTS (other than the medical disciplines):** Those who cannot participate in the 6-week BOLC will attend BOLC after graduation. The Branch Manager for their respective discipline will arrange orders for this a month or so prior to graduation. These students may choose an alternate HPSP training site or perform ADT at school for all ADT levels. Medical, Dental and Veterinary Students who are unable to attend must submit a request for ADT at school and their Dean of Student Affairs must verify this. The Dean's letter must indicate if nonattendance at BOLC 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.

d. **Absence from and completion of BOLC training.**

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

(2) Absence from BOLC for a weekend requires a weekend pass requested from the course director and a DA Form 31 signed by the unit Commander. In the event of an emergency requiring early departure from BOLC, students must obtain approval from the BOLC course director and must contact the HPSP Student Management Office before departure.

e. **Family member travel and prohibited items.** Family member travel and prohibited items are not authorized for any ADT. Prohibited items include any illegal items or other items as prescribed by the ADT location, (i.e. fire arms, ammunition and other weapons).

f. **Advance preparation.** Uniform allowance is disbursed on the first paycheck of an ADT that is not performed at school. Students should make advanced preparations for BOLC and purchase uniforms, nametapes and a nameplate (these require some time to make), and other items before arrival at BOLC, 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 BOLC.

(1) CAC Cards.

(2) ID (Dog) Tags.

(3) Physical Fitness/Weight Standards.

(4) Name Tapes

g. **Finance.** BOLC attendees normally automatically receive a \$1000.00 advance in pay within 2 weeks prior to reporting to the BOLC site. Early entrants to perform BOLC may receive their advance upon reporting to the BOLC site. If your Home of Record (HOR) or school location is San Antonio, TX, you will not receive a per diem (payment for daily living expenses in addition to base pay and allowances).

h. **Curriculum.** The curriculum consists of the Army Training and Doctrine Command (TRADOC) Military Qualifications Skills (MQS) and the AMEDD Common Core subjects. These subjects are intended to impart basic military skills and to provide an understanding of the Army health service support mission and the doctrine to accomplish it. Examinations will be given as a means of testing your knowledge of the subject areas. If you apply yourself in BOLC, as you apply yourself in your school studies, you should have no problem with the course.

i. **Arrival/In processing.** Do not arrive early. Students cannot be housed and cannot be paid per diem for any period other than when they are authorized to be at Fort Sam Houston. Your first week at BOLC will be very busy. Time is allotted for in-processing into the school. Classes also start during this time. The following should assist you in this process:

(1) If you are traveling by air, follow normal procedures regarding ticket information (see para 4-13d). You are also authorized to drive a POV. If you drive, allow enough time to arrive at Ft. Sam by the report date. Also note that the government will reimburse you only up to the cost of air travel and will not reimburse you for local travel.

(2) Upon arrival at San Antonio International Airport, proceed to the military reception desk. Information will be available to assist you in locating the place where you will be housed. There will be a shuttle bus available to take you to the housing location.

(3) You are required to bring the following documents with you and have them available upon arrival.

(a) ADT orders and any amendments (5 copies), a black pen and a note pad.

(b) Immunization records (2 copies).

(c) Oath of Office (2 copies).

(d) Letter of Appointment (2 copies).

(e) Finance, Personnel, and Medical Records (prior service only).

(f) DD Form 214, Certificate of Release or Discharge From Active Duty or National Guard Bureau Form 22, Statement of Service (prior service only).

(g) Certified copies of the birth (individual and family member) and marriage certificate.

(h) Copy of "Over 40 Physical" if over 40 years old.

(i) Medical and Dental records.

(j) Documentation of any prior HIV testing.

(k) DD Form 1199a, Direct Deposit Sign Up Form.

(4) Common Problems/Issues. Historically, the biggest problems encountered by BOLC students are the adaptation to military lifestyle, physical training (PT) and weight control. Adaptation to military lifestyle tends to be resolved as persons with prior military service and as the faculty assist in the transition. Students will undergo rigorous physical fitness training during BOLC to improve the level of physical readiness to enable students to pass the Army Physical Fitness Test (APFT). Additionally, upon arrival at BOLC you will be required to meet the Army height/weight standard in AR 600-9. Your recruiter can assist you in explaining this regulation and offering advice.

(5) Uniform Requirements. Officers are required to purchase all necessary uniforms while in the Army. For uniform requirements go to the AMEDD Center and School website at: <http://www.cs.amedd.army.mil/BOLC>. You will have the opportunity to purchase all uniforms at the Ft. Sam Houston Military Clothing Sales Store (use a copy of your BOLC orders). However, it is recommended that you purchase at least one set of the Army Combat Uniform (ACU), boots and name tags prior to reporting to BOLC.

(6) Exemption from BOLC attendance. Failure to complete the six-week HPSP BOLC results in the requirement to attend the full length (11 weeks) all Corps BOLC. ROTC and USMA students are not exempt from BOLC attendance. Exempt Officers may arrange other training opportunities or perform ADT at school. HPSP participants may be excused from attending the BOLC if:

(7) They provide proof of having successfully completed the BOLC (including Warrant Officer Basic Course) or equivalent military indoctrination training from another Service. Attendance at the USMA or other Service Academy DOES NOT meet this requirement.

(8) They are prevented by the academic schedule from attending BOLC. A letter from a school official must outline the nature of the specific special circumstance or whether all first-year students at the university are precluded from BOLC attendance due to the academic curriculum.

(9) There are insufficient BOLC spaces available.

(10) They are participants in the pharmacy, clinical psychology, optometry, or nurse programs. These students are required to attend the full length, all Corps BOLC following graduation by Corps directive. Veterinary participants who attend BOLC during HPSP participation are not required to attend the full length BOLC.

(11) They are pregnant (performs ADT at schools only).

(12) They are dental students approved to participate in the APEX program.

4-25. ADT OPPORTUNITIES – ALL PROGRAMS

National Training Center (NTC), Ft. Irwin, CA. BOLC is a prerequisite. Students are integrated into a heavy brigade combat team on rotation to the NTC. Students will work with Medical Service Corps platoon leaders at infantry and armor battalion aid stations and forward support medical companies to

plan, prepare, and execute combat health support operations for the brigade during 23 days in a tactical desert environment. Four allocations are available per monthly cycle. This training program does not include structured patient care training. It may serve as an interesting opportunity for prior active duty officers in lieu of BOLC before or after the first year of professional school. Point of contact at NTC is the NTC Surgeon's Office, DSN 470-3741/3110, or commercial (760) 380-3741/3110.

4-26. ADT OPPORTUNITIES – MEDICAL STUDENTS

a. Certain clinical rotations are specifically designed for students in their second or early third year of medical school, whose exposure to clinical medicine has been limited. These rotations are set up at Army Community Hospitals (ACH). These rotations offer rich clinical experience and personalized teaching with close faculty interactions. The purpose of community hospital rotations is to provide clinical education at a level for which the beginning third-year student is adequately prepared. Students can expect to receive clinical training in several available specialties and is the appropriate ADT for students who have not completed their core clinical rotations. Starting dates are flexible. The goal of this clinical experience is to improve skills in history taking, physical diagnosis and development of therapeutic programs under the guidance of trained physicians. Prerequisites: Requires completion of BOLC. Second year and early third-year students who have not yet had BOLC should request ADT at school.

b. A list of Army community hospitals that offer early medical student training follows.

Fort Campbell, KY	Medical Specialty Clinic	(270) 461-0242 Stephani e.washington.civ@mail.mil
Blanchfied ACH limit 5 students	ENT, IM, RAD, PEDS, GS, OPHTH, DERM, OB, NEUR, PSYCH, FM	
Fort Carson, CO (Evans ACH) limit 6 Students	FM, IM, PED, OB/GYN, GS	(719)526-3181
Fort Eustis, VA (McDonald ACH) limit 3-4 students	IM, PED, GS	(757) 314-7540
Fort Irwin, CA (Weed ACH) One student per month	ORTHO, PEDS, IM, PM	(760)380-4250PM
Fort Jackson, SC (Moncrief ACH) limit 2-3 students	IM, UROL, OPTH, RAD GS FM, ANESTH, GYN, PM	(803)751-0434
Fort Knox, KY (Ireland ACH) limit 6 students	GS, OB/GYN, ENT, ORTHO, OPHTH, RAD	(502)624-9324
Fort Leavenworth, KS (Munson ACH)	FM, IM, ORTHO, GS, OPHTHO PEDS,	(913)684-6725

Fort Leonard Wood (Leonard Wood ACH) 1-2 Students	EM, GS, IM, PM, RAD PEDS, ORTHO, ENT	(573)596-0513
Fort Polk, LA (Bayne-Jones ACH) limit 3 students	PM, OB/GYN, PATH	(337)531-3360
Fort Riley, KS (Irwin ACH) limit 6 students	PEDS, PM, PT, ORTHO	(785)240-7443PM
Fort Sill, OK (Reynolds ACH) limit 4 students	PM, ANESTH, EM	(580) 558-8270
Fort Stewart, GA (Winn ACH) limit 6 students	PM, PSYCH, ANESTH, GS, ORTHO, OPHTH, ENT, EM, UROL, OB/GYN, DERM, IM	(912)370-6233
West Point, NY (Keller ACH) limit 6 students	ORTHO, SURG, ENT, OPTH PM, OB/GYN	(845)938-6017

c. In addition the following research opportunities are available.

(1) WALTER REED ARMY INSTITUTE OF RESEARCH (WRAIR): Opportunities to work in basic science and clinical research are available at this location. WRAIR offers openings in a wide variety of departments including Infectious Diseases, Surgery, Biochemistry, Military Psychiatry, Hematology, Gastroenterology, Respiratory Diseases, Preventive Medicine, Physiology, and many others. At the Army Medical Research Institute of Infectious Diseases, there are ongoing projects in diverse areas of infectious disease. Students will work in areas of interest and have the chance to participate in projects of importance to the future health of the Army. For additional information contact: Walter Reed Army Institute of Research, ATTN: Associate Director for Research Marketing and Policy Development, 503 Robert Grant Avenue, Room 1W58, Silver Spring, MD 20910. Phone 301-319-9038. Fax 301-319-9810.

(2) U.S. Army Aeromedical Research Laboratory (USAARL), ATTN: MCMR-UAC, Fort Rucker, AL 36362-5000, Telephone (334) 255-6920: Qualified students receive training experiences through on-the-job research activities, while assigned to projects conducted in a variety of areas. These include Visual Science, Visual Neuroscience and Neuropharmacology, Auditory Perception and Comparative Psychoacoustics, Biodynamics and Protective Life Support Equipment Research, and Crew Stress and Workload Research. Prerequisites: Students should have some background in at least one of the following disciplines: physics, mathematics, toxicology, general electrical or mechanical engineering, pulmonary and general physiology, human and/or animal physiology or

psychology. Travel to and from the Naval Operational Medicine Institute in Pensacola Florida is not authorized while on ADT.

(3) Armed Forces Radiobiology Research Institute (AFRRI), ATTN: MMO, 8901 Wisconsin Ave. Bethesda, MD, 20889, Telephone: (301) 295-1210/1211. The AFRRI offers medical students an opportunity to experience cutting edge research unique to military medicine in the treatment of radiological injury. The type of research and educational aspects of this environment is not found in any civilian institution. Prerequisite: None.

4-27. MEDICAL ENTER ROTATIONS – MEDICAL STUDENTS - GENERALLY, STUDENTS ARE PREPARED FOR MEDCEN ROTATIONS LATE IN THE THIRD YEAR OR EARLY IN THE FOURTH YEAR, OR UPON COMPLETION OF THE CORE CLINICAL ROTATIONS

The performance of ADT at Army medical treatment facilities during the third and fourth years of medical school familiarizes students with opportunities available in Army graduate medical education. Students can evaluate programs based on their own experience and program directors can observe student performance. Site selection for a rotation should be based on preference for geographic location and on the availability of a specific type of residency.

4-28. EACH ADT SITE CAN BE CHOSEN ONLY ONCE ON ADT ORDERS

Carefully consider your choice of ADT sites. A second-year or early third-year student may wish to delay rotation at their first choice for PGY-1 until later in their education when their clinical skills are more advanced. Each ADT can be performed in only one Army hospital. A 6-week ADT may be divided into two blocks at the same location at most Army teaching hospitals to experience different specialties. A minimum of 3 weeks should be devoted to the specialty of primary interest.

4-29. Each facility listed below offers a variety of specialties and has at least one PGY-1. Medical centers have rotations available in inpatient and outpatient areas and virtually all specialties.

4-30. Prerequisites: Except as noted below, these rotations are offered to late third year and fourth year students.

*San Antonio Uniformed Services Health Education Consortium - Brooke Army Medical Center (SAUSHEC/BAMC)
Office of Medical Education
ATTN: MCHE-ED
3851 Rodger Brooke DR, Building 3600
Fort. Sam Houston, Texas 78234-6200
(800) 531-1114, ext. 63231
(210) 916-3231
FAX (210) 916-0690
EMAIL: usarmy.jbsa.medcom-bamc.list.saushec-clerkship@mail.mil
WEB ADDRESS: <http://www.bamc.amedd.army.mil/saushec/>

*Dwight D. Eisenhower Army Medical Center (EAMC)
Office of Graduate Medical Education
ATTN: MCHF-GME
Building 300, 11th Floor, Room 11c17
FORT Gordon, Georgia 30905-5650
(706) 787-1648
(800) 492-5055
FAX (706) 787-1745
EMAIL: andea.m.strand.civ@mail.mil
WEB ADDRESS: <http://www.ddeamc.amedd.army.mil/GME/>

*Madigan Army Medical Center (MAMC)
Office of Medical Education
ATTN: MCHJ-EDME

Room 8-95-2
Tacoma, Washington 98431-5009
(253) 968-1511/0354
(800) 544-3298 ext. 2
FAX (253) 968-5926
EMAIL: usarmy.jblm.medcom-mamc.mbx.gme@mail.mil
WEB ADDRESS: <http://www.mamc.amedd.army.mil/education/graduate-medical-education/default.aspx>

***Tripler Army Medical Center (TAMC)**

Office of Medical Education
ATTN: MCHK-HE-ME
1 Jarrett White Road (Room 9A010)
Tripler AMC, HI 96859-5000
(808) 433-6992
FAX (808) 433-1559
WEBADDRESS: http://www.tamc.amedd.army.mil/gme/clerkship/gme_index.htm
Students are asked to access the website and fill out the "Request for Approval of Clinical Clerkship Training" form. This is the online application that can be completed to request a rotation to save time.

***William Beaumont Army Medical Center (WBAMC)**

Office of Medical Education
ATTN: MCHM-GME
5005 N. Peidras ST., Room 8007 & 8008 & 8009
El Paso, Texas 79920-5001
(915) 742-3243/2521/2597
FAX (915) 569-2653
WEBADDRESS: <https://wbamc-intraweb.amed.ds.army.mil>

*** Walter Reed National Military Medical Center at Bethesda**

Please contact Ms. Shirley Gallmon at 301-295-4397 or shirley.gallmon@med.navy.mil.

*** Students must be late third-year or early fourth-year who has completed their core clinical rotations.**

FAMILY MEDICINE ONLY:

Womack Army Medical Center (WAMC)

Graduate Medical Education Office
4 North Room 425
ATTN: HESD-GME
Fort Bragg, NC 28310
(910) 907-7698
FAX (910) 907-8963
WEB ADDRESS:
<http://www.wamc.amedd.army.mil/SitePages/Home.aspx>

National Capital Consortium/Fort Belvoir Community Hospital

Department of Family Medicine
ATTN: MCXA-FHC-B
9501 Farrell Road, Suite GC11
Fort Belvoir, Virginia 22060-5901
(703) 805-0146/0045
FAX (703) 805-0436
WEBADDRESS: <http://www.fbch.capmed.mil/SitePages/Home.aspx>

Martin Army Community Hospital

Department of Family Medicine

ATTN: MCXB-FRT
7950 Martin Loop
Fort Benning, Georgia 31905-5637
(762) 408-1556/1946
FAX (706) 544-3234
WEB ADDRESS: <http://www.martin.amedd.army.mil/residency>

FAMILY MEDICINE AND EMERGENCY MEDICINE:

Darnall Army Community Hospital
Department of Emergency Medicine
ATTN: MCXI-DCS-GE
36000 Darnall Loop
Fort Hood, Texas 76544-4752
(254) 286- 7082 (Family Medicine)
(254) 288-7082/8303 (emergency medicine)
FAX (254) 286-7082 (GME Office)
EMAIL: usarmy.hood.medcom.crdamc.mbx.gme-coordinator-web@mail.mil

WEB ADDRESS: <http://www.crdamc.amedd.army.mil/med-ed/>

4-31. ADT OPPORTUNITIES – OPTOMETRY STUDENTS

The following hospitals accept students as indicated. Students must contact the Optometry Consultant in order to schedule an ADT at a military facility. Contact the Consultant via email at the below address. You must provide the: facility name and desired training dates. You will be notified via email of training date confirmation. Once you have received the confirmation training email, you must then request the ADT via the Medical Education website. School ADT requests do not require this coordination process. You may request a school ADT via the HPSP web site. Contact the Consultant as follows: COL Denis g. Descarreaux Tel: (703) 681-3152 e-mail: Denis.g.descarreaux.mil@mail.mil.

U.S. Army Dispensary
Fort Richardson, Anchorage, AK 99505-7320
(907) 384-1110
FAX (907) 384-0607
(fourth-year students)

Bassett Army Community Hospital
ATTN: OPT Clinic
Fort Wainwright, AK 99703
(907) 361-4000
FAX (907) 353- 4823
(fourth-year students)

Evans Army Community Hospital
Fort Carson, CO 80913-5000
(719) 526-7450/6564
FAX (719) 526-7853
(second/third/fourth-year students)

Winn Army Community Hospital
Fort Stewart, GA
(912) 435-6349/5434
(third & fourth year students)

Thomas Moore Health Clinic
Bldg 2245
58th Street 761st Tank Battalion Ave
Fort Hood, TX 76544
(254) 285-6305
(third & fourth year students)

Martin Army Community Hospital
Fort Benning, GA 31905- 5637
(762) 408-2655
FAX (706) 544-3234

Munson Army Health Center
Fort Leavenworth, KS 66027
(913) 684-6473/6477
FAX (913) 684-6476
(all students)

Blanchfield Army Community Hospital
Fort Campbell, KY 42223-1498
(270) 798-/8900
FAX (270) 798-8833

Ireland Army Community Hospital
Fort Knox, KY 40121
(502) 624-9581/9617
FAX (502) 624-0482
(fourth-year students)

General Leonard Wood Army Community Hospital
Fort Leonard Wood, MO 65473-8952
(573) 596-0513
FAX (573) 596-0524

Keller Army Community Hospital
United States Military Academy
West Point, NY 10996-1197
(845) 938-7715/2206
FAX (845) 938-938-5770
Web address: <http://www.kach.amedd.army.mil/index/index.html>
(all students)

Conner Troop Medical Clinic
Fort Drum, NY 13602
(315) 772-8407
FAX (315) 772-6788
(all students)

Womack Army Medical Center
Fort Bragg, NC 28310
(910) 907-7698/1882
FAX (910) 907-8963/DSN: 337

Reynolds Army Community Hospital
Fort Sill, OK 73503-6400

(580) 458-2296/2294
FAX (580) 458-3407
(all students)

Moncreif Army Hospital
ATTN: OPTOMETRY
Fort Jackson, SC 29207-5700
(803) 751-3004/3042
FAX (803) 751-0222
(all students)

Fort Belvoir Hospital
Fort Belvoir, VA 22060-5901
(703) 805-0045
Fax: (703) 805-0284/DSN: 655

Weed Us Army Community Hospital
Mary Walker Center Bldg 170 (Optometry)
Inner Loop Road
Fort. Irwin, CA 92310-5065
(760) 380-4874

Walter Reed National Medical Center at Bethesda
8901 Wisconsin Avenue Bethesda, MD 20889-5600
1-800-526-7101 (301) 295-4697
Web address: <http://www.wrnmmc.capmed.mil/SitePages/home.aspx>
(all students)

Dwight D. Eisenhower Army Medical Center
Fort Gordon, GA 30905-5650
(706) 787-4657/6528 (collect calls accepted)
FAX (706) 787-1745
800-492-5055

William Beaumont Army Medical Center
El Paso, TX 79920-5001
(915) 569-2521/2597 (collect calls accepted)
FAX (915) 569-2653
800-892-2819 ext. 42521
Web address: www.wbamc.amedd.army.mil/
(all students)

Brooke Army Medical Center
Fort Sam Houston, TX 78234-6200
(210) 916-3231/3038
FAX (210) 916-1084
800-531-1114 ext. 63038
Web address: www.gprmc.amedd.army.mil
(all students)

Madigan Army Medical Center
Tacoma, WA 98431-5009
(253) 968-0354
FAX (253) 968-5926
800-544-3298 ext. #2
Web address: www.mamc.amedd.army.mil

(fourth-year)

4-32. ADT OPPORTUNITIES – DENTAL STUDENTS

The below dental activities accept third and fourth year dental students. Students must contact the Dental Corps Academic Advisor in order to schedule an ADT at a military facility via email at the below address. You must provide the: facility name and desired training dates. You will be notified via email of training date confirmation. Once you have received the confirmation training email, you must then request the ADT via the Medical Education website. School ADT requests do not require this coordination process. You may request a school ADT via the Medical Education web site. Contact the point of contact (POC) to coordinate your ADT. The Academic Advisor is the point of contact and can be reached by Contacting: Ms. Roxanne Flores, 2250 Stanley Road, Suite 281, Fort Sam Houston, TX 78234, 210-221-8912, FAX: 210-221-8360, E-mail: roxanne.m.oneal.civ@mail.mil for the U.S. Army Dental Activities at:

Fort Benning, GA
Fort Campbell, KY
Fort Gordon, GA
Fort Bliss, TX
Fort Carson, CO
Fort Hood, TX
Fort Sam Houston, TX
Fort Sill, OK

U.S. Army DENTAC
Tripler Army Medical Center
Honolulu, HI 96859-5000

U.S. Army Dental Activity
Fort Bragg, NC 28310-5000
(910) 396-5610/2607
FAX (910) 396-7017

U.S. Army Dental Activity
1050 Mt. Belvedere Blvd
Fort Drum, NY 13602
(315) 772-5575

U.S. Army Dental Activity
Fort Lewis, WA 98431-
(253) 968-4035
FAX (253) 968-4037

U.S. Army Dental Activity
Walter Reed National Medical Center at Bethesda
8901 Wisconsin Avenue Bethesda, MD 20889-5600
1-800-526-7101 (301) 295-4611

4-32. ADT-OPPORTUNITIES-PSYCHOLOGY STUDENTS: The following hospitals will accept HPSP psychology students:

Tripler Army Medical Center
Honolulu, HI 86859
POC: MAJ Brian O'Leary
Email: brian.d.oleary@us.army.mil

Website- <http://www.tamc.amedd.army.mil/residency/mchk-ph/cprp.htm>

Madigan Healthcare System

Tacoma, WA 98431

POC: Dr. Ed Supplee

Email: Edwin.supplee@us.army.mil

Website- <http://www.mamc.amedd.army.mil/psychology/cpip/PIP-Home.cfm>

Brooke Army Medical Center

San Antonio, TX 78234

POC: CDR Richard Schobitz

Email: Richard.schobitz@amedd.army.mil

Website -<http://www.bamc.amedd.army.mil/staff/education/allied-health/behavioral-medicine/clinical-psychology-internship-program.asp>

Eisenhower Army Medical Center

Fort Gordon, GA 30905

POC: MAJ Derek Oliver

Email: Derek.c.oliver@us.army.mil

Website: <http://www.ddeamc.amedd.army.mil/GME/InterResPrograms/cpip/>

Walter Reed National Military Medical Center

Bethesda, MD 20889

POC: MAJ(P) John Yeaw

Email: john.david.yeaw.mil@health.mil

http://www.wrnmmc.capmed.mil/ResearchEducation/GME/SitePages/Psychology/Army%20Psychology.a_spx

4-33. ADT OPPORTUNITIES - VETERINARY MEDICINE STUDENTS

The below Veterinary Commands accept 2nd, 3rd and 4th-year students. Students must first contact the Veterinary Corps HPSP Academic Coordinator in order to schedule an ADT at a military facility via email at the below address. Second you must check with the listed duty sites for available dates to conduct the ADT period. You must provide the facility name and desired training dates to the academic coordinator. You will be notified via email of training date confirmation. Once you have received the confirmation email, you must then request the ADT via the Medical Education website at <http://www.mods.army.mil/MedicalEducation/>. School ADT requests do not require this coordination process. You may request a school ADT directly via the Medical Education web site. Additional ADT opportunities may be available within these commands on a case by case basis. Veterinary Corps HPSP Academic Coordinator, AMEDDC&S, Department of Veterinary Science, ATTN: MCCS HV, Bldg 2840, 2250 Stanley Road, Fort Sam Houston, TX 78234-6145; hpspvetin@amedd.army.mil; (210) 295-1027 Fax: 4949

JB Lewis-McChord, Washington
ATTN: MCVS-WPN
Joint Base Lewis McCord, WA 9784 McKinley Avenue
Tacoma, WA 98431-5000
(ph)253-968-6663/(fax)-1124

Hawaii
ATTN: PHCD-PAC
Fort Shafter, HI Building 934, Duck Rd.
Schofield Barracks, HI 96857
(ph) 808-655-9039

San Diego Branch, CA	<p>San Diego Branch, California ATTN: MCVS-WSC 937 N Harbor Dr, Bldg 3155 San Diego, CA 92132-0069</p>
Camp Pendleton Branch, CA	<p>Camp Pendleton Branch, California Bld 20846, Vandegrift Blvd Oceanside, CA 760-725-3439</p>
Fort Carson, CO	<p>Fort Carson, Colorado ATTN: MCVS-GPC 1661 O'Connell Blvd, Bldg 1012, Rm 333 Fort Carson, CO 80913-5108 (ph) 719-526-1218/2816</p>
Fort Leavenworth, KS	<p>Fort Leavenworth, Kansas ATTN: MCVS-GPN 833 McLellan Avenue Fort Leavenworth, KS 66027-1361</p>
Fort Riley, KS	<p>Fort Riley, Kansas 226 Custer Avenue Fort Riley, KS 66442 (ph)785-239-6081/(fax)-2906</p>
Fort Leonard Wood	<p>Fort Leonard Wood, Missouri 2399 Minnesota Ave Fort Leonard Wood, MO 65473 (ph) 573-596-</p>
Fort Hood, TX	<p>Fort Hood, Texas ATTN: MCHB-RS-H 4297, 80th & Engineer Drive Fort Hood, TX 76544 (ph)254-287-7606/(fax)-4676</p>
Fort Polk, LA	<p>Fort Polk, Louisiana USAMEDDAC, 1585 3rd Street Fort Polk, LA 71459 (ph) 337-531-2132 *Home of JRTC with the opportunity to consult on goat herd health protocols</p>
Joint Base San Antonio Fort Sam Houston, TX	<p>JBSA Fort Sam Houston ATTN: MCVS-GPT-F 2915 Schofield Road, Bldg 02635 (ph) 210-808-6101 * Equine and small animal</p>
Fort Sill, OK	<p>Fort Sill, Oklahoma 721 Macomb Rd (ph)580-442-3681/3602/(fax)-3114 *Equine, US Fish and Wildlife exotics, contact with local Indian Nations</p>

Fort Irwin, CA	<p>Fort Irwin, California Bldg. 977 Critter Pathway Fort Irwin, CA 760-380-3025 *Equine and small animal, to include emergencies</p>
Fort Knox, KY	<p>Fort Knox, Kentucky ATTN: MCVS-ATA 289 Ireland Avenue Bldg 1022, Suite 213 Fort Knox, KY 40121 PHCD-FK/Wright-Patterson 3892 Communication Blvd. WPAFB, OH 45433 Phone: (937) 257-0571 Fax: (937) 257-7106</p>
Wright-Patterson AFB (IN MODS, NEEDS TO BE ADDED TO HANDBOOK)	<p>Fort Campbell, Kentucky ATTN: MCVS-SEV 8th Street, Bldg 5289 Fort Campbell, KY 42223 (ph)270-798-4755/(fax)-4717</p>
Fort Campbell, KY	<p>Great Lakes Naval Station 305 A Street, Bldg 43H Great Lakes, IL 60088 (ph)847-688-5742 ext 80704</p>
Great Lakes Naval Station, IL	<p>Fort Drum, New York Fort Drum Veterinary Services 10735 Enduring Freedom Dr Fort Drum, NY 13602</p>
Fort Drum, NY	<p>Fort Belvoir, Virginia ATTN: MCVS-ATC-A 9325 Gunston Road Bldg 1466, S-208 Fort Belvoir, VA 22060-5441</p>
Fort Belvoir, VA	<p>Fort Detrick, MD USAMRIID, 1425 Porter Street Fort. Detrick, MD 21702-5011 *Lab Animal/Research focused</p>
US Army Medical Research Institute of Infectious Diseases	<p>Fort Rucker, Alabama ATTN: MCVS-SEC 9400 Dustoff Rd Fort Rucker, AL 36362-5333 (ph) 334-255-1144/9021/ (fax)-2404</p>
Fort Rucker, AL	<p>Fort Stewart, Georgia ATTN: MCVS-SEA 459 W Bultman Ave, Suite 100 Fort Stewart, GA 31314-4915 (ph) 912-767-5010/5011</p>
Fort Stewart, GA	<p>Jacksonville Branch Veterinary Services BLDG 537 Biscayne Rd. NAS Jacksonville, FL 32212-0110 904-542-2878</p>
Jacksonville Navel Air Station, FL	

904-542-3786

Fort Gordon, GA	Fort Gordon, Georgia N. Range Rd., Building S-500 Fort Gordon, GA 30905 (ph) 706-787-3815
Pensacola Naval Air Station, FL	Pensacola NAS, Florida NASP (Corry Station) VTF 765 6th Street, Bldg 535 Pensacola (Corry Station), FL 32511 (ph) 850-452- 6878/ (fax) -6844
Fort Benning, GA	Fort Benning, Georgia 6417 10th Mtn. Div. Rd., Bldg. 265 Fort Benning, GA 31905 (ph) 706-545-4444/(fax)-5439
Fort Bragg, NC	Fort Bragg, North Carolina Bldg 2-7703, Reilly Street Fort Bragg, NC 20310 (ph) 910-396-3103/8930/6852
Norfolk Naval Air Station, VA	NAS Norfolk, Virginia - Branch 1100 Tower Street, Bldg U-239 Norfolk, VA 23511 b Main Branch #: 757-953-0350
Fort Eustis, VA	Fort Eustis, Virginia ATTN: MCVS-ATS Building 580 Jefferson Ave. Fort Eustis, VA 23604
Joint Pathology Center	Joint Pathology Center (JPC) 2460 Linden Lane, Bldg 161 Forest Glen Annex Silver Spring, MD 20910 (301) 295-4819
DoD Military Working Dog Veterinary Service	DOD Military Working Dog Hospital 1219 Knight Street, Bldg 7602 Lackland AFB, TX 78236-5519 *orders must say "with duty and lodging at"
Navy Marine Mammal Program	Navy Marine Mammal Program SPAWARSYSCEN PAC Code 71510, 53560 Hull Street San Diego, CA 92152-5011
Walter Reed Army Institute of Research (WRAIR)	Walter Reed Army Institute of Research (WRAIR) Veterinary Services Program Building 511 503 Robert Grant Avenue Silver Spring, MD 20910-7500 (301) 319-9811

4-34. All telephone numbers were validated at the time of printing. Users should be aware that some of these numbers may have changed.