

PROCEDURAL GUIDANCE MESSAGE

Name and Grade of Action Officer Lt Col David Chiesa				Office Symbol RSOC		Series Number 707		Signature of Action Officer			Effective Date	
	To	Action	Initials/Date		To	Action	Initials/Date		To	Action	Initials/Date	
1	RSOC/ CCU	Coord	RSOC	5				9				
2	RSO/ CCU	Coord	RSO	6				10				
3	JA	Coord	JA	7				11				
4	RSOP A	X- MIT	_____	8				12				

FROM: HQ AFRS/RSO

SUBJECT: Medical Corps (MC) Health Professions Loan Repayment Program (HPLRP)

TO: All O/A Recruiting Personnel

1. The **MC** has 12 HPLRP accession allocations for FY 04 and the program is effective immediately for the AFSC listed below:

AFSC	1 year	2 year quotas
45SG Plastic Surgeon	0	4
45A Anesthesiology	0	3
44M Internal Med	0	5

- This is a **2-year** award to cover eligible loans up to \$27,998 each year. Money is paid directly to the loan institution after 28% federal tax. Participant is responsible for any state income tax liability.

2. Anyone who meets the AFSC and eligibility requirements, and met a recruiting board on or after 1 Oct 03 is eligible to apply for FY04 Accession HPLRP. **31 Mar 04** is the cut-off date for initiating an HPLRP package. This **must** be offered to any eligible applicant. All HPLRP correspondence **must** be entered in AFRISS.

3. If an applicant declines taking the HPLRP, it is **mandatory** for the applicant to sign the attached declination form. The declination form becomes part of the applicant's record.

4. HQ USAF/SG may consider additional allocations for the above listed AFSC.

5. HPLRP Eligibility For MC:

- Be fully qualified for appointment as a commissioned officer in the MC, or
- Be a graduate of an accredited Allopathic (MD) or Osteopathic (DO) school who is presently enrolled in their final year of an accredited Graduate Medical Education that leads to specialty board certification.

6. Service Obligation: Three years on Active Duty as described below:

- Participants of the HPLRP shall incur an active duty obligation (ADO) of two years. In addition to the HPLRP ADO, participants shall incur a minimum term of three years of service on active duty.

This minimum term will run concurrently with the HPLRP ADO. Since the HPLRP ADO is less than the minimum term of service (MTOS), the member will not be released from active duty until the MTOS has been served.

7. **HPLRP Qualifying loans:** Government and commercial loans for actual costs paid for tuition, reasonable educational expenses, and reasonable living expenses relating to the attainment of their degree.

8. If applicant is accessed and selected for HPLRP, payment of loans will not occur until successful completion of Commissioned Officer Training and applicant reports to their first duty station.

9. The documents required from the recruiter prior to applicant meeting a board are:

- Loan application (original plus one copy sent to HQ AFRS HPLRP program manager, and one copy to the participant),
- Lender Release Form,
- Loan Summary Sheet(s).

The application document, Lender Release Form, and Loan Summary Sheet(s) can be located on AFIT's web page, <http://ci.afit.edu/ciml/default.asp>, under the tab application. Then click on "accession application/enrollment documents". Next click on the "Accession ADHPLRP Application" tab at the bottom of the spreadsheet.

10. The attached HPLRP checklist must be followed and sent with the HPLRP application to HQ AFRS.

11. Post-board selection, only the HQ AFRS HPLRP program manager can authorize signing of the service agreement. **The applicant must sign the HPLRP service agreement on the commissioning date, but prior to execution of the oath of office.** Return original plus one copy to HQ AFRS HPLRP program manager, and one copy to the participant. The service agreement document can be located on AFIT's web page, <http://ci.afit.edu/ciml/default.asp>, under the tab application. Then click on "accession application/enrollment documents". Next click on the "Accession ADHPLRP Application" tab at the bottom of the spreadsheet.

12. Refer to Air Force Institute of Technology (AFIT) web page for detailed information. **Caution:** When viewing the AFIT web page, be sure to review only information for accession and the particular corps: <http://ci.afit.edu/ciml/default.asp>

13. RSOCM is the POC and can be reached at: DSN 487-4702, COMM (210) 652-4702.

FOR THE COMMANDER

//SIGNED//

GARY KIRK, Colonel, USAF
Chief, Operations Division

Attachments:

1. FY04 Accession Declination Statements
2. FY04 HPLRP Checklist