

PROCEDURAL GUIDANCE MESSAGE

Name and Grade of Action Officer CMSgt S. Lagudi				Office Symbol RSOC		Series Number 708		Signature of Action Officer			Effective Date 08 Jan 04	
	To	Action	Initials/Date		To	Action	Initials/Date		To	Action	Initials/Date	
1	RSOC/ CCU	Coord						9				
2	RSO/ CCU	Coord						10				
3	JA	Coord						11				
4	RSOPA	X-MIT						12				

FROM: HQ AFRS/RSO

SUBJECT: AFIT Registration Process for HPSP and FAP Recipients
For MC HPSP, this replaces Chap 7, section 7.9 in the FY 04 Program Announcement

TO: All O/A Recruiting Personnel

1. As it was briefed at the Recruiting Conference this summer in San Antonio, AFIT has deployed the new web enrollment system to register HPSP & FAP students. Please forward this to all HPSP & FAP recruiters. This was developed with the recruiter in mind. This will ultimately let the recruiter register an HPSP & FAP student any time day or night. This should help to minimize errors and miscommunication. **Telephone registration will not be accepted. Should you experience any problems with the site or would like to submit feedback on the process, please contact the AFIT HPSP office 1-800-543-3490, ext 3034.**

The URL for the recruiter registration site is: https://ci.afit.edu/cimj_recruit

2. **To begin**, you will have to create an account. You can create your own username and password for the account. The account creation page will only accept email addresses with @rs.af.mil

Once you have created your account, the screen will advance to a registration page.

The registration page is divided into four subsections: Personal Information, Program Information, COT Travel Information, and Registration Information

3. **Personal Information**

All fields in this section are required (with the exception of middle initial and cell phone number). The Social Security number must be entered with dashes. The current address field should reflect the address where the student is currently residing. The home of record field should reflect a permanent alternate address, if available (i.e., parents home).

Email is a key piece of information. Students will receive the HPSP/FAP Welcome Package and important scholarship verification documents from our office via email. **You will not be able to register a student if they do not have an email address.**

4. **Program Information**

All fields in this section are required (with the exception of possible school change). Please be sure to differentiate specifically between medical (MD) and Osteopathic (DO) programs. Possible schools changes must be annotated in this field if there is any possibility the student may be offered and accept a seat in another program.

5. COT Travel Information

This section is only required for Medical and Osteopathic scholarship recipients. (All other recipients will attend COT after graduation, prior to the first active duty assignment. For these students, the subsection for this information will disappear). COT must be attended the summer prior to school start. If this is not possible, a deferral must be requested. A deferral request requires the scheduled/anticipated school break dates for the following summer. A deferral from COT attendance must be approved by AFIT. Here is the information that you and your applicant will need to provide to AFIT concerning their travel arrangements to COT. **These questions will have to be answered:**

How will you be traveling to COT?

A) **Travel by commercial airline**: If you select this mode of travel the following restrictions apply. You will be provided a round trip ticket to fly to and from **either**:

- (1) From your medical school to Maxwell returning to medical school
- (2) From your home of record to Maxwell returning to home of record

B) **Travel by personal vehicle (driving)**: If you select this mode of travel, the following applies: As of the publication of this letter, you will be reimbursed for mileage at the rate of 34.5 cents per mile and any lodging along the way to the amount it would have cost the government if you had selected to fly. You will not include all of your fill-ups at the pump. The 34.5 cents per mile factors in the gas to drive.

An example of the fly vs. drive comparisons is provided in the following **example**: You attend Creighton University, Omaha, NE. (Actual dollar amounts may vary)

If you elect to fly, a ticket will be reserved for you. You have no out of pocket expenses and for example, the round trip government ticket fare from Omaha to Montgomery, Alabama and return is \$368.50. If the official mileage computation used by the government for this round trip is 900 miles, the total would be $.345 \times 900$ or \$310.50. You will be authorized only one day of travel, even if it takes you three days to get to Montgomery. Since the cost to drive was less than the air cost, you would be reimbursed the full amount. If the mileage were 1,200 miles, the cost would be \$414.00. Since it exceeds the airfare cost, you would be reimbursed only the \$368.50.

If you have special travel restrictions/schedules, you must coordinate those changes directly with the travel office and you will be responsible for any cost difference. Our office will coordinate the first travel request. If you are within 60 days of class start, our office will not alter orders in any way for the convenience of the traveler.

6. Registration Information for Recruiters

This field will automatically fill with the information you provided in your account creation. If any of the information in this field is incorrect, please update your account profile.

Once you've completed the student information, hit the save button at the bottom of the screen to submit the information to AFIT.

You will receive an email confirmation of your information submission that will include a tracking number and a request for faxed documents. Within 48 hours of receipt of the fax documents, you will receive a second email that includes an AFIT control number.

FOR THE COMMANDER

//Signed//

GARY W. KIRK, Colonel, USAF
Chief, Operations Division