

**ARMY ACTIVE DUTY HEALTH PROFESSIONS LOAN REPAYMENT PROGRAM ENROLLMENT
LETTER OF INTENT AND CHECKLIST**

(For use of this form see USAREC Reg 601-37)

NAME:	AREA OF CONCENTRATION:
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PRIOR SERVICE: YES <input type="checkbox"/> NO <input type="checkbox"/>	BOARD DATE:	BONUS: YES <input type="checkbox"/> NO <input type="checkbox"/>	PROJECTED OBLC END DATE:
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Section I - Letter of Intent (Applicant Verification of Suspense Dates for Payment)

- It is the responsibility of the applicant to ensure all the activities below are completed prior to payment of Army Active Duty Health Professions Loan Repayment Program (ADHPLRP).
- Within 6 months from completion of Basic Officer Leadership Course (BOLC), the selectee is required to have all ADHPLRP paperwork, as defined in the guidelines checklist completed and submitted to the Office of the Surgeon General (OTSG). Failure to meet the 6-month suspense will result in the loss of eligibility to receive Accession ADHPLRP.
- Applicant: I _____ (*full name*) understand, that I am responsible for ensuring all application requirements of Accession ADHPLRP are met. Failure to meet the suspense of the program guidelines will result in the loss of eligibility to receive Accession ADHPLRP.
- Applicant: I am required to make one copy of completed packet being sent to OTSG and to keep this packet on file for 5 years.
- Certified true copy of this form will be entered in Direct Commission and Accessions record prior to accession contract signature and issuance of recruiter credit by Health Service Directorate.

APPLICANT NAME:	APPLICANT SIGNATURE:	DATE:
RECRUITER NAME AND RSID:	RECRUITER SIGNATURE:	DATE:

Section II - Specific Guidelines Checklist

- It is the responsibility of the applicant to ensure all the activities below are completed prior to payment of Active Duty Health Professions Loan Repayment Program (ADHPLRP).
- Applicant: Sign ADHPLRP Letter of Intent with recruiter.
- Recruiter: Register applicant in Medical Education Web Site at:
<http://www.mods.army.mil/medicaleducation>. Select "Logon" option at the bottom left of the screen and request a logon identification as an ADHPLRP applicant.
- Applicant: Complete online applications in the Web Site, print off copies of OTSG Form 1091 (Loan Information and Verification Form). Applicant should immediately send one copy of Part A and B to their financial lender to confirm educational debt.
- Applicant: Once Basic Officer Leadership Course (BOLC) is complete, send the following Accession ADHPLRP documents to:
- ADHPLRP Program Manager, OTSG
 Medical Education Directorate
 DASG-PSZ-MB
 7700 Arlington BLVD
 Falls Church, VA 22042
- OTSG Form 1091 (Loan Information and Verification Form) complete with lender's signature.
 - OTSG Form 1094 (Authorization to Release Loan Information) which can be printed from the online application.
 - True and certified copy of current valid health care unrestricted state license and/or certification.
 - Copy of BOLC certificate and DA Form 1059 (Service School Academic Evaluation Report).
 - Once OTSG validates eligibility, applicant executes and returns two original versions of OTSG Form 1093 (Armed Forces Service Agreement - Retention Department of the Army Armed Forces Active Duty Health Professions Loan Repayment Program) initialed, signed, and dated to the Office of the Surgeon General (OTSG).
- Applicant: Within 6 months from completion of BOLC, the selectee is required to have all paperwork turned in to OTSG or they will not be considered to receive Accession ADHPLRP.
- Applicant: Any changes to OBLC dates, lender information, personal and military information is the responsibility of the applicant to keep updated in GME Website.
- Applicant: I understand that no loans will be totally repaid due to the tax liability. I further understand that Defense Finance and Accounting Service is required by law to withhold up to 28 percent Federal income tax withheld on all loan payments made on my behalf. Depending upon my home record, Defense Finance and Accounting Service may be required to withheld state and local taxes.
- Applicant: I understand that loan repayment consists of the principal loan balance and interest accrued on that principal at the time of program entry. No additional interest accrued on the loans will be repaid. Only load debt established and approved at the program entry will be eligible for repayment.
- Applicant: I understand that total length of ADHPLRP awarded to any participant may not exceed a period determined by dividing the original total value of qualified loans by the annual benefit, rounding up to the nearest whole number of years.

APPLICANT NAME:	APPLICANT SIGNATURE:	DATE:
RECRUITER NAME AND RSID:	RECRUITER SIGNATURE:	DATE: