



HPSP Medical Student Survival Guide

A Guide to the Finer Points of Making the Best of the Department of Defense
Health Professions Scholarship Program

2nd Edition, 2013

Disclaimer: This guide is written from the perspective of USAF HPSP participants. While information concerning the program is similar across all services, certain facts may pertain only to the program with respect to the USAF. Please verify all information listed in this handout with your HPSP recruiter or GME office.

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Introduction

First and foremost, congratulations on your decision to pursue a career in healthcare through the United States Armed Forces! The Health Professions Scholarship Program (HPSP) is designed to help fund your medical education in return for service as a healthcare provider within the armed services. You will no doubt enjoy the benefits associated with this scholarship during your time in medical school and be afforded opportunities to continue your training through residency at a number of military or civilian residency programs.

This guide is written to help provide you with an overview of how the HPSP program works. It includes definitions and a broad view of the program in a time-line format to help you prepare for the residency match, both military and civilian, during your fourth year of medical school.

As with all government programs, the HPSP scholarship process will change with each new year. This guide is intended to be a living document of sorts, being updated by those who find it helpful and passed on for future use to each new class of medical student HPSP participants. If you find errors, would like to update information or simply add to the existing document, please feel free to do so and help make this guide better with every year to come.

Definitions

- **ADT: Active Duty Tour**

- ADTs are one month long tours performed throughout your medical school career. These include basic training, summer medicine training programs, and fourth year away rotations within military healthcare installations. The number of tours you are authorized to perform depends on the number of years you are sponsored by the HPSP program. For example: If you received a four year scholarship, you are authorized and required to perform four ADTs during your time in medical school. If you received a three year scholarship, you are authorized and required to perform three ADTs.
- Active duty tours are authorized for a duration of 45 days. Rarely will your assignments, be it basic training or a fourth year away rotation, last for this duration. Regardless of how long your assignment lasts, you will be paid 45 days of active duty pay and earn leave during that time. You will not accrue leave from each ADT, but simply be paid for that leave at the end of each ADT, resulting in a leave balance of zero days.

- **ADT Deferments**

- Deferment is offered to students who wish to perform two ADTs within a single fiscal year. This can be used by students who have received either the three or four year scholarship. Students on the four year scholarship often use one ADT for officer training, use a second ADT for an additional training course (i.e. the School of Aerospace Medicine Course within the USAF), and have two remaining ADTs left to perform but cannot leave campus or perform away rotations during their third year. Students on the three year scholarship will use one ADT for officer training and will delay using the other two ADTs until the fourth year. In either scenario, you may simply apply for an ADT deferment. If granted, you will not be required to perform an ADT during your third year of medical school. You will simply perform two ADTs during your fourth year to meet the requirements of your HPSP contract. You must perform

one ADT per fiscal year unless you request and are granted ADT deferment. Because of the increasing experience and knowledge of HPSP ADT deferments, application for deferment is often not required, and the additional ADT is simply rolled forward for you to complete during the fourth year. However, this may differ and/or change, so you should verify with your respective GME office that they have granted you permission to defer an ADT.

- **Paper Tour**

- Paper tours are used during special circumstances in which you are required to perform an ADT per your HPSP contract, but cannot leave your academic institution to do so. In this situation, you will be put on active duty orders for a duration of 45 days to be served at your institution. During this time you will incur no extra duties or requirements and will simply attend classes, etc. as you would normally do.

- **Residency Classifications**

- **Active Duty:** Active duty residency programs are housed within the military network of healthcare installations. If selected for an active duty residency, you will receive full active duty pay at the rank of captain, receive full military benefits, and train within one of the military hospitals throughout the United States. With these programs you will incur no extra commitment, and will gain time in rank (not to be confused with time in service) towards pay raises and retirement. Time spent in an active duty residency does not count towards your HPSP payback commitment.
- **Civilian Deferred:** Civilian deferred residency selection means you are given the opportunity to pursue your residency at a civilian program of your choice. You will be paid standard resident salary by the program in which you are training and will not receive a military stipend or benefits of any kind. Once finished with your residency training, you will be required to return to active duty to fulfill your HPSP commitment unless approved to pursue a fellowship. You do not gain time in rank during completion of a civilian residency program.
- **Civilian Sponsored:** Civilian sponsored residency slots are considered a blend between active duty and civilian deferred. If selected for a sponsored slot, you will attend a civilian residency of your choice while receiving active duty pay and benefits. You will incur extra commitment time, in addition to that already owed from your HPSP scholarship, equal to the duration of your training program. For example, if you owe four years active duty time for your HPSP scholarship and then choose to accept a civilian sponsored residency for a duration of four years, you will have a commitment equal to eight years once finishing residency. Few residency training positions are civilian sponsored, but often times fellowship training positions will fall under this type of sponsorship.

- **Transitional/Preliminary Years**

- **Transitional Year:** A transitional year of residency consists of a year-long course in which you complete monthly rotations in each major specialty of medicine to include internal medicine, OB/GYN, surgery, etc. You often have the opportunity to select a certain number of your rotations, tailoring your intern year training to your interests.

- **Preliminary Year:** A preliminary year is a requirement of many specialties across the field of medicine such as emergency medicine, dermatology and radiology to name a few. These programs select residents out of medical school, but require them to complete their intern year in another field before starting their specialty training. Within the military training environment, your preliminary year may be completed in general surgery, internal medicine or by completing a transitional year internship. After this preliminary year is complete, you proceed to your specific specialty and begin your training there.
- Keep in mind that for extremely competitive specialties, there is a higher likelihood you may be granted a transitional or preliminary year first instead of a categorical position in your chosen specialty. For example, if you are attempting to match in a competitive surgical specialty but are not an extremely competitive candidate, you may be granted a transitional or prelim year (military or civilian, more on this later) first and be required to reapply for a categorical position in that surgical specialty the following year.
- **GMO: General Medical Officer**
 - In all branches of service, there are physicians who practice as generalists outside of their specialty in caring for specific groups of service members. These physicians may be individuals who recently completed their transitional/preliminary year, or specialists who simply want to take a break from their routine practice. These physicians care for specific groups of service members such as a squadron of pilots or for the crew of a ship. If these groups deploy, their GMO will deploy with them, traveling to whatever region of the world the group is assigned. If deployed while working as a staff physician in your specialty, you may act as GMOs during your time in theatre as well. Tours as a GMO (non-deployed) can be anywhere from one to four years in length.
- **JSGME: Joint Service Graduate Medical Education Selection Board**
 - This is a Selection Board made up of all the program directors from all active duty residency training programs in their respective specialties. This board will meet in late November/early December each year to discuss that year's candidates and collectively decide what they believe is the appropriate type of training program for each candidate.

What to Expect

Year One:

- **Officer Training (OCS—Officer Candidacy School, ODS—Officer Development School, COT—Commissioned Officer Training, OBC – Office Basic Course (for army))**
 - You will attend officer training the summer before beginning your first year of medical school or the summer between first and second year. In certain instances, basic training may be deferred to the summer before starting residency. This training will count towards completion of one ADT.
 - If you have completed your basic training the summer before entering medical school, you may attend a second training course during the summer between first and second year of medical school. For example, currently, the USAF is requiring HPSP students to attend SAM training (School of Aerospace Medicine) in San Antonio, TX. This course lasts approximately 2.5 weeks but will count towards completion of a second ADT.
 - Registration for the SAM class is done via the USAF AFIT website at <https://www.afit.edu/cip/>. Registration for this course should be completed during the spring semester of your first year of medical school. A June course and July course are offered and filled on a first-come, first-served basis.

- **Tips for Officer Training survival**
 - If possible, obtain a uniform and equipment checklist for your respective branch. Go to your nearest uniform facility (i.e. nearest base) at least 1-2 months prior to Officer Training and purchase all necessary uniforms, accessories, and equipment. Have your uniforms fitted and tailored prior to training. Uniform day during Officer Training is extremely chaotic, and you very well may end up with backward nametapes, pants that are too long/short, etc.
 - If possible, obtain your reserve military ID prior to Officer Training. Go to your nearest military ID office (i.e. nearest base) with a copy of your HPSP paperwork and/or Officer Training orders.
 - Break in uniform shoes prior to wearing them during training.
 - Know your minimum physical requirements necessary to pass and work toward this prior to training! If you are interested in excelling in all fields, know the requirements for being considered for the top award in your respective branch's training.
 - Females, take plenty of ponytail holders, hairpins, and hairspray. Men, take plenty of deodorant.
 - If you wear contacts, make sure you have a solid, plain pair of glasses to use, as some activities during Officer Training may prohibit contact use.
 - If possible, leave ALL nice jewelry at home. There are times when you may be required to take off wedding rings/bands, earrings, etc.
 - Bring some regular civilian clothes, as there will be opportunities to go out with your colleagues.
 - Bring any and all copies of any immunizations, medical or dental records to avoid having to get unnecessary shots/procedures.

- **Paperwork and administrative materials**

- Throughout the year, be sure to check your program's website regularly. Each service requires annual paperwork be completed by the participant in order to maintain your scholarship eligibility. Failure to complete this paperwork can result in a withholding of your benefits until all requirements are met. For the USAF, the current site can be found at <https://www.afit.edu/cip/>.
- Obtain a copy of your branch's approved residency training list of positions available for the upcoming year (JSGME Forecast Board). For the Air Force, the HPERB (Health Professions Education Requirements Board) posts this official list every year during the month of June and all AF HPSP students are notified of its posting. It includes all residency and fellowship specialties available, number of positions available, and location. It will also include the number of civilian deferred positions available. This list will not become entirely useful to you until the end of your 3rd year, but it is helpful to be able to look at the trends over the last few years of the number of positions in the medical specialty you choose.

- **Reimbursements**

- You will submit expense reports for reimbursement for books, equipment, insurance, and certain other costs incurred due to medical school requirements. Reimbursement forms are available through your program's website. For the USAF, this will be AFIT Form 31 available at <https://www.afit.edu/cip/>.
- **Book/equipment reimbursements:** Required books and equipment will vary among institutions. Only textbooks listed on the approved textbook list through your institution will be eligible for reimbursement; however, often these lists are drafted by your group of HPSP medical students. In any case, a signature from your Dean or other official personnel is required as approval of the book/equipment list. This list must be submitted with your expense report and receipts in order to gain reimbursement. Include any credit card charges as well as payment of credit card charges. Taxes and shipping expenses incurred are not reimbursed, so using an option like Amazon Prime (free two-day shipping), may help decrease shipping expenses throughout the course of the year. Certain types of books may not be reimbursed, such as the First Aid series for USMLE study use, but may be reimbursed for particular class or clerkship use (i.e. First Aid for OB/GYN Clerkship during this third year rotation).
- **Equipment:** Costs incurred for items such as stethoscopes/otoscopes/ophthalmoscopes will be reimbursed up to a pre-set limit dictated by your respective military branch and their program limitations. You should receive information from your branch regarding the maximum amount reimbursable per item. If you spend more than that amount, you will receive the maximum reimbursement and will be responsible for any further costs.
- **Health insurance:** Health insurance is required for all medical students. Check with your school's financial adviser for proper procedure relating to health insurance reimbursement, as often there are nuances pertaining to the health insurance enrollment process that may delay or prevent you from being reimbursed for healthcare related expenses. For example, you may be able to choose between the health insurance offered by your medical school or that from a

private insurer. With school insurance, your premiums may be added directly to your tuition and paid by your branch each semester, with no reimbursement forms required by you. On the other hand, school insurance may require you to pay upfront as part of your expenses outside of tuition and be reimbursed later. With a private insurer, you may be required to obtain an official letter each semester stating 1) that students are required to carry health insurance and 2) the current six month premium price (price per semester). In this case, you would submit an expense report with health insurance as a line item and include a copy of this letter as well as your insurance premium statement and proof of payment. Keep in mind that your branch will only reimburse you up to the amount that would be paid if you were covered by the school-offered insurance, and you will be responsible for any further costs.

- **Other expenses:** It is at the discretion of your respective branches to decide reimbursement for other expenses. This includes but is not limited to: USMLE exams; immunizations, such as influenza, which may be required for compliance through your institution; ERAS application fees (Electronic Residency Application Service, used for civilian match); etc. (As a side note, you may wait until you're on active duty orders (ADTs, training, etc.) to have certain immunizations or check-ups performed, as they will be covered by Tri-care). As a good rule of thumb, when in doubt, include items such as these on your reimbursement form even if you are unsure if they will be reimbursed.

Year Two:

- **Basic training**
 - This should be completed prior to entering medical school, between the first and second years of medical school, or scheduled for the summer after graduation
 - If you are a three year scholarship recipient, you should have one or two ADTs (basic training +/- summer medical program) complete at this time.
 - If you are a four year scholarship recipient, you should have two ADTs (basic training & other summer medical program) completed at this time. If not, you can apply for a paper tour to count as your ADT for this fiscal year.
- **Basic science, year 2:** Attend classes as scheduled, ensuring you check your program's website regularly for any requirements posted.
- **USMLE Step 1:** Complete this according to the requirements of your institution. This score will be required on the JSGME Application.
- **Approved residency positions:** Obtain a copy of your branch's approved residency training list of positions available for the upcoming year.
- **CV/resume:** Update your CV/resume to include all activities and positions held during the first two years of medical school.

Year Three:

- **Clinical clerkships**

- Attend clerkships as scheduled, ensuring you check your program's website regularly for any requirements posted.

- **ADT or ADT Deferment**

- If you are a four year scholarship recipient, you should now have two ADTs remaining to fulfill. As mentioned in the definitions section of this document, you must perform an ADT each fiscal year during which you are on the HPSP scholarship. However, as a student at many institutions, you are not allowed to do third-year clerkships at away locations, therefore you must apply for deferral of one ADT to the next fiscal year, or this deferral may be automatically scheduled for you. An ADT deferral application will be located on your program's website. Deferment of this ADT will allow you to perform two 4th year away rotations at active duty locations. Alternatively, if your institution does allow 3rd year away rotations or if part of a required rotation is allowed to be performed at a different site, you may elect to schedule an ADT at an active duty program during your 3rd year. Keep in mind this will only leave you one ADT for your 4th year.
- **Of note:** If you are not interested in pursuing two 4th year away rotations at active duty installations, you can apply to fulfill one ADT via a paper tour as a third year student attending your regular clerkships.

- **Scheduling 4th year rotations/ADTs**

- **For OB/GYN contacts to schedule 4th year rotation, see our 4th year rotation guide on the AFD JF website**
http://www.acog.org/About_ACOG/ACOG_Districts/Armed_Forces_District_Junior_Fello_ws
- Begin gathering information about active duty clerkships in your specialty of choice, available to 4th year medical students. Information such as which clerkships (i.e. medicine, surgery, etc.) are available at which installations as well as contact information for those clerkships will be available via your program's website.
- Ensure the program locations to which you are considering applying have both clerkships and a residency program available for students. Some smaller installations may allow students to rotate through but do not have an actual residency program to which you can apply.
- **Contacting programs: IT IS NEVER TOO EARLY TO START CONTACTING PROGRAM COORDINATORS REGARDING THESE 4th YEAR ELECTIVES.** Most military programs will begin accepting requests and applications for 4th year elective rotations starting in December or January of the 3rd year and continue indefinitely. Slots for 4th year students fill fast, especially those in competitive fields such as emergency medicine, etc. Keep in mind that military residency interviews must be completed by a particular date (usually toward the end of October) and the military match occurs in December. Thus, HPSP students typically must

perform their 4th year away rotations earlier than students applying for civilian match positions. See Year Four information for more details.

- **Rotation dates:** You do not have to match your away rotation dates with those preset by your institution, but doing so makes scheduling much easier for both you and institution. Typically the military programs are relatively flexible in scheduling, especially the earlier you make a request. Check with your institution as to any additional requirements necessary to complete for credit if your ADT dates will not match with your school's rotation dates.
- **Multiple ADTs:** Keep in mind that, while you may only complete 1-2 away rotations as ADTs, you may perform as many away rotations at active duty programs as your schedule allows. For example, you may decide to perform two away rotations as ADTs at two different active duty facilities. In addition, you may decide that you are interested in getting a better view of a third program before making your rank list. In this case, you can schedule a third away rotation at an active duty program, but you would NOT be considered active duty. Thus, you would pay for lodging, transportation, and meals out-of-pocket. On the upside, you would not be required to wear a uniform during this rotation, although you may consider doing this if you are able to interview at the facility during your rotation.
- **Military selection timeline:** Keep in mind that each military program meets for their resident selection in late October and the official JSGME selection process occurs in late November/early December of each year. That being said, performing your 4th year away rotations later in the fall (September-October) may provide some benefit as your knowledge and skill level, work ethic, and personality will be fresher upon the minds of the residents and staff with which you interacted.

Year Four:

- **USMLE Step 2**
 - Schedule, prepare for, and take USMLE Step 2 Clinical Knowledge before September (usually must complete this prior to mid-September). You are required to take the CK portion of step 2 in time to ensure your scores are available for the JSGME selection board. Your Step 2 CK score will be due to the JSGME board in late October. Step 2 CS must be successfully passed by graduation.
- **JSGME approved residency training positions**
 - Again, release of the JSGME Forecast Board will occur in late June/early July (see year one for more details). See attached example.
 - Use this document to fine-tune your 4th year away rotation selections if necessary.
- **Troubleshooting residency positions available vs. ADT positions available**
 - If you have a 4th year rotation scheduled at an installation that will not be offering residency positions in the specialty of your choice for the following year, it would be wise to try and reschedule that rotation with another location offering upcoming positions. If this is not possible, consider the following:

- Attend your scheduled rotation as planned even though no residency slots will be offered there the following year. You still may be able to get a letter of recommendation from staff members at that installation which could be very helpful when your application goes before the JSGME selection board.
 - Reschedule your away rotation in another specialty at a location which has your desired specialty/residency program. You may be able to still meet and work with residents/staff in that program even if not officially assigned to do so.
 - Cancel the rotation and apply for a paper tour to fulfill that ADT selection.
- If you find yourself changing your specialty interest during those last few months of 3rd year clerkships or even after 3rd year, do not panic. Often times, others have changed their minds similarly to you. Even if there are no 4th year rotations available for the particular specialty in which you are interested, you are able to apply for a different specialty rotation at a particular institution if you so choose, but interview with the program director and faculty/residents in the specialty you desire.
 - For example, you may decide in late April that you no longer want to do pediatrics, and instead are interested in pursuing a career in OB/GYN. In addition, your top choice for military residency in OB/GYN is site A because your spouse has good job opportunities in this area. However, when you contact the program coordinator at the military facility at which you're interested in rotating, he/she reports that they have already filled all of their available medical student spots for the dates you need. On the other hand, the pediatrics program coordinator at site A reports that a medical student spot is still available. In this case, you could choose to reserve a position for a rotation in pediatrics at site A (and possibly a related emphasis such as NICU) but interview with the residency training program to which you actually plan to apply.
 - If it is less important to you to interview with a program director in person, you may choose to replace this rotation with a paper tour instead (see Definitions).
- **JSGME Match vs. Civilian Match**
 - As described in the definitions portion of this document, there are three types of military-dictated residency selections available: active duty, civilian deferred, and civilian sponsored. If the forecast board results list both active duty and civilian (sponsored or deferred) training positions available, you will have the opportunity to specify your preference within your JSGME application.
 - **How do I interpret the Forecast Board in regards to my competitiveness?**
 - You have the opportunity to potentially attend residency in either an active duty or civilian setting. You will want to review the Forecast Boards of previous years if available, and compare this to the Forecast Board for the current year, expected to be posted in late June/early July. This will help you 1) determine if the number of active duty and/or civilian positions have remained consistent or changed and 2) decide your particular competitiveness for your specialty choice based upon the number of total positions available. For example, in a previous year, the Forecast Board results for the Air Force showed four active duty, two civilian sponsored, and seven civilian deferred positions available for orthopedic surgery residency training. Therefore there were 13 total slots available for new orthopedic surgery residents across the Air Force.

Assuming you are a competitive candidate for this specialty and will receive one of the 13 training slots, you need to maximize your potential for selection in both the active duty and civilian training environments. If you are only interested in one or the other, adjust your selection interests accordingly. Active duty residency training generally mirrors civilian residency training in terms of competitiveness.

- **Am I required to interview at all of the military facilities available in my specialty choice? What is the advantage/disadvantage?**
 - No, completing an in-person or even phone interview with all the program directors in your particular specialty is not required. However, it is generally in your best interest to at least phone interview with the program directors, even if you are ranking civilian deferred first. Interview and apply to all military residency positions in locations at which you would be willing to train. You may also choose to perform your one or two away rotations/ADTs at locations where these residency positions are located. If you cannot perform an away rotation at a location where residency slots are offered, consider traveling to this location for an interview. **You must interview in some capacity with at least one program director, even if your top choice is civilian deferred.** A phone interview with a program director is the perfect opportunity to make this known to the JSGMESB. If you do not make your interest (whether military or civilian) clear to the Selection Board, you may be disappointed by the outcome. Keep in mind that even with a competitive application and confidence in your first choice, there are multiple factors that play a role in residency selection, so you should always maximize your likelihood to be selected for your specialty choice, whether for active duty or civilian training.
- **Does the rank list for military residency training work the same way as civilian rank list through ERAS?**
 - In some ways, the ranking system for preferred residency training is similar between military and civilian. You will still rank the programs in which you are interested by order of interest. However, you may be required to rank all active duty training facilities as well as civilian deferred. Check with your respective branch's GME office for specific details. You may also make it clear to any or all programs that you are sincerely interested in training at their facility. However, keep in mind the key difference – your rank list is 100% transparent to all active duty program directors. This means that every program director in your specialty of choice will not only know your top-ranked facility, but also what order you ranked every other active duty program and civilian deferred. **THUS, IT IS NOT ADVISABLE TO COMMUNICATE TO MULTIPLE ACTIVE DUTY PROGRAMS THAT YOU ARE RANKING THEM FIRST.** This type of transparency is good in that it cuts down on strategic rank list planning. It does, however, create a delicate balance between top-ranking the program you desire and for which you believe you are competitive vs. top-ranking the program from which you feel you have the best odds of receiving a position.
- **Am I required to apply to civilian residency programs? What is the advantage/disadvantage?**
 - Due to fewer positions per specialty in the Air Force, HPSP students are required to rank civilian deferred on their JSGMESB Application if it is available as an option. Navy and Army HPSP students are not required to rank civilian deferred.

- In completing your JSGME application, you will be asked to specify your choice for either a transitional or preliminary year internship in the event you are not selected for a residency position in the specialty of your choice. Included in this choice will be civilian deferment for transitional/preliminary year training. If you know you will be required to complete a transition/prelim year for your specialty and/or you wish to complete your transitional/prelim year in a civilian program if not selected for the residency of your choice, you may select this option.
 - Important Note: Regardless of whether you are required to complete a transitional/prelim year or are not selected for the residency of your choice, you may be directed to complete your transitional/prelim year in a civilian training location if all military positions have been filled. This is a rare occurrence, but one in which applying through ERAS to at least your home school for a transitional/prelim year would be a very good idea. As mentioned previously, this application can be easily withdrawn if you are selected for an active duty position.

- **JSGME Application Timeline**

- **Summer of 4th year (or sooner):** Begin work on your CV/personal statement. You will need these documents for your JSGME application which will be due in late October as well as all interviews you complete while on away rotations. ERAS (civilian application system) opens in mid-September, so you may need to have your CV and personal statement completed and information ready to enter prior to the JSGMESB Application due date.
- **Prior to late September (check exact due date):** Complete your JSGME application, either by paper (AF), or through ERAS (Army, Navy). This application will usually be due in late September. Once submitted, you will be able to change your program location preferences through late October at which time your choices become final. The JSGME application is quite lengthy and complicated. Instructions for the entire application can be found on the JSGME website or with your GME personnel. Please read the application instructions and included timeline thoroughly as a great deal of information can be gained from them.
- **Summer of 4th year to October of 4th year:** Attend your scheduled away rotations and work hard! These clerkships will serve as your “audition interview” at each program you visit. Residents and staff are always watching and evaluating your attitude, your work ethic, your skill level, your professionalism and your interaction with other residents, staff and patients. Even if you realize you have no desire to attend the program at which you are currently rotating, remember all program directors talk with one another/compare notes at the JSGMESB meeting.
- **Mid-December of 4th year:** Await JSGME selection board results. You will either be required to withdraw your ERAS application if selected for an active duty position, or proceed with the rest of your classmates in the civilian match in applying for a civilian residency training position. Keep in mind that with many specialties, the civilian programs may be conducting interviews 1-3 months prior to the release of the JSGMESB results. **It is not advisable to cancel or decline multiple civilian interviews prior to selection board results.**

- **Tips for ADTs**

- Make sure your uniforms still fit prior to your ADT.
- Remember, for ADTs, you will pay for lodging and transportation upfront and be reimbursed. KEEP ALL RECEIPTS! Also, be sure to double check your charges and decline any and all additional or “optional” charges on rental cars. The military will not reimburse you for mistakes like this.
- Take multiple copies of your orders for each ADT. You may need a copy for verification when obtaining transportation (i.e. rental car), and you will definitely need a copy signed upon your arrival and departure from the rotation.
- Make sure you have your travel voucher and orders filled out correctly and signed by your clerkship coordinator PRIOR to departure to ensure timely submission of expenses and timely reimbursement.

- **Tips for Residency Application and Interview Success**

- If mailing important papers, always get delivery confirmation or certified mail receipt. The only difference is that a piece of mail that has been certified can be used as legal documentation of postage. This will be useful, especially for AF applicants, if and when you haven't heard from the GME office regarding a change or update to your application, and the hard deadline is quickly approaching. You do not want to have to overnight an additional copy of paperwork because you are unsure if the first copy was delivered or not.
- Have multiple people read and reread your personal statement and CV/resume.
- Pay attention to your civilian interviews closely if these occur prior to the JSGMESB results. The tendency, especially if you desire an active duty residency position, is to “write off” civilian residency interviews under the presumption that you will likely get an active duty position.

Further Information:

- For further information, contact your program specific GME coordinator via the JSGME website.
 - Air Force: <http://www.afms.af.mil/physicianeducationbranch/index.asp>
 - Navy: <http://www.med.navy.mil/sites/navmedmpte/gme/Pages/annualgmeupdate.aspx>
 - Army: <http://www.mods.army.mil/medicaleducation>
- Author contact information:
 - Josh Combs, USAF, MC, Staff Ob/Gyn, Misawa AB, Japan
Email: combs.joshuac@gmail.com
 - Taylor Hahn, USAF resident physician, Indiana University, Indianapolis, IN
Email: taylor.hahn7@gmail.com
Phone: (618) 322-7981