

APPLICATION & ENROLLMENT

Original signatures or initials (or CAC enabled digital signatures), as appropriate, must appear on all documents.

APPLICATION PHASE

The applicant completes the FY26 Retention Application online via the link listed on the Knowledge Exchange (<https://kx.health.mil/kj/kx8/ADHPLRP>) and uploads all required documents.

Properly completed application documents must be received by AFIT/CIM by 1 February for the 1st Board or by 1 August for the 2nd Board (or deadlines listed on Kx page), barring funds available. This is to allow AFIT/CIM time to assess loan eligibility, to set up prerequisite loan repayment documentation, and to determine the prospective award amounts.

Applications accepted 1-31 January for February board and 1-31 July for August Board. Late applications will not be accepted.

ADHPLRP Retention Application (all sections must be filled out & provide any supporting documents that relate to the application).

1. **Loan Details** Obtain document from your lending institution. This should show dates of disbursement and current balances. CONSOLIDATED loans MUST have supporting documentation to show the loans (dates and amounts of original disbursements) that went into the consolidation.
 - a. Note: Applicants must prioritize their lenders in the order they desire payment to be made (NOT the individual loan—we can't specify which loans to pay to, only which lender). This is accomplished by placing a number in front of each form that is completed for each separate lender for which repayment assistance is requested. For example, the lender with number 1 in front of it would indicate the lender to be paid first. The lender with the number 2 would be the lender next paid with the remaining funds and so forth until the maximum annual loan repayment amount (less taxes) has been reached.
2. **Squadron Commander's Review Form.** Recommendation should include the following statements with a choice-bar (Yes, No, N/A). *If member meets standards "Yes" is the appropriate selection.*
 - a. (1) Has a current passing fitness assessment
 - b. (2) Has completed COT/TFOT/OTS Date:[]
 - c. (3) Does NOT have a current UIF
 - d. (4) Does NOT have any current or pending administrative, punitive or discharge actions
 - e. (5) Has a current valid unrestricted license to practice
 - i. *If yes attach copy of license validation, National Practitioner Data Bank printout
 - f. (6) Understands that payments will not begin until after meeting aforementioned criteria, and receiving an email from ADHPLRP office (AFIT/ENEM) confirming payment has been authorized for disbursement to DFAS
 - g. (7) Acknowledges responsibility for making scheduled loan payments to the financial institutions listed on the application
 - h. (8) Understands that any training >20 weeks will result in the pause of the ADHPLRP ADSC payback. Once the training is completed the ADHPLRP ADSC will resume and

ADHPLRP CONTACT INFORMATION:

Address: AFIT/CIM 2950 Hobson Way Rm 302, Wright-Patterson AFB, OH 45433 7765

Phone: (937) 904-3015 **Email:** AFIT.CI.HPLRP@US.AF.MIL

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any additional training ADSC will be calculated appropriately.

- i. (9) Understands acceptance of any multi-year special pay/accesion bonus will increase the active duty service commitment (ADSC) and payback is consecutive
- j. (10) I have reviewed the unit personnel record and officer performance reports on this member and concur with the application. I (recommend, do not recommend, highly recommend) retaining this Airman.

3. **Transcripts:** Unofficial or official transcripts from all institutions attended.

- AFIT will create a file for each person for all application documents, will validate loan(s) for amount and loan eligibility and determine prospective award amount.
- AFIT will send to AFPC/DP2N a list of applicants and any other pertinent application material so that AFPC/DP2N can validate the Air Force Specialty Code (AFSC) of each applicant.
- AFPC will validate personnel eligibility based on criteria outlined by HQ AF/SG1. AFPC will accomplish the Retention Board.

ENROLLMENT PHASE

- AFPC will create a selection letter and a completed agreement with active duty obligation (ADO) information and send both the selection letter and completed agreement to the selected applicant. Applicant has 30 days from the date on the selection letter to ensure AFPC/DP2N and AFIT receives the signed agreement.
- AFPC will notify applicants still in specialty training to sign the agreement and return agreement to AFPC/DP2N.
- AFPC will also inform these applicants still in training that, upon completion of their training, they are to send separate and later correspondence to AFIT in the form of a letter from their Program Director stating they have successfully completed specialty training. AFIT will inform the applicant that payments will not start until they receive the Program Director's letter.
- Letter of certification from the Program Director is not required for pharmacy or other health care disciplines that do not have specialized training under a graduate professional education program.
- AFIT informs AFPC when AFIT receives the program director letters so AFPC can update the applicant's ADO in the personnel system.
- AFPC notifies those applicants that were not selected by the Board.
- Applicant signs the agreement and forwards agreement by the suspense date to AFPC/DP2N (Appropriate Corps Utilization Branch) AND AFIT at the following addresses:

BSC: afpc.dp2nw.workflow@us.af.mil

NC: afpc.dp2nn.workflow@us.af.mil

MSC: afpc.dp2nd.workflow@us.af.mil

Applicant must also CC'd the AFIT Org box AFIT.CI.HPLRP@US.AF.MIL when emailing their service agreements to AFPC.

Once received, AFPC reviews the agreement, signs the agreement as final authority on behalf of the United States of America, and updates the applicant's ADO in the personnel system. AFPC maintains the original agreement and forwards a copy to the HPLRP via encrypted email to AFIT.CI.HPLRP@US.AF.MIL.

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ADHPLRP FY26 RETENTION APPLICATION / ENROLLMENT REQUIREMENTS & PROCESSING GUIDE (Active Duty)



For those applicants still in training, AFPC will wait for AFIT to inform AFPC that the applicant has submitted a program director letter indicating successful completion of training.

AFIT/CIM verifies through MILPDS that the applicant remains on Active Duty. This is an annual verification for any multi-year ADHPLRP.

FINAL ENROLLMENT PHASE – LOAN PAYMENT

- Loan payments will be authorized for disbursement only after the member sends and AFIT/CIM receives those documents outlined above by suspense dates.
- Upon receiving the selection letter and service agreement, the member will *then* send the **Lender Authorization Form** to their lending institutions. The member is responsible for completing Section 1. The Lender completes Section 2.
- Payments are made in advance of completing the contract year on an annual basis to the lending institution.

In all instances, participants must prioritize or re-prioritize loans to be repaid. A notice of verification will be sent to the participant prior to the anniversary date in order to qualify them for subsequent loan repayments. The participant must verify and prioritize the loans for repayment and have their Commander submit another letter with attached documents above. The individual is responsible for ensuring the annual verification notice is received by the ADHPLRP Program Manager at HQ AFIT/CIM by the established suspense date. **NOTE: The AF cannot direct how an individual lender will post/apply the payment to the individual loans. The lender will apply the HPLRP award IAW the terms and conditions of the lender agreement.**

Continued loan repayment eligibility will be determined by AFIT/CIM's appropriate confirmation of the individual's active duty and licensure status, and evaluation of the loan structure through appropriate contact with personnel, financial and other agencies before authorizing loan repayment.

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