

HPLRP RETENTION APPLICATION CHECKLIST

1. HPLRP Application
 - a. All sections must be filled out.
2. Commander Review Form
 - a. Commander should select “YES” to all, if you meet requirements.
3. License Validation Form
 - a. Completed by Base Credentialling office
 - b. Not required for 43H, required for all other applicants.
4. NPDB Report Self-Query
 - a. <https://www.npdb.hrsa.gov/>
 - b. Not required for 43H, required for all other applicants.
5. Transcripts
 - a. From ALL schools attended.
 - b. Unofficial transcripts are accepted.
 - c. Must include school name, applicant name, degree awarded, date degree awarded.
6. Loan Details
 - a. Include all student loans, even if you don’t think they qualify for HPLRP. Both government and private loans are eligible.
 - b. Must include member name, lender name, disbursement date, original balance, current balance.
 - c. For government loans, you can download your loan details at <https://studentaid.gov/>.
 - i. This is a .txt file
 - d. For consolidated/refinanced loans: you must provide information for the original loans as well as the consolidation/refinance loan.
7. Career Data Brief
 - a. Accessed from vMPF
8. Send completed application and supporting documents to HPLRP
 - a. DODSafe
OR
 - b. AFIT.CI.HPLRP@US.AF.MIL AND CC JAMIE.WEBSTER.CTR@US.AF.MIL
 - i. Please encrypt your email for PII.

Application packages are accepted 1-31 January and 1-31 July for the respective February and August Boards.

Questions:
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