

Change 124
Manual of the Medical Department
U.S. Navy
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To: Holders of the Manual of the Medical Department

1. **This Change** Completely revises Chapter 12, Education and Training.
2. **Action**
 - a. Remove Chapter 12 and replace with the new Chapter.
 - b. Record this Change 124 in the Record of Page Changes.



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Chief, Bureau of
Medicine and Surgery

Chapter 12

Education and Training

Chapter 12

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Section I

General

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12-1 Background

(1) The authority and responsibility for the professional education and training of Medical Department military personnel are vested in the Bureau of Medicine and Surgery (BUMED) by Naval Military Personnel Manual (MILPERSMAN) article 1500-030.

(2) The fundamental policy of BUMED is to encourage and support education and training activities directed toward the acquisition, maintenance, and improvement of the qualifications and skill levels of all Navy Medical Department personnel.

12-2 Responsibilities

(1) By direction of the Chief of Naval Operations (CNO), the Naval Medical Education and Training Command (NMETC) was established, under the immediate direction of BUMED, and charged with the mission to implement policy and exercise control, administration, and management of health sciences education and training programs for the Department of the Navy; develop plans, objectives, priorities, organization, procedures, and standards to meet education and training requirements; establish, evaluate, and maintain optimal health sciences education and training programs that will ensure maximal responsiveness to the operational and professional needs of the service; and provide budgetary support for the training activities and programs of the Navy Medical Department.

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(2) In addition, NMETC has been identified as one of the Learning Centers for Excellence under the CNO-directed Revolution in Training. Navy Knowledge Online (NKO) (located at www.nko.navy.mil) will be used as the Navy portal for education and training, career development, and progression, and will host communities of practice for various professional and operational subspecialties as a means to facilitate the exchange of information, knowledge, and conduct training. Learning continuums along career pathways will be available for all officers and enlisted personnel based on a model that encompasses the following five vectors: professional development; personal development; leadership development; certifications/qualifications; and performance. Information on courses that include such aspects as course descriptions, convening schedules, and prerequisites are available on NKO.

(3) Active duty personnel shall ensure all formal training is properly documented within the appropriate database systems which will populate the individual electronic training jacket (ETJ) and the five vector models.

(4) The Health Professions Loan Repayment Program (HPLRP) is an accession and retention incentive program. The HPLRP is a means to assist eligible personnel in the repayment of qualified loans in exchange for an obligated period of active duty. Interested officers should contact their Corps Chief office at BUMED for further information.

12-3

Scope

(1) Medical Department education and training programs shall be organized to effectively support Navy, Marine Corps, and Medical Department missions.

(2) Medical Department education and training shall be conducted in support of validated human capital requirements for undergraduate, postgraduate, doctoral, and continuing education (CE) and functional training.

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Section II

Education and Training Program Information

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12-4

Medical Corps Programs

(1) *Basic Indoctrination*

(a) All newly appointed Medical Corps officers, except those who have received indoctrination training prior to reporting for active duty, will be ordered to Officer Indoctrination School (OIS) for basic indoctrination.

(b) The purpose of this course is to provide officers with a basic orientation to the Navy Medical Department, the role of the naval officer, and Navy regulations and administrative practices.

(2) *Graduate Medical Education (GME)*

(a) The Navy offers inservice training programs in several of its military treatment facilities (MTFs).

(b) A limited number of full-time outservice (FTOS) training positions in civilian institutions are sponsored by the Navy for those specialties and subspecialties for which no Navy or other military conducted program is available and for which there is a clearly defined Navy Medical Department requirement.

(c) All applications for training are to be submitted as outlined in current instructions or notices. Applications are reviewed annually at the Graduate Medical Education Selection Board (GMESB). The Board makes recommendations for GME selection to Chief, BUMED who has final approval authority.

(3) *Aerospace/Undersea Medicine*

(a) Aerospace medicine training is conducted at Naval Aerospace Medical Institute, Pensacola, FL. Aerospace medicine training includes a residency in aerospace medicine and flight surgeon training. Flight surgeon training is a 6-month course in which the first phase provides training and experience in special problem areas created by the environmental stress placed on aviators. The second phase consists of 6 weeks of ground school and basic flight training, up to and including solo flight.

(b) Courses of instruction for undersea medical officers, of approximately 6 months duration, are convened twice yearly at the Naval Undersea Medical Institute. The curriculum includes diving, submarine, and nuclear medicine.

(c) Unless the needs of the service otherwise dictate, the graduates in aerospace medicine or undersea medicine will serve in an operational duty assignment for a period of 2 years following completion of the course.

(d) All applications must be submitted as outlined in current instructions or notices (BUMED notice 1520).

(4) *Continuing Medical Education (CME)*

(a) With the rapid changes in the technology, administration, and delivery of health care, CME is important for the maintenance of professional competence and performance.

(b) Attendance at short courses, workshops, seminars, symposia, and professional meetings is a valuable means for all Navy Medical Department personnel to achieve professional growth and acquire new knowledge and skills.

(c) All Medical Corps officers are encouraged to participate in appropriate professional health-related CE experiences. To the extent that available funds will permit, it is desirable that all Medical Corps officers on active duty be authorized to attend at least one CE experience or professional conference per year on a temporary additional duty (TAD) basis. BUMED-funded activities have the responsibility to

program and budget funds to support these endeavors as much as possible. All other requests for funding should be submitted as outlined in BUMEDINST 4651.3 series.

(d) NMETC is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to sponsor naval CME activities for Category I credits toward the American Medical Association (AMA) Physician's Recognition Award. All requests for credit should follow the criteria outlined in current instructions or notices (BUMEDINST 1520.34 series).

(5) *Medical Corps Professional Certification Examinations*

(a) To promote and ensure quality medical care in the Navy, and contingent upon the availability of appropriated funds, qualified Medical Corps officers will be sponsored for participation in appropriate professional examinations for board-certification which may be required by BUMED to meet the needs of the Medical Department. Those examinations required to obtain State licensure will not be funded (e.g., USMLE and COMLEX).

(b) All requests for funding should be submitted as outlined in current instructions or notices (BUMEDINST 1500.18 series).

(c) Recertification examinations will normally be funded only for career officers whose specialties require recertification, and as outlined in current instructions or notices (BUMEDINST 1500.18 series).

12-5

Dental Corps Programs

(1) *Basic Indoctrination.* All newly appointed Dental Corps officers, except those who have received indoctrination training prior to reporting for active duty, will be ordered to OIS for basic indoctrination.

(2) Postgraduate Year 1 (PGY-1) Internships

(a) Applications for the General Practice Residency Program or the advanced education in general dentistry internships must be submitted to NMETC Dental Programs, before 1 November of the applicants' senior year of dental school. Dental students who are members of the Ensign 1925i Reserve Program must apply to NMETC through their chain of command.

(b) Early in their senior year, members of the Health Professions Scholarship Program (HPSP), Health Services Collegiate Program (HSCP), and 1925i Programs will automatically receive information about the PGY-1 programs from NMETC Dental Programs. Selection is made by the PGY-1 selection board subject to approval by the Chief, Navy Dental Corps and forwarded to the Commander, NMETC.

(3) Clinical and Residency Training Programs. Candidates are selected by the Dental Corps Advanced Dental Education Selection Board on a competitive basis determined by qualifications, demonstrated interest in a specialty or general dentistry as evidenced by clinical practice or participation in CE courses. All applications must be submitted as outlined in current instructions or notices (BUMED notice 1520).

(a) **Advanced Clinical Programs (ACPs).** ACPs in exodontia and general dentistry may be available to dental officers of the Regular Navy based on human capital requirements. ACPs are 12-month inservice academic and clinical training periods designed to improve the competency of the general dentist in the area of a single-specialty discipline or in general dentistry.

(b) **Naval Postgraduate Residency Training.** The Naval Postgraduate Dental School, Bethesda, MD, offers residency training in comprehensive dentistry, endodontics, oral medicine, oral pathology, periodontics, prosthodontics, maxillofacial prosthetics, and oral facial pain. Residency training in oral and maxillofacial surgery is conducted at various Navy teaching hospitals; and public health dentistry is conducted at the Uniformed Services University of the Health Sciences (USUHS) and the National Institute for Dental Research (NIDR).

(c) Residency Training in Civilian Universities

(1) Residency training programs in civilian universities are available in limited numbers to Naval dental officers, and are offered to satisfy part of the Navy's requirement for well-trained dental officers to practice, teach, and conduct research in the various disciplines of dentistry. Dental Corps officers may be sent to programs in a variety of specialties.

(2) The Navy will pay tuition and fees by separate fiscal year contracts approved for such training. Dental officers in civilian programs will be reimbursed for personal funds expended within the limits defined by NMETC.

(d) Continuing Education

(1) All Dental Corps officers are encouraged to participate in appropriate professional health-related CE experiences. To the extent that available appropriate funds will permit, it is desirable that all Dental Corps officers on active duty be authorized to attend at least one CE experience or professional conference per year on a temporary additional duty (TAD) basis. BUMED-funded activities have the responsibility to program and budget funds to support these endeavors. All other requests for external funding should be submitted as outlined in current instructions or notices (BUMEDINST 4651.3 series).

(2) Short postgraduate CE courses in Naval facilities. CE courses in various disciplines of dentistry are available to active duty dental officers and Naval Reserve officers on a space-available basis. The courses are designed and administered following the guidelines established by the American Dental Association (ADA) and are available at Naval facilities in, Bethesda, MD; Norfolk, VA; and San Diego, CA.

Note: See MANMED Chapter 6, Dental Corps, Section XVI, Article 6-125, Naval Residency Training, for specific additional information as well as prerequisites and application submission guidelines.

12-6**Medical Service
Corps Programs****(1) Basic Indoctrination**

(a) The qualification standards for appointment in the Medical Service Corps establish a presumption that each appointee is qualified to embark on a career in the corps and to perform the general duties required of a junior officer.

(b) Either before or immediately subsequent to commissioning, Medical Service Corps officers will be ordered to OIS for basic indoctrination. The purpose of this course is to provide officers with a basic orientation to the Navy Medical Department, the role of the naval officer, and Navy regulations and administrative practices.

(2) Ongoing Training

(a) Upon completion of the basic indoctrination course and assignment to a field or headquarters activity, continued instruction of Medical Service Corps officers becomes a command responsibility. Within each command, a senior Medical Service Corps officer will be designated to establish, coordinate, and maintain an organized training program for Medical Service Corps officers. That officer will instruct junior officers in their duties and responsibilities and will familiarize them with the mission, responsibility, and scope of the command. Organized instruction on pertinent military and Medical Department subjects is vital to the success of the program. The broadening of professional knowledge will enable the officers to better fulfill the requirements and responsibilities of higher grade.

(b) Experience acquired through an officer's dedicated performance of duty, coupled with progressive assignments involving greater responsibilities, is most significant to professional development. Concurrently, participation in part-time academic courses taken either by distance learning or in person during off-duty hours is encouraged. Courses offered by civilian educational institutions, when of service benefit, can in part be underwritten financially under

the terms of current Bureau of Naval Personnel (BUPERS) and BUMED instructions. Further, attendance at professional and scientific meetings, which are held in most locales, provides an effective means whereby an officer may keep abreast of advancements in personal specialty, and is strongly encouraged.

(c) Each officer has a major share in career management and planning. The primary responsibility concerning military character and professional competence similarly lies with the individual officer.

(3) Full-Time Training

(a) A formal training program for Medical Service Corps officers, encompassing full-time academic training in service and civilian institutions, is administered by BUMED. The general objectives are:

(1) To provide for the manning of every billet by an officer of appropriate qualifications in order that the maximum effectiveness of each position may be achieved.

(2) To satisfy the normal desire for self improvement.

(3) To advance the Navy's contribution to the fields in which Medical Service Corps officers serve.

(b) The following are general points of philosophy guiding the administration of the Medical Service Corps full-time training program:

(1) Each training assignment will be governed by a validated requirement and must result in demonstrable benefit to the service.

(2) In each training assignment, the qualifications of the individual to pursue the training and to apply the learning is essential.

(3) Each training assignment must be consistent with the individual's career pattern.

(4) Such resources as are available may be devoted to the training program, but not to the detriment of the continuing fulfillment of the corps' responsibilities in operational billets.

(5) So that maximum service benefit may be assured, the choice of instruction in which training is to be accomplished and decisions concerning curriculum content are the functions of BUMED; due regard is to be given to the wishes of the individual concerned.

(c) The current curricula available, eligibility requirements, and application procedures are set forth in current instructions or notices (BUMEDINST 1520.40 series).

(4) **Continuing Education.** A variety of CE opportunities are available to Medical Service Corps officers of the Regular Navy and Reserve officers on extended active duty. To the extent that available appropriated funds will permit, it is desirable that all Medical Service Corps officers on active duty be authorized to attend at least one CE short course or conference per year on a TAD basis. BUMED-funded activities have the responsibility to program and budget funds to support these endeavors. All requests for external funding should be submitted as outlined in current instructions or notices (BUMED-INST 4651.3 series).

(5) **Licensure and Certification.** Qualified Medical Service Corps officers will be sponsored for participation in appropriate professional examinations or certification which may be required by BUMED to meet the needs of the Medical Department. Those examinations considered to be a basic requirement for commissioning in the Medical Service Corps will not be funded. All requests for funding should be submitted as outlined in current instructions or notices (BUMEDINST 1500.18 series).

(6) **Part-Time Outservice Training.** The Navy Campus Office administers the Tuition Assistance Program for part-time course work.

12-7

Nurse Corps Programs

(1) **Basic Indoctrination**

(a) All newly appointed officers of the Nurse Corps (with the exception of those who access through the Naval Reserve Officers Training Corps (NROTC) Nurse Option Program) will be ordered to OIS for basic indoctrination.

(b) The purpose of this course is to provide officers with a basic orientation to the Navy Medical Department, the role of the naval officer, and Navy regulations and administrative practices.

(2) **Full-Time Duty Under Instruction (DUINS).** The DUINS Program provides tuition, in addition to pay and allowances, while officers attend school full-time as their primary duty.

(a) Selection for graduate and postgraduate training is highly competitive and occurs at formal boards convened annually by the Chief of Naval Personnel. Nurse Corps officers are selected and assigned to DUINS to develop the skills necessary to satisfy specific mission requirements.

(b) BUMEDINST 1520.27 series provides detailed information on application and selection criteria. The Director, Nurse Corps Programs, NMETC, provides specific counseling and coordinates educational requirements.

(3) **Continued Professional Development.** Since completion of a basic program of study in Nursing fulfills only the minimum requirements for professional practice, the Medical Department supports and encourages CE for Nurse Corps officers. While the responsibility for continuing one's education remains that of the individual officer, the following resources are available:

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(a) **Part-Time Outservice Courses.** The Navy Campus Office administers the Tuition Assistance Program for part-time course work.

(b) **Short Courses.** The Navy and the Navy Medical Department provides distance learning and residential courses as educational opportunities that provide leadership and professional training beyond entry-level preparation. In addition, attendance at short courses, institutes, seminars, workshops, conferences, and conventions conducted by other Federal services, universities, professional organizations, and civilian agencies is encouraged. Officers may apply for authorization or funded orders from their local commands or NMETC as outlined in current instructions or notices (BUMEDINST 4651.3 series).

(c) **Nursing CE.** The NMETC is accredited as an approval authority and as a provider of CE by the American Nurses Credentialing Center Commission on Accreditation. This program provides:

(1) A mechanism to provide CE credit for learning opportunities developed by Naval Medical Department activities.

(2) Maximum transferability and recognition of CE credits by State Boards of Nursing for license renewal.

(d) **Inservice Education.** Ongoing inservice education programs are conducted by local commands for all nursing service personnel to validate competence, to provide competency training, and to update knowledge of techniques, procedures, and policies. The needs identified by the staff or the institution will determine the courses included in these programs.

(e) **Accession Programs.** Include the Nurse Candidate Program (NCP) focused on 3rd and 4th year nursing students and a nurse accession bonus program aimed at licensed nurses for direct accession into the Navy Nurse Corps. The HPLRP is also available as an accession tool for recruiting Nurse Corps officers.

12-8

Medical Department Enlisted Programs

(1) **General.** BUMED is responsible for all training of Medical Department enlisted personnel except general military training which is under the cognizance of the Naval Education and Training Command (NETC). Training quotas are established annually and reviewed quarterly to ensure that billet revisions authorized by the CNO are properly reflected in the training plan. Training quotas represent the number of students required to staff authorized billets at 100 percent. Training consists of class "A" basic schools, formal training programs for technicians taught in class "C" schools, inservice training, part-time outservice training, and CE/professional update training (PUT).

(2) **Class "A" Basic Schools.** The mission of the class "A" basic school is to instruct and train Medical Department enlisted personnel in basic subjects and procedures necessary to qualify them for general duties normally required of enlisted personnel during their first enlistment in the naval service. Class "A" school is mandatory for all such personnel first reporting to active duty if comparable training has not previously been completed. This school, together with the subsequent inservice training they will receive, is designed to prepare all Medical Department enlisted personnel for advancement in rate through third class petty officer. Upon completion of a class "A" school appropriate entries shall be made in the individual's service record and a training certificate issued.

(3) **Formal Navy Training, Class "C" Schools.** Formal training courses for Medical Department enlisted personnel are listed in the NAVEDTRA 10500, Catalog of Navy Training Courses (CANTRAC), which provides data on the purpose, scope, prerequisites, location, and convening dates of the courses.

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(a) Requests for training should be submitted to the Commander, Naval Personnel Command (PERS-407C) using form NAVPERS 1306/7.

(b) Selection of candidates for training is a competitive process and includes a comprehensive review of each candidate's potential.

(c) Candidates should consider the career pathways for Medical Department personnel when applying for training. Personnel may also be assigned duty with the Fleet Marine Force and will be required to attend Field Medical Service School. Personnel earning a Navy Enlisted Classification (NEC) as a result of formal training will be designated in the Naval Manpower Information System automatically through the Corporate enterprise Training Activity Resource System (CeTARS) or by the Enlisted Community Manager (ECM) at NPC-4011, if indicated based on previous training and credentials, in accordance with NAVPERS 18068D, Section II, Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards. If selected for class "C" training, candidates are usually ordered to duty under instruction at the time of sea or shore rotation. Upon successful completion of technical training a Certificate of Completion/ Graduation will be issued and appropriate entries made in the service record and recorded in a service member's Electronic Training Jacket (ETJ) available through NKO.

(4) **Part-Time Outservice Training.** BUMED encourages Medical Department personnel to take advantage of part-time outservice training at accredited civilian institutions. The Navy Campus Office administers the Tuition Assistance Program for part-time course work. The command career counselor can be contacted for more information.

(5) **CE and PUT.** Medical Department personnel may be sponsored by their local command or, to the extent funding is available, the NMETC, to attend health related CE activities, conferences, and professional meetings.

(6) **Inservice Education.** Ongoing inservice education programs are conducted by local commands for medical personnel to provide competency training, and to update knowledge of techniques, procedures, and policies. The needs identified by the staff or the institution will determine the courses included in these programs.

(7) **Commissioning Programs.** Applications are accepted for Inservice Procurement Program (IPP) and the Medical Enlisted Commissioning Program (MECP). Boards are held annually and per guidelines in OPNAVINST 1420.1 series and BUMEDINST 1530.2 series.

12-9

Armed Forces Health Professions Scholarship Program

(1) **Authority and Purpose.** The Armed Forces Health Professions Scholarship Program (AFHPSP) was established through the enactment of the Uniformed Services Health Professions Revitalization Act of 1972 (Public Law 92-426) for the purpose of obtaining adequate numbers of commissioned officers on active duty who are qualified in the various health professions.

(2) **Scope.** The AFHPSP provides a participant with the following financial support:

(a) Full payment of tuition and required fees.

(b) Full reimbursement of expenses incurred in the purchase of required textbooks and equipment items.

(c) Payment of a monthly stipend for 10.5 months per year when not on active duty for training.

(d) Forty-five days annual active duty for training in pay grade 0-1 during each year of program participation.

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(3) Service Requirement

(a) The obligated service required for participation in the AFHPSP shall be as directed in DOD Directive 1215.14 (enclosed in SECNAVINST 1520.8 series). It shall, however, never be less than a minimum of 1 year of active service for each year of financial support.

(b) SECNAVINST 1520.8 series provides policy on release from the service requirement and procedures for entrance onto Active Duty.

(4) Eligibility Requirement

(a) A candidate must be enrolled in or accepted into an approved school of the health profession concerned, in the United States or Puerto Rico.

(b) A candidate must be a citizen of the United States.

(c) A candidate must meet the requirements of appointment as a commissioned officer.

(d) A candidate must meet the age requirements set forth in MILPERSMAN 1131-010. In certain cases, a waiver may be granted by the Commander, Navy Personnel Command.

(5) Responsibilities

(a) DOD Directive 1215.14 places the responsibility for the implementation of the Navy's portion of the AFHPSP upon the Secretary of the Navy.

(b) SECNAVINST 1520.8 series implements DOD Directive 1215.14 and places the responsibility for the administration and management of the AFHPSP (Navy) with BUMED.

12-10**Operational Medicine Programs**

(1) The Naval Operational Medicine Institute (NOMI) under NMETC acts as the central focus for coordinating the implementation of operational medicine training programs for officers and enlisted personnel of the Navy Medical Department. NOMI is charged with identifying requirements in operational medicine to include both primary and continuing education and training.

(2) A number of programs are designed to provide personnel who are anticipating operational tours of duty with the knowledge and skills necessary to perform effectively in the fleet and field environment. Other programs are developed to provide updated information and to facilitate the learning of new skills for personnel currently assigned to tours of duty in the operational arena. The majority of education and training programs incorporate actual practical experience requirements.

(3) All education and training programs are continuously evaluated and modified by consultants in various fields of operational medicine training. Consequently, programs are tailored to meet the specifically identified needs of the operational environment and to meet the requirement for providing medical training following the advances in military training and the overall mission of combat readiness.

(4) Specific course availability is promulgated by means of official directives.

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