



DEPARTMENT OF THE NAVY  
BUREAU OF MEDICINE AND SURGERY  
7700 ARLINGTON BOULEVARD  
FALLS CHURCH, VA 22042

Canc: May 2017  
IN REPLY REFER TO  
BUMEDNOTE 1520  
BUMED-M00C4  
12 May 2016

BUMED NOTICE 1520

From: Chief, Bureau of Medicine and Surgery  
To: All Medical Service Corps Personnel

Subj: DUTY UNDER INSTRUCTION PROGRAM FOR FULL-TIME OUTSERVICE/FULL-TIME INSERVICE DEGREE AND NON-DEGREE PROGRAMS FOR MEDICAL SERVICE CORPS FISCAL YEAR 2017

Ref: (a) MILPERSMAN 1301-902  
(b) OPNAVINST 1520.23C  
(c) DoD Instruction 6000.13 of 30 December 2015  
(d) DoD Instruction 1322.10 of 29 April 2008  
(e) CNO Washington DC 061710Z Aug 2007 (NAVADMIN 195/07)

Encl: (1) Medical Service Corps Fiscal Year 2017 Duty Under Instruction Opportunities  
(2) Sample Application Letter for Degree Training  
(3) Sample Application Letter for Non-Degree Training  
(4) Acronyms

1. Purpose. To announce the availability of training opportunities for Navy Medical Service Corps (MSC) officers in Fiscal Year (FY) 2017, provide information concerning application procedures per references (a) through (e) and enclosures (1) through (3), and set the application deadline of 15 June 2016. Enclosure (4) contains a list of acronyms.

2. Cancellation. BUMEDNOTE 1520 of 13 May 2015.

3. Scope. This notice applies to all MSC personnel.

4. Background

a. Full-time Duty Under Instruction (DUINS) for MSC officers provides the necessary preparation to meet critical education and training needs, thereby enabling the MSC to fulfill its mission and benefit the Navy and the individual by:

(1) Ensuring higher levels of professional knowledge.

(2) Providing incentives for recruitment and retention of personnel with ability, dedication, and capacity for growth.

(3) Recognizing educational aspiration of individuals through advanced degrees and certification programs.

b. MSC officers who participate in full-time DUINS receive full pay and allowances of their grade. The Navy Medical Department pays the tuition.

#### 5. Selection

a. Per reference (b), Commander, Navy Personnel Command convenes the MSC DUINS selection board annually. The FY 2017 DUINS Board will convene in September 2016 to select officers as primary and alternate candidates for participation in Full-Time Outservice (FTOS), Full-Time Inservice (FTIS), and Non-Degree Programs. Enclosure (1) provides a listing of available opportunities. Individuals may apply for more than one program.

b. The Bureau of Medicine and Surgery (BUMED) decides the number of officers to be selected for training after a review of current and projected inventory, end-strength needs, training billet availability, and accession projections from all sources.

c. Per reference (b), selections will be based on quality of application, command endorsement, academic capability, professional performance, promotion potential, physical readiness, and individual assignability to a subspecialty-coded billet for at least one utilization tour following DUINS.

#### 6. Active Duty Obligation (ADO)

a. Per reference (c), ADO for a degree program (master or doctoral degree), must be 3 years for the first year or any portion thereof, and 6 months for each additional 6 months or portion thereof.

b. Per reference (c), ADO for a non-degree program (fellowship or post-doctoral certificate program), must be 2 years for the first year or any portion thereof, and 6 months for each additional 6 months or portion thereof.

c. Obligated service for previous government sponsored/funded education programs will be served consecutively with any additional obligated service incurred from a DUINS selection.

d. Obligated service resulting from Navy-sponsored tuition assistance will be served concurrently with the obligated service incurred from assignment to DUINS.

e. All ADOs are prescribed by reference (c) for all health-related education, and reference (d) for non-health-related education. In the event of any conflict or ambiguity between this instruction and references (c) and (d), references (c) and (d) will be controlling.

#### 7. Additional Requirements

a. Officers selected for DUINS who fail to select for promotion will be dropped from the program. Officers already enrolled in DUINS who fail to select for promotion will be considered for continuation in the DUINS program on a case-by-case basis.

b. Misconduct or a conviction in a civilian or military court prior to commencing or during DUINS may result in immediate disenrollment from a training program and the student will be responsible for reimbursing the government for the cost of the tuition paid on their behalf.

c. Training must begin during FY 2017 (1 October 2016 through 30 September 2017). To be considered for a DUINS program, the applicant's projected rotation date must be within FY 2017 (no later than 30 September 2017).

d. Failure to remain within Navy physical readiness standards may result in disenrollment from a training program and the student will be responsible for reimbursing the government for all of the tuition paid on their behalf.

8. Application for Master or Doctoral Degree Programs (FTOS and FTIS)

a. To apply for FTOS and FTIS degree programs, the applicant must forward a package to the Commanding Officer, Navy Medicine Professional Development Center (NMPDC), Code 1WGPMSC, via the applicant's commanding officer and specialty leader. Enclosure (2) provides a sample DUINS application letter for degree training.

b. The application package must include the following:

(1) A letter of request with endorsement from their commanding officer and specialty leader. The forwarding endorsement must include an evaluation of the applicant's aptitude, initiative, and potential for completing the requested training. The commanding officer's endorsement must also include a statement certifying the applicant is within Body Composition Assessment (BCA) standards and has successfully passed the last Physical Readiness Test (PRT). Applications sent directly to NMPDC without endorsements will not be considered.

(2) A motivational statement (including an explanation of why the applicant is applying for training, their qualifications, the benefit to the Navy and Navy Medicine, and the applicant's anticipated payback tour).

(3) An acceptance letter from the educational institution. A provisional or conditional acceptance letter or statement from the institution indicating the applicant meets the minimum requirements for admission will suffice if the actual acceptance letter cannot be obtained from the college or university to meet the deadline. On-line programs are not acceptable. Accredited universities on probation are not acceptable.

(4) A resume of the applicant's professional and academic background with copies of transcripts for all completed formal college courses. Certified copies are not required.

(5) For FTOS requests, a copy of either the Graduate Management Admission Test (GMAT) or Graduate Record Examination (GRE) score is required. A minimum acceptable GMAT score is typically 500, a minimum acceptable combined verbal and quantitative GRE score is typically 300. Test scores must be within 5 years of the DUINS board convening date. FTIS test score requirements are outlined in subparagraphs 8d and 8e.

(6) A program description to include the title of the curriculum or course desired; a curriculum outline indicating educational emphasis and minor field if applicable; the name and address of the institution; the exact dates of program commencement and completion; and the estimated costs of tuition, registration fees, and textbooks for each term. (Note: Cost of textbooks is for record purposes only and is not a reimbursable expense for other than Army-Baylor first year students). The program duration calculation must include, as applicable, the residency requirement and the time required to complete an approved thesis or dissertation. FTOS requests must include a university program brochure.

(7) Copies of the applicant's last 5 years of fitness reports/evaluations or all fitness reports since commissioning, if less than 5 years, and Physical Readiness Information Management System (PRIMS) reports without social security number. Explain gaps greater than 90 days (e.g., extension letters, concurrent fitness reports, etc.).

(8) Three letters of recommendation.

(9) Copy of current Officer Summary Record (OSR) and Performance Summary Report (PSR).

(10) Other supportive documents (e.g., certificates, awards, etc.).

c. Army-Baylor Master of Health Administration (MHA) and Master of Business Administration (MBA) Programs

(1) Admission procedures can be found at: <http://www.baylor.edu/graduate/mha/>. Applicants must have a letter of acceptance or a conditional letter of acceptance from Army-Baylor stating the applicant meets minimum requirements for admission before the DUINS board convenes. To obtain a letter of acceptance, the applicant must forward an application for admission to: Program Administrator, Army-Baylor Graduate Program in Health and Business Administration, AMEDD Center and School (MCCS-HGE-HA), Room 1411, 3151 Scott Road, Building 2841, Fort Sam Houston, TX 78234.

(2) Applicant for admission must hold either a baccalaureate degree or the first professional degree from an accredited college or university acceptable to Baylor University and must have a minimum undergraduate cumulative grade point average (GPA) of 2.9. Both the GRE and the GMAT are accepted by Baylor University for admission. The minimum acceptable GRE revised score for the MHA program is 300, while the minimum GMAT score for the MHA program is 525. For joint MHA/MBA students, the minimum acceptable GRE revised score is 310 while the minimum GMAT score is 575. Waivers for either the GRE/GMAT exam score or undergraduate GPA will be considered on a case-by-case basis for both programs. Test scores must be within 5 years of the DUINS board convening date.

d. Uniformed Services University of the Health Sciences (USU) Programs

(1) Admission procedures can be found at: <http://www.usuhs.mil/> under the “Admissions Graduate Education” tab. An electronic online application, accessed from their Web site, is all that is needed to be submitted. It should be submitted with all required documents no later than 1 January for matriculation in the summer or fall of that year. However, official transcripts and letters of recommendation hard copies are additionally required. The official paper documents (transcripts, letters of recommendation, etc.) may not be photocopied, scanned and e-mailed, or faxed. USU Graduate Education Officer requests that these documents be mailed to the applicant from the universities and recommendation letter providers and then sent together, unopened in a sealed envelope, to the Graduate Education Office, Uniformed Services University of the Health Sciences, Room A1045, 4301 Jones Bridge Road, Bethesda, MD 20814-4799. FAX: (301) 295-6772, telephone (301) 295-9474.

(2) A copy of the GRE score is also required. A minimum acceptable combined verbal and quantitative GRE score is 300. Test scores must be within 2 years of the DUINS board convening date.

e. Incomplete applications will be returned to the member via the Specialty Leader and will not be forwarded to the DUINS board. The content of the DUINS application is the applicant’s responsibility, just as it is the applicant’s responsibility to ensure that their OSR and PSR are complete and up-to-date before the DUINS board convenes.

9. Application Procedures for Non-Degree Programs (Fellowships and Non-Degree Post-Doctoral Certification)

a. Non-Degree Programs fulfill unique requirements within the Navy Medical Department on an annual basis. Varying from year to year, they are intended to provide selectees “just-in-time,” “state-of-the-art” training to meet a specific need within Navy Medicine. They are usually 1 to 2 years in length and have a pre-determined follow-on tour identified.

b. To apply for non-degree programs, the applicant must forward a package to the Commanding Officer, Navy Medicine Professional Development Center, Code 1WGPMSC, via the applicant’s commanding officer and specialty leader. Enclosure (3) provides a sample DUINS application letter for non-degree training.

c. All non-degree program requests must include the following information:

(1) A letter of request with endorsement from the commanding officer and specialty leader. The forwarding endorsement must include an evaluation of the applicant’s aptitude, initiative, and potential for completing the non-degree program. The commanding officer’s endorsement must also include a statement certifying the applicant is within height and weight standards and has successfully passed the last PRT. Applications sent directly to NMPDC without endorsements will not be considered for DUINS. If the applicant’s specialty differs

from the specialty in which the non-degree program is being offered, the applicant will have two specialty leader recommendations; one from the applicant's specialty leader, and one from the specialty leader sponsoring the non-degree program. The applicant must forward the request in the following order: applicant's commanding officer, applicant's specialty leader, and the specialty leader sponsoring the non-degree program.

(2) Motivational statement (including an explanation of why the applicant is applying for the non-degree program, their qualifications, the benefit to the Navy and Navy Medicine, and the applicant's anticipated payback tour).

(3) A resume of the applicant's professional and academic background. Copies of academic transcripts are not necessary.

(4) The title of the fellowship or non-degree post-doctoral certification being requested. Applications for multiple fellowships are authorized, but must be forwarded as described above in paragraph 9c. For non-degree post-doctoral certification requests, include a university program brochure. On-line programs and accredited universities on probation are not acceptable.

(5) Copies of the applicant's last 5 years of fitness reports/evaluations or all fitness reports since commissioning, if less than 5 years, and PRIMS reports without social security number. Explain gaps greater than 90 days (e.g., extension letters, concurrent fitness reports, etc.).

(6) Three letters of recommendation.

(7) Copy of current OSR/PSR.

(8) Other supportive documents (e.g., certificates, awards, etc.).

d. Incomplete non-degree program applications will be returned to the member via the Specialty Leader and will not be forwarded to the DUINS board. The content of the application is the applicant's responsibility just as it is the applicant's responsibility to ensure that their OSR and PSR are complete and up-to-date before the DUINS board convenes.

10. Application Submission Deadline. Applications for degree and non-degree programs must be received by the applicant's specialty leader by 15 June 2016. Specialty leaders must forward all reviewed packages to Navy Medicine Professional Development Center, Code 1WGPMSC, 8955 Wood Road, Bethesda, MD 20889-5628 no later than 1 July 2016. Incomplete applications will not be considered by the DUINS board.

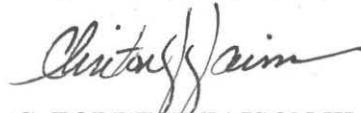
11. Naval Postgraduate School (NPS). NPS opportunities do not require the submission of an application, and will be handled via detailee action. The process for selection of candidates wanting to attend NPS will be handled via coordination with the Specialty Leader, the detailee, and the Corps Chiefs Office to ensure appropriate program management.

a. Admission procedures for NPS can be found at: <http://www.nps.edu/Academics/Admissions/Index.html>. NPS does not require a GRE or GMAT score. Candidates must have an academic profile code (APC) for the program for which they are applying. Applicants must forward all of their transcripts to NPS for review and assignment of an APC before requesting consideration for NPS selection. Mail transcripts to: Director of Admissions, Code 62, Naval Postgraduate School, 589 Dyer Road, Room 103C, Monterey, CA 93943. Before requesting an NPS program, the applicant should have some experience, if possible, within the specialty being requested, to allow for familiarization of program and specialty requirements.

b. Per reference (e), officers in educational programs at NPS, civilian programs associated with NPS, and Washington, DC interns will incur a maximum of a 3-year obligation after completion of education.

12. Records. Records created as a result of this instruction, regardless of media and format, must be managed per SECNAV M-5210.1 of January 2012.

13. Reports. The reports required in paragraphs 8b(7) and 8b(9), are exempt from reports control per SECNAV M-5214.1 of December 2005, part IV, paragraph 7p.



C. FORREST FAISON III

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**MEDICAL SERVICE CORPS**  
**FISCAL YEAR 2017 DUTY UNDER INSTRUCTION OPPORTUNITIES**

Degree Obligation: 3:1 plus 6 months for each additional 6 months or portion thereof (DoD Instruction 6000.13). 3-year maximum for Naval Postgraduate School (NPS) (NAVADMIN 195/07).

Non-Degree Obligation: 2:1 plus 6 months for each additional 6 months or portion thereof (DoD Instruction 6000.13).

Specialty		Programs					
		Ph.D. [Degree]	ADO	Masters [Degree]	ADO	Non-Degree	ADO
Health Care Admin [18 degree/non-degree total]							
Education and training Mgmt (3150)	1			1 FTOS MA in Education [18-24 months]	3 years		
Information Management (1803, 1865, 1887)	3					3 FTOS seats at University of San Diego, San Diego, CA for Health Care Informatics Program Graduate Certificate [12 months]*	2 years
Health Care Admin (1800)	7	1 FTOS Ph.D. Health Care Administration, Health Policy or Health Economics/Finance [3 years]	5 years	2 FTIS MHA/MBA Baylor [2 years]  2 FTIS MHA USU [2 years]	4 years  4 years	2 FTOS Fellowship - VA Integrated Service Network in Linthicum, MD [1 year] 2 FTOS Fellowship - Global Health Engagement at Defense Security Cooperation Agency [1 year] 2 FTIS Fellowship – Health Care Administration, one at Navy Medicine East and one at Navy Medicine West	2 years all
Manpower/Personnel (3130)	1					1 FTIS Fellowship at BUMED Manpower & Personnel (M1) [12 months]	2 years
Patient Administration (1801)	1					1 FTOS Fellowship VA (Washington, DC) Director's Training Fellowship [1 year]	2 years
Plans/Ops/Med Intelligence (1805)	5					1 Fellowship – Joint Staff/J4, Pentagon [1 year] 1 Fellowship – Chief of Naval Operations (N931), Pentagon [1 year] 1 Fellowship – Headquarters Marine Corps, Pentagon [1 year] 1 Fellowship – U.S. Fleet Forces Command, Norfolk, VA [1 year] 1 Fellowship – Navy Office of Global Health Engagement, Falls Church, VA [1 year]	2 years all

\* Specialties 1887 and 1865 will also be considered for the 1 FTOS Health Care Informatics Certificate.

**Alternate Option.** A maximum number of two qualified alternates may be selected for each training program if quota is met based on competitiveness with selected candidates and meeting fully qualified parameters.

**Program Numbers.** The selection board need not select the number/quota specified for each training program if there are insufficient fully qualified eligible officers. The total number of selections may not exceed 16. Individual training numbers/quotas may be altered within the maximum prescribed, if and to the extent of best fit to fill the programs available.

**MEDICAL SERVICE CORPS**  
**FISCAL YEAR 2017 DUTY UNDER INSTRUCTION OPPORTUNITIES (CONTINUED)**

Health Care Clinicians [16 degree/non-degree total]		Ph.D. [Degree]	ADO	Masters [Degree]	ADO	Non-Degree	ADO
Clinical Psychology (1840-43)	3					1 FTOS Fellowship in Operational Psychology at the Defense Intelligence Agency (DIA) [1 year] 1 FTOS Postdoctoral Fellowship in Child (Pediatric) Psychology - certificate awarded [1 year] 1 FTOS Postdoctoral Fellowship in Clinical Neuropsychology [2 years]	2 years
Occupational Therapy (1874)	1					1 FTOS Fellowships in Advance Orthopedics Hand/Upper Extremity Management and Rehabilitation at The Philadelphia Hand Center, King of Prussia, Pennsylvania [12 months]	2 years
Optometry (1880)	1					1 FTOS Fellowship Ocular Disease/TBI patients at a Veterans Hospital or College of Optometry [1 year]	2 years
Physical Therapy (1873)	1					1 FTIS Fellowships in Physical Therapy, Orthopedic Manual Physical Therapy - Military Baylor Post Professional Ortho Fellowship, San Antonio [18 months]	3 years
Physician Assistant (1893)	10					4 FTIS Fellowships Orthopaedic Surgery – Naval Medical Center Portsmouth VA [1 year] 4 FTIS Fellowships Emergency Med – Naval Medical Center San Diego, CA [18 months] 2 Fellowships in General Surgery at the Department of General Surgery NMCS [13 months]	3 years

**Alternate Option.** A maximum number of two qualified alternates may be selected for each training program if quota is met based on competitiveness with selected candidates and meeting fully qualified parameters.

**Program Numbers.** The selection board need not select the number/quota specified for each training program if there are insufficient fully qualified eligible officers. The total number of selections may not exceed 16. Individual training numbers/quotas may be altered within the maximum prescribed, if and to the extent of best fit to fill the programs available.

**MEDICAL SERVICE CORPS**  
**FISCAL YEAR 2017 DUTY UNDER INSTRUCTION OPPORTUNITIES (CONTINUED)**

Health Care Scientists [12 degree/non-degree total]		Ph.D. [Degree]	ADO	Masters [Degree]	ADO	Non-Degree	ADO
Aerospace Physiology (1836)	2			1 FTIS Masters in Public Health (Aerospace Physiology), USU. [1 year] 1 FTIS Masters in Human Performance Optimization (Military and Emergency Medicine), USU [2 years]	4 years		
Entomology (1850)	1	1 FTOS Ph.D. or DSc focus in Medical Entomology [3 years]	5 years				
Industrial Hygiene (1861)	3	1 FTIS Ph.D. in Environmental Health Science at USU [3 years]	5 years	2 FTIS MS/MPH in Occupational Health, Industrial Hygiene, Environmental Science or related science; or Master of Science in Public Health at USU [2 years]	4 years		
Medical Technology (1865)	2			2 FTOS Blood Bank Certifications and MS – WRAMC/GWU [approximately 2 years] *	4 years		
Radiation Health (1825/28)	3	1 FTOS Ph.D. in Health Physics or Medical Physics at an accredited university [3 years]	5 years	2 FTOS MS in Health or Medical Physics [2 years]	4 years		
CBRNE Community (1810, 1815, 1825, 1860, 1861)	1					1 Non-Degree Fellowship in Chemical, Biological, Radiological, and Nuclear Weapons Defense [1 year]	2 years

\*Applicants for the two FTOS Blood Bank Certifications and MS quotas already have an MS and only require a certification; the ADO will be reduced to 3 years.

**Alternate Option.** A maximum number of two qualified alternates may be selected for each training program if quota is met based on competitiveness with selected candidates and meeting fully qualified parameters.

**Program Numbers.** The selection board need not select the number/quota specified for each training program if there are insufficient fully qualified eligible officers. The total number of selections may not exceed 16. Individual training numbers/quotas may be altered within the maximum prescribed, if and to the extent of best fit fill.

MEDICAL SERVICE CORPS  
FISCAL YEAR 2017 DUTY UNDER INSTRUCTION OPPORTUNITIES (CONTINUED)

Naval Post Graduate School (NPS) [8 degree/non-degree total]		Ph.D. [Degree]	ADO	Masters [Degree]	ADO	Non-Degree	ADO
Financial Management (3110)	1			1 FTIS, MBA, NPS [18 months]	3 years		
Information Management (1803)	2			2 FTIS MS in Network Operations and Technology at NPS [21 months]	3 years		
Medical Logistics (3121 & 1802)	2			1 FTIS MBA with a concentration in Material Logistics Support Management - NPS [18 months]	3 years		
Manpower/Personnel (3130)	2			2 FTIS MS - NPS [21 months]	3 years		
Operation Research (3211)	1			1 FTIS MS - NPS [24 months]	3 years		
Pharmacy (1887-88)	1			1 FTIS Masters of Business Administration specialize in Materiel Logistics Support Management at NPS [18 months]	3 years		

BUMEDNOTE 1520  
12 May 2016

SAMPLE APPLICATION LETTER FOR DEGREE TRAINING

1520  
Date

From: LT Jaime J. James, MSC, USN  
To: Commanding Officer, Navy Medicine Professional Development Center, Code  
1WGPMSC, 8955 Wood Road, Bethesda, MD 20889-5628  
Via: (1) Applicant's Commanding Officer Endorsement  
(2) Applicant's Specialty Leader Endorsement  
(3) Specialty Leader sponsoring the fellowship (if specialty differs from applicants)  
Subj: REQUEST FOR FULL-TIME DUTY UNDER INSTRUCTION DEGREE TRAINING  
Ref: (a) DoD Instruction 1322.10 of 29 April 2008  
(b) DoD Instruction 6000.13 of 30 June 1997  
Encl: (1) Motivation Statement  
(2) Letter of acceptance or conditional acceptance acknowledging minimum admission requirements  
(3) Professional/Academic Resume  
(4) Transcripts (copy)  
(5) GMAT/GRE scores or APC verification (copy)  
(6) Program Description (FTOS include university brochure)  
(7) Fitness Reports/PRIMS data (last 5 years without social security numbers)  
(8) Three Letters of Recommendation  
(9) OSR/PSR (copy)  
(10) Other supportive documents (certificates, awards, etc.)

1. Per references (a) and (b), I request assignment to full-time duty under instruction (DUINS) in (name of program) leading to (type of degree) at (educational institution). This program will begin on (\_\_\_\_\_) and end on (\_\_\_\_). Enclosures (1) through (10) are provided in support of this request.

2. I am presently a member of the (health care administration, health care science, or health care clinical) section of the Navy Medical Service Corps (MSC). My current billet title is (e.g., fiscal officer, pharmacist, etc.). My duty telephone number is (DSN) \_\_\_\_\_ and (commercial) \_\_\_\_\_. My e-mail is \_\_\_\_\_ and fax number is \_\_\_\_\_.

3. I have completed \_\_\_\_\_ years of active military service, of which \_\_\_\_\_ years are active commissioned naval service. I reported to my present duty assignment on \_\_\_\_\_ and my projected rotation date is \_\_\_\_\_.

Enclosure (2)

Subj: REQUEST FOR FULL-TIME DUTY UNDER INSTRUCTION DEGREE TRAINING

4. I am currently serving \_\_\_\_\_ years obligated service for \_\_\_\_\_ (Health Profession Loan Repayment Program, Special Pay, Navy Health Services Collegiate Program, Health Professions Scholarship Program, Inservice Procurement Program, etc.).
5. I previously completed the following DUINS training: \_\_\_\_\_ (list degree or non-degree training) from \_\_\_\_\_(date) to \_\_\_\_\_ (date).
6. The educational emphasis of the requested program is: [describe in sufficient detail the program content, and for the Doctor of Philosophy (Ph.D.) candidate, the area of concentration].
7. The requested program will be conducted at (list the name and address of the training institution).
8. The estimated costs for the requested program, by term, are as follows (not applicable for Baylor or Naval Postgraduate School):

**Basis for Tuition (Resident or Nonresident)**

<u>Term/Semester</u>	<u>Inclusive Dates</u>	<u>Tuition/Itemized Fees (Specify)</u>
Fall	_____	_____
Winter	_____	_____
Spring	_____	_____
Summer	_____	_____
		Total: _____

9. This paragraph is for the optional use of the applicant to advise the DUINS Selection Board of any information that might not otherwise be available and to clarify any aspects of the application or the applicant's qualifications.
10. To the best of my knowledge and belief, approval of this request will enable me to complete the requirements for the (state the degree) within the allotted time.
11. I agree not to tender my resignation or request retirement while attending the training requested. I further agree to serve on active duty after completion of the DUINS period, regardless of whether or not a degree is awarded, for a period of 3 years for the first year or any portion thereof, and 6 months for each additional 6 months or any portion thereof per reference (a). For Naval Postgraduate School, I agree to serve on active duty for a period of 3 years total.

Subj: REQUEST FOR FULL-TIME DUTY UNDER INSTRUCTION DEGREE TRAINING

12. I understand that should I fail to select for promotion while attending DUINS, I can be removed from the program and re-assigned as deemed necessary by the MSC. I further understand I will incur a service obligation for my periods of residency training, where such residency is required for completion of a particular degree. I further understand the acceptance of my resignation, if submitted after completion of instruction and obligated service incident thereto, will be subject to the pleasure of the President of the United States following the terms of my commission.

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Full Signature

**(Unsigned or undated application will be returned)**

**PRIVACY ACT STATEMENT**

I understand the Privacy Act of 1974 (P.L. 93-579) as it applies to personal data records maintained on U.S. citizens. My signature acknowledges I am familiar with the statement contained herein and authorizes use of information provided for the purposes listed.

The authority to request this information is contained in 5 U.S.C. 301, Departmental Regulations. The principle purpose of the information is to enable you to make known your desire for the Navy Medicine Professional Development Center (NMPDC), Code 1WGPMSC to initiate and maintain a training file on your behalf. The information will be used to assist officials and employees of the Department of the Navy in determining your eligibility and for approving or disapproving the education authorization being requested. Completion of this application is mandatory; failure to provide required information may result in delay in response to or disapproval of your request.

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Date

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Full Signature

BUMEDNOTE 1520  
12 May 2016

SAMPLE APPLICATION LETTER FOR NON-DEGREE TRAINING

1520  
Date

From: LT Jaime J. James, MSC, USN  
To: Commanding Officer, Navy Medicine Professional Development Center, Code  
1WGPMSC, 8955 Wood Road, Bethesda, MD 20889-5628  
Via: (1) Applicant's Commanding Officer  
(2) Applicant's Specialty Leader  
(3) Specialty Leader sponsoring the fellowship (if specialty differs from applicants)

Subj: REQUEST FOR FULL-TIME DUTY UNDER INSTRUCTION FELLOWSHIP/  
NON-DEGREE CERTIFICATION TRAINING

Ref: (a) DoD Instruction 6000.13 of 30 June 1997

Encl: (1) Motivation Statement  
(2) Professional/Academic Resume  
(3) Title of Fellowship or Non-Degree Post-Doctoral Certification (include university brochure for non-degree certification)  
(4) Fitness Reports/PRIMS data (last 5 years without social security numbers)  
(5) Three Letters of Recommendation  
(6) OSR/PSR (Copy of front page)  
(7) Other supportive documents (certificates, awards, etc.)

1. Per reference (a), I request assignment to a full-time (name of fellowship or non-degree certification) at (location). This training will begin on (\_\_\_\_\_) and end on (\_\_\_\_). Enclosures (1) through (7) are provided in support of this request.

2. I am presently a member of the (health care administration, health care science, or health care clinical) section of the Navy Medical Service Corps (MSC). My current billet title is (e.g., fiscal officer, pharmacist, etc.). My duty telephone number is (DSN) \_\_\_\_\_ and (commercial) \_\_\_\_\_. My e-mail is \_\_\_\_\_ and fax number is \_\_\_\_\_.

3. I have completed \_\_\_\_\_ years of active military service of which \_\_\_\_\_ years are active commissioned naval service. I reported to my present duty assignment on \_\_\_\_\_ and my projected rotation date is \_\_\_\_\_.

4. I am currently serving \_\_\_\_\_ years obligated service for \_\_\_\_\_ (Health Professions Loan Repayment Program, Special Pay, Navy Health Services Collegiate Program, Health Professions Scholarship Program, Inservice Procurement Program, etc.).

5. I previously completed the following DUINS training: \_\_\_\_\_ (list degree or non-degree training) from \_\_\_\_\_ (date) to \_\_\_\_\_ (date).

Enclosure (3)

Subj: REQUEST FOR FULL-TIME DUTY UNDER INSTRUCTION FELLOWSHIP/  
NON-DEGREE CERTIFICATION TRAINING

6. This paragraph is for the optional use of the applicant to advise the selection board of any information that might not otherwise be available and to clarify any aspects of the application or the applicant's qualifications.
7. To the best of my knowledge and belief, approval of this request will enable me to complete the requirements for the training within the allotted time.
8. I agree not to tender my resignation or request retirement while attending the training requested. I further agree to serve on active duty after completion of the training for a period of 2 years for the first year or any portion thereof, and 6 months for each additional 6 months or any portion thereof per reference (a).
9. I understand that should I fail to select for promotion while attending this training, I can be removed from the program and re-assigned as deemed necessary by the MSC. I further understand the acceptance of my resignation, if submitted after completion of instruction and obligated service incident thereto, will be subject to the pleasure of the President of the United States following the terms of my commission.

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Full Signature

**(Unsigned or undated application will be returned)**

### **PRIVACY ACT STATEMENT**

I understand the Privacy Act of 1974 (P.L. 93-579) as it applies to personal data records maintained on U.S. citizens. My signature acknowledges I am familiar with the statement contained herein and authorizes use of information provided for the purposes listed.

The authority to request this information is contained in 5 U.S.C. 301, Departmental Regulations. The principle purpose of the information is to enable you to make known your desire for the Navy Medicine Professional Development Center (NMPDC), Code 1WGPMSC to initiate and maintain a training file on your behalf. The information will be used to assist officials and employees of the Department of the Navy in determining your eligibility and for approving or disapproving the education authorization being requested. Completion of this application is mandatory; failure to provide required information may result in delay in response to or disapproval of your request.

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Date

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Full Signature

ACRONYMS

ADO	Active Duty Obligation
APC	Academic Profile Code
BCA	Body Composition Assessment
BUMED	Bureau of Medicine and Surgery
DUINS	Duty Under Instruction
FTIS	Full-Time Inservice
FTOS	Full-Time Outservice
FY	Fiscal Year
GMAT	Graduate Management Admission Test
GPA	Grade Point Average
GRE	Graduate Record Examinations
MBA	Master of Business Administration
MHA	Master of Health Administration
MSC	Medical Service Corps
NMPDC	Navy Medicine Professional Development Center
NPS	Naval Postgraduate School
OSR	Officer Summary Record
Ph.D.	Doctor of Philosophy
PRIMS	Physical Readiness Information Management System
PRT	Physical Readiness Test
PSR	Performance Summary Report
USU	Uniformed Services University of the Health Sciences