BUMED NOTICE 1520

From: Chief, Bureau of Medicine and Surgery

Subj: FISCAL YEAR 2019 MEDICAL SERVICE CORPS OFFICER—DUTY UNDER INSTRUCTION DEGREE AND NON-DEGREE PROGRAMS

Ref: (a) OPNAVINST 1520.23C
(b) DoD Instruction 6000.13 of 30 December 2015
(c) DoD Instruction 1322.10 of 29 April 2008
(d) CNO WASHINGTON DC 061710Z Aug 07 (NAVADMIN 195/07)

Encl: (1) Medical Service Corps Fiscal Year 2019 Duty Under Instruction Opportunities
(2) Sample Application Letter for Degree Training
(3) Sample Application Letter for Non-Degree Training

1. Purpose. To announce the availability of training opportunities for Navy Medical Service Corps (MSC) officers in fiscal year (FY) 2019, provide information concerning application procedures per references (a) through (d) and enclosures (1) through (3), and set the application deadline of 15 June 2018 for submission.

2. Scope. This notice applies to all Navy MSC officers.

3. 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 the 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 Bureau of Medicine and Surgery (BUMED) pays the tuition.
4. **Selection**

   a. Per reference (a), Commander, Navy Personnel Command convenes the MSC DUINS selection board annually. The FY 2019 DUINS Board will convene in September 2018 to select officers as primary and alternate candidates for participation in Full-Time Out Service (FTOS), Full-Time In Service (FTIS), and Non-Degree Programs. Enclosure (1) provides a listing of available opportunities. Individuals may apply for more than one program.

   b. 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 (a), 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.

5. **Active Duty Obligation (ADO)**

   a. Per reference (b), ADO for a degree program (master or doctoral degree), is 3 years for the first year or any portion thereof, and 6 months for each additional 6 months or portion thereof. ADO for a non-degree program (fellowship or post-doctoral certificate program) is 2 years for the first year or any portion thereof and 6 months for each additional 6 months or portion thereof.

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

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

   d. In the event of any ambiguity or conflict between this notice and references (b) and (c), references (b) and (c) will be controlling.

   e. 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.

   f. Training must begin during FY 2019 (1 October 2018 through 30 September 2019). To be considered for a DUINS program, the applicant’s projected rotation date must be within FY 2019 (no later than 30 September 2019).
g. 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.

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

   a. To apply for FTOS and FTIS degree programs, the applicant must forward an application letter for degree training to the Commanding Officer, Navy Medicine Professional Development Center, 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) Letter of Request with Endorsements. A letter of request with endorsements from applicant’s commanding officer and specialty leader. The forwarding endorsements 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 successfully passed the last physical fitness assessment (PFA). Applications sent directly to Navy Medicine Professional Development Center without commanding officer’s endorsements will not be considered.

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

      (3) 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. Only fully accredited universities are acceptable. Online programs and accredited universities on probation are not acceptable.

      (4) Resume. 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) Graduate Management Admission Test (GMAT) or Graduate Record Examination (GRE). A copy of either the GMAT or 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 program start date, though requirements may vary by program.

      (6) Program Description and Brochure. 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) **Fitness Reports (FITREP).** Copies of the applicant’s last 5 years of FITREPs or evaluations (or all FTIREPs since commissioning if less than 5 years). Explain gaps greater than 90 days (e.g., extension letters, concurrent FITREPs, etc.). Ensure all reports submitted have the applicant and reporting seniors’ social security number (SSN) redacted.

(8) **Physical Readiness Information Management System (PRIMS) Report.** Applicants must submit the last 5 years of PRIMS reports. Ensure all reports submitted have the applicant’s SSN redacted.

(9) **Letters of Recommendation.** Applicants must submit three letters of recommendation.

(10) **Officer Summary Record (OSR) and Performance Summary Report (PSR).** Copy of most recent OSR and PSR with SSN redacted.

(11) **Additional Supporting Documentation.** Applicants may submit any additional supporting documentation (e.g., certificates, awards, etc.).

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

(1) Admission procedures and eligibility requirements can be found at [www.baylor.edu/graduate/mha](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. The point of contact for this program is Ms. Rene Pryor at rene.l.pryor.civ@mail.mil or (210) 221-6443.

(2) An applicant must have a minimum undergraduate cumulative grade point average (GPA) of 3.0. The minimum acceptable GRE score for the MHA program is 300, while the minimum GMAT score for the MHA program is 525. For joint MHA and MBA students, the minimum acceptable GRE score is 310 while the minimum GMAT score is 575.

d. Uniformed Services University of the Health Sciences (USUHS) programs:

(1) **MHA and Policy Program**

(a) Admission procedures can be found at: [www.usuhs.edu/mhap](http://www.usuhs.edu/mhap). An electronic online application, accessed from the USUHS Web site, should be submitted with all required
documents no later than 1 December for matriculation in the summer or fall of the following year. Applicants must have a letter of acceptance or a conditional letter of acceptance from USUHS stating the applicant meets minimum requirements for admission before the DUINS convenes. The point of contact for this program is CDR Erich Dietrich at erich.dietrich@usuhs.edu or (301) 295-1663.

(b) A minimum recommended combined verbal and quantitative GRE score is 300. Test scores must be within 2 years of the time of application.

(2) Master of Science in Public Health (Environmental and Occupational Health)

(a) Admission procedures and eligibility requirements can be found at www.usuhs.edu/graded/prospectivestudents. The point of contact for this program is LCDR Nicholas Schaal at nicholas.schaal@usuhs.edu or (301) 319-6988.

(b) Each applicant must have a baccalaureate degree program from an accredited academic institution before matriculation at USUHS, college transcripts submitted, a complete employment history, three letters of recommendation from faculty members under whom the applicant has studied, and the aptitude portion of the GRE, taken no more than 2 years before the time of application. 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.

7. Application Procedures for Non-Degree Programs (Director’s Training, Fellowships, and Non-Degree Post-Doctoral Certification)

a. Non-Degree Programs fulfill unique requirements within NAVMED 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 NAVMED. They are usually 1 to 2 years in length and have a predetermined follow-on tour identified.

b. To apply for non-degree programs, the applicant must forward an application letter for degree training 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) Letter of Request and Endorsements. A letter of request with endorsements from the commanding officer and specialty leader. The forwarding endorsements 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 successfully passed the last PFA. Applications sent directly to Navy Medicine Professional Development Center without both 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 then to the specialty leader sponsoring the non-degree program.

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

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

(4) Title of Fellowship or Certification Standards Being Requested. 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 in paragraph 7c of this notice. For non-degree post-doctoral certification requests, include a university program brochure. Online programs and accredited universities on probation are not acceptable.

(5) FITREPs. Copies of the applicant’s last 5 years of FITREPs or evaluations (or all FTIREPs since commissioning if less than 5 years). Explain gaps greater than 90 days (e.g., extension letters, concurrent FITREPs, etc.). Ensure all reports submitted have the applicant and reporting seniors’ SSN redacted.

(6) PRIMS Reports. Applicants must submit the last 5 years of PRIMS reports. Ensure all reports submitted have the applicant’s SSN redacted.


(8) OSR and PSR. Copy of most recent OSR and PSR with SSN redacted.

(9) Additional Supporting Documentation. Applicants may submit any additional supporting documentation (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.
8. **Application Submission Deadline.** Applications for degree and non-degree programs must be received by the applicant's specialty leader by 15 June 2018. Specialty leaders must forward all reviewed packages to Commanding Officer, Navy Medicine Professional Development Center, Code 1WGPMSC, 8955 Wood Road, Bethesda, MD 20889-5628 no later than 29 June 2018. Alternatively, packages may be scanned and e-mailed to usn.bethesda.navmedprodevctrmd.list.nmpdc-msc-duins@mail.mil. Incomplete applications will not be considered by the DUINS board.

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

   a. Admission procedures for NPS can be found at http://my.nps.edu/web/admissions/apply. NPS does not require a GRE or GMAT score. Candidates must submit an electronic application and forward transcripts to NPS for review and assignment of an Academic Profile Code for the program for which they are applying. Before requesting a NPS program, the applicant should have some experience, if possible, within the specialty being requested, to allow familiarization of the program and specialty requirement.

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

10. **Records Management.** Records created as a result of this notice, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

11. **Information Management Control.** The reports required in paragraph 6a, 6b, 7b, and 9a are exempt from reports control per Secretary of the Navy Manual 5214.1 of December 2002, part IV, paragraph 7p.

    C. FORREST PAISON III

Releasability and Distribution:
This notice is cleared for public release and is available electronically only via the Navy Medicine Web site: http://www.med.navy.mil/directives/Pages/BUMEDNotes.aspx.
## MEDICAL SERVICE CORPS

**FISCAL YEAR 2019 DUTY UNDER INSTRUCTION OPPORTUNITIES**

<table>
<thead>
<tr>
<th>Specialty</th>
<th>Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Health Care Administration</strong> [26 Degree and Non-Degree total]</td>
<td>[Doctor of Philosophy (PH.D.) [Degree]]</td>
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<td></td>
<td>ADO</td>
</tr>
<tr>
<td>Health Care Admin (1800)</td>
<td>6</td>
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<tr>
<td>Patient Administration (1801)</td>
<td>2</td>
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<tr>
<td>Medical Logistics (1802)</td>
<td>3</td>
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<tr>
<td>Information Management/Information Technology (1803)</td>
<td>3</td>
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<tr>
<td>Plans/Operations/Medical Intelligence (1805)</td>
<td>5</td>
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Enclosure (1)
# MEDICAL SERVICE CORPS
**FISCAL YEAR 2019 DUTY UNDER INSTRUCTION OPPORTUNITIES**

<table>
<thead>
<tr>
<th>Specialty (continued)</th>
<th>Programs</th>
<th>ADO</th>
<th>Masters [Degree]</th>
<th>ADO</th>
<th>Non-Degree</th>
<th>ADO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Management (3110)</td>
<td>2</td>
<td>1 FTIS MBA in Financial Management, NPS [18 months]</td>
<td>3 years</td>
<td>1 FTIS Resource Management Fellowship Naval Medical Center Portsmouth, VA [1 year]</td>
<td>2 years</td>
<td></td>
</tr>
<tr>
<td>Manpower/Personnel (3130)</td>
<td>4</td>
<td>3 FTIS Master’s Degree in Manpower Systems Analysis NPS [21 months]</td>
<td>3 years</td>
<td>2 years</td>
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</tr>
<tr>
<td>Operations Research (3211)</td>
<td>1</td>
<td>1 FTIS Master’s Degree in Operations Analysis NPS [27 months]</td>
<td>3 years</td>
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<tr>
<td><strong>Health Care Clinicians</strong> [21 Degree/Non-Degree total]</td>
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<tr>
<td>Clinical Psychology (1840-43)</td>
<td>4</td>
<td>1 FTOS Master of Science in Psychopharmacology Postdoctoral Fellowship, The Chicago School of Professional Psychology, Chicago, IL [2 years]</td>
<td>4 years</td>
<td>1 FTOS Fellowship Operational Psychology Naval Special Warfare Development Group and Defense Health Agency [1 year]</td>
<td>2 years</td>
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<td></td>
<td>1 FTOS Postdoctoral Fellowship in Pediatric Psychology – certificate [1 year]</td>
<td>2 years</td>
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<td></td>
<td>1 FTOS Postdoctoral Fellowship in Clinical Neuropsychology [2 years]</td>
<td>2 years</td>
<td></td>
</tr>
<tr>
<td>Physical Therapy (1873)</td>
<td>1</td>
<td>FTOS PhD in Rehabilitation Science, Sports Medicine, Public Health, Epidemiology, Physiology, Anatomy, or Neuroscience [3 years]</td>
<td>5 years</td>
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<tr>
<td>Occupational Therapy (1874)</td>
<td>2</td>
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<td></td>
<td>1 FTIS Fellowship Pediatric Occupational Therapy (EDIS and School-based) Naval Medical Center Camp Lejeune [1 year]</td>
<td>2 years</td>
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<td></td>
<td>1 FTOS Fellowship Advanced Orthopedics Hand/Upper Extremity Management and Rehabilitation Philadelphia Hand Center, King of Prussia, PA [1 year]</td>
<td>2 years</td>
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</tbody>
</table>

Enclosure (1)
## Medical Service Corps
### Fiscal Year 2019 Duty Under Instruction Opportunities

<table>
<thead>
<tr>
<th>Health Care Clinicians (continued)</th>
<th>Ph.D. [Degree]</th>
<th>ADO</th>
<th>Masters [Degree]</th>
<th>ADO</th>
<th>Non-Degree</th>
<th>ADO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Optometry (1880)</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>1 FTOS Fellowship Ocular Disease or Vision Rehabilitation at a Veteran’s Administration Hospital or Accredited College of Optometry [1 year]</td>
<td>2 years</td>
</tr>
<tr>
<td>Pharmacy (1887-88)</td>
<td>2</td>
<td></td>
<td>1 FTIS MBA Material Logistics Support Management NPS [18 months]</td>
<td>3 years</td>
<td>1 FTIS Fellowship Podiatric Reconstructive Foot &amp; Ankle Surgery, Palo Alto Medical Foundation, CA or University Hospitals, Cleveland, OH [1 year]</td>
<td>2 years</td>
</tr>
<tr>
<td>Podiatry (1892)</td>
<td>1</td>
<td></td>
<td>1 FTOS Masters in Healthcare Informatics [20 months]</td>
<td>4 years</td>
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<tr>
<td>Physician Assistant</td>
<td>10</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>4 FTIS Fellowships Orthopedic Surgery Naval Medical Center Portsmouth, VA [1 year]</td>
<td>2 years</td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>4 FTIS Fellowships Emergency Medicine Naval Medical Center San Diego, CA [18 months]</td>
<td>3 years</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>2 FTIS Fellowships General Surgery Baylor Department of Defense Level 1 Trauma Center Joint Base, Fort Sam Houston, TX [18 months]</td>
<td>3 years</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health Care Scientists</td>
<td>[11 Degree/Non-Degree total]</td>
<td>Ph.D. [Degree]</td>
<td>ADO</td>
<td>Masters [Degree]</td>
<td>ADO</td>
<td>Non-Degree</td>
</tr>
<tr>
<td>Microbiology (1815)</td>
<td>1</td>
<td></td>
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<td></td>
<td>1 FTIS Director’s Training Fellowship Biological Defense Naval Medical Research Center Frederick Fort Detrick, MD [1 year]</td>
<td>2 years</td>
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<tr>
<td>Radiation Health (1825)</td>
<td>3</td>
<td></td>
<td>2 FTOS Master of Science in Health or Medical Physics [2 years]</td>
<td>4 years</td>
<td>1 FTIS Fellowship Medical Imaging Physics Residency Naval Medical Center Portsmouth, VA [2 years]</td>
<td>3 years</td>
</tr>
</tbody>
</table>
**Health Care Scientists (continued)**

<table>
<thead>
<tr>
<th>Employment Classification</th>
<th>Degree</th>
<th>ADO</th>
<th>Degree</th>
<th>ADO</th>
<th>Non-Degree</th>
<th>ADO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entomology (1850)</td>
<td>1</td>
<td>5</td>
<td>FTOS PhD Entomology [3 years]</td>
<td>5 years</td>
<td>Non-Degree</td>
<td>ADO</td>
</tr>
<tr>
<td>Industrial Hygiene (1861)</td>
<td>2</td>
<td>5</td>
<td>FTOS PhD/ScD in Toxicology [3 years]</td>
<td>5 years</td>
<td>Non-Degree</td>
<td>ADO</td>
</tr>
<tr>
<td>Medical Technology (1865)</td>
<td>4</td>
<td>4</td>
<td>FTIS Master of Science in Health Sciences Immunohematology, Specialist in Blood Banking Walter Reed National Military Medical Center and George Washington University [2 years]</td>
<td>4 years</td>
<td>Non-Degree</td>
<td>ADO</td>
</tr>
</tbody>
</table>

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

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

Ref: (a) DoD Instruction 1322.10 of 29 April 2008
(b) DoD Instruction 6000.13 of 30 December 2015

Encl: (1) Motivational Statement
(2) Letter of acceptance or conditional acceptance acknowledging minimum admission requirements
(3) Professional and Academic Resume
(4) Transcripts (copy)
(5) GMAT, GRE scores, or Academic Profile Code verification (copy)
(6) Program Description (FTOS include university brochure)
(7) FITREP (copies of last 5 years with SSN redacted)
(8) PRIMS Report (last 5 years with SSN redacted)
(9) Letters of Recommendation
(10) OSR and PSR (with SSN redacted)
(11) Additional Supporting Documentation

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 (date) and end on (date). Enclosures (1) through (11) 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), (commercial), and my e-mail 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 (date) and my projected rotation date is (date). I am currently serving (years) of obligated service for (Health
Subject: REQUEST FOR FULL-TIME DUTY UNDER INSTRUCTION DEGREE TRAINING

Profession Loan Repayment Program, Special Pay, Navy Health Services Collegiate Program, Health Professions Scholarship Program, In-service Procurement Program, etc.). I previously completed the following DUINS training: (list degree or non-degree training) from (date) to (date).

5. The educational emphasis of the requested program is: [describe in sufficient detail the program content, and for the Doctor of Philosophy candidate, the area of concentration].

6. The requested program will be conducted at (list the name and address of the training institution).

7. 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)
   
<table>
<thead>
<tr>
<th>Term or Semester</th>
<th>Inclusive Dates</th>
<th>Tuition and Itemized Fees (specify)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td></td>
<td></td>
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<tr>
<td>Winter</td>
<td></td>
<td></td>
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<tr>
<td>Spring</td>
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<td>Summer</td>
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<tr>
<td>Total</td>
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8. 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.

9. 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.

10. 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

11. 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.

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 United States Code 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, Code 1WPGMSC 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.

Date Full Signature
SAMPLE APPLICATION LETTER FOR NON-DEGREE TRAINING

From: LT Jaime J. James, MSC, USN
To: Commanding Officer, Navy Medicine Professional Development Center, Code IWGPMSC, 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 FELLOWSHIP/NON-DEGREE CERTIFICATION TRAINING

Ref: (a) DoD Instruction 6000.13 of 30 December 2015

Encl: (1) Letter of Request with endorsement
(2) Motivational Statement
(3) Professional and Academic Resume
(4) Title of Fellowship or Non-Degree Post-Doctoral Certification (include university brochure for non-degree certification)
(5) FITREPs (copies of last 5 years with SSN redacted)
(6) PRIMS Report (last 5 years with SSN redacted)
(7) Letters of Recommendation
(8) OSR and PSR (with SSN redacted)
(9) Additional Supporting Documentation

1. Per reference (a), I request assignment to full-time (name of fellowship or non-degree certification) at (location). This training will begin on (date) and end on (date). Enclosures (1) through (9) 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), (commercial), and my e-mail 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 (date) and my projected rotation date is (date).

4. I am currently serving (years) of obligated service for (Health Profession Loan Repayment Program, Special Pay, Navy Health Services Collegiate Program, Health Professions Scholarship Program, In-service Procurement Program, etc.).

Enclosure (3)
Subj: REQUEST FOR FULL-TIME DUTY UNDER INSTRUCTION FELLOWSHIP/NON-DEGREE CERTIFICATION TRAINING

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

6. 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.

7. 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 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).

8. 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 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.

_______________________
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.

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_______________________  ______________________
Date       Full Signature

2     Enclosure (3)