



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
2300 E STREET NW
WASHINGTON DC 20372-5300

IN REPLY REFER TO
BUMEDINST 1131.2B
BUMED-13
7 Nov 2011

BUMED INSTRUCTION 1131.2B

From: Chief, Bureau of Medicine and Surgery

Subj: MEDICAL RECRUITING FACILITATOR PROGRAM

Encl: (1) Commands Requiring Medical Recruiting Facilitators
(2) Navy Medical Department Officer Interview Guide

1. Purpose. To define the responsibilities of the Medical Recruiting Facilitator (MRF) Program and to provide guidelines for assessing applicants' propensity for success as commissioned officers in the Medical Department.

2. Cancellation. BUMEDINST 1131.2A.

3. Scope. This instruction applies to all medical treatment facilities and their subordinate commands.

4. Background. The Commander, Navy Recruiting Command (COMNAVCRUITCOM) is responsible for recruiting all Medical Department officers for active duty and selected reserve (SELRES). To accomplish their mission, recruiters assigned by COMNAVCRUITCOM must have ready access to knowledgeable and authoritative local points of contact (POCs) within the Medical Department. The MRF Program provides this contact point. The facilities listed in enclosure (1) must furnish support to representatives of COMNAVCRUITCOM.

5. Responsibilities

a. Commanding officers of the facilities listed in enclosure (1) will:

(1) Appoint, in writing, a command representative to serve as liaison for the MRF Program.

(2) Provide the names of the MRF representatives bi-annually to COMNAVCRUITCOM (Code N34), or the local recruiting representative.

(3) Provide names of active duty and SELRES Medical Department officers to COMNAVCRUITCOM (Code N34), or the local recruiting representative, who project a professional image and are willing to assist in recruiting efforts. The following data should be provided:

(a) Name.

(b) Duty station.

(c) Credentials as appropriate (e.g., school graduated from, degrees held, licensure, specialty, etc.). This can be provided in curriculum vitae form, or in a brief biography. Details regarding life history are not relevant, only professional details need be included.

(d) Topics on which the individual is qualified to speak.

(e) If SELRES, hometown information (area of private business, work or home telephone number).

(f) If SELRES, Navy Operational Support Center for regular drills.

(g) Inform the MRFs of responsibilities outlined below.

b. The MRF will:

(1) Serve as the command's primary contact for assistance in the recruiting of Medical Department officers by COMNAVCRUITCOM. Assist in providing POCs and telephone numbers of other commands in the area. Provide this support within 10 working days of a request from COMNAVCRUITCOM.

(2) Provide orientation visits to Medical Department facilities by educators or professional centers of influence.

(3) Coordinate and closely monitor all recruiting activities while the applicants are in the military facility to ensure quick resolution of any problems. Encourage all staff to participate in group receptions or other social activities.

(4) Provide Bureau of Medicine and Surgery (BUMED) (BUMED-M1) with comments, suggestions, or recommendations for modification or improvement in the MRF Program, with a copy to COMNAVCRUITCOM (Code N34).

(5) When requested, coordinate visits that afford positive exposure to Navy Medicine.

(6) Work with the Patient Administration Department and arrange for physical exams, if required, for applicants during their visit to the treatment facility. The patient administration officer will submit physical examinations completed at a military facility to the Navy Recruiting District within 5 working days.

(7) Upon request, arrange for the professional interview of all applicants by a Medical Department officer of the same specialty as the applicant, if possible. The interview must adhere to the guidelines in enclosure (2) using NAVCRUIT 1131/5, Interviewer's Appraisal Sheet.

(8) Know who the local POCs are for Reserve medical activities (e.g., who is the current senior medical/surgical executive for the nearest operational health support unit), maintaining an updated listing of Reserve Component personnel who can assist in responding to Reserve specific questions or concerns.

c. COMNAVCRUITCOM and Recruiters will:

(1) Provide portions of the application packet and curriculum vitae if a visit requires the applicant to have a professional interview or physical examination.

(2) Forward requests for assistance to the facility 10 business days prior to desired visit to allow adequate planning to increase time allocation and reduce disruption of primary Medical Department functions. This 10 business day requirement may be waived by the facility on a case-by-case basis.

6. Form. NAVCRUIT 1131/5 (Rev 05-2011), Interviewer's Appraisal Sheet is available electronically from Naval Forms Online at: <https://navalforms.daps.dla.mil/web/public/home>.


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COMMANDS REQUIRING MEDICAL RECRUITING FACILITATORS

ACTIVITY	TELEPHONE
Walter Reed National Military Medical Center, Bethesda	(301) 295-2427 DSN: 295-2427
Naval Medical Center, Portsmouth	(757) 953-5000 DSN: 377-5000
Naval Medical Center, San Diego	(619) 532-6400 DSN: 522-6400
Naval Hospital, Beaufort	(843) 228-5600 DSN: 335-5600
Naval Hospital, Bremerton	(360) 475-4239 DSN: 494-4239
Naval Hospital, Camp Lejeune	(910) 451-3079 DSN: 751-3079
Naval Hospital, Camp Pendleton	(760) 725-1288 DSN: 365-1288
Naval Hospital, Jacksonville	(904) 542-7300 DSN: 942-7300
Naval Hospital, Lemoore	(559) 998-4481 DSN: 884-4481
Naval Hospital, Oak Harbor	(360) 257-9500 DSN: 820-9500
Naval Hospital, Pensacola	(850) 505-6601 DSN: 534-6601
Naval Hospital, Twentynine Palms	(760) 830-2190 DSN: 230-2190
Naval Hospital, Guam	99-011-671-344-9340 DSN: 315-344-9340
Naval Hospital, Naples	011-39-629-6000 DSN: 314-629-6000
Naval Hospital, Okinawa	011-81-611-743-7555 DSN: 315-643-7555
Naval Hospital, Rota	011-34-956-82-3305 DSN: 94-314-727-3305
Naval Hospital, Sigonella	001-39-095-56-2273 DSN: 314-624-2273
Naval Hospital, Yokosuka	011-81-46-816-7144 DSN: 315-243-7144
Naval Hospital, Guantanamo Bay	011-539-97-2360 DSN: 660-299-87-2360
1 st Dental Battalion, Naval Dental Center, Camp Pendleton	(760) 725-5102 DSN: 365-5102
2 nd Dental Battalion, Naval Dental Center, Camp Lejeune	(910) 451-2208 DSN: 751-2208
3 rd Dental Battalion, Naval Dental Center, Okinawa	011-81-611-745-3085 DSN: 315-645-3085

NAVY MEDICAL DEPARTMENT OFFICER INTERVIEW GUIDE

1. The interview is one of the most important items in the application for prospective Navy Medical Department officers. Usually, this interview provides the Professional Review Board (PRB) with the only direct, personal evaluation, useful in determining an applicant's professional qualifications.

2. NAVCRUIT 1131/5, Interviewer's Appraisal Sheet, must be used for the interview. Interviewers must use caution to ensure the numerical rating of the applicant is in agreement with the narrative statement in the evaluation. The interviewer is not limited by the adjectives indicated on the form. The concluding statement in the narrative must indicate clearly if the interviewer recommends the applicant for active or inactive appointment in the Medical Department, United States Navy.

3. During the applicant's interview and visit to the medical facility, staff officers must refrain from discussing topics which are better addressed by the recruiter, Bureau of Naval Personnel, or Bureau of Medicine and Surgery personnel. These topics include, but are not limited to: pay, entry grade, duty station availability, financial incentives, etc. Interviewer must include his or her duty station and telephone number on the NAVCRUIT 1131/5.

4. The following are important areas of consideration in interviewing a prospective health care provider:

a. Appearance and Poise. Does the applicant's appearance and poise reflect self-confidence and professional ability?

b. Communication. How does the applicant communicate orally? Is speech clear and comprehensible?

c. Compatibility and Suitability. How would this applicant fit into the Medical Department organization? How do you view the applicant as a prospective contemporary?

d. Current Competence for Direct Accession Applicants

(1) Medical Corps. The Medical Corps PRB requires information regarding volume and scope of practice in sufficient detail to allow for assessment of current competence. Describe applicant's recent experience in regard to complexity of illnesses treated, types of procedures used, and approximate number and types of major surgical procedures done in the past year. In addition, problems with privileges, license, or certification must be explained. Any hints of unethical conduct, substance abuse, or personality problems must be explored.

(2) Dental Corps. The Dental Corps PRB requires that applicants have a current, active license to practice dentistry in a State or territory of the United States, and evidence of current active practice of dentistry. Any problems with licensure, unethical conduct, substance abuse, or personality problems must be explored. Evidence of continuing dental education should be documented.

(3) Medical Service Corps

(a) Clinical Specialties. Review the scope of practice, education, and experience in sufficient detail including documentation of continuing education. Any problems with licensure or certification, unethical conduct, substance abuse, or personality problems must be explored.

(b) Nonclinical Specialties. Explore applicant's perception of the role and responsibilities of a Medical Service Corps officer and describe applicant's potential to successfully perform in the specialty being considered. Other areas of comment, if appropriate, include motivation for career change, personal and professional conduct, and performance history.

(4) Nurse Corps. How does the applicant's employment history compare with that of other Navy Nurse Corps officers? What types of positions has the applicant held and in what kinds of settings? Has the applicant been employed on a full-time basis since graduation from nursing school?

e. Motivation. Why does the applicant want to join the Navy Medical Department? What does the applicant expect to gain by association with the Navy? What does applicant expect to contribute? What are the applicant's short- and long-range goals? (While career orientation is important, the main concern is the first tour.)

f. Potential for Effective Naval Service. Would you wish to have this applicant assigned to your Service or to your command? Does the applicant understand the potential obligations of operational deployment and hospital staff duties, including shift rotation, call schedules, and emergency room coverage, if applicable? What are the applicant's stated responses to incurring these responsibilities?