



**DEPARTMENT OF THE NAVY**

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

IN REPLY REFER TO

**BUMEDINST 1500.19B**  
**NAVMED MPT&E**  
**6 Aug 2007**

**BUMED INSTRUCTION 1500.19B**

**From:** Chief, Bureau of Medicine and Surgery  
**To:** Ships and Stations Having Medical Department Personnel  
**Subj:** NAVAL MEDICAL CORPS INTEGRAL PARTS OF TRAINING  
**Ref:** (a) BUMEDINST 5050.6  
(b) Title 10, U.S.C. 1089 (NOTAL)  
(c) MILPERSMAN 1320-010 and 1320-080  
(d) Joint Travel Federal Regulations (JTFR), Vol. I  
(e) BUMEDINST 7050.3A

1. **Purpose.** To establish management responsibilities and procedures for administering Navy Medical Corps integral parts of training (IPOT) for full-time inservice (FTIS), other federal institution (OFI), and full-time outservice (FTOS) graduate medical education (GME) program trainees.

2. **Cancellation.** BUMEDINST 1500.19A.

3. **Definition.** An IPOT is a course or affiliated period of training required to supplement experiences in a fellowship, residency, or other GME training program to meet the requirements for program completion or accreditation set by the Accreditation Council for Graduate Medical Education or the American Osteopathic Association. Attendance at periodic or annual meetings or scientific, technical, or professional conferences, for the purpose of continuing medical education, is within the purview of reference (a).

4. **Background.** Temporary additional duty or authorization orders to participate in an IPOT are issued by the trainee's administrative command. Generally, a written travel order is not necessary when travel is performed within the limits of a trainee's permanent duty station (PDS). However, to ensure liability protection, written orders are necessary for officers performing patient care during IPOT in a non-Federal institution. Reference (b) requires active duty trainees to act within the scope of their official duties to be entitled to immunity provisions under public law.

5. **Policy.** FTIS and FTOS GME IPOT are managed separately and implementation procedures depend upon the location and duration of the IPOT as delineated below:

a. For GME FTIS trainees, IPOT, which is conducted within the area of the trainee's PDS or is fewer than 20 weeks in duration, is managed and funded by the local command.

b. For GME FTOS and OFI trainees, IPOT of fewer than 20 weeks in duration is managed and funded by the Navy Medicine Manpower, Personnel, Training and Education (NAVMED MPT&E) Command.

c. An IPOT of 20 weeks or more and not within the trainee's PDS may require permanent change of station (PCS) orders and, if so, may be requested by the trainee's command for consideration by the Navy Personnel Command (NPC). NPC may issue PCS orders contingent upon approval and availability of funding. Reference (c) provides specific guidance regarding officer orders.

(1) If both the former PDS and the new PDS are served by the same primary local transportation system and are within 35 miles, no entitlements will accrue.

(2) If both the former PDS and the new PDS are not served by the same primary transportation system, the member is entitled to full PCS entitlements, regardless of the distance involved, as outlined in reference (d).

d. Program directors should plan IPOT for periods of less than 20 weeks to limit the number of PCS orders and minimize PCS costs. If professionally appropriate:

(1) IPOTs should be arranged within the trainee's local area.

(2) IPOTs should be arranged for less than 20 weeks duration and if a PCS move is approved by NPC, IPOTs should be scheduled at the end of the trainee's period of training and not within the initial 6 months of the final year of training.

e. Navy trainees participating in clinical experiences as an IPOT at a non-Federal institution require a memorandum of understanding (MOU) as per reference (e). FTIS trainees' commanding officers will negotiate and establish an MOU following reference (e).

f. FTIS commands must ensure legal review at the local level before final signature on all training agreements or MOUs. NAVMED MPT&E must coordinate negotiations for IPOT MOUs for trainees participating in FTOS training programs.

## 6. Responsibilities

a. Commanding Officer, NAVMED MPT&E must coordinate policies, procedures, and funding for IPOT involving Medical Corps FTOS trainees.

b. Commanders and Commanding Officers of Navy Military Treatment Facilities (MTF) conducting FTIS GME programs for Medical Corps officers must fund approved IPOT for less than 20 weeks duration for assigned FTIS GME trainees and ensure all programs conducted in their commands maintain requisite standards of training to

ensure successful accreditation by appropriate civilian agencies. The commander or commanding officer must ensure IPOT planning for assigned FTIS trainees is conducted on an annual basis and that local funds are available to support approved IPOT for periods of less than 20 weeks.

c. FTIS Program directors must inform the commanding officer of IPOT requirements for their training programs and ensure appropriate training orders are obtained for trainees participating in IPOTs.

d. OFI and FTOS trainees must adhere to IPOT policies and procedures issued by NAVMED MPT&E and higher authority.

## 7. Action

a. Commanders and Commanding Officers of MTFs Conducting GME Programs must:

(1) Establish command procedures to ensure funding support and proper administration of the IPOT program at the local command level.

(2) Submit individual requests for IPOT requiring PCS orders to NPC (PERS-4415) at least 180 days before the IPOT start date. The requests should include: the trainee's name, FTIS program and location, IPOT location; a brief description of the IPOT; specific information regarding alternate training opportunities explored; and a justification for the length and expense of non-local training, outlining the necessity for training and any other bonafide requirements.

b. Service-specific IPOT funding for Navy-sponsored OFI trainees will be determined prior to selection for training. Navy OFI trainees requiring IPOT, but not funded by the host service, must follow NAVMED MPT&E guidance and submit individual requests for IPOT funding to NAVMED MPT&E at least 6 weeks before the start date of the IPOT.

c. Commanding Officer, NAVMED MPT&E must review and approve or disapprove funding requests for all IPOT for Navy FTOS trainees. Disapproved requests must be returned to the trainee with an appropriate explanation. Approved requests will be forwarded to the NAVMED MPT&E Finance Directorate for further processing and issuance of NAVMED MPT&E funding data.



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