



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

IN REPLY REFER TO
BUMEDINST 1510.24
BUMED-M10
8 Jun 2012

BUMED INSTRUCTION 1510.24

From: Chief, Bureau of Medicine and Surgery

Subj: ADMINISTRATIVE PROCEDURES FOR THE RESERVE HOSPITAL CORPSMAN
TO BACHELOR OF SCIENCE IN NURSING DEGREE PROGRAM

Ref: (a) COMNAVRESFORCOMINST 1001.5F
(b) OPNAVINST 6110.1J

Encl: (1) Sample OPNAV 1070/613

1. Purpose. To issue procedures for administration of the Reserve Hospital Corpsman (HM) to Bachelor of Science in Nursing (BSN) Program, and establishment of instructional requirements for all participants. This is a new instruction and must be read in its entirety.
2. Scope. Applies to all Reserve Medical Department Personnel at all Department of the Navy (DON) ships and stations.
3. Background. The sole purpose of the Reserve HM to BSN Program is designed to promote professional development and growth opportunities for the Reserve Hospital Corpsman and is a vehicle to assist eligible candidates in the completion of a BSN Program, which may lead to a commission in the United States Navy Nurse Corps (NC).
4. General Policy. The Reserve HM to BSN Program is not a direct commissioning program, and the Reservist is responsible for all cost associated with obtaining the BSN degree. Upon successful completion of the BSN Degree and successful licenser as a RN, the Reservist is then responsible for contacting an Officer Recruiter to begin the commissioning process.
5. Eligibility
 - a. Eligibility is restricted to those Sailors currently in the HM Rating, assigned as Drilling Reservist in an active drilling status in The United States Navy Reserves. In accordance with reference (a), Non-HMs that have recently separated or who are discharged Navy Veterans (NAVETS), and Inactive Ready Reserve (IRR) members in closed ratings must utilize the Prior Service Reenlistment Eligibility Reserve (PRISE-R) program for conversion to the HM rating in order to be eligible for participation in the Reserve HM to BSN Program.
 - b. Applicants must be U. S. Citizens.
 - c. Applicants must be able to complete 20 years of military service (combination of enlisted and officer) by age 62.

d. Applicants must be able to complete their BSN prior to reaching 16 qualifying years of service towards retirement.

6. Package Requirements

a. NAVPERS 1306/7, Enlisted Personnel Action Request.

b. Statement of motivation.

c. Unit Commanding Officer (CO)/Officer in Charge (OIC) endorsement letter, on command letter head.

d. Proof of acceptance into a Baccalaureate of Nursing Program at a School of Nursing accredited by the National League for Nursing and approved by the Chief, Bureau Medicine and Surgery (BUMED) (verified by www.nlnac.org or www.aacn.nche.edu websites).

e. Degree completion plan indicating projected date of graduation and credit hours per semester.

f. Current transcript of all grades from course completion.

g. Copy of last two enlisted evaluations.

h. Proof of U.S. citizenship.

i. Submit packet via e-mail to: reserveschool@med.navy.mil or mail to:

Bureau of Medicine and Surgery (BUMED)
Reserve Policy and Integration (M10)
ATTN: Reserve HM to BSN Program Manager
2300 E Street, NW
Washington, DC 20372-5300

7. Responsibilities

a. The Director Navy Nurse Corps shall be responsible for program oversight and guidance.

b. The NC, Reserve Affairs Officer (RAO), BUMED will serve as the Reserve HM to BSN Program Manager and will:

(1) Serve as the Chairman of the Reserve HM to BSN Selection Board, to be held at a minimum of once quarterly.

(2) The Board shall consist of three NC Officers and one member of the Reserve Policy and Integration BUMED-M10 Staff.

(3) Be responsible for reviewing submitted packets for contents and completeness prior to the quarterly convening of the selection board.

(4) Notify applicants and their Commander, CO, or OIC within 2 weeks of their acceptance via letter and/or e-mail.

(5) Receive status up-dates every 6 months from the Unit Commander, CO, or OIC or their designated representative.

c. Unit CO or OIC will:

(1) Forward applications of the best qualified HM in the Selected Reserve (SELRES) personnel in their commands following the guidelines contained within this instruction.

(2) Contact the applicant every 6 months during required drill to assess for progress, compliance of program, and to supply guidance.

(3) Verify member's transcript following each semester to ensure member is enrolled and maintaining a Grade Point Average (GPA) of 2.5 or higher. If the member's GPA falls below 2.5 or if he/she drops out of the program, fails to maintain satisfactory drill or fails to complete the required annual training, the CO or OIC must notify the Reserve HM to BSN Program Manager at BUMED within 30 days via e-mail to: reserveschools@med.navy.mil.

(4) Ensure the "TMS" Manpower Availability Status code is removed immediately following the successful completion of the member's training program.

d. Member will:

(1) Complete 4 Inactive Duty Training (IDT) periods semi-annually (one full weekend twice a year) at their assigned Navy Operational Support Command (NOSC) to complete required administration duties (i.e., Physical Fitness Assessment (PFA), General Military Training (GMT), Individual Medical Readiness (IMR), etc.).

(2) Submit certified copies of educational transcripts to CO/OIC of Reserve Unit at the completion of each academic semester.

(3) Maintain IMR.

(4) Regularly drill with assigned Reserve Unit during any semester not enrolled or when GPA falls below 2.5.

(5) Perform Annual Training (AT) requirements in support of the supported command.

(6) Enroll for a minimum of 6 credits per-semester/session or in a full-time accelerated program.

(7) Notify the Unit CO/OIC and Program Coordinator of completion of the BSN program and successful passing of the National Council Licensure Examination for Register Nurses (NCLEX-RN) exam. (To receive a Commission the member must contact a Navy Officer Recruiter to submit an application for commissioning to the Reserve or Active Navy NC.)

(8) Be responsible for the cost of tuition, fees, books and other expenses incurred while in the Reserve HM to BSN program.

(9) Ensure completion of degree requirements for a BSN in not more than 36 calendar months from the date of selection into the program. Candidates that are mobilized during this 36 month period will be granted a month for month extension, to include time lost due to returning mid-semester, upon submitting a copy of valid mobilization orders to the Reserve HM to BSN Program Coordinator, BUMED via e-mail: reserveschools@med.navy.mil or mail to:

Bureau of Medicine and Surgery (BUMED)
Reserve Policy and Integration (M10)
ATTN: Reserve HM to BSN Program Manager
2300 E Street, NW
Washington, DC 20372-5300

(10) Maintain physical readiness standards in accordance with reference (b).

(11) Per enclosure (1) be authorized the "FLEX Drill" option and may earn drill credit for up to 160 hours of nursing course work which equates to 40 IDT periods. Participants must perform their AT requirements with their supported command and 8 IDT periods (one full weekend twice per fiscal year) with their Reserve Unit in order to complete annual administrative (GMT, IMR, PFA, etc.) requirements.

(12) Obligate service (OBISERV) in the Navy AD or RC for a period of 24 months to start immediately following the graduation date from Nursing School.

8. Forms

a. NAVPERS 1306/7 (Rev. 01-03, Enlisted Personnel Action Request, is available electronically from Naval Forms OnLine at: <http://navalforms.daps.dla.mil/web/public/home>.

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b. NAVPERS 1070/613, Administrative Remarks (page 13), is available in NSIPS (for access see command Administrative Department) sample at enclosure (1).



M. L. NATHAN

Distribution is electronic only via the Navy Medicine Web site at:
<http://www.med.navy.mil/directives/Pages/BUMEDDirectives.aspx>

ADMINISTRATIVE REMARKS
NAVPERS 1070/613 (REV. 07-06)
S/N 0106-LF-132-8700

SHIP OR STATION:
OHSU Bethesda

SUBJECT: Hospital Corpsman to Bachelor of Science in Nursing Flexible Drill Option Addendum

PERMANENT **TEMPORARY**

AUTHORITY: COMNAVRESFORINST 1001.5F

14 Mar 2012: I acknowledge that participation in the Hospital Corpsman (HM) to Bachelor of Science in Nursing (BSN) drill options bears unique responsibility and obligations in addition to those requirements for normal FLEX Drill Option.

Requirements for Enlisted Participants in HM to BSN Program. I acknowledge that:

JDS: HM to BSN participants understand that this program may be cancelled any time based upon the needs of the Navy.

JDS: HM to BSN participants will be assigned to OHSUs with orders issued and have a PRD assigned that coincides with the completion of their training and/or schooling. PRDs will reflect on the member's orders and be entered into NSIPS.

JDS: HM to BSN participants who are training for subspecialties listed on the DoD Critical Wartime Specialty (CWS) list are exempt from mobilization until the completion of their training. All other personnel must apply for exemption in the event of a mobilization.

JDS: HM to BSN participants will be enrolled in a full-time program to attain a Bachelor of Science degree in Nursing.

JDS: HM to BSN participants must perform a minimum of 4 IDTs semi-annually (one full drill weekend 2x per year) at their supporting NRA to complete required Navy administration requirements (PFA, GMT, medical readiness).

JDS: HM to BSN participants agree to provide an official letter from their educational institution that adequately identifies the applicant by name and social security number. The letter must certify members full enrollment status (full enrollment is defined as year round attendance with applicable course load); the program the applicant is enrolled in, official start date and estimated completion (graduation) date.

JDS: HM to BSN participants enrolled in a full-time training program are automatically waived for annual AT requirements while enrolled; however, this does not waive the DCO obligation requirement per OPNAVINST 1120.3A.

JDS: HM to BSN participants upon completion of full-time training program, will notify unit CO and/or NRA Commanding Officer to ensure TMS MAS code is removed in NSIPS and qualifying NOBCs and subspecialty codes (SSPs) are entered.

Witnessed: Cook, Brian R., HM1 (AW)
(Name, Rank, Title)

John Doe
(Member's Signature)

NAME (Last, First, Middle)

Sailor, John Doe

SOCIAL SECURITY NUMBER

XXX-XX-XXXX

BRANCH AND CLASS

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