



**DEPARTMENT OF THE NAVY**

BUREAU OF MEDICINE AND SURGERY  
2300 E STREET NW  
WASHINGTON DC 20372-7300

IN REPLY REFER TO  
**BUMEDINST 6010.22A**  
**BUMED-M00C**  
7 Jan 2009

BUMED INSTRUCTION 6010.22A

From: Chief, Bureau of Medicine and Surgery

Subj: PROFESSIONAL SCHOOL LIAISON OFFICER (PSLO) PROGRAM FOR  
MEDICAL CORPS, DENTAL CORPS, NURSE CORPS, AND MEDICAL  
SERVICE CORPS OFFICERS

Ref: (a) COMNAVRESFORINST 1001.5E  
(b) COMNAVRESFORINST 1570.9D

Encl: (1) Application Letter for PSLO  
(2) PSLO Designation Letter  
(3) PSLO Annual Report

1. Purpose. To define the responsibilities of, and provide guidelines for, the administration of the PSLO Program.
2. Cancellation. BUMEDINST 6010.22.
3. Background. The knowledge and experience of professional Navy Medical Department officers is essential to ensure that future naval officers enrolled in health education programs receive military career information, guidance, and training. PSLOs are university or college faculty and administrators in medical or health care education programs or affiliated with an education facility. Their role includes mentoring and training students in military scholarship programs, as well as providing military career information and referral to Active component and Reserve component recruiters.
4. Application Guidelines. PSLOs shall be in an active component or Reserve component status, and have a relationship with a Navy approved health care education program. Retirees or individuals with prior naval service may also serve as PSLOs, as approved by the Bureau of Medicine and Surgery (BUMED) program manager, on a case-by-case basis. PSLOs shall obtain a letter of approval from the college, university, or training program to serve in that role. Application for assignment as a PSLO should be submitted per enclosure (1).
5. Status and Command Relationships. As a collateral duty, the PSLO is in an advisory position that does not dilute the primary legal or regulatory responsibilities of the military command structure. PSLOs receive guidance from the BUMED PSLO program manager (BUMED-M1), BUMED Corps Chiefs Reserve Affairs Officers, Navy Medicine Manpower, Personnel, Training, and Education Command (NAV MED MPT&E), and Commander, Naval Recruiting Command regarding program specific issues.
6. Responsibilities
  - a. Assistant Deputy Surgeon General, Total Force Integration, Chief, BUMED shall designate all PSLOs in writing per enclosure (2).

b. Assistant Deputy Surgeon General, Total Force Integration shall function as the program manager.

c. BUMED Corps Chief Reserve Affairs Officers will:

- (1) Provide technical and professional guidance to program participants.
- (2) Review and make recommendations to the Chief, BUMED on all PSLO applications.
- (3) Develop an orientation program to indoctrinate new PSLOs and update current PSLOs regarding their mission and function.

d. Commanding Officer, NAVMED MPT&E will provide the PSLO with updated information on all Medical Department officer accession programs. Additionally, NAVMED MPT&E will provide the PSLO with a yearly listing of the Navy Armed Forces Health Professions Scholarship Program recipients and Financial Assistance Program participants in their geographic area.

e. PSLOs will:

- (1) Complete the PSLO training designated by the program manager, as soon as possible after assignment.
- (2) Maintain an active relationship with an accredited school or program within the United States.
- (3) Serve as a source of information about Navy traditions, requirements, opportunities, and careers for Navy-sponsored students.
- (4) Direct student concerns to the appropriate point of contact.
- (5) Disseminate current directives, information, and other guidance from higher authority.
- (6) Meet at least monthly with the Naval Recruiting District (NAVCRUITDIST) Commanding Officer. If a personal meeting is geographically infeasible, ensure contact with the Commanding Officer by phone, and in person on a quarterly basis.
- (7) Maintain close liaison with the NAVCRUITDIST to enhance relationships with colleges, universities, and the community.
- (8) Create and coordinate minority recruiting opportunities for recruiters on their campus and in minority organizations at least quarterly.
- (9) Notify the program manager within 60 days of their intention to terminate their role as PSLO.

(10) Utilize the PSLO Annual Report to provide feedback at the end of each fiscal year, sample format provided in enclosure (3).

f. In addition to paragraph 5d above, PLSOs who are Reserve component officers shall:

(1) Obtain approval for drill credit for PSLO functions from the unit commanding officer prior to credited drill periods.

(2) Maintain records of PSLO activities for drill credit by the documentation of tasks and accomplishments on standard drill forms, as per reference (a).

(3) Be familiar with policies and procedures for Reserve components regarding rescheduled drills, Reserve component Flexibility (REFLEX) drills, and collateral duty guidelines, as per reference (b).

(4) Wear their Navy uniform while performing drills as part of the military obligation.

g. Reserve component commanding officers and officers in charge will:

(1) Authorize and verify individual drill training. The commanding officer maintains full discretion in determining the number of drills available to the PSLO for this collateral duty.

(2) Ensure compliance with this instruction for drill accounting purposes.

h. Commander, Naval Recruiting Command, will provide recruiting items as funding allows.

7. Reports. The reporting requirement contained in paragraph 6e (10) is exempt from information collection per SECNAV M-5214.1, paragraph 7h, and requires no Report Control Symbol.



A. M. ROBINSON, JR.

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BUMEDINST 6010.22A  
7 Jan 2009

APPLICATION LETTER FOR PSLO

Date: DD/MM/YY

From: Rank, First M. Last, Corps, USN(R), last 4 digits of SSN  
To: Chief, Bureau of Medicine and Surgery, Attn: (M00C1-Reserve Component  
Affairs Officer), Washington, DC 20372-5300

Via: (1) Unit Commanding Officer  
(2) Chief, Bureau of Medicine and Surgery, Reserve Component Affairs Officer  
(BUMED-M09BMC, M09BDC, M09BNC, or M09BMSC)

Subj: REQUEST ASSIGNMENT AS A PROFESSIONAL SCHOOL LIAISON  
OFFICER (PSLO)

Ref: (a) BUMEDINST 6010.22A

Encl: (1) Current curriculum vitae or resume  
(2) Description of current affiliation/relationship  
(3) Acknowledgement letter from college, school, or program

1. Per reference (a), I request assignment as a PSLO for (name and location of school).  
Enclosures (1) through (3) are provided for review.

2. The following information is provided for placement into the official PSLO directory:

- a. Full name/degree.
- b. Professional school appointment/affiliation.
- c. Academic title.
- d. Specialty - document any advanced degrees.
- e. Business address, telephone, fax, e-mail.
- f. Home address and telephone number (will not be publicized).

Signature

Enclosure (1)

BUMEDINST 6010.22A  
7 Jan 2009

PSLO DESIGNATION LETTER

6010  
Ser M09BMC/xxx  
Date

From: Chief, Bureau of Medicine and Surgery, Washington, DC 20372-5300

To: Rank, First M. Last, Corps, USN(R), last 4 digits of SSN

Subj: APPOINTMENT AS PROFESSIONAL SCHOOL LIAISON OFFICER  
(PSLO)

Ref: (a) BUMEDINST 6010.22A

1. Per reference (a), your application to serve as the PSLO at (specify school) has been approved.
2. The PSLO program manager will provide you with the necessary training materials to assist you in carrying out the responsibilities associated with serving as a PSLO.
3. Your point of contact for the PSLO Program is (Corps Specific Reserve Component Affairs Officer name, telephone number, and e-mail).

Signature

Copy to:  
BUMED (M1)  
BUMED (All Corps Chief Reserve Affairs Officers)  
NAVMED MPT&E (Code 13)  
COMNAVCRUITCOM (Code 31)  
COMNAVRESCUITCOM (Code N33)  
COMNAVREDCOM Region  
UNIT CO/OIC  
Senior PSLO Leader

Enclosure (2)

PSLO ANNUAL REPORT

Date

From: Rank, First M. Last, Corps, last 4 digits of SSN/Designator  
To: Corps Specific Reserve Component Affairs Officers (BUMED-M00C1, M00C2, M00C3 or M00C4)

Subj: PROFESSIONAL SCHOOL LIAISON OFFICER (PSLO) ANNUAL REPORT  
FOR (NAME OF UNIVERSITY AND/OR PROGRAM)

Ref: (a) BUMEDINST 6010.22A

1. Per reference (a), the following information is submitted:
  - a. Number of new contacts.
  - b. Number of interviews completed for recruiting.
  - c. Group meetings for students on clinical, leadership, or Navy topics
    - (1) Number of meetings.
    - (2) Number of students attending.
      - (a) Number of Navy-sponsored students in program.
      - (b) Number of referrals to recruiter.
      - (c) Number of Navy contracts signed (if available).
  - d. Updated PSLO information.
    - (1) Home address, telephone, e-mail.
    - (2) Business address, telephone, e-mail.
    - (3) Any change in naval or faculty status.

2. Comments.

Signature

Copy to:  
BUMED (Corps Specific) Reserve Affairs Officer

Enclosure (3)