

FTOS/OFI POLICIES AND PROCEDURES MANUAL

**FOR MEDICAL OFFICERS ASSIGNED TO
NAVY FULL-TIME OUTSERVICE (FTOS)
AND OTHER FEDERAL INSTITUTIONS (OFI)
GRADUATE MEDICAL EDUCATION**



**NAVY MEDICINE PROFESSIONAL DEVELOPMENT CENTER
GRADUATE PROGRAMS DIRECTORATE
MEDICAL COPRS PROGRAMS/GME DEPARTMENT
FTOS/OFI PROGRAMS DIVISION (CODE-1WMC15)
8901 WISCONSIN AVENUE
BETHESDA, MD 20889-5611**

**REVISED
January 2012**

FTOS/OFI POLICIES AND PROCEDURES MANUAL

CONTENTS

INTRODUCTION

PART I: WHAT TO DO ONCE YOU'RE NOTIFIED OF SELECTION

- A. Official Acceptance Notice Required
- B. Government Credit Card
- C. Contact Information needed
- D. Interviewing for Programs
- E. Training Program Length
- F. Masters Degrees
- G. Tuition Costs
- H. Price Caps for MPH Programs
- I. Special Pays
- J. Match Letters needed
- K. Portability of Medical Licensure
- L. DEA numbers
- M. Certification in Lifesaving Courses
- N. Academic Degree Plans needed.
- O. Physicians Signing Training Agreements
- P. Acceptance of Stipends
- Q. Health Insurance Guidance
- R. Credentialing Requirements
- S. Sitting for Boards
- T. PCS Orders
- U. Know how to report into your new command
- V. If selected for training at USUHS.
- W. Identify Integral Parts of Training needed
- X. Tort Verification
- Y. Statement of Service requests
- Z. Physical Health Assessment
- AA. CAC Card
- BB. Employment Verification
- CC. Liability Coverage
- DD. Loupes
- EE. BAH
- FF. PRIMS database
- GG. Moonlighting
- HH. Declinations
- II. House Hold Goods – moving

- JJ. Taking tuition courses
 - KK. Exceptional Family Member Program
 - LL. Access to Microsoft Access
 - MM. Access to .mil account
 - NN. Volunteering
-

PART II: REQUIREMENTS FOR EXECUTING YOUR ORDERS

- A. Reporting into your Reporting Senior
- B. Find out who writes your FITREP
- C. Guidance for reporting into the Southern California area
- D. Guidance for reporting into the National Capital area
- E. Reporting into your PSD or CSD
- F. Provide current contact information to Navy GME
- G. Update NFAAS – This is a requirement
- H. Find out who is your APC.
- I. Should your Government Travel Card be re-activated?
- J. CAC card readers
- K. Urinalysis requirements
- L. Physical Fitness requirements
- M. Leave requirements

PART III: SEMI ANNUAL/ANNUAL REQUIREMENTS

- A. Reporting Senior requirements
 - Physical Fitness
 - FITREPS
- B. NMPDC requirements
 - Progress Reports

PART IV: WHAT TO KNOW DURING TRAINING

- A. Taking courses not required.
- B. Requesting funding for tuition
- C. Receiving funds, stipends, compensation, and gifts
- D. Military uniforms
- E. Recruiting assistance
- F. Moonlighting
- G. Maintaining your Service Record
- H. OCONUS travel requirements
- I. Board Certification exams
- J. Requesting funding for meetings, conferences, and courses
- K. Requirements for publications, abstracts, and presentations

- L. Summer sessions, Recess periods and Intercessions
- M. Reimbursement for expenses
- N. Items NMPDC is authorized to pay for
- O. Items NMPDC is not authorized to pay for

- P. Special Pays
- Q. Going up for Promotion
- R. Promotion
- S. Telelibrary resources
- T. Extension of training needed?
- U. Received a Subpoena
- V. Loupes
- W. Inventions
- X. Leave and liberty
- Y. Writing a book
- Z. Helping at your NOSC or ROTC unit
- AA. Navy GME on Facebook
- BB. Volunteering

PART V: PREPARING TO LEAVE GME TRAINING

- A. Detailing
- B. Final Transcripts, Degree or Certificate of Completion
- C. Retrieving your Credentialing files
- D. Your close-out FITREP
- E. PRIMS
- F. DTS check-out
- G. Assigned overseas
- H. CAC card reader return

PART VI: POINTS OF CONTACT

PART VII: USEFUL WEBSITES

PART VIII: ENCLOSURES

- (1) Sample Academic Degree Plan
- (2) Cost Quote Memorandum
- (3) Chapter 6 to BUPERSINST 1610.10A
- (4) Chapter 7 to BUPERSINST 1610.10A
- (5) Example of a civilian Program Director Narrative Summary
- (6) Chapter 8 to BUPERSINST 1610.10A
- (7) BUMEDINST 1500.18B
- (8) IPOT Funding Request

- (9) BUMEDINST 1500.19A
 - (10) Request for BUMED PAO Clearance
 - (11) SF 1164 Instructions
 - (12) Claim for Reimbursement Form (SF 1164)
 - (13) Electronic Funds Transfer (EFT) Information Sheet
-

Manual last revised 19 Jan 2012

Introduction

The FTOS/OFI Policies and Procedures Manual contains essential guidance to follow while you are enrolled in an FTOS or OFI training program. Enclosures will be provided to you as needed and when requested. You have been selected for a privileged opportunity and we wish you a productive and rewarding experience.

Since those officers participating in FTOS and OFI programs are removed from the Navy service environment, we prepared this Manual to provide comprehensive directions and advice on your military and professional responsibilities. You will need to comply with the procedures explained in this document to assure successful progression in your Navy career and continued funding of your training. Your acceptance of FTOS/OFI GME training constitutes your agreement to follow the Navy's related administrative requirements.

Please read this Manual carefully and take special note that it is your responsibility to ensure that you receive an annual program evaluation for each year that you are in training (a copy of which needs to be promptly provided to 1WMC15 (Mark Sullivan), see Part VI).

Please note that I cannot release your Letters of Recommendations/transcripts/Deans Letter from your GME record that were sent to the GME Board. You will need to contact the authors of your letters for copies. Exceptions for some documents may be made for personnel in operational settings.

Other areas that you are responsible for, and should take note of are the following:

PART I: WHAT TO DO/KNOW ONCE I AM SELECTED OR PRE-SELECTED FOR FULL-TIME OUTSERVICE (FTOS) OR OTHER FEDERAL INSTITUTION (OFI) GME TRAINING

A. OFFICIAL ACCEPTANCE NOTICE REQUIRED

After the selection board meets and all selections are final, you will be informed of your selection or pre-selection by Navy GME. They will direct you to officially Accept or Decline your selection or pre-section by the first week of January following the board via E-Mail to a

number of personnel. Please contact 1WMC15 301-319-4518 mark.d.sullivan@med.navy.mil if this has not occurred. Pre-selects may be asked to re-confirm their acceptance before each board meets. This is done to assess if there is any change in training commitment. This helps ensure the board is aware of all training billet opportunities.

B. GOVERNMENT CREDIT CARD

Before you depart your command on orders, you will need to put your Government Credit Card "In suspense". Government credit cards are not authorized for use in PCS expenses (Your FTOS/OFI is a PCS move). When you report to your training command you should address the Government Credit Card with them so this does not become a timely issue when you need to go TAD during your GME training. The following link can answer many of your Government Credit Card questions: (use the Travel Card ICON on this link) <http://www.defensetravel.dod.mil/>

C. CONTACT INFORMATION NEEDED

If you have not already done so, please provide your current contact information to 1WMC15 301-319-4518 mark.d.sullivan@med.navy.mil. We will need your home, work and cell numbers, home address and your personal E-Mail address. There will be many times we will need to contact you in a timely fashion so that we can ensure you will be able to start your GME training on time.

D. INTERVIEWING FOR PROGRAMS

Please note that I can not fund you or reimburse you for any interview costs (for those of you who need to interview for programs). Questions about which training site or program to choose should be directed to your Specialty Leader.

Arranging interviews for GME programs is an individual responsibility of the Navy GME applicant. There is no central funding available for this purpose. If a local command wants to provide funds or grant leave or authorize TAD for an assigned GME applicant to participate in a GME interview, that is the local command's prerogative.

GMESB applicants applying for Navy sponsorship in a civilian institution (FTOS) must first apply to the GMESB. FTOS Applicants may have preliminary, informal discussions with, but are not authorized to commit in any way to, a civilian program director. FTOS applicants

cannot pursue formal acceptance by any civilian training institution before first being designated as a primary selectee by the Navy at the GMESB. Active duty medical officers cannot accept any offer to train in any civilian program without prior formal Navy authorization and will not be issued orders by PERS-4415 without the prior approval of the NMPDC Director for GME.

For FTOS selects, any request for a cross-country move for training will require significant justification. As needed, discuss cross-country moves with your Specialty Leader, and keep 1WMC15 informed of any decisions. Unless compelling reasons exist, it is unlikely a cross-country move will be approved. If you are stationed in the National Capital region, the Tidewater, Virginia region, or the San Diego, California region, you are strongly encouraged to find the closest accredited training program within your local area. If you are stationed elsewhere within the continental United States, you should make a concerted effort to find the closest accredited program that meets the needs of the Navy.

E. TRAINING PROGRAM LENGTH

Please ensure you only commit to a program length that you were selected for by the GMESB. In other words, if you were selected to complete a program in 2-years, do not commit to a program that takes 3-years to complete. If you want to commit to a program that is shorter in length than what you were approved for, please ensure you identify this to your Specialty Leader and to 1WMC15, 301-319-4518 mark.d.sullivan@med.navy.mil.

F. MASTERS DEGREES OR REQUIRED TUITION COURSES

Do not commit to a masters degree program if you were selected for clinical training, unless you were specifically accepted to do so by the GME Board. Often I have someone in clinical training that informs me their program requires them to do a Masters, (i.e. MPH or MBA) as part of their training. If this was not approved at the time of the board, this will not happen. Contact your BUMED Specialty Leader or 1WMC15 as needed on this issue. If approved for a Masters degree, this is paid by the Navy GME office. DO NOT use your GI Bill, or Tuition Assistance to pay for any tuition requirements. If approved for a Masters Degree, DO NOT pay for tuition from your personal funds.

If attaining a Masters degree was authorized for you, unless you are a resident already of the state were you'll be training, please ensure you apply for an residency waiver which is available for all active duty military members on PCS orders (SO YOU'LL BE CHARGED THE IN-STATE RESIDENCY RATE). Additionally please apply for a waiver from your schools medical insurance plan since your medical coverage will be provided to you through TRICARE. I am not authorized to pay for this cost and I do not want you to incur this unnecessary cost.

G. TUITION COSTS FOR MILITARY MEMBERS AND THEIR FAMILIES

For periods of enrollment that begin after July 1, 2009, members of the armed forces (Army, Navy, Air Force, Marine Corps, and Coast Guard) on active duty for a period of more than 30 days and his or her spouse, or his or her dependent children will be eligible to receive in-state tuition at public colleges and universities in the state where they reside or are permanently stationed. Once a Service member or their family members are enrolled and paying in-state tuition, they will continue to pay the in-state tuition rate as long as they remain continuously enrolled at the institution even if the Service member is reassigned outside the state.

This change is included in section 135 of the Higher Education Opportunity Act (H. R. 4137) (HEOA) which was signed into law on August 14, 2008 and amends and extends the Higher Education Act of 1965 (HEA). This requirement applies to all public institutions that receive funds under a program authorized by the HEA. The Department of Education has worked with the institutions of higher education and is confident they are aware of the changes in the law and are fully implementing the policy. However, as we all know, there is always the chance that someone just doesn't get the word. If this happens, you should contact the financial aid or registrar's office at the institution. You can also contact the Veterans Affairs office at the institution. Even though you are active duty, these offices should be able to assist you.

In the rare cases where these steps don't resolve the situation, please contact the Department of Education's Ombudsman's office (toll-free at 877 557-2575) or via the internet. The online Ombudsman Assistance Request Form

can be found at the Office of the Ombudsman website. Both of the following links access complaint information.
<https://ombudsman.ed.gov/OmbudsmanWebApp/do?action=getRequest> and <http://www.ombudsman.ed.gov/>. Regards, Ed Roscoe, CNIC Headquarters, Family Readiness Programs, Navy Family Ombudsman Program, Management, IT, and Training Analyst, edroscoezeid@charter.net, (919) 499-1455

H. PRICE CAPS FOR MASTER DEGREE PROGRAMS AND RAM RESIDENT GUIDANCE (THIS INFO NOT FOR TRAINEES GOING TO USUHS)

RAM residents will work directly with their Residency Coordinator Captain Erikson, regarding their choice of school for their MPH and the dates for their MPH program.

Most RAM residents will now be going to the University of West Florida for their tuition courses (which I believe are done online). Please ensure that UWF identifies you as being able to receive in-state tuition costs. This can be accomplished by:

1. To be classified as a Florida resident for tuition purposes, then you need to have either Florida in the "State Taxes" section of their LES or be stationed in Florida prior to the first day of classes for the semester to which they are applying (show your orders). You will also need to indicate on your graduate application that you are claiming Florida residency based on your military status.
2. If you do not have Florida as your home of record or your military station, you will not qualify for Florida residency. You can, however, seek an Out-of-State Tuition Waiver for students in online programs. For more information on this program, you can contact Sharon Cobb at scobb@uwf.edu or (850) 474-2056.

For any RAM resident that the RAM residency coordinator has approved you to take tuition courses at a school other than UWF: RAM residents applying to schools with tuition costs exceeding 30,000, must apply for and receive scholarship dollars that will reduce their tuition costs below 30,000. Thus if you are applying to an MPH program with costs exceeding 30,000, and have applied for scholarships, you should have a back-up plan in case the scholarship money is not awarded to you. In other words, make sure you apply to and get accepted to an MPH program whose tuition is less

than 30,000. Once the school and dates are determined, please contact Mark Sullivan immediately so the needed funding can be arranged.

For anyone with a Masters Degree which is a requirement for fellowship or residency, please note that there are many schools that are cost prohibitive. Ensure the tuition costs are below \$30,000. Please contact Mark Sullivan immediately if considering a school with tuition costs for degrees greater than \$30,000. Contact 1WMC15 as needed for this issue.

OCCMED and PREVMED FTOS residents who are considering going to Johns Hopkins or Harvard should identify this to 1WMC15 so we can negotiate your tuition costs with the PD.

I. SPECIAL PAYS

Personnel are highly encouraged to contact Navy Special Pays as soon as they are selected for GME training. Please contact Mr. Bill Marin at 301-295-2073 or E-Mail at William.marin@med.navy.mil or Karen Gaston at 301-295-9946 or Karen.gaston@med.navy.mil to discuss special pays. The relationship between training, training obligations and special pay agreements can be confusing. Special Pays will help in this clarification.

J. ACCEPTANCE OR MATCH LETTERS NEEDED (FOR FTOS TRAINEES ONLY) (This info not needed for OFI residents/fellows)

Once you are accepted to a program. Please send 1WMC15 a copy of your acceptance letter (only needed for Full-Time Outservice trainees). I will also need to know your EXACT start and end dates of your training. I will need to know the name, phone number and e-mail address of your upcoming Program Director, and his/her administrative assistant. I will need to know if the program is accredited by the ACGME, or if not ACGME accredited, what the approving/accrediting body is for the residency or fellowship.

If after accepting a program offer from a training site, you decide to subsequently decline from GME training, or decline to train at that training site, please discuss this with Code 1WMC15 first. There may be legal concerns associated with declinations to consider.

K. PORTABILITY OF MEDICAL LICENSURE AND MEDICAL LICENSURE

You have portability of licensure under Title 10 USC, thus there is no requirement for you to get a medical license in the state you will be training. You may be required to purchase a training license. This is not a medical license, and has minimal cost (\$50 or so). I can not reimburse you for this. The training license is normally a state tracking mechanism for federal funding.

Please note that although you have portability of licensure, your training site may still require you to get their state medical license. This may be because they do not know about the portability of licensure, or it may be because they do honor the portability of licensure due to county or city law that does not allow portability of licensure, or it may be because they believe (in error) that the portability of licensure is only valid when you practice in a federal site. To remedy this, I can speak to them on your behalf if requested. However, if they still require you to get their state medical license, then you have no choice but to get the license if you plan to train there. You can ask your program if they will pay for it. If your site pays the licensure costs for all fellows or residents in your program, then you are authorized to allow them to pay for yours also. We do not want to waste a lot of time trying to convince the training site that you have portability of licensure because the license application process can take up to 4-9 months. We need to make sure you start training on time. By law, I am not authorized to pay or reimburse for medical licensure.

If you are required to get your medical licensure in the state you are training, ensure you do so before arriving. Just because you are not doing patient care right away does not exempt you from the urgency of this requirement. In most cases, the accrediting bodies do not authorize the residency or fellowship to begin until the license is attained. Thus if you reported to training without having attained the requisite medical licensure, your program would have to extend your training dates.

L. DEA NUMBERS

NMPDC is not authorized to pay for your DEA number. Your military DEA is only good to write orders for DoD beneficiaries. Your training site may have a corporate DEA number, thus there may be no need to apply for a separate

number. Check with your training sites Professional Affairs office for additional DEA guidance.

M. CERTIFICATION IN LIFESAVING COURSES

Now is the time to get recertified in all your required life saving certifications, i.e. ACLS, PALS, ATLS, BLS. You will have minimal time for re-certifications while in training, and I do not want to commit funds for something that should have been taken care of before training.

N. ACADEMIC DEGREE PLAN NEEDED (NOT NEEDED FOR USUHS STUDENTS)

If you are in a degree-granting program or a clinical program in which an academic course requiring tuition is necessary, you must submit an Academic Degree Plan before you begin your program, and one Cost Quote Memorandum (CQM) for each term, at least 60 days prior to the beginning of each term. More on CQM's in section IV B. Academic Degree Plans must list your proposed courses, the semesters those courses will be and the dates of the semesters.

i.e. SUMMER SEMESTER 2010 - 23 May to 13 June - Course IAMA 521 and course INV OS2 (Example is enclosure (1))

O. TRAINING AGREEMENTS THAT YOU ARE ASKED TO SIGN BY YOUR TRAINING INSTITUTION GUIDANCE (FTOS trainees only)

Each of you will probably be required by your training site to sign a Physician in Training Agreement, or a Program Resident Responsibility Form. This training agreement may have some other name, regardless, this agreement is a requirement of the ACGME or the accrediting body overseeing the training. You can sign this form in your personal capacity, however the following guidance is offered:

Ensure that you understand all the terms of the agreement. Please consult your future training sites GME Office for clarification.

Ensure you do not sign any document which states that it supersedes any other document already in place. I negotiate the Memorandum of Understanding Agreement with your training site, and this is needed for liability and licensure requirements. You can not sign any document which can supersede the Memorandum of Understanding Agreement. Ensure that you are not agreeing to anything that is contrary to Naval Regulations, i.e. if the agreement indicates that you can not cooperate with government

agencies in issues related to liability. Since you are required by Naval Regulations to cooperate with government officials, the aforementioned statement would be in conflict with your rights and responsibilities as a member of the Navy.

Ensure you do not sign any document which waives Intellectual property rights. Doing so is in conflict with federal law. Executive Order 10096 requires Government employees to assign the entire right, title and interest in inventions made by Government employees (1) during working hours, or (2) with a Government contribution of facilities, equipment, materials, funds, or information, or of time or services of other Government employees on official duty, or (3) which bear a direct relation to or are made in consequence of the official duties of the inventor. There are additional findings and presumptions which could require that the Government obtain rights when the foregoing is not present.

Ensure you do not sign any document that identifies you as an employee of the institution. During training you remain an employee of the U.S. Navy.

Ensure you do not sign any "Oath of Allegiance" document to a state or any other institution. You are a military officer and thus have already sworn an oath to the U.S. Constitution as a Government Employee.

Any document in question should be brought to the attention of Mark Sullivan for immediate review.

P. ACCEPTING STIPENDS - NOT AUTHORIZED

The trainee receives compensation from the U.S. Navy only, and is prohibited from receiving compensation, in any form, from the training institution or any other source. The trainee however may accept educational stipends that are offered to non-military trainees as well, which are utilized for educational purposes (courses, meetings, seminars, texts) supplementing the fellowship or residency. Any other funding offers will require Ethical Counselor review and approval. Please identify any concerns directly to Code 1WMC15, 301-319-4518 mark.d.sullivan@med.navy.mil.

Q. HEALTH INSURANCE

TRICARE is currently active throughout the United States, including Hawaii. Trainees are advised to contact their

Health Benefits Adviser (HBA) prior to transfer or to visit the TRICARE web site at www.tricare.osd.mil to find out if a TRICARE facility will be available in your transfer area. HBAs are available at any MTF. If you are outside the TRICARE region, you must obtain approval from the Office for Medical and Dental Affairs at 1-800-876-1131, prior to receiving routine or elective health care services from a civilian facility. If your academic institution charges a health services fee to all its trainees and an MTF is within 40 miles, you may be able to obtain a waiver for such payment. If your institution will provide health benefits at no cost, and an MTF is over 40 miles away, you may accept their health care benefits. Should you require emergency care from a civilian institution, contact the TRICARE Active Duty Claims office in your region (please refer to the website for TRICARE listed above).

Your dependents must be listed in the Defense Enrollment Eligibility Reporting System (DEERS) to receive TRICARE benefits. You can open their DEERS file at your local MTF. Contact your nearest HBA at your nearest MTF for more information on TRICARE.

R. CREDENTIALING REQUIREMENTS

You are solely responsible for ensuring you meet the credentialing requirements at your selected training institution. This process can take many months so begin this process right away.

S. SITTING FOR BOARDS (For those who will be sitting for boards after their GME training)

Whichever program you are planning to match with, please ensure that you will be able to sit for your boards following your training. There are some programs in which you may be placed in a non-ACGME or non-accredited slot, thus making you not able to sit for your boards following your training. Please discuss with your perspective Program Director as needed.

T. PCS ORDERS CONCERNS

I will work with PERS to try and get all pre-selects their orders in the December prior to their start year, i.e. orders written in Dec 10 for a training start date of 01 July 2011. (However there is a PERS policy that normally restricts the release of orders prior to 4-months before the training start date) Of course I will need your match letter before we can discuss orders (in other words we need

to know where you are going (program matched with) before you can get orders). For selects, the following applies: I give the green light for PERS to write your orders, PERS would prefer to write orders on members ASAP; however, PERS needs to coordinate your replacement with the other detailers. Unfortunately, that means that PERS will probably have to wait until February/March when all the GME dust settles. Whenever possible, PERS will write orders once GIVEN THE GREEN LIGHT BY ME (1WMC15); however, that will probably be the exception rather than the rule. Therefore, YOU SHOULD NOT expect orders until March, but if they can get them done earlier, they will. Always identify to me any extenuating circumstances, so that we can give you the individualized attention you deserve. Your GME training Assignment Officer will be LCDR Montilla who can be contacted at 901-874-4045 or Jaime.montilla1@navy.mil

U. ENSURE YOU KNOW HOW TO REPORT TO YOUR NEW COMMAND AND YOUR PSD (SEE EXECUTING YOUR ORDERS IN PART II OF THIS MANUAL)
Contact the administrative command (Reporting Senior) to which you will be attached by phone before you check out of your command. (If unsure, refer to your orders, or contact PERS, LCDR Montilla who can be contacted at 901-874-4045 or Jaime.montilla1@navy.mil)

V. IF SELECTED FOR TRAINING AT UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES (USU) (Please note the USUHS GME Office will pretty much shut down until 04 January)

For those selected to complete their MPH at USU (including PREVMED, OCCMED and RAM residents) you will need to apply for admission into the USU MPH program, and admissions deadline is January 15. Applications must be submitted online at <http://www.usuhs.mil/graded/application.html>. If you have questions about the RAM program at USU, you may want to contact Col Steven Barnes (stbarnes@usuhs.mil), who directs the Division that is responsible for the aerospace medicine courses, or CAPT Chris Jankosky cjankosky@usuhs.mil, who is the Director of the Occupational and Environmental Residency program. If you have questions about the status of your application, you may wish to contact COL Lisa Keep (lkeep@usuhs.mil) who chairs the Admissions Committee. Concerning questions about the GRE and Letters of recommendation that are addressed on the online application form, please note the following: the request letters of recommendation and GRE scores are University requirements, and not specific Departmental

requirements. However, any applicant can request a waiver of the GRE scores while completing the online application. Typically, holders of prior doctoral degrees with decent academic records are granted GRE waivers.

Original letters of recommendation and official transcripts must be mailed in a sealed envelope to:

Uniformed Services University
Graduate Education Office
4301 Jones Bridge Road, Room A1045
Bethesda, MD 20814-4799

If you have any questions regarding the application process, please contact Marina Sherman at Elena.sherman.ctr@usuhs.mil or 301-295-3913.

My suggestion to applicants is to complete the online application as soon as possible so that the University can begin processing their application. However, a formal letter of acceptance will not be sent by the Graduate Education Office until they have a complete application package, including original letters of recommendation and all official transcripts from all academic institutions attended, as well as GRE scores (sent by ETS) or a waiver for the GRE (issued by the Program Director for Preventive Medicine and Biometrics, Dr. David Cruess, following a GRE waiver request from the applicant), and after the application deadline on January 15.

Note from Code 1WMC15:

Please note that I can not release your Letters of Recommendations/transcripts/Deans Letter from your GME record that were sent to the GME Board. You will need to contact the authors of your letters for copies.

W. IDENTIFY TO 1WMC15 THE INTEGRAL PARTS OF TRAINING (IPOTS) YOU WILL NEED

(Please note all personnel assigned to the National Capital Consortium will work with their Program Director for IPOT funding. Your Program Director may direct you to the NNMC GME office to complete required funding documents. POC for the NNMC GME Office is Leanda Dulaney at 301-319-8278 or leanda.dulaney@med.navy.mil)

An Integral Part of Training (IPOT) is a period of training that is not available at the parent institution and is

required for all trainees (civilian or military) to complete a program. Program directors may require trainees to perform external rotations or attend courses, meetings or seminars away from the training institution.

For IPOT funding approval, the course or presentation must directly support the specific residency or fellowship program and be **stated** as such in a Program Director's letter (or E-Mail).

Any OCONUS IPOT request must have compelling support from your Program Director and your BUMED Specialty Leader.

Before your training begins, you must meet with your Program Director to determine the additional training considered to be an Integral Part of Training. Please provide this projected IPOT calendar to NMPDC-1WMC15 for budget planning purposes as soon as possible before your training begins or shortly thereafter but not later than the end of July.

X. TORT VERIFICATION

Your training sites credentialing office will need to do a "claims history" on you. Navy calls this "tort verification". Please direct all claims history requests to BUMED. The BUMED point of contact for "tort verification" is Stazy Godlewski at 202-762-3194 or stazy.godlewski@med.navy.mil

Y. STATEMENT OF SERVICE REQUESTS

Often Navy GME is asked to provide a Letter Head statement verifying that the trainee is on active duty. This is called a "statement of service" and must be obtained from your Reporting Seniors administrative department, and not from Navy GME. If all you need is a non-letter head statement indicating that you are currently on active duty and in a fully-funded fellowship or residency, and are covered for liability under the Federal Torts Claim Act, Navy GME (Code 1WMC15) will be happy to assist.

Z. PHYSICAL HEALTH ASSESSMENT

It is recommended that you get your Physical Health Assessment (PHA) done right before you leave for GME training. This will save you some valuable time while in training since you are required to have a current (within the last year) PHA before your Physical Readiness Testing.

AA. CAC CARD AND READER

Ensure your CAC card is current and that you remember your PIN number. There may be times during your training that require you to use your CAC card, i.e. to use DTS if going TAD to a conference, or using e-leave. See your local IT/CSD/TAD office for CAC card concerns.

Do you need a SCR3310 CAC card reader (this is the model I have available)? If yes, send me your mailing address and I'll mail you one. Must be returned to me after GME training (unless your child fills it with play dough or some similar scenario).

The CAC card readers I send you will include Active client software and a URL path for downloading active client for MAC's. You'll need to visit militarycac.com for further active client guidance, go to <http://militarycac.com/> then click on the Navy ICON near the bottom of the page for Navy specific guidance.

BB. EMPLOYMENT VERIFICATION

Below is the link to the BUPERS site for requesting employment verification:
<http://www.npc.navy.mil/CareerInfo/RecordsManagement/>

Then choose the Employment Verification ICON.

The basic information is as follows:

Prospective employers, banks/credit card companies, various state unemployment offices and other branches of the Armed Forces request verification of service. All requests must be submitted in writing along with a signed authorization of release to:

NAVY PERSONNEL COMMAND
PERS-312D1
5720 INTEGRITY DRIVE
MILLINGTON, TN 38055-3120

Requests for active duty members are forwarded to members' current command. There are two types of requests and the following information is provided:

Non-professional

DD Form 214 (if available)

If no DD Form is available, the following is provided:

Entry/Separation dates

Character of service

Branch of service

Professional (legal, teaching, engineering, medical, nursing, etc.)

Entry/Separation dates

Character of Service

Activities assigned and dates

Duties assigned and periods of time

CC. LIABILITY COVERAGE

A Memorandum of Understanding agreement will be initiated by Navy GME to your identified training site, which will indicate the following:

The trainee, (YOU) affected by this Agreement, assigned to the training institution, under orders issued by the U.S. Navy, remains an employee of the United States and performs duties within the course and scope of the Federal Employment. Consequently, the provisions of the Federal Tort Claims Act (title 28, USC, sections 1346(b), 2671-2680), including its defenses and immunities, will apply to allegations of negligence or wrongful acts or omissions of the trainee while acting within the scope of duties pursuant to this Agreement.

Additionally in compliance with BUMEDINST 7050.3a, Para 6.1.a., Navy GME must comply with lawful order, requiring that the civilian training institution also provides malpractice insurance. Why? If liability, salary and health benefits are provided for the non-Navy trainees, why shouldn't the Navy trainee also be entitled to the malpractice benefit? The Navy pays for the trainees salary, and health benefits. The training institution is authorized to bill for the Navy trainees care. In exchange for these benefits, the Navy will simply ask the training institution to provide standard malpractice coverage (para. 5h of the MOU), and to accept responsibility for trainee actions when they are under the institution's OWN control and supervision (para. 5i of the MOU).

There are other reasons in which it may be in the training institutions best interest to provide malpractice

insurance, even though the Navy trainee is covered by the FTCA. The FTCA has a statute of limitations of 2-years. There are certain patient populations/procedures, that authorize the patient up to an 18 year statute of limitations. In these situations, the FTCA would not be sufficient for the Navy trainee, thus requiring the training institution to provide malpractice coverage sufficient to protect the trainee under their supervision.

There are situations in which the training institution will not be authorized to provide malpractice to the Navy trainee. In some instances, the training institution is only authorized by state law to provide malpractice to trainees who are employees of the institution. The Navy trainee is not authorized to be considered an employee of the training institution. In these instances, the training institution can ask for a waiver for the malpractice coverage requirement through the Navy FTOS office, Mark Sullivan at 301-319-4518.

All correspondence regarding malpractice coverage should be handled strictly through the Navy GME office, Mark Sullivan.

DD. LOUPES

GME selects are highly encouraged to address their Loupe needs prior to beginning FTOS/OFI training with their current command. BUMEDINST 6750.6 identifies requirements for purchase, funding, maintenance, replacement, refurbishment, and issuance of Loupes for medical and/or dental care.

EE. BAH WITH 12 MONTH ORDERS TO TRAINING

Assignment/orders to short-term PCS for 12 months or less for Professional Military Education (PME) or Training. BAH may be paid at new permanent duty station (PME/training location), old permanent duty station or dependents' permanent residence while the member was assigned at the old duty station, whichever is more equitable. Members must submit a waiver request to PERS-451H for approval. This policy is not applicable to PCS orders in which a member is sent from an accompanied OCONUS tour to CONUS. However, it is applicable to PCS orders when the member was on an unaccompanied tour (and in receipt of BAH)."

The default is that BAH is paid where the service member is assigned. Please contact Nancy Dryden at (901) 874-4198 for specific questions. See OPNAVINST 7220.12 for further guidance.

Here is some general BAH guidelines -

1. BAH - BAH based on duty station, not residence

Why do you base BAH on my duty location? Why not use my residence location?

The policy decision to use duty location as a basis for BAH is based on the desire to compensate members for the typical housing cost near the member's duty location. Once the duty station is known, the BAH compensation is fixed, regardless of where the member lives. Were the member's residence location to be used as a basis for the allowance, there is the concern that this would cause a member to choose the residence location based on BAH. In some cases, this may lead to a member choosing to live further from the duty station, simply to receive higher BAH. In other cases, when a member commutes from/to a lower cost area, the members would find the BAH to be lower, even though the commuting expenses are higher. The Services decided to base the allowance on the duty location with the full knowledge that members would still be free to live where they choose, but that this decision would not affect the BAH amount.

Geographically separated families (geographic bachelors) are normally eligible for BAH based on the member's duty station. Each Service budgets for support of a certain number of members and families at each location. If a growing number of people decide to leave their families in Washington, or Tampa while the member PCSs to Mt Home or Ft. Hood that could skew the budget and service support planning for these locations. Also, a fundamental philosophy of military service is that members, with their families, create a better work environment and esprit de corps when they can be active participants in the local base and community. In certain circumstances, with specific approval of the Secretary of the Service concerned, a member may be granted an exception to receive BAH based on the dependent's location. For example if a member has a sick child that requires medical attention only available in a certain location (say Walter Reed Army Medical Center in Washington, DC), and the member receives a PCS order,

the member might leave the family in Washington and request BAH eligibility for that location. Such exceptions do not ordinarily apply to spousal employment or other personal choices.

Good Link: <http://www.defensetravel.dod.mil/site/bah.cfm>

FF. PRIMS DATABASE

Please ensure your PRIMS database is accurate and up-to-date before you head to training. The following is recommended:

What should you do: Go to BUPERS ONLINE
<https://www.bol.navy.mil> (There is a HELP DESK link there if you are having problems with access). Once into BOL, choose PRIMS. Once in PRIMS select the member ICON. Move the cursor to your name and right click. This will give you various field options. Choose "PFA", "Review PFA records". This will list your PFA results. You may need to select the arrow key on the left side of the page to expand your results. Any missing PFA testing should be discussed with your Physical Readiness Testing coordinator for resolution.

Contact PRIMS helpdesk: 901-874-2210, DSN 882, as needed.

GG. MOONLIGHTING

Off-duty employment or moonlighting is defined as 'services by a DoD healthcare practitioner during his or her off-duty time for which compensation is received'.

So you are aware of the moonlighting policy during training, the following applies: In compliance with the Health Affairs Policy 96-050, and with the Manual of the Medical Department chapter 1, section, 1-22, (2) (e), "Medical Department officer trainees are prohibited from off-duty remunerative professional civilian employment. Trainees may not moonlight or receive payment for any services incident to their training." There are no exceptions to this policy.

HH. DECLINATIONS

If after accepting a program offered from a training site, you decide to subsequently decline from GME training, or decline to train at that training site, please discuss this with Code 1WMC15 first. There may be legal concerns associated with declinations to consider.

II. HOUSEHOLD GOODS - MOVING

Your orders will provide information related to your Household goods shipping. For additional information visit the following: Please go to www.smartwebmove.navsup.navy.mil for HHG shipping set-up.

For additional Household goods guidance 1-800-444-7789 or e-mail at nvtrnshhghelp@navy.mil

JJ. IF YOU WILL BE TAKING TUITION COURSES DURING TRAINING

Many personnel have Academic requirements as part of their fellowship or residency program that require them to earn a Master's Degree. Other may only be required to take a couple tuition courses, while others are required to take many tuition courses.

Please ensure you apply for IN-STATE tuition. Military waiver forms are available at the college or university you will be attending that allow active duty Naval personnel on PCS orders to receive in-state tuition.

Please request a waiver for health insurance. Most colleges and universities require you to purchase health insurance. Please request a waiver for this expense since I am not authorized to pay for it. The school usually tries to put this expense on your tuition bill.

For anyone with a Masters Degree which is a requirement for fellowship or residency, please note that there are many schools that are cost prohibitive. Ensure the tuition costs are below \$30,000. Please contact Mark Sullivan immediately if considering a school with tuition costs for degrees greater than \$30,000. Contact 1WMC15 as needed for this issue.

KK. EXCEPTIONAL FAMILY MEMBER PROGRAM

If you have a family member in EFMP, please ensure your EFMP status is up-to-date and please identify if you will be bringing your EFMP family member with you on your GME orders.

LL. ACCESS TO MICROSOFT OUTLOOK DURING GME TRAINING

Navy GME is not able to assist you in maintaining your access to Microsoft Outlook during GME training. Thus you will not have access to the global address list. Some of

you may be fortunate enough to maintain your affiliation with an MTF during GME training, thus allowing you to keep access to Microsoft Outlook and global. Recommend assessing with your Reporting Seniors IT office if access to Microsoft Outlook or global is needed.

RECOMMEND: Unless you know how, ask your IT staff to assist you with copying your PST files, thus keeping your archived E-Mails.

MM. ACCESS TO YOUR .MIL ACCOUNT DURING GME TRAINING

Navy GME is not able to assist you in maintaining your .mil e-mail accounts during GME training. There are security concerns that prevent this. Some of you may be fortunate enough to maintain your affiliation with an MTF during GME training, thus allowing you to keep your .mil account.

Recommend assessing with your Reporting Seniors IT office if access to .mil accounts is needed.

RECOMMEND: Unless you know how, ask your IT staff to assist you with copying your PST files, thus keeping your archived E-Mails.

NN. VOLUNTEERING TO MAINTAIN YOUR CORE COMPETENCIES DURING GME TRAINING

Some trainees in GME training are not required by their program to work in areas that would allow them to maintain their core competencies. An example would be cardiologist in an interventional cardiology fellowship that does not have a fellowship requirement to read echocardiograms or perform transesophageal echocardiograms. This trainee may want to volunteer at a facility in order to maintain those skills.

Another example is a physician who is entering a second residency, yet wants to maintain the core competencies of their initial residency. This trainee may want to volunteer at a facility in order to maintain those skills.

These trainees must consider the following:

There's no problem with him/her doing pro bono work, but he/she has to understand that they must be properly licensed in the state in which they're doing it (because you won't have portability of licensure in your personal capacity) and you must have your own malpractice insurance. This must be done on your own time on a not to interfere

basis with your military duties. An E-Mail must be provided to the Navy GME Office (Mark Sullivan) by the trainees Program Director supporting this volunteer activity (This will be filed in your GME record). This volunteer activity can not result in any delay in your scheduled fellowship completion date.

Other option is:

If it is in the Navy's interest to keep his/her skill set up then the Navy GME office will need to set up a Training Affiliation Agreement (TAA) with the institution for the length of time you will be a resident/fellow. The TAA would be limited in scope but would provide FTCA protection.

PART II: EXECUTING YOUR ORDERS

Ensure you check out of your command when you are authorized by your command to do so. Get your orders endorsed (SIGNED/DATED).

Ensure you check into your new command when you are ordered to do so, I.E. NO LATER THAN 01 JULY. Get your orders endorsed. Every now and then a trainee will not check into their new command as indicated on their orders. This effectively cancelled their orders, and a new set of orders must be issued. Please do not let this happen.

A. REPORT TO YOUR REPORTING SENIOR

Your reporting senior is your Commanding Officer (CO) assigned by the Naval Personnel Command while you are an FTOS/OFI trainee. You will be assigned to an administrative command, usually a Naval Reserve Officer Training Corps unit, or a Navy/Marine Corps Reserve Center, or a NOSC to facilitate your administrative needs. Upon receipt of orders, you are directed to review information regarding the following: detaching activity, estimated date of departure, reporting activity, estimated date of arrival, planned rotation date, and reporting instructions. Find the paragraph that states "Upon arrival at above duty station report if present, otherwise by message to Commanding Officer..." **Reporting as instructed is imperative!** You are encouraged to make an appointment to meet your CO. Your CO writes your FITREP, arranges your PRT's, and endorses Integral Parts of Training requests and

leave papers. You may also note that your orders identify your assignment to various locations. One is your Customer Support Desk (called CSD or PSD), the 2nd is your Reporting Senior (may be identified as "reporting senior" or a "report to" location i.e. NAVHOSP TRNG SAN DIEGO. The 3rd location is your actual training site. It is imperative to check-in to all 3 locations (if 3 are identified). If you can not locate any of these check-in areas, contact the GME Assignment Officer for assistance (LCDR Marjorie Wytzka at 901-874-4045 or Marjorie.wytzka@navy.mil)

B. FIND OUT WHO WRITES YOUR FITREP.

Normally this will be your Reporting Senior. Navy residents in training at WRAMC receive ranked and Observed FITREPS as routed through their clinical Department Heads, and typically originated by their Program Directors. NNMC Bethesda ranks trainees in a ranking board separate from staff. Typically students assigned to USUHS have their FITREPS through USUHS. Regardless, please assess upon check-in who will be writing your FITREP, and you may want to assess if you'll be given an observed or a non-observed FITREP. See Part III for additional FITREP guidance.

C. FOR PERSONNEL TRAINING IN THE SOUTHERN CALIFORNIA AREA

1. Review your orders.
2. You will note in your orders that you are assigned to different UIC's, or areas. One is your Customer Support Desk (called CSD or PSD), one is your training site, and a third is your reporting senior (also identified as a "report to" location). You are responsible for checking into each of these locations.
3. If your orders identify that you are to report to NAVHOSP San Diego, or NAVHOSP TRNG San Diego (or similar wording), then one of your reporting requirements is to report to the NAVHOSP San Diego GME Office.

Contact the NAVHOSP San Diego GME Office right away through one of the following points of contact:

Alexandra Littleton 619-532-9405 or
Alexandra.littleton@med.navy.mil

Michelle Valdez 619-532-7936 or michelle.valdez@med.navy.mil

D. FOR PERSONNEL TRAINING IN THE NATIONAL CAPITAL AREA

1. Review your orders.

2. You will note in your orders that you are assigned to different UIC's, or areas. One is your Customer Support Desk (called CSD or PSD), one is your training site, and a third is your reporting senior (also identified as a "report to" location). You are responsible for checking into each of these locations.

3. If your orders identify that you are to report to NNNMC Bethesda, or NAVHOSP TRNG Bethesda (or similar wording), then one of your reporting requirements is to report to the NNNMC Bethesda GME Office. Contact the NNNMC Bethesda GME Office right away at 301-319-8278. They are located on the first floor of NNNMC Bethesda, next to the credentialing office (near Clark Auditorium) (though they are currently moved to temporary spaces called the Swing Spaces next to the Navy Exchange).

E. REPORT TO YOUR NAVY PERSONNEL SUPPORT DETACHMENT

Your service and pay record will normally be verified and maintained at the Navy PSD closest to the training site. PSD is also your primary source for all matters related to your pay and allowances. If you have any pay discrepancies, notify them immediately. Update DEERS with your new contact information at your PSD. Please ensure you report to your Personnel Support Detachment to liquidate your travel. If applicable they will want your hotel receipts. Get a point of contact (name, phone number and e-mail) of someone from your PSD office. This may save you valuable time in the future.

F. Provide 1WMC15 301-319-4518 mark.d.sullivan@med.navy.mil with your new contact information.

G. Update NFAAS with your new contact information.

Please go to the NFAAS Navy Family Accountability and Assessment System <https://navyfamily.navy.mil/> and update the Navy Family Member section TO INCLUDE your Personal information and family member information. The following process is recommended if you have CAC card access:

Log into the "NFAAS Navy Family Member" tab
Enter the "My Info" tab (LOCATED TOP OF SCREEN)

Click on the "Contact Information" ICON (LOCATED LEFT SECTION OF SCREEN)

If needed, select "Edit" and update as much contact information as you can in the "Sponsors Contact

Information" section

Select "Save" at the bottom of the screen

If needed, select "Edit" and update as much contact information as you can in the "Other POC's" section

Select "Save" at the bottom of the screen

Click on the "Family Member" ICON (LOCATED LEFT SECTION OF SCREEN)

If needed, select "Edit" and update as much contact information as you can in the "Family Member Information" section

Select "Save" at the bottom of the screen.

H. Find out who is your Agency Program Coordinator (APC). You'll need to know who can enter you into DTS in case you need to go TAD. This person is your APC. NMPDC is not you APC.

I. Assess if your training command wants to reactivate your Government Credit card. Now is the time to find this out. They may require you to use this during any TAD's taken during your training to attend conferences or meetings.

J. CAC CARD READER

Many DoD systems and sites now require you to use a CAC card reader, i.e. DTS and e-leave. Check with your new command about access to a CAC card reader.

Do you need a SCR3310 CAC card reader (this is the model I have available)? If yes, send me your mailing address and I'll mail you one. Must be returned to me after GME training (unless your child fills it with play dough or some similar scenario).

The CAC card readers I send you will include Active client software and a URL path for downloading active client for MAC's. You'll need to visit militarycac.com for further active client guidance, go to <http://militarycac.com/> then click on the Navy ICON near the bottom of the page for Navy specific guidance.

K. URINALYSIS PROGRAM REQUIREMENTS

Your Reporting Senior (Commanding Officer) determines your participation regarding urinalysis requirements. During

check-in is a good time to discuss these requirements. Recommend you inform your CO that you will have an intense work schedule and recommend you "respectfully request" to be relieved of random urinalysis requirements since your training schedule rarely accommodates short notice requirements.

L. PHYSICAL FITNESS REQUIREMENTS

Find out who conducts your PRT, and ensure they have your contact information to schedule you for your semi-annual physical readiness testing requirements including your Physical Health Assessment.

M. LEAVE REQUIREMENTS

Find out if your command uses e-Leave or still does paper leave requests. The following guidance is provided about leave during training:

1. **LIBERTY:** Whenever not scheduled for work or call, you are on liberty. There is normally no need to request leave through your Reporting Senior while on liberty status.
2. **LIBERTY:** The distance you travel on liberty matters, thus you should be capable of returning to your training assignment on time at the end of your liberty period.
3. **LIBERTY:** If there are any interruptions in your training, such as academic institution recess, summer sessions that do not offer required or relevant elective courses, which will not maintain your full-time status with the institution, you must report to your assigned reporting senior for possible work assignment.
4. **LIBERTY and LEAVE:** Always comply with your training sites leave (vacation) and liberty requirements. Usually oversight is provided by your training Program Coordinator and these leave and liberty requirements are usually detailed in your resident/fellow policy handbook.
5. **LEAVE:** Comply with MILPERSMAN 1050 for official Military Leave and Liberty Policies. You are also required to comply with the specific leave and liberty requirements of your Reporting Senior. Contact your Reporting Senior or his/her appointed representative for your commands leave and liberty requirements/policies.

6. LEAVE - Any time you request leave through your training site, you should request leave through your Reporting Senior (even if not leaving the area of your residence). For example Dr. Smith is training at Johns Hopkins, and administratively attached to Annapolis. Dr. Smith wants to take a few days off from her training. Dr. Smith completes a leave request through her JH program coordinator, and through her Annapolis (Reporting Seniors) Admin Office.

PART III: QUARTERLY/SEMI ANNUAL/ANNUAL REQUIREMENTS

A. TO YOUR REPORTING SENIOR

PHYSICAL FITNESS REQUIREMENTS

You will be required to turn in your PARFQ semiannually for the Physical Fitness Assessment (PFA) test. This is accessed through BUPERS ONLINE under the PRIMS database ICON. Any yes comment on the PARFQ, will require you to also print out the Health Risk Questionnaire and get medical guidance for approval to take the PFA.

You will also need to do your annual Physical Health Assessment (PHA). This is usually done during your birth month, and one that is up-to-date is required to do the Physical Readiness test. Make sure your PFA results are entered into PRIMS.

FITREPS

The following applies to your FITREP reporting requirement:

Your reporting senior is responsible for submitting your FITREP to NPC. However, you are responsible for ensuring that your FITREP is completed on time, and that your reporting senior has the best possible picture of your activities during the reporting period. Officers in-zone are encouraged to contact their detailer for specific guidance. If in-zone, I cannot emphasize enough how important it is to remain competitive for promotion. In addition to your training you may want to become involved in local recruiting efforts, possibly assist with PRT medical issues, or teach at the local ROTC unit. See Part IV of this manual for "Going up for Promotion" guidance.

Active Duty Officer reports are due as follows:

<u>Rank</u>	<u>Fitness Report</u>	<u>Mid-Term Counseling</u>
Captain	31 July	31 January
Commander	30 April	31 October
Lieutenant Commander	31 October	30 April
Lieutenant	31 January	31 July

Refer to BUPERSINST 1610.10C (Navy Performance Evaluation and Counseling System) for specific guidance
<http://www.navyfitrep.com>. As an FTOS trainee, you are likely to get a non-observed FITREP. Some officers may feel that a non-observed FITREP is not beneficial. However, this type of report will likely be an advantage for the FTOS trainee, if completed the right way. In a non-observed FITREP, the FTOS trainee won't be rated against other medical officers of similar rank at the military parent command. Often times in the past, FTOS trainees were automatically placed in the "Promotable" category as a "place-holder", allowing the reporting senior to potentially increase the scores of the other on-site staff physicians of his/her command. In addition, the reporting senior may have had little contact with the FTOS trainee, due to the intensive FTOS training schedule and little ability for the trainee to be involved with activities at the nearby command. Therefore, the reporting senior probably won't know the FTOS trainee as well as the other on-site staff physicians.

With a non-observed fitness report, you can help ensure that valuable information is available in Block 41. Comments on Performance: section of the FITREP. To accomplish this, you should provide information about your achievements to your reporting senior; see Chapter 6, enclosure (3). A narrative performance summary (ALSO CALLED A LETTER REPORT) from your civilian program director may be directly appended to your non-observed FITREP. Chapter 7, sections 7-1, 7-2, 7-3 provides information about submitting letter reports from a civilian official, enclosure (4). These letters must be signed by the writer. In block 24 of the FITREP, insert "LTR", and in block 25 insert "assigned". An example of a program director narrative summary is available in enclosure (5).

Chapter 8 outlines information for both you and your reporting senior about FITREPS on officers assigned to duty under instruction, enclosure (6). The summary should include a description of your performance in training, any approved research protocols, presentations, academic

appointments, published articles, awards, or nominations received and participation in teaching activities.

Promotion zones for the following fiscal year are normally announced in the late November-early December time frame. If you have questions as to whether or not you are in the promotion zone, your detailer will be able to clarify this for you. Should your reporting senior have any questions regarding your FITREP, he/she may contact NPC-302 at (901) 874-3313/4881 or DSN 882-3313. A small number of officers in past years have failed to select for promotion while in FTOS training in part because they had totally blank FITREPS or no FITREP at all for their period of FTOS training. It is imperative that you establish a good working rapport with your military reporting senior. The best way to accomplish this is to interact in person with your parent command as much as possible and provide written documentation of your accomplishments.

QUARTERLY - If attached to a NOSC or ROTC unit, unless otherwise directed you should make a point to meet with your CO and/or XO. If attached to an MTF, you should make it a point to contact your GME coordinator. This is a good time to update your contact information, and discuss any upcoming training or administrative requirements, i.e. attendance at conferences requiring CO endorsements, PHA's, FITREPS, Physical Fitness Assessments etc...

B. TO NMPDC ANNUALLY

PROGRESS REPORTS

Furnish NMPDC-1WMC15 an annual progress report from the program director by **July 1st** each year (enclosure 5). If your program director writes a letter for attachment to your FITREP, that letter can also be used to satisfy this requirement.

If you are in an academic program, you must submit a copy of your grade report each academic term for NMPDC to continue funding your tuition.

Be sure to submit a final transcript, degree or certificate upon the completion of your program.

PART IV: WHAT TO KNOW DURING TRAINING

A. TRAINEES WHO ELECT TO TAKE NON REQUIRED COURSES.

1. Tuition Assistance is not authorized for personnel in a duty-under-instruction status, which includes (OFI and FTOS trainees).

2. Must solely pay all tuition and expenses related to the non-required course.

3. Must ensure the course will not extend their length of training.

4. Must ensure the course will not negatively impact their required training.

5. Must have the non-required course approved by their Administrative Command.

B. REQUESTING FUNDING FOR TUITION (NOT REQUIRED FOR TRAINEES AT USUHS)

Complete Cost Quote Memorandum CQM(s), enclosure (2), for each term and send to NMPDC 1WMC15 at least 60 days prior to program start date. If your institution bills on a yearly basis, then one CQM is required for the year. If the institution bills on a term/semester basis, one CQM is required for each term. The CQM should include the exact dates and tuition/fees for that term only. This is easy to do once the ADP is completed. Simply fill out a CQM (with your bursar's help) for each term outlined on the ADP and hand them all in together.

Failure to comply with NMPDC administrative requirements may result in an UNAUTHORIZED COMMITMENT to the government. (Ref: NAVSUPINST 4200.85C). Starting class without a government contract in place is committing NMPDC to pay your tuition without prior approval. An UNAUTHORIZED COMMITMENT to the government is a very serious matter for both you and NMPDC. Do not put yourself and NMPDC in this unfortunate position.

C. RECEIVING FUNDS/STIPENDS/COMPENSATION/GIFTS/TRIPS

The Standard of Conduct and Government Ethics states that Navy officers may not legally receive a stipend or other compensation from public or private institutions incident to any services performed while on active duty. Should you receive any stipends or allowances from sources other than the Navy, the sum of such payments must be turned over to the Treasurer of the United States. Payments must be

processed through the disbursing officer holding your pay record for credit to the NMPDC comptroller. There are certain situations that the trainee is allowed to receive gifts/funds, though the trainee must follow the guidelines set through OPNAVINST 4001.1D and the DOD 5500.7 Joint Ethic regulations. These directives set dollar amounts and scenarios that dictate if the trainee is allowed to accept the gift.

- The trainee receives compensation from the U.S. Navy only, and is prohibited from receiving compensation, in any form, from the training institution or any other source. The trainee however may except educational stipends that are offered to non-military trainees as well, which are utilized for educational purposes (courses, meetings, seminars, texts) supplementing the fellowship or residency. An example of this compensation which you would be authorized to accept, is hospital-subsidized housing which is offered to all the other fellows or residents in your program. Another example would be a \$900.00 fund from your program which is offered to all the other fellows or residents in your program that can be applied towards reference books or travel to meetings/conferences. Contact Mark Sullivan for guidance as needed.
- Any other funding offers will require Ethical Counselor review and approval. Please identify any concerns directly to Code 1WMC15, 301-319-4518, mark.d.sullivan@med.navy.mil Mark Sullivan.

Scenarios

- (1) A pharmaceutical company or medical manufacturing company offers you to attend a conference to learn about their product or procedure. This is handled through a gift acceptance process. If you find yourself in this scenario, just let 1WMC15 Mark Sullivan know and he will coordinate the process with you. This requires a PROFFER letter from the company, a request letter from you, and an endorsement from 1WMC15. Then after approval and after the event, you will be required to submit a record of payment. 1WMC15 has templates for all these forms. There are only 2 authorized ways that this can be considered for acceptance. Both methods must ensure that you do not touch money or receive reimbursement in any fashion. These methods include:

a. A travel grant (paying for hotel and travel) is offered to you by an organization. You contact 1WMC15 who guides you through the PROFFER letter and your request letter. Legal approves the offer. The organization pays the vendor directly, i.e. they buy your plane ticket and pay the hotel.

b. (This option may or may not be authorized depending on the event) A travel grant is offered to you by an organization. You contact 1WMC15 who guides you through the PROFFER letter and your request letter. Legal approves the offer. 1WMC15 pays for your trip. The organization writes a check to the U.S. Treasury thus reimbursing the government. The check is given to 1WMC15 who has the check money deposited back into the IPOT fund account.

(2) Your training site offers an educational stipend to all fellows/residents in the program. You may accept educational stipends which are utilized for educational purposes (courses, meetings, seminars, texts) if they are also offered to the non-military trainees in your program.

(3) To maintain your current professional skills, your training site allows trainees to work hours in their credentialed profession, i.e. an Emergency Medicine physician in an EM Ultrasound fellowship is offered to work in the E.R. for compensation. You are not authorized to receive compensation in any form during your training. You may receive compensation from the U.S. Navy only, and the trainee is prohibited from receiving compensation in any form, from the training institution or any other source. You can however in this instance work in the E.R. to maintain your professional skills as long as this is a requirement for program completion.

Caution: If this "maintenance of professional skills" is not a requirement for program completion, you will not be covered for liability by the Department of Justice. In other words, you should not be participating in medical practice in "extra hour activities" in which other fellows in your program are receiving pay in addition to their stipend for this work. The same would hold true if you were asked to serve in the role as a teaching assistant (TA). If this role is not a requirement for program completion, then you will not be covered for liability in this role, and you are not authorized to receive compensation for this work.

(4) You are going to a national conference and a large medical organization has offered travel grants for food and lodging to all the attendees (both military and civilian) to defray costs. This seems like a great idea because it can save the government money. This is handled through the gift acceptance process. The fact that it is offered to both civilian and military members indicates that this is being offered to you because of your profession and not because of your affiliation with DoD, thus there is the likely chance that this may be approved. If you find yourself in this scenario, just let 1WMC15 Mark Sullivan know and he will coordinate the process with you. This requires a PROFFER letter from the company, a request letter from you, and an endorsement from 1WMC15. Then after approval and after the event, you will be required to submit a record of payment. 1WMC15 has templates for all these forms. There are only 2 authorized ways that this can be considered for acceptance. Both methods must ensure that you do not touch money or receive reimbursement in any fashion. These methods include:

a. A travel grant (paying for hotel and travel) is offered to you by an organization. You contact 1WMC15 who guides you through the PROFFER letter and your request letter. Legal approves the offer. The organization pays the vendor directly, i.e. they buy your plane ticket and pay the hotel.

b. (This option may or may not be authorized depending on the event) A travel grant is offered to you by an organization. You contact 1WMC15 who guides you through the PROFFER letter and your request letter. Legal approves the offer. 1WMC15 pays for your trip. The organization writes a check to the U.S. Treasury thus reimbursing the government. The check is given to 1WMC15 who has the check money deposited back into the IPOT fund account.

D. MILITARY UNIFORMS

Trainees generally wear civilian attire, except when rotating through an MTF during training, reporting to and checking out of a command, or conducting military business at PSD or other military activities.

Commendable if you want to wear your military uniform at your training institution. Just make sure you comply with any dress requirements for your program. Training institution may have requirements regarding material,

colors, identification badges etc. that may prevent you from wearing your military uniform.

Your Regional Line Commander determines the uniform of the day to be worn by all Naval personnel within a certain geographic area. Contact your reporting command for uniform information. Please keep in mind that you are representing the Navy Medical Department and are expected to maintain appropriate standards of military bearing and grooming.

6902. INDOOR DUTY WHITE

1. When prescribed, medical personnel may wear this uniform while working within the confines of a medical facility, and to and from work. Do not wear Indoor Duty White on liberty or for dress.

2. Indoor Duty White is defined as Summer White without ribbons for both male and female medical personnel. The blue cardigan sweater may be worn with it in working spaces. Button all buttons.

3. Medical personnel may wear a peacoat/reefer, overcoat, or all-weather coat, with the Indoor Duty White uniform.

E. RECRUITING

Recruiting personnel frequently request the Bureau of Medicine and Surgery (BUMED) or NMPDC to provide names of Medical Department personnel attending civilian institutions. We are permitted to provide your name and official address only. The recruiter in your area may contact you and ask for assistance in interviewing applicants, answering questions from prospective applicants, or arranging for campus visits. Assistance you provide is voluntary, but is always much appreciated.

Active duty physicians performing medical screenings/physical exams at NOSC's/NROTC units must be privileged to do so at these sites. To be covered for liability through the Federal Tort Claims Act you must be specifically privileged to practice at these sites and privileged for the health support procedures you want to provide at these sites. This privileging will need to be coordinated through the NOSC or ROTC unit you are trying to support. Assisting at NOSC's or NROTC units should be a

volunteer activity since your primary assignment is GME training. Additionally, assisting at NOSC's and NROTC units should be pre-approved in writing by your Program Director and by your Reporting Senior.

F. MOONLIGHTING

In compliance with the Health Affairs Policy 96-050, and with the Manual of the Medical Department chapter 1, section, 1-22, (2) (e), "Medical Department officer trainees are prohibited from off-duty remunerative professional civilian employment. Trainees may not moonlight or receive payment for any services incident to their training." There are **no exceptions** to this policy.

G. SERVICE RECORD MAINTENANCE

You should periodically order a copy of your CD service record to check it for accuracy. Include your name, rank, social security number, mailing address and signature when making your request. You may place your order by mail or by FAX. For questions, call PERS-311 Customer Service Center at commercial (901) 874-3316 or DSN 882-3316. You can also order a copy of your CD through BUPERS ONLINE. It is possible to review your CD service record online now through the BUPERS ONLINE webpage. This however requires CAC card access.

All active duty and reserve personnel having a BOL account, a Common Access Card (CAC) and a CAC-enabled computer can now view their Official Military Personnel File OMPF record online by selecting Web Enabled Record Review WERR. See NAVADMIN 011/09 for details.

WERR provides a secure and efficient method for you to access and review your image record 24/7 and is the preferred method of obtaining OMPF information and correcting your records vice ordering the OMPF on CDROM (eliminates unnecessary delays caused by waiting days/weeks to received a CD).

H. OCONUS TRAVEL

Fellowships/residencies may require or offer OCONUS travel opportunities. You will need to notify NMPDC, Code 1WMC15, 301-319-4518 mark.d.sullivan@med.navy.mil immediately when you learn of OCONUS travel requirements. You will be guided to complete DoD requirements for OCONUS travel. A minimum of 30 days notice is needed in most instances.

I. BOARD CERTIFICATION EXAMS (See instruction, encl (7))

Contingent upon availability of appropriated funds, qualified Medical Department personnel will be sponsored for certain professional examinations for certification and re-certification. BUMEDINST 1500.18C, outlines procedures to request funding. Forward these funding requests to NMPDC-1WMC1B at least 6 weeks prior to the examination. American Board of Medical Specialties (ABMS) or American Osteopathic Association (AOA) sponsored boards are funded (note ABMS or AOA, not both). Please contact Jesus Lego for specific concerns. No After-the-fact board requests will be funded. Additional information can be obtained from Jesus Lego at 301-295-0649, or cmefunding@med.navy.mil, or HM1 Elsee Spencer at elsee.spencer@med.navy.mil

Send copies of your board certification to the Medical Corps Personnel Planners office so they can update Specialty Codes. These codes changes made by Mr. Frabutt's office will be reflected on your Officer Data Card.

Mr. Anthony W. Frabutt
202-762-3608
Fax: 301-295-1817
Anthony.frabutt@med.navy.mil

Please note that Mr. Frabutt's office does not have anything to do with Special Pays. Keep up with your Special Pays during training. Are you entitled to Additional Special Pays? If yes, you'll need to request this benefit. <http://www.med.navy.mil/Pages/Default.aspx> This public URL has all the information you'll need to know about Special Pays. It describes the Special Pays you are entitled to. It has the templates you'll need to request Special Pays, and it identifies the Special Pay amounts.

Please contact Mr. Bill Marin at 301-295-2073 or E-Mail at William.marin@med.navy.mil or Karen Gaston at 301-295-9946 or Karen.gaston@med.navy.mil to discuss special pays.

J. FUNDING FOR MEETINGS/CONFERENCE/COURSES THROUGH INTEGRAL PARTS OF TRAINING (IPOT) AND PRESENTATIONS

Please note all personnel assigned to the National Capital Consortium will work with their Program Director for IPOT funding. Your Program Director may direct you to the NNMC GME office to complete required funding documents. POC for the NNMC GME Office is Leanda Dulaney at 301-319-8278 or leanda.dulaney@med.navy.mil)

For OFI trainees in Air Force or Army programs, funding responsibilities are determined at the time of Interservice Placement and Selection (Reference the Rules of Engagement of the Joint Service GME Selection Board.) Contact Mark Sullivan for discussion as needed.

ALL OTHERS:

For Local Travel IPOTS (Travel less than 50 miles one way), I am only authorized to reimburse registration/enrollment expense. Per Diem and lodging reimbursement is not authorized for local travel IPOTS.

An IPOT is a period of training that is not available at the parent institution and is required for all trainees (civilian or military) to complete a program. Program directors may require trainees to perform external rotations or attend courses, meetings or seminars away from the training institution.

For IPOT funding approval, the course or presentation must directly support the specific residency or fellowship program and be stated as such in the Program Director's letter.

Any OCONUS IPOT request, must have compelling support from your Program Director and your BUMED Specialty Leader.

Before your training begins, you must meet with your Program Director to determine the additional training considered to be an Integral Part of Training. The Program Director must send this projected IPOT calendar annually (JULY) to NMPDC-1WMC15 for budget planning purposes. This information must be in your file prior to submission of funding requests for IPOTs.

When submitting an IPOT funding request, the following items should be forwarded to NMPDC-1WMC15 6 weeks before the anticipated travel date:

- 1) A completed IPOT Funding Request, enclosure (8).
- 2) Your Commanding Officer's endorsement.
- 3) A letter from the Program Director specifically stating that it is an integral part of your training and necessary for successful completion of the program.

4) A brochure identifying the dates, location, cost and course agenda.

5) Copy of your presentation, if you are presenting information at the conference.

Presentations related to your scholarly activities may also be funded by NMPDC. A letter acknowledging acceptance or an invitation from the professional society conducting the conference must accompany this type of funding request, in addition to the five items listed above. Funding for IPOT is contingent upon the availability of appropriated funds and the Program Director's or training institution's agreement to provide similar funding for the civilian trainees in the program. Navy trainees may participate in courses, seminars, meetings, rotations or exams funded by the institution as part of the program, provided that trainees do not directly receive money. Refer to BUMEDINST 1500.19A, enclosure (9), for additional information regarding IPOT.

Please ensure you contact your supporting PSD or CSD prior to your IPOT. Support Detachments require travel orders to liquidate your travel claim. NMPDC will provide you with a Direct Cite Authorization before your travel. This document contains the accounting data that your Support Detachment will utilize to bill NMPDC for your travel and Per Diem claims. **To ensure liability protection, written orders are necessary for officers performing patient care during IPOT in a non-Federal institution.**

It is DOD mandatory policy that a DOD Uniformed Service member use an available CTO/TMC to arrange official travel, including transportation and rental car. This means, do not purchase your flight ticket yourself. Have your SATO purchase the ticket for you. I have noted there are usually exceptions to this rule. Contact your TAD office for guidance.

You are not authorized to fly over the ocean while on orders via a foreign carrier. Please contact SATO for specific guidance.

You will be authorized a prescribed "Per Diem Rate" for your lodging expense. This Per Diem Rate may be less than the actual cost of the room that you will be staying in. Thus the following guidance is offered. When attending a conference, meeting etc, as soon as you know you are going

to a conference, call the hotel and see if they have a government rate (Do not tell them you are attending the conference be/c then they will just say you have to pay the conference rate). If that doesn't work then either decide if you want to pay the difference, if so then do so and if not - look for a cheaper hotel near the conference site. The other option is to get a room mate and split the room. All active duty are faced with this dilemma. Except for extraordinary cases, I will not be funding "Actual Cost lodging".

You are also given a set miscellaneous expense amount (\$50.00) to cover items like a taxi.

ONE POINT OF CLARIFICATION: If your event is for Jan 2,3,4 (AS AN EXAMPLE) - I am authorized to fund per diem (food and lodging) on the days of the meeting/conference/rotation/training, and the day before (unless it is a local travel, meaning less than 50 miles); in this case the 1st of Jan. If your event ends before 1700 on the 4th, then the reasonable action would be to fly out on the 4th, thus I am not authorized to pay for your lodging on the 4th. If you need me to fund the night of the 4th also, please provide justification, i.e. unable to book a flight for the night of the 4th, or the flight would bring me to my destination at 2:00 AM, which I want to avoid etc. If you have good justification for something, if I am authorized, I'll push to get it funded for you.

Check with your TAD office for guidance on how to pay for your expenses. I wish I could provide you specific guidance on this one but I have encountered many variations. I know that you can never use your Government Credit Card to pay for registrations. Most TAD offices will authorize you to use your Personal Credit Card to pay for registration, but you'll need to verify this with your TAD office. Some TAD offices insist on the use of the Government Credit Card for Lodging, while most do not. Some TAD offices insist you book travel through SATO, while others do not. I (Navy GME Office) only provide the funding. Your TAD office determines how you pay for your registration, lodging and airline fees.

Once I have your documents, I will send them to my TAD office. They will in turn send you a Direct Site form. This document will contain the lines of accounting that your TAD office will need for your orders. You need to go to your

TAD office to get TAD orders for your meeting/conference/rotation.

With some variation, the following documents are required by your TAD office to liquidate your IPOT expenses:

Personal checks and/or bank statements are not valid receipts

Airline ticket receipt with e-ticket number reflecting total amount charged.

Itemized lodging receipt in traveler's name showing daily cost of room and applicable taxes.

Rental car receipt showing paid in full amount. Extras are not reimbursable, i.e. insurance, GPS, road side assistance, etc.

Fuel receipts, regardless of amount.

Conference fee receipts must show zero balance due.

Checked baggage receipts reflecting amount charged.

Taxi receipts for claims in excess of \$25.00.

Long-term parking receipts (Lesser of long-term parking fees or estimated cost of round-trip taxi fare).

A completed DD1351 with signatures and date in block 20a & b is required. Address on form must be home address.

K. PUBLICATION, ARTICLE, ABSTRACT, MEDIA AND PRESENTATION REQUIREMENTS (ALSO SEE PARAGRAPH X ON WRITING A BOOK)

This requirement is for FTOS trainees and some OFI trainees. USUHS and NCC trainees will comply with the regulations set forth through their training institution. Navy Medical Department personnel are encouraged to contribute to professional literature in accordance with BUMEDINST 5721.3C. If you plan on publishing a paper, please identify this to Code 1WMC15 at 301-319-4518 mark.d.sullivan@med.navy.mil. You will be sent an electronic copy of the Request for PAO clearance form, enclosure (10) and an electronic copy of the BUMED Publication Directive which identifies required disclaimers

for inclusion in your publication. You will complete the PAO clearance form and E-mail it and an electronic copy of your paper back to Code 1WMC15 who will route your paper for PAO approval. This process should normally only take a week unless the article contains controversial information.

Personnel that will be interviewed for media presentation, i.e. for a newspaper article or T.V. clip, will complete a Media Query form for PAO approval. Contact Code 1WMC15 at 301-319-4518 mark.d.sullivan@med.navy.mil for assistance.

The publication Navy Medicine is always looking for good articles. However, they cannot publish an article that has been accepted for publication by another professional journal.

Articles for Navy Medicine should be sent to:

Bureau of Medicine and Surgery
(M09BK21-Public Affairs)
2300 E Street, NW
Washington, DC 20372-5300

Please notify NMPDC-1WMC15 if you are experiencing difficulty with the review and approval of your article.

L. SUMMER SESSIONS, RECESS PERIODS AND INTERSESSIONS

If there are any interruptions in your training, such as academic institution recess, summer sessions that do not offer required or relevant elective courses, which will not maintain your full-time status with the institution, you must report to your assigned reporting senior for possible temporary active duty to a clinical setting or you may take required courses at another college in the same vicinity. The courses you take must appear on the final transcript for the parent institution and you must submit a separate CQM for the institution you will be attending.

M. REIMBURSEMENT FOR EXPENSES

There are a number of items that Navy GME is authorized/not authorized to pay for/reimburse for personnel in FTOS/OFI programs. Federally appropriated funds must comply with the Purpose Statute, 31 USC sec. 1301(a) and expenditures must be reasonably necessary in carrying out the authorized function or materially contribute to the effective accomplishment of that function (the "necessary expense" rule). There are some items in which there is legal

precedent that have already generally characterized the expenses as a "personal expense," rather than a "necessary expense." Examples include Medical licensure costs, and most articles of clothing. "Personal expense" items are not authorized for funding. Additionally Navy GME considers equity. What are we paying for as compared to the other services and the other Navy education programs. Lastly we consider cost. We must have the funding to support the authorized expense.

You may submit a Claim for Reimbursement (SF 1164) for authorized expenses, as listed below. Instructions on how to complete the SF 1164 are provided in enclosure (11). Ensure all information is accurate including bank account and routing numbers. You may submit your claim at any time while you are in training by completing a Claim for Reimbursement of Expenditures (SF 1164), enclosure (12) and an Electronic Funds Transfer form, enclosure (13). Include all original receipts, cash register receipts, and/or copies of cancelled checks (front and back) for each expense. A copy of a credit card receipt is acceptable only if costs are itemized.

N. NMPDC IS AUTHORIZED TO PAY FOR THE FOLLOWING:

1. Normal tuition
2. Building use fees
3. Student activity fees
4. Student union fees
5. Laboratory fees
6. Coping/Binding Thesis/Dissertation Expenses (Does Not Include Formatting/Editing/Proof Reading Expenses)
7. University required rentals
8. Registration fees
9. Graduation fees
10. Health services fee required by institution
11. Transportation fees for rotations considered an IPOT
12. Computer User Fees
13. Loupes - if in compliance with BUMEDINST 6750.6

O. NMPDC IS NOT AUTHORIZED TO PAY FOR THE FOLLOWING:

1. University Parking and Transportation Fees
2. Uniforms/ Clinical Lab Coats & Laundry Fees
3. Calculators
4. Notebooks
5. Note Taking Services

6. Copying Of Academic Papers Expenses
7. Cap & Gown Purchase/Rentals
8. Dictionaries
9. Personal Computers/ Disc/ Hardware/Software/Typewriters

10. Cameras/Slides/Film processing
11. Transcripts
12. Malpractice Insurance
13. Lockers
14. Athletic Equipment
15. Student Government Fee
16. Consumable Supplies and Equipment (i.e. Microscopes, Electro-Mallets, Ophthalmic lenses.)
17. Textbooks
18. Reference Books/Manuals
19. (basic)/DEA Numbers Fee
20. Prep course for licensure
21. Journal/Subscriptions
22. Prep course for certification
23. Student application fees
24. Student Identification Badge
25. Student health insurance
26. Student Loan Interest
27. Any cost associated with matching with your program

P. SPECIAL PAYS

Keep up with your Special Pays during training. Are you entitled to Additional Special Pays? If yes, you'll need to request this benefit.

<http://www.med.navy.mil/Pages/Default.aspx> This public URL has all the information you'll need to know about Special Pays. It describes the Special Pays you are entitled to. It has the templates you'll need to request Special Pays, and it identifies the Special Pay amounts.

Please contact Mr. Bill Marin at 301-295-2073 or E-Mail at William.marin@med.navy.mil or Karen Gaston at 301-295-9946 or Karen.gaston@med.navy.mil to discuss special pays.

Special Pays "Gotcha" for Fellows: The spin-up to the GME Selection Board reminds us that each year we have a few GME trainees, usually fellows, who fall victim to a little-known clause in the Special Pays rules. To qualify for the Multi-Year Special Pay an officer must have served 8 years on active duty, so most of our residents in training are not eligible for the MSP. However fellows and physicians in 2nd residencies may have active MSP contracts at the time they start their training. In most cases trainees can

serve existing MSP obligations and their GME training obligations concurrently. However, if your MSP expires, and you negotiate a new MSP bonus while you are still a fellow or resident, the new MSP obligation automatically becomes CONSECUTIVE to your training obligation. This happens without your knowledge and in the absence of notification. In many cases the first time you become aware of the added obligation is when you submit separation papers. Such obligations are statutory, and are not waiverable.

This "gotcha" is easy to avoid with advanced planning. If you are entering GME training and have an active MSP special pay contract, please insure your MSP is negotiated for a term that exceeds the time you will be in training. The Special Pays office can assist in structuring your bonuses to avoid an unexpected additional service obligation, but these actions must occur before you start your training program. Contact Mr. William Marin at (301) 295-2073.

Personnel wishing to learn more about the management of their Special Pays can visit the following website: <http://navymedicine.med.navy.mil/> then click on the BUMED Icon, then on the left hand side under Department, choose Special Pays. Then scroll down to the bottom of the page and click on the questions: What type of Special Pays do I qualify for? What is my Special Pays amount? How do I apply for Special Pays? Additionally you can view OPNAVINST 7220.17 in the reference box for complete Special Pay guidance.

REGARDING SPECIAL PAYS CO ENDORSEMENTS: For those commands where the CO is not the privileging authority (i.e. at NOSC's, ROTC units, Reserve commands, and where privileging and practicing is required for special pay eligibility, the command must confirm and receive verification from the privileging authority that the officer/member making the request is actually privileged.

Thus you'll need to provide your Skipper with an e-mail or letter from your training sites privileging authority verifying and stating you are privileging and practicing in the specialty you're requesting payment for.

Then in the CO endorsement that you'll send to Special Pays - there should be a statement in the CO's endorsement of

the members request that he/she has confirmed with the appropriate privileging authority that privileges are in place for the officer.

Q. GOING UP FOR PROMOTION

Unless going up for promotion within the next year, a non-observed FITNESS report is recommended. However make sure you populate block 41 of your FITREP with a description of your performance in training, any approved research protocols, presentations, academic appointments, published articles, awards, or nominations received and participation in teaching activities. You may also find it beneficial to visit the Navy FITREP site for guidance. Go to www.navyfitrep.com You can download NAVFIT98A from this site and write your own FITREP for submission to your command.

If you're going up for promotion within the next year, the following guidance is recommended:

Contact your Assignment Officer and ask him/her to review your FITREPS via the EMPRS system. This is the same system the board uses to view your FITREPS. Ask detailer to check for continuity of reports (in other words, are any missing?, missing reports may mean "no promotion") plus ask him/her to check for legibility. Some of the FITREPS may not have digitized well. (see points of contact below for detailer information)

Ensure your picture is up to date in your record. Ask your detailer to check this also. No picture, means no promotion.

If anything mentioned above needs to be added to your service record, or if you have some recent awards or recognition, then you'll want to write a letter to the Board.

<http://www.npc.navy.mil/channels> This website will guide you through all the measures to prepare you for the board. Once there, select Officers, then Boards, then Active Duty Officer, then on the right hand side of the page is the information about Board preparation.

Additionally you can go to BUPERS online <https://www.bol.navy.mil/defaultpub.aspx?Cookies=Yes> Once

there you can check out your ODC, PSR and OSR. Directions for updating these documents are provided as you review them.

You may consider asking for an Observed FITREP if going up for promotion. However, you may want to ensure that this will be a very favorable FITREP before doing so. I have received a couple of horror stories from fellows over the last year who received an observed FITREP, only to find that they were compared with staff members who were at a distinct advantage for promotion recommendation. You do not want to be surprised with a promotable mark in block 42. You would be better off being marked as non-observed.

You also have the option to just attach your Program Directors narrative to your FITREP (instead of filling in the comment section block 41), and sending that in. Although this is a viable alternative, I do not recommend it. You are better off taking the best bullets from the P.D. narrative and placing it in block 41 of your FITREP.

R. PROMOTION

I was promoted, how do I determine when my effective date of rank is?

On the ALNAV promotion select list, your 4 digit seniority number is identified. If you did not see the ALNAV (that identifies who was promoted), you can go to Navy Personnel Command (NPC) Active Duty Officer Promotion website <http://www.npc.navy.mil/Boards/ActiveDutyOfficer/>. Select the board you were selected for, i.e. 04 Staff, then under "Board Information", select "this year" or "previous years" board. Once there, select the "Select List" ICON. Here you will see the ALNAV identifying those selected for promotion, along with their seniority number.

Once you have your Seniority number, then go to the "Promotion Phasing Plan" ICON located in your "Board Information" section. The phasing plan will identify an approximate month that you will be promoted. This is called your "Effective Date of Rank".

Then be on the lookout for the NAVADMIN which authorizes you to be promoted. These NAVADMINS can be found at NPC <http://www.npc.navy.mil/channels> under the "Reference Library" ICON. Choose messages and locate the NAVADMIN.

If needed you can always contact NPC for assistance at 1-866-UASKNPC, or contact the FTOS/OFI Program Manager at 301-319-4518.

S. NAVY MEDICINE ELECTRONIC LIBRARY SYSTEM

The NAVY MEDICINE ELECTRONIC LIBRARY SYSTEM contains access to STATREF, OVID, GAIL DATABASES, MD GUIDELINES, NEW ENGLAND JOURNAL OF MEDICINE, JOINT COMMISSION E-DITION, LEXI-COMP and MD CONSULT.

For those personnel wishing access to this system, the following:

1. For those lucky enough to have access to their .mil account, use the self registration method. I tried it. It is very fast. The link to access the self registration form is: <https://register.athensams.net/nav/>
2. For those of you (MOST) who do not have access to a .mil account, you will have to be hand registered. Please provide the following info which I will be sending to NAVMISSA for hand registration:

FULL NAME
E-MAIL
TELEPHONE
MAILING ADDRESS
MEDICAL SPECIALTY

NAVMISSA will hand register you and send you additional info via E-Mail so you can access the NAVY MEDICINE ELECTRONIC LIBRARY SYSTEM.

T. EXTENSION OF TRAINING

There are a number of reasons that an extension to training may be needed. This may include the need to complete cases due to convalescent leave for illness. Notify 1WMC15 immediately if you think you may even need one additional day of training. The Memorandum of Understanding between Navy and your training site covers specific time frames and you do not want to risk not be covered for liability. Please contact 1WMC15 for any concerns about this issue. 1WMC15 will contact PERS, Navy GME and your BUMED Specialty Leader when an extension to training is needed.

U. IF YOU RECEIVE A SUBPOENA TO APPEAR IN COURT

Not one of the most comfortable topics, but each year there are a few FTOS/OFI physicians that receive a subpoena to appear in court. The following will apply to you if this occurs:

1. If you receive a subpoena by a military JAG, then you have no option but to appear in the military court. You'll want to notify your command, Program Director and Navy GME if you receive a subpoena from a military court, i.e. to appear for courts martial. If this seems as if it may become time intensive, you may want to assess if your testimony could be taken via phone call or VTC.
2. If you receive a subpoena from a civilian court: Before (yes, before) the Navy member can appear and testify in the civilian court system, he/she needs to comply with SECNAVINST 5820.8A. Basically this will involve your command initiating a letter to the civilian court system, identifying the process for the court to take, before they can have you appear in court. In these cases, you can contact me and I will assist you with the legal process before you can appear in a civilian court. This instruction does not apply to all cases, i.e. garnishment of wages related to alimony or child support, in which other SECNAVINST apply.

The following link will lead you to SECNAV Instructions:
<http://doni.daps.dla.mil/SECNAV.aspx>

V. LOUPES

In compliance with BUMEDINST 6750.6, personnel with issues related to the purchase, replacement, refurbishment, maintenance and/or realignment of their Loupes should address their concerns to 1WMC15, Mark Sullivan.

W. INVENTIONS - INTELLECTUAL PROPERTY RIGHTS

Personnel with concerns about inventions or Intellectual Property Rights can contact 1WMC15 for guidance. We will run your questions through Naval Medical Support Command legal for direction. As need Support Command will contact BUMED or the Navy Patent Attorneys. SECNAVINST 5870.3C can be reviewed for guidance.

X. LEAVE/LIBERTY DURING TRAINING

For personnel at Full-Time Outservice training sites - Per the Memorandum of Understanding between the Navy and your training institution - The Navy trainee will be afforded the same administrative privileges typically enjoyed by the training institution's non-military trainees. Your command may be using the new e-Leave through NSIPS, or they be still using paper leave requests. Check with your Reporting Seniors command on this issue.

The following guidance is provided about leave during training:

1. LIBERTY: Whenever not scheduled for work or call, you are on liberty. There is normally no need to request leave through your Reporting Senior while on liberty status.
2. LIBERTY: The distance you travel on liberty matters, thus you should be capable of returning to your training assignment on time at the end of your liberty period.
3. LIBERTY: If there are any interruptions in your training, such as academic institution recess, summer sessions that do not offer required or relevant elective courses, which will not maintain your full-time status with the institution, you must report to your assigned reporting senior for possible work assignment.
4. LIBERTY and LEAVE: Always comply with your training sites leave (vacation) and liberty requirements. Usually oversight is provided by your training Program Coordinator and these leave and liberty requirements are usually detailed in your resident/fellow policy handbook.
5. LEAVE: Comply with MILPERSMAN 1050 for official Military Leave and Liberty Policies. You are also required to comply with the specific leave and liberty requirements of your Reporting Senior. Contact your Reporting Senior or his/her appointed representative for your commands leave and liberty requirements/policies.
6. LEAVE - Any time you request leave through your training site, you should request leave through your Reporting Senior (even if not leaving the area of your residence). For example Dr. Smith is training at Johns Hopkins, and administratively attached to Annapolis. Dr.

Smith wants to take a few days off from her training. Dr. Smith completes a leave request through her JH program coordinator, and through her Annapolis (Reporting Seniors) Admin Office.

Y. WRITING A BOOK WHILE IN GOVERNMENT SERVICE

Service members may write a book, screenplay, script or other written work in their personal capacity; however, there are some limitations regarding compensation for works written during government service. In addition, there are also some prohibitions on content.

Mark Sullivan can provide you with a questionnaire for authors that will help legal properly advise you regarding publication. In addition, you may wish to review the information from the Office of Government Ethics regarding book deals/written works:
http://www.usoge.gov/ethics_guidance/daeograms/dgr_files/2008/do08006a.html

Z. DOING MEDICAL SCREENINGS AT NOSC'S OR ROTC UNITS

Active duty physicians performing medical screenings/physical exams at NOSC's/NROTC units must be privileged to do so at these sites. To be covered for liability through the Federal Tort Claims Act you must be specifically privileged to practice at this sites and privileged for the health support procedures you want to provide at these sites. This privileging will need to be coordinated through the NOSC or ROTC unit you are trying to support. Assisting at NOSC's or NROTC units should be a volunteer activity since your primary assignment is GME training. Additionally, assisting at NOSC's and NROTC units should be pre-approved in writing by your Program Director and by your Reporting Senior.

AA. NAVY GME ON FACEBOOK

For information related to Navy GME, visit us on facebook at <http://www.facebook.com/NavyGME>

BB. VOLUNTEERING TO MAINTAIN YOUR CORE COMPENTENCIES

Some trainees in GME training are not required by their program to work in areas that would allow them to maintain their core competencies. An example would be cardiologist

in an interventional cardiology fellowship that does not have a fellowship requirement to read echocardiograms or perform transesophageal echocardiograms. This trainee may want to volunteer at a facility in order to maintain those skills.

Another example is a physician who is entering a second residency, yet wants to maintain the core competencies of their initial residency. This trainee may want to volunteer at a facility in order to maintain those skills.

These trainees must consider the following:

There's no problem with him/her doing pro bono work, but he/she has to understand that they must be properly licensed in the state in which they're doing it (because you won't have portability of licensure in your personal capacity) and you must have your own malpractice insurance. This must be done on your own time on a not to interfere basis with your military duties. An E-Mail must be provided to the Navy GME Office (Mark Sullivan) by the trainees Program Director supporting this volunteer activity (This will be filed in your GME record). This volunteer activity can not result in any delay in your scheduled fellowship completion date.

Other option is:

If it is in the Navy's interest to keep his/her skill set up then the Navy GME office will need to set up a Training Affiliation Agreement (TAA) with the institution for the length of time you will be a resident/fellow. The TAA would be limited in scope but would provide FTCA protection.

PART V: PREPARING TO LEAVE GME TRAINING

A. DETAILING

Ensure you contact your Specialty Leader and PERS at least 9-12 months before the end of your training to discuss your follow-on orders.

B. FINAL TRANSCRIPTS, DEGREE, OR CERTIFICATES OF COMPLETION

Be sure to submit a final transcript, degree or certificate of fellowship/residency completion to Code 1WMC15 (Mark

Sullivan) upon the completion of your program. This will close out your GME record.

C. CREDENTIALING FILES RETRIEVED

While in training, your military credentialing files are sent to Navy Medical Support Command Jacksonville. Before you leave GME training, you can contact them to have your file sent to your next duty station. Please contact 904-542-6905.

D. CLOSE-OUT FITREP

Get your close-out FITREP.

E. PRIMS

Ensure all your Physical Fitness Assessment (PFA) results are entered into PRIMS by your Command Fitness Coordinator. PRIMS is accessed through BUPERS ONLINE under the PRIMS database ICON. Failure to have your PFA's documented in PRIMS may result in a lengthy waiver/correction process. For further guidance you can contact the PRIMS helpdesk at 901-874-2210, DSN 882, as needed.

What should you do: Go to BUPERS ONLINE <https://www.bol.navy.mil> (There is a HELP DESK link there is you are having problems with access). Once into BOL, choose PRIMS. Once in PRIMS select the member ICON. Move the cursor to your name and right click. This will give you various field options. Choose "PFA", "Review PFA records" This will list your PFA results. You may need to select the arrow key on the left side of the page to expand your results. Any missing PFA testing should be discussed with your Physical Readiness Testing coordinator for resolution.

F. DTS CHECK-OUT

Unless you are staying with the same command, you will want to contact the office that processes your travel orders (normally your TAD office) and ask them to detach you from the command DTS system. If not, you'll need to contact them whenever you go on orders at your new command, which could result in a delay in future orders.

G. OVERSEAS ASSIGNMENT FOLLOWING GME TRAINING

Noting that there are instances that FTOS/OFI personnel are sent from GME training to overseas assignment, the following is a checklist of items to help ensure you are fully prepared. Obviously your command may have their own

customized process, however the following agenda should assist you in preparing for your move:

- You will need to schedule an overseas screening for you and any family members that will be joining you. This can be a lengthy/time consuming process so begin early.
- If your family will be joining you at a later date, then you will need to request a delay in travel for your dependents through PERS Nancy Dryden, Navy Personnel Command, Head Distribution Policy Administration 901-874-4198 and fax 901-874-2693. This will require an endorsement from your CO.
- Ensure you and your family member's immunizations are up to date and that you have a current PPD.
- You may need to get a Geneva Convention Card.
- Contact legal to update your will and power of attorney
- Assess whether you will be required to use a Government Travel Card. If yes, begin this process through your command.
- Ensure your SGLI is how you want it.
- Ensure your Page 2 is up-to-date.
- Ensure your BLS, ACLS, PALS etc is up-to-date.

H. CAC CARD READERS

If you borrowed a CAC card reader from the Navy GME office, please send it back to the following address:

NAVY MEDICINE PROFESSIONAL
DEVELOPMENT CENTER
CODE 1WMC15 MARK SULLIVAN
8901 WISCONSIN AVENUE
BETHESDA MD 20889-5611

PART VI: POINTS OF CONTACTS

A. NMPDC - FTOS/OFI GME POINTS OF CONTACTS

MEDICAL CORPS PROGRAMS

FAX: (301) 295-6113

HEAD, FTOS/OFI GRADUATE MEDICAL EDUCATION (NAV MED
MPT&E-1WMC15)

MARK SULLIVAN, NC, USN

COMM: (301) 319-4518 DSN: 285-4518

E-MAIL: mark.d.sullivan@med.navy.mil

B. NAVY PERSONNEL COMMAND

MEDICAL DEPARTMENT OFFICER ASSIGNMENT AND DISTRIBUTION BRANCH

FAX: (901) 874-2682/2680 DSN: 882-2680

DETAILER SURGICAL SUBSPECIALTIES AND EXECUTIVE MEDICINE
(PERS-4415M)

CAPT FREDERICK MCDONALD, MC, USN

COMM: (901) 874-4094 DSN: 882-4094

E-MAIL: frederick.mcdonald@navy.mil

DETAILER FAMILY MEDICINE, AEROSPACE, FLIGHT SURGERY, UNDERSEA
MEDICINE, SENIOR OP MED BILLETTS DETAILER (PERS-4415U)

CAPT JAY DUDLEY, MSC, USN

COMM: (901) 874-4037 DSN: 882-4037

E-MAIL: jay.dudley@navy.mil

DETAILER NON-SURGICAL SUBSPECIALTIES (PERS-4415N)

CDR Jeffrey O'Dell, MC, USN

COMM: (901) 874-4046 DSN: 882-4046

E-MAIL: jeffrey.d.odell@navy.mil

DETAILER MEDICAL TRAINEES (PERS-4415P)

GENERAL MEDICAL OFFICER

MEDICAL TRAINEES

UNDERGRADUATE (MEDICAL SCHOOL)

GRADUATE (RESIDENCY/FELLOWSHIP)

LCDR Jaime Montilla, MSC, USN

COMM: (901) 874-4045 DSN: 882-4045

E-MAIL: jaime.montilla1@navy.mil

MEDICAL CORPS OFFICER COMMUNITY MANAGEMENT

DEPUTY CHIEF OF THE MEDICAL CORPS (M1221)

CAPT CHRISTOPHER CULP MC, USN

COMM: (202) 762-3824 DSN: 762-3824

E-MAIL: christopher.culp@med.navy.mil

MEDICAL CORPS CAREER PLANNER

CAPT JAMES CHUN, MC, USN

COMM: (202) 762-3404 DSN: 702

E-MAIL: james.chun@med.navy.mil

D. SPECIAL PAY POINT OF CONTACT

MEDICAL DEPARTMENT SPECIAL PAYS PROGRAM MANAGER (M132)

MR. WILLIAM L. MARIN

COMM: (301) 295-2073 DSN: 295-2073

E-MAIL: william.marin@med.navy.mil

PART VII: USEFUL WEBSITES

Online FTOS/OFI Policies & Procedures Manual
<http://www-nshs.med.navy.mil/gme/PPManual.pdf>
(FTOS/OFI forms are available on this website)

DFAS

www.dod.mil/dfas/

DFAS Employee/Member Self Service (Online LES & Pay Information)

<https://mypay.dfas.mil>

Virtual Naval Hospital

www.vnh.org

Navy Electronic Directives System

<http://forms.dap.dla.mil>

BUMED Directives

<http://navymedicine.med.navy.mil>

Navy Personnel Command

<https://www.npc.navy.mil>

Joint Medical Executive Skills Program

<http://nshs.med.navy.mil/eme2/home.asp>

Navy Knowledge Online

<https://wwa.nko.navy.mil/>

FITREP Information

<http://www.navyfitrep.com>

BUPERS Online

<http://www.bol.navy.mil>

Navy Personnel Command for board information

<http://www.npc.navy.mil>

Navy Advancement Center

<https://www.advancement.cnet>

Navy Telelibrary - Please contact Code O3CMC15 for passwords and usernames

Naval Operational Medical Lessons Learned Center

<https://www.mccll.usmc.mil/nomi/index.cfm>

VA Employee Education System

<https://www.ees-learning.net/librix/loginhtml.asp?v=librix>

Special Pays

<http://navymedicine.med.navy.mil/default.cfm?seltab=bumed&cmid=93E9008D-802E-D019-ABBA0925B2764081&docid=10766>

PART VIII ENCLOSURES

- (1) Sample Academic Degree Plan
- (2) Cost Quote Memorandum
- (3) Chapter 6 to BUPERSINST 1610.10C
- (4) Chapter 7 to BUPERSINST 1610.10C
- (5) Example of a civilian Program Director Narrative Summary
- (6) Chapter 8 to BUPERSINST 1610.10C
- (7) BUMEDINST 1500.18C
- (8) IPOT Funding Request
- (9) BUMEDINST 1500.19B
- (10) Request for BUMED PAO Clearance
- (11) SF 1164 Instructions
- (12) Claim for Reimbursement Form (SF 1164)
- (13) Electronic Funds Transfer (EFT) Information Sheet

SAMPLE ACADEMIC DEGREE PLAN

Degree: MPH

Projected Graduation Date: August 2006

Required Courses:			Electives:
BIOST 502S	HSERV 541S	HSMGMT 560S	Need 3 credits
EPI 511S	HSERV 518S	EPI 590E	
HSMGMT 514S	BIOST 503S	HSMGMT 563S	
HSERV 561	ENVH 511S	HSERV 545S	
HSERV 520S	HSERV 504S	HSERV 501S	
HSERV 516S	HSERV 560	HSMGMT 566S	
HSERV 517S	HSERV 522S	HSMGMT 572S	

Summer Quarter 2004

Quarter/Term Dates: mo/da/year-mo/da/year

BIOST 502S	4 credits
EPI 511S	3 credits
HSMGMT 514S	3 credits
HSERV 561	3 credits
Total Cost:	_____

Autumn Quarter 2004

Quarter/Term Dates: mo/da/year-mo/da/year

HSERV 520S	2 credits
HSERV 516S	4 credits
Total Cost	_____

Winter Quarter 2005

Quarter/Term Dates: mo/da/year-mo/da/year

HSERV 517S	2 credits
HSERV 518S	3 credits
Total Cost	_____

Spring Quarter 2005

Quarter/Term Dates: mo/da/year-mo/da/year

HSERV 518S	2 credits
Total Cost	_____

Summer Quarter 2005

Quarter/Term Dates: mo/da/year-mo/da/year

BIOST 503S	4 credits
ENVH 511S	3 credits
HSERV 504S	3 credits
HSERV 560	3 credits
Total Cost	_____

Autumn Quarter 2005

Quarter/Term Dates: mo/da/year-mo/da/year

HSERV 522S	3 credits
Elective	3 credits
Total Cost	_____

Winter Quarter 2006

Quarter/Term Dates: mo/da/year-mo/da/year

HSMGMT 560S	3 credits
EPI 590E	3 credits
Total Cost	_____

Enclosure (1)

NAVY FTOS/OFI GRADUATE MEDICAL EDUCATION COST QUOTE MEMORANDUM (CQM)

NAME (Last, First, MI):		RANK:	DESIGNATOR:
SSN:	PHONE NUMBER:	E-MAIL ADDRESS:	
TRAINING INSTITUTION:		SPECIALTY:	

- I am in a : Non-degree seeking program
- Degree granting program, please specify type of degree:
 MPH MBA MS PhD

Program Completion Date:

I am requesting funding for:

- | | | | |
|-------------------------------|-----------------------------------|------------------------------------|----------------------------------|
| <input type="checkbox"/> Year | <input type="checkbox"/> Semester | <input type="checkbox"/> Trimester | <input type="checkbox"/> Quarter |
| <input type="checkbox"/> Fall | <input type="checkbox"/> Winter | <input type="checkbox"/> Spring | <input type="checkbox"/> Summer |

Exact Term dates are: _____ To _____

- For tuition purposes, I am classified as an: In-state Resident
 Out of State Resident

Courses and/or Thesis:	Credits	Cost
Subtotal:		

General fees required of all trainees:

Fees:	Cost
Subtotal:	
Total Tuition/Fees to be billed to NMETC this period:	

Signature of Bursar or Rep: _____

CHAPTER 6

NOT OBSERVED (NOB) REPORTS

6-1. Purpose. This chapter provides the information needed to complete NOB reports. An "X" in block 16 identifies a NOB report. All trait grades are left blank, no career recommendation is permitted, and the promotion recommendation must be "NOB." Comments are limited primarily to administrative and training information.

6-2. Uses of Not Observed Reports. NOB reports are used to fulfill reporting requirements when graded reports are inappropriate. They may be submitted for short periods of duty or TEMDU (no more than 3 months) that is purely for administrative or training purposes, academic DUINS, duties that require a member's complete independence from any appearance of command influence, and Regular report periods that have been fully evaluated in a Concurrent or Operational Commander report. Also, under unique circumstances, a reporting senior can submit a NOB report for any period if the reporting senior does not feel that there has been enough observation to grade with confidence, i.e., member has been onboard for 6 months but member was TEMADD for a majority of the reporting period, etc. Justification and explanation must be provided in the Comments field. Observed reports are desired if any fair and meaningful evaluation or recommendation can be made.

6-3. Observed Report With a Not Observed Promotion Recommendation. In some cases, it may sometimes be appropriate to evaluate a limited number of traits (no more than 3 traits) without making a promotion recommendation. In these cases, submit an Observed report (leaving block 16 blank). Grade and comment only on those traits that can be evaluated and mark the other traits and the promotion recommendation "NOB." Leave the promotion recommendation summary blank and make any career recommendations deemed appropriate. Give the reason for not making a promotion recommendation in the comments section of the report. The comments may not include a promotion recommendation. All traits graded will be added to the reporting senior's cumulative average. An Observed report with a "NOB" promotion recommendation cannot be submitted if the member received a 1.0 in

any trait, a 2.0 or below in Command or Organizational Climate/Equal Opportunity or Character, three 2.0 trait grades, or contains adverse information in the comments.

6-4. Summary Letters. For all NOB reports having the same reporting senior and ending date, the applications software will produce a summary letter. The summary letter will indicate that the group contains NOB reports. All Observed reports with "NOB" promotion recommendations will be treated similarly. Mail all reports to NAVPERSCOM (PERS-32) with their summary letters. If the reports were prepared manually, the summary letters must also be prepared manually. See the processing and mailing instructions in chapter 1 for additional information.

6-5. Instructions for Specific Blocks of Not Observed Reports. The following table displays the blocks of a completely NOB report that must, may, or may not have entries. The following table details the requirements for selected blocks:

	Must have entries	May have entries	May <u>not</u> have entries
NOB EVAL	1, 2, 4-16, 20-29, 45 (must be NOB), 48, 50	3, 17-19, 30-32, 40 (blank or 0.00), 42-44, 49, 51, 52	33-39, 41, 46, 47
NOB FITREP/ CHIEFEVAL	1, 2, 4-16, 20-29, 42 (must be NOB), 44, 45	3, 17-19, 30-32, 41, 46, 47	33-40, 43

BLOCK 8 PROMOTION STATUS
Enter the member's promotion status on the ending date of the reporting period.

BLOCK 16 NOT OBSERVED REPORT
Enter an "X."

BLOCK 20 PHYSICAL READINESS
If a Regular Not Observed report, an entry is required. Enter the PFA test results if obtained at the command. Otherwise, enter "N".
See reference (a) for testing requirements during short periods of duty.

BLOCK 21 **BILLET SUBCATEGORY (IF ANY)**
Applicable to NOB reports. Enter "NA" regardless of whether or not a billet subcategory is authorized for the member or billet.

BLOCK 28 **COMMAND EMPLOYMENT AND COMMAND ACHIEVEMENTS**
Enter at least a brief statement of command employment.

BLOCK 29 **PRIMARY/COLLATERAL/WATCHSTANDING DUTIES**
Enter the same primary duty abbreviation and duty statements that would be required on an Observed report. (The abbreviation may be NONE ASSIGNED if appropriate.) The number of months each duty was assigned may be omitted.
PFA: Document specific PFA cycle(s) reported in block 20 utilizing the following format: **PFA: 10-1/10-2/11-1.** This indicates the PFA results listed in block 20 were attained during the 2010 Cycle 1, 2010 Cycle 2, and the 2011 Cycle 1 official PFAs. No entry is required if no official PFA was conducted during the period.

BLOCKS 30-32 **COUNSELING**
Mid-term counseling is always recorded on the next Regular report, even if the report is NOB. If this is a Regular report, and counseling was performed during the report period, enter the date, the counselor's name, and obtain the member's signature. Otherwise, enter "NOT REQ" or "NOT PERF," as appropriate, in block 30.

BLOCKS 33-39 **PERFORMANCE TRAITS**
Leave blank if block 16 is marked. (If any trait is graded, the report is considered Observed.)

EVAL BLOCK 40 **INDIVIDUAL TRAIT AVERAGE**
Leave blank. (**Note:** Form-filler software may print 0.00 in this block.)

EVAL BLOCK 41 **CAREER RECOMMENDATIONS**
Leave blank. (Submit a graded, Observed report if a career recommendation is desired.)

**FITREP/CHIEFEVAL
BLOCK 40**

**EVAL BLOCKS
42 & 49**

RATER AND SENIOR RATER

May be left blank. (The person who would normally be the rater or senior rater may draft the comments, but since the report is not evaluative, a rater or senior rater signature is not needed.)

EVAL BLOCK 43

**FITREP/CHIEFEVAL
BLOCK 41**

COMMENTS

For all reports, other than reports for AT that are greater than 10 days and less than 90 days, briefly give the reason for submitting a NOB report and provide necessary administrative information. Limit other comments to such matters as academic grade, class standing, on-the-job training received, or notation of full compliance with military bearing standards. Do not make a promotion recommendation and do not include adverse comments. To make evaluative comments other than that above, complete an Observed report and grade at least those attributes that relate to the comments.

EVAL BLOCK 50

**FITREP/CHIEFEVAL
BLOCK 45**

SIGNATURE OF REPORTING SENIOR

The reporting senior whose name appears in block 22 must sign all reports. By direction, For, Acting, ghosted, stamped, or facsimile signatures are not allowed. Use black or blue-black ink. Do not type in this space. If the reporting senior is a rear admiral (O7) selectee, and the report is on a captain in the same competitive category, add "RDML(S)" following the signature. This verifies that a flag officer endorsement was not required. If the signature is unobtainable, see chapter 14.

EVAL BLOCK 51

**FITREP/CHIEFEVAL
BLOCK 46**

SIGNATURE OF INDIVIDUAL EVALUATED

On a NOB report, the member's signature is desired but not required. Provide a copy of the report to the member.

CHAPTER 7

REPORTS ON MEMBERS ASSIGNED TO
CIVILIAN (NON-U.S. FEDERAL GOVERNMENT)
OR FOREIGN ACTIVITIES

7-1. Purpose. This chapter provides the information needed to complete a report on a member assigned to civilian (other than U.S. Federal Government) or foreign activities. These activities are not authorized to submit U.S. Navy FITREPs, CHIEFEVALs, or EVALs, but should submit letter reports to the member's assigned reporting senior.

7-2. Responsibility for Reports. When a member is ordered for duty to a civilian (other than U.S. Federal government) or foreign activity, the orders will normally designate an assigned reporting senior. If none is designated, the member's U.S. administrative commander is the assigned reporting senior.

Note: The administrative commander is the ultimate gaining activity, not the Personnel Support Activity Detachment, unless the two are identical.

7-3. Letter Reports from Civilian and Foreign Officials. If the member performs regular duties (e.g., Personnel Exchange Program (PEP), Federal Executive Fellow, etc.), the assigned reporting senior will obtain a letter report from the member's civilian or foreign activity, and attach them to the regular FITREP, CHIEFEVAL, and EVAL. A letter report is optional for students under instruction.

a. Reporting Official. The reporting official for letter reports will be selected by the activity with which the member is serving, but should normally be the official who would be the reporting senior in a comparable U.S. Navy command.

b. Occasions for Letter Reports. Letter reports are desired 1 month before a Periodic report is due and on detachment of the member. The assigned reporting senior should notify the civilian or foreign reporting official of letter report due dates and reporting requirements, and provide other assistance as needed. If a letter report is not submitted, the

assigned reporting senior should attempt to obtain verbal comments for inclusion in the Regular FITREP, CHIEFEVAL, or EVAL.

c. Format for Letter Reports. Letter reports shall be in narrative format. Use of the Navy report form or civilian or foreign reporting forms, is not desired. The guidelines for FITREP, CHIEFEVAL, and EVAL comments should generally be observed. Ensure the period of the report is included in the narrative.

7-4. Report Submission by Assigned U.S. Reporting Senior.

Assigned reporting seniors use special entries in blocks 24 and 25. Reporting requirements are as follows:

a. Regular Reports. The assigned reporting senior will submit Periodic and Detachment of Individual Regular reports. Attach letter reports to Regular FITREPs, CHIEFEVALs, and EVALs, with an English translation if necessary. A letter report received on detachment of a civilian or foreign reporting official may be held and attached to the next Regular report. Detachment of Reporting Senior reports on both officers and enlisted are optional on detachment of the assigned reporting senior.

b. Concurrent Reports. Concurrent reports may be submitted, if appropriate. If a Concurrent letter report is received and is considered appropriate, it should be attached to the next Regular FITREP, CHIEFEVAL, or EVAL.

c. Observed and Not Observed Reports. The assigned reporting senior may submit either an Observed or NOB report, as deemed appropriate, regardless of whether a letter report is attached. Marks and comments in Observed reports may be based upon the assigned reporting senior's own observation or comments in attached letter reports, or both. Any trait that cannot be evaluated with confidence from either direct observation or letter reports should be graded "NOB."

d. Letter Report Not Received. Do not delay Regular FITREPs, CHIEFEVALs, and EVALs unduly to await arrival of a letter report. Submit the Regular report on time and submit the letter report, when received, as an enclosure to a letter-supplement or as an attachment to the next Regular report.

7-5. Instructions for Specific Blocks of Reports on Members Assigned to Civilian (Non-U.S. Federal Government) or Foreign Activities. Instructions are the same as found in chapter 1, except as follows:

BLOCK 6 **UIC**
Enter the UIC of the civilian or foreign activity named in block 7 or the UIC of the program to which a member is assigned. UICs are listed in the NAVCOMPT Manual, volume II, chapter 5, and are assigned to most PEPs and civilian academic institutions. These UICs normally appear as the "ultimate activity" UIC on the member's orders. If no UIC is assigned, enter 00000, not the assigned reporting senior's UIC.

BLOCK 7 **SHIP/STATION**
Enter the name of the activity to which the member reports for duty, not the assigned reporting senior's activity. If the name is too long for the space, truncate it to fit in block 7, and repeat the entire name in block 28. Use the following formats:

Personnel Exchange Program (PEP): Enter PEP followed by country and name of command.

Example: PEP CANADA/410 SQN.

Out-Service Training (OST): Enter OST followed by name of college or university.

Example: OST UNIV OF PITTSBURGH

Enlisted Commissioning Program (ECP)/Enlisted Education Advancement Program (EEAP): Enter ECP or EEAP, followed by the name of activity to which assigned, and State or country.

Example: EEAP JONESVILLE COMMUNITY COLLEGE, TX

Others: Enter the program abbreviation (if any), followed by the name of the civilian or foreign activity to which assigned, including country if not U.S.

BLOCK 20 **PHYSICAL READINESS**
Either conduct the PFA at the administrative command or arrange for it to be conducted at the member's duty station and reported to the assigned reporting senior.

BLOCK 22 **REPORTING SENIOR**
Enter the name of the assigned U.S. reporting senior, whether or not a letter report is attached.

BLOCK 24 **DESIGNATOR**
Enter "LTR" if a letter report is attached; otherwise make the normal entry for this block.

BLOCK 25 **TITLE**
Enter "ASSIGNED" in place of the reporting senior's title.

EVAL BLOCKS
42 & 49 **RATER AND SENIOR RATER**
If none, enter "NONE AVAILABLE." (If this is an Observed EVAL, it is highly desirable that at least a rater be employed.)

EVAL BLOCK 43 **COMMENTS ON PERFORMANCE**
FITREP/CHIEFEVAL
BLOCK 41
At the beginning of the comments, clarify the member's assignment. If necessary, provide an English translation of the name of the activity to which assigned. If no letter report is attached, give the reason. Comments may be based upon the assigned reporting senior's personal observation, or an attached letter report, or both, but do not merely repeat material in a letter report. Comments should not take issue with a letter report, but may note differences in evaluation practices between the U.S. Navy and the activity submitting the letter report. If a letter report contains inappropriate comments and it is not feasible to obtain a revision, forward the letter report and the FITREP, CHIEFEVAL, or EVAL to NAVPERSCOM (PERS-32) with a cover letter recommending deletion of the material in question.

EVAL BLOCK 46

**FITREP/CHIEFEVAL
BLOCK 43**

PROMOTION RECOMMENDATION SUMMARY GROUP

Summarize only with other members who are assigned to the same civilian or foreign activity. Other summary group criteria are the same as for Regular reports.

EVAL BLOCK 50

**FITREP/CHIEFEVAL
BLOCK 45**

SIGNATURE OF REPORTING SENIOR

All reports must be signed by the reporting senior whose name appears in block 22. By direction, For, Acting, ghosted, stamped, or facsimile signatures are not allowed. Use black or blue-black ink. Do not type in this space. If the reporting senior is a rear admiral (O7) selectee, and the report is on a captain in the same competitive category, add "RDML(S)" following the signature. This verifies that a flag officer endorsement was not required. If the signature is unobtainable, see chapter 14.

EVAL BLOCK 51

**FITREP/CHIEFEVAL
BLOCK 46**

SIGNATURE OF INDIVIDUAL EVALUATED

Obtain the signature by mail if necessary. If a signature is not feasible due to remoteness of member from the administrative command, see chapter 14. A signature is mandatory if the report is adverse. In all cases, provide the member with a copy of the FITREP, CHIEFEVAL, or EVAL and the letter report.

EXHIBIT 7-1
MEMBER SERVING AT CIVILIAN OR FOREIGN ACTIVITY

FITNESS REPORT & COUNSELING RECORD (W2-06)

RCS BUPERS 1610-1

1. Name (Last, First MI Suffix) SMITH, HARVEY J		2. Grade PEP G		4. SSN 123-45-6789	
3. UIC 12345		7. Ship/Station PEP G		8. Reporting Senior Status LAR	
9. Date Reported 09MAY05		10. For: 10JAN31		11. Billet Subcategory (if any) SPECIAL01	
12. Physical Readiness PP		13. Concurrent		14. UIC 77788	
15. Title ASSIGNED		16. UIC 77788		17. SSN 987-65-4321	
28. Command employment and command achievements. KAMPFSCHWIMMER (Company), German Navy, Bremerhaven; engaged in training and sea.					
29. Primary/Co-Primary COMBAT SW 09-1/09-2		30. UIC 12345		31. Counselor TAD	
32. Signature of Individual Counselor		33. UIC 12345		34. Signature of Reporting Senior DEPT HEAD	
35. UIC 12345		36. UIC 12345		37. UIC 12345	
40. Comments on performance: * All 1.0 marks, three 2.0 marks, and 2.0 marks in Block 34 must be specifically substantiated in comments. Comments must be verifiable. (Form must be 10 or 12 Point) only. Use upper and lower case. Grades are based on limited personal contact and the contents of the attached letter report. -Impeccable appearance and demeanor when meeting with me and confirmed by letter report. -The letter report singles out LT Smith's rapid integration into unit activities. His liaison work and leadership exercise with fellow-crew members involved. In summary, LT Smith appears to be a highly successful US/German in a highly successful US/German job of representing the United States and the US Navy as a liaison officer. His demonstrated capability in his various assignments is confirmed to me by the US Commander.					
41. Reporting Senior Address Naval Attache U. S. Embassy Germany 12345		42. Reporting Senior Signature DEPT HEAD		43. Reporting Senior Title KO	
44. Reporting Senior Signature DEPT HEAD		45. Reporting Senior Title KO		46. Reporting Senior Address Naval Attache U. S. Embassy Germany 12345	
47. Reporting Senior Signature DEPT HEAD		48. Reporting Senior Title KO		49. Reporting Senior Address Naval Attache U. S. Embassy Germany 12345	
50. Reporting Senior Signature DEPT HEAD		51. Reporting Senior Title KO		52. Reporting Senior Address Naval Attache U. S. Embassy Germany 12345	
53. Reporting Senior Signature DEPT HEAD		54. Reporting Senior Title KO		55. Reporting Senior Address Naval Attache U. S. Embassy Germany 12345	
56. Reporting Senior Signature DEPT HEAD		57. Reporting Senior Title KO		58. Reporting Senior Address Naval Attache U. S. Embassy Germany 12345	
59. Reporting Senior Signature DEPT HEAD		60. Reporting Senior Title KO		61. Reporting Senior Address Naval Attache U. S. Embassy Germany 12345	
62. Reporting Senior Signature DEPT HEAD		63. Reporting Senior Title KO		64. Reporting Senior Address Naval Attache U. S. Embassy Germany 12345	
65. Reporting Senior Signature DEPT HEAD		66. Reporting Senior Title KO		67. Reporting Senior Address Naval Attache U. S. Embassy Germany 12345	
68. Reporting Senior Signature DEPT HEAD		69. Reporting Senior Title KO		70. Reporting Senior Address Naval Attache U. S. Embassy Germany 12345	
71. Reporting Senior Signature DEPT HEAD		72. Reporting Senior Title KO		73. Reporting Senior Address Naval Attache U. S. Embassy Germany 12345	
74. Reporting Senior Signature DEPT HEAD		75. Reporting Senior Title KO		76. Reporting Senior Address Naval Attache U. S. Embassy Germany 12345	
77. Reporting Senior Signature DEPT HEAD		78. Reporting Senior Title KO		79. Reporting Senior Address Naval Attache U. S. Embassy Germany 12345	
80. Reporting Senior Signature DEPT HEAD		81. Reporting Senior Title KO		82. Reporting Senior Address Naval Attache U. S. Embassy Germany 12345	
83. Reporting Senior Signature DEPT HEAD		84. Reporting Senior Title KO		85. Reporting Senior Address Naval Attache U. S. Embassy Germany 12345	
86. Reporting Senior Signature DEPT HEAD		87. Reporting Senior Title KO		88. Reporting Senior Address Naval Attache U. S. Embassy Germany 12345	
89. Reporting Senior Signature DEPT HEAD		90. Reporting Senior Title KO		91. Reporting Senior Address Naval Attache U. S. Embassy Germany 12345	
92. Reporting Senior Signature DEPT HEAD		93. Reporting Senior Title KO		94. Reporting Senior Address Naval Attache U. S. Embassy Germany 12345	
95. Reporting Senior Signature DEPT HEAD		96. Reporting Senior Title KO		97. Reporting Senior Address Naval Attache U. S. Embassy Germany 12345	
98. Reporting Senior Signature DEPT HEAD		99. Reporting Senior Title KO		100. Reporting Senior Address Naval Attache U. S. Embassy Germany 12345	

Blocks 6-7. UIC and name of civilian or foreign activity. Begin with program abbreviation if applicable.

Block 20. Assigned Reporting Senior must conduct or arrange for tests.

Blocks 22-27. Enter data for assigned Reporting Senior. For Block 24, enter LTR if letter report is attached; otherwise enter designator. For Block 25, enter ASSIGNED.

Note: Also use these guidelines when submitting an NOB report for members serving on civilian or foreign duty.

Blocks 30-32. Copy date and name from counseling worksheet. If not counseled during report period, enter NOT PERF or NOT REQ in

Member Trait Average. Average of Blocks 33-39 (see table 1-2).

Blocks 44/45 (FITREP/CHIEFEVAL) or Blocks 48/50 (Eval). Assigned Reporting Senior's signature and address.

Block 46 (FITREP/CHIEFEVAL) or Block 51 (Eval). See chapter 14 if member's signature is difficult to obtain.

Summary Group Average. Average of all Member Trait Averages from the competitive category.

(EXAMPLE OF A CIVILIAN PROGRAM DIRECTOR NARRATIVE SUMMARY)

DATE

MEMORANDUM

From: Name of Program Director and Name of Residency or Fellowship Training Program
To: Reporting Senior and name and address of trainees Administrative Command
Subj: LIEUTENANT COMMANDER (TRAINEE'S NAME) PERFORMANCE NARRATIVE SUMMARY

1. Lieutenant Commander (trainee's name), MC, USNR has just completed his/her third year of general surgical training at (name of institution). He/she will now begin his/her fourth year of surgical training in a 5-year surgical program. This letter is an evaluation of Lieutenant Commander (trainee's name) performance to date.

2. Lieutenant Commander (trainee's name) has served as a third-year resident during the 2005-2006 academic year. He/she has performed his/her duties in an exemplary fashion. He/she is a superb resident and a role model for all junior residents.

3. As a third-year resident, Lieutenant Commander (trainee's name) mastered the pre-surgical and post-surgical management of patients and developed skills above that expected for his/her level of training. His/her fund of knowledge is excellent and his/her judgment is superb. His/her conduct is truthful and ethical and without reproach. His/her demeanor is professional yet empathetic to the needs of the surgical patient. He/she communicates well with his/her peers and with the ancillary staff. His/her personal attire and grooming are consistent with that expected of a Naval Officer.

4. Additional accomplishments include (presenting a case report at; or acceptance of a paper entitled _____ for publication in _____).

Signature or Program Director

Enclosure (5)

CHAPTER 8

REPORTS ON DUTY UNDER INSTRUCTION (DUINS)

8-1. Purpose. This chapter provides the information needed to prepare FITREPs, CHIEFEVALs, and EVALs on students. It applies to all types of duty or TEMDUINS at education and training activities. Also refer to this chapter for DUINS at civilian institutions.

8-2. Enlisted Initial Entry Training (IET). IET is defined as recruit training; veteran, Navy Veteran/Other Service Veteran (NAVET/OSVET) indoctrination; and schools following in direct sequence prior to reporting to first permanent duty station. Do not submit EVALs during or on completion of IET, except as follows:

a. Report Required for Special Purpose. Reporting seniors shall submit a Special report when needed for a purpose such as the establishment of an advancement recommendation, document superior or substandard performance, a recommendation for a special program, reduction in rate, etc. The type of report will be Regular, but the requirement for Regular report continuity will not apply.

b. Report on Separation of Member. Submit a Detachment of Individual report if required to characterize a discharge, establish reenlistment eligibility, or for other purposes.

c. Beginning Regular Report Continuity. Begin Regular EVAL continuity as of the date of detachment from the final phase of IET or at the end of the second regular reporting period during IET if the training is expected to exceed 1 year.

d. Fleet Students. Fleet students attending the same courses as IET students require evaluation reports or PIMs as specified below. The continuity of these students' Regular EVALs must be maintained.

8-3. Duty Under Instruction (DUINS) or Temporary Duty Under Instruction (TEMDUINS). Regular report continuity must be maintained through DUINS or TEMDUINS periods, other than IET. Use the following rules:

a. DUINS or TEMDUINS Lasting 3 Months or Less. Either submit a Detachment of Individual Regular report, or provide a PIM for submission to the next reporting senior. PIMs are now authorized for active duty officers, as well as enlisted. A Detachment report should be submitted if significant non-academic duties were performed. If the training activity does not submit a FITREP, CHIEFEVAL, or EVAL, the next Regular report must include the DUINS or TEMDUINS period in block 29 and must provide Regular report continuity.

b. DUINS or TEMDUINS Lasting More than 3 Months but Less than 1 Year. Submit a Detachment of Individual Regular report, even if the member is detaching to enter another phase of the same training at a different command. Submit Promotion/Frocking reports on enlisted members (E6 only) when due. Periodic and Detachment of Reporting Senior reports are not required, except in the case of medical department officers, but may be submitted if the member will be considered by any selection board before a Detachment of Individual report will be due.

c. DUINS for 1 Year or More. Submit Periodic and Detachment of Individual reports. Detachment of Reporting Senior reports are optional. The normal extension rules apply to Periodic reports. For DUINS only, a report may be delayed up to 3 months to the end of an academic period, provided it is submitted in time for any selection board for which the member may be eligible. This is an exception to the general rule against delay of Periodic reports. If a report is delayed, make the report a Detachment report not Periodic.

8-4. Temporary Additional Duty Under Instruction (TEMADDINS). For TEMADDINS of any length, either submit a Detachment of Individual Concurrent report, or furnish a PIM to the regular reporting senior in preparing the next Regular report.

8-5. Annual Training (AT) or Active Duty for Training (ADT) Under Instruction. Reporting requirements are the same as for other AT or ADT. Reports for periods of less than 10 days are not required, but provide a PIM/certificate of course completion to the member for delivery to the Reserve reporting senior.

8-6. Not Observed (NOB) Reports on Students. Subject to the reservations in the preceding paragraphs, NOB reports (see chapter 6) may be submitted for all periods that involve

satisfactory academic performance. The comments may include such matters as a passing grade, class standing, military performance, and physical readiness so long as these comments are not adverse. If performance was such as to merit a 1.0 trait grade or unfavorable comments, prepare an Observed report.

8-7. Instructions for Specific Blocks of Student Reports.

Instructions are the same as found in chapter 1, except as follows:

BLOCK 29

PRIMARY/COLLATERAL/WATCHSTANDING DUTIES

For Primary Duty Abbreviation, enter "STUDENT." For each course taken during the report period, provide the course short title, course identification number, and number of weeks. **Example:** MARLINESPIKE SEAMANSHIP (X-0A-0000) (10WKS). Also list non-academic duties, if any.

PFA: 10-1/10-2/11-1. This indicates the PFA results listed in block 20, were attained during the 2010 Cycle 1, 2010 Cycle 2, and the 2011 Cycle 1 official PFAs. No entry is required if no official PFA was conducted during the period

EVAL BLOCK 43

**FITREP/CHIEFEVAL
BLOCK 41**

COMMENTS ON PERFORMANCE

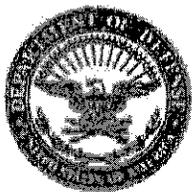
For each course completed during the period, provide academic performance information, in whatever form the school considers appropriate (grade average, class standing, pass/fail, etc). Also, briefly describe the course content, if it would not be evident to knowledgeable detailers or selection boards from the course title alone. If submitting an Observed report, also comment on any performance traits that could be meaningfully observed.

EVAL BLOCK 50

**FITREP/CHIEFEVAL
BLOCK 45**

SIGNATURE OF REPORTING SENIOR

The reporting senior whose name appears in block 22 must sign all reports. By direction, For, Acting, ghosted, stamped, or facsimile signatures are not allowed. Use black or blue-black ink. Do not type in this space. If reporting senior is a rear admiral (O7) selectee, and the report is on a captain in the same competitive category, add "RDML(S)" following the signature. This verifies that a flag officer endorsement is not required. If the signature is unobtainable, see chapter 14.



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
2800 E STREET NW
WASHINGTON DC 20372-5300

IN REPLY REFER TO
BUMEDINST 1500.18C
NMSC/NAVMED MPT&E
27 Aug 2010

BUMED INSTRUCTION 1500.18C

From: Chief, Bureau of Medicine and Surgery
To: Ships and Stations Having Medical Department Personnel

Subj: POLICIES AND PROCEDURES FOR FUNDING PROFESSIONAL CREDENTIALS
AND CERTIFICATION EXAMINATIONS

Ref: (a) Title 10, United States Code, section 2015

Encl: (1) Sample Funding Request

1. Purpose. To issue policies and funding procedures relating to professional credentials and participation in certification, recertification, or specialty board examinations. This instruction is a significant revision and should be reviewed in its entirety.

2. Scope. This instruction applies to all Navy Medical Department Officers (reserve and active duty).

3. Cancellation. BUMEDINST 1500.18B.

4. Policy

a. Per reference (a), contingent upon availability of funds, Navy Medicine activities may pay expenses for members to obtain professional credentials, including expenses for professional accreditation, professional certification/recertification, and examinations to obtain such credentials. Navy Medicine activities may not fund examinations that are a prerequisite for an individual's initial appointment in the armed forces. If applicable, individuals are personally responsible for obtaining and maintaining a current unrestricted state professional license.

b. Contingent upon the availability of funds, Navy Medicine Manpower, Personnel, Training and Education (NAVMED MPT&E) Command will consider requests for funding eligible Medical Department personnel for participation in examinations that meet the conditions of this instruction and are considered essential to the mission of Navy Medicine.

(1) The Armed Forces Health Professions Scholarship Program (AFHPSP) reimburses parts of the national licensing examinations required for participant graduation. Examinations required for State and Federal licensing taken after completion of the AFHPSP are not reimbursable.

(2) NAVMED MPT&E Command may fund requests from Navy Medical Department officers for certification examinations, maintenance of certification examinations, or

recertification examinations within the individual's specialty or subspecialty that lead to a subspecialty code suffix denoting board certification/board equivalency certification or assignment of an Additional Qualification Designator (AQD).

(a) NAVMED MPT&E Command will only consider funding requests from Navy Medical Corps officers for Medical Specialty Board Examinations approved by the American Board of Medical Specialties (ABMS) or the American Osteopathic Association (AOA). Dual certification (both ABMS and AOA) funding requests in the same specialty will not be approved.

(b) NAVMED MPT&E Command will not fund requests from Navy Medical Corps officers for practice or experience based (i.e., "grandfathered") certification.

c. NAVMED MPT&E Command funding priorities:

(1) Funding priorities:

(a) Active Component Navy Medical Department personnel.

(b) Reserve Component Navy Medical Department personnel activated to duty for periods of 1 year or more.

(2) Funding will not be approved for individuals who:

(a) Are in receipt of release from active duty (RAD) orders.

(b) Have submitted a pending request for retirement, resignation or RAD.

(c) Request reimbursement after the examination date.

(d) Request funding after a failed attempt of the same, or similar, certification/recertification examination.

5. Procedure

a. Navy Medical Department personnel who wish to apply for certification/recertification in a program or specialty must communicate directly with the examining or certifying agency to determine eligibility. Candidates requesting funding from NAVMED MPT&E Command must send a request for sponsorship to the Commanding Officer, NAVMED MPT&E Command, via their chain of command at least 6 weeks prior to the examination date. If the specific examination date is not available 6 weeks prior to the examination, the candidate must advise NAVMED MPT&E Command of the date as soon as it becomes available. Enclosure (1) is a sample funding request. Failure to provide all information required in enclosure (1) may result in delay or disapproval of the request. Officers should direct funding requests to the appropriate code at NAVMED MPT&E Command: Medical Corps (Code 1WGPMC), Dental Corps (Code 1WGPDC), Medical Service Corps (Code 1WGPMS) or Nurse Corps (Code 1WGPNC). If

funding is approved, NAVMED MPT&E Command will authorize the candidate to pay examination fees and fees incidental to the examination from personal funds pending reimbursement. The requesting individual is responsible for making travel and lodging arrangements with the Commercial Travel Office. NAVMED MPT&E Command approval for participants will include a funding citation and instructions for obtaining reimbursement. Reimbursement will not be made until after the individual completes the board examination.

b. Active Component officers must agree not to tender their resignation or request a retirement date which is earlier than 1 year following the date of the examination. Recalled Reserve Component officers must agree in writing to remain on active duty for at least 1 year following the date of the examination. An obligation related to board funding is concurrent with any other service obligation.

6. Location of Examination

a. When examinations are offered at more than one location, either simultaneously or at intervals during the year, candidates must request the nearest site. In those instances in which an inordinate delay would result from this policy, individual determinations will be made by NAVMED MPT&E Command.

b. Eligible candidates must have command endorsement stating absence from their duty station for the time required to take the examination will not cause significant interruption of service and care. A sample command endorsement is included in enclosure (1).

7. Travel Authorization

a. If approved, NAVMED MPT&E Command will provide the individual with a funding citation for the individual's local command to issue appropriate temporary additional duty (TAD) orders. If not utilizing the Defense Travel System (DTS), the activity receiving the funding citation must provide NAVMED MPT&E (Code O8F) a copy of the individual's travel claim and travel voucher summary, or DTS equivalent, within 10 days of travel completion.

b. Within 5 business days after completion of TAD, the member must submit a travel claim to their respective Personnel Support Detachment, local TAD office or through DTS for liquidation.

8. Examination Results. Successful board certification candidates must forward a copy of the examining agency's official results and certification documentation to the appropriate Corps Planner at NAVMED MPT&E (Code 1WPP).


A. M. ROBINSON, JR.

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

SAMPLE FUNDING REQUEST

Date of Request

From: Name of Applicant, Corps, USN, Command Address
To: Commanding Officer, Navy Medicine, Manpower, Personnel, Training and Education
Command (list appropriate code), 8901 Wisconsin Ave, Bethesda, MD 20889
Via: Commanding Officer, (Appropriate Chain of Command)
Subj: REQUEST FOR FUNDING OF CERTIFICATION EXAMINATION
Ref: (a) BUMEDINST 1500.18C
(b) DoD Financial Management Regulations

1. Per reference (a), I request funding to participate in the (name of certification exam) as described below:

- a. Location of nearest testing site.
- b. Inclusive dates of examination.
- c. Sponsor or agency offering the examination.
- d. Examination fee.
- e. Mode of transportation desired.
- f. Government quarters are/are not available.
- g. Government messing is/is not available.

2. Contact information

- a. Commercial Telephone:
- b. DSN Telephone:
- c. E-mail:
- d. Temporary Additional Duty (TAD) Point of Contact (POC):
- e. TAD POC Telephone:
- f. TAD POC E-mail:

Enclosure (1)

Subj: REQUEST FOR FUNDING OF CERTIFICATION EXAMINATION

3. I am not in receipt of release from active duty (RAD) orders. I agree to remain on active duty for at least 1 year following the date of the certification examination.
4. If this request is not approved, I understand any advance payment of fees or related expenses from personal funds will be my responsibility.
5. I shall comply with reference (b) by submitting a travel claim to my local Personnel Support Detachment within 5 business days of return from travel. If not utilizing Defense Travel System, I will personally forward a fully liquidated copy of the travel claim to the Manpower, Personnel, Training and Education (NAVMED MPT&E) Command Fiscal Department after my travel liquidation is completed.
6. I will forward a copy of the official results to my Corps Planner at NAVMED MPT&E Command within 5 business days of receipt.

SIGNATURE

SAMPLE ENDORSEMENT
(ON COMMAND LETTERHEAD)

SSIC
Serial Code/
Date

FIRST ENDORSEMENT on (Name of Applicant) ltr of (Date)

From: Commanding Officer, (Command name)

To: Commanding Officer, Navy Medicine, Manpower, Personnel, Training and Education
Command (list appropriate code), 8901 Wisconsin Avenue, Bethesda, MD 20889-5612

Subj: REQUEST FOR FUNDING OF CERTIFICATION EXAMINATION

1. Forwarded, recommending approval.
2. The member's absence from the duty station for the time required to take the examination will not cause significant interruption of services and care.

SIGNATURE

DIRECT SITE REQUEST WORKSHEET

LAST NAME, FIRST, MI RANK/GRADE/CORPS SSN

CODE/BLDG PHONE

YOUR EMAIL: _____

EMAIL OF YOUR TAD OFFICE PERSON: _____

PURPOSE OF TRAVEL: _____

ITENERARY:	HOUR/DATE	PLACE
DEPART (CITY)	_____ / _____	_____
ARRIVE (CITY)	_____ / _____	_____
DEPART (CITY)	_____ / _____	_____
ARRIVE (CITY)	_____ / _____	_____

MODE OF TRANSPORTATION:
 AIR: _____ POV: _____ OTHER: _____

REQUEST TRAVEL ADVANCE YES NO

REQUEST ADVANCE FEES YES NO

REQUEST USE OF TELEPHONE/INTERNET FOR OFFICIAL BUSINESS YES NO

RENTAL CAR / TAXI / SHUTTLE(Justify in Comments) YES NO

(Include rental car size in justification; standard issued is a compact car) Comments _____
 PerDiem Calc: _____

GOVERNMENT QUARTERS (COST \$ _____) YES NO

IF NO, NON - AVAILABILITY NUMBER : _____) YES NO

CONFERENCE / REGISTRATION FEES YES NO

Does it include meals and which meals)
 Cost \$ _____

IS COMMAND USING DTS (DEFFENSE TRAVEL SYSTEM)? YES NO

JOB ORDER NUMBER _____

ESTIMATED COSTS:

PER DIEM \$ _____ TRANS \$ _____ FEES \$ _____

MISC \$ _____ RENTAL CAR \$ _____

TOTAL COST \$ _____

MEMBERS SUPERVISORS E-MAIL: _____

MEMBERS CO E-MAIL: _____

COMMENTS: _____

REQUESTOR SIGNATURE

DATE

APPROVAL SIGNATURES

DEPARTMENT HEAD: YES/NO _____
SIGNATURE

DATE

CODE DIRECTOR: YES/NO _____
SIGNATURE

DATE

NAVMEDEDTRACOM 1300/1 (04-03)



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

6 Aug 2007

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.



D. C. ARTHUR

Distribution is electronic only via the Navy Medicine Web site at:
<http://navymedicine.med.navy.mil/default.cfm?seltab=directives>

REQUEST FOR CLEARANCE FOR AUTHORIZED WORK

A. AUTHOR

1. Name <i>(Last, First, MI)</i>	2. Grade / Rank	3. Title
4. Command / Workplace	5. E-Mail Address	6. Telephone Number <i>(Include Area Code)</i>

B. AUTHORED WORK

1. Authored Work Title
2. Relevance of authored work to operational medicine / Navy Medicine
3. Summary of media sensitive subject mater
4. Format
a. Select type of Authored Work
5. Synopsis (In layman's terms)
a. Background
b. Results
c. Conclusions
d. Sensitive Areas / Media Interest

C. LOCAL / REGIONAL PUBLIC AFFAIRS OFFICER

I have reviewed this authored work and request a BUMED/PA review and approval

1. Name	2. Grade / Rank	3. Telephone Number <i>(Include Area Code)</i>
4. E-Mail Address	5. Signature	

D. BUMED PUBLIC AFFAIRS

1. Approval		
<input type="checkbox"/> a. BUMED Public Affairs has approved for submission / presentation	Date _____	
<input type="checkbox"/> b. BUMED Public Affairs has forwarded for higher review	Date _____	
<input type="checkbox"/> c. BUMED Public Affairs has received from higher review	Date _____	
<input type="checkbox"/> d. BUMED Public Affairs has notified sender	Date _____	
2. BUMED Public Affairs Officer		
a. Name	b. Grade / Rank	c. Telephone Number <i>(Include Area Code)</i>
d. E-Mail Address	e. Signature	

SF 1164 INSTRUCTIONS

1. Use a black ink pen when filling out the form.
2. Use the reverse side of the form if additional room is needed for itemizing costs.
3. Fill in the appropriate blocks:

BLOCK 1	Navy Medicine Manpower, Personnel, Training and Education Command, Code 03CMC15
BLOCK 2	Leave Blank
BLOCK 3	Leave Blank
BLOCK 4	Self- Explanatory
BLOCK 5	Leave Blank
BLOCK 6a	Enter the complete date of purchase e.g. 24APR05
BLOCK 6b	Code each purchase with a number and record that number onto each receipt
BLOCK 6c, d	Use these columns to itemize each purchase
BLOCK 6e	Enter the quantity
BLOCK 6f	Enter the total cost of each line item
BLOCK 7	Total the entire claim
BLOCK 8	Leave Blank
BLOCK 9	Leave Blank
BLOCK 10	Sign and date
BLOCK 11	Leave Blank
BLOCK 12	Leave Blank

4. Retain a copy for your records.
5. Fax claims to 301-295-5768. You should expect a confirmation e-mail of receipt of your documents.
6. Please allow 6 to 8 weeks for processing.

EFT INFORMATION SHEET

Name: _____ SSN: _____ - _____ - _____ Grade/Rank: _____

Command: _____ Dept/Div/Curriculum: _____

E-MAIL ADDRESS: _____

MAILING ADDRESS: _____

PHONE NUMBERS:

Work Phone: _____

Cell Phone: _____

Home Phone: _____

For Travel EFT Payments Please Provide The Following Information:

Financial Institution:							
Account Number:							
Type of Account: (Please circle one)	Savings			Checking			
Routing Number: (Must be 9 digits)							

Signature: _____ Date: _____

PRIVACY ACT STATEMENT

Authority:	USC 5701,37 USC 404-427, EO 9397,31 USC 3322,31 CFR 209 and/or 210
Principal Purpose(s):	Used for reviewing, approving, accounting and disbursing for official travel. SSN is used to maintain a numerical identification system for individual claims. The information is confidential and is needed to prove entitlement to payments. The information will be used to process payment data from the Federal agency to the financial institution and/or its agent.
Routine Use(s):	To substantiate claims for reimbursement for official travel.
Disclosure:	Voluntary; however, failure to furnish information requested may result in total or partial denial of amount claimed and may delay or prevent the receipt of payments through the EFT/DDS programs.