



Welcome, to Navy GME!

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GME CURRENT NEWS for 11 June 2012

Joint Service Graduate Medical Education Selection Board – The 2012 JSGMESB will be held the week after Thanksgiving, which this year is Monday, 26 November - Friday, 30 November at a location that has yet to be determined.

Navy GME Internship Applications – Medical students will contact Mr. Joseph Pelot at OH@med.navy.mil for guidance and questions regarding selection for Navy internships.

Navy GME Residency and Fellowship Applications - The GME-2+ Application web site will open on 1 July 2012 at the following link [GME-2+ https://nmmpte.med.navy.mil/gmeapplication/default.asp](https://nmmpte.med.navy.mil/gmeapplication/default.asp) and can only be accessed from a DOT MIL environment. Guidance and questions pertaining to GME-2+ applications should be directed to Ms. Cheryl Dennis at cheryl.dennis@med.navy.mil.

Important Dates for Navy GME Applicants for 2012 GME Selection Board

1 Jul 12	GME-2+ Application web site activated
15 Jul 12	GME-1 Application web site activated
30 Jul 12	GME-1 Deadline to submit web application for internship
30 Sep 12	GME2+ application web site closes and all supporting documents must be submitted by this date
19 Oct 12	GME-1 Deadline for application changes and supporting documents (ERAS or mail)
27 Nov 12	JSGMESB Convenes
12 Dec 12	JSGMESB Results Release
11 Jan 13	GME2+ Deadline for acceptance of training

FTIS Sites – The GME Terminations, Voluntary Withdrawals and Academic Probation Report is due to the Navy GME Office by 1 August. Please see Enclosure (7) of BUMEDINST 1524.1B for the required format and to review both the Recurring and Situational Reports requirements.

Medical Education Policy Council – The last meeting was held on 15 March 2012. The next meeting will be held in July, tentatively at the Walter Reed National Military Medical Center, Bethesda, MD.

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POC: Deputy, Navy GME Programs (301) 295-0293
Organizational Code: Code 1WMC1
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Navy Full-Time Inservice Training Sites

[WRNMMC Bethesda](#)

[NMC Portsmouth](#)

[NMC San Diego](#)

[NH Bremerton](#)

[NH Camp Lejeune](#)

[NH Camp Pendleton](#)

[NH Jacksonville](#)

[NH Pensacola](#)

[NAMI Pensacola](#)

[Uniformed Services University of the Health Sciences](#)

[National Capital Consortium Occupational Medicine Program](#)

[National Capital Consortium Preventive Medicine Program](#)



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Graduate Medical Education Programs Reference Instructions

[NAVMEDPRODEVCTRNOTE 1524](#)

Application for Internship-First Year of Graduate Medical Education (GME-1) - (annual)

[BUMEDINST 1500.19B](#)

Naval Medical Corps Integral Parts of Training - 6 Aug 07

[BUMEDNOTE 1520](#)

Guidance for Student Flight Surgeon and Student Undersea Medical Officer Training Applications - (annual)

[BUMEDNOTE 1524](#)

GMESB Application and Guidance for GME-2+ (Residency and Fellowship) and Nonclinical Postgraduate Education - (annual)

[BUMEDINST 1524.1B](#)

Policies and Procedures for Administration of GME Programs - 21 Apr 04

[BUMEDINST 1524.2](#)

Medical Education Policy Council (MEPC) - 21 Apr 04

[BUMEDINST 5420.12D](#)

Role and Responsibilities Related To Specialty Leaders - 29 Aug 07

[BUMEDINST 6010.17B](#)

Naval Medical Staff Bylaws - 7 Mar 03

[BUMEDINST 6320.66E PART 1 \(BASIC\)](#)

Credentials Review and Privileging Program - 29 Aug 06

- [BUMEDINST 6320.66E PART 2 \(PRIVILEGE SHEETS - APP A-D\)](#)
Credentials Review and Privileging Program - 29 Aug 06, Appendix A-D
- [BUMEDINST 6320.66E PART 3 \(PRIVILEGE SHEETS - APP E ONLY\)](#)
Credentials Review and Privileging Program - 29 Aug 06, Appendix E Only
- [BUMEDINST 6320.66E PART 4 \(PRIVILEGE SHEETS - APP F-G\)](#)
Credentials Review and Privileging Program - 29 Aug 06, Appendix F-G
- [BUMEDINST 6320.66E PART 5 \(PRIVILEGE SHEETS - APP H-S\)](#)
Credentials Review and Privileging Program - 29 Aug 06, Appendix H-S

- [BUMEDINST 6320.66E CH-1](#)
Credentials Review and Privileging Program - Change 1 dated 11 Jun 07
- [BUMEDINST 6320.66E CH-2](#)
Credentials Review and Privileging Program - Change 2 dated 24 Oct 08
- [BUMEDINST 6320.66E CH-3](#)
Credentials Review and Privileging Program - Change 3 dated 2 Feb 10

[BUMEDINST 7050.3A](#)

Training Affiliation Agreement (TAA) Program - 15 Sep 04

[OPNAVINST 1520.39](#)

Armed Forces Health Professions Scholarship Program (AFHPSP) - 21 Dec 05

[OPNAVINST 6110.1H](#) and [change 1 dated 19 May 06](#)

Physical Readiness Program - 15 Aug 05

[OPNAVINST 7220.17](#)

Special Pay for Medical Corps, Dental Corps, Medical Service Corps, and Nurse Corps Officers - 28 Dec 05

[SECNAVINST 1520.11A](#)

Navy Active Duty Delay for Specialists (NADDS) Program - 14 Sep 05

[DODINST 6000.13](#)

Medical Manpower and Personnel - 30 Jun 97

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POC: GME Database Information Manager, (301) 295-0955

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GRADUATE MEDICAL EDUCATION FORMS

For Program Directors :

[Program Director Recommendation Form](#) - Navy Program Directors will use this form as the program directors letter of recommendation for GME applicants applying for further GME training. (NAVMED 1520/20, Summative End of Training Evaluation/PD Recommendation Form is a dual purpose form, and in section #6 of this form is where it delineates the purpose.)

[End of Training Evaluation](#) - Navy Program Directors will complete this form on all individuals completing a Navy GME training program. (NAVMED 1520/20, Summative End of Training Evaluation/PD Recommendation Form is a dual purpose form, and in section #6 of this form is where it delineates the purpose.)

For Interviewers of GME Applicants :

[DoD GME Interview Sheet](#) - This form is completed and submitted to the Navy GME Office after conducting interviews with potential GME applicants.

For NADDS, FAP and 1-Year Delay trainees :

[NADDS Annual Request](#) - This form is filled out annually by all NADDS trainees who are beginning or continuing in a GME program.

[FAP Annual Request](#) - This form is filled out annually by all FAP trainees who are beginning or continuing in a GME program.

[1-Year Deferred Information Form](#) - This form is filled out by all 1-Year Delays prior to starting their GME internship year.

[Personal and Professional Information Sheet](#) - NADDS and FAP trainees will complete this form prior to coming on active duty.

[Performance Assessment \(for Program Director\)](#) - Program Directors will complete this form for NADDS and FAP trainees at the end of each GME year.

For FTOS Trainees :

[Academic Degree Plan \(Sample\)](#) - FTOS trainees must complete this form if their training institution requires tuition payment.

[Cost Quote Memorandum](#) - FTOS trainees must complete this form if their training institution requires tuition payment.

[IPOT Funding Request](#) - FTOS trainees will use this form when requesting funding for an Intregal Part of Training, a period of training that is not available at the parent institution and is required by all trainees (civilian or military) to complete a GME program.

[Claim for Reimbursement Form \(SF 1164\)](#) - FTOS or OFI trainees will use this form for reimbursement of certain expenses, as depicted under "Covered Expenses" in the "FTOS/OFI Policies and Procedures Manual".

[Navy GME Main Page](#) | [Navy GME Sites](#) | [GME Instructions](#) | [GME Forms](#)

POC: GME Database Information Manager, (301) 295-0955

Organizational Code: Code 1WMC14

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2012 NAVY GRADUATE MEDICAL EDUCATION OVERVIEW

The Navy Medical Department offers a wide range of postgraduate training in a variety of medical specialties and views the process of professional development through Graduate Medical Education (GME) as a progressive maturing sequence for individuals as both physicians and as naval officers. As a valuable and necessary part of the learning process, the majority of medical officers serve in an operational/utilization tour as a general medical officer (GMO), flight surgeon (FS), or undersea medical officer (UMO) following internship (GME-1).

GMOs are assigned to surface ships and land-based surface squadron staffs, Navy Seabee battalions and Marine Corps units. A few GMOs are assigned to our hospitals and their branch clinics in the US and overseas; but these individuals have generally completed an initial operational tour in direct support of the operating forces. Flight surgery and undersea/diving medicine opportunities exist for those interested in those fields. Flight surgeons are assigned to both Navy and Marine Corps aviation units and UMOs are assigned to deployable submarine tenders (large support ships), land-based submarine squadron staffs and deployable and land-based diving units. Obligated service is repaid on a 1-year for 1-year basis while serving as a GMO/UMO/FS.

Navy GME programs include: Full-Time Inservice ([FTIS](#)) internship, residency and fellowship programs, Full-Time Outservice ([FTOS](#)) programs, Other Federal Institution ([OFI](#)) programs, Navy Active Duty Delay for Specialists ([NADDS](#)) program, the 1-Year Delay program, and the Financial Assistance Program ([FAP](#)).

There are currently 67 Navy FTIS programs supported by 860 authorized training billets for Navy FTIS internship, residency and fellowship programs located at 9 different Navy GME training facilities. Our FTIS programs are located in three multi-discipline medical centers (Bethesda MD, San Diego CA, and Portsmouth VA) and five Family Medicine hospitals (Bremerton WA, Camp Lejeune NC, Camp Pendleton CA, Jacksonville FL, and Pensacola FL), and the Naval Aerospace Medical Institute in Pensacola FL for the Residency in Aerospace Medicine.

All eligible Naval medical officers are encouraged to apply to the annual GME Selection Board (GMESB) for their choice of training opportunities sponsored by the Navy Medical Department. Each year a BUMED Notice containing application guidance is issued in June and included as part of the on-line web application, which is activated at the beginning of July. Applications are due in late-September, the GMESB is held the week after Thanksgiving, and the results are released in mid-December.

Specific questions regarding Medical Corps professional training should be directed to the BUMED Specialty Leader for that field of medicine or to the FTIS program director for a specific FTIS GME program. See the GME Directory for contact information.

- [Summary of Active Duty Obligation for GME](#)
- [2011 GME Update](#)
- [GME Directory](#)
- [GME-1 \(Internship\)](#)

- [GME-2+ \(Residencies and Fellowships\)](#)
- [GMESB Process](#)

Summary of Active Duty Obligation (ADO) for Graduate Medical Education

In a Military Facility (FTIS/OFI). A member must incur an ADO of ½ year for each ½ year, or portion thereof, but the minimum ADO at the completion/termination/withdrawal of the GME period will not be less than 2 years. The ADO for GME may be served concurrently with obligations incurred for DoD Sponsored pre-professional (undergraduate) or medical school education.

No active duty obligation for GME can be served concurrent with an ADO for a second period of GME, i.e., obligation for fellowship or 2nd navy-sponsored residency cannot be served concurrent with an obligation incurred for initial residency training.

In a Civilian Facility on Active Duty (FTOS). A member subsidized by the DoD during training in a civilian facility must incur an ADO of ½ year for each ½ year, or portion thereof, but the minimum ADO at the completion/termination/withdrawal of the GME period will not be less than 2 years, regardless of residual obligation.

ADOs for FTOS training are added to obligation existing at the time training begins.

In a Civilian Facility In a Deferred Status (NADDS). A member deferred for specialty training incurs no additional obligation as long as a 2-year obligation exists at the time the training begins. Members with less than 2 years of active duty obligation will incur a 2-year minimum term of service.

GME-1 (INTERNSHIP YEAR)

Each year approximately 50 Navy Uniformed Services University of the Health Sciences (USU) graduates and approximately 200 Armed Forces Health Professions Scholarship Program (HPSP) graduates fill 258 FTIS GME-1 positions. The GME Selection Board (GMESB) also selects a small number of students for either full residency (GME2+) or for 1-year (GME-1) deferments.

- [Navy Inservice GME-1](#)
- [Navy Inservice GME-1 Programs and Positions](#)
- [One-Year Delay Program](#)
- [GME-1 Application FAQs](#)

NAVY INSERVICE GME-1

There are 30 Navy internship programs with 64 transitional year positions, 43 Family Medicine positions and 151 positions for categorical programs in Internal Medicine (58), Surgery (37), Pediatrics (14), OB/GYN (13), Psychiatry (11), Neurosurgery (1), Orthopedic Surgery (11), and Otolaryngology (6). USU and HPSP graduates do not incur any additional obligation beyond their medical school obligation, nor do they repay any obligation during this year. The only exception to this is for HPSP graduates who were awarded a 1- or 2-year scholarship. For these Navy medical officers, the internship year counts for one of their 3-year

minimum service requirement (active duty obligation).

All first-year trainees in Navy programs must complete rotations in Emergency Medicine, Orthopedic Surgery and Obstetrics & Gynecology. The intent of all Navy programs is to offer a broad experience in preparation for an operational tour in direct support of our operational forces and to prepare the trainee for future specialty training as a resident.

Navy first-year programs in Family Medicine, Internal Medicine, Neurosurgery, Obstetrics & Gynecology, Orthopedic Surgery, Otolaryngology, Pediatrics, Psychiatry and Surgery all meet the criteria for the categorical first year of residency training in their specialty.

Trainees completing a first year in Internal Medicine are eligible for and prepared to enter residency programs in Anesthesia, Dermatology, Emergency Medicine, Internal Medicine, Neurology, Ophthalmology and Radiology.

Trainees completing a first year in Surgery are eligible for and prepared to enter residency programs in the following surgical specialties, General Surgery, Ophthalmology and Urology, as well as Anesthesia and Emergency Medicine. First year trainees who intend to train as Orthopedic Surgeons, Otolaryngologists or Neurosurgeons must complete a categorical internship, as must any medical officer intending to train in these specialties.

Transitional internship offers rotations in all the major specialties, as well as three electives which can be tailored for the individual trainee's career goals. Trainees completing a transitional internship are eligible for and prepared to enter residency programs in Anesthesiology, Dermatology, Emergency Medicine, Ophthalmology and Radiology. With specific electives, eligibility requirements for Family Medicine, Pathology, Occupational Medicine, Physical Medicine & Rehabilitation can also be met.

Ample opportunities will exist for crossover into other specialties after completion of the first year of GME in any FTIS Navy GME program. Those contemplating changing specialties after a GMO tour should make direct liaison with program directors/specialty leader of the new specialty.

- [Navy Inservice GME-1 Programs and Positions](#)
- [One-Year Delay Program](#)
- [GME-1 Application FAQs](#)

ONE-YEAR DELAY PROGRAM

A very small number of HPSP graduates are sometimes designated by the annual Navy GMESB to defer beginning their initial tour of extended active duty for 1 year pending completion of an approved civilian internship (GME-1) program. (However, internship programs in pathology, pediatrics and psychiatry are NOT authorized. Individuals selected for the One-Year Delay Program will usually enter active duty as a General Medical Officer (GMO) immediately upon completion of their GME-1 year. Those who desire to continue residency training in a deferred status or to enter a Navy inservice residency may apply to the next annual GMESB. Individuals granted a 1-year delay do not incur additional obligation nor do they repay obligation during this year.

- [Navy Inservice GME-1](#)
- [GME-1 Application FAQs](#)

GME-2+ (RESIDENCIES AND FELLOWSHIPS)

These are the Navy-sponsored GME-2+ programs:

- [Navy Full-Time Inservice \(FTIS\) GME-2+ Programs](#)
- [Full-Time Outservice \(FTOS\) Programs](#)
- [Other Federal Institutions \(OFI\) Programs](#)
- [Navy Active Duty Delay For Specialists \(NADDS\) Program](#)
- [Financial Assistance Program \(FAP\)](#)

Your questions about the GME application process and the GME Selection Board (GMESB) may be answered here:

- [GME-2+ Application FAQs](#)

NAVY FULL-TIME INSERVICE (FTIS) GME-2+

There are 31 Navy residency, 11 Navy fellowship, 16 NCC residency, and 7 NCC fellowship programs. Each year we select approximately 205 applicants to fill approximately 4 Aerospace Medicine, 43 Family Medicine and 158 multi-specialty residency positions and between 20 and 25 applicants for fulltime inservice fellowship positions. Individuals will incur an active duty obligation of 1 year for each year of training or the remainder of their USU/HPSP obligation, whichever is longer (2 years minimum).

- [FTIS ACGME Approved Positions Summary](#)
- [Navy FTIS Program Sites](#)

FULL-TIME OUTSERVICE (FTOS) PROGRAMS

These programs consist of approximately 120 active duty Navy medical officers training primarily in civilian fellowship programs and a limited number of residency programs, located in approximately 60 civilian institutions nationwide. FTOS training is usually reserved for GME training in undermanned medical specialties for which there are no FTIS Navy programs or for which the number of FTIS graduates is insufficient to meet projected Navy manning requirements. FTOS trainees incur a minimum 2-year obligation plus 1 year of obligation per year of training greater than 2. For post-residency fellowships, this additional obligation is repaid in addition to any residency obligation at the conclusion of fellowship training. All FTOS obligation is in addition to any remaining medical school obligation. Individuals who are selected for FTOS at the GMESB are then responsible for securing a place in an approved civilian program.

- [FTOS & OFI Policy and Procedures Manual](#)
- [FTOS/OFI FAQs](#)

OTHER FEDERAL INSTITUTION (OFI) PROGRAMS

These programs consist of a variable number of active duty Navy medical officers training in Army and Air Force residency or fellowship programs and residency or fellowship programs sponsored by other Federal Institutions, such as the USU, the National Institutes of Health, the US Public Health Service, the Veterans

Administration, etc. The obligation incurred is the same as for FTIS training.

- [FTOS & OFI Policy and Procedures Manual](#)
- [FTOS/OFI FAQs](#)
- [General Preventive Medicine Residency at USU](#)
- [Occupational and Environmental Medicine Residency at USU](#)

NAVY ACTIVE DUTY DELAY FOR SPECIALISTS (NADDS) PROGRAM

This program is available for medical officers on active or inactive duty who have remaining obligated service to the Navy. Training in the NADDS Program is dependent upon projected requirements for GMOs and is normally reserved for GME training in undermanned medical specialties for which there is no FTIS program and the number of FTIS/FTOS/OFI graduates is insufficient to meet the needs of the Navy. Active duty is deferred pending completion of a civilian residency or fellowship program in a specialty or subspecialty designated as critically undermanned for which there is a projected Navy manning requirement. Any medical officer in this program will not incur any additional obligation and will repay their original USU/HPSP obligation while serving on active duty in the Navy as a fully trained medical specialist or subspecialist. The number of NADDS participants varies considerably from year to year based upon projected requirements for GMOs and requirements for designated undermanned medical specialties.

- [NADDS/FAP FAQs](#)

FINANCIAL ASSISTANCE PROGRAM (FAP)

This is an inactive Ready Reserve program for physicians and dentists in civilian graduate professional education programs. Participants are appointed as commissioned officers in the Naval Reserve. Tuition, fees, books and other educational expenses are paid by the Navy. Effective 1 July 2009, participants receive a monthly stipend of \$1,992 and also receive an annual grant of \$45,000 (before tax). FAP participants incur 2 years obligation for the first year and ½ year for each additional ½ year or portion. Obligation is additive to other unfilled obligation.

- [NADDS/FAP FAQs](#)

GME SELECTION PROCEDURES

1. Graduate Medical Education Selection Board (GMESB) Procedures.

a. Annual Notices. The annual BUMED Notice 1524, GMESB Application and Guidance for GME-2+ (Residency and Fellowship) and Nonclinical Postgraduate Education, and the NMPDC Notice 1524, Application for Internship--First Year of Graduate Medical Education (GME-1) are issued each spring to announce application procedures for the GMESB the following fall. The notices should be consulted for specific, current information on the following:

(1) Joint Service GMESB (JSGMESB) convening location and date, which always convenes the week immediately following the Thanksgiving holiday.

(2) Selection goals for FTIS, FTOS, OFI and NADDS Programs.

(3) Electronic application web site; application form; application deadline; and additional guidance for applicants.

b. Precept. The formal precept governing the annual GMESB is developed each year by BUMED M09B-MC, with coordination by NMPDC-1WMC, and then approved and issued by the Chief, BUMED in late October or early November. The precept formally appoints the GMESB President (a Medical Corps flag officer), voting members (senior Medical Corps officers), the senior recorder (NMPDC-1WMC), with additional recorders as needed, and authorizes the appointment of specialty committee members. The precept provides specific guidance for selecting candidates for Navy-sponsored GME programs, establishes the number of medical officers to be selected for GME training, delineates the specialties and GME programs for which applicants may be selected (based on the BUMED-developed training requirements), and specifies the number of selections allowed for each Navy-sponsored GME program.

c. Application Procedures. GME applicants must complete and submit applications electronically as specified in the annual notices, and print copies for their files and for command endorsement. In addition, applicants should interview or otherwise communicate with the specialty leader and program director of the specialty and GME programs in which they are interested. Commanding Officers of applicants ensure applications are formally endorsed and forwarded to arrive in NMPDC-1WMC by the specified deadline and applicants ensure all required supporting documents arrive by the deadline. Applications received after the deadline are not processed for consideration by the GMESB, unless first authorized by the President of the Board.

d. Application Processing. NMPDC-1WMC assembles and organizes the application packages, develops the database of applicants and prepares these for review at the JSGMESB. Applicants may access the application web site to check the status of their applications.

e. NAVPERSCOM (NPC) Screening. NPC administratively reviews the service records of all applicants before the GMESB convenes. This review determines GME assignment compatibility and ensures applicants meet all basic requirements for transfer, including promotion eligibility, ability and compliance with physical readiness standards, and other administrative requirements.

f. JSGMESB Selections. Navy program directors, Medical Corps specialty leaders, and other appointed members participate on joint service selection panels with representatives from the other Services. They review and score applications of Army, Navy, and Air Force applicants for GME programs. Navy specialty committees present recommendations for selection of Navy applicants for specific GME programs (inservice, FTOS, OFI, NADDS) to the Navy Board President and members.

g. GMESB Selection Decisions. The Navy Board makes the final decision to designate each applicant as either a primary select, alternate select, or nonselect for GME training. The results of the Navy GMESB are reviewed and approved by the Surgeon General of the Navy before release on a previously agreed upon and published date.

h. Selection Notification. Selection results are announced on the Navy GME application web site approximately 2 weeks after conclusion of the GMESB. Applicants who are designated as alternate selects are placed on alternate lists maintained by NMPDC. If a primary select is unable to attend training, an alternate from the pool of designated alternates may be selected in coordination with NPC. Officers in the 1-Year Delay or NADDS programs other Reserve officers, officers in FTOS and OFI programs, and civilian applicants who are selected for Navy-sponsored GME training are notified by letter. Assignment to a Navy-sponsored GME

program is contingent on the civilian applicant's qualification for and appointment in the Medical Corps of the United States Naval Reserve.

i. Applicant Response. Applicants who are selected for GME-2+ must notify NMPDC (Code 1WMC) of their decision to accept or decline training by the published deadline. Individuals selected for more than one GME program or for a GME and flight surgery and/or undersea medicine program may accept only one program. Acceptance of a flight surgery or undersea medicine program normally forfeits designation as an alternate in any other program.

2. Chief of the Medical Corps GME Selection Procedures.

a. Justification. Occasionally the needs of the Navy require placing a medical officer in GME without an application to the GMESB. Under these circumstances the Chief, Medical Corps may select individuals for GME.

b. Procedures. When the need for a Chief, Medical Corps GME Selection is identified, the NMPDC Director, GME (NMPDC-1WMC) will prepare a request and electronically submit it to the Deputy Chief of the Medical Corps in the Office of the Chief for consideration by the Chief of the Medical Corps. The request will contain the following:

(1) Documentation the request and of the type and duration of GME requested.

(2) Documentation from NPC (PERS-4415) of the requesting individual's availability for assignment to GME training.

(3) A complete description of the circumstances which suggest the need for a Chief, Medical Corps selection. Normally, this selection method will not be used if selectees or alternates from a previous GMESB are available in the needed specialty area, or if multiple individuals desire the training under consideration.

(4) Documentation of specialty leader and FTIS program director (if applicable) concurrence with the proposed selection.

c. Implementation. The NMPDC Director, GME will notify the applicant, NPC, the specialty leader and the FTIS program director (if applicable) of the Chief, Medical Corps decision.



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2012 NAVY GME UPDATE

Director, Navy Graduate Medical Education

12 June 2012

1. This annual Graduate Medical Education (GME) Update is provided in an effort to keep all applicants informed of the opportunities available for Navy-sponsored GME. As in past years, a wide variety of Navy-sponsored GME opportunities exist. Despite significant challenges, Navy Medicine has a strong commitment to GME. Approximately 28% of all Navy medical officers are currently training in GME programs. The Navy currently dedicates 860 training billets to support 67 top-quality Inservice internship, residency and fellowship programs at 9 different Navy GME training sites. In addition, 150 Navy-funded positions are available for training in civilian programs or in other federal institutions. A third, GME training option, not as commonly requested, is the Navy Active Duty Delay for Specialists Program (NADDS). Individuals completing an operational or staff utilization tour who are interested in completing their residency or fellowship training in a civilian institution will again be seriously considered for NADDS selection at the 2012 GME Selection Board. In order to be eligible for this type of training an individual must have, or be willing to commit to, 2 years of active duty obligation at the end of training.
2. The quality of Navy GME programs and the training received is superb. All eligible Navy GME programs (64 of 67) are currently fully accredited by the [Accreditation Council for Graduate Medical Education](#). 71% of all programs are accredited for the maximum accreditation period of 5 years and 93% of all programs are accredited for 3 or more years. Navy-trained physicians have over a 95% first-time pass rate on Board Certification examinations for the past 10 years. The first-time pass rate has been 100% for more than 5 years in nine specialties (dermatology, endocrinology, hematology/oncology, infectious disease, neurology, neurosurgery, ophthalmology, surgery and urology). All of these measures are well above national norms.
3. The 2012 Joint Service Graduate Medical Education Selection Board (GMESB) will be held Monday, 26 November through Friday, 30 November 2012. Navy specialty committees will convene as integral parts of 47 joint service selection panels. This joint service effort enhances the selection process among the Army, Navy and Air Force and furthers Interservice consultation, collaboration and cooperation. Four Navy-specific selection committees (the Navy Intern Selection Committee, the Navy Flight Surgery Selection Committee, the Navy Undersea & Diving Medicine Selection Committee and the Navy Non-Clinical Post Graduate Medical Education Selection Committee) will also meet to consider Navy applicants for these areas of training. The results of the board will be released 12 December 2012.
4. The Navy-wide personnel policy of "training to requirements" serves as the basis for establishing selection priorities. No Navy medical officer will be selected for training unless there is a projected requirement in the requested specialty or subspecialty at the time the training will be completed. The annual BUMED Notice 1524 for 2012, accessible from this site in July, provides **projected** specialty and subspecialty training opportunities for Academic Year 2013 and explains the Navy GME-2+ application and selection process. Your selection opportunity will be improved if you read this Notice in its entirety prior to completing and submitting your application.
5. One of the most important application requirements is for applicants to personally initiate contact with the program director(s) of the program(s) to which they are applying. Navy program directors consider personal contact with them a **very** high priority. If you are unable to interview in person, you should call the program

director for a telephone interview. If personal or telephone contact with the program director is not possible, be sure to make contact by e-mail or written correspondence. Personal contact will demonstrate your interest and motivation, ensure that you and the program are well matched and significantly increase your chance of selection.

6. The rules governing calculation of the active duty obligation (ADO) incurred for Graduate Medical Education have been revised over time and this has led to some confusion in the past. ADO for GME is currently governed by Department of Defense Instruction 6000.13 of June 1997, which is available through the instruction link on this web site. Medical officers incur ½ year of obligation for each ½ year of GME training (or portion thereof). An obligation for inservice GME is served concurrent with obligation for undergraduate and medical school sponsorship while obligation for sponsored Outservice GME is added to any obligation existing prior to the GME. In addition, as of the 2002 GME Selection Board, no obligation for Inservice GME can be served concurrent with an obligation for another period of GME, i.e., obligation for fellowship training can't be served concurrent with obligation for residency training.

7. Individuals considering deferred GME training via the NADDS Program should communicate their wishes to the appropriate Specialty Leader. Making the appropriate Specialty Leader familiar with your situation will enable him/her to advocate for your selection. Contact information for the Navy Program Directors and Specialty Leaders is available via the link to the [GME Directory](#) on this website.

8. I very strongly encourage any individual considering GME training to submit an application even if the chances of selection seem unlikely. There have been many instances in the recent past where GME training opportunities have unexpectedly become available late in the application and selection process. Priority is given to those who have formally requested training through the annual GMESB.

9. The GME application and selection process can be confusing to some. We have made every effort to provide you with easy-to-find, useful information. Please don't hesitate to contact me or any of my Navy [GME Office Staff](#) if you require additional assistance.

Best wishes for success!!!

***CAPT Eli McGuigan, MC USN
Director, Navy Graduate Medical Education
Navy Medicine Professional Development Center (Code 1WMC)
Building 1, Tower 15, Room 15155
8901 Wisconsin Avenue
Bethesda MD 20889
(301) 319-4513, DSN – 285
Elizabeth.McGuigan@med.navy.mil***

[Navy GME Main Page](#) | [Navy GME Sites](#) | [GME Instructions](#) | [GME Forms](#)

POC: Director, Navy GME Programs (301) 319-4513
Organizational Code: Code 1WMC
Last Modified: 12 June 2012



[Navy Medical Department GME Overview](#)

[GME Annual Update](#)

[GME Directory](#)

[GME Selection Procedures](#)

[Summary of Active Duty Obligation for GME](#)

[GME-1 \(Internship Year\)](#)

[GME-2+ \(Residencies and Fellowships\)](#)

[Navy Inservice Program Reporting Requirements](#)

[GME Reference Instructions](#)

[GME Forms](#)

[FTOS/OFI Policies and Procedures Manual \(pdf file, 3.4mb\)](#)

GRADUATE MEDICAL EDUCATION DIRECTORY

(You can click on one of the table links to go to that section of the GME Directory)

[Navy Medicine Professional Development Center \(NMPDC\)](#)

Graduate Medical Education Office
Continuing Medical Education (CME)/Board Funding Branch
Accessions Department

[Bureau of Medicine and Surgery \(BUMED\)](#)

Personnel Management Department
Special Pays Department

[Navy Personnel Command](#)

Medical Department Officer Assignment (Detailers)
Medical Department Placement and Training
Medical Corps Community Management

[Navy Recruiting Command](#)

[BUMED Medical Corps Specialty Leaders](#)

[Graduate Medical Education \(GME\) Coordinators](#)

GME Directors, Program Directors, Intern Advisors and GME Coordinators

[Walter Reed National Military Medical Center, Bethesda](#)

[Naval Medical Center, Portsmouth](#)

[Naval Medical Center, San Diego](#)

[Naval Hospital, Bremerton](#)

[Naval Hospital, Camp LeJeune](#)

[Naval Hospital, Camp Pendleton](#)

[Naval Hospital, Jacksonville](#)

[Naval Hospital, Pensacola](#)

[Naval Aerospace Medical Institute, Pensacola](#)

NAVY MEDICINE PROFESSIONAL DEVELOPMENT CENTER (NMPDC)
GRADUATE MEDICAL EDUCATION (GME) OFFICE
FAX: (301) 295-6113 and (301) 295-5768

DIRECTOR, NAVY GRADUATE MEDICAL EDUCATION (CODE-1WMC)

COMM: (301) 319-4513 DSN: 285

DEPUTY, NAVY GRADUATE MEDICAL EDUCATION (CODE-1WMC1)

COMM: (301) 295-0293 DSN: 295

SECRETARY (CODE-1WMC1A)

COMM: (301) 319-4774 DSN: 285

GME-2+ APPLICATIONS AND INSERVICE PLACEMENT (CODE-1WMC11)

COMM: (301) 319-4516 DSN: 285

HEAD, FTIS PROGRAMS (CODE-1WMC12)

COMM: (301) 295-1230 DSN: 295

HEAD, GME INFORMATION MANAGEMENT (CODE-1WMC14)

COMM: (301) 295-0955 DSN: 295

GME DATA ASSISTANT (CODE-1WMC141 Vacant)

COMM: (301) 319-4514 DSN: 295

HEAD, FTOS/OFI PROGRAMS (CODE-1WMC15)

COMM: (301) 319-4518 DSN: 285

FTOS/OFI PROGRAM ASSISTANT (CODE-1WMC151 Vacant)

COMM: (301) 319-4511 DSN: 285

CONTINUING MEDICAL EDUCATION (CME)/BOARD FUNDING BRANCH

CME PROGRAM MANAGER (CODE-1WMC2)

COMM: (301) 319-4742 DSN: 285

CME PROGRAM COORDINATOR (CODE-1WMC21)

COMM: (301) 319-4511 DSN: 285

BOARD CERTIFICATION/CE FUNDING COORDINATOR (CODE-1WMC1B)

COMM: (301) 295-0649 DSN: 295

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ACCESSIONS DEPARTMENT
ARMED FORCES HEALTH PROFESSIONS SCHOLARSHIP PROGRAM (AFHPSP)

HEAD, STUDENT ACCESSIONS (CODE-O1S1)

COMM: (301) 295-9950 DSN: 295

STUDENT ACCESSIONS (CODE-O1SA)

COMM: (301) 295-1217 DSN: 295

ASST. HEAD, STUDENT ACCESSIONS (CODE O1S2)

COMM: (301) 319-4531 DSN: 285

REGISTRAR/LWOP (CODE O1S3)

COMM: (301) 319-4526 DSN: 285

SYSTEMS MANAGEMENT (CODE-O1S3A)

COMM: (301) 319-4547 DSN: 285

**HEAD, PROFESSIONAL AND CAREER PLANNING (CODE-O1S2A)
(GME-1 INTERN APPLICATIONS)**

COMM: (301) 319-4517 DSN: 285

HEAD, NADDS/FAP PROGRAMS

COMM: (301) 319-4118 DSN: 285

NADDS/FAP PROGRAMS ASSISTANT

COMM: (301) 319-4117 DSN: 285

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BUREAU OF MEDICINE AND SURGERY

CHIEF, MEDICAL CORPS (M00C1)

COMM: (703) 614-1639 DSN:

DEPUTY CHIEF, NAVY MEDICAL CORPS (M1221)

COMM: (703) 681-8917 DSN:

MEDICAL CORPS CAREER PLANS

COMM: (703) 681-8937 DSN:

MEDICAL CORPS POLICY AND PRACTICE

COMM: (703) 681-8938 DSN:

MEDICAL CORPS RESERVE AFFAIRS OFFICER

COMM: (703) 681-8935 DSN:

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PERSONNEL MANAGEMENT DEPARTMENT

MEDICAL CORPS PERSONNEL PLANNER (01MC)

COMM: (703) 681-9240 DSN:

MEDICAL CORPS PERSONNEL PLANNER TECHNICIAN (01MC1)

COMM: (703) 681-9236 DSN:

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SPECIAL PAYS DEPARTMENT

DIRECTOR

COMM: (703) 681-9245 DSN:

ASSISTANT DIRECTOR

COMM: (703) 681-9246 DSN:

ASSISTANT SPECIAL PAYS TECHNICIAN (A-G)

COMM: (703) 681-9247 DSN:

ASSISTANT SPECIAL PAYS TECHNICIAN (H-O)

COMM: (703) 681-9241 DSN:

ASSISTANT SPECIAL PAYS TECHNICIAN (P-Z)

COMM: (703) 681-9246 DSN:

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NAVY PERSONNEL COMMAND

MEDICAL DEPARTMENT OFFICER ASSIGNMENT AND DISTRIBUTION BRANCH

Fax: (901) 874-2680

HEAD, MEDICAL DEPT OFFICER ASSIGNMENT & DISTRIBUTION BRANCH (PERS-4415)

COMM: (901) 874-4096 DSN: 882

DEPUTY HEAD, MEDICAL DEPT OFFICER ASSIGNMENT & DISTRIBUTION (PERS-4415A)

COMM: (901) 874-4053 DSN: 882

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

Anesthesia	Otolaryngology
Neurosurgery	Surgery
Obstetrics and Gynecology	Urology
Ophthalmology	Executive Medicine
Orthopedic Surgery	

COMM: (901) 874-4094 DSN: 882

NON-SURGICAL SUBSPECIALTY DETAILER (PERS-4415N)

Dermatology	Pediatrics
Emergency Medicine	Psychiatry
Internal Medicine	Preventive Medicine
Neurology	Radiology
Nuclear Medicine	Radiation Oncology
Occupational Medicine	Research Medicine
Pathology	

COMM: (901) 874-4046 DSN: 882

FAMILY MEDICINE, AEROSPACE, FLIGHT SURGERY, UNDERSEA MEDICINE, SENIOR OPMED BILLETS DETAILER (PERS-4415U)

COMM: (901) 874-4037 DSN: 882

DETAILER (PERS-4415P)

General Medical Officer
Medical Trainees
Undergraduate (Medical School)
FTIS/FTOS/OFI GME (Residency and Fellowship Training Programs)
GME Detailer

COMM: (901) 874-4045 DSN: 882

MEDICAL DEPARTMENT PLACEMENT AND TRAINING (PERS-4415B/D)

COMM: (901) 874-4112 DSN: 882

MEDICAL CORPS COMMUNITY MANAGER (BUPERS-315G)

COMM: (901) 874-2369 DSN: 882

ASSISTANT MEDICAL CORPS COMMUNITY MANAGER

COMM: (901) 874-3698

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NAVY RECRUITING COMMAND

HEAD, MEDICAL COMMUNITY MANAGEMENT BRANCH (CODE N34)

Director, Officer Development School (ODS) Accessions

COMM: (901) 874-9242 DSN: 882

Fax: (901) 874-9230

CNRC MEDICAL PROGRAMS (CODE N3415)

Medical Corps Recruiting

COMM: (901) 874-9471 DSN: 882

Fax: (901) 874-9257

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BUMED MEDICAL CORPS SPECIALTY LEADERS

AEROSPACE MEDICINE

BUMED Washington, DC

COMM: (202) 762-3453 DSN: 762

FAX: (202) 762-3464

ALLERGY/IMMUNOLOGY

NMC San Diego

COMM: (619) 524-1519 DSN: 524

ANESTHESIOLOGY

NMC Portsmouth

COMM: (757) 953-3238 DSN: 377

CARDIOLOGY

NMC Portsmouth

COMM: (757) 953-2416 DSN: 377

CARDIOTHORACIC SURGERY

WRNMMC Bethesda

COMM: (301) 295-2552 DSN: 295

DERMATOLOGY

NMC Portsmouth

Comm: (757) 953-0312 DSN: 377

EMERGENCY MEDICINE

NMC Portsmouth

COMM: (757) 953-1406 DSN: 377

ENDOCRINOLOGY/METABOLISM

WRNMMC Bethesda

COMM: (301) 295-6220 DSN: 295

FAMILY MEDICINE

USUHS

COMM: (301) 295-9464 DSN: 295

FMF MEDICINE

US Marine Corps Forces Atlantic

COMM: (757) 836-1682 DSN: 836

GASTROENTEROLOGY

WRNMMC Bethesda

COMM: (301) 295-4585 DSN: 295

HEMATOLOGY/MEDICAL ONCOLOGY

WRNMMC Bethesda

COMM: (301) 319-5384 DSN:

INFECTIOUS DISEASE

USUHS Infectious Disease Clinical Research Program

COMM: (301) 319-8973 DSN: 285

INTERNAL MEDICINE

NH Jacksonville

COMM: (904) 542-8843 DSN: 942

INTERNS

NMC San Diego

COMM: (619) 532-6950 DSN: 522

MEDICAL STUDENTS (AFHPSP)

NMPDC Bethesda

COMM: (301) 295-1217 DSN: 295

NEONATOLOGY

NMC Portsmouth

COMM: (757) 953-4691 DSN: 377

NEPHROLOGY

WRNMMC Bethesda

COMM: (301) 295-4325 DSN: 295

NEUROLOGY

USUHS

COMM: (301) 295-3840 DSN: 295

NEUROSURGERY

NMC Portsmouth

COMM: (757) 953-9400 DSN: 377

NUCLEAR MEDICINE

Pending Appointment
COMM: (???) DSN:

OBSTETRICS/GYNECOLOGY

NMC Portsmouth
DSN: (757) 953-2415

OCCUPATIONAL MEDICINE

WRNMMC Bethesda
COMM: (301) 319-4958 DSN:

OPHTHALMOLOGY

NMC Portsmouth
COMM: (757) 953-2691

ORTHOPEDIC SURGERY

NMC San Diego
COMM: (619) 532-8426 DSN: 522

OTOLARYNGOLOGY

WRNMMC Bethesda
COMM: (301) 295-4677 DSN: 295
FAX:

PAIN MANAGEMENT

NH Pensacola
COMM: (850) 505-6762 DSN: 534

PATHOLOGY - (LABORATORY MEDICINE)

NH Bremerton
COMM: (360) 475-4813 DSN: 494

PEDIATRICS

NMC San Diego
COMM: (619) 532-9868 DSN: 522
FAX:

PHYSICAL MEDICINE AND REHABILITATION

NMC San Diego
COMM: (619) 532-7275 DSN: 522
FAX: (619) 532-5118

PLASTIC AND RECONSTRUCTIVE SURGERY

NMC Portsmouth
COMM: (757) 953-2883 DSN: 377
FAX: (757) 953-0851

PREVENTIVE MEDICINE

Navy Environmental & Preventive Medicine Unit FIVE, San Diego

COMM: (619) 532-5502 DSN: 522

FAX: (619) 556-7071

PSYCHIATRY

NMC Portsmouth

COMM: (757) 953-5260 DSN: 377

PULMONARY MEDICINE/CRITICAL CARE

WRNMMC Bethesda

COMM: (301) 295-4233 DSN: 295

RADIOLOGY (DIAGNOSTIC)

WRNMMC Bethesda

COMM: (301) 295-0165 DSN: 295

RADIATION ONCOLOGY (THERAPEUTIC)

NMC San Diego

COMM: (619) 532-8187 DSN: 522

RHEUMATOLOGY

NMC Portsmouth

COMM: (757) 953-2160 DSN: 377

SPORTS MEDICINE

NH Camp Lejeune

COMM: (910) 451-5352

GENERAL SURGERY AND VASCULAR SURGERY

WRNMMC Bethesda

COMM: (301) 295-4437 DSN: 295

FAX: (301) 295-0959

UNDERSEA/DIVING MEDICINE

Bureau of Medicine and Surgery (M3F7)

COMM: (703) 681-9286 DSN:

UROLOGY

WRNMMC Bethesda

COMM: (301) 295-8029 DSN: 295

FAX: (301) 295-4280

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GME COORDINATORS

WALTER REED NATIONAL MILITARY MEDICAL CENTER, BETHESDA

COMM: (301) 319-8278 DSN: 285

FAX: (301) 295-9186

NAVAL HOSPITAL, BREMERTON

COMM: (360) 475-4339/4345 DSN: 494

FAX: (360) 475-4512/4225

NAVAL HOSPITAL, CAMP LEJEUNE

COMM: (910) 450-3138 DSN: 750

FAX: (910) 450-4649

NAVAL HOSPITAL, CAMP PENDLETON

COMM: (760) 725-0406 DSN: 365

FAX: (760) 725-1101

NAVAL HOSPITAL, JACKSONVILLE

COMM: (904) 542-7762 DSN: 942

FAX: (904) 542-7836

NAVAL HOSPITAL, PENSACOLA

COMM: (850) 505-6472 DSN: 534

FAX: (850) 505-6501/6607

NAVAL MEDICAL CENTER, PORTSMOUTH

COMM: (757) 953-7001 DSN: 377

FAX: (757) 953-6909

NAVAL MEDICAL CENTER, SAN DIEGO

COMM: (619) 532-7935 DSN: 522

FAX: (619) 532-7617

NAVAL AEROSPACE MEDICAL INSTITUTE, PENSACOLA

COMM: (850) 452-3154 DSN: 922

FAX: (850) 452-5194

DEWITT ARMY COMMUNITY HOSPITAL

COMM: (703) 805-8030 DSN:

FAX:

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WALTER REED NATIONAL MILITARY MEDICAL CENTER, BETHESDA

**NCC DESIGNATED INSTITUTION OFFICER/ ADMINISTRATIVE DIRECTOR
USUHS**

COMM: (301) 295-3638 DSN: 295
FAX:

DIRECTOR OF GRADUATE MEDICAL EDUCATION

WRNMMC Bethesda
COMM: (301) 295-6558 DSN: 295
FAX: (301) 295-4820

INTERN ADVISOR

COMM: (301) 295-6558 DSN: 295
FAX: (301) 295-4280

TRANSITIONAL INTERN PROGRAM DIRECTOR

COMM: (202) 782-7858 DSN:
FAX:

TRANSITIONAL INTERN ASSOCIATE PROGRAM DIRECTOR

COMM: (301) 295-4270 DSN: 295
FAX: (301) 295-0537

GME COORDINATOR

COMM: (301) 319-8278 DSN: 295
FAX: (301) 295-9186

PROGRAM DIRECTORS

(WRNMMC Bethesda programs are sponsored by the National Capital Consortium and may have Army Program Directors. Listed here are the Navy contacts - Navy Program Directors, Associate Program Directors, or Site Coordinators.)**

ANESTHESIOLOGY **

Associate Program Director
COMM: (301) 295-4455 DSN: 295
FAX: (301) 295-5063

CARDIOLOGY **

Associate Program Director
COMM: (301) 295-4500 DSN: 295
FAX: (301) 295-6640

DERMATOLOGY **

Associate Program Director
COMM: (301) 295-4551 DSN: 295
FAX: (301) 295-5164

ENDOCRINOLOGY **

Associate Program Director
COMM: (202) 782-5221/6750 DSN:

FAX:

FAMILY MEDICINE **

Navy Associate Program Director

COMM: (703) 805-8156 (Ft. Belvoir Community Hospital)

FAX:

GASTROENTEROLOGY **

Associate Program Director

COMM: (301) 295-6044 DSN: 295

FAX: (301) 295-4599

HEMATOLOGY/ONCOLOGY **

Associate Program Director

COMM: (301) 319-5384

INFECTIOUS DISEASE **

Associate Program Director

COMM: (301) 319-6400 DSN: 285

INTERNAL MEDICINE **

COMM: (301) 319-8361 DSN: 285

FAX: (301) 319-8660

NEUROLOGY **

Associate Program Director

COMM: (301) 295-2196 DSN: 295

FAX:

NEUROSURGERY **

Associate Program Director

COMM: (301) 295-4420 DSN: 295

FAX: (301) 295-4430

OBSTETRICS/GYNECOLOGY **

Associate Program Director

COMM: (301) 295-6672 DSN: 295

FAX:

OPHTHALMOLOGY **

Associate Program Director

COMM: (301) 295-1339 DSN: 295

FAX:

ORTHOPEDIC SURGERY **

COMM: (301) 295-0730 DSN: 295

FAX:

OTOLARYNGOLOGY **

Associate Program Director
COMM: (301) 295-4678 DSN: 295
FAX: (301) 295-6666

PATHOLOGY **

Associate Program Director
COMM: (301) 295-0060 DSN: 295
FAX: (301) 295-1415

PEDIATRICS **

Associate Program Director
COMM: (301) 319-5437 DSN: 285
FAX: (301) 295-5676

PSYCHIATRY **

Associate Program Director
COMM: (301) 400-1924 DSN:
FAX:

PULMONARY MEDICINE/CRITICAL CARE **

Program Director
COMM: (301) 295-4215 DSN: 295
FAX:

RADIOLOGY (DIAGNOSTIC) **

Associate Program Director
COMM: (301) 319-3475 DSN: 285
FAX: (301) 319-8364

RADIOLOGY (IMAGING) **

Associate Program Director
COMM: (301) 295-5051 DSN: 295
FAX: (301) 295-9186

SURGERY **

Associate Program Director
COMM: (301) 319-4462 DSN: 285
FAX: (301) 295-1481

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NAVAL MEDICAL CENTER, PORTSMOUTH
DSN: 377

DIRECTOR OF GRADUATE MEDICAL EDUCATION

COMM: (757) 953-3240

FAX: (757) 953-6909

INTERN COORDINATOR

COMM: (757) 953-9395

FAX: (757) 953-5116

TRANSITIONAL YEAR INTERNSHIP PROGRAM DIRECTOR

COMM: (757) 953-2213

FAX: (757) 953-5116

GME OFFICER/HEAD, ACADEMIC AFFAIRS

COMM: (757) 953-7001

FAX: (757) 953-6909

PROGRAM DIRECTORS

ANESTHESIOLOGY

COMM: (757) 953-3240

FAX: (757) 953-3284

ANESTHESIOLOGY - PAIN MANAGEMENT

COMM: (757) 953-3236

FAX: (757) 953-0870

EMERGENCY MEDICINE

COMM: (757) 953-1407

FAX: (757) 953-0821

INTERNAL MEDICINE

COMM: (757) 953-2268

FAX: (757) 953-9666

OBSTETRICS/GYNECOLOGY

COMM: (757) 953-4351

FAX: (757) 953-0892

ORTHOPEDIC SURGERY

COMM: (757) 953-1814

FAX: (757) 953-1908

OTOLARYNGOLOGY

COMM: (757) 953-2825

FAX: (757) 953-6939

PEDIATRICS

COMM: (757) 953-2944

FAX: (757) 953-0895

PSYCHIATRY

COMM: (757) 953-5257

FAX: (757) 953-6907

RADIOLOGY

COMM: (757) 953-1789

FAX: (757) 953-7327

SURGERY

COMM: (757) 953-2518

FAX: (757) 953-0845

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NAVAL MEDICAL CENTER, SAN DIEGO

DSN: 522

DIRECTOR OF GRADUATE MEDICAL EDUCATION

COMM: (619) 532-5233

FAX: (619) 532-7617

INTERN COORDINATOR

COMM: (619) 532-7935

FAX: (619) 532-5507

TRANSITIONAL INTERN PROGRAM DIRECTOR

COMM: (619) 532-6950

FAX: (619) 532-

GME COORDINATOR

COMM: (619) 532-7936

FAX: (619) 532-5507

PROGRAM DIRECTORS

ANESTHESIOLOGY

COMM: (619) 532-7270

FAX: (619) 532-8945

ANESTHESIOLOGY - PAIN MANAGEMENT

COMM: (619) 532-8964

FAX: (619) 532-5751

CARDIOLOGY

COMM: (619) 532-7400

FAX: (619) 532-9863

DERMATOLOGY

COMM: (619) 532-7403

FAX: (619) 532-9458

EMERGENCY MEDICINE

COMM: (619) 532-8547

FAX: (619) 532-9853

GASTROENTEROLOGY

COMM: (619) 532-6816

FAX: (619) 532-9620

INFECTIOUS DISEASE

COMM: (619) 532-6131

FAX: (619) 532-8798

INTERNAL MEDICINE

COMM: (619) 532-5200

FAX: (619) 532-7508

OBSTETRICS/GYNECOLOGY

COMM: (619) 532-5013

FAX: (619) 532-6587

OPHTHALMOLOGY

COMM: (619) 532-5782

FAX: (619) 532-7272

ORTHOPEDIC SURGERY

COMM: (619) 532-8427

FAX: (619) 532-8467

OTOLARYNGOLOGY

COMM: (619) 532-5617

FAX: (619) 532-5400

PATHOLOGY

COMM: (619) 532-9308

FAX: (619) 532-9403

PEDIATRICS

COMM: (619) 532-6474

FAX: (619) 532-8598

PSYCHIATRY

COMM: (619) 532-8555

FAX: (619) 532-8353

PULMONARY MEDICINE/CRITICAL CARE

COMM: (619) 532-5990

FAX: (619) 532-7606

RADIOLOGY, DIAGNOSTIC

COMM: (619) 532-6755

FAX: (619) 532-8714

RADIOLOGY, IMAGING

COMM: (619) 532-6755

FAX: (619) 524-8714

SURGERY

COMM: (619) 532-7579

FAX: (619) 532-7673

UROLOGY

COMM: (619) 532-7202

FAX: (619) 532-7234

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NAVAL HOSPITAL, BREMERTON

DSN: 494

FAMILY MEDICINE PROGRAM DIRECTOR

COMM: (360) 475-5368

ASSOCIATE PROGRAM DIRECTOR

COMM: (360) 475-4590

GME COORDINATOR

COMM: (360) 475-4339/4345

FAX: (360) 475-4512

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NAVAL HOSPITAL, CAMP LEJEUNE

DSN: 750

FAMILY MEDICINE PROGRAM DIRECTOR

COMM: (910) 450-3134/3138

ASSOCIATE PROGRAM DIRECTOR

COMM: (910) 450-4910/3138

FAMILY MEDICINE OB FELLOWSHIP DIRECTOR

COMM: (910) 450-3426

GME COORDINATOR

COMM: (910) 450-3138

FAX: (910) 450-4649

GME ASSISTANT

COMM: (910) 450-3137

FAX: (910) 450-4649

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NAVAL HOSPITAL, CAMP PENDLETON

DSN: 365

FAMILY MEDICINE PROGRAM DIRECTOR

COMM: (760) 725-1398/0406

ASSOCIATE PROGRAM DIRECTOR

COMM: (760) 725-0406

FM SPORTS MEDICINE FELLOWSHIP DIRECTOR

COMM: (760) 763-6605

FAX: (760) 763-7266

GME COORDINATOR

COMM: (760) 725-0406

FAX: (760) 725-1101

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NAVAL HOSPITAL, JACKSONVILLE

DSN: 942

FAMILY MEDICINE PROGRAM DIRECTOR

COMM: (904) 542-7492

FAMILY MEDICINE ASSISTANT PROGRAM DIRECTOR

COMM: (904) 542-7975

GME COORDINATOR

COMM: (904) 542-7762

FAX: (904) 542-7836

GME ASSISTANT

COMM: (904) 542-7606

FAX: (904) 542-7836

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NAVAL HOSPITAL, PENSACOLA
DSN: 534

FAMILY MEDICINE PROGRAM DIRECTOR

COMM: (850) 505-6888

ASSOCIATE PROGRAM DIRECTOR

COMM: (850) 505-6359

GME COORDINATOR

COMM: (850) 505-6472

FAX: (850) 505-6501/6619

GME ASSISTANT

COMM: (850) 505-6491

FAX: (850) 505-6501/6333

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NAVAL AEROSPACE MEDICAL INSTITUTE, PENSACOLA
DSN: 922

AEROSPACE MEDICINE PROGRAM DIRECTOR

COMM: (850) 452-8125

AEROSPACE MEDICINE ASSOCIATE DIRECTOR

COMM: (850) 452-3872

GME COORDINATOR

COMM: (850) 452-3154

FAX: (850) 452-5194

[Navy GME Main Page](#)

[Navy GME Sites](#)

[GME Instructions](#)

[GME Forms](#)

POC: Deputy, Navy GME Programs (301) 295-0293

Organizational Code: Code 1WMC1

Last Modified: 12 July 2012



[Navy Medical Department GME Overview](#)

[GME Annual Update](#)

[GME Directory](#)

[GME Selection Procedures](#)

[Summary of Active Duty Obligation for GME](#)

[GME-1 \(Internship Year\)](#)

[GME-2+ \(Residencies and Fellowships\)](#)

[Navy Inservice Program Reporting Requirements](#)

[GME Reference Instructions](#)

[GME Forms](#)

[FTOS/OFI Policies and Procedures Manual \(pdf file, 3.4mb\)](#)

Navy GME FTIS Programs Reporting Requirements Guidance for Annual and Situational Reports

ANNUAL REPORTS			
Report Title	Due Date	Report Format	Reportable Data Elements
GME Certificate of Completion Report	1 May	7 Column Table	(1) Graduate's Rank (2) Graduate's Name (3) Corps (4) Designator (5) Specialty (6) Inclusive Dates of Training (7) Graduate's Initials
Board Certification Pass Rates Report	1 May	5 Column Table	(1) Academic Year (2) Name of Program (3) Number of Examinees Participating in Board Certification Examination (4) Number of Examinees who Passed Examination on First Attempt (5) Overall First Time Pass Rate Expressed as a Percentage
Licensure Examination Trainee Delinquency Report	1 May	6 Column Table	(1) Academic Year (2) Name of Program (3) Rank and Name of Each GME-1 Trainee Who Either Did Not Take, Did Not Pass or Who Has No Recorded Results for the Final Step of the USMLE or COMLEX Licensure Examination (4) Delinquent Category (did not take, did not

			<p>pass or no results)</p> <p>(5) Highest Level of Licensure Exam Successfully Passed</p> <p>(6) Date of Examination for Highest Level Examination Successfully Passed</p>
GME Terminations, Voluntary Withdrawals and Academic Probations Report	1 Aug	5 Column Table	<p>(1) Category of Action (Termination, Withdrawal or Probation)</p> <p>(2) Trainee Rank</p> <p>(3) Trainee Name</p> <p>(4) Name of Program</p> <p>(5) Date of Final Local Administrative Action</p>
Military Unique GME Training Report	1 Sep	20 Row Table for Each Program	<p>(1) Specialty</p> <p>(2) Program Location</p> <p>(3) Program Director</p> <p>(4) Does Program Have a Military Unique Curriculum?</p> <p>(5) Is Content Generic at GME-1 Level?</p> <p>(6) Is Content Specialty Specific after PGY-1?</p> <p>(7) Are Prevention Initiatives Emphasized?</p> <p>(8) Does the Faculty Utilize the Curriculum?</p> <p>(9) Does the Program Director Evaluate the Efficacy of the Program?</p> <p>(10) Brief Description of How the Program Director Evaluates the Efficacy of the Program.</p> <p>(11) Does Program Provide opportunities for trainees to Experience Practice of Specialty in an Operational Setting?</p> <p>(12) What percentage of graduating residents/ fellows have participated in such operational opportunities during the last 12 months?</p>

			<p>(13) If not 100%, report both the percentage and fraction of trainees who have not participated and a brief explanation.</p> <p>(14) Is the current Military Unique Curriculum Reviewed Annually and on File in the Program Director's Office?</p> <p>(15) Is the participation of interns, residents and fellows annually verified, recorded and retained in local records?</p> <p>(16) Does the Program Director maintain local records of topics covered, trainee attendance and relevant readiness exercises in which trainees have participated?</p> <p>(17) Point of Contact for Questions Pertaining to the Report</p> <p>(18) Telephone and Email Address of Point of Contact</p> <p>(19) Name of Person Preparing Report</p> <p>(20) Comments (Optional)</p>
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SITUATIONAL REPORTS		
Report Title	Due Date	Report Format
Report of Trainee Adverse Action including Probation, Suspension, and Termination	Within 5 days of action	Copy of the letter of notification of adverse action to the trainee in standard Navy letter format, with a copy of the locally developed Summary Report when appropriate. Include the name of the command, GME program, trainee's rank, full name and a summarized narrative of the circumstances, pertinent findings, dates involved and action taken.
Report of Training Extension	Within 5 days of	Copy of the letter of notification to the trainee in standard Navy letter format or an electronic copy of the email notifying the trainee of the action. Include the name of the command, GME program, trainee's rank, full name and a summarized narrative

	action	of the circumstances, pertinent facts, and dates involved - including the total length of the extension (in months) and the revised training completion date.
All Written Communication to and from ACGME	Within 14 days of action	Copies of any written or electronic correspondence to or from any individual in the command to or from the ACGME or one of its RRCs. Any verbal or written communication with the ACGME or one of its RRCs regarding changes in Navy GME policy (such as changes in length of training, major residency restructuring, or statements concerning Navy GME philosophy) is not authorized without prior approval from NAVMED PDC-1WMC and, when appropriate, the Chief, BUMED via the MEPC.
Program Director Appointment Report	Within 5 days of action	Copy of the letter of appointment to the GME program director in standard Navy letter format. Include the name of the command, the GME program, program director's rank, full name and effective date of the appointment.

Submit the reports above to:

Navy Medicine Professional Development Center
 Graduate Programs - Code 1WMC12
 Bldg 1, Tower 15
 8901 Wisconsin Avenue
 Bethesda, MD 20889-5611

[Navy GME Main Page](#) | [Navy GME Sites](#) | [GME Instructions](#) | [GME Forms](#)

POC: Deputy, Navy GME Programs (301) 295-0293
 Organizational Code: Code 1WMC1
 Last Modified: 19 June 2012

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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

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-

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 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.

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 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.

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.

EXHIBIT 6-1
NOT OBSERVED (NOB) REPORT

EVALUATION REPORT & COUNSELING RECORD (E1-E6)

KCS BUPERS 1610-1

1. Name (Last, First MI Suffix) SAMPLE, HARVEY J			2. Rate BM3		3. Desig SW		4. SSN 123-45-6789	
5. ACT <input checked="" type="checkbox"/>		6. UIC 12345		7. Ship/Station NAVSCOLCMD VA			8. Promotion Status REGULAR	
9. Date Reported 10JAN11		10. Periodic <input checked="" type="checkbox"/>		11. Disenrollment <input checked="" type="checkbox"/>		12. Period of Report 14 From: 10JAN11 15 To: 10MAR12		
16. Not Observed Report <input checked="" type="checkbox"/>		17. Regular Report <input checked="" type="checkbox"/>		18. Special Report <input type="checkbox"/>		19. Block 21. NA.		
20. Reporting Senior (Last, FI MI) SKIPPER, A L		21. Grade CDR		22. Desig 1110		23. Title CO		
24. UIC 12345		25. SSN 987-65-4321		26. Command employment and command achievements. Surface ship deck evolution training.				
27. Primary/Collective/Outstanding duties (Enter primary duty abbreviation in box) STUDENT				28. Maritime/Spouse/Seaman/Ship (Enter primary duty abbreviation in box) Maritime/Spouse/Seaman/Ship				
29. Form 16 used Counseling Doc. (Enter counseling worksheet sig. 32.1)		30. Date Completed 10JAN11		31. Comments NOT REQ		32. Signature of Individual Commanded		
33. Signature of Reporting Senior (Typed Name & Grade/Rate)		34. Signature of Ratee (Typed Name & Rate)		35. Signature of Rater (Typed Name & Rate): I have evaluated this member against the above performance standards and have forwarded written explanation of marks 1-5.				
36. Date		37. Date		38. Date				
39. COMMENTS ON PERFORMANCE: * All 1.0 marks, 2.0 marks, and 3.0 marks in Block 39 must be specifically substantiated in or on the back of this report. All 1.0 or 12 High (10 or 12 point) only. Use upper and lower case.								
40. Signature of Reporting Senior (Typed Name & Grade/Rate): I have reviewed the evaluation of this member and written explanation to support the marks of 1-5.		41. Signature of Reporting Senior		42. Signature of Reporting Senior				
43. Signature of Reporting Senior (Typed Name & Grade/Rate): I have reviewed the evaluation of this member and written explanation to support the marks of 1-5.		44. Signature of Reporting Senior		45. Signature of Reporting Senior				
46. Signature of Reporting Senior (Typed Name & Grade/Rate): I have reviewed the evaluation of this member and written explanation to support the marks of 1-5.		47. Signature of Reporting Senior		48. Signature of Reporting Senior				
49. Signature of Reporting Senior (Typed Name & Grade/Rate): I have reviewed the evaluation of this member and written explanation to support the marks of 1-5.		50. Signature of Reporting Senior		51. Signature of Reporting Senior				
52. Signature of Reporting Senior (Typed Name & Grade/Rate): I have reviewed the evaluation of this member and written explanation to support the marks of 1-5.		53. Signature of Reporting Senior		54. Signature of Reporting Senior				
55. Signature of Reporting Senior (Typed Name & Grade/Rate): I have reviewed the evaluation of this member and written explanation to support the marks of 1-5.		56. Signature of Reporting Senior		57. Signature of Reporting Senior				
58. Signature of Reporting Senior (Typed Name & Grade/Rate): I have reviewed the evaluation of this member and written explanation to support the marks of 1-5.		59. Signature of Reporting Senior		60. Signature of Reporting Senior				
61. Signature of Reporting Senior (Typed Name & Grade/Rate): I have reviewed the evaluation of this member and written explanation to support the marks of 1-5.		62. Signature of Reporting Senior		63. Signature of Reporting Senior				
64. Signature of Reporting Senior (Typed Name & Grade/Rate): I have reviewed the evaluation of this member and written explanation to support the marks of 1-5.		65. Signature of Reporting Senior		66. Signature of Reporting Senior				
67. Signature of Reporting Senior (Typed Name & Grade/Rate): I have reviewed the evaluation of this member and written explanation to support the marks of 1-5.		68. Signature of Reporting Senior		69. Signature of Reporting Senior				
70. Signature of Reporting Senior (Typed Name & Grade/Rate): I have reviewed the evaluation of this member and written explanation to support the marks of 1-5.		71. Signature of Reporting Senior		72. Signature of Reporting Senior				
73. Signature of Reporting Senior (Typed Name & Grade/Rate): I have reviewed the evaluation of this member and written explanation to support the marks of 1-5.		74. Signature of Reporting Senior		75. Signature of Reporting Senior				
76. Signature of Reporting Senior (Typed Name & Grade/Rate): I have reviewed the evaluation of this member and written explanation to support the marks of 1-5.		77. Signature of Reporting Senior		78. Signature of Reporting Senior				
79. Signature of Reporting Senior (Typed Name & Grade/Rate): I have reviewed the evaluation of this member and written explanation to support the marks of 1-5.		80. Signature of Reporting Senior		81. Signature of Reporting Senior				
82. Signature of Reporting Senior (Typed Name & Grade/Rate): I have reviewed the evaluation of this member and written explanation to support the marks of 1-5.		83. Signature of Reporting Senior		84. Signature of Reporting Senior				
85. Signature of Reporting Senior (Typed Name & Grade/Rate): I have reviewed the evaluation of this member and written explanation to support the marks of 1-5.		86. Signature of Reporting Senior		87. Signature of Reporting Senior				
88. Signature of Reporting Senior (Typed Name & Grade/Rate): I have reviewed the evaluation of this member and written explanation to support the marks of 1-5.		89. Signature of Reporting Senior		90. Signature of Reporting Senior				
91. Signature of Reporting Senior (Typed Name & Grade/Rate): I have reviewed the evaluation of this member and written explanation to support the marks of 1-5.		92. Signature of Reporting Senior		93. Signature of Reporting Senior				
94. Signature of Reporting Senior (Typed Name & Grade/Rate): I have reviewed the evaluation of this member and written explanation to support the marks of 1-5.		95. Signature of Reporting Senior		96. Signature of Reporting Senior				
97. Signature of Reporting Senior (Typed Name & Grade/Rate): I have reviewed the evaluation of this member and written explanation to support the marks of 1-5.		98. Signature of Reporting Senior		99. Signature of Reporting Senior				
100. Signature of Reporting Senior (Typed Name & Grade/Rate): I have reviewed the evaluation of this member and written explanation to support the marks of 1-5.		101. Signature of Reporting Senior		102. Signature of Reporting Senior				

Block 16. Always marked X.

Block 21. NA.

Blocks 28-29. Provide enough information to make report understandable. If applicable, duty abbreviations can be NONE.

Blocks 33-39. Leave blank.

Blocks 30-32. Copy date and name from counseling worksheet. If not counseled, enter NOT REQ or NOT PER in block 30.

Blocks 41 (FITREP/CHIEFEVAL) or Block 43 (Eval). Explain NOB report, report school performance, etc. Limit evaluative comments

Block 40 (FITREP/CHIEFEVAL) and Blocks 41-42 (Eval).

Block 46 (FITREP/CHIEFEVAL) or Block 51 (Eval). Member signature desired but not required.

Member Trait Average/Summary Group Average. Leave blank on all NOB reports.

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 **RATER AND SENIOR RATER**
42 & 49 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 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.
BLOCK 41

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	
10. Date Reported 09MAY05		11. For: 10JAN31		15. For: 10JAN31	
11. Detachment of Individual <input checked="" type="checkbox"/>		12. Detachment of Reporting Senior <input type="checkbox"/>		13. Special Report <input type="checkbox"/>	
14. Type of Report 17. Regular <input checked="" type="checkbox"/>		18. Concurrent <input type="checkbox"/>		19. Ops Cdr <input type="checkbox"/>	
20. Physical Readiness PP		21. Billet Subcategory (if any) SPECIAL01		22. UIC 77788	
23. Grade COL		24. Desig LTR		25. Title ASSIGNED	
26. UIC 987-65-4321		27. SSN 987-65-4321		28. Command employment and command achievements. KAMPFSCHWIMMER (Company), German Navy, Bremerhaven; engaged in training and	
29. Primary/Co-Primary COMBAT SW		30. Date 09-1/09-2		31. Signature of Individual Counseled TAD	
32. Signature of Reporting Senior DEPT HEAD		33. Signature of Counselor NO		34. Reporting Senior Address U. S. Embassy Germany 12345	
35. Reporting Senior Address U. S. Embassy Germany 12345		36. Reporting Senior Address U. S. Embassy Germany 12345		37. Reporting Senior Address U. S. Embassy Germany 12345	
38. Reporting Senior Address U. S. Embassy Germany 12345		39. Reporting Senior Address U. S. Embassy Germany 12345		40. Reporting Senior Address U. S. Embassy Germany 12345	
41. Reporting Senior Address U. S. Embassy Germany 12345		42. Reporting Senior Address U. S. Embassy Germany 12345		43. Reporting Senior Address U. S. Embassy Germany 12345	
44. Reporting Senior Address U. S. Embassy Germany 12345		45. Reporting Senior Address U. S. Embassy Germany 12345		46. Reporting Senior Address U. S. Embassy Germany 12345	
47. Reporting Senior Address U. S. Embassy Germany 12345		48. Reporting Senior Address U. S. Embassy Germany 12345		49. Reporting Senior Address U. S. Embassy Germany 12345	
50. Reporting Senior Address U. S. Embassy Germany 12345		51. Reporting Senior Address U. S. Embassy Germany 12345		52. Reporting Senior Address U. S. Embassy Germany 12345	
53. Reporting Senior Address U. S. Embassy Germany 12345		54. Reporting Senior Address U. S. Embassy Germany 12345		55. Reporting Senior Address U. S. Embassy Germany 12345	
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69. Reporting Senior Address U. S. Embassy Germany 12345		70. Reporting Senior Address U. S. Embassy Germany 12345		71. Reporting Senior Address U. S. Embassy Germany 12345	
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97. Reporting Senior Address U. S. Embassy Germany 12345		98. Reporting Senior Address U. S. Embassy Germany 12345		99. Reporting Senior Address U. S. Embassy Germany 12345	
98. Reporting Senior Address U. S. Embassy Germany 12345		99. Reporting Senior Address U. S. Embassy Germany 12345		100. Reporting Senior Address 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.

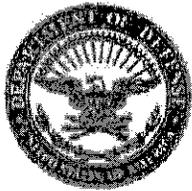
PFA: 10-1/10-2/11-1. This indicates the PFA results listed in block 20, were attained during the 2010 Cycle 1, 2010 Cycle 2, and the 2011 Cycle 1 official PFAs. No entry is required if no official PFA was conducted during the period

EVAL BLOCK 43	COMMENTS ON PERFORMANCE
FITREP/CHIEFEVAL BLOCK 41	

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	SIGNATURE OF REPORTING SENIOR
FITREP/CHIEFEVAL BLOCK 45	

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 (07) 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.

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<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:

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.

Enclosure (9)

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

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<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.



DEPARTMENT OF THE NAVY
NAVY MEDICINE PROFESSIONAL DEVELOPMENT CENTER
8901 WISCONSIN AVENUE
BETHESDA, MARYLAND 20889-5611

IN REPLY REFER TO:

Canc: FRP Dec 12
NAVMEDPRODEVCTRNOTE 1524
010829
12 Jun 2012

NAVMEDPRODEVCTR NOTICE 1524

From: Commanding Officer, Navy Medicine Professional Development Center (NMPDC)

To: Class of 2013 Navy Medical School Graduates of the Uniformed Services University of the Health Sciences (USUHS), the Armed Forces Health Professions Scholarship Program (HPSP), and the Health Services Collegiate Program (HSCP)

Subj: INSTRUCTIONS FOR APPLICATION FOR INTERNSHIP, FIRST YEAR OF GRADUATE MEDICAL EDUCATION (GME-1)

Ref: (a) NAVCRUIT Form 1131/131, Armed Forces Health Professions Scholarship Program Service Agreement
(b) School of Medicine, Uniformed Services University of the Health Sciences Service Agreement
(c) NAVCRUIT Form 1131/130, HSCP Service Agreement

Encl: (1) Projected U.S. Navy GME-1 Program Positions for Academic Year 2013
(2) Acknowledgment of Receipt NAVMEDPRODEVCTR Notice 1524

1. Purpose. To announce application procedures for Navy-sponsored First Year Graduate Medical Education (GME-1) for Academic Year (AY) 2013.

2. Background. References (a) through (c) require Navy sponsored HPSP, USUHS, and HSCP students to apply to the Navy for their first year of graduate medical education.

3. Selection Process.

a. Selections for AY 2013 GME-1 will be made at the 2012 Graduate Medical Education Intern Selection Board (GMEISB), which will be held 26 November 2012. All Navy sponsored graduates will be placed in Navy in-service GME-1 programs or given permission to perform a one-year or full civilian deferment. Selection options at the GMEISB will be as follows:

(1) Selection for a Navy full time in-service GME-1 position. Students selected for this option will be ordered to active duty to participate in training at a Navy GME training facility. A few members of the intern class starting in 2013 who desire training in Family Medicine or Psychiatry will be offered straight-through training to complete an entire residency. Those not selected for straight-through training, who want to continue directly from their internship into residency, must apply to the 2013 Joint Service Graduate Medical Education Selection Board (JSGMESB). Applications for the 2013 JSGMESB will be available in July 2013.

(2) Deferment of active duty until completion of a residency at a civilian institution. Students selected for this option will be ordered to active duty as a residency trained specialist upon completion of civilian residency training. All HPSP, USUHS, and HSCP graduates are eligible to apply for this training option. If selected, the student will train in a deferred status in the Individual Ready Reserve (IRR) and will be recalled to active duty upon completion of his/her civilian residency.

(3) Deferment of active duty for one year for completion of the PGY-1 year at a civilian institution. Students selected for this option will be ordered to active duty as a General Medical Officer following completion of their PGY-1 year, unless selected during the 2013 JSGMESB for residency training. All HPSP, USUHS, and HSCP graduates are eligible to apply for this training option. If selected, the student will train for one year in a deferred status in the Individual Ready Reserve (IRR) and will be recalled to active duty upon completion unless selected for continued civilian training.

4. Program Availability. Enclosure (1) lists the projected available Navy GME-1 positions. Navy Medical Center Portsmouth (NMCP) Virginia, Navy Medical Center San Diego (NMCS) California, and the Walter Reed National Military Medical Center (WRNMMC) Maryland, currently listed as the National Capital Consortium (NCC) in the Electronic Residency Application System (ERAS), offer internship programs in Internal Medicine, Neurosurgery (WRNMMC only), Obstetrics/Gynecology, Orthopedics, Otolaryngology, Pediatrics, Psychiatry, Surgery, Emergency Medicine, and Transitional Year. The Navy Hospitals at Bremerton, Washington; Camp Lejeune, North Carolina; Camp Pendleton, California; Jacksonville, Florida; and Pensacola, Florida; and Army Community Hospital Fort Belvoir, Virginia all offer internship programs in Family Medicine.

5. Application Instructions.

a. All graduating students must complete two web-based applications; ERAS and the Navy GME-1 Application. ERAS provides the student's academic record to Navy Program Directors and Specialty Leaders. The Navy GME-1 Application provides the Navy Intern Selection Board with the student's PGY-1 program rank order preference, contact information, and special assignment considerations.

(1) ERAS. Students must follow guidance from their academic institution regarding activation of their ERAS application. Students must arrange for the upload of the following documents:

(a) Medical School transcript and letters of recommendation. Deadline: Must be uploaded by the student's school no later than 14 September 2012.

(b) The Dean's Letter/Medical Student's Performance Evaluation (MSPE). Deadline: Must be uploaded by 01 November 2012.

(c) National Board Scores. Deadline: Must be sent to ERAS from the National Board of Medical Examiners (NBME) or National Board of Osteopathic Medical Examiners (NBOME) as noted below.

1. Part I and Part II scores (USMLE Step II CK, COMLEX Step II CE). Deadline: Must be uploaded by 01 November 2012.

2. Part II scores (USMLE Step II CS, COMLEX Step II PE). Deadline: Must be taken by 25 February 2013 and results provided to the HPSP Program Manager as soon as results are available. Failure to provide a passing Part II score will delay transition to internship.

(2) Navy GME-1 Application.

(a) Activate the Navy GME-1 Application. Applicants must complete, scan, and e-mail Enclosure (2) to Mr. Joe Pelot at OH@med.navy.mil no later than 30 June 2012. Faxes will not be accepted. Following receipt of the form, a unique Student ID will be created and sent via e-mail to the applicant. This ID will be generated by the system and will not be related to the applicant's social security number. Once a Student ID is

created, the student must use the originally provided e-mail address throughout the application process. If a student must change an e-mail address, Mr. Pelot should be immediately notified at OH@med.navy.mil. Failure to do so may result in an incomplete application and failure to receive important application and supersession information.

(b) Submission of GME-1 Application.

1. USUHS applicants. USUHS students are required to log directly into the Navy GME-1 website to access the electronic application and apply. The Navy electronic GME-1 application website, located at <https://nmmpte.med.navy.mil/gme1/default.asp>, will be activated on 15 July 2012. The website requires Internet Explorer 4.0 or higher for Windows and can only be accessed using "official military computers." Students must use their unique Student ID as a user name. Fill out the on-line application and submit no later than 30 July 2012. Failure to submit or complete the application will result in the student's needs and desires not being fully considered by the GMEISB. Students will be able to make changes to their on-line application including the preference list until 19 October 2012, after which time the website will be deactivated and final processing of the applications will begin.

2. HPSP and HSCP applicants. HPSP and HSCP students must log onto the NMPDC Accessions website at <http://www.med.navy.mil/sites/navmedmpte/accessions/Pages/CareerandInternshipSelection.aspx> and download a copy of the Navy GME-1 application to their desktop. Guidance for filling out this application is available on the web page. The downloaded form is not compatible with the Macintosh Operating System. Therefore, all students must use a Microsoft Windows based computer. Students must use their unique Student ID and e-mail address to fill out the application document. Applications must be returned to OH@med.navy.mil no later than 30 July 2012. This application document can only be sent by e-mail. It cannot be faxed. The Student ID and e-mail address must be the same as that provided by Mr. Pelot. Failure to notify Mr. Pelot of e-mail address changes will prevent the application document from registering in the database. Any changes to the application or rank order will require resubmission of the entire application document. Modified application documents that are submitted will overwrite all previously submitted information. Students will be able to make changes to their application, including the preference list, until 19 October

2012, after which the website will be deactivated and final processing of the application will begin.

b. Participation in the Civilian Match. There will be a number of full deferments offered this year based on the needs of the Navy at the time of selection. The Navy selection goals for full deferment are usually in critical wartime specialties (surgery, orthopedics, emergency medicine, etc.). The official list will be released during the summer. Those applying for full deferment as their first choice must rank all Navy sites where training is available in that specialty, e.g. "Full Deferment for Orthopedic Surgery" ranked as number one, then the three Navy training sites for Orthopedic Surgery must be selected and ranked in the second, third and fourth choices. Students may request a full deferment in one specialty only. Students who desire a full deferment must participate in the civilian match via the National Resident Matching Program (NRMP) or the American Osteopathic Association (AOA) Matching Services.

c. Reimbursement for Applications.

(1) All Navy HPSP students will be reimbursed for the initial ERAS application fee, estimated to be approximately \$300.00. The NRMP/AOA National Matching Services fee will be reimbursed up to \$65.00 for those individuals applying to the civilian match. HPSP students should file their claims for reimbursement with NMPDC per instructions found at:
http://www.med.navy.mil/sites/navmedmpte/accessions/Pages/HSPSFA_PBookandEquipmentReimbursment.aspx.

(2) USUHS pays appropriate fees associated with the match. For further guidance please contact the USUHS Student Affairs Specialist.

(3) HSCP students are personally responsible for fees associated with the ERAS and NRMP/AOA National Matching Services applications. Reimbursement is not an entitlement under this program.

6. Guidance for Navy GME-1 Application.

a. PGY-1 selection is based on the needs of the Navy. All efforts will be made to select students for one of their five choices as discussed below. In some cases, this may not be possible. Efforts will be made to match a student to a training program consistent with their career goals and available positions. Program Directors are blinded to applicant ranking.

b. When completing the Navy GME-1 Application:

(1) The email address is a critical element for the GME-1 Application. The same email address must be used consistently throughout the application process. Notify Mr. Pelot at OH@med.navy.mil for any e-mail address changes.

(2) Provide a current phone number (home or cell).

(3) Students with special needs that could affect assignment to a GME-1 program, such as having a military spouse or a special needs child, must note this in the Special Circumstances Section of the GME-1 application. While the GMEISB will give due attention to these special circumstances, there are no guarantees that program and location requests can or will be honored.

(4) Personal Statements should be limited to the ERAS application only. Only issues that impact assignment should be discussed in the GME-1 Application special Circumstances Section.

c. When listing choices for GME-1 training on the Navy GME-1 Application:

(1) Choose a PGY-1 specialty for training.

(2) Rank all sites where the chosen PGY-1 specialty training is provided. For example, if a student chooses Internal Medicine at Naval Medical Center San Diego as the first choice, he or she must rank Internal Medicine at Walter Reed National Military Medical Center and Naval Medical Center Portsmouth as well. If Family Medicine is chosen, all five choices must be a Family Medicine site. If all sites of the chosen PGY-1 specialty training are not ranked, the other sites will be arbitrarily assigned by the Board.

(a) Fourth Choice. If all Navy programs for a specialty have been listed in choices 1 through 3, choice 4 may be any other program in which the student has an interest. Choice 4 does not have an impact on choice 5. Choice 4 cannot be the same specialty listed in choices 1 through 3. For example, if Internal Medicine is listed for choices 1 through 3, choice 4 cannot be Internal Medicine (As Assigned).

(b) Fifth Choice. This is a general category selection, which can be in any specialty. It is specialty specific only. Location will be assigned by the GMEISB. Choice five cannot be the same specialty listed in choices 1 through 3. For example, if Internal Medicine is listed in choices 1 through 3, choice five cannot be Internal Medicine (As Assigned).

Example:

Internal Medicine - NMC Portsmouth
Internal Medicine - WRNMMC Bethesda
Internal Medicine - NMC San Diego
Transitional - WRNMMC Bethesda
Family Medicine - as assigned, chosen by the GMEISB

(3) Full Deferment: May be ranked in any position except fifth.

(4) One Year Deferment: May be ranked in any position.

(5) Changes to the above may be made until 19 October 2012. After that date, the website will be disabled.

7. Interviews. Students should schedule interviews with the Program Directors of the Navy GME-1 Programs for which they are applying. It is strongly recommend that students arrange telephone interviews with the Program Directors if they cannot interview in person. Navy funds are not available to cover interview expenses.

8. Applicant Checklist.

a. Complete Enclosure (2). Scan and e-mail to Mr. Pelot at OH@med.navy.mil. Deadline: 30 June 2012.

b. Submit initial Navy GME-1 Application. Deadline: 30 July 2012.

c. Submit ERAS application. Deadline: 14 September 2012.

d. If applying for a full deferment, register for NRMP/AOA National Matching Services. Deadline: 30 November 2012.

e. Finalize all changes to the Navy GME-1 Application. Deadline: 19 October 2012.

f. Have USMLE/COMLEX Part I and USMLE/COMLEX Part II (CK/CE) scores sent to ERAS. Program Directors have continuous access to ERAS. The earliest possible submission is preferable. Deadline: 1 November 2012.

g. Notify Mr. Pelot at OH@med.navy.mil of any change in contact information, such as e-mail or telephone number.

9. Failure to Submit or Complete Application. All Navy-sponsored USUHS, HPSP and HSCP graduates will be assigned to training by the 2012 GMEISB regardless of the completeness of their application. Failure to submit or complete the application will result in the student's needs and desires not being fully considered by the GMEISB.

10. Selection Notification. After the final report of the GMEISB is approved by the Navy Surgeon General, the results will be made available via email from NMPDC, Student Programs. It is estimated that this will be no later than 30 December 2012.

11. Point Of Contact. Questions regarding the application process should be directed to Mr. Pelot via e-mail at OH@med.navy.mil.


S. A. YERKES
By direction

PROJECTED U.S. NAVY GME-1 POSITIONS FOR ACADEMIC YEAR 2013
 AVAILABLE TO GRADUATING NAVY-SPONSORED USUHS, HSCP AND HPSP MEDICAL
 AND OSTEOPATHIC MEDICINE STUDENTS

SPECIALTY	FM	GEN SURG	MED	NEURO SURG	OB/GYN	ORTH	OTO	PEDS	PSY	TRAN	EM	Total
TRAINING SITE												
Naval Hospital Bremerton	6											6
Naval Hospital Camp Lejeune	6											6
Naval Hospital Camp Pendleton	12											12
Naval Hospital Jacksonville	12											12
Naval Hospital Pensacola	7											7
DeWitt Army Community Hospital	2											2
Walter Reed National Military Medical Center		8	19	1	2	3	1	4	3	9		50
Naval Medical Center Portsmouth		12	19		4	4	2	6	5	21	4	77
Naval Medical Center San Diego		12	19		6	5	2	8	5	23	4	84
Total	45	32	57	1	12	12	5	18	13	53	8	256

The number of positions at each program are projections and subject to change without notice.

**ACKNOWLEDGMENT OF RECEIPT
NAVMEDPRODEVCTRNOTE 1524**

Name: _____
(Last, First, Middle - Please print clearly)

E-Mail Address: _____
(Please print clearly)

As a member of HPSP, HSCP or USUHS, you must adhere to the Navy's Physical Fitness and Weight Standards. If you have acquired a new medical condition not previously noted on your recruiting physical, contact your administrative department as soon as possible. HPSP students must contact the HPSP Office at OH@med.navy.mil. Some medical conditions are considered disqualifying for active duty service and may require an evaluation and/or a waiver to come on active duty. This process can take months to complete, and providing this information late in your senior year may delay your orders.

If there are any changes to your graduation date or academic standing, please let the HPSP office know as soon as possible at OH@med.navy.mil.

I acknowledge receipt of NAVMEDPRODEVCTRNOTE 1524, "Instructions For Application For Internship - First Year Of Graduate Medical Education (GME-1)." I understand that I am to file my Navy GME-1 Application as instructed by July 30, 2012, and that the deadline for making changes to my application, including preference list on the website, is 19 October 2012.

Signature

Date

**Please scan and e-mail Enclosure (2) to OH@med.navy.mil.
Attention: Mr. Pelot**



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

Canc: Aug 2013
IN REPLY REFER TO
BUMEDNOTE 1520
BUMED-M3B3
8 Aug 2012

BUMED NOTICE 1520

From: Chief, Bureau of Medicine and Surgery

Subj: 2012 GUIDANCE FOR STUDENT FLIGHT SURGEON AND STUDENT
UNDERSEA MEDICAL OFFICER TRAINING APPLICATIONS

Ref: (a) OPNAVINST 3710.37A
(b) NAVMED P-117, Manual of the Medical Department (MANMED) Chapter 15,
articles 15-32, 15-65, 15-66, 15-69, 15-102, and Chapter 16
(c) SECNAV Manual 5210.1 of Jan 2012

Encl: (1) Sample Letter of Application
(2) NAVMED 1520/21, Demographic Information
(3) NAVMED 1520/18, Program Director/Senior Medical Officer (SMO)
Recommendation Navy Flight Surgeon (FS)/Undersea Medical Officer (UMO)
(4) Application Dates, Checklist, and Deadlines Worksheet
(5) Acronyms

1. Purpose. To establish guidelines for submitting applications and administrative policies governing application for and assignment to subject training. References (a) and (b) provide further guidance.
2. Cancellation. BUMEDNOTE 1520 of 18 Aug 2011.
3. Applicability. Applies to Ships and Stations having Medical Department personnel.
4. Policy. All applicants for flight surgeon (FS) or undersea medical officer (UMO) training are to use the procedures contained in this notice to request such training. Applications are reviewed by the cognizant office at the Bureau of Medicine and Surgery (BUMED) and are considered year round, except for those of interns, who will be selected during the Graduate Medical Education Selection Board (GMESB). In each case, the reviewing authority takes into consideration the overall needs of the Naval Service, the applicant's academic background, motivation, professional aptitude, experience, and physical qualifications. Navy Medical Department policy requires that graduates of the FS and UMO courses serve in an active duty operational assignment for a minimum of 2 years following completion of training. Participants in the Armed Forces Health Professions Scholarship Program (AFHPSP) and graduates of the Uniformed Services University of the Health Sciences (USU) may discharge their active duty obligations concurrently with this period of training. Applications will only be considered for complete, continuous training.

5. Flight Surgeon Training. The Naval Aerospace Medical Institute (NAMI), Pensacola, FL, conducts formal training leading to designation as a naval flight surgeon. The course is approximately 27 weeks long. Classes convene in July, September, and November of each calendar year. For additional information contact the Director of Academics at NAMI, (850) 452-2457 or DSN 922-2457, or e-mail: John.Heil@med.navy.mil, or visit: <http://www.med.navy.mil/sites/nmotc/nami/Pages/default.aspx>.
6. Aviation Medical Examiner Training. NAMI, Pensacola, FL, conducts formal training leading to designation as a naval aviation medical examiner. The course is approximately 7 weeks long. The primary class convenes in July, with additional training opportunities beginning in November, February, and April of each calendar year. Graduates will be assigned to specific Navy Medicine clinic billets in support of aviation commands to provide primary aviation healthcare. Duration of assignment is 3 years with the opportunity to apply for graduate medical training after a 2-year minimal activity tour. For additional information contact either the Director of Academics at NAMI, (850) 452-2457 or DSN 922-2457, or e-mail: john.heil@med.navy.mil, or the BUMED Director for Aerospace Medicine, (703) 681-9260 or e-mail: richard.beane@med.navy.mil, or visit: <http://www.med.navy.mil/sites/nmotc/nami/Pages/default.aspx>
7. Undersea Medical Officer Training. The Naval Undersea Medical Institute (NUMI), Groton, CT conducts UMO training. The course is approximately 23 weeks long and is conducted in three phases. The first phase is conducted at NUMI, and includes training in submarine medicine and intensive physical training in preparation for phase two. The second phase is diving training, conducted while the officer is on temporary additional duty to the Naval Diving and Salvage Training Center, Panama City, FL. The third phase is at NUMI, and the training is in radiation biology, and the BUMED Radiation Health Program. Classes convene in January and July of each calendar year.
8. Class Assignments. The Navy Personnel Command (PERS-4415) details selected Medical Corps officers to specific classes.
9. Submission of Applications. Submit all applications for assignment to FS or UMO training following enclosure (1).
 - a. Active duty and deferred Navy applicants (includes non-intern, intern, and scholarship students in a civilian internship) must apply via appropriate chain of command directly to:
 - (1) Flight Surgery: NAMI (Code 35) via mail or FAX to (850) 452-2679 or DSN 922-2679. The mailing address is Officer in Charge, Naval Aerospace Medical Institute (Code 35), 340 Hulse Road, Pensacola, FL 32508-1092.
 - (2) Undersea Medicine: Chief, Bureau of Medicine and Surgery (BUMED-M3B3), 7700 Arlington Boulevard, Falls Church, VA 22042-5129.

b. All civilian applicants must apply through a Navy recruiter. They will forward application for training and the commissioning package together to the Commander, Navy Recruiting Command (CNRC), (Code 32), 5720 Integrity Drive, Millington, TN 38054. CNRC forwards the application packages to BUMED-M00C for professional review and processing with concurrence from BUMED-M3B3.

(1) Accession to the Navy may be made contingent upon acceptance into subject training curriculum.

(2) Accession to the Navy will then presume approval for training with concurrence from BUMED-M3B3 based on the needs of the Naval Service and training availability.

c. Other United States uniformed service medical department officers must submit applications through their parent Service's chain of command to BUMED-M00C1 via BUMED-M3B3 (for UMO) or NAMI (Code 35) (for FS).

d. Allied uniformed medical department officers must apply through the appropriate diplomatic offices under the Security Assistance Training Program.

10. Application Content and Submission Procedures

a. Student Flight Surgeon Course Application:

(1) Submit the following information directly to NAMI (Code 35) via mail or FAX to (850) 452-2679 or DSN 922-2679. The mailing address is Officer in Charge, Naval Aerospace Medical Institute (Code 35), 340 Hulse Road, Pensacola, FL 32508-1092.

(a) NAVMED 1520/21, Demographic Information request form, enclosure (2).

(b) NAVMED 1520/18, Program Director/Senior Medical Officer (SMO) Recommendation Navy Flight Surgeon (FS)/Undersea Medical Officer (UMO) form, enclosure (3).

(c) Curriculum Vitae.

(d) A brief statement by the applicant stating his or her reasons for wanting to become a flight surgeon; comment on interest in aviation, any previous flight experience, ability to swim a mile, and general level of physical fitness.

(e) Command endorsement (active duty applicants only). In the case of interns, the endorsement should simply state, "Forwarded, recommending approval," or "Forwarded, not recommending approval," unless the commanding officer desires to add substantively to the endorsement.

(f) A letter of recommendation, preferably by a designated naval flight surgeon who can comment on applicant potential for aeromedical training.

(g) Your undergraduate, graduate (if any), and medical school transcripts.

(h) DD Form 2808, Report of Medical Examination as follows:

1. Complete aeromedical physical examination performed by a flight surgeon, per reference (b).

2. Lab studies: Sickle cell test, Glucose-6-phosphate dehydrogenase (G6PD) test, and current test for human immunodeficiency virus (HIV). Record all test results on the DD Form 2808.

3. Any physical examination that recommends a waiver of the physical standards must be accompanied by the appropriate specialty evaluation.

(i) DD Form 2807-1, Report of Medical History.

(j) Reference (a), contains the Anthropometric Data Measurement Record, form OPNAV 3710/37A. Anthropometric measurements shall be taken and recorded on the form that is included in reference (a). Merely meeting commissioning requirements for height and weight does not guarantee anthropometric compatibility with any or all naval aircraft.

(2) Interns must complete the physical examination package, (including required specialty evaluations) to be received by NAMI no later than 31 October 2012. NAMI will evaluate each applicant's physical qualifications and aeronautical adaptability for duty involving flying as a student naval flight surgeon, and report the results to BUMED-M3B3.

(3) The original of the complete report of medical history (DD Form 2807-1), report of medical examination (DD Form 2808), and OPNAV 3710/37A, Anthropometric Data Measurement Record, must be placed in the applicant's health record in the physical exams section, per Chapter 16 of reference (b).

(4) Applicants are encouraged to contact the NAMI Flight Surgeon Applications Coordinator, LT Cynthia Romer, by e-mail at: Cynthia.Romer@med.navy.mil or call (850) 452-3445 or DSN 922-3445 to verify that their package is complete.

b. The Student UMO Course application must be submitted directly to BUMED-M3B3 (Undersea Medicine) via mail or e-mail to Undersea.Medicine@med.navy.mil. The mailing address is Chief, Bureau of Medicine and Surgery, 7700 Arlington Boulevard, Falls Church, VA 22042-5129.

(1) NAVMED 1520/18, Program Director/Senior Medical Officer (SMO) Recommendation Navy Flight Surgeon (FS)/Undersea Medical Officer (UMO) form, enclosure (3).

(2) NAVMED 1520/21, Demographic Information Request, enclosure (3).

(3) Curriculum Vitae.

(4) A brief statement by the applicant stating his or her reasons for wanting to enter the field of Undersea Medicine.

(5) Command endorsement (active duty applicants only). In the case of interns, the endorsement should simply state, "Forwarded, recommending approval," or "Forwarded, not recommending approval," unless the commanding officer desires to add substantively to the endorsement.

(6) Two letters of recommendation. Qualified UMO recommendation preferred, but not required.

(7) Complete a dive medical exam, per reference (b), MANMED article 15-102. Any physical examination that recommends a waiver of physical standards must be accompanied by the appropriate specialty evaluation.

(8) All test results will be recorded on the DD Form 2808. Block 73 of the DD Form 2808 will be used to document complete blood count, microscopic urine analysis, lipid, liver function, and fasting glucose, chest posterior to anterior and lateral views. Box 15c should be marked "other" with Submarine and Diving Duty entered in block 44.

(9) Whenever possible, a hyperbaric pressure test should be performed to 50 feet in sea water (FSW) and documented. If a pressure test cannot be performed, it may be deferred until reporting to NUMI.

(10) Applicants must submit their best timed run (1.5 miles), swim (500 yards), pushups, sit ups, and pull ups.

(11) Applicants are encouraged to contact the BUMED-M3B3 secretary, Mrs. Cynthia Johns, by e-mail to Undersea.Medicine@med.navy.mil or call (703) 681-9278 or DSN 761-9278, to verify that their application is complete.

11. Application Deadline. For interns, the fully completed application, including any ancillary consultations, must be postmarked by 31 October 2012 and sent to BUMED-M3B3 (for UMO), or NAMI, (Code 35) (for FS). Interns should e-mail or call the respective program secretary no later than 14 November 2012 to verify that their application is complete. Non-intern candidates may submit applications at any time, after consultation with their assignment officer, if applicable.

12. Selection, Applicant Notification, and Applicant Declaration of Intention to Accept Training

a. For interns, the Undersea Medicine Selection Committee and the Flight Surgeon, Selection Committee makes final recommendations for selection for training through a formal review process to the GMESB. Both committees meet in late November or early December in conjunction with the convening of the GMESB. Applicants who are otherwise qualified for the respective programs, but are not selected, are placed on an alternate list. If a selected applicant is unable to attend the training, a candidate from the alternate list will be selected.

b. Non-intern applicants will be notified individually by the reviewing authority at BUMED.

c. The Graduate Medical Education (GME) office at each training hospital will be notified of selections by message on or about 17 December 2012. The GME office will notify interns of their status (selected, alternate, or non-selection status).

d. Applicants will notify NAMI or NUMI Academics Student Control Officer and Navy Personnel Command (NAVPERS) of their intentions.

(1) Interns selected for FS training must notify the Director of Academics at NAMI by e-mail at: John.Heil@med.navy.mil or call (850) 452-2457 or DSN 922-2457 by 14 January 2013 of their decision to accept or decline FS training.

(2) Interns selected for UMO training must notify BUMED-M3B3 at (703) 681-9278 or DSN 761-9278 or (703) 681-9286 or DSN 761-9286, or via e-mail at: Undersea.Medicine@med.navy.mil by 14 January 2013 of their decision to accept or decline the training for which they have been selected.

(3) All interns selected for training must officially notify the Family Medicine and Operational Medicine Assignment Officer (PERS-4415R) and Medical Corps Placement Officer (PERS-4415B) of their decision to accept or decline training. Notification may be by standard letter or e-mail.

(4) Individuals selected for more than one training program (FS, UMO, residency training) may accept only one program. Acceptance of the FS or UMO program will result in forfeiture of designation as a selectee or alternate for any other GME training program to which an applicant may have applied. Failure to notify PERS-4415 or the appropriate office at BUMED by the required deadline may result in the loss of the training opportunity.

e. Selected applicants who commit misconduct, fail to remain within physical standards, or fail to meet academic standards may be disenrolled from the program.

13. Additional Information. Enclosure (4) is for the applicant's use as a checklist only. It is not to be included in the application. Enclosure (5) is a list of acronyms used in this notice.

8 Aug 2012

14. Records Management. Records created as a result of this notice regardless of media and format, shall be managed per reference (c).

15. Forms. Forms may be downloaded from the Web sites listed below; local reproduction is authorized.

a. DD Form 2807-1 (AUG 2011), Report of Medical History may be downloaded at: <http://www.dtic.mil/whs/directives/infomgt/forms/dd/ddforms2500-2999.htm>.

b. DD Form 2808 (OCT 2005), Report of Medical Examination may be downloaded at: <http://www.dtic.mil/whs/directives/infomgt/forms/dd/ddforms2500-2999.htm>.

c. OPNAV 3710/37A (07-2005), Anthropometric Data Measurement Record may be downloaded at: <https://navalforms.documentservices.dla.mil/web/public/home>.

d. NAVMED 1520/18 (Rev. 06-2010), Program Director/Senior Medical Officer (SMO) Recommendation Navy Flight Surgeon (FS)/Undersea Medical Officer (UMO) form may be downloaded from the Forms tab at: <http://www.med.navy.mil/directives/Pages/NAVMEDForms.aspx>.

e. NAVMED 1520/21 (07-2008), Demographic Information, may be downloaded from the Forms tab at: <http://www.med.navy.mil/directives/Pages/NAVMEDForms.aspx>.



M. L. NATHAN

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

BUMEDNOTE 1520
8 Aug 2012

SAMPLE LETTER OF APPLICATION

Date: _____

From: _____

To: Chief, Bureau of Medicine and Surgery (BUMED-M3B3), 7700 Arlington Boulevard,
Falls Church, VA 22042-5129

or Officer in Charge, Naval Aerospace Medical Institute (Code 35), 340 Hulse Road,
Pensacola, FL 32508-1092

Via: _____
(see checklist for endorsing authority)

Subj: COURSE OF INSTRUCTION LEADING TO DESIGNATION AS A NAVAL FLIGHT
SURGEON OR NAVAL UNDERSEA MEDICAL OFFICER

Ref: (a) BUMEDNOTE 1520 of 8 Aug 2012

- Encl: (1) Applicant's Statement
(2) NAVMED 1520/21 (07-2008), Demographic Information Request
(3) NAVMED 1520/18 (06-2010), Program Director/Senior Medical Officer (SMO)
Recommendation Navy Flight Surgeon (FS)/Undersea Medical Officer (UMO)
(4) *Curriculum Vitae*
(5) Letters of Recommendation
(6) DD Form 2807-1 and DD Form 2808, Report of Medical Examination (FS and
UMO applicants)
(7) Scores on timed diver physical qualification test (UMO applicants)
(8) SF 507, History Continuation (Aviation Applicant) (FS candidates)
(9) OPNAV 3710/37A, Anthropometric Data Record (FS candidates)
(10) Transcripts (FS candidates)

1. Per reference (a), I request to be considered for the course of instruction leading to designation as (Applicants may apply to both UMO and FS programs but will require separate applications):

- Flight Surgeon
- Undersea Medical Officer

2. If accepted for this training, I agree to remain in an active duty operational assignment for a minimum of 2 years after completion of training.

3. Enclosures (1) through () are attached as required. I can be reached by telephone at _____, by pager at _____, or by e-mail at _____.

(Signature)

Enclosure (1)

DEMOGRAPHIC INFORMATION

Please check the applicable responses:

- 1. U.S. CITIZEN: Yes No

- 2. Application Date (DD MMM YYYY) _____

- 3. Age _____

- 4. Sex Male Female

- 5. Race / Ethnic Group
 - 1 = African-American (not of Hispanic origin)
 - 2 = American Indian or Alaskan Native
 - 3 = Asian American or Pacific Islander
 - 4 = Hispanic
 - 5 = Caucasian (not of Hispanic origin)
 - 6 = Other

PRIVACY ACT STATEMENT

This information is requested under authority contained in 5 U.S.C. 301 and related departmental regulations. The principal purpose for obtaining this information is to permit a demographic characterization of all applicants applying for Naval Medical Department education and training.

The information will be used to provide a base from which to assess affirmative action initiatives and equal opportunity programs within the Naval Medical Department. Disclosure of this information is voluntary. Failure to disclose the requested information will not result in adverse consequences.

PRINTED NAME

DATE (DD MMM YYYY)

SIGNATURE

APPLICATION DATES, CHECKLIST, AND DEADLINES WORKSHEET

The table summarizes dates, action items, and deadlines for student flight surgeon and student undersea medical officer training applications. It is designed for use as a worksheet for you to identify all required items for your application and to keep track of your application's progress.

- "Empty" cells indicate some action needs to be taken to complete the process from application through class assignment.
- "N/A" means not applicable.
- Refer to BUMEDNOTE 1520 text for detailed explanations.

Item	Active Duty Navy Intern	Navy HPSP Participant deferred for Civilian Internship	Civilian Intern	Active Duty Non-intern, All US Services	Civilian Non-intern	Allied Foreign Military Medical Officers
Intern Operational Medicine Orientations						
NH Pensacola, FL	16 Aug 12	N/A	N/A	N/A	N/A	N/A
NH Jacksonville, FL	17 Aug 12					
NH Camp Pendleton, CA	22 Aug 12					
NMC San Diego, CA	23 Aug 12					
NH Bremerton, WA	24 Aug 12					
NH Camp Lejeune, NC	29 Aug 12					
NMC Portsmouth, VA	30 Aug 12					
WRNNMC Bethesda, MD	31 Aug 12					
STEPS AND ELEMENTS OF APPLICATION						
<u>Flight Surgeon:</u> Aviation history and physical examination, with anthropometrics, and specialty consults as needed, faxed/e-mailed to NAMI Code 35 (<i>interns: by 31 Oct 2012</i>).						
<u>Undersea Medical Officer:</u> Submarine, diving, and radiation health history and physical examinations <i>included in application</i>						
• DD Form 2808, 2807-1						
• Specialty Consults (as needed)						
• Pressure test in hyperbaric chamber						
Demographic information request						
Curriculum vitae						
Program director form to evaluator						
Letters of recommendation						
Applicant's Statement						
Diver qualification in run, swim, pushup, sit-up, and pull-up results for UMO only		N/A	N/A	Navy Only	N/A	N/A
Application forwarded via whom?	CO	NMETC (OG)	CNRC	CO (see 9c)	CNRC	(See 9d)
Postmark deadline for applications	31 Oct 12	31 Oct 12	31 Oct 12	Anytime	Anytime	Anytime
Selection Committee Meets	Late Nov 12	Late Nov 12	Late Nov 12	As required	As required	As required
Release of Board Results	Mid Dec 12	Mid Dec 12	Mid Dec 12	As required	As required	As required
Deadline to contact BUMED-M3B3 or NAMI Academics accept/decline selection for training	First week of Jan 2013	First week of Jan 2013	First week of Jan 2013	N/A	N/A	N/A
Contact PERS-4415 for class assignment, start date, and orders						

ACRONYMS

AFHPSP	Armed Forces Health Professions Scholarship Program
BUMED	Bureau of Medicine and Surgery
CNRC	Commander, Navy Recruiting Command
FS	Flight Surgeon
FSW	Feet in Sea Water
GME	Graduate Medical Education
GMESB	Graduate Medical Education Selection Board
G6PD	Glucose-6-Phosphate Dehydrogenase
HIV	Human Immunodeficiency Virus
MANMED	Manual of the Medical Department
NAMI	Naval Aerospace Medical Institute
NAVPERS	Navy Personnel Command
NMETC	Navy Medicine Education and Training Command
NUMI	Naval Undersea Medical Institute
SMO	Senior Medical Officer
UMO	Undersea Medical Officer
USU	Uniformed Services University of the Health Sciences



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

Canc: Jun 2013
IN REPLY REFER TO
BUMEDNOTE 1524
NAVMED PDC-1WMC
25 Jun 2012

BUMED NOTICE 1524

From: Chief, Bureau of Medicine and Surgery

Subj: 2012 GRADUATE MEDICAL EDUCATION SELECTION BOARD APPLICATION
AND GUIDANCE FOR GME-2+ (RESIDENCY AND FELLOWSHIP) AND
NONCLINICAL POSTGRADUATE EDUCATION

Ref: (a) BUMEDINST 1524.1B
(b) SECNAVINST 1520.11A
(c) OPNAVINST 6110.1J
(d) OPNAVINST 7220.17
(e) DoD Instruction 6000.13 of 30 Jun 1997

Encl: (1) 2012 GMESB GME-2+ Full-Time Inservice (FTIS) Preliminary Selection Goals
for Academic Year 2013 Residency Programs
(2) 2012 GMESB Full-Time Outservice (FTOS) and Other Federal Institution
(OFI) Preliminary Specialty Selection and Preselection Goals
(3) Department of Defense (DoD) Application for Graduate Medical Education (GME)
(4) Curriculum Vitae Format for DoD GME Application
(5) Command Endorsement Format
(6) Summary of Active Duty Obligation (ADO) for GME
(7) Acronyms

1. Purpose. To announce application procedures for academic year (AY) 2013 Navy-sponsored GME-2+ GME Programs per references (a) and (b), and for nonclinical postgraduate education for Medical Corps officers.

2. Scope. This notice applies to ships and stations having medical department personnel.

3. Important Dates

Monday, 2 Jul 2012	Web application activated
Sunday, 30 Sep 2012	Deadline to submit Web application and supporting documents
Wednesday, 17 Oct 2012	Deadline to submit Program Director interview sheets
Monday, 26 Nov 2012	GMESB convenes
Wednesday, 12 Dec 2012	GMESB results release
Friday, 11 Jan 2013	Deadline for acceptance of training

4. Background. Applications are submitted over the Internet and are due by 30 September 2012. Selections for AY 2013 GME programs will be made at the 2012 GMESB. The 2012 GMESB will be held from Monday, 26 November through Friday, 30 November 2012. The Navy Medicine Professional Development Center (NAVMED PDC) GME Office manages Navy GME application processing and GMESB planning.

a. Navy, Air Force, Army, and DoD GME representatives will meet at the 20th Annual Joint Service Graduate Medical Education Selection Board (JSGMESB). NAVMED PDC is responsible for providing travel per diem and contract lodging at the site of the JSGMESB for Navy participants. The Army will host the 2012 JSGMESB and each Service will simultaneously convene selection boards to jointly score and select applicants and ensure full use of GME positions across all three Services.

b. The Flight Surgery (FS) and Undersea Medicine (UM) selection committees are an integral part of the annual GMESB. A BUMEDNOTE 1520 will be issued separately to provide application guidelines for FS and UM officer training. Questions pertaining to the FS program application and application process should be directed to CAPT Mark Edwards, MC, USN at (850) 452-2457 or DSN 922-2457. Questions pertaining to the UM application and application process should be directed to CAPT Mark Michaud, MC, USN at Mark.Michaud@med.navy.mil.

c. All National Capital Consortium (NCC) GME programs are now considered FTIS Programs. See the NCC column on enclosure (1).

5. GMESB Selection Process

a. Selection Board. The GMESB is an administrative board governed by a formal precept issued and approved annually by the Chief, Bureau of Medicine and Surgery (BUMED). The Precept appoints the Board President (a Medical Corps flag officer) and voting members comprised of senior Medical Corps officers representing the broad diversity of the Navy Medical Corps.

b. Precept. The Selection Board Precept provides guidance for selecting Navy GME applicants, establishes the number of medical officers to be selected, delineates the specialties and programs for which applicants may be selected, and establishes the number of selections allowed.

c. Specialty Committees and Panels. Joint Service Panels comprised of program directors, specialty leaders, and consultants in designated specialties from all three Services, will meet to review records and score applications. Each application is scored by one individual from each Service. The Navy specialty committees composed of Navy GME program directors and Medical Corps specialty leaders recommend the selection and placement of Navy applicants to the Navy Board President.

d. Selection and Placement. The Navy specialty committees make recommendations for selection to specific programs, but the Navy Board President retains final authority for designating each Navy applicant as either a primary select, alternate, or nonselect. The results of the Navy GMESB are reviewed and approved by the Chief, BUMED before release. Applicants requesting FTOS training may be considered for other Federal Institution (OFI) programs if these programs meet the needs of the Navy. Applicants designated as alternates for FTIS programs may also be considered for OFI programs.

e. Training Eligibility. The Navy Personnel Command (PERS-4415) determines GME selection eligibility. PERS-4415 screens all applicants and ensures that applicants meet requirements for promotion and transfer including compliance with physical readiness and completion of Navy or DoD tour-length requirements. Officers who have failed to select for promotion to the next higher grade will not be eligible as primary selects, but may be designated as alternates.

(1) Applicants assigned to forward deployed and/or overseas activities on a DoD tour should anticipate completing the assigned minimum activity tour or prescribed tour prior to returning to GME training.

(2) GME program directors and selectees should not expect favorable consideration of requests to transfer to GME prior to completion of a prescribed tour length.

(3) Officers selected for GME training, who upon entry into or after commencement of GME training, that fail to meet Navy Physical Fitness standards per reference (c) or are suspect of being investigated for or convicted of misconduct will immediately be terminated from GME training and may be subject to disciplinary and administrative action that could lead to separation from Naval Service. Requests for reinstatement will not be considered. Officers who are cleared of any misconduct will be required to apply to the Joint Service Graduate Medical Education Board for consideration and selection to GME training.

(4) Officers separated from Naval Service who received an education benefit from the U.S. Government, are responsible for repayment in full of the total amount of educational benefits paid to them directly or on their behalf by the U.S. Government. At a minimum the U.S. Government will seek reimbursement for the full amount paid for tuition, book allowances, monthly stipend, and bonuses. This is a non-waiverable requirement.

6. Program Availability. BUMED projections of Navy Medical Corps future manpower requirements govern GME program and position availability. The precept for the 2012 GMESB will contain the official delineation of GMESB selection goals.

a. Permanent Change of Station (PCS) Cost Considerations. Due to budgetary constraints and the increasing cost of PCS moves, consideration will be given to matching GME selectees with the closest available GME training sites. GME program integrity will be considered but cross-country moves will receive extra scrutiny by the Board to ensure finite training resources

are optimally utilized. The GMESB will continue to make every effort to honor the requests of operational applicants who desire to complete training at the same site if they completed a categorical internship. FTOS selectees will be expected to make every effort to match with a GME program near their current duty station.

b. Current 1-year delay participants are eligible to apply for continuation of deferment for additional training. There may be a limited number of continued deferments available in critically undermanned specialties for which there is no FTIS program or the number of FTIS, FTOS, and OFI positions is insufficient to meet projected manning requirements.

c. There will be no preselection for FTIS programs unless specifically authorized by the Chief, BUMED. Certain civilian and OFI GME fellowships and a limited number of residency programs require a 12- to 18-month lead-time for applicants to interview and compete in the National Resident Match Program. Applicants for these programs may apply to this board for FTOS, OFI, or Navy Active Duty Delay for Specialists (NADDS) programs beginning in AY 2014.

d. Applicants to the Residency in Aerospace Medicine (RAM) are subject to aeromedical standards and anthropometric compatibility criteria for duty involving flying as flight surgeons, and remain so throughout training and assignment as aerospace medicine specialists. All RAM applicants must submit a current NAVMED 6410/2, Clearance Notice (Aeromedical) with their GME application. Incumbent interns are not eligible to apply for RAM. Those applicants who are not already designated flight surgeons can expect flight surgery training in addition to, or incorporated into, their training as aerospace medicine residents, and are thus subject to aeromedical standards and anthropometric compatibility criteria for duty involving actual control of aircraft as student flight surgeons, and remain so until they are designated as flight surgeons. Such applicants must undergo a complete aviation medical examination and anthropometric evaluation, and submit results to the Naval Aerospace Medical Institute and to the Naval Aviation Schools Command, respectively, following the procedures specified in the annual BUMEDNOTE 1520, Guidance for Student Flight Surgeon and Student Undersea Medical Officer Training Applications. However, they are not required to submit a separate application for flight surgeon training.

e. Applications for a second clinical residency will continue to be closely scrutinized by both Navy specialty committees and the Navy GMESB to determine if the needs of the Navy can best be served by encumbering training billets for individuals to train in a second specialty. For special pay eligibility refer to reference (d) and the annual pay plans at: http://www.med.navy.mil/bumed/Special_Pay/Pages/default.aspx.

f. Applicants preselected for a GME program by a previous GMESB will automatically forfeit that preselection if they apply to the 2012 GMESB. There are no waivers to this requirement.

g. General information about Navy GME programs is included on the Navy GME Web site. Detailed information regarding GME programs can be obtained from individual program directors or specialty leaders. Program director and specialty leader contact information will be provided in an e-mail that you will receive from the Navy GME Office once your application has been received.

7. Application Submission. Navy applicants with a common access card (CAC) and access to a military network can access the application Web site at: <https://nmmpte.med.navy.mil/gmeapplication/default.asp> beginning 2 July 2012. Applications must be submitted by 30 September 2012, the closing date for application submission. Applicants can find answers to their questions on the frequently asked questions (FAQ) page of the Web site.

a. Hard Copy Applications

(1) Applicants who are unable to electronically access the application Web site must submit paper copies of their application (enclosures (3) and (4)) with the required supporting documents. Those who submit electronically should not submit a hard copy application. If a hard copy is received in addition to an electronic version, data contained in the electronic version will take precedence over information submitted on the paper copy.

(2) Duplication of data requested on the hard copy version of the Department of Defense (DoD) Application for Graduate Medical Education (GME), enclosure (3) and NAVMED 1520/12, GME Supplement to DoD Application for GME are necessary to accommodate the entry of data in both the Joint Service applicant database and the Navy GMESB database. This will be transparent to users of the Web version.

b. Forwarding Applications. Commands must formally endorse applications (see paragraph 8a(5)). Endorsements must be received no later than 30 September 2012. Teaching hospitals will not hold endorsements or supporting documents for bulk mailing immediately before the deadline. This causes unacceptable application processing backlogs and does not allow the Navy GME Office sufficient time to notify applicants to forward missing documents.

c. Current Contact Data. The applicant is responsible for advising the Navy GME Office of any changes to command or home addresses, telephone numbers, or e-mail addresses after an application has been submitted. To make changes or updates, send an e-mail message to Ms. Cheryl Dennis at: GME2help@med.navy.mil or call (301) 319-4516 or DSN 285-4516. Please note that GME2@med.navy.mil is no longer a valid e-mail address.

d. Application Copies. Each applicant and his or her command must retain a copy of the completed GME application and all supporting documents they submit. Letters of recommendation are considered confidential, and medical school Dean's letters are normally accompanied by a signed waiver of release by the applicant. The Navy GME Office will not

provide copies of these documents to applicants or third parties, including civilian or military GME officials. Recommendations received directly from reporting seniors, medical schools, and individuals are considered confidential and will not be provided to applicants.

e. Specialties and Programs Requested

(1) Applications will be considered for the FTIS programs in enclosure (1) and for specialty and subspecialty areas in enclosure (2). Applicants will not be considered for more than two clinical specialties.

(2) Although all DoD GME training sites are listed in block 23 of the DoD application, each Service will consider its requirements in selection and placement decisions. Filling available Navy inservice training positions will take precedence over selections that would fill positions in other Service or civilian GME programs.

f. Application Deadline. Applications for the 2012 GMESB must be submitted by the close of business 30 September 2012. The application Web site will be disabled on this date and paper applications will not be accepted unless postmarked prior to 30 September 2012. Changes or modifications must also be received in the GME office no later than 30 September 2012. Changes can be submitted via e-mail at GME2help@med.navy.mil, through United States Postal Service, FEDEX/UPS, or faxed to (301) 295-6113.

8. Application Content/Supporting Documents

a. Each GME application must include the following supporting documents:

(1) Current curriculum vitae in the format shown in enclosure (4) and available at the Web application site.

(2) Copy of medical licensing examination scores (USMLE, COMLEX, FLEX, NBME, or NBOME, Steps or Levels 1, 2 (CK and CS) and 3).

(3) Medical school Dean's letter.

(4) Medical school transcript with date Doctor of Medicine (MD) or Doctor of Osteopathy (DO) was conferred.

(5) Command Endorsement in the format shown in enclosure (5) and available at the Web application site. Please note that the endorsement must include a statement attesting that the applicant is within physical readiness test (PRT)/body composition assessment (BCA) standards and eligible for transfer.

(6) NAVMED 1520/22, Internship End of Training Evaluation (IETE) for all applicants who completed internships at Navy teaching hospitals from 1996 to 2009. NAVMED 1520/20, Summative End of Training Evaluation/PD Recommendation for applicants who completed internships at Navy teaching hospitals from 2010 until present.

(7) NAVMED 1520/20 for applicants who are currently in or have completed a residency or fellowship. For those who have applied to prior GMESBs while in internship or residency, previous letters of recommendation reflecting only partial completion of GME-1 or GME-2+ training are not acceptable.

(8) Up to two optional letters of recommendation (letters from a senior physician in the applicant's chain of command and a staff physician in the specialty for which the applicant is applying are highly encouraged).

(9) Copies of applicant's five most recent fitness reports (not required for current interns). Individuals with insufficient active duty to have received five fitness reports should include a statement to that effect in the personal statement and forward all available reports.

(10) Applicants for nonclinical postgraduate education must submit a personal statement describing their background and qualifications, specific motivation for the training, and how the training will benefit the Navy.

b. Forward all supporting documents to:

Navy Medicine Professional Development Center
ATTN: Navy GME Office
Code 1WMC11
Building 1, T-15, Room 15145
8901 Wisconsin Avenue
Bethesda, MD 20889-5611

c. Complete, Current Supporting Documents. Applicants are responsible for ensuring final medical school transcripts and Dean's letters are on file at the Navy GME Office or included with their applications. These documents will normally be on file at the Navy GME Office only if the applicant submitted a complete application for residency or fellowship training within the past 5 years. Medical school transcripts and Dean's letters previously provided when initially applying for GME-1 (internship) are often incomplete. Therefore, applicants must provide a copy of their graduate level transcripts showing MD or DO date of conferral. Current interns must submit final copies of these documents with their 2012 GMESB applications and must request copies of medical school transcripts and Dean's letters directly from their medical schools. Upon submission of an application to the Navy GME Office, an e-mail response will be sent advising the applicant of the contents of his or her application (i.e., Dean's letters, transcripts, board scores, etc.) and which documents are needed to complete the application process. Every effort will be made to respond within 10 working days. E-mail contact will be limited after this initial comprehensive response to the applicant. Applicants should verify receipt of documents via the on-line application system and should not call the Navy GME Office for this purpose. The Navy GME Office will not send separate acknowledgements for each supporting document received.

d. Supporting Documents Deadline. Supporting documents must be received by 30 September 2012. Documents received after this date may not be filed with the application and may not be available for review by specialty committee members.

9. Applicant Communication with Program Director. It is highly recommended that applicants initiate personal contact with the program director of their desired program(s). If a personal interview is not possible before the GMESB due to deployment or other factors, a telephone interview should be arranged. If neither type of interview is possible, the applicant should send written correspondence or an e-mail stating interest and the intent to apply for the program. Applicants for subspecialties should also communicate with the appropriate specialty leader in addition to the program director. These contacts are essential to ensure two-way communication about specific program and applicant expectations. A lack of direct contact will severely degrade the strength of the application and be viewed unfavorably by specialty committee members. All interview sheets must be received by 17 October 2012.

10. Civilian and Reserve Medical Officer Applicants. Civilian physician and reserve medical officer applicants for Navy GME training must meet all requirements for initial appointment or recall to the active component in the Medical Corps of the United States Navy. Civilian and reserve applicants must submit the GME application with supporting documents to the Navy GME Office for consideration at the GMESB. If selected, assignment to GME training is contingent upon successful recall to the active component or initial appointment in the Navy. Former Health Professions Scholarship Program (HPSP) graduates who are currently NADDS and 1-year delays, do not need to apply for recall because their recall is automatic upon completion of GME training in a deferred status. Given the scoring guidance, current active duty medical officers have a distinct scoring advantage. It is unlikely a civilian or reserve medical officer will be selected if the number of qualified active duty applicants exceeds the number of GME positions available.

11. Application Processing. Applicants should check the status of their applications and supporting documents via the application Web site. Incomplete applications will be forwarded to specialty committees for consideration unless the applicant withdraws his or her application.

12. Selection Notification. Selection results for the 2012 GMESB will be available and released on or about 12 December 2012. The names of all Navy GME, FS, and undersea medical officer (UMO) applicants designated as either a primary selectee or alternate will be available on the Navy GME Web site at: <https://nmmpte.med.navy.mil/gmeapplication/default.asp>. The names of non-selects will not be listed.

13. Applicant Decision to Accept or Decline Training. Applicants selected for GME must ensure the Navy GME Office and their command are notified by 11 January 2013 of their decision to accept or decline the training. Interns selected for FS must notify CAPT Mark Edwards, MC, USN at (850) 452-2457 or DSN 922-2457 of their decision to accept or decline FS training. Those selected for UM must notify CAPT Mark Michaud, MC, USN at Mark.Michaud@med.navy.mil of their decision to accept or decline the undersea or diving medicine training. The notification deadline date for FS and UM is included in the annual BUMEDNOTE 1520.

a. Specific procedures for selectee responses will be included with the results of the 2012 GMESB. Individuals selected for more than one training program (GME, FS, or UM) may accept only one program.

b. Acceptance of either the FS or UM program will normally result in forfeiture of designation as an alternate for a GME program. Failure to notify the Navy GME Office by the required deadline will result in the loss of the training opportunity.

14. Application Guidance. Selection for GME training is competitive. The following information is provided to assist in improving GME selection opportunity:

a. NAVMED 1520/22 and NAVMED 1520/20. These forms and letters reflect professional accomplishments and provide vital information related to an applicant's performance as a physician and a naval officer. Applicants who completed Navy residencies at Navy teaching hospitals may have program directors complete a NAVMED 1520/20 or submit their letter of recommendation as a supporting document to their GME application. Unless otherwise requested, the first two optional letters of recommendation received will be the ones filed in the application.

b. Training Site Requests. Applicants for training that is offered at multiple Navy sites may express preferences, but will be considered for all sites. Potential cross-country moves will be closely monitored. An applicant's refusal to consider training at one or more sites may be considered a negative factor in evaluating the applicant's potential for successful practice as a specialist and career officer.

c. FTOS, OFI, and NADDS Requests. 2013 HPSP graduates and Navy applicants desiring deferment, continued deferment, extension of current program length, or Navy sponsorship in FTOS and OFI must first apply to the GMESB. Applicants may have preliminary discussions, but are not authorized to commit to a civilian or OFI program director, or otherwise pursue formal acceptance by the training institution before designated a primary selectee and a specific program is confirmed by the Navy GME Office. Active duty medical officers cannot accept an offer to train in a civilian program without prior formal Navy authorization and will not be issued orders by PERS-4415 without the prior approval of the NAVMED PDC Director for GME. Applicants should be clear on the distinction between the NADDS Program in which an officer is released from active duty and receives no Navy pay and allowances while completing civilian training and the FTOS Program where the officer continues on active duty while completing training in a civilian institution and continues to receive full Navy pay and allowances. Applicants for OFI Programs (Air Force Programs, Army Programs, National Institutes of Health, or Armed Forces Institute of Pathology, etc.) must first be selected by the Navy GMESB and then approved by the institution before a specific program location can be confirmed by the Navy GME Office.

d. Special Pay and Obligated Service. Reference (d) contains policy governing special pays for Medical Corps officers. Paragraph 220(1)(d) in enclosure (1) of reference (d) is germane to Medical Corps officers beginning initial residency (GME-2+) training. Reference (e) addresses

obligated service for GME training and enclosure (6) provides basic information about service obligation for each type of GME. For questions regarding Special Pay, review the special pays Web site at: http://www.med.navy.mil/bumed/Special_Pay/Pages/default.aspx. If you have any additional questions, contact the appropriate point of contact for your last name listed on the Web site.

15. Additional Information. If you have questions after thoroughly reading this notice:

- a. Access the Navy GME Office Web site with a CAC on a military network at: <http://nmmpte.med.navy.mil/gme/mcpp.htm>.
- b. Send an e-mail message to Ms. Cheryl Dennis at: GME2help@med.navy.mil or call (301) 319-4516 or DSN 285-4516.
- c. Enclosure (7) is a list of acronyms used in this notice.

16. This notice may be reproduced locally and should be provided in its entirety to individuals requesting GME applications.

17. Forms. The following NAVMED forms are available electronically from the Naval Forms Online Web site at: <https://navalforms.daps.dla.mil/web/public/home>.

- a. NAVMED 1520/12 (Rev. 6-2010), GME Supplement to DoD Application for GME.
- b. NAVMED 1520/20 (Rev. 6-2010), Summative End of Training Evaluation/PD Recommendation.
- c. NAVMED 1520/22 (6-2010), Internship End of Training Evaluation (IETE).
- d. NAVMED 6410/2 (Rev. 5-1990), Clearance Notice (Aeromedical).



M. L. NATHAN

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

**2012 GMESB GME-2+ FULL-TIME INSERVICE (FTIS) PRELIMINARY SELECTION
GOALS FOR ACADEMIC YEAR 2013
RESIDENCY PROGRAMS**

Program	Length	WRNMMC (NCC)	NMC Portsmouth	NMC San Diego	Select Goal
Aerospace Medicine	2-3 Yrs	NAMI, Pensacola FL – X			6
Anesthesiology	3 Yrs	X	X	X	12
Dermatology	3 Yrs	X		X	5
Emergency Medicine	3 Yrs		X	X	14
Family Medicine	2 Yrs	NH Bremerton, WA – X NH Camp Lejeune, NC – X NH Camp Pendleton, CA – X NH Jacksonville, FL –X NH Pensacola, FL – X DeWitt ACH VA – X			29
Internal Medicine	2 Yrs	X	X	X	27
Neurology	3 Yrs	X			2
Neurosurgery	6 Yrs	X			1
Obstetrics and Gynecology	3 Yrs	X	X	X	9
Ophthalmology	3 Yrs	X		X	4
Orthopedic Surgery	4-5 Yrs	X	X	X	12
Otolaryngology	4-5 Yrs	X	X	X	5
Pathology	4 Yrs	X		X	5
Pediatrics	2 Yrs	X	X	X	14
Psychiatry	3 Yrs	X	X	X	14
Radiology	4 Yrs	X	X	X	12
Surgery – General	4-5 Yrs	X	X	X	12
Urology	4-5 Yrs		X*	X	3

*Position in EVMS-NMCP Program

FELLOWSHIP PROGRAMS

Program	Length	WRNMMC (NCC)	NMC Portsmouth	NMC San Diego	Select Goal
IM – Cardiology	3 Yrs	X		X	4
IM – Endocrinology	2 Yrs	X			1
IM – Gastroenterology	3 Yrs	X		X	3
IM – Hematology Oncology	3 Yrs	X			1
IM - Infectious Disease	2 Yrs	X		X	3
IM - Pulmonary Med/Crit Care	3 Yrs	X		X	4
IM - Rheumatology	3 Yrs	X			1
Neonatology	3 Yrs	X			2
NEURL (Neurophysiology,CC)	1 Yr	X			1
Pain Management	1 Yr		X	X	2
Radiology – Imaging	1 Yr	X		X	2
Sports Medicine	1 Yr	NH Camp Pendleton, CA – X			2

Goals for each training site are **preliminary only** and may be revised prior to the date the 2012 GMESB adjourns in November 2012.

**2012 GMESB FULL-TIME OUTSERVICE (FTOS) AND OTHER FEDERAL
INSTITUTION (OFI) PRELIMINARY SPECIALTY SELECTION AND
PRESELECTION GOALS**

RESIDENCIES	AY2013	AY2014
Occupational Medicine	4	0
Preventive Medicine	3	0
Radiation Oncology	1	0
Surgery	2	0
Surgery – Plastic & Reconstructive	0	1*

FELLOWSHIPS	AY2013	AY2014
Cardiology	1	0
Emergency Medicine (Critical Care)	1	0
Family Medicine (Geriatrics, Sports)	2	0
Nephrology	1	0
Non-Clinical	1	0
OB/GYN (MFM)	1	0
Ophthalmology (Neuro Ophth)	1	0
Orthopedic (Hand)	2	1
Otolaryngology (Plastics, Neurotology)	0	2
Pathology (Blood Bank, Forensic Path)	2	0
Pediatric (Neurology, Adolescent, Genetics)	4	0
Psychiatry (Child, Addiction)	2	0
Radiology (Interventional)	1	0
Surgery (Trauma, Vascular)	3	0
Undersea Medicine (Hyperbaric)	1	0
Urology (Oncology)	0	1

* 1 selection per year, either resident or fellow, not both.

- Those fellowship subspecialties enclosed in parenthesis have been identified as the community's greatest need. Applications for these subspecialties will have a greater likelihood of selection. Selections may occur in some non-listed subspecialties.
- Deferred training selection goals are not listed but requests to train in a deferred status (NADDS) will be considered in all specialties and subspecialties. Applicants are encouraged to consider listing deferred training as an option if the applicant is willing to be released from active duty to complete specialty/subspecialty training before returning to complete obligated service. Willingness to accept deferred training will increase an applicant's likelihood of selection.
- All selection goals are preliminary numbers only and may change prior to the date the 2012 GMESB adjourns in November 2012.

DEPARTMENT OF DEFENSE (DOD) APPLICATION FOR GRADUATE MEDICAL EDUCATION (GME)				
THIS FORM IS AFFECTED BY THE PRIVACY ACT OF 1974				
1. AUTHORITY: 10 USC 3012. 2. PRINCIPAL PURPOSE(S): To compile information necessary to evaluate an application for military graduate medical education (GME) training. 3. ROUTINE USES: To evaluate application for professional training in military and civilian facilities (Medical Corps officers only). 4. MANDATORY OR VOLUNTARY DISCLOSURE: Disclosure of requested information is voluntary, however, without it, consideration for GME cannot be accomplished and GME may not be assured.				
1. NAME (Last, First, MI)	2. GRADE	3. SSN	4. CURRENT SPECIALTY	5. SERVICE
				<input type="checkbox"/> Air Force <input type="checkbox"/> Army <input type="checkbox"/> Navy
6. HOME ADDRESS (ZIP+4)	7. HOME PHONE	8. COMPLETE DUTY ADDRESS		9. DUTY PHONE
	(with Area Code)			CML:
				DSN:
				PGR:
				FAX:
10. E-MAIL:				
11. CURRENT STATUS			12. SPECIALTY OR SUBSPECIALTY REQUESTED	
<input type="checkbox"/> MEDICAL STUDENT (<input type="checkbox"/> HPSP <input type="checkbox"/> USU <input type="checkbox"/> ROTC) <input type="checkbox"/> ACTIVE DUTY PGY1 (INTERN) <input type="checkbox"/> ACTIVE DUTY RESIDENT <input type="checkbox"/> ACTIVE DUTY FELLOW <input type="checkbox"/> ACTIVE DUTY FIELD/OPERATIONAL/STAFF <input type="checkbox"/> DEFERRED/REDEF/FAP (Until _____ Month/Year) <input type="checkbox"/> OTHER (Specify)			Choice:	
			13. START DATE REQUESTED	14. PROGRAM LENGTH
				() YEAR (S)
15. TRAINING				
a. Undergraduate School			COMPLETION OR GRAD YEAR	
Major				
Approximate GPA	Honors			
b. Medical School Name			COMPLETION OR GRAD YEAR	
Approximate GPA	Class Ranking _____ of _____ School Does Not Rank _____			
Academic Honors				
c. PGY1/Specialty	Location		COMPL OR GRAD YEAR	
d. Residency/Specialty	Location		COMPL OR GRAD YEAR	
e. Fellowship/Specialty	Location		COMPL OR GRAD YEAR	
16. LIST OF PGY1 ROTATIONS AND TIME SPENT IN EACH: (Fill out only if you are applying for a residency and did not complete a categorical PGY1 in that specialty. Not to be completed if applying for a fellowship.)				
17. SPECIALTY BOARD CERTIFICATION <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, indicate specialty:				
18. MEDICAL LICENSING EXAMINATIONS (Copy of Steps/Levels 1-3 must be submitted with this application)				
	Check One		Circle One	
Step/Level 1	<input type="checkbox"/> Passed <input type="checkbox"/> Failed Year taken _____ <input type="checkbox"/> Not Taken			
Step/Level 2	<input type="checkbox"/> Passed <input type="checkbox"/> Failed Year taken _____ <input type="checkbox"/> Not Taken		FLEX	NBME/USMLE
Step/Level 3	<input type="checkbox"/> Passed <input type="checkbox"/> Failed Year taken _____ <input type="checkbox"/> Not Taken			NBOME/COMLEX
19. ECFMG (If applicable) Certificate #			Date	

NAME (Last, First, MI)		SSN
20. POST-PGY1 EXPERIENCE (Last three (3) assignments)		
Duty Station	Duty Title	Dates
21. Participation in Federally Funded Programs (check all that apply): <input type="checkbox"/> HPSP <input type="checkbox"/> ROTC <input type="checkbox"/> USU <input type="checkbox"/> FAP <input type="checkbox"/> Military Academy <input type="checkbox"/> Direct Accession		
22. I possess a current, valid and unrestricted medical license <input type="checkbox"/> YES <input type="checkbox"/> NO (If yes, you must submit a copy of license including the expiration date with this application.)		
23. TRAINING PREFERENCES		
Rank order 1, 2, 3, etc.		
AIR FORCE		ARMY
David Grant Medical Center, Travis AFB, CA		Eisenhower Army Medical Center, Fort Gordon, GA
Eglin Regional Hospital, Eglin AFB, FL		Madigan Army Medical Center, Tacoma, WA
Ehrling Bergquist Hospital, Offutt AFB/University of Nebraska, NE		NCC-Walter Reed Army Medical Center, Washington, DC/ Dewitt Army Community Hospital, Fort Belvoir, VA/ Walter Reed National Military Medical Center, Bethesda, MD/ USU
Keesler Medical Center, Keesler AFB, MS		SAUSHEC-Brooke Army Medical Center, Fort Sam Houston, TX/Wilford Hall Medical Center, Lackland AFB, TX / University of Texas, San Antonio, TX
NCC- Walter Reed National Military Medical Center, Bethesda, MD/Walter Reed Army Medical Center, Washington, DC/Dewitt Army Community Hospital, Fort Belvoir, VA/USU		
SAUSHEC-Wilford Hall Medical Center, Lackland AFB, TX/Brooke Army Medical Center, Fort Sam Houston, TX/University of Texas, San Antonio, TX		
Scott Medical Center, Scott AFB/St. Louis University, IL		Tripler Army Medical Center, Honolulu, HI
Wright-Patterson Medical Center, Wright Patterson AFB/Wright State Univ, OH		William Beaumont Army Medical Center, El Paso, TX
USAFSAM, (RAM/HYPERBARIC ONLY) Brooks AFB, TX		Womack Army Medical Center, Fort Bragg, NC
Civilian Sponsored		Darnall Army Community Hospital, Fort Hood, TX
Civilian Deferred/Redeferred (Nonfunded)		Martin Army Community Hospital, Fort Benning, GA
		Keller Army Community Hospital, West Point, NY
NAVY		
Naval Medical Center, Portsmouth, VA		Civilian Sponsored
Naval Medical Center, San Diego, CA		Civilian Deferred (NGMEP)
Naval Hospital, Bremerton, WA		
Naval Hospital, Camp Lejeune, NC		OTHER
Naval Hospital, Camp Pendleton, CA		Uniformed Services University of the Health Sciences (Non-Clinical)
Naval Hospital, Jacksonville, FL		Armed Forces Institute of Pathology
Naval Hospital, Pensacola, FL		Walter Reed Army Institute of Research
Naval Operational Medicine Institute, Pensacola, FL		Other Federal (indicate Institution)
NCC-Walter Reed National Military Medical Center, Bethesda, MD/Walter Reed Army Medical Center, Washington, DC/Dewitt Army Community Hospital, Fort Belvoir, VA/USU		
Civilian Navy Sponsored (FTOS)		
Civilian Deferred (NADDS)		
24. I understand that the GME training received is directed toward board certification. I am familiar with the training requirements for board certification in the specialty for which I have applied. It is understood that I must enter a program that is accredited and listed in good standing in the most current Graduate Medical Education Directory published by the American Medical Association or if applicable (generally PGY1 level of GME) by the most current Yearbook and Directory published by the American Osteopathic Association. I understand that I must also meet the requirements to sit for the certification examination by the respective specialty board which is recognized by the American Board of Medical Specialties. For those subspecialties, which do not lead to board certification nor accreditation status, training must be received in a program approved by the appropriate specialty society. I understand that my service obligation following schooling will be computed in accordance with applicable Service regulation and DOD Directives and that I will be made aware of my exact obligation prior to entering GME training. I acknowledge that I understand the contents of this application and I affirm that the information given in this application is true and complete to the best of my knowledge. I am aware that I must submit all supporting documents required by the military Service for which I am assigned for this application to be complete.		
APPLICANT SIGNATURE :		DATE:

WORK HISTORY/MILITARY ASSIGNMENT HISTORY (Chronological order starting with current assignment)

Duty Title:
Duty Location:
Dates of Assignment:

LICENSURE AND SPECIALTY CERTIFICATION

Current Unrestricted State License (License Number/State/Expiration Date):
Board Certification (Specialty/Certification Date):
If Board Certification Is Pending, Indicate Status:

HONORS AND RECOGNITION:

Undergraduate:
Medical:
Military:

ACADEMIC APPOINTMENTS:

PROFESSIONAL SOCIETIES:

PUBLICATIONS/RESEARCH (Must indicate in what capacity completed, i.e., medical student, intern/resident, house staff officer, or field staff officer.)

BUMEDNOTE 1524
25 Jun 2012

**COMMANDING OFFICER ENDORSEMENT FORMAT
MUST BE ON COMMAND LETTERHEAD**

1524
Ser Info
Date

FIRST ENDORSEMENT on RANK First Name Last Name, MC, USN, SSN/2100

From: Commander, Name of Command

To: Commanding Officer, Navy Medicine Professional Development Center
(Code 1WMC11), 8901 Wisconsin Ave., Bethesda, MD 20889-5611

Subj: REQUEST FOR TRAINING IN GRADUATE MEDICAL EDUCATION

1. Forwarded, recommending approval.
2. Subject named officer is in compliance with physical readiness and body fat standards and meets requirements for transfer.
3. Any additional remarks (required if not recommending approval or not within standards).

Commanding Officer Signature Line

SUMMARY OF ACTIVE DUTY OBLIGATION (ADO) FOR GME
(Based on Reference (e))

1. In a Military Facility (FTIS/OFI). A member must incur an ADO of ½ year for each ½ year, or portion thereof, but the minimum ADO at the completion/termination/withdrawal of the GME period will not be less than 2 years. The ADO for GME may be served concurrently with obligations incurred for DoD Sponsored pre-professional (undergraduate) or medical school education. No active duty obligation for GME can be served concurrent with an ADO for a second period of GME, i.e., obligation for fellowship or 2nd Navy-sponsored residency cannot be served concurrent with an obligation incurred for initial residency training.
2. In a Civilian Facility on Active Duty (FTOS). A member subsidized by the DoD during training in a civilian facility must incur an ADO of ½ year for each ½ year, or portion thereof, but the minimum ADO at the completion/termination/withdrawal of the GME period will not be less than 2 years, regardless of residual obligation. ADOs for FTOS training are added to obligation existing at the time training begins.
3. In a Civilian Facility in a Deferred Status (NADDS). A member deferred for specialty training incurs no additional obligation as long as a 2-year obligation exists at the time the training begins. Members with less than 2 years of active duty obligation will incur a minimum 2-year ADO.

ACRONYMS

ADO	Active Duty Obligation
AY	Academic Year
BCA	Body Composition Assessment
BUMED	Bureau of Medicine and Surgery
CAC	Common Access Card
DO	Doctor of Osteopathy
DOD	Department of Defense
FAQ	Frequently Asked Questions
FS	Flight Surgery
FTIS	Full-Time Inservice
FTOS	Full-Time Outservice
GME	Graduate Medical Education
HPSP	Health Professions Scholarship Program
IETE	Internship End of Training Evaluation
JSGMESB	Joint Service Graduate Medical Education Selection Board
MD	Doctor of Medicine
NADDS	Navy Active Duty Delay for Specialists
NAVMEC PDC	Navy Medicine Professional Development Center
NCC	National Capital Consortium
OFI	Other Federal Institution
PCS	Permanent Change of Station
PRT	Physical Readiness Test
RAM	Residency in Aerospace Medicine
UM	Undersea Medicine
UMO	Undersea Medicine Officer

Embedded Secure Document

The file https://nmmpte.med.navy.mil/gme/NAVMED_1520_20.pdf is a secure document that has been embedded in this document. Double click the pushpin to view.



NAVY ACTIVE DUTY DELAY FOR SPECIALISTS PROGRAM ANNUAL REQUEST

PART I - PHYSICIAN REQUEST FOR DEFERMENT/CONTINUED DEFERMENT

I request that my active Naval Service be deferred to permit me to complete the _____ year of residency training in _____.

(YEAR LEVEL)

(SPECIALTY)

In the event I desire to change specialty, training hospital or terminate my residency training for any question, I will immediately notify the Navy Medicine Manpower, Personnel, Training and Education Command, Code 1WMC13, 8901 Wisconsin Avenue, Bethesda MD 20889-5611. I understand that in the event permission is not granted to change specialty or hospital, or if I discontinue residency training in the specialty for which deferred, I will be considered available for immediate active duty.

NAME OF PHYSICIAN _____

RANK _____

HOME ADDRESS (STREET, CITY, STATE, ZIP) _____

TELEPHONE NUMBER (_____) _____ OFFICE: _____

PAGER/CELL PHONE (_____) _____ E-MAIL ADDRESS _____

PROJECTED GRAD DATE _____
(MONTH/DAY/YEAR)

SIGNATURE OF PHYSICIAN _____

DATE _____

PART II - HOSPITAL AGREEMENT

The above physician has been accepted for training/further training in _____.
His/her first or next training year will begin _____.

_____ The projected graduation date is _____.

This hospital understands that the active naval service of this physician will be deferred for the purpose of completion of residency/fellowship training. This in no way binds the hospital to continue training should the physician prove unsatisfactory. If the physician proves unsatisfactory or discontinues training in the above specialty (for any reason), this hospital will notify the Navy Medicine Manpower, Personnel, Training and Education Command, Code 1WMC13, 8901 Wisconsin Avenue, Bethesda, MD 20889-5611.

NAME OF PROGRAM DIRECTOR (PRINT) _____

TELEPHONE AND EMAIL ADDRESS _____

NAME OF HOSPITAL _____

PRINT NAME OF HOSPITAL OFFICIAL _____

STREET ADDRESS OF HOSPITAL _____

SIGNATURE OF HOSPITAL OFFICIAL _____

CITY AND STATE _____

ZIP _____

DATE _____

PRIVACY ACT STATEMENT

FOR OFFICIAL USE ONLY - PERSONAL INFORMATION. THIS FORM CONTAINS IDENTIFIABLE DATA TO BE SAFEGUARDED PURSUANT TO THE PRIVACY ACT OF 1974. THIS INFORMATION IS TO BE RELEASED ONLY TO AUTHORIZED PERSONNEL HAVING A NEED TO KNOW FOR OFFICIAL USES. AFFORD PROTECTION IN ACCORDANCE WITH SECNAVINST 5211.5E.

FAP PARTICIPANT INFORMATION

PART I - PHYSICIAN INFORMATION

NAME: _____ RANK: _____
(PLEASE PRINT)

CURRENT HOME ADDRESS: _____

(CITY, STATE AND ZIP CODE)

HOME TELEPHONE NUMBER: (_____) _____

OFFICE TELEPHONE NUMBER: (_____) _____

PAGER/CELL TELEPHONE NUMBER: (_____) _____

E-MAIL ADDRESS: _____

PROJECTED GRADUATION DATE: _____
(MONTH/DAY/YEAR)

PART II - GME PROGRAM INFORMATION

The above physician has been accepted for training/further training in
_____. His/her first or next training year will begin
(SPECIALTY)

_____. The projected graduation date is _____.
(MONTH/DAY/YEAR) (MONTH/DAY/YEAR)

NAME OF HOSPITAL: _____
(PLEASE PRINT)

ADDRESS OF HOSPITAL: _____

(CITY, STATE AND ZIP CODE)

NAME OF PROGRAM DIRECTOR: _____
(PLEASE PRINT)

PROGRAM DIRECTOR'S TELEPHONE NUMBER: (_____) _____

PROGRAM DIRECTOR'S E-MAIL: _____

I understand that in the event my information changes or I terminate my training for any reason, I will notify the Navy Medicine Manpower, Personnel, Training, and Education Command (NAVMEDMPT&E, Code 1WMC13), 8901 Wisconsin Avenue, Bethesda, MD 20089-5611 immediately.

PHYSICIAN'S SIGNATURE DATE

PRIVACY ACT STATEMENT

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GRADUATE MEDICAL EDUCATION PERFORMANCE ASSESSMENT

Trainee Name: _____

Training Level: _____ Review Period/Academic Year: _____

Program/Institution: _____

Please circle the performance rating that best describes this trainee.

	N/A	Marginal					Exceptional	
	0	1	2	3	4	5	6	7
Medical Knowledge	0	1	2	3	4	5	6	7
Clinical Skills								
History Taking	0	1	2	3	4	5	6	7
Physical Examination	0	1	2	3	4	5	6	7
Lab/X-Ray Utilization, etc	0	1	2	3	4	5	6	7
Procedural Skills	0	1	2	3	4	5	6	7
Clinical Judgment	0	1	2	3	4	5	6	7
Professional Behavior	0	1	2	3	4	5	6	7
Medical Records Completion	0	1	2	3	4	5	6	7
Research Participation	0	1	2	3	4	5	6	7
Involvement in Resident Activities	0	1	2	3	4	5	6	7
Overall Assessment as a Trainee	0	1	2	3	4	5	6	7

Has passed Step/Level 3 of USMLE/COMLEX? Yes___ No___

Has a valid, current and unrestricted state medical license? Yes___ No___

Will successfully complete Academic Year: _____

Will continue Academic Year as a PGY - _____

Trainee's Projected Graduation Date: _____ (Month/Day/Year)

Notable accomplishments and other comments: (Attach separate letter if appropriate)

Has this evaluation been discussed with trainee? Yes___ No___
(If yes, complete the following)

Trainee's Signature

Date

Program Director's Name (Print)

Program Director's Signature

Date

Return completed form to:

Commander
Navy Medicine Manpower, Personnel, Training and
Education Command (NAVMEDMPT&E)
Code 1WC131
8901 Wisconsin Avenue
Bethesda, MD 20889-5611

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PRIVACY ACT OF 1974. THIS INFORMATION IS TO BE RELEASED ONLY TO AUTHORIZED PERSONNEL HAVING A NEED TO KNOW FOR
OFFICIAL USES. AFFORD PROTECTION IN ACCORDANCE WITH SECNAVINST 5211.5E.

**NAVY FTOS GRADUATE MEDICAL EDUCATION
INTEGRAL PARTS OF TRAINING (IPOT) FUNDING REQUEST**

NAME (Last, First, MI):	RANK:	DESIGNATOR:	SPECIALTY:
PHONE NUMBER:		E-MAIL ADDRESS:	
LOCATION OF IPOT TRAINING:		E-MAIL ADDRESS OF POC AT ADMINISTRATIVE COMMAND:	
COURSE/MEETING/SEMINAR:		COURSE DATES:	
FEE:		REGISTRATION DEADLINE:	

MODE OF TRAVEL: AIR POV

IF BY AIR WHAT AIRPORT DEPARTING:

ARRIVING:

DATES OF ACTUAL TRAVEL DEPARTING:

RETURNING:

GOVERNMENT QUARTERS AVAILABLE: YES NO

IF YES, LOCATION:

DAILY RATE:

RENTAL CAR REQUESTED: YES NO
(Rental car authorized ONLY if government quarters are utilized.)

GOVERNMENT MESSING AVAILABLE: YES NO

I HAVE ENCLOSED THE FOLLOWING:

- Commanding Officer's Endorsement
- Letter from Program Director
- Copy of Brochure
- Invitation to Present (if applicable)

I understand that any advance payment of fees or related expenses from personal funds will be my responsibility should this request not be approved.

Signature:

Date:

PRIVACY ACT STATEMENT

FOR OFFICIAL USE ONLY - PERSONAL INFORMATION. THIS FORM CONTAINS IDENTIFIABLE DATA TO BE SAFEGUARDED PURSUANT TO THE PRIVACY ACT OF 1974. THIS INFORMATION IS TO BE RELEASED ONLY TO AUTHORIZED PERSONNEL HAVING A NEED TO KNOW FOR OFFICIAL USES. AFFORD PROTECTION IN ACCORDANCE WITH SECNAVINST 5211.5B.



[Navy Medical Department GME Overview](#)

[GME Annual Update](#)

[GME Directory](#)

[GME Selection Procedures](#)

[Summary of Active Duty Obligation for GME](#)

[GME-1 \(Internship Year\)](#)

[GME-2+ \(Residencies and Fellowships\)](#)

[Navy Inservice Program Reporting Requirements](#)

[GME Reference Instructions](#)

[GME Forms](#)

[FTOS/OFI Policies and Procedures Manual \(pdf file, 3.4mb\)](#)

GRADUATE MEDICAL EDUCATION DIRECTORY

(You can click on one of the table links to go to that section of the GME Directory)

[Navy Medicine Professional Development Center \(NMPDC\)](#)

Graduate Medical Education Office
Continuing Medical Education (CME)/Board Funding Branch
Accessions Department

[Bureau of Medicine and Surgery \(BUMED\)](#)

Personnel Management Department
Special Pays Department

[Navy Personnel Command](#)

Medical Department Officer Assignment (Detailers)
Medical Department Placement and Training
Medical Corps Community Management

[Navy Recruiting Command](#)

[BUMED Medical Corps Specialty Leaders](#)

[Graduate Medical Education \(GME\) Coordinators](#)

GME Directors, Program Directors, Intern Advisors and GME Coordinators

[Walter Reed National Military Medical Center, Bethesda](#)

[Naval Medical Center, Portsmouth](#)

[Naval Medical Center, San Diego](#)

[Naval Hospital, Bremerton](#)

[Naval Hospital, Camp LeJeune](#)

[Naval Hospital, Camp Pendleton](#)

[Naval Hospital, Jacksonville](#)

[Naval Hospital, Pensacola](#)

[Naval Aerospace Medical Institute, Pensacola](#)

NAVY MEDICINE PROFESSIONAL DEVELOPMENT CENTER (NMPDC)
GRADUATE MEDICAL EDUCATION (GME) OFFICE
FAX: (301) 295-6113 and (301) 295-5768

DIRECTOR, NAVY GRADUATE MEDICAL EDUCATION (CODE-1WMC)

COMM: (301) 319-4513 DSN: 285

DEPUTY, NAVY GRADUATE MEDICAL EDUCATION (CODE-1WMC1)

COMM: (301) 295-0293 DSN: 295

SECRETARY (CODE-1WMC)

COMM: (301) 319-4774 DSN: 285

GME-2+ APPLICATIONS AND INSERVICE PLACEMENT (CODE-1WMC11)

COMM: (301) 319-4516 DSN: 285

HEAD, FTIS PROGRAMS (CODE-1WMC12)

COMM: (301) 295-1230 DSN: 295

HEAD, GME INFORMATION MANAGEMENT (CODE-1WMC14)

COMM: (301) 295-0955 DSN: 295

GME DATA ASSISTANT (CODE-1WMC141 Vacant)

COMM: (301) 319-4514 DSN: 295

HEAD, FTOS/OFI PROGRAMS (CODE-1WMC15)

COMM: (301) 319-4518 DSN: 285

FTOS/OFI PROGRAM ASSISTANT (CODE-1WMC151 Vacant)

COMM: (301) 319-4511 DSN: 285

CONTINUING MEDICAL EDUCATION (CME)/BOARD FUNDING BRANCH

CME PROGRAM MANAGER (CODE-1WMC2)

COMM: (301) 319-4742 DSN: 285

CME PROGRAM COORDINATOR (CODE-1WMC21)

COMM: (301) 319-4511 DSN: 285

BOARD CERTIFICATION/CE FUNDING COORDINATOR (CODE-1WMC1B)

COMM: (301) 295-0649 DSN: 295

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ACCESSIONS DEPARTMENT
ARMED FORCES HEALTH PROFESSIONS SCHOLARSHIP PROGRAM (AFHPSP)

HEAD, STUDENT ACCESSIONS (CODE-O1S1)

COMM: (301) 295-9950 DSN: 295

STUDENT ACCESSIONS (CODE-O1SA)

COMM: (301) 295-1217 DSN: 295

ASST. HEAD, STUDENT ACCESSIONS (CODE O1S2)

COMM: (301) 319-4531 DSN: 285

REGISTRAR/LWOP (CODE O1S3)

COMM: (301) 319-4526 DSN: 285

SYSTEMS MANAGEMENT (CODE-O1S3A)

COMM: (301) 319-4547 DSN: 285

**HEAD, PROFESSIONAL AND CAREER PLANNING (CODE-O1S2A)
(GME-1 INTERN APPLICATIONS)**

COMM: (301) 319-4517 DSN: 285

HEAD, NADDS/FAP PROGRAMS

COMM: (301) 319-4118 DSN: 285

NADDS/FAP PROGRAMS ASSISTANT

COMM: (301) 319-4117 DSN: 285

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BUREAU OF MEDICINE AND SURGERY

CHIEF, MEDICAL CORPS (M00C1)

COMM: (703) 614-1639 DSN:

DEPUTY CHIEF, NAVY MEDICAL CORPS (M1221)

COMM: (703) 681-8917 DSN:

MEDICAL CORPS CAREER PLANS

COMM: (703) 681-8937 DSN:

MEDICAL CORPS POLICY AND PRACTICE

COMM: (703) 681-8938 DSN:

MEDICAL CORPS RESERVE AFFAIRS OFFICER

COMM: (703) 681-8935 DSN:

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PERSONNEL MANAGEMENT DEPARTMENT

MEDICAL CORPS PERSONNEL PLANNER (01MC)

COMM: (703) 681-9240 DSN:

MEDICAL CORPS PERSONNEL PLANNER TECHNICIAN (01MC1)

COMM: (703) 681-9236 DSN:

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SPECIAL PAYS DEPARTMENT

DIRECTOR

COMM: (703) 681-9245 DSN:

ASSISTANT DIRECTOR

COMM: (703) 681-9246 DSN:

ASSISTANT SPECIAL PAYS TECHNICIAN (A-G)

COMM: (703) 681-9247 DSN:

ASSISTANT SPECIAL PAYS TECHNICIAN (H-O)

COMM: (703) 681-9241 DSN:

ASSISTANT SPECIAL PAYS TECHNICIAN (P-Z)

COMM: (703) 681-9246 DSN:

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NAVY PERSONNEL COMMAND

MEDICAL DEPARTMENT OFFICER ASSIGNMENT AND DISTRIBUTION BRANCH

Fax: (901) 874-2680

HEAD, MEDICAL DEPT OFFICER ASSIGNMENT & DISTRIBUTION BRANCH (PERS-4415)

COMM: (901) 874-4096 DSN: 882

DEPUTY HEAD, MEDICAL DEPT OFFICER ASSIGNMENT & DISTRIBUTION (PERS-4415A)

COMM: (901) 874-4053 DSN: 882

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

Anesthesia	Otolaryngology
Neurosurgery	Surgery
Obstetrics and Gynecology	Urology
Ophthalmology	Executive Medicine
Orthopedic Surgery	

COMM: (901) 874-4094 DSN: 882

NON-SURGICAL SUBSPECIALTY DETAILER (PERS-4415N)

Dermatology	Pediatrics
Emergency Medicine	Psychiatry
Internal Medicine	Preventive Medicine
Neurology	Radiology
Nuclear Medicine	Radiation Oncology
Occupational Medicine	Research Medicine
Pathology	

COMM: (901) 874-4046 DSN: 882

FAMILY MEDICINE, AEROSPACE, FLIGHT SURGERY, UNDERSEA MEDICINE, SENIOR OPMED BILLETS DETAILER (PERS-4415U)

COMM: (901) 874-4037 DSN: 882

DETAILER (PERS-4415P)

General Medical Officer
Medical Trainees
Undergraduate (Medical School)
FTIS/FTOS/OFI GME (Residency and Fellowship Training Programs)
GME Detailer

COMM: (901) 874-4045 DSN: 882

MEDICAL DEPARTMENT PLACEMENT AND TRAINING (PERS-4415B/D)

COMM: (901) 874-4112 DSN: 882

MEDICAL CORPS COMMUNITY MANAGER (BUPERS-315G)

COMM: (901) 874-2369 DSN: 882

ASSISTANT MEDICAL CORPS COMMUNITY MANAGER

COMM: (901) 874-3698

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NAVY RECRUITING COMMAND

HEAD, MEDICAL COMMUNITY MANAGEMENT BRANCH (CODE N34)

Director, Officer Development School (ODS) Accessions

COMM: (901) 874-9242 DSN: 882

Fax: (901) 874-9230

CNRC MEDICAL PROGRAMS (CODE N3415)

Medical Corps Recruiting

COMM: (901) 874-9471 DSN: 882

Fax: (901) 874-9257

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BUMED MEDICAL CORPS SPECIALTY LEADERS

AEROSPACE MEDICINE

BUMED Washington, DC

COMM: (202) 762-3453 DSN: 762

FAX: (202) 762-3464

ALLERGY/IMMUNOLOGY

NMC San Diego

COMM: (619) 524-1519 DSN: 524

ANESTHESIOLOGY

NMC Portsmouth

COMM: (757) 953-3238 DSN: 377

CARDIOLOGY

NMC Portsmouth

COMM: (757) 953-2416 DSN: 377

CARDIOTHORACIC SURGERY

WRNMMC Bethesda

COMM: (301) 295-2552 DSN: 295

DERMATOLOGY

NMC Portsmouth

Comm: (757) 953-0312 DSN: 377

EMERGENCY MEDICINE

NMC Portsmouth

COMM: (757) 953-1406 DSN: 377

ENDOCRINOLOGY/METABOLISM

WRNMMC Bethesda

COMM: (301) 295-6220 DSN: 295

FAMILY MEDICINE

USUHS

COMM: (301) 295-9464 DSN: 295

FMF MEDICINE

US Marine Corps Forces Atlantic

COMM: (757) 836-1682 DSN: 836

GASTROENTEROLOGY

WRNMMC Bethesda

COMM: (301) 295-4585 DSN: 295

HEMATOLOGY/MEDICAL ONCOLOGY

WRNMMC Bethesda

COMM: (301) 319-5384 DSN:

INFECTIOUS DISEASE

USUHS Infectious Disease Clinical Research Program

COMM: (301) 319-8973 DSN: 285

INTERNAL MEDICINE

NH Jacksonville

COMM: (904) 542-8843 DSN: 942

INTERNS

NMC San Diego

COMM: (619) 532-6950 DSN: 522

MEDICAL STUDENTS (AFHPSP)

NMPDC Bethesda

COMM: (301) 295-1217 DSN: 295

NEONATOLOGY

NMC Portsmouth

COMM: (757) 953-4691 DSN: 377

NEPHROLOGY

WRNMMC Bethesda

COMM: (301) 295-4325 DSN: 295

NEUROLOGY

USUHS

COMM: (301) 295-3840 DSN: 295

NEUROSURGERY

NMC Portsmouth

COMM: (757) 953-9400 DSN: 377

NUCLEAR MEDICINE

Pending Appointment
COMM: (???) DSN:

OBSTETRICS/GYNECOLOGY

NMC Portsmouth
DSN: (757) 953-2415

OCCUPATIONAL MEDICINE

WRNMMC Bethesda
COMM: (301) 319-4958 DSN:

OPHTHALMOLOGY

NMC Portsmouth
COMM: (757) 953-2691

ORTHOPEDIC SURGERY

NMC San Diego
COMM: (619) 532-8426 DSN: 522

OTOLARYNGOLOGY

WRNMMC Bethesda
COMM: (301) 295-4677 DSN: 295
FAX:

PAIN MANAGEMENT

NH Pensacola
COMM: (850) 505-6762 DSN: 534

PATHOLOGY - (LABORATORY MEDICINE)

NH Bremerton
COMM: (360) 475-4813 DSN: 494

PEDIATRICS

NMC San Diego
COMM: (619) 532-9868 DSN: 522
FAX:

PHYSICAL MEDICINE AND REHABILITATION

NMC San Diego
COMM: (619) 532-7275 DSN: 522
FAX: (619) 532-5118

PLASTIC AND RECONSTRUCTIVE SURGERY

NMC Portsmouth
COMM: (757) 953-2883 DSN: 377
FAX: (757) 953-0851

PREVENTIVE MEDICINE

Navy Environmental & Preventive Medicine Unit FIVE, San Diego

COMM: (619) 532-5502 DSN: 522

FAX: (619) 556-7071

PSYCHIATRY

NMC Portsmouth

COMM: (757) 953-5260 DSN: 377

PULMONARY MEDICINE/CRITICAL CARE

WRNMMC Bethesda

COMM: (301) 295-4233 DSN: 295

RADIOLOGY (DIAGNOSTIC)

WRNMMC Bethesda

COMM: (301) 295-0165 DSN: 295

RADIATION ONCOLOGY (THERAPEUTIC)

NMC San Diego

COMM: (619) 532-8187 DSN: 522

RHEUMATOLOGY

NMC Portsmouth

COMM: (757) 953-2160 DSN: 377

SPORTS MEDICINE

NH Camp Lejeune

COMM: (910) 451-5352

GENERAL SURGERY AND VASCULAR SURGERY

WRNMMC Bethesda

COMM: (301) 295-4437 DSN: 295

FAX: (301) 295-0959

UNDERSEA/DIVING MEDICINE

Bureau of Medicine and Surgery (M3F7)

COMM: (703) 681-9286 DSN:

UROLOGY

WRNMMC Bethesda

COMM: (301) 295-8029 DSN: 295

FAX: (301) 295-4280

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GME COORDINATORS

WALTER REED NATIONAL MILITARY MEDICAL CENTER, BETHESDA

COMM: (301) 319-8278 DSN: 285

FAX: (301) 295-9186

NAVAL HOSPITAL, BREMERTON

COMM: (360) 475-4339/4345 DSN: 494

FAX: (360) 475-4512/4225

NAVAL HOSPITAL, CAMP LEJEUNE

COMM: (910) 450-3138 DSN: 750

FAX: (910) 450-4649

NAVAL HOSPITAL, CAMP PENDLETON

COMM: (760) 725-0406 DSN: 365

FAX: (760) 725-1101

NAVAL HOSPITAL, JACKSONVILLE

COMM: (904) 542-7762 DSN: 942

FAX: (904) 542-7836

NAVAL HOSPITAL, PENSACOLA

COMM: (850) 505-6472 DSN: 534

FAX: (850) 505-6501/6607

NAVAL MEDICAL CENTER, PORTSMOUTH

COMM: (757) 953-7001 DSN: 377

FAX: (757) 953-6909

NAVAL MEDICAL CENTER, SAN DIEGO

COMM: (619) 532-7935 DSN: 522

FAX: (619) 532-7617

NAVAL AEROSPACE MEDICAL INSTITUTE, PENSACOLA

COMM: (850) 452-3154 DSN: 922

FAX: (850) 452-5194

DEWITT ARMY COMMUNITY HOSPITAL

COMM: (703) 805-8030 DSN:

FAX:

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WALTER REED NATIONAL MILITARY MEDICAL CENTER, BETHESDA

**NCC DESIGNATED INSTITUTION OFFICER/ ADMINISTRATIVE DIRECTOR
USUHS**

COMM: (301) 295-3638 DSN: 295
FAX:

DIRECTOR OF GRADUATE MEDICAL EDUCATION

WRNMMC Bethesda
COMM: (301) 295-6558 DSN: 295
FAX: (301) 295-4820

INTERN ADVISOR

COMM: (301) 295-6558 DSN: 295
FAX: (301) 295-4280

TRANSITIONAL INTERN PROGRAM DIRECTOR

COMM: (202) 782-7858 DSN:
FAX:

TRANSITIONAL INTERN ASSOCIATE PROGRAM DIRECTOR

COMM: (301) 295-4270 DSN: 295
FAX: (301) 295-0537

GME COORDINATOR

COMM: (301) 319-8278 DSN: 295
FAX: (301) 295-9186

PROGRAM DIRECTORS

(WRNMMC Bethesda programs are sponsored by the National Capital Consortium and may have Army Program Directors. Listed here are the Navy contacts - Navy Program Directors, Associate Program Directors, or Site Coordinators.)**

ANESTHESIOLOGY **

Associate Program Director
COMM: (301) 295-4455 DSN: 295
FAX: (301) 295-5063

CARDIOLOGY **

Associate Program Director
COMM: (301) 295-4500 DSN: 295
FAX: (301) 295-6640

DERMATOLOGY **

Associate Program Director
COMM: (301) 295-4551 DSN: 295
FAX: (301) 295-5164

ENDOCRINOLOGY **

Associate Program Director
COMM: (202) 782-5221/6750 DSN:

FAX:

FAMILY MEDICINE **

Navy Associate Program Director

COMM: (703) 805-8156 (Ft. Belvoir Community Hospital)

FAX:

GASTROENTEROLOGY **

Associate Program Director

COMM: (301) 295-6044 DSN: 295

FAX: (301) 295-4599

HEMATOLOGY/ONCOLOGY **

Associate Program Director

COMM: (301) 319-5384

INFECTIOUS DISEASE **

Associate Program Director

COMM: (301) 319-6400 DSN: 285

INTERNAL MEDICINE **

COMM: (301) 319-8361 DSN: 285

FAX: (301) 319-8660

NEUROLOGY **

Associate Program Director

COMM: (301) 295-2196 DSN: 295

FAX:

NEUROSURGERY **

Associate Program Director

COMM: (301) 295-4420 DSN: 295

FAX: (301) 295-4430

OBSTETRICS/GYNECOLOGY **

Associate Program Director

COMM: (301) 295-6672 DSN: 295

FAX:

OPHTHALMOLOGY **

Associate Program Director

COMM: (301) 295-1339 DSN: 295

FAX:

ORTHOPEDIC SURGERY **

COMM: (301) 295-0730 DSN: 295

FAX:

OTOLARYNGOLOGY **

Associate Program Director
COMM: (301) 295-4678 DSN: 295
FAX: (301) 295-6666

PATHOLOGY **

Associate Program Director
COMM: (301) 295-0060 DSN: 295
FAX: (301) 295-1415

PEDIATRICS **

Associate Program Director
COMM: (301) 319-5437 DSN: 285
FAX: (301) 295-5676

PSYCHIATRY **

Associate Program Director
COMM: (301) 400-1924 DSN:
FAX:

PULMONARY MEDICINE/CRITICAL CARE **

Program Director
COMM: (301) 295-4215 DSN: 295
FAX:

RADIOLOGY (DIAGNOSTIC) **

Associate Program Director
COMM: (301) 319-3475 DSN: 285
FAX: (301) 319-8364

RADIOLOGY (IMAGING) **

Associate Program Director
COMM: (301) 295-5051 DSN: 295
FAX: (301) 295-9186

SURGERY **

Associate Program Director
COMM: (301) 319-4462 DSN: 285
FAX: (301) 295-1481

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NAVAL MEDICAL CENTER, PORTSMOUTH
DSN: 377

DIRECTOR OF GRADUATE MEDICAL EDUCATION

COMM: (757) 953-3240

FAX: (757) 953-6909

INTERN COORDINATOR

COMM: (757) 953-9395

FAX: (757) 953-5116

TRANSITIONAL YEAR INTERNSHIP PROGRAM DIRECTOR

COMM: (757) 953-2213

FAX: (757) 953-5116

GME OFFICER/HEAD, ACADEMIC AFFAIRS

COMM: (757) 953-7001

FAX: (757) 953-6909

PROGRAM DIRECTORS

ANESTHESIOLOGY

COMM: (757) 953-3240

FAX: (757) 953-3284

ANESTHESIOLOGY - PAIN MANAGEMENT

COMM: (757) 953-3236

FAX: (757) 953-0870

EMERGENCY MEDICINE

COMM: (757) 953-1407

FAX: (757) 953-0821

INTERNAL MEDICINE

COMM: (757) 953-2268

FAX: (757) 953-9666

OBSTETRICS/GYNECOLOGY

COMM: (757) 953-4351

FAX: (757) 953-0892

ORTHOPEDIC SURGERY

COMM: (757) 953-1814

FAX: (757) 953-1908

OTOLARYNGOLOGY

COMM: (757) 953-2825

FAX: (757) 953-6939

PEDIATRICS

COMM: (757) 953-2944

FAX: (757) 953-0895

PSYCHIATRY

COMM: (757) 953-5257

FAX: (757) 953-6907

RADIOLOGY

COMM: (757) 953-1789

FAX: (757) 953-7327

SURGERY

COMM: (757) 953-2518

FAX: (757) 953-0845

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NAVAL MEDICAL CENTER, SAN DIEGO

DSN: 522

DIRECTOR OF GRADUATE MEDICAL EDUCATION

COMM: (619) 532-5233

FAX: (619) 532-7617

INTERN COORDINATOR

COMM: (619) 532-7935

FAX: (619) 532-5507

TRANSITIONAL INTERN PROGRAM DIRECTOR

COMM: (619) 532-6950

FAX: (619) 532-

GME COORDINATOR

COMM: (619) 532-7936

FAX: (619) 532-5507

PROGRAM DIRECTORS

ANESTHESIOLOGY

COMM: (619) 532-7270

FAX: (619) 532-8945

ANESTHESIOLOGY - PAIN MANAGEMENT

COMM: (619) 532-8964

FAX: (619) 532-5751

CARDIOLOGY

COMM: (619) 532-7400

FAX: (619) 532-9863

DERMATOLOGY

COMM: (619) 532-7403

FAX: (619) 532-9458

EMERGENCY MEDICINE

COMM: (619) 532-8547

FAX: (619) 532-9853

GASTROENTEROLOGY

COMM: (619) 532-6816

FAX: (619) 532-9620

INFECTIOUS DISEASE

COMM: (619) 532-6131

FAX: (619) 532-8798

INTERNAL MEDICINE

COMM: (619) 532-5200

FAX: (619) 532-7508

OBSTETRICS/GYNECOLOGY

COMM: (619) 532-5013

FAX: (619) 532-6587

OPHTHALMOLOGY

COMM: (619) 532-5782

FAX: (619) 532-7272

ORTHOPEDIC SURGERY

COMM: (619) 532-8427

FAX: (619) 532-8467

OTOLARYNGOLOGY

COMM: (619) 532-5617

FAX: (619) 532-5400

PATHOLOGY

COMM: (619) 532-9308

FAX: (619) 532-9403

PEDIATRICS

COMM: (619) 532-6474

FAX: (619) 532-8598

PSYCHIATRY

COMM: (619) 532-8555

FAX: (619) 532-8353

PULMONARY MEDICINE/CRITICAL CARE

COMM: (619) 532-5990

FAX: (619) 532-7606

RADIOLOGY, DIAGNOSTIC

COMM: (619) 532-6755

FAX: (619) 532-8714

RADIOLOGY, IMAGING

COMM: (619) 532-6755

FAX: (619) 524-8714

SURGERY

COMM: (619) 532-7579

FAX: (619) 532-7673

UROLOGY

COMM: (619) 532-7202

FAX: (619) 532-7234

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NAVAL HOSPITAL, BREMERTON

DSN: 494

FAMILY MEDICINE PROGRAM DIRECTOR

COMM: (360) 475-5368

ASSOCIATE PROGRAM DIRECTOR

COMM: (360) 475-4590

GME COORDINATOR

COMM: (360) 475-4339/4345

FAX: (360) 475-4512

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NAVAL HOSPITAL, CAMP LEJEUNE

DSN: 750

FAMILY MEDICINE PROGRAM DIRECTOR

COMM: (910) 450-3134/3138

ASSOCIATE PROGRAM DIRECTOR

COMM: (910) 450-4910/3138

FAMILY MEDICINE OB FELLOWSHIP DIRECTOR

COMM: (910) 450-3426

GME COORDINATOR

COMM: (910) 450-3138

FAX: (910) 450-4649

GME ASSISTANT

COMM: (910) 450-3137

FAX: (910) 450-4649

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NAVAL HOSPITAL, CAMP PENDLETON

DSN: 365

FAMILY MEDICINE PROGRAM DIRECTOR

COMM: (760) 725-1398/0406

ASSOCIATE PROGRAM DIRECTOR

COMM: (760) 725-0406

FM SPORTS MEDICINE FELLOWSHIP DIRECTOR

COMM: (760) 763-6605

FAX: (760) 763-7266

GME COORDINATOR

COMM: (760) 725-0406

FAX: (760) 725-1101

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NAVAL HOSPITAL, JACKSONVILLE

DSN: 942

FAMILY MEDICINE PROGRAM DIRECTOR

COMM: (904) 542-7492

FAMILY MEDICINE ASSISTANT PROGRAM DIRECTOR

COMM: (904) 542-7975

GME COORDINATOR

COMM: (904) 542-7762

FAX: (904) 542-7836

GME ASSISTANT

COMM: (904) 542-7606

FAX: (904) 542-7836

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NAVAL HOSPITAL, PENSACOLA
DSN: 534

FAMILY MEDICINE PROGRAM DIRECTOR

COMM: (850) 505-6888

ASSOCIATE PROGRAM DIRECTOR

COMM: (850) 505-6359

GME COORDINATOR

COMM: (850) 505-6472

FAX: (850) 505-6501/6619

GME ASSISTANT

COMM: (850) 505-6491

FAX: (850) 505-6501/6333

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NAVAL AEROSPACE MEDICAL INSTITUTE, PENSACOLA
DSN: 922

AEROSPACE MEDICINE PROGRAM DIRECTOR

COMM: (850) 452-8125

AEROSPACE MEDICINE ASSOCIATE DIRECTOR

COMM: (850) 452-3872

GME COORDINATOR

COMM: (850) 452-3154

FAX: (850) 452-5194

[Navy GME Main Page](#)

[Navy GME Sites](#)

[GME Instructions](#)

[GME Forms](#)

POC: Deputy, Navy GME Programs (301) 295-0293

Organizational Code: Code 1WMC1

Last Modified: 12 July 2012

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GME-1 Programs and Positions

[Navy Medical Department GME Overview](#)
[GME Annual Update](#)
[GME Directory](#)
[GME Selection Procedures](#)
[Summary of Active Duty Obligation for GME](#)
[GME-1 \(Internship Year\)](#)
[GME-2+ \(Residencies and Fellowships\)](#)
[Navy Inservice Program Reporting Requirements](#)
[GME Reference Instructions](#)
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PROJECTED U.S. NAVY GME-1 POSITIONS FOR ACADEMIC YEAR 2013

AVAILABLE TO GRADUATING NAVY-SPONSORED USUHS, HSCP AND HPSP MEDICAL AND OSTEOPATHIC MEDICINE STUDENTS

SPECIALTY	FM	GEN SURG	MED	NEUR SURG	OB	ORTH	OTO	PEDS	PSYC	TRAN	EM	Total
TRAINING SITE												
NH Bremerton	6											6
NH Camp Lejeune	6											6
NH Camp Pendleton	12											12
NH Jacksonville	12											12
NH Pensacola	7											7
DeWitt ACH	2											2
Walter Reed NMMC		8	20	1	2	3	1	4	4	12		55
NMC Portsmouth		12	19		3	4	2	6	5	21	4	76
NMC San Diego		12	18		5	5	2	8	5	23	4	82
Total	45	32	57	1	10	12	5	18	14	56	8	258

The number of positions at each program are projections and subject to change without notice.

GME-1 Application FAQs

Navy Medical Department
GME Overview

GME Annual Update

GME Directory

GME Selection Procedures

Summary of Active Duty
Obligation for GME

GME-1 (Internship Year)

GME-2+ (Residencies and
Fellowships)

Navy Inservice Program
Reporting Requirements

GME Reference Instructions

GME Forms

GME-1 (INTERN) APPLICATION Frequently Asked Questions (FAQS)

1. Where do I get a Navy application for GME-1 (internship) training?

On the web. The website for the Navy electronic GME-1 applications will be activated on 20 July 2012.

- a. HPSP and HSCP students should go to <http://www.med.navy.mil/sites/navmedmpte/accessions/Pages/CareerandInternshipSelection.aspx>. Use of this site requires Internet Explorer 4.0 or higher.
- b. USUHS students should go to <https://nmmpte.med.navy.mil/gme1/default.asp>. Use of this site requires the use of a CAC card.

All applying Navy students are required to have an individually assigned Student ID number in order to process the application. The Student ID number will be sent out after Acknowledgement Sheets have been returned.

2. Who should I contact if I have questions or need information about GME-1 (internship) applications or training?

Please send an e-mail to OH@med.navy.mil.

3. When is my GME-1 application due?

Applications must be submitted via the web site by 30 July 2012. Changes may be made until 19 October 2012.

4. How do I submit my dean's letter, transcript, board scores and letters of recommendation, etc.?

Submit all supporting documents to the Electronic Residency Application Service (ERAS) <https://www.aamc.org/students/medstudents/eras/>. Your school will assist you in uploading your supporting documents into ERAS. For every Navy program you apply to on the Navy GME-1 application, you must also apply to in ERAS. This allows the Navy Program Directors the ability to view your documents.

HPSP students will be reimbursed up to \$300 for ERAS expenses and \$65 for National Residency Matching Program (NRMP)/American Osteopathic Association (AOA) fees for those applying to the civilian match. For reimbursement, file a claim with the HPSP Reimbursement Department. You must submit a claim form as you normally do for books and supplies:

<http://www.med.navy.mil/sites/navmedmpte/accessions/Pages/HSPSFAPBookandEquipmentReimbursement.aspx>. Please copy the entire link and paste it into your browser as e-mail tends to truncate links and may not open by just clicking the link here.

USUHS pays for ERAS expenses for their students; however NRMP/AOA fees are not covered.

HSCP are not reimbursed for ERAS or NRMP/AOA expenses.

5. How will I know what GME-1 training I have been selected for?

The results will be made available via e-mail from NMPDC, Student Programs. It is estimated that that will be no later than 30 December 2012.

6. What are my chances of being selected for a Navy internship if I do not list all the locations where it is offered?

All Navy-sponsored USUHS, HPSP and HSCP graduates will be assigned to training by the 2012 Graduate Medical Education Intern Selection Board (GMEISB) regardless of the completeness of their application. Failure to submit or complete the application will result in the student's needs and desires not being fully considered by the GMEISB.

You must rank all sites where you have asked for training, for example, if you choose Internal Medicine at Naval Medical Center San Diego as your first choice, you must rank Internal Medicine at Walter Reed National Military Medical Center, Bethesda, and Naval Medical Center Portsmouth as well. If you choose Family Medicine, you must likewise rank all six Family Medicine sites. If you do not rank all sites of your primary specialty, the alternate site ranking will be arbitrarily assigned.

7. I could not schedule my interviews with the Navy programs I am interested in until the first week in November. Is that too late?

Yes, November is likely too late. July to September is best. If you cannot schedule an interview, please make sure that you contact them by phone to at least make them aware of who you are and of your desires for an internship with their program.

8. Will there be opportunities for a Full Deferment?

Yes, the Navy will be offering about 60 full deferments this year. The official list of deferment specialties will be coming out in the summer. Keep in mind that if you are applying for a full deferment, you should apply wholeheartedly to the civilian match with the thought that you will be selected for a program. Do not apply for a full deferment unless you are totally committed and expect to match in a program. We will not put you in an unfilled position if you do not match. You will be required to find a preliminary internship and come on active duty after completion of the civilian internship.

9. Will I be able to apply for a 1-Year Delay?

Yes, there will be a limited number of 1-year delays for highly motivated students as well as those that may have a co-location issue, such as a spouse being a year behind in training and the student desiring to remain with the spouse. Those selected for a 1-year delay may be recalled to active duty upon completion of their internship year and perform an operational tour as a General Medical Officer.

10. How do I make myself the most competitive?

Our advice for everyone is to be the best student possible (good grades, good board scores and GPA, perform well on your clerkships and make time to interview with prospective internship program directors. When performing clerkships, do well, go early, stay late, learn all you can, do all that is asked of you with a smile and make those program directors believe you are the one they want. Continue to do well in school and get your Part II (CK/CE) boards in by the time program directors review applications (late October at the latest).

11. How competitive are these programs?

Navy internships are extremely competitive. The best way to be selected for the program of your choice is to study hard and do the best you can, as you are competing with other very well-qualified HPSP, USUHS, and HSCP students. The Class of 2013 is a large and healthy class so you will need to be as competitive as possible.

[Navy GME Main Page](#) | [Navy GME Sites](#) | [GME Instructions](#) | [GME Forms](#)

POC: Head, GME-1 Intern Applications (301) 319-4517
Organizational Code: Code 01S2
Last Modified: 12 June 2012

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GME-2 Application FAQs

[Navy Medical Department GME Overview](#)

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[GME Directory](#)

[GME Selection Procedures](#)

[Summary of Active Duty Obligation for GME](#)

[GME-1 \(Internship Year\)](#)

[GME-2+ \(Residencies and Fellowships\)](#)

[Navy Inservice Program Reporting Requirements](#)

[GME Reference Instructions](#)

[GME Forms](#)

FREQUENTLY ASKED QUESTIONS REGARDING APPLYING FOR NAVY GME-2

Selection Process:

1. When does the Navy GME Selection Board meet?
2. I read in the BUMEDNOTE 1524 that GME applications are scored by three Joint Service Panel members, one from each of the different branches of Service. Then, these three scores are added up for a composite score. This really seems to put me at a disadvantage since two of the scoring members don't even know me. How can I get the best possible score?
3. Will my application be reviewed by the selection committee even if it is incomplete or does not have all required supporting documents?
4. How will I know if I have been selected for GME-2+ training?
5. If I am currently (Academic Year 2012) a Navy-sponsored intern in an Army, Navy, Air Force or civilian GME program and I am not selected for a residency program beginning in 2013, who should I contact to find out where I will be assigned?

How, Where, and When to Submit:

6. How do I apply for a GME-2+ application for residency or fellowship training?
7. Where do I send my GME-2+ application?
8. When is my GME-2+ application due?
9. Can I get a deadline extension if I will not be able to submit my GME application to the Navy GME Program Office by 30 September 2012?

Application Documents:

10. What supporting documents are required with my GME-2+ application?
11. How do I get my Board Scores so that I can submit them to be included with my GME-2+ Application package?
12. Do I need to include a "Personal Statement"?
13. How can I get copies of supporting documents required with my Navy GME-2+ application?
14. Can I get copies of supporting documents from your office?
15. If I submit an electronic application for GME, do I need to submit a hardcopy version also?

Checking the Status and Making Changes:

- 16. Can I make changes to my GME application package after I have submitted it to the Navy GME Program Office?
- 17. How will I know if my GME-2+ application has been received, is complete, and is being processed?

Programs and Specialties:

- 18. How many specialties can I apply for at the upcoming GMESB?
- 19. Do I really need to interview or have some sort of communication with Navy Program Directors of FTIS programs that I am interested in applying for?
- 20. If asked by a Navy program Director, Do I need to provide advance copies of documents such as transcripts, dean's letters, and letters of reference to the directors of the programs I am applying to?
- 21. What is the difference between the Aerospace Medicine Residency and Flight Surgery training?
- 22. Can I simultaneously apply for GME-2+, Flight Surgery training and Undersea Medicine training?

Other Policies:

- 23. Can I apply for Preselection this year for the year 2014, or would it be better to wait until next year?
- 24. Can any medical officer apply for a deferment?

Contacts:

- 25. Who should I contact with questions about my GME-2+ application?
- 26. If I have specific questions about Navy GME-2+ Full-time Inservice (FTIS) programs, whom should I contact?

Web Application Help:

- 27. What do I need to access the Navy GME application Web site?
- 28. What is the "cookie" for?
- 29. When I first created an account for myself, I was to provide a Username and Password, which I did, but when I went back later I could not LOGIN to the Navy GME application Web site. Why?

Q: When does the Navy GME Selection Board meet?

A : It meets annually throughout the week immediately following Thanksgiving. This year it will meet from Monday 26 November through Friday 30 Novmeber 2012.

Q: I read in the BUMEDNOTE 1524 that GME applications are scored by three specialty committee members,

one from each of the different branches of service. Then, these three scores are added up for a composite score. This really seems to put me at a disadvantage since two of the scoring members don't even know me. How can I get the best possible score?

A: By submitting a complete application package. Scoring by one member from each of the three Services is actually to your advantage since scoring will be based solely on what is in your GME application package and not on the "good ol' boy system! Internship End of Training Evaluations and/or your program directors letter of recommendations, as well as Fitness Reports also play a major role in the scoring process. Any letters of recommendation written on your behalf should reflect professional accomplishments as well as your performance as a physician and a naval officer. Additional points are awarded for research, and this could range from 1 to 4 extra points added to your composite score, depending on the amount of research and where it was published. Extra points are also awarded and added to your composite score for prior military service of 2 years or longer for non-Medical Corps active duty. Either commissioned or enlisted service qualifies for this bonus. So, be sure to include research and/or prior military service in your curriculum vitae, if applicable.

Q: Will my application be reviewed by the selection committee even if it is incomplete or does not have all required supporting documents?

A: Yes, but your selection opportunity will probably be diminished accordingly.

Q: How will I know if I have been selected for GME-2+ training?

A: The JSGMESB board results are scheduled to be released in mid-December 2012. We will e-mail Navy GME applicants and GME officials with instructions explaining how to access the results. In addition, GME-2+ applicants may log onto their GME-2+ application site for their own selection status. Army and Air Force applicants for Navy GME programs will be notified by their parent service.

Q: If I am currently (Academic Year 2012) a Navy-sponsored intern in an Army, Navy, Air Force or civilian GME program and I am not selected for a residency program beginning in 2013, who should I contact to find out where I will be assigned?

A: You should telephone or email your Assignment Officer in the Navy Personnel Command in February following the release of the GMESB results to discuss your Summer of 2013 assignment to a Navy or Marine Corps operational unit, branch clinic or overseas activity as a General Medical Officer, Flight Surgeon or Undersea Medical Officer.

Q: How do I apply for a GME-2+ application for residency or fellowship training?

A: By visiting the GME-2+ application web site at: <https://nmmpte.med.navy.mil/gmeapplication/default.asp> (available 1 July 2012). Read all of the application instructions and submit the complete application on-line. The instructions are contained in the Bureau of Medicine and Surgery BUMEDNOTE 1524 "2012 Graduate Medical Education Selection Board (GMESB) Application and Guidance for GME-2+ (Residency and Fellowship) and Nonclinical Postgraduate Education". Depending on the type of command to which you are assigned, the Notice including the application will also be available in either the Office of the GME Coordinator, the Manpower Management Office, the Administrative or Personnel Office, the S-1 Office or the Division/Wing/Force/Group Surgeon's Office, or for civilian applicants or inactive navy reserve officers, from the Navy Recruiting Command (Medical Programs Officer) in Arlington, VA. You may also request it from this

office by calling (301) 319-4516 or e-mailing Ms. Cheryl Dennis at cheryl.dennis@med.navy.mil.

Q: Where do I send my GME-2+ application?

A: Submit the basic application electronically and send all hard-copy supporting documents to:

Navy Medicine Professional Development Center
ATTN: Navy GME Office
Code 1WMC11
Building 1, T-15, Room 15145
8901 Wisconsin Avenue
Bethesda MD 20889-5611

Q: When is my GME-2+ application due?

A: The on-line application must be completed by Sunday 30 September 2012 and all supporting documents must be received by that time also.

Q: Can I get a deadline extension if I will not be able to submit my GME application to the Navy GME Program Office by 30 September 2012?

A: Extensions are not normally granted. If you have a valid reason for a late submission, send an e-mail to the NAVMED PDC Director for GME explaining the reason.

Q: What supporting documents are required with my GME-2+ application?

A: The following documents:

- Curriculum Vitae in format prescribed in BUMEDNOTE 1524.
- A copy of your Medical Licensing Examination scores (USMLE, COMLEX, NBME, NBOME, or FLEX, Steps or Levels 1, 2, and 3 as appropriate)
- Medical school dean's letter.
- Complete graduate level medical school transcripts with date MD or DO was conferred.
- NAVMED 1520/22, Internship End of Training Evaluation (IETE) for all applicants who completed internships at Navy teaching hospitals from 1996 to 2009. NAVMED 1520/20, Summative End of Training Evaluation/PD Recommendation for applicants who completed internships at Navy teaching hospitals from 2010 until present.
- NAVMED 1520/20 for applicants who are currently in or have completed a residency or fellowship. For those who have applied to prior GMESBs while in internship or residency, previous letters of recommendation reflecting only partial completion of GME-1 or GME-2+ training are not acceptable.

- Command Endorsement in format prescribed in BUMEDNOTE 1524. Please note that the endorsement must include a statement attesting that the applicant is within physical readiness test (PRT)/body composition assessment (BCA) standards and eligible for transfer.
- Up to two optional letters of recommendation (letters from a senior physician in the applicant's chain of command and a staff physician in the specialty for which the applicant is applying are highly encouraged).
- Copies of applicant's five most recent fitness reports (not required for current interns). Individuals with insufficient active duty to have received five fitness reports should include a statement to that effect in the personal statement and forward all available reports.
- Applicants for nonclinical postgraduate education must submit a personal statement describing their background and qualifications, specific motivation for the training, and how the training will benefit the Navy.

Q: How do I get my Board Scores so that I can submit them to be included with my GME-2+ Application package?

A: To obtain your USMLE/COMLEX transcript or have it sent to a third party, you must contact the ECFMG, FSMB, NBME or NBOME. Which entity you contact depends on which steps you have taken and where you want your transcript sent. Contact the FSMB if you want a transcript sent to medical licensing authority at any time. If you have not registered for or taken Step 3 and you want a transcript sent to a third party other than a medical licensing authority, the request should be sent to the same entity that registered you for Step 1 and/or Step 2, the ECFMG or the NBME. Once you register for or take Step 3, all requests for USMLE transcripts must be sent to the FSMB.

See the appropriate website for instructions:

Educational Commission for Foreign Medical Graduates (ECFMG) www.ecfm.org

Federation of State Medical Boards of the United States, Inc. www.fsmb.org

National Board of Medical Examiners www.nbme.org

For DOs contact NBOME at:

National Board of Osteopathic Medical Examiners www.nbome.org

Q: Do I need to include a "Personal Statement"?

A: Only those applicants who are applying for nonclinical postgraduate training must submit a Personal Statement. Those applicants must explain their background qualifications, specific motivation for the training, and how the training will serve to benefit the Navy. Also, individuals applying for GME-2+ training who have insufficient active duty to have received five fitness reports should include a statement to that effect and forward all available fitness reports. For all other GME-2+ applicants, the personal statement is optional, but it is highly recommended if there are any special issues that the GMESB should be made aware of, such as a co-location of a military spouse, back-to-back operational tours with an off-cycle PRD, special opportunity for

fellowship training at a civilian institution, etc. Statements of motivation are neither solicited nor desired.

Q: How can I get copies of supporting documents required with my Navy GME-2+ application?

A: You must obtain medical school transcripts directly from your medical school. Dean's letters are confidential and are not normally released to medical school graduates. The release of your dean's letter to you should be negotiated directly between you and the Office of the Dean of your Medical School. You must obtain letters of recommendation directly from their authors.

Q : Can I get copies of supporting documents from your office?

A: No. The Navy GME Office cannot provide copies of these documents to you or to a third party, including civilian or military GME officials. To ensure availability for your future reference, you must retain a personal file copy of your GME application and any supporting documents released to you by the originator. Do not send anything to us without keeping a copy for your personal files.

Q: If I submit an electronic application for GME, do I need to submit a hardcopy version also?

A: No! Never submit both an electronic and a written version. In fact, if you submit both, the web application will have precedence over the written application that was mailed in and the written version will be discarded. So, if you have submitted your GME application via the web site, do not fill out a written GME application with changes such as a different rank order for training site preferences, because we will not know that you have changed your application unless you change the web application. You are still required to mail in all supporting documents for your GME application by 30 September 2012.

Q: Can I make changes to my GME application package after I have submitted it to the Navy GME Program Office?

A: Yes. You can make changes to your electronically submitted application until you receive the following message: "There are either no applications for the current application year or your application is currently being reviewed! If you have questions, please contact the Navy GME Office by e-mail." This means the record has been initially reviewed by Navy GME staff and that further changes will have to be submitted to the Navy GME Office in writing or by e-mail. Requested changes made over the telephone will not be accepted, do not call us, send an e-mail. These must be received by 30 September 2012.

Q: How will I know if my GME-2+ application has been received, is complete, and is being processed?

A : Soon after we receive the electronic application, we review your training file and send you a detailed e-mail outlining what useable documents we have on file and what is needed to complete your 2012 GME application package. After this, you can check the status as follows: Access the Navy GME-2+ Application web site, click on "Application Administration", LOGIN, then click on "Application Status", and there will be a page with the supporting documents we have checked off. Our e-mail contact regarding documents will be limited to the initial comprehensive response to you. You must verify receipt of documents on-line and refrain from calling for this purpose. The Navy GME Office will not send acknowledgements for each of the hundreds of supporting documents we receive.

Q: How many specialties can I apply for at the upcoming GMESB?

A: Two, but you must submit a separate application for each one. This does not include Flight Surgery and Undersea Medicine training. See FAQ numbers 21 and 22.

Q: Do I really need to interview or have some sort of communication with Program Directors of Inservice programs that I am interested in applying for?

A: Yes, absolutely. You must initiate personal contact with the program director(s) of the program(s) you desire to train in. If a personal interview is not possible due to deployment or other factors, you should arrange a telephone interview. If neither a personal or telephone interview is possible, you must initiate e-mail or written communication to show interest or intent to apply to their GME programs. You do not want to be labeled a "Ghost Applicant" by the GME Selection Committee, since they will conclude that you really didn't have a particularly strong desire to be nominated for selection by that committee. The e-mail and street addresses and telephone numbers of Navy Specialty Leaders and Program Directors can be found at this web site: <http://nmmpte.med.navy.mil/gme/gmedir/.htm>. Also, if you are applying for subspecialty training you must interview with the Specialty Leader for that specialty/subspecialty. Program Directors and Specialty Leaders who you have conducted interviews with should forward a "DOD GME Interview Sheet" electronically to the Navy GME Office to be included in your GME application package.

Q: If asked by a Navy program Director, do I need to provide advance copies of documents such as transcripts, dean's letters, and letters of reference to the directors of the programs I am applying to?

A: No. Program Directors can be given a curriculum vitae and personal statement at the time of the interview, and are advised not to ask you for other supporting documents in advance of the GMESB.

Q: What is the difference between the Aerospace Medicine Residency and Flight Surgery training?

A: The Residency in Aerospace Medicine (RAM) is a 2 to 3 year residency program. Flight Surgery training is a 6-month occupational training program, is not GME, and has a separate application and selection process.

If you want to apply for the 6-month Flight Surgery training program, contact the Naval Operational Medicine Institute (NOMI) Academics Control Officer at (850) 452-2458, (DSN: 922-2458).

If you want to apply for the RAM program, contact CAPT Nils Erikson at NOMI, Pensacola, FL at (850) 452-8125, to discuss RAM training opportunities.

The Specialty Leader for Aerospace Medicine is the best resource to discuss the entire spectrum of the RAM program and Flight Surgery training program. Contact CAPT Richard Beane the Specialty Leader for Aerospace Medicine at BUMED, at (202) 762-3453.

Q: Can I simultaneously apply for GME-2+, Flight Surgery training and Undersea Medicine training?

A: Yes, but Flight Surgery (FS) and Undersea Medicine (UMO) applicants must submit a different application than is required for GME. See the annual BUMEDNOTE 1520 "2012 Guidance for Student Flight Surgeon and Student Undersea Medical Officer Training Applications" for guidance about submitting applications for FS and UMO.

Q: Can I apply for Preselection this year for the year 2014, or would it be better to wait until next year?

A: Applicants are not preselected for Fulltime Inservice (FTIS) programs. However, applicants can apply for future GME in a Fulltime Outservice (FTOS), Deferred (NADDS) and/or Other Federal Institution (OFI) status, provided preselection is driven by the lead-time required for applicants to interview and compete in national matching programs and not by PRD incompatibilities.

Q: Can any medical officer apply for a deferment?

A: Yes, officers can be released from active duty to train in a deferred status.

Q: Who should I contact with questions about my GME-2+ application?

A: Please, read all of the [instructions](#) and [FAQ's](#) first and check status on-line. If you still have questions, contact Ms. Cheryl Dennis the Application & Placement Manager at cheryl.dennis@med.navy.mil or call her at (301) 319-4516.

Q: If I have specific questions about Navy GME-2+ Full-time Inservice (FTIS) programs, whom should I contact?

A: The FTIS GME-2+ Programs Manager at (301) 295-1230.

Q: What do I need to access the Navy GME application Web site?

A: Netscape or Internet Explorer 3.0 or higher browser and, of course, access to the Internet from a dot mil domain. Note that your browser options/preferences must be set to accept a "Cookie" (cookies are pieces of information generated by a Web server and stored in the user's computer, ready for future access). The average time to fill out the electronic application is about 30 minutes.

Q: What is the "cookie" for?

A: It is sent to establish a connection time, so that the NMPDC web server will allow you a set amount of time (about 30 minutes) to fill out the GME application. If your browser will not accept the "cookie" you will not be able to fill out the GME application.

Q: When I first created an account for myself, I was to provide a Username and Password, which I did, but when I went back later I could not LOGIN to the Navy GME Application web site. Why?

A: There could be many reasons. First, did you use the same Username and Password? Second, did you use the same computer system as before? Different systems are often configured differently and the browsers may also be set up differently. Also, "firewalls" (security blocks) could be in place or added since you last used the system. Also, you can only access the Navy GME Application web site from a dot mil domain. If you can't solve the problem, contact the GME Database Information Manager at (301) 295-0955 for technical assistance.

[Navy GME Main Page](#)

[Navy GME Sites](#)

[GME Instructions](#)

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POC: GME-2+ Applications and Inservice Placement Manager, (301) 319-4516

Organizational Code: Code 1WMC11

Last Modified: 13 June 2012

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Inservice Residency Programs and Positions

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ACGME APPROVED POSTIONS PER YEAR IN NAVY FTIS GME RESIDENCY PROGRAMS

12 June 2012

Residency Program	Training Site			Totals
Aerospace Medicine (2 Yr)	Naval Aerospace Medical Institute Detachment, Naval Operational Medicine Institute, Pensacola			17
Family Medicine (2 Yr)	Naval Hospital, Bremerton			6
	Naval Hospital, Camp Lejeune			6
	Naval Hospital, Camp Pendleton			12
	Naval Hospital, Jacksonville			13
	Naval Hospital, Pensacola			7
Residency Program	Training Site			Totals
	NNMC/NCC Bethesda	NMC Portsmouth	NMC San Diego	
Anesthesiology (3 Yr)	*6	6	6	18
Dermatology (3 Yr)	*2		5	7
Emergency Medicine (3 Yr)		10	10	20
Internal Medicine (2 Yr)	10	10	12	32
Neurology (3 Yr)	*2			2
Neurosurgery (6 Yr)	*1			1
Obstetrics/Gynecology (3 Yr)	*3	6	5	14
Occupational Medicine (2 Yr)	*2			2
Ophthalmology (3 Yr)			4	4
Orthopedic Surgery (4 Yr)		4	5	9
Orthopedic Surgery (5 Yr)	3			3
Otolaryngology (4 Yr)	*1	2		3
Otolaryngology (5 Yr)			2	2
Pathology (4 Yr)	*2		3	5

Pediatrics (2 Yr)	*5	10	8	23
Preventive Medicine (2 Yr)	*3			3
Psychiatry (3 Yr)	*4	4/5	5	13/14
Radiology (4 Yr)	*4/5	7	7	18/19
Radiation Oncology (4 Yr)	*1			1
General Surgery (4 Yr)		3		3
General Surgery (5 Yr)	3		4	7
Urology (5 Yr)		**1	1/2	2/3
Totals	RAM & FM 61	52/53	63/64	77/78

ACGME APPROVED POSTIONS PER YEAR IN NAVY FTIS GME FELLOWSHIP PROGRAMS

12 June 2012

Fellowship Program	NNMC/NCC Bethesda	NMC Portsmouth	NMC San Diego	NH Camp Pendleton	Totals
Anesthesia - Pain Management (1 Yr)		1	1		2
Family Medicine - Sports Medicine (1 Yr)				2	2
Internal Medicine - Cardiology (3 Yr)	2		3		5
Internal Medicine - Endocrinology (2 Yr)	*1				1
Internal Medicine - Gastroenterology (3 Yr)	*2		2		4
Internal Medicine - Hematology/Oncology (3 Yr)	*1				1
Internal Medicine - Infectious Disease (2 Yr)	*2		2		4
Internal Medicine - Nephrology (2 Yr)			**1		1
Internal Medicine-Pulmonary Med/Critical Care (3 Yr)	*2		2/3		4/5
Radiology - Imaging (1 Yr)	1		1		2
Radiology - Musculoskeletal (1 Yr)		1			1
Totals	11	2	12/13	2	27/28

* Navy positions in integrated programs under the sponsorship of the National Capital Consortium (NCC). There are a large number of other residency and fellowship programs in the NCC which have no dedicated Navy position but Navy applicants may compete for selection.

** Dedicated Navy positions in civilian-sponsored programs

Eastern Virginia Medical School (Urology)

University of California San Diego (Nephrology)

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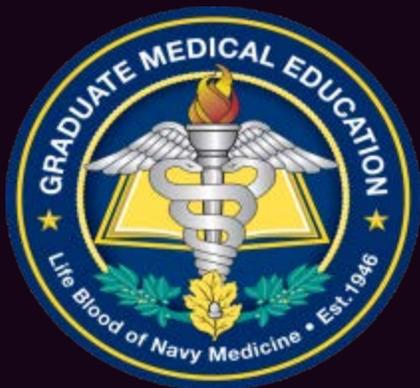
[GME Forms](#)

POC: Head, FTIS Programs (301) 295-1230

Organizational Code: Code 1WMC12

Last Modified: 12 June 2012

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Navy Full-Time Inservice Training Sites

[WRNMMC Bethesda](#)

[NMC Portsmouth](#)

[NMC San Diego](#)

[NH Bremerton](#)

[NH Camp Lejeune](#)

[NH Camp Pendleton](#)

[NH Jacksonville](#)

[NH Pensacola](#)

[NAMI Pensacola](#)

[Uniformed Services University of the Health Sciences](#)

[National Capital Consortium Occupational Medicine Program](#)

[National Capital Consortium Preventive Medicine Program](#)

FTOS and OFI Training FAQs

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FTOS and OFI GME Frequently Asked Questions (FAQS)

1. If I am a FTOS preselect for a future academic year, when do you want my program acceptance?

Submit your program acceptance and accreditation information (if applicable) for approval as soon as possible, but it should reach this office no later than 1 May of the year your program is to start. Sending a copy via E-mail is fine.

2. If I need additional information while in FTOS/OFI training where can I look?

The majority of all questions and concerns can be answered by reading the [FTOS and OFI Policies and Procedures Manual](#). For answers not found in the manual, please call the FTOS/OFI Program Manager at (301) 319-4518.

3. I was just selected for FTOS/OFI training, what can I expect next?

The majority of all questions and concerns can be answered by reading the [FTOS and OFI Policies and Procedures Manual](#). For answers not found in the manual, please call the FTOS/OFI Program Manager at (301) 319-4518.

NADDS and FAP FAQs

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NADDS & FAP FAQs

1. Who do I contact regarding these professional issues?

- requests to change specialty or training site
- change in length of training
- withdrawal from or termination of training
- preparation for reporting on active duty
- GME training record
- applications for fellowship training
- requests for additional training years
- changes to address, phone numbers, or e-mail address
- fitness reports
- NADDS/FAP newsletter (Two Striper)

Department Head, NADDS/FAP Program at (301) 319-4118
Assistant, NADDS/FAP Program at (301) 319-4117

2. How do I request fellowship training or additional years for research?

You must apply to the Joint Service Graduate Medical Education Selection Board (JSGMESB). You may access the electronic application and guidance after 1 July via the Web site: <http://nmmpte.med.navy.mil/gme/mcpp.htm> . Applications must be submitted by mid-September and the JSGMESB convenes in early December.

3. Who do I contact regarding these administrative areas?

NAVMED MPT&E Bethesda Code O1S for the following services:

- stipend
- bonus payment
- reimbursement
- medical records
- changes in health/physical condition
- service records
- training orders (AT)
- dependency status/changes in family members
- military ID card
- entry grade credit/service obligation
- superceding appointment to lieutenant

promotions

FAP Program Participants phone (301) 319-4531 (for above areas and all changes to address, phone number, or e-mail address).

NADDS Program Participants phone (301) 319-4532/4534 or 4529 (for above areas).

[Link to Code O1S Website](#)

[Navy GME Main Page](#) | [Navy GME Sites](#) | [GME Instructions](#) | [GME Forms](#)

POC: Head, NADDS &FAP Programs (301) 319-4118

Organizational Code: Code 1WMC13

Last Modified: 13 June 2012

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[FTOS/OFI Policies and Procedures Manual \(pdf file, 3.4mb\)](#)

GRADUATE MEDICAL EDUCATION DIRECTORY

(You can click on one of the table links to go to that section of the GME Directory)

[Navy Medicine Professional Development Center \(NMPDC\)](#)

Graduate Medical Education Office
Continuing Medical Education (CME)/Board Funding Branch
Accessions Department

[Bureau of Medicine and Surgery \(BUMED\)](#)

Personnel Management Department
Special Pays Department

[Navy Personnel Command](#)

Medical Department Officer Assignment (Detailers)
Medical Department Placement and Training
Medical Corps Community Management

[Navy Recruiting Command](#)

[BUMED Medical Corps Specialty Leaders](#)

[Graduate Medical Education \(GME\) Coordinators](#)

GME Directors, Program Directors, Intern Advisors and GME Coordinators

[Walter Reed National Military Medical Center, Bethesda](#)

[Naval Medical Center, Portsmouth](#)

[Naval Medical Center, San Diego](#)

[Naval Hospital, Bremerton](#)

[Naval Hospital, Camp LeJeune](#)

[Naval Hospital, Camp Pendleton](#)

[Naval Hospital, Jacksonville](#)

[Naval Hospital, Pensacola](#)

[Naval Aerospace Medical Institute, Pensacola](#)

NAVY MEDICINE PROFESSIONAL DEVELOPMENT CENTER (NMPDC)
GRADUATE MEDICAL EDUCATION (GME) OFFICE
FAX: (301) 295-6113 and (301) 295-5768

DIRECTOR, NAVY GRADUATE MEDICAL EDUCATION (CODE-1WMC)

COMM: (301) 319-4513 DSN: 285

DEPUTY, NAVY GRADUATE MEDICAL EDUCATION (CODE-1WMC1)

COMM: (301) 295-0293 DSN: 295

SECRETARY (CODE-1WMC1)

COMM: (301) 319-4774 DSN: 285

GME-2+ APPLICATIONS AND INSERVICE PLACEMENT (CODE-1WMC11)

COMM: (301) 319-4516 DSN: 285

HEAD, FTIS PROGRAMS (CODE-1WMC12)

COMM: (301) 295-1230 DSN: 295

HEAD, GME INFORMATION MANAGEMENT (CODE-1WMC14)

COMM: (301) 295-0955 DSN: 295

GME DATA ASSISTANT (CODE-1WMC141 Vacant)

COMM: (301) 319-4514 DSN: 295

HEAD, FTOS/OFI PROGRAMS (CODE-1WMC15)

COMM: (301) 319-4518 DSN: 285

FTOS/OFI PROGRAM ASSISTANT (CODE-1WMC151 Vacant)

COMM: (301) 319-4511 DSN: 285

CONTINUING MEDICAL EDUCATION (CME)/BOARD FUNDING BRANCH

CME PROGRAM MANAGER (CODE-1WMC2)

COMM: (301) 319-4742 DSN: 285

CME PROGRAM COORDINATOR (CODE-1WMC21)

COMM: (301) 319-4511 DSN: 285

BOARD CERTIFICATION/CE FUNDING COORDINATOR (CODE-1WMC1B)

COMM: (301) 295-0649 DSN: 295

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ACCESSIONS DEPARTMENT
ARMED FORCES HEALTH PROFESSIONS SCHOLARSHIP PROGRAM (AFHPSP)

HEAD, STUDENT ACCESSIONS (CODE-O1S1)

COMM: (301) 295-9950 DSN: 295

STUDENT ACCESSIONS (CODE-O1SA)

COMM: (301) 295-1217 DSN: 295

ASST. HEAD, STUDENT ACCESSIONS (CODE O1S2)

COMM: (301) 319-4531 DSN: 285

REGISTRAR/LWOP (CODE O1S3)

COMM: (301) 319-4526 DSN: 285

SYSTEMS MANAGEMENT (CODE-O1S3A)

COMM: (301) 319-4547 DSN: 285

**HEAD, PROFESSIONAL AND CAREER PLANNING (CODE-O1S2A)
(GME-1 INTERN APPLICATIONS)**

COMM: (301) 319-4517 DSN: 285

HEAD, NADDS/FAP PROGRAMS

COMM: (301) 319-4118 DSN: 285

NADDS/FAP PROGRAMS ASSISTANT

COMM: (301) 319-4117 DSN: 285

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BUREAU OF MEDICINE AND SURGERY

CHIEF, MEDICAL CORPS (M00C1)

COMM: (703) 614-1639 DSN:

DEPUTY CHIEF, NAVY MEDICAL CORPS (M1221)

COMM: (703) 681-8917 DSN:

MEDICAL CORPS CAREER PLANS

COMM: (703) 681-8937 DSN:

MEDICAL CORPS POLICY AND PRACTICE

COMM: (703) 681-8938 DSN:

MEDICAL CORPS RESERVE AFFAIRS OFFICER

COMM: (703) 681-8935 DSN:

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PERSONNEL MANAGEMENT DEPARTMENT

MEDICAL CORPS PERSONNEL PLANNER (01MC)

COMM: (703) 681-9240 DSN:

MEDICAL CORPS PERSONNEL PLANNER TECHNICIAN (01MC1)

COMM: (703) 681-9236 DSN:

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SPECIAL PAYS DEPARTMENT

DIRECTOR

COMM: (703) 681-9245 DSN:

ASSISTANT DIRECTOR

COMM: (703) 681-9246 DSN:

ASSISTANT SPECIAL PAYS TECHNICIAN (A-G)

COMM: (703) 681-9247 DSN:

ASSISTANT SPECIAL PAYS TECHNICIAN (H-O)

COMM: (703) 681-9241 DSN:

ASSISTANT SPECIAL PAYS TECHNICIAN (P-Z)

COMM: (703) 681-9246 DSN:

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NAVY PERSONNEL COMMAND

MEDICAL DEPARTMENT OFFICER ASSIGNMENT AND DISTRIBUTION BRANCH

Fax: (901) 874-2680

HEAD, MEDICAL DEPT OFFICER ASSIGNMENT & DISTRIBUTION BRANCH (PERS-4415)

COMM: (901) 874-4096 DSN: 882

DEPUTY HEAD, MEDICAL DEPT OFFICER ASSIGNMENT & DISTRIBUTION (PERS-4415A)

COMM: (901) 874-4053 DSN: 882

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

Anesthesia	Otolaryngology
Neurosurgery	Surgery
Obstetrics and Gynecology	Urology
Ophthalmology	Executive Medicine
Orthopedic Surgery	

COMM: (901) 874-4094 DSN: 882

NON-SURGICAL SUBSPECIALTY DETAILER (PERS-4415N)

Dermatology	Pediatrics
Emergency Medicine	Psychiatry
Internal Medicine	Preventive Medicine
Neurology	Radiology
Nuclear Medicine	Radiation Oncology
Occupational Medicine	Research Medicine
Pathology	

COMM: (901) 874-4046 DSN: 882

FAMILY MEDICINE, AEROSPACE, FLIGHT SURGERY, UNDERSEA MEDICINE, SENIOR OPMED BILLETS DETAILER (PERS-4415U)

COMM: (901) 874-4037 DSN: 882

DETAILER (PERS-4415P)

General Medical Officer
Medical Trainees
Undergraduate (Medical School)
FTIS/FTOS/OFI GME (Residency and Fellowship Training Programs)
GME Detailer

COMM: (901) 874-4045 DSN: 882

MEDICAL DEPARTMENT PLACEMENT AND TRAINING (PERS-4415B/D)

COMM: (901) 874-4112 DSN: 882

MEDICAL CORPS COMMUNITY MANAGER (BUPERS-315G)

COMM: (901) 874-2369 DSN: 882

ASSISTANT MEDICAL CORPS COMMUNITY MANAGER

COMM: (901) 874-3698

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NAVY RECRUITING COMMAND

HEAD, MEDICAL COMMUNITY MANAGEMENT BRANCH (CODE N34)

Director, Officer Development School (ODS) Accessions

COMM: (901) 874-9242 DSN: 882

Fax: (901) 874-9230

CNRC MEDICAL PROGRAMS (CODE N3415)

Medical Corps Recruiting

COMM: (901) 874-9471 DSN: 882

Fax: (901) 874-9257

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BUMED MEDICAL CORPS SPECIALTY LEADERS

AEROSPACE MEDICINE

BUMED Washington, DC

COMM: (202) 762-3453 DSN: 762

FAX: (202) 762-3464

ALLERGY/IMMUNOLOGY

NMC San Diego

COMM: (619) 524-1519 DSN: 524

ANESTHESIOLOGY

NMC Portsmouth

COMM: (757) 953-3238 DSN: 377

CARDIOLOGY

NMC Portsmouth

COMM: (757) 953-2416 DSN: 377

CARDIOTHORACIC SURGERY

WRNMMC Bethesda

COMM: (301) 295-2552 DSN: 295

DERMATOLOGY

NMC Portsmouth

Comm: (757) 953-0312 DSN: 377

EMERGENCY MEDICINE

NMC Portsmouth

COMM: (757) 953-1406 DSN: 377

ENDOCRINOLOGY/METABOLISM

WRNMMC Bethesda

COMM: (301) 295-6220 DSN: 295

FAMILY MEDICINE

USUHS

COMM: (301) 295-9464 DSN: 295

FMF MEDICINE

US Marine Corps Forces Atlantic

COMM: (757) 836-1682 DSN: 836

GASTROENTEROLOGY

WRNMMC Bethesda

COMM: (301) 295-4585 DSN: 295

HEMATOLOGY/MEDICAL ONCOLOGY

WRNMMC Bethesda

COMM: (301) 319-5384 DSN:

INFECTIOUS DISEASE

USUHS Infectious Disease Clinical Research Program

COMM: (301) 319-8973 DSN: 285

INTERNAL MEDICINE

NH Jacksonville

COMM: (904) 542-8843 DSN: 942

INTERNS

NMC San Diego

COMM: (619) 532-6950 DSN: 522

MEDICAL STUDENTS (AFHPSP)

NMPDC Bethesda

COMM: (301) 295-1217 DSN: 295

NEONATOLOGY

NMC Portsmouth

COMM: (757) 953-4691 DSN: 377

NEPHROLOGY

WRNMMC Bethesda

COMM: (301) 295-4325 DSN: 295

NEUROLOGY

USUHS

COMM: (301) 295-3840 DSN: 295

NEUROSURGERY

NMC Portsmouth

COMM: (757) 953-9400 DSN: 377

NUCLEAR MEDICINE

Pending Appointment
COMM: (???) DSN:

OBSTETRICS/GYNECOLOGY

NMC Portsmouth
DSN: (757) 953-2415

OCCUPATIONAL MEDICINE

WRNMMC Bethesda
COMM: (301) 319-4958 DSN:

OPHTHALMOLOGY

NMC Portsmouth
COMM: (757) 953-2691

ORTHOPEDIC SURGERY

NMC San Diego
COMM: (619) 532-8426 DSN: 522

OTOLARYNGOLOGY

WRNMMC Bethesda
COMM: (301) 295-4677 DSN: 295
FAX:

PAIN MANAGEMENT

NH Pensacola
COMM: (850) 505-6762 DSN: 534

PATHOLOGY - (LABORATORY MEDICINE)

NH Bremerton
COMM: (360) 475-4813 DSN: 494

PEDIATRICS

NMC San Diego
COMM: (619) 532-9868 DSN: 522
FAX:

PHYSICAL MEDICINE AND REHABILITATION

NMC San Diego
COMM: (619) 532-7275 DSN: 522
FAX: (619) 532-5118

PLASTIC AND RECONSTRUCTIVE SURGERY

NMC Portsmouth
COMM: (757) 953-2883 DSN: 377
FAX: (757) 953-0851

PREVENTIVE MEDICINE

Navy Environmental & Preventive Medicine Unit FIVE, San Diego

COMM: (619) 532-5502 DSN: 522

FAX: (619) 556-7071

PSYCHIATRY

NMC Portsmouth

COMM: (757) 953-5260 DSN: 377

PULMONARY MEDICINE/CRITICAL CARE

WRNMMC Bethesda

COMM: (301) 295-4233 DSN: 295

RADIOLOGY (DIAGNOSTIC)

WRNMMC Bethesda

COMM: (301) 295-0165 DSN: 295

RADIATION ONCOLOGY (THERAPEUTIC)

NMC San Diego

COMM: (619) 532-8187 DSN: 522

RHEUMATOLOGY

NMC Portsmouth

COMM: (757) 953-2160 DSN: 377

SPORTS MEDICINE

NH Camp Lejeune

COMM: (910) 451-5352

GENERAL SURGERY AND VASCULAR SURGERY

WRNMMC Bethesda

COMM: (301) 295-4437 DSN: 295

FAX: (301) 295-0959

UNDERSEA/DIVING MEDICINE

Bureau of Medicine and Surgery (M3F7)

COMM: (703) 681-9286 DSN:

UROLOGY

WRNMMC Bethesda

COMM: (301) 295-8029 DSN: 295

FAX: (301) 295-4280

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GME COORDINATORS

WALTER REED NATIONAL MILITARY MEDICAL CENTER, BETHESDA

COMM: (301) 319-8278 DSN: 285

FAX: (301) 295-9186

NAVAL HOSPITAL, BREMERTON

COMM: (360) 475-4339/4345 DSN: 494

FAX: (360) 475-4512/4225

NAVAL HOSPITAL, CAMP LEJEUNE

COMM: (910) 450-3138 DSN: 750

FAX: (910) 450-4649

NAVAL HOSPITAL, CAMP PENDLETON

COMM: (760) 725-0406 DSN: 365

FAX: (760) 725-1101

NAVAL HOSPITAL, JACKSONVILLE

COMM: (904) 542-7762 DSN: 942

FAX: (904) 542-7836

NAVAL HOSPITAL, PENSACOLA

COMM: (850) 505-6472 DSN: 534

FAX: (850) 505-6501/6607

NAVAL MEDICAL CENTER, PORTSMOUTH

COMM: (757) 953-7001 DSN: 377

FAX: (757) 953-6909

NAVAL MEDICAL CENTER, SAN DIEGO

COMM: (619) 532-7935 DSN: 522

FAX: (619) 532-7617

NAVAL AEROSPACE MEDICAL INSTITUTE, PENSACOLA

COMM: (850) 452-3154 DSN: 922

FAX: (850) 452-5194

DEWITT ARMY COMMUNITY HOSPITAL

COMM: (703) 805-8030 DSN:

FAX:

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WALTER REED NATIONAL MILITARY MEDICAL CENTER, BETHESDA

**NCC DESIGNATED INSTITUTION OFFICER/ ADMINISTRATIVE DIRECTOR
USUHS**

COMM: (301) 295-3638 DSN: 295
FAX:

DIRECTOR OF GRADUATE MEDICAL EDUCATION

WRNMMC Bethesda
COMM: (301) 295-6558 DSN: 295
FAX: (301) 295-4820

INTERN ADVISOR

COMM: (301) 295-6558 DSN: 295
FAX: (301) 295-4280

TRANSITIONAL INTERN PROGRAM DIRECTOR

COMM: (202) 782-7858 DSN:
FAX:

TRANSITIONAL INTERN ASSOCIATE PROGRAM DIRECTOR

COMM: (301) 295-4270 DSN: 295
FAX: (301) 295-0537

GME COORDINATOR

COMM: (301) 319-8278 DSN: 295
FAX: (301) 295-9186

PROGRAM DIRECTORS

(WRNMMC Bethesda programs are sponsored by the National Capital Consortium and may have Army Program Directors. Listed here are the Navy contacts - Navy Program Directors, Associate Program Directors, or Site Coordinators.)**

ANESTHESIOLOGY **

Associate Program Director
COMM: (301) 295-4455 DSN: 295
FAX: (301) 295-5063

CARDIOLOGY **

Associate Program Director
COMM: (301) 295-4500 DSN: 295
FAX: (301) 295-6640

DERMATOLOGY **

Associate Program Director
COMM: (301) 295-4551 DSN: 295
FAX: (301) 295-5164

ENDOCRINOLOGY **

Associate Program Director
COMM: (202) 782-5221/6750 DSN:

FAX:

FAMILY MEDICINE **

Navy Associate Program Director

COMM: (703) 805-8156 (Ft. Belvoir Community Hospital)

FAX:

GASTROENTEROLOGY **

Associate Program Director

COMM: (301) 295-6044 DSN: 295

FAX: (301) 295-4599

HEMATOLOGY/ONCOLOGY **

Associate Program Director

COMM: (301) 319-5384

INFECTIOUS DISEASE **

Associate Program Director

COMM: (301) 319-6400 DSN: 285

INTERNAL MEDICINE **

COMM: (301) 319-8361 DSN: 285

FAX: (301) 319-8660

NEUROLOGY **

Associate Program Director

COMM: (301) 295-2196 DSN: 295

FAX:

NEUROSURGERY **

Associate Program Director

COMM: (301) 295-4420 DSN: 295

FAX: (301) 295-4430

OBSTETRICS/GYNECOLOGY **

Associate Program Director

COMM: (301) 295-6672 DSN: 295

FAX:

OPHTHALMOLOGY **

Associate Program Director

COMM: (301) 295-1339 DSN: 295

FAX:

ORTHOPEDIC SURGERY **

COMM: (301) 295-0730 DSN: 295

FAX:

OTOLARYNGOLOGY **

Associate Program Director
COMM: (301) 295-4678 DSN: 295
FAX: (301) 295-6666

PATHOLOGY **

Associate Program Director
COMM: (301) 295-0060 DSN: 295
FAX: (301) 295-1415

PEDIATRICS **

Associate Program Director
COMM: (301) 319-5437 DSN: 285
FAX: (301) 295-5676

PSYCHIATRY **

Associate Program Director
COMM: (301) 400-1924 DSN:
FAX:

PULMONARY MEDICINE/CRITICAL CARE **

Program Director
COMM: (301) 295-4215 DSN: 295
FAX:

RADIOLOGY (DIAGNOSTIC) **

Associate Program Director
COMM: (301) 319-3475 DSN: 285
FAX: (301) 319-8364

RADIOLOGY (IMAGING) **

Associate Program Director
COMM: (301) 295-5051 DSN: 295
FAX: (301) 295-9186

SURGERY **

Associate Program Director
COMM: (301) 319-4462 DSN: 285
FAX: (301) 295-1481

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NAVAL MEDICAL CENTER, PORTSMOUTH
DSN: 377

DIRECTOR OF GRADUATE MEDICAL EDUCATION

COMM: (757) 953-3240

FAX: (757) 953-6909

INTERN COORDINATOR

COMM: (757) 953-9395

FAX: (757) 953-5116

TRANSITIONAL YEAR INTERNSHIP PROGRAM DIRECTOR

COMM: (757) 953-2213

FAX: (757) 953-5116

GME OFFICER/HEAD, ACADEMIC AFFAIRS

COMM: (757) 953-7001

FAX: (757) 953-6909

PROGRAM DIRECTORS

ANESTHESIOLOGY

COMM: (757) 953-3240

FAX: (757) 953-3284

ANESTHESIOLOGY - PAIN MANAGEMENT

COMM: (757) 953-3236

FAX: (757) 953-0870

EMERGENCY MEDICINE

COMM: (757) 953-1407

FAX: (757) 953-0821

INTERNAL MEDICINE

COMM: (757) 953-2268

FAX: (757) 953-9666

OBSTETRICS/GYNECOLOGY

COMM: (757) 953-4351

FAX: (757) 953-0892

ORTHOPEDIC SURGERY

COMM: (757) 953-1814

FAX: (757) 953-1908

OTOLARYNGOLOGY

COMM: (757) 953-2825

FAX: (757) 953-6939

PEDIATRICS

COMM: (757) 953-2944

FAX: (757) 953-0895

PSYCHIATRY

COMM: (757) 953-5257

FAX: (757) 953-6907

RADIOLOGY

COMM: (757) 953-1789

FAX: (757) 953-7327

SURGERY

COMM: (757) 953-2518

FAX: (757) 953-0845

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NAVAL MEDICAL CENTER, SAN DIEGO

DSN: 522

DIRECTOR OF GRADUATE MEDICAL EDUCATION

COMM: (619) 532-5233

FAX: (619) 532-7617

INTERN COORDINATOR

COMM: (619) 532-7935

FAX: (619) 532-5507

TRANSITIONAL INTERN PROGRAM DIRECTOR

COMM: (619) 532-6950

FAX: (619) 532-

GME COORDINATOR

COMM: (619) 532-7936

FAX: (619) 532-5507

PROGRAM DIRECTORS

ANESTHESIOLOGY

COMM: (619) 532-7270

FAX: (619) 532-8945

ANESTHESIOLOGY - PAIN MANAGEMENT

COMM: (619) 532-8964

FAX: (619) 532-5751

CARDIOLOGY

COMM: (619) 532-7400

FAX: (619) 532-9863

DERMATOLOGY

COMM: (619) 532-7403

FAX: (619) 532-9458

EMERGENCY MEDICINE

COMM: (619) 532-8547

FAX: (619) 532-9853

GASTROENTEROLOGY

COMM: (619) 532-6816

FAX: (619) 532-9620

INFECTIOUS DISEASE

COMM: (619) 532-6131

FAX: (619) 532-8798

INTERNAL MEDICINE

COMM: (619) 532-5200

FAX: (619) 532-7508

OBSTETRICS/GYNECOLOGY

COMM: (619) 532-5013

FAX: (619) 532-6587

OPHTHALMOLOGY

COMM: (619) 532-5782

FAX: (619) 532-7272

ORTHOPEDIC SURGERY

COMM: (619) 532-8427

FAX: (619) 532-8467

OTOLARYNGOLOGY

COMM: (619) 532-5617

FAX: (619) 532-5400

PATHOLOGY

COMM: (619) 532-9308

FAX: (619) 532-9403

PEDIATRICS

COMM: (619) 532-6474

FAX: (619) 532-8598

PSYCHIATRY

COMM: (619) 532-8555

FAX: (619) 532-8353

PULMONARY MEDICINE/CRITICAL CARE

COMM: (619) 532-5990

FAX: (619) 532-7606

RADIOLOGY, DIAGNOSTIC

COMM: (619) 532-6755

FAX: (619) 532-8714

RADIOLOGY, IMAGING

COMM: (619) 532-6755

FAX: (619) 524-8714

SURGERY

COMM: (619) 532-7579

FAX: (619) 532-7673

UROLOGY

COMM: (619) 532-7202

FAX: (619) 532-7234

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NAVAL HOSPITAL, BREMERTON

DSN: 494

FAMILY MEDICINE PROGRAM DIRECTOR

COMM: (360) 475-5368

ASSOCIATE PROGRAM DIRECTOR

COMM: (360) 475-4590

GME COORDINATOR

COMM: (360) 475-4339/4345

FAX: (360) 475-4512

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NAVAL HOSPITAL, CAMP LEJEUNE

DSN: 750

FAMILY MEDICINE PROGRAM DIRECTOR

COMM: (910) 450-3134/3138

ASSOCIATE PROGRAM DIRECTOR

COMM: (910) 450-4910/3138

FAMILY MEDICINE OB FELLOWSHIP DIRECTOR

COMM: (910) 450-3426

GME COORDINATOR

COMM: (910) 450-3138

FAX: (910) 450-4649

GME ASSISTANT

COMM: (910) 450-3137

FAX: (910) 450-4649

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NAVAL HOSPITAL, CAMP PENDLETON

DSN: 365

FAMILY MEDICINE PROGRAM DIRECTOR

COMM: (760) 725-1398/0406

ASSOCIATE PROGRAM DIRECTOR

COMM: (760) 725-0406

FM SPORTS MEDICINE FELLOWSHIP DIRECTOR

COMM: (760) 763-6605

FAX: (760) 763-7266

GME COORDINATOR

COMM: (760) 725-0406

FAX: (760) 725-1101

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NAVAL HOSPITAL, JACKSONVILLE

DSN: 942

FAMILY MEDICINE PROGRAM DIRECTOR

COMM: (904) 542-7492

FAMILY MEDICINE ASSISTANT PROGRAM DIRECTOR

COMM: (904) 542-7975

GME COORDINATOR

COMM: (904) 542-7762

FAX: (904) 542-7836

GME ASSISTANT

COMM: (904) 542-7606

FAX: (904) 542-7836

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NAVAL HOSPITAL, PENSACOLA
DSN: 534

FAMILY MEDICINE PROGRAM DIRECTOR

COMM: (850) 505-6888

ASSOCIATE PROGRAM DIRECTOR

COMM: (850) 505-6359

GME COORDINATOR

COMM: (850) 505-6472

FAX: (850) 505-6501/6619

GME ASSISTANT

COMM: (850) 505-6491

FAX: (850) 505-6501/6333

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NAVAL AEROSPACE MEDICAL INSTITUTE, PENSACOLA
DSN: 922

AEROSPACE MEDICINE PROGRAM DIRECTOR

COMM: (850) 452-8125

AEROSPACE MEDICINE ASSOCIATE DIRECTOR

COMM: (850) 452-3872

GME COORDINATOR

COMM: (850) 452-3154

FAX: (850) 452-5194

[Navy GME Main Page](#)

[Navy GME Sites](#)

[GME Instructions](#)

[GME Forms](#)

POC: Deputy, Navy GME Programs (301) 295-0293

Organizational Code: Code 1WMC1

Last Modified: 12 July 2012

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GRADUATE MEDICAL EDUCATION DIRECTORY

(You can click on one of the table links to go to that section of the GME Directory)

[Navy Medicine Professional Development Center \(NMPDC\)](#)

Graduate Medical Education Office
Continuing Medical Education (CME)/Board Funding Branch
Accessions Department

[Bureau of Medicine and Surgery \(BUMED\)](#)

Personnel Management Department
Special Pays Department

[Navy Personnel Command](#)

Medical Department Officer Assignment (Detailers)
Medical Department Placement and Training
Medical Corps Community Management

[Navy Recruiting Command](#)

[BUMED Medical Corps Specialty Leaders](#)

[Graduate Medical Education \(GME\) Coordinators](#)

GME Directors, Program Directors, Intern Advisors and GME Coordinators

[Walter Reed National Military Medical Center, Bethesda](#)

[Naval Medical Center, Portsmouth](#)

[Naval Medical Center, San Diego](#)

[Naval Hospital, Bremerton](#)

[Naval Hospital, Camp LeJeune](#)

[Naval Hospital, Camp Pendleton](#)

[Naval Hospital, Jacksonville](#)

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[Navy Inservice Program Reporting Requirements](#)

[GME Reference Instructions](#)

[GME Forms](#)

[FTOS/OFI Policies and Procedures Manual \(pdf file, 3.4mb\)](#)

NAVY MEDICINE PROFESSIONAL DEVELOPMENT CENTER (NMPDC)

GRADUATE MEDICAL EDUCATION (GME) OFFICE

FAX: (301) 295-6113 and (301) 295-5768

DIRECTOR, NAVY GRADUATE MEDICAL EDUCATION (CODE-1WMC)

COMM: (301) 319-4513 DSN: 285

DEPUTY, NAVY GRADUATE MEDICAL EDUCATION (CODE-1WMC1)

COMM: (301) 295-0293 DSN: 295

SECRETARY (CODE-1WMC1A)

COMM: (301) 319-4774 DSN: 285

GME-2+ APPLICATIONS AND INSERVICE PLACEMENT (CODE-1WMC11)

COMM: (301) 319-4516 DSN: 285

HEAD, FTIS PROGRAMS (CODE-1WMC12)

COMM: (301) 295-1230 DSN: 295

HEAD, GME INFORMATION MANAGEMENT (CODE-1WMC14)

COMM: (301) 295-0955 DSN: 295

GME DATA ASSISTANT (CODE-1WMC141 Vacant)

COMM: (301) 319-4514 DSN: 295

HEAD, FTOS/OFI PROGRAMS (CODE-1WMC15)

COMM: (301) 319-4518 DSN: 285

FTOS/OFI PROGRAM ASSISTANT (CODE-1WMC151 Vacant)

COMM: (301) 319-4511 DSN: 285

CONTINUING MEDICAL EDUCATION (CME)/BOARD FUNDING BRANCH

CME PROGRAM MANAGER (CODE-1WMC2)

COMM: (301) 319-4742 DSN: 285

CME PROGRAM COORDINATOR (CODE-1WMC21)

COMM: (301) 319-4511 DSN: 285

BOARD CERTIFICATION/CE FUNDING COORDINATOR (CODE-1WMC1B)

COMM: (301) 295-0649 DSN: 295

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ACCESSIONS DEPARTMENT
ARMED FORCES HEALTH PROFESSIONS SCHOLARSHIP PROGRAM (AFHPSP)

HEAD, STUDENT ACCESSIONS (CODE-O1S1)

COMM: (301) 295-9950 DSN: 295

STUDENT ACCESSIONS (CODE-O1SA)

COMM: (301) 295-1217 DSN: 295

ASST. HEAD, STUDENT ACCESSIONS (CODE O1S2)

COMM: (301) 319-4531 DSN: 285

REGISTRAR/LWOP (CODE O1S3)

COMM: (301) 319-4526 DSN: 285

SYSTEMS MANAGEMENT (CODE-O1S3A)

COMM: (301) 319-4547 DSN: 285

**HEAD, PROFESSIONAL AND CAREER PLANNING (CODE-O1S2A)
(GME-1 INTERN APPLICATIONS)**

COMM: (301) 319-4517 DSN: 285

HEAD, NADDS/FAP PROGRAMS

COMM: (301) 319-4118 DSN: 285

NADDS/FAP PROGRAMS ASSISTANT

COMM: (301) 319-4117 DSN: 285

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BUREAU OF MEDICINE AND SURGERY

CHIEF, MEDICAL CORPS (M00C1)

COMM: (703) 614-1639 DSN:

DEPUTY CHIEF, NAVY MEDICAL CORPS (M1221)

COMM: (703) 681-8917 DSN:

MEDICAL CORPS CAREER PLANS

COMM: (703) 681-8937 DSN:

MEDICAL CORPS POLICY AND PRACTICE

COMM: (703) 681-8938 DSN:

MEDICAL CORPS RESERVE AFFAIRS OFFICER

COMM: (703) 681-8935 DSN:

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PERSONNEL MANAGEMENT DEPARTMENT

MEDICAL CORPS PERSONNEL PLANNER (01MC)

COMM: (703) 681-9240 DSN:

MEDICAL CORPS PERSONNEL PLANNER TECHNICIAN (01MC1)

COMM: (703) 681-9236 DSN:

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SPECIAL PAYS DEPARTMENT

DIRECTOR

COMM: (703) 681-9245 DSN:

ASSISTANT DIRECTOR

COMM: (703) 681-9246 DSN:

ASSISTANT SPECIAL PAYS TECHNICIAN (A-G)

COMM: (703) 681-9247 DSN:

ASSISTANT SPECIAL PAYS TECHNICIAN (H-O)

COMM: (703) 681-9241 DSN:

ASSISTANT SPECIAL PAYS TECHNICIAN (P-Z)

COMM: (703) 681-9246 DSN:

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NAVY PERSONNEL COMMAND

MEDICAL DEPARTMENT OFFICER ASSIGNMENT AND DISTRIBUTION BRANCH

Fax: (901) 874-2680

HEAD, MEDICAL DEPT OFFICER ASSIGNMENT & DISTRIBUTION BRANCH (PERS-4415)

COMM: (901) 874-4096 DSN: 882

DEPUTY HEAD, MEDICAL DEPT OFFICER ASSIGNMENT & DISTRIBUTION (PERS-4415A)

COMM: (901) 874-4053 DSN: 882

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

Anesthesia	Otolaryngology
Neurosurgery	Surgery
Obstetrics and Gynecology	Urology
Ophthalmology	Executive Medicine
Orthopedic Surgery	

COMM: (901) 874-4094 DSN: 882

NON-SURGICAL SUBSPECIALTY DETAILER (PERS-4415N)

Dermatology	Pediatrics
Emergency Medicine	Psychiatry
Internal Medicine	Preventive Medicine
Neurology	Radiology
Nuclear Medicine	Radiation Oncology
Occupational Medicine	Research Medicine
Pathology	

COMM: (901) 874-4046 DSN: 882

FAMILY MEDICINE, AEROSPACE, FLIGHT SURGERY, UNDERSEA MEDICINE, SENIOR OPMED BILLETS DETAILER (PERS-4415U)

COMM: (901) 874-4037 DSN: 882

DETAILER (PERS-4415P)

General Medical Officer
Medical Trainees
Undergraduate (Medical School)
FTIS/FTOS/OFI GME (Residency and Fellowship Training Programs)
GME Detailer

COMM: (901) 874-4045 DSN: 882

MEDICAL DEPARTMENT PLACEMENT AND TRAINING (PERS-4415B/D)

COMM: (901) 874-4112 DSN: 882

MEDICAL CORPS COMMUNITY MANAGER (BUPERS-315G)

COMM: (901) 874-2369 DSN: 882

ASSISTANT MEDICAL CORPS COMMUNITY MANAGER

COMM: (901) 874-3698

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NAVY RECRUITING COMMAND

HEAD, MEDICAL COMMUNITY MANAGEMENT BRANCH (CODE N34)

Director, Officer Development School (ODS) Accessions

COMM: (901) 874-9242 DSN: 882

Fax: (901) 874-9230

CNRC MEDICAL PROGRAMS (CODE N3415)

Medical Corps Recruiting

COMM: (901) 874-9471 DSN: 882

Fax: (901) 874-9257

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BUMED MEDICAL CORPS SPECIALTY LEADERS

AEROSPACE MEDICINE

BUMED Washington, DC

COMM: (202) 762-3453 DSN: 762

FAX: (202) 762-3464

ALLERGY/IMMUNOLOGY

NMC San Diego

COMM: (619) 524-1519 DSN: 524

ANESTHESIOLOGY

NMC Portsmouth

COMM: (757) 953-3238 DSN: 377

CARDIOLOGY

NMC Portsmouth

COMM: (757) 953-2416 DSN: 377

CARDIOTHORACIC SURGERY

WRNMMC Bethesda

COMM: (301) 295-2552 DSN: 295

DERMATOLOGY

NMC Portsmouth

Comm: (757) 953-0312 DSN: 377

EMERGENCY MEDICINE

NMC Portsmouth

COMM: (757) 953-1406 DSN: 377

ENDOCRINOLOGY/METABOLISM

WRNMMC Bethesda

COMM: (301) 295-6220 DSN: 295

FAMILY MEDICINE

USUHS

COMM: (301) 295-9464 DSN: 295

FMF MEDICINE

US Marine Corps Forces Atlantic

COMM: (757) 836-1682 DSN: 836

GASTROENTEROLOGY

WRNMMC Bethesda

COMM: (301) 295-4585 DSN: 295

HEMATOLOGY/MEDICAL ONCOLOGY

WRNMMC Bethesda

COMM: (301) 319-5384 DSN:

INFECTIOUS DISEASE

USUHS Infectious Disease Clinical Research Program

COMM: (301) 319-8973 DSN: 285

INTERNAL MEDICINE

NH Jacksonville

COMM: (904) 542-8843 DSN: 942

INTERNS

NMC San Diego

COMM: (619) 532-6950 DSN: 522

MEDICAL STUDENTS (AFHPSP)

NMPDC Bethesda

COMM: (301) 295-1217 DSN: 295

NEONATOLOGY

NMC Portsmouth

COMM: (757) 953-4691 DSN: 377

NEPHROLOGY

WRNMMC Bethesda

COMM: (301) 295-4325 DSN: 295

NEUROLOGY

USUHS

COMM: (301) 295-3840 DSN: 295

NEUROSURGERY

NMC Portsmouth

COMM: (757) 953-9400 DSN: 377

NUCLEAR MEDICINE

Pending Appointment
COMM: (???) DSN:

OBSTETRICS/GYNECOLOGY

NMC Portsmouth
DSN: (757) 953-2415

OCCUPATIONAL MEDICINE

WRNMMC Bethesda
COMM: (301) 319-4958 DSN:

OPHTHALMOLOGY

NMC Portsmouth
COMM: (757) 953-2691

ORTHOPEDIC SURGERY

NMC San Diego
COMM: (619) 532-8426 DSN: 522

OTOLARYNGOLOGY

WRNMMC Bethesda
COMM: (301) 295-4677 DSN: 295
FAX:

PAIN MANAGEMENT

NH Pensacola
COMM: (850) 505-6762 DSN: 534

PATHOLOGY - (LABORATORY MEDICINE)

NH Bremerton
COMM: (360) 475-4813 DSN: 494

PEDIATRICS

NMC San Diego
COMM: (619) 532-9868 DSN: 522
FAX:

PHYSICAL MEDICINE AND REHABILITATION

NMC San Diego
COMM: (619) 532-7275 DSN: 522
FAX: (619) 532-5118

PLASTIC AND RECONSTRUCTIVE SURGERY

NMC Portsmouth
COMM: (757) 953-2883 DSN: 377
FAX: (757) 953-0851

PREVENTIVE MEDICINE

Navy Environmental & Preventive Medicine Unit FIVE, San Diego

COMM: (619) 532-5502 DSN: 522

FAX: (619) 556-7071

PSYCHIATRY

NMC Portsmouth

COMM: (757) 953-5260 DSN: 377

PULMONARY MEDICINE/CRITICAL CARE

WRNMMC Bethesda

COMM: (301) 295-4233 DSN: 295

RADIOLOGY (DIAGNOSTIC)

WRNMMC Bethesda

COMM: (301) 295-0165 DSN: 295

RADIATION ONCOLOGY (THERAPEUTIC)

NMC San Diego

COMM: (619) 532-8187 DSN: 522

RHEUMATOLOGY

NMC Portsmouth

COMM: (757) 953-2160 DSN: 377

SPORTS MEDICINE

NH Camp Lejeune

COMM: (910) 451-5352

GENERAL SURGERY AND VASCULAR SURGERY

WRNMMC Bethesda

COMM: (301) 295-4437 DSN: 295

FAX: (301) 295-0959

UNDERSEA/DIVING MEDICINE

Bureau of Medicine and Surgery (M3F7)

COMM: (703) 681-9286 DSN:

UROLOGY

WRNMMC Bethesda

COMM: (301) 295-8029 DSN: 295

FAX: (301) 295-4280

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GME COORDINATORS

WALTER REED NATIONAL MILITARY MEDICAL CENTER, BETHESDA

COMM: (301) 319-8278 DSN: 285

FAX: (301) 295-9186

NAVAL HOSPITAL, BREMERTON

COMM: (360) 475-4339/4345 DSN: 494

FAX: (360) 475-4512/4225

NAVAL HOSPITAL, CAMP LEJEUNE

COMM: (910) 450-3138 DSN: 750

FAX: (910) 450-4649

NAVAL HOSPITAL, CAMP PENDLETON

COMM: (760) 725-0406 DSN: 365

FAX: (760) 725-1101

NAVAL HOSPITAL, JACKSONVILLE

COMM: (904) 542-7762 DSN: 942

FAX: (904) 542-7836

NAVAL HOSPITAL, PENSACOLA

COMM: (850) 505-6472 DSN: 534

FAX: (850) 505-6501/6607

NAVAL MEDICAL CENTER, PORTSMOUTH

COMM: (757) 953-7001 DSN: 377

FAX: (757) 953-6909

NAVAL MEDICAL CENTER, SAN DIEGO

COMM: (619) 532-7935 DSN: 522

FAX: (619) 532-7617

NAVAL AEROSPACE MEDICAL INSTITUTE, PENSACOLA

COMM: (850) 452-3154 DSN: 922

FAX: (850) 452-5194

DEWITT ARMY COMMUNITY HOSPITAL

COMM: (703) 805-8030 DSN:

FAX:

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WALTER REED NATIONAL MILITARY MEDICAL CENTER, BETHESDA

**NCC DESIGNATED INSTITUTION OFFICER/ ADMINISTRATIVE DIRECTOR
USUHS**

COMM: (301) 295-3638 DSN: 295
FAX:

DIRECTOR OF GRADUATE MEDICAL EDUCATION

WRNMMC Bethesda
COMM: (301) 295-6558 DSN: 295
FAX: (301) 295-4820

INTERN ADVISOR

COMM: (301) 295-6558 DSN: 295
FAX: (301) 295-4280

TRANSITIONAL INTERN PROGRAM DIRECTOR

COMM: (202) 782-7858 DSN:
FAX:

TRANSITIONAL INTERN ASSOCIATE PROGRAM DIRECTOR

COMM: (301) 295-4270 DSN: 295
FAX: (301) 295-0537

GME COORDINATOR

COMM: (301) 319-8278 DSN: 295
FAX: (301) 295-9186

PROGRAM DIRECTORS

(WRNMMC Bethesda programs are sponsored by the National Capital Consortium and may have Army Program Directors. Listed here are the Navy contacts - Navy Program Directors, Associate Program Directors, or Site Coordinators.)**

ANESTHESIOLOGY **

Associate Program Director
COMM: (301) 295-4455 DSN: 295
FAX: (301) 295-5063

CARDIOLOGY **

Associate Program Director
COMM: (301) 295-4500 DSN: 295
FAX: (301) 295-6640

DERMATOLOGY **

Associate Program Director
COMM: (301) 295-4551 DSN: 295
FAX: (301) 295-5164

ENDOCRINOLOGY **

Associate Program Director
COMM: (202) 782-5221/6750 DSN:

FAX:

FAMILY MEDICINE **

Navy Associate Program Director

COMM: (703) 805-8156 (Ft. Belvoir Community Hospital)

FAX:

GASTROENTEROLOGY **

Associate Program Director

COMM: (301) 295-6044 DSN: 295

FAX: (301) 295-4599

HEMATOLOGY/ONCOLOGY **

Associate Program Director

COMM: (301) 319-5384

INFECTIOUS DISEASE **

Associate Program Director

COMM: (301) 319-6400 DSN: 285

INTERNAL MEDICINE **

COMM: (301) 319-8361 DSN: 285

FAX: (301) 319-8660

NEUROLOGY **

Associate Program Director

COMM: (301) 295-2196 DSN: 295

FAX:

NEUROSURGERY **

Associate Program Director

COMM: (301) 295-4420 DSN: 295

FAX: (301) 295-4430

OBSTETRICS/GYNECOLOGY **

Associate Program Director

COMM: (301) 295-6672 DSN: 295

FAX:

OPHTHALMOLOGY **

Associate Program Director

COMM: (301) 295-1339 DSN: 295

FAX:

ORTHOPEDIC SURGERY **

COMM: (301) 295-0730 DSN: 295

FAX:

OTOLARYNGOLOGY **

Associate Program Director
COMM: (301) 295-4678 DSN: 295
FAX: (301) 295-6666

PATHOLOGY **

Associate Program Director
COMM: (301) 295-0060 DSN: 295
FAX: (301) 295-1415

PEDIATRICS **

Associate Program Director
COMM: (301) 319-5437 DSN: 285
FAX: (301) 295-5676

PSYCHIATRY **

Associate Program Director
COMM: (301) 400-1924 DSN:
FAX:

PULMONARY MEDICINE/CRITICAL CARE **

Program Director
COMM: (301) 295-4215 DSN: 295
FAX:

RADIOLOGY (DIAGNOSTIC) **

Associate Program Director
COMM: (301) 319-3475 DSN: 285
FAX: (301) 319-8364

RADIOLOGY (IMAGING) **

Associate Program Director
COMM: (301) 295-5051 DSN: 295
FAX: (301) 295-9186

SURGERY **

Associate Program Director
COMM: (301) 319-4462 DSN: 285
FAX: (301) 295-1481

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NAVAL MEDICAL CENTER, PORTSMOUTH
DSN: 377

DIRECTOR OF GRADUATE MEDICAL EDUCATION

COMM: (757) 953-3240

FAX: (757) 953-6909

INTERN COORDINATOR

COMM: (757) 953-9395

FAX: (757) 953-5116

TRANSITIONAL YEAR INTERNSHIP PROGRAM DIRECTOR

COMM: (757) 953-2213

FAX: (757) 953-5116

GME OFFICER/HEAD, ACADEMIC AFFAIRS

COMM: (757) 953-7001

FAX: (757) 953-6909

PROGRAM DIRECTORS

ANESTHESIOLOGY

COMM: (757) 953-3240

FAX: (757) 953-3284

ANESTHESIOLOGY - PAIN MANAGEMENT

COMM: (757) 953-3236

FAX: (757) 953-0870

EMERGENCY MEDICINE

COMM: (757) 953-1407

FAX: (757) 953-0821

INTERNAL MEDICINE

COMM: (757) 953-2268

FAX: (757) 953-9666

OBSTETRICS/GYNECOLOGY

COMM: (757) 953-4351

FAX: (757) 953-0892

ORTHOPEDIC SURGERY

COMM: (757) 953-1814

FAX: (757) 953-1908

OTOLARYNGOLOGY

COMM: (757) 953-2825

FAX: (757) 953-6939

PEDIATRICS

COMM: (757) 953-2944

FAX: (757) 953-0895

PSYCHIATRY

COMM: (757) 953-5257

FAX: (757) 953-6907

RADIOLOGY

COMM: (757) 953-1789

FAX: (757) 953-7327

SURGERY

COMM: (757) 953-2518

FAX: (757) 953-0845

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NAVAL MEDICAL CENTER, SAN DIEGO

DSN: 522

DIRECTOR OF GRADUATE MEDICAL EDUCATION

COMM: (619) 532-5233

FAX: (619) 532-7617

INTERN COORDINATOR

COMM: (619) 532-7935

FAX: (619) 532-5507

TRANSITIONAL INTERN PROGRAM DIRECTOR

COMM: (619) 532-6950

FAX: (619) 532-

GME COORDINATOR

COMM: (619) 532-7936

FAX: (619) 532-5507

PROGRAM DIRECTORS

ANESTHESIOLOGY

COMM: (619) 532-7270

FAX: (619) 532-8945

ANESTHESIOLOGY - PAIN MANAGEMENT

COMM: (619) 532-8964

FAX: (619) 532-5751

CARDIOLOGY

COMM: (619) 532-7400

FAX: (619) 532-9863

DERMATOLOGY

COMM: (619) 532-7403

FAX: (619) 532-9458

EMERGENCY MEDICINE

COMM: (619) 532-8547

FAX: (619) 532-9853

GASTROENTEROLOGY

COMM: (619) 532-6816

FAX: (619) 532-9620

INFECTIOUS DISEASE

COMM: (619) 532-6131

FAX: (619) 532-8798

INTERNAL MEDICINE

COMM: (619) 532-5200

FAX: (619) 532-7508

OBSTETRICS/GYNECOLOGY

COMM: (619) 532-5013

FAX: (619) 532-6587

OPHTHALMOLOGY

COMM: (619) 532-5782

FAX: (619) 532-7272

ORTHOPEDIC SURGERY

COMM: (619) 532-8427

FAX: (619) 532-8467

OTOLARYNGOLOGY

COMM: (619) 532-5617

FAX: (619) 532-5400

PATHOLOGY

COMM: (619) 532-9308

FAX: (619) 532-9403

PEDIATRICS

COMM: (619) 532-6474

FAX: (619) 532-8598

PSYCHIATRY

COMM: (619) 532-8555

FAX: (619) 532-8353

PULMONARY MEDICINE/CRITICAL CARE

COMM: (619) 532-5990

FAX: (619) 532-7606

RADIOLOGY, DIAGNOSTIC

COMM: (619) 532-6755

FAX: (619) 532-8714

RADIOLOGY, IMAGING

COMM: (619) 532-6755

FAX: (619) 524-8714

SURGERY

COMM: (619) 532-7579

FAX: (619) 532-7673

UROLOGY

COMM: (619) 532-7202

FAX: (619) 532-7234

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NAVAL HOSPITAL, BREMERTON

DSN: 494

FAMILY MEDICINE PROGRAM DIRECTOR

COMM: (360) 475-5368

ASSOCIATE PROGRAM DIRECTOR

COMM: (360) 475-4590

GME COORDINATOR

COMM: (360) 475-4339/4345

FAX: (360) 475-4512

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NAVAL HOSPITAL, CAMP LEJEUNE

DSN: 750

FAMILY MEDICINE PROGRAM DIRECTOR

COMM: (910) 450-3134/3138

ASSOCIATE PROGRAM DIRECTOR

COMM: (910) 450-4910/3138

FAMILY MEDICINE OB FELLOWSHIP DIRECTOR

COMM: (910) 450-3426

GME COORDINATOR

COMM: (910) 450-3138

FAX: (910) 450-4649

GME ASSISTANT

COMM: (910) 450-3137

FAX: (910) 450-4649

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NAVAL HOSPITAL, CAMP PENDLETON

DSN: 365

FAMILY MEDICINE PROGRAM DIRECTOR

COMM: (760) 725-1398/0406

ASSOCIATE PROGRAM DIRECTOR

COMM: (760) 725-0406

FM SPORTS MEDICINE FELLOWSHIP DIRECTOR

COMM: (760) 763-6605

FAX: (760) 763-7266

GME COORDINATOR

COMM: (760) 725-0406

FAX: (760) 725-1101

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NAVAL HOSPITAL, JACKSONVILLE

DSN: 942

FAMILY MEDICINE PROGRAM DIRECTOR

COMM: (904) 542-7492

FAMILY MEDICINE ASSISTANT PROGRAM DIRECTOR

COMM: (904) 542-7975

GME COORDINATOR

COMM: (904) 542-7762

FAX: (904) 542-7836

GME ASSISTANT

COMM: (904) 542-7606

FAX: (904) 542-7836

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NAVAL HOSPITAL, PENSACOLA
DSN: 534

FAMILY MEDICINE PROGRAM DIRECTOR

COMM: (850) 505-6888

ASSOCIATE PROGRAM DIRECTOR

COMM: (850) 505-6359

GME COORDINATOR

COMM: (850) 505-6472

FAX: (850) 505-6501/6619

GME ASSISTANT

COMM: (850) 505-6491

FAX: (850) 505-6501/6333

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NAVAL AEROSPACE MEDICAL INSTITUTE, PENSACOLA
DSN: 922

AEROSPACE MEDICINE PROGRAM DIRECTOR

COMM: (850) 452-8125

AEROSPACE MEDICINE ASSOCIATE DIRECTOR

COMM: (850) 452-3872

GME COORDINATOR

COMM: (850) 452-3154

FAX: (850) 452-5194

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Organizational Code: Code 1WMC1

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