



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

IN REPLY REFER TO
BUMEDINST 1520.27G
BUMED-M00C3
4 Mar 2013

BUMED INSTRUCTION 1520.27G

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

Subj: APPLICATION AND ADMINISTRATION OF FULL-TIME DUTY UNDER
INSTRUCTION FOR NURSE CORPS OFFICERS

Ref: (a) MILPERSMAN 1301-900
(b) DoDINST 1322.10 of April 29, 2008
(c) DoDINST 6000.13 of June 30, 1997
(d) OPNAVINST 6110.1
(e) OPNAVINST 1520.23B
(f) MANMED Chapter 8, article 8-21

Encl: (1) Acronyms
(2) Sample Application Letter
(3) Privacy Act Statement

1. Purpose. To provide guidance for the full-time Duty Under Instruction (DUINS) Program for active duty Navy Nurse Corps officers. This instruction is a complete revision and should be read in its entirety.

2. Cancellation. BUMEDINST 1520.27F.

3. Background. The objective of the Nurse Corps DUINS plan is to provide officers to fill existing positions requiring a masters or doctoral degree. Nurse Corps officers who participate in full-time DUINS receive full pay and allowances of their grade. Navy Medicine pays tuition. References (a) and (b) guide all permanent change of station (PCS) transfers related to this assignment. Where there are conflicts, reference (c) takes precedence. A list of acronyms is contained in enclosure (1).

4. Eligibility Requirements

- a. Must complete 2 years of active service prior to the DUINS board convening.
- b. Must be worldwide assignable.
- c. Must meet all physical readiness requirements as per reference (d).

- d. Must be in a regular or selected promotion status.
- e. Must not be subject to or pending administrative separation, punishment under the Uniformed Code of Military Justice or a civilian criminal conviction or involved in any type of action and/or activity considered to be misconduct.
- f. Must not have a projected rotation date later than the program's convening date or greater than 15 months after the convening date of the DUINS board.
- g. Must not be in receipt of PCS orders at the time of application.
- h. Must be applying for master or doctoral study. Officers who have earned a master's or doctoral degree outside the DUINS program are eligible to apply for another master or doctoral degree.
- i. Must have completed all incurred obligated service time by the time the program convenes with the following exceptions:
 - (1) Health Professions Loan Repayment Program obligated service time can be served consecutively with obligated service time incurred from DUINS.
 - (2) Navy-sponsored tuition assistance obligated service time can be served concurrently with obligated service time incurred from DUINS.
 - (3) Outstanding service obligations from Navy Reserve Officer Training Corps (NROTC), Seaman to Admiral-21 Program, Medical Enlisted Commissioning Program, and Nurse Candidate Program time will be served consecutively with obligated service time incurred from DUINS.

5. Program-Specific Eligibility Requirements

- a. Clinical Nurse Specialist program applicants must have a minimum of 3 years clinical nursing experience with at least 1 year (2 years preferred) experience in an inpatient/acute care setting and/or certification relevant to the specialty of the program to which they are applying.
- b. Certified Registered Nurse Anesthesia (CRNA) applicants must meet all Uniformed Services University (USUHS) admission criteria for the program.
- c. Doctoral program applicants must have less than 15 years of commissioned service. A waiver will be considered for applicants with less than 17 years commissioned service who have completed transferrable credit toward the doctoral program for which applying.

d. Joint Commission Fellowship applicants must hold a master's degree and have attained the rank of Lieutenant Commander.

6. Academic/Curriculum Requirements

a. Applicants may select programs leading to the requested subspecialty code from civilian colleges/universities schools of nursing, the Naval Postgraduate School, the Army/Baylor Healthcare Administration Program, or USUHS. Education and Training Management Specialist (ETMS) must be approved by the Chief, Naval Education and Training Command.

b. Opportunity for post-master's certificate training may be available based on unanticipated education and training requirements within the Navy Medical Department. When such opportunities are identified, selectees are sent to "just in time" training to meet the specific billet or additional qualification designation requirements or projected non-subspecialty needs. Members selected for and obtaining post-master's certificate will complete a predetermined follow-on tour in the post-master's certificate specialty.

c. Applications for non-nursing master's degree will not be accepted unless deemed essential to the Nurse Corps and listed in the annual list of subspecialty needs.

d. Curriculum length is a consideration in the selection process. Generally, the maximum time a Nurse Corps officer will be assigned DUINS for a specific program is:

(1) Doctorate of Nurse Practice (DNP) CRNA	36 months
(2) Master of Science in Nursing	18 – 24 months
(3) Degrees from Naval Postgraduate School, Army/Baylor or ETMS	As Prescribed
(4) Post-Master's Certification	12 – 24 months
(5) Bachelor of Science in Nursing – DNP	30 – 36 months
(6) Master of Science in Nursing – DNP	12 – 24 months
(7) Nursing Research Doctor of Philosophy (PhD) Degree	48 months
(8) Other Training Opportunities	12 – 24 months

7. Approved Schools

a. Must be accredited by a nationally recognized accreditation agency.

b. Must have availability of degree required courses throughout the calendar year and have a curriculum that will allow the student to satisfy degree needs at minimal study lengths (allows the DUINS student to take proficiency exams and to complete more than minimal full-time student semester hours requirements) when possible.

c. Proximity to current duty station will be considered.

d. Proximity to NROTC unit or a military facility that can provide administrative support to DUINS students will be considered.

e. Students selected for attendance to full-time DUINS are required to attend institutions offering a residency program. On-line programs are not an option for the full-time DUINS program.

8. Application Process

a. Seek guidance regarding the DUINS process and career implications from your Chain of Command; the Director, Nursing Service (DNS)/Senior Nurse Executive (SNE); Specialty Leader; Nurse Corps Assignment Officers; Head, Nurse Corps Programs, Navy Medicine Professional Development Center (NMPDC), and colleagues who have completed a DUINS program.

b. Consult the Navy Knowledge Online (NKO) Nurse Corps home page under “Retention” for information on the Nurse Corps’ Annual Training Plan and any updates to the guidelines.

c. Based on the educational opportunities presented in the Annual Training Plan and in alignment with your professional experience, career goals and eligibility, select a primary specialty for which to apply. If opportunity, experience, career goals and eligibility can be met in another specialty, select an alternate specialty for which to apply.

d. Apply to at least two universities with programs for each specialty selected. USUHS must be one of the two universities applied to for the following specialties:

- (1) CRNA (must only apply to USUHS)
- (2) Nursing Research – PhD
- (3) CRNA PhD
- (4) Psychiatric/Mental Health Nurse Practitioner (NP)
- (5) Family NP
- (6) Perioperative Clinical Nurse Specialist (CNS)

e. Prepare application for full-time DUINS per enclosure (2). A privacy act statement is contained in enclosure (3). The application should contain the following:

(1) Letters of acceptance or other documentation from schools to which applied. Letters of acceptance are not required at the time of the DUINS Board.

(2) Proposed curriculum plan including a semester/quarter schedule showing course title and credit hours for each course for the primary and alternate specialty program for which applying. The schedule must meet full-time student requirements. The curriculum plan should be typed and not be reproductions from Web sites or college course catalogs. (School academic advisors can assist with this).

(3) Letters of recommendation (maximum of three) from active duty senior officers who can address current performance and potential for success in graduate or doctoral study in the specialty for which applying. NP program applications should include at least one letter of recommendation from a Navy NP working in their requested specialty. Nurse Research applicants (PhD) applicants should include at least one letter of recommendation from a peer, senior, or academic advisor who holds a PhD who can address potential for success in doctoral study.

(4) Letter of recommendation from the Nurse Corps Specialty Leader(s) of the specialty for which applying to be forwarded directly to Head, Nurse Corps Programs, NMPDC (Code 1 WGPNC) by 1 October.

(5) A written statement (not to exceed 250 words) of rationale articulating why advanced education in this specialty is desired and how it will benefit the mission of the Nurse Corps, Navy Medicine and the Navy.

(6) Graduate Record Exam (GRE) General Test if required by the school/program to which applying. Prior GRE scores must not be older than 5 years at the time of the selection board. Navy Campus can provide information on the test, dates administered and location. GRE fees are paid by the applicant and not reimbursable. GRE testing centers may send results directly to NMPDC (Source code #5480) and must reach NMPDC by 1 October. If the Miller Analogy Test is required by the school of nursing for admission, it may be substituted for the GRE in the application.

(7) Take courses to strengthen academic background at the baccalaureate, master or doctoral level especially if undergraduate academic record is weak or no formal college courses have been completed in over 5 years.

(8) Review personal Officer Summary Report and Performance Summary Record for completeness and accuracy and update as required. Your official photograph should be in your present rank.

(9) Obtain current copy of Physical Readiness Information Management System (PRIMS) semi-annual Physical Fitness Assessment (PFA) Report the last 4 years for inclusion in your application.

(10) Forward a complete electronic copy of the application for review and second endorsement by the Specialty Leader of the specialty for which applying. The second endorsement will be included in the application to be reviewed by the DUINS board.

9. Additional professional and academic requirements for CRNA program applicants

a. Take courses to strengthen math and science grades, particularly chemistry and pathophysiology.

b. Have at least 1 year of experience as a registered nurse in an acute care setting defined as work experience during which a registered nurse has developed as an independent decision maker capable of using and interpreting advanced monitoring techniques based on knowledge of physiological and pharmacological principles.

c. Minimum grade point average (GPA) of 3.0 for Bachelor of Science in Nursing courses taken and a minimum overall GPA of 3.0 for all college courses completed.

d. Completion of a statistics course.

e. Completion of a college level biochemistry course in addition to the undergraduate introductory chemistry course. The biochemistry course must be retaken if the completion grade is less than a B, if it is older than 5 years, or if it is less than 3 credits.

f. GRE (less than 5 years old).

g. Letter of recommendation from a Navy CRNA in addition to Specialty Leader.

h. Pre-application contact with CRNA Specialty Leader to discuss admission criteria, time commitments of school, specialty leader endorsement, and operational commitments after graduation.

i. Meet all admission requirements to USUHS at the time of the board convening.

10. Selection Process

a. Applicants will be selected based on the quality of the application package, command endorsements, academic capability, professional performance, promotion potential, physical readiness, and individual ability to be assigned to a subspecialty-coded billet for at least one utilization tour following DUINS.

b. Officers selected will be notified of their selection and the specialty for which selected by their chain of command following the release of the selection list.

c. Officers selected who then desire to decline may do so in writing to NMPDC (Code 1 WGPNC) within 30 days of receiving official notification to allow timely notification of a selected alternate.

11. Responsibilities

a. Per reference (e), Commander, Navy Personnel Command (COMNAVPERSCOM) identifies and selects senior Nurse Corps officers to serve as members of the full-time DUINS selection board and convenes the board.

b. The Director, Navy Nurse Corps approves and disseminates an annual training plan identifying the number of officers and the specific specialties required based upon current and projected inventory, end-strength needs, training billet availability, and accession projections from all sources. The annual training plan is posted on the NKO Nurse Corps web page and forwarded to all DNS/SNEs for dissemination to Nurse Corps officers.

c. Commanders, Commanding Officers, Officers-in-Charge and DNS/SNEs will:

(1) Mentor officers throughout the DUINS application process.

(2) Ensure the forwarding endorsement for each application includes an evaluation of the applicant's aptitude, initiative, and potential for completing the requested training.

(3) Confirm applicants are worldwide assignable.

(4) Ensure applicants are not under registered nurse incentive special pay obligation.

d. Nurse Corps Specialty Leaders will:

(1) Provide community input for the development of the annual training plan.

(2) Counsel individual Nurse Corps officers interested in the respective specialty community and provide mentoring as to the expectations and demands on an individual within the specialty, career opportunities, programs available at specific learning institutions, and billet availability and locations within the specialty.

(3) Interview applicants within their specialties; provide a "ranked" letter of recommendation to the board for submission with the applicant's application.

e. NMPDC will:

(1) Handle formal communication with applicants, selectees, their command, Nurse Corps assignment officers, and universities.

(2) Monitor student educational progress and maintain academic records on all students assigned to DUINS.

(3) Conduct program administration and resource management.

(4) Develop and maintain statistical methodologies for forecasting educational needs through its Workforce Management Personnel Division.

f. Selected Students:

(1) Must be enrolled in school full-time, year round, in classes that are creditable to their degree. Taking more than the minimum full-time student semester hour requirement in order to complete your degree program early is encouraged but not mandatory. Classes that are creditable to the degree offered during semester or holiday intercessions are to be taken if the student is not on official annual leave.

(2) Must maintain a 3.0 GPA. Send grade reports to NMPDC (Code 1WGPNC) following completion of each semester/quarter. Students who fall below 3.0 must immediately notify NMPDC (Code 1WGPNC). Academic performance will be reviewed and a plan for improvement will be developed with the student, their institution and NMPDC (Code 1WGPNC). All students who fall below a 3.0 will be placed on academic probation for a period of one semester. Failure to maintain a 3.0 after two semesters will be reviewed for academic continuation.

(3) Must send a cost quote for the initial and subsequent semesters to NMPDC (Code 1WGPNC) 70 days in advance of each new semester.

(4) Must remain within Navy height/weight (BCA) standards while in school and must successfully pass the PFA each cycle unless medically waived. The PRIMS report must be sent to NMPDC (Code 1WGPNC) at the completion of each cycle.

(5) Must not be subject to or pending administrative separation, punishment under the uniform code of military justice or a civilian criminal conviction or involved in any type of action and/or activity considered to be misconduct.

(6) Must provide required demographic information specified in the DUINS Student Guide immediately upon reporting to DUINS. Must keep NMPDC (Code 1WGPNC) informed of current address, telephone number, and e-mail address as changes occur.

(7) Must have all changes to their curriculum plan approved by NMPDC (Code 1WGPNC) prior to executing the change.

(8) Must inform NMPDC (Code 1WGPNC) of any circumstances that might adversely affect school progress.

(9) Must not moonlight while a student per reference (f).

(10) Must provide input to reporting senior to ensure fitness reports are submitted following local and higher authority directives.

(11) Must accept DUINS in writing indicating acceptance of assignment in subspecialty code as follow-on assignment. If needed, the officer must be able to accept unaccompanied orders if a family member is not able to accompany the service member during assigned utilization tour due to medical or developmental reasons.

(12) Must ensure the thesis or program of study is consistent with the academic requirements of the institution and the Navy Nurse Corps priorities.

(13) Forward a final transcript of grades stating the degree was conferred to COMNAVPERSCOM for inclusion in your official record with a copy to NMPDC (Code 1WGPNC).

g. Academic Continuation:

(1) Per reference (a), officers enrolled in DUINS, who fail selection for promotion will be considered for continuation in school on a case-by-case basis, as decided by COMNAVPERSCOM based on the recommendation from Commanding Officer, NMPDC and the Director, Navy Nurse Corps.

(2) Officers who fail to maintain academic standards (GPA 3.0) will receive similar consideration, based on the recommendation of the Commanding Officer, NMPDC and the Director, Navy Nurse Corps.

h. Utilization following DUINS:

(1) Officers selected for NP programs are expected to meet all eligibility criteria for certification, credentialing and privileging (as applicable), including successful passing of national certification examinations within their specific specialty.

BUMEDINST 1520.27G

4 Mar 2013

(2) Upon graduation from the program, officers will be required to perform follow-on assignments in their specialty area until DUINS obligation is fulfilled.



M. L. NATHAN

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

ACRONYMS

COMNAVPERSCOM	Commander, Navy Personnel Command
CNS	Clinical Nurse Specialist
CRNA	Certified Registered Nurse Anesthesia
DNP	Doctorate of Nurse Practice
DNS	Director, Nursing Service
DUINS	Duty Under Instruction
ETMS	Education and Training Management Specialist
GPA	Grade Point Average
GRE	Graduate Record Examination
NKO	Navy Knowledge Online
NMPDC	Navy Medicine Professional Development Center
NP	Nurse Practitioner
NROTC	Navy Reserve Officer Training Corps
PCS	Permanent Change of Station
PFA	Physical Fitness Assessment
PhD	Doctor of Philosophy
PRIMS	Physical Readiness Information Management System
SNE	Senior Nurse Executive
USUHS	Uniformed Services University of the Health Sciences

BUMEDINST 1520.27G
4 Mar 2013

SAMPLE APPLICATION LETTER

1520
Date

From: LT Jane L. Doe, NC, USN, 2900
To: Commanding Officer, Navy Medicine Professional Development Center
(Code1WPGNC)
Via: (Appropriate chain of command)
Subj: REQUEST FOR FULL-TIME DUTY UNDER INSTRUCTION

Ref: (a) BUMEDINST 1520.27G

- Encl: (1) Letters of Acceptance from Educational Institutions (letters of provisional or conditional acceptance will be considered if school cannot give letters of acceptance)
(2) Proposed Curriculum Plan(s)
(3) Physical Readiness Information Management System Semi Annual Physical Fitness Assessment (PFA) Report
(4) Transcripts (a complete set of official or otherwise legible transcripts is needed from all colleges/universities attended after high school. Applicants to Army/Baylor University must send official, certified transcripts)
(5) Graduate Record Exam (GRE) General Test Report (as required)
(6) Letters of Recommendation (maximum of three)

1. Per reference (a), I request assignment to full-time duty under instruction in (name of program and subspecialty code) leading to (type of degree) at (educational institution name). I (am accepted at/have applied to) (university name) to begin this program (day, month, year), per enclosure (1). I will complete the program (month and year). My alternate education institution for this degree is (educational institution name). I (am accepted at/have applied to) (university name) to begin this program (day, month, year), per enclosure (1). I will complete the program (month and year).

2. As an alternate course of instruction, I request (name of program and subspecialty code) leading to (type of degree) at (educational institution name). I am (accepted at/ have applied to) (university name) to begin this program (day, month, year), per enclosure (1). I will complete this program (month and year). My alternate education institution for this degree is (educational institution name). I (am accepted at/have applied to) (university) to begin this program (day, month, year), per enclosure (1). I will complete the program (month and year).

3. Curriculum plans for requesting programs are described in enclosure (2).

Enclosure (2)

Subj: REQUEST FOR FULL-TIME DUTY UNDER INSTRUCTION

4. My current billet title is (Title). My duty telephone number is (DSN or commercial). My e-mail address is: (e-mail address) and my FAX number is (FAX number).
5. I have completed (XX) years of active military service of which (XX) years are active commissioned naval service as a Nurse Corps officer. I reported to my present duty assignment on (date). My projected rotation date (PRD) is (month and year). (Describe any adjustment or extension to your PRD discussed with or approved by your assignment officer).
6. Obligated Service (include the appropriate sentence).
 - a. My obligated service for a previously funded education program ends (month and year). This obligation is from (use of tuition assistance, Duty Under Instruction (DUINS), Health Professional Loan Repayment Program (HPLRP) for..., etc.).
 - b. I do not have obligated service for previously funded education programs.
7. I hold the following professional certifications: (list certifications). My official subspecialty codes are (list subspecialty codes: primary, secondary, and tertiary).
8. My most recent PFA was completed on (specify date). The results were (specify overall result). My most current PFA report listing the last 4 years is provided as enclosure (3).
9. My professional and military experiences include: (Provide a chronological list beginning with current assignment. List all active duty, Reserve duty, officer/enlisted experience, and health care related civilian employment. Do not provide as a separate enclosure).
 - a. Facility or command, location, total length of assignment, from (month and year) to (month and year), billet title or position, clinical areas of assignment (if applicable). (State full-time or part-time when describing civilian experience.)
 - b. Second most recent assignment, etc.
10. Enclosure (4) is a complete set of transcripts for the following academic achievements: (Indicate if transcripts documenting your education may be listed under other names. Provide transcripts from all colleges and universities attended. Transcripts must be readable).
 - a. Names of diploma school, colleges, and universities attended and the date diplomas, baccalaureate, or other degrees were conferred.
 - b. List courses taken that were not credited toward a degree or diploma.
11. I took the GRE on (date). Results of the test are in enclosure (5).

Subj: REQUEST FOR FULL-TIME DUTY UNDER INSTRUCTION

12. Letters of recommendation from (state names and titles) are provided in enclosure (6). (Officers requesting certified registered nurse anesthetist, nurse practitioner (NP) programs, or doctoral study must send a letter of recommendation or a letter of interview from a Nurse Corps officer who is a practicing nurse anesthetist, NP, or advisor who holds a doctorate, as appropriate.)

13. Give a statement of rationale for requesting DUINS. (Officers applying for CRNA, graduate, or doctoral programs should comment on education and civilian or military experience which give a foundation for the requested program.) This statement, not to exceed 250 words, should be articulate, focused and integrate current and past experiences with the requested specialty, as well as, reflect an understanding of the new role expectations gained from discussions with the specialty leader or other senior Nurse Corps officers working in the subspecialty being requested by the applicant.

14. Obligation Statement (Choose the statement reflecting the program for which you are applying)

a. Graduate, Doctoral, or Fellowship Applicants. If selected, I agree to continue to meet all eligibility requirements as outlined in BUMEDINST 1520.27G. I understand that if I fail to meet these eligibility requirements at any time prior to convening or during the course of my full-time DUINS program, it will be considered disqualifying and I may be removed from the program at the discretion of the Director, Navy Nurse Corps. I agree not to tender my resignation or request release from active duty or retirement while assigned to full-time duty under instruction. I further agree to serve on active duty for a period of 3 years for the first full year of study and an additional 6 months of service for each additional 6 months of study or portion thereof, and not send my resignation or request for release or retirement during this period of obligated service. (If the total period of study is less than one full year, the obligated service is three times that period).

b. Naval Post Graduate School Education Program Applicants (Manpower System Analysts or Education and Training Management Specialist). If selected, I agree to continue to meet all eligibility requirements as outlined in BUMEDINST 1520.27G. I understand that if I fail to meet these eligibility requirements at any time prior to convening or during the course of my full-time DUINS program, it will be considered disqualifying and I may be removed from the program at the discretion of the Director, Navy Nurse Corps. I agree not to tender my resignation or request release from active duty or retirement while assigned to full-time duty under instruction. I further agree to serve on active duty for a period of 3 years after completion of my education program and not to send my resignation or request for release or retirement during this period of obligated service.

c. Joint Commission Fellowship. If selected, I agree to continue to meet all eligibility requirements as outlined in BUMEDINST 1520.27G. I understand that if I fail to meet these

Subj: REQUEST FOR FULL-TIME DUTY UNDER INSTRUCTION

eligibility requirements at any time prior to convening or during the course of my full-time DUINS program, it will be considered disqualifying and I may be removed from the program at the discretion of the Navy Nurse Corps. I agree not to tender my resignation or request release from active duty or retirement while assigned to full-time duty under instruction. I further agree to serve on active duty for a period of 2 years after completion of my education program and not to send my resignation or request for release or retirement during this period of obligated service.

Date

Full Signature

(Unsigned and undated applications will be returned.)

15. I understand that Privacy Act of 1974 (PL 93-579) as it applies to personal data records kept on U.S. citizens. My signature attests I am familiar with the statement contained here and authorize use of the information given for the purpose listed.

PRIVACY ACT STATEMENT

The authority to request information is contained in 5 U.S.C. 301 Departmental Regulations. The principal purpose of the information is to aid officials and employees of the Department of the Navy in deciding my eligibility for, and approving or disapproving, the education authorization being requested.

Upon approval for full-time duty under instruction, the Navy Medicine Professional Development Center will keep a training file on me. Completion of this application and my signature is mandatory; failure to give the needed information may result in disapproval of my request.

Date

Full Signature

(Unsigned and undated applications will be returned.)