

# NAVY MEDICINE ACCESSIONS DEPARTMENT (NAVMEDAD) HANDBOOK

**Updated: 23APR2024**

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## INTRODUCTION

### 1-1. ORIGIN AND PURPOSE

Welcome to the Navy Medicine Accessions Department (NAVMEDAD). Congratulations on your selection to one of the four programs managed by this department:

- **Armed Forces Health Professions Scholarship Program (AFHPSP, commonly “HPSP”)**
  - The AFHPSP was created under the authority of the Uniformed Services Health Professions Revitalization Act of 1972 and is governed by OPNAVINST 1520.39A, DOD Instruction 6000.13 IC1, effective 3 May 2026, and Title 10 U.S. Code sections 531, 532, 533, and 2120 through 2128.
  - The program provides full-time scholarship benefits for students training for specialties in the Medical Corps, Dental Corps, and Medical Service Corps.
- **Nurse Candidate Program (NCP)**
  - The NCP is a financial assistance program for full-time students enrolled in an accredited baccalaureate nursing program and is governed by Title 10 U.S. Code section 2130a.
  - Upon completion of degree requirements, the students must accept, if offered a commission as a nurse corps (NC) officer.
- **Financial Assistance Program (FAP)**
  - The FAP program is for physicians and dentists who are actively completing civilian residencies and fellowships. It is governed by Title 10 U.S. Code sections 2120 through 2128 and DOD Instruction 6000.13 IC1, effective 3 May 2026.
  - Upon completion of training requirements, the trainees must accept, if offered, an active duty commission.
- **Navy Active Duty Delay for Specialists (NADDS)**
  - NADDS is a training pathway for authorized medical specialties in Graduate Professional Education, which allows for training in accredited civilian institutions. It is governed by SECNAVINST 1520.11C and DOD Instruction 6000.13 IC1, effective 3 May 2026.
  - Upon completion of training requirements, the trainees must accept, if offered, an active duty commission.

This handbook guides students who have been accepted into one of the programs listed above. It holds valuable information about entitlements, training, and administrative requirements in place during their time in the program. Trainees in these programs are responsible for compliance with these policies. Additional information is available on the NAVMEDAD Website, located at: <https://www.med.navy.mil/accessions/>.

## 1-2. POLICY COMPLIANCE

Students are responsible for completing the program with the appropriate degree or training and within the expected timeframe specified in their service agreement. NAVMEDAD staff must be kept informed about matters that affect graduation. These may include academic failure, academic extensions, or a change in medical, mental, or physical condition. Students must comply with the instructions and responsibilities outlined in this handbook, the service agreement, and all relevant instructions.

The following are grounds for immediate termination from the NAVMEDAD scholarship programs, recoupment of all monies disbursed, and/or prosecution under the Uniform Code of Military Justice (UCMJ):

- Failure to comply with all written NAVMEDAD instructions (e.g., handbook, contract, other Navy and Department of Defense instructions)
- Unsatisfactory academic performance
- Conduct unbecoming a Naval Officer
- Falsification of documents
- Any Criminal Offenses.

## NAVMEDAD POINTS OF CONTACTS

### EMAIL

The most efficient way to correspond with the NAVMEDAD Staff is via email. The email addresses for NAVMEDAD are listed below. Please specify your program (HPSP, NCP, FAP, or NADDS) in the subject heading. Attachments should be limited to 5MB or smaller. If you do not get a response within three business days, please email us again.

Your primary point of contact is your Program Manager, who can help with questions regarding meeting your school requirements (e.g., COMLEX/USMLE/NBDE/NCLEX exam results, transcripts, academic standing, etc.) and commissioning questions: [usn.ncr.bumedfchva.mbx.usn-oh-student-programs@health.mil](mailto:usn.ncr.bumedfchva.mbx.usn-oh-student-programs@health.mil).

For questions concerning your Navy Administrative needs (updating information such as your address, dependents on file, or requests for statements of service):

[usn.ncr.bumedfchva.mbx.usn-oh-student@health.mil](mailto:usn.ncr.bumedfchva.mbx.usn-oh-student@health.mil)

For questions concerning medical requirements or submission of your required medical screenings such as HIV results, proof of vaccination, or biannual health screening:

[usn.ncr.bumedfchva.mbx.usn-hpsp-medical-readiness@health.mil](mailto:usn.ncr.bumedfchva.mbx.usn-hpsp-medical-readiness@health.mil)

For questions about or requests for ADT orders, and travel and reimbursements:

[usn.ncr.bumedfchva.mbx.usn-hpsp-adt-reimburse@health.mil](mailto:usn.ncr.bumedfchva.mbx.usn-hpsp-adt-reimburse@health.mil)

For questions concerning tuition:

[usn.ncr.bumedfchva.mbx.usn-hpsp-adt-reimburse@health.mil](mailto:usn.ncr.bumedfchva.mbx.usn-hpsp-adt-reimburse@health.mil)

#### WEBSITE INFORMATION

The official website for NAVMEDAD is: <https://www.med.navy.mil/accessions/>

#### OFFICE HOURS

Office hours are Monday through Friday 0700- 1530 (Eastern Standard Time).

## BACKGROUND SECURITY INFORMATION

#### STUDENT SECURITY BACKGROUND CHECKS

All students will be subject to a thorough security background check, which will be initiated by Commander Naval Recruiting Command (CNRC) – Millington. All students assigned to a scholarship program must meet the applicable investigative standards required to perform their duties and comply with security regulations. No student will be permitted to accept a commission or offered an enlistment without a security clearance.

**\*NOTE:** All students will be contacted for a background security investigation before being accepted into the scholarship program and are required to maintain it throughout their U.S. Naval career. NAVMEDAD program managers will ensure that all background investigations are initiated before any Active Duty for Training (ADT) orders are scheduled.

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## CHAPTER ONE: PERSONNEL

### 1-1. ADMINISTRATION

NAVMEDAD provides administrative support to students while in HPSP, NCP, FAP, and NADDS. Examples of administrative support ranges from addressing eligibility dates, transfers to other institutions, medical evaluations, issues impacting training completion, updating contact or financial information, and requests for leave of absences/extensions/academic withdrawals. When corresponding with the NAVMEDAD, the student's name and corps affiliation (i.e., medical, dental, medical service, or nurse candidate) should be used for identification purposes.

The most efficient and effective method of sending documents to NAVMEDAD is to scan (at 300 DPI resolution and preferably saving it as a .pdf) and email to the appropriate department. Any medical documents (HIPPA), or any other documents containing PII should be scanned and emailed via DOD Safe. With DOD Safe, the student must also send the password associated with the encrypted document in a separate email. This will allow NAVMEDAD to transmit the student's document in the most secure way possible.

Use the below signature block format when corresponding with the NAVMEDAD:

**First and Last Name**  
**RANK, CORPS, USNR**  
**Class YYYY**  
**School Name**  
**Email**  
**Phone Number**

- **RANK:** See your oath of office upon gaining to your program.
  - HPSP = ENS
  - NCP = OCUI2
  - NADDS/FAP = LT or LCDR
- **CORPS:**
  - Medical Students/MD/DO = Medical Corps (MC)
  - Dental Students/DDS/DMD = Dental Corps (DC)
  - Nursing Students = Nurse Corps (NC)
  - Clinical Psychology, Optometry, Podiatry, or Physician Assistant Students = Medical Service Corps (MSC)

### 1-2. STUDENT RECORDS

The NAVMEDAD maintains medical and dental records as well as other documents related to participation in the program. Students should keep copies of all correspondence between

themselves and the Navy, including electronic communication. Examples of documents maintained by the NAVMEDAD that must be updated regularly are:

- a. Physical (DD Form 2807-1 and -2, and DD Form 2808). (Every 2 years)
- b. Dependency Application Record of Emergency Data – also known as a "Page Two" form – NAVPERS 1070/602 (See Chapter 1-5 for additional information).
- c. Health Screening Form. This form is available in the Forms Section of the NAVMEDAD website located at: <https://www.med.navy.mil/accessions/>.

### 1-3. CHANGE OF ADDRESS

Every student must maintain current contact information on file with the NAVMEDAD including their current mailing address, email address, and telephone number. Changes in personal information will be sent via email to the NAVMEDAD email address:

[usn.ncr.bumedfchva.mbx.usn-oh-student@health.mil](mailto:usn.ncr.bumedfchva.mbx.usn-oh-student@health.mil)

### 1-4. PHYSICAL READINESS

A complete physical is performed at the time of entrance into a scholarship program. Verification of the student's health status is required and must be on file before initiating ADT orders (For HPSP and FAP Students).

Any serious illness, hospitalization, pregnancy, or chronic health problem that may adversely affect the student's ability to serve on active duty, remain in school, or alter their graduation date must be reported immediately to the NAVMEDAD.

All students are required to remain within Navy height and weight standards. More information regarding Navy height and weight standards can be found via the NAVMEDAD website.

### 1-5. PROGRAM BENEFITS

#### BENEFIT START DATE (BSD)

The NAVMEDAD establishes the date a student is eligible to begin receiving benefits associated with their program based on the latest occurring date of the three dates listed below:

- a. The signature date of their Oath of Office or DD Form 4 if a NCP student
- b. The signature date of the Service Agreement (i.e., contract)
- c. The start date of the academic year or training program, which is shown on the **Academic Year Statement (AYS)** provided by the student's school. Tuition and fee account balances incurred before the term in which the student's BSD falls are not a covered benefit and will not be paid.

## 1-6. TERMINATION OF BENEFITS

Scholarship benefits are terminated on date of degree conferral (Date on Medical/Dental/Nursing school diploma), last day of training if in residency or fellowship (Date on Training Certificate), or on last day prior to starting transition to Active Duty and Internship for Clinical Psychology Graduate Students (Date provided by your registrar).

## 1-7. CHANGES IN FAMILY STUDENT STATUS

A Dependency Application-Record of Emergency Data (NAVPERS 1070/602) is set up at the time of entry into the program for each student. If there is a change in the student's family status, the NAVMEDAD must be notified as soon as possible to update their Page Two information. Students must send supporting documentation (e.g., marriage certificate, birth certificate, divorce decree) with the Page Two to NAVMEDAD via email to: [usn.ncr.bumedfchva.mbx.usn-oh-student@health.mil](mailto:usn.ncr.bumedfchva.mbx.usn-oh-student@health.mil) (ATTN: PERSONNEL DEPARTMENT). A fillable Page Two Worksheet is listed here: Page Two Worksheet. Instructions on how to complete this are on the forms page located under Forms: Page Two Worksheet Instructions.

## 1-8. IDENTIFICATION CARDS

### COMMON ACCESS CARD

While in the program, students are required to have a valid Armed Forces Identification Common Access Card (CAC). This card allows access to military facilities to use all entitled privileges, such as the commissary and exchange.

### OBTAINING A NEW CAC

To obtain a new CAC contact the NAVMEDAD Personnel Staff via the NAVMEDAD email address. The Personnel Staff will forward a copy of the student's Oath of Office, or DD Form 4 (if a Nurse Candidate) to the student. The student must take the Oath of Office or DD Form 4 along with two forms of identification (List of Acceptable Forms of I.D.) to the nearest ID card issuing facility to have the ID card issued. The nearest CAC issuing facility can be found using the military's RAPIDS Site Locator via the website at: <https://www.dmdc.osd.mil/rsl>. If unable to locate a facility, the student should contact NAVMEDAD via email for further assistance.

### REPLACING A LOST CAC

If a CAC is lost or stolen, reach out to NAVMEDAD immediately for guidance on completing a Lost CAC Identification (ID) Memo. Once the Memo is authorized, then the student will take this along with two forms of ID to an issuing facility to get issued a new CAC.

### OBTAINING A DEPENDENT CAC-ID CARDS

If dependent ID cards are needed, contact the NAVMEDAD via email to receive the required forms and information for a dependent CAC. NAVMEDAD will forward a copy of the student's Oath of Office to the student. For Nurse Candidate students, a DD Form 4 will be sent instead of the Oath of Office. Students should take their marriage license and birth certificates for children (as appropriate) along with the Oath of Office/Enlistment Contract (DD Form 4) to the nearest ID card issuing facility to have the request for a dependent CAC authorized. The student should take the dependent to the ID card facility if the intent is to leave with a CAC in hand.

### 1-9. NAVY DRUG POLICY

The Navy has a zero-tolerance policy (OPNAVINST 5350.50) on drug use. If a student tests positive for illicit or controlled drugs (without a prescription), scholarship benefits will be immediately terminated, and the student will be processed for administrative separation from the Navy with full recoupment of funds.

While serving on an ADT (outlined in Chapter 5), each student is subject to the current drug policies of the Navy and the Uniform Code of Military Justice. Student status in no way exempts an individual from drug testing at any site established by the Navy.

### 1-10. EMERGENCIES AND NATIONAL DISASTERS

In the event of a local, regional, or national disaster in the United States, all affected program students should ensure the immediate safety of their families and themselves while following local emergency directions. Once safely situated (generally within 72 hours) contact the NAVMEDAD via email to provide contact information and discuss any immediate needs.

### 1-11. ACADEMIC PROGRESS

All students are required to submit documentation of successful completion of professional examinations as outlined in the program contract. Send documentation of completion to the to your program manager at [usn.ncr.bumedfchva.mbx.usn-oh-student@health.mil](mailto:usn.ncr.bumedfchva.mbx.usn-oh-student@health.mil). Failure to comply may result in administrative separation with recoupment of all funds expended. Failure to pass national licensing examinations twice is "a failure to progress academically" and will result in separation from the program unless an appeal is approved by the NAVMEDAD Student Review Board. Students should be proactive and notify their program manager immediately if there are problems associated with licensing exams. Such initiative-taking action will be viewed favorably.

Required academic documents include:

- a) Medical students: United States Medical Licensing Examination (USMLE) Step I and Step II, Clinical Knowledge (CK) or Comprehensive Osteopathic Medical Licensing Examination (COMLEX) Level I and Level II Clinical Evaluation (CE).
- b) Dental students: National Board of Dental Examiners (NBDE) Parts I and II; or the INBDE.
- c) Optometry students: National Board of Optometry Examiners (NBOE).
- d) Podiatry students: National Board of Podiatric Medical Examiners (NBPME) Parts I and II.
- e) Physician Assistant students: Physician Assistant National Certification Exam (PANCE).
- f) Clinical Psychologists: The American Board of Professional Psychology (ABPP) certification is encouraged but not required.

## 1-12. STUDENTS WITH PRIOR ACTIVE-DUTY SERVICE

HPSP and FAP students with at least four years and one day of prior active enlisted service or 1,460 reserve points are entitled to "O-1E" payment during their annual Active Duty for Training (ADT). Students with prior service should send a copy of their DD 214, (Report of Separation from Active Duty), and any documentation of Reserve drill time and/or National Guard duty to the Personnel Department of the NAVMEDAD. These documents will be forwarded to Navy Personnel Command (NPC) for computation of creditable prior service for payment purposes.

### SAVE PAY:

The National Defense Authorization Act of 2008 (NDAA 08) authorized NAVMEDAD students who fall within the provisions of sections 2004a, 2114, or 2121 to receive an increased rate of basic pay while on ADT (only if they have prior active service in the military and the basic pay for former grade exceeds the basic pay for an O-1). The higher rate does not apply to BAH and payment adjustments are made after the completion of the ADT period. Currently, students can expect to receive a credit to their account upon completion of ADT (approximately 4 week post completion of ADT and not during ADT).

## 1-13. LEAVE AND EARNINGS STATEMENT

Students in the program are considered members of the Individual Ready Reserve (IRR). Access to a student's Leave and Earnings Statement (LES) is through the myPay system and is available to IRR students. The LES contains important financial and tax information, including the student's state of residence (i.e., the state for which taxes are taken), address, and financial institution of record. Students should review this information to ensure that appropriate taxes are withheld before the end of the tax year.

## 1-14. ACCESSION BONUS

The HPSP Accession Bonus is a taxable one-time incentive bonus. If the bonus of \$20,000 is accepted, the student will incur a minimum active-duty obligation of four years. The students will receive this bonus in one lump sum and is taxed as a percentage of the federal tax rate depending on the year. Appropriate state taxes will also be withheld before direct deposit. The number of claimed exemptions does not apply. For further information about accession bonuses, refer to Chapter 1-15 of this instruction.

The NCP bonus is a taxable incentive bonus. Half is paid upon gaining into the program, and the other half is paid after 6 months in the program.

FAP members are entitled to an annual grant, the amount of which is established annually by the Assistant Secretary of Defense for Health Affairs (ASD (HA)), to be prorated for any projected partial year of participation.

## 1-15. TAXATION OF BENEFITS

### STIPENDS, BONUSES, AND GRANTS

Stipends, bonuses, and grants are taxable. The amount of federal tax withheld is based on the number of exemptions claimed on the Employee's Withholding Certificate (W-4 form) submitted at the time of entrance into the program and placed in the student's service record. If no W-4 form is received, the stipend is taxed at the rate of a single individual with no dependents. To initiate a change in Federal Withholding Tax, a student must complete a new W-4 form and submit it to the NAVMEDAD via email. If a student would like additional money withheld from each paycheck, a new W-4 form must be submitted. In block 6, the student must enter an amount that is divisible by 15 (e.g., \$15, \$30, \$45, and so on). Submit the completed W-4 form via email to the NAVMEDAD [usn.ncr.bumedfchva.mbx.usn-oh-student@health.mil](mailto:usn.ncr.bumedfchva.mbx.usn-oh-student@health.mil).

### BASE PAY ON ADT

While on ADT only base pay is taxable. BAS and BAH are nontaxable. Reimbursement for ADT travel is paid directly to the direct deposit account indicated on the Electronic Funds Transfer (EFT) form sent in with the travel claim upon completion of an ADT. Note that the student's LES will not reflect this payment.

### STATE TAX INFORMATION

State Tax is currently withheld (if applicable) from stipends, bonuses, and grants. Students must file a DD2058 State of Legal Residence Certificate with the NAVMEDAD Personnel Section. DFAS-CL publishes an LES each month, indicating the state of residence listed in NSIPS. All students should review this information to ensure that appropriate taxes are withheld before the end of the tax year.



*W-2 Form for Federal Income Tax preparation:*

In January or February, the student can access their W-2 directly by going to their MyPay account and downloading a printable copy. Students who graduate from their respective programs will receive a W-2 form in the mail which will be sent to the address listed on file with DFAS at the time of graduation. If a final W-2 form for the last year in the program is not received, students should contact the NAVMEDAD via email.

## 1-16. INDIVIDUAL READY RESERVE BENEFITS & PRIVILEGES

### COMMISSARY AND EXCHANGE PRIVILEGES

Students are entitled to unlimited military Commissary and all service exchange privileges. A valid CAC must be presented to utilize these facilities.

### MORALE, WELFARE, AND RECREATION (MWR) FACILITIES

Students are entitled to unlimited use of military MWR facilities and equipment. A valid CAC must be presented when entering the facilities.

### TRICARE MEDICAL BENEFITS

HPSP and FAP students are eligible for TRICARE medical benefits only upon execution of ADT orders. Once on ADT, students are automatically designated as eligible for **TRICARE PRIME**, and the student's family members are automatically designated as eligible for **TRICARE STANDARD**. If a student desires TRICARE PRIME for family while on ADT, the student must enroll their family member at a local TRICARE office when beginning ADT. Please note that a requirement is for each student to have a copy of their official ADT orders on hand before enrolling family members in TRICARE PRIME. Students and their family's eligibility ends upon completion of ADT orders. If a student has private health insurance, TRICARE is the second payer for medical expenses. For further information regarding ADT refer to Chapter 5 of this instruction.

### THRIFT SAVINGS PLAN (TSP)

The TSP is a retirement savings plan, and HPSP and FAP students are eligible to participate in the TSP during ADT (when on an active duty status). The TSP website (<http://www.tsp.gov>) has extensive information about the TSP program and has the associated forms to enroll in TSP and adjust TSP allocations as desired. To establish a TSP account, the student must email the TSP-U-1 form to: [cl-nvres-tsp@dfas.mil](mailto:cl-nvres-tsp@dfas.mil). While on ADT, students are eligible to initiate a TSP account and contribute any percentage (1 to 100 percent) of their basic pay. However, the annual total of tax-deferred contributions cannot exceed the Internal Revenue Code limit. Stipend payments are not eligible for TSP contributions. The Accession Bonus is eligible for TSP contribution, but a TSP account must have been established on active duty before receipt of the Accession Bonus.

### SERVICEMEMBER'S GROUP LIFE INSURANCE (SGLI)

While on ADT, HPSP and FAP students are automatically enrolled in SGLI. Therefore, they are automatically insured for the maximum amount of \$400,000 – unless the student officially requests less coverage. Coverage can be reduced only by increments of \$50,000 or be canceled in its entirety. Additionally, SGLI coverage includes Traumatic Injury Protection. This provides service members and their family's protection against any losses due to traumatic injuries and provides financial assistance to students and ensures that their family members can be with them during recovery. The coverage ranges from \$25,000 to \$100,000, depending on the nature of the injury. Note that students of the IRR will be charged \$26.00 per month for \$400,000 of coverage while on ADT. After release from ADT, students may extend their life insurance coverage by converting SGLI to Veterans Group Life Insurance (VGLI). For further information regarding ADT refer to Chapter 5 of this instruction.

### MISCELLANEOUS BENEFITS

Many merchants, stores, and websites offer military members special rates and discounts with a valid CAC. Certain credit unions, insurance companies, and financial institutions provide special benefits for military members as well.

## CHAPTER TWO: TUITION

### 2-1. TUITION PAYMENTS

#### TUITION

Tuition for the entire term or semester in which the BSD occurs is paid for HPSP Students, then tuition coverage will continue to cover remainder of time in training until anticipated conferral/end in training date. If there is any break in time of training, remediation of training, or extension of training, the maximum amount of tuition coverage will be limited to calculated time in training based on BSD and original conferral/training end date. Tuition payment is not part of the NCP or NADDS benefits and is only applicable to certain FAP trainees.

The Navy contracts directly with the school for tuition payment based on an Educational Service Agreement (ESA). Students should provide a final HPSP selection letter to their school's bursar office, confirming their status. If any problems occur related to tuition payment, the student must contact the NAVMEDAD Tuition Department immediately at [usn.ncr.bumedfchva.mbx.hpsp-tuition-office@health.mil](mailto:usn.ncr.bumedfchva.mbx.hpsp-tuition-office@health.mil). Tuition will be paid directly to the school for all mandatory educational and required fees listed on the school's valid invoice.

#### HPSP STUDENT TUITION COST QUOTE FORM

The Cost Quote Form is used to allocate funding for your tuition and educational fees via a contract/authorization. Universities must receive a contract with authorization to submit an invoice. All students are required to return the form to: [usn.ncr.bumedfchva.mbx.hpsp-tuition-](mailto:usn.ncr.bumedfchva.mbx.hpsp-tuition-)

[office@health.mil](mailto:office@health.mil) approximately two months before the start of your next semester. For example, if a student's fall semester starts in August, Cost Quote Forms must be returned by the 1st Friday in June. If a student's spring semester starts in January, then the forms must be emailed by the 1st Friday in November. This process will occur until the student graduates from the Navy HPSP. (Do not worry about completing upon start of HPSP if you are in the middle of a semester).

- a. 4 years of education at a semester school (fall and spring), will require 8 cost quote submissions.
- b. 4 years of education at a trimester school (summer, fall, spring or fall, winter, spring, etc.), will require 12 cost quote submissions.

Failure to submit the Cost Quote Form will result in a delay in obtaining contract authorization. This could cause major processing delays when your university is ready to send NAVMEDED the invoice. The HPSP Tuition Fee Cost Quote Form is located on our website [Navy Medicine > Accessions > HPSP/FAP Tuition](#).

## 2-2. ITEMS AUTHORIZED FOR REIMBURSEMENT BY HPSP TUITIONS

U.S. Code: Title 10 authorizes the payment and educational expenses of students in professional education. The Department of Defense Instruction (DoDI) 6000.13, paragraph 6.4.8, states that for students in the AFHPSP program, reimbursement is not authorized for room and board or nonacademic expenses, such as yearbooks, school newspapers, parking fees, and tickets for sports activities. Many schools have added non-educational fees into the tuition charged for each term of education. Each participating educational facility will be contacted for a breakdown of the fees charged through its tuition. The AFHPSP or NAVMEDAD cannot legally pay for non-educational expenses, such as student union fees, financial aid fees, athletic fees, financial aid trust fees, recreational center program fees, student association fees, fees to reduce the cost of sporting or event tickets, cap and gown purchase or rental, computers or other electronic purchases such as personal digital assistants, cell phones, or pagers or any optional fees. **NOTE: this list is not all-inclusive; please refer to the NAVMEDAD website for the complete list.**

### DENTAL KITS

Dental kits are authorized for invoicing with tuition, and schools are encouraged to seek payment for these expensive equipment kits in this manner. If invoiced via the tuition payment, students may not submit a reimbursement claim for the same equipment. See the NAVMEDAD website for more information on reimbursements: <https://www.med.navy.mil/accessions/>

### INSURANCE PREMIUMS

Health, dental, disability, and vision insurance premiums, when invoiced with tuition, but ONLY when this insurance is mandated by the school for all students, and only at the lowest, single

policy rate (single rate with no dependents) will be covered. If required by the school but not invoiced with tuition, the student should pay for the health insurance and submit a claim for reimbursement using Optional Form 1164, "Claim for Reimbursement for Expenditures on Official Business", per instructions listed in Chapter 3.

### 2-3. TUITION DEPOSITS PAID BY THE STUDENT

If a tuition deposit is required as part of a matriculation fee for the school, the Navy pays the full term or semester tuition including the matriculation fee. After the Navy pays the tuition invoice, a credit will appear in the student's school tuition account. The student must seek reimbursement for the credited amount directly from the school.

If the student receives a tuition bill from the school for a period covered by the scholarship, the student should contact NAVMEDAD Tuition Section Head as soon as possible.

Students placed on Leave Without Pay status (see "LWOP" section ) are NOT entitled to tuition payment. Students should contact their program manager 60 DAYS before the end of the projected LWOP so that tuition payments can be resumed. For more information on LWOP status please see Chapter 4.

Dual Degree Programs (MD, PhD., MD, Masters) and Optional Summer Semesters. The Navy pays tuition ONLY for classes and semesters required for the professional degree (MD, DO, DDS, DMD, OD, PA, DPM, PsyD, PhD., etc.). Optional summer semesters and classes required for a second degree will not be paid for by the Navy.

### 2-4. ADDITIONAL FINANCIAL AID

Students are permitted to apply for and receive additional financial aid, student loans, grants, etc. as long as no service obligation after graduation is required. If a service obligation is a part of the financial aid, the student is prohibited from accepting the aid. If problems with tuition payments occur, the student should contact the NAVMEDAD Tuition Section Head for assistance via email. **Under no circumstances should a student personally pay tuition before contacting the NAVMEDAD.**

### 2-5. OTHER PAYMENT SOURCES

#### DUAL COMPENSATION

Students of the program (except those eligible for the GI Bill) are prohibited from accepting other scholarship support in any form from the Federal Government (i.e., Dual Compensation is not allowed), other than the payment associated with ADT. This applies to any federally sponsored or funded research grants. No restrictions apply to accepting payment or other

remuneration from private or state sources, if doing so does not interfere with the student's status, requirements for graduation, annual training assignments, or active-duty service obligation. Students should contact the NAVMEDAD for questions regarding accepting stipends or payment from other sources (ATTN: TUITION DEPARTMENT SECTION HEAD).

### GI BILL

The Department of Veterans Affairs considers the program's stipend as a scholarship. This enables a student to collect the stipend plus the GI Bill education benefits previously earned while on active duty. For more information and determination of eligibility, students should contact the local VA office. NAVMEDAD is the primary (first source) payer for tuition, and the GI Bill will pay any remaining tuition and, or fees. This must be coordinated with the school therefore, students intending to use both must contact the NAVMEDAD as soon as possible. Students may accept both stipends. However, during the period in which an HPSP student is on ADT orders, they cannot accept another stipend of any kind including the stipend from the 9-11 GI Bill. Cessation of the GI Bill stipend must be coordinated by the student with the Veterans Administration; the NAVMEDAD does not do this. Failure to stop the GI Bill stipend while receiving active duty pays could result in administrative prosecution and recoupment of funding.

## CHAPTER THREE: REIMBURSEMENT

### 3-1. GENERAL INFORMATION

HPSP and FAP Students are authorized to get reimbursement for specifically authorized required fees, books, and laboratory expenses related to their program of study as outlined in this chapter. The list of authorized reimbursement items is located under "Reimbursements" on our main HPSP website. NCP and NADDS trainees are not eligible for any reimbursements.

Items authorized for reimbursement are limited to those that are considered necessary and required of all students enrolled in a qualifying professional degree program. Reimbursement is further limited to those items required by the school for the student's year level and course rotation. Students must submit requests for reimbursement on a "Claim for Reimbursement for Expenditures on Official Business", Optional Form 1164 (OF 1164). This form is on the NAVMEDAD website. **NOTE: All students are required to submit the required OF1164 form to initiate the reimbursement process at least four months before graduation to avoid any issues regarding payment or any other concerns.**

- a. Students will be reimbursed for authorized items only once unless otherwise specified.
- b. Students will not be reimbursed for items specifically listed as not authorized for reimbursement. Additionally, state and local sales taxes are not reimbursed. If a student wishes to appeal the reimbursement of an item after NAVMEDAD has reviewed it, then

the student will have to contact the Reimbursement Section Head directly to further discuss.

- c. Students will not be reimbursed for items purchased more than 45 days before the start of their first covered term or semester. If a student is commissioned when already enrolled in a term or semester reimbursement for all authorized items purchased within 45 days of the start of that term will be approved.
- d. Students will not be reimbursed for items purchased while in an LWOP status, as outlined in Chapter 4.
- e. Graduating students will not be reimbursed for purchases made within 4 months of their graduation date or the date of completion of the academic requirements, whichever is earlier. Reimbursement claims should be received in the NAVMEDAD no later than 4 months before graduation. **Once graduated, any new reimbursable expenses will not be covered under HPSP.**

### 3-2. ITEMS AUTHORIZED FOR REIMBURSEMENT

Per Section 3-1, the below items will be reimbursed to all students. Maximum dollar limits, for almost all authorized items, are listed in the NAVMEDAD Reimbursement List on the NAVMEDAD website.

#### TEXTBOOKS AND COURSE PACKETS

The "required book list" must be submitted as proof of the requirement for the purchased item and submitted with the claim as outlined on the NAVMEDAD website. CD-ROM-DVD course media will be reimbursed only when it is the required media documented by providing a Dean's Certificate along with the OF 1164.

#### MICROSCOPE AND COMPUTER RENTAL LEASES

The DoD purchasing regulations prohibit the purchase of computers or tablets, personal digital assistants, cell phones, and other electronics for students. Rental of microscopes and computers is permitted. Microscope rentals are limited to \$250.00 per year for up to two years. Computer rental reimbursement is authorized for up to \$500 per year for four years. The rental fee cannot be applied to microscope and-or computer purchases (i.e., rent to own). A copy of the computer lease or rental agreement from a leasing or rental entity in business (not friends or relatives) for that purpose must be provided. A rental lease or agreement that results in ownership at the end of the lease or rental period is not authorized for reimbursement and will not be allowed.

### NATIONAL BOARD EXAMINATIONS

A Dean's Certificate is not required for processing reimbursement of national board examinations. Submit an OF1164 with the paid receipt showing proof of payment. A credit card or bank statement without proof of payment is not acceptable.

Examinations include:

- a. United States Medical Licensing Examination (USMLE), Step 1, USMLE Step 2 Clinical Knowledge (CK) or Comprehensive Osteopathic Medical Licensing Examination (COMLEX) Levels 1 & 2 Clinical Evaluation (CE) and Physical Evaluation (PE) 1 and 2
- b. National Board of Dental Examiners (NBDE) Part I
- c. National Board of Examiners in Optometry (NBEO)
- d. National Board of Podiatric Medical Examiners (NBPME), Parts I and II
- e. Physician Assistant National Certification Examination (PANCE)

### STATE LICENSURE AND CERTIFICATION

NAVMEDAD is not authorized to reimburse individuals for the cost of securing a State License or Certification for Practice.

### HEALTH INSURANCE

Insurance coverages such as those for general health, dental, vision, and disability are reimbursable items but, only when paid directly by the student, and the insurance is not bundled into their paid tuition costs that are covered by the HPSP tuitions department only when the student's school requires coverage. If coverage is needed and the student is covered as a dependent on another person's policy, the student will be reimbursed for the difference between the "primary insured" and "primary insured plus one" costs. Reimbursement is limited to the cost of a single rate school policy if available. Proof of both rates is required. If payment is made via payroll deduction, submission of one pay stub reflecting the start of the reimbursement period and one pay stub at the end of the reimbursement period showing the recurring cost per academic period will suffice. Reimbursement will be made for a policy that satisfies the minimum insurance requirements as outlined by the school and will be for the lowest cost option listed below:

- a. A policy issued by the school (single rate only);
- b. An independent insurer at the single rate; or
- c. The cost of adding the student to a family student's policy.

### HEALTH INSURANCE DOCUMENTATION FOR REIMBURSEMENT

In addition to a properly completed Optional Form-1164, the Health Insurance section on the Dean's Certificate must be completed. Items that will be needed are listed below:

- a. Proof that health insurance coverage is required by the school. This is item 1 or 2 under “HEALTH INSURANCE” on the Dean’s Certificate, which must be completed and initialed.
- b. Proof of the cost and dates of coverage for a single policy if one is offered by the school.
- c. If required but no policy is offered by the school, the Dean must initial item 2 under “HEALTH INSURANCE” on the Dean’s Certification Form. The student must provide proof of the single policy rate, the actual policy premium being paid, and the dates of coverage by the insurance company holding the policy.

## IMMUNIZATIONS

The following immunizations are reimbursable by NAVMEDAD:

- a. Hepatitis A;
- b. Hepatitis B Series (3 shot series);
- c. Measles-Mumps-Rubella (MMR); if no immunity is documented via Titers;
- d. Varicella: Required, if no immunity is documented via titers;
- e. Influenza; and
- f. Tetanus.

Any associated fees with these immunizations are outlined in Section 2-3 and may be reimbursed, but only if they are paid directly by the student and are not invoiced or bundled with the tuition costs that HPSP Tuitions covers.

## HIV TESTING

HIV testing is required every two years and is reimbursable for HPSP and FAP students only. A Dean’s Certificate is not required for reimbursement of an HIV test.

## 3-3. AUTHORIZED REIMBURSEMENT FOR STUDENTS

When authorized per Section 3-1, items will be reimbursed for students based on the professional training requirements. **The NAVMEDAD Reimbursement List and the list of items not authorized for reimbursement can be found on the NAVMEDAD website.** Items not specifically listed as authorized will be reviewed by the NAVMEDAD staff for reimbursement appropriateness. Professional examinations required for graduation, or as specified by the student's contract, will be reimbursed one time only. For these exams, a Dean's Certificate is not required for reimbursement.

## 3-4. INSTRUCTIONS ON HOW TO SUBMIT A CLAIM FOR REIMBURSEMENT

All requests for reimbursement for authorized items must be submitted on a “Claim for Reimbursement for Expenditures on Official Business,” Optional Form-1164. A PDF fillable



version of the Optional Form-1164 can be found on the NAVMEDAD website in the Reimbursement section.

- a. Use only one Optional Form-1164 per submitted claim.
- b. Type or print legibly in black ink and sign.
- c. Request limitation to one claim one every three months if possible.
- d. Always keep a copy of what is sent for personal files and records.

**Reimbursement requests can be sent multiple times throughout a year and can contain items purchased in a different fiscal year.** A fiscal year begins on 01 October and ends on 30 September the following year. Example: If a student purchased six textbooks between 20 October and 04 September the following year, the books purchased can go on one Optional Form-1164. Do not save reimbursements for the entire time in the program to be reimbursed before the graduation date, due to the complexity of the claim and availability of funds. Submit at least one claim each year with items purchased for that year of benefit to ensure the availability of funds for reimbursement.

#### CLAIM PREPARATION:

1. Itemize the Optional Form-1164 in the order that authorized items were purchased as noted on the date of the receipts.
2. Arrange original receipts in chronological order and scan them as an electronic PDF document. Do not send original receipts. The NAVMEDAD will not be held liable for any loss of original receipts. The student's name and the last four digits of the social security number must be printed on each scanned page.
3. Sign and date the Optional Form-1164 and include all documents listed in Section 3-5 together in one package. The student's name and the last four digits of the social security number must be printed on each page submitted.
4. Keep a copy of the entire claim submission package for future reference. Processed claim packages are not returned.
5. If there is an incomplete claim after review, the student will be notified of the discrepancies by email and held for 30 days. After 30 days, if the requested information is not submitted to the NAVMEDAD, incomplete claims are filed with no further action.
6. **Delivery Methods:** Reimbursement claims can only be submitted using the following email address: [usn.ncr.bumedfchva.mbx.usn-hpsp-adt-reimburse@health.mil](mailto:usn.ncr.bumedfchva.mbx.usn-hpsp-adt-reimburse@health.mil) with the subject heading "ENS (or LT), (Last Name) Reimbursement Claim.

### 3-5. ITEMS NEEDED TO SUBMIT A REIMBURSEMENT CLAIM (OF-1164)

### DEAN'S CERTIFICATE

The Dean's office must review each claim for reimbursement and complete and sign the most current version of the Dean's Certificate (available on the NAVMEDAD website in the Reimbursement Section or Forms Section). NOTE: The Dean's Certificate is not a blanket authorization and must identify specific purchases. If a student is in the FAP program, the Program Director may sign the Dean's Certificate in place of a "Dean".

### REQUIRED BOOK LIST

A required book list must be sent with a reimbursement claim for books. If the student's school does not identify texts as "required" and provides only a list of "recommended" books, the Dean's Certificate must identify the required books.

### ITEMIZED RECEIPTS

Receipts such as: bookstore, vendor, online, invoice, or packing slip receipts should include (at minimum) the vendor's name, method of payment, the amount paid, and the date paid. If sending an in-store sales receipt, it must show a zero balance. If the receipt itself does not demonstrate payment in full, a copy of the canceled check (both sides) or a copy of the credit card statement must accompany the claim. A credit card statement is not the sole proof of payment for any item. In addition, an invoice must accompany a credit card statement to verify that the item was purchased.

The following are **NOT** acceptable as qualifying receipts:

- a. National Board acknowledgment cards;
- b. Carbon copy and, or handwritten receipts with no store or school heading; or
- c. Letters or notes indicating sales or agreement for rentals between private parties.

If the NAVMEDAD reimbursement reviewer cannot verify that an item is required, the student may be asked to provide additional documentation of its necessity. Questions about reimbursable items should be directed to the NAVMEDAD via email using the subject heading "ENS or LT (last name) Reimbursement". Reimbursement Claims are subject to government audit at any time. **Filing false or fraudulent claims may lead to loss of scholarship and possible criminal prosecution.**

**\*Receipts and proof of purchase support (such as statements) must show purchase is by the scholarship recipient. If using parent's amazon account for example, or if there is another name associated with the purchase, it will NOT be approved for reimbursement.**

### 3-6. SHIPPING AND HANDLING FEES AND SALES TAXES

Shipping and handling fees are not reimbursable. Taxes are not reimbursable.

## CHAPTER FOUR: REGISTRAR

### 4-1. LEAVE WITHOUT PAY (LWOP)

If you have any change to your academic course, including course failures, remediation, added study/board review time, or a leave of absence for any reason (personal, medical, educational opportunity etc), and/or a change to your graduation date, please contact your Program Manager ASAP for next steps to maintain your benefits with your NAVMEDAD program. Your program benefits are strictly defined by your initial Benefit Start Date and Anticipated Graduation date. Therefore, the NAVMEDAD Registrar must determine if you need to be placed on a Leave Without Pay (LWOP) status to remain in the program while addressing the issue. The Registrar's goal is to align any LWOP status with your academic timeline to keep your tuition and benefits on the same timeline. However, if the NAVMEDAD is not aware of academic timeline changes until after the fact, then your tuition, ADT benefits, and stipend may be affected depending on LWOP requirement. In most cases, the NAVMEDAD registrar will have to bring LWOP requests to the Student Review Board (SRB) for determination.

LWOP is typically granted for periods of six months or one year. Generally, no more than 12 months of LWOP are granted to any student. Requests for additional LWOP because of academic or administrative reasons may result in separation from the program with subsequent recoupment of expended funds.

There are six types of LWOP:

#### (1) ADMINISTRATIVE LWOP

This is an involuntary LWOP. Students will be automatically placed on an administrative LWOP for noncompliance with administrative or contractual requirements such as failure to apply to Graduate Medical Education (GME), to update contact information, or provide licensing exam results, and when medical, security, or military service disqualification is first indicated, requesting discharge from the Reserves, or when status cannot be determined.

#### (2) MEDICAL LWOP

This is normally a voluntary LWOP but may become involuntary when it is determined that a student has been granted medical leave affecting their academic timeline by the school or when otherwise indicated. If pregnancy, and subsequent recovery, will delay a student's graduation date then the student may need to be placed on Medical LWOP. Please communicate your needs with your Program Manager in a timely matter for guidance. If requesting medical LWOP please provide the following to your program manager

- Signed and dated personal statement requesting Medical LWOP to include circumstance, condition, prognosis, treatment, and activity/duty limitations
- Include Exact Dates of LWOP period requested

- Letter from Dean/Office of student affairs confirming dates of LWOP as well as anticipated dates to return to training and GRADUATION date
- Please be prepared to submit all medical documentation, as medical conditions/changes leading to LWOP will need to be reviewed to determine if a waiver is required to remain in the program and continue to Active Duty in the future
- A letter from the treating provider stating the fitness for military duty may also need to be provided

### (3) ACADEMIC LWOP

Academic LWOP occurs when a student must repeat an academic period, has entered a preparatory or decelerated program, or has failed to pass appropriate licensing examinations. A student repeating an academic period during the summer is not placed in an LWOP status if it does not delay graduation. Any course or board failure **MUST** be reported to NAVMEDAD Program Managers for follow-up of corrective remediation and verification of unchanged graduation date. Failing courses and quickly remediating without contacting the NAVMEDAD Registrar may be grounds for separation. Notify your NAVMEDAD Program Manager for **ANY** course failures while in the program. If you do have any change to your academic course, please provide the following to your program manager asap:

- Signed and dated personal statement describing issues, specific dates (i.e. dates of course remediation)
- Letter from the Dean/Office of student affairs or other certifying school official confirming academic status, anticipated dates to return to training and confirmation of GRADUATION date

### (4) EDUCATIONAL LWOP

An LWOP request for completion of additional degrees or participation in other educational programs that delay original grad date may be requested but may not be approved based on the needs of the Navy. Educational LWOP is completely subject to the needs of Navy Medicine and must be presented to the SRB for approved by the NAVMEDAD Program Manager. When requesting an educational LWOP, please submit the following to your program manager who will provide to the Registrar. Please respond asap if the registrar requests additional supporting documentation:

- a. Current transcript;
- b. Copies of board scores (If Applicable);
- c. Outline the intended course of study or detailed program description;
- d. Endorsement by the Dean/Office of Student Affairs. **It must include the exact dates of authorized leave of absence (LOA) from the current program, date of return to program, and new graduation date**
- e. A signed and dated motivational statement which includes the benefit of the additional training to the Navy.

### (5) POST-GRADUATION HOLD

Students are automatically placed in this category of LWOP when waiting to transition to Active Duty or NADDS. NCP graduates are placed in this category pending passing the nursing licensing exam. Other program students are placed on Post Graduate Hold when the Navy scholarship benefits stop and while finishing additional academic requirements.

### (6) OTHER

This category of LWOP is utilized for situations such as pending legal matters and instances not applicable to other categories of LWOP.

## THE LWOP PROCESS

LWOP and return from LWOP must be processed via the NAVMEDAD Registrar.

As soon as you identify a potential need for LWOP (i.e. your timeline from Benefit Start Date to Original Anticipated Graduation Date Changes), please contact your Program Manager for guidance. When contacting your program manager, please be prepared to provide the documents listed under the LWOP descriptions above. LWOP requests must be submitted as soon as issues are identified by the student and before the LWOP effective date.

The NAVMEDAD Registrar will review the information provided and determine your LWOP status and notify you with an official memo from NAVMEDAD. If your LWOP must be approved by the Student Review Board (if requesting to remain in the program after two or more failures or requesting educational LWOP, the registrar will notify you once the board makes a determination). Once placed in an LWOP status, you will NOT receive tuition, stipend, reimbursements etc, nor will you be entitled to conduct ADT's. Therefore, you must be prepared to meet your ADT goals (clerkships/ODS especially) outside this LWOP period.

In order to return off of a LWOP status, a "Reinstatement Request" letter must be sent at least 60 days before the expiration of LWOP to allow adequate time to restore entitlements. The request must include:

- a. A letter from the Dean of Student Affairs or other certifying school official that confirms the effective date of the student's re-entry into school, verification that the student is in good academic status, and the anticipated graduation date
- b. An official copy of the most recent transcript
- c. If returning from a Medical LWOP, please include provider documentation of the following to review eligibility to continue on to Active Duty Navy:
  - a) Initial diagnosis;
  - b) Initial treatment;
  - c) Interim progress;
  - d) Final diagnosis;

- e) Final treatment; and
- f) Long term prognosis.

Please note that the student must request to be reinstated back into the program in a formal, and professional manner via email to your program manager and be advised that **returning from a voluntary LWOP to an active status is NOT automatic.**

Students who are placed on an involuntary administrative LWOP will return to an active status once the issues that prompted the administrative LWOP to occur have resolved. Benefits **MAY** be retroactively reinstated once the requested information has been received by the NAVMEDAD Registrar but are not guaranteed.

Some medical conditions may require a waiver to be retained in the program and to continue to active duty. **If the medical condition is deemed “not suitable for continued military service” by the Medical Board Waiver Process, the student will be recommended for separation from military service with recoupment of expended funds.**

#### EFFECT OF LWOP ON ENTITLEMENTS

The failure of a student to request their return to an active status from LWOP may result in loss of benefits.

It is also important to note that **all entitlements, as well as active-duty training, are suspended during any period of LWOP.** The student’s remaining entitlements will be determined by calculating the previously expended benefits, the remaining benefits based on the student’s contract, and the new graduation date.

A reinstatement letter will be emailed by the Registrar to the student, which includes the benefit reinstatement date and the new anticipated graduation date.

#### 4-2. SEPARATION POLICY

Separation from your NAVMEDAD may occur automatically upon failure to maintain eligibility, including but not limited to: being dismissed from school for any reason, loss of eligibility for military service or the scholarship, and medical disqualification. Per your service agreement, failure to pass the National Licensing Examinations after two attempts will be considered an academic failure and will be reviewed by the Student Review Board (SRB) for program separation. If a student is separated from the program, all funds expended in support of the student (i.e., tuition; stipend; bonus; grants and equipment; books; and supplies reimbursement) will be recouped.

### VOLUNTARY SEPARATION

Students may request to withdraw from the program for exceptional circumstances. Voluntary separation from a NAVMEDAD program is **RARELY** approved by the NAVMEDAD Program Director. A student's request to withdraw from the program must include the reason for the request and any supporting documentation. Voluntary separation may not eliminate any incurred service obligation. Please submit your request and supporting documentation to your NAVMEDAD program manager if requesting voluntary separation. Your request will be presented at the Student Review Board and you will receive notice from the NAVMEDAD Registrar after a determination has been made.

### INVOLUNTARY SEPARATION

A student considered for involuntary separation will be given due process. Students may be considered for involuntary separation if it is determined to be in the best interest of the Navy. Which, for example, would be if a student:

- a. Fails to complete the contractual degree program;
- b. Is convicted for a felony as defined under Federal, State, or Local law offense. Which, if tried under the Uniform Code of Military Justice (UCMJ), could result in confinement or a dishonorable discharge;
- c. Has discreditable involvement with civilian or military authorities, including driving under the influence or while intoxicated;
- d. Exceeds the maximum authorized leave of absence period (generally 12 months);
- e. Demonstrates administrative or contractual noncompliance;
- f. Fails to complete Officer Development School (ODS);
- g. Fails to complete one of their required professional licensure exams (i.e., COMLEX/USMLE/NBDE Step 1 and 2 or the NCLEX);
- h. Commits an offense that, under the UCMJ, would be punished by separation from service.

### DUE PROCESS

When it is determined that a student meets any of the above criteria, due process will be afforded. Failure on the part of the student to not keep their contact information (i.e., email and mailing addresses and phone number) current will not delay the Due Process proceedings. The Due Process is generated at PERS-911, after receipt of a Recommendation for Separation from the Navy, and the Recoupment of Funds Package is submitted via the Chief, Bureau of Medicine and Surgery. The student will be provided a written due process notification from PERS-911 which specifies the below information:

- a. The reason the student is being considered for involuntary separation from the program.
- b. The period allotted for a response, the address of the office to receive the response, and the decisional authority.

The student's rights under the due process proceedings include: consultation with an attorney at the student's own expense; submission of signed and dated personal statements, signed and dated statements from witnesses and other information to demonstrate why separation from the NAVMEDAD program should not occur or why other disposition should be considered.

A student is given 30 calendar days upon receipt of the Recommendation for Separation notice to respond. An extension (up to 30 calendar days) may be granted if requested. Failure to respond promptly will not delay the decision unless there are extenuating circumstances.

The NAVMEDAD Director is the initial reviewing authority for all separation proposals. The NAVMEDAD Director will send an endorsement to NPC for a final determination. A written decision will normally be provided by NPC within 60 calendar days from the date of the notice to be separated.

An appeal is not automatic. It is the student's option to appeal any decision that results in separation from the program, the process is handled through PERS-911.

When a situation warrants and if requested in writing by the student, a student may be placed in an LWOP status pending the outcome of the decision.

#### 4-3. TRANSFER BETWEEN ACADEMIC INSTITUTIONS

A student may not transfer to another institution, without first receiving permission from the NAVMEDAD Registrar. To request a transfer to another institution, a student must submit the following three items to the NAVMEDAD Registrar:

- a. A request via email to seek transfer to another school (this request must contain the name of the school the student is currently attending and the school to which the student desires to transfer) and a supporting explanation for the request. Requests that necessitate an extension of the scholarship beyond the time established in the student's initial contract will not be approved.
- b. A letter of acceptance from the new institution stating both the academic term start date and the anticipated graduation date.
- c. A letter from the institution the student is leaving which verifies the effective date of the student's release from the program. If receiving tuition benefits as part of your program, the transfer Request must reach the NAVMEDAD at least 90 days before the start of the term for which the transfer is requested. If approval from the NAVMEDAD to transfer schools is granted, a new Academic Year Statement (AYS) from the gaining institution must be sent to the NAVMEDAD Registrar immediately. Once the AYS is received, the NAVMEDAD Tuition Section Head will contact the new institution to initiate payment of tuition and required fees.



#### 4-4. PROGRAM RESIGNATION

The Navy has entered a written contract with the student in good faith and depends upon graduation to fill the needs of personnel, and manpower. A student is expected to fulfill the terms of his or her written contract. There is no provision to “buy out” the scholarship contract.

Requests based on personal reasons are normally disapproved. If the resignation is requested, the student should contact the NAVMEDAD Registrar for guidance. A resignation request must include the following:

- a. A signed and dated letter from the student fully explaining the reasons for requesting resignation.
- b. Supporting documents (e.g., a letter from the Dean of Student Affairs or an advisor who supports the resignation and can confirm the student’s current academic status); as to whether the student has disenrolled from school and the surrounding circumstances.

Based on the student’s particular case and supporting correspondence, the Chief, Bureau of Medicine and Surgery, will make a recommendation, and forward the request to NPC for a final decision.

If the resignation is granted, all funds will be recouped that were spent in support of the student while in the program.

#### 4-5. RECOUPMENT

Approval or disapproval to recoup funds is decided by the Secretary of the Navy (SECNAV). All monies spent for and to a student who is separated from the scholarship program for any reason will be recouped. Following separation and upon receipt of a recoupment approval letter from SECNAV, the DFAS is sent a summary package of all tuition, stipends, bonuses, and book, equipment, and supply reimbursements received by the student. DFAS is the DoD debt collection agent. All correspondence dealing with debt repayment should be directed to the DFAS Help Desk. Contact information with DFAS will be contained in the Debt Establishment Letter sent directly to the student from DFAS. Furthermore, **when students get letters from DFAS they must answer** the letters in writing promptly, or else a non-response could be turned over to a collection agency.

## CHAPTER FIVE: ACTIVE DUTY FOR TRAINING

### 5-1. INTRODUCTION TO ACTIVE DUTY FOR TRAINING (ADT)

HPSP and FAP Students are required to complete one ADT per year of their service agreement. NCP and NADDS students are not required, nor are authorized to complete ADT's.

#### ADT LENGTH

HPSP students are granted **45 days of ADT per year of their service agreement** (four-year scholarship students are required to perform **four** ADT periods; **three-year** scholarship students are required to perform **three** ADTs, etc.). They are expected to complete one year of their required ADT per fiscal year, unless authorized by NAVMEDAD to defer and complete more than one in a single fiscal year.

FAP students are granted **14 days of ADT per year of their service agreement**. They are also expected to complete one year of their required ADT per fiscal year, and typically complete them as school orders (please see 5.2 about types of ADT).

- a. Students cannot extend an ADT period beyond 45 (or 14 if FAP) days within a given fiscal year and the ADT period cannot cross fiscal years (1 Oct), nor split the time between two different commands. FAP students cannot extend an ADT beyond 14 days.
- b. A Clerkship ADT is limited to 28 days and the remaining 17 days are for school orders. For example, if your clerkship is only 20 days then the remaining 24 days the student will be placed on school orders. The school orders portion may occur at the beginning, or the end of the 45 days for clerkships depending on ADT requirements and policy. If the student's school schedule does not allow time for an ADT at a Navy facility, the entire ADT period may be served as school orders.

## 5-2. TYPES OF ADT

### OFFICER DEVELOPMENT SCHOOL (ODS)

This is a five-week Navy Officer indoctrination course located in Newport, Rhode Island, that should be prioritized and completed at the first available opportunity. **Attendance at ODS is not needed for United States Naval Academy (USNA) or Navy ROTC graduates or prior commissioned Naval Officers.** All other prior service students must attend ODS. Prior Enlisted service does not exempt students from the requirement to attend ODS.

#### HPSP:

- Medical Students: Goal is to complete ODS first two years of medical school. Please work with your institution ASAP to plan ahead. It will be to your advantage to complete prior to Navy clerkships. You don't have enough time to complete after medical school and before Internship.
- Dental Students: Encouraged to complete ODS during Dental School, but not required. However, highly recommend if you are seeking further post dental school training.

- Medical Service Corps (Clinical Psychology, Optometry students, etc): Not required to completed during HPSP time. You will be scheduled enroute to your first command.

FAP: You are NOT required to complete ODS during FAP. ODS will be completed as part of your orders enroute to your first command.

NADDS: If you did not complete prior (during HPSP, HSCP, USU etc.), you are NOT required to complete ODS during NADDS. Instead, you will complete as part of your orders enroute to your first command.

NCP: You are NOT required to complete ODS during NCP. ODS will be completed as part of your orders enroute to your first command.

### CLINICAL CLERKSHIP

A clinical clerkship is performed at a Naval Hospital or Military Treatment Facility (MTF), and the student may receive elective credit toward graduation (the student's school must approve the clerkship for credit). These clerkships are performed by third and fourth-year HPSP Medical Students, generally in preparation for applying to the Graduate Medical Education Selection Board (GMESB) for their training specialty of choice. Dental Corps and Medical Service Corps may also request to complete clinical clerkships but are not required. Clinical clerkships must be set up by the student with the hosting command directly (we do not coordinate). For more information about clerkships, visit the NAVMEDAD website page.

### RESEARCH OR OPERATIONAL CLERKSHIP

A research clerkship is performed at a Navy medical research facility and focuses on research related to the operational Navy. These rotations are usually performed by first and second-year students who have already attended ODS. We do not directly coordinate from our office and there is no central contact for Navy Research or operational opportunities, so you will have to reach out and make contact depending on what you are interested in. For more information about these opportunities, visit the NAVMEDAD website.

### SCHOOL ORDERS

School Orders are normally taken when the student's academic schedule does not allow travel to ODS or a clerkship/research/operational ADT. This is also the expected type of ADT for FAP students given time limited to 14days. Students must remain at school for the entire 45 (or 14) day period (no trips or vacations away from school are permitted). Students starting School Orders do not need to report or check in with any Navy activity or base. The student goes to classes and receives full active duty pay and allowances during the 45 days. HPSP will issue funded school orders. Wearing a Navy uniform is not needed when on School Orders. Orders may include instructions to report to a local Reserve Center; however these instructions are

inserted into the orders automatically by the order writing system and is not required. Contact the NAVMEDAD via email for questions on the receipt or execution of School Orders.

### 5-3. ADT TRAVEL

NAVMEDAD travel regulations state that one day of travel equals 350 miles. Students are authorized for one day of travel to the ADT site. The last day of the ADT is used for return travel. If the ADT site is greater than 350 miles from the student's school, NAVMEDAD will issue a government-purchased airline or train ticket. If the ADT site is less than 350 miles from the student's school, the student may request to drive. The 350-mile driving limit policy is under current NAVMEDAD travel regulations, which consider a day of driving as eight hours with a one-hour lunch break and 55 miles per hour as the speed limit.

Travel for students' dependents is not authorized while on ADT orders.

#### ADT LOCATIONS

A list of ADT locations and types of clinical and research clerkships are located on the NAVMEDAD website: <https://www.med.navy.mil/acquisitions/>.

### 5-4. HOW TO REQUEST ADT

ODS and School Orders may be requested with NAVMEDAD directly; however, students are responsible for scheduling and securing individual clinical/research/operational clerkships with the sponsoring command prior to requesting ADT. Before requesting travel orders, a student must request the clerkship position from the command site. Once a student has received an acceptance letter from the site, an ADT request may be sent with a copy of the clerkship acceptance letter to the NAVMEDAD Travel Section Head via email. All ADT requests must be requested through the NAVMEDAD at least eight weeks before the start of the requested training period. If orders have not been received by the student three weeks before travel, the student must contact the NAVMEDAD Travel Section at [usn.ncr.bumedfchva.mbx.usn-hpsp-adt-reimburse@health.mil](mailto:usn.ncr.bumedfchva.mbx.usn-hpsp-adt-reimburse@health.mil). **At no point can a student begin travel without orders.** ADT Request forms are located on the NAVMEDAD website: [ADT Request Form](#).

### 5-5. ADT ORDERS INFORMATION

While on ADT, students are entitled to all the rights and privileges of an active duty officer.

Orders and E-tickets (required if the student is flying) for an ADT will be issued and sent via email approximately 10 days before the start of the required travel. **At no time should a student purchase a ticket on their own or change flights that are issued.** A student will not be

reimbursed for the cost of a personally bought ticket, and COMNAVRESFORCOM will not issue E-tickets if the flight has been changed by the student. Students should read orders and tickets carefully to ensure accuracy. If the student has questions or there are any discrepancies, NAVMEDAD needs to be contacted immediately via email. Each student should save a copy of the travel itinerary if the itinerary changes while in a travel status. This will be needed when submitting the student's claim for travel following the completion of orders. This travel claim must be submitted to [usn.ncr.bumedfchva.mbx.usn-hpsp-adt-reimburse@health.mil](mailto:usn.ncr.bumedfchva.mbx.usn-hpsp-adt-reimburse@health.mil) by the student within 5 consecutive days upon completion of travel. E-tickets are required for rental car reimbursements.

Once orders are received, students must complete them. If for any reason a student cannot complete a set of ADT orders, the NAVMEDAD must be notified immediately so that the orders can be canceled or modified.

When reporting to and departing from an ADT site, students must have the original orders endorsed (signed) by the command or GME office. For ODS students, orders must be signed by the ODS Administrative Office at King Hall to reflect the time and date of reporting and detaching. This is the only proof that the active-duty orders were completed. These dates and times are used to compute travel and authorized per diem payment. Students will not be reimbursed for travel costs without properly endorsed orders.

## 5-6. LODGING INFORMATION

Mandatory use of NAVY LODGE or NAVY GATEWAY INNS is required when on ADT Clerkships (clinical/research/operational). If no room is available at Navy Lodge or Navy Gateway Inn, the student must get a Certificate of Non-Availability (CNA) stamp on their orders or a letter from the lodge manager. Only with this documentation can the student be reimbursed for commercial lodging.

Students must ensure that if they are able to obtain a CNA, that this information is included with their travel documents so that they can get reimbursed for their lodging. If the zero balance receipt from lodging location and the CNA are not provided by the student, then they will not be able to be reimbursed for their lodging and will have to pay that cost out-of-pocket.

## 5-7. NO MESSING AVAILABLE LETTER

Most clerkship orders will have a paragraph that states, "The use of the mess adversely affects mission performance, per-diem authorized at the commercial rate." This statement allows the student to receive full commercial per diem. If this statement is not included on a set of clerkship orders, the student must go to the GME office immediately and obtain a "No Messing Available Letter." This allows the student to receive full commercial per diem if commercial

messaging is authorized. ODS and School Orders will not have this statement included. ODS and School Orders do not allow commercial messaging.

## 5-8. UNIFORMS

The Naval uniform is to be worn when on ADT at a military facility or at other indicated times. The Navy authorizes a variety of uniforms for all climates and seasons, plus jackets, raincoats, overcoats, etc., for both men and women. A complete description of authorized uniform combinations and specific instructions for placement of rank and insignia are contained in the United States Navy Uniform Regulations located on the NPC website:

<https://www.mynavyhr.navy.mil/References/US-Navy-Uniforms/Uniform-Regulations/>.

Students may purchase Navy uniforms from the Navy Uniform Shop at any Navy Exchange, by calling the Navy Uniform Support Center, or via the web through the Navy Exchange website. Students must have a current military CAC and be listed in the Defense Enrollment Eligibility Reporting System (DEERS) to buy uniforms. It is not recommended for students to buy uniforms via the mail for their first uniform purchase. This recommendation is due to size variations between civilian and military clothing. An experienced Officer or clothing sales store person can help a student in selecting the minimum requirement for a student's assignment needs.

- a. Students do not need to purchase uniforms before attending ODS. Uniforms will be bought at ODS.
- b. Before reporting on ADT, students must contact their respective GME or GDE coordinators for specific uniform requirements. If the student has not attended ODS, a minimum set of uniforms should be acquired before the start of the ADT.

## 5-9. UNIFORM ALLOWANCE

Officers have authorized a one-time uniform allowance. Students will be paid the uniform allowance via Direct Deposit after their first ADT. Although the cost of a full set of uniforms will exceed the authorized amount, this is the limit set by Congress for officer uniforms. Students are not reimbursed for uniform purchases through the reimbursement process. Visit the NAVMEDAD website for uniform allowance amounts.

## 5-10. NAVY GROOMING STANDARDS

While on ADT at a military facility, students must conform to Navy dress and grooming standards. Official Navy standards are in the Navy Uniform Regulations. In general, hair, grooming, and personal appearance while in uniform will present a neat, professional appearance. Navy uniform and grooming standards can be found on the Navy Personnel website at:

[Uniform Regulations \(navy.mil\)](#).

### 5-11. MEDICAL CARE WHILE ON ADT

While on ADT, students and dependents are eligible for medical care through TRICARE. Before using TRICARE, students must register themselves and their dependents in the Defense Enrollment Eligibility Reporting System (DEERS), and then must register the dependents at a Health Benefits Advisor's office at the nearest Medical Treatment Facility.

1. To register in DEERS for the ADT period, the student must provide a copy of the endorsed orders to COMNAVRESFORCOM, N1C4 Data Integrity, Navy Reserve DEERS, Rapids Project Office, 1915 Forrestal DR, Norfolk, VA 23551 COM: (757) 322-2263. Note: If the military student is not available, the student's family will need a valid power of attorney in order to update DEERS.
2. Once enrolled in DEERS and the duty status has been changed to active, the student's information will be transferred into the TRICARE system. Information about TRICARE can be accessed at <https://tricare.mil>. Note the following about TRICARE:
  - a. TRICARE is only available for dependents when the student is on active-duty orders for a period longer than thirty days (therefore HPSP students only).
  - b. Students should check with TRICARE to find the nearest Military Treatment Facility (MTF) to the ADT location. This can be done by going to: <https://tricare.mil>.
  - c. Dependents must be enrolled in the DEERS order to be eligible for TRICARE. It is the student's responsibility to perform this at the start of each ADT.

For more information, contact the Health Benefits Advisor's office at the nearest MTF.

### 5-12. DENTAL CARE WHILE ON ADT

See the Dental Care section in the Medical readiness Chapter (6).

### 5-13. LEAVE

Students accrue four days of leave while on 45 days of ADT. Students are not authorized to take leave during ADT or carry over leave after completion of ADT. All accrued leave will be "sold back" to the Navy. Students will be paid for the leave via Direct Deposit at the rate of one day of base pay per day of leave. Prior active-duty students who have already been paid for 60 days of accrued leave cannot be paid for any further leave days.

## 5-14. SERVICEMEMBERS' GROUP LIFE INSURANCE (SGLI) AND VETERAN'S GROUP LIFE INSURANCE (VGLI)

### SGLI

Servicemembers' Group Life Insurance (SGLI) is a program of low-cost group life insurance for students on active duty, ready reservists, students of the National Guard, students of the Commissioned Corps of the National Oceanic and Atmospheric Administration, the Public Health Service, cadets and midshipmen of the four service academies, and students of the Reserve Officer Training Corps. SGLI is automatically deducted from the student's base pay during ADT. If a student does not want to participate in SGLI, the NAVMEDAD must be contacted before the student begins ADT to decline SGLI.

### VGLI

After release from ADT, students may extend their life insurance coverage by converting SGLI to Veteran's Group Life Insurance (VGLI). The method of payment is by coupon. The length of participation is limited to five years, but it is renewable. Students cannot apply for VGLI unless previously insured under SGLI during ADT. After release from ADT, students have 120 days to convert to VGLI without having to provide evidence of insurability for an amount not to exceed the SGLI coverage. Once the 120-day period has passed, students have an added year to apply for VGLI, but evidence of insurability may be required. For further information about this coverage, contact the Office of Servicemembers' Group Life Insurance (OSGLI), 213 Washington St., Newark, NJ 07102. OSGLI's toll-free number is: (800) 419-1473. Students may cancel VGLI to take advantage of the 120-day SGLI free premium each time reporting on ADT. However, once on extended active duty after graduation, students must cancel the VGLI policy and take the SGLI. Students will again become eligible for the VGLI 5-year renewable policy after release from active duty.

## 5-15. TRAVEL CLAIM PROCESSING

All Travel Claims must be sent to the NAVMEDAD no later than 5 business days after completion of travel. Claims should be scanned and sent via email to:

[usn.ncr.bumedfchva.mbx.usn-hpsp-adt-reimburse@health.mil](mailto:usn.ncr.bumedfchva.mbx.usn-hpsp-adt-reimburse@health.mil).

Submit each claim with the following documents:

- a. Endorsed/Stamped orders
- b. DD1351-2
- c. EFT Form
- d. Travel Checklist
- e. Receipts for lodging
- f. Receipts for the rental car
- g. Receipts for gas



- h. Receipts for tolls
- i. Receipts for taxi/Uber/Lyft, etc.
- j. E-ticket/flight itinerary from SATO

The properly completed travel claim is signed by the NAVMEDAD Approving Officer and sent to Travel Processing Department, Millington, TN for reimbursement to the student. **Attempts to defraud the government by falsifying travel expenses can result in prosecution and separation from the program.**

Travel claim payment is performed by voucher, directly into the student's bank account listed on the Electronic Fund Transfer (EFT). Payment is made through the Defense Finance and Accounting System and payment shows on the Advice of Payment under the myPay account under the voucher section. Only active duty pay and entitlements will show on the student's LES for the ADT period.

## CHAPTER SIX: MEDICAL READINESS

### 6-1. RESPONSIBILITY

Students are expected to maintain good health and conform to Navy Physical Fitness standards during participation in the program. It is expected that upon graduation and completion of board examinations, all students will enter active duty and be fit for worldwide assignments. The NAVMEDAD Medical Readiness department is responsible for ensuring that all students maintain the Navy Physical Fitness standards.

### 6-2. HEALTH SCREENING PACKAGE

Health Screening and HIV test must be completed every two years during time a NAVMEDAD program. Your medical screening by recruiters upon entry to your program will count as initial screen and you are expected to complete health screen after two years in the program, and every two years after that. The Health Screening Form can be obtained via the NAVMEDAD website. An HIV test is required every two years and is a reimbursable expense for all students except for Navy Active-Duty Delay for Specialists (NADDS) and Nurse Candidate Program participants. The student's Health Screening Package and HIV must be current before starting ADT orders.

If there are any changes to your prior screening, additional information regarding diagnosis, prognosis, treatment, and activity limitations will be requested in order to submit for Medical Review and Waiver if necessary. If you have any changes prior to the due date for your health screening, please alert your NAVMEDAD program manager for guidance.

### 6-3. PREGNANCY

Students must notify the NAVMEDAD of pregnancy and their estimated date of delivery as soon as they are aware of the pregnancy. Pregnant students may choose to take School Orders during pregnancy and may elect to be covered under the active-duty medical benefits program during school orders (limited to 45 days). Pregnant students may perform ADT up to, but not during, the third trimester. Any delay in the graduation date must be reported to their program manager and NAVMEDAD Registrar via email. Pregnant students are not allowed to attend ODS. ODS may be attended six months following delivery with a personal waiver statement and a medical clearance letter from a licensed provider. Without required documentation, the student must wait a full year before attending ODS.

#### 6-4. HEIGHT AND WEIGHT REQUIREMENTS

Students must maintain compliance with Navy physical fitness and weight standards to ensure physical readiness. Navy height and weight standards are waived during pregnancy but must be met within 6mo after delivery. Navy height, weight, and pregnancy standards can be found via the Navy Personnel Website which can be found at the My Navy HR website under Support Services, 21<sup>st</sup> Century Sailor, Physical Readiness.

#### 6-5. MEDICAL COVERAGE

##### HEALTH INSURANCE

Health, Dental, Vision, Disability, etc., insurances are allowable reimbursement items only when paid by the student (i.e., NOT invoiced with tuition), and ONLY when required by the school. Reimbursement will be made for a policy that satisfies the minimum insurance requirements as outlined in Chapter 3 section 2, subsection (e).

##### TRICARE

Students and their dependents are covered by the Navy's TRICARE Health Insurance Program ONLY during the 45 days while on ADT. Before using TRICARE, students must register their dependents in the Defense Enrollment Eligibility Reporting System (DEERS), and then contact the Health Benefits Advisor's office at the nearest military medical care facility to register dependents.

##### DEPENDENT INFORMATION

If you have a child or get married (therefore, you will now have a spouse or child as dependents), then you must update this information as soon as possible in DEERS. Information that will be required will be the child's birth certificate and/or a marriage certificate as applicable. For spouses to receive a CAC, they must be accompanied by a military member at the CAC office. All members receiving a CAC must bring two forms of acceptable ID ([List of Acceptable Forms of I.D.](#)) with them.

**DEERS can be updated in one of the following ways:**

- a. To add or remove a family member, the student must visit a local military CAC-ID card-issuing facility. Search for an office by ZIP code, city, or state at <https://idco.dmdc.osd.mil/idco/>. Note: call the office first to verify location, business hours, and required documentation.
- b. Once you are on ADT orders you can, and should, update your contact information online on the DEERS Web site at: <https://www.tricare.mil/deers> or on the Beneficiary Web Enrollment website at: <https://tricare.mil/bwe>.
- c. Once enrolled in DEERS, and the student is on ADT, then the student and their dependents can access their healthcare information via the TRICARE system. Information about TRICARE can be accessed at <http://www.tricare.mil/>. Dependents must be enrolled in DEERS at a CAC issuing facility to be eligible for TRICARE. However, it is only available when the student is on active-duty orders for a period longer than 30 days. It is the student's responsibility to verify enrollment at the start of each ADT. For more information, contact the Health Benefits Advisor's office at the nearest MTF.

## 6-6. DENTAL CARE

While on ADT, the student (not their dependents) is eligible for dental care at an MTF or through TRICARE Prime Remote. If found greater than 50 miles from an MTF, TRICARE Prime Remote can be used to obtain care. Students can view more information on the covered dental services at <https://www.tricare.mil/CoveredServices/Dental>. Be sure to read the website thoroughly as there may be requirements prior to seeking care.

## 6-7. CHANGES IN MEDICAL CONDITION

All changes in medical condition resulting in hospitalization, change in medication use, or change in physical function **must be immediately reported** to the NAVMEDAD. All changes in condition must be evaluated to ensure that a student can meet the physical requirements for active duty. Even if the condition may not seem noteworthy, please reach out to NAVMEDAD for further guidance.

Please be prepared to forward all pertinent medical records and appointment follow-ups (to include a clearance letter from the medical provider) to your Student Programs manager at [usn.ncr.bumedfchva.mbx.usn-oh-student-programs@health.mil](mailto:usn.ncr.bumedfchva.mbx.usn-oh-student-programs@health.mil). Failure to provide documentation will delay entry to active duty or may be grounds for separation from the program and the Navy.

## CHAPTER SEVEN: PROFESSIONAL AND CAREER PLANNING

### 7-1. MEDICAL CORPS

#### PROFESSIONAL AND CAREER PLANNING

The Navy Medical Corps (MC) is comprised of physician trainees and physicians, MD or DO, who provide a range of care for military members, their dependents, and retirees. Their practice directly affects military readiness and total force protection across the world. Whether you are interested in Primary care, Surgical Care, Specialty Care, the Navy Medical Corps can be your conduit.

Navy Physicians participate in clinical and scientific research across multiple specialties. Opportunities for active participation in research are supported by the Navy through various education opportunities throughout your career.

During your career as a Medical Corps Officer, you can expect to have opportunities to take part in humanitarian missions on sea and land around the world, have leadership opportunities in hospital administration, as well as the chance to serve overseas. Each career is different allowing for a diverse community; however, there are established career tracks to assist in meeting specific milestones depending on your goals.

Throughout your career you will be guided by a Specialty Leader (determined by your specialty), the Medical Corps (MC) Detailer team, and the Career Planner. The individuals that fill these positions are senior MC officers that understand the intricacies of your specialty and will help to guide you through critical items, such as assignments, promotion board information, fitness reports, and collateral duties.

#### NATIONAL BOARD EXAMINATIONS

One of the major objectives of the NAVMEDAD is to professionally develop Officers through educational experiences, mentoring, and self-development. All MC students must submit documentation demonstrating successful completion of professional examinations as outlined in the program contract. This includes United States Medical Licensing Examination (USMLE) Steps 1 and 2 Clinical Knowledge (CK) or Comprehensive Osteopathic Medical Licensing Examination (COMLEX) Level 1 and 2 Clinical Examination (CE) as appropriate.

The USMLE Step 1 or COMLEX Level 1 should be taken by the end of the second academic year (July). Results are generally available four to six weeks after the test date. USMLE Step 2 CK or the COMLEX Level 2 CE should be taken soon after completion of the third academic year (July). Results for USMLE Step 2 CK or the COMLEX Level 2 CE generally take four to six weeks for students to receive their results. All board exams must be passed **and submitted to accessions** via [usn.ncr.bumedfchva.mbx.usn-oh-student-programs@health.mil](mailto:usn.ncr.bumedfchva.mbx.usn-oh-student-programs@health.mil) before a student is allowed to transition to their PGY1 position in active duty or IRR.

All HPSP students preparing for post graduate training (Internship and Residency) and NADDS/FAP students interested in fellowship are **required** to apply via the Joint Graduate Medical Education Selection Board (JGMESB). This is a requirement even if you are interested in completing civilian training). This application process opens in July of each year; therefore, the student must apply to the board the year prior to start of post graduate training (typically the summer before graduation for medical students and residents. However, for residents interested in civilian fellowships, please consult your specialty leader if you have to apply to the selection board even earlier, ie. 2yrs prior to start). The GMESB is under the authority of Navy GME, and the instruction for the board each year is released as “BUMEDNOTE 1524” by the end of June each year. All pertinent application documents must be uploaded into the application system by mid-Oct per this instruction. To be as competitive as possible for the student’s desired specialty and location, all required exams must be taken and passed before the mid-October deadline in order for the selection board to review.

When applying for post graduate specialty training, HPSP students will compete with other MC students (similar scholarship programs such as HSCP or Uniformed Services University Medical Students). NADDS residents will be competing with other NADDS residents, In-Service training residents, or other active duty physicians applying for fellowships. Selection is based on academic performance (grades in medical school courses, board exam scores, and performance on clinical rotations). Performance in clinical rotations is especially important, and participation in research projects (publications) as a student will help increase the student’s competitiveness during the match. A student’s performance in military clinical rotations is also a key factor for program directors when deciding on an internship (PGY-1) or a residency program.

It is particularly important for a student who failed or received a low passing score on the USMLE Step 1 or COMLEX Level 1 to have USMLE Step 2 CK or COMLEX Level 2 CE in the PGY-1 application, to show the Intern Selection Committee that the student is not an “academic risk.”

Failure to pass national licensing examinations twice is “a failure to progress academically” and will result in separation from the program (per the student's Service Agreement). Students should be proactive and notify the Student Programs Office immediately if there are problems associated with licensing exams. Requests to remain in the program after two failures will be reviewed by the NAVMEDAD Student Review Board. Initiative-taking action will be viewed favorably.

#### ADT

Officers in the program are granted ADT for up to 45 days during each fiscal year for military training and professional training related to their healthcare specialty. While on ADT orders, Officers are subject to the Uniform Code of Military Justice. Uniforms may only be worn while on ADT orders or when specifically permitted by BUMED following regulations governing IRR status personnel. ADT Clerkships should only be scheduled after ODS but may be considered on a case-by-case basis. Please see ADT section and plan your ADT’s early. Recommend using

chart below to work with your medical school to plan for completion of your ADT’s, most importantly, ODS and clerkships:

	oct	nov	dec	jan	feb	mar	apr	may	jun	jul	aug	sep	
1 <sup>st</sup>	Likely limited by School’s Academic Schedule, but if opportunity to complete ODS, please attempt to complete!								ODS School Orders only if Confirm ODS 2 <sup>nd</sup> Summer				
2 <sup>nd</sup>	Likely limited by School’s Academic Schedule, but if opportunity to complete ODS, please attempt to complete!								ODS School Orders/Clerkship only if Confirm ODS completed				
3 <sup>rd</sup>	Clerkships/Sub-I’s									Clerkship/Sub-I’s *Mil GME app open 1 Jul			
4 <sup>th</sup>	Clerkships/Sub-I’s *Mil GME app due mid Oct		Clerkships/Sub-I’s/School Orders. ODS only if have not completed *Mil Match results early-mid Dec										

- Total number of ADT’s depends on your SA (1 ADT per year scholarship)
- Complete 1 per year (\*note fiscal year).
- Coordinate with your School Schedule as soon as you sign your Service Agreement
- Recommend filling in last column with your plan for the year

### ODS

Medical students must go to ODS before graduation and prioritize this above other ADT options.

### GRADUATE MEDICAL EDUCATION (GME) | APPLICATION PROCEDURES

The **Joint Graduate Medical Education Selection Board (JGMESB)** convenes each November for all eligible MC officer applying for graduating medical education (medical students, residents, fellows, and staff physicians). By June of the year before graduation, medical students will receive a group email outlining the procedures for applying for an internship or PGY-1 (the first year of graduate medical education). All MC medical students are **REQUIRED** to apply to the Navy for the first year of GME. The Navy application electronic process enables students to submit a preference list of the choices for internship (PGY-1year). Students may apply for Navy training for the GME-1 year or request permission to complete a civilian residency (i.e., a full deferment of active-duty obligation until residency completion). Details regarding the application process is on the [GME website](#). Highly recommend you familiarize yourself with the materials on this website, importantly the BUMEDNOTE 1524. This outlines process in detail. The NAVMEDAD does not have any authority over this board.

#### *Factors Considered by the JGMESB*

Students are evaluated based on the following:

- a. Medical school performance (pre-clinical and clinical years);
- b. Standardized test scores;
- c. Evaluations such as a dean's letter, letters of recommendation, clerkship reports, and interviews from Navy training sites; and
- d. Potential as an intern and military adaptability.

### *Clerkship Evaluations*

Clerkship evaluations and interview reports from Navy Military Treatment Facilities are especially important. Students must make every possible effort to perform the ADT training periods and interview at the Navy MTF preferred for internship/residency. The Navy and the NAVMEDAD do not fund travel just for interviews. Students should schedule interviews during ADT periods if possible, and programs are able to conduct interviews remotely as well. It is recommended to then use a few days to interview at other sites that are geographically close (such as Naval Medical Center Portsmouth and Walter Reed National Military Medical Center, Bethesda). It is recommended that students use the last two ADT periods for this purpose. To maximize your exposure to the program directors before the JGMESB, consider planning to perform ADT towards the end of the third year or the very beginning of the fourth year, or both if possible. Not having this exact schedule does not put you at a disadvantage; however, if you have rotated with the program you are requesting as your number one choice then this can look favorable upon review.

### *Selection for GME*

All MC students are required to submit a JGMESB application, and to prepare an Electronic Residency Application Service (ERAS) application in case they are selected for deferment. This Navy application enables students to submit a preference list of choice for GME. An applicant must apply for Navy training for the internship year. A student may also request permission to complete a civilian residency (a full deferment of active-duty obligation until residency completion).

### *Deferments*

Full deferments are granted based on the needs of the Navy and are reserved for critical wartime specialties. A student chosen for a full deferment may participate in the civilian match and complete a civilian residency before coming on active duty in the Navy as a fully trained, board-eligible, medical specialist. Students who ask for a full deferment should be in the top third of the class, have strong board scores, no failing grades on the transcript, high profile, exam grades, and honors evaluations from the rotations.

### *Notification of JGMESB results*

Students will be notified by the GME Office in mid-December of the results of the JGMESB. This provides adequate notice for continued participation in the civilian match if necessary.

## 7-2. DENTAL CORPS

## PROFESSIONAL AND CAREER PLANNING

As an officer in the Navy Dental Corps, you will be able to challenge yourself beyond the routines of private practice. You will provide dental care for Sailors, Marines, and their family members in a variety of settings: on board an aircraft carrier, in a hospital or in a field tent. This unique experience enhances your dental skills as well as your personal leadership development.

## LICENSING BOARD EXAMINATIONS

The Dental Corps (DC) student's service agreement specifies that students must complete all parts of the National Dental Board Exam (NBDE) exam as soon as possible. Part I of the NBDE must be completed before the beginning of the third academic year, with the results provided to the Student Programs Office by 15 September. Part II of the NBDE must be taken in December, during the fourth academic year, with results provided to the Student Programs Office by 15 February. Second attempts must occur by the following March and results provided by 15 April. The institution of the Integrated National Dental Board Exam (INDBE) may change this timeline. Most importantly, students that participate in the INDBE should report results as soon as they are available to the Student Programs Office. Failure to take the examination or provide scores to the Student Programs Office may result in an immediate LWOP status with possible cessation of all payments. Failure to pass national licensing examinations after two attempts will be considered "**Failure to Progress**" academically and may result in separation from the Navy with recoupment of expended funds.

## GRADUATE DENTAL EDUCATION (GDE) INTERNSHIP APPLICATION PROCEDURES

All HPSP Dental Students are required to apply a Post Graduate Year-1 (PGY-1) training in Advanced Education in General Dentistry (AEGD) or General Practice Residency to be completed during the first duty station in the Navy. Graduate Dental Education (GDE) prepares dentists for the independent practice in a dental specialty. Those applicants not selected for one of these trainings are assigned as an active-duty general dentist.

Opportunities to train in advanced dental specialties (residencies and fellowships) are available in addition to this PGY-1 positions. You can apply as a Dental Student in addition to the PGY-1 application. Current Navy Dental Officers are also eligible to apply to these specialties.

The Naval Postgraduate Dental School (NPDS) located at Walter Reed National Medical Center conducts advanced dental specialties designed to help train Dental Corps officers that are qualified to practice, teach, or conduct dental research. The current programs offered fulltime in-service (FTIS) are:

- a. Advanced Clinical Program Exodontia (1-year)
- b. Comprehensive Dentistry (2-year)
- c. Endodontics (2-year)
- d. Maxillofacial Prosthetics Fellowship (1-year)
- e. Oral and Maxillofacial Pathology (3-year)



- f. Oral and Maxillofacial Surgery (4-year)
- g. Orthodontics (2-year)
- h. Periodontics (3-year)
- i. Prosthodontics (3-year)

A limited number of full-time out-service (FTOS) residencies and postdoctoral education and training programs are available in civilian universities and institutions.

#### FIRST ASSIGNMENT

The PGY-1 year is a neutral year for training. No additional Active-Duty Obligation (ADO) is incurred in exchange for this training. However, payback for previous educational training does not begin until after the PGY-1 program ends.

#### POST-GRADUATE DENTAL SPECIALTY RESIDENCY PROGRAMS

In January of your third year, HPSP should receive an announcement from the Head of Graduate Dental Program outlining the available postgraduate dental programs, as well as the application form to complete. The Duty Under Instruction (DUINS) Board convenes prior to the PGY-1 board and the application process for these two programs is separate. The following factors are considered by the PGY-1 and DUINS Selection Boards:

- a. Dental school performance (preclinical and clinical years);
- b. Standardized test scores;
- c. Evaluations such as a Dean's letter, letters of recommendation, clerkship reports, and
- d. Interviews at Navy training sites; and
- e. Potential as a PGY-1 resident or dental specialty resident and military adaptability.

#### CLERKSHIPS

HPSP Dental Students are eligible to complete clerkships as an ADT. Opportunities are available on the Medical Accessions Website: <https://www.med.navy.mil/Accessions/Scheduling-HPSP-and-FAP-Clerkships/>.

#### LICENSING

Current credentialing and privileging instructions require that Dental Officers be licensed within 12 months of entry on active duty. The exception to the policy is for Officers who come from states that allow a license to be given instead of an exam if an AEGD or GPR year is completed. In that case, the officer has 18 months to be licensed.

### 7-3. MEDICAL SERVICE CORPS: OPTOMETRY

## PROFESSIONAL AND CAREER PLANNING

Doctors of Optometry provide the vast majority of primary eye and vision care services for military members, their dependents, and retirees. They directly affect military readiness and total force protection. Periodic optometric examinations are a crucial part of preventive health care. Navy Optometrists work as critical members of the Navy's integrated health care team in multidisciplinary settings.

Navy Optometrists lead clinical and scientific research in such areas as improving night vision goggles for aviators, developing ophthalmic laser protection for the visual system, identification of the effect hypobaric and hyperbaric conditions have on vision, studying the effects of traumatic brain injury on the visual system, and determining the operational impact of refractive surgery on the warfighter. Optometrists help transition lessons learned from aviation safety mishaps secondary to vision-related issues into service-level policy; support the training of aviation personnel; provide consultative services on visual problems and issues for individual service members worldwide. Opportunities for active participation in research are supported by the Navy through dedicated education opportunities for mid-career Navy Optometrists.

A career Navy Optometrist can expect to have opportunities to take part in humanitarian missions on sea and land around the world, have leadership opportunities in hospital administration, as well as the chance to serve overseas in Europe or Asia.

Throughout your career you will be guided by the Optometry Specialty Leader, the Medical Service Corps (MSC) Detailer, and the Career Planner. Senior optometrists and MSC officers will also guide critical items, such as assignments, promotion board information, fitness reports, and collateral duties.

## BOARDS AND ACADEMICS

HPSP students are expected to take the National Boards at the earliest opportunity as follows:

- a. Part I: March of Year 3;
- b. Part II: December of Year 4; and
- c. Part III: Spring of Year 4.

Students are expected to pass all boards at the first opportunity and to be ready to practice shortly after graduation once results come in from Part III and a state optometry license is obtained. The Optometry Specialty Leader and the NAVMEDAD Program Manager must be informed of any board developmental changes.

## EXTERNSHIPS

Optometry students typically complete 3 to 4 externship rotations outside of their school setting during their fourth year. It is recommended that HPSP students perform one of these externships at a Navy Medical Treatment Facility (MTF). This provides students an orientation to Navy Optometry as well as fulfilling a graduation requirement. The Navy has locations with

established Memorandums of Understanding with the schools. Since optometry externships exceed the standard 30 days of travel, ADT orders are not authorized.

### RESIDENCY TRAINING

The majority of Optometry scholarship students will graduate from Optometry school, be commissioned, and rapidly proceed to their first duty assignment. Optometry residencies are optional to gain advanced practice in a specialized area.

Full deferments are granted based on the needs of the Navy at the time of selection and are extremely rare. A student selected for a full deferment is authorized to participate in the Optometry Residency Matching System and to complete a civilian residency before coming on active duty. Since relatively few students who request a full deferment are selected for that pathway, students must be prepared for an active-duty assignment. Students who ask for a full deferment should be in the top third of the class, have strong board scores, no failing grades on the transcript, have top grades from clinical rotations, and apply to residency programs approved by the Optometry Specialty Leader.

Optometry residencies are usually performed after the first assignment by being competitively selected for the Duty Under Instruction (DUINS) program.

### FIRST ASSIGNMENT

Navy Optometry has exciting duty locations and practice settings. The Optometry Specialty Leader and your Detailer decide where you will be assigned based upon input from you and the "Needs of the Navy." Excelling at a Navy rotation early in the 4th year of optometry school, leadership in AFOS or AAO student section, publication of research in a peer-reviewed journal, or presentation of a poster or paper at a conference, and at a minimum completion of ODS before commissioning creates a strong start to a Navy career.

## 7-4. MEDICAL SERVICE CORPS: PHYSICIAN ASSISTANT

### PROFESSIONAL AND CAREER PLANNING

Navy PAs are assigned to a variety of Navy and Marine Corps operational and shore-based facilities in the continental United States and overseas. When assigned to an operational unit, the PA is regularly deployed in support of naval operations. Clinical duties involve direct patient care, preventive care, and medical readiness. In addition to clinical duties, Navy PAs serve as Medical Service Corps (MSC) officers and routinely perform administrative duties specific to that Corps.

### BOARDS AND ACADEMIES

PA students are Federal Medical Provider-PA. The National Commission on Certification of Physician Assistants (NCCPA) certification and graduation from an Accreditation Review

Commission on Education for the Physician Assistant (ARC-PA) accredited training program is required for credentialing. PA students will not need a state license to practice in the Navy unless stationed at Great Lakes, IL.

\*PLEASE NOTE: If stationed at Great Lakes, IL, the student will need a state of Illinois license in addition to an NCCPA license. The credentialing office will have the details.

### CLERKSHIPS

Navy clerkships for Physician Assistant (PA) students are not recommended at this time. PA students take school orders for each ADT.

### GRADUATE-LEVEL TRAINING

PA Fellowship training in Orthopedic Surgery, Emergency Medicine, and General Surgery is available after the completion of at least one tour on Active duty. Selection is competitive with operational tours (CVN -Aircraft Carrier), and USMC (Greenside, Marines) likely to occur during the second tour. An additional 24–36-month obligation or commitment will be incurred after completing any of the Fellowships. Aeromedical Flight PA training is available and can be requested before a PA's first assignment. After flight training, PAs will be assigned to an operational Navy or USMC aircraft squadron.

### FIRST ASSIGNMENT

First assignments are based upon the “needs of the Navy”. When possible, a new PA will be assigned to a unit with a senior PA and/or physicians to ensure a smooth transition into Navy Medicine. The first tour is designed as an opportunity to hone clinical skills and better prepare the PA for future assignments and leadership roles.

## 7-5. MEDICAL SERVICE CORPS: PODIATRY

### PROFESSIONAL AND CAREER PLANNING

Completion of a Council on Podiatric Medicine Education (CPME) accredited college, and a three-to-four-year residency program is required before the first assignment to a military treatment facility (MTF) as a Navy Podiatrist, at the rank of Lieutenant (O3).

### Licensing

Podiatry medical licensing in one of the fifty states, the District of Columbia, or Puerto Rico is required. State licensing requirements include graduation from one of the nine accredited schools and colleges of podiatric medicine, the passage of the American Podiatric Medical Licensing Examinations (APMLE), and postgraduate training. Some states may require additional written and oral examinations. Part one of the written APMLE is taken during the second year of school. Part two of the APMLE, which includes a written test and the Clinical Skills Patient Encounter test, is taken during the fourth year of school. Part three of the written

APMLE is taken after successful completion of APMLE parts one and two, and authorization from the state board for which you are applying for licensure.

### BOARDS AND ACADEMIES

The Navy recognizes the American Board of Podiatric Medicine (ABPM) and the American Board of Foot and Ankle Surgery (ABFAS) for board certification payment. ABPM and ABFAS in-training examinations (ITE) may be offered during a residency at the discretion of the Residency Director. The ABPM offers podiatrists a comprehensive certification process in podiatric orthopedics and primary podiatric medicine. Podiatrists who have completed a CPME accredited three-year or four-year residency training sequence are granted Board Eligible status for 8 years following the completion of their residency program and may sit for the ABPM Certification Exam only after their final residency year. The ABFAS is the surgical specialty board. ABFAS certification candidates can use passing ITE scores to become qualified during residency or may achieve board qualification and board certification after completing a CPME accredited 3-year minimum residency program.

The American College of Podiatric Medicine (ACPM) advocates for the importance of maintaining thorough scientific knowledge and clinical skills in the biomechanical and medical aspects of podiatric practice. Podiatrists may join the ACPM as an associate after completing the ABPM qualification examination and as a Fellow after completing the ABPM certification Examination.

Podiatrists certified by the ABFAS may join the American College of Foot and Ankle Surgeons (ACFAS) professional society. ACFAS seeks to promote the art and science of foot, ankle, and related lower extremity surgery; address the concerns of foot and ankle surgeons; ensure superb patient care; advance and improve standards of education and surgical skill.

The American Podiatric Medical Association advances and advocates for the specialty of podiatric medicine and surgery for the benefit of its members and the health of the public. Navy Podiatrists may join the Federal Services Medical Association component.

### CLERKSHIPS

The externship program is designed to provide pre-doctoral podiatric externs (students) with additional exposure to patient care in the office, clinic, and hospital settings. Externs are provided with the opportunity to observe other specialties to broaden their medical training to patient care on the health care team. An externship is also intended to inform other professionals and allied groups of the role of podiatry on the health care team. The Navy does not offer clinical clerkships for Podiatry students. Students should expect to complete clerkships approved by the academic council of each college that allows its third- and fourth-year students to participate. A common pathway for Podiatry students is to complete Officer Development School (ODS) and then take “school orders” for their Active-Duty Training periods.

### GRADUATE-LEVEL TRAINING

The CPME approves residency programs in Podiatric Medicine and Surgery with or without Reconstructive Rearfoot/Ankle Surgery. There are no military podiatry residency programs. Residencies are completed at civilian facilities, through the Central Application Service for Podiatric Residencies match process. Once an approved residency has been completed, there is an opportunity for additional fellowship training. After completion of two years on Active Duty, Podiatrists are eligible to complete fellowship training through duty under instruction (DUINS). The American Board of Foot and Ankle Surgery (ABFAS) recognizes foot and ankle reconstructive surgery and research fellowships. The CPME has fourteen approved fellowships in complex deformity correction and limb reconstruction, podiatric sports medicine, wound care, research, lower extremity limb salvage, and trauma.

#### FIRST ASSIGNMENT

Initial assignments are to military treatment facilities within or outside of the continental United States. Medical treatment facility (MTF) assignments are located on Navy bases, Marine Corps bases, or tri-service commands. In addition to clinical and surgical duties, Podiatrists perform command collateral duties and serve in departmental leadership roles.

## 7-6. MEDICAL SERVICE CORPS: CLINICAL PSYCHOLOGISTS

#### PROFESSIONAL AND CAREER PLANNING

Navy Clinical Psychologists serve in a variety of settings, from military hospitals and clinics to a variety of military operational settings. Operational assignments include service aboard aircraft carriers and other surface ships, Marine Corps units, aviation and submarine squadrons, as well as SEAL teams and other Special Warfare Units.

The duties of Navy Clinical Psychologists include clinical interventions (mostly short-term therapies using a variety of treatment modalities), personnel assessment and selection for a variety of assignments, training, and prevention-oriented services, and psychological consultation with commanding officers. Ultimately, the role of a Navy Clinical Psychologist is to enhance the psychological well-being of individual service members while also increasing the operational readiness of Navy and Marine Corps units.

Navy Clinical Psychologists can expect to serve in a variety of settings throughout their careers, with increasing leadership opportunities available with each assignment. Ultimately, Clinical Psychologists can serve in enterprise-level leadership positions, such as Directors of Mental Health at major medical centers, Command Psychologists within operational communities, Psychological Health leaders for the Navy and Marine Corps, and Commanding Officers of Medical Treatment Facilities.

## BOARDS AND ACADEMIES

All Navy Clinical Psychologists must have a doctoral degree (Ph.D. or Psy.D.) from an APA-accredited program in either clinical or counseling psychology. They must also have graduated from an APA-accredited doctoral internship.

Clinical Psychologists are required to obtain professional licensure within 18 months of internship completion. They may get licensed in any state they wish, and postdoctoral supervision is provided.

## CLERKSHIPS

Clerkships are not required for Navy Clinical Psychologists. However, for those HPSP students who complete ODS, the Navy offers the possibility of summer externships. These externships allow students to shadow Navy Clinical Psychologists in various operational settings.

## GRADUATE-LEVEL TRAINING

The Navy offers a variety of Postdoctoral Fellowships that are available to Clinical Psychologists each year. These are offered through the “Duty Under Instruction” (DUINS) Program. Clinical Psychologists may apply for DUINS fellowships at any point after their first assignment. While these fellowships might vary from year to year, they typically consist of the following:

- a. Pediatric Psychology: 1-year postdoctoral fellowship to be completed at an APA-accredited program of your choice
- b. Neuropsychology: 2-year postdoctoral fellowship to be completed at an APA-accredited program of your choice
- c. Psychopharmacology: 2-year postdoc, currently completed through an agreement with the University of Idaho
- d. Forensic Psychology: 2-year fellowship completed at the Walter Reed National Military Medical Center in Bethesda, MD
- e. Operational Psychology: 1-year fellowship conducted through the Navy Special Warfare Development Group (DEVGRU) in Norfolk, VA
- f. Sports Psychology: 1-year fellowship to be completed at the United States Naval Academy

## FIRST ASSIGNMENT

All Clinical Psychologists accepted for HPSP start their active-duty careers in Portsmouth, VA, where they complete the APA-accredited doctoral internship at Naval Medical Center Portsmouth. At the start of this internship, HPSP clinical psychologists will leave the HPSP program and access to Active Duty Navy at the rank of LT/O-3.

Upon completion of an internship, they are assigned as staff psychologists, typically at one of our many Medical Treatment Facilities (MTFs) located throughout the United States or overseas. While there may be a circumstance in which a Clinical Psychologist is assigned to

another command other than an MTF, all Clinical Psychologists are assigned to locations where postdoctoral supervision is readily available.

The role of first-tour Navy Clinical Psychologists is usually to conduct therapy and evaluations, primarily for our active-duty beneficiaries. Junior psychologists must also be working towards licensure, obtaining the required postdoctoral supervision hours for the state in which they plan to get licensed, and studying for the national exam (EPPP).

During their first post-internship assignment, Clinical Psychologists can also expect to complete various collateral duties, stand duty as required by their command, and be given increasing leadership roles over time. In some cases, Clinical Psychologists might also be called upon to deploy overseas. While deployments are not common these days, active-duty Clinical Psychologists should always be ready for deployment requirements as they arise.

## 7-7. NURSE CANDIDATE PROGRAM

### CLERKSHIPS

The Navy does not offer clinical clerkships for NCP. The NCP provides a monthly stipend for full-time students in a Commission on Collegiate Nursing Education (CCNE) or the Accreditation Commission for Education in Nursing (ACEN). Students are selected either in their third academic year or fourth academic year. After graduation and successful passing of the Nurse Licensure and Certification Examination (NCLEX), the NCP Graduate is commissioned into the Navy Nurse Corps. NCP students are granted a signing bonus, where the first half is given to the student when they are officially gained into the program and the second half is granted after six months in the NCP program.

### NCP ACTIVE-DUTY SERVICE OBLIGATION

If starting NCP service agreement during the third academic year, the NCP student will incur a five-year Active-Duty Service Obligation. If starting during the fourth academic year, the NCP student will incur a four-year Active-Duty Service Obligation.

### PROGRAM REQUIREMENTS

Students are required to keep NAVMEDAD informed of changes in address, telephone number, dependency status, or physical condition. Any change in academic status or a delay in graduation must be reported immediately. An official transcript is sent to the Student Programs Office at the end of each semester and then at graduation. Students are required to submit a Graduation Academic Year Statement (AYS), which is endorsed by the Dean or Registrar of the school, at least six months before graduation. The AYS must be sent to the NAVMEDAD via email.



## 7-8. FINANCIAL ASSISTANCE PROGRAM (FAP)

### PROGRAM DESCRIPTION

FAP is an Individual Ready Reserve (IRR) program for physicians and dentists currently accepted to or enrolled in an accredited residency or fellowship programs which has been designated as critical to the Department of Defense. FAP students receive a monthly stipend, 14 days of annual ADT, reimbursement for all required tuition, fees, books, USMLE or COMLEX step III test, equipment for training, and a yearly grant paid shortly after the anniversary of enrollment into the program. In exchange for these benefits, the FAP student agrees to serve on active duty for the number of years of participation in the FAP per their service agreement.

### REIMBURSEMENT FOR BOOKS AND EQUIPMENT

FAP reimbursement follows the procedures outlined for FAP per ADT Section guidance in the handbook and on the NAVMEDAD Accession's website. Given that FAP students do not have a Dean of Students, their Program Director may sign the Dean's Certificate certifying that the request for reimbursement request is valid and that the items requested are required of all students in the training program for that level of training. See Chapter 3 for reimbursement details.

### TUITION

Tuition is not generally paid for medical residencies. Dental FAP students may have associated tuition. Tuition is paid directly to the training facility via a contract between the Navy and the training facility. See Chapter 2 for additional tuition details.

### FAP STIPEND AND GRANT

The stipend for FAP is the same as the NAVMEDAD scholarship stipend. See the NAVMEDAD website: <https://www.med.navy.mil/accessions/> for more information regarding FAP stipend amounts.

#### *FAP Stipend*

The FAP stipend starts on the FAP benefit start date and ends on the contract completion date. The FAP stipend is generally received two to four weeks after the student's payment record is established following the benefits start date. FAP students are eligible for 12 months of financial assistance each year: 11 half-months of stipend and 14 days of full payment and allowances while on ADT. FAP participants also receive a 14-day prorated Medical Officer payment while on active duty. Stipend payments are suspended while participants are on ADT.

#### *FAP Grant*

The FAP Grant is a yearly grant paid at the beginning of the contract a year and is "earned" for that year by day-to-day participation in the FAP program. The initial FAP Grant is generally paid two to four weeks after the student's pay record is established following their Benefit Start Date. Subsequent yearly grant payments are paid two to three weeks following the anniversary

of the student's BSD and continue until the contract is completed. The last grant payment is prorated from the benefits start date to the contract end date.

## 7-9. NAVY ACTIVE DUTY DELAY FOR SPECIALISTS (NADDS)

### PROGRAM DESCRIPTION

The NADDS program allows graduated medical students or Medical Officers the option to defer the fulfillment of the active-duty obligation for medical school to participate in graduate residency or fellowship in a critical shortage specialty in the civilian sector. While in the NADDS program, Medical Officers are in the IRR and receive no benefits. A NADDS resident receives payment and compensation from the civilian educational facility, not the Navy. Upon completion of the authorized residency training, or voluntary or involuntary termination, the officer is recalled to active duty to complete the deferred period of active-duty obligation or for 2 years, whichever is longer. A student who agrees to go into the NADDS program MUST supersede to the appropriate rank. This is done by signing a new oath of office designating the officer as a USNR Medical Officer. At the time of graduation from medical or osteopathic school, the student will not receive orders. The Navy does not pay a NADDS student to move to a new location for residency training.

NADDS students are **not eligible** for:

- a. Permanent Change of Station Orders to the residency training site;
- b. TRICARE (medical insurance);
- c. Annual Training;
- d. Active Duty for Special Work (ADSW);
- e. Space-A Flights;
- f. Stipend;
- g. Reimbursements; or
- h. Tuition payments.

NADDS students **are eligible** only for a Reserve CAC, which allows entry on military bases, commissary (grocery store), exchange (department store), and recreational facilities.

## CHAPTER EIGHT: PROGRAM COMPLETION AND GRADUATION

### 8-1. BEFORE GRADUATING FROM THE PROGRAM

#### (1) SAVE THE DATE

NAVMEDAD must have the exact date of "graduation" for all students in all 4 programs (HPSP, NCP, NADDS, and FAP). The graduation date NAVMEDAD must have is the date of your degree

CONFERRAL (the date on your diploma/transcript officially granting you completion of training). *This is NOT the date of your graduation ceremony.* \*Of note, for the Clinical Psychology Students, your conferral date is typically AFTER your complete your Internship. Therefore, the date that should be provided to complete your HPSP time is the date that your training institution determines you are complete with their program and you can proceed to your Active Duty Navy Internship at Naval Medical Center Portsmouth.

The “graduation” date is the date used as the new active-duty officer’s date of rank. The date of rank is used to determine eligibility for promotion selection boards. Requests for a new AYS are made approximately 10 months before graduation, so that commissioning documents can be completed. Future graduates should carefully monitor these requests for information and respond within two weeks of the request. This will help ensure that the appropriate date of rank is given at the time of graduation. This date also defines when your time in your program and associated benefits is completed.

## (2) OFFICER RANK AND ENTRY GRADE CREDIT

Program students with no previous active commissioned service are appointed as Officers with a date of rank that is the same as the date of graduation (as defined above) from the professional school. An officer's date of rank is the date used to calculate eligibility for the next promotion board. Date of rank does not influence payment, except as it pertains to promotion to the next higher rank.

- a. Physicians, Dentists, Optometrists, and Podiatrists supersede to active duty to the rank of Lieutenant (O-3).
- b. Physician Assistants supersede to active duty to the rank of Lieutenant Junior Grade (O-2).
- c. Nurse Candidates are commissioned to the rank of Ensign (O-1).

Active Commissioned service before entering the specific programs can be counted toward Entry Grade Credit (EGC) and is factored into the date of rank. When awarded, EGC makes the date of rank for the Officer earlier than the graduation date. If a student has prior commissioned service, contact the NAVMEDAD via email for additional information. Students in either the NADDS or FAP, who believe prior commissioned service was not considered for EGC, should contact the Board for Correction of Naval Records (BCNR) at:

<https://www.secnav.navy.mil/mra/bcnr/Pages/default.aspx>. The BCNR is a separate Navy authority for adjudicating such issues under the direction and supervision of the Assistant Secretary of the Navy for Manpower and Reserve Affairs.

## (3) CONTACT THE DETAILER

Your Navy Detailer assigns orders to your first duty station. HPSP Dental School graduates selected for the AEGD and GPR programs, and Medical School graduates already selected through their respective selection boards for assignments, will not negotiate the assignment

with their detailer. Approximately six to eight months before graduation, HPSP students who will not be continuing graduate training, NCP, NADDS, and FAP students should contact the detailer and begin assignment discussion. By contacting the detailer early, a student can find out assignment availability and provide personal preferences. A student's next duty assignment is based on availability and specialty. Overseas operational assignments are filled preferentially. When discussing preferences, students should inform the detailer if ODS was already attended.

If ODS has not been attended, then ODS training will be scheduled before arrival at the first duty station. Contact information for detailers is as follows:

- a. Medical Corps: Surgical Detailer (includes anesthesia and all surgical specialties): (901) 874 - 4094.
- b. Medical Corps: Non-Surgical Detailer: (901) 874 - 4046.
- c. Family Medicine and Operational Detailer: (901) 874 - 4037.
- d. Nurse Corps: Nurse Candidate Detailer: (901) 874 - 4041.
- e. Dental Corps: Dental Detailer: (901) 874 - 4093.
- f. Medical Service Corps: Optometry: (901) 874 - 3756.
- g. Medical Service Corps: Physician Assistant Detailer: (901) 874 - 4115.

#### (4) OBTAIN ORDERS

Once a student has been given an assignment, the detailer will write and provide a set of orders. Approved orders will be distributed to graduating students via NAVMEDAD, the NRD, and/or the Detailer. Orders to active duty give instructions on where and when to report and other valuable information about arranging a household goods move. If the student has not attended ODS, orders to ODS may be included in the travel itinerary before reporting to the active-duty assignment. Discuss ODS attendance with the appropriate NAVMEDAD Program Manager well in advance of graduation.

#### (5) CONTACT SPONSORS AND GME-GDE COORDINATORS

Graduating dental students not going into an AEGD or GPR program, NADDS and FAP Officers, Optometrists, PA, Podiatrists, Clinical Psychologists, and NCP Officers should be contacted by a "Sponsor" after orders are initiated. The Sponsor can provide more information about the duty station and should assist with the student's transition to active duty. If a student is not assigned a sponsor, the gaining command should be contacted, and a request is made for a sponsor. Graduating MC students, and DC students going into a GPR or AEGD program should be contacted by the facility's educational coordinator in mid-February. If contact has not occurred by then, the student should initiate contact. The Graduate Medical Education (GME), and Graduate Dental Education (GDE) coordinator should be kept informed of any changes in report date or contact information. If there are any special needs such as a family student with health or school issues, or restrictions on travel due to pregnancy, the GME, and GDE Coordinator should be informed and can assist with special arrangements. Do not hesitate to contact the

GME, and GDE Coordinators with questions. If traveling to the area where the hospital is located stop by and meet the GME, GDE Coordinator for the program.

#### (6) PHYSICAL EXAMINATION

New or updated physicals are not required when coming on active duty. New physicals are required for overseas assignments which require a medical screening, or for students with a newly diagnosed or exacerbated medical condition which might interfere with the ability of the student to complete the active-duty obligation. Visit the NAVMEDAD website:

<https://www.med.navy.mil/accessions/> for further guidance.

#### (7) MOVING HOUSEHOLD GOODS

The Navy pays for the transportation of household goods from your current place of residence to your new active duty assignment (unless you are HPSP transitioning to the NADDS program). There is a section in the orders which contains contact information for the nearest Personal Property Office. This is completed via the Defense Personal Property System (DPS). Once you have your orders, you are responsible for setting up your household goods move. Details can be found here: <https://www.militaryonesource.mil/moving-housing/moving/pcs-and-military-moves/>. Even if you plan to move yourself, you must register your move via this site to receive reimbursements.

#### (8) MEDICAL, DENTAL, AND SERVICE RECORDS

The NAVMEDAD will forward graduating students' medical, dental, and service records to the Navy Recruiting District nearest the professional school attended. Graduates will execute orders and assume custody of the service records on the day of graduation. Graduates will retain custody of the orders and service records until reporting to the duty station. To ensure correct payment once on active duty, the student must have a copy of their new oath of office, Page Two document, DD 214 (if prior service), copy of diploma, proof of marriage or divorce, children's birth certificate, etc. at the time of the report to the first duty station. If deferred from active duty to obtain graduate medical or dental education at a civilian facility, NAVMEDAD will retain the student's records until the student is recalled to active duty. For additional information about service, medical, and dental records, contact the NAVMEDAD via email.

#### (9) FINANCIAL ACCOUNT RECONCILIATION

All students must send in any outstanding reimbursement and travel claims no less than 60 days before graduation. Failure to do so may result in forfeiture of the benefit. Students are advised not to close out any existing bank accounts until all anticipated compensation has been received.

### 8-2. GRADUATION, PROMOTION, AND OFFICER DEVELOPMENT SCHOOL (ODS)

## GRADUATION AND PROMOTION

Documents related to officer promotion will be sent to your Naval Recruiting District (NRD)/Naval Talent Acquisition Group (NTAG) closest to the student's professional school. You may also receive your oath directly from NAVMEDAD as back up. Students should contact their nearest NRD at least 30 days before graduation to ensure all documents are there and ready for signature and pickup. Most NRDs will work with the student to have commissioning ceremonies and provide delivery of promotion documents. Promotion or "superseding" documents should be signed on the day of graduation from a professional school. Immediately upon commissioning, send a copy of the new oath of office and any prior service DD 214 (if any) to your NAVMEDAD program manager. If a student graduated from the professional school and did not sign a superseding, promotion appointment to the appropriate rank, contact the NAVMEDAD program manager immediately via email. Failure to complete the superseding process will result in problems with military orders and a significant delay in receiving correct payment when the student finally reports to active duty.

## NADDS PROGRAM OR FAP PARTICIPATION FOLLOWING GRADUATION

If participating in the NADDS and FAP the officer must sign a new oath of office which corrects the designator and rank.

## STIPEND AND ACTIVE DUTY PAY

The program stipend terminates on the day of graduation. Active duty pay will not start until the graduated student reports to the first duty station. All Officers should arrange to have sufficient funds available to pay living expenses before the start of active duty.

## Officer Development School (ODS)

ODS is a 5-week course designed to familiarize the student with the Navy and the responsibilities of being a Navy Officer. The course contains a full schedule of academic studies, and military and physical fitness training. If a student did not attend ODS during program participation or did not have an undergraduate education in a military academy or ROTC program, ODS will be may be scheduled before reporting to the new active-duty assignment. Medical Service Corps graduates who received officer indoctrination from other services may have to repeat ODS in the Navy. Graduates must have the following when checking into ODS:

- a. Original orders to active duty (no payment without Navy orders);
- b. Service and health records; and
- c. A copy of the new Officer Appointment Acceptance and Oath of Office.

## 8-3. TRAVEL TO FIRST DUTY STATION AND TRAVEL ALLOWANCES

Information on travel allowances and reimbursements can be found at the Defense Travel Management Office (DTMO) website at <http://www.defensetravel.dod.mil/>. Officers coming on active duty may be eligible for the following allowances:

### STUDENT AND DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES

When a student must travel under orders, the Government either furnishes transportation, reimbursement, or a payment instead of transportation not exceeding the government rate. Generally, a student selects the transportation mode (i.e., airplane, train, bus, or private auto) for travel to a new permanent duty station. The student must contact the nearest Military Personnel Transportation Office to make transportation arrangements.

### HOUSEHOLD GOODS (HHG) TRANSPORTATION AND STORAGE

A student-directed to make a permanent change of station (PCS) move is authorized HHG transportation and, or storage. A student's HHG weight allowance depends on the student's grade and dependency status.

### DISLOCATION ALLOWANCE (DLA)

DLA partially reimburses a student, with dependents, for the expenses incurred in relocating the student's household on a PCS move. By law, there is no DLA allowance when the PCS is from home (or the place from which the student entered on active duty) to the first permanent duty station unless dependents move in connection with the PCS. (See Chap. 5, par. U5600 of the Joint Federal Travel Regulations (JFTR) for more information).

### TEMPORARY LODGING EXPENSES (TLE)

TLE is intended to partially pay for lodging, meal expenses when a student and dependent(s) occupy temporary quarters in the continental United States due to a PCS. Reimbursement is limited to a maximum of 10 days.

### TRAVEL TIPS

If a student must go to ODS before reporting to active duty, household goods must be packed before ODS. If the student has dependents, ensure that the spouse has a power of attorney to manage the move while the student is at ODS. There will be little time between the end of ODS and the start of the internship. The following documents need to be hand-carried to the new duty station to establish a payment record, training, credentials file, and to get family students registered into the DEERS system for health care:

- a. A minimum of three copies of the orders to active duty and Oath of Office to the newly commissioned rank.
- b. A copy of all DD 214s if the new officer had prior-enlisted or commissioned service;
- c. The graduate diploma or an official copy of the diploma (notarized), and an official copy of transcripts showing the professional degree and date of conferral;
- d. Copies of additional degree substantiation if any;
- e. A letter from the school stating the student graduated;
- f. Birth certificates for the officer and any children;
- g. Marriage certificate, if married;

- h. Divorce decree, if now divorced and the former spouse is still listed in the service student's Page 2;
- i. A copy of the Medical Student Performance Evaluation (MSPE, also known as the Dean's Letter) for GME-1 (as applicable);
- j. Copies of BLS and ACLS completion (if applicable);
- k. Medical and Dental Records
- l.

## 8-4. REPORTING TO YOUR FIRST ACTIVE-DUTY ASSIGNMENT

### UNIFORMS

Officers should have one or more clean sets of Summer Whites if reporting during the summer uniform period, or Dress Blues, if reporting during the winter uniform period, ready for inspection on the first day of orientation. Uniforms must not be packed with household goods. Uniforms should be hand-carried. Ensure that the appropriate rank and insignia are worn. Officers must be in uniform when reporting for duty. If going to ODS before the first duty station, Officers will get uniforms there.

### ADDITIONAL UNIFORM ALLOWANCE

Officers reporting for their first active-duty assignments are eligible for a Uniform and Equipment Allowance. The DoD Financial Management Regulation (FMR), DoD 7000.14-R, Volume 7A, Chapter 30, October 2005, paragraph 300301, addresses an additional active-duty uniform allowance that can be requested via the individual's chain of command and processed by the Personnel Support Detachment (PSD) after the officer has been at the Command for 90 (continuous) days of active duty. An additional active-duty uniform allowance is payable to qualified Officers and is an addition to the initial one-time clothing allowance that Officers receive after completing ODS or the first annual training while the student is in the program. Officers must request this additional uniform allowance in writing by submitting a request through the Chain of Command for approval. The PSD will process the payment.

### PAY

A student's stipend ends on the day of graduation. The Navy provides no additional payment or stipend until the officer reports for active duty. Students must plan to have funds available for expenses during this time. Since a pay record is required to obtain advance pay, Officers must wait until reporting for active duty to make such a request. Even under the best of circumstances, it can take one to two months for payment to normalize. Information regarding military pay can be found at the Defense Finance and Accounting Service website:

<https://www.dfas.mil/>. Active-duty pay consists of the following payments:

- a. Basic pay - based on rank and years of service;
- b. Basic Allowance for Subsistence - a flat rate for all Officers;
- c. Basic Allowance for Housing - based on zip code and dependent status; and



- d. Special Pays - based on the specialty of practice.

#### ID CARD

All Officers on active duty are required to have a Common Access Card (CAC). When reporting to the first active-duty assignment, part of the check-in process will include obtaining a CAC card. Required documentation includes a set of the orders to active duty, an oath of office, and at least two forms of photo identification. Have required documentation available. Do not pack this documentation in with household goods.

### 8-5. ADDITIONAL CONSIDERATIONS

#### SELECTION AND PROMOTION BOARDS

Due to the length of specialty training, NADDS and FAP graduates can become eligible for a selection board during the first year on active duty. If a student was not selected for Lieutenant Commander while in the IRR, the student should discuss selection boards with their Detailer. There are instances in which Officers may need to request a waiver to have the service record reviewed before the selection board.

#### SPECIALTY BOARD EXAMINATIONS

Participation in specialty and sub-specialty board certification examinations may be funded by the Navy. Additional information on specialty board funding can be obtained via email: [usn.bethesda.navmedleadprodevcmd.mbx.nmpdc-cme-funding@health.mil](mailto:usn.bethesda.navmedleadprodevcmd.mbx.nmpdc-cme-funding@health.mil)

#### STATE LICENSES

The Navy does not reimburse for state professional licenses. This is the responsibility of the individual officer.

NAVMEDAD has entered a written contract with students of this program in good faith and is relying on the student's matriculation to fill Navy Medicine's needs. A student's acceptance precludes another motivated and capable candidates from entering the program. Students of this program enter a rigorous education program that attests to the student's maturity, integrity, academic ability, and comprehension; thus, students are expected to understand and fulfill the terms of the program.

## Acronyms

ACEN	Accreditation Commission for Education in Nursing
ADT	Active Duty for Training
ADSO	Active-Duty Service Obligation
AEGD	Advanced Education in General Dentistry
ADACODA	American Dental Association Council on Dental Accreditation
AFHPSP	Armed Forces Health Professions Scholarship Program
BOQ	Bachelor Officer Quarters

BP	Base Pay
BAH	Basic Allowance for Housing
BAS	Basic Allowance for Subsistence
BCNR	Board for Correction of Naval Records
BUMED	Bureau of Medicine and Surgery
CNA	Certificate of Non-availability
CE	Clinical Evaluation
CK	Clinical Knowledge
CS	Clinical Skills
COMNAVPERSCOM	Commander, Navy Personnel Command
CCNE	Commission on Collegiate Nursing Education
CAC	Common Access Card
COMLEX	Comprehensive Osteopathic Medical Licensing Examination
DEERS	Defense Enrollment Eligibility Reporting System
DFAS	Defense Finance and Accounting Service
DC	Dental Corps
NBDE	National Board of Dental Examiners (Dental Students)
DoD	Department of Defense
DoDI	Department of Defense Instruction
DLA	Dislocation Allowance
DEA	Drug Enforcement Agency
DUINS	Duty Under Instruction Selection
ESA	Educational Service Agreement
EFT	Electronic Funds Transfer
EGC	Entry Grade Credit
FAP	Financial Assistance Program
FLPP	Foreign Language Proficiency Pay
FMR	Financial Management Regulation
GPR	General Practice Residency
GME	Graduate Medical Education
HHG	Household Goods
HPSP	Health Professions Scholarship Program
ID	Identification
IRR	Individual Ready Reserve
JFTR	Joint Federal Travel Regulations
JGMESB	Joint Graduate Medical Education Selection Board
LES	Leave and Earnings Statement
LWOP	Leave Without Pay
MC	Medical Corps
MSC	Medical Service Corps
MTF	Military Treatment Facility
MWR	Morale, Welfare and Recreation
NDAA 08	National Defense Authorization Act of 2008

NBDE	National Dental Board Exam
NPC	Naval Personnel Command
NRD	Naval Recruiting District
NADDS	Navy Active-Duty Delay for Specialist
NC	Nurse Corps
NCP	Nurse Candidate Program
NCLEX	Nurse Licensure and Certification Examination
OSGLI	Office of Service student's Group Life Insurance
ODS	Officer Development School
NBOE	Optometry students: National Board of Optometry Examiners
PCS	Permanent Change of Station
PSD	Personnel Support Detachment
PE	Physical Evaluation
PA	Physician Assistant
PANCE	Physician Assistant students: Physician Assistant National Certification Exam
NBPME	Podiatry students: National Board of Podiatric Medical Examiners
PGY	Post Graduate Year
SATO	Scheduling Airline Travel Office
SECNAV	Secretary of the Navy
SGLI	Servicemembers Group Life Insurance
SRB	Student Review Board
TLE	Temporary Lodging Expenses
NCCPA	The National Commission on Certification of Physician Assistants
TSP	Thrift Savings Program
USNA	U.S. Naval Academy
UCMJ	Uniform Code of Military Justice
USMLE	United States Medical Licensing Examination
VGLI	Veteran's Group Life Insurance