

**NAVY MEDICINE ACCESSIONS DEPARTMENT (NAVMEDAD)
HANDBOOK**

INTRODUCTION

1-1. ORIGIN AND PURPOSE

1. Welcome to the Navy Medicine Accessions Department (NAVMEDAD). This handbook provides guidance for students while in the Armed Forces Health Professions Scholarship Programs (AFHPSP). It contains important information about entitlements, training and administrative requirements.
2. Students are responsible for compliance with these policies. Additional information is available on the NAVMEDAD Website, located at: <https://www.med.navy.mil/Pages/Accessions.aspx>
3. The AFHPSP was created under the authority of the Uniformed Services Health Professions Revitalization Act of 1972, and is governed by OPNAVINST 1520.39A (04 April 2018). The purpose of the program is to obtain adequate numbers of commissioned officers on active duty who are qualified in the various health professions. The Navy provides scholarship support for undergoing training in the health professions of medicine, dentistry, osteopathy, podiatry, physician assistant studies, clinical psychology and optometry.

1-2. POLICY COMPLIANCE

1. Students are responsible for successfully completing the program within the appropriate degree timeframe. NAVMEDAD staff must be kept informed about matters that affect graduation; these may include academic failure, academic extensions and, or a change in medical, mental or physical conditions. Students must comply with the instructions and responsibilities outlined in this handbook, the service agreement and all relevant instructions.
2. The following are grounds for immediate termination from the NAVMEDAD scholarship programs, with possible recoupment of all monies disbursed and, or prosecution under the Uniform Code of Military Justice (UCMJ):
 - a. Failure to comply with all written NAVMEDAD instructions (e.g. handbook, contract, other Navy and Department of Defense instructions);
 - b. Unsatisfactory academic performance;
 - c. Conduct unbecoming a Naval officer;
 - d. Falsification of documents; and
 - e. Criminal failure to comply with all written instructions.

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NAVMEDAD CONTACT AND BACKGROUND SECURITY INFORMATION

1. **Email:** The most efficient way to correspond with the NAVMEDAD Staff is via email. The email address for NAVMEDAD is: USN.OHSTUDENT@MAIL.MIL. When students use this address, questions will be directed to the appropriate staff student. Please limit each email to one topic, and use key words and your name in the subject heading. Attachments should be limited to 5MB or smaller.

USE THE BELOW SIGNATURE BLOCK FORMAT WHEN CORRESPONDING WITH THE NAVMEDAD

First and Last Name
ENS, MC or (DC, MSC, NCP, USNR)
Class _____
School name
Email
Phone number

2. **Website:** The official website for NAVMEDAD is:
<https://www.med.navy.mil/Pages/Accessions.aspx>

3. **Mailing Address:** The mailing address for NAVMEDAD is:
Navy Medicine Accessions Department (NAVMEDAD)
Building 1, 13th floor, Room 13132
8901 Wood Road
Bethesda, MD 20889-5611
Attention: (SPECIFIC PROGRAM MANAGER)

4. Use of the U.S Postal Service is strongly discouraged because it is routed through a mail room which may delay the delivery of hard copy mail. The most efficient and effective method of sending documents to NAVMEDAD is to scan (at the lowest resolution setting available) and email them.

5. Phone Contacts:

Program Manager:	(301) 295-9950
Department Head Student Programs:	(301) 295-1217
Department Head Registrar:	(301) 319-4526
Department Head Tuition:	(301) 295-9977
Department Head Travel:	(301) 319-4538
Department Head Pay/Record Support:	(301) 319-4529
Department Head Reimbursements:	(301) 319-4538
Medical Readiness Clerk:	(301) 295-3772

6. **Office hours:** Office hours are Monday through Friday 0730- 1600 (Eastern Standard Time).

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(a)

7. Student Security Background Checks: While in a scholarship program all students will go through a security background check. The security background check will be initiated by the Bureau of Medicine and Surgery (BUMED) Security Manager. All students assigned to a scholarship program must meet the applicable investigative standards required to perform their duties and comply with security regulations. No individual will have access to classified information or be assigned to sensitive or non-classified duties unless a favorable personnel security determination has been made regarding his or her loyalty, reliability and trustworthiness by the Defense Industrial Security Clearance Office based upon a security clearance background investigation.

NOTE: All students will be contacted for a background security investigation. NAVMEDAD program managers will ensure that all background investigations are initiated prior to any Active Duty Training (ADT).

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CHAPTER ONE: PERSONNEL

1-1. ADMINISTRATION

1. NAVMEDAD provides administrative support to students while in the AFHPSP. Questions and correspondence concerning changes in eligibility dates, transfers to other institutions, medical evaluations, and issues impacting the student's timely degree completion, requests for leave of absence, extensions, and academic withdrawals will be directed to the NAVMEDAD staff. When corresponding with the NAVMEDAD, the student's name, corps affiliation (i.e. medical, dental, medical service or nurse candidate) should be used for identification purposes.

2. Address all written correspondence to:

Navy Medicine Accessions Department (NAVMEDAD)
Building 1, 13th floor, Room 13132
8901 Wood Road
Bethesda, MD 20889-5611
Attention: (SPECIFIC PROGRAM MANAGER)

USE THE BELOW SIGNATURE BLOCK FORMAT WHEN CORRESPONDING WITH THE NAVMEDAD:

First and Last Name
ENS, MC or (DC, MSC, NCP, USNR)
Class____
School name
Email
Phone number

1-2. STUDENT RECORDS

1. 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 special issue electronic communication.

2. Documents maintained by the NAVMEDAD that must be updated on a regular basis are:

a. Physical (DD Form 2807-1 and -2, and DD Form 2808).

b. Dependency Application Record of Emergency Data (also known as a "Page Two" form, NAVPERS 1070/602). This form documents marital status, children, next of kin and family information.

c. Health Screening Form. This form is available in the Forms Section of the NAVMEDAD website located at: <https://www.med.navy.mil/Pages/Accessions.aspx>.

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Students must keep the NAVMEDAD apprised of any changes in medical or contact information by submitting changes via the NAVMEDAD email at: USN.OHSTUDENT@MAIL.MIL. Often a student's contact information reflects outdated information and does not reflect current address, email or school information. (See Chapter 6, Medical Readiness).

1-3. CHANGE OF ADDRESS

Every student must maintain current contact information on file with the NAVMEDAD to include: current mailing address, email address and telephone number. Changes in personal information will be sent via email to the NAVMEDAD email address: USN.OHSTUDENT@MAIL.MIL.

1-4. PHYSICAL READINESS

1. A complete physical is performed at the time of entrance into a scholarship program. Verification of student's health status is required and must be on file prior to initiating Active Duty Training (ADT) orders. (See Chapter 6-2 of this instruction for further information).
2. Any serious illness, hospitalization, pregnancy or chronic health problem that adversely affects the student's ability to serve on active duty, remain in school, or alters the graduation date must be reported immediately to the NAVMEDAD.
3. 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. CHANGES IN FAMILY STUDENT STATUS

A Dependency Application-Record of Emergency Data (NAVPERS 1070/602, commonly known as a "Page Two") is established at the time of entry into the program for each student. Should family status change, the Page Two must be updated. Students must send supporting documentation (i.e. marriage certificate, birth certificate, divorce decree, etc.) with the Page Two to NAVMEDAD via email to: USN.OHSTUDENT@MAIL.MIL. (ATTN: PERSONNEL DEPARTMENT).

1-6. IDENTIFICATION CARDS

1. 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.
2. New CAC. To obtain a new CAC contact the NAVMEDAD Personnel Manager via the NAVMEDAD email address. The Personnel Manager 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 DD Form 4 to the nearest Military Personnel Support Detachment (PSD) or ID card issuing facility to have the ID card issued.
3. Lost CACs. In the event that a CAC is lost or stolen, review and complete blocks 1-5 of the lost CAC, Identification (ID) memo, which can be found on the "Forms" page of the

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NAVMEDAD website and email the form back to the NAVMEDAD for final endorsement before proceeding to the CAC, ID issuing facility. At least one photo ID (passport, driver's license, etc.) is required by the PSD or CAC, ID card issuing facility for verification purposes prior to obtaining a new CAC.

Students must take two forms of ID (passport, driver's license, etc.) when getting a military CAC-ID card. A list of acceptable forms of ID can be found on the NAVMEDAD website.

4. 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 or DD Form 4 (if a Nurse Candidate) to the student. Students should take the marriage license and birth certificates for children (as appropriate) along with the Oath of Office form to the nearest Military PSD or 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.

5. The nearest CAC issuing facility can be found using the military's RAPIDS Site Locator via website at: <https://www.dmdc.osd.mil/rs1>. If unable to find a facility, the student should contact the NAVMEDAD via email.

1-7. NAVY DRUG POLICY

1. 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 immediate administrative separation from the Navy with full recoupment of funds.

2. 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.

1-8. EMERGENCIES AND NATIONAL DISASTERS

In the event of a local, regional or national disaster in an area of the United States, affected program students should ensure the immediate safety of their family 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. The NAVMEDAD Department Head of Student Programs will initiate contact of all students in affected areas within 24 hours of the event.

1-9. 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 NAVMEDAD via email. Failure to comply may result in administrative separation with recoupment of all funds expended.

Required documents include:

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- a. Medical students: United States Medical Licensing Examination (USMLE) Parts I and II, Clinical Knowledge (CK) and Clinical Skills (CS), or Comprehensive Osteopathic Medical Licensing Examination (COMLEX) Parts I and II, Clinical Evaluation (CE) and Physical Evaluation (PE);
- b. Dental students: National Board of Dental Examiners (NBDE) Parts I and II.
- 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).

1-10. STUDENTS WITH PRIOR ACTIVE DUTY SERVICE

1. Students with Prior Enlisted Service. Students with at least four years and one day of prior active enlisted service or 1,460 reserve points are entitled to "O-1E" pay during the annual training. 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 for computation of creditable prior service for pay purposes.
2. 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 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 pay grade at which the student serves on active duty while attending medical school). The higher rate does not apply to BAH. Pay adjustments are made after completion of the ADT period.

1-11. FAP STIPEND AND ADT PAYS

1. Information regarding the FAP stipend amounts can be found via the NAVMEDAD website. Federal and, if applicable, state taxes are taken out of the stipend before posting to the student's direct deposit account. Each year the stipend is modified in accordance with the cost of living increase established for the Department of Defense. The FAP stipend begins on the Benefit Start Date (BSD), and the stipend payments are made by the Defense Finance and Accounting Service-Cleveland (DFAS-CL) after the BSD and the student's pay account has been established. Students are paid on the 15th of the month for days 1-15, and the 1st of the next month for days 16-30, 31. This is consistent with active duty pay procedures. Pay is issued using a standard 30 day month for calculation of stipend. If a student has a BSD which occurs on the 31st of the month, there is no stipend paid for that day.
2. The student will receive their first stipend check approximately three weeks after the NAVMEDAD receives the gain package documents from the Navy Recruiting Command. It can take up to six weeks to establish a pay record. The student's first payment will include all retroactive pay from the established BSD. Stipend payments are electronically transferred as a

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direct deposit into the student's bank account. Questions regarding stipends should be directed to the NAVMEDAD Personnel Department via email.

3. **Stipend and ADT:** The FAP stipend stops when a student is on orders for ADT, and resumes upon completion of ADT orders. While on ADT, the student is paid at the appropriate military rank and receives active duty pay entitlements.

4. ADT pay consists of three separate entitlements: Base Pay (BP), Basic Allowance for Subsistence (BAS) and Basic Allowance for Housing (BAH). The appropriate amounts of each may be found on the Defense Finance and Accounting System (DFAS) Military Pay webpage at: <https://www.dfas.mil/militarystudents.html>.

a. Basic Pay (BP) is a taxable pay calculated on the basis of rank and the number of years of service an individual has had in the military. Most students will be paid at the rank of O-1 with less than two years basic pay active duty time while in the FAP program. If a student has prior commissioned or enlisted service, pay will be at the highest BP rate prior to entry into the program. If the student served at least four years and one day of enlisted service prior to entry into the FAP program, the student will be paid as an O-1E with the appropriate years of service while on annual training. Pay tables can be found on the DFAS webpage.

b. Basic Allowance for Subsistence (BAS) is a non-taxable entitlement for food. The dollar amount of this pay is the same for all ranks.

c. Basic Allowance for Housing (BAH) is a nontaxable entitlement that varies on the basis of dependency status and zip code of the home address listed on the ADT orders. The current pay system was designed to calculate BAH Type II for reservists and has not been updated to pay the higher BAH Type I, which was enacted by law in 2006. As a result, students will see an extra payment or "adjustment" in the direct deposit pay account after completion of the ADT, which is the difference between BAH Type II and BAH Type I.

5. **Save Pay:** The National Defense Authorization Act of 2008 (NDAA 08) authorized AFHPSP students who fall within the provisions of sections 2004a, 2114, or 2121 to receive an increased rate of basic pay if there is a prior active record of service in the military and the basic pay for the former grade would exceed the basic pay for an O-1 (the pay grade which is served on active duty while attending professional school) or O1-E (if the student had at least four years and one day of prior enlisted service). The higher rate does not apply to Basic Allowance for Housing (BAH). Students with prior service will receive the established stipend when not on ADT. When on the 45 days of ADT, Defense Finance and Accounting Service (DFAS) will pay the higher of base pay from the prior service or the O-1E or O-1 with years of service. Students will receive that base pay in addition to BAH and BAS at the O-1 rate and any per diem, if on travel. Occasionally, students will see the additional pay as an adjustment made after the ADT is completed. When ADT is completed, students revert back to the monthly stipend.

6. **Leave and Earnings Statement (LES).** Students in the program are in the Individual Ready Reserve (IRR) status. Web posting or access of LES's via the My Pay System 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.

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Students should review this information to ensure that appropriate taxes are withheld prior to the end of the tax year.

1-12. TAXATION OF BENEFITS

1. 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 wants 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 (i.e. \$15, \$30, \$45, etc.). Submit the completed W-4 form via email to the NAVMEDAD.

2. State Tax is currently withheld from stipend, bonuses and grants. Students must file a DD 2058 State of Legal Residence Certificate with the NAVMEDAD Personnel Section. DFAS-CL sends Federal Wage and LES after each financial posting to the students account for the stipend earned each month which indicates the state of residence (i.e. the state for which taxes are taken). All students should review this information to ensure that appropriate taxes are withheld prior to the end of the tax year.

3. W-2 Form for Federal Income Tax preparation. In January or February, DFAS sends the W-2 form to the same address it sends the student's LES. The student should receive the W-2 form no later than mid- February. All students should ensure that an accurate address is on file with the NAVMEDAD prior to 15 December, so that the LES and W-2 forms are delivered to the correct address. Students who graduate from the respective programs receive a W-2 form via the mail to the address 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.

4. Accession Bonus. The Medical and Dental Accession bonus is taxed at a 25 percent federal tax rate. Appropriate state taxes will be withheld prior to direct deposit. The number of claimed exemptions does not apply.

5. 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. The students LES does not reflect this payment.

1-13. ACCESSION BONUS

The Accession Bonus is a taxable one time incentive bonus paid to medical and dental enrollees, who entered the program after 1 October 2006. The student agrees to accept the bonus and a minimum service obligation of four years. This bonus is paid in three installments (For bonus amounts please visit the NAVMEDAD website). Each installment has taxes deducted prior to payment to the student's direct deposit account at the standard tax rate of 25 percent. The deposit is generally made over the course of a week after the BSD, and after a direct deposit pay account has been established. On the LES, the payment will be seen in the field of FLPP (Foreign Language Proficiency Pay).

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1-14. INDIVIDUAL READY RESERVE (IRR) BENEFITS

1. Commissary and Exchange Privileges. Students are entitled to unlimited military commissary and exchange privileges. A valid CAC must be presented to utilize these facilities.
2. Use of 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.
3. TRICARE Medical Benefits. Students are eligible for TRICARE medical benefits **only upon execution of ADT orders**. Students are automatically designated as eligible for TRICARE PRIME, and family students are automatically designated as eligible for TRICARE STANDARD. If a student desires TRICARE PRIME for family students while on ADT, the student must enroll the family students at the local TRICARE office when beginning ADT. Student and family students' eligibility ends upon completion of ADT orders. If a student has private health insurance, TRICARE is the second payer for medical expenses. (For more information, please see the Chapter 5, ADT).
4. Thrift Savings Program (TSP). The TSP is a retirement savings plan for students of the uniformed services. The Federal Retirement Thrift Investment Board administers the TSP. The TSP website, <http://www.tsp.gov>, has extensive information about the TSP program, and TSP forms can be located on the TSP website. To establish a TSP account, the student must email the TSP-U-1 form to: cl-nvres-tsp@dfas.mil. All military active duty students are eligible to participate in the TSP. While on active duty for ADT students are eligible to initiate a TSP account and contribute any percentage (1 to 100 percent) of 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 prior to receipt of the Accession Bonus.
5. Servicestudent's Group Life Insurance (SGLI). While on ADT students are automatically enrolled in SGLI. Students 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 cancelling it entirely. In addition, the SGLI coverage includes Traumatic Injury Protection, which provides servicestudent's protection against loss due to traumatic injuries, and provides financial assistance to students so their loved ones can be with them during their recovery. The coverage ranges from \$25,000 to \$100,000, depending on the nature of the injury. 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 the life insurance coverage by converting SGLI to Veterans Group Life Insurance (VGLI). (See Chapter 5, ADT for details).
6. Miscellaneous Benefits. Many merchants and stores offer military students special rates and discounts with a valid CAC. Additionally, certain credit unions, insurance companies, and financial institutions provide special benefits for military students.

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**CHAPTER TWO
TUITION**

2-1. ESTABLISHMENT OF ELIGIBILITY

1. Date for Benefits i.e., Benefit Start Date (BSD). The NAVMEDAD establishes the date a student is eligible to begin receiving benefits based on the latest occurring date in the year of the three dates listed below:

a. The signature date of the Oath of Office;

b. The signature date of the Service Agreement (i.e. contract); or

c. The start date of the academic year as shown on the Academic Year Statement (AYS) provided by the student's school. Tuition and fee account balances incurred prior to the term in which the student's BSD falls is not a covered benefit and will not be paid.

2-2. TERMINATION OF BENEFITS

1. Scholarship benefits are terminated on graduation day. If the student fulfills the requirements for graduation prior to their recorded date as documented by written communication from the school, and needs to go to Officer Development School (ODS), the student may request the earlier date supersede the recorded date and benefits will be terminated.

2-3. TUITION PAYMENTS

1. Tuition. Paid for the entire term or semester in which the BSD occurs for scholarship students. Tuition payment is not part of the NCP or NADDS benefit. The Navy contracts directly with the school for tuition payment based on an Educational Service Agreement (ESA). Students should provide a final select letter for the scholarship program to the school's bursar office, confirming the status as an AFHPSP scholarship student. If any problems occur related to tuition payment, the student must contact the NAVMEDAD Tuition Department immediately. Tuition will be paid directly to the school for all mandatory educational and required fees listed on the school's valid invoice. (The student is responsible for ensuring that NAVMEDAD Tuition Section Head has the correct school listed for contract purposes).

2. Tuition Fee Payment Policy. U.S. Code Title 10 authorizes the pay 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 fee, recreational center program fee, student association fees, fees to reduce the cost of sporting or event tickets, cap and gown purchase or rental, computers or other electronic

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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.**

3. Items authorized for billing with tuition:

a. Dental Equipment 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/Pages/Accessions.aspx>.

b. 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 Standard Form (SF) 1164, "Claim for Reimbursement for Expenditures on Official Business", per instructions listed in Chapter 3.

4. 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.

5. Tuition invoice received by the student instead of the NAVMEDAD. 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.

6. Students placed on Leave Without Pay (LWOP) are **NOT** entitled to tuition payment. Student's should contact the NAVMEDAD Registrar **60 DAYS** prior to the end of the projected LWOP, so that tuition payments can be resumed. For more information on LWOP status please see Chapter. 4.

7. 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 by the Navy.

8. 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.

9. 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.

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2-4. OTHER PAYMENT SOURCES

1. Pay from Other Sources. 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 pay associated with ADT. This applies to any federally sponsored or funded research grants. No restrictions apply to accepting pay 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 stipend or pay from other sources. (ATTN: TUITION DEPARTMENT SECTION HEAD).

2. GI Bill. The Department of Veterans Affairs considers the programs stipend 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 (1st 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. When on ADT students cannot accept 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.

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**CHAPTER THREE
REIMBURSEMENTS**

3-1. GENERAL INFORMATION

1. Students are authorized reimbursement for all required fees, books and laboratory expenses related to their program of study as outlined in this chapter.

2. Items authorized for reimbursement are limited to items 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. Student's must submit requests for reimbursement on a "Claim for Reimbursement of Expenditures on Official Business", SF -1164. This form is on the NAVMEDAD webpage.

NOTE: NAVMEDAD reserves the right to disapprove any item purchased four months prior to student's graduation.

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 review by the NAVMEDAD, the student should contact the Section Head for Reimbursements directly and discuss the item and its requirement.

c. Students will **NOT** be reimbursed for items purchased more than 45 days prior to 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 a LWOP status, as outlined in Chapter 4.

e. Graduating students will **NOT** be reimbursed for purchases made within 60 days 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 60 days prior to graduation. **Once the student has graduated reimbursement for items is not authorized.** No item will be reimbursed which would have been authorized at an earlier year level. NAVMEDAD is not responsible for reimbursing students for equipment or library materials intended for active duty use.

3-2. ITEMS AUTHORIZED FOR REIMBURSEMENT

When authorized in accordance with section 3-1, the below items will be reimbursed to all students. Dollar limits on authorized items are listed in the NAVMEDAD Reimbursement List on the NAVMEDAD's website.

a. Textbooks-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

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webpage. CD-ROM-DVD course media will be reimbursed only when it is the required media documented by the Dean's Certificate.

b. Microscope and Computer rental and lease. 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 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.

c. National Board Examinations. A Dean's Certificate is not required for processing reimbursement of national board examinations.

(1) United States Medical Licensing Examination (USMLE), Step 1, USMLE Step 2 Clinical Knowledge (CK) and Clinical Skills (CS) or Comprehensive Osteopathic Medical Licensing Examination (COMLEX) Levels 1 & 2 Clinical Evaluation (CE) and Physical Evaluation (PE) and 2;

(2) National Board of Dental Examiners (NBDE) Parts 1;

(3) National Board of Examiners in Optometry (NBEO);

(4) National Board of Podiatric Medical Examiners (NBPME), Parts I and II; or

(5) Physician Assistant National Certification Examination (PANCE).

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

e. 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. If coverage is required and the student is covered as a dependent on another's policy, the student will be reimbursed for the difference between the costs of the "primary insured" and "primary insured plus one". 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:

(1) A policy issued by the school (single rate only);

(2) An independent insurer at the single rate; or

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(3) The cost of adding the student to a family student's policy.

f. Health Insurance Documentation for Reimbursement. In addition to a properly completed SF-1164, the Health Insurance section on the Dean's Certificate must be completed.

(1) 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.

(2) Proof of the cost and dates of coverage for a single policy, if one is offered by the school.

(3) 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.

g. Immunizations. The following immunizations are reimbursable by NAVMEDAD:

(1) Hepatitis A;

(2) Hepatitis B Series (3 shot series);

(3) Measles-Mumps-Rubella (MMR); if no immunity is documented via Titers;

(4) Varicella: Required; if no immunity is documented via titers;

(5) Influenza; and

(6) Tetanus.

h. Fees authorized under section 2-3 may be reimbursed only if paid directly by the student and NOT invoiced or paid with tuition.

i. HIV Testing. HIV testing is required every two years. Students may be reimbursed for HIV testing. No Dean's Certificate is required for reimbursement of an HIV test.

3-3. AUTHORIZED REIMBURSEMENT FOR STUDENTS.

When authorized in accordance with 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 webpage. 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 students contract will be reimbursed one time only. A Dean's Certificate is not required for reimbursement of these examinations.

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3-4. INSTRUCTIONS FOR SUBMITTING A CLAIM FOR REIMBURSEMENT

1. All requests for reimbursement for authorized items must be submitted on a “Claim for Reimbursement for Expenditures on Official Business,” SF-1164. A PDF fillable version of the SF-1164 can be found on the NAVMEDAD website in the Reimbursement section.

a. Use only **ONE** SF-1164 per submitted claim,

b. Type or print legibly in black ink, and

c. Limit the number of claims to one per every three months to decrease the processing volume in the NAVMEDAD. Always keep a copy of what is sent for personal files and records.

2. 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 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 SF-1164. Do **NOT** save reimbursements for the entire time in the program to be reimbursed prior to 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 availability of funds for reimbursement.

3. Claim Preparation:

a. Itemize the SF-1164 in the order that authorized items were purchased as noted on the date of the receipts.

b. 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.

c. Sign and date the SF-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.

d. Keep a copy of the entire claim submission package for future reference. Processed claim packages are not returned.

e. 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 requested information is not submitted to the NAVMEDAD, incomplete claims are filed with no further action.

f. Delivery Methods: Reimbursement claims can only be submitted using the following email address: USN.OHSTUDENT@MAIL.MIL with the subject heading “ENS (or LT), (Last Name) Reimbursement Claim.

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

1. 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 lieu of a "Dean."
2. A required book list must be sent with a reimbursement claim for books. If the student's school does not clearly identify texts as "required" and provides only a list of "recommended" books, the Dean's Certificate must clearly identify the required books.
3. Itemized bookstore, vendor, online receipt, invoice or packing slip which includes at a minimum the vendor name, method of payment, amount paid, and 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 sole proof of payment for any item. In addition, an invoice must accompany a credit card statement to verify that the item was purchased.
4. The following are **NOT** acceptable as qualifying receipts:
 - a. National Board acknowledgment cards;
 - b. Carbon copy and, or hand written receipts with no store or school heading; or
 - c. Letters or notes indicating sales or agreement for rentals between private parties.
5. 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.

3-6. SHIPPING AND HANDLING FEES AND SALES TAXES

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

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**CHAPTER FOUR
REGISTRAR**

4-1. LEAVE WITHOUT PAY (LWOP)

1. **General.** Students must request Leave Without Pay (LWOP) from the NAVMEDAD Registrar if there is any delay in the graduation date. LWOP may be 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 recoument of expended funds.

2. **LWOP REQUESTS AND APPROVAL.** Students must contact the NAVMEDAD Registrar to request a period of LWOP by sending the request via email using the subject heading “ENS or LT (last name) – LWOP Request”. Approval of LWOP from the scholarship program is separate from any approval for the leave process by the student’s school. Any change in graduation date not approved by the NAVMEDAD Registrar will constitute a withdrawal from school and will result in loss of scholarship eligibility and all benefits. A student who is granted LWOP status will receive an official letter via email from the NAVMEDAD Registrar that states the length and terms of the LWOP period.

3. **TYPES OF LWOP.** There are six types of LWOP:

a. **Administrative LWOP.** This is an involuntary LWOP. It is the only LWOP status from which a student can automatically be placed, and then returned to active status in the NAVMEDAD program. 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.

b. **Medical LWOP.** This is normally a voluntary LWOP. It may become involuntary when it is determined that a student has been granted a medical leave by the school or when otherwise indicated. Quarterly progress reports are required from the treating health care professionals and may be sent via email or via certified and, or registered mail to the NAVMEDAD Registrar. If a pregnancy and subsequent recovery delays graduation, a student may need to be placed on Medical LWOP. This must be reported to the NAVMEDAD Registrar via email.

c. **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 a LWOP status if it does not delay graduation. Any course 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 the NAVMEDAD Registrar and the Program Manager of **ANY** course failures while in the program.

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d. Educational LWOP. A LWOP request for completion of additional degrees or participation in other educational programs prior to obtaining the professional degree is rarely approved. Educational LWOP is completely subject to the needs of Navy Medicine and must be approved by the NAVMEDAD Program Manager and the Navy Medicine Corps Chief prior to beginning an additional program. A request for Educational LWOP must include the following information:

- (1) Current transcript;
- (2) Copies of board scores (If Applicable);
- (3) Outline of intended course of study or detailed program description;
- (4) Endorsement by the Dean with dates of commencement of study and completion of program with new graduation date included, and
- (5) Motivational statement which includes benefit to the Navy.

e. Post-Graduation Hold. Students are placed in this category of LWOP when waiting to transition to Active Duty. 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.

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

4. **LWOP PROCEDURE.** LWOP and return from LWOP must be requested and is processed via the NAVMEDAD Registrar.

a. Requesting LWOP. LWOP requests must be submitted as soon as issues are identified by the student and before the LWOP effective date. Any entitlements received after the LWOP effective date will be recouped.

(1) The LWOP request should include a detailed justification for the LWOP and the proposed duration.

(2) A letter from the Dean of Student Affairs indicating the LWOP period, the student's class standing, revised graduation date and reasons for the LWOP must be sent separately to the NAVMEDAD Registrar via email. (ATTN: Registrar).

b. Return from LWOP. A written "Reinstatement Request" must be made at least **60 days prior** to the expiration of LWOP in order to allow adequate time to restore entitlements. The request must include a letter from the Dean of Student Affairs that confirms the effective date of the student's re-entry into school, the new anticipated graduation date, and verification that the student is in good academic status. An official copy of the most recent transcript is also required for submission. The student must request to be reinstated back into the program in a formal, professionally written format that can be emailed to the Registrar.

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Please contact the NAVMEDAD Registrar for proper “Reinstatement Request” format. Return to active status from a voluntary **LWOP IS NOT** automatic.

5. **Administrative LWOP.** Return from an administrative, involuntary LWOP will occur after the issue(s) which prompted the LWOP is resolved. Benefits will be retroactively reinstated once the requested information has been received by the NAVMEDAD Registrar.

6. **Medical LWOP.** The student must initiate removal from LWOP status to ensure timely resumption of entitlements. Return from a medical LWOP requires a medical evaluation from a physician, including the following information:

- a. Initial diagnosis;
- b. Initial treatment;
- c. Interim progress;
- d. Final diagnosis;
- e. Final treatment; and
- f. Long term prognosis.

NOTE: Some medical conditions will require submission of a waiver request determination for retention purposes. If the medical condition is deemed “not suitable for continued military service” by the Navy Personnel Command via the Medical Board Waiver Process, the student will be recommended for separation from military service with recoupment of expended funds.

7. **Academic LWOP.** The student must initiate removal from LWOP status by submitting information from the school Dean demonstrating that remediation has been successfully completed, and the student is in good academic standing. If academic progress has been hindered, appropriate communication updates will be made and adjustments to benefits will follow. The NAVMEDAD Registrar must be notified if there is any change to the projected graduation date. An official current transcript showing successful remediation must be emailed to the Registrar.

8. **Educational LWOP.** The student initiates removal from LWOP status by submitting a copy of the degree or transcript from the completed program of study and a request to the NAVMEDAD Registrar for reinstatement into the program and for restoration of program entitlements.

a. Failure to request return from LWOP may result in loss of benefits.

b. Effect of LWOP on Entitlements. 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.

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c. A Reinstatement of program benefits letter will be emailed by the Registrar to the student, which documents the benefit reinstatement date and the new anticipated graduation date. Entitlements suspended for administrative noncompliance will be restored retroactively upon completion of administrative requirements, if applicable.

4-2. DISENROLLMENT POLICY

1. Disenrollment occurs automatically upon failure to maintain eligibility, including but not limited to, disenrollment from school for any reason, loss of eligibility for military service or the scholarship, medical disqualification, etc. Failure to pass national licensing examinations after **two** attempts will be considered failure to progress academically, and can result in disenrollment from the program (per the student's contract). If program disenrollment or separation occurs, all funds expended in support of the student (i.e. tuition, stipend, bonus, grants and equipment, books, supplies reimbursement) will be recouped.

2. **Voluntary Disenrollment.** Students may request disenrollment from a program for exceptional circumstances. Voluntary disenrollment is rarely approved and in addition to endorsement by the NAVMEDAD Program Manager, requires approval by Navy Personnel Command. The request for disenrollment must include the reason for the request and supporting documentation (per appropriate Navy instruction). A voluntary disenrollment does not eliminate any incurred service obligation. A formal, written request (not email) with supporting documentation must be sent via **CERTIFIED, REGISTERED** mail to the NAVMEDAD Registrar. Discussion with the NAVMEDAD Registrar via email prior to submitting the written request will help expedite the review process and ensure that all required documentation is sent.

3. **Involuntary Disenrollment.** A student considered for involuntary disenrollment will be given due process. Students may be considered for involuntary disenrollment if it is determined to be in the best interest of the Government when a student:

- a. Fails to complete the contractual health care degree;
- b. Is convicted for a felony as defined under Federal, State, or Local law - an 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 successfully complete Officer Development School (ODS) or professional licensure examination requirements; or
- g. Commits an offense which is punishable by separation under the UCMJ.

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4. **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 contact address 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 Recoupment of Funds Package is submitted via 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 disenrollment from the program.
 - b. The time period allotted for response, the address of the office to receive the response and the decisional authority.
5. The student's rights under the due process proceedings include: consultation with an attorney at the student's own expense; submission of personal statements, and statements from witnesses and other information to demonstrate why disenrollment should not occur or why other disposition should be considered.
6. 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 in a timely manner will not delay the decision, unless there are extenuating circumstances.
7. The NAVMEDAD Program Manager is the initial reviewing authority for all proposed disenrollments. The NAVMEDAD Program Manager will send an endorsement to Navy Personnel Command for a final determination. A written decision will normally be provided from Navy Personnel Command within 60 calendar days from the date of the disenrollment notice.
8. An appeal is not automatic. It is the student's option to appeal any decision that results in disenrollment and the process is handled through PERS-911.
9. When a situation warrants and if requested in writing by the student, a student may be placed in a LWOP status pending the outcome of the decision.

4-3. TRANSFER BETWEEN ACADEMIC INSTITUTIONS

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

- a. A request in writing via certified or registered mail 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.

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c. A letter from the institution the student is leaving which verifies the effective date of the student's release from the program manager.

2. The Transfer Request must reach the NAVMEDAD **at least 90 days prior to 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

1. The Navy has entered into a written contract with the student in good faith and depends upon graduation to fill the needs of personnel, manpower. A student is expected to fulfill the terms of his, her written contract.

2. There is no provision to "buy out" the scholarship contract.

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

a. A letter from the student fully explaining the reasons for requesting resignation,

b. Supporting documents (i.e. a letter from the Dean of Student Affairs or an advisor who supports the resignation, confirmation of current academic status); whether or not the student has disenrolled from school and the surrounding circumstances.

4. 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 Navy Personnel Command for a final decision.

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

4-5. RECOUPMENT

1. Approval or disapproval to recoup funds is determined by the Secretary of the Navy (SECNAV). All monies expended 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, 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.

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**CHAPTER FIVE
ACTIVE DUTY FOR TRAINING**

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

1. Students are entitled to one ADT every year 12 months, for each year listed on the student's service agreement. ADT doesn't apply for NADDS students. ADT provides a valuable adjunct to professional education and assists in the student's transition to future active duty service with the Navy. ADT which requires travel outside of the Continental United States or hazardous duty, such as Dive School or Jump School, is prohibited. While on ADT students receive the full pay and benefits of an Ensign. Stipend is not paid when a student is on ADT.

2. **ADT LENGTH.** Every eligible student of the program is entitled to perform 45 days of ADT for each year of program participation (four-year scholarship students are entitled to four ADT periods; three-year scholarship students are entitled to three ADTs, etc.). FAP students are entitled to 14 days of ADT per scholarship year.

a. Students cannot extend an ADT period beyond 45 days or split the time between two different Naval Medical facilities. FAP students cannot extend an ADT beyond 14 days.

b. A Clerkship ADT is limited to 28 days of travel away from the student's school. ADT at Officer Development School (ODS) is authorized for five weeks. School Orders will complete the remaining days of allowable ADT period. The "School Orders" portion may occur at the beginning or at the end of the 45 day period 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 will be served as "School Orders."

5-2. TYPES OF ADT

1. **OFFICER DEVELOPMENT SCHOOL (ODS).** This is a five-week Navy officer orientation course located at Newport, Rhode Island, completed at the first available opportunity, and generally prior to entry into professional school or after the first year of study. Further information about ODS is available on the NAVMEDAD website. Attendance at ODS is not required for United States Naval Academy (USNA) graduates or prior commissioned Navy officers. All other prior service students must attend ODS. Prior enlisted service does not exempt students from the requirement to attend ODS.

2. **RESEARCH 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. For additional information about these opportunities, visit the NAVMEDAD website.

3. **CLINICAL CLERKSHIP.** A clinical clerkship is performed at a Naval Hospital or clinic, for which 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 students, generally in preparation for selection for the Graduate Medical Education (GME)-1 year or active

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duty assignment. For additional information about clerkships, visit the NAVMEDAD website page

4. **SCHOOL ORDERS.** School Orders are normally taken when the student's academic schedule does not permit travel to a Navy site. School Orders are performed entirely in the geographic location of the student's education site. Students must remain at school for the entire 45 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 benefits during the 45 day period. Wearing a Navy uniform is not required when on School Orders. School Orders may contain language to "report by letter only," which means report by sending a letter to the command. Orders might also contain instructions to report to a local Reserve Center. These instructions are inserted into the orders automatically by the order writing system. Contact the NAVMEDAD via email for questions on the receipt or execution of School Orders.

5. **ADT LOCATIONS.** A list of ADT locations and types of clinical and research clerkships are located on NAVMEDAD website: <https://www.med.navy.mil/Pages/Accessions.aspx>.

5-3. ADT TRAVEL

1. NAVMEDAD travel regulations state that one day of travel equals 350 miles. Students are authorized 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 in accordance with current NAVMEDAD travel regulations, which considers a day of driving as eight hours with an hour lunch break and 55 miles per hour as the speed limit.

2. Travel for family students is not authorized while on ADT orders. If family students accompany a student, the Navy will not reimburse for any expenses the family students incur.

5-4. REQUESTING ADT

Students are responsible for scheduling and securing individual clerkships. Prior to requesting travel orders, a student must request a clerkship position from the GME coordinator at the ADT site, using the list of GME coordinators found on the NAVMEDAD website. Once a student has received an acceptance letter from the site an ADT request may be submitted with a copy of the clerkship acceptance letter to the NAVMEDAD Travel Section Head via email. Students must plan in advance, and follow up on requests for clerkship assignments with the appropriate GME office. All ADT requests must be requested through the NAVMEDAD at least eight weeks prior to the start of the requested training period. If orders have not been received by the student one week prior to travel, the student must contact the NAVMEDAD Travel Section.

5-5. ADT ORDERS

1. Orders (and E-tickets, if required) for an ADT will be issued and sent via email approximately 10 days prior to the start of the required travel. The flight itinerary is issued and sent to the student

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by the Navy Passenger Transportation Office after the orders are processed in the order writing system. The Scheduling Airline Travel Office (SATO) issues E-tickets 3 days prior to the student's travel date. At no time should a student purchase a ticket or change flights that are issued. A student will not be reimbursed for the cost of a personally purchased 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 if there is any discrepancy, the NAVMEDAD should 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 required when submitting a claim for travel following completion of orders. Processing a travel claim can be problematic without a copy of the itinerary.

2. Once orders are received, students are expected to 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 cancelled.

3. When reporting to and departing from an ADT site, students must have the original orders endorsed (signed) by the command duty office often located on the Quarterdeck at the visiting site 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 pay. Students will not be reimbursed travel cost without proper endorsed orders.

4. Check-in at Clerkship or Officer Development School (ODS). Upon arrival at a clerkship site, students will report to the GME coordinator. If reporting to ODS, the student should report to the ODS Administrative Officer at King Hall. All travel orders need to have reporting and detaching endorsements to process travel claims.

a. If the student's itinerary does not have a Certificate of Non-availability (CNA) number on it, the student must check in with the Bachelor Officer Quarters (BOQ) office for a room, regardless of what the itinerary says.

b. If a room is available, the student **MUST** use it.

c. If no BOQ room is available, the student must get a Certificate of Non-Availability (CNA) stamp on the orders or a letter from the BOQ manager. Only with this documentation can the student be reimbursed for commercial lodging.

d. Once the student has a CNA, commercial lodging is authorized in accordance with the ADT orders. Maximum lodging rates will be listed on the orders.

e. If the student's itinerary has a CNA on it, the student may use commercial lodging as authorized in the orders. Reservations must be made at a facility that charges the government rate listed on the travel orders. When making reservations, the student should inform the reservation clerk at the facility of being on official military orders and requiring the government rate for lodging.

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5. NO MESSING AVAILABLE LETTER.

Most clerkship orders will have a paragraph which states, "The use of the mess adversely affects mission performance, per-diem authorized at 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 messing is authorized. ODS and School Orders will not have this statement included. ODS and School Orders do not allow commercial messing.

5-6. UNIFORMS

1. 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 Navy Personnel Command website: <https://www.public.navy.mil/bupers-npc/support/uniforms/uniformregulations/Pages/default.aspx>.

2. Students are authorized to 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) in order to purchase uniforms. It is not recommended for students to purchase uniforms via the mail for the first uniform purchase. This recommendation is due to size variations between civilian and military clothing. An experienced officer or clothing sales store person can assist a student in selecting the minimum requirement for a student's assignment needs.

a. Students do not need to purchase uniforms prior to attending ODS. Uniforms will be purchased at ODS.

b. Before reporting on ADT, students must contact the GME, GDE coordinator at the facility regarding the specific uniform(s) required for the ADT. If the student has not attended ODS, a minimum set of uniforms should be acquired prior to the start of the ADT. However, in some instances, students may be able to purchase uniforms after reporting.

5-7. UNIFORM ALLOWANCE

Officers are authorized a one-time uniform allowance. Students will be paid the uniform allowance via Direct Deposit after the 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.

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5-8. NAVY GROOMING STANDARDS

1. While on ADT at a military facility, students must conform to Navy dress and grooming standards. Official Navy standards are located in the Navy Uniform Regulations. In general, hair, grooming, personal appearance while in uniform will present a neat, professional appearance. Navy uniform and grooming standards are located via Navy Personnel website at: <https://www.public.navy.mil/bupers-npc/support/uniforms/uniformregulations/Pages/default.aspx>.

2. Entitlements. While on ADT, students are entitled to all the rights and privileges of a commissioned officer.

5-9. MEDICAL CARE WHILE ON ADT

1. **MEDICAL CARE.** While on ADT, 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.

2. 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, family students can update DEERS with a valid power of attorney.

3. 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 30 days;

b. Students should check with TRICARE to find the nearest Military Treatment Facility (MTF) to ADT location. This can be done by going to: <https://tricare.mil>; and

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.

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

5-10. DENTAL CARE WHILE ON ADT

Students (not dependents) are eligible for dental care at MTF or through TRICARE Prime Remote. If the student is located greater than 50 miles from a MTF, TRICARE Prime Remote can be used to obtain care. For more information regarding Dental Care, visit the NAVMEDAD website.

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5-11. 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 accrued leave cannot be paid for any leave.

5-12. SERVICEMEMBERS’ GROUP LIFE INSURANCE (SGLI) AND VETERAN’S GROUP LIFE INSURANCE (VGLI)

1. **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 student's base pay during ADT. If a student does not want to participate in SGLI, the NAVMEDAD must be contacted prior to the student commencing ADT to decline SGLI.

2. **VGLI.** After release from ADT, students may extend the 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 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 additional 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.

5-13. TRAVEL CLAIM PROCESSING, ADT REIMBURSEMENT

1. All Travel Claims must be submitted to the NAVMEDAD no later than 5 business days after completion of travel. Claims should be scanned and sent via email to NAVMEDAD. The NAVMEDAD website has blank forms and instructions for completing a Travel Claim. Travel claims (DD Form 1351-2) are checked for accuracy and verified to ensure that only reimbursable items are being claimed. The properly completed DD 1351-2 is signed by the NAVMEDAD Approving Officer and submitted to Third Party Collections Memphis for reimbursement to the student. Attempts to defraud the government by falsifying travel expenses can result in prosecution and separation from the program.

2. When corresponding with the NAVMEDAD about a travel claim, the student’s name, corps affiliation (i.e. medical, dental, medical service), training location, and dates of travel should be used for identification purposes.

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3. 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. Therefore, the payment will appear on the student's LES, but is listed in the student's My Pay account under the voucher section. Only active duty pay and entitlements will show on the student's LES for the ADT period.

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**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 anticipated that upon graduation and completion of board examinations, all students will enter active duty and be fit for worldwide assignment. The NAVMEDAD Medical Readiness department is responsible for ensuring that the Navy Physical Fitness standards are maintained by all students.

6-2. HEALTH SCREENING PACKAGE

Health Screening Package. The student's Health Screening Package and HIV must be current prior to initiating ADT orders. This information is required every two years to provide the NAVMEDAD with important information on the student's health status. The Health Screening Form updates only medical conditions and 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).

6-3. PREGNANCY

Students should notify the NAVMEDAD of pregnancy and an estimated date of delivery. Pregnant students may elect to take School Orders during pregnancy, and may elect to be covered under the active duty medical benefits program. Pregnant students may perform ADT up to, but not during, the third trimester. Any delay in graduation date must be reported to the NAVMEDAD Registrar via email. Pregnant students are not allowed to attend ODS. ODS may be attended during the six month period 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 are required to 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 six months after delivery. Navy height, weight, and pregnancy standards can be found via the Navy Personnel Website at: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx.

6-5. MEDICAL COVERAGE

1. 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.

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

3. To register in DEERS, students should take a copy of the oath of office, dependents' birth certificate, marriage certificate to the nearest PSD, fill out a DD Form 1172, and request enrollment into the DEERS system. To receive a CAC-ID card to be seen at a military installation, students and dependents must go in person to the PSD to obtain the CAC-ID card. At the start of each ADT period, students and dependents must have a PSD update the student's status to active duty, and get an active duty CAC-ID card. To update DEERS, documentation such as the student's Social Security Card or Active Duty Orders are required. Note: If the military student is not available, family students can update DEERS with a valid power of attorney.

DEERS can be updated in one of the following ways:

a. To add or remove a family student, the student must visit a local military CAC-ID card-issuing facility. Search for an office by ZIP code, city, or state at www.dmdc.osd.mil/rsl. Note: call the office first to verify location, business hours, and required documentation.

b. Call the Defense Manpower Data Center Support Office at 1-800-538-9552 to update address and phone number.

c. Update 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>.

d. Once enrolled in DEERS and the student's active duty status has been changed by PSD, the student and dependent's information can be accessed via the TRICARE system. Information about TRICARE can be accessed at <http://www.tricare.mil/>. TRICARE is only available for dependents when the student is on active duty orders for a period longer than 30 days. Dependents must be enrolled in the DEERS at a military PSD in order to be eligible for TRICARE. 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 dependents) is eligible for dental care at MTF or through TRICARE Prime Remote. If located greater than 50 miles from a MTF, TRICARE Prime Remote can be used to obtain care. Preauthorization is required through the Defense Health Agency (DHA) Great Lakes. The DHA website with all the required forms and processes outlined is located at: <https://health.mil/>.

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6-7. CHANGES IN MEDICAL CONDITION

1. All changes in medical condition resulting in hospitalization, medication use, changes in physical function etc., 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.

2. The student will forward all pertinent medical records and appointment follow-ups via email to USN.OHSTUDENT@MAIL.MIL. Failure to provide documentation will delay entry to active duty or will be grounds for separation from the program and the Navy.

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**CHAPTER SEVEN
PROFESSIONAL AND CAREER PLANNING**

MEDICAL CORPS (MC) OFFICER CAREER PLANNING

7-1. 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 are required to 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) and Clinical Skills (CS) or Comprehensive Osteopathic Medical Licensing Examination (COMLEX) Level 1 and 2 Clinical Examination (CE) and Physical Examination (PE), as appropriate.

1. The USMLE Step 1 or COMLEX Level 1 should be taken at the end of the second academic year (July). Results are generally available four to six weeks after the test date. USMLE Step 2 (CK and CS) or the COMLEX Level 2 (CE and PE) should be taken after completion of the third academic year (July). Results for USMLE Step 2 CK or the COMLEX Level 2 CE generally take 4-6 weeks for results. USMLE Step 2 CS or COMLEX Level 2 PE generally takes 8-10 weeks for results. All board exams must be passed before a student is allowed to transition to active duty.
2. The Post Graduate Year (PGY-1) application process opens in July of the student's fourth year. All pertinent application documents must be uploaded into the PGY-1 application system by the application deadline (mid-October) of the year before graduation. To be as competitive as possible for the student's desired specialty and location, it is recommended that students have taken and passed required exams, and have the results available for the military match scoring by the mid-October deadline.
3. Not having exam scores on time may decrease the number of points that can be awarded on the PGY-1 application. When applying for the PGY-1 year (internship), students will be in competition with other scholarship MC students. All PGY-1 programs, military or civilian, are considered competitive and the student who excels in all aspects of being a medical student will generally get the first choice. Acceptance into internship programs is based on quality candidates with excellent academic performance (good grades in medical school courses, good board exam scores, and excellent 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 an important factor for program directors when deciding on an internship (PGY-1) or a residency program.
4. 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."

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5. Failure to pass national licensing examinations twice is considered to be “a failure to progress academically” and will result in disenrollment from the program (per the student's contract). Students should be proactive and notify the NAVMEDAD MC Program Manager immediately if there are problems associated with licensing exams. Proactive action will be viewed favorably.

6. **ADT.** Officers in the program are granted ADT for up to 45 days during each year for military training and professional training directly 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.

7. **ODS.** Students are **STRONGLY** encouraged to complete ODS prior to graduation by using one of the ADTs. If unable to attend ODS before graduation, students may receive orders to ODS in the orders to active duty after graduation.

8. GRADUATE MEDICAL EDUCATION (GME) INTERNSHIP APPLICATION PROCEDURE

1. A preliminary Joint Graduate Medical Education Selection Board (JGMESB) is convened to meet in November for graduating medical students. In June of the year prior to graduation, students will receive a group email outlining the procedures for application for internship, first year of graduate medical education (PGY-1). All MC 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-1 year). 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). (For more information regarding the application process visit the NAVMEDAD website.

2. Factors Considered by the JGMESB. Students are evaluated on the basis of 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.

3. Clerkship evaluations and interview reports from Navy MTF are very important. Students must make every possible effort to perform the ADT training periods and interview at the Navy MTF preferred for internship. The Navy and the NAVMEDAD do not fund travel for interviews. Students should schedule interviews during ADT periods if possible. 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. The first ADT period

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should be taken before September 30th, and the second ADT period should be taken after October 1st of the senior year, because only one ADT is allowed per fiscal year.

4. Selection for GME. All MC students are required to submit a Navy GME-1 application, and to apply via the Electronic Residency Application Service (ERAS). The Navy application enables students to submit a preference list (in descending order) of choices 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).

5. Deferments. Full deferments are granted based on the needs of the Navy. A student chosen for a full deferment is authorized to participate in the civilian match, and to 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.

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

**CHAPTER SEVEN
DENTAL CORPS (DC) CAREER PLANNING**

7-2. LICENSING BOARD EXAMINATIONS.

1. The National Dental Board Exam (NBDE). The DC student's contract specifies that students must complete all parts of the licensing NBDE exam at the earliest possible date. Part I of the NBDE must be completed before the beginning of the third academic year, with the results provided to the NAVMEDAD Program Manager by 15 September. Part II of the NBDE must be taken in December, during the fourth academic year, with results provided to the NAVMEDAD Program Manager by 15 February. Second attempts must occur by the following March and results provided by 15 April. Failure to take the examination or provide scores to the NAVMEDAD Program Manager 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.

2. PGY-1 GRADUATE DENTAL EDUCATION (GDE) APPLICATION.

In July beginning of the fourth year, students will receive instructions regarding the process to apply for the Advanced Education in General Dentistry (AEGD) and General Practice Residency (GPR) programs. All DC students are encouraged to apply for PGY-1 training to allow continued development in clinical and treatment planning skills. Students who decide not to apply for a PGY-1 position should indicate that decision on the application. The PGY-1 programs are required to be accredited by the American Dental Association Council on Dental Accreditation (ADACODA). A selection board is convened in mid-November for these programs. Selectees are notified of selection in December. Although it is highly recommended, it is not required that Dental Officers complete a PGY-1 year. For more information about the AEGD Program, go to the NAVMEDAD website.

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OPTIONS FOR POST GRADUATE DENTAL EDUCATION INCLUDE:

- a. **Advanced Education In General Dentistry (AEGD)**
- b. **General Practice Residency (GPR)**

3. **PGY-1 OBLIGATION.** The PGY-1 year is considered to be 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.

4. **POST-GRADUATE DENTAL SPECIALTY RESIDENCY PROGRAMS.** In January of the third year, students should review the Dental Corps Graduate Education Announcement posted on the Dental Corps Home page located at:

<https://www.med.navy.mil/sites/nmpdc/Pages/index.aspx>. This instruction announces which postgraduate dental programs are available, and has instructions on how to complete the application. Questions regarding the Duty Under Instruction Selection (DUINS) application process should be addressed to the Director, Dental Corps Programs of the Graduate Programs Department by phone at: (301) 295-0650. The 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 interviews at Navy training sites; and
- d. Potential as a PGY-1 resident or dental specialty resident and military adaptability.

5. **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 in lieu of an exam if an AEGD or GPR year is completed. In that case, the officer has 18 months to be licensed.

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**CHAPTER SEVEN
MEDICAL SERVICE CORPS (MSC)
OPTOMETRY CAREER PLANNING**

7-3. BOARDS AND ACADEMICS.

1. 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.

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

3. **RESEARCH CLERKSHIPS.** Optometry students who have completed ODS during the first year may consider a research clerkship during the second year only. Research clerkships are opportunities to participate in research activities in a military setting during an ADT period.

a. The Research Clerkships are generally two to four weeks in length and provide the student with the opportunity to learn about the Navy's medical system, meet program directors and department heads, as well as attain skills in clinical research or professional knowledge. After completion of the research program, students finish the remaining ADT requirement with School Orders. Students return to school and continue the normal routine and continue to draw active duty pay and benefits. For available research options, contact the specialty leader.

b. Internships. It is recommended that optometry students perform one of the fourth year internships at a MTF. This provides students an orientation to Navy Optometry as well as fulfilling a graduation requirement. The Navy has a number of sites with established Memorandums of Understanding with the schools. Since optometry externships exceed the standard 30 days of travel, ADT orders are not authorized for these Internships.

4. **RESIDENCY TRAINING.** The majority of Optometry scholarship students will graduate from Optometry school, be commissioned, and rapidly proceed to their first duty assignment.

a. Full deferments are granted based on the needs of the Navy at the time of selection. 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, it is important that students 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.

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**CHAPTER SEVEN
MEDICAL SERVICE CORPS (MSC)
PHYSICIAN ASSISTANT (PA) CAREER PLANNING**

7-4. CLERKSHIPS. Navy clerkships for Physician Assistant (PA) students are not recommended. PA students should take school orders for each ADT.

1. PA LICENSE AND FEDERAL DRUG ENFORCEMENT AGENCY (DEA) LICENSE. PA students are considered to be a Federal Medical Provider-PA. The National Commission on Certification of Physician Assistants (NCCPA) certification is the only requirement. PA students will not need a state license from current duty station.

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

2. PA FELLOWSHIPS. PA Fellowship training in Orthopedic Surgery, Emergency Medicine, General Surgery and Aeromedical Flight PA training is available after the completion of at least one tour on Active duty. Selection is competitive with operational experience (CVN -Air Craft Carrier), USMC (Greenside, Marines), and are likely to occur during second tour). A third year obligation or commitment will be incurred after completing any of the Fellowships.

**MEDICAL SERVICE CORPS (MSC)
PODIATRY CAREER PLANNING**

7-5. CLERKSHIPS. The Navy does not offer clinical clerkships for Podiatry students. Podiatry students may complete school orders for their ADT.

GRADUATE TRAINING. The Navy does not offer a Podiatric internship or residency. Students may apply for Army graduate Podiatric training or request to enter the Navy Active Duty Delay for Specialist (NADDS) program to complete training. The NAVMEDAD website: <https://www.med.navy.mil/Pages/Accessions.aspx> is available for information on the application process.

NURSE CANDIDATE PROGRAM (NCP)

7-6. 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.

1. NCP ACTIVE DUTY SERVICE OBLIGATION. Participation in the NCP for the third academic year the NCP student will incur a five year Active Duty Service Obligation. For the fourth academic year the NCP student will incur a four year Active Duty Service Obligation.

2. 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.

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An official transcript is sent to the NCP Program Manager 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 prior to graduation. The AYS must be sent to the NAVMEDAD via email.

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FINANCIAL ASSISTANCE PROGRAM (FAP)

7-7. PROGRAM DESCRIPTION

1. FAP is an Individual Ready Reserve (IRR) program for physicians and dentists currently accepted to or enrolled in an accredited specialty or fellowship program 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.

2. **REIMBURSEMENT FOR BOOKS AND EQUIPMENT.** FAP reimbursement follows the procedures outlined for FAP. FAP students do not have a Dean of Students, so the Program Director signs the Dean's Certificate certifying that the request for reimbursement request is valid and that items requested are required of all students in the training program for that level of training. See the Chapter 3 for reimbursement details.

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

4. **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/Pages/Accessions.aspx> for more information regarding FAP stipend amounts.

5. **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 pay record is established following the benefit start date. Students of the FAP are eligible for 12 months of financial assistance each year: 11 half-months of stipend and 14 days of full pay and allowances while on ADT. FAP participants also receive a 14-day prorated Medical Officer Pay while on active duty. Stipend payments are suspended while participants are on ADT.

6. **FAP GRANT.** The FAP Grant is a yearly bonus paid at the beginning of the contract 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 the BSD. 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 benefit start date to the contract end date.

7. If a FAP student is removed from the FAP program for medical purposes and recoupment is not a condition of the separation process, any unearned portion of the FAP Grant will be recouped.

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NAVY ACTIVE DUTY DELAY FOR SPECIALISTS (NADDS)

7-8. PROGRAM DESCRIPTION

1. The NADDS program allows graduated medical students or medical officers the option to defer the fulfillment of the active duty obligation for medical school in order to receive graduate residency education 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 pay and compensation from the civilian educational facility, not the Navy. Upon completion of the authorized residency training, or upon 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.

2. 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.

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

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**CHAPTER EIGHT
GRADUATION AND PROGRAM COMPLETION**

8-1. PRIOR TO GRADUATING FROM THE PROGRAM

1. NAVMEDAD must have the **EXACT** date of graduation for all (MC, DC, NCP, MSC, NADDS, FAP) students in the program. The graduation date is the date used as the new active duty officer's date of rank. Date of rank is used to determine eligibility for promotion selection boards. Entry Grade Credit (EGC) is factored into the date of rank. Request for DD-214s (statement of prior service time) are made approximately 10 months prior to graduation, so that EGC calculations can be completed. Future graduates should carefully monitor these requests for information and provide a response within two weeks of the request. This will help ensure that appropriate credit is given at the time of graduation.

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 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 pay, except as it pertains to promotion to the next higher rank.

a. Physicians, Dentists, Optometrists, and Podiatrists supersede to active duty to the rank as Lieutenant (O-3).

b. Physician Assistants supersede to active duty to the rank as Lieutenant Junior Grade (O-

c. Nurse Candidates are commissioned to the rank as Ensign (O-1).

d. Commissioned service prior to entering the specific programs can be counted toward EGC. 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.** Dental graduates selected for the AEGD and GPR programs, and MC graduates already selected through the respective selection boards for assignments, will not negotiate the assignment with their detailer. The Navy Detailer assigns graduates to the first duty station. Approximately six to eight months prior to graduation, 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.

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If ODS has not been attended, then the ODS training will be scheduled prior to 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 or the Detailer. Orders to active duty give instructions on where and when to report and other important information about arranging a household goods move, etc. If the student has not attended ODS, orders to ODS may be included in the travel itinerary prior to reporting to the active duty assignment. Discuss ODS attendance with the appropriate NAVMEDAD Program Manager well in advance of graduation.

5. **CONTACT SPONSORS, 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), 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, GDE Coordinator should be informed and can assist with special arrangements. Do not hesitate to contact the GME, 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 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/Pages/Accessions.aspx>.

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for further guidance.

7. MOVING HOUSEHOLD GOODS. The Navy pays for transportation of household goods from the current place of residence to the new duty station. There is a section in the orders which contains contact information for the nearest Personal Property Office. Additionally, SMART WEB MOVE at: <https://military.smartmove.com>. has information on moving. If a student decides to do self-move, information on Do It Yourself (DIY) moves can be found at: <https://www.military.com/money/pcs-dity-move/a-dity-move.html>. Always check in with the Transportation Management Office before moving. Students may not be reimbursed for moving expenses if not authorized.

8. MEDICAL, DENTAL, AND SERVICE RECORDS. The NAVMEDAD will forward graduating student's 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 actually reporting to the duty station. To ensure correct pay 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 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 prior to 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.

10. GRADUATION, PROMOTION AND OFFICER DEVELOPMENT SCHOOL (ODS)

1. Graduation and Promotion. The Naval Personnel Command (NPC) sends all documents related to officer promotion to the Naval Recruiting District (NRD) closest to the students professional school. Students should contact their nearest NRD at least 30 days prior to 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 professional school. Immediately upon commissioning, send a copy of the new oath of office and any prior service DD-214 (if any) to the Navy Personnel Command (NPC) PERS 822. If a student graduated from the professional school and did not sign a superseding, promotion appointment to the appropriate rank, contact the NAVMEDAD Registrar immediately via email. Failure to complete the superseding process will result in problems with military orders and a significant delay in receiving correct pay when the student finally reports to active duty.

2. 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.

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3. Stipend and Active Duty Pay. 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 prior to the start of active duty.

4. 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 undergraduate education in a military academy or ROTC program, ODS will be attended immediately prior to 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 pay without Navy orders);
- b. Service and health records (these will be sent by NAVMEDAD to ODS); and
- c. A copy of the new Officer Appointment Acceptance and Oath of Office.

11. TRAVEL TO FIRST DUTY STATION AND TRAVEL ALLOWANCES.

1. Information on travel allowances and reimbursements can be found at the Per Diem, Travel and Transportation Allowance Committee web site at <http://www.defensetravel.dod.mil/>. Officers coming on active duty may be eligible for some of the following allowances:

a. Student and Dependent Travel and Transportation Allowances. When a student must travel under orders, the Government either furnishes transportation, reimbursement, or a payment in lieu 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 new permanent duty station. The student must contact the nearest Military Personnel Transportation Office to make transportation arrangements.

b. 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.

c. 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 actually move in connection with the PCS. (See Chap. 5, par. U5600 of the Joint Federal Travel Regulations (JFTR) for more information).

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

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2. **Travel Tips.** If a student must go to ODS prior to reporting to active duty, household goods must be packed prior to ODS. If the student has dependents, ensure that the spouse has a power of attorney to handle the move while the student is at ODS. There will be very little time between the end of ODS and the start of internship. The following documents need to be hand carried to the new duty station to establish a pay 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 new 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 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; and
- l. Service Record from NAVMEDAD.

12. REPORTING IN AT FIRST ACTIVE DUTY ASSIGNMENT

1. **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 is worn. Officers must be in uniform when reporting for duty. If going to ODS prior to the first duty station, officers will get uniforms there.

2. **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

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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.

3. **Pay.** A student's stipend ends on the day of graduation. The Navy provides no additional pay or stipend until the officer reports for active duty. Student's must plan ahead 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 pay to normalize. Information regarding military pay can be found at the Defense Finance and Accounting Service web site: <https://www.dfas.mil/>. Active duty pay is composed of several 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 specialty of practice.

4. **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, oath of office, and at least two forms of photo identification. Have required documentation available. **DO NOT** pack this documentation in with household goods.

13. ADDITIONAL CONSIDERATIONS

1. **Selection and Promotion Boards.** Because of the length of specialty training, some NADDS and FAP graduates 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.

2. **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 by contacting the NAVMEDAD via email: USN.OHSTUDENT@MAIL.MIL.

3. **State Licenses.** The Navy does not reimburse for state professional licenses. This is a responsibility of the individual officer.

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4. NAVMEDAD has entered into a written contract with students of this program with 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 candidate 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.

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ACRONYMS

1	Accreditation Commission for Education in Nursing (ACEN)
2	Active Duty for Training (ADT)
3	Active Duty Service Obligation (ADSO)
4	Advanced Education in General Dentistry (AEGD)
5	American Dental Association Council on Dental Accreditation (ADACODA)
6	Armed Forces Health Professions Scholarship Program (AFHPSP)
7	Bachelor Officer Quarters (BOQ)
8	Base Pay (BP)
9	Basic Allowance for Housing (BAH)
10	Basic Allowance for Subsistence (BAS)
11	Benefit Start Date (BSD)
12	Board for Correction of Naval Records (BCNR)
13	Bureau of Medicine and Surgery (BUMED)
14	Certificate of Non-availability (CNA)
15	Clinical Evaluation (CE)
16	Clinical Knowledge (CK)
17	Clinical Skills (CS)
18	Commander, Navy Personnel Command (COMNAVPERSCOM)
19	Commission on Collegiate Nursing Education (CCNE)
20	Common Access Card (CAC)
21	Comprehensive Osteopathic Medical Licensing Examination (COMLEX)
22	Defense Enrollment Eligibility Reporting System (DEERS)
23	Defense Enrollment Eligibility Reporting System (DEERS)
24	Defense Finance and Accounting Service (DFAS)
25	Dental Corps (DC)
26	Dental students: National Board of Dental Examiners (NBDE)
27	Department of Defense (DoD)
28	Department of Defense Instruction (DoDI)
29	Dislocation Allowance (DLA)
30	Drug Enforcement Agency (DEA)
31	Duty Under Instruction Selection (DUINS)
32	Educational Service Agreement (ESA)
33	Electronic Funds Transfer (EFT)
34	Entry Grade Credit (EGC)
35	Financial Assistance Program (FAP)
36	Financial Management Regulation (FMR)
37	General Practice Residency (GPR)
38	Graduate Medical Education (GME)

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39	Household Goods (HHG)
40	Health Professions Scholarship Program (HPSP)
41	Identification (ID)
42	Individual Ready Reserve (IRR)
43	Joint Federal Travel Regulations (JFTR)
44	Joint Graduate Medical Education Selection Board (JGMESB)
45	Leave and Earnings Statement (LES)
46	Leave Without Pay (LWOP)
47	Medical Corps (MC)
48	Medical Service Corps (MSC)
49	Military Treatment Facility (MTF)
50	Morale, Welfare and Recreation (MWR)
51	National Defense Authorization Act of 2008 (NDAA 08)
52	National Dental Board Exam (NBDE)
53	Naval Personnel Command (NPC)
54	Naval Recruiting District (NRD)
55	Navy Active Duty Delay for Specialist (NADDS)
56	Nurse Candidate Program (NCP)
57	Nurse Licensure and Certification Examination (NCLEX)
58	Office of Service student's Group Life Insurance (OSGLI)
59	Officer Development School (ODS)
60	Optometry students: National Board of Optometry Examiners (NBOE)
61	Permanent Change of Station (PCS)
62	Personnel Support Detachment (PSD)
63	Physical Evaluation (PE)
64	Physician Assistant (PA)
65	Physician Assistant students: Physician Assistant National Certification Exam (PANCE)
66	Podiatry students: National Board of Podiatric Medical Examiners (NBPME)
67	Post Graduate Year (PGY)
68	Scheduling Airline Travel Office (SATO)
69	Secretary of the Navy (SECNAV)
70	Servicestudent's Group Life Insurance (SGLI)
71	Temporary Lodging Expenses (TLE)
72	The National Commission on Certification of Physician Assistants (NCCPA)
73	Thrift Savings Program (TSP)
74	U.S. Naval Academy (USNA)
75	Uniform Code of Military Justice (UCMJ):
76	United States Medical Licensing Examination (USMLE)
77	Veteran's Group Life Insurance (VGLI)

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