



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

BUMEDINST 1520.44B
BUMED-N1
13 Nov 2024

BUMED INSTRUCTION 1520.44B

From: Chief, Bureau of Medicine and Surgery

Subj: NAVY MEDICINE ACCESSIONS DEPARTMENT HANDBOOK

Ref: (a) OPNAVINST 1520.39A
(b) DoD Instruction 6000.13 of 30 December 2015
(c) SECNAVINST 1920.6D
(d) BUMEDINST 1520.30C
(e) BUPERSINST 1001.39F
(f) SECNAVINST 1520.11C
(g) OPNAVINST 1110.1B
(h) 10 U.S.C.

1. Purpose

a. This instruction provides naval reserve officers and officer candidates with policies, procedures, and instructions for participation in Navy Medicine Accessions Department (NAVMEDAD) scholarship programs outlined in reference (a), section 7d(1)(e) “the Health Professions Scholarship Program, Financial Assistance Program, Navy Active Duty Delay for Specialists, and Nurse Candidate Program.” The NAVMEDAD Student Handbook provides participants with further guidance regarding the various programs managed by NAVMEDAD and can be accessed via the NAVMEDAD Web site at <https://www.med.navy.mil/Accessions>.

b. This instruction updates training information to improve readability for participants. References (a) through (g) and reference (h), sections 591, 2103a, and 2120 through 2128 provide additional information. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. BUMEDINST 1520.44A.

3. Scope and Applicability. This instruction applies to all Naval Reserve officers and officer candidates participating in all NAVMEDAD programs. Members who fail to comply with the provisions of the NAVMEDAD student handbook may face administrative or disciplinary actions, a discontinuation of benefits, and possible disenrollment from the program with recoupment of funds.

4. Background. NAVMEDAD has administrative oversight for the following Armed Forces Health Professions Scholarship programs: Medical Corps, Medical Service Corps, Dental Corps, Nurse Candidate Program, Financial Assistance Program, and Navy Active Duty Delay for Specialists Program.

5. Disenrollment. Under references (b) and (c), officers who fail to complete the program may (at the convenience of the Government) be reappointed to a different designator or subspecialty to complete any incurred active duty obligation. Officers who are not reappointed will be processed for separation, per reference (c), and will be subject to recoupment for all monies expended by the scholarship.

6. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Directorate for Administration, Logistics, and Operations, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/SitePages/Records-Resources.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the Department of the Navy Directorate for Administration, Logistics, and Operations, Directives and Records Management Division program office.

7. Review and Effective Date. Per OPNAVINST 5215.17A, Military Personnel Plans and Policy (BUMED-N131) will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or canceled in the interim, and will be reissued by the 10-year anniversary date unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

8. Forms

a. All NAVMEDAD forms are available in the forms section of the NAVMEDAD Web site, <https://www.med.navy.mil/Accessions/>.

b. The listed Department of Defense forms are available at https://www.esd.whs.mil/directives/forms/fmo_poc/.

(1) DD 93 Record of Emergency Data;

- (2) DD 1351-2 Travel Voucher or Sub Voucher;
- (3) DD 2807-1 Report of Medical History;
- (4) DD 2808 Report of Medical Examination;
- (5) DD 2870 Authorization for Disclosure of Medical or Dental Information.
- c. SF 1199A Direct Deposit Sign-up Form is available at <https://www.gsa.gov/reference/forms>.
- d. OF 1164 Claim for Reimbursement for Expenditures on Official Business is available at <https://www.gsa.gov/reference/forms>.
- e. The NAVPERS 1610/2 Fitness Report & Counseling Record (W2-06) is available at <https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/>.
- f. The Navy Personnel Command forms are available at <https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/>.
 - (1) NPPSC 1300/1 Application for Transfer and Advances.
 - (2) NPPSC 1300/2 Traveler Checklist.
 - (3) NPPSC 7000/1 Travel Electronic Funds Transfer Information.
- g. Service members' Group Life Insurance Election and Certificate is available at https://www.benefits.va.gov/INSURANCE/forms/SGLV_8286_ed2017-10.pdf.
- h. W-4 Employee's Withholding Certificate is available at <https://www.dfas.mil/retiredmilitary/forms.html>.
- i. W-2 Wage and Tax Statement is available at <https://mypay.dfas.mil/mypay.aspx>.



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Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the Navy Medicine Web site, <https://www.med.navy.mil/Directives/>