



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

Canc: May 2027

BUMEDNOTE 1520  
BUMED-N01C  
21 May 2026

BUMED NOTICE 1520

From: Chief, Bureau of Medicine and Surgery

Subj: ACADEMIC YEAR 2027 NURSE CORPS FULL-TIME DUTY UNDER  
INSTRUCTION

Ref: (a) DoD Instruction 1322.10 of 29 April 2008  
(b) DoD Instruction 6000.13 of 30 December 2015  
(c) OPNAVINST 1520.23C  
(d) 37 U.S.C.  
(e) 37 U.S.C.  
(f) OPNAVINST 6110.1L

Encl: (1) Navy Nurse Corps Academic Year 2027 Graduate Duty Under Instruction Goals  
(2) Sample Application Letter  
(3) Privacy Act Statement - Duty Under Instruction

1. Purpose. To provide application and administrative guidance for the full-time duty under instruction (DUINS) program for active-duty Navy Nurse Corps (NC) officers in academic year 2027, per references (a) through (c); reference (d), section 373; reference (e), section 335; and reference (f); and enclosures (1) through (3), and to set the application deadline of 1 October 2026.

2. Scope and Applicability. This notice applies to all Navy NC officers.

3. Background. The objective of the NC DUINS program is to provide NC officers with an opportunity to fill existing positions requiring a master's or doctoral degree, per reference (a). NC officers who participate in full-time DUINS receive full pay and allowances of their paygrade and Navy Medicine Leader Development Command pays tuition fees. For current information regarding DUINS participation and Special Pays, the most current Nurse Corps Special Pay guidance is available at <https://www.med.navy.mil/Special-Pays/>.

4. Eligibility

- a. Must have completed 2 years of active Service prior to the DUINS board convening.
- b. Must meet all physical, medical, and administrative readiness requirements to be worldwide assignable.

c. Must be in a regular or selected promotion status. Exception, members with a failure of selection may be eligible for a waiver to apply if they are able to complete the obligated service associated with the DUINS opportunity. If a waiver is requested, the Head, NC Graduate Programs will request recommendations from the NC Personnel Planner and the NC Officer Community Manager. Chief, Nurse Corps has final approval authority.

d. Must not be subject to or pending administrative separation, punishment under the Uniform Code of Military Justice, a civilian criminal conviction, or involved in any type of action or activity considered to be misconduct.

e. An officer's projected rotation date (PRD) will align with the school convening date. Officers applying to the Dartmouth Master for Health Care Delivery Science program should have a minimum of 13 months remaining on station at the program convening date. In general, officers assigned within the continental United States will have a school convening date within 4 months of the member's PRD, while officers assigned to operational billets or assigned outside the continental United States, will have a school convening date within 2 months of the member's PRD. PRD exceptions will be considered on a case-by-case basis dependent on current community and local command manning. Command endorsement of an early PRD request significantly strengthens the likelihood of approval.

f. Must not be in receipt of permanent change of station orders at the time of application.

g. Officers previously awarded a master's or doctoral degree through DUINS will not be eligible to apply for DUINS, except for the programs listed in subparagraphs 4g(1) through 4g(3):

(1) Army-Baylor 1 year Master of Health Administration Program

(2) Dartmouth Master of Health Care Delivery Science Program

(3) Doctor of Philosophy (Ph.D.)

h. Officers who have earned a master's or doctoral degree outside the DUINS program are eligible to apply for any DUINS program they are eligible for.

i. Must have completed all incurred obligated service by the time the program convenes with the exceptions listed in subparagraphs 4i(1) through 4i(4):

(1) Any Health Professions Loan Repayment Program obligated service will be served consecutively and in addition to all obligated service incurred from DUINS.

(2) Navy-sponsored tuition assistance obligated service can be served concurrently with obligated service incurred from DUINS.

(3) Outstanding service obligations from Navy Reserve Officer Training Corps, Seaman to Admiral-21 Program, Medical Enlisted Commissioning Program, Nurse Candidate Program, or non-specialty accession bonus will be served consecutively with obligated service incurred from DUINS. Accession bonus service obligations for Critical Care Nursing, Mental Health Nurse Practitioner, or Certified Registered Nurse Anesthetist are not excepted and must be completed prior to entering DUINS.

(4) Blended retirement program obligated service will be served concurrently with obligated service incurred from DUINS.

#### 5. Active-Duty Obligation (ADO) and Special Pays

a. The ADO incurred for participation in DUINS is governed by paragraph 4d(4)(c) of enclosure (3) of reference (b), and, for Naval Postgraduate School, is governed by Table 1 in enclosure (7) of reference (c) and is separate and distinct from any service obligation incurred from Special Pays.

b. Application and selection for DUINS are administrative actions and are separate and distinct from the Navy Special Pays Guidance for the applicable fiscal year. Nurse Corps Officers currently executing a Special Pays contract are authorized to apply for DUINS, however, selection and subsequently entering a program may impact bonus eligibility up to and including termination or recoupment of the unearned portion of the Special Pay, per reference (d), section 373 and reference (e), section 335, subsection (i). Applicants are solely responsible for reviewing the Special Pay Guidance and consulting with their command Special Pays coordinator and chain of command prior to accepting DUINS to understand all service obligations and financial impacts.

#### 6. Program-Specific Eligibility Requirements

a. Clinical Nurse Specialist (CNS) Doctor of Nursing Practice (DNP) program applicants must have a minimum of 2 years clinical nursing experience with at least 1 year (2 years preferred) experience in an inpatient or acute care setting and certification relevant to the specialty of the program to which they are applying prior to the time the DUINS board convenes.

b. Certified Registered Nurse Anesthetist (CRNA), Family Nurse Practitioner (NP), Psychiatric Mental Health NP, Perioperative CNS, and Labor and Delivery CNS, Health Bachelor of Science in Nursing (BSN) to DNP applicants must meet Uniformed Services University of the Health Sciences (USUHS) admission criteria for the program.

c. Doctoral program applicants must have less than 15 years of commissioned service. A waiver will be considered for applicants who can complete the doctoral program and the obligated service prior to reaching their statutory retirement. Waivers must be validated by NC Personnel Planner and Officer Community Manager, and Head, NC Graduate Programs, and approved by Chief, Nurse Corps.

d. Nurse Corps officers applying for the Ph.D. programs, with the exception of the Education and Training Ph.D., must meet USUHS admission criteria for the program. Ph.D. applicants should anticipate that their studies and utilization will be closely aligned with Naval Medical Research Commands (NAVMEDRSCHCOM) in support of operational and medical priorities. The alignment of Ph.D. studies to NAVMEDRSCHCOM priorities will begin with coordination between the student, NAVMEDRSCHCOM researchers, and USUHS faculty during DUINS to facilitate seamless and required utilization tour(s) and career progression commensurate with addressing critical research and development gaps and requirements.

e. Non-nursing degree program applicants must have a minimum of 3 years clinical nursing experience with at least 1 year (2 years preferred) management experience in a clinical setting.

7. Academic and Curriculum Requirements. Applicants may select programs leading to the requested subspecialty code from civilian college and university schools of nursing, the Naval Postgraduate School, the Army-Baylor Healthcare Administration Program, or USUHS. Education and training management specialist programs must be approved by the Chief, Naval Education and Training Command. Curriculum length is a consideration in the selection process. Generally, the maximum time a NC officer will be assigned DUINS for a specific program is:

- |   |                 |
|---|-----------------|
| a. DNP  | 36 months       |
| b. Master of Science in Nursing                             | 24 months       |
| c. Degrees from Naval Postgraduate School                   | 24 months       |
| d. Army-Baylor 1-year and 2-year programs                   | 12 to 24 months |
| e. Dartmouth Master of Health Care Delivery Science Program | 12 months       |
| f. Nursing Research Ph.D.                                   | 36 months       |
| g. CRNA Ph.D. Neuroscience                                  | 48 months       |

8. School Selection

a. It is the applicant's responsibility to apply to school programs. All associated application fees are paid by the applicant.

b. School programs must be accredited by a nationally recognized accreditation agency for the program in which a student is applying.

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

d. Priority is given to schools that meet curriculum requirements and offer proximity to current duty station (no cost move) or whose geographical location offers post DUINS utilization opportunities.

e. The proximity to Navy operational support center or a military facility that can provide administrative support to DUINS students will be considered.

f. Students selected for attendance to full-time out-service (FTOS) DUINS are required to attend civilian institutions offering a residency program. Programs that are 100 percent online are not permitted as a full-time DUINS program. Partial online and on campus programs are authorized but require approval by the Head, NC Graduate Programs at Naval Medical Leader and Professional Development Command (NAVMEDLEADPRODEVCOMD Bethesda). To be approved for this program applicants must be accepted to an educational institution that is authorized to accept government payments; therefore, applicants are strongly encouraged to apply to several institutions to ensure adequate options if selected.

g. Blended degree programs for FTOS programs are authorized if approved by specialty leader and Head, NC Graduate Programs. However, the program of study must be completed in the time allotted for which the individual was selected. Officers will be utilized for the primary billet for which they were selected according to the annual training plan.

9. Application Process. Applicants must:

a. Seek guidance regarding the DUINS process and career implications from the chain of command; the chief nursing officer; specialty leader; NC assignment officers; Head, NC Graduate Programs; and NAVMEDLEADPRODEVCOMD Bethesda. All correspondence and command-endorsed application packages must be e-mailed to [usn.ncr.bumedfchva.list.bumed---nc-office@health.mil](mailto:usn.ncr.bumedfchva.list.bumed---nc-office@health.mil) and mailed to:

Commanding Officer  
Naval Medical Leader and Professional Development Command  
Attn: Nurse Corps Graduate Programs  
8955 Wood Road, Building 1, Room 16124  
Bethesda, Maryland 20889-5628

b. Select a primary specialty for which to apply based on the educational opportunities presented in the annual training plan and in alignment with professional experience, career goals, and eligibility. If opportunity, experience, career goals, and eligibility can be met in another specialty, select an alternate specialty for which to apply.

c. Apply to at least two universities with programs for each specialty selected, with some exceptions. Those applying for the listed specialties in 9c(1) through 9c(7) are required to apply only to USUHS. For the labor and delivery specialty, applicants must apply to USUHS and may also apply to a civilian institution for FTOS.

- (1) CRNA DNP
- (2) Psychiatric Mental Health NP DNP
- (3) Family NP DNP
- (4) Perioperative CNS DNP
- (5) Nursing Research Ph.D.
- (6) CRNA Ph.D.
- (7) Labor and Delivery CNS DNP

d. Find admission procedures for USUHS Graduate School of Nursing at <https://nursing.usuhs.edu/admissions>. From this Web site you can access the links to admission requirements and the application. The application should be submitted with all required documents no later than 1 August 2026. Admission procedures for the Ph.D. program for neuroscience is through the Graduate Education Office at USUHS. Additional information is available at <https://medschool.usuhs.edu/academics/geo/phd-in-NES>.

e. Officers interested in applying for Manpower System Analysis curriculum (3130) option may do so at Naval Postgraduate School, Monterey, California. Admission procedures can be found at <http://www.nps.edu> and applications are accepted throughout the year.

f. Officers interested in applying for 2-year degree options at Army-Baylor in Fort Sam Houston, Texas may do so by viewing application procedures and academic prerequisites at <http://www.baylor.edu/graduate/mha> or <https://hankamer.baylor.edu/army-baylor> for the 1-year Master of Health Administration program.

g. Officers interested in applying for the Dartmouth Master of Health Care Delivery Science Program may do so by viewing the application procedure at <https://mhcds.dartmouth.edu>.

h. Submit application for full-time DUINS using the sample provided in enclosure (2). Enclosure (3), the Privacy Act Statement, must be completed and submitted with the application package. The application should contain the items outlined in subparagraphs 9h(1) through 9h(11):

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

(2) Letters of acceptance or a conditional letter of acceptance from schools to which they applied. If a conditional letter of acceptance cannot be obtained, the applicant will need to include an application receipt from the school to which applied.

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

(4) Current copy of the last 4 years (as applicable) of your Physical Readiness Information Management System (PRIMS) semi-annual or annual physical fitness assessment (PFA) report, for inclusion in your application. If PRIMS is not functioning, send a Command Fitness Leader signed memorandum of your most recent PFA with the body composition assessment (BCA) report for inclusion in your application.

(5) Official or otherwise legible transcripts from all colleges and universities attended after high school. Applicants to the Army-Baylor University must send official certified transcripts.

(6) Graduate record exam (GRE) results if required by the school or program to which applying. Prior GRE scores must not be older than 5 years at the time of the selection board. GRE fees are paid by the applicant and not reimbursable. GRE testing centers may send results directly to NAVMEDLEADPRODEVCMDBethesda (Source Code #5480) and must reach NAVMEDLEADPRODEVCMDBethesda by 1 October 2026. If the Miller Analogy Test is required by the school of nursing for admission, it may be substituted for the GRE in the application.

(7) Copies of current and accurate Officer Summary Record and Performance Summary Record.

(8) Copies of the applicant's last 5 years (as applicable) of fitness reports (FITREPs) (or all FITREPs since commissioning if less than 5 years). Explain gaps greater than 90 days (e.g., extension letters, concurrent FITREPs, etc.). Ensure all reports submitted have the applicant and reporting seniors' social security number redacted.

(9) A maximum of three letters of recommendation. All applicants should include at least one letter of recommendation from a practicing Navy nurse working in their requested specialty. Nursing Research (Ph.D.) applicants should include at least one letter of recommendation from a peer, senior, or academic advisor who holds a Ph.D. and can address potential success in doctoral study.

(10) A letter of endorsement from the NC specialty leader for the specialty program the applicant is applying for should be forwarded from the specialty leader to the Head, NC Graduate Programs after a mandatory interview has been conducted. Applicants for the Dartmouth Master of Health Care Delivery Science Program must obtain a letter of endorsement from the Deputy Corps Chief. Applying officers will not receive a copy of this letter.

(11) It is the applicant's full responsibility to submit a complete hard copy and electronic copy of their applications to the Head, NC Graduate Programs office no later than 1 October 2026, as outlined in this notice and in enclosure (2).

#### 10. Selection Process

a. Applicants will be selected based on the quality of the application package, command endorsements, academic capability, professional performance, promotion potential, physical readiness, and individual ability to be successful in the selected subspecialty following DUINS.

b. Officers will be notified of their selection by their chain of command following the release of the DUINS selection list.

c. Officers selected who desire to decline may do so in writing to NAVMEDLEAD-PRODEVCMDBethesda (Head, NC Graduate Programs) within 5 days of receiving official notification to allow timely notification of a selected alternate.

#### 11. Selected Students must:

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

b. Maintain a 3.0 grade point average (GPA). Students must send grade reports to NAVMEDLEADPRODEVCMDBethesda (Head, NC Graduate Programs) following completion of each semester or quarter. Students who fall below a 3.0 GPA must immediately notify NAVMEDLEADPRODEVCMDBethesda (Head, NC Graduate Programs). Academic performance must be reviewed and a plan for improvement must be developed with the student,

their institution, and NAVMEDLEADPRODEVCMDBethesda (Head, NC Graduate Programs). All students who fall below a 3.0 GPA must be placed on academic probation for a period of one semester. Failure to maintain a 3.0 GPA after two semesters must be reviewed for academic continuation.

c. Send a cost quote for the initial and subsequent semesters to NAVMEDLEAD-PRODEVCMDBethesda (Head, NC Graduate Programs) 60 days in advance of each new semester.

d. Remain within Navy height, weight, and BCA standards, per reference (f), while in school, and successfully pass the PFA each cycle unless medically waived. The PRIMS report, or if PRIMS is not functioning, a Command Fitness Leader signed memorandum of your most recent PFA, and BCA report must be sent to NAVMEDLEADPRODEVCMDBethesda (Head, NC Graduate Programs) at the completion of each cycle.

e. Not be subject to or pending administrative separation, punishment under the Uniform Code of Military Justice or a civilian criminal conviction or involved in any type of action or activity considered to be misconduct.

f. Provide required demographic information specified in the DUINS student guide immediately upon reporting to DUINS. Must keep NAVMEDLEADPRODEVCMDBethesda (Head, NC Graduate Programs) informed of current address, telephone number, and e-mail address as changes occur.

g. Have all changes to their curriculum plan approved by NAVMEDLEADPRODEVCMDBethesda (Head, NC Graduate Programs) prior to executing the change.

h. Inform NAVMEDLEADPRODEVCMDBethesda (Head, NC Graduate Programs) of any circumstances that might adversely affect school progress.

i. Not participate in moonlighting while a student.

j. Provide input to reporting senior to ensure FITREPs are submitted per local and higher authority directives.

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

l. Ensure the thesis or program of study is consistent with the academic requirements of the institution and the Navy NC priorities.

m. Forward a final transcript of grades stating the degree was conferred to Commander, Navy Personnel Command for inclusion in your official record with a copy to NAVMEDLEADPRODEVCMDBethesda (Head, NC Graduate Programs).

## 12. Academic Continuation

a. Officers enrolled in DUINS, who twice fail selection for promotion or fail to maintain physical readiness test standards will be considered for continuation in school on a case-by-case basis, as decided by Commander, Navy Personnel Command based on the recommendation from Head, NC Graduate Programs, NAVMEDLEADPRODEVCMDBETHESDA MD, and the Chief, Nurse Corps.

b. Officers who fail twice to maintain academic standards (GPA 3.0) will receive consideration for continuation based on the recommendation of the Head, NC Graduate Programs, NAVMEDLEADPRODEVCMDBethesda, and as decided by Chief, Nurse Corps.

## 13. Utilization Following DUINS

a. Officers selected for programs must meet all eligibility criteria for certification, credentialing, and privileging (as applicable), including successful passing of national certification examinations within the specific specialty. Officers unable to meet these requirements must complete the obligated time serving in the specialty code last held.

b. Upon graduation from the program, officers are expected to maintain worldwide assignability and must perform follow-on duties in their specialty area until DUINS obligation is fulfilled.

## 14. Records Management

a. Records created as a result of this notice, regardless of format or media, must be maintained and dispositioned per the records disposition schedules found on Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this notice or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

BUMEDNOTE 1520  
21 May 2026

15. Information Management Control. The reports required in paragraphs 9 and 11 of this notice, are exempt from reports control per SECNAV M-5214.1 of December 2005, part IV, subparagraph 7k.

A handwritten signature in black ink, appearing to read "R. Freedman", with a long horizontal stroke extending to the right.

R. FREEDMAN

Releasability and distribution:

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

NAVY NURSE CORPS  
ACADEMIC YEAR 2027 GRADUATE DUTY UNDER INSTRUCTION GOALS

<u>Subspecialty Program</u>	<u>Subspecialty Code</u>	<u>Educational Level</u>	<u>Primary Goals</u>
<u>Full-Time In-Service</u>			
Manpower Systems Analysis	3130	Master's	3
Psych and Mental Health NP BSN to DNP	1973	DNP	6
Family NP BSN to DNP	1976	DNP	12
Labor and Delivery (CNS) BSN to DNP	1920	DNP	2
Health Care Management Army-Baylor (2 years), or Health Administration Army-Baylor (1 year)	1900	Master's	1
Nurse Anesthesia	1972	DNP	18
Perioperative Nursing (Adult-Gerontology Clinical Nurse Specialist) BSN to DNP	1950	DNP	1
		<u>Total</u>	<u>43</u>
<u>Full-Time Out Service (FTOS)</u>			
Medical-Surgical Nursing (CNS) BSN to DNP	1910	DNP	8
Labor and Delivery (CNS) BSN to DNP	1920	DNP	2
Pediatric Nursing (CNS) BSN to DNP	1922	DNP	2
Public Health (Master of Public Health)	1940	Master's	2
Emergency Trauma Nursing (CNS) BSN to DNP	1945	DNP	6
Critical Care Nursing (CNS) BSN to DNP	1960	DNP	6
Education and Training Management	3150	Master's	3
Nursing Informatics	N/A	Master's	1
Neonatal Intensive Care (CNS) BSN to DNP	1964	DNP	2
Nurse Midwife BSN to DNP	1981	DNP	4
Pediatric NP BSN to DNP	1974	DNP	2
		<u>Total</u>	<u>38</u>
<u>Other Opportunities</u>			
Dartmouth Master of Health Care Delivery Science	N/A	Master's	3
		<u>Total</u>	<u>3</u>
<u>Doctor of Philosophy Studies</u>			
Education and Training Management	3150	Ph.D.	1
Nursing Ph.D. (Health and Readiness Focus)	1900	Ph.D.	1
Nursing Ph.D. (Combat Casualty Care Focus)	1900	Ph.D.	1
Nursing Ph.D. (Health Science Focus)	1900	Ph.D.	1
CRNA Ph.D. Bench Science	1972	Ph.D.	1
		<u>Total</u>	<u>5</u>
		<u>Grand Total</u>	<u>89</u>

Please Note:

1. The selection board is not required to select the number specified for full-time in-service and FTOS programs if there are insufficient fully qualified eligible officers. Individual subspecialty goals may be altered within the maximum prescribed, if and to the extent of best fit fill.
2. For all FTOS DUINS CNS BSN to DNP opportunities, blended programs are authorized if endorsed by specialty leader and approved by the Head, NC Graduate Programs; however, all DUINS CNS graduates will be detailed into CNS billets post-DUINS.
3. Alternate Option. Alternates may be selected, per specialty, if quota is met based on competitiveness with selected candidates and meeting fully qualified parameters. Alternates will only be activated as needed, if the selectee(s) declines the training quota. The board may pre-select qualified candidates for Nurse Anesthesia if authorized maximum number has been met.
4. For the CRNA DNP program, if there are quotas unfilled; the quotas will be moved to Psychiatric Mental Health NP BSN to DNP or Family NP BSN to DNP. CRNA DNP program will allow up to four qualified applicants for pre-selection.
5. For the CNS BSN to DNP programs, if there are quotas unfilled; the quotas will be moved to Medical-Surgical Nursing CNS BSN to DNP.
6. Health Care Delivery Science. The 12-month Dartmouth Master of Health Care Delivery Science (MHCDS) Program is a blended online and on-campus program, with three annual 2-week in-person sessions. Selected members remain under their current or prospective orders while participating. The interdisciplinary curriculum blends research and teaching from the Geisel School of Medicine and the Tuck School of Business. Naval Medical Leader and Professional Development Command will provide the funding for the program and in-person training. Applicants require commanding officer endorsements that affirm the applicant, if selected, will: be in non-deployable status for the program duration; be supported for the in-person sessions; and have approximately 15 hours per week of protected time for coursework. The ADO for the Dartmouth MHCDS program will be served consecutively with any prior ADOs. Candidates who are selected for the rank or are in the rank of O-5 and O-6 will be considered, and endorsements are required from the Corps Chief for an O-4. Strong candidates possess experience with current, projected, or previous slating in a command, senior executive medicine, or milestone position, a member of the Board of Directors at a military treatment facility or at a Navy Medicine Readiness and Training Command, or program director. Selected candidates are required to apply for a command or milestone billet through the standard process, including screening and slating. For program details, visit <https://mhcds.dartmouth.edu>.

SAMPLE APPLICATION LETTER

Subj: REQUEST FOR FULL-TIME DUTY UNDER INSTRUCTION

Date

From: LT Jane L. Doe, NC, USN, 2900

To: Commanding Officer, Naval Medical Leader and Professional Development Command  
(Head, Nurse Corps Graduate Programs), 8955 Wood Road, Building 1, Room 16124,  
Bethesda, Maryland 20889-5628

Via: (Appropriate chain of command)

Subj: REQUEST FOR FULL-TIME DUTY UNDER INSTRUCTION

Ref: (a) BUMEDNOTE 1520 of 21 May 2026  
(b) DoD Instruction 1322.10 of 29 April 2008  
(c) DoD Instruction 6000.13 of 3 May 2016

Encl: (1) Letters of Acceptance from Educational Institutions (letters of provisional or conditional acceptance will be considered if school cannot give letters of acceptance)  
(2) Proposed Curriculum Plan(s)  
(3) Physical Readiness Information Management System Annual Physical Fitness Assessment Report or Command Fitness Leader Signed Memorandum of Physical Fitness Assessment and Body Composition Assessment Report  
(4) Transcripts: A complete set official or otherwise legible transcripts are needed from all colleges and universities attended after high school. Applicants to Army-Baylor University must also send official, certified transcripts  
(5) Graduate Record Exam General Test Report (as required)  
(6) Officer Summary Report  
(7) Performance Summary Report  
(8) Fitness Reports (single-sided)  
(9) Letter(s) of Recommendation (maximum of three)  
(10) Privacy Act Statement - Duty Under Instruction

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

Enclosure (2)

2. As an alternate course of instruction, I request [name of program and subspecialty code] leading to [type of degree] at [educational institution name]. I have applied to [university name] to begin this program [day, month, year], per enclosure (1). I will complete this program [month and year]. My alternate education institution for this degree is [educational institution name]. I have applied to [university name] to begin this program [day, month, year], per enclosure (1). I will complete the program [month and year].
3. Curriculum plans for requesting programs are described in enclosure (2).
4. My current billet title is [title]. My duty telephone number is [Defense Switched Network or commercial]. My e-mail address is [e-mail address] and my facsimile number is [facsimile number].
5. I have completed [XX] years of active military service of which [XX] years are active commissioned naval Service as a Nurse Corps (NC) officer. I reported to my present duty assignment on [date]. My projected rotation date is [month and year]. [Describe any adjustment or extension to your projected rotation date discussed with or approved by your assignment officer].
6. Obligated service [include the appropriate sentence].
  - a. My obligated service ends [month and year]. This obligation is from [use of tuition assistance, DUINS, Medical Enlisted Commissioning Program, Nurse Candidate Program, Health Professions Loan Repayment Program for..., etc.].
  - b. I do not have obligated service.
7. I hold the following professional certifications: [list certifications]. My official subspecialty codes are [list subspecialty codes: primary, secondary, and tertiary].
8. My most recent physical fitness assessment (PFA) was completed on [specify date]. The results were [specify overall result]. My most current PFA report listing the last 4 years is provided as enclosure (3). [On Physical Readiness Information Management System Web site go to reports, then PFA all listing]. [If Physical Readiness Information Management System is not functioning, send a command fitness leader signed memorandum of your most recent PFA and body composition assessment report for inclusion in your application].
9. My professional and military experiences include: [Provide a chronological list beginning with current assignment. List all active duty, reserve duty, officer or enlisted experience, and healthcare-related civilian employment. Do not provide as a separate enclosure].
  - a. Facility or command, location, total length of assignment, from [month and year] to [month and year], billet title or position, clinical areas of assignment [if applicable]. [State full-time or part-time when describing civilian experience].

- b. Second most recent assignment, etc.

10. Enclosure (4) is a complete set of transcripts for the following academic achievements: [Indicate if transcripts documenting your education may be listed under other names. Provide transcripts from all colleges and universities attended. Transcripts must be readable].

- a. Names of diploma school, colleges, and universities attended, and the date diplomas, baccalaureate, or other degrees were conferred.

- b. List courses taken that were not credited toward a degree or diploma.

11. I took the graduate record exam (GRE) on [date]. Results of the test are in enclosure (5). [If GRE is not required, then state GRE was not required for the program.]

12. Enclosures (6) through (8) are provided. Letter(s) of recommendation from [State names and titles] are provided in enclosure (9). [Officers requesting certified registered Nurse Anesthetist, NP programs, or doctoral study must send a letter of recommendation or a letter of interview from a NC officer who is a practicing Nurse Anesthetist, NP, or advisor who holds a doctorate, as appropriate.]

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

14. Obligation Statement. [Choose the statement below that reflects the program for which you are applying, cut and paste into your application, then sign and date.]

- a. Graduate, Doctoral, or Fellowship Applicants. If selected, I agree to continue to meet all eligibility requirements as outlined in reference (a). I understand that if I fail to meet these eligibility requirements at any time prior to convening or during my full-time DUINS program, it will be considered disqualifying and I may be removed from the program at the discretion of the Chief, Nurse Corps. I agree not to tender my resignation or request release from active duty or retirement while assigned to DUINS. I further agree to serve on active duty for a period of 3 years for the first full year of study and an additional 6 months of service for each additional 6 months of study or portion thereof, and not send my resignation or request for release or retirement during this period of obligated service. [If the total period of study is less than 1 full year, the obligated service is three times that period.]

b. Manpower System Analysis and Education and Training Management applicants. If selected, I agree to continue to meet all eligibility requirements as outlined in reference (a). I understand that if I fail to meet these eligibility requirements at any time prior to convening or during my full-time DUINS program, it will be considered disqualifying and I may be removed from the program at the discretion of the Chief, Nurse Corps. I agree not to tender my resignation or request release from active duty or retirement while assigned to full-time DUINS. I further agree to serve on active duty for a period of 3 years after completion of my education program and not to send my resignation or request for release or retirement during this period of obligated service.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Full Signature

(Unsigned and undated applications will be returned.)

PRIVACY ACT STATEMENT - DUTY UNDER INSTRUCTION

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**AUTHORITY:** The authority to request information is contained in section 301 of Title 5, U.S. Code; Departmental Regulations; and the Privacy Act of 1974 (PL 93-579).

**PRINCIPAL PURPOSE:** The principal purpose is to obtain personal information to establish eligibility for a program of duty under instruction.

**ROUTINE USE(S):** The information provided will be used to aid officials and employees of the Department of the Navy in establishing my qualifications and deciding my eligibility for, by approving or disapproving, the education authorization being requested. Upon approval for full-time duty under instruction, the Naval Medical Leader and Professional Development Command must keep a training file on applicants.

**DISCLOSURE:** Completion of this application and my signature is mandatory; failure to give the needed information may result in disapproval of my request.

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I understand the Privacy Act of 1974 (PL 93-579) as it applies to personal data records kept on U.S. citizens. I understand that it governs the collection, maintenance, use, and dissemination of personally identifiable information about individuals that is maintained in systems of records by Federal agencies. I understand that the Privacy Act prohibits the disclosure of information from a system of record absent the written consent of the subject individual unless the disclosure is pursuant to one of the statutory exceptions. The Privacy Act also provides individuals with a means by which to seek access to and amendment of their records and sets forth various agency record-keeping requirements.

My signature attests I am familiar with the statement contained here and authorize use of the information given for the purpose listed.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Full Signature

(Unsigned and undated applications will be returned.)