



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

Canc: Apr 2023
IN REPLY REFER TO
BUMEDNOTE 1520
BUMED-M00C
8 Apr 2022

BUMED NOTICE 1520

From: Chief, Bureau of Medicine and Surgery

Subj: ACADEMIC YEAR 2023 MEDICAL SERVICE CORPS DUTY UNDER
INSTRUCTION PROGRAMS

Ref: (a) DoD Instruction 6000.13 of 30 December 2015
(b) DoD Instruction 1322.10 of 29 April 2008
(c) CNO WASHINGTON DC 061710Z Aug 07 (NAVADMIN 195/07)
(d) OPNAVINST 1520.23C

Encl: (1) Medical Service Corps Academic Year 2023 Duty Under Instruction Opportunities
(2) Sample Application Letter for Degree Training
(3) Sample Application Letter for Non-Degree Training

1. Purpose. To announce the availability of training opportunities for Navy Medical Service Corps (MSC) officers in academic year (AY) 2023, provide information concerning application procedures per references (a) through (d) and enclosures (1) through (3), and set the application deadline of 15 June 2022 for submission.
2. Scope and Applicability. This notice applies to all Navy MSC officers.
3. Background. The objective of the MSC duty under instruction (DUINS) program is to provide MSC officers an opportunity to meet critical education and training needs. MSC officers who participate in full-time DUINS receive full pay and allowances of their paygrade and the Bureau of Medicine and Surgery pays tuition fees.
4. Eligibility
 - a. Must complete 2 years of active service prior to the DUINS Board convening.
 - b. Must complete the 2-year time on station requirement prior to applying for DUINS.
 - c. Must meet all physical, medical, and administrative readiness requirements to be worldwide assignable.
 - d. Must be in a regular or selected promotion status.
 - e. Must not be subject to or pending administrative separation, a civilian criminal conviction punishment under the Uniform Code of Military Justice, or involved in any type of action or activity considered misconduct.

5. Active Duty Obligation (ADO)

a. Per references (a) and (b), ADO for a degree program (master or doctoral degree) is 3 years for the first year or any portion thereof, and 6 months for each additional 6 months or portion thereof. ADO for a non-degree program (fellowship or post-doctoral certificate program) is 2 years for the first year or any portion thereof and 6 months for each additional 6 months or portion thereof.

b. Per reference (c), officers in educational programs at Naval Postgraduate School (NPS) will incur a maximum of a 3-year obligated service after completion of education.

c. Obligated service for previous government sponsored or funded education programs will be served consecutively with any additional obligated service incurred from a DUINS selection.

d. Obligated service resulting from Navy-sponsored tuition assistance will be served concurrently with the obligated service incurred from assignment to DUINS.

e. Misconduct or a conviction in a civilian or military court prior to commencing or during DUINS may result in immediate disenrollment from a training program, and the student will be responsible for reimbursing the government for the cost of the tuition paid on their behalf.

f. Training must begin during AY 2023 (1 October 2022 through 30 September 2023). To be considered for a DUINS program, the applicant's projected rotation date must be within AY 2023 (no later than 30 September 2023).

g. Failure to remain within Navy physical readiness standards may result in disenrollment from a training program, and the student will be responsible for reimbursing the government for all of the tuition paid on their behalf.

6. Selection Process

a. Per reference (d), Commander, Navy Personnel Command convenes the MSC DUINS selection board annually. The AY 2023 DUINS Board will convene in September 2022 to select officers as primary and alternate candidates for participation in full-time out service (FTOS), full-time in service (FTIS), and non-degree programs. Enclosure (1) provides a listing of available opportunities. Individuals may apply for more than one program.

b. The Bureau of Medicine and Surgery decides the number of officers to be selected for training after a review of current and projected inventory, end-strength needs, training billet availability, and accession projections from all sources.

c. Per reference (d), selections will be based on quality of application, command endorsement, academic capability, professional performance, promotion potential, physical readiness, and individual assignability to a subspecialty-coded billet for at least one utilization tour following DUINS.

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

e. Officers who desire to decline a selection may do so in writing to the Naval Medical Leader and Professional Development Command (Attn: Head, MSC Programs) within 30 days of receiving official notification to allow timely notification of a selected alternate.

7. Application for Master or Doctoral Degree Programs (FTOS and FTIS)

a. To apply for FTOS and FTIS degree programs, the applicant must forward an application letter for degree training to the Commanding Officer, Naval Medical Leader and Professional Development Command, Code 1WGPMS, via the applicant's commanding officer and specialty leader. Enclosure (2) provides a sample DUINS application letter for degree training.

b. The application package must include:

(1) Letter of Request with Endorsements. A letter of request with endorsements from applicant's commanding officer and specialty leader. The forwarding endorsements must include an evaluation of the applicant's aptitude, initiative, and potential for completing the requested training. The commanding officer's endorsement must also include a statement certifying the applicant successfully passed the last physical fitness assessment. Applications sent directly to Naval Medical Leader and Professional Development Command without commanding officer's endorsements will not be considered.

(2) Motivational Statement. A motivational statement including an explanation of why the applicant is applying for training, their qualifications, the benefit to the Navy and Navy Medicine, and the applicant's anticipated payback tour.

(3) Acceptance Letter from the Educational Institution. A provisional or conditional acceptance letter or statement from the institution indicating the applicant meets the minimum requirements for admission will suffice if the actual acceptance letter cannot be obtained from the college or university to meet the deadline. Only fully accredited universities are acceptable. Online programs and accredited universities on probation are not acceptable.

(4) Resume. A resume of the applicant's professional and academic background with copies of transcripts for all completed formal college courses. Certified copies are not required.

(5) Graduate Management Admission Test (GMAT) or Graduate Record Examination (GRE), or Academic Profile Code. A copy of either the GMAT or GRE score is required for FTOS degree programs. A copy of the academic profile code is required for all NPS programs. A minimum acceptable GMAT score is typically 500; a minimum acceptable combined verbal and quantitative GRE score is typically 300. Test scores must be within 5 years of the DUINS program start date, though requirements may vary by program.

(6) Program Description and Brochure. A program description to include the title of the curriculum or course desired; a curriculum outline indicating educational emphasis and minor field if applicable; the name and address of the institution; the exact dates of program commencement and completion; and the estimated costs of tuition, registration fees, and textbooks for each term. (Note: Cost of textbooks is for record purposes only and is not a reimbursable expense.) The program duration calculation must include, as applicable, the residency requirement and the time required to complete an approved thesis or dissertation. FTOS requests must include a university program brochure.

(7) Fitness Reports (FITREP). Applications are expected to include the last 5 years of FITREPs. Performance Evaluations are required if applicant's commissioning is less than 5 years. The applicant must explain gaps greater than 90 days (e.g. extension letters, concurrent FITREPs, etc.), and ensure all reports submitted have the applicant and reporting seniors' social security number (SSN) redacted.

(8) Letters of Recommendation. Applicants must submit three letters of recommendation.

(9) Officer Summary Record (OSR) and Performance Summary Report (PSR). Copy of most recent OSR and PSR with SSN redacted.

(10) Additional Supporting Documentation. Applicants may submit any additional supporting documentation (e.g., certificates, awards, etc.).

c. Admission procedures for NPS can be found at <http://my.nps.edu/web/admissions/apply>:

(1) NPS does not require a GRE or GMAT score. Candidates must submit an electronic application and forward transcripts to NPS for review and assignment of an academic profile code for the program for which they are applying. Before requesting an NPS program, the applicant should have some experience, if possible, within the specialty being requested, to allow familiarization of the program and specialty requirement. Applications sent to Naval Medical Leader and Professional Development Command without an academic profile code will not be considered.

(2) Officers wishing to attend NPS will submit a completed package to their specialty leader, and the process for selection will be handled via coordination with the specialty leader, the detailee, and the Corps Chief's office.

d. Army-Baylor Master of Health Administration (MHA) and Master of Business Administration programs can be found at www.baylor.edu/graduate/mha.

(1) Applicants must have a letter of acceptance or a conditional letter of acceptance from Army-Baylor stating the applicant meets minimum requirements for admission before the DUINS Board convenes.

(2) An applicant must have a minimum undergraduate cumulative grade point average of 3.0. The minimum acceptable GRE score for the MHA program is 300, while the minimum GMAT score for the MHA program is 525. For joint MHA and Master of Business Administration students, the minimum acceptable GRE score is 310 while the minimum GMAT score is 575. Applications sent to Naval Medical Leader and Professional Development Command without a GRE or GMAT score will not be considered.

e. Admission procedures for Uniformed Services University of the Health Sciences (USUHS) MHA Program can be found at <https://medschool.usuhs.edu/pmb/master-of-health-administration-and-policy>.

(1) An electronic online application, accessed from the USUHS Web site, should be submitted with all required documents no later than 1 December for matriculation in the summer or fall of the following year. Applicants must have a letter of acceptance or a conditional letter of acceptance from USUHS stating the applicant meets minimum requirements for admission before the DUINS convenes.

(2) A minimum recommended combined verbal and quantitative GRE score is 300. Test scores must be within 2 years of the time of application.

8. Application Procedures for Non-Degree Programs (Director's Training, Fellowships, and Non-Degree Post-Doctoral Certification)

a. Non-degree programs fulfill unique requirements within Navy Medicine on an annual basis. Varying from year to year, they are intended to provide selectees "just-in-time," "state-of-the-art" training to meet a specific need within Navy Medicine. They are usually 1 to 2 years in length and have a predetermined follow-on tour identified.

b. To apply for non-degree programs, the applicant must forward an application letter for degree training to the Commanding Officer, Naval Medical Leader and Professional Development Command, Code 1WGPMSC, via the applicant's commanding officer and specialty leader. Enclosure (3) provides a sample DUINS application letter for non-degree training.

c. All non-degree program requests must include:

(1) Letter of Request and Endorsements. A letter of request with endorsements from the commanding officer and specialty leader. The endorsements must include an evaluation of the applicant's aptitude, initiative, and potential for completing the non-degree program. The commanding officer's endorsement must also include a statement certifying the applicant successfully passed the last physical fitness assessment. Applications sent directly to Naval Medical Leader and Professional Development Command without both endorsements will not be considered for DUINS. If the applicant's specialty differs from the specialty in which the non-

degree program is being offered, the applicant will have two specialty leader recommendations: one from the applicant's specialty leader, and one from the specialty leader sponsoring the non-degree program. The applicant must forward the request in this order: applicant's commanding officer, applicant's specialty leader, and then to the specialty leader sponsoring the non-degree program.

(2) Motivational Statement. Motivational statement including an explanation of why the applicant is applying for the non-degree program, their qualifications, the benefit to the Navy and Navy Medicine, and the applicant's anticipated payback tour.

(3) Resume. A resume of the applicant's professional and academic background. Copies of academic transcripts are not necessary.

(4) Title of Fellowship or Certification Standards Being Requested. The title of the fellowship or non-degree post-doctoral certification being requested. Applications for multiple fellowships are authorized. For non-degree post-doctoral certification requests, include a university program brochure. Online programs and accredited universities on probation are not acceptable.

(5) FITREPs. Copies of the applicant's last 5 years of FITREPs or evaluations (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' SSN redacted.

(6) Letters of Recommendation. Applicants must submit three letters of recommendation.

(7) OSR and PSR. Copy of most recent OSR and PSR with SSN redacted.

(8) Additional Supporting Documentation. Applicants may submit any additional supporting documentation (e.g., certificates, awards, etc.).

d. Incomplete non-degree program applications will be returned to the member via the specialty leader and will not be forwarded to the DUINS Board. The content of the application is the applicant's responsibility just as it is the applicant's responsibility to ensure that their OSR and PSR are complete and up-to-date before the DUINS Board convenes.

9. Application Submission Deadline. Applications for degree and non-degree programs must be received by the applicant's specialty leader by 15 June 2022. Specialty leaders must forward all reviewed packages to Commanding Officer, Naval Medical Leader and Professional Development Command, Code 1WGPMSC, 8955 Wood Road, Bethesda, Maryland 20889-5628 no later than 30 June 2022. Alternatively, packages may be scanned and e-mailed to usn.bethesda.navmedprodevctrmd.list.nmpdc-msc-duins@mail.mil. Incomplete applications will not be considered by the DUINS Board.

10. 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 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/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 Department of the Navy Directorate for Administration, Logistics, and Operations, Directives and Records Management Division program office.

11. Information Management Control. The reports required in subparagraphs 7b and 8c are exempt from reports control per Secretary of the Navy Manual 5214.1 of December 2005, part IV, subparagraph 7p.


G. D. SHAFFER
Acting

Releasability and distribution:

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

MEDICAL SERVICE CORPS
ACADEMIC YEAR 2023 DUTY UNDER INSTRUCTION OPPORTUNITIES

SPECIALTY		PROGRAMS					
Health Care Administration (HCA) [23 Degree and Non-Degree total]		Doctor of Philosophy (PhD) [Degree]	ADO	Masters [Degree]	ADO	Non-Degree	ADO
HCA (1800)	3	1 FTOS PhD in Health Policy, Health Services Research [3 years] HCA applicants only	5 years	1 FTIS Master of Healthcare Administration and Master of Business Administration (MBA) Baylor [2 years] Open to all MSC Specialties 1 FTIS Master of Healthcare Administration USUHS [2 years] Open to all MSC Specialties	4 years 4 years		
Patient Administration (1801)	2					1 FTIS Director's Training at U.S. Transportation Command Surgeon, Scott Air Force Base, IL [1 year] HCA Applicants only 1 FTIS Director's Training at Assistant Secretary of the Navy Manpower and Reserve Affairs [1 year] HCA Applicants only	2 years 2 years
Medical Logistics (1802)	3			2 FTIS MBA with a concentration in Logistics and Supply Chain Management NPS [18 to 21 months] Open to all MSC Specialties	3 years	1 FTIS Fellowship in Medical Logistics, Office of the Chief of Naval Operations, (OPNAV N44) [1 year] HCA Applicants only	2 years
Information Management and Information Technology (1803)	2			2 FTIS Master of Science in Network Operations and Technology NPS [21 months] Open to all MSC Specialties	3 years		

SPECIALTY		PROGRAMS					
HCA (Continued) [23 Degree and Non-Degree total]		Doctor of Philosophy (PhD) [Degree]	ADO	Masters [Degree]	ADO	Non-Degree	ADO
Plans, Operations, and Medical Intelligence (1805)	6					1 FTIS Fellowship Joint Staff, J-4, Pentagon [1 year] HCA Applicants only 1 FTIS Chief of Naval Operations, Plans, Operations, and Medical Intelligence Internship [1 year] HCA Applicants only 1 FTIS Fellowship Headquarters, U.S. Marine Corps [1 year] HCA Applicants only 1 FTIS Fellowship U.S. Fleet Forces Command, Norfolk, VA [1 year] HCA Applicants only 1 FTIS Fellowship U.S. Pacific Fleet Command, HI [1 year] HCA Applicants only 1 FTIS Fellowship Navy Office of Global Health Engagement Plans, Operations, and Medical Intelligence, Bureau of Medicine and Surgery [1 year] HCA Applicants only	2 years All
Financial Management (3110)	3			2 FTIS Masters of Business Administration, NPS [18 months] Open to all MSC Specialties	3 years	1 FTIS Resource Management Fellowship, Naval Medical Center Balboa, CA, Navy Medicine Readiness and Training Command, Jacksonville, FL, Naval Medical Center Camp Lejeune, and Naval Medical Forces Atlantic [1-2 years] HCA Applicants only	2 years
Manpower and Personnel (3130)	3			2 FTIS Masters of Science in Manpower Systems Analysis, NPS [21 months] Open to all MSC Specialties	3 years	1 FTIS Fellowship Bureau of Medicine and Surgery-M1 [1 year] Open to all MSC Specialties	2 years
Operations Research (3211)	1			1 FTIS Master of Science in Operations Research, NPS [27 months] Open to all MSC Specialties	3 years		

SPECIALTY		PROGRAMS					
Health Care Clinicians [18 Degree and Non-Degree total]		PhD [Degree]	ADO	Masters [Degree]	ADO	Non-Degree	ADO
Clinical Psychology (1840-43)	4					1 FTOS Postdoctoral Fellowship (non-degree) in Forensic Psychology [2 year] 1 FTOS Postdoctoral Fellowship (non-degree) in Child Psychology [1 year] 1 FTOS Postdoctoral Fellowship (non-degree) in Clinical Neuropsychology [2 years] 1 FTOS Fellowship in Operational Psychology, Naval Special Warfare Development Group [1 year]	4 years 2 years 4 years 2 years
Physical Therapy (1873)	1	1 FTIS Degree Granting Doctor of Science (DSc) in Orthopedic Manual Physical Therapy, JBSA, Fort Sam Houston, TX [2 years]	4 years				
Occupational Therapy (1874)	1	1 FTOS DSc in Occupational Therapy at U. S. Army-Baylor, San Antonio, TX [18 months]	3.5 years				
Optometry (1880)	1					1 FTOS Residency in Ocular Disease or Vision Rehabilitation at a Department of Veterans Affairs hospital or Accredited School or College of Optometry [1 year]	2 years
Pharmacy (1887-88)	2			1 FTIS Masters in Material Logistics Support Management MBA NPS [18 months]	3 years	1 FTIS Fellowship in Pharmacy Practice at San Antonio Military Medical Center, San Antonio, TX [1 yr]	2 years
Podiatry (1892)	1					FTOS Fellowship in Podiatric Reconstructive Foot and Ankle Surgery at any American College of Foot and Ankle Surgeons approved university hospitals [1 year]	2 years

SPECIALTY		PROGRAMS					
Health Care Clinicians (Continued) [18 Degree and Non-Degree total]		PhD [Degree]	ADO	Masters [Degree]	ADO	Non-Degree	ADO
Physician Assistant (1893)	8	2 FTIS DSc Degree in Emergency Medicine Physician Assistant Baylor, San Antonio, TX [18 months]	3.5 years				
		2 FTIS DSc Degree in Orthopedic Surgery Physician Assistant, Baylor. San Antonio, TX [18 months]	3.5 years			2 FTIS (non-degree) Orthopedic Surgery Fellowship at Naval Medical Center Portsmouth Orthopedic Department [1 year]	2 years
		2 FTIS DSc Degree in General Surgery Physician Assistant Fellowship at Brooke Army Medical Center, San Antonio, TX [18 months]	3.5 years				

SPECIALTY		PROGRAMS					
Health Care Scientists [6 Degree and Non-Degree total]		PhD [Degree]	ADO	Masters [Degree]	ADO	Non-Degree	ADO
Radiation Health (1825)	2			1 FTOS Masters in Health Physics or Medical Physics at an accredited university [2 years]	4 years	1 FTIS Medical Imaging Physics Residency Program, Naval Medical Center Portsmouth, Portsmouth, VA [2 years]	4 years
Entomology (1850)	1	1 FTOS PhD in Entomology (Vector Biology and Parasitology) At USUHS, Bethesda, MD [3 years]	5 years				
Environmental Health (1860)	1	1 FTIS PhD in Environmental or Public Health at USUHS, Bethesda, MD [3 yrs]	5 years				
Medical Technology (1865)	2			2 FTIS Masters of Science in Immunohematology, Walter Reed National Military Medical Center and George Washington University [2 years]	4 years		

Alternate Option. A maximum number of two qualified alternates may be selected for each training program if quota is met based on competitiveness of fully qualified applicants.

Program Numbers. The selection board need not select the quota specified for each training program if there are insufficient fully qualified eligible officers. Individual training quotas may be altered within the maximum prescribed, if and to the extent of best fit to fill for the programs available.

BUMEDNOTE 1520
8 Apr 2022

SAMPLE APPLICATION LETTER FOR DEGREE TRAINING

1520
Date

From: LT Jaime J. James, MSC, USN
To: Commanding Officer, Naval Medical Leader and Professional Development Command,
Code 1WGPMSC, 8955 Wood Road, Bethesda, MD 20889-5628
Via: (1) Applicant's Commanding Officer
(2) Applicant's Specialty Leader
(3) Specialty Leader sponsoring the fellowship (if specialty differs from applicants)
Subj: REQUEST FOR FULL-TIME DUTY UNDER INSTRUCTION DEGREE TRAINING
Ref: (a) BUMEDNOTE 1520 of _____ (Canc: ____ 2023)
(b) DoD Instruction 1322.10 of 29 April 2008
(c) DoD Instruction 6000.13 of 30 December 2015
Encl: (1) Motivational Statement
(2) Letter of acceptance or conditional acceptance acknowledging minimum admission requirements
(3) Professional and Academic Resume
(4) Transcripts (copy)
(5) GMAT, GRE scores, or Academic Profile Code verification (copy)
(6) Program Description (FTOS include university brochure)
(7) FITREPs (copies of last 5 years with SSN redacted)
(8) Letters of Recommendation
(9) OSR and PSR (with SSN redacted)
(10) Additional Supporting Documentation

1. Per references (a) through (c), I request assignment to full-time duty under instruction (DUINS) in (name of program) leading to (type of degree) at (educational institution). This program will begin on (date) and end on (date). Enclosures (1) through (11) are provided in support of this request.

2. I am presently a member of the (health care administration, health care science, or health care clinical) section of the Navy Medical Service Corps (MSC). My current billet title is (e.g., fiscal officer, pharmacist, etc.). My duty telephone number is Defense Switched Network (DSN), (commercial), and my e-mail is _____.

Enclosure (2)

Subj: REQUEST FOR FULL-TIME DUTY UNDER INSTRUCTION DEGREE TRAINING

3. I have completed (years) of active military service, of which (years) are active commissioned naval service. I reported to my present duty assignment on (date) and my projected rotation date is (date). I am currently serving (years) of obligated service for (Health Profession Loan Repayment Program, Special Pay, Navy Health Services Collegiate Program, Health Professions Scholarship Program, In-service Procurement Program, etc.).

4. I previously completed the listed DUINS training: (list degree or non-degree training) from (date) to (date).

5. The educational emphasis of the requested program is: [describe in sufficient detail the program content, and for the doctor of philosophy candidate, the area of concentration].

6. The requested program will be conducted at (list the name and address of the training institution).

7. The estimated costs for the requested program, by term, are as listed (not applicable for Baylor or Naval Postgraduate School):

Basis for Tuition (Resident or Nonresident)

<u>Term or Semester</u>	<u>Inclusive Dates</u>	<u>Tuition and Itemized Fees (specify)</u>
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Fall

Winter

Spring

Summer

Total

8. This paragraph is for the optional use of the applicant to advise the DUINS Selection Board of any information that might not otherwise be available and to clarify any aspects of the application or the applicant's qualifications.

9. To the best of my knowledge and belief, approval of this request will enable me to complete the requirements for the (state the degree) within the allotted time.

10. I agree not to tender my resignation or request retirement while attending the training requested. I further agree to serve on active duty after completion of the DUINS period,

Subj: REQUEST FOR FULL-TIME DUTY UNDER INSTRUCTION DEGREE TRAINING

regardless of whether or not a degree is awarded, for a period of 3 years for the first year or any portion thereof and 6 months for each additional 6 months or any portion thereof per reference (a). For Naval Postgraduate School, I agree to serve on active duty for a period of 3 years total.

11. I understand that should I fail to select for promotion while attending DUINS, I can be removed from the program and re-assigned as deemed necessary by the MSC. I further understand I will incur a service obligation for my periods of residency training, where such residency is required for completion of a particular degree. I further understand the acceptance of my resignation, if submitted after completion of instruction and obligated service incident thereto will be subject to the pleasure of the President of the United States following the terms of my commission.

Full Signature

(Unsigned or undated application will be returned)

PRIVACY ACT STATEMENT

I understand the Privacy Act of 1974 (P.L. 93-579) as it applies to personal data records maintained on U.S. citizens. My signature acknowledges I am familiar with the statement contained herein and authorizes use of information provided for the purposes listed.

The authority to request this information is contained in section 301 of Title 5, U.S. Code, Departmental Regulations. The principle purpose of the information is to enable you to make known your desire for the Naval Medical Leader and Professional Development Command, Code 1WPGMSC to initiate and maintain a training file on your behalf. The information will be used to assist officials and employees of the Department of the Navy in determining your eligibility and for approving or disapproving the education authorization being requested. Completion of this application is mandatory; failure to provide required information may result in delay in response to or disapproval of your request.

Date

Full Signature

BUMEDNOTE 1520
8 Apr 2022

SAMPLE APPLICATION LETTER FOR NON-DEGREE TRAINING

1520
Date

From: LT Jaime J. James, MSC, USN
To: Commanding Officer, Naval Medical Leader and Professional Development Command,
Code 1WGPMSC, 8955 Wood Road, Bethesda, MD 20889-5628
Via: (1) Applicant's Commanding Officer Endorsement
(2) Applicant's Specialty Leader Endorsement
(3) Specialty Leader sponsoring the fellowship (if specialty differs from applicants)
Subj: REQUEST FOR FULL-TIME DUTY UNDER INSTRUCTION FELLOWSHIP OR
NON-DEGREE CERTIFICATION TRAINING
Ref: (a) BUMEDNOTE 1520 of _____ (Canc: ____ 2023)
(b) DoD Instruction 6000.13 of 30 December 2015
Encl: (1) Letter of Request with endorsement
(2) Motivational Statement
(3) Professional and Academic Resume
(4) Title of Fellowship or Non-Degree Post-Doctoral Certification (include university
brochure for non-degree certification)
(5) FITREPs (copies of last 5 years with SSN redacted)
(6) Letters of Recommendation
(7) OSR and PSR (with SSN redacted)
(8) Additional Supporting Documentation

1. Per reference (a), I request assignment to full-time (name of fellowship or non-degree certification) at (location). This training will begin on (date) and end on (date). Enclosures (1) through (9) are provided in support of this request.

2. I am presently a member of the (health care administration, health care science, or health care clinical) section of the Navy Medical Service Corps (MSC). My current billet title is (e.g., fiscal officer, pharmacist, etc.). My duty telephone number is (DSN), (commercial), and my e-mail is _____.

3. I have completed (years) of active military service, of which (years) are active commissioned naval service. I reported to my present duty assignment on (date) and my projected rotation date is (date).

Enclosure (3)

Subj: REQUEST FOR FULL-TIME DUTY UNDER INSTRUCTION FELLOWSHIP OR
NON-DEGREE CERTIFICATION TRAINING

4. I am currently serving (years) of obligated service for (Health Profession Loan Repayment Program, Special Pay, Navy Health Services Collegiate Program, Health Professions Scholarship Program, In-service Procurement Program, etc.).
5. I previously completed the DUINS training listed: (list degree or non-degree training) from (date) to (date).
6. This paragraph is for the optional use of the applicant to advise the DUINS Selection Board of any information that might not otherwise be available and to clarify any aspects of the application or the applicant's qualifications.
7. I agree not to tender my resignation or request retirement while attending the training requested. I further agree to serve on active duty after completion of the DUINS period, regardless of whether or not a degree is awarded, for a period of 2 years for the first year or any portion thereof, and 6 months for each additional 6 months or any portion thereof per reference (a).
8. I understand that should I fail to select for promotion while attending DUINS, I can be removed from the program and re-assigned as deemed necessary by the MSC. I further understand the acceptance of my resignation, if submitted after completion of instruction and obligated service incident thereto, will be subject to the pleasure of the President of the United States following the terms of my commission.

Full Signature

(Unsigned or undated application will be returned)

PRIVACY ACT STATEMENT

I understand the Privacy Act of 1974 (P.L. 93-579) as it applies to personal data records maintained on U.S. citizens. My signature acknowledges I am familiar with the statement contained herein and authorizes use of information provided for the purposes listed.

The authority to request this information is contained in section 301 of Title 5, U.S. Code , Departmental Regulations. The principle purpose of the information is to enable you to make known your desire for the Naval Medical Leader and Professional Development Command, Code 1WPGMSC to initiate and maintain a training file on your behalf. The information will be used to assist officials and employees of the Department of the Navy in determining your eligibility and for approving or disapproving the education authorization being requested.

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Subj: REQUEST FOR FULL-TIME DUTY UNDER INSTRUCTION FELLOWSHIP OR
NON-DEGREE CERTIFICATION TRAINING

Completion of this application is mandatory; failure to provide required information may result in delay in response to or disapproval of your request.

Date

Full Signature