

# **MSC IPP FAQs**

## **CHECK CURRENT NAVADMIN!**

### **GENERAL INFORMATION**

#### **1. What are some general eligibility requirements?**

- Be a United States citizen.
- Age: must be commissioned BEFORE 42nd birthday. Age waivers up to age 48 are available.
- **High school transcript is NOT required.**
- Applicants must be serving on active duty in the U.S. Navy or U. S. Marine Corps, Marine Corps Reservist serving on active duty and Full Time Support of the Reserve (FTS).
- Any Rate or Military Occupational Specialty (MOS), **in pay grades E-5 through E-9** at the time of the application.
- Have no record of courts-martial convictions or civilian felony convictions.
- Have no conviction by civil court for misdemeanors (except minor traffic violations) during the 3 years preceding application.
- Have no record of driving while intoxicated (DWI) or driving under the influence of an intoxicant (DUI) **within 3 years prior to Fiscal Year (OCT) of the application year.**  
NOTE: Prior service drug use is not an immediate disqualifier, however, any substantiated drug use (a felony conviction or any record of in-service drug abuse, regardless of the date) or alcohol abuse will result in disqualification.
- **No failures of the Personal Fitness Assessment (PFA) Test taken within the last 3** consecutive cycles of application deadline. **(A failing PFA is disqualifying).**
- Applicant's serving in a limited duty (LIMDU) capacity cannot submit an application until cleared of LIMDU status.
- Meets all requirements as described within each of the MSC sub-specialties.
- **All applicants must include their unofficial JST transcript.**

#### **2. Can general eligibility requirements be waived?**

- General eligibility requirements **CANNOT** be waived.

#### **3. Where should I send my package?**

- Please send packages to the address below:

Commanding Officer  
Navy Medical Leader and Professional Development Command  
Attn: HMDT, 16<sup>th</sup> Floor  
8955 Wood Road  
Bethesda MD, 20889-5611

NOTE: If using any ground delivery other than USPS, the address MUST include Building Number 1, Room Number (16148/16144) and telephone number (301) 295- 0925/ (301)-319-4520

4. **What are some common factors found in all selects:**

- Demonstrated superior performance!
- Diversity of assignments (Operational, OCONUS, MTF)
- Demonstrated positions of leadership, (have you had hard jobs)?
- Strong command endorsement and interview appraisal sheets
- Very well written personal statement
- Excellent grades, competitive GPA
- A "can do" attitude
- No court violations or NJP infractions, within three years of application
- Personal awards

5. **What are the deadlines for Package submission?**

- **See current NAVADMIN for submission deadlines.**
- Incomplete packages will not be reviewed by the board.

6. **What documents should I review when preparing a MSC IPP package?**

- OPNAV 1420.1B, chapters 2 & 6
- Fiscal Year MSC IPP NAVADMIN
- PA-115B MSC IPP

7. **Should my package include a NAVPERS 1306/7, conditional release?**

- **Yes**, you must submit a 1306 to your ECM, seeking a conditional release to submit a package to MSC IPP. **Your package will not go before the Board without your ECM's conditional release.**

8. **Do I need a release letter in my package if I am in the Nuclear Community?**

- **Yes**, your package MUST contain a letter of release from the Nuclear Community. Please locate NAVADMIN 177/17: SUBJ/NUCLEAR TRAINED SAILOR APPLICATIONS TO OFFICER COMMISSIONING PROGRAMS AND MODIFICATION TO FY-19 NUCLEAR LIMITED DUTY OFFICER IN-SERVICE PROCUREMENT BOARD PROCESS. **Packages will not be sent to the Board if the release letter is not included.**

9. **Do Marine Corps applicants need a conditional release from the MC to apply?**

- **Yes**, requesting a conditional release requires:

1. Marines must first submit a request for conditional release/interservice transfer to CMC (MMSR-2) for active duty Marines or CMC (RAM) for active reserve Marines. (Refer to MCO 1900.16 CH 2 Figure 3-1, Pg 193.)

2. Commanding General endorsement. The conditional release must be endorsed by the first commanding general in the Marine's chain of command. CMC (MMEA/MMSR-2/RAM) will consider requests for conditional release for these programs on a case-by-case basis.

3. DD Form 368, Request for Conditional Release application (applicant fills out section 1). DD Form 368, Conditional release application, must be approved prior to the submission of your application for MSC IPP.

10. Should marines submit their “master brief sheet” with their package?
  - Yes
11. Do all packages go to the board?
  - **ALL qualified, complete packages ARE SENT to the Board.**
  - PA applicants who do not meet academic requirements should not submit a package.
  - **NOTE: All Degree must be completed when the Board convenes in October.**

## **HEALTHCARE ADMINISTRATION**

1. **What degree do I need to apply for a Direct Commission?**
  - You must have an accredited master’s degree.
2. **What graduate degree will qualify me for HCA?**
  - Acceptable fields of study are as follows: HCA, Health Services Administration, Hospital Administration, and Public Health Administration with an emphasis in Health Care or Business Administration with an emphasis in Health Care Administration
3. **May I apply to HCA with a MPH or MBA?**
  - Yes, per the instruction OPNAV 1420.1B, if you have a MBA, your program must have an **emphasis in Healthcare Administration**, and if you have a Master Public Health (MPH), the degree must have an emphasis in Healthcare Administration.
4. **Where can I find a list of accredited graduate schools? Below are links to graduate programs.**
  - CAHME <http://www.cahme.org/> Health Care Management Education
  - AACSB <http://www.aacsb.edu/> Business Education
  - CEPH <http://www.ceph.org/> Public Health Education
  - NASPAA <http://www.naspaa.org/> Public Affairs Education
5. **My master’s degree graduate program is not accredited; may I still submit a package for direct commission?**
  - No, you may not submit a package for a direct commission but, you may apply for Training.
6. **Is there an opportunity for someone to complete a bachelor’s degree (attending school full time) for HCA?**
  - **No, HCA offers an opportunity to attend graduate school.**
7. **My bachelor’s degree is not one of the ones listed in the NAVADMIN. Could someone review my transcript to determine if my degree is qualifying?**
  - **Yes**, scan and email your transcript(s) to the enlisted commissioning program staff.
8. **I have a degree in science, engineering, or math, do I qualify to apply for HCA Training?**
  - Check the current NAVADMIN. If the current NAVADMIN, states that STEM degrees are accepted for the Board year, applicants with these degrees may submit an application.

Exceptionally qualified applicants without a qualifying bachelor's degree may be considered on a case-by-case basis if they possess a bachelor's degree in the Science, Technology, Engineering, or Mathematics fields (STEM).

**9. If I check Training on the application, are there certain schools I must attend for HCA?**

- Yes, you may attend:
  1. Army Baylor at Ft Sam Houston Texas: <http://www.baylor.edu/graduate/mha>
    - o For our MHA program, we no longer have a minimum standardized test score. We have an optimal GRE score of 300 and an optimal GMAT score of 530.
  2. Uniform Services University (USU) at Bethesda, Maryland: <http://www.usuhs.edu/graded>
    - o Follow your university's requirements for standardized testing.

**10. Will entry grade credit be applicable to all master's degrees?**

- No, entry- grade credit applies to accredited graduate programs. Non-accredited degrees are not considered for entry–grade credits.

**11. Is there an accreditation program for bachelor's degrees?**

- Yes, suggest you look up: Association of University Program in Health Administration (AUPHA) [www.aupha.org](http://www.aupha.org)

## **PHYSICIAN ASSISTANT**

**1. Do all PA applicants have to take a college medical terminology course?**

- Yes, medical terminology is now **a mandatory pre-requisite for all applicants**. Medical terminology completed as requirement of IDC/SOCOM, "A" or "C" school will not be accepted.

**2. Do I need to have all 60 semester hours completed to apply to the program?**

- Yes, all course work must be completed and reviewed to submit an application

**3. Will all my pre-requisite course work be accepted for the PA program?**

- **Required course work ten years and older will not be accepted for the PA program.**

**4. What is the required GPA to apply to the program?**

- The overall minimum GPA is 3.0; however, the minimum science GPA is 3.0

**5. Is there a required test for the PA program?**

- **Yes, the SAT is the REQUIRED test** for all PA applicants.

**6. What is the minimum SAT score?**

- Must **score 1000 or higher and minimum score 500** on math to submit an application.

**7. I did not score 1000 on the SAT may I still submit a package?**

- **No**, your combined critical reading and math scores must be 1000 or higher.

8. **I did not score 500 in math, but my combined score is over 1000; may I submit my package?**

- **No**, you must have a minimum math score of 500.

9. **Can the SAT test scores be waived?**

- **No**

10. **Where do I send my official transcripts?**

- Official transcripts from all attended academic institutions must be requested and sent by the institution via the UniCAS application. **See current NAVADMIN for dates.**

11. **Where can I find the website to submit a PA application?**

- Application to UNMC Physician Assistant Program must be initiated online vial the UNMC IPAP CAS/UniCAS system at <https://ipap.liaisoncas.com> **See current NAVADMIN for date.** IDC and SOCOM graduates must uploaded their JST to the UniCAS system. **NOTE:** Completion of the online application does not qualify as submission of the application to MSC IPP Physician Assistant program - it is required for UNMC administrative purposes ONLY.

12. **Do I need to submit A PACKAGE to NMLPDC to qualify for the PA program?**

- **Yes**, you must submit a hard-copy application to Naval Medical Leader and Professional Development Command by the due date stated in the current MSC IPP NAVADMIN in order to be considered by the MSC IPP Board. **Applicants will be notified of their academic eligibility well before the official MSC IPP application deadline.**

13. **My transcripts were reviewed but I was not qualified, what can I do?**

- Review the academic evaluation of your transcripts done by UNMC. Enroll in missing or out of date classes. **You cannot submit a PA package for this fiscal year.**

14. **How many hours and what courses do I need to apply to the PA Program?**

- 30 hours core courses (6 hrs Gen Chemistry (I, II), 6 hrs English Composition (I, II) 6 hrs Humanities (sociology, history, speech), 6 hrs Anatomy & Physiology (I, II), 3 hrs Psychology, 3 hrs College Algebra) plus 30 hours general (science and general studies – **NON-IDC 18 hours must be in advance biological/sciences** (examples - Microbiology, Physiology, Bacteriology, Genetics, General Biology I, II, Immunology, Cell Biology, Pathology) and 12 in general studies). = 60 hours total credits.  
**Mandatory for ALL applicants**, 3 hrs Medical Terminology

15. **May I use a Statistics course to substitute for College Algebra?**

- No, they really have very little in common.
- Statistics can be divided (roughly) into data analysis and mathematical statistics.
- Data analysis is studied by people from many different fields and involves attempts to 1) Describe sets of data, 2) Infer from a sample to a population and 3) Separate signal from noise. Mathematical statistics is studied by people who major in math.

**16. I graduated IDC, or SOCOM, how many credits do I receive for completing IDC/SOCOM School?**

- Completion of IDC/SOCOM Training will satisfy 24 semester hours of the 60 required semester hours. IDC/SOCOM satisfies Anatomy and Physiology I, II and the 18 hours of advance biology/science courses. **Neither IDC nor SOCOM will satisfy the medical terminology requirement!**

**RADIATION HEALTH OFFICER (RHO)**  
**OPPORTUNITY FOR DIRECT AND TRAINING**

**1. I have completed a bachelor's degree in Nuclear Engineering (chemical engineering etc.) may I submit for a direct commission?**

- **Yes**

**2. What tests are required for Training?**

- Completing a bachelor's degree, follow your university's requirements.
- Completing a master's degree, follow your university's requirements.

**3. What courses would you expect to see on transcripts for someone applying for RHO?**

- **Minimum academic requirements:**
  - o Two semesters of Physics, Two semesters of Calculus, One semester of Radiologic Physics
  - o General Chemistry I, II with Lab, Two semesters of Organic Chemistry I, II, One semester Medical Physics, Two semesters of General Biology I, II

**4. What are some acceptable major fields of study?**

- Nuclear Engineering, Med physics, or Engineering

**5. Where may I find a list of accredited schools for RHO?**

- Medical Physics – CAMPEP - <http://www.campep.org/campeplstgrad.asp>
- ABET- <https://www.abet.org/>
- For Health Physics/Engineering: U Florida, Florida State, U Miami, Florida Inst Tech, Florida A&M

**ENVIRONMENTAL HEALTH OFFICER (EHO)**  
**OPPORTUNITY FOR DIRECT AND TRAINING**

**1. Is there a direct commission for EHO?**

- Yes, if the member has a qualifying bachelor's or master's degree they may qualify for a direct commission.

**2. What tests are required for Training?**

- Direct Commission, no test is required.
- To complete a bachelors' degree, **follow your university's requirements.**

- To complete a graduate degree, **follow your university's requirements.**
3. **What courses would you expect to see on transcripts for someone applying for EHO?**
    - Two semesters of Calculus, Two semesters of Physics, Two semesters General Chemistry
    - One semester Organic Chemistry, One semester Human Anatomy, One semester Physiology
    - One semester Microbiology with Lab, Two semesters of Biology, One semester of Statistics
    - One semester of Geology
  4. **What are some acceptable major fields of study?**
    - BS & MS - Environmental Health, Public Health, Occupational and Environmental Epidemiology, Environmental Quality and Health
  5. **Where is the list of accredited schools?**
    - EHAC- [Undergraduate Accredited Degree Programs | NEHSPAC](https://www.nehspac.org/about-ehac/accredited-programs-ehac-undergraduate-programs/)  
<https://www.nehspac.org/about-ehac/accredited-programs-ehac-undergraduate-programs/>
    - EHAC - [Graduate Accredited Degree Programs | NEHSPAC](https://www.nehspac.org/about-ehac/accredited-programs-ehac-graduate-programs/) <https://www.nehspac.org/about-ehac/accredited-programs-ehac-graduate-programs/>
    - CEPH - <https://ceph.org/accredited/>

## **INDUSTRIAL HYGIENE OFFICER (IHO)** **OPPORTUNITY FOR DIRECT AND TRAINING**

1. **Is there a Direct Commission for IHO?**
  - Yes, if the member has a qualifying bachelor's or master's degree they may qualify for a direct commission.
2. **What tests are required for Training?**
  - Direct Commission, no test is required.
  - To complete a bachelors' degree, **follow your university's requirements.**
  - To complete a graduate degree, **follow your university's requirements.**
3. **What courses would you expect to see on transcripts for someone applying for IHO?**
  - Minimum academic requirements are a major in Industrial Hygiene or one of the pure sciences, chemistry, biology, etc.
  - Two semester of General Chemistry, Two semesters of Organic Chemistry, One semester of Physics, Two semesters of Anatomy and Physiology (A&P I, II), One semester of Calculus
  - semester hours of pure science courses
4. **Where can I find a list of accredited schools?**
  - ABET- <https://www.abet.org/>
  - There are four ABET IH bachelor's programs in the US:

- U of Houston-Clear Lake, Utah State, Purdue, U North Alabama
  - o These school offer undergrads in Occupational Safety and Health however, they do not required the extensive scientific education that IHO's need.
- There are 23 ABET IH graduate programs

### **ADDITIONAL INFORMATION FOR EHO, RHO, IHO APPLICANTS:**

1. Will IPP send me to school to complete a bachelor's degree if I am applying to EHO, RHO, or IHO?

- **Yes**, there is an opportunity to complete a fully funded bachelor's degree.
- You MUST have 60 semester hours accepted by the undergraduate school, and a GPA of 3.0. Your package must contain a **letter of acceptance, degree completion plan and the number of accepted transfer credits.**
- You will be given 24 months to complete a Bachelor of Science (BS).

2. Do I need to take a standardized test?

- **Yes**, if required by your university.

3. Will IPP send me to school to complete a master's degree for EHO, IHO or RHO?

- **Yes**, there is an opportunity to complete a fully funded master's degree. Your package must contain a **letter of acceptance, degree completion plan** to an accredited program.
- You will be given 24 months to complete a Master of Science (MS) degree.

4. Do I have to take a standardized test for EHO, IHO or RHO?

- **Yes**, if required by your university.

NOTE: **You will have 24 months to complete a master's or bachelor's degree.**

### **PHARMACY DOCTORATE**

1. **What courses do I need to apply to Pharm-D?**

- Each school has prerequisite courses identified on their websites. Applicants must complete all prerequisites.
- Examples of pre-requisites courses:
  - o Gen Chemistry I, II, Gen Biology I, II, Anatomy & Physiology I, II, Microbiology, Organic Chemistry I, II, Biochemistry, Pre-calculus, Calculus, Physics 1 with Lab.
- The degree granting institution determines if the student has completed requirements for acceptance.

2. **Do Pharm-D applicants have to take a standardized test?**

- No.



3. **Do I have to be accepted into a doctorate pharmacy program?**
  - **Yes**, your package must contain a letter of acceptance, and degree completion plan.
  - You will be given 48 months or less to complete the program.
4. **Where can I find a listing of accredited pharmacy doctorate programs?**
  - ACPE - [https://www.acpe-accredit.org/shared\\_info/programsSecure.asp](https://www.acpe-accredit.org/shared_info/programsSecure.asp)
  - **You will have forty-eight months to complete the program**

## **OCCUPATIONAL THERAPY**

1. **Will MSC IPP send applicants to school for a master's degree?**
  - **Yes**, MSC IPP offers the applicant the opportunity to pursue a master's degree in OT.
2. **Is there a required standardize test?**
  - **Yes**, if required by your university.
3. **Are there undergraduate prerequisite courses for OT school?**
  - Undergraduate prerequisites courses:
    - o Human Anatomy, Human Physiology (Anatomy and Physiology I, II can substitute for previous 2 courses), Science, Human Development, (Developmental Psychology, Child Development or Lifespan Development perspective), Gen Psychology, Abnormal Psychology,
    - o Gen Sociology, Medical Terminology, English (2 courses), Humanities 2 courses
    - o (Philosophy, Religion, Literature, Fine Arts, Logic, Ethics, Foreign Language)
    - o College Algebra or higher
    - o **Check the undergraduate prerequisite courses for the school you wish to attend!**
4. **Do I have to have the prerequisites completed to apply to MSC IPP?**
  - **Yes**, the prerequisite courses are undergraduate courses. MSC IPP offers the applicant an opportunity to attend graduate school (master's degree)
  - **You will have 24 months to complete a master's degree.**
5. **Where can I find a list of accredited graduate OT schools?**
  - [School Directory – ACOTE \(acoteonline.org\)](http://acoteonline.org)

## **SOCIAL WORK**

1. **What are the options under SW?**
  - Suggest you refer to the most current MSC IPP NAVADMIN for the SW opportunity offered for the fiscal year.
2. **I want to apply for Field Training, what degree will I need?**
  - You must possess an accredited MSW/master's in social work.

3. **How long does it take to complete Field Training?**
  - Field Training is 24 months; you must sit for license before the end of Training.
4. **Is Field Training required?**
  - Yes, once you complete your master's degree, there is a requirement to complete 24 months of field training for licensing.
5. **Will IPP send me to school to get complete a master's degree in SW?**
  - No, this is not an opportunity offered under IPP

## **ENTOMOLOGY**

1. **Do you need a bachelor's degree to apply to the Entomology program?**
  - Yes, MSC IPP offers the applicant a fully funded opportunity to pursue a master's degree in Entomology.
  - Applicants normally have a Biological or Natural Science bachelor's degree.
2. **Do you have to take a standardized test?**
  - Yes, if required by your university.
3. **What is the recommended GPA?**
  - Applicant should have a 3.0 or higher GPA
4. **What courses do I need to apply to entomology?**
  - One year of college mathematic (statistics or biometry may substitute)
  - One semester of Physics, General Chemistry I, II, Introduction to Organic and biological chemistry, Organic chemistry I, II, General Biology, Evolution Biology and Diversity
  - Ecology and the Environment, Cell biology, Insect biology, Insect physiology, Spider Biology, Bugs

NOTE: **You will be given 24 months to complete a master's degree.**

## **OPTOMETRY**

1. **Do I have to be accepted into a doctorate optometry program?**
  - Yes, your package must contain a letter of acceptance, and degree completion plan.
  - You will be given 48 months or less to complete the program.
  - You must complete licensure or certification in 12 months.
2. **Where can I find a listing of accredited optometry doctorate programs?**
  - ACOE - <https://theacoe.org/?sso=y>

## CLINICAL PSYCHOLOGY

### **1. Do I have to be accepted into a doctorate psychology program?**

- **Yes**, your package must contain a letter of acceptance, and degree completion plan.
- You will be given 48 months or less to complete the program.
- You must complete licensure or certification in 18 months.

### **2. Where can I find a listing of accredited optometry doctorate programs?**

- APA - <https://accreditation.apa.org/>
- PCSAS - <https://pcsas.org/pcsas-accredited-programs/>

### **3. What is a qualifying doctorate degree?**

- Clinical or Counseling Psychology

### **Who may I contact with additional questions?**

1. POC: MSC IPP Program Office (301) 319-4520 (DSN 285-4520) or (301) 295-0925 (DSN 295-0925)
2. Email: [usn.bethesda.navmedleadprodevcmd.list.opd-msc-ipp@health.mil](mailto:usn.bethesda.navmedleadprodevcmd.list.opd-msc-ipp@health.mil)

**\*\*Please check back frequently for application package submission requirements\*\***