

## ADMINISTRATIVE REQUIREMENTS DURING GME TRAINING

**LICENSURE:** Maintain an active unrestricted state medical licensure throughout your GME training.

**SECURITY CLEARANCE:** Ensure you renew your security clearance if needed during training. Check for renewal date on your Officer Data Card ODC.

### **SITUATIONAL:**

**PRESENTATIONS, MEDIA OR PUBLICATIONS:** If you are going to do a presentation at your professional conference, submit a paper for publication, or talk to the media – PAO requests can be made directly to NMLPDC command PAO Chief Velez at [emilio.a.velez3.mil@mail.mil](mailto:emilio.a.velez3.mil@mail.mil)  
Office: 301-319-2596

**OCONUS TRAVEL:** Considering OCONUS travel - please contact Navy GME immediately and we'll guide you through the OCONUS requirements. Best to have at minimum a 2 to 3 month notice to fulfill travel requirements. LCDR Sierra Nichols [sierra.r.nichols2.mil@mail.mil](mailto:sierra.r.nichols2.mil@mail.mil)

**WANT TO ACCEPT FUNDING:** Wondering if you are authorized to receive funds to attend a seminar/meeting/conference/rotation, accept gifts, buy Loupes etc, contact Navy GME first.

**FITREP/PROMOTION CONCERNS:** Questions regarding FITREPS/promotions, don't hesitate to contact Navy GME.

**MISCELLANEOUS:** Contact Navy GME for any training extension, remediation, probation, PFA failure, subpoena, liability or academic concern.

**TAD REQUESTS:** As directed by your TAD office.

**UPDATE CONTACT INFO:** Change in your contact information, let Navy GME know and update NFAAS.

**DEPLOYMENT REQUESTS:** Anyone ever asks you to deploy or do training in preparation to deploy while in training, Contact GME immediately.

**CAC ISSUES:** Problems with your CAC reader, contact Navy GME.

**SPECIAL PAY:** Keep up with your Special Pays. Questions about Special Pay, contact [usn.ncr.bumedfchva.mbx.specialpays-bumed@mail.mil](mailto:usn.ncr.bumedfchva.mbx.specialpays-bumed@mail.mil)

**URINALYSIS TESTING:** As directed by your Reporting Senior. Any concerns, call Navy GME.

**LEAVE REQUESTS:** Through NSIPS with your Reporting Senior. Any leave issues, contact Navy GME.

### **AFTER EACH SEMESTER:**

**Transcripts:** If in a Master's degree program, please send Navy GME an unofficial copy of your transcripts for inclusion into your GME record.

### **QUARTERLY:**

**COMMUNICATE WITH your CO/XO:** Unless instructed otherwise by your command, communicate with your CO, XO quarterly by phone, e-mail or in person.

### **SEMIANNUALLY:**

**PRT:** Schedule your Spring and Fall PFA's with your Reporting Senior's command.

### **ANNUALLY:**

**FITREP:** Ensure you complete your annual FITREP requirement.

**YEARLY TRAINING EVALUATION:** If beginning your 2<sup>nd</sup>, 3<sup>rd</sup> etc. year of fellowship/residency training, please have your PD provide a copy of your yearly evaluation to Navy GME via E-Mail.

### **BY MONTH**

**JULY:** CAPT FITREPS due 31 July

**AUGUST:** Check with your command to assess when the Fall PFA test 10 week window begins.

**SEPTEMBER:** Navy Special Pay NAVADMIN usually released near this date.

**OCTOBER:** LCDR FITREPS due 31 October

**NOVEMBER:**

**DECEMBER:**

**JANUARY:** LT FITREPS due on 31 January

**FEBRUARY:** Check with your command to assess when the Spring PFA test 10 week window begins.

**MARCH:**

**APRIL:** CDR FITREPS due 30 April.

**MAY:** Budget call; identify all conferences/meetings needing funded for next FY.

**JUNE:** If completing training this month, send copy of training completion to Mark Sullivan.

**DEPARTING TRAINING:** See Section V of the FTOS/OFI Policy and training Manual for complete detaching requirements.