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NAVADMIN 047/24

PASS TO OFFICE CODES:
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SUBJ/ACADEMIC YEAR 2025 MEDICAL SERVICE CORPS IN-SERVICE PROCUREMENT PROGRAM
SELECTION BOARD//

REF/A/DOC/OPNAV/14DEC09//
REF/B/DOC/BUPERS/8SEP23//
REF/C/DOC/USC/13AUG18//

NARR/REF A IS OPNAVINST 1420.1B, ENLISTED TO OFFICER COMMISSIONING PROGRAMS
APPLICATION ADMINISTRATIVE MANUAL.

REF B IS PROGRAM AUTHORIZATION 115B, MEDICAL SERVICE CORPS (MSC) IN-SERVICE
PROCUREMENT PROGRAM (IPP).

REF C IS TITLE 10 U.S. CODE SECTION 8323, OFFICERS: 20 YEARS.//

RMKS/1. This NAVADMIN solicits applications for the Academic Year (AY) 2025
Medical Service Corps (MSC) In-Service Procurement Program (IPP) Selection
Board. The MSC IPP Selection Board will convene in the Fall of 2024.

2. Eligibility criteria. Application procedures and requirements are
outlined in this NAVADMIN, chapters 1, 2, and 6 of reference (a) and
reference (b), which can be viewed on the MyNavy HR website under officer
community managers at
[https://www.mynavyhr.navy.mil/Career-Management/Community-
Management/Officer/Program-Authorizations/](https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Officer/Program-Authorizations/)

3. Applications will be accepted for the following specialties:
Health Care Administration (HCA), Entomology, Industrial Hygiene, Medical
Laboratory Science, Environmental Health, Radiation Health, Clinical Social
Work, Pharmacy, Occupational Therapy, and Physician Assistant.

4. Applicants must include a conditional release in their application.
a. Applicants assigned to a nuclear training command or who hold a
nuclear Navy enlisted classification must submit an Enlisted Personnel Action
Request (NAVPERS 1306/7) form to the Nuclear Propulsion Program Management
Office (OPNAV N133) via their detailer.
b. Applicants not assigned to nuclear programs must submit a NAVPERS
1306/7 to their enlisted community manager to obtain the conditional release.

5. Applicants for training must provide an acceptance letter from an

accredited university in line with reference (b) and submit a scholastic aptitude test, American college testing, graduate record examination, graduate management admission test, or pharmacy college admission test scores, as applicable.

6. Amplifying guidance for the AY25 MSC IPP Selection Board:

a. HCA direct. Must have an accredited master's degree prior to the application deadline.

b. HCA training. Must include an acceptance letter from either the Army-Baylor University graduate program in HCA or the master of HCA and Policy degree at the Uniformed Services University of the Health Sciences.

c. Physician Assistant:

(1) Official transcripts from all attended academic institutions must be requested and sent by the institution directly to the University of Nebraska Medical Center (UNMC) Centralized Application Service (CAS) no later than 14 June 2024. The UNMC online application provides the instructions and appropriate mailing address. Application to the UNMC Physician Assistant Program must be initiated online via the UNMC CAS system on the MyNavy Portal (MNP) website at <https://www.mnp.navy.mil/group/career-planning/commissioning-programs> via the MSC IPP, UNMC application link no later than 14 June 2024. No documents need to be uploaded into the UNMC CAS system.

(2) Completion of the online application does not qualify as submission of the application. Hard copy applications must be mailed to Naval Medical Leader and Professional Development Command (NMLPDC) no later than 31 July 2024 (see paragraph 9). Applicants will be notified of their academic eligibility well before the official MSC IPP application deadline.

7. Applicants must not have reached their 42nd birthday by the time of initial appointment and commissioning. Age waivers up to age 48 are available.

8. In line with references (a) and (c), applicants are reminded to be eligible for voluntary retirement, an applicant appointed as an officer is required to complete 20 years of Active Duty service, with at least 10 years of service as an active commissioned officer.

9. Applications must be received no later than 31 July 2024 and mailed to:

Commanding Officer
Naval Medical Leader and Professional Development Command
Attn: HMDT, 16th Floor
8955 Wood Road
Bethesda MD 20889-5611

All required documentation must be received no later than 31 July 2024.

Detailed application information can be found on the MNP website at <https://www.mnp.navy.mil/group/career-planning/commissioning-programs> via the "MSC IPP Application Information" link.

10. Board results will be released on the aforementioned website once approved.

11. Point of contact is Beverly D. Kemp, NMLPDC, who can be reached at (301)

319-4520/DSN 285, or via e-mail at beverly.d.kemp.civ@health.mil.

12. This NAVADMIN will remain in effect until superseded or 30 September 2025, whichever occurs first.

13. Released by Vice Admiral Richard J. Cheeseman, Jr., N1.//

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