



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

Canc: Apr 2021  
IN REPLY REFER TO  
BUMEDNOTE 1520  
BUMED-M00C  
17 Apr 2020

BUMED NOTICE 1520

From: Chief, Bureau of Medicine and Surgery

Subj: FISCAL YEAR 2021 MEDICAL SERVICE CORPS OFFICER—DUTY UNDER INSTRUCTION DEGREE AND NON-DEGREE PROGRAMS

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

Encl: (1) Medical Service Corps Fiscal Year 2021 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 fiscal year (FY) 2021, provide information concerning application procedures per references (a) through (d) and enclosures (1) through (3), and set the application deadline of 15 June 2020 for submission.

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

3. Background

a. Full-time duty under instruction (DUINS) for MSC officers provides the necessary preparation to meet critical education and training needs, thereby enabling the MSC to fulfill its mission and benefit the Navy and the individual by:

(1) Ensuring higher-levels of professional knowledge.

(2) Providing incentives for the recruitment and retention of personnel with ability, dedication, and capacity for growth.

(3) Recognizing educational aspiration of individuals through advanced degrees and certification programs.

b. MSC officers who participate in full-time DUINS receive full pay and allowances of their grade. The Bureau of Medicine and Surgery (BUMED) pays the tuition.

4. Selection

a. Per reference (a), Commander, Navy Personnel Command convenes the MSC DUINS selection board annually. The FY 2021 DUINS Board will convene in September 2020 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. BUMED 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 (a), 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.

5. Active Duty Obligation (ADO)

a. Per references (b) and (c), ADO for a degree program (master's 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 (d), officers in educational programs at Naval Postgraduate School (NPS) will incur a maximum of a 3-year obligated service after completion of education.

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

d. ADO 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 all of the tuition paid on their behalf.

f. Training must begin during FY 2021 (1 October 2020 through 30 September 2021). To be considered for a DUINS program, the applicant's projected rotation date must be within FY 2021 (no later than 30 September 2021).

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. Application for Master's 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, Navy Medicine Professional Development Center, 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 the following:

(1) Letter of Request with Endorsements. A letter of request with endorsements from the 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 administered physical fitness assessment (PFA). Applications sent directly to Navy Medicine Professional Development Center 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 (APC). A copy of either the GMAT or GRE score is required for FTOS degree programs. A copy of the APC 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 for other than Army-Baylor first year students). 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). Copies of the applicant's last 5 years of FITREPs or evaluations (or all FTIREPs 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 (SSN) redacted.

(8) Physical Readiness Information Management System (PRIMS) Report. Applicants must submit the last 5 years of PRIMS reports. Ensure all reports submitted have the applicant's SSN redacted.

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

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

(11) 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 APC for the program for which they are applying. If possible, before requesting an NPS program the applicant should have some experience within the specialty being requested to allow familiarization of the program and specialty requirement.

(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 (MBA) programs can be found at [www.baylor.edu/graduate/mha](http://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 (GPA) 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 MBA students, the minimum acceptable GRE score is 310 while the minimum GMAT score is 575.

e. Admission procedures for Uniformed Services University of the Health Sciences (USUHS) MHA Program can be found at [www.usuhs.edu/mhap](http://www.usuhs.edu/mhap).

(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.

#### 7. 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, Navy Medicine Professional Development Center, 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 administered PFA. Applications sent directly to Navy Medicine Professional Development Center 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 the following 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. Applications for multiple fellowships are authorized, but must be forwarded as described in subparagraph 7c of this notice. 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) PRIMS Reports. Applicants must submit the last 5 years of PRIMs reports. Ensure all reports submitted have the applicant's SSN redacted.

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

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

(9) 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.

8. Application Submission Deadline. Applications for degree and non-degree programs must be received by the applicant's specialty leader by 15 June 2020. Specialty leaders must forward all reviewed packages to Commanding Officer, Navy Medicine Professional Development Center, Code 1WGPMSC, 8955 Wood Road, Bethesda, MD 20889-5628 no later than 29 June 2020. Alternatively, packages may be scanned and e-mailed to [usn.bethesda.navmedprodevctrmd.list.nmpdc-msc-duins@mail.mil](mailto:usn.bethesda.navmedprodevctrmd.list.nmpdc-msc-duins@mail.mil). Incomplete applications will not be considered by the DUINS board.

9. 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.

10. Information Management Control. The reports required in subparagraphs 6b(7), 6b(8), 6b(10), 7c(5), and 7c(6) are exempt from reports control per Secretary of the Navy Manual 5214.1 of December 2002, part IV, paragraph 7p.



B. L. GILLINGHAM

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/Pages/BUMEDNotes.aspx>

**MEDICAL SERVICE CORPS**  
**FISCAL YEAR 2021 DUTY UNDER INSTRUCTION OPPORTUNITIES**

SPECIALTY		PROGRAMS					
Healthcare Administration (HCA) [22 Degree and Non-Degree total]		Doctor of Philosophy (PhD) [Degree]	ADO	Master's [Degree]	ADO	Non-Degree	ADO
Healthcare Admin (1800)	3	1 FTOS PhD in Health Policy, Health Services Research [3 years] HCA applicants only	5 years	1 FTIS MHA and MBA Baylor [2 years] Open to all MSC Specialties  1 FTIS MHA 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 (ASN(M&RA)) [1 year] Open to all MSC Specialties	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 at Defense Logistics Agency [1 year] HCA Applicants only	2 years
Information Management and Information Technology (1803)	2			2 FTIS Master's of Science in Network Operations and Technology NPS [21 months] Open to all MSC Specialties	3 years		



**MEDICAL SERVICE CORPS**  
**FISCAL YEAR 2021 DUTY UNDER INSTRUCTION OPPORTUNITIES**

SPECIALTY		PROGRAMS					
Healthcare Administration (HCA) (Continued) [22 Degree and Non-Degree total]		Doctor of Philosophy (PhD) [Degree]	ADO	Master's [Degree]	ADO	Non-Degree	ADO
Plans, Operations, and Medical Intelligence (1805)	5					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 Security Cooperation Agency Global Health Engagement and Navy Office of Global Health Engagement Plans, Operations, and Medical Intelligence, BUMED [1 year] Open to all MSC Specialties	2 years All
Financial Management (3110)	3			2 FTIS Masters of Business Administration, NPS [18 months] Open to all MSC Specialties		1 FTIS Resource Management Fellowship, Naval Hospital, Camp Pendleton, CA, Naval Medical Readiness and Training Command, Jacksonville, FL, Naval Medical Center, Camp Lejeune, NC, and Naval Medical Center, Portsmouth, VA [1 year] HCA Applicants only	2 years
Manpower and Personnel (3130)	3			2 FTIS Master's of Science in Manpower Systems Analysis, NPS [21 months] Open to all MSC Specialties	3 years	1 FTIS Fellowship BUMED-M1 [1 year] Open to all MSC Specialties	2 years
Operations Research (3211)	1			1 FTIS Master's of Science in Operations Research, NPS [27 months] Open to all MSC Specialties	3 years		

**MEDICAL SERVICE CORPS**  
**FISCAL YEAR 2021 DUTY UNDER INSTRUCTION OPPORTUNITIES**

SPECIALTY		PROGRAMS					
Healthcare Clinicians [21 Degree/Non-Degree total]		PhD [Degree]	ADO	Master's [Degree]	ADO	Non-Degree	ADO
Clinical Psychology (1840-43)	3					1 FTOS Postdoctoral Fellowship (non-degree) in Child Psychology [1 year]	2 years
						1 FTOS Fellowship in Forensic Psychology, Walter Reed National Military Medical Center [2 years]	4 years
						1 FTOS Fellowship in Neuro-Psychology, at any accredited institution [2 years]	4 years
Physical Therapy (1873)	2	1 FTOS PhD in Rehabilitation Science, Sports Medicine, Public Health, Epidemiology, Physiology, Anatomy, or Neuroscience at an accredited university [36 months]	5 years				
		1 FTIS Degree Granting Orthopedic Manual Physical Therapy San Antonio Military Medical Center, Fort Sam Houston, TX [18 months]	3.5 years				
Occupational Therapy (1874)	1					1 FTOS Fellowship in Advance Orthopedics Hand and Upper Extremity Management and Rehabilitation, The Philadelphia Hand Center, King of Prussia, PA [1 year]	2 years
Optometry (1880)	2	1 FTOS PhD in Vision Science or equivalent at an accredited university [3 years]	5 years			1 FTOS Residency in Ocular Disease or Vision Rehabilitation at a Veterans Health Administration hospital or accredited school or college of optometry [1 year]	2 years

MEDICAL SERVICE CORPS  
FISCAL YEAR 2021 DUTY UNDER INSTRUCTION OPPORTUNITIES

SPECIALTY		PROGRAMS					
Healthcare Clinicians (Continued) [21 Degree/Non-Degree total]		PhD [Degree]	ADO	Master's [Degree]	ADO	Non-Degree	ADO
Pharmacy (1887-88)	3			1 FTIS Master's in Material Logistics Support Management MBA NPS [18 months]	3 years	1 FTIS Fellowship in Managed Care at Defense Health Agency Pharmacy Operations Division, San Antonio, TX [1 year]  1 FTIS Postgraduate Pharmacy Practice Residency at San Antonio Military Medical Center, San Antonio, TX [1 year]	2 years  2 years
Physician Assistant (1893)	10	4 FTIS DSc Degree in Emergency Medicine Physician Assistant Baylor, San Antonio, TX [18 months]	3.5 years			2 FTIS General Surgery, Intensivist, Critical Care Physician Assistant Fellowship at San Antonio Military Medical Center [18 months]  4 FTIS (non-degree) Orthopedic Surgery Fellowship at Naval Medical Center Portsmouth Orthopedic Department [1 year]	2.5 years  1 year

**MEDICAL SERVICE CORPS**  
**FISCAL YEAR 2021 DUTY UNDER INSTRUCTION OPPORTUNITIES**

SPECIALTY		PROGRAMS					
Healthcare Scientists [9 Degree/Non-Degree total]		PhD [Degree]	ADO	Master's [Degree]	ADO	Non-Degree	ADO
Radiation Health (1825)	3	1 FTOS PhD in Health Physics or Medical Physics at an accredited university [3 years]	5 years	1 FTOS Master's 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 [2 years]	3 years
Naval Aerospace and Operational Physiology (1836)	2			1 FTIS Master's in Human Systems Integration, NPS [2 years]	4 years	1 FTOS Non-Degree Fellowship in Health and Human Performance Systems, Massachusetts Institute of Technology, Lexington, MA Open to O3-O5 Aerospace and Operational Physiology officers [1 year]	2 years
Entomology (1850)	1	1 FTOS PhD in Entomology [3 years]	5 years				
Industrial Hygiene (1861)	1			1 FTIS Master's of Science in Industrial Hygiene, Occupational Health, Environmental Health, or other related science USUHS [2 years]	4 years		
Medical Technology (1865)	2			2 FTIS Master's 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  
17 Apr 2020

SAMPLE APPLICATION LETTER FOR DEGREE TRAINING

1520  
Date

From: LT Jaime J. James, MSC, USN  
To: Commanding Officer, Navy Medicine Professional Development Center, Code  
1WGPMSC, 8955 Wood Road, Bethesda, MD 20889-5628  
Via: (1) Applicant's Commanding Officer  
(2) Applicant's Specialty Leader  
Subj: REQUEST FOR FULL-TIME DUTY UNDER INSTRUCTION DEGREE TRAINING  
Ref: (a) BUMEDNOTE 1520 of 17 Apr 2020  
(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 APC verification (copy)  
(6) Program Description (FTOS include university brochure)  
(7) FITREPs (copies of last 5 years with SSN redacted)  
(8) PRIMS Report (last 5 years with SSN redacted)  
(9) Letters of Recommendation  
(10) OSR and PSR (with SSN redacted)  
(11) 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 (healthcare administration, healthcare science, or healthcare 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). 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.).

Enclosure (2)

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

4. I previously completed the following 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 follows (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>
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, 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.

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

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.

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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 5 United States Code 301, Departmental Regulations. The principle purpose of the information is to enable you to make known your desire for the Navy Medicine Professional Development Center, 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.

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Date

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Full Signature

BUMEDNOTE 1520  
17 Apr 2020

SAMPLE APPLICATION LETTER FOR NON-DEGREE TRAINING

1520  
Date

From: LT Jaime J. James, MSC, USN  
To: Commanding Officer, Navy Medicine Professional Development Center, 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 17 Apr 2020  
(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) PRIMS Report (last 5 years with SSN redacted)  
(7) Letters of Recommendation  
(8) OSR and PSR (with SSN redacted)  
(9) Additional Supporting Documentation

1. Per references (a) and (b), 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 (healthcare administration, healthcare science, or healthcare 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).

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.).

Enclosure (3)



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

5. I previously completed the following DUINS training: (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 5 United States Code 301, Departmental Regulations. The principle purpose of the information is to enable you to make known your desire for the Navy Medicine Professional Development Center, 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