



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

Canc: Jun 2019  
IN REPLY REFER TO  
BUMEDNOTE 1524  
BUMED-M7  
29 Jun 2018

BUMED NOTICE 1524

From: Chief, Bureau of Medicine and Surgery

Subj: 2018 JOINT SERVICE GRADUATE MEDICAL EDUCATION SELECTION BOARD  
APPLICATION PROCEDURES

Ref: (a) BUMEDINST 1520.42  
(b) SECNAVINST 1520.11A  
(c) OPNAVINST 7220.17  
(d) DOD Instruction 6000.13 of 30 December 2015  
(e) BUMEDINST 1524.1B

Encl: (1) 2018 Joint Service Graduate Medical Education Application Procedures  
(2) 2018 Joint Service Graduate Medical Education Selection Board Required Documents  
(3) Graduate Medical Education Post-Graduate Year 1 Selection Goals  
(4) Graduate Medical Education Full-Time In Service Selection Goals  
(5) Full-Time Out Service and Other Federal Institution Selection Goals  
(6) Commanding Officer Endorsement Format: Applicants Applying for Residency or Fellowship Template  
(7) Commanding Officer Endorsement Format: Medical Students Applying from Uniformed Services University of the Health Sciences Post-Graduate Year 1 Applicants Template

1. Purpose. To announce application procedures for academic year (AY) 2019 Navy-sponsored graduate medical education (GME) per references (a) through (e).

2. Scope and Applicability. This notice applies to ships and stations having Medical Department personnel, Health Professions Scholarship Program (HPSP) students, Health Services Collegiate Program (HSCP) students, Uniformed Services University of the Health Sciences (USUHS) students, and GME trainees in Navy Active Duty Delay for Specialists (NADDS) and Full-Time Out Service (FTOS) programs.

3. Background. The Navy GME Office at Navy Medicine Professional Development Center manages Navy GME application processes and Joint Service GME Selection Board (JSGMESB) planning for Navy Medicine (NAVMED). The Navy GME selection board will be held Monday, 26 November 2018 through Friday, 30 November 2018.

4. Important Dates

1 July 2018	- Navy GME application Web site, Medical Operational Data System (MODS) opens: <a href="https://education.mods.army.mil/navymeded/UserLogon/userlogin.htm">https://education.mods.army.mil/navymeded/UserLogon/userlogin.htm</a> . Paper applications will be e-mailed to post-graduate year (PGY) 1 applicants.
31 August 2018	- Deadline to create and submit a new GME application. New applications will not be accepted after this date. Modifications can be made to existing submitted GME applications through 15 October 2018. (Not applicable to flight surgery (FS) and undersea medicine office (UMO)). - FS and UMO applicants refer to reference (a) for FS and UMO application procedures and deadlines.
15 October 2018	- Deadline to submit required GME supporting documents and interviews. - Deadline to make application modifications.
29 October 2018	- JSGMESB Tri-Service scoring begins.
26 November 2018	- JSGMESB Service specific selection board convenes.
12 December 2018	- JSGMESB results released.
4 January 2019	- Training acceptance deadline for resident and fellow selectees.

5. Training Eligibility. Navy Personnel Command (PERS-4415) determines GME selection eligibility. PERS-4415 screens all applicants and ensures applicants meet requirements for Navy or Department of Defense (DoD) tour-length requirements, promotion, transfer, and compliance with physical readiness. First tour FS, UMO, and general medical officer (GMO) applicants should have completed or be able to complete a utilization tour (24 months) prior to residency to be eligible for GME training.

a. Applicants must have passed their physical fitness assessment (PFA) within the last 18 months. Applications with a PFA failure will be flagged for review by PERS-4415 and specialty leader.

b. Applicants in a failure of selection status, with a rank of lieutenant commander (O-4) and above who will be able to meet obligated service requirements to complete a utilization tour after the completion of GME training as determined by Navy Personnel Command, may be considered for primary selection on a case-by-case basis.

c. Specialty leaders for applicants who have been deemed ineligible by Navy Personnel Command for factors such as time on station, projected rotation date (PRD), or DoD tour requirements will be notified by the Navy GME Office. The specialty leader will notify applicants of these factors. Medical student applicants must be screened by their respective

program managers (HPSP, HSCP, and USUHS). Program managers must provide Navy GME Program Director a weekly report of waiver status and students deemed ineligible for factors such as medical and academic issues.

d. Civilian physicians and Reserve medical officers may be considered for Navy GME training. Civilian applicants must meet all requirements for initial appointment to active duty as a Medical Corps officer and be approved for commissioning prior to applying to the JSGMESB. Civilian applicants must contact the Medical Corps career planner, at telephone number (703) 681-8937, prior to submitting an application for Navy-sponsored GME training. Reserve officers must be eligible and be approved by PERS-9 for recall to active duty in the Navy Medical Corps prior to submitting an application for Navy-sponsored GME. Reserve applicants must have a letter of conditional release submitted to the Navy GME Office via e-mail, [usn.bethesda.navmedprodevctrmd.list.nmpdc-gme-sb@mail.mil](mailto:usn.bethesda.navmedprodevctrmd.list.nmpdc-gme-sb@mail.mil), by 26 October 2018. Selection of civilians and Reserve medical officers is contingent upon manning needs and availability of training positions after all qualified active duty applicants have been placed.

e. All applicants desiring deferment, continued deferment, extension of current program length, or Navy sponsorship in FTOS and other federal institution programs must first apply to the JSGMESB. Applicants may have preliminary discussions, but are not authorized to commit to civilian or other federal institution programs unless selected as a primary select by the JSGMESB and approved by Chief, BUMED.

f. PERS-4415 is responsible for writing orders to GME training. Submit requests for report date changes to the Navy GME Office with a letter from the applicant's commanding officer authorizing a billet gap (as appropriate) and release prior to the applicant's established PRD. The Navy GME Office will route the request to the specialty leader and program director for recommendation and to PERS-4415 for final determination. Orders to training written and funded by Navy Personnel Command will not be modified except to support operational missions and requirements.

g. Navy-sponsored HPSP, HSCP, and USUHS contractual agreements require that Navy-sponsored medical students apply to Navy GME Office for their preliminary year of GME training.

h. The FS and UMO selection committees are an integral part of the annual JSGMESB. However, FS and UMO applicants must not use the Navy GME application Web site to apply for these training programs. Reference (a) provides information regarding FS and UMO training and application procedures. Individuals applying for a fellowship in hyperbaric medicine must use the Navy GME application Web site.

6. Availability of Programs. The AY-19 Medical Corps Training Plan, approved by Chief, BUMED, determines GME billet availability.

- a. All PGY-1 applicants must apply for two specialties.
- b. Preliminary year applicants, PGY-1, have the option to apply for Full-Time In Service (FTIS) and full civilian deferment in the NADDS program.
- c. Current 1-year delay trainees are eligible to apply for continued deferment in the NADDS, FTOS, other federal institution, and FTIS programs. One-year delay trainees previously approved for full deferment do not have to re-apply to the 2018 JSGMESB and are authorized to apply to civilian programs for continued deferment in the specialty previously selected by the JSGMESB. Trainees who match to continued civilian training must notify the Navy GME Office of their selection prior to signing training contracts with the civilian institution.
- d. FTIS training opportunities are competitive and HPSP and HSCP students are not guaranteed in-service training positions. Some HPSP and HSCP students may be deferred or selected to a 1-year delay in the NADDS program to complete their preliminary year. Therefore, every HPSP and HSCP student must have a back-up plan to train in a civilian institution in the event they are selected by the JSGMESB to the NADDS program or for a 1-year delay. HPSP and HSCP students are required to apply in Electronic Residency Application Service (ERAS®) for full deferment to a civilian residency program or a civilian preliminary year program. HPSP students may be eligible for reimbursement of ERAS® fees and must contact the accessions HPSP program manager for guidance on obtaining reimbursement. Applicants selected for FTIS training must contact the National Residency Match Program (NRMP) and withdraw their application for the civilian match no later than 31 December 2018. Medical students who fail to apply for Navy GME via the MODS application may be placed in a leave without pay status and required to apply for Navy GME the next AY. Those who fail to apply for Navy sponsored GME training are not authorized to apply for or begin GME training in a civilian program.
- e. USUHS students are guaranteed by law and contractual agreement to be placed in a FTIS program for their preliminary year of GME training. USUHS students may apply for full deferment in the NADDS program on a case-by-case basis. Selection to in-service programs will have priority over selection and placement into NADDS. USUHS students who apply for and are selected to the NADDS program will be superseded to the rank of lieutenant and transferred to the Individual Ready Reserve (IRR). Failure to select in a civilian program does not guarantee a FTIS training opportunity. While in NADDS, trainees are not eligible for military pay and allowances. USUHS students requesting a NADDS program must inform the Navy GME Program Director of their intent via e-mail at [usn.bethesda.navmedprodevctrmd.list.nmpdc-gme-sb@mail.mil](mailto:usn.bethesda.navmedprodevctrmd.list.nmpdc-gme-sb@mail.mil), no later than 15 October 2018.
- f. PGY-2+ applicants who are applying for FTOS or release from active duty to NADDS must also apply in ERAS® to secure a match in a civilian program. Navy GME is not authorized to reimburse costs associated with matching or interviews for ERAS® applications.

g. Applicants for civilian fellowships that require a 12 to 18 month lead time to interview and compete in the NMRP may apply to the 2018 JSGMESB for FTOS or release from active duty to NADDS to enter the NADDS program beginning in AY-20 and AY-21. Applicants must communicate their desire for a pre-selection for AY-20 or AY-21 to their specialty leader. Applicants must indicate the required lead time, whether the program requires the trainee to obtain a post-secondary degree (e.g., Master's in Public Health) while participating in the program, and the estimated cost to obtain the required degree. Applicants for release from active duty to NADDS must meet eligibility requirements per reference (b). While in NADDS or release from active duty to NADDS, trainees are transferred to the IRR, and are not eligible for military pay and allowances. Upon completion of training, graduates are transferred back to active duty to fulfill their service obligation.

h. Applicants to the residency in aerospace medicine who do not hold a FS designation must also be eligible for selection to FS training. Additional obligated service may be incurred for training that leads to designation as a naval flight surgeon.

i. Applications for a second clinical residency will be closely scrutinized by both Navy specialty committees and the Navy JSGMESB to determine if the needs of the Navy can best be served by encumbering training billets for individuals to train in a second specialty. Applicants must provide correspondence that current specialty leader is aware of the application for a second residency via e-mail to [usn.bethesda.navmedprodevctrmd.list.nmpdc-gme-sb@mail.mil](mailto:usn.bethesda.navmedprodevctrmd.list.nmpdc-gme-sb@mail.mil), by 15 September 2018.

j. Pre-selection requests for FTIS fellowships will be considered on a case-by-case basis.

k. Applicants selected for a GME program by a previous JSGMESB will forfeit their selection if they apply to the 2018 JSGMESB. Waivers will not be granted for this requirement.

l. Information about Navy GME programs can be obtained from individual program directors, specialty leaders, and the command Web site where the GME training is sponsored.

m. All GME training conducted in the National Capital Area under the National Capital Consortium (NCC) are considered to be FTIS.

## 7. GME Application

a. Applicants without access to a computer on a DoD network. The MODs is no longer accessible to users outside of a DoD domain (i.e., from personal computers). It must be accessed from a computer on a military facility with DoD network access. Applicants who will not have access to a military facility between 1 July 2018 and 31 August 2018 must submit a paper application. The Navy GME Office must e-mail the paper application to all PGY-1 applicants (USUHS, HPSP, and HSCP) on 1 July 2018. PGY-2+ applicants must contact the Navy GME Office at [usn.bethesda.navmedprodevctrmd.list.nmpdc-gme-sb@mail.mil](mailto:usn.bethesda.navmedprodevctrmd.list.nmpdc-gme-sb@mail.mil) to request a paper application. All paper applications must be submitted by 31 August 2018. Applications can be

submitted via the Army Aviation and Missile Research Development and Engineering Center (AMRDEC) safe access file exchange (SAFE) Web site <https://safe.amrdec.army.mil/safe/Welcome.aspx> or via e-mail to the Navy GME Office. The Navy GME Office will input application information into MODS and seek verification of information from each applicant via e-mail. Any changes to the application need to be requested via e-mail to the Navy GME Program Director. Changes must be requested by 15 October 2018. All supporting documents must be e-mailed to the Navy GME Program Director by 15 October 2018. Medical schools will not have access to MODS. All documents from medical school officials can be e-mailed to [usn.bethesda.navmedprodevctrmd.list.nmpdc-gme-sb@mail.mil](mailto:usn.bethesda.navmedprodevctrmd.list.nmpdc-gme-sb@mail.mil) and will be uploaded to the respective application. All documents containing personally identifiable information (PII) can be sent to the Navy GME Office via the AMRDEC SAFE Web site, <https://safe.amrdec.army.mil/safe/Welcome.aspx>. PGY-1 applicants who are on an active duty training (ADT) are encouraged to submit their application while on a military facility. If submitting your application while on ADT, follow the instructions for applicants with access to a computer on a DoD network and enclosure (1).

b. Applicants with access to a computer on a DoD network. The application Web site can be accessed at <https://education.mods.army.mil/navymeded/UserLogon/userlogon.htm>. Applicants can log on with a common access card (CAC) or established logon identification (ID) and password. If a logon ID and password have not been previously obtained, the applicant must follow the procedures to request a logon ID and password on the application Web site. After logon, the applicant must access the Web site menu toolbar option titled “Apply for GME” in order to complete all required application modules. To ensure successful submission of an application, applicants must refer to the “Application Status” at the top of the page on the right. If “Not Applied” appears, the applicant is responsible for returning to any outstanding module to ensure it is submitted appropriately. Once “Applied” appears at the top of the page, the application and curriculum vitae (CV) have been submitted. The CV is automatically populated from the information entered on the application. There is no need to upload a separate CV. PGY-1 applicants (medical students) applying must also submit an application in ERAS® at <https://www.aamc.org/students/medstudents/ERAS/>. Applicants may continue to modify and update their submitted application, and upload supporting documents, until the final application deadline of 15 October 2018. See enclosure (1) for detailed guidance regarding the application, enclosure (2) for all required documents, enclosures (3) through (5) for specialty goals, and enclosures (6) and (7) for commanding officer’s endorsement requirements.

## 8. Selection Process

a. Precept. The JSGMESB is an administrative board governed by a formal precept published by Chief, BUMED. The precept appoints the board president (a Medical Corps flag officer), voting members comprised of senior Medical Corps officers representing the broad diversity of the Navy Medical Corps, board recorders, and advisors. In addition, the selection board precept provides guidance for selecting applicants who have applied for Navy-sponsored GME and establishes the selection goals by specialty for AY-19 and pre-selection goals for AY-20 and AY-21.

b. Joint Service Panels. Joint Service Panels for PGY-2+ applications, comprised of program directors, specialty leaders, and consultants from Navy, Army, and Air Force, review applicant records and score Tri-Service applications in their specialty. Each application is scored by one individual from each Military Service. Specialty leaders review and recommend the selection and placement of Navy applicants to the Navy board president and selection board members.

c. Navy PGY-1 Panels. Navy PGY-1 specialty panels must be comprised of Navy specialty leaders and program directors. PGY-1 specialty leaders and program directors must score, review and recommend the selection and placement of Navy applicants to the Navy board president and selection board members.

d. Program Preference and Placement. Although training site preferences are considered by the selection board, applicants are considered for all available training sites and placed per their score ranking and operational, PERS-4415, and medical treatment facility requirements to support the Navy, Marine Corps and the Defense Health Agency missions. The Navy board president retains final authority for designating each Navy applicant as either a primary, alternate, or non-select and submits board findings to Chief, BUMED for final approval. Applicants requesting FTOS training may also be considered for other federal institution programs.

9. Selection Notification. Selection results for the 2018 JSGMESB will be released on or about 12 December 2018.

a. PGY-1 selections are final for all applicants; notification to the Navy GME Office is not required for acceptance.

b. Residency and fellowship applicants selected for GME must notify the Navy GME Program Director, Navy GME Office, PERS-4415, and their command via e-mail, [usn.bethesda.navmedprodevctrmd.list.nmpdc-gme-sb@mail.mil](mailto:usn.bethesda.navmedprodevctrmd.list.nmpdc-gme-sb@mail.mil), by 4 January 2019 of their decision to accept or decline training. Interns selected for FS or UMO training must notify the respective specialty leader, as appropriate, of their decision to accept or decline training. The notification deadline date and contact information for FS and UMO is included in reference (a).

c. Applicants must e-mail their decision to accept or decline GME training by 2359, on 4 January 2019. Failure to contact the Navy GME Office will result in the loss of the training opportunity effective 5 January 2019 and the billet will be made available to the alternate list. Upon a written declination of the training, the billet will immediately be made available to the alternate list; waivers are not authorized. Individuals selected for more than one training program (GME, FS, or UMO) may accept only one program. Acceptance of either the FS or UMO program will result in forfeiture of primary or alternate selection to GME.

d. Current medical students must notify their respective medical school of their selection results upon receipt. The Navy GME Office will release selection results to medical schools upon receipt of a release disclosure statement signed by the applicant.

10. Special Pay and Obligated Service. Reference (c) contains policy governing special pays for Medical Corps officers. Paragraph 220(1)(d) in enclosure (1) of reference (c) is germane to Medical Corps officers beginning initial residency (GME-2+) training. Reference (d) addresses obligated service for GME training.

11. Additional Information

a. GME application Web site:

<https://education.mods.army.mil/navymeded/UserLogon/userlogon.htm>.

b. For questions regarding applying for Navy-sponsored GME training, e-mail the applications and placement program manager at [usn.bethesda.navmedprodevctrmd.list.nmpdc-gme-sb@mail.mil](mailto:usn.bethesda.navmedprodevctrmd.list.nmpdc-gme-sb@mail.mil) or visit the Navy GME Web site: <http://www.med.navy.mil/sites/nmpdc/professional-development/SitePages/Graduate%20Medical%20Education%20Overview.aspx>.

c. FS information and application Web site:

<https://www.med.navy.mil/sites/nmotc/nami/pages/default.aspx>

d. UMO information and application Web site:

<https://www.med.navy.mil/sites/nmotc/numi/pages/default/apx>

12. Records Management

a. Records created as a result of this notice, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000, 2000, and 4000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx> . For SSIC 3000 series dispositions, please refer to part III, chapter 3, of Secretary of the Navy (SECNAV) Manual 5210.1 of January 2012.

b. For questions concerning the management of records related to this notice or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

13. Review and Effective Date. Per OPNAVINST 5215.17A, BUMED-M7 will review this notice annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV



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29 Jun 2018

5215/40 Review of Instruction. This notice will be in effect for 5 years, unless revised or cancelled in the interim, and will be reissued by the 5-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the notice is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016

14. Information Management Control. The reports required in enclosure (1) are exempt from reports control per SECNAV M-5214.1 of December 2005, part IV, subparagraph 7k.



C. FORREST FAISON III

Releasability and distribution:

This notice is cleared for public release and is available electronically only via the Navy Medicine Web site, <http://www.med.navy.mil/directives/Pages/BUMEDNotes.aspx>.

2018 JOINT SERVICE GRADUATE MEDICAL EDUCATION  
APPLICATION PROCEDURES

1. Application Web site. The application Web site is:  
<https://education.mods.army.mil/navymeded/UserLogon/userlogon.htm>. Application without MODS access will apply via paper application.
  - a. If submitting an application for the first time using MODS, follow the procedures to request a logon ID and password on the application website.
  - b. Applicants who have previously received a logon ID and password can log on with a CAC or an established logon ID and password.
2. Apply for GME. After logon, the applicant must access the Web site menu toolbar option “Apply for GME” in order to complete all required application modules. Please review the announcement and select “Apply Now” at the bottom of the screen.
  - a. After completing each module, click on “Update or Validate” at the bottom of the screen.
  - b. Applicant must save each module, by clicking “Update or Validate,” before the next module becomes available.
3. Application Modules
  - a. Requested Specialties
    - (1) Applicants will not be considered for more than two clinical specialties.
    - (2) Applicants may not apply for both a residency and a fellowship.
    - (3) Applicants may apply for FS and UMO training in addition to two clinical specialties. Procedures for applying for FS and UMO training can be found in reference (a).
    - (4) PGY-1 applicants must apply for two specialties. No minimum number of programs or sites are required under each specialty. Applicants must apply for only the programs for which they wish to be selected.
    - (5) Selection to available Navy FTIS training positions will take precedence over selections to positions in FTOS, NADDS or release from active duty to NADDS. Applicants interested in selection to positions in other services can apply for these positions and must discuss with their specialty leader prior to applying.

b. Personal Information. All applicants are required to provide PII in their application. The PII obtained is protected under the Privacy Act of 1974. Applicants are required to electronically sign a Privacy Act Statement. Applicants applying via paper application will be e-mailed the Privacy Act Statement with the application. If married to an active duty member, the spouse's social security number, Service, rank, and current assignment will be requested.

c. Education. Medical school address and class rank (if applicable). If applicant's medical school is not available in the drop down menu do not select "Other." Please e-mail [usn.bethesda.navmedprodevctrmd.list.nmpdc-gme-sb@mail.mil](mailto:usn.bethesda.navmedprodevctrmd.list.nmpdc-gme-sb@mail.mil) to have the medical school added.

d. Contact. Member's current contact information. Provide a valid telephone number and e-mail address. A military e-mail address is not required.

e. Training. Provide specialty, location, and completion date of any completed training (PGY-1, residency, or fellowship).

f. Licensure and Certification. Provide scores for any United States Medical Licensing Examination (USMLE) or Comprehensive Osteopathic Medical Licensing Examination (COMLEX) parts or steps completed. Provide state and expiration date for current medical license and current board certification status.

g. Papers and Achievements. List all military honors, academic appointments, professional societies, publications, research, and volunteer information.

h. Work History and Military Assignment History. Beginning with current assignment, list all military assignments in reverse chronological order, ending with PGY-1 training.

i. Prior Military Service. List all military assignments completed prior to PGY-1 training.

j. Manage Required Documents. In addition to submitting an application through the application Web site, all applicants must submit supporting documents (see paragraph 3j(3) of this enclosure). Uploaded documents are electronically placed with applications. Applicants with MODS access are responsible for uploading all required supporting documents directly to the application Web site. Applicants without MODS access will e-mail documents to the Navy GME Office for upload, [usn.bethesda.navmedprodevctrmd.list.nmpdc-gme-sb@mail.mil](mailto:usn.bethesda.navmedprodevctrmd.list.nmpdc-gme-sb@mail.mil). The status of documents can be checked by going to 'status,' then 'verify documents' in MODS.

(1) PGY-1 applicants must additionally apply and submit all required documents to ERAS® at <https://www.aamc.org/students/medstudents/ERAS/>. Medical students are advised to follow guidance from their medical school regarding activation of their ERAS® application.

(2) Enclosure (2) is the complete list of required documents. If a document must be submitted to the Navy GME Office to be uploaded, it must be a portable document format (PDF) and must be labeled with the applicant's full name, applicant ID, and medical school name (e.g., applicant name\_AppID\_medschool). Instructions for letter of recommendation writers with military domain access, on how to upload documents to MODS on behalf of an applicant, can be found on the Navy GME Web site: <http://www.med.navy.mil/sites/nmpdc/professional-development/SitePages/Graduate%20Medical%20Education%20Overview.aspx>. Medical school officials or letter writers that do not have the capability to upload documents to the Navy GME application Web site can send documents after 1 July 2018 via e-mail to [usn.bethesda.navmedprodevctrmd.list.nmpdc-gme-sb@mail.mil](mailto:usn.bethesda.navmedprodevctrmd.list.nmpdc-gme-sb@mail.mil).

(3) Required Documents. All documents uploaded by applicants must be in PDF format. Documents uploaded by applicants are not required to be labeled in any specific manner. Documents submitted directly to the Navy GME Office are required to be labeled as follows: modsappid, last name, and short description of document (e.g., 00001\_JONES\_TRANSCRIPT).

(a) Medical School Transcripts with Date of Degree Conferral. Date of conferral is not required for current medical students.

(b) Dean's Letter or Medical Student Performance Evaluation

(c) Licensure Examination. Results of all Steps I through III of licensure examinations USMLE or COMLEX. Step III is not required for current medical students and interns. Applicants will not be ordered to active duty until passing USMLE or COMLEX step or part I and both steps or parts II.

(d) Command Endorsement. Format provided in enclosure (6) for residency and fellowship applicants. Format provided in enclosure (7) for USUHS medical students. HPSP and HSCP medical students are not required to submit a command endorsement. Residency and fellowship applicant's endorsement must include a statement attesting the applicant has not failed a PFA and has been within body composition assessment standards for the last 18 months and is eligible for transfer in the June 2019 timeframe.

(e) Fitness Reports. Copies of the five most recent fitness reports. This is not required for medical students in the HPSP and HSCP programs and interns.

(f) Personal Statement. Required for all applications. Describes any factors the applicant wishes the board to consider such as: co-location or family concerns. Must be uploaded or submitted in PDF format.

(g) Letters of Recommendation. One letter from a senior physician in the applicant's chain of command and one letter from a staff physician in the specialty for which the applicant is applying are highly encouraged. Medical students must secure letters from professionals with whom they have worked closely.

(h) Training Evaluation(s)

1. Applicants Currently Training in a Medical Treatment Facility. The applicant's current program director must complete the "Program Director Recommendation Form" electronically via the MODS application Web site.

2. Applicants Currently in Training in a Civilian Institution. The current program director must submit a "Program Director Letter of Recommendation." The program director or applicant will upload the letter via the application Web site. Applicants with paper applications will submit to the Navy GME Office via e-mail, [usn.bethesda.navmedprodevctrmd.list.nmpdc-gme-sb@mail.mil](mailto:usn.bethesda.navmedprodevctrmd.list.nmpdc-gme-sb@mail.mil).

3. Applicants Not Currently In GME Training. Provide a copy of their summative end of training evaluation (SETE) for each period of GME training previously completed. To obtain a copy of the SETE from previous training, applicants must contact the GME program coordinator where GME training was completed.

4. Submission of Application. To ensure successful submission of an application, applicants must refer to the "Application Status" at the top of the page on the right. If "Not Applied" appears, the applicant is responsible for returning to any outstanding module to ensure it is submitted appropriately. Once "Applied" appears at the top of the page, the application and CV have been submitted. Applicants may continue to modify and update their submitted application, and upload supporting documents, until the final application deadline, 15 October 2018.

5. Updating MODS. Applicants are responsible for updating their MODS application with any changes to their contact information.

6. Application Deadline. Initial applications for the 2018 JSGMESB must be submitted by the close of business 31 August 2018. New applications will not be accepted after this date.

a. Incomplete Applications. It is the applicant's responsibility to check the status of their application and supporting documents via the application Web site prior to 31 August 2018. Incomplete applications will be forwarded to specialty committees for consideration unless the applicant withdraws his or her application in writing to the Navy GME Office at the following e-mail address: [usn.bethesda.navmedprodevctrmd.list.nmpdc-gme-sb@mail.mil](mailto:usn.bethesda.navmedprodevctrmd.list.nmpdc-gme-sb@mail.mil). Applications are not considered withdrawn until confirmation is received from Navy GME Office.

b. Application Copies. Each applicant is responsible for retaining a copy of the completed GME application and all supporting documents submitted. The Navy GME Office will not provide copies of these documents.

7. Interview. All applicants are required to interview with the program directors at all FTIS sites listed in their application; this includes first and second choice specialties. Applicants requesting FTOS, other federal institutions, and NADDS must interview with their specialty leader and with the program director of the program in which they are requesting to train. Applicants are encouraged to arrange for timely interviews (June-September) with program directors and or specialty leaders. Contact information can be found on the application Web site. Interviews must be completed in MODS by specialty leaders and program directors by 15 October 2018.

2018 JOINT SERVICE GRADUATE MEDICAL EDUCATION SELECTION BOARD  
REQUIRED DOCUMENTS

Listed by applicant's current status MODS will only accept documents in PDF format.

<p><b><u>MEDICAL STUDENTS</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Board Scores Parts or Steps 1 and 2</li><li><input type="checkbox"/> Medical Student Performance Evaluation or Dean's Letter</li><li><input type="checkbox"/> Medical School Transcript</li><li><input type="checkbox"/> 2 Letters of Recommendation (LOR)</li><li><input type="checkbox"/> Commanding Officer's Endorsement (USUHS and HSCP only)</li><li><input type="checkbox"/> FITREPs (USUHS only)</li><li><input type="checkbox"/> Personal Statement</li></ul> <p><b><u>PGY-1</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Board Scores Parts or Steps 1 and 2</li><li><input type="checkbox"/> Medical Student Performance Evaluation or Dean's Letter</li><li><input type="checkbox"/> Transcripts With Date of Conferral</li><li><input type="checkbox"/> Commanding Officer's Endorsement</li><li><input type="checkbox"/> 2 LORs</li><li><input type="checkbox"/> Personal Statement</li></ul> <p><b><u>RESIDENTS AND FELLOWS</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Board Scores Parts or Steps 1-3</li><li><input type="checkbox"/> Medical Student Performance Evaluation or Dean's Letter</li><li><input type="checkbox"/> Transcripts With Date of Conferral</li><li><input type="checkbox"/> Internship End of Training Evaluation</li><li><input type="checkbox"/> 2 LORs</li><li><input type="checkbox"/> Commanding Officer's Endorsement</li><li><input type="checkbox"/> FITREPs</li><li><input type="checkbox"/> Personal Statement</li></ul>	<p><b><u>DEFERRED TRAINEES</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Board scores (applicable to their training year)</li><li><input type="checkbox"/> Medical Student Performance Evaluation or Dean's Letter</li><li><input type="checkbox"/> Transcripts With Date of Conferral</li><li><input type="checkbox"/> End of Training Evaluation (applicable to their training year)</li><li><input type="checkbox"/> 2 LORs</li><li><input type="checkbox"/> Personal Statement</li></ul> <p><b><u>CURRENT GMO, FS, UMO</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Board Scores Parts or Steps 1-3</li><li><input type="checkbox"/> Medical Student Performance Evaluation or Dean's Letter</li><li><input type="checkbox"/> Transcripts With a Date of Conferral</li><li><input type="checkbox"/> Internship End of Training Evaluation</li><li><input type="checkbox"/> 2 LORs</li><li><input type="checkbox"/> Commanding Officer's Endorsement</li><li><input type="checkbox"/> FITREPs</li><li><input type="checkbox"/> Personal Statement</li></ul> <p><b><u>STAFF</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Board Scores Parts or Steps 1-3</li><li><input type="checkbox"/> Medical Student Performance Evaluation or Dean's Letter</li><li><input type="checkbox"/> Transcripts With Date of Conferral</li><li><input type="checkbox"/> Internship End of Training Evaluation</li><li><input type="checkbox"/> Residency End of Training Evaluation</li><li><input type="checkbox"/> 2 LORs</li><li><input type="checkbox"/> Commanding Officer's Endorsement</li><li><input type="checkbox"/> FITREPs</li><li><input type="checkbox"/> Personal Statement</li></ul>
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GRADUATE MEDICAL EDUCATION POST-GRADUATE YEAR 1 SELECTION GOALS

SPECIALTY	EM	FM	GEN SURG	IM	NEURO SURG	OB/GYN	ORTHO	OTO	PEDS	PSYCH	TY	URO	Total
<b>*NADDS OPPORTUNITIES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>		<b>YES</b>		<b>YES</b>			<b>YES</b>			
<b><u>TRAINING SITE</u></b>													
Naval Medical Center Camp Lejeune		10											10
Naval Hospital Camp Pendleton		13											13
Naval Hospital Jacksonville		13											13
NCC Family Medicine Fort Belvoir Community Hospital		5											5
NCC Walter Reed National Military Medical Center			7	18	1**	2	3		2	4	12		49
Naval Medical Center Portsmouth	10		12	19		3	4	1	4	6	22		81
Naval Medical Center San Diego	10		11	20		5	5	2	5	6	22	2	88
Total	20	41	30	57	1	10	12	3	11	16	56	2	259

GME positions listed are projections and subject to change per operational and military medical treatment facility manning requirements.

\*Deferment applications will also be considered for Anesthesia and Neurology.

\*\*NCC Neurosurgery position will go to highest scoring candidate for either Navy, Army, or Air Force.



GRADUATE MEDICAL EDUCATION FULL-TIME IN SERVICE SELECTION GOALS

<b>SPECIALTY</b>	<b>INCUMBENT INTERN SELECTIONS AUTHORIZED</b>	<b>REMAINING FTIS RESIDENCY AUTHORIZED SELECTIONS</b>	<b>FTIS FELLOWSHIP AUTHORIZED SELECTIONS</b>	<b>TOTAL FTIS SELECTION GOAL</b>
<b>Aerospace Medicine</b>	<b>0</b>	<b>10</b>	<b>-</b>	<b>10</b>
<b>Anesthesiology</b>	<b>0</b>	<b>18</b>	<b>-</b>	<b>18</b>
Pain Management	-	-	4	4
<b>Dermatology</b>	<b>0</b>	<b>6</b>	<b>-</b>	<b>6</b>
<b>Emergency Medicine</b>	<b>4</b>	<b>12</b>	<b>-</b>	<b>16</b>
<b>Family Medicine</b>	<b>12</b>	<b>21</b>	<b>-</b>	<b>33</b>
Sports	-	-	3	3
<b>General Surgery</b>	<b>5</b>	<b>2</b>	<b>-</b>	<b>7</b>
<b>Internal Medicine</b>	<b>9</b>	<b>20</b>	<b>-</b>	<b>29</b>
Allergy and Immunology	-	-	1	1
Cardiology	-	-	1	1
Endocrinology	-	-	1	1
Gastroenterology	-	-	3	3
Hematology/Oncology	-	-	1	1
Infectious Disease	-	-	4	4
Nephrology	-	-	2	2
Pulmonary and Critical Care	-	-	5	5
Rheumatology	-	-	1	1
<b>Neurology</b>	<b>0</b>	<b>2</b>	<b>-</b>	<b>2</b>
<b>Neurosurgery</b>	<b>0</b>	<b>1</b>	<b>-</b>	<b>1</b>
<b>Obstetrics and Gynecology</b>	<b>5</b>	<b>5</b>	<b>-</b>	<b>10</b>
<b>Occupational Medicine</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>
<b>Ophthalmology</b>	<b>0</b>	<b>3</b>	<b>-</b>	<b>3</b>
<b>Orthopedic Surgery</b>	<b>1</b>	<b>5</b>	<b>-</b>	<b>6</b>
<b>Otolaryngology</b>	<b>0</b>	<b>4</b>	<b>-</b>	<b>4</b>
<b>Pathology</b>	<b>0</b>	<b>5</b>	<b>-</b>	<b>5</b>
<b>Pediatrics</b>	<b>4</b>	<b>7</b>	<b>-</b>	<b>11</b>
Neonatology	-	-	1	1
<b>Physical Medicine and Rehab</b>	<b>0</b>	<b>1</b>	<b>-</b>	<b>1</b>
<b>Preventive Medicine</b>	<b>0</b>	<b>3</b>	<b>-</b>	<b>3</b>
<b>Psychiatry</b>	<b>2</b>	<b>8</b>	<b>-</b>	<b>10</b>
Child	0	0	2	2
<b>Radiation Oncology</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>
<b>Radiology</b>	<b>0</b>	<b>9</b>	<b>-</b>	<b>9</b>
<b>Urology</b>	<b>0</b>	<b>4</b>	<b>-</b>	<b>4</b>
<b>TOTAL</b>	<b>42</b>	<b>147</b>	<b>29</b>	<b>218</b>

Note: Release from active duty to NADDS selections will be considered per reference (b).

FULL-TIME OUT SERVICE AND OTHER FEDERAL INSTITUTION SELECTION GOALS

<b>Specialty</b>	<b>AY-19</b>		<b>Pre-Select AY-20</b>		<b>Pre-Select AY-21</b>	
	<b>R</b>	<b>F</b>	<b>R</b>	<b>F</b>	<b>R</b>	<b>F</b>
<b>Anesthesiology</b>	2	-	0	-	0	-
Pediatrics	-	0	-	1	-	0
<b>Family Medicine</b>						
Sports	-	0	-	1	-	0
<b>General Surgery</b>	6	-	0	-	0	-
Colorectal	-	0	-	1	-	0
Pediatric	-	0	-	0	-	2
Trauma and Critical Care	-	0	-	1	-	0
Cardio-Thoracic Surgery	-	0	-	0	-	1
<b>Internal Medicine</b>						
Cardiology-Electrophysiology	-	0	-	0	-	1
Critical Care	-	3	-	0	-	0
<b>Neurosurgery</b>	1	-	0	-	0	-
Endovascular	-	0	-	0	-	1
<b>Obstetrics and Gynecology</b>						
Reproductive Endocrinology	-	0	-	0	-	1
Maternal Fetal Medicine	-	0	-	1	-	0
<b>Occupational Medicine (includes NCC)</b>	4	-	0	-	0	-
<b>Orthopedics</b>						
Hand	-	0		1	-	0
Trauma	-	0		0	-	1
Sports	-	0		1	-	1
<b>Pathology</b>						
Forensic	-	1	-	0	-	0
Dermatopathology	-	0	-	0	-	1
Transfusion Medicine	-	0	-	0	-	1
<b>Psychiatry</b>	3	-	0	-	0	-
<b>Preventive Medicine</b>	3	-	0	-	0	-
<b>Radiology</b>						
Interventional	-	0	-	1	-	0
<b>Urology</b>						
Laparoscopy and Endourology	-	0	-	0	-	1
<b>Total</b>	19	4	0	8	0	11
<b>AY Totals</b>	23		8		11	

GME positions listed are projections and subject to change per with operational and military medical treatment facility manning requirements.

R = Residency F = Fellowship Hyphen (-) = Zero Goal or N/A

BUMEDNOTE 1524  
29 Jun 2018

COMMANDING OFFICER ENDORSEMENT FORMAT:

APPLICANTS APPLYING FOR RESIDENCY OR FELLOWSHIP TEMPLATE

(must be on command letterhead)

1524  
Ser 00/  
Date

FIRST ENDORSEMENT on RANK First Name Last Name, MC, USN, 2100

From: Commander, Name of Command

To: Commanding Officer, Navy Medicine Professional Development Center (Code  
1WMC11), 8955 Wood Road, Bethesda, MD 20889-5628

Subj: REQUEST FOR TRAINING IN GRADUATE MEDICAL EDUCATION

1. Forwarded, recommending approval.
2. Subject named officer is in compliance with physical readiness and body fat standards and meets requirements for transfer. Member is eligible to transfer in June 2018.
3. Any additional remarks (required if not recommending approval or not within physical readiness standards).

Signature Line

Copy to:  
Applicant

Enclosure (6)

COMMANDING OFFICER ENDORSEMENT FORMAT:

MEDICAL STUDENTS APPLYING FROM UNIFORMED UNIVERSITY OF HEALTH  
SCIENCES POST-GRADUATE YEAR 1 APPLICANTS TEMPLATE

(must be on command letterhead)

1524  
Ser 00/  
Date

FIRST ENDORSEMENT on RANK First Name Last Name, MC, USN, 2100

From: Commander, Name of Command

To: Commanding Officer, Navy Medicine Professional Development Center (Code 1WMC1)  
8955 Wood Road, Bethesda, MD 20889-5628

Subj: REQUEST FOR TRAINING IN GRADUATE MEDICAL EDUCATION

1. Forwarded, recommending approval.
2. Subject named officer has not failed any clinical rotations, is not currently on probation, is in good academic standing, and is within body fat standards.
3. Any additional remarks (required if not recommending approval or not within physical readiness standards listed above).

Signature Line

Copy to:  
Applicant