



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

Canc: Jun 2020
IN REPLY REFER TO
BUMEDNOTE 1520
BUMED-M00C3
17 Jun 2019

BUMED NOTICE 1520

From: Chief, Bureau of Medicine and Surgery

Subj: FISCAL YEAR 2020 NURSE CORPS FULL-TIME DUTY UNDER INSTRUCTION

Ref: (a) DoD Instruction 6000.13 of 30 December 2015
(b) OPNAVINST 1520.23C
(c) NAVPERS 15560D
(d) OPNAVINST 6110.1J
(e) DoD Instruction 1322.10 of 29 April 2008
(f) NAVMED P-117
(g) BUMEDINST 1520.43
(h) Fiscal Year 2019 Nurse Corps Special Pays Guidance

Encl: (1) Navy Nurse Corps Fiscal Year 2020 Graduate Duty Under Instruction Goals
(2) Sample Application Letter
(3) Privacy Act Statement – Duty Under Instruction

1. Purpose. To provide application and administration guidance for the full-time Duty Under Instruction (DUINS) program for active duty Navy Nurse Corps (NC) officers in fiscal year 2020, per references (a) through (h) and enclosures (1) through (3); and to set the application deadline of 1 October 2019. Reference (h) is available at <https://www.med.navy.mil/Pages/SpecialPays.aspx>.

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

3. Background. The objective of the NC DUINS program is to provide NC officers an opportunity to fill existing positions requiring a master's or doctoral degree. NC officers who participate in full-time DUINS receive full pay and allowances of their paygrade. Bureau of Medicine and Surgery (BUMED) pays the tuition fees.

4. Eligibility

- a. Must have completed 2 years of active Service prior to the DUINS Board convening.
- b. Must meet all physical, medical, and administrative readiness requirements to be worldwide assignable.
- c. Must be in a regular or selected promotion status.

d. Must not be subject to or pending administrative separation, punishment under the Uniformed Code of Military Justice (UCMJ), a civilian criminal conviction, or involved in any type of action or activity considered to be misconduct.

e. For officers on continental United States orders, the school convening date must be within 4 months of members projected rotation date (PRD). For officers on operational orders or outside the continental United States, the school convening date must be within 2 months of members PRD. Any modification to PRD requires chain of command and detailer approval.

f. Must not be in receipt of permanent change of station orders at the time of application.

g. Officers previously awarded a master's or doctoral degree through DUINS will not be eligible to apply for DUINS with the exception of the following programs:

(1) Nursing Research Doctor of Philosophy (Ph.D).

(2) Certified Registered Nurse Anesthetist (CRNA) Ph.D.

(3) Army-Baylor 1 year Master of Health Administration Program.

h. Must be applying for master's or doctoral degree program. Officers who have earned a master's or doctoral degree outside the DUINS program are eligible to apply for another master's or doctoral degree with the following exception: officers practicing in billeted CRNA or nurse practitioner (NP) roles are eligible to return to DUINS for a Doctor of Nursing Practice (DNP) if required by State licensure authority.

i. Must have completed all incurred obligated service by the time the program convenes with the following exceptions:

(1) Health Professions Loan Repayment Program obligated service can be served consecutively with obligated service incurred from DUINS.

(2) Navy-sponsored tuition assistance obligated service can be served concurrently with obligated service incurred from DUINS.

(3) Outstanding service obligations from Navy Reserve Officer Training Corps, Seaman to Admiral-21 Program, Medical Enlisted Commissioning Program, Montgomery GI Bill transfer, and Nurse Candidate program will be served consecutively with obligated service incurred from DUINS.

(4) A critical care nurse under a retention bonus may enter a DUINS Master's Degree program for critical care while under a retention bonus agreement.

(5) A mental health nurse under a retention bonus may enter a DUINS Doctoral Degree program for Psychiatric Mental Health Nurse Practitioner while under a retention bonus agreement.

5. Active Duty Obligation (ADO)

a. Per reference (a), 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.

b. Per reference (a), 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.

6. Program-Specific Eligibility Requirements

a. Clinical Nurse Specialist program applicants must have a minimum of 2 years clinical nursing experience with at least 1 year (2 years preferred) experience in an inpatient or acute care setting or certification relevant to the specialty of the program to which they are applying.

b. All CRNA, Family NP (FNP), Psychiatric Mental Health NP, and Ph.D applicants must meet all Uniformed Services University of the Health Sciences (USUHS) admission criteria for the program.

c. Doctoral program applicants must have less than 15 years of commissioned service. A waiver will be considered for applicants with less than 17 years commissioned service who have completed transferrable credit toward the doctoral program for which applying.

d. Joint Commission Fellowship applicants must have a minimum of 3 years clinical nursing experience, hold a master's degree in a healthcare related field, and have attained the rank of lieutenant commander. Officers who have already attended DUINS previously may apply.

e. Non-nursing degree program applicants must have a minimum of 3 years clinical nursing experience with at least 1 year (2 years preferred) management experience in a clinical setting.

7. Academic and Curriculum Requirements

a. Applicants may select programs leading to the requested subspecialty code from civilian college and university schools of nursing, the Naval Postgraduate School, the Army-Baylor Healthcare Administration Program, or USUHS. Education and training management specialist programs must be approved by the Chief, Naval Education and Training Command.

b. Opportunity for post-master's certificate training may be available based on unanticipated education and training requirements within Navy Medicine. When such opportunities are identified, selectees are sent to "just in time" training to meet the specific billet or additional qualification designation requirements or projected non-subspecialty needs. Members selected for and obtaining post-master's certificates must complete a predetermined follow-on tour in the post-master's certificate specialty.

c. Curriculum length is a consideration in the selection process. Generally, the maximum time a NC officer will be assigned DUINS for a specific program is:

(1) Doctorate of Nursing Practice	36 months
(2) Master of Science in Nursing	24 months
(3) Degrees from Naval Postgraduate School	as prescribed by Army-Baylor or Naval Postgraduate School
(4) Post-Master's Certification	24 months
(5) Nursing Research Ph.D	36 months
(6) Other training and fellowship opportunities	24 months

8. School Selection

a. It is the individual applicant's responsibility to apply to school programs. All associated application fees are paid by the applicant.

b. School programs must be accredited by a nationally recognized accreditation agency for the program in which a student is applying.

c. School programs must have availability of degree required courses throughout the calendar year and have a curriculum that will allow the student to satisfy degree needs at minimal study lengths (allows the DUINS student to take proficiency exams and to complete more than minimal full-time student semester hours requirements) when possible.

d. Priority is given to schools that meet curriculum requirements and offer proximity to current duty station (no cost move) or whose geographical location offers post DUINS utilization opportunities.

e. The proximity to Navy operational support center or a military facility that can provide administrative support to DUINS students will be considered.

f. Students selected for attendance to Full Time Out-Service (FTOS) DUINS are required to attend civilian institutions offering a residency program. Programs that are 100 percent online are not permitted as a full-time DUINS program. Partial online and on campus programs are authorized, but require approval by specialty leader and head of NC graduate programs at Navy Medicine Professional Development Center (NAVMEDPRODEVCTR).

g. Blended degree programs for FTOS programs are authorized if approved by specialty leader and head of NC graduate programs. However, the program of study must be completed in the time allotted for which the individual was selected. Officers will be utilized for the primary billet for which they were selected according to the annual training plan.

9. Application Process. Applicants must:

a. Seek guidance regarding the DUINS process and career implications from the chain of command; the Director, Nursing Service (DNS) or senior nurse executive (SNE); specialty leader; NC assignment officers; Head, NC Programs; and NAVMEDPRODEVCTR (WGPNC). All correspondence and command-endorsed application packages must be mailed to:

Commanding Officer
Navy Medicine Professional Development Center
Attn: Nurse Corps Graduate Programs
8955 Wood Road, Building 1, Room 16124
Bethesda, MD 20889-5628

b. Consult <https://www.milsuite.mil/book/groups/navy-nurse-corps> (common access card required for access) for the annual training plan and any updates to the guidelines.

c. Based on the educational opportunities presented in the annual training plan and in alignment with your professional experience, career goals, and eligibility, select a primary specialty for which to apply. If opportunity, experience, career goals, and eligibility can be met in another specialty, select an alternate specialty for which to apply.

d. Apply to at least two universities with programs for each specialty selected. USUHS is the only option for the following specialties:

- (1) CRNA
- (2) Nursing Research Ph.D
- (3) CRNA Ph.D
- (4) Psychiatric Mental Health NP
- (5) FNP

(6) Perioperative Clinical Nurse Specialist

e. Admission procedures for USUHS can be found at <http://www.usuhs.mil/> under the “Apply” tab and by scrolling down to “Daniel K. Inouye Graduate School of Nursing.” Download an online application, accessed from the Web site to apply. The application should be submitted with all required documents no later than 15 August 2019. USUHS Graduate Education Officer recommends that transcripts and recommendation letters be mailed to the applicant from the universities.

f. Officers interested in applying for Manpower System Analysis curriculum (3130) option may do so at Naval Post Graduate School in Monterey, California. Admission procedures can be found at <http://www.nps.edu> and applications are accepted throughout the year.

g. Officers interested in applying for 1 and 2 year degree options at Army-Baylor in Fort Sam Houston, Texas may do so by viewing application procedures and academic prerequisites at <http://www.baylor.edu/graduate/mha>.

h. Submit application for full-time DUINS using the sample provided in enclosure (2). Enclosure (3), Privacy Act Statement, must be completed and submitted with the application package. The application should contain the following:

(1) Letters of acceptance or other documentation from schools to which applied. Letters of acceptance are not required at the time of the DUINS Board.

(2) Proposed curriculum plan including a semester or quarter schedule showing course titles and credit hours for each course for the primary and alternate specialty program for which applying. The schedule must meet full-time student requirements. The curriculum plan should be typed and not be reproductions from Web sites or college course catalogs (school academic advisors can assist with this).

(3) NP program and CRNA applicants should include at least one letter of recommendation from a practicing Navy nurse working in their requested specialty. Doctoral students should include at least one letter of recommendation from a peer, senior, or academic advisor who holds a doctorate and can address applicant's potential for success in doctoral study can address current performance and potential for success in graduate or doctoral study in the specialty for which applying. NP program applications should include at least one letter of recommendation from a Navy NP working in their requested specialty. Nurse Research (Ph.D) applicants should include at least one letter of recommendation from a peer, senior, or academic advisor who holds a Ph.D and can address potential for success in doctoral study.

(4) Letter of recommendation from the NC specialty leader(s) of the specialty for which applying must be forwarded separately to Head, NC programs, after mandatory interview has been conducted. Applying officers must not receive a copy of this letter.

(5) A written statement (not to exceed 250 words) of rationale articulating why advanced education in this specialty is desired and how it will benefit the mission of the NC, Navy Medicine, and the Navy.

(6) Graduate record exam (GRE) general test if required by the school or program to which applying. Prior GRE scores must not be older than 5 years at the time of the selection board. GRE fees are paid by the applicant and not reimbursable. GRE testing centers may send results directly to NAVMEDPRODEVCTR (Source Code #5480) and must reach NAVMEDPRODEVCTR by 1 October 2019. If the Miller Analogy Test is required by the school of nursing for admission, it may be substituted for the GRE in the application.

(7) Documentation on any courses that were taken to strengthen academic background at the baccalaureate, master, or doctoral level, especially if undergraduate academic record is weak or no formal college courses have been completed in over 5 years.

(8) Review personal officer summary report and performance summary record for completeness and accuracy and update as required. Your official photograph should be in your present rank.

(9) Current copy of Physical Readiness Information Management System (PRIMS) semi-annual physical fitness assessment (PFA) report, the last 4 years for inclusion in your application.

(10) Forward a complete electronic copy of the application for review and second endorsement by the specialty leader of the specialty for which applying. The second endorsement will be included in the application to be reviewed by the DUINS Board.

10. Selection Process

a. Applicants will be selected based on the quality of the application package, command endorsements, academic capability, professional performance, promotion potential, physical readiness, and individual ability to be assigned to a subspecialty-coded billet for at least one utilization tour following DUINS.

b. Officers selected will be notified of their selection and the specialty for which selected by their chain of command following the release of the selection list.

c. Officers selected who desire to decline may do so in writing to NAVMEDPRODEVCTR (Head, NC programs) within 30 days of receiving official notification to allow timely notification of a selected alternate.

11. Selected Students must:

a. Be enrolled in school full-time, year round, in classes that are creditable to the degree. Taking more than the minimum full-time student semester hour requirement in order to complete the degree program early is encouraged, but not mandatory. Classes that are creditable to the degree offered during semester or holiday intercessions are to be taken if the student is not on official annual leave.

b. Maintain a 3.0 grade point average (GPA). Student must send grade reports to NAVMEDPRODEVCTR (Head, NC programs) following completion of each semester or quarter. Students who fall below a 3.0 GPA must immediately notify NAVMEDPRODEVCTR (Head, NC programs). Academic performance must be reviewed and a plan for improvement must be developed with the student, their institution, and NAVMEDPRODEVCTR (Head, NC programs). All students who fall below a 3.0 GPA must be placed on academic probation for a period of one semester. Failure to maintain a 3.0 GPA after two semesters must be reviewed for academic continuation.

c. Send a cost quote for the initial and subsequent semesters to NAVMEDPRODEVCTR (Head, NC programs) 70 days in advance of each new semester.

d. Remain within Navy height, weight, and body composition assessment standards per reference (b) while in school, and must successfully pass the PFA each cycle unless medically waived. The PRIMS report must be sent to NAVMEDPRODEVCTR (Director, NC programs) at the completion of each cycle.

e. Not be subject to or pending administrative separation, punishment under the UCMJ or a civilian criminal conviction, or involved in any type of action or activity considered to be misconduct.

f. Provide required demographic information specified in the DUINS student guide immediately upon reporting to DUINS. Must keep NAVMEDPRODEVCTR (Head, NC programs) informed of current address, telephone number, and e-mail address as changes occur.

g. Have all changes to their curriculum plan approved by NAVMEDPRODEVCTR (Head, NC programs) prior to executing the change.

h. Inform NAVMEDPRODEVCTR (Head, NC programs) of any circumstances that might adversely affect school progress.

i. Not moonlight while a student.

j. Provide input to reporting senior to ensure fitness reports are submitted per local and higher authority directives.

k. Accept DUINS in writing, indicating acceptance of assignment in subspecialty code as follow-on assignment. If needed, the officer must be able to accept unaccompanied orders if a family member is not able to accompany the Service member during assigned utilization tour due to medical or developmental reasons.

l. Ensure the thesis or program of study is consistent with the academic requirements of the institution and the Navy NC priorities.

m. Forward a final transcript of grades stating the degree was conferred to Commander, Navy Personnel Command for inclusion in your official record with a copy to NAVMEDPRODEVCTR (Head, NC programs).

12. Academic Continuation

a. Per reference (c), officers enrolled in DUINS, who twice fail selection for promotion or fail to maintain physical readiness test standards will be considered for continuation in school on a case-by-case basis, as decided by Commander, Navy Personnel Command based on the recommendation from Head, NC programs, NAVMEDPRODEVCTR, and the Director, Navy NC.

b. Officers who fail to maintain academic standards (GPA 3.0) will receive consideration for continuation based on the recommendation of the Head, NC programs, NAVMEDPRODEVCTR, and the Director, Navy NC.

13. Utilization Following DUINS

a. Officers selected for programs must meet all eligibility criteria for certification, credentialing, and privileging (as applicable), including successful passing of national certification examinations within the specific specialty. Officers unable to meet these requirements must complete the obligated time serving in the specialty code last held.

b. Upon graduation from the program, officers are expected to maintain worldwide assignability and must perform follow-on duties in their specialty area until DUINS obligation is fulfilled.

14. 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 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>.

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.

15. Information Management Control. The reports required in subparagraphs 9h(8), 9h(9), 11b, 11d, 11f, and 11j of this notice, are exempt from reports control per SECNAV M-5214.1 of December 2005, part IV, subparagraph 7k.


TERRY J. MOULTON
Acting

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>

NAVY NURSE CORPS
FISCAL YEAR 2020 GRADUATE DUTY UNDER INSTRUCTION GOALS

<u>Subspecialty Program</u>	<u>Subspecialty Code</u>	<u>Educational Level</u>	<u>Primary Goals</u>
<u>Full Time In-Service (FTIS)</u>			
Manpower Systems Analysis	3130	Masters	2
Psych and Mental Health NP Bachelor of Science in Nursing (BSN) to DNP	1973	DNP	4
Family Nurse Practitioner BSN to DNP	1976	DNP	3
Health Care Management–Army Baylor (2 years)	1900	Masters	0
Health Care Administration–Army Baylor (1 year)	1900	Masters	0
Nurse Anesthesia	1972	DNP	14
Perioperative Nursing (Adult-Gerontology Clinical Nurse Specialist (AGCNS) MSN)	1950	<u>Masters</u>	<u>1</u>
		Total	24
<u>FTOS</u>			
Nursing Education	1903	Masters	0
Medical-Surgical Nursing (Clinical Nurse Specialist (CNS))	1910	Masters	3
Maternal-Child Nursing (CNS or Nursing Education)	1920	Masters	1
Pediatric Nursing (CNS)	1922	Masters	0
Public Health (Master of Public Health (MPH))	1940	Masters	1
Emergency Room and Trauma Nursing (CNS)	1945	Masters	4
Perioperative Nursing (Master of Business Administration (MBA))	1950	Masters	0
Critical Care Nursing (CNS)	1960	Masters	6
Education and Training Management	3150	Masters	0
Nursing Informatics	N/A	Masters	0
Joint Commission Fellowship	N/A	<u>Fellowship</u>	<u>0</u>
		Total	15
<u>Doctorate Studies</u>			
Nursing PhD Clinical Research	1900	PhD	0
CRNA PhD Clinical Research	1972	PhD	1
Nurse Midwife BSN to DNP	1981	DNP	0
Pediatric Nurse Practitioner BSN to DNP	1974	DNP	0
Neonatal Intensive Care (DNP)	1964	<u>DNP</u>	<u>0</u>
		Total	1
		Grand Total	40

Notes:

1. The selection board need not select the number specified for FTIS and FTOS programs if there are insufficient fully qualified eligible officers. Individual subspecialty goals may be altered within the maximum prescribed, if and to the extent of best fit fill.
2. For all FTOS DUINS CNS opportunities, blended programs are authorized if approved by specialty leader and Head of NC programs. All CNS graduates will be detailed into CNS billets post-DUINS.
3. For the Army Baylor, 1-year Master of Health Administration program, 8 years clinical experience is a prerequisite to apply. Didactic and clinical rotations must be completed in the 1-year residency program. Members who already attended DUINS may apply.
4. For the maternal child specialty, due to limited programs in academia, applicants must have a 1920 sub-specialty code and pursue a Master's in nursing education with a focus on maternal child.
5. Alternate option. Alternates may be selected, per specialty, if quota is met based on competitiveness with selected candidates and meeting fully qualified parameters.
6. For the CRNA Clinical PhD Research program, if there are zero applicants; the quota will be moved to the Nursing PhD Clinical Research program.

SAMPLE APPLICATION LETTER

1520
Date

From: LT Jane L. Doe, NC, USN, 2900
To: Commanding Officer, Navy Medicine Professional Development Center (Head, Nurse Corps Programs)
Via: (Appropriate chain of command)

Subj: REQUEST FOR FULL-TIME DUTY UNDER INSTRUCTION

Ref: (a) BUMEDNOTE 1520 of 17 Jun 2019
(b) DoD Instruction 1322.10 of 29 April 2008
(c) DoD Instruction 6000.13 of 30 December 2015

Encl: (1) Letters of Acceptance from Educational Institutions (letters of provisional or conditional acceptance will be considered if school cannot give letters of acceptance)
(2) Proposed Curriculum Plan(s)
(3) Physical Readiness Information Management System Semi Annual Physical Fitness Assessment Report
(4) Transcripts (a complete set official or otherwise legible transcripts is needed from all colleges and universities attended after high school. Applicants to Army Baylor University must send official, certified transcripts)
(5) Graduate Record Exam General Test Report (as required)
(6) Letter(s) of Recommendation (maximum of three)
(7) Privacy Act Statement - Duty Under Instruction

1. Per references (a) through (c), I request assignment to full-time duty under instruction (DUINS) in [name of program and subspecialty code] leading to [type of degree] at [educational institution name]. I have applied to [university name] to begin this program [day, month, year], per enclosure (1). I will complete the program [month and year]. My alternate education institution for this degree is [educational institution name]. I have applied to [university name] to begin this program [day, month, year], per enclosure (1). I will complete the program [month and year].

2. As an alternate course of instruction, I request [name of program and subspecialty code] leading to [type of degree] at [educational institution name]. I have applied to [university name] to begin this program [day, month, year], per enclosure (1). I will complete this program [month and year]. My alternate education institution for this degree is [educational institution name]. I have applied to [university] to begin this program [day, month, year], per enclosure (1). I will complete the program [month and year].

Enclosure (2)

Subj: REQUEST FOR FULL-TIME DUTY UNDER INSTRUCTION

3. Curriculum plans for requesting programs are described in enclosure (2).
4. My current billet title is [Title]. My duty telephone number is [DSN or commercial]. My e-mail address is [e-mail address] and my fax number is [fax number].
5. I have completed [XX] years of active military service of which [XX] years are active commissioned naval service as a Nurse Corps (NC) officer. I reported to my present duty assignment on [date]. My projected rotation date is [month and year]. [Describe any adjustment or extension to your projected rotation date discussed with or approved by your assignment officer].
6. Obligated service [include the appropriate sentence].
 - a. My obligated service ends [month and year]. This obligation is from [use of tuition assistance, DUINS, Health Professional Loan Repayment Program for..., etc.].
 - b. I do not have obligated service.
7. I hold the following professional certifications: [list certifications]. My official subspecialty codes are [list subspecialty codes: primary, secondary, and tertiary].
8. My most recent physical fitness assessment (PFA) was completed on [specify date]. The results were [specify overall result]. My most current PFA report listing the last 4 years is provided as enclosure (3). [On PRIMS Web site go to reports, then PFA all listing].
9. My professional and military experiences include: [Provide a chronological list beginning with current assignment. List all active duty, reserve duty, officer or enlisted experience, and healthcare related civilian employment. Do not provide as a separate enclosure].
 - a. Facility or command, location, total length of assignment, from [month and year] to [month and year], billet title or position, clinical areas of assignment [if applicable]. [State full-time or part-time when describing civilian experience.]
 - b. Second most recent assignment, etc.
10. Enclosure (4) is a complete set of transcripts for the following academic achievements: [Indicate if transcripts documenting your education may be listed under other names. Provide transcripts from all colleges and universities attended. Transcripts must be readable].

Subj: REQUEST FOR FULL-TIME DUTY UNDER INSTRUCTION

a. Names of diploma school, colleges, and universities attended and the date diplomas, baccalaureate, or other degrees were conferred.

b. List courses taken that were not credited toward a degree or diploma.

11. I took the graduate record exam (GRE) on [date]. Results of the test are in enclosure (5). [If GRE is not required, then state GRE was not required for the program.]

12. Letter(s) of recommendation from [state names and titles] are provided in enclosure (6). [Officers requesting certified registered nurse anesthetist, nurse practitioner (NP) programs, or doctoral study must send a letter of recommendation or a letter of interview from a NC officer who is a practicing nurse anesthetist, NP, or advisor who holds a doctorate, as appropriate.]

13. Give a statement of rationale for requesting DUINS. [Officers applying for Certified Registered Nurse Anesthesia, graduate, or doctoral programs should comment on education and civilian or military experience which give a foundation for the requested program. This statement, not to exceed 250 words, should be articulate, focused, and integrate current and past experiences with the requested specialty, as well as, reflect an understanding of the expectations of the subspecialty gained from discussions with the specialty leader or other senior NC officers, who work in the subspecialty being requested by the applicant.]

14. Obligation Statement. [Choose the statement below that reflects the program for which you are applying, cut and paste into your application, then sign and date.]

a. Graduate, Doctoral, or Fellowship Applicants. If selected, I agree to continue to meet all eligibility requirements as outlined in reference (a). I understand that if I fail to meet these eligibility requirements at any time prior to convening or during the course of my full-time DUINS program, it will be considered disqualifying and I may be removed from the program at the discretion of the Director, Navy NC. I agree not to tender my resignation or request release from active duty or retirement while assigned to DUINS. I further agree to serve on active duty for a period of 3 years for the first full year of study and an additional 6 months of service for each additional 6 months of study or portion thereof, and not send my resignation or request for release or retirement during this period of obligated service. [If the total period of study is less than 1 full year, the obligated service is three times that period.]

b. Naval Post Graduate School Education Program Applicants (Manpower System Analysts or Education and Training Management Specialist). If selected, I agree to continue to meet all eligibility requirements as outlined in reference (a). I understand that if I fail to meet these eligibility requirements at any time prior to convening or during the course of my full-time DUINS program, it will be considered disqualifying and I may be removed from the program at the discretion of the Director, Navy NC. I agree not to tender my resignation or request release

Subj: REQUEST FOR FULL-TIME DUTY UNDER INSTRUCTION

from active duty or retirement while assigned to full-time duty under instruction. I further agree to serve on active duty for a period of 3 years after completion of my education program and not to send my resignation or request for release or retirement during this period of obligated service.

c. Joint Commission Fellowship. If selected, I agree to continue to meet all eligibility requirements as outlined in reference (a). I understand that if I fail to meet these eligibility requirements at any time prior to convening or during the course of my full-time DUINS program, it will be considered disqualifying and I may be removed from the program at the discretion of the Navy NC. I agree not to tender my resignation or request release from active duty or retirement while assigned to full-time duty under instruction. I further agree to serve on active duty for a period of 2 years after completion of my education program and not to send my resignation or request for release or retirement during this period of obligated service.

Full Signature

(Unsigned and undated applications will be returned.)

PRIVACY ACT STATEMENT DUTY UNDER INSTRUCTION

AUTHORITY: The authority to request information is contained in 5 United States Code, Section 301; Departmental Regulations; and the Privacy Act of 1974 (PL 93-579).

PRINCIPAL PURPOSE: The principal purpose is to obtain personal information to establish eligibility for a program of duty under instruction.

ROUTINE USE(S): The information provided will be used to aid officials and employees of the Department of the Navy in establishing my qualifications and deciding my eligibility for, by approving or disapproving, the education authorization being requested. Upon approval for full-time duty under instruction, the Navy Medicine Professional Development Center must keep a training file on applicants.

DISCLOSURE: Completion of this application and my signature is mandatory; failure to give the needed information may result in disapproval of my request.

I understand the Privacy Act of 1974 (PL 93-579) as it applies to personal data records kept on U.S. citizens. I understand that it governs the collection, maintenance, use, and dissemination of personally identifiable information about individuals that is maintained in systems of records by Federal agencies. I understand that the Privacy Act prohibits the disclosure of information from a system of record absent the written consent of the subject individual, unless the disclosure is pursuant to one of the statutory exceptions. The Privacy Act also provides individuals with a means by which to seek access to and amendment of their records, and sets forth various agency record-keeping requirements.

My signature attests I am familiar with the statement contained here and authorize use of the information given for the purpose listed.

Date

Full Signature

(Unsigned and undated applications will be returned.)