BUMED INSTRUCTION 1520.42A

From: Chief, Bureau of Medicine and Surgery

Subj: APPLICATION GUIDANCE FOR UNDERSEA MEDICAL OFFICER AND AEROSPACE MEDICINE PROFESSIONAL TRAINING

Ref: (a) NAVMED P-117
(b) OPNAVINST 3710.37A
(c) SECNAVINST 6410.1A

1. Purpose. To establish guidelines for submitting applications and administrative policies governing application for and assignment to subject training per references (a) and (b).

2. Cancellation. BUMEDINST 1520.42.

3. Scope and Applicability. This instruction applies to all ships and stations having medical department personnel as well as Reserve Component (RC) officers.

4. Responsibility. The Chief, Bureau of Medicine and Surgery (BUMED) is responsible for establishment of the application guidelines and administrative policies for flight surgeon (FS), aerospace medicine physician assistant (APA), and undersea medical officer (UMO) training. BUMED Branch Heads for aerospace and undersea medicine are responsible for ensuring the accuracy and currency of the information provided to training applicants on the Naval Aerospace Medicine Institute (NAMI) and Naval Undersea Medicine Institute (NUMI) Web sites.

5. Policy. All applicants for FS, APA, or UMO training are to use the procedures contained in this instruction to request such training. FS and APA training applications are reviewed at NAMI. UMO training applications are reviewed by the cognizant branch office of Fleet Programs (BUMED-M95). Applications from residency trained graduates (non-interns), may be submitted year round, but selection will occur concurrently with the Joint Services Graduate Medical Education Selection Board (JSGMESB). Interns will apply during the JSGMESB cycle, but the selection is not governed by the JSGMESB. In each case, the reviewing authority takes into consideration the overall needs of the Navy as well as the applicant’s academic background, motivation, professional aptitude, experience, and physical qualifications. Navy medical department policy requires that graduates of the FS, APA, and UMO courses serve in an active duty operational assignment for a minimum of two years following completion of training. FS and APA graduates from the RC must remain credentialed and serve in a RC FS billet for a three-year tour after completion of training. Participants in the Armed Forces Health Professions Scholarship Program and graduates of the Uniformed Services University of the Health Sciences may discharge their active duty obligations concurrently with this period of training.
6. **FS and APA Training.** NAMI, Pensacola, FL; conducts formal training leading to designation as a Naval FS or APA. The course is approximately 6 months long. Classes convene in July, September, and November of each academic year. RC medical officers may complete the aeromedical course over the course of 1 year with the curriculum broken down into three separate two month training periods. If accepted for training, contact Director of Academics at NAMI for more information at [https://www.med.navy.mil/sites/nmotc/nami/academics/FSApply/Pages/default.aspx](https://www.med.navy.mil/sites/nmotc/nami/academics/FSApply/Pages/default.aspx).

7. **Aviation Medical Examiner Training.** NAMI, Pensacola, FL; conducts formal training leading to designation as a Naval aviation medical examiner (AME). The course is available for any Navy physician, approximately eight weeks long, and training opportunities typically mirror those of the FS and APA academic year schedule. Training opportunities are granted to those physicians who are not flight surgeons but have been detailed to fill continental United States (CONUS) flight surgeon billets in areas of high aviation medicine demand. AME graduates will be assigned to specific billets to provide flight physical examinations, submit aviation medical waivers, and further utilized per reference (c). The duration of assignment is usually three years with the opportunity to apply for graduate medical training after a 2 year minimum activity tour. Individual medical commands can also request this training for physicians who they have determined require the skill set to enhance clinic capabilities. For additional information, visit [https://www.med.navy.mil/sites/nmotc/nami/academics/Pages/WelcomeAboard.aspx](https://www.med.navy.mil/sites/nmotc/nami/academics/Pages/WelcomeAboard.aspx).

8. **UMO Training.** NUMI, Groton, CT; conducts UMO candidate (UMOC) training. The course is 22 weeks long. Classes convene on the first working day in July and January. Each class is conducted in three phases. Additional information can be found on NUMI’s Web site at [https://www.med.navy.mil/sites/nmotc/numi/Pages/UMOC.aspx](https://www.med.navy.mil/sites/nmotc/numi/Pages/UMOC.aspx).
   
   a. Phase one takes place at NUMI and includes training in radiation health and intensive physical training in preparation for dive school. In order to continue to phase two, UMOCs must pass the Navy Diver Physical Screening Test by the end of phase one. The specific requirements are described in MILPERSMAN 1220-410.

   b. During phase two, UMOCs are on temporary additional duty to Naval Diving and Salvage Training Center in Panama City, FL. Here they receive their primary dive medicine training, as well as their qualification as a Navy self-contained underwater breathing apparatus diver, and familiarization training with a variety of diving rigs used by Navy and Special Forces divers.

   c. UMOCs return to NUMI for phase three of training where they receive training in clinical hyperbaric medicine, operational medicine, radiation casualty response, and special duty physicals. UMOCs must pass a comprehensive radiation health exam and an oral board at the end of the course before graduating.
9. **Class Assignments.** Navy Personnel Command, Medical Officer Assignments (PERS-4415) details selected Medical Corps and Medical Service Corps officers to specific classes. BUMED Reserve Affairs Officer, Medical Corps (BUMED-M00C1) details selected RC Medical Corps officers to specific classes.

10. **Submission of Applications**

   a. **FS and APA Applications.** Submit all applications for assignment by following the information and sample letters of application format found on the following link: https://www.med.navy.mil/sites/nmotc/nami/academics/FSApply/Pages/default.aspx.

   b. **UMO Applications.** Prerequisites, required documents, and application procedures are listed on the NUMI Web site at https://www.med.navy.mil/sites/nmotc/numi/UMOApply/Pages/default.aspx.

   c. Active duty and RC applicants (includes non-intern, intern, and scholarship students in a civilian internship) must apply via appropriate chain of command (or program director for civilian program applicants) directly to:

      (1) **FS and APA.** NAMI (Code 53AH) via e-mail (preferred), mail or facsimile to Officer in Charge, Naval Aerospace Medical Institute; Attn: Code 53AH; 340 Hulse Road; Pensacola, FL 32508-1092. The email address and facsimile number can found at http://www.med.navy.mil/sites/nmotc/nami/Pages/default.aspx.

      (2) **Undersea Medicine.** Chief, BUMED-M95, via e-mail to usn.ncr bumefchv mbx umoc mail mil.

   d. Civilian applicants must apply through a Navy recruiter, who will forward the application for training and for commissioning to Commander, Navy Recruiting Command (CNRC), (Code 32); 5720 Integrity Drive; Millington, TN 38054. CNRC forwards the application packages to BUMED-M00C for professional review and processing with concurrence from BUMED-M95 (for UMO) or NAMI (Code 53AH) (for FS). The NAMI APA program is currently closed to civilian applicants.

      (1) Civilian applicants may make accession to the Navy contingent upon acceptance into their desired training curriculum, i.e. FS or UMO.

      (2) Accession to the Navy will then presume approval for training with concurrence from BUMED-M95 for UMO training, the aerospace medicine specialty leader (SL) for FS training, or the physician assistant (PA) SL for APA training, based on the needs of the Naval Service and training availability.
e. Medical department officers from the other Uniformed Services must submit applications through their parent Service’s chain of command to BUMED-M00C1 via BUMED-M95 (for UMO) or NAMI (Code 53AH) (for FS and APA). The NAMI APA program is currently closed to civilian applicants.

f. International military (medical officer) students must apply through the appropriate diplomatic offices under the Security Assistance Training Program. The NAMI APA program is currently closed to International military applicants.

11. Application Content and Submission Procedures

a. Student FS and APA Course Application. Applications can be scanned and emailed via encrypted e-mail. Please contact NAMI to determine what compatible system to use. The mailing address is: Officer in Charge, Naval Aerospace Medical Institute; Attn: Code 53AH; 340 Hulse Road; Pensacola, FL 32508-1092. Refer to https://www.med.navy.mil/sites/nmotc/nami/academics/FSApply/Pages/default.aspx for the appropriate e-mail, fax number, application dates, checklist, and deadlines worksheet. Applications must contain:

   (1) NAVMED 1520/21 Demographic Information.

   (2) NAVMED 1520/18 Program Director/SMO Recommendation Navy Aeromedical Officer/Undersea Medical Officer UMO. For Reserve Medical Corps or Medical Service Corps Officers, this form may be submitted by a hospital chief medical officer or chief executive officer, a current supervisor of the applicant (subject matter expert), or current commanding officer of the Reservist’s chain of command to which the applicant belongs and who has professional knowledge of the applicant.

   (3) Curriculum Vitae.

   (4) A brief statement by the applicant stating his or her reasons for wanting to become a FS or APA; comment on interest in aviation, prior Service, any previous flight experience, ability to swim a mile, and general level of physical fitness.

   (5) Command endorsement (active duty applicants only). In the case of interns, the endorsement must simply state, “Forwarded, recommending approval,” or “Forwarded, not recommending approval,” unless the commanding officer desires to add substantively to the endorsement. APA applications will require SL endorsement in addition to command endorsement.

   (6) A letter of recommendation, preferably by a designated Naval FS or designated APA (for APA applicants) who can comment on applicant potential for aerospace medicine training.
(7) Applicant’s undergraduate, graduate (if any), and medical school transcripts. APA applicants must submit graduate (if any) and PA school transcripts only.

(8) Complete student naval FS or APA applicant aeromedical physical examination performed by an aerospace medicine provider per Manual of the Medical Department CH 15 Article 15-65. DD Form 2807-1 Report of Medical History, DD Form 2808 Report of Medical Examination, and SF 507 Medical Record, will be submitted via the Aeromedical Electronic Resource Office (AERO). Anthropometric data will be taken per reference (b), recorded on the OPNAV 3710/37A Anthropometric Data Measurement Record, entered into the Naval Aviation Anthropometric Compatibility Assessment, and electronically attached to the flight physical.

(a) NAMI will evaluate each applicant’s physical qualifications and aeronautical adaptability for duty involving flying as a student Naval FS or APA. The physical examination package must be endorsed by NAMI by the last business day of September. It is imperative interns have their physical examinations completed and examining FSs submit the completed physical examination packages to provide for adequate processing time, so they can be endorsed by the end of September deadline.

(b) Any physical examination that recommends a waiver of the physical standards must be accompanied by an electronic aeromedical summary which will include the appropriate specialty evaluation and any other information required per the Aeromedical Reference and Waiver Guide, which can be accessed at https://www.med.navy.mil/sites/nmotc/nami/arwg/pages/aeromedicalreferenceandwaiverguide.aspx.

(c) It is strongly recommended that inbound interns stationed at medical treatment facilities (MTF) have their qualifying student naval FS applicant physical exam completed early during their internship orientation.

(d) Civilian deferred interns may not be located close to a clinic that has a Naval FS who can complete the student Naval FS applicant physical exam and any necessary waiver request. Civilian deferred interns are encouraged to contact the BUMED M95 Aerospace Medicine Programs at (703) 681-9323. BUMED-M95 will assist civilian deferred interns with scheduling the student naval FS applicant physical exam and obtaining access to the nearest Navy MTF that has a qualified Naval FS. RC Medical Corps officers may also not be located close to a clinic that has a Naval FS who can complete the student naval FS applicant physical exam and any necessary waiver request. RC Medical officers are encouraged to contact Naval Air Force Reserve (CNAFR) Force Surgeon at (619) 545-5029 if assistance with performing a flight physical is needed. The completed student Naval FS aeromedical physical examination performed by a designated Naval FS, DD Form 2807-1, DD Form 2808, and SF 507 Medical Record, along with any approved waiver of physical standards must be completed and approved via NAMI through the AERO submission for the RC student application to be reviewed. RC student Naval FS applications will not be approved if a complete flight physical has not been submitted and approved on the prospective applicant.
(9) Student Naval FSs and APAs must have a current Advanced Trauma Life Support® certification prior to commencement of training that will remain valid for 2 years upon training completion.

(10) FS applicants are encouraged to contact the NAMI FS applications coordinator via e-mail at usn.pensacola.navmedotcnamefl.list.nami-fsappcoord@mail.mil. The telephone numbers can be found on the following Web site: http://www.med.navy.mil/sites/nmoc/nami/academics/Pages/PointofContact.aspx.

(11) RC Applicants are encouraged to contact the NAMI FS applications coordinator via e-mail at usn.pensacola.navmedotcnamefl.list.nami-fsappcoord@mail.mil or at (850) 452-3345.

(12) RC Applicants are also encouraged to contact the CNAFR Force Surgeon at (619) 545-5029 for more information.

(13) APA applicants are encouraged to contact the NAMI APA applications coordinator via email at usn.pensacola.navmedotcnamefl.list.nami-apa-coord@mail.mil. The phone numbers can be found on the following Web site: http://www.med.navy.mil/sites/nmoc/nami/academics/Pages/PointofContact.aspx.

b. UMO Candidate Applications. Applications must be submitted directly to BUMED-M95 (Undersea Medicine) via encrypted email at usn.ncr.bumedfchva.mbx.umoc@mail.mil. Refer to https://www.med.navy.mil/sites/nmoc/numi/UMOApply/Pages/default.aspx for the prerequisites, application process, and contact information. The application package consists of:

(1) NAVMED1520/18, Program Director/Senior Medical Officer (SMO) Recommendation form.

(2) NAVMED1520/21, Demographic Information Request form.

(3) Curriculum Vitae.

(4) A brief statement by the applicant stating his or her reasons for wanting to enter the field of undersea medicine.

(5) Command endorsement (active duty applicants only). In the case of interns, the endorsement must simply state, “Forwarded, recommending approval,” or “Forwarded, not recommending approval,” unless the commanding officer desires to add substantively to the endorsement.

(6) Two letters of recommendation. While a letter from a qualified UMO is preferred, it is not required. A letter from a supervisor or peer with knowledge of the applicant and their potential for success as a UMO is most helpful.
(7) All applicants other than interns shall submit their last three FITREPs; with social security number redacted.

(8) Complete a diving and submarine duty physical examination, per reference (a), articles 15-102 and 15-106.

(a) Any physical examination that identifies a disqualifying condition and recommends a waiver of the physical standards must be accompanied by the appropriate specialty evaluation and supporting documentation.

(b) Waiver requests must be submitted via the electronic Special Duty Waiver system as early as possible, but no later than the deadline for application submission (usually the last day of October each academic year). See the application checklist on the NUMI Web site.

(c) All laboratory test results and ancillary study findings will be recorded on the DD Form 2808. Block 15c must be marked “other” with Submarine and Diving Duty entered in block 44.

(9) Whenever possible, a hyperbaric pressure test should be performed to 60 feet of sea water and documented on the NAVMED 6150/2 Special Duty Medical Abstract. If a pressure test cannot be performed, it may be deferred until reporting to NUMI.

(10) Applicants must submit accurate results of a Diver Physical Screening Test: 500 yard swim, push-ups, curl-ups, and pull-ups, and 1.5 mile run. The test must be administered by a Navy diver and/or UMO.

(11) Applicants are encouraged to contact the BUMED-M95 administrative assistant to verify their application is complete. Current contact information can be found at https://www.med.navy.mil/sites/nmoc/nami/UMOApply/Pages/default.aspx. Please do not wait until the last minute.

12. Application Deadline

a. FS Intern and APA Applicants. For interns applying for flight surgery training and APA applicants, the fully completed student Naval FS or APA training application packet, including any ancillary consultations, must be e-mailed or postmarked by the last business day of September and sent to NAMI, (Code 53AH). RC applicants must also contact CNAFR Force Surgeon at (619) 545-5029 when applications are being submitted to NAMI. Applications submitted by the last day of September will be considered for the next year’s classes that matriculate in July, September, or November. Intern FS and APA applicants are strongly encouraged to e-mail or call the respective program secretary well before the respective application deadline to verify their application is complete and that no follow-up studies or documentation are required.
b. **UMO Applicants.** Interns applying for UMO training must have their applications received by BUMED M95 no later than the last business day of October. Non-intern candidates may submit applications at any time, after consultation with their assignment officer and specialty leader.

13. **Selection, Applicant Notification, and Applicant Declaration of Intention to Accept Training**

a. For interns, the UMO Selection Committee and the FS Selection Committee will meet in November or early December and will make final recommendations for selection for training through a formal review process to the Navy JGMESB which will also serve as the selection board for FS and UMO training. Applicants who are otherwise qualified for the respective programs, but are not selected, are placed on an alternate list. If a selected applicant chooses not to accept their position for training, then the highest ranked candidate from the alternate list will be selected and offered a training position.

b. For APA applicants, the PA SL will officially endorse APA applicants for consideration by the APA selection committee at NAMI through a formal review process in late November or early December. Applicants who are otherwise qualified for the respective programs, but are not selected, are placed on an alternate list. If a selected applicant chooses not to accept their selection for training, a candidate from the alternate list will be selected and offered a training position.

c. All FS and UMO applicants will have access to selection results by contacting NAMI (Code 53AH) (for FS), or BUMED-M95 (for UMO), or their local MTF Graduate Medical Education (GME) office.

d. The GME office at each training hospital will be notified of selections by message on or about 15 December of each academic year. The GME office will notify interns of their status (i.e., selected, alternate, or non-selection status).

e. All APA applicants will have access to their selection status by contacting NAMI (Code 53 AH) or the NAMI APA application coordinator.

f. The NAMI APA application coordinator will notify APA applicants of their status (i.e., selected, alternate, or non-selection status).

 g. Applicants will notify NAMI, Director of Academics (for FS and APA) or BUMED-M95 (for UMO) as well as PERS-4415 of their decision to accept or decline training.

(1) Applicants selected for FS or APA training must notify the Director of Academics at NAMI and advise of their decision to either accept or decline FS training by the first working Friday of January. RC applicants have 2 weeks to notify the Director of Academics of their
decision to accept or decline FS training once notified of their selection. They also must notify the CNAFR Force Surgeon at (619) 545-5029. The e-mail address and phone number for the director can be found at the following link http://www.med.navy.mil/sites/nmotc/nami/academics/Pages/PointofContact.aspx.

(2) Applicants selected for UMO training must notify the UMO SL by the first working Friday of January of their decision to accept or decline UMO training. The e-mail addresses and telephone numbers for those positions can be found at the NUMI Web site via the following link https://www.med.navy.mil/sites/nmotc/numi/UMOApply/Pages/default.aspx.

(3) All applicants selected for FS or UMO training must officially notify the general medical officer assignment officer (PERS-4415) of their decision to accept or decline training. All non-interns selected for FS or UMO training must also officially notify their respective assignment officer according to their specialty.

(4) All applicants selected for APA training must officially notify the PA detailer (PERS-4415) of their decision to accept or decline training. Notification may be by standard letter or e-mail (e-mail is recommended). Failure to notify PERS-4415 or the appropriate office at NAMI (Code 53 AH) (for APA) by the required deadline may result in the loss of the training opportunity.

(5) Individuals selected for more than one training program (i.e., FS, UMO, residency), may accept only one program. Acceptance of the FS or UMO program will result in forfeiture of designation as a selectee or alternate for any other GME or operational training program to which an applicant may have applied. Failure to notify PERS-4415 or the appropriate office at NAMI (Code 53 AH) (for FS) or BUMED-M95 (for UMO) by the required deadline may result in the loss of the training opportunity. Selected applicants who commit misconduct, fail to remain within physical standards, or fail to meet academic standards may lose their training billet or be dis-enrolled from the program if training has begun.

h. RC student Naval FS applications will be reviewed by a board consisting of the CNAFR Surgeon, NAMI Director of Academics, and the Navy Reserve FS SL, and will make final recommendations for the selection for training through a formal review process. Pending funding availability for that year, each year one RC Medical Officer will be selected for the 26 week aeromedical course. In each case, the reviewing authority takes into consideration the overall needs of the Naval Service and the funding available for that year - no guarantee is made that a RC Student Naval FS applicant will be selected for training each year. Applicants who are otherwise qualified for the respective programs, but not selected, are placed on an alternate list. If a selected applicant chooses not to accept his or her selection for training, a candidate from the alternate list will be selected and offered a training position.

14. Additional Information. The application dates, checklist, and deadlines worksheet is for the applicant’s use as a checklist only. It is not to be included in the application.
15. **Records Management**

   a. Records created as a result of this instruction, 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](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 instruction or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

16. **Review and Effective Date.** Per OPNAVINST 5215.17A, BUMED-M9 will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction 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."

17. **Forms**

   a. The following forms are available at: [https://www.med.navy.mil/sites/nmotc/nami/arwg/pages/forms.aspx](https://www.med.navy.mil/sites/nmotc/nami/arwg/pages/forms.aspx)

      (1) SF 507 Medical Record

      (2) DD Form 2807-1 Report of Medical History

      (3) DD Form 2808 Report of Medical Examination

      (4) DD Form 2992 Medical Recommendation for Flying or Special Operational Duty

   *Note: For FS applications, DD Forms 2807 and 2808 may be printed from AERO once they have been submitted, to subsequently be placed in the medical record.*

c. The following NAVMED forms are available at: https://navalforms.documentsservices.dla.mil/web/public/forms.

(1) NAVMED 1520/21 Demographic Information.

(2) NAVMED 1520/18 Program Director/SMO Recommendation Navy Aeromedical Officer/Undersea Medical Officer UMO.

(3) NAVMED 6150/2 Special Duty Medical Abstract.

TERRY J. MOULTON
Deputy Chief

Releasability and distribution:
This instruction is cleared for public release and is available electronically only via the Navy Medicine Web site at, http://www.med.navy.mil/directives/Pages/BUMEDInstructions.aspx