BUMED INSTRUCTION 1520.44

From: Chief, Bureau of Medicine and Surgery

Subj: NAVY MEDICINE ACCESSIONS DEPARTMENT HANDBOOK

Ref: (a) OPNAVINST 1520.39A
(b) DoD Instruction 6000.13 of 30 December 2015
(c) SECNAVINST 1920.6D
(d) BUMEDINST 1520.30B
(e) BUPERSINST 1001.39F
(f) SECNAVINST 1520.11B
(g) 10 U. S. C.

1. Purpose

   a. This instruction provides Naval Reserve officers and officer candidates with policies, procedures, and instructions for participation in Navy Medicine Accessions Department (NAVMEDAD) scholarship programs outlined in reference (a). The NAVMEDAD student handbook provides participants with further guidance regarding the various accession programs and can be accessed via the NAVMEDAD Web site https://www.med.navy.mil/Pages/Accessions.aspx.

   b. This instruction should be reviewed in its entirety as it addresses the change in ownership from Navy Medicine Manpower, Personnel, Training and Education Command to Deputy Chief, Total Force, Bureau of Medicine and Surgery (BUMED); updates the current title from Medical Department Accessions Department to NAVMEDAD; and updates training information to improve readability for participants. References (a) through (f) and reference (g), sections 591, 2103a, and 2120 provide additional information.

2. Scope and Applicability. This instruction applies to all naval Reserve officers, officer candidates participating in NAVMEDAD programs, all members in the Armed Forces Health Professions Scholarship Program while under the oversight of NAVMEDAD. Members who fail to comply with the provisions of the NAVMEDAD student handbook may result in administrative or disciplinary actions, a discontinuation of benefits, and possible disenrollment from the program with recoupment of funds.

3. Background

   a. NAVMEDAD has administrative oversight for the following Armed Forces Health Professions Scholarship Programs: Medical Corps, Medical Service Corps, Dental Corps, Nurse Candidate Program, Financial Assistance Program, and Navy Active Duty Delay for Specialists Program.
b. The Armed Forces Health Professions Scholarship Program offers qualified members full tuition for school, a monthly stipend, and reimbursement for books and required equipment and fees. In return, members serve year-for-year with a minimum of 3 years as active duty Medical, Dental or Medical Service Corps officers. Scholarship recipients also participate in a 45 day (consecutive) Active Duty for Training period for every year of scholarship awarded. During Active Duty for Training, members serve on active duty in the rank of Ensign with all attendant obligations and benefits.

4. Disenrollment. Under references (b) and (c), officers who fail to complete the program may (at the convenience of the Government) be reappointed to a different designator or subspecialty to complete any incurred active duty obligation. Officers who are not reappointed will be processed for separation following reference (c) and will be subject to recoupment for all monies expended by the scholarship.

5. Records Management

a. Records created as a result of this instruction regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Directorate for Administration, Logistics, and Operations, Directives and Records Management Division portal page at https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the Department of the Navy Directorate for Administration, Logistics, and Operations, Directives and Records Management Division program office.

6. Review and Effective Date. Per OPNAVINST 5215.17A, Military Personnel Plans and Policy (BUMED-M13) 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.

7. Forms

a. All NAVMEDAD forms are available in the Forms Section of the NAVMEDAD Web site located at https://www.med.navy.mil/pages/accessions.aspx.
b. The following DD forms are available at https://www.esd.whs.mil/directives/forms/fmo_poc/.

   (1) DD 93 Record of Emergency Data
   (2) DD 1351-2 Travel Voucher or Subvoucher
   (3) DD 2807-1 Report of Medical History
   (4) DD 2808 Report of Medical Examination
   (5) DD 2870 Authorization for Disclosure of Medical or Dental Information

c. SF 1199-A Direct Deposit sign-up form may be obtained from the DoD Forms Management Program Web site at https://www.dfas.mil/Portals/98/Travel_ETSChecklist-RetiringandSeparating_Oct%202016_1.pdf.


   (1) NPPSC 1300/1 Application for Transfer and Advances
   (2) NPPSC 1300/2 Traveler Checklist
   (3) NPPSC 7000/1 Travel Electronic Funds Transfer (EFT) information


h. W-4 form may be obtained from the Defense and Accounting Services Web site at https://www.dfas.mil/retiredmilitary/forms.html.

i. W-2 form may be obtained from the Navy myPay Web site at https://mypay.dfas.mil/mypay.aspx.
j. AFHPSP, NAVCRUIT 1131/131 Form Service Agreement may be obtained from Navy Forms Online Web site at https://forms.documentservices.dla.mil/order/.

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