



DEPARTMENT OF THE NAVY

NAVY MEDICINE MANPOWER PERSONNEL TRAINING AND EDUCATION COMMAND
8901 WISCONSIN AVENUE
BETHESDA, MARYLAND 20889-5611

NAVMEDMPT&EINST 1520.1D

22 JUN 2010

NAVMEDMPT&E INSTRUCTION 1520.1D

From: Commanding Officer

Subj: NAVY MEDICINE MANPOWER, PERSONNEL, TRAINING AND EDUCATION
COMMAND (NAVMEDMPT&E) STUDENT PROGRAMS HANDBOOK

Ref: (a) OPNAVINST 1520.39
(b) SECNAVINST 1520.11A
(c) BUMEDINST 1520.30A
(d) BUPERSINST 1001.39F
(e) Title 10, United States Code, Section 2107
(f) Title 10, United States Code, Section 2121

Encl: (1) Introduction to Medical Department Accessions
Department
(2) MDAD Contact Information
(3) Student Programs Handbook

1. Purpose. This instruction provides Naval Reserve Officers and Officer Candidates in the Armed Forces Health Professions Scholarship Program (AFHPSP), Financial Assistance Program (FAP), Navy Active Duty Delay for Specialists Program (NADDS) and Nurse Candidate Program (NCP) with policies, procedures and instructions. Failure to comply with the provisions of this regulation may result in administrative or disciplinary actions, and possible release from the program.

2. Cancellation. NAVMEDMPT&EINST 1520.1C

3. Applicability. This instruction applies to all Naval Reserve Officers and Officer Candidates participating in NAVMED student accession programs.

4. Background

a. The Medical Department Accessions Department (MDAD) has oversight for the following Navy medical accessions programs: the Armed Forces Health Professions Scholarship Program, Nurse Candidate Program, Navy Active Duty Delay for Specialists Program and the Financial Assistance Program.

b. Armed Forces Health Professions Scholarship Program: This program offers qualified students full tuition for school,

a monthly stipend, and reimbursement for books and required equipment and fees. In return, participants serve year for year with a minimum of three years as active duty Medical, Dental or Medical Service Corps officers. Scholarship recipients also participate in a 45 day (consecutive) Active Duty for Annual Training (AT) period for every year of scholarship awarded. During AT, students serve on active duty in the rank of Ensign, with all attendant obligations and benefits.

c. Nurse Candidate Program: This program provides an accession bonus and a monthly continuation bonus to students enrolled in their last two years of an accredited Bachelors of Science in Nursing (BSN) program. Participants incur an active duty obligation of four years for up to 12 months of program participation and five years for any period of program participation over 12 months.

d. Financial Assistance Program: This program provides financial assistance for physicians and dentists currently accepted to or enrolled in an accredited residency or fellowship program culminating in a specialty degree/qualification in a specialty which has been designated as critical to the Department of the Navy. Participants receive stipend, a yearly grant, and tuition and supplies (as applicable). In return, participants serve year for year plus one additional year (i.e. four years of benefit results in five years of active duty service obligation) with a minimum of two years as active duty Medical or Dental Corps officers. Program recipients also participate in a 14 day (consecutive) Active Duty for Annual Training (AT) period for every year of scholarship awarded, during which participants serve on active duty in the rank of Lieutenant or higher, with all applicable obligations and benefits.

e. Navy Active Duty Delay for Specialists (NADDS): This program allows selected physicians and dentists to defer their active duty obligation until they complete a civilian residency training program. While in the program participants are in the Inactive Ready Reserve and receive no financial benefits. Military performance is documented via non-observed fitness reports. Academic progress is monitored. After completion of residency training, participants receive orders to active duty to fulfill their obligation for prior scholarship(s) or their minimum service obligation for participation in the program.



B. R. WELBOURN

INTRODUCTION

1. Welcome to the Medical Department Accessions Department (MDAD). This student handbook provides guidance for Navy Medicine Accession programs. It contains important information about entitlements, training and administrative requirements.
2. Students are responsible for compliance with these policies. Additional information is available on the MDAD Website, located at <http://www.med.navy.mil/sites/navmedmpte/accessions/Pages/default.aspx> . It is imperative that students keep MDAD staff updated with their current information and academic status. Students must contact MDAD when any changes in name, telephone number, cell phone number, e-mail address, home address, or family status occur.
3. The Medical Department Accessions Department staff wish all students success in their educational endeavors and welcome them as a member of the Navy Medical Department health care team.
4. NAVMEDMPT&EINST 1520.1D supersedes previous versions.

MDAD Contact Information

1. **E-Mail:** The most efficient way to correspond with the MDAD Staff is via e-mail. The email address for MDAD is: OH@med.navy.mil. When students use this address, questions will be directed to the appropriate staff member. Please limit each e-mail to one topic and use key words and your name in the subject heading to speed a reply. Attachments should be limited to 5MB or smaller.

2. **Website:** The official website for Navy Accessions Programs is: <http://www.med.navy.mil/sites/navmedmpte/accessions/Pages/default.aspx>

3. **Mailing Address:** The mailing address for MDAD is:
Medical Department Accessions Department
NAVMEDMPT&E, Bethesda (MDAD)
Building 1, 13th floor, Room 13132
8901 Wisconsin Ave.
Bethesda, MD 20889-5611

Use of the U.S. Postal Service is strongly discouraged because it is routed through a mail room which may delay the delivery of hard copy mail. The most efficient and effective method of sending documents to MDAD is to scan (at the lowest resolution setting available) and e-mail them.

4. **Phone Contacts:**

Head, Student Programs:	(301)295-1217
Program Manager:	(301)295-9950
Registrar:	(301)319-4526
Head, Tuition Section:	(301)295-9977
Head, Travel Section:	(301)319-4538
Pay/Record Support:	(301)319-3042
Medical Records Section:	(301)295-4541
Head, Reimbursement Section:	(301)295-9978

5. **Office hours:** Office hours are Monday through Friday 0730-1600 (Eastern Standard Time).

STUDENT HANDBOOK

TABLE OF CONTENTS

CHAPTER ONE	3
<hr/>	
STUDENT ACCOUNTABILITY AND RESPONSIBILITY	
CHAPTER TWO	9
<hr/>	
STIPEND AND TUITION BENEFITS	
CHAPTER THREE	18
<hr/>	
BOOKS, EQUIPMENT, AND FEE REIMBURSEMENTS	
CHAPTER FOUR	26
<hr/>	
ADMINISTRATIVE INFORMATION	
4-1. Leave Without Pay (LWOP)	
4-2. Disenrollment	
4-3. Transfer Between Academic Institutions	
4-4. Members with Prior Active-Duty Service	
4-5. IRR Benefits for Participants	
CHAPTER FIVE	35
<hr/>	
ANNUAL TRAINING	
CHAPTER SIX	48
<hr/>	
MEDICAL AND HEALTH CONDITIONS	
CHAPTER SEVEN	52
<hr/>	
MEDICAL PROFESSIONAL AND CAREER PLANNING	
CHAPTER EIGHT	58
<hr/>	
DENTAL PROFESSIONAL AND CAREER PLANNING	
CHAPTER NINE	63
<hr/>	
OPTOMETRY CAREER PLANNING	
CHAPTER TEN	69
<hr/>	
PHYSICIAN ASSISTANT CAREER PLANNING	
CHAPTER ELEVEN	70
<hr/>	
PODIATRY CAREER PLANNING	
CHAPTER TWELVE	71
<hr/>	
NURSE CANDIDATE PROGRAM	

CHAPTER THIRTEEN	73
<hr/>	
FINANCIAL ASSISTANCE PROGRAM	
CHAPTER FOURTEEN	76
<hr/>	
GRADUATION AND PROGRAM COMPLETION	
<u>APPENDICES:</u>	
APPENDIX A: Books and Equipment Reimbursement	85
APPENDIX B: Height and Weight Tables	87
APPENDIX C: Organization Contact Information	88
APPENDIX D: Reimbursement Rates - FY10	89
APPENDIX E: Reimbursement Items Not Authorized	94
APPENDIX F: Navy Medical Corps Career Planning Chart	96
APPENDIX G: Check List for Completing a Travel Claim	100

CHAPTER ONE
STUDENT ACCOUNTABILITY AND RESPONSIBILITY

1-1. Origin and Purpose

1. The Health Professions Scholarship Program was created under the authority of the Uniformed Services Health Professions Revitalization Act of 1972, and is governed by Department of Defense Directive 1215.14 (February 1975) and OPNAVINST 1520.39A (21 December 2005). The purpose of the program is to obtain adequate numbers of commissioned officers on active duty that are qualified in the various health professions. The Navy provides scholarship support for students undergoing training in the health professions of medicine, osteopathy, dentistry, podiatry, physician assistant studies, clinical psychology and optometry.

2. The Nurse Candidate Program (NCP) was created under the authority of Title 10, U.S. Code, Sections 591 and 2130a. It is designed for full time students within 24 months of completing their BSN degree, and offers a \$10,000 entry bonus that is paid in two \$5,000 installments; one at the start of the program and the second six months later, and \$1,000 per month as a continuation bonus.

3. The Navy Active Duty Delay for Specialists (NADDS) was created under the authority of U.S. Code Title 10 and SECNAVINST 1520.11A. It offers students from the Health Professions Scholarship Program and the Uniformed Services University of the Health Sciences the ability to delay their active duty obligation in order to pursue civilian residency training.

1-2. Policy Compliance

1. Students are responsible for successfully completing their academic program within the appropriate degree timeframe. MDAD must be kept informed, at all times, about matters affecting student graduation; these may include academic failure, academic extensions and/or change in medical, mental or physical condition. Students must comply with the instructions and responsibilities outlined in this handbook, their service agreement and all relevant instructions.

2. The following are grounds for immediate termination of Navy support for a student's academic program, with possible recoupment of all monies disbursed and/or prosecution under the Uniform Code of Military Justice (UCMJ):

- a. Failure to comply with all written AFHPSP instructions (e.g. handbook, contract, other Navy and Department of Defense instructions)
- b. Unsatisfactory academic performance.
- c. Conduct unbecoming a Naval officer.
- d. Falsification of documents.
- e. Criminal failure to comply with all written instructions.

1-3. Administration

1. MDAD provides administrative support to student participants in the HPSP, FAP, NADDS and NCP programs. Questions and correspondence concerning changes in eligibility dates, transfers to other institutions, medical evaluations, issues impacting the student's timely degree completion, requests for leave of absence, extensions, and academic withdrawals should all be directed to MDAD. When corresponding with MDAD, the student's name, corps affiliation (i.e. medical, dental, medical service or nurse candidate), and the last four numbers of the student's SSN should be used for identification purposes. Using only the last four numbers of the student's SSN protects the privacy of the student and allows adequate identification for MDAD use.

2. Address all written correspondence to:

Medical Department Accessions Department
NAVMEDMPT&E
Building 1, 13th floor, Room 13132
8901 Wisconsin Ave
Bethesda, MD 20889-5611

1-4. Student Records

1. MDAD maintains service, medical and dental records as well as other documents related to participation in the program. Participants should keep copies of all correspondence between themselves and the Navy, including special issue electronic communication.

2. Documents maintained by MDAD that must be updated on a regular basis are:

a. Physical (DD Form 2807-1 and 2 and DD Form 2808): A physical is performed at the time of acceptance into the HPSP program and is not routinely repeated while in the program. MDAD should be notified immediately of any changes in physical condition via submission of the Annual Health Screening Form (see c. below).

b. Dependency Application Record of Emergency Data (also known as a "Page Two" form, NAVPERS 1070/602). This form documents next of kin and family information.

c. Annual Verification Package and Annual Health Screening Form. The Annual Verification Package consists of 4 forms, which are required annually to provide MDAD with important information updates on health status and contact information, which is required to authorize annual training. The Annual Health Screening Form updates only medical conditions.

(1) Freshmen participants should keep MDAD apprised of any changes in their contact information by submitting changes via OH@med.navy.mil.

(2) Sophomore participants will submit a completed Annual Verification Package in January/February of their sophomore year.

(3) Juniors will submit an Annual Health Screening in October/November of their junior year.

(4) Seniors will submit an Annual Verification Package in August at the start of their senior year. These forms are available in the Forms Section of the Accessions website located at:

<http://www.med.navy.mil/sites/navmedmpte/accessions/Pages/Forms.aspx>

Fax them directly to the MDAD Medical Records section, using the following dedicated, secure fax number: (301) 295-6865.

1-5. Change of Address. Students must maintain current contact information on file with MDAD at all times, to include: current mailing address, e-mail address and telephone number. Changes in personal information should be sent via email to OH@med.navy.mil.

1-6. Physical Qualifications

1. A complete physical is performed at the time of entrance into an Accession Program. An annual verification of health status is required and must be on file prior to initiating annual training (AT) orders. See paragraph 1-4 above and paragraph 5-4 in this instruction for further information.
2. Any serious illness, hospitalization, pregnancy or chronic health problem that adversely affects the student's ability to serve on active duty, remain in school, or alters graduation date must be reported immediately to MDAD.
3. All students are required to remain within Navy height/weight standards (Appendix B).

1-7. Changes in Family Member Status. A Dependency Application/Record of Emergency Data (NAVPER 1070/602, commonly known as a "Page Two") is established at the time of entry into the program for each student. Should family status change, the Page Two must be updated. Participants must send supporting documentation (i.e. marriage certificate, birth certificate, divorce decree, etc.) with the Page 2 to MDAD via e-mail using the address: OH@med.navy.mil.

1-8. Identification Cards

1. While in the program, students are required to have a valid Armed Forces Identification (ID) Card in their possession. This card allows access to military facilities in order to use all entitled privileges, such as the commissary and exchange.
2. New or Lost ID Cards: To obtain a new ID card or in the event that a participant's ID card is lost or stolen, contact MDAD at (301)319-4529/32/34 or Oh@med.navy.mil. MDAD will forward a copy of the participant's Oath of Office (if HPSP/FAP/NADS) or DD Form 4 (if a Nurse Candidate) to the participant. The participant must take the Oath of Office/DD Form 4 to the nearest Military Personnel Support Detachment (PSD) or ID card issuing facility to have the ID card issued. At least one photo ID (passport, driver's license, etc.) is required by the PSD or ID card issuing facility for verification purposes prior to obtaining an ID. Participants should take two with them when they go for a military ID card.
3. Dependent ID Cards: If dependent ID cards are required, contact MDAD at (301)319-4529/32/34 or OH@med.navy.mil.

The Accessions Department will forward a copy of the participant's Oath of Office (if HPSP/FAP/NADS) or DD Form 4 (if a Nurse Candidate) to the participant. Participants should take their marriage license and birth certificates for children (as appropriate) along with the Oath of Office form to the nearest Military PSD or ID card issuing facility to have the request for a dependent ID card authorized. The participant should take the dependent to the ID card facility if the intent is to leave with an ID card in hand.

4. The nearest ID card issuing facility can be found using the military's RAPIDS Site Locator website: <http://www.dmdc.osd.mil/rsl/owa/home>. If unable to find a facility, the participant may contact the MDAD Systems Section via e-mail at OH@med.navy.mil or by phone at (301)319-4529/32/34.

1-9. Navy Drug Policy

1. The Navy has a **ZERO TOLERANCE** policy on drug use. If a participant tests positive for illicit or controlled drugs (without a prescription), scholarship benefits will be immediately terminated and the participant will be processed for immediate administrative separation from the Navy.

2. While serving on Annual Training (outlined in Chapter 5), each program participant is subject to the current drug policies of the Navy and the Uniform Code of Military Justice. Student status in no way exempts an individual from drug testing at any site established by the Navy.

1-10. Emergencies and National Disasters

1. In the event of a local, regional or national disaster in an area of the United States, affected program participants should ensure the immediate safety of themselves and their significant others and follow local emergency directions. Once safely situated, generally within 72 hours, contact the MDAD Registrar by phone: (301)319-4526 or email at OH@med.navy.mil to provide contact information and discuss any immediate needs. The MDAD Registrar and Head of Student Programs will initiate contact of all participants in affected areas within 24 hours of the event. In past situations, participants in need have been placed immediately on AT in order to provide active duty benefits.

1-11. Academic Progress

1. All participants are required to submit documentation of successful completion of professional examinations as outlined in their program contract. This includes:

a. Medical students - United States Medical Licensing Examination (USMLE) Parts I and II (CK and CS) or Comprehensive Osteopathic Medical Licensing Examination (COMLEX) Parts I and II (CE and PE);

b. Dental students: National Board of Dental Examiners (NBDE) Parts I and II;

c. Optometry students: National Board of Optometry Examiners (NBOE);

d. Podiatry students: National Board of Podiatric Medical Examiners (NBPME) Parts I and II.

Send documentation of completion to MDAD at OH@med.navy.mil. Failure to comply may result in administrative separation with recoupment of all funds expended.

CHAPTER TWO
STIPEND, TUITION, AND BENEFITS

2-1. Establishment of Eligibility Date for Benefits i.e. Benefit Start Date (BSD). MDAD establishes the date participants are eligible to begin receiving benefits based on the latest occurring date in the year of the three dates listed below:

- a. The signature date of the Oath of Office
- b. The signature date of the Service Agreement (i.e. contract)
- c. The start date of the academic year as shown on the Academic Year Statement (AYS) provided by the participant's school.

Tuition and fee account balances incurred prior to the term in which the participant's BSD falls is not a covered benefit and will not be paid.

2-2. Termination of Benefits. Scholarship benefits are terminated on graduation day. If the participant fulfills the requirements for graduation prior to that date (documented by written communication from the school), the participant may request to be superseded at the earlier date, and benefits will be terminated.

2-3. Tuition Payments

1. Tuition is paid for the entire term/semester in which the BSD occurs for HPSP and FAP participants. Tuition payment is not part of the NCP or NADDS benefit. The Navy contracts directly with the school for tuition payment based on an Educational Support Agreement (ESA). Students should provide their final select letter for the HPSP/FAP program to their school's tuition office, confirming them as an HPSP/FAP participant. If any problems occur related to tuition payment, the participant must contact the MDAD Tuition Section immediately. Tuition will be paid directly to the school for all mandatory/required fees listed on the school's "Mandatory Fee" document and upon receipt of a valid invoice. Students are responsible for providing their school's "Mandatory Fee" documentation to MDAD.

2. The following items are not authorized even if listed as a Mandatory Fee by the school:

- a. Fees to reduce the cost of sporting or event tickets.
- b. CAP and gown (purchase or rental).
- c. Computer or other electronic purchase such as PDAs, cell phone, or pagers.
- d. Any optional fee.

3. Items authorized for billing with tuition:

a. Dental Equipment Kits: Dental kits are authorized for invoicing with tuition, and schools are encouraged to seek payment for these expensive equipment kits in this manner. If invoiced via the tuition payment, participants may not submit a reimbursement claim for the same equipment. See Chapter 3 for additional information on reimbursement for equipment.

b. Health, dental, disability and vision insurance premiums, when invoiced with tuition, but ONLY when this insurance is mandated by the school for all students, and only at the lowest, single policy rate (single-rate with no dependents). If required by the school but not invoiced with tuition, the student should pay for the health insurance and submit a claim for reimbursement using standard form (SF) 1164, "Claim for Reimbursement for Expenditures on Official Business", per instructions listed in Chapter 3.

4. Tuition deposits paid by the participant: If a tuition deposit is required as part of a matriculation fee for the school, the Navy pays the full term/semester tuition including the matriculation fee. After the Navy pays the tuition invoice, a credit will appear in the participant's school tuition account. The participant must seek reimbursement for the credited amount directly from the school.

5. Tuition invoice received by the participant instead of MDAD: If the participant receives a tuition bill from the school for a period covered by the scholarship, the participant should contact MDAD as soon as possible (via OH@med.navy.mil). MDAD Tuition Section will contact the school's tuition office and investigate. **Under no circumstances should a participant pay a tuition invoice before contacting MDAD. Under no circumstance**

should a participant put a tuition payment on a credit card. MDAD cannot reimburse the participant for accrued credit card interest. Participants should call and speak with the MDAD Tuition Section before taking any action regarding tuition payment.

6. Participants placed on Leave Without Pay (LWOP) status are not entitled to tuition payment. Participants should contact the MDAD Registrar 60 days prior to the end of their projected LWOP so that tuition payments can be resumed. For more information on LWOP status please see Chapter 4.

7. Dual Degree Programs (MD/Ph.D., MD/Masters) and Optional Summer Semesters: The Navy pays tuition ONLY for classes/semesters required for the professional degree (MD, DO, DDS, DMD, OD, PA, DPM, Psy.D, Ph.D., etc.). Optional summer semesters and classes required for a second degree will not be paid by the Navy.

8. Additional Financial Aid: Students are permitted to apply and receive additional financial aid, student loans, grants, etc. as long as no service obligation after graduation is required. If service obligation is a part of the financial aid, the student is prohibited from accepting the aid.

9. If problems with tuition payments occur, the participant should contact the MDAD Tuition Section for assistance at (301) 295-9977 or via email at OH@med.navy.mil. Under no circumstances should a participant personally pay tuition before contacting MDAD.

2-4. AFHPSP Stipend and Annual Training Pays

1. The AFHPSP/FAP stipend is \$1992 per month. Federal, state and if applicable, local taxes are taken out of the stipend before posting to the participant's direct deposit account. Each year, the stipend is increased in accordance with the cost of living increase established for the Department of Defense. The AFHPSP/FAP stipend begins on the Benefit Start Date (BSD) and ends on the day of graduation or on the date the participant completes all academic requirements for receipt of the professional degree if graduating early. Stipend payments are made by the Defense Finance and Accounting Service, Cleveland (DFAS-CL), after the Benefit Start Date and the participant's pay account have been established. Participants are paid on the 15th of the month for days 1-15 and the 1st of the next month for days 16-30/31. This is consistent with active duty pay

procedures. Current pay regulations use a standard 30 day month for calculation of stipend. If a participant has a benefit start date which occurs on the 31st of a month, there is no stipend paid for that day.

2. The participant will receive his/her first stipend check approximately three weeks after MDAD receives the gain package documents from Navy Recruiting Command. It can take up to six weeks to establish a pay record. The participant's first payment will include all retroactive pay from the established Benefit Start Date (BSD). Stipend payments are electronically transferred as a direct deposit into the participant's bank account. Questions regarding stipends should be directed to the Systems Section of MDAD via OH@med.navy.mil or by phone at (301) 295-3042.

3. Stipend and Annual Training (AT): The HPSP stipend stops when a participant is on orders for Annual Training (AT), and resumes upon completion of AT orders. While on AT, the participant is paid at his/her military rank and receives all pay entitlements of active duty.

4. Annual Training (AT) and Active Duty Pay. Active duty pay consists of three separate entitlements; the appropriate amounts of each may be found in the Defense Finance and Accounting System (DFAS) Military Pay webpage for Base Pay (BP) and Basic Allowance for Subsistence (BAS), available at <http://www.dfas.mil/militarypay/militarypaytables.html>, and the Per Diem, Travel, and Transportation Allowance Committee website for Basic Allowance for Housing (BAH) at <http://www.defensetravel.dod.mil/perdiem>.

a. Basic Pay. A taxable pay calculated on the basis of rank and the number of years of service an individual has had in the military. Most HPSP participants will be paid at the O-1 under two years basic pay level for their entire time in the HPSP program. If a participant has prior commissioned or enlisted service, he/she will be paid at the highest Basic Pay rate prior to entry into the HPSP/FAP program when it is calculated to be more than O-1 under two years for basic pay. This is called "Save Pay" (see paragraph 5 below). If the participant served at least four years and one day of enlisted service prior to entry into the HPSP/FAP program, the participant will be paid as an O-1E with the appropriate years of service while on annual training. Pay tables can be found on the web at: <http://www.dfas.mil/militarypay.html>.

b. Basic Allowance for Subsistence (BAS). A non-taxable entitlement for food which is the same no matter what commissioned rank an individual is.

c. Basic Allowance for Housing (BAH). A nontaxable entitlement that varies on the basis of dependency status and zip code of the home address listed on the annual training orders. The current pay system was designed to calculate BAH Type II for reservists and has not been updated to pay the higher BAH Type I, which was enacted by law in 2006. As a result, participants will see an extra payment or "adjustment" in their direct deposit pay account after completion of their AT which is the difference between BAH Type II and BAH type I.

5. Save Pay: The National Defense Authorization Act of 2008 (NDAA 08) authorized medical student HPSP participants who fall within the provisions of sections 2004a, 2114, or 2121 to receive an increased rate of basic pay if they have prior active service in the military and the basic pay for their former grade would exceed the basic pay for an O-1 (the pay grade at which they serve on active duty while attending professional school) or O-1E (if they had at least four years and one day of prior enlisted service). The higher rate does not apply to Basic Allowance for Housing (BAH). HPSP participants with prior service will receive the established stipend when not on annual training (AT). When on their 45 days of annual training, Defense Finance and Accounting Service (DFAS) will pay the higher of base pays - from the prior service or the O-1E or O-1 with years of service. HPSP participants will receive that base pay in addition to BAH and BAS at the O-1 rate and any per diem if on travel. Occasionally, participants will see the additional pay as an adjustment made after their AT is completed. When annual training is completed, participants revert back to their monthly stipend.

6. Leave Without Pay (LWOP): Stipend, annual training orders, and reimbursement payments are suspended when a student is placed on LWOP (see Chapter 4).

7. Leave and Earnings Statement (LES). Students in the HPSP are in Individual Ready Reserve (IRR) status. Web posting of LES's via the MyPay System (available to active duty and government employed civilians) is NOT available to IRR members. Students receive their LES directly from the Defense Finance and Accounting System - Cleveland (DFAS-CL) via the US Postal Service after every financial posting to their bank account. The LES contains important financial and tax information, including

the participant's state of residence (i.e. the state for which taxes are taken), address, and financial institution of record. All participants should review this information to ensure that appropriate taxes are withheld prior to the end of the tax year.

2-5. Taxation of Benefits

1. Stipends, bonuses and grants are taxable. The amount of federal tax withheld is based on the number of exemptions claimed on the Employee's Withholding Certificate (form W-4) submitted at the time of entrance into the program and placed in the student's service record. If no Form W-4 is received, the stipend is taxed at the rate of a single individual with no dependents. To initiate a change in Federal Withholding Tax, a participant must complete a new Form W-4 and submit it to MDAD by e-mailing MDAD at OH@med.navy.mil. If participants want additional monies withheld from each paycheck, they must submit a new Form W4. In block 6, the participant must enter an amount that is divisible by 15 (I.e. \$15, \$30, \$45, etc.). Submit the completed form to OH@med.navy.mil.

2. State Tax is currently withheld from stipend, bonuses and grants. Students must file a DD 2058 State of Legal Residence Certificate with MDAD's System Section. DFAS-CL sends Federal Wage and Earnings Statements (LES) after each financial posting to the student account for the stipend earned each month which indicates the state of residence (i.e. the state for which taxes are taken). All participants should review this information to ensure that appropriate taxes are withheld prior to the end of the tax year.

3. W-2 Form for Federal Income Tax preparation. In January/February, DFAS sends Form W-2 to the same address it sends the participant's Leave and Earning Statement (LES). The participant should receive his/her W-2 no later than mid February. All participants should ensure that an accurate address is on file with MDAD prior to 15 December so that their LES and W-2 are delivered in a timely fashion to the correct address. Participants who graduate from their respective programs receive a W-2 via the mail to the address on file with DFAS at the time of their graduation. If a final W-2 for the last year in the program is not received, a participant should contact OH@med.navy.mil.

4. Accession Bonus. The Medical and Dental HPSP Accession bonus is taxed at a 25% federal tax rate. Appropriate state and

local taxes will be withheld prior to direct deposit. The number of claimed exemptions does not apply.

5. Annual Training (AT) Pay. While on annual training, only base pay is taxable. Basic Allowance for Subsistence (BAS) and Basic Allowance for Housing (BAH) are nontaxable. Reimbursement for AT travel is paid directly to the direct deposit account indicated on the Electronic Funds Transfer (EFT) form sent in with the travel claim. The participant's Leave and Earnings statement does not reflect this payment.

2-6. Accepting Stipend or Pay from Other Sources

1. Pay from Other Sources. Members of the HPSP (except those eligible for the G I Bill) are prohibited from accepting other scholarship support in any form from the Federal Government (i.e. Dual Compensation is not allowed), other than the pay associated with Annual Training. This applies to any federally sponsored/funded research grants. No restrictions apply to accepting pay or other remuneration from private or state sources, if doing so does not interfere with the student's status, requirements for graduation, annual training assignments, or active duty service obligation. Participants should contact MDAD if they have questions.

2. GI Bill. The Department of Veterans Affairs considers the HPSP stipend a scholarship. This enables a participant to collect the stipend plus the GI Bill education benefits previously earned while on active duty. For more information and determination of eligibility, students should contact their local VA office. The GI Bill becomes the first payer for tuition, and the HPSP program will pay any remaining tuition. This must be coordinated with the school, so participants intending to use both must contact MDAD as soon as possible. Participants may accept both stipends. When on annual training, participants cannot accept stipend of any kind, including the stipend from the 9-11 GI Bill. Cessation of the GI bill stipend must be coordinated by the participant with the Veterans Administration; MDAD does not do this. Failure to stop the GI Bill stipend while receiving active duty pays could result in prosecution.

2-7. HPSP Accession Bonus. The HPSP Accession Bonus is a \$20,000.00, taxable, one time, incentive bonus paid to medical and dental HPSP enrollees, who entered the HPSP program after 1 October 2006 and who agree to accept it and a minimum service obligation of four years. This bonus is paid as two payments of

\$9000, and one of \$2000. Each payment has taxes subtracted prior to payment to the participant's direct deposit account. Deposit is generally made over the course of a week after the benefit start date and after a direct deposit pay account has been created. AFHPSP NAVCRUIT 1131/131 (Rev. 9-07), Service Agreement form, includes a paragraph which denotes a participant's acceptance or declination of the bonus. On a leave and earnings statement, the payment will be seen in the field of FLPP (Foreign Language Proficiency Pay). Defense Finance and Accounting System (DFAS) had limited available fields for this new program and decided to use this field for documentation purposes.

2-8. IRR Benefits for All Participants

1. Commissary and Exchange Privileges. Participants are entitled to unlimited military commissary and exchange privileges. A valid IRR card must be presented to utilize these facilities.

2. Dental Benefits. Participants and their families are eligible for the TRICARE Dental Program, a voluntary, premium-based dental insurance plan. For more information, go to: <http://www.tricare.mil/mybenefit/home/Dental/NGR/>.

3. TRICARE Medical Benefits. Participants are eligible for TRICARE medical benefits while on active duty for annual training (AT) only. Upon execution of AT orders, members are automatically designated as eligible for TRICARE PRIME and family members are automatically designated as eligible for TRICARE STANDARD. If a participant desires TRICARE PRIME for family members while on AT, he/she must enroll the family members at the local TRICARE office when beginning active duty for AT. Family and participant eligibility ends upon completion of AT orders. If a participant has private health insurance, TRICARE is the second payer for medical expenses. For more information, please see the Chapter 5, paragraph 5-12, Annual Training.

4. Thrift Savings Program (TSP). The TSP is a retirement savings plan for members of the uniformed services. The Federal Retirement Thrift Investment Board, administers the Thrift Savings Plan (TSP). The Web site <http://www.tsp.gov> has extensive information about this program. All military active duty are eligible to participate in the TSP. While on active duty for annual training, HPSP and FAP participants are eligible to initiate a TSP account and contribute any percentage (1 to

100%) of basic pay. However, the annual total of tax-deferred contributions cannot exceed the Internal Revenue Code limit, which is \$16,500 for 2010. Stipend payments are not eligible for TSP contributions. The HPSP Accession Bonus is eligible for TSP contribution, but a TSP account must have been established on active duty prior to receipt of the Accession Bonus. To establish an account, the participant must go to the nearest personnel support detachment (PSD) and have a TSP account initiated during an annual training period. If the PSD cannot input the participant's information, the signed TSP-U-1 form should be e-mailed to cl-nvres-tsp@dfas.mil. Include a cover sheet with a short explanation. DFAS will enter the data.

5. Use of Morale, Welfare and Recreation (MWR) Facilities. Participants are entitled to unlimited use of military MWR facilities and equipment. A valid military ID card must be presented when entering the facilities.

6. Service member's Group Life Insurance (SGLI). While on active duty for annual training, HPSP and FAP participants are automatically enrolled in SGLI. Members are automatically insured for the maximum amount of \$400,000 unless the student officially requests less coverage. Coverage can be reduced only by increments of \$50,000 or canceling it entirely. In addition, the SGLI coverage includes Traumatic Injury Protection, which provides service members protection against loss due to traumatic injuries and is designed to provide financial assistance to members so their loved ones can be with them during their recovery from their injuries. The coverage ranges from \$25,000 to \$100,000 depending on the nature of the injury. Members of the Individual Ready Reserve (IRR) will be charged \$26.00 per month for \$400,000 of coverage while on annual training. After release from AT, students may extend their life insurance coverage by converting SGLI to Veterans Group Life Insurance (VGLI). See Chapter 5, paragraph 5-13 for details.

7. Miscellaneous Benefits. Many merchants and stores offer military members special rates and discounts with a valid military ID card. Additionally, certain credit unions, insurance companies, and financial institutions provide special benefits for military members.

CHAPTER THREE
REIMBURSEMENTS

3-1. General Information

1. Armed Forces Health Professions Scholarship (AFHPSP) and Financial Assistance Program (FAP) participants are authorized reimbursement as outlined in this chapter. To avoid delay or denial of a claim, all guidance contained in this chapter should be followed carefully.

2. Financial Assistance Program (FAP) participants are reimbursed for all required fees, books and laboratory expenses related to their program of study.

3. Nurse Candidate Program (NCP) participants are not authorized reimbursements.

4. Items authorized for reimbursement are limited to purchased items that are considered ordinary, necessary and are required of all students (whether an HPSP/FAP member or not) enrolled in a qualifying professional degree program. Reimbursement is further limited to those items required by the school for all students enrolled in the student's year level and course rotation. Participants must submit requests for reimbursement on a "Claim for Reimbursement of Expenditures on Official Business", Standard Form 1164 (SF-1164) as discussed in section 3-7.

a. Students will be reimbursed for authorized items only once, unless otherwise specified.

b. Students will NOT be reimbursed for items specifically listed as not authorized for reimbursement in this chapter. Additionally, state and local sales taxes are not reimbursed. If a participant wishes to appeal the reimbursement of an item after review by MDAD, the participant should contact the Reimbursement Section directly and discuss the item and its requirement.

c. Participants will NOT be reimbursed for items purchased more than 45 days prior to the start of their first covered term/semester. If a participant is commissioned when already enrolled in a term/semester, he/she will be reimbursed for all

authorized items purchased within 45 days of the start of that term.

d. Participants will NOT be reimbursed for items purchased while in a leave without pay (LWOP) status, as outlined in Chapter 4.

e. Graduating participants will NOT be reimbursed for purchases made within 60 days of their graduation date or the date of completion of their academic requirements, whichever is earlier. Reimbursement claims should be received in MDAD no later than 60 days prior to graduation. No items will be reimbursed which would have been authorized at an earlier year level. MDAD is not responsible for reimbursing participants for equipment or library materials intended for active duty use.

3-2. Items Authorized for Reimbursement

1. When authorized in accordance with section 3-1, the below items will be reimbursed to all HPSP students. Dollar limits on authorized items are listed on the Program's website located at <http://www.med.navy.mil/sites/navmedmpte/accessions/Pages/default.aspx>.

a. Textbooks/Course Packets. The "required book list" must be submitted as proof of the requirement for the purchased item, and submitted with the claim as outlined in section 3-7. CD-ROM/DVD course media will be reimbursed only when it is the required media documented by the Dean's Certificate.

b. Microscope and Computer rental/lease. DOD purchasing regulations prohibit the purchase of computers, PDAs, cell phones, and other electronics for HPSP/FAP participants. Rental of microscopes and computers is permitted. Microscope rentals are limited to \$250.00 per year for up to two years. Computer rental reimbursement is authorized up to \$500 per year for four years. The rental fee cannot be applied to microscope and/or computer purchases (i.e. rent to own). A copy of the computer lease or rental agreement from a leasing/rental entity in business (not friends or relatives) for that purpose must be provided. A rental lease or agreement that results in ownership at the end of the lease/rental period is not authorized for reimbursement and will not be allowed.

c. National Board Examinations. Registration fees for the following examinations will be reimbursed:

(1) United States Medical Licensing Examination (USMLE) Step 1, USMLE Step 2 Clinical Knowledge (CK) and Clinical Skills (CS) or Comprehensive Osteopathic Medical Licensing Examination (COMLEX) Levels 1 & 2 (CE) and (PE).

(2) National Board of Dental Examiners (NBDE) Parts 1 and 2.

(3) National Board of Examiners in Optometry (NBEO).

(4) Podiatry students: National Board of Podiatric medical Examiners (NBPME) Parts I and II.

(5) Physician Assistant PANCE examination.

No travel costs will be reimbursed and no per diem will be paid to take the tests. The participant must provide a copy of the registration form and proof of payment. The actual score from taking the examination is not required to process the reimbursement, but must be sent to the MDAD Student Program Section, in order to supersede and come on active duty. Repeat examinations will not be reimbursed. A Dean's Certificate is not required for processing reimbursement of national board examinations.

d. State Licensure/Certification. **THE HPSP PROGRAM IS NOT AUTHORIZED TO REIMBURSE INDIVIDUALS FOR THE COST OF SECURING A STATE LICENSE OR CERTIFICATION FOR PRACTICE.**

e. Health Insurance. Health, Dental, Vision, Disability, etc. insurances are allowable reimbursement items only when paid by the participant (i.e. NOT invoiced with tuition), and **ONLY** when required by the school. Reimbursement will be made for a policy that satisfies the minimum insurance requirements as outlined by the school and will be for the lowest cost option listed below:

(1) A policy issued by the school (single rate only).

(2) An independent insurer at the single rate.

(3) The cost of adding the participant to a family member's policy.

If coverage is required and the participant is covered as a dependent on another's policy, the participant will be reimbursed for the difference between the cost of the "primary

insured" and the cost of the "primary insured plus one". Reimbursement is limited to the cost of a single rate school policy if available. Proof of both rates is required. If payment is made via payroll deduction, submission of one pay stub showing the recurring cost per academic period will suffice.

f. Health Insurance Documentation for Reimbursement. In addition to a properly completed SF-1164, the Health Insurance section on the Dean's Certificate must be completed.

1) Proof that health insurance coverage is required by the school. This is item 1 or 2 under HEALTH INSURANCE on the Dean's Certificate, which must be completed and initialed.

2) Proof of the cost and dates of coverage for a single policy, if one is offered by the school.

3) If required but no policy is offered by the school, the Dean must initial item 2 under HEALTH INSURANCE on the Dean's Certification form. The student must provide proof of the single policy rate, the actual policy premium being paid, and the dates of coverage by the insurance company holding the policy.

g. Immunizations are available at most Navy Reserve Centers (NRCs). Students are encouraged to obtain required immunizations not obtained prior to entry into the program at an NRC. However, when an NRC is not readily available, the following immunizations are reimbursable:

1) Hepatitis A.

2) Hepatitis B Series (3 shot series).

3) Measles-Mumps-Rubella (MMR): Required if no immunity is documented via titers.

4) Varicella: Required if no immunity is documented via titers.

5) Influenza.

6) Tetanus.

h. Fees authorized under section 2-3 may be reimbursed only if paid directly by the participant and NOT invoiced/paid with tuition.

i. HIV Testing: Students may be reimbursed for an HIV test every two years. No Dean's Certificate is required for reimbursement of an HIV.

3-3. Items Authorized for Reimbursement for HPSP Participants

When authorized in accordance with section 3-1, items listed in Appendix D will be reimbursed for participants based on their professional training requirements. Please see Appendix E for items NOT authorized for reimbursement. Items not specifically listed as authorized will be reviewed by MDAD staff for reimbursement appropriateness. Professional examinations required for graduation or as specified by the HPSP contract will be reimbursed one time only. A Dean's Certificate is not required for reimbursement of these examinations.

3-4. Instructions for Submitting a Claim for Reimbursement

1. All requests for reimbursement for authorized items must be submitted on a "Claim for Reimbursement for Expenditures on Official Business", standard form 1164 (SF-1164). A PDF version of the SF-1164 can be found on the website in the Reimbursement Section and on the forms page located at:

[http://www.med.navy.mil/SITES/NAVME DMPT&E/ACCESSIONS/](http://www.med.navy.mil/SITES/NAVME DMPT&E/ACCESSIONS/Pages/Forms.aspx)

[Pages/Forms.aspx](http://www.med.navy.mil/SITES/NAVME DMPT&E/ACCESSIONS/Pages/Forms.aspx). Appendix A provides step-by-step instructions for properly filling out the SF-1164. Use only **ONE** SF-1164 per submitted claim. Use the back of the form to list additional items. Please type or print legibly in black ink. Please limit the number of claims to one per every three months in order to decrease the processing volume in MDAD. Always keep a copy of what you send for your files.

2. Reimbursement requests can be sent multiple times throughout a year, but should contain only items purchased in a single fiscal year. A fiscal year begins on 1 October and ends 30 September the following year. Do not combine items from different fiscal years on one SF-1164. Example: If a participant purchased six textbooks between the 20th of September 2010 and the 4th of October 2010, the books purchased on or before the 30th of September would go on one SF-1164. Those books purchased on or after 1 October 2010 would go on a separate SF-1164.

3. Claim Preparation:

a. Itemize the SF 1164 in the order that authorized items were purchased as noted on the date of the receipts.

b. Arrange original receipts in chronological order and scan it as an electronic document. Do not send original receipts. MDAD will not be held liable for any loss of original receipts. The participant's name and the last four digits of his/her social security number must be printed on each scanned page.

c. Sign and date the SF-1164 and include all documents listed in Section 3-8 (below) together in one package. The student's name and the last four digits of his/her social security number must be printed on each page submitted.

d. Keep a copy of the entire claim submission package for future reference. Processed claim packages are not returned.

e. Incomplete claims will be returned after 30 days if requested information is not supplied to MDAD.

4. Delivery Methods: Reimbursement claims can be sent for processing via:

a. Scan and e-mail to MDAD (**preferred method**) using the address OH@med.navy.mil and the subject heading "ENS (or LT) (Last Name)-Reimbursement Claim".

b. FAX to fax number (301)295-1811. Always send a follow-up e-mail to OH@med.navy.mil to ensure delivery.

c. U.S. Postal System (**This is not the preferred method. It is too slow and documents may be lost.**): Use registered or certified mail addressed to:

Medical Department Accessions Department
NAVMEDMPT&E
Building 1, Tower-13, Room 13132
8901 Wisconsin Ave
Bethesda, MD 20889-5611

Attention: MDAD Reimbursement Section

Any delivery method should allow a tracking mechanism for future reference, should processing be delayed.

3-8. Items Needed to Submit a Reimbursement Claim (SF-1164)

1. Dean's Certificate. The Dean's office must review each claim for reimbursement and complete and sign the most current version of the Dean's Certificate as available on the Accession's Website in the Reimbursement Section or Forms Section. NOTE: The Dean's Certificate is not a blanket authorization and must identify specific purchases. If a participant is in the FAP program, the Program Director may sign the Dean's Certificate in lieu of a "Dean."
2. A required book list must be sent with a reimbursement claim for books. If the student's school does not clearly identify texts as "required," and provides only a list of "recommended" books, the Dean's Certificate must further identify the books as being required.
3. Itemized bookstore/vendor/online receipt, invoice or packing slip which includes at a minimum the vendor name, method of payment, amount paid, and date paid. If sending an in-store sales receipt, it must show a zero balance. If the receipt itself does not demonstrate payment in full, a copy of the canceled check (both sides) or a copy of the credit card statement must accompany the claim. A credit card statement is not in itself proof of payment for an item. An invoice must accompany a credit card statement to verify that the item was purchased.
4. The following are NOT acceptable as qualifying receipts:
 - a. National Board acknowledgment cards.
 - b. Carbon copy/hand written receipts with no store or school heading.
 - c. Letters or notes indicating sales or agreement for rentals between private parties.
5. If the MDAD reviewer cannot verify that an item is required, the participant may be asked to provide additional documentation of its necessity.
6. Questions about reimbursable items should be directed to MDAD at OH@med.navy.mil using the subject heading "ENS/LT (last name) -Reimbursement". Reimbursement Claims are subject to government audit at any time. Filing a false or fraudulent

claim may lead to loss of scholarship and possible criminal prosecution.

3-9. Shipping and Handling Fees and Sales Taxes. Shipping and handling fees are not reimbursable. Taxes are no longer reimbursable. U.S Tax Exemption Form SF-1094 was established for purchases made by the Government. Participants should complete the form and present it to the vendor prior to purchase. It is up to each vendor whether the SF-1094 will be accepted or not. There is no way to force a vendor to accept it.

CHAPTER FOUR
ADMINISTRATIVE INFORMATION

4-1. Leave Without Pay (LWOP)

1. General. HPSP and NCP students must request Leave Without Pay (LWOP) from the program if there is any delay in their graduation date. LWOP may be granted for periods of six months or one year. Generally no more than 12 months of LWOP are granted to any participant. Requests for additional LWOP because of academic or administrative reasons may result in separation from the HPSP/FAP program with subsequent recoupment of funds expended.

2. LWOP Requests and Approval. Students must contact the MDAD Registrar to request a period of LWOP. This is done via e-mail at OH@med.navy.mil, using the subject heading "ENS/LT (last name) - LWOP Request". The HPSP Program Manager must approve all LWOP requests in advance. Approval of LWOP from the scholarship program is separate from any approval process by the participant's school. Any change in graduation date that is not approved by MDAD constitutes a withdrawal from school and may result in loss of scholarship eligibility and all benefits. All participants granted LWOP status will receive an e-mailed letter stating the period and terms of the LWOP period.

3. Types of LWOP. There are four types of LWOP:

a. Administrative LWOP. This is an involuntary LWOP. It is the only LWOP status from which a student can automatically be returned to active status. Students will be automatically placed on an administrative LWOP for noncompliance with administrative or contractual requirements such as failure to apply to GME and ERAS, failure to update address or telephone number, failure to provide licensing exam results; or when medical, security or military service disqualification is first indicated, requesting discharge from the Reserves, or when status cannot be determined.

b. Medical LWOP. This is normally a voluntary LWOP. It may become involuntary when it is determined that a student has been granted a medical leave by the school, when the MDAD Registrar or MDAD Medical Section is notified of a medically disqualifying condition, or when otherwise indicated. Quarterly progress reports are required from the treating health care professionals and may be sent via e-mail or via

certified/registered mail to MDAD. If a pregnancy and subsequent recovery delays graduation, a student may need to be placed on Medical LWOP. This must be reported to the MDAD Registrar at OH@med.navy.mil.

c. Academic LWOP. Academic LWOP occurs when a student must repeat an academic period, has entered a preparatory or decelerated program, or has failed to pass appropriate licensing examinations. A student repeating an academic period during the summer is not placed in a LWOP status if it does not delay graduation.

d. Educational LWOP. A LWOP for completion of additional degrees or participation in other educational programs prior to obtaining the professional degree is rarely approved. Educational LWOP is completely subject to the needs of Navy Medicine and must be approved by the MDAD Program Manager prior to beginning an additional program. A request for Educational LWOP must include the following information:

- (1) Current transcript.
- (2) Copies of board scores.
- (3) Outline of intended course of study or detailed program description.
- (4) Endorsement by the Dean.
- (5) Motivational statement including benefit to the Navy.

4. LWOP Procedure. LWOP and return from LWOP must be requested and processed via the MDAD Registrar.

a. Requesting LWOP. LWOP requests must be submitted as soon as possible before the LWOP effective date. Any entitlements received after the LWOP effective date will be recouped.

(1) The LWOP request should include a detailed justification for the LWOP and its proposed duration.

(2) A letter from the Dean of Student Affairs indicating the LWOP period, the student's class standing, revised graduation date and reasons for the LWOP must be sent separately to the MDAD Registrar via e-mail (recommended delivery method)

at OH@med.navy.mil, FAX at (301) 319-4122, or by U.S. Postal Service (not recommended method) to:

Medical Department Accessions Department
 NAVME DMPT&E, Bethesda (MDAD)
 Building 1, 13th floor, Room 13126
 8901 Wisconsin Ave
 Bethesda, MD 20889-5611

b. Return from LWOP. A written "Reinstatement Request" must be made at least **60 days prior** to the expiration of LWOP in order to allow adequate time to restore entitlements. The request must include a letter from the Dean of Student Affairs that confirms the effective date of the participant's re-entry into school, new anticipated graduation date, and a copy of the most recent transcript. Return to active status from a voluntary LWOP IS NOT automatic. A "Reinstatement Request" is submitted as described below:

(1) Administrative LWOP. Return from an administrative, involuntary, LWOP will occur after the issue(s) which prompted the LWOP is/are resolved. Benefits will be retroactively reinstated once the requested information has been received by MDAD.

(2) Medical LWOP. The participant must initiate removal from LWOP status to ensure timely resumption of entitlements. Return from a medical LWOP requires a medical evaluation from a physician, which includes the following information:

- (a) Initial diagnosis.
- (b) Initial treatment.
- (c) Interim progress.
- (d) Final diagnosis.
- (e) Final treatment.
- (f) Long term prognosis.

NOTE: If the medical condition is deemed "not suitable for continued military service" by the Navy Personnel Command via the Medical Board and Waiver Process, the participant will be separated from military service.

(3) Academic LWOP. The participant must initiate removal from LWOP status by submitting information from the school demonstrating that remediation has been successfully completed and the participant is in good academic standing. If academic progress has been hindered, appropriate adjustments to benefits will be made. The MDAD Registrar must be notified if there is any change to the projected graduation date.

(4) Educational LWOP. The participant initiates removal from LWOP status by submitting a copy of the degree or transcript from the completed program of study and a request to the MDAD Registrar for restoration of program entitlements.

(5) Failure to request return from LWOP may result in loss of benefits.

5. Effect of LWOP on Entitlements. All entitlements, as well as active duty training, are suspended during any period of LWOP. The participant's remaining entitlements will be determined by calculating the previously expended benefits, the remaining benefits based on the participant's contract, and the new graduation date.

6. A LWOP restoration letter will be e-mailed by the Registrar to the participant, which documents the benefit reinstatement date and the new anticipated graduation date. Entitlements suspended for administrative noncompliance will be restored retroactively upon completion of administrative requirements.

4-2. Disenrollment Policy

1. Disenrollment from HPSP/FAP and NCP occurs automatically upon failure to maintain eligibility, including but not limited to, disenrollment from school for any reason, loss of eligibility for military service or the scholarship, medical disqualification, etc. Failure to pass national licensing examinations after two attempts will be considered failure to progress academically and normally results in disenrollment from the program (per the participant's HPSP contract). All program disenrollments will be considered on a case-by-case basis.

2. Voluntary Disenrollment. Participants may request disenrollment from their program for exceptional circumstances. Voluntary disenrollment is rarely approved and in addition to endorsement by MDAD, requires approval by Navy Personnel Command. The request for disenrollment must include the reason

for the request and supporting documentation (per appropriate Navy instruction). A voluntary disenrollment does not eliminate any incurred service obligation. A formal, written request (not e-mail) with supporting documentation must be sent via Certified/Registered mail to the MDAD Registrar. Discussion with the MDAD Registrar (via OH@med.navy.mil) prior to submitting the written request will help expedite the review process and ensure that all required documentation is sent.

3. Involuntary. A participant considered for involuntary disenrollment will be given due process. Participants may be considered for involuntary disenrollment if it is determined to be in the best interest of the Government when a participant:

- a. Fails to complete the agreed upon health care degree.
- b. Is convicted for: a felony as defined under Federal, State, or Local law; an offense which if tried under the Uniform Code of Military Justice (UCMJ) could result in confinement or a dishonorable discharge.
- c. Has discreditable involvement with civilian or military authorities, including driving under the influence or while intoxicated.
- d. Exceeds the maximum authorized leave of absence period (generally 12 months).
- e. Demonstrates administrative or contractual noncompliance.
- f. Fails to successfully complete Officer Development School (ODS) or professional licensure examination requirements.

4. Due Process. When it is determined that a participant meets any of the above criteria, due process shall be afforded. Failure on the part of the student to keep contact addresses and phone numbers current will not delay the proceedings.

a. The participant will be provided a written due process notification from the MDAD Registrar which specifies the below information:

(1) The reason the participant is being considered for involuntary disenrollment from the program.

(2) The actions necessary to correct the deficiency and a reasonable time to correct the deficiency (administrative or contractual noncompliance only).

(3) A specification of the alleged misconduct, if applicable, including approximate date and location of occurrence.

(4) The time period allotted for responding and address of the office to receive the response.

(5) The decisional authority.

(6) The service obligation or repayment provisions, as appropriate.

(7) The participant's rights under the due process proceedings include: consultation with an attorney at the participant's own expense; submission of statements in his/her own behalf; and submission of statements from witnesses and other information to show why disenrollment should not occur or why other disposition should be considered because of extenuating circumstances.

b. A participant is given 14 calendar days upon receipt of the disenrollment notice to respond. An extension (up to 30 calendar days) may be granted if warranted. The MDAD Registrar must receive the response by the date indicated in the proposed disenrollment notice. Responses not received in a timely manner may not be considered. Failure to respond in a timely manner will not delay the decision, unless there are extenuating circumstances.

c. The Commanding Officer, Navy Medicine Manpower, Personnel, Training and Education Command (NAVMEDMPT&E) is the initial reviewing authority for all proposed disenrollments. The Commanding Officer will send his/her endorsement to Navy Personnel Command for a final determination. A written decision will normally be provided from Navy Personnel Command within 60 calendar days from the date of the disenrollment notice. The Disenrollment Notice from Navy Personnel Command will state: the nature of the decision; the basis for the decision; appeal rights; location for submitting the appeal; and the appellate authority. The decision is final, unless a timely appeal is submitted.

d. An appeal is not automatic. It is the participant's option to appeal any decision that results in disenrollment. A participant is given 14 calendar days to submit an appeal. Appeals are not considered after that period, unless there are extenuating circumstances. A decision on the appeal will normally be provided within 60 calendar days from the date the appeal is received. All appeals must be processed through the NAVMEDMPT&E where it must be received by the date indicated in the disenrollment notice.

e. When a situation warrants, a participant may be placed in a leave of absence without pay (LWOP) status pending the outcome of the decision.

f. All responses and appeals must be signed and dated but such omissions will not delay the proceedings. Undated correspondence will assume the postmark date. Ensure all correspondence is mailed via certified or registered mail to:

Registrar, MPT&E Accessions Department
 Building 1, 13th floor, Room 13126
 NAVMEDMPT&E
 8901 Wisconsin Ave.
 Bethesda, MD 20889-5611

4-3. Transfer between Academic Institutions

1. A program participant may not transfer to another institution, without first receiving permission from MDAD. To request a transfer to another institution, a student must submit the following to the MDAD Registrar:

a. A request in writing via certified or registered mail to seek transfer to another school (this request must contain the name of the school the student is currently attending and the school to which the student desires to transfer) and supporting explanation for the request. Requests that necessitate an extension of the scholarship beyond the time established in the student's initial contract will not be approved.

b. A letter of acceptance from the new institution stating both the academic term start date and the anticipated graduation date.

c. A letter from the institution the student is leaving, which verifies the effective date of the participant's release.

2. The Transfer Request must reach MDAD at least 90 days prior to the start of the term for which the transfer is requested. If approval from MDAD to transfer schools is granted, a new Academic Year Statement (AYS) from the gaining institution must be sent to the MDAD Registrar immediately. Once the AYS is received, the MDAD Tuition Section will contact the new institution to initiate payment of tuition and required fees.

4-4. Program Resignation

1. The Navy has entered into a written contract with the participant in good faith and depends upon graduation to fill the needs of Navy Medicine. A participant is expected to fulfill the terms of his/her written contract.

2. There is no provision to "buy out" the HPSP, FAP or NCP contract.

3. Requests based on personal reasons are normally disapproved. If resignation is requested, the student should contact the MDAD Registrar for guidance. A resignation request must include the following:

a. A letter from the student fully explaining the reasons for requesting resignation.

b. Supporting documents i.e. a letter from the Dean of Student Affairs or an advisor who supports the resignation, confirmation of current academic status, whether or not the participant has disenrolled from school and the circumstances involved.

c. Based on the participant's particular case and supporting correspondence, the Commanding Officer, NAVMEDMPT&E will make a recommendation and forward the request to Navy Personnel Command for a final decision.

d. If resignation is granted, all funds expended in support of the participant will be recouped.

4-5. Members with Prior Active Duty Service

1. Members with Prior Enlisted Service: Members with at least four years and one day of prior active enlisted service are entitled to "O-1E" pay during their annual training. Participants with prior service, should send a copy of their DD-214, (Report of Separation from Active Duty), and any

documentation of Reserve drill time and/or National Guard duty to the Systems Section of MDAD. These documents will be forwarded to Navy Personnel Command for computation of creditable prior service for pay purposes.

2. Save Pay. The National Defense Authorization Act of 2008 (NDAA 08) authorized HPSP medical students who fall within the provisions of sections 2004a, 2114, or 2121 to receive an increased rate of basic pay while on annual training if they have prior active service in the military and the basic pay for their former grade exceeds the basic pay for an O-1 (the pay grade at which they serve on active duty while attending medical school). The higher rate does not apply to BAH. Pay adjustments are made after completion of the annual training period.

3. The Department of Veterans Affairs considers the HPSP stipend a scholarship. This enables a participant to collect the stipend plus the GI Bill education benefits previously earned while on active duty. For more information and determination of eligibility, students should contact their local VA office. Those receiving a GI bill stipend cannot receive stipend and basic pay at the same time during annual training. The GI bill stipend must be stopped by the student prior to annual training in order to be in compliance with current regulation.

CHAPTER FIVE
ANNUAL TRAINING

5-1. Introduction to Annual Training (AT). HPSP/FAP participants are entitled to one active duty, annual training period every year while in the program. Participants shall take only one annual training period per fiscal year (1 October through 30 September). Annual Training provides a valuable adjunct to professional education and assists in the participant's adjustment to future active duty service with the Navy. Annual Training which requires travel outside the Continental United States or hazardous duty, such as Dive School or Jump School, is prohibited. While on AT, a student receives the full pay and benefits of an Ensign. Stipend is not paid when a student is on AT.

5-2. Annual Training Length. Every eligible member of the HPSP is entitled to perform 45 days of AT for each year of program participation (four-year scholarship participants are entitled to four AT periods; three-year scholarship participants are entitled to three AT's, etc.). Officer Development School (ODS), discussed below, counts as one AT period. FAP participants are entitled to 14 days of AT per scholarship year.

a. HPSP participants can not extend an AT period beyond 45 days or split the time between two different Naval Medical facilities. FAP participants cannot extend their AT beyond 14 days.

b. Clerkship ATs are limited to 28 days of travel away from the student's school.

c. Annual training at Officer Development School is authorized for five weeks.

d. School Orders will complete the remaining days of allowable AT. The "School Orders" portion may occur at the beginning or end of the 45 day period. If the participant's school schedule does not allow time for an AT at a Navy facility, the entire AT period will be served as "School Orders" (see below).

5-3. Types of Annual Training

1. Officer Development School (ODS). This is a five-week Navy officer orientation at Newport, Rhode Island, which should ideally be completed at the first available opportunity, generally prior to entry into professional school or after the first year of study. Further information about ODS is available on the web at <http://www1.netc.navy.mil/nstc/otc/ods.asp>. For HPSP/FAP participants with prior commissioned service, the requirement for ODS is determined by the participant's experience and future assignment requirements, as determined by the participant's detailee. Prior enlisted service does not exempt members from the requirement to attend ODS.

2. Research Clerkship. A research clerkship is performed at a Navy medical research facility and focuses on research related to the operational Navy. These rotations are usually performed by first and second year students who have already attended ODS. For additional information about these opportunities, please see the Accessions Website page on HPSP and FAP Annual Training located at:

<http://www.med.navy.mil/sites/navmedmpte/accessions/Pages/HPSPandFAPAnnualTraining.aspx>

3. Clinical Clerkship. A clinical clerkship is performed at a Naval Hospital or clinic, for which the participant may receive elective credit toward graduation (the participant's school must approve the clerkship for credit). These clerkships are performed by third and fourth year students, generally in preparation for selection for the GME-1 year or active duty assignment. For additional information about these clerkships, please see the Accessions Website page on HPSP and FAP Annual Training located at:

<http://www.med.navy.mil/sites/navmedmpte/accessions/Pages/HPSPandFAPAnnualTraining.aspx>

4. School Orders. School Orders are normally taken when the participant's academic schedule does not permit travel to a Navy site. School Orders are performed entirely in the geographical location of the participant's educational site. Participants must remain at school for the entire 45 day period (no trips or vacations away from school are permitted). Participants starting School Orders do not need to report or check in with any Navy activity or base. The participant goes to classes and receives full active duty benefits during the 45 day period. Wearing a Navy uniform is not required when on School Orders. School Orders may contain language to "report by letter only"

which means report by sending a letter to the command. Orders might also contain instructions to report to a local Reserve Center. These instructions are inserted into the orders automatically by the order writing system and should be ignored by AFHPSP/FAP students. Please contact MDAD at OH@med.navy.mil if you have questions on the receipt or execution of School Orders.

5-4. Annual Health Verification

1. Annual Verification. The participant's Annual Verification and HIV must be up to date prior to initiating AT orders. This information is required annually to provide MDAD with important information on health status and contact information, which is required to authorize annual training. The Annual Verification Package consists of four forms which updates all participant information. The Annual Health Screening Form updates only medical conditions.

a. Freshmen participants should keep MDAD apprised of any changes in their contact information by submitting changes via OH@med.navy.mil.

b. Sophomore participants will submit a completed Annual Verification Package in January/February of their sophomore year.

c. Juniors will submit an Annual Health Screening Form in October/November of their junior year.

d. Seniors will submit an Annual Verification Package in August at the start of their senior year.

e. These forms are available under the Forms Section of the Accessions website located at: <http://www.med.navy.mil/sites/navmedmpte/accessions/Pages/Forms.aspx>. Fax them directly to the MDAD Medical Records section, using the following dedicated, secure fax number: (301) 295-5954.

2. HIV Testing. An HIV test is required every two years. It can be performed at the participant's nearest Reserve Center or by a local health clinic. An HIV test is a reimbursable expense. HIV results may be faxed to the MDAD secure, medical FAX at (301) 295-5954.

3. **Pregnancy.** Pregnant students may perform travel AT up to, but not during, the third trimester. Students should notify MDAD of their pregnancy and estimated date of delivery. Pregnant participants may elect to take School Orders during their pregnancy and be covered under the active duty medical benefit described in section 5-12-B below. Any delay in graduation date must be reported to the MDAD Registrar at OH@med.navy.mil. Pregnant service members are not allowed to attend Officer Development School (ODS) and for six months following delivery. For additional information, contact MDAD at OH@med.navy.mil.

4. **Height/Weight Requirements.** Participants are required to maintain good health and physical readiness which includes compliance with Navy physical fitness and required Navy weight standards as shown in Appendix B. Navy height/weight standards are waived during pregnancy but must be met within six months after delivery.

5-5. Annual Training Locations. A current list of AT locations and types of clinical and research clerkships can be found on MDAD's website located at:
<http://www.med.navy.mil/sites/navmedmpte/accessions/Pages/HPSPandFAPAnnualTraining.aspx>.

5-6. AT Travel

1. Navy travel regulations state that one day's travel is equal to 350 miles. HPSP participants are authorized one day of travel to their site of AT. The last day of the AT is used for return travel. If the AT site is greater than 350 miles from the participant's school, MDAD is required to issue a government purchased airline or train ticket. If the AT site is less than 350 miles from the participant's school, the participant may request to drive. The 350 mile driving limit policy is in accordance with current DOD travel regulations, which considers a day of driving as eight hours with an hour lunch break and 55 mph as the speed limit.

2. Travel for family members is not authorized in AT orders. If family members accompany a participant, the Navy will not reimburse for any expenses the family members incur.

5-7. Requesting AT

1. Participants are responsible for scheduling and securing their own clerkships. Prior to requesting travel orders, a

participant must request a clerkship position from the Graduate Medical Education Coordinator at the AT site, using the list of GME Coordinators found on the MDAD's website. Once a participant has received an acceptance letter from the site, he/she submits an Annual Training Request along with a copy of the clerkship acceptance letter to the MDAD Travel Section via and e-mail to OH@med.navy.mil. Plan in advance, and follow up on requests for clerkship assignments with the appropriate GME office. All AT requests must be requested through MDAD at least eight weeks prior to the start of the requested AT period. If orders have not been received by the participant one week prior to travel, the participant should contact MDAD Travel at OH@med.navy.mil.

2. Participants are permitted only one AT period during any given fiscal year. The military fiscal year runs from 1 October until 30 September the following year.

5-8. AT Orders

1. Orders (and e-tickets, if required) for an AT will be issued and sent via e-mail approximately 10 days prior to the start of the required travel. If the participant has not received an e-ticket by 10 days prior to the training date, the participant should immediately contact MDAD at OH@med.navy.mil and request a status check on his/her travel arrangements. **At no time should a participant purchase his/her own ticket. A participant will not be reimbursed for the cost of a personally purchased ticket.** Participants should read orders and tickets carefully to ensure that they are correct. If the participant has questions or if there is any discrepancy, MDAD should be contacted immediately at (301) 319-4538 or OH@med.navy.mil. All participants should save a copy of their travel itinerary. This will be required when submitting a claim for travel following completion of orders. Processing a travel claim can be problematic without a copy of the itinerary. MDAD does not save copies of travel itineraries.

2. Once orders are received, participants are expected to complete them. If for any reason a participant cannot complete a set of AT orders, MDAD must be notified immediately at (301) 319-4538, so that the orders can be cancelled.

3. When reporting to and departing from an AT site, participants must have the original orders endorsed (signed) by the Personnel Support Detachment (PSD) or Quarterdeck at the site to reflect the time and date they reported and detached. This is the only proof that the active duty orders were

completed. These dates and times are used to compute travel and authorized per diem pay. Participants will not be paid without them.

4. Check-in at Clerkship/Officer Development School (ODS). Upon arrival at a clerkship site, participants will report to the GME coordinator. If reporting to ODS, the participant should report to the ODS Administrative Officer at King Hall.

a. If the participant's itinerary does not have a Certificate of Non-availability (CNA) number on it, the participant must check in with the Bachelor Officer Quarters (BOQ) office for a room, regardless of what the itinerary says.

(1) If a room is available, the participant MUST use it.

(2) If no BOQ room is available, the participant must get a Certificate of Non-Availability (CNA) stamp on the orders or a letter from the BOQ manager. Only with this documentation can the participant be reimbursed for commercial lodging.

(3) Once the participant has a CNA, commercial lodging is authorized in accordance with Block 12 of the AT orders.

b. If the participant's itinerary has a CNA on it, the participant may use commercial lodging as authorized in the orders. Reservations must be made at a facility that charges the government rate. When making reservations, participants should tell the reservation clerk at the facility that they will be on official military orders and require the government rate for lodging.

5. No Messing Available Letter. Most clerkship orders will have a paragraph which states, "The use of the mess adversely affects mission performance, per-diem authorized at commercial rate." This statement allows the participant to receive full commercial per diem. If this statement is not included on a set of clerkship orders, the participant must go to the GME office immediately and obtain a "No Messing Available Letter", which will allow the student to receive full commercial per diem if commercial messing is authorized. ODS and School Orders will not have this statement included. ODS and School Orders do not allow commercial messing.

5-9. Uniforms

1. The Naval uniform is to be worn when on AT at a Navy Medical Department facility, while serving aboard a Navy vessel, or other indicated times. The Navy authorizes a variety of uniforms for all climates and seasons, plus jackets, raincoats, overcoats, etc., for both men and women. A complete description of authorized uniform combinations and specific instructions for placement of rank and insignia are contained in the United States Navy Uniform Regulations. These regulations are available in the administration section at any Navy training location and on the web at:

https://buperscd.technology.navy.mil/bup_updt/508/unireg/uregMenu.html

2. Participants are authorized to purchase Navy uniforms from the Navy Uniform Shop at any Navy Exchange, by calling the Navy Uniform Support Center at 1-800-368-4088, or via the web through the Navy Exchange website: <https://www.navy-nex.com/> or https://www.nexnet.nexweb.org/pls/nexauth/wg_select_speed.

Participants must have a current military ID (IRR) and be listed in the Defense Enrollment Eligibility Reporting System (DEERS) in order to purchase uniforms. It is not recommended that first-time uniform purchasers buy uniforms by mail, due to size variations between civilian and military clothing. An experienced officer or clothing sales store person can assist a participant in selecting the minimum requirement for a participant's assignment needs. If additional assistance is required, contact MDAD at OH@med.navy.mil.

a. Students do not need to purchase uniforms prior to attending ODS. Uniforms will be purchased there.

b. Before reporting on AT, participants must contact the GME/GDE Coordinator at the facility regarding the specific uniform(s) required for the AT. If the participant has not attended ODS, a minimal set of uniforms should be acquired prior to the start of the AT. However, in some instances, participants may be able to purchase uniforms after reporting.

5-10. Uniform Allowance. All officers are authorized a one-time uniform allowance of \$400.00. Participants will be paid the uniform allowance via Direct Deposit after the first AT. Although the cost of a full set of uniforms will exceed \$400.00, this is the limit set by Congress for officer uniforms. Participants are not reimbursed for uniform purchases through the reimbursement process.

5-11. Navy Grooming Standards. While on AT at a military facility, participants must conform to Navy dress and grooming standards. Official Navy standards are located in the Uniform Regulations:

https://buperscd.technology.navy.mil/bup_updt/508/unireg/uregMen_u.html. In general, men should be clean shaven daily with trimmed hair (blocked or tapered) and sideburns (no hair touching the shirt collar). Women's hair should not touch the bottom of the shirt collar in uniform and makeup should be conservative.

5-12. Entitlements. While on AT, participants are entitled to all the rights and privileges of a commissioned officer.

1. Pay. Military Pay tables are available on line at:
<http://www.dfas.mil/militarypay/militarypaytables.html>

a. Basic Pay. Students receive basic pay as an Ensign (O-1) with less than two years of service. Students who have established prior service entitlements will be paid at a higher rate (see the military pay scale for more details). Basic pay is taxable.

b. Basic Allowance for Housing (BAH). BAH is a nontaxable pay that compensates an officer for the cost of housing at the assigned place of duty. For HPSP and FAP participants, it is based upon the zip code address on the annual training orders, and is paid at a single or with dependents rate as applicable.

c. Basic Allowance for Subsistence (BAS). Participants receive a nontaxable BAS at the officer rate.

2. Per Diem. Per Diem is a daily meals and lodging allowance paid when on official government travel away from the permanent duty station. When in receipt of travel orders, participants must use government quarters and messing when available. Participants are not entitled to full per diem at military installations where both government quarters and meals are available, such as at Officer Development School.

a. Lodging: If quarters are not available at the participant's AT site, the participant must obtain a Certificate of Non-Availability from the BOQ or housing manager. This certificate must be attached to the AT orders and the travel voucher/claim (DD Form 1351-2), submitted at the end of the

participant's AT, if the participant wants to receive payment for commercial hotel expenses.

b. Meals: No Messing Available Letter. This letter is issued by the GME Coordinator and authorizes the participant to receive reimbursement for meals at the full per diem rate in accordance with orders. Without this authorization, the participant will only receive a partial per diem rate. Most clerkships orders will contain the following: "The use of mess adversely affects mission performance, per-diem authorized at commercial rate". If this is present in the orders, a "No Messing Available Letter" is not required. When in doubt, the participant should obtain a No Messing Available Letter.

3. Medical and Dental Care While on Annual Training.

a. Medical Care: While on AT, dependents are eligible for medical care through TRICARE. Before using TRICARE, participants must register their dependents in the Defense Enrollment Eligibility Reporting System (DEERS) and then must register dependents at a Health Benefits Advisor's office at the nearest Medical Treatment Facility.

(1) To register in DEERS, participants must take a copy of their oath of office, dependents' birth certificates, marriage certificate, etc. to the nearest Personnel Support Detachment (PSD), fill out a DD Form 1172 and request DEERS enrollment. To receive an ID card, required for entrance to a military installation, dependents must go in person to the PSD in order to have them made. At the start of each AT period, the participant and his/her dependents must have a PSD update their military status to active duty, and obtain active duty ID cards. To update DEERS, participants may need to provide documentation, such as Social Security numbers or active duty orders. Note: If the military member is not available, family members can update DEERS with a valid power of attorney. Participants can verify and update DEERS in one of the following ways:

(a) To add or remove family members, visit a local military ID card-issuing facility. Search for a nearby office by ZIP code, city, or state at www.dmdc.osd.mil/rs1. Call the office first to verify location, business hours, and required documentation.

(b) Call the Defense Manpower Data Center Support Office at (800) 538-9552 to update address and phone number.

(c) Fax address or phone number changes to (831)655-8317.

(d) Mail changes to the address below. Participants must include supporting documentation if updating a family member's status.

Defense Manpower Data Center Support Office
400 Gigling Road,
Seaside, CA 93955-6771.

(e) Update contact information online on the DEERS Web site at <https://www.dmdc.osd.mil/appj/address/> or on the Beneficiary Web Enrollment Web site at <https://www.dmdc.osd.mil/appj/bwe/indexAction.do>.

(2) Once enrolled in DEERS and the duty status has been changed to active by PSD, the participant and his/her dependents can be accessed into the TRICARE system. Information about TRICARE can be accessed at <http://www.tricare.mil/>. Please note the following about TRICARE:

(a) TRICARE is only available for dependents when the participant is on active duty orders for a period longer than 30 days.

(b) Participants should check with TRICARE to find the nearest MTF to their location. This can be done by going to: <http://tricare.mil/mybenefit/home/Medical/FindingAProvider?CFID=122402742&CFTOKEN=94387610>.

(c) Dependents must be enrolled in the DEERS at a PSD in order to be eligible for TRICARE. It is the participant's responsibility to perform this at the start of each AT.

(3) For more information, contact the Health Benefits Advisor's office at the nearest military medical facility.

b. Dental Care: While on AT, HPSP/FAP participants (not dependents) are eligible for dental care at military dental facilities or through TRICARE Prime Remote. If greater than 50 miles from a military dental facility, TRICARE Prime Remote can be used to obtain care. Participants can use up to \$500 per appointment and \$1500 per year of routine care before a preauthorization is required through the Military Medical

Support Office (MMSO). The MMSO website with all the required forms and processes outlined is located at: <http://www.tricare.mil/tma/MMSO/>. Family members are eligible to participate in the TRICARE Dental Program, a voluntary, premium-based dental insurance plan regardless of the sponsor's military status. For more information go to: <http://www.tricare.mil/mybenefit/home/Dental/NGR>." This is a fairly costly program in which to participate, however.

4. Leave. Participants accrue four days of leave while on 45 days of AT. Participants are not authorized to take leave during AT or carry over leave after completion of AT. All accrued leave will be "sold back" to the Navy. Participants will be paid for their leave via Direct Deposit at the rate of one day of base pay per day of leave. Prior active duty members who have already been paid for 60 days accrued leave cannot be paid for their leave.

5-13. Servicemembers' Group Life Insurance (SGLI) and Veteran's Group Life Insurance (VGLI).

1. SGLI. Servicemembers' Group Life Insurance (SGLI) is a program of low cost group life insurance for servicemembers on active duty, ready reservists, members of the National Guard, members of the Commissioned Corps of the National Oceanic and Atmospheric Administration and the Public Health Service, cadets and midshipmen of the four service academies, and members of the Reserve Officer Training Corps. The following website has more information on SGLI: <http://www.insurance.va.gov/sgliSite/SGLI/sgli.htm>. SGLI coverage is available in \$50,000 increments up to the maximum of \$400,000. SGLI premiums are currently \$.065 per \$1,000 of insurance, regardless of the member's age. (TSGLI is Traumatic Injury Protection Coverage.)

Coverage Amount	Monthly premium rate	TSGLI Premium	Total Monthly Premium Deduction
50,000	\$3.25	\$1.00	\$4.25
100,000	\$6.50	\$1.00	\$7.50
150,000	\$9.75	\$1.00	\$10.75
200,000	\$13.00	\$1.00	\$14.00
250,000	\$16.25	\$1.00	\$17.25
300,000	\$19.50	\$1.00	\$20.50
350,000	\$22.75	\$1.00	\$23.75
400,000	\$26.00	\$1.00	\$27.00

SGLI is only available to HPSP and FAP participants when on Annual Training. It costs about \$25 a month for \$400,000 worth of coverage. It is recommended that participants take SGLI, since it is the cheapest life insurance available and comes with an additional \$100,000 traumatic injury coverage. SGLI is automatically deducted from participant's base pay during AT. If a participant does not want to participate in SGLI, he/she must contact MDAD prior to commencing AT to decline it.

2. VGLI. After release from AT, participants may extend their life insurance coverage by converting SGLI to VGLI. The method of payment is by coupon. The length of participation is limited to five years, but is renewable. Participants cannot apply for VGLI unless they were previously insured under SGLI during AT. After release from AT, participants have 120 days to convert to VGLI without having to provide evidence of insurability for an amount not to exceed the SGLI coverage. Once the 120 day period has passed, participants have an additional year to apply for VGLI, but evidence of insurability may be required. VGLI must be purchased in \$10,000 increments. For further information about this coverage, contact the Office of Servicemember's Group Life Insurance (OSGLI), 213 Washington St., Newark, NJ 07102. OSGLI's toll-free number is: (800)419-1473. Students may cancel their VGLI to take advantage of the 120 day SGLI free premium each time they report on AT. However, once on extended active duty after graduation, students must cancel their VGLI policy and take the SGLI. Students will again become eligible for the VGLI 5-year renewable policy after release from active duty.

5-14. Travel Claim Processing/Annual Training Reimbursement.

1. All Travel Claims must be submitted to MDAD no later than 5 business days after completion of travel. Claims should be scanned and e-mailed to OH@med.navy.mil. The MDAD website has blank forms and instructions for completing a Travel Claim at: <http://www.med.navy.mil/sites/navmedmpte/accessions/Pages/HowtoSubmitaTravelClaim.aspx> and Appendix G contains instructions for completing a travel claim. Participants can also visit the PSD of their AT clerkship site to obtain assistance in filling out a travel claim prior to submission.

2. Travel claims (DD Form 1351-2) are checked for accuracy and verified to ensure that only reimbursable items are being claimed. The properly completed DD 1351-2 is signed by the MDAD Approving Officer and submitted to PSD Bethesda for reimbursement to the participant. Attempts to defraud the

government by falsifying travel expenses can result in prosecution and separation from the HPSP/FAP program.

3. When corresponding with MDAD about a travel claim, the participant's name, corps affiliation (i.e. medical, dental, medical service), the last four numbers of the participant's SSN, and dates of travel should be used for identification purposes.

4. Travel claim payment is performed by voucher, directly into the participant's bank account. Payment is not made through the Defense Finance and Accounting System. Therefore, the payment will not appear on the participant's LES. Only active duty pays and entitlements will show on the participant's LES for the AT period.

CHAPTER SIX
MEDICAL AND HEALTH CONDITIONS

6-1. Responsibility. Participants are expected to maintain good health and conform to Navy fitness standards while participating in scholarship programs. It is anticipated that upon graduation and completion of board examinations all participants will enter active duty and be fit for worldwide assignment. MDAD's Medical Records Section ensures that these standards are maintained.

6-2. Annual Health Verification

1. Annual Verification. The participant's Annual Verification and HIV must be current prior to initiating AT orders. This information is required annually to provide MDAD with important information on health status and contact information. The Annual Verification Package consists of four forms which updates medical as well as all participant information. The Annual Health Screening Form updates only medical conditions.

a. Freshmen participants should keep MDAD apprised of any changes in their health by contacting MDAD at OH@med.navy.mil.

b. Sophomore participants will submit a completed Annual Verification Package in January/February of their sophomore year.

c. Juniors will submit an Annual Health Screening Form in October/November of their junior year.

d. Seniors will submit an Annual Verification Package in August at the start of their senior year.

e. These forms are available under the Forms Section of the Accessions website located at:
<http://www.med.navy.mil/sites/navmedmpte/accessions/Pages/Forms.aspx> . Fax them directly to the MDAD Medical Records section, using the following dedicated, secure fax number: (301) 295-686-5954.

6-3. HIV Testing. An HIV test is required every two years. It can be performed at the participant's nearest Reserve Center or by a local health clinic. An HIV test is a reimbursable expense. HIV results may be faxed to the MDAD secure, medical FAX at (301) 295-5954.

6-4. Pregnancy. Students should notify MDAD of their pregnancy and estimated date of delivery. Pregnant participants may elect to take School Orders during their pregnancy and be covered under the active duty medical benefit. Pregnant students may perform travel AT up to, but not during, the third trimester. Any delay in graduation date must be reported to the MDAD Registrar at OH@med.navy.mil. Pregnant service members are not allowed to attend ODS, and may not attend during the six month period following delivery. For additional information, contact MDAD at OH@med.navy.mil.

6-5. Height/Weight Requirements. Participants are required to maintain good health and physical readiness which includes compliance with Navy physical fitness and required Navy weight standards as shown in Appendix B. Navy height/weight standards are waived during pregnancy but must be met within six months after delivery.

6-6. Medical Coverage

1. Health Insurance: Health, Dental, Vision, Disability, etc., insurances are allowable reimbursement items only when paid by the participant (i.e. NOT invoiced with tuition), and **ONLY** when required by the school. Reimbursement will be made for a policy that satisfies the minimum insurance requirements as outlined in Chapter 3.

2. TRICARE: Participants and their dependents are covered by the Navy's TRICARE Health Insurance Program **ONLY** when on their 45 days of annual training. Before using TRICARE, participants must register dependents in the DEERS and then must contact the Health Benefits Advisor's office at the nearest MTF to register dependents.

a. To register in DEERS, participants should take a copy of their oath of office, dependents' birth certificate, marriage certificate, etc. to the nearest PSD, fill out a DD Form 1172 and request enrollment into the DEERS system. To receive an ID card so that they can be seen at a military installation, participants and dependents must go in person to the PSD to have them made. At the start of each AT period, participants and dependents must have a PSD update the participant's status to active duty, and get active duty ID cards. To update DEERS, documentation, such as SSN or active duty orders will be needed. Note: If the military member is not available, family members can update DEERS with a valid power of attorney. DEERS can be updated in one of the following ways:

(1) To add or remove family members, visit a local military ID card-issuing facility. Search for an office by ZIP code, city, or state at www.dmdc.osd.mil/rsl. Call the office first to verify location, business hours, and required documentation.

(2) Call the Defense Manpower Data Center Support Office at 1-800-538-9552 to update address and phone number.

(3) Fax address or phone number changes to (831) 655-8317.

(4) Mail changes to the Defense Manpower Data Center Support Office, 400 Gigling Road, Seaside, CA 93955-6771. Include supporting documentation if updating a family member's status.

(5) Update contact information online on the DEERS Web site at <https://www.dmdc.osd.mil/appj/address/> or on the Beneficiary Web Enrollment Web site at <https://www.dmdc.osd.mil/appj/bwe/indexAction.do/>.

b. Once enrolled in DEERS and the participant's active duty status has been changed by PSD, the participant and dependents can be accessed into the TRICARE system. Information about TRICARE can be accessed at <http://www.tricare.mil/>. Please note the following about TRICARE:

(1) TRICARE is only available for dependents when the participant is on active duty orders for a period longer than 30 days.

(2) Check with TRICARE to find the nearest Military Treatment Facility to their location. Available at: <http://tricare.mil/mybenefit/home/Medical/FindingAProvider?CFID=122402742&CFTOKEN=94387610>.

(3) Dependents must be enrolled in the DEERS at a PSD in order to be eligible for TRICARE. It is the participant's responsibility to perform this at the start of each AT.

(4) For more information, contact the Health Benefits Advisor's office at the nearest military medical facility.

6-7. Dental Care: While on AT, participants (not dependents) are eligible for dental care at military dental facilities or through TRICARE Prime Remote. If greater than 50 miles from a military dental facility, TRICARE Prime Remote can be used to

obtain care. Participants can use up to \$500 per appointment and \$1500 per year of routine care before a preauthorization is required through the Military Medical Support Office (MMSO). The MMSO website with all the required forms and processes outlined is located at: <http://www.tricare.mil/tma/MMSO/>. Family members are eligible to participate in the TRICARE Dental Program, a voluntary, premium-based dental insurance plan regardless of the sponsor's military status. For more information, go to:

<http://www.tricare.mil/mybenefit/home/Dental/NGR>. This is a fairly costly program in which to participate, however.

6-8. Changes in Medical Condition. All changes in medical condition resulting in hospitalization, medication use, changes in physical function etc. must be reported to MDAD immediately. All changes in condition must be evaluated to ensure that a participant can meet the physical requirement of active duty. Participants should forward all pertinent medical records and appointment follow-ups via secure medical fax to MDAD at (301) 295-5954. Failure to provide documentation may delay entry to active duty.

6-9. Immunizations. Immunizations are required by participants and must be up to date prior to annual training and entry on active duty. Immunizations are available at most Navy Reserve Centers (NRCs). Students are encouraged to obtain required immunizations not obtained prior to entry into the program at an NRC. However, when an NRC is not readily available, the following immunizations are required and reimbursable: Hepatitis A; Hepatitis B Series (3 shot series); Measles-Mumps-Rubella (MMR) (required if no immunity is documented via titers); Varicella (required if no immunity is documented via titers); Influenza; Tetanus.

CHAPTER SEVEN
MEDICAL PROFESSIONAL AND CAREER PLANNING

7-1. Professional and Career Planning. The best way to get what you want is to be the best at what you do! The Navy looks at prior successes and accomplishment as an indicator of future success. Students should demonstrate to clinical supervisors and program directors that they are willing to work hard to be the best physician they can be. By volunteering for difficult assignments and completing tasks on or before deadlines, students show what they can do. Always demonstrate the Navy's core values of honor, courage and commitment.

7-2. Annual Training: Per your contract, you are allowed one Navy-paid AT per fiscal year of contract. Therefore, a four-year student gets four ATs, a three-year contract student gets three, etc. Ideally, the first one is used for ODS; the second one for school orders to study for licensing boards (National Boards/Part I); and the third and fourth to perform clerkships at Navy medical facilities. The MDAD website has current information on scheduling and requesting annual training.

Please go to

<http://www.med.navy.mil/sites/navmedmpte/accessions/Pages/HPSPandFAPAnnualTraining.aspx> for more information/

7-3. Officer Development School (ODS). The Navy is going to play an increasingly important role in your life and understanding the culture of the Navy will help you as you progress through the program towards residency. ODS is a mandatory orientation program to Navy life. Students with no prior commissioned service in the U.S. Navy or Marine Corps, or did not complete NROTC/US Naval Academy, must attend ODS prior to their first active duty assignment.

HPSP students are encouraged to complete ODS prior to graduation by using an annual training period. If unable to attend ODS before graduation, HPSP participants will attend immediately after graduation and before starting internship. In most cases this will cause a delay in starting internship. Internship program directors do not like having "late-starters". The sooner participants can complete ODS, the better. Information and scheduling can be found on the HPSP website at

<http://www.med.navy.mil/sites/navmedmpte/accessions/Pages/HPSPandFAPAnnualTraining.aspx>.

7-4. National Board Examinations (COMLEX/USMLE)

1. All participants are required to submit documentation demonstrating successful completion of professional examinations as outlined in their program contract. This includes USMLE Parts I and II (CK and CS) or COMLEX Parts I and II (CE and PE) as appropriate.

2. The HPSP contract specifies that students must complete all parts of the licensing exam at the earliest possible date. Part I must be completed before the beginning of the third-year academic curriculum (August) and results provided to the AFHPSP Program Director Office by 15 September of the third-year academic curriculum. Part II USMLE 2 CK/COMLEX 2 CE must be taken and passed after completing the third-year academic curriculum (July) but before 30 September of the fourth-year academic curriculum. Part II USMLE CS/COMLEX PE must be taken by 25 February of the final year and results provided to the HPSP Program Manager within four to six weeks of completion. Failure to take the examination or provide the score to the AFHPSP Program Manager may result in a Leave Without Pay (LWOP) status and cessation of all stipend. There are ample opportunities to take Step 2 CK/CE (USMLE/COMLEX) prior to 15 September. If you have special circumstances, you may request a waiver for these dates by contacting OH@med.navy.mil.

3. It is particularly important for a student who received a low passing score on Step 1 to have Step 2 in their GME-1 application, to show the Intern Selection Committee that he/she is not an "academic risk". Demonstrating improvement is key. Just passing the USMLE/COMLEX examinations is not good enough. Applicants for internship compete with other scholarship students for a limited number of coveted internship positions in different specialties. Those with the best grades and board scores generally get their first choice of specialty and location. This is especially true if a full deferment is a student's first choice.

4. Per the HPSP contract, Step II CK or COMLEX Part II CE should be taken by mid September so that results are available by mid November of the year before graduation.

5. Failure to pass national licensing examinations is considered to be failure to progress academically and will result in disenrollment from the program (per the participant's HPSP contract). Participants should be

proactive and notify MDAD immediately if there are problems associated with licensing exams. Proactive action will be viewed favorably. All program disenrollments will be considered on a case-by-case basis.

7-5. Health and Physical Fitness Standards. Students must adhere to the Navy's Physical Fitness and Weight Standards. Those attending ODS who are out of standards and over their allotted weight, will be dropped from ODS or not allowed to attend at all. Better to "maintain than retrain". If a student acquires a new medical condition not previously noted or on the recruiting physical, MDAD must be notified immediately upon discovery. Some medical conditions are disqualifying for active duty service and require evaluation and/or approval to remain in the service. If serious enough, a waiver must be requested to come on active duty. This process can take several months to complete, and informing MDAD late in the senior year may suspend orders to active duty. If the medical condition is deemed "not suitable for continued military service" by the Navy Personnel Command via the Medical Board and Waiver Process, the student will be separated from military service. Students with serious conditions should have a back-up plan for civilian internship if their waivers are not approved.

7-6. Graduate Medical Education (GME) Internship Application Procedure

1. The Navy Surgeon General convenes a preliminary Graduate Medical Education Intern Selection Board (GMEISB) each November for graduating medical students. It is held just prior to and in conjunction with the Graduate Medical Education Selection Board (GMESB), held the first week of December. Information regarding Graduate Medical Education in the Navy can be found at:

<http://www.med.navy.mil/sites/navmedmpte/gme/Pages/default.aspx>. In June of the year prior to graduation, students will receive a group e-mail outlining the procedures for application for internship/first year of graduate medical education (GME-1). All Medical Corps HPSP recipients are required to apply to the Navy for their first year of GME. The Navy application enables students to submit a preference list of their choices for GME-1. A student may apply for Navy training for their GME-1 year or request permission to complete a civilian residency (i.e. a full deferment of active duty obligation until residency completion). Details about the application process will be included in the group e-mail and available in NAVME DMPT&ENOTE 1524.

2. Factors Considered by the GMESB. Applicants are evaluated on the basis of the following:

- a. Medical school performance (pre-clinical and clinical years).
- b. Standardized test scores.
- c. Evaluations such as Dean's letter, letters of recommendation, clerkship reports, and interviews at Navy training sites.
- d. Potential as an intern and military adaptability.

3. Clerkship evaluations and interview reports from Navy hospitals are very important. Students must make every possible effort to perform Annual Training periods and interview at the Navy hospitals where they would like to go for internship. The Navy and the HPSP Program cannot fund travel for interviews, so students should schedule interviews during annual training periods, and then use a few days to interview at other sites geographically close (such as NMC Portsmouth and NMMC Bethesda). It is recommended that students use their last two ATs for this purpose. One should be taken before September 30th and the other after October 1st of the senior year, since only one AT is allowed per fiscal year.

4. Selection for GME. All Medical Corps HPSP recipients are required to submit a Navy GME-1 application and apply via the Electronic Residency Application Service (ERAS). The Navy application enables students to submit a preference list (in descending order) of their choices for GME. For Navy applicants, ERAS is the repository of documents for review by prospective internship program directors, such as the Dean's letter, transcripts, board scores, letters of recommendation, photograph, etc. Specialty sites applied for on the Navy GME-1 application are also requested on the ERAS application, which allows prospective internship program directors to see the documents. An applicant must apply for Navy training for his/her internship year. A student may also request permission to complete a civilian residency (a full deferment of active duty obligation until residency completion). Each student is authorized reimbursement up to \$300 for ERAS/AOA expenses (including release of USMLE/COMLEX scores to ERAS). For reimbursement, file a

claim with the HPSP Reimbursement department.

5. Civilian Match, the National Residency Match Program (NRMP). Those not applying for a civilian deferment do not apply to the civilian match NRMP.

6. Deferments: Full deferments are granted based on the needs of the Navy at the time of selection. A student chosen for a full deferment is authorized to participate in the civilian match and to complete a civilian residency before coming on active duty in the Navy as a fully-trained, board eligible, medical specialist. Students requesting a full deferment must also select four other choices for in-service internship training.

a. Students who ask for a full deferment should be in the top third of their class and have strong board scores, no failing grades on their transcript, high passes and honors evaluations from their rotations.

b. If a full deferment is listed as the first choice and the student is not selected for one, the student will be selected for a Navy internship.

7. Notification of GMEISB Results. Students will be notified in mid-December of the results of the GMESB. This provides adequate notice for continued participation in the civilian match if necessary.

7-7. Medical Corps Career Progression. There are many career opportunities and paths that are available in the Navy Medical Corps. Discussion with mentors, detailers (assignment officers) and program directors helps become a knowledgeable officer. The GME website offers information related to professional development and can be found at: <http://www.med.navy.mil/sites/navmedmpte/Pages/ProfessionalDevelopment.aspx>. Appendix F of this instruction lists some of the possible career progression paths within the Medical Corps.

7-8. Entry Grade Credit. Students with no previous commissioned service or without a graduate degree in certain fields are appointed as Lieutenants, with a date of rank the same as the date of graduation from their medical school. Those with prior commissioned service or a master's/doctorate degree in a specified medical field (see OPNAVINST 1120.4), may qualify for entry grade credit, which

will make their date of rank earlier than their graduation date. Students should be aware that large amounts of entry grade credit may result in their record going before the Lieutenant Commander Promotion Selection Board with significantly less Medical Corps experience than others also competing for selection. Individuals have failed to be selected for this reason. Officers on active duty for less than one year prior to the start of the selection board are automatically prevented from having their record considered for selection. However, an officer in such a situation may request that their record be considered by the Board. The officer should discuss this decision with their detailer to seek further advice and direction.

CHAPTER EIGHT
DENTAL GRADUATE EDUCATION AND CAREER PLANNING

8-1. Professional and Career Planning. The best way to get what you want is to be the best at what you do! The Navy looks at prior success and accomplishment as an indicator of future success. Students should demonstrate to clinical supervisors and program directors that they are willing to work hard to be the best dentists they can be. By volunteering for the difficult assignments and completing tasks on or before deadlines, students show what they can do. Always demonstrating the Navy's core values of honor, courage and commitment, with guidance from Senior Dental Officer, the Dental Corps Career Planner and the Detailer, new Navy Dentists will have the tools and resources available to navigate successful naval careers. The Dental Corps has clinical, research, educational, operational and Executive Medicine opportunities available and rewarding careers can be established in any of these areas. You are encouraged to take advantage of the opportunities that await you.

8-2. Annual Training:

1. Per your contract, you are allowed one Navy paid AT per fiscal year of contract. Therefore, a four-year student gets four ATs, a three-year contract student gets three, etc. Ideally, the first one is used for ODS, the second one for school orders to study for licensing boards (National Boards/Part I), and the third and fourth to perform clerkships at Navy dental facilities. The MDAD website has current information on scheduling and requesting annual training. Please go to <http://www.med.navy.mil/sites/navmedmpte/accessions/Pages/HPSPandFAPAnnualTraining.aspx> for more information. Most Navy dental centers/hospitals only take third and fourth-year students into their clerkship programs.



NAVY DENTAL
CORPS CLERKSHIP PI

2. After you schedule a clerkship at a Navy site, you will receive a confirmation letter from the training site. Please scan and send the confirmation letter to OH@med.navy.mil as an e-mail attachment. You may also fax to (301) 295-1811, but faxing can be unreliable.

3. MDAD staff generate all orders for students using input sent to them via the "Annual Training Order Request Form" found on the MDAD website:

<http://www.med.navy.mil/sites/navmedmpte/accessions/Pages/HPSPandFAPAnnualTraining.aspx>. Instructions are at the top of the page. Questions should be e-mailed to OH@med.navy.mil.

8-3. Officer Development School (ODS). If you have no prior commissioned service in the U.S. Navy or Marine Corps, you must attend ODS prior to your first active duty assignment after graduation. At ODS you will be given basic military information and instruction on how to wear your uniforms, military courtesies, history, etc. Students should use one of their AT to attend ODS prior to graduation. HPSP students are entitled to 45 days of AT for every year in the program. Students may take one AT per fiscal year, which runs from 1 October to 30 September. During an AT period, stipend stops and students receive active duty pay and entitlements at the appropriate rank level.

8-4. Licensing Board Examinations - National Dental Board Exam (NBDE): The HPSP contract specifies that students must complete all parts of the licensing exam at the earliest possible date. Part I of the NBDE must be completed before the beginning of the third-year academic curriculum, and the results provided to the AFHPSP Student Program Director's Office by 15 September of the third-year academic curriculum. Part II of the NBDE must be taken in December during the fourth-year academic curriculum, and results provided to the AFHPSP Director by 15 February of the fourth-year (second attempts must occur by the following March and results provided by 15 April). Failure to take the examination or provide scores to the AFHPSP Program Director will result in an immediate leave without pay (LWOP) status and cessation of all payments. Failure to pass national licensing examinations after two attempts will be considered failure to progress academically and will result in disenrollment from the program (per the participant's HPSP contract).

8-5. Health and Physical Fitness Standards. Students must adhere to the Navy's Physical Fitness and Weight Standards. Those attending ODS who are out of standards and over their allotted weight, will be dropped from ODS or not allowed to attend at all. Better to "maintain than retrain". If a student acquires a new medical condition not previously noted or on the recruiting physical, MDAD must be notified immediately upon discovery. Some medical conditions are disqualifying for active duty service and require evaluation and/or approval to remain in

the service. If serious enough, a waiver must be requested to come on active duty. This process can take several months to complete, and informing MDAD late in the senior year may suspend orders to active duty. If the medical condition is deemed "not suitable for continued military service" by the Navy Personnel Command via the Medical Board and Waiver Process, the student will be separated from military service. Students with serious condition should have a back-up plan for civilian internship if their waivers are not approved.

8-6. PGY-1 (AEGD/GPR) Graduate Dental Education (GDE)

Application. In August of the senior year, the student will receive instructions for applying for the Advanced Education in General Dentistry (AEGD) and General Practice Residency (GPR) programs. All dental students must complete the application and those who choose not to apply for a PGY-1 position should indicate that on their application. The Chief of the Navy Dental Corps convenes a selection board in mid December for these programs. Selectees are notified of selection in early January. Although it is highly recommended, it is not required that Dental Officers complete a PGY-1 year. For information about the AEGD Program, click on the link:

<http://www.bethesda.med.navy.mil/Careers/Postgraduate%5FDental%5FSchool/AEGD%5F1%5FYr/>. For information about the GPR Program, click on the link:

<http://www.bethesda.med.navy.mil/careers/Postgraduate%5FDental%5FSchool/GPR/> .

8-7. Post-Graduate Dental Specialty Residency Programs. In January of the junior year, students should review the Dental Corps Graduate Education Announcement posted on the Dental Corps Home page located at

http://www.bethesda.med.navy.mil/Careers/Postgraduate_Dental_School/. This instruction announces which postgraduate dental programs will be available, and has instructions on how to complete the application. Questions regarding the Duty Under Instruction Selection (DUINS) application process should be addressed to the Director, Dental Corps Programs of the Graduate Programs Department (Code OGDC) by phone at (301) 295-0650. The DUINS Board convenes prior to the PGY-1 board and the applications for these two programs are separate. The following factors are considered by the PGY-1/DUINS Selection Board:

- a. Dental school performance (preclinical and clinical years).
- b. Standardized test scores.

c. Evaluations such as Dean's letter, letters of recommendation, clerkship reports, and interviews at Navy training sites.

d. Potential as a PGY-1 resident or dental specialty resident and military adaptability.

8-8. Dental Corps Career Progression. There are many career opportunities and paths that are available in the Navy Dental Corps. Discussion with mentors, detailers and specialty leaders is crucial to being a knowledgeable officer. The Graduate Dental Education (GDE) website offers information related to professional development and can be found at: http://www.bethesda.med.navy.mil/careers/Postgraduate_Dental_School/.

8-9. Entry Grade Credit. Students with no previous commissioned service or without a graduate degree in certain fields are appointed as Lieutenants, with a date of rank the same as the date of graduation from their dental school. Those with prior commissioned service or a master's/doctorate degree in a specified dental field (see OPNAVINST 1120.5), may qualify for entry grade credit, which will make their date of rank earlier than their graduation date. Students should be aware that large amounts of entry grade credit may result in their record going before the Lieutenant Commander Promotion Selection Board with significantly less Dental Corps experience than others also competing for selection. Individuals have failed to be selected for promotion for this reason. Officers on active duty for less than one year prior to the start of the selection board are automatically prevented from having their record considered for selection. However, an officer in such a situation may request that their record be considered by the Board. The officer should discuss this decision with their detailer to seek further advice and direction.

8-10. Navy Active Duty Delay for Specialty (NADDS) Program: NADDS is a program where Navy Medicine, specifically, the Dental Corps can augment shortage specialty areas in Dentistry. In rare cases the Dental Corps can offer qualified graduating dental students a deferment from reporting to active duty to complete a civilian residency in these shortage areas. Historically, the areas of Oral and Maxillofacial Surgery, Prosthodontics and Endodontics are considered more often for this program. When in this program, the student receives NO financial assistance or benefit from the Navy. While in the program, the student is a Reserve Lieutenant in the Dental Corps

with a 2205 designator. The student must report to active duty at the completion of residency, and will serve his/her HPSP obligation serving in that specialty area. A member delayed for specialty training incurs no additional obligation as long as a two year obligation exists at the time the training begins. Members with less than two years of active duty obligation incur a two year minimum term of service.

8-11. Special Pays: New Dental Officers are entitled to Variable Special Pay (paid monthly) and Additional Special Pay, which is paid after the officer has a valid license and applies for the pay.

8-12. Licensing: Current credentialing and privileging instructions require that dental officers be licensed within 12 months of entry on active duty. The exception to the policy is for officers who come from states that allow a license to be given in lieu of an exam if an AEGD or GPR year is completed. If that is the case, the officer has 18 months to be licensed. Failure to obtain a valid state license may result in dismissal from the Dental Corps to another corps.

8-13. Brief Overview of the Dental Corps for Dental Students: The Dental Corps has approximately 1100 billets (or job positions), growing to about 1200 billets over the next several years. Dental officers start their career at the rank of Lieutenant (LT) and stay at that rank for about 5 years. Once their initial service obligation is completed, the officer is eligible for retention bonuses. Promotion to the next rank, Lieutenant Commander (LCDR), is competitive, but approximately 99% of the officers who decide to stay in the Navy are promoted to LCDR. Dental positions are located worldwide, but the first year is usually completed in a large clinic where a credentialing tour can be done.

CHAPTER NINE
OPTOMETRY CAREER PLANNING

9-1. Professional and Career Planning

1. Doctors of Optometry provide the vast majority of primary eye and vision care services for military members, their dependents and retirees. They directly affect military readiness and total force protection. Periodic optometric examinations are a crucial part of preventive health care. Navy optometrists work as critical members of the Navy's integrated health care team in multidisciplinary settings.

2. Navy Optometrists lead clinical and scientific research in such areas as improving Night Vision Goggles for aviators, development of ophthalmic laser protection for the visual system, identification of the effect hypobaric and hyperbaric conditions have on vision, studying the effects of traumatic brain injury on the visual system and determining the operational impact of refractive surgery on our Soldiers, Sailors, Airmen and Marines. Optometrists help transition lessons learned from aviation safety mishaps secondary to vision related issues into service-level policy; support training of aviation personnel; and provide consultative services on visual problems and issues for individual service members worldwide. Opportunities for active participation in research are supported by the Navy through dedicated education opportunities for mid-career Navy Optometrists.

3. A career Navy Optometrist can expect to have opportunities to participate in humanitarian missions to the third world, have leadership opportunities in hospital administration, as well as the chance to serve overseas in Europe or Asia. Each career is different, allowing for a diverse community. However, there is an established "normal career track" (see Figure 1).

4. Throughout your career you will be guided by the Optometric Specialty Leader, your detailer, and the Medical Service Corps Career Planner. Senior optometrists and Medical Service Corps officers will also provide guidance on critical items, such as assignments, promotion board information, fitness reports and collateral duties. All optometrists need to keep abreast of their community through the Optometry and Medical Service Corps pages on Navy Knowledge Online (NKO). <https://www.nko.navy.mil/portal/navymedicine/medicalservicecorp/optometry/home/extern-studentcenter>. AFHPSP students are unable to access this page without a Common Access Card.

5. Career Track for Optometrists:

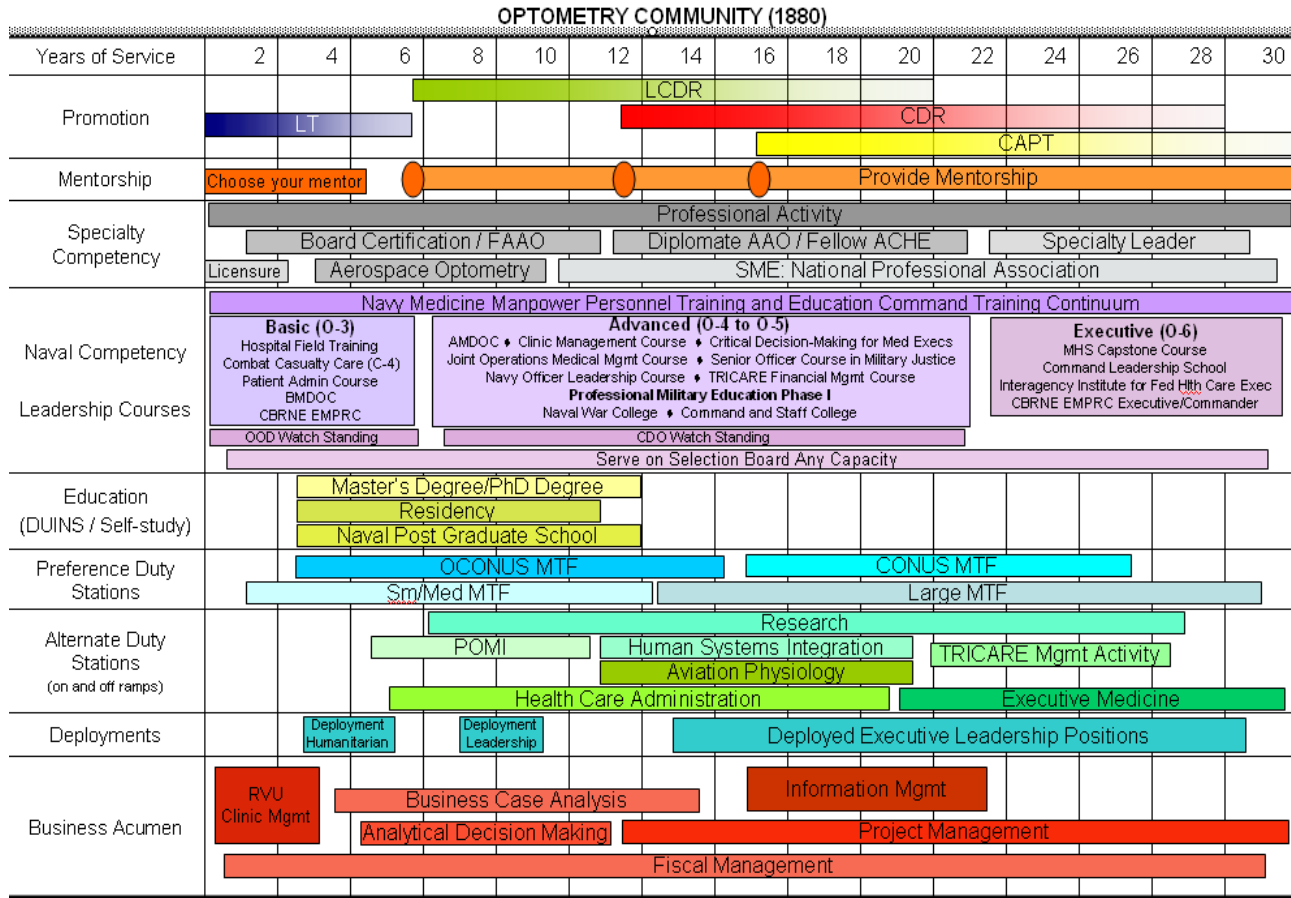


Figure 1. Optometry Career Roadmap

9-2. Boards/Academics. HPSP students are among the best and the brightest. There is an expectation that academic excellence will continue throughout optometry school as you work to become the best optometrist you can be. HPSP students are expected to take the National Boards at the earliest opportunity as follows:

1. Part I: March of Year 3.
2. Part II: December of Year 4.
3. Part III: Spring of Year 4.

HPSP scholarship students are expected to pass all their boards at the first opportunity and be ready to practice once results come in from Part III, shortly after graduation. The Specialty Leader and MDAD must be informed of any aberration from this pattern.

9-3. Health and Physical Standards. As a member of the HPSP program, you must adhere to the Navy's Physical Fitness and Weight Standards. Those attending ODS who are out of standards and over their allotted weight, will be dropped from ODS or not allowed to attend at all. We can't emphasize enough how this plays into your career. Better to "maintain than retrain". Additionally, if you have acquired a new medical condition not previously noted on your recruiting physical, MDAD needs to know about it at the time it's discovered. Some medical conditions are disqualifying for active duty service and require evaluation and/or approval to remain in the service and if serious enough, waivers must be requested to come on active duty. Sometimes this process can take weeks to months and informing us late in your senior year may hold up your orders to training or worse. If the medical condition is deemed "not suitable for continued military service" by the Navy Personnel Command via the Medical Board and Waiver Process, you will be separated from military service.

9-4. Annual Training (AT).

1. An HPSP participant is eligible for 45 days of AT for every year in the program. During an AT period, stipend payments stop and the student receives active duty pay and entitlements at the appropriate rank level (typically Ensign O-1). **MPTE Accessions Staff generate all orders for students using input sent to them via the Annual Training Order Request Form.** No orders means no AT. Be proactive in requesting AT orders. Only one AT per 12 month period (calculated from 1 October to 30 September, i.e. the Department of Defense's Fiscal Year) can be taken.

2. There are three types of AT: ODS, School Orders, and Research-Clerkship Orders. Due to the design of the optometry school curriculum, there is limited flexibility with regard to the type of AT available for any given year. AT should be taken as follows:

a. Summer between 1st and 2nd year for four year scholarship students: ODS AT orders (see below).

b. 2nd year students in school with a four year scholarship, who have completed ODS, may apply for selected Research Programs (contact Specialty Leader for details) or they may take school orders anytime during the Fiscal Year.

c. 2nd year students in school with a three year scholarship should take ODS AT orders.

d. 3rd year in school: School orders may be taken anytime during the fiscal year.

e. 4th year in school: School orders during a period that you are at school.

3. Officer Development School (ODS). If a participant does not have prior commissioned service in the Navy (i.e. the participant has prior enlisted service), ODS is required. Ideally, your first annual training should be to this five week school in Newport Rhode Island. ODS provides basic military instruction, i.e. how to wear uniforms and military courtesies. This must be completed prior to starting active duty. Individuals who were commissioned officers in the Navy prior to enrollment in the HPSP, generally do not have to attend ODS again. ODS class dates fill quickly. It is critically important to be proactive and apply early to get the dates that fit your schedule. See the following website for more details. [http://www.med.navy.mil/sites/navmedmpte/accessions/Pages/OfficeDevelopmentSchool\(ODS\).aspx](http://www.med.navy.mil/sites/navmedmpte/accessions/Pages/OfficeDevelopmentSchool(ODS).aspx).

4. Research Clerkships: Optometry students who have completed ODS during their 1st year may consider a research clerkship during their 2nd year only. Research clerkships are opportunities to participate in research activities in a military setting during an annual training period. They are generally two to four weeks in length and provide the trainee with the opportunity to learn about the Navy's medical system, meet program directors and department heads, as well as attain skills in clinical research or professional knowledge. After completion of the research program, students round out the remaining 45 day AT requirement with School Orders. This means students return to school and continue their normal routine while continuing to draw active duty pay and benefits. For available research options, contact the specialty leader.

5. Externships. It is recommended that optometry students perform one of their fourth year externships at a Navy Facility. This provides optometry students an orientation to Navy Optometry as well as fulfilling a graduation requirement. The Navy has a number of sites where this training can be accomplished with established Memorandums of Understanding with the schools. Since optometry externships exceed the standard 30

days of travel, AT orders are not authorized for these externships.

6. Following completion of Annual Training for ODS and Research Clerkships, you must submit a completed Travel claim within five days of return. School Orders do not require submission of a travel claim.

7. Before being approved for any of the three Annual Training requests, a student must have a current annual verification form and HIV test (required every two years), with results on file. Without these documents, a student's AT application will not be approved. If you are not located close to a military treatment facility (MTF), complete the HIV at your university health center and complete the Annual Verification Form. Inform the facility that you need the results of the HIV test forwarded to NAVMEDMPT&E at: Fax (301)295-5954. HIV testing is a reimbursable expense. For more details regarding AT please refer to the following website:

<http://www.med.navy.mil/sites/navmedmpte/accessions/Pages/HPSPandFAPAnnualTraining.aspx>.

9-5. Residency Training

1. The majority of optometry HPSP scholarship students will graduate from optometry school, be commissioned and rapidly proceed to their first duty assignment. If an optometry student is interested in deferring their commissioning for a year to complete an ASCO/ACOE approved residency program, this may be possible. Interest must be conveyed to the Navy Optometry Specialty Leader by **October of the 4th year** prior to graduation. Selection for deferred training is performed without financial assistance or benefits from the Navy.

2. Full deferments are granted based on the needs of the Navy at the time of selection. A student selected for a full deferment is authorized to participate in the ORMS (residency matching system) and to complete a civilian residency before coming on active duty. Since relatively few students who request a full deferment are selected for that pathway, it is important that students be prepared for an active duty assignment. Students who ask for a full deferment should be in the top third of their class, have strong board scores, have no failing grades on their transcript, have high grades from their clinical rotations, and apply to residency programs reviewed and approved by the Optometry Specialty Leader.

9-6. First Assignment. Navy Optometry has exciting duty locations and practice settings. The Optometry Specialty Leader and your detailer decide where you will be assigned based upon input from you and the "Needs of the Navy". There are no bad locations. The key to a successful and fulfilling time in the Navy is to "Bloom where planted". Excelling at a Navy rotation early in the 4th year of optometry school, leadership in AFOS or AAO student section, publication of research in a peer reviewed journal or presentation of a poster or paper at a conference, and at a minimum completion of ODS prior to commissioning creates a strong start to a Navy career.

9-7. Orders. In December of their senior year, students should contact the optometry detailer (assignment officer) and the Optometry Specialty Leader. The detailer will have a list of possible assignments. Students should discuss their needs and desires concerning placement. If there are any special needs such as family members with medical or educational requirements, students must disclose this. Contact information for the optometry detailer is:

Medical Service Corps Assignment Officer
Naval Personnel Command
5720 Integrity Drive
Millington, TN 38055
Com: (901) 874-3756
DSN: 882-4041
Fax: (901) 874-2680

CHAPTER TEN
PHYSICIAN ASSISTANT (PA) CAREER PLANNING

10-1. Clerkships. Navy clerkships for Physician Assistant students are not recommended. PA students should take school orders for their ATs.

10-2. Officer Development School (ODS). If a participant does not have prior commissioned service in the Navy (i.e. the participant has prior enlisted service), ODS is required. ODS will be completed after graduation and will be coordinated by the PA detailee (assignments officer) as part of the orders to active duty. ODS provides basic military instruction, i.e. how to wear uniforms and military courtesies. This must be completed prior to starting active duty. Individuals who were commissioned officers in the Navy prior to enrollment in the HPSP, may not have to attend ODS again. The PA Detailee makes the final decision on whether ODS is required for a graduating student.

10-3. Orders. Approximately six to nine months prior to graduation, students should contact their detailee. The detailee will have a list of possible assignments. Students should discuss their needs and desires concerning placement. If there are any special needs, such as family members with medical or educational requirements, students should disclose this. Contact information for the PA detailee is:

Medical Service Corps Assignment Officer
Naval Personnel Command
5720 Integrity Drive
Millington, TN 38055
Com: (901) 874-4115
DSN: 882-4041
Fax: (901) 874-2680

CHAPTER ELEVEN
PODIATRY CAREER PLANNING

11-1. Clerkships. At present, the Navy does not offer clinical clerkships for podiatry students. Podiatry students may complete school orders for their AT.

11-2. Graduate Training. The Navy does not offer a podiatric internship or residency. Students may apply for Army graduate podiatric training or request to enter the Navy Active Duty Delay for Specialist (NADDS) program to complete training. Procedures for application will be published in a separate message at a future date.

11-3. Officer Development School (ODS). If a participant does not have prior commissioned service in the Navy (i.e. the participant has prior enlisted service), ODS is required. ODS will be completed after graduation and will be coordinated by the PA detailee (assignments officer) as part of the orders to active duty. ODS provides basic military instruction, i.e. how to wear uniforms and military courtesies. This must be completed prior to starting active duty. Individuals who were commissioned officers in the Navy prior to enrollment in the HPSP, may not have to attend ODS again. The PD makes the final decision on whether ODS is required for a graduating student.

11-4. Orders. Approximately six to nine months prior to graduation, students should contact their detailee. The detailee will have a list of possible assignments. Students should discuss their needs and desires concerning placement. If there are any special needs, such as family members with medical or educational requirements, students should disclose this. Contact information for the Podiatry Detailee is:

Medical Service Corps Assignment Officer
Naval Personnel Command
5720 Integrity Drive
Millington, TN 38055
Com: (901) 874-3756
DSN: 882-4041
Fax: (901) 874-2680

CHAPTER TWELVE
NURSE CANDIDATE PROGRAM (NCP)

12-1. Introduction. The Nurse Candidate Program (NCP) provides a monthly stipend for full time students in CCNE or NLNAC accredited Bachelor of Science Nursing programs. Students enroll after their sophomore year and receive an initial grant of \$10,000 (paid in two installments of \$5000 each), plus \$1000 a month for up to 24 months. After graduation, participants enter the Navy Nurse Corps as an officer, with the opportunity to earn a competitive salary, regular promotions, comprehensive medical and dental coverage, low cost travel opportunities, excellent retirement and educational benefits, further training, and a rewarding clinical practice. Additional benefits include 30 days of paid vacation a year, use of military recreational facilities around the world, the opportunity to serve around the world in a variety of facilities, and be a part of supportive team of highly trained professionals.

12-2. Active Duty Service Obligation. One to 12 months of participation in the NCP results in an Active Duty Service Obligation of four years. Thirteen to 24 months of participation in the NCP results in an Active Duty Service Obligation of 5 years.

12-3. Program Requirements

1. During the course of the program, students are required to keep MDAD informed of changes in address, telephone number, dependency status or physical condition. Additionally, ANY change in academic status or delay in graduation must be reported immediately.

2. Participants are required to submit a Graduation Academic Year Statement, which is endorsed by the Dean or Registrar of the school, at least six months prior to graduation. Participants can scan and e-mail to OH@med.navy.mil, or fax to MDAD at (301)295-6014.

12-4. Officer Development School (ODS)

1. ODS is designed to provide newly commissioned Navy officers with the basic information required to understand Naval culture. It is designed to help create future Navy leaders who support the fleet. ODS is physically located in Newport, Rhode Island and lasts for five weeks. For more information about ODS go to the website located at:

<https://www.netc.navy.mil/nstc/otcn/Schoolhouses/ODS/ODSindex.htm>.

2. Orders.

a. NCP participants should receive orders to active duty two to three months prior to graduation. Orders will typically be sent to the participant's assigned recruiting district office.

b. After graduation, NCP participants will typically be given 30 to 120 days to study and take Nursing boards prior to reporting to ODS. All NCP graduates MUST take the National Clinical Licensing Examination (NCLEX) prior to commissioning and attending ODS.

c. For more information about orders, contact the Nurse Corps Assignment Officer (Detailer) at:

Nurse Corps Assignment Officer
Naval Personnel Command
5720 Integrity Drive
Millington, TN 38055
Com: (901) 874-4041
DSN: 882-4041
Fax: (901) 874-2680

CHAPTER THIRTEEN
FINANCIAL ASSISTANCE PROGRAM (FAP)

13-1. Program Description. The Financial Assistance Program (FAP) is an Individual Ready Reserve Program for physicians and dentists currently accepted to or enrolled in an accredited residency or fellowship program progressing toward a specialty which has been designated as critical to the Department of Defense. FAP participants receive a monthly stipend, 14 days of active duty annual training, reimbursement for all required tuition, fees, books and equipment for training, and a yearly grant paid shortly after the anniversary of enrollment into the program. In exchange for these benefits, the FAP participant agrees to serve on active duty for a period of the number of years of participation in FAP plus one year (i.e. four years of FAP benefits results in five years of active duty obligation).

13-2. Reimbursement for Books and Equipment. FAP reimbursement follows the procedures outlined for AFHPSP/FAP (see Chapter 3). Since FAP participants do not have a Dean of Students, they should have their Program Director sign the Dean's Certificate to certify that the request for reimbursement is valid and that all items for which the reimbursement is requested is required of all participants in the training program for that level of training. Please see the Chapter 3, Reimbursements, for details.

13-3. Tuition. Tuition is not generally paid for medical residencies. Dental FAP participants may have an associated tuition. Tuition is paid directly to the training facility via contract between the Navy and the training facility. Please see Chapter 2 for details about tuition payment.

13-4. FAP Stipend and Grant

1. The stipend for FAP mirrors the AFHPSP stipend. Unless otherwise directed by the Assistant Secretary of Defense (Health Affairs) the stipend increases by the yearly cost of living adjustment given to active duty military members effective every 1 July. As of 1 July 2009, the stipend for FAP participants is \$1992 per month. The annual grant for FAP participants is currently \$45,000 and is paid yearly in a lump sum (minus income taxes).

2. FAP Stipend. The FAP stipend starts on the FAP benefit start date and ends on the contract completion date. Members of the FAP are eligible for 12 months of financial assistance each

year: 11 and a half months of stipend and 14 days of full pay and allowances while on Annual Training (AT). The FAP stipend is generally received two to four weeks after the participant's pay record is established following the benefit start date. Stipend payments are suspended when a participant is on AT.

3. FAP Grant. The FAP Grant is a yearly bonus paid at the beginning of the contract year and is "earned" for that year by day to day participation in the FAP program. The initial FAP Grant is generally paid two to four weeks after the participant's pay record is established following the benefit start date. (This occurs because of pay system authorizations and information transfer requirements.) Subsequent yearly grant payments are paid two to three weeks following the anniversary of the participant's benefit start date and continue until the contract is completed. The last grant payment is prorated from the benefit start date to the contract end date. The following is an example of a FAP Grant payment schedule for a participant with a Benefit Start date of 1 January 2008 and graduating 1 July 2010:

- a. First grant payment (full) is in January 2008.
- b. Second payment (full) is in January 2009.
- c. Third payment (half) is in January 2010.

If a FAP participant is removed from the FAP program for medical purposes and recoupment is not a condition of the separation process, any unearned portion of the FAP Grant will be recouped.

13-5. Annual Training (AT). All FAP participants are entitled to 14 days of annual training per fiscal year. While on AT, a FAP participant is paid at the appropriate rank and longevity. Please see Chapter 5 for information on annual training and benefits.

13-6. Fitness Reports

1. Fitness reports for Medical Corps participants in the FAP program are written by the Graduate Medical Education Office of NAVME DMTP&E Command. A request for performance information will be sent from the MPT&E Program Manager, to the participant's Program Director during the summer, in order to meet the Navy's October deadline for completed fitness reports. All fitness reports are submitted as "Not Observed" reports. The original report is sent to the Bureau of Personnel in Millington (Code

311), and is placed into the officer's electronic service record. A copy of the report is sent to each participant for his/her personal files. Officers are reminded to maintain a copy of all fitness reports for possible use in the future. All FAP participants are reminded that any break in the documentation of their military service in the IRR could result in failure to promote to the next higher rank with their peers.

2. Please contact the FAP Program Manager at 301-319-4118 or by e-mail at charlotte.m.moore@med.navy.mil for assistance.

13-7. Program Requirements.

1. While in the FAP Program, the participant is required to keep the FAP Program Manager and MDAD informed of any changes in academic status, address, telephone number, e-mail address, dependency status or physical condition. Please contact OH@med.navy.mil and charlotte.m.moore@med.navy.mil with any changes.

2. Participants are required to complete their academic programs in a satisfactory manner within the time allotted, and must keep the FAP Program Manager and MDAD informed, in writing, concerning matters affecting standing in the program, including academic failure or changes in physical condition. Each year a letter is sent to the participant to update all pertinent information. The following are grounds for immediate termination from the FAP program:

- a. Failure to comply with instructions.
- b. Unsatisfactory academic performance.
- c. Conduct unbecoming a Naval Officer.
- d. Falsification of documents.

CHAPTER FOURTEEN
GRADUATION AND PROGRAM COMPLETION

14-1. Prior to Graduation from the Program.

1. MDAD must have the EXACT date of graduation for each participant in HPSP and the NCP programs. The graduation date is the date used as the new active duty officer's date of rank. Date of rank is used to determine eligibility for promotion selection boards. Entry Grade Credit, if applicable (see below), is factored into the date of rank. Request for DD-214s (statement of prior service time) and advanced degrees are made approximately 10 months prior to graduation, so that Entry Grade Credit calculations can be performed. Future graduates should carefully monitor these requests for information and provide a response if applicable within two weeks of the request. This will help ensure that appropriate credit is given at the time of graduation.

2. Officer Rank and Entry Grade Credit. HPSP and NCP participants with no previous active commissioned service or without a graduate degree in certain fields (received prior to attending school and prior to being commissioned) are appointed as officers with a date of rank that is the same as the date of graduation from professional school. An officer's date of rank is important because it is the date used to calculate eligibility for the next promotion board. Date of rank does not influence pay, except as it pertains to promotion to the next higher rank and the larger pay that rank entitles.

a. Physicians, Dentists, Optometrists, and Podiatrists supersede to active duty as Lieutenants (O-3).

b. Physician Assistants supersede to active duty as Lieutenant Junior Grade.

c. Nurse Candidates are commissioned as Ensigns.

d. Prior commissioned service and some masters and Ph.D. degrees for physicians and dentists (listed in OPNAVINST 1120.4 and 1120.5) earned prior to entering the programs can be counted toward Entry Grade Credit. When awarded, Entry Grade Credit makes the date of rank for the officer earlier than the graduation date. If an HPSP or NCP participant has prior commissioned service or an advanced degree as noted in listed in the OPNAVINST 1120 series, contact OH@med.navy.mil for additional information. Participants in either the NADDS or FAP

Program who believe an advanced degree or prior commissioned service was not considered for Entry Grade Credit, should contact the Board for Correction of Naval Records (BCNR) at: <http://www.hq.navy.mil/bcncr/bcncr.htm/>. The BCNR is a separate Navy authority for adjudicating such issues under the direction and supervision of the Assistant Secretary of the Navy for Manpower and Reserve Affairs.

3. Contact the Detailer. Dental HPSP graduates who have been selected for the AEGD and GPR programs, and Medical HPSP graduates have already been selected through their respective selection boards for their assignments, will not negotiate their assignment with their detailer. The Navy Detailer is the person who assigns graduates to their first duty station. Approximately six to eight months prior to graduation, participants should contact their detailer and begin assignment discussion. By contacting the detailer early, a graduate can find out what is available and provide personal preferences. Where a graduate is placed is based on availability and specialty. Assignments that are overseas or operational are filled preferentially. When discussing preferences, participants should let their detailer know if they attended ODS or not. If not, ODS will be scheduled prior to arrival at the first duty station. Contact information for detailers is as follows:

- a. Medical Corps: Surgical Detailer (includes anesthesia and all surgical specialties): (901) 874-4094.
- b. Medical Corps: Non-Surgical Detailer: (901) 874-4046.
- c. Family Medicine and Operational Detailer: (901) 874-4037.
- d. Nurse Corps: Nurse Candidate Detailer:(901) 874-4041.
- e. Dental Corps: Dental Detailer: (901) 874-4093.
- f. Medical Service Corps: Optometry: (901) 874-3756.
- g. Medical Service Corps: Physician Assistant Detailer: (901) 874-4115.

4. Check Medical Clearance. Participants should update their annual verification yearly and obtain a current HIV every other year. If there have been any changes in health since the last verification, this should be noted during the verification

process. Additional medical documentation may be required prior to entering active duty if substantial changes in health have occurred. The Annual Verification Package can be found in the forms section of the Accessions website:

<http://www.med.navy.mil/sites/navmedmpte/accessions/Documents/Annual%20verification%2034.pdf>. Contact the Medical Records Section of MDAD at OH@med.navy.mil with questions.

5. Obtain Orders. Once a participant has been given an assignment, the detailer writes and provides a set of orders. These orders give instructions on where and when to report and other important information about arranging a household goods move, etc. If the participant has not attended Officer Development School, it will be included in the travel itinerary prior to reporting to the active duty assignment. An e-mail copy of the orders can be sent directly to the student by contacting the appropriate detailer. Orders are routinely sent to the Naval Reserve District Office closest to the participant's educational facility.

6. Contact Sponsors/GME/GDE Coordinators. Graduating dental students not going into an AEGD or GPR program, NADDS and FAP officers, Optometrists, Physician Assistant, Podiatrists, Clinical Psychologists and NCP officers should be contacted by a "Sponsor" after orders are initiated. The Sponsor can provide much information about the duty station and should assist with the officer's transition to active duty. If a participant is not assigned a sponsor, the future active duty Department Head should be contacted and a request should be made for a sponsor. Graduating medical HPSP students, and dental HPSP students going into a GPR or AEGD program, should be contacted by the facility's educational coordinator in mid-February. If contact has not occurred by then, the HPSP participant should initiate contact. The Graduate Medical Education (GME)/Graduate Dental Education (GDE) Coordinator should be kept informed of any changes in report date or contact information. If there are any special needs such as a family member with health/school issues or restrictions on travel due to pregnancy, the GME/GDE Coordinator should be informed and can assist with special arrangements. The GME/GDE Coordinators have a wealth of knowledge. Do not hesitate to ask them questions. If traveling to the area of the hospital, stop by and meet the GME/GDE Coordinator for your program.

7. Physical Examination. Participants are NOT required to obtain a new physical when coming on active duty even though it will say to do so in the orders to active duty. The order

writing system has not been updated to reflect current policy and procedures. Exceptions are overseas assignments, which require a medical screening or those with a newly diagnosed or exacerbated medical condition, which might interfere with the ability of the participant to complete his/her active duty obligation. Contact OH@med.navy.mil immediately for further guidance if applicable.

8. Moving Household Goods. The Navy pays for transportation of household goods from the current place of residence to the new duty station. There is a section in the orders which contains contact information for the nearest Personal Property Office. Additionally, SMART WEB MOVE at <http://www.smartwebmove.navy.mil/swm/> has information on moving. If a participant decides to move him/herself, information on Do It Yourself Moves can be found at: http://www.military.com/Resources/ResourceFileView?file=Relocation_DITY.htm. Always check in with the Transportation Management Office before moving. Participants may not be reimbursed for moving expenses if you were not authorized.

9. Service, Medical and Dental Records. MDAD will forward graduating HPSP participants' service and health records to the Navy Recruiting District nearest their professional school. NADDS and FAP graduates will have their records sent directly to their active duty facility. HPSP graduates will execute orders and assume custody of their service record on the day of graduation. Graduates will retain custody of their orders and service record until they report to the duty station specified in their orders. If attending Officer Development School (ODS), MDAD will send medical and service records directly to ODS. To ensure correct pay once on active duty, the participant must have a copy of their new oath of office, Page Two document, DD-214 (if prior service), copy of their diploma, and proof of marriage, divorce, children's birth certificate, etc. at the time they report to their first duty station. If deferred from active duty to obtain graduate medical or dental education at a civilian facility, MDAD will retain the student's records until he/she is recalled to active duty. For additional information about service, medical and dental records, contact MDAD at OH@med.navy.mil/.

10. Financial Account Reconciliation. All participants should send in any outstanding reimbursement and travel claims no later than 60 days prior to graduation. Failure to do so may result in forfeiture of the benefit. Participants are advised not to

close out any existing bank accounts until all anticipated compensation has been received.

14-2. Graduation, Promotion and Officer Development School (ODS).

1. Orders and Medical/Service Records. The Naval Personnel Command sends all documents related to officer promotion to the Naval Recruiting District (NRD) closest to the officer's professional school. Graduates should contact their nearest NRD at least 30 days prior to graduation to ensure all documents are there and ready for signature and pickup. Most NRDs will work with the graduate to have commissioning ceremonies and provide delivery of promotion documents. Promotion or "superseding" documents should be signed on the day of graduation from professional school. Immediately upon commissioning, fax a copy of the new oath of office and any prior service DD-214 (if any) to the Navy Personnel Command (NPC) to PERS 822 at FAX: (901) 874-2622. If an officer graduated from professional school and did not sign a superseding/promotion appointment to the appropriate rank, contact the MDAD Registrar at (301) 319-4526 immediately or e-mail OH@med.navy.mil/. Failure to complete the superseding process will result in problems with military orders and significant delay in receiving correct pay when the participant finally reports to active duty.

2. Navy Active Duty Delay for Specialists (NADDS) Program or Financial Assistance Program (FAP) Participation Following Graduation. If participating in the NADDS and FAP from the HPSP, the officer must still sign a new oath of office, which promotes the officer to the appropriate rank. While in the NADDS and FAP programs, officers are eligible for promotion in the Individual Ready Reserve (IRR). Promotion can only happen if the officer has been promoted following graduation from professional school. If an officer in the NADDS or FAP program did not sign a superseding appointment for promotion to Lieutenant in the Medical or Dental Corps upon completion of medical/dental school, contact the MDAD Registrar at (301) 319-4526 immediately or e-mail OH@med.navy.mil/. Failure to complete the superseding process will result in problems with military orders to active duty, future promotion and future pays.

3. Stipend and Active Duty Pay. Program stipend terminates on the day of graduation. Active duty pay will not start until the graduated student reports to his/her first duty station. All officers should arrange to have sufficient funds available to pay living expenses prior to the start of active duty.

4. Officer Development School (ODS). ODS is a 5-week course designed to familiarize an officer with the Navy and responsibilities of being a Navy Officer. The course contains a full schedule of academic studies, and military and physical fitness training. If a participant did not attend ODS during HPSP participation or did not have undergraduate education in a military academy or ROTC program, ODS is attended immediately prior to reporting to the new active duty assignment. Medical Service Corps graduates who received officer indoctrination from other services, may have to repeat Officer Development School in the Navy. Graduates must have the following when checking into ODS:

- a. Original orders to active duty (you cannot be paid without them).
- b. Service and health records (these will be sent by MDAD to ODS).
- c. A copy of the new Officer Appointment Acceptance and Oath of Office.

For the entire list of required documentation, go to the ODS website at http://www1.netc.navy.mil/nstc/otc/ods_faq.asp.

14-3. Travel to First Duty Station.

1. Travel Allowances. Information on travel allowances and reimbursements can be found at the Per Diem, Travel and Transportation Allowance Committee web site at <http://www.defensetravel.dod.mil/>. Officers coming on active duty may be eligible for some of the following allowances:

- a. Member and Dependent Travel and Transportation Allowances. When a member must travel under an order, the Government either furnishes transportation, reimbursement, or a payment in lieu of transportation not exceeding the government rate. Generally, a member selects the transportation mode (i.e., airplane, train, bus, or Privately Owned Conveyance (POC)) for travel to new Permanent Duty Station (PDS). The graduate must contact the nearest Military Personnel Transportation Office to make transportation arrangements.
- b. Household Goods (HHG) Transportation and Storage. A member directed to make a permanent change of station (PCS) move is authorized HHG transportation and/or storage. A member's HHG

weight allowance depends on the member's grade and dependency status. See Chap. 5, par. U5310-B of the Joint Federal Travel Regulations (JFTR) for more information.

c. Dislocation Allowance (DLA). DLA partially reimburses a member with dependents, for the expenses incurred in relocating the member's household on a PCS move. By law, there is no DLA allowance when the PCS is from home (or the place from which the officer entered on active duty) to the first permanent duty station (PDS) unless dependents actually move in connection with the PCS. See Chap. 5, par. U5600 of the Joint Federal Travel Regulations (JFTR) for more information.

d. Temporary Lodging Expenses (TLE). TLE is intended to partially pay for lodging/meal expenses when a member/dependent(s) occupy temporary quarters in the continental United States (INCONUS) due to a PCS. Reimbursement is limited to a maximum of 10 days.

2. Travel Tips. If an officer must go to Officer Development School (ODS) prior to reporting to active duty, have household goods packed prior to ODS. If the officer has dependents, ensure that the spouse has a power of attorney to handle the move while the officer is at ODS. There will be very little time between the end of ODS and the start of internship. There are a number of documents that should be hand carried to a new duty station in order to establish a pay record and training/credentials file and get family members into the DEERS system for health care:

a. A minimum of three copies of the orders to active duty and Oath of Office to the new commissioned rank.

b. A copy of all DD-214s if the new officer had prior enlisted or commissioned service.

c. The graduate diploma or an official copy of the diploma (notarized) and an official copy of transcripts showing the professional degree and date of conferral.

d. Copies of additional degree substantiation if any.

e. A letter from the school stating the student has graduated.

f. Birth certificates for the officer and any children.

- g. Marriage certificate if married.
- h. Divorce decree if now divorced and former spouse is still listed in the service member's Page 2.
- i. A copy of the Medical Student Performance Evaluation (MSPE, also known as the Dean's Letter) for GME-1 (as applicable).
- j. Copies of BLS and ACLS completion (if applicable).
- k. Medical and Dental Records.
- l. Service Record from MDAD.

14-4. Reporting In at First Active Duty Assignment.

1. Uniforms. Officers should have one or more clean sets of Summer Whites, if reporting during the summer uniform period, or Dress Blues, if reporting during the winter uniform period, ready for inspection on the first day of orientation. Don't pack uniforms with household goods. Take them in the car. Please ensure that the appropriate rank is worn. Officers will need to be in uniform when they report for duty. If going to ODS en route to the first duty station, officers will get uniforms there.

2. Additional Uniform Allowance. HPSP/FAP/NADDS officers reporting for their first active duty assignments are eligible for a \$200 Uniform and Equipment Allowance. The DoD Financial Management Regulation (FMR), DoD 7000.14-R, Volume 7A, Chapter 30 (October 2005), Paragraph 300301 addresses an additional active duty uniform allowance that can be requested via the individual's chain of command and processed by their Personnel Support Detachment (PSD) after that officer has been at the Command for 90 (continuous) days of active duty. The additional active duty uniform allowance is payable to qualified officers in the amount of \$200, and is in addition to the initial \$400 one-time clothing allowance that officers receive after completing Officer Development School or their first annual training while they are in the HPSP program. Officers must request this additional uniform allowance in writing; submit the request through the Chain of Command for approval; and have the Personnel Support Detachment process the payment.

3. Pay. Student stipends end on the day of graduation. The Navy provides no additional pay/stipend until the officer

reports for active duty. Graduates must plan ahead to have funds available for expenses during this time. Since a pay record is required to obtain advance pay, officers must wait until reporting for active duty to make such a request. Even under the best of circumstances it can take one to two months for pay to normalize. Active duty pay is composed of several payments, which are usually increased on a yearly basis:

- a. Basic pay - based on rank and years of service.
- b. Basic Allowance for Subsistence - a flat rate for all officers.
- c. Basic Allowance for Housing - based on zip code and dependent status.
- d. Special Pays - based on specialty of practice.

Information regarding military pay can be found at the Defense Finance and Accounting Service web site:

www.dfas.mil/money/milpay/

4. ID Card. All officers on active duty are required to have a Common Access Card (CAC). When reporting to the first active duty assignment, part of the check-in process will include obtaining a CAC card. Required documentation is: a set of the orders to active duty, oath of office, and at least two forms of photo identification. Have them handy and do not pack this documentation in with your household goods.

14-5. Additional Considerations

1. Selection/Promotion Boards. Because of the length of specialty training, some NADDS and FAP graduates will find that they are eligible for a selection board during their first year on active duty. If a participant was not selected for Lieutenant Commander while in the IRR, the participant should discuss selection boards with their Detailer. There are instances in which officers may need to request a waiver to have one's service record go before the selection board.

2. Specialty Board Examinations. Participation in specialty and sub-specialty board certification examinations (may be funded by the Navy. Additional information on specialty board funding can be obtained by contacting the NAVME DMPT&E CME Funding Coordinator at (301) 295-0649.

3. State Licenses. **The Navy does not reimburse for state professional licenses.** This is a responsibility of the individual officer.

APPENDIX A
BOOKS AND SUPPLIES REIMBURSEMENT FORM

INSTRUCTIONS FOR COMPLETING A CLAIM FOR REIMBURSEMENT FOR EXPENDITURES WHILE ON OFFICIAL BUSINESS (SF-1164)

Block 1	Medical Department Accessions Department NAVME DMPT&E, Bethesda (MDAD) 8901 Wisconsin Ave Bethesda, MD 20889-5611
Blocks 2 & 3	Leave blank
Block 4(a)	Last name, then first name and middle initial
Block 4(b)	For security/privacy LAST 4 digits ONLY of your SSN
Block 4(c)	Your full mailing address
Block 4(d)	Telephone number where you can be reached during business hours if a question arises regarding your claim
Block 5	Leave blank
Block 6	(See individual columns below)
Block 6(a)	Show date of purchase. Display as day, month in letters, and year. Example: 12 SEP 09
Block 6(b)	Leave blank
Block 6(c)	Use this column for name of the item purchased as outlined in Chapter 3. <u>List items separately in order shown on original sales or invoice receipts.</u> List text, title, and author for textbooks. <i>Credit card receipt usage for books and supplies is not authorized but may be used as proof of payment at the discretion of MDAD upon review of claim for other reimbursable.</i>
Block 6(d)	Additional item description from 6(C)
Block 6(f) "MILEAGE"	Insert the individual item cost in this block, NOT including any tax or discount. The tax goes in block 6 (g), discount in block 6 (i).
Block 6(g) "FARE or Toll"	List tax charged for each item
Block 6(h)	Leave Blank
Block 6(i) "TIPS or MISC"	List discount applied to each item

SUBTOTALS	Insert the column totals of the items listed on the back of the SF 1164 (6. EXPENDITURES - Continued) in the subtotal blocks as needed in columns (f), (g) and (i).
Block 7 AMOUNT CLAIMED	Total entire claim by adding down columns (f), (g) and (i) into the total block at the bottom of each column, then add the total of (f) and (g) and subtract (i).
Block 8	Leave Blank - this is for the MDAD reviewer signature
Block 9	Leave Blank - this is for the Comptroller's signature
Block 10	YOUR Signature - Sign and date. No signature other than the student/claimant may sign the form for reimbursement.
Block 11	Leave blank
Block 12	Leave blank

APPENDIX B
HEIGHT/WEIGHT TABLE

OPNAVINST 6110.1G

10 October 2002

MAXIMUM WEIGHT FOR HEIGHT SCREENING TABLE

Maximum Weight in Pounds

Men Maximum Weight (pounds)	Member's Height	Women Maximum Weight (pounds)
97	51	102
102	52	106
107	53	110
112	54	114
117	55	118
122	56	123
127	57	127
131	58	131
136	59	136
141	60	141
145	61	145
150	62	149
155	63	152
160	64	156
165	65	160
170	66	163
175	67	167
181	68	170
186	69	174
191	70	177
196	71	181
201	72	185
206	73	189
211	74	194
216	75	200
221	76	205
226	77	211
231	78	216
236	79	222
241	80	227
246	81	233
251	82	239
256	83	245
261	84	251
266	85	257
271	86	263

NOTE: Height will be rounded up to the nearest whole inch, weight will be rounded down to the nearest whole pound.

APPENDIX C
ORGANIZATIONAL CONTACT

DEPARTMENT	Phone #
Program Manager	(301)295-9950
MDAD Head Student Programs	(301)295-1217
MDAD Deputy Program Manager	(301)319-4531
MDAD Registrar	(301)319-4526
Financial Management	
- Tuition	(301)295-9977
- Reimbursements	(301)295-9978
- Annual Training	(301)319-4538/40
Systems Management	
- Medical/Dental Records	(301)319-4531/41
- Admin/Pay/Service Records	(301)319-4529/4532
Professional and Career Planning	
- Medical Corps	(301)319-4517
- Dental Corps	(301)295-1594

APPENDIX D
FY10 NAVY HPSP REIMBURSEMENT RATES

Nomenclature	New Navy Rates as of 01 January 2010:
Examinations	
USMLE step 1	Cost Only Once
USMLE step 2 (Clinical Knowledge)	Cost Only Once
USMLE step 2 Clinical Skills Examination	Cost Only Once
COMLEX level 1	Cost Only Once
COMLEX level 2 Performance Evaluation	Cost Only Once
COMLEX level 2 (Clinical Evaluation)	Cost Only Once
Electronic Residency Application System (ERAS) fee	\$350.00
Clinical Psychology Residency Match fee	Cost Only Once
National Board Dental Examination (NBDE) part 1	Cost Only Once
National Board Dental Examination (NBDE) part 2	Cost Only Once
NBEO part I	Cost Only Once
NBEO part II	Cost Only Once
NBEO part III	Cost Only Once
PANCE (If active in Program)	Cost Only Once
Immunizations	
Hepatitis A	Cost Only Once
Hepatitis B Series (3 shots)	Cost Only Once
Measles-Mumps-Rubella (MMR)	Cost Only Once
Influenza	Cost Yearly
Varicella	Cost Only Once
HIV	Cost every 2 years
Rentals	
Computer rental (Lease without lease to own)	\$ 500 per year (4 years)
Microscope rental (Lease without lease to own)	\$ 500 per year (2 years)
Textbooks/Software	
Textbooks	Cost
Computer Software (Textbooks)	Cost
Tutorial tapes and Lab instruction	Cost
Medical Program	
Sphygmomanometer	\$ 150
Diagnostic set (includes otoscope and ophthalmoscope)	\$ 500
Stethoscope	\$ 130
Black Bag	\$ 80
Penlight	\$ 8
Tuning Fork	\$ 15 ea (maximum 2)
Reflex Hammer	\$ 12
Neurological Hammer	\$ 12
Scrubs	5 sets @ \$25 each – (total of \$125)
Measuring Tape, Physicians	\$ 12
Thermometer	\$ 15

Scissors, Bandage	\$ 10
Scalpel Blades and Handle	\$ 10
Gloves, Disposable/Examination	\$20 per box (maximum 5 boxes)
Osteopathic Treatment Table	\$ 450
Dissection Kit	Either dissection kit @ \$25; or scalpel blades and handle @ \$10 as required
Eye Chart	\$ 6
Laboratory and Clinical Clothing (hospital white coats and trousers)	\$ 35 each (maximum 6 items in any combination for the entire period of program participation)
Safety Goggles	\$ 30
Network fee - if required by school and not paid under contract as part of tuition	\$ 165

DENTAL PROGRAM. Equipment authorized for reimbursement, within the price limitations indicated, when required of all students and authorized by the Navy Replacement may be authorized for burrs, fabricated teeth for typo-dent use and instruments due to normal wear with repetitive use not to exceed 1 each in a 12 month period.

Diamond burr.	\$ 4.10 each (maximum 20)
Student casting kit	\$ 17
Smoothex	\$ 10
Aerodope	\$ 5
Separating Discs sgl and dbl sided	\$ 8 each (maximum of 2)
Lathe chuck bur and taper	\$ 15
Casting crucible	\$ 10
Disc kit (includes stand, box discs and mandrel)	\$ 32
Gold crown thickness gauge	\$ 32
Glass mixing slab	\$ 9
Beauty cast investment 18 pkg	\$ 7
Lab knife handle	\$ 10
Blades	\$ 10
Plaster knife #12	\$ 7
Mixing pads	\$ 9
Carbide lab bur #71E023	\$ 14
Sable brushes	\$ 8
Bush silent stones	\$ 15
Mandrel FG and sthp	\$ 5
Wax burr	\$ 2
#8 round carbide sthp	\$ 2
Denture teeth	\$ 35
Porcelain kit	\$ 25
Sonic scalar	\$ 552
Cement spatula	\$ 9
Rubber base spatula	\$ 4
Rubber base syringe	\$ 25
Package of teeth	\$ 93
Face Mask	\$ 20

Inlay tongs	\$ 2
Soldering tweezers	\$ 4
Wax blue inlay	\$ 5
Articular case with face bow and accessories	\$ 520
Student polishing kit (trustier, arbor chuck, brush wheel, arbor bands, soft brushes, 2" chamois wheel, 1-1/4" and 3" buffs, felt cones, stick rouge and stiff brushes)	\$ 46
Syringe anesthetic	\$ 15
Test teeth	\$ 93 (per career)
Diamond burr cleaning stone	\$ 6
Plastic resin sheets	\$ 3
Lentulo spirals	\$ 4
Utility scissors	\$ 5
Technique metal 32 dwt	\$ 29
Super sep	\$ 13
Occlusion balancer	\$ 22
Porcelain adjustment kit	\$ 15
Relief metal	\$ 5
Plaster syringe	\$ 2
Impression trays	\$ 150
Pliers #121	\$ 47
Pliers #137	\$ 47
Pliers, cotton	\$7 each (maximum 3)
Svedopter	\$ 18
Probe, PCP 12	\$ 9 each (maximum 3).
XCP instruments	\$ 35 (maximum 1 per year)
Iris scissors	\$ 20
Perma bond 910	\$ 18
Vac-U-Spat/Vac-U-Mixer Combo kit	\$ 152
Casting ring	\$ 10 each (maximum 3).
Clinic cart	\$ 300
Loupes (surgical/magnification)	\$ 1,400

iii. Dental kits required by the school (equipment or instrument lists must be submitted with the CDW, unless billed under contract).

Duplicate payment for separate items listed above is not authorized except as indicated for replacement.

First year students	Cost (authorized based on school billing)
Second year students	Cost (authorized based on school billing)
Third year students	Cost (authorized based on school billing)
Fourth year students	Cost (authorized based on school billing)
Clinic Jacket	\$ 20 (maximum of 3)
Disposable Exam Gloves	\$ 20 per box (maximum of 5)
Goggles (Face Shield)	\$ 80
National Board Dental Examination (NBDE) parts I and part II	Cost only once each.

Caulk/DENTSPLY Prolite	\$ 1,450
Cavi-jet	\$ 1,450
Digital Diagnostic Camera	\$ 1,500

OPTOMETRY PROGRAM: Equipment authorized for reimbursement, within the price limitations indicated, when required of all students and authorized by the Navy.

Illusion Slides	\$ 25
Handheld Maddox Rods	\$ 20
Lighthouse Cards	\$ 16
Anaglyph Glasses	\$ 3
Lens Holder	\$ 30
Occluder	\$ 10
Near Point Cards	\$ 20
Near Point Fixation Stick	\$ 5
Clinic Jacket	\$ 20 (maximum 3)
Reading Cards	\$ 6
Gonioscope (3ml) / (4ml) (one or the other)	\$ 280.
Lens Clock	\$ 140
Halogen Penlight	\$ 40
CEVS Clinic Kit	\$ 40
Sphygmomanometer	\$ 150
Stethoscope	\$ 125
Binocular Indirect Ophthalmoscope Kit w/case	\$ 1,750
20D Lens (or comparable 2.2 or 28D BIO Lens)	\$ 200
Biomicroscopic Lens 90D and 78D Lens	\$ 210
Biomicroscopic Lens (60D, Super66/Vireo or WF)	\$ 270
Retinoscope/Ophthalmoscope Diagnostic Set	\$ 850
Transformer (Desk)	\$ 200
Comparator	\$ 60
Lens Gauge	\$ 140
Stereo Test	\$ 140
Trial Lenses and Frames	\$ 1,000 (combined total)
Projector Slide	\$ 90
Color Vision Testing Plates	\$ 220
Pliers (Adjustment and ophthalmic)	\$ 25 each
Calibration Kit	\$ 25
Lens Flipper	\$ 20
Tool Kit (ophthalmic)	\$ 350
Dissection Kit	\$ 25
Disposable/Examination gloves	\$ 20 per box (maximum of 5)
Goggles	\$ 80
Prism Bar Set	\$ 175

PSYCHOLOGY PROGRAM: Equipment authorized for reimbursement, within the price limitations indicated, when required of all students and authorized by the Navy.

Achievement test (educational)	\$ 60.
Achievement test (wide range)	\$ 60
Auditory discrimination test (ADT)	\$ 30

Development test (VMI)	\$ 30
Dissertation Fees	\$ 500
Lab coats	\$ 20 (maximum of 2)
Psychotherapy	\$ 100 (maximum of 25)
Rorschach cards	\$ 75
Thematic appreciation test	\$ 40
Visual motor Gestalt test	\$ 30

APPENDIX E

FY10 NAVY HPSP REIMBURSEMENT ITEMS NOT AUTHORIZED

Any educational expenses assessed by the school to the student for any period preceding HPSP entry and following the day of a participant's disenrollment or termination from school or the HPSP.

Any penalty or leave of absence fee assessed by the school to the student.

Binding charges for reports or research papers.

CIBA Publication series.

Civilian attire of any type, except as noted for scrubs and lab jackets.

Computer Hardware, accessory equipment, internet service.

Computer software that is not a substitute for a textbook.

Co-payments of any kind (i.e. medical, dental etc.)

Electronic Equipment.

Equipment repair or maintenance.

Fees for the national residency matching program or other similar programs.

Fuel and insurance for a rental car.

General office supplies.

Housing, meals, rental insurance, and any personal/school travel or moving expenses.

Initials on doctor's bag.

Interest, penalty and fees for school loans.

Magazine and/or journal subscriptions.

Microscope.

Military uniforms.

Non-related courses (board review).

Non-required textbooks.

Parking, toll, locker, laundry, legal, graduation, cap and gown rental, program diploma and other similar fees.

Part/Step III of the USMLE/COMLEX, and any other: licensing, certification or course curriculum cost or fee; associated incidental fees or expenses (e.g. equipment, lab and assistant expenses or fees); regional and other examinations.

Preparatory courses and text, academic courses and related expenses that are repeated, or taken in an educational institution other than the authorized school of enrollment, or that resulted prior to HPSP entry.

Prescription safety glasses.

Refundable and pre-admission fees or deposits that are not credited for tuition.

Shipping and handling.

State and regional boards.

Stolen, lost, damaged or replaced items.

Student association, class, professional, society, or other similar dues.

Student note-taking and tutorial services.

Surgical clothing name-tags.

Telephone calls.

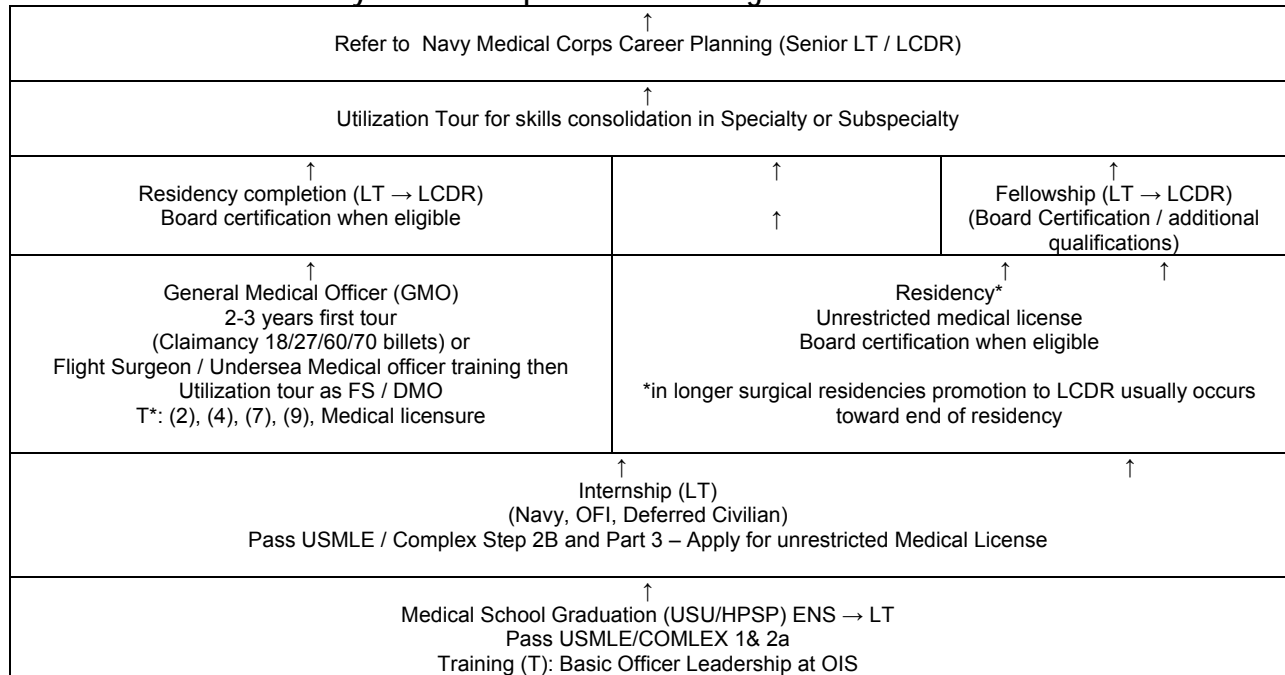
Theft, life, computer, rental or other insurance of any kind, unless specifically authorized herein.

Transportation and relocation fees and expenses.

Travel or expenses associated with other than active duty for training and that are not specifically authorized.

Appendix F
Navy Medical Corps Career Planning Chart

1. Navy Medical Corps Career Planning Chart: ENS to LCDR



Claimancy 18 = BUMED
 Claimancy 27 = Marine Corps
 Claimancy 60 = Atlantic Fleet (LANTFLT)
 Claimancy 70 = Pacific Fleet (PACFLT)

* For training opportunities and requirements refer to list below Table 2.

2. Navy Medical Corps Career Planning Chart: LCDR to CAPT

		Chapter 2 Operational	Chapter 3 Clinical	Administration/ 2XXX	Chapter 4 Academic	Chapter 5 Research
CAPT	Executive (CO/ XO)	Refer to Medical Department Officer Senior Leadership Track and Matrix				
CDR	Senior (Need OCONUS/Operational tour to select to CAPT)	Headquarters' Staff- BUMED / MC COMPHIGRU SMO CV/CVN SMO (RAM) Dept Head – NEHC, EPMU Brigade Surgeon Specialty Leader Mobilization Per Assignment (9) Training: (3), (5), (8), (11), (12), (14), (15), (16), (17), (21)	Headquarters' Staff - BUMED or MC Department Head Head, Command PI Directorate – Small/Medium MTF DMS/DSS - MTF (small/medium) Chair – Hospital Committees Specialty Leader Mobilization Per Assignment (9) Training: (3), (5), (11), (12), (13), (16),(18), (21)	Headquarters' Staff- BUMED / MC TRICARE Regional Offices Directorate – Small/Medium MTF DMS/DSS - MTF (small/medium) Dept Head, MTF Specialty Leader Mobilization Per Assignment (9) Training: (3), (5), (8), (11), (12), (14), (15), (16), (17), (18), (19), (20), (21)	Headquarters' Staff- BUMED/ MC Department Head / Assistant DH Residency Director Assistant Professor USU Specialty Leader Mobilization Per Assignment (9) Training: (3), (5), (8), (11), (12), (13), (16), (21)	Head, Clinical Invest MTF Clinical Researcher , NOMI, EPMU's, NAMRUs, , NRCs Specialty Leader Mobilization Per Assignment <u>Training:</u> (3), (5), (8), (11), (12), (16), (21)

LCDR	Specialized Training, Career Progression & Development (must complete residency to select to CDR)	SMO- Fleet Regimental Surgeon Fleet Staff	Board Certified (eligible) Specialist CONUS or OCONUS Facility Jr. Member ECOMS Hospital Committee Assignments JCAHO Preparation Teams Residency/Fellowship Training Mobilization: Component UIC (9) <u>Training:</u> (2), (5), (6), (11), (13), (21)	Dept Head, MTF OCONUS/CONUS (small) SMO- OCONUC/CONUS Clinic Jr. Member ECOMS Hospital Committee Assignments JCAHO Preparation Teams Mobilization Component UIC (9) <u>Training:</u> (2), (5), (6), (10), (11), (12), (13), (21)	Faculty – Residency Programs Assistant Professor USUHS Mobilization Component UIC (9) <u>Training:</u> (2), (5), (6), (11), (12), (13), (21), Faculty Development Fellowship	Clinical Researcher NOMI, AFIP, Naval Research Center, NAMRUs, NHRC SD <u>Training:</u> (3), (5), (11), (21)
LT		↑ For all tracks need to have a variety of duty assignments & experiences to include CONUS/OCONUS/Operational Tours ↑ Refer to early Career specialization Chart				
ENS						

Key To Chart Numbers

- (1) Basic Officer Leadership Training (OLT) Course at OIS
- (2) Intermediate OLT Course
- (3) Advanced OLT Course
- (4) Basic Medical Depart. Course
- (5) Advanced Med. Dept. Officer Course
- (6) Clinic Management Course
- (7) Combat Casualty Care
- (8) Joint Operations Med. Management Course
- (9) Navy Trauma Training Course
- (10) TRICARE Fin. Mgt. Exec Course
- (11) Joint Medical Executive Skills Institute - Distance Learning
- (12) Advanced Degree - MBA, MPA, MPH, MHCA
- (13) War College (correspondence/ non-resident)
- (14) War College (resident)
- (15) Industrial College of Armed Forces
- (16) Interagency Institute for Fed. Health Care Executives
- (17) MHS CAPSTONE Course
- (18) JCAHO Fellow
- (19) Wharton Fellow
- (20) Congressional Fellow
- (21) Board Certification

Appendix G:
Check List for Completing A Travel Voucher (DD1351)

➤ **Travel Claim Voucher DD1351**

- o Block 1 - Check Electronic Fund Transfer (EFT)
- o Block 2 - Name
- o Block 3 - Pay Grade
- o Block 4 - SSN
- o Block 5 - Check TDY (Temp. Duty)
- o Block 6 - HOME address, including a good email contact
- o Block 7 - Good contact phone number
- o Block 8 - Last 5#'s of SDN (after RT), from the top right corner of orders.
- o Block 9 - Fill out if you received advanced travel for this AT
- o Block 11 - Place of duty, located part 1 of orders (ex: NMCS D, STU NETC NEWPORT)
- o Block 12 - Check Unaccompanied
- o Block 15 - See example below, remember to include the year

<u>Date</u> 2009		Place	Mode	Reason for stop
26JUN	Dep	Home Town	**	
26JUN	Arr	Duty	**	TD
20JUL	Dep	Station		
20JUL	Arr	Home Town		MC

*** For Means/Mode of Travel use PA (Private Auto) or CP (Commercial Plane)*

- o Block 16 - If driving, check appropriate box
- o Block 18 - List applicable Lodging, Car Rental and Car Rental Gas, Receipts (taxi, baggage, dry cleaning). If you did not incur any expenses, leave blank
- o Block 21 - Remember to hand-sign

➤ **Copy of Orders**

- o Must say "ORIGINAL" on top
- o Include all pages
- o Include any appropriate order modifications issued

- **Lodging** - If you did not stay in the Bachelor Officer Quarters
 - CNA- Certificate of Non-Availability. May be a stamp, letter, or SATO number stating tha the BOQ was full
 - Itemized receipt, day-by-day charges incurred

- **Car Rental** - if authorized in orders
 - Complete copy of Itinerary. Contact SATO if this is no longer available via web.
 - Rental Agreement - lists charges, type of car, ect. Will have the total amount due listed.
 - Receipt for payment (should say Amount Due \$0.00).
 - Gas receipts (for car rental only)

- **Proof of Payment for Other Expenses**
 - Dry Cleaning (Max \$2 daily, after first 7 days - only while at place of duty)
 - Extra Baggage
 - Taxi (while traveling to/from airport)
 - Tolls

- **EFT Form**
 - Bank account information is not stored, a new EFT form is required for each AT
 - Please double check to make sure your personal information is correct, and sign.

- **What Not to Include:**
 - Gas receipts for POC travel. If you are driving to/from your duty station, you will be paid based on mileage.
 - Food receipts. You will be paid Per diem if it is authorized in orders "The use of mess adversely affects mission performance, per-diem authorized at commercial rate".
 - Credit card statements. These are not considered acceptable proof of payment by PSD. If you do not have a receipt for an expense, you will need to contact that company and request one.

When you have gathered all of these items, submit them to OH.

- *The most efficient method of submission is via e-mail.*

E-mail: OH@med.navy.mil Attn: AT Travel
Fax: 301-295-1811 or 301-319-4122

After being reviewed by MDAD, all claims will go to PSD for approval and payment. The complete process takes 4-6 weeks. If more than 6 weeks pass before you see payment in your direct deposit account, please follow up with OH via e-mail. If your payment amount differs from what you had expected, or if you have any questions regarding your processed claim, please contact MDAD and request a copy of your travel voucher.

a. Step 1: To prevent delays in processing, please include the following when submitting a claim:

(1) DD-1351-2, Travel Voucher (Do not submit a claim for travel reimbursement on an SF 1164, which is used for reimbursement for books and supplies).

(2) Copy of your Orders

(3) No Messing Available Letter. This letter will be provided by the Graduate Medical Education (GME) Coordinator at the clerkship site. Students will not receive the full commercial meal rate without this letter. If attending Officer Development School (ODS), this will not be available.

(4) Itemized Lodging Receipt. If this receipt is not itemized, PSD will not reimburse for lodging.

(5) Car Rental Receipt (Only if authorized). Travelers must submit a SATO Itinerary with car rental reservations included in order to be authorized for reimbursement of a rental car. Expenses for a rental car cannot exceed the rate stated on the itinerary. If so, the traveler will pay the difference.

(6) Gas receipts, taxi receipts, shuttle receipts, dry cleaning receipts, parking receipts and in some cases, transit receipts.

(7) Electronic Funds Transfer (EFT) form: An EFT form must be included with every travel claim before it will be processed. The purpose of the EFT form is to ensure that travel reimbursement is deposited into the correct bank account. Use of the EFT will not affect stipend or active duty pay. PSD will not process a claim without an EFT form.

b. Step 2: Complete the Travel Claim Form, DD 1351-2.

(1) Block 5: Please check TDY

(2) Block 8: The travel order number is the last five digits of the Standard Document Number (SDN) on the orders, located in the top right corner of the travel orders.

(3) Block 11: This is the unit to which the traveler is assigned, "HPSP."

(4) Block 15: The codes required are on the second page of the DD 1351-2. Some of the most common are:

(a) Means/Mode of Travel: PA (personal auto), GP (government plane). **If PA is listed as the transportation, a student will be reimbursed for distance driven from the home address on the orders to the duty station. Mileage will be calculated based on a standard mileage table. Travelers do not need to calculate these distances.

(b) Reason for Stop: AT (awaiting transportation), TD (temporary duty), MC (mission complete).

(5) Block 18: Any reimbursable expenses should be listed (e.g. lodging, car rental, taxi or shuttle fares, gas, tolls, dry cleaning for uniforms, or parking fees). Do not list food expenses. Food expenses are covered by the per diem payment. Save all receipts for these items and submit them for verification of the expense. Bank statements are not accepted by PSD as justification for expenses or proof of payment.

c. Step 3: Send Accessions Department Travel Section the completed travel claim by Fax to (301) 295-6014 or e-mail to OH@med.navy.mil with the subject heading "ENS (or LT) (Last Name)-Travel Claim.

d. Step 4: Once the Travel Claim is verified by Accessions Department Travel Section, it is submitted to the National Capital Area/NNMC Personnel Support Detachment (PSD) office for processing. Expect reimbursement within four to six weeks after it is sent to PSD. Reimbursement for travel is deposited directly into the participant's direct deposit account. Because it is a "reimbursement" and paid by voucher, it will not be seen on a Leave and Earnings Statement.