



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
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OPNAVINST 1520.39
PERS-44
21 Dec 2005

OPNAV INSTRUCTION 1520.39

From: Chief of Naval Operations

Subj: ARMED FORCES HEALTH PROFESSIONS SCHOLARSHIP PROGRAM

Ref: (a) DOD Directive 6000.12 of 29 Apr 96
(b) DOD Instruction 6000.13 of 30 Jun 97
(c) SECNAVINST 1120.6C
(d) SECNAVINST 1120.8C
(e) OPNAVINST 1120.4
(f) SECNAVINST 1120.13A
(g) SECNAVINST 1920.6B
(h) SECNAVINST 1520.11A
(i) MILPERSMAN, Article 1920-170
(j) SECNAVINST 5214.2B

Encl: (1) Application Procedures for Armed Forces Health
Professions Scholarship Program

1. Purpose. To establish policy and procedures for the use of the Armed Forces Health Professions Scholarship Program (AFHPSP) under references (a) and (b).

2. Cancellation. This OPNAV Instruction supersedes SECNAVINST 1520.8A. The SECNAV Instruction was cancelled under a separate cancellation memo.

3. Applicability. This instruction applies to:

- a. All civilian applicants.
- b. Current participants in AFHPSP.
- c. Active and Reserve officers or enlisted personnel from the U.S. Armed Forces.

4. Policy. Department of the Navy (DON) policy is to use AFHPSP to help meet future annual accession requirements for entry level health care professionals on the Active Duty List

(ADL) as one element in the accession plan required by references (c) through (f). The scholarship program for each health care competitive category will be applied at the minimum level necessary to meet accession requirements after making optimum use of less costly accession programs and after making use of the Uniformed Services University of the Health Sciences (USUHS) to provide career-motivated Regular officers in the health sciences. To be able to meet changing requirements for primary care medical officers, emphasis will be placed on accession of three and four-year scholarships. A proportionate share of four-year scholarships will be accessed to enable entry level physicians who complete a Navy internship to serve an operational tour and remain in the Navy for residency training, either in service, full-time out service, or deferred programs. Navy accession planning must balance the requirements for flexibility and longer active duty service obligations.

a. Naval Academy midshipmen may be recruited into the program within a combined maximum limit of 15 graduates entering AFHPSP and USUHS annually.

b. Naval Reserve Officers Training Corps (NROTC) midshipmen may be recruited into the program within a combined maximum limit of 25 graduates entering AFHPSP and USUHS annually.

c. AFHPSP scholarships awarded each year must be limited to the competitive categories authorized annually by the Assistant Secretary of Defense (Health Affairs) (ASD (HA)). Total AFHPSP scholarships in effect as of the end of each fiscal year must not exceed the allocations made by ASD (HA).

5. Authorized specialties and scholarships. To make best use of AFHPSP in meeting accession requirements for health care professionals, Deputy Chief of Naval Operations (Manpower, Personnel, Training, and Education) (DCNO (N1/NT)), will review accession plans developed under references (c) through (f) annually.

6. Basic qualifications. Citizenship, age, moral character, and physical qualifications for AFHPSP are those specified for the applicable competitive category in references (c) through (f).

7. Professional qualifications. Candidates must be accepted for admission to or enrolled in an accredited institution in the United States or Puerto Rico, in a professional education program qualified for the applicable competitive category and specialty in references (c) through (f). A cumulative grade point average of 3.0 on a 4.0 scale must have been attained for all completed course work. Waivers will be considered on a case-by-case basis.

8. Performance standards. Active duty personnel must have no record of conviction by courts-martial, nor have been awarded non-judicial punishment, nor have been convicted by a civil court for any offense other than minor traffic violations, for the two-year period immediately preceding 1 July of the calendar year in which application is made.

9. Persons eligible

a. Qualified civilians.

b. All officers on active duty who have completed their initial active service obligation prior to appointment into the program, except for the following:

(1) Officers serving under obligations incurred through Department of Defense (DOD) funded education programs. Officers who have completed naval flight officer training or naval flight training must complete the minimum required obligated service for those programs, plus any additional obligated service incurred in conjunction with aviation cross training, transition, or replacement training prior to being made available.

(2) Nuclear trained officers must have either completed assignment as engineer of a nuclear ship or principal assistant of an aircraft carrier, or be senior to officers so assigned. Submarine officers must have completed a department head assignment or be senior to those so assigned. Availability will be determined based on community ability to meet requirements.

c. Midshipmen at the U.S. Naval Academy found qualified by the Superintendent of the Naval Academy based on academic performance, motivation for career service in the Medical,

Dental, Nurse, or Medical Service Corps, and who have been accepted for admission to an accredited institution.

d. All active duty enlisted personnel, except those enrolled in another Navy subsidized officer accession program.

e. Drilling Reservists and Inactive Ready Reserve personnel (officer and enlisted), except nuclear trained naval officers eligible for reassignment to duty as nuclear propulsion trained officers.

10. Appointment. Upon acceptance into the program, participants will be required to accept a Reserve appointment in the grade of ensign in the competitive category of the health profession for which selected. Officers previously appointed in a student officer category of a health profession can maintain their grade. All officers will be entitled to the pay and allowance of the grade O1 while performing active duty in the program.

11. Service obligations. AFHPSP appointees will incur an Active Duty Obligation (ADO) of one year for each year in the program. For periods less than a year, the ADO is six months for each additional six months of participation in the program. Periods of 15 days or more will be counted as a 6-month period. The obligation will be in addition to any existing active duty obligation. Appointees who incur an active duty obligation of less than three years will be required to serve a three-year minimum term of service on active duty. The difference between the minimum term of service and the active duty obligation can be served while in training on active duty.

12. Disenrollment or failure to complete service obligation. Student officers who fail to complete the program may be reappointed in a different competitive category to complete any incurred active duty obligation. Student officers not qualified for reappointment will be processed for separation under reference (g). Where failure to complete obligated service is the result of action not initiated by the Government, the member will reimburse the Government for all tuition and other education costs incurred, or proportional share, for the period of obligation not served. The Secretary of the Navy may waive these requirements when such action would be in the best

interest of the naval service taking into consideration the recommendations and supporting justification of DCNO (N1/NT).

13. Reimbursement. Officers in the program may not be relieved of their active duty obligation solely because they are willing and able to refund all payments made to them or on their behalf.

14. Active duty obligation. Officers in the program will be called to active duty immediately upon completion of course prerequisites to their degrees. Officers selected for internship or residency training in the Navy Active Duty Delay for Specialists (NADDS) program under reference (h) will remain on inactive duty until their training is completed.

15. Active duty for training. Officers in the program for more than 1 year will be called to Active Duty for Training (ACDUTRA) for up to 45 days during each year for military training and professional training directly related to their health care specialty. Naval Medical Education and Training Command, (NAVMEDEDTRACOM), will designate naval activities for ACDUTRA to maximize training and indoctrination value and minimize ACDUTRA costs. While under ACDUTRA orders, officers are subject to the Uniform Code of Military Justice.

16. Pay and allowances. Officers in the program will be paid a monthly stipend while on inactive duty at the rate specified annually by ASD (HA). Pay and allowances of grade O1 will be paid while on ACDUTRA.

a. Payment of stipend will begin on the date the member executes the Oath of Office, signs the program agreement, or commences the academic curriculum, whichever is latest.

b. Payment of stipend will continue until date of graduation unless the member is suspended or disenrolled from the designated course of study.

c. Payment of stipend will be terminated if the date of completion of the academic program precedes the date of graduation by more than 45 days.

17. Uniforms. Officers in the program are subject to Navy uniform regulations. Uniforms are required to be worn only while on active duty.

18. Scholarship contracts

a. Tuition and authorized fees for each member of the program will be paid by contracts with the educational institutions. Contracts will be administered by NAVMEDEDTRACOM or their designee.

b. Officers of the program will be eligible for reimbursement for costs incurred for required textbooks, equipment and supplies, excluding computer hardware. Reimbursement will be limited to expenses normally incurred by students at the same institution who are not members of the program. Dated, itemized purchase receipts and certification by the educational institution are required for all requests for reimbursement.

c. Officers who become eligible for program benefits during an academic session will be eligible for reimbursement and tuition payment on a prorated basis.

19. Applications. Annually, DCNO (N1/NT) will establish recruiting quotas and solicit applications from civilians and service personnel for the competitive categories authorized for this program. Application procedures are detailed in enclosure (1). Active duty officers must submit a request for contingent resignation to Commander, Navy Personnel Command (COMNAVPERSCOM) (PERS-4834F) per reference (i) and receive an approval letter prior to applying for this program.

20. Applicant selection. Chief, Bureau of Medicine and Surgery (BUMED) will establish procedures for the professional review of applicants for the program. A board composed of officers in the applicants' competitive category will be used to ensure that the best-qualified applicants are selected for the program.

21. Responsibility. DCNO (N1/NT) is responsible for the conduct of AFHPSP following the guidelines in this instruction.

a. COMNAVPERSCOM is responsible for:

(1) Establishing AFHPSP recruiting quotas as an element of accession planning under references (c) through (f).

(2) Preparation, in conjunction with BUMED, with supporting justification, of requests from Assistant Secretary of the Navy (Manpower and Reserve Affairs) (ASN (M&RA)) to ASD (HA) for designation of competitive categories to be included in the program and for the number of scholarships to support DON requirements.

b. BUMED is responsible for:

(1) Determining professional academic qualifications for applicants and of officers in the program under references (c) through (f).

(2) Programming, budgeting and execution of the scholarship program and associated ACDUTRA.

c. Commander, Navy Recruiting Command (COMNAVCRUITCOM) is responsible for conduct of the AFHPSP recruiting program following this instruction. Additionally, COMNAVCRUITCOM is responsible for determining the qualifications of applicants for commission as naval officers under references (c) through (f).

d. NAVMEDEDTRACOM is responsible for conduct of the scholarship program including ACDUTRA.

22. Forms

a. DD 2807-1 (OCT 2003), Report of Medical History and DD 2808 (OCT 2005), Report of Medical Examination may be obtained at <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>.

b. SF 86 (09-1995), Questionnaire for National Security Positions is available at <http://www.gsa.gov/Portal/gsa/ep/formsWelcome.do?pageTypeId=8199&channelPage=/ep/channel/gsaOverview.jsp&channelId=-13253>.

c. NAVPERS 1306/7 (Rev. 01-03), S/N 0106-LF-983-3400, Enlisted Personnel Action Request, NAVCRUIT 1100/13 (Rev. 03-81), S/N 0114-LF-001-0065, Interviewer's Appraisal Sheet is available on line at <http://forms.daps.dla.mil/order/.NAVCRUIT1100/11>,

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d. NAVCRUIT 1131/2 (Rev. 8-05), Application for Commission in the U.S. Navy/U.S. Navy Reserve is available on line at www.cnrc.navy.mil/officer/.

/s/

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<http://neds.daps.dla.mil/>

APPLICATION PROCEDURES FOR AFHPSP

1. Civilians. Apply through local Navy recruiting district offices.
2. Navy and Marine Corps Personnel
 - a. All military applicants for this program must go through a Navy Medical Officer Programs recruiter to apply.
 - b. Officers on active duty must submit their application in letter form via their chain of command between 1 August and 30 November of the calendar year prior to the year in which the scholarship is desired. Applications must be coordinated with a Navy Medical Officer Programs recruiter and forwarded to COMNAVCRUITCOM via the member's chain of command.
 - c. Naval Academy Midshipmen must submit applications in letter form via the chain of command at the beginning of their 4th year and prior to accepting a commission upon graduation. Applications must be coordinated with a Navy Medical Officer Programs recruiter and forwarded to COMNAVCRUITCOM via the member's chain of command.
 - d. Enlisted personnel must submit their application in letter form by 1 January of the year in which the scholarship is desired. Applications must be coordinated with a Navy Medical Officer Programs recruiter and forwarded to COMNAVCRUITCOM via the member's chain of command.
 - e. Applications should include the following:
 - (1) Name, grade/rate, social security number, designator.
 - (2) Letter of acceptance, once received, from an accredited institution (Medical, Dental, Nursing, or Optometry school). If applicant is already in an accredited program, a Letter of Good Standing must be provided as part of the application.
 - (3) Two reports of interviews by commissioned officers, including one officer from the Corps to which the applicant is applying. The second interview can be from any officer, O-3 or

above who is not a recruiter. All interviews must be submitted on NAVCRUIT 1100/13, Interviewer's Appraisal Sheets.

(4) Transcript of college grades.

(5) SF 86 (SEP 1995), Questionnaire for National Security Positions.

(6) Commanding officer's endorsement, if a member of the Armed Services.

(7) Contingent resignation, including the following statement. "I hereby tender my resignation from the (U.S. Navy, U.S. Navy Reserve, U.S. Marine Corps, U.S. Marine Corps Reserve, etc.) and request that I be accepted contingent upon final approval of my application for commission as a Reserve officer in the Health Professions Scholarship Program." (Officers only)

(8) Active duty enlisted personnel must submit a request via their chain of command using NAVPERS 1306/7, Enlisted Personnel Action Request.

(9) NAVCRUIT 1131/3, Application for Commission in the U.S. Navy/U.S. Navy Reserve.

(10) Current DD 2808, Report of Medical Examination, and DD 2807-1, Report of Medical History.

(11) Certified copy of the results of Medical College Admission Test (medical applicants), the Dental Admissions Test (dental applicants) or Optometry Admissions Test (optometry applicants).

(12) Statement of Understanding (Regular and Reserve officers) "I understand that upon completion of the program, my entry grade credit and date of rank upon appointment in the (Medical, Dental, Nurse, or Medical Service) Corps shall be determined per regulations in effect on the date that I sign the Oath of Office for commissioning in the Health Professions Scholarship Program.

(13) Signature of Applicant