



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

IN REPLY REFER TO
BUMEDINST 1500.31
BUMED-M1
7 May 2015

BUMED INSTRUCTION 1500.31

From: Chief, Bureau of Medicine and Surgery

Subj: UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES ENLISTED
TO MEDICAL DEGREE PREPARATORY PROGRAM

Ref: (a) 10 U.S.C. §2113
(b) USU Information Memo of 2 Jan 2013 (NOTAL)
(c) OPNAVINST 6110.1J
(d) BUPERSINST 1430.16F

Encl: (1) Eligibility Requirements
(2) Application Submission Procedures
(3) Sample NAVPERS 1070/613
(4) Acronym Listing

1. Purpose. To establish policies, procedures, submission guidelines, and assignment to the Uniformed Services University of the Health Sciences (USU) Enlisted to Medical Degree Preparatory Program (EMDP2).

2. Background. The USU EMDP2 established under reference (a) is a partnership between the USU and the Armed Services to provide an opportunity for highly-motivated, academically promising, enlisted Service members to obtain a medical degree. Reference (a) is located at: <http://www.gpo.gov/fdsys/granule/USCODE-2010-title10/USCODE-2010-title10-subtitleA-partIII-chap104-sec2113>. As outlined in reference (b), the EMDP2 consists of intensive coursework, preparation, and mentoring to prepare students for application to medical school. Upon completion of the program, successful students will be competitive for acceptance to United States (U.S.) medical schools. Students will remain on active duty for the duration of the EMDP2. Additional information can be located on the following Web site: <http://www.usuhs.edu/adm/emdp2.html>.

3. Scope. This policy applies to all ships and stations who have enlisted personnel.

4. Policy

a. Under the EMDP2, the Navy will identify highly qualified candidates from our diverse enlisted force with proven academic performance combined with validated outstanding active duty performance. EMDP2 candidates accepted into the program will be assigned to the USU in Bethesda, Maryland, to begin a 24 month advanced educational program.

b. Program components will include full-time coursework in a traditional college classroom setting, structured advising, formal Medical College Admission Test preparation, dedicated faculty and peer mentoring at USU, and exposure to medical practice in a clinical setting.

5. Responsibilities. The Chief, Bureau of Medicine and Surgery (BUMED) shall:

a. Enter into a memorandum of agreement with USU to establish specific roles and responsibilities of the Navy and USU for the EMDP2.

b. Coordinate with Chief of Naval Personnel on personnel actions required for participation in the EMDP2.

6. Application Deadline. As noted in the annual EMDP2 Naval Administrative (NAVADMIN) message.

7. Program Specific

a. Enclosures (1) and (2) prescribe eligibility requirements, guidelines, and application procedures for Sailors applying to EMDP2.

b. Educational progress will be monitored by the program manager, USU for the Chief, BUMED.

c. In addition to disenrollment for academic reasons, Chief, BUMED, as recommended by USU, may disenroll candidates as a result of misconduct or poor performance (drug usage, civil convictions, failure to comply with program specifics, etc.).

d. Participants will complete all coursework and academic testing as directed by USU.

e. Participants must maintain a cumulative grade point average (GPA) of 3.0 or higher on a 4.0 scale at all times during the program.

f. Participants are not guaranteed a commission or admission to medical school following successful completion of this preparatory program. Participants must apply for admission to USU and/or the Health Professions Scholarship Program (HPSP) or the Health Services Collegiate Program (HSCP) as required under current guidelines. Participants who apply for admission to medical school are required to apply to USU.

g. USU will assist participants in applying to medical schools through the American Medical College Application Service. Additionally, USU will advise participants on the differences between USU, HPSP, and HSCP as they relate to military affiliation status, service obligation, benefits, and pay and allowances. Members must be aware that HPSP affiliation will change their active affiliation with the military, which will affect pay and benefits.

- h. Per reference (c), participants will be required to maintain all active duty military requirements (i.e., physical fitness assessment (PFA), readiness standards, etc.).
- i. Program participants will maintain advancement eligibility per reference (d).
- j. Selectees will continue to receive full enlisted pay and allowances while in the program. USU will define and fund tuition and associated academic costs.

7. Active duty obligation

a. Per MILPERSMAN 1306-604, selectees must obligate service for 60 months from the convening date of the program. High Year Tenure (HYT) waivers may be authorized for acceptance into this program at discretion of the Navy per MILPERSMAN 1160-120. The detaching command is responsible for ensuring selectees incur obligated service via extension or reenlistment as delineated in MILPERSMAN 1160-040 or 1160-030 prior to execution of permanent change of station orders. Payment of a selective reenlistment bonus (SRB) is not authorized for selectees who reenlist for the purpose of meeting this obligated service requirement. Personnel that have previously obligated and received a SRB for their current enlistment will not incur a recoupment of disbursed SRB payment. Future installments of outstanding SRB payments will be suspended. Enclosure (3) is a sample NAVPERS 1070/613, Administrative Remarks, delineating acknowledgement of program requirements. Enclosure (4) is provided for information and clarification.

b. EMDP2 participants who complete program requirements, but fail to obtain acceptance to medical school, or who are disenrolled from the program, will be detailed at the discretion of the Navy Personnel Command. Any HYT waivers granted for entry into EMDP2 are subject to revocation.

NOTE: If a member is returned to the rating for which they were previously approved a SRB, future payments may be restored at a prorated amount to reflect the amount of time the member did not serve in the rating for which they received the SRB. The member should request restoration of SRB via Navy Personnel Command, Personnel Conduct and Separations (PERS 813) once they have returned to the rating.

8. Records. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV M-5210.1 of 1 January 2012.

9. Forms

a. The following NAVPERS forms are available at <http://www.npc.navy.mil/ReferenceLibrary/Forms/NAVPERS/>:

(1) NAVPERS 1070/613 (Rev. 08-2012), Administrative Remarks

- (2) NAVPERS 1306/7 (Rev. 01-03), Enlisted Personnel Action Request
- (3) NAVPERS 1616/26 (08-10), Evaluation Report & Counseling Record
(E1 – E6)
- (4) NAVPERS 1306/92 (01-2011), Special Program Screening
- b. The following SF forms are available at: <http://www.gsa.gov/portal/forms/type/SF>:
 - (1) SF 88 (Rev. 10-94), Report of Medical Examination
 - (2) SF 93 (Rev. 6-96), Report of Medical History
- c. The following DD forms are available at:
<http://www.dtic.mil/whs/directives/forms/index.htm>.
 - (1) DD Form 2807-1 (MAR 2015), Report of Medical History
 - (2) DD Form 2808 (OCT 2005), Report of Medical Examination


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Distribution is electronic only via the Navy Medicine Web site at:
<https://www.med.navy.mil/directives/Pages/BUMEDHQInstructions.aspx>

ELIGIBILITY REQUIREMENTS

1. Applicants must be a Citizen of the U.S., and security clearance eligible, this cannot be waived.
2. Applicants must be of good moral character and have no record of court-martial conviction, Non-Judicial Punishment or civilian felony conviction, and have no conviction of civil court for misdemeanors (except minor traffic violations) within the 3 years of application for the program. For the purposes of this program, an offense involving alcohol or drug related traffic violation is disqualifying if within 3 years preceding application for the program. Pre-service drug use is not an immediate disqualifier; however, any substantiated drug use (a felony conviction or any record of in-service drug abuse, regardless of date) or alcohol abuse will result in disqualification.
3. Applicants must be serving on active duty in the U.S. Navy (including full time support). Reservists on Active Duty for Special Work, 1-, 2- or 3-year recall and Canvasser Recruiters are not eligible for the program.
4. Applicants must be able to serve 20 years of active service by age 62 of which a minimum of 10 years as a commissioned officer. No age waivers will be granted.
5. Applicants time in service cannot exceed 10 years Total Active Federal Military Service by 30 September of the EMDP2 application year.
6. Applicants must hold a bachelor's degree in any discipline at the time of application from an accredited academic institution in the U.S., its territories, or Canada. The degree must include one semester of college algebra (or higher level math) and one academic year of college level English. An official transcript is required and must be submitted directly by the conferring institution. An international bachelor's degree will be accepted if the member has a master's degree granted by an accredited institution in the U.S., its territories, or Canada. Applicants must have a minimum cumulative GPA of 3.2 on a 4.0 scale for a bachelor's or master's degree.
7. Applicants must have a minimum American College Testing (ACT) score of 28. This score is the average of four subject area tests of English, math, reading, and science. A Scholastic Assessment Test (SAT) score may be used with a minimum of 1800 total and 600 minimum in all three categories. ACT or SAT must be current within 3 years of application year. Original or certified copy of the score sheet is acceptable.
8. Applicants must be endorsed by their respective enlisted community manager (ECM) for entry into the program. Coordination with ECMs is also required upon successful completion of the program to ensure a proper transition into a commissioning program, scholarship program, or other option.

9. Applicants must be within current physical fitness and body composition standards and have received a minimum physical readiness test (PRT) score of “Good” at the time of the last PRT cycle prior to applying. Members cannot have a PFA failure in the 2 years prior to applying and cannot have two or more failures in the previous 4 years.
10. Applicants must be fit for full duty and world-wide assignable without limitations per BUMEDINST 1300.2A and the Manual of the Medical Department.
11. Applicants must have a superb performance record and strong academic potential.

APPLICATION SUBMISSION PROCEDURES

1. Applications are reviewed by BUMED and USU on a competitive basis. They must be complete, concise, and accurate in every detail. Recommendations should be specific and not general in nature. Each applicant is responsible for ensuring that the forms accompanying the signed application are complete and correct. Incomplete or late applications will not be considered. Include an e-mail address in the application.

a. Applicants must submit the following documentation in the order listed below. Do not submit any documents with staples or with pages that are affixed to one another.

(1) Commanding Officer's (CO) endorsement/recommendation: Original signature of CO or Acting CO only; endorsements signed "By direction" are not acceptable. This shall be the cover letter and all subsequent documents will be enclosures to the letter in the order listed below. Endorsements must include a summary of adverse administrative or legal issues, if applicable.

(2) Personal Statement (no more than 500 words).

(3) Division officer's personnel record, printed from Fleet Training Management and Planning System.

(4) Interview statement from an active duty physician.

(5) Degree awarded and college transcripts. Provide originals or certified copies.

(6) Test Scores, required: ACT and/or SAT. In addition to the required scores, members may submit Graduate Record Examination, Graduate Management Aptitude Test or other appropriate scores, which may make the member more competitive. All scores submitted must be completed within 3 years of application due date. If scores are low, applicants should consider retaking to improve their score to be more competitive.

(7) NAVPERS 1306/7 approved by the detailers and ECM.

(8) Copies of the last 5 years of NAVPERS 1616/26 unless member has less than 5 years of Service. In that case, submit all that are available since entering Naval Service.

(9) SF 88 or DD 2808 and SF 93 or DD 2807 within the last 12 months to include human immunodeficiency virus results.

(10) Physical Readiness Information Management System (PRIMS) data from previous 4 years or all available PRIMS data if less than 4 years of service.

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(11) Completed NAVPERS 1306/92. Blocks 10 through 13 are not required.

(12) Signed NAVPERS 1070/613 entry (see enclosure (3)).

b. Forward application packages to the following address:

Navy Bureau of Medicine and Surgery
Office of the Chief, Medical Corps (M00C1)
Career Plans Officer, ICO: EMDP2
7700 Arlington Blvd, Suite 5132
Falls Church, VA 22042-5135

ACRONYM LISTING

ACT	American College Testing
BUMED	Bureau of Medicine and Surgery
CO	Commanding Officer
ECM	Enlisted Community Manager
EMDP2	Enlisted to Medical Degree Preparatory Program
GPA	Grade Point Average
HPSP	Health Professions Scholarship Program
HSCP	Health Services Collegiate Program
HYT	High Year Tenure
NAVADMIN	Naval Administrative
PFA	Physical Fitness Assessment
PRIMS	Physical Readiness Information Management System
PRT	Physical Readiness Test
SAT	Scholastic Assessment Test
SRB	Selective Reenlistment Bonus
US	United States
USU	Uniformed Services University of the Health Sciences