

FTOS/OFI POLICIES AND PROCEDURES MANUAL

**FOR MEDICAL OFFICERS ASSIGNED TO
NAVY FULL-TIME OUTSERVICE (FTOS)
AND OTHER FEDERAL INSTITUTION (OFI)
GRADUATE MEDICAL EDUCATION**



**NAVAL MEDICAL EDUCATION AND TRAINING COMMAND
GRADUATE PROGRAMS DIRECTORATE
MEDICAL COPRS PROGRAMS/GME DEPARTMENT
FTOS/OFI PROGRAMS DIVISION (CODE-OG15)
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FTOS/OFI POLICIES AND PROCEDURES MANUAL

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INTRODUCTION

The FTOS/OFI Policies and Procedures Manual contains essential guidance to follow while you are enrolled in an FTOS or OFI training program. You have been selected for a privileged opportunity and we wish you a productive and rewarding experience.

Since those officers participating in FTOS and OFI programs are removed from the Navy service environment, we prepared this Manual to provide comprehensive directions and advice on your military and professional responsibilities. You will need to comply with the procedures explained in this document to assure successful progression in your Navy career and continued funding of your training. Your acceptance of FTOS/OFI GME training constitutes your agreement to follow the Navy's related administrative requirements.

Please read this Manual carefully and take special note of your responsibility in ensuring that you receive an annual program evaluation each year that you are in training. Other areas that you are responsible for, and should take note of are as follows:

- Submissions to NMETC
 - Program Approval Request
 - ACGME Accreditation Letter
 - Changes to Current Home/E-mail Address(es) and Telephone Number(s)**
 - Cost Quote Memoranda and Academic Degree Plan for Tuition
 - Annual Documentation of Satisfactory Progress
 - Program Director IPOT Plan
 - IPOT Funding Requests

- Communication with your Reporting Senior
- Participation in Military Functions
- Submission of Fitness Reports (FITREPS)
- Communication with the Personnel Support Detachment (PSD)
- Communication with the NPC

If you have questions pertaining to FTOS or OFI training not covered by this Manual, please call (301) 319-4518/(301)319-4511 or DSN 285-4518/285-4511 or write to us. E-mail and World Wide Web addresses are provided in Part V of this manual.

PART I
REPORTING AND COMMUNICATION REQUIREMENTS

A. FTOS/OFI TRAINEE CHECKLIST

After you have been notified of your selection:

- Contact Joe Pelot at jhpelot@nmetc.med.navy.mil and message traffic through your command as to your written acceptance or declination of training by 13 Jan 04.

- If you are an FTOS Trainee, please contact us when you have found a program. We will need the following information:
 - acceptance letter from institution offering position (on letterhead)
 - ACGME or AOA accreditation letter from that program

Please fax **both documents** to 301-295-6113,
ATTN: Code OG15/OG151

*******This step is EXTREMELY IMPORTANT! Your orders will not be cut until we receive both documents listed above!**

We realize that when you start your training program you will be extremely busy. However, there are a few things that our office will need. These items will not take much of your time, but are often inadvertently **OVERLOOKED**. Please take the time to review this checklist after you have settled in at your new training site and ensure that each item has been covered.

- Call or e-mail your updated home address, telephone number, and e-mail address to OG15 or OG151! (See Part V, points of contact listing for numbers and addresses.)

- If your training institution will require tuition payment, make sure that you contact us **ASAP!** You must complete an Academic Degree Plan and a Cost Quote Memoranda as outlined on page 3.

- Contact the administrative command that you are attached to. (If you are unsure who you are attached to administratively please refer to your orders.) They will be writing your FITREPS and it is imperative that they become familiar with you and your endeavors and successes.

B. PROGRAM APPROVAL

Request NMETC approval of the program you select. You must obtain the approval of the Director for Medical Corps Programs (0GMC) and your specialty leader before making a commitment to a training program. Except for FTOS selects rotating from OCONUS or CONUS assignments where no in-area FTOS opportunities exist, FTOS selectees should attempt to match with programs in the geographic area of current assignment. After completion of FTOS, trainees will be assigned to the closest Military Treatment Facility (MTF) that can utilize their skills. After "matching" in your particular program, send NMETC-0G15 copies of your letter of acceptance and proof of ACGME or AOA accreditation status (if applicable) from the institution **by 1 May of the academic year prior to commencement of the program.** (Sooner if possible). 0GMC and the specialty leader must review these documents prior to your orders being issued by NPC. Some institutions may not be approved because they may not meet accreditation requirements, certain liability requirements, or the needs of the Navy. Therefore, contact NMETC 0GMC before incurring significant travel/interview expenses. You are also required to request an extension of training for any circumstance which will prolong your residency or fellowship. Failure to do so in advance may result in the receipt of orders prior to successful completion.

C. ACADEMIC DEGREE PLAN

If you are required to take any courses which require tuition payment, you must submit an Academic Degree Plan (ADP) to our office by 01 MAY 04. Please see enclosure (1), which is a sample ADP. The ADP must be signed by your academic advisor. Report any deviations from the academic degree plan to OG151 immediately!

D. COST QUOTE MEMORANDUM (CQM)

Submit CQMs for the entire academic year by 01 MAY 04 if the institution requires tuition and/or fees. Complete enclosure (2) for each term and send them to NMETC 0G151 at least **60 days** prior to program start date. If your institution bills on a yearly basis, then one CQM is required for the year. If the institution bills on a term/semester basis, one CQM is required for **each** term. The CQM should include the exact dates and tuition/fees for that term only. This is easy to do once the ADP is completed. Simply fill out a CQM for each term outlined on the ADP and hand them all in together. **YOU MUST HAVE ALL CQMs AND THE ADP FOR THE ACADEMIC YEAR TURNED INTO NMETC-0G151 BY 01 MAY 04.**

****Failure to comply with NMETC administrative requirements may result in an UNAUTHORIZED COMMITMENT to the government.** (Ref: NAVSUPINST 4200.85C). Starting class without a government contract in place is setting up a promise by the government to pay your tuition without prior approval. **An UNAUTHORIZED COMMITMENT to the government is a very serious matter for both you and the Navy. Do not put yourself and the Navy in this unfortunate position.**

E. REPORTING SENIOR

Report to your reporting senior. Your reporting senior is your Commanding Officer assigned by NPC while you are an FTOS/OFI trainee. You will be assigned to an administrative command, usually a Naval Reserve Officer Training Corps unit, or a Navy/Marine Corps Reserve Center to facilitate your administrative needs. Upon receipt of orders, you are directed to review information regarding the following: detaching activity, estimated date of departure, reporting activity, estimated date of arrival, planned rotation date, and reporting instructions. Find the paragraph that states "Upon arrival at above duty station report if present, otherwise by message to Commanding Officer..." **Reporting as instructed is imperative!** You are encouraged to make an appointment to meet your Commanding Officer. **Your Commanding Officer writes your FITREP, endorses Temporary Additional Duty (TAD) requests and your leave papers.**

F. PERSONNEL ACCOUNTING

Report to the Navy personnel support detachment (PSD) for personnel accounting. Your service and pay record will normally be verified and maintained at the Navy PSD closest to the training site. PSD is also your primary source for all matters related to your pay and allowances. If you have any pay discrepancies, notify them immediately.

G. TRAINING EVALUATIONS

Provide documentation of satisfactory progress in your program. Furnish NMETC-0G15 an annual progress report from the program director by 1 July of each year. If your program director writes a letter for attachment to your FITREP (see section IIG), that letter can also be used to satisfy this requirement. If you are in an academic program, you must submit a copy of your grade report each academic term for NSHS to continue funding your tuition. ***Failure to comply with NMETC administrative requirements may result in withholding of NMETC funding for conferences, meetings, and presentations.** Be sure to submit a final transcript, degree or certificate upon the completion of your program.

H. CURRENT HOME ADDRESS, E-MAIL ADDRESS AND TELEPHONE NUMBER(S) ****

Upon arrival at your training site, report changes to your current mailing address, telephone number, and e-mail address to NMETC-0G151. Include your daytime telephone number along with the name and telephone number of your program director and your administrative chain of command information (phone number, e-mail address, fax and point of contact). This is the main form of communication between you and NMETC-0G151.

******It is extremely important to update your contact information. You must do so promptly after checking in at your new training institution. Failure to do so may result in critical information not getting passed to you.**

PART II MILITARY RESPONSIBILITIES

A. PARTICIPATION IN MILITARY FUNCTIONS

You will be required to participate in physical readiness testing, seasonal personnel inspections, drug screening, and other official military functions while administratively assigned to a Naval activity. Prior liaison with your military reporting senior should prevent conflicts with your training. You are advised that it is in your best interest to update your reporting senior on any new events and seek out opportunities to interact with him or her. Participation in as many military functions as possible will increase your visibility with your local military command and assist them in completing your FITREP. Should you have any problems in this regard that cannot be resolved at the local level, call NMETC immediately.

B. STIPENDS AND COMPENSATION

The Standard of Conduct and Government Ethics states that Navy officers may not legally receive a stipend or other compensation from public or private institutions incident to any services performed while on active duty. Should you receive any stipends or allowances from sources other than the Navy, the sum of such payments must be turned over to the Treasurer of the United States. Payments must be processed through the disbursing officer holding your pay record for credit to the NMETC comptroller.

C. UNIFORMS

Trainees generally wear civilian attire, except when rotating through an MTF during training, reporting to and checking out of a command, or conducting military business at PSD or other military activities. The Regional Line Commander determines the uniform of the day to be worn by all Naval personnel within a certain geographic area. Contact your reporting command for uniform information. Please keep in mind that you are representing the Navy Medical Department and are expected to maintain appropriate standards of military bearing and grooming.

D. PHYSICAL READINESS AND PHYSICAL FITNESS

You are required to stay within weight standards and acceptable body fat levels and pass the Physical Readiness Test (PRT) in accordance with PRT directives. Check with your administrative command for the current PRT guidelines and their projected PRT schedule.

E. RECRUITING

Recruiting personnel frequently request the Bureau of Medicine and Surgery (BUMED) or NMETC to provide names of Medical Department personnel attending civilian institutions. We are permitted to provide your name and official address only. The recruiter in your area may contact you and ask for assistance in interviewing applicants, answering questions from prospective applicants, or arranging for campus visits. Assistance you provide is voluntary, but is always much appreciated.

F. MOONLIGHTING

In compliance with the Manual of the Medical Department, Chapter 1-22, "Medical Department officer trainees are prohibited from off-duty remunerative professional civilian employment. Trainees may not moonlight or receive payment for any services incident to their training." There are no exceptions to this policy.

G. FITNESS REPORTS AND PROMOTION

Your reporting senior is responsible for submitting your FITREP to NPC. However, you are responsible for ensuring that your FITREP is completed on time, and that your reporting senior has the best possible picture of your activities during the reporting period.

Active Duty Officer reports are due as follows:

<u>Rank</u>	<u>Fitness Report</u>	<u>Mid-Term Counseling</u>
Captain.....	31 July.....	31 January
Commander.....	31 August.....	28/29 February
Lieutenant Commander.....	31 October.....	30 April
Lieutenant.....	31 January.....	31 July

Refer to BUPERSINST 1610.10 (Navy Performance Evaluation and Counseling System) for specific guidance. As an FTOS trainee, you are likely to get a non-observed FITREP. Some officers may feel that a non-observed FITREP is not beneficial. However, this type of report will likely be an advantage for the FTOS trainee, if completed the right way. In a non-observed FITREP, the FTOS trainee won't be rated against other medical officers at similar rank at the military parent command. Often times in the past, FTOS trainees were automatically placed in the "Promotable" category as a "place-holder", allowing the reporting senior to potentially increase the scores of the other on-site staff physicians of his/her command. In addition, the reporting senior may have had little contact with the FTOS trainee, due to the intensive FTOS training schedule and little ability for the trainee to be involved with activities at the nearby command. Therefore, the reporting senior probably won't know the FTOS trainee as well as the other on-site staff physicians.

With a non-observed fitness report, you can help ensure that valuable information is available in the "comments" section of the FITREP. To accomplish this, you should provide information about your achievements to your reporting senior, see Annex G, enclosure (3). A narrative performance summary from your civilian program director may be directly appended to your non-observed FITREP. Annex H, section H-3 provides information about submitting letter reports from a civilian official, enclosure (4). An example of a program director narrative summary is available in enclosure (5).

Annex I outlines information for both you and your reporting senior about FITREPS on officers assigned to duty under instruction, enclosure (6). The summary should include a description of your performance in training, any approved research protocols, presentations, academic appointments, published articles, awards, or nominations received and participation in teaching activities.

Promotion zones for the following fiscal year are normally announced in the late November-early December time frame. If you have questions as to whether or not you are in the promotion zone, your detailer will be able to clarify this for you. Should your reporting senior have any questions regarding your FITREP, he/she may contact NPC-311 at (901) 874-3316 or DSN 882-3316. A small number of officers in past years have failed to select for promotion while in FTOS training in part because they had totally blank FITREPS or no FITREP at all for their period of FTOS training. It is imperative that you establish a good working rapport with your military reporting senior. The best way to accomplish this is to interact in person with your parent command as much as possible and provide written documentation of your accomplishments.

H. SERVICE RECORD AND DETAILING

You should periodically order a copy of your microfiche service record to check it for accuracy. Include your name, rank, social security number, mailing address and signature when making your request. You may place your order by mail or by FAX. For questions, call PERS-311 Customer Service Center at commercial (901) 874-3316 or DSN 882-3316.

Naval Personnel Command FAX :(901) 874-2664 DSN 882-2664
PERS-311
PERS-4415
5720 Integrity Drive
Millington, TN 38055-4415

Call your detailer at least 9 months before graduation/completion at (901) 874-4048 or DSN 882-4048 to discuss your next assignment and submit an Officer Preference and Personal Information Card (OPPIC) to the address below as soon as possible:

Chief, Naval Personnel Command
PERS-4415M (surgical specialties)
PERS-4415N (medical specialties)
PERS-4415R (operational specialties)
PERS-4415
5720 Integrity Drive
Millington, TN 38055

PART III PROFESSIONAL INFORMATION

A. INDIVIDUAL CREDENTIALS FILE (ICF)

While you are in FTOS or OFI training, your ICF will be maintained at your last duty station prior to training. You are responsible for providing accurate and current evidence of your professional qualifications. You must immediately inform NMETC-0G15 of any change that may impair your ability to provide safe and competent health care services.

Upon completion of your training program, you will be responsible to ensure that your last duty station forwards your ICF to your new duty station. The Credential Review Committee must have primary source documentation of your professional qualifications before they can recommend a professional staff appointment.

If your ICF needs to be transferred to a nearby MTF in order to provide clinical services to a Navy activity, you must send a written request along with a supporting letter from your program director to NMETC-0G15.

Again, it is imperative that you provide us with your current contact information. If there are questions in reference to your credentials/licensure and someone, for example BUMED, needs to contact you, they will contact us to get your phone number/e-mail address!

B. MEDICAL LICENSURE

The BUMED Legal Office has provided guidance regarding the nationwide portability of your medical licensure. As an active duty physician while assigned to a civilian training institution, you are not required to acquire an additional medical license from the state where your civilian training institution is located.

Specific legal language in 10 United States Code §§1094 (d)(1) and (2) states:

(1) Notwithstanding any law regarding the licensure of a U.S. Navy trainee, a healthcare professional may practice the health profession or professions of the health-care professional in any state, District of Columbia, or a Commonwealth, territory, or possession of the U.S., regardless of whether the practice occurs in a healthcare facility of the Department of Defense, or any other location authorized by the Secretary of Defense.

(2) A healthcare professional referred to in paragraph (1) is a member of the armed forces who (a) has a current license to practice medicine, osteopathic medicine, dentistry, or another health profession; and, (b) is performing authorized duties for the Department of Defense.

However, please note that if you match with a training institution that **requires** a medical license from its particular state and it is your desire to train at that site, you may pay for the medical license. Be aware that congressionally appropriated funds **cannot** be used to pay for medical licenses or USMLE exams.

C. BOARD CERTIFICATION EXAMS

Contingent upon availability of appropriated funds, qualified Medical Department personnel will be sponsored for certain professional examinations for certification and re-certification. BUMEDINST 1500.18A, enclosure (7), outlines procedures to request funding. Forward these funding requests to NMETC-0G22 at least 6 weeks prior to the examination. **After-the-fact board requests will only be funded for registration fees due to short notice and time constraints. Travel and per diem will not be funded.**

D. INTEGRAL PARTS OF TRAINING (IPOT) AND PRESENTATIONS

An IPOT is a period of training that is **not** available at the parent institution and **is required** by all trainees (civilian or military) to complete a program. Program directors may require trainees to perform external rotations or attend courses, meetings or seminars away from the training institution. *In order for IPOT funding to be approved, the course or presentation must directly support the specific residency or fellowship program and as such, stated in the Program Director's letter.*

When you have matched with your training institution, you must meet with your Program Director and decide before your training begins those conferences that are considered integral parts of training. The Program Director must send this to NMETC-OG15 for budget planning purposes. * This information must be in your file prior to submission of funding requests for IPOTs.

When making an IPOT funding request, the following items should be forwarded to NMETC-0G151 **no later than 6 weeks before** the anticipated travel date:

- 1) A completed IPOT Funding Request, enclosure (8).
- 2) Your Commanding Officer's endorsement.
- 3) A letter from the program director **stipulating that it is an integral part of your training, and that attendance is necessary for successful completion of the program.**
- 4) A brochure identifying the dates, location and cost.
- 5) Copy of presentation, if you are presenting information at the conference.

For OFI trainees in Air Force or Army programs, the host service is responsible for funding required rotations and meetings that are Integral Parts of Training, unless costs to the parent service have been identified at the time of Interservice Placement and Selection (Reference the Rules of Engagement of the Joint Service GME Selection Board.) Presentations related to your scholarly activities may also be funded by NMETC. A letter acknowledging acceptance or an invitation from the professional society conducting the conference must accompany this type of funding request, in addition to the five items listed above. * Funding for IPOT is contingent upon the availability of appropriated funds, **and the program director's or training institution's agreement to provide funding for the civilian trainees.** Navy trainees may participate in courses, seminars, meetings, rotations or exams funded by the institution as part of the program, provided that trainees do not directly receive money. Refer to BUMEDINST 1500.19A, enclosure (8), for additional

information regarding IPOT.

E. PUBLICATION OF PROFESSIONAL ARTICLES

Navy Medical Department personnel are encouraged to contribute to professional literature in accordance with BUMEDINST 5721.3, enclosure (10). If a paper or article is written to fulfill program requirements, clearance by BUMED may not be necessary, unless there is a possibility that the topic is controversial or detrimental to Navy Medicine. Refer to the instruction for further information. **Manuscripts prepared for publication privately and unofficially must contain the following disclaimer: "This article was written by (Rank, Name, Corps, USN/USNR) while a (Resident/Fellow) at (Institution) training in (Specialty).** The views expressed in this article are those of the author and do not reflect the official policy or position of the Department of the Navy, Department of Defense, nor the U.S. Government." Please ensure that NMETC-0G15 has a copy of your professional article for your file.

The publication Navy Medicine is always looking for good articles. However, they cannot publish an article that has been accepted for publication by another professional journal.

Articles for Navy Medicine should be sent to:

Bureau of Medicine and Surgery
(00P2-Public Affairs)
2300 E Street, NW
Washington, DC 20372-5300

Please notify NMETC-0G15 if you are experiencing difficulty with the review and approval of your article.

F. AUDITING CLASSES

You may audit a class that is not a requirement for your program, if it is related to your particular discipline. An audited course must be taken in addition to the credits needed for full-time student status. Consult with the Director, Medical Corps Programs, (NMETC-0GMC) prior to registration.

G. SUMMER SESSIONS, RECESS PERIODS AND INTERSESSIONS

If there are any interruptions in your training, such as academic institution recess, summer sessions that do not offer required or relevant elective courses, which will not maintain your full-time status with the institution, you must report to your assigned reporting senior for possible temporary active duty to a clinical setting or you may take required courses at another college in the same vicinity. The courses you take must appear on the final transcript for the parent institution and you must submit a separate CQM for the institution you will be attending.

PART IV PAYMENTS, REIMBURSEMENTS AND ENTITLEMENT

A. TUITION AND FEES

If you are in a degree-granting program or a clinical program in which an academic course requiring tuition is necessary, **you must submit an ADP and one CQM for each term**, enclosure (2), at least **60 days** prior to the beginning of the academic year. This is a major responsibility for FTOS officers. (Refer to Sections I, B, C and D for more information.) NMETC-0G151 must generate a purchase order (DD 1155) authorizing the institution to bill NMETC for tuition/fees. The CQM is needed to process the purchase order.

Be advised that if the totals on the purchase order are less than the invoice, the entire process must be repeated. Therefore, if you must estimate on the CQM, estimate high. Contact the Bursar or Registrar's office to obtain the most recent tuition costs. **IF A CQM IS NOT RECEIVED IN TIME, YOUR TUITION COST INCURRED FOR THAT PARTICULAR SEMESTER WILL BE CONSIDERED EITHER AS OUT OF POCKET EXPENSE OR AN "UNAUTHORIZED COMMITMENT". *** AN UNAUTHORIZED COMMITMENT IS A VERY SERIOUS SITUATION FOR BOTH YOU AND THE NAVY.** Do not put yourself in this predicament.

In addition, NMETC will not fund TAD requests for individuals who have not submitted their CQM's. Should the institution threaten to withhold your grades or not allow you to register for the next term because the purchase order did not cover the cost of your tuition, please contact NMETC-0G151 immediately.

B. REIMBURSEMENT FOR EXPENSES

You may submit a Claim for Reimbursement (SF 1164) for certain expenses, as shown under "Covered Expenses" below. Instructions on how to complete the SF 1164 are provided in enclosure (11). Ensure all information is accurate including bank account and routing numbers. You may submit your claim at any time while you are in training, by completing a Claim for Reimbursement of Expenditures (SF 1164), enclosure (12) and an Electronic Funds Transfer form, enclosure (13). Include all original receipts, cash register receipts, and/or copies of cancelled checks (front and back) for each expense. A copy of a credit card receipt is acceptable only if costs are itemized.

NMETC IS AUTHORIZED TO COVER THE FOLLOWING:

1. Normal tuition
2. Building use fees
3. Student activity fees
4. Student union fees
5. Laboratory fees
6. Coping/Binding Thesis/Dissertation Expenses (**Does Not Include Formatting/Editing/Proof Reading Expenses**)
7. University required rentals
8. Registration fees

9. Graduation fees
10. Health services fee required by institution
11. Transportation fees for rotations considered an IPOT
12. Computer User Fees

NMETC IS NOT AUTHORIZED TO PAY FOR THE FOLLOWING:

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. University Parking and Transportation Fees 2. Uniforms/Clinical Lab Coats & Laundry Fees 3. Calculators 4. Notebooks
 5. Note Taking Services 6. Copying of Academic (Non-thesis/Dissertation) Papers Expenses 7. Cap & Gown Purchase/Rentals 8. Dictionaries 9. Personal Computers/Discs/Hardware/ Software/Typewriters 10. Cameras/Slides/Film Processing 11. Transcripts 12. Malpractice Insurance | <ol style="list-style-type: none"> 13. Lockers 14. Athletic Equipment 15. Student Government Fee 16. Consumable Supplies and Equipment (i.e. Microscopes, Electro-Mallets, Surgical Loupes) 17. Textbooks 18. Reference/ books/Manuals/ Journals/Subscriptions 19. Preparatory Course for Licensure/ Certification 20. Licensure/Certification (basic)/ DEA Numbers Fees 21. Student Identification Badge 22. Student Loan Interest 23. Student Application Fees 24. Student Health/Hospitalization Insurance (See Health Benefit Section of Manual) |
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C. HEALTH BENEFITS

TRICARE is currently active in 12 regions throughout the United States, including Hawaii. Trainees are advised to contact their Health Benefits Adviser (HBA) prior to transfer or to visit the TRICARE web site at www.tricare.osd.mil to find out if a TRICARE facility will be available in your transfer area. HBAs are available at any MTF. If you are outside the TRICARE region, you must obtain approval from the Office for Medical and Dental Affairs at 1-800-876-1131, prior to receiving routine or elective health care services from a civilian facility. If your academic institution charges a health services fee to all its trainees and an MTF is within 40 miles, you may be able to obtain a waiver for such payment. If your institution will provide health benefits at no cost, and an MTF is over 40 miles away, you may accept their health care benefits. Should you require emergency care from a civilian institution, contact the TRICARE Active Duty Claims office in your region (please refer to the website for TRICARE listed above).

Your dependents must be listed in the Defense Enrollment Eligibility Reporting System (DEERS) to receive TRICARE benefits. You can open their DEERS file at your local MTF. Contact your nearest HBA at your nearest MTF for more information on TRICARE.

D. MEMORANDUM OF UNDERSTANDING

A Memorandum of Understanding (MOU) is an agreement which communicates policies, requirements and responsibilities to the civilian training institution. This agreement is required for all civilian institutions providing clinical or didactic programs. The MOU will be negotiated by NMETC prior to your program start date. A copy of the MOU is placed in your permanent file.

The U.S. Department of Justice requires training institutions to cover military trainees under their malpractice insurance policy program. Military trainees should be treated equally and be provided the same level of coverage as other civilian trainees in similar programs. **The Navy cannot pay for civilian malpractice insurance.** You may, however, purchase it at your own expense. Be aware that in certain instances where a trainee is assigned to a state university and it is "self-insured", the training institution may be prohibited by state law to provide malpractice insurance for non-salaried employees (such as an FTOS trainee). Therefore, the civilian training institution cannot provide malpractice insurance coverage.

Any deviations from the original, pre-approved language of the MOU must be reviewed and approved by BUMED JAG. NMETC-0G15 will coordinate all MOU issues.

As a military physician in training, you will be covered by the Tort Claims Act under the provisions of Title 28, U.S.C. § 1346(b), 2671-2680. This law renders you immune from personal liability or damages arising out of any act of professional negligence alleged to have been committed while acting within the scope of employment as a Medical Department officer in the U.S. Navy. **Contact NMETC-0G15 immediately if you are involved in any litigation, or think you may be involved in a future case.**

PART V

POINTS OF CONTACTS

A. NMETC MEDICAL CORPS PROGRAMS WORLD WIDE WEB SITE

<http://nshs.med.navy.mil/gme/mcpp.htm>

B. NMETC – FTOS/OFI GME POINTS OF CONTACTS

MEDICAL CORPS PROGRAMS

FAX: (301) 295-6113

DIRECTOR, MEDICAL CORPS PROGRAMS (0GMC)

CAPT THOMAS A. MILLER, MC, USN

COMM: (301) 319-8027 DSN: 285-8027

E-MAIL: tmiller@nmetc.med.navy.mil

GRADUATE MEDICAL EDUCATION (0G1)

MS. HARRIET P. GORDON

COMM: (301) 319-4513 DSN: 285-4513

E-MAIL: hgordon@nmetc.med.navy.mil

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PART VI

USEFUL WEBSITES:

Online FTOS/OFI Policies & Procedures Manual

<http://www-nshs.med.navy.mil/gme/PPManual.pdf>
(FTOS/OFI forms are available on this website)

DFAS

www.dfas.mil

DFAS Employee/Member Self Service (Online LES & Pay Information)

<https://emss.dfas.mil/emss.htm>

Ribbon Checker

<http://kepler.egr.duke.edu/USNRibbons.html>

Virtual Naval Hospital

www.vnh.org

00MC Home Page

<http://navymedicine/med00mc/>

Navy Electronic Directives System

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

BUMED Directives

<http://navymedicine.med.navy.mil/instructions/external/external.htm>

BUPERS Instructions and Homepage

www.bupers.navy.mil/

Navy Medicine Key Command List

<http://bumed.med.navy.mil/keycommandlist>

SAMPLE ACAMEMIC DEGREE PLAN

Degree: MPH

Projected Graduation Date: August 2006

Required Courses:			Electives:
BIOST 502S	HSERV 541S	HSMGMT 560S	Need 3 credits
EPI 511S	HSERV 518S	EPI 590E	
HSMGMT 514S	BIOST 503S	HSMGMT 563S	
HSERV 561	ENVH 511S	HSERV 545S	
HSERV 520S	HSERV 504S	HSERV 501S	
HSERV 516S	HSERV 560	HSMGMT 566S	
HSERV 517S	HSERV 522S	HSMGMT 572S	

Summer Quarter 2004

Quarter/Term Dates: mo/da/year-mo/da/year

BIOST 502S	4 credits
EPI 511S	3 credits
HSMGMT 514S	3 credits
HSERV 561	3 credits
Total Cost:	_____

Autumn Quarter 2004

Quarter/Term Dates: mo/da/year-mo/da/year

HSERV 520S	2 credits
HSERV 516S	4 credits
Total Cost	_____

Winter Quarter 2005

Quarter/Term Dates: mo/da/year-mo/da/year

HSERV 517S	2 credits
HSERV 518S	3 credits
Total Cost	_____

Spring Quarter 2005

Quarter/Term Dates: mo/da/year-mo/da/year

HSERV 518S	2 credits
Total Cost	_____

Summer Quarter 2005

Quarter/Term Dates: mo/da/year-mo/da/year

BIOST 503S	4 credits
ENVH 511S	3 credits
HSERV 504S	3 credits
HSERV 560	3 credits
Total Cost	_____

Autumn Quarter 2005

Quarter/Term Dates: mo/da/year-mo/da/year

HSERV 522S	3 credits
Elective	3 credits
Total Cost	_____

Winter Quarter 2006

Quarter/Term Dates: mo/da/year-mo/da/year

HSMGMT 560S	3 credits
EPI 590E	3 credits
Total Cost	_____

SAMPLE DEGREE PLAN (continued)

Spring Quarter 2006

Quarter/Term Dates: mo/da/year-mo/da/year

HSMGMT 563S 2 credits
HSERV 545S 3 credits
Total Cost: _____

Summer Quarter 2006

Quarter/Term Dates: mo/da/year-mo/da/year

HSERV 501S 3 credits
HSMGMT 566S 3 credits
HSMGMT 572S 3 credits
Total cost: _____

Academic Advisor Signature: _____ Date: _____

ANNEX G

NOT OBSERVED (NOB) REPORTS

G-1. Purpose. This annex provides the information needed to complete wholly Not Observed (NOB) reports. An NOB report is identified by an X in block 16. The trait grades are left blank, no career recommendation is permitted, and the promotion recommendation must be NOB. Comments are limited primarily to administrative and training information.

G-2. Uses of NOB Reports. NOB reports are used to fulfill reporting requirements when graded reports are inappropriate. They may be submitted for short periods of duty or temporary duty (no more than 3 months) purely for administrative or training purposes, academic duty under instruction of any length, duties which require a member's complete independence from any appearance of command influence, and Regular report periods which have been fully evaluated in a Concurrent or Operational Commander report. Observed reports are desired if any fair and meaningful evaluation or recommendation can be made.

G-3. Observed Report With NOB Promotion Recommendation. In some cases, it may sometimes be appropriate to evaluate a limited number of traits without making a promotion recommendation. In these cases, submit an Observed report (leaving block 16 blank), grade and comment only on those traits which can be evaluated, mark the other traits and the promotion recommendation NOB, leave the promotion recommendation summary blank, and make any career recommendations deemed appropriate. Give the reason for not making a promotion recommendation in the comments section of the report. The comments may not include a promotion recommendation.

G-4. Electronic Copies and Summary Letters. For all NOB reports having the same reporting senior and ending date, the applications software will produce a single file on the diskette, with a single filename and summary letter. The summary letter will indicate that the group contains NOB reports. All Observed reports with NOB promotion recommendations will be treated similarly. Mail all reports to BUPERS with their summary letters and the diskette on which they are filed. If the reports were prepared manually, the summary letters must also be prepared manually. See the processing and mailing instructions in Annex A for additional information.

* * *

G-5. INSTRUCTIONS FOR SPECIFIC BLOCKS OF NOB REPORTS. The following table displays the blocks of a wholly NOB report which must, may, or may not have entries. Following the table are explanations of selected blocks.

	Must have entries	May have entries	May not have entries
NOB EVAL	1, 2, 4-7, 9-18, 20-29, 45 (must be NOB), 48, 50	3, 8, 30-32, 40 (blank or 0.00), 42-44, 49, 51, 52	33-39, 41, 46, 47
NOB FITREP	1, 2, 4-7, 9-19, 20-29, 42 (must be NOB), 44, 45	3, 8, 30-32, 41, 46, 47	33-40, 43

BLOCK 8

PROMOTION STATUS

May be entered, but not required on a n NOB report.

BLOCK 16

NOT OBSERVED REPORT

Enter an X.

BLOCK 20

PHYSICAL READINESS

If a Regular NOB report, an entry is required. Enter test results if obtained at this command or available from the previous report. Otherwise, enter **N/** and/or **/XX**. Justification is not required if this is the member's first report from this command and covers 3 months or less. See OPNAVINST 6110.1D for testing requirements during short periods of duty. If the member was tested or measured, and entries of **F/** and/or **/NS** are appropriate, submit an Observed report.

BLOCK 21

BILLET SUBCATEGORY (IF ANY)

Not applicable to NOB reports. Enter **NA**.

BLOCK 28

COMMAND EMPLOYMENT AND COMMAND ACHIEVEMENTS

Enter at least a brief statement of command employment.

BLOCK 29

PRIMARY/COLLATERAL/WATCHSTANDING DUTIES

Enter the same primary duty abbreviation and duty statements that would be required on an Observed report. (The abbreviation may be **NONE ASSIGNED** if appropriate.) Months each duty was assigned may be omitted.

BLOCKS 30-32

COUNSELING

Mid-term counseling is always recorded on the next Regular report, even if the report is NOB. If this is a Regular report, and counseling was performed during the report period, enter the date and counselor name and obtain the member's signature. Otherwise, or enter **NOT REQ** or **NOT PERF**, as appropriate, in block 30.

BLOCKS 33-39

PERFORMANCE TRAITS

Leave blank if block 16 is marked. (If any trait is graded, the report is considered Observed, block 16 may not be marked, and all traits must be graded or marked NOB.)

EVAL

INDIVIDUAL TRAIT AVERAGE

Leave blank. (NOTE: Form-filler software may print 0.00 in this block.)

EVAL	FITREP	CAREER RECOMMENDATIONS Leave blank. (Submit a graded, Observed report if a career recommendation is desired.)
------	--------	---

EVAL BLOCKS 42, 49	RATER AND SENIOR RATER May be left blank. (The person who would normally be the rater or senior rater may draft the comments, but since the report is not evaluative, a rater or senior rater signature is not needed.)
-----------------------	---

EVAL	FITREP	COMMENTS Briefly give the reason for submitting a Not Observed report, and provide necessary administrative information. Limit other comments to such matters as: academic grade, class standing, etc.; on-the-job training received, notation of full compliance with military bearing standards, or outstanding PRT score. Do not make any promotion recommendation and do not include adverse comments. A report on Reserve <u>IDT</u> should note AT/ADT/ADSW performed during the period, if any. <u>To make evaluative comments other than the above, complete an Observed report and grade at least those attributes which relate to the comments.</u>
------	--------	---

EVAL	FITREP	SIGNATURE OF INDIVIDUAL EVALUATED On an NOB report, the member's signature is desired but not required. Provide a copy of the report to the member.
------	--------	---

EXHIBIT G-1

NOT OBSERVED (NOB) REPORT

Block 16. Always marked X.

Block 20. N/XX need not be justified in comments if on board less than 3 months.

Block 21. NA

Blocks 28/29. Provide enough information to make report understandable. If applicable, duty abbreviation can be NONE.

(Illustration not available on BUPERS ACCESS version)

Blocks 33-39. Leave blank.

Blocks 40-42(EVAL), 40(FITREP). Leave blank.

Block 43(EVAL), 41(FITREP). Explain NOB report, report school performance, etc. Limit evaluative comments to the type shown here.

Blocks 45/46(EVAL), 42/43(FITREP). Mark INDIVIDUAL line NOB, leave SUMMARY line blank.

Block 51(EVAL), 46(FITREP). Member signature desirable but not required.

ANNEX H

REPORTS ON MEMBERS ASSIGNED TO
CIVILIAN (NON-U.S. FEDERAL GOVERNMENT)
OR FOREIGN ACTIVITIES

H-1. Purpose. This annex provides the information needed to complete reports on members assigned to civilian (other than U.S. Federal Government) or foreign activities. These activities are not authorized to submit U.S. Navy fitness or evaluation reports, but may submit letter reports to the member's assigned reporting senior.

H-2. Responsibility for Reports. When a member is ordered for duty to a civilian (other than U.S. Federal Government) or foreign activity, the orders will normally designate an assigned reporting senior. If none is designated, the member's U.S. administrative commander is the assigned reporting senior. (NOTE: The administrative commander is the ultimate gaining activity, not the personnel support detachment, unless the two are identical.)

H-3. Letter Reports from Civilian and Foreign Officials. If the member performs regular duties (e.g., Personnel Exchange Program), the assigned reporting senior will obtain letter reports from the member's civilian or foreign activity, and attach them to regular fitness and evaluation reports. Letter reports are optional for students under instruction.

a. **Reporting Official.** The reporting official for letter reports will be selected by the activity with which the member is serving, but normally should be the official who would be the reporting senior in a comparable U.S. Navy command.

b. **Occasions for Letter Reports.** Letter reports are desired 1 month before a Periodic report is due, and on detachment of the member. The assigned reporting senior should notify the civilian or foreign reporting official of letter report due dates and reporting requirements, and provide other assistance as needed. If a letter report is not submitted, the assigned reporting senior should attempt to obtain verbal comments for inclusion in the Regular fitness or evaluation report.

c. **Format for Letter Reports.** Letter reports shall be in narrative format. Use of the Navy report form, or civilian or foreign reporting forms, is not desired. The guidelines for Navy fitness and evaluation report comments should generally be observed.

H-4. Report Submission by Assigned U.S. Reporting Senior. Assigned reporting seniors use special entries in blocks 24 and 25. Reporting requirements as follows:

a. **Regular Reports.** The assigned reporting senior will submit Periodic and Detachment of Individual Regular reports. Attach letter reports to Regular fitness and evaluation reports, with English translation if necessary. A letter report received on detachment of a civilian or foreign reporting official may be held and attached to the next Regular report. Detachment of Reporting Senior reports on both officers and enlisted are optional on detachment of the assigned reporting senior.

b. **Concurrent Reports.** Concurrent reports may be submitted if appropriate. If a Concurrent letter report is received and is considered appropriate, it should be attached to the next Regular fitness or evaluation report.

c. **Observed and Not Observed Reports.** The assigned reporting senior may submit either an Observed or Not Observed report as deemed appropriate, regardless of whether a letter report is attached. Marks and comments in Observed reports may be based on the assigned reporting senior's own observation, or comments in attached letter

reports, or both. Any trait which cannot be evaluated with confidence from either direct observation or letter reports should be graded NOB.

d. Letter Report Not Received. Do not delay Regular fitness and evaluation reports unduly to await arrival of a letter report. Submit the Regular report on time and submit the letter report, when received, as an enclosure to a letter-supplement or as an attachment to the next Regular report.

* * *

H-5. INSTRUCTIONS FOR SPECIFIC BLOCKS OF REPORTS ON MEMBERS ASSIGNED TO CIVILIAN (NON-U.S. FEDERAL GOVERNMENT) OR FOREIGN ACTIVITIES. Instructions are the same as found in Annex A, except as follows:

BLOCK 6 UIC

Enter the UIC of the civilian or foreign activity named in block 7, or the UIC of the program to which a member is assigned. UICs are listed in the NAVCOMPT Manual, Volume II Chapter 5, and are assigned to most Personnel Exchange Programs (PEP) and civilian academic institutions. These UICs normally appear as the "ultimate activity" UIC on the member's orders. If no UIC is assigned, enter 00000, not the assigned reporting senior's UIC.

BLOCK 7 SHIP/STATION

Enter the name of the activity to which the member reports for duty, not the assigned reporting senior's activity. If the name is too long for the space, truncate to fit block 7, and repeat the entire name in block 28. Use the following formats:

Personnel Exchange Program (PEP): Enter PEP followed by country and name of command. Example:
PEP GERMANY KAMPFSCHWIMMERKOMPANIE ECKERNFORDE.

Out-Service Training (OST): Enter OST followed by name of college or university.

Example: OST UNIV OF PITTSBURGH

Enlisted Commissioning Program (ECP)/Enlisted Education Advancement Program (EEAP): Enter ECP or EEAP, followed by the name of activity to which assigned, and state or country. Example:

EEAP JONESVILLE COMMUNITY COLLEGE, TX

Others: Enter the program abbreviation (if any), followed by the name of the civilian or foreign activity to which assigned, including country if not U.S.

BLOCK 20 PHYSICAL READINESS

Either conduct the official PRT and measurements at the administrative command, or arrange for them to be conducted at the member's duty station and reported to assigned reporting senior. Explain **N/** and **/XX** codes in the comments.

BLOCK 22 REPORTING SENIOR

Enter name of the assigned U.S. reporting senior, whether or not a letter report is attached.

BLOCK 24 DESIGNATOR

Enter **LTR** if a letter report is attached, otherwise make the normal entry for this block.

BLOCK 25 TITLE

Enter **ASSIGNED** in place of the reporting senior's title.

EVAL**RATER AND SENIOR RATER**

If none, enter **NONE AVAILABLE**. (If this is an observed **EVAL**, it is highly desirable that at least a rater be employed.)

EVAL**FITREP****COMMENTS ON PERFORMANCE**

At the beginning of the comments, clarify the member's assignment. If necessary, provide an English translation of the name of activity to which assigned. If no letter report is attached, give the reason. Comments may be based on the assigned reporting senior's personal observation, or an attached letter report, or both, but do not merely repeat material in a letter report. Comments should not take issue with a letter report, but may note differences in evaluation practices between the U.S. Navy and the activity submitting the letter report. If a letter report contains inappropriate comments, and it is not feasible to obtain a revision, forward the letter report and the fitness or evaluation report to CHNAVPERS with a cover letter recommending deletion of the material in question.

EVAL**FITREP****PROMOTION RECOMMENDATION SUMMARY GROUP**

Summarize only with other members who are assigned to the same civilian or foreign activity. Other summary group criteria are the same as for Regular reports. If there has been no direct observation by the assigned reporting senior and no differences exist between letter reports, each member may be regarded as a separate "summary group."

EVAL**FITREP****SIGNATURE OF INDIVIDUAL EVALUATED**

Obtain the signature by mail if necessary. If a signature is not feasible due to remoteness of member from the administrative command, see Annex O. A signature is mandatory if the report is adverse. In all cases, provide the member with copies of the fitness or evaluation report and the letter report.

EXHIBIT H-1

MEMBER SERVING AT CIVILIAN OR FOREIGN ACTIVITY

Blocks 6/7. UIC and name of civilian or foreign activity. Begin with program abbreviation if applicable.

Block 20. Assigned reporting senior conduct or arrange for tests.

Blocks 22-27. Enter data for assigned reporting senior.
Block 24: Enter LTR if letter report attached. Otherwise enter designator.
Block 25: Enter ASSIGNED.

(Illustration not available on BUPERS ACCESS version)

Blocks 44/45 (FITREP) or 48/50(EVAL). Assigned reporting senior's signature and address.

Block 46(FITREP) or 51(EVAL). See Annex O if member's signature difficult to obtain.

NOTES:

- (1) Also use these guidelines when submitting an NOB report on civilian or foreign duty (see Annex G).
- (2) If report is on a student at a civilian college, also see Annex I.

(Example of a civilian Program Director Narrative Summary)

Date

MEMORANDUM

From: _____
Program Director, _____ Residency Training Program,
_____ (address) _____

To: Reporting Senior, _____ (Name and address of
Parent Command)

Subj: LIEUTENANT _____ (Trainee's Name) _____

1. Lieutenant _____ (name), MC, USNR has just completed his third year of general surgery training at the _____ Medical Center. He will now begin his fourth year of surgery training of a 5-year surgery program. This letter is an evaluation of Lieutenant _____'s performance to date.

2. Lieutenant _____ has served as a third-year resident during the 2000-2001 academic year. He has performed his duties in an exemplary fashion. He is a superb resident and a role model for all junior residents.

3. As a third-year resident, Dr. _____ mastered the pre-surgical and post-surgical management of patients and developed technical skills above that expected for his level of training. His fund of knowledge is excellent and his judgement is superb. His conduct is truthful and ethical and without reproach. His demeanor is professional yet empathetic to the needs of the surgical patient. He communicates well with his peers and with the ancillary staff. His personal attire and grooming are consistent with that expected of a Naval Officer.

(Signature)

ANNEX I

REPORTS ON DUTY UNDER INSTRUCTION

I-1. Purpose. This annex provides the information needed to prepare fitness and evaluation reports on students. It applies to all types of duty or temporary duty under instruction at education and training activities. Also refer to Annex H for duty under instruction at civilian institutions.

I-2. Enlisted Initial Entry Training. Enlisted initial entry training is defined as recruit training, veteran (NAVET/OSVET) indoctrination, and schools following in direct sequence, prior to reporting to first permanent duty station. Do not submit evaluation reports during or on completion of initial entry training, except as follows:

a. Report Required for Special Purpose. Submit a Special report when needed for a purpose such as advancement recommendation, superior or substandard performance, recommendation for special program, reduction in rate, etc. The type of report will be Regular, but the requirement for Regular report continuity will not apply.

b. Report on Separation of Member. Submit a Detachment of Individual report if required to characterize a discharge, establish reenlistment eligibility, or for other purposes.

c. Beginning Regular Report Continuity. Begin Regular evaluation report continuity as of the date of detachment from the final phase of initial entry training. When recording a member's first report on Page 9 of the field service record, make a memorandum entry to account for the initial entry training period not covered by reports.

d. "Fleet" Students. "Fleet" students attending the same courses as initial entry students require evaluation reports or Performance Information Memorandums (PIMs) as specified below. The continuity of these students' Regular evaluation reports must be maintained.

I-3. Duty or Temporary Duty Under Instruction (DUINS/TEM DUINS). Regular report continuity must be maintained through DUINS/TEM DUINS periods, other than initial entry training. Use the following rules:

a. DUINS/TEM DUINS Lasting 3 Months or Less. Either submit a Detachment of Individual Regular report, or provide a PIM for submission to the next reporting senior. PIMs are now authorized for active duty officers as well as enlisted. A Detachment report should be submitted if significant non-academic duties were performed. If the training activity does not submit a fitness or evaluation report, the next Regular report must include the DUINS or TEM DUINS period in block 29.

b. DUINS/TEM DUINS More than 3 Months but Less than 1 Year. Submit a Detachment of Individual Regular report, even if the member is detaching to enter another phase of the same training at a different command. Submit Promotion/Frocking reports on enlisted members when due. Periodic and Detachment of Reporting Senior reports are not required, but may be submitted if the member will be considered by any selection board before a Detachment of Individual report will be due.

c. DUINS for 1 Year or More. Submit Periodic and Detachment of Individual reports. Detachment of Reporting Senior reports are optional. The normal extension rules apply to Periodic reports. For DUINS only, a report may be delayed up to 3 months to the end of an academic period, provided it is submitted in time for any selection board for which the member may be eligible. This is an exception to the general rule against delay of Periodic reports.

I-4. Temporary Additional Duty Under Instruction (TEMADDINS). For TEMADDINS of any length, either submit a Detachment of Individual Concurrent report, or furnish a PIM to the regular reporting senior in preparing the next Regular report.

I-5. Annual Training or Active Duty for Training (AT/ADT) Under Instruction. Reporting requirements are the same as for other AT or ADT. Submit a Detachment of Individual report when Reserve AT or ADT orders exceed 10 consecutive days for officers, 17 consecutive days for enlisted (E1-E9). Reports for shorter periods are not required, but provide a PIM and/or certificate of course completion to the member for delivery to the Reserve reporting senior. (NOTE: Observed fitness reports are encouraged on Reserve CWO2's, ensigns, and lieutenants (junior grade). These officers frequently will have been commissioned in the inactive Reserve and may have few other active duty fitness reports for consideration by their first selection boards. Observed reports are also desired in case of significant leadership or other performance in addition to academic duties.)

I-6. Not Observed (NOB) Reports on Students. Subject to the reservations in the preceding paragraphs, NOB reports (see Annex G) may be submitted for all periods which involved satisfactory academic performance. The comments may include such matters as passing grade, class standing, military performance, physical readiness, so long as these comments are not adverse. If performance was such as to merit a 1.0 trait grade or unfavorable comments, prepare an Observed report.

* * *

I-7. INSTRUCTIONS FOR SPECIFIC BLOCKS OF STUDENT REPORTS. Instructions are the same as found in Annex A, except as follows:

BLOCK 29	PRIMARY/COLLATERAL/WATCHSTANDING DUTIES For Primary Duty Abbreviation, enter STUDENT. For each course taken during the report period, provide the course short title, course identification number (CIN), and number of weeks. Example: MARLINESPIKE SEAMANSHIP (X-0A-0000) (10WKS) . Also list non-academic duties, if any.
-----------------	---

EVAL	FITREP	COMMENTS ON PERFORMANCE For each course completed during the period, provide academic performance information, in whatever form the school considers appropriate (grade average, class standing, pass/fail, etc.) Also briefly describe the course content, if it would not be evident to knowledgeable detailers/selection boards from the course title alone. If submitting an Observed report, also comment on any performance traits which could be meaningfully observed.
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DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
2300 E STREET NW
WASHINGTON DC 20372-5300

IN REPLY REFER TO

BUMEDINST 1500.18A
BUMED-05/NSHS-00
14 May 97

BUMED INSTRUCTION 1500.18A

From: Chief, Bureau of Medicine and Surgery
To: Ships and Stations Having Medical Department Personnel

Subj: POLICIES AND PROCEDURES FOR PARTICIPATION IN HEALTH
PROFESSIONS CERTIFICATION EXAMINATIONS

Ref: (a) NAVCOMPTMAN 032106

Encl: (1) Sample Letter to Request Funding

1. Purpose. To issue policies and procedures for participation in certification, recertification, or specialty board examinations.

2. Cancellation. BUMEDINST 1500.18.

3. Policy

a. Contingent upon the availability of appropriated funds, qualified Medical Department personnel will be sponsored for participation in professional examinations for certification and recertification which may be required by the Chief, Bureau of Medicine and Surgery (BUMED) to meet the needs of the Medical Department.

b. The Naval School of Health Sciences (NSHS), Bethesda will consider requests for funding of eligible Medical Department personnel for participation in examinations considered essential by BUMED. Those examinations considered a requirement for commissioning in the Medical Department will not be funded.

c. To ensure Government sponsorship fulfills the needs of the Medical Department, available funding will be allocated according to the following priorities:

(1) Regular Navy personnel.

(2) Reserve members who have served beyond their initial period of obligated service.

(3) Reserve members serving within their initial period of obligated service.

d. No person will be approved for funding who:

(1) Is in receipt of release from active duty (RAD) orders.

Enclosure (7)

BUMEDINST 1500.18A
14 May 97

(2) Has submitted a pending request for retirement, resignation, or RAD.

(3) Has less than 1 year obligated service remaining after the date of the examination.

4. Procedures

a. Medical Department personnel who wish to apply for certification or recertification in a program or specialty must communicate directly with the examining or certifying agency to determine eligibility. Candidates must send a request for Government sponsorship to the Commanding Officer, NSHS Bethesda via the appropriate chain of command, at least 6 weeks before the examination. If the specific examination date is not available 6 weeks before the examination, the candidate must advise NSHS Bethesda of the date as soon as it becomes available. Enclosure (1) is a sample funding request. Officers should direct funding requests to the appropriate code at NSHS Bethesda: Medical Corps, NSHS-OM; Dental Corps, NSHS-OD; Medical Service Corps, NSHS-OS; or Nurse Corps, NSHS-ON. If funding is approved, NSHS Bethesda will authorize the candidate to pay the fees incident to the examination from personal funds subject to reimbursement. NSHS Bethesda approval for participants will include accounting data and instructions for obtaining reimbursement of fees. Reimbursement is not to be effected, in any case, before actual participation in the specialty board examination.

b. Request for extensions on active duty or extensions of enlistment must comply with paragraph 3d above and must be sent following the Naval Military Personnel Manual (MILPERSMAN). Regular Navy officers must agree not to tender their resignation or request a retirement date which is earlier than 1 year following the date of the examination. Reserve officers must agree in writing to remain on active duty for at least 1 year following the date of the examination.

5. Location of the Examination

a. When examinations are offered at more than one location, either simultaneously or at intervals during the year, the candidate must request the nearest site. In those instances in which an inordinate delay would result from this policy, individual determinations are made by NSHS Bethesda.

b. Eligible candidates must have commanding officer certification stating their absence from the duty station for the time required to take the examination will not cause significant interruption of services and care.

6. Medical or Dental Specialty Board Examinations. Depending on the specific examining agency, part I (written) may be given within the United States and overseas. Part II (any single or combined examination for final certification) is normally given only in the United States. A candidate's eligibility to participate in an examination is determined as follows:

a. Part I (Written Examination Only). Applicants must correspond directly with the examining agency to determine whether or not the examination is available to them overseas. If available, the examining agency will inform examinees and provide information relative to the administration of the examination. All candidates accepted by the agency will be permitted to take the examination overseas.

b. Part II (Oral Examination and Single Examination for Final Certification) Given Only Within the United States. To be eligible to return for these examinations, the candidate must meet the criteria specified in paragraph 5.

7. National Board Examinations and State Licensure. If required for graduation, NSHS Bethesda will fund parts I and II of the national board examinations for students enrolled in the Armed Forces Health Professional Scholarship Program (AFHPSP). An individual is not eligible for NSHS Bethesda funding of national board examinations after graduation if supported by the AFHPSP or if national board examinations are required only for licensure. If applicable, individuals are personally responsible for obtaining and maintaining a current State professional license.

8. Repeat Examinations. Candidates for repeat examinations are considered for funding only when the commanding officer verifies educational activities or practice experiences that enhance the candidate's ability to pass the examination.

9. Travel Authorizations

a. When notified of eligibility and examination specifics (date and place), candidates must send a letter to NSHS Bethesda via their commanding officer requesting reimbursement and funding. This request must contain the candidate's desired mode of transportation, projected rotation date, and expiration of obligated service date.

b. NSHS Bethesda will provide the commanding officer with funding citations for the issuance of appropriate temporary additional duty (TAD) orders by the local command.

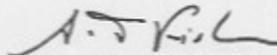
c. TAD orders must be issued by the local command following reference (a).

BUMEDINST 1500.18A

14 May 97

d. The travel claim must be submitted by the individual to the appropriate personnel support detachment within 5 days of return from travel. Per reference (a), the individual must provide a completed copy of the travel claim to NSHS-01 after the personnel support detachment has liquidated the travel claim.

10. Examination Results. Candidates must forward a certified copy of the examining agency's official results to BUMED (MED-52) and Bureau of Naval Personnel (Pers-4415) via NSHS Bethesda within 5 days of receipt.


S. T. FISHER
Deputy

Available at:

<http://support1.med.navy.mil/bumed/instruct/external/external/htm>

BUMEDINST 1500.18A
14 May 97

SAMPLE LETTER TO REQUEST FUNDING

Date _____

From: (Name of applicant)
To: Commanding Officer, Naval School of Health Sciences,
(Code _____), 8901 Wisconsin Avenue, Bethesda, MD 20889-5612
Via: (Appropriate chain of command)

Subj: REQUEST FOR FUNDING OF CERTIFICATION EXAMINATION

Ref: (a) BUMEDINST 1500.18A
(b) NAVCOMPTMAN 032106

1. Per reference (a), I request funding to participate in the
(name of certification examination) as described below:

- a. Location of nearest testing site.
- b. Inclusive dates of the examination.
- c. Sponsor or agency offering the examination.
- d. Examination fee.
- e. Mode of transportation desired.
- f. Government quarters are or are not available.
- g. Government messing is or is not available.

2. I may be reached by telephone at:

- a. Voice: DSN _____ Commercial () _____.
- b. FAX: DSN _____ Commercial () _____.
- c. E-mail: _____.

3. I am not in receipt of release from active duty (RAD) orders.
I agree to remain on active duty for at least 1 year following
the date of the certification examination. After the examination
date, I will have _____ (years and months) of obligated service
remaining.

4. If this request is not approved, I understand any advance
payment of fees or related expenses from personal funds will be
my responsibility.

5. I understand I must comply with reference (b), by submitting
a travel claim to my local personnel support detachment within 5
days of return from travel and personally forwarding a fully
liquidated copy of the travel claim to NSHS Bethesda (Code 01),
after the personnel support detachment completes liquidation.

6. I will forward a certified copy of the official results to
BUMED (MED-52) and BUPERS (Pers-4415) via NSHS Bethesda within 5
days of receipt.

SIGNATURE

Enclosure (1)

**NAVY FTOS GRADUATE MEDICAL EDUCATION
INTEGRAL PARTS OF TRAINING (IPOT) FUNDING REQUEST**

NAME (Last, First, MI):		RANK:	DESIGNATOR:
SSN:	PHONE NUMBER:	E-MAIL ADDRESS:	
LOCATION OF IPOT TRAINING:		E-MAIL ADDRESS OF POC AT ADMINISTRATIVE COMMAND:	
COURSE/MEETING/SEMINAR:		COURSE DATES:	
FEE:		REGISTRATION DEADLINE:	

MODE OF TRAVEL: AIR POV

GOVERNMENT QUARTERS AVAILABLE: YES NO

IF YES, LOCATION: DAILY RATE:

RENTAL CAR REQUESTED: YES NO
(Rental car authorized ONLY if government quarters are utilized.)

GOVERNMENT MESSING AVAILABLE: YES NO

I HAVE ENCLOSED THE FOLLOWING:

- Commanding Officer's Endorsement
- Letter from Program Director
- Copy of Brochure
- Invitation to Present (if applicable)

I understand that any advance payment of fees or related expenses from personal funds will be my responsibility should this request not be approved.

Signature: _____ Date: _____



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
2300 E STREET NW
WASHINGTON DC 20372-5300

IN REPLY REFER TO

BUMEDINST 1500.19A
BUMED-05/NSHS-00
14 May 97

BUMED INSTRUCTION 1500.19A

From: Chief, Bureau of Medicine and Surgery
To: Ships and Stations Having Medical Department Personnel

Subj: NAVY MEDICAL DEPARTMENT INTEGRAL PARTS OF TRAINING

Ref: (a) BUMEDINST 4651.3
(b) MILPERSMAN 1810100 and 1810280
(c) Title 10, U.S.C. 1089 (NOTAL)
(d) Officer TRANSMAN, Chapter 2
(e) JFTR, Vol. I
(f) BUMEDINST 7050.1

1. Purpose. To establish management responsibilities and procedures for administering Navy Medical Department integral parts of training (IPOT) for full-time inservice (FTIS), other Federal institution (OFI), and full-time outservice (FTOS) graduate professional education (GPE) program trainees to include graduate medical education (GME) participants.

2. Cancellation. BUMEDINST 1500.19.

3. Definition. An IPOT is a course or affiliated period of training required to supplement experiences in a fellowship, residency, or other GPE training program to meet the requirements for program completion or accreditation set by the Accreditation Council for Graduate Medical Education, the American Osteopathic Association, the American Dental Association, the American Nurses Association or any of the organizations that accredit allied health professional graduate education. Attendance at periodic or annual meetings or scientific, technical, or professional conferences, for the purpose of continuing professional education, are within the purview of reference (a).

4. Background. Temporary additional duty or authorization orders to participate in an IPOT are issued by the trainee's administrative command. Generally, a written travel order is not necessary when travel is performed within the limits of a trainee's permanent duty station (PDS). However, to ensure liability protection, written orders are necessary for officers performing patient care during IPOT in a non-Federal institution, as discussed in reference (b). Reference (c) requires active duty trainees be acting within the scope of their official duties to be entitled to immunity provisions under public law.

5. Policy. Inservice and outservice GPE IPOT are managed separately and implementation procedures depend upon the location and duration of the IPOT as delineated below:

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a. For GPE FTIS trainees, IPOT which is conducted within the area of the trainee's PDS or is fewer than 20 weeks in duration is managed and funded by the local command.

b. For GPE FTOS and OFI trainees, IPOT of 20 or fewer weeks in duration is managed and funded by the Naval School of Health Sciences (NSHS), Bethesda.

c. An IPOT of 20 weeks or more and not within the trainee's PDS requires permanent change of station (PCS) orders and must be requested by the trainee's command, endorsed by NSHS Bethesda and approved by the Bureau of Naval Personnel (BUPERS). BUPERS shall issue PCS orders contingent upon approval and availability of funding. Reference (d) provides specific guidance regarding officer orders.

(1) If both the former PDS and the new PDS are served by the same primary local transportation system, no entitlements will accrue.

(2) If both the former PDS and the new PDS are not served by the same primary transportation system, the member is entitled to full PCS entitlements, regardless of the distance involved, as outlined in reference (e).

d. Program directors should plan IPOTs to limit the number of PCS orders and minimize PCS costs. If professionally appropriate:

(1) IPOTs should be arranged within the trainee's local area.

(2) If a PCS move is required, IPOTs should be scheduled at the end of the trainee's period of training and not within the initial 6 months of the final year of training.

e. Navy trainees participating in clinical experiences as an integral part of training at a non-Federal institution require a memorandum of understanding (MOU). FTIS trainees' commanding officers will negotiate and establish an MOU following reference (f). Commands must ensure legal review at the local level before final signature on all agreements. NSHS Bethesda shall coordinate negotiations for IPOT MOUs for trainees participating in FTOS training programs.

6. Responsibilities

a. Commanding Officer, NSHS Bethesda, shall coordinate policies and procedures for corps-specific professional programs IPOT with BUPERS, Navy medical and dental treatment facilities (MTFs and DTFs), and civilian and OFI program directors.

b. Commanding officers of Navy MTFs and DTFs conducting FTIS GPE programs for Medical Department officers shall ensure all programs conducted in their commands maintain requisite standards of training to ensure successful accreditation by appropriate civilian agencies. The commanding officer shall ensure IPOT planning is conducted on an annual basis.

c. Program directors shall inform the commanding officer of IPOT requirements for their training programs and ensure appropriate training orders are obtained for trainees participating in IPOTs.

d. OFI and FTOS trainees shall adhere to policies, procedures, and annual guidance issued by NSHS and higher authority.

7. Action

a. The commanding officers of MTFs and DTFs conducting GPE programs shall:

(1) Establish command procedures to ensure proper administration of the IPOT program at the local command level.

(2) Submit by 1 January to NSHS Bethesda, an annual IPOT plan for IPOT in excess of 20 weeks and outside the local area to be performed during the following fiscal year. BUPERS requires the plan to budget for IPOT PCS in the upcoming fiscal year beginning 1 October. Include the following information in the plan:

(a) The program name, dates, location, and program director.

(b) A brief description of the IPOT and specific information regarding alternate training opportunities explored.

(c) The estimated number of residents and fellows requiring the IPOT.

(d) A detailed justification for the expense of non-local training, outlining the necessity for training, such as accreditation, program completion, board certification eligibility, or other bonafide requirements.

(3) Submit individual requests for IPOT requiring PCS orders (previously listed on the annual IPOT plan) to NSHS Bethesda 180 days before the IPOT start date.

b. Navy FTOS and OFI trainees requiring IPOT shall follow annual guidance provided by NSHS Bethesda and shall submit to NSHS Bethesda:

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14 May 97

(1) A list of specific required IPOT at least 60 days before the start of the GPE program.

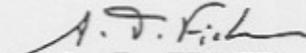
(2) A request for funding of each IPOT, 6 weeks before the start of each IPOT.

c. Commanding Officer, NSHS Bethesda shall:

(1) Review, recommend approval or disapproval, and forward to BUPERS, by 1 March annually, a copy of each command's annual IPOT plan for IPOT exceeding 20 weeks in duration and located outside the trainee's PDS.

(2) Review individual requests for IPOT requiring a PCS move, recommend approval or disapproval and forward to BUPERS at least 160 days before the IPOT start date.

(3) Review and approve or disapprove funding requests for all IPOT for Navy OFI and FTOS trainees. Return disapproved requests to the trainee with appropriate explanation. Forward approved requests to NSHS Bethesda (Code 014), Travel Control Section, Directorate for Resources Management, 8901 Wisconsin Avenue, Bethesda, MD 20889-5611 for further processing and issuance of funding data.


S. T. FISHER
Deputy

Available at:

<http://support1.med.navy.mil/bumed/instruct/external/external.htm>



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
2300 E STREET NW
WASHINGTON DC 20372-5300

IN REPLY REFER TO
BUMEDINST 5721.3 CH-1
BUMED-OOP
17 Dec 98

BUMED INSTRUCTION 5721.3 CHANGE TRANSMITTAL 1

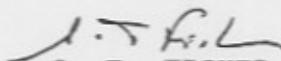
From: Chief, Bureau of Medicine and Surgery

Subj: APPROVAL PROCESS FOR PUBLICATION OF PROFESSIONAL
MANUSCRIPTS AND ARTICLES

Encl: (1) Revised Clearance for Publication and Presentation

1. Purpose. To correct the directive number in enclosure (1).
Retain this change transmittal in front of basic instruction.

2. Action. Remove existing enclosure (1) and replace with
revised attached enclosure (1).


S. T. FISHER
Deputy

Distribution:
SNDL, FH (BUMED command activities)

Available from:
<http://support1.med.navy.mil/bumed/instruct/external/external.htm>

Enclosure (10)



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
2300 E STREET NW
WASHINGTON DC 20372-5300

IN REPLY REFER TO

BUMEDINST 5721.3
BUMED-OOP
13 Apr 98

BUMED INSTRUCTION 5721.3

From: Chief, Bureau of Medicine and Surgery

Subj: APPROVAL PROCESS FOR PUBLICATION OF PROFESSIONAL
MANUSCRIPTS AND ARTICLES

Ref: (a) SECNAVINST 5720.44A
(b) DODINST 5500.7R dtd August 30, 1993 (NOTAL)
(c) DOD Directive 5230.9 of April 9, 1996 (NOTAL)

Encl: (1) Clearance for Publication or Presentation

1. Purpose. To clarify procedures and provide guidance for obtaining timely security review and approval for release of professional manuscripts and other material submitted by Navy Medical Department personnel, either in an official or private capacity, before publication or presentation.

2. Cancellation. NAVMEDCOMINST 5721.1C

3. Applicability and Scope

a. This instruction applies to:

(1) Active and Reserve military, civilian personnel, and contractors supported by Navy funds who are assigned to Navy medical and dental facilities.

(2) Active and Reserve officers in the Medical Corps, Nurse Corps, Medical Service Corps, and Dental Corps as well as enlisted personnel in the Hospital Corps and Dental Technician ratings, including those who are in training programs or supported by the Navy performing joint research, regardless of where assigned.

(3) Navy researchers (military, civilian, and contractors as defined above) including those performing joint research either in a Navy facility or at an activity located at another Service's facilities.

BUMEDINST 5721.3
13 Apr 98

b. Naval Medical Department personnel (as defined above) are encouraged to submit professional articles and manuscripts to appropriate media for publication. Such participation encourages the exchange of information, promotes professional growth, and promotes the professional standing of naval medical and dental personnel and the naval Medical Department.

c. Security review and approval for release of certain types of materials is required before presentation or publication. This is necessary because of sensitivity of the topic; the significance of findings; political, economic, or civic impact; potential interest of professional organizations, local, regional, national, or international media, or any combination of these factors.

d. Per references (a) through (c), manuscripts, articles, reports, and presentations designed for professional and general public, shall be submitted in a timely manner via the chain of command for review and clearance before submission for publication or presentation. At a minimum, a security and policy review shall take place at the command level, to include review by the command public affairs officer to determine potential media interest.

e. If the information or material deals with a subject matter requiring higher review, as explained in paragraph 3f (below), authors or speakers must ensure appropriate authority has reviewed and cleared it for dissemination before submitting the manuscript for consideration by a publication and before releasing or presenting the information.

f. Manuscripts, presentations, or professional articles involving policy, potential or inherent controversy, or which are likely by their own nature to be highlighted by media coverage or publicity shall be forwarded to the Bureau of Medicine and Surgery (BUMED) (MED-00P) for review and approval. This includes but is not necessarily limited to the following specific subjects:

(1) All acquired immune deficiency syndrome (AIDS)/Human immunodeficiency virus (HIV) related information and material.

(2) All Persian Gulf Illness information.

(3) Any subject of special sensitivity, such as women's health issues.

13 Apr 98

(4) Any material or presentation that involves experimental data derived from research in which nonhuman primates, dogs, cats, or marine mammals are involved.

g. Per reference (c), manuscripts submitted for publication or public release that address plans, policies, programs, or operations of the Department of Defense (DoD) or the U.S. Government shall be submitted to the Assistant Secretary of Defense (Public Affairs) via the chain of command. BUMED will determine which materials and documents need to be forwarded for additional review and will coordinate the review process. This information includes, but is not limited to, the following:

(1) Information originated or proposed for publication or release at the seat of government.

(2) Information that has the potential to become an item of national or international interest.

(3) Information intended for publication in a foreign country or has foreign relations implications or sensitivities.

(4) Information which describes research involving non-human primates, cats, dogs, or marine mammals as subjects.

(5) Information that concerns subjects of potential controversy among DoD components or with other Federal agencies.

4. Action

a. Authors or speakers who are naval medical department personnel as explained in paragraph 3a shall:

(1) Submit written material via their chain of command for review in a timely manner before submission for publication or public release of information. Completed manuscripts and research articles are preferable, but in some cases an abstract or summary being considered for a poster session may be sufficient.

(2) Manuscripts and professional articles completed in an official capacity, or funded by the Government, shall identify the author with complete name, military grade, title, and command, and shall show the following disclaimer in a prominent place:

BUMEDINST 5721.3

13 Apr 98

"The views expressed in this article are those of the author and do not necessarily reflect the official policy or position of the Department of the Navy, Department of Defense, nor the U.S. Government."

(3) If writing for publication, not in conjunction with official duties, authors shall ensure the subject matter is not in conflict with reference (b), and the writing is not done during normal working hours or with the use of Government facilities, property, or personnel.

(4) Authors are prohibited from using information from official sources which is not available to outside writers such as Government statistics, research data, etc., for their private gain.

(5) Authors should not make any commitments to furnish manuscripts or abstracts or to present information, other than to DoD publications or organizations, until the manuscripts/articles have been fully cleared through the review process and approved for release. See paragraph 5a for information on timelines.

(6) Once approved through the appropriate chain-of-command, authors may submit Government work to civilian publications. Commands who forward manuscripts and articles to BUMED for review will be notified via letter once the approval process has been completed. However, authors of official manuscripts shall not enter into an agreement that offers the publication exclusive rights. Government work, articles, and manuscripts prepared by Government employees in the course of their official duties, cannot be copyright protected. Therefore, the words and figures of official manuscripts and reports cannot be copyrighted.

The following copyright statement should be attached to all Government work when submitted to civilian media for publication:

"I am a military service member (or employee of the U.S. Government). This work was prepared as part of my official duties. Title 17 U.S.C. 105 provides that 'Copyright protection under this title is not available for any work of the United States Government.' Title 17 U.S.C. 101 defines a United States Government work as a work prepared by a military service member or employee of the United States Government as part of that person's official duties."

It is common practice for publications to copyright the layout and design of the article, and this is acceptable. However, if the manuscript or report is released as a Government work in addition to the civilian publication, there is no copyright limitation on its distribution.

(7) An embargoed release is often used by civilian publications to alert media of an upcoming event or news story that is being held until a specific release date. Authors should contact their command public affairs officer before agreeing to a publisher's request to place a hold or embargo on the release of information. Exclusive rights cannot be given to a civilian publication when releasing official Government work. However, on a case-by-case basis, the Navy and civilian publication may mutually agree to place an embargo on a release. This must be coordinated with the BUMED Public Affairs Office to ensure embargo of information is not jeopardized. Requests for exclusive rights on major stories of obvious widespread news value will not be honored.

(8) Speakers who are offered an honorarium should contact their legal officer, staff judge advocate, or ethics counselor before accepting the honorarium.

b. Navy Medical Department Commands:

(1) Appoint a member of their command to be responsible for maintaining and tracking manuscripts.

(2) Commands should ensure appropriate review of material, and if required submit to higher authority for review.

(3) Manuscripts forwarded to BUMED Public Affairs Office (MED-00P) need to be under cover of an official Navy letter via the chain of command along with enclosure (1) format.

(4) Forward manuscripts involving sensitive issues to BUMED for approval as addressed in paragraph 3c.

c. Bureau of Medicine and Surgery:

(1) Ensures each submission is reviewed and approved or disapproved by an appropriate subject matter expert or specialty leader.

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(2) If review by higher authority (DoD/Secretary of the Navy/Chief of Naval Operations) is required due to the nature of the manuscript, BUMED (MED-00P) coordinates the review process.

(3) BUMED (MED-00P) notifies the originator by letter once the manuscript is approved or disapproved.

5. The Review Process

a. Commands must allow sufficient time for the review process. Allow a minimum of 20 working days exclusive of mailing time for review of manuscripts and material forwarded to BUMED. An additional 20 working days should be allowed for manuscripts and materials requiring review from higher authority (DoD/Secretary of the Navy/Chief of Naval Operations). Review may take longer depending upon the complexity or sensitivity of the subject or the number of commands who must review the material.

b. Due to the volume of manuscripts and materials reviewed at the BUMED level, submissions must be forwarded in a timely manner. Manuscripts and materials received at BUMED with insufficient time for proper review may not clear the review process in sufficient time to meet presentation or publishing deadlines. The material may not be presented or published until approval is received from BUMED.

c. Criteria to be considered by the chain-of-command when reviewing manuscripts and presentations for public release or publication:

(1) Is the material of significant interest to the media? This includes Gulf War, women's health, and HIV or sexually transmitted diseases studies. If yes, it requires review at the BUMED level.

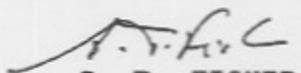
(2) Does the material present contradictions to generally accepted thought or policies? If yes, forward to BUMED for review.

(3) How will the material impact the Navy and Navy Medicine? If material will have a major impact on the Navy or Navy Medicine, forward to BUMED for review.

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(4) Does the material have national security or classifications considerations? If yes, forward to BUMED for higher review.

(5) Does the manuscript or research paper contain valid research? If no, it should be returned to author for correction or additional information.


S. T. FISHER
Deputy

Distribution:
SNDL, FH (BUMED command activities)

Available from:
<http://support1.med.navy.mil/bumed/instruct/external/external.htm>

Clearance for Publication or Presentation

Section (1) To be completed by researcher or submitter

Author(s) Name, Command, and Rank:
Title of Work:
Purpose/Forum: (Check all appropriate)
<input type="checkbox"/> Presentation/Briefing <input type="checkbox"/> Journal article
<input type="checkbox"/> Book <input type="checkbox"/> Other (Please explain)
Name, Place, Dates of Presentation/Journal Title/Book Publisher:

Synopsis of the manuscript/article/research paper in layman's terms:
--

Review Findings	Action/Comments
<input type="checkbox"/> Higher review not required by BUMEDINST 5721.3	OIC/CO authorized to approve. If uncertain about sensitivity of a subject, contact BUMED Public Affairs Office at (202) 762-3218.
<input type="checkbox"/> Animal Use <input type="checkbox"/> Human Use <input type="checkbox"/> Foreign Journal	Following command review, forward to BUMED for review and approval or disapproval.
<input type="checkbox"/> AIDS/HIV <input type="checkbox"/> Persian Gulf Illness <input type="checkbox"/> Controversial/Sensitive <input type="checkbox"/> Potential Media Interest	Following command review, forward to BUMED for review and approval or disapproval. If higher review is required, BUMED will coordinate with appropriate commands. If uncertain about sensitivity of a subject, contact BUMED Public Affairs Office at (202) 762-3218.

Coordinator's Name, Command, and Telephone Number:
--

SF 1164 INSTRUCTIONS

1. Type or use a black ball point pen when filling out this form .
2. Use the reverse side if additional room is needed for itemizing costs.
3. Fill in the appropriate blocks. See enclosure (11)

BLOCK 1	"Naval Medical Education and Training Command (Code OG151)"
BLOCK 2	Leave Blank
BLOCK 3	Leave Blank
BLOCK 4	Self-Explanatory
BLOCK 5	Leave Blank
BLOCK 6a	Enter the complete date of purchase e.g. 24APR98
BLOCK 6b	Code each purchase with a number and record that number onto each receipt

BLOCK 6c,d	Use these columns to itemize each purchase
BLOCK 6e	Enter the quantity
BLOCK 6f	Enter the total cost of each line item
BLOCK 7	Total the entire claim
BLOCK 8	Leave Blank
BLOCK 9	Leave Blank
BLOCK 10	Sign and date
BLOCK 11	Leave Blank
BLOCK 12	Leave Blank

4. Retain the last copy for your records.
5. Mail claim with receipts to:

Commander
NMETC-Code OG151, Room 15132
8901 Wisconsin Avenue
Bethesda, MD 20889-5611

6. Please allow 6 to 8 weeks for processing.

Enclosure (11)

EFT INFORMATION SHEET

Name: _____ SSN: _____ - _____ - _____ Grade/Rank: _____

Command: _____ Dept/Div/Curriculum: _____

E-MAIL ADDRESS: _____

MAILING ADDRESS: _____

PHONE NUMBERS:

Work Phone: _____

Cell Phone: _____

Home Phone: _____

For Travel EFT Payments Please Provide The Following Information:

Financial Institution:							
Account Number:							
Type of Account: (Please circle one)	Savings			Checking			
Routing Number: (Must be 9 digits)							

Signature: _____ Date: _____

PRIVACY ACT STATEMENT

Authority:	USC 5701,37 USC 404-427, EO 9397,31 USC 3322,31 CFR 209 and/or 210
Principal Purpose(s):	Used for reviewing, approving, accounting and disbursing for official travel. SSN is used to maintain a numerical identification system for individual claims. The information is confidential and is needed to prove entitlement to payments. The information will be used to process payment data from the Federal agency to the financial institution and/or its agent.
Routine Use(s):	To substantiate claims for reimbursement for official travel.
Disclosure:	Voluntary; however, failure to furnish information requested may result in total or partial denial of amount claimed and may delay or prevent the receipt of payments through the EFT/DDS programs.