DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, D.C. 20350-2000

OPNAVINST 1420.1A CH-2
N131
28 Apr 04

OPNAV INSTRUCTION 1420.1A CHANGE TRANSMITTAL 2

From: Chief of Naval Operations
To: All Ships and Stations

Subj: ENLISTED TO OFFICER COMMISSIONING PROGRAMS APPLICATION ADMINISTRATIVE MANUAL

Encl: (1) Revised Chapter 6 and Appendix E

1. Purpose. To update guidance on the Inservice Procurement Program (IPP) (Chapter 6) and IPP Package Checklist (Appendix E).

2. Action. Remove Chapter 6 and Appendix E and replace with enclosure (1) of this change transmittal.

G. L. HOEWING
Vice Admiral, U.S. Navy
Deputy Chief of Naval Operations
(Manpower and Personnel)

Distribution:
SNDL Parts 1 and 2
MARCORPS PCN 71000000000 and 71000000100

Chapter 6

MEDICAL SERVICE CORPS IN-SERVICE PROCUREMENT (MSC IPP) PROGRAM

1. This chapter has been completely revised and should be reviewed in its entirety. Also, refer to the annual NAVADMIN, which provides the MSC IPP webpage address and current program year information.

2. References

(a) SECNAVINST 1120.8C
(b) OPNAVINST 6110.1G

3. Program Information

a. The Medical Service Corps In-service Procurement Program, for Health Care Administration (HCA) Physician Assistant (PA), Radiation Health Officer (RHO), Environmental Health Officer (EHO), Industrial Health Officer (IHO), Entomology, and Pharmacy provides a pathway to an officer commission for career motivated active duty enlisted personnel who meet the eligibility criteria. Some of these programs provide opportunities to complete either a baccalaureate, master's, or other professional degree.

b. MSC IPP is available to the above communities for members of the Regular Navy and Regular Marine Corps, and Naval Reserve and Marine Corps Reserve on active duty, including Full Time Support (FTS), and Active Reserve (AR) serving in any rating or Military Occupational Specialty (MOS), in paygrades E-5 through E-9 at the time of application (paygrade is not waiverable). Inactive-Duty Ready Reservists, Reservists on Active Duty for Special Work (ADSW), Active Duty for Training (ADT); 1-year, 2-year, or 3-year Recalls; and Canvasser Recruiters are not eligible for this program.

c. A MSC IPP webpage will announce the specific disciplines (fields of study) being offered for that fiscal year and will provide other general guidance for applicants.

d. Candidates for the HCA, RHO, EHO, IHO, Entomology, and Pharmacy IPP must possess a qualifying degree as described

below. All applicants who have completed a bachelor's degree, including applicants who have completed a master's, must submit official GRE, GMAT, or the appropriate test score defined within the specialty requirement completed within 5 years of application due date. There is no minimum score for GRE or GMAT, but those applicants with 1000 (combined score of verbal and quantitative) or greater for GRE and 500 (total score) for GMAT are considered competitive. Applicants with scores lower than 1000 or 500, as appropriate, should consider retaking the test to improve their score and to make themselves more competitive for selection. GRE/GMAT test scores are only one factor considered. All applicants who request to complete a bachelor's program must submit an official Scholastic Aptitude Test (SAT) or American College Test (ACT) score completed within 5 years of the application due date. The recommended score for SAT is 1000 (verbal 500, math 500) and the recommended score for ACT is 42 (verbal 22, math 22). Selectees with qualifying degrees will receive direct appointments to the Medical Service Corps in a grade commensurate with education level and degree concentration per reference (a). An applicant desiring direct commission must earn a qualifying degree by 30 June following selection. A degree completion plan signed by a College/ University official showing program of study, completion date and number of credits/courses remaining is required as part of the application. Degree completion plans must be realistic and those having more than 15 hours remaining in their Degree Completion Plan will not be eligible. Selectees who are going on to complete an appropriate degree will be commissioned upon completion of their degree. An acceptance letter or a tentative letter of acceptance to a full-time accredited graduate degree program with a degree completion plan is required.

e. Personnel selected for any of these programs who require training are provided between 24 to 48 months to complete their degree (dependent upon the program) with benefits that include tuition, mandatory fees, book allowance, full pay and allowances for their enlisted paygrades, and eligibility for advancement while in college. It is highly recommended that all requirements for the next advancement cycle be completed prior to detaching from present command. The completion plan course work must not commence until the fall semester of the year following selection. Following degree completion, selectees

will be commissioned as officers in the Medical Service Corps and attend Officer Indoctrination School (OIS).

f. Selectees dropped from IPP at any time, either for academic or administrative reasons, will be made available and issued Permanent Change of Station (PCS) orders to a new assignment in their enlisted rating to complete their active service obligation.

g. Upon commissioning selectees will incur a minimum 8-year military service obligation with a minimum of 3 years served on active duty. Selectees who obtain military sponsored training will incur an additional active duty obligation.

h. Upon selection, selectees will be required to coordinate closely with Commander, Naval Medical Education and Training Command (NAVMEDEDTRACOM). Ideally, applicants should get acceptance to an NROTC-affiliated University. Selectees will begin their education programs in the fall semester of the year following selection. Applicants are urged to contact NAVMEDEDTRACOM, Officer Graduate Programs (Code 0G3) at (301) 319-4520, DSN 285 or 295-2289/0925, DSN 295 for guidance and processing of packages.

4. Basic Eligibility Requirements

a. U.S. citizenship. U.S. citizenship is required and cannot be waived. A certified copy of birth/naturalization certificate is required. In States where it is illegal to copy, photocopy, or photograph birth certificates or naturalization certificates, use the Report of Birth form (DD Form 372).

b. Age requirement. Applicants must not have reached their 35th birthday by time of initial appointment and commissioning. The annual NAVADMIN will specify if any age waivers will be authorized. Age waiver, when authorized, allows an applicant to be commissioned up through the age of 39.

c. Moral character and conduct. Applicants must be of good moral character, have no court-martial conviction or civilian felony conviction, and have no conviction by civil court for misdemeanors (except minor traffic violations) during the 3 years preceding application for the program. For the purpose of

this sub-paragraph, an offense involving driving under the influence of an intoxicant (DUI/DWI) is a major traffic violation and is disqualifying if within the 3 years preceding application for the program. Prior service drug use is not an immediate disqualifier; however, any substantiated drug use (a felony conviction or any record of in-service drug abuse, regardless of the date) or alcohol abuse will result in disqualification.

d. Obligated Training. Applicants under obligated training require a waiver from their Enlisted Community Manager.

e. Physical qualification. Meet the requisite Pre-commissioning/Accession physical standards for appointment as an MSC officer prescribed by the Manual of the Medical Department, Chapter 15. Selectees who fail to meet these minimum physical standards for appointment may be appointed upon the recommendation of the Chief, Bureau of Medicine and Surgery (BUMED) and waiver of the standard(s) by the Deputy Chief of Naval Personnel (DEPCHNAVPERS) acting for the Chief of Naval Personnel (CHNAVPERS). Minimum physical fitness standards must be met at the time of application, while in training, and at commissioning. Failure to maintain physical standards will result in disenrollment from the program. Applicants are required to submit a pre-commissioning SF 88 or DD Form 2808 and SF 93 or DD Form 2807-1 within the last 12 months (or 18 months for those applicants deployed). The following must be included with the physical examination document:

(1) Results of a current chest x-ray if there is a history of pulmonary disease or of smoking.

(2) Results of a current Electrocardiogram (EKG).

(3) Height and weight or a determination of body fat percentage if member exceeds height/weight.

(4) All female applicants must have Papanicolaou's Stain (PAP) and Human Chronic Gonadotropin (HCG) tests results documented.

(5) Results of most recent HIV test. Record of HIV test results must be included with the physical examination document.

(6) Complete eye exam, must include refraction.

f. Performance record. Have a superb performance record as well as strong academic potential and be favorably recommended for appointment by the candidate's commanding officer.

g. Security Clearance. The Electronic Personnel Security Questionnaire (SF 86) is required for all applicants who do not possess a current Entrance National Agency Check (ENTNAC) or a National Agency Check (NAC). The Command Security Manager should assist applicants in determining whether the appropriate agency check is on file with the Department of Navy Central Adjudication Facility (DONCAF). Applicants who do not have either a valid ENTNAC or NAC must include a completed SF 86 with the Officer Programs Application.

h. All applications must be submitted by the deadline posted on the MSC IPP Webpage. Supplemental information is due by the supplemental deadline on the MSC IPP Webpage. Any correspondence not submitted by the supplemental deadline may be submitted to the President of the IPP Board by the applicant prior to convening of the selection board.

5. Specific Eligibility Requirements for the HCA IPP Program

a. Specific HCA degree/education requirements for baccalaureate degrees:

(1) Minimum education requirement is a qualifying degree in Health Care Administration, in business/healthcare administration, or a management-related discipline. Applicants must have a 2.5 or better grade point average on a 4.0 scale. Acceptable fields of study are as follows:

(a) Health Care Administration areas include: Health Care Administration, Health Services Administration, Health Services Management, Hospital Administration, or Public Health Administration.

(b) Business disciplines include: Accounting, Business Economics and Policy, Finance, Human Resources Management, Information Systems Management, Logistics, Materials Management, or Public Administration.

(2) Management degrees in other than the above will be considered on a case by case basis if the following courses have been completed and are part of the official transcript(s): Health/Business Economics, Health/Business Finance, Health Law, Institutional or Organization Systems in Health Care, Statistics or Research Methods, or Information Management.

b. Specific HCA degree/education eligible for entry grade credit for applicants who have completed a master's degree:

(1) Acceptable fields of study are as follows: Health Care Administration, Health Services Administration, Hospital Administration, Public Health Administration with an emphasis in Health Care Administration, or Business Administration with an emphasis in Health Care Administration.

(2) Acceptable master's programs ideally should be accredited by the Accrediting Commission on Education for Health Services Administration (ACEHSA), American Assembly of Collegiate Schools of Business (AACSB), or Council on Education on Public Health (CEPH).

c. Specific HCA degree/education requirements for applicants interested in pursuing a qualifying graduate level degree prior to commissioning: Applicants must have an acceptance letter or a tentative letter of acceptance to a full-time graduate degree program in Health Care Administration, Business Administration with a healthcare concentration, or Public Health with a healthcare administration concentration, accredited by the ACEHSA, AACSB, or CEPH.

6. Specific Eligibility Requirements for the Active Duty PA IPP Program

a. The PA program includes a year of formal classroom instruction at Fort Sam Houston's Interservice Physician Assistant Program (IPAP) and an additional practicum year at the Naval Hospital, Camp Pendleton and Naval Medical Center, San Diego. Graduates receive a Bachelor of Science degree and a Master's degree.

(1) For PA applicants, minimum educational requirement is a high school diploma, GED, ASVAB or equivalent with 60

semester hours of transferable college credit. All PA candidates must notify NAVMEDEDTRACOM Code 0G3) via their website that they intend to submit official transcripts for review with a complete list of all schools attended. This will allow NAVMEDEDTRACOM staff to verify if all your transcripts have been received. All official college transcripts must be submitted to NAVMEDEDTRACOM by the date published in the annual NAVADMIN or MSC IPP webpage (in early June). Transcripts will be reviewed by the degree granting institution for academic eligibility and applicants will be notified well before the application deadline. This will allow applicants an opportunity to try and resolve any issues identified by the degree granting institution.

(2) Thirty of the 60 semester hours must be in residence training (classroom) at the acceptable course level as listed in Table A (prerequisite requirements). CLEP is NOT accepted for any of the prerequisite requirements. Only baccalaureate credit on SMART transcripts will be accepted and will be considered in-residence hours. Distance learning courses must be taken for a grade with proctored exams. Introductory courses or 100 level courses will be reviewed by the degree granting institution to determine if the course is transferable/ creditable toward the 60 hours.

(3) The prerequisite requirements, Table A, include 6 semester hours of English composition, 6 semester hours of Chemistry, 6 semester hours of Anatomy and Physiology (A&P), 6 semester hours of Humanities and/or Social Sciences, 3 semester hours of Psychology, and 3 semester hours of Algebra for a total of 30 semester hours. Successful completion of Advanced Hospital Corps-Independent Duty Tech (IDT) school satisfies the 6 semester hours for A&P but does not satisfy the 6 semester hours for Chemistry.

(4) In addition to the prerequisite courses, an additional 30 semester hours must be completed of which 18 semester hours must be in the biological/chemistry sciences. The additional 12 semester hours may be in general education classroom or distance learning coursework. Successful completion of IDT school satisfies the additional 30 semester hours and the 6 A&P but does not satisfy the 6 semester hours of chemistry hours required of the prerequisite courses. To be

better prepared for the PA school curriculum course work in biochemistry, microbiology, and organic chemistry is highly recommended. A minimum GPA of 3.0 on 4.0 scale is required for science courses. The applicant must have an overall GPA of 2.5.

(5) The Medical service Corps Officer Community Manager CNO(N131M) shall maintain close coordination of the academic review process with BUMED, NAVMEDEDTRACOM, and the Interservice Physician Assistant Program. The Director, Officer Personnel Plans and Policy Branch (N131), Deputy Chief of Naval Operations (Manpower & Personnel) is the waiver and final authority pertaining to any question regarding academic pre-screening decisions, academic eligibility, and final board eligibility.

b. Specific information on additional requirements will be provided on the MSC IPP webpage.

TABLE A

Prerequisite Requirements	Semester Hours	Acceptable Level (NO CLEP)
English Composition	6	100 Level or above
Chemistry I & II	6	100 Level or above (2 courses)
Anatomy & Physiology I & II	6	100 Level or above (2 courses)
Humanities & Social Sciences	6	100 Level or above (2 courses)
Psychology	3	100 Level or above
Algebra	3	100 Level or above
Total Hours	30 minimum	
Successful completion of Independent Duty Tech (IDT) meets the 6 hours of Anatomy & Physiology but does not meet the 6 Chemistry hours.		

TABLE B

Additional Coursework	Semester Hours	Non-repetitive of Core courses
General Education (Transferable credits) 18 hours must be in the Biological & Chemistry Sciences	30 minimum (18 hours must be in the biological/ chemistry sciences)	

Additional Courses or equivalent		Acceptable Level
Chemistry Laboratory		100 Level or above
Organic Chemistry		100 Level or above
Biochemistry		100 Level or above
Microbiology		100 Level or above
Biology		100 Level or above
Physics		100 Level or above
Biostatistics (Research design)		100 Level or above
Healthcare Management		100 Level or above
English Literature		100 Level or above
Algebra II		100 Level or above (CLEP not accepted)
Total Hours	30	
Successful completion on Independent Duty (IDT) school meets these 30 hours		

7. Specific Eligibility Requirements for the Active Duty RHO IPP Program

a. Specific degree/education requirements for completion of baccalaureate degrees: Applicants must have 60 semester hours of fully transferable college credit that can be applied towards completion of a qualifying science degree in math, physics, biology, chemistry, or engineering and have a letter of acceptance with a degree completion plan to a qualified school. Must be able to complete degree within 24 months. Applicants must have a 3.0 or better GPA on a 4.0 scale.

b. Specific degree/education requirements for applicants with completed baccalaureate degrees: Science degrees from accredited university/colleges in math, physics, biology, chemistry, engineering, radiological health science, or engineering. Applicants must have completed 1 year of college-level math (calculus) and general physics courses. Applicants must have a 3.0 or better GPA on a 4.0 scale.

c. Specific degree/education requirements for applicants interested in pursuing a qualifying graduate level degree prior to commissioning: Applicants must have an acceptance letter or a tentative letter of acceptance to a full-time graduate degree program from an accredited university in: medical physics, radiation health physics, radiological science, or nuclear engineering. Applicants must have a 3.0 or better grade point average on a 4.0 scale.

8. Specific Eligibility Requirements for the Active Duty EHO IPP Program

a. Specific degree/education requirements for completion of baccalaureate degrees. Applicants, upon completion of baccalaureate degree in environmental health, will be commissioned and will be enrolled in a 1-year Master of Public Health degree program. Other qualifying degrees include the life sciences or physical sciences such as biology, chemistry and physics. Applicants must have the following: 60 semester hours of fully transferable college credits which can be applied towards completion of the baccalaureate degree with a 3.0 or better GPA on a 4.0 scale and a tentative letter of acceptance to an accredited 1-year MPH program with a degree completion plan in environmental health from a university accredited by the CEPH, Association of Schools of Public Health (ASPH), or National Environmental Health Science and Protection Accreditation Council (EHAC). Degree should include courses in environmental health, epidemiology, food safety, drinking water and wastewater analysis, air pollution, infectious diseases, human disease vectors, environmental toxicology, health risk assessment and communication, biostatistics, etc.

b. Specific degree/education requirements for applicants interested in pursuing a qualifying graduate level degree. Applicants must provide the following:

(1) An acceptance letter or a tentative letter of acceptance to a full-time resident graduate degree program, MPH with a concentration in Environmental Health or Master of Science (MS) in Environmental Health from a University accredited by the CEPH, ASPH, or EHAC.

(2) An environmental health degree completion plan must be provided that includes courses in environmental health, epidemiology, food safety, drinking water and wastewater analysis, air pollution, infectious diseases, human disease vectors, environmental toxicology, health risk assessment and communication, biostatistics, etc. Applicants must have a 3.0 or better grade point average on a 4.0 scale for science courses completed towards the baccalaureate degree.

9. Specific Eligibility Requirements for the Active Duty IHO IPP Program

a. Specific degree/education requirements for completion of baccalaureate degrees: Applicants must have 60 semester hours of fully transferable college credit that can be applied towards completion of a qualifying degree in chemistry, biology, or physical sciences; physics; or engineering with a chemistry minor and have a letter of acceptance with a degree completion plan to a qualified school. Must be able to complete degree within 24 months. Applicants must have a 3.0 or better GPA on a 4.0 scale.

b. Specific degree/education requirements for applicants with completed baccalaureate degrees: degrees from accredited university/colleges in chemistry, biology, or physical sciences; physics; or engineering with a chemistry minor. Applicants must have 3.0 or better GPA on a 4.0 scale.

c. Specific degree/education requirements for applicants interested in pursuing a qualifying graduate level degree prior to commissioning: An acceptance letter or a tentative letter of acceptance to a full-time graduate degree program from a university accredited by the Accreditation Board for Engineering and Technology (ABET) in Industrial Hygiene. A list of these programs is available at www.abih.org/Docs/abet-mih.htm. Applicants must have a 3.0 or better grade point average on a 4.0 scale.

10. Specific Eligibility Requirements for the Active Duty Entomology Officer IPP Program. Specific degree/education requirements for applicants interested in pursuing a qualifying graduate level degree prior to commissioning: Applicants must provide an acceptance letter or a tentative letter of acceptance with a degree completion plan to a full-time accredited graduate degree program in Entomology. Applicants must have a 3.0 or better grade point average on a 4.0 scale for science courses in the undergraduate degree.

11. Specific Eligibility Requirements for the Active Duty Pharmacy Officer IPP Program. Specific degree/education requirements for applicants interested in pursuing a qualifying degree prior to commissioning: Applicants must provide an

acceptance letter or a tentative letter of acceptance with a degree completion plan to a full-time accredited Doctor of Pharmacy Degree program that is accredited by a nationally recognized pharmacy accreditation agency. Applicants must have a 3.0 or better grade point average on a 4.0 scale in the undergraduate degree. Program course work must not commence until the fall semester of the year following selection and be completed within 48 months and be able to be commissioned prior to age 40. Pharmacy College Admission Tests (PCAT) scores are required.

12. Application Submission Procedures

a. Applicants must fill out pages 2-1 through 2-10 of the Officer Programs Application form (most current) contained in Chapter 2 of this manual and submit via chain of command to the Commander, Naval Medical Education and Training Command, Officer Graduate Programs, (Code 0G3), Bethesda, MD 20889-5611 postmarked not later than the application deadline date published on the MSC IPP webpage. Appendix E is provided for package order and as a checklist. Applicant's commanding officer must attach interview appraisals and provide command endorsement. Provide a current e-mail address with your application. Any correspondence submitted after the supplemental deadline must be submitted to the President of the IPP Board to be received prior to convening of the selection board.

b. Applicants must forward a letter to their respective detailer or assignment officer of their intent to apply for a commission in the MSC IPP Program. (See Transfer Policy, paragraph 8d.)

c. Applicants requesting to complete degree requirements (full-time funded training) must ensure the following is in their application:

(1) Letter of acceptance or tentative letter of acceptance from an U.S. college or university. The letter of acceptance must state:

(a) That the applicant has been accepted for the fall term and the applicants can complete their program within

the following timelines: baccalaureate degree program within 24 months, a master's degree within 24 months, or a Doctor of Pharmacy Degree within 48 consecutive months or less.

(b) Some schools may not formally accept students into their program until certain criteria have been met. If this is the case at the applicant's preferred college/university, a provisional letter of acceptance is sufficient for application submission. A provisional letter of acceptance must state that the applicant will be accepted to the program upon satisfactory completion of specific prerequisite courses.

(2) Sample Academic Degree Completion Plan, signed by the school to which the applicant is applying, showing the projected program of study and completion date with the number of transfer credits the school will accept. If already accepted into the program, submit the letter of acceptance with the Degree Completion Plan.

(3) Original "Student Copy" academic transcripts for each college and university attended are required for all applicants except for PA applicants. Official academic transcripts are required for PA applicants. Submit complete list of all schools attended to allow for tracking receipt of transcripts. Failure to disclose complete academic transcripts or evidence of tampering in any way will result in disqualification. If the institution will not forward transcripts to the applicant, they may be sent directly to NAVMEDEDTRACOM (Code 0G3), provided they include the applicant's full name and social security number.

(4) One letter of recommendation is required. Maximum of four letters may be submitted.

13. Information and Guidance for Commanding Officers. Upon receipt of an application the commanding officer will:

a. Appoint and convene a board of officers in the grade of lieutenant or above, to include one or more MSC officers, when available, not in the direct chain of command of the applicant to interview and evaluate each enlisted applicant. Each board member shall complete a NAVCRUIT 1100/13 (Rev. 3-81),

Interviewer's Appraisal Sheet. In the event that a board cannot be convened, three qualifying board members can conduct individual interviews. The Interviewer's Appraisal Sheet is to be submitted directly to the applicant's career counselor. Do not release a copy of the interview to an applicant until after the application has been signed and mailed to NAVMEDEDTRACOM.

b. Provide a recommendation using the Commanding Officer's Recommendation form included in the Officer Programs Application. Ensure all portions are completed and appraisals are attached and that the applicant meets all eligibility criteria. The commanding officer should not rank applicants, if there is more than one applicant from that command. The commanding officer's endorsement shall contain:

(1) Statement addressing any waivers requested by the applicant.

(2) Statement indicating whether or not the applicant is serving on full duty without limitation.

(3) Statement that applicant meets physical fitness and percent body fat standards per reference (b).

(4) Typewritten, signed copy of each board member's Interviewer's Appraisal Sheet as an enclosure.

c. Forward applications to:

Commander
Naval Medical Education and Training Command
Officer Graduate Programs (Code 0G3)
Bethesda, MD 20889-5611

d. NAVMEDEDTRACOM (Code 0G3) will post a list of names of applications received on the MSC IPP webpage.

e. Additional Correspondence. Applicants may submit certified copies of additional correspondence (e.g., transfer evaluations, awards/letters of appreciation or commendation, letters of acceptance to accredited programs, etc.) to reach NAVMEDEDTRACOM (Code 0G3) no later than the date posted on the website.

f. Change of address. Applicants must notify the NAVMEDEDTRACOM (Code 0G3) in writing of any change in mailing address and change in email address. Notification can be completed electronically at NAVMEDEDTRACOM's IPP webpage.

g. Selection. An annual selection board convened by the Chief of Naval Personnel on the date announced in the NAVADMIN, usually October, will consider applicants. The board will recommend those applicants best qualified for appointment within authorized quota limitations. The names of those selectees will be published by NAVADMIN.

14. Administrative Information

a. Service Obligation

(1) Selectees entering training programs must reenlist for 6 years from the date of execution of orders to begin training. The reason for reenlistment should state "Training (Health Care Administration IPP, MSC/Physician Assistant IPP, MSC)" or appropriate program. The following statement of understanding should be included: "I understand that upon selection for the IPP (as appropriate), this agreement becomes binding and may not thereafter be canceled except as provided by MILPERSMAN 1306-106." Orders will be issued contingent upon reenlistment before transfer. NAVMEDEDTRACOM (Code 0G3) should be notified immediately if an applicant who receives orders does not desire to extend his/her enlistment in order to qualify. The agreement becomes binding and may not thereafter be canceled except as provided by the MILPERSMAN 1131-030.

(2) If an applicant is disenrolled from any IPP program or declines to accept an appointment as a commissioned officer, the applicant will remain in his or her enlisted rate in the Navy, Naval Reserve, Marine Corps, or Marine Corps Reserve and be made available for general assignment. Disenrolled members will be required to serve the time remaining on their current obligation.

(3) Selectees who fail to complete the service obligation will be required to reimburse the United States for costs of education.

(4) Upon initial appointment, officers are required to serve a minimum period of 3 years of active duty service plus 1 year for the first year of education or training provided as part of the Program and 6 months for each additional 6 months of training or education or any portion of 6 months.

b. Withdrawal of Application or Recommendation

(1) An applicant may withdraw from consideration any time prior to transfer from present duty station. A selectee wishing to withdraw should decline transfer orders and notify:

Commander
Naval Medical Education and Training Command
Officer Graduate Programs (Code 0G3)
Bethesda, MD 20889-5611
(301) 319-4520 or 295-2289/0925

(2) Should there be a marked drop in the overall performance of the selectee or violations against the UCMJ prior to the selectees transfer, the commanding officer shall immediately inform NAVMEDEDTRACOM (Code 0G3) and make a recommendation if the situation warrants revoking his/her selection for the program.

c. Transfer Policy

(1) Applicants are not to request Permanent Change of Station (PCS) orders during their application process and application submission. Applicants for these programs receiving PCS orders for execution subsequent to applying for this program will not be transferred until officially notified of selection or non-selection.

(2) If a transfer directive is received, the commanding officer shall notify the orders originating authority that the individual has applied for selection for one of these programs and that orders are being held in abeyance until notification of selection or non-selection. If the applicant is selected, the commanding officer will notify the order originator that the individual has been selected, accepted the commission, and that orders should be canceled. If the applicant is not selected, the command will transfer the

individual and notify the orders originator that the orders have been executed.

15. Advancement in Rating. IPP students are eligible for advancement provided requirements for advancement are fulfilled. Students are encouraged to complete all requirements for advancement prior to entering training.

16. Appointment. Upon successful completion of a qualifying degree, candidates will receive an appointment in the Medical Service Corps in the appropriate grade for the degree attained.

17. Officer Indoctrination School. Appointees must complete Officer Indoctrination School (OIS).

18. Inquiries. Program changes and information on applications can be located on the NAVMEDEDTRACOM (Code 0G3), MSC IPP webpage at http://nshs.med.navy.mil. Questions concerning MSC IPP should be addressed to:

Commander
Naval Medical Education Training Command
Officer Graduate Programs (Code 0G3)
Bethesda, MD 20889-5611
(301) 319-4520/DSN 285 or (301) 295-2289/0925/DSN 295

or

Chief of Naval Operations (N131M)
2 Navy Annex
Washington, DC 20370-5000
(703) 693-2327/DSN 223

Appendix E

Checklist for IPP Applicants

___ 1. Commanding Officer's Endorsement/Recommendation. Move page 2-25/16 (Commanding Officer's Recommendation of Officer Programs Application found in Chapter 2 of this instruction) to front of package, additional endorsement not required (Original signature of CO/Acting only, no BY DIRECTION).

___ 2. Officer Programs Application (Complete, legible, correct name, rate, SSN, original signature.)

___ 3. Personal Motivation Statement. Use form provided in the Officer Programs Application form OPNAV/1. Provide statement directed toward the field desired or state the specific program section to which you are applying. **Include Statement of Age (Calculated age in years/months/days at projected date of program completion, under personal statement section) Note: does not count against 200-250 word motivation statement.**

___ 4. Interviewer Appraisal Sheets (3). (NAVCRUIT 1100/13 provided in Chapter 2, Officer Programs Application). Applicants will not be provided copies of interview sheets until after the CO has signed and forwarded application.

___ 5. Degree Awarded/College Transcripts/List of all colleges attended. Provide originals (unless otherwise stated) for all undergraduate and graduate level coursework.

___ 6. Test Scores. ACT, SAT, GRE, GMAT, or appropriate scores completed **within 5 years of application due date.** If scores are low, applicants should consider retaking to improve their score and make themselves more competitive.

___ 7. Letter of Acceptance. For applicants requesting further education from an accredited university or college.

___ 8. Academic Degree Completion Plan. (Signed by accredited school official; projected program of study; number of accepted/transferable credits, coursework and projected completion date).

___ 9. Evaluations. (Copies of last 5 years observed Evaluation Report & Counseling (NAVPERS 1616/26) or Fitness Report & Counseling Record (NAVPERS 1610/2).

___ 10. Letters of Recommendation (not required, place here if included).

___ 11. Awards. Provide copies of citations or letters (not required, place here if included).

___ 12. Proof-of-Birth. Certified copy of birth certificate or Report of Birth (Form DD 372) or certificate of citizenship and/or naturalization number. **(It is illegal to copy, Xerox, photograph birth certificates from some states and certificates of citizenship or naturalization documents, unless granted permission.)**

___ 13. Security Clearance. OPNAV 5520/20, Certificate of Personal Security Investigation, Clearance and Access.

___ 14. Medical Examination/History. Report of Medical Examination (SF 88 or DD 2808) and Report of Medical History (SF 93 or DD 2807-1) within last 12 to 18 months to include HIV results, eye exam, etc. as outlined in this chapter.