



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

Canc: April 2025

BUMEDNOTE 1520
BUMED-N01C
29 May 2024

BUMED NOTICE 1520

From: Chief, Bureau of Medicine and Surgery

Subj: ACADEMIC YEAR 2025 NURSE CORPS FULL-TIME DUTY UNDER INSTRUCTION

Ref: (a) DoD Instruction 6000.13 of 3 May 2016
(b) OPNAVINST 6110.1K
(c) MILPERSMAN 1520 - 060
(d) OPNAVINST 1520.23C
(e) DoD Instruction 1322.10 of 29 April 2008
(f) NAVMED P-117
(g) BUMEDINST 1520.43

Encl: (1) Navy Nurse Corps Academic Year 2025 Graduate Duty Under Instruction Goals
(2) Sample Application Letter
(3) Privacy Act Statement – Duty Under Instruction

1. Purpose. To provide application and administrative guidance for the full-time duty under instruction (DUINS) program for active-duty Navy Nurse Corps (NC) officers in academic year 2025, per enclosures (1) through (3), and references (a) through (e), (f), chapter 8, pages 8-19, and (g), and to set the application deadline of 1 October 2024. Fiscal Year 2024 Nurse Corps Special Pay Guidance is available at <https://www.med.navy.mil/Special-Pays/>.

2. Scope and Applicability. This notice applies to all Navy NC officers.

3. Background. The objective of the NC DUINS program is to provide NC officers an opportunity to fill existing positions requiring a master's or doctoral degree. NC officers who participate in full-time DUINS receive full pay and allowances of their paygrade, and the Bureau of Medicine and Surgery pays tuition fees.

4. Eligibility

- a. Must have completed 2 years of active Service prior to the DUINS Board convening.
- b. Must meet all physical, medical, and administrative readiness requirements to be worldwide assignable.

- c. Must be in a regular or selected promotion status.
- d. Must not be subject to or pending administrative separation, punishment under the Uniform Code of Military Justice, a civilian criminal conviction, or involved in any type of action or activity considered to be misconduct.
- e. For officers on orders within the continental United States, the school convening date must be within 4 months of members projected rotation date (PRD). For officers on operational orders or outside the continental United States, the school convening date must be within 2 months of members PRD. Any modification to PRD requires chain of command and detailer approval.
- f. Must not be in receipt of permanent change of station orders at the time of application.
- g. Officers previously awarded a master's or doctoral degree through DUINS will not be eligible to apply for DUINS except for the programs listed in subparagraphs 4g(1) through 4g(3):
 - (1) Nursing Research Doctor of Philosophy (Ph.D.).
 - (2) Certified Registered Nurse Anesthetist (CRNA) Ph.D.
 - (3) Army-Baylor 1 year Master of Health Administration Program.
- h. Must apply for a master's or doctoral degree program. Officers who have earned a master's or doctoral degree outside the DUINS program are eligible to apply for another master's or doctoral degree. Officers practicing in billeted CRNA or Nurse Practitioner (NP) roles are eligible to return to DUINS for a Doctor of Nursing Practice (DNP), if required by State licensure authority.
- i. Must have completed all incurred obligated service by the time the program convenes with the exceptions listed in subparagraphs 4i(1) through 4i(7):
 - (1) Health Professions Loan Repayment Program obligated service can be served consecutively with obligated service incurred from DUINS.
 - (2) Navy-sponsored tuition assistance obligated service can be served concurrently with obligated service incurred from DUINS.
 - (3) Outstanding service obligations from Navy Reserve Officer Training Corps, Seaman to Admiral-21 Program, Medical Enlisted Commissioning Program, Montgomery GI Bill transfer, and Nurse Candidate Program will be served consecutively with obligated service incurred from DUINS.

(4) A critical care nurse under a retention bonus may enter a DUINS DNP Program for critical care while under a retention bonus agreement. The obligation for the retention bonus will be concurrent with the critical care nurse DNP program, and obligation for the length of the retention bonus agreement must be effective and submitted prior to the start date of the DUINS.

(5) CRNA under a retention bonus may enter a DUINS CRNA Ph.D. Clinical Research Program while under a retention bonus. The obligation for the retention bonus will be concurrent with the CRNA Ph.D. DUINS program, and obligation, for the length of the retention bonus agreement must be effective and submitted prior to the start date of the DUINS.

(6) Blended retirement program obligated service can be served concurrently with obligated service incurred from DUINS.

(7) A Psychiatric Nurse (1930) must enter DUINS for the Mental Health Nurse Practitioner (1973) program to be eligible to enter a 6-year retention bonus. The retention bonus will start the day prior to the start of the Mental Health Nurse Practitioner (1973) program, the retention bonus obligation will run concurrent with the Mental Health Nurse Practitioner training, and obligation, for the length of the retention bonus. The request must be submitted prior to the start date of the DUINS, and no earlier than 60 days prior to the effective date of the retention bonus.

5. Active-Duty Obligation (ADO)

a. Per reference (a), ADO for a degree program (master's or doctoral degree) is 3 years for the first year or any portion thereof, and 6 months for each additional 6 months or portion thereof.

b. Per reference (a), ADO for a non-degree program (fellowship or post-doctoral certificate program) is 2 years for the first year or any portion thereof, and 6 months for each additional 6 months or portion thereof.

c. Per reference (a), ADO for non-health care degree programs, Manpower Systems Analysis and Education and Training management is 3 years.

6. Program-Specific Eligibility Requirements

a. Clinical Nurse Specialist (CNS) DNP program applicants must have a minimum of 2 years clinical nursing experience with at least 1 year (2 years preferred) experience by the time the DUINS board convenes, in an inpatient or acute care setting and certification relevant to the specialty of the program to which they are applying.

b. CRNA, Family NP (FNP), Psychiatric Mental Health Nurse Practitioner (PMHNP), Perioperative CNS, and Ph.D. applicants must meet Uniformed Services University of the Health Sciences (USUHS) admission criteria for the program.

c. Doctoral program applicants must have less than 15 years of commissioned service. A waiver will be considered for applicants with less than 17 years commissioned service who have completed transferable credit toward the doctoral program for which applying and those who can complete the doctoral program and the obligated service prior to reaching their statutory retirement. Waivers must be validated by NC Personnel Planner and Officer Community Manager, and Head, NC Graduate Programs, and approved by Director, NC.

d. Non-nursing degree program applicants must have a minimum of 3 years clinical nursing experience with at least 1 year (2 years preferred) management experience in a clinical setting.

7. Academic and Curriculum Requirements

a. Applicants may select programs leading to the requested subspecialty code from civilian college and university schools of nursing, the Naval Postgraduate School, the Army-Baylor Healthcare Administration Program, or USUHS. Education and training management specialist programs must be approved by the Chief, Naval Education and Training Command.

b. Opportunity for post-master's certificate training may be available based on unanticipated education and training requirements within Navy Medicine. When such opportunities are identified, selectees are sent to "just-in-time" training to meet the specific billet or additional qualification designation requirements or projected non-subspecialty needs. Members selected for and obtaining post-master's certificates must complete a predetermined follow-on tour in the post-master's certificate specialty.

c. Curriculum length is a consideration in the selection process. Generally, the maximum time a NC officer will be assigned DUINS for a specific program is:

(1) DNP	36 months
(2) Master of Science in Nursing	24 months
(3) Degrees from Naval Postgraduate School	24 months
(4) Post-master's Certification	24 months
(5) Nursing Research Ph.D.	36 months
(6) Army-Baylor 2-year/1-year programs	12-24 months

8. School Selection

a. It is the applicant's responsibility to apply to school programs. All associated application fees are paid by the applicant.

b. School programs must be accredited by a nationally recognized accreditation agency for the program in which a student is applying.

c. School programs must have availability of degree required courses throughout the calendar year and have a curriculum that will allow the student to satisfy degree needs at minimal study lengths (allows the DUINS student to take proficiency exams and to complete more than minimal full-time student semester hours requirements) when possible.

d. Priority is given to schools that meet curriculum requirements and offer proximity to current duty station (no cost move) or whose geographical location offers post DUINS utilization opportunities.

e. The proximity to Navy operational support center or a military facility that can provide administrative support to DUINS students will be considered.

f. Students selected for attendance to Full-Time Out-Service (FTOS) DUINS are required to attend civilian institutions offering a residency program. Programs that are 100 percent online are not permitted as a full time DUINS program. Partial online and on campus programs are authorized but require approval by specialty leader and head of NC graduate programs at Naval Medical Leader and Professional Development Command (NAVMEDLEADPRODEVCMO).

g. Blended degree programs for FTOS programs are authorized if approved by specialty leader and head of NC graduate programs. However, the program of study must be completed in the time allotted for which the individual was selected. Officers will be utilized for the primary billet for which they were selected according to the annual training plan.

9. Application Process. Applicants must:

a. Seek guidance regarding the DUINS process and career implications from the chain of command; the director, nursing service or chief nursing officer; specialty leader; NC assignment officers; Head, NC Programs; and NAVMEDLEADPRODEVCMO. All correspondence and command-endorsed application packages must be mailed to:

Commanding Officer
Naval Medical Leader and Professional Development Command
Attn: Nurse Corps Graduate Programs
8955 Wood Road, Building 1, Room 16145
Bethesda, MD 20889-5628

b. Consult <https://www.milsuite.mil/book/groups/navy-nurse-corps> (common access card required for access) for the annual training plan and any updates to the guidelines.

c. Based on the educational opportunities presented in the annual training plan and in alignment with your professional experience, career goals, and eligibility, select a primary

specialty for which to apply. If opportunity, experience, career goals, and eligibility can be met in another specialty, select an alternate specialty for which to apply.

d. Apply to at least two universities with programs for each specialty selected. USUHS is the only option for the listed specialties in subparagraphs 9d(1) through 9d(6):

(1) CRNA

(2) Nursing Research Ph.D.

(3) CRNA Ph.D.

(4) PMHNP

(5) FNP

(6) Perioperative CNS Bachelor of Science in Nursing (BSN) or DNP

e. Admission procedures for USUHS can be found at <https://www.usuhs.edu/admissions> under the “Apply” tab and by scrolling down to “Daniel K. Inouye Graduate School of Nursing.” Download an online application, accessed from the web site to apply. The application should be submitted with all required documents no later than 15 August 2024.

f. Officers interested in applying for Manpower System Analysis curriculum (3130) option may do so at Naval Postgraduate School, Monterey, California. Admission procedures can be found at <http://www.nps.edu> and applications are accepted throughout the year.

g. Officers interested in applying for 2 year degree options at Army-Baylor in Fort Sam Houston, Texas may do so by viewing application procedures and academic prerequisites at <http://www.baylor.edu/graduate/mha> or <https://hankamer.baylor.edu/army-baylor> for the 1 year Master of Health Administration program.

h. Submit application for full-time DUINS using the sample provided in enclosure (2). Enclosure (3), Privacy Act Statement, must be completed and submitted with the application package. The application should contain the subparagraphs 9h(1) through 9h(11):

(1) Letters of acceptance or a conditional letter of acceptance from schools to which applied. Letters of acceptance are not required at the time of the DUINS Board. However, if a conditional letter of acceptance cannot be obtained, the applicant will need to include an application receipt from the school to which applied.

(2) Proposed curriculum plan including a semester or quarter schedule showing course titles and credit hours for each course for the primary and alternate specialty program for which

applying. The schedule must meet full-time student requirements. The curriculum plan should be typed and not be reproductions from websites or college course catalogs (school academic advisors can assist with this).

(3) All NP and CRNA applicants should include at least one letter of recommendation from a practicing Navy nurse working in their requested specialty. Doctoral students should include at least one letter of recommendation from a peer, senior, or academic advisor who holds a doctorate and can address applicant's current performance and potential for success in graduate or doctoral study in the specialty for which applying. Nursing Research (Ph.D.) applicants should include at least one letter of recommendation from a peer, senior, or academic advisor who holds a Ph.D. and can address potential for success in doctoral study.

(4) Letter of recommendation from the NC specialty leader(s) of the specialty for which applying must be forwarded separately to Head, NC programs after a mandatory interview has been conducted. Applying officers must not receive a copy of this letter.

(5) A written statement (not to exceed 250 words) of rationale articulating why advanced education in this specialty is desired and how it will benefit the mission of the NC, Navy Medicine, and the Navy.

(6) Graduate record exam (GRE) general test if required by the school or program to which applying. Prior GRE scores must not be older than 5 years at the time of the selection board. GRE fees are paid by the applicant and not reimbursable. GRE testing centers may send results directly to NAVMEDLEADPRODEVCM (Source Code #5480) and must reach NAVMEDLEADPRODEVCM by 1 October 2024. If the Miller Analogy Test is required by the school of nursing for admission, it may be substituted for the GRE in the application.

(7) Documentation on any courses that were taken to strengthen academic background at the baccalaureate, masters, or doctoral level, especially if undergraduate academic record is weak or no formal college courses have been completed in over 5 years.

(8) Copies of current and accurate Officer Summary Report and Performance Summary Record.

(9) Current copy of the last 4 years (as applicable) of your Physical Readiness Information Management System (PRIMS) semi-annual or annual physical fitness assessment (PFA) report, for inclusion in your application. If PRIMS is not functioning, send a Command Fitness Leader signed memorandum of your most recent PFA with the body composition assessment (BCA) report for inclusion in your application.

(10) Copies of the applicant's last 5 years (as applicable) of fitness reports (FITREPs) (or all FITREPs since commissioning if less than 5 years). Explain gaps greater than 90 days (e.g., extension letters, concurrent FITREPs, etc.). Ensure all reports submitted have the applicant and reporting seniors' social security number redacted.

(11) Forward a complete electronic copy of the application for review and second endorsement by the specialty leader of the specialty for which applying. The second endorsement will be included in the application to be reviewed by the DUINS Board.

(12) It is the applicant's full responsibility to submit a complete hard copy and electronic copy of their applications to the Head, NC Graduate Programs office no later than 1 October 2024, as outlined in this notice and in enclosure (2).

10. Selection Process

a. Applicants will be selected based on the quality of the application package, command endorsements, academic capability, professional performance, promotion potential, physical readiness, and individual ability to be assigned to a subspecialty-coded billet for at least one utilization tour following DUINS.

b. Officers selected will be notified of their selection and the specialty for which selected by their chain of command following the release of the selection list.

c. Officers selected who desire to decline may do so in writing to NAVMEDLEADPRO-DEVCMD (Head, NC programs) within 30 days of receiving official notification to allow timely notification of a selected alternate.

11. Selected Students must:

a. Be enrolled in school full-time, year-round, in classes that are creditable to the degree. Taking more than the minimum full-time student semester hour requirement to complete the degree program early is encouraged, but not mandatory. Classes that are creditable to the degree offered during semester or holiday intercessions are to be taken if the student is not on official annual leave.

b. Maintain a 3.0 grade point average (GPA). Student must send grade reports to NAVMEDLEADPRODEVCMD (Head, NC programs) following completion of each semester or quarter. Students who fall below a 3.0 GPA must immediately notify NAVMEDLEADPRO-DEVCMD (Head, NC programs). Academic performance must be reviewed and a plan for improvement must be developed with the student, their institution, and NAVMEDLEADPRO-DEVCMD (Head, NC programs). All students who fall below a 3.0 GPA must be placed on academic probation for a period of one semester. Failure to maintain a 3.0 GPA after two semesters must be reviewed for academic continuation.

c. Send a cost quote for the initial and subsequent semesters to NAVMEDLEADPRO-DEVCMD (Head, NC programs) 70 days in advance of each new semester.

d. Remain within Navy height, weight, and BCA standards, per reference (b), while in school, and successfully pass the PFA each cycle unless medically waived. The PRIMS report,

or if PRIMS is not functioning, a Command Fitness Leader signed memorandum of your most recent PFA, and BCA report must be sent to NAVMEDLEADPRODEVCM (Head, NC programs) at the completion of each cycle.

e. Not be subject to or pending administrative separation, punishment under the Uniform Code of Military Justice or a civilian criminal conviction or involved in any type of action or activity considered to be misconduct.

f. Provide required demographic information specified in the DUINS student guide immediately upon reporting to DUINS. Must keep NAVMEDLEADPRODEVCM (Head, NC programs) informed of current address, telephone number, and e-mail address as changes occur.

g. Have all changes to their curriculum plan approved by NAVMEDLEADPRODEVCM (Head, NC programs) prior to executing the change.

h. Inform NAVMEDLEADPRODEVCM (Head, NC programs) of any circumstances that might adversely affect school progress.

i. Not participate in moonlighting while a student.

j. Provide input to reporting senior to ensure FITREPs are submitted per local and higher authority directives.

k. Accept DUINS in writing, indicating acceptance of assignment in subspecialty code as follow-on assignment. If needed, the officer must be able to accept unaccompanied orders if a family member is not able to accompany the Service member during assigned utilization tour due to medical or developmental reasons.

l. Ensure the thesis or program of study is consistent with the academic requirements of the institution and the Navy NC priorities.

m. Forward a final transcript of grades stating the degree was conferred to Commander, Navy Personnel Command for inclusion in your official record with a copy to NAVMEDLEAD-PRODEVCM (Head, NC programs).

12. Academic Continuation

a. Per reference (c), officers enrolled in DUINS, who twice fail selection for promotion or fail to maintain physical readiness test standards will be considered for continuation in school on a case-by-case basis, as decided by Commander, Navy Personnel Command based on the recommendation from Head, NC programs, NAVMEDLEADPRODEVCM, and the Director, Navy NC.

b. Officers who fail twice to maintain academic standards (GPA 3.0) will receive consideration for continuation based on the recommendation of the Head, NC programs, NAVMEDLEADPRODEVCMO, and as decided by Director, Navy NC.

13. Utilization Following DUINS

a. Officers selected for programs must meet all eligibility criteria for certification, credentialing, and privileging (as applicable), including successful passing of national certification examinations within the specific specialty. Officers unable to meet these requirements must complete the obligated time serving in the specialty code last held.

b. Upon graduation from the program, officers are expected to maintain worldwide assignability and must perform follow-on duties in their specialty area until DUINS obligation is fulfilled.

14. Records Management

a. Records created as a result of this notice, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Directorate for Administration, Logistics, and Operations, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this notice or the records disposition schedules, please contact the local records manager or the Department of the Navy Directorate for Administration, Logistics, and Operations, Directives and Records Management Division program office.

15. Information Management Control. The reports required in subparagraphs 9h, 11b, 11d, 11f, and 11j of this notice, are exempt from reports control per SECNAV M-5214.1 of December 2005, part IV, subparagraph 7k.



D. K. VIA

Releasability and distribution:

This notice is cleared for public release and is available electronically only via the Navy Medicine Web site, <https://www.med.navy.mil/directives/Pages/BUMEDNotes.aspx>

NAVY NURSE CORPS
ACADEMIC YEAR 2025 GRADUATE DUTY UNDER INSTRUCTION GOALS

<u>Subspecialty Program</u>	<u>Subspecialty Code</u>	<u>Educational Level</u>	<u>Primary Goals</u>
<u>Full-Time In-Service</u>			
Manpower Systems Analysis	3130	Masters	3
Psych and Mental Health NP Bachelor of Science in Nursing BSN to DNP	1973	DNP	6
Family NP BSN to DNP	1976	DNP	3
Health Care Management–Army Baylor (2 years) or Health Administration–Army Baylor (1 year)	1900	Masters	1
Nurse Anesthesia	1972	DNP	18
Perioperative Nursing (Adult-Gerontology Clinical Nurse Specialist) BSN to DNP	1950	<u>DNP</u>	<u>1</u>
		Total	32
<u>Full-Time Out-Service (FTOS)</u>			
Nursing Education	1903	Masters	0
Medical-Surgical Nursing (CNS) BSN to DNP	1910	DNP	4
Maternal Child Health (CNS or Nursing Education) BSN to DNP	1920	DNP	3
Pediatric Nursing (CNS) BSN to DNP	1922	DNP	0
Public Health (Master of Public Health)	1940	Masters	1
Emergency Room and Trauma Nursing (CNS) BSN to DNP	1945	DNP	2
Critical Care Nursing (CNS) BSN to DNP	1960	DNP	3
Education and Training Management	3150	Masters	2
Nursing Informatics	N/A	Masters	1
Neonatal Intensive Care (CNS) BSN to DNP	1964	<u>DNP</u>	<u>1</u>
		Total	17
<u>Doctorate Studies</u>			
Nursing Ph.D. Clinical Research	1900	PhD	1
CRNA Ph.D. Clinical Research	1972	PhD	1
Nurse Midwife BSN to DNP	1981	DNP	1
Pediatric NP BSN to DNP	1974	<u>DNP</u>	<u>0</u>
		Total	3
		Grand Total	52

Please Note:

1. The selection board need not select the number specified for full-time in-Service and FTOS programs if there are insufficient fully qualified eligible officers. Individual subspecialty goals may be altered within the maximum prescribed, if and to the extent of best fit fill.
2. For all FTOS DUINS CNS BSN to DNP opportunities, blended programs are authorized if approved by specialty leader and Head of NC programs. All CNS graduates will be detailed into CNS billets post-DUINS.
3. For the Maternal Child Health specialty, due to limited programs in academia, applicants must have a 1920 subspecialty and board certification in the specialty to pursue a BSN to DNP in nursing education with a focus on maternal child.
4. Alternate option. Alternates may be selected, per specialty, if quota is met based on competitiveness with selected candidates and meeting fully qualified parameters. Alternates or pre-selects will only be activated as needed if selectee(s) declines the training quota.
5. For the CRNA Clinical Ph.D. Research program, if there are zero applicants; the quota will be moved to the Nursing Ph.D. Clinical Research program.
6. For the CRNA DNP program, if there are quotas unfilled; the quotas will be moved to PMHNP BSN to DNP or FNP BSN to DNP.
7. For the CNS BSN to DNP programs, if there are quotas unfilled; the quotas will be moved to Medical-Surgical Nursing CNS BSN to DNP.

BUMEDNOTE 1520
29 May 2024

SAMPLE APPLICATION LETTER

1520
Date

From: LT Jane L. Doe, NC, USN, 2900
To: Commanding Officer, Naval Medical Leader and Professional Development Command
(Head, Nurse Corps Programs), 8955 Wood Road, Building 1, Room 16145, Bethesda,
MD 20889-5628
Via: (Appropriate chain of command)
Subj: REQUEST FOR FULL-TIME DUTY UNDER INSTRUCTION

Ref: (a) BUMEDNOTE 1520 of 17 April 2024 (Canc: April 25)
(b) DoD Instruction 1322.10 of 29 April 2008
(c) DoD Instruction 6000.13 of 3 May 2016

Encl: (1) Letters of Acceptance from Educational Institutions (letters of provisional or conditional acceptance will be considered if school cannot give letters of acceptance)
(2) Proposed Curriculum Plan(s)
(3) Physical Readiness Information Management System Annual Physical Fitness Assessment Report or Command Fitness Leader Signed Memorandum of Physical Fitness Assessment and Body Composition Assessment Report
(4) Transcripts (a complete set official or otherwise legible transcripts is needed from all colleges and universities attended after high school. Applicants to Army Baylor University must send official, certified transcripts)
(5) Graduate Record Exam General Test Report (as required)
(6) Officer Summary Report
(7) Performance Summary Report
(8) Fitness Reports (single-sided)
(9) Letter(s) of Recommendation (maximum of three)
(10) Privacy Act Statement - Duty Under Instruction

1. Per references (a) through (c), I request assignment to full-time duty under instruction (DUINS) in [name of program and subspecialty code] leading to [type of degree] at [educational institution name]. I have applied to [university name] to begin this program [day, month, year], per enclosure (1). I will complete the program [month and year]. My alternate education institution for this degree is [educational institution name]. I have applied to [university name] to begin this program [day, month, year], per enclosure (1). I will complete the program [month and year].

2. As an alternate course of instruction, I request [name of program and subspecialty code] leading to [type of degree] at [educational institution name]. I have applied to [university name]

Enclosure (2)

Subj: REQUEST FOR FULL-TIME DUTY UNDER INSTRUCTION

to begin this program [day, month, year], per enclosure (1). I will complete this program [month and year]. My alternate education institution for this degree is [educational institution name]. I have applied to [university] to begin this program [day, month, year], per enclosure (1). I will complete the program [month and year].

3. Curriculum plans for requesting programs are described in enclosure (2).

4. My current billet title is [title]. My duty telephone number is [Defense Switched Network or commercial]. My e-mail address is [e-mail address] and my facsimile number is [facsimile number].

5. I have completed [XX] years of active military service of which [XX] years are active commissioned naval service as an NC officer. I reported to my present duty assignment on [date]. My projected rotation date is [month and year]. [Describe any adjustment or extension to your projected rotation date discussed with or approved by your assignment officer].

6. Obligated service [include the appropriate sentence].

a. My obligated service ends [month and year]. This obligation is from [use of tuition assistance, DUINS, Medical Enlisted Commissioning Program, Nurse Candidate Program, Health Professional Loan Repayment Program for..., etc.].

b. I do not have obligated service.

7. I hold the following professional certifications: [list certifications]. My official subspecialty codes are [list subspecialty codes: primary, secondary, and tertiary].

8. My most recent physical fitness assessment (PFA) was completed on [specify date]. The results were [specify overall result]. My most current PFA report listing the last 4 years is provided as enclosure (3). [On Physical Readiness Information Management System Web site go to reports, then PFA all listing]. [If Physical Readiness Information Management System is not functioning, send a Command Fitness Leader signed memorandum of your most recent PFA and body composition assessment report for inclusion in your application].

9. My professional and military experiences include: [Provide a chronological list beginning with current assignment. List all active duty, reserve duty, officer or enlisted experience, and healthcare related civilian employment. Do not provide as a separate enclosure].

a. Facility or command, location, total length of assignment, from [month and year] to [month and year], billet title or position, clinical areas of assignment [if applicable]. [State full-time or part-time when describing civilian experience.]

Subj: REQUEST FOR FULL-TIME DUTY UNDER INSTRUCTION

b. Second most recent assignment, etc.

10. Enclosure (4) is a complete set of transcripts for the following academic achievements: [Indicate if transcripts documenting your education may be listed under other names. Provide transcripts from all colleges and universities attended. Transcripts must be readable].

a. Names of diploma school, colleges, and universities attended, and the date diplomas, baccalaureate, or other degrees were conferred.

b. List courses taken that were not credited toward a degree or diploma.

11. I took the graduate record exam (GRE) on [date]. Results of the test are in enclosure (5). [If GRE is not required, then state GRE was not required for the program.]

12. Enclosures (6) through (8) are provided. Letter(s) of recommendation from [State names and titles] are provided in enclosure (9). [Officers requesting certified registered nurse anesthetist, nurse practitioner programs, or doctoral study must send a letter of recommendation or a letter of interview from a NC officer who is a practicing nurse anesthetist, Nurse Practitioner, or advisor who holds a doctorate, as appropriate.]

13. Give a statement of rationale for requesting DUINS. [Officers applying for Certified Registered Nurse Anesthesia, graduate, or doctoral programs should comment on education and civilian or military experience which give a foundation for the requested program. This statement, not to exceed 250 words, should be articulate, focused, and integrate current and past experiences with the requested specialty, as well as reflect an understanding of the expectations of the subspecialty gained from discussions with the specialty leader or other senior NC officers, who work in the subspecialty being requested by the applicant.]

14. Obligation Statement. [choose the statement below that reflects the program for which you are applying, cut and paste into your application, then sign and date.]

a. Graduate, Doctoral, or Fellowship Applicants. If selected, I agree to continue to meet all eligibility requirements as outlined in reference (a). I understand that if I fail to meet these eligibility requirements at any time prior to convening or during my full-time DUINS program, it will be considered disqualifying and I may be removed from the program at the discretion of the Director, Navy NC. I agree not to tender my resignation or request release from active duty or retirement while assigned to DUINS. I further agree to serve on active duty for a period of 3 years for the first full year of study and an additional 6 months of service for each additional 6 months of study or portion thereof, and not send my resignation or request for release or retirement during this period of obligated service. [If the total period of study is less than 1 full year, the obligated service is three times that period.]

Subj: REQUEST FOR FULL-TIME DUTY UNDER INSTRUCTION

b. Manpower System Analysis and Education and Training Management applicants. If selected, I agree to continue to meet all eligibility requirements as outlined in reference (a). I understand that if I fail to meet these eligibility requirements at any time prior to convening or during my full-time DUINS program, it will be considered disqualifying and I may be removed from the program at the discretion of the Director, Navy NC. I agree not to tender my resignation or request release from active duty or retirement while assigned to full-time DUINS. I further agree to serve on active duty for a period of 3 years after completion of my education program and not to send my resignation or request for release or retirement during this period of obligated service.

Date

Full Signature

(unsigned and undated applications will be returned.)

PRIVACY ACT STATEMENT DUTY UNDER INSTRUCTION

AUTHORITY: The authority to request information is contained in section 301 of Title 5, U.S. Code; Departmental Regulations; and the Privacy Act of 1974 (PL 93-579).

PRINCIPAL PURPOSE: The principal purpose is to obtain personal information to establish eligibility for a program of duty under instruction.

ROUTINE USE(S): The information provided will be used to aid officials and employees of the Department of the Navy in establishing my qualifications and deciding my eligibility for, by approving or disapproving, the education authorization being requested. Upon approval for full-time duty under instruction, the Naval Medical Leader and Professional Development Command must keep a training file on applicants.

DISCLOSURE: Completion of this application and my signature is mandatory; failure to give the needed information may result in disapproval of my request.

I understand the Privacy Act of 1974 (PL 93-579) as it applies to personal data records kept on U.S. citizens. I understand that it governs the collection, maintenance, use, and dissemination of personally identifiable information about individuals that is maintained in systems of records by Federal agencies. I understand that the Privacy Act prohibits the disclosure of information from a system of record absent the written consent of the subject individual unless the disclosure is pursuant to one of the statutory exceptions. The Privacy Act also provides individuals with a means by which to seek access to and amendment of their records and sets forth various agency record-keeping requirements.

My signature attests I am familiar with the statement contained here and authorize use of the information given for the purpose listed.

Date

Full Signature

(unsigned and undated applications will be returned.)