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

Canc: Jul 2006
IN REPLY REFER TO
BUMEDNOTE 1520
BUMED-M341/M342
19 Jul 2005

BUMED NOTICE 1520

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

Subj: 2005 GUIDANCE FOR STUDENT FLIGHT SURGEON AND STUDENT UNDERSEA MEDICAL OFFICER TRAINING APPLICATIONS

Ref: (a) CANTRAC NAVEDTRA 10500 series C
(b) MANMED articles 15-32, 15-65, 15-66, and 15-69
(c) OPNAVINST 6110.1G
(d) BUMEDINST 3710.1

Encl: (1) Sample Letter of Application
(2) NAVMED 1520/12 (Rev. 5-2005) Demographic Information Request (page 3 only)
(3) NAVMED 1520/18 (Rev. 7-2005) Program Director/SMO Recommendation Form
(4) NAVMED 6410/9 (Rev. 4-77) Anthropometric Data Record
(5) Application Dates, Checklist and Deadlines Worksheet

1. Purpose. To establish guidelines for submitting applications and administrative policies governing application for and assignment to subject training. References (a) through (d) provide further guidance.

2. Cancellation. BUMEDNOTE 1520 of 25 Jun 2004 and NAVMED 1520/19 (6-2003).

3. Policy. All applicants for flight surgeon (FS) or undersea medical officer (UMO) training are to use the procedures contained in this notice to request such training. Applications are reviewed by the cognizant office at the Bureau of Medicine and Surgery (BUMED) and are considered year round, except interns who will be selected during the Graduate Medical Education Selection Board (GMESB). In each case, the reviewing authority takes into consideration the overall needs of the service, the applicant's academic background, motivation, professional aptitude, experience, and physical qualifications. Navy Medical Department policy requires that graduates of the flight surgeon and undersea medicine courses serve in an active duty operational assignment for a minimum of 2 years following completion of training. Participants in the Armed Forces Health Professions Scholarship Program and graduates of the Uniformed Services University may discharge those active duty obligations concurrently during this period of training. Applications will only be considered for complete, continuous training, except for specific Navy requirements.

4. Flight Surgeon Training. The Naval Aerospace Medical Institute (NAVAEROMEDINST or NAMI), Pensacola, FL, conducts formal training leading to designation as a Naval Flight Surgeon. The course is approximately 27 weeks long. Classes convene in July, September and November of each calendar year per reference (a). For additional information see reference (a),

or contact the Director of Academics at NAMI, (850) 452-2457 or DSN 922-2457, or e-mail: nami_mcdh@nomi.med.navy.mil, or visit http://www.nomi.med.navy.mil/NAMI/Training/NavalFlightSurgeon.htm.

5. Undersea Medical Officer Training. The Naval Undersea Medical Institute (NAVUSEAMED-INSTITUTE or NUMI), Groton, CT conducts undersea medical officer training. The course is approximately 23 weeks long and is conducted in three phases. The first phase is conducted at NUMI, and includes training in submarine medicine and intensive physical training in preparation for phase two. The second phase is diving training, conducted while the officer is on temporary additional duty to the Naval Diving and Salvage Training Center, (NAVDIVESALVTRACEN) Panama City, FL. The third phase is at NUMI, and the training is in radiation biology, and BUMED Radiation Health Program. Classes convene in January and July of each calendar year per reference (a).

6. Quota Control. BUMED-M3, advised by the specialty leaders for flight surgery and undersea medicine, is responsible for quota control for these programs. Quotas are assigned only after all reviews are complete. Training quotas are based on Naval service requirements dictated by higher authority.

7. Class Assignments. The Navy Personnel Command (PERS-4415) details selected Medical Corps officers to specific classes. BUMED Flight Surgeon and Undersea Medicine Specialty Leaders provide a list of selected and alternate candidates to PERS-4415. PERS-4415 maintains class rosters, and based on assignment requirements, issues appropriate orders to candidates for a specific course date.

8. Submission of Applications. Submit all applications for assignment to FS or UMO training following enclosure (1).

a. Active duty and deferred Navy applicants (includes non-intern, intern, and scholarship students in a civilian internship) must apply via appropriate chain of command directly to:

(1) Flight Surgery: NAMI Code 35 via mail or FAX to (850) 452-2679 or DSN 922-2679. The mailing address is Director of Academics (Code 35), Naval Aerospace Medical Institute, 340 Hulse Road, Pensacola, FL 32508

(2) Undersea Medicine: Bureau of Medicine and Surgery (BUMED-M342), 2300 E Street, NW, Washington, DC 20372-5300.

b. All civilian applicants must apply through a Navy recruiter. Forward the application for training and the commissioning package together to the Commander, Navy Recruiting Command (COMNAVCRUTCOM or CNRC), Code 32, 5720 Integrity Drive, Millington, TN 38054. CNRC forwards application packages to BUMED-M131 for professional review and processing with concurrence from BUMED-M341 or BUMED-M342 as appropriate.

(1) Accession to the Navy may be made contingent on acceptance into subject training curriculum.

(2) Accession to the Navy does constitute approval for training with concurrence from BUMED-M341 or BUMED-M342 on Naval need and training availability.

c. Other United States uniformed service Medical Department officers must submit applications through their parent agency's chain of command to BUMED-M131MC via BUMED-M342 (for UMO) or NAMI Code 35 (for FS).

d. Allied uniformed Medical Department officers must apply through appropriate diplomatic offices under the Security Assistance Training Program.

9. Application Content and Submission Procedures

a. Flight surgeon application:

(1) Submit the following information directly to NAMI Code 35 via mail or FAX to (850) 452-2679 or DSN 922-2679. The mailing address is Director of Academics (Code 35), Naval Aerospace Medical Institute, 340 Hulse Road, Pensacola, FL 32508.

(a) Demographic Information Request (NAVMED 1520/12), enclosure (2).

(b) Program Director/Senior Medical Officer Recommendation Form (NAVMED 1520/18), enclosure (3).

(c) Curriculum Vitae.

(d) A brief statement by the applicant stating his or her reasons for wanting to enter the field of aviation medicine.

(e) Command endorsement (active duty applicants only). In the case of interns, the endorsement should simply state, "Forwarded, recommending approval," or "Forwarded, not recommending approval," unless the commanding officer desires to add substantively to the endorsement.

(2) The clinic that performs the physical will FAX a copy of the following documents to NAMI (Code 342) at (850) 452-3883 or DSN 922-3883, or e-mail to code427@nomi.med.navy.mil or mail to Officer in Charge, Naval Aerospace Medical Institute (Code 342), 340 Hulse Road, Pensacola, FL 32508-1092.

(a) Physical examination (SF-88) as follows:

1. Complete aviation physical examination performed by a flight surgeon, per reference (b).

2. Lab studies: Sickle cell test, Glucose-6-phosphate dehydrogenase (G6PD) test and current test for human immunodeficiency virus (HIV). Record all test results on the SF-88.

3. Any physical examination that recommends a waiver of the physical standards must be accompanied by the appropriate specialty consultation.

(b) Complete history (SF-93).

(c) History continuation (SF-507).

(d) NAVMED 6410/9 Anthropometric Data Record (Rev. 4-77), enclosure (4). Anthropometric measurements shall be taken following BUMEDINST 3710.1 reference (d) and be recorded on NAVMED 6410/9. Merely meeting commissioning requirements for height and weight does not guarantee anthropometric compatibility with any or all of the naval aircraft.

(3) Interns must complete the physical examination package, (including required consultations) to be received by NAMI no later than 31 October 2005. NAMI will evaluate each applicant's physical qualifications and aeronautical adaptability for duty involving flying as a student naval flight surgeon, and report the results to BUMED-M341.

(4) The original of the complete history (SF-93), history continuation (SF-507), aviation physical examination (SF-88), and anthropometry measurements (NAVMED 6410/9) must be placed in the applicant's health record.

(5) The applicant is encouraged to contact the NAMI Academics Student Control Officer by e-mail at ewhosey@nomi.med.navy.mil or call (850) 452-2458 or DSN 922-2458 to verify that the package is complete.

b. UMO application must be submitted directly to BUMED-M342 (Undersea Medicine) via mail or FAX (202) 762-0931 or DSN 762-0931. The mailing address is Chief, Bureau of Medicine and Surgery, BUMED-M342 (UMO), 2300 E Street, NW, Washington, DC 20372-5300.

(1) Demographic Information Request (NAVMED 1520/12), enclosure (2).

(2) Program Director/Senior Medical Officer Recommendation Form (NAVMED 1520/18), enclosure (3).

(3) Curriculum Vitae.

(4) A brief statement by the applicant stating his or her reasons for wanting to enter the field of undersea medicine.

(5) Command endorsement (active duty applicants only). In the case of interns, the endorsement should simply state, "Forwarded, recommending approval," or "Forwarded, not recommending approval," unless the commanding officer desires to add substantively to the endorsement.

(6) Two letters of recommendation.

(7) Any physical examination that recommends a waiver of the physical standards must be accompanied by the appropriate specialty consultation supporting such a waiver.

(8) All test results will be recorded on the DD 2808 and the NAVMED 6470/13. Block 73 of the DD 2808 will be used to document CBC, microscopic UA, lipid, liver function, fasting glucose, chest PA and Lat and PSA. Box 15c should be marked "other" with Submarine and Diving Duty entered in block 44.

(9) Whenever possible a hyperbaric pressure test should be performed to 50 fsw and documented. If a pressure test cannot be performed, it may be deferred until reporting to NUMI.

(10) The applicant is encouraged to call the BUMED-M342 secretary at (202) 762-3441 or DSN 762-3441, to verify that the package is complete.

10. Application Deadline. For interns, the fully completed application, including any ancillary consultations, must be postmarked by 31 October 2005 and sent to BUMED-M342 (for UMO), or NAMI, Code 35 Academics (for FS). Interns should e-mail or call the respective secretary not later than 15 November 2005 to verify that the package is complete. Non-intern candidates may submit applications at any time, after consultation with their detailers, if applicable.

11. Selection, Applicant Notification, and Applicant Declaration of Intention to Accept Training

a. For interns, the Undersea Medicine Selection Committee and the Flight Surgeon Selection Committee make final recommendations for selection for training, through a formal review process, to the Graduate Medical Education Selection Board (GMESB). Both committees meet from late November to early December, in conjunction with the convening of the GMESB. Applicants who are otherwise qualified for the respective programs, but are not selected, are placed on an alternate list. If a selected applicant is unable to attend the training, a candidate from the alternate list will be selected.

b. Non-intern applicants will be notified individually by the reviewing authority at BUMED.

c. The Graduate Medical Education (GME) office at each training hospital will be notified of selections by message on or about 15 December 2005. The GME office will notify interns of their selection results (selected, alternate, or non-selection status).

d. Applicants will notify BUMED and BUPERS of intentions.

(1) Interns selected for FS training must notify NAMI Academics Student Control Officer by e-mail at ewhosey@nomi.med.navy.mil or call (850) 452-2458 or DSN 922-2458, by 12 January 2006 of their decision to accept or decline FS training.

(2) Interns selected for UM training must notify BUMED-M342 at (202) 762-3449, DSN 762-3449 or (202) 762-3441, DSN 762-3441, or e-mail lsgarsha@us.med.navy.mil by 12 January 2006 of their decision to accept or decline the training for which they have been selected.

(3) All interns selected for training must officially notify PERS-4415R (Undersea and Flight Surgery Medical Corps detailers) and PERS-4415B (Medical Corps operational placement officer) of their decision to accept or decline. Notification may be by letter or e-mail.

(4) Individuals selected for more than one training program (FS, UM, residency training) may accept only one program. Acceptance of the FS or UM program will result in forfeiture of designation as a selectee or alternate for any other GME training program to which an applicant may have applied. Failure to notify PERS-4415 or the appropriate office at BUMED by the required deadline may result in the loss of the training opportunity.

12. Additional Information. Enclosure (6) is for the applicant's use as a checklist only. This is not to be included in the application.

13. Forms. Forms may be downloaded from the Web sites listed below; local reproduction is authorized.

a. Aviation physical; SF-88 physical examination, SF-93 history, SF-507 history continuation forms are available at: http://navymedicine.med.navy.mil/default.cfm?selmod=62D6F5DA-2A5E-780B-48DFDF2E8E1273D0&seltab=directives.

b. Anthropometric Data Record, NAVMED 6410/9 (Rev. 4-77), may be downloaded from the Forms tab at http://navymedicine.med.navy.mil/Files/Media/directives/navmed 6410-9.pdf.

c. Undersea physical; DD Forms 2807-1 and 2808 may be downloaded at http://www.dtic.mil/whs/directives/infomgt/forms/ddforms2500-2999.htm.

d. Ionizing Radiation Medical Examination, NAVMED 6470/13 (Rev. 12-2003), may be downloaded from the Forms tab at: http://navymedicine.med.navy.mil/Files/Media/directives/navmed 6470-13.pdf.

e. Demographic Information Request (page 3 only), NAVMED 1520/12 (Rev. 5-2005), may be downloaded from the Forms tab at: http://navymedicine.med.navy.mil/Files/Media/directives/navmed 1520-12.pdf.

f. Program Director/SMO Recommendation Form, NAVMED 1520/18 (Rev. 7-2005), may be downloaded from the Forms tab at: http://navymedicine.med.navy.mil/Files/Media/directives/navmed 1520-18.pdf

D. C. ARTHUR

Copy to:

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http://navymedicine.med.navy.mil/default.cfm?seltab=directives

SAMPLE LETTER OF APPLICATION

Date: _____

From: _____

To: Chief, Bureau of Medicine and Surgery (BUMED-M342, Undersea Medicine), 2300 E Street NW, Washington, DC 20372-5300
Or
Director of Academics (Code 35), Naval Aerospace Medical Institute, 340 Hulse Road, Pensacola, FL 32508.

Via: _____
(see checklist for endorsing authority)

Subj: COURSE OF INSTRUCTION LEADING TO DESIGNATION AS A NAVAL FLIGHT SURGEON OR NAVAL UNDERSEA MEDICAL OFFICER

Ref: (a) BUMEDNOTE 1520 of 19 Jul 2005

Encl: (1) Applicant's Statement
(2) NAVMED 1520/12 Demographic Information Request
(3) Curriculum Vitae
(4) Letters of Recommendation (UMO candidates, optional for FS candidates)
(5) DD 2807 and SF 2808, Report of Medical Examination (UMO applicants)
(6) NAVMED 6470/13 Ionizing Radiation Medical Examination (UMO applicants)
(7) Scores on timed diver physical qualification test (UMO applicants)

1. Per reference (a), I request to be considered for the course of instruction leading to designation as (Applicants may apply to both undersea and flight surgeon programs but will require separate applications)

[ ] Flight Surgeon
[ ] Undersea Medical Officer

2. If accepted for this training, I agree to remain in an active duty operational assignment for a minimum of 2 years after completion of training.

3. Enclosures (1) through (__) are attached as required. I can be reached by telephone at _____, by pager at _____, or by e-mail at _____.

(Signature)

_____

DEMOGRAPHIC INFORMATION REQUEST

Please circle the applicable responses:

U.S. CITIZEN: Y/N

DATE OF BIRTH: _____ AGE: _____
MM/DD/YY

SEX: M/F

RACE/ETHNIC GROUP

1 = African-American (not of Hispanic origin)
2 = American Indian or Alaskan Native
3 = Asian American or Pacific Islander
4 = Hispanic
5 = Caucasian (not of Hispanic origin)
6 = Other

PRIVACY ACT STATEMENT

This information is requested under authority contained in 5 U.S.C. 301 and related departmental regulations. The principal purpose for obtaining this information is to permit a demographic characterization of all applicants applying for naval Medical Department education and training. The information will be used to provide a base from which to assess affirmative action initiatives and equal opportunity programs within the naval Medical Department. Disclosure of this information is voluntary. Failure to disclose the requested information will not result in adverse consequences.

_____
Printed Name

_____ _____
Date Signature

PROGRAM DIRECTOR/SMO RECOMMENDATION FORM
NAVY FS/UMO

This form must be completed by the applicant's current program director or senior medical officer (SMO) to provide an appraisal of the applicant's performance, which will be used in the selection for flight surgeon (FS) or undersea medical officer (UMO) training. It should be sent directly from the evaluator to BUMED-M342 (UMO) via facsimile at (202) 762-3464, DSN 762-3464, or by mail; or to NAMI Academics Student Control Officer (FS) by e-mail at ewhosey@nomi.med.navy.mil or call (850) 452-2458 or DSN 922-2458.

1. APPLICANT NAME (Print Last Name, First Name, MI)	2. SSN	3. FS/UMO TRAINING CHOICE(S) (In Order of Preference)

4. PROGRAM DIRECTOR or SMO NAME (Print Last, First Name, MI)	5. TRAINING PROGRAM (if applicant in training)

6. LEVEL OF PERFORMANCE BEING EVALUATED	☐ INTERNSHIP	☐ RESIDENCY	☐ FELLOWSHIP	☐ ATTENDING STAFF

7. DATES OF PERFORMANCE EVALUATED (Year, Month)	8. LOCATION OF PERFORMANCE

9. Compared to the applicant's peers, this individual's overall performance was:

(check box that applies)		**Number in peer group in each category**
☐	Top 25%	
☐	Middle 50%	
☐	Bottom 25%	

10. Provide specific comments on this individual's performance including any significant problems noted or reservations about qualification for further training.

11. Based upon my assessment of this individual's performance,

☐ I highly recommend him/her for FS/UMO training

☐ I recommend him/her for FS/UMO training

☐ I do not recommend him/her for FS/UMO training

12. SIGNATURE OF PROGRAM DIRECTOR OR SMO	13. DATE

ANTHROPOMETRIC DATA RECORD
NAVMED 6410/9 (Rev. 4-77) S/N 0105-LF-206-4145

(Print or Type Plainly)

NAME (Last, First, Middle Initial)	GRADE/RATE	Social Security Number	Designator	Service

AGE	DATE OF EXAMINATION Day Month Year	ACTIVITY CONDUCTING EXAM	TRAINING PROGRAM (Circle One) Pilot NFD Other (Specify)

ANTROPOMETRIC DATA	MEASUREMENTS	
All sitting measurements are taken with the aircrewman sitting erect; looking straight ahead; head, shoulders, back and buttocks firmly against the seat back and fully inspirated.		
A. WEIGHT Taken to nearest pound on standard scale with subject in underwear.	POUNDS	
B. HEIGHT Vertical distance from floor to top of head with subject standing erect in bare feet.	INCHES	
C. SHOULDER WIDTH Distance across shoulders between greatest protrusion of deltoid muscles.	INCHES	
D. TRUNK HEIGHT Vertical distance from seat surface to shoulder with subject sitting erect.	INCHES	
1. SITTING HEIGHT Vertical distance from seat surface to top of head with subject sitting erect.	INCHES	CODE
2. FUNCTIONAL REACH Horizontal distance from back of shoulder to tips of thumb and forefinger pressed together.	INCHES	CODE
3. BUTTOCK KNEE LENGTH Distance from back of buttock to front of kneecap with subject sitting erect.	INCHES	CODE
4. BUTTOCK-LEG LENGTH Distance from back of buttock to heal of foot (plantar aspect) with subject sitting erect, leg extended.	INCHES	CODE

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APPLICATION DATES, CHECKLIST AND DEADLINES WORKSHEET

The table summarizes dates, action items, and deadlines for student flight surgeon and student undersea medical officer training applications. It is designed for use as a worksheet for you to identify all required items for your application and to keep track of your application's progress.

- "Empty" cells indicate some action needs to be taken to complete the process from application through class assignment.
- "N/A" means not applicable.
- Refer to BUMEDNOTE 1520 text for detailed explanations.

Item	Active Duty Navy Intern	Navy HPSP Participant deferred for Civilian Internship	Civilian Intern	Active Duty Non-intern, All US Services	Civilian Non-intern	Allied Foreign Military Medical Officers
Intern Operational Medicine Orientations NH Pensacola, FL 18 Aug 05 NH Jacksonville, FL 19 Aug 05 NH Camp Lejeune, NC 24 Aug 05 NMC Portsmouth, VA 25 Aug 05 NNMC Bethesda, MD 26 Aug 05 NH Bremerton, WA 31 Aug 05 NH Camp Pendleton, CA 01 Sep 05 NMC San Diego, CA 02 Sep 05	See at left	N/A	N/A	N/A	N/A	N/A
STEPS AND ELEMENTS OF APPLICATION						
Flight Surgeon: Aviation history and physical examination, with anthropometrics, and specialty consults as needed, faxed to NAMI (*interns:* by 31 Oct *2005*). Undersea Medical Officer: Submarine, diving, and radiation health history and physical examination *included in application* • DD2808, 2807-1 and NAVMED 6470/13 • Specialty Consults (as needed) • Pressure test						
Demographic information request						
Curriculum vitae						
Program director/SMO rec form to evaluator						
Letters of recommendation						
Applicant's Statement						
Diver qualification in run, swim, pushup, situp, and pull-up results for UMO only		N/A	N/A	Navy Only	N/A	N/A
Application forwarded via whom?	CO	NMETC (OG)	CNRC	CO (see 8c)	CNRC	(See 8d)
Postmark deadline for applications	31 Oct 05	31 Oct 05	31 Oct 05	Anytime	Anytime	Anytime
Selection Committee Meets	Late Nov 05	Late Nov 05	Late Nov 05	As required	As required	As required
Release of Board Results	Mid Dec 05	Mid Dec 05	Mid Dec 05	As required	As required	As required
Deadline to contact BUMED-M342 or NAMI Academics accept/decline selection for training	First week of Jan 06	First week of Jan 06	First week of Jan 06	N/A	N/A	N/A
Contact PERS-4415 for class assignment, start date, and orders						