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

IN REPLY REFER TO
BUMEDINST 1131.2A
BUMED-52
27 May 98

BUMED INSTRUCTION 1131.2A

From: Chief, Bureau of Medicine and Surgery

Subj: MEDICAL RECRUITING FACILITATOR (MRF) PROGRAM

Ref: (a) SECNAVINST 5214.2B

Encl: (1) Medical Recruiting Facilitator Assignments
(2) Navy Medical Department Officer Interview Guide

1. Purpose. To define the responsibilities of the MRF and to provide guidelines for assessing applicants' propensity for success as commissioned officers in the Medical Department.

2. Cancellation. BUMEDINST 1131.2.

3. Background. The Commander, Navy Recruiting Command (COMNAVCRUITCOM) is responsible for recruiting all Medical Department officers for active duty. To accomplish their mission, recruiters assigned by COMNAVCRUITCOM must have ready access to knowledgeable and authoritative local points of contact within the Medical Department. The MRF Program provides this contact point. The MRFs listed in enclosure (1) must furnish support to representatives of COMNAVCRUITCOM.

4. Responsibilities

a. Commanding officers of medical treatment facilities (MTF) or dental treatment facilities (DTF) will:

(1) Appoint in writing a Medical Corps, Dental Corps, Medical Service Corps, and Nurse Corps representative, as appropriate to the command MRF program.

(2) Provide the names of the MRF representatives annually to COMNAVCRUITCOM (Code 32).

(3) Provide names of active duty Medical Department officers to COMNAVCRUITCOM (Code 32) who project a professional image and are willing to assist in recruiting efforts. The following data should be provided:

(a) Name.

(b) Duty station.

(c) Credentials as appropriate (e.g., school graduated from, degrees held, licensure, specialty, etc.). This can be provided in curriculum vitae form, or in a brief (½ page) biography. Details regarding life history are not relevant, only professional details need be included.

(d) Topics on which the individual is qualified to speak.

(4) Inform the MRFs of responsibilities outlined below.

b. The MRF will:

(1) Serve as the command's primary contact for assistance in the recruiting of Medical Department officers by COMNAVCRUITCOM. Assist in providing points of contact and telephone numbers of other commands in the area. Provide this support within 10 working days of a request from COMNAVCRUITCOM.

(2) Provide orientation visits to Medical Department facilities by educators or professional centers of influence.

(3) Coordinate and closely monitor all recruiting activities while the applicants are in the MTF or DTF to ensure quick resolution of any problems. Encourage all staff to participate in group receptions or other social activities.

(4) Provide Bureau of Medicine and Surgery (BUMED) (MED-52) with comments, suggestions, or recommendations for modification or improvement in the MRF Program, with a copy to COMNAVCRUITCOM (Code 32).

c. The Medical Department corps representative will:

(1) When requested, coordinate visits that afford positive exposure to Navy Medicine. The visit should be comprehensive, with visits to the commanding officer, key members of the staff, an orientation tour of the facility, and lunch with staff officers.

(2) Arrange for physical exams, if required, for applicants during their visit to the treatment facility. Submit physical examinations completed at an MTF to the Navy Recruiting District within 5 working days.

(3) Upon request, arrange for the professional interview of all applicants by a Medical Department officer of the same specialty as the applicant, if possible. The interview must adhere to the guidelines in enclosure (2) using NAVCRUIT 1100/13.

d. COMNAVCRUITCOM and Recruiters will:

(1) Provide the entire application packet and curriculum vitae if a visit requires the applicant to have a professional interview or physical examination.

(2) Forward requests for assistance to the MTF with sufficient advance notice to allow adequate planning to increase time allocation and reduce disruption of primary Medical Department functions.

5. Form. NAVCRUIT 1100/13 (Rev. 3-81), Interviewer's Appraisal Sheet, S/N 0114-LF-011-0065, is available per CD ROM NAVSUP PUB 600(NLL).

6. Report Exemption. The requirements contained in this instruction are exempt from reports control by reference (a), part IV, paragraph G16.

W. H. SNELL
Assistant Chief for
Education, Training,
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MEDICAL RECRUITING FACILITATOR ASSIGNMENTS

Activity	Title and Phone	NAVCRUITDIST
NAVHOSP, Beaufort	Executive Officer (803) 525-5302 DSN: 832-5302	Columbia, SC Atlanta, GA
NATNAVMEDCEN, Bethesda	Deputy Commander (301) 295-2427 DSN: 295-2427	New York, NY Pittsburgh, PA Washington, DC
NAVHOSP, Bremerton	Executive Officer (206) 478-9239 DSN: 439-9239	Portland, OR Seattle, WA
NAVHOSP, Camp Lejeune	Executive Officer (910) 451-4009 DSN: 484-4009	Raleigh, NC
NAVHOSP, Camp Pendleton	Executive Officer (619) 725-1305 DSN: 365-1305	Los Angeles, CA San Diego, CA
NAVHOSP, Charleston	Executive Officer (803) 743-7200 DSN: 563-7200	Atlanta, GA Columbia, SC
NAVHOSP, Cherry Point	Executive Officer (919) 466-0120 DSN: 582-0120	Raleigh, NC
NAVHOSP, Corpus Christi	Executive Officer (512) 939-2685 DSN: 861-2685	Dallas, TX San Antonio, TX Oklahoma City, OK Houston, TX
NAVHOSP, Great Lakes	Executive Officer (708) 688-2493 DSN: 792-2493	Chicago, IL Columbus, OH Detroit, MI Indianapolis, IN Milwaukee, WI Minneapolis, MN Omaha, NE Peoria, IL
NAVHOSP, Groton	Executive Officer (860) 694-4922 DSN: 694-4922	Boston, MA New York, NY
NAVHOSP, Guam	Executive Officer 99-011-671-344-9235 DSN: 671-9235	None

Activity	Title and Phone	NAVCRUITDIST
NAVHOSP, Jacksonville	Executive Officer (904) 542-7200 DSN: 942-7200	Jacksonville, FL
NAVHOSP, Lemoore	Executive Officer (209) 998-4201 DSN: 949-4201	Los Angeles, CA
NAVHOSP, Newport	Officer in Charge (401) 841-2541 DSN: 948-2541	Albany, NY Buffalo, NY Boston, MA
NAVHOSP, Oak Harbor	Executive Officer (206) 257-9974 DSN: 820-9974	Portland, OR Seattle, WA
NAVHOSP, Patuxent River	Executive Officer (301) 826-1461 DSN: 326-1461	New York, NY Pittsburgh, PA Washington, DC
NAVHOSP, Pensacola	Executive Officer (904) 452-6611 DSN: 922-6611	Montgomery, AL
NAVMEDCEN, Portsmouth	Deputy Commander (804) 398-5106 DSN: 564-0111	Richmond, VA
NAVHOSP, Roosevelt Roads	Executive Officer (809) 865-5762 DSN: 831-5762	Jacksonville, FL
NAVMEDCEN, San Diego	Deputy Commander (619) 532-6402 DSN: 522-6402	Albuquerque, NM San Diego, CA Los Angeles, CA
NAVHOSP, Twentynine Palms	Executive Officer (619) 830-2188 DSN: 957-2188	Los Angeles, CA
NAVMEDCLINIC, Annapolis	Executive Officer (410) 293-1330/31 DSN: 281-1330/31	Washington, DC
BRMEDCLINIC, Key West	Officer in Charge (305) 293-4539 DSN: 483-4539	Miami, FL

Activity	Title and Phone	NAVCRUITDIST
NAVMEDCLINIC, Pearl Harbor	Executive Officer (808) 471-3025 DSN: 430-0111	San Francisco, CA
NAVAMBCARE, Port Hueneme	Executive Officer (805) 982-6370 DSN: 551-6370	Los Angeles, CA
NAVMEDCLINIC, Quantico	Executive Officer (703) 640-2237 DSN: 278-2237	Richmond, VA
NATNAVDENCEN, Bethesda	Executive Officer (301) 295-1126 DSN: 295-1126	Washington, DC Pittsburgh, PA New York, NY
NAVDENCEN, Northwest	Executive Officer (360) 476-3218 DSN: 439-3218	Portland, OR Seattle, WA
NAVDENCEN, Camp Lejeune	Executive Officer (910) 451-2208 DSN: 484-2208	Raleigh, NC
NAVDENCEN, Camp Pendleton	Executive Officer (619) 725-5208 DSN: 365-5208	Los Angeles, CA San Diego, CA San Francisco, CA
NAVDENCEN, Great Lakes	Executive Officer (708) 688-5675 DSN: 792-5675	Chicago, IL
NAVDENCEN, Southeast	Executive Officer (904) 772-2862 DSN: 942-2862	Jacksonville, FL
NAVDENCEN, Northeast	Executive Officer (401) 841-2257 DSN: 948-2257	Boston, MA
NAVDENCEN, Norfolk	Executive Officer (804) 444-7021 DSN: 564-7021	Richmond, VA
NAVDENCEN, Parris Island	Executive officer (803) 525-2639 DSN: 832-2639	Jacksonville, FL Miami, FL Orlando, FL

Activity	Title and Phone	NAVCRUITDIST
NAVDENCEN, Pearl Harbor	Executive Officer (808) 471-9814 DSN: 430-0111 Extension: 471-9	San Francisco, CA
NAVDENCEN, Pensacola	Executive Officer (904) 452-5650 DSN: 922-5650	Jacksonville, FL Miami, FL
NAVDENCEN, Roosevelt Roads	Executive Officer (809) 865-4831 DSN: 831-4831	Miami, FL
NAVDENCEN, San Diego	Executive Officer (619) 556-8200 DSN: 526-8200	San Diego, CA Los Angeles, CA

NAVY MEDICAL DEPARTMENT OFFICER INTERVIEW GUIDE

1. The interview is one of the most important items in the application package of the prospective Navy Medical Department officer. Usually, this interview provides the Professional Review Board (PRB) with the only direct, personal evaluation, useful in determining an applicant's professional qualifications.

2. The Interviewer's Appraisal Sheet (NAVCRUIT 1100/13) is the form of choice for reporting the interview. Interviewers must use caution to ensure the numerical rating of the applicant is in agreement with the narrative statement in the evaluation. The interviewer is not limited by the adjectives indicated on the form. The concluding statement in the narrative must indicate clearly if the interviewer recommends the applicant for active or inactive appointment in the Medical Department, United States Naval Reserve.

3. During the applicant's interview and visit to the medical or dental facility, staff officers must refrain from discussing topics which are better addressed by the recruiter or BUMED personnel. These topics include, but are not limited to: pay, entry grade, duty station availability, etc. Interviewer must include his or her duty station and telephone number on the NAVCRUIT 1100/13.

4. The following are important areas of consideration in interviewing a prospective health care provider:

a. Appearance and Poise. Does the applicant's appearance and poise reflect self-confidence and professional ability?

b. Communication. How does the applicant communicate orally? Is speech clear and comprehensible?

c. Compatibility and Suitability. How would this applicant fit into the Medical Department organization? How do you view the applicant as a prospective contemporary? What is the applicant's attitude concerning the responsibility of paramedical personnel?

d. Current Competence

(1) Medical Corps. The Medical Corps PRB requires information regarding volume and scope of practice in sufficient detail to allow for assessment of current competence. Describe applicant's recent experience in regard to complexity of illnesses treated, types of procedures used, and approximate number and types of major surgical procedures done in the past year. In addition, problems with privileges, license, or certification must be explained. Any hints of unethical conduct, substance abuse, or personality problems must be explored.

(2) Dental Corps. The Dental Corps PRB requires applicants have a current, active license to practice dentistry in a State or territory of the United States, and evidence of current active practice of dentistry. Any problems with licensure, unethical conduct, substance abuse, or personality problems must be explored. Evidence of continuing dental education should be documented.

(3) Medical Service Corps

(a) Clinical Specialties. Review the scope of practice, education, and experience in sufficient detail including documentation of continuing education. Any problems with licensure or certification, unethical conduct, substance abuse, or personality problems must be explored.

(b) Nonclinical Specialties. Explore applicant's perception of the role and responsibilities of a Medical Service Corps officer and describe applicant's potential to successfully perform in the specialty being considered. Other areas of comment, if appropriate, include motivation for career change, personal and professional conduct, and performance history.

(4) Nurse Corps. How does the applicant's employment history compare with that of other Navy Nurse Corps officers? What types of positions has the applicant held and in what kinds of settings? Has the applicant been employed on a full-time basis since graduation from nursing school?

e. Motivation. Why does the applicant want to join the Navy Medical Department? What does the applicant expect to gain by association with the Navy? What does applicant expect to contribute? What are the applicant's short- and long-range goals? (While career orientation is important, the main concern is the first tour.)

f. Potential for Effective Naval Service. Would you wish to have this applicant assigned to your service or to your command? Does the applicant understand the potential obligations of operational deployment and hospital staff duties, including shift rotation, call schedules, and emergency room coverage, if applicable? What are the applicant's stated responses to incurring these responsibilities?