



DEPARTMENT OF THE NAVY

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

IN REPLY REFER TO

BUMEDINST 1520.38
BUMED-00NC
12 Nov 93

BUMED INSTRUCTION 1520.38

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

Subj: APPLICATION AND ADMINISTRATION OF FULL-TIME OUTSERVICE
TRAINING FOR TECHNICAL NURSE WARRANT OFFICERS AND
APPOINTMENT AS NURSE CORPS OFFICERS

Ref: (a) SECNAV Decision memo ser 00/9U500393 of 7 Feb 90
(NOTAL)
(b) SECNAV Decision memo ser 00/3U500099 of 21 Sep 93
(NOTAL)
(c) SECNAVINST 1120.6B
(d) BUMEDNOTE 1520 (latest issuance)
(e) MILPERSMAN 6620100
(f) MILPERSMAN 1820140

Encl: (1) Sample Application Letter

1. Purpose. To provide information, policy, and procedural guidance for the Medical Department's full-time outservice training (FTOST) program for technical nurse warrant officers (TNWO) and their subsequent appointment as nurse corps (NC) officers.

2. Background

a. Reference (a) established authorization for the TNWO program. A 6-year phase out of the TNWO program and implementation of FTOST was directed by reference (b).

b. The focus of the phase out is primarily to offer TNWOs upward mobility within their nursing careers by providing enhanced opportunities to complete a BSN which will qualify them for appointment as NC officers. The FTOST program will benefit the Navy and the individual TNWO by:

(1) Encouraging higher levels of professional knowledge and skill.

(2) Providing incentive for retaining personnel with ability, dedication, and capacity for growth.

(3) Recognizing individuals' educational aspirations.



3. Discussion

a. TNWOs selected for FTOST will receive full pay and allowances of their grade while attending school full-time for a period not to exceed 24 consecutive months. Payment of tuition, books, and other related school fees are the responsibility of the individual officer. While Navy tuition assistance (TA) cannot be used to pay tuition fees, eligible students may use the Department of Veterans Affairs "GI" Bill or Veterans Education Assistance Program. Students who apply for and are offered scholarships or financial assistance by their school or other source must receive permission from the Commanding Officer, Naval Health Sciences Education and Training Command (HSETC) before accepting same.

b. Upon successful completion of all qualifying degree requirements, a TNWO will be appointed ensign, NC, U.S. Naval Reserve (USNR), under the guidance of reference (c).

4. Selection

a. Chief of Naval Personnel (CHNAVPERS) will convene the TNWO FTOST selection board annually in March.

b. Applications that meet eligibility criteria described in this instruction and submitted to the HSETC NC Programs officer (HSETC-25) by 15 January annually through 1997, will be presented to the selection board for consideration.

c. Selection will be based on the application, command endorsement, academic capability, performance record, promotion potential, and individual assignability.

d. Applicants requesting bridge programs (associate degree to masters of science in nursing) will be considered on an individual basis. Requests must conform to endstrength requirements for the requested subspecialty and meet degree completion time constraints of 24 months. Consult the annual notice, reference (d), for information on specialty training availability. Applicants may expect assignment to an appropriate subspecialty-coded billet for at least one utilization tour following FTOST.

e. Selectees for the program will be notified by CHNAVPERS. Notification will include curriculum option for which selected.

5. Eligibility

a. TNWOs applying for FTOST must:

(1) Have served as a TNWO for at least 2 years as of the date of the FTOST selection board and met one of the following:

(a) Requested an unqualified extension on active duty.

(b) Requested or selected for redesignation to regular Navy (designator 7560).

(2) Meet Navy physical fitness standards.

(3) Have a projected rotation date (PRD) not greater than 12 months after the convening date of the selection board.

(4) Submit an age waiver request, if unable to complete 20 years of active commissioned service by 55th birthday, per reference (c). This is included in enclosure (1).

b. TNWOs in a failure-of-selection status in present grade are not eligible.

6. Colleges and Universities

a. Civilian colleges and universities offering nursing curricula must be accredited by the National League for Nursing (NLN) to be considered.

b. Factors in determining the acceptability of a civilian institution include:

(1) Residential campus within proximity of current or follow-on duty station, with availability of a full-time academic schedule throughout the calendar year. External degree programs are not approved.

(2) A curriculum that will satisfy educational skill requirements in the least time. TNWOs are expected to shorten study lengths by taking proficiency exams whenever possible.

c. The principal criteria used in approving attendance at a civilian university are the quality, benefits, and professional requirements of the academic program.

7. Declination. TNWOs selected for FTOST, who do not desire assignment to the program, may decline their selection in writing to BUPERS (PERS-4415K) with a copy to HSETC-25.

8. Assignment

a. Although every effort is made to assign selectees to FTOST at the time of their PRD, individual assignments remain subject to the needs of the Navy.

BUMEDINST 1520.38
12 Nov 93

b. All TNWOs ordered to FTOST will carry a full academic schedule throughout the calendar year and maintain their registered nurse license.

c. FTOST participants will be ordered for administrative purposes to a nearby naval activity on permanent change of station basis.

9. Appointment. TNWOs selected for FTOST must agree to accept appointment as Ensign, NC, USNR when tendered after completion of their academic program.

10. Disenrollment. If disenrolled from FTOST at any time, participants will normally be issued PCS orders in their current designator to complete their active duty obligation.

11. Academic Continuation

a. TNWOs enrolled in FTOST who fail selection for promotion may be continued in school, on a case-by-case basis, as determined by CHNAVPERS. TNWOs who fail to maintain academic standards receive similar consideration, based on the recommendation of Commanding Officer, HSETC.

b. FTOST participants who cannot complete their degree requirements for other reasons (e.g., illness) must submit an official request for a modification of PRD to BUPERS (PERS-4415K) via Commanding Officer, HSETC (HSETC-25) and Chief, Bureau of Medicine and Surgery (BUMED), MED-05. Approval of this request will depend on the TNWO's academic and military performance.

12. Obligated Service. TNWOs who participate in FTOST are required to serve on active duty for a minimum of 3 years or 1 year for every 6 months of schooling, whichever is greater.

a. Appointment as a NC officer incurs a total obligation (active and Reserve) of 8 years. After completing the active duty obligation, the remaining Reserve obligation will be served in the Selected Reserve or Individual Ready Reserve.

b. Any obligated service remaining from initial appointment as a TNWO, or resulting from FTOST or use of Navy sponsored TA may be served simultaneously with the obligation for appointment as a NC officer.

13. Action

a. Chief, BUMED:

(1) Maintains a statistical database for forecasting educational requirements for the NC.

(2) Establishes an annual quota plan for TNWO FTOST billets and recommends that quota to Deputy Chief of Naval Operations (Manpower and Personnel), (N1).

(3) Issues, per reference (e), annual and other notices and instructions, necessary to implement and monitor the TNWO FTOST program.

(4) Provides personnel resources required to support the TNWO FTOST program and serves as claimant for students' billets.

(5) Analyzes educational requirements for the NC.

b. Commanding Officer, HSETC:

(1) Conducts program administration and management.

(2) Maintains communication with selectees, universities, Naval Reserve Officers Training Corps Units, TNWO, and NC assignment officers.

(3) Maintains student academic records on all TNWOs assigned to FTOST and monitors their educational progress.

c. Commanding officers of medical treatment facilities to which TNWOs are assigned:

(1) Advise TNWOs regarding the value of continued professional education and encourage them to pursue formal educational programs.

(2) Ensure the forwarding endorsement for each application includes an evaluation of the applicant's aptitude, initiative, potential for completing the requested training, and potential to serve successfully as a NC officer.

d. Individual TNWOs who desire FTOST:

(1) Seek educational and career counseling from Director, Nursing Services, assignment officer (PERS-4415K), NC career plans officer (BUMED-534), specialty advisor (BUMED-OONCB1) and Head, NC programs, (HSETC-25).

(2) Submit an Officer Preference and Personal Information Card (NAVPERS 1301/1) per reference (f) and describe educational and follow-on assignment preferences.

(3) Submit application to HSETC-25 via appropriate chain of command following guidance in enclosure (1). Applications must reach HSETC by 15 January, the year of the board.

BUMEDINST 1520.38
12 Nov 93

(4) If applying for a bridge program, take the Graduate Record Examination (GRE) general test to provide substantiation of academic ability. Navy Campus can provide information on the test dates and location. GRE fees are paid by the applicant.

(5) Select a primary and one or more alternate specialties when applying for a bridge program. For graduate nursing programs, ensure requested subspecialty is listed in reference (d). Apply to at least one university for each specialty program requested. Consider the factors described in paragraph 6.

(6) To increase competitiveness and strengthen academic background, take courses through Navy Campus or civilian universities to prove ability to successfully pursue professional education and reduce total number of credits to complete degree. This is most pertinent for those who do not have a noteworthy undergraduate record or who last attended a formal college more than 5 years before the board convenes.

(7) Submit letters of acceptance or other documentation from universities to show your academic credentials meet admission criteria.

(8) Submit a personalized academic plan (schedule of required course work) for each academic program requested.

(9) Send documentation of Nursing Challenge Examinations or NLN Advance Placement Examinations. These tests can be requested and administered by local Navy Campus offices or civilian colleges and universities.

(10) If active duty experience is less than 4 years, submit letters of recommendation (maximum 3 letters) which address current and potential level of performance.

(11) Write a statement of rationale for requesting FTOST. Do not exceed 250 words.

(12) Ensure microfiche copy of your official record is up to date. Review it for accuracy, completeness, and a current official photograph. Submit corrections or additions to PERS-313D.

14. Reporting Educational Achievements

a. FTOST participants must submit grade reports to HSETC-25 at the completion of each term. If grades fall below 2.5 GPA on a 4.0 scale, participant will be placed on academic probation by HSETC-25. Failure to attain a 2.5 GPA by the end of the following term may lead to disenrollment from the FTOST program.

BUMEDINST 1520.38
12 Nov 93

b. Forward final transcript of grades stating the degree and date conferred to BUPERS (PERS-1024C) with a copy to HSETC-25.

15. Form. NAVPERS 1301/1 (Rev 10-83), Officer Preference and Personal Information Card, S/N 0106-LF-013-0109, is available from the Navy Supply System and may be requisitioned per NAVSUP P-2002D.


D. F. HAGEN

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BUMEDINST 1520.38
12 Nov 93

TECHNICAL NURSE WARRANT OFFICER
APPLICATION FOR FULL-TIME OUTSERVICE TRAINING AND
APPOINTMENT AS A NURSE CORPS OFFICER

SAMPLE APPLICATION LETTER

From: (Name, Grade, SSN, Designator)
To: Commanding Officer, Naval Health Sciences Education and
Training Command, (Code-25), Bethesda, MD 20889-5033
Via: (Appropriate Chain of Command)

Subj: TECHNICAL NURSE WARRANT OFFICER REQUEST FOR FULL-TIME
OUTSERVICE TRAINING AND APPOINTMENT AS A NURSE CORPS
OFFICER

Ref: (a) BUMEDINST 1520.38
(b) (Any other references used)

Encl: (1) Letters of Acceptance from Educational Institutions
(Letters of provisional or conditional acceptance
will be considered if university cannot provide
letters of acceptance)
(2) Individualized Curriculum Plans for Requested
Education
(3) Documentation of Request for Redesignation to Regular
Navy or Unqualified Extension on Active Duty
(4) Grade Transcripts (A complete set of official or
legible transcripts is required from all schools
attended after high school)
(5) GRE General Test Report (For applicants to bridge
programs)
(6) Letters of Recommendation (If active duty experience
is less than 4 years)

1. Per reference (a), I request assignment to full-time outservice training (FTOST) in nursing leading to (type of degree) at (educational institution) and subsequent appointment as a nurse corps (NC) officer. I am (accepted/seeking acceptance) to begin this program (date), enclosure (1). I will complete the program (date). This program is accredited by the National League of Nursing and within proximity of my (current) (follow-on duty station).

2. My personalized curriculum plan for this program is provided as enclosure (2).

3. (As applicable) I have requested (an unqualified extension on active duty) or (have requested or been redesignated) into the Regular Navy, per enclosure (3).

Enclosure (1)

BUMEDINST 1520.38
12 Nov 93

4. My date of birth is _____. My date of rank as CWO2 is _____. At the projected completion of the requested academic program I will be _____ years and _____ months of age. Therefore I will (not) require an age waiver for appointment as a NC officer.

5. My current assignment is (name of billet and duty station). My duty telephone number is DSN _____ or commercial _____.

6. I reported to my present duty station on _____. My projected rotation date (PRD) is _____. (Describe any adjustments to your PRD that have been discussed with your assignment officer).

7. I hold the following professional subspecialty certifications: _____. My subspecialty codes are _____, _____, and _____.

8. My most recent physical readiness test was completed on _____. The results were _____. My body fat measurement is _____ percent.

9. My professional and military experience includes: (Provide a chronological list beginning with current assignment. List all active duty, Reserve duty, TNWO and enlisted experience and health care related civilian employment).

a. Facility or command, location, total length of assignment, from (month and year) to (month and year), billet title or position, clinical area (if applicable), (state full-time or part-time when describing civilian employment.)

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).

a. Names of colleges or universities attended and the dates the associate or other degrees were conferred.

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

11. (If applicable) I have taken the Graduate Record Examination on (date). Results of that test are provided as enclosure (5).

12. (If applicable) Letters of recommendation from (list individuals by name and title) are provided as enclosure (6).

13. (Provide a statement of rationale for requesting full-time outservice training. This statement should reflect an understanding of new role expectations as a NC officer. If requesting a bridge to masters in nursing program, statement should reflect knowledge of the specialty and discussions with the specialty advisor or other senior NC officer working in that specialty.)

14. Obligation Statement. If selected, I agree not to tender my resignation nor request release from active duty or retirement while assigned to full-time outservice training. Per reference (a), I further agree to serve on active duty as a nurse corps (NC) officer for a minimum of 3 years or 1 year for every 6 months of schooling, whichever is greater and not to submit my resignation or request for release or retirement during this period of obligated service. Upon appointment as a NC officer, I agree to a total obligation (active and Reserve) of 8 years. After completing my active duty obligation, I will serve any remaining Reserve obligation in the Selected Reserve or Individual Ready Reserve. I understand that any obligated service remaining from my initial appointment as a TNWO, or resulting from FTOST or use of Navy sponsored TA may be served simultaneously with my obligation for appointment as a NC officer.

15. I understand the Privacy Act of 1974 (P.L. 93-579) as it applies to personal data records maintained on U.S. citizens. My signature attests that I am familiar with the statement contained herein and authorizes use of the information provided for the purposes listed.

PRIVACY ACT STATEMENT

The authority to request this information is contained in 5 U.S.C. 301 Departmental Regulations. The principal purpose of the information is to assist officials and employees of the Department of the Navy in determining my eligibility for, and approving or disapproving, the education authorization being requested.

Upon approval for full-time outservice training, the Naval Health Sciences Education and Training Command will establish and maintain a training file on me. Completion of this application and my signature is mandatory; failure to provide the required information may result in disapproval of my request.

Date

Full Signature